

**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 26, 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 8/26/2020 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 26, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

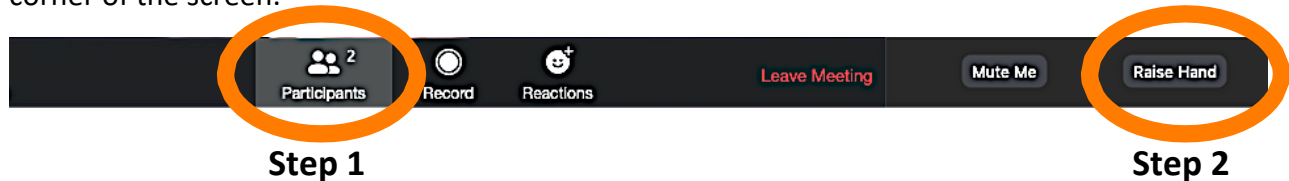
All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location:

<https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> To participate via telephone conference call, please call (312-626-6799). Enter “872 4311 6560” and the “#” sign at the “Meeting ID” prompt, and then enter “616232” at the “Password” prompt.

Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

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

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



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

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

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

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

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



BOARD OF TRUSTEES

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

August 26, 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. Monthly Report
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – August 12, 2020 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the new Construction Codes Ordinance
 - B. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed PREZ20-01 and PREZ20-02 amendments to the Official Zoning Map
 - C. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed PTXT20-02 Zoning Ordinance Update and list of additional revisions and corrections as recommended by the Planning Commission

- D. Discussion/Action: (Stuhldreher) Policy Governance 2.9 - Collaboration with Other Entities
- E. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.2 – Accountability of the Township Manager
- F. Discussion/Action: (Board of Trustees) Policy Governance 4.5 Annual Township Manager Performance Evaluation Review

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	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	vacant seat		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	Mike	Darin	8/15/2020
3-Township Resident	vacant seat		8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021

Charter Township of Union

To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: August 20, 2020
Re: August Monthly Activity Report

Attached is the monthly activity report for August.

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



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: August 2020

Global Ends

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

Prior Month Activities

Township Manager

- Provided direction, support and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs; and Governor press conferences
- Continued addressing operational changes resulting from the various Executive Orders related to the pandemic
- Spoke with several citizens and others and regarding a variety of issues
- Coordinating with the Township Clerk, worked on programs for handling election day voting logistic, especially as it relates to anticipated increase in absentee voting.
- Coordinated with Treasurer and staff regarding summer tax billing process
- On boarding activities for new Assessor
- Continued '21 budget development/recommendation
- Developed Use Guidelines for baseball league play at parks due to COVID requirements
- Meetings held with Department Directors developing a Performance Review Monitoring Policy for organization
- Coordinated Cost of Service Presentation to Board

- Participated in several interviews for Accounting Specialist position

Finance Department

1.1 Community well-being and the common good

Budget

- Worked on the 2020 Budget Amendment for the General Fund, Fire Fund, East DDA Fund, West DDA Fund, Tribal Grant Fund, Water Fund and Sewer Fund
- Created the 2021 Bond & Contract Payment Schedule to help with budget and making the correct payments through the 2021 fiscal year

Tax

- Completed and mailed the 2019 MSHDA Annual Return
- Filed the 2019 Industrial Facilities Tax Exemption (IFT) Report and mailed payment \$11,200 due to the State of Michigan (due 7-31)
- Calculated and sent tax abatement amounts to the RESD for the Schools required accounting reports to comply with GASB 77. (GASB = Governmental Accounting Standards Board)
- Reconciled the County tax settlement funds received in March 2020 for 2019 Tax Year
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Oversee the process of electronic tax payment files the Township receives from the mortgage companies
- Worked on special assessment payments collected in tax the first 6 months of 2020 and prepared journal entries to record the payments from tax properly in the correct funds.

Payroll

- 2nd Quarter Payroll Tax Reporting, 941, Unemployment Reporting and payment, Michigan withholding filed all required reports and made online payments
- Set up payroll to allocate the PCORI Fee during the last payroll process in July
- Prepared and mailed the Annual Patient Centered Outcomes Research Institute (PCORI) filing due to the IRS (July 31) as required by the Affordable Care Act and made the appropriate payment online.
- 2 Payroll processes during July – 85 Payroll checks and checks to pay for benefits issued during July.
- Handle all meeting pay requests submitted by the Board of Trustees: email to Jennifer to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.

Human Resources

- Scheduled and attended interviews for the Accounting Specialist position. Managed the hiring process and made recommendations.

Cash Receipting

- Post any online payments made to the general ledger in July:
 - 20 online payments for building/zoning totaling \$1,887
 - 107 online utility billing payments totaling \$15,135
 - 28 online tax payments totaling \$39,350
 - **Number of online payments in July 2020 increased 131% over July 2019**

Accounts Payable

- 11 Accounts payable check runs during July
 - Payments Issued for Tax - Disbursed County tax settlement monies received to the appropriate funds of the Township: General Fund, Fire Fund, East DDA and West DDA. Also disbursed funds to Mt Pleasant Public Schools, Isabella County Transportation Commission, Chippewa District Library and Beal City Public Schools. Disbursed the 25% of the 2019 tax capture amounts in the East DDA back to the appropriate entities per the agreement with the County: Township General Fund, Township Fire Fund, ICTC, and Isabella County Treasurer
 - The tax disbursements for the County Settlement and the EDDA tax capture returns involved processing of 28 invoices and 8 checks totaling more than **\$1.2 Million.**
 - Payments Issued for Tax - Disburse funds for the Mobile Home tax collections collected during the 2nd quarter 2020, 3 invoices prepared and entered in BS&A, 2 checks issued from the tax fund totaling \$3,700.
 - Payments Issued for Tax - Disburse funds for the summer taxes collected July 1 – 15, 3 invoices created and entered, 2 checks issued totaling over \$282,000
 - Payments Issued for DDA's – 8 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two people before submitting payment, 6 checks issued, one check run for West DDA and one check run for East DDA, combined total over **\$141,000**
 - Payments for General/Fire Funds & Water/Sewer Funds - 91 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports review for accuracy by two different people before issuing 65 disbursement checks totaling over \$89,500
 - Mastercard Payment – 15 Mastercard invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and then online payment submitted for over \$6,400
 - Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted, one payment for the East DDA Lights along Pickard and one payment for the Township as a whole other than the DDA's. These payments total over \$31,400

Recurring Monthly

- Prepared monthly financial reports for the EDA board
- Reconciled 10 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FI
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Prepared monthly financial reports for the Board of Trustees
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.

Miscellaneous

- Discussed maturing CD's with Vice President of the bank and discussed poor interest rates.
- Helped Clerk Cody answer the State's questions regarding the election reimbursement requested from the State of Michigan

- Worked with CMS to purchase webcams and get them installed to all who needed them at the Township Hall

Assessing Administration

- Worked with Assessing personnel to work out I.T issues, set-up issues, etc.
- Scheduled Pivot Point Assessing training webinar one day in July
- Worked with new Assessor on the approval process to pay the Board of Review members for the July Board of Review
- Worked with Assessor to get the Fire Protection on State Owned building form completed and sent to the State of Michigan

Assessor's Report

- Began work on July 6, 2020
- Coordinated with Finance Director, CMS, to gain remote access. Webmail is working also.
- Mary has been getting familiarized with the processes of the office and our roll in the building permits, land divisions, and other integrated functions.
- July Board of Review was held on July 23rd. JBOR Summary report was provided to local and county Treasurer. JBOR change notices were sent to taxpayers on July 28th.
- Answered taxpayer questions for assessing and tax information.
- Assessor will continue scanning the deeds left. We will begin a new process as it is not required to file hard copies of scanned items. As such we will begin shredding documents that are scanned into our system.
- Office will continue to process all deeds and other paperwork received. Items requiring corrective action will be scheduled for the December Board of Review. The date of the December BOR has been set for 4:00 on December 15th, 2020.
- Assessor has been in contact with Township Attorney David Revore regarding tax appeals. Appeals that were in process and ready for filing will be handled by Mr. Revore. New appeals, Sam's Club, and Walmart have been answered by the Assessor. Assessor will advise the Finance Director on the status and provide cost estimates of an appeal and the likelihood of settlement.
- The Assessing Dept. participated in a Pivot Point training webinar, the software and tools used for fieldwork.
- The fieldwork will begin prior to August. Fieldwork will continue year-round as it is a normal routine responsibility.

Community and Economic Development Department

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

Economic Development Activities (1.2, 1.6):

- The Community and Economic Development Director worked with the MDOT engineer and contractor to look at options for re-installation of lighting under the US-127 overpass that was removed for construction.
- The Rental Inspector oversaw the donation of retired EDA flower baskets to Habitat for Humanity of Isabella County
- The Community and Economic Development Director contacted the successful bidder (Goenner Lawn Care) for the 2021-2023 seasons of mowing services along the Pickard Rd. corridor, and prepared a draft service agreement for signatures

- The Community and Economic Development Director continued to closely monitor Wilson Lawncare’s mowing activities along the Pickard Rd. corridor for the 2020 growing season.
- Continuing evaluation of future EDA project priorities and development of an updated list per the EDA Board’s direction and the approved development plans

Building Services (1.1, 1.3):

- The Building Official and building services staff provided the following services in June:
 - 73 Inspections
 - 3 Plan Review
 - 17 Permits issued
 - 14 Final Certificates of Occupancy
 - Follow up phone calls
 - Completion of Big Lots

Rental Inspection Services (1.1, 1.3):

- The Rental Inspector is implementing a modified inspection protocol for 2020 subject to necessary safety precautions consistent with the Township’s COVID 19 Response Plan.
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints.
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units.
- Expired certificate scheduling.
- Site visits with inspections or re-inspections at residential complexes, hotels, and other regulated premises (approx. 135 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants - many from landlords wondering about how inspections will continue.
- The Rental Inspector referred potential ordinance enforcement issues observed to the Building Official and Zoning Administrator for review and action (Zoning: a few grass, potential home office; Building: potential hidden construction, excavation on River Rd, complex update) (5).
- Contact with local inspectors, enforcement, and fire personal - set up an electronic meeting for all.
- Working through tenant complaints, working with both parties to get relief.
- Rental unit billing sent payments coming in and late invoices sent. Worked through a few billing and addressing issues.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall.

Zoning Administration Activities (1.1):

- The Community and Economic Development Director and Zoning Administrator met via Zoom with Jacob Kain (City Planner) to discuss the proposed Township Zoning Ordinance and a possible city-township boundary discrepancy identified by the U.S. Census Bureau.
- (8) Zoning review approval letters for building permit applications
- Sign Permit applications for Isabella Citizens for Health, 2790 Health Parkway; and Temporary signs at Art Van on Pickard Rd.
- Zoning Permit for temporary outdoor seating and tent at 4485 E. Bluegrass Rd

Ordinance Enforcement Activities (1.1):

- The Building Official issued a civil infraction notice to Tolas Bros., Inc. for failure to complete long-stalled demolition work and site restoration at 4957 E Valley Rd. (parcel #14-002-20-011-01)

consistent with a Construction Board of Appeals order for demolition. Mr. Tolas responded to deny responsibility, claiming that he is not required to complete the requested work.

- 5116 Kay St. Owner requested deadline of August 30th with progress made in July.
- Owner partially complied with notice of violation at 1546 E. River Rd. Removal of Junk Vehicles. Still pending final compliance
- Motor home as a temporary dwelling removed at 4935 E. Valley Rd. complied with. Additional accessory buildings added, junk vehicles onsite. Letter sent to owner of additional violation of junk yard.
- Complaint of junk vehicles and number of household pets located at 3841 Green Acre Dr. partially complied with. Pending final compliance
- Notice sent to owner at 954 E. Remus Rd. for Site plan compliance regarding parking lot improvements and grading changes. Met with Owner over ZOOM. Owner has contracted with CMS&D for a site plan to be submitted later this year.
- Sign Violation at 5252 S. Mission Rd. Mobile Home Park. New sign erected without permit. Owner contacted. Owner in process of compliance.
- Junk Vehicles located at 2442 Joseph Dr. Owner sent letter of violation. In progress.
- Automobile repair shop complaint at 5081 Silverberry Dr. Different vehicles found onsite on different dates. Owner sent letter of violation. In progress

Planning Commission Activities (1.1):

- PREZ 20-01 Rezone (Area A, B, C) B-6 to B-5 and R-5 to R-2B, Zoning Map change. Held public hearing and recommended adoption to the Board of Trustees
- PREZ 20-02 Rezone (Area D) B-6 to B-5, Zoning Map change. Held public hearing and recommended adoption to the Board of Trustees.
- PTXT 20-02 Union Township Zoning Ordinance 2020. Held a public hearing held. Planning Commission recommended approval to the Board of Trustees.
- PSPR 19-08 Lone Maple Dev. Solar Energy Facility Site Plan 5889 E. Broadway Rd. Reviewed and approved on the condition that applicant obtain a building permit and be reviewed by local permitting authorities including but not limited to the Mt. Pleasant Fire Department.
- PSPR 20-03 Helios Rising Outdoor Storage Facility Site Plan. 5697 Venture Way. Reviewed and approved on the conditions that Public Services approval is obtained before grading permit, details of dumpster, and fence shown on plan as well as formal written request for sidewalk relief written on plan.
- PSPR 20-07 D. Clare Office Warehouse/Outdoor Storage Facility Site Plan. 4491 E. River Rd. Reviewed and approved on the conditions that public services approval is obtained before building permit is issued, parking location and calculations are shown on plan, and that a land combination is approved.

Zoning Board of Appeals Activities (1.1):

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

Sidewalk and Pathways Prioritization Committee Activities 1.1, 1.4):

- The committee met on June 29, 2020 to discuss projects to be recommended to the Board of Trustees for Fiscal Year 2021. The committee recommended to focus on sidewalk development on High St./Remus Rd. from Bradley to S. Lincoln Rd., the north side of Pickard Rd. from Bamber to S. Lincoln Rd., and pedestrian-related intersection improvements at the S. Lincoln Rd. intersections with Pickard Rd. and Remus Rd

Other Activities (1.1):

- Continued work on proposed revisions to the Township's fee schedule for building services, zoning permits, rezoning and special use applications, and other land development applications based on updated review processes and evaluation of application processing charges and expenses

Public Services Department

1.1 Community well-being and the common good

- Jameson Hall Rental – closed during July 2020 in response to COVID-19
- Processed (6) ACH Request
- Processed (36) Transfers of Service/Final Bills
- Prepared (1) Misc. Invoice – Alwood Nursery
- Received/Processed (342) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails
- Water turn-on/off request throughout township
- Prepared (3) cost estimates/permits for new residential/commercial water and sewer services
- Prepared and coded department credit card statements/bills

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Provided support for Drillers Softball Tournament held July 11 & 12 at McDonald Park
- Provided support for Mt Pleasant Little League Tournament held July 24 - 26 at McDonald Park
- Tested all pump station alarms (monthly operation and maintenance)
- (263) Miss Dig underground markings completed throughout Township
- (8) Miss Dig design tickets and water and sewer location request completed
- Daily water plant reads, and tri-weekly backwashing completed
- WWTP - Plant Preventative Maintenance
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued new data radio project for pump stations and water plant
- Hydrant flushing – Summit Smokehouse
- Continued EPA UCMR water samples logged on EPA UCMR on-line portal
- Grounds maintenance for all water, sewer, parks facilities
- Progress meet with Goudreau and Associates regarding Jameson Park Renovation Project – answered questions regarding site layout and discussed right-of-way issues on Bud Street
- Installation of hydrant at end of Carter Street
- Quarterly PFAS Samples taken – July 6, 2020
- Participated in Federal Funding webinar for Water and Sewer Systems related to COVID 19
- Meeting with John E Green, Kerr Pump, Nelson Electric regarding completion of Pump Station #14 project
- Cost of Service Presentation held July 23, 2020
- Well #11 Transmission Main Installation Pre-Construction meeting
- Prepared ACH file for August 5, 2020 due date
- Review of site plans for 4425 E River Road, 5697 Venture Way, and 5115 E Pickard
- Replaced failed pump control float at pump station # 14

- Installed new fire hydrant at the end of Carter Street
- Replaced diesel engine block heater on generator at pump station # 14
- Power fail 07/11/20 @ 9pm, pump stations # 9 & # 10
- Power fail 07/12/20 @ 10am, pump station # 14
- Power fail 07/16/20 @ 6am, pump station # 4
- Coordinated demonstrations and price quotes with four ground penetrating radar suppliers
- Installed new 1" water service from street shut- off into the basement at 1308 High St. per EGLE'S lead line replacement rule, water meter was also replaced
- Reviewed Four Hacks water & sewer prints to evaluate design and installation procedures and prepared review letter
- Preparation of 2021 budget Water, Sewer, Parks, Township Hall Maintenance
- Split heat & air conditioning unit installed at Public Works office 4795 South Mission
- Prepared RFBA purchase of new heating and air conditioning units at Township Hall
- Cleaned up, spread black dirt, and hydro seeded 3245 River Rd. from water service install
- Graded and prepared 45'x 60' area for playground structure install at Jameson Hall
- Replaced motor start capacitor at pump station # 15
- Purchased handicap accessible door jamb covers for Jameson Hall and installed in preparation for elections
- Patched asphalt in front of SW entrance door at Jameson Hall in preparation of election
- Met with Clerk, and Manager several times in regard to upcoming primary election set-up/supplies
- Repaired broken water main hit by bore crew at dead end of Weatherwood Dr.
- Installed ball field sprinkler meters and turned water on too little league fields at McDonald Park
- Brush hogged all sewer easements and cross country runs for ease of access
- Dug up and replaced top section of main line water valve box on Jen's Way
- Moved voting equipment from Township Hall and set up at Jameson Hall and Commission on Aging
- Parking lot seal coat and crack fill completed at the Public Works facility located at -4795 South Mission
- Weed whipped fire hydrants
- WWTP- Started Cleaning and Painting Clarifier #2
- WWTP - Replaced Fan Motor in Blower Room
- WWTP - Finished Prep and Paint work of Oxidation Ditch #2
- WWTP - Repair Discharge Piping for Screw Pump Bypass
- WWTP - Troubleshoot/Repair Bearing Seal Screw Pump #1
- WWTP- Repair Doors on Storage Building
- WWTP - Completed 3rd Quarter Low Level Mercury Sampling
- WWTP - Updated Plant Fuse Inventory
- Consumers energy audit Isabella well site
- Flushed and sampled carter street fire hydrant

Current Month Anticipated Activities

Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal

Board/Commission/Authority meetings during the month. Attend local census advisory committee meeting

- Significant time still being spent on all things COVID related to understand requirements/impacts from Executive Orders and relief bills on operations, staff, facilities, etc.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Continue '21 budget development/recommendation
- Attend Inter-Governmental Liaison meeting
- Attend quarterly MTA Manager/Superintendent meeting
- Meet with Clerk and staff to begin November election planning efforts

Finance Department

1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Complete Annual Workers' Comp Audit scheduled for August 25th
- Full-time Accounting Specialist to start August 17th
- Create a 10-year forecast for the General Fund and Fire Fund to estimate millage rates needed to cover estimated costs for 10 years
- Worked on first performance bond refund for the Building Department
- Calculate refund credit from Blue Cross Blue Shield at 8% and allocate return to employees in August
- Return leave time used by employees during the COVID shut down time frame
- Reconcile 10 bank statements and scan in BS&A for future reference
- Post any online payments made to the general ledger
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Work on 2021 wage and benefit estimates for recommended budget
- Work on capital improvement plan for 2021
- Work on 2020 Budget Amendment and RFBA for All funds:
- Work on 2020 Requested Budget for all funds:

Community and Economic Development Department

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

Economic Development Activities:

- Preparation of an updated list of prioritized EDA projects for EDA Board review at their August meeting.
- Preparation for the special EDA informational meetings required by Public Act 57 of 2018. (1.1)
- Follow up with MMI, Doug's Small Engine Repair, and BeGreen regarding updated service agreements.
- Continued monitoring of the activities of the Township's current contractor, Wilson Lawncare, with regards to grass-cutting along the Pickard Rd. corridor. (1.1, 1.6)
- Business retention contacts. (1.1, 1.6)

- Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation.

Building Services (1.3):

- Continued progress on Yacisen Medical Facility, Mercantile Bank, ICRC, Animal Hospital
- Start of body shop addition to Graff Chevrolet
- Start of Four Hacks duplex condominium project on River Rd.
- Follow up phone calls.
- Continue to do site visits, inspections, Issue permits, plan reviews.
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerville), Broadway Acres, Isabella Village Mobile Home Parks.
- Continued progress on 2275 Sandstone, 2375 Sandstone
- Issue Certificate of Occupancy for Sumo Hibatchi
- Completion of decks at Springbrook and Village of Bluegrass
- Start of renovations to Walmart Vision Center
- Completion of Helios Building

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

- Investigate and follow up on any rental complaints as needed
- Schedule complexes, hotels, as well as other single-family units
- Follow-up inspections to verify correction of violations found on previous inspections
- Expired certificate scheduling as needed
- Site visits as needed for compliance or informational
- Order a 2015 International Property Maintenance Code book for reference

Zoning Administration Activities (1.1):

- Director and Zoning Administrator are planning to meet again via Zoom with Jacob Kain (City Planner) to discuss the City's Master Plan update and review additional map information prepared by the Township's GIS Mapping Specialist regarding a possible city-township boundary discrepancy identified by the U.S. Census Bureau.
- Continue review and updating of PZE Process files in BS&A to ensure accuracy and completeness and of current and completed planning/zoning project files.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review and action on site plan applications eligible for administrative approval.
- Zoning compliance letters
- Sign permits and review of building permits for zoning compliance

Ordinance Enforcement Activities (1.1, 1.3, 1.4):

- Ordinance enforcement follows up on current matters and investigation of any new complaints.
- Issuance of requests for bids for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Issuance of a civil infraction citation to Tolas Bros., Inc. for failure to complete long-stalled demolition work and site restoration at 4957 E Valley Rd. (parcel #14-002-20-011-01) consistent with a Construction Board of Appeals order for demolition.

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

- Sam's Club proposed filling station (Encore Blvd.).
- Dunking Donuts filling station (S. Isabella Rd.).
- Commission training conducted by Staff.
- Commission discussion of Master Plan implementation and review of the Action Plan elements of the Master Plan.

Zoning Board of Appeals Activities (1.1):

- No applications received by the deadline for Aug or Sept meetings.

Sidewalk and Pathways Prioritization Committee Activities

- The Sidewalk and Pathways Prioritization Committee members will meet next on 10/5/2020 to consider longer term priorities for recommended regional sidewalk and pathway connections, and to review the list of Designated Streets for Sidewalk Construction and consider any recommendations for changes or additions.

Other Activities:

- Rowe Professional Services Company is proceeding with work under their agreement for implementation of 2020 sidewalk improvement projects. (1.1, 1.2, 1.3, 1.4)
- Completion of proposed revisions to the Township's fee schedule for building services, zoning permits, rezoning and special use applications, and other land development applications based on updated review processes and evaluation of application processing charges and expenses

Public Services Department

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

- 2020 Manhole Rehabilitation Project to begin (contractor delayed due to COVID-19)
- Installation of playground equipment at Jameson Park - delayed by installer due to backlog from COVID-19 & weather
- Load test pump station #2 elevator (contractor delayed due to COVID-19)
- Pump Station #14 Upgrade project completion
- Retire 1" water service on Enterprise Drive
- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision
- Raise sanitary sewer manhole at the west entrance of The Reserve
- Install large sump crock and pump in backwash lagoon at Meridian Road Water Plant
- WWTP- Clean and paint clarifier #2
- WWTP – Fix fan louvre actuator on screen room intake fan
- WWTP – Begin cleaning and painting of oxidation ditch #2 structural steel
- WWTP – Third quarter low level mercury sampling
- Submittal of FY - 2021 Public Service Department Budget Request
- Safety Training – machine safety & lock-out/tag-out training (conducting two classes in order to maintain social distancing requirements)
- Replace interior components and install new Fire Hydrant head at intersection of Isabella & Crosslanes
- Installation of 480 3-phase power for future pump station at Public Works office – 4795 South Mission
- WWTP - Update Plant control system inventory

- WWTP - Work with Preceptive controls on Ignition/Opto 22 software change over
- WWTP - Start Electrical Portion of Screw Pump installation (Dependent on Contractor Schedule)
- WWTP - Finish Clarifier #2 Cleaning and Painting
- WWTP - Biosolids Sampling in Prep for Fall Sludge Haul
- WWTP - Install Hard Piping in Oxidation Ditch #2 for future tank cleaning operations
- WWTP – Continue collection system H₂S monitoring

Future Board of Trustee Meeting Agenda Items

- Consider Recreational Authority Sub-Committee recommendation on Aquatic Center
- Consideration of the comprehensive update to the Zoning Ordinance
- Consider Amendatory ordinance to West DDA Ord. No 1991-4 to correct a typographical error regarding expiration date. The underlying Plan states 12/31/21 but ordinance reflects 12/31/20 (assume Ordin date was a typo) - Introduction and First Reading
- McGuirk SA - Set date and hold Public Hearing #1
- Mid-Michigan College Annexation Presentation - Scott Mertes, Ph.D.; VP of Community Outreach & Advancement
- EDA Participation Agreement – Jameson Park
- General Fund Reserve Policy recommendation
- Consider amend/rescind Crisis Center PILOT General Ordinance due to them purchasing an apartment complex that does not qualify under the PILOT Ordinance –
- Consider approval of changes by MERS related to employee DC retirement program –

Significant Items of Interest Longer Term

- Clean up day set for October 10, 2020
- Economic Development - Amendments to the East and West DDA Development/Tax Increment Financing Plans to update the development plans and proposed lists of projects consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues to allow for completion of development plan projects.
- Planning – Preparation of an updated Master Plan for Parks and Recreation consistent with Michigan Dept. of Natural Resources (MDNR) eligibility requirements for state recreation grants
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Rental Inspections - Procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session.
- Rental Inspections - Research options for smoke detector and or battery support/grants for township residents
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Other Activities - Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Other Activities – FY2021 - bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Other Activities - Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Other Activities - Develop soil erosion control process to integrate with site plan review process more seamlessly

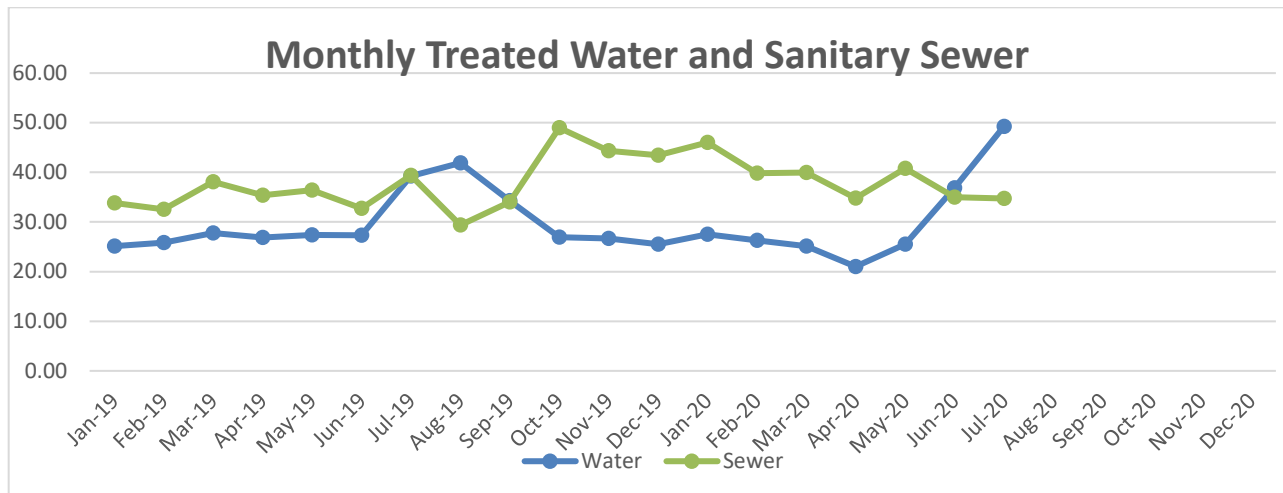
- Other Activities - Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Working on new Joint Airport Operations Agreement with several units of government
- Lead the tax team to collect delinquent personal property taxes outstanding
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan's new chart of accounts
- Finance Director to attend training offered by the American Society of Employers in October, Principles and Practices of Supervision
- Schedule onsite BS&A training/set up for new Zoning/Building Department fees in January if possible
- Finance Director - MGFOA Conference (Webinar) September 28th
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist
- Create new land values for all classes of property
- Measure and price all exempt properties
- 2020 assessing field work goal is 20% of parcels and completion of backlog from last year
- WWTP - Sludge Storage Tank installation (2023)
- Operator Prep for upcoming exams (water and sewer exams - postponed)
- Purchase of new sewer vac truck (2021)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- Installation of generator transfer switch and receptacle at pump station #8
- EPA Water System Risk Assessment Plan – due in 2021
- McGuirk Estates Paving District Petition/Assessment District
- Clean and televise McDonald Park storm sewer

Other

- Legal Matters
 - Anticipate increase in student apartment MTT's in response to new CMU rule requiring undergraduate students to live in dorms
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water Operating Report submitted to EAGLE – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- July 2020 – Treated Potable Water

Total Month:	49.274 mg
Average Day:	1.642 mgd
Max Day:	1.867 mgd (new max day high - 1.867 raw water max day)
- July 2020 – Treated Sanitary Sewer

Total Month:	34.73 mg
Average Day:	1.12 mgd
Max Day:	1.23 mgd



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 August 12, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

Roll Call

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

Approval of Agenda

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

Presentations

Public Hearings

Public Comment

Open: 7:02 p.m.

No comments were offered.

Closed 7:02 p.m.

Reports/Board Comments

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

Rice –Reminder 2020 Summer Taxes are due 9/14/2020 and may be dropped off at Township Hall utilizing the outside drop box, mailed to Township Hall, online using BS&A online payment option by going to uniontownshipmi.com home page, clicking on the [Bill Pay](#), and in person
Hauck – Road Commission updates

Consent Agenda

- Communications
- Minutes – July 22, 2020 – Regular Meeting
- Minutes – July 23, 2020 – Special Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

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

BOARD AGENDA

- A. Discussion/Action: (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**

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

- 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**

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

- 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**

Mielke moved Hauck supported to conduct a second reading. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

Mielke moved Woerle supported to adopt the new Housing Licensing Code Ordinance, which regulates rental housing in the Township with the minor typo correction. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- D. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed new Construction Codes Ordinance**

Hauck moved Rice supported to introduce and conduct a First Reading for the proposed new Construction Codes Ordinance. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- 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**

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

- 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

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

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

Cody moved **Mielke** supported to call 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. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:55 p.m.

Jim Horton of the 4th District County Commission updated the board on the county government
Closed 8:59 p.m.

MANAGER COMMENTS

- The Township has scheduled the 2020 annual clean up day event for October 10th
- Polled the Board regarding rescheduling the annual joint meeting with Township Boards & Commissions, no action taken to reschedule at this time
- Mentioned that he would email review forms to the Board for the upcoming Township Manager Review

FINAL BOARD MEMBER COMMENTS

Cody – Thanked Election Inspectors, Township Staff, and Chris (CMS) for their help with the August Election

Rice – Commented on her vote for the purchase of land, keeping in mind the neighbor's thoughts and opinions for a pathway not a road.

Lannen – Commented that the Township notify citizens of Cross Connection and be aware of resistance of the residents

Mielke – Follow up regarding Cross Connection comment from Lannen, communication to the residents is critical

ADJOURNMENT

Rice moved Cody supported to adjourn the meeting at 9:08 p.m. Vote: Ayes: 7 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
08/20/2020	101	366 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	48858 LED LIGHT	43.61
					2010 S LINCOLN L4 LIGHT	59.93
					STREET LIGHTS	1,876.26
					5228 S ISABELLA	6,342.97
					900 MULBERRY	57.38
					5240 E BROOMFIELD	778.80
					3248 S CONCOURSE	114.14
					5076 S MISSION	653.80
					4795 S MISSION	2,535.69
					4797 S MISSION	184.74
					4822 ENCORE	87.10
					4244 E BLUE GRASS	48.18
					5369 S CRAWFORD	50.18
					3998 E DEERFIELD	56.22
					2424 W MAY	382.73
					2495 E DEERFIELD	106.81
					2180 S LINCOLN	56.45
					1876 E PICKARD	43.11
					1776 E PICKARD	68.18
					2188 E PICKARD	64.70
					1876 S LINCOLN	15.48
					1660 BELMONT	92.82
					5142 BUDD	87.51
					5144 BUDD	32.99
					1933 S ISABELLA	539.37
					5537 E BROADWAY	98.91
					5525 E REMUS	55.65
					2055 ENTERPRISE	286.80
					2270 NORTHWAY	33.53
					2279 S MERIDIAN	19.38
					2279 S MERIDIAN	3,111.02
					1633 S LINCOLN	169.52
					1605 SCULLY	35.40
					800 CRAIG HILL	52.00
					4520 E RIVER	102.77
					1046 S MISSION	92.82
					5319 E AIRPORT	45.91
						<u>18,482.86</u>
08/20/2020	101	367 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
08/20/2020	101	368 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
08/26/2020	101	22160	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING/BOR ADS	2,157.90
08/26/2020	101	22161	00039	AQUA-AEROBIC SYSTEMS, INC.	CLOTH SOCKS	8,833.62
08/26/2020	101	22162	00095	C & C ENTERPRISES, INC.	HAND SANITIZER	65.00
					WYPALL CLEANING WIPES/TOWELS	139.50
						<u>204.50</u>
08/26/2020	101	22163	01697	IRENE CHAPMAN	RENTAL REFUND FOR MCDONALD PAVILION	84.00
08/26/2020	101	22164	01623	CLARK HILL PLC	LEGAL FEES-PUNG PROPERTY-JUL 2020	2,580.00
08/26/2020	101	22165	00129	CMS INTERNET, LLC	WEB CAMS FOR TWP HALL COMPUTERS	200.97
					MANAGED IT, EMAIL AND PHONE SERVICE-SEP	5,316.11

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					OFFICE 365 ANNUAL - PRO RATED CATCH UP	12.96
						<u>5,530.04</u>
08/26/2020	101	22166	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JULY 2020	783.33
08/26/2020	101	22167	01242	CULLIGAN WATER	WATER COOLER - SHOP AUG 2020	8.00
					WWTP-ANNUAL WATER COOLER RENTAL	<u>125.02</u>
						133.02
08/26/2020	101	22168	01171	DBI BUSINESS INTERIORS	SYNTHETIC PAPER FOR BLDG DEPT	72.19
					FOLDERS FOR BLDG DEPT	<u>19.27</u>
						91.46
08/26/2020	101	22169	01666	DEWITT LUMBER	TWP HALL KEYS	2.00
08/26/2020	101	22170	00195	EJ USA, INC	HYDRO CONV AND REPAIR KITS	1,344.16
					HYDRO CONV KIT	<u>4,094.10</u>
						5,438.26
08/26/2020	101	22171	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,425.00
08/26/2020	101	22172	00209	ETNA SUPPLY COMPANY	WATER METERS	1,080.00
					WATER SERVICE MATERIALS	<u>110.40</u>
						1,190.40
08/26/2020	101	22173	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-AUG 2020	45.00
08/26/2020	101	22174	00249	GILL-ROY'S HARDWARE	TWP HALL KEYS	9.95
08/26/2020	101	22175	00261	GRAINGER	SAFETY CAN/TIRE INFLATOR	187.33
08/26/2020	101	22176	00262	GRAND TRAVERSE RUBBER SUPPLY	HYDRAULIC HOSE REPAIR ON BACKHOE	29.04
08/26/2020	101	22177	00324	ISABELLA CORPORATION	PARTS FOR MISSION WELL SITE	81.00
08/26/2020	101	22178	00333	ISABELLA COUNTY ROAD COMMISSION	GRAVEL - MILLBROOK	15,070.61
					GRAVEL-AIRWAY DR	3,205.40
					GRAVEL-MERIDIAN	4,146.32
					GRAVEL - LINCOLN	7,889.62
					GRAVEL - CRAIG HILL	6,093.20
					GRAVEL - RIVER RD	3,880.08
					BRINE CONTRACT - FINAL PAYMENT	<u>6,120.27</u>
						46,405.50
08/26/2020	101	22179	00337	ISABELLA COUNTY TREASURER	PROPERTY PURCHASE-5243 JONATHON LN	5,969.69
					2009 WWTP REFUNDING BONDS	405,705.00
					2010 WATER G.O. BOND	<u>127,376.25</u>
						539,050.94
08/26/2020	101	22180	01324	KENEWELL GROUP	ASSESSING/BLDG DEPT - BUSINESS CARDS	198.00
08/26/2020	101	22181	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSPECTION SERVICES-JULY	8,750.00
08/26/2020	101	22182	00733	MICHIGAN ASSN. OF PLANNING	ANNUAL MEMBERSHIP RENEWAL	825.00
08/26/2020	101	22183	01698	MICHIGAN DOWNTOWN ASSOCIATION	ANNUAL MDA MEMBERSHIP	100.00
08/26/2020	101	22184	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	MAIN LINE WATER VALVE CAP	60.00
08/26/2020	101	22185	01662	CAR WASH PARTNERS INC	JULY 2020 CAR WASHES	121.00
08/26/2020	101	22186	00128	CITY OF MT. PLEASANT	4TH QTR 2020 FIRE CONTRACT PAYMENT	190,950.00
08/26/2020	101	22187	01438	PATERSON PLUMBING SERVICE INC.	WTR SERVICE METER & HOOK UP-1308 HIGH ST	300.00
08/26/2020	101	22188	01699	RENT RITE OF SAGINAW LLC	FENCE FOR ELECTION DAY @ TWP HALL	599.60
08/26/2020	101	22189	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MPT CASES	1,221.00
08/26/2020	101	22190	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE-TWP HALL-JULY 2020	845.29
08/26/2020	101	22191	01542	SHRED-IT US JV LLC	PAPER SHREDDING 07/15/20	57.03

08/19/2020 06:29 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 08/13/2020 - 08/26/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/26/2020	101	22192	01013	USA BLUE BOOK	TUBING KIT	186.00
101 TOTALS:						
Total of 36 Checks:						839,958.07
Less 2 Void Checks:						0.00
Total of 34 Disbursements:						839,958.07

Charter Township of Union Payroll

CHECK DATE: August 20, 2020

PPE: August 15, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	27,229.50
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		31,820.49
Water Fund		23,790.88
Total To Transfer from Pooled Savings	\$	82,840.87

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	54,233.36
Employer Share Med		780.69
Employer Share SS		3,338.12
SUI		27.78
Pension-Employer Portion		4,307.07
Workers' Comp		595.21
Life/LTD		-
Dental		1,132.14
Health Care		18,283.00
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		143.50
PCORI Fee		-
Total Transfer to Payroll Checking	\$	82,840.87

Charter Township of Union Payroll

CHECK DATE: August 20, 2020

PPE: August 15, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	566.81
Fire Fund		
EDDA		
WDDA		
Sewer Fund		
Water Fund		
Total To Transfer from Pooled Savings	\$	566.81

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	525.00
Employer Share Med		7.62
Employer Share SS		32.55
SUI		-
Pension-Employer Portion		-
Workers' Comp		1.64
Life/LTD		-
Dental		-
Health Care		-
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	566.81

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

~~2017~~ 2020

BOARD MEMBER: Bill Huck

MONTH: July

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
7-9-20	J.C.R.C.		X	75.00
7-23-20	J.C.R.C.	X		50.00

SIGNATURE: Bill Huck Date: 8-16-2020

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



Copy of Union Township Report

Date: Tuesday, August 18, 2020



Alarm Date between 2020-08-03 and 2020-08-09

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000187						
		8/4/2020 6:54:20 PM	142	Brush or brush-and-grass mixture fire	ENG 33	2	1
						Total Responding 2	
Union Township	0000190						
		8/5/2020 12:32:00 AM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000193						
		8/6/2020 4:28:51 PM	611	Dispatched & canceled en route			1
						Total Responding	

Union Township	0000194						
		8/7/2020 12:50:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 6	

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, August 18, 2020



Alarm Date between 2020-08-10 and 2020-08-16

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000207						
		8/13/2020 8:07:00 AM	322	Motor vehicle accident with injuries	ENG 33	2	1
						Total Responding 2	
Union Township	0000210						
		8/13/2020 7:27:00 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
Union Township	0000212						
		8/15/2020 12:39:00 AM	733	Smoke detector activation due to malfunction	ENG 32	3	1
						Total Responding 3	

	Total Runs 3						Total Responding 7
--	------------------------	--	--	--	--	--	---------------------------

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: Board of Trustees **DATE:** August 17, 2020
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 8/26/2020
ACTIONS REQUESTED: To conduct a Second Reading for and adopt the new Construction Codes Ordinance.

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

A general update to the Township’s construction-related ordinances was initiated by Township staff, from which a proposed new Construction Codes Ordinance has been developed.

The proposed ordinance consolidates all construction-related regulations into one new ordinance with necessary updates, and 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. The proposed ordinance also adopts by reference the current edition of the International Property Maintenance Code, which includes provisions for blighted and dangerous buildings, and 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.

The following is a summary of the public notice and public meetings associated with this proposed ordinance update:

Date	Event	Actions
August 12, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Introduction and First Reading of the proposed ordinance
August 13, 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 14, 2020		Publication of the summary and notice in The Morning Sun newspaper
August 26, 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 Construction Codes Ordinance.

JUSTIFICATIONS

The proposed updates to the Construction Codes Ordinance are necessary to address technical issues and outdated provisions, and to consolidate construction-related regulations into one ordinance.

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**

The new Construction Codes 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 to enjoy a safe environment in structures subject to these regulations (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 Construction Codes Ordinance, and to adopt the ordinance as Township Ordinance Number _____.

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.

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 August 12, 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:** August 17, 2020
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 8/26/2020

ACTION REQUESTED: To introduce and conduct a First Reading for the proposed PREZ20-01 and PREZ20-02 amendments to the Official Zoning Map:

1. To rezone land depicted on the Area A Map east of S. Crawford Road abutting portions of Saddle Lane, Stirrup Lane, and Bridle Lane in the NW¼ of Section 34 from R-5 (Single-Wide Mobile Home) District to R-2B (One and Two-Family) District;
2. To rezone land depicted on the Area B Map east of S. Isabella Road abutting portions of Jonathon Lane, Bertshire Drive, Jenchris Lane, Honey Bear Lane, and Ruby Road in the NW¼ of Section 13 from R-5 (Single-Wide Mobile Home) District to R-2B (One and Two-Family) District;
3. To rezone land depicted on the Area C Map east of Packard Street on the north and south sides of E. Pickard Road and also abutting portions of Corporate Drive, Belmont Drive, Carter Street, and Betty Lane in the SE¼ of Section 11 and NE¼ of Section 14 from B-6 (Auto-Related Highway Business) District to B-7 (Retail and Service Highway Business) District; and
4. To rezone three (3) lots depicted on the Area D Map on the northwest corner of the E. Pickard Road and S. Isabella Road intersection in the SE¼ of Section 11 from B-6 (Auto-Related Highway Business) District to the B-5 (Highway Business) District).

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval _____

BACKGROUND INFORMATION

The development of the proposed new Zoning Ordinance included an evaluation of the existing Residential and Business Districts. During this process, the R-5 (Single-Wide Mobile Home) District was identified by the Township’s consultant as outdated and no longer fully consistent with applicable state laws and established housing-related case law in Michigan. To reduce duplication among the Township’s “Highway Business” zoning districts (B-5, B-6, and B-7), which are similar in character and mix of land uses, a determination was made to also remove the B-6 (Auto-Related Highway Business District) from the updated Zoning Ordinance.

The corresponding amendments to the Official Zoning Map depicted on the attached Area A, B, C, and D maps were initiated by the Township to be consistent with the proposed Ordinance updates. If adopted by the Board of Trustees, the subject land areas would be rezoned to equivalent zoning districts consistent with the new Zoning Ordinance, adjacent zoning classifications, and the Master Plan.

Proposed rezoning actions for areas A and B.

The proposed rezoning of land from the R-5 District to the R-2B (One and Two-Family) zoning district as depicted on the Area A and Area B maps is consistent with the existing R-2B zoning of the immediately adjacent land, and with the Master Plan’s designation of these areas for future “Residential” land uses.

Proposed rezoning actions for areas C and D.

The proposed rezoning of land from the B-6 District to the B-7 District as depicted on the Area C Map is consistent with the existing B-7 zoning of the immediately adjacent land, and with the Master Plan’s designation of land along the E. Pickard Rd. corridor for future “Community Commercial” land uses. Similarly, the proposed rezoning of the three (3) lots depicted on the Area D Map from the B-6 District to the B-5 (Highway Business) District is consistent with the adjacent B-5 zoning to the west and north and this Master Plan future land use designation.

Public input opportunities.

Under the requirements of the Michigan Zoning Enabling Act, the proposed amendments to the Official Zoning Map were subject to Planning Commission public hearings held on July 21, 2020, along with review and comment from the Isabella County Planning Commission during their regular meeting on August 13, 2020. Notices of the public hearings and copies of the Area A, B, C, and D maps were posted and published in accordance with the applicable requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).

For the proposed rezoning of the three (3) lots depicted on the Area D map, individual notices were also sent via first class mail as required per Section 103(2) of the state Act “to the owners of property that is the subject of the request (and) to all persons to whom real property is assessed (and) occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction.” For the proposed rezoning of land areas depicted on the Area A, B, and C maps, the provisions of Section 202(3) apply to the public notice requirements: “For any group of adjacent properties numbering 11 or more that is proposed for rezoning, the requirements of section 103(2) [for mailing of individual notices] do not apply to that group of adjacent properties.”

The following is a summary of the meetings and other opportunities for public input on these proposed map amendments:

Date	Event	Actions
July 2, 2020	Hearing notices and maps posted at the Township Hall and on the website	Posting of paper copies of the public hearing notices and associated Area A, B, C, and D maps at the Township Hall and on the Township’s website under Announcements.
July 2, 2020	Mailing of hearing notices and maps for the Area D rezoning	Mailing of individual notices of the public hearing for the proposed Area D rezoning as required per the Michigan Zoning Enabling Act.
July 6, 2020	Hearing notices and maps published in the newspaper	Publication of the public hearing notices and associated Area A, B, C, and D maps in The Morning Sun newspaper.

Date	Event	Actions
July 21, 2020	Planning Commission Public Hearing and Regular Meeting	Public hearings held for the proposed amendments to the Official Zoning Map as an electronic meeting via Zoom, followed by deliberation and actions to recommend adoption of the map amendments to the Board of Trustees.
August 13, 2020	Isabella Co. Planning Commission Regular Meeting	Reviewed the proposed amendments to the Official Zoning Map during their regular meeting as required per the Michigan Zoning Enabling Act.

SCOPE OF SERVICES

Introduction and First Reading of the proposed amendments to the Official Zoning Map depicted on the attached Area A, B, C, and D maps.

JUSTIFICATION

Adoption of the proposed map amendments is a necessary step to eliminate what would otherwise be a regulatory conflict between the new Zoning Ordinance and the Township’s Official Zoning Map. The new Zoning Ordinance and these corresponding map amendments are also necessary for the ongoing implementation of the Township Master Plan’s future land use and development policies, and to ensure that the Township remains in compliance with applicable state laws and established case law.

GOALS ADDRESSED

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

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

The new Zoning Ordinance and associated amendments to the Official Zoning Map are intended to help support a sustainable community through the most effective use of Township resources (1.0). An up-to-date Zoning Ordinance and Official Zoning Map that are fully consistent with current state laws and established case law will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2) and to more effectively regulate land uses and the establishment of potentially undesirable businesses (1.6.1).

COSTS

NA

TIMETABLE

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

RESOLUTION

To introduce and conduct a First Reading for the proposed PREZ20-01 and PREZ20-02 amendments to the Official Zoning Map:

1. To rezone land depicted on the Area A Map east of S. Crawford Road abutting portions of Saddle Lane, Stirrup Lane, and Bridle Lane in the NW¼ of Section 34 from R-5 (Single-Wide Mobile Home) District to R-2B (One and Two-Family) District;
2. To rezone land depicted on the Area B Map east of S. Isabella Road abutting portions of Jonathon Lane, Bertshire Drive, Jenchris Lane, Honey Bear Lane, and Ruby Road in the NW¼ of Section 13 from R-5 (Single-Wide Mobile Home) District to R-2B (One and Two-Family) District;
3. To rezone land depicted on the Area C Map east of Packard Street on the north and south sides of E. Pickard Road and also abutting portions of Corporate Drive, Belmont Drive, Carter Street, and Betty Lane in the SE¼ of Section 11 and NE¼ of Section 14 from B-6 (Auto-Related Highway Business) District to B-7 (Retail and Service Highway Business) District; and
4. To rezone three (3) lots depicted on the Area D Map on the northwest corner of the E. Pickard Road and S. Isabella Road intersection in the SE¼ of Section 11 from B-6 (Auto-Related Highway Business) District to the B-5 (Highway Business) District).

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

REZONING AREA A

R3A

FROM R-5 TO R2-B

SADDLE

R2B

STIRRUP

GRAWFORD

AG

PADDOCK

REZONING AREA B

FROM R-5 TO R2-B

B5

R2B

B4

BERTSHIRE

JERATH

JONATHON

JENCHRIS

HONEY-BEAR

MOVIE

R4

DRIVE-IN

THEATRE

CINEMA

ISABELLA

R2B

RUBY

MORGAN

R3A

B4

R2B

BROADWAY

B5

B4

B4

WAY

R2A

REZONING AREA C

CORPORATE

FROM B-6 TO B-7

BELMONT

B5

FROM B-6 TO B-5 (AREA D)

PICKARD / M-20

R2B

GARTER

BETTY

YAVIS

B7

MANOR

PAGKARD

CITY OF MT PLEASANT

RUSSELL

R

FT

REZONING AREA D

B5

B7

FROM B-6 TO B-5

ISABELLA

PICKARD / M-20



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

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

August 14, 2020

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

RE: Union Township New Zoning Ordinance and Map Amendments

Mr. Nanney,

Please be advised that the Isabella County Planning Commission reviewed the Union Township New Zoning Ordinance and Map Amendments. The consensus of the Planning Commission was that there were no comments on new ordinance or map amendments. Attached is the excerpt of the unapproved minutes of the meeting related to the reviews.

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

Sincerely,

Ray Johnson
Planner/Zoning Administrator

No: None

Motion Carries

New Union Township Zoning Ordinance

Mr. Johnson reported that the community development office has received a copy of a new zoning ordinance from Union Township. He stated that following their July 21, 2020 public hearing, the Union Township Planning Commission voted to recommend approval of the new ordinance to the Township Board with additional recommended revisions and corrections. He stated that these corrections are mostly typographical in nature and overall do not affect the intent or content of the ordinance. Mr. Johnson explained that an exception to these typographical corrections is the language pertaining to Grading Permit Requirements, Storm Water Management, and Grading Permits.

Mr. Johnson stated that a letter would be forwarded back to Union Township advising them of the Planning Commission's review if there was no comment.

Mr. Horton expressed his support for Union Township and the creation of this new ordinance.

Union Township Map Amendment

Mr. Johnson reported on several map amendments submitted by Union Township for review. He indicated the map amendment are being made by the Township because of the elimination and consolidation of zoning districts in the proposed new zoning ordinance. He stated the Union Township Planning Commission voted to recommend approval of all the proposed map amendments to the Township Board. He indicated staff has no concerns with the amendment.

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

Farmland Agreement – Lawrence Feltman - Coe Township

Mr. Johnson indicated that Lawrence Feltman have submitted an application to the Farmland and Open Space Preservation Program (PA116) in Coe Township. Mr. Johnson indicated the application is for 40 acres in Section 17. He stated that the application and maps are attached for review. Mr. Johnson indicated the property is currently being used for agricultural purposes and is zoned for and planned as agricultural by Coe Township.

Mr. Johnson stated application appears to be complete and the applicant is applying for the property to be in PA116 for 90 years. He stated that staff will forward a letter to Coe Township indicating the Commission had reviewed the application.

Farmland Agreement – Brian and Deborah Boge, Lincoln Township



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: August 17, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 8/26/2020
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed PTXT20-02 Zoning Ordinance Update and list of additional revisions and corrections as recommended by the Planning Commission.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval

BACKGROUND INFORMATION

Following adoption of the Township’s Master Plan in February of 2018, it was determined that a comprehensive review and update of the Township’s Zoning Ordinance was a necessary next step. The Board of Trustees entered into an agreement with McKenna Associates, Inc. on July 25, 2018 to work with the Planning Commission to research and prepare an updated ordinance document, with Christopher Doozan, AICP, serving as the lead consultant for the project.

The proposed Zoning Ordinance document presented for Board of Trustees consideration is the product of multiple opportunities for public input and many hours spent by the Planning Commission, Township staff, and the Consultant evaluating Township land use and development policy priorities, regulatory options, and draft Zoning Ordinance materials.

The proposed Zoning Ordinance document and list of additional revisions and corrections as recommended by the Planning Commission can be downloaded as .PDF files directly from the Township’s Zoning Ordinance Update website at <https://www.uniontownshipzoning.com/>.

Key updates in the proposed ordinance.

The proposed Zoning Ordinance is comprehensive in character and meets all the requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended). The following is a summary of key updates included in the proposed Ordinance:

1. Up to date with current state laws and established case law.
2. Reorganized for ease of navigation and readability, including consolidation of various requirements into tables where possible.
3. Graphics and flowcharts have been added to illustrate regulatory concepts and approval processes.
4. Comprehensively updated site plan and special use permit approval processes to improve outcomes, provide additional certainty to applicants, and allow for input from the Planning Commission earlier in the site design process.

5. Revisions to the Planned Unit Development option designed to make this a more attractive option for developers, and a more effective tool for implementation of Master Plan policies in the Bluegrass Area.
6. Added review guidance in the Amendments section to assist the Planning Commission and Board of Trustees with review of rezoning applications.
7. Updated site development standards (landscaping, exterior lighting, parking, etc.) to improve screening and buffering between land uses of different intensities, and to further enhance the visual character of the community as new development takes place.
8. A “nonconforming sites” section has been added to allow the Township to work more collaboratively with owners of older developed sites to make improvements related to public safety and other key elements without requiring the entire site to be brought up to current standards.
9. Comprehensively updated sign regulations designed to minimize the need for variances while also providing additional signage options for businesses and others.
10. Other changes include revisions to the home occupation provisions, new short-term rental housing regulations, updated wireless communication facility standards, and updated requirements for accessory buildings and structures.

Additional revisions and corrections.

Additional revisions and corrections were identified by the Planning Commission during their review of the proposed Zoning Ordinance, which were compiled into a list by staff and incorporated into the Zoning Ordinance Update materials presented for the July 21, 2020 public hearing. Most of the changes are corrections to typographical errors, but the list also includes the Planning Commission’s requested revisions to Sections 7.18, 8.3, and 14.1.B. and some clarifications to the application fee, escrow deposit, and performance guarantee provisions in Sections 14.1.F. and 14.9 identified by staff. The Planning Commission included this list in their recommendations for adoption to the Board of Trustees.

Public input opportunities.

Under the requirements of the Michigan Zoning Enabling Act, the proposed Zoning Ordinance was subject to a Planning Commission public hearing held on July 21, 2020. Notices of the public hearing were posted and published in accordance with the requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended). The proposed Ordinance was also on the agenda for review, discussion, and public comment during three (3) Planning Commission meetings in May and June, and on the Isabella County Planning Commission’s 8/13/2020 regular meeting agenda for review and comment as required per Section 307(1) of the Michigan Zoning Enabling Act.

To maximize opportunities for public review and comment on the proposed Ordinance, the Township also added an online review and comment process to the update project, and the Consultant facilitated a 6/30/2020 virtual Open House event promoted with press releases, an article and a paid ad in The Morning Sun newspaper, and postings on the Township website. The Mt. Pleasant Area Chamber of Commerce and the Home Builders Association also assisted with getting the word out about these opportunities for public input.

The following is a summary of the meetings and other opportunities for public input during the development of the proposed Zoning Ordinance:

Date	Event	Actions
March, and June - August, 2020	Paper copies of the updated draft Zoning Ordinance available	Paper copies of the draft Ordinance were available for review from March 10 – 24, 2020 until the Township Hall closed due to the COVID19 virus, and again after the Hall reopened in June.
March - August, 2020	Zoning Ordinance website for online review and comment	The updated draft Ordinance has been available for review since mid-March on the Township’s Zoning Ordinance Update website, along with an online comment option: https://www.uniontownshipzoning.com
May and June, 2020	Planning Commission Meetings	Review and discussion of the updated draft Zoning Ordinance and receipt of public comments and correspondence during three (3) meetings held on 5/19/2020, 6/8/2020, and 6/18/2020 as electronic meetings via Zoom.
June 30, 2020	Open House	Open House event for the public, held as an electronic meeting via Zoom hosted by McKenna Associates.
July 21, 2020	Planning Commission Public Hearing and Regular Meeting	Public hearing held for the proposed Zoning Ordinance as an electronic meeting via Zoom, followed by Commission review of public comments, deliberation, and action to recommend the proposed Ordinance with additional revisions and corrections to the Board of Trustees.
July 22, 2020	Additional Zoning Ordinance Update documents posted	The list of additional revisions and corrections as recommended by the Planning Commission was added to the Township’s Zoning Ordinance Update website.
August 13, 2020	Isabella Co. Planning Commission Regular Meeting	Reviewed the proposed Ordinance during their regular meeting as required per the Michigan Zoning Enabling Act. No comments.

SCOPE OF SERVICES

Introduction and First Reading of the proposed new Zoning Ordinance.

JUSTIFICATION

Adoption of an updated Zoning Ordinance is a necessary step in the ongoing implementation of the Township Master Plan’s future land use and development policies, and to ensure that the Township remains in compliance with applicable state laws and established case law. Adoption of the new Ordinance is also justified by the community benefits to be gained through updated land use and site development standards, and development approval processes that provide additional certainty to applicants and allow for Planning Commission input earlier in the site design process.

GOALS ADDRESSED

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

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

- 4. **Health**
- 5. **Natural environment**
- 6. **Commerce**

The proposed Zoning Ordinance Update is intended to help support a sustainable community through the most effective use of Township resources (1.0). An up-to-date Ordinance that is fully consistent with current state laws and established case law will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2) and to more effectively regulate land uses and the establishment of potentially undesirable businesses (1.6.1).

The updated development review processes and site development standards in the proposed Zoning Ordinance are intended to help establish a more complete network of safe routes for pedestrians and bicyclists (1.3.1) and to create a more accessible community for all (1.4.1). The review processes have been streamlined as much as possible to promote economic development and business growth (1.6), while also protecting the Township’s water resources (1.4.2) and natural environment (1.5).

COSTS

NA

TIMETABLE

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

RESOLUTION

Introduce and conduct a First Reading of the proposed PTXT20-02 Zoning Ordinance Update and list of additional revisions and corrections as recommended by the Planning Commission.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Additional Zoning Ordinance Revisions and Corrections

The following is a list of additional revisions and corrections to the 3/5/2020 draft Zoning Ordinance document, which are proposed to be incorporated into the final, as-adopted Zoning Ordinance. These include comments received by staff noting typographical errors and other minor corrections, the Planning Commission's requested revisions to Sections 7.18, 8.3, and 14.1.B., revisions to the fee, escrow deposit, and performance guarantee provisions in Sections 14.1.F. and 14.9 identified by staff, and additional changes identified by the Planning Commission following the 7/21/2020 public hearing.

- (1) **Section 3.4** (Permitted Uses by District)-delete the blank column in the table between the right of the "OS" District and "Use Standards" columns.
- (2) **Section 3.4** (Permitted Uses by District) - delete the redundant "Colleges and Universities, Public" row from the table.
- (3) **Section 3.4** (Permitted Uses by District) - correct "Extractive Operations" in the table to "Extraction Operations" and add a reference to "Section 6.28" in the "Use Standards" column.
- (4) **Section 3.6** (AG, Agricultural District) - correct "Extractive Operations" in the list of allowable uses to "Extraction Operations."
- (5) **Section 3.8** (R-2A, One- and Two-Family, Low Density Residential District) - delete the redundant "Vacation Rental" from the list of allowable uses.
- (6) **Section 3.10** (R-3A, Multiple-Family Residential District) and **Section 3.11** (R-3B, Medium Density Multiple-Family Residential District) - delete the outdated term "Marihuana Club" from the list of allowable uses.
- (7) **Section 3.13** (B-4, General Business District), **Section 3.14** (B-5, Highway Business District), and **Section 3.15** (B-7, Retail and Service Highway Business District) - delete the outdated terms "Marihuana Club" and "Marihuana Dispensary" from the list of allowable uses.
- (8) **Section 3.16** (1-1, light Industrial District)- delete the outdated term "Marihuana Growing Facility" from the list of allowable uses.
- (9) **Section 3.19** (PUD, Planned Unit Development District) - correct the following typographical errors:
 - o Page 3-26 - subsection B "Plannedd Unit Development "
 - o Page 3-26 - subsection B.3 "higher quality"
 - o Page 3-26 - subsection B.S "adequate"
 - o Page 3-28 - subsection 0.3.c: "where the relationship is end to end"
 - o Page 3-30 - subsection 3.19.D.7: correct "The" to "The"
 - o Page 3-30- subsection 0.10: delete the redundant "provided in"
- (10) **Section 6.24** (Mixed-Use Buildings) - correct "mixed5-use" to "mixed-use" on page 6-16, subsection G.
- (11) **Section 6.28** (Extraction Operations) - Add the correct ordinance number as "Ordinance No. **20-01**" on page 6-18.

Additional Zoning Ordinance Revisions and Corrections
As Recommended by the Planning Commission: July 21, 2020

- (12) **Section 6.36** (Racetracks and Private Off-Road Courses) - correct "Road Department's requirements" to "Road Commission requirements" on page 6-23, subsection A.1.
- (13) **Section 6.58** {Short Term Rental Housing) - correct "remedies at law" to "legal remedies available to the Township" on page 6-39, subsection A.12.d.
- (14) **Section 7.5** {Accessory Uses, Buildings, and Structures) - delete "covered" on page 7.2, subsection B.
- (15) **Section 7.5** (Accessory Uses, Buildings, and Structures) - correct the following typographical errors in the document:
 - o Page 7-2-Section 7.5.B., delete the word "covered"
 - o Page 7-3- Section 7.5.D.4., correct "binds" to "bins"
- (16) **Section 7.10** {Sidewalks and Pathways) – correct the ordinance title on page 7-6, subsection C from "the Bicycle Path and Sidewalk Ordinance" to “the Sidewalk and Pathway Ordinance.”
- (17) **Section 7.18** (Grading Regulations) - delete and replace the text of this section in its entirety with the following:

A. Intent and Scope of Requirements.

- 1. Intent. Grading regulations are established to control the excavation and fining of land, to assure adequate drainage away from structures and to a natural or established drainage course, and to establish procedures and requirements for grading permits and inspection of finished grading.
- 2. Scope of Application. A Grading Permit shall be required in all instances where grading, excavating, filling, stockpiling, or other alterations to the land are proposed, except for the following circumstances which are exempt from this requirement:
 - a. Moving, grading, leveling, filling or excavation of land not exceeding 50 cubic yards in a single Instance and 100 cubic yards total in any calendar year in compliance with Section 7.1BC.
 - b. Finish grading of an individual lot for the construction of a building or structure, and excavation below finished grade for a building foundation or basement, retaining wall, swimming pool, cemetery plot or similar circumstance.
 - c. Incidental grading, leveling, filling or excavation of land needed for Installation of municipal or private utilities, or for construction of a sidewalk, driveway, road, or similar improvement.
 - d. Customary agricultural operations, plant material nurseries, tree removals, and incidental changes associated with gardening, landscape maintenance, and similar activities.
 - e. Temporary stockpiling of soil, sand, clay, gravel, and similar material for a construction project associated with an approved site plan or subdivision plat in compliance with Section 7.18C.
 - f. Extraction operations, processing or stockpiling of rock, sand, soil or aggregate in areas properly zoned for such uses, and environmental remediation activities conducted in accordance with the applicable Township ordinance requirements and any outside agency permits or approvals.
- 3. Grading Permits shall also be subject to requirements in the Building Code for when permits are required, exempted work, hazards, grading permit requirements, bonds, cuts and fills, setbacks, drainage and terracing, erosion control, grading inspection, and completion of work.
- 4. Fee. The Grading Permit fee shall be established by resolution of the Township Board.

Additional Zoning Ordinance Revisions and Corrections
As Recommended by the Planning Commission: July 21, 2020

B. Grading Permit Requirements.

1. Coordination with Site Plan Review. When a grading plan is submitted in conjunction with a final site plan, the Planning Commission shall review the plan per Section 14.2 procedures and requirements.
2. Grading Permit Plan Review. If a Grading Permit is required, the applicant shall submit a complete and accurate application along with two (2) paper copies and one (1) digital copy of a Grading Plan for review and approval. Grading plans shall be subject to review and approval by the Township Engineer or Zoning Administrator.
3. Subdivision Grading Plans. For any proposed subdivision, a grading plan prepared by a registered land surveyor or civil engineer shall be submitted with the preliminary subdivision plan. The grading plan shall show the topography of the area to be platted, the existing drainage pattern, and the proposed surface water drainage pattern. Drainage easements shall be provided across private property where necessary for handling surface drainage from adjacent properties.

C. Grading Standards.

1. Slope Away from Buildings. All buildings and structures shall be constructed at an elevation which provides a sloping grade away from the building or structure, thereby causing surface water to drain away from the walls of the building to a natural or established drainage course. Unless insufficient space exists on a site, a minimum five percent (5%) slope away from all sides of a building or structure shall be provided for a minimum distance often (10) feet.
2. Impacts to Adjacent Properties. New grades shall not be established that would permit an increase in the runoff of surface water onto adjacent properties, adversely impact any established drainage courses or drainage patterns, or be detrimental to drainage of surrounding land.
3. Matching of Grades. Lots shall be graded to match the existing grades at road rights-of-way and the lot boundaries with adjoining parcels.
4. Clean Fill. Fill material brought into the Township shall be free of contamination from hazardous substances, debris, junk, or waste. The Zoning Administrator may require verification from a qualified soil testing laboratory that the fill is free of all contamination.
5. Excavations of Holes. The excavation or continued existence of unprotected holes, pits, or wells that constitute or are reasonably likely to constitute a danger or menace to the public health, safety, and welfare is prohibited. However, this restriction shall not apply to excavations for which a permit has been acquired from the Township, provided such excavations are property protected with fencing, guard rails, and warning signs. This section also shall not apply to lakes, streams, ditches, reservoirs, or other bodies of water under the jurisdiction of the State of Michigan, Isabella County, Union Township, or another governmental agency.
6. Inspection. Compliance with a grading plan and permit shall be verified by the Township Engineer or Zoning Administrator after a visual on-site inspection. Before final inspection and issuance of a certificate of occupancy, the rough grading must be completed; final grading shall be completed within six months after a Certificate of Occupancy has been issued.

(18) **Section 8.2** (Exterior lighting)- correct "shall have meaning" to "shall have the meanings" on page 8.3, subsection B.

(19) **Section 8.3** (Storm Water Management) - delete and replace the text of this section in its entirety with the following:

A. Storm Water Management Ordinance.

Additional Zoning Ordinance Revisions and Corrections
As Recommended by the Planning Commission: July 21, 2020

Compliance with the Township's adopted Storm Water Management Ordinance shall be required for the purposes listed in Section 1.02 of said Ordinance.

B. Storm Water Management Plan.

In accordance with the requirements in Sections 3.03 and 3.04 of the Storm Water Management Ordinance, a Storm Water Management Plan is subject to review and approval as part of the plat or site plan review process.

(20) **Section 11 (Signs)** - correct the following typographical errors and other details:

- o Correct the term "off-premise advertising sign" throughout Section 11
- o Replace the black boxes in the tables with "not applicable" throughout Section 11
- o Page 11-1- under awning or canopy sign, correct "Ordinances" to "Ordinance"
- o Page 11-2 - under construction sign, correct "any" to "and"
- o Page 11-4 - under off-premise commercial advertising sign, delete "commercial" and replace "premise" with "premises" in the defined term
- o Page 11-5 - under sandwich board sign, delete the last sentence
- o Page 11-5 - under search lights (portable), correct "sometime" to "sometimes"
- o Page 11-5 - under temporary sign, correct "propery" to "property" and correct "Temporary signs does not" to "Temporary signs do not"
- o Page 11-6 - Section 11.4, add a space between "Section 11" and "may"
- o Page 11-9 - Section 11.6.A.6., correct "provided that **the** total"
- o Page 11-10 - Section 11.6.B., correct the first sentence to read, "Temporary signs not otherwise provided for in this subsection, **including Noncommercial Message Signs**, shall be subject to the following requirements:"
- o Page 11-11-Section 11.6.B.3.c., correct "and" to "an"
- o Page 11-11- Section 11.6.C.6.c., correct "shock to person"
- o Page 11-12 - Section 11.6.0.4.b., correct "be setback" to "be set back" and correct "Off-street advertising sign" to "Off-premises advertising sign"
- o -Page 11-13 -Section 11.6.F.2., correct "reduced/minimized"
- o Page 11-15-Section 11.7.C.2., remove the errant yellow highlighting
- o Page 11-16 -Section 11.7.D.2.b., add "and the sign" to the end of the sentence
- o Page 11-18 -Section 11.8.A.4., correct "The area of **the** additional sign"
- o Page 11-19 -Section 11.9.A.4., correct "The area of **the** additional sign"
- o Page 11-20 - Section 11.10.A.5., correct "The area of **the** additional sign"
- o Page 11-21-Section 11.11.A.7., delete subsection "c" which is left over from a previous draft
- o Page 11-22 - Section 11.11.C., correct the section reference under "Ground Sign Bonus" to "Section 11.11.A.7."
- o Page 11-24 - Sections 11.13.A.2. and 11.13.A.3., correct "The area of **the** additional sign"
- o Page 11-24-Section 11.13.A.7., delete subsection "c" which is left over from a previous draft
- o Page 11-25 - Section 11.13.C., correct the section reference under "Ground Sign Bonus" to "Section 11.13.A.7."

(21) **Section 14.1.B. (Grading Permits)** - delete and replace the text of this subsection in its entirety with the following:

B. Grading Permit.

It shall be unlawful to change the grade of land so as to affect the drainage or change the drainage pattern of any land or part thereof, without first obtaining a grading permit in accordance with the

Additional Zoning Ordinance Revisions and Corrections
As Recommended by the Planning Commission: July 21, 2020

applicable requirements of Section 7.18.

- (22) **Section 14.1.F.** (Filing Fees and Escrow Deposits) - correct the following typographical errors and other details:
- o Correct the subsection title to "Filing Fees and Escrow Deposits"
 - o Delete and replace the second sentence in subsection 14.1.F.1. on page 14-3 in its entirety with the following:
"This filing fee may include a deposit toward the costs of preparation, publication, and mailing or any required public hearing notices, and the costs of any professional consultations determined by the Planning Commission, Zoning Board of Appeals or Township Planner to be necessary for reviewing the application, such as consulting planning services, consulting engineering services, legal services, court reported services, or similar services."
 - o Correct the section reference at the end of subsection 14.1.F.3 on page 14-3 from "Section 214.7." to "Section 14.9 (Performance Guarantee)."
- (23) **Section 14.2** (Site Plan Review) - correct the following typographical errors and other details:
- o Page 14-12 - Section 14.02.C.1., Add the correct ordinance number as "Ordinance No. **20-01**."
 - o Page 14-12 - Section 14.02.Q.I., correct "unless an application"
 - o Page 14-14 - Section 14.2.S., correct "crate" to "create" in the table
- (24) **Section 14.3** (Special Land Use Permits) - correct the following typographical errors and other details:
- o Correct the title of this section from "Special Land Use Permits" to "Special Use Permits/" correct the corresponding section reference in the table of contents, and replace "special land use" with "special use" throughout the Ordinance
 - o Delete and replace the errant flowchart in the middle of Section 14.3.E.7. with the correct flowchart for this Section matching the process outlined in Section 14.3.F.
- (25) **Section 14.5** (Amendments)- correct the following typographical errors and other details:
- o Page 14-23 - Section 14.05.D.6.c., correct "with or without the recommended revisions" to "with or without any recommended revisions"
 - o Page 14-24 - Section 14.5.F.2., insert the missing comma between "name" and "address"
- (26) **Section 14.9** (Performance Guarantee) - correct the following details:
- o Correct the first sentence in subsection 14.9.A. on page 14-27 to replace "Planning Commission or Township Board may require" with "Board of Trustees, Planning Commission, Zoning Board of Appeals or Township Planner may require"
 - o Correct the second sentence in subsection 14.9.B.2. on page 14-28 to delete the words "interest bearing"
- (27) **Section 15.8** (Show Cause Hearing) - correct the following details:
- o Page 15-2-Section 15.8.B., correct the second "Zoning Administrator or his/her agent"
 - o Page 15-2 -Section 15.8.C., replace "The person representing the violation" with "The violator or his/her agent"

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: August 19, 2020

Policy Review: 2.9 - Collaboration with Other Entities
Type of Review: Internal
Review Interval: Annual
Review Month: August 2020

Policy Wording

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

Manager Interpretation

Township Manager interprets this policy to indicate that professional relationships will be developed with community partners (public, private and non-profit) and that as appropriate, engage said partners in the exploration of collaborative service delivery opportunities, area wide communication efforts and that appropriate focus will be placed on the region and not solely within the corporate boundaries of the Township.

Justification for reasonability

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

Data

- The Township Manager chaired of the Recreation Authority Feasibility Study Committee which included administrative and elected representative from the township, city and school district.
- The Township EDA provides financial support to the Mt. Pleasant Area Convention & Visitors Bureau, the Middle Michigan Development Corporation, co-sponsors the annual Festival of Banners program coordinated by Art Reach of Mid-Michigan along with other co-sponsors including City of Mt. Pleasant, Isabella Bank, Mercantile Bank, and the Saginaw Chippewa Indian Tribe.
- The Township Manager participates in an Airport Partners Committee the goal of which is to explore opportunities to enhance the usage of and financial stability of the Mt Pleasant Municipal Airport. The Committee consists of members of the Saginaw Chippewa Indian Tribe,

County Government, Middle Michigan Development Corporation, Chippewa Township and CMU, among others.

- The Township Manager is a member of the Chamber of Commerce, is a voting member of the Middle Michigan Development Corporation, actively participates in the County Emergency Management Center planning efforts, is a member of the Hannah's Bark Park Advisory Board and is a member of the local Rotary Club.
- The Township Manager meets 2x/week with the Mt Pleasant City Manager and Isabella County Administrator via zoom.
- The Public Services Director sits on and is the chair of the Mid Michigan Cable Consortium and attends monthly Road Commission meetings.
- The Township is funding partner with other local entities for the Epicenter e-publication. The aim of the publication is to chronicle the investment, innovation, and development of unique assets within the region to attract new talent and shape the region's future.
- The Township routinely partners with the County Rd Commission to maximize road improvements in the Township.
- The Township initiated a partnership with the school district to improve the Mary McGuire school zone signage along Isabella Rd.
- The Township Manager is a member of the steering committee that manages the Chippewa River Trail Master Plan project.
- The Public Services Director represents the Township on a committee that is attempting to develop a Multi-Jurisdictional Storm Water Master Plan Study.
- The Township actively supports area baseball and softball leagues via field maintenance and schedule coordination.
- The City and Township are partnering on a joint water emergency interconnection study to identify connection points to create redundancy in water delivery in the event of an emergency
- The Community and Economic Development Director meets monthly with the Mt. Pleasant City Planner to discuss land use planning and development-related issues of mutual concern.
- The Community and Economic Development Director attends the quarterly meetings of the Isabella County Cultural and Recreational Commission.

Compliance

In compliance with policy as indicated



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: August 18, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: August 26, 2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.2 – Accountability of the Township Manager	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019 and 2020. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.2 (Accountability of the Township Manager), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.2 – Accountability of the Township Manager

The Policy states: “The Township Manager is the board’s primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.”

Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 4.2.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.2 – Accountability of the Township Manager
Type: Direct Inspection
Occurrence: Annual
Date: August 2020

Policy:

The Township Manager is the board’s primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.

Where township operations are, by law, delegated to elected officials:

In order to create an aligned approach to operational management, the elected positions of township clerk and township treasurer shall function as department heads, under the advisory supervision of the Township Manager, where the Township Manager may provide advice in the practice of operational authority.

Accordingly:

- 4.2.1 The board, as a group, or as individual board members will never give instructions to persons who report directly or indirectly to the Township Manager, except:
 - A. Where elected officials, serving on an official committee or task force is assigned a staff liaison, in which case, directives regarding committee work may be given;
 - B. Where elected officials serving as department heads directly supervise staff.
- 4.2.2 The board as a group will not evaluate, either formally or informally, any staff other than the Township Manager.

Accordingly:

- 4.2.2.1 It is the Township Manager that provides overall direction and is responsible for the selection, supervision, training, evaluation, discipline and termination of all Township employees, either directly or through department heads.
- 4.2.3 The board will view Township Manager performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Township Manager performance.

Use this evaluation form for discussion at the Board of Trustees Meeting on August 26, 2020.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by its' policies more completely?