

**Notice of an Electronically Conducted
Regular Meeting of the Charter Township of Union
Board of Trustees**

Notice is hereby given that the Charter Township of Union Board of Trustees will conduct their regularly scheduled June 24, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

The Township Hall remains closed to the public, so there will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Board of Trustees members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> (Meeting ID Enter "872 4311 6560" Password enter "616232"). Access to the electronic meeting will open at 6:30 p.m. All participants will be placed in a virtual waiting room until the meeting moderator opens the meeting at 7:00 p.m.

To participate via telephone conference call, please call (312-626-6799). Enter "872 4311 6560" and the "#" sign at the "Meeting ID" prompt, and then enter "616232" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. First, click on the "Participants" button at the bottom center of the screen, and then click on the "Raise Your Hand" icon near the bottom right corner of the screen. To rise your hand for telephone dial-in participants, press *9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Supervisor may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 6/24/2020 will be read aloud to the Board of Trustees.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

The Charter Township of Union Board of Trustees will conduct their regularly scheduled June 24, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> To participate via telephone conference call, please call (312-626-6799). Enter “872 4311 6560” and the “#” sign at the “Meeting ID” prompt, and then enter “616232” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

“Raise Your Hand” for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the “Raise Your Hand” icon. **First, click on the “Participants” icon** at the bottom of your screen. **Next, click on the “Raise Your Hand” icon** near the bottom right corner of the screen.



Click “Lower Hand” to lower it if needed. If you are accessing via computer, you can also use the Alt+Y (Windows) or Option+Y (Apple) to raise or lower your hand. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

To rise your hand for telephone dial-in participants, press *9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

Can I Use Bluetooth Headset? Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom? While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

Leaving the Meeting: Click the “Leave Meeting” link at the bottom of the screen at any time to leave the meeting.



BOARD OF TRUSTEES

Regular Electronic Meeting. Instructions for access will be posted and available on website (uniontownshipmi.com) home page

June 24, 2020

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. June Monthly Activity Report
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – June 10, 2020 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Approval of the Bid from The Isabella Corporation in the amount of \$118,055.00 for the construction of Well #11 transmission line and access driveway at the Isabella Treatment Plant
 - B. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed PTXT20-01 Text Amendments to Sections 3.41, 13.2 and 30.4 of the

Zoning Ordinance to update the standards and approval process requirements for sand and gravel pits and other extraction operations, and to revise the definition of lot.

- C. Discussion/Action: (Nanney) To consider approval of the Civil Engineering Services Proposal from Rowe Professional Services Company in the amount of \$24,900.00 for completion of topographic surveys, construction documents, bidding assistance, and construction engineering and administration services for new sidewalk construction on East Bluegrass Road, East Broomfield Road, and South Lincoln Road; and to authorize the Township Manager to sign the agreement
 - D. Discussion/Action: (Stuhldreher) Consider approval of a Special Assessment Policy regarding total project cost, number of annual installments and interest rate for citizen initiated public improvement paving projects, using PA 188 of 1954 as the underlying statute
 - E. Discussion/Action: (DePriest) Approve a Resolution for an alternate meeting date for the July 2020 Board of Review
 - F. Discussion (Stuhldreher) Policy Governance 2.5.10 Cash Flow Adequacy
 - G. Discussion (Stuhldreher) Policy Governance 2.7 End Focus of Grant and Contracts
 - H. Discussion (Board of Trustees) Policy Governance 3.5 Board Commission and Community Linkage Board of Trustees annual review
 - I. Discussion (Board of Trustees) Policy Governance 3.6 Supervisor's Role in the Board's Process Board of Trustees annual review
 - J. Discussion (Board of Trustees) Policy Governance 3.7 Duties of the Elected Department Heads Board of Trustees annual review
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
15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	James	Thering Jr.	2/15/2021
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- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	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 Jr.	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		12/31/2018
4-BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
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	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Denise	Webster	8/15/2020
3-Township Resident	Sherrie	Teall	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021

Charter Township of Union

To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: June 17, 2020
Re: June Monthly Activity Report

Attached is the monthly activity report for June.

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: June 2020

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 departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs; and Governor press conferences
- Considerable time is spent addressing operational changes resulting from the various Executive Orders related to the pandemic
- Spoke with several citizens and others and regarding a variety of issues
- Coordinating with the Township Clerk, working on programs for handling election day voting logistic, especially as it relates to anticipated increase in absentee voting.
- Three applications received for open Assessor position
- Held 1st quarter budget monitoring review meetings with department directors
- Began '21 budget development/recommendation planning
- Several meeting held with Department Directors developing a Performance Review Monitoring Policy for organization

Finance Department

1.1 Community well-being and the common good

Audit

- Updated internal control narratives and questionnaires for the auditors
- Summarized tax abatement info for 2019 audit
- Reviewed draft of the 2019 financial statement and worked with audit firm to make changes

Payroll

- Prepared and submitted payroll estimates to Michigan Municipal League by workers comp class for workers comp coverage renewal for coverage period 7-1-20 through 6-30-21
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly
- Handle all meeting pay requests submitted by the Board of Trustees: email to Office Assistant to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.
- Prepare spreadsheet showing current wages and benefit rates for employees for the Water/Sewer cost of service study

Budget

- Finance Director attended meetings related to 2020 budget review for budget amendments
- Looked at general fund revenues for the past 15 years, to analyze revenue sharing and property taxes and how the income was affected by the last recession 2008 – 2010 time frame. The result was a 20% reduction in revenue sharing and no reduction in property taxes collected

Training

- Finance Director attended webinar training offered by the State Department of Treasury titled "COVID-19 Updates & Resources for Local Governments"
- Finance Director attended webinar training offered by the Government Finance Officers Association (GFOA) titled "Reserves: How much can you use?"
- Finance Director attended webinar training offered by the GFOA titled "Financial Decision-making Under Uncertainty"
- Finance Director attended a webinar offered by Plante and Moran titled "COVID-19: Responding to the Families First Coronavirus Response Act"

Assessing Admin

- Finance Director worked with Verizon to get a new phone for the Township Assessor
- The Eligible Manufacturing Personal Property Form were timely filed with the State Tax Commission Essential Services Administration. The 2020 Assessment Roll and all required reports were timely filed with the Isabella County Equalization Department
- The 2020 March Board of Review minutes of March 9th, 12th, 19th, 23rd, and 24th, are ready to be approved at the July Board of Review. When approved they are filed with the Clerk.

- Assessor scanned the Principle Residence Exemptions, Rescind Principle Residence requests, Property Transfer Affidavits, Agricultural P.A. 260 Affidavits and approximately half of the deeds.
- Answered taxpayer questions for assessing and tax information.
- The 2020 assessment roll was rolled over into the new 2021 assessment roll so that the new documents can be entered that we have received since the 2020 roll was given to the March Board of Review.
- Worked on the exempt parcels to determine if they meet the required four prong test for exemption.
- The Crisis Center has submitted an appraisal on the complex and it is being reviewed.
- Assessor will finish scanning the deeds left from the prior month and file all the scanned documents.
- Assessor received forty (40) new deeds from the Register of Deeds and the Principle Residence Exemptions, Rescind Principle Residence Exemptions, Property Transfer Affidavits, and agricultural P.A. 260 affidavits from the abstract company. The documents will be entered in the 2021 roll, scanned and filed.
- Assessor believes there are a lot of sales that were not finalized under the stay at home order.

Cash Receipting

- Post all online payments received to the general ledger – continue to see increased activity from prior years primarily due to building being closed
- 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
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger

Accounts Payable

- 8 Accounts payable check runs during May–
 - After each check run or online payment is issued, notify and submit form to Treasurer requesting appropriate bank accounts and \$\$ transfer needed to cover the payments issued.
 - After Treasurer submits the \$\$ transfer and marks the confirmation number on the form, Finance Director enters the cash transfer in the accounting system and posts to the General Ledger.
 - Ensured funding in the correct bank account for the automatic Rural Development bond payment on May 1st.

Recurring Monthly

- Reconciled 11 bank statements and scanned in BS&A for future reference
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- 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

Miscellaneous

- Worked with CMS to troubleshoot computer issues related to bad wi-fi internet connections at the Township Hall and zoom meeting functionality on the Finance Director's surface pro
- Adjusted and set up general ledger accounts in the Water and Sewer funds to comply with the State's new chart of accounts
- Created a draft version of an updated General Fund Fund Balance Policy
- Compile election worker costs information for Clerk to help submit for reimbursement for the March Presidential Primary election
- Participated in Performance Review Policy review and meetings

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities (1.2, 1.6):

- Department Director met with the division leadership for Mack LTT, which recently completed a purchase of the new manufacturing division of Burch Tank (2113 – 2235 Enterprise Dr.). Mack LTT is based in Kent, Ohio. The Mt. Pleasant operation is planned to expand on the current site, including the hiring of 15-20 new employees (welders, fabricators, and general laborers). Jeff Harrison retains ownership of the tank/trailer repair and cleaning services portion of Burch Tank, which will also remain on the site. The Middle Michigan Development Corp. recently provided assistance to Burch Tank for access to COVID19 related economic development resources and will assist Mack LTT as needed with access to potential state resources to facilitate expansion.
- Department Director met with the owner of the Days Inn and the former Lone Star Steakhouse site (5768-5770 E. Pickard Rd.) to discuss conflicts with signage visibility and EDA street trees, potential improvements to site landscaping and the entrance drive, and other concerns. A copy of the EDA Board policy related to street tree trimming or removal was provided, and the owner was invited to submit a request for some adjustments to the EDA Board for their review and action at an upcoming meeting. The owner also asked about the possibility of EDA assistance (such as a grant program) to support local business beautification or signage improvements along the Pickard Rd. corridor.
- Department Director worked with MDOT representatives and their contractor to facilitate the temporary removal of the EDA lighting under the US-127 bridges over M-20 during the road construction project.

Building Services (1.1, 1.3):

- On May 7, 2020, the Township's building services staff and Building Official returned to in-person work at the Township Hall in response to the Governor's Executive Order #70 allowing the construction industry to return to work. The Building Official also returned to inspection activity while maintaining safety protocols.
- The Building Official and building services staff provided the following services in May:
 - 46 Inspections (1.3)
 - 4 Plan Review (1.3)
 - 65 Permits issued (1.3)
 - 4 Final Certificates of Occupancy, 1 Temporary C of O (1.3)
 - Follow up phone calls (1.1)
 - Sent out expired permit letters in March (1.1, 1.3)

- The Building Official continued to work with the Villages at Bluegrass Apartments and Springbrook Townhomes on their stairway and deck replacement projects. At Springbrook, 63 of 96 decks have been completed. At the Villages at Bluegrass, structural repairs have been completed on buildings 1, 2, 3, 7, 9, 11.

Rental Inspection Services (1.1, 1.3):

- Rental inspections have been temporarily suspended due to the COVID-19 virus pandemic. The Rental Inspector is regularly monitoring and responding to email and voicemail messages. He also continued preparation of proposed adjustments to the inspection program and Ordinance.
- The Rental Inspector also maintained communication with area landlords, maintenance supervisors, and others during May, including but not limited to:
 - Helped to resolve an issue raised by a family that has an elderly mother with no heat because the boiler for the complex had already been shut down for the season.
 - Contact with several managers on the status of their property and potential COVID19-related requirements for inspection access.
 - Contact with the Fire Department regarding inspections.
 - Spoke with a rental property manager to get grass mowed. Verified after the weekend that it was cut.
 - Referred work being done without required Township permits to the Building Official.

Zoning Administration Activities (1.1):

- On May 7, 2020, the Zoning Administrator returned to in-person work at the Township Hall in response to the Governor’s Executive Order allowing the construction industry to return to work.
- Additional zoning administration updates:
 - (7) Zoning review approval letters for building permit applications
 - Zoning Compliance letter for 5785 E. Broadway.
 - (2) Temporary Sign Permit applications at Graff Chevrolet and Green Scene.
 - (2) Permanent Sign applications at Woodland Acres and Big Lots.
 - Held Zoom meeting with Engineer for proposed Sam’s Club Filling Station.
- Completed office organization and filing of current and completed planning/zoning project files

Ordinance Enforcement Activities (1.1):

- The Building Official sent out a final notice of violation and order for corrective action to Tolas Bros., Inc. to complete long-stalled demolition work and site restoration at 4957 E Valley Rd. (parcel #14-002-20-011-01) consistent with Township Attorney direction and the previous Construction Board of Appeals order for demolition.
- Final notice sent by the Zoning Administrator to owners for vehicles to be removed at 5116 Kay St.
- Owner partially complied with notice of violation at 1546 E. River Rd. for removal of junk vehicles. A follow up notice regarding the remaining issue is in process.
- The Zoning Administrator confirmed that the motor home used as a temporary dwelling at 4935 E. Valley Rd. in a manner that violated Zoning Ordinance requirements has been removed.
- The Zoning Administrator confirmed that the owner partially complied with notice regarding complaint about junk vehicles and number of household pets located at 3841 Green Acre Dr.
- A formal notice of violation was sent by the Zoning Administrator to owner of Green Scene Landscaping at 954 E. Remus Rd. regarding unlawful fill near lot boundaries and construction of parking and outdoor storage without permits and site plan compliance.
- Tall grass violation letters sent by the Zoning Administrator to 5143 E. Pickard Rd, 5088 Bertshire Dr, 2406 Jareth Ln, 5243 Jonathon Ln, and 1926 Belmont Dr.

Planning Commission Activities (1.1):

- PSUP 20-01 a group day-care home located at 4175 E. Wing Rd was recommended for approval to the Board of Trustees.
- HOP 20-01 located at 2305 E. Millbrook rd. to allow limited auto servicing for a taxi business was approved per revised plans.
- PTXT 20-02 Zoning Ordinance Update was reviewed and commented on by the Planning Commission.
- Annual election of the Chair, Vice-Chair, Secretary and Vice-Secretary took place.
- Initial review of the PTXT20-02 proposed Zoning Ordinance.

Zoning Board of Appeals Activities (1.1):

- May meeting cancelled due to a lack of agenda items.

Sidewalk and Pathways Prioritization Committee Activities 1.1, 1.4):

- The committee members are individually preparing for their next meeting in June for review of fiscal year 2021 sidewalk project recommendations.

Other Activities (1.1):

- In March, following the initial suspension of rental inspection activities, Larry Sommer was asked to improve the Township's file storage facilities in the lower level of the Township Hall. This project was interrupted by the closure of the Township Hall on 3/24/2020. With the relaxing of some COVID19 work restrictions, Mr. Sommer was authorized on 5/29/2020 to complete the project while maintaining safety protocols. The completed work includes:
 - Installation of new heavy-duty metal shelving in the basement storage room and relocation of metal storage cabinets to maximize access.
 - Relocation and bolting together of existing shelving in the large basement area for additional storage capacity.
 - Return of all displaced files and other stored materials to the updated shelving.
 - Relocation of stored tables and chairs to maximize access through the storage area.
 - Removal of empty boxes.
- Larry Sommer was also called in to check the default on some of the Township Hall's smoke/carbon monoxide detectors. After determining that the units were signaling end of life and needed to be replaced, Mr. Sommer procured and installed new units.
- Department Director participated in Performance Review Policy review and meetings

Public Services Department

1.1 Community well-being and the common good

- Jameson Hall Rental – closed during May 2020 in response to COVID-19 stay at home order
- Processed (5) ACH Request; (26) Transfers of Service/Final Bills and prepared (1) Misc. Invoice – Alwood Nursery
- Received/Processed (183) Miscellaneous Service Request/Work Orders/Phone calls/general inquiry /billing inquiries and water turn-on/off request throughout township
- Prepared (3) cost estimates/permits for new residential/commercial water and sewer services
- Cost of Service Study information second review – re-submittal to consultant
- Three web-ex meeting conducted with cost of service study consultant

- Consulted with Goudreau & CMSD regarding Jameson Park Design contract and completed RFBA for May 27, 2020 BOT meeting
- Participated in Performance Review Policy review and meetings
- Prepared Jameson Park playground equipment installation RFBA for May 12, 2020 BOT meeting
- Prepared and coded department credit card statements/bills
- Participated in bi-weekly EGLE/AWWA Drinking Water and Environmental Health Community Water Supply COVID-19 Updates

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Tested all pump station alarms (monthly operation and maintenance)
- (225) Miss Dig underground markings completed throughout Township
- (5) Miss Dig design tickets and water and sewer location request completed
- Daily water plant reads, and tri-weekly backwashing completed
- Inspected unknown 2" water lead found at ICRC site during site construction
- Flushed fire hydrant located at 4432 River Road – brown water complaint
- Worked with CMS updating Surface 304 (3 hours) and failed UPS at Isabella Treatment Facility
- Repaired valve box cover on Isabella Road
- Installation inspection, pressure testing, and sampling of new 8" water line and fire hydrant at Central Storage
- Installation inspection, pressure testing, and sampling of new 8 x 8 water tap and water main at Isabella County Road Commission
- Flow test conducted – Indian Hills Plaza – Big Lots
- Pumped water from flooded Meridian Road well site after rain event
- Repair of generator at Deerfield Tower
- Radium 226 and 228 water samples taken
- Installation of safety light on utility truck completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued new data radio project for pump stations and water plant
- Hydrant flushing – Summit Smokehouse
- Hydrant flushing – Prepared public notices, mailing, and advertisement for Spring Hydrant Flushing Program May 15, 2020 – June 5, 2020 – 724 hydrants
- Continued EPA UCMR water samples logged on EPA UCMR on-line portal
- Relocated flow meters in Pump Station #5 service area for future pump station/service area upgrade project (3) meters installed
- WWTP - Plant Preventative Maintenance
- WWTP – Continued monitoring of hydrogen sulfide gas in collection system
- WWTP – Tested screw pump bypass operation in anticipation of screw pump #3 installation project
- WWTP- Pumped out and cleaned oxidation ditch #2
- WWTP – Repaired bearing RAS pump #2
- WWTP – Removed stumps from evergreen tree removal around control building
- WWTP – Repaired final effluent sampler controller
- Removed two-inch hydrant at McDonald Park

- Grounds maintenance for all water, sewer, parks facilities
- GIS - Stormwater Master Plan: Continue to update GIS layers related to stormwater land use classification and existing land use (ELU), especially as it relates to utility mapping of impervious areas. Collecting stormwater information and updating GIS layers related to parcels in Fleis & Vandenbrink's areas of interest, especially relevant with the Tittabawassee River in Midland flooding.
- GIS - Michigan Next Generation 9-1-1 (NG911): Getting data ready for NG911 (address points and building footprints).
- GIS - Parcels & State Tax Commission (STC) Classification Codes: Updating parcel maps and GIS data to reflect the property classification codes adopted by the STC in 2018.
- GIS - Utilities ArcGIS Online Map Viewer: Working with Shawn McBride to create an ArcGIS Online map, which involves using Trimble Collector for ArcGIS to extract and download GPS data to our existing PubWorks geodatabase.
- EPA Michigan Government Mapping ArcGIS WebMap: Created a web map based on a response layer created by the City of Mt. Pleasant (stormwater catch basins, retention ponds, storm sewer structures).
- School District Map: Working with the Mt. Pleasant Public Schools Superintendent to develop a school district map showing attendance zones. As a Coronavirus COVID-19 community mapping project, I am also mapping locations where the MPPS delivers breakfast and lunch every day, Monday through Friday, to anyone under 18 years old. These lunch-delivery locations include a number of trailer parks and apartment complexes within Union Township.
- Worked with ICRC on-site for redesign of sanitary sewer lead for new building
- May 7, 2020 – Consumers Energy Emergency MISDIG 2 am
- Inspected installation of sanitary sewer connection at Isabella County Road Commission
- Installation of new battery bracket on parks Kubota zero turn mower
- May 18, 2020 – storms/high rainfall – eight pump stations in alarm, crews responded from 2 am – 12:00 pm May 19, 2020 - utilized bypass pumping to avoid sanitary sewer overflows in homes and on ground – no sewer overflows occurred
- Removed down tree at Isabella Treatment Facility
- Dug up and inspected bypass connection hit by vehicle at pump station #11
- Pulled pump and removed rags at pump station #20
- Dug up and replaced damaged main line water valve
- Jetted and repaired plugged underground line to oxidation ditches at WWTP
- Cleaned-up, applied topsoil, and hydro seeded five (5) locations from water service installations
- Constructed and installed sneeze guard at Township Hall

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
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month. Attend local census advisory committee meeting
- Finalized COVID Response Plan for Employees in anticipation of in-person work resuming
- Tracking COVID related expense items for possible reimbursement

- Prepare for re-opening of Township facilities
- Significant time being spent on all things COVID related to understand requirements/impacts from Executive Orders and relief bills on operations, staff, facilities, etc.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Conduct interviews for open Assessor position
- Continue work with the Township Clerk for handling election day voting logistic, especially as it relates to anticipated increase in absentee voting.

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 Reversed the 2019 prepaid expenses in the General Ledger
- Check with Isabella Bank on the poor interest rates on the Money Market accounts and take action to improve interest income
- Reverse the 2019 prepaid expenses in the General Ledger
- Finance Director to attend a second webinar offered by the State Department of Treasury titled “COVID-19 Updates and Resources for Local Governments”
- Finance Director to attend a webinar offered by the Michigan State Police required to be eligible for State and Federal funding related to COVID-19 expenses
- 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 payments made online to the general ledger

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities:

- Department Director and Finance Director are preparing the EDA reporting documentation as required per Public Act 57 of 2018. (1.1)
- Evaluation of future EDA project priorities and development of an updated list per the EDA Board’s direction and the approved development plans. (1.1, 1.2, 1.6)
- Department Director is preparing a request for bids for the 2021 season of grass-cutting, weed control, and tree-trimming services along the Pickard Rd. corridor.
- Department Director is continuing to work with MDOT representatives and their contractor to protect EDA improvements in and around the US-127/M-20 interchange during construction and ensure site restoration upon completion.

Building Services (1.3):

- Continued progress on Yacisen Medical Facility, Mercantile Bank, Mini Storage (1.6)
- Start of the Isabella County Road Commission’s construction project (1.6)
- Continue to do site visits (1.3), inspections, Issue permits, and plan reviews. (1.3, 1.4, 1.6)
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerville), Broadway Acres, Isabella Village Mobile Home Parks. (1.3, 1.4, 1.6)
- Completion of build out of former Kroger as a new Big Lots (1.3, 1.4, 1.6)

Rental Inspection Services (1.1, 1.2, 1.3, 1.4, 1.5):

- Continue to follow up with local landlords and maintenance supervisors via telephone and email.
- Continue to evaluate the current rental inspection program
- Preparation and planning for resumption of some rental inspections with necessary safety protocols and consistent with the Township's COVID19 Response Plan.

Zoning Administration Activities (1.1):

- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review and action on site plan applications eligible for administrative approval, including improvements to Zion Lutheran Church and Graff Chevrolet.
- Review and action on the Menard's site plan for administrative approval of delivery and pick-up area improvements and installation of a new public sidewalk along their Bluegrass Rd. frontage.
- Zoning compliance letters
- Sign permits and review of building permits for zoning compliance

Ordinance Enforcement Activities (1.1, 1.3, 1.4):

- Ordinance enforcement follows up on current matters and investigation of any new complaints.
- Preparation of a request for proposals for cleanup of two blighted properties for which the Township previously received court authorization to proceed.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- Public hearing, deliberation, and recommendation to the Board of Trustees regarding proposed Zoning Ordinance text amendments to Sections 3.41, 13.2 and 30.4 of the Zoning Ordinance to update the standards and approval process requirements for sand and gravel pits and other extraction operations, and to revise the definition of lot (1.1, 1.3, 1.4, 1.5).
- Public hearing, deliberation, and action regarding 2 Explosive Confections Cake Studio home occupation permit application for 188 S. Bamber Rd. (1.1)
- Zoning Ordinance update presentation for comments and questions during an online Open House event for the public hosted by the Township's consultant and scheduled for Tuesday, June 30, 2020 at 7:00pm. (1.1, 1.2, 1.3, 1.4, 1.5, 1.6)
- Completion of review of the proposed Zoning Ordinance and consideration of setting a public hearing date. (1.1, 1.2, 1.3, 1.4, 1.5, 1.6)
- Potential review and action on the PSPR 20-03 site plan application from Helios Rising Inc. for an Industrial equipment storage yard located on the vacant parcel 14-152-00-007-00 on Venture Way.
- Potential review and action on the PSPR 20-02 site plan application from Four Hacks LLC. For a new duplex residential condominium development located at 3905 River Rd.

Zoning Board of Appeals Activities (1.1):

- No applications received by the deadline for the June or July meetings. The June meeting has been cancelled and the July meeting is anticipated to be cancelled.

Sidewalk and Pathways Prioritization Committee Activities (1.1, 1.2, 1.3, 1.4):

- The Sidewalk and Pathways Prioritization Committee members will meet on 6/29/2020 to compile and take action on a list of potential sidewalk improvements to recommend for inclusion in the Fiscal Year 2021 Township budget.

Other Activities:

- Department Director is working with the Township’s engineering consultants from Rowe Professional Services Company to finalize the proposed scope of work for 2020 sidewalk improvements. (1.1, 1.2, 1.3, 1.4)
- Preparation of proposed revisions to the Township’s fee schedule for building services, zoning permits, rezoning and special use applications, and other land development applications based on updated review processes and evaluation of application processing charges and expenses (1.2).
-

Public Services Department

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

- 2020 Manhole Rehabilitation Project to begin
- Continue monitoring of service area #5 flow meters
- Spring fire hydrant flushing continues until June 5, 2020
- Preparation of pad for playground equipment – Jameson Park
- WWTP – Continue grit removal from oxidation ditch #2
- WWTP – Perform first round of annual collection system mercury sampling
- WWTP – Complete EPA DMR/QC 40 Study
- WWTP – Replace concrete pad between clarifier 1 & 2 (contingent on utility crew availability)
- WWTP- Begin cleaning and painting of clarifier #2
- WWTP – continue collection system hydrogen sulfide monitoring
- WWTP – clean screw pump #3 bearing pit in preparation for installation of new screw pump
- Preparation and distribution of 2019 Consumer Confidence Report
- Installation of hydrant at end of Carter Street
- Installation of new water service lead on High Street
- Load test pump station #2 elevator
- Pump Station #14 Upgrade project completion
- Installation of new 2” meter at 3700 E Deerfield
- Retire 1” water service on Enterprise Drive
- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision
- Raise sanitary sewer manhole at the west entrance of The Reserve
- Install large sump crock and pump in backwash lagoon at Meridian Road Water Plant

Future Board of Trustee Meeting Agenda Items

- Consider Recreational Authority Sub-Committee recommendation on Aquatic Center
- Consider recommendation from Planning Commission Re: amendment to zoning code removing extraction operation regulations from zoning code
- Consideration of the comprehensive update to the Zoning Ordinance.
- Consider proposal from Rowe Professional Services Company for the 2020 Sidewalk Improvements scope of work.
- Water and Sewer Cost of Service Study – Board of Trustees Presentation
- Cross connection inspection program
- Pump Station #1 construction contract
- EDA Participation Agreement – Jameson Park

- General Fund Reserve Policy recommendation
- Consider amend/rescind Crisis Center PILOT General Ordinance due to them purchasing an apartment complex that does not qualify under the PILOT Ordinance –
- FY 2020 Budget Amendment #1 – July 22nd
- Consider approval of changes by MERS related to employee DC retirement program –

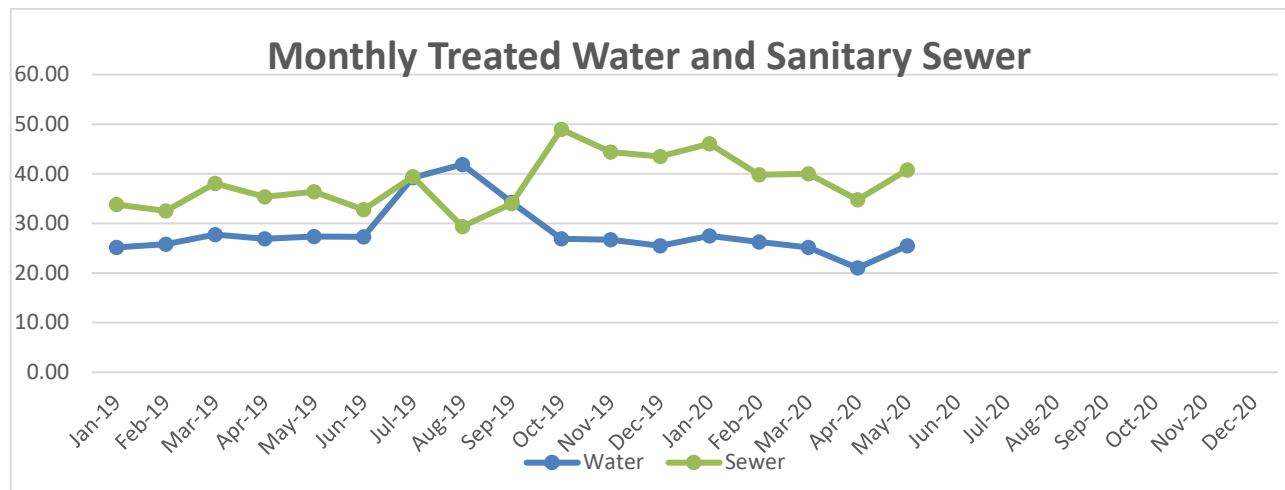
Significant Items of Interest Longer Term

- Planning Commission review/update of zoning ordinance
- Building Services - Resume scanning of current building plan documents by staff for uploading into the BS&A Building Module software application – delayed until COVID19-related restrictions on access to the Public Services Department offices are lifted.
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Building Services - Review building permit application form
- Rental Inspections - Preparation and adoption of rental program changes
- Rental Inspections - Procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session.
- Rental Inspections - Research options for smoke detector and or battery support/grants for township residents
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Preparation of a request for bids to contract for bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- 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 (1.5)
- Working on new Joint Airport Operations Agreement with several units of government
- Review employment applications for Accounting Specialist
- Lead the tax team to collect delinquent personal property taxes outstanding
- Implement BS&A Purchase Orders
- Reconcile tax settlement for 2019 tax year
- 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
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Create new land values for all classes of property
- Measure and price all exempt properties
- 2020 assessing field work goal is 20% of parcels and completion of backlog from last year
- Operator Prep for upcoming exams (water and sewer exams - postponed)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/2020)

- Well Number 1 replacement with Well #11 Project - Water main installation bidding & well equipment installed (pump, motor, pitless adapter)
- Purchase of new sewer vector truck (2021)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- EPA Water System Risk Assessment Plan (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Installation of new furnace/air conditioner at 4795 S Mission – Shop
- McGuirk Estates Paving District Petition/Assessment District

Other

- Legal Matters
 - Anticipate increase in student apartment MTT’s in response to new CMU rule requiring undergraduate students to live in dorms
 - Accepted service on Zalud v Charter Township of Union, et al case filing
 - Accepted service on Concerned Citizens of Union Township v Charter Township of Union Township case filing
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- May 2020 – Treated Potable Water
 - Total Month: 25.499 mg
 - Average Day: .911 mgd
 - Max Day: 1.528 mgd
- May 2020 – Treated Sanitary Sewer
 - Total Month: 40.800 mg
 - Average Day: 1.36 mgd
 - Max Day: 3.85 mgd



Public Service Department COVID-19 Response:

Water usage down – business closures/vacant apartments

May 2019 27.39 mg

May 2020 25.499 mg

1.891 mg

Sewer flows up – storm infiltration

May 2019 36.41mg

May 2020 40.8 mg

4.390 mg

2020 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular - Electronic Meeting Minutes

A regular-electronic meeting of the Charter Township of Union Board of Trustees was held on June 10, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

Roll Call

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

Approval of Agenda

Mielke moved **Hauck** supported to approve the Agenda as amended, moving Closed Session to Item 8. **Roll Call Vote: Ayes: Gunning, Rice, Cody Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.**

Presentations

Public Hearings

Public Comment

Open: 7:03 p.m.

No comments were offered.

Closed 7:03 p.m.

Closed Session

7:04 p.m.

Woerle moved **Cody** supported that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act, as well as under Section 8(e) of the Open Meetings Act to consult with the Township's attorney regarding specific pending litigation. **Roll Call Vote:**

Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.

7:28 p.m.

Hauck moved **Cody** supported to come out of closed session. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.**

Reports/Board Comments

A. Current List of Boards and Commissions – Appointments as needed

B. Board Member Reports

Cody – Planning Commission updates

Rice – Taxes will be in mailboxes July 1, 2020

Hauck – Road Commission updates

Lannen – Asked for consistency on Board Expiration List by labeling “Jr.”, as same individual sits on two Township Boards

Woerle – Commented on Spring 2% projects; Fall 2% distributions will be awarded June 23, 2020 – two Representatives from the Township to RSVP for a time slot to receive Township’s 2% award

Consent Agenda

- A. Communications
- B. Minutes – May 27, 2020 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Rice moved Mielke supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion Carried.**

BOARD AGENDA

- A. **Discussion/Action: (Nanney) To approve the Special Use Permit PSUP20-01 for a group child daycare home located at 4175 E. Wing Rd. PID 14- 035-10-003-04 on the condition that the applicant shall obtain a state license for the facility and shall submit a copy of the approved license to the Township Zoning Administrator for the Township’s records.**

Woerle moved Lannen supported to approve the Special Use Permit PSUP20-01 for a group child daycare home located at 4175 E. Wing Rd. PID 14- 035-10-003-04 on the condition that the applicant shall obtain a state license for the facility and shall submit a copy of the approved license to the Township Zoning Administrator for the Township’s records. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- B. **Discussion: (Stuhldreher) Fall 2% grant application discussion**

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:06 p.m.

No comments were offered.

Closed 8:06 p.m.

MANAGER COMMENTS

- Recycling resumed June 8, 2020 at the MRF and curbside (see County Press release on Township’s home page)
- Return to work plan – Township remains closed to public but open by appointment. Week of June 22, 2020 Township Hall will be open to the public masks and health screening required. Employees are already doing daily health screening and wearing masks.
- Due to indoor gathering limited per the current executive order, the June 24, 2020 Board of Trustee meeting will be held electronically on Zoom

- Reservations have resumed for Jameson Hall and McDonald / Jameson Pavilions effective July 1, 2020 and are subject to the current executive order at the time of reservation
- Communicating with the City of Mt. Pleasant to develop “Play Safe Guidelines” for any league baseball played during the summer 2020 season due to COVID-19

FINAL BOARD MEMBER COMMENTS

Gunning – Asked that the special assessment policy for the Township be on the next Agenda

Rice – Shop local businesses/restaurants as they are reopening

Cody – Wished Tim Lannen a happy birthday. Requested election worker pay be a discussion item on a future Agenda

Hauck – Inquired on Election Worker pay and commented on Township’s old fire truck a great asset to Isabella Township

Lannen – Congratulations to the students for graduating/completing classes through this pandemic this year, mentioned free fishing this Saturday, June 13, 2020. Shared that the Township’s new fire truck has been out on fire runs

Mielke – Commented that he was able to pick up a homemade mask from Millie’s Tailor Shop (shop local)

Woerle – Commented on the innocence, joy, and hope displayed in the young, read something he came across regarding the 2020 pandemic as a positive outcome. He commented that there is a lot to be learned from the young to change a person’s mindset to see the positive rather than the negative side of a situation.

ADJOURNMENT

Rice moved Cody supported to adjourn the meeting at 8:25 p.m. Roll Call Vote: Ayes: Gunning, Cody, Rice, Hauk, Lannen, Mielke, and Woerle Nays:0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
06/22/2020	101	353 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5228 S ISABELLA 2270 NORTHWAY 2055 ENTERPRISE 5525 E REMUS 5537 E BORADWAY 1933 S ISABELLA 5144 BUDD 5142 BUDD 1660 BELMONT 900 MULBERRY 5240 E BROOMFIELD 48858 LED LIGHT 5076 S MISSION 4795 S MISSION 4797 S MISSION BARN 4822 ENCORE 4244 E BLUE GRASS 3998 E DEERFIELD 5369 S CRAWFORD 3248 S CONCOURSE 1876 S LINCOLN 2188 E PICKARD 1776 E PICKARD 1876 E PICKARD 2180 S LINCOLN 2495 E DEERFIELD 2424 W MAY 800 CRAIG HILL 4520 E RIVER 1633 S LINCOLN 5319 E AIRPORT 1046 S MISSION 1605 SCULLY	6,563.26 30.38 263.52 122.01 245.83 563.09 25.36 75.10 242.86 104.88 937.92 4.04 936.68 2,102.71 187.85 97.26 66.00 64.37 57.98 144.99 15.49 96.32 39.21 70.35 26.45 133.22 339.65 45.11 197.72 296.14 47.79 134.10 39.90
						14,317.54
06/22/2020	101	354 (E)	00146	VOID		V
Void Reason: Created From Check Run Process						
06/22/2020	101	355 (E)	00146	VOID		V
Void Reason: Created From Check Run Process						
06/22/2020	101	356 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE - 2ND Q 2020	462.75
06/24/2020	101	21995	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING & HYDRANT FLUSHING ADS	1,429.43
06/24/2020	101	21996	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	TALL GRASS ENFORCEMENT MOWING	162.00
06/24/2020	101	21997	01600	BE GREEN LAWN SERVICES CO, INC.	FERTILIZER & WEED CONTROL-MCDONALD PARK TURF GROWTH REGULATOR-MCDONALD PARK FERTILIZER & WEED CONTROL-BALL FIELDS TURF GROWTH REGULATOR-BALL FIELDS	3,720.00 1,657.00 1,800.00 799.00
						7,976.00
06/24/2020	101	21998	00066	BILL'S CUSTOM FAB, INC.	BUILD VALVE BOX FOR ISABELLA RD	467.50
06/24/2020	101	21999	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - MAY 2020	3,078.00
06/24/2020	101	22000	00095	C & C ENTERPRISES, INC.	SAFETY WORK UNIFORM PANTS	587.50
06/24/2020	101	22001	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE-JUN 20 MANAGED IT, EMAIL & PHONE SERVICE-JUL 20	5,316.11 5,316.11

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						10,632.22
06/24/2020	101	22002	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - MAY 2020	584.27
06/24/2020	101	22003	01242	CULLIGAN WATER	WATER COOLER - SHOP JUN 2020	9.00
06/24/2020	101	22004	00162	CUMMINS BRIDGEWAY, LLC	GENERATOR REPAIR DUE TO RODENT DAMAGE	2,353.58
06/24/2020	101	22005	01171	DBI BUSINESS INTERIORS	GLOVES & CART - BLDG	73.67
06/24/2020	101	22006	00207	E & S GRAPHICS, INC	DISTANCING FLOOR FOOTPRINTS	46.00
06/24/2020	101	22007	01390	EUROFINS EATON ANALYTICAL, INC	WATER ANALYSIS TESTING	130.00
06/24/2020	101	22008	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT - JUNE 2020	40.00
06/24/2020	101	22009	01559	GALLINAT, PETER	CODE ENFORCEMENT TRAVEL-ZONING INPS	10.93
06/24/2020	101	22010	00249	GILL-ROY'S HARDWARE	NUTS,BOLTS,SCREWS - TWP HALL BASEMENT	1.72
					PARTS TO RAISE TWP HALL FLAGS	11.18
						<u>12.90</u>
06/24/2020	101	22011	00261	GRAINGER	MECHANICAL EXPANSION PLUG FOR WWTP	71.28
06/24/2020	101	22012	00266	HACH COMPANY	HACH CONTROLLER FOR RIVER RD PRV	2,347.04
06/24/2020	101	22013	01541	HEINTZ LIFTING INC	TRACTOR FOR OXIDATION DITCH	960.00
06/24/2020	101	22014	00725	CUSTOM OFFICE SYSTEMS	BALANCE ON OFFICE FURNITURE FOR CLERK CO	966.25
06/24/2020	101	22015	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV-MAY 2020	5,200.00
06/24/2020	101	22016	00402	MEDLER ELECTRIC CO	FUSE FOR WWTP	14.61
06/24/2020	101	22017	00420	MICHIGAN MUNICIPAL LEAGUE	TWP ASSESSOR EMPLOYMENT AD	189.36
06/24/2020	101	22018	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	HYD EXT A320 MUELLER FOR ICRC	698.00
06/24/2020	101	22019	00424	MICHIGAN RURAL WATER ASSN.	MRWA ANNUAL DUES JULY 2020-JUNE 2021	735.00
06/24/2020	101	22020	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-3RD Q 2020	330.00
06/24/2020	101	22021	01662	CAR WASH PARTNERS INC	MAY 2020 CAR WASHES	63.00
06/24/2020	101	22022	00463	MT. PLEASANT HEATING & AIR COND	FREON FOR TWP HALL A/C	400.00
06/24/2020	101	22023	00128	CITY OF MT. PLEASANT	3RD Q 2020 FIRE CONTRACT PAYMENT	190,950.00
06/24/2020	101	22024	00494	NORTH CENTRAL LABORATORIES	QA/QC STANDARD	216.97
					PIPET TIPS/BIOHAZ BAG	266.43
						<u>483.40</u>
06/24/2020	101	22025	01352	PLEASANT GRAPHICS	SOCIAL DISTANCING WALL GRAPHICS	145.00
06/24/2020	101	22026	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - MAY 2020	647.50
06/24/2020	101	22027	01595	ROMANOW BUILDING SERVICES	DISINFECTING SERVICES TWP HALL-MAY 2020	105.00
					JANITORIAL SERVICES TWP HALL - MAY 2020	511.58
					JANITORIAL SERVICES WTR PLANT - MAY 2020	204.64
					JANITORIAL SERVICES WWTP - MAY 2020	306.96
						<u>1,128.18</u>
06/24/2020	101	22028	01542	SHRED-IT US JV LLC	PAPER SHREDDING 5/27/20	58.48
06/24/2020	101	22029	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	412.27
06/24/2020	101	22030	00637	SWEENEY SEED CO.	HYDRO SEEDER MIX FOR WTR/SWR REPAIRS	408.80
06/24/2020	101	22031	01013	USA BLUE BOOK	FINE SCREEN TRANSDUCER FOR WWTP	1,245.25
					ECLIPSE 9700 PORTABLE AUTO FLUSHING HYDR	2,061.17
					FLOMATIC CHECK VALVE/ASHCROFT PRESSURE T	1,832.72
						<u>5,139.14</u>
06/24/2020	101	22032	00732	YEO & YEO, PC	2019 AUDIT SERVICES-FINAL PMT	2,050.00

101 TOTALS:

Total of 42 Checks:

255,770.60

Less 2 Void Checks:

0.00

Total of 40 Disbursements:

255,770.60

CHECK DATE: June 11, 2020
PPE: June 6, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 30,211.18
Fire Fund	1,781.06
EDDA	-
WDDA	-
Sewer Fund	28,438.73
Water Fund	25,136.17
Total To Transfer from Pooled Savings	\$ 85,567.14

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 59,040.84
Employer Share Med	800.86
Employer Share SS	3,424.32
SUI	39.29
Pension-Employer Portion	4,664.12
Workers' Comp	854.78
Life/LTD	566.16
Dental	-
Health Care	19,196.94
Vision	327.48
Vision Contribution	(163.74)
Health Care Contribution	(3,183.91)
Cobra/Flex Administration	-
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 85,567.14

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period June 1, 2020 through June 7, 2020**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	123	Fire in portable building, fixed location			
	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	1	2	
	155	Outside stationary compactor, compacted ...			
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
	321	EMS Call excluding Veh. Accident	1	2	2
	322	Motor Vehicle Acc. W/ Injuries			2
	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			1
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			1
	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	2		2
	445	Arcing, shorted electrical equipment			3
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			2
	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			1
	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			
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional	1	2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6		18
		YTD Response for Union Twp/City	118		214

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: June 15, 2020
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: June 24, 2020
ACTION REQUESTED: Approval of the Bid from The Isabella Corporation in the amount of \$118,055.00 for the construction of Well #11 transmission line and access driveway at the Isabella Treatment Plant.	

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-972.000 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The Township’s 2012 and 2017 Water Reliability Study determined that Well #1 would need to be replaced in the next five to ten years due to loss of production, and to meet the increased demand to the overall well system. Well #1 which is located at the Isabella Treatment Facility was budgeted and approved to be replaced in 2017. The original scope of work included drilling a deeper well next to the existing well and reconnecting into existing site infrastructure. In order to replace the well and increase capacity, the depth of Well #1 would change from 56.6 feet to a new depth of around 100 feet, making it comparable to other wells at the same site.

In May of 2017 the Township went through the bidding process for the well replacement project. Three bids were received and on June 14, 2017, Peerless Midwest was awarded the bid by the Township Board. When drilling the new well (next to Well #1) commenced, it was determined that water levels and capacity at this location were not available below the existing level of 56.6 feet and would not support increased capacity. Drilling was halted, and the project was reassessed prior to any additional development.

In December of 2017, with the assistance of Peerless Midwest, the Township submitted a Site-Specific Review to the EGLE Drinking Water and Municipal Assistance Division Resource Unit to determine other potential high capacity well sites at the Isabella Treatment Facility. In late November 2018, the Township received an assessment from EGLE indicating two potential locations at the Isabella Site. One location was not viable due to existing infrastructure. However, the second site located in a wooded area 525’ west of Well #7 was a possibility.

A permit for a test well was approved by the MDEQ Saginaw Bay District to determine the viability of the selected site and a test well was drilled by Peerless Midwest in March of 2019. It was determined that enough water is available at approximately 98 feet. However, additional site work, a high capacity well screen, and a new water transmission main from the new well to an existing onsite water main would need to be constructed.

Sealed bids were solicited and a bid opening was held on June 10, 2020, for the installation of the transmission main and site work. One bid was received for this project from The Isabella Corporation in the amount of \$118,055.00

Below is an estimate of the site work, well development, transmission main installation, and engineering required to fully develop a new well and abandon Well #1.

Drill well, well testing, high capacity well screen, and pumping equipment (Approved July 2017 -Peerless Midwest – PTD - \$64,221.00)	\$ 73,655
Abandon Well #1 (Peerless Midwest) (Approved July 2017- Peerless Midwest)	\$ 3,020
VFD & SCADA Programming	\$ 30,000
Access Drive, clearing, site grading, driveway, and electrical	\$ 66,566
Transmission line, connection to existing, site restoration	<u>\$ 131,265</u>
Total Construction Cost	\$ 304,486
Contingency	\$ 30,448
Engineering (Approved May 2019 - Gourdie Frasier – PTD \$12,405.00)	<u>\$ 29,500</u>
Estimated Total Project Cost	\$364,434

SCOPE OF SERVICES

Installation of 475 linear feet of 16” C900 DR 18 PVC water main, gate vales, flushing assembly, live tap, placement of 15’ wide gravel driveway, site clearing and grading, and site restoration.

JUSTIFICATION

Recommendation to award bid to The Isabella Corporation for the construction of Well #11 transmission line and access driveway in the amount of \$118,055.00. This recommendation is based on a long history of successful projects completed by The Isabella Corporation for Union Township and their ability to complete the work as specified.

PROJECT IMPROVEMENTS

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

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

COSTS

\$118,055.00

Funds for this project are included in the FY2020 Budget - GL Number 591-536-972.000

PROJECT TIME TABLE

MID/Late Summer2020

RESOLUTION

Approval of the Bid from The Isabella Corporation in the amount of \$118,055.00, for the construction of Well #11 transmission line and access driveway at the Isabella Treatment Plant.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:



June 11, 2020

Ms. Kim Smith, Utility Director
Dept. of Public Services
Charter Township of Union
5228 South Isabella Road
Mt. Pleasant, MI 48858

RE: Well No. 11 – Transmission Line and Access Drive - Bid Price Review
GFA Project No. 19208

Dear Kim:

We have reviewed the bids received on Wednesday, June 10, 2020 for the above referenced project. The responsive bidder to the project and their base bid price is summarized as follows:

Isabella Corporation	\$118,055.00
----------------------	--------------

Upon review of the bid price, the total project cost received was less than original engineer estimate of \$129,500. This cost estimate was originally generated in June 2019.

Isabella Corporation, local to Union Township is very qualified and has completed many projects for the Township over the past 30 years. It is our recommendation that the Charter Township of Union approve their submitted bid and proceed with the project as planned.

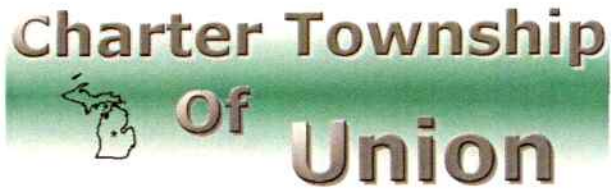
Best Regards,



Jennifer Hodges, P.E.
Sr. Project Manager

Bid Results
Charter Township of Union
Well No. 11: Transmission Line and Access Drive
GFA Project No. 19208

Isabella Corp						
No.	Item	Unit	Est. Qty.	Unit Price	Item Cost	
1	Mobilization	LS	1	\$10,000.00	\$10,000.00	
2	Clearing and Grubbing	LS	1	\$1,500.00	\$1,500.00	
3	Machine Grading	STA	8	\$1,200.00	\$9,600.00	
4	Water Main, PVC C900 DR 18, 16"	LF	475	\$75.00	\$35,625.00	
5	Gate Valve & Box, 16"	EA	3	\$12,000.00	\$36,000.00	
6	Blow-off Hydrant Assembly	EA	1	\$5,000.00	\$5,000.00	
7	Tapping Sleeve and Valve, 8"	EA	1	\$5,000.00	\$5,000.00	
8	Gravel Drive, 23A	ST	1430	\$6.00	\$8,580.00	
9	12" Culvert, CMP	LS	1	\$1,750.00	\$1,750.00	
10	Site Restoration	LS	1	\$5,000.00	\$5,000.00	
TOTAL BIDS						\$118,055.00



5228 South Isabella Road
 Mt. Pleasant, MI 48858
 989-772-4600 ext. 224 (phone)
 989-773-1988 (fax)
 ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: Well #11 Transmission Line & Access Drive Due Date: June 10, 2020 @ 10:00 a.m.

Bidder	Bid Bond	Amount
Isabella Corporation	Rec'd	\$118,055.00

Kimberly Smith 6-10-2020
Shawn McBride 6-10-2020

ARTICLE 1 – BID RECIPIENT

- 1.01 This Bid is submitted to: The Charter Township of Union, 2010 S. Lincoln Road, Mt Pleasant, MI 48858
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER’S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
 - A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder’s safety precautions and programs.
- E. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

- F. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- G. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- I. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER’S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 - 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BID FORM

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00
2	Clearing and Grubbing	LS	1	\$ 1,500.00	\$ 1,500.00
3	Machine Grading	STA	8	\$ 1,200.00	\$ 9,600.00
4	Water Main, PVC C900 DR 18, 16"	LF	475	\$ 75.00	\$ 35,625.00
5	Gate Valve & Box, 16"	EA	3	\$ 12,000.00	\$ 36,000.00
6	Blow-off Hydrant Assembly	EA	1	\$ 5,000.00	\$ 5,000.00
7	Tapping Sleeve and Valve, 8"	EA	1	\$ 5,000.00	\$ 5,000.00
8	Gravel Drive, 23A	ST	1430	\$ 6.00	\$ 8,580.00
9	12" Culvert, CMP	LS	1	\$ 1,750.00	\$ 1,750.00
10	Site Restoration	LS	1	\$ 5,000.00	\$ 5,000.00
Total of All Unit Price Bid Items					\$ 118,055.00

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Total of Unit Price Bids = Total Bid Price \$ _____

One hundred eighteen thousand fifty five and 00/100 Dollars

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid Bond or Security;

- B. Bidder's Experience Form C-430 -Evidence to do Business in Michigan, Contractor License No., List of Subcontractors

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

The Isabella Corporation

By:
[Signature]



[Printed name] Jeremy M. Zalud, Vice President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature]



[Printed name]

James A. Zalud

Title:

President

Submittal Date:

June 10, 2020

Address for giving notices:

2201 Commerce Street, Mt. Pleasant, MI 48858

Telephone Number:

989-772-58991

Fax Number:

989-773-2978

Contact Name and e-mail address:

Jeremy Zalud

Bidder's License No.:

(where applicable)

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The Isabella Corporation
2201 Commerce Street
Mt. Pleasant, MI 48858

SURETY:

(Name, legal status and principal place of business)

The Guarantee Company of North America USA
One Towne Square, Suite 235
Southfield, MI 48076

OWNER:

(Name, legal status and address)

Charter Township of Union
2010 S. Lincoln Road, Mt. Pleasant, Michigan 48858

BOND AMOUNT: Five Percent (5%) of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Well No. 11, Transmission Line and
Access Drive Installation

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

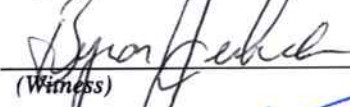
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

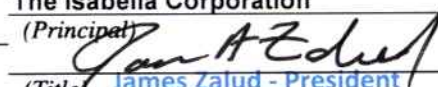

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of June, 2020


(Witness)


(Witness)

The Isabella Corporation
(Principal)  (Seal)
(Title) James Zalud - President
The Guarantee Company of North America USA
(Surety)  (Seal)
(Title) Alan P. Chandler, Attorney-in-Fact

Init.



POWER OF ATTORNEY

NOW ALL BY THESE PRESENTS: That **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

Robert Trobec, Jeffrey A. Chandler, Kathleen M. Irelan, Ian J. Donald, Alan P. Chandler, Wendy L. Hingson, Susan L. Small
VTC Insurance Group

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon **THE GUARANTEE COMPANY OF NORTH AMERICA USA** as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of **THE GUARANTEE COMPANY OF NORTH AMERICA USA** at a meeting held on the 31st day of December, 2003. The President, or any Vice President, acting with any Secretary or Assistant Secretary, shall have power and authority:

1. To appoint Attorney(s)-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and
2. To revoke, at any time, any such Attorney-in-fact and revoke the authority given, except as provided below
3. In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.
4. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 6th day of December 2011, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, **THE GUARANTEE COMPANY OF NORTH AMERICA USA** has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 2nd day of October, 2015.



THE GUARANTEE COMPANY OF NORTH AMERICA USA

**STATE OF MICHIGAN
County of Oakland**

Stephen C. Ruschak, President & Chief Operating Officer

Randall Musselman, Secretary

On this 2nd day of October, 2015 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA; that the seal affixed to said instrument is the Corporate Seal of said Company; that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of said Company.



Cynthia A. Takai
Notary Public, State of Michigan
County of Oakland
My Commission Expires February 27, 2024
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

I, Randall Musselman, Secretary of **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, which is still in full force and effect.



IN WITNESS WHEREOF, I have thereunto set my hand and attached the seal of said Company this 9th day of June, 2020

Randall Musselman, Secretary



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 17, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 6/24/2020
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed PTXT20-01 Text Amendments to Sections 3.41, 13.2 and 30.4 of the Zoning Ordinance to update the standards and approval process requirements for sand and gravel pits and other extraction operations, and to revise the definition of lot.	

Current Action X Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Zoning Ordinance amendments have been initiated by the Township for the following purposes:

- 1. Revise the “lot” definition.** The change to this definition in Section 3.41 is intended to resolve an issue that led to a need for the Zoning Board of Appeals to respond to a text interpretation request in January. The proposed definition would clarify the characteristics of a “lot” as regulated by the Zoning Ordinance, and make clear that all elements of the definition apply to the defined term.
- 2. Replace the requirements that apply to sand and gravel pits.** Staff and the Township Attorney have worked together to prepare this amendment to the Zoning Ordinance, which would replace the special use permit requirement and outdated use standards for sand and gravel pits with a requirement for compliance with the requirements of the new Extraction Ordinance 20-01 adopted by the Board of Trustees on May 12, 2020 under provisions of the Charter Township Act. The Zoning Ordinance amendment is a necessary step to ensure consistency in the Township’s regulations for this activity.

The Planning Commission held a public hearing on the proposed amendments during their special meeting on Monday, June 8, 2020. Subsequent to the hearing, the Commission adopted a motion to recommend the proposed amendments to the Board of Trustees for approval. A copy of the minutes for this meeting is attached.

In accordance with the requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the proposed amendments were forwarded to the Isabella County Planning Commission with a request for their review and comment. This request was included on their regular June 11, 2020 meeting agenda for consideration. A copy of the county’s response memo is also attached.

SCOPE OF SERVICES

Introduction and First Reading of the proposed text amendments to the Township’s Zoning Ordinance No. 1991-5.

JUSTIFICATIONS

Revise the “lot” definition. The proposed “lot” definition change is necessary to resolve an issue that led to a request for the Board of Appeals to interpret the text.

Replace the requirements that apply to sand and gravel pits. The Township recognizes that sand, gravel, and other non-metallic minerals within the Township’s boundaries are non-renewable natural resources necessary and beneficial to the welfare of its inhabitants and the surrounding region. With the adoption of the new Extraction Ordinance 20-01, corresponding amendments to the current Zoning Ordinance are necessary for consistency.

GOALS ADDRESSED

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

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

The proposed Zoning Ordinance amendments help to facilitate the establishment of extraction operations and associated non-metallic mineral commerce (1.6) in the Township under the permit process established by the new Extraction Ordinance 20-01, and are intended to support a sustainable community through the most effective use of Township resources.

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the proposed amendatory ordinance would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

RESOLUTION

Introduce and conduct a First Reading of the proposed PTXT20-01 Text Amendments to Sections 3.41, 13.2 and 30.4 of the Zoning Ordinance.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend the Charter Township of Union Zoning Ordinance No. 1991-5, as amended, by amending Sections 3.41, 13.2 and 30.4 to update the standards and approval process requirements for sand and gravel pits and other extraction operations and to revise the definition of lot, all by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for repeal; to provide for severability; to provide for publication; and to provide an effective date.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

Section I – Title

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number _____, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

Section II – Amendments

The Charter Township of Union Zoning Ordinance, No. 1991-5, as amended, is hereby amended as follows:

Section 3.41: Section 3.41 is deleted in its entirety and replaced as follows:

Section 3.41 LOT

A tract of land that (1) is of sufficient land area to satisfy the requirements of this Ordinance for maximum lot coverage and minimum lot area; (2) is of sufficient land area to provide the minimum buildable area, yard setbacks, and any other open space as required by this Ordinance for a principal building or a group of such buildings and accessory buildings, or utilized for the principal use and uses accessory thereto, as allowed in the zoning district; and (3) has direct frontage on and access to a public or private road right-of-way. A condominium unit established under the Condominium Act, parcel created under the Land Division Act, and any other lot of record shall be a “lot” for purposes of this Ordinance only if the physical characteristics of unit, parcel or lot of record include all three elements of this definition.

~~A lot is a parcel of land, of at least sufficient size to meet minimum requirements for use, coverage and lot area, adequate to provide such setback area and other open space as required by this Ordinance. Such lots shall have frontage on a designated street, road right-of-way, or easement and may consist of:~~

- ~~A. A measured portion of a parcel or tract of land that is described and fixed in a recorded plat.~~
- ~~B. A parcel or tract of land continuous area described by metes and bounds.~~
- ~~C. In the case of division of land on the basis of condominium ownership (site condominium), “lot” shall also include the portion of the condominium project designed and intended for separate ownership and use as described in the master deed.~~

Section 13.2: Section 13.2 is amended to delete subsection “I. 12.” (sand and gravel pits) from the list of special uses in Section 13.2 and to re-number the remainder of the list accordingly, to insert a new subsection “I” before the list of special uses, to add “Sand and gravel pits and other extraction operations, subject to Section 30.4.S.” as a permitted use, and to move the list of special uses to a new subsection “J.” so that Sections 13.2 I. and 13.2 J. read as follows:

Section 13.2 PERMITTED USES (F, NO. 16, NEW; 1992-6 ORDINANCE)

- I. Sand and gravel pits and other extraction operations, subject to Section 30.4.S.
- ‡ J. Special uses: The following uses may be permitted in AG Districts when all requirements, condition and procedures of Section 30 of this Ordinance are complied with:
 - 1. Airports, public or private.
 - 2. Campgrounds or recreation grounds.
 - 3. Cemeteries, public or private, including mausoleums.
 - 4. Communication towers.
 - 5. Conservation areas, public or private.
 - 6. Country clubs and golf courses.
 - 7. Filling stations.
 - 8. Group day-care homes.
 - 9. Hunting clubs or gun clubs.
 - 10. Public and institutional uses.
 - 11. Race tracks.
 - ~~12. Sand and gravel pits.~~
 - 12. Second living quarters on a farm.
 - 13. State licensed residential facilities.
 - 14. Veterinarian services.
 - 15. Landscaping services.
 - 16. Utility Grid Wind Energy Systems. See Section 30.4.AC
 - 17. Boarding Kennels. (New Ord 98-11)
 - 18. Rooming or Boarding Dwelling, Single Unit. See Section 30.4.AE. (New Ord 13-04)

Section 30.4: Subsection “S.” of Section 30.4 is deleted in its entirety and replaced as follows:

Section 30.4 SPECIAL USES PERMITTED (X, NEW, 1993-6 ORDINANCE; Y, NEW, 1995-6 ORDINANCE)

- S. Sand and gravel pits and other extraction operations, subject to compliance with the following requirements, with documentation provided to the Zoning Administrator:
 - 1. Compliance with all applicable federal, state, and county regulations.
 - 2. Compliance with the requirements of the Township’s Extraction Ordinance No. 20-01.
 - 3. Planning Commission approval of an Extraction Permit and associated mining and reclamation plans as authorized by the Township’s Extraction Ordinance No. 20.01 shall also constitute site plan approval for the use under this Ordinance.

~~S. Sand and Gravel Pits, Provided:~~

- ~~1. They are located within AG Districts.~~

- ~~2. All excavation shall comply with Soil Erosion and Sedimentation Control Act 347 of the Public Acts of 1972 of the State of Michigan, as amended. All areas so used shall be rehabilitated progressively as they are worked out or abandoned to a condition entirely free from hazards and blending with the surrounding natural ground. All slopes and banks shall be reasonably graded to prevent excessive erosion.~~
- ~~3. No business or industrial buildings or structures of a permanent nature shall be erected, except when such building is a permitted use within the District in which the gravel pit is located.~~
- ~~4. Driveways and parking areas as specified in Section 30.4.B.2.~~
- ~~5. Entrances and exits as specified in Section 30.4.B.2.~~
- ~~6. The Planning Commission may require that part or all of the operation be screened with a wire or wood fence six (6) feet in height. In addition, evergreen screening planting may be required on any side adjacent to land in residential or commercial use.~~
- ~~7. No excavation should come within one hundred (100) feet of a residence or within fifty (50) feet of a property line or a road right-of-way. All operations coming within the minimums must retain a 2:1 slope (two (2) feet horizontal, one (1) foot vertical). This regulation must also be observed by owner and operator of existing gravel pits where excavation is in progress on the effective date of this Ordinance.~~
- ~~8. All truck operations shall be directed away from residential streets, whenever practical.~~
- ~~9. All permit applications for excavations must be co-signed by landowner and operator.~~

Section III – Repeal

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section IV – Severability

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

Section V – Publication

The Clerk for the Charter Township of Union shall cause this Ordinance to be published in the manner required by law.

Section VI – Effective Date

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on _____, 2020, after initiation and a public hearing by the Planning Commission on _____, 2020 as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first

Draft Date: May 15, 2020

reading by the Township Board on _____, 2020 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2020, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 2020, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

- (a) Voting in favor of the Ordinance: _____

- (b) Voting against adoption of the Ordinance: _____

- (c) Absent: _____ (d) Abstain: _____

I further certify that a notice of adoption of this Ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 2020 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 2020

Lisa Cody, Clerk

AFFIDAVIT OF PUBLICATION
2125 Butterfield Dr, Suite 102N • Troy MI 48084

CHARTER TOWNSHIP OF UNION
2010 S Lincoln

Mount Pleasant, MI 48858
Attention: Jennifer Loveberry

STATE OF MICHIGAN,
COUNTY OF ISABELLA

The undersigned Noelle Klomp Santog, 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 05/20/20
morningstarpublishing.com 05/20/20

UNION TOWNSHIP PUBLIC HEARING NOTICE
PLANNING COMMISSION
ZONING ORDINANCE TEXT AMENDMENTS

NOTICE is hereby given that a public hearing will be held by the Planning Commission on Monday, June 8, 2020, at 7:00 p.m. for the purpose of receiving comments on proposed amendments to sections 3.41, 13.2 and 30.4 of the Charter Township of Union Zoning Ordinance to update the standards, approval process, and other requirements for sand and gravel pits and other extraction operations, and to revise the definition of lot in the Ordinance.

The Planning Commission will conduct hearing as an electronic meeting consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus. The Township Hall (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858) remains closed to the public, so there will be no in-person public attendance in the building.

All interested persons may attend and participate by computer or smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/89751444718>. To participate via telephone conference call, please call (312) 626-6799. Enter 897 5144 4718 and the # sign at the Meeting ID prompt. Lastly, re-enter the # sign again at the Participant ID prompt to join the meeting.

Any interested person may submit their views in person, in writing, or by signed proxy prior to the public hearing or at the public hearing. Written comments may be sent the Charter Township of Union Planning Commission, 2010 South Lincoln Road, Mt. Pleasant, MI 48858, sent via email to info@uniontownshipmi.com or dropped off in the drop box next to the Township Hall.

The proposed amendments may be inspected or obtained by appointment upon request via telephone call to (989) 772-4600 during business hours at the Charter Township of Union office, 2010 South Lincoln Road, Mt. Pleasant, MI 48858, and at any time on the Township's website at <http://www.uniontownshipmi.com>.

For additional information, and for individuals who require special accommodations per the Americans with Disabilities Act, please contact Peter Gallinat, Zoning Administrator by phone at (989) 772 4600 extension 241.

Sworn to the subscribed before me this 20th May 2020.


Notary Public, State of Michigan
Acting in Oakland County

JENNIFER A. MOSHER
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF MACOMB
MY COMMISSION EXPIRES 08/29/2022
ACTING IN THE COUNTY OF Oakland

Advertisement Information

Client Id: 531226 **Ad Id:** 2001653 **PO:** **Sales Person:** 200308

CHARTER TOWNSHIP OF UNION
Planning Commission
Special - Electronic Meeting Minutes

A special-electric meeting of the Charter Township of Union Planning Commission was held on June 8, 2020 as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 7:03 p.m.

Roll Call

Present: Clerk Cody, Darin, Fuller, LaBelle, Shingles, Squattrito, Thering, and Webster

Excused: Buckley

Others Present

Rodney Nanney, Community and Economic Development Director; Zoning Administrator, Peter Gallinat; Administrative Assistant, Jennifer Loveberry; and Township Attorney, Eric Morris

Approval of Minutes

LaBelle moved Cody supported the approval of the May 19, 2020 regular meeting as presented.

Vote: Ayes: 8 Nays: 0. Motion carried.

Correspondence / Reports/ Presentations

- City of Clare correspondence received
- Webster – Sidewalk and Pathway Prioritization Committee to meet electronically
6/29/2020

Approval of Agenda

Shingles moved Fuller supported to approve the Agenda as presented. **Vote: Ayes: 8 Nays: 0. Motion Carried.**

Public Comment

Open 7:10 p.m.

No comments were offered.

Closed 7:11 p.m.

New Business

A. A. PTXT20-01 Zoning Ordinance Amendment, Sand and Gravel Pits and Lot Definition

- a. Introduction
- b. Public Hearing
- c. Deliberation
- d. Action (recommendation to the Township Board)

Nanney introduced PTXT20-01 Zoning Ordinance Amendment, Sand and Gravel Pits and Lot Definition.

A Public Hearing was noticed and published in the Morning Sun.

Public Hearing Open: 7:17 p.m.

No comments were offered. No written comments were received.
Public Hearing Closed 7:19 p.m.

Webster moved **Darin** supported to recommend to the Township Board of Trustees that PTXT 20-01 Zoning Ordinance Amendments to Sections 3.41, 13.2 and 30.4 of Zoning Ordinance No. 1991-5, as amended, to update the standards and approval process requirements for sand and gravel pits and other extraction operations and to revise the definition of lot, be adopted as submitted. **Roll Call Vote: Ayes: Cody, Darin, Fuller, Shingles, Squattrito, Thering, and Webster Nays: LaBelle. Motion carried.**

Other Business

A. PTXT20-02 Zoning Ordinance Update

- a. Updates from Staff
- b. Continued review and discussion of the updated draft Zoning Ordinance document
- c. Consideration of setting a public hearing date for the proposed Ordinance

The Planning Commission continued reviewing the proposed Zoning Ordinance document. Nanney mentioned that McKenna will be hosting a virtual Zoom meeting Open House on June 30, 2020 at 7:00 p.m. The Planning Commission requested to have this item added to the June Agenda for more discussion.

Extended Public Comment

Open –8:37 p.m.

Denise Richards, 2283 E. Millbrook Rd. – Made a comment to the Planning Commissioners regarding her thoughts of having a Gravel Pit located by her, shared positive thoughts regarding zoom meetings, and commented that more women should apply to local government boards and commissions.

Closed – 8:42 p.m.

Final Board Comment

Squattrito – Next meeting for the Planning Commission is June 16, 2020 at 7:00 p.m. on Zoom.
Thering – Thanked the Commissioners for citing page numbers when going through the Zoning Ordinance Draft.

Adjournment – Chairman Squattrito adjourned the meeting at 8:43 p.m.

APPROVED BY:

Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)



COMMUNITY DEVELOPMENT
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 317-4061
Fax: (989) 775-6681

June 17, 2020

Rodney Nanney
Community and Economic Development Director
Charter Township of Union
2010 South Lincoln Rd
Mt Pleasant MI 48858

RE: Union Zoning Text Amendment

Mr. Nanney,

Please be advised that the Isabella County Planning Commission reviewed the text amendment relating to sand and gravel pits, reference PTXT20-01. The consensus of the Planning Commission was that there were no comments on this text amendment. Attached is the excerpt of the unapproved minutes of the meeting related to the reviews.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Johnson", with a large, stylized flourish at the end.

Ray Johnson
Planner/Zoning Administrator

Commissioner Silker – Yes
Commissioner Neyer – Yes
Commissioner Vogel – Yes
Commissioner Horton – Yes
Commissioner Bean – Yes
Commissioner Rogers – Yes

No: None

Motion Carries

Mr. Campbell was admitted back into the meeting.

City of Mt. Pleasant Master Plan

Mr. Nieporte stated that staff has received a copy of the City of Mt. Pleasant's Master Plan in February for review and comment. Mr. Nieporte indicated that since the City falls within Union Township and doesn't abut a Township that the County has jurisdiction Union would likely have more comment than the County. Mr. Nieporte indicated that staff will forward a letter to the City of Mt. Pleasant that the commission had reviewed the master plan and had no comments

Union Township Text Amendment

Mr. Nieporte reported on a text amendment submitted by Union Township for review. He indicated the text amendment was to remove sand and gravel operations from their zoning ordinance and establish a township ordinance. He indicated staff has no concerns with the amendment.

Mr. Nieporte stated that a letter would be forwarded back to Mr. Rodney Nanney of Union Township advising them of the Planning Commission's review with no comment

PUBLIC COMMENT – None heard.

STAFF COMMENTS – Mr. Nieporte informed the Board that staff has been back in the office since May 11 and is now transitioning into Phase II which allows for appointments to be made for the public. He stated that he has eight employees in the office and staff in the office is limited to 3 individuals at a time and that Inspectors are working from the field. He indicated a review of the procedures will take place at the end of the month and adjust as needed. He also indicated that electronic meetings may continue for next month but will be sure everyone will be informed.

PLANNING COMMISSIONER'S COMMENTS

Mr. Horton asked if there have been any complaints from customers.

Mr. Nieporte stated he has received none and that everyone has been patient.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 17, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 6/24/2020
Action Requested: To consider approval of the Civil Engineering Services Proposal from Rowe Professional Services Company in the amount of \$24,900.00 for completion of topographic surveys, construction documents, bidding assistance, and construction engineering and administration services for new sidewalk construction on East Bluegrass Road, East Broomfield Road, and South Lincoln Road; and to authorize the Township Manager to sign the agreement.	

Current Action Emergency

Funds Budgeted: If Yes Account # 101-441-970.100 and 250-728-967.500

Finance Approval _____

BACKGROUND INFORMATION

This proposal for engineering and construction management services to implement the Township’s 2020 sidewalk improvements along portions of East Bluegrass Road, East Broomfield Road, and South Lincoln Road is a new project that would be implemented under the Township’s existing master agreement with Rowe Professional Services Company for sidewalk and pathway engineering and construction management services. The master agreement, which provides for services on an as needed, project-by-project basis, was initially approved by the Board in 2015 and was renewed and extended during the May 22, 2019 Board of Trustees meeting.

The Township’s planned sidewalk improvements for 2020 include completion of missing sections public sidewalk and sidewalk ramps along portions of East Bluegrass Road and East Broomfield Road, and construction of a new sidewalk along a portion of the west side of South Lincoln Road north from the Lux Funeral Home to McDonald Park and the Township Hall.

The scope of work proposed by Rowe includes completion of topographic surveys and necessary construction documents, preparation of a request for bids and administration of the bidding process, and necessary design and engineering services for new sidewalk construction.

In addition to the above scope of new sidewalk construction by the Township, staff continues to work to implement the Township’s established sidewalk construction policies related to new development activity. As part of this effort, Menard’s officials recently agreed to extend the public sidewalk further west along the south side of East Bluegrass Road by constructing the required public sidewalk along their road frontage in conjunction with an administrative site plan approval for planned access improvements on the north side of their building.

SCOPE OF SERVICES

Completion of topographic surveys, construction documents, bidding assistance, and construction engineering and administration services for new sidewalk construction on East Bluegrass Road, East Broomfield Road, and South Lincoln Road.

JUSTIFICATION

The new sections of public sidewalks will improve overall safety for pedestrians in these areas, and will improve barrier-free accessibility for all Township residents. The existing sidewalks along East Bluegrass Road and East Broomfield Road are regularly used by residents in the area to reach nearby commercial businesses and offices, despite some missing sections. The proposed sidewalk connection along South Lincoln Road will help to improve pedestrian access to McDonald Park and the Township Hall.

GOALS ADDRESSED

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

- 1. Community well-being and common good**
- 3. Safety**
- 4. Health**
- 5. Natural Environment**

This project will help all residents to be able to engage in a vibrant community life (1.1), and to enjoy safe and accessible routes for pedestrians (1.3.1). As another step forward in the Township's long-term plans for construction of public sidewalks, this project will help enable residents of all ages to have an active, healthy lifestyle (1.4) and to enjoy the green space in McDonald Park (1.5).

COSTS

\$24,900.00

PROJECT FUNDING

The FY2020 General Fund budget includes \$100,000.00 for the completion of sidewalk improvements. The FY2020 EDA budget includes \$70,000.00 for sidewalk improvements in the West DDA District, which would include any section of proposed sidewalk improvements along South Lincoln Road located within the existing public road right-of-way.

TIMETABLE

Task	Anticipated Completion
Topographic Survey Complete	July 24, 2020
90% Plans Complete and Submit for Township and Isabella County Road Commission Review	August 14, 2020

Receive Review Comments back from the Township	August 21, 2020
Construction Documents Complete	August 28, 2020
Advertise for Bidding	September 1, 2020
Construction Begins	Mid-September, 2020

RESOLUTION

Approve the proposal from Rowe Professional Services Company in the amount of \$24,900.00 for completion of topographic surveys, construction documents, bidding assistance, and construction engineering and administration services for new sidewalk construction on East Bluegrass Road, East Broomfield Road, and South Lincoln Road; and to authorize the Township Manager to sign the agreement.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.sm

June 12, 2020

Rodney Nanney, AICP
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858

RE: Charter Township of Union – 2020 Sidewalk Improvements
Civil Engineering Services Proposal

Dear Mr. Nanney:

ROWE Professional Services Company is pleased to submit this professional services proposal for the above-mentioned project. It is our understanding that the Charter Township of Union is interested in constructing multiple sections of sidewalk within the township. The locations for this new sidewalk are on Bluegrass Road between Mission and Isabella, on Broomfield Road from Sweeney Street to the west and on Lincoln Road from the township hall to the Lux Funeral Home.

Based on the information presented above, we offer the following scope of services and engineering services budget for this project.

SCOPE OF WORK

The project includes topographic survey, field verification of existing topographic survey, developing construction documents, bidding assistance, construction engineering, and construction administration for the construction of miscellaneous concrete sidewalk on Bluegrass Road, Broomfield Road, and Lincoln Road in the Charter Township of Union, Isabella County, Michigan.

1. *Survey:* Provide research of existing road right-of-way widths and obtain latest LCRCs from Isabella County Register of Deeds. Perform field work to establish site control, locate PLSS corners controlling right-of-way, obtain existing terrain, visible utility survey evidence, and features between back of curb or edge of pavement to 20 feet beyond the existing right-of-way on the following:
 - a. Blue Grass Road: Field check existing mapping and update base map as needed
 - b. Broomfield Road: South side of Broomfield on Parcels noted below, prepare base map
 - c. Lincoln Road: West side of Lincoln Road over area noted below, prepare base map
 - d. No utility structure inventory is included in this scope of work
2. *Design:* Based on the topographic survey completed by ROWE, we will prepare construction documents for sidewalk improvements at the following locations:
 - a. E. Bluegrass Road (south ROW) Parcels 14-026-30-002-04, 14-026-30-002-08, 14-026-30-001-19, and 14-026-40-003-01 and new ADA sidewalk ramps at Collegiate Drive.
 - b. E. Bluegrass Road (north ROW) Parcel 14-026-10-012-00 (infill the missing section of sidewalk) and parcel 14-026-20-005-05

- c. E. Broomfield Road (south ROW) Parcels 14-026-20-004-00, 14-103-00-001-00, 14-103-00-002-00, and 14-026-20-002-02
 - d. Lincoln Road (west ROW) From the Pickard/Lincoln intersection to the Lux Funeral Home driveway.
 - e. Design will include drainage improvements including relocating ditching and storm sewer as required to maintain adequate drainage within the right-of-way. ROWE will prepare technical specifications, Engineer’s Opinion of Cost, and construction plans to be used for bidding.
3. *Bidding and Construction Administration:* ROWE will prepare an advertisement for bids for the project, be available for questions from contractors during the bidding phase, assist the Township with the bid opening, prepare a bid tabulation, and prepare a recommendation of award to the Township.
 4. *Construction Engineering:* ROWE will provide a proposal for construction phase engineering services once the project design is complete and ready to proceed to the bidding phase. At that time, we will schedule a meeting with the Township to review the expectations for this phase of the project with the main topic if the township would prefer full time or periodic observation.

SCHEDULE

It is our understanding that the Township wishes to complete construction by the end of the 2020 construction season (assumed to be November 1, 2020 for the purposes of this proposal). Based on this, we have prepared the following project schedule for completion of the civil/site component of the project.

Design Contract Approved	By June 26, 2020
Topographic Survey Complete	July 24, 2020
90% Plans Complete and Submit for Township/ICRC Review	August 14, 2020
Receive Review Comments back from the Township	August 21, 2020
Construction Documents Complete	August 28, 2020
Advertise for Bidding	September 1, 2020
Construction Begins	Mid-September 2020

COMPENSATION

Compensation for our services will be a fixed fee budget of the following:

<u>Task</u>	<u>Budget</u>
Topographic Survey and Design Engineering	\$24,900

CLARIFICATIONS TO OUR SCOPE OF SERVICES

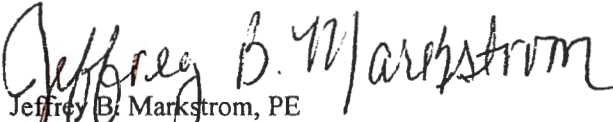
1. Drainage improvements will be related to construction of sidewalk only and it is assumed that existing drainage facilities have capacity to manage storm water for all proposed improvements. No additional drainage improvements are included in this proposal.
2. All review and permit fees will be paid for by Township.
3. No EGLE permits will be required for this project.
4. All existing utilities have sufficient depth and capacity for proposed development and no lift stations will be required.
5. Proposal does not include preparation of record (as built) drawings. If desired, this service can be provided for an additional fee.

Rodney Nanney, AICP
June 12, 2020
Page 3

6. Proposal does not include soil borings. If desired, this service can be provided for an additional fee.

We appreciate the opportunity to provide engineering and survey services for this project. Our standard terms and conditions are attached and considered part of this proposal. If you have any questions or concerns, please contact us at (989) 772-2138.

Sincerely,
ROWE Professional Services Company


Jeffrey B. Markstrom, PE
Design Division Manager

Troy Grunder, P.E.

Digitally signed by Troy Grunder, P.E.
DN: C=US, E=tgrunder@rowepsc.com,
OU=Senior Project Engineer, O=ROWE
Professional Services Company, CN=Troy
Grunder, P.E.
Date: 2020.06.12 10:00:44-04'00'

Troy R. Grunder, PE
Senior Project Engineer

Having reviewed this proposal, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work. Our standard terms and conditions are attached and considered part of this proposal.

Accepted by: _____ Date _____
Rodney Nanney, AICP

Print Name and Title

R:\WPDOCS\Proposals-Contracts - Rev Forms\2020\Union Twp\2020 Sidewalk Improvements\Civil Design Proposal.docx

TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by Contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days' written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any Contractors on the project to \$24,900 or the Engineer's fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

Owner

ROWE Professional Services Company



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 18, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/24/2020
ACTION REQUESTED: Consider approval of a Special Assessment Policy regarding total project cost, number of annual installments and interest rate for citizen initiated public improvement paving projects, using PA 188 of 1954 as the underlying statute	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

Various state statutes authorize townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements made to roads, utility systems, sidewalks or other similar improvements.

While there are several statutes that provide for special assessments to pay for various public improvements, PA 188 of 1954 is most commonly used and the one that Union Township has historically used for road paving projects. As such, this policy recommendation is made utilizing PA 188 of 1954 as the statutory framework.

All related costs the township may incur from the time of initial application through the duration of the special assessment and/or for as long as there remain any outstanding bonds issued to fund the improvement are permitted to be included in the final project costs. Related costs include those services related to administrative (clerical: time spent producing, mailing and printing notices and bills; Treasurer: time spent collecting payments, following up on delinquencies; accountant: time spent posting payments), engineering (design, inspection), construction (materials, labor and contingency fund), consultation (financial) and legal (township and/or bond specialized) services.

To finance an improvement through the special assessment process, the Township Board may borrow funds by issuing and selling bonds, execute a promissory note with a lender or advance the money out of the general fund. When borrowing funds from an outside entity, the process must be in accordance with PA 34 of 2001, "Revised Municipal Finance Act". As the costs for the improvement project are repaid by the benefitting property owners through a special assessment, the borrowed/advanced funds are repaid.

Although not required by statute, an approved special assessment levy may be paid over a period of time via annual installments. The number of annual installments should be based on considerations such as the useful life of the project; and if bonds are not issued, consideration for how long township funds will be unavailable for other uses pending repayment.

Per PA 188 of 1954, if funds are advanced from the general fund to complete the project, the interest rate cannot exceed 8 percent per year. The **prime rate** is the interest rate that commercial banks charge their most

creditworthy customers, generally large corporations. The prime interest rate is largely determined by the federal funds rate, which is the overnight interest rate that banks use to lend to one another.

The total project cost, number of allowed installment payments, interest rate and the date interest will commence is determined by the Board of Trustees when confirming the special assessment roll.

To guide the Board of Trustees in determining total project cost, number of annual installment and interest rate for citizen initiated public improvement paving projects using PA 188 of 1954 as the underlying statute the following policy statement is recommended:

For citizen initiated public improvement paving projects using PA 188 of 1954 as the underlying statute, total project cost includes all costs from the time of initial application through the life of the special assessment district *except* administrative staff time associated with the project. The number of annual installments will be determined in consultation with the Isabella Road Commission and be based on the average life expectancy of the project with consideration given to how long the advanced funds would be unavailable for other Township uses . The interest rate is the lesser of 3% over the local bank prime interest rate or 8%.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

The recommended policy achieves an appropriate balance between the Township, acting in the role of the “lender”, and the property owners of a particular area benefiting from the citizen-initiated project.

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
- Safety

COSTS

Not applicable

PROJECT TIME TABLE

The approved policy will be incorporated into the *Charter Township of Union Citizen Guide to Special Assessment Districts* as an appendix with immediate effect.

RESOLUTION

It is resolved that the Special Assessment Policy regarding total project cost, number of annual installments and interest rate for citizen initiated public improvement paving projects, using PA 188 of 1954 as the underlying statute is as follows:

For citizen initiated public improvement paving projects using PA 188 of 1954 as the underlying statute, total project cost includes all costs from the time of initial application through the life of the special assessment district *except* administrative staff time associated with the project. The number of annual

installments will be determined in consultation with the Isabella Road Commission and be based on the average life expectancy of the project with consideration given to how long the advanced funds would be unavailable for other Township uses . The interest rate is the lesser of 3% over the local bank prime interest rate or 8%.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher – Township Manager	DATE: June 17, 2020
FROM: Patricia DePriest - Assessor	DATE FOR BOARD CONSIDERATION: June 24, 2020
ACTION REQUESTED: Approve a Resolution for an alternate meeting date for the July 2020 Board of Review	

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Pursuant to MCL 211.53b the July Board of Review may convene to correct a qualified error on the first Tuesday after the third Monday in July. The governing body of the Township may authorize, by adoption of an ordinance or resolution, an alternative meeting date during the week of the third Monday in July per MCL 211.53b(7)(b)

SCOPE OF SERVICES

N/A

JUSTIFICATION

In 2020, the first Tuesday after the third Monday in July falls on July 21st. The Planning Commission meeting is also scheduled for Tuesday, July 21st at 7:00 p.m. To eliminate the scheduling conflict with the Planning Commission meeting, the Assessing Office is recommending the Board of Trustees authorize the alternate date for the July Board of Review be on Thursday, July 23rd, at 5:30 p.m.

PROJECT IMPROVEMENTS

N/A

COSTS

N/A

PROJECT TIME TABLE

N/A

RESOLUTION

SEE ATTACHED

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

CHARTER TOWNSHIP OF UNION
RESOLUTION TO APPROVE AN ALTERNATE DATE FOR JULY BOARD OF REVIEW
Resolution No. 2020-05

At a regular electronic meeting of the Township Board of the Charter Township of Union, County of Isabella, Michigan held the 24th day of June 2020:

The following Resolution was offered by _____ and was supported by _____ and with the following members being present or absent:

PRESENT: _____
ABSENT: _____

WHEREAS, Pursuant to MCL 211.53b the July Board of Review may convene to correct a qualified error on the first Tuesday after the third Monday in July. The governing body of the Township may authorize, by adoption of an ordinance or resolution, an alternative meeting date during the week of the third Monday in July per MCL 211.53b(7)(b); and

WHEREAS, In 2020, the first Tuesday after the third Monday in July falls on July 21st. The Planning Commission meeting is also scheduled for Tuesday, July 21st at 7:00 p.m. To eliminate the scheduling conflict with the Planning Commission meeting, the Assessing Office is recommending the Board of Trustees authorize the alternate date for the July Board of Review be on Thursday, July 23rd, at 5:30 p.m.

NOW THEREFORE BE IT RESOLVED, The Charter Township of Union Board of Trustees authorizes the alternate meeting date for the Board of Review on Thursday, July 23rd commencing at 5:30 pm. The Township will place a legal ad in the Morning Sun, post a notice on the front door of the Township Hall, and post a notice on the Township's website to notify the public and provide a copy of the notice to the Isabella County Equalization Department.

Upon roll call vote, the following voted:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTENTIONS: _____

RESOLUTION DECLARED ADOPTED: _____

I Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the forgoing is a true and complete copy of action taken by the Township Board of Trustee's at a regular meeting held on Wednesday, June 24, 2020.

Lisa Cody, Clerk

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: June 24, 2020

Policy Review: 2.5.10 Cash Flow Adequacy
Type of Review: Internal
Review Interval: Annually
Review Month: June 2020

Policy Wording

The Township 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 1) fall below the thresholds defined in Governance Policy 2.4.3 and; 2) other considerations as defined below:

- **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 of Reasonability of Interpretation

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 revenues are not collected evenly throughout the fiscal year. Property taxes, which account of 22% of General Fund revenue are not collected until December, January, and February of each year and State Revenue Sharing, which account for 57% of General Fund Revenue are only collected semimonthly.

For the Fire Fund, quarterly contract payments are due in July, October, and January; all of which are due prior to the collection of the property taxes, which begin of December 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 payments for the water and sewer bills are received in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data

Data used for 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.

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 4,991,371		
Lincoln Rd. Upgrade	(166,700)		
Isabella Rd. Upgrade	(267,453)		
Jameson Hall Upgrade	(211,000)		
<u>GF Unassigned</u>	<u>\$ 4,346,218</u>	<u>\$819,712</u>	<u>Yes</u>
Fire Fund	\$ 1,026,440		
<u>FF Unassigned</u>	<u>\$ 1,026,440</u>	<u>\$572,850</u>	<u>Yes</u>
EDDA	\$ 1,347,654		
<u>EDDA Unassigned</u>	<u>\$ 1,347,654</u>	<u>\$ 35,000</u>	<u>Yes</u>
WDDA	\$ 1,026,390		
Lincoln Rd. Upgrade	\$ (330,000)		
<u>WDDA Unassigned</u>	<u>\$ 696,390</u>	<u>\$ 8,867</u>	<u>Yes</u>
Sewer Fund	\$ 4,055,315		
2011 Bond Reserve	\$ (50,000)		
2011 Bond RRI Reserve	\$ (102,050)		
2013 Bond Reserve	\$ (140,000)		
2013 Bond RRI Reserve	\$ (24,549)		
<u>Sewer Fund Net</u>	<u>\$ 3,738,716</u>	<u>\$504,922</u>	<u>Yes</u>
<u>Water Fund</u>	<u>\$ 3,634,821</u>	<u>\$271,012</u>	<u>Yes</u>

Compliance

All funds are in compliance with policy.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: June 16, 2020

Policy Review: 2.7 End Focus of Grant and Contracts
Type of Review: Internal
Review Interval: Annual
Review Month: June 2020

Policy Wording

The Township Manager may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

Further, without limiting the foregoing, the Manager shall not:

- 2.7.1 Submit a Saginaw Chippewa Indian Tribe 2% grant application without prior approval by the Board of Trustees (section 2.7.1 added June 2019)

Manager Interpretation

Township Manager interprets this policy to indicate that all grant applications and contractual arrangements must be in executed with the goal of contributing to the accomplishment of and be consistent with the approved Global End Policies 1.0 through 1.6. Additionally, at it relates to 2% grant applications, this sub-policy is interpreted to indicate the Board is to approve all grant applications prior to submission.

Justification for reasonability

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

Data

1. Participation Agreements for various road project contracts signed with Isabella County Road Commission. Road projects are consistent with End Policies 1.3.1 and 1.3.4. Collaboration efforts are consistent with Governance Policy 2.9
2. Successfully applied for fire protection reimbursement grant from the State of Michigan receiving \$11,800 for fire protection on State owned buildings in the Township. Fire protection is consistent with End Policy 1.3.3
3. Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East DDA and received \$59,000 for the East DDA. EDA initiatives are consistent with End Policies 1.1.1, 1.2.1, 1.3.3, 1.3.4, 1.4 and 1.6
4. In partnership with the City of Mt Pleasant successfully applied for and was awarded a grant creating the opportunity to purchase a playground structure at Jameson Park for \$32,000 which

was ½ the list price. Park projects are consistent with End Policies 1.2 and 1.3.3. Collaboration efforts are consistent with Governance Policy 2.9

5. Successfully applied for and was awarded \$213,000 in grant funding from the Saginaw Chippewa Indian Tribe for funding of the Inter-Local Pathway Connector, purchase of defibrillators, and installation of fire hydrants along Pickard. These projects are consistent with End Policies 1.2.1, 1.3.1, 1.3.3, 1.4.1. Collaboration efforts are consistent with Governance Policy 2.9
6. Labor contracts negotiated and approved by the Board in 2019 continued the focus on increased cost sharing of health care benefits and maintaining pay levels in support of recruitment and retention efforts consistent with Governance Policy 2.3, 2.4, 2.5
7. Contracted with Plummer's Environmental in the amount of \$64,000 for rehabilitation of 18 sewer manholes; Robinson Electric in amount of \$73,000 for a rehabilitation project at pump station #7, Perceptive in the amount of \$63,000 for televising and cleaning of sewer pipe. These projects are consistent with End Policies 1.4.2, 1.4.3 and 1.5.1

Compliance: In compliance with policy as indicated.

Policy Governance Executive Limitations Evaluation Form

A tool to be used by individual Board members as they evaluate the internal monitoring reports

Policy being monitored: **2.7 End Focus of Grant and Contracts**

- 1. Was this report submitted when due? Yes No

 - 2. Did the report lay out the Manager's interpretation or an operational definition of the policy? Yes No

 - 3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable? Yes No

 - 4. Was I convinced that the interpretation is justified and reasonable? Yes No

 - 5. Did the interpretation address all aspects of the policy? Yes No

 - 6. Does the data show compliance with the Manager's interpretation of our policy? Yes No
-

Comments regarding further policy development:

- 1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?

- 2. What policy language would you like to see incorporated to address your concern?

Signature and date of Board member _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/24/2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.5 – Board Commission and Community Linkage	

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, 2018, 2019, and 2020. 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 3.5 (Board Commission and Community Linkage), are to be reviewed and monitored for compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.5.

Board Policy 3.5 – Board Commission and Community Linkage

The Policy states:

Annually, the Board will host the Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation to share Ends and promote alignment within the community.

Accordingly,

- 3.5.1 To keep the Board fully informed, Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the third quarter of each year.
- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering municipalities, county authorities, and the Saginaw Chippewa Nation.

3.5.3 The Township Board will name a liaison to each of these groups to establish and maintain communication with these authorities and report back to the Township Board.

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 June 24, 2020.

Review all sections of the policy listed and evaluate the Board's 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 the Board is not in compliance?
3. How do you think the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/24/2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.6 – Supervisor’s Role in the Board’s Process	

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, 2018, 2019 and 2020. 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 3.6 (Supervisor’s Role in the Board’s Process), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.6 – Supervisor’s Role in the Board’s Process

The Policy states: “The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.6.

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

Policy: 3.6 Supervisor's Role in the Board's Process
Type: Direct Inspection
Occurrence: Annual
Date: June 2020

Policy:

The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.

Accordingly:

- 3.6.1 The job result of the Supervisor is that the board abides consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - 3.6.1.1 Meeting discussion content will be only those issues which, according to board policy, clearly belong to the board to decide, not the Township Manager.
 - 3.6.1.2 Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
- 3.6.2 The authority of the Supervisor consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Linkage, with the exception of (a) employment or termination of the Township Manager and (b) where the board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - 3.6.2.1 The Supervisor is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
 - 3.6.2.2 The Supervisor has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Supervisor has no authority to supervise or direct the Township Manager.
 - 3.6.2.3 The Supervisor may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
 - 3.6.2.4 The Supervisor may delegate this authority but remains accountable for its use.

Use this evaluation form for discussion at the Board of Trustees Meeting on June 24, 2020.

Review all sections of the policy listed and evaluate the Board's 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 the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** June 17, 2020

FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 06/24/2020

ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.7 – Duties of the Elected Department Heads

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, 2018, 2019 and 2020. 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 3.7 (Duties of the Elected Department Heads), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.7 – Duties of the Elected Department Heads

The Policy states: “The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.7.

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

Policy: 3.7 Duties of the Elected Department Heads
Type: Direct Inspection
Occurrence: Annual
Date: June 2020

Policy:

The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.

Accordingly:

- 3.7.1 The role of the elected Township Clerk is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Clerk's responsibilities include: Voter registration and election administrator; Township records management; secretary to the Township Board and the Zoning Board of Appeals as well as other responsibilities as delineated in State Law, unless otherwise delegated.
 - 3.7.1.1 The Township Clerk is responsible for carrying out the responsibilities as prescribed in State Law; those responsibilities historically accepted by the Clerk's Office and meeting all statutory deadlines.
 - 3.7.1.2 The Township Clerk will observe and meet all statutory deadlines as prescribed by State Law.
 - 3.7.1.3 The Township Clerk will cooperate with the Township Manager, complete budget recommendations, department accomplishments, annual reports and other general department head administrative responsibilities. The Township Clerk will provide the Township Manager with periodic checklist reports indicating completion of department head responsibilities.
- 3.7.2 The role of the elected Township Treasurer is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Treasurer's responsibilities include: serving as the township tax collector, bill payer, investor and supervisor of his/her department.
 - 3.7.2.1 The Township Treasurer is responsible for carrying out all statutory duties.
 - 3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.
 - 3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures

Use this evaluation form for discussion at the Board of Trustees Meeting on June 24, 2020.

Review all sections of the policy listed and evaluate the Board's 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 the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?