

**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 December 16, 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=ZlIING8veFlONGRSazBtNklTaHM4UT09> (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 12/16/20 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 December 16, 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).

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=ZlllNG8veFlONGRSazBtNkITaHM4UT09> To participate via telephone conference call, please call (312-626-6799). Enter “872 4311 6560” and the “#” sign at the “Meeting ID” prompt, and then enter “616232” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

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

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



#### 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**  
**December 16, 2020**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Isabella County Jail Presentation to the Board of Trustees
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. Appoint Stan Shingles as Township Representative to the Mid-Michigan Aquatic Recreational Authority
  - B. Monthly Report (under separate cover)
  - C. Planning Commission and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – November 24, 2020 – Regular Meeting
  - C. Minutes – December 2, 2020 – Special Meeting
  - D. Minutes – December 7, 2020 – Special Meeting
  - E. Minutes – December 9, 2020 - Special Meeting
  - F. Accounts Payable
  - G. Payroll
  - H. Meeting Pay
  - I. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Airport Management Agreement

- B. Discussion/Action: (Board of Trustees) Consider approval of the proposed Board of Trustee meeting schedule for the 2021 calendar year in accordance with the Open Meetings Act
  - C. Discussion/Action: (Stuhldreher) To introduce and conduct a First Reading for the proposed PREZ 20-03 request from Grayling Investors LLC to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District
  - D. Discussion/Action: (Stuhldreher) To Conduct a Second Reading and adopt the new Tax Exemption Ordinance
  - E. Discussion/Action: (Stuhldreher) To adopt each of the four (4) separate resolutions as presented in the meeting packet to reaffirm the continuing eligibility of the Arbors at Eagle Crest Phase II housing project, the Springbrook Townhomes (Phase I) housing project, the Springbrook Townhomes Phase II housing project, and the Cranbrook Senior Village housing project for a tax exemption and annual service charge payment in lieu of taxes under the new Tax Exemption Ordinance
  - F. Discussion/Action: (Smith) Approval of the bid from Konwinski Construction Inc., in the amount of \$103,724.00 for the completion of code related, exterior, and interior improvements for the Phase I Jameson Park Improvements Project and authorize the Township Manager to sign the agreement
  - G. Discussion/Action: (Board of Trustees) Reaffirm use of the governance model, known as Policy Governance, and the implementation of the theory via the use of the Union Township Board Policy Manual
  - H. Discussion/Action: (Board of Trustees) Board adoption of the FY 2021 Appropriations Resolution covering the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water; approval of the 2021 fee schedule and millage rates
  - I. Discussion/Action: (Stuhldreher) Consider the appeal by Mr. Kevin Crawford of the Manager's decision to not reimburse employee for a potential personal tax liability
  - J. Discussion/Action: (Stuhldreher) Policy Governance 2.4 Financial Planning/Budgeting
  - K. Discussion/Action: (Board of Trustees) Policy Governance 3.0 Global Governance Process
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	Jessica	Lapp	2/15/2023
8	vacant seat		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	12/31/2022
2	vacant seat		12/31/2020
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
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			11/202024
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	vacant seat		8/15/2021

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



Name: Stan Shingles Date: November 24

Address: 1575 Scully Road

Phone (home) 989 773-9037 (cell) 989 400-1982 (work) 989 774-3700

Email: shing1sl@cmich.edu

Occupation: CMU administrator

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

- |                          |                         |   |
|--------------------------|-------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident   |
| <input 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 |

X  
 OTHER \*Specify Board: Recreation Commission

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

The ability to use my vast experience in recreation administration inspires me to pursue a  
service opportunity

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):

Served as the Assistant VP University Recreation, CMU . Union Township Planning Com  
Commission

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 November 24, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

**Roll Call**

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Bills (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Brown (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Hauck (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Thering (location) Union Township, Isabella County, Mt. Pleasant, MI)

**Approval of Agenda**

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

**Presentations**

**Public Hearings**

A. McGuirk Special Assessment Public Hearing

Open: 7:06 p.m.

Phil Squatrito – In favor of project, questioned 10%, timing of project, and due date of lump sum payment

Pat Mayfield – Headed up the petition commented on lengthy process, concerns of fees regarding letter, basic timeframe of project

Closed 7:14 p.m.

B. FY 2021 Budget Public Hearing

Open: 7:19 p.m.

No comments were offered.

Closed: 7:19 p.m.

**Public Comment**

Open: 7:20 p.m.

Jessica Lapp – introduced herself to the Board stating her interest to be appointed to the Planning Commission

Closed 7:20 p.m.

**Reports/Board Comments**



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

1. **Board of Trustees Planning Commission Representative**

Mielke moved Brown supported to nominate Clerk Cody as Board of Trustee Representative to the Planning Commission with term expiring 11/20/2024. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

2. **Board of Trustees EDA Representative**

Rice moved Bills supported to nominate Supervisor Mielke as Board of Trustee Representative to the EDA with term expiring 11/20/2024. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

3. **Re-appoint alternate Randy Golden to the Board of Review with term ending 12/31/2022**

Thering moved Cody supported to re-appoint alternate Randy Golden to the Board of Review with term expiring 12/31/2022. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

4. **Appointment to Planning Commission**

Mielke nominated Bills supported to appoint Jessica Lapp to the Planning Commission with term expiring 2/15/2023. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

- **Board Member Reports**

Hauck – Road Commission updates

Rice – Taxes will be delivered to the post office 11/30/20

### **Consent Agenda**

- Communications
- Minutes – November 10, 2020 – Regular Meeting
- Minutes – November 10, 2020 – Special Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Rice moved Hauck supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

### **BOARD AGENDA**

- A. **Discussion/Action: (Smith) Deny the request to waive the quarterly water bill penalty for P & Q Properties irrigation system located at 2853 Health Parkway account number 04282**

**Bills** moved **Hauck** supported to deny the request to waive the quarterly water bill penalty for P&Q Properties irrigation system located at 2853 Health Parkway account number 04282.

**Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Stuhldreher) To introduce and conduct a First Reading for the proposed new Tax Exemption Ordinance**

**Hauck** moved **Rice** supported introduce and conduct a first reading for the proposed new Tax Exemption Ordinance. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**C. Discussion/Action: (Stuhldreher) Board approval of the FY 2020 Budget Amendment No. 2 for the General fund, Fire Fund, Tribal 2% Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund**

**Cody** moved **Rice** supported to approve the FY 2020 Budget Amendment No. 2 for the General fund, Fire Fund, Tribal 2% Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

Open 8:41p.m.

Larry Seffert, 1021 Greenbanks – commented on P&Q late fees

Ben Gunning, 2270 2280 E. Broomfield – welcomed new Trustees, sent letter regarding late fees, commented on Clerk wages.

Closed 8:46 p.m.

**MANAGER COMMENTS**

- Looking forward to working all seven members of this board. Call or email anytime with questions.
- Policy Governance training scheduled for 12/2/2020 and 12/9/2020.
- Mailings and Press Release regarding the Township Cross Connection inspection program will be going out to residents soon – COVID protocols will be enforced
- Asked board preferences of receiving board packets (paper vs. electronic)

**FINAL BOARD MEMBER COMMENTS**

Mielke – In favor of having Township Manager poll Board for interest in having a special budget discussion meeting, commented that he would be interested in talking about road mileages in the future, commented that he is actively looking to recruit two township residents to the Rec Authority.

Cody – New normal for elections as more people have requested to be on the permanent list.

Rice – Commented past Election’s and Clerk’s time invested

Bills – Comments related to Public Service utility billing (fees & usage)

Brown – Looking forward to serving on this board

Hauck – Asked about fire hydrants on Pickard being covered, brought up considering Road millage in the future, fill a Mayflower at Ric’s Food Center coming up in the community

(11/27/20), Commented on having tour of facilities scheduled for new board  
Thering – Commented on Board of Review vacant seat, stated that he'd be happy to talk with anyone interested that may have questions

**ADJOURNMENT**

**Rice** moved **Bills** supported to adjourn the meeting at 9:12 p.m. **Vote: Ayes: 7 Nays: 0.**  
**Motion carried.**

**APPROVED BY:**

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**Lisa Cody, Clerk**

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**Bryan Mielke, Supervisor**

*(Recorded by Jennifer Loveberry)*

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

A special-electronic meeting of the Charter Township of Union Board of Trustees was held on December 2, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 6:00 p.m.**

**Roll Call**

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)

Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)

Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Bills (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Brown: driving muted

Trustee Hauck (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Thering (location: Union Township, Isabella County, Mt. Pleasant, MI)

**Others Present**

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

**Approval of Agenda**

**Hauck** moved **Cody** supported to approve the Agenda as presented. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Hauck, and Thering. Nays: 0. Brown (muted) Motion carried.**

**BOARD AGENDA**

**A. Policy Governance Training with Susan Radwan**

Policy Governance Training with Susan Radwan and discussion by the Board.

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

Open 7:33 p.m.

Ben Gunning 2270 E. Broomfield Rd. – Enjoyed presentation looking forward to the next meeting

Closed 7:34 p.m.

**FINAL BOARD MEMBER COMMENTS**

Hauck – Asked if an employee issue would be an Agenda Item on the December 16, 2020 board meeting.

**Adjournment**

**Rice** moved **Bills** supported to adjourn the meeting at 7:36 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Jennifer Loveberry)*

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

A special-electronic meeting of the Charter Township of Union Board of Trustees was held on December 7, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 6:00 p.m.**

**Roll Call**

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)

Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Bills (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Brown (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Hauck (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Thering (location: Union Township, Isabella County, Mt. Pleasant, MI)

Excused: Treasurer Rice

**Others Present**

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

**Approval of Agenda**

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

**BOARD AGENDA**

**A. Discussion Manager's Recommended FY'21 Budget**

Discussion by the Board.

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

Open 6:56 p.m.

No comments were offered.

Closed 6:56 p.m.

**FINAL BOARD MEMBER COMMENTS**

**Adjournment**

**Hauck moved Brown supported to adjourn the meeting at 6:57 p.m. Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Jennifer Loveberry)*

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

A special-electronic meeting of the Charter Township of Union Board of Trustees was held on December 9, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 6:00 p.m.**

**Roll Call**

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)

Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Bills (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Brown (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Hauck (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Thering (location: Union Township, Isabella County, Mt. Pleasant, MI)

Excused:

Clerk Cody

**Others Present**

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

**Approval of Agenda**

**Rice moved Thering supported to approve the Agenda as presented. Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, and Thering. Nays: 0. Motion carried. Hauck technical issues.**

**BOARD AGENDA**

**A. Policy Governance Training with Susan Radwan**

Policy Governance Training with Susan Radwan and discussion by the Board.

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

Open 7:32 p.m.

No comments were offered

Closed 7:32 p.m.

**FINAL BOARD MEMBER COMMENTS**

**Adjournment**

**Brown moved Bills supported to adjourn the meeting at 7:35 p.m. Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Jennifer Loveberry)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/03/2020	101	393 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
12/03/2020	101	394 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN 2279 S MERIDIAN 2279 S MERIDIAN RD - PUMP HOUSE 4511 E RIVER	842.16 1,110.06 109.70 11,799.41 <u>13,861.33</u>
12/08/2020	101	395 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD MASTERCARD - BEBOW MASTERCARD - DEARING MASTERCARD - RADAR MASTERCARD - MCBRIDE MASTERCARD - ROCKAFELLOW MASTERCARD - FUSSMAN MASTERCARD - STUHLBREHER MASTERCARD - HOHLBEIN MASTERCARD - OCKERT MASTERCARD - COFFELL MASTERCARD - THEISEN MASTERCARD - NANNY MASTERCARD - CODY MASTERCARD - TEALL	212.61 845.81 601.27 96.33 382.80 70.88 22.16 518.37 205.36 274.45 45.00 106.22 54.99 360.89 297.98 <u>4,095.12</u>
12/09/2020	101	396 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE - 4TH Q	462.75
12/16/2020	101	22451	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/PLANNING/ELECTIONS/ASSESSING ADS	3,355.07
12/16/2020	101	22452	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE-ACCOUNTING SPECIALIST	100.00
12/16/2020	101	22453	00099	CENTRAL CONCRETE PRODUCTS CO. INC	CRUSHED LIMESTONE CRUSHED LIMESTONE	390.23 250.27 <u>640.50</u>
12/16/2020	101	22454	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING - WWTP	2,648.23
12/16/2020	101	22455	01623	CLARK HILL PLC	PUNG PROPERTY LEGAL- AUG 2020	1,196.24
12/16/2020	101	22456	00129	CMS INTERNET, LLC	USB DRIVE FOR ELECTIONS	25.99
12/16/2020	101	22457	01515	LISA M CODY	BALLOT BOX LABELS	60.00
12/16/2020	101	22458	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-NOV 2020 FUEL IN TOWNSHIP VEHICLES-NOV 2020	376.43 366.08 <u>742.51</u>
12/16/2020	101	22459	01242	CULLIGAN WATER	WATER COOLER - SHOP DEC 2020 WATER - SHOP OCT 2020	9.00 23.79 <u>32.79</u>
12/16/2020	101	22460	01171	DBI BUSINESS INTERIORS	OFFICE CHAIR FOR BLDG CLERK LABELS FOR WATER/SEWER DEPT FOLDERS/TAPE/STAPLER/NOTEPADS/GLUE-TWP H OFFICE CHAIR RETURN-BLDG CLERK	157.79 29.95 42.59 (157.79) <u>72.54</u>

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 11/25/2020 - 12/16/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/16/2020	101	22461	00098	ELECTION SOURCE	ABSENT VOTER ENVELOPES TABULATOR CODING AND MEDIA CREATION TABULATOR CODING AND MEDIA CREATION	95.50 2,580.00 3,080.00 <u>5,755.50</u>
12/16/2020	101	22462	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,629.00
12/16/2020	101	22463	00209	ETNA SUPPLY COMPANY	REPLACEMENT METERS	12,890.00
12/16/2020	101	22464	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	10,808.10
12/16/2020	101	22465	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSPECTION/TREATMENT-DEC 2020	40.00
12/16/2020	101	22466	00249	GILL-ROY'S HARDWARE	BASEMENT LIGHTS @ TWP HALL ICE SCRAPER FOR BLDG DEPT KEY FOR THE PARKS BARN	8.99 37.98 1.99 <u>48.96</u>
12/16/2020	101	22467	00257	GOURDIE-FRASER, INC.	WTR/SWR CONSTRUCTION OBSERVATION AND MAT WTR/SWR ADDTL CONSTRUCTION OBSERVATION & SEWER PUMP STN 14-CONSTADMIN/CLOSE OUT C	8,500.00 3,700.00 (2,890.00) <u>9,310.00</u>
12/16/2020	101	22468	00266	HACH COMPANY	ALKALINITY TNT AND PHOSPHORUS TNT	794.12
12/16/2020	101	22469	01721	HYDROCORP	CROSS CONNECTION CONTROL PROG-NOV 2020 N CROSS CONNECTION CONTROL PROG-NOV 2020 R	950.00 2,650.00 <u>3,600.00</u>
12/16/2020	101	22470	00324	ISABELLA CORPORATION	MAIN REPAIR - US127/BROOMFIELD	33,348.00
12/16/2020	101	22471	00337	ISABELLA COUNTY TREASURER	2010 WATER BONDS-PAYING AGENT FEES	750.00
12/16/2020	101	22472	00359	KERR PUMP & SUPPLY	PUMP STATION - SHOP	6,038.00
12/16/2020	101	22473	01720	JUSTIN KNOTT	ELECTION FILING FEE REIMBURSEMENT	100.00
12/16/2020	101	22474	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE - 2016 FORD F-150 OIL CHANGE - 2017 FORD F-150	60.10 71.70 <u>131.80</u>
12/16/2020	101	22475	01506	MCKENNA ASSOCIATES	BUILDING OFFICIAL & INSP SERVICES - NOV	5,375.00
12/16/2020	101	22476	01722	MICHIGAN ASSN OF MUNICIPAL CLERKS	MAMC ANNUAL DUES 2021	66.00
12/16/2020	101	22477	00463	MT. PLEASANT HEATING & AIR COND	FURNACE REPAIR - ISABELLA RD FURNACE REPAIR - MERIDIAN RD	95.00 156.00 <u>251.00</u>
12/16/2020	101	22478	00128	CITY OF MT. PLEASANT	1ST QTR 2021 FIRE CONTRACT PAYMENT	199,075.00
12/16/2020	101	22479	00494	NORTH CENTRAL LABORATORIES	HEATING ELEMENT/CONDUCTIVITY GLOVES/PETRI DISH	726.18 622.57 <u>1,348.75</u>
12/16/2020	101	22480	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPPORT FOR WWTP KEPWARE SUPPORT FOR WWTP	220.50 63.00 <u>283.50</u>
12/16/2020	101	22481	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - NOV 2020	1,165.50
12/16/2020	101	22482	01595	ROMANOW BUILDING SERVICES	JANITORIAL AT TWP HALL-SEPT/OCT COVID CL	597.45
12/16/2020	101	22483	00569	ROWE PROFESSIONAL SERVICES COMPANY	SIDEWALK IMPROVEMENTS DESIGN AND SURVEY	20,900.00
12/16/2020	101	22484	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	412.27



12/09/2020 05:10 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 11/25/2020 - 12/16/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/16/2020	101	22485	00612	STAPLES	EXIT SIGN FOR ELECTIONS	99.98
12/16/2020	101	22486	01238	STATE OF MICHIGAN - DEQ	NPDES ANNUAL PERMIT FEE 2021	5,500.00
12/16/2020	101	22487	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION @ MCDONALD PARK	180.00
12/16/2020	101	22488	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	7.01
12/16/2020	101	22489	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11-WTR/SWR BILLINGS	1,200.00
12/16/2020	101	22490	01013	USA BLUE BOOK	DISPOSABLE GLOVES	136.56
12/16/2020	101	22491	01314	VERIZON WIRELESS	CELL PHONES 10-16-20 TO 11-15-20	413.59
12/16/2020	101	22492	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WWTP DEC 2020	908.02
					DUMPSTER SERVICE - JAMESON NOV 2020	137.97
					DUMPSTER SERVICE - SHOP DEC 2020	55.94
					DUMPSTER SERVICE TWP HALL-DEC 2020	70.48
					DUMPSTER SERVICE MCDONALD-DEC 2020	215.24
					DUMPSTER SERVICE - WTR DEC 2020	87.02
						<u>1,474.67</u>
12/16/2020	101	22493	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,407.52
12/16/2020	101	22494	00723	WINN TELECOM	PHONE SERVICE 12/01/20-12/31/20	338.18
12/16/2020	101	22495	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - NOV 2020	1,500.76
12/16/2020	101	22496	00751	SOS ANALYTICAL	REIMBURSE FOR UPS SHIPPING CHARGES	2,033.57
						<u><u>2,033.57</u></u>

101 TOTALS:

Total of 50 Checks:	366,302.86
Less 0 Void Checks:	0.00
Total of 50 Disbursements:	<u><u>366,302.86</u></u>

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

**CHECK DATE: November 25, 2020**

**PPE: November 21, 2020**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	29,964.42
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		33,319.39
Water Fund		22,879.74
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>86,163.55</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	56,104.44
Employer Share Med		807.83
Employer Share SS		3,454.10
SUI		2.01
Pension-Employer Portion		4,615.17
Workers' Comp		569.18
Life/LTD		-
Dental		1,201.67
Health Care		19,260.05
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		149.10
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>86,163.55</b>

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

**CHECK DATE: December 10, 2020**

**PPE: December 05, 2020**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	28,706.55
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		31,665.81
Water Fund		22,041.21
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>82,413.57</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	55,369.24
Employer Share Med		746.80
Employer Share SS		3,193.28
SUI		2.15
Pension-Employer Portion		4,598.40
Workers' Comp		563.54
Life/LTD		604.35
Dental		1,201.67
Health Care		19,260.05
Vision		345.44
Vision Contribution		(172.72)
Health Care Contribution		(3,298.63)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>82,413.57</b>

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2017**

**BOARD MEMBER:** Ben Gunning

**MONTH:** January → November 2020

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1/21/20	EDA	✓		<del>\$50.00</del> 100
5/19/20	EDA		✓	<del>\$75.00</del> 100
7/21/20	EDA		✓	<del>\$75.00</del> 100
9/15/20	EDA	✓		<del>\$50.00</del> 100
9/23/20	EDA	✓		<del>\$50.00</del> 100
10/27/20	EDA	✓		<del>\$50.00</del> 100
11/17/20	EDA		✓	<del>\$75.00</del> 100
	Total			<del>\$425.00</del> 100

**SIGNATURE:** Ben Gunning **Date:** 11/20/2020

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

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
(See Governance Policy 3.10 for additional details)**

**BOARD MEMBER:** \_\_\_\_\_

**MONTH, YEAR:** \_\_\_\_\_

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	

**Signature:**  **Date:** \_\_\_\_\_

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for “meeting pay”, \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.



# Copy of Union Township Report

Date: Tuesday, December 1, 2020



Alarm Date between 2020-11-16 and 2020-11-22

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000458</b>						
		11/16/2020 7:00:25 AM	551	Assist police or other governmental agency	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000460</b>						
		11/17/2020 12:09:00 PM	611	Dispatched & canceled en route	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000462</b>						
		11/18/2020 6:29:44 AM	551	Assist police or other governmental agency	ENG 31	2	2
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000463</b>						
		11/18/2020 9:38:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000465</b>						
		11/19/2020 9:48:51 PM	736	CO detector activation due to malfunction	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000466</b>						
		11/20/2020 7:25:00 AM	622	No incident found on arrival at dispatch address	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000469</b>						
		11/20/2020 3:20:00 PM	444	Power line down	ENG 31	2	1

								<b>Total Responding 2</b>
	<b>Total Runs 7</b>							<b>Total Responding 14</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**





# Copy of Union Township Report

Date: Tuesday, December 1, 2020



Alarm Date between 2020-11-23 and 2020-11-29

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000478</b>						
		11/24/2020 3:43:04 PM	500	Service Call, other	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000479</b>						
		11/24/2020 5:40:36 PM	424	Carbon monoxide incident	C 31	1	1
						<b>Total Responding 1</b>	
<b>Union Township</b>	<b>0000482</b>						
		11/25/2020 11:12:15 AM	322	Motor vehicle accident with injuries	ENG 31	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000486</b>						
		11/28/2020 5:57:46 PM	440	Electrical wiring/equipment problem, other	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000487</b>						
		11/28/2020 8:59:13 PM	445	Arcing, shorted electrical equipment	ENG 31	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b>						
	<b>5</b>					<b>Total Responding 9</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**



# Copy of Union Township Report

Date: Wednesday, December 9, 2020



Alarm Date between 2020-11-30 and 2020-12-06

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000494</b>						
		11/30/2020 3:32:05 PM	154	Dumpster or other outside trash receptacle fire	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000495</b>						
		11/30/2020 5:38:16 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000496</b>						
		11/30/2020 10:14:18 PM	251	Excessive heat, scorch burns with no ignition	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000500</b>						
		12/2/2020 4:00:00 PM	510	Person in distress, other	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000501</b>						
		12/2/2020 4:29:00 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
		12/2/2020 4:29:00 PM	322	Motor vehicle accident with injuries	C 31	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000509</b>						
		12/5/2020 11:16:00 PM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						<b>Total Responding 3</b>	
	<b>Total Runs</b>					<b>Total Responding 15</b>	
	<b>6</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**

**To:** Board of Trustees **DATE:** December 9, 2020  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 12/16/20  
**ACTION REQUESTED:** Board approval of an Airport Joint Operations and Management Agreement with the City of Mt. Pleasant, Isabella County, Mid-Michigan Development (MMDC) and the Saginaw Chippewa Indian Tribe

Current Action  Emergency

Funds Budgeted: If Yes  Account # 101-441-967.100 No  N/A

Finance Approval                     MDS                    

**BACKGROUND INFORMATION**

Representatives from the City, MMDC, County, Township and Tribe have been meeting to determine how the airport can be better promoted, identify opportunities to increase business activity and what the desired service levels should be. The result of these discussions is a recommendation to create a joint operations and management structure as outlined in the Agreement.

The City of Mt. Pleasant has owned and operated a general aviation airport since 1940. The airport started with the primary use being recreational pilots. Today the airport is Mid-Michigan’s connection for local and national clientele with over 550 jet and corporate aircraft utilizing the facility. See the attached brochure for additional information concerning the current operational characteristics of the Airport.

The contributions to the local economy from the Airport are significant. Data from a study done in 2019 indicate a total economic impact to the region of \$7,320,000 along with 37 jobs as a result of the Airport related activities. The average visitor spending per visit is \$240. See the attached report for additional information regarding the economic impacts.

Historically, funds for the Airport have from the following sources, all of which may continue to provide some funding.

- User fees including hanger rentals and fuel sales
- Federal and state grants have paid most costs to complete capital projects at the Airport
- The City general fund
- The Tribe has provided funds for the Airport through 2% distributions. The City will continue to request these funds each year to fund ongoing operations and capital improvements at the Airport.

The parties agree that, ideally, Airport operational revenues would pay all Airport operations. The Board is charged with working toward minimizing funding from the parties while providing necessary services recognizing that it will not likely be a self-supporting entity.

## **SCOPE OF SERVICES**

Highlights of the Agreement are as follows:

- Creation of a Joint Operations Board to provide operations and management oversight
  - The Board will consist of 5 members with a representative from each of the participating entities
  - Board member terms will be for 3 years and serve at the pleasure of the appointing entity
  - Board members will be senior administrators or managers of the appointing governing body
  - The Board will guide, set policy and oversee the Airport operations and management
  - Board meetings will comply with the Open Meetings Act and be subject to Michigan's Freedom of Information Act.
- The City will continue as the sole owner of the Airport and all personnel shall continue to be City employees or City-contracted service providers. No other party and no Board member shall have any obligation for compensation, including benefits, for withholding or for any other aspect of their employment
- City approval is required for approval of contracts longer than 1 year and to acquire and/or dispose of Airport property
- The Agreement does not establish a new entity. The Board is empowered as provided in the Agreement but is not a separate body corporate and cannot levy a tax or issue debt. The Board may not sue or be sued in its own name.
- The Agreement would take effect on January 1, 2021 and remain in effect until all parties have withdrawn.
- Provision exist in the Agreement for an orderly withdraw of a member should any party wish to exit the Agreement
- To the extent allowed by applicable law, the City is generally responsible for losses arising out of the operation of the Airport and will indemnify and hold harmless the other parties to the Agreement for any such losses, except to the extent caused by the negligence or intentional misconduct of any member.
- The Board will develop and recommend an annual budget for the Airport to the City Manager of the City and the City Commission will approve the fiscal year budget as part of the City's annual budget approval process.

## **JUSTIFICATION**

Approval of the Agreement will increase opportunities for funding from the state and federal government which in turn will assist with facility maintenance, retention and attraction of clientele and create the potential for expanded services such as internet shipping and aeronautics training activities. The Agreement will also provide opportunities to creatively look for ways to expand business activity in support of economic development throughout the region.

## **PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with the adoption of the Agreement (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

Township participation in an Airport Joint Operations and Management Agreement would help to support a sustainable community (1.0), a vibrant community life (1.1), and a welcoming atmosphere (1.1.1.1) through making the most effective use of the airport as a regional resource. Having a well-managed and proactively governed general aviation airport in Isabella County is a source of community pride (1.1.1.3), is essential for providing a safe environment for airport patrons, pilots, and visitors (1.3), and can serve as a focal point for attraction into the community (1.2.1). A vibrant municipal airport also serves as an economic development tool to help expand opportunities for existing businesses and attract new commercial establishments to the region (1.6).

**COSTS**

Annually, the parties to the Agreement will contribute the following toward the operation and maintenance of the Airport:

- Township: \$10,000
- County: \$5,000
- MMDC: \$1,000
- Tribe: \$1,000
- City: All remaining costs (estimated at \$81,600 in FY '21)

**PROJECT TIME TABLE**

If approved, the Agreement will go into effect on January 1, 2021 or after all parties have approved the Agreement.

**RESOLUTION**

It is hereby resolved that the Airport Joint Operations and Management Agreement with the City of Mt. Pleasant, Isabella County, Mid-Michigan Development (MMDC) and the Saginaw Chippewa Indian Tribe is approved

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

Yes:  
No:  
Absent:



## AIRPORT JOINT OPERATIONS AND MANAGEMENT AGREEMENT

This Airport Joint Operations and Management Agreement is made as of \_\_\_\_\_, 2020, among the City of Mount Pleasant, a Michigan home rule city the principal address of which is 320 W. Broadway St., Mt. Pleasant, MI 48858 (the “**City**”), the County of Isabella, a Michigan county the principal address of which is 200 N. Main Street, Mt. Pleasant, MI 48858 (the “**County**”), the Charter Township of Union, a Michigan charter township the principal business address of which is 2010 S. Lincoln, Mt. Pleasant, MI 48858 (the “**Township**”), the Saginaw Chippewa Indian Tribe, a federally recognized Indian Tribe the principal business address of which is 7500 Soaring Eagle Blvd., Mt. Pleasant, MI 48858 (the “**Tribe**”), and Middle Michigan Development Corporation, a Michigan nonprofit corporation the principal address of which is 200 E. Broadway St., Mt. Pleasant, MI 48858 (the “**MMDC**”), pursuant to and in accordance with the Urban Cooperation Act of 1967, 1967 (extra session) PA 7, MCL 124.501 *et seq.* (“**Act 7**”).

### RECITALS

- A. The City currently owns and operates the Mt. Pleasant Municipal Airport, a general aviation airport in Union Township and Chippewa Township, the precise location of which is 43 degrees 37.30 N by 084 degrees 44.25 W at an elevation of 775 feet and the address of which is 5453 East Airport Road, Mt. Pleasant, MI 48858 (the “**Airport**”).
- B. The parties agree the Airport is important to the local economy because many national, regional and local businesses, many entertainers performing locally, and others rely on the Airport for transportation needs.
- C. Under applicable law, the political subdivisions have the authority to own and operate an airport and, therefore, may enter into an agreement to jointly operate the Airport under Act 7.
- D. The MMDC has the authority pursuant to PA 162 of 1982 to enter into contracts and to further its intended purpose to grow the economy with services designed to retain, expand and attract businesses in Clare and Isabella Counties.
- E. The parties believe an agreement for joint operation may aid in funding Airport operations, provide all parties a role in its operations, and, thereby enhance the Airports’ long-term viability and vitality.

### TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Contract, the parties agree:

1. Joint Operations Board. A Joint Operations Board (the “**Board**”) is created for operations and management oversight of the Airport as provided in this section.
  - A. The Board shall have 5 members, including one representative each from the City, the County, the Township, the Tribe, and the Middle Michigan Development Corporation (MMDC).
    1. Members shall be appointed by the chief executive officer of a party and approved by that party’s governing body. The representative of MMDC shall be appointed by the City on recommendation of the MMDC Board.
    2. The members first appointed to the Board shall serve as follows:
      - a. The Board member first appointed by the City shall serve until December 31, 2021.
      - b. The Board member first appointed by the County shall serve until December 31, 2021.
      - c. The Board member first appointed by Township shall serve until December 31, 2023.
      - d. The Board member first appointed by Tribe shall serve until December 31, 2022.
      - e. The Board member first appointed by the City on recommendation of the MMDC Board shall serve until December 31, 2023.
    3. All Board members appointed thereafter shall be appointed to serve 3-year terms, which shall be staggered by virtue of the term lengths provided in subsection 2 above.

4. There shall be no limitations on the numbers of terms any member can serve either successively or after interruption of terms.
  5. Board members shall serve at the pleasure of the governing body that appointed them and may be removed and replaced in the manner set forth in Section 1.A.1.at any time for any reason or for no reason by a majority vote of the then currently serving members of that governing body.
  6. The Joint Operations Board, by majority vote, may request that the appointing governing body remove a board member.
  7. Board members shall be senior administrators or managers of the party appointing them. Board members shall not be deemed to have any conflict of interest or any incompatibility of office due to such service on the Board and as officers or employees of the party appointing them. Board members may vote on any issue before the Board, including a contract with or affecting the party appointing them, unless such conflict arises from other conditions or circumstances other than their service as an officer or employee of the party appointing them.
  8. Board members shall serve without compensation, though they may be reimbursed for travel or other costs incurred in their service as Board members.
- B. Each Board member will have one vote.
- C. The Board shall meet not less frequently than quarterly at the Airport, in a meeting room of one of the parties, or at such other place as the Board shall determine. Special meetings may be called by the chairperson provided at least 18 hours notice is provided to all members.
1. Board meetings shall comply with Michigan's Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*
  2. Board records shall be subject to Michigan's Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*
  3. A majority of the Board members shall constitute a quorum.
  4. Except as otherwise provided by applicable law, actions may be taken by a majority of the Board members present at a meeting provided all who constitute the quorum are able to vote on the matter and provided the Board meeting is held in compliance with applicable law.
- D. Annually, at its first meeting of each year, the Board shall elect a chairperson, a vice-chair person and a secretary.
1. The chairperson shall collaborate with staff for the Airport on preparing the agenda for Board meetings and shall sign documents on behalf of the Board.
  2. The vice-chairperson shall act in place of the chairperson when the chairperson is unavailable to act.
  3. The secretary shall review draft Board meeting minutes and may sign documents on behalf of the Board.
  4. The Board may, by resolution, designate other board members to act in place of any officer.
  5. The City will appoint a Staff liaison to the Board.
- E. The Board, by resolution, shall approve and may amend Board rules of procedures.
- F. The parties intend that the Board guide, set policy for, plan, approve applications for grants and other funding for, and otherwise oversee Airport operations and management in accordance with all applicable law.
1. Accordingly, the Board may consider any matter related to the Airport including, for illustration and not for limitation, current or future Airport ownership, property, facilities, services, use, operation, maintenance, repair, replacement, improvement, licensing, regulation, occupancy, funding, Airport user rules and regulations, Airport fees, Airport service contracts, FBO agreements, and assistance generating revenues.
  2. The Board shall annually recommend an annual budget for the Airport to the City Manager of

the City not later than the date for budget recommendations by City department heads. The City Commission of the City shall approve the annual fiscal year budget of the Airport as part of the City's annual budget. All Airport spending shall be within and in compliance with the budget for the Airport as approved or amended by the City Commission.

3. The acquisition, sale, lease or other conveyance or encumbrance of any Airport property or any interest in Airport property shall require approval of the City Commission of the City.

4. All contracts affecting the Airport that require commitments lasting longer than a year (such as the 20-year commitments that are a part of Airport grant agreements or multi-year FBO agreements) require the approval of the City Commission of the City.

5. On all matters over which City staff or the City Commission have a role, consideration shall be given to recommendations of the Board.

G. The Board may not levy any tax. The Board may not issue any debt. The Board may not create any obligation for any party except for the City as owner of the Airport.

2. Ownership. The City shall continue to be the sole owner of the Airport. This Contract does not provide any other party any interest in the Airport. This Agreement does not convey any interest in any property or any rights to the use of any property.

3. Personnel. All Airport personnel shall continue to be City employees or City-contracted service providers. No other party and no Board member shall have any obligation for compensation, including benefits, for withholding or for any other aspect of their employment.

4. No New Entity. This Agreement does not establish a new entity. The Board is a body empowered as provided in this Agreement, but is not a separate body corporate. The Board may not sue or be sued in its own name.

5. Funding. The parties understand that stable funding for the Airport is critical to its viability and vitality. The parties all have an interest in the Airport's viability and accordingly agree to fund the Airport as follows:

A. Funds for the Airport have historically come from the following sources, all of which may continue to provide some funding.

1. Airport operations have provided some funds for the Airport. The parties agree that, ideally, Airport operational revenues would pay all Airport operations. The Board is charged with working toward minimizing funding from the parties while providing necessary services recognizing that it will not likely be a self-supporting entity.

2. Federal and state grants have paid most costs to acquire needed property rights for and to complete capital projects at the Airport. The Board shall continue to provide assistance and support to seek appropriate state and federal grants for Airport projects.

3. The City has also budgeted funds to support the Airport and to provide some in-kind services for the Airport.

4. The Tribe has provided some funds for the Airport from gaming revenue as permitted by its Compact with the State. The City will continue to request these funds each year to fund ongoing operations and capital purchases at the Airport. If a request for funding is received by the Tribe, Tribal Council will review the request and make funding decisions based on the Tribe's 2% distribution process. Any contribution of such funds awarded by the Tribe would be in addition to the fixed amount to be provided by the Tribe pursuant to subsection C below

B. The Board's proposed annual budget shall designate anticipated funds identifying the sources and uses of those funds. The budget shall detail proposed Airport expenditures and the sources of funds supporting those expenditures. The budget shall provide details on operations revenues, including the fees to be charged and collected from Airport users, FBO's, services, etc. It shall provide a fee schedule.

C. The parties shall provide funding to the Airport as follows:

1. The City shall be responsible for any remaining unfunded costs remaining after the contributions of the other parties are accounted for.
2. On or before January 31 of each year, the County shall pay an annual sum of \$5,000.
3. On or before January 31 of each year, the Township shall pay an annual sum of \$10,000.
4. On or before January 31 of each year, the Tribe and MMDC shall each pay an annual sum of \$1,000.
5. A party's formal approval of a budgetary appropriation to the Airport shall constitute a resolution committing funding for purposes of this provision.

D. The parties may, by subsequent agreements approved by their respective governing bodies, commit to funding the Airport or specific projects, undertakings, or portions of Airport operations, for more than a single fiscal year. If the Board proposes and the parties, by a resolution adopted by their respective governing bodies, approve of a formula for Airport funding, that funding formula may apply according to its terms.

6. Term and Termination. This Agreement shall take effect on January 1, 2021 and shall remain in effect until all parties have withdrawn.

7. Withdrawal. Any party may withdraw as a party to this Agreement as of December 31 of any given year by providing written notice on or before July 1 of that year. Such withdrawing partner shall not be responsible for providing an annual contribution to the Airport (as provided in Section 5.C. above) thereafter. However, withdrawal will not affect any funding agreements for funding the Airport for specific projects, undertakings or portions of the Airport that span more than one fiscal year, unless the Board and other parties otherwise consent in writing.

8. Notices. All notices and other communications provided for in this Agreement shall be in writing and delivered personally or by overnight delivery service, addressed to the parties at their respective addresses provided above or at such other addresses as may be specified by written notice delivered in accordance with this section.

9. Indemnification. To the extent allowed by applicable law, the City is generally responsible for losses arising out of the operation of the Airport and shall indemnify and hold harmless the other parties to this Agreement for any such losses, except to the extent caused by the negligence or intentional misconduct of any such party. For purposes of this section, "loss" means an amount or amounts that the City is legally responsible for or pays in any form resulting from injury to persons, damage to property, or breach of contract, including for example a judgment, a settlement, a fine, damages, injunctive relief, staff compensation, a decrease in property value, and expenses for defending against a claim for a loss (including fees for legal counsel, expert witnesses, and other advisers).

10. General Provisions.

A. The parties agree that damages may be inadequate remedies and that equitable remedies such as for mandamus, specific performance, and injunctive relief may be necessary and appropriate.

B. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision will be fully severable and this Agreement will, to the extent possible and without destroying its intent, be construed and enforced as if such illegal, invalid or unenforceable provision had never been part of this Agreement, and the remaining provisions will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

C. This Agreement sets forth the entire understanding of the parties and supersedes all prior agreements or understandings, whether written or oral, with respect to its subject matter. No terms, conditions or warranties, other than those contained in this Agreement, and no amendments or modifications to this Agreement will be binding unless made in writing and signed by all parties. All parties were advised by legal counsel and had input into the drafting of this Agreement so it should be construed as mutually drafted. The captions are for reference only and shall not affect interpretation of this Agreement. However, the recitals and any exhibits are integral parts of this Agreement.

D. The waiver or failure to pursue a material breach of any material term of this Agreement will not operate as a waiver of a subsequent breach of the same provision by such party or of a material breach of any other term or provision of this Agreement. The delay or failure of a party to provide notice under this Agreement will not constitute a waiver by such party of any breach under this Agreement.

E. In connection with the management and operation of the Airport, as set out in this Agreement, the parties, as may be required by applicable law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section may be regarded as a material breach of this Agreement.

**CITY OF MT. PLEASANT**

By: \_\_\_\_\_  
Will Joseph, Mayor

By: \_\_\_\_\_  
Chris Saladine, City Clerk

Date signed: \_\_\_\_\_, 20\_\_

**CHARTER TOWNSHIP OF UNION**

By: \_\_\_\_\_  
Bryan Mielke, Supervisor

By: \_\_\_\_\_  
Lisa Cody, Township Clerk

Date signed: \_\_\_\_\_, 20\_\_

**MIDDLE MICHIGAN DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
James McBryde, President

Date signed: \_\_\_\_\_, 20\_\_

**ISABELLA COUNTY**

By: \_\_\_\_\_  
George Green, Chair, County Board of Commissioners

By: \_\_\_\_\_  
Minde' Lux, County Clerk

Date signed: \_\_\_\_\_, 20\_\_

**SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN**

By: \_\_\_\_\_  
Tim J. Davis, Tribal Chief

Date signed: \_\_\_\_\_, 20\_\_

GRAPIDS 57654-13 435173v8

# Mt. Pleasant Municipal Airport

## *Serving the Mid-Michigan Community and Beyond*

The Mt. Pleasant Municipal Airport is administered as a department within the Public Works Division of the City of Mt. Pleasant, and is categorized as a T4 General Utility Airport with two available runways.

- ◆ Runway 09-27\*
  - 5,000 x 100-foot main runway
  - GPS/WAAS/VOR-DME approach to runway 27 circle to land runway 09
- ◆ Runway 05-23\*
  - 2,500 x 160-foot turf cross-wind runway, available for general aviation aircraft (seasonal)

\*With PAPI and reil lights on both runways



### LOCAL & NATIONAL CLIENTELE

With over 552 jet and corporate aircraft operations in 2019, the Mt. Pleasant Municipal Airport is mid-Michigan's connection for local and national clientele, including:

- ◆ Bandit Industries
- ◆ Central Michigan University
- ◆ Copper Estates
- ◆ Delfield
- ◆ Harley Davidson
- ◆ Kohler Engines
- ◆ Jenmar Corporation
- ◆ Menards
- ◆ Michigan Department of Natural Resources
- ◆ Michigan State Police
- ◆ Morbark
- ◆ National Football League Scouting
- ◆ Summit Petroleum
- ◆ Unified Brands
- ◆ US Military
- ◆ Walmart

### FACILITY FEATURES

- ◆ Near the Soaring Eagle Casino & Resort, Soaring Eagle Water Park, Central Michigan University campus, Mt. Pleasant Discovery Museum, shopping and accommodations for all of your play-and-stay business and entertainment needs
- ◆ \$8M impact to the local economy
- ◆ 24-Hour on-call courteous and professional customer service
- ◆ Heated corporate hangar
- ◆ Short- and long-term T-hangar rentals available
- ◆ Jet A and 100 LL fuels at competitive pricing with 24/7 credit card point-of-sale fueling
- ◆ Tug services
- ◆ Ground power unit
- ◆ Meeting room with audio/visual
- ◆ Plenty of room for expansion of private hangars for those who wish to lease land, with sewer and water services provided by the Charter Township of Union



### CONTACT

Mt. Pleasant Municipal Airport  
5453 E. Airport Road  
Mt. Pleasant, MI 48858

Bill Brickner, Airport Manager  
(989) 772-2965 or 444-1996

Jason Moore, DPW Director  
(989) 779-5405

*We are your partner in flight!*

**MT. PLEASANT**

**CBA Community Benefits Assessment**

**Airport Role in Economy**

Airport: Mt. Pleasant Mun.  
 City: Mt. Pleasant  
 Current FAA ARC: C-II  
 County: Isabella  
 Ownership: Public  
 Scenario: Current  
 Service Area: Isabella  
 Run Date: 4/23/2019 6:49:14 AM

MASP Tier	Tier 1
MASP ARC	C-II

Evaluation conducted in 2019

Evaluated for Year: 2018

Airport Features	
Primary Runway Length	5,000
Primary Runway Width	100
Instrument Approach	Non-Precision

Activity Data	
Total Operations:	7,935
Total Aircraft:	24
Total Passengers:	23,805
Total Cargo Tons:	0

**On-going Contribution to the County Economy**

Direct Effect	Jobs		Income (\$)		Output (\$)	
	Local	State	Local	State	Local	State
<b>1. Airport (incl. FBO and air related tenants)</b>	8	8	\$533,000	\$533,000	\$2,118,000	\$2,118,000
<b>2. Airport Tenants: non-air related</b>	0	0	\$0	\$0	\$0	\$0
<b>3. Off-Site: Supported by Visitor Spending</b>	5	5	\$110,000	\$110,000	\$377,000	\$377,000
<b>4. Off-Site: Staff or Cargo Reliant</b>	7	7	\$421,000	\$421,000	\$2,896,000	\$2,896,000
<b>Supplier and income re-spending effects*</b>						
<b>5. -due to Airport and Related Activities**</b>	7	9	\$290,000	\$288,000	\$957,000	\$1,251,000
<b>6. -due to Visitor Spending</b>	1	2	\$44,000	\$76,000	\$145,000	\$279,000
<b>7. -due to Reliance on Air Transport</b>	9	20	\$257,000	\$635,000	\$879,000	\$1,721,000
<b>8. Total Impact from Airport Activities</b>	37	51	\$1,655,000	\$2,063,000	\$7,372,000	\$8,642,000

**Tax Generated by Aviation-Related Activity**

	At-Airport	Off-Site
<b>9. State Income Tax</b>	\$21,000	\$16,000
<b>10. State Sales Tax</b>	\$202,000	\$213,000
<b>11. Tax generated by fuel sales</b>	\$1,536	

Annual Capital Expenditures				
	Total	Federal \$	State \$	Local \$
2018 Budget:	\$658,500	\$566,550	\$57,575	\$34,375

2017 MASP Goals:	
Serve Significant Population Centers	Tier 1
Serve Significant Business Centers	Tier 1
Serve Significant Tourism/Convention Centers	Tier 1
Provide Access to the General Population	Tier 1
Provide Adequate Land Area Coverage	Tier 1
Preserve Regional Capacity	Tier 2
Serve Seasonally Isolated Areas	Tier 3
Inclusion in NPIAS	

Other Attributes

\* on the Service-area economy as defined by the user  
 \*\* Supplier and income re-spending effects pertain only to air-related and air support activities

**ARC = Airport Reference Code**  
**NPIAS = National Plan of Integrated Airport Systems**  
**Average visitor spending (per visitor):** \$240.00  
**Visitor spending source:** visitor survey



**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> December 4, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/2020
<b>ACTION REQUESTED:</b> Consider approval of the proposed Board of Trustee meeting schedule for the 2021 calendar year in accordance with the Open Meetings Act.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #: \_\_\_\_\_ N/A:

Finance Approval MDS

**BACKGROUND INFORMATION**

The Open Meetings Act requires the Board of Trustees schedule and post the annual meeting schedule prior to the start of the calendar year.

**SCOPE OF SERVICES**

To set the 2021 Board of Trustees business meeting schedule.

**JUSTIFICATION**

Scheduling and noticing the annual meeting schedule alerts the citizens when Board meeting will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

**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**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

RESOLVED that the regular Board of Trustee meeting dates for the 2021 calendar year through December 31, 2021, scheduled for 7:00 p.m., on the second and fourth Wednesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

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

Yes:  
No:  
Absent:

# CHARTER TOWNSHIP OF UNION

## Scheduled Meetings for 2021



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**BOARD OF TRUSTEES:** *(Second and Fourth Wednesday of each Month)*

January 13	May 12	September 8
January 27	May 26	September 22
February 10	June 9	October 13
February 24	June 23	October 27
March 10	July 14	November 10
March 24	July 28	November 23 <i>(Tuesday)</i>
April 14	August 11	December 15
April 28	August 25	

**ZONING BOARD OF APPEALS:** *(First Wednesday of each Month)*

January 6	April 7	July 7	October 6
February 3	May 5	August 4	November 3
March 3	June 2	September 1	December 1

**PLANNING COMMISSION:** *(Third Tuesday of each Month)*

January 19	April 20	July 20	October 19
February 16	May 18	August 17	November 16
March 16	June 15	September 21	December 21

**JOINT MEETING DATE:** *(Board of Trustees, ZBA, Planning Commission, EDA, Sustainability Committee Hannah's Bark Park Advisory Board, Chippewa River District Library Board, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, and Sidewalks and Pathways Prioritization Committee)*

Date August 31 7:00pm

**EDA** *(Third Tuesday of each Month)* All meetings begin at 4:30p.m.

January 19	May 18	August 17	October 19
February 16	June 15	September 21	November 16
March 16	June 22 Informational	September 28 Informational	December 21
April 20	July 20		

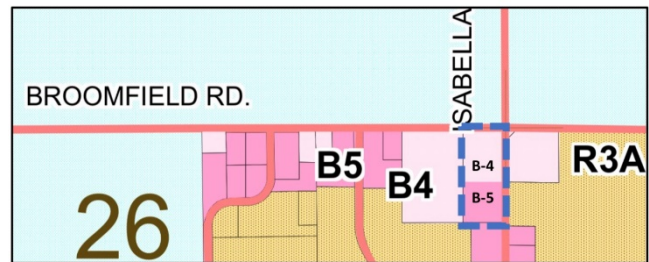
All the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review and EDA start at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600.

<b>To:</b> Board of Trustees	<b>DATE:</b> December 7, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/2020
<b>ACTION REQUESTED:</b> To introduce and conduct a First Reading for the proposed PREZ 20-03 request from Grayling Investors LLC to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District.	

**BACKGROUND INFORMATION**

In October, Grayling Investors LLC submitted an application to amend the Official Zoning Map rezone a 6.94-acre parcel on the southwest corner of the East Broomfield Road - S. Isabella Rd. intersection. The parcel is currently split zoned between the B-4 (General Business) and B-5 (Highway Business) zoning districts (see map at right).

If adopted, the rezoning would place the entire parcel within the B-5 District on the updated Official Zoning Map.



**Timeline of Activity**

This rezoning request is associated with a proposed development of the subject parcel. A special use permit approval for a filling station associated with this project took place under the former Zoning Ordinance No. 1991-5, but the site plan for the overall development was not submitted for review and action until after our new Zoning Ordinance 20-06 went into effect on 9/21/2020.

During staff review of the site plan approval application it was noted that a portion of the drive-through restaurant component of the proposed development was located beyond the boundary of the B-5 District into the portion of the parcel zoned B-4. Under the new Zoning Ordinance No. 20-06, a drive-through restaurant is not permitted in a B-4 District. Following a meeting with Township staff, the applicant decided to pursue a rezoning application to resolve the conflict and bring the project into conformance with the new Ordinance.

**Public Hearing and Planning Commission Recommendation**

The Planning Commission held a public hearing on the rezoning request during their November 17, 2020 regular meeting. Following the hearing, the Commission evaluated the request as required by Section 14.5.G. of the Zoning Ordinance to *“identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board.”* This Section includes a set of factors to consider, including an evaluation of existing and proposed zoning districts, apparent demand, availability of public services and infrastructure, and consistency with the Master Plan. Following their deliberation, the Commission adopted the following motion:

*Motion by Commissioner LaBelle supported by Commissioner Fuller to recommend to the Township Board of Trustees that the PREZ 20-03 Zoning Map Amendment to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District be adopted based on the following findings and conclusions:*

- 1. The setbacks for both districts are equal. The subject parcel meets the required lot dimension standards for both a B-4 and B-5 parcel.*
- 2. A parcel that is split-zoned in two different business districts can create obstacles for development as to where a use can go or if a use is allowed at all.*
- 3. The subject site is located on the northern edge of the Bluegrass Center Area as defined on the Future Land Use Map. The Bluegrass Center Area Plan also encourages mixed use developments, with first floor retail/office/entertainment/restaurant venues and residential units on upper floors, as the intended predominate uses, especially in the core of this area along E. Bluegrass Rd.*
- 4. Nearly all of the core of the Bluegrass Center Area is currently zoned B-5 (Highway Business).*
- 5. The full range of allowable uses in the proposed B-5 District include auto-oriented activities that are not fully consistent with the Bluegrass Center Area Plan, but the proposed rezoning should be adopted based on the following information that supports a change without a need to amend the Master Plan:*
  - a. The timing of adoption of the new Zoning Ordinance No. 20-06, which disallowed drive-through restaurants in the B-4 (General Business) District, is a relevant fact to consider with regards to this requested zoning change.*
  - b. Although the applicant failed to submit their final site plan application while Zoning Ordinance No. 1991-5 was in effect, the SUP 2019-06 special use permit for a filling station was approved and the previous SPR 2019-12 preliminary site plan for a filling station and restaurant with drive-through facilities did receive an initial informal review under the former Zoning Ordinance, which allowed these land uses in both zoning districts.*
- 6. Based on trends in the area, availability of public infrastructure, the timing of this rezoning proposal is appropriate for consideration.*
- 7. This amendment will not create any special privilege, result in unlawful exclusionary zoning or set an inappropriate precedent. No adverse impacts are anticipated by the proposed rezoning or development of the lot consistent with Zoning Ordinance requirements.*

### **County Planning Commission Review**

In accordance with the requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the rezoning request and draft Planning Commission meeting minutes were forwarded to the Isabella County Planning Commission for their review and comment. This request will be on their on their December regular meeting agenda for consideration. Based on past practices, the County is expected to have no comments on the request.

**SCOPE OF SERVICES**

Introduction and First Reading of the proposed PREZ 20-03 request from Grayling Investors LLC to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District.

**JUSTIFICATIONS**

In their 11/17/2020 motion to recommend to the Township Board of Trustees that the PREZ 20-03 Zoning Map Amendment be adopted, the Planning Commission identified seven (7) specific findings of fact and conclusions, based on the rezoning criteria found in Section 14.5.G. of the Zoning Ordinance, which justify and support their recommendation.

**GOALS ADDRESSED**

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

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

The adoption of the requested rezoning would eliminate the split-zoning circumstance that is a potential impediment to fair and nondiscriminatory code enforcement (1.1.1.2), and would be consistent with commerce –friendly economic development policies (1.6).

**COSTS**

NA

**TIMETABLE**

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

**RESOLUTION**

Introduce and conduct a First Reading of the proposed PREZ 20-03 request from Grayling Investors LLC to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District.

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

Yes:

No:

Absent:



Charter Township of Union

APPLICATION FOR REZONING APPROVAL

A completed application will contain all information required per the Zoning Ordinance, Section 14.5 (Amendments); including:

- Response to Rezoning Criteria (Section 14.5.G.)
Vicinity Map and Survey/Drawing (Section 14.5.F.1.d.)

Name of Proposed Development/Project: PSPR 20-14 Gas Station Dunkin Donuts Conveniene Store/Restaurant
Common Description of Property & Address (if issued): SW corner of Broomfield and Isabella
Applicant's Name(s): Grayling Investors, LLC
Phone/Fax numbers: phone: 989-348-5232 fax: 989-348-7102 Email: rjaskowski@carey-jaskowski.com
Address: P.O. Box 665 City: Grayling, MI Zip: 49738

Legal Description: Attached [X] Included on Survey Tax Parcel ID Number(s): 14-026-20-001-06
Existing Zoning: B-4/B-5 Land Acreage: 6.92 acres Existing Use(s): n/a
[X] ATTACHED: Letter describing the proposed land uses and reasons for the requested zoning change.

Firm(s) or Individuals(s) who prepared the Land Survey/Drawing: 1. Name: Practical Engineering Phone: 231-275-5066 Email: peinc@centurytel.net
2. Address: 9091 Helen White Dr. City: Lake Ann State: MI Zip: 49650 Contact Person: Sarah Ross Phone: 231-275-5066
Legal Owner(s) of Property: 1. Name: Grayling Investors, LLC Phone: 989-348-5232 Address: P.O. Box 665 City: Grayling State: MI Zip: 49738
Signature: [Signature] Interest in Property: owner/lessee/other
2. Name: Richard J. Jaskowski, Contact Person Phone: 989-348-5232 Address: P.O. Box 665 City: Grayling State: MI Zip: 49738
Signature: [Signature] Interest in Property: owner/lessee/other

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all the owners of the property. False or inaccurate information may be cause for rejection of the application. Approval of any requested zoning change shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

[Signature]
Signature of Applicant

October 19, 2020
Date

Office Use Only

Application Received By: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_
Date Received: \_\_\_\_\_ Escrow Deposit Paid: \$ \_\_\_\_\_

**GRAYLING INVESTORS, LLC**

P.O. Box 665  
Grayling, MI 49738  
(989) 348-5232

October 19, 2020

Charter Township of Union  
Mr. Peter Gallinet  
2010 S Lincoln Road  
Mt Pleasant, MI 48858

Dear Mr. Gallinet:

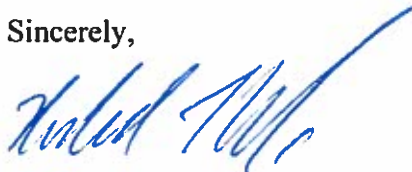
Please allow this correspondence to serve as the “letter describing the proposed land uses and reasons for the requested zoning change” in support of the Application for Rezoning Approval filed by Grayling Investors, LLC. As you are undoubtedly aware, the parcel of property owned by Grayling Investors, LLC is a single parcel of property, yet has split zoning of B-4/B-5. For a period of time, Grayling Investors, LLC, has worked with the Township to obtain approval of the construction of a gas station/convenience store/Dunkin Donuts at this location. The proposed project has been favorably received by representatives of the Township.

Unfortunately, it has come to our attention that while the prior Zoning Ordinance would have allowed a drive-thru as previously proposed and presented to the Township, the newly enacted Zoning Ordinance prohibits drive-thrus in the B-4 Zoning District. While a final site plan for review was submitted by Grayling Investors, LLC, it is my understanding it was received by the Township approximately one (1) day after enactment of the new Zoning Ordinance.

Attached to the Application, you will find Grayling Investors, LLC’s response to rezoning criteria which sets forth in more detail the reasons why we believe a zoning amendment is appropriate. We respectfully believe that granting this zoning amendment will not establish any negative precedent, as we are faced with a very unusual situation where one parcel of property (that was not created through a parcel split or addition) has two separate zoning classifications.

As always, we appreciate the cooperation of your office and the Township in this matter. Should you have any further questions, concerns, or desire any other information, please feel free to contact me.

Sincerely,



Richard J. Jaskowski

RJJ/nlh

Enclosures

cc: File



**1. Evaluation of existing and proposed zoning districts**

The current site is one 6.92 acre parcel of property at the Southwest corner of Broomfield Road and Isabella Road. This parcel has 371.0 feet of frontage on Broomfield Road (north) and 814.2 feet of frontage on Isabella Road (east). On this parcel the north 465+/- feet is zoned B-4, the south 350+/- feet is zoned B-5. The parcel was not a split parcel that was combined. It was always one parcel.

- a. The surrounding zoning classifications and land uses compatible with the allowed uses if the entire property is zoned B-5.
  - i. The zoning on the parcel to the south of the property is B-5. The five parcels to the south of this parcel are all zoned B-5.
  - ii. The parcel adjacent to a small (approximately 20') section of the southwest corner of this parcel is zoned R-3A and currently has an apartment complex.
  - iii. The property directly across the street to the north of this parcel is in the City of Mount Pleasant and is zoned CD-4 and this parcel is vacant. The CD-4 zoning extends to the west to Churchill Street. This zoning classification allows both filling stations and drive-through restaurants as a permitted special use.
  - iv. The property to the northeast across the intersection is also in the City of Mt. Pleasant and is zoned SD-1, which is light industrial. This parcel is vacant. The uses in this district are mostly light manufacturing and there are some businesses further east/northeast of this corner. B-5 zoning would not be in conflict with this use.
  - v. The property directly across Isabella Road to the east is zoned B-4 for the north 465 foot parcel. Directly south of that is a small section zoned R-3A and there is an existing apartment complex on this parcel. The rest of the parcels along Isabella south to the next road is zoned B-5.
  - vi. The property directly west and adjacent to this property is zoned B-4 and has an existing automotive repair business. The three properties continuing to the west along Broomfield are all zoned B-5.
- b. The boundary and size of the current parcel would not change, it is proposed to make the parcel one consistent zoning classification.
- c. The circumstance that warrants a change is simply that this is one parcel with two zoning districts and the proposed use is only allowed on a portion of this one parcel. To effectively use the parcel for the proposed use, the entire site would need to be zoned B-5.

**2. Apparent demand**

- a. When the development group approached the Union Township with this use (filling station/drive-through restaurant combination) in 2019, the planning commission felt it was a use supported by the surrounding developments and that it would not detract from the goals of the township. A preliminary site plan was presented to the board that showed the filling station and two drive-through windows in the building. This plan was

well received and the comments made during the meeting were encouraging and helpful. Since that time the development team has changed the facility to only have one drive-through window. The proposed plan still reflects the suggestions and support of the planning commission in the preliminary site plan review.

- b. In our initial conversations and submittal, the Zoning Administrator and the Planning Commission agreed that the market demand for this type of use is appropriate at this location.
- c. There is some B-5 property available in this area and this site is currently zoned both B-4 and B-5, so this site is already available for this type of development. We would like to utilize the entire site consistently for the proposed use.
- d. See above.

**3. Availability of public services and infrastructure**

- a. When the site was researched prior to this development plan, the township verified that public sewer and water are available to the site and that there is capacity to support this use.
- b. Broomfield Road and Isabella Road are both designed as main thoroughfares. The entrance locations and curb returns are already in place and were designed for this type of corner commercial use.
- c. The capacity of public services seems sufficient to support this use.

**4. Consistency with the Master Plan**

- a. The intent of the B-5 zoning on this parcel is consistent with the Master Plan delineation of the "Mixed-Use Bluegrass Center Area" (Union Township Master Plan, 2018). This area is a mix of residential, commercial and light industrial uses. It is intended to promote commercial uses that are supported by the neighboring residential developments. The proposed site has sidewalks along the roadways to promote walkability to the existing residential areas and it proposes an internal drive access to the commercial property to the east.
- b. See above
- c. See above

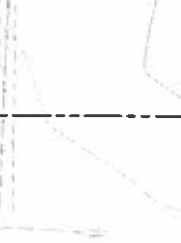
**5. Additional factors**

- a. The allowable uses for this site zoned entirely B-5 are compatible with the area.
- b. The conditions of this site have not change, this site is a single parcel that was identified with two zoning districts in the previous ordinance and it still has a split zoning use. Considering the support of our preliminary site plan application for the use of a filling station/drive through restaurant at this site in 2019, this may have been an overlooked split parcel in consideration of the revised zoning map/zoning ordinance in 2020.
- c. The amendment will create a consistent zoning for this single parcel.
- d. The amendment will not result in unlawful exclusionary zoning.
- e. The amendment will not set and inappropriate precedent, as this is a single parcel with sufficient similar zoning classifications and uses surrounding the parcel.

DATE	10/17/20	REVISIONS
DATE	05/20/20	
DATE	01/06/20	
DATE	08/13/19	
DATE	06/21/19	
DATE	03/20/19	
DATE	02/15/19	
DATE	01/24/19	
DATE	11/27/18	
DATE	10/26/18	
DATE	09/27/18	

**ZONING MAP AMENDMENT**

ZONING REPRIVILEGE  
 3775 S 175 BUSINESS LOOP  
 GRAYLING, MICHIGAN 49735



FILE	04830-000	PROJECT NO.	101.428
DRAWN BY	JAC	DESIGNED BY	JAC
CHECKED BY	JAC	APPROVED BY	JAC
DATE	11/26/19	SHEET NO.	C1.1

**1 PRACTICAL ENGINEERS, INC.**  
 2373 S 175 BUSINESS LOOP  
 GRAYLING, MI 49735  
 PHONE: (517) 375-8000  
 FAX: (517) 375-8010  
 WWW.PRACTICAL-ENGINEERS.COM

**2 GRAYLING INVESTORS, LLC**  
 2373 S 175 BUSINESS LOOP  
 GRAYLING, MI 49735

**3 ZONING MAP AMENDMENT PLAN**  
 3775 S 175 BUSINESS LOOP  
 GRAYLING, MI 49735

**4 5M CORNER OF GRAYLING RD & BUSINESS 43-127**  
 3775 S 175 BUSINESS LOOP  
 GRAYLING, MI 49735

**NOTES:**

1. CONTAINS ARE SHOWN AT THE POINT INDICATED BY THE DIMENSIONED DIMENSIONS AND THE DIMENSIONED DIMENSIONS ARE SHOWN FROM A CENTERLINE OF SURVEY EXCEPT WHERE NOTED OTHERWISE. THE DIMENSIONED DIMENSIONS ARE SHOWN FROM THE CENTERLINE OF SURVEY EXCEPT WHERE NOTED OTHERWISE.

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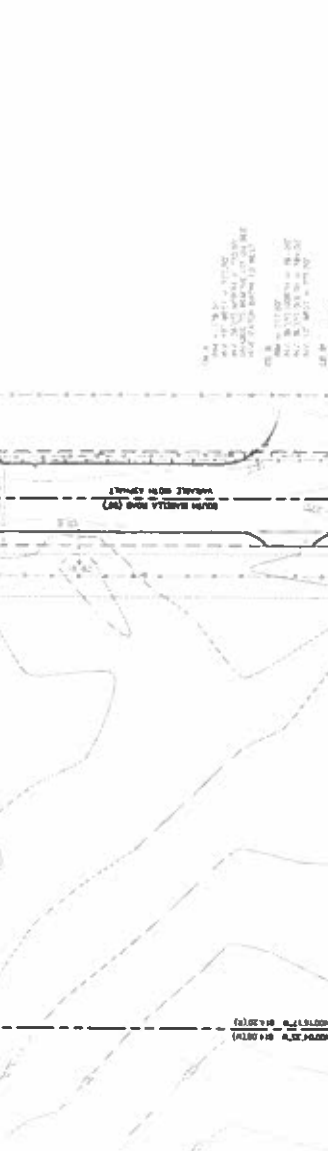
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10. THE DIMENSIONED DIMENSIONS ARE SHOWN FROM THE CENTERLINE OF SURVEY EXCEPT WHERE NOTED OTHERWISE.



## REZONING REPORT

<b>TO:</b>	Planning Commission	<b>DATE:</b>	November 9, 2020
<b>FROM:</b>	Rodney C. Nanney, AICP Community and Economic Development Director	<b>ZONING:</b>	B-4, General Business
<b>PROJECT:</b>	PREZ 20-03 Request to rezone a parcel that is currently split zoned B-4/B-5 to the B-5 (Highway Business) District, which would accommodate the development of a restaurant with drive through service.		
<b>PARCEL(S):</b>	PID 14-026-20-001-06, S. Isabella Rd. (vacant)		
<b>OWNER(S):</b>	Grayling Investors LLC		
<b>LOCATION:</b>	Approximately 6.94 total acres on the southwest corner of the East Broomfield Road - S. Isabella Rd. intersection in the NE 1/4 of Section 26.		
<b>EXISTING USE:</b>	Vacant lot	<b>ADJACENT ZONING:</b>	B-4, B-5, R-3A
<b>FUTURE LAND USE DESIGNATION:</b>	<i>Bluegrass Center Area</i> . While currently more auto centric, this area has the potential to transition into a more walkable, vibrant center. Future uses should be integrated to include multi-story, mixed-use buildings; first floor retail and office uses; public use and spaces; entertainment and restaurant venues; and additional attached housing types such as townhouses. Both vehicular and pedestrian cross connections should be promoted between sites, providing for future connections through easements, and should collectively promote a vibrant, livable center to the neighboring university population.		
<b>ACTIONS REQUESTED:</b>	To hold a public hearing and to recommend that the Board of Trustees [APPROVE] [DENY] the proposal to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District per Section 14.5 (Amendments).		

### Background Information

#### Timeline of Activity

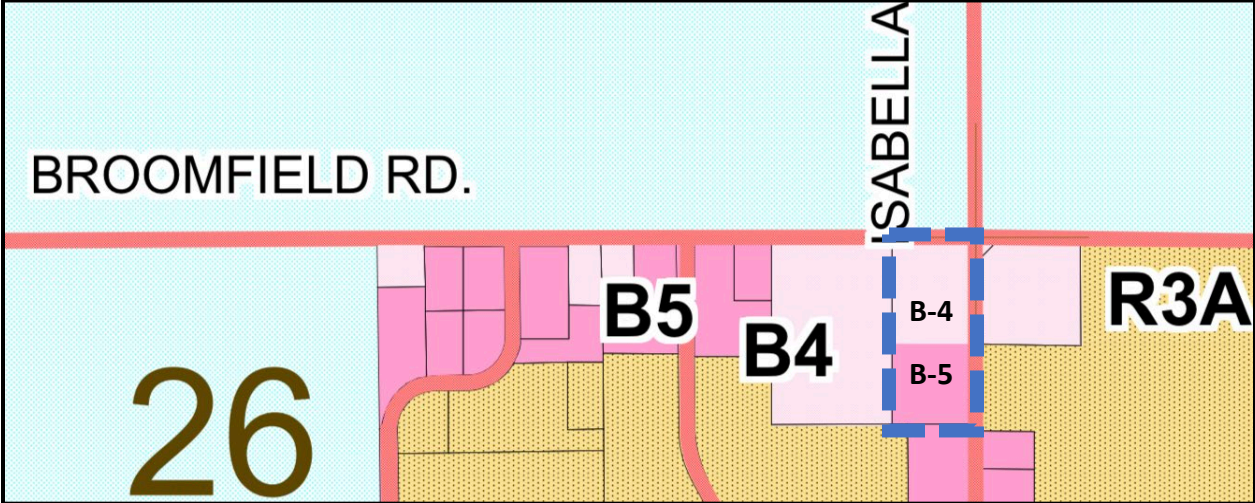
Date	Application	Action
September 2019	Special Use Permit Approval	Planning Commission public hearing and recommendation to the Board of Trustees for approval of SUP 2019-06 for a filling station special use.
October 2019		Board of Trustees approved the special use SUP 2019-06 on the condition that a site plan is approved by the Planning Commission.
November 2019	Preliminary (informal) Site Plan Review	Planning Commission review and comment on the SPR 2019-12 preliminary plan under the requirements of Zoning Ordinance No. 1991-5 for a proposed 7,200 square foot commercial building to be used as a drive through restaurant, convenience store, and filling station. No formal site plan approval action at this stage.

Date	Application	Action
September 2020	Site Plan Approval	The applicant submitted an application (PSPR20-14) for a final site plan to be reviewed and approved by the Planning Commission after the new Zoning Ordinance No. 20-06 went into effect, so it is subject to review and action under the new ordinance.
October 2020	Rezoning Approval	The applicant submitted rezoning application PREZ20-03 to rezone the northern 465 feet of PID 14-026-20-001-06 from B-4 to B-5.

Under the new Zoning Ordinance No. 20-06, a restaurant with a drive-through is not permitted in a B-4 District. During staff review of the PSPR20-14 site plan approval application it was noted that a portion of the drive-through restaurant component of the proposed development was located beyond the boundary of the B-5 (Highway Business) into the northern portion of the parcel zoned B-4 (General Business). Following a meeting with Township staff, the applicant decided to pursue a rezoning application to bring the project into conformance with the new Zoning Ordinance.

**Existing Zoning**

The following is an excerpt from the Township’s Official Zoning Map showing the subject parcel, existing zoning district arrangement, and surrounding zoning:



**Review Comments**

In reviewing any proposed amendment to the Official Zoning Map, the Planning Commission is required by Section 14.5.G. of the Zoning Ordinance to “*identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board.*” This Section includes a set of factors to consider, which are summarized below in the bold headings. These criteria are one of the new features of Zoning Ordinance No. 20-06. Staff comments follow under each heading:

## Findings of Fact (Section 14.5.G)

### 1. Evaluation of existing and proposed zoning districts.

- a. The largest cluster of existing B-5 (Highway Business) zoning is in the Bluegrass Area of the Township, of which this parcel is a part.
- b. Smaller clusters of B-5 zoning exist on N. Mission Street, the northeast corner of the E. Pickard Road-S. Isabella Road intersection, and in the West DDA District on S. Remus Road at S. Lincoln Road.
- c. The following are principal permitted uses in a B-5 District but not a B-4 District: Adult Regulated Uses, **Amusement Enterprises**, Bar/Grill/Cocktail lounges, **Dealership, Vehicle, Automobile Dealership, and Farm Equipment Sales, Mortuary Establishments, Funeral Homes**, Plumbing Heating and Electrical Shops, Restaurants, With Dive-Through, Sign Painting and Servicing Shops. The uses highlighting in **BOLD** are permitted only as special uses in a B-4 District. There are no special uses in a B-5 District that are not also listed as a special use in the B-4 District.
- d. The setbacks for both districts are equal. The subject parcel meets the required lot dimension standards for both a B-4 and B-5 parcel. Parcels surrounding the subject parcel are currently zoned B-4, B-5, and R-3A.
- e. A parcel that is split zoned at times can be advantageous for a developer. An example would be a parcel with the frontage zoned for a commercial use and the remaining rear available for residential. However, a parcel in two different business districts can create obstacles for development as to where a use can go or if a use is allowed at all.

### 2. Apparent demand.

- a. There are no other vacant parcels along S. Isabella Road south of the E. Pickard Road corridor where a filling station could be developed on a corner lot. Two other vacant corner lot locations are zoned completely B-4 and therefore would not permit a restaurant with a drive-through.
- b. The Township did receive an enquiry earlier this year about a potential filling station/convenience store development on S. Isabella Road. There is currently no filling stations or drive-through restaurants along this road corridor, except at E. Pickard Road.
- c. There are no other vacant parcels along S. Isabella Road located on a corner with B-5 zoning (whether entirely or in part) where a filling station/convenience store/restaurant with a drive-through would be permitted.

### 3. Availability of public services and infrastructure. *Rezoning of undeveloped land to a more intensive zoning district should only take place in conjunction with the availability of public service and infrastructure to serve all of the allowable land uses in the proposed district.*

- a. The current location has existing utilities to accommodate the permitted uses in a B-5 District. The rezoning of the parcel from B-4/B-5 to B-5 would not compromise the health, safety and welfare of Township residents or burden public entities.

- b. The existing location is on the corner of two roads that are both four-lanes wide. This amount of right-of-way would accommodate the uses in a B-5 District.
- c. The Township is currently serviced by the Isabella County Sherriff, Mt. Pleasant Fire Department, Isabella County Transportation Commission, Isabella County Road Commission, and Mt. Pleasant Public Schools. All of these public services would be able to serve all potential uses on a B-5 parcel.

**4. Consistency with the Master Plan.**

- a. *“Determine whether the intent and all of the allowable uses within the requested zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site.”*
  - The subject site is located on the northern edge of the Bluegrass Center Area as defined on the Future Land Use Map. This Area is centered around the E. Bluegrass Rd./Encore Blvd. intersection.
  - The Master Plan for the Bluegrass Center Area emphasizes transitioning from the currently more auto-centric development pattern into a more walkable, pedestrian-oriented environment.
  - The Township’s policies related to construction of public sidewalks in the area and the bicycle facility parking requirements included in the new Zoning Ordinance No. 20-06 are two of the ways this policy is being implemented. All of these requirements will apply to any new development on the subject site.
  - The Bluegrass Center Area Plan also encourages mixed use developments, with first floor retail/office/entertainment/restaurant venues and residential units on upper floors, as the intended predominate uses, especially in the core of this area along E. Bluegrass Rd.
  - The full range of allowable uses in the proposed B-5 District include auto-oriented activities (including filling station, drive-through lanes, automobile dealerships, and funeral homes, that are not fully consistent with the Bluegrass Center Area Plan’s policy priorities.
- b. *“A rezoning inconsistent with the Master Plan should only be considered where specific findings are made that demonstrate conditions have changed significantly since the Plan was prepared, and/or new information supports a change. In such cases, the Township may first consider an amendment to the Plan.”*
  - As noted under the Timeline of Activity, the SUP 2019-06 special use permit for a filling station was approved and the SPR 2019-12 preliminary site plan received an initial informal review under the former Zoning Ordinance No. 1991-5.
  - Despite several alerts from Township staff, the applicant failed to submit their final site plan application while Zoning Ordinance No. 1991-5 was in effect. However, the timing of adoption of the new Zoning Ordinance No. 20-06, which disallowed drive-through restaurants in the B-4 (General Business) District, remains a relevant fact to consider with regards to this requested zoning change.

- It is also important to note that nearly all of the core of the Bluegrass Center Area is currently zoned B-5 (Highway Business).
  - c. *“The future land use recommendations of the Master Plan are based upon a ten- to twenty-year timeframe. Consider whether the timing of the proposed rezoning is appropriate, given trends in the area, infrastructure capacity, and other factors.”*
    - Based on trends in the area, availability of public infrastructure, the timing of this rezoning proposal is appropriate for consideration.
5. **Additional factors.**
- a. No adverse impacts on physical, geological, hydrological, historical or archeological features are anticipated by the proposed rezoning or development of the lot consistent with Zoning Ordinance requirements.
  - b. This amendment will not create any special privilege.
  - c. The amendment will not result in unlawful exclusionary zoning.
  - d. The amendment will not set an inappropriate precedent, resulting in the need to correct future planning mistakes.

### **Objective**

Following the public hearing the Planning Commission shall review the rezoning application and then make a recommendation to the Board of Trustees. The Planning Commission may take any of the following actions related to the rezoning request:

1. Recommend approval of the zoning change as proposed by the applicant to place the entire parcel to the B-5 District; or
2. Recommend approval of an alternative zoning change to place the entire parcel in the B-4 District; or
3. Recommend that the proposed rezoning be rejected (to retain the existing split B-4/B-5 zoning classifications).

### **Key Findings**

1. This parcel is currently the only parcel in the Township split zoned between the B-4 and B-5 zoning districts.
2. Two distinct business zonings on one parcel creates development obstacles with what is permitted and where on the property a permitted use could be located.
3. This rezoning is not fully consistent with the Master Plan’s goals, objectives, and policies for the Bluegrass Center Area.
4. The subject site is located on the outer edge of the Bluegrass Center Area as defined on the Future Land Use Map.



5. The proposed rezoning will resolve a split-zoning circumstance that can create obstacles for development.
6. The applicant failed to submit their final site plan application while Zoning Ordinance No. 1991-5 was in effect, but the timing of adoption of the new Zoning Ordinance No. 20-06 after the SUP 2019-06 special use permit for a filling station was approved and the SPR 2019-12 preliminary site plan received an initial informal review remains a relevant fact to consider with regards to this requested zoning change.

### **Recommendations**

Based on the above findings, I would ask that the Planning Commission consider taking action to recommend that the Board of Trustees approve the proposal to rezone the northern 465 feet of PID 14-026-20-001-06 from the B-4 (General Business) to the B-5 (Highway Business) District.

Please contact me at (989) 772-4600 ext. 232, or via email at rnanney@uniontownshipmi.com, with any questions about this information.

Respectfully submitted,

***Rodney C. Nanney, AICP, Director***

Community and Economic Development Department



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> December 3, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/2020
<b>ACTION REQUESTED:</b> To conduct a Second Reading and adopt the new Tax Exemption Ordinance.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval

### BACKGROUND INFORMATION

With the goal of encouraging development of new housing and rehabilitation of existing housing units, section 15a of the State Housing Development Authority Act provides for certain types of housing for low income persons and families to be exempt from all ad valorem property taxes. This section also provides for an annual service charge payment in lieu of taxes to the local unit of government (sometimes referred to by the acronyms “PILOT” or “PILT”) to help defray the costs for municipal services to these housing projects.

Eligibility is determined by the Michigan State Housing Development Authority (MSHDA) along with Board of Trustees approval. The Township has taken an active role in encouraging development of housing for low income persons and families. A total of seven (7) housing projects have been approved by ordinance, of which six (6) were constructed. For this year, there are five (5) active housing projects confirmed to be eligible for a tax exemption under this program.

#### Summary List of Housing Projects

The following is a summary list of housing projects, associated ordinances, and current status:

Housing Project	Location	Relevant Ordinance(s)	Tax Exemption Status
<b>Unnamed Project</b>	East side of S. Mission Rd. north of E. Wing Rd.	Ord. No. 1997-5	Not active – the project was never constructed
<b>Cambridge Terrace Apartments [formerly known as Arbors at Eagle Crest (Phase I)]</b>	East side of S. Isabella Rd. north of E. Bluegrass Rd.	Ord. No. 2000-01 as amended by Ord. No. 2017-01	Phasing out of the MSHDA program. Eligibility for PILOT will end in 2021
<b>Arbors at Eagle Crest Phase II</b>	East side of S. Isabella Rd. north of E. Bluegrass Rd.	Ord. No. 2003-09 as amended by Ord. No. 2018-02	Active
<b>Springbrook Townhomes (Phase I)</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	Ord. No. 2004-03	Active

Housing Project	Location	Relevant Ordinance(s)	Tax Exemption Status
<b>Springbrook Townhomes Phase II</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	Ord. No. 2005-02	Active
<b>Cranbrook Senior Village</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	Ord. No. 2006-02	Active
<b>Crisis Center, Inc. [formerly known as Northwinds Apartments]</b>	South Side of E. Deerfield Rd. east of S. Crawford Rd.	Ord. No. 2012-09 as amended by Ord. No. 2016-01	Not active – Current owner failed to establish tax exemption eligibility through MSHDA, resulting in a 2019 action by the Twp. Assessor to place the property on the tax roll

### Summary of the Proposed Ordinance

The proposed new Tax Exemption Ordinance was developed following evaluation of the existing tax exemption ordinances and PILOT program by Township staff in consultation with the Township Attorney. The proposed ordinance reaffirms the Township’s commitment to encouraging development and rehabilitation of housing units for low income persons and families. The ordinance also adds more robust annual information and financial reporting requirements, standardizes submittal deadlines for annual service charge payments and associated documentation, and establishes provisions for adoption of a resolution for each eligible housing project by the Board of Trustees.

Except for the Cambridge Terrace Apartments, all existing ordinances would be repealed as of 12/31/2020, if the new ordinance and associated housing project resolutions are adopted by the Board of Trustees prior to that time. Ordinances 2000-01 and 2017-01 for Cambridge Terrace would be set to repeal as of 12/32/2021 after this project’s tax exemption eligibility has concluded.

### Summary of Public Notices and Meetings

The following is a summary of public notices and public meetings associated with this ordinance:

Date	Event	Actions
November 24, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Introduction and First Reading of the proposed ordinance
November 25, 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 27, 2020		Publication of the summary and notice in The Morning Sun newspaper
December 16, 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 Tax Exemption Ordinance.

**JUSTIFICATIONS**

The updates included in the proposed new Tax Exemption Ordinance are necessary to clarify and standardize the eligibility and audit provisions, annual information requirements, and submittal deadlines; and to reduce costs for the Township by converting to a general ordinance and a project-by-project resolution format that would eliminate the need to amend the ordinance each time an ownership changes takes place for an eligible housing project.

**GOALS ADDRESSED**

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

- 1. Community well-being and common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**

Updating the Township’s Tax Exemption Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), through helping all residents engage in a vibrant community life (1.1), and by establishing a welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations and economic status (1.1.1.1), where all residents can thrive and achieve more than their basic needs (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 new Tax Exemption Ordinance, and to adopt the ordinance as Township Ordinance Number 20-10.

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

Yes:  
No:  
Absent:

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

**TAX EXEMPTION ORDINANCE NO. \_\_\_\_\_**

[An ordinance adopted under provisions of the State Housing Development Authority Act (Public Act 346 of 1966, as amended, being MCL 125.1401 et seq.) and Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 et seq.) to provide for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for housing projects for low income persons and families financed with a federally-aided or Michigan State Housing Development Authority-aided mortgage loan or an advance or grant from the Authority under the State Housing Development Authority Act; and to provide for severability, repeal, publication, and an effective date.]

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

**Section 1. Title.**

This Code shall be known as the "Tax Exemption Ordinance" and may be cited as such and will be referred to herein as "this Ordinance."

**Section 2. Preamble.**

It is acknowledged that housing for persons and families of low income is a public necessity, and that the Township and its residents will be benefited and improved by such housing. It is further acknowledged that it is a proper public purpose of the State of Michigan and the Township to provide housing for low income persons and families and to encourage the development of such housing by providing for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes by any or all classes of housing exempt from taxation under the State Housing Development Authority Act. The Township is authorized by this Act to establish or change this annual service charge at any amount it chooses, not to exceed the tax that would be paid but for this Act. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and payment of an annual service charge in lieu of taxes during the periods contemplated in this Ordinance are essential to the determination of economic feasibility of housing projects that are constructed or rehabilitated with financing extended in reliance on a tax exemption.

**Section 3. Class of Eligible Housing Projects.**

It is determined that the class of housing projects to which the tax exemption and payment of an annual service charge in lieu of taxes apply shall be housing projects for low income persons and families that are financed through the LIHTC program or by a federally-aided or Authority-aided mortgage. A housing project within this eligible class and the property on which it is or will be located shall be exempt from all ad valorem property taxes from and after the commencement of construction or rehabilitation, subject to continuing compliance with the requirements of this Ordinance, including an adopted Board of Trustees resolution granting tax exempt status. The Township will accept payment of an annual service charge in lieu of taxes for this class of housing projects.

**Section 4. Tax Exempt Status Granted by Resolution.**

Adoption of a resolution by the Board of Trustees shall be required to grant tax exempt status under this Ordinance for an eligible housing project. A resolution of the Board of Trustees granting tax exempt status and establishing the annual service charge, as provided in this Ordinance, shall be adopted for each

housing project qualified under the terms and provisions of this Ordinance. At a minimum, the resolution shall include the following required information:

- A. Acknowledgment that the housing project qualifies for exemption from all ad valorem property taxes and a payment of an annual service charge in lieu of taxes under the requirements of the State Housing Development Authority Act and this Ordinance.
- B. Location of the housing project, including parcel identification number(s), address(es), legal description(s), and total land area subject to the resolution.
- C. Name(s), address(es), and contact information for the sponsor.
- D. The annual service charge percentage of the annual shelter rents or contract rents collected by the housing project during each operating year.
- E. The duration period of the tax exemption and acceptance of payments of an annual service charge in lieu of taxes for the housing project, if different from Section 8 of this Ordinance.
- F. Other conditions consistent with the requirements of this Ordinance and applicable state laws.

**Section 5. Annual Service Charge.**

The amount to be paid as an annual service charge shall be subject to the following requirements:

- A. For new housing construction, the annual service charge shall be equal to the greater of:
  - (1) The tax on the property on which the eligible housing project is located for the tax year before the date when construction of the project was commenced; or
  - (2) The percentage of the annual shelter rents or contract rents collected by the housing project during the calendar year established by the Board of Trustees resolution.
- B. For existing housing rehabilitation, the annual service charge shall be equal to the lesser of:
  - (1) The tax on the property on which the project is located for the tax year before the date when rehabilitation of the project was commenced; or
  - (2) The percentage of the annual shelter rents or contract rents collected by the housing project during the calendar year established by the Board of Trustees resolution.
- C. For eligible housing projects where the costs of municipal water and municipal sewer services provided by the Township’s Public Services Department are included in the rental rate, the documented annual cost for these services may be deducted from the total annual shelter rent or contract rent collected by the housing project during the calendar year prior to calculating the annual service charge.
- D. For any eligible housing project or part thereof that is tax exempt but which is occupied by other than low income persons or families, the annual service charge shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

**Section 6. Payment of the Annual Service Charge and Documentation Requirements.**

The annual service charge payment for each operating year shall be paid to the Township and associated documentation provided in accordance with the following requirements:

- A. Before November 1, the sponsor shall provide to the Township’s Community and Economic Development Director a copy of the signed and executed Verification of Continuing Eligibility of

Exemption or equivalent documentation from the Authority to demonstrate that the housing project and sponsor remain in compliance with Authority requirements for the calendar year.

- B. On or before the second Monday in December, the sponsor shall provide to the Township's Community and Economic Development Director a written estimate of the anticipated annual service charge for the calendar year, and shall provide the corresponding documentation for the data and method used in the calculations.
- C. On or before the second Monday in February, the sponsor shall provide payment to the Township of the annual service charge for the prior calendar year, along with an audited written record of the data and method used in the final calculations.
- D. The Township shall accept payment of the annual service charge in the same manner as general property taxes are payable to the Township.
- E. Collection procedures shall be in accordance with the provisions of the General Property Tax Act.

**Section 7. Distribution of the Annual Service Charge.**

The annual service charge shall be distributed to the several units levying the general property taxes in the same proportion as prevailed with the general property taxes in the previous calendar year.

**Section 8. Duration.**

The tax status of a housing project for a tax year shall be determined as of December 31 of the immediately preceding year in accordance with the requirements of the General Property Tax Act. The tax exempt status of a housing project shall begin at the start of the tax year following the commencement of construction or rehabilitation of the housing project, and shall remain in effect and shall not terminate as long as the sponsor continues to conform to the requirements of this Ordinance and the adopted resolution and one of the following conditions exist for the housing project:

- A. The property is encumbered by a federally aided or Authority-aided mortgage with a remaining unpaid balance; or
- B. The housing project remains subject to income and rent restrictions as regulated by the Authority under the requirements of the State Housing Development Authority Act.

**Section 9. Contractual Effect of Ordinance and Resolution.**

Notwithstanding the provisions of Section 15(a)(5) of the State Housing Development Authority Act to the contrary, in the case of a housing project receiving an Authority-financed mortgage loan, an agreement between the Township and the sponsor, with the Authority as third party beneficiary under the agreement, is effectuated by the adoption of a resolution by the Board of Trustees to provide for a tax exemption and acceptance of payment of an annual service charge in lieu of taxes.

By adopting a resolution under the terms of this Ordinance, the Board of Trustees acknowledges that the sponsor and the Authority, in the case of a sponsor receiving an Authority-financed mortgage loan, or the sponsor and the mortgage lender, in the case of a sponsor receiving a federally-aided mortgage loan, have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for the tax exemption and payment of an annual service charge in lieu of taxes.

**Section 10. Ineligible Housing Projects.**

It is determined that the class of ineligible housing projects under this Ordinance shall be any otherwise

eligible housing project for which the sponsor has failed to provide payment of an annual service charge in lieu of taxes and all required documentation in compliance with this Ordinance and the adopted Board of Trustees resolution, failed to maintain the housing project's exemption eligibility, or otherwise failed to conform to the requirements of this Ordinance and the adopted resolution. Ineligible housing projects shall be placed on the ad valorem property tax roll for the following tax year by the Township Assessor.

**Section 11. Audits; Inspections of Records.**

Subject to the limitations imposed by law, the sponsor shall provide the Township such accounting records, audits, and financial reports as the Township shall reasonably require to verify the computation of the annual service charge as provided by this Ordinance. Subject to any limitations imposed by law, the books and records of the sponsor pertaining to the housing project shall be available for review and audit by the Township at all reasonable times.

If requested records, audits or financial reports are not yet available, the sponsor shall respond with a date by which the material will be provided to the Township. Electronic submittal in formats compatible with Township systems is acceptable.

**Section 12. Definitions.**

**Ad Valorem** is a Latin phrase that means "according to value."

**Annual Service Charge** means a payment calculated and made each year to the Township for public services by or on behalf of any housing project exempt from taxation under the State Housing Development Authority Act.

**Authority** means the Michigan State Housing Development Authority.

**Annual Shelter Rent** means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of the costs of municipal water and municipal sewer services provided by the Township's Public Services Department where such costs are included in the rental rate.

**Contract Rents** means the total Contract Rents (as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to Section 8 of the U.S. Housing Act of 1937, as amended) received in connection with the operation of a housing project during an agreed annual period, exclusive of the costs of municipal water and municipal sewer services provided by the Township's Public Services Department where such costs are included in the rental rate.

**General Property Tax Act** means Public Act 206 of 1893, as amended, being MCL 211.1, et seq.

**General Property Taxes** (see **Tax**).

**Low Income Persons and Families** means persons and families eligible to move into a housing project.

**Mortgage Loan** means a loan that is federally-aided (as defined in Section 11 of the State Housing Development Authority Act) or a loan or grant made or to be made by the Authority for the construction, rehabilitation, acquisition or permanent financing of a housing project, and secured by a mortgage on the housing project.

**Sponsor** means any persons or entities that receive or assume a mortgage loan.

**State Housing Development Authority Act** means Public Act 346 of 1966, as amended, being MCL 125.1401 et seq.

**Tax, Taxes or Taxation** all refer to ad valorem property taxes imposed by the State of Michigan or by



any political subdivision of the State, including both real property and personal property as defined in the General Property Tax Act.

**Township** means the Charter Township of Union.

**Section 13. 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 14. Repeal.**

- A. Ordinance No. 1997-5 (Ad Valorem Tax Exemption [for a parcel that never developed with housing]), Ordinances No. 2003-09 and 2018-02 (Tax Exemption – Arbors at Eagle Crest, Second Phase), Ordinance No. 2004-03 (Tax Exemption – Springbrook Townhomes [Phase I]), Ordinance No. 2005-02 (Tax Exemption – Springbrook Townhomes Phase II), Ordinance No. 2006-02 (Tax Exemption – Cranbrook Senior Village), Ordinance No. 2012-09 (Northwinds Apartments LDHA Tax Exemption Ordinance), and Ordinance No. 2016-01 (Crisis Center, Inc. d.b.a Listening Ear Crisis Center LDHA Tax Exemption Ordinance) shall remain in effect until 11:59 p.m. on December 31, 2020, at which time these ordinances shall be repealed and of no further effect.
- B. Ordinance No. 2000-01 (Tax Exemption Ordinance for the Sterling Group [Arbors at Eagle Crest – Phase I]) and Ordinance No. 2017-01 (Tax Exemption Ordinance for the LARC Community Development Group [Arbors at Eagle Crest – Phase I]) shall remain in effect until 11:59 p.m. on December 31, 2021, at which time these ordinances shall be repealed and of no further effect. Notwithstanding anything to the contrary, this Ordinance shall not repeal Ordinances 2000-01 and 2017-01 until 11:59 p.m. on December 31, 2021.
- C. Except as outlined in subsections 14.A. and 14.B. above, all other ordinances or parts of ordinances that are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency or conflict.

**Section 15. Publication.**

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

**Section 16. 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 November 24, 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, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

\_\_\_\_\_  
Bryan Mielke, Supervisor

Date: \_\_\_\_\_, 2020



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> December 3, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/2020
<b>ACTION REQUESTED:</b> To adopt each of the four (4) separate resolutions as presented in the meeting packet to reaffirm the continuing eligibility of the Arbors at Eagle Crest Phase II housing project, the Springbrook Townhomes (Phase I) housing project, the Springbrook Townhomes Phase II housing project, and the Cranbrook Senior Village housing project for a tax exemption and annual service charge payment in lieu of taxes under the new Tax Exemption Ordinance.	

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

Concurrent with adoption of the proposed new Tax Exemption Ordinance and associated repeal of the Township’s existing tax exemption ordinances there is a necessity to reaffirm by Board of Trustees resolution the continuing eligibility of the following housing projects for a tax exemption and payment in lieu of taxes:

Housing Project	Location	Exemption Originally Established
<b>Arbors at Eagle Crest Phase II</b>	East side of S. Isabella Rd. north of E. Bluegrass Rd.	2005
<b>Springbrook Townhomes (Phase I)</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	2005
<b>Springbrook Townhomes Phase II</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	2007
<b>Cranbrook Senior Village</b>	West side of S. Isabella Rd. south of E. Bluegrass Rd.	2008

A separate resolution has been prepared for each of these housing projects for Board of Trustees consideration and action consistent with the requirements of the new ordinance and section 15a of the State Housing Development Authority Act. The Township has an obligation to maintain the conditions under which the housing project was initially authorized for a tax exemption as long as the project maintains its eligibility through the Michigan State Housing Development Authority (MSHDA). Accordingly, the specific duration of the tax exemption and percentage of Annual Shelter Rent used to calculate the annual service charge in each proposed resolution matches the corresponding project-based ordinance provisions for that housing project.

Copies of the notarized statements from MSHDA confirming the tax exemption eligibility status for each of these housing projects is attached to each proposed resolution for reference. If adopted, the proposed resolutions would go into effect on December 31, 2020.

### **SCOPE OF SERVICES**

Adoption of resolutions to reaffirm the continuing eligibility of the Arbors at Eagle Crest Phase II, Springbrook Townhomes (Phase I and Phase II), and Cranbrook Senior Village housing projects for a tax exemption and payment of an annual service charge in lieu of taxes under the new Tax Exemption Ordinance.

### **JUSTIFICATIONS**

Adoption of each of the proposed resolutions is necessary to fully implement the new Tax Exemption Ordinance and to maintain the current tax exempt status of the Arbors at Eagle Crest Phase II, Springbrook Townhomes (Phase I and Phase II), and Cranbrook Senior Village housing projects.

### **GOALS ADDRESSED**

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

- 1. Community well-being and common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**

Adoption of the resolutions will help all residents to thrive, engage in a vibrant community life (1.1), and achieve more than their basic needs (1.2), and will help to promote tolerance and inclusion of all cultures, orientations, and economic status (1.1.1.1) in the Township.

### **COSTS**

NA

### **TIMETABLE**

If adopted by the Board of Trustees, the resolutions would take effect on December 31, 2020.

### **REQUESTED ACTIONS**

To adopt each of the four (4) separate resolutions as presented in the meeting packet to reaffirm the continuing eligibility of the Arbors at Eagle Crest Phase II housing project, the Springbrook Townhomes (Phase I) housing project, the Springbrook Townhomes Phase II housing project, and the Cranbrook Senior Village housing project for a tax exemption and annual service charge payment in lieu of taxes under the new Tax Exemption Ordinance.

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWNSHIP BOARD TO REAFFIRM THE CONTINUING  
ELIGIBILITY OF THE ARBORS AT EAGLE CREST PHASE II HOUSING PROJECT FOR A TAX  
EXEMPTION AND PAYMENT IN LIEU OF TAXES**

The following preamble and resolution were offered by \_\_\_\_\_ and supported  
by \_\_\_\_\_:

WHEREAS, the Board of Trustees is committed to supporting the goal of encouraging development of new housing and rehabilitation of existing housing units for low income persons and families in the Township; and

WHEREAS, Section 15a of the State Housing Development Authority Act (Public Act 346 of 1966, as amended) provides for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for certain housing projects for low income persons and families, subject to Board of Trustees authorization; and

WHEREAS, an evaluation of the Township's existing tax exemption ordinances by Township staff, in consultation with the Township Attorney, resulted in the development of a new general ordinance that provides for adoption of project-specific resolutions by the Board of Trustees; and

WHEREAS, adoption of the new Tax Exemption Ordinance and associated repeal of Ordinances 2003-09 and 2018-02 make necessary the adoption of a resolution to reaffirm the continuing eligibility of the Arbors at Eagle Crest Phase II housing project for a tax exemption and payment in lieu of taxes; and

WHEREAS, the Michigan State Housing Development Authority confirmed in a notarized statement dated October 27, 2020 that the housing project and its sponsor, which is Arbor Apartments Limited Dividend Housing Association LLC, qualify for a tax exemption and payment in lieu of taxes.

NOW, THEREFORE, LET IT BE RESOLVED that:

1. The Board of Trustees hereby approves the continuation of an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for the Arbors at Eagle Crest Phase II housing project, which is described as follows:

Eight (8) apartments per building; 48 units total.

Legal Description: T14N R4W, SEC25; ; BEG AT A PT ON W SEC LN WHICH IS N 0D 16M 17S W, 584.96 FT, ALG SEC LN, TH S 89D 12M 38S E 447 FT; TH N 20D 0M 0S E, 159.28 FT; TH S 89D 5M 15S E, 657.25 FT, FROM W ¼ COR OF SEC 25; TH S 89D 5M 15S E, 545.51; TH N 0D 21M 2S W, 605.46 FT; TH N 89D 5M 15S W, 614.98 FT; TH S 0D 21M 15S E, 80.96 FT; TH S 88D 59M 47S E, 80.6 FT, TH S 21D 11M 05S E, 225.67 FT; TH S 37D 48M 26S W, 167 FT; TH S 0D 46M 2S E, 153.97 FT, TO POB.

PID 14-025-10-006-02

Sponsor: Arbor Apartments Limited Dividend Housing Association LLC  
8208 Kearsley Creek Drive  
Davison, MI 48423  
Attn. Sarah Marshall (810) 412-5071 smarshall@chargermi.com

2. The annual service charge shall consist of the sum of ten percent (10%) of the collections from the total Annual Shelter Rent during the period from January 1 through December 31 of each year, as calculated per the adopted Tax Exemption Ordinance.
3. Having commenced with the 2005 tax year, this tax exemption and payment of an annual service charge in lieu of taxes shall remain in effect and shall not terminate through the end of the 2030 tax year, subject to continuing compliance with the requirements of the adopted Tax Exemption Ordinance.
4. This resolution shall be effective beginning on December 31, 2020.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Bryan Mielke, Supervisor

\_\_\_\_\_  
Date

CERTIFICATION OF ADOPTION

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

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

\_\_\_\_\_  
Certification Date

**NOTIFICATION TO LOCAL ASSESSOR OF EXEMPTION**

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
735 East Michigan Avenue, Lansing, Michigan 48912

STATE OF MICHIGAN           )  
  )ss.  
COUNTY OF Isabella         )

*(Notary Public please fill in name of county)*

Sarah Marshall *(insert name of authorized agent)*, being duly sworn, deposes and says:

1. This affidavit is made for the purposes of Section 15a of Act No. 346 of the Public Acts of 1966, as amended.

2. Notice is hereby given of exemption from all taxes imposed by the State or by any political subdivision, public body or taxing district in which the property described on Form A attached to and made a part of this Notification is located.

3. The housing development for which exemption is claimed is financed by a *(check one)*:

state-aided mortgage      federally-aided mortgage

and is generally identified as The Arbors at Eagle Crest II  
*(insert name of housing development).*

4. The address and school district name and code for the housing development are:

<u>5100 Cambridge Lane</u> <i>(property street address)</i>	<u>Mt Pleasant</u> <i>(school district name)</i>
<u>Mt. Pleasant 48858</u> <i>(city and zip code)</i>	<u>37010</u> <i>(school district code)</i>
5300	

5. The housing development for which exemption is claimed is for (check one):

rental  
 cooperative  
 subsequent sale to an individual purchaser

6. The housing development is undertaken by Arbors Apts Limited Dividend Housing Association LLC *(insert name of owner entity)*, a *(check one)*:

nonprofit housing corporation  
 consumer housing cooperative  
 limited dividend housing association limited partnership  
 limited dividend housing association limited liability company  
 limited dividend housing corporation

7. Future notifications regarding the housing development should be directed to:

Sarah Marshall

Name

8208 Kearsley Creek Drive Davison, MI 48423

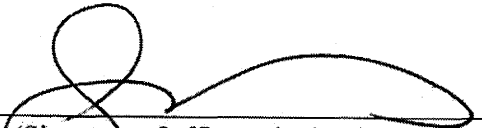
Address

810-412-5071

Phone Number

smarshall@chargermi.com

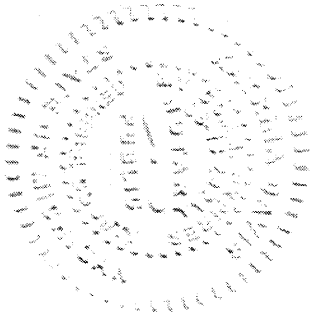
E-mail

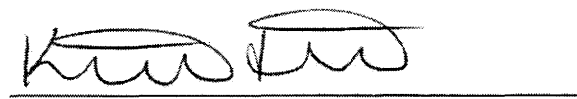
  
(Signature of affiant who has been  
authorized to make this affidavit)

Regional Manager  
(Title)

*(This section to be prepared and executed by Notary Public)*

Subscribed and sworn to before me this 26<sup>th</sup> day of October 2020.



  
Notary Public, Katrina Davis Genesee County, Michigan  
My commission expires: 8/13/2024  
Acting in Genesee County, Michigan



*(This section to be prepared and executed by  
Michigan State Housing Development Authority)*

I certify that this affidavit has been submitted to the Michigan State Housing Development Authority (the "Authority") for certification and that the project described in Form A is eligible for exemption. If a federally-aided mortgage is the method of financing disclosed by this affidavit, this certification is based upon documentation on file with the Authority showing that the project is financed with federally-aided financing.

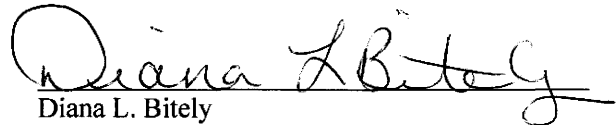
MICHIGAN STATE HOUSING  
DEVELOPMENT AUTHORITY

By: 

Clarence L. Stone, Jr.

Its: Director of Legal Affairs

Subscribed and sworn to before me on this  
27th day of October, 2020.



Diana L. Bitely

Ingham, Michigan Acting in Ingham  
County, Michigan

My Commission expires 3/25/2027

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**FORM A**

(Attachment to Notification to  
Local Assessor of Exemption)

Insert Legal or Tax Roll Description of Land here:

T14N R4W, SEC 25; ; BEG AT A PT ON W SEC LN WHICH IS N 0D 16M 17S W, 584.96 FT,  
ALG SEC LN, TH S 89D 12M 38S E, 447 FT; TH N 20D 0M 0S E, 159.28 FT; TH S 89D 5M 15S E,  
657.25 FT, FROM W 1/4 COR OF SEC 25; TH S 89D 5M 15S E, 545.51; TH N 0D 21M 2S W,  
605.46 FT; TH N 89D 5M 15S W, 614.98 FT; TH S 0D 21M 15S E, 80.96 FT; TH S 88D 59M 47S E,  
80.6 FT; TH S 21D 11M 05S E, 255.67 FT; TH S 37D 48M 26S W, 167 FT; TH S 0D 46M 2S E,  
153.97 FT, TO POB

Insert Description of Building(s) and Improvements here:

5300, 5302, 5305, 5307, 5325, 5327 N. Eagles Way Dr. Mt Pleasant, MI 48858. Eight Apartments per  
building. 48 units total.

Insert Description of Social, Recreational and Communal Facilities as  
may be Incidental or Pertinent here:

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWNSHIP BOARD TO REAFFIRM THE CONTINUING ELIGIBILITY  
OF THE CRANBROOK SENIOR VILLAGE HOUSING PROJECT FOR A TAX EXEMPTION AND  
PAYMENT IN LIEU OF TAXES**

The following preamble and resolution were offered by \_\_\_\_\_ and supported  
by \_\_\_\_\_:

WHEREAS, the Board of Trustees is committed to supporting the goal of encouraging development of new housing and rehabilitation of existing housing units for low income persons and families in the Township; and

WHEREAS, Section 15a of the State Housing Development Authority Act (Public Act 346 of 1966, as amended) provides for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for certain housing projects for low income persons and families, subject to Board of Trustees authorization; and

WHEREAS, an evaluation of the Township's existing tax exemption ordinances by Township staff, in consultation with the Township Attorney, resulted in the development of a new general ordinance that provides for adoption of project-specific resolutions by the Board of Trustees; and

WHEREAS, adoption of the new Tax Exemption Ordinance and associated repeal of Ordinance 2006-02 make necessary the adoption of a resolution to reaffirm the continuing eligibility of the Cranbrook Senior Village housing project for a tax exemption and payment in lieu of taxes; and

WHEREAS, the Michigan State Housing Development Authority confirmed in a notarized statement dated June 17, 2020 that the housing project and its sponsor, which is Cranbrook Senior Village Limited Dividend Housing Association LP, qualify for a tax exemption and payment in lieu of taxes.

NOW, THEREFORE, LET IT BE RESOLVED that:

1. The Board of Trustees hereby approves the continuation of an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for the Cranbrook Senior Village housing project, which is described as follows:

40 elderly units consisting of 20 one (1) bedroom - one (1) bath apartments and 20 two (2) bedroom - one (1) bath apartments in a single-story, no elevator building, plus a common space that includes a fitness center, multi-purpose room, community room with kitchen, library, and living areas.

Legal Description: T14N R4W, SEC 26 UNION TWP DESC AS FOLLOWS: COMM AT THE E 1/4 CORNER OF SAID SEC 26; TH S00° -16'-32" E 330.00 FT TO THE POB OF THIS DESC; TH CONTINUING S00°-16'32" E ON SAID E SEC LINE, 330.00 FT; TH N89°-59'45"W, PARALLEL WITH THE E & W 1/4 LINE OF SAID SEC, 576.11 FT; TH N00°-16'-32"W., PARALLEL WITH THE E LINE OF SAID SEC., 330.00 FT; TH S89°-59'-45"E., PARALLEL WITH SAID E & W 1/4 LINE, 576.11 FT BACK TO POB.

PID 14-026-40-001-16

Sponsor: Cranbrook Senior Village Limited Dividend Housing Association LP  
27777 Franklin Road, Suite 1410  
Southfield, MI 48034  
Attn. Barbara Miklos (248) 258-5204 bmiklos@lockwoodcompanies.com

2. The annual service charge shall consist of the sum of nine percent (9%) of the collections from the total Annual Shelter Rent during the period from January 1 through December 31 of each year, as calculated per the adopted Tax Exemption Ordinance.
3. Having commenced with the 2008 tax year, this tax exemption and payment of an annual service charge in lieu of taxes shall remain in effect and shall not terminate through the end of the 2043 tax year, subject to continuing compliance with the requirements of the adopted Tax Exemption Ordinance.
4. This resolution shall be effective beginning on December 31, 2020.

Roll Call Vote:

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Bryan Mielke, Supervisor

\_\_\_\_\_  
Date

CERTIFICATION OF ADOPTION

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

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

\_\_\_\_\_  
Certification Date

VERIFICATION OF CONTINUING ELIGIBILITY OF EXEMPTION

Failure to return this completed affidavit to MSHDA may result in the termination of your property tax exemption

STATE OF MICHIGAN )
)ss
COUNTY OF Oakland )

(Notary Public please fill in name of county)

Rodney M. Lockwood, Jr. (insert name of authorized agent), being duly sworn, deposes and says:

1. This affidavit is made for the purpose of verifying compliance with Section 15a of Act No. 346 of the Public Acts of 1966, as amended (the "Act").

2. The housing development for which exemption is claimed is generally identified as Cranbrook Terrace (insert name of housing development).

3. The housing development for which exemption is claimed is financed by a federally-aided mortgage, as defined by the Act, because it is (check all that apply):

- (i) A below market interest rate mortgage insured, purchased, or held by the secretary of the department of housing and urban development;
(ii) A market interest rate mortgage insured by the secretary of the department of housing and urban development and augmented by a program of rent supplements;
(iii) A mortgage receiving interest reduction payments provided by the secretary of housing and urban development;
XXXX (iv) A mortgage on a housing project to which the authority allocates low income housing tax credits under section 22b of the Act; or
(v) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate income housing.

4. PLEASE ATTACH A MORTGAGE STATEMENT DATED WITHIN THE LAST 60 DAYS.

5. The housing development identified above, located on the property described on Form A attached hereto and made a part of this Verification, has not been sold or refinanced within the last year and continues to be eligible for exemption from all ad valorem property taxes imposed by the State or by any political subdivision, public body or taxing district in which the property is located, pursuant to Section 15a of the Act.

NOTICE TO AFFIANT: Any false pretense, including any false statement or representation, pursuant to participation in any Michigan State Housing Development Authority program, is punishable by imprisonment for up to ten (10) years and/or by a fine up to \$15,000.00, or more, as permitted by MCL §125.1447.

[Handwritten signature of authorized agent]

Signature of Authorized Agent
Print Title: Mgr., Union Cranbrook LLC, Gen. Partner (President)

Subscribed and sworn to before me this 17 day of June, 2020.

(This section to be prepared and executed by Notary Public)

[Handwritten signature of Notary Public]

Notary Public, Wayne County, MI
My Commission expires: 8-26-2023
Acting in Oakland County, MI

Please return this form no later than June 30, 2020 to: MSHDA Legal Affairs at MSHDA-PILOT@michigan.gov

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**FORM A**

(Attachment to Verification of Continuing Eligibility of Exemption)

Insert Legal or Tax Roll Description of Land here:

See Exhibit A attached hereto

Insert Description of Building(s) and Improvements here:

40 elderly units consisting of 20 one bedroom one bath apartments and 20 two bedroom one bath apartments in a single story, no elevator building.

Insert Description of Social, Recreational and Communal Facilities as may be Incidental or Pertinent here:

A common space that includes a fitness center, multi-purpose room, community room with kitchen, library and living areas.

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWNSHIP BOARD TO REAFFIRM THE CONTINUING ELIGIBILITY  
OF THE SPRINGBROOK TOWNHOMES PHASE I HOUSING PROJECT FOR A TAX  
EXEMPTION AND PAYMENT IN LIEU OF TAXES**

The following preamble and resolution were offered by \_\_\_\_\_ and supported  
by \_\_\_\_\_:

WHEREAS, the Board of Trustees is committed to supporting the goal of encouraging development of new housing and rehabilitation of existing housing units for low income persons and families in the Township; and

WHEREAS, Section 15a of the State Housing Development Authority Act (Public Act 346 of 1966, as amended) provides for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for certain housing projects for low income persons and families, subject to Board of Trustees authorization; and

WHEREAS, an evaluation of the Township's existing tax exemption ordinances by Township staff, in consultation with the Township Attorney, resulted in the development of a new general ordinance that provides for adoption of project-specific resolutions by the Board of Trustees; and

WHEREAS, adoption of the new Tax Exemption Ordinance and associated repeal of Ordinance 2004-03 make necessary the adoption of a resolution to reaffirm the continuing eligibility of the Springbrook Townhomes Phase I housing project for a tax exemption and payment in lieu of taxes; and

WHEREAS, the Michigan State Housing Development Authority confirmed in a notarized statement dated June 17, 2020 that the housing project and its sponsor, which is Springbrook Townhomes Limited Dividend Housing Association LP, qualify for a tax exemption and payment in lieu of taxes.

NOW, THEREFORE, LET IT BE RESOLVED that:

1. The Board of Trustees hereby approves the continuation of an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for the Springbrook Townhomes Phase I housing project, which is described as follows:

48 total units [24 two (2) bedroom-2.5 bath townhomes and 24 three(3) bedroom 2.5 bath townhomes] in 12 two (2) story, four (4) unit buildings with 12 detached garage buildings containing four (4) two-car spaces (96 total garages spaces) plus a community building and tot lot.

Legal Description: T14N R4W, SEC 26; PART OF THE E 20A OF THE N 80A OF THE E 140 A OF THE SE 1/4 OF SECTION 26; COMM AT THE E 1/4 COR; TH S 00D 16M 32S E, 660 FT TO THE POB OF THIS DESCRIPTION; TH S 00D 16M 32S E, 852.20 FT; TH N 89D 59M 45S W, 324.63 FT; TH N 00D 00M 15S E, 389.35 FT; TH N 89D 59M 45S W, 10.0 FT; TH N 00D 00M 15S E, 312 FT; TH S 89D 59M 45S E, 103.47 FT; TH N 00D 00M 15S E, 130.84 FT; TH S 89D 59M 45S E, 423.94 FT TO POB. 6.63A M/L 1-19-2005 SPLIT 14-026-40-001-05 TO 001-07, 001-08, 001-09.

PID 14-026-40-001-08

Sponsor: Springbrook Townhomes Limited Dividend Housing Association LP  
27777 Franklin Road, Suite 1410  
Southfield, MI 48034  
Attn. Barbara Miklos (248) 258-5204 bmiklos@lockwoodcompanies.com

2. The annual service charge shall consist of the sum of ten percent (10%) of the collections from the total Annual Shelter Rent during the period from January 1 through December 31 of each year, as calculated per the adopted Tax Exemption Ordinance.
3. Having commenced with the 2005 tax year, this tax exemption and payment of an annual service charge in lieu of taxes shall remain in effect and shall not terminate through the end of the 2040 tax year, subject to continuing compliance with the requirements of the adopted Tax Exemption Ordinance.
4. This resolution shall be effective beginning on December 31, 2020.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Bryan Mielke, Supervisor

\_\_\_\_\_  
Date

#### CERTIFICATION OF ADOPTION

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

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

\_\_\_\_\_  
Certification Date



VERIFICATION OF CONTINUING ELIGIBILITY OF EXEMPTION

Failure to return this completed affidavit to MSHDA may result in the termination of your property tax exemption

STATE OF MICHIGAN )
)ss
COUNTY OF Oakland )

(Notary Public please fill in name of county)

Rodney M. Lockwood, Jr. (insert name of authorized agent), being duly sworn, deposes and says:

- 1. This affidavit is made for the purpose of verifying compliance with Section 15a of Act No. 346 of the Public Acts of 1966, as amended (the "Act").
2. The housing development for which exemption is claimed is generally identified as Springbrook Townhome I (insert name of housing development).
3. The housing development for which exemption is claimed is financed by a federally-aided mortgage, as defined by the Act, because it is (check all that apply):
(i) A below market interest rate mortgage insured, purchased, or held by the secretary of the department of housing and urban development;
(ii) A market interest rate mortgage insured by the secretary of the department of housing and urban development and augmented by a program of rent supplements;
(iii) A mortgage receiving interest reduction payments provided by the secretary of housing and urban development;
XXXX (iv) A mortgage on a housing project to which the authority allocates low income housing tax credits under section 22b of the Act; or
(v) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate income housing.
4. PLEASE ATTACH A MORTGAGE STATEMENT DATED WITHIN THE LAST 60 DAYS.
5. The housing development identified above, located on the property described on Form A attached hereto and made a part of this Verification, has not been sold or refinanced within the last year and continues to be eligible for exemption from all ad valorem property taxes imposed by the State or by any political subdivision, public body or taxing district in which the property is located, pursuant to Section 15a of the Act.

NOTICE TO AFFIANT: Any false pretense, including any false statement or representation, pursuant to participation in any Michigan State Housing Development Authority program, is punishable by imprisonment for up to ten (10) years and/or by a fine up to \$15,000.00, or more, as permitted by MCL §125.1447.

Signature of Authorized Agent
Print Title: Mgr., Union Isabella LLC, Gen. Partner
(Vice President)

Subscribed and sworn to before me this 17 day of June, 2020.

(This section to be prepared and executed by Notary Public)

Notary Public, Wayne County, MI
My Commission expires: 8-26-2023
Acting in Oakland County, MI

Please return this form no later than June 30, 2020 to:
MSHDA Legal Affairs at MSHDA-PILOT@michigan.gov

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**FORM A**

(Attachment to Verification of Continuing Eligibility of Exemption)

Insert Legal or Tax Roll Description of Land here:

See Exhibit A attached hereto

Insert Description of Building(s) and Improvements here:

Multifamily development consisting of 48 units (24 two-bedroom 2 1/2 bath townhomes and 24 three-bedroom 2 1/2 bath townhome units) in a 12 two story four unit buildings and 12 detached garage buildings containing 4 two car spaces totaling 96 garaged spaces (two per unit).

Insert Description of Social, Recreational and Communal Facilities as may be Incidental or Pertinent here:

Community Building and Tot Lot.

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWNSHIP BOARD TO REAFFIRM THE CONTINUING ELIGIBILITY  
OF THE SPRINGBROOK TOWNHOMES PHASE II HOUSING PROJECT FOR A TAX  
EXEMPTION AND PAYMENT IN LIEU OF TAXES**

The following preamble and resolution were offered by \_\_\_\_\_ and supported  
by \_\_\_\_\_:

WHEREAS, the Board of Trustees is committed to supporting the goal of encouraging development of new housing and rehabilitation of existing housing units for low income persons and families in the Township; and

WHEREAS, Section 15a of the State Housing Development Authority Act (Public Act 346 of 1966, as amended) provides for an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for certain housing projects for low income persons and families, subject to Board of Trustees authorization; and

WHEREAS, an evaluation of the Township’s existing tax exemption ordinances by Township staff, in consultation with the Township Attorney, resulted in the development of a new general ordinance that provides for adoption of project-specific resolutions by the Board of Trustees; and

WHEREAS, adoption of the new Tax Exemption Ordinance and associated repeal of Ordinance 2005-02 make necessary the adoption of a resolution to; and

WHEREAS, the Michigan State Housing Development Authority confirmed in a notarized statement dated June 17, 2020 that the housing project and its sponsor, which is Springbrook Townhomes II Limited Dividend Housing Association LP, qualify for a tax exemption and payment in lieu of taxes.

NOW, THEREFORE, LET IT BE RESOLVED that:

1. The Board of Trustees hereby approves the continuation of an ad valorem property tax exemption and payment of an annual service charge in lieu of taxes for the Springbrook Townhomes Phase II housing project, which is described as follows:

48 total units [24 two (2) bedroom-2.5 bath townhomes and 24 three(3) bedroom 2.5 bath townhomes] in 12 two (2) story, four (4) unit buildings with 12 detached garage buildings containing four (4) two-car spaces (96 total garages spaces) plus a community building and tot lot.

Legal Description: T14N R4W, SEC26; PART OF THE E 20A OF THE N 80A OF THE E 140A OF THE SE 1/4 OF SECTION 26; COM AT THE E 1/4 COR; TH S 00D 16M 32S E, 1512.30 FT; TH N 89D 59M 45S W, 324.63 FT TO THE POB: TH N 00D 00M 15S E, 389.35 FT; TH N 89D 59M 45S W, 10FT; TH N 00D 00M 15S E, 20 FT; TH S 89D 59M 45S E, 10 FT; TH N 00D 00M 15S E, 312 FT; TH N 89D 59M 45S W, 103.47 FT; TH N00D00M00SE 130.84 FT; TH N 89D 59M 45S W, 152.17 FT; TH S 00D 16M 32S E, 852.20 FT; TH S 89D 59M 45S E, 251.48 FT TO POB. 4.64A M/L 1-19-2005 SPLIT 14-026-40-001-05 TO 001-07, 001-08, 001-09.

PID 14-026-40-001-09

Sponsor: Springbrook Townhomes II Limited Dividend Housing Association LP  
27777 Franklin Road, Suite 1410  
Southfield, MI 48034  
Attn. Barbara Miklos (248) 258-5204 bmiklos@lockwoodcompanies.com

2. The annual service charge shall consist of the sum of ten percent (10%) of the collections from the total Annual Shelter Rent during the period from January 1 through December 31 of each year, as calculated per the adopted Tax Exemption Ordinance.
3. Having commenced with the 2007 tax year, this tax exemption and payment of an annual service charge in lieu of taxes shall remain in effect and shall not terminate through the end of the 2040 tax year, subject to continuing compliance with the requirements of the adopted Tax Exemption Ordinance.
4. This resolution shall be effective beginning on December 31, 2020.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Bryan Mielke, Supervisor

\_\_\_\_\_  
Date

CERTIFICATION OF ADOPTION

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

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

\_\_\_\_\_  
Certification Date

VERIFICATION OF CONTINUING ELIGIBILITY OF EXEMPTION

Failure to return this completed affidavit to MSHDA may result in the termination of your property tax exemption

STATE OF MICHIGAN )
)ss
COUNTY OF Oakland )

(Notary Public please fill in name of county)

Rodney M. Lockwood, Jr. (insert name of authorized agent), being duly sworn, deposes and says:

- 1. This affidavit is made for the purpose of verifying compliance with Section 15a of Act No. 346 of the Public Acts of 1966, as amended (the "Act").
2. The housing development for which exemption is claimed is generally identified as Springbrook Townhome II (insert name of housing development).
3. The housing development for which exemption is claimed is financed by a federally-aided mortgage, as defined by the Act, because it is (check all that apply):
(i) A below market interest rate mortgage insured, purchased, or held by the secretary of the department of housing and urban development;
(ii) A market interest rate mortgage insured by the secretary of the department of housing and urban development and augmented by a program of rent supplements;
(iii) A mortgage receiving interest reduction payments provided by the secretary of housing and urban development;
XXXX (iv) A mortgage on a housing project to which the authority allocates low income housing tax credits under section 22b of the Act; or
(v) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate income housing.
4. PLEASE ATTACH A MORTGAGE STATEMENT DATED WITHIN THE LAST 60 DAYS.
5. The housing development identified above, located on the property described on Form A attached hereto and made a part of this Verification, has not been sold or refinanced within the last year and continues to be eligible for exemption from all ad valorem property taxes imposed by the State or by any political subdivision, public body or taxing district in which the property is located, pursuant to Section 15a of the Act.

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Signature of Authorized Agent
Print Title: Mgr., Union Isabella II LLC, Gen. Partner
(Vice President)

Subscribed and sworn to before me this 17 day of June, 2020.

(This section to be prepared and executed by Notary Public)

Notary Public, Wayne County, MI
My Commission expires: 8-26-2023
Acting in Oakland County, MI

Please return this form no later than June 30, 2020 to:
MSHDA Legal Affairs at MSHDA-PILOT@michigan.gov

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**FORM A**

(Attachment to Verification of Continuing Eligibility of Exemption)

Insert Legal or Tax Roll Description of Land here:

See Exhibit A attached hereto

Insert Description of Building(s) and Improvements here:

Multifamily development consisting of 48 units (24 two-bedroom 2 1/2 bath townhomes and 24 three-bedroom 2 1/2 bath townhome units) in a 12 two story four unit buildings and 12 detached garage buildings containing 4 two car spaces totaling 96 garaged spaces (two per unit).

Insert Description of Social, Recreational and Communal Facilities as may be Incidental or Pertinent here:

Community Building and Tot Lot.

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager                      **DATE:** December 8, 2020  
**FROM:** Kim Smith – Public Services Director                      **DATE FOR BOARD CONSIDERATION:** December 16, 2020  
**ACTION REQUESTED:** Approval of the bid from Konwinski Construction Inc., in the amount of \$103,724.00 for the completion of code related, exterior, and interior improvements for the Phase I Jameson Park Improvements Project and authorize the Township Manager to sign the agreement.

Current Action                       Emergency

Funds Budgeted: If Yes  Account # 101-901-976.306, 248-728-967.600, 288-728-965.000  
No  N/A

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

### BACKGROUND INFORMATION

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA Districts. As part of this list the EDA Board approved \$50,000.00 to make improvements at Jameson Park. At a subsequent meeting the EDA Board expressed their desire to have a professional firm prepare a Planning and Design Master Plan for Jameson Park. The Master Plan was completed to help guide the EDA and Township Board in making decisions on appropriate improvements, timing, and provide cost estimates for these improvements.

In September of 2018, Goudreau and Associates was selected to complete the Planning and Design Master Plan for Jameson Park. On April 30, 2019 a Public Input Meeting was held to receive input from stakeholders and citizens on desired improvements and needs at the park. Goudreau and Associates presented the plan results and improvement renderings in June of 2019.

The plan identified an extensive list of code related, interior, and exterior site improvements for the park. Based upon this list the FY2020 Township Parks and EDA Budgets included funding for the completion of Phase I of the project.

In March and September of 2020, the Township applied for two-percent funding for several of the other improvements identified in the Master Plan but not funded as part of Phase I. These improvements will be completed if the Township is successfully awarded two-percent funding or other funds become available to complete Phase II of the project in the future.

In May of 2020, the Township Board approved proposals from Goudreau and Associates and Central Michigan Surveying & Development for the completion of construction documents and bidding services for all phases of the Jameson Park Improvements Project. The improvements for Phase I and Phase II were included in the design phase of the project in anticipation of future funding and completion.

On October 12, 2020 the Advertisement for Bids for Phase I was issued, which included a bid due date of November 9, 2020.

The scope and budgetary cost estimates of the improvements included in the Phase I Bid Package were as follows:

**Code Related Improvements**

Estimated Budget

Transition at Kitchen Entry	800.00
Repair South Door (allowance provided for repairs, changed from original estimate)	2,000.00
New Service Sink	5,000.00
New Water Cooler and Bottle Filler	3,500.00
Dedicated Hand Wash Sink in Kitchen	1,000.00
Under-Sink Insulation in Toilet Facilities	116.00
Replace Non-GFCI Outlets	248.00
Replace Exit Signs & Emergency Lighting	1,200.00
Roof/Wall Caps for Exhaust Fans	1,200.00
Toilet Room Pipe Upgrades (scope and method changed from original estimate)	5,950.00

**Total Code Related Improvements****21,014.00****Interior Improvements**

Estimated Budget

Flooring & Base	15,244.00
Paint - Walls & Door Frames	4,892.40
Ceiling Tiles (with high acoustical value)	4,377.78
Replace South Window	500.00
Lighting	8,000.00
Kitchen Cabinets & Counters	2,400.00
Infill Existing Pass-Through	170.00
New Windows on North Elevation	6,000.00
Sign - "Warming Kitchen Only"	75.00
Door and Frame Paint Prep Allowance (added in design)	2,000.00
Soil Compaction & Concrete Testing (added in design for concrete removal & concrete floor repair areas – restroom, kitchen, main hall)	4,000.00
Alternate 1 & 2 (added in design)	6,174.00

**Total Interior Improvements****53,833.18****Contingency****10,750.98****Total Estimated Improvement Construction Budget Phase I****85,598.16**



During the design of Phase I additional items were identified as needed upgrades which were not part of the Master Plan. These items were included as bid alternates in the Phase I bid documents. The two bid alternate items are as follows:

- Alternate #1 – replacement of existing underfloor sanitary piping running east/west through main building from kitchen to west exterior of building. Price was to include saw cutting of floors, sanitary piping, new concrete over vapor barrier and associated labor.
- Alternate #2 – provide alternate price for new concrete slab and +/- 3” slope into kitchen to remove the existing step into the kitchen. Alternate price to include saw cutting of existing floor, new concrete over vapor barrier including slope into kitchen and associated labor.

On November 9, 2020 three bids were received for Phase I of this project.

These bids are as follows:

CONTRACTOR	BASE BID	BID ALTERNATES #1 & #2	TOTAL
Denali Construction & Engineering Inc.	\$110,581.00	\$12,264.00	\$122,845.00
JBS Contracting Inc.	\$124,385.00	\$8,588.00	\$132,973.00
Konwinski Construction Inc.	\$97,550.00	\$6,174.00	\$103,724.00

### SCOPE OF SERVICES

All of the labor and materials necessary to complete the construction of the Phase I Jameson Park Improvements including alternates one and two as detailed above.

### JUSTIFICATION

Jameson Park supports year-round opportunities for residents in our community to be physically active and reinvigorate themselves both mentally and physically. As the only park located on the east side of our community the park is an ideal place for residents in the area to enjoy the facilities. The hall, pavilion, and park green area provide space for families and friends to gather and celebrate milestones and special events. Jameson Park enhances wellness in our area youth by providing safe and well-maintained facilities for organized physical activities like softball and little league.

The proposed improvements to Jameson Park will improve the overall safety in the park, provide additional recreational opportunities, and enhance the overall appearance and functionality of the park. Specific improvements to Jameson Hall modernize the facility, and improve the usefulness and safety of the hall as a polling location and meeting space.

The Township Administration and Goudreau and Associates have reviewed the bids and recommend that the construction of Phase I Jameson Park Improvements be awarded to Konwinski Construction in the amount of \$103,724.00. Konwinski Construction is qualified to complete the work and the bid was found to be fair and reasonable.

## PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Safety
- Health

## COSTS

### KONWINSKI CONSTRUCTION BID BREAKDOWN

ITEM	AMOUNT
Phase I - Base Construction Bid (including General Requirements and Close-out)	\$97,550.00
Phase I - Bid Alternate #1	\$2,924.00
Phase I - Bid Alternate #2	\$3,250.00
<b>Total Phase I</b>	<b>\$103,724.00</b>

### PROJECT COST TO DATE

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020)	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020)	\$15,350.00
Konwinski Construction Phase I Construction Contract (pending approval)	\$103,724.00
Project Contingency	\$10,750.98
<b>Total Project Cost</b>	<b>\$164,706.98</b>

## PROJECT FUNDING

Funds are included in the EDA and General Fund FY2020 Budget and FY2021 Proposed Budget to complete the Jameson Park Improvements Project Phase I construction as follows:

FUND	AMOUNT
EDA	\$107,000.00
General Fund	\$70,000.00
2% Residual Fund	\$34,000.00
<b>TOTAL FY2020/2021 BUDGET FUNDING</b>	<b>\$211,000.00</b>

**PROJECT TIME TABLE**

Phase I Construction

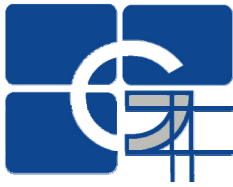
Winter 2021/Spring 2021

**RESOLUTION**

Approval of the bid from Konwinski Construction Inc., in the amount of \$103,724.00 for the completion of code related, exterior, and interior improvements for Phase I of the Jameson Park Improvements Project and authorize the Township Manager to sign the agreement.

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

Yes:  
No:  
Absent:



## ***AWARD RECOMMENDATION***

**DATE:** November 12, 2020

**TO:** Kim Smith  
Charter Township of Union  
5228 S. Isabella Road  
Mt. Pleasant, MI 48858

**FROM:** Al Goudreau, AIA, LEED-AP  
Shayna Bahlke, Associate AIA, Architectural Project Manager  
Goudreau & Associates, Inc.

**RE:** Charter Township of Union  
Jameson Park – Bid Package #1 Interior Improvements  
Award Recommendation of Construction Contract

Dear Kim Smith,

This letter is in follow up to the referenced bid opening on 11-09-2020. A total of three bidders submitted sealed bids and they were opened as follows: **Denali Construction & Engineering, Inc.**, **JBS Contracting, Inc.**, and **Konwinski Construction Inc.** The Owner and Design Team collected "Appendix "A" – Bid Breakdowns from the two lowest bidders including **Denali Construction & Engineering, Inc.** and **Konwinski Construction Inc.** for evaluation and award recommendation.

Attached for your review is a copy of the Bid Tab and Appendix "A" - Bid Breakdowns. Together we have thoroughly evaluated the bid by the apparent low bidder, **Konwinski Construction, Inc.**, and have determined that the contract price is considered fair and reasonable.

Goudreau & Associates, Inc. hereby recommends awarding the construction contract to **Konwinski Construction, Inc.** in the amount of:

\$97,550.00 (Base Bid)  
+\$ 2,924.00 (Accepted Alternate #1)  
+\$ 3,250.00 (Accepted Alternate #2)  
**\$103,724.00**

If you have any questions, please contact us at 989-773-0146.

Sincerely,

Shayna Bahlke, Architectural Project Manager  
Goudreau & Associates, Inc.

Al Goudreau, Principal, AIA, NCARB, LEED-AP  
Goudreau & Associates, Inc.

## APPENDIX "A" - BID BREAKDOWN

Upon request of the Owner or an Agent of the Owner this form shall be submitted within 24 HOURS of the bid date to Goudreau & Associates, Inc., 131 South Main Street, Mt. Pleasant, MI 48858. Fax: 989-400-4989

PROJECT: Charter Township of Union  
Jameson Park  
Bid Package #1 - Interior Improvements

CONTRACTOR: Konwinski Construction

<u>DIVISION</u>	<u>LIST SUBCONTRACTOR</u> <u>(If Applicable)</u>	<u>AMOUNT</u>
<u>Div. 1 - General Requirements</u>		
Special Conditions/Requirements		\$ <u>10,841.00</u>
Project Close Out/Punch list - Lump Sum		\$ <u>1,855.46</u>
Cash Allowances - Section 012100 (Listed in Section 012100 of General Requirements)		
- Allowance #1 - Soils Inspection and Compaction Testing		\$ <u>2,000.00</u>
- Allowance #2 - Concrete & Masonry Inspection and Testing		\$ <u>2,000.00</u>
- Allowance #3 - Door and Frame Paint Preparation		\$ <u>2,000.00</u>
- Allowance #4 - Door Frame Anchorage Repair & Selective Building Material Demo on South Door		\$ <u>2,500.00</u>
	<b><u>Division 1 Subtotal Amount</u></b>	<b>\$ <u>21,196.46</u></b>
<u>Div. 2 - Existing Conditions</u>		
Selective Demolition	<u>KCI</u>	\$ <u>\$1,100.00</u>
	<b><u>Division 2 Subtotal Amount</u></b>	<b>\$ <u>\$1,100.00</u></b>
<u>Div. 3 - Concrete</u>		
Cast-In-Place Concrete	<u>KCI</u>	\$ <u>2,151.00</u>
	<b><u>Division 3 Subtotal Amount</u></b>	<b>\$ <u>2,151.00</u></b>
<u>Div. 4 - Masonry (NOT USED)</u>		

Div. 5 - Metals (NOT USED)

Div. 6 - Wood and Plastics

Rough Carpentry	<u>KCI</u>	<u>\$ 1,200.00</u>
Interior Finish Carpentry	<u>KCI</u>	<u>\$ N/A</u>
	<b><u>Division 6 Subtotal Amount</u></b>	<b><u>\$ 1,200.00</u></b>

Div. 7 - Thermal and Moisture Protection

Thermal Insulation	<u>KCI</u>	<u>\$ 250.00</u>
Joint Sealants	<u>KCI</u>	<u>\$ 250.00</u>
	<b><u>Division 7 Subtotal Amount</u></b>	<b><u>\$ 500.00</u></b>

Div. 8 - Openings

Fiberglass Windows	<u>KCI</u>	<u>\$ 1,540.00</u>
	<b><u>Division 8 Subtotal Amount</u></b>	<b><u>\$ 1,540.00</u></b>

Div. 9 - Finishes

Gypsum Board	<u>KCI</u>	<u>\$ 1,532.00</u>
Acoustical Tile Ceilings	<u>KCI</u>	<u>\$ 5,610.00</u>
Resilient Wall Base	<u>Percha</u>	<u>\$ 1,140.00</u>
Resilient Tile Flooring	<u>Percha</u>	<u>\$ 23,022.00</u>
Flooring Transition at Kitchen Door	<u>Percha</u>	<u>\$ 255.00</u>
Interior Painting	<u>Percha</u>	<u>\$ 6,879.00</u>
	<b><u>Division 9 Subtotal Amount</u></b>	<b><u>\$ 38,438.00</u></b>

Div. 10 - Specialties (NOT USED)

Div. 11 - Equipment (NOT USED)

Div. 12 - Furnishings

Manufactured Casework	<u>KCI</u>	<u>\$ 2,669.54</u>
Plastic Laminate Clad Countertops	<u>KCI</u>	<u>\$ In Above</u>
	<b><u>Division 12 Subtotal Amount</u></b>	<b><u>\$ 2,669.54</u></b>

Div. 13 - Special Construction (NOT USED)

Div. 14 - Conveying Equipment (NOT USED)

Div. 21 - Fire Suppression (NOT USED)

Div. 22 - Plumbing

Plumbing Requirements	<u>Central Plumbing</u>	<u>\$ 6,305.39</u>
Plumbing System Testing, Cleaning, Water Treatment & Startup	<u>Central Plumbing</u>	<u>\$ 560.00</u>
Plumbing System Identification	<u>Central Plumbing</u>	<u>\$ N/A</u>
Plumbing Piping Specialties	<u>Central Plumbing</u>	<u>\$ 483.01</u>
Plumbing Pipe Insulation	<u>Central Plumbing</u>	<u>\$ 550.00</u>
Plumbing Piping	<u>Central Plumbing</u>	<u>\$ 3,601.60</u>
	<b><u>Division 22 Subtotal Amount</u></b>	<b><u>\$ 11,500.00</u></b>

Div. 23 - Heating, Ventilating, and Air Conditioning

HVAC Requirements	<u>MP H&amp;C</u>	<u>\$ In below</u>
HVAC Ducts and Casings	<u>MP H&amp;C</u>	<u>\$ 650.00</u>
	<b><u>Division 23 Subtotal Amount</u></b>	<b><u>\$ 650.00</u></b>

Div. 26 - Electrical

Basic Electrical Requirements	<u>Master Electric</u>	<u>\$ 500.00</u>
Selective Electrical Demolition	<u>Master Electric</u>	<u>\$ 500.00</u>
Low-Voltage Electrical Power Conductors and Cables	<u>Master Electric</u>	<u>\$ 500.00</u>
Grounding and Bonding	<u>Master Electric</u>	<u>\$ N/a</u>
Hangers and Supports	<u>Master Electric</u>	<u>\$ 250.00</u>
Conduit for Electrical Systems	<u>Master Electric</u>	<u>\$ 150.00</u>
Boxes for Electrical Systems	<u>Master Electric</u>	<u>\$ 100.00</u>
Electrical Identification	<u>Master Electric</u>	<u>\$ 100.00</u>
Lighting Control Devices	<u>Master Electric</u>	<u>\$ 2,500.00</u>
Wiring Devices	<u>Master Electric</u>	<u>\$ 500.00</u>

Interior Lighting

Master Electric

\$ 11,505.00

Division 26 Subtotal Amount

\$ 16,605.00

Div. 27 - Communications (Not Used)

Div. 28 - Electronic Safety and Security (Not Used)

Div. 31 - Earthwork (Not Used)

Div. 32 - Exterior Improvements (Not Used)

Div. 33 - Utilities (NOT USED)

TOTAL BASE BID

\$ 97,550.00

**Please provide the following Additional Information:**

- 1.) Office Project Manager: Nick Sponseller
- 2.) Project Field Superintendent: Nick Sponseller  
(On-site at all times when Sub-Contractors are Present and Working)
- 3.) List of Major Sub-Contractors:
  - Mechanical Contractor: Mt. Pleasant Heating and Cooling
    - Field Superintendent Scot Pung
  - Electrical Contractor: Master Electric
    - Field Superintendent Colton Eaton
  - Plumbing Contractor: Central Plumbing
    - Field Superintendent Steve Sandel
  - Site Contractor: N/A
    - Field Superintendent N/A

For authorized changes in the work the following hourly wage rates will be applied to change order labor line items. Rates below are to include total burden (applicable taxes, insurance, benefits, etc.). The following list of trade rates is to be considered a minimum; the owner reserves the right to request rates for additional trades at any time during the project.

- 1.) **Project Manager** \$ 54.00 /Hr.
- 2.) **Superintendent** \$ 54.00 /Hr.
- 3.) **Laborer** \$ 30.00 /Hr.

CHARTER TOWNSHIP OF UNION  
JAMESON PARK  
BID PACKAGE #1 - INTERIOR IMPROVEMENTS  
MT. PLEASANT, MI

APPENDIX "A" - BID BREAKDOWN  
0022131 - 4



- 4.) **Carpenter** \$ 54.00 /Hr.
- 5.) **Floor Tile** \$ 42.00 /Hr.
- 6.) **Site** \$ N/A /Hr.
- 7.) **Electrician**
- a. Apprentice \$ N/A /Hr.
- b. Journeyman \$ 78.00 /Hr.
- 8.) **HVAC**
- c. Apprentice \$ 85.00 /Hr.
- d. Journeyman \$ 95.00 /Hr.
- 9.) **Plumbing**
- e. Apprentice \$ 45.00 /Hr.
- f. Journeyman \$ 65.00 /Hr.

END OF SECTION

## APPENDIX "A" - BID BREAKDOWN

Upon request of the Owner or an Agent of the Owner this form shall be submitted within 24 HOURS of the bid date to Goudreau & Associates, Inc., 131 South Main Street, Mt. Pleasant, MI 48858. Fax: 989-400-4989

PROJECT: Charter Township of Union  
Jameson Park  
Bid Package #1 - Interior Improvements

CONTRACTOR: Denali Construction

<u>DIVISION</u>	<u>LIST SUBCONTRACTOR</u> (If Applicable)	<u>AMOUNT</u>
<u>Div. 1 - General Requirements</u>		
Special Conditions/Requirements		\$ <u>9,868.00</u>
Project Close Out/Punch list - Lump Sum		\$ <u>1,250.00</u>
Cash Allowances - Section 012100 (Listed in Section 012100 of General Requirements)		
- Allowance #1 - Soils Inspection and Compaction Testing		\$ <u>2,000.00</u>
- Allowance #2 - Concrete & Masonry Inspection and Testing		\$ <u>2,000.00</u>
- Allowance #3 - Door and Frame Paint Preparation		\$ <u>2,000.00</u>
- Allowance #4 - Door Frame Anchorage Repair & Selective Building Material Demo on South Door		\$ <u>2,500.00</u>
	<b><u>Division 1 Subtotal Amount</u></b>	<b>\$ <u>19,618.00</u></b>
<u>Div. 2 - Existing Conditions</u>		
Selective Demolition	<u>Denali Construction</u>	\$ <u>3,329.00</u>
	<b><u>Division 2 Subtotal Amount</u></b>	<b>\$ <u>3,329.00</u></b>
<u>Div. 3 - Concrete</u>		
Cast-In-Place Concrete	<u>Denali Construction</u>	\$ <u>1,363.00</u>
	<b><u>Division 3 Subtotal Amount</u></b>	<b>\$ <u>1,363.00</u></b>
<u>Div. 4 - Masonry (NOT USED)</u>		

Div. 5 - Metals (NOT USED)

Div. 6 - Wood and Plastics

Rough Carpentry	<u>Denali Construction</u>	<u>\$ 654.00</u>
Interior Finish Carpentry	<u>Denali Construction</u>	<u>\$ 1,285.00</u>
	<b><u>Division 6 Subtotal Amount</u></b>	<b><u>\$ 1,939.00</u></b>

Div. 7 - Thermal and Moisture Protection

Thermal Insulation	_____	\$ _____
Joint Sealants	<u>Denali</u>	<u>\$ 360.00</u>
	<b><u>Division 7 Subtotal Amount</u></b>	<b><u>\$ 360.00</u></b>

Div. 8 - Openings

Fiberglass Windows	<u>Pella Supplied / Denali Install</u>	<u>\$ 3,296.00</u>
	<b><u>Division 8 Subtotal Amount</u></b>	<b><u>\$ 3,296.00</u></b>

Div. 9 - Finishes

Gypsum Board	<u>Denali Construction</u>	<u>\$ 1,932.00</u>
Acoustical Tile Ceilings	<u>Denali Construction</u>	<u>\$ 3,493.00</u>
Resilient Wall Base	_____	\$ _____
Resilient Tile Flooring	<u>Percha - Incl. Removal &amp; Prep</u>	<u>\$ 24,417.00</u>
Flooring Transition at Kitchen Door	_____	\$ _____
Interior Painting	<u>Percha</u>	<u>\$ 6,897.00</u>
	<b><u>Division 9 Subtotal Amount</u></b>	<b><u>\$ 36,739.00</u></b>

Div. 10 - Specialties (NOT USED)

Div. 11 - Equipment (NOT USED)

Div. 12 - Furnishings

Manufactured Casework	<u>Konwinski / Denali</u>	<u>\$ 3,512.00</u>
Plastic Laminate Clad Countertops	_____	\$ _____
	<b><u>Division 12 Subtotal Amount</u></b>	<b><u>\$ 3,512.00</u></b>

Div. 13 - Special Construction (NOT USED)

Div. 14 - Conveying Equipment (NOT USED)

Div. 21 - Fire Suppression (NOT USED)

Div. 22 - Plumbing

Plumbing Requirements	<u>Reemer</u>	<u>\$ 23,820.00</u>
Plumbing System Testing, Cleaning, Water Treatment & Startup	_____	\$ _____
Plumbing System Identification	_____	\$ _____
Plumbing Piping Specialties	_____	\$ _____
Plumbing Pipe Insulation	_____	\$ _____
Plumbing Piping	_____	\$ _____
	<b><u>Division 22 Subtotal Amount</u></b>	<b><u>\$ 23,820.00</u></b>

Div. 23 - Heating, Ventilating, and Air Conditioning

HVAC Requirements	<u>Reemer - Included in Plumbing Cost</u>	\$ _____
HVAC Ducts and Casings	_____	\$ _____
	<b><u>Division 23 Subtotal Amount</u></b>	<b><u>\$ _____</u></b>

Div. 26 - Electrical

Basic Electrical Requirements	<u>Master Electric</u>	<u>\$ 500.00</u>
Selective Electrical Demolition	<u>Master Electric</u>	<u>\$ 500.00</u>
Low-Voltage Electrical Power Conductors and Cables	<u>Master Electric</u>	<u>\$ 500.00</u>
Grounding and Bonding	<u>Master Electric</u>	<u>\$ N/A</u>
Hangers and Supports	<u>Master Electric</u>	<u>\$ 250.00</u>
Conduit for Electrical Systems	<u>Master Electric</u>	<u>\$ 150.00</u>
Boxes for Electrical Systems	<u>Master Electric</u>	<u>\$ 100.00</u>
Electrical Identification	<u>Master Electric</u>	<u>\$ 100.00</u>
Lighting Control Devices	<u>Master Electric</u>	<u>\$ 2,500.00</u>
Wiring Devices	<u>Master Electric</u>	<u>\$ 500.00</u>

Interior Lighting

Master Electric

\$ 11,505.00

Division 26 Subtotal Amount

\$ 16,605.00

Div. 27 - Communications (Not Used)

Div. 28 - Electronic Safety and Security (Not Used)

Div. 31 - Earthwork (Not Used)

Div. 32 - Exterior Improvements (Not Used)

Div. 33 - Utilities (NOT USED)

TOTAL BASE BID

\$ 110,581.00

**Please provide the following Additional Information:**

- 1.) Office Project Manager: Thom Johns
- 2.) Project Field Superintendent: Bill Younger  
(On-site at all times when Sub-Contractors are Present and Working)
- 3.) List of Major Sub-Contractors:
  - Mechanical Contractor: \_\_\_\_\_  
    - o Field Superintendent \_\_\_\_\_
  - Electrical Contractor: \_\_\_\_\_  
    - o Field Superintendent \_\_\_\_\_
  - Plumbing Contractor: \_\_\_\_\_  
    - o Field Superintendent \_\_\_\_\_
  - Site Contractor: \_\_\_\_\_  
    - o Field Superintendent \_\_\_\_\_

For authorized changes in the work the following hourly wage rates will be applied to change order labor line items. Rates below are to include total burden (applicable taxes, insurance, benefits, etc.). The following list of trade rates is to be considered a minimum; the owner reserves the right to request rates for additional trades at any time during the project.

- 1.) **Project Manager**     \$ 75.00 /Hr.
- 2.) **Superintendent**     \$ 48.00 /Hr.
- 3.) **Laborer**     \$ 38.00 /Hr.

CHARTER TOWNSHIP OF UNION  
JAMESON PARK  
BID PACKAGE #1 - INTERIOR IMPROVEMENTS  
MT. PLEASANT, MI

APPENDIX "A" - BID BREAKDOWN  
0022131 - 4

- 4.) **Carpenter**                   \$ 42.00 /Hr.
- 5.) **Floor Tile**                   \$ \_\_\_\_\_/Hr.
- 6.) **Site**                           \$ \_\_\_\_\_/Hr.
- 7.) **Electrician**
  - a. Apprentice           \$ \_\_\_\_\_/Hr.
  - b. Journeyman           \$ \_\_\_\_\_/Hr.
- 8.) **HVAC**
  - c. Apprentice           \$ \_\_\_\_\_/Hr.
  - d. Journeyman           \$ \_\_\_\_\_/Hr.
- 9.) **Plumbing**
  - e. Apprentice           \$ \_\_\_\_\_/Hr.
  - f. Journeyman           \$ \_\_\_\_\_/Hr.

END OF SECTION

**CONTRACTOR - BID TAB**

OWNER: Charter Township of Union  
 PROJECT: Jameson Park - Bid Package #1 Interior Improvements  
 PROJECT #: Mt. Pleasant, MI.  
 DATE: GA1809007  
 11/9/2020

	BIDDERS	AT PRE-BID	EST. WEEKS	BASE BID (Including Cash Allowances)	Performance, Material, and Labor Bond (Included in Base Bid)	Bid Bond	Addenda	1	2	TOTAL ALTERNATES	Notes
								ALTERNATES			
1	Denali Construction & Engineering, Inc.	X	12	\$104,581.00	\$1,778.00	X	X	\$9,484.00	\$2,780.00	\$12,264.00	
2	JBS Contracting, Inc.	X	10	\$124,385.00	\$1,232.00	X	X	\$7,678.00	\$910.00	\$8,588.00	
3	Konwinski Construction, Inc.	X	8	\$97,550.00	\$966.00	X	X	\$2,924.00	\$3,250.00	\$6,174.00	
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**PROPOSED IMPROVEMENTS FOR JAMESON PARK**

**EXTERIOR IMPROVEMENTS**

<b>Task:</b>	<b>Estimated Budget:</b>	<b>Comments/Source</b>
Stone Base on Exterior of Hall		
Base Amount	\$ 21,000.00	Stone material prices based on NextStone product.
Alternate Area	\$ 7,600.00	Stone material prices based on NextStone product.
Fencing	-	-
Aluminum Fence	\$ 26,000.00	Average cost per lineal foot based on previous projects
Columns at Aluminum Fence	\$ 9,000.00	NextStone Product plus framing
Vinyl Screen Fence	\$ 800.00	Costbook Estimate
Fence Around Retainage Pond	\$ 1,700.00	Based on linear foot price
Replace Cattle Gate	\$ 2,000.00	Allowance based on average
Landscaping	\$ 12,000.00	Allowance based on similar previous project
New Park Sign	-	-
Sign	\$ 30,000.00	Dependent on materials used, lighting not included
Columns at Sign	\$ 2,790.00	NextStone Product plus framing
Awning Over South Door	\$ 1,000.00	Awntech metal awning, 4' wide
New Locks on Doors (auto/controlled remotely)	\$ 3,420.00	Total of six (6)
Infill Exterior Door & Create Storage	\$ 8,000.00	Allowance based on Costbook Estimate; details TBD
Dumpster Enclosure	\$ 16,000.00	Split Face Masonry Enclosure w/ Bollards & Gate
Playground Equipment	\$ 35,000.00	Miracle Equipment Pricing & Costbook for Install
Ball Field Improvements	-	-
New Fencing (field and backstop)	\$ 35,000.00	Based on previous project quotes
Re-Roof and Paint Dugouts	\$ 5,000.00	Costbook Estimate, TBD based on Condition of Decking
Gutters on Toilet Facilities & Splash Blocks	\$ 1,200.00	Costbook Estimate
Replace Sidewalk on North Side of Toilet Facilities	\$ 710.00	Costbook Estimate
New Drinking Fountain at Toilet Facilities	\$ 1,500.00	Allowance based on quote from previous project
Parking Lot Expansion & Misc. Site Regrading	\$ 60,000.00	Allowance Based on quote from previous project/Costbook
Parking Lot Lighting	\$ 15,000.00	Allowance based quote from supplier
Parking Space Bumpers	\$ 580.00	Costbook Estimate
Paint Existing Bollards	\$ 3,000.00	Based on previous project cost per square foot
New Bollards at Curve on Bud Street	\$ 5,500.00	Costbook Estimate
Bulb Guards on Pavilion Lighting	\$ 50.00	Direct cost - Owner installed
<b>Category Subtotal</b>	<b>\$ 303,850.00</b>	

**INTERIOR IMPROVEMENTS**

<b>Task:</b>	<b>Estimated Budget:</b>	<b>Comments/Source</b>
Flooring & Base	\$ 15,244.00	Based on previous project cost per square foot
Paint - Walls & Door Frames	\$ 4,892.40	Based on previous project cost per square foot
Ceiling Tiles (with high acoustical value)	\$ 4,377.78	Based on previous project cost per square foot
Replace South Window	\$ 500.00	Allowance based on quote from supplier & costbook
Lighting	\$ 8,000.00	Estimated quote from supplier
Kitchen Cabinets & Counters	\$ 2,400.00	Based on previous project cost per square foot
Infill Existing Pass-Through	\$ 170.00	Costbook Estimate
New Windows on North Elevation	\$ 6,000.00	Allowance based quote from supplier & costbook
Sign - "Warming Kitchen Only"	\$ 75.00	Costbook Estimate
New Fiber	\$ 13,364.00	Estimated quote from supplier
AV Equipment	\$ 5,000.00	Allowance
<b>Category Subtotal</b>	<b>\$ 60,023.18</b>	



<b>CODE RELATED IMPROVEMENTS</b>		
<b>Task:</b>	<b>Estimated Budget:</b>	<b>Comments/Source</b>
Under-Sink Insulation in Toilet Facilities	\$ 116.00	<i>Direct cost - Owner installed</i>
Replace Non-GFCI Outlets	\$ 248.00	<i>Costbook</i>
Transition at Kitchen Entry	\$ 800.00	<i>Allowance</i>
Replace South Door & Barrier Free Improvements	\$ 12,000.00	<i>Estimated quote from supplier &amp; costbook</i>
New Service Sink	\$ 5,000.00	<i>Costbook Estimate</i>
New Water Cooler with Bottle Filler	\$ 3,500.00	<i>Based on quote from previous project</i>
Dedicated Hand Wash Sink in Kitchen	\$ 1,000.00	<i>Costbook Estimate</i>
Replace Exit Signs & Emerg. Lighting	\$ 1,200.00	<i>Based on quote from previous project (4 each)</i>
Roof/Wall Caps for Exhaust Fans	\$ 1,200.00	<i>Allowance</i>
Toilet Room Pipe Upgrades	\$ 5,950.00	<i>Estimated quote from Contractor</i>
Category Subtotal	\$ 31,014.00	
Subtotal	\$ 394,887.18	
15% Contingency	\$ 59,233.08	
<b>Total Estimated Budget</b>	<b>\$ 454,120.26</b>	
<p><b>Note:</b> The above prices are only estimates and were derived using a combination of previous project budgets, direct quotes from suppliers/ Contractors, and construction cost estimating books, including Guide to Construction Costs 2019 and General Construction Costbook 2018.</p>		
<p><b>Note:</b> Price provided for all Code Related Improvements based on requirements of Michigan Building, Mechanical, Electrical and Plumbing Codes. Specific requirements for this project to be determined by also evaluating the Michigan Rehabilitation Code for Existing Buildings during the next phase of the project.</p>		
<p><b>Note:</b> Design services not included in estimated budget.</p>		



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> December 10, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/20
<b>ACTION REQUESTED:</b> Reaffirm use of the governance model, known as Policy Governance, and the implementation of the theory via the use of the Union Township Board Policy Manual	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval

### BACKGROUND INFORMATION

Broadly speaking, and in no particular order, a board’s function is to:

1. Determine and articulate the organization’s goals, means, and primary constituents served.
2. Select, support and evaluate the chief executive.
3. Ensure effective planning by actively being involved in the planning process, assist in implementing the organization’s goals and in monitoring the achievement of the goals.
4. Monitor and strengthen programs and services to determine which programs are consistent with the organization’s mission and monitor their effectiveness.
5. Ensure adequate financial resources are available for the organization to fulfill its mission.
6. Protect assets and provide proper financial oversight by developing, approving and monitoring budgets, and ensuring that proper financial controls are in place.
7. Build a competent board through continuing education and comprehensively evaluating their own performance on a regular basis.
8. Ensure legal and ethical integrity exists within the organization.
9. Enhance the organization’s public standing by clearly articulating the organization’s mission and accomplishments to the public, and by garnering support from the community through advocacy.

Collectively, the above can be referred to as “governance”. There are many individual styles and approaches to how a particular board handles its governance responsibilities. Some are through a set of formal rules, others are more informal and may be based on past practice or individual members experiences gained through being on multiple boards. However, the goal of good, let alone excellent governance can remain elusive without a principled consensus among the board members as to the best approach.

The Union Township Board of Trustees began a quest to improve and formalize what governance should be in 2010 which culminated in adopting a theory of governance, known as Policy Governance, that is based on the principles of 1) servant leadership; 2) empowerment; 3)

accountability and; 4) clarity of group value. With this foundation in mind, the Union Township Board Policy Manual was adopted to effectuate the theory of Policy Governance. Over the years, the Union Township Board Policy Manual has been amended as needed.

With the recent election and a new Board of Trustees, it is appropriate for the Board to consider 1) if the Policy Governance model should continue to be used as the foundation with which to achieve the boards functions articulated above and, 2) if the implementation of the model via the Union Township Board Policy Manual is acceptable to the Board.

It is important to note that each policy is evaluated at some point during the year and as a Board policy, the Board can amend the policy during the year.

**SCOPE OF SERVICES**

N/A

**JUSTIFICATION**

The Township has been using Policy Governance since 2010. It has proved beneficial in that it has allowed the Board to focus on the long-term outputs, allowed for control of the administration without meddling in the day to day operations, provided for the discharge its fiduciary responsibilities, all in a visionary and strategic manner. Combined, this has all resulted in at a minimum good governance and arguably, excellent governance, on the part of the Union Township Board of Trustees.

**PROJECT IMPROVEMENTS**

N/A

**COSTS**

**PROJECT TIME TABLE**

N/A

**RESOLUTION**

It is hereby resolved that the Township [Does]/[Does Not] reaffirm the use of the governance model, known as Policy Governance, and the implementation of the theory via the use of the Union Township Board Policy Manual

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

Yes:

No:

Absent:



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> December 4, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/20
<b>ACTION REQUESTED:</b> Board adoption of the FY 2021 Appropriations Resolution covering the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water; approval of the 2021 fee schedule and millage rates	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval  *MDS*

### BACKGROUND INFORMATION

The Uniform Budget Act and PA 359 of 1947 require that the budget for the next fiscal year be adopted no later December 31, 2020 for the following fiscal year. The Township has properly posted and held a public hearing for the budget.

The Appropriations Resolution states that the budget for the various funds are adopted at the departmental level, approves the 2021 fee schedule and set the millage rates for 2021. Further, the Resolution states that budget is subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies. This final recommended budget is as described in the attached.

The following is a summary of the activities related to review of the FY 2021 budget recommendation:

Activity	Date
Board receives Managers Recommended Budget	October 1, 2020
Budget is available for public inspection at township hall and on township website	October 1 - current
Board holds budget study session	November 10, 2020
Public Hearing held	November 24, 2020
Board holds budget study session	December 7, 2020

### SCOPE OF SERVICES

Adoption of the FY 2021 budget for various funds, approval of the fee schedule and approval of the 2021 millage rates all as reflected in or referenced by the Appropriation Resolution.

### JUSTIFICATION

The 2021 budget directs resources toward the advancement of the Ends Policies as outlined in the Union Township Board Policy Manual. Further, budget adoption is required under the Uniform Budget Act and PA 359 of 1947.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (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**

As reflected in the attached budget reports

**PROJECT TIME TABLE**

January 1, 2021 - December 31, 2021

**RESOLUTION**

See attached Resolution

**CHARTER TOWNSHIP OF UNION  
FY 2021 - GENERAL APPROPRIATIONS RESOLUTION**

At a meeting held of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant Michigan 48858 on the 16<sup>th</sup> day December 2020:

Present \_\_\_\_\_

Absent \_\_\_\_\_

The following budget resolution was offered by \_\_\_\_\_; and supported by \_\_\_\_\_

**WHEREAS**, the Township Board received the proposed 2021 Township Budget on October 1, 2020; and

**WHEREAS**, the Township Board deliberated over the FY 2021 budget throughout the fall of 2020 and set the public hearing on November 10, 2020; and

**WHEREAS**, the Township Board held a public hearing on November 24, 2020; and

**WHEREAS**, this resolution serves as the General Appropriation Act for the Township;

**NOW THEREFORE, BE IT RESOLVED** that the Township Board of the Charter Township of Union, Isabella County Michigan hereby adopts the 2021 budget for the various funds as shown in the attached budget document at the department level and subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies and technical typographical corrections, if any.

**BE IT FURTHER RESLOVED** that the attached fee scheduled is hereby established for FY 2021;

**BE IT FURTHER RESOLVED** that the following millage subject to reduction by the Headlee Millage Reduction Fraction is to be levied for the fiscal year 2021:

General Operating	1.0000 mills
Fire Millage	2.2500 mills

ADOPTED: AYES: NAYES: ABSENT:

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, December 16, 2020

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

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
101-000-402.000	CURRENT PROPERTY TAX	304,828	312,500	312,500	314,000	
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(4,828)	(5,000)	(5,000)	(5,000)	
101-000-402.002	PILOT TAX	3,182	3,000	3,000	3,000	
101-000-402.100	PRIOR YEARS PROPERTY TAXES	1,449				
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	203	1,000	1,000	1,000	
101-000-425.000	MOBILE HOME PARK TAX	2,447	2,400	2,400	2,400	
101-000-445.000	INTEREST ON TAXES	263	100	100	100	
101-000-446.000	3% OR 4% PENALTY ON TAX	6,835	3,700	3,700	4,000	
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,214	150,000	150,000	150,000	
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(2,431)	(4,000)	(4,000)	(4,000)	
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,775	7,700	7,700	7,700	
101-000-447.100	ADMIN FEE-PRIOR YEARS	758	200	200		
101-000-475.000	CABLE FRANCHISE FEES	129,217	113,000	113,000	115,000	
101-000-476.000	BUILDING PERMITS	55,173	75,000	75,000	72,000	
101-000-477.000	RENTAL INSPECTION FEES	81,977	83,000	83,000	89,000	
101-000-479.000	ZONING PERMITS	15,492	8,000	8,000	18,000	
101-000-528.000	OTHER FEDERAL GRANTS		11,848	11,848		
101-000-573.000	STATE AID REVENUE-LCSA	4,496	2,040	2,040	2,500	
101-000-574.000	STATE REVENUE SHARING	1,187,793	1,040,000	1,040,000	1,040,000	
101-000-574.100	LIQUOR STATE REVENUE SHARING	13,193	11,500	11,500	11,700	
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,514	7,500	7,500	8,200	
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIM		33,440	33,440		
101-000-582.000	CONTRIBUTION FROM TRIBE		165,670	165,670	252,340	
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS				117,000	
101-000-584.000	CONTRIBUTION FROM SCHOOL SYSTEM		690	690		
101-000-609.000	CONSTR PLAN REVIEW FEES	2,016	3,500	3,500		
101-000-613.000	APPLICATION FEES	500	500	500	500	
101-000-628.000	LAND DIVISIONS/CONDO CONV	2,100	1,500	1,500	1,500	
101-000-630.000	WEED ABATEMENT SERVICES	243	1,150	1,150	1,000	
101-000-651.000	USE FEES-BASEBALL FIELDS	1,680			1,600	
101-000-655.000	FINES & FORFEITURES	249	800	800	800	
101-000-665.000	INTEREST EARNED	120,392	89,000	89,000	36,800	
101-000-667.000	RENT - JAMESON HALL	7,350	1,100	1,100	7,000	
101-000-667.100	RENT - McDONALD PARK PAVILION	1,092	300	300	1,000	
101-000-667.200	RENT - JAMESON PAVILION	528	120	120	500	
101-000-667.300	LEASES	900	900	900	900	
101-000-671.000	OTHER REVENUE	1,102	5,000	5,000	25,000	
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	19,991	18,000	18,000	18,000	
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE		500	500	500	
101-000-674.000	PRIVATE CONTRIBUTIONS & DONATIONS		10,416	10,416		
Totals for dept 000 - NONE		2,123,693	2,156,074	2,156,074	2,294,040	
TOTAL ESTIMATED REVENUES		2,123,693	2,156,074	2,156,074	2,294,040	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
101	TRUSTEES	61,103	61,196	61,196	67,186	
171	SUPERVISOR	16,618	16,884	16,884	10,530	
172	TWP MANAGER	112,598	110,714	110,714	109,183	
191	ACCOUNTING/GEN ADMIN	145,488	208,699	208,699	239,398	
215	CLERK	30,594	48,489	48,489	37,991	
228	DATA PROCESSING, INFORMATION TECH	49,516	52,425	52,425	58,480	
253	TREASURER	28,706	35,035	35,035	34,978	
257	ASSESSOR	181,712	154,583	154,583	124,904	
262	ELECTIONS	312	46,669	46,669	12,771	
265	TWP HALL & GROUNDS	69,918	73,050	73,050	75,450	
266	LEGAL/ATTORNEY	83,115	131,560	131,560	90,000	
371	BUILDING	282,837	270,174	270,174	302,134	
441	PUBLIC WORKS	107,144	435,100	435,100	814,340	
701	PLANNING	146,088	253,238	253,238	276,119	
751	PARKS & RECREATION	84,305	85,057	85,057	124,808	
901	CAPITAL OUTLAY	42,898	125,829	125,829	340,000	
910	DEBT SERVICE-LEASES	13,290	13,290	13,290	3,325	
TOTAL APPROPRIATIONS		1,456,242	2,121,992	2,121,992	2,721,597	
NET OF REVENUES/APPROPRIATIONS - FUND 101		667,451	34,082	34,082	(427,557)	
BEGINNING FUND BALANCE		4,147,178	4,814,636	4,814,636	4,848,718	4,848,718
ENDING FUND BALANCE		4,814,629	4,848,718	4,848,718	4,421,161	4,848,718



GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
206-000-402.000	CURRENT REAL PROPERTY TAX	609,380	624,000	624,000	708,000	
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(9,655)	(10,000)	(10,000)	(10,000)	
206-000-402.002	PILOT TAX	6,365	6,200	6,200	6,200	
206-000-402.100	PRIOR YEARS PROPERTY TAXES	2,898	(200)	(200)	(200)	
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	405	500	500	500	
206-000-445.000	INTEREST ON TAXES	44	350	350	300	
206-000-543.000	STATE GRANT-PUBLIC SAFETY	11,812	11,800	11,800	12,000	
206-000-573.000	STATE AID REVENUE-LCSA	8,992	4,000	4,000	4,000	
206-000-600.200	FIRE PROTECTION - EDDA	66,311	70,400	70,400	105,100	
206-000-600.300	FIRE PROTECTION - WDDA	49,152	52,000	52,000	59,000	
206-000-665.000	INTEREST EARNED	32,647	15,000	15,000	5,600	
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE		30,000	30,000		
Totals for dept 000 - NONE		778,351	804,050	804,050	890,500	
TOTAL ESTIMATED REVENUES		778,351	804,050	804,050	890,500	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
336	FIRE DEPARTMENT	733,212	788,950	788,950	831,450	
901	CAPITAL OUTLAY		448,000	448,000		
TOTAL APPROPRIATIONS		733,212	1,236,950	1,236,950	831,450	
NET OF REVENUES/APPROPRIATIONS - FUND 206		45,139	(432,900)	(432,900)	59,050	
BEGINNING FUND BALANCE		1,179,617	1,224,756	1,224,756	791,856	791,856
ENDING FUND BALANCE		1,224,756	791,856	791,856	850,906	791,856

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
245-000-665.000	INTEREST EARNED	3,874	3,000	3,000	500	
245-000-672.102	REVENUE-CORVALLIS SPEC ASSESS	7,726	7,000	7,000		
245-000-672.103	REVENUE-MEADOWBROOK SPEC ASSESS	4,361	3,300	3,300		
245-000-672.104	REVENUE-STONERIDGE SPEC ASSESS	4,330	2,200	2,200		
245-000-672.105	REVENUE-COMMON MEADOW/STONE SPEC ASSESS	1,338	1,200	1,200		
245-000-672.106	REVENUE-MCDONALD DRIVE SPEC ASSESS	6,230	5,400	5,400	5,400	
245-000-672.107	REVENUE-GREEN ACRES SPEC ASSESS	4,092	3,200	3,200	3,200	
245-000-672.108	REVENUE-THE OAKS SPEC ASSESS	8,274	5,800	5,800	5,800	
245-000-672.109	REVENUE-BLGRAS/ISB SIDEWALK	9,754	7,000	7,000	7,000	
Totals for dept 000 - NONE		49,979	38,100	38,100	21,900	
TOTAL ESTIMATED REVENUES		49,979	38,100	38,100	21,900	

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 245 SPECIAL ASSESSMENTS FUND

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS 000	NONE				91,000	
TOTAL APPROPRIATIONS					91,000	
NET OF REVENUES/APPROPRIATIONS - FUND 245		49,979	38,100	38,100	(69,100)	
BEGINNING FUND BALANCE		192,051	242,030	242,030	280,130	280,130
ENDING FUND BALANCE		242,030	280,130	280,130	211,030	280,130

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	408,607	435,000	435,000	458,000	
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)	(4,000)	
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)	(250)	(250)	
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	334	300	300	300	
248-000-445.000	INTEREST ON TAXES	186	500	500	500	
248-000-573.000	STATE AID REVENUE-LCSA	59,243	62,000	62,000	63,000	
248-000-665.000	INTEREST EARNED	23,801	18,000	18,000	6,700	
248-000-671.000	OTHER REVENUE	12,735	100	100	100	
Totals for dept 000 - NONE		504,906	511,650	511,650	524,350	
TOTAL ESTIMATED REVENUES		504,906	511,650	511,650	524,350	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
000	NONE	193,435	151,800	151,800	284,960	
336	FIRE DEPARTMENT	66,311	70,000	70,000	105,100	
728	ECONOMIC DEVELOPMENT	11,949			552,260	
TOTAL APPROPRIATIONS		<u>271,695</u>	<u>221,800</u>	<u>221,800</u>	<u>942,320</u>	
NET OF REVENUES/APPROPRIATIONS - FUND 248		233,211	289,850	289,850	(417,970)	
BEGINNING FUND BALANCE		1,125,202	1,358,413	1,358,413	1,648,263	1,648,263
ENDING FUND BALANCE		1,358,413	1,648,263	1,648,263	1,230,293	1,648,263

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
250-000-402.000	CURRENT PROPERTY TAX	304,611	320,000	320,000	334,000	
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT				(4,000)	
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,539	200	200	20	
250-000-445.000	INTEREST ON TAXES	284	250	250	250	
250-000-665.000	INTEREST EARNED	22,468	14,000	14,000	5,400	
Totals for dept 000 - NONE		328,902	334,450	334,450	335,670	
TOTAL ESTIMATED REVENUES		328,902	334,450	334,450	335,670	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
000	NONE	167,409	12,200	12,200	429,460	
336	FIRE DEPARTMENT	49,152	52,000	52,000	59,000	
728	ECONOMIC DEVELOPMENT	107,210	83,600	83,600	250,000	
TOTAL APPROPRIATIONS		<u>323,771</u>	<u>147,800</u>	<u>147,800</u>	<u>738,460</u>	
NET OF REVENUES/APPROPRIATIONS - FUND 250		5,131	186,650	186,650	(402,790)	
BEGINNING FUND BALANCE		1,016,065	1,021,197	1,021,197	1,207,847	1,207,847
ENDING FUND BALANCE		1,021,196	1,207,847	1,207,847	805,057	1,207,847



GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
288-000-582.000	CONTRIBUTION FROM TRIBE	213,120	104,010	104,010		
288-000-665.000	INTEREST EARNED	5,984	5,000	5,000	1,500	
Totals for dept 000 - NONE		219,104	109,010	109,010	1,500	
TOTAL ESTIMATED REVENUES		219,104	109,010	109,010	1,500	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
728	ECONOMIC DEVELOPMENT	75,955	184,010	184,010	252,340	
TOTAL APPROPRIATIONS		75,955	184,010	184,010	252,340	
NET OF REVENUES/APPROPRIATIONS - FUND 288		143,149	(75,000)	(75,000)	(250,840)	
BEGINNING FUND BALANCE		246,718	389,867	389,867	314,867	314,867
ENDING FUND BALANCE		389,867	314,867	314,867	64,027	314,867

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
590-000-456.000	CONNECTION FEE	74,197	50,000	50,000	100,000	
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	115,162	73,600	73,600	160,000	
590-000-627.000	SERVICE	1,306,493	1,320,000	1,320,000	1,386,000	
590-000-627.100	DELINQUENT SEWER		(1,500)	(1,500)	(1,500)	
590-000-628.000	INSPECTION FEE		4,500	4,500	500	
590-000-655.000	FINES & FORFEITURES	32,982	20,000	20,000	28,000	
590-000-665.000	INTEREST EARNED	84,472	60,000	60,000	27,000	
590-000-665.100	INTEREST EARNED-SPEC ASSESS	1,415	118	118		
590-000-670.000	DEBT RETIREMENT	1,107,229	1,093,000	1,093,000	1,146,000	
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX		300	300		
590-000-671.000	OTHER REVENUE	2,966	3,200	3,200	3,200	
590-000-672.500	REVENUE-SPECIAL ASSESS		3,800	3,800		
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE	15,000				
Totals for dept 000 - NONE		2,739,916	2,627,018	2,627,018	2,849,200	
TOTAL ESTIMATED REVENUES		2,739,916	2,627,018	2,627,018	2,849,200	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
536	WATER/SEWER SYSTEMS	599,646	1,213,118	1,213,118	2,919,116	
540	WWTP	884,601	1,400,102	1,400,102	1,100,802	
906	DEBT SERVICE	233,036	222,560	222,560	195,211	
910	DEBT SERVICE-LEASES	292	400	400	20	
960	DEPRECIATION EXPENSE	676,548	700,000	700,000	700,000	
TOTAL APPROPRIATIONS		2,394,123	3,536,180	3,536,180	4,915,149	
NET OF REVENUES/APPROPRIATIONS - FUND 590		345,793	(909,162)	(909,162)	(2,065,949)	
BEGINNING FUND BALANCE		14,089,427	14,435,218	14,435,218	13,526,056	13,526,056
ENDING FUND BALANCE		14,435,220	13,526,056	13,526,056	11,460,107	13,526,056

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
591-000-450.000	WATER SALES	1,387,389	1,304,000	1,304,000	1,382,764	
591-000-450.100	BULK WATER SALES	240	1,000	1,000	1,000	
591-000-450.200	FINAL READ	1,805	1,700	1,700	4,000	
591-000-450.300	TURN-OFF	1,930	2,000	2,000	4,000	
591-000-452.000	LATERALS	1,458	8,300	8,300	5,000	
591-000-454.000	BENEFIT FEES	29,476	10,000	10,000	50,000	
591-000-459.000	CONNECTION FEES	58,119	50,000	50,000	54,000	
591-000-479.000	REVENUE-REPLACEMENT METERS	4,600	500	500	500	
591-000-539.000	STATE GRANTS	13,750				
591-000-582.000	CONTRIBUTION FROM TRIBE	43,773				
591-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	3,997				
591-000-628.000	INSPECTION FEE	1,100	1,000	1,000	1,300	
591-000-655.000	FINES & FORFEITURES	18,019	12,000	12,000	16,000	
591-000-665.000	INTEREST EARNED	75,332	65,000	65,000	25,000	
591-000-665.100	INTEREST EARNED-SPEC ASSESS	3,759	4,000	4,000	4,000	
591-000-667.300	LEASES - TOWER RENTAL	53,090	51,850	51,850	53,000	
591-000-671.000	OTHER REVENUE	19,970	8,000	8,000	8,000	
591-000-672.500	REVENUE-SPECIAL ASSESS		10,000	10,000	10,000	
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE	10,000				
Totals for dept 000 - NONE		1,727,807	1,529,350	1,529,350	1,618,564	
TOTAL ESTIMATED REVENUES		1,727,807	1,529,350	1,529,350	1,618,564	

GL NUMBER AND DEPARTMENT	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS						
536	WATER/SEWER SYSTEMS	1,014,866	1,542,991	1,542,991	2,037,368	
906	DEBT SERVICE	59,366	57,179	57,179	53,832	
910	DEBT SERVICE-LEASES	352	500	500	20	
960	DEPRECIATION EXPENSE	373,212	380,000	380,000	400,000	
TOTAL APPROPRIATIONS		1,447,796	1,980,670	1,980,670	2,491,220	
NET OF REVENUES/APPROPRIATIONS - FUND 591						
		280,011	(451,320)	(451,320)	(872,656)	
	BEGINNING FUND BALANCE	11,013,413	11,293,426	11,293,426	10,842,106	10,842,106
	ENDING FUND BALANCE	11,293,424	10,842,106	10,842,106	9,969,450	10,842,106
ESTIMATED REVENUES - ALL FUNDS						
		8,472,658	8,109,702	8,109,702	8,535,724	
APPROPRIATIONS - ALL FUNDS						
		6,702,794	9,429,402	9,429,402	12,983,536	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS						
		1,769,864	(1,319,700)	(1,319,700)	(4,447,812)	
BEGINNING FUND BALANCE - ALL FUNDS						
		33,009,671	34,779,543	34,779,543	33,459,843	33,459,843
ENDING FUND BALANCE - ALL FUNDS						
		34,779,535	33,459,843	33,459,843	29,012,031	33,459,843

**Community and Economic Development Department**

<b>BUILDING AND ZONING PERMITS</b>		
<i>Note: The total cost of improvement for calculation of building permit fees is based on the most recently adopted state Bureau of Construction Codes Square Foot Construction Cost Table, which can be found at <a href="http://mi.gov/lara">http://mi.gov/lara</a>. Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee.</i>		
<b>Type of Application</b>	<b>Construction Cost</b>	<b>Fee</b>
<b>Building Permit</b>	Up to \$1,000.00	\$60.00
	\$1,000.00 to \$10,000.00	\$65.00 plus \$10.00 per \$1,000.00 of construction cost
	\$10,000.01 to \$100,000.00	\$125.00 plus \$4.00 per \$1,000.00 of construction cost
	\$100,000.01 to \$500,000.00	\$185.00 plus \$3.40 per \$1,000.00 of construction cost
	\$500,000.01 to \$1,000,000.00	\$285.00 plus \$3.20 per \$1,000.00 of construction cost
	\$1,000,000.01 or Higher	\$485.00 plus \$3.00 per \$1,000.00 of construction cost
	All work not involving a square foot computation	\$125.00 for the permit, plus \$100.00 for each inspection required for the project
Additional inspections	\$100.00 per additional inspection or re-inspection beyond that included in the original permit fee	
<b>Demolition Permit</b>	Agricultural or single-family/ two-family residential	\$100.00 per building to be demolished
	Multiple-family or non-residential	\$100.00; plus \$0.07 per square foot on demolition
<b>Building Relocation</b>		\$250.00
<b>Construction Plan Review</b>		Included in the building permit fee
<b>Construction Board of Appeals</b>		\$500.00 per application
<b>Certificate of Occupancy</b>		\$50.00
<b>Type of Application</b>		<b>Fee</b>
<b>Zoning Permit</b>	Zoning review of a building permit, demolition permit, building relocation or grading permit application <i>Note: No zoning review required for siding, window or roof replacements, interior only renovations without a change of use, and mobile/modular home installations in a previously approved mobile home park.</i>	\$25.00
	Shed or other accessory structure not subject to a building permit	\$0.00
	Fence or wall not subject to a building permit	\$0.00
	Temporary signs	\$0.00
	Building-mounted signs	\$75.00
	Freestanding or ground signs not subject to a building permit	\$75.00
	Other signs subject to a permit	\$75.00
	Administrative review and acceptance of cell tower/antennae collocations and alterations not subject to special land use approval	\$0.00
	Other zoning permit applications	\$75.00
<b>Zoning Letter of Compliance</b>		\$50.00 per letter

**Community and Economic Development Department**

<b>PLANNING COMMISSION, ZONING BOARD OF APPEALS, AND OTHER REQUESTS</b>				
<b>Type of Application</b>		<b>Review Fee</b>	<b>Additional Escrow Deposit</b>	
<b>Site Plan Review</b> (per contiguous tract of land)	Minor Site Plan	\$225.00	--	
	Preliminary Condominium Site Plan	\$650.00	--	
	Other Preliminary Site Plan	\$650.00	--	
	Final Condominium Site Plan and Condominium Master Deed and Bylaws	\$750.00	\$1,000.00	
	Other Final Site Plan	\$650.00	--	
	Amendment to an approved site plan	Same as new application		
<b>Special Use Permit</b> (per contiguous tract of land)	Adult foster care large group home, group child day care home, and home-based limited business	\$325.00	\$500.00	
	New cell towers and "Standard B" tower projects	\$1,000.00	--	
	All other new applications	\$950.00	\$500.00	
	Amendment to an approved permit	Same as new application		
<b>Subdivision Plat</b>	Preliminary Plat	\$750.00	\$1,000.00	
	Final Plat	\$650.00	\$1,000.00	
<b>Private Road Plan Approval</b> for projects not otherwise subject to site plan or subdivision plat approval.		\$750.00	\$1,000.00	
<b>Stormwater Management Plan Approval</b> for projects not otherwise subject to site plan or subdivision plat approval.		\$650.00	\$500.00	
<b>Rezoning</b>		\$950.00	\$500.00	
<b>Text Amendment</b>		\$850.00	\$500.00	
<b>Planned Unit Development (PUD)</b> (per contiguous tract of land)		\$1,350.00	\$1,000.00	
<b>Home Occupation Permit</b>	New Application (Planning Commission)	\$325.00	--	
	Annual Renewal (Zoning Administrator)	\$25.00	--	
<b>Extraction Permit</b> (per contiguous tract of land)		\$1,350.00	\$1,000.00	
<b>Planning Commission Special Meeting Request</b>		\$825.00	--	
<b>Zoning Board of Appeals</b>	Variances (per variance)	Agricultural or single/two-family residential	\$350.00	--
		Multiple-family or non-residential	\$450.00	--
	Administrative appeal		\$350.00	--
	Interpretation		\$750.00	--
	Other applications		\$750.00	--
	Special meeting request		\$650.00	--



**Community and Economic Development Department**

<b>HOUSING LICENSING AND RENTAL INSPECTIONS</b>		
<b>Housing Licensing and Rental Inspection Services</b>		<b>Fee</b>
<b>Rental Certification and Inspection Fees</b> (includes up to two visits)	Single-family	\$53.00 per unit
	Two-family or duplex	\$78.00 per two-family or duplex building
	Multiple family (3+ units)	\$24.00 per unit
	Hotel or motel	\$15.00 per unit
	Fee for certification and inspection of a rental unit operating without certification in violation of the Rental Housing Code.	\$250.00 per unit
<b>Re-Inspection Fees</b>	Each re-inspection (after two initial visits)	\$30.00 per re-inspected unit
<b>Violations, Late Fees, and Appeals</b>	Civil infraction notices and citations	Per the Fee Schedule and the Municipal Ordinance Violations Bureau Ordinance
	Late fee	\$10.00 per unit per month
	Housing Board of Appeals application	\$500.00 per application
<b>OTHER PERMITS AND APPROVALS</b>		
<b>Type of Application</b>		<b>Fee</b>
<b>Grading Permit</b>	per an approved site plan	\$50.00
	other grading activities	\$450.00
<b>Unregulated Permit Activity and After-the-Fact Permits and Approvals</b>	Applicants for after-the-fact permits or approvals for any regulated activity that is:	Started but not completed without the required permit or approval will be charged 150% of the applicable fee.
		Completed without the required permit or approval will be charged 200% of the applicable fee.
<b>Temporary Use or Structure</b>	Temporary structure	\$200.00
	Yard/garage sale or non-profit event	\$0.00
	Other temporary use or event	\$25.00
<b>MUNICIPAL ORDINANCE VIOLATIONS BUREAU SCHEDULE OF CIVIL FINES AND COSTS</b>		
<b>Offense</b>		<b>Fine or Cost</b>
First violation within a three (3) year period		\$50.00
Second violation within a three (3) year period		\$100.00
Third violation within a three (3) year period		\$250.00
Fourth violation and any subsequent violation within a three (3) year period		\$500.00
Late fee for any fine paid to the Bureau more than ten (10) calendar days after the date of service for the civil infraction notice		\$20.00

**Finance Department**

ASSESSING REQUESTS	
Type of Application	Fee
Land Division	\$100.00 per parcel created
Lot Line Adjustment or Combination	\$100.00 per adjustment
Condominium Parcel Created within an Existing Building	\$100.00 per condominium unit created
Industrial Facilities Tax Abatement	\$500.00 per application

**Public Services Department**

WATER AND SEWER		
Type of Service	Rate	
Water Service Quarterly Rate	\$54.55 minimum per quarter up to 15,000 gallons/per residential equivalent	
	\$2.20 per 1,000 gallons over 15,000 gallons per quarter	
Bulk Water Rate	\$5.00 per 1,000 gallons (\$500.00 deposit)	
Water Hook-Up Rate 5/8" Meter	\$1,435.00 for one-inch service	
Water Benefit Fee	\$2,440.00 per residential equivalent unit (REU)	
Inspection Fees (Water and Sewer)	\$78.00 per hour	
Turn On/Off Rate	Regular business hours	\$45.00 each
	After hours	\$98.00 each
	For non-payment	\$75.00 each (Turn off and back on)
Final Read Charge	\$36.00	
Fire Flow Test	\$190.00	
Sewer Hook-Up	\$3,522.00 per residential equivalent unit (REU)	
Sewer Service Quarterly Rate	Operation and Maintenance	\$55.13 per quarter/per residential equivalent (REU)
	Capital Charge	\$45.67 per quarter/per residential equivalent (REU)
Meter Purchase – 5/8" meter/1" meter	\$575/\$675	
OTHER REQUESTS		
Facility Rentals	Resident Fee	Non-resident Fee
McDonald Park Pavilion	\$60.00 per day	\$84.00 per day
Jameson Park Pavilion	\$60.00 per day	\$84.00 per day
Jameson Hall	\$200 deposit plus \$125.00 per day	\$200 deposit plus \$175.00 per day



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> December 10, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/16/20
<b>ACTION REQUESTED:</b> Consider the appeal by Mr. Kevin Crawford of the Manager’s decision to not reimburse employee for a potential personal tax liability.	

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ *MDS*

### BACKGROUND INFORMATION

On June 24, 2020 the Township Finance Department was informed by Alerus, the 3<sup>rd</sup> party administrator for the Michigan Employees’ Retirement System (MERS), that Mr. Crawford had ceased making required monthly payments, via payroll deductions, on a loan that had been taken out against his retirement account in 2015. The final payment on the loan was due on October 1, 2020.

As the matter was investigated it was determined that the as a result of an administrative error on the part of the Township, the deductions ceased in December 2019. Staff determined the source of the error and fixed the issue so the regular loan payments were set to come out of Mr. Crawford’s check on the first payroll in July. Upon contacting Mr. Crawford in early July 2020 regarding this matter, staff was informed that he didn’t want to resume the regular loan payments and turned off the payments in payroll prior to processing payroll. The issue of what to do about the prior loan payments that were not made went unresolved as no instructions from Mr. Crawford were received.

Mr. Crawford and I met on July 24, 2020 whereby I became aware of the issue. During that meeting, Mr. Crawford requested that Township reimburse him for what was anticipated to be a tax liability due to the remaining loan balance being in default. I informed him I’d look into the issue, consider his request and get back with him.

Mr. Crawford and I met again on November 23, 2020. In this meeting I acknowledged the Township, in error, ceased withholding loan payments via a payroll deduction and denied his request to provide reimbursement as it related to potential taxation and/or penalty ramifications resulting in the non-payment of the loan. I informed Mr. Crawford that he could file a grievance if he felt the Collective Bargaining Agreement was violated or, he could file an appeal with the Board of Trustees, which I would facilitate.

My determination was made based on a review of the contents of the Loan Application, The Promissory Note and a letter to Mr. Crawford from the program administrator, Alerus, when the original loan proceeds were disbursed. All these documents (attached) make clear it is the responsibility of the borrower to make repayments and to notify the employer if the payroll deductions ceased.

**SCOPE OF SERVICES**

N/A

**JUSTIFICATION**

**PROJECT IMPROVEMENTS**

N/A

**COSTS**

**PROJECT TIME TABLE**

N/A

**RESOLUTION**

It is hereby resolved that the Board of Trustees [Does]/[Does Not] grant the relief sought by Mr. Crawford of \$500 to \$600 dollars contained in his appeal of the Township Manager’s decision to not provide reimbursement as it relates to potential taxation and/or penalty ramifications resulting in the non-payment of the loan.

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

Yes:

No:

Absent:

2015 OCT 12 PM 8 08

626346

### MERS Defined Contribution Loan Application Form

Please print clearly • Retain a copy for your records

#### Employer verification - To be filled out by your employer

Name of employer*	Municipality number*	Division number (6 digits)*
Charter Township of Union	3710-01	110016

#### 1. Information about you

Last name*	First name*	Social Security number*	Phone number (with area code)*
CRAWFORD	Kevin	[REDACTED]	[REDACTED]

Mailing address*	State*	Zip code*
[REDACTED]	MI	48883
Citizenship* <input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Resident <input type="checkbox"/> Non-resident alien (submit IRS Form W-8BEN)		

Martial status*	Have you been divorced at any time following your date of employment with this employer?*
<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - If yes, you must submit a copy of your Judgment of Divorce to MERS before your distribution can be processed. Ex-spouse(s) name(s)

Next pay date (Date selected must be at least 2 weeks out from date Loan Application was submitted): *11-05-15*

**Reporting frequency**  
 Your payroll schedule may not align with your reporting frequency to MERS. If this is the case, you need to adjust your payments with your employer accordingly so that equal payments are withheld from each paycheck. The amortization and repayment schedule provided will be based on the reporting frequency on file with MERS.

#### 2. Amount of loan

You must be an active employee in order to take out a loan from your Defined Contribution 401(a) plan. You may not apply for a loan any more frequently than once per rolling 12-month period. You may not have more than two outstanding loans at any one time. You must not have defaulted on any previous loans with this employer.

To estimate the maximum amount of a loan for which you may be eligible, calculate each step and select the lesser of the total of Step 1 or Step 2.

Step 1	A. \$50,000 is the maximum	\$50,000
	B. Enter the highest outstanding loan balance(s) during the previous 12 months (including any defaulted amounts from any retirement plan including 457 or 403(b))	<i>0</i>
	Subtract Line B from Line A	
		Step 1 Total
Step 2	C. Enter 50% of your present vested account balance	[REDACTED]
	D. Enter any current outstanding plan loan balance(s) including any defaulted amounts from any retirement plan including 457 or 403(b)	[REDACTED]
	Subtract Line D from Line C	
Step 3	Maximum loan amount, enter the lesser of Step 1 or Step 2 totals	[REDACTED]

Amount of loan requested (can be any amount less than or equal to the maximum amount above) *[REDACTED]*

There is a \$150 per loan processing fee. This amount will be deducted from the remaining balance in your account.  
 Note: If the amount requested exceeds the available funds, the loan will be processed for the maximum amount available.

**MERS Defined Contribution Loan Application Form**

**3. Repayment schedule**

Choose repayment term (not less than one year nor to exceed five years):

1 year     2 years     3 years     4 years     5 years    OR    \_\_\_\_\_ months    OR    \_\_\_\_\_ payments

**4. Delivery process**

Check made payable to you will be mailed to your address on file along with loan verification documents. Information will also be mailed to your employer. You will then have the option to accept the check and the terms of the loan agreement or deny the loan and return the check to Alerus Retirement Solutions.

**Note:** Checks are issued from *Alerus Financial*, MERS' recordkeeper.

**5. Your signature**

My signature acknowledges that I have received, read, understand, and agree to all pages of this *Defined Contribution Retirement Plan Loan Application Form*. I certify that all information, including the **outstanding loan amounts provided in Section 2 are correct**.

I understand that the final loan details will be calculated when this form is received and processed by MERS staff, and that the final loan details will be provided when the loan is disbursed, and that I accept the terms of the loan once I have received the payment. If I do not accept the loan terms, I must return the loan amount before loan repayments begin.

If I fail to complete the terms of the loan, the remaining loan balance will be considered in default. The IRS will treat any amount in default as though received by me. To the extent I have not previously paid income taxes on the defaulted amount, it will be treated as ordinary income and I will be taxed accordingly, as required by law. This taxable amount may also be subject to an IRS 10% early withdrawal penalty.

MERS assumes no responsibility for any adverse tax consequences of defaults on loan repayments. MERS makes no representations or guarantees as to the effect the loan may have on your tax liability.

Participant signature* <i>Kevin Crawford</i>	Date (mm/dd/yyyy)* <i>10-09-2015</i>
Participant name* (please print clearly) <i>Kevin Crawford</i>	Social Security number* [REDACTED]

**6. Employer signature (REQUIRED for submission)**

As the fiduciary of the loan program, the employer is responsible for following the terms of the loan program as outlined in the MERS Loan Addendum. I certify that the participant in Section 1 is an active employee.

Employer signature* <i>Brian A. Smith</i>	Date (mm/dd/yyyy)* <i>10-9-15</i>
Employer representative name (please print clearly)* <i>Brian A. Smith</i>	

\* Required field

When you have completed this form, please mail to MERS' recordkeeper at:

**Alerus Retirement Solutions**  
P.O. Box 64535  
St. Paul, MN 55164

**Questions?** Please contact MERS Service Center at 800.767.MERS (6377)

*If you have speech or hearing difficulties and need assistance completing this form, contact the Michigan Relay Center at 800.649.3777.*

October 13, 2015



KEVIN J CRAWFORD  
[REDACTED]

RE: Loan #3 from UNION CHARTER TWP DC - 626346

Dear KEVIN J CRAWFORD:

Enclosed is your loan check in the amount of [REDACTED]. A mutual fund redemption fee of \$0.00 was deducted from the amount requested. A setup fee of \$150.00 was deducted from your account. Also enclosed is the Promissory Note.

It is very important that you read the Promissory Note carefully before signing and cashing the enclosed check. Endorsing the check for the loan amount indicates your agreement to the loan terms as outlined in the Loan Application and Promissory Note.

The Internal Revenue Code and IRS regulations control the calculation of your loan's maximum amount and amortization schedule. This calculation is affected by your account balance, the repayment period, the timing of the loan distribution and the first payroll repayment date. As a result of these variables, you may notice that the loan amount, the repayment amount and/or the repayment schedule may vary slightly from any quote provided to you by MERS.

Your biweekly loan payment of \$[REDACTED] will be withheld from your paycheck beginning on or around November 05, 2015. All scheduled payments must be made by direct payroll deduction. Your payroll frequency may be different than your employer's reporting frequency. If this is the case, your employer will adjust your payments accordingly so that equal payments are withheld from each paycheck. **NOTE: It is your responsibility to make certain that your employer is withholding the proper loan payments.** You may pay your entire outstanding loan balance without penalty by submitting a certified check or money order for the remaining balance of the loan, made payable to Alerus Financial. The loan will become due and payable upon termination of your employment, unless the Loan Policy of the Plan provides otherwise.

**If any scheduled payment remains unpaid beyond the last day of the calendar quarter following the calendar quarter in which you missed a scheduled payment, the loan will be in default and will become taxable to you as income for the year it is defaulted. If the loan is defaulted, the IRS may impose additional excise taxes.**

Please keep the enclosed loan information for future reference. If you have any questions or need additional information, please contact the MERS Service Center at 800.767.MERS (6377) weekdays.

ALERUS RETIREMENT SOLUTIONS

Entered  
OCT 30 2015

CHARTER TOWNSHIP OF UNION  
BRIAN SMITH  
2010 S. LINCOLN RD.  
MT. PLEASANT MI 48858

PROMISSORY NOTE

BORROWER'S NAME: KEVIN J CRAWFORD SSN: XXX-XX-2233
NOTE EFFECTIVE DATE: 10/13/2015 LOAN NUMBER: 3
PLAN NO. AND NAME: 626346 UNION CHARTER TWP DC

ITEMIZATION OF AMOUNT FINANCED: Amount Paid Directly to You:
Loan or Processing Fee Deducted:
Mutual Fund Redemption Fee:
Total Amount Financed:

Your payment schedule will be:

Table with 4 columns: NUMBER OF PAYMENTS (129), AMOUNT OF PAYMENTS, FREQUENCY OF PAYMENTS (biweekly), EFFECTIVE DATE OF FIRST PAYMENT (11/05/2015)

Holder (Creditor): Plan Trustee

Prepayment: You are permitted to pay the entire loan balance in a single lump sum payment without penalty. Partial pre-payments, if allowed by the plan, will not reduce Principal only. They will be applied in chronological order prepaying your payments according to your amortization schedule starting with your next scheduled payment.

Security Interest: You are giving a security interest in your vested account balance in the plan.

Demand Feature: If not sooner paid, this Note in any event is due and payable on the termination of the Plan or upon BORROWER'S termination of employment with the employer who sponsors the above named Plan, unless the Loan Policy of the Plan provides otherwise.

See Promissory Note below for any additional information about non-payment and default.

Promissory Note

For value received, KEVIN J CRAWFORD, the BORROWER, promises to pay the Trustee (HOLDER) of UNION CHARTER TWP DC (PLAN), or order, the sum of together with interest on the unpaid balance at the rate of 5.25% per annum, payable in 129 equal biweekly payments of each, including interest. The first payment is due on November 05, 2015, with like payments due biweekly thereafter until the BORROWER has made all payments under this Note. The BORROWER will make all scheduled payments by payroll deduction. Each payment first applies to the payment of accrued interest and the balance of each payment applies to the payment of principal. Principal only payments are not allowed, unless paying the loan in full. Partial pre-payments, if made, will be applied in chronological order prepaying loan payments according to the amortization schedule starting with the next scheduled payment. If not sooner paid, this Note in any event is due and payable on the termination of the Plan or upon BORROWER'S termination of employment with the employer who sponsors the above named Plan, unless the Loan Policy of the Plan provides otherwise.

At the option of the HOLDER of this Note until payment in full or maturity, upon default, all monies payable under this Note are due and immediately payable. The Note is in default if any scheduled payment remains unpaid beyond the last day of the calendar quarter following the calendar quarter in which the BORROWER missed the scheduled payment. The BORROWER may pay the entire outstanding loan balance in full at any time, without penalty in a single lump sum payment by means of a certified check or money order.

The BORROWER secures this loan by a pledge and irrevocable assignment of the BORROWER'S vested interest in UNION CHARTER TWP DC.

In the event of default, BORROWER authorizes the Plan Administrator to take such actions as it deems necessary or desirable to preserve the Plan's assets to the extent necessary to satisfy such loan. The BORROWER promises to pay all attorneys' fees necessary for collection of this obligation and all costs of collection incurred by the HOLDER of this Note on account of such collection, whether or not the HOLDER files suit on this Note.

The BORROWER is entering into a payroll deduction arrangement to repay the loan until it is repaid in full. The BORROWER is responsible for making certain that the employer who sponsors the above named Plan is withholding the proper loan payments. If the loan payments have not been withheld, the BORROWER must notify the employer and arrange for make-up loan payment(s) by the end of the loan cure period. If the missed loan payment(s) are not made by the close of the cure period, the loan will be in default and the BORROWER will be subject to adverse Federal income tax consequences.

Notwithstanding the above, upon the participant's request, the Trustee may assign this Promissory Note to another qualified Plan as part of a direct rollover of the participant's account balance. This service may be subject to an additional distribution fee.

The BORROWER understands that by endorsing or negotiating the check for the loan proceeds, the BORROWER is agreeing to the loan terms of this Promissory Note.



December 1, 2020

Charter Township of Union  
Board of Trustees  
2010 South Lincoln Road  
Mt. Pleasant, MI 48858

Re: Loan Dispersal Error

Dear Township Board:

I am writing this letter to appeal the decision made by the Union Township Manager, Mark Stuhldreher regarding an error made with my retirement loan repayment. Mr. Stuhldreher chose to deny payment of tax penalties created when Union Township's Finance Department stopped the required bi-weekly payroll deduction payments on a five- year loan eight months prior to its maturity date.

On July 2, 2020 I was contacted via phone by Sherrie Teal, Union Township's Finance Director inquiring if I was still employed by the township. I was surprised by this question as I have worked at the township as a Wastewater Treatment Plant Operator for over 16 years and receive a bi-weekly payroll check from the Finance Department. Sherrie informed me that my payroll deducted loan payments had been stopped in December of 2019, by the Finance Department. Sherrie wanted to know how I was going to catch up the payments for the last six months of missed payments by the loan maturity date. The loan maturing date was in September of 2020. At the time of Sherri's call the past due payment amounts equaled \$2,100.00. I told Sherrie I did not have the money to repay the loan that quickly to which she responded, "It must have had a bad spring." Not knowing exactly what was going on I told her to put any further payments on hold until I could get more information.

On July 6, 2020, I contacted MERS to see what happened and asked for any communications between Union Township and MERS. I was told that on June 24, 2020 MERS emailed the township inquiring as to why loan payments were stopped in December of 2019. Union Township did not respond to MERS until July 2, 2020. On July 2, 2020 Forrest Kollman responded to MERS with an inquiry on how to update my employment status with MERS to termination.

When I contacted MERS, they directed me to Alarus, which is the company that disperses the loan for MERS. After speaking with Alarus and MERS about the situation and my options I decided to put the loan payments on hold until I could speak with the Township Manager. I requested a meeting with the Township Manager. This meeting was scheduled for and held on July 25, 2020. Kim Smith the Public Services Director was also present at the meeting. In this meeting we discussed the details of the loan and what happened. I was told by the Manager that he would investigate the situation and get back to me.

After three months of hearing nothing from the Township Manager, I sent an email on October 26, 2020 asking for an update. I did not receive a response to my email. On November 18, 2020 I sent a second email asking again for an update and received no response. On November 20, 2020, I called Mark and left a voice message.

Mark responded to my phone message on November 23, 2020 wanting to set up another meeting for that morning. In this meeting I was informed by the Township Manager that Union Township would not be reimbursing me for any losses that I may incur due to the error made by the Township's Finance Department. Mike Dearing was present for this meeting. I have consulted with my tax accountant and it is estimated that my tax liability for the unpaid portion of this loan will be between \$500 to \$600 dollars. The reasoning Mark gave me for his decision was that I created the tax liability myself by not repaying what was owed.

Payments were not re-paid because I simply did not have the money. After my initial meeting with Mark I waited four months for a response and information from Union Township on what my options might have been. I did not think it would take four months to receive a response. If I had received a response in a timely manner, I may have been able to resolve the issue.

Union Township made the initial mistake, which the township manager agreed with at the meeting held on November 23, 2020. I understand that I hold some responsibility for knowing the terms and length of the loan. The loan was set up five years ago and payments were coming out automatically every two weeks via a payroll deduction as required by the terms of the loan. I assumed everything was fine. I am not asking the township to pay the \$2,100.00 that I still owed on the loan. I do think however that the township should pay for the tax liability that the error made by the Township Finance Department has caused me.

Thank you for your consideration in this matter.

Kevin Crawford

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: December 9, 2020

Policy Review: 2.4 Financial Planning / Budgeting  
Type of Review: Internal  
Review Interval: Annual  
Review Month: December 2020

## **Policy Wording**

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 2.4.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.4.2 Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- 2.4.3 Plan for the Fund Balance to drop below a safety reserve of these operating expense requirements:
  - A. Less than four (4) months expenses for General Fund and Fire Fund and
  - B. Two (2) months expenses for Utility Funds, EDDA District Fund, and WDDA District Fund.
- 2.4.4 Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds, EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

### **Justification for reasonability**

The interpretations are reasonable in that conservative budgeting, with an eye toward the longer term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed; and that a trained and educated Board of Trustees cost less than poor governance.

### **Data**

- Current budget and proposed 2021 budgets were developed, approved, and monitored with conservative assumptions and following State statutes.
- Monthly cash flow data as reported in the annual monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances met minimum guidelines.
- The FY 2020 budget was amended twice throughout the fiscal year.
- 2019 financial audit shows no risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General, Fire funds, West and EAST DDA funds in the FY 2020 budget recommendation book.

### **Compliance**

The organization is adhering to policy 2.4.

### Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: **Financial Condition and Activities, #2.5**

1. Was this report submitted when due?  Yes  No
  2. Did the report lay out the Manager's interpretation or an operational definition of the policy?  Yes  No
  3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?  Yes  No
  4. Was I convinced that the interpretation is justified and reasonable?  Yes  No
  5. Did the interpretation address all aspects of the policy?  Yes  No
  6. Does the data show compliance with the Manager's interpretation of our policy?  Yes  No
- 

Comments regarding further policy development:

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

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

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Signature and date of Board member \_\_\_\_\_

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** December 9, 2020

**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 12/16/2020

**ACTION REQUESTED:** Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ *MDS*

### BACKGROUND INFORMATION

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

Certain policies, such as Policy 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

### Board Policy 3.0– Global Governance Commitment

The Policy states:

*The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.*

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

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

### PROJECT IMPROVEMENTS

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

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

- Health
- Natural environment
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

**Use this evaluation form for discussion at the Board of Trustees Meeting on December 16, 2020.**

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
  
3. How do you think the Board could improve the process to be in full compliance?
  
4. What does the Board need to learn or discuss in order to live by the policies more completely?