

**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 August 12, 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 8/12/2020 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 August 12, 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.

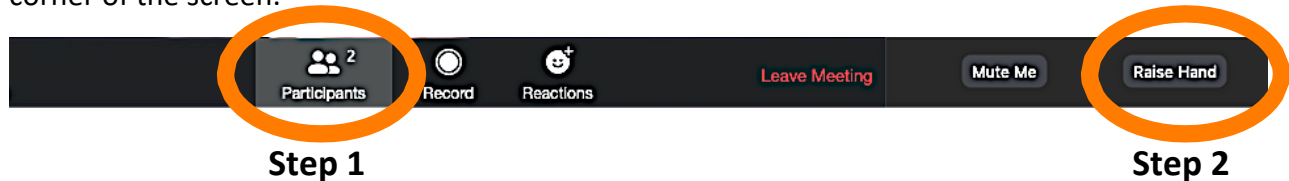
All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location:

<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.

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“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**

August 12, 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. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – July 22, 2020 – Regular Meeting
 - C. Minutes - July 23, 2020 – Special Meeting
 - D. Accounts Payable
 - E. Payroll
 - F. Meeting Pay
 - G. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Award the contract for the Charter Township of Union Cross Connection Control Program and Lead and Copper Inventory Program to Hydro Corp., of Troy Michigan, for a three- year program in the amount of \$129,600.00 and direct the Township Manager to execute the contracts
 - B. Discussion/Action: (Smith) Acceptance of Certificate of Validity and Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District

- C. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the new Housing Licensing Code Ordinance, which regulates rental housing in the Township
- D. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed new Construction Codes Ordinance.
- E. Discussion/Action: (Stuhldreher) Board approval of the FY 2020 Budget Amendment No. 1 for the Fire fund, East DDA fund, West DDA fund, Tribal 2% Grants fund, Sewer fund and Water fund
- F. Discussion/Action: (Nanney) The Township Board of Trustees is requested to authorize an appropriation of up to \$6,600.00 for the purchase of lot 61 in the Country Squire Estates Subdivision No. 2, which is 5243 Jonathon Ln. (PID 14-059-00-061-00), and payment of ancillary costs, and to authorize the Township Manager to notify the Isabella County Treasurer that the Township is exercising its option to purchase this lot for public purposes
- G. Discussion/Action: (Stuhldreher) Consider calling a Special Meeting on September 17, 2020 at 7:00 pm for the purpose of receiving a report from the Recreation Authority Feasibility Study Committee

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	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Denise	Webster	2/15/2020
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

From: [Webster, Denise L](#)
To: [Rodney Nanney](#); [Peter Gallinat](#)
Cc: [Jennifer Loveberry](#)
Subject: Update regarding Planning Commission status
Date: Monday, August 3, 2020 12:51:30 PM

Good afternoon,

This weekend I signed a purchase agreement for the sale of my house. If all goes well I am planning to move sometime during the week of August 31.

I will attend the August 18 meeting if needed. I will stop by the Township Hall after August 18 to give Jennifer my notebooks for future use.

Thanks for everything. I have enjoyed getting to know you all.

Denise
Retired

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 July 22, 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

Technical issues – Woerle

Approval of Agenda

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

Presentations

Public Hearings

Public Comment

Open: 7:07 p.m.

No comments were offered.

Closed 7:07 p.m.

Closed Session

7:10 p.m.

Rice 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.**

8:10 p.m.

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

Rice moved **Cody** supported to accept the recommendation by counsel regarding settlement authorization. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.**

Woerle moved **Hauck** supported to increase coverage for legal fees regarding the Pung vs. DePriest case for an additional \$5,000.00, capping this figure and allowing for reconsideration when the amount is reached. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke,**

and Woerle Nays: 0. Motion carried.

Reports/Board Comments

- **Current List of Boards and Commissions – Appointments as needed**
- **Board Member Reports**

Gunning – EDA updates

Cody – Election updates

Rice –Reminder tax payments may be dropped off at Township Hall utilizing the outside drop box, mailed to Township Hall, or online using BS&A online payment option by going to uniontownshipmi.com home page and clicking on the [Bill Pay](#)

Hauck – Road Commission updates

8:48 p.m. Cody technical issue

Consent Agenda

- Communications
- Minutes – July 22, 2020 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports
- Approval of two residential Water Franchise Agreements for parcel numbers 14-010-30-003-09 (1A) & 14-010-30-003-10 (1B) located at 1368 N. Harris St.

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

BOARD AGENDA

8:50 p.m. Cody resumed on Zoom platform

A. Discussion/Action: (Smith) Board of Trustees requested to approve bid from Mt. Pleasant Heating and Airconditioning for the replacement of 2 five-ton air conditioning units and one heating unit at Township Hall

Hauck moved Rice supported to approve the bid from Mt. Pleasant Heating and Airconditioning in the amount of \$12,129.00 for the replacement of 2 five-ton air conditioning units and one heating unit at Township Hall. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

B. Discussion/Action: (Smith) Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Broadway and Isabella Roads Intersection Design Phase

Mielke moved Lannen supported to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Broadway and Isabella Roads Intersection Design Phase in the amount of \$30,000 and authorize the Township Manager to sign said contracts.

Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.

C. Discussion/Action: (Smith) Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Mary McGuire School Zone Signal/Signage Upgrades

Woerle moved Mielke supported to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Mary McGuire School Zone Signal/Signage Upgrades in the amount of \$19,669.94 and authorize the Township Manager to sign said contracts.

Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.

D. Discussion/Action: (Teall) Board approval of the FY 2020 Budget Amendment No. 1 for the General fund and the Building Zoning and Assessing section of the Fee Schedule

Hauck moved Rice supported to approve the FY2020 Budget Amendment No. 1 for the General Fund and the Building ,Zoning, and Assessing section of the Fee Schedule.

Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.

E. Discussion/Action: (Stuhldreher) Introduce and conduct a First Reading for proposed revisions to the Housing Licensing Code Ordinance, which regulates rental housing in the Township

Mielke moved Cody supported to Introduce and conduct a First Reading for proposed revisions to the Housing Licensing Code Ordinance, which regulates rental housing in the Township. **Roll**

Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.

F. Discussion/Action: (Stuhldreher) Policy Governance 2.0 Global Executive Constraint

Discussion by the Board.

G. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition and Activities

Discussion by the Board.

H. Discussion/Action (Board of Trustees): Policy Governance 4.4 Monitoring Township Manager and Management Team Performance

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 10:05 p.m.

No comments were offered.

Closed 10:05 p.m.

MANAGER COMMENTS

- Township Hall will be closed for business, the doors will be locked on election day

- August 4, 2020 to allow for the voter's to safely exit out the front doors of the Township
- The Township is still working on holding the 2020 annual clean up day event
 - Mentioned the Cost of Service Study Presentation that will be held July 23, 2020 a 6:00 p.m.
 - Mentioned waiving tournament fees to go along with the agreements put into place regarding COVID-19

FINAL BOARD MEMBER COMMENTS

Gunning – Mentioned that his business has required mandatory mask wearing since May 1, 2020
Woerle – Shared his kudos to both the Governor and the City of Mt. Pleasant for their Resolution to support mandating wearing face coverings in public

ADJOURNMENT

Rice moved **Woerle** supported to adjourn the meeting at 10:20 p.m. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

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

A special-electronic meeting for the Charter Township of Union Board of Trustees was held on July 23, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 6:02 p.m.

Woerle nominated Cody to Chair the meeting Rice supported in the absence of the Supervisor.

Roll Call

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

Approval of Agenda

Rice moved Woerle supported to approve the Agenda as presented. Roll Call Vote: Ayes: Rice, Cody Hauck, and Mielke Nays: 0. Motion carried.

Presentations

Cost of Service Presentation by Dawn Lund

Public Hearings

Public Comment

Open: 6:23 p.m.
No comments were offered.
Closed 6:24 p.m.

FINAL BOARD MEMBER COMMENTS

Mielke – Commented that there could be a whole new board come November’s election
Rice - Thank you to Dawn Lund and staff
Cody – Thanked Dawn Lund for the presentation

ADJOURNMENT

Hauck moved Mielke supported to adjourn the meeting at 7:30 p.m. Vote: Ayes: 5 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						
08/12/2020	101	18 (S)	00209	ETNA SUPPLY COMPANY	WOODFORD 34HW-CH ASSE 1011 VAC WOODFORD 34HW-CH ASSE 1011 VAC RETURN	136.00 <u>(136.00)</u> 0.00
07/30/2020	101	363 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	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 AIRPORT 1046 S MISSION 1605 SCULLY 2279 S MERIDIAN PUMP HOUSE 2279 S MERIDIAN 5240 E BROOMFIELD 4511 E RIVER	16.09 64.24 60.19 39.25 29.14 91.66 294.45 43.85 83.43 164.84 42.50 90.17 32.12 19.31 3,037.77 737.12 <u>12,521.84</u> 17,367.97
07/30/2020	101	364 (E)	00146	VOID Void Reason: Created From Check Run Process		
07/31/2020	101	365 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD MASTERCARD - BEBOW MASTERCARD - WALDRON MASTERCARD - DEARING MASTERCARD - RADAR MASTERCARD - MCBRIDE MASTERCARD - ROCKAFELLOW MASTERCARD - RICE MASTERCARD - FUSSMAN MASTERCARD - STUHLBREHER MASTERCARD - HOHLBIEN MASTERCARD - COFFELL MASTERCARD - NANNAY MASTERCARD - CODY MASTERCARD - TEALL	31.25 987.79 155.64 692.57 237.83 2,179.61 79.76 767.03 293.97 55.79 238.83 19.97 45.09 556.84 79.94 <u>6,421.91</u>
08/12/2020	101	22098	MISC	MT. PLEASANT STORAGE CENTRAL LLC	BD Bond Refund	9,000.00
08/12/2020	101	22099	MISC	JEFF AND LAURA ANGERA	UB refund for account: 03674	175.20
08/12/2020	101	22100	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING/BOT ADS	982.54
08/12/2020	101	22101	00020	JAMES ALWOOD	WELL SITE LEASE - JUL 2020	812.84
08/12/2020	101	22102	00022	RUSSELL ALWOOD	ELECTION TRAINING & WORK - JULY/AUG 2020	238.00
08/12/2020	101	22103	01676	SHERYLE L. ALWOOD	ELECTION TRAINING & WORK - JULY/AUG 2020	238.00
08/12/2020	101	22104	00084	B S & A SOFTWARE	BSA SUPPORT SERVICES FEE AUGUST 1 2020 T	7,645.00
08/12/2020	101	22105	01693	MARY BENDER	MCDONALD PAVILION & PONY FIELD RENTAL FE	248.00
08/12/2020	101	22106	01678	MARY R. BENTLEY	ELECTION TRAINING & WORK - JULY/AUG 2020	231.00
08/12/2020	101	22107	00066	BILL'S CUSTOM FAB, INC.	3/8" HRR 72" - AERATOR COVER POSTS	21.88

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					LABOR FOR OPERATING ROD	55.00
						<u>76.88</u>
08/12/2020	101	22108	01407	VICTORIA BUSHONG	ELECTION TRAINING & WORK - JULY/AUG 2020	288.00
08/12/2020	101	22109	00095	C & C ENTERPRISES, INC.	WORK SHIRTS - ASSESSING	67.00
					JANITORIAL SUPPLIES - PARKS	211.75
					DISINFECTANT WIPE - ISABELLA	53.75
					PAPER TOWELS - WWTP	131.25
					CAN LINER - WWTP	39.75
					CAN LINERS - PARKS	127.40
					JANITORIAL SUPPLIES - WWTP	115.75
					HAND SANITIZER - TWP HALL	130.00
						<u>876.65</u>
08/12/2020	101	22110	00099	CENTRAL CONCRETE PRODUCTS CO. INC	5.5 SACK LS AE & 1/2" REINFORCING ROD	651.00
08/12/2020	101	22111	01309	CGS, INC	OSHA COMPLIANCE TRAINING	1,013.50
08/12/2020	101	22112	01623	CLARK HILL PLC	LEGAL FEES - PUNG PROPERTY - APR 2020 -	173.76
					LEGAL FEES - PUNG PROPERTY - MAY 2020	750.00
					LEGAL FEES - PUNG PROPERTY - JUN 2020	300.00
						<u>1,223.76</u>
08/12/2020	101	22113	00129	CMS INTERNET, LLC	OFFICE 365 ANNUAL - PRO RATED CATCH UP	25.92
08/12/2020	101	22114	01695	SHARON COOK	MCDONALD PAVILION RENTAL FEE REIMBURSEME	60.00
08/12/2020	101	22115	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JUNE 2020	647.20
08/12/2020	101	22116	01608	HEATHER CURTISS	ELECTION TRAINING & WORK - JULY/AUG 2020	296.00
08/12/2020	101	22117	01696	ROSEMARY CURTISS	ELECTION TRAINING & WORK - JULY/AUG 2020	245.00
08/12/2020	101	22118	01171	DBI BUSINESS INTERIORS	WASTEBASKET - CLERK	134.61
					GLOVES/BATTERY/LABELS - BLDG/TWP HALL/CL	102.29
					DUSTER/FOLDER/PAD/TAPE - TOWNSHIP HALL	64.20
					FOLDERS - ACCOUNTING	19.27
					ZIPLOC BAGS - CLERK	35.84
						<u>356.21</u>
08/12/2020	101	22119	01692	JOSEPH DIETSCH	ELECTION TRAINING & WORK - JULY/AUG 2020	171.00
08/12/2020	101	22120	01694	NANCY DURFEE	MCDONALD PAVILION RENTAL REIMBURSEMENT	60.00
08/12/2020	101	22121	00098	ELECTION SOURCE	ELECTION SUPPLIES	502.98
08/12/2020	101	22122	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	5,049.00
08/12/2020	101	22123	01498	MINDY FINDLEY	ELECTION TRAINING & WORK - JULY/AUG 2020	280.00
08/12/2020	101	22124	00222	FISHER SCIENTIFIC LLC	GAS DISPERSION TUBE 12MM CRSE	288.26
08/12/2020	101	22125	01500	CHRISTINE K FOUNTAIN	ELECTION TRAINING & WORK - JULY/AUG 2020	296.00
08/12/2020	101	22126	01609	FOX SEALCOATING	ASPHALT CLEAN & SEAL	2,200.00
08/12/2020	101	22127	00249	GILL-ROY'S HARDWARE	GRAFFITI REMOVER - PARKS	25.98
					8PK D BATTERY 1-12	33.98
						<u>59.96</u>
08/12/2020	101	22128	00257	GOURDIE-FRASER, INC.	WWTP SCREW PUMP INSTALLATION - ADMIN/CON	663.00
					SEWER PUMP STATION 14 - CONST. ADMIN.	5,040.00
					REPLACEMENT WELL 11 - BIDDING & CONST. A	1,165.00
						<u>6,868.00</u>
08/12/2020	101	22129	00261	GRAINGER	9100 IMMERSION ACTIVATOR & 9100 EPOXY MA	576.50
					FUSE, MIDGET,1/2A, FNM SERIES	18.70
					FUSES	1,547.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						2,142.95
08/12/2020	101	22130	01590	JANICE HOWDYSHELL	ELECTION TRAINING & WORK - JULY/AUG 2020	296.00
08/12/2020	101	22131	00307	IDEXX DISTRIBUTION, INC	COLISURE 200T IRRADIATED & VESSELS W/ST QUANTI-CULT	1,638.22 258.09
						1,896.31
08/12/2020	101	22132	00333	ISABELLA COUNTY ROAD COMMISSION	BRINE CONTRACT - 2ND PAYMENT	6,120.27
08/12/2020	101	22133	00360	KIMBALL MIDWEST	ANTI-SEIZE/SILICON/LUBRICANT/CARR BOLT/W PAINT - OXIDATION DITCH/FINAL CLARIFIERS	445.97 213.24
						659.21
08/12/2020	101	22134	00362	KRAPOHL FORD & LINCOLN	FILTER & OIL CHANGE - 2017 FORD F-150	91.65
08/12/2020	101	22135	00506	MEEKHOF TIRE SALES & SERVICE INC	TUBE AND TIRE MOUNT/DISMOUNT FLAT TIRE REPAIR - WWTP CHEVY	9.50 18.00
						27.50
08/12/2020	101	22136	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	6 MJ 22 1/2 BEND & 6 MJ 11 1/4 BEND BR TO BR250 CONVERSION	88.00 498.00
						586.00
08/12/2020	101	22137	01662	CAR WASH PARTNERS INC	JUN 2020 CAR WASHES	91.00
08/12/2020	101	22138	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FILTER/OIL CHANGE	128.77
08/12/2020	101	22139	00463	MT. PLEASANT HEATING & AIR COND	R-22 FREON - TOWNSHIP HALL	221.00
08/12/2020	101	22140	00494	NORTH CENTRAL LABORATORIES	3M COMPLY STEAM CHEMICAL INTEG / COLIBLU AMMONIA & PHOSPHATE STANDARD	536.24 108.92
						645.16
08/12/2020	101	22141	01136	OPTO SOLUTIONS, INC	RIPEX-400 MODEM & SW KEY RIP EX-400 MODEM/RG58 PATCH CORD	1,436.70 4,316.30
						5,753.00
08/12/2020	101	22142	00397	PAT MCGUIRK EXCAVATING INC	SCREENED TOP SOIL	525.00
08/12/2020	101	22143	00131	PERCEPTIVE CONTROLS, INC	RACOM RADIO REPAIR/FIX	4,305.00
08/12/2020	101	22144	01373	MERISSA J. RICE	ELECTION TRAINING & WORK - JULY/AUG 2020	317.00
08/12/2020	101	22145	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES WTR PLANT - JUNE 202 JANITORIAL SERVICES WWTP - JUNE 2020 JANITORIAL SERVICES TWP HALL - JUNE 2020	316.29 316.29 901.99
						1,534.57
08/12/2020	101	22146	00570	RS TECHNICAL SERVICES, INC.	ROLLER ASSEMBLY/PUMP TUBE/INJECTION VALV	1,477.88
08/12/2020	101	22147	01673	JUDITH A SIMON	ELECTION TRAINING & WORK - JULY/AUG 2020	241.50
08/12/2020	101	22148	01126	MARTY SIUDA	ELECTION TRAINING & WORK - JULY/AUG 2020	288.00
08/12/2020	101	22149	01410	CINDY SMITH	ELECTION TRAINING & WORK - JULY/AUG 2020	272.00
08/12/2020	101	22150	01013	USA BLUE BOOK	CL17SC TUBING KIT PRE-ASSEMBLD & SULFURI PRESSURE DATA LOGGER	107.75 1,050.37
						1,158.12
08/12/2020	101	22151	01336	CYNTHIA M VELDT-DIETSCH	ELECTION TRAINING & WORK - JULY/AUG 2020	309.00
08/12/2020	101	22152	01314	VERIZON WIRELESS	CELL PHONES 7-16-20 TO 8-15-20	419.93

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/12/2020	101	22153	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WTR AUG 2020	82.87
					DUMPSTER SERVICE - MCDONALD AUG 2020	204.99
					DUMPSTER SERVICE - TWP HALL AUG 2020	66.99
					DUMPSTER SERVICE - SHOP AUG 2020	53.28
					DUMPSTER SERVICE - JAMESON JULY 2020	131.15
						<u>539.28</u>
08/12/2020	101	22154	01671	KATRINA M. WEBB	ELECTION TRAINING & WORK - JULY/AUG 2020	231.00
08/12/2020	101	22155	00723	WINN TELECOM	PHONE SERVICE 8/1/20 -8/31/20	334.47
08/12/2020	101	22156	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - JULY 2020	1,500.76
08/12/2020	101	22157	00732	YEO & YEO, PC	FORM F65 PREPARATION	825.00
08/12/2020	101	22158	01372	JOSEPH W YODER	ELECTION TRAINING & WORK - JULY/AUG 2020	312.00
08/12/2020	101	22159	01159	SUSAN K YODER	ELECTION TRAINING & WORK - JULY/AUG 2020	326.00

101 TOTALS:

Total of 66 Checks:

98,471.11

Less 1 Void Checks:

0.00

Total of 65 Disbursements:

98,471.11

Charter Township of Union Payroll
--

CHECK DATE: July 23, 2020

PPE: July 18, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	46,917.97
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		32,395.12
Water Fund		24,738.53
Total To Transfer from Pooled Savings	\$	104,051.62

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	72,401.41
Employer Share Med		1,043.37
Employer Share SS		4,461.45
SUI		32.51
Pension-Employer Portion		5,776.10
Workers' Comp		692.85
Life/LTD		-
Dental		1,153.99
Health Care		18,283.00
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		153.60
PCORI Fee		53.34
Total Transfer to Payroll Checking	\$	104,051.62

Charter Township of Union Payroll
--

CHECK DATE: August 6, 2020

PPE: August 1, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	30,139.94
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		31,722.64
Water Fund		23,035.69
Total To Transfer from Pooled Savings	\$	84,898.27

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	57,742.57
Employer Share Med		797.43
Employer Share SS		3,409.69
SUI		31.75
Pension-Employer Portion		4,393.95
Workers' Comp		595.72
Life/LTD		549.65
Dental		1,132.14
Health Care		18,283.00
Vision		315.96
Vision Contribution		(157.98)
Health Care Contribution		(2,195.61)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	84,898.27



Copy of Union Township Report

Date: Monday, July 20, 2020



Alarm Date between 2020-07-13 and 2020-07-19

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000137						
		7/14/2020 7:59:00 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	
Union Township	0000139						
		7/15/2020 2:12:25 PM	735	Alarm system sounded due to malfunction	ENG 32	2	1
						Total Responding 2	
Union Township	0000140						
		7/15/2020 5:23:43 PM	622	No incident found on arrival at dispatch address	ENG 32	3	1
						Total Responding 3	

Union Township	0000141						
		7/16/2020 3:08:00 AM	733	Smoke detector activation due to malfunction	ENG 32	3	1
						Total Responding 3	
Union Township	0000142						
		7/16/2020 5:11:00 AM	100	Fire, other	ENG 32	3	1
						Total Responding 3	
Union Township	0000143						
		7/16/2020 4:54:59 PM	352	Extrication of victim(s) from vehicle	ENG 32	2	3
		7/16/2020 4:54:59 PM	352	Extrication of victim(s) from vehicle	R 31	1	3
		7/16/2020 4:54:59 PM	352	Extrication of victim(s) from vehicle	C 33	1	3
		7/16/2020 4:54:59 PM	352	Extrication of victim(s) from vehicle	POV	9	3
						Total Responding 13	

Union Township	0000144						
		7/17/2020 2:47:00 AM	733	Smoke detector activation due to malfunction	ENG 32	3	1
						Total Responding 3	
Union Township	0000146						
		7/17/2020 5:23:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000147						
		7/17/2020 7:47:00 PM	412	Gas leak (natural gas or LPG)	ENG 32	3	1
						Total Responding 3	
	Total Runs					Total Responding 34	
	9						

**Note: Alarms
1=Duty Crew**

2=Paged Off Duty Full-time
3=Paged Paid-on-Call Firefighters
4=Paged All

Highlighted Yellow Indicates an Emergency Call



Copy of Union Township Report

Date: Tuesday, July 28, 2020



Alarm Date between 2020-07-20 and 2020-07-26

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000151						
		7/20/2020 2:25:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000152						
		7/20/2020 5:19:00 PM	746	Carbon monoxide detector activation, no CO	ENG 32	2	1
						Total Responding 2	
Union Township	0000154						
		7/21/2020 1:01:27 PM	735	Alarm system sounded due to malfunction	ENG 32	3	1
						Total Responding 3	

Union Township	0000158						
		7/22/2020 3:29:34 PM	322	Motor vehicle accident with injuries	ENG 32	3	1
						Total Responding 3	
Union Township	0000161						
		7/24/2020 9:50:43 AM	744	Detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000162						
		7/24/2020 6:56:41 PM	131	Passenger vehicle fire	ENG 32	2	4
		7/24/2020 6:56:41 PM	131	Passenger vehicle fire	C 31	1	4
		7/24/2020 6:56:41 PM	131	Passenger vehicle fire	POV	7	4
						Total Responding 10	

Union Township	0000164						
		7/24/2020 8:06:55 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000165						
		7/24/2020 11:56:50 PM	900	Special type of incident, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000170						
		7/25/2020 5:20:00 PM	900	Special type of incident, other	ENG 32	2	1
						Total Responding 2	
	Total Runs 9					Total Responding 28	

Note: Alarms
1=Duty Crew
2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



Copy of Union Township Report

Date: Wednesday, August 5, 2020



Alarm Date between 2020-07-27 and 2020-08-02

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000174						
		7/28/2020 8:44:31 AM	322	Motor vehicle accident with injuries	ENG 33	2	1
						Total Responding 2	
Union Township	0000177						
		7/30/2020 5:16:00 AM	424	Carbon monoxide incident	ENG 33	3	1
						Total Responding 3	
	Total Runs					Total Responding 5	
	2						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** July 22, 2020
FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** August 12, 2020
ACTION REQUESTED: The Township Board of Trustees is requested to award the contract for the Charter Township of Union Cross Connection Control Program and Lead and Copper Inventory Program to Hydro Corp., of Troy Michigan, for a three- year program in the amount of \$129,600.00 and direct the Township Manager to execute the contracts.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-801.000 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The State of Michigan Cross Connection Rules were adopted initially as part of Public Act 1913, Act 98 of 1972 and then later adopted into the Michigan Safe Drinking Water Act, Public Act 1976, Act 399, in 1976. Under this legislation Public Water Supplies are required to establish an effective Cross Connection Control Program in order to safe guard the public from the possibility of contamination of the water distribution system through cross piping containing contaminants or potential contaminants. The Cross Connection Rules apply to all commercial, and residential customers.

The Charter Township of Union Water Department currently operates a Cross Connection Inspection program. The program began in 1995 and consist of the notification, inspection, re-inspection, records maintenance and management, and State of Michigan reporting for our commercial customers at least once every three years. In addition, the Township tracks the yearly backflow preventor testing reports for all commercial and residential customers located within the township. The testing of these devices is required to be completed by a State of Michigan certified backflow device tester. The reports are then submitted to the Township and results are required to be reported to the State of Michigan.

The Public Services Department evaluated the most effective method of continuing the Commercial Cross Connection Program and expanding the program to our residential customers. It was determined that additional staff and supporting resources will be needed. The additional staff would be dedicated to completing the requirements of the program and will require the proper State of Michigan Certifications. The evaluation ascertained for a system of our size that seeking the services of a professional firm who specialize in Cross Connection Programs would be more beneficial from an operational and financial perspective. The level of available resources and service a professional firm can provide exceeds what the township would be able to provide internally.

In addition to the Cross Connection Program the Public Services Department is required to comply with the Lead and Copper Rule changes that were adopted by the State of Michigan in 2018. The changes to the Lead and Copper Rules were extensive and necessitate the need for an additional four hundred (400) yearly inspections. The inspections are required to comply with the requirement to identify the material of all service lines, additional reporting, additional testing, and the replacement of identified lead service lines. The scheduling, completion, and documentation of the

additional 400 lead and copper inspections are estimated to require an additional 1,000 – 1,200 hours of staff time each year.

A summary of the changes adopted in 2018 to the State of Michigan Lead and Copper Rule are as follows:

Lead Action Level

- The lead action level of 15 parts per billion (ppb) remains in effect through December 31, 2024. The new lead action level of 12 ppb will take effect January 1, 2025.
- Lead and copper 90th percentiles are now calculated using highest lead and highest copper results from each site.

Lead and Copper Tap Sampling

- Lead and copper tap sampling pools must be reviewed, updated as necessary, and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by January 1, 2020. *(completed by Union Township Public Services Department and submitted to EGLE December 2019)*
- Tier 1 and Tier 2 sample site criteria no longer include sites with copper pipes soldered with lead and installed after 1982. Tier 3 criteria have been modified to include sites with copper pipes soldered with lead and installed before July 1988.
- Systematic flushing of a sampling site and/or aerator removal or cleaning is prohibited immediately before compliance sampling is conducted.
- A second sample, in addition to the first draw, will be required at sites served by a lead service line (details and instructions will be provided once developed). The highest lead result and the highest copper result will be used to calculate the 90th percentile.
- A supply with optimal corrosion control treatment (OCCT) cannot reduce to three-year lead and copper tap monitoring unless it meets water quality parameter ranges and either of the following apply:
 - The water supply has no lead service lines OR
 - The water supply has three annual rounds of sampling with 90th percentiles less than or equal to 5 ppb for lead and 650 ppb for copper.

Distribution System Materials Inventory (DSMI)

To ensure distribution system components and service lines are properly identified and effectively inventoried, the following requirements apply:

- A preliminary Distribution System Materials Inventory (DSMI), based on available information, must be submitted to EGLE by January 1, 2020. *(completed by Union Township Public Services Department and submitted to EGLE December 2019)*
- A final DSMI must be submitted to EGLE by January 1, 2025, with a comprehensive updated inventory due every five years thereafter. *(Service line inventory inspections part of RFP – (see section B, i under Scope of Services)*
- Supplies with lead service lines must report to EGLE annually on the status of lead service line replacement efforts.
- Supplies must notify residents served by lead service lines within 30 days of determining the service line content.

Lead Service Line Replacement

The Lead and Copper Rule previously required replacement of lead service lines at a rate of 7 percent per year, only when a water supply continued to exceed the lead action level after installing corrosion control treatment. While this requirement remains in effect, lead service line replacement requirements have been expanded to include the following:

- Partial lead service line replacement is no longer allowed except in the case of an emergency repair.
- Water supplies with lead service lines, regardless of lead action level values, must replace all lead service lines at an average rate of 5 percent per year, not to exceed 20 years, or in accordance with an alternate schedule incorporated into an asset management plan and approved by EGLE.
- The full lead service line must be replaced at water supply expense, regardless of ownership.
- A new service line definition was added, and the lead service line definition was updated.

Water Quality Parameter (WQP) Sampling

WQP sampling is required for all supplies with Optimum Corrosion Control Treatment (OCCT), including small and medium supplies, and all supplies exceeding an action level.

- WQPs have been expanded to include chloride and sulfate.
- WQP monitoring can no longer be reduced to 3-year monitoring.
- Rules have been clarified to require establishment of WQP ranges in the distribution system.

Continuity of Sources and Treatment

- Clarification that supplies purchasing water from a supply with OCCT must also maintain OCCT.
- Clarification that EGLE may require new or updated corrosion control studies when a supply changes source or treatment, or at any other time as appropriate.

Enhanced Transparency

- The consumer notice of results (the results information provided to residents of sampled sites) must now include copper.
- Additional content and delivery requirements for lead public education following a lead action level exceedance have been added.
- Additional Consumer Confidence Report content for lead and copper reporting and lead service line reporting have been added. (completed)
- A statewide advisory council will be created to assist with development of public awareness campaign materials.
- Supplies serving 50,000 people or more must establish a community advisory council to assist with development of public awareness campaign materials. (Not applicable to Union Township)

The Charter Township of Union invited consultants to submit their qualifications and proposals for the necessary technical support to facilitate the yearly Cross Connection Program, provide an inventory of lead service lines for all residential customers, and provide information on sump pump connections to the sanitary sewer lines in Union Township.

On March 25, 2020 the Township received one response to the Request for Proposals for this program. The response was received from Hydro Corp., which is a Michigan based company who provides these types of service for many municipalities across Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida, and Minnesota. A summary of the Cross Connection Program as well as information on Hydro Corp has been provided for your information.

The proposal received from Hydro Corp has been reviewed and it has been determined that the proposal fully meets the Scope of Services outlined in the RFP as it pertains to both the cross connection and lead/copper programs.

SCOPE OF SERVICES

The scope of services is as follows:

1. Provide complete cross-connection control inspections, program and data management including:
 - a. Annually, complete a minimum of 95 commercial initial Cross Connection Control Inspections, Compliance Inspections and Re-Inspections of facilities within the Township using the containment and isolation review approach as supported by State of Michigan, Department of Environment, Great Lakes and Energy (EGLE) Water Bureau. Unless otherwise specified, all inspections will be of the entire potable water system. Inspectors will survey all exposed piping and/or use the point-of-use inventory method of inspection.

- b. Annually, complete a minimum of 400 residential initial Cross Connection Control Inspections, Compliance Inspections and Re-Inspections of facilities within the Township using the containment and isolation review approach as supported by State of Michigan, Department of Environment, Great Lakes and Energy (EGLE) Water Bureau. Unless otherwise specified, all inspections will be of the entire potable water system. Inspectors will survey all exposed piping and/or use the point-of-use inventory method of inspection.
 - (i) Residential location inspections include an inventory all service line material type and size inside the home. The Inventory of service line material type and size meets the requirement for the completion of a final Lead and Copper Distribution System Materials Inventory by January 1, 2025.
- c. Provide up to (6) ASSE approved hose bib vacuum breakers or anti-frost hose bib vacuum breakers per commercial facility and (4) ASSE approved hose bib breakers or anti frost hose bib vacuum breakers per residential facility as required, in order to place a facility into immediate compliance at the time of inspection.
- d. Residential location inspections include and inspection of all sump pump discharge locations (as applicable) within the homes to ensure they are not directly connected to the sanitary sewer system.
- e. Commercial location inspections include and inspection of all sump pump discharge locations (as applicable) within the facility to ensure they are not directly connected to the sanitary sewer system.
- f. Coordinate and notify customers of cross-connection control inspections and/or re-inspections in writing.
- g. All testable & non-testable backflow prevention devices, program requirements and relevant code violations will be documented during an on-site inspection.
- h. All existing backflow prevention devices, (i.e. testable & non-testable) must be inspected, inventoried and documented including fire suppression lines.
- i. Generate all program notifications for users failing initial inspections and/or re-inspections informing them of installation requirements and/or testing requirements.
- j. Perform re-inspection for each non-compliant location upon notification of completion of compliance requirements. All compliance inspections will be scheduled and completed as required.
- k. Provide full-time phone support for customer service questions by an ASSE-Series 5000 (or equivalent) trained individual. Phone will be staffed during normal business hours Monday through Friday. An automatic message service will be provided for after hour calls.
- l. Coordinate and manage the testing of all backflow prevention assemblies in accordance with EGLE requirements. Services to include testing notification, requirements, receipt of executed test report, and maintenance of all testing data. All testing results will be maintained for a period of 7 years.
- m. Submit comprehensive management reports to the Township on a secure website. Status reports will be available on-line and include the number of inspections completed, notices sent, tests overdue,

inspections overdue, a listing of inspections and re-inspections scheduled for the upcoming period, upcoming notifications, a list of facilities in, or not in, compliance.

- n. Provide a comprehensive, bound annual report that includes a program summary, copy of the annual DEQ report, a detailed listing of all inspection locations, and individual listing of those facilities in, or not in, compliance, inspections completed, sites never inspected, and notifications sent.
 - o. Provide progress review meetings with the Township’s designated representative to discuss program status and specific recommendations as requested.
 - p. The inspector will check-in/out with the Township contact person on a daily basis or as requested during the inspection period. The check in will include a list of inspections scheduled for the day. The check-out will include a verbal and/or electronic summary and the number of inspections completed for the day.
 - q. All expenses related to “time and travel” for completion of job scope is to be included in request for proposal.
 - r. Contractor will assist the Township with a community wide public relations/education program including general awareness brochures, local press releases, and public access television announcements and customized web site cross connection control program overview content and resources.
2. Provide and/or Review a Cross-Connection Control Plan specific to the Township as required by State of Michigan, Department of Environment, Great Lakes and Energy (EGLE). The plan must include code adaptation, references, program intent, standard operational procedures, all program and notice documentation, reporting procedures (including daily, monthly & annually), backflow prevention devices including detailed installation schematics, piping identification, and preference standards.

The plan must include a detailed re-inspection schedule for all facilities. The frequency for re-inspection of each facility will be influenced by the degree of hazard existing within the facility. The re-inspection frequency of each facility will be based on a 1 to 5-year time period for commercial/industrial and every 15 years for residential. Contractor must work with the Township and EGLE to get the plan approved. Contractor must submit plan to EGLE for approval.

3. The contractor must use a cross connection control software package for program management.

The software package must be approved by the Township and able to produce at a minimum the following reports and notices:

- A. Standard notices and reports to include, inspection, re-inspection, testing, non-compliance and compliance notices.
- B. Produce management reports for notices, inventory of devices, inventory of service lines, sump pump discharge locations, device tests, inspection schedules, device test schedules, overdue inspections, and device test forms.
- C. Schedule cross-connection control survey inspections and backflow prevention assembly testing notices from internal records, standard procedures, and timing as required by EGLE & approved Township CCC Plan. D. Track testable and non-testable devices & backflow prevention assemblies and compliance requirements.

- E. Automatically access all data relevant to a particular facility or period of time.
- F. Generate the Annual EGLE Water Supply Cross Connection Control Report and supporting documents.
- G. On-line access for Township to monitor and download reports and individual facility information.

JUSTIFICATION

It is recommended that the Township Board of Trustees authorize the contract for the Cross Connection Control Program and Lead/Copper Inventory Program for three years to Hydro Corp in the amount of \$126,900 based on their responsiveness to the RFP, favorable reference checks, and the qualifications of the firm to meet the requirements set forth in the RFP.

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Safety

COSTS

Hydro Corp	Residential	Commercial	Total
Monthly	\$2,650.00	\$950.00	\$3,600.00
Annual	\$31,800.00	\$11,400.00	\$43,200.00
Three- year contract total	\$95,400.00	\$34,200.00	\$129,600.00

The first year’s funds for this program was included in the water fund budget account number 591-536-801.000. Subsequent years would be included in that year’s fiscal budget.

PROJECT TIME TABLE

Project will commence upon approval of contract – three- year program

RESOLUTION

It is resolved that the Township Board of Trustees award the contract for the Charter Township of Union Cross Connection Control Program and Lead/Copper Inventory Program to Hydro Corp., of Troy Michigan, for a three- year program in the amount of \$129,600.00 and direct the Township Manager to execute the contracts.

Resolved by _____

Seconded by _____

Yes:
No:
Absent:



THE SAFE WATER AUTHORITY®

Introduction to HydroCorp and the Cross-Connection Control Program

Union Township Board of Trustees

2010 S. Lincoln Road

Mount Pleasant, MI 48858

PROJECT CONSULTANT

Paul Patterson, Senior Vice President

DIRECT LINE: 248.250.5022

EMAIL: ppatterson@hydrocorpinc.com

August 12, 2020





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1. INTRODUCTION TO HYDROCORP

1.1. HydroCorp, The Safe Water Authority

- Founded in 1983 and incorporated in 1988. The firm has grown from two employees to a staff of over 70 full time associates in multiple states.
- HydroCorp provides Cross-Connection Control Program Management Services to over 300 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- HydroCorp Conducts over 30,000 on site, Cross-Connection Control Inspections **annually**.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross-Connection Control Programs:
 - USC -Foundation for Cross Connection Control and Hydraulic Research,
 - ASSE- American Society for Sanitary Engineering
 - ABPA - American Backflow Prevention Association
- Our trained administrative staff/call center can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
 - American Water Works Association (AWWA)
 - National Rural Water Association (NRWA)
 - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.
- HydroCorp has provided significant input/expertise in the revision of 3rd and 4th Edition of the Michigan Department of Environment, Great Lakes and Energy (EGLE) Cross-Connection Rules Manual.

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1.2. Industry Leadership

With over 300 municipal clients and for over 30 years, HydroCorp has succeeded in improving health and safety, reducing risk, cutting operational costs, and increasing efficiency for its clients, earning their trust and allegiance. HydroCorp has a 98 percent retention rate among its municipal clients, a virtually unmatched level of customer satisfaction. Entering its fourth decade, HydroCorp is fully committed to the principles and practices that made it a success: Expertise, commitment, knowledge, and service.

1.3. Field Inspectors

HydroCorp invests continuously in educational training and development of its team members. All of the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one the following programs:



1.4. Additional Value-Added Services

In addition to Cross Connection Control services, HydroCorp will assist the Township with compliance with the latest requirements regarding lead and copper. HydroCorp inspectors will verify and log incoming service line material (lead, copper, galvanized, etc....) during each inspection. HydroCorp inspectors will also verify the discharge location of any sump pumps that are found during inspection. By ensuring sump discharges are not connected to the Townships sanitary sewer system the Township may see a reduction in operating costs at the Wastewater Treatment Facility.



2. CROSS-CONNECTION PROGRAM WORK PLAN

2.1. Development of Written Cross-Connection Control Program Plan

HydroCorp will work closely with the **TOWNSHIP** to develop and implement a program to meet the specific timeline guidelines established by the **TOWNSHIP** and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Further, HydroCorp will conduct the necessary detailed research of current State of Michigan Administrative Code related to Cross-Connection Control and Backflow Prevention associated with public water system requirements.

2.2. Purpose of the Cross-Connection Control Program

- **Protect the water supply/public health and safety from backflow**
- Comply with state and local regulations – see Appendix A for current EGLE Requirements
- Minimize risk and liability
- Eliminate hazardous cross-connections to the drinking water supply

A cross-connection is defined as a connection or arrangement of piping or appurtenances through which a backflow could occur. Backflow is defined as the undesirable reversal of flow of water of questionable quality, wastes or other contaminants into a public water supply. Two ways backflow can occur are demonstrated in the following illustrations:

Flow reverses due to system pressure greater than line pressure





Flow reverses due to decrease or loss of supply line pressure



2.3. Examples of common Cross-Connection Hazards:

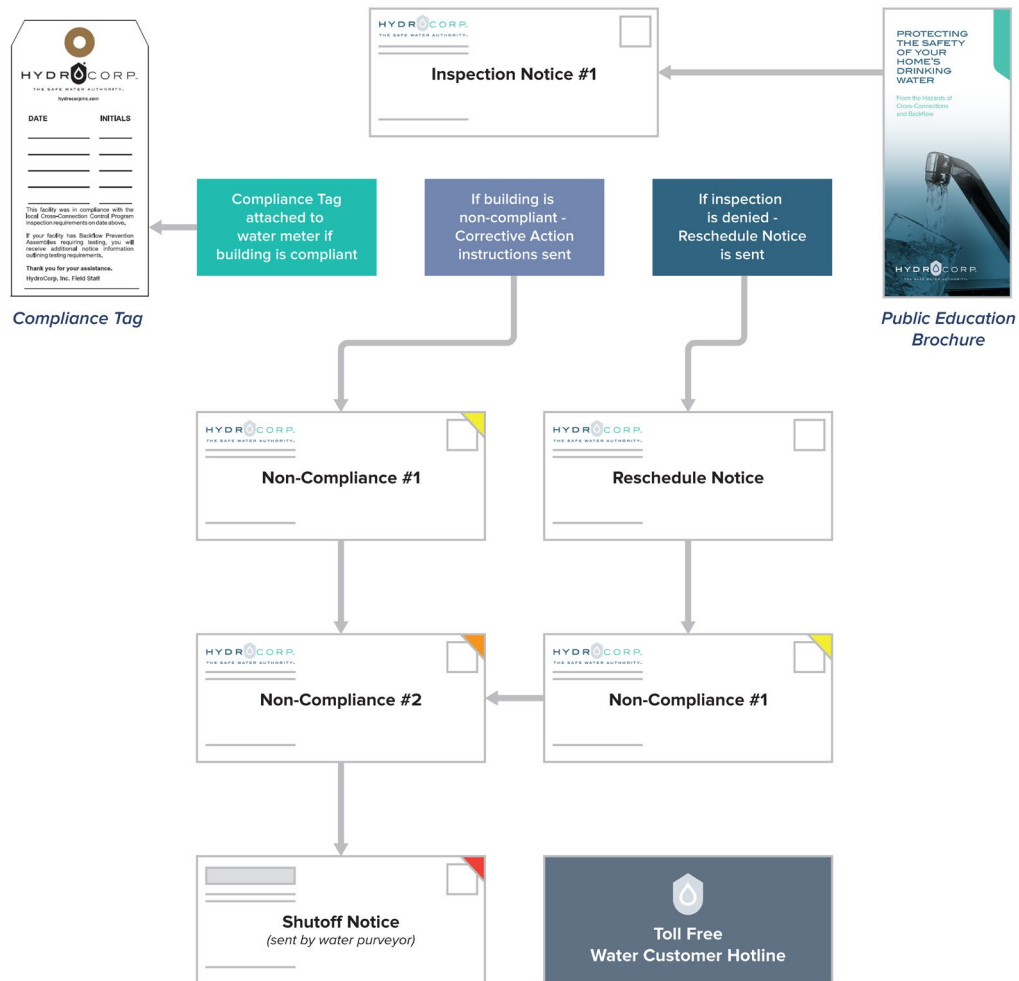
- Garden Hose connections lacking backflow prevention devices
- Water Softener discharge lines directly connected to drain piping
- Boilers with missing or inappropriate backflow preventers
- Backflow Prevention Assemblies improperly installed or missing test documentation
- Toilets with faulty or unapproved anti-siphon valves
- Lawn Irrigation systems with missing or inappropriate backflow preventers
- Restaurant equipment with missing or inappropriate backflow preventers
- Dental office equipment with missing or inappropriate backflow preventers
- Fire Sprinkler systems with missing or inappropriate backflow preventers
- Chemical mixing systems in janitorial closets with missing or inappropriate backflow preventers
- Unprotected water supply bypasses
- Improper type of backflow prevention assembly for the degree of hazard



3. CROSS-CONNECTION INSPECTION PROCESS

3.1. Postal Notification Process

POSTAL NOTIFICATION PROCESS - INSPECTIONS



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3.2. Inspections/Surveys

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices, methods & assemblies, and other pertinent program information. If the inspector is refused proper access or if customer plumbing is untraceable, the Township will assume a cross-connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross-connections. Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the Utility/Township Cross-Connection Control Plan. The Plan will include detailed inspection frequency information and be submitted to the EGLE for final approval.

**Please note that Residential Inspections will consist of the area immediately surrounding the water meter (typically in the basement) and the exterior of the property. HydroCorp inspectors will provide homeowners with educational material in lieu of entering private kitchens and bathroom areas. This approach has been approved by EGLE and is meant to keep the inspection process less intrusive on for the residents. **

3.3. Backflow Prevention Assembly Testing Record Tracking and Notification

- Water Customers who have Testable Assembly Type Backflow Prevention Assemblies are notified via postal notice with instructions to submit test record data from a Certified Tester. Certified Testers are required to register (no fee) via a designated secure website provided by HydroCorp during the duration of contract period.
- HydroCorp monitors backflow prevention assembly tester credentials and qualifications in order to ensure that only qualified and state certified contractors are conducting the work.
- HydroCorp monitors backflow prevention assembly test results. Test results that do not contain all required information are marked as “failed” and a phone call is made to the tester seeking the correct information.
- HydroCorp utilizes a two-step approach/review process when sending out program notices to ensure accuracy and improve compliance results and customer service.
- HydroCorp continually monitors program database information and reviews this with the Township Contact in order to improve compliance results and customer service



Example Screen for Online Backflow Preventer Test Record Portal

HYDRCORP.
THE SAFE WATER AUTHORITY.

HELP PROTECT YOUR DRINKING WATER

Select Your Backflow Tester Today.

Congratulations, you're taking the first step in complying with your local water purveyor's mandate to safeguard the drinking water system. To ensure your system is protected against the hazards of backflow, you'll need to have your backflow prevention assembly tested. Simply enter the Customer Reference Number you were provided.

If you do not have your Number, select your state and county from the drop down. Either method will provide you contact information for Certified Testers that work in your area. Contact any Certified Tester to schedule your test. Thank you for your cooperation.

Enter your Customer Reference Number

- -

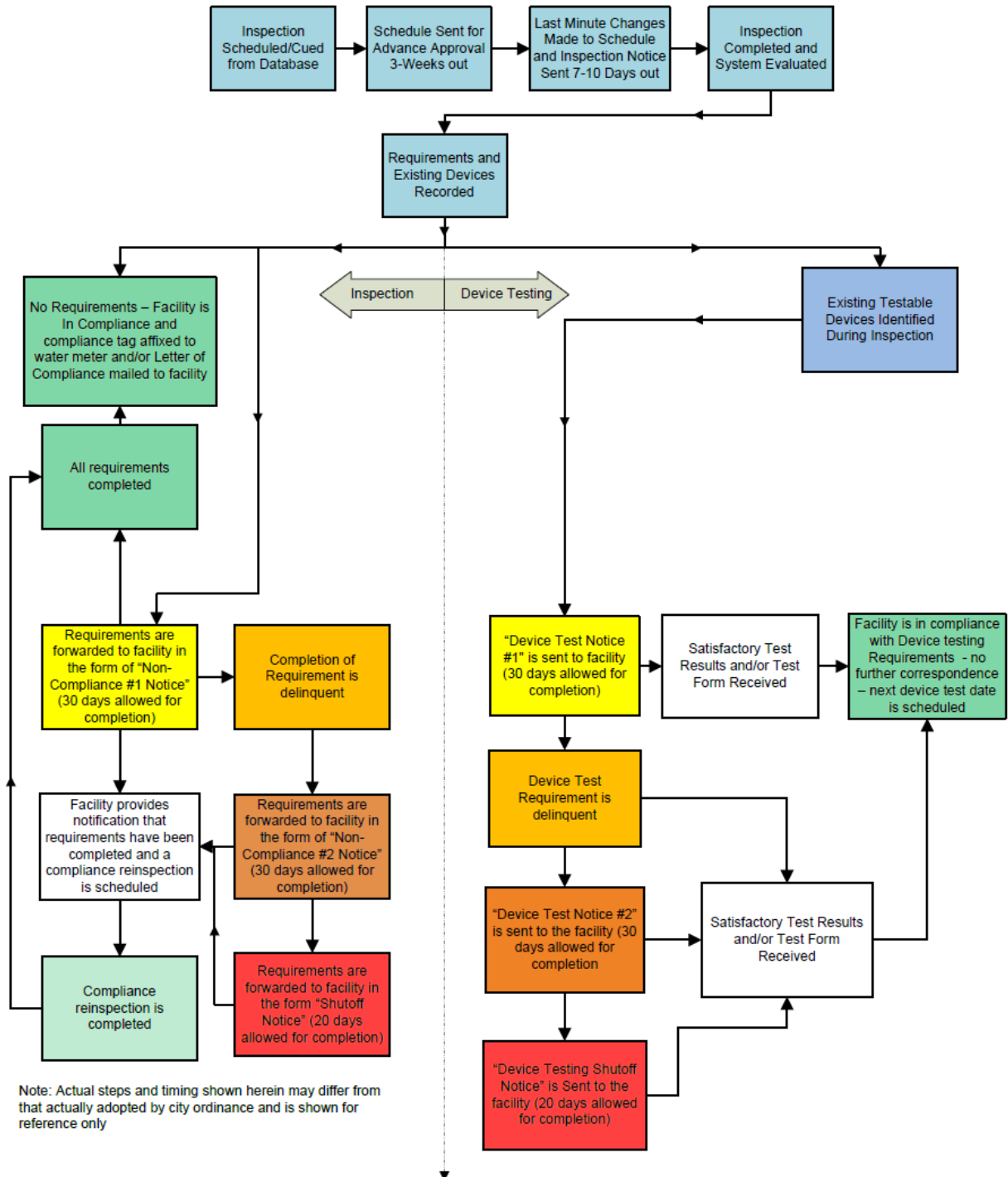
or

Enter your State and County

Select your state



Inspection and Backflow Test Record Compliance Process:





3.4. Customer Service

HydroCorp has an extensive customer service call center to answer incoming telephone calls from water users. The call center is staffed from the hours of 8:00AM – 5:00PM MON-FRI. Most program calls and questions can be answered by one of our ASSE Backflow Prevention Program Certified representatives. Our field staff also carry tablet pc's and smartphones and can respond in a timely manner to any customer related issues.

Frequently asked questions and other general Cross-Connection Control information for homeowners can be found on our website. <https://hydrocorpinc.com/municipal-market/homeowner-information/>

Public Education is a key component of a successful Cross-Connection Control Program. Some of the ways HydroCorp has assisted communities in their public education efforts include, but are not limited to:

- Providing a specific website with basic cross-connection control information and FAQ's , example: <http://www.hydrocorpinc.com/resources/faq/>
- Newspaper/press releases regarding cross-connection control and preparing/developing information that could be dispersed through social media
- Direct mailing of informational brochures
- Speaking at town hall, council meetings, working groups, and at homeowner's association meetings
- Creation of Public Education Videos

Sample Public Education Brochures



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3.5. Residential Site Visits and Appointment Process

Residential Water Customers will be able to arrange specific dates and approximate time of site visits by HydroCorp Field Technicians. Two methods are offered for within the postal notice and instructions provided to the Water Customer at minimum of 2 weeks prior to available schedule of field technicians.

Method 1: Water Customers may call the HydroCorp toll free phone number during normal business hours and speak to a HydroCorp Customer Service Representative to set and confirm their appointment

Method 2: Water Customers can visit the HydroCorp Appointment website available 24hrs per day to set and confirm their appointment.


Schedule Your Cross-Connection Appointment


Set Appointment Here

Start Over Appointments

Select your day and four hour window
(8:00 AM – 12:00 PM or 12:00 PM – 4:00 PM)

Appointment Locator

Select Service

Select Staff Member

Date

December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Welcome to our online scheduling system. To get started, use the blue arrows to find open appointments for the time range indicated in your meter changeout & inspection letter. Days that are colored gray are unavailable.

Select a day, an available **four hour window**, then enter your information in the fields presented.

If you provide us with an email address, we will send an email confirming your date and time, and a notification 1 day before your scheduled appointment date.

If you have are having issues with the scheduling system, please contact HydroCorp at [800-315-4305](tel:800-315-4305)



APPENDIX A – MI PUBLIC ACT 399, PART 14

**Highlighted Items are recent additions which went into effect in October 2017

PART 14. CROSS-CONNECTIONS

R 325.11401 Definitions. Rule 1401. As used in this part: (a) "Backflow" means water of questionable quality, wastes, or other contaminants entering a potable water supply system due to a reversal of flow. (b) "Unprotected cross connection" means a cross connection between a potable and non-potable system where inadequate methods are provided to prevent backflow.
History: 1979 AC; 2015 AACs.

R 325.11402 Compliance with regulations and local codes. Rule 1402. A connection with a public water supply system shall comply with existing laws, ordinances, codes, and rules including: (a) All sections of the Michigan plumbing code or the **Michigan residential code** pertaining to backflow and cross connection control. The codes allow for existing plumbing systems to stay as currently installed, providing they were installed properly according to the code in effect at the time of installation and they do not currently present a safety hazard. (b) Local ordinances or rules providing acceptable protection against cross connections.
History: 1979 AC; 2009 AACs; 2015 AACs.

R 325.11403 Cross-connections prohibited. Rule 1403. (1) A temporary or permanent unprotected cross connection between a public water supply system and any source, piping, or system that may contain nonpotable water or other substances is prohibited. (2) Sub rule (1) of this rule applies to all customer types, such as, industrial, commercial, institutional, governmental, and **single and multi-unit residential**. (3) Piping configurations creating the potential for water from a public distribution system to flow through a private water main or customer site piping and back into the public system are prohibited. Areas of private water main served by two or more service connections, where flow through the private system can re-enter the public system shall have cross connection control protection installed at each connection point to the public system.
History: 1979 AC; 2015 AACs.

R 325.11404 Local cross connection control programs. Rule 1404. (1) A type 1 public water supply shall develop a comprehensive control program for the elimination and prevention of all cross connections. The plan for the program shall be submitted to the department for review and approval. Supplies may use the best practices manual for cross connection control prepared by the department, office of drinking water and municipal assistance, listed in R 325.10113 when developing a cross connection control program. When the plan is approved, the water supply shall implement the program for removal of all existing cross connections and prevention of all future cross connections. (2) At a minimum, the program shall include all of the following: (a) A complete description of the method of administering the program, including the designation of inspection and enforcement agency or agencies. The local authority for implementation of the



program shall be indicated, preferably by ordinance. (b) A time schedule **for inspection and reinspection of all water supply customers' premises** for possible cross connections. The periodic reinspection shall be to ascertain if safe air gaps or required backflow preventers are in place. (c) A description of the methods and backflow preventers, as approved by the department, used to protect the public water supply. (d) A time schedule for the testing of all testable backflow preventers. **The schedule contained in the program shall require testing at least once every 3 years. Backflow preventers installed on lawn irrigation systems with no chemical treatment may be tested once every 5 years if specified within the approved local cross connection control program.** (e) A description of the time allowed for a customer to complete necessary corrections. (f) A description of the record keeping methods. (3) Upon receiving written notice from the department, a public water supply shall provide an updated program within 6 months. (4) A water supply shall report annually to the department on the status of the cross-connection control program on a form provided by the department.

History: 1979 AC; 1998 AACS; 2009 AACS; 2015 AACS.

R 325.11405 Backflow preventers; tester qualifications and corrections. Rule 1405. (1) Backflow preventers shall meet the applicable ASSE or CSA standards. (2) **Beginning January 1, 2018, test results of backflow preventers are valid only if testing was performed by individuals holding an active ASSE 5110 certification.** (3) The total time allowed for completion of the necessary corrections shall be contingent upon the degree of hazard involved and include the time required to obtain and install equipment. If the cross connection has not been removed or properly protected, after a reasonable period of time, the water supply shall shut off the water supply to the premises or physically separate the public water supply system from the onsite piping system in a manner that the 2 systems cannot again be connected by any unauthorized person.

History: 1979 AC; 1998 AACS; 2009 AACS; 2015 AACS.



APPENDIX B – HYDROCORP EMPLOYEE POLICY REGARDING COVID 19

PPE Policy

HydroCorp takes the health and safety of our employees very seriously. With the spread of the coronavirus, HydroCorp and its' employees must remain vigilant in mitigating the outbreak. In order to keep our employees safe and to maintain operations, we are emphasizing basic infection prevention control measures. As appropriate, all employees should implement good hygiene and infection control practices.

Preparation for Meter/CCC Site Visit Day

- Before the start of the workday, take your temperature. If you feel sick and/or have an elevated temperature (100.4 or above), please stay home and contact your immediate supervisor.
 - Keep a daily log of your temperature.
- Ensure you have adequate supply of gloves, masks, sanitizer, and other provided PPE and safety materials for the day.
- Wash exposed hands with soap/water for at least 20 seconds.

Ongoing Best Practices-Hygiene

- Wash exposed hands often with soap/water for at least 20 seconds or use hand sanitizer with an alcohol level of at least 60%.
- Cover coughs and sneezes into your elbow or upper sleeve if possible (not your hands). When using a tissue:
 1. Wash hands prior to utilizing tissue.
 2. Throw used tissues in the trash.
 3. Immediately wash your hands.
- Maintain regular housekeeping practices on equipment, including routine cleaning and disinfecting of work surfaces, vehicle, computer equipment, and other elements of the work environment. At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each day. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Hand sanitizer should not be used on electrical equipment (i.e. tablets, cell phones, laptops, etc.) Please only use alcohol wipes on this equipment.
- Practice social distancing of at least 6 feet at all times.
- Avoid touching surfaces with your hands to the extent possible.
- Wear/maintain appropriate PPE.

PPE Guidance and Procedures

- Wear the mask and face shield provided by HydroCorp to cover your mouth and nose at all times when around others and/or prior to and during inspections. Wearing masks should always be performed in conjunction with strict social distancing measures (i.e., maintain at least 6 foot separation).
 - Ensure hands are clean/washed or protected prior to donning and removing mask.

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- Maintain mask and face shield as per included manufacturer instructions.
- Wear gloves provided by HydroCorp while conducting cross connection inspections. After wearing your gloves during an onsite location visit, the outside of gloves may be contaminated. Proper handling/removal of gloves are as follows:
 - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
 - Hold removed glove in gloved hand.
 - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
 - Discard gloves in a waste container (i.e., zip lock bag provided).
 - Immediately wash your hands or use an alcohol-based hand sanitizer after removing gloves and prior to removing any masks.
- Wear fresh gloves for every new facility/site and as often as needed.

Inspection Procedure

- Don all appropriate PPE prior to approaching the building/site.
- Obtain permission to enter the building.
- Sites may have their own infection prevention control measures (e.g., take temperature, specific PPE) to complete prior to building entry. Please follow site control measures, unless you feel such measures put you at risk. Contact immediate supervisor if you have any questions regarding such measures. Enter and exit the building (1) as required by site and (2) to maintain 6 foot physical separation from building individuals.
- If you feel you are unable to maintain a 6 foot separation between yourselves and individuals at the building/site, or if you feel you are at risk, do not proceed with inspection and document reason(s) you were unable to perform the inspection. Reschedule the inspection and process as appropriate in database.
- Minimize touching all surfaces within the building to the extent possible.
- In an effort to better minimize potential exposure HydroCorp is not going to schedule site visits at the following types of facilities until further notice:
 - Day Care Centers
 - Dental Offices
 - Doctor Offices
 - Funeral Homes
 - Hospitals
 - Medical Complex
 - Nursing Homes
 - Pharmaceutical Plants
 - Retirement Homes
- At any point in time if you are in a situation that you do not feel comfortable, please remove yourself from said situation and contact your direct supervisor to inform him/her

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager **DATE:** August 3, 2020
FROM: Kim Smith, Public Service Director **DATE FOR BOARD CONSIDERATION:** August 12, 2020
ACTION REQUESTED: Acceptance of Certificate of Validity and Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District.

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval _____

BACKGROUND INFORMATION

Michigan state statute authorizes 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. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, levy and collect special assessment funds to pay off the debt.

The residents of McGuirk Subdivision have met the second requirement of the special assessment process by submitting a formal petition. The next step is the review of the formal petition for sufficiency. The formal petition is reviewed for petition sufficiency based on the following:

- Verification of the petition signatures by the Township’s Clerks office.
- Signatures of more than 50% of the total frontage in the district verified by the Township Assessor’s Office.

After the petition has been verified and the Certificate of Validity is certified by the Township Supervisor Resolution Number one is presented to the Township Board of Trustees for consideration. The resolution resolves the following:

- The Township Board is in receipt of a Certificate of Validity of the submitted petition for the proposed McGuirk Subdivision Paving District prepared by the Township Supervisor (“Certificate of Validity”).
- The Township Board accepts the Certificate of Validity.
- The Township Board directs the Township Manager oversee preparation of plans describing the improvement and the location of the improvement with an estimate of the cost of the improvement on a fixed or periodic basis, as appropriate. Upon receipt of the plans and estimate, the same shall be filed with the Township Clerk and made available for presentation at the first of two public hearings

Once the cost estimates have been completed and received from the Isabella County Road Commission, the Township Board of Trustees will consider a resolution tentatively approving its intention to make the improvement, tentatively designating the special assessment district, and setting a date and time for the first public hearing. The resolution will also direct that the completed cost estimates are to be given to the Township Clerk and made available for public inspection prior to the first public hearing.

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for McGuirk Estates to complete a 1 ½ “overlay on Rose Marie Lane, Mamie Street, McGuirk Street, and James Court.

JUSTIFICATION

It is recommended that the Township Board of Trustees accept the Certificate of Validity and adopt McGuirk Subdivision Paving Special Assessment District Resolution #1. Upon acceptance of the Certificate and adoption of the Resolution, the next step in the process can be initiated. This step is the request of a formal cost estimate from the Isabella County Road Commission. The formal cost estimate will be then be presented at the first of two public hearings.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

TBD

PROJECT TIME TABLE

2020/2021 Construction

RESOLUTION

It is Resolved to accept the Certificate of Validity and Adopt the McGuirk Subdivision Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District for McGuirk Subdivision.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

CERTIFICATE OF VALIDITY

To the Clerk and Township Board:
Charter Township of Union
Isabella County, Michigan


Dear Officials:

This is to certify that I, Ben Gunning, the supervisor and assessing officer of The Charter Township of Union, Isabella, County, Michigan, being the person having charge of the assessment roll of said township have checked the attached petition for McGuirk Subdivision Paving District and I do hereby certify that said petition has been signed by the record owners of 61 percent of the total frontage within the boundaries as described upon the petition.

I further certify that the total road frontage within the district equals 4,719.40 lineal feet.

I do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Isabella County, as to the record owners of all property within the Township of Union and within the area set forth in said Petition on the day of filing the Petition.

Respectfully submitted,



Ben Gunning - Supervisor, Charter Township of Union

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

**McGuirk Subdivision Paving
Special Assessment District Resolution #1**

At a regular meeting of the Charter Township of Union Board of Trustees held on the _____ day of _____ 2020, the following Resolution was adopted.

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Township Board of the Charter Township of Union, County of Isabella, State of Michigan, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, has received a Petition for Public Improvement by Special Assessment dated June 9, 2020;

WHEREAS, the Township Board desires a cost estimate showing the public improvement, the location thereof, and an estimate of the cost to be prepared;

WHEREAS, these shall be received by the Township Board, filed with the Township Clerk and made available to the public; and

WHEREAS, these shall be presented at the first of two public hearings;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a Certificate of Validity of the submitted petition for the proposed McGuirk Subdivision Paving District prepared by the Township Supervisor (“Certificate of Validity”).
2. The Township Board accepts the Certificate of Validity.
3. The Township Board directs the Township Manager oversee preparation of plans describing the improvement and the location of the improvement with an estimate of the cost of the improvement on a fixed or periodic basis, as appropriate. Upon receipt of the plans and estimate, the same shall be filed with the Township Clerk and made available for presentation at the first of two public hearings.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Ben Gunning, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the _____ day of _____ 2020.

Date: _____

Lisa Cody, Clerk



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: July 30, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 8/12/2020
ACTIONS REQUESTED: To conduct a Second Reading for and adopt the new Housing Licensing Code Ordinance, which regulates rental housing in the Township.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval

BACKGROUND INFORMATION

A general update to the Township’s Housing Licensing Code Ordinance 2012-08 was initiated by Township staff to update applicable standards, licensing requirements, inspection provisions, penalties, and provisions for the Housing Board of Appeals. The following is a summary of the public notice and public meetings associated with this proposed ordinance update:

Date	Event	Actions
July 22, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Introduction and First Reading of the proposed ordinance
July 24, 2020	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and the proposed ordinance at the Township Hall and under “Announcements” on the Township’s website
August 2, 2020		Publication of the summary and notice in The Morning Sun newspaper
August 12, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Second Reading and consideration of the proposed ordinance for adoption

SCOPE OF SERVICES

Second Reading and adoption of the proposed new Housing Licensing Code Ordinance.

JUSTIFICATIONS

The proposed updates to the Housing Licensing Code Ordinance are necessary to address technical issues and outdated provisions, and to ensure that the Township can continue to

proactively work with property owners and managers to enable all residents of rental housing and their neighbors to enjoy a safe environment.

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**

Updating the Township’s Housing Licensing Code Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), ensure fair and nondiscriminatory code enforcement (1.1.1.2), and enable all residents of rental housing and their neighbors to enjoy a safe environment (1.3).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the Ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

To conduct the Second Reading of the proposed Housing Licensing Code Ordinance, and to adopt the ordinance as Township Ordinance Number _____.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

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

HOUSING LICENSING CODE ORDINANCE NO. _____

[An ordinance adopted under the provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to protect the general health, safety and welfare by establishing standards and licensing requirements for all rented or leased buildings that are used or intended to be used for human habitation, by updating applicable standards, appeal processes, and licensing requirements; by providing for severability, repeal, publication, and an effective date; and for other purposes.]

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

SECTION 001 TITLE.

This Code shall be known as the “Housing Licensing Code” and may be cited as such and will be referred to herein as “this Code” or “this Ordinance.”

SECTION 002 PURPOSE.

The purpose of this Code is to provide minimum requirements for the health, safety and welfare of the general public and the owners and occupants of certain residential buildings.

SECTION 003 INTERNATIONAL PROPERTY MAINTENANCE CODE.

The current edition of the International Property Maintenance Code, including any and all future amendments to said International Property Maintenance Code, is hereby adopted and incorporated by reference in its entirety, together with and subject to the additional provisions of this Code.

SECTION 004 SCOPE.

- (A) **Application.** This Code shall apply to all rented or leased buildings, including manufactured homes, or any portions thereof, that are used or intended to be used for human habitation as a two-family dwelling, a multi-family dwelling, a rooming dwelling, a boarding dwelling, a lodging dwelling, a hotel or motel, any bed and breakfast inn or short term rental housing as authorized by the Township’s Zoning Ordinance, and any single-family dwellings which are leased or rented by the owner for more than one hundred and eighty (180) days during any twelve (12) month period. In addition, if a building that is licensed under this Code but does not comply with all of the provisions of the Code is thereafter unlicensed for one year or more, the building must thereafter comply with this Code before it acquires a new license.
- (B) **Alterations.** Existing licensed buildings that are subject to this Code, but that do not comply with this Code shall, at the time of alteration or repair, and with respect to this new work, be altered or repaired to conform to this Code, the Michigan Building Code current edition, and the laws of the state of Michigan.
- (C) **Relocation.** Buildings which are moved or relocated shall be considered new buildings and shall comply with all of the requirements of this Code.

SECTION 005 DEFINITIONS.

Bed and breakfast inn. A dwelling unit where the owners or live-in operators provide or offer overnight accommodations for temporary guests for compensation, including provisions for a morning meal for overnight guests only.

Boarding dwelling. A rooming dwelling where meals are provided.

Building, existing. A building constructed prior to this Code or one which was built pursuant to a valid building permit.

Ceiling height. The clear vertical distance from finished floor to the finished ceiling.

Designated Agent. A person, firm or corporation acting on behalf of, representing, or caring for the property on behalf of the owner.

Community and Economic Development Director. The head of the Township’s Community and Economic Development Department and the Rental Inspector’s departmental supervisor.

Dwelling. A building including manufactured homes, used in whole or in part for human habitation.

Dwelling Unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Exit. A continuous and unobstructed means of egress to a public way, and shall include intervening, doorways, corridors, ramps, stairways, smoke proof enclosures, horizontal exits, exit courts, and yards.

Family. A family is defined as either:

- (A) Up to three unrelated persons living together as a single dwelling unit.
- (B) Parents (or persons legally married), with their direct lineal descendants, whether natural or adopted; and including domestic employees thereof, together with not more than two persons not so related, living together in the whole or part of the dwelling comprising a single dwelling unit.

Functional Family. A Functional family shall mean a collective number of individuals living together in a dwelling unit whose relationship is of a regular and permanent nature and having a distinct domestic character or a demonstrable and recognizable bond where each party is responsible for the basic material needs of the other and all are living and cooking as a single housekeeping unit. A functional family shall be given the same rights and privileges and shall have the same duties and responsibilities as a family, as defined herein for purposes of construing and interpreting this Ordinance.

This definition of a functional family shall not include any society, club, fraternity, sorority, association, lodge, combine, federation, group, coterie, or organization, nor include a group of individuals whose association is temporary or seasonal in character or nature, or for the limited duration of their education, nor a group whose sharing of a dwelling unit is not to function as a family, but merely for convenience and economics. Nor shall it include residents of a state-licensed residential facility except to the extent permitted by the law. Any person seeking the rights and privileges afforded a member of a functional family by this chapter shall have the burden of proof by clear and convincing evidence of each of the elements of a functional family.

Good Repair. Suitable general condition after repair.

Guest Room. Any room or rooms used or intended to be used by a guest which is a person sharing a rooming or dwelling unit in a non-permanent status for not more than 72 hours, for sleeping purposes. Every 100 square feet of superficial floor area in a guest room.

Habitable room. Any room meeting the requirements of this Code for sleeping, living, cooking or dining purposes excluding such enclosed places as closets, pantries, bath or toilet rooms, services rooms connecting corridors, laundries, foyers, storage spaces, unfinished attics, utility rooms, cellars and similar spaces.

Hotel and Motel. A building containing six or more guest rooms used for the accommodation of transient guests, whether rented or hired out to be occupied or are occupied for sleeping purposes by guests whether rent is paid in money, goods, labor, or otherwise. If used or intended to be used or designed primarily for accommodation of transient or non-transient guest, the designation given by the owner (such as hotel, motel, motor inn, or similar) may (but is not required) be used in determining its classification. It does not include any jail, hospital, or institution in which human beings are housed and detained under legal restraint.

Human habitation. Living quarters used by people whether for a portion of a day or longer, containing certain provisions for sleeping and may include provisions for living, cooking, dining, and sanitation.

Manufactured Home. A structure, transportable in one or more sections, which, in the traveling mode, is 8 body-ft. (2.4m) or more in width or 40 body-ft. (12.2m) or more in length or, when erected on site, is 320 ft² (29.7 m²) or more and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes plumbing, heating and electrical systems contained therein; except that such terms shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the regulatory agency. Calculations used to determine the number of square feet in a structure is based on the structure's exterior dimensions, measured at the largest horizontal projections when erected on site. These dimensions include all expandable rooms, cabinets, and other projections containing interior space, but do not include bay windows.

(A) Single wide units in a mobile home park will comply with the Mobile Home Commission Act, Public Act 96 of 1987, as amended.

(B) Single wide units outside mobile home parks will comply as a single-family dwelling unit.

Multi-Family dwelling. A building containing three or more dwelling units.

Rental Inspector. The person(s) as delegated by the Director of the Township's Community and Economic Development Department to have responsibility for inspections, investigation of violations, and the general administration and enforcement of this Ordinance.

Rental Unit. Any dwelling unit rented or leased, or any dwelling occupied as a home or family unit containing certain rooms in excess of those occupied by members of the immediate family.

Rooming dwelling. A building containing one or more units that is approved for use by three or more person, not meeting the definition of a family, per dwelling unit. This is also known as a Rooming House.

Short term rental housing. A dwelling unit that is available for use or is used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than thirty (30) nights at a time.

Superficial floor area. Is the net floor area within the enclosing walls of the room in which the ceiling height is not less than five feet excluding built-in equipment such as wardrobes, cabinets, kitchen units, or fixtures.

Tenant. Any person, other than a legal or equitable title holder, occupying or possessing a dwelling or part thereof.

Two-family dwelling. A building used exclusively or designed for occupancy of two individual families living independently from each other.

SECTION 006 RESPONSIBILITES OF OWNERS.

Every owner shall comply with the following provisions.

- (A) At the time a new tenant occupies a vacant dwelling unit, the new tenant shall be provided with a clean, healthful, and safe dwelling unit, free of visible mold and mildew.
- (B) Maintain the public or shared areas of a dwelling or the premises in a clean, safe, and sanitary condition.
- (C) Maintain in good repair every dwelling and premises and all parts thereof, including, but not limited to, plumbing, heating, ventilating, and electrical systems, and the interiors and exteriors of dwelling and dwelling units.
- (D) Maintain all fixtures, furniture, and furnishings that are furnished by the owner in a safe condition and in good repair, compliant with the manufacturer's requirements.
- (E) Display in a conspicuous place in a common way of the dwelling or dwelling unit a copy of the housing license or attach a copy of the then current Housing License to the holder at the time of execution of the lease, or include the following provisions in the lease:

"The Charter Township of Union regulates rental properties within the Township. Your Landlord will provide you a copy of the current housing license for your property without charge upon your written request to the Landlord. You may also acquire a copy of the current housing license for your property by contacting the Charter Township of Union Rental Inspector at 989-772-4600."
- (F) Include within the terms of every written lease the provisions set forth in the Township's Nuisance Party Ordinance.
- (G) Cooperate with and assist the township in the enforcement of the Township's Nuisance Party Ordinance.
- (H) An owner or agent shall not allow a dwelling unit to be occupied by more persons than such dwelling unit is licensed for or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this Code are violated.
- (I) Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this Code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions with the required permits.
- (J) Equipment, systems, devices, and safeguards required by this Code or a previous regulation or Code under which the building was constructed, altered, or repaired shall be maintained in good

working order. No owner, operator or occupant shall cause any service, facility, equipment or utility which is required by applicable law to be removed from or shut off for any occupied dwelling or dwelling unit, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this Code are not intended to provide the basis for removal or abrogation of fire protections and safety systems and devices in existing buildings.

- (K) All water leaks shall be property repaired.
- (L) All locations within the building for which the Landlord is responsible for under the Lease, shall be kept free of visible mold, mildew, and other environmental hazards.
- (M) In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), the owner shall provide the Rental Inspector access to unit(s) for inspection during reasonable hours if any of the following apply:
 - (1) The lease authorizes entry to the unit(s) for inspection purposes.
 - (2) A tenant has made a complaint to the Rental Inspector.
 - (3) The unit is vacant.
 - (4) The Township serves an administrative warrant ordering the owner to provide access.
 - (5) A tenant has consented to the inspection. The owner shall notify the tenant of the Rental Inspector's request to inspect the tenant's unit and shall make a good-faith effort to obtain the tenant's consent for the inspection. If a tenant is not present during the inspection, the Rental Inspector will accept the owner's representation that a tenant has consented to the inspection.
- (N) The owner shall also provide the Rental Inspector access to all public, utility, and other service and common areas of the building(s) and premises for inspection.
- (O) Comply with other applicable provisions of this Code.

SECTION 007 REPSONSIBILITIES OF OCCUPANTS.

Every occupant shall cooperate with and assist the owner to keep and maintain the building, dwelling unit, and premises to meet the minimum requirements of this Code. In addition:

- (A) Every occupant shall notify the owner or his/her agent in writing of any water leaks or of any condition believed to be in violation of this Code which directly affects the dwelling unit within a reasonable time of discovery of any leaks or condition.
- (B) Every occupant may at any time notify the Rental Inspector of any condition believed to be a violation of this Code.
- (C) Every occupant shall properly use all facilities, including bathroom and kitchen facilities, and shall maintain them in a manner that is sufficiently clean and sanitary as not to place other occupants within that building at risk for safety or health reasons.
- (D) An occupant shall not sublet or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this Code are violated.

- (E) Every occupant shall properly use the designated parking area provided by the applicable lease and shall not park across sidewalks or lawns.
- (F) Occupants of any dwelling unit shall be responsible jointly and/or severally for any violation of this section of this Code.
- (G) Every occupant shall assist the owner and cooperate with the township in compliance with and enforcement of the Township's Nuisance Party Ordinance.
- (H) Occupants shall not place any article of furniture and/or an appliance manufactured for and intended primarily for indoor use out of doors, in yards, on open porches, or patios.
- (I) No occupant of any dwelling unit or building shall cause intentional destruction nor allow the intentional destruction by others to the dwelling unit or building or any part thereof.
- (J) No occupant shall access, nor permit access by others, to the rooftop of any structure. Exception: access by property maintenance personnel shall be permitted for necessary repairs.
- (K) Every occupant shall properly use all facilities and maintain them in a clean and sanitary manner free of excessive accumulations of waste product or clutter, unwashed clothing and unclean dishware or cookware. All areas, for which the Tenant is responsible for under the Lease, shall be kept free of visible mold or mildew.
- (L) No occupant of any dwelling unit or building shall allow refuse, debris or other substance to accumulate in the dwelling unit or building or any other area, which said occupant has use or possession thereof, which puts other occupants of that building at risk for health or safety reasons.
- (M) In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), tenant(s) shall provide the Rental Inspector access to the unit for an inspection during reasonable hours if any of the following apply:
 - (1) The lease authorizes entry to the unit(s) for inspection purposes.
 - (2) A tenant has made a complaint to the Rental Inspector.
 - (3) The Township serves an administrative warrant ordering a tenant to provide access.
 - (4) A tenant has consented to the inspection.

SECTION 008 REFERENCED CODES AND STANDARDS IN ADDITION TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

In addition to the requirements of the International Property Maintenance Code enforced by the Township, the following requirements shall apply:

- (A) **Owner occupied rental.** Owner occupied portions of residential dwelling buildings shall be inspected annually to ensure that a non-owner occupant of that residential dwelling building will not be subject to risk because of safety or sanitary conditions existing in the owner-occupied portion of the residential dwelling building.
- (B) **New rental properties.** Each dwelling added to the housing licensing program after June 1,2012, shall be considered as new construction with respect to fire resistance rate construction, fire

protection systems and means of egress and shall comply with all sections of this Code and all other applicable Codes.

- (C) **Insect screens.** Every door, window and other outside opening required for ventilation of habitable rooms, food preparations areas, food service areas or any area where products to be included or utilized in for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25mm) and every swinging screen or storm door shall have a self-closing device in good working condition.
- (D) **Doors.** Each dwelling added to the housing licensing program after the adoption date of this Code, shall provide that all doors providing access to a dwelling unit that is equipped with a deadbolt lock shall meet the specification set forth herein. Such deadbolt locks shall in be installed according to manufacturer's specifications and maintained in good working order. All deadbolt locks shall be designed and installed in such a manner so as to be operable inside of the dwelling unit without the use of a key, tool, combination thereof or any other special knowledge or effort.
- (E) **Garbage facilities** shall be constructed and maintained in compliance with the Township's Zoning Ordinance requirements and the International Property Maintenance Code.
- (F) **Occupant Responsibilities.** Occupants of all dwellings are required to comply with the International Property Maintenance Code.
- (G) **Habitable spaces.** Every habitable space shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the total glazed area of the window.
 - (1) Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least eight percent (8%) of the floor area of the interior room or space, but not less than 25 square feet (2.33 m²). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.
 - (2) Exception: Where rooms and spaces without openings to the outdoors comply with the Michigan Residential Building Code for light and ventilation in habitable rooms.
- (H) **Sleeping rooms with two doors.** Sleeping rooms with an exterior door in lieu of a window shall be provided with a screen door at the exterior for ventilation.
- (I) **Elevated sleeping surface.** Lofts, bunk beds or other elevated sleeping surfaces shall be installed not closer than 30 inches from the top of the sleeping surface to the ceiling of the room. Lofts, bunk beds or other elevated sleeping surfaces shall not block any opening or windows that are required means of egress by any applicable code.
- (J) **Access from bedrooms.** Each dwelling added to the housing licensing program after the adoption date of this Code shall not have bedrooms which constitute the only means of access to other bedrooms or habitable spaces and shall not service as the only means of egress from other habitable spaces.
- (K) **Minimum floor area.** Each dwelling subject to this Code shall have the minimum number of square feet of total floor area as required by the Township's Zoning Ordinance and other referenced standards.

- (L) **Under-stair protections.** Enclosed accessible spaces under stairs shall have the walls, under stair surface and any soffit protected on the enclosed side with minimum one-half (0.5) inch gypsum wallboard, taped and finished. Use of under stair storage areas, which pose difficulty for compliance with this Code, shall be discontinued and permanently sealed from future use. Under stair mechanical areas, which pose difficulty for compliance with this Code, may be protected by the installation of domestic water sprinkler head(s) to completely protect the area.
- (M) **Emergency escape.** Emergency escape and rescue openings shall be provided and installed in accordance with this Code, as follows:
- (1) Emergency escape space and rescue openings for existing rental dwellings shall be provided and installed in accordance with the Michigan Rehabilitation Code for Existing Buildings.
 - (2) Emergency escape and rescue openings for each dwelling added to the rental housing licensing program after the adoption date of the Code shall be provided and installed in accordance with the Michigan Residential Building Code.
- (N) **Separation required.** Each dwelling subject to this Code with attached garage or storage areas shall have a fire separation extending the full width and height of the common wall(s) with the living portion of the structure. All separations shall be designed and installed in accordance with the Michigan Residential Building Code. If the living space of the structure is located above a garage space, the common floor/ceiling between the two spaces shall be separated in accordance with the garage separations section of this and all applicable codes. Fire resistance-rated floor-ceiling and all assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend tight to and be sealed to the underside of the roof sheathing.
- (O) **Smoke Alarms.** Each dwelling shall have smoke alarms installed in accordance with the Michigan Residential Building Code. When any new smoke alarm is installed in any dwelling licensed under this Code, the smoke alarm shall comply with the following provisions:
- (1) All requirements of the International Property Maintenance Code.
 - (2) New rentals after June 1, 2012 will need to meet current code regardless of the age of the property.
 - (3) A smoke alarm shall receive its primary power from the building wiring (provided that such wiring is served from a commercial source) and shall be equipped with a back-up battery, or
 - (4) A smoke alarm shall be sealed and have non-removable, non-rechargeable batteries which will last ten (10) years.
- (P) **Smoke alarm maintenance.** Smoke alarms shall be maintained in good working condition and shall be replaced in accordance with the manufacturer's recommendations and the detector listing. Smoke alarms shall be maintained free of accumulations of dirt, dust and other materials that may impede operation. Covers shall be maintained on all alarm units for proper testing.

Unless otherwise recommended by the manufacturer's published instructions, single- and multiple-station smoke alarms shall be replaced when they fail to respond to operability tests, but shall not remain in service longer than 10 years from the date of manufacture.

- (Q) **Carbon Monoxide Detectors.** There needs to be a minimum of at least one battery unit in the dwelling unit. It needs to be located near a register (if available) in the vicinity of the bedrooms. Plug-in battery back-up is the best option, but battery only is acceptable.
- (R) **Egress Windows.** All bedrooms need to have at least one egress window.
 - (1) On current rentals if an existing window is operational and is a viable and reasonable means of escape but does not meet egress requirements, it can comply contingent upon a requirement that, when the property is upgraded (permit required), the window(s) will be upgraded to comply with the Michigan Building Code requirement for installation of an egress window.
 - (2) On current rentals if the current window is not operational or viable and have a reasonable means of escape, then a violation will be issued, allowing 30 days for the window to be altered to manufacturer's specifications, or for an egress window to be installed according to the Michigan Building Code requirement for installation of an egress window.
- (S) **Supremacy clause.** Where differences occur between provisions of this Section and other referenced code standards, the provisions of this Section shall apply. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of this Code and the other referenced code standards.

SECTION 008.1 OTHER REFERENCED STANDARDS.

The Michigan Residential Building Code, Michigan Rehabilitation Code for Existing Buildings, International Property Maintenance Code, and other codes and standards referenced in this Ordinance are considered part of the requirements of this Code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the referenced standards, the provisions of this Code shall apply. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of this Code and the codes described in this Ordinance.

SECTION 009 HOUSING LICENSE APPLICATION; FEE.

- (A) No person shall operate or permit occupancy of a dwelling covered by this Code unless a current, unrevoked housing license has been issued by the Rental Inspector in said person's name for the specific named dwelling.
- (B) The following shall apply to the issuance of any housing license:
 - (1) Application for housing license or for renewal shall be made in writing by the Owner to the Rental Inspector on forms furnished by the Rental Inspector and shall be accompanied by an inspection fee.
 - (a) If after inspection(s) by the Rental Inspector, or designee, the dwelling is found to be in accordance with all provisions of this Code, and all applicable fees have been paid, a housing license will be issued.
 - (b) A housing license shall be valid for a period of one year from the date of issuance (unless sooner revoked) and may be renewed for successive periods of one year, except the Rental Inspector is authorized, for the first such housing license issued for a dwelling, to issue the housing license for a period of up to one year for the

purpose of adjusting the time when such housing license expires.

- (2) Applicants shall designate in writing with each application or renewal, an agent upon whom service or notice under this Code and service or process for violation of this Code may be made in the absence of the owner. The agent designated must reside within one hour of Charter Township of Union to receive such notice. This designated agent must give written approval for the use of his/her name as the designated agent. A violation of this section is a misdemeanor.
- (3) Every person holding a housing license shall provide in the lease, with a written provision that the tenant or roomer will allow the Rental Inspector access to the dwelling and/or dwelling unit for the purpose of inspection required as to prerequisite to granting or renewal of a housing license, or for the purpose of investigating a complaint.
- (4) No housing license is transferable to another dwelling, and each person issued a housing license shall give notice in writing to the Rental Inspector within (7) seven calendar days after having transferred or otherwise disposed of legal control of any licensed dwelling. Such notice shall include the name and address of persons succeeding to the ownership or control of such dwelling, and to whom the housing license is to be transferred.
- (5) Application for the transfer of a license to a new owner and/or renewal of a housing license shall be made at least 30 calendar days prior to the expiration date of the existing housing license. Late applications will be charged a late fee.
- (6) A record of all housing licenses issued shall be kept on file in the offices of the Rental Inspector, and copies will be furnished upon request.
- (7) Housing license fees shall be set by resolution of the Board.
- (8) Unpaid fees.
 - (a) Housing licensing related fees to the property that are unpaid by the due date will be charged a late fee set by resolution of the Board of Trustees on a per-month basis. If the amount due or any portion thereof is unpaid after the due date, the unpaid balance plus accrued late fees may be charged to the owner of such property on the next regular tax bill forwarded to the owner by the Township. The charge shall be due and payable by the owner at the time of the payment of the tax bill.
 - (b) If the full amount due is not paid by such owner within 60 calendar days of the due date, then, the Township administration will cause to be recorded in the Township Treasurer's office a sworn statement showing the fees applied and due dates. The recording of this statement shall constitute a lien on the property, and shall remain in full force and effect for the amount due in principal and interest, plus cost of court, if any, for collection until final payment has been made. The cost and expenses shall be collected in the manner fixed by law for the collection of taxes, and shall further be subject to delinquent penalty of 1% per month in the event it is not paid in full on or before the date on the tax bill upon which said charge appears become delinquent. This recorded statement shall be prima facie evidence that all legal formalities have been complied with and that the work has been properly and satisfactorily done, and shall constitute a charge against the

property designated or described in the statement that is due and collectible as provided by law.

SECTION 010 TEMPORARY LICENSE.

The Rental Inspector may issue a temporary housing license for all or part of a dwelling in the process of erection or alteration if the dwelling or part thereof to be occupied complies with the provision of this Code. No temporary housing license may be issued for longer than six (6) months, and no temporary housing license shall be effective more than (5) five calendar days after the erection or alteration of the dwelling is completed.

SECTION 011 ENFORCEMENT.

- (A) **General.** The Rental Inspector shall enforce the provisions of this Code under the general supervision of the Director of the Township's Community and Economic Development Department.
- (B) **Inspections.** The Rental Inspector shall make all required inspections or shall accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible Officer of such approved agency or by the responsible individual. The Rental Inspector is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise.
- (C) **Right of Entry.** The Rental Inspector is authorized to enter all buildings or structures subject to this Code at reasonable times in order to inspect the buildings or structures, subject to the constitutional restrictions on unreasonable searches and seizures. If entry is refused or not obtained, the Rental Inspector is authorized to pursue recourse as provided by law.
- (D) **Additional inspection provisions.** Inspection shall be conducted in the manner best calculated to secure compliance with this Code and maintain efficient use of Township resources. In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), inspections may include one (1) or more of the following methods as determined by the Community and Economic Development Director and Rental Inspector:
 - (1) Inspection on a compliance basis prior to issuance or renewal of annual licenses.
 - (2) Inspection on a percentage basis, under which the Community and Economic Development Director and Rental Inspector may establish a percentage of units on the premises or in a building to be inspected before issuance of a license.
 - (3) Inspection ordered in response to a complaint received by the Township.
 - (4) More frequent inspections may be ordered in response to a pattern of violations or a high incidence of recurrent or uncorrected violations for a subject premises or licensee.

801.012 HOUSING BOARD OF APPEALS.

- (A) **Creation.** A Housing Board of Appeals is hereby created to provide a reasonable interpretation of this provisions of this Code and to give relief where unnecessary hardship would result from carrying out the strict letter of this Code. The duty of the Board shall be to consider appeals from decisions of the officials charged with the enforcement of this Code and to determine in particular

cases whether any deviation from the strict enforcement of this Code will violate the intent of this Code or jeopardize the public health, safety and welfare.

- (B) **Membership and appointment.** The Construction Board of Appeals, which is established under the Michigan Residential Building Code and appointed by the Board of Trustees, is hereby designated to also perform the duties of the Housing Board of Appeals under this Code.
- (C) **Public meetings.** The Housing Board of Appeals shall meet in a fixed place, and all meetings shall be open to the public in compliance with the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 et seq.
- (D) **Required notices.** When any request for Housing Board of Appeals review and action has been properly filed and is to be considered, the Housing Board of Appeals shall give at least (10) ten calendar days' notice of the time and place of the hearing through publication of a notice in a newspaper of general circulation in the Township, posting of the notice on the Township's website, and delivery by personal service or by mail to the applicant, Community and Economic Development Director, Rental Inspector, and to any person to whom real property is assessed that is within 100 feet of the premises of the appeal. The notice will be addressed to the respective owners at the address given on the last assessment roll. Any party may appear at such hearings in person or by agent.
- (E) **Rules, minutes, and records.** The Housing Board of Appeals shall adopt its own rules or procedures and keep a record of its proceedings showing the action of the Board. Such records shall be considered public records.
- (F) **Appeal cases.** Any person affected by any notice or order which has been issued in connection with the enforcement of this Code who has not otherwise been offered a hearing under this Code may require and shall be granted a hearing on the matter before the Housing Board of Appeals, provided that such person shall file in the office of the Rental Inspector a written petition requesting such hearing and setting forth the name, address, and phone number of the petitioner and a brief statement of the grounds for such hearing. Petition shall be filed within ten (10) calendar days after the day the notice of order is served. Upon receipt of such a petition, the Community and Economic Development Director or Rental Inspector shall set a time for the hearing before the Housing Board of Appeals and shall provide the notices required by this Ordinance.
- (G) **Fee required.** A fee shall be paid to the Township at the time of filing for any request for Housing Board of Appeals review and action. The amount of the required fee shall be established and may be adjusted from time to time by resolution of the Township Board of Trustees.
- (H) **Stay of order.** Any determination made by the Rental Inspector which is appealed to the Housing Board of Appeals under division shall be stayed until a disposition of the appeals is made by the Housing Board of Appeals unless there is a health or safety issue.
- (I) **Hearing procedures.** All hearings held by the Housing Board of Appeals shall be in accordance with the following requirements:
 - (1) Notice of the date, time, and place of the hearing shall be provided in accordance with the requirements of this Ordinance.
 - (2) The hearing shall be opened and closed at the call of the Chairperson and shall be

confirmed by majority votes of the members present via roll call vote.

- (3) The owner shall have the right to present testimony and evidence, to be represented by their attorney during the hearing, to present witnesses and expert testimony, and to ask questions of the Rental Inspector and any other person(s) presenting evidence on behalf of the Township.
 - (4) The Rental Inspector and/or any other person(s) designated for this purpose by the Community and Economic Development Director or otherwise requested by the Housing Board of Appeals or the Township Attorney shall present testimony and evidence on behalf of the Township.
- (J) **Actions of the Board.** Following the closure of the hearing and deliberations, the Housing Board of Appeals shall make any determination(s) by a preponderance of the evidence and a majority vote of the total Housing Board of Appeals membership.
- (1) For any appeal, the Housing Board of Appeals may sustain, modify, or withdraw the notice and order depending upon its findings and determinations in the case.
 - (2) If it clearly appears that, by reason of special conditions, undue hardship would result from the strict application of any section of this Code, the Housing Board of Appeals may permit a variance from the mandatory provisions thereof in such a manner that the public safety shall be secured, substantial justice done, and the spirit of the provisions of this Code upheld.
 - (3) The Housing Board of Appeals may postpone action on a matter under review to a date certain for the purpose of requesting additional information, seeking legal or other expert counsel, or for other purposes identified in the motion to postpone.
 - (4) Within seven (7) calendar days after the meeting where the action is taken, a written record of any Housing Board of Appeals determination(s) shall be provided to the Rental Inspector and to the Owner.
- (K) **Appeals of final decisions.** Any appeals after a final decision is made under this Ordinance must be brought to the Circuit Court within 30 calendar days of the final decision date.

SECTION 013 NOTICE OF VIOLATION; CORRECTIONS; SUSPENSION OF LICENSE.

- (A) If upon inspection the Rental Inspector finds a violation of this Code, he/she shall issue a notice and order directed to the owner of record stating the date of inspection, the name of the inspector, and nature of the violation, and the time within which the correction shall be completed.
- (B) A violation which is determined by the Rental Inspector to constitute a hazard to health or the occupants or the community as a whole, shall be ordered corrected within the shortest reasonable time, and notice of having begun compliance shall be given to the Rental Inspector by the owner within 48 hours. All other violations shall be corrected within 30 calendar days from the date of notice.
- (C) At the end of the period of time the Rental Inspector has allowed for the correction of any violation notice as provided, the Rental Inspector shall reinspect the licensed dwelling. Upon written notice from the Rental Inspector that the conditions requiring corrections set forth in the

notice sent have not been corrected, the Community and Economic Development Director may issue an Order notifying the owner of the continuing violation(s) and schedule a hearing to suspend the housing license.

- (D) Any person whose housing license under this section has been suspended shall be entitled to an appeal to the Housing Board of Appeals. If no appeal is properly presented within 21 calendar days following the issuance of the order of suspension, the housing license shall be revoked except that if prior to the revocation of the housing license any person whose housing license has been ordered suspended may request re-inspection, upon a showing that the violations cited in the notice have been corrected.
- (E) If, upon re-inspection pursuant to the request of the person whose housing license has been ordered suspended but not yet revoked, the Rental Inspector finds the dwelling in connection with which notice was issued is now in compliance with this Code and with applicable rules and regulations issued pursuant thereto Community and Economic Development Director shall reinstate the housing license. A request for reinspection shall not extend the suspension period.
- (F) If an appeal to the Housing Board of Appeals is taken, and if the Housing Board of Appeals does not reverse the decision, the Community and Economic Development Director shall revoke the housing license within ten (10) calendar days following the denial of the appeal by the Housing Board of Appeals.
- (G) Failure of an owner or occupant to maintain a valid housing license, or to comply with an order of suspension which has not been appealed or which the Housing Board of Appeals has sustained, shall constitute a violation of this Ordinance subject to the penalties thereof.
- (H) When an uncorrected violation creates an imminent danger to the health and safety of the occupants of the dwelling or premises, the Township may file an action seeking a preliminary injunction or other temporary relief appropriate to remove such danger during the pendency of any action.

SECTION 014 NOTICE OF VIOLATION; SERVICE AND TERMS.

- (A) All notices of violation shall be in writing and shall be deemed given when one of the following is done:
 - (1) Personal service.
 - (2) A copy of such notice is sent by certified mail. Postage prepaid, return receipt requested.
 - (3) If no address so appears nor is known to the Rental Inspector, a copy of the notice shall be mailed to the owner at the address of the building or structure and a copy of the notice and order shall be posted in a conspicuous place on the building or structure.
 - (4) Service by certified mail in the manner herein provided shall be effective on the date of mails; proof of service of the notices and the manner of such service shall be made by affidavit sworn to by the person affecting such service, declaring time, date, and the manner in which the service was made. The affidavit, together with a receipt for mailing and any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to the copy of the notice retained by the Rental Inspector.
- (B) Service by certified mail in the manner herein provided shall be effective on the date of mailings;

proof of service of the notices and the manner of such service shall be made by affidavit sworn to by the person affecting such service, declaring time, date, and the manner in which the service was made. The affidavit, together with a receipt for mailing and any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to the copy of the notice retained by the Rental Inspector.

- (C) The failure of any person to receive notice as provided for above shall not affect the validity of any proceedings taken under this Code.

SECTION 015 VIOLATIONS; PENALTIES.

Any person, firm, corporation, or agent, or any employee, contractor, or subcontractor of same, who fails to comply with any of the provisions of this Ordinance, or who impedes or interferes with the enforcement of this Ordinance, shall be deemed in violation of this Ordinance and shall be subject to the following:

- (A) **Public nuisance.** Violations of any provision of this Ordinance are hereby declared to be a nuisance per se and shall be subject to abatement or other action by a court of appropriate jurisdiction.
- (B) **Violators.** Each owner or other person who commits, participates in, assists in, or maintains any violation of the Ordinance may be held responsible for a separate offense and may be subject to the penalties provided in this Section. The cost of prosecution shall also be assessed against each violator. The imposition of any penalty shall not exempt the offense from compliance with the requirement of this Ordinance.
- (C) **Municipal civil infraction.** Any person who violates or permits the violation of this Ordinance shall be responsible for a municipal civil infraction and shall be subject to a fine not to exceed the limits specified in the Township’s Municipal Ordinance Violation Bureau Ordinance. Proceedings for the municipal civil infraction shall proceed as provided in that ordinance.
 - (1) The imposition of a municipal civil infraction fine for any violation shall not excuse the violation or permit it to continue.
 - (2) A person who violates or permits the violation of this Ordinance shall also be subject to additional sanctions, remedies, injunctions, judicial orders, penalties, enforcement costs and expenses as provided for under Chapter 87 of the Revised Judicature Code, being MCL §600.8701, et. seq., as amended. Each day a violation of this Ordinance continues to exist constitutes a separate violation.
- (D) **Other remedies.** The rights and remedies set forth above shall not preclude the use of other remedies provided by law, including any additional rights of the Township to initiate proceedings in an appropriate court of law to restrain or prevent any noncompliance with any provisions of this Ordinance, or to correct, remedy or abate such non-compliance.
- (E) **Rights and remedies preserved.** Any failure or omission to enforce provisions of this Ordinance or to prosecute a violation of this Ordinance shall not constitute a waiver of any rights and remedies provided by this Ordinance or by law, and shall not constitute a waiver nor prevent any further prosecution of violations of this Ordinance.
- (F) **Loss of occupancy and orders to vacate.** In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), the following additional penalties shall apply:

- (1) When a license under this Code has been revoked by the Township or is being withheld pending corrective action needed to comply with this Code, the subject premises shall be kept vacant and the Rental Inspector may order occupied premises to be vacated pending completion of corrective actions and re-inspection to confirm compliance.
- (2) Upon determination that conditions exist which constitute an immediate hazard to health or safety, the Rental Inspector may order the subject premises to be vacated pending completion of corrective actions and re-inspection to confirm compliance.

SECTION 016 SEVERABILITY.

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

SECTION 017 REPEAL.

All Ordinances or parts of Ordinances in conflict with this Ordinance, including the Township’s Housing Licensing Ordinance Number 2012-08, are hereby repealed, except that this Ordinance shall not be construed to repeal any provision in the Township Zoning Ordinance, the Township Subdivision Control Ordinance, or the Township Building Code.

SECTION 018 PUBLICATION.

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

SECTION 019 EFFECTIVE DATE.

This Ordinance was approved and adopted by the Township Board of Trustees, Isabella County, Michigan, on _____, after a first reading by the Township Board of Trustees on July 22, 2020 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

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: _____

I further certify that a summary and notice of adoption of this Ordinance were 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

I, Ben Gunning, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

Ben Gunning, Supervisor

Date: _____, 2020



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: July 30, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 8/12/2020
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed new Construction Codes Ordinance.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval

BACKGROUND INFORMATION

In accordance with Section 8b(6) of the Stille-DeRossett-Hale Single State Construction Code Act (Public Act 230 of 1972, as amended), the Charter Township of Union is designated as the local agency with responsibility for administration and enforcement of the state construction code within the boundaries of the Township. The Township’s Building Official is the primary code official responsible for construction plan reviews, review and issuance of building permits, inspections, coordination with the county for electrical, mechanical, and plumbing-related approvals, issuance of certificates of occupancy, and related code enforcement activities.

Enforcement of minimum construction code standards is an important service the Township provides to our residents, property owners, business owners, and visitors, and is intended to:

- ✓ Provide for safe and healthy living and working conditions for Township residents, and help to ensure the safety and wellbeing of all occupants of buildings in the Township.
- ✓ Establish minimum standards for materials, structural strength, egress, sanitation, light, ventilation, fire safety, energy efficiency, and other aspects of construction and renovation.
- ✓ Reduce insurance costs and the potential for loss from fire and natural hazards, and help protect life and property from potential hazards related to building design, construction, occupancy, repair, and demolition.

A review of the Township’s construction-related ordinances was initiated by Township staff, from which a proposed new Construction Codes Ordinance has been developed that includes the following key elements:

1. Reaffirms that the Charter Township of Union is designated as the local enforcing agency for the state construction code under Public Act 230 of 1972, as amended.
2. Adopts by reference the current edition of the International Property Maintenance Code, which includes provisions for blighted and dangerous buildings.
3. Confirms that Appendix G of the Michigan Building Code for flood-resistant construction is enforced by the Township, and adopts the relevant FEMA flood hazard maps by reference.

4. Consolidates all construction-related regulations into one new ordinance with necessary updates, and repeals the existing Ordinances No. 1986-2 (Union Township Code Adoption Ordinance), No. 1989-5 (Moving Buildings), No. 1992-3 (Uniform Code for the Abatement of Dangerous Buildings), No. 1998-14 (Uniform Building Code), No. 2013-05 (Ordinance Addressing Floodplain Management Provisions of the State Construction Code), and No. 2014-06 (International Property Maintenance Code); and the outdated and unenforceable House Trailer Ordinance of June 6, 1967.

SCOPE OF SERVICES

Introduction and First Reading of a new Construction Codes Ordinance.

JUSTIFICATIONS

Adoption of the new Construction Codes Ordinance is necessary to reaffirm the Township’s designation as the local enforcing agency for the state construction code under Public Act 230 of 1972, as amended, and to consolidate and make necessary updates to the Township’s construction-related regulations.

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**

Updating the Township’s Housing Licensing Code Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), ensure fair and nondiscriminatory code enforcement (1.1.1.2), and to help enable all residents and other occupants of buildings in the Township to enjoy a safe environment (1.3).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the Ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

Introduce and conduct a First Reading of the proposed Construction Codes Ordinance.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

CONSTRUCTION CODES ORDINANCE NO. _____

[An ordinance adopted under provisions of the Stille-DeRossett-Hale Single State Construction Code Act (Public Act 230 of 1972, as amended, being MCL 125.1501 – MCL 125.1531) and Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to protect the general health, safety, and welfare by reaffirming the designation of the Charter Township of Union code officials as the enforcing agency to discharge the responsibilities of the Township for the administration and enforcement of the state construction code, including Appendix G (Flood-Resistant Construction); and to provide for severability, repeal, publication, and an effective date.]

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

Section 1. Title.

This Code shall be known as the “Construction Codes Ordinance” and may be cited as such and will be referred to herein as “this Ordinance.”

Section 2. Enforcing Agency Designated.

Pursuant to the provisions of the state construction code and in accordance with Section 8b(6) of the Stille-DeRossett-Hale Single State Construction Code Act (Public Act 230 of 1972, as amended, being MCL 125.1501 – MCL 125.1531), this ordinance reaffirms that the Charter Township of Union code officials are designated as the enforcing agency to discharge the administration and enforcement responsibilities of the Township under the state construction code (“Code”) and Stille-DeRossett-Hale Single State Construction Code Act (“this Act”); and that the Township assumes responsibility for the administration and enforcement of this Act and Code throughout its corporate limits.

Pursuant to the provisions of the Code and in accordance with this Act, Appendix G of the Michigan Building Code shall be enforced by the Township’s enforcing agency throughout its corporate limits.

Section 3. Flood Hazard Areas Designated.

The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) for Isabella County, Michigan and Flood Insurance Rate Map (FIRM) panel numbers, 26073C-0193D, -0194D, -0200D, -0215D, -0305D, -0306D, -0307D, -0308D, -0309D, and -0330D dated February 5, 2014 are hereby adopted by reference for purposes of administration and enforcement of the state construction code.

Section 4. International Property Maintenance Code.

The current edition of the International Property Maintenance Code, including any and all future amendments thereto, is hereby adopted and incorporated by reference in its entirety together with and subject to the provisions of this Ordinance for the purposes of regulating and governing the conditions and maintenance of all property, buildings and structures by providing: the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and for the condemnation and removal of buildings and structures determined to be unfit for human occupancy and use.

Section 5. Violations; Penalties.

Any person, firm, corporation, or agent, or any employee, contractor, or subcontractor of same, who fails to comply with any of the provisions of this Ordinance or the state construction code, or who impedes or interferes with the enforcement of this Ordinance or the state construction code, shall be deemed in violation of this Ordinance and shall be subject to the following:

- (A) **Public nuisance.** Violations of any provision of this Ordinance or the state construction code are hereby declared to be a nuisance per se and shall be subject to abatement or other action by a court of appropriate jurisdiction.
- (B) **Violators.** Each owner or other person who commits, participates in, assists in, or maintains any violation of this Ordinance or the state construction code may be held responsible for a separate offense and may be subject to the penalties provided in this Section. The cost of prosecution shall also be assessed against each violator. The imposition of any penalty shall not exempt the offense from compliance with the requirement of this Ordinance or the state construction code.
- (C) **Municipal civil infraction.** Any person who violates or permits the violation of this Ordinance or the state construction code shall be responsible for a municipal civil infraction and shall be subject to a fine not to exceed the limits specified in the Township's Municipal Ordinance Violation Bureau Ordinance. Proceedings for the municipal civil infraction shall proceed as provided in that ordinance.
 - (1) The imposition of a municipal civil infraction fine for any violation shall not excuse the violation or permit it to continue.
 - (2) A person who violates or permits the violation of this Ordinance or the state construction code shall also be subject to additional sanctions, remedies, injunctions, judicial orders, penalties, enforcement costs and expenses as provided for under Chapter 87 of the Revised Judicature Code, being MCL §600.8701, et. seq., as amended. Each day a violation of this Ordinance continues to exist constitutes a separate violation.
- (D) **Other remedies.** The rights and remedies set forth above shall not preclude the use of other remedies provided by law, including any additional rights of the Township to initiate proceedings in an appropriate court of law to restrain or prevent any noncompliance with any provisions of this Ordinance or the state construction code to correct, remedy or abate such non-compliance.
- (E) **Rights and remedies preserved.** Any failure or omission to enforce provisions of this Ordinance or the state construction code or to prosecute a violation of this Ordinance shall not constitute a waiver of any rights and remedies provided by this Ordinance, the state construction code, or other remedies provided by law, and shall not constitute a waiver nor prevent any further prosecution of violations of this Ordinance or the state construction code.

Section 6. Severability.

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

Draft Date: July 30, 2020

Section 7. Repeal.

All ordinances or parts of ordinances in conflict with this Ordinance, including Ordinance No. 1986-2 (Union Township Code Adoption Ordinance), Ordinance No. 1989-5 (Moving Buildings), Ordinance No. 1992-3 (Uniform Code for the Abatement of Dangerous Buildings), Ordinance No. 1998-14 (Uniform Building Code), Ordinance No. 2013-05 (Ordinance Addressing Floodplain Management Provisions of the State Construction Code), Ordinance No. 2014-06 (International Property Maintenance Code), and the House Trailer Ordinance of June 6, 1967 are hereby repealed, except that this Ordinance shall not be construed to repeal any provision of the adopted Township Zoning Ordinance.

Section 8. Publication.

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

Section 9. Effective Date.

This Ordinance was approved and adopted by the Township Board of Trustees, Isabella County, Michigan, on _____, after a first reading by the Township Board of Trustees on _____, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher	DATE: August 4, 2020
FROM: Sherrie Teall, Finance Director	DATE FOR BOARD CONSIDERATION: 8/12/2020
ACTION REQUESTED: Board approval of the FY 2020 Budget Amendment No. 1 for the Fire fund, East DDA fund, West DDA fund, Tribal 2% Grants fund, Sewer fund and Water fund	

Current Action Emergency

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

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2020 budget be amended by the Board of Trustees per the attached for the funds listed above. The Economic Development Authority took action at their meeting, July 21, 2020, to approve the East DDA and West DDA budget amendments and recommends that the Board of Trustees approve the following amendments for those two funds. Detailed changes to the respective accounts for all funds are attached. A brief description of the significant amendments follows.

Fire Fund

- Revenue
 - Net increase in property tax revenue of \$14,000 is recognized based on projected year end actual activity and impacts of tax tribunal cases
 - A \$5,000 decrease in state aid revenue from the Local Community Stabilization Authority is recognized
 - Increased budget for the amounts received by the East and West DDA funds for fire protection services in the amount of \$7,300
 - Decreased budget for interest earned by \$5,000 based on lower interest rates
 - Total net revenue from all adjustments is an increase of \$11,300 for the Fire fund

- Expenditures
 - A \$30,000 decrease for the purchase of the fire truck is recognized

The budget amendment for the Fire Fund is:

Revenues: \$11,300

Expenditures: (\$30,000)

- The resulting impact of the budget amendment #1 is to increase the projected year end fund balance by \$41,300 compared to the existing original budget

East DDA Fund

- Revenue
 - Increased State Aid Revenue budget from LCSA \$8,000 based on reimbursement claim filed recently with State of Michigan
 - Total net revenue from all adjustments is an increase of \$8,000 for the East DDA fund
- Expenditures
 - Increased Right of Way Lawn Care budget \$2,500 to cover a more productive growing year along the Pickard Street corridor
 - Increase budget \$4,000 to help cover street lighting repairs needed along Pickard as well as the new light pole installation needed from the accident in 2019
 - Increased the Flower/Landscape Maintenance budget \$2,500 to comport with the total annual amount spent in 2019
 - Increased budget \$5,000 for the contribution the Mt. Pleasant Area Convention and Visitors Bureau
 - Total net additional expenditures from all adjustments is an increase of \$14,800 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:			\$ 8,000
Expenditures:	000-General Operating	\$14,800	
	Total Expenditures		\$14,800

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- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$6,800 compared to the existing original budget

West DDA Fund

- Revenue
 - No Increase or Decrease to the Revenue Budget
- Expenditures
 - Increased budget \$5,000 for the contribution the Mt. Pleasant Area Convention and Visitors Bureau

- Increased budget \$73,600 is recognized for the amount remaining on the Pump Station #14 project that was not complete at the end of fiscal year 2019
- Total net additional expenditures from all adjustments is an increase of \$78,600 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues: \$ 0

Expenditures:

728-Economic Development \$ 78,600

Total Expenditures \$ 78,600

- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$78,600 compared to the existing original budget

Tribal 2% Fund

- Revenue

- Increase budget to reflect the Spring 2020 Contribution from the Saginaw Chippewa Indian Tribe for the school zone signage near Mary McGuire school \$15,670, design improvements at the Broadway and Isabella intersection \$20,000 and the master plan for the Chippewa River trail \$18,340
- Total net revenue from all adjustments is an increase of \$54,010 for the Tribal 2% fund

- Expenses

- Increase budget \$35,670 for school zone signage upgrade at Mary McGuire school and design for improvements at the Broadway and Isabella intersection.
- Increase budget \$150,000 for the CMU Connector Pathway and \$18,340 for the Chippewa River trail master plan
- Total net expenditures are increasing by \$204,010 for the Tribal 2% fund

The budget amendment for the Tribal 2% Fund is:

Revenues: \$ 54,010

Expenditures: 728-Economic Development \$204,010

Total Expenditures \$204,010

- The resulting net impact of the budget amendment #1 is to decrease projected year end fund balance by \$150,000 compared to the existing original budget

Sewer Fund

- Revenue
 - Increased contribution from EDA for projects is recognized for the Pump Station #14 Rehabilitation Project’s participation agreement with the West DDA for \$73,600
 - Decreased fines & forfeitures revenue in the amount of \$8,000 is recognized based on COVID-19 related waivers of penalties & late fees
 - Decreased revenue for special assessments line items totaling \$21,682 that were overestimated in the original budget-special assessments in the sewer fund were fully paid in the 2019 tax year
 - Total net revenue from all adjustments is an increase of \$43,918 for the sewer fund

- Expenses
 - Various increases to employee pay and benefits related to the recently negotiated collective bargaining agreement are recognized.
 - Various increases and decreases to employee benefits are recognized based on employee elections during open enrollment in December 2019
 - Net increases to the health care benefit cost is recognized – Health care costs increased 6% more than was accounted for in the original budget – Employee health care contributions increased 2% which reduces overall budgeted costs for health care
 - Increased budget for leave time (vacation) payout due to an employee resignation
 - Increased budget of \$3,000 is recognized for Property and Liability insurance based on actual costs recorded in 2019 and 2020
 - Total net expenses budgeted are increasing by \$67,412 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		\$ 43,918
Expenses:	536-Water/Sewer Systems	\$ 29,305
	540-Waste Water Treatment	\$ 38,107
	Total Expenditures	\$ 67,412

- The resulting impact of budget amendment No. 1 is to decrease the projected year end fund balance by \$23,494 compared to the existing original budget

Water Fund

- Revenue
 - Decreased fines & forfeitures revenue in the amount of \$4,000 is recognized based on COVID-19 related waivers of penalties & late fees
 - Total net revenue from all adjustments is a decrease of \$4,000 for the water fund.

- Expenses
 - Various increases to employee pay and benefits related to the recently negotiated collective bargaining agreement are recognized.
 - Various increases and decreases to employee benefits are recognized based on employee elections during open enrollment in December 2019
 - Net increases to the health care benefit cost is recognized – Health care costs increased 6% more than was accounted for in the original budget – Employee health care contributions increased 2% which reduces overall budgeted costs for health care
 - Increased budget for leave time (vacation) payout due to an employee resignation
 - Decrease in bond interest of \$2,700 is recognized, original budget was overestimated
 - Increased budget \$20,000 for depreciation expense, original budget was underestimated
 - Total net expenses are increasing by \$57,845 for the water fund

The budget amendment for the Water Fund is:

Revenues:		(\$ 4,000)
Expenses:	536-Water/Sewer Systems	\$ 40,545
	906-Debt Service	(2,700)
	960-Depreciation Expense	20,000
	Total Expenses	\$ 57,845

- The resulting net impact of budget amendment #1 is to decrease projected year end fund balance by \$61,845 compared to the existing original budget

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget amendments are required under the Uniform Budget Act when it is known or anticipated that revenue and/or expenses are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Township finances so that any necessary adjustments in operations can be considered.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in these budget amendments (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

Respective budgets will be updated in the accounting system as soon as practical following approval by the Board.

RESOLUTION

Authorization is hereby given to amend the FY 2020 budget for the Fire, East DDA, West DDA, Tribal 2% Grant, Sewer and Water Funds as per the attached.

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:
No:
Absent:

**Charter Township of Union
206 - Fire Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	609,379.70	610,000.00	610,000.00	624,888.05	624,000.00	14,000.00
	*Increased Budget based on Actual Revenues Received						
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(9,655.24)	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00
206-000-402.002	PILOT TAX	6,364.86	6,200.00	6,200.00	0.00	6,200.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	2,897.60	(200.00)	(200.00)	0.00	(200.00)	0.00
206-000-420.000	DELT. PERSONAL PROPERTY TAXES	405.40	500.00	500.00	183.19	500.00	0.00
206-000-445.000	INTEREST ON TAXES	44.39	350.00	350.00	35.22	350.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	11,811.67	6,000.00	6,000.00	0.00	6,000.00	0.00
206-000-573.000	STATE AID REVENUE-LCSA	8,992.25	9,000.00	9,000.00	4,079.28	4,000.00	(5,000.00)
	*Decreased Budget based on Actual Revenues Received for year						
206-000-600.200	FIRE PROTECTION - EDDA	66,311.00	66,000.00	66,000.00	0.00	70,400.00	4,400.00
	*Increased Budget based on Actual Revenues Received						
206-000-600.300	FIRE PROTECTION - WDDA	49,152.00	49,100.00	49,100.00	0.00	52,000.00	2,900.00
	*Increased Budget based on Actual Revenues Received						
206-000-665.000	INTEREST EARNED	32,646.88	20,000.00	20,000.00	11,962.90	15,000.00	(5,000.00)
	*Decreased Budget based on Lower than Expected Interest Rates due to Public Reaction to COVID-19						
206-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00
TOTAL REVENUES		778,350.51	786,950.00	786,950.00	671,148.64	798,250.00	11,300.00
Expenditures							
Dept 336 - FIRE DEPARTMENT							
206-336-702.000	SALARIES & WAGES	1,364.57	0.00	0.00	1,093.75	0.00	0.00
206-336-709.000	EMPLR FICA CONTR	82.81	0.00	0.00	61.53	0.00	0.00
206-336-711.000	EMPLR MEDICARE CONTR	19.37	0.00	0.00	14.40	0.00	0.00
206-336-716.000	EMPLR RETIREMENT CONTR	102.32	0.00	0.00	98.44	0.00	0.00
206-336-718.500	HEALTH INSURANCE	214.86	0.00	0.00	565.76	0.00	0.00
206-336-718.700	HEALTH INS-EE CONTRIBUTIONS	(27.66)	0.00	0.00	(95.27)	0.00	0.00
206-336-719.000	DENTAL INSURANCE	14.68	0.00	0.00	0.00	0.00	0.00
206-336-719.800	VISION INSURANCE	1.90	0.00	0.00	5.51	0.00	0.00
206-336-719.900	VISION INS-EE CONTRIBUTIONS	(0.95)	0.00	0.00	(2.76)	0.00	0.00
206-336-724.000	WORKER'S COMP	32.83	0.00	0.00	26.43	0.00	0.00
206-336-725.000	LIFE & DISABILITY BENEFIT	6.56	0.00	0.00	13.27	0.00	0.00
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	731,400.00	763,800.00	763,800.00	572,850.00	763,800.00	0.00
206-336-801.025	HYDRANT FLUSHING	0.00	45,000.00	45,000.00	0.00	45,000.00	0.00
206-336-934.000	FIRE HYDRANT REPAIRS	0.00	5,150.00	5,150.00	129.50	5,150.00	0.00
Total Dept 336 - FIRE DEPARTMENT		733,211.29	813,950.00	813,950.00	574,760.56	813,950.00	0.00
Dept 901 - CAPITAL OUTLAY							
206-901-976.312	CAPITAL OUTLAY-FIRE TRUCK	0.00	478,000.00	478,000.00	447,031.00	448,000.00	(30,000.00)
	*Decreased Budget based on Actual Final Cost to Purchase the New Fire Truck						
Total Dept 901 - CAPITAL OUTLAY		0.00	478,000.00	478,000.00	447,031.00	448,000.00	(30,000.00)
TOTAL EXPENDITURES		733,211.29	1,291,950.00	1,291,950.00	1,021,791.56	1,261,950.00	(30,000.00)
TOTAL REVENUES		778,350.51	786,950.00	786,950.00	671,148.64	798,250.00	11,300.00
TOTAL EXPENDITURES		733,211.29	1,291,950.00	1,291,950.00	1,021,791.56	1,261,950.00	(30,000.00)
NET OF REVENUES & EXPENDITURES		45,139.22	(505,000.00)	(505,000.00)	(350,642.92)	(463,700.00)	41,300.00
BEGINNING FUND BALANCE		1,179,617.00	1,224,756.00	1,224,756.00	1,224,756.00	1,224,756.00	
ENDING FUND BALANCE		1,224,756.22	719,756.00	719,756.00	874,113.08	761,056.00	

**Charter Township of Union
248 - East DDA Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 YTD BALANCE 05/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	408,606.73	435,000.00	435,000.00	0.00	435,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	334.44	300.00	300.00	67.85	300.00	0.00
248-000-445.000	INTEREST ON TAXES	185.91	500.00	500.00	28.28	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	59,242.81	55,000.00	55,000.00	0.00	63,000.00	8,000.00
	*Increase Based on Actual Amount Claimed with the State of Michigan						
248-000-665.000	INTEREST EARNED	23,801.02	18,000.00	18,000.00	9,555.08	18,000.00	0.00
248-000-671.000	OTHER REVENUE	12,734.89	100.00	100.00	158.72	100.00	0.00
TOTAL REVENUES		504,905.80	504,650.00	504,650.00	9,809.93	512,650.00	8,000.00
Expenditures							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,611.82	9,800.00	9,800.00	3,398.50	9,800.00	0.00
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	10,100.00	10,000.00	10,000.00	3,700.00	10,000.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	17,760.00	16,500.00	16,500.00	2,267.00	19,000.00	2,500.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	34,076.99	30,000.00	30,000.00	436.45	34,000.00	4,000.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	20,758.50	18,500.00	18,500.00	0.00	21,000.00	2,500.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,958.16	20,000.00	20,000.00	4,500.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	500.00	0.00
248-000-880.000	COMMUNITY PROMOTION	8,170.00	0.00	0.00	0.00	5,000.00	5,000.00
	*Increased Budget based on approved Contribution to the Mt Pleasant Area Convention and Visitors Bureau						
248-000-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	250.00	0.00
248-000-917.000	WATER & SEWER CHARGES	15,686.45	14,200.00	14,200.00	0.00	15,000.00	800.00
	*Increase Based on 2019 Actual Amounts						
248-000-920.000	ELECTRIC/NATURAL GAS	10,763.48	12,000.00	12,000.00	4,736.04	12,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,514.72	1,500.00	1,500.00	1,297.69	1,500.00	0.00
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	0.00	700.00	0.00
248-000-955.000	MISC.	5.58	50.00	50.00	17.97	50.00	0.00
248-000-967.000	PROJECTS	44,479.25	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NONE		193,434.95	144,000.00	144,000.00	20,353.65	158,800.00	14,800.00
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	66,311.00	66,000.00	66,000.00	0.00	66,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		66,311.00	66,000.00	66,000.00	0.00	66,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	3,996.88	0.00	0.00	0.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	7,951.87	160,260.00	160,260.00	0.00	160,260.00	0.00
248-728-967.600	PARKS PROJECTS	0.00	107,000.00	107,000.00	0.00	107,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		11,948.75	267,260.00	267,260.00	0.00	267,260.00	0.00
TOTAL EXPENDITURES		271,694.70	477,260.00	477,260.00	20,353.65	492,060.00	14,800.00
TOTAL REVENUES		504,905.80	504,650.00	504,650.00	9,809.93	512,650.00	8,000.00
TOTAL EXPENDITURES		271,694.70	477,260.00	477,260.00	20,353.65	492,060.00	14,800.00
NET OF REVENUES & EXPENDITURES		233,211.10	27,390.00	27,390.00	(10,543.72)	20,590.00	(6,800.00)
BEGINNING FUND BALANCE		1,125,203.00	1,358,141.00	1,358,141.00	1,358,141.00	1,358,141.00	
ENDING FUND BALANCE		1,358,414.10	1,385,531.00	1,385,531.00	1,347,597.28	1,378,731.00	

**Charter Township of Union
250 - West DDA Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 YTD BALANCE 5/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	304,611.31	320,000.00	320,000.00	0.00	320,000.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,538.94	200.00	200.00	405.44	200.00	0.00
250-000-445.000	INTEREST ON TAXES	284.23	250.00	250.00	12.16	250.00	0.00
250-000-665.000	INTEREST EARNED	22,468.26	14,000.00	14,000.00	7,657.53	14,000.00	0.00
TOTAL REVENUES		328,902.74	330,450.00	330,450.00	8,075.13	330,450.00	0.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,115.63	4,200.00	4,200.00	2,867.50	4,200.00	0.00
250-000-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	5,000.00	5,000.00
*Increased Budget based on EDA approved Contribution to the Mt Pleasant Area Convention and Visitors Bureau							
250-000-967.400	STREET/ROAD PROJECTS	162,293.14	330,000.00	330,000.00	0.00	330,000.00	0.00
		167,408.77	334,200.00	334,200.00	2,867.50	339,200.00	5,000.00
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	49,152.00	49,000.00	49,000.00	0.00	49,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		49,152.00	49,000.00	49,000.00	0.00	49,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-967.300	SEWER SYSTEM PROJECTS	107,209.74	0.00	0.00	0.00	73,600.00	73,600.00
*Increase for the Final Payment Due on the Sewer Pump Stn #14 Upgrade							
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	70,000.00	70,000.00	0.00	70,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		107,209.74	70,000.00	70,000.00	0.00	143,600.00	73,600.00
TOTAL EXPENDITURES		323,770.51	453,200.00	453,200.00	2,867.50	531,800.00	78,600.00
TOTAL REVENUES		328,902.74	330,450.00	330,450.00	8,075.13	330,450.00	0.00
TOTAL EXPENDITURES		323,770.51	453,200.00	453,200.00	2,867.50	531,800.00	78,600.00
NET OF REVENUES & EXPENDITURES		5,132.23	(122,750.00)	(122,750.00)	5,207.63	(201,350.00)	(78,600.00)
BEGINNING FUND BALANCE		1,016,065.00	1,021,196.00	1,021,196.00	102,196.00	102,196.00	
ENDING FUND BALANCE		1,021,197.23	898,446.00	898,446.00	107,403.63	(99,154.00)	

**Charter Township of Union
288 - Tribal Grant Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 7/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
288-000-582.000	CONTRIBUTION FROM TRIBE	213,120.00	0.00	0.00	54,009.94	54,010.00	54,010.00
	*Increased Budget for Spring 2020 Contribution for school zone signage upgrade \$15,670						
	*Increased Budget for Spring 2020 Contribution for Broadway and Isabella intersection improvements design phase \$20,000						
	*Increased Budget for Spring 2020 Contribution for Chippewa River trail master plan \$18,340						
288-000-665.000	INTEREST EARNED	5,984.48	5,000.00	5,000.00	4,694.63	5,000.00	0.00
TOTAL REVENUES		219,104.48	5,000.00	5,000.00	58,704.57	59,010.00	54,010.00
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
288-728-965.000	CONTRIBUTION TO OTHER UNITS OF	0.00	34,000.00	34,000.00	0.00	34,000.00	0.00
288-728-965.500	CONTRIBUTION TO WATER FUND	43,773.40	0.00	0.00	0.00	0.00	0.00
288-728-967.400	STREET/ROAD PROJECTS	0.00	180,000.00	180,000.00	0.00	215,670.00	35,670.00
	*Increased Budget for Contribution to Mary McGuire school zone signage upgrade \$15,670						
	*Increased Budget for Contribution to Broadway and Isabella intersection improvements design phase \$20,000						
288-728-967.600	PARKS PROJECTS	25,082.12	0.00	0.00	0.00	168,340.00	168,340.00
	*Increased Budget for Contribution to CMU for the Connector Pathway \$150,000 to be completed in 2020						
	*Increased Budget for Contribution to the Chippewa River trail master plan \$18,340						
288-728-967.700	PUBLIC HEALTH/SAFETY PROJECTS	7,100.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		75,955.52	214,000.00	214,000.00	0.00	418,010.00	204,010.00
TOTAL REVENUES		219,104.48	5,000.00	5,000.00	58,704.57	59,010.00	54,010.00
TOTAL EXPENDITURES		75,955.52	214,000.00	214,000.00	0.00	418,010.00	204,010.00
NET OF REVENUES & EXPENDITURES		143,148.96	(209,000.00)	(209,000.00)	58,704.57	(359,000.00)	(150,000.00)
BEGINNING FUND BALANCE		246,718.00	389,868.00	389,868.00	389,868.00	389,868.00	
ENDING FUND BALANCE		389,868.00	180,868.00	180,868.00	448,572.57	30,868.00	

**Charter Township of Union
590 - Sewer Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 7/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
590-000-456.000	CONNECTION FEE	74,197.35	100,000.00	100,000.00	5,350.00	100,000.00	0.00
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	115,161.61	215,000.00	215,000.00	73,533.91	288,600.00	73,600.00
	*Increase for the Final Payment Due from the West DDA on the Sewer Pump Strn #14 Upgrade						
590-000-627.000	SERVICE	1,306,493.08	1,320,000.00	1,320,000.00	658,595.84	1,320,000.00	0.00
590-000-627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00
590-000-628.000	INSPECTION FEE	0.00	500.00	500.00	0.00	500.00	0.00
590-000-655.000	FINES & FORFEITURES	32,981.74	28,000.00	28,000.00	6,073.58	20,000.00	(8,000.00)
	*Decreased Budget due to COVID-19 related waivers of penalties & late fees						
590-000-665.000	INTEREST EARNED	84,471.61	60,000.00	60,000.00	37,706.74	60,000.00	0.00
590-000-665.100	INTEREST EARNED-SPEC ASSESS	1,415.07	5,600.00	5,600.00	(10.93)	118.00	(5,482.00)
	*Decreased Budget because Special Assessments in Sewer Fund are Paid in Full after 2019 Tax Year						
590-000-670.000	DEBT RETIREMENT	1,107,229.40	1,093,000.00	1,093,000.00	557,111.35	1,093,000.00	0.00
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	0.00	300.00	300.00	0.00	300.00	0.00
590-000-671.000	OTHER REVENUE	2,966.40	3,200.00	3,200.00	2,895.90	3,200.00	0.00
590-000-672.500	REVENUE-SPECIAL ASSESS	0.00	20,000.00	20,000.00	3,855.06	3,800.00	(16,200.00)
	*Decreased Budget because Special Assessments in Sewer Fund are Paid in Full after 2019 Tax Year						
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	15,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,739,916.26	2,844,100.00	2,844,100.00	1,345,111.45	2,888,018.00	43,918.00
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
590-536-702.000	SALARIES & WAGES	238,596.20	241,125.00	241,125.00	137,077.86	255,200.00	14,075.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-702.500	OVERTIME	7,121.87	6,050.00	6,050.00	4,696.63	6,050.00	0.00
590-536-705.000	LEAVE TIME PAYOUT	0.00	0.00	0.00	1,281.50	1,300.00	1,300.00
	*Increased Budget for Vacation Payout due to an Employee Resignation						
590-536-702.700	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,350.00	3,350.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-708.000	UNEMPLOYMENT	1,825.33	2,380.00	2,380.00	763.29	900.00	(1,480.00)
	*Reduced Budget Based on Reduced Unemployment Rate						
590-536-709.000	EMPLR FICA CONTR	15,133.99	15,577.00	15,577.00	8,808.84	16,519.00	942.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-711.000	EMPLR MEDICARE CONTR	3,539.75	3,643.00	3,643.00	2,060.31	3,863.00	220.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-712.000	TEMPORARY LABOR	3,666.50	8,736.00	8,736.00	2,766.38	8,736.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	17,429.36	17,168.00	17,168.00	12,072.19	22,000.00	4,832.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-718.500	HEALTH INSURANCE	75,040.88	77,244.00	77,244.00	48,250.95	84,100.00	6,856.00
	*Increased Budget due to a 13% Increase in Health Care Costs in 2020						
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,268.16)	(4,408.00)	(4,408.00)	(3,445.07)	(6,100.00)	(1,692.00)
	*Decreased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-536-719.000	DENTAL INSURANCE	4,306.69	4,224.00	4,224.00	2,164.17	5,100.00	876.00
	*Increased Budget due to Open Enrollment Elections						
590-536-719.800	VISION INSURANCE	528.14	529.00	529.00	310.26	580.00	51.00
	*Increased Budget due to Open Enrollment Elections						
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(264.11)	(265.00)	(265.00)	(155.10)	(290.00)	(25.00)
	*Decreased Budget due to Open Enrollment Elections						
590-536-724.000	WORKER'S COMP	2,495.80	2,832.00	2,832.00	1,737.90	2,832.00	0.00
590-536-725.000	LIFE & DISABILITY BENEFIT	1,225.41	1,505.00	1,505.00	715.75	1,505.00	0.00
590-536-726.000	COMPENSATED ABSENCES	5,732.24	0.00	0.00	0.00	0.00	0.00
590-536-752.000	OFFICE SUPPLIES	1,039.63	1,500.00	1,500.00	62.04	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	3,709.28	10,000.00	10,000.00	1,624.91	10,000.00	0.00
590-536-759.000	GAS/FUEL	7,659.99	10,000.00	10,000.00	1,870.14	10,000.00	0.00
590-536-767.000	UNIFORMS	559.14	2,000.00	2,000.00	726.33	2,000.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	34,465.40	41,025.00	41,025.00	12,333.61	41,025.00	0.00
590-536-826.000	LEGAL FEES	2,078.00	5,000.00	5,000.00	0.00	5,000.00	0.00
590-536-850.000	COMMUNICATIONS	1,323.88	3,000.00	3,000.00	1,652.68	3,000.00	0.00
590-536-851.000	MAIL/POSTAGE	2,756.67	3,300.00	3,300.00	2,460.00	3,300.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	841.16	1,200.00	1,200.00	404.21	1,200.00	0.00
590-536-890.000	SAFETY	3,903.98	8,000.00	8,000.00	1,068.62	8,000.00	0.00
590-536-900.000	PRINTING & PUBLISHING	1,343.08	1,500.00	1,500.00	559.55	1,500.00	0.00
590-536-910.000	PROFESSIONAL DEVELOPMENT	630.00	5,000.00	5,000.00	87.50	5,000.00	0.00
590-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
590-536-910.200	SEMINAR MEALS	0.00	450.00	450.00	28.48	450.00	0.00
590-536-915.000	MEMBERSHIP & DUES	500.50	1,200.00	1,200.00	409.00	1,200.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	67,884.42	82,000.00	82,000.00	39,884.55	82,000.00	0.00
590-536-930.000	REPAIRS	1,798.83	150,000.00	150,000.00	149.36	150,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	7,455.19	27,000.00	27,000.00	3,917.85	27,000.00	0.00
590-536-930.200	MAINT-GROUNDS	3,556.53	8,000.00	8,000.00	0.00	8,000.00	0.00
590-536-930.300	MAINT-BUILDINGS	907.17	27,000.00	27,000.00	36.25	27,000.00	0.00

**Charter Township of Union
590 - Sewer Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 7/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
590-536-933.000	MAINT-VEHICLES	5,940.04	8,000.00	8,000.00	817.27	8,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	9,821.05	315,000.00	315,000.00	73,823.43	315,000.00	0.00
590-536-934.300	OPTO 22 MAINTENANCE	3,799.14	40,000.00	40,000.00	3,442.24	40,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	3,176.27	7,000.00	7,000.00	4,054.61	7,000.00	0.00
590-536-935.000	PROPERTY/LIABILITY INSURANCE	18,863.31	19,000.00	19,000.00	16,255.92	19,000.00	0.00
590-536-955.000	MISC.	43.50	0.00	0.00	0.00	0.00	0.00
590-536-972.013	HOOKUP LABOR & MATERIAL	36,264.77	10,000.00	10,000.00	525.00	10,000.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	240,000.00	240,000.00	21,245.60	240,000.00	0.00
590-536-977.000	NEW EQUIPMENT PURCHASE	169.67	14,500.00	14,500.00	76.98	14,500.00	0.00
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,151.72	1,000.00	1,000.00	52.47	1,000.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	5,893.36	13,273.00	13,273.00	6,230.38	13,273.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		599,645.57	1,432,288.00	1,432,288.00	412,904.84	1,461,593.00	29,305.00
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	277,835.41	274,577.00	274,577.00	157,637.25	285,000.00	10,423.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-702.500	OVERTIME	13,464.34	11,200.00	11,200.00	6,374.90	11,200.00	0.00
590-540-702.700	LONGEVITY PAY	0.00	0.00	0.00	0.00	9,050.00	9,050.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-708.000	UNEMPLOYMENT	1,841.83	1,732.00	1,732.00	763.83	820.00	(912.00)
	*Reduced Budget Based on Reduced Unemployment Rate						
590-540-709.000	EMPLR FICA CONTR	17,595.56	17,235.00	17,235.00	9,833.12	18,300.00	1,065.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-711.000	EMPLR MEDICARE CONTR	4,115.09	4,031.00	4,031.00	2,299.69	4,300.00	269.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-712.000	TEMPORARY LABOR	0.00	500.00	500.00	0.00	500.00	0.00
590-540-716.000	EMPLR RETIREMENT CONTR	21,885.46	21,433.00	21,433.00	14,724.26	27,400.00	5,967.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-718.500	HEALTH INSURANCE	97,107.69	102,500.00	102,500.00	64,309.04	111,500.00	9,000.00
	*Increased Budget due to a 13% Increase in Health Care Costs in 2020						
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(6,670.64)	(7,144.00)	(7,144.00)	(5,760.09)	(9,900.00)	(2,756.00)
	*Decreased Budget due to Recently Negotiated Collective Bargaining Agreement						
590-540-719.000	DENTAL INSURANCE	6,714.94	6,916.00	6,916.00	3,476.68	6,960.00	44.00
	*Increased Budget due to Open Enrollment Elections						
590-540-719.800	VISION INSURANCE	1,179.18	1,290.00	1,290.00	509.32	1,214.00	(76.00)
	*Decreased Budget due to Open Enrollment Elections						
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(589.59)	(643.00)	(643.00)	(254.66)	(610.00)	33.00
	*Increased Budget due to Open Enrollment Elections						
590-540-724.000	WORKER'S COMP	4,715.51	5,263.00	5,263.00	2,851.62	5,263.00	0.00
590-540-725.000	LIFE & DISABILITY BENEFIT	1,644.03	1,825.00	1,825.00	962.78	1,825.00	0.00
590-540-743.000	CHEMICALS	39,857.34	50,000.00	50,000.00	17,497.28	50,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	15,602.07	25,000.00	25,000.00	14,601.72	25,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	1,013.99	500.00	500.00	294.40	500.00	0.00
590-540-754.000	OPERATING SUPPLIES	9,631.33	11,500.00	11,500.00	3,801.13	11,500.00	0.00
590-540-759.000	GAS/FUEL	2,076.48	3,000.00	3,000.00	809.79	3,000.00	0.00
590-540-767.000	UNIFORMS	569.96	2,000.00	2,000.00	261.08	2,000.00	0.00
590-540-774.100	BIOXIDE	62,452.35	70,000.00	70,000.00	32,656.93	70,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	35,911.90	41,110.00	41,110.00	18,156.70	41,110.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	22,231.90	32,000.00	32,000.00	0.00	32,000.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	8,916.00	6,000.00	6,000.00	558.40	6,000.00	0.00
590-540-850.000	COMMUNICATIONS	3,100.65	3,500.00	3,500.00	2,524.53	3,500.00	0.00
590-540-851.000	MAIL/POSTAGE	142.16	750.00	750.00	212.59	750.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	0.00	500.00	0.00
590-540-890.000	SAFETY	6,251.45	5,000.00	5,000.00	1,113.35	5,000.00	0.00
590-540-900.000	PRINTING & PUBLISHING	286.95	500.00	500.00	126.75	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	3,795.00	5,000.00	5,000.00	724.95	5,000.00	0.00
590-540-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
590-540-910.200	SEMINAR MEALS	0.00	250.00	250.00	28.48	250.00	0.00
590-540-915.000	MEMBERSHIP & DUES	233.00	500.00	500.00	0.00	500.00	0.00
590-540-917.000	WATER & SEWER CHARGES	10,986.90	12,000.00	12,000.00	3,895.80	12,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	144,843.58	176,000.00	176,000.00	61,363.58	176,000.00	0.00
590-540-923.000	PROPANE	2,875.12	0.00	0.00	812.21	3,000.00	3,000.00
	*Increased Budget based on New Account for Propane based the State's new chart of accounts						
590-540-930.001	MAINT-EQUIPMENT	1,961.67	11,500.00	11,500.00	4,123.02	11,500.00	0.00
590-540-930.200	MAINT-GROUNDS	2,468.64	7,000.00	7,000.00	2,385.89	7,000.00	0.00
590-540-930.300	MAINT-BUILDINGS	902.90	5,000.00	5,000.00	854.51	5,000.00	0.00
590-540-933.000	MAINT-VEHICLES	1,346.19	2,500.00	2,500.00	262.62	2,500.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	2,267.80	6,000.00	6,000.00	209.04	6,000.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	1,610.15	4,000.00	4,000.00	3,891.63	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIP. MAINT.	12,230.44	15,000.00	15,000.00	4,832.92	15,000.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	7,320.98	25,000.00	25,000.00	2,633.25	25,000.00	0.00
590-540-934.984	SOLIDS EQUIPMENT MAINT.	5,905.77	15,000.00	15,000.00	4,293.85	15,000.00	0.00

**Charter Township of Union
590 - Sewer Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 7/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	5,835.43	6,000.00	6,000.00	68.14	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	1,855.89	6,000.00	6,000.00	15.98	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	6,297.26	15,000.00	15,000.00	924.80	15,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	14,110.90	12,000.00	12,000.00	12,089.12	15,000.00	3,000.00
	*Increased Budget based on Actual Costs of Property/Liability Insurance in 2019/2020						
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00
590-540-958.100	PERMITS & FEES	5,760.00	13,000.00	13,000.00	7,384.26	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	1,573.82	314,000.00	314,000.00	3,335.55	314,000.00	0.00
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	25.47	750.00	750.00	0.00	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,513.34	16,120.00	16,120.00	3,138.92	16,120.00	0.00
Total Dept 540 - WWTP		884,603.59	1,360,695.00	1,360,695.00	467,610.91	1,398,802.00	38,107.00
Dept 906 - DEBT SERVICE							
590-906-990.000	BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	39,850.00	0.00	39,850.00	0.00
590-906-995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	41,976.21	45,000.00	45,000.00	15,705.00	45,000.00	0.00
590-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
590-906-996.003	BOND INTEREST-RURAL DEVELOPMENT	150,462.37	150,500.00	150,500.00	74,608.93	150,500.00	0.00
Total Dept 906 - DEBT SERVICE		233,036.34	236,150.00	236,150.00	90,313.93	236,150.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
590-910-992.500	LEASE PAYABLE INTEREST	292.08	400.00	400.00	70.98	400.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		292.08	400.00	400.00	70.98	400.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	676,548.13	700,000.00	700,000.00	0.00	700,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		676,548.13	700,000.00	700,000.00	0.00	700,000.00	0.00
TOTAL EXPENDITURES		2,394,125.71	3,729,533.00	3,729,533.00	970,900.66	3,796,945.00	67,412.00
TOTAL REVENUES		2,739,916.26	2,844,100.00	2,844,100.00	1,345,111.45	2,888,018.00	43,918.00
TOTAL EXPENDITURES		2,394,125.71	3,729,533.00	3,729,533.00	970,900.66	3,796,945.00	67,412.00
NET OF REVENUES & EXPENDITURES		345,790.55	(885,433.00)	(885,433.00)	374,210.79	(908,927.00)	(23,494.00)
BEGINNING NET POSITION		14,089,427.00	14,435,218.00	14,435,218.00	14,435,218.00	14,435,218.00	
ENDING NET POSITION		14,435,218.00	13,549,785.00	13,549,785.00	14,809,428.79	13,526,291.00	

**Charter Township of Union
591 - Water Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 7/28/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Revenues							
591-000-450.000	WATER SALES	1,387,389.30	1,304,000.00	1,304,000.00	659,086.64	1,304,000.00	0.00
591-000-450.100	BULK WATER SALES	240.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-450.200	FINAL READ	1,805.00	1,700.00	1,700.00	870.00	1,700.00	0.00
591-000-450.300	TURN-OFF	1,930.00	2,000.00	2,000.00	1,000.00	2,000.00	0.00
591-000-452.000	LATERALS	1,458.00	5,000.00	5,000.00	4,680.00	5,000.00	0.00
591-000-454.000	BENEFIT FEES	29,475.92	30,000.00	30,000.00	2,860.00	30,000.00	0.00
591-000-459.000	CONNECTION FEES	58,119.00	50,000.00	50,000.00	19,421.00	50,000.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	4,600.00	500.00	500.00	0.00	500.00	0.00
591-000-539.000	STATE GRANTS	13,750.00	0.00	0.00	0.00	0.00	0.00
591-000-582.000	CONTRIBUTION FROM TRIBE	43,773.40	0.00	0.00	0.00	0.00	0.00
591-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	3,996.88	0.00	0.00	0.00	0.00	0.00
591-000-628.000	INSPECTION FEE	1,100.00	1,000.00	1,000.00	900.00	1,000.00	0.00
591-000-655.000	FINES & FORFEITURES	18,018.71	16,000.00	16,000.00	3,368.90	12,000.00	(4,000.00)
	*Decreased Budget due to COVID-19 related waivers of penalties & late fees						
591-000-665.000	INTEREST EARNED	75,331.68	65,000.00	65,000.00	34,160.96	65,000.00	0.00
591-000-665.100	INTEREST EARNED-SPEC ASSESS	3,759.28	4,000.00	4,000.00	1,986.15	4,000.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	53,090.25	51,850.00	51,850.00	29,264.28	51,850.00	0.00
591-000-671.000	OTHER REVENUE	19,970.22	8,000.00	8,000.00	2,375.83	8,000.00	0.00
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	10,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,727,807.64	1,550,050.00	1,550,050.00	759,973.76	1,546,050.00	(4,000.00)
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
591-536-702.000	SALARIES & WAGES	366,976.83	360,849.00	360,849.00	206,342.25	382,445.00	21,596.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-702.500	OVERTIME	24,641.36	26,950.00	26,950.00	10,748.15	26,950.00	0.00
591-536-705.000	LEAVE TIME PAYOUT	0.00	0.00	0.00	1,281.52	1,300.00	1,300.00
	*Increased Budget for Vacation Payout due to an Employee Resignation						
591-536-702.700	LONGEVITY PAY	0.00	0.00	0.00	0.00	5,200.00	5,200.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-708.000	UNEMPLOYMENT	2,599.96	3,258.00	3,258.00	988.26	1,200.00	(2,058.00)
	*Reduced Budget Based on Reduced Unemployment Rate						
591-536-709.000	EMPLR FICA CONTR	24,011.91	24,089.00	24,089.00	13,345.23	25,598.00	1,509.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-711.000	EMPLR MEDICARE CONTR	5,615.01	5,634.00	5,634.00	3,120.78	5,987.00	353.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-712.000	TEMPORARY LABOR	4,111.00	8,736.00	8,736.00	2,837.38	8,736.00	0.00
591-536-716.000	EMPLR RETIREMENT CONTR	28,161.48	27,715.00	27,715.00	18,731.39	35,584.00	7,869.00
	*Increased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-718.500	HEALTH INSURANCE	114,149.17	118,250.00	118,250.00	70,354.79	128,626.00	10,376.00
	*Increased Budget due to a 13% Increase in Health Care Costs in 2020						
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(7,233.39)	(7,560.00)	(7,560.00)	(5,738.86)	(11,541.00)	(3,981.00)
	*Decreased Budget due to Recently Negotiated Collective Bargaining Agreement						
591-536-719.000	DENTAL INSURANCE	7,515.40	9,240.00	9,240.00	3,620.40	7,605.00	(1,635.00)
	*Decreased Budget due to Open Enrollment Elections						
591-536-719.800	VISION INSURANCE	869.12	900.00	900.00	505.11	931.00	31.00
	*Increased Budget due to an Increase in Vision Costs in 2020						
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(434.36)	(450.00)	(450.00)	(252.51)	(465.00)	(15.00)
	*Decreased Budget due to an Increase in Vision Costs in 2020						
591-536-724.000	WORKER'S COMP	8,059.54	9,883.00	9,883.00	5,035.58	9,883.00	0.00
591-536-725.000	LIFE & DISABILITY BENEFIT	1,911.18	2,103.00	2,103.00	1,056.01	2,103.00	0.00
591-536-726.000	COMPENSATED ABSENCES	7,203.95	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	1,290.63	1,500.00	1,500.00	150.06	1,500.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	42,166.42	55,000.00	55,000.00	19,893.56	55,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	9,196.72	13,000.00	13,000.00	5,830.48	13,000.00	0.00
591-536-759.000	GAS/FUEL	8,715.69	9,000.00	9,000.00	2,397.51	9,000.00	0.00
591-536-767.000	UNIFORMS	659.14	2,000.00	2,000.00	726.33	2,000.00	0.00
591-536-774.100	MXU	4,050.00	14,000.00	14,000.00	4,050.00	14,000.00	0.00
591-536-800.000	WELL HEAD PROTECTION	27,500.00	2,000.00	2,000.00	0.00	2,000.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	41,453.29	72,377.00	72,377.00	21,257.14	72,377.00	0.00
591-536-801.002	LAB FEES	5,686.40	10,000.00	10,000.00	6,803.65	10,000.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00

**Charter Township of Union
591 - Water Fund
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END	2020	2020	YTD	2020	2020
		BALANCE 12/31/2019	ORIGINAL BUDGET	AMENDED BUDGET	BALANCE 7/28/2020	PROPOSED AMENDED BUDGET	PROPOSED BUDGET AMENDMENT
591-536-801.800	WATER STUDY	1,993.00	15,000.00	15,000.00	863.00	15,000.00	0.00
591-536-826.000	LEGAL FEES	2,078.00	5,000.00	5,000.00	0.00	5,000.00	0.00
591-536-850.000	COMMUNICATIONS	5,248.08	9,000.00	9,000.00	4,530.64	9,000.00	0.00
591-536-851.000	MAIL/POSTAGE	2,766.39	3,300.00	3,300.00	1,524.00	3,300.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	964.14	1,200.00	1,200.00	379.70	1,200.00	0.00
591-536-890.000	SAFETY	3,485.42	8,000.00	8,000.00	2,197.90	8,000.00	0.00
591-536-900.000	PRINTING & PUBLISHING	3,489.80	3,700.00	3,700.00	3,031.88	3,700.00	0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	2,720.00	5,000.00	5,000.00	632.50	5,000.00	0.00
591-536-910.100	SEMINAR LODGING	482.89	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-910.200	SEMINAR MEALS	40.48	450.00	450.00	28.48	450.00	0.00
591-536-915.000	MEMBERSHIP & DUES	670.50	1,000.00	1,000.00	569.00	1,000.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	124,158.27	170,000.00	170,000.00	76,530.09	170,000.00	0.00
591-536-930.000	REPAIRS	3,991.77	20,000.00	20,000.00	7,948.20	20,000.00	0.00
591-536-930.001	MAINT-EQUIPMENT	9,218.21	15,000.00	15,000.00	5,201.94	15,000.00	0.00
591-536-930.200	MAINT-GROUNDS	4,199.54	6,000.00	6,000.00	0.00	6,000.00	0.00
591-536-930.300	MAINT-BUILDINGS	6,899.50	10,000.00	10,000.00	671.92	10,000.00	0.00
591-536-933.000	MAINT-VEHICLES	23,053.18	6,000.00	6,000.00	938.98	6,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	4,097.68	65,000.00	65,000.00	0.00	65,000.00	0.00
591-536-933.200	MAINT-TREATMENT PLANTS	9,083.95	60,000.00	60,000.00	3,877.66	60,000.00	0.00
591-536-933.300	MAINT-WATER TOWERS	8,953.44	20,000.00	20,000.00	3,218.77	20,000.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	4,616.68	8,000.00	8,000.00	2,620.48	8,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	4,885.28	6,500.00	6,500.00	2,976.05	6,500.00	0.00
591-536-935.000	PROPERTY/LIABILITY INSURANCE	21,145.90	17,750.00	17,750.00	18,116.20	17,750.00	0.00
591-536-940.500	ROYALTIES	5,153.96	5,000.00	5,000.00	1,905.84	5,000.00	0.00
591-536-955.000	MISC.	28.50	0.00	0.00	5.00	0.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	50.00	276,049.00	276,049.00	1,576.25	276,049.00	0.00
591-536-972.013	HOOKUP LABOR & MATERIAL	12,653.83	50,000.00	50,000.00	14,233.00	50,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	734.67	5,000.00	5,000.00	5,431.37	5,000.00	0.00
591-536-977.600	METER REPLACEMENT PROGRAM	11,500.00	20,000.00	20,000.00	3,240.00	20,000.00	0.00
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,193.33	1,000.00	1,000.00	52.47	1,000.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,433.33	13,273.00	13,273.00	6,230.38	13,273.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		1,014,866.17	1,565,696.00	1,565,696.00	561,615.91	1,606,241.00	40,545.00
Dept 906 - DEBT SERVICE							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	1,578.75	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	57,036.78	57,500.00	57,500.00	27,376.25	54,800.00	(2,700.00)
*Decreased Budget based on Actual Interest Paid in 2020							
Total Dept 906 - DEBT SERVICE		59,365.53	59,879.00	59,879.00	28,955.00	57,179.00	(2,700.00)
Dept 910 - DEBT SERVICE-LEASES							
591-910-992.500	LEASE PAYABLE INTEREST	351.96	500.00	500.00	85.50	500.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		351.96	500.00	500.00	85.50	500.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
591-960-969.000	DEPRECIATION EXPENSE	373,211.73	360,000.00	360,000.00	0.00	380,000.00	20,000.00
*Increased Budget based on Actual Depreciation Recorded in 2019							
Total Dept 960 - DEPRECIATION EXPENSE		373,211.73	360,000.00	360,000.00	0.00	380,000.00	20,000.00
TOTAL EXPENDITURES		1,447,795.39	1,986,075.00	1,986,075.00	590,656.41	2,043,920.00	57,845.00
TOTAL REVENUES		1,727,807.64	1,550,050.00	1,550,050.00	759,973.76	1,546,050.00	(4,000.00)
TOTAL EXPENDITURES		1,447,795.39	1,986,075.00	1,986,075.00	590,656.41	2,043,920.00	57,845.00
NET OF REVENUES & EXPENDITURES		280,012.25	(436,025.00)	(436,025.00)	169,317.35	(497,870.00)	(61,845.00)
BEGINNING NET POSITION		11,013,414.00	11,293,425.00	11,293,425.00	11,293,425.00	11,293,425.00	
ENDING NET POSITION		11,293,425.00	10,857,400.00	10,857,400.00	11,462,742.35	10,795,555.00	



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager	DATE: August 3, 2020
FROM: Rodney C. Nanney, AICP Community and Economic Development Director	DATE FOR BOARD CONSIDERATION: 8/12/2020

ACTION REQUESTED: The Township Board of Trustees is requested to authorize an appropriation of up to \$6,600.00 for the purchase of lot 61 in the Country Squire Estates Subdivision No. 2, which is 5243 Jonathon Ln. (PID 14-059-00-061-00), and payment of ancillary costs, and to authorize the Township Manager to notify the Isabella County Treasurer that the Township is exercising its option to purchase this lot for public purposes.

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

On July 15, 2020, the County Treasurer’s Office sent notification that the Township has the option to purchase the lot at 5243 Jonathon Ln., which is subject to a tax foreclosure action, before it goes up for general bids at auction later this year. Section 78m of The General Property Tax Act 206 of 1893 (MCL 211.1 – MCL 211.157) states that the Township “may purchase for a public purpose any property (subject to tax foreclosure) by payment to the (county) of the minimum bid.”

Public Purposes.

Community and Economic Development Department staff have identified several public purposes for which the purchase and Township ownership of this lot can be justified:

- 1. Establishment of a key pedestrian connection between adjacent neighborhoods.** The primary public purpose for purchasing this lot is to connect the neighborhoods. Currently, there is no way for a resident on Jonathon Ln. to visit a neighbor just to the north on Kay St. (a distance of less than 200 feet) without either cutting through yards or traveling around via S. Isabella Rd. nearly ¾ of a mile. Lot 61 is almost perfectly aligned with Third St. to the north, and so is well situated to be redeveloped for a pedestrian connection between neighborhoods.

This connection is of particularly importance for children and senior citizens in the area and would also have the potential to significantly shorten the distance between these homes and Jameson Park and the E. Pickard Rd. business district to the north.

- 2. Protection and access to the utility easement.** As noted below under “About the Lot,” there is an existing utility easement and Township-owned sanitary sewer line running through this parcel. Purchase of the lot by the Township would offer the secondary benefit of helping to protect this line and improve access to this easement area for maintenance.

3. **Potential future extension of Third Street.** A possible long-term use of this lot could be to further connect the neighborhoods by extending Third St. south through the lot to Jonathon Ln. This connection would allow residents of these neighborhoods local access to E. Pickard Rd. and E. Broadway Rd. without traveling on S. Isabella Rd. The benefit of this extension is that the alignment of the local streets would continue to discourage any cut-through traffic.

About the Lot.

This lot was owned by Sally L. Oller, but became subject to tax foreclosure this year after three years of non-payment of taxes. Ms. Oller passed away in January of 2017, apparently without active heirs or an executor for her estate. It has become an eyesore for neighboring residents, resulting in multiple complaints and a total of seven (7) ordinance enforcement actions over the last four years under the Township's Noxious Weeds Ordinance 1985-5 to mow the property for tall weeds and grass.

The lot is located in a subdivision plat that was originally designed for manufactured and modular housing units (generally single-wide and double-wide "mobile homes") placed on permanent foundations. It is occupied by a double-wide modular home manufactured about 20 years ago, along with a small detached garden shed and a dilapidated wood privacy fence around part of the rear yard.

The lot is 80 feet wide and approximately 0.22 acres in lot area. The western 30 feet of the lot is encumbered by a utility easement, within which a Township sewer main is located that connects the Country Squire Estates subdivision with the line running along Third Street across the adjacent neighborhood to the north. Other public and private utilities may also be located within this easement.

The existence of this easement is a significant limiting factor related to viable future residential use of this lot. Many of the other houses in this subdivision have been modernized with the construction of attached garages, but the easement makes a similar improvement project impractical for this lot.

About the Neighborhoods.

A visit to the neighborhoods bounded by E. Pickard Rd. (M-20), S. Isabella Rd., E. Broadway Rd., and the US-127 expressway in the northwest quarter of Section 13 of the Township will find a significant number of modest houses and lots that are cared-for and well-maintained. These private investments are a key indicator of the vitality of any neighborhood. Unfortunately, that same visit will also find a growing number of properties that are showing signs of disinvestment or neglect, along with several properties that are dilapidated or appear to have been abandoned.

A perception of neighborhood decline will breed on itself over time to become a hard reality if left unchecked. On the other hand, a relatively small public investment, if done with a clear and visible purpose, can have a big impact towards changing neighborhood perceptions and spurring new private investment. As residents gain confidence in the future of their neighborhood, amazing things can happen. Targeted public investment in a neighborhood improvement can do much to build that confidence.

SCOPE OF THIS AUTHORIZATION

The requested authorization would obligate the Township to purchase the lot for public purposes. If for any reason the anticipated public purposes are not completed and the Township elects instead to sell the lot, the following provisions of Section 78m of The General Property Tax Act would apply to distribution of the proceeds from the sale:

“If property purchased by (the Township) is subsequently sold for an amount in excess of the minimum bid and all costs incurred relating to demolition, renovation, improvements, or infrastructure development, the excess amount shall be returned to the (county Treasurer’s) delinquent tax property sales proceeds account for the year in which the property was purchased by (the Township).”

JUSTIFICATION

Implementation of neighborhood improvement projects like this new connection is supported by the policies of the Township’s adopted Master Plan, which includes the following policy statements about housing best practices, preservation, and maintenance:

“The success of Union Township neighborhoods still relies in large part on the creation, preservation and rehabilitation of the housing stock, the availability of home ownership, the proximity to community facilities and services, and housing options for all segments of the population. People looking for a place to live, or deciding whether to stay within a geographic area, typically focus on several factors. These factors include the character of the neighborhood/immediate area, quality of the public-school system, distance from the workplace, perceptions of home value appreciation, the diversity of housing available to meet changing needs and income levels, among other issues.” (page 26)

“Residents who take pride in their homes, whether rented or owned, can contribute positively to a neighborhood’s image and reinvestment opportunities. Therefore, home stewardship should be supported broadly, beyond owner-occupied residences to include rental home and apartment maintenance.” (page 28)

GOALS ADDRESSED

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

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

Establishment of this new neighborhood connection, protection of a utility easement and the associated removal of a blighted structure will help residents of all ages engage in a vibrant community life (1.1), take pride in their neighborhood and engage in its future (1.1.1.3), and enjoy safe, accessible routes for pedestrians and bicyclists (1.3.1). This new connection would also improve neighborhood access to the E. Pickard Rd. business district (1.6).

COSTS

Minimum Bid Price.

The Treasurer’s Office reports that the anticipated minimum bid price will be \$5,969.69, which breaks down as follows:

Tax Year	Base Tax	Interest and Penalties	Union Township-Added Fees
2017	\$1,196.74	\$1,138.45	Delinquent Water - \$89.23 Delinquent Sewer - \$108.79 Weed Removal - \$60.75
2018	\$1,511.47	\$695.88	Delinquent Water \$146.80 Delinquent Sewer - \$264.20 Weed Removal - \$162.00
2019	\$1,309.31	\$117.84	Delinquent Sewer \$199.88 Weed Removal - \$162.00

Ancillary Costs.

The Treasurer’s Office reported that there were no liens or mortgages on this property at the time of foreclosure, but there is an outstanding sewer utility bill for 2020 that currently totals \$286.78 that would become the Township’s responsibility as an ancillary cost related to the lot purchase.

The Treasurer’s Office will quit claim this property to Union Township for \$31.00, which includes the \$30.00 recording fee. The Township would also have the responsibility for one 2020 ordinance enforcement mowing of this lot, which was billed to the landowner at \$81.00 and remains unpaid, and for mowing the lot during remainder of the 2020 growing season at an estimated cost of \$81.00 - \$162.00. These ancillary costs are included in the requested appropriation.

Additional One-Time Costs.

Additional one-time costs to the Township following purchase of the lot would include demolition and removal of the home, foundation, shed, and fence, capping of utilities, replacement groundcover, installation of new fences along the side lot boundaries, and installation of incidental Township signage. Estimated costs for this work are in the range of \$25,000 - \$35,000.00 and would be subject to a request for bids and a separate Board of Trustees authorization.

In addition to receiving the quit claim deed from the Treasurer’s Office, it is recommended that the Township pursue a “quiet title” action, including a title search and legal action to secure a court order establishing clear title for the Township. Estimated costs for this work are in the range of \$3,300 - \$5,500.00 for an uncontested action.

These costs would be reflected in the FY2021 budget recommendation.

Future Development and Maintenance Costs.

Potential public improvements include future installation of a new public sidewalk through the lot and/or a future extension of Third St. south through the lot to connect to Jonathon Ln. If limited to a pedestrian connection, it is recommended that bollards or other permanent elements be installed to prevent unauthorized vehicular cut-through traffic. This work would be subject to a

request for bids and a separate Board of Trustees authorization. The Township would also have the ongoing responsibility to mow the lot during the growing season at an estimated cost of \$250 - \$400.00 per year.

TIMETABLE

If the Township exercises our option to purchase this lot for a public purpose, the county Treasurer is required by The General Property Tax Act to take action to convey the property to the Township within 30 days via a quit claim deed that will be recorded on the property by the Treasurer.

RESOLUTION

To authorize appropriation of up to \$6,600.00 for the purchase of lot 61 in the Country Squire Estates Subdivision No. 2, which is 5243 Jonathon Ln. (PID 14-059-00-061-00), and payment of ancillary costs, and to authorize the Township Manager to notify the Isabella County Treasurer that the Township is exercising its option to purchase this lot for public purposes.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

08/04/2020 12:54 PM

Parcel:	14-059-00-061-00	Current Class:	401.RESIDENTIAL – IMPROVED
Owner's Name:	OCCUPANT	Previous Class:	401.RESIDENTIAL – IMPROVED
Property Address:	5243 JONATHON LANE MOUNT PLEASANT, MI 48858-0000	Gov. Unit:	14 UNION TOWNSHIP
		MAP #	
		School:	37010 MT PLEASANT PUBLIC
		Neighborhood:	4022 4022 MDWWS COUNTRY SQ EST #2 130
Liber/Page:	0989/0626	Created:	//
Split:	//	Active:	Active
Public Impr.:	Paved Road, Water, Sewer, Electric, Gas		
Topography:	Level		
Mailing Address:	Description:		
OCCUPANT	T14N R4W SEC 13 COUNTRY SQUIRE ESTATES SUB #2 LOT 61 AND A 2000 FAIRMONT MH SER #MY00114122		
5243 JONATHON LANE			
MOUNT PLEASANT MI 48858			

Most Recent Sale Information

Sold on 07/13/2000 for 77,450 by DE GOOD JAMES W & MITCHELL DENNY J.

Terms of Sale: ARMS LENGTH **Liber/Page:** 0989/0626

Most Recent Permit Information

Permit 00-0175-P on 05/31/2000 for \$37,751 category RESIDENCE.

Physical Property Characteristics

2021 S.E.V.:	26,300	2021 Taxable:	19,486	Lot Dimensions:	DRAIN & UTILITY EAS
2020 S.E.V.:	25,200	2020 Taxable:	19,486	Acreage:	0.22
Zoning:	R5	Land Value:	3,800	Frontage:	80.0
PRE:	0.000	Land Impr. Value:	0	Average Depth:	120.0

Improvement Data

of Residential Buildings: 1
Year Built: 2000
Occupancy: Single Family
Class: D+10
Style: DOUBLE WIDE
Exterior: Alum., Vinyl
% Good (Physical): 68
Heating System: Forced Air w/o Ducts
Electric - Amps Service: 100
of Bedrooms: 3
Full Baths: 2 Half Baths: 0
Floor Area: 1,178
Ground Area: 1,178
Garage Area: 0
Basement Area: 0
Basement Walls: Block
Estimated TCV: 48,780

Image



Steven W. Pickens *Treasurer*

Kathleen Schafer *Chief Deputy Treasurer*

Elaine Andres *Tax Reversion Administrator*

Angel Kelly *Deputy Treasurer*

Claudia Bradley *Deputy Treasurer*

Isabella County
Office of the Treasurer

200 N Main Street

Mt. Pleasant, Michigan 48858

Phone (989) 317-4091

July 15, 2020

Ben Gunning
Union Township Supervisor
2010 S Lincoln Rd
Mt Pleasant MI 48858

Dear Ben and Board Members:

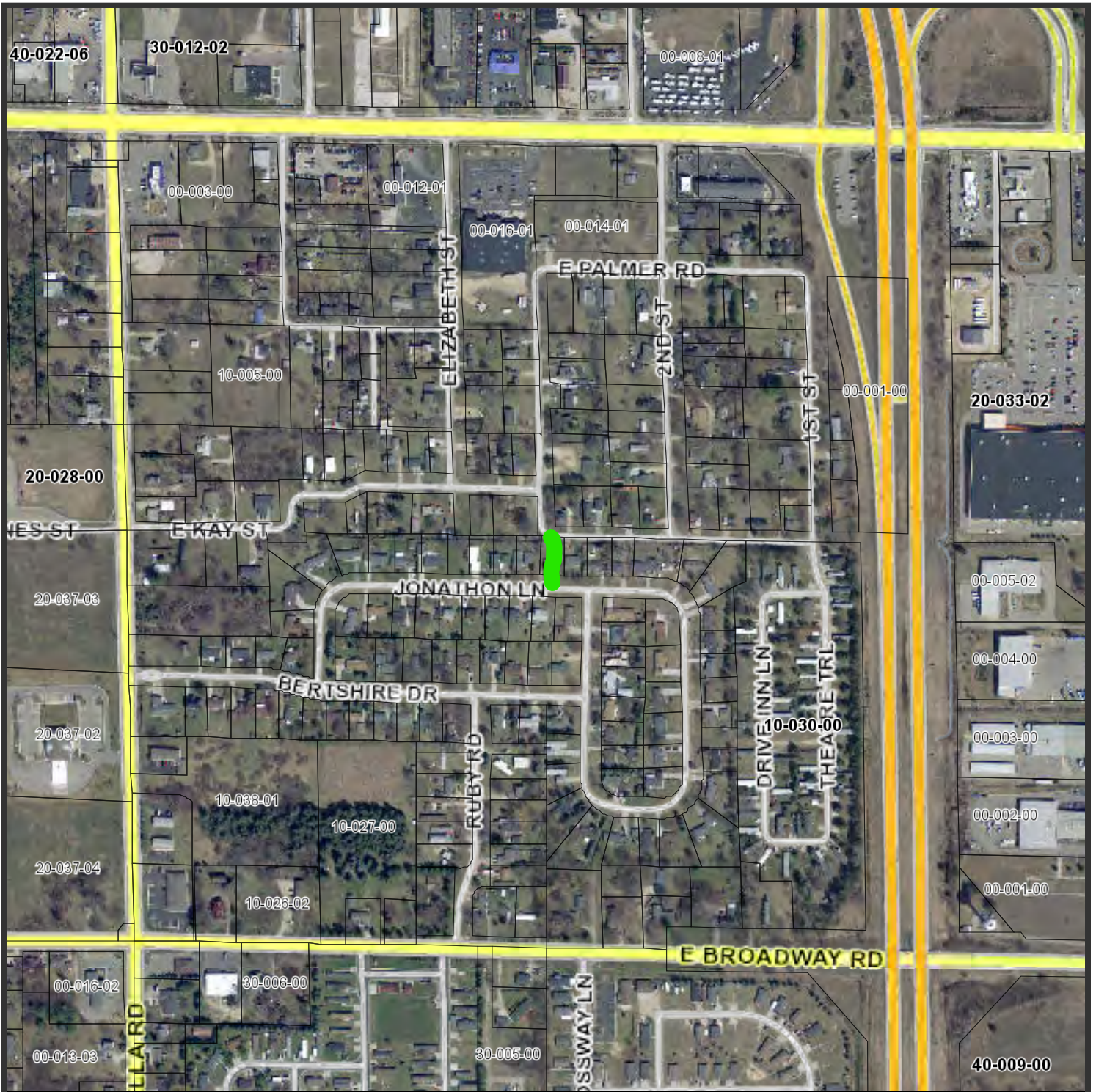
In following Public Act 123, we are hereby supplying you with a list of properties which your municipality has an option to buy for public purposes. Please understand that the State of Michigan has the first option to buy the properties; the townships have 2nd option. Please let us know in writing by August 15th, 2020 if you want to purchase any of these properties.

14-059-00-061-00 – Sally Lou Oller

Thank you,



Steven W. Pickens
Isabella County Treasurer



County of Isabella

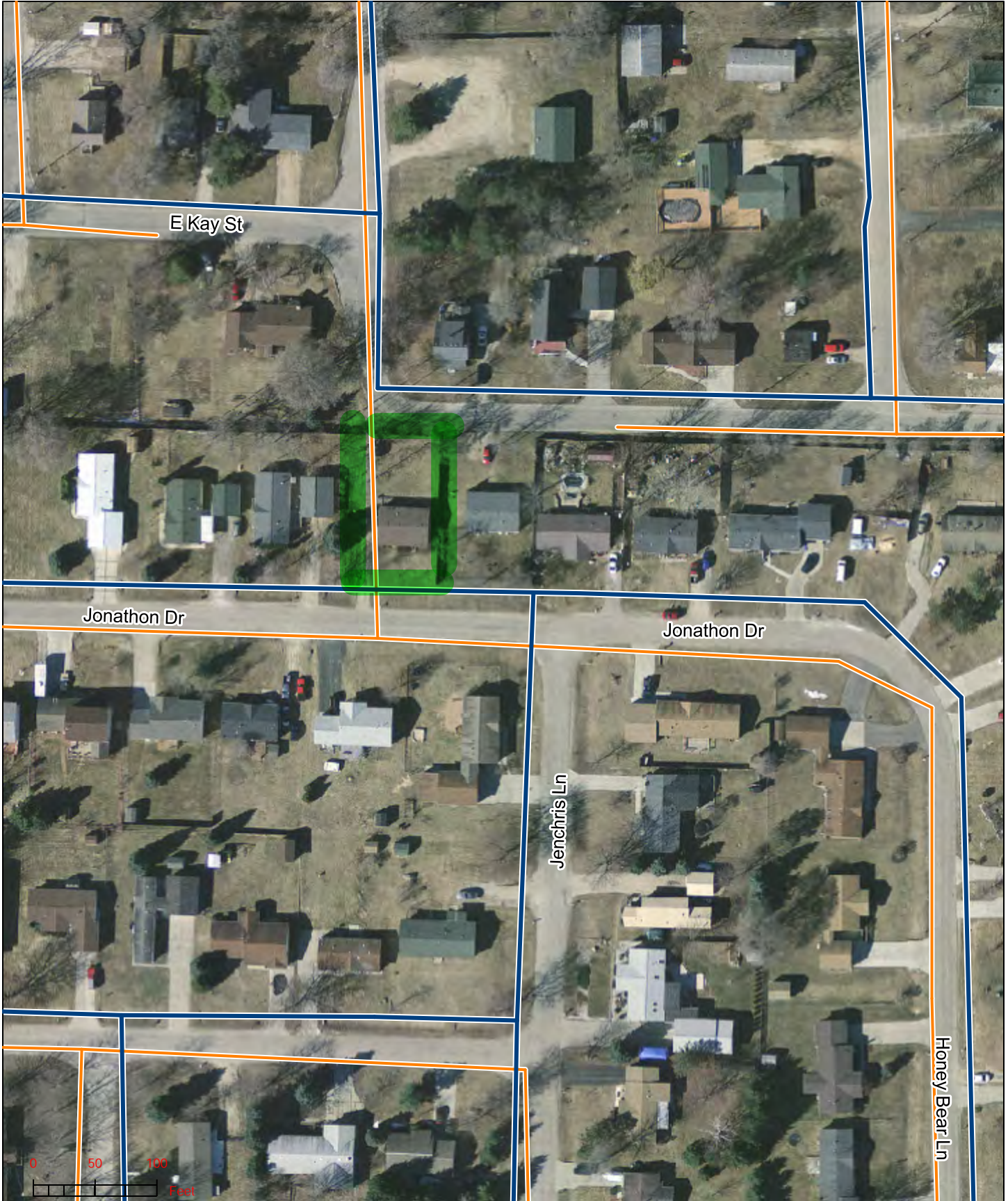
5243 Jonathon Ln.



Map Publication:
07/23/2020 8:47 AM

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.

5243 Jonathon Ln.





REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: August 6, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 08/12/2020
ACTION REQUESTED: Consider calling a Special Meeting on September 17, 2020 at 7:00 pm for the purpose of receiving a report from the Recreation Authority Feasibility Study Committee	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The City of Mt Pleasant, Union Township and Mt Pleasant School District adopted resolutions in the summer of 2019 in support of exploring the creation of a recreational authority as a means to advance community dialogue regarding an aquatic center. The resolution expressed a desire that area stakeholders, including area local governments and educational Institutions work together to determine the feasibility of creating a recreational authority and to create a report outlining a proposed framework to include governance options, geographic boundaries, the size and composition of the board of the authority, and other matters required of an recreational authority.

To effectuate the resolution a Recreation Authority Feasibility Study Committee ("Committee) was formed consisting of the following members:

1. Jennifer Verleger, Mt Pleasant School District Superintendent
2. Nancy Ridley, Mt Pleasant City Manager
3. Mark Stuhldreher, Union Township Manager
4. Shelia Murphy, Mt Pleasant School District Board of Education
5. Will Joseph, Mt Pleasant Mayor
6. Ben Gunning, Union Township Supervisor
7. Lisa Diaz-Sytsema, Swim Friends of Mid-Michigan

The Committee has finished its' work and is prepared to issue and discuss their report on September 17, 2020 at 7:00 p.m. This date and time were a result of a Doodle Poll previously circulated among the respective governing bodies.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Not applicable.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by calling this meeting and receiving the Committee's report (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