

**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 February 10, 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=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 2/10/2021 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**

**February 10, 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
  - B. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – January 27, 2020 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Smith) Approval of budget amendment in the amount of \$425,000 to appropriate funds in the FY2021 Sanitary Sewer Operating Budget for the purchase of a vector truck
  - B. Discussion/Action (Board of Trustees) Discuss Spring 2021 2% Application Submissions
  - C. Discussion/Action: (Board of Trustees) Governance Policy 3.10.3

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	11/20/2024
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	2/15/2024
7	Jessica	Lapp	2/15/2023
8	Tera	Albrecht	2/15/2024
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	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		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
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	11/2024
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	Jeff	Sweet	2/13/2025
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	11/20/2024
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	Allison	Chiodini	12/31/2022
At Large			
At Large			

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



Name: Richard J Barz Date: 1/25/21  
Address: 1110 MEADOW DR MT PLEASANT MI 48858  
Phone (home) \_\_\_\_\_ (cell) 989-560-5050 (work) \_\_\_\_\_  
Email: rjbarz12@gmail.com  
Occupation: Retiree - Banking

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 checked="" 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 checked="" type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/>            | OTHER *Specify Board: _____ |  |

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

Continue my efforts in promoting economic development in our community -

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):

Commercial/Entrepreneurial Lender, President of MMOC, Chair, LDFA, 15-20 Community Board memberships in Past 40-50 years

Signature: R J Barz Date: 1/25/21

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



Name: SARVJIT CHOWDHARY Date: 1/26/21  
 Address: 774 STONERIDGE DRIVE  
 Phone (home) (989) 779-2900 (cell) (989) 400-2686 (work ) \_\_\_\_\_  
 Email: Savichowdhary@yahoo.com  
 Occupation: RETIRED

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

- |              |   |  |
|--------------|---|--|
| _____        | Zoning Board of Appeals                               | Must be a Union Township Resident  |
| <u>2nd X</u> | Board of Review                                       | Must be a Union Township Resident  |
| <u>1st X</u> | Planning Commission                                   | Must be a Union Township Resident  |
| _____        | EDA   | Must meet one of the following qualifications:<br>_____ Property owner in East or West DDA<br>_____ Property owner in East or West DDA<br>_____ Resident in Union Township |
| <u>3rd X</u> | OTHER *Specify Board: <u>Sidewalks &amp; Pathways</u> |  |

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

I am interested in getting involved in the community and want to serve the people of my community in which I live

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

I ~~am~~ am board member of EDA Union-Tships and MRC of Isabella County board member

Signature: [Signature] Date: 1/26/21



**2021 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 January 27, 2021 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

**Hauck** moved **Bills** supported to appoint Kim Rice as Clerk pro tem until Clerk Cody signs onto Zoom.  
**Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**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) - late 7:38 p.m.  
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 amended, moving Board appointments after Planning Commission and ZBA updates by the Community and Economic Development Director. **Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment**

Open: 7:07 p.m.  
No comments offered.  
Closed 7:09 p.m.

**Reports/Board Comments**

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

Rice – Sidewalk and Pathways Prioritization Committee updates

Hauck – Road Commission updates

Mielke – Commented on meetings he attended

**Rice** moved **Brown** supported to move Board appointments to the end of New Business to give Clerk Cody more time. **Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

### **Consent Agenda**

- Communications
- Minutes – January 13, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

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

### **BOARD AGENDA**

7:38 p.m. - Clerk Cody arrived on Zoom

**A. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #3 for the establishment of a Paving Special Assessment District**

**Bills** moved **Brown** to adopt McGuirk Subdivision Paving Special Assessment District Resolution #3 for the establishment of a Paving Special Assessment District. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Stuhldreher) To conduct a Second 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 and to adopt the proposed Ordinance Number 21-01 to amend the Charter Township of Union's Official Zoning Map accordingly**

**Thering** moved **Bills** supported to conduct a Second 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 and to adopt the proposed Ordinance Number 21-01 to amend the Charter Township of Union's Official Zoning Map accordingly. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**C. Discussion/Action (Stuhldreher) To take action on the PSUP 20-02 Special Use Permit application from Malley Construction for expansion of their contractor's yard on to 8.59 acres of land (PID 14-011-30-001-07 and PID 14-011-40-002-00) south of East Airport Road and east of Packard Street in the I-1 (Light Industrial) zoning district**

**Brown** moved **Bills** supported to approve the 2021 Poverty Exemption Guidelines Resolution to be used by the Board of Review when considering property tax exemption requests. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**D. Discussion/Action: (Smith) Consumers Energy Resolution lights Broomfield & Isabella**

**Bills** moved **Cody** supported to approve the Consumes Energy Resolution lights on Broomfield and & Isabella. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**E. Discussion/Action: (Stuhldreher) Consider the appointment of Mr. Rodney Nanney, Community and Economic Development Director, to the Airport Joint Operations Board**

Hauck moved Rice supported to appointment of Mr. Rodney Nanney, Community and Economic Development Director, to the Airport Joint Operations Board. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**F. Discussion/Action: (Stuhldreher) 2.1 Treatment of Consumers**

Discussion by Board.

**G. Discussion/Action: (Stuhldreher) 2.5 Financial Condition & Activities**

Discussion by Board.

**H. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.1 – Governing Style**

Discussion by Board.

**I. Current List of Boards and Commissions – Appointments as needed**

**1. Appointment to the EDA term expiring 2/13/21 (four-year term) – Jeff Sweet**

Hauck moved Bills supported to appoint Jeff Sweet to the EDA with term expiring 2/13/2025. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**2. Re-appointment to the Planning Commission term expiring 2/15/21 (three-year term) - Stan Shingles**

Mielke nominated Brown supported to re-appoint Stan Shingles to the Planning Commission with term expiring 2/15/2024. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**3. Appointment to the Planning Commission term expiring 2/15/21 (three-year term) – Tera Albrecht**

Mielke moved Rice supported to appoint Tera Albrecht to the Planning Commission with term expiring 2/15/2024. **Roll Call Vote: Ayes: Mielke, Rice, Bills, and Brown Nays: Cody, Hauck, and Thering.**

**4. Board of Trustees Appointments to Organizations per Policy Governance Section 3.10.3**

Hauck moved Bills supported to appoint Board of Trustees to Organizations per Policy Governance Section 3.10.3:

Board of Trustees Road Commission Representative – Hauck

Board of Trustees Isabella County Representative – Thering

Board of Trustee City of Mt. Pleasant Representative – Brown

Board of Trustee Saginaw Chippewa Indian Tribe Liaison – Bills

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

Rice moved Brown supported to appoint the following Board of Trustee Representatives to the Election Committee: Hauck, Bills, and Cody. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**Thering** moved **Rice** supported to appoint the Township Manager, Supervisor Mielke, and Clerk Cody as Board of Trustee Representatives to the Intergovernmental Liaison Committee. **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 9:37 p.m.

No comments were offered.

Closed 9:37 p.m.

**CLOSED SESSION**

**MANAGER COMMENTS**

- Out of the office the week of February 1, 2021, Kim Smith will be acting Township Manager

**FINAL BOARD MEMBER COMMENTS**

Rice – Taxes are due February 16, 2021, payments can be made online, in person, or dropped in the drop box located on the outside wall at Township Hall

Brown- Commented that he is extremely proud to be working with everyone on this board

Hauck – He would like the answers regarding: Building Official, price on dumpsters, solar panel discussion (Cory Block, Block Electric, interested in doing study, and Sacred Heart will be having drive thru fish fry's

**ADJOURNMENT**

**Rice** moved **Thering** supported to adjourn the meeting at 9:53 p.m. **Vote: Ayes: 7 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						
02/02/2021	101	407 (E)	01186	COYNE PROPANE LLC	PROPANE - 4511 E RIVER	814.37
02/02/2021	101	408 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	4511 E RIVER 2010 S LINCOLN 2010 S LINCOLN L4 LIGHT STREET LIGHTS 48858 LED LIGHT	11,217.25 1,080.96 70.13 1,955.16 109.37 <u>14,432.87</u>
02/02/2021	101	409 (E)	01105	MASTERCARD	MASTERCARD - BEBOW MASTERCARD - BEBOW MASTERCARD - WALDRON MASTERCARD - WALDRON MASTERCARD - DEARING MASTERCARD - DEARING MASTERCARD - RADAR MASTERCARD - MCBRIDE MASTERCARD - MCBRIDE MASTERCARD - FUSSMAN MASTERCARD - STUHLREHER MASTERCARD - HOHLBEIN MASTERCARD - OCKERT MASTERCARD - COFFELL MASTERCARD - NANNEY MASTERCARD - NANNEY MASTERCARD - TEALL MASTERCARD - TEALL	2,022.40 366.98 80.47 113.09 522.48 198.91 45.97 1,217.84 88.31 152.51 14.99 57.39 95.09 7.99 11.66 434.99 123.50 404.00 <u>5,958.57</u>
02/02/2021	101	410 (E)	01105	VOID	VOID Reason: Created From Check Run Process	
02/10/2021	101	22574	00020	JAMES ALWOOD	WELL SITE LEASE - JAN 2021	269.88
02/10/2021	101	22575	01703	AMAZON CAPITAL SERVICES	CELL PHONE CASE	31.98
02/10/2021	101	22576	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES - DEC 2020 ZALUD LITIGATION - DEC 2020 CONCERNED CITIZENS - DEC 2020	2,255.00 496.00 6,691.17 <u>9,442.17</u>
02/10/2021	101	22577	00099	CENTRAL CONCRETE PRODUCTS CO. INC	FILL SAND FOR FIRE HYDRANT REPAIR	32.24
02/10/2021	101	22578	01710	CHIPPEWA NATURE CENTER	CONTR TO STRATEGIC PLAN-CHIPPEWA RIVER T	445.00
02/10/2021	101	22579	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JAN 2021	562.48
02/10/2021	101	22580	01242	CULLIGAN WATER	WATER COOLER - SHOP JAN 2021	9.00
02/10/2021	101	22581	01171	DBI BUSINESS INTERIORS	FLASH DRIVE - TWP BINDERS/TAPE/HEADSET- TWP LABELS/BASKET/NOTE BOOKS - TWP/BLD	31.45 42.81 77.13 <u>151.39</u>
02/10/2021	101	22582	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,176.00
02/10/2021	101	22583	00209	ETNA SUPPLY COMPANY	WATER METERS - 1000 GAL	2,240.00
02/10/2021	101	22584	00266	HACH COMPANY	PKG OF 8 WATER SAMPLE CELLS	568.95
02/10/2021	101	22585	01721	HYDROCORP	CROSS CONNECTION CONTR PROG-JAN 2021 RES CROSS CONNECTION CONTR PROG-JAN 2021 NON	2,650.00 950.00 <u>3,600.00</u>

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						3,600.00
02/10/2021	101	22586	01447	INTERSTATE BILLING SERVICE, INC	PUMP REPAIR-OIL SEAL REPLACEMENT	258.72
02/10/2021	101	22587	00324	ISABELLA CORPORATION	WELL #11 TRANSMISSION MAIN PROG PMT #3	2,500.00
02/10/2021	101	22588	00328	ISABELLA COUNTY DRAIN COMMISSION	TWP PORTION-DRAIN ASSESSMENT	28,195.30
02/10/2021	101	22589	01324	KENEWELL GROUP	BUILDING OFFICIAL BUSINESS CARDS	76.00
02/10/2021	101	22590	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK RENVOATIONS PMT #1	37,346.26
02/10/2021	101	22591	00001	M T A	BOARD OF REVIEW TRAINING - MIELKE	45.00
					EMPLOYMENT AD FOR ADMIN ASSISTANT	125.00
						<u>170.00</u>
02/10/2021	101	22592	01274	MORRISON INDUSTRIAL EQUIPMENT CO	SAFETY INSP/OIL CHANGE ON LIFT TRUCK	128.77
02/10/2021	101	22593	00128	CITY OF MT. PLEASANT	DOG PARK COSTS 2021-1ST INSTLMNT	650.00
02/10/2021	101	22594	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT WELL #11	1,953.00
02/10/2021	101	22595	01651	REVORE LAW FIRM, P.L.C.	LEGAL FEES MTT - JAN 2021	2,331.00
02/10/2021	101	22596	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES - TWP HALL DEC 2020	852.14
					JANITORIAL SERVICES WWTP - DEC 2020	316.29
					JANITORIAL SERVICE WTR - DEC 2020	316.29
						<u>1,484.72</u>
02/10/2021	101	22597	01622	SCIENTIFIC BRAKE - MT. PLEASANT	SPINNER FOR SALT SPREADER	74.48
02/10/2021	101	22598	01495	MARK STUHLBREHER	1/2 OF ROTARY ANNUAL DUES FOR MGR	75.00
02/10/2021	101	22599	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	207.00
02/10/2021	101	22600	00668	UNITED PARCEL SERVICE	SHIPPING TO HACH CO. FROM WWTP	90.88
02/10/2021	101	22601	01013	USA BLUE BOOK	DPD DISPENSERS/POWDER PILLOWS	642.39
					PLUGS/LIFT LINES/ELBOWS FOR WWTP	568.98
					PLUGS FOR WWTP	193.56
					SOCKET TEES FOR WWTP	68.80
					SAMPLERS/CLEANING BRUSHES FOR WWTP	182.42
					HOUSING ELEMENT FOR WWTP	327.95
						<u>1,984.10</u>
02/10/2021	101	22602	01314	VERIZON WIRELESS	CELL PHONES 12-16-20 TO 01-15-21	347.77
02/10/2021	101	22603	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-JAMESON JAN 2021	140.20
					DUMPSTER SERVICE-WATER FEB 2021	87.02
					DUMPSTER SERVICE-MCDONALD FEB 2021	215.24
					DUMPSTER SERVICE-TWP HALL FEB 2021	71.62
					DUMPSTER SERVICE-SHOP FEB 2021	55.94
					DUMPSTER SERVICE-WWTP FEB 2021	922.76
						<u>1,492.78</u>
02/10/2021	101	22604	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - JAN 2021	1,500.76
<b>101 TOTALS:</b>						
Total of 35 Checks:						123,601.44
Less 1 Void Checks:						0.00
Total of 34 Disbursements:						<u>123,601.44</u>

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

**CHECK DATE: February 4, 2021**

**PPE: January 30, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	29,226.55
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		32,621.51
Water Fund		24,868.80
<b>Total To Transfer from Pooled Savings</b>		<b>\$ 86,716.86</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	57,959.83
Employer Share Med		777.20
Employer Share SS		3,323.29
SUI		542.07
Pension-Employer Portion		4,786.04
Workers' Comp		597.61
Life/LTD		590.58
Dental		1,201.67
Health Care		20,567.04
Vision		335.32
Vision Contribution		(167.60)
Health Care Contribution		(3,796.19)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>		<b>\$ 86,716.86</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

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

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

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

**BOARD MEMBER:** Bryan Mielke

**MONTH, YEAR:** Nov & Dec 2020

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than 1hr	
12/17	Board of Review	✓		\$ 50
12/15	EDA		✓	\$ 75

**Signature:** \_\_\_\_\_ **Date:** 2/2/21

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.





# Union Township Report-1

Date: Tuesday, February 2, 2021



Alarm Date between 2021-01-25 and 2021-01-31

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000052</b>						
		1/25/2021 9:46:00 AM	744	Detector activation, no fire - unintentional	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000054</b>						
		1/25/2021 11:43:11 AM	200	Overpressure rupture, explosion, overheat other	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000058</b>						
		1/26/2021 10:47:48 PM	611	Dispatched & canceled en route	ENG 31	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000061</b>						
		1/28/2021 6:50:00 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000063</b>						
		1/29/2021 1:24:00 PM	731	Sprinkler activation due to malfunction	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000065</b>						
		1/30/2021 12:31:22 AM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000067</b>						
		1/30/2021 2:55:02 PM	138	Off-road vehicle or heavy equipment fire	ENG 31	2	3

		1/30/2021 2:55:02 PM	138	Off-road vehicle or heavy equipment fire	POV	9	3
						<b>Total Responding 11</b>	
	<b>Total Runs</b> 7					<b>Total Responding 23</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

**Highlighted Yellow Indicates an Emergency Call**

# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher - Township Manager	<b>DATE:</b> January 28, 2021
<b>FROM:</b> Kim Smith – Public Services Director	<b>DATE FOR BOARD CONSIDERATION:</b> February 10, 2021
<b>ACTION REQUESTED:</b> Approval of budget amendment in the amount of \$425,000 to appropriate funds in the FY2021 Sanitary Sewer Operating Budget for the purchase of a vactor truck.	

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

Funds Budgeted: If Yes \_\_\_\_\_ Account #  590-536-977.000  No  x  N/A \_\_\_\_\_

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

## BACKGROUND INFORMATION

On December 16, 2020, the Township Board of Trustees approved the FY2021 Operating Budget. The budget request included funds in the sanitary sewer budget for the purchase of a vactor truck. The FY2021 budget was approved without appropriation of funds for the purchase of a vactor truck.

The current sewer vactor and sewer jetter were purchased in the mid – late 1990’s. Since then, the size of the township’s sewer and water systems have doubled in size. The number and depth of sewer mains, manholes, and pump station wet wells have increased. The purchase of a properly sized vactor/jetter truck will enable the Township Public Services Department to better respond to customers’ needs and emergencies. The proposed vactor truck will provide additional capacity, utilize less labor, increase public and employee safety, and increase reliability.

## SCOPE OF SERVICES

The scope of service if the budget amendment is approved to purchase vactor truck will include the creation of a Request for Proposals (RFP), competitive bidding, and approval of the purchase by the Board of Trustees.

## JUSTIFICATION

Sewer pipe, manhole, tank, and wet well cleaning operations are carried out throughout the year. The need to clean the various components of a sanitary sewer system are the result of accumulation of grease, oil, fats, solids, dirt, and other debris in the system. Over time if these items are not cleaned on a regular basis sanitary sewer overflows will occur causing an impact to other components of the sewer system, customers homes, and spills onto the ground, into streams, rivers, lakes, and drains. Two systems are used for cleaning sanitary sewer components – jetting and vacuuming.

Jetting is a process in which a high-pressure water hose with a sewer-jetting nozzle is pushed into the dirty pipeline. High-pressure water is released from the sewer jet truck to dislodge all of the dirt and flush it into a manhole. As the dirt is removed, the jetter nozzle continues to move deeper into the sewer.

Sewer cleaners also use vacuuming through which all of the dirt and debris is extracted with a vacuuming system. All the solids and water removed this way are then disposed into a sludge tank.

Jetting and vacuuming may also be performed simultaneously for more effective cleaning. Two people are required to handle the entire process in such cases. Combination sewer cleaning trucks make provision for one person to operate the jetter and vacuum hose, while another worker will stand further upstream of the manhole being cleaned to ensure that the hose is moving forward as it should.

There are benefits of owning a combination sewer vactor truck. These specialized machines release water pressure at a high gpm rate into the manhole. The water begins to flush out all the debris lodged in the pipe. Everything from stones, bottles, asphalt, and other debris such as grease, sludge, oil, dirt and grime get washed away. The air vacuuming system also comes into play at this point and sucks all the dislodged debris and forces it into the disposal bins and tanks.

With both of these systems working together, cleaning of sewer lines is more efficient as compared to a single process. The sewer vactor/jetter cleaning equipment trucks are also designed to serve as hydro/vacuum excavators. They can bring underground cables and pipes to the surface. In addition, they can be used to excavate in areas that contain a large number of underground utilities. The trucks may also be used for street flushing, chemical and water-spraying services, and as transfer pumps if absolutely necessary. Although the township will seldom use the truck for these purposes the capability may need to be utilized in the future.

Union Township currently utilizes a trailer mounted vactor unit and a separate trailer mounted jetter system. The current vactor equipment's capacity is 1,000 gallon/4.95-yard tank and the jetter has an equipment capacity of 2,000 psi. The proposed combo sewer vactor/jetter's capacity is 1,817 gallons/9.1-yard tank and 3,000 psi. The proposed new equipment will increase the township's overall cleaning capabilities.

The Township's current trailer vactor and jetter are used 18 – 25 hours per week for regular maintenance activities in the sewer collection system, which include the following:

- Cleaning of sanitary sewer mains
  - 6" 2,201 feet
  - 8" 153,938 feet
  - 10" 13,005 feet
  - 12" 12,757 feet
  - 15" 13,948 feet
  - 16" 419 feet
  - 18" 1,881 feet
  - 24" 5,087 feet
- Cleaning of 958 sanitary sewer collection system manholes and flow channels
- Cleaning of 19 sanitary sewer pump station wet wells/mat removal

The units are used an average of 10 -12 hours per month for after-hours/weekends emergencies to clean sewer lines, wet wells, or during emergency sanitary sewer or water main breaks. The availability of this equipment is important for responding to these emergency needs. Having dependable equipment available, personnel trained properly, and the ability to respond quickly to an emergency is especially important to avoid the possibility of sanitary sewer overflows (SSO) which can have a huge negative impact to customer property, employee safety, and the environment.

The current trailer vactor and jetter units are used at the waste water treatment plant as needed for the cleaning and maintenance of onsite tanks, on-site sanitary sewer main, and on-site manholes. These components include the following:

- Oxidation Ditch 4
- Clarifier 3
- Screw Pump trough 3
- On-site sewer main

- 6"            22 feet
- 8"            1,350 feet
- 10"          394 feet
- 16"          419 feet
- 18"          143 feet
- 30"          243 feet

### **PROJECT IMPROVEMENTS**

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

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

### **PROJECT TIME TABLE**

RFP Preparation        Spring 2021  
 Competitive Billing    Summer 2021  
 Purchase Approval    Late Summer 2021

### **RESOLUTION**

Approval of budget amendment in the amount of \$425,000 to appropriate funds in the FY2021 Sanitary Sewer Operating Budget for the purchase of a vector truck.

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

Yes:  
 No:  
 Absent:

3.10.3 **Purpose:** The intent of this proposed draft is to provide tax payers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the township.

1. In addition to township boards and committees, the board shall decide what meetings are important to have a representative attend, and appoint a board member to attend, in person or virtually, those meetings.

- ~~An alternate shall also be appointed in case the assigned member is unable to attend. In the event that neither are able, the board member is unable to attend, the original assigned member— they should attempt to fill the position by asking another board member to attend the meeting.~~
- Board/committee assignments may be changed from time to time by a majority vote of the Board of Trustees.
- ~~The meeting assignments will be reviewed annually or upon the request by the Board. For example, one person will be responsible for attending the County Commission meetings and a different person may be appointed to Mt. Pleasant City Commission meetings.~~
- Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.
- ~~There are already board appointed representatives for the Planning Commission, the EDA, Sustainability Committee and Intergovernmental Committee. The Township needs to have some permanency for these boards so appointments to those committees shall not fall under the rotation. Any other board member wishing to attend these particular meetings will not receive pay unless they are requested by the board to attend.~~

2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include: negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated ~~unless Section 4 applies~~.

3. All board members shall be paid to attend Council of Governance. MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting and the two Road Commission Ad Hoc meetings.

4. The township supervisor, clerk, and treasurer shall not receive any meeting pay for attending meetings not identified in sections 10 or 11 that are during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational

sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.



6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting,

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.

9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.

10. The following is a list of meetings the Board shall assign representatives to attend:

- Union Township Planning Commission
- Union Township Economic Development Authority
- Union Township Sustainability Committee
- Union Township Intergovernmental Liaison Team
- Election Commission
- Board of Review (By statute, Supervisor is Secretary)

11. The following is a list of meetings the Board may assign a representative to attend:

- Road Commission regular monthly meetings
- Isabella County Commission regular meetings
- City of Mt. Pleasant Board of Commissioners
- Sidewalks and Pathways Prioritization Committee
- Middle Michigan Development Corporation
- Saginaw Chippewa Indian Tribe of Michigan (Tribal meetings are not open to the public. This assignment will primarily act in a Liaison capacity)
  - Temporary Committees (See Section 2)
- Others to be added from time to time per approval of the Board.