

**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 24, 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 2/24/2021 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

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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 24, 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. Monthly Report
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – February 10, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Approval of the Participation Agreement with the Economic Development Authority (EDA) for Phase I of the Jameson Park Upgrades and authorize the Township Manager to sign the Agreement

- B. Discussion/Action (Stuhldreher) To adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park as recommended by the Economic Development Authority
- C. Discussion/Action: (Stuhldreher) To consider approval of a Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials to facilitate the deployment of electronic devices upon taking office; and if approved, consider approval to purchase 6 (six) devices
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Treatment of Staff
- E. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.2 – Board Job Description

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	Sarvjit	Chowdhary	12/31/2022
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	2/13/2025
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	vacant seat		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 seat		
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			

Charter Township of Union

To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: February 15, 2021
Re: February Monthly Activity Report

Attached is the monthly activity report for February.

The intent of the report is to provide the Board, the organization, and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: February 2020

Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

Prior Month Activities

Township Manager

- Provided direction, support, and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs, and Governor press conferences
- Continued addressing operational changes resulting from and MDHHS and MIOSHA issued orders related to the pandemic
- Spoke with several citizens and others regarding a variety of issues
- Attended Unemployment Insurance Agency hearing regarding an employee's appeal of a denial of claim. Final outcome was a denial of the claim
- Held discussions with City on shared service opportunities
- Facilitated 1st dose of COVID 19 vaccines for staff deemed "critical infrastructure" workers. Vaccinations provided by CMHD.

Finance Department

- 1.1 Community well-being and the common good

Budget

- Posted the 2020 Amended Budget and the 2021 Adopted Budget on the Township's website

Audit

- Reconciled Rural Development Annual Statement to the General Ledger
- Scheduled the 2020 annual audit with Yeo & Yeo the week of March 29th.
- Finalized the Coronavirus Relief Local Governments Grant (CRLGG) Program paperwork online
- Finalized the Center for Tech and Civil Life Grant (CTCL) Program online
- Compiled data and created grant files for the audit
- Reviewed the audit engagement letter and scheduled an audit kick off meeting for February

Tax

- Reconciled the PILOT tax collected for 2020
- Reclassed 2020 Pilot tax and mobile home tax from 2021 to 2020
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.

Payroll

- Implemented wage and benefit changes in the collective bargaining agreement for 2021.
- Payroll – 77 Payroll checks and checks to pay for benefits issued during January
- Issued 1099's and W-2's, mailed and submitted to appropriate governmental agencies.
- Filed the 2020 State of Michigan Withholding Annual return
- Processed all meeting pay requests submitted by the Board of Trustees
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end

Human Resources

- Finance Director attended 2 unemployment hearings in January, for which the final outcome was ordered in the Township's favor
- Prepared new employee onboarding paperwork for new Planning Commission member
- Worked with the Secretary of State to finalize updating employee drivers list for annual driving record review (risk management activity)

Training

- Held BS&A Building Department training virtually to set-up new fee schedule for 2021 in the building department module.
- Tyler Technologies-Virtual Board of Review sessions
- MTPP January Risk Reduction Seminar

Treasury

- Worked with Isabella Bank to sign up for CDARS, a collateralized investment program
- Post any online payments made to the general ledger in January: 106 online utility billing payments totaling \$14,382, 2 building dept payments totaling \$249 and 11 tax payments totaling \$13,163.15

Miscellaneous

- Reviewed internal controls and adjusted computer financial access/security for different positions in the Township to adjust for transfer of an employee from a cashiering position to a billing position in the Township and temporary replacements for the vacant position
- Decreased interest earning due to lower interest rates:
2020- \$274,794
2019 - \$367,733
2018 - \$225,140

Accounts Payable

- Accounts payable check runs during January:
 - 3 Accounts Payable Check runs Issued for Tax - Disburse funds collected for mobile home tax collected; disburse funds twice for the summer/winter taxes collected December 16 – January 15, 65 invoices created and entered, 14 checks issued totaling over **\$3.5 million** -- Submitted on Bank's positive pay website for fraud prevention
 - 1 Accounts Payable Check run issued for Tax overpayments – 14 invoices entered for payment; 7 refund checks issued totaling over **\$9,900**
 - 1 Accounts Payable Check run issued to reissued stale dated pooled cash check that was never cashed- 1 checks voided and 1 new checks reissued totaling over \$318
 - 2 Check runs issued for DDA's – 5 invoices reviewed, entered, and scanned in the BS&A system for payment,
 - 2 Accounts Payable Check Runs for General/Fire Funds & Water/Sewer Funds – 119 invoices reviewed, entered, and scanned in the BS&A system for payment before issuing 75 disbursement checks totaling over \$485,000, submitted on bank's website for Positive Pay fraud prevention
 - 3 Payments for Consumers Invoices – 56 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment
 - Mastercard Payment – 14 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online for \$4,100

Recurring Monthly

- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, and FI
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Reconciled daily credit card deposit with cash receipt reports and the bank
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.

Assessing Administration

- Posted the poverty exemption policy, guidelines, and application on the Township website to comply with Public Act 253 of 2020

- Prepared the RFBA and resolution for the poverty exemption policy for the Board of Trustees approval
- Prepare the RFBA and resolution for the assessing BOR to allow constituents to make an appeal by letter

Assessor's Report

- Answered taxpayer questions for Assessing
- Assessor has continued scanning the deeds and paperwork in order to get everything digitized for ease of access. We have begun to shred documents once they have been scanned in and attached.
- Up to date on all permit entries and sales data
- Handled and are up to date on all deed maintenance
- Almost finished inspections of all new construction to be added to the 2021 roll
- Scheduled MBOR dates
- Sent personal property statements
- Started receiving Personal Property Statements and 5076s and have been keeping up to date on those
- Picked up more Personal Properties from Equalization and are staying up to date with them
- Moving forward
 - Will finish the new construction inspections
 - Will continue to keep up to date with sales and data entry.
 - The county building has been extremely behind on deeds.
 - Finalizing paperwork for the MBOR
 - Sending out assessment change notices in February

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities (1.2, 1.6):

- J. Ranck Electric (the MDOT electrical contractor) completed the replacement lighting fixture installations under the US-127 overpass.
- The Community and Economic Development Director attended a Michigan Economic Developers Association virtual networking and training event.
- The Economic Development Authority Board met via Zoom with consultants from CIB Planning, Inc. during their regular January meeting to consider questions for a survey of DDA District businesses and property owners as part of the process of updating the East and West DDA Development/Tax Increment Financing Plans.

Building Services (1.1, 1.3):

- Our McKenna Associates, Inc. contract for Building Official services continues to provide flexibility to match services levels to demand for permits and inspections. Our Building Official, John Lipchik, provided services three days per week during the month, with weekly review of his schedule. The Building Official and building services staff provided the following services during the month:
 - 25 Inspections
 - 2 Plan Review

- 7 Permits issued
- 12 Final Certificates of Occupancy
- Follow up phone calls
- Informational meeting on new Correctional Facility
- Added approved 2021 Building Dept. fee schedule into BS&A

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township’s COVID 19 Response Plan.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 20 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants.
- Referred potential code or ordinance issues observed to appropriate departmental personnel for review/action: (Zoning: potential pot operation (no change), trash dumping on Airway Dr., vehicle and RV fire on Pickard Rd., no plate on car at Days Inn) (Building: home w/fire update, possible working without permits-siding)
- Contacts with local inspectors, enforcement, and fire personal. Too cold for our usual monthly meeting and cannot meet inside.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage.
- Attended NMCOA training – two days (currently online).
- Rental billing processed and mailed based on the new 2021 fee schedule, with a little over half already paid.
- Checked on EDA streetlighting and discovered a photocell was not working. Block Electric to replace.

Zoning Administration Activities (1.1):

- The Community and Economic Development Director met with the facility owner for the new SOS Medical Facility on E. Pickard Rd. to help resolve freestanding signage issues related to an incomplete sign variance application.
- The Community and Economic Development Director and Zoning Administrator met via Zoom with Chris Lundsted and Tim Bebee about resolving ordinance compliance issues associated with filling activities and land use changes at the Green Scene Landscaping facility on Remus Rd. (M-20).
- The Community and Economic Development Director and Zoning Administrator met via Zoom with County officials and the county’s project team related to the proposed County Jail project.
- Staff from the Community and Economic Development and Finance departments attended virtual training for a refresher on various elements and features of the BS&A Building Module.
- The Zoning Administrator also provided the following services:
 - (3) Zoning review approval letters for building permit applications.

Ordinance Enforcement Activities (1.1):

- 1546 E. River Rd. - Removal of Junk Vehicles. Civil infraction notice issued and fine paid by the owner Vehicles removed. This matter is now closed.
- 5116 Kay St. trailers and junk. Unlawfully stored RV unit removed from the property. Only some smaller junk items remain to be cleaned-up. A follow up site visit is planned.
- 4935 E. Valley Rd. Owner agreed to a timeline to have certain accessory structures and vehicles that are in violation of Township ordinances removed, which is in process per the timeline.

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D for a site plan to correct non-compliance regarding parking lot improvements and grading changes.
- 5500 E. Pickard Rd. (Quality Inn) and 5770 E. Pickard Rd. (Days Inn) – complaints about two (2) large shipping containers unlawfully installed (one at each location) as storage units on the lots. In response to a notice of violation, the owner applied for and received approval of a zoning permit for relocation of both containers to the rear yard of the Day’s Inn property with authorization for temporary use for up to 365 days. Once the containers have been relocated, this matter will be closed.
- 3046 Jen’s Way (West Wood Condominium) – complaint about multiple trucks displayed for sale on a vacant commercial lot. Owner removed all but one piece of equipment from the property.
- 2120 Yats Dr. - Junk complaint. Home appears abandoned. Staff is working to locate the owner.
- 5419 S. Mission Rd. - Complaint of junk. Violation determination in process.
- 1646 High St. - Complaint of carport constructed without permits. Owner contacted. Owner agreed to submit building permit for compliance.
- 5121 Silverberry Dr. - Complaint of automobile repair shop operation on a residential lot. Civil infraction notice issued for remaining unresolved violations.

Planning Commission Activities (1.1):

- During their regular January 19, 2021 meeting, the Planning Commission:
 - Presentation for the proposed Isabella County Jail and Sheriff’s Office facility planned to be located on land near the southwest corner of E. Remus Rd. and S. Summerton Rd.
 - Joint meeting with the Sidewalks and Pathways Prioritization Committee members to discuss sidewalk waiver requirements.
 - Re-appointed Ryan Buckley as liaison member from the Planning Commission to the Zoning Board of Appeals.
 - Approved the PSPR 20-19 preliminary site plan for The Den of Broomfield (two mixed-use commercial/residential buildings) on the southwest corner of E. Broomfield Road and Sweeney Road.
 - Approved the PSPR 20-02 preliminary site plan for the Sam’s Club Filling Station located on Encore Blvd.
 - Introduction of the Parks and Recreation Master Plan update project.

Zoning Board of Appeals Activities (1.1):

- No meeting in January.

Sidewalk and Pathways Prioritization Committee Activities 1.1, 1.4):

- The committee met jointly with the Planning Commission on 1/19/2021 to discuss policies for temporary relief from sidewalk construction under certain circumstances.

Other Activities (1.1):

- BS&A Building Module updated to implement the 2021 fee schedule for building permits, zoning permits, land development applications, and rental inspections and certifications
- PILOT Housing Projects - The Community and Economic Development Director forwarded copies of the updated low-income housing Tax Exemption Ordinance and adopted PILOT resolutions to the sponsors of each of the eligible housing projects.
- One (1) Freedom of Information Act request was received and processed during the month.
- The Community and Economic Development Director attended the quarterly meeting of the Cultural and Recreational Commission (CRC) of Isabella County.

Public Services Department

Community well-being and the common good (1.1)

- Jameson Hall Rental – closed during January 2021 in response to COVID-19 & under construction
- Processed (3) ACH Request
- Processed (22) Transfers of Service/Final Bills
- Prepared (1) Misc. Invoice – Alwood Nursery
- Received/Processed (418) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/REU letter inquiries/cross connection program inquiries
- Water turn-on/off request throughout township
- Prepared (2) cost estimates (1) permit for new residential/commercial water and sewer services
- Prepared and coded department credit card and accounts payable statements/bills

Safety, 1.4 Health, 1.5 Natural Environment (1.3)

- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Tested all pump station alarms (monthly operation and maintenance)
- (111) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Jameson Park construction commenced – Konwinski Construction
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued EPA UCMR water samples logged on EPA UCMR on-line portal
- Department review and approval of one (1) site plan and two (2) building permits – two (2) site plans reviewed and denied/hold
- Snow plowing and salting of all township facilities as needed
- WWTP – Began cleaning and painting project of fine screen room (stripped floor)
- WWTP - Tested all plant alarm systems and finished up any remaining issues with Ignition software (Ongoing)
- WWTP - 1st quarter low level mercury sampling (effluent samples came back Non-Detect)
- WWTP - Finished startup on Screw Pump #3 – Screw Pump #3 is fully operational
- WWTP - Completed yearly operator Industrial Stormwater Program Training
- WWTP - Completed lab inventory
- WWTP – Completed and submitted Storm Water Annual Report - EGLE
- WWTP - Lab QA/QC Review and Report – EGLE Requirement
- WWTP - Repaired de-gritter blower
- WWTP - Collection system H₂S monitoring
- WWTP - Routine plant maintenance
- Completed and submitted Annual Sanitary Sewer Asset Management reporting to EGLE
- Public Service Department FY 2021 Budget/Project Meeting held
- Updated Township Website and updated Public Service Department forms for 2021 fees and information
- Updated 2021 fees/quarterly billing rates in BSA Utility Billing software
- Replaced fire hydrant damaged by car accident on corner of Bamber and River Roads
- Straightened fire hydrant hit by vehicle on Mission Road south of DPW shop

- Repaired fire hydrant valve box on corner of River and Bamber Roads, sampled fire hydrant, and put hydrant in service after passed samples received
- Flushed fire hydrant for Kay Jewelers – smell in water (low usage in strip mall)
- Installed new control panel heater at pump station # 6
- Put together spec sheet for new truck with service body and snowplow
- Researched and gathered info for new 6” bypass pump to be shared between DPW & WWTP
- Ordered new pumps for pump station # 7
- John Bebow & Mike Dearing attended Zoom meeting with Rodney Nanney, Mark Nottley about re-classification of building official position
- Installed half dome mirror in hallway by Treasurer/Clerk’s office
- Sorted and hauled scrap steel, brass, and miscellaneous items to salvage yard
- Moved refrigerator, stove , tables, and chairs from Jameson Hall to McDonald Park barn while Jameson Hall is under construction
- Replaced spinner on truck mounted salt spreader
- Pulled and de-ragged pump at pump station # 20
- Pulled and de-ragged pump at pump station #5 (ongoing issue – completed several times over the month)
- Installed rag catching device in upstream manhole at pump station # 20
- Repaired broken one-inch water service at 4497 Isabella Road
- Started repair or replacement of water reading devices and/or water meters. Total of sixty (60) appointments have been made and will continue into the first week of March
- Wolverine Power began yearly preventive maintenance on the township’s nineteen (19) generators
- Completed annual permit application for MDOT right-of-way permitting
- Quarterly PFAS water samples taken
- Jamestown water meter replacement coordination meeting, fire flow test with Mt. Pleasant Fire Department
- Responded to brown water complaint at 4720 E Pickard – when arrived no issue was found
- Sampled and put well #7 in service after replacement of pitless adapter
- Assisted Mt. Pleasant Fire Department/SCIT Fire Department with hydrant on Mission for fire located at 4989 Millbrook Road and pumped down hydrant after fire
- Assisted Mt. Pleasant Fire Department with hydrant on Pickard for fire located at 448 E Pickard and pumped down hydrant after fire
- Assisted CMS with repair of CAT-6 cable at Isabella Treatment Facility – Opto 22 Controller
- Began working on 2021 Capital Improvement Projects
- Water meter repair at Mercantile Bank – installed incorrectly during construction
- Completed Sensus meter reading software update
- Monthly fire extinguisher, AED, and, eye wash inspections
- Met with Block Electric regarding alarm for Township Hall sump pump and removal of non-operational windmills at Township Hall
- GIS - Created separate maps of the East and West DDA Districts in response to a Township consultant's request for Business Development Survey maps for the DDA Development/Tax Increment Financing Plans update project.
- GIS - Updated a sanitary sewer system map for the 2020 Asset Management Report submitted to EGLE in January 2021.
- GIS - Continued to update the Township's existing land use (ELU) map, making extensive color and layout revisions to improve cartographic design and quality.

- GIS - Continued to update the Township's zoning and future land use maps so that Township maps have a consistent visual identity in terms of color, design, and layout.
- GIS - In response to a request from a local surveyor and developer (CMS&D), created a utilities map to include with a set of scanned plans and record drawings for the area around the southwest corner of Pickard and Isabella.

Current Month Anticipated Activities

Township Manager

- Was out of office 1st week in February and will be out of office last week in February
- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, DDA Plan Rewrite Kick-off meeting and several internal Board/Commission/Authority meetings during the month.
- Significant time spent on all things COVID related to understand requirements/impacts from various Stater of MI department Orders and relief bills on operations, staff, facilities, etc.
- Implement more aggressive work from home strategy to address COVID concerns
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Review availability of water and sewer availability at proposed jail site
- Facilitated 2nd dose of COVID 19 vaccines for staff deemed "critical infrastructure" workers. Vaccinations provided by CMHD.
- FY '20 annual financial audit planning meeting held

Finance Department

1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Update the Township phone directory with assistance from CMS
- Account for the IFT tax collected that is held for payment to the State of Michigan with the required reporting due in July
- Calculated interest accrual for the last 10 days in December and entered in G/L
- Prepare year-end adjustments and prepare for audit in March
- Work on accounting for fixed assets.
- Work on accounting for special assessments as of year-end 2020
- Prepare check registers and financial reports required for the monthly EDA board meeting and Board of Trustee meetings
- Issue accounts payable checks/make online payments
- Post any online payments made to the general ledger
- Continue to track legal expenses needed for year-end audit purposes
- Generate/mail 2021 annual assessment notices

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities:

- The Community and Economic Development Director is working with the Township’s GIS mapping specialist to evaluate a draft plan from Jacob Kain, City Planner, for a potential resolution of a city-township boundary issue raised initially by the U.S. Census Bureau in 2020. If determined to be a workable solution, it is anticipated that a proposed boundary agreement would be prepared and presented to the Board of Trustees and to the City Commission for consideration.
- 5243 Jonathon Lane property – CJB Mobile Inc. completed the removal of the dilapidated dwelling under a service agreement with the Township on 2/4/2021. The Community and Economic Development Director will proceed with securing a contractor to remove the remaining foundation elements and utilities.
- The Community and Economic Development Director will follow up with the contractor for the holiday lighting along the E. Pickard Rd. corridor in the East DDA District regarding potential adjustments for 2021.
- The Community and Economic Development Director is gathering information related to the status of existing roads in the Packard St./East Airport Rd./Corporate Dr. industrial area north of E. Pickard Rd. and west of S. Isabella Rd. with the intent of identifying opportunities for potential road improvements to maximize the economic development potential of this area.
- The Community and Economic Development Director will continue business retention contacts when possible under COVID19 restrictions.

Building Services (1.1, 1.3, 1.4, 1.6):

- Follow up phone calls.
- Continue to do site visits, inspections, issue permits, plan reviews.
- Continued progress at The Crossings on Broadway and Pleasant Ridge (Summerhill Village) Mobile Home Parks.
- Continued work on resolving expired permits.
- Continued progress on Jameson Hall renovations, McGuirk’s Building C Foundation, McGuirk Mini Storage Buildings G & H, ICRC, Four Hacks Condos, D Clare, Days Inn, Coyne & Paul new residential and Rosewood addition.
- Beginning of Menards security gate addition
- Beginning of work at Days Inn
- Start of Mt Pleasant Storage Central new storage building
- Anticipated building permit submittal for repair of damage at Days Inn

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- Continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2021.
- Investigate and follow up on any rental complaints as needed.
- Schedule complexes, hotels, as well as duplex and single-family units for inspections.
- Follow-up inspections to verify correction of violations found on previous inspections
- Expired certificate scheduling as needed.
- Site visits as needed for compliance or informational.
- Attend NMCOA training and SVCICC training.

Zoning Administration Activities (1.1):

- The Zoning Administrator will continue to review and update PZE Process files in BS&A to ensure accuracy and completeness and of current and completed planning/zoning project files.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance
- Zoning compliance letters
- Sign permits

Ordinance Enforcement Activities (1.1, 1.3, 1.4):

- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit. This property also has a history of previous extraction-related activities without a special use permit, with the appearance of recent activity at this location. The Township Attorney's legal response to the owner's refusal to secure a zoning permit or stop the work based on a claim that he is protected by the Right to Farm Act is in process.
- 4957 E Valley Rd. (parcel #14-002-20-011-01) - Issuance of a civil infraction citation (court-action) for failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Mr. Tolas failed to respond to efforts by the Building Official and Community and Economic Development Director to resolve the matter. The Township Attorney is preparing to seek a court order for completion of the work.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use, but an evaluation of available historical aerial photography confirmed that the use was initiated in violation of applicable zoning district requirements. A notice of violation is in process in consultation with the Township Attorney.
- Issuance of requests for bids in process for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- PSPR20-14 - final site plan for Dunkin Donuts/Marathon filling station on the corner of E. Broomfield Rd. and S. Isabella Rd.
- PSPR21-01 - final site plan for Sam's Club Filling Station located on Encore Blvd.
- PSPR21-02 - final site plan for Biggby Coffee on E. Pickard Rd. near S. Summerton Rd.
- PSPR21-03 - final site plan for the Malley Construction Contractor's Yard on E. Airport Rd. at Packard St.
- Initial review and determination of readiness for a public hearing for the PSUP20-03 (special use permit application) and PSPR20-18 (preliminary site plan application) for the Isabella County Jail and Sheriff's Office facility located near the SW corner of E. Remus Rd. and S. Summerton Rd.

Zoning Board of Appeals Activities (1.1):

- No meeting in February. A previously incomplete sign variance application has been updated and is now scheduled for a hearing at the ZBA's March regular meeting.

Sidewalk and Pathways Prioritization Committee Activities (1.1, 1.2, 1.3, 1.4):

- No meeting in February. Next meeting March 23, 2021

Other Activities:

- Sidewalks – the process to secure necessary easements for the planned public sidewalk construction along portions of E. Bluegrass Rd., E. Broomfield Rd., and S. Lincoln Rd. is continuing. Construction will move forward once the easements have been secured
- Sidewalks – approximately 2,500 linear feet of new sidewalk improvements are anticipated to be constructed in 2021 by private contractors along portions of E. Pickard Rd. (M-20), S. Summerton Rd., E. Broomfield Rd., S. Isabella Rd., E. Bluegrass Rd., Encore Blvd., and E. Remus Rd. (M-20) in conjunction with development projects currently in the final site plan or building permit approval process with the Township

Public Services Department

1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- WWTP- Complete and Submit annual Mercury Minimization Report to EGLE
- WWTP- Continue Collection System H₂S Monitoring
- WWTP - Continue with Screen Room cleaning and painting project
- WWTP - Finish alarm testing and final switch to new SCADA
- WWTP - Rebuild 6” Valve RAS Pump #4
- WWTP - Repair/Rebuild de-gritter gate valve
- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision
- Raise sanitary sewer manhole at the west entrance of The Reserve
- Install stainless pump pull chains at pump stations # 9 & # 17

Future Board of Trustee Meeting Agenda Items

- McGuirk Estates Paving District -Public hearing #2 and Resolution #4 to confirm SA Roll
- EDA Participation Agreement – Jameson Park
- Jameson Hall Phase II Improvements-Bid award
- Audit Presentation is scheduled for May 12
- General Fund Reserve Policy recommendation
- Consider approval of changes by MERS related to employee DC retirement program
- Engineering contracts to assist with various EPA required studies/plans; scheduled '21 Broadway water tower work; and '21 scheduled work on pump station #7
- County jail special use permit
- Vactor truck recommendation
- Resolve City/UT Boundary issue
- Policy Governance: '20 Ends accomplishment report
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations
- Report on monitoring water usage and fee levels
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations

Significant Items of Interest Longer Term

- Economic Development - Amendments to the East and West DDA Development/Tax Increment Financing Plans to update the development plans and proposed lists of projects consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues to allow for completion of development plan projects.

- Economic Development - The Community and Economic Development Director plans to meet with Doug Wallace, President of the Mt. Pleasant Area Chamber of Commerce to discuss economic development priorities.
- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Sidewalks - The Community and Economic Development Director will coordinate with Michigan Department of Transportation and county Road Commission staff regarding anticipated 2021 sidewalk construction projects.
- Sidewalks – Consider updates to the Sidewalk and Pathway Ordinance to incorporate current practices, update width and design standards, and consider the option of allowing payment into a sidewalks fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Planning – Site plan for a new Dunkin Donuts, filling station, convenience store, and drive thru.
- Planning – Site plan for a new filling station planned to be added to the Sam’s Club site on Encore Blvd.
- Planning – Site plan for a modernization of the Consumers Energy “city gate” natural gas facility on the south side of E. Pickard Rd. west of S. Summerton Rd.
- Planning – Special use permit and site plan for a new County Jail.
- Planning – Site plan for a new mixed-use commercial-residential building or buildings on E. Broomfield Rd. at Sweeney Rd.
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Rental Inspections - Procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Zoning Administration – Compiling a “punch list” of items to consider for a potential amendment as the new Zoning Ordinance is used.
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the new Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects
- Bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Consider updates to the Township’s ordinance on open burning
- Lead the tax team to collect delinquent personal property taxes outstanding
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Fill open Administrative Assistant position

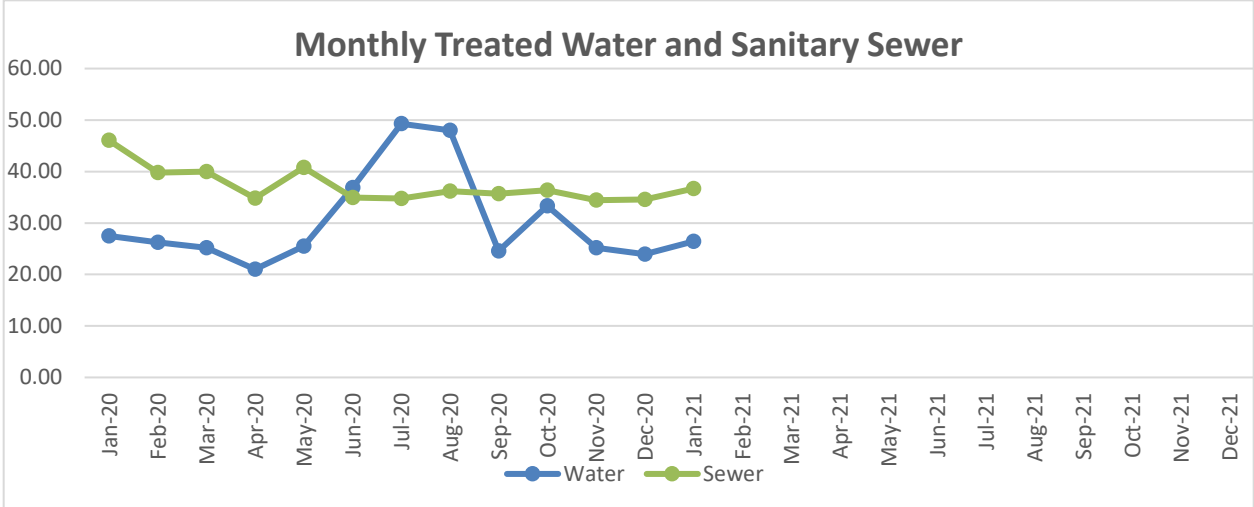
- Create new land values for all classes of property
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- EPA Water System Risk Assessment Plan – due in 2021
- Water Emergency Plan – due in December 2021
- Rehabilitation of pump station #7 (2021)
- High service pump installation – River Road (2021)
- Pump station #5 service area smoke and dye testing (2021)
- Broadway Tower maintenance – interior and exterior coating, cathodic protection (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Operator Prep for upcoming exams (water and sewer exams - postponed)
- McGuirk Estates Paving District Petition/Assessment District
- Water system new monthly MOR reports – EGLE requirement

Other

- Legal Matters
 - No updates
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water MOR submitted – no violations
- January 2021 – Treated Potable Water

Total Month:	26.447 mg
Average Day:	.853 mgd
Max Day:	.969 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- January 2021 – Treated Sanitary Sewer

Total Month:	36.68 mg
Average Day:	1.18 mgd
Max Day:	1.28 mgd



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 February 10, 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.

Roll Call

Present:

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

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

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

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

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

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

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

Approval of Agenda

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

Presentations

Public Hearings

Public Comment

Open: 7:04 p.m.

No comments offered.

Closed 7:05 p.m.

Reports/Board Comments

A. Current List of Boards and Commissions – Appointments as needed

Bills moved **Brown** supported to re-appoint Rick Barz to the Economic Development Authority with term ending 2/13/2025. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

Brown moved **Bills** supported to appoint Sarvjit Chowdhary to the Board of Review with term ending 12/31/2022. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, and Hauck. Nays: Thering. Motion carried.**

B. Board Member Reports

Mielke – Board of Review will be held virtual on March 8, 2021 and March 9, 2021 [Charter Township of Union > Departments > Assessing \(uniontownshipmi.com\)](#)

Rice – Taxes are due 2/16/2021. Payments can be dropped in the drop box outside Township Hall, made at Township Hall, and online [Home | Union Charter Township | BS&A Online](#). Reminder that postmarks

are not honored as an on-time payment. Penalties will be applied 2/17/21 on unpaid 2020 winter tax bills.

Hauck – Road Commission updates

Thering – Isabella County Board of Commissioners updates

Consent Agenda

- Communications
- Minutes – January 27, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Bills moved **Thering** supported to approve the consent agenda as amended. Revision made to the minutes by correcting item C. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

BOARD AGENDA

- 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 vactor truck**

Hauck moved **Brown** supported to approve the budget amendment in the amount of \$425,000 to appropriate funds in the FY2021 Sanitary Sewer Operating Budget for the purchase of the vactor truck. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

- B. **Discussion/Action (Board of Trustees) Discuss Spring 2021 2% Application Submissions**

Discussion was held by the Board of Trustees; the board was in favor of Staff recommendations for the Spring 2% application submissions.

- 1) Meridian Road joint project with Deerfield Township & Union Township where Union Township confirms and agrees to fund \$52,000 of this joint participation project with Deerfield Township
- 2) Joint partnership with Union Township and the EDA for upgrades to pump station #1
- 3) Joint partnership with Union Township and the EDA for Jameson Park improvements

- C. **Discussion/Action: (Board of Trustees) Governance Policy 3.10.3**

Hauck moved **Bills** supported to approve the recommendations to amend Governance Policy 3.20.3 suggested by the committee (Supervisor Mielke, Clerk Cody, and Treasurer Rice) that was brought before the Board. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:14 p.m.

No comments were offered.

Closed 8:15 p.m.

CLOSED SESSION

MANAGER COMMENTS

- The Annual Board of Trustees and Road Commission meeting that usually happens in March will not be happening this year; however, a packet will be provided with information from the Road Commission giving their recommendations to the Township
- Out of the office the week of February 22-26, 2021, Sherrie Teall will be acting Township Manager
- Out of the office the week of March 1-5, 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. Also commented that she is in favor of becoming an electronic board.

Mielke – Commented on the Board of Review

Bills – Inquired on township purchasing policy for supplies

Brown – In favor of becoming an electronic board. Also commented that he is looking forward to the future township site visit.

Hauck – Thanked Sherrie Teall for updating the Township phone directory. Commented on solar panels and dumpsters at township sites. In favor of becoming an electronic board.

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 8:26 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						
02/17/2021	101	411 (E)	01186	COYNE PROPANE LLC	DIESEL FOR LIFT STATION #7	104.68
					DIESEL FOR LIFT STATION #14	179.90
					DIESEL FOR LIFT STATION #3	283.10
					DIESEL FOR LIFT STATION #6	125.23
						<u>692.91</u>
02/24/2021	101	412 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5228 S ISABELLA	7,141.27
					5537 E BROADWAY	364.31
					5225 E REMUS	61.60
					2270 NORTHWAY DR	36.42
					2055 ENTERPRISE	315.95
					1933 S ISABELLA	649.50
					5144 BUDD ST	29.13
					5142 BUDD ST	280.47
					5240 E BROOMFIELD	968.23
					900 MULBERRY LN	56.88
					4795 S MISSION	2,537.67
					4797 S MISSION BARN	688.99
					5076 S MISSION	779.36
					4822 ENCORE BLVD	122.52
					4244 E BLUE GRASS	88.35
					1876 S LINCOLN	16.56
					2180 S LINCOLN	30.56
					1876 E PICKARD	213.78
					2188 E PICKARD	105.79
					1776 E PICKARD	30.84
					2424 W MAY	567.67
					2495 E DEERFIELD	539.84
					5369 S CRAWFORD	86.34
					3248 S CONCOURSE	212.22
					3998 E DEERFIELD	155.02
					800 CRAIG HILL	62.67
					1633 S LINCOLN	350.28
					5319 E AIRPORT	90.33
					1605 SCULLY	74.33
					1046 S MISSION	140.98
					4520 E RIVER	654.21
						<u>17,452.07</u>
02/24/2021	101	413 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
02/24/2021	101	414 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
02/24/2021	101	22605	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING ADS	859.61
02/24/2021	101	22606	01703	AMAZON CAPITAL SERVICES	LAPTOP BAG FOR ACCTING SPECIALIST	29.49
02/24/2021	101	22607	00084	B S & A SOFTWARE	BLDG.NET TRAINING 1/4/21-FEE SET UP HELP	850.00
02/24/2021	101	22608	00072	BLOCK ELECTRIC	CHLORINE PUMP MAINTENANCE	1,420.32
					SUMP PUMP ALARM - TWP HALL	1,050.00
						<u>2,470.32</u>
02/24/2021	101	22609	01734	BROERSMA & BROERSMA REAL ESTATE	MTT CASE APPRAISAL	7,000.00
					MTT CASE APPRAISAL	5,000.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						12,000.00
02/24/2021	101	22610	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - WTP	64.00
02/24/2021	101	22611	01732	CHUCK'S RELIABLE	DWELLING REMOVAL 5243 JONATHON LANE	2,000.00
02/24/2021	101	22612	01623	CLARK HILL PLC	LEGAL FEES - PUNG PROPERTY - JAN 2021	1,020.00
02/24/2021	101	22613	00129	CMS INTERNET, LLC	LAPTOP FOR ACCOUNTING SPECIALIST MANAGED IT, EMAIL & PHONE SERVICE-MAR 20	999.99 5,331.11
						6,331.10
02/24/2021	101	22614	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JAN 2021	350.66
02/24/2021	101	22615	01171	DBI BUSINESS INTERIORS	FOLDERS & NOTEPADS - WTR/SWR	94.06
02/24/2021	101	22616	01426	ENVIRONMENTAL RESOURCE ASSOCIATES	COLIFORM MICROBE	349.45
02/24/2021	101	22617	00209	ETNA SUPPLY COMPANY	REPLACEMENT METERS	500.00
02/24/2021	101	22618	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,830.70
02/24/2021	101	22619	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT - FEB 2021	40.00
02/24/2021	101	22620	01583	GOUDREAU & ASSOCIATES INC.	CONSTRUCTION ADMIN @ JAMESON PARK	4,512.00
02/24/2021	101	22621	00257	GOURDIE-FRASER, INC.	CLOSE OUT COSTS - WELL #11 OBSERVATION/MATERIALS TESTING OBSERVATION/MATERIALS TESTING	250.00 480.00 195.00
						925.00
02/24/2021	101	22622	00262	GRAND TRAVERSE RUBBER SUPPLY	PUMP HOSE REPAIR	97.94
02/24/2021	101	22623	00337	ISABELLA COUNTY TREASURER	BOR REFUNDS 2017/2018/2019 2009 WASTEWATER BOND PAYMENT 2010 WATER SUPPLY BOND PMT	24.20 8,100.00 25,726.25
						33,850.45
02/24/2021	101	22624	01520	KONWINSKI CONSTRUCTION INC	INSTALL NEW COUNTER TOP IN KITCHEN	1,130.05
02/24/2021	101	22625	00362	KRAPOHL FORD & LINCOLN	POWER STEERING PUMP-2015 FORD F-250	671.67
02/24/2021	101	22626	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERVICES - JAN 2021	6,000.00
02/24/2021	101	22627	01356	MCLAREN CENTRAL MICHIGAN	RANDOM DRUG SCREEN	70.00
02/24/2021	101	22628	00420	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD FOR ADMIN ASSISTANT	217.68
02/24/2021	101	22629	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 1ST Q 2021	360.00
02/24/2021	101	22630	01255	MID MICHIGAN SECURITY	ALARM MONITORING BATTERY REPLACEMENT CELL MONITORING INSTALLATION AND SERVICE	176.95 446.30
						623.25
02/24/2021	101	22631	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2021 ANNUAL CLIENT FEE	10,000.00
02/24/2021	101	22632	00462	MT. PLEASANT FENCE, SASH & DOOR	FENCE REPAIR - WTP	65.00
02/24/2021	101	22633	01146	MUNICIPAL CONSULTING SERVICES, LLC	MARKET REVIEW FOR BLDG OFFICIAL POSITION	450.00
02/24/2021	101	22634	00494	NORTH CENTRAL LABORATORIES	BUFFER SOLUTION/ASPIRATOR BOTTLES/ORION	743.07
02/24/2021	101	22635	00518	PEERLESS-MIDWEST, INC.	NEW PUMP AND MOTOR - WELL #7	27,786.42
02/24/2021	101	22636	01527	PUBWORKS	PUBWORKS MOBILE APP	4,350.00
02/24/2021	101	22637	00805	RCL CONSTRUCTION CO., INC.	WWTP SCREW PUMP #3 - FINAL PAYMENT	63,225.70
02/24/2021	101	22638	01164	KIMBERLY RICE	PETTY CASH REPLISHMENT	6.95
02/24/2021	101	22639	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE FOR TOWNSHIP HALL	30.00
02/24/2021	101	22640	00597	SHERWIN WILLIAMS	PAINT - ISABELLA WELL SITE PAINT - ISABELLA WELLSITE	34.26 29.39
						63.65
02/24/2021	101	22641	01542	SHRED-IT US JV LLC	PAPER SHREDDING 1/27/20	125.34
02/24/2021	101	22642	01733	SINCLAIR RECREATION LLC	PICNIC TABLES & GRILLS	6,210.70
02/24/2021	101	22643	01480	STATE OF MICHIGAN-DEQ	STORM WATER ANNUAL PERMIT FEE 2021	260.00
02/24/2021	101	22644	01421	SUPERIOR BUSINESS SOLUTIONS	BILLING CARDS - WATER BILLS	388.50

02/17/2021 03:38 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 02/11/2021 - 02/24/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/24/2021	101	22645	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE, DISPOSAL - MER	407.00
					SAMPLE HANDLING, STORAGE & DISPOSAL - MI	407.00
						<u>814.00</u>
02/24/2021	101	22646	00668	UNITED PARCEL SERVICE	SHIPPING TO HACH CO FROM WWTP	17.13
02/24/2021	101	22647	01013	USA BLUE BOOK	THERMAL GLOVES & LARGE HANDLE DIPPERS	409.74
02/24/2021	101	22648	00723	WINN TELECOM	PHONE SERVICE 02/01/21 - 02/28/21	335.57
02/24/2021	101	22649	01246	WOLVERINE POWER SYSTEMS	COOLANT/FILTER/OIL CHANGE-WELL SITE UNIT	670.29
					OIL FILTER & CHANGE-TRAILER UNIT 4	290.00
					HEATER BLOCK/COOLANT/LABOR - MERIDIAN WE	720.52
					OIL FILTER & CHANGE - LIFT STATION #6	545.40
					OIL FILTER & CHANGE - TRAILER UNIT 3	290.00
					BLOCK HEATER/LABOR/OIL CHANGE 2495 DEERF	464.90
					COOLANT/HOSE CLAMP/OIL CHANGE - ISABELLA	318.10
						<u>3,299.21</u>

101 TOTALS:

Total of 49 Checks:
 Less 2 Void Checks:

221,973.39
 0.00

Total of 47 Disbursements:

221,973.39

Charter Township of Union Payroll
--

CHECK DATE: February 18, 2021

PPE: February 13, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	27,797.69
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		35,245.62
Water Fund		26,244.15
Total To Transfer from Pooled Savings		\$ 89,287.46

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	56,938.75
Employer Share Med		819.88
Employer Share SS		3,505.78
SUI		339.24
Pension-Employer Portion		4,687.78
Workers' Comp		587.72
Life/LTD		-
Dental		1,201.67
Health Care		20,567.04
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		639.60
PCORI Fee		-
Total Transfer to Payroll Checking		\$ 89,287.46

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: Bill Hauck

MONTH, YEAR: Jan. 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1-28-21	I. C. R. C.		X	\$75.00

Signature: Bill Hauck

Date: 2-10-21

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.

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

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: _____

MONTH, YEAR: _____

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

Signature:  **Date:** _____

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



Union Township Report-1

Date: Wednesday, February 17, 2021



Alarm Date between 2021-02-01 and 2021-02-07

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000072						
		2/1/2021 7:22:24 PM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 31	3	1
						Total Responding 3	
Union Township	0000073						
		2/2/2021 3:59:53 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
		2/2/2021 3:59:53 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1
						Total Responding 3	
Union Township	0000076						
		2/3/2021 2:01:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1

							Total Responding 2
Union Township	0000078						
		2/4/2021 12:04:00 PM	444	Power line down	ENG 31	2	1
						Total Responding 2	
Union Township	0000079						
		2/4/2021 1:41:00 PM	741	Sprinkler activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000081						
		2/4/2021 5:51:42 PM	311	Medical assist, assist EMS crew	ENG 31	3	1
						Total Responding 3	
Union Township	0000083						

		2/5/2021 8:55:32 PM	311	Medical assist, assist EMS crew	C 31	1	1
		2/5/2021 8:55:32 PM	311	Medical assist, assist EMS crew	ENG 31	2	1
						Total Responding 3	
	Total Runs 7					Total Responding 18	

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



Union Township Report-1

Date: Wednesday, February 17, 2021



Alarm Date between 2021-02-08 and 2021-02-14

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000088						
		2/8/2021 12:14:11 AM	733	Smoke detector activation due to malfunction	ENG 32	2	1
						Total Responding 2	
Union Township	0000090						
		2/8/2021 12:18:41 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000093						
		2/9/2021 5:02:00 PM	733	Smoke detector activation due to malfunction	ENG 32	3	1
						Total Responding 3	

Union Township	0000096						
		2/12/2021 12:35:50 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000098						
		2/12/2021 10:12:00 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000099						
		2/12/2021 4:37:00 PM	745	Alarm system activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000103						
		2/13/2021 9:26:16 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1

							Total Responding 2
Union Township	0000104						
		2/13/2021 8:44:35 PM	322	Motor vehicle accident with injuries	ENG 32		2 1
							Total Responding 2
	Total Runs						Total Responding 19
	8						

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

To: Mark Stuhldreher - Township Manager **DATE:** February 17, 2021

FROM: Kim Smith – Public Service Director **DATE FOR BOARD CONSIDERATION:** February 24, 2021

ACTION REQUESTED: Approval of the Participation Agreement with the Economic Development Authority (EDA) for Phase I of the Jameson Park Upgrades in the amount of \$19,714.91 and authorize the Township Manager to sign the Agreement

Current Action Emergency

Funds Budgeted: If Yes Account # 248-728-967.600 No N/A

Finance Approval _____

BACKGROUND INFORMATION

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

In September of 2018, the EDA Board approved a proposal from Goudreau & Associates for the completion of the Jameson Park Planning and Design Master Plan. Over the next several months inspections by professional firms were conducted to assess the facilities and provide recommendations for repairs and improvements to the park. A public input meeting was held in May of 2019 to receive suggestions from township stakeholders.

In June of 2019 Goudreau & Associates presented the findings to the EDA Board. The presentation included a detailed list of improvements. At the July 2019 EDA Board Meeting a Jameson Park Improvements Subcommittee was created to review and recommend future project funding at Jameson Park.

The subcommittee met in August of 2019 to review the project funding identified in the plan and determine which projects were viable and coincide with DDA Board, Township Board of Trustees, and Citizen Priorities. East DDA financial viability and EDA/Board of Trustee partnership opportunities relating to the project list were also discussed. The subcommittee’s recommendation to the EDA Board for 2019/2020 improvements included projects totaling \$106,631.91.

<u>CODE RELATED & EXTERIOR IMPROVEMENTS</u>	
Improvement:	Estimated Budget:
Code Related Improvements	\$ 8,714.00
Exterior Related Improvements	\$ 75,580.00
Total Improvements	\$ 84,294.00
15% Construction Contingency	\$ 12,644.10
10% Design, bidding, construction observation	\$ 9,693.81
Total Project Cost	\$ 106,631.91

Based upon the EDA and Township Board list of improvements the FY2020/FY2021 EDA and Township General Fund Budgets include funding for Phase I of this project. The scope and budgetary cost estimates of the improvements included in the Phase I Bid Package are as follows:

Phase I - Code Related & Interior Improvements	Estimated Budget
Code Related Improvements	\$21,014.00
Interior Improvements	\$53,833.18
Contingency	\$10,750.98
Total Estimated Improvement Construction Budget Phase I	\$85,598.16

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

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

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

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

These bids are as follows:

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

On December 16, 2020, the Township Board of Trustees awarded the completion of the Jameson Park Phase I improvements including the two bid alternates to Konwinski Construction Inc. in the amount of \$103,724.00.

SCOPE OF SERVICES

All of the labor and materials necessary to complete the design and construction of the EDA funded improvements for Phase I Jameson Park Improvements as detailed below.

EDA PHASE I IMPROVEMENTS

<u>PHASE I RELATED IMPROVEMENTS</u>	
Improvement:	Estimated Budget:
Code Related Improvements	\$ 8,714.00
15% Contingency	\$ 1,307.10
Design, bidding, construction observation (Phase 1 & Phase II)	\$ 9,693.81
Total Phase I Project Cost	\$ 19,714.91

JUSTIFICATION

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

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

The Township Administration, Goudreau & Associates, and the Township Board of Trustees reviewed the bids and approved that the construction of Phase I Jameson Park Improvements be awarded to Konwinski Construction. Konwinski Construction is qualified to complete the work and the bid was found to be fair and reasonable.

At their February 16, 2021 meeting the EDA approved the Jameson Park Phase I Participation Agreement in the amount of \$19,714.91.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good

COSTS

PROJECT COST TO DATE

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020)	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020)	\$15,350.00
Sinclair Recreation – Purchase and installation of playscape (approved November 2019 & May 2020)	\$51,430.19
Konwinski Construction Phase I Construction Contract (approved December 2020)	\$103,724.00
Project Contingency	\$10,750.98
Total Project Cost	\$216,137.17

KONWINSKI CONSTRUCTION BID BREAKDOWN

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

PROJECT FUNDING

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

FUND	AMOUNT
EDA	\$107,000.00
General Fund	\$86,500.00
2% Residual Fund	\$34,000.00
TOTAL FY2020/2021 BUDGET FUNDING	\$227,500.00

PROJECT TIME TABLE

Phase I Construction Completion - April 2021

RESOLUTION

Approval of the Participation Agreement with the Economic Development Authority (EDA) for Phase I of the Jameson Park Upgrades in the amount of \$19,714.91 and authorize the Township Manager to sign the Agreement

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Economic Development Authority Participation Contract

This Agreement is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the “**Township Board**” and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the “**EDA**”, for the following improvements:

Jameson Park Upgrades Phase I – 5142 Bud Street	
Estimated Construction Cost before Contingency	\$ 103,724.00
Construction Contingency	\$ 10,750.98
Design & Bidding Services Contract (Phase I and II)	<u>\$ 50,232.00</u>
Total Project Estimated Cost	\$ 164,706.98
Charter Township of Union Share	\$ 144,992.07
EDA Share	<u>\$ 19,714.91</u>
Total Project Resources	\$164,706.98

Payment as stated above will be due upon receipt of invoice. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date.

The undersigned EDA officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the EDA.

**Charter Township of Union Economic
Development Authority**

Charter Township of Union Board of Trustees

By: _____
Thomas Kequom, Chair

By: _____
Mark Stuhldreher, Manager

EDA Approval on: _____

Board Approval on: _____

To: Board of Trustees **DATE:** February 18, 2021
FROM: Mark Stuhldreher, Township Manager **DATE FOR CONSIDERATION:** 2/24/2021
ACTION REQUESTED: To adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park as recommended by the Economic Development Authority

Current Action Emergency

Funds Budgeted: Yes No N/A Account #248-728-967.600

Finance Approval _____

BACKGROUND INFORMATION

A master plan for improvements to Jameson Park was developed by the Public Services Department and approved in 2019. The construction plan was divided into two phases, with phase 1 focused on Jameson Hall interior upgrades and phase 2 primarily aimed at exterior park improvements, including replacement of the damaged and dilapidated chain-link fence along the street frontage with new ornamental fencing, new signage, and ball field, dugout, and landscaping improvements. As noted on the following summary, the anticipated cost of all Phase 2 improvements to Jameson Park is \$228,293.35.

<i>Exterior Improvements</i>	<i>Estimated Budget</i>
Stone Base on exterior of hall	\$ 28,600.00
Fencing (aluminum fence, fence columns, vinyl screen, replace cattle gate)	\$ 39,500.00
Landscaping	\$ 12,000.00
New park sign	\$ 32,790.00
Awning over south door	\$ 1,000.00
infill exterior door to crate interior storage	\$ 8,000.00
dumpster enclosure	\$ 16,000.00
re-roof dugouts	\$ 5,000.00
new bollards at curve on Bud Street	\$ 5,500.00
replace south door - repair parking lot (moved from phase I due to parking lot/drainage issues)	\$ 25,000.00
Total Exterior Improvements	\$ 173,390.00
<i>Exterior Improvements - EDA</i>	<i>Estimated Budget</i>
Parking Lot Bumpers	\$ 580.00
Parking Lot Lighting	\$ 15,000.00
Total Exterior Improvements - EDA	\$ 15,580.00
Contingency - Phase II	\$ 22,258.50
Design, bidding, construction observation	\$ 17,064.85
Total Estimated Improvement Construction Budget Phase II	\$ 228,293.35

The funds allocated in the FY2021 Township budget include full funding from several sources for phase 1, and partial funding for phase 2. The following is a summary of the funding sources and allocation:

Funding Source	Budgeted Funds	
	Phase 1	Phase 2
General Fund	\$49,300.00	\$37,200.00
East DDA Fund	\$19,714.91	\$87,285.09
2% funding awarded from the Saginaw Chippewa Indian Tribe	\$34,000.00	not awarded
Balance Needed for Remaining Improvements	--	\$103,808.26

Economic Development Authority Action and Recommendation

Following extensive discussion of the planned park improvements and proposed budget amendment, the Economic Development Authority Board took the following action during their February 16, 2021 regular meeting:

Motion by Figg, supported by Coyne, to approve and adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park, and to recommend final adoption of this budget amendment to the Board of Trustees.

SCOPE OF SERVICES

The scope of services if the budget amendment is approved will include the creation of a Request for Proposals (RFP) for the phase 2 Jameson Park improvements, competitive bidding, and approval of a participation agreement with the Economic Development Authority for funding.

JUSTIFICATION

Allocation of additional East DDA District funds to support completion of phase 2 improvements to Jameson Park is fully consistent with the adopted East DDA District development and tax increment financing plans, and is justified for the following reasons:

A. Jameson Park is the principal public gathering place within the East DDA District, and is a center of community activity.

As the only park located on the east side of our community, Jameson Park supports year-round opportunities for residents in our community to be physically active and to enjoy the open space and recreational amenities. The hall, pavilion, and grounds provide space for families and friends to gather and celebrate milestones and special events. Employees of area businesses regularly make use of the picnic tables and pavilion for lunch, and the playground equipment is a popular draw for families. The park also provides safe and well-maintained facilities for organized physical activities like softball and Little League baseball.

B. The phase 2 improvements will serve as another important and prominent investment in the neighborhood and community, and a catalyst for economic development and additional improvements.

The phase 2 work for Jameson Park focuses primarily on exterior improvements to provide additional recreational opportunities, and to enhance the park’s overall appearance and

functionality. When completed, the phase 2 improvements will establish a new and more prominent visual profile for the park. One item from the original phase 2 list, installation of new playground equipment, has already been completed through collaboration with the City of Mt. Pleasant.

The visual character of a community has an outsized influence on private investment and development. Site selection for new business development can hinge on the impression an investor receives from a drive through the neighborhood to see what the community and other property owners are doing with their property.

Strategic public investments in a neighborhood or community have long-term positive influence on their surroundings. The the phase 2 improvements to Jameson Park provide an opportunity to use strategic public improvements as a catalyst to help inspire private investments and future economic development of underutilized land in the vicinity of the park.

C. This is a “shovel-ready” project consistent with the EDA Board’s obligation under Public Act 57 of 2018 to “*expend the tax increment revenues received for the (East DDA District) development program.*”

Beginning with the development of an overall master plan for park improvements in 2019, the Public Services Department and the project engineer have undertaken much of the planning and preparatory work needed for this project to be ready to proceed in 2021.

BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by the phase 1 and phase 2 improvements to Jameson Park (From Policy 1.0: Global End):

- 1. Community well-being and common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 3. Safety**
- 4. Health**
- 5. Natural environment**
- 6. Commerce**

The phase 1 and phase 2 improvements to Jameson Park are intended to make the most effective use of resources to support a sustainable community (1.0), to help residents engage in a vibrant community life (1.1) and take pride in their community (1.1.1.3), and to help all to feel welcomed in the Township (1.1.1). Jameson Park is a community center of activity and the principal public gathering space in the East DDA District. The park improvements will help residents of all ages and abilities to continue to be able to enjoy a safe environment in the park’s updated facilities (1.3.3), to enjoy the Township’s public green spaces (1.5) and have access to facilities that enable an active, healthy lifestyle (1.4). The improvements will provide another reason for residents to take pride in their community (1.1.1.3) and for individuals and families moving into the region to be attracted to the community’s high quality of life (1.2). An attractive and accessible public park also helps to support a vibrant business district (1.6).

COSTS

Adoption of the budget amendment would increase the appropriation in the FY2021 East DDA Fund budget for Jameson Park improvements by \$104,000.00.

TIMETABLE

Construction of the phase 2 improvements is anticipated to begin during the 2021 construction season.

RESOLUTION

To adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park as recommended by the Economic Development Authority.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

To: Board of Trustees	DATE: February 18, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR CONSIDERATION: 2/24/2021
ACTION REQUESTED: To consider approval of a Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials to facilitate the deployment of electronic devices upon taking office; and if approved, consider approval to purchase 6 (six) devices in the total amount of \$10,232.94.	

Current Action Emergency

Funds Budgeted: Yes No N/A Account # 101-228-950.000

Finance Approval MDS

BACKGROUND INFORMATION

With the exception of the Township Treasurer, Union Township does not currently provide an electronic device to the elected officials to assist with conducting Township business. At the December 2020 Board meeting, the consensus was to change the current practice and to issue a device to all elected officials.

Attached is a recommended policy that sets forth guidelines for the use of an electronic device. The policy contains the following sections:

1. Purpose
2. User Responsibility
3. Ownership
4. Appropriate Use
5. Records Management
6. Software on the Device
7. Acknowledgement of Receipt and Signature

Assuming the adoption of the recommended policy, the administration will begin the process to secure and deploy said devices based on the attached quote.

SCOPE OF SERVICES

See attached Charter Township of Union Electronic Device (computer/tablet) Use Policy .

JUSTIFICATION

The use of a Township issued electronic device will reduce costs, reduce the use of paper, streamline the business processes of the Township, and improve the delivery and exchange of information with citizens.

BOARD OF TRUSTEES GOALS ADDRESSED

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

1. Community well-being and common good

The purchase and deployment of electronic devices, along with the associated Policy are intended to make the most effective use of resources to support a sustainable community (1.0), and will assist residents who look to the township as a key information source for community activities, services and resources (1.1.2).

COSTS

\$10,232.94 as reflected in the attached quote. As these funds weren't budgeted, this purchase will be accounted for in BA #1 which will be in front of the Board at the July 28, 2021 Board meeting.

TIMETABLE

Upon approval, the devices will be purchased, configured, and deployed. This is expected to take several weeks.

RESOLUTION

To approve the Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials and direct the Manager to obtain, configure and deploy the devices in the amount of \$10,232.94

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Charter Township of Union
Electronic Device (computer/tablet) Use Policy for Elected Officials

1. Purpose

- a. The Board of Trustees believes that using a Township issued electronic device will reduce costs, reduce the use of paper, streamline the business processes of the Township, and improve the delivery and exchange of information with citizens.
- b. This electronic device policy sets forth guidelines for the use of an electronic device.

2. User Responsibilities.

- a. Elected officials must adhere to this policy.
- b. All existing Township policies, state law, and federal law apply to an elected official's conduct while using an electronic device.
- c. If an elected official believes someone has compromised the security of the electronic device, he/she must immediately notify the Township Manager

3. Ownership.

- a. Upon taking office an elected official will be provided with an electronic device to use for Township related business. The electronic device remains the property of the Township.
- b. At the end of his/ her term, an elected official must return the electronic device to the Township. If he or she does not return the electronic device, the Township will garnish the elected official's paycheck for the purchase price of the electronic device.
- c. An elected official will use due care and caution in the maintenance and care of the electronic device.
- d. An elected official will keep the electronic device password-protected at all times.
- e. An elected official will not leave the electronic device in a place where it could be easily stolen, damaged or accessed.
- f. The Township will provide routine maintenance of the electronic device issued to an elected official.
- g. An elected official may not allow a non-Township employee or non-Township official to use or access the electronic device.

4. Appropriate Use.

- a. An elected official may only and exclusively use the electronic device for official Township business. He/she may not use the device for commercial, political, personal, or illegal use.
- b. An elected official may not add or download software, programs, or applications without prior authorization from the Township Manager.
- c. An elected official may not use the electronic device to post information on a personal site or on personal, social media or for personal email.
- d. An elected official must limit his or her use of the electronic device during public meetings to accessing information solely related to the business of the meeting.
- e. An elected official may not use the electronic device to communicate with another individual during a meeting.
- f. An elected official may not use the electronic device as to violate the Open Public Meetings Act.
- g. An elected official may not use an electronic device to promote or oppose any political ideals or positions.

5. Records Management.

- a. All data on an electronic device is property of the Township. An elected official has no expectation of privacy in data created, received, or maintained on the electronic device. The Township may access the electronic device, saved files, internet logs and searches, email records, metadata, or any other pertinent information without notice as allowed by law.
- b. All information on an electronic device is public and subject to the Freedom of Information Act (FOIA). There is no protection, and the Township will provide no defense, for private or personal files, data, email, or documents that reside on an electronic device.
- c. The Township reserves the right to fully manage and monitor an electronic device, including controlling the data services, cellular services, device configurations, applications, and policies.

6. Software on Device

- a. The software and applications installed by the Township must remain on the electronic device in usable condition and be readily accessible. From time to time, the Township may add or upgrade software applications for use by elected officials, which will require an elected official to return the electronic device to the Township for periodic updates.

- b. Any software on an electronic device is the property of the Township and may only be used in ways consistent with applicable licenses, trademarks, or copyrights.
- c. If technical difficulties occur or illegal software is discovered, the electronic device will be restored from backup.

UNION TOWNSHIP
ELECTRONIC DEVICE AGREEMENT FOR ELECTED OFFICIALS

The Charter Township of Union has provided me with a copy of the Township’s policy regarding an elected official’s use of a Township-issued electronic device.

I have read the policy, I understand the policy, and I agree to abide by its terms.

Signature
Supervisor/Treasurer/Clerk/Trustee (circle one)

Date



Quote

Quote Number: 2799

Payment Terms:
 Expiration Date: 03/11/2021
 Quote Name: Trustee Devices

Quote Prepared For

Mark Stuhldreher (CA)
Charter Township of Union
 2010 South Lincoln Road
 MT PLEASANT, 48858
 Phone:9897724600
 mstuhldreher@uniontownshipmi.com

Quote Prepared By

Brad Hines
CMS Internet LLC
 131 South Main Street
 Mt. Pleasant, MI 48858
 United States
 Phone:989-817-4410
 Fax:989-779-2300
brad.hines@cmsinter.net

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Yearly Items					
1)	5	Microsoft 365 Apps for Business Microsoft Word Microsoft Excel Microsoft Powerpoint Microsoft Outlook	\$99.00	\$99.00	\$495.00
			covers the yearly subscription for Microsoft office for each board member		
Yearly Total					\$495.00
One-Time Items					
2)	6	Microsoft Surface Pro 7 Intel Core i5 8 GB RAM 256 GB SSD Windows 10 Pro	\$1,199.00	\$1,199.00	\$7,194.00
			minimum requirements of the Township's primary applications should the need arise for repurposing in the future.		
3)	6	Microsoft Complete for Surface Pro with Accidental Damage Coverage (3 Years)	\$219.00	\$219.00	\$1,314.00
			product repair or replacement		
4)	6	Microsoft Surface Pro Type Cover	\$129.99	\$129.99	\$779.94
			detachable keyboard		
5)	6	Setup & Implementation This includes provisioning the devices with Bitlocker Drive Encryption, each board members email configuration, installation of Microsoft Office, and coordinating miscellaneous device needs with each member.	\$75.00	\$75.00	\$450.00
One-Time Total					\$9,737.94
Subtotal					\$10,232.94
Total Taxes					\$0.00
Total					\$10,232.94

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: February 16, 2021

Policy Review: 2.2 Treatment of Staff
Type of Review: Internal
Review Interval: Annual
Review Month: February

Policy Wording

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

Further, without limiting the scope of the foregoing by this enumeration, Management shall not:

- 2.2.1 Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- 2.2.2 Discriminate against any staff member for non-disruptive expression of dissent.
- 2.2.3 Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
- 2.2.4 Operate without an appropriate level of cross-training so that employees can provide basic information and service to consumers.
- 2.2.5 Fail to acquaint staff with the Township Manager's interpretation of their protections under this policy.

Manager Interpretation

Manager interprets this policy to indicate that Township management shall operate with written personnel rules which are available to staff and which are clear, provides for effective handling of grievances, protects staff against wrongful conditions, protects against nepotism and grossly preferential treatment for personal reasons, and allows for diverse opinions on issues. Further, an appropriate level of cross training will exist so employees can provide basic

information and services to consumers. Conscious violation of collective bargaining Agreements by the employer will not occur.

Justification of Reasonability of Interpretation

Use of written personnel and administrative policies, adherence to the collective bargaining agreement and staff training provide for consistent and fair treatment of staff and volunteers when dealing with various and disparate situations.

Data

- Township Manager facilitated an employee appeal to the Board of a decision made by the Manager.
- Collective bargaining agreements are adhered to and when there are questions of interpretation, the grievance process is followed. One grievance was filed late in 2018 that was resolved during 2019 in part via the grievance process and in part as part of the collective bargaining process. No grievances were filed in 2019 or 2020.
- Under the CARES Act, employers were required to provide employees with up to two additional weeks of sick bank for use with COVID related illness. The provisions of this Act expired on 12/31/20. In response, the Manager approached the Bargaining Units to see if, via the collective bargaining process, we could agree to something that benefits both parties relative to providing additional sick bank benefits for COVID related illness. The intent was to try and put something in place whereby employees were not penalized (by having to use existing sick bank benefits) if forced to stay away from work due to COVID related issues. The results of those discussions resulted in a Memorandum of Understanding with each bargaining unit which grants an additional 80 hours of sick leave to use for COVID specific reasons. This provision expires on 6/30/21.
- Though reduced somewhat due to COVID, training opportunities were provided to all staff which included BSA software training throughout the year and position relevant training for staff. A report is attached showing expenditures for professional development for FY 2020 compared to the previous year
- Bi-weekly staff meetings are held with the Township Manager where expectations are clearly communicated.
- One-on-one meetings are held with the Township Manager on a weekly or bi-weekly basis as appropriate which creates a venue for frank discussion and the opportunity to voice opinion on issues.
- It is noted that the Personal and Administrative Policy document needs updating. A goal for 2021 is to create a replacement policy

Compliance

Based on the interpretation and data, the Township Manager and management team complies with most but not all of policy 2.2.

EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

PERIOD ENDING 12/31/2020

ACCOUNT	DEPARTMENT DESCRIPTION	DESCRIPTION	YTD BALANCE 12/31/2019		YTD BALANCE 12/31/2020		2020 AMENDED BUDGET
			NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
910.000	TWP MANAGER	PROFESSIONAL DEVELOPMENT		1,111.76		139.37	500.00
910.000	ACCOUNTING/GEN ADMIN	PROFESSIONAL DEVELOPMENT		428.00		1,786.74	2,000.00
910.000	ASSESSOR	PROFESSIONAL DEVELOPMENT		5,019.75		50.00	100.00
910.000	ELECTIONS	PROFESSIONAL DEVELOPMENT		0.00		79.41	300.00
910.000	BUILDING	PROFESSIONAL DEVELOPMENT		5,292.50		49.37	500.00
910.000	PLANNING	PROFESSIONAL DEVELOPMENT		4,760.50		2,268.37	3,500.00
910.000	WATER/SEWER SYSTEMS	PROFESSIONAL DEVELOPMENT		630.00		112.18	1,000.00
910.000	WWTP	PROFESSIONAL DEVELOPMENT		3,795.00		944.95	5,000.00
910.000	WATER/SEWER SYSTEMS	PROFESSIONAL DEVELOPMENT		2,720.00		652.19	5,000.00
TOTAL EXPENDITURES - ALL FUNDS				23,757.51		6,082.58	17,900.00

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: **2.2 Treatment of Staff**

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____

monitored; the Township Management role, authority, and accountability.

3.2.3 Assurance of successful Township Management performance.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.2.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on February 24, 2021.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by the policies more completely?