

**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 January 13, 2021 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

There will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Board of Trustees members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> (Meeting ID Enter "872 4311 6560" Password enter "616232"). Access to the electronic meeting will open at 6:30 p.m. All participants will be placed in a virtual waiting room until the meeting moderator opens the meeting at 7:00 p.m.

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

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. First, click on the "Participants" button at the bottom center of the screen, and then click on the "Raise Your Hand" icon near the bottom right corner of the screen. To rise your hand for telephone dial-in participants, press *9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Supervisor may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 1/13/2021 will be read aloud to the Board of Trustees.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

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

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

January 13, 2021

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appoint Allison Chiodini as Township Representative to the Mid-Michigan Aquatic Recreational Authority
 2. BOT Representative to the Sidewalks and Pathways Prioritization Committee
 - B. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – December 16, 2020 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Stuhldreher) To approve a Resolution to allow a resident to appeal to the Board of Review in writing without a personal appearance by the taxpayer or his or her agent.

B. Discussion/Action: (Stuhldreher) Approve the 2021 Poverty Exemption Guidelines Resolution to be used by the Board of Review when considering property tax exemption requests.

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. CLOSED SESSION (2)

1. Closed session with litigation counsel regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ
2. Closed session with Township counsel to discuss confidential correspondence from the Township's counsel, subject to the attorney client privilege

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

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	11/20/2024
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	Bryan	Mielke	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	Sarvijit	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
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township			12/31/2022
At Large			
At Large			

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

Name: _____ Date: _____

Address: _____

Phone (home) _____ (cell) _____ (work) _____

Email: _____

Occupation: _____

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

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

_____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:
_____ Property owner in East or West DDA
_____ Property owner in East or West DDA
_____ Resident in Union Township

_____ OTHER *Specify Board: _____

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

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

Signature: _____ Date: _____

Allison M. Chiodini, RA, NCARB

3194 S. Concourse Drive | Mount Pleasant, MI 48858 | (989) 400-3107 | allisonchiodini@gmail.com

Objective

- To be appointed to the Regional Aquatic Recreation Authority as a representative of the Charter Township of Union

Education

University of Detroit Mercy | School of Architecture

- *Master of Architecture degree* | December 2003 – *Summa Cum Laude*
- *Bachelor of Architecture degree* | May 2002 – *Summa Cum Laude*

Credentials | Skills

- Registered Architect in the State of Michigan, and NCARB Certified, October 2008 - Present
- Excellent and articulate communication skills both verbally and written
- Very strong attention to detail, organizational and time management skills
- Understanding and knowledge of project and construction processes, methods, disciplines, codes and standards.
- Strong design skills, with insight and appreciation for design and aesthetics in respect to architectural projects
- Motivated, hardworking, creative, dependable, dedicated and quick learner

Employment

Lodgco Hospitality LLC | Director of Project Management | Sept. 2013 – Present | Mt. Pleasant, MI

Essential Job Functions:

- Responsible for project management and project management oversight and direction on new construction, renovation, and annual Capital Improvement projects for a hotel developer, owner and management company with a portfolio of 19 operating hotel properties. In this position I have overseen and directed the work of the following positions: Project Manager, Project Coordinator, IT Manager, Project Field Superintendent, and Procurement/Contract Manager. Responsible for the planning and management of projects from conception to occupancy. Work closely with project team, along with Hotel Operations/Management team, Hotel Brand Representatives (Hilton, Marriott, etc.), Architects, Engineers, Interior Designers, Construction Managers, General Contractors, Sub-Contractors, and Vendors and Material Suppliers. Project Management responsibilities include: determining project scope; preparation of preliminary estimates; working closely with A/E and ID design team on the development of project bid drawings and specifications; development of project bid scopes and issuance of Requests for Bids; requisition supplies and materials; bid tabulation, evaluation, and finalizing of project budgets; assist in the preparation and review of contracts; obtaining all necessary plan reviews and permits; establish project schedule and phasing timelines; negotiate revisions and additions to contracts; review and approve construction submittals and shop drawings; observe and review project progress in the field at regular intervals to monitor compliance with contract documents; prepare monthly project progress, schedule and budget/cost tracking reports; track all project expenditures and approve project invoices for payment; reconcile construction draws/waivers and submit to accounting for payment; accountability for keeping and delivering projects within budget and on schedule; work directly with designers and contractors to propose solutions to resolve issues that come up during construction; direct and oversee procurement of all project FF&E and technology systems. Plan, budget and implement annual building maintenance, infrastructure, and Capital Improvement projects in existing portfolio of operating hotel properties, including: replacement of interior doors and door hardware; selective replacement of furnishings, interior or exterior finishes; interior signage and graphics replacements; internet circuit and building WiFi system upgrades and system replacements; keycard lock replacements/retrofits; replacement of hotel laundry and/or HVAC equipment; roof repairs and replacements; parking lot reconstruction; interior and exterior lighting upgrades to LED.

List of Projects:

Canopy by Hilton, Grand Rapids, MI | 2017 - 2020 | \$49.1 million | New Construction | Lead Project Manager
Hampton Inn & Suites, Flint, MI | 2019 - 2020 | \$2.2 million | Interior Renovation | Project Management Oversight
Residence Inn, Midland, MI | 2018 - 2019 | \$1.7 million | Interior Renovation | Project Management Oversight
Hyatt Place, Flint, MI | 2017 - 2019 | \$16.9 million | New Construction | Project Management Oversight
Hyatt Place, Sarasota, FL | 2016 - 2017 | \$1.3 million | Interior Renovation | Lead Project Manager
Hampton Inn & Suites, Okemos, MI | 2016 - 2017 | \$2.9 million | Interior Renovation | Lead Project Manager
Hampton Inn, Mt. Pleasant, MI | 2016 - 2017 | \$3.5 million | Interior and Exterior Renovation | Lead Project Manager
Hampton Inn, Midland, MI | 2016 - 2017 | \$3.4 million | Interior and Exterior Renovation | Lead Project Manager
Springhill Suites, Midland, MI | 2016 - 2017 | \$1.4 million | Interior Renovation | Lead Project Manager
Courtyard by Marriott, Traverse City, MI | 2015 - 2016 | \$1.9 million | Interior Renovation | Lead Project Manager
Fairfield Inn, Battle Creek, MI | 2015 - 2016 | \$1.1 million | Interior Renovation | Lead Project Manager
Courtyard by Marriott at CMU, Mt. Pleasant, MI | 2013 - 2016 | \$23.6 million | New Construction | Co-Project Manager
Hampton Inn & Suites, Grand Rapids, MI | 2013 - 2015 | \$29.3 million | New Construction | Co-Project Manager
Residence Inn, Ann Arbor, MI | 2013 - 2014 | \$6.2 million | Interior and Exterior Renovation | Lead Project Manager
Holiday Inn Express, Walker, MI | 2013 - 2014 | \$1.7 million | Interior Renovation | Co-Project Manager

Allison M. Chiodini, RA, NCARB

3194 S. Concourse Drive | Mount Pleasant, MI 48858 | (989) 400-3107 | allisonchiodini@gmail.com

employment (cont.)

A. Chiodini Design & Drafting LLC | Architectural Design & Consulting | Nov 2011 – Sept 2013 | Mt. Pleasant, MI

Essential Job Functions:

- Sole proprietor, residential and commercial architectural design and project consulting.
- Provided Design and Project Management Consulting to Lodgco Hospitality LLC on a number of hotel renovation projects. Responsibilities included preparation of Schematic Design options for submission to Hotel Brands; preparation and issuance of renovation construction documents; shop drawings and submittal review; preparation and review of requests for bids.
- Worked directly with residential, non-profit and small commercial clients through design, and Construction Document preparation for new construction custom homes, renovations and additions to existing homes/buildings. Completed six new construction custom homes, ten residential additions/renovations, two non-profit rehabilitation/renovations, and two commercial renovations.

Lodgco Hospitality LLC | Design & Construction Coordinator | Sept 2008 – Nov 2011 | Mt. Pleasant, MI

Essential Job Functions:

- Responsible for the planning, coordination, and management of hospitality new construction and renovation projects, alongside working Owner/Architect. Job responsibilities include: working closely with all parties involved in project delivery; determining project scope; preparation of preliminary project estimates for renovations; development and issuance of Requests for Proposals/Bids; bid tabulation, evaluation, and finalizing of project budgets; assist in obtaining all necessary plan reviews and permits; establish project schedule and phasing timelines for renovations; procurement of all project FF&E and technology systems; negotiate revisions and additions to contracts; review and approve construction submittals and shop drawings; observe and review projects in the field; work closely and directly with contractors to propose solutions to resolve issues that come up during construction.

List of Key Projects:

Residence Inn by Marriott, Midland, MI | 2010 - 2011 | \$7.7 million | New Construction
Hampton Inn & Suites, Saginaw, MI | 2010 - 2011 | \$9 million | New Construction
Courtyard by Marriott, Traverse City, MI | 2009 - 2010 | \$1.3 million | Interior Renovation
Hampton Inn & Suites, Flint/Grand Blanc, MI | 2008 - 2009 | \$9.3 million | New Construction

Dow Howell Gilmore Associates Inc. | Project Architect | Oct 2006 – Aug 2008 | Midland, MI

Essential Job Functions:

- As Project Architect: led in the production of Design Development, and Construction Documents; handled coordination with project consultants; assisted in the production of specifications; assisted with code review and handled document submission to Authorities Having Jurisdiction; handled all project Construction Administration duties, including attending weekly jobsite progress meetings, field observation, answering RFI's, reviewing submittals and shop drawings, producing and issuing Proposal Requests, reviewing and certifying contractor's applications for payment.

List of Key Projects:

Sloan Family Building For Aftermarket Studies, Northwood University | New Construction – 26,000 SF | Midland, MI
Midland King's Daughters Home | 12,500 SF Addition and Renovations to Skilled Nursing & Assisted Living Facility | Midland, MI

TMP Architecture | Architectural Staff | Feb 2004 – Oct 2006 and Summer 2000 | Bloomfield Hills, MI

Essential Job Functions:

- As project team member: assisted in program development and Schematic Design; led production of Design Development Documents; assisted in production of Construction Documents; attended weekly project progress meetings; coordinated and communicated directly with Consultants, Engineers, Owner's Rep and Contractors; served as project representative handling all project Construction Administration duties under the supervision of Senior Associate.

List of Key Projects:

Anchor Bay Middle School North | Renovation and 24,600 SF Addition | New Baltimore, MI
New Ann Arbor Skyline High School | New Construction – 380,500 SF | Ann Arbor, MI

Barton Malow Design | Architect I / Design | Oct 2003 – Feb 2004 | Southfield, MI

Projects / Responsibilities:

University of Detroit Mercy – New School of Law | Feasibility Study – Downtown Campus Project | Detroit, MI

- Assisted with site analysis, site planning, programming, and conceptual design of the new University of Detroit Mercy, School of Law.

Luckenbach Ziegelman Architects PLLC | Architectural Staff | June 2002 – Sept 2003 | Birmingham, MI

Projects / Responsibilities:

American Axle & Manufacturing | Fast-Track New Construction – 248,000 SF Headquarters Building | Detroit, MI

- Assisted with development of interior plans and details; preparation and coordination of Construction Documents; and Construction Administration project duties.

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 December 16, 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

Bills moved **Brown** supported to approve the Agenda as amended. Add Clerk compensation discussion and change Item B to Item I and Item I to Item B. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

Presentations

Isabella County Jail presentation by Isabella County Controller, Margaret McAvoy, Sheriff Main, and Darrel Dettaan of Intergraded Architecture

Public Hearings

Public Comment

Open: 7:26 p.m.

Jim Horton, 4th District – looking forward to working with the Township’s new board and thanked George Green, County Commissioner for his service

Closed 7:30 p.m.

Reports/Board Comments

- **Current List of Boards and Commissions – Appointments as needed**
 1. **Appoint Stan Shingles as Township Representative to the Mid-Michigan Aquatic Recreational Authority**

Thering moved **Bills** supported to nominate Stan Shingles to the Mid-Michigan Aquatic Recreational Authority with term expiring 12/31/2023. **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**

Mielke – updates from the EDA; asked that citizen communication email correspondence be entered into Clerk’s minutes

Cody – Commented that the Planning Commission still has a vacant seat

Rice – Updated the board that taxes were mailed out and an error was later caught finding that a lighting district special assessment was missed which required new billings to be mailed to taxpayers

Hauck – Updated that the traffic light at Isabella and Broomfield has been installed and plans for it to be operational are planned for January 2021. Also shared that easements are still being obtained for the Broomfield/Lincoln project.

Consent Agenda

- Communications
- Minutes – November 24, 2020 – Regular Meeting
- Minutes – December 2, 2020 – Special Meeting
- Minutes – December 7, 2020 – Special Meeting
- Minutes – December 9, 2020 – Special Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Hauck moved **Cody** 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. 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

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

B. 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

Brown moved **Hauck** supported to reimburse Mr. Kevin Crawford for a potential tax liability, in the amount of \$600, from his appeal of the Manager’s decision. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

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

D. Discussion/Action: (Stuhldreher) To Conduct a Second Reading and adopt the new Tax Exemption Ordinance

Bills moved **Brown** supported to conduct a Second Reading and adopt the new Tax Exemption Ordinance 20-10. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

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

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

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

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

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

H. Discussion/Action: (Board of Trustees): Salary compensation to the Clerk discussion
Rice moved **Bills** supported to approve the Board of Trustees decision for a one-time salary compensation to the Township Clerk for \$2,250.00. **Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried. Recusal Clerk Cody.**

I. Discussion/Action: (Board of Trustees): Amend the 2020 Budget for \$2,250.00 to allow for the one-time salary compensation to the Clerk

Rice moved Bills supported to amend the 2020 budget for \$2,250 to allow for the one-time salary compensation to the Township Clerk. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

Cody moved to take a five (5) minute break resuming at 9:30 p.m. Support by all.

J. 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

Hauck moved Thering supported to adopt the FY2021 Appropriations Resolution covering the following funds: General, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water funds, reducing the sewer fund (590 536 977) by \$425,000.00. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

K. Discussion/Action: (Stuhldreher) Consider approval of the proposed Board of Trustees meeting schedule for the 2021 calendar year in accordance with the Open Meetings Act

Bills moved Cody to approve the proposed Board of Trustees meeting schedule for the 2021 calendar year in accordance with the Open Meetings Act. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

L. Discussion/Action: (Stuhldreher) Policy Governance 2.4 Financial Planning/Budgeting

Discussion by the board.

M. Discussion/Action: (Board of Trustees) Policy Governance 3.0 Global Governance Process

Discussion by the board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 10:20p.m.

Ben Gunning 2270 E. Broomfield Rd. – Commented on the board meeting.

Closed 8:46 p.m.

MANAGER COMMENTS

- Merry Christmas / Happy Holidays

FINAL BOARD MEMBER COMMENTS

Mielke – Merry Christmas / Happy Holidays to all. Thank you to George Green County Commissioner for the past 24 years.

Cody – Merry Christmas & Happy New Year

Bills – Happy Holidays. Inquired on funding for Bluegrass sidewalk completion.

Brown- Merry Christmas

Hauck – Merry Christmas. Wanted to go on record to publicly acknowledge Jennifer Loveberry for her hard work

Thering – Asked for board interest for a future agenda item to discuss water monitoring and system monitoring in Union Township

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 10:39 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/24/2020	101	397 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	48858 LED LIGHT	48.73
					2010 S LINCOLN L4 LIGHT	58.71
					STREET LIGHTS	1,846.04
					5228 S ISABELLA	7,057.45
					5076 S MISSION	853.68
					4822 ENCORE	95.72
					4244 BLUE GRASS	89.70
					4795 S MISSION	2,009.58
					4797 S MISSION BARN	516.67
					900 MULBERRY	50.53
					5240 E BROOMFIELD	832.00
					1933 S ISABELLA	529.18
					5144 BUDD	28.85
					5142 BUDD	121.00
					1660 BELMONT	112.43
					5525 E REMUS	52.62
					5537 E BROADWAY	260.25
					2270 NORTHWAY	34.85
					2055 ENTERPRISE	230.06
					3998 E DEERFIELD	114.24
					5369 S CRAWFORD	91.53
					3248 CONCOURSE	133.31
					2495 E DEERFIELD	421.23
					2424 W MAY	564.36
					2188 E PICKARD	100.80
					1776 E PICKARD	61.50
					1876 E PICKARD	189.34
					2180 S LINCOLN	29.89
					1876 S LINCOLN	17.27
					4520 E RIVER	506.53
					1633 S LINCOLN	418.11
					1605 SCULLY	65.68
					1046 S MISSION	136.59
					5319 E AIRPORT	79.91
					800 CRAIG HILL	61.12
						17,819.46
12/24/2020	101	398 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
12/24/2020	101	399 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
12/30/2020	101	400 (E)	01186	COYNE PROPANE LLC	PROPANE - ISABELLA RD	934.48
12/30/2020	101	401 (E)	01233	UNITED STATES OF AMERICA	RURAL DEV II BOND PMT (92-05)	57,662.69
01/06/2021	101	402 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD	64.82
					MASTERCARD - DEARING	895.16
					MASTERCARD - RADAR	53.25
					MASTERCARD - MCBRIDE	110.70
					MASTERCARD - ROCKAFELLOW	64.97
					MASTERCARD - RICE	733.15
					MASTERCARD - STUHLREHER	410.99
					MASTERCARD - HOHLBEIN	202.76
					MASTERCARD - NANNEY	54.99
					MASTERCARD - TEALL	623.65
					MASTERCARD - BEBOW	462.58

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD - WALDRON	188.22
					MASTERCARD - OCKERT	142.19
					MASTERCARD - THEISEN	149.99
						<u>4,157.42</u>
01/07/2021	101	403 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2279 S MERIDIAN PUMP HOUSE	143.82
					2279 S MERIDIAN	1,036.50
					4511 E RIVER	10,993.87
					2010 S LINCOLN	933.09
					2010 S LINCOLN L4 LIGHT	58.00
					STREET LIGHTS	1,731.91
					48858 LED LIGHT	102.55
						<u>14,999.74</u>
12/30/2020	101	22497	01415	KEVIN CRAWFORD	REFUND INCOME TAX LIABILITY	600.00
01/13/2021	101	22498	00020	JAMES ALWOOD	WELL SITE LEASE - DEC 2020	412.72
01/13/2021	101	22499	00066	BILL'S CUSTOM FAB, INC.	REPAIR TO TRACTOR BUCKET	325.00
01/13/2021	101	22500	00072	BLOCK ELECTRIC	INSTALL PANEL @MISSION SEWER PUMP STN	3,800.00
01/13/2021	101	22501	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE - MANAGER	74.00
					CLOTHING ALLOWANCE - ADMIN ASSISTANT	100.00
					JANITORIAL SUPPLIES - WWTP	131.25
						<u>305.25</u>
01/13/2021	101	22502	01309	CGS, INC	DISTRACTED DRIVING TRAINING	1,013.50
01/13/2021	101	22503	00722	CHARTER TOWNSHIP OF UNION	5243 JONATHON LANE WINTER TAX	796.86
					Q4 UTILITY BILLING - PARKS	1,549.66
					Q4 UTILITY BILLING - WWTP	2,175.90
					Q4 UTILITY BILLING - TWP HALL	152.10
						<u>4,674.52</u>
01/13/2021	101	22504	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE-JAN 20	7,735.11
					BATTERY BACKUP/EQUIP REPLACEMENT-WWTP	4,793.96
					SURFACE PRO FOR TREASURER	1,599.99
						<u>14,129.06</u>
01/13/2021	101	22505	01626	DANNY COFFELL	MILEAGE REIMBURSMENT	9.20
01/13/2021	101	22506	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-DEC 2020	493.74
					FUEL IN TOWNSHIP VEHICLES-DEC 2020	445.21
						<u>938.95</u>
01/13/2021	101	22507	01172	SUSAN RADWAN	POLICY GOVERNANCE TRAINING FOR BOT	900.00
01/13/2021	101	22508	01171	DBI BUSINESS INTERIORS	FOLDERS/BINDERS/TAPE/INK-TWP	101.81
					TAPE/NOTEPADS - TWP	9.38
					PAPER/BINDERS/CHAIR MAT - TWP HALL	248.79
						<u>359.98</u>
01/13/2021	101	22509	01425	DITCH WITCH SALES OF MICHIGAN	UNDERGROUND LOCATOR	6,782.56
01/13/2021	101	22510	00098	ELECTION SOURCE	FULL SERVICE TESTING FOR ICP	1,731.00
01/13/2021	101	22511	00209	ETNA SUPPLY COMPANY	SENSUS ANNUAL SUPPORT-2021	3,000.00
					REPLACEMENT METERS	7,660.00
						<u>10,660.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/13/2021	101	22512	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	10,594.80
01/13/2021	101	22513	01583	GOUDREAU & ASSOCIATES INC.	DOCUMENTS @ BIDDING SERV-JAMESON PARK	5,559.34
01/13/2021	101	22514	00257	GOURDIE-FRASER, INC.	CONST ADMIN& CLOSE OUT/START UP-WELL #11	3,140.00
01/13/2021	101	22515	00261	GRAINGER	FIRE AND SMOKE DAMPER ACTUATOR	324.25
01/13/2021	101	22516	01721	HYDROCORP	CROSS CONNECTION CONTROL PROG-DEC 2020 R	2,650.00
					CROSS CONNECTION CONTROL PROG-DEC 2020 N	950.00
						<u>3,600.00</u>
01/13/2021	101	22517	00324	ISABELLA CORPORATION	FILL SAND/PEASTONE	850.00
					WELL #11 TRANSMISSION MAIN PROG-PMT #2	36,735.50
						<u>37,585.50</u>
01/13/2021	101	22518	00359	KERR PUMP & SUPPLY	IMPELLERS FOR PUMPS-LIFT STN #7	3,975.36
01/13/2021	101	22519	01726	KEVIN RAU	STAINLESS BAR SCREEN - LIFT #13	110.00
01/13/2021	101	22520	01727	MID-STATE ASBESTOS REMOVAL, INC	ASBESTOS SURVEY- JAMESON HALL	1,300.00
01/13/2021	101	22521	01067	MMTA	MMTA DUES - RICE/TEALL 2021	150.00
01/13/2021	101	22522	00460	MT. PLEASANT AREA CHMB OF COMMERCE	BASIC MEMBERSHIP DUES	380.00
01/13/2021	101	22523	00463	MT. PLEASANT HEATING & AIR COND	NEW THERMOSTAT/FURNACE FILTERS-TWP HALL	259.00
01/13/2021	101	22524	01631	NOLAN OCKERT	MILEAGE REIMBURSMET	21.04
					CLOTHING ALLOWANCE REIMBURSEMENT	100.00
						<u>121.04</u>
01/13/2021	101	22525	00518	PEERLESS-MIDWEST, INC.	PUMP AND PITLESS ADAPTER-WELL #11	44,489.84
01/13/2021	101	22526	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT - WWTP	9,150.40
					KEPWARE SUPPORT - WWTP	4,986.00
					VFD/DRIVES AERATOR #2	967.80
					KEPWARE SUPPORT - WELL #11	693.00
					KEPWARE SUPPORT - WELL #11	1,764.00
						<u>17,561.20</u>
01/13/2021	101	22527	01527	PUBWORKS	PUBWORKS ANNUAL SUPPORT - 2021	2,225.00
01/13/2021	101	22528	00805	RCL CONSTRUCTION CO., INC.	WWTP SCREW PUMP #3	228,174.30
01/13/2021	101	22529	01699	RENT RITE OF SAGINAW LLC	FENCE FOR ELECTION DAY @ TWP HALL	599.60
01/13/2021	101	22530	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - DEC 2020	888.00
01/13/2021	101	22531	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-NOV 2020	852.14
					JANITORIAL SERVICES WWTP - NOV 2020	316.29
					JANITORIAL SERVICES WTR - NOV 2020	316.29
						<u>1,484.72</u>
01/13/2021	101	22532	00570	RS TECHNICAL SERVICES, INC.	PUMP TUBE ASSY	618.81
01/13/2021	101	22533	01689	LYNN SEPPI	ELECTION SUPPLIES & POSTAGE	36.38
01/13/2021	101	22534	01542	SHRED-IT US JV LLC	PAPER SHREDDING 12/2/20	61.15
01/13/2021	101	22535	01725	SMTC SERVICES INC	BASEMENT FLOODING CLEAN UP @TWP HALL	2,541.77
01/13/2021	101	22536	01473	STATE OF MICHIGAN-DEQ	BIO SOLIDS LAND APP FEE-2021	2,524.40
01/13/2021	101	22537	01421	SUPERIOR BUSINESS SOLUTIONS	W2/1099 FORMS	247.61
01/13/2021	101	22538	01660	MARK THEISEN	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
01/13/2021	101	22539	01013	USA BLUE BOOK	GLOVES	92.46
					DISPENSORS/TEST TUBES/COLORMETERS	540.32
					HAND SANITIZER	89.11
					BLOWER - SOLIDS EQUIPMENT	(309.95)
						<u>411.94</u>
01/13/2021	101	22540	01723	V&V ASSESSING LLC	ASSESSING SERVICES-1ST Q 2021	22,500.00

01/06/2021 06:26 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 12/17/2020 - 01/13/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/13/2021	101	22541	01314	VERIZON WIRELESS	CELL PHONE 11-16-20 TO 12-15-20	414.87
01/13/2021	101	22542	01257	JOSH WALDRON	MILEAGE REIMBURSMNT MILEAGE REIMBURSMNT	11.50 11.50
						<u>23.00</u>
01/13/2021	101	22543	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WTR JAN 2021 DUMPSTER SERVICE-MCDONALD JAN 2021 DUMPSTER SERVICE-TWP HALL JAN 2021 DUMPSTER SERVICE - SHOP JAN 2021 DUMPSTER SERVICE-JAMESON DEC 2020 DUMPSTER SERVICE-WWTP JAN 2021	87.02 215.24 71.18 55.94 139.34 1,079.98
						<u>1,648.70</u>
01/13/2021	101	22544	01236	WEB ASCENDER	WEBSITE Q1 HOSTING 2021	90.00
01/13/2021	101	22545	00723	WINN TELECOM	PHONE SERVICE 1/1/21-01/31/21	334.47
01/13/2021	101	22546	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - DEC 2020	1,500.76
						<u>1,500.76</u>
101 TOTALS:						
Total of 57 Checks:						537,791.34
Less 2 Void Checks:						0.00
Total of 55 Disbursements:						<u>537,791.34</u>

Charter Township of Union Payroll
--

CHECK DATE: December 23, 2020

PPE: December 19, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	34,724.00
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		48,422.94
Water Fund		28,295.22
Total To Transfer from Pooled Savings	\$	111,442.16

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	78,017.84
Employer Share Med		1,125.59
Employer Share SS		4,806.01
SUI		2.29
Pension-Employer Portion		6,123.53
Workers' Comp		783.43
Life/LTD		(27.35)
Dental		1,201.67
Health Care		19,260.05
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		149.10
PCORI Fee		-
Total Transfer to Payroll Checking	\$	111,442.16

Charter Township of Union Payroll
--

CHECK DATE: January 7, 2021

PPE: January 2, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	28,955.86
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		30,969.53
Water Fund		22,486.79
Total To Transfer from Pooled Savings	\$	82,412.18

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	54,656.67
Employer Share Med		729.32
Employer Share SS		2,906.43
SUI		614.61
Pension-Employer Portion		4,550.24
Workers' Comp		564.14
Life/LTD		577.00
Dental		1,201.67
Health Care		20,240.57
Vision		335.32
Vision Contribution		(167.60)
Health Care Contribution		(3,796.19)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	82,412.18



Copy of Union Township Report

Date: Tuesday, December 22, 2020



Alarm Date between 2020-12-14 and 2020-12-20

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000527						
		12/14/2020 6:13:00 PM	734	Heat detector activation due to malfunction	ENG 31	3	1
						Total Responding 3	
Union Township	0000528						
		12/14/2020 7:04:00 PM	734	Heat detector activation due to malfunction	ENG 31	3	1
						Total Responding 3	
Union Township	0000531						
		12/15/2020 5:36:00 AM	735	Alarm system sounded due to malfunction	ENG 32	3	1
						Total Responding 3	

	Total Runs 3						Total Responding 9
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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, January 6, 2021



Alarm Date between 2020-12-21 and 2020-12-27

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000539						
		12/21/2020 1:35:39 PM	733	Smoke detector activation due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000540						
		12/21/2020 4:20:44 PM	322	Motor vehicle accident with injuries	ENG 31	2	1
						Total Responding 2	
Union Township	0000542						
		12/23/2020 4:56:00 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	

Union Township	0000543						
		12/23/2020 6:36:00 PM	424	Carbon monoxide incident	ENG 31	2	1
						Total Responding 2	
Union Township	0000544						
		12/23/2020 7:00:09 PM	743	Smoke detector activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000545						
		12/23/2020 9:44:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000546						
		12/24/2020 1:07:39 PM	311	Medical assist, assist EMS crew	ENG 31	2	1

							Total Responding 2
Union Township	0000547						
		12/24/2020 4:52:02 PM	311	Medical assist, assist EMS crew	ENG 31		2 1
							Total Responding 2
Union Township	0000548						
		12/25/2020 1:50:56 PM	154	Dumpster or other outside trash receptacle fire	ENG 31		2 1
							Total Responding 2
	Total Runs						Total Responding 18
	9						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



Copy of Union Township Report

Date: Wednesday, January 6, 2021



Alarm Date between 2020-12-27 and 2021-01-03

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000002						
		1/1/2021 2:23:00 PM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000550						
		12/27/2020 2:07:00 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000551						
		12/27/2020 8:21:07 AM	311	Medical assist, assist EMS crew	ENG 31	2	1
						Total Responding 2	

Union Township	0000552						
		12/27/2020 11:09:17 AM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000555						
		12/29/2020 5:11:00 PM	444	Power line down	ENG 31	2	1
						Total Responding 2	
Union Township	0000559						
		12/30/2020 7:25:36 PM	424	Carbon monoxide incident	ENG 32	2	1
						Total Responding 2	
Union Township	0000560						
		12/31/2020 6:21:47 AM	744	Detector activation, no fire - unintentional	ENG 32	2	1

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager	DATE: January 5, 2021
FROM: Edward VanderVries, Township Assessor	DATE FOR BOARD CONSIDERATION: January 13, 2021
ACTION REQUESTED: To approve a Resolution to allow a resident to appeal to the Board of Review in writing without a personal appearance by the taxpayer or his or her agent.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval *SLT*

BACKGROUND INFORMATION

The General Property Tax Act allows for the Board of Trustees to authorize, by adoption of an ordinance or resolution, a taxpayer to file a protest with the Board of Review in writing without an appearance in person or by their agent. The approval of the resolution provides a convenient way for taxpayers to file claims with the Board of Review.

SCOPE OF SERVICES

All procedures will be followed regarding application submittal, documentation, etc., that are required of the applicant as if an applicant were to appear in person.

Justification

The resolution is required by MCL 211.30(5) of the General Property Tax Act Public Act 206 of 1893 as amended. Without the approval of the resolution, taxpayers who are unable to attend in person would have to provide an agent to act on their behalf.

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
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

CHARTER TOWNSHIP OF UNION

Resolution to Allow Local Residents to Protest in Writing to the Board of Review

At a regular meeting of the Township Board of the Charter Township of Union, County of Isabella, Michigan held at 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858 the 13th day of January 2021:

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

PRESENT:

ABSENT:

WHEREAS, the Township Board of Charter Township of Union, Isabella County, Michigan, desires to ease the burden on taxpayers, the assessor, and the board of review by allowing all taxpayers the opportunity to file a protest before the board of review by letter; and

WHEREAS, the Township Board of Charter Township of Union, Isabella County, Michigan, is authorized by THE GENERAL PROPERTY TAX ACT 206 of 1893, MCL 211.30(8) to adopt a resolution authorizing a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent.

NOW, THEREFORE, BE IT RESOLVED by the Charter Township of Union, Isabella County that all resident taxpayers, or their agents, are authorized to protest to the board of review by letter. Said letters must be delivered to the physical or electronic address provided in the public notice or publication. For the March meeting of the board of review, letters must be received prior to the deadline on the publication. For the July and December meetings of the board of review, letters must be received by 5:00pm on the day prior to the meeting stated on the public notice; and

BE IT FURTHER RESOLVED that the Charter Township of Union shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review.

Upon roll call vote, the following voted:

Nays:

Yeas:

Absent:

Abstentions:

The Supervisor declared the motion carried, and Resolution duly adopted: January 13th, 2021.

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the forgoing is a true and complete copy of action taken by the Township Board of Trustee’s at a regular meeting held on Wednesday, January 13th, 2021.

_____, Township Clerk

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** January 5, 2021
FROM: Edward VanderVries, Assessor **DATE FOR BOARD CONSIDERATION:** January 13, 2021
ACTION REQUESTED: Approve the 2021 Poverty Exemption Guidelines Resolution to be used by the Board of Review when considering property tax exemption requests.

Current Action X Emergency _____

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

Finance Approval _____ SL7 _____

BACKGROUND INFORMATION

Each year the Board of Trustees are required to approve the guidelines for use by the Board of Review when considering poverty tax exemptions.

To qualify, the taxpayer must complete an application each year and must meet the Federal poverty guidelines for total income in the household and an asset test set by the local unit. The Board of Review is required to follow the policy and guidelines of the Township in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines.

The resolution including the guidelines are attached.

SCOPE OF SERVICES

The Board of Review must consider each poverty exemption application using the guidelines set forth in the attached resolution. The applicant can submit the application for consideration at the March, July, or December Board of Review meeting. If granted, the exemption only applies to the ad valorem property tax. Special Assessments such as, Recycling, Drains, Paving, Water and Sewer are still the responsibility of the taxpayer.

JUSTIFICATION

The individuals that are qualified for the exemption avoid the possibility that their residence could be forfeited for delinquent taxes.

PROJECT IMPROVEMENTS

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

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

COSTS

The total taxable value lost for the 2021 tax year is estimated at \$60,019 based on current year applications. Due to Covid-19, this estimate could be much higher but there is no accurate way to estimate. The loss of tax revenue County-Wide is approximately \$1,800.

Project Timetable

N/A

CHARTER TOWNSHIP OF UNION
Resolution for Adoption of Poverty Exemption Guidelines

At a regular meeting of the Township Board of the Charter Township of Union, County of Isabella, Michigan held at 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858 the 13th day of January 2021:

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

PRESENT:

ABSENT:

WHEREAS, the adoption of guidelines used by the Board of Review when reviewing applications for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Union, Isabella County adopts the following guidelines for the Board of Review to utilize. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household. The Board of Review established the asset level not to exceed Thirty Percent (30%) of the True Cash Value of the Principal Residence.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy property as a principal residence for which an exemption is requested.
- 2) File a claim with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence.
- 3) File a claim reporting that the combined assets of all persons do not exceed thirty percent (30%) of the true cash value of the principal residence. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification as requested.
- 5) Produce, as requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.

- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services and as listed herein. The annual allowable income includes income for all persons residing in the principal residence.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

Federal Poverty Guidelines for 2021 Assessments

<u>Number of Persons Residing In the Principal Residence</u>	<u>Poverty Guidelines Annual allowable income</u>
1 person	\$12,760.
2 persons	\$17,240.
3 persons	\$21,720.
4 persons	\$26,200.
5 persons	\$30,680.
6 persons	\$35,160.
7 persons	\$39,640.
8 persons	\$44,120.
Each additional person, add	\$ 4,480.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by Township Board Member _____ and supported by Township Board Member _____.

Upon roll call vote, the following voted:

	Aye	Nay
Mielke	_____	_____
Cody	_____	_____
Rice	_____	_____
Hauck	_____	_____
Thering	_____	_____
Bills	_____	_____
Brown	_____	_____

The Supervisor declared the motion carried, and Resolution duly adopted: January 13th, 2021.

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the forgoing is a true and complete copy of action taken by the Township Board of Trustee's at a regular meeting held on Wednesday, January 13th, 2021.

Lisa Cody, Township Clerk