

**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 November 10, 2020 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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 11/10/20 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

The Charter Township of Union Board of Trustees will conduct their regularly scheduled November 10, 2020 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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

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



#### Step 1 Step 2

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 Meeting**  
**November 10, 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
    1. Bryan Neyer Board of Review re-appointment
    2. Doug LaBelle Board of Review re-appointment
    3. Randy Golden Board of Review Alternate re-appointment
  - B. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – October 28, 2020 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Approve a Resolution for an alternate meeting date for the December 2020 Board of Review to December 17th, at 2:00 p.m.
  - B. Discussion/Action: (Stuhldreher) Consider approval of the attached resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2021

- C. Discussion/Action: (Stuhldreher) Approval to schedule the FY 2021 Budget Adoption Public Hearing for Tuesday, November 24, 2020 and to notice same in the Morning Sun as required by statute
- D. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the new Municipal Ordinance Violations Bureau Ordinance
- E. Discussion item: Policy development – Prohibition on registering and funding of firearms in the name of the Township

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   | 12/31/2022      |
| 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       | 12/31/2022      |
| 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       |

**APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION**



Name: Doug LaBelle II Date: 10-20-20  
Address: 955 Meadowbrook Drive, MP, MI 48858  
Phone (home) \_\_\_\_\_ (cell) 989-854-9126 (work) \_\_\_\_\_  
Email: doug@labellerealty.net  
Occupation: Associate Broker at LaBelle Realty

Please State in order of preference, area(s) of interest:

- |                 |                             |  |
|-----------------|-----------------------------|--|
| <u>        </u> | Zoning Board of Appeals     | Must be a Union Township Resident  |
| <u>  2  </u>    | Board of Review             | Must be a Union Township Resident  |
| <u>  1  </u>    | Planning Commission         | Must be a Union Township Resident  |
| <u>        </u> | EDA                         | Must meet one of the following qualifications:<br>___ Property owner in East or West DDA<br>___ Property owner in East or West DDA<br>___ Resident in Union Township |
| <u>        </u> | OTHER *Specify Board: _____ |  |

Please state reason(s) for interest in above board(s):

I am currently serving on these boards and would like to continue serving  
for the betterment of our Township.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Currently serving on the following: UT Planning Commission, UT BOR, MP Community Church Trustee,

MP Chamber of Commerce board member, CMAR Standard forms Committee. Past experience: PGA Tour Player Advisory Council for 2 years.

Signature:  Date: 10.20.2020

**APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION**

Name: Bryan Neyer Date: 10-26-20  
Address: 262 E. Wing Rd. Mt. Pleasant  
Phone (home) 989 330-0572 (cell) same (work) same  
Email: bryanneyer@yahoo.com  
Occupation: Farmer

Please State in order of preference, area(s) of interest:


- |                                     |                             |   |
|-------------------------------------|-----------------------------|---|
| <input type="checkbox"/>            | Zoning Board of Appeals     | Must be a Union Township Resident   |
| <input checked="" type="checkbox"/> | Board of Review             | Must be a Union Township Resident   |
| <input type="checkbox"/>            | Planning Commission         | Must be a Union Township Resident   |
| <input type="checkbox"/>            | EDA                         | Must meet one of the following qualifications:<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/>            | OTHER *Specify Board: _____ |   |

Please state reason(s) for interest in above board(s):

To help assure our Taxes are fair to both  
residents and township.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have experience in agriculture and BOR  
procedures.

Signature:  Date: 10-26-20



**APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION**



Name: RICHARD J. GOLDEN Date: 10/28/20  
Address: 2181 S. LINCOLN RD  
Phone (home) \_\_\_\_\_ (cell) 969-289-4282 (work ) \_\_\_\_\_  
Email: R.GOLDEN@WINNTER.NET  
Occupation: REAL ESTATE BROKER

Please State in order of preference, area(s) of interest:

- |                                     |                             |   |
|-------------------------------------|-----------------------------|---|
| _____                               | Zoning Board of Appeals     | Must be a Union Township Resident   |
| <input checked="" type="checkbox"/> | Board of Review <u>ALT.</u> | Must be a Union Township Resident   |
| _____                               | Planning Commission         | Must be a Union Township Resident   |
| _____                               | EDA                         | Must meet one of the following qualifications:<br>____ Property owner in East or West DDA<br>____ Property owner in East or West DDA<br>____ Resident in Union Township |
| _____                               | OTHER *Specify Board:       | _____   |

Please state reason(s) for interest in above board(s):  
\_\_\_\_\_  
\_\_\_\_\_

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Richard J. Golden Date: 10/28/20

**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 October 28, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

**Rice** moved **Woerle** supported to nominate Clerk **Cody** to Chair the meeting in the absence of the Supervisor. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

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

**Roll Call**

Present:

Treasurer **Rice** (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Clerk **Cody** (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee **B. Hauck** (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee **Lannen** (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee **Mielke** (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee **Woerle** (location) Union Township, Isabella County, Mt. Pleasant, MI)  
Excused: Supervisor **Gunning**

**Approval of Agenda**

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

**Presentations**

Township Manager presented the proposed FY2020 Budget

**Public Hearings**

**Public Comment**

Open: 7:35 p.m.

No comments were offered.

Closed 7:36 p.m.

**Reports/Board Comments**

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

**1. Re-appointment to Mid-Michigan Area Cable Consortium (MMACC)**

**Woerle** moved **Hauck** supported to re-appoint **Kim Smith** to the Mid-Michigan Area Cable Consortium (MMACC) with term expiring 12/31/2022. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

**2. Re-appointment to Hannah's Bark Park Advisory Board**

**Woerle** moved **Rice** supported to reappoint **Mark Stuhldreher** to the Hannah's Bark Park Advisory Board with term expiring 12/31/2022. **Roll Call Vote: Ayes: Rice, Cody, Hauck,**

Lannen, Mielke, and Woerle. Nays: 0. Motion carried.

- **Planning Commission and ZBA updates by Community and Economic Development Director**
- **Board Member Reports**

Cody – Election updates, received high speed tabulator and it is programed, we loaned our extra tabulator to the City of Mt. Pleasant because they were not going to be receiving their high speed tabulator in time, thanked Heather Curtiss, Deputy in Nottawa Township, for her help while her Deputy was out on medical, also thanked Jennifer Loveberry and Township staff for all their help  
Rice – Thanked Township staff (Mark Stuhldreher, Sherrie Teall, Amanda Gillespie, and Jennifer Loveberry) for their help while she’s been out on maternity leave

**Consent Agenda**

- Communications
- Minutes – September 17, 2020 – Special Meeting
- Minutes – September 21, 2020 – Special Meeting
- Minutes – September 23, 2020 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports
- Approval of Residential Water Franchise Agreement for parcel number 14-010-30-003-11 (1C) located at 1384 N. Harris Street

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

**BOARD AGENDA**

- 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 24, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District**

Mielke moved Hauck supported to adopt the McGuirk Subdivision Paving Special Assessment District Resolution #2 and set the date for the first of two public hearings to be held on November 24, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District. Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.

- B. **Discussion/Action: (Smith) Adoption of Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements**

Lannen moved Woerle supported to adopt the Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements. Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.

**C. Discussion/Action: (Stuhldreher) Rec Authority Articles and Resolution-add clause that it is void if both school and city don't approve**

Lannen moved Mielke supported to approve the Rec Authority Articles and Resolution. City of Mt. Pleasant approved the resolution at their 10/26/20 board meeting and Mt. Pleasant Schools approved the resolution at their 10/18/20 board meeting. **Roll Call Vote: Ayes: 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 Municipal Ordinance Violations Bureau Ordinance**

Hauck moved Woerle supported to approve introducing and conducting the First Reading for the proposed new Municipal Ordinance Violations Bureau Ordinance. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

**E. Discussion/Action: (Stuhldreher) Policy Governance 2.5 Financial Condition and Activities**

Lannen moved Woerle to add verbiage to include “”. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

**F. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team**

Discussion by the Board, Township Manager reviewing language in 4.3.1. No action taken.

**EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE**

Open 8:55 p.m.

No comments were offered.

Closed 8:55 p.m.

**MANAGER COMMENTS**

- Parks facilities are closed
- Fall hydrant flushing going on through November 6, 2020
- Reminder that Township Hall will be closed to the public for normal business on November 3, 2020
- Working with Sue Radwan to set dates to discuss Policy Governance with the newly elected board

**FINAL BOARD MEMBER COMMENTS**

Cody – Clerk’s office open Saturday, October 31, 2020 from 8:00am to 4:00 pm, Thank you to the Public Services Department for working day and night repairing the broken watermain, commented on voters covid-19 exposure procedure the Clerk’s office has in place to help electors vote.

Rice – Thanked Township Staff while she was off.

Hauck – Commented and asked about Township watermain break

Lannen – Commented on fee schedule and asked for clarification by staff, and add discussion of thought of township ownership of firearms

Mielke – Commented on pandemic, comment made regarding new board receiving education on policy governance by Sue Radwan and to look at Ends, Thanked Clerk Cody, her deputy, and township staff for the amount of work that went into the absentee ballot process for this election and for making the election successful.

Woerle – Shared thoughts on pandemic (masks-distance-sanitize)

**Rice moved Cody supported to adjourn the meeting at 8:40 p.m. Vote: Ayes: 6 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 |      |         |        |                                     |  |   |
| 11/01/2020               | 101  | 385 (E) | 01233  | UNITED STATES OF AMERICA            | RURAL DEV I BOND PMT (92-04)   | 15,567.49   |
| 11/02/2020               | 101  | 386 (E) | 01105  | MASTERCARD                          | MASTERCARD - ROCKAFELLOW<br>MASTERCARD - MCBRIDE<br>MASTERCARD - GALLINAT<br>MASTERCARD - CRAWFORD<br>MASTERCARD - BEBOW<br>MASTERCARD - WALDRON<br>MASTERCARD - DEARING<br>MASTERCARD - RADAR<br>MASTERCARD - FUSSMAN<br>MASTERCARD - STUHLBREHER<br>MASTERCARD - HOHLBEIN<br>MASTERCARD - OCKERT<br>MASTERCARD - COFFELL<br>MASTERCARD - NANNEY<br>MASTERCARD - CODY<br>MASTERCARD - TEALL<br>MASTERCARD - SMITH K | 249.26<br>521.91<br>555.00<br>102.50<br>310.00<br>199.03<br>496.42<br>155.17<br>54.00<br>742.37<br>33.00<br>325.97<br>49.90<br>181.74<br>174.88<br>395.00<br>(140.00) |
|                          |      |         |        |                                     |  | 4,406.15  |
| 11/02/2020               | 101  | 387 (E) | 01105  | VOID                                | Void Reason: Created From Check Run Process  | V   |
| 11/03/2020               | 101  | 388 (E) | 00146  | CONSUMERS ENERGY PAYMENT CENTER     | 2010 S LINCOLN<br>STREET LIGHTS<br>48858 LED LIGHT<br>2010 S LINCOLN L4 LIGHT  | 682.03<br>1,857.77<br>47.87<br>59.18  |
|                          |      |         |        |                                     |  | 2,646.85  |
| 11/10/2020               | 101  | 22346   | 00020  | JAMES ALWOOD                        | WELL SITE LEASE - OCT 2020   | 475.16  |
| 11/10/2020               | 101  | 22347   | 01278  | BERENDS, HENDRICKS, STUIT INSURANCE | PROP/LIABILITY INS RENEWAL   | 72,764.00   |
| 11/10/2020               | 101  | 22348   | 00099  | CENTRAL CONCRETE PRODUCTS CO. INC   | FILL SAND  | 83.28   |
| 11/10/2020               | 101  | 22349   | 01710  | CHIPPEWA NATURE CENTER              | CHIPPEWA RIVER WATER TRAIL STRATEGIC PLA   | 4,600.00  |
| 11/10/2020               | 101  | 22350   | 00129  | CMS INTERNET, LLC                   | TABLET STRAP - RENTAL INSPECTOR<br>USB DRIVE - CLERK   | 39.99<br>24.99  |
|                          |      |         |        |                                     |  | 64.98   |
| 11/10/2020               | 101  | 22351   | 00155  | COYNE OIL CORPORATION               | FUEL IN TOWNSHIP VEHICLES - OCT 2020   | 1,065.26  |
| 11/10/2020               | 101  | 22352   | 01172  | SUSAN RADWAN                        | BOARD TRAINING - GOVERNING BY PRINCIPLES   | 244.55  |
| 11/10/2020               | 101  | 22353   | 01171  | DBI BUSINESS INTERIORS              | SELF INKING STAMP REPLACEMENT PAD - TWP<br>WASTE BASKET FOR ELECTIONS<br>OFFICE CHAIR - ACCOUNTING SPECIALIST<br>PAPER/BROOM/BATTERIES/CHAIR ASSMBL - TWP  | 4.04<br>134.61<br>225.00<br>215.23  |
|                          |      |         |        |                                     |  | 578.88  |
| 11/10/2020               | 101  | 22354   | 00201  | ELHORN ENGINEERING COMPANY          | BULK CHLORINE  | 4,588.00  |
| 11/10/2020               | 101  | 22355   | 00249  | GILL-ROY'S HARDWARE                 | PROPERTY IMPROVEMENTS#5243 JONATHON LANE   | 23.48   |
| 11/10/2020               | 101  | 22356   | 01462  | JENNIFER LOVEBERRY (PETTY CASH)     | REPLENISH PETTY CASH   | 37.54   |
| 11/10/2020               | 101  | 22357   | 00347  | JOHNSON DOOR & CENTRAL VAC SYS, INC | OVERHEAD DOOR - ISABELLA SHOP  | 115.00  |
| 11/10/2020               | 101  | 22358   | 00398  | MCGUIRK SAND - GRAVEL INC           | BD Payment Refund  | 600.00  |
| 11/10/2020               | 101  | 22359   | 00402  | MEDLER ELECTRIC CO                  | VFD FOR WELL #11   | 5,634.64  |
| 11/10/2020               | 101  | 22360   | 00422  | MICHIGAN PIPE & VALVE-MT. PLEASANT  | 12X8 TAP HOOK UP MATERIALS   | 4,006.00  |
| 11/10/2020               | 101  | 22361   | 01136  | OPTO SOLUTIONS, INC                 | DIGITAL OUTPUT MODULE  | 109.20  |

11/04/2020 12:56 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 10/29/2020 - 11/10/2020

| Check Date                 | Bank | Check | Vendor | Vendor Name                        | Description  | Amount  |
|----------------------------|------|-------|--------|------------------------------------|--|---|
| 11/10/2020                 | 101  | 22362 | 00518  | PEERLESS-MIDWEST, INC.             | WELL #11 CLEAN AND PUMP REPLACEMENT  | 13,543.50   |
| 11/10/2020                 | 101  | 22363 | 00131  | PERCEPTIVE CONTROLS, INC           | RADIO REPLACEMENTS-OPTO 22 ALARM SYSTEM<br>RADIO REPLACEMENTS - OPTO 22 ALARM SYSTE<br>RADIO REPLACEMENTS - OPTO 22 ALARM SYSTE<br>RADIO REPLACEMENTS - OPTO 22 ALARM SYSTE  | 441.00<br>252.00<br>1,702.00<br>94.50                 |
|                            |      |       |        |                                    |  | <u>2,489.50</u>                                       |
| 11/10/2020                 | 101  | 22364 | 01661  | RED HOOK PROPERTIES                | MACHINE RENTAL - ISABELLA POWER LINE   | 2,000.00  |
| 11/10/2020                 | 101  | 22365 | 01595  | ROMANOW BUILDING SERVICES          | JANITORIAL SERVICE WTR - SEPT 2020<br>JANITORIAL SERVICE WWTP - SEPT 2020  | 316.29<br>316.29                                      |
|                            |      |       |        |                                    |  | <u>632.58</u>   |
| 11/10/2020                 | 101  | 22366 | 01709  | SAI AT BROADWAY LLC                | BD Payment Refund  | 600.00  |
| 11/10/2020                 | 101  | 22367 | 01707  | TOKIO MARINE HCC-PUBLIC RISK GROUP | WATER MAIN BREAK DEDUCTABLE - OAK MEADOW   | 1,000.00  |
| 11/10/2020                 | 101  | 22368 | 01314  | VERIZON WIRELESS                   | CELL PHONES 09-16-20 TO 10-15-20   | 413.59  |
| 11/10/2020                 | 101  | 22369 | 00703  | WASTE MANAGEMENT OF MICHIGAN, INC  | DUMPSTER SERVICE - WWTP NOV 2020<br>DUMPSTER SERVICE - JAMESON OCT 2020<br>DUMPSTER SERVICE - SHOP NOV 2020<br>DUMPSTER SERVICE - TWP HALL NOV 2020<br>DUMPSTER SERVICE-MCDONALD NOV 2020<br>DUMPSTER SERVICE - WTR NOV 2020 | 904.11<br>137.37<br>55.94<br>70.17<br>215.24<br>87.02 |
|                            |      |       |        |                                    |  | <u>1,469.85</u>                                       |
| 11/10/2020                 | 101  | 22370 | 01483  | XEROX FINANCIAL SERVICES           | LEASE PAYMENT - OCT 2020   | 1,500.76  |
|                            |      |       |        |                                    |  | <u><u>1,500.76</u></u>                                |
| 101 TOTALS:                |      |       |        |                                    |  |   |
| Total of 29 Checks:        |      |       |        |                                    |  | 141,260.24  |
| Less 1 Void Checks:        |      |       |        |                                    |  | 0.00  |
| Total of 28 Disbursements: |      |       |        |                                    |  | <u>141,260.24</u>                                     |

|  |
|--|
| <b>Charter Township of Union</b><br><b>Payroll</b> |
|--|

**CHECK DATE: October 29, 2020**

**PPE: October 24, 2020**

**NOTE: PAYROLL TRANSFER NEEDED**

|  |           |                  |
|--|-----------|------------------|
| General Fund                                 | \$        | 22,852.82        |
| Fire Fund                                    |           |                  |
| EDDA   |           |                  |
| WDDA   |           |                  |
| Sewer Fund                                   |           | 22,695.09        |
| Water Fund                                   |           | 20,654.49        |
| <b>Total To Transfer from Pooled Savings</b> | <b>\$</b> | <b>66,202.40</b> |

**NOTE: CHECK TOTAL FOR TRANSFER**

|   |           |                  |
|---|-----------|------------------|
| Gross Payroll                             | \$        | 56,694.51        |
| Employer Share Med                        |           | 816.58           |
| Employer Share SS                         |           | 3,491.77         |
| SUI                                       |           | 41.45            |
| Pension-Employer Portion                  |           | 4,554.09         |
| Workers' Comp                             |           | 604.00           |
| Life/LTD                                  |           | -                |
| Dental                                    |           | -                |
| Health Care                               |           | -                |
| Vision                                    |           | -                |
| Vision Contribution                       |           | -                |
| Health Care Contribution                  |           | -                |
| Cobra/Flex Administration                 |           | -                |
| PCORI Fee                                 |           | -                |
| <b>Total Transfer to Payroll Checking</b> | <b>\$</b> | <b>66,202.40</b> |

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_





# Copy of Union Township Report

Date: Tuesday, October 27, 2020



Alarm Date between 2020-10-19 and 2020-10-25

| District              | NFIRS Number   | Alarm Date               | Incident Type Code | Incident Type                                      | Apparatus Name | Personnel Count           | Alarms |
|-----------------------|----------------|--------------------------|--------------------|--|----------------|---------------------------|--------|
| <b>Union Township</b> | <b>0000377</b> |                          |                    |  |                |                           |        |
|                       |                | 10/21/2020<br>6:50:59 AM | 424                | Carbon monoxide incident                           | ENG 33         | 2                         | 1      |
|                       |                |                          |                    |  |                | <b>Total Responding 2</b> |        |
| <b>Union Township</b> | <b>0000378</b> |                          |                    |  |                |                           |        |
|                       |                | 10/21/2020<br>7:45:00 AM | 743                | Smoke detector activation, no fire - unintentional | ENG 33         | 3                         | 1      |
|                       |                |                          |                    |  |                | <b>Total Responding 3</b> |        |
| <b>Union Township</b> | <b>0000379</b> |                          |                    |  |                |                           |        |
|                       |                | 10/21/2020<br>8:45:00 AM | 321                | EMS call, excluding vehicle accident with injury   | ENG 33         | 3                         | 1      |
|                       |                |                          |                    |  |                | <b>Total Responding 3</b> |        |

|                       |                |                          |     |   |        |                               |   |
|-----------------------|----------------|--------------------------|-----|---|--------|-------------------------------|---|
| <b>Union Township</b> | <b>0000388</b> |                          |     |   |        |                               |   |
|                       |                | 10/23/2020<br>4:23:45 AM | 321 | EMS call, excluding<br>vehicle accident with injury | ENG 33 | 2                             | 1 |
|                       |                | 10/23/2020<br>4:23:45 AM | 321 | EMS call, excluding<br>vehicle accident with injury | C 31   | 1                             | 1 |
|                       |                |                          |     |   |        | <b>Total<br/>Responding 3</b> |   |
| <b>Union Township</b> | <b>0000390</b> |                          |     |   |        |                               |   |
|                       |                | 10/23/2020<br>7:02:17 PM | 442 | Overheated motor                                    | ENG 33 | 2                             | 1 |
|                       |                |                          |     |   |        | <b>Total<br/>Responding 2</b> |   |
| <b>Union Township</b> | <b>0000392</b> |                          |     |   |        |                               |   |
|                       |                | 10/24/2020<br>6:34:38 AM | 113 | Cooking fire, confined to<br>container              | ENG 33 | 2                             | 1 |
|                       |                |                          |     |   |        | <b>Total<br/>Responding 2</b> |   |
| <b>Union Township</b> | <b>0000394</b> |                          |     |   |        |                               |   |

|                           |                        |                           |     |   |        |                                |   |
|---------------------------|------------------------|---------------------------|-----|---|--------|--------------------------------|---|
|                           |                        | 10/24/2020<br>8:14:00 PM  | 400 | Hazardous condition, other                          | ENG 33 | 2                              | 1 |
|                           |                        |                           |     |   |        | <b>Total<br/>Responding 2</b>  |   |
| <b>Union<br/>Township</b> | <b>0000395</b>         |                           |     |   |        |                                |   |
|                           |                        | 10/24/2020<br>10:50:00 PM | 321 | EMS call, excluding<br>vehicle accident with injury | ENG 33 | 2                              | 1 |
|                           |                        |                           |     |   |        | <b>Total<br/>Responding 2</b>  |   |
|                           | <b>Total Runs</b><br>8 |                           |     |   |        | <b>Total<br/>Responding 19</b> |   |

**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

|   |  |
|---|--|
| <b>To:</b> Mark Stuhldreher – Township Manager  | <b>DATE:</b> October 30, 2020                          |
| <b>FROM:</b> Sherrie Teall – Finance Director   | <b>DATE FOR BOARD CONSIDERATION:</b> November 10, 2020 |
| <b>ACTION REQUESTED:</b> Approve a Resolution for an alternate meeting date for the December 2020 Board of Review to December 17 <sup>th</sup> , at 2:00 p.m. |  |

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

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

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

### BACKGROUND INFORMATION

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

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

In 2020, the first Tuesday after the second Monday in December falls on December 15<sup>th</sup>. The Economic Development Authority (EDA) meeting is also scheduled at 4:30 on Tuesday, December 15<sup>th</sup> and the Planning Commission meeting is also scheduled for Tuesday, December 15<sup>th</sup> at 7:00 p.m. To eliminate the scheduling conflict with the EDA meeting and the Planning Commission meeting, the Assessing Office is recommending the Board of Trustees authorize the alternate date for the December Board of Review be on Thursday, December 17<sup>th</sup>, at 2:00 p.m.

### PROJECT IMPROVEMENTS

N/A

### COSTS

N/A

### PROJECT TIME TABLE

N/A

**RESOLUTION**

SEE ATTACHED

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

Yes:  
No:  
Absent:

**CHARTER TOWNSHIP OF UNION**  
**RESOLUTION TO APPROVE AN ALTERNATE DATE FOR DECEMBER BOARD OF REVIEW**

Resolution

At a regular meeting of the Township Board of the Charter Township of Union, County of Isabella, Michigan held at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858 the 10th day of November 2020:

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

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

**WHEREAS,** In 2020, the first Tuesday after the second Monday in December falls on December 15th. The Economic Development Authority (EDA) meeting is also scheduled for Tuesday, December 15<sup>th</sup> at 4:30 p.m. The Planning Commission meeting is also scheduled for Tuesday, December 15<sup>th</sup> at 7:00 p.m. To eliminate the scheduling conflict with the EDA meeting and the Planning Commission meeting, the Assessing Office is recommending the Board of Trustees authorize the alternate date for the December Board of Review be on Thursday, December 17<sup>th</sup>, at 2:00 p.m.

NOW THEREFORE BE IT RESOLVED, The Charter Township of Union Board of Trustees authorizes the alternate meeting date for the Board of Review on Thursday, December 17<sup>th</sup> commencing at 2:00 p.m. The Township will place a legal ad in the Morning Sun, post a notice on the front door of the Township Hall, and post a notice on the Township's website to notify the public and provide a copy of the notice to the Isabella County Equalization Department.

Upon roll call vote, the following voted:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED: \_\_\_\_\_

I Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the forgoing is a true and complete copy of action taken by the Township Board of Trustee's at a regular meeting held on Tuesday, November 10, 2020.

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



# REQUEST FOR TOWNSHIP BOARD ACTION

|  |   |
|--|---|
| <b>To:</b> Board of Trustees   | <b>DATE:</b> November 3, 2020                   |
| <b>FROM:</b> Mark Stuhldreher, Township Manager  | <b>DATE FOR BOARD CONSIDERATION:</b> 11/10/2020 |
| <b>ACTION REQUESTED:</b> Consider approval of the attached resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2021 |   |

Current Action  Emergency

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

Finance Approval                     MDS                    

### BACKGROUND INFORMATION

Under Public Act 152, the State of Michigan requires government employers to establish employer/employee cost sharing standards for medical plan benefits provided to employees. There are three alternatives available to employers under the Act:

1. The employer’s cost share of a health care benefit plan must be cost competitive with the state preferred provider plan on a per-employee basis, otherwise known as “hard-caps”
2. Via a *majority vote* of the governing body, the employer can declare that the employer’s share of health care benefit plan expenses will not exceed 80% of total plan costs, otherwise known as the “80/20” rule
3. The local unit of government can “opt out” of the cost share requirements by *two thirds vote* of the governing body

The election of option 2 or 3 must be made on an annual basis. Consistent with past Board action, the administration recommends option 3.

The Township has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage limited resources. Toward that end, the Township, with the collaboration of the Township union and nonunion employees, agreed to a 94/6 percent cost share of health care plan expenses effective with plan years 2018 and 2019. The cost share for plan year 2020 is 92/8. Prior to the 2018 plan year, 100% of the health plan expenses were paid by the employer.

The approved collective bargaining agreements continued the trend of sharing more of the health care benefit plan costs with employees by agreeing to a 91/9 percent split for 2021 and a 90/10 percent split for 2022. It is the intent of all parties to continue the collaboration by exploring cost sharing strategies with the shared goal of efficiently managing the limited resources. The next opportunity to explore this issue with the bargaining units will be via collective bargaining when negotiating a new agreement as the current agreement expires 12/31/2022.

### SCOPE OF SERVICES

Not applicable

**JUSTIFICATION**

Since the employer expenses are likely to exceed those allowed under either the “hard cap” or “80/20” rule for plan year 2021, approval of the Resolution will enable the Township to be compliant with PA 152 and therefore avoid any reductions in state shared revenues that may be imposed under the Act.

**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

**COSTS**

Compared to the current plan year, an additional 1% of the cost of the annual health care benefit premium cost that would have been borne by the employer is transferred to the employees.

**PROJECT TIME TABLE**

If approved, the Resolution will be effective for the plan year starting January 1, 2021 and concluding December 31, 2021.

**RESOLUTION**

See attached

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

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

Yes:

No:

Absent:





# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** September 15, 2020  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 11/10/2020  
**ACTION REQUESTED:** Approval to schedule the FY 2021 Budget Adoption Public Hearing for Tuesday, November 24, 2020 and to notice same in the Morning Sun as required by statute.

Current Action   X        Emergency       

Funds Budgeted: If Yes    Account #:                    N/A   X  

Finance Approval                   MDS                  

### BACKGROUND INFORMATION

Prior to adoption of the annual appropriation resolution, a public hearing must be held to provide an opportunity for the community to comment on the proposed budget. This public hearing also serves as the “truth in taxation” notice.

The notice that will appear in the paper will read as follows:

*“The Charter Township of Union Board of Trustees will hold a public hearing on the proposed budget for the fiscal year 2021 at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI on November 24, 2020 at 7:00pm. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget is available for public inspection at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858.”*

This notice will be published in the Sunday, November 15, 2020 edition of the Morning Sun as required by state statute.

### SCOPE OF SERVICES

Publish a Public Notice in the Morning Sun regarding the scheduled Public Hearing to provide an opportunity to receive public comment on the proposed FY 2021 budget and to schedule the associated public hearing.

### JUSTIFICATION

Scheduling, noticing and holding a public hearing prior to adoption of the annual appropriations resolution is required by statutes.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety

- Health
- Natural environment
- Commerce

**COSTS**

The cost to publish the Public Notice in the Morning Sun is approximately \$300.00.

**PROJECT TIME TABLE**

The Public Hearing notice is scheduled to appear in the Morning Sun on Sunday, November 15, 2020 and the Public Hearing is scheduled for November 24, 2020.

**RESOLUTION**

It is hereby resolved that the FY 2021 Budget adoption public hearing will be held on Tuesday, November 24, 2020 at 7:00 pm at the Township Hall and that the administration is authorized to publish the notice in the Morning Sun as required by state statute.

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

- Yes:
- No:
- Absent:



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees                      **DATE:** November 3, 2020

**FROM:** Mark Stuhldreher, Township Manager    **DATE FOR BOARD CONSIDERATION:** 11/10/2020

**ACTIONS REQUESTED:** To conduct a Second Reading for and adopt the new Municipal Ordinance Violations Bureau Ordinance.

Current Action                       Emergency

Funds Budgeted: If Yes  Account #  No  N/A

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

## BACKGROUND INFORMATION

A general update to the existing Municipal Ordinance Violations Bureau Ordinance No. 1999-02 was initiated by Township staff, from which a proposed new ordinance has been developed. The proposed ordinance reaffirms that the Charter Township of Union has authority to issue municipal civil infraction notices and citations, and reaffirms the authority of the Township's Municipal Ordinance Violations Bureau to accept admissions of responsibility and collect civil fines and costs associated with issuance of a municipal civil infraction notice. The new ordinance includes updated provisions for civil infraction notices and citations, and new provisions identifying the officials authorized to issue these notices and citations. The new ordinance provides for establishment and amendment of the schedule of civil fines and costs by resolution of the Board of Trustees and would repeal Ordinance 1999-02 in its entirety.

The only change from the First Reading draft document is the correction of a typographical error identified by staff in Section 8.C. where the phrase "...a violation of *this Ordinance* continues to exist..." was replaced with "...a violation continues to exist..." This change was necessary to ensure that the provision applies to violations of any Township ordinance for which a civil infraction penalty has been established.

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

| Date                | Event  | Actions   |
|---------------------|--|---|
| October 28,<br>2020 | Regular electronic meeting of the Board of Trustees via Zoom   | Introduction and First Reading of the proposed ordinance  |
| November 2,<br>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 |
| November 5,<br>2020 |  | Publication of the summary and notice in The Morning Sun newspaper  |

| Date              | Event  | Actions   |
|-------------------|--|---|
| November 10, 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 Municipal Ordinance Violations Bureau Ordinance.

**JUSTIFICATIONS**

The updates included in the proposed new Municipal Ordinance Violations Bureau Ordinance are necessary to update the schedule of civil fines and costs and ensure that the Township can continue to make effective use of the municipal civil infraction as an enforcement tool to help resolve ordinance violations.

**GOALS ADDRESSED**

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

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

Updating the Township’s Municipal Ordinance Violations Bureau Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), and to help ensure fair and nondiscriminatory ordinance enforcement (1.1.1.2).

**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 Municipal Ordinance Violations Bureau Ordinance, and to adopt the ordinance as Township Ordinance Number \_\_\_\_\_.

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

Yes:

No:

Absent:

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

**MUNICIPAL ORDINANCE VIOLATIONS BUREAU ORDINANCE NO. \_\_\_\_\_**

[An ordinance adopted under provisions of the Revised Judicature Act (Public Act 236 of 1961, as amended), being MCL 600.101 – MCL 600.9948, and the Charter Township Act (Public Act 359 of 1947, as amended), being MCL 42.1 – MCL42.34, to protect the general health, safety, and welfare by providing for municipal civil infractions of certain Township ordinances, and procedures and penalties pursuant thereto; authorizing which Township officials can issue civil infraction notices and citations; establishing and defining the authority of the Municipal Ordinance Violations Bureau; and providing for severability, repeal, publication, and an effective date.]

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

**Section 1. Title.**

This ordinance shall be known as the “Municipal Ordinance Violations Bureau Ordinance” and referred to herein as “this Ordinance.”

**Section 2. Municipal Ordinance Violations Bureau.**

The Municipal Ordinance Violations Bureau is hereby established for the purposes of accepting admissions of responsibility and collecting civil fines and costs for ordinance violations designated as municipal civil infractions for which municipal civil infraction notices have been issued by authorized officials.

- A. The Bureau shall be located at the Township Hall, or other such location in the Township as may be designated by resolution of the Board of Trustees, and under the supervision and control of the Township Manager.
- B. All personnel of the Bureau shall be designated by the Township Manager and shall be Township employees.
- C. The scope of the Bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The Bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.
- D. No person shall be required to dispose of a municipal civil infraction violation at the Bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice the person or in any way diminish the person's right, privileges and protection accorded by law.

**Section 3. Authorized Officials.**

Unless prohibited by state law or unless otherwise provided by specific provisions of a particular Township ordinance to the contrary, the following officials are hereby designated as the authorized officials to issue and serve municipal civil infraction notices and citations for violations of Township ordinances which provide for a municipal civil infraction for a violation thereof:

- A. The Township Manager, Community and Economic Development Director, Building Official, Zoning Administrator, and Rental Inspector.
- B. Other Township ordinance enforcement official(s) as designated by the Township Manager.
- C. Law enforcement officers with jurisdiction in the Township.

**Section 4. Initiating a Municipal Civil Infraction Action.**

A municipal civil infraction action may be commenced upon the issuance by an authorized official of a municipal civil infraction notice in accordance with Section 5 of this Ordinance, directing the alleged violator to appear at the Municipal Ordinance Violations Bureau; or a municipal civil infraction citation in accordance with Section 6 of this Ordinance, directing the alleged violator to appear in court.

**Section 5. Municipal Civil Infraction Notices.**

Municipal civil infraction notices shall be numbered consecutively, shall be in the form approved by the state court administrator, and shall be issued and served by authorized officials as provided by law.

- A. A municipal civil infraction notice shall include, at a minimum, all of the following:
  - 1. The municipal civil infraction alleged.
  - 2. The name and the address of the alleged violator.
  - 3. The timeframe within which the alleged violator must contact the Bureau for purposes of admitting or denying responsibility for the violation.
  - 4. The amount of the fine for the violation.
  - 5. The methods by which the violation may be admitted or denied.
  - 6. The consequences of failing to pay the fine or contact the Bureau within the timeframe.
  - 7. Contact information for the Bureau.
- B. If an authorized official issues and serves a municipal civil infraction notice and if an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the schedule of fines for the violation are not paid at the Bureau, a municipal civil infraction citation may be filed with the court having jurisdiction of the matter and a copy of the citation may be served by first-class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the court does not need to comply in all particulars with the requirements for citations as provided by Sections 8705 and 8709 of Public Act 236, but shall consist of a sworn complaint containing the allegations stated in the municipal civil infraction notice and shall fairly inform the alleged violator how to respond to the citation.

**Section 6. Municipal Civil Infraction Citations.**

Municipal civil infraction violation citations shall be numbered consecutively, shall be in the form approved by the state court administrator, and shall be issued and served by authorized officials as provided by law.

- A. A municipal civil infraction citation shall include, at a minimum, all of the following:
  - 1. The municipal civil infraction alleged.
  - 2. The name and the address of the alleged violator.
  - 3. Contact information for the court where the alleged violator shall appear in court and timeframe within which the appearance shall be made.
  - 4. The amount of the fine for the violation.
  - 5. The consequences of failing to pay the fine or make an appearance within the timeframe.

- B. A municipal civil infraction citation shall inform the alleged violator that he or she may do one of the following:
1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  2. Admit responsibility for the municipal civil infraction with explanation by mail by the time specified for appearance, in person or by representation.
  3. Deny responsibility for the municipal civil infraction by doing either of the following:
    - (a) Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the Township.
    - (b) Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
- C. The citation shall also inform the alleged violator of all of the following:
1. That if the alleged violator desires to admit responsibility with explanation in person or by representation, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
  2. That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified to appear for a hearing, unless a hearing date is specified on the citation.
  3. That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.
  4. That at an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
  5. That at a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.
- D. The citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.
- E. Municipal civil infraction citations shall be issued and served by authorized officials as follows:
1. The original, which is a complaint and notice to appear, shall be filed with the court.
  2. The first copy shall be retained by the Township.
  4. The second copy shall be issued to the alleged violator if the violation is a misdemeanor.
  3. The third copy shall be issued to the alleged violator if the violation is a civil infraction.
- F. Except as provided below, an authorized official shall personally serve a copy of the citation upon the alleged violator.
1. If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the municipal civil infraction citation does not need to be personally served upon the alleged violator, but may be served upon an owner or

occupant of the land, building or structure by posting the copy on the land or attaching the copy to the building or structure.

2. A copy of the citation shall also be sent by first-class mail to the owner of the land, building, or structure at the owner's last known address. A citation served in accordance with this subsection for a violation involving the use or occupancy of land or a building or other structure shall be processed in the same manner as a citation served personally upon a defendant.
- G. A citation for a municipal civil infraction signed by an authorized official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the authorized official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."

#### **Section 7. Schedule of Civil Fines and Costs.**

Unless a different schedule of civil fines is provided for by an applicable ordinance, the fee schedule for the following civil infraction violation fines and costs shall be established and amended from time to time by resolution of the Board of Trustees:

- A. First violation within a three-year period.
- B. Second violation within a three-year period.
- C. Third violation within a three-year period.
- D. Fourth or subsequent violation within a three-year period.
- E. Additional cost for fines paid more than ten (10) days after the date of service of the municipal civil infraction.

#### **Section 8. Additional Provisions.**

- A. Nothing in this Ordinance shall be deemed to require the Township to initiate its municipal civil infraction ordinance enforcement activity through the issuance of municipal civil infraction notice. As to each ordinance violation designated as a municipal civil infraction, the Township may, at its discretion, proceed directly with the issuance of a municipal civil infraction citation.
- B. The imposition of a municipal civil infraction fine for any violation shall not excuse the violation or permit it to continue.
- C. Each day a violation continues to exist constitutes a separate violation.
- D. The rights and remedies set forth in this Ordinance 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, prevent, correct, remedy or abate noncompliance with a Township ordinance.
- E. The civil fines and costs collected shall be deposited in the general fund of the Township.

#### **Section 9. Definitions.**

For purposes of their use in this Ordinance, the following words and terms are herein defined. Any word or term not herein defined shall be defined in accordance with its common or standard definition.

**Public Act 236** means the Revised Judicature Act (Public Act 236 of 1961, as amended), being MCL



600.101 – MCL 600.9948.

**Authorized official** means a person authorized by this Ordinance to issue municipal civil infraction notices or citations.

**Board of Trustees** means the elected Board of Trustees for the Charter Township of Union, Isabella County, Michigan.

**Bureau** means the Municipal Ordinance Violations Bureau of the Charter Township of Union as established by this Ordinance.

**Municipal civil infraction** means a violation of a Township ordinance for which civil sanctions, including without limitation, fines, damages, expenses, and costs, may be ordered as authorized by Public Act 236.

**Municipal civil infraction action** means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

**Municipal civil infraction citation** means a written complaint prepared by an authorized official, directing a person to appear at a court of law regarding the occurrence or existence of a municipal civil infraction violation by the person cited.

**Municipal civil infraction notice** means a written complaint prepared by an authorized official, directing a person to appear at the Municipal Ordinance Violations Bureau and to pay the fine and costs, if any, prescribed for the violation by the adopted schedule of civil fines and costs, as authorized by MCL 600.8707(6).

**Township** means the Charter Township of Union, Isabella County, Michigan.

#### **Section 10. 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 11. Repeal.**

The Municipal Ordinance Violations Bureau Ordinance No. 1999-02 is hereby repealed in its entirety. This Ordinance shall not repeal the penalty or enforcement sections of existing Township ordinances. All other ordinances or parts of ordinances in conflict with the provisions of this Ordinance are, to the extent necessary to resolve the conflict, hereby repealed.

#### **Section 12. Publication.**

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

#### **Section 13. 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 October 28, 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