



BOARD OF TRUSTEES

Regular Meeting

October 24, 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
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. Monthly Activity Report Update to the Board of Trustees
 - C. PC/ZBA updates by Township Planner
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – October 10, 2018- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.5.10
 - H. Policy Governance 2.5
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Approval of bid from Plummer's Environmental for the cured in place repair of four sanitary sewer main leaks, robotic cutting
 - B. Discussion/Action: (DePriest/Gallinat) Introduce Ordinance 2018-06 for first reading and publish notice of public hearing for the adoption of Ordinance 2018-06 at the November 14, 2018 Board of Trustees meeting

- C. Discussion/Action: (DePriest) Approval of Land Division for parcel #37-14-054-00081-00 and #37-14-054-00-080-00 Located in Cornerstone Condominium Subdivision
- D. Discussion/Action: (BOT) Manager Contract Review
- E. Discussion/Action: Policy Governance 4.3

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 | Squattrito | 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 | 10/17/2020 |
| 5 Member at large | Connie | Bills | 8/15/2019 |



To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: October 18, 2018
Re: October Monthly Activity Report

Attached is the monthly activity report for October.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization accomplishes 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.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: October 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
- Classification/compensation RFP out for bid on 9/27/18
- Held several recurring 1:1 meetings with staff
- Assisted with development of response to results of PFAS testing
- Presented recommended FY 2019 budget to Board of Trustees
- Held quarterly meeting with Township's IT consultant, CMS
- Submitted 2% grant application for Inter-Local Pathway Connector
- Attended the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Met with several citizens regarding a variety of issues
- Meetings with Township Attorney regarding a variety of issues
- Citizen Planner class (weekly for next 6 weeks) sponsored by MSU was cancelled due to lack of registrations

Finance Department

1.1 Community well-being and the common good

- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Purchase new Folder Inserter machine for tax bill, assessment notice mailings, and other miscellaneous mailings needed by Township departments and worked with vendor to ensure the Township has the correct envelopes to operate the new machine and that the appropriate testing is done before the machine is shipped to the Township.
- 2 cashiers entered 1119 receipts for tax payments in September totaling \$1,736,968
- 2 cashiers entered 82 utility billing payments in September totaling \$18,920
- Payments issued for DDA's – 6 invoices processed for \$17,700
- Reconciled 11 bank statements
- Scheduled employee open enrollment with 44North on November 8, 2018 so employees can elect their benefits for the 2019 fiscal year.
- Talked to MERS about scheduling an employee informational training session before the end of the year
- Disburse funds twice for the summer taxes collected August 16 – September 15, 6 invoices created and entered, 4 checks issued totaling over \$2,862,000 --
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Issued refund checks for tax overpayments – 12 invoices created resulting in 9 checks issued back to property owners and/or mortgage companies
- Issued disbursement checks for delinquent personal property taxes collected
- Mail 300 delinquent tax notices for Summer taxes unpaid after due date of September 14th
- Accounts payable check runs during Sept – 97 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 32 disbursement checks totaling over \$335,000,
- Consumers Invoices – 52 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment,
- (7) Transfer requests processed in September
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- 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 – 16 Mastercard invoices reviewed, entered and scanned in the BS&A system for payment
- Processed all meeting pay requests submitted by the Board of Trustees
- Payroll – 82 Payroll checks and checks to pay for benefits issued during September
- Attended Fall Conference-Michigan Government Finance Officers Association-Training and Networking
- Prepared quarterly payroll tax reports for submission
- Worked on the spreadsheet for annual electricity charges from Consumers Energy for street lights in the subdivisions that will be assessed on the Winter tax bills

Building, Rental Housing Departments

1.3 Safety

- Building Office conducted 34 inspections, 1 plan reviews, issued 14 permits and 12 certificates of occupancy permits
- Completed inspections on apartment complex (approx. 80 units) and various single-family units and performed follow up re-inspections as needed
- Plan review for remodeling project at Isabella Water Administration building
- 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.

1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aldi and TJ Maxx
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords

Assessing Department

1.1 Community well-being and the common good

- Processed 30 deeds and 30 Principal Residence Exemptions
- Submitted follow up information to State Tax Commission regarding AMAR corrective action plan as a result incorrect original submission
- Assistant to the Assessor submitted resignation notice to be effective 12/31/18

1.6 Commerce

- Inspected 85 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 November. The canvas of Personal Property is accomplished as visits are made to the industrial and commercial businesses.

Public Services Department

1.1 Community well-being and the common good

- Isabella Well Site structural engineer design meeting
- 41 final reads and bills processed in Sept
- Prepared/Mailed 1938 water and sewer bills
- Meeting with attorney (Lux vs. Union Township)
- Set Up (5) new water and sewer accounts
- Provided Admin Support for Cross Connection Re-Inspections: sent Letters, scheduled inspections
- Progress Meeting September 28, information gathering and assistance to engineers for Joint Water Study
- 36 water shut off/on for non-payment
- Jameson Hall Rental – 4 days September
- Administrative staff attended BSA Utility Billing module training

- Prepared and submitted 2% Request for McDonald Park and Pickens Field improvements for 2019 Major League District Tournament
- Prepared and submitted 2% Request for Jameson Park Master Plan
- GIS Specialist attended training conference
- Broadway Tower /AT & T Site Lease meeting & contract review

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

- Pickard Street/Summerton Road Water Main Looping Project – Preconstruction Meeting
- Received/Tracked/Saved Electronically 41 Backflow Reports
- Responded to 92 phone calls/inquiries/emails regarding water and sewer bills
- Water tap/road bore/installation/inspections – Messenger project, Florence Street site
- Water and/or Sewer installation inspections – Citizens for Health project, Aspen Dental, Aldi
- Weekly water system maintenance including repairs of water shut off boxes, fire hydrants, and water main line valves
- Completed 15 touchpad/meter repairs (administrative & repairs)
- Completed final lead and copper certification/customer notice
- Completed and submitted State of Michigan Lead and Copper Sampling Report
- 159 Miss Dig underground marking throughout Township
- 20 - Misc. water service turn on / off throughout Township (customer request)
- Jetted & vacuumed approximately 1,400 feet of 8” sanitary sewer
- Installed new sewer lead to Isabella Treatment Facility (in preparation for remodel)
- Reviewed Pump Station #7 Service Area Study
- Met with Isabella County Road Commission regarding manhole replacement on River Road
- Met with Isabella County Road Commission regarding 2019 Projects
- Repaired manhole cover on Lincoln Road hit by car
- Repaired hand operation of pump at pump station #7
- Confined Space Training/yearly certification
- Repaired lights in Township Managers office
- Clean-up and hydro seeding for new service installation and fire hydrant repair
- Winterized water meters at McDonald Park irrigation systems, concession stand
- Maintenance work performed on playscape platforms at McDonald Park
- NSF notice prepared and mailed
- Monthly maintenance on all portable and stationary generators (block heaters, chargers, fluids)
- Thirteen monthly water samples completed
- Daily plant water reads, and tri-weekly backwashing completed
- Installed new VFD (variable frequency drives) at Meridian Well Site
- Isabella Treatment Facility Plant Tour – MSU
- GPS new hydrants, water main, sewer mains etc. for GIS Mapping
- Inspection of Holiday Inn fire line and backflow prevention
- Fire flush test completed at Messenger project
- Performed additional cleanup on Lincoln Road due to service install (ditch and river bank area)
- WWTP –completed second round of collection system mercury analysis
- WWTP – SDS sheet updated (Safety Data Sheets)
- WWTP – Lab Q & A updates (Quality Control/Quality Assurance)
- WWTP – Annual MDEQ Inspection Conducted
- WWTP – Completed and submitted Drinking Water Lab re-certification documentation

- WWTP – completed ongoing screw pump #1 rehab project
- WWTP – entire plant building cleaning and preventive maintenance
- WWTP- Collection system hydrogen sulfide condition monitoring
- WWTP – Storm water sampling and inspections
- WWTP – Biosolids land application began
- PFAS meeting with City of Mt. Pleasant, Saginaw Chippewa Indian Tribe, CMU, MDEQ, EPA, Health Department
- Isabella Well Site Remodel Project Bid Opening September 6, 2018; meetings with Goudreau and Associates regarding Isabella Treatment Plant remodel bids/cost
- Verify/Follow Up on Certified Backflow Inspectors Certifications (letters sent to inspectors to obtain certification credentials)
- Installation of natural gas at Lincoln Road Water Tower for generator
- Meeting with Goudreau and Associates regarding Jameson Park Master Plan

Planning & Zoning Department

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

- Planning Commission
 - Public hearing for a Special land use located at 5450 S. Mission Rd. The request was for a park and sell operation. The commission postponed on making a recommendation and did not discuss the request in detail following the public hearing.
 - Conducted a site plan review as required for a special land use located at 5353 S. Mission Rd. The site plan was for 3 additional self-storage buildings to be built in addition to what currently exist. The plan was approved with sidewalk construction provisionally relieved.
 - Site plan review for an amended site plan application for the Riverwood accessory building to reflect new access road location to the accessory building. The applicant was also asking for relief from sidewalk construction. The amended site plan was approved with no relief for sidewalk construction
- ZBA
 - The ZBA did not meet on its regularly scheduled September 5, 2018 meeting. Instead the ZBA held a special meeting on September 19, 2018 for a Zoning Text Interpretation regarding a restaurant and brewery operation. ZBA interpreted that if the brewery's off-site consumption does not exceed its onsite consumption, it would be a permitted use under sections 23.2.B and C of the Township's zoning ordinance
- Sidewalk Committee
 - The committee met on September 25, 2018. The committee discussed future collaboration opportunities with the Mid Michigan Pathway Group regarding Isabella Rd. and other relevant roads.
- 1-yard sale permit issued
- 3 Zoning approval letters
- Meet with building official twice per week to improve communication
- Met with Tim Bebee and clients interested in a Multi-Use development on Broomfield Rd. Located in the Tall Grass Condominium. First floor retail with a 2nd floor residential.
- Met with property owner about options for two properties owned on Broomfield Rd. Discussed possible duplex (Two Family Dwelling) and a possible rezone of properties to B-4 General Business District.
- Attended Michigan Association of Planning annual conference September 20-22nd in Grand Rapids

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
- Attended Mitchell's Deli ribbon cutting event
- 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
- Attended mediation regarding the Lux matter
- Hold study session with Board regarding 2019 recommended budget
- Plan for Policy Governance education work session
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Attend PFAS planning meetings with areas representatives
- Hold FY 2018 quarterly budget review meetings
- Attend MTA "On the Road" all day session scheduled for 10/30 in Big Rapids

Finance Department

1.1 Community well-being and the common good

- Attend Fall Local Government Summit in Livonia offered by the State of Michigan
- Begin year end work to record and track prepaids for audit
- Pay 3rd quarter unemployment tax
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any online payments made to the general ledger
- Schedule new folder inserter machine install and employee training – order special tax bill envelopes for new machine
- 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
- Disburse Summer taxes collected
- Mobile Home Tax disbursements collected during the 3rd Quarter will be issued in October
- Check all budget to actual line items in preparation for final 2018 budget amendment
- Follow up with State of Michigan on the liquor license revenue sharing-why it's not received yet
- Review benefit renewal rates for 2019
- Finish writing Accounting Specialist job description
- Order lectern for the boardroom

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
- Follow up on 3290 E River Rd from Fire Burn Out, heat and smoke damage

1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aldi and TJ Maxx, Holiday Inn and Aspen Dental commercial projects. Holiday Inn expected finish is now end of October

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.
- Review job description of Assistant to Assessor position for current relevancy

1.6 Commerce

- Anticipate inspecting 200 parcels in the month of September
- Work on sales studies in preparation of tax year 2019 assessment roll
- Management of approximately 7 MTT docket cases-valuation disclosure for General Dollar due; requested updated information from the Petitioner for the Union Square apartment complex and the two Deerfield Village parcels.
- 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

- Chlorine Equipment Bids/ Purchase – 2018 Budget Item
- Upgrade Opto Scada System at #10 Pump Station; replace Opto antenna & cable at pump station #7 & #10
- Opto programming for Pump Station #7 generator run time
- Aspen Dental 12" x 8" water tap (Bluegrass Road)/ sanitary sewer tap into existing manhole on Bluegrass Road
- Leak point repairs in sanitary sewer (two of three estimates received)
- Replace two dewatering pumps used for water and sewer emergencies
- Aldi Foods deflection testing
- Citizens for Health air testing and deflection testing completed
- WWTP – replace exhaust louver in head works building screen room
- Clean and televise McDonald Park storm sewer
- Purge commercial backflow devices (410 entries) and update BSA files
- Schedule and complete quarterly touchpad/meter repair appointments
- Implement new procedures in BSA Utility Billing (post training)
- Hydrant Flushing/winterizing - October 15, 2018 – November 13, 2018
- 4th quarter final effluent low level mercury sampling
- WWTP- recoat/epoxy floor covering in solids building & headworks building
- Hire & begin training of new WWTP Operator
- WWTP- install new brushes on fine screen
- WWTP – clean digester #3

- WWTP - Annual calibration of all flow meters
- WWTP -Rebuild grease pump on screw pump #1
- Prepare WWTP components and equipment for upcoming cold weather
- Heavy clean/jet two runs of 24" trunk line sewer to WWTP
- PFAS Testing (tentative schedule week of October 15, 2018)
- Lower water main under drain – Mission Road

Planning & Zoning Department

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

- Planning Commission
 - Public hearing for rezoning of property from AG to R-2A located at 4080 S. Whiteville Rd. northern portion of property to be rezoned R2A with southern portion remaining AG.
 - Public hearing for rezoning of properties from R-2A to B-4 located at 2010 and 2040 E. Broomfield rd.
 - Make recommendation for special land use for a park and sell operation at 5450 S. Mission Rd.
 - Make appointment of Township resident to Sidewalks and Pathways Prioritization Committee. Current appointment expires October 17, 2018.
- ZBA
 - No scheduled items as of yet
- Sidewalk Committee
 - Next meeting scheduled for 10/30/18 to discuss Sidewalk Policy

Future Board of Trustee Meeting Agenda Items

- Several land divisions likely in October and November
- 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
- Zoning Map amendment request 4080 S. Whiteville Rd. Ag to R-2A (October)
- Zoning Map amendment request 2010, 2040 E. Broomfield Rd. R-2A to B-4 (October)
- Special Use Permit for Mak enterprises LLC, Park and Sell Operation.
- Communication antenna lease renewal 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
- 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

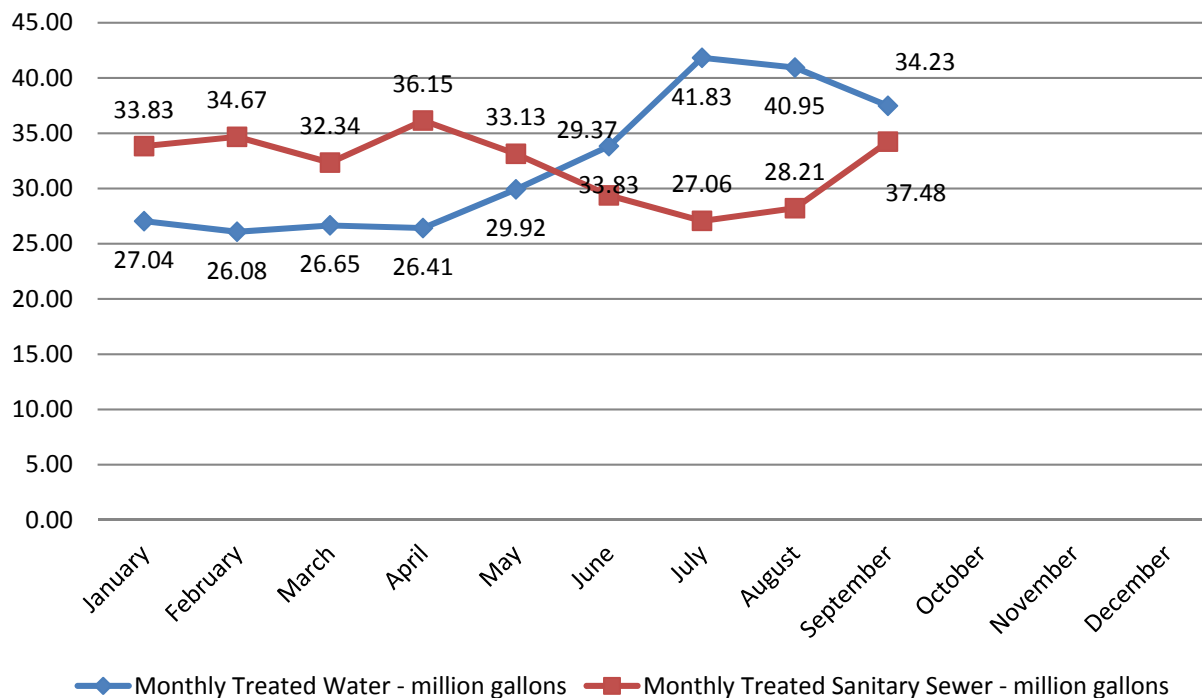
- FY 2019 budget review, adoption
- Planning Commission review/update of zoning ordinance
- Fire millage renewal on November ballot

- Purchase of replacement fire truck
- 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 and fill same
- 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
- Set up training with Central Michigan Home Builders Association for Simpson Installation procedures (anchoring/fastener used in construction)
- 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)
- Recruit and hire Finance Dept Assistant to Assessor position
- PFAS Testing (Being conducted by State of Michigan – results expected within 4 – 6 weeks)
- Repair sanitary sewer infiltration point repairs found by 2018 cleaning and televising program- approximately 5 locations
- 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)
- 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 vac 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 4th quarter

Other

- Enforcement Activities
 - Follow-up inspections to verify compliance with violations found on previous inspections
 - Stop work order at 5450 Mission – no soil erosion permit
 - Met with resident regarding sound issues and operation hours for the Mt. Pleasant Race Track.
 - Actively addressing bill board light levels on M20/Lincoln Rd
 -
 -
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- Sept 2018 – Treated Potable Water
 - Total Month: 37.483 mg
 - Average Day: 1.249 mgd
 - Max Day: 1.568 mgd
- Sept 2018 – Treated Sanitary Sewer
 - Total Month: 34.23 mg
 - Average Day: 1.12 mgd
 - Max Day: 1.52 mgd

2018 - Monthly Treated Water and Sanitary Sewer



- Legal Matters
 - Michigan Tax Tribunal open cases – valuation disclosure for General Dollar due; requested updated information from the Petitioner for the Union Square apartment complex and the two Deerfield Village parcels.
 - Lux Matter-mediation continues as does implementation of Board approved defense strategy
 - Brad Wood – Bilbrael and E Pickard properties- Seeking court order regarding clean up

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 October 10, 2018 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

Cody moved **Mikus** supported to approve the agenda as amended, adding New Business E. Approval of Land Division for parcel #37-14-020-011-00. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Pump Station #7 Service Area Study Report by Gourdie Frasier

Public Hearings

Public Comment - open 7:03 p.m.
No comments were offered.

Reports/Board Comments

Hauck- Isabella County Road Commission project updates
Mikus – Reported that the quarterly Sustainability Committee meeting was cancelled due to no Agenda items, asked Board of Trustees for direction of new tasks to be discussed. Asked that discussion of the annual Manager's contract be added to the October 24, 2018 Agenda. Updated on the Sidewalk and Pathway Prioritization Committee
Woerle – Met with Saginaw Chippewa Indian Tribe and talked about grant the behavioral health clinic received.

Consent Agenda

- A. Communications
- B. Minutes September 26 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/Action: (Gallinat) Sidewalk Committee Recommendation on calling in existing waivers

Mikus moved **Lannen** supported to accept the existing sidewalk waiver revocation recommendation from the Township Sidewalk and Pathways Prioritization Committee. Instruct staff to contact owners of selected parcels to develop a plan for sidewalk construction in accordance with the Township Sidewalk Policy. **Vote: Ayes: 5 Nays: 1. Motion carried.**

B. Discussion/Action: (Smith) Award Bid for Construction Services for Office Remodel at the Isabella Treatment Facility to JBS Contracting

Cody moved **Mikus** supported to award bid for construction services for office remodel at the Isabella Treatment Facility to JBS Contracting in the amount of \$110,548.00. **Vote: Ayes: 5 Nays: 1. Motion carried.**

C. Discussion/Action: (Smith) Deny request to waive quarterly water and sewer penalties for The Crossings on Broadway

Lannen moved **Hauck** supported to deny the request to waive quarterly water and sewer bill penalties for the Crossings on Broadway in the amount of \$3,038.89 – (Account Number #02342). **Vote: Ayes: 6 Nays: 0. Motion carried.**

D. Discussion: (Stuhldreher) 2019 Budget Recommendation Discussion

Discussion by the Board.

E. Approval of Land Division for parcel #37-14-020-011-00. Owner: Union Farms, LLC located on Remus Rd.

Cody moved **Mikus** supported to approve the land division for parcel #37-14-020-20-001-00 located on Remus Rd, Owner Union Farms, LLC. **Vote: Ayes: 6 Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT - Open 9:57 p.m.

Tad Richards, 1688 Trillium Circle –Asked if lumens meet zoning requirements for sign on Remus Rd.

Stuart Black for Probate Judge see website: black4judge.com

MANAGER COMMENTS

- Administration is aware of sign (Remus Rd.) complaints, mentioned that the development and sign can exist in the Township, stated that the Township does have a sign and lighting ordinance. Township is working with the property owner and sign company regarding the lumens to comport with the Township's Ordinance.
- Commented on installation of down shielding lighting on the Township's south parking lot to provide safety for employees and citizens
- The TWP/City/Tribe issued a press release today stating that the PFAS Testing is scheduled for 10/18/18
- Commented on mediation last week regarding Lux matter
- Commented on Fall 2018 Hydrant Flushing October 15, 2018 through November 13, 2018

- Commented on Fire Millage on the ballot, encouraged all to go vote
- Mentioned podium for the Board Room and since there have been no objections by the board, administration will be moving forward with purchase
- Received letter of resignation effective 12/31/18 from the Assistant Assessor's position

FINAL BOARD MEMBER COMMENTS

Lannen – Commented on time spent at Board meetings, stated that the Board should concentrate on efficiency and effectiveness

Woerle – Commented that the Board shall move forward after tonight's meeting and concentrate on projects to improve the lives and lifestyle of the residents.

Closed Session

ADJOURNMENT

Cody moved **Hauck** supported to adjourn the meeting at 10:13 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 | | | | | | |
| 10/19/2018 | 101 | 214 (E) | 00146 | CONSUMERS ENERGY PAYMENT CENTER | 1776 E PICKARD 2010 S LINCOLN #GUL STREET LIGHTS | 91.11 55.13 <u>1,838.73</u> 1,984.97 |
| 10/19/2018 | 101 | 215 (E) | 00845 | PITNEY BOWES, INC | CLEANING KIT FOR POSTAGE MACHINE TAPE STRIPS FOR POSTAGE MACHINE | 26.99 <u>118.98</u> 145.97 |
| 10/19/2018 | 101 | 216 (E) | 01186 | COYNE PROPANE LLC | FUEL FOR GENERATOR - LIFTSTATION #3 FUEL FOR GENERATOR - LIFSTATION #6 FUEL FOR GENERATOR - WATER DEPT FUEL FOR GENERATOR - 5228 ISABELLA FUEL FOR GENERATOR - WATER PLANT FUEL FOR GENERATORS - 2270 MERIDIAN WELL | 233.88 277.35 698.28 190.14 261.90 <u>168.21</u> 1,829.76 |
| 10/24/2018 | 101 | 20528 | 01358 | 21ST CENTURY MEDIA-MICHIGAN | BOT/ZONING & PLANNING ADS | 1,174.32 |
| 10/24/2018 | 101 | 20529 | 01476 | A LOT A CLEAN | WINDOW CLEANING - TWP HALL | 113.00 |
| 10/24/2018 | 101 | 20530 | 00013 | AIRGAS USA, LLC | TORCH OXYGEN | 27.45 |
| 10/24/2018 | 101 | 20531 | 01549 | BAUCKHAM, SPARKS, THALL, SEEBER & K | MTT CASE LEGAL FEES - SEP 2018 | 3,542.73 |
| 10/24/2018 | 101 | 20532 | 01278 | BERENDS, HENDRICKS, STUIT INSURANCE | RENEWAL OF PAR PLAN PACKAGE 11/1/18 - 19 | 65,630.00 |
| 10/24/2018 | 101 | 20533 | 00095 | C & C ENTERPRISES, INC. | JANITORIAL SUPPLIES - WWTP JANITORIAL SUPPLIES - WATER PLANT CLOTHING ALLOWANCE - PEAK | 149.50 57.75 <u>83.78</u> 291.03 |
| 10/24/2018 | 101 | 20534 | 01309 | CGS, INC | CONFINED SPACE SAFETY TRAINING | 1,498.94 |
| 10/24/2018 | 101 | 20535 | 00722 | CHARTER TOWNSHIP OF UNION | Q3 UTILITY BILLING - 4511 RIVER Q3 UTILITY BILLING - 1776 RESTROOMS & PA Q3 UTILITY BILLING - 1776 SPRINKLER SACC Q3 UTILITY BILLING - 1776 PARK CONCESSIO Q3 UTILITY BILLING - 1776 MCDONALD PARK Q3 UTILITY BILLING - MCDONALD PARK SPRIN Q3 UTILITY BILLING - 1776 PARK POLE BUIL Q3 UTILITY BILLING - 4511 E RIVER Q3 UTILITY BILLING - 1776 E PICKARD BAC Q3 UTILITY BILLING - JAMESON PARK Q3 UTILITY BILLING - JAMESON PARK BATHR Q3 UTILITY BILLING - TOWNSHIP HALL | 237.40 147.90 441.10 167.90 281.00 72.00 52.00 2,331.90 147.90 195.86 147.90 <u>147.90</u> 4,370.76 |
| 10/24/2018 | 101 | 20536 | 00129 | CMS INTERNET, LLC | SURFACE PRO DOCKING STATION - MANAGER REPLACE 3 LAPTOPS FOR ELECTIONS REPLACE 2 CASHIER PC'S - FRONT OFFICE INSTALL NEW CASHIER PC'S MANAGED IT, EMAIL & PHONE SERVICE - NOV | 79.00 2,547.00 1,798.00 281.25 <u>4,984.75</u> 9,690.00 |
| 10/24/2018 | 101 | 20537 | 00155 | COYNE OIL CORPORATION | FUEL IN TOWNSHIP VEHICLES - SEPT 2018 | 1,014.52 |

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 10/11/2018 - 10/24/2018

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|---------------------------------|--|-----------------|
| 10/24/2018 | 101 | 20538 | 01415 | KEVIN CRAWFORD | CLOTHING ALLOWANCE REIMBURSEMENT - K. CR | 100.00 |
| 10/24/2018 | 101 | 20539 | 01242 | CULLIGAN WATER | WATER - MCDONALD PARK SEPT 2018 | 9.00 |
| | | | | | WATER - SHOP SEPT 2018 | 9.00 |
| | | | | | WATER - WWTP SEPT 2018 | 9.03 |
| | | | | | | <hr/> 27.03 |
| 10/24/2018 | 101 | 20540 | 01171 | DBI BUSINESS INTERIORS | TOWNSHIP ADDRESS STAMPER - CLERK | 28.45 |
| 10/24/2018 | 101 | 20541 | 00188 | DOUG'S SMALL ENGINE | ELECTRIC CLUTCH/BUSHING/PULLEY - PARKS | 404.60 |
| | | | | | BELT - V - PARKS | 124.70 |
| | | | | | BELT - V & PULLEY-IDLER - PARKS | 162.69 |
| | | | | | | <hr/> 691.99 |
| 10/24/2018 | 101 | 20542 | 00209 | ETNA SUPPLY COMPANY | PVC SCH40 ADAPTERS, PIPES, CAPS | 93.00 |
| 10/24/2018 | 101 | 20543 | 01353 | EVOQUA WATER TECHNOLOGIES LLC | BIOXIDE | 9,668.97 |
| 10/24/2018 | 101 | 20544 | 00231 | FOUR SEASON'S EXTERMINATING | TWP HALL EXT TREATMENT - OCT 2018 | 40.00 |
| 10/24/2018 | 101 | 20545 | 01492 | GFOA | GFOA ANNUAL MEMBERSHIP 18-19 | 190.00 |
| 10/24/2018 | 101 | 20546 | 00257 | GOURDIE-FRASER, INC. | DEQ AMP REVISIONS | 360.00 |
| | | | | | PUMP STATION #7 SERVICE AREA EVALUATION | 8,872.50 |
| | | | | | | <hr/> 9,232.50 |
| 10/24/2018 | 101 | 20547 | 00266 | HACH COMPANY | LOT SPECIFIC CALIBRATION | 233.89 |
| 10/24/2018 | 101 | 20548 | 00324 | ISABELLA CORPORATION | 8" LIVE ATP AND BORE - ASPEN DENTAL/WATE | 51,900.00 |
| 10/24/2018 | 101 | 20549 | 00337 | ISABELLA COUNTY TREASURER | MTT/BOARD OF REVIEW REFUNDS | 304.62 |
| 10/24/2018 | 101 | 20550 | 01133 | KAY PARK REC CORP | BARRIER FREE PICNIC TABLES - PARKS | 4,691.00 |
| 10/24/2018 | 101 | 20551 | 00362 | KRAPOHL FORD & LINCOLN | REPLACED ENGINE AIR FILTER & INSPECTION | 73.64 |
| 10/24/2018 | 101 | 20552 | 01506 | MCKENNA ASSOCIATES | BLDG OFFICIAL & INSP SERV - SEPT 2018 | 9,900.00 |
| | | | | | REVIEW/PREP DIAGNOSTIC REVIEW | 1,106.00 |
| | | | | | | <hr/> 11,006.00 |
| 10/24/2018 | 101 | 20553 | 00402 | MEDLER ELECTRIC CO | VFD ALTIVAR DRIVE - MERIDIAN WELL SITE W | 3,150.08 |
| | | | | | VFD ALTIVAR DRIVE - MERIDIAN WELL SITE W | 3,150.08 |
| | | | | | | <hr/> 6,300.16 |
| 10/24/2018 | 101 | 20554 | 00418 | MICHIGAN ELECTION RESOURCES | AV ENVELOPES/BALLOT MARKING INSTRUCTIONS | 738.50 |
| 10/24/2018 | 101 | 20555 | 00420 | MICHIGAN MUNICIPAL LEAGUE | RFP/CLASSIFICATION LEVELS STUDY - AD | 216.96 |
| 10/24/2018 | 101 | 20556 | 00422 | MICHIGAN PIPE & VALVE | TARGET OUTLET | 2,002.00 |
| | | | | | MJ BOLT/STAR GRIP/CAP | 171.75 |
| | | | | | | <hr/> 2,173.75 |
| 10/24/2018 | 101 | 20557 | 01199 | MID MICHIGAN ANSWERING SERVICE | ANSWERING SERVICE - 4TH Q 2018 | 300.00 |
| 10/24/2018 | 101 | 20558 | 00202 | MIRACLE RECREATION | MERRY GO ROUND REPLACEMENT | 2,954.00 |
| 10/24/2018 | 101 | 20559 | 01067 | MMTA | MMTA DUES - SHERRIE TEALL | 50.00 |
| 10/24/2018 | 101 | 20560 | 00463 | MT. PLEASANT HEATING & AIR COND | SERVICE AND PARTS TO GAS PIPE GENERATOR | 802.00 |
| 10/24/2018 | 101 | 20561 | 00466 | MT. PLEASANT RENTAL CENTER | DRILL CORE & BIT - ISABELLA | 84.24 |
| | | | | | FLOOR SAW/BLADE RENTAL | 96.30 |
| | | | | | ELECTRIC HAMMER, 3" CHISEL, 1" CHISEL, P | 92.88 |
| | | | | | | <hr/> 273.42 |
| 10/24/2018 | 101 | 20562 | 00472 | MUNICIPAL CODE CORPORATION | CODE BANK ARCHIVES WEB HOSTING 18-19 | 900.00 |
| 10/24/2018 | 101 | 20563 | 01602 | NEOPOST USA INC | FOLDER & ENVELOPE INSERTER MACHINE | 4,417.78 |
| 10/24/2018 | 101 | 20564 | 00493 | NORTH STAR INSTRUMENTATION, LLC | ANNUAL CALIBRATION OF WWTP FLOW METER | 1,652.00 |

10/18/2018 02:01 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 10/11/2018 - 10/24/2018

Page: 3/3

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|----------------------------|------|-------|--------|-----------------------------------|---|--------------------------|
| 10/24/2018 | 101 | 20565 | 00512 | PARKSON CORPORATION | BRUSH KIT/SUBASSY GUIDE SHOE | 1,901.52 |
| 10/24/2018 | 101 | 20566 | 00131 | PERCEPTIVE CONTROLS, INC | ONSITE SUPPORT/PROGRAMMING | 2,934.40 |
| 10/24/2018 | 101 | 20567 | 00525 | PICKARD STREET CAR WASH | CAR WASHES - SEPT 2018 | 88.00 |
| 10/24/2018 | 101 | 20568 | 01440 | RESERVE ACCOUNT | RELOAD POSTAGE METER RESERVE ACCOUNT | 3,000.00 |
| 10/24/2018 | 101 | 20569 | 01595 | ROMANOW BUILDING SERVICES | SEPT JANITORIAL SERV - WATER PLANT | 204.64 |
| | | | | | SEPT JANITORIAL SERV - WWTP | 306.96 |
| | | | | | SEPT JANITORIAL SERV - TWP HALL | 511.58 |
| | | | | | | <u>1,023.18</u> |
| 10/24/2018 | 101 | 20570 | 00570 | RS TECHNICAL SERVICES, INC. | PUMP TUBE ASSEMBLY & ROLLER ASSEMBLY | 180.96 |
| 10/24/2018 | 101 | 20571 | 01293 | SHAY WATER CO/CUSTOM COFFEE SERV | COFFEE BREWER - 3RD QTR RENT | 45.00 |
| 10/24/2018 | 101 | 20572 | 01542 | SHRED-IT US JV LLC | PAPER SHREDDING 9/26/18 | 54.65 |
| 10/24/2018 | 101 | 20573 | 01495 | MARK STUHLBREHER | REIMBURSE ROTARY DUES AND ROTARY LUNCH | 135.50 |
| 10/24/2018 | 101 | 20574 | 01604 | TARGET CORPORATION | REFUND DUE TO WTR TAP MATERIAL COSTS | 392.00 |
| 10/24/2018 | 101 | 20575 | 01364 | SHERRIE TEALL | MILEAGE TO LOCAL GOVT SUMMIT-LIVONIA | 162.40 |
| 10/24/2018 | 101 | 20576 | 00668 | UNITED PARCEL SERVICE | SHIPPING TO ADVANCE TECHNICAL | 14.23 |
| 10/24/2018 | 101 | 20577 | 01013 | USA BLUE BOOK | DPD DISPENSER/TEST STRIPS/IRON FERROVER | 519.64 |
| | | | | | VULCAN 180/LONG HANDLE DIPPER | 470.75 |
| | | | | | | <u>990.39</u> |
| 10/24/2018 | 101 | 20578 | 01603 | UTILITY FINANCIAL SOLUTIONS, LLC | CONNECTION FEE STUDIES FOR LUX VS UNION | 8,207.47 |
| 10/24/2018 | 101 | 20579 | 01497 | VERTALKA & VERTALKA, INC | APPRAISAL SERVICES | 350.00 |
| 10/24/2018 | 101 | 20580 | 00703 | WASTE MANAGEMENT OF MICHIGAN, INC | DUMPSTER SERVICE - JAMESON SEPT 2018 | 131.44 |
| | | | | | DUMPSTER SERVICE - MCDONALD OCT 2018 | 195.15 |
| | | | | | DUMPSTER SERVICE - SHOP OCT 2018 | 51.38 |
| | | | | | DUMPSTER SERVICE - TWP HALL OCT 2018 | 67.13 |
| | | | | | DUMPSTER SERVICE - WWTP OCT 2018 | 851.76 |
| | | | | | | <u>1,296.86</u> |
| 10/24/2018 | 101 | 20581 | 01236 | WEB ASCENDER | WEBSITE Q4 HOSTING 2018 | 90.00 |
| 10/24/2018 | 101 | 20582 | 00723 | WINN TELECOM | PHONE SERVICE 9/15/18 - 10/31/18 | 246.65 |
| | | | | | | <u><u>246.65</u></u> |
| 101 TOTALS: | | | | | | |
| Total of 58 Checks: | | | | | | 221,486.32 |
| Less 0 Void Checks: | | | | | | 0.00 |
| Total of 58 Disbursements: | | | | | | <u><u>221,486.32</u></u> |

| |
|--|
| <p style="text-align: center;">Charter Township of Union Payroll</p> |
|--|

CHECK DATE: October 4, 2018

PPE: September 29, 2018

NOTE: CHECK TOTAL FOR TRANSFER

| | |
|---|---------------------|
| Gross Payroll | \$ 61,198.88 |
| Employer Share Med | 853.68 |
| Employer Share SS | 3,650.24 |
| SUI | 47.53 |
| Pension-Employer Portion | 3,837.37 |
| Workers' Comp | 609.07 |
| Life/LTD | 548.69 |
| Dental | 981.21 |
| Health Care | 15,674.00 |
| Vision | 311.12 |
| Vision Contribution | (155.56) |
| Health Care Contribution | (1,964.37) |
| Cobra/Flex Administration | - |
| PCORI Fee | - |
| Total Transfer to Payroll Checking | \$ 85,591.86 |

NOTE: PAYROLL TRANSFER NEEDED

| | |
|--|---------------------|
| General Fund | \$ 35,113.83 |
| EDDA | - |
| WDDA | - |
| Sewer Fund | 27,401.00 |
| Water Fund | 23,077.03 |
| Total To Transfer from Pooled Savings | \$ 85,591.86 |

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2018**

BOARD MEMBER: Lisa Cody

MONTH: July Aug Sep Oct

| Date | Meeting | Time Attended | | Total |
|---------|-------------------------|---------------|--------------|-------|
| | | 1hr or less | More than Hr | |
| 7-23-18 | city commission meeting | | x | 75 |
| 8-13-18 | city comm. meeting | x | | 50 |
| 8-27-18 | city comm. meeting | x | | 50 |
| 9-10-18 | city comm meeting | x | | 50 |
| 9-24-18 | city comm meeting | | x | 75 |
| 10-8-18 | city comm meeting | x | | 50 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | 350 |

SIGNATURE: Lisa Cody Date: 10-18-2018

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 24, 2018 through September 30, 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 | 1 | 2 | |
| | 321 | EMS Call excluding Veh. Accident | 1 | 3 | 1 |
| | 322 | Motor Vehicle Acc. W/ Injuries | 1 | 13 | 4 |
| | 323 | Motor Vehicle Acc/Pedestrian | | | |
| | 324 | Motor Vehicle Acc. W/no Injuries | 3 | 8 | |
| | 331 | Lock-In (If lock out use 551) | | | |
| | 342 | Search for Person in Water | | | |
| | 352 | Extrication of Victim (s) from vehicle | 1 | 14 | |
| | 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 | | | 1 |
| 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) | | | |
| | 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 | | | 2 |
| | 440 | Electric Wiring/Equipment Problem | | | |
| | 441 | Heat from Short Circuit | | | |
| | 442 | Overheated Motor | | | |
| | 443 | Breakdown of Light Ballast | | | |
| | 444 | Power Line Down | | | 2 |
| | 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 | 1 | 2 | |
| 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 | | | |
| | 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 | | | |
| | 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 |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | | | |
| | 736 | CO detector activation due to malfunction | 1 | 2 | |
| | 740 | Unintentional transmission of alarm, other | | | |

| | | | | | |
|-----------------------|------|---|---|----|----|
| | 741 | Sprinkler activation, no fire | | | |
| | 743 | Smoke Det. Activation - Unintentional | | | 1 |
| | 744 | Detector activation, no fire | | | 1 |
| | 745 | Alarm System Act. - Unintentional | | | 1 |
| | 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 | | | |
| | 9003 | Affidavit Issued | | | |
| | | | | | |
| | | Total Response for Union Twp/City | 9 | 44 | 16 |

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - October 1, 2018 through October 7, 2018


| Category | Code | Description | Twp | Resp | City |
|---------------------------------|------|---|-----|------|------|
| Fire | 100 | Fire, Other | | | |
| | 111 | Building Fire | | | |
| | 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 | 2 | 5 | 1 |
| | 321 | EMS Call excluding Veh. Accident | | | 1 |
| | 322 | Motor Vehicle Acc. W/ Injuries | 2 | 5 | 1 |
| | 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) | | | |
| | 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 | | | |
| | 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 | | | |
| 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 | | | |
| | 542 | Animal Rescue | | | |
| | 552 | Police Matter | | | |
| | 553 | Public Service | | | |
| | 555 | Defective Elevator, No Occupants | | | |
| | 561 | Unauthorized Burning | | | 1 |
| | 571 | Cover assignment, standby, moveup | | | |
| Good Intent Call | | | | | |
| | 600 | Good Intent Call, Other | | | |
| | 611 | Dispatched and Cancelled en route | | | 2 |
| | 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 | | | |
| | 715 | Local Alarm System, Malicious False Alarm | | | 1 |
| | 721 | Bomb Scare - No Bomb | | | |
| | 730 | System Malfunction | | | |
| | 731 | Sprinkler activation due to malfunction | | | |
| | 732 | Extinguishing System Activation - Malfunction | | | |
| | 733 | Smoke Det. Activation - Malfunction | | | |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | | | 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 | | | |
| | 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 | 4 | 10 | 9 |

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - October 8, 2018 through October 14, 2018


| Category | Code | Description | Twp | Resp | City |
|---------------------------------|------|---|-----|------|------|
| Fire | 100 | Fire, Other | | | |
| | 111 | Building Fire | | | |
| | 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 | 2 | 26 | |
| | 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 | 1 | 2 | |
| | 321 | EMS Call excluding Veh. Accident | | | 1 |
| | 322 | Motor Vehicle Acc. W/ Injuries | 1 | 2 | 1 |
| | 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) | | | |
| | 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 | | | 1 |
| | 443 | Breakdown of Light Ballast | | | |
| | 444 | Power Line Down | | | 1 |
| | 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 | | | 1 |
| 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 | | | |
| | 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 | | | 1 |
| | 622 | No Incident Found on Arrival | | | 1 |
| | 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 | | | |
| | 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 | | | |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | 1 | 2 | |
| | 736 | CO detector activation due to malfunction | | | |
| | 740 | Unintentional transmission of alarm, other | | | |

| | | | | | |
|-----------------------|------|---|---|----|---|
| | 741 | Sprinkler activation, no fire | | | |
| | 743 | Smoke Det. Activation - Unintentional | | | 1 |
| | 744 | Detector activation, no fire | | | |
| | 745 | Alarm System Act. - Unintentional | | | 1 |
| | 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 | | | |
| | 9003 | Affidavit Issued | | | |
| | | | | | |
| | | Total Response for Union Twp/City | 5 | 32 | 9 |

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: October 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 | \$ 3,587,453 | | |
| GF Unrestricted | \$ 3,587,453 | \$ 619,541 | Yes |
| Fire Fund | \$ 1,163,253 | | |
| (Fire Truck Reserve) | \$ (400,000) | | |
| FF Unrestricted | \$ 763,253 | \$ 524,250 | Yes |
| EDDA | \$ 1,356,235 | | |
| Projects | \$ (660,000) | | |
| EDDA Unrestricted | \$ 696,235 | \$ 31,253 | Yes |
| WDDA | \$ 1,008,693 | | |
| Projects | \$ (600,000) | | |
| WDDA Unrestricted | \$ 408,693 | \$ 53,187 | Yes |
| Sewer Fund | \$ 2,990,381 | | |
| 2011 Bond Reserve | \$ (40,000) | | |
| 2011 Bond RRI Reserve | \$ (81,640) | | |
| 2013 Bond Reserve | \$ (100,000) | | |
| 2013 Bond RRI Reserve | \$ (17,535) | | |
| Sewer Fund Net | \$ 2,751,206 | \$ 570,450 | Yes |
| Water Fund | \$ 3,287,179 | \$ 281,439 | Yes |

Compliance

All funds are found to be in compliance.

Policy: 2.5 Financial Condition and Activities
Type: Internal
Occurrence: Quarterly
Date: September 2018

Policy Wording

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

Manager Interpretation

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be processed and ready for board approval as soon as they are received, verified, and coded for payment.

Justification for reasonability

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

Compliance

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 09/30/2018

DB: Union

% Fiscal Year Completed: 74.79

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--|--------------|------------|--------------|--------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | 09/30/2018 | (ABNORMAL) | |
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| 101-000-402.000 | CURRENT PROPERTY TAX | 300,303.94 | | 297,805.00 | 297,944.15 | | 100.05 |
| 101-000-402.001 | PROPERTY TAX REFUNDS-MTT | (6,346.54) | | (5,000.00) | (74.17) | | 1.48 |
| 101-000-402.002 | PILOT TAX | 2,082.65 | | 3,000.00 | 1,072.14 | | 35.74 |
| 101-000-420.000 | DELQ PERSONAL PROPERTY TAXES | 1,473.31 | | 1,200.00 | 203.76 | | 16.98 |
| 101-000-425.000 | MOBILE HOME PARK TAX | 2,397.84 | | 2,500.00 | 1,189.00 | | 47.56 |
| 101-000-445.000 | INTEREST ON TAXES | 226.83 | | 0.00 | 52.65 | | 100.00 |
| 101-000-446.000 | 3% OR 4% PENALTY ON TAX | 5,691.58 | | 6,500.00 | 6,582.05 | | 101.26 |
| 101-000-447.000 | ADMIN FEE-PROPERTY TAX | 150,398.39 | | 145,000.00 | 147,884.17 | | 101.99 |
| 101-000-447.001 | ADMIN FEES-REFUNDS MTT BOR | (3,206.04) | | (4,000.00) | (82.11) | | 2.05 |
| 101-000-447.050 | ADMIN FEE-STATE EDUC TAX(SET) | 7,770.00 | | 7,700.00 | 7,735.00 | | 100.45 |
| 101-000-447.100 | ADMIN FEE-PRIOR YEARS | 311.78 | | 0.00 | 61.23 | | 100.00 |
| 101-000-475.000 | CABLE FRANCHISE FEES | 132,360.38 | | 130,000.00 | 100,486.81 | | 77.30 |
| 101-000-476.000 | BUILDING PERMITS | 47,719.48 | | 50,000.00 | 47,139.00 | | 94.28 |
| 101-000-477.000 | RENTAL INSPECTION FEES | 80,569.00 | | 80,000.00 | 79,104.00 | | 98.88 |
| 101-000-478.000 | DOG LICENSE REVENUE | 1.50 | | 0.00 | 2.50 | | 100.00 |
| 101-000-479.000 | ZONING PERMITS | 10,395.00 | | 12,000.00 | 12,825.00 | | 106.88 |
| 101-000-539.000 | STATE GRANTS | 54,302.49 | | 0.00 | 0.00 | | 0.00 |
| 101-000-573.000 | STATE AID REVENUE-LCSA | 0.00 | | 6,900.00 | 6,931.67 | | 100.46 |
| 101-000-574.000 | STATE REVENUE SHARING | 1,108,746.00 | | 1,100,000.00 | 541,916.00 | | 49.27 |
| 101-000-574.100 | LIQUOR STATE REVENUE SHARING | 11,271.15 | | 11,500.00 | 41.25 | | 0.36 |
| 101-000-574.200 | METRO ACT REVENUE SHARING-LCSA | 7,537.91 | | 7,500.00 | 7,520.07 | | 100.27 |
| 101-000-609.000 | CONSTR PLAN REVIEW FEES | 125.00 | | 2,000.00 | 1,927.50 | | 96.38 |
| 101-000-613.000 | APPLICATION FEES | 500.00 | | 500.00 | 500.00 | | 100.00 |
| 101-000-626.000 | COPIES | 23.64 | | 0.00 | 22.00 | | 100.00 |
| 101-000-628.000 | LAND DIVISIONS | 700.00 | | 1,500.00 | 1,600.00 | | 106.67 |
| 101-000-630.000 | WEED ABATEMENT SERVICES | 234.50 | | 500.00 | 303.76 | | 60.75 |
| 101-000-655.000 | FINES & FORFEITURES | 617.10 | | 1,000.00 | 631.95 | | 63.20 |
| 101-000-665.000 | INTEREST EARNED | 43,638.50 | | 60,000.00 | 56,862.84 | | 94.77 |
| 101-000-667.000 | RENT - JAMESON HALL | 7,750.00 | | 7,000.00 | 5,360.00 | | 76.57 |
| 101-000-667.100 | RENT - McDONALD PARK PAVILION | 1,680.00 | | 1,500.00 | 1,540.00 | | 102.67 |
| 101-000-667.200 | RENT - JAMESON PAVILION | 300.00 | | 500.00 | 400.00 | | 80.00 |
| 101-000-667.300 | LEASES | 900.00 | | 900.00 | 900.00 | | 100.00 |
| 101-000-671.000 | OTHER REVENUE | 29,923.16 | | 30,000.00 | 6,759.22 | | 22.53 |
| 101-000-672.400 | REVENUE-STREET LIGHTS SPEC ASSESS | 17,463.79 | | 15,000.00 | 4,657.23 | | 31.05 |
| 101-000-673.000 | GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS | 0.00 | | 500.00 | 0.00 | | 0.00 |
| TOTAL REVENUES | | 2,017,862.34 | | 1,973,505.00 | 1,339,998.67 | | 67.90 |
| Expenditures | | | | | | | |
| 101 | TRUSTEES | 46,211.25 | | 67,423.00 | 43,614.00 | | 64.69 |
| 171 | SUPERVISOR | 16,516.31 | | 20,422.00 | 11,749.00 | | 57.53 |
| 172 | TWP MANAGER | 96,003.20 | | 110,139.00 | 62,771.12 | | 56.99 |
| 191 | ACCOUNTING/GEN ADMIN | 134,728.49 | | 151,600.00 | 106,122.95 | | 70.00 |
| 215 | CLERK | 29,485.53 | | 38,786.00 | 21,871.20 | | 56.39 |
| 228 | INFORMATION TECHNOLOGY | 20,217.99 | | 51,000.00 | 28,708.02 | | 56.29 |
| 253 | TREASURER | 28,971.43 | | 31,481.00 | 23,319.95 | | 74.08 |
| 257 | ASSESSOR | 202,796.94 | | 217,495.00 | 143,206.03 | | 65.84 |
| 262 | ELECTIONS | 0.00 | | 15,100.00 | 12,453.51 | | 82.47 |
| 265 | TWP HALL & GROUNDS | 62,701.76 | | 58,750.00 | 40,355.12 | | 68.69 |
| 266 | LEGAL/ATTORNEY | 88,452.21 | | 80,000.00 | 31,561.47 | | 39.45 |
| 371 | BUILDING | 252,554.16 | | 266,085.00 | 199,337.51 | | 74.91 |
| 441 | PUBLIC WORKS | 339,017.00 | | 348,500.00 | 176,722.24 | | 50.71 |
| 701 | PLANNING | 114,511.44 | | 214,412.00 | 81,394.11 | | 37.96 |
| 751 | PARKS & RECREATION | 112,313.54 | | 187,431.00 | 104,213.29 | | 55.60 |
| 901 | CAPITAL OUTLAY | 4,353.00 | | 10,000.00 | 9,025.81 | | 90.26 |
| 910 | DEBT SERVICE-LEASES | 13,289.76 | | 13,300.00 | 9,967.32 | | 74.94 |
| TOTAL EXPENDITURES | | 1,562,124.01 | | 1,881,924.00 | 1,106,392.65 | | 58.79 |
| Fund 101 - GENERAL FUND: | | | | | | | |
| TOTAL REVENUES | | 2,017,862.34 | | 1,973,505.00 | 1,339,998.67 | | 67.90 |
| TOTAL EXPENDITURES | | 1,562,124.01 | | 1,881,924.00 | 1,106,392.65 | | 58.79 |
| NET OF REVENUES & EXPENDITURES | | 455,738.33 | | 91,581.00 | 233,606.02 | | 255.08 |

User: SHERRIE

PERIOD ENDING 09/30/2018

DB: Union

% Fiscal Year Completed: 74.79

| | | END BALANCE | | YTD BALANCE | | |
|--------------------------------|------------------------------|-------------|------------|----------------|-------------------|--------|
| | | 12/31/2017 | | 2018 | 09/30/2018 | % BDGT |
| GL NUMBER | DESCRIPTION | NORMAL | (ABNORMAL) | AMENDED BUDGET | NORMAL (ABNORMAL) | USED |
| Fund 206 - FIRE FUND | | | | | | |
| Revenues | | | | | | |
| 206-000-402.000 | CURRENT REAL PROPERTY TAX | 600,341.06 | | 595,619.00 | 595,618.75 | 100.00 |
| 206-000-402.001 | PROPERTY TAX REFUNDS-MTT | (12,693.08) | | (10,000.00) | (148.34) | 1.48 |
| 206-000-402.002 | PILOT TAX | 4,165.30 | | 6,200.00 | 2,144.29 | 34.59 |
| 206-000-420.000 | DELQ PERSONAL PROPERTY TAXES | 2,980.85 | | 1,000.00 | 414.72 | 41.47 |
| 206-000-445.000 | INTEREST ON TAXES | 362.28 | | 350.00 | 109.06 | 31.16 |
| 206-000-543.000 | STATE GRANT-PUBLIC SAFETY | 5,441.23 | | 5,500.00 | 0.00 | 0.00 |
| 206-000-573.000 | STATE AID REVENUE-LCSA | 0.00 | | 13,863.00 | 13,863.35 | 100.00 |
| 206-000-600.200 | FIRE PROTECTION - EDDA | 61,665.00 | | 64,000.00 | 64,013.00 | 100.02 |
| 206-000-600.300 | FIRE PROTECTION - WDDA | 39,506.00 | | 45,600.00 | 45,642.00 | 100.09 |
| 206-000-665.000 | INTEREST EARNED | 12,063.63 | | 18,000.00 | 14,866.67 | 82.59 |
| TOTAL REVENUES | | 713,832.27 | | 740,132.00 | 736,523.50 | 99.51 |
| Expenditures | | | | | | |
| 336 | FIRE DEPARTMENT | 684,000.00 | | 699,000.00 | 699,000.00 | 100.00 |
| TOTAL EXPENDITURES | | 684,000.00 | | 699,000.00 | 699,000.00 | 100.00 |
| Fund 206 - FIRE FUND: | | | | | | |
| TOTAL REVENUES | | 713,832.27 | | 740,132.00 | 736,523.50 | 99.51 |
| TOTAL EXPENDITURES | | 684,000.00 | | 699,000.00 | 699,000.00 | 100.00 |
| NET OF REVENUES & EXPENDITURES | | 29,832.27 | | 41,132.00 | 37,523.50 | 91.23 |

User: SHERRIE

PERIOD ENDING 09/30/2018

DB: Union

% Fiscal Year Completed: 74.79

| | | END BALANCE | | YTD BALANCE | | |
|--------------------------------|------------------------------|-------------|------------|----------------|-------------------|--------|
| | | 12/31/2017 | | 2018 | 09/30/2018 | % BDGT |
| GL NUMBER | DESCRIPTION | NORMAL | (ABNORMAL) | AMENDED BUDGET | NORMAL (ABNORMAL) | USED |
| Fund 248 - EDDA OPERATING | | | | | | |
| Revenues | | | | | | |
| 248-000-402.000 | CURRENT PROPERTY TAX | 441,993.16 | | 395,404.00 | 395,403.52 | 100.00 |
| 248-000-402.001 | PROPERTY TAX REFUNDS-BOR MTT | 0.00 | | (4,000.00) | 0.00 | 0.00 |
| 248-000-402.100 | PRIOR YEARS PROPERTY TAXES | 0.00 | | (250.00) | 0.00 | 0.00 |
| 248-000-420.000 | DELQ PERSONAL PROPERTY CAPT | 1,860.58 | | 1,000.00 | 4.57 | 0.46 |
| 248-000-445.000 | INTEREST ON TAXES | 1,029.32 | | 500.00 | 319.66 | 63.93 |
| 248-000-573.000 | STATE AID REVENUE-LCSA | 55,909.05 | | 50,000.00 | 0.00 | 0.00 |
| 248-000-665.000 | INTEREST EARNED | 7,332.51 | | 15,000.00 | 12,718.00 | 84.79 |
| 248-000-671.000 | OTHER REVENUE | 67.55 | | 11,100.00 | 11,355.69 | 102.30 |
| TOTAL REVENUES | | 508,192.17 | | 468,754.00 | 419,801.44 | 89.56 |
| Expenditures | | | | | | |
| 000 | NONE | 104,835.80 | | 273,520.00 | 69,043.64 | 25.24 |
| 336 | FIRE DEPARTMENT | 61,665.00 | | 64,000.00 | 64,013.00 | 100.02 |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | | 510,000.00 | 149,884.05 | 29.39 |
| TOTAL EXPENDITURES | | 166,500.80 | | 847,520.00 | 282,940.69 | 33.38 |
| Fund 248 - EDDA OPERATING: | | | | | | |
| TOTAL REVENUES | | 508,192.17 | | 468,754.00 | 419,801.44 | 89.56 |
| TOTAL EXPENDITURES | | 166,500.80 | | 847,520.00 | 282,940.69 | 33.38 |
| NET OF REVENUES & EXPENDITURES | | 341,691.37 | | (378,766.00) | 136,860.75 | 36.13 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 AMENDED BUDGET | YTD BALANCE | | % BDGT USED |
|--------------------------------|------------------------------|--------------|------------|------------------------|-------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 250 - WDDA OPERATING | | | | | | | |
| Revenues | | | | | | | |
| 250-000-402.000 | CURRENT PROPERTY TAX | 494,598.66 | | 601,300.00 | 601,336.22 | | 100.01 |
| 250-000-402.001 | PROPERTY TAX REFUNDS-BOR MTT | 0.00 | | (4,000.00) | (139.29) | | 3.48 |
| 250-000-420.000 | DELQ PERSONAL PROPERTY CAPT | 279.02 | | 200.00 | 0.00 | | 0.00 |
| 250-000-445.000 | INTEREST ON TAXES | 219.52 | | 250.00 | 86.02 | | 34.41 |
| 250-000-665.000 | INTEREST EARNED | 1,581.61 | | 4,000.00 | 3,647.84 | | 91.20 |
| TOTAL REVENUES | | 496,678.81 | | 601,750.00 | 604,930.79 | | 100.53 |
| Expenditures | | | | | | | |
| 000 | NONE | 300,400.00 | | 330,870.00 | 300.00 | | 0.09 |
| 336 | FIRE DEPARTMENT | 39,506.00 | | 45,600.00 | 45,642.00 | | 100.09 |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | | 270,000.00 | 24,445.00 | | 9.05 |
| 996 | TRANSFER OUT | 260,000.00 | | 272,650.00 | 272,670.00 | | 100.01 |
| TOTAL EXPENDITURES | | 599,906.00 | | 919,120.00 | 343,057.00 | | 37.32 |
| Fund 250 - WDDA OPERATING: | | | | | | | |
| TOTAL REVENUES | | 496,678.81 | | 601,750.00 | 604,930.79 | | 100.53 |
| TOTAL EXPENDITURES | | 599,906.00 | | 919,120.00 | 343,057.00 | | 37.32 |
| NET OF REVENUES & EXPENDITURES | | (103,227.19) | | (317,370.00) | 261,873.79 | | 82.51 |

10/18/2018 03:20 PM
 User: SHERRIE
 DB: Union

REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION
 PERIOD ENDING 09/30/2018
 % Fiscal Year Completed: 74.79

Pag

5/7

| GL NUMBER | DESCRIPTION | END BALANCE | 2018 | YTD BALANCE | % BDGT USED |
|-----------------------------------|-------------------------|-------------|------------|-------------|----------------|
| | | 12/31/2017 | | 09/30/2018 | |
| Fund 288 - TRIBAL 2% GRANTS FUND | | | | | |
| Revenues | | | | | |
| 288-000-582.000 | CONTRIBUTION FROM TRIBE | 0.00 | 180,000.00 | 180,000.00 | 100.00 |
| 288-000-665.000 | INTEREST EARNED | 202.11 | 1,800.00 | 1,109.09 | 61.62 |
| TOTAL REVENUES | | 202.11 | 181,800.00 | 181,109.09 | 99.62 |
| Expenditures | | | | | |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | 180,000.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 0.00 | 180,000.00 | 0.00 | 0.00 |
| Fund 288 - TRIBAL 2% GRANTS FUND: | | | | | |
| TOTAL REVENUES | | 202.11 | 181,800.00 | 181,109.09 | 99.62 |
| TOTAL EXPENDITURES | | 0.00 | 180,000.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 202.11 | 1,800.00 | 181,109.09 | 0,061.62 |

User: SHERRIE

PERIOD ENDING 09/30/2018

DB: Union

% Fiscal Year Completed: 74.79

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 AMENDED BUDGET | YTD BALANCE | | % BDGT USED |
|--------------------------------|--|--------------|------------|------------------------|--------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 590 - SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| 590-000-456.000 | CONNECTION FEE | 149,448.00 | | 100,000.00 | 53,009.25 | | 53.01 |
| 590-000-539.000 | STATE GRANTS | 2,435.57 | | 429,000.00 | 0.00 | | 0.00 |
| 590-000-627.000 | SERVICE | 1,270,280.46 | | 1,296,000.00 | 959,424.92 | | 74.03 |
| 590-000-627.100 | DELINQUENT SEWER | (435.16) | | (1,500.00) | 0.00 | | 0.00 |
| 590-000-628.000 | INSPECTION FEE | 5,000.00 | | 1,000.00 | 1,800.00 | | 180.00 |
| 590-000-655.000 | FINES & FORFEITURES | 22,993.13 | | 30,000.00 | 21,260.84 | | 70.87 |
| 590-000-665.000 | INTEREST EARNED | 34,003.68 | | 45,000.00 | 36,877.51 | | 81.95 |
| 590-000-665.100 | INTEREST EARNED-SPEC ASSESS | 4,645.83 | | 5,600.00 | 2,677.51 | | 47.81 |
| 590-000-670.000 | DEBT RETIREMENT | 1,085,064.08 | | 1,074,000.00 | 822,834.63 | | 76.61 |
| 590-000-670.100 | DEBT SERVICE (SEWER 1) CITY ANNEX | 1,050.00 | | 1,000.00 | 450.00 | | 45.00 |
| 590-000-671.000 | OTHER REVENUE | 6,782.00 | | 1,000.00 | 3,210.50 | | 321.05 |
| 590-000-672.500 | REVENUE-SPECIAL ASSESS | 0.00 | | 23,000.00 | 0.00 | | 0.00 |
| 590-000-673.000 | GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS | 0.00 | | 4,500.00 | 0.00 | | 0.00 |
| TOTAL REVENUES | | 2,581,267.59 | | 3,008,600.00 | 1,901,545.16 | | 63.20 |
| Expenditures | | | | | | | |
| 536 | WATER/SEWER SYSTEMS | 490,592.38 | | 1,501,237.00 | 551,435.40 | | 36.73 |
| 540 | WWTP | 773,646.79 | | 970,415.00 | 588,148.65 | | 60.61 |
| 906 | DEBT SERVICE | 274,067.89 | | 250,450.00 | 192,232.93 | | 76.76 |
| 910 | DEBT SERVICE-LEASES | 560.16 | | 600.00 | 323.37 | | 53.90 |
| 960 | DEPRECIATION EXPENSE | 649,328.73 | | 700,000.00 | 0.00 | | 0.00 |
| TOTAL EXPENDITURES | | 2,188,195.95 | | 3,422,702.00 | 1,332,140.35 | | 38.92 |
| Fund 590 - SEWER FUND: | | | | | | | |
| TOTAL REVENUES | | 2,581,267.59 | | 3,008,600.00 | 1,901,545.16 | | 63.20 |
| TOTAL EXPENDITURES | | 2,188,195.95 | | 3,422,702.00 | 1,332,140.35 | | 38.92 |
| NET OF REVENUES & EXPENDITURES | | 393,071.64 | | (414,102.00) | 569,404.81 | | 137.50 |

User: SHERRIE

PERIOD ENDING 09/30/2018

DB: Union

% Fiscal Year Completed: 74.79

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--------------------------------------|--------------|------------|----------------|--------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 591 - WATER FUND | | | | | | | |
| Revenues | | | | | | | |
| 591-000-450.000 | WATER SALES | 1,348,238.81 | | 1,284,443.00 | 1,031,939.25 | | 80.34 |
| 591-000-450.100 | BULK WATER SALES | 1,279.50 | | 2,500.00 | 1,055.00 | | 42.20 |
| 591-000-450.200 | FINAL READ | 1,615.00 | | 1,700.00 | 1,485.00 | | 87.35 |
| 591-000-450.300 | TURN-OFF | 2,470.00 | | 2,000.00 | 1,643.00 | | 82.15 |
| 591-000-452.000 | LATERALS | 19,521.60 | | 5,000.00 | 4,596.00 | | 91.92 |
| 591-000-454.000 | BENEFIT FEES | 62,146.25 | | 30,000.00 | 28,750.00 | | 95.83 |
| 591-000-459.000 | CONNECTION FEES | 116,282.74 | | 50,000.00 | 116,420.00 | | 232.84 |
| 591-000-479.000 | REVENUE-REPLACEMENT METERS | 0.00 | | 500.00 | 0.00 | | 0.00 |
| 591-000-539.000 | STATE GRANTS | 2,116.87 | | 43,348.00 | 0.00 | | 0.00 |
| 591-000-628.000 | INSPECTION FEE | 5,000.00 | | 0.00 | 1,600.00 | | 100.00 |
| 591-000-655.000 | FINES & FORFEITURES | 13,948.40 | | 16,000.00 | 12,809.20 | | 80.06 |
| 591-000-665.000 | INTEREST EARNED | 33,960.85 | | 29,000.00 | 36,094.66 | | 124.46 |
| 591-000-665.100 | INTEREST EARNED-SPEC ASSESS | 6,078.99 | | 5,700.00 | 3,312.80 | | 58.12 |
| 591-000-667.300 | LEASES - TOWER RENTAL | 43,116.24 | | 40,000.00 | 29,703.20 | | 74.26 |
| 591-000-671.000 | OTHER REVENUE | 9,923.30 | | 2,000.00 | 3,733.69 | | 186.68 |
| 591-000-672.500 | REVENUE-SPECIAL ASSESS | 0.00 | | 9,800.00 | 0.00 | | 0.00 |
| 591-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | 5,000.00 | | 4,500.00 | 0.00 | | 0.00 |
| TOTAL REVENUES | | 1,670,698.55 | | 1,526,491.00 | 1,273,141.80 | | 83.40 |
| Expenditures | | | | | | | |
| 536 | WATER/SEWER SYSTEMS | 947,137.49 | | 1,625,536.00 | 890,474.93 | | 54.78 |
| 906 | DEBT SERVICE | 64,577.69 | | 62,379.00 | 62,821.25 | | 100.71 |
| 910 | DEBT SERVICE-LEASES | 675.00 | | 720.00 | 389.97 | | 54.16 |
| 960 | DEPRECIATION EXPENSE | 342,009.88 | | 350,000.00 | 0.00 | | 0.00 |
| TOTAL EXPENDITURES | | 1,354,400.06 | | 2,038,635.00 | 953,686.15 | | 46.78 |
| Fund 591 - WATER FUND: | | | | | | | |
| TOTAL REVENUES | | 1,670,698.55 | | 1,526,491.00 | 1,273,141.80 | | 83.40 |
| TOTAL EXPENDITURES | | 1,354,400.06 | | 2,038,635.00 | 953,686.15 | | 46.78 |
| NET OF REVENUES & EXPENDITURES | | 316,298.49 | | (512,144.00) | 319,455.65 | | 62.38 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 7,988,733.84 | | 8,501,032.00 | 6,457,050.45 | | 75.96 |
| TOTAL EXPENDITURES - ALL FUNDS | | 6,555,126.82 | | 9,988,901.00 | 4,717,216.84 | | 47.22 |
| NET OF REVENUES & EXPENDITURES | | 1,433,607.02 | | (1,487,869.00) | 1,739,833.61 | | 116.93 |

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager

DATE: October 16, 2018

FROM: Kim Smith – Public Service Director

DATE FOR BOARD CONSIDERATION: October 24, 2018

ACTION REQUESTED: Approval of the bid from Plummer's Environmental in the amount of \$25,510.00, for the cured in place repair of four sanitary sewer main leaks, robotic cutting of intruding joint gaskets, and the cleaning and televising of 385 feet of 18" sanitary sewer on River Road.

Current Action X Emergency _____

Funds Budgeted: If Yes x Account # 590-536-930.000 No _____ N/A _____

Finance Approval _____

BACKGROUND INFORMATION

As part of our ongoing Sanitary Sewer Asset Management Program 39,153 feet of sanitary sewer was cleaned and televised in July and August of 2018. During the cleaning and televising six locations were identified that require repairs.

Township staff contacted five contractors who complete these types of repairs and have received bids from two. The completion of these repairs is weather sensitive, which is quickly becoming an issue. Due to the limited response from contractors we are seeking approval based on the two bids received.

These bids were as follows:

| Bidder | Amount |
|-------------------------|-------------|
| Plummer's Environmental | \$25,510.00 |
| Innova Liner Inc | \$31,340.00 |

SCOPE OF SERVICES

- 8" Cured in place repair – Rosewood
- 8" Cured in place repair – Elizabeth
- 18" Cured in place repair – US-127
- 18" cured in place repair – WWTP mainline
- Robotic gasket cutting – Summerton/Remus Road (MMCC area)
- High pressure intense cleaning of 385' 18" sewer main on River Road

JUSTIFICATION

I recommend that Plummer's Environmental be awarded the sanitary sewer repairs in the amount of \$25,510.00. This recommendation is based on the history of successful repair and maintenance work performed by Plummer's Environmental for Union Township and cost.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

1. Community well-being and common good
2. Safety
3. Health

COSTS

| | |
|---|--------------------|
| • 8" Cured in place repair – Rosewood | \$ 3,800.00 |
| • 8" Cured in place repair – Elizabeth | \$ 3,800.00 |
| • 18" Cured in place repair – US-127 | \$ 6,200.00 |
| • 18" cured in place repair – WWTP mainline | \$ 6,200.00 |
| • Robotic gasket cutting – Summerton/Remus Road (MMCC area) | \$ 1,830.00 |
| • High pressure intense cleaning of 385' 18" sewer main on River Road | <u>\$ 3,680.00</u> |
| Total | \$25,510.00 |

This amount would be deducted from the sewer fund account number 590-536-930.000.

PROJECT TIME TABLE

3 -4 weeks (depending of weather & contractor schedule)

RESOLUTION

Approval of the bid from Plummer's Environmental in the amount of \$25,510.00, for the cured in place repair of four sanitary sewer main leaks, robotic cutting of intruding joint gaskets, and the cleaning and televising of 385 feet of 18" sanitary sewer on River Road and authorize the Township Manager to sign the necessary documents.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

| | | | |
|--------------------------|--|----------------------|--------------------------|
| Contact Name: | John Bebow | Quote #: | Q-159-8AF-4DDD |
| Customer Name: | Union Charter Township | Date: | 08/31/2018 |
| Customer Address: | 2010 S. Lincoln Rd M, Pleasant, 48858 MI | Prepared By: | Jake Saucier |
| Office Phone: | (989) 722-4600 | Office Phone: | (616) 877-3930 |
| Mobile Phone: | (989) 621-1359 | Mobile Phone: | (616) 893-8983 |
| Customer Email: | jbbow@uniontownshipmi.com | Email: | jsaucier@plummersenv.com |

Statement of Work

We hereby submit a proposal to install 4 cured in place spot repairs and robotic cut intruding material between section #2-Rem to #3-Rem for Union Township. We will also clean and video inspect 385 feet of 18" sanitary sewer on River Rd.

Sewer cleaning will be completed by high pressure water jetting and vacuuming the debris from the sewer. We will provide you with one of our Vacor 2100+ combination jet/vacuum machines and operators to clean each section of sewer before the sewer is inspected. All solid waste removed from the sewer will be manifested to local, state and federal regulations, transported and disposed of at Plummers Environmental Services EPA Licensed Centralized Waste Treatment Facility in Byron Center Michigan. Water for jetting will be provided at no cost to PES.

We will provide the equipment and crew to prep the pipe for lining and the installation of the cured in place spot liner. Our price includes a pre and post video inspection.

All work performed inside of the manhole will be performed by a confined space certified entry team and will follow all OSHA regulations for a permit-required confined space entry per 1910.146 standards.

Our cured in place spot repairs are manufactured by Source 1 Environmental and meets the ASTM 1216 specifications for cured in place pipe.

| Equipment | | | | | | | |
|--|-----------------|--------------|------------|---------|--------------|-----|-------------------|
| Description | Mod Type | Est Mobe Qty | Mobe Price | Est Qty | Price | UOM | Est Amt |
| Cleaning & Televising #4-VWTP - #3WWTP | No Mobilization | 0.00 | \$0.00 | 8.00 | \$460.000000 | HR | \$3,680.00 |
| Sub-Total: | | | | | | | \$3,680.00 |

| Services | | | | |
|--|---------|----------------|-----|--------------------|
| Description | Est Qty | Price | UOM | Est Amt |
| #4-Rose-#9-Rose, 8", Leak at 200' | 1.00 | \$3,800.000000 | EA | \$3,800.00 |
| #54-Eliz-#56-Eliz, 8", Leak at 165' | 1.00 | \$3,800.000000 | EA | \$3,800.00 |
| #31-Us127-#32-Us127, 18", Leak at 301' | 1.00 | \$6,200.000000 | EA | \$6,200.00 |
| #4-VWTP-#3-VWTP, 18", Leak at 325' | 1.00 | \$6,200.000000 | EA | \$6,200.00 |
| Robotic Cutting | 1.00 | \$1,830.000000 | EA | \$1,830.00 |
| Sub-Total: | | | | \$21,830.00 |

| Summary of Estimated Charges | |
|--------------------------------|--------------------|
| Category | Est Total |
| Equipment | \$3,680.00 |
| Services | \$21,830.00 |
| Total Estimated Charges | \$25,510.00 |

STANDARD TERMS AND CONDITIONS

In this agreement "you", "your" and the "Customer" refer to the person signing this Contract ("Contract") with Plummer's Environmental Services Inc. ("Company").

- You agree to purchase the material and services described in this Contract from the Company at the price and according to the terms stated in this Contract.
- A service charge of 1 1/2% per month (18% per year) will be paid on past due amounts starting thirty (30) days after the invoice date. If Customer desires to pay invoice by credit card, an additional 3% credit card processing fee will be added to Customer's invoice.
- All material is guaranteed to be as specified. All work to be completed in a good, workmanlike manner according to standard practices and using the standard of care commonly used by environmental professionals and by-product transporters practicing in the State of Michigan. Company's workers are fully covered by Worker's Compensation Insurance. In the event of cancellation of a job in progress by Customer, Customer will reimburse Company for all labor and/or material costs. Company shall have the right to stop work if payments are not made when due. Company shall be held harmless from all liabilities related to the hold up during such period.
- All terms and conditions in this Contract supersede any other terms and conditions, prior proposals or prior bids. This written Contract constitutes the complete integration of all statements and agreements relating to the Contract and there are no representations or warranties other than those expressly incorporated herein nor is this Contract dependent upon or subject to any conditions or approvals precedent or subsequent not herein stated. No subsequent agreement relating hereto shall be binding upon Customer or Company unless in writing and signed by the party being bound.
- If Customer requests changes, alteration or deviation from specifications involving extra cost, such work will only be performed upon written change orders, and will become an extra charge over and above the Contract price. Company may, by giving written notice to Customer, terminate this Contract if Customer breaches this Contract and such breach is not cured within a reasonable period (in any event such period not to exceed thirty days) or such breach is not capable of being cured within a reasonable period.
- The actual completion time is contingent upon access to Customer's facility, labor strikes, material shortages, accidents, weather, acts of God, changes caused by a body of government, and the like. Change orders will affect the time necessary for completion. Company shall not be liable for any damages suffered by Customer as a result of any delay.

occasioned by these contingencies.

7. EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY OPERATIONS OF LAW OR OTHERWISE, OF THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT BY COMPANY. COMPANY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE OR ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE. COMPANY SHALL HAVE NO OTHER LIABILITY TO CUSTOMER IN CONNECTION WITH THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY LIABILITY FOR DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR ANY INJURY OR DAMAGES TO PERSONS AND PROPERTY.

8. Customer shall maintain at its sole cost and expense insurance policies meeting the minimum insurance levels set forth below and shall provide certificates of such insurance evidencing the limits and expiration dates upon request;

a. Worker's Compensations - in accordance with applicable statutory requirements;

b. Commercial General Liability - not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

c. Automobile Liability - not less than \$1,000,000 per occurrence;

All policies of insurance shall name Plummer's Environmental Services, Inc. as an additional insured and will provide Plummer's thirty (30) days prior written notice of cancellation.

9. All issues concerning the construction, validity, enforcement and interpretation of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties agree that venue is hereby exclusively established in the County of Kent, State of Michigan for any dispute or claim arising out of this Contract. Company, if it prevails in any action shall be entitled to all reasonable attorneys' fees, costs and other expenses incurred in such action and in any subsequent efforts to collect the amount awarded.

10. Any portion of this Contract found to be not enforceable by a court of competent jurisdiction will not invalidate the remaining portions of this Contract. Any term of this Contract which is found to be ambiguous shall not be construed against the Company. Nothing herein shall exclude any other rights or remedies to which Company is entitled by law or equity.

11. Customer agrees to indemnify and hold Company harmless, and assume any legal liability to defend Company, its agents, employees, officers and members from any claim or action by any third party arising out of the performance of work pursuant to this Contract except those claims or actions arising out of incidents caused by employees or agents of the Company.

12. All the terms and provisions of this Contract shall be binding upon, shall inure to the benefit of, and shall be enforceable by the respective heirs, beneficiaries, personal representatives, successors and assigns of the parties to this Contract. This Contract is for the benefit of the parties, their successors and assigns, and is not for the benefit of any third party.

13. Plummer's Environmental Services is not responsible for any sewer back up on private or commercial properties while cleaning sewer lines due to inadequate ventilation on the owners sewer.

Name: John Bebow

Signature:

X _____

Date:

Kim Smith

From: John Bebow
Sent: Monday, October 01, 2018 8:13 AM
To: Kim Smith
Subject: RE: Estimate 2018299 from Innovaliner Inc.

From: Innovaliner Inc. [<mailto:quickbooks@notification.intuit.com>]
Sent: Sunday, September 30, 2018 9:54 PM
To: John Bebow
Cc: curtisjn@roadrunner.com
Subject: Estimate 2018299 from Innovaliner Inc.

Dear John Bebow,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Innovaliner Inc.

----- Estimate -----

8551 Monclova Rd.
Monclova, OH 43542 US
419-779-6149

Estimate #: 2018299
Date: 09/30/2018
Exp. Date: \$31,340.00

Address:

John Bebow
Union Township, Michigan
2010 S. Lincoln
Mt. Pleasant, MI 48858

| Activity | Activity | Qty | Rate | Amount |
|---|------------|-----|----------|----------|
| Material and Labor to install a 8" X 48" Fiberglass & Silica Resin point repair with a post video following the repair. | Glass/Sili | 2 | 3,485.00 | 6,970.00 |
| Material and Labor to install a 24" X 48" Fiberglass & Silica Resin | Glass/Sili | 2 | 4,485.00 | 8,970.00 |

| | | | | |
|--|---|----------|----------|--|
| point repair with a post video following the repair | | | | |
| labor and equipment to by By-pass pu pass pump as needed for the repairs | 1 | 7,000.00 | 7,000.00 | |
| Labor and equipment to Reinstatem use a reinstatement cutter to cut and remove 13 gaskets at joints where the gasket is protruding into the sewer. | 1 | 3,200.00 | 3,200.00 | |
| charge to clean, inspect Cleaning a and video 385' of 24" sewer main. | 1 | 5,200.00 | 5,200.00 | |

| | | | | |
|--------|--|--|-------------|--|
| Total: | | | \$31,340.00 | |
|--------|--|--|-------------|--|

Please find attached an estimate for

REQUEST FOR TOWNSHIP BOARD ACTION

To: Township Manager Mark Stuhldreher

DATE: 10/17/2018

FROM: Township Assessor Patricia DePriest
Township Planner Peter Gallinat

DATE FOR BOARD CONSIDERATION: 10/24/2018

ACTION REQUESTED: Introduce Ordinance 2018-06 for a first reading and publish a notice of public hearing for the adoption of Ordinance 2018-06 at the November 14, 2018 Board of Trustees meeting in the newspaper.

Current Action

Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Michigan State Land Division ACT, Act 288 of 1967 as amended, does not require land division applications to be approved by the Township board. This requirement comes from the Township Land Division Ordinance (1997-8) which was approved in May 1997. At the present time these applications are brought to the Township Board for approval/disapproval after they have been reviewed by the Township Assessor and Township Planner. Staff have found this requirement to prolong the approval process for the applicant and create additional meticulous work for staff. The board relinquishing the current practice of approving/disapproving land divisions does not surrender to staff any duty required of the Board by State Law. The Board would be apprised of the land division activity via the monthly activity report

Proposed changes to Section VI of the Ordinance are found below. (Text in **RED** is proposed to be removed, text in **BLUE** is proposed to be added):

- A. Upon receipt of the land division application package, the Township Assessor shall review the application for compliance with the provisions of this Ordinance and the State of Michigan Land Division Act, and shall submit them forthwith to the Township **Zoning Official Planner**, who shall likewise review the package for compliance with the Township's Zoning Ordinance. **These two officials shall then make a recommendation to the Township Board of Trustees. At their next regularly scheduled meeting, the Board shall approve, approve with reasonable conditions to assure compliance with applicable ordinances and the protection of public health, safety and general welfare, or disapprove the land division applied for within 30 days after receipt of the application package conforming to this Ordinance's requirements, and the assessor shall promptly notify the applicant of the decisions and the reasons for any denial. These two officials shall approve or disapprove the proposed division within 45 days after the application has been filed. The Township Assessor shall promptly notify the applicant of the decision and reason for denial if denied.** If the application package does not conform to this Ordinance['s] requirements and the State Land Division Act, the assessor shall return the same to the applicant for completion and refiling in accordance with this Ordinance and the State Land Division Act.
- B. Any person or entity aggrieved by the decision of the Township **Board Assessor and Township Planner** may, within 30 days of said decision appeal the decision to the Zoning Board of Appeals which shall consider and resolve such appeal by a majority vote of said Board at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant (and appellant where other than the applicant) of the time and date of said meeting and appellate hearing.
- C. A decision approving a land division is effective for 60 days, after which it shall be considered revoked unless within such period a document is recorded with the County Register of Deeds office and a

recorded copy is filed with the Township Assessor accomplishing the approved land division or transfer.

- D. The assessor shall maintain an official record of all approved and accomplished land divisions or transfers.

SCOPE OF SERVICES

Ordinance 2018-06 would amend section 6 of the current Township Land Division Ordinance 1997-8. The amendment does not change the process for any entity aggrieved by the decision to appeal the decision or change standards by which the application is approved/disapproved. The amendment removes the Township Board approval so to allow for a quicker and efficient decision of the application.

JUSTIFICATION

Michigan State Land Division ACT, Act 288 of 1967 amended through March 31st, 1997. Section 560.109 states "A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official." State Law does not require that the legislative body approve/disapprove land division applications.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Commerce

COSTS

N/A

PROJECT TIME TABLE

This is done in a three-step process. The First step is to introduce the Ordinance at a board meeting for a first reading. At this first meeting the board votes to publish 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. The Ordinance shall become effective seven (7) days after publication of adoption.

RESOLUTION

It is further resolved that a notice of a public hearing for the adoption of Ordinance 2018-06 on November 14, 2018 shall be published in the newspaper.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

An Ordinance to regulate partitioning or division of parcels or tracts of land, enacted pursuant but not limited to Michigan Public Act 288 of 1967, as amended, and Act 246 of 1945, as amended, being the Township General Ordinance statute; to provide a procedure therefore; to repeal any ordinance or provision thereof in conflict herewith; and to prescribe penalties and enforcement remedies for the violation of this ordinance.

The Charter Township of Union, Isabella County, Michigan, ordains:

202.001 - Title.

Sec. I. This ordinance shall be known and cited as the Charter Township of Union Land Division Ordinance.

202.002 - Purpose.

Sec. II. The purpose of this ordinance is to carry out the provisions of the State Land Division Act (1967 PA 288, as amended, formerly known as the Subdivision Control Act), to prevent the creation of parcels of property which do not comply with applicable ordinances and said Act, to minimize potential boundary disputes, to maintain orderly development of the community, and otherwise provide for the health, safety and welfare of the residents and property owners of the township by establishing reasonable standards for prior review and approval of land divisions within the township, including the division of lots within a platted subdivision.

(Ord. No. 1997-10, 7-9-97)

202.003 - Definitions.

Sec. III. For purposes of this ordinance certain terms and words used herein shall have the following meaning:

- A. "Applicant" - a natural person, firm, association, partnership, corporation, or combination of any of them that holds an ownership interest in land whether recorded or not.
- B. "Divided" or "Division" - the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors or assigns, for the purpose of sale or lease of more than one year, or of building development that results in one or more parcels of less than 40 acres or the equivalent, and that satisfies the requirements of Sections 108 and 109 of the State Land Division Act.
- C. "Exempt split" or "exempt division" - the partitioning or splitting of a parcel or tract of land by the proprietor thereof, or by his or her heirs, executors, administrators, legal representatives, successors or assigns, that does not result in one or more parcels of less than 40 acres or the equivalent; provided all resulting parcels are accessible for vehicular travel and utilities from existing public roads through existing adequate roads or easements, or through areas owned by the owner of the parcel that can provide such access.
- D. "Forty acres or the equivalent" - either 40 acres, a quarter-quarter section containing not less than 30 acres, or a government lot containing not less than 30 acres.
- E. "Governing body" - the Charter Township of Union Board of Trustees.

202.004 - Prior approval requirement for land divisions.

Sec. IV. Land in the Charter Township of Union, including lots in platted subdivisions, shall not be divided without the prior review and approval of the Charter Township of Union Board of Trustees, in accordance with this ordinance and the State Land Division Act; provided that the following shall be exempted from this requirement:

- A. A parcel proposed for subdivision through a recorded plat pursuant to the State Land Division Act.
- B. A lot in a recorded plat proposed to be divided in accordance with the State Land Division Act.
- C. An exempt split as defined in this Ordinance.

(Ord. No. 1997-10, 7-9-97)

202.005 - Application for land division approval.

Sec. V. An applicant shall file all of the following with the Township Assessor for review by the assessor and zoning official, and approval by the Township Board of a proposed land division before making any division either by deed, land contract, lease for more than one year, or for building development:

- A. A completed application form on such form as may be provided by the Township.
- B. Proof of fee ownership of the land proposed to be divided.
- [C.] A tentative parcel map of the land proposed to be divided, drawn to scale, including an accurate legal description of each proposed division, and showing the boundary lines, approximate dimensions, and accessibility from existing or proposed public roads for automobile and public utilities.
- D. Proof that all standards of the State Land Division Act and this Ordinance have been met.
- E. The history and specifications of the land sufficient to establish that the proposed division complies with Section 108 of the State Land Division Act.
- F. If transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer.
- G. Unless a division creates a parcel which is acknowledged and declared to be "not a development site", all divisions shall result in "buildable" parcels with sufficient area to comply with all required setback provisions, minimum floor areas, off-street parking spaces, approved on-site sewage disposal and water well locations (where public water and sewer service is not available) access to existing public utilities and public roads, and maximum allowed area coverage of buildings and structures on the site. Declared agricultural land and land for forestry use shall not be subject to the foregoing as "development sites" as provided in the State Land Division Act at Section 102.
- H. The fee as may from time to time be established by resolution of the Township Board of Trustees for land division reviews pursuant to this Ordinance to cover the costs of review of the application and administration of this Ordinance and the State Land Division Act.
- I. A copy of any and all subdivision deed restrictions, if applicable.

(Ord. No. 1997-10, 7-9-97)

202.006 - Procedure for review of applications for land division approval.

Sec. VI.

- A. Upon receipt of the land division application package, the Township Assessor shall review the application for compliance with the provisions of this Ordinance and the State of Michigan Land Division Act, and shall submit them forthwith to the Township Zoning Official, who shall likewise review the package for compliance with the Township's Zoning Ordinance. These two officials shall then make a recommendation to the Township Board of Trustees. At their next regularly scheduled meeting, the Board shall approve, approve with reasonable conditions to assure compliance with applicable ordinances and the protection of public health, safety and general welfare, or disapprove the land division applied for within 30 days after receipt of the application package conforming to this Ordinance's requirements, and the assessor shall promptly notify the applicant of the decisions and the reasons for any denial. If the application package does not

conform to this Ordinance[s] requirements and the State Land Division Act, the assessor shall return the same to the applicant for completion and refiling in accordance with this Ordinance and the State Land Division Act.

- B. Any person or entity aggrieved by the decision of the Township Board may, within 30 days of said decision appeal the decision to the Zoning Board of Appeals which shall consider and resolve such appeal by a majority vote of said Board at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant (and appellant where other than the applicant) of the time and date of said meeting and appellate hearing.
- C. A decision approving a land division is effective for 60 days, after which it shall be considered revoked unless within such period a document is recorded with the County Register of Deeds office and a recorded copy is filed with the Township Assessor accomplishing the approved land division or transfer.
- D. The assessor shall maintain an official record of all approved and accomplished land divisions or transfers.

202.007 - Standards for approval of land divisions.

Sec. VII. A proposed land division shall be approved if the following criteria are met:

- A. All the parcels to be created by the proposed land division(s) fully comply with the applicable lot (parcel), yard and area requirements of the applicable zoning ordinance, including, but not limited to, minimum lot (parcel) frontage/width, minimum road frontage, minimum lot (parcel) area, minimum lot width to depth ratio, and maximum lot (parcel) coverage and minimum set-backs for existing buildings/structures, or have received a variance from such requirements from the Zoning Board of Appeals.
- B. The proposed land division(s) comply with all requirements of the State Land Division Act and this Ordinance.
- C. All parcels created and remaining have existing adequate accessibility, or an area available therefor, to a public road for public utilities and emergency and other vehicles not less than the requirements of all applicable ordinances.
- D. The ratio of depth to width of any parcel created by the division does not exceed a four to one ratio exclusive of access roads, easements, or non-development sites. The permissible depth of a parcel created by a land division shall be measured within the boundaries of each parcel from the abutting road right-of-way to the most remote boundary line point of the parcel from the point of commencement of the measurement.

The width of a parcel shall be measured at the abutting road right-of-way line, or as otherwise provided in any applicable ordinance.

- E. No lot in a recorded plat shall be divided into more than four parts, and the resulting lots shall not be less in area than permitted by the township Zoning Ordinance, or by subdivision deed restrictions.

(Ord. No. 1997-10, 7-9-97)

202.008 - Consequences of noncompliance with land division approval requirement.

Sec. VIII. Any parcel created in noncompliance with this ordinance shall not be eligible for any building permits, or zoning approvals, such as special land use approval or site plan approval, and shall not be recognized as a separate parcel on the assessment roll. In addition, violation of this ordinance shall subject the violator to the penalties and enforcement actions set forth in Section IX [202.009] of this ordinance, and as may otherwise be provided by law.

202.009 - Penalties and enforcement.

Sec. IX.

[A.] Any person who violates any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not to exceed 90 days or by both such fine and imprisonment.

[B.] Any person who violates any of the provisions of this ordinance shall also be subject to a civil action seeking invalidation of the land division and appropriate injunctive or other relief.

202.010 - Severability.

Sec. X. The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.

202.011 - Repeal.

Sec. XI. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, except that this Ordinance shall not be construed to repeal any provision in the Township Zoning Ordinance, the Township Subdivision Control Ordinance, or the Township Building Code.

202.012 - Effective date.

Sec. XII. This ordinance shall take effect seven days following its publication after adoption.

LAND DIVISION ACT Act 288 of 1967

AN ACT to regulate the division of land; to promote the public health, safety, and general welfare; to further the orderly layout and use of land; to require that the land be suitable for building sites and public improvements and that there be adequate drainage of the land; to provide for proper ingress and egress to lots and parcels; to promote proper surveying and monumenting of land subdivided and conveyed by accurate legal descriptions; to provide for the approvals to be obtained prior to the recording and filing of plats and other land divisions; to provide for the establishment of special assessment districts and for the imposition of special assessments to defray the cost of the operation and maintenance of retention basins for land within a final plat; to establish the procedure for vacating, correcting, and revising plats; to control residential building development within floodplain areas; to provide for reserving easements for utilities in vacated streets and alleys; to provide for the filing of amended plats; to provide for the making of assessors plats; to provide penalties for the violation of the provisions of this act; to repeal certain parts of this act on specific dates; and to repeal acts and parts of acts.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1982, Act 529, Eff. Mar. 30, 1983;—Am. 1991, Act 59, Imd. Eff. June 27, 1991;—Am. 1996, Act 591, Eff. Mar. 31, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

The People of the State of Michigan enact:

GENERAL PROVISIONS

560.101 Short title.

Sec. 101. This act shall be known and may be cited as the “land division act”.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1996, Act 591, Eff. Mar. 31, 1997.

Compiler's note: For transfer of powers and duties of the State Treasurer relative to subdivision control to the Department of Commerce, see E.R.O. No. 1980-1, compiled at MCL 16.732 of the Michigan Compiled Laws.

Transfer of powers: See MCL 16.732.

Popular name: Plat Act

Popular name: Subdivision Control

560.102 Definitions.

Sec. 102. As used in this act:

- (a) "Plat" means a map or chart of a subdivision of land.
- (b) "Land" means all land areas occupied by real property.
- (c) "Preliminary plat" means a map showing the salient features of a proposed subdivision submitted to an approving authority for purposes of preliminary consideration.
- (d) "Division" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that satisfies the requirements of sections 108 and 109. Division does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.
- (e) "Exempt split" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns that does not result in 1 or more parcels of less than 40 acres or the equivalent. For a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel, any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.
- (f) "Subdivide" or "subdivision" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that is not exempted from the platting requirements of this act by sections 108 and 109. "Subdivide" or "subdivision" does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting

parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.

(g) "Parcel" means a continuous area or acreage of land which can be described as provided for in this act.

(h) "Tract" means 2 or more parcels that share a common property line and are under the same ownership.

(i) "Parent parcel" or "parent tract" means a parcel or tract, respectively, lawfully in existence on the effective date of the amendatory act that added this subdivision.

(j) "Accessible", in reference to a parcel, means that the parcel meets 1 or both of the following requirements:

(i) Has an area where a driveway provides vehicular access to an existing road or street and meets all applicable location standards of the state transportation department or county road commission under 1969 PA 200, MCL 247.321 to 247.329, and of the city or village, or has an area where a driveway can provide vehicular access to an existing road or street and meet all such applicable location standards.

(ii) Is served by an existing easement that provides vehicular access to an existing road or street and that meets all applicable location standards of the state transportation department or county road commission under 1969 PA 200, MCL 247.321 to 247.329, and of the city or village, or can be served by a proposed easement that will provide vehicular access to an existing road or street and that will meet all such applicable location standards.

(k) "Development site" means any parcel or lot on which exists or which is intended for building development other than the following:

(i) Agricultural use involving the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops, and field crops; dairy and dairy products; poultry and poultry products; livestock, including breeding and grazing of cattle, swine, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits; vegetables; Christmas trees; and other similar uses and activities.

(ii) Forestry use involving the planting, management, or harvesting of timber.

(l) "Forty acres or the equivalent" means 40 acres, a quarter-quarter section containing not less than 30 acres, or a government lot containing not less than 30 acres.

(m) "Lot" means a measured portion of a parcel or tract of land, which is described and fixed in a recorded plat.

(n) "Outlot", when included within the boundary of a recorded plat, means a lot set aside for purposes other than a development site, park, or other land dedicated to public use or reserved to private use.

(o) "Proprietor" means a natural person, firm, association, partnership, corporation, or combination of any of them that holds an ownership interest in land whether recorded or not.

(p) "Governing body" means the legislative body of a city or village or the township board of a township.

(q) "Municipality" means a township, city, or village.

(r) "County plat board" means the register of deeds, who shall act as chairperson, the county clerk, who shall act as secretary, and the county treasurer. If the offices of county clerk and register of deeds have been combined, the chairperson of the board of supervisors shall be a member of the plat board and shall act as chairperson. In a county where a board of auditors is authorized by law such board may elect to serve on the county plat board by adopting a resolution so ordering. A copy of the recorded resolution shall be sent to the director of the department of energy, labor, and economic growth.

(s) "Public utility" means all persons, firms, corporations, copartnerships, or municipal or other public authority providing gas, electricity, water, steam, telephone, sewer, or other services of a similar nature.

(t) "Caption" means the name by which the plat is legally and commonly known.

(u) "Replat" means the process of changing, or the map or plat which changes, the boundaries of a recorded subdivision plat or part thereof. The legal dividing of an outlot within a recorded subdivision plat without changing the exterior boundaries of the outlot is not a replat.

(v) "Surveyor" means a professional surveyor licensed under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.

(w) "Engineer" means a civil engineer who is a professional engineer licensed under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.

(x) "Government survey" means the land surveyed, subdivided and monumented by the United States public land survey.

(y) "Michigan coordinate system" means the system defined in 1964 PA 9, MCL 54.231 to 54.239.

(z) "Alley" means a public or private right of way shown on a plat which provides secondary access to a lot, block, or parcel of land.

(aa) "Health department" means the department of environmental quality, a city health department, a county health department, or a district health department, whichever has jurisdiction.

(bb) "Public sewer" means a sewerage system as defined in section 4101 of the natural resources and

environmental protection act, 1994 PA 451, MCL 324.4101.

(cc) "Public water" means a system of pipes and structures through which water is obtained and distributed to the public, including wells and well structures, intakes, and cribs, pumping stations, treatment plants, reservoirs, storage tanks and appurtenances, collectively or severally, actually used or intended for use for the purpose of furnishing water to the public for household or drinking purposes.

(dd) "Topographical map" means a map showing existing physical characteristics, with contour lines at sufficient intervals to permit determination of proposed grades and drainage.

(ee) "Flood plain" means that area of land adjoining the channel of a river, stream, water course, lake, or other similar body of water which will be inundated by a flood which can reasonably be expected for that region.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1990, Act 156, Imd. Eff. June 28, 1990;—Am. 1996, Act 78, Imd. Eff. Feb. 27, 1996;—Am. 1996, Act 591, Eff. Mar. 31, 1997;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.103 Subdivisions of land; surveys and plats, requirements.

Sec. 103. (1) An exempt split is not subject to approval under this act so long as the resulting parcels are accessible. A division is not subject to the platting requirements of this act but subject to the requirements of sections 108 and 109. A subdivision is subject to the platting requirements of this act.

(2) Plats of retracement or boundary surveys made by a department or agency of the United States or of state-owned lands made by a department or agency of the state for the retracement and division of public lands according to the survey instructions issued by the United States department of the interior may be recorded with the register of deeds of the county in which the lands represented on the plats are situated and need not otherwise comply with this act, except that plat size shall be as provided in section 132.

(3) A survey and plat shall be made when any amendment, correction, alteration or revision of a recorded plat is ordered by a circuit court.

(4) Urban renewal plats authorized by the governing body of a municipality as provided in Act No. 344 of the Public Acts of 1945, being sections 125.71 to 125.84 of the Michigan Compiled Laws, shall conform to this act.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1996, Act 591, Eff. Mar. 31, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

560.104 Replats; requirements; vacation of original plat.

Sec. 104. A replat of all or any part of a recorded subdivision plat may not be approved or recorded unless proper court action has been taken to vacate the original plat or the specific part thereof, with the following exceptions:

(a) When all the owners of lots which are to be part of the replat agree in writing thereto and record the agreement with the register of deeds, and proof that notice to the abutting property owners has been given by certified mail and the governing body of the municipality in which the land included in the recorded plat is situated, has adopted a resolution or other legislative enactment vacating all areas dedicated to public use within the proposed replat.

(b) Assessors plats made, approved and recorded as provided for in sections 201 to 213.

(c) Urban renewal plats authorized by the governing body of a municipality, as provided in Act No. 344 of the Public Acts of 1945, as amended. Roads, streets, alleys and other public places shall be vacated in accordance with the provisions of law.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.105 Preliminary or final plat; approval; conditions.

Sec. 105. Approval of a preliminary plat, or final plat shall be conditioned upon compliance with all of the following:

(a) The provisions of this act.

(b) Any ordinance or published rules of a municipality or county adopted to carry out the provisions of this act.

(c) Any published rules of a county drain commissioner, county road commission, or county plat board

adopted to carry out the provisions of this act.

(d) The rules of the state transportation department relating to provisions for the safety of entrance upon and departure from the abutting state trunk line highways or connecting streets and relating to the provisions of drainage as required by the department's then currently published standards and specifications.

(e) The rules of the department of consumer and industry services for the approval of plats, including forms, certificates of approval, and other required certificates, captioning of plats, and numbering of lots.

(f) The rules of the department of environmental quality for the determination and establishment of floodplain areas of rivers, streams, creeks, or lakes, as provided in this act, as published in the state administrative code.

(g) The rules of the department of environmental quality relating to suitability of groundwater for on-site water supply for subdivisions not served by public water or to suitability of soils for subdivisions not served by public sewers. The department of environmental quality may authorize a city, county, or district health department to carry out the provisions of this act and rules promulgated under this act relating to suitability of groundwater for subdivisions not served by public water or relating to suitability of soils for subdivisions not served by public sewers. The department of environmental quality may require percolation tests and boring tests to determine suitability of soils. When such tests are required, they shall be conducted under the supervision of a registered engineer, registered land surveyor, or registered sanitarian in accordance with uniform procedures established by the department of environmental quality.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1996, Act 591, Eff. Mar. 31, 1997;—Am. 1997, Act 87, Imd. Eff. July 28, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

Administrative rules: R 560.101 et seq. and R 560.401 et seq. of the Michigan Administrative Code.

560.106 Approving authorities; limitation on powers of approval or rejection.

Sec. 106. No approving authority or agency having the power to approve or reject plats shall condition approval upon compliance with, or base a rejection upon, any requirement other than those included in section 105.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.107 Preliminary plat; submission, discretion.

Sec. 107. (1) Nothing contained in this act shall prohibit a proprietor from submitting a prepreliminary plat to a governing body for the proprietors information and review.

(2) Nothing contained in this act shall allow a municipality, county, or state agency to require an approval of a preliminary plat or plan other than those provided for in sections 112 to 120.

History: Add. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.108 Parent parcel or parent tract; number of parcels resulting from division; limitations; requirements.

Sec. 108. (1) A division is not subject to the platting requirements of this act.

(2) Subject to subsection (3), the division, together with any previous divisions of the same parent parcel or parent tract, shall result in a number of parcels not more than the sum of the following, as applicable:

(a) For the first 10 acres or fraction thereof in the parent parcel or parent tract, 4 parcels.

(b) For each whole 10 acres in excess of the first 10 acres in the parent parcel or parent tract, 1 additional parcel, for up to a maximum of 11 additional parcels.

(c) For each whole 40 acres in excess of the first 120 acres in the parent parcel or parent tract, 1 additional parcel.

(3) For a parent parcel or parent tract of not less than 20 acres, the division may result in a total of 2 parcels in addition to those permitted by subsection (2) if 1 or both of the following apply:

(a) Because of the establishment of 1 or more new roads, no new driveway accesses to an existing public road for any of the resulting parcels under subsection (2) or this subsection are created or required.

(b) One of the resulting parcels under subsection (2) and this subsection comprises not less than 60% of the area of the parent parcel or parent tract.

(4) A parcel of 40 acres or more created by the division of a parent parcel or parent tract shall not be

counted toward the number of parcels permitted under subsections (2) and (3) and is not subject to section 109, if the parcel is accessible.

(5) A parcel or tract created by an exempt split or a division is not a new parent parcel or parent tract and may be further partitioned or split without being subject to the platting requirements of this act if all of the following requirements are met:

(a) Not less than 10 years have elapsed since the parcel or tract was recorded.

(b) The partitioning or splitting results in not more than the following number of parcels, whichever is less:

(i) Two parcels for the first 10 acres or fraction thereof in the parcel or tract plus 1 additional parcel for each whole 10 acres in excess of the first 10 acres in the parcel or tract.

(ii) Seven parcels or 10 parcels if one of the resulting parcels under this subsection comprises not less than 60% of the area of the parcel or tract being partitioned or split.

(c) The partitioning or splitting satisfies the requirements of section 109.

(6) A parcel or tract created under the provisions of subsection (5) may not be further partitioned or split without being subject to the platting requirements of this act, except in accordance with the provisions of subsection (5).

History: Add. 1996, Act 591, Eff. Mar. 31, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

560.109 Approval or disapproval of proposed division; requirements; exemption from platting requirements; notice of transfer; form; sale of unplatted land; statement contained in deed; ordinance; approval not determination of compliance; effect of failure to comply.

Sec. 109. (1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official. However, a municipality with a population of 2,500 or less may enter into an agreement with a county to transfer to the county authority to approve or disapprove a division. An application is complete if it contains information necessary to ascertain whether the requirements of section 108 and this section are met. The assessor or other municipally designated official, or the county official, having authority to approve or disapprove a proposed division, shall provide the person who filed the application written notice whether the application is approved or disapproved and, if disapproved, all the reasons for disapproval. A complete application for a proposed division shall be approved if, in addition to the requirements of section 108, all of the following requirements are met:

(a) Each resulting parcel has an adequate and accurate legal description and is included in a tentative parcel map showing area, parcel lines, public utility easements, accessibility, and other requirements of this section and section 108. The tentative parcel map shall be a scale drawing showing the approximate dimensions of the parcels.

(b) Each resulting parcel has a depth of not more than 4 times the width or, if an ordinance referred to in subsection (5) requires a smaller depth to width ratio, a depth to width ratio as required by the ordinance. The municipality or county having authority to review proposed divisions may allow a greater depth to width ratio than that otherwise required by this subdivision or an ordinance referred to in subsection (5). The greater depth to width ratio shall be based on standards set forth in the ordinance referred to in subsection (5). The standards may include, but are not required to include and need not be limited to, exceptional topographic or physical conditions with respect to the parcel and compatibility with surrounding lands. The depth to width ratio requirements of this subdivision do not apply to a parcel larger than 10 acres, unless an ordinance referred to in subsection (5) provides otherwise, and do not apply to the remainder of the parent parcel or parent tract retained by the proprietor.

(c) Each resulting parcel has a width not less than that required by an ordinance referred to in subsection (5).

(d) Each resulting parcel has an area not less than that required by an ordinance referred to in subsection (5).

(e) Each resulting parcel is accessible.

(f) The division meets all of the requirements of section 108.

(g) Each resulting parcel that is a development site has adequate easements for public utilities from the parcel to existing public utility facilities.

(h) The division does not isolate a cemetery so that it does not meet the requirements of either section 102(j)(i) or (ii).

(2) The right to make divisions exempt from the platting requirements of this act under section 108 and this

section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on a form prescribed by the state tax commission. The form shall include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, 1967 PA 288, MCL 560.101 to 560.293?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, state whether all were transferred or, if not, how many?"

(3) A person shall not sell a parcel of unplatted land unless the deed contains a statement as to whether the right to make further divisions exempt from the platting requirements of this act under this section and section 108 is proposed to be conveyed. The statement shall be in substantially the following form: "The grantor grants to the grantee the right to make [insert "zero", a number, or "all"] division(s) under section 108 of the land division act, 1967 PA 288, MCL 560.108.". In the absence of a statement conforming to the requirements of this subsection, the right to make divisions under section 108(2), (3), and (4) stays with the remainder of the parent tract or parent parcel retained by the grantor.

(4) All deeds for parcels of unplatted land within this state executed after March 31, 1997 shall contain the following statement: "This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act."

(5) The governing body of a municipality or the county board of commissioners of a county having authority to approve or disapprove a division may adopt an ordinance setting forth the standards authorized in subsection (1)(b), (c), and (d). The ordinance may establish a fee for reviews under this section and section 108. The fee shall not exceed the reasonable costs of providing the services for which the fee is charged.

(6) Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

(7) Compliance with this section is not a requirement for a deed to be received for record or recorded by a register of deeds.

History: Add. 1996, Act 591, Eff. Mar. 31, 1997;—Am. 1997, Act 87, Imd. Eff. July 28, 1997;—Am. 2012, Act 525, Imd. Eff. Dec. 28, 2012;—Am. 2017, Act 196, Eff. Mar. 13, 2018.

Popular name: Plat Act

Popular name: Subdivision Control

560.109a Parcel less than 1 acre.

Sec. 109a. (1) If a parcel resulting from a division is less than 1 acre in size, a building permit shall not be issued for the parcel unless the parcel has all of the following:

(a) Public water or city, county, or district health department approval for the suitability of an on-site water supply under the same standards as set forth for lots under rules described in section 105(g).

(b) Public sewer or city, county, or district health department approval for on-site sewage disposal under the health department standards as set forth for lots under rules described in section 105(g).

(2) The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a proposed division resulting in a parcel of less than 1 acre in size shall include a statement to this effect.

(3) A city, county, or district health department may adopt by regulation a fee for services provided under this section. The fees shall not exceed the reasonable costs of providing the services for which the fees are charged.

History: Add. 1997, Act 87, Imd. Eff. July 28, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

560.109b Parcels of 20 or more acres.

Sec. 109b. (1) An exempt split or other partitioning or splitting of a parcel or tract that only results in parcels of 20 acres or more in size is not subject to approval under this act if the parcel or tract is not accessible and 1 of the following applies:

(a) The parcel or tract was in existence on March 31, 1997.

(b) The parcel or tract resulted from an exempt split or other partitioning or splitting under this section.

(2) The proprietor shall provide the purchaser of a parcel resulting from an exempt split or other

partitioning or splitting under subsection (1) with the following written statement before closing:

“This parcel is not accessible as defined in the land division act, 1967 PA 288, MCL 560.101 to 560.293.”.

History: Add. 1997, Act 87, Imd. Eff. July 28, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

PRELIMINARY PLATS

560.111 Preliminary plat; specifications; requirements; preapplication review meeting.

Sec. 111. (1) Before making or submitting a final plat for approval, the proprietor shall make a preliminary plat and submit copies to authorities as provided in this section and sections 112 to 119. A preliminary plat shall show the name, location, and position of the subdivision and the subdivision plan and layout in sufficient detail on a topographic map to enable a determination of whether the subdivision meets requirements for lots, streets, roads, and highways including drainage and floodplains.

(2) The preliminary plat shall be drawn to a scale of not more than 200 feet to 1 inch and may be an original drawing or reproduction, on unbacked paper. It shall contain proper identification of the parcel of land to be divided, the name of the plat and proposed division of the land, the name and address of the proprietor and the name, address and seal of the surveyor who prepared it, all legibly printed or typewritten. Additional preliminary land development plans may be made by other qualified persons to assist approving authorities to visualize the type and scope of the development planned.

(3) The proprietor may request that a preapplication review meeting take place by submitting a written request to the chairperson of the county plat board and submitting copies of a concept plan for the preliminary plat to the municipality and to each officer or agency entitled to review the preliminary plat under sections 113 to 118. A preapplication review meeting shall take place not later than 30 days after the written request and concept plan are received. The meeting shall be attended by the proprietor, representatives of each officer or agency entitled to review the preliminary plat under sections 113, 114, and 118, and a representative of the municipality. Representatives of each agency entitled to review the preliminary plat under sections 115 to 117 shall be informed of the meeting and may attend. The purpose of the meeting is to conduct an informal review of the proprietor's concept plan for the preliminary plat.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.112 Preliminary plat; tentative approval; time period; extension.

Sec. 112. (1) The proprietor shall submit 4 but not more than 10 copies of the preliminary plat and other data to the clerk of the municipality.

(2) The governing body shall tentatively approve and note its approval on the copy of the preliminary plat, or tentatively approve it subject to conditions and note its approval and conditions on the copy of the preliminary plat, to be returned to the proprietor, or set forth in writing its reasons for rejection and requirements for tentative approval, within the following time period, as applicable:

(a) Within 60 days after it was submitted to the clerk, if a preapplication review meeting was conducted under section 111(3).

(b) Within 90 days after it was submitted to the clerk, if a preapplication review meeting was not conducted under section 111(3).

(3) The governing body may require the submission of other related data as it deems necessary, if the requirement for such data has previously been adopted and published.

(4) Tentative approval under this section confers upon the proprietor for a period of 1 year from date, approval of lot sizes, lot orientation, and street layout, and application of the then-current subdivision regulations. The tentative approval may be extended if applied for by the proprietor and granted by the governing body in writing.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.112a Preliminary plat; submission of copies to officer or agency; review and action; time period.

Sec. 112a. After the tentative approval by the governing body under section 112, the proprietor shall submit copies of a preliminary plat to each officer or agency entitled to receive those copies under sections

113 to 118 for their simultaneous review and action within the 30-day time period prescribed in sections 113 to 118.

History: Add. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.113 Preliminary plat; county road commissioner's approval or rejection.

Sec. 113. (1) The proprietor shall submit 3 copies of the preliminary plat to the engineer or chairman of the county road commission if the proposed subdivision includes or abuts roads under the commission's jurisdiction.

(2) The county road commission may also require to be submitted with the preliminary plat a topographic map showing direction of drainage and proposed widths of roads under its jurisdiction or to come under its jurisdiction and private roads in unincorporated areas.

(3) The county road commission, within 30 days after receipt of the preliminary plat, shall approve it, approve it subject to conditions, or reject it. If the preliminary plat is approved, the county road commission shall note its approval on the copy to be returned to the proprietor. If the preliminary plat is approved subject to conditions or rejected, the reasons for rejection and requirements for approval shall be given in writing to the proprietor and each of the other officers and agencies to which the proprietor was required to submit the preliminary plat under sections 114 to 115 and 117 to 119.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.114 Preliminary plat; county drain commissioner's approval or rejection.

Sec. 114. (1) The proprietor shall submit 3 copies of the preliminary plat to the county drain commissioner, if there is a county drain commissioner.

(2) The county drain commissioner or, if there is no drain commissioner, the governing body may require a topographic map showing direction of storm water drainage both within the lands proposed to be subdivided and from the land as subdivided.

(3) The county drain commissioner or governing body, within 30 days after receipt of the preliminary plat, shall approve it, approve it subject to conditions, or reject it. If the preliminary plat is approved, the drain commissioner or governing body shall note its approval on the copy to be returned to the proprietor. If the preliminary plat is approved subject to conditions or rejected, the reasons for rejection and requirements for approval shall be given in writing to the proprietor and each of the other officers and agencies to which the proprietor was required to submit the preliminary plat under sections 113 to 115 and 117 to 119.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.115 Preliminary plat; state transportation department's approval or rejection.

Sec. 115. (1) The proprietor shall submit 3 copies of the preliminary plat to the state transportation department, if any of the proposed subdivision includes or abuts a state trunk line highway or includes streets or roads that connect with or lie within the right-of-way of state trunk line highways.

(2) The state transportation department, within 30 days after receipt of the preliminary plat, shall approve it, approve it subject to conditions, or reject it. If the preliminary plat is approved, the department shall note its approval on the copy to be returned to the proprietor. If the preliminary plat is approved subject to conditions or rejected, the reasons for rejection and requirements for approval shall be given in writing to the proprietor and each of the other officers and agencies to which the proprietor was required to submit the preliminary plat under sections 113 to 115 and 117 to 119.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.116 Preliminary plat; department of environmental quality's approval or rejection.

Sec. 116. (1) The proprietor shall submit 2 copies of the preliminary plat to the department of environmental quality for information purposes, if the land proposed to be subdivided abuts a lake or stream or abuts an existing or proposed channel or lagoon affording access to a lake or stream where public rights

may be affected.

(2) The department, within 30 days after receipt of the preliminary plat, shall place the proprietor, the governing body of the municipality, and the county plat board on notice in writing if it has any objections or may furnish such information to each as may be helpful or necessary in its opinion to adequately plan the development and secure approval of the final plat.

(3) Copies of the letters required under subsection (2) shall be sent to the department of labor and economic growth.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.117 Preliminary plat; approval or rejection; fees; disposition of fees.

Sec. 117. (1) The proprietor shall submit 2 copies of the preliminary plat to the department of environmental quality, if any of the subdivision lies wholly or in part within the floodplain of a river, stream, creek, or lake. The department of environmental quality, within 30 days after receipt of the preliminary plat, shall approve it, approve it subject to conditions, or reject it. If the preliminary plat is approved, the department of environmental quality shall note its approval on the copy to be returned to the proprietor. If the department of environmental quality approves the preliminary plat subject to conditions or rejects the preliminary plat, the department shall give the reasons for rejection and requirements for approval in writing to the proprietor and to each of the other officers and agencies to which the proprietor was required to submit the preliminary plat under sections 113 to 115 and 117 to 119. The determination of a floodplain area shall be based on rules specified in section 105(f).

(2) The preliminary plat submittal to the department of environmental quality under subsection (1) shall be accompanied by a fee of \$500.00 to cover the administrative cost of the department's preliminary plat review. If the department of environmental quality determines that engineering computations are required to establish the limits of the floodplain on a preliminary plat, the department shall assess an additional fee of \$1,500.00 to cover the department's cost of establishing those limits.

(3) The department of environmental quality shall forward fees collected under this section to the state treasurer for deposit in the land and water management permit fee fund created in section 30113 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.30113.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1993, Act 150, Eff. Sept. 30, 1993;—Am. 1995, Act 172, Imd. Eff. Oct. 9, 1995;—Am. 1998, Act 549, Imd. Eff. Jan. 20, 1999;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.118 Preliminary plat; health department's approval or rejection.

Sec. 118. (1) The proprietor shall submit 3 copies of the preliminary plat to the health department having jurisdiction, if public water and public sewers are not available and accessible to the land proposed to be subdivided.

(2) The health department, within 30 days after receipt of the preliminary plat, shall approve it, approve it subject to conditions, or reject all or any portion of the proposed subdivision that is not suitable. If the preliminary plat is approved, the health department shall note its approval on the copy to be returned to the proprietor. If all or any portion of the preliminary plat is approved subject to conditions or is rejected, the health department shall give its reasons for rejection and requirements for approval in writing to the proprietor, the governing body, and each of the other officers and agencies to which the proprietor was required to submit the preliminary plat under sections 113 to 115 and 117 to 119.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.119 Preliminary plat; submission to county plat board and public utilities.

Sec. 119. The proprietor shall submit 2 copies of the preliminary plat to the county plat board and to the public utilities serving the area for informational purposes.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.120 Final approval; proprietor's rights and duties; procedure; time period; extension.

Sec. 120.

(1) After the preliminary plat is approved or is approved subject to conditions pursuant to sections 113 to 119, the proprietor shall do all of the following:

(a) Submit to the clerk of the governing body of the municipality a list of all authorities required by sections 113 to 119 to review the preliminary plat, certifying that the list shows all authorities as required by sections 113 to 119.

(b) Submit all written approvals to the clerk of the governing body.

(2) The governing body of the municipality, after receipt of the necessary approved copies of the preliminary plat, shall do all of the following:

(a) Consider and review the preliminary plat at its next meeting, or within 20 days from the date of submission, and approve it if the proprietor has met all conditions laid down by the municipality for approval of the preliminary plat.

(b) Instruct the clerk to promptly notify the proprietor of approval or rejection in writing and, if rejected, to give the reasons.

(c) Instruct the clerk to note all proceedings in the minutes of the meeting which minutes shall be open for inspection.

(3) Final approval of the preliminary plat under this section confers upon the proprietor for a period of 2 years from date of approval the conditional right that the general terms and conditions under which preliminary plat approval was granted will not be changed. The 2-year period may be extended if applied for by the proprietor and granted by the governing body in writing. Written notice of the extension shall be sent by the governing body to the other approving authorities.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

SURVEYS

560.125 Survey requirements; monuments.

Sec. 125. (1) For every subdivision of land there shall be a survey complying with the requirements of this section and section 126.

(2) Monuments shall be located in the ground and made according to the following requirements, but it is not intended or required that monuments be placed within the traveled portion of a street to mark angles in the boundary of the subdivision if the angle points can be readily reestablished by reference to monuments along the sidelines of the streets.

(3) All monuments used shall be made of solid iron or steel bars at least 1/2 inch in diameter and 36 inches long and completely encased in concrete at least 4 inches in diameter.

(4) Monuments shall be located in the ground at all angles in the boundaries of the subdivision; at the intersection lines of streets and at the intersection of the lines of streets with the boundaries of the plat and at the intersection of alleys with the boundaries of the subdivision; at all points of curvature, points of tangency, points of compound curvature, points of reverse curvature and angle points in the side lines of streets and alleys; and at all angles of an intermediate traverse line.

(5) If the required location of monument is in an inaccessible place, or where the locating of a monument would be clearly impracticable, it is sufficient to place a reference monument nearby and the precise location thereof be clearly indicated on the plat and referenced to the true point.

(6) If a point required to be monumented is on a bedrock outcropping, a steel rod, at least 1/2 inch in diameter shall be drilled and grouted into solid rock to a depth of at least 8 inches.

(7) All required monuments shall be placed flush with the ground where practicable.

(8) All lot corners shall be monumented in the field by iron or steel bars or iron pipes at least 18 inches long and 1/2 inch in diameter, or other approved markers.

(9) The governing body of the municipality may waive the placing of any of the required monuments and markers for a reasonable time, not to exceed one year, on condition that the proprietor deposits with the clerk of the municipality cash or a certified check, or irrevocable bank letter of credit running to the municipality, whichever the proprietor selects, in an amount not less than \$25.00 per monument and not less than \$100.00 in total, except that lot corner markers shall be at the rate of not less than \$10.00 per marker. Such cash, certified check or irrevocable bank letter of credit shall be returned to the proprietor upon receipt of a certificate by a surveyor that the monuments and markers have been placed as required within the time specified. If the proprietor defaults the governing body shall promptly require a surveyor to locate the

monuments and markers in the ground as certified on the plat, at a cost not to exceed the amount of the security deposited and shall pay the surveyor.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.126 Survey accuracy.

Sec. 126. (1) The survey of all subdivisions shall be performed by a surveyor.

(2) The relative error of closure of the surveyed land shall be less than the ratio of 1 part in 5,000.

(3) Bearings shall be expressed in relation to the true meridian, or a previously established meridian or bearing and a statement by the surveyor on the plat stating the source of information in obtaining the bearings outlined.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

FINAL PLATS

560.131 General survey requirements; date of expiration of approval.

Sec. 131. (1) Following final approval of the preliminary plat under section 120, the proprietor shall cause a survey and a true plat thereof to be made by a surveyor.

(2) All approvals made on the preliminary plat shall expire as provided in section 120.

(3) A final plat shall not be accepted after the date of expiration of the preliminary plat approval.

(4) A final plat received by the department of labor and economic growth more than 1 year following the date of approval of the city or county treasurer shall be returned to the city or county treasurer who shall make a new certificate currently dated, relative to paid or unpaid taxes, special assessments, and tax liens or titles.

(5) All final plats of subdivided land shall comply with the provisions of this section and sections 132 to 151.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.132 Plats; specifications.

Sec. 132. All plats shall be legibly prepared according to the following general requirements:

(a) On 1 or more sheets, 18 inches wide by 24 inches long in size, leaving a 1 1/2 inch binding margin and a 1/2 inch margin on all other sides.

(b) Of an approved material, according to published specifications of the department of the treasury.

(c) Drawn or printed with nonfading black ink true to an adequate and plainly readable scale of not more than 100 feet to an inch.

(d) The name of the plat shall not duplicate the name of any plat previously recorded in the same county unless it is an addition contiguous to the same, or which is a part of the same previously approved preliminary plat under section 120. The first subdivision bearing the name may be designated as number 1, and all additions to it shall be consecutively numbered, beginning with number 2.

(e) Lots shall be numbered consecutively beginning with lot number 1 in the first subdivision bearing the name and continuing in consecutive order throughout the several additions.

(f) A north point shall be properly located thereon.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.133 Final plat; caption.

Sec. 133. The caption of the final plat shall be printed at the top of the plat in large, bold letters, and shall include:

(a) Name of the plat.

(b) Part of section, number of section, town and range, municipality and county.

(c) If a private claim, the number of the claim and the municipality in which the land is situated.

(d) If a tract of land that is not a section or part of a section, the name by which the tract is legally known and the town and range and municipality in which the land is situated.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.134 Final plat; description of land.

Sec. 134. There shall be typewritten or printed on the final plat, a full and detailed description of the land embraced in the subdivision by distances and bearings. The description shall also include:

- (a) The caption of the plat.
- (b) If a private claim, the number of the claim and the municipality in which the land is situated.
- (c) If a tract of land that is not a section or part of a section, the name by which the tract is legally known and the town and range and the municipality in which it is situated.
- (d) The name of the original plat and any part of it replatted.
- (e) A description by distances and bearings of each excepted parcel.
- (f) The number of lots, the number of outlots and the number of private parks.
- (g) The intermediate traverse line, if one is required on the plat.
- (h) The area within the existing right of way of any abutting street, county road or state trunk line highway, if such area has not previously been dedicated to public use and if it is the proprietor's land.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.135 Map and engineering requirements.

Sec. 135. The map of the subdivision, as drawn on the final plat shall comply with sections 135 to 141. It shall contain sufficient information to completely define, for the purpose of a resurvey, the location of any boundary, corner or angle point within the plat. All land lying within the boundaries of the plat shall be shown thereon in such a manner that title to the area may be clearly established as to whether dedicated to public use or reserved to private use.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.136 Final plat; exterior boundaries; requirements, specifications.

Sec. 136. The exterior boundaries of the subdivision as drawn on the plat shall include and correctly show:

- (a) The land surveyed and divided, with reference to a corner or corners established in the government survey and indicated by distances and bearings. The Michigan coordinate system may also be used for referencing such government survey points.
- (b) The exact length and bearings thereof.
- (c) Where the exterior boundary lines show bearings and distances which vary from those recorded in abutting plats the following note shall be placed along such lines, "recorded as (show recorded bearing or distance or both)".
- (d) The area within the existing right of way of any abutting street, county road or state trunk line highway, if such area has not previously been dedicated to public use and if it is the proprietor's land.
- (e) When the subdivision is bounded by an irregular shoreline of a body of water, the bearings and distances of a closing intermediate traverse, extending across the plat so that it intersects the sidelines of the shore lots; the dimensions of the sidelines of the shore lots from the street line to the traverse line, and the distance from the traverse line to the water's edge as found at the time of the survey; distances along the traverse line between its intersections with the sidelines of the lots; the location of monuments at all angle points of the intermediate traverse. All lots extending to the water's edge shall be noted accordingly on the plat. If the proprietor intends to retain possession of the area between the intermediate traverse and the water's edge, a statement to that effect shall be noted on the plat.
- (f) The location of all boundary monuments established in the field in their proper places.
- (g) When any part of the land being subdivided is not included in the government survey, boundaries shall be indicated by distances and bearings and related to a government survey corner or if in a private claim, to a private claim corner.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.137 Final plat; public and private grounds, streets, roads and alleys.

Sec. 137. All public or private grounds, streets, roads and alleys included in the plat shall be shown as follows:

- (a) All public or private commons, parks and other grounds except streets and alleys, by their boundaries, bearings and distances and names.
- (b) All streets and roads by their bearings, widths and names.
- (c) All streets, roads or alleys not dedicated to public use shall be marked "private" and named.
- (d) All curved portions of streets, roads or alleys shall be defined by curve data including points of curvature, points of tangency, points of compound curvature, radii of curves, central angles and the length and bearing of its long chord.
- (e) Curve data may be shown by a curve data chart or table.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.138 Final plat; flood plains.

Sec. 138. When any part of a subdivision lies within or abuts a floodplain area, the plat shall include and show the following:

- (a) The floodplain shall be shown within a contour line, established by the water resources commission, department of conservation.
- (b) The contour line shall intersect the side lines of the lots.
- (c) The sidelines shall be dimensioned to the traverse line from the street line and the established floodplain (contour) line.
- (d) The floodplain area shall be clearly labeled on the plat with the words "floodplain area".

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.139 Public utilities; easements.

Sec. 139. All public utility easements included in the plat shall be shown as follows:

- (a) By their widths and relationship to the lot or street lines.
- (b) As at least 12 feet wide where the rear lines of lots are contiguous.
- (c) As at least 6 feet wide if a lot has no adjoining subdivisions.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.140 Lots and outlots; description.

Sec. 140. All lots and outlots included in the plat shall be shown as follows:

- (a) All lots numbered consecutively.
- (b) All outlots lettered in alphabetical order.
- (c) The length and bearing of each side lot line.
- (d) The bearing of each front and rear lot line, except as otherwise provided in this section.
- (e) A note showing the front line of any lot fronting on 2 or more streets or a body of water except for lots served by public sewers and public water or available and accessible thereto.
- (f) The bearings and depths at each end of a tier of lots comprised of rectangles or parallelograms.
- (g) The width of lots at each end of a series of lots when the front and back lines are parallel. The intermediate lots may be marked with dittos.
- (h) The distance at the time of the survey from the traverse line to the water's edge.
- (i) All curved boundaries shall be shown by curve data as required for public grounds, streets, roads and alleys in section 137.
- (j) If a replat, outlines, numbers and other identification of lots of the previous survey shall be shown by dashed lines, figures or letters.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.141 Improvements.

Sec. 141. When the plat includes or abuts certain improvements other than streets, alleys, roads or highways, such as county drains, lagoons, slips, waterways, lakes, bays or canals, which connect with or are proposed to connect with or enlarge public waters, the included or abutting portions of such proposed improvement shall be shown on the plat.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.142 Certificate required for recording.

Sec. 142. The proprietor shall provide a true copy of the final plat to each of the authorities named in sections 146 to 149. To entitle a final plat to be recorded, the following certificates, in the form prescribed by the department of labor and economic growth, lettered or printed legibly with black, durable ink or typed legibly with black ink shall appear on it and the certificates shall contain the statements and information and shall be signed and dated as prescribed in sections 141 to 151:

(a) A surveyor's certificate of compliance with the statute.

(b) A certificate of the proprietor submitting the plat.

(c) A certificate of taxes by the treasurer of the county in which the plat is situated, as required by section 135 of the general property tax act, 1893 PA 206, MCL 211.135.

(d) A certificate of taxes signed by the treasurer of the municipality in which the plat is located if the municipality does not return delinquent taxes to the state treasurer, as required by section 135 of the general property tax act, 1893 PA 206, MCL 211.135.

(e) A certificate of approval of the county drain commissioner, if there is a county drain commissioner.

(f) A certificate of approval of the board of county road commissioners, if public streets and roads shown on the plat are under its jurisdiction or to come under its jurisdiction and if any private streets or roads shown on the plat are in an unincorporated area.

(g) A certificate of approval of the governing body of the municipality. The certificate of the governing body of the municipality may not be placed on the plat unless the proprietor has deposited with the clerk both the filing and recording fee required by section 241 and the fee permitted by section 246 by the municipality for review and approval of a plat.

(h) A certificate of approval of the county plat board. The certificate may not be placed on the plat unless the filing and recording fee required by section 241 has been received by the chairperson or secretary of the county plat board.

(i) A certificate of approval of the state transportation department when the subdivision includes or abuts state trunk line highways.

(j) A certificate of approval of the department of labor and economic growth. The certificate of the department of labor and economic growth may not be placed on the plat unless the portion of the filing and recording fee due the state as provided by section 241 has been received by the department.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.143 Surveyor's certificate.

Sec. 143. The certificate of the surveyor who surveyed, divided and mapped the land; and if a firm of surveyors also by a partner or principal officer, shall give the following information, which shall have the same force and effect as an affidavit:

(a) By whose direction he made the survey, subdivision and plat of the land described on the plat.

(b) A statement that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it.

(c) A statement that he has prepared the description of the land shown on the plat and that he certifies to its correctness.

(d) A statement that he has caused all of the monuments shown on the plat to be located in the ground, or that the required cash, certified check or irrevocable bank letter of credit has been deposited with the clerk of the municipality by the proprietor.

(e) A statement that the accuracy and closure of survey are within the limits required by section 126.

(f) A statement that the bearings shown on the plat are expressed as required by section 126.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.144 Proprietor's certificate.

Sec. 144. (1) The proprietor's certificate on the plat shall include the following:

(a) The caption of the plat.

(b) A statement that the proprietor has caused the land described on the plat to be surveyed, divided, monumented, mapped, and dedicated as shown on the plat.

(c) A statement that the streets, alleys, parks, and other places shown on it that are usually public are dedicated to the use of the public.

(d) A statement that all public utility easements are private easements and that all other easements are reserved to the uses shown on the plat.

(e) The name of each street, park, or other place that is usually public and that is intended to be reserved to other than public use, and the character and purpose of that use.

(f) A statement that the plat includes all land to the water's edge.

(2) The proprietor's certificate shall be signed by the following, and each signature shall be acknowledged as deeds conveying lands are required to be acknowledged:

(a) All persons holding the title by deed of the lands.

(b) All persons holding any other title of record.

(c) All persons holding title as mortgagee or vendee under land contract or who are in possession but are not renters.

(d) The spouses of persons named in subdivisions (a), (b), and (c).

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2002, Act 21, Imd. Eff. Mar. 4, 2002.

Popular name: Plat Act

Popular name: Subdivision Control

560.145 County treasurer's certificate.

Sec. 145. (1) A certificate shall be signed and dated by the county treasurer relative to paid or unpaid taxes, special assessments and tax liens or titles, as required by section 135 of Act No. 206 of the Public Acts of 1893, as amended.

(2) The certificate shall be signed and dated by the treasurer of the municipality, if the municipality does not return delinquent taxes to the state treasurer, as required by section 135 of Act No. 206 of the Public Acts of 1893, as amended.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.146 County drain commissioner's certificate.

Sec. 146. A certificate shall be signed and dated by the drain commissioner or where there is no drain commissioner, the body having jurisdiction, signifying that the provisions of section 192 have been met and that the plat meets his approval.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.147 County road commissioner's certificate.

Sec. 147. (1) A certificate shall be signed by the chairperson of the board of county road commissioners.

(2) The certificate shall show the date on which the board met and approved the plat and the date the certificate was placed on the plat.

(3) The certificate shall signify both of the following:

(a) That the plat has been reviewed and conforms to the requirements of this act and the board's published rules and regulations relative to streets, alleys, roads, and highways under its jurisdiction.

(b) That the plat has the board's approval.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.148 Municipality governing board's certificate.

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Sec. 148. (1) A certificate shall be signed by the clerk of the governing body of the municipality signifying the approval of the plat by the governing body which shall show the date of the meeting at which the approval was made and the date the certificate was signed by the clerk.

(2) The certificate shall include a statement that the plat was reviewed by the governing body or that the review was made in part by persons authorized by the governing body and that the plat is in conformance with all applicable provisions of the act.

(3) If a copy of the preliminary plat was required to be approved by the health department, a statement to the effect that such approval was made and the name of the health department and the date of its approval shall be included.

(4) If the minimum lot width and area prescribed in this act has been waived and the subdivision is served by public sewers and public water or is accessible thereto, the certificate shall so state and shall also state that the municipality has legally adopted zoning and subdivision control ordinances which specify lot widths and areas.

(5) If there is no county drain commissioner, a statement that the plat is in compliance with the provisions of section 192.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.149 County plat board's certificate.

Sec. 149. (1) A certificate shall be signed and dated by the majority of the county plat board, signifying its approval of the plat.

(2) The certificate shall include a statement that the plat was reviewed for conformance to all applicable provisions of this act by the county plat board, by the county plat engineer, or both.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.150 State highway commission's certificate.

Sec. 150. (1) A certificate shall be signed and dated by the state highway commission or by an official of the department of state highways, authorized by the commission to certify its approval on plats.

(2) The certificate shall signify that:

(a) The plat has been reviewed and conforms to the requirements of this act and the commission's published rules and regulations relative to streets, roads and highways under its jurisdiction.

(b) The plat has the commission's approval.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.151 Certificate signed by director of department of energy, labor, and economic growth; approval of plat.

Sec. 151. (1) A certificate shall be signed and dated by the director of the department of energy, labor, and economic growth, or may be signed and dated for him by an officer of the department of energy, labor, and economic growth, if authorized by the director of the department of energy, labor, and economic growth.

(2) The certificate shall signify that:

(a) The plat conforms, in his or her opinion, to all of the requirements of this act and to the published rules and regulations of the department of energy, labor, and economic growth, relative to plats.

(b) The plat has the approval of the director of the department of energy, labor, and economic growth.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.161 Approval; general requirements.

Sec. 161. (1) The final plat shall be submitted in accordance with the procedure prescribed in this section and sections 162 to 173.

(2) The proprietor shall submit 1 true copy of the final plat to each of the following officers or agencies, as applicable, for their simultaneous review and action within the time periods prescribed in sections 163 to 173.

167a:

- (a) The drain commissioner, if the drain commissioner's approval was required on the preliminary plat.
- (b) The board of county road commissioners, if the board's approval was required on the preliminary plat.
- (c) The clerk of the governing body of the municipality, together with the filing and recording fee required by section 241.
- (d) The state transportation department, if the department's approval was required on the preliminary plat.
- (3) The sworn certificate of the surveyor who made the plat shall appear on each true copy of the final plat and shall state all of the following:
 - (a) A statement that the copy is a true copy of the final plat.
 - (b) A statement that the plat is subject to the approval of each of the officers and agencies whose approval is required under sections 162 to 169, with a list of those officers and agencies.
 - (c) The date of the certificate.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.162 Drain commissioner; number of copies.

Sec. 162. The proprietor shall submit 1 true copy of the final plat to the drain commissioner, if his or her approval was required on the preliminary plat, or 2 true copies if the proprietor requests an additional copy to be returned to him or her.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.163 Drain commissioner; approval procedure.

Sec. 163. Within 10 days after the date of receiving the plat under section 161(2)(a), the drain commissioner shall do 1 of the following:

- (a) Approve the plat and notify the proprietor of his or her approval.
- (b) Reject the plat, give his or her reasons in writing, and return it to the proprietor. The drain commissioner shall send a copy of the letter of rejection to the clerk of the governing body and the chairperson of the county plat board.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.164 Board of county road commissioners; submission of plat.

Sec. 164. The proprietor shall submit 1 true copy of the plat to the board of county road commissioners, when their approval was required on the preliminary plat.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.165 Board of county road commissioners; approval procedure.

Sec. 165. Within 15 days after the date of receiving the plat under section 161(2)(b), a majority of the board of county road commissioners shall do 1 of the following:

- (a) Approve the plat, instruct the chairperson to certify their approval on the final plat, and notify the proprietor of the board's approval.
- (b) Reject the plat, give their reasons in writing, and return it to the proprietor. The board of county road commissioners shall send a copy of the letter of rejection to the clerk of the governing body and the chairperson of the county plat board.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.166 Municipality governing body; submission of plat.

Sec. 166. The proprietor shall submit 1 true copy of the plat to the clerk of the governing body of the municipality, together with the filing fee required by section 241.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.167 Municipality governing body; approval procedure.

Sec. 167. (1) At its next regular meeting, or at a meeting called within 20 days after the date of receiving the plat under section 161(2)(c), the governing body shall do 1 of the following:

(a) Approve the plat if it conforms to all of the provisions of this act and instruct the clerk to notify the proprietor of the governing board's approval and certify the governing body's approval, showing the date of the governing body's approval, the approval of the health department, when required, and the date thereof as shown as the approved preliminary plat.

(b) Reject the plat, instruct the clerk to give the reasons in writing as set forth in the minutes of the meeting, and return the plat to the proprietor.

(2) The governing body shall instruct the clerk to record all proceedings in the minutes of the meeting, which shall be open for inspection, and to send a copy of the minutes to the county plat board.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.167a State transportation department; receipt of plat.

Sec. 167a. Within 10 days of receipt of the plat under section 161(2)(d), the state transportation department shall do 1 of the following:

(a) Approve the plat and notify the proprietor of its approval.

(b) Reject the plat and notify the proprietor directly, giving the reasons in writing. The commission shall send a copy of the letter of rejection to the chairperson of the county plat board.

History: Add. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.168 Forwarding to county plat board; procedure of board.

Sec. 168. (1) Upon notice of each approval, the proprietor shall obtain the certificate on the final plat of each of the officers and agencies whose certificate is required by sections 145 to 148. The certificates and approvals may be obtained in any order. The proprietor shall then forward the final plat to the secretary of the county plat board, together with the filing and recording fee.

(2) Within 15 days of the date of receipt of the plat, a majority of the county plat board shall review the plat for conformance to all provisions of the act and do 1 of the following:

(a) Certify their approval on the plat.

(b) Reject the plat and notify the proprietor of the reasons in writing when returning the plat, and send a copy of the letter to the clerk of the governing body.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.169 Forwarding approval and plat copies to state administrator.

Sec. 169. Upon approval of the plat by a majority of the county plat board, the chairperson of the board shall forward it with all copies of the plat to the state administrator.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1991, Act 59, Imd. Eff. June 27, 1991;—Am. 1993, Act 67, Imd. Eff. June 21, 1993;—Am. 1998, Act 549, Imd. Eff. Jan. 20, 1999;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.169a Repealed. 1993, Act 67, Eff. Oct. 1, 1998.

Compiler's note: The repealed section pertained to forwarding approved plat to state administration.

Popular name: Plat Act

Popular name: Subdivision Control

560.170 Repealed. 2004, Act 525, Eff. July 1, 2005.

Compiler's note: The repealed section pertained to procedures to be followed by state treasurer upon receipt of plat.

560.171 Department of labor and economic growth; plat approval or rejection; recording.

Sec. 171. Within 15 days after receipt of the plat the department of labor and economic growth shall review the plat and do 1 of the following:

(a) If the plat conforms to all of the provisions of this act, procure at least 4 exact copies at the surveyor's expense, approve the plat, and send the original final plat to the register of deeds for recording.

(b) Reject the plat and notify the proprietor in writing of the reasons.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 525, Eff. July 1, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.172 Register of deeds; recordings; notice to director of department of energy, labor, and economic growth.

Sec. 172. Upon receipt of the plat from the director of the department of energy, labor, and economic growth the register of deeds shall:

(a) Certify on the plat the time of recording and the book and page where recorded. He or she shall not accept a plat for recording unless it is sent to him or her by the director of the department of energy, labor, and economic growth and bears a certificate of approval of the director of the department of energy, labor, and economic growth.

(b) Note on the record the time when made.

(c) Record the book and page number of any building restrictions noted on or filed with the plat.

(d) Certify and promptly forward to the director of the department of energy, labor, and economic growth on a form specified by him or her that the plat has been recorded.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.173 Director of department of energy, labor, and economic growth; procedure following notice of recording.

Sec. 173. When notification of recording of 1 copy of plat has been received by the director of the department of energy, labor, and economic growth, he or she shall:

(a) Transcribe the certificate of recording on all other copies.

(b) Retain 1 copy for his or her files.

(c) Mail 1 copy of the plat to the county treasurer, 1 copy to the clerk of the municipality in which the plat is located, 1 copy to the county road commission or the city planning commission, and 1 copy to the proprietor if he has submitted an extra copy for certification and mailing.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.181 Final plat; streets, alleys, roads and highways; general requirements.

Sec. 181. All streets, alleys, roads and highways shown, or required to be shown on a plat shall comply with the requirements of sections 181 to 185 as a condition of approval of the final plat.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.182 Final plat; streets, alleys, and roads; municipal requirements; deposit; rebate; rejection of plat; circumstances.

Sec. 182. (1) The governing body of a municipality in which the subdivision is situated may require the following as a condition of approval of a final plat, for all public and private streets, alleys, and roads in its jurisdiction:

(a) Conformance to the general plan, conformance to width and location requirements that it may have adopted and published, or greater width than shown on a county or state plan. However, the governing body shall not require conformance to a municipal plan that conflicts with a general plan adopted by the county or state for the location and width of certain streets, roads, and highways.

(b) Proper drainage, grading, and construction of approved materials of a thickness and width provided in

its current published construction standards.

(c) Installation of bridges and culverts where it considers necessary.

(d) Submission of complete plans for grading, drainage, and construction to be prepared and sealed by a civil engineer registered in the state.

(e) Completion of all required improvements relative to streets, alleys, and roads or a deposit by the proprietor with the clerk of the municipality in the form of cash, a certified check, or irrevocable bank letter of credit, whichever the proprietor selects, or a surety bond acceptable to the governing body, in an amount sufficient to insure completion within the time specified.

(2) As a condition of approval of the plat, the governing body may require a deposit to be made in the same manner as provided in subsection (1)(e), to insure performance of any of the obligations of the proprietor to make required improvements.

(3) The governing body shall rebate to the proprietor, as the work progresses, amounts of any cash deposits equal to the ratio of the work completed to the entire project.

(4) The governing body shall reject a plat in any of the following circumstances:

(a) The plat is isolated from or isolates other lands from existing public streets, unless suitable access is provided.

(b) The plat shows a street or road name duplicating one already in use in the municipality, except in continuing a street or road.

(c) The plat shows the name of a new street, alley, or road that is so similar to the one already in existence in the municipality that permitting that use in the subdivision may be confusing for purposes of assessing, mail delivery, and locating by the public.

(d) The plat isolates a cemetery so that it does not meet the requirements of either section 102(j)(i) or (ii).

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2012, Act 525, Imd. Eff. Dec. 28, 2012.

Popular name: Plat Act

Popular name: Subdivision Control

560.183 Final plat; highways, streets, and alleys; private roads; county road commission requirements; “county road commission” defined.

Sec. 183. (1) The county road commission may require the following as a condition of approval of final plat for all highways, streets, and alleys in its jurisdiction or to come under its jurisdiction and also for all private roads in unincorporated areas:

(a) Conformance to the general plan, width, and location requirements that the board may have adopted and published.

(b) Adequate provision for traffic safety in laying out drives which enter county roads and streets, as provided in the board's current published construction standards.

(c) Proper drainage, grading, and construction of approved materials of a thickness and width provided in its current published construction standards.

(d) Submission of complete plans for grading, drainage, and construction, to be prepared and sealed by a civil engineer registered in this state.

(e) Installation of bridges, culverts, and drainage structures where the board considers necessary.

The board may regulate cul-de-sacs and may approve or deny cul-de-sacs on an individual basis, but shall not adopt a policy or rule prohibiting cul-de-sacs.

(2) If all improvements required under subsection (1) are not made before the final plat is submitted to the board for approval, the board nonetheless shall promptly approve the final plat if the final plat otherwise meets the requirements of this act and if the proprietor posts a deposit with the board in an amount that the board determines to be sufficient to ensure performance of the proprietor's obligation to make the required improvements within the time specified. Regardless of the deposit amount, the actual cost to complete all of the improvements remains the responsibility of the proprietor or its surety agent.

(3) The deposit required under subsection (2) shall be in the form of cash, a certified check which the board shall promptly convert to cash, or an irrevocable letter of credit, as selected by the proprietor, or a surety bond as prequalified by the state transportation department and acceptable to the board. Any surety bond shall be underwritten by a surety acceptable to the board.

(4) The board shall rebate to the proprietor, as the work progresses, amounts of any cash deposits equal to the ratio of the work completed to the entire project.

(5) The board shall reject a final plat isolating other lands of the proprietor within or adjoining the plat from existing public streets or roads unless the proprietor provides suitable access by easement or suitable access dedicated to public use.

(6) As used in this section, "county road commission" means the board of county road commissioners elected or appointed pursuant to section 6 of chapter IV of 1909 PA 283, MCL 224.6, or, in the case of a charter county with a population of 2,000,000 or more with an elected county executive that does not have a board of county road commissioners, the county executive for ministerial functions and the county commission provided for in section 14(1)(d) of 1966 PA 293, MCL 45.514, for legislative functions.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2004, Act 122, Imd. Eff. May 28, 2004;—Am. 2006, Act 336, Imd. Eff. Aug. 15, 2006.

Popular name: Plat Act

Popular name: Subdivision Control

560.184 State highways; dedication; other highways and streets.

Sec. 184. (1) The department of state highways may require, where a plat abuts a state trunk line highway, if the existing right of way was not previously dedicated to public use or acquired in fee simple, that there be included within the plat boundary and description the area within the existing right of way and that such area be dedicated to public use if it is the proprietor's land. The department of state highways may also require the following as a condition of approval for highways and streets shown on the final plat:

(a) Conformance in width and location to the plan on file at its main and district offices for state trunk line highways.

(b) Adequate provision for traffic safety in laying out roads, streets and alleys which enter state trunk line highways, as provided in the department's then currently published standards and specifications.

(c) That those portions of connecting streets and roads within state trunk line highway right of way be graded and surfaced in accordance with the department's then currently published standards and specifications.

(d) Completion of all required improvements, or a deposit by the proprietor with the department in the form of cash, a certified check or irrevocable bank letter of credit, whichever the proprietor selects, or a surety bond acceptable to the department, in an amount sufficient to insure completion of all required improvements within the time specified.

(2) Following approval of the final plat, the department may require a deposit to be made in the same manner as provided in subdivision (d) of subsection (1), to insure performance of any of the obligations of the proprietor to make required improvements. If a cash deposit is required, the department shall rebate to the proprietor, as the work progresses, an amount of cash equal to the ratio of the work completed to the entire project.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.186 Final plat; lots and outlots; waiver; applicability of subsection (3); maintaining recorded plat.

Sec. 186. (1) Except as otherwise provided in this section, as a condition of approval of the final plat, all lots and outlots subdivided as defined in section 102 shall comply with all of the following:

(a) Lots shall be numbered consecutively. If more than 1 subdivision is intended to be known by the same name or caption, the lots in those subdivisions shall be numbered consecutively throughout the several subdivisions bearing the same name.

(b) A residential lot shall not be less than 65 feet wide at the distance of 25 feet from its front line. If a lot diminishes in width from front to rear, it shall not be less than 65 feet wide at a distance of 50 feet from its front line.

(c) A residential lot shall not have an area of less than 12,000 square feet.

(d) If required by the governing body outlots designated on the plat shall be of a size, extent, and location that will not impair the intent of this act or any applicable municipal rules, regulations or policies for land development adopted and published by the governing body.

(e) Each lot and outlot shown on a plat shall have direct access to a street or road or assured permanent access is provided for in accordance with a local subdivision control ordinance or a zoning ordinance with subdivision control provisions.

(2) Minimum width and area requirements provided for in subsection (1) for residential lots may be waived in any subdivision if connection to a public water and a public sewer system is available and accessible or if the proprietor before approval of the plat posts security with the clerk of the municipality as provided in section 182, and if the municipality in which the subdivision is proposed has legally adopted zoning and subdivision control ordinances that include minimum lot width and lot area provisions for residential

buildings.

(3) The minimum width and area requirements provided for in subsection (1) for a residential lot may be waived if all of the following requirements are met:

(a) The residential lot has a public sewer system available and accessible and the sewer system will serve that residential lot.

(b) The residential lot consists of an area of not less than 7,200 square feet.

(c) The municipality in which the subdivision is proposed has legally adopted zoning and subdivision control ordinances that include minimum lot width and lot area provisions for residential buildings.

(d) The ground water supply on that residential lot meets or exceeds the water supply rules of the department of public health for subdivisions not served by public water.

(e) Except for a plat approved pursuant to subsection (5), the plat for the proposed subdivision in which the residential lot is located is submitted to the state for final plat approval before January 1, 1993.

(4) Subsection (3) does not apply to a final plat approved after December 31, 1994.

(5) Notwithstanding subsection (4), a waiver shall be granted under subsection (3) for a plat that meets the criteria in subsection (3)(a) through (d) and is contiguous to and, since September 1, 1992 has been owned by the same person as a plat that has received a waiver under subsection (3).

(6) The register of deeds shall maintain the recorded plat pursuant to section 243.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 1992, Act 214, Imd. Eff. Oct. 9, 1992.

Popular name: Plat Act

Popular name: Subdivision Control

560.188 Improvements.

Sec. 188. (1) If the subdivision includes or abuts certain improvements other than streets and alleys, such as county drains, lagoons, slips, waterways, lakes, bays or canals, which connect with or are proposed to connect with or enlarge public waters and such improvements are not in existence at the time of consideration by the governing body of the municipality, it may require, as a condition of approval of the final plat, the proprietor to enter into an agreement to construct such improvements within a reasonable time.

(2) The governing body may require a cash deposit, certified check or irrevocable bank letter of credit whichever the proprietor selects, or surety bond acceptable to the municipality, covering the estimated cost of construction, to be deposited with the clerk of the municipality to insure the faithful performance of the agreement. Outlots or parks used as buffer strips, if between the boundary of the subdivision and such improvements, shall not alter the requirements of this section.

(3) Any municipality may provide by ordinance for the installation of other improvements in addition to those required by this act. The governing body of the municipality, as a condition of approval of the plat, may require the proprietor to enter into an agreement, as provided in this section.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.190 Public utility easements.

Sec. 190. The proprietor shall provide public utility easements in accordance with the provisions of section 139. The following shall apply to all public utility easements included in a subdivision:

(a) Easements intended for use of public utilities shall not be deemed to be dedicated to the public but shall be private easements for public utilities and shall be equitably shared among such utilities.

(b) The public utilities first using an easement shall be reimbursed by later users for all rearrangement or relocation costs.

(c) Permanent structures may not be erected within easement limits by the owner of the fee but he shall have the right to make any other use of the land not inconsistent with the rights of public utilities, or the other uses as noted on the plat.

(d) The public utilities shall have the right to trim or remove trees that interfere with their use of easements.

(e) Nothing in this act shall be construed to limit any regulatory powers possessed by municipalities with respect to public utilities.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.192 Storm water drainage requirements as condition of final plat approval.

Sec. 192. The county drain commissioner or the governing body of the municipality in which the subdivision is situated, whichever has jurisdiction, shall require the following as a condition of approval of the final plat:

(a) That the proprietor provide for adequate storm water facilities within the lands proposed for platting and outlets thereto.

(b) If adequate storm water facilities within the land proposed for platting are not installed before approval of the final plat, the proprietor shall enter into an agreement with the governing body or county drain commissioner and shall post a cash deposit, certified check or irrevocable bank letter of credit whichever the proprietor selects, or a surety bond acceptable to the approving authority, in an amount sufficient for the faithful performance of the agreement. A rebate shall be made to the proprietor, as the work progresses, of amounts of any cash deposits equal to the ratio of the work completed to the entire project.

(c) The county drain commissioner, or where there is no drain commissioner the body having jurisdiction shall require the proprietor at his or her expense to establish a county or intercounty drain according to the procedure provided in Act No. 40 of the Public Acts of 1956, as amended, being sections 280.1 to 280.630 of the Michigan Compiled Laws, if deemed necessary to insure adequate maintenance of storm water outlet facilities.

(d) That the proprietor provide adequate storm water retention basins where deemed necessary for all or a specified part of the lands proposed for platting and, if approved by the municipality in which these lands are located, that the municipality assume the cost of operation and maintenance of the retention basins.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 1982, Act 529, Eff. Mar. 30, 1983.

Popular name: Plat Act

Popular name: Subdivision Control

560.192a Operation and maintenance of retention basins; annual appropriation; creation of special assessment district; establishment of boundaries; hearing on creation of district; duties of governing body creating district; hearing on objections to cost, roll, or spreading of assessment; manner and time assessments due, collected, and returned; notice of hearing; exclusion.

Sec. 192a. (1) If approval of the final plat was conditioned pursuant to section 192 upon the operation and maintenance of retention basins for all or a portion of the area encompassed by the final plat, the cost of which may be defrayed by special assessments against the property benefited by the retention basins, the municipality in which this area is located may provide annually for the appropriation of funds for this purpose and create a special assessment district pursuant to subsection (2).

(2) The governing body of a municipality electing to defray the cost of operating and maintaining a retention basin by means of a special assessment shall establish, by resolution, the boundaries of the special assessment district and fix a day for a hearing on the question of creation of the special assessment district and on defraying the cost of operating and maintaining a retention basin by special assessment on the property benefited thereby.

(3) If, after the hearing conducted pursuant to subsection (2), a special assessment district is created, the governing body creating the district shall determine the annual cost of the operation and maintenance of the retention basin, determine the annual special assessment levy, prepare a special assessment roll, and direct the spread of the assessment levy on all property in the district. Before approval of the special assessment roll the governing body shall hold a hearing on objections to the cost, roll, or spreading of the special assessment on the roll. After the hearing, the governing body, at the same or a subsequent meeting, shall confirm or amend, or revise and then confirm, the cost projections on which the roll was developed and the spread of special assessments pursuant to this cost, and the special assessment roll.

(4) Special assessments imposed pursuant to this section shall become due, be collected, and be returned for nonpayment in the same manner and at the same time as ad valorem property tax levies of the municipality imposing the special assessment.

(5) Notice for any hearing held or required pursuant to this act shall be given pursuant to Act No. 162 of the Public Acts of 1962, being sections 211.741 to 211.745 of the Michigan Compiled Laws.

(6) Any property encompassed by the final plat for which adequate storm water facilities have been provided or extended to include, shall be excluded from a special assessment district created under this act.

History: Add. 1982, Act 529, Eff. Mar. 30, 1983.

Popular name: Plat Act

Popular name: Subdivision Control

560.194 Flood plains; prohibit occupancy; alterations.

Sec. 194. If any part of a proposed subdivision lies within the floodplain of a river, stream, creek or lake, approval of the final plat shall be conditioned on the following:

(a) No buildings for residential purposes and occupancy shall be located on any portion of a lot lying within a floodplain, unless approved in accordance with the rules of the water resources commission of the department of conservation.

(b) Restrictive deed covenants shall be filed and recorded with the final plat that the floodplain area will be left essentially in its natural state.

(c) The natural floodplain may be altered if its original discharge capacity is preserved and the stream flow is not revised so as to affect the riparian rights of other owners.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.196 Subdivision names; consecutive numbering of additions.

Sec. 196. The following shall apply to all subdivisions as a condition of approval:

(a) The name of a subdivision as included in the caption of the plat shall not use the name of a previously recorded subdivision within the same county unless it is an addition thereto.

(b) The first subdivision bearing the name may be numbered 1 and all additions shall be numbered consecutively beginning with number 2.

(c) A plat duplicating the name of any existing subdivision within the same county shall be rejected by the governing body or county plat board.

(d) The governing body or county plat board may also reject plats submitted with subdivision names so closely approximating previously recorded plats that such use might easily lead to misunderstanding or confusion for purposes such as assessment and description of land.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.198 Correction of errors; surveyor's affidavit.

Sec. 198. Subject to review and approval at a meeting of the county plat board of the county in which the subdivision is located, an affidavit by the surveyor who certified the plat may be recorded in the office of the register of deeds in which the plat is recorded but only for the purpose of correcting minor and typographical errors in distances, angles, directions, bearings, chords, lot numbers, street numbers or other details shown on a recorded plat as follows:

(a) The affidavit shall explain the purpose, exact nature, and details of the correction.

(b) If the county plat board rejects the request for recording of the affidavit, it shall give its reasons in writing.

(c) The register of deeds, after approval of the county plat board, shall note on the plat a reference to the book and page in which the affidavit is recorded and shall send a certified copy to the director of the department of energy, labor, and economic growth, who shall note or reference it on his copy of the plat. The director of the department of energy, labor, and economic growth shall send copies to all agencies which received a copy of the plat.

(d) A recorded affidavit, or a certified copy thereof, shall be prima facie evidence of the facts therein stated.

(e) Affidavits of correction may not be used to change the boundaries or shape of lots, outlots or parcels of land in a subdivision.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

ASSESSOR'S PLATS

560.201 Assessor's plat; compliance; conditions for ordering; resolution; report; estimated cost.

Sec. 201. (1) An assessor's plat shall comply with sections 201 to 213 and may be ordered if any 1 of the

following conditions exist:

(a) When a parcel or tract of land is owned by 2 or more persons.

(b) When the description of 1 or more of the different parcels within the area cannot be made sufficiently certain and accurate, or are deemed excessively complicated by the governing body, for the purposes of assessment and taxation without a survey or resurvey.

(2) The governing body of a municipality by adoption of a resolution may cause a plat to be made for purposes described in subsection (1) after a report from the assessor or supervisor bringing to its attention an area of land in which the stated conditions exist. It shall include in the resolution the estimated cost assessable to each parcel of land to be included in the plat for the purpose of immediate assessment, subject to final adjustment in accordance with section 203.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1976, Act 431, Imd. Eff. Jan. 11, 1977.

Popular name: Plat Act

Popular name: Subdivision Control

560.201a Assessor's plat; additional conditions for ordering.

Sec. 201a. Notwithstanding the conditions specified in sections 201(1) (a) and (b), an assessor's plat, complying with sections 201 to 213, may also be ordered if there is a person in possession under a lease agreement relating to a parcel or tract of land and all of the following conditions are met:

(a) There is in effect a lease which was executed prior to January 1, 1968.

(b) The area of the land affected by the lease is smaller than the minimum lot size or configuration required by this act, or by local ordinance, as the case may be, or if the land is of proper size and configuration but at least 75% of the portion of the boundary not abutted by streets is abutted by lands of insufficient size or configuration.

(c) The leasehold premises has been improved with a permanent structure.

History: Add. 1973, Act 94, Imd. Eff. Aug. 8, 1973.

Popular name: Plat Act

Popular name: Subdivision Control

560.201b Assessor's plat; additional conditions for ordering.

Sec. 201b. Notwithstanding the conditions specified in section 201(1), an assessor's plat complying with sections 201 to 213 may also be ordered by the governing body of a municipality if all of the following conditions are met:

(a) When a parcel or tract of land had been improved by 4 or more permanent residential structures before January 1, 1968.

(b) When division of the parcel or tract into lots for the purpose of selling or leasing the permanent residential structures thereon would result in a lot size or configuration smaller than required by this act or by local ordinance.

(c) Each lot be serviced by a sewage disposal and water supply system approved by the local health department having jurisdiction.

History: Add. 1976, Act 431, Imd. Eff. Jan. 11, 1977.

Popular name: Plat Act

Popular name: Subdivision Control

560.202 Name and boundary description; plat made by surveyor.

Sec. 202. (1) The plat shall be called an assessor's plat and given a name. It shall plainly define the boundary of each parcel, each street, alley or road and dedication to public or private use, as such, shall be evidenced by the records of the register of deeds.

(2) The plat shall be made by a surveyor.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.203 Assessor's plat; payment of costs and expenses; cost charged to land.

Sec. 203. The actual and necessary costs and expenses of making assessor's plats shall be paid out of the general fund of the city, incorporated village, or township whose governing body ordered the plat. All of the cost may be charged to the land so platted. Of the cost charged to the land so platted, 1/2 shall be based on the proportion that the area of each parcel bears to the total area of the plat and 1/2 shall be charged equally to each parcel included in the assessor's plat, as a special assessment on the land, in the manner provided in Act

No. 67 of the Public Acts of 1961, being sections 41.921 to 41.925 of the Michigan Compiled Laws.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969;—Am. 1976, Act 431, Imd. Eff. Jan. 11, 1977.

Popular name: Plat Act

Popular name: Subdivision Control

560.204 Survey requirements; setting of monuments.

Sec. 204. (1) The surveyor making the plat shall survey and lay out the boundaries of each parcel, street, alley or road and dedication to public or private use, according to the records of the register of deeds and whatever other evidence that may be available to show the intent of the buyer and seller, in the chronological order of their conveyance or dedication.

(2) The surveyor shall also:

(a) Set temporary monuments to show the results of the survey.

(b) Make a map of the proposed plat to the scale of not more than 100 feet to 1 inch.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.205 Notice to proprietors.

Sec. 205. The proprietors of record of lands in the plat shall be notified by registered mail to their last known address, in order that they shall have opportunity to examine the map, view the temporary monuments, and make known any disagreement with the boundaries as shown.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.206 Reconciliation of boundaries within plat.

Sec. 206. (1) The surveyor making the plat shall reconcile any discrepancies that may be revealed, so that the plat as certified to the governing body shall be in conformity with the records of the register of deeds as nearly as is practicable.

(2) When boundary lines between adjacent parcels, as evidenced on the ground, are mutually agreed to in writing by the proprietors of record or in possession, such lines may be the true boundaries for all purposes thereafter, even though they vary from the metes and bounds descriptions previously of record. The written agreements shall be recorded in the office of the register of deeds.

(3) When reconciliation has been completed, the temporary monuments shall be replaced with permanent monuments meeting the specifications and provisions of this act for monuments.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.207 Boundaries and numbering of lots within plat.

Sec. 207. (1) On every assessor's plat, as certified to the governing body, shall appear the bearings and distances of lines of each parcel recorded in the office of the register of deeds, and each lot shall also be numbered as provided in this act for final plats.

(2) The provisions of this act as to surveys and monuments and as to form and procedure, insofar as they are applicable to the purposes of assessor's plats shall apply.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.208 Surveyor's certificate.

Sec. 208. The sworn certificate of the surveyor who made the plat and, if a firm of surveyors also by a partner or principal officer, shall appear on the plat and shall state the following:

(a) The name of the governing body by whose order the plat was made, and the date of the order.

(b) A statement that the plat is a correct representation of all the exterior boundaries of the land surveyed and each parcel or lot thereof.

(c) A statement that he has fully complied with the provisions of this act in filing the plat.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.209 Filing; county road commission approval; publication; action to correct plat.

Sec. 209. (1) When completed, the assessor's plat shall be filed with the clerk of the governing body that ordered the plat. In unincorporated areas, the certificate of the county road commission shall first be secured, stating that the public roads shown on the plat were in existence at the time the plat was made.

(2) The clerk shall promptly give notice thereof by publication for 3 successive weeks in a newspaper of general circulation in the city, village, township or county, or if there is none, in a newspaper published in the adjoining county and having general circulation in the locality where the plat is situated.

(3) The plat shall remain on file in the clerk's office for 30 days after the first publication. At any time within the 30-day period any person or public body having an interest in any lands affected by the plat may bring a suit to have such plat corrected.

(4) If no such suit is brought within such time, the plat may be approved by the governing body.

(5) If suit is brought, approval shall be withheld until it is decided. If necessary, the plat shall be revised in accordance with such decision, then approved by the governing body.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.210 Local authorities approval; acknowledgment; review by director of energy, labor, and economic growth; recording.

Sec. 210. The plat, when completed and certified as provided in this act with the exception of the certification by the county plat board and when approved by the governing body and in unincorporated areas by the board of county road commissioners, shall be acknowledged by the clerk thereof. When so approved and acknowledged, all copies of the plat shall be forwarded to the director of the department of energy, labor, and economic growth together with the recording fee specified in this act for all plats. The director of the department of energy, labor, and economic growth shall review the plat for adherence to the provisions of this act, or may reject it giving his or her reasons in writing. Upon approval, the director of the department of energy, labor, and economic growth shall forward the plat to the register of deeds for recording. On return of the proof of recording the required recording fee shall be sent to the register of deeds and the director of the department of energy, labor, and economic growth shall distribute the copies as required for all other final plats.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.211 Recording; notification of local authorities; apportionment of taxes.

Sec. 211. When an assessor's plat is recorded, the register of deeds shall notify the county treasurer. The county treasurer shall notify the assessor if any part of the lands included in the plat are delinquent for taxes or special assessments for any year prior to the date of recording. The assessor or supervisor shall apportion such taxes or assessments against the individual or several lots in the plat. The apportionment of delinquent taxes and special assessments shall be governed by the provisions of section 53 of Act No. 206 of the Public Acts of 1893, as amended. The apportioned taxes and special assessment shall thereafter become a lien against the individual or several lots in the plat and treated in the same manner as taxes of the year of the original assessment for the purpose of collection and sale for delinquent taxes as provided by Act No. 206 of the Public Acts of 1893, as amended.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.212 References to plat descriptions; use; plats as evidence.

Sec. 212. Reference to any land, as it appears on a recorded assessor's plat is sufficient for purposes of assessment and taxation. Conveyance may be made by reference to the plat and shall be as effective to pass title to the land so described as it would be if the premises had been described by metes and bounds. The plat or record thereof shall be received in evidence in all courts and places as correctly describing the several parcels of land therein designated. After an assessor's plat has been made and recorded with the register of deeds, all conveyances of lands included in the assessor's plat shall be by reference to the plat. Any instrument

dated and acknowledged after January 1, 1968, purporting to convey or mortgage any such lands except by reference to such assessor's plat may not be recorded by the register of deeds.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.213 Plat recorded after tax day; substitution of plat description; certification of acquisition of public lands.

Sec. 213. (1) Whenever a parcel of land has been subdivided and platted and the plat recorded after the tax day, the assessing officer shall substitute the recorded plat for the description of the parcel of land on the tax roll of the succeeding tax year, and shall utilize for tax purposes descriptions of property within the platted area by lot number instead of by metes and bounds in carrying out his duties as provided in section 53 of Act No. 206 of the Public Acts of 1893, as amended.

(2) The assessing officer shall certify under his hand and seal that the municipality has acquired the title to the highways, streets, alleys and public places shown on the assessor's plat by reason of purchase, dedication, condemnation or adverse possession for public use, and if there are any roads, streets, alleys or other such places to which the municipality has not acquired title for public use the extent of their use shall be plainly stated in the dedication, and the plat shall be signed and acknowledged by the officer.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

PLAT CHANGES

560.221 Vacation, correction, or revision of plat.

Sec. 221. The circuit court may, as provided in sections 222 to 229 vacate, correct, or revise all or a part of a recorded plat.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978.

Popular name: Plat Act

Popular name: Subdivision Control

560.222 Complaint; filing.

Sec. 222. Except as provided in section 222a, to vacate, correct, or revise a recorded plat or any part of a recorded plat, a complaint shall be filed in the circuit court by the owner of a lot in the subdivision, a person of record claiming under the owner, or the governing body of the municipality in which the subdivision covered by the plat is located.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978;—Am. 2004, Act 590, Imd. Eff. Jan. 4, 2005

Popular name: Plat Act

Popular name: Subdivision Control

560.222a Public utility easement as part of recorded plat; relinquishment by written agreement; parties; requirements.

Sec. 222a. (1) Notwithstanding section 222, a public utility easement that is part of a recorded plat may be relinquished without filing an action in circuit court if a written agreement for that purpose is entered into among all of the following parties:

- (a) Each public utility or municipal entity that has the right to use the recorded easement.
- (b) The owner or owners of record of each platted lot or parcel of land subject to the easement.
- (c) A two-thirds majority of the owners of record of each platted lot or parcel of land within 300 feet of any part of the recorded easement.
- (d) The governing board of the municipality in which the subdivision covered by the plat is located.

(2) An agreement described in subsection (1) shall meet all applicable requirements for recordation and is effective upon being recorded with the register of deeds and filed with the department of labor and economic growth. The register of deeds and the department of labor and economic growth shall cross-reference the document to the affected plat.

History: Add. 2004, Act 590, Imd. Eff. Jan. 4, 2005.

Popular name: Plat Act

Popular name: Subdivision Control

560.223 Complaint; contents.

Sec. 223. The complaint shall set forth:

(a) The part or parts, if any, sought to be vacated and any other correction or revision of the plat sought by the plaintiff.

(b) The plaintiff's reasons for seeking the vacation, correction, or revision.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978.

Popular name: Plat Act

Popular name: Subdivision Control

560.224 Repealed. 1978, Act 367, Imd. Eff. July 22, 1978.

Compiler's note: The repealed section pertained to notice of petition.

Popular name: Plat Act

Popular name: Subdivision Control

560.224a Joinder of parties defendant.

Sec. 224a. (1) The plaintiff shall join as parties defendant each of the following:

(a) The owners of record title of each lot or parcel of land included in or located within 300 feet of the lands described in the petition and persons of record claiming under those owners.

(b) The municipality in which the subdivision covered by the plat is located.

(c) The director of the department of energy, labor, and economic growth.

(d) The drain commissioner and the chairperson of the board of county road commissioners having jurisdiction over any of the land included in the plat.

(e) Each public utility which is known to the plaintiff to have installations or equipment in the subdivision or which has a recorded easement or franchise right which would be affected by the proceedings.

(f) The director of the state transportation department and the director of the department of natural resources if any of the subdivision includes or borders a state highway or federal aid road.

(g) If the requested action may result in a public highway or a portion of a public highway that borders upon, crosses, is adjacent to, or ends at a lake or the general course of a stream being vacated or altered in such a manner as would result in the loss of public access, the director of the department of natural resources and, if the subdivision is located in a township, the township. The department of natural resources and, if applicable, the township shall review the application and determine within 30 days whether the property should be retained by the state or township as an ingress and egress point, and shall convey that decision to the court.

(2) Service of process upon the joined parties defendant shall be made in accord with the general rules governing service of process in civil actions except that the parties defendant specified in subsection (1)(b), (f), or (g) may be served by registered mail and the parties defendant specified in subsection (1)(a) may be served by registered mail if there are more than 20 persons that must be joined pursuant to subsection (1)(a).

History: Add. 1978, Act 367, Imd. Eff. July 22, 1978;—Am. 1979, Act 184, Imd. Eff. Dec. 19, 1979;—Am. 1996, Act 219, Imd. Eff. May 28, 1996;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.225 Repealed. 1978, Act 367, Imd. Eff. July 22, 1978.

Compiler's note: The repealed section pertained to service.

Popular name: Plat Act

Popular name: Subdivision Control

560.226 Trial and hearing; order to vacate, correct, or revise recorded plat; exceptions; plat recording resulting in loss of public access to lake or stream; reservation of easement; operation and maintenance of property by state or local unit; effect of noncompliance with subsection (4); closure of road ending; proceedings.

Sec. 226. (1) Upon trial and hearing of the action, the court may order a recorded plat or any part of it to be vacated, corrected, or revised, with the following exceptions:

(a) A part of a state highway or federal aid road shall not be vacated, corrected, or revised except by the state transportation department.

(b) A part of a county road shall not be vacated, corrected, or revised except by the county road commission having jurisdiction pursuant to chapter IV of Act No. 283 of the Public Acts of 1909, being
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sections 224.1 to 224.32 of the Michigan Compiled Laws.

(c) A part of a street or alley under the jurisdiction of a city, village, or township and a part of any public walkway, park, or public square or any other land dedicated to the public for purposes other than pedestrian or vehicular travel shall not be vacated, corrected, or revised under this section except by both a resolution or other legislative enactment duly adopted by the governing body of the municipality and by court order. However, neither this section nor any other section shall limit or restrict the right of a municipality under sections 256 and 257 to vacate the whole or any part of a street, alley, or other land dedicated to the use of the public.

(2) If a circuit court determines pursuant to this act that a recorded plat or any part of it that contains a public highway or portion of a public highway that borders on, crosses, is adjacent to, or ends at any lake or the general course of any stream, should be vacated or altered in a manner that would result in a loss of public access, it shall allow the state and, if the subdivision is located in a township, the township to decide whether it wants to maintain the property as an ingress and egress point. If the state or township decides to maintain the property, the court shall order the official or officials to either relinquish control to the state or township if the interest is nontransferable or convey by quitclaim deed whatever interest in the property that is held by the local unit of government to the state or township. The township shall have first priority to obtain the property or control of the property as an ingress and egress point. If the township obtains the property or control of the property as an ingress and egress point and later proposes to transfer the property or control of the property, it shall give the department of natural resources first priority to obtain the property or control of the property. If the state obtains the property or control of the property under this subsection, the property shall be under the jurisdiction of the department of natural resources. The state may retain title to the property, transfer title to a local unit of government, or deed the property to the adjacent property owners. If the property was purchased from restricted fund revenue, money obtained from sale of the property shall be returned to that restricted fund.

(3) A judgment under this section vacating, correcting, or revising a highway, road, street, or other land dedicated to the public and being used by a public utility for public utility purposes shall reserve an easement therein for the use of public utilities, and may reserve an easement in other cases.

(4) If interest in the property is conveyed or control over the property is relinquished to a local unit or this state under subsection (2), the local unit or this state, as applicable, shall operate and maintain the property so as to prevent and eliminate garbage and litter accumulation, unsanitary conditions, undue noise, and congestion as necessary.

(5) If a person shows substantial noncompliance with the requirements of subsection (4), the circuit court may order the local unit or this state to close the road ending in a manner to prevent ingress and egress to the body of water for a period of up to 30 days.

(6) If a person shows substantial noncompliance with the requirements of subsection (4) and the circuit court has previously closed the road ending for up to 30 days under subsection (5), the circuit court may order the local unit or this state to close the road ending in a manner to prevent ingress and egress to the body of water for 90 days.

(7) If a person shows substantial noncompliance with the requirements of subsection (4) and the circuit court has previously closed the road ending for 90 days under subsection (6), the circuit court may order the local unit or this state to close the road ending in a manner to prevent ingress and egress to the body of water for 180 days.

(8) If a person shows substantial noncompliance with the requirements of subsection (4) and the circuit court has previously closed the road ending for 180 days under subsection (7), the circuit court shall order the local unit or this state to show cause why the road ending should not be permanently closed in a manner to prevent ingress and egress to the body of water. Subject to subsection (9), the circuit court shall permanently close the road ending unless the local unit or this state shows cause why the road ending should not be closed.

(9) After a road ending is closed under subsection (8), and unless the property has been conveyed or relinquished to the adjacent landowners under subsection (10), the local unit or this state may petition the circuit court to reopen the road ending. The circuit court may order the road ending reopened if the local unit or this state presents a management plan to and posts a performance bond with the circuit court, and the circuit court finds that the management plan and performance bond are adequate to ensure compliance with subsection (4).

(10) After a road ending is closed by the circuit court under subsection (8), 1 or more of the adjacent landowners may petition the circuit court to order the local unit or this state to convey any interest in the property that the local unit or this state holds to the adjacent landowners, or, if the interest is nontransferable, to relinquish control over the property to the adjacent landowners.

(11) Proceedings under subsection (5), (6), (7), or (8) shall be initiated by application of 7 owners of record

title of land in the local unit who own land within 1 mile of the road ending to the circuit court for the county in which the road ending is located. The applicants in proceedings under subsection (5), (6), (7), (8), (9), or (10) shall give the persons described in section 224a notice of the application by registered mail.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978;—Am. 1978, Act 556, Imd. Eff. Dec. 22, 1978;—Am. 1996, Act 219, Imd. Eff. May 28, 1996.

Popular name: Plat Act

Popular name: Subdivision Control

560.227 Repealed. 1978, Act 367, Imd. Eff. July 22, 1978.

Compiler's note: The repealed section pertained to vesting of vacated part.

Popular name: Plat Act

Popular name: Subdivision Control

560.227a Vesting of title upon vacation of plat, street, or alley; legal description of abutting lot.

Sec. 227a. (1) Title to any part of the plat vacated by the court's judgment, other than a street or alley, shall vest in the rightful proprietor of that part. Title to a street or alley the full width of which is vacated by the court's judgment shall vest in the rightful proprietors of the lots, within the subdivision covered by the plat, abutting the street or alley. Title to a public highway or portion of a public highway that borders on, is adjacent to, or ends at a lake or the general course of a stream may vest in the state subject to section 226.

(2) If the lots abutting the vacated street or alley on both sides belong to the same proprietor, title to the vacated street or alley shall vest in that proprietor. If the lots on opposite sides of the vacated street or alley belong to different proprietors, title up to the center line of the vacated street or alley shall vest in the respective proprietors of the abutting lots on each side.

(3) If only part of the width of a street or alley, not extending beyond the center line, is vacated, title to the vacated part of the street or alley shall vest in the proprietor of the lots abutting the same.

(4) When title to any part of a vacated street or alley vests in an abutting proprietor, any future legal description of the abutting lot or lots shall include that part of the vacated street or alley.

History: Add. 1978, Act 367, Imd. Eff. July 22, 1978;—Am. 1996, Act 219, Imd. Eff. May 28, 1996.

Popular name: Plat Act

Popular name: Subdivision Control

560.228 Recording of judgment.

Sec. 228. Within 30 days after entry of judgment, for vacation, correction, or revision of a plat, plaintiff shall record the judgment in the office of the register of deeds. The register of deeds shall place on the original plat the date, liber, and page of the record of the court's judgment.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978.

Popular name: Plat Act

Popular name: Subdivision Control

560.229 Preparation and form of new plat; filing copies; caption; approval; distribution of copies; fees.

Sec. 229. (1) If the court orders a plat to be vacated, corrected, or revised in whole or in part, the court shall also direct plaintiff to prepare, in the form required by this act for a final plat, either a new plat of the part of the subdivision affected by the judgment or a new plat of the entire subdivision if the court's judgment affects a major part of the subdivision.

(2) Five true copies of the new plat, accompanied by a copy of the court's judgment, shall be filed with the director of the department of energy, labor, and economic growth. The caption of the new plat shall include a statement that it is a corrected or revised plat of all or part of the same subdivision covered by the original plat.

(3) After the director of the department of energy, labor, and economic growth has examined the new or amended plat for compliance with the court judgment and the provisions of this act for the making and filing of original final plats and has approved the new or amended plat, the director of the department of energy, labor, and economic growth shall distribute 1 copy each to the register of deeds, clerk of the municipality, county treasurer, and county road commission. One copy shall be filed in the office of the director of the department of energy, labor, and economic growth.

(4) Fees for recording and filing documents as required by this section shall be the same as for an original

final plat.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 367, Imd. Eff. July 22, 1978;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

FEES AND ADMINISTRATION

560.241 Submission of final plat; filing and recording fee; state plat review fee; disposition of fee.

Sec. 241. (1) When a final plat is submitted to the clerk of the governing body of the municipality, the proprietor shall deposit with the plat both of the following:

(a) A filing and recording fee in an amount equal to the fee for entering and recording a real estate mortgage under section 2567 of the revised judicature act of 1961, 1961 PA 236, MCL 600.2567. The filing and recording fee is in addition to any fee the municipality may charge under this act.

(b) A state plat review fee of \$150.00, plus \$15.00 for each lot over 4 lots included in the plat. The state plat review fee shall be paid by check or money order payable to the state of Michigan.

(2) Upon approval of the plat by the governing body, the clerk shall send the filing and recording fee and the state plat review fee with the plat to the clerk of the county plat board.

(3) The clerk of the county plat board shall deposit the filing and recording fee in the county trust and agency fund for subsequent payment by county warrant from this fund to the county register of deeds in the amount of the filing and recording fee, upon submission of proof to the clerk of the county plat board that the plat has been recorded in the office of the county register of deeds.

(4) If a final plat is forwarded to the state administrator, the clerk of the county plat board shall forward the state plat review fee with the plat.

(5) A state plat review fee collected by this state shall be deposited in the state treasury for use in the administration of this act. A fund in which state plat review fees shall be deposited is created in the state treasury. This fund is a revolving fund, and money remaining in the fund at the end of the fiscal year shall be carried over in the fund to the next and succeeding fiscal years for use in the administration of this act.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1991, Act 59, Imd. Eff. June 27, 1991;—Am. 1993, Act 67, Imd. Eff. June 21, 1993;—Am. 1998, Act 549, Imd. Eff. Jan. 20, 1999;—Am. 2016, Act 231, Eff. Oct. 1, 2016.

Popular name: Plat Act

Popular name: Subdivision Control

560.241a Repealed. 1993, Act 67, Eff. Oct. 1, 1998.

Compiler's note: The repealed section pertained to submission of final plat and fees.

Popular name: Plat Act

Popular name: Subdivision Control

560.242 Director of department of energy, labor, and economic growth; records and indexing; fees.

Sec. 242. (1) The director of the department of energy, labor, and economic growth shall maintain a permanent file of plats and the index shall contain all pertinent information necessary to facilitate reference.

(2) A fee established by the director of the department of energy, labor, and economic growth shall be collected for copies of plats.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.243 Register of deeds; maintaining permanent file; expense; fee.

Sec. 243. (1) The register of deeds shall maintain a permanent file of recorded plats.

(2) The expense of maintaining the file, such as for binders, cabinets, supplies, and reproduction pursuant to the records media act, Act No. 116 of the Public Acts of 1992, being sections 24.401 to 24.403 of the Michigan Compiled Laws, shall be provided from the general fund of the county.

(3) A fee of not less than \$1.00 per sheet shall be collected by the register of deeds for copies of plats recorded in his or her office.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1992, Act 185, Imd. Eff. Oct. 5, 1992;—Am. 1992, Act 214, Imd. Eff. Oct. 9, 1992.

Popular name: Plat Act

Popular name: Subdivision Control

560.244 Proprietor's copy.

Sec. 244. (1) If the proprietor of a subdivision desires to retain a copy of the final plat, he or she shall forward a sixth copy of it to the director of the department of energy, labor, and economic growth for certification as an exact copy of the approved and recorded plat.

(2) The true copy requested may be made upon tracing linen or some similar material.

(3) No charge shall be made for certification of the sixth copy.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.245 Abstract of title or title policy; attorney's opinion in lieu of abstract.

Sec. 245. The proprietor submitting the plat for approval shall furnish to the governing body an abstract of title certified to date of the proprietor's certificate to establish recorded ownership interests and any other information deemed necessary for the purpose of ascertaining whether the proper parties have signed the plat, or a policy of title insurance currently in force, covering all of the land included within the boundaries of the proposed subdivision. The governing body, in lieu of an abstract of title, may accept on its own responsibility an attorney's opinion based on the abstract of title as to ownership and marketability of title of the land.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.246 Governing body; fees.

Sec. 246. (1) The governing body of a municipality may adopt by ordinance a reasonable schedule of fees, based on the number of lots in the proposed subdivision. The fee charged shall be in addition to the filing and recording fee, and shall be for the examination and inspection of plats and the land proposed to be subdivided, and related expenses.

(2) A proprietor submitting a plat for approval shall be required to deposit the established fee with the clerk of the municipality and until the fee is paid, the plat shall not be considered or reviewed.

(3) The governing body may employ a surveyor as an assistant. If it is deemed more practical in a county for the county to employ a surveyor to assist governing bodies of municipalities within the county, then the board of supervisors, by resolution, may employ the surveyor and may establish a reasonable schedule of fees for his services to be charged to the governing body receiving his assistance.

(4) Until an ordinance is adopted by the governing body establishing a schedule of fees, the governing body may require the payment of a fee not to exceed \$100.00.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.247 County plat board; compensation.

Sec. 247. (1) Each member of the county plat board shall be paid compensation and mileage for attendance at plat board meetings equal to compensation and mileage paid to supervisors for attendance at meetings of the board of supervisors. The compensation shall be payable from the general fund of the county.

(2) The duties of the county plat board shall not be considered as being a part of the duties of the regular offices of the members thereof.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.248 County road commission; fees.

Sec. 248. The county road commission may adopt as part of the published rules by resolution, a reasonable schedule of fees, to be charged proprietors seeking approval of plats. The fee shall be for the examination of those plat features which require approval of the county road commission as provided in section 183, and plans and inspection of highways, streets and alleys, together with bridges, culverts, drainage structures or other improvements constructed in connection with the plat and related expenses.

History: Add. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.249 Board of supervisors; fees.

Sec. 249. The county board of supervisors may adopt a reasonable schedule of fees to be charged proprietors seeking approval of plats to compensate the county drain commissioner for his examination of those plat features which require approval of the county drain commissioner as provided in section 192 and plans and inspection of drainage facilities constructed by the proprietor or existing on the plat site.

History: Add. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.251 Recorded plats; evidence.

Sec. 251. A certified copy of the recorded plat in the register of deeds office shall be received in all courts in this state as prima facie evidence of the making and recording of the plat in conformity with the provisions of this act.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.252 Instruments affecting title; prohibit recording unless plat recorded.

Sec. 252. The register of deeds shall not accept for record any instrument purporting to convey or encumber lots designated by number in a subdivision of land unless a plat showing such lots has previously been recorded.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.253 Dedication of plats; reservation of mineral rights.

Sec. 253. (1) When a plat is certified, signed, acknowledged and recorded as prescribed in this act, every dedication, gift or grant to the public or any person, society or corporation marked or noted as such on the plat shall be deemed sufficient conveyance to vest the fee simple of all parcels of land so marked and noted, and shall be considered a general warranty against the donors, their heirs and assigns to the donees for their use for the purposes therein expressed and no other.

(2) The land intended for the streets, alleys, commons, parks or other public uses as designated on the plat shall be held by the municipality in which the plat is situated in trust to and for such uses and purposes.

(3) A reservation or an ownership interest in mineral rights or underground gas storage rights in land shall not constitute the holding of title for the purpose of signing the proprietor's certificate.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.254 Restrictions; enforcement.

Sec. 254. Any restriction required to be placed on platted land by a public body given the authority to review or approve plats by the provisions of this act or which names the public body as grantee, promisee or beneficiary, shall vest in the public body the right to enforce the restriction in a court of competent jurisdiction against anyone who has or acquires an interest in the land subject to the restriction. The restriction may be released or waived in writing but only by the public body having the right of enforcement.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.255 Lot numbers use.

Sec. 255. When a subdivision plat has been recorded, the lots in that plat shall be described by the caption of the plat and the lot number for all purposes, including those of assessment, taxation, sale and conveyance.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.255a Land revised, altered, or vacated by order of circuit court in county in which land situated.

Sec. 255a. Land in a subdivision dedicated to the use of the public for purposes other than pedestrian or vehicular travel, or land dedicated for a public way which is under the jurisdiction of a municipality, a portion of which public way is within 25 meters of a lake or the general course of a stream, shall not be revised, altered, or vacated except by order of the circuit court in the county in which the land is situated.

History: Add. 1978, Act 556, Imd. Eff. Dec. 22, 1978.

Popular name: Plat Act

Popular name: Subdivision Control

560.255b Presumption of acceptance of land dedicated to use of public; rebuttal.

Sec. 255b. (1) Ten years after the date the plat is first recorded, land dedicated to the use of the public in or upon the plat shall be presumed to have been accepted on behalf of the public by the municipality within whose boundaries the land lies.

(2) The presumption prescribed in subsection (1) shall be conclusive of an acceptance of dedication unless rebutted by competent evidence before the circuit court in which the land is located, establishing either of the following:

(a) That the dedication, before the effective date of this act and before acceptance, was withdrawn by the plat proprietor.

(b) That notice of the withdrawal of the dedication is recorded by the plat proprietor with the office of the register of deeds for the county in which the land is located and a copy of the notice was forwarded to the director of the department of energy, labor, and economic growth, within 10 years after the date the plat of the land was first recorded and before acceptance of the dedicated lands.

History: Add. 1978, Act 556, Imd. Eff. Dec. 22, 1978;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.256 Opening, vacating, extending, widening, or changing name of street or alley; recording certified copy of ordinance or resolution; copy to director of energy, labor, and economic growth.

Sec. 256. Subject to the restrictions prescribed in section 255a, when the governing body of a municipality by resolution or ordinance opens or vacates a street or alley or a portion of a street or alley, or extends, widens, or changes the name of an existing street or alley, the clerk of the municipality within 30 days shall record a certified copy with the register of deeds, giving the name of the plat or plats affected, and shall send a copy to the director of the department of energy, labor, and economic growth. Until recorded, the ordinance or resolution shall not have force or effect.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 556, Imd. Eff. Dec. 22, 1978;—Am. 2010, Act 63, Imd. Eff. May 6, 2010

Popular name: Plat Act

Popular name: Subdivision Control

560.257 Discontinuance of street, alley, or other public land; reservation of easement; recording resolution or ordinance; copy to director of energy, labor, and economic growth.

Sec. 257. (1) Subject to the restrictions prescribed in section 255a, when the governing body of a municipality determines that it is necessary for the health, welfare, comfort, and safety of the people of the municipality to discontinue an existing street, alley, or other public land shown on a plat, by resolution or ordinance, the governing body may reserve an easement in the street, alley, or land for public utility purposes and other public purposes within the right of way of the street, alley, or other public land vacated.

(2) The resolution or ordinance shall be recorded within 30 days with the register of deeds and a copy shall be sent to the director of the department of energy, labor, and economic growth.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1978, Act 556, Imd. Eff. Dec. 22, 1978;—Am. 2010, Act 63, Imd. Eff. May 6, 2010

Popular name: Plat Act

Popular name: Subdivision Control

560.258 Public lands; agreements for maintenance.

Sec. 258. As a condition of final plat approval the governing body of a municipality or the board of county

road commissioners may require copies of agreements, covenants or other documents showing the manner in which areas to be reserved for the common use of the residents of the subdivision are to be maintained.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.259 Minimum standards.

Sec. 259. The standards for approval of plats prescribed in this act are minimum standards and any municipality, by ordinance, may impose stricter requirements and may reject any plat which does not conform to such requirements.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

PENALTIES

560.261 Sale of land; written disclosures to buyer; voidability of sale.

Sec. 261. No person shall sell any lot in a recorded plat or any parcel of unplatted land in an unincorporated area if it abuts a street or road which has not been accepted as public unless the seller first informs the purchaser in writing on a separate instrument to be attached to the instrument conveying any interest in such lot or parcel of land of the fact that the street or road is private and is not required to be maintained by the board of county road commissioners. In addition, any contract or agreement of sale entered into in violation of this section shall be voidable at the option of the purchaser.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.262 Monuments; removal or disturbance.

Sec. 262. No person shall knowingly remove or disturb any monument without the permission of the governing body of the municipality in which the subdivision is located.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.263 Lots; further division; regulation.

Sec. 263. No lot, outlot or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the ordinances of the municipality. The municipality may permit the partitioning or dividing of lots, outlots or other parcels of land into not more than 4 parts; however, any lot, outlot or other parcel of land not served by public sewer and public water systems shall not be further partitioned or divided if the resulting lots, outlots or other parcels are less than the minimum width and area provided for in this act.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.264 Sale of land; noncompliance with act; penalty.

Sec. 264. (1) Any person who sells or agrees to sell any lot, piece, or parcel of land without first having recorded a plat thereof when required by this act is guilty of a misdemeanor and shall be punished by a fine of not more than \$1,000.00, or imprisonment for not to exceed 180 days, or both. For each offense under this subsection after a first offense under this subsection, the person shall be punished by a fine of not more than \$1,000.00, or imprisonment for not to exceed 1 year, or both. Agreement to sell under this section does not include an option to buy extended from the seller for a money consideration to the prospective buyer.

(2) Any person who violates section 108, 109, 109b, or the exempt split provision of section 103(1) and sells a resulting parcel of land is responsible for the payment of a civil fine of not more than \$1,000.00 for each parcel sold. A default in the payment of a civil fine or costs ordered under this subsection or an installment of the fine or costs may be remedied by any means authorized under the revised judicature act of 1961, 1961 PA 236, MCL 600.101 to 600.9948.

(3) Any person who violates any provision of this act other than section 108, 109, 109b, or the exempt split provision of section 103(1) is guilty of a misdemeanor and upon conviction shall be punished as provided by

law.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1997, Act 87, Eff. Oct. 1, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

560.265 Enforcement of act; injunctive proceedings; venue.

Sec. 265. Any municipality, board of county road commissioners or county plat board may bring an action in its own name to restrain or prevent any violation of this act or any continuance of any such violation. Such action shall be brought in the county where the land is located, the defendant resides or has his principal place of business.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.266 Enforcement of act; prosecution, venue.

Sec. 266. The attorney general or the prosecuting attorney of any county may prosecute any violation of this act or may bring an action in the name of the state to restrain or prevent any violation of this act or any continuance of any such violation. Such action, in the case of the attorney general, shall be brought in the circuit court of Ingham county, upon which jurisdiction thereof is conferred, and in the case of the prosecuting attorney, in the county where the land involved is located, the defendant resides, or has his principal place of business or where the purchaser resides.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

560.267 Sale of lands in violation of act; voidability of sale.

Sec. 267. Any sale of lands subdivided or otherwise partitioned or split in violation of this act is voidable at the option of the purchaser, and shall subject the seller to the forfeiture of all consideration received or pledged therefor, together with any damages sustained by the purchaser, recoverable in an action at law.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1997, Act 87, Imd. Eff. July 28, 1997.

Popular name: Plat Act

Popular name: Subdivision Control

560.290 Department of energy, labor, and economic growth; employee in charge of plat section; qualifications.

Sec. 290. The employee in direct charge of the plat section in the department of energy, labor, and economic growth that performs services for the director of the department of energy, labor, and economic growth under this act, and that employee's chief assistant, shall each be a professional surveyor licensed in this state.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2010, Act 63, Imd. Eff. May 6, 2010.

Popular name: Plat Act

Popular name: Subdivision Control

560.291 Plats in process, approval.

Sec. 291. Any preliminary or final plat which on January 1, 1968, has been approved by the municipality or county road commission may be processed under the law in effect at the time of approval, but not after January 1, 1970, after which time all plats submitted for approval shall comply with the requirements of this act.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1969, Act 308, Imd. Eff. Aug. 14, 1969.

Popular name: Plat Act

Popular name: Subdivision Control

560.292 Plat recorded under former 1839 PA 91; conflict or inconsistency.

Sec. 292. A plat recorded under former 1839 PA 91 supersedes an earlier plat to the extent of any conflict or inconsistency regarding the dedication of a parcel restricting or limiting its use for a court house in the earlier plat.

History: 1967, Act 288, Eff. Jan. 1, 1968;—Am. 2017, Act 117, Imd. Eff. July 27, 2017.

Popular name: Plat Act

Popular name: Subdivision Control

560.293 Effective date.

Sec. 293. This act shall take effect on January 1, 1968.

History: 1967, Act 288, Eff. Jan. 1, 1968.

Popular name: Plat Act

Popular name: Subdivision Control

To: Mark Stuhldreher, Township Manager**DATE:** 10/17/2018**FROM:** Assessor Patricia DePriest**DATE FOR BOARD CONSIDERATION:** 10/24/2018

ACTION REQUESTED: Approval of Land Division for parcel #37-14-054-00-081-00 and 37-14-054-00-080-00. The parcels are located on Cornerstone Drive and Sandstone Dr. in Cornerstone Condominium subdivision. Mt. Pleasant and is owned by Cornerstone Development.

Current Action _____

Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On October 3, 2018 Cornerstone Development filed a land division application to split two (2) separate parcels into four parcels. If the land divisions are approved there will be two combinations to create the (3) new parcels zoned R-2A (Low density, one and 2 family homes) There are currently three (3) parcels involved in the land division. Parcel 37-14-054-00-054-01 is only 9,915 square feet and an unbuildable lot. Zoning requires a lot to be at least 14,000 square feet. The parcel is currently on the assessment roll as unbuildable. Parcel 37-14-054-00-081-00 will become Lot 37-14-054-00-081-01 and is Parcel A on your survey, and parcel 37-14-054-00-081-02 Parcel B on your survey. Parcel 37-14-054-00-080-00 will become parcel 37-14-054-00-080-01 and is parcel C on your survey. A fee of \$200.00 has been paid by the applicant. The reason for the request is facilitate the building of a new home on Lot 37-14-054-00-081-01.

SCOPE OF SERVICES

This will create three (3) buildable parcels zoned R-2A (Low density, one and two-family homes) The three parcels will be in conformance with the Land Division Ordinance 1997-8 and the Michigan State Land Division Act, act 288 of 1967 as amended through March 31st, 1997.

JUSTIFICATION

The application has been filled out correctly and completely in accordance with Charter Township of Union Ordinance No.1997-8 and the State Land Division Act, act 288 of 1967 as amended through March 31st 1997 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

If approved the effective date of the land split shall be on Wednesday October 10, 2018.

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

37-14- 054-00-054-01
054-00-081-00
054-00-090-00

ASSESSOR: RECOMMENDATION approve
SIGNATURE: Patricia M. DePriest
Patricia M. DePriest

ZONING: RECOMMENDATION approved
SIGNATURE: Peter Gallinat
Peter Gallinat

CLERK: RECOMMENDATION approve
SIGNATURE: Lisa Cody
Lisa Cody

FEE PAID: DATE: 9/20/2018 RECEIPT # 94470

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

Received From: OLIVIERI BUILDERS INC
Date: 10/17/2018 Time: 4:18:52 PM
Receipt: 95065 *** REPRINT ***
Cashier: AMY

| ITEM REFERENCE | AMOUNT |
|--------------------|----------|
| LAND LAND DIVISION | |
| LAND DIVISION | \$100.00 |
| TOTAL | \$100.00 |
| CHECK 3728 | \$100.00 |
| Total Tendered: | \$100.00 |
| Change: | \$0.00 |

DATE: 09/20/2018

RECEIPT #: 94470

RECEIVED OF: OLIVIERI BUILDERS INC

CASHIER: JENNIFER

TOTAL RECEIVED: 100.00

COMMENTS:

2300 CORNERSTONE

14-054-00-054-01; 14-054-00-080-00

14-054-00-081-00

| DESCRIPTION | | | AMOUNT |
|-------------|------------------|------|--------|
| LAND | LAND DIVISION | | 100.00 |
| | Tendered: Checks | 3676 | 100.00 |

Signed: _____

53

52

CORNERSTONE ESTATES
NO. 3
L. 10 OF PLATS, P. 711

15' PRIVATE
DRAINAGE
EASEMENT

79

TERMINATION OF
EASEMENT
L. 1812, P. 6

CORNERSTONE ESTATES
NO. 4
L. 11 OF PLATS, P. 717

SANDSTONE DRIVE
(66' R.O.W.)

L = 79.90'
R = 333.00'
DELTA = 13°44'49"
T = 40.14'
D.O.C. = 17°12'21"
L.C. BEARING = N42°11'41"W
L.C. DIST. = 79.70'

BASIS OF BEARING:
Bearings based on the
Cornerstone Estates No. 4
Plat

N 89°38'40" E 165.05'

N 00°19'36" W 39.92'

N 89°41'33" E 165.25'

21.72'

38.28'

PARCEL A
0.68 ACRES
29649 SQ. FT.

37-14-054-01-081-01

10' PRIVATE
EASEMENT FOR
PUBLIC UTILITIES

S 89°41'33" W 164.32'

37-14-054-01-081-02

PARCEL B
0.32 ACRES
14000 SQ. FT.

S 89°41'12" W 164.09'

PRIVATE
WATER MAIN
EASEMENT

10' PRIVATE EASEMENT FOR
PUBLIC UTILITIES

PARCEL C
0.48 ACRES
20866 SQ. FT.

S 54°34'50" W

23.01'

N 35°20'02" W

99.96'

0' 30' 60' 120'
SCALE: 1"=60'

S 00°37'42" E 40.05'

56

15' EASEMENT (L. 1812, P. 8)

S 00°04'29" E 60.00'

PLAT LINE

CORNERSTONE DRIVE
(66' R.O.W.)

57

58

59

L = 160.17'
R = 167.00'
DELTA = 54°57'04"
T = 86.84'
D.O.C. = 34°18'32"
L.C. BEARING = S27°14'47"W
L.C. DIST. = 154.10'

LEGEND

- SET 1/2" X 18" REROD
W/P.S. CAP #46677
- FOUND CORNER
- FOUND CONCRETE
MONUMENT

Pete Lorenz, PS # 46677

**CHARTER TOWNSHIP OF UNION
LAND DIVISION APPLICATION**

1. Applicant/Ownership Detail

A. Name: CORNERSTONE DEVELOPMENT
 B. Mailing Address: 2330 RIVER RD. MT. PLEASANT MI. 48856
Street Address City State Zip
 C. Telephone: 989-621-0200
 D. Fax: 989-779-4290
 E. Parent Tract Includes Parcel #'s: 14-054-00-054-01, 14-054-00-080-00, 14-054-00-081-00
 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: (Not applicable, proposed property line adjustment - Now 3 parcels and proposed 3 parcels)

1. Size of parent parcel or tract (acres) as of March 31, 1997
 2. First 10 acres or less (4 splits)
 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)
 Total

*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.

William T. ERVIN, 1200 Buckingham Place, MT. PLEASANT, MI 48858 -
1/3 interest
Richard S. ERVIN, 2330 RIVER ROAD, MT. PLEASANT, MI 48858 1/3 interest
Ronald E. ERVIN, 5905 N. RIVER ROAD, East China, MI 48054 1/3 interest

CORNERSTONE DEVELOPMENT is a general partnership with the
above 3 partners each owning a 1/3 interest in the property.

I. Zoning: Current Zoning R-2A as of 2014-02

| | With Sewer | Without Sewer |
|--|------------------|------------------|
| 1. Minimum Lot Width | <u>100'</u> | <u>120'</u> |
| 2. Minimum Lot Depth | <u>-</u> | <u>-</u> |
| 3. Minimum Lot Size (Area) | <u>14,000</u> | <u>17,000</u> |
| 4. Minimum Width to Depth Ratio | <u>4 TO 1</u> | <u>4 TO 1</u> |
| 5. Sewer required prior to building permit | <u>INSTALLED</u> | <u>INSTALLED</u> |

J. Public Road Ordinance Compliance

Date

Initials

1. Complies with ordinance for 1-2 Parcels..... N/A - ON PUBLIC ROAD
 2. Complies with ordinance for 3 -12 Parcels.....
 3. Complies with ordinance of 13 or more Parcels.....

2. Property Detail

A. Address of Property

14-054-00-054-01 - No address
14-054-00-080-00 - No address
14-054-00-081-00 - 2300 Cornerstone Drive, Mt. Pleasant, MI 48858

Street Address City State Zip

B. Tax Identification Number of Property to be Divided: 14-054-00-054-01, 14-054-00-080-00, 14-054-00-081-00 To be adjusted

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.

14-054-00-054-01 - T14N R4W SEC 16 CORNERSTONE ESTATES #3 LOT 54 EXC THE NORTHERLY 40 FT OF LOT 54.

14-054-00-080-00 - T14N R4W SEC 16 CORNERSTONE ESTATES #4 LOT 80

14-054-00-081-00 - T14N R4W SEC 16 CORNERSTONE ESTATES #4 LOT 81

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.

See attached Survey

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: William J. Erwin Date: 10-3-18

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.*

See Plat of Cornerstone Estates No. 3 and Cornerstone Estates No. 4 for previous 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.*

Easements and restrictive covenants already in place from the Plats of Cornerstone Estates No. 3 and Cornerstone Estates No. 4. No new easements or restrictive covenants proposed.

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:

William D. Linn

Date:

10-3-18

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
Hsd. Aff. For new parcel
Rescind old parcels

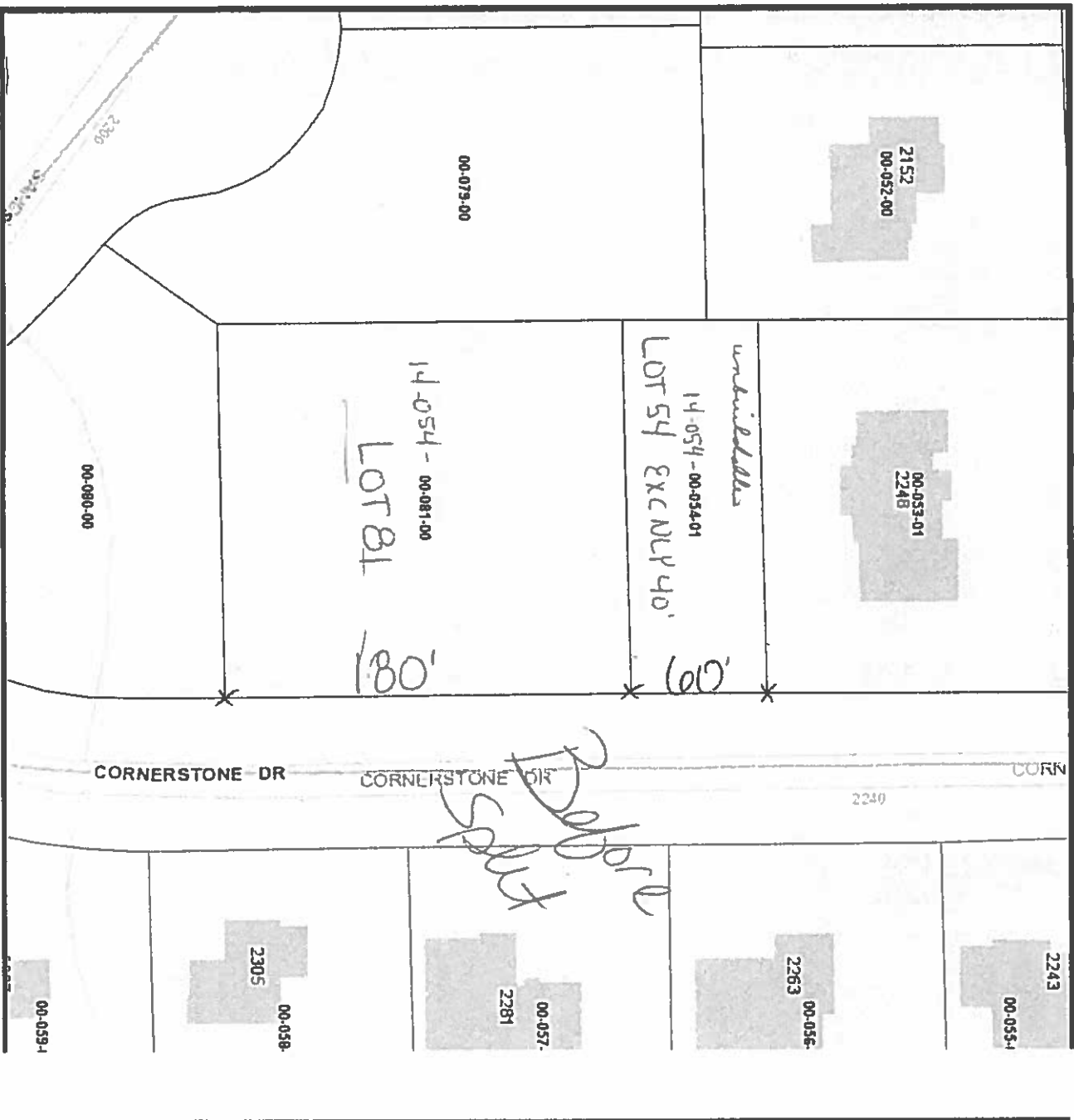
Equalizer:

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

BEFORE SPLIT



County of Isabella



Map Publication:
06/13/2018 1:52 PM



powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.

PARCEL A 37-14-054-00-081-01

Lot 54 except the North 40 feet thereof, of the Plat of Cornerstone Estates No. 3 as recorded in Liber 10 of Plats, Page 711, Isabella County Records and the North 120.00 feet of Lot 81 of the Plat of Cornerstone Estates No. 4 as recorded in Liber 11 of Plats, Page 717, Isabella County Records, more particularly described as beginning at the Northeast Corner of said Lot 81; thence S. 00°19'08" E., along the East line of said Lot 81, 120.00 feet; thence S. 89°41'33" W., parallel with the North line of said Lot 81, 164.32 feet to the West line of said Lot 81; thence N. 00°32'35" W., along said West line of Lot 81, 120.00 feet to the Lot Corner common to said Lots 54 and 81; thence N. 00°31'18" W., along the West line of said Lot 54, 60.00 feet; thence N. 89°41'33" E., 165.26 feet to the East line of said Lot 54; thence S. 00°04'29" E., along said East line of Lot 54, 60.00 feet to the point of beginning. Containing 0.68 acres more or less. Subject to Easements right of ways, restrictions and reservations whether used, implied or of record.

PARCEL B 37-14-054-00-081-02

Part of Lots 80 and 81 of the Plat of Cornerstone Estates No. 4 as recorded in Liber 11 of Plats, Page 717, Isabella County Records, described as commencing at the Northeast Corner of said Lot 81; thence S. 00°19'08" E., along the East line of said Lot 81, 120.00 feet to the **TRUE PLACE OF BEGINNING**; thence continuing S. 00°19'08" E., along said East line of Lot 81, 59.95 feet to the Lot Corner common to said Lots 80 and 81 on the West line of Cornerstone Drive; thence continuing S. 00°19'08" E., along said East line of Lot 80, 41.10 feet; thence N. 79°18'55" W., 173.20 feet to the Westerly line of said Lot 80; thence N. 36°02'11" E., along said Westerly line of Lot 80, 10.00 feet to the Lot Corner common to Lots 79, 80 and 81; thence N. 00°32'35" W., along the West line of said Lot 81, 59.97 feet; thence N. 89°41'33" E., parallel with the North line of said Lot 81, 164.32 feet to the point of beginning. Containing 0.32 acres more or less. Subject to Easements right of ways, restrictions and reservations whether used, implied or of record.

PARCEL C 37-14-054-00-080-01

Part of Lot 80 of the Plat of Cornerstone Estates No. 4 as recorded in Liber 11 of Plats, Page 717, Isabella County Records, described as commencing at the Northeast Corner of said Lot 80; thence S. 00°19'08" E., along the Easterly line of said Lot 80, also being the Westerly line of Cornerstone Drive, 41.10 feet to the **TRUE PLACE OF BEGINNING**; thence continuing along said Easterly line of said Lot 80 and the Westerly line of Cornerstone Drive, 160.17 feet on a curve to the right having a radius of 167.00 feet; a delta angle of 54°57'04", a tangent length of 86.84 feet and a long chord bearing and distance of S. 27°14'47" W., 154.10 feet; thence continuing along said Westerly line of Cornerstone Drive, S. 54°34'50" W., 23.01 feet to the Easterly line of Sandstone Drive; thence N. 35°20'02" W., along said Easterly line of Sandstone Drive, 99.96 feet; thence continuing along said Easterly line of Sandstone Drive, 79.90 feet along a curve to the left having a radius of 333.00 feet, a delta angle of 13°44'49", a tangent length of 40.14 feet and a long chord bearing and distance of N. 42°11'41" W., 79.70 feet to the Lot Corner common to Lots 79 and 80; thence N. 36°02'11" E., along the Lot line common to said Lots 79 and 80, 51.75 feet; thence S. 79°18'55" E., 173.20 feet to the point of beginning. Containing 0.48 acres more or less. Subject to easements, right of ways, restrictions and reservations whether used, implied or of record.

REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|--|---|
| To: Board of Trustees | DATE: October 18, 2019 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 10/24/2018 |
| ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team | |

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014 and 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 4.3 (Delegation to Township Manager and Management Team), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.3 – Delegation to Township Manager and Management Team

The Policy states:

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with

Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.

- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.3.

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 October 24, 2018.

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

1. Indicate item by item if you believe **(Y/N)** we are 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?