



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 27, 2019**  
**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  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Planning Commission and ZBA updates by Township Planner
  - C. February Monthly Activity Report to Board of Trustees
9. CONSENT AGENDA
  - A. Communications
    1. Planning Commission Minutes 1/15/19
    2. ZBA Minutes 1/2/19
  - B. Minutes – February 13, 2019- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Policy Governance 2.2 Treatment of Staff
  - H. Policy Governance 2.5.10 Cash Flow Ratio
10. NEW BUSINESS
  - A. Discussion/Action: (Smith) Pump Station #14
    1. Approval of Participation Agreement with the Economic Development Authority for the rehabilitation and upgrade of Pump Station #14 (May St.)
    2. Award Bid for Construction Contract for the rehabilitation and upgrade to Pump Station #14 to John E. Green Company

- B. Discussion/Action: (Smith) Award bid for Isabella Treatment Facility Administration Building Furniture Purchase to Custom Office Systems
- C. Discussion/Action: (Gallinat) Re-Introduce Ordinance 2019-01 Charter Township of Union Prohibition of Marihuana Establishments Ordinance
- D. Discussion/Action: (Gallinat) Introduce Zoning Map Amendment Ordinance 2019-02 rezone a portion of R-3A (Multiple Family Residential District) to B-5 (Highway Business District) located at S. Lincoln Rd. PID 14-020-20-001-05
- E. Discussion/Action: (DePriest) Approval of the 2019 Poverty Exemption Application for Tax Exemption
- F. Discussion/Action: (DePriest) Approval of Resolution to allow a resident to appeal by Letter without a personal appearance by the taxpayer or his/her agent
- G. Discussion/Action: (Stuhldreher) Policy Governance 3.2 Board Job Description

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

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

- A. Discuss Attorney/Client privileged communication regarding Tax Tribunal Cases

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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
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	12/31/2020
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	1/13/2023
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

# Charter Township of Union



To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: February 2019  
Re: February Monthly Activity Report

Attached is the monthly activity report for February.

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.



## **Monthly Activity Report**

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** February 2019

### **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
- Participated in the community wide branding initiative activities as a member of the Steering Committee
- Met with Mark Nottley re: Compensation/Classification Study and began to gather data
- Held several recurring 1:1 meetings with staff
- Continued development of wholesale customer wastewater treatment rate
- Facilitated Policy Governance training session
- Met with owner of Pleasant Thyme to discuss 2019 services and ongoing service agreement
- Attend grand opening of Holiday Inn and Suites
- Meet with representatives from Fisher Companies regarding possible office expansion project
- 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 and others and regarding a variety of issues
- Met with UT Little League representatives to discuss logistics of field improvements funded by 2% grant
- Meetings with Township Attorney (general and MTT) regarding a variety of issues
- One week of vacation

## Finance Department

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

- Increased interest earned by all funds in the Township by \$91,476 in fiscal year 2018:  
2018 - \$225,109  
2017 - \$133,632  
2016 - \$70,043
- Reviewed investment portfolio for maturing CDs in the short term, reviewed fire fund cash/w upcoming expenditures
- Worked with Isabella Bank to purchase new 12-month CD earning 3% on funds set aside for the fire truck purchase. These funds may be withdrawn early without penalty.
- Worked with Point and Pay and BS&A to set up online payments for anything related to Building Dept/Zoning/Enforcement invoicing. Constituents can now pay building permits, rental inspection, weed abatement invoices, etc. online if desired.
- Coordinated and attended BS&A building department software training one full day in-house— discovered that additional training/set-ups are needed
- Scheduled another on-site BS&A training for Building Department module for 2 days in March.
- Scheduled the 2018 annual audit with Yeo & Yeo the week of April 8<sup>th</sup>.
- Issued 1099's and W-2's, mailed and submitted to appropriate governmental agencies.
- Post any online payments made to the general ledger in January: 47 online utility billing payments totaling \$11,400 and 10 tax payments totaling \$8,900
- 2 cashiers entered 1133 receipts in January totaling over **\$3.1 million**.
- Disburse funds twice for the summer/winter taxes collected December 16 – January 15, 61 invoices created and entered, 14 checks issued totaling over **\$3.4 million** -- Submitted on Bank's positive pay website for fraud prevention--\$\$transfer requested of Treasurer
- Disburse funds collected for mobile home tax, 3 invoices created and entered, 2 checks issued totaling over \$3,600
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Issued 3 refund checks for tax over payments and MTT refunds in January.
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, and FI
- 2 Accounts payable check runs during January –
  1. 74 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 48 disbursement checks totaling over \$403,000, submitted on bank's website for Positive Pay fraud prevention
  2. 40 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 25 disbursement checks totaling over \$61,000 submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted, one payment for the East DDA Lights along Pickard and one payment for the Township itself.
- 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
- Calculated interest accrual for the last 10 days in December and entered in G/L
- Calculated, created and entered journal entry for the special assessment payments collected in December
- Mastercard Pmt – 14 Mastercard statements reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online for over \$5,100
- Payroll – 76 Payroll checks and checks to pay for benefits issued during January
- Worked with manager to create Accounting Specialist job description for board approval
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Provided 2019 hourly wage and benefit estimates for the water/sewer employees to the Public Services Dept.

## Building, Rental Housing Departments

### 1.3 Safety

- Building Office conducted, 3 plan reviews, issued 5 permits and 2 certificates of occupancy permits issued; multiple site visits and inspections performed
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Training covering a variety of procedural and technical safety topics and computer software training
- Prepared annual rental registration invoices for mailing
- 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.
- Reviewed local area rental program and communicated with several inspectors on their common practices and fees. Most are similar in practice with much less items on fee schedule

### 1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aspen Dental and TJ Maxx
- Final inspection performed on McGuirk Building B
- 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

- No report submitted

### 1.6 Commerce

- No report submitted



## Public Services Department

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

- Jameson Hall Rental – (3) days January 2019
- Responded to 76 phone calls/inquiries/emails regarding water and sewer bills
- Processed (16) Transfers of Service/Final Bills
- Received/Processed (24) Work Orders
- Prepared (2) Misc. Invoices and Alwood Royalty Statement (Meridian Well Site)
- Input and tracking of 12 backflow device inspection/certification reports
- Updated Public Service Department website information for 2019 and posted to website
- Processed five new ACH Accounts
- Processed/re-mailed 41 returned undeliverable quarterly billing statements
- Coordinated/scheduled 14 touchpad/MXU/Meter repair appointments
- Assisted Green Acres with on-site boil water notice
- Assisted Pleasant Ridge Mobile Home Community with on-site boil water notice
- Drafted new Customer forms for name changes, final bill request, customer turn-on/off request
- BSA Building Modular training attended by Public Service Department Assistant
- Participated in Community Branding Meeting
- Participated in Electronic Recycling Meeting
- Responded to (1) FOIA request

### 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Weekly water system maintenance including repairs of water shut off boxes, fire hydrants, and water main line valves
- 99 Miss Dig underground marking throughout Township
- Misc. water service turn-on/off throughout Township (customer request)
- Daily plant water reads, and tri-weekly backwashing completed
- WWTP - Plant Preventative Maintenance
- snow plowing throughout township facilities as needed
- Installation of new chlorine equipment at Isabella Treatment Facility
- Meeting with Peerless Midwest regarding Well #1 location/MDEQ requirements
- Ordered fall protection rails safety equipment
- Lift station repair at Isabella Treatment Facility (on-site sanitary sewer)
- Installed new FAA clearance light at Broadway Tower
- Service to chlorine equipment located at Meridian and Mission Treatment Plants
- Participated in Classification and Compensation Study Meeting
- Continued training of new WWTP Plant Operator in lab and general plant maintenance
- WWTP - Routine Plant Preventative Maintenance
- MOR-DEQ-13 Monthly water samples
- Isabella remodel construction continued (drywall, drop ceiling, windows, doors, and HVAC installed)
- Joint Water Study Final Report review, and comments completed
- Continued training of new Parks/Utility Laborer
- Submittal of Annual Sanitary Sewer Asset Management Plan Report to MDEQ
- Replaced high alarm/back-up control float at pump station #3
- Delivery of new Dodge Ram service truck/trade-in 2009 Ford Super Duty Truck

- Interior building painting completed pump station #2 and old #6 building
- WWTP - Replaced leaking output shaft seal aerator #2 speed reducer
- WWTP - Complete quarterly effluent sampling for low level mercury analysis (completing 12-month period with no mercury detection)
- WWTP - Repaired leaking grease line on Screw Pump #1 Lower Bearing
- WWTP – cleaned and inventory taken of shop parts bins
- Annual update of Water Asset Management Report as required by MDEQ
- Ignition Software installation & configuration
- Repaired sewer manhole flow channel behind Jamestown Apartments
- Tested all pump station alarms
- Replaced control float at pump station #17
- Removed 65 KW generator fuel injection pump - sent in for rebuild
- cleaned main line water valve boxes on Bluegrass Road

## Planning & Zoning Department

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

- Planning Commission
  - Held public hearing for a Special Use Permit for expansion of existing Self-Storage buildings located at various properties on E. Remus Rd. Postponed a recommendation until later time.
  - Postponed review and approval of Final Site Plan associated with proposed Self-Storage building expansion SUP.
  - Held a public hearing for the rezoning of property from R-3A to B-5 for the proposed expansion of a self-storage building business. Property to be rezoned is a vacant S. Lincoln Rd. parcel. The Planning Commission recommended approval of the Zoning Map Amendment.
  - Chris Doozen introduced himself to the Planning Commission. Mr. Doozen will replace Mike Deem from McKenna during the Zoning Ordinance Amendment process moving forward
- ZBA
  - Held public hearing for variance of additional free-standing sign located at 3046 Jen's way. Variance for additional free-standing sign was denied.
- Sidewalk Committee
  - Meeting January 08, 2019. Adopted 2019 meeting schedule. Discussed goals for 2019 and bylaws/rules for the committee
- 2 sign permits issued
- Meeting with Building Official and Rental Inspector with Chuck McGuirk on proposed future development for AG property located at 4080 S. Whiteville Rd, Public Service Director and Assessor about vacating a plat in the Township.
- Implemented New process schedule for applications to the ZBA and PC with the Township Manager and Township Administrative Assistant.
- Attended BS&A module training for the Building Department Module/PZE processing.
- Met with Brian Rush from Fisher Industries to discuss possible future industrial/commercial district along Remus Rd.
- Met with Bob Cook to discuss investing money into the Township for Economic growth

## Current Month Anticipated Activities

### Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Continue with the community wide branding initiative activities as a member of the Steering Committee
- Plan for Policy Governance education work session to held February 4, 2019
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Provide data to Municipal Services Consultants Re: Compensation/Classification project
- Attended meeting regarding community project to designate Chippewa River as a “State River Trail”
- Met with representative of Swim Friends re: Community Aquatics Center
- Attended phone meeting with community representative regarding establishing a permanent E-Recycling drop off center
- Submit wastewater treatment proposal to Nottawa Township
- Anticipate Assessing/General Property Tax Specialist application interviews 2/27
- Out of office week of Feb 17, 2019

### Finance Department

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

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Bill the County for the MTT refund made in January
- Begin to prepare for year-end adjustments and prepare for audit in April
- Work on accounting for fixed assets.
- Work on accounting for special assessments
- 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
- Continue to track prepaid expenses needed for year-end purposes
- Continue to track legal expenses needed for year-end audit purposes

### 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
- Review of rental registration program as it relates to industry best practices
- Schedule complexes, hotels, as well as other single-family units for rental inspections

#### 1.6 Commerce

- Continued inspections on Citizens for Health, TJ Maxx, McGuirk Building B, Deshano Storage Units, Water Treatment Facility and Aspen Dental commercial projects, Walmart online pickup area and animal hospital.

#### 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.
- Interview/fill position of Assessing and General Property Tax Specialist

##### 1.6 Commerce

- Complete preparation of tax year 2019 assessment roll and prepare for mailing of annual assessment notice

#### Public Services Department

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

- Fill case boring with flowable fill Aspen Dental (awaiting contractor)
- Participation in EPA Treatment Technologies for Removing Chemicals of Concern webinar(rescheduled)
- Attendance of Joint Expo & Training Sessions by Water and Sewer Operators (Lansing MI)
- Review BSA Letter Templates (13) New Departmental Header, Review Content
- Purge commercial backflow devices (410 entries) and update BSA files
- Replace Opto antenna & cable at pump stations #7 & #10
- Continue to compile documents for SAW Grant submittal
- Install diesel fuel tank, tool box, and salter on 2012 Ford F-250
- Install 65 KW generator fuel injection pump that is being rebuilt
- Replace (8) eight-foot fluorescent lights at Mission Road Shop with LED fixtures
- High service pump repair installation – Isabella Treatment Plant
- WWTP – Paint blower room piping
- Perform plant process meters calibration
- WWTP - Install new impellor RAS/WAS pump #3
- WWTP - Start implementation of screw plant #3 installation 2019 project
- WWTP - Tertiary filter panel upgrade (start process)
- Scheduling of yearly cross connection inspection appointments
- Submittal of required yearly Cross Connection Report to MDEQ
- Department meeting to discuss FY2019 Capital Projects/Capital Purchases schedule and implementation

#### Planning & Zoning Department

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

- Planning Commission
  - Final site plan approval for park and sell operation located 5450 S. Mission Rd. (SUP previously recommended for approval in 2018)

- Final Site plan approval for an expansion of business located at 1580 S. Park Place. (Item postponed by applicant from January)
- ZBA
  - Hold public hearing for Text Interpretation. Determine if Isabella County Road Commission Administration building with associated Road Commission functions are permitted in a B-5 (Highway Business District).
- Sidewalk Committee
  - Next meeting scheduled for March 2019

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

- Annual Resolution to appeal assessment via letter – February
- Annual Resolution setting income levels for poverty exemption applicants and approving application - February
- REZ application from R-3A to B-5 for self-storage building expansion (February)
- Marijuana opt out resolution v. 2 - February
- Pump Station #14 Construction Bids Recommendation – February
- Participation Agreement approval with EDA re: Pump Station #14 funding
- Isabella Admin building furniture purchase
- Final Report Presentation - Joint Water Study (FTCH)
- Special Use Permit Park and Sell Operation - March
- Approval of Metro Permit (US Signal) – March
- Approval of Economic and Community Development Department Job Description

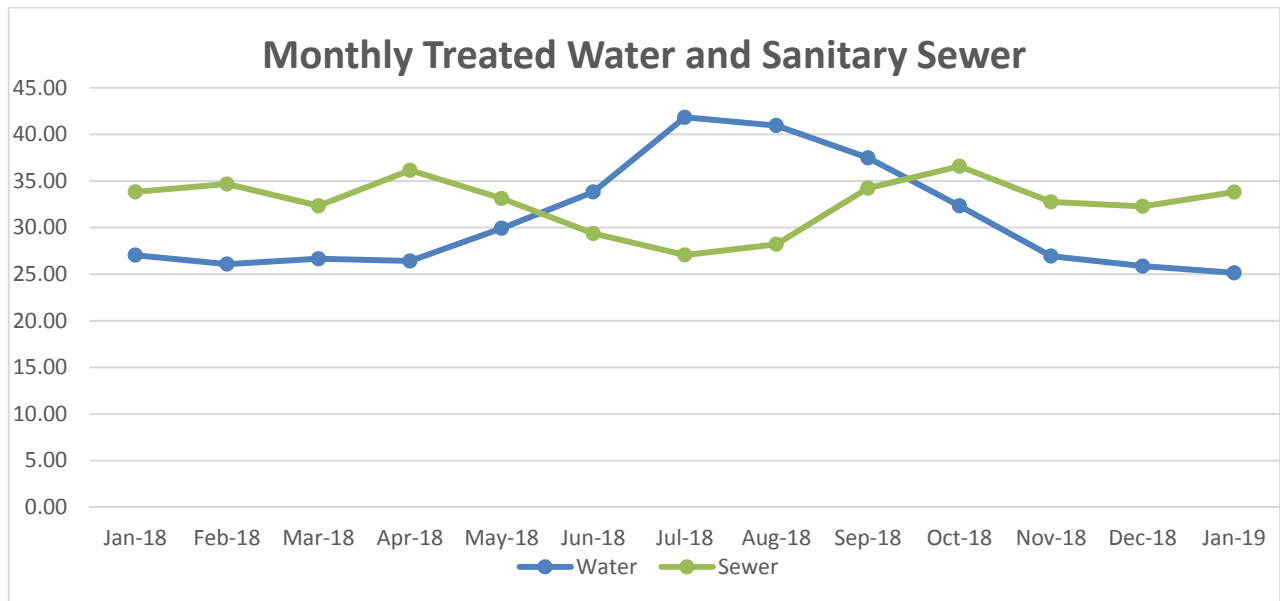
### **Significant Items of Interest Longer Term**

- Planning Commission review/update of zoning ordinance
- 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
- Create new Community and Economic Development Department Director position job description
- 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
- Fill Accounting Specialist position
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Creating and continuing open lines of communication to build relationships between Township and County inspectors
- 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)
- Prepare and mail annual assessment notices
- Prepare for March Board of Review
- Recruit, interview and hire Assessing and General Property Tax Specialist to support Assessor
- Rental and Building dept staff to work on file retention and organization
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Purchase of trench box (2019)
- Design and upgrade of lift station # 14 in the WDDA (Winter 2018/19)
- Design and upgrade /replace lift station # 1 in the EDDA (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)
- WWTP - installation of third screw pump (2019)
- Bypass manhole rehab pump station #12 (2020)
- Purchase of new sewer vacor truck (2020)
- WWTP - sludge storage tank installation (2023)
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed

## Other

- Enforcement Activities
  - Follow-up inspections to verify compliance with violations found on previous inspections
  - 2148 MacDonald Dr. – No certificate of occupancy – coordinating with Saginaw Chippewa Tribal Planning Dept
  - Dilapidated barn on South Isabella Rd
  - Review draft complaint for court filing – Wood properties
  - 795 Isabella – unpermitted single wide mobile home installation
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- Jan 2019 – Treated Potable Water
  - Total Month: 25.147 mg
  - Average Day: .898 mgd
  - Max Day: 1.098 mgd
- Jan 2019 – Treated Sanitary Sewer
  - Total Month: 33.81 mg
  - Average Day: 1.09 mgd
  - Max Day: 1.27 mgd



- Legal Matters
  - Michigan Tax Tribunal open cases – Closed session update scheduled for Feb 27
  - Lux Matter-negotiated settlement discussions continue as does implementation of Board approved defense strategy
  - Brad Wood – Bilbrael and E Pickard properties- Reviewed draft of court filing seeking order regarding clean up
  - Pung matter Assessor defense support question resolved

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

A regular meeting of the Charter Township of Union Planning Commission was held on January 15, 2019 at the Township Hall.

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

**Roll Call**

Present: Buckley, Darin, LaBelle, Mielke, Shingles, Squattrito, and Webster

Excused: Clerk Cody & Fuller

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

Webster moved Buckley supported the approval of the December 18, 2018 regular meeting minutes as amended. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Correspondence / Reports**

- Township Planner Gallinat introduced Christopher Doozan, Planning Consultant from McKenna replacing Mike Deem
- Township Planner Gallinat reported that the applicant from Grafx Central requested to postpone SPR-01 until the February 2019 Planning Commission meeting.

**Approval of Agenda**

Webster moved Shingles supported approval of the agenda as amended. **Vote: Ayes: 7 Nays 0. Motion carried.**

**Public Comment – 7:10 p.m.**

No comments were offered.

**New Business**

\*Recusal by LaBelle regarding New Business Items A, B, & C stating that as a real estate agent, the applicant is his client and he has their property currently listed.

- A. SUP 2019-01 self-storage building expansion 1710, 1732, 1740 E. Remus Rd. and PID 14-20-020-011-04 Owner: McGuirk Mini Storage Inc., on behalf of Edward Peters, EDC Investments LLC, and Petro-Vest (Hold Public Hearing and make recommendations to the Board of Trustees)**

Introduction by Township Planner

Public Hearing - Open 7:20 p.m.

Jeremy Sheets, 1740 LeRoy Ln. – In support of SUP project



Dave Coyne, 1368 N. Harris – In support of SUP project  
Cheryl Hunter, 500 E. Meadowbrook – In support of SUP project  
Terri Sommerville, Representing Arboretum Apartments – Opposed to SUP  
Scott Daigle, 2910 Buckhorn – Opposed to SUP  
Vance Johnson, 7777 Whiteville, Representing Fisher Companies – In support of SUP project  
Jeff Sweet, 2112 Cobblestone – In support of SUP project  
Billy Willis, 92 E. Remus – In support of SUP project

No written correspondence received.  
Public Hearing Closed 7:32 p.m.

Tim Bebee, CMS&D and Joseph Quandt, Traverse City Attorney, represented applicant

Mr. Quandt addressed statements/concerns from Pubic Hearing.

Mr. Bebee provided reasoning for the request, stating that the applicant would be to expand the existing approved self-storage special use

Mr. Quandt reviewed his applicant's responses from the Township Zoning Ordinance section 30.3 (1-10) and 30.4U.

The Planning Commission reviewed section 30.3 (1-10) of the zoning ordinance and 30.4.U  
Special Uses Permitted - Self-Storage Buildings (1-8).

**Buckley moved Mielke supported to postpone consideration of SUP 2019-01 to allow process of REZ 2019-01 and related site plan and land use approvals to proceed to finality before a decision on SUP 2019-01 is made. Vote: Ayes: 5 Nays: 1 Motion carried.**

**B. Site Plan self-storage building expansion 1710, 1732, 1740 E. Remus Rd. and PID 14-02020-011-04 Owner: McGuirk Mini Storage Inc., on behalf of Edward Peters, EDC Investments LLC and Petro-Vest Operating**

**Shingles moved Darin supported to postpone SPR for self-storage buildings. Vote: Ayes: 6 Nays: 0 Motion carried.**

**C. REZ 2019-01 Rezone R-3A to B-5 at S. Lincoln Rd. for expansion of self-storage building operation to the North. Owner: McGuirk Mini Storage Inc. (Hold Public Hearing and make recommendation to the Board of Trustees)**

Introduction by Township Planner

Public Hearing - Open 9:31 p.m.

Scott Daigle, 2910 Buckhorn. – Opposed to Rezone  
Teri Sommerville, Representing Arboretum Apartments, - Opposed to Rezone  
Jeremy Sheets, 1740 LeRoy Ln. – In support of Rezone  
Cheryl Hunter, 500 E. Meadowbrook – In support of Rezone  
Tom Kequom, 1908 Oakwood – In support of Rezone

No written correspondence received.

Public Hearing Closed 9:41 p.m.

Tim Bebee, CMS&D and Joseph Quandt, Attorney represented applicant

Mr. Quandt addressed statements/concerns from Pubic Hearing.

Mr. Bebee provided reasoning for the request, stating that the applicant would be to expand the existing approved self-storage special use due to the public's demand.

**Buckley moved Darin supported to Recommend to the Board of Trustees approval of REZ 2019-01, as it is contiguous to the existing zoning, conforms with the FLU Map, Rural Buffer, and Growth Boundary; the rezone allows for maximum development of existing B-5 parcels along M-20; and Township Utilities are available at the boundary line. Vote: Ayes: 5 Nays: 1. Motion carried.**

### **Other Business**

#### **Extended Public Comment**

Open 10:31 p.m.

No comments were offered.

#### **Final Board Comment**

Buckley – Commended the Planning Commission for their thoughtfulness and effort that go into their process requests that come before this Commission.

Squatrito – Asked for Township Planner's opinion from his meeting with the new McKenna consultant

Mielke – Commented on wording in Master Plan and asked that all corrections made were implemented.

10:41 p.m. Teri Sommerville asked Commissioner's if she could still comment under extended public comment. Commissioners allowed her request.

Teri Sommerville, Arboretum Apartments – Requested that the Planning Commission address and follow up with proper screening at a future site plan following tonight's rezone.

**Adjournment** – Chairman Squatrito adjourned the meeting at 9:46 p.m.

**APPROVED BY:**



Alex Fuller - Secretary

Mike Darin – Vice Secretary

*(Recorded by Jennifer Loveberry)*

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

A special meeting of the Charter Township of Zoning Board of Appeals was held on January 2, 2019 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

Present: Bryan Mielke, Andy Theisen, and Tim Warner

Excused: Jake Hunter

**Others Present**

Peter Gallinat & Jennifer Loveberry

Alternates: John Zerbe and Taylor Sheahan-Stahl

Chair Warner called alternates John Zerbe and Taylor Sheahan-Stahl to the table to have a complete board for the meeting.

Theisen nominated himself to act as Vice-Secretary for the January 2019 and February 2019 Zoning Board of Appeals meetings. Per the by-laws, Officers will be elected for 2019 at the March meeting.

**Approval of Minutes**

**Theisen moved Gross supported the approval of the December 5, 2018 minutes as presented.**

**Vote: Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

**Approval of Agenda**

**Mielke moved Sheahan-Stahl supported to approve the agenda as presented. Vote: Ayes: 5 Nays 0. Motion carried.**

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

Open – 7:05 p.m.

No comments were offered.

**New Business**

- Theisen stated prior to the Agenda Item that his business is working on the property in a separate area not related with tonight's variance; however, felt that he should as if a recusal would be necessary. No action needed.
  
- A. **Variance 2019-01 Variance for one freestanding elevated sign exceeding height (2ft) and quantity allowed (1). Located at 3046 Jen's Way, Mt. Pleasant, MI Owner: McGuirk Mini Storage**

**Public Hearing**

Public Hearing – open 7:06 p.m.

Terri Sommerville, 810 Liberty Dr., Representing Arboretum Apartments – concerns with additional lighting

Tad Richards, 688 Trillium Circle – concerns with additional lighting

Public Hearing – closed 7:10 p.m.

Tim Bebee CMS&D, on behalf of McGuirk Mini Storage, Inc., stated that the applicant is asking for quantity – 1 additional free-standing sign and an additional 2ft height variance of the said sign.

Discussion was held by the ZBA board.

**Sheahan-Stahl** moved **Zerbe** supported to deny Variance 2019-01 request for an additional free-standing sign per section 5.8c, stated reasoning that all of section 5.8c 1a-e does not meet any of the criteria that would allow the variance. Also stating that the request for an additional 2ft height variance of said sign would be moot, as sign is denied. **Vote: Ayes: 5 Nays 0. Motion carried.**

Township Planner, Gallinat stated that there would be a 21-day appeal period before the decision is final. Starting after the minutes are approved at the next scheduled meeting in February 2019.

**Other Business**

**Extended Public Comment**

Open 7:49 p.m.

No comments were offered.

**Final Board Comment**

**Adjournment**

Chair Warner adjourned the meeting at 7:49 p.m.

**APPROVED BY:**



**Jake Hunter –Secretary**  
**Andy Theisen – Vice Secretary**

*(Recorded by Jennifer Loveberry)*

**2019 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Board of Trustees was held on February 13, 2019 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, Treasurer Rice, Trustees B. Hauck, Trustee Mikus, and Trustee Woerle

Excused: Trustee Lannen

**Approval of Agenda**

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

**Presentations**

**Public Hearings**

**Public Comment** - open 7:01 p.m.

No comments were offered.

**Reports/Board Comments**

A. Planning Commission Appointments

Gunning nominated Doug LaBelle II, **Woerle** moved **Hauck** supported to re-appoint Doug LaBelle II to the Planning Commission, with term ending 2/15/2022. **Vote: Ayes: 6 Nays:0. Motion carried.**

Gunning nominated Mike Darin, **Hauck** moved **Cody** supported to re-appoint Mike Darin to the Planning Commission, with term ending 2/15/2022. **Vote: Ayes: 6 Nays:0. Motion carried.**

Gunning nominated Ryan Buckley, **Woerle** moved **Cody** supported to re-appoint Ryan Buckley to the Planning Commission, with term ending 2/15/2022. **Vote: Ayes: 5 Nays:1. Motion carried.**

Rice – Taxes are due 2/14/19

Hauck – Updates from the Road Commission

Mikus – Sidewalk and Pathway Prioritization Committee will meet on the 1<sup>st</sup> Monday of each month.

**Consent Agenda**

- A. Communications
- B. Minutes January 23, 2019 – Regular Meeting
- C. Minutes January 31, 2019 – Special Meeting
- D. Accounts Payable

- E. Payroll
- F. Meeting Pay
- G. Fire Reports

**Rice** moved **Cody** supported to approve the consent agenda as amended, correcting a typo on the January 31, 2019 minutes. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**BOARD AGENDA**

**A. Discussion/Action: (K. Smith) Award Bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems**

**Mikus** moved **Woerle** supported to award bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems in the amount, not to exceed, \$13,962. **Vote: Ayes: 3 Nays: 3. Motion failed.**

**Hauck** moved **Woerle** supported to table item until the next Board meeting. **Vote: Ayes 5 Nays: 1. Motion carried.**

**B. Discussion (Stuhldreher): Proposal to provide wholesale sanitary sewer treatment and billing services to Nottawa Township**

Discussion was held with no objections to the proposal by the Board of Trustees.

**EXTENDED PUBLIC COMMENT** - Open 8:13 p.m.

No comments were offered.

**MANAGER COMMENTS**

- Commented on Annual Township/Road Commission scheduled for March 6, 2019 at 3 p.m.
- Reminded the Board that Finance Director, Sherrie Teall will be acting Township Manager the week of February 17 – 23, 2019.

**FINAL BOARD MEMBER COMMENTS**

**Hauck** – Wondered if a full board would have resulted in a discount with the Fire Truck Purchase.

**ADJOURNMENT**

**Cody** moved **Rice** supported to adjourn the meeting at 8:26 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Jennifer Loveberry)*

**CHECK DATE: February 21, 2019**  
**PPE: February 16, 2019**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 24,886.39
EDDA	-
WDDA	-
Sewer Fund	32,743.30
Water Fund	23,578.29
<b>Total To Transfer from Pooled Savings</b>	<b><u><u>\$ 81,207.98</u></u></b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 53,995.80
Employer Share Med	779.21
Employer Share SS	3,332.15
SUI	1,110.52
Pension-Employer Portion	3,561.63
Workers' Comp	585.96
Life/LTD	-
Dental	1,086.33
Health Care	16,612.68
Vision	-
Vision Contribution	-
Health Care Contribution	-
Cobra/Flex Administration	143.70
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b><u><u>\$ 81,207.98</u></u></b>

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - February 11, 2019 through February 17, 2019**

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			1	
	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			1
231		Chemical reaction rupture of process vessel				
Rescue & EMS Incident	300	Rescue, EMS incident, other				
	311	Medical Assist to EMS Crew	1	2	3	
	321	EMS Call excluding Veh. Accident	1	2	5	
	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			
	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			
	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	2	4	
	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	1	3	
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	1
	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			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	7		14
		YTD Response for Union Twp/City	58		91

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

## Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - February 4, 2019 through February 10, 2019

Category	Code	Description	Twp	Resp	City	
Fire	100	Fire, Other				
	111	Building Fire				
	112	Fires in Structures other than a Building				
	113	Cooking Fire	1	4		
	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	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)	1	4	1	
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	422	Chemical Spill or Leak				

	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down	3	6	6
	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			
	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			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			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			1
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	2	2	
	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	9		14
		YTD Response for Union Twp/City	51		77

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

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: February 15, 2019

Policy Review: 2.2 Treatment of Staff  
Type of Review: Internal  
Review Interval: Annual  
Review Month: February

## **Policy Wording**

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

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

- 2.2.1 Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- 2.2.2 Discriminate against any staff member for non-disruptive expression of dissent.
- 2.2.3 Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
- 2.2.4 Operate without an appropriate level of cross-training so that employees can provide basic information and service to consumers.
- 2.2.5 Fail to acquaint staff with the Township Manager's interpretation of their protections under this policy.

## **Manager Interpretation**

Manager interprets this policy to indicate that Township management shall operate with written personnel rules which are available to staff and which are clear, provides for effective handling of grievances, protects staff against wrongful conditions, protects against nepotism and grossly preferential treatment for personal reasons, and allows for diverse opinions on issues. Further, an appropriate level of cross training will exist so employees can provide basic

information and services to consumers. Conscious violation of collective bargaining Agreements by the employer or the bargaining groups will not occur.

### **Justification of Reasonability of Interpretation**

Use of written personnel and administrative policies, adherence to the collective bargaining agreement and staff training provide for consistent and fair treatment of staff and volunteers when dealing with various and disparate situations.

### **Data**

- Collective bargaining agreements are adhered to and when there are questions of interpretation, the grievance process is followed.
- Training opportunities are provided to all staff which has included BSA software training, position relevant training for the Finance Director, Rental Inspector, Assessor, Water/Sewer staff and others.
- Bi-weekly staff meetings are held with the Township Manager where expectations are clearly communicated.
- One-on-one meetings are held with the Township Manager on a weekly or bi-weekly basis as appropriate which creates a venue for frank discussion and the opportunity to voice opinion on issues.
- It is noted that the Personal and Administrative Policy document is in need of updating.

### **Compliance**

Township Management is in compliance with the policy as stated.

**Policy:** 2.5.10 Cash Flow Ratio  
**Type:** Internal  
**Occurrence:** Monthly  
**Date:** February 2019

**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**

<b><u>Fund</u></b>	<b><u>Current cash</u></b>	<b><u>Amount required for compliance</u></b>	<b><u>Compliant?</u></b>
GF Total	\$ 4,076,686		
GF Unrestricted	\$ 4,076,686	\$ 581,346	Yes
Fire Fund	\$ 1,297,680		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 897,680	\$ 524,250	Yes
EDDA	\$ 1,257,011		
Projects	\$ (660,000)		
EDDA Unrestricted	\$ 597,011	\$ 31,253	Yes
WDDA	\$ 1,011,729		
Projects	\$ (600,000)		
WDDA Unrestricted	\$ 410,302	\$ 53,187	Yes
Sewer Fund	\$ 3,324,313		
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	\$ 3,085,138	\$ 547,085	Yes
Water Fund	\$ 3,116,550	\$ 356,832	Yes

**Compliance**

All funds are found to be in compliance.

<b>To:</b> Mark Stuhldreher - Township Manager	<b>DATE:</b> February 20, 2019
<b>FROM:</b> Kim Smith – Public Services Director	<b>DATE FOR BOARD CONSIDERATION:</b> February 27, 2019
<b>ACTION REQUESTED:</b> Approval of Participation Agreement with the Economic Development Authority (EDA) for the rehabilitation and upgrade of Pump Station #14 located on May Street.	

Current Action  Emergency

Funds Budgeted: If Yes  Account # 590-536-973.000 No  N/A

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

**BACKGROUND INFORMATION**

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA districts. As part of this list the EDA Board approved \$200,000.00 in funding for the rehabilitation and upgrade of Pump Station #14, which is located at 2424 May Street. Pump Station #14 is located in the WDDA district and is anticipated to provide an additional 288 REU’s to the service area.

At a subsequent Board of Trustees meeting the Township Board approved funding the remaining portion of this project from the township sewer fund.

**SCOPE OF SERVICES**

The project consists of upgrades to the existing sanitary sewer Pump Station #14 as follows:

1. Mechanical Improvements in pump chamber (drywell)
  - a. Removal and replacement of existing pumps and motors with two (2) 30 Hp pumps rated at 700 gpm
  - b. Removal and replacement of suction and discharge mechanical piping, fittings, valves, and appurtenances
2. Instrumental/Electrical Improvements in Pump Chamber (drywell)
  - a. Removal and replacement of flowmeter and readout display
  - b. Upgrades to existing pump control panel, disconnects, junction boxes, wiring and raceways
  - c. SCADA programming upgrades
  - d. Installation of redundant control panel above ground
3. Instrumentation/Level Control System Improvements in wetwell
  - a. Removal and replacement of float system including cable, brackets, frame and accessories with level transducer and backup float system.

## JUSTIFICATION

Completion of the pump station rehabilitation will benefit the residents and business owners within the service district by modernizing the station components, increasing station reliability, and increasing station capacity.

## PROJECT IMPROVEMENTS

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

### 1. Community well-being and common good

#### COSTS

<b>Project Item</b>	<b>Total</b>
Engineering Contract	\$48,200.00
Construction Contract	\$223,077.00
Construction Contingency	\$20,850.00
<b>Total Project Cost with contingency</b>	<b>\$292,127.00</b>

## PROJECT FUNDING

The total project funding resources is being split between the WDDA and the Charter Township of Union Sewer Fund as follows:

<b>Project Item</b>	<b>EDA Participation</b>	<b>Township Sewer Fund Participation</b>	<b>Total</b>
Engineering Contract (approved April 2018)	\$48,200.00		\$48,200.00
Construction including Contingency	\$151,800.00	<b>\$92,127.00</b>	\$243,927.00
<b>Total Resources</b>	<b>\$200,000.00</b>	<b>\$92,127.00</b>	<b>\$292,127.00</b>

On February 19, 2019, the EDA Board approved the Participation Agreement in the amount of \$200,000.00 for the Pump Station #14 project.

**PROJECT TIME TABLE**

Work to be substantially completed within 90 calendar days after receipt of pumps. Pump lead time anticipated to be sixteen weeks. Total project completion, including pump delivery is estimated to be 28 weeks.

**RESOLUTION**

Approval of Participation Agreement with the Economic Development Authority (EDA) for the rehabilitation and upgrade of Pump Station #14 located on May Street.

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

- Yes:
- No:
- Absent:



January 17, 2019

Ms. Kim Smith  
Utility coordinator  
Union Township EDA  
2010 South Lincoln Road  
Mt. Pleasant, MI 48858

RE: Sanitary Sewer Pump Station #14 Upgrades - Bid Price Review  
GFA Project No. 18114

Dear Kim:

We have reviewed the bids received on Wednesday, December 19, 2018 for the above referenced project. The Four (4) responsive bidders to the project and their base bid price are summarized as follows:

<u>Contractor</u>	<u>Bid</u>
1. John E Green Company	\$223,077.00
2. Robinson Electrical	\$250,100.00
3. Isabella Corporation	\$262,000.00
4. J. Ranck Electric	\$286,380.00

Upon review of the bid prices, the majority of the bids received were higher than anticipated as the original engineer estimate was \$229,350 (including 10% contingency). This cost estimate was originally generated and approved by the Township and EDA Board in March 2018. A comparison review to identify the disparity in pricing was completed by GFA with a couple key items noted to have increased in cost:

1. Mechanical upgrades in the existing drywell including piping and valve replacement were originally budgeted at \$30,000 and bid prices reflected approximately \$58,000 (\$28,000 increase)
2. Bypass pumping and site restoration to maintain sewer flows without disruption was originally budgeted at \$8,500 and bid prices reflected approximately \$32,000 (\$24,000 increase).

In addition to the cost increase of these specific bid items, communities around the state are seeing contractor labor and material prices constantly on the rise in comparison to previous years (15- 20%). In summary however, we were pleased to see the amount of interested bidders and the prices quoted considering the aggressive economy.

Please be aware that the Township/EDA always reserves the right to deviate and can add/ remove bid items and GFA will assist with this process. GFA will continue to work with the chosen contractor on cost reduction as there is little room for extras as a result of unknown field conditions that could be encountered. Review of references provided and based upon our past experiences, it is our recommendation to the board that they approve John E Green Company as the low bidder for the bid price amount of \$223,077.



Please contact me if you have any questions.

Very truly yours,  
GFA

A handwritten signature in blue ink, appearing to read 'Jennifer Hodges', written over the printed name and title.

Jennifer Hodges, P.E.  
Project Manager

**Bid Results**  
**Charter Township of Union**  
**Sanitary Sewer Pump Station #14 Upgrades**  
**GFA Project No. 18114**

No.	Item	Unit	Est. Qty.	John E Green Co.			Robinson Electrical			Isabella Corp			J. Ranck Electric		
				Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost	
1	Removal and Replacement of Pumps & Motors	EA	2	\$30,895.00	\$61,790.00		\$38,000.00	\$76,000.00		\$30,000.00	\$60,000.00		\$44,647.00	\$89,294.00	
2	Drywell Piping/Mechanical Improvements	LS	1	\$51,257.00	\$51,257.00		\$56,000.00	\$56,000.00		\$60,000.00	\$60,000.00		\$67,090.00	\$67,090.00	
3	Instrumentation (Transducer and Level Control System)	LS	1	\$4,091.00	\$4,091.00		\$76,000.00	\$76,000.00		\$7,000.00	\$7,000.00		\$17,249.00	\$17,249.00	
4	Electrical Improvements	LS	1	\$73,868.00	\$73,868.00		\$11,600.00	\$11,600.00		\$80,000.00	\$80,000.00		\$77,074.00	\$77,074.00	
5	Site Restoration	LS	1	\$0.00	\$0.00		\$4,200.00	\$4,200.00		\$7,000.00	\$7,000.00		\$3,754.00	\$3,754.00	
6	Mobilization / Bypass Pumping	LS	1	\$32,071.00	\$32,071.00		\$26,300.00	\$26,300.00		\$48,000.00	\$48,000.00		\$31,919.00	\$31,919.00	
<b>TOTAL BIDS</b>					<b>\$223,077.00</b>			<b>\$250,100.00</b>			<b>\$262,000.00</b>			<b>\$286,380.00</b>	





2. Instrumental/Electrical Improvements in Pump Chamber (drywell)
  - a. Removal and replacement of flowmeter and readout display
  - b. Upgrades to existing pump control panel, disconnects, junction boxes, wiring and raceways
  - c. SCADA programming upgrades
  - d. Installation of redundant control panel above ground
3. Instrumentation/Level Control System Improvements in wetwell
  - a. Removal and replacement of float system including cable, brackets, frame and accessories with level transducer and backup float system.

**JUSTIFICATION**

I recommend that the project be awarded to John E Green Company in the amount of \$223,077.00, this recommendation is based on the following factors:

- Recommendation by Township Engineers, Gourdie Fraser (see attached recommendation letter)
- Contractor’s ability to complete the project as specified
- Cost

**PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

**COSTS**

Project Item	Total
Engineering Contract	\$48,200.00
Construction including Contingency	\$243,927.00
<b>Total Project Cost</b>	<b>\$292,127.00</b>

**PROJECT FUNDING**

The total project funding resources is being split between the EDA and the Charter Township of Union Sewer Fund as follows:

<b>Project Item</b>	<b>EDA Participation</b>	<b>Township Sewer Fund Participation</b>	<b>Total</b>
Engineering Contract (approved April 2018)	\$48,200.00		\$48,200.00
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Total Resources	\$200,000.00	<b>\$92,127.00</b>	\$292,127.00

On February 19, 2019, the EDA Board approved the Participation Agreement in the amount of \$200,000.00 for the Pump Station #14 project.

**PROJECT TIME TABLE**

Work to be substantially completed within 90 calendar days after receipt of pumps. Pump lead time anticipated to be sixteen weeks. Total project completion, including pump delivery is estimated to be 28 weeks.

**RESOLUTION**

Approval to award the bid for the rehabilitation and upgrade of Pump Station #14, located on May Street to John E Green Company in the amount of \$223,077.00.

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

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

Yes:

No:

Absent:



January 17, 2019

Ms. Kim Smith  
 Utility coordinator  
 Union Township EDA  
 2010 South Lincoln Road  
 Mt. Pleasant, MI 48858

RE: Sanitary Sewer Pump Station #14 Upgrades - Bid Price Review  
 GFA Project No. 18114

Dear Kim:

We have reviewed the bids received on Wednesday, December 19, 2018 for the above referenced project. The Four (4) responsive bidders to the project and their base bid price are summarized as follows:

<u>Contractor</u>	<u>Bid</u>
1. John E Green Company	\$223,077.00
2. Robinson Electrical	\$250,100.00
3. Isabella Corporation	\$262,000.00
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Upon review of the bid prices, the majority of the bids received were higher than anticipated as the original engineer estimate was \$229,350 (including 10% contingency). This cost estimate was originally generated and approved by the Township and EDA Board in March 2018. A comparison review to identify the disparity in pricing was completed by GFA with a couple key items noted to have increased in cost:

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Please be aware that the Township/EDA always reserves the right to deviate and can add/ remove bid items and GFA will assist with this process. GFA will continue to work with the chosen contractor on cost reduction as there is little room for extras as a result of unknown field conditions that could be encountered. Review of references provided and based upon our past experiences, it is our recommendation to the board that they approve John E Green Company as the low bidder for the bid price amount of \$223,077.



Please contact me if you have any questions.

Very truly yours,  
GFA

A handwritten signature in blue ink, appearing to read 'Jennifer Hodges', written over the typed name and title.

Jennifer Hodges, P.E.  
Project Manager

**Bid Results**  
**Charter Township of Union**  
**Sanitary Sewer Pump Station #14 Upgrades**  
**GFA Project No. 18114**

No.	Item	Unit	Est. Qty.	John E Green Co.			Robinson Electrical			Isabella Corp			J. Ranck Electric		
				Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost	
1	Removal and Replacement of Pumps & Motors	EA	2	\$30,895.00	\$61,790.00		\$38,000.00	\$76,000.00		\$30,000.00	\$60,000.00		\$44,647.00	\$89,294.00	
2	Drywell Piping/Mechanical Improvements	LS	1	\$51,257.00	\$51,257.00		\$56,000.00	\$56,000.00		\$60,000.00	\$60,000.00		\$67,090.00	\$67,090.00	
3	Instrumentation (Transducer and Level Control System)	LS	1	\$4,091.00	\$4,091.00		\$76,000.00	\$76,000.00		\$7,000.00	\$7,000.00		\$17,249.00	\$17,249.00	
4	Electrical Improvements	LS	1	\$73,868.00	\$73,868.00		\$11,600.00	\$11,600.00		\$80,000.00	\$80,000.00		\$77,074.00	\$77,074.00	
5	Site Restoration	LS	1	\$0.00	\$0.00		\$4,200.00	\$4,200.00		\$7,000.00	\$7,000.00		\$3,754.00	\$3,754.00	
6	Mobilization / Bypass Pumping	LS	1	\$32,071.00	\$32,071.00		\$26,300.00	\$26,300.00		\$48,000.00	\$48,000.00		\$31,919.00	\$31,919.00	
<b>TOTAL BIDS</b>					<b>\$223,077.00</b>			<b>\$250,100.00</b>			<b>\$262,000.00</b>			<b>\$286,380.00</b>	

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher – Township Manager      **DATE:** February 20, 2019

**FROM:** Kim Smith – Public Services Director      **DATE FOR BOARD CONSIDERATION:** February 27, 2019

**ACTION REQUESTED:** Award Bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems in the amount of \$13,552.00.

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

Funds Budgeted: If Yes  Account # 591-536-975.000 & 590-536-975.000 No \_\_\_\_\_ N/A \_\_\_\_\_

Finance Approval MDS

## BACKGROUND INFORMATION

The FY 2019, Water and Sewer Budget includes funds to purchase office furniture for the Public Services Administration Offices, located at the Isabella Treatment Facility. Township wide, additional office space is needed to facilitate increased staffing levels across the entire organization. Current Public Services Department personnel from the Township Hall will be relocated to the remodeled facility. The remodel and relocation is necessary to alleviate some of the Township’s need for additional office space for current and new employees.

The bids are as follows:

Bidder	Amount
Custom Office Systems	\$13,552.00
NBS	\$18,619.00
Space, Inc.	\$13,670.34

The furniture bids were higher than estimated due to the purchase of four additional 42” wide lateral file cabinets for the facility. The initial furniture estimate done in early 2018, did not include the purchase of the four lateral file cabinets. The Public Service Department anticipated moving the current cabinets from the Township Hall to the new facility.

Listed below for your review is a project summary including changes in scope and cost.

Item	Original Estimated Cost	Changes in scope/cost	Revised Estimated Cost	Item Progress
General Filter Demolition and Removal Change in scope – removal of cement slab	\$10,160.00	\$2,300.00	\$12,460.00	100 %
Partial Roof Replacement (Otter Skin Flat Roof)	\$4,800.00		\$4,800.00	100%
Electrical upgrade and relocation (relocate well drives, new transformer installed, new main breaker installed, new panel installed)	\$10,250.00		\$10,250.00	100%
Architectural Design/Bidding/Construction Observation Services Change in scope – structural engineer	\$17,387.00	\$3,850.00	\$21,237.00	95%
Estimated Office Furniture/Supplies Purchase Change in scope – purchase of file cabinets	\$10,000.00	\$3,552.00	\$13,552.00	
Estimated Construction Cost	\$92,000.00	\$18,548.00	\$110,548.00	95%
Estimated IT Cost (install IT equipment/work station drops/camera installation)	\$5,000.00	(\$523.00)	\$4,477.00	85%
10% Contingency	\$9,200.00		\$9,200.00	
<b>Estimated Total Project Cost</b>	<b>\$158,797.00</b>	<b>\$27,727.00</b>	<b>\$186,524.00</b>	

### SCOPE OF SERVICES

Purchase of office furniture for Public Service Department Administration Offices

### JUSTIFICATION

It is recommended that the Township Board of Trustees award the bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems in the amount of \$13,512.00.

This recommendation is based on the following factors:

- Proposed purchase meets space and function needs
- Suppliers past performance – Township has purchased office furniture from supplier on at least three other occasions
- Cost

**PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

**COSTS**

\$13,552.00

The amount of this purchase will be paid from the Water & Sewer Funds as follows:

591-536-975.000	\$6,776.00
590-536-975.000	\$6,776.00

**PROJECT TIME TABLE**

Four to Six weeks after award

**RESOLUTION**

Approval of the bid for the purchase of office furniture for the Public Service Department Administrative Offices to Custom Office Systems in the amount of \$13,552.00.

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

Yes:

No:

Absent:



**Isabella Treatment Plant  
Furniture Quotes - 2019**

Jan-19

<u>Location</u>	<u>Custom Office Systems</u>	<u>NBS</u>	<u>Space Inc.</u>
Back Offices (2) remodeled area	\$ 4,359.00	\$ 5,729.74	\$ 3,557.84
Front Office (1) existing area	\$ 3,193.00	\$ 3,854.70	\$ 2,333.68
Desk Chairs ( 3)	\$ 600.00	\$ 1,199.46	\$ 1,170.00
Side Chairs (6)	\$ 600.00	\$ 1,462.86	\$ 1,133.82
File Cabinets (4)	\$ 4,800.00	\$ 5,036.24	\$ 4,025.00
Installation	included above	\$ 1,336.00	\$ 1,450.00
<b>Total</b>	<b>\$ 13,552.00</b>	<b>\$ 18,619.00</b>	<b>\$ 13,670.34</b>

Items not included in original project estimated furniture budget

<u>Township Hall Small Conference Room</u>	<u>Custom Office Systems</u>
Table (folding/96 x 36)	\$ 785.00
Nesting Chairs (10 @140.00 each)	\$ <u>1,400.00</u>
<b>Total</b>	<b>\$ 2,185.00</b>

# Custom Office Systems

233 W Main St  
 P.O. Box 17  
 Ionia, MI 48846  
 Phone: 616-527-1160  
 Email: todd@customofficesystems.com

## QUOTATION

<b>Name:</b>	Township of Union	<b>Quote No.</b>	#6995
	2010 S. Lincoln Road	<b>Date:</b>	2/14/2019
	Mt. Pleasant, MI 48858		

Qty.	Description	Unit	TOTAL
	Back Office One and Two		
2	60x30 Bullet	\$220.00	\$440.00
2	90x24 Worksurface	\$249.00	\$498.00
2	42x24 Worksurface	\$125.00	\$250.00
2	Column Post	\$75.00	\$150.00
2	42" Open Shelf	\$99.00	\$198.00
2	42" Tackboard	\$75.00	\$150.00
2	Task Light	\$75.00	\$150.00
2	36" Flipper Door Unit	\$175.00	\$350.00
2	Center Drawer	\$50.00	\$100.00
6	28" Wall Track	\$45.00	\$270.00
8	61" Wall Track	\$75.00	\$375.00
2	36" Tack Board	\$65.00	\$130.00
2	2 Drawer Lateral File Cabinet 42" Wide	\$349.00	\$698.00
1	Upcharge for non Standard Laminate		\$300.00
	<b>Total</b>		<b>\$4,059.00</b>
	<b>Installation</b>		<b>\$300.00</b>
			<b>\$4,359.00</b>
	<i>Thank you for your consideration</i>		

Back offices (2) Remodeled area

**Terms: 75% deposit with order & balance due upon receipt of invoice.**

# Custom Office Systems

233 W Main St  
 P.O. Box 17  
 Ionia, MI 48846  
 Phone: 616-527-1160  
 Email: todd@customofficesystems.com

## QUOTATION

<b>Name:</b> Township of Union 2010 S. Lincoln Road Mt. Pleasant, MI 48858	<b>Quote No.</b>	#6995
	<b>Date:</b>	2/14/2019

Qty.	Description	Unit	TOTAL
	Front Office		
		\$260.00	\$260.00
1	96x24 Bullet	\$249.00	\$249.00
1	96x24 Worksurface	\$135.00	\$135.00
1	42x24 Worksurface	\$75.00	\$75.00
1	Column Post	\$75.00	\$75.00
1	42" Open Shelf	\$99.00	\$99.00
1	42" Tackboard	\$75.00	\$75.00
1	Task Light	\$175.00	\$175.00
1	36" Flipper Door Unit	\$50.00	\$50.00
1	Span Bar for Support	\$50.00	\$50.00
1	Center Drawer	\$45.00	\$135.00
3	28" Wall Track	\$75.00	\$300.00
4	61" Wall Track	\$65.00	\$65.00
1	36" Tack Board	\$200.00	\$200.00
1	12-12 File Drawer	\$900.00	\$900.00
1	4drawer 42" Wide Lateral File Cabinet		
			\$150.00
	Upcharge for non Standard Laminate and it will take 4 weeks to get.		
	<b>Total</b>		\$2,993.00
	<b>Installation</b>		\$200.00
	<b>Total</b>		\$3,193.00
	<i>Thank you for your consideration</i>		

Front office (1) existing area

Terms: 75% deposit with order & balance due upon receipt of invoice.



Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
1	2749-UNV	5	S-LATJ5D42	Lateral File L Series Sq. (top Pull Out Shelf) 5 Drawer 42"	805.00	4025.00
			LATERAL FILES			
			...	Skipped Option		
2			SUBTOTAL	LATERAL FILES		4025.00
3	DIV	1	WFS-EPDV18 OFFICE 1	Standard End Panel - 18"	75.24	75.24
			EDGE	2mm Grade A		
			...	Skipped Option		
			LAMAISA	AIS GRADE B LAMINATES		
			...	Skipped Option		
			...	Skipped Option		
4	DIV	2	WPS-FP OFFICE 1	Flat Plate	5.53	11.06
5	DIV	1	WPS-SSSAL OFFICE 1	Side/Support Rear Bracket - Left	11.78	11.78
			...	SKIPPED OPTION		
6	DIV	1	WPS-SSSAR OFFICE 1	Side/Support Rear Bracket - Right	11.78	11.78
			...	Skipped Option		
7	DIV	3	WPS-UNCT24S OFFICE 1	Shared Cantilever - Single - 24D	23.80	71.40
			...	SKIPPED OPTION		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
8	DIV	1	WPS-VC60 OFFICE 1	U-Channel - 60W	28.37	28.37
9	UNV	1	A-PDRWP OFFICE 1	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87
10	UNV	1	A-TACKDV1936 OFFICE 1	Fabric Tackboard - 19H x 36W	65.62	65.62
			...	Skipped Option		
11	UNV	1	A-TACKDV1942 OFFICE 1	Fabric Tackboard - 19H x 42W	69.23	69.23
			...	Skipped Option		
12	UNV	5	A-WTRK60 OFFICE 1	Wall Track - 60H	31.49	157.45
			...	SKIPPED OPTION		
13	UNV	1	S-FDUDV42 OFFICE 1	Type C Flipper Unit - Solid Face - 42W	150.48	150.48
			RS-FDFFC42 FABRICTF	Fabric Door Tackboard/FDU - Fabric Selection		
			...	Skipped Option		
			...	Skipped Option		
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
14	UNV	1	A-LEDTL-61540 OFFICE 1	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00
15	UNV	1	S-PEDFFJ24 OFFICE 1  PAINTHA-15 ??	Pedestal - F/F - 24D  Paint Grade A INCOMPLETE OPTIONS	191.35	191.35
16	UNV	1	S-LATJ4D42  PAINTHA-15 ??	Lateral File L Series Sq. Front 4 Drawer 42"  Paint Grade A INCOMPLETE OPTIONS	630.00	630.00
17	UNV	1	S-SHFLDV36 OFFICE 1  ...	Linear End Shelf 36W - Divi  Skipped Option	57.93	57.93
18	UNV	1	W-WS2442 OFFICE 1  EDGE ... RW-GRRB GROMMETC ... ...	Rectangular - 2mm Edge - 24D x 42W  2mm Grade A Skipped Option B - Location 1 Grommet Cover Color Selection Skipped Option Skipped Option	98.08	98.08



Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
19	UNV	1	W-WSD2496 OFFICE 1	D-Top - 2mm Edge - 24D x 96W	224.76	224.76
			RW-GRDB GROMMETC W-GRC3B LAMAISMO RO-L0316 EDGE RO-E100 EDGE RO-E029-V2	B - Location 1 Grommet Cover Color Selection Grommet Cover - Black AIS Grade A Laminates Laminate - Cabinet Almond - (A-T-S) 2mm T-Mold Edge - Grade A - Curved Edging 2MM T-Mold - Cabinet Almond 2mm Grade A EDGE DETAIL 2MM BLACK RIGID SMOOTH		
20	UNV	1	W-WSD2484 OFFICE 1	D-Top - 2mm Edge - 24D x 84W	201.68	201.68
			EDGE ... EDGE ... RW-GRDB GROMMETC ... ...	2mm Grade A Skipped Option 2mm T-Mold Edge - Grade A - Curved Edging Skipped Option B - Location 1 Grommet Cover Color Selection Skipped Option Skipped Option		
21	UNV	1	WFS-LEG OFFICE 1	Combination Leg	72.60	72.60
			...	Skipped Option		
22	HSS	1	SJT-20-411A5A OFFICE 1	Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled	390.00	390.00
			(3A) ,3A-18 ,XT-1 ,TR-F ,TR-F	TELLURE GRD A BLACK GRD A CARBON GRD A BLACK GRD A BLACK GRD A		OFFICE chair

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
23	HAE	2	M600-2110	Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides,	188.97	377.94
			OFFICE 1			
			(3A) ,3A-18 ,TR-F	TELLURE GRD A BLACK GRD A BLACK GRD A		
						<i>2-Task chairs</i>
24			SUBTOTAL	OFFICE 1 - LARGER OFFICE		3101.62
			<i>Chairs: 767.94</i>	<i>2333.68</i>	<i>Front office Existing Bldg.</i>	
25	DIV	1	WFS-EPDV12 OFFICE 2	Standard End Panel - 12"	63.94	63.94
			EDGE	2mm Grade A		
			...	Skipped Option		
			LAMAISA	AIS GRADE B LAMINATES		
			...	Skipped Option		
			...	Skipped Option		
26	DIV	2	WPS-FP OFFICE 2	Flat Plate	5.53	11.06
27	DIV	1	WPS-SSSAL OFFICE 2	Side/Support Rear Bracket - Left	11.78	11.78
			...	SKIPPED OPTION		
28	DIV	1	WPS-SSSAR OFFICE 2	Side/Support Rear Bracket - Right	11.78	11.78
			...	Skipped Option		
29	DIV	3	WPS-UNCT24S OFFICE 2	Shared Cantilever - Single - 24D	23.80	71.40
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
30	UNV	1	A-PDRWP OFFICE 2	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87
31	UNV	1	A-TACKDV1936 OFFICE 2	Fabric Tackboard - 19H x 36W	65.62	65.62
			...	Skipped Option		
32	UNV	1	A-TACKDV1942 OFFICE 2	Fabric Tackboard - 19H x 42W	69.23	69.23
			...	Skipped Option		
33	UNV	5	A-WTRK60 OFFICE 2	Wall Track - 60H	31.49	157.45
			...	SKIPPED OPTION		
34	UNV	1	S-FDUDV42 OFFICE 2	Type C Flipper Unit - Solid Face - 42W	150.48	150.48
			RS-FDFFC42 FABRICTF	Fabric Door Tackboard/FDU - Fabric Selection		
			...	Skipped Option		
			...	Skipped Option		
			...	Skipped Option		
35	UNV	1	A-LEDTL-61540 OFFICE 2	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
36	UNV	1	S-LATJJ2D42	Lateral File L Series Sq. Front 2 Drawer 42" (no top)	391.35	391.35
			OFFICE 2			
			...	Skipped Option		
37	UNV	1	S-SHFLDV36	Linear End Shelf 36W - Divi	57.93	57.93
			OFFICE 2			
			...	Skipped Option		
38	UNV	1	W-WS2442	Rectangular - 2mm Edge - 24D x 42W	98.08	98.08
			OFFICE 2			
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
39	UNV	1	W-WS2490	WORKSURFACE RECT 24"D X 90"W X 1 1/8"TH	180.29	180.29
			OFFICE 2			
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
40	UNV	1	W-WSD3060 OFFICE 2	D-Top - 2mm Edge - 30D x 60W	161.06	161.06
			EDGE	2mm Grade A		
			...	Skipped Option		
			EDGECE	2mm T-Mold Edge - Grade A - Curved		
			...	Edging		
			RW-GRDB	Skipped Option		
			GROMMETC	B - Location 1		
			...	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
41	UNV	1	WFS-LEG OFFICE 2	Combination Leg	72.60	72.60
			...	Skipped Option		
42	HSS	1	SJT-20-411A5A OFFICE 2	Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled	390.00	390.00
			(3A)	TELLURE GRD A		
			,3A-18	BLACK GRD A		
			,XT-1	CARBON GRD A		
			,TR-F	BLACK GRD A		
			,TR-F	BLACK GRD A		
43	HAE	2	M600-2110 OFFICE 2	Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides,	188.97	377.94
			(3A)	TELLURE GRD A		
			,3A-18	BLACK GRD A		
			,TR-F	BLACK GRD A		

*OFFice chairs*

*Side chairs*

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
44			SUBTOTAL	OFFICE 2		2546.86
			<i>Chairs: 767.94</i>			
					<i>1779.92</i>	
<i>Back office - Remodeled Area</i>						
45	DIV	1	WFS-EPDV12 OFFICE 3	Standard End Panel - 12"	63.94	63.94
			EDGE	2mm Grade A		
			...	Skipped Option		
			LAMAISA	AIS GRADE B LAMINATES		
			...	Skipped Option		
			...	Skipped Option		
46	DIV	2	WPS-FP OFFICE 3	Flat Plate	5.53	11.06
47	DIV	1	WPS-SSSAL OFFICE 3	Side/Support Rear Bracket - Left	11.78	11.78
			...	Skipped Option		
48	DIV	1	WPS-SSSAR OFFICE 3	Side/Support Rear Bracket - Right	11.78	11.78
			...	Skipped Option		
49	DIV	3	WPS-UNCT24S OFFICE 3	Shared Cantilever - Single - 24D	23.80	71.40
			...	SKIPPED OPTION		
50	UNV	1	A-PDRWP OFFICE 3	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
51	UNV	1	A-TACKDV1936 OFFICE 3	Fabric Tackboard - 19H x 36W	65.62	65.62
			...	Skipped Option		
52	UNV	1	A-TACKDV1942 OFFICE 3	Fabric Tackboard - 19H x 42W	69.23	69.23
			...	Skipped Option		
53	UNV	5	A-WTRK60 OFFICE 3	Wall Track - 60H	31.49	157.45
			...	Skipped Option		
54	UNV	1	S-FDUDV42 OFFICE 3	Type C Flipper Unit - Solid Face - 42W	150.48	150.48
			RS-FDFFC42 FABRICTF	Fabric Door Tackboard/FDU - Fabric Selection		
			...	Skipped Option		
			...	Skipped Option		
			...	Skipped Option		
55	UNV	1	A-LEDTL-61540 OFFICE 3	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00
56	UNV	1	S-LATJJ2D42 OFFICE 3	Lateral File L Series Sq. Front 2 Drawer 42" (no top)	391.35	391.35
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
57	UNV	1	S-SHFLDV36 OFFICE 3	Linear End Shelf 36W - Divi	57.93	57.93
			...	Skipped Option		
58	UNV	1	W-WS2442 OFFICE 3	Rectangular - 2mm Edge - 24D x 42W	98.08	98.08
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
59	UNV	1	W-WS2490 OFFICE 3	WORKSURFACE RECT 24"D X 90"W X 1 1/8"TH	180.29	180.29
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
60	UNV	1	W-WSD3060 OFFICE 3	D-Top - 2mm Edge - 30D x 60W	161.06	161.06
			EDGE	2mm Grade A		
			...	Skipped Option		
			EDGECE	2mm T-Mold Edge - Grade A - Curved		
			...	Edging		
			RW-GRDB	Skipped Option		
			GROMMETC	B - Location 1		
			...	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		



Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
61	UNV	1	WFS-LEG OFFICE 3	Combination Leg	72.60	72.60
			...	Skipped Option		
62	HSS	1	SJT-20-411A5A  OFFICE 3  (3A) ,3A-18 ,XT-1 ,TR-F ,TR-F	Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled  TELLURE GRD A BLACK GRD A CARBON GRD A BLACK GRD A BLACK GRD A	390.00	390.00
63	HAE	2	M600-2110  OFFICE 3  (3A) ,3A-18 ,TR-F	Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides,  TELLURE GRD A BLACK GRD A BLACK GRD A	188.97	377.94
64			SUBTOTAL	OFFICE 3		2546.86
			Chairs: 767.94		1778.92	
65	ZM5	1	PM	PROJECT MANAGEMENT - VALUE ADD TO CLIENT	0.00	0.00
66	ZPA	1	LABOR	INSTALLATION - BUDGET ONLY	1450.00	1450.00
				QUOTED AS NORMAL DAYTIME HOURS MON - FRI 8:00 - 5:00. NO STAIR CARRY		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
67			SUBTOTAL	INSTALLATION FOR ALL		1450.00

Total Customer: \$13,670.34

**Quote To**

Future Customer  
 Customer to advise  
 Troy, MI, 48083

**Ship To**

Kim Smith  
 Union Township  
 2010 S. Lincoln Rd  
 Mount Pleasant, MI, 48858

*Painted top Doors VS. Fabric  
 (Fabric Not available)*

Phone +1 (989) 772-4600

Sales Location GLBR

Description	Quantity	Unit Price	Extended Price
<b>OFFICE 1</b>			
1 ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W STEELCASE Tag For OFFICE 1 CD	1*	51.45	51.45
2 RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS NOOPTBKT: STD:NO OPTIONAL BRACKETS STEELCASE Tag For OFFICE 1 OH/42/16	1*	354.28	354.28
3 RDS36TAK - Shelf-Personal, Answer / Kick application, 36W BASIC: 7236 FOG STEELCASE Tag For OFFICE 1 SH/36	1*	113.49	113.49

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Description	Quantity	Unit Price	Extended Price
4 RLF18422F - Universal; Lateral file, 2 drawers, Flush steel front, 18D x 42W x 28H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS NO TOP: NO TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S CNTRWT: *OPT:COUNTERWEIGHT PKG UNIV: UNIVERSAL COUNTERWEIGHT BASE OPT: *OPT:BASE OPTIONS UNIVBASE: UNIVERSAL BASE STEELCASE Tag For OFFICE 1 LF/2/42	1*	633.05	633.05
5 TS714WSP - Support-Plate, 14D STEELCASE Tag For OFFICE 1 14	2*	36.01	72.02
6 TS71836TB - Tackboard, 18H x 36W SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 1 TB/36	1*	82.39	82.39
7 TS71842TB - Tackboard, 42W x 18H SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 1 TB/42	1*	90.29	90.29
8 TS7BSWHC - Wall hanging channel, 66H BASIC: 7236 FOG	2*	60.20	120.40

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Description	Quantity	Unit Price	Extended Price
<b>8</b> STEELCASE <b>Tag For</b> OFFICE 1 WC			
<b>9</b> UCOL - Column support-Worksurface <b>BASIC:</b> 7236 FOG STEELCASE <b>Tag For</b> OFFICE 1 COL	1*	142.59	142.59
<b>10</b> UDPL - Post leg, Double, Glides, 28 1/2H <b>LEGS:</b> 7236 FOG STEELCASE <b>Tag For</b> OFFICE 1 DLD	2*	180.59	361.18
<b>11</b> UPBC3060 - Worksurface-Bullet peninsula, Plastic edge, Laminate, Curved, 30D x 59 1/2W <b>EDGE:</b> 6053 SEAGULL <b>TOP-SURF:</b> 2883 SEAGULL <b>WKSF OPT:</b> *OPT:WORKSURFACE OPTION <b>OMIT:</b> OMIT SCALLOPS STEELCASE <b>Tag For</b> OFFICE 1 30/60	1*	295.07	295.07
<b>12</b> UPL - Post leg, Glides, 28 1/2H <b>LEGS:</b> 7236 FOG STEELCASE <b>Tag For</b> OFFICE 1 PL	2*	64.14	128.28
<b>13</b> USWS - Worksurface-Straight, Laminate, Plastic edge profile <b>Size Option:</b> Modular <b>Depth:</b> 24.00000 <b>Width:</b> 42.00000 <b>Top Surface Finish:</b> Solid HPL 2883 - SEAGULL <b>Grain Direction:</b> No Grain Direction <b>Edge Finish:</b> Plastic - PG1 6053 - SEAGULL <b>Power Access:</b> No Power Access <b>Scallop:</b> With Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> With Cord Drop <b>Depth with Cord Drop:</b> 23.50000	1*	116.93	116.93

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Description	Quantity	Unit Price	Extended Price
13 STEELCASE Tag For OFFICE 1 24/42			
14 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 90.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 1 24/90	1*	303.45	303.45
<b>Sub Total</b>			<i>W - Office</i> <i>New Space / Back Area</i> <b>2,864.87</b>
<b>MICHIGAN 6% TAX</b>			<b>171.89</b>
<b>Total</b>			<b>3,036.76</b>
<b>OFFICE 2</b>			
15 ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W STEELCASE Tag For OFFICE 2 CD	1*	51.45	51.45
16 RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS	1*	354.28	354.28

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Description	Quantity	Unit Price	Extended Price
<b>16 NOOPTBKT: STD:NO OPTIONAL BRACKETS</b> STEELCASE Tag For OFFICE 2 OH/42/16			
<b>17 RDS36TAK - Shelf-Personal, Answer / Kick application, 36W</b> BASIC: 7236 FOG STEELCASE Tag For OFFICE 2 SH/36	1*	113.49	113.49
<b>18 RLF18422F - Universal; Lateral file, 2 drawers, Flush steel front, 18D x 42W x 28H</b> BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS NO TOP: NO TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S CNTRWT: *OPT:COUNTERWEIGHT PKG UNIV: UNIVERSAL COUNTERWEIGHT BASE OPT: *OPT:BASE OPTIONS UNIVBASE: UNIVERSAL BASE STEELCASE Tag For OFFICE 2 LF/2/42	1*	633.05	633.05
<b>19 TS714WSP - Support-Plate, 14D</b> STEELCASE Tag For OFFICE 2 14	2*	36.01	72.02
<b>20 TS71836TB - Tackboard, 18H x 36W</b> SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 2 TB/36	1*	82.39	82.39
<b>21 TS71842TB - Tackboard, 42W x 18H</b>	1*	90.29	90.29

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Description	Quantity	Unit Price	Extended Price
<b>21 SURFACE: P200 NEW RICE</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> STEELCASE <b>Tag For OFFICE 2</b> <b>TB/42</b>			
<b>22 TS7BSWHC - Wall hanging channel, 66H</b> <b>BASIC: 7236 FOG</b> STEELCASE <b>Tag For OFFICE 2</b> <b>WC</b>	2*	60.20	120.40
<b>23 UCOL - Column support-Worksurface</b> <b>BASIC: 7236 FOG</b> STEELCASE <b>Tag For OFFICE 2</b> <b>COL</b>	1*	142.59	142.59
<b>24 UDPL - Post leg, Double, Glides, 28 1/2H</b> <b>LEGS: 7236 FOG</b> STEELCASE <b>Tag For OFFICE 2</b> <b>DLD</b>	2*	180.59	361.18
<b>25 UPBC3060 - Worksurface-Bullet peninsula, Plastic edge, Laminate,</b> Curved, 30D x 59 1/2W <b>EDGE: 6053 SEAGULL</b> <b>TOP-SURF: 2883 SEAGULL</b> <b>WKSF OPT: *OPT:WORKSURFACE OPTION</b> <b>OMIT: OMIT SCALLOPS</b> STEELCASE <b>Tag For OFFICE 2</b> <b>30/60</b>	1*	295.07	295.07
<b>26 UPL - Post leg, Glides, 28 1/2H</b> <b>LEGS: 7236 FOG</b> STEELCASE <b>Tag For OFFICE 2</b> <b>PL</b>	2*	64.14	128.28
<b>27 USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option: Modular</b> <b>Depth: 24.00000</b> <b>Width: 42.00000</b>	1*	116.93	116.93

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Description	Quantity	Unit Price	Extended Price
27 <b>Top Surface Finish: Solid HPL 2883 - SEAGULL</b> Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: With Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For        OFFICE 2 24/42			
28 <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> Size Option: Modular Depth: 24.00000 Width: 90.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For        OFFICE 2 24/90	1*	303.45	303.45
<b>Sub Total</b>			<b>2,864.87</b>
<b>MICHIGAN 6% TAX</b>			<b>171.89</b>
<b>Total</b>			<b>3,036.76</b>
<b>OFFICE 3</b>			
29 <b>ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W</b> STEELCASE Tag For        OFFICE 3 ASHC1921X1	1*	51.45	51.45
30 <b>RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W</b> BASIC: 7236 FOG	1*	354.28	354.28

*E - OFFICE*  
*New area Back*

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Description	Quantity	Unit Price	Extended Price
<b>30</b> LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS NOOPTBKT: STD:NO OPTIONAL BRACKETS STEELCASE Tag For OFFICE 3 OH/42/16			
<b>31</b> RDS36TAK - Shelf-Personal, Answer / Kick application, 36W BASIC: 7236 FOG STEELCASE Tag For OFFICE 3 SH/36	1*	113.49	113.49
<b>32</b> RLF18424F - Universal; Lateral file, 4 drawers, Flush steel front, 18D x 42W x 52H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS STL TOP: STD:1" STEEL TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S WGHT PKG: *OPT:COUNTERWEIGHT PKG WEIGHT: COUNTERWEIGHT PKG STEELCASE Tag For OFFICE 3 LF/4/42	1*	1,135.86	1,135.86
<b>33</b> RPF2427BF - Pedestal-Fixed, 2 file, Flush steel front, 22 5/8D x 15W x 27H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND	1*	322.70	322.70

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER

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Description	Quantity	Unit Price	Extended Price
<b>33</b> <b>PULLS: *OPT:PULL OPTIONS</b> <b>INT PULL: STD:INTEGRAL J, PULL</b> <b>LOCK OPT: *OPT:LOCK OPTIONS</b> <b>SINGLELK: STD:SINGLE LOCK</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  FF/15</b>			
<b>34</b> <b>TS714WSP - Support-Plate, 14D</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  14</b>	1*	36.01	36.01
<b>35</b> <b>TS71836TB - Tackboard, 18H x 36W</b> <b>SURFACE: P200 NEW RICE</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  TB/36</b>	1*	82.39	82.39
<b>36</b> <b>TS71842TB - Tackboard, 42W x 18H</b> <b>SURFACE: P200 NEW RICE</b> <b>FAB DIR: *OPT:FABRIC DIRECTION</b> <b>HORZ: STD:HORIZONTAL APPLICATION</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  TB/42</b>	1*	90.29	90.29
<b>37</b> <b>TS720WSP - Support plate, 20D</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  20</b>	1*	36.01	36.01
<b>38</b> <b>TS7BSWHC - Wall hanging channel, 66H</b> <b>BASIC: 7236 FOG</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  WC</b>	2*	60.20	120.40
<b>39</b> <b>TS7WKSPT39 - Reinforcing channel, 39W</b> <b>STEELCASE</b> <b>Tag For        OFFICE 3</b> <b>                  RC</b>	1*	25.66	25.66
<b>40</b> <b>UCOL - Column support-Worksurface</b>	1*	142.59	142.59

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ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
<b>40</b> <b>BASIC: 7236 FOG</b> <b>STEELCASE</b> <b>Tag For</b> <b>OFFICE 3</b> <b>COL</b>			
<b>41</b> <b>UDPL - Post leg, Double, Glides, 28 1/2H</b> <b>LEGS: 7236 FOG</b> <b>STEELCASE</b> <b>Tag For</b> <b>OFFICE 3</b> <b>DLD</b>	1*	180.59	180.59
<b>42</b> <b>UFC24T - Leg-Universal, Table, Closed, 24D</b> <b>BASIC: 7236 FOG</b> <b>STEELCASE</b> <b>Tag For</b> <b>OFFICE 3</b> <b>CL-TB/24</b>	1*	330.59	330.59
<b>43</b> <b>UPBC2472 - Worksurface-Bullet peninsula, Curved, 24D x 71 1/2W</b> <b>EDGE: 6053 SEAGULL</b> <b>TOP-SURF: 2883 SEAGULL</b> <b>WKSF OPT: *OPT:WORKSURFACE OPTION</b> <b>OMIT: OMIT SCALLOPS</b> <b>STEELCASE</b> <b>Tag For</b> <b>OFFICE 3</b> <b>24/72</b>	1*	266.45	266.45
<b>44</b> <b>UPL - Post leg, Glides, 28 1/2H</b> <b>LEGS: 7236 FOG</b> <b>STEELCASE</b> <b>Tag For</b> <b>OFFICE 3</b> <b>PL</b>	1*	64.14	64.14
<b>45</b> <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b> <b>Size Option: Modular</b> <b>Depth: 24.00000</b> <b>Width: 66.00000</b> <b>Top Surface Finish: Solid HPL 2883 - SEAGULL</b> <b>Grain Direction: No Grain Direction</b> <b>Edge Finish: Plastic - PG1 6053 - SEAGULL</b> <b>Power Access: No Power Access</b> <b>Scalloped: No Scalloped</b> <b>Grommet: No Grommet</b> <b>Cord Drop: With Cord Drop</b>	1*	177.13	177.13

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER

ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
45    Depth with Cord Drop: 23.50000 STEELCASE Tag For        OFFICE 3 24/66			
46    USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 96.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For        OFFICE 3 24/96	1*	324.67	324.67
Sub Total <i>Front OFFICE Existing Space</i>			<b>3,854.70</b>
MICHIGAN 6% TAX			<b>231.28</b>
Total			<b>4,085.98</b>
47    LOT - Installation NBS GLBR	1*	1,336.00	1,336.00
48    RLF18425F - Universal; Lateral file, 1 lift up door / fixed shelf, 4 drawers, Flush steel front, 18D x 42W x 65 1/2H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK PLUG WGHT PKG: *OPT:COUNTERWEIGHT PKG WEIGHT: COUNTERWEIGHT PKG STEELCASE	3*	1,259.06	3,777.18
49    435A00 - Steelcase Series 1; Chair-Task Back Finish: 3D Microknit 5T20 - NICKEL Back Color Scheme: Non-Contrasting Outer Back Outer Back Finish: Plastic - PG1 6249 - PLATINUM SOLID Seat Finish: Cogent: Connect 5S25 - GRAPHITE	3*	399.82	1,199.46

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER

ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
49 <b>Frame Finish: Plastic - PG1 6053 - SEAGULL</b> <b>Arm Type: Height,Width,Pivot,Depth Arm</b> <b>Cylinder Type: Standard Range</b> <b>Base Type: Plastic Base</b> <b>Base Finish: Plastic - PG1 6053 - SEAGULL</b> <b>Lumbar Option: Adjustable Lumbar</b> <b>Caster or Glide Type: Hard Casters</b> <b>Soil Retardant Option: No Soil Retardant</b> <b>Sewn Upholstery Type: Non Sewn</b> STEELCASE			
50 <b>475410M - Player; Chair-Leg base, No arms, Glides</b> <b>BACK: 5S25 GRAPHITE</b> <b>FRAME: 6249 PLATINUM SOLID</b> <b>SEAT: 5S25 GRAPHITE</b> STEELCASE	6*	243.81	1,462.86

**Quotation Totals**

Sub Total	<b>17,359.94</b>
<b>MICHIGAN 6% TAX</b>	<b>1,041.60</b>
<b>Grand Total</b>	<b>18,401.54</b>

End of Quotation

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**To:** Township Manager, Mark Stuhldreher      **DATE:** 02-06-2019  
**FROM:** Township Planner, Peter Gallinat      **DATE FOR BOARD CONSIDERATION:** 02-27-2019  
**ACTION REQUESTED:** Re-Introduce Ordinance 2019-01. Charter Township of Union Prohibition of Marihuana Establishments Ordinance.

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

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

Finance Approval  MDS

### BACKGROUND INFORMATION

On November 6, 2018 the voters in the State of Michigan approved Proposal 2018-1. This proposal has already gone into effect. Proposal 2018-1 pertains to recreational Marihuana instead of medicinal Marihuana which was approved by voters in November of 2008. The Township cannot prohibit or regulate the use of Marihuana. The Township may only prohibit through an ordinance any or all types of recreational Marihuana establishments.

On December 19, 2018 Ord 2019-01 was introduced for a first reading to the Board of Trustees. During that meeting some discussion occurred but, no action was taken. The Ordinance has been modified to include an "Amendment" section to the Ordinance. The Township Board may amend or repeal at any time by Ordinance.

### SCOPE OF SERVICES

This ordinance (attached) prohibits Marihuana establishments within the boundaries of the Charter Township of Union. It further provides the following:

- Provides penalties for violation of this ordinance.
- Provides for severability of this ordinance.
- Repeals all ordinances or parts of ordinances in conflict therewith

### JUSTIFICATION

The State of Michigan has one (1) year to establish a new regulatory system for potential Marihuana establishments. Not knowing what that regulatory system will be now this "Opt-Out" ordinance provides the Township time to evaluate whether to "Opt-In" once a regulatory system has been established. If a municipality does not have a prohibiting ordinance the State of Michigan will issue a license to qualifying recreational Marihuana facilities wishing to locate in the Township once the new regulatory system is established.

### PROJECT IMPROVEMENTS

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

1. Community well-being and common good.

**COSTS**

N/A

**PROJECT TIME TABLE**

The ordinance is first introduced to the Township Board for a 1<sup>st</sup> reading. If the Board does so choose they may vote to have a public hearing published for the adoption of the ordinance at their next meeting. Following the public hearing the Township Board may adopt the ordinance along with publishing in the paper a notice of the ordinance's adoption. The ordinance shall take effect 7 days after the notice of adoption has been published.

**RESOLUTION**

It is further resolved that the Board of Trustees will hold a public hearing regarding the adoption of ordinance 2019-01 on March 9, 2019.

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

Yes:  
No:  
Absent:



**CHARTER TOWNSHIP OF  
UNION  
COUNTY OF ISABELLA, STATE OF MICHIGAN ORDINANCE**

**NO. 2019-01**

**ADOPTED: February 27, 2019**

**EFFECTIVE: March 9, 2019**

**PROHIBITION OF MARIHUANA ESTABLISHMENTS ORDINANCE**

An ordinance to provide a title for the ordinance; to define words; to prohibit marihuana establishments within the boundaries of the Charter Township of Union pursuant to Initiated Law 1 of 2018, MCL *et seq.*, as may be amended; to provide penalties for violation of this ordinance; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; Amendment process; and to provide an effective date.

**THE CHARTER TOWNSHIP OF  
UNION  
ISABELLA COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I  
TITLE**

This ordinance shall be known as and may be cited as the Charter Township of Union Prohibition of Marihuana Establishments Ordinance.

**SECTION II  
DEFINITIONS**

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL *et seq.*, as may be amended.

**SECTION III  
NO MARIHUANA ESTABLISHMENTS**

The Charter Township of Union hereby prohibits all Marihuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL *et seq.*, as may be amended unless and until provision outlined in Section VII are effectuated.

**SECTION IV**  
**VIOLATIONS AND PENALTIES**

1. Any person who disobeys neglects or refuses to comply with any provision of this ordinance or who causes allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.
2. A violation of this ordinance is a municipal civil infraction, for which the fines shall not be less than \$100 nor more than \$500, in the discretion of the Court. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.
3. Each day during which any violation continues shall be deemed a separate offense.
4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.
5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township Board from time to time.

**SECTION V**  
**SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

**SECTION VI**  
**REPEAL**

All ordinance or parts of ordinances in conflict herewith are hereby repealed.

**SECTION VII**  
**AMENDMENT**

The Township Board may amend or repeal this Ordinance at any time by Ordinance.

**SECTION VIII**  
**EFFECTIVE DATE**

This ordinance shall take effect March 9, 2019.

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

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

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Township Manager, Mark Stuhldreher

**DATE:** 02-21-2019

**FROM:** Township Planner, Peter Gallinat

**DATE FOR BOARD CONSIDERATION:** 02-27-2019

**ACTION REQUESTED:** Introduce Zoning Map Amendment Ordinance 2019-02 rezone a portion of R-3A (Multiple Family Residential District) to B-5 (Highway Business District) located at S. Lincoln Rd. PID 14-020-20-001-05. Vote to hold public hearing on March 27, 2019 and publish notice of public hearing in newspaper.

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

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

Finance Approval MDS

## BACKGROUND INFORMATION

The rezone request is located at S. Lincoln Rd on a vacant parcel (PID 14-020-20-001-05 zoned R-3A (Multiple Family Residential District). The request is to only rezone a portion of the property from R-3A to B-5 for the expansion of an existing self-storage building operation. The application was first submitted for review at the November 2018 Planning Commission meeting. At that time the applicant withdrew the request to later submit at another time.

The rezone request was re-submitted for review at the January 2019 Planning Commission meeting. In addition to the rezone request the applicant simultaneously requested a special use permit at a different location for the same purpose of expanding an existing self-storage building operation. The Planning Commission held public hearings for both items and carefully considered each request. The Planning Commission voted to postpone the consideration of SUP 2019-01 to allow process of REZ 2019-01 and related site plan and land use approvals to proceed to finality before a decision on SUP 2019-01 is made.

The Planning Commission voted to recommend approval of REZ 2019-01 because the rezone would be contiguous to the existing zoning, conforms with the FLU Map, Rural Buffer and Growth Boundary. Township utilities are available at the boundary line of the rezone request. The rezone request would allow for maximum development of the existing B-5 parcels along M-20.

If the Zoning Map Amendment Ordinance 2019-02 is ultimately adopted the applicant would later need submit and receive approval for a Special Land Use permit for self-storage buildings in a B-5 District. A site plan needs to be reviewed and approved by the Planning Commission as well.

## SCOPE OF SERVICES

N/A

## JUSTIFICATION

The rezoning request has been reviewed by the Township Planning Commission and recommended approval. The rezoning request was forwarded to the Isabella County Planning Commission January 24<sup>th</sup> to be reviewed on February 14<sup>th</sup>. The 2-14-19 County Planning Commission meeting was canceled however the approval of the County Planning Commission shall be conclusively presumed unless the Commission has notified the Township Clerk within 30 days of its receipt to the contrary. The County does plan to review the request on March 14<sup>th</sup>, 2019.

**PROJECT IMPROVEMENTS**

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

- 1. Commerce

**COSTS**

N/A

**PROJECT TIME TABLE**

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

**RESOLUTION**

It is further resolved that the Board of Trustees shall hold a public hearing for the adoption of Ord 2019-02 on March 27, 2019.

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

- Yes:
- No:
- Absent:



APPLICATION FOR ZONING CHANGE  
CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

APPLICATION NO. \_\_\_\_\_ DATE \_\_\_\_\_

A. I (WE) McGuirk Mini Storage, Inc.

Address 755 MEADOWBROOK PO BOX 987 MOUNT PLEASANT, MI 48858

Phone 231-947-1900

hereby file an application with the Township Clerk's office to:

- 1.  Add to or change the text of the Zoning Ordinance.
- 2.  Change the district boundaries.
- 3.  Re-zone the property from R-3A  
zoning classification to B-5  
zoning classification.

B. If this application is for a text amendment please describe in detail what you would like to change. Give section numbers and proposed changes, standards, and procedures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If this application is for the re-zoning of property please provide a complete legal description.

SEE ATTACHED  
\_\_\_\_\_  
\_\_\_\_\_

D. If this application is for re-zoning please provide a complete common description. (address, cross roads, etc.)

Ramus and Lincoln  
\_\_\_\_\_  
\_\_\_\_\_

E. Please provide reasons for requesting text amendment or zoning change and include intended use of any land, buildings, or structures.

To expand the self-storage business currently adjacent and to the north.  
\_\_\_\_\_  
\_\_\_\_\_

F. Please provide a site plan for any property to be re-zoned following the requirements outlined in Section 12 of the Union Township Zoning Ordinance 1991-5.

G. List names and addresses of property owners lying within 300 feet of the property to be re-zoned. (use separate sheet)

H. List all or any easements or right-of-ways which have been granted said properties herein described.

SEE ATTACHED

CERTIFICATION:

I (WE) hereby certify that the above information is accurate and assume responsibility for any error.

SIGNED:

Applicant

Date

Applicant

Date

Applicant

Date

\*\*\*\*\*

\*\* FOR OFFICE USE ONLY \*\*

Date application referred to Planning Commission

Date public hearing notice published

Date public hearing notice mailed

Planning Commission Action. \_\_\_ Adopted \_\_\_ Denied Date

Date referred to County Planning Commission

Township Board Action \_\_\_ Adopted \_\_\_ Denied Date

Remarks:

FEE

RECEIPT NO.

**REZONING ITEMS:**

**Item C: Legal Description of portion of parcel for rezoning**

**EXISTING R-3A PARCEL DESCRIPTION: PROPOSED REZONE TO B-5**

A PARCEL OF LAND IN THE NORTHEAST 1/4 OF SECTION 20, T.14 N. - R.04 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE NORTHEAST CORNER OF SAID SECTION 20; THENCE S.00°-55'-57"E., ON AND ALONG THE EAST LINE OF SAID SECTION, 700.00 FEET; THENCE S.89°-42'-08"W., PARALLEL WITH THE NORTH LINE OF SAID SECTION, 1327.12 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S.00°-39'-12"E., ON AND ALONG SAID EAST 1/8 LINE, 622.35 FEET TO ITS INTERSECTION WITH THE NORTH 1/8 LINE OF SAID SECTION; THENCE S.89°-41'-48"W., ON AND ALONG SAID NORTH 1/8 LINE, 619.03 FEET; THENCE N.00°-55'-57"W., PARALLEL WITH SAID EAST SECTION LINE, 622.41 FEET; THENCE N.89°-42'-08"E., PARALLEL WITH SAID NORTH SECTION LINE, 622.03 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 8.87 ACRES OF LAND AND SUBJECT TO AND TOGETHER WITH ANY EASEMENTS AND/OR RESTRICTIONS OF RECORD.

**Item G:**

A & K REAL ESTATE HOLDINGS LLC  
1414 W HIGH ST  
MOUNT PLEASANT, MI 48858

ANDERSON RYAN M  
1944 LEROY LN  
MOUNT PLEASANT, MI 48858

CENTRAL MICHIGAN CHRISTIAN CHU  
3433 S LINCOLN RD  
MT PLEASANT, MI 48858

CENTRAL CONCRETE PRODUCTS  
PO BOX 389  
MOUNT PLEASANT, MI 48804-0389

CHIMNER KATHLEEN K  
3332 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

ELMORE ROBERT  
1890 LEROY LN  
MT PLEASANT, MI 48858

ENGELHARDT BRIAN D & LINDSAY J  
1924 LEROY LANE  
MT PLEASANT, MI 48858

FIGG RICHARD & BETTY  
1239 E BROOMFIELD RD  
MOUNT PLEASANT, MI 48858

HOMEBUILDERS ASSOCIATION OF CE  
2026 INDEPENDENCE DR  
MT PLEASANT, MI 48858



KEEHBAUCH KURT & KELLY  
3410 S LINCOLN  
MT PLEASANT, MI 48858

KLEIN EDWARD R & DENEEN E  
772 E PICKARD RD  
MOUNT PLEASANT, MI 48858

LEE SEUNG EUN & SOOYEN  
1846 LEROY LN  
MOUNT PLEASANT, MI 48858

LOGAN JORDAN M  
3333 S LINCOLN RD  
MT PLEASANT, MI 48858

MCGUIRK LEROY E  
6581 EGYPT RIDGE RD  
ROCKFORD, MI 49341

PARTIE BRIAN  
2215 COMMERCE DR\*\*  
MT PLEASANT, MI 48858

PLETCHER TIMOTHY A & JENNIFER  
3412 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

ROHMAN LAND LLC  
416 SMALLEY DRIVE  
MT PLEASANT, MI 48858

SONI VIDU & LEENA & DEEPA  
1839 LEROY LN  
MOUNT PLEASANT, MI 48858

UNION FARMS LLC  
1720 E PICKARD RD  
MT PLEASANT, MI 48858

WANG QIAN & LING ZHANG  
1810 LEROY LANE  
MOUNT PLEASANT, MI 48858

WHITEFOOT MELISSA  
3315 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

**Item H: Refer to drawing**

## UNION TOWNSHIP PUBLIC HEARING NOTICE –REZONING

NOTICE is hereby given that a Public Hearing will be held on Tuesday, January 15, 2019, at 7:00 p.m. at the Union Township Hall located at 2010 South Lincoln Road, Mt. Pleasant, Michigan, before the Union Township Planning Commission for the purpose of hearing any interested persons in the following request for a rezoning a portion of property from R-3A (Multiple-Family Residential District) to B-5 (Highway Business District) to expand existing self-storage business adjacent to the North as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by **McGuirk Mini Storage Inc.** rezoning a portion of R-3A (Multiple-Family Residential District) to B-5 (Highway Business District).

Legal Description of property: T14N R4W, SEC 20, COM 1575.04 FT S OF NE COR , TH W 633.42 FT; TH N01°03'50" W 881.74 FT; TH S89°42'08"W 1313.6 FT; TH S 622.41 FT, E 619.03 FT, S 658.67 FT, E 1333.25 FT, N 406.35 TO POB CONTAINING 35.27 ACRES

This property is located at: S. Lincoln Rd. MOUNT PLEASANT, MI 48858  
PID 14-020-20-001-05

All interested persons may submit their views in person, in writing, or by signed proxy prior to the public hearing or at the public hearing.

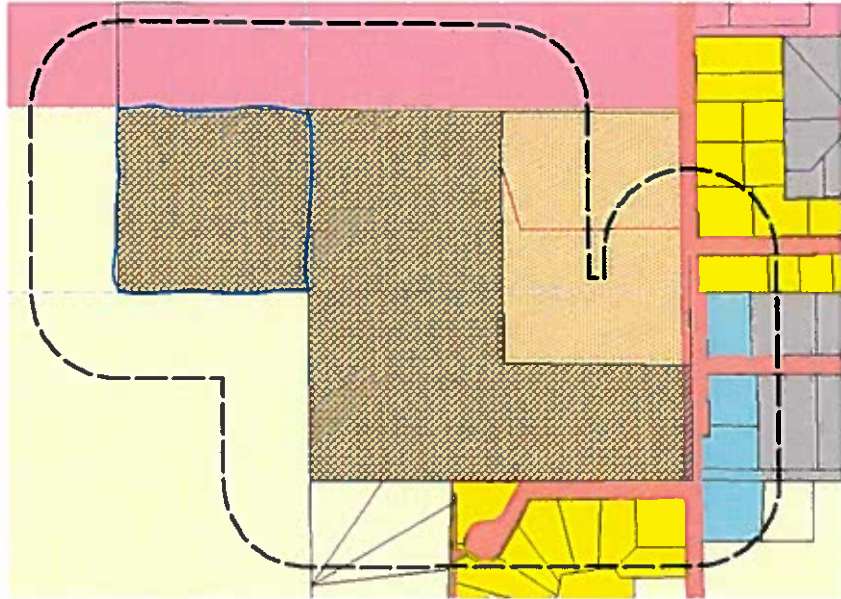
All materials concerning this request may be seen at the Union Township Hall, located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Phone (989) 772 4600 extension 241.

Peter Gallinat,  
Township Planner



The parcel outlined in GREEN is the subject parcel. This parcel is zoned R-3A (Multiple Family Residential District). The northwest upper corner of the parcel which I have separated with a BLUE line for visual appearance (not to scale) the portion of the parcel subject to be rezoned from R-3A to B-5 (Highway Business District) This rezone request is to allow the owner to pursue a Special use permit expanding existing self-storage buildings on the parcel to the north. The yellow line represents property within 300 ft of the subject parcel. PLEASE NOTE, the YELLOW does NOT represent parcels subject to a rezone.

Below: BROWN = R3A. PINK = B-5. YELLOW = R-2A. BLUE = Office Service. GREY = Light Industrial. TAN = Rural Residential. The BLUE BOX is the portion of the subject parcel requested to be rezoned from R-3A to B-5.



## AFFIDAVIT OF PUBLICATION

2125 Butterfield Dr, Suite 102N • Troy MI 48084

CHARTER TOWNSHIP OF UNION  
2010 S Lincoln

Mount Pleasant, MI 48858  
Attention: PETER GALLINAT

STATE OF MICHIGAN,  
COUNTY OF ISABELLA

The undersigned Cindy Slater, being duly sworn the he/she is the principal clerk of Morning Sun, morningstarpublishing.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

### CHARTER TOWNSHIP OF UNION

#### Published in the following edition(s):

Morning Sun	12/26/18
morningstarpublishing.com	12/26/18



Sworn to the subscribed before me this 2nd January 2019  
Tina M Crown  
Notary Public, State of Michigan  
Acting in Oakland County

#### UNION TOWNSHIP PUBLIC HEARING NOTICE -REZONING

NOTICE is hereby given that a Public Hearing will be held on Tuesday, January 15, 2019, at 7:00 p.m. at the Union Township Hall located at 2010 South Lincoln Road, Mt. Pleasant, Michigan, before the Union Township Planning Commission for the purpose of hearing any interested persons in the following request for a rezoning a portion of property from R-3A (Multiple-Family Residential District) to B-5 (Highway Business District) to expand existing self-storage business adjacent to the North as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by McGulrk Mini Storage Inc. rezoning a portion of R-3A (Multiple-Family Residential District) to B-5 (Highway Business District).

Legal Description of property: T14N R4W, SEC 20, COM 1575.04 FT S OF NE COR, TH W 633.42 FT; TH N01°03'50" W 881.74 FT; TH S89°42'08" W 1313.6 FT; TH S 622.41 FT, E 619.03 FT, S 658.67 FT, E 1333.25 FT, N 406.35 TO POB CONTAINING 35.27 ACRES

This property is located at: S. Lincoln Rd. MOUNT PLEASANT, MI 48858  
PID 14-020-20-001-05

All interested persons may submit their views in person, in writing, or by signed proxy prior to the public hearing or at the public hearing.

All materials concerning this request may be seen at the Union Township Hall, located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Phone (989) 772 4600 extension 241.

Peter Gallinat,  
Township Planner

Published: December 26, 2018

#### Advertisement Information

Client Id: 531226

Ad Id: 1720462

PO:

Sales Person: 200308

PARTIE BRIAN  
2215 COMMERCE DR\*\*  
MT PLEASANT, MI 48858

PARTIE BRIAN  
2215 COMMERCE DR\*\*  
MT PLEASANT, MI 48858

ROHMAN LAND LLC  
416 SMALLEY DRIVE  
MT PLEASANT, MI 48858

A & K REAL ESTATE HOLDINGS LLC  
1414 W HIGH ST  
MOUNT PLEASANT, MI 48858

HOMEBUILDERS ASSOCIATION OF CE  
2026 INDEPENDENCE DR  
MT PLEASANT, MI 48858

KLEIN EDWARD R & DENEEN E  
772 E PICKARD RD  
MOUNT PLEASANT, MI 48858

MCGUIRK MINI STORAGE INC  
PO BOX 530  
MT PLEASANT, MI 48804-0530

FIGG RICHARD & BETTY  
3860 ST ANDREWS DR  
MT PLEASANT, MI 48858

FIGG RICHARD & BETTY  
1239 E BROOMFIELD RD  
MOUNT PLEASANT, MI 48858

MCGUIRK MINI STORAGE INC  
PO BOX 530  
MT PLEASANT, MI 48804-0530

CHIMNER KATHLEEN K  
3332 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

KEEHBAUCH KURT & KELLY  
3410 S LINCOLN  
MT PLEASANT, MI 48858

PLETCHER TIMOTHY A & JENNIFER  
3412 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

KEEHBAUCH KURT & KELLY  
3410 S LINCOLN RD  
MT PLEASANT, MI 48858

UNION FARMS LLC  
1720 E PICKARD RD  
MT PLEASANT, MI 48858

MCGUIRK LEROY E  
6581 EGYPT RIDGE RD  
ROCKFORD, MI 49341

WHITEFOOT MELISSA  
3315 S LINCOLN RD  
MOUNT PLEASANT, MI 48858

CENTRAL MICHIGAN CHRISTIAN CHU  
3433 S LINCOLN RD  
MT PLEASANT, MI 48858

LOGAN JORDAN M  
3333 S LINCOLN RD  
MT PLEASANT, MI 48858

CENTRAL MICHIGAN CHRISTIAN CHU  
3433 S LINCOLN RD  
MT PLEASANT, MI 48858

CENTRAL CONCRETE PRODUCTS  
PO BOX 389  
MOUNT PLEASANT, MI 48804-0389

SONI VIDU & LEENA & DEEPA  
1839 LEROY LN  
MOUNT PLEASANT, MI 48858

ANDERSON RYAN M  
1944 LEROY LN  
MOUNT PLEASANT, MI 48858

ENGELHARDT BRIAN D & LINDSAY J  
1924 LEROY LANE  
MT PLEASANT, MI 48858

ELMORE ROBERT  
1890 LEROY LN  
MT PLEASANT, MI 48858

LEE SEUNG EUN & SOOYEN  
1846 LEROY LN  
MOUNT PLEASANT, MI 48858

WANG QIAN & LING ZHANG  
1810 LEROY LANE  
MOUNT PLEASANT, MI 48858

# PROPOSED PARCEL REZONING LINCOLN RD. & E. REMUS RD. (M-20)

B-5 ZONE	
MINIMUM FRONT YARD SETBACK	50 FT (A,B)
MINIMUM SIDE YARD SETBACK	20 FT (B)
MINIMUM REAR YARD SETBACK	25 FT (A,B)
MINIMUM LOT FRONTAGE	100 FT
MINIMUM LOT AREA (SQ FT)	16,000 SQ FT
MAXIMUM BUILDING HEIGHT	35 FT
MAXIMUM LOT COVERAGE (%)	30%

- A. OFF-STREET PARKING SHALL BE PERMITTED TO OCCUPY A PORTION OF THE REQUIRED FRONT YARD, PROVIDED THAT THERE SHALL BE MAINTAINED A MINIMUM UNOBSTRUCTED AND LANDSCAPED SETBACK OF TEN (10) FEET BETWEEN THE NEAREST POINT OF THE OFF-STREET PARKING AREAS, EXCLUSIVE OF ACCESS DRIVEWAYS AND THE NEAREST RIGHT-OF-WAY LINE AS INDICATED ON THE MAJOR THOROUGHFARE PLAN.
- B. A LOT IN THE B-5 DISTRICT WILL PROVIDE A SIDE AND REAR YARD OF AT LEAST FORTY (40) FEET WHEN ABUTTING A RESIDENTIAL DISTRICT.

R-3A ZONE	
MINIMUM FRONT YARD SETBACK	35 FT
MINIMUM SIDE YARD SETBACK	30 FT
MINIMUM REAR YARD SETBACK	25 FT
MAXIMUM BUILDING HEIGHT	35 FT (F)
MINIMUM LOT AREA (TWO FAM.)	(G)
MINIMUM LOT AREA (SING. FAM.)	(G)
MINIMUM FLOOR AREA (SING. FAM.)	500 SQ. FT.

- B. MINIMUM FLOOR AREA EXCLUDES PORCHES, GARAGES, BASEMENTS, OR UTILITY AREAS. FOR EACH ADDITIONAL BEDROOM ADD ONE HUNDRED (100) SQUARE FEET.
- F. NO BUILDING OR STRUCTURE SHALL EXCEED A HEIGHT OF THIRTY-FIVE (35) FEET, EXCEPT APARTMENTS MAY BE INCREASED NOT TO EXCEED A MAXIMUM HEIGHT OF SEVENTY (70) FEET, PROVIDED THAT ANY REQUIRED YARD SHALL BE INCREASED BY ONE (1) FOOT FOR EACH IN HEIGHT THE STRUCTURE EXCEEDS THIRTY-FIVE (35) FEET.
- G. MULTI-FAMILY

REQUIRED GROUND PER UNIT, NO. UNITS	R-3A
MINIMUM FRONT YARD SETBACK	4,000 SQ FT
MINIMUM SIDE YARD SETBACK	3,600 SQ FT
MINIMUM REAR YARD SETBACK	3,200 SQ FT
MAXIMUM BUILDING HEIGHT	2,900 SQ FT

**MISS DIG.**  
FOR PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL "MISS DIG" 1-800-482-7171 A MINIMUM OF 3 WORKING DAYS PRIOR TO ANY EXCAVATION. ALL "MISS DIG" PARTICIPATING MEMBERS WILL BE APPROPRIATELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

**UTILITY NOTE.**  
THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY COMPANY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE LOCATION AND DEPTH OF UNDERGROUND UTILITIES WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN. THE CONTRACTOR SHALL CALL "MISS DIG" (1-800-282-7171) PRIOR TO ANY EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL MAKE EVERY EFFORT TO PROTECT AND OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND. UNDERGROUND SERVICE LEADS FOR GAS, ELECTRIC, TELEPHONE AND CABLE MAY BE ACROSS PROPERTY, NO INFORMATION AVAILABLE PLEASE CALL MISS DIG.

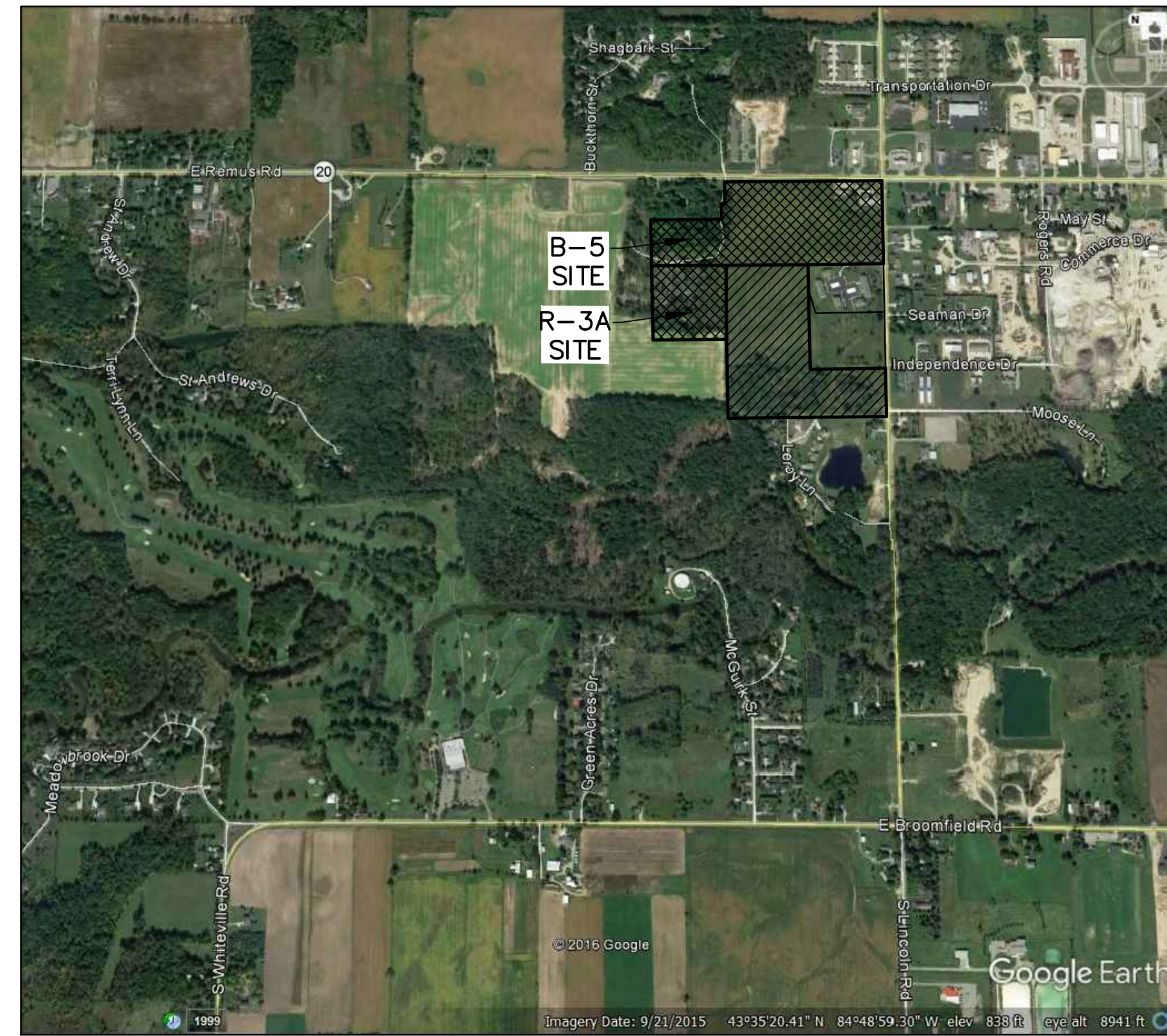
LEGEND	
SYMBOLS	
○ BOLLARD	⊕ GAS RISER
⊠ CATCH BASIN (CURB INLET)	⊕ GUY ANCHOR
⊙ CATCH BASIN (ROUND)	⊕ HYDRANT - EXISTING
⊠ CATCH BASIN (SQUARE)	⊕ HYDRANT - PROPOSED
⊙ CLEAN OUT	⊕ LIGHT POLE
→ DRAINAGE FLOW	⊕ MAILBOX
⊠ ELECTRICAL BOX	⊕ MONITORING WELL
⊙ FOUND CONC. MONUMENT	⊕ SANITARY SEWER MANHOLE
○ FOUND IRON	⊕ SET IRON
⊕ GAS MAIN VALVE	⊕ SIGN
⊕ SOIL BORING	⊕ STORM SEWER MANHOLE
⊕ TELEPHONE RISER	⊕ TREE - CONIFEROUS
⊕ TREE - DECIDUOUS	⊕ UTILITY POLE
⊕ WATER MAIN VALVE	⊕ WATER SHUT-OFF
⊕ WATER WELL	⊕ WATER WELL
⊕ WOOD STAKE	

LINETYPES	
—ELEC—	BURIED ELECTRICAL CABLE
—PHONE—	BURIED TELEPHONE CABLE
—DITCH—	CENTERLINE OF DITCH
—FM—	FORCE MAIN
—GAS—	GAS MAIN
—RD-CL—	ROAD CENTERLINE
—8" SAN—	SANITARY SEWER
—12" SS—	STORM SEWER
—EX-TOS—	TOE OF SLOPE
—EX-TOB—	TOP OF BANK
—OHE—	UTILITIES - OVERHEAD
—UTL—	UTILITIES - UNDERGROUND
—12" WM—	WATER MAIN

HATCH PATTERNS	
[Hatch Pattern]	ASPHALT - EXISTING
[Hatch Pattern]	ASPHALT - PROPOSED
[Hatch Pattern]	CONCRETE
[Hatch Pattern]	GRAVEL
[Hatch Pattern]	LANDSCAPING
[Hatch Pattern]	RIP-RAP



PART OF THE NORTHEAST 1/4, SECTION 20, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN  
**LOCATION MAP**  
NOT TO SCALE

**EXISTING R-3A PARCEL DESCRIPTION: PROPOSED REZONE TO B-5**  
A PARCEL OF LAND IN THE NORTHEAST 1/4 OF SECTION 20, T.14 N. - R.04 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE NORTHEAST CORNER OF SAID SECTION 20; THENCE S.00°-55'-57"E., ON AND ALONG THE EAST LINE OF SAID SECTION, 700.00 FEET; THENCE S.89°-42'-08"W., PARALLEL WITH THE NORTH LINE OF SAID SECTION, 1327.12 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S.00°-39'-12"E., ON AND ALONG SAID EAST 1/8 LINE, 622.35 FEET TO ITS INTERSECTION WITH THE NORTH 1/8 LINE OF SAID SECTION; THENCE S.89°-41'-48"W., ON AND ALONG SAID NORTH 1/8 LINE, 619.03 FEET; THENCE N.00°-55'-57"W., PARALLEL WITH SAID EAST SECTION LINE, 622.41 FEET; THENCE N.89°-42'-08"E., PARALLEL WITH SAID NORTH SECTION LINE, 622.03 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 8.87 ACRES OF LAND AND SUBJECT TO AND TOGETHER WITH ANY EASMENTS AND/OR RESTRICTIONS OF RECORD.

**EXISTING B-5 SPECIAL USE - SELF STORAGE - PARCEL DESCRIPTION:**  
A PARCEL OF LAND IN THE NORTHEAST 1/4 OF SECTION 20, T.14 N. - R.04 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE NORTHEAST CORNER OF SAID SECTION 20; THENCE S.00°-55'-57"E., ON AND ALONG THE EAST LINE OF SAID SECTION, 700.00 FEET; THENCE S.89°-42'-08"W., PARALLEL WITH THE NORTH LINE OF SAID SECTION, 1327.12 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING S.89°-42'-08"W., 622.03 FEET; THENCE N.00°-55'-57"W., PARALLEL WITH SAID EAST SECTION LINE, 386.00 FEET; THENCE N.89°-42'-08"E., PARALLEL WITH SAID NORTH SECTION LINE, 623.89 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION; THENCE S.00°-39'-12"E., ON AND ALONG SAID EAST 1/8 LINE, 385.98 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 5.52 ACRES OF LAND AND SUBJECT TO AND TOGETHER WITH ANY EASMENTS AND/OR RESTRICTIONS OF RECORD.

SHEET INDEX	
1	COVER SHEET
2	BOUNDARY - EASEMENT SHEET
3	TOPOGRAPHY SURVEY SHEET
4	SITE PLAN

**FLOOD ZONE CERTIFICATION:**  
A PORTION OF SAID DESCRIBED PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION OF A BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 26073C03050 WITH AN EFFECTIVE DATE OF FEBRUARY 5, 2014 FOR ISABELLA COUNTY, MICHIGAN COMMUNITY NO. 260812 IN UNION CHARTER TOWNSHIP, ISABELLA COUNTY, STATE OF MICHIGAN WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PREMISES IS SITUATED.

**BENCHMARKS:**  
**BENCHMARK #1:** FOUND AN ALUMINUM MICHIGAN DEPARTMENT OF TRANSPORTATION HEIGHT MODERNIZATION MARK DISK SET IN THE TOP OF A 12 INCH DIAMETER CONCRETE POST. LOCATION IS AT THE SOUTH EAST CORNER OF THE LINCOLN ROAD AND REMUS ROAD (M-20) INTERSECTION. ELEVATION 786.62

**BEARING BASIS:**  
PER GEODETIC OBSERVATION WGS-84 THE BEARING BETWEEN THE NORTHEAST CORNER AND THE NORTH 1/4 CORNER OF SECTION 20, T14N-R4W WAS DETERMINED TO BE S89°-42'-08"W.

**SITE:** SOUTHWEST CORNER OF THE INTERSECTION OF REMUS ROAD (M-20) AND LINCOLN ROAD. MT. PLEASANT, MI 48858

**CLIENT:** MCGUIRK MINI STORAGE, INC. 3046 JENS WAY MT. PLEASANT, MICHIGAN 48858 PHONE: (989) 772-9290

**CONSULTANT:** CENTRAL MICHIGAN SURVEYING & DEVELOPMENT CO., INC. 510 W. PICKARD STREET - SUITE C MT. PLEASANT, MI 48858 CONTACT PERSON: TIMOTHY E BEBEE PHONE: (989) 775-0756 FAX: (989) 775-5012 EMAIL: info@cms-d.com

**CHARTER COMMUNICATIONS**  
915 E. BROOMFIELD ROAD  
MT. PLEASANT, MI 48858  
(989) 621-4932  
RANDY BUNKER  
rbunker@chartercom.com

**CONSUMERS ENERGY**  
1325 WRIGHT AVENUE  
ALMA, MI 48801  
(989) 466-4282  
KIM STUDDT  
kimberly.studdt@cmsenergy.com

**FRONTIER**  
345 PINE STREET  
ALMA, MI 48801  
(989) 463-0392  
MARK A. MARSHALL  
Mark.Marshall@tr.com

**DTE ENERGY**  
4420 44TH ST., S.E., SUITE B  
KENTWOOD, MI 49512  
(616) 954-4623  
MARY JO MCKERISIE  
mckerisiem@dteenergy.com

**MT. PLEASANT FIRE DEPARTMENT**  
804 EAST HIGH STREET  
MT. PLEASANT, MI 48858  
(989) 779-5100 EXT 5122  
SGT. RANDY KEELER  
rkeeler@mt-pleasant.org

**CHARTER TOWNSHIP OF UNION**  
PUBLIC WATER/PUBLIC SEWER  
2010 N. LINCOLN ROAD  
MT. PLEASANT, MI 48858  
(989) 772-4600 EXT 24  
KIM SMITH  
ksmith@uniontownshipmi.com

**CHARTER TOWNSHIP OF UNION**  
PLANNING & ZONING  
2010 NORTH LINCOLN ROAD  
MT. PLEASANT, MI 48858  
(989) 772-4600 EXT 241  
PETER GALLINAT  
pgallinat@uniontownshipmi.com

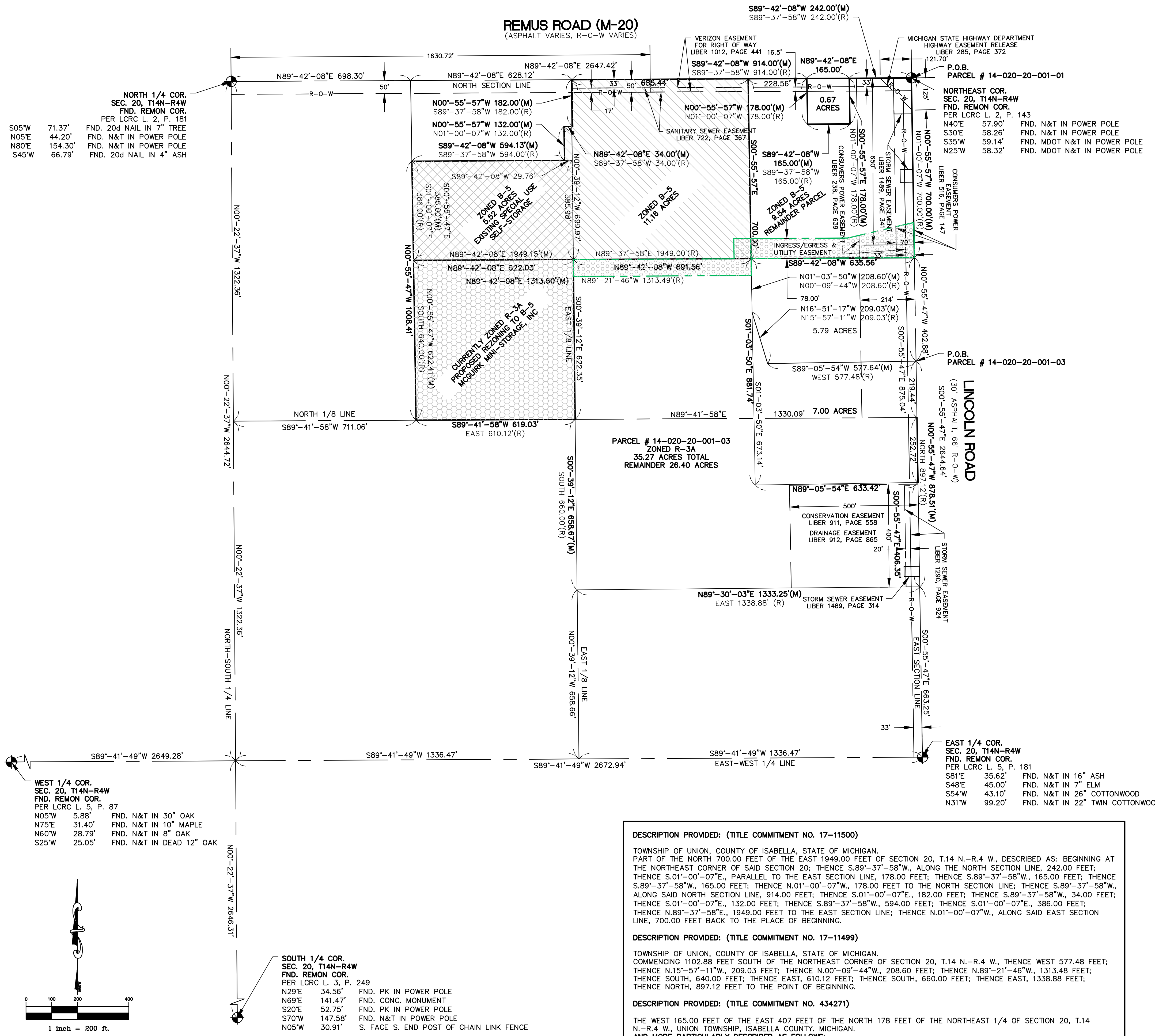
**DRAIN COMMISSIONERS OFFICE**  
ISABELLA COUNTY BUILDING  
200 NORTH MAIN STREET ROOM 140  
MT. PLEASANT, MI 48857  
(989) 772-7131 EXT 115  
RICK JAKUBIEC  
drain@isabellacounty.org

**ISABELLA COUNTY ROAD COMMISSION**  
2261 EAST REMUS ROAD  
MT. PLEASANT, MI 48858  
(989) 773-7131 EXT 115  
PATRICK GAFFNEY  
P.Gaffney@isabellaroads.com

**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET - SUITE C  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

**COVER SHEET**  
MCGUIRK MINI STORAGE, INC.  
PART OF THE NORTHEAST 1/4  
SECTION 20, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:	
SUBMITTALS:	
DATE NUMBER:	1704-062
DRAWN BY:	WRE/TELB
DESIGNED BY:	TELB
CHECKED BY:	TELB
SCALE:	N/A
SHEET NUMBER:	1 OF 4



**NOTE:**  
BEARING BASIS PER GEODETIC OBSERVATION WGS-84 THE BEARING BETWEEN THE NORTH 1/4 CORNER AND THE NORTHEAST CORNER WAS DETERMINED TO BE N89°-42'-08"E

**DESCRIPTION PROVIDED: (TITLE COMMITMENT NO. 17-11500)**  
TOWNSHIP OF UNION, COUNTY OF ISABELLA, STATE OF MICHIGAN.  
PART OF THE NORTH 700.00 FEET OF THE EAST 1949.00 FEET OF SECTION 20, T.14 N.-R.4 W., DESCRIBED AS: BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION 20; THENCE S.89°-37'-58"W., ALONG THE NORTH SECTION LINE, 242.00 FEET; THENCE S.01°-00'-07"E., PARALLEL TO THE EAST SECTION LINE, 178.00 FEET; THENCE S.89°-37'-58"W., 165.00 FEET; THENCE N.01°-00'-07"W., 178.00 FEET TO THE NORTH SECTION LINE; THENCE S.89°-37'-58"W., ALONG SAID NORTH SECTION LINE, 914.00 FEET; THENCE S.01°-00'-07"E., 182.00 FEET; THENCE S.89°-37'-58"W., 34.00 FEET; THENCE S.01°-00'-07"E., 132.00 FEET; THENCE S.89°-37'-58"W., 594.00 FEET; THENCE S.01°-00'-07"E., 386.00 FEET; THENCE N.89°-37'-58"E., 1949.00 FEET TO THE EAST SECTION LINE; THENCE N.01°-00'-07"W., ALONG SAID EAST SECTION LINE, 700.00 FEET BACK TO THE PLACE OF BEGINNING.

**DESCRIPTION PROVIDED: (TITLE COMMITMENT NO. 17-11499)**  
TOWNSHIP OF UNION, COUNTY OF ISABELLA, STATE OF MICHIGAN.  
COMMENCING 1102.88 FEET SOUTH OF THE NORTHEAST CORNER OF SECTION 20, T.14 N.-R.4 W., THENCE WEST 577.48 FEET; THENCE N.15°-57'-11"W., 209.03 FEET; THENCE N.00°-09'-44"W., 208.60 FEET; THENCE N.89°-21'-46"W., 1313.48 FEET; THENCE SOUTH, 640.00 FEET; THENCE EAST, 610.12 FEET; THENCE SOUTH, 660.00 FEET; THENCE EAST, 1338.88 FEET; THENCE NORTH, 897.12 FEET TO THE POINT OF BEGINNING.

**DESCRIPTION PROVIDED: (TITLE COMMITMENT NO. 434271)**  
THE WEST 165.00 FEET OF THE EAST 407 FEET OF THE NORTH 178 FEET OF THE NORTHEAST 1/4 OF SECTION 20, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
A PARCEL OF LAND IN THE NORTHEAST 1/4 OF SECTION 20, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 20; THENCE S.89°-37'-58"W., ON AND ALONG THE NORTH LINE OF SAID SECTION, 242.00 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S.01°-00'-07"E., PARALLEL WITH THE EAST LINE OF SAID SECTION, 178.00 FEET; THENCE S.89°-37'-58"W., PARALLEL WITH SAID NORTH SECTION LINE, 165.00 FEET; THENCE N.01°-00'-07"W., PARALLEL WITH SAID EAST SECTION LINE, 165.00 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 0.674 ACRES OF LAND.

**EXISTING STRUCTURE TABLE**

<b>EX-STM #1</b> RIM = 786.71 FLOWLINE N-S 767.26 60" RCP INV. E. 781.90 12" RCP INV. N. 781.93 30" RCP
<b>EX-STM #2</b> RIM = 777.59 FLOWLINE N-S 767.59 60" RCP INV. E. 771.89 12" RCP INV. N. 771.89 12" RCP
<b>EX-CB #1</b> RIM 789.42 INV. E. 785.23 18" RCP INV. W. 785.15 18" RCP INV. NW. 786.25 6" N-12
<b>EX-CB #2</b> RIM 787.26 INV. N. 781.26 24" RCP INV. S. 780.51 30" RCP INV. W. 781.91 18" RCP
<b>EX-CB #3</b> RIM 785.41 FLOWLINE N-S 768.91 60" RCP INV. E. 779.76 12" RCP INV. N. 778.71 30" RCP
<b>EX-CB #4</b> RIM 786.78 INV. ESE. 781.28 24" RCP INV. W. 781.08 12" RCP
<b>EX-CB #5</b> RIM 786.82 INV. SE. 781.33 24" RCP INV. WNW. 781.27 24" RCP
<b>EX-CB #6</b> RIM 782.35 INV. E. 775.50 12" RCP
<b>EX-CB #7</b> RIM 782.51 INV. W. 779.11 12" RCP
<b>EX-CB #8</b> RIM 774.73 INV. E. 768.28 18" RCP INV. W. 768± 15" RCP
<b>EX-CB #9</b> RIM 782.06 FLOW LINE E-W 769.71 36" RCP

**SCHEDULE B - SECTION 2 EXCEPTIONS TITLE COMMITMENT 17-11499(a) & 17-11500(b) & 434271(c):**

13(a)	EASEMENT AS SET FORTH IN LIBER 1298, PAGE 924, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
13(b)	PERMANENT EASEMENT AS SET FORTH IN LIBER 1489, PAGE 341, ISABELLA COUNTY RECORDS AS SHOWN ON SURVEY.
13(c)	RIGHT OF WAY FOR CONSUMERS POWER COMPANY OVER PART OF CAPTIONED LAND DATED MAY 2, 1949 AND RECORDED DECEMBER 21, 1949 IN LIBER 238, PAGE 639. AS SHOWN ON SURVEY.
14(a)	PERMANENT EASEMENT AS SET FORTH IN LIBER 1489, PAGE 314, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
14(b)	EASEMENT FOR TIGHT-OF-WAY AS SET FORTH IN LIBER 1012, PAGE 441, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
14(c)	EASEMENT GRANTED TO THE STATE OF MICHIGAN OVER PART OF CAPTIONED LAND DATED AUGUST 9, 1944 AND RECORDED AUGUST 29, 1944 IN LIBER 265, PAGE 372. AS SHOWN ON SURVEY
15(a)	RECIPROCAL USE AGREEMENT AS SET FORTH IN LIBER 912, PAGE 870 ISABELLA COUNTY RECORDS. NOT SHOWN ON SURVEY, DOES NOT AFFECT THE SUBJECT PROPERTY.
15(b)	EASEMENT FOR CONSTRUCTION AND MAINTENANCE OF SEWERS AS SET FORTH IN LIBER 722, PAGE 367, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
16(a)	EASEMENT AS SET FORTH IN LIBER 912, PAGE 865, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
16(b)	EASEMENT AND RIGHT OF WAY IN FAVOR OF CONSUMERS ENERGY, AS SET FORTH IN LIBER 870, PAGE 953, RELEASE OF EASEMENT NOT SHOWN ON SURVEY. IN LIBER 862, PAGE 264. RELEASE OF EASEMENT NOT SHOWN ON SURVEY. IN LIBER 516, PAGE 147, AS SHOWN ON SURVEY. IN LIBER 238, PAGE 639, AS SHOWN ON SURVEY. AND IN LIBER 185, PAGE 396, EASEMENT RELEASED IN DOCUMENTS RECORDED IN LIBER 870, PAGE 953 AND LIBER 862, PAGE 264, NOT SHOWN ON SURVEY.
17(a)	CONSERVATION EASEMENT AS SET FORTH IN LIBER 911, PAGE 558, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
17(b)	HIGHWAY EASEMENT RELEASE GRANTED TO THE STATE OF MICHIGAN FOR HIGHWAY PURPOSES, AS SET FORTH IN LIBER 265, PAGE 372. AS SHOWN ON SURVEY.
18(a)	EASEMENT FOR INGRESS AND EGRESS AS SET FORTH IN LIBER 909, PAGE 332, ISABELLA COUNTY RECORDS. NOT SHOWN ON SURVEY, DOES NOT AFFECT SUBJECT PROPERTY
19(A)	EASEMENT FOR CONSTRUCTION AND MAINTENANCE OF SEWERS AS SET FORTH IN LIBER 722, PAGE 367, ISABELLA COUNTY RECORDS. AS SHOWN ON SURVEY.
20(a)	EASEMENT AND RIGHT OF WAY IN FAVOR OF CONSUMERS ENERGY, AS SET FORTH IN LIBER 870, PAGE 953, RELEASE OF EASEMENT NOT SHOWN ON SURVEY. IN LIBER 862, PAGE 264. RELEASE OF EASEMENT NOT SHOWN ON SURVEY. IN LIBER 516, PAGE 147, AS SHOWN ON SURVEY. AND IN LIBER 185, PAGE 396, EASEMENT RELEASED IN DOCUMENTS RECORDED IN LIBER 870, PAGE 953 AND LIBER 862, PAGE 264, NOT SHOWN ON SURVEY.
21(a)	HIGHWAY EASEMENT RELEASE GRANTED TO THE STATE OF MICHIGAN FOR HIGHWAY PURPOSES, AS SET FORTH IN LIBER 265, PAGE 372. AS SHOWN ON SURVEY.

**CMS & D**  
SURVEYING/ENGINEERING  
510 W. RICKARD STREET, SUITE C  
M.T. PLEASANT, MICHIGAN 48856  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

**BOUNDARY EASEMENT SHEET**  
MCGUIRK MINI STORAGE, INC.  
PART OF THE NORTHEAST 1/4  
SECTION 20, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

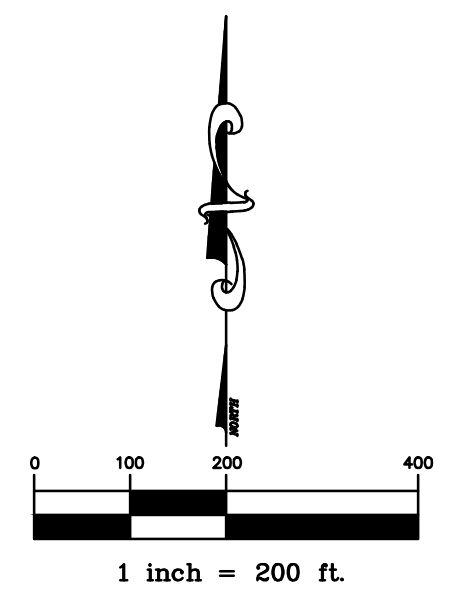
REVISIONS:

JOB NUMBER:	1808-082A
DRAWN BY:	WRE/TELB
DESIGNED BY:	NA
CHECKED BY:	TELB
SCALE:	1" = 200'
SHEET NUMBER:	2 of 4

SUBMITTALS:  
SUBMITTAL TO TWP PLANNING COM. 10-30-18

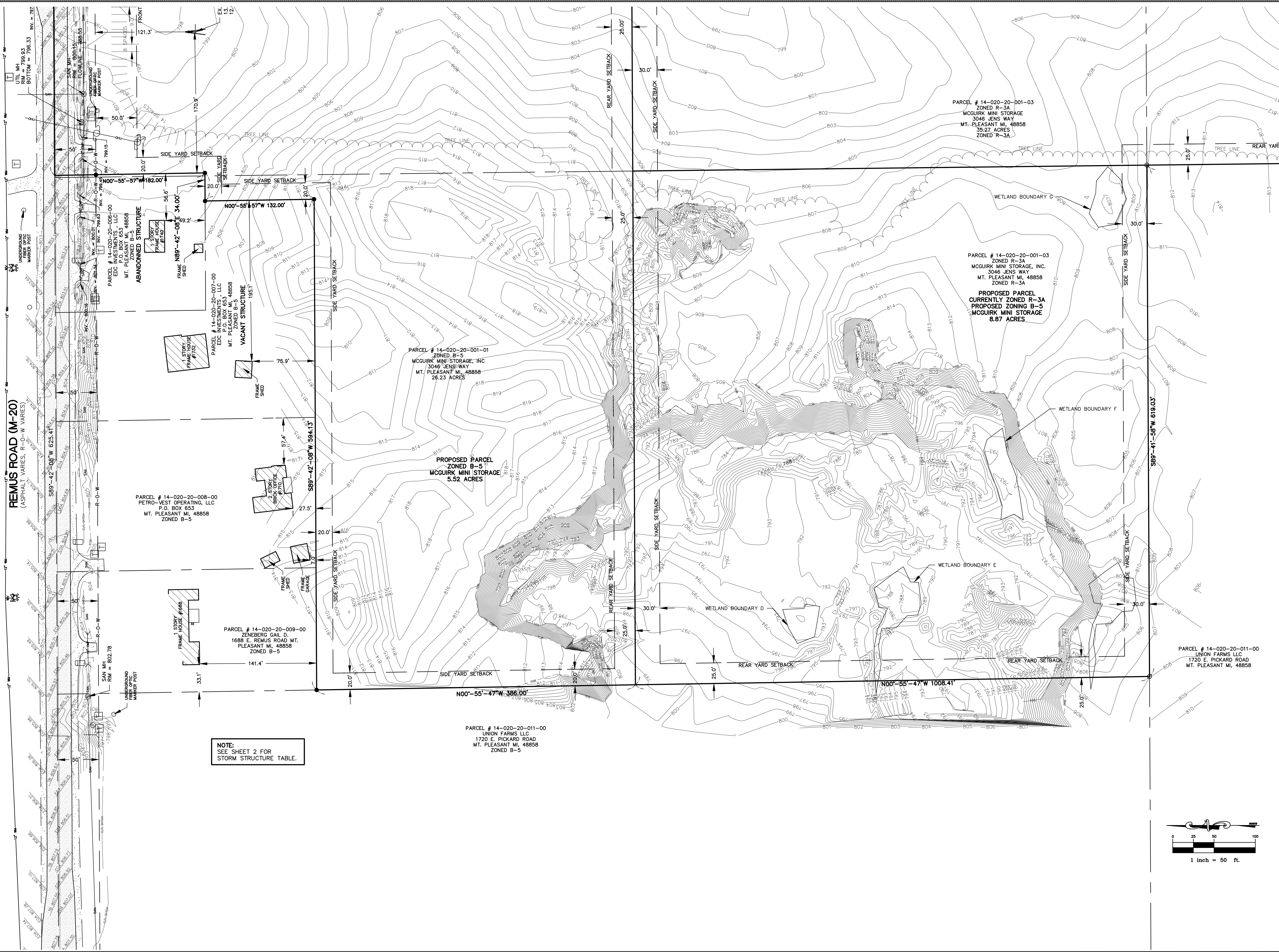
S05°W 71.37' FND. 20d NAIL IN 7" TREE  
N05°E 44.20' FND. N&T IN POWER POLE  
N80°E 154.30' FND. N&T IN POWER POLE  
S45°W 66.79' FND. 20d NAIL IN 4" ASH

**WEST 1/4 COR.**  
SEC. 20, T14N-R4W  
FND. REMON COR.  
PER LCRC L. 5, P. 87  
N05°W 5.88' FND. N&T IN 30" OAK  
N75°E 31.40' FND. N&T IN 10" MAPLE  
N60°W 28.79' FND. N&T IN 8" OAK  
S25°W 25.05' FND. N&T IN DEAD 12" OAK

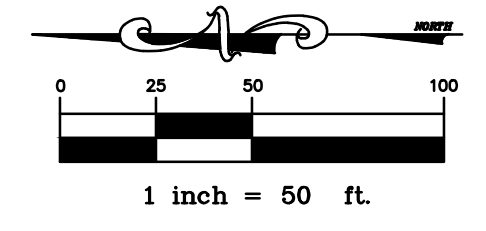


**SOUTH 1/4 COR.**  
SEC. 20, T14N-R4W  
FND. REMON COR.  
PER LCRC L. 5, P. 249  
N29°E 34.56' FND. PK IN POWER POLE  
N69°E 141.47' FND. CONC. MONUMENT  
S20°E 52.75' FND. PK IN POWER POLE  
S70°W 147.58' FND. N&T IN POWER POLE  
N05°W 30.91' S. FACE S. END POST OF CHAIN LINK FENCE

**REMUS ROAD (M-20)**  
(ASPHALT VARIES, R-O-W VARIES)



NOTE:  
SEE SHEET 2 FOR  
STORM STRUCTURE TABLE.



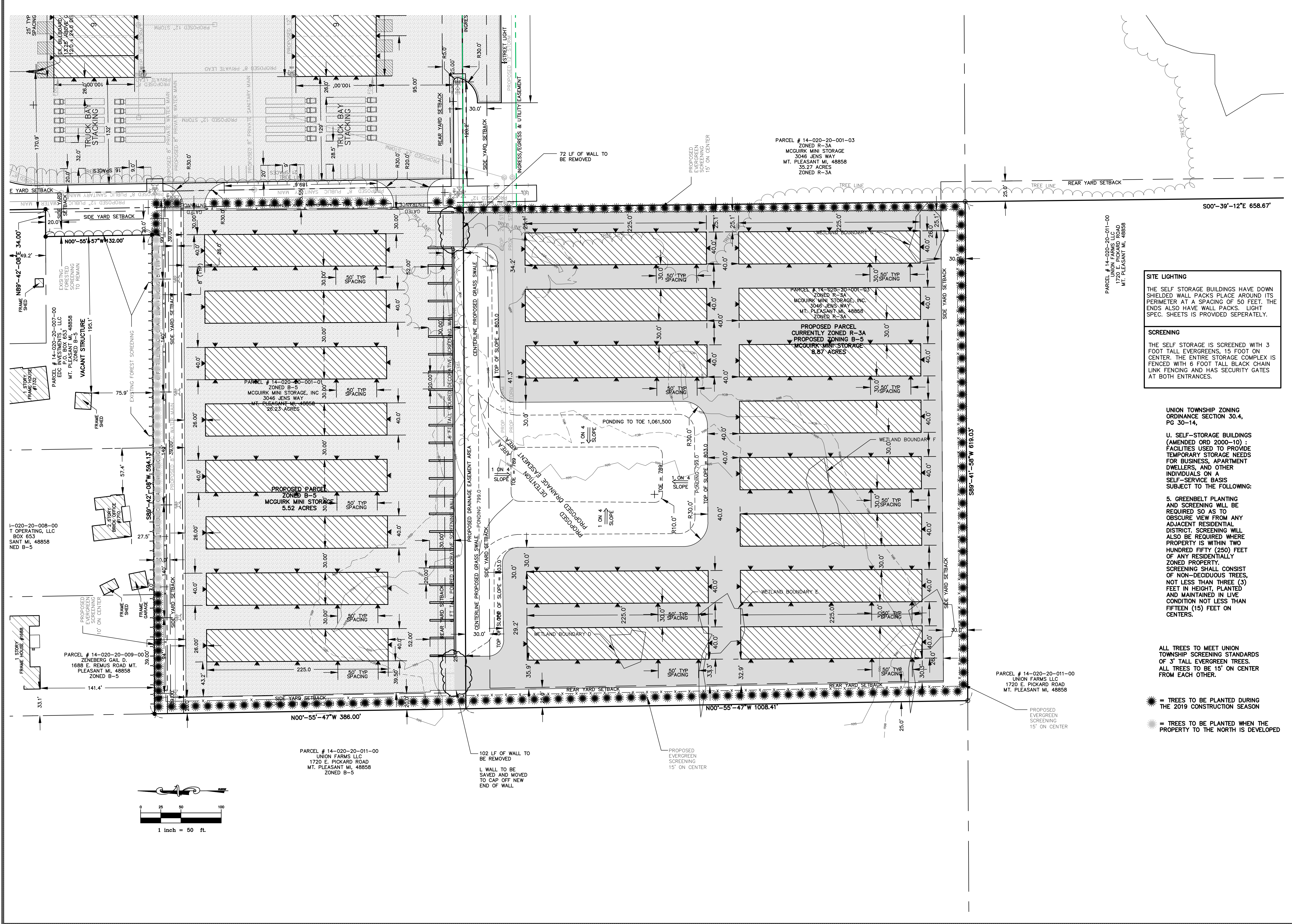
**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET, SUITE C  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-0102  
EMAIL: info@cms-d.com



**TOPOGRAPHIC SURVEY**  
MCGUIRK MINI STORAGE, INC.  
PART OF THE NORTHEAST 1/4  
SECTION 20, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:	
SUBMITTALS:	SUBMITTAL TO TWP PLANNING COM. 10-30-18
JOB NUMBER:	1808-082A
SCALE:	1" = 50'
DRAWN BY:	WRE/TELB
DESIGNED BY:	NA
CHECKED BY:	TELB
SHEET NUMBER:	3 of 4





**SITE LIGHTING**  
 THE SELF STORAGE BUILDINGS HAVE DOWN SHIELDED WALL PACKS PLACE AROUND ITS PERIMETER AT A SPACING OF 50 FEET. THE ENDS ALSO HAVE WALL PACKS. LIGHT SPEC. SHEETS IS PROVIDED SEPERATELY.

**SCREENING**  
 THE SELF STORAGE IS SCREENED WITH 3 FOOT TALL EVERGREENS, 15 FOOT ON CENTER. THE ENTIRE STORAGE COMPLEX IS FENCED WITH 6 FOOT TALL BLACK CHAIN LINK FENCING AND HAS SECURITY GATES AT BOTH ENTRANCES.

**UNION TOWNSHIP ZONING ORDINANCE SECTION 30.4, PG 30-14,**

**U. SELF-STORAGE BUILDINGS (AMENDED ORD 2000-10) :**  
 FACILITIES USED TO PROVIDE TEMPORARY STORAGE NEEDS FOR BUSINESS, APARTMENT DWELLERS, AND OTHER INDIVIDUALS ON A SELF-SERVICE BASIS SUBJECT TO THE FOLLOWING:

**5. GREENBELT PLANTING AND SCREENING WILL BE REQUIRED SO AS TO OBSCURE VIEW FROM ANY ADJACENT RESIDENTIAL DISTRICT. SCREENING WILL ALSO BE REQUIRED WHERE PROPERTY IS WITHIN TWO HUNDRED FIFTY (250) FEET OF ANY RESIDENTIALLY ZONED PROPERTY. SCREENING SHALL CONSIST OF NON-DECIDUOUS TREES, NOT LESS THAN THREE (3) FEET IN HEIGHT, PLANTED AND MAINTAINED IN LIVE CONDITION NOT LESS THAN FIFTEEN (15) FEET ON CENTERS.**

**ALL TREES TO MEET UNION TOWNSHIP SCREENING STANDARDS OF 3' TALL EVERGREEN TREES. ALL TREES TO BE 15' ON CENTER FROM EACH OTHER.**

- ☀ = TREES TO BE PLANTED DURING THE 2019 CONSTRUCTION SEASON
- ☀ = TREES TO BE PLANTED WHEN THE PROPERTY TO THE NORTH IS DEVELOPED

**CMS & D**  
 SURVEYING / ENGINEERING  
 510 W. PICKARD STREET, SUITE C  
 MT. PLEASANT, MICHIGAN 48858  
 PHONE: (989) 775-0756  
 FAX: (989) 775-5012  
 EMAIL: info@cms-d.com

**PRELIMINARY SITE PLAN**  
**MCGUIRK MINI STORAGE INC.**  
 PART OF THE NORTHEAST 1/4  
 SECTION 20, T14N-R4W  
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:	
SUBMITTALS:	SUBMITTAL TO TWP PLANNING COM. 10-30-18
JOB NUMBER:	1808-082A
DRAWN BY:	WRE/TELB
DESIGNED BY:	NA
CHECKED BY:	TELB
SCALE:	1" = 50'
SHEET NUMBER:	4 OF 4

<b>To:</b> Mark Stulhdreher - Township Manager	<b>DATE:</b> February 21, 2019
<b>FROM:</b> Patricia DePriest, Assessor	<b>DATE FOR BOARD CONSIDERATION:</b> February 27, 2019
<b>ACTION REQUESTED:</b> Approval of the 2019 Poverty Exemption Application for Tax Exemption	

Current Action  Emergency \_\_\_\_\_Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A 

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

**BACKGROUND INFORMATION**

Each year the Board of Trustees are required to consider the approval of the application for tax exemption under Michigan Compiled Law 211.7u. MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893 states: in pertinent part:

“The principal residence of persons who, in the judgment of the Township Supervisor and the Board of Review, by reason of poverty are unable to contribute toward the public charges, is eligible for the exemption in whole or in part from taxation”

In order to qualify, the taxpayer must complete the application each year and must meet the Federal poverty guidelines for total income in the household and the asset test set by the local unit. The Board of Review is required to follow the policy and guidelines of Township in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines.

The application, guidelines and resolution are attached.

**SCOPE OF SERVICES**

The Board of Review must consider each poverty exemption using the guidelines set forth in the poverty exemption application. The applicant can submit the application for the March, July, or December Board of Review to receive the exemption. The exemption only applies to the ad valorem property tax. Special Assessments such as, recycling, drains, paving, water and sewer are still the responsibility of the taxpayer.

**JUSTIFICATION**

The individuals that are qualified for the exemption avoid the possibility that their residence could be forfeited for delinquent taxes.

**PROJECT IMPROVEMENTS**

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

**1. Community well-being and common good**

**COSTS**

The total taxable value loss of revenue for 2019 tax year is One Hundred Twenty-Nine Thousand Six Hundred and Fifty Dollars of taxable value. (\$129,650). The estimated Principal Residence Millage rate for 2019 is 30.1081. The total loss in revenue is Three Thousand Nine Hundred Thirteen Dollars (\$3,913).

**PROJECT TIME TABLE**

NA

**RESOLUTION**

Approve the 2018 Poverty Exemption Application for Tax Exemption.

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

Yes:

No:

Absent:



# REQUEST FOR TOWNSHIP BOARD ACTION

Resolution To Approve Federal Poverty Guidelines and Poverty Exemption Application 2019

Number of Persons Residing In the Principal Residence	Poverty Guidelines Allowable Income
1 person	\$12,140.
2 persons	\$16,460.
3 persons	\$20,780.
4 persons	\$25,100.
5 persons	\$29,420.
6 persons	\$33,740.
7 persons	\$38,060.
8 persons	\$42,380.
Each additional person, added	\$ 4,320.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by Township Board Member \_\_\_\_\_ and supported by Township Board Member \_\_\_\_\_

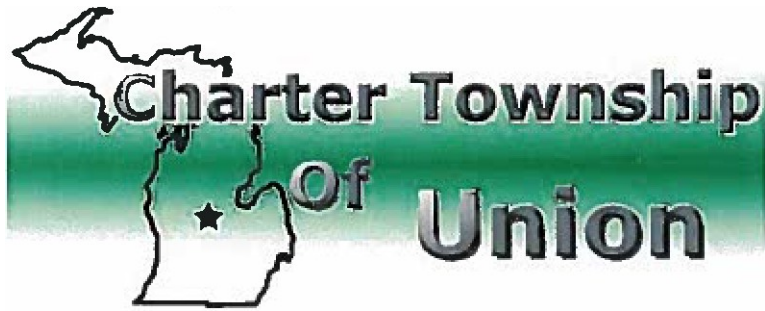
	Aye	Nay
Gunning	_____	_____
Hauck	_____	_____
Lannen	_____	_____
Mikus	_____	_____
Cody	_____	_____
Rice	_____	_____
Woerle	_____	_____

The Township Clerk declared the resolution. \_\_\_\_\_

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

Date

<i>Size of Family Unit</i>	<i>Poverty Guidelines</i>
1	\$12.140
2	\$16.460
3	\$20.780
4	\$25.100
5	\$29.420
6	\$33.740
7	\$38.060
8	\$42.380
For each additional person	\$4.320



PETITION NO. \_\_\_\_\_

PARCEL NO. 14- \_\_\_\_\_

**2019**

**APPLICATION FOR TAX EXEMPTION  
(POVERTY- MCL 211.7u)**

This application must be filled out as carefully and completely as possible. A copy of your current Federal and Michigan income tax returns, along with the property homestead credit form, must be submitted for property tax relief.

All information supplied will be kept confidential. Completed forms must accompany all applications.

Applications submitted without completed forms or income tax information will not be processed.

Please read the following application carefully. Public Act 390 of 1994, being Michigan Compiled Laws (MCL 211.7u, has modified the Poverty Exemption procedure.

The following Poverty Exemption Guidelines and Application were approved for use as the local standard by the Charter Township of Union Board of Trustees on February 27, 2019.

2019 Poverty Exemption Applications will be heard by Appointment Only on

MARCH 11, 12, 2019

WEDNESDAY JULY 17 2019

TUESDAY DECEMBER 10, 2019

Applicants may request a closed hearing due to the confidential nature of their financial affairs, health, status, etc....

CHARTER TOWNSHIP OF UNION POVERTY  
EXEMPTION APPLICATION GUIDELINES and POLICY  
FOR APPLICANTS REQUESTING CONSIDERATION FOR  
POVERTY EXEMPTIONS

IMPORTANT. PLEASE READ

1. An applicant shall obtain the proper applications from the Township Assessor's office.

Persons with disabilities who need assistance to participate in Board of Review meetings may call the Assessing Office to make necessary arrangements for assistance. (989-772-4600 Ext. 230). A 48-hour advance notice is necessary for accommodation.

2. An applicant shall meet all of the following qualifications:

- a. Be the owner of and occupy as a homestead the parcel for which an exemption is requested.
- b. Produce a valid driver's license or other form of identification if requested by the Township Assessor or the Board of Review.
- c. Produce a deed, land contract, or other evidence of ownership of the property, if requested by the Township Assessor or Board of Review.
- d. Meet the Federal or local Guidelines.
- e. Submit current year's copies of the following, if applicable:
  - (1) Federal and State Income Tax Return- 1040, 1040EZ or 1040A. (2) Senior Citizens Homestead Property Tax Form MI-1040CR-1.
  - (3) General Homestead Property Tax Claim MI-1040CR-4. (4) Statement from the Social Security Administration.
  - (5) Statement from the Michigan Department of Social Services.

3. An applicant who is otherwise qualified shall not be granted exemption if the applicant owns any other parcel of real property, whether improved or not, in addition to his/her homestead dwelling.
4. Partial exemptions may be granted. An applicant shall not be eligible for exemption if his/her liquid assets exceed 30% of the value of the homestead.
5. An applicant shall not be eligible for exemption if his/her liquid assets exceed 30% of the value of the homestead.
6. No exemption shall be given unless applicant completely fills out an application form for the year in question and returns it, in person, (except as noted in Item 1, above) to the Township Assessor's Office. If a question or statement does not apply, "N/A," for not applicable, may be written in the appropriate space.
  - a. Application shall not be signed until returned to the Township Assessor's office.
  - b. Application shall be signed in the presence of a staff person of the Charter Township of Union who is a notary public or signed in the presence of the Township Assessor or Board of Review member.
  - c. All requested tax returns must be attached to the application upon return to the Township Assessor's office. Upon approval from the Township Assessor or Board of Review, last year's copies of 10A through E may be acceptable. Upon request of the Township Assessor and/or Board of Review, the applicant shall be requested to provide an official copy of taxes from the Department of Treasury.

7. All applications shall be filed with the Township Assessor's office after January 1st but before the day prior to the last day of the Board of Review.
8. The Township Assessor and Board of Review shall consider applications based on the above items and may approve an application if it agrees with the intent of the above items and applicable governing laws.
9. Applications may be reviewed by the Board of Review without the applicant being present. However, the Board of Review may request that an applicant be physically present to respond to any questions the Board of Review or Township Assessor may have. This means that the applicant could be called to appear on short notice, and be sworn in, under oath, considering laws of perjury.
10. The applicant may need to answer questions regarding his/her financial affairs, health, and the status of people living in applicant's home before the Board of Review at a meeting which is open to and may be attended by the public. A closed session shall be granted upon request.
11. Because of the availability of the Homestead property tax credit and other government assistance programs, a poverty exemption generally will not be given for more than three years for each ownership, provided, however, the Board of Review has the discretion to grant a poverty exemption for more than three years under the provisions of paragraph 12.
12. The Board of Review has the discretion to deviate from the policy and guidelines as set forth upon a showing of substantial and compelling reasons. Any deviation from the policy and guidelines, and the reasons for such deviation, shall be communicated in writing to the applicant.

Adopted by The Charter Township of Union Board of Trustees at the regular meeting of February 27, 2019



**CONFIDENTIAL**

Charter Township of  
Union Poverty  
Exemption  
Application

I, \_\_\_\_\_, being the owner and occupant of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act.

Please type or fill the application out in black or blue ink. If a question or statement does not apply, write in the appropriate area "N/A," (not applicable).

Have you applied for and/or received a Homestead Tax Exemption in previous years?  
Yes. \_\_\_\_\_ No. \_\_\_\_\_

Year Applied	Year Received	Exemption Received	Amount Percentage

**SECTION 1 -APPLICANT**

Applicant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Driver's License Number or other form of identification \_\_\_\_\_

Marital Status: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Ages of Dependents: \_\_\_\_\_

Property Identification Number:14- \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Current Assessment, \_\_\_\_\_

**SECTION 2 - REAL ESTATE**

Are you (and/or spouse) the sole owner of the property for which the reduction is requested?

Yes \_\_\_\_\_

No \_\_\_\_\_

Is there a mortgage or land contract outstanding on your property? Yes or No. \_\_\_\_\_

If so, what is your monthly mortgage or land contract payment?

( ) With Taxes \_\_\_\_\_  
Taxes \_\_\_\_\_

( ) Without

When will the mortgage or land contract be paid off? \_\_\_\_\_ Month \_\_\_\_ Year \_

What is the unpaid balance on the mortgage or land contract? \$ \_\_\_\_\_

\_\_\_\_\_ Name of mortgage or land contract holder: \_\_\_\_\_

Do you use this property as your homestead? Yes No. \_\_\_\_\_ How long have you

lived at this residence? \_\_\_\_\_

Do you own or are you buying any other property? \_\_\_\_\_

If so, list below:

PROPERTY ADDRESS	NAME OF OWNER	ASSESSED VALUE	AMOUNT AND DATE OF LAST TAXES PAID
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Income earned from above property: \$. \_\_\_\_\_

### SECTION 3(A) -APPLICANT

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Age: \_\_\_\_\_

Employment Status:

- ( ) Employed Full-Time
- ( ) Employed Part-Time
- ( ) Unemployed - How Long? \_\_\_\_\_
- ( ) Laid *Off*- How Long? \_\_\_\_\_
- ( ) Disabled - How Long? \_\_\_\_\_
- ( ) Retired - How Long? \_\_\_\_\_
- ( ) Other- Explain \_\_\_\_\_

**Occupation**\_\_\_\_\_

NATIN 02/13/201

Describe any disability or health problems you have. [OPTIONAL- Complete only to assist Board of Review if financial criteria not met.]

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Can this be documented by a doctor's statement? If yes, explain. [OPTIONAL- Complete only to assist Board of Review if financial criteria not met.]

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**SECTION 3(B)-**

OTHER PERSON LIVING AT THE PROPERTY [Complete for each person living in household.]

Name. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Age: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

**Employment Status:**

- ( ) Employed Full-Time
- ( ) Employed Part-Time
- ( ) Unemployed - How Long? \_\_\_\_\_
- ( ) Laid *Off*- How Long? \_\_\_\_\_
- ( ) Disabled - How Long? \_\_\_\_\_ ( ) Retired - How Long? \_\_\_\_\_
- ( ) Other- Explain \_\_\_\_\_

**Occupation:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Describe any disability or health problems you have. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

\_\_\_\_\_  
\_\_\_\_\_

Can this be documented by a doctor's statement? If yes, explain. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

/2019

PAT DEPRIEST

**SECTION 4-**

LIST ALL INCOME: (Applicant and other person living in household)

SOURCE	MONTHLY AMOUNT	ANNUAL AMOUNT
WAGES/SALARY		
SOCIAL SECURITY/SSI		
PENSION or RETIREMENT		
INTEREST and/or DIVIDENDS		
RENTAL INCOME		
BUSINESS or ROYALTY INCOME		
DISABILITY PAYMENTS		
GENERAL ASSISTANCE IADC		
ALIMONY		
CHILD SUPPORT		
UNEMPLOYMENT BENEFITS		
CLAIMS and/or JUDGMENTS FROM LAWSUITS		
INCOME FROM LAND CONTRACTS, ETC.		
OTHER INCOME FROM FAMILY		
WORKERS COMPENSATION		
OTHER:		
TOTAL PROJECTED INCOME FOR 2019		

**SECTION 5-SAVINGS AND INVESTMENTS:**

List all savings owned by applicant and spouse, including savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds or similar investments.

NAME OF FINANCIAL INSTITUTION	AMOUNT OF DEPOSIT	NAME OF ACCOUNT	VALUE OF INVESTMENT

**SECTION 6- LIFE INSURANCE:**

List all policies held by applicant and spouse.

INSURED	AMOUNT OF POLICY	AMOUNT PAID MONTHLY	PAID UP POLICY	NAME OF BENEFICIARY	RELATIONSHIP TO INSURED

**SECTION 7 – MOTOR VEHICLES IN THE HOUSEHOLD (Licensed and/or unlicensed)**

MAKE	YEAR	MONTHLY PAYMENT	BALANCE OWED

**SECTION 8-**

LIST ALL PERSONS LIVING IN HOUSEHOLD:

LAST NAME	FIRST NAME	AGE	RELATIONSHIP TO CLAIMANT	PLACE OF EMPLOYMENT	CONTRIBUTION TO FAMILY INCOME

**SECTION 9- OTHER ASSETS:**

List all other assets and values that are owned or controlled by applicant. (For example, boats, coin collection,antiques, silver, etc.)

TYPE OF ASSET	VALUE	OWNER

**SECTION 10- DEBTS:**

CREDITOR	PURPOSE OF DEBT	DATE OF DEBT	ORIGINAL AMOUNT	MONTHLY PAYMENT	BALANCE

**MONTHLY EXPENSES:** (Applicant and other persons living in household)

Utilities: \_\_\_\_\_ Food: \_\_\_\_\_ .Phone: \_\_\_\_\_  
\_\_\_\_\_ Clothing: \_\_\_\_\_ Heat: \_\_\_\_\_  
\_\_\_\_\_ Car Expense: \_\_\_\_\_

DEPRIEST

Medical/Health: \_\_\_\_\_  
Other {Specify}: \_\_\_\_\_

ATTACH CURRENT YEAR'S COPIES OF THE FOLLOWING FOR THE APPLICANT AND FOR ALL PERSONS LIVING IN HOMESTEAD IF APPLICABLE:

- A. FEDERAL AND STATE INCOME TAX RETURN -1040, 1040ez, OR 1040A.
- B. SENIOR CITIZENS HOMESTEAD PROPERTY TAX FORM MI-1040CR-1. C. GENERAL HOMESTEAD PROPERTY TAX CLAIM MI-1040CR-4.
- D. STATEMENT FROM THE SOCIAL SECURITY ADMINISTRATION.
- E. STATEMENT FROM THE MICHIGAN DEPARTMENT OF SOCIAL SERVICES.

REASON FOR REQUESTING EXEMPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) feel that payment of the full property taxes on the above-described property will place an unreasonable burden on my (our) personal finances. I (we) am (are) applying for property tax relief in accordance with Section 211.7u, Michigan Compiled Laws. I (we) have read this application and understand it. I {we) declare that the answers provided are complete, true, and correct to the best of my (our) knowledge. I (we) further understand that if any information given is found to be false or incomplete, or if the property is sold within the year, any relief granted by this application may be forfeited and placed back on the assessment roll with the possibility of penalties and/or interest. I (we) also understand that any relief granted by this application is for the CURRENT YEAR ONLY

NOTICE: Any willful misstatements or misrepresentations made on this form institute perjury, which is a felony punishable by fine and/or imprisonment. Do not sign until witnessed by a Charter Township of Union office staff person; who is a notary public or the Township Assessor or a Board of Review member.

STATE OF MICHIGAN )

)ss

COUNTY OF ISABELLA )

The undersigned, being duly sworn, deposes and says that the statements made in the Application are true and that he/she has no money, income or property other than that mentioned.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Subscribed and sworn to before me this day of \_\_\_\_\_ 2019.

Township Assessor, Board of Review Member, or Notary Public  
Applications shall be returned before the day prior to the last day  
of the Board of Review.

**Address: Charter Township of Union- Board of Review  
2010 S. Lincoln Road Mt.  
Pleasant, MI 48858 (989)  
772-4600**

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BOARD OF REVIEW USE

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Petition No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

Disposition by Board of Review for a 2018 Poverty Exemption \_\_\_\_\_

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

Denied: \_\_\_\_\_

Approved: \_\_\_\_\_

Assessment Reduced To: \_\_\_\_\_

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Decisions may be appealed to: Michigan Tax Tribunal  
PO Box 30232  
611 W. Ottawa  
Lansing, MI 48909  
(517) 373-3003

[www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib)



Board of Review Worksheet

Petition No. 2019 Poverty Exemption \_\_\_\_\_

Parcel No. \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status       Married       Single       Widow  
                                  Divorced       Separated       Widower

Employment Status    Employed       Unemployed  
                                  Retired       Disabled

Health Problems \_\_\_\_\_

Numbers of Dependents, \_\_\_\_\_ House Payment, \_\_\_\_\_  With Taxes

	Proposed 2019 Assessed Value	_____
	Total Projected	_____
	Income	_____
Est. Tax Bill (TV x. _____ ) Township	_____	_____
Non-refundable (Income x rate)	_____	_____
	Net Property Tax Liability	_____
	Percentage of Income	_____

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>To:</b> Township Manager Mark Stuhldreher	<b>DATE:</b> February 20, 2019
<b>FROM:</b> Township Assessor Patricia DePriest	<b>DATE FOR BOARD CONSIDERATION:</b> February 27, 2019
<b>ACTION REQUESTED:</b> Approval of Resolution to allow a resident to appeal by letter without a personal appearance by the taxpayer or his or her agent.	

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

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

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

**BACKGROUND INFORMATION**

Each year the Board of Trustees may authorize, by adoption of an ordinance or resolution, to file by letter without an appearance in person or by agent. The Michigan Compiled Law 211.30 (5) of the General Property Tax Act, Public Act 206 of 1893 as amended.

The approval of the resolution would allow taxpayers who work out of the area, retirees that may go to a warmer climate for the winter. Some taxpayers may own property here but live out of the area. All taxpayers should have the right to appeal their assessments by any means available.

**SCOPE OF SERVICES**

The Board of Review must consider each petition to the Board of Review with the same unbiased decision whether it is a letter appeal or a personal appearance appeal.

**JUSTIFICATION**

The resolution is required by MCL 211.30 (5) of the General Property Tax Act, Public Act 206 of 1893 as amended. Without the approval of the resolution, our taxpayers who are unable to attend in person would not have the ability to appeal their assessment. Under those circumstances it would be taxation without representation.

**PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

**COSTS**

N/A

**PROJECT TIME TABLE**

N/A

**RESOLUTION**  
**CHARTER TOWNSHIP OF UNION**

Resolution for Adoption to Allow Resident Taxpayers to Appeal his/her Property Assessment by  
letter to March Board of Review

*WHEREAS,* The adoption of this resolution will allow residents to file a protest by letter, without an appearance by the taxpayer or agent to the March Board of Review.

*WHEREAS,* The governing body of the Township may authorize, by adoption of an ordinance, or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent; and

*WHEREAS,* If pursuant to PA 206 of 1893, section 211.30 (8) the Charter Township of Union, Isabella County adopts the ordinance or resolution, the township shall include a statement notifying taxpayers of this option in assessment notice under section 24c and on each notice or publication of the meeting of the board of review.

*NOW, THEREFORE, BE IT HEREBY RESOLVED,* The Board of Review shall act on all letter appeals as though the taxpayer was present. The Board of Review will use the same criteria as is required from taxpayers in person to make their determination of value.

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

Yes:

No:

Absent:



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> February 15, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 02/27/2019
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.2 – Board Job Description	

Current Action  Emergency

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

Finance Approval MDS

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014 and 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 3.2 (Board Job Description), are to be reviewed and monitored by the Board for compliance on an annual basis.

#### Governance Policy 3.2 - Board Job Description

Specific job outputs of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.

Accordingly, the board has direct responsibility to create:

- 3.2.1 The link between the ownership and the operational organization.
- 3.2.2 Written governing policies that address the broadest levels of all organizational decisions and situations.
  - 3.2.2.1 Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
  - 3.2.2.2 Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - 3.2.2.3 Governance Process: Specification of how the board conceives, carries out and monitors its own task.
  - 3.2.2.4 Board- Township Management Linkage: How power is delegated and its proper use monitored; the Township Management role, authority and accountability.

3.2.3 Assurance of successful Township Management performance.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.2.

**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 February 27, 2019.**

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

1. Indicate item by item if you believe the Board is 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?