

**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 October 14, 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 10/14/20 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

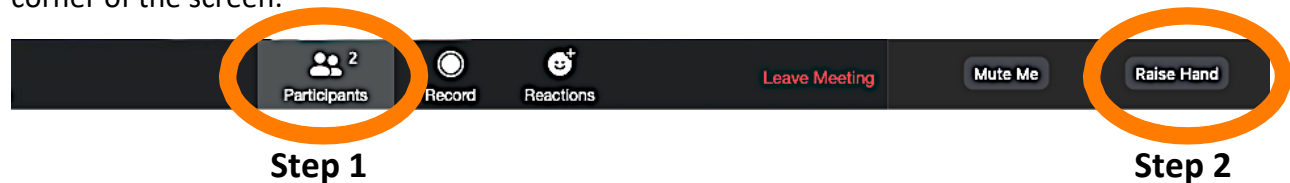
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“Raise Your Hand” for Citizen Participation During the Public Comment Periods

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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**

October 14, 2020

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Township Manager present FY2021 Budget
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 17, 2020 – Special Meeting
 - C. Minutes – September 21, 2020 – Special Meeting
 - D. Minutes – September 23, 2020 – Regular Meeting
 - E. Accounts Payable
 - F. Payroll
 - G. Meeting Pay
 - H. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #2 and set the date for the first of two public hearings to be held on November 10, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District

- B. Discussion/Action: (Smith) Adoption of Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements
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	Squattrito	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 -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Matt	Mertz	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Connie	Bills	8/15/2021

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

A special-electronic joint meeting for the Charter Township of Union Board of Trustees, City of Mt. Pleasant, and Mt. Pleasant Schools was held on September 17, 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: Trustee Lannen, Trustee Mielke, and Trustee Woerle

Absent: Supervisor Gunning Treasurer Rice, Clerk Cody, and Trustee B. Hauck

Others Present

Union Township: Township Manager Stuhldreher

City of Mt. Pleasant: City Manager Ridley, Commissioner Ronan, Commissioner Tolas, Commissioner Perschbacher, and Commissioner Alsager

Mt. Pleasant Schools: Superintendent Verleger, President Odykirk, Vice-President Bond, Trustee Murphy, Trustee Stegman, and Trustee Pangle

Swim Friends – Lisa Diaz

Approval of Agenda

Murphy moved **Ronan** supported to approve the Agenda as presented. **Vote: Ayes: 12 Nays: 0.**
Motion carried.

Presentations

Presentation by Mark Stuhldreher on behalf of the Recreation Authority Study Committee followed by questions/answers of elected officials

Lisa Diaz commented on behalf of the Swim Friends

Public Comment

Open: 7:41 p.m.

Residents expressed their support for this project.

Closed 7:45 p.m.

ADJOURNMENT

Alsager moved **Murphy** supported to adjourn the meeting at 7:46 p.m. **Vote: Ayes: 12 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

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

A special-electronic meeting for the Charter Township of Union Board of Trustees was held on September 21, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 6:03 p.m.

Cody Chaired the meeting in the absence of the Supervisor.

Roll Call

Present: Clerk Cody, Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle

Excused: Supervisor Gunning and Treasurer Rice

Others Present

Mark Stuhldreher, Kim Smith, Sherrie Teall, Rodney Nanney, and Dawn Lund

Presentations

Cost of Service Presentation by Dawn Lund followed by discussion and questions.

Public Hearings

Public Comment

Open: 7:11 p.m.

No comments were offered.

Closed 7:11 p.m.

FINAL BOARD MEMBER COMMENTS

Board of Trustees thanked Dawn for her presentation.

ADJOURNMENT

The Chair adjourned the meeting at 7:18 p.m.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

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 September 23, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

Hauck nominated Mielke to Chair the meeting in the absence of the Supervisor

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

Roll Call

Present: Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle

Excused: Supervisor Gunning, Treasurer Rice, and Clerk Cody

Approval of Agenda

Hauck moved **Woerle** supported to approve the Agenda as amended, pulling the September 9th minutes from the consent agenda and adding them as Item A under New Business. **Roll Call**

Vote: Ayes: Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.

Presentations

Mid Michigan College Annexation Presentation by Scott Mertes

Public Hearings

Public Comment

Open: 7:25 p.m.

James Horton, 4th District County Commissioner gave updates from the County

Closed 7:32 p.m.

Reports/Board Comments

- **Current List of Boards and Commissions – Appointments as needed**
- **Planning Commission and ZBA updates by Community and Economic Development Director**
- **Board Member Reports**

Hauck – Road Commission updates

Woerle – Commented that the Fall 2% applications are due by the end of September, he stated projects for submittal from the Boards list

Consent Agenda

- Communications
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Lannen moved **Woerle** supported to approve the consent agenda as amended, pulling the minutes out and adding as Item A New Business. **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion Carried.**

BOARD AGENDA

A. Discussion/Action: (Board of Trustees) September 9, 2020 Board of Trustee Draft Minutes

Woerle moved **Hauck** supported to amend the draft minutes for the September 9, 2020 Board of Trustee meeting to reflect that **Woerle** abstained from the vote. **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) To conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority."

Lannen moved **Woerle** supported to conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.". **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

C. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication & Support to the Board

Discussion by the Board.

D. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection

Discussion by the Board.

E. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:29 p.m.

No comments were offered.

Closed 8:30 p.m.

MANAGER COMMENTS

- Planning Commission filled vacant seats on the Sidewalk and Pathways Prioritization Committee appointing Matt Mertz and reappointing Jeremy MacDonald
- Commented that the Township recently issued a municipal violation notice under the Municipal Violation Bureau Ordinance

- Reminder the Annual Clean Up Day is set for October 10, 2020 from 8am-12pm at the Commission on Aging.

FINAL BOARD MEMBER COMMENTS

Hauck – Commented that the Census Forms are due and reminder that the Annual Clean Up Day is for Township Residents

Lannen – Commented how important it is for Township Board members to attend policy governance training Workshops. Congratulations to Treasurer Rice and family with the arrival of their baby. Suggested that this board continue discussion from the Cost of Service Study and form a decision. Mentioned State of California’s recent executive order regarding gas powered cars. Commented on the recent Jameson Park playground upgrade. Commented on the safety of pathways to the community.

Mielke – Thanked the board for their support of his chairing the meeting.

Woerle – Commented that he wasn’t criticizing anyone regarding his motion to amend the September 9, 2020 minutes.

ADJOURNMENT

Hauck moved Woerle supported to adjourn the meeting at 8:40 p.m. Vote: Ayes: 4 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

10/07/2020 03:07 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 09/24/2020 - 10/14/2020

Page: 1/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/25/2020	101	374 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2279 S MERIDIAN PUMP HOUSE 2279 S MERIDIAN 2010 S LINCOLN 800 CRAIG HILL 5319 E AIRPORT 1046 S MISSION 4520 E RIVER 1605 SCULLY 1633 S LINCOLN 4511 E RIVER	39.55 2,381.94 721.31 52.55 46.46 39.44 104.48 36.13 189.98 13,073.09
						16,684.93
10/01/2020	101	375 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
10/02/2020	101	376 (E)	01105	MASTERCARD	MASTERCARD - STUHLBREHER MASTERCARD - MCBRIDE MASTERCARD - SMITH K MASTERCARD - ROCKAFELLOW MASTERCARD - OCKERT MASTERCARD - WALDRON MASTERCARD - THEISEN MASTERCARD - BEBOW MASTERCARD - HOHLBEIN MASTERCARD - CRAWFORD MASTERCARD - DEARING MASTERCARD - RADAR MASTERCARD - FUSSMAN MASTERCARD - CODY MASTERCARD - GALLINAT MASTERCARD - TEALL MASTERCARD - NANNEY	311.21 578.57 43.59 124.77 22.00 66.17 63.12 840.00 104.64 15.00 306.92 102.12 7.15 49.23 36.00 120.00 379.99
						3,170.48
10/02/2020	101	377 (E)	01105	VOID		
Void Reason: Created From Check Run Process						
10/02/2020	101	378 (E)	01186	COYNE PROPANE LLC	PROPANE FOR 4511 E RIVER	521.27
10/07/2020	101	379 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	48858 LED LIGHT STREET LIGHTS 5010 S LINCOLN L4 LIGHT	45.81 1,853.68 59.00
						1,958.49
10/14/2020	101	22255	00020	JAMES ALWOOD	WELL SITE LEASE-SEPT 2020	679.20
10/14/2020	101	22256	01703	AMAZON CAPITAL SERVICES	SURFACE PRO CHARGER/CASE, VALVE BOXS	135.76
10/14/2020	101	22257	00072	BLOCK ELECTRIC	REPLACE SMOKE DETECTOR-TWP HALL REPLACE CHLORINE ROOM HEATER-WTR PLANT REPLACE FILTER ROOM HEATER-WTR PLANT	145.65 1,775.00 3,450.00
						5,370.65
10/14/2020	101	22258	01240	BRAUN KENDRICK FINKBEINER PLC	CONCERNED CITIZENS - AUG 2020 CONCERNED CITIZENS - JUL 2020 CONCERNED CITIZENS - JUN 2020 ZALUD LITIGATION - JUNE 2020	635.00 2,149.00 4,798.80 6,750.80

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CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 09/24/2020 - 10/14/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					ZALUD LITIGATION - JULY 2020	1,906.60
					ZALUD LITIGATION - AUG 2020	150.00
					GENERAL LEGAL FEES - JUNE 2020	2,495.00
					GENERAL LEGAL FEES - JULY 2020	5,540.33
					GENERAL LEGAL FEES - AUG 2020	872.14
						<u>25,297.67</u>
10/14/2020	101	22259	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES WWTP	124.50
10/14/2020	101	22260	01107	CENTRAL MICHIGAN UNIVERSITY	CMU CONNECTOR PATHWAY	188,867.31
10/14/2020	101	22261	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING - PARKS	2,438.11
					5243 JONATHON LANE SUMMER TAX	253.07
						<u>2,691.18</u>
10/14/2020	101	22262	00129	CMS INTERNET, LLC	NEW BATTERIES@TWP HLL&ISAB WELL SITE	210.00
10/14/2020	101	22263	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - SEPT 2020	1,214.86
					FUEL IN TONWSHIP VEHICLES - SEPT 2020	1,109.62
						<u>2,324.48</u>
10/14/2020	101	22264	01242	CULLIGAN WATER	WATER COOOLER - SHOP OCT 2020	9.00
10/14/2020	101	22265	01171	DBI BUSINESS INTERIORS	PRINTER CARTRIDGES	287.96
					STAMP - PLANNING	59.79
					STICKY NOTES/SHARPIE MARKERS/3 HOLE PUNC	121.60
					DISINFECTANT SPRAY - TWP	65.29
					CHAIR ASSEMBLY - ACCOUNTING SPECIALIST	16.00
						<u>550.64</u>
10/14/2020	101	22266	01704	DOMINION VOTING SYSTEMS INC	HIGH SPEED ABSENTEE BALLOT TABULATOR	35,428.51
10/14/2020	101	22267	00188	DOUG'S SMALL ENGINE	BUSHINGS FOR MOWER	10.10
10/14/2020	101	22268	00209	ETNA SUPPLY COMPANY	POLYETHELENE TUBING AND FITTINGS	859.70
10/14/2020	101	22269	00222	FISHER SCIENTIFIC LLC	PIPETTE TIPS	289.79
10/14/2020	101	22270	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSPECTION/TREATMENT-OCT 2020	40.00
10/14/2020	101	22271	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMBURSEMENT	90.05
10/14/2020	101	22272	01702	GAME TIME	JAMESON PRK PLAYGROUND EQUIP INSTALL	20,066.44
10/14/2020	101	22273	01514	GAWNE TRUCKING, INC.	HAULING AND LAND APPLICATION OF BIOSOLID	21,029.40
10/14/2020	101	22274	00249	GILL-ROY'S HARDWARE	NUTS/BOLTS/SCREWS - SUMP PUMP REPAIR	15.87
10/14/2020	101	22275	01583	GOUDREAU & ASSOCIATES INC.	JAMESON PARK UPGRADES-PRE-BID WORK	15,878.00
10/14/2020	101	22276	00261	GRAINGER	PIPE PLUGS FOR SLUDGE STORAGE TANK	121.14
10/14/2020	101	22277	00262	GRAND TRAVERSE RUBBER SUPPLY	REDUCER FOR BYPASS PUMPING-LIFT STN #14	119.28
10/14/2020	101	22278	00333	ISABELLA COUNTY ROAD COMMISSION	MARY MCGUIRE SCHOOL SIGNAGE	18,485.22
					GRAVEL ON CONCOURSE DR	6,597.51
						<u>25,082.73</u>
10/14/2020	101	22279	00337	ISABELLA COUNTY TREASURER	TAX REFUNDS FOR 2018/2019-CRISIS CENTER,	3,763.31
10/14/2020	101	22280	00347	JOHNSON DOOR & CENTRAL VAC SYS, INC	JACKSHAFT OPERTR INSTALL@ISAB WELL SITE	700.00
					TROLLEY STYLE OPERATOR INSTALLED/REMOTE	985.00
						<u>1,685.00</u>
10/14/2020	101	22281	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2016 FORD F-150	93.65
10/14/2020	101	22282	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREENS-RANDOM EMPLOYEE	81.00
					CONSORTIUM FEE 3RD Q 2020	157.50
						<u>238.50</u>
10/14/2020	101	22283	00506	MEEKHOF TIRE SALES & SERVICE INC	TIRE REPAIR - 1 TON SERVICE TRUCK	16.00

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/14/2020	101	22284	00418	MICHIGAN ELECTION RESOURCES	VOTER STICKERS/ELECTION INSPECTOR CERTIF	86.20
10/14/2020	101	22285	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	16X2 SADDLE BODY FIRE HYDRANT ECLIPSE FIRE HYDRANT ECLIPSE REPAIR CLAMP FOR LEAK AT GRAFF CHEVROLET	665.00 1,365.00 2,730.00 26.00
						<u>4,786.00</u>
10/14/2020	101	22286	01682	MICHIGAN PIPE & VALVE-TRAVERSE CITY	HYDRANT REPAIRS	557.25
10/14/2020	101	22287	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-4TH Q 2020	330.00
10/14/2020	101	22288	01662	CAR WASH PARTNERS INC	AUG 2020 CAR WASHES	65.00
10/14/2020	101	22289	00739	THE MORNING SUN	MORNING SUN SUBSCRIPTION NOV 20 TO APRIL	373.50
10/14/2020	101	22290	00462	MT. PLEASANT FENCE, SASH & DOOR	GARAGE DOOR REPAIR WWTP	65.00
10/14/2020	101	22291	00128	CITY OF MT. PLEASANT	RECREATION AUTH CONSULTING COST SHARE	1,183.00
10/14/2020	101	22292	00472	MUNICIPAL CODE CORPORATION	ONLINE CODE HOSTING 10/01/20 TO 09/30/21	900.00
10/14/2020	101	22293	00494	NORTH CENTRAL LABORATORIES	TSS FIL/ROSOLIC ACID/FILTERS/GLOVES	1,876.49
10/14/2020	101	22294	01631	NOLAN OCKERT	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	20.70 41.40
						<u>62.10</u>
10/14/2020	101	22295	01136	OPTO SOLUTIONS, INC	RADIO MODEM-LIFT STN #19	1,415.00
10/14/2020	101	22296	00512	PARKSON CORPORATION	FINE SCREEN BRUSHES	2,336.42
10/14/2020	101	22297	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT WWTP KEPWARE SUPPORT WWTP KEPWARE SUPPORT FOR LIFT STATION 19	126.00 2,520.00 4,685.50
						<u>7,331.50</u>
10/14/2020	101	22298	00544	PUMMILL PROMARK	CHECK STOCK - POOLED CHECKING	149.10
10/14/2020	101	22299	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE WTR - AUG 2020 JANITORIAL SERVICE WWTP - AUG 2020	316.29 316.29
						<u>632.58</u>
10/14/2020	101	22300	00612	STAPLES	GLOVES FOR ELECTIONS SANITIZING PROD & MASKS FOR ELECTIONS	12.87 465.06
						<u>477.93</u>
10/14/2020	101	22301	00637	SWEENEY SEED CO.	HYDRO SEED MATERIAL	712.20
10/14/2020	101	22302	01364	SHERRIE TEALL	MILEAGE TO PRIN OF SUPERVISION TRAINING-	54.05
10/14/2020	101	22303	01660	MARK THEISEN	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	34.50 17.25
						<u>51.75</u>
10/14/2020	101	22304	01654	TRACE ANALYTICAL LABORATORIES, INC.	HG T LOW LEVEL 1631 E	206.00
10/14/2020	101	22305	01013	USA BLUE BOOK	DDI DISPENSERS/POWER PILLOWS/SHUT OFF TO	1,317.79
10/14/2020	101	22306	01653	EDWARD K. VANDERVRIES II	ASSESSING CONTRACT-4TH Q 2020	22,500.00
10/14/2020	101	22307	01314	VERIZON WIRELESS	CELL PHONE 08-16-20 TO 09-15-20	413.89
10/14/2020	101	22308	01257	JOSH WALDRON	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	10.35 39.10 5.75 11.50 11.50
						<u>78.20</u>

10/07/2020 03:07 PM

User: SHERRIE

DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION

CHECK DATE FROM 09/24/2020 - 10/14/2020

Page: 4/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/14/2020	101	22309	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WWTP OCT 2020	927.32
					DUMPSTER SERVICE - JAMESON SEP 2020	137.45
					DUMPSTER SERVICE - SHOP OCT 2020	55.94
					DUMPSTER SERVICE - TWP HALL OCT 2020	70.22
					DUMPSTER SERVICE - MCDONALD OCT 2020	215.24
					DUMPSTER SERVICE - WTR OCT 2020	87.02
						<u>1,493.19</u>
10/14/2020	101	22310	01236	WEB ASCENDER	WEBSITE Q4 HOSTING 2020	90.00
10/14/2020	101	22311	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,320.30
10/14/2020	101	22312	00723	WINN TELECOM	PHONE SERVICE 10/01/20 - 10/31/20	336.38
10/14/2020	101	22313	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - SEPT 2020	1,500.76
10/14/2020	101	22314	01159	SUSAN K YODER	ELECTION PREP WORK 09/21/20	96.00
						<u><u>96.00</u></u>

101 TOTALS:

Total of 66 Checks:

433,220.61

Less 1 Void Checks:

0.00

Total of 65 Disbursements:

433,220.61

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

CHECK DATE: October 10, 2020

PPE: September 26, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 34,602.13
Fire Fund	
EDDA	
WDDA	
Sewer Fund	31,293.92
Water Fund	20,921.92
Total To Transfer from Pooled Savings	\$ 86,817.97

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 58,870.71
Employer Share Med	797.56
Employer Share SS	3,410.39
SUI	34.01
Pension-Employer Portion	4,564.35
Workers' Comp	573.73
Life/LTD	549.65
Dental	1,201.67
Health Care	19,941.81
Vision	345.44
Vision Contribution	(172.72)
Health Care Contribution	(3,298.63)
Cobra/Flex Administration	-
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 86,817.97



Copy of Union Township Report

Date: Tuesday, September 29, 2020



Alarm Date between 2020-09-14 and 2020-09-20

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000290						
		9/15/2020 6:51:00 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
		9/15/2020 6:51:00 PM	322	Motor vehicle accident with injuries	C 31	1	1
						Total Responding 3	
Union Township	0000291						
		9/15/2020 9:17:00 PM	322	Motor vehicle accident with injuries	ENG 33	3	1
						Total Responding 3	
Union Township	0000294						
		9/17/2020 6:49:12 PM	151	Outside rubbish, trash or waste fire	ENG 33	2	1

						Total Responding 2	
Union Township	0000297						
		9/18/2020 3:08:41 AM	150	Outside rubbish fire, other	ENG 33	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 10	

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, September 29, 2020



Alarm Date between 2020-09-21 and 2020-09-27

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000306						
		9/21/2020 5:03:00 PM	440	Electrical wiring/equipment problem, other	ENG 31	2	1
						Total Responding 2	
Union Township	0000312						
		9/23/2020 6:50:06 PM	735	Alarm system sounded due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000314						
		9/24/2020 12:33:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	3	1
		9/24/2020 12:33:00 PM	321	EMS call, excluding vehicle accident with injury	Assistant Chief	1	1

						Total Responding 4	
Union Township	0000315						
		9/24/2020 6:48:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
Union Township	0000316						
		9/24/2020 10:21:00 PM	561	Unauthorized burning	ENG 31	3	1
						Total Responding 3	
Union Township	0000321						
		9/26/2020 9:10:20 AM	322	Motor vehicle accident with injuries	ENG 31	2	1
						Total Responding 2	
	Total Runs 6					Total Responding 16	

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

SCOPE OF SERVICES

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

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt McGuirk Subdivision Paving Special Assessment District Resolution #2 and set the date and time of the first of two Public Hearings for November 10, 2020 at 7:00 p.m.

Upon approval of Resolution #2 the next step in the process can be initiated. The next step in the process is to mail notice of the special assessment district and public hearing to all property owners included in the district, and publish the notice in the local newspaper. Notification must be done at least ten days prior to the first public hearing.

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Safety

COSTS

TBD

PROJECT TIME TABLE

2021 Construction

RESOLUTION

It is Resolved to adopt McGuirk Subdivision Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on November 10, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

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

**McGuirk Subdivision Paving
Special Assessment District Resolution #2**

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

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

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

WHEREAS, the Township Board is in receipt of a cost estimate describing the improvement and its estimated cost;

WHEREAS, the Township Board is in receipt of a description of the proposed special assessment district;

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a cost estimate describing the improvement and its estimated cost. The cost estimate is attached hereto as **Exhibit A**.
2. The Township Board is in receipt of a description of the proposed special assessment district. The description of the proposed special assessment is attached hereto as **Exhibit B**.
3. The Township Board tentatively approves its intention to make the improvement as described in **Exhibit A** hereto.
4. The Township Board tentatively approves its intention to designate the special assessment district as described in **Exhibit B** hereto.
5. The first of two public hearings on the proposed improvement and special assessment district will be held on _____ at _____.

6. The Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with MCL § 41.724a.
7. The cost estimate and description of the proposed special assessment district are to be filed with the Township Clerk.
8. The Township Clerk is directed to make the cost estimate, petition, and description of the proposed special assessment district available for public examination.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Ben Gunning, Supervisor

Date: _____

Lisa Cody, Clerk

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

Date: _____

Lisa Cody, Clerk

McGuirk Estates Paving Special Assessment District

Exhibit A

Union Township Cost Estimate

Project Description:

TYPE OF WORK: 1.5" Hot Mix Asphalt Overlay

STREETS IMPROVED: McGuirk Street, Mamie Street, James Court, Rose Marie Lane

TOTAL LENGTH: 2445 ft total all streets

TOTAL PARCELS 32

PROJECT COST*:

ITEM	AMOUNT
Engineering	\$0
Construction 1.5" HMA Overlay	\$ 75,353.30
Administration	\$ -
Legal, Publishing, Postage	\$ 6,781.77
TOTAL PROJECT COST	\$ 82,135.07
TOTAL ASSESSMENT*	\$ 82,135.07

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM	PER YEAR
Front Lot	\$ 2,566.72	

***Notes:**

Costs are approximate, actual costs may be more or less based upon 2021 bid unit prices
Publishing, and legal cost estimate - 9% of estimated construction cost
Construction cost estimate - 10% increase over amount provided by ICRC
in anticipation of inflationary increases over 2020 construction cost

McGuirk Estates Special Assessment District Description
Exhibit B

PARCEL NUMBER	PROPERTY ADDRESS	TOTAL FRONT FEET
14-020-40-001-04	1796 Mamie Street	200.00
14-020-40-001-05	1816 Mamie Street	103.96
14-020-40-001-06	3875 McGuirk Street	261.37
14-020-40-003-00	E Broomfield Road	137.55
14-151-00-003-00	3981 McGuirk Street	100.00
14-151-00-005-00	1774 James Court	261.36
14-151-00-006-00	1794 James Court	100.00
14-151-00-007-00	1816 James Court	80.00
14-151-00-008-00	1817 James Court	80.00
14-151-00-009-00	1797 James Court	100.00
14-151-00-010-00	1777 James Court	261.36
14-151-00-011-00	3895 McGuirk Street	100.00
14-151-00-012-00	1815 Mamie Street	100.00
14-151-00-013-00	1795 Mamie Street	100.00
14-151-00-014-00	1775 Mamie Street	263.53
14-151-00-015-00	3827 McGuirk Street	95.18
14-151-00-016-00	1764 Rose Marie Lane	258.40
14-151-00-017-00	1770 Rose Marie Lane	92.20
14-151-00-018-00	1778 Rose Marie Lane	92.20
14-151-00-019-00	1790 Rose Marie Lane	92.20
14-151-00-020-00	Rose Marie Lane	171.26
14-151-00-021-00	1810 Rose Marie Lane	70.00
14-151-00-022-00	1805 Rose Marie Lane	70.00
14-151-00-023-00	1797 Rose Marie Lane	165.88
14-151-00-024-00	1777 Rose Marie Lane	185.04
14-151-00-025-00	1757 Rose Marie Lane	190.37
14-151-00-026-00	3850 McGuirk Street	227.54
14-151-00-027-00	McGuirk Street	150.00
14-151-00-028-00	3888 McGuirk Street	150.00
14-151-00-029-00	3930 McGuirk Street	150.00
14-151-00-030-00	3950 McGuirk Street	150.00
14-151-00-031-00	3978 McGuirk Street	160.00
Total Front Feet		4719.40

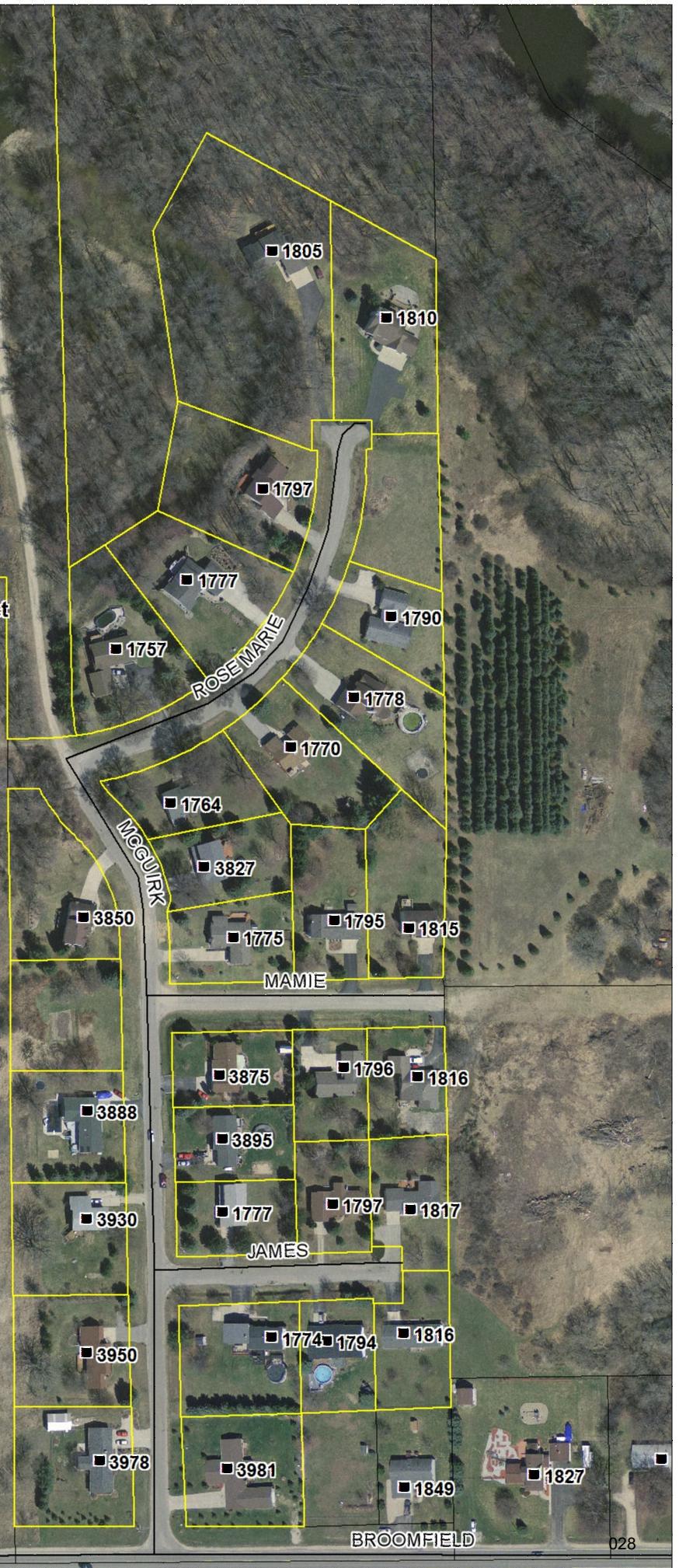
All parcels with frontage on the portion of McGuirk Street between Broomfield Road and Rose Marie lane, all parcels with frontage on Rose Marie Lane, all parcels with frontage on James Court, and the first three parcels on each side of Mamie Street moving east from McGuirk Street, all lying within the Charter Township of Union, Isabella County.”

14-020-40-003-00
CITY OF MT PLEASANT

Proposed Road Paving Special Assessment District
McGuirk Estates Subdivision Area
Map Date: September 17, 2019

PID	PropertyAddress
14-020-40-003-00	CITY OF MT PLEASANT
14-151-00-005-00	1774 JAMES COURT
14-151-00-010-00	1777 JAMES COURT
14-151-00-006-00	1794 JAMES COURT
14-151-00-009-00	1797 JAMES COURT
14-151-00-007-00	1816 JAMES COURT
14-151-00-008-00	1817 JAMES COURT
14-151-00-014-00	1775 MAMIE ST
14-151-00-013-00	1795 MAMIE ST
14-020-40-001-04	1796 MAMIE ST
14-151-00-012-00	1815 MAMIE ST
14-020-40-001-05	1816 MAMIE ST
14-151-00-027-00	MCGUIRK ST
14-151-00-015-00	3827 MCGUIRK ST
14-151-00-026-00	3850 MCGUIRK ST
14-020-40-001-06	3875 MCGUIRK ST
14-151-00-028-00	3888 MCGUIRK ST
14-151-00-011-00	3895 MCGUIRK ST
14-151-00-029-00	3930 MCGUIRK ST
14-151-00-030-00	3950 MCGUIRK ST
14-151-00-031-00	3978 MCGUIRK ST
14-151-00-003-00	3981 MCGUIRK ST
14-151-00-020-00	ROSE MARIE LANE
14-151-00-025-00	1757 ROSE MARIE LANE
14-151-00-016-00	1764 ROSE MARIE LANE
14-151-00-017-00	1770 ROSE MARIE LANE
14-151-00-024-00	1777 ROSE MARIE LANE
14-151-00-018-00	1778 ROSE MARIE LANE
14-151-00-019-00	1790 ROSE MARIE LANE
14-151-00-023-00	1797 ROSE MARIE LANE
14-151-00-022-00	1805 ROSE MARIE LANE
14-151-00-021-00	1810 ROSE MARIE LANE

NORTH



ICRC INFORMATION SHEET

McGuirk Subdivision

September 22, 2020

TYPE OF WORK: 1.5" Hot Mix Asphalt Overlay

STREETS IMPROVED: McGuirk Street, Mimi Street, James Ct, Rose Marie Lane

TOTAL LENGTH: 2445 ft total all streets

NUMBER OF LOTS:

SUBDIVISION NAME	NO. LOTS
McGuirk Street	12
James Ct	6
Mamie Street	4
Rose Marie Lane	10
32 Total Lots	

PROJECT COST*:

ITEM	AMOUNT
Engineering	\$0
Construction	1.5" HMA Overlay \$68,503
Administration	\$0
Bonding, Legal	\$0
TOTAL PROJECT COST	\$68,503
Less Road Comm Share	\$0
Less Union Twp Share	\$0
TOTAL ASSESSMENT*	\$68,503

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM	PER YEAR
Front Lot	\$2,141	

*Notes:

Costs are approximate, actual costs may be more or less based upon 2021 bid unit prices



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager **DATE:** October 6, 2020
FROM: Kim Smith, Public Service Director **DATE FOR BOARD CONSIDERATION:** October 14, 2020
ACTION REQUESTED: Adoption of Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements.

Current Action ☒ Emergency ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Finance Approval ☐

BACKGROUND INFORMATION

In August of 2017 the Charter Township of Union was awarded a SAW Grant in the amount of \$429,555. The SAW Grant was awarded to fund the completion of a Sanitary Sewer Asset Management Plan. The purpose of the Sanitary Sewer Asset Management Plan is to provide utility managers with critical information on capital assets contained within the sanitary sewer system. Some of the key steps in completing an Asset Management Plan are making an inventory of critical assets, evaluation of asset condition and performance, developing plans to maintain, repair, and replace assets, and to fund these activities. The Township's Asset Management Plan was approved by the State of Michigan in January of 2019.

One of the conditions of accepting the SAW Grant is the completion of a Sanitary Sewer Rate Methodology Plan. The Rate Methodology Plan is required to identify if a gap exist between current revenues and expenses. If a gap is identified a five-year rate plan must be implemented to eliminate the gap.

In February of 2020, the Township engaged the services of Utility Financial Solutions, LLC (UFS) to complete a full Cost of Service Study (COS) of the sanitary sewer system. In conjunction with the COS Study the SAW Grant Rate Methodology plan was completed. The results of the Rate Methodology Plan are contained in the SAW Grant Rate Methodology Report. Below is a summary of the Revenue Gap Rate Plan as outlined in the Rate Methodology Report.

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue from Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cumulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:	\$ 95.90					
Billed Quarterly						
First Year Recovery		18.3%				

The Revenue Gap Rate Plan will be reviewed on an annual basis by the Township so that any changes in revenues, expenses, capital, and bonding requirements can be reflected in the annual sanitary sewer rate. The annual rate adjustment may be either higher or lower depending on the yearly requisite.

SCOPE OF SERVICES

The Implementation of a Rate Methodology Plan to eliminate a gap the sanitary sewer system funding within five years, which was identified as a part of the Township’s Asset Management Plan.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt the Sanitary Sewer Rate Plan Resolution to eliminate the funding gap between revenue and expenses within five years as required by the SAW Grant.

PROJECT IMPROVEMENTS

- The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)
- Community well-being and common good
 - Safety

COSTS

NA

PROJECT TIME TABLE

FY 2021 – FY 2025

RESOLUTION

It is Resolved to adopt the Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

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

**Sanitary Sewer Rate Plan Resolution
Resolution No. [Insert Number]**

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

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

WHEREAS, the Township Board of the Charter Township of Union (the “Township”), County of Isabella, State of Michigan, was awarded a Stormwater, Asset Management, Wastewater (SAW) Grant.

WHEREAS, a requirement of the SAW Grant is to complete a Sanitary Sewer Rate Methodology Plan and identify if a gap exists between current revenues and expenses. If a gap is identified, a five-year rate plan must be implemented to eliminate the gap.

WHEREAS, the SAW Grant Sanitary Sewer Rate Methodology Plan identified a gap between revenues and expenses. In order to resolve this gap, the following sanitary sewer rate plan is being adopted.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a copy of the SAW Grant Rate Methodology Report prepared by Utility Financial Solution, LLC. A copy of this SAW Grant Rate Methodology Report is attached hereto as Exhibit A.
2. The SAW Grant Rate Methodology Report identifies a funding gap between current revenues and expenses.
3. The Saw Grant Rate Methodology Report proposes the following five-year revenue gap rate plan (“Revenue Gap Rate Plan”) to eliminate this funding gap:

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue from Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cumulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:	\$ 95.90					
Billed Quarterly						
First Year Recovery		18.3%				

4. Pursuant to the Township's Sewer Rate and Mandatory Connection Ordinance, No. 1979-4 as amended, and pursuant to SAW Grant requirements, the Township hereby adopts the Revenue Gap Rate plan outlined herein and more fully described in Exhibit A.
5. This Revenue Gap Rate Plan includes a minimum of a 5.1% rate increase for the next five years (beginning in Fiscal Year 2021) to resolve the existing funding gap.
6. The Revenue Gap Rate Plan will be reviewed annually as changes in revenues, expenses, capital and bonding requirements may change.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Ben Gunning, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of Resolution No. _____ adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the _____ day of _____ 2020.

Date: _____

Lisa Cody, Clerk

CHARTER TOWNSHIP OF UNION, MI
SAW Grant Rate Methodology
June 2, 2020

Exhibit 1



Submitted Respectfully by:
Dawn Lund
Vice-President, Utility Financial Solutions, LLC

INTRODUCTION

SAW Grant and Asset Management Plan (AMP)

The Charter Township of Union Wastewater Department was awarded a SAW Grant through EGLE for completion of an Asset Management Plan (AMP). The AMP requires completion of five key areas:

1. Asset Inventory
2. Level of Service
3. Critical Assets
4. O&M Strategies (Rate Methodology)
5. Capital Improvement Planning

Utility Financial Solutions, LLC (UFS) was contracted to complete number 4 above “Rate Methodology”.

The Township is currently under contract for a full cost of service study. A cost of service study should be completed on the utility basis every three to five years. The EGLE rate methodology requires an analysis of the current budget on a cash basis to determine if there is a revenue gap. The following page shows the gap to be (\$672,433) for 2020. A rate track is provided on page 6 to fully recover the revenue gap within five years.

Charter Township of Union SAW Grant Rate Methodology



		Budget 2020
REVENUES		
	Connection Fee	100,000
	Service	1,320,000
	Delinquent Sewer	(1,500)
	Inspection Fee	500
	Fines & Forfeitures	28,000
	Debt Retirement	1,093,000
	Debt Service Sewer 1 City Annex	300
	Other Revenue	3,200
	Revenue - Special Assess	20,000
TOTAL REVENUE		2,563,500
EXPENSES		
WATER/SEWER SYSTEMS	Salary	241,125
	Overtime	6,050
	Unemployment	2,380
	FICA	15,577
	Medicare	3,643
	Temp Labor	8,736
	Emplr Retirement	17,168
	Health Insurance	77,244
	Health Ins-EE Contributions	(4,408)
	Dental Insurance	4,224
	Vision Insurance	529
	Vision Ins-EE Contributions	(265)
	Worker's Comp	2,832
	Life & Disab	1,505
	Compensated Absences	-
	Office Supplies	1,500
	Operating Supplies	10,000
	Gas/Fuel	10,000
	Uniforms	2,000
	Professional & Contractual Services	41,025
	Legal Fees	5,000
	Legal Settlement	-
	Communications	3,000
	Mail/Postage	3,300
	Transportation/Mileage Reimb	1,200
	Safety	8,000
	Printing & Pub	1,500
	Professional Development	5,000
	Seminar Lodging	1,000
	Seminar Meals	450
	Membership & Dues	1,200
	Electric/Natural Gas	82,000
	Repairs	150,000
	Maint Equip	27,000
	Maint Grounds	8,000
	Maint Buildings	27,000
	Maint Vehicles	8,000
	Maint Lift Stations	315,000

Charter Township of Union
SAW Grant Rate Methodology



	Budget 2020
	OPTO 22 Maint 40,000
	Maint Agreement on Equipment 7,000
	Property/Liab Insurance 19,000
	Misc -
	Hookup Labor & Material 10,000
	Building, Building Additions -
	New Equip Purch 14,500
	New Office Equip & Furn 1,000
	New Comput Hard & Soft 13,273
	New Vehicle Purchase -
WWTP	Salary 274,577
	Overtime 11,200
	Unemployment 1,732
	FICA 17,235
	Medicare 4,031
	Temp Labor 500
	Emplr Retirement 21,433
	Health Insurance 102,500
	Health Ins-EE Contributions (7,144)
	Dental Insurance 6,916
	Vision Insurance 1,290
	Vision Ins-EE Contributions (643)
	Worker's Comp 5,263
	Life & Disab 1,825
	Chemicals 50,000
	Lab Equip & Supplies 25,000
	Office Supplies 500
	Operating Supplies 11,500
	Gas/Fuel 3,000
	Uniforms 2,000
	Bioxide 70,000
	Professional & Contractual Services 41,110
	Cont. Serv - Biosolids Land Appl 32,000
	Cont Serv - Lab Analysis 6,000
	Communications 3,500
	Mail/Postage 750
	Transportation/Mileage Reimb 500
	Safety 5,000
	Printing & Pub 500
	Professional Development 5,000
	Seminar Lodging 500
	Seminar Meals 250
	Membership & Dues 500
	Propane 12,000
	Electric/Natural Gas 176,000
	Water & Sewer Qtr Billing -
	Maint Equip 11,500
	Maint Grounds 7,000

Charter Township of Union
SAW Grant Rate Methodology



	Budget 2020
Maint Buildings	5,000
Maint Vehicles	2,500
OPTO 22 Maint	6,000
Sampling Equip Maint	4,000
Preliminary Treat Equipm Maint	15,000
Secondary Treat Equip Maint	25,000
Solids Equip Maint	15,000
Disinfection Equip Maint	6,000
Instrumentation Equip Maint	6,000
Tertiary Filter Maint	15,000
Property/Liab Insurance	12,000
IPP	500
Permits & Fees	13,000
New Equip Purch	314,000
New Office Equip & Furn	750
New Comput Hard & Soft	16,120
Depreciation Expense	-
Pilot Payment to City	
TOTAL EXPENSES	2,552,983
OTHER INCOME (EXPENSES)	
FEDERAL AND STATE GRANTS	-
INTEREST INCOME	65,600
PRINCIPAL ON DEBT	(487,000)
INTEREST EXPENSE	(236,550)
TRANSFER OUT	
Capital Projects - Sewer System	(240,000)
Gain/Loss on Sales of Disposal of Assets	-
Contribution from EDA for Projects	215,000
BOND PROCEEDS	
TOTAL OTHER INCOME (EXPENSES)	(682,950)
REVENUE OVER OR (GAP) UNDER SAW METHODOLOGY	\$ (672,433)

REVENUE PROOF

The 2020 budgeted revenues were verified using actual billing data and current rates in the table below. The line item "Service" was budgeted at \$1.320 million and calculates to \$1.321. The line item "Debt Retirement" was budgeted at \$1.093 and calculates to \$1.094.

Description	Number of REU	(Service) Charge	Service Revenue	(Debt Retirement) Charge	Debt Retirement Revenue	Billing Months	Total Customer Revenue	Total Costs
						4		
All REU	6,297	\$ 52.45	\$ 1,321,086	\$ 43.45	\$ 1,094,398		2,415,484	\$ 2,415,484
TOTAL	6,297						\$ 2,415,484	\$ 2,415,484

REVENUE GAP RATE PLAN

The rate plan for the 2020 revenue gap of (\$672,433) is listed below. The revenue recovery with 5.1% rate increases for the next five years is approximately an additional \$123,000 per year, or approximately 18% of the gap per year, with the full gap recouped by 2025.

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue From Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cummulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:						
Monthly Billed QRTLY						
REU	\$ 95.90	\$ 100.79	\$ 105.93	\$ 111.33	\$ 117.01	\$ 122.98
First Year Recovery		18.3%				

APPROVED RATE RESOLUTION

Union Township will submit the new rate resolution when approved later this month or ASAP. COVID-19 has delayed Council meetings.