

**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 April 28, 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=ZlJlNGR8veFlONGRSazBtNkITaHM4UT09> (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 4/28/2021 will be read aloud to the Board of Trustees.

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

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

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

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



#### Step 1 Step 2

Click “Lower Hand” to lower it if needed. If you are accessing via computer, you can also use the Alt+Y (Windows) or Option+Y (Apple) to raise or lower your hand. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To rise your hand for telephone dial-in participants, press \*9.** The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

**Leaving the Meeting:** Click the “Leave Meeting” link at the bottom of the screen at any time to leave the meeting.



**BOARD OF TRUSTEES**

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

**April 28, 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. April Monthly Activity Report
  - C. Planning Commission and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – April 14, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

10. NEW BUSINESS

- A. Discussion/Action: (Smith) The Township Board of Trustees is requested to authorize the trade-in of a 2012 Ford Super Duty truck with snow plow and the purchase of a 2021 4 x 4 Heavy Duty Chevrolet Work/Service Truck with a Boss Snow Plow, and service body from LaFontaine Birch Run
- B. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 21-02 request to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID#14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District)
- C. Discussion/Action (Nanney) To introduce and conduct a First Reading for the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PID #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District)
- D. Discussion/Action: (Nanney) To concur with the Planning Commission and approve their updated bylaws and rules of procedure
- E. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection
- F. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning

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

- A. Closed session with litigation counsel regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ

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	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	Alex	Fuller	2/15/2023
9	Jessica	Lapp	2/15/2023
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	vacant seat		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	Jeff	Siler	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	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
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: April 22, 2021  
Re: April Monthly Activity Report

Attached is the monthly activity report for April.

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:** April 2021

### **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
- Manager was out of the office the last week in March
- Review 40 applications for the Administrative Assistant open position
- Attended Chip River Master Plan meeting

#### **Finance Department**

- 1.1 Community well-being and the common good

#### **Audit**

- In preparation for the FY 2020 annual audit, recorded GASB 84 entries; calculated and recorded deferred revenues; prepare 2020 Fixed Asset change schedule



- External auditors working on the annual audit the week of March 29<sup>th</sup>.

### Payroll

- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year-end
- Trouble shoot an issue with the 941 in the payroll software with BS&A support
- Prepared and submitted estimates to the Michigan Municipal League for the Workers' Compensation Fund renewal 21/22
- Processed all meeting pay requests submitted by the Board of Trustees
- Payroll – 83 Payroll checks and checks to pay for benefits issued during March
- Set up job classes in BS&A Payroll module and assigned to current employees
- Processed 1<sup>st</sup> Quarter 2021 unemployment reports

### Account Payable

#### 11 Accounts payable check runs during March:

- Payments issued for DDA's – 13 invoices reviewed, entered, and scanned in the BS&A system for payment
- Disburse funds for the summer/winter taxes collected February 16 – March 1; 39 invoices created and entered; 7 checks issued totaling over \$122,000 -- Submitted on Bank's positive pay website for fraud prevention
- Issued disbursement checks for PILOT (Payment in Lieu of Tax) payments, 12 invoices created and entered, 6 checks were issued totaling over \$200,000
- 2 Accounts payable check run during March – 107 invoices reviewed, entered, and scanned in the BS&A system for payment before issuing 67 disbursement checks totaling over \$336,000, submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 44 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment
- Mastercard Pmt – 14 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment,

### Training

- Finance Director attend the Michigan Government Finance Officers Association Spring Conference virtually
- Attended Fiscally Ready Communities webinar offered by MSU

### Treasury

- 1 cashier entered 116 receipts in March totaling over \$306,000.

### Recurring Monthly

- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (2-4) 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
- 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 Accounts Payable
- 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
- Reviewed and approved voided receipts for the month

### Miscellaneous

- Post any online payments made to the general ledger in March: 39 online utility billing payments totaling \$56,668 and 4 Building/Planning Department payments totaling \$1,265
- Billed insurance company for Concerned Citizens legal expenses
- Prepared Finance Department's annual global ends information for the Board Report
- Accounting Specialist covered the cashier window in the absence of the cashier
- Treasurer Rice provided much appreciated help with daily deposits during the month

### Assessing Administration

- Finance Director attended 3 Board of Review virtual meetings as the Zoom host

### Assessors Report

- Answered taxpayer questions for assessing
- Provided the 2021 McGuirk Estates Paving Special Assessment Roll
- Up to date on all permit entries and sales
- Working to resolve recently discovered clerical errors ranging from PREs to land division errors and communicated well with all taxpayers involved
- Handled and are up to date on all deed maintenance
- Processed all Personal Property and Small Business exemptions
- Held MBOR meetings via Zoom
- Finalized the Assessment roll
- Rolled over the assessment roll to the 2022 database
- Mailed out all BOR decision notices
- MTT Cases
  - ARG BE23PROPO2, LLC
    - Answer filed
  - Chips Housing
    - Petition filed
  - Timber Creek Apartments
    - Answer filed (01)
    - Answer filed (02)

- Lexington Ridge Apts
  - Petition filed
- MPIS
  - Answer filed
  - Stipulation reached
- Mount Pleasant Hotels
  - Answer filed
- Campus Crest
  - Settlement in Process
- PEP-CMU
  - Settlement Discussion in Process
- Menard INC
  - Valuation disclosure
- Copper Beech
  - Settlement in Process
- Moving forward
  - Continue to keep up to date with sales and data entry.
  - Start getting the 2021 inspection list ready
  - Fixing many errors regarding the McGuirk properties
    - Found that there are parcels that never got added to the roll two years ago
    - Staying in contact with the McGuirk's and they will be kept up to date with any changes

**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 (1.1, 1.2, 1.6):**

- The Department Director attended the 3/26/2021 Spring Workshop professional development training hosted remotely by the Michigan Downtowns Association.
- The Department Director met with the Riverwood resort facility owner to answer questions about Zoning Ordinance requirements related to potential improvements and additional development within the resort.
- The EDA Board approved a new three-year service agreement with Hometown Decoration and Display LLC for holiday lighting along the E. Pickard Rd. corridor in the East DDA District.
- The Department Director delivered more than two dozen invitations to local business leaders and DDA District property owners to participate in the regular March EDA Board meeting to participate in a SWOT (strengths, weaknesses, opportunities, and threats) workshop session facilitated by CIB Planning, the consultant for the DDA Development/Tax Increment Financing Plans update project. Four (4) business leaders/owners attended the session.
- Building Services Clerk Amy Peak supported the EDA Board's work with board packets and minutes.
- As part of implementing the EDA Board's planned project to map the East DDA District's underground streetlighting and irrigation infrastructure into the 811 Miss Dig system, the Department Director was able to connect on 3/31/2021 with the original contractor for both installations. The contractor will review their project files for the as-built drawings and will make arrangements to provide available documentation to the Township.

**Building Services (1.1, 1.2, 1.3, 1.4, 1.6):**

- 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 provided the following services during the month:
  - 30 Inspections; 6 Construction Plan Reviews; 15 Permits issued; 4 Final Certificates of Occupancy issued
  - Temporary Certificate of Occupancy issued for the new Isabella County Road Commission Administrative Offices only
  - Site Visit to Independence Dr. to follow up on a possible fire code violation.
  - Responded to 3 unpermitted jobs.
  - Follow up phone calls
- The Building Services Clerk provided the following services during the month:
  - Updated the “Check First” document on the Building Services webpage to clarify building permit requirements for specific improvement projects.
  - Served as the initial Township Hall contact person for the public, directed incoming phone communications, and processed mail.
  - Organized older scanned prints and plans into proper locations within the BS&A Building Module to improve accessibility.
  - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.

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.
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints for resolution or referral to the Zoning Administrator.
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Expired certificate scheduling
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 125 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: No plate cars on Kay St. (3) and referred a new owner to the Zoning Administrator for what can be done with property prior to rental registration.
  - Building: working without permits (siding commercial, and a residential) (4).
- Contacts with local inspectors, enforcement, and fire personal.
- Working through tenant complaints, working with both parties to get relief.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall.
- Attend NMCOA training (currently online).
- Rental billing processed with late fees applied 3 units, 1 paid same day.

Zoning Administration Activities (1.1):

- The Department Director and Zoning Administrator met via Zoom with:

- Developers for a potential retail/service project and a potential filling station/convenience store project, both on E. Pickard Road.
- The owners of the lots at 2266 Northway Dr. and 5048 E. Pickard Rd. to answer questions about the rezoning process and Zoning Ordinance site development standards.
- The developer of a potential new phase of buildings in the Oak Meadows Condominium development located on S. Lincoln Road north of E. Remus Road (M-20).
- The Department Director and Zoning Administrator also met via Zoom with two prospective buyers about Zoning Ordinance requirements and limitations associated with a lot at 3811 S. Lincoln Rd. The lot includes a second small residential dwelling in the rear yard behind the principal dwelling, which the Zoning Administrator determined to be a legal nonconforming structure moved to the lot from the City of Mt. Pleasant in 1967 based on available Township and District Health Department records.
- The Zoning Administrator also provided the following services:
  - Five (5) zoning review approval letters for building permit applications.
  - Published the annual notice to Township residents that grass over 12 inches in height after 5/1/2021 may be cut by a Township agent with the expense billed to the property owner.

Ordinance Enforcement Activities (1.1):

- The Zoning Administrator contacted the owners of several commercial properties along E. Pickard Rd. in response to temporary signs unlawfully posted within the road right-of-way and in areas where signposts could damage the Township’s underground irrigation lines. The owners took prompt action to correct the violations.
- 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.
- 2120 Yats Dr. - Junk complaint. Home appears to be abandoned. Staff was able to track down the owner who currently lives in the City of Mt. Pleasant. Owner has agreed to have all items removed from property by 4/30/2021, and has reached out to Mid-Michigan Industries, Inc. to assist in removal of junk.
- 5419 S. Mission Rd. - Complaint of junk. Owner sent notice of violation.
- 1646 High St. - Complaint of carport constructed without permits. Owner contacted. Owner agreed to submit building permit for compliance.

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

- During their regular March 16, 2021 meeting, the Planning Commission:
  - Held their annual election of officers: Chair (Phil Squattrito), Vice-Chair (Ryan Buckley), and Secretary (Doug LaBelle, Jr.). Election of a Vice-Secretary was postponed.
  - Held a hearing on the PSUP20-03 New county jail special use permit application and subsequently postponed deliberation and action per the applicant’s request.
  - Held a hearing on the PREZ21-01 Rezoning of the 5048 E. Pickard/Florence St. parcel from split B-7/R-2B to all B-7— hold the public hearing, and subsequently adopted a motion to recommend approval of the requested rezoning to the Board of Trustees.
  - Approved the PSPR21-05 Consumers Energy City Gate Final Site Plan application.
  - Discussed and prioritized public participation options for the Parks and Recreation Master Plan update project.
- During a special March 30, 2021 meeting, the Planning Commission:

- Held a hearing on the PREZ21-02 Rezoning of 2266 Northway Dr. from B-7 to I-2, and subsequently adopted a motion to recommend approval of the requested rezoning to the Board of Trustees.
- Approved the PSPR21-04 McGuirk Mini-Storage Expansion – Preliminary Site Plan subject to 3 conditions.
- Postponed the election of a Vice-Secretary due to three commissioners being absent.
- Reviewed the Planning Commission bylaws and rules of procedure, identified a change to the order of the meeting to move Approval of Agenda to immediately following Roll Call, along with several typographical corrections and other minor wording clarifications. The updated draft bylaws will be presented for Commission review during their April meeting.
- Continued their Master Plan implementation discussion.

Zoning Board of Appeals Activities (1.1):

- Following a hearing during their regular meeting on 3/3/2021, the Board of Appeals approved the PVAR 20-02 SOS Holding Company LLC application for a variance of nine (9) feet from the minimum ten (10) foot setback from roads right-of-way required by Section 11.11.C. of the Zoning Ordinance for a freestanding sign in a business district at 5316 E. Pickard Road. The Board of Appeals identified the previous approval of a variance to reduce the front parking lot setback as creating a practical difficulty for the applicant to be able to meet the sign setback requirement.
- ZBA elected officers for the year for Chair (Andy Theisen), Vice-Chair (Liz Presnell), and Secretary (Judy Lannen). Noting a vacancy on the Board, the election of a Vice-Secretary was postponed.

Sidewalks and Pathways Prioritization Committee Activities 1.1, 1.3, 1.4):

- A lack of a quorum caused the committee's 3/23/2021 meeting to be rescheduled to 4/7/2021.

Other Activities (1.1, 1.2, 1.3; 1.4):

- The Department Director attended the 3/17/2021 quarterly meeting of the Cultural and Recreational Commission (CRC) of Isabella County.
- The Department Director met with representatives from the Mt. Pleasant Area Convention and Visitors Bureau and the City's Parks and Recreation Department to discuss regional sports tournament needs for consideration as part of the Township's Parks and Recreation Master Plan update. A follow up meeting is planned.
- The Department Director and new project engineer from Rowe met via telephone several times to discuss the planned sidewalk construction projects for 2021 along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd. (M-20), to prioritize project elements, and to coordinate work to secure necessary easements.
- Two (2) Freedom of Information Act (FOIA) requests for documents were received and processed during the month.
- The Public Services Assistant, Jennifer Loveberry, supported the work of the Planning Commission and the Zoning Board of Appeals with board packets and minutes for three (3) meetings during the month.
- A City-Township boundary agreement was adopted by the Mt. Pleasant City Commission on 3/22/2021 and by the Board of Trustees on 3/24/2021 to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township raised initially by the U.S. Census Bureau in 2020 in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club.

## **Public Services Department**

### **Community well-being and the common good:**

- Jameson Hall Rental – closed during March 2021 in response to COVID-19 & construction
- Processed (1) ACH Request; (16) Transfers of Service/Final Bills; (1) Misc. Invoice – Alwood Nursery; (269) 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 (5) cost estimates and (3) permit for new residential/commercial water and sewer services and reviewed and approved one (1) site plan and one (5) building permits
- Prepared and coded department credit card and accounts payable statements/bills
- Set up (1) new customer account
- Public Service Department Assistant training continued
- Gathered information from other municipalities regarding late fees
- Advertised and began interviews for Part-time seasonal position
- Updating Facilities Tour Information Packet
- Began working on pricing comparison for Township Dumpsters – last completed in 2016 – five-year contract
- January – March 2021 Quarterly Billing - meter reading, rereads, billing analysis completed in the amount of \$958,030.69
- RFBA – Brine Participation Agreement Contract completed
- RFBA – McQuirk Estates Resolution #4 completed
- Jameson Park Phase I Upgrade Project Management
- Completion of DRAFT Memo to Board of Trustees regarding AMI System, water monitoring, penalty charges, water loss
- Worked with Block Electric regarding solar panel analysis/cost at WWTP & Isabella Treatment Plant
- Provided information for two (2) FOIA Request
- Provided utility information to MDOT for Pickard Street corridor for upcoming improvement project
- Prepared EDA – RFBA for Jameson Park Upgrade Phase II funding
- Coordinated with ICRC regarding Chip Seal Program 2% Request
- Completed Department Yearly Global Ends Report and submitted to Manager
- Completed Acting Manager Report for the week of March 1, 2021 – March 5, 2021 and submitted to Manager
- Completed EOC Monthly Meeting summary report and submitted to Manager
- Provided information to resident on Carriage Lane regarding establishment of a Paving Special Assessment District – cost estimate, sample petition, Citizens Guide to Special Assessments
- Coordinated inspection of WWTP Facility for existing Brine Wells with DOW Chemical and their Consultant
- Jameson Park Upgrade Phase I – Final Punch List items meeting held with Goudreau and Associates
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping

### **Safety, Health, Natural Environment & Community well-being and the common good:**

- RFBA – High Service Pump Installation – River Road PRV Building Engineering Contract completed

- RFBA – Pump Station #7 Upgrade & Collection System Improvements Engineering Contract completed
- RFBA – Dixon Engineering 2021 Broadway Water Tower Maintenance Professional Service Agreement completed
- Submitted yearly Cross Connection Control Report to EGLE
- Completed RFP, specifications, and bid documents for 6” Trash Pump Purchase – 2021 Budget
- Completed RFP, specifications, and bid documents for 2021 Service Truck Purchase – 2021 Budget
- Respirator training and fit testing completed March 16, 2021
- Completed information request for EPA Risk and Resiliency Assessment report due in June of 2021
- Began working on RFP for Meridian Road Well Site Media Replacement Project – 2021 Budget
- Public Service Department closeout of Four Hacks Project completed
- Submitted 2% Request for the following project
  - Pump Station #1 Upgrade
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- (209) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued working on 2021 Capital Improvement Projects
- Monthly fire extinguisher, AED, and eye wash inspections
- Completed water meter and meter reading device repair or replacement
- Pub Works Mobile install continued, completed department training
- WWTP - Continue painting and repairs in Screen Room
- WWTP - Work with Perceptive on few remaining alarming issues in SCADA system
- WWTP - Cleaned UV bulbs
- WWTP - Replaced bearings in RAS Pump #1 motor
- WWTP – Replaced output shaft seal Aerator #7 gearbox
- WWTP - Calibrated digester pressure transducers (Replaced Digester #1 Transducer)
- WWTP - Completely rebuilt fine screen
- WWTP - Checked plant flowmeter calibrations
- GIS - East and West DDA Districts - In response to a request from the Community and Economic Development Director, identified residential parcels and addresses within the East and West DDA Districts using address points and Census data.
- GIS - Gravel Roads - Updated gravel road rehabilitation map to show completions in 2020 (roads graveled and grader ditched).
- GIS - General Plan - Added Well #11 and its associated transmission line and valves to update the water distribution system's overall General Plan, as required by the Department of Environment, Great Lakes & Energy (EGLE).
- GIS - MISS DIG Design Tickets - In response to a design ticket, provided an aerial map and drawing for the township water main and hydrants on the north side of Target, but south of the city limits, for a Mt. Pleasant Shopping Center survey.
- GIS - PubWorks Mobile Asset Management - Continued GIS updates for water and sanitary sewer features so that utility workers out in the field can capture the GPS coordinates of assets, such as hydrants or manholes.



- Began working on specifications for vactor truck -contacted Public Works Department at the City of Clare for their info/ specs and feedback on vactor truck that they have on order
- Received new pumps for pump station # 7. Upon unpacking the pumps noticed that one had damaged power and control cords. The pump has been picked up and returned to the manufacturer for repair.
- Pulled pump # 1 at pump station # 9 and installed new sealing flange / gasket and stainless-steel pump pull chain
- Ordered and took delivery of new safety cones, barricades, signs, and stop/slow signs for flaggers when crews are working in the roadway.
- Performed road bore and installed new 1" water service to 2383 Joseph Drive
- Met with Consumers Energy about gas meter change at pump station # 2 (meter has been changed)
- Performed control work and temporary wiring at WWTP for head works building
- Replaced pumps off control float and control relays at pump station # 1
- Updated Microsoft SQL Server for Pub Works Mobile worked with Joy Smith and CMS
- PFAS water sample taken at Isabella Well Site
- Road Commission fire line was turned on and flushed
- Cross Connection meeting with Hydro-Corp
- Added wiring to well site generators for OPTO 22 alarms (Block Electric).
- Fire Department meeting to meet new township representative, discuss mapping, discuss outstanding projects
- Collected new GPS data for water and sewer systems with new GPS/Pubworks Mobile equipment
- Reviewed draft updated Cross Connection Ordinance
- 4650 Isabella Road - 8" meter inspection
- Flushed Fire hydrants Isabella Rd. and, Stone Crest Apartments – brown water complaint
- Painted inside of building at Broadway Water Tower
- Talked with homeowner at 5059 Bertshire about water in yard after service break repair. Customer had complaint that dishwasher was backing up/not draining. Customer found issue within the house with internal drain lines – not related to water service break at the road
- Inspection of sanitary sewer manholes for creation of 2021 manhole repair/lining project
- Repaired threshold and door at west entrance of Jameson Hall
- Installed 1" water service at 2160 2<sup>nd</sup> street
- Assisted WWTP with backhoe/personnel for installation of repaired fine screen screw and shaft at the head works building
- Removed fire hydrant head and top operating shaft on Kay St. and replaced with no lead head and operating shaft – being done in accordance with new Lead and Copper Rules
- Repaired fence at McDonald Park
- Installed LED lighting in DPW equipment barn – 4795 South Mission Road
- Posted no trespassing signs on property owned by Union Township which is west of Mission and South of Deerfield Road
- Repaired fence at Jameson Hall and corner gate post at south entrance drive
- Answered questions from prospective bidders in regard to bypass pump specifications

### **Current Month Anticipated Activities**

#### Township Manager

- 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.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Chip River Master Plan meeting scheduled for April
- Work to facilitate Little League Play at McDonald Park within COVID constraints
- Interview candidates for Administrative Assistant open position
- Prepare and submit 2020 Ends Accomplishment Report
- Renew MOU with Community Foundation as an underwriter for EPICENTER
- FY 2021 quarterly review of budget to actual status

**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
- After finalizing the tax settlement with the County, need to roll the delinquent personal property taxes to the BS&A DPP module and bill the delinquents.
- Review Financial Statement drafts
- Prepare Management’s Discussion & Analysis for the Financial Statements
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any online payments made to the general ledger

**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 Department Director and Finance Director will initiate work to compile and prepare annual reporting of activities, projects, and financial data for the East and West DDA Districts per Public Act 57 of 2018 requirements.
- The Department Director plans to attend several remote meetings with MDOT officials and other stakeholders about planning for the reconstruction of E. Pickard Rd. (M-20) from Mission St. east through the US-127 interchange.
- 5243 Jonathon Lane property – The Department Director will proceed with securing a contractor to remove the remaining foundation elements and utilities.
- The Department Directors continuing to gather 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., and to evaluate options for potential road improvements to maximize the economic development potential of this area.

- The Department Director plans to represent the Township at the inaugural meeting of the Airport Joint Operations Board on April 15, 2021.
- The Department 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, and plan reviews.
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerhill)
- Continued work on expired permit list
- Continued progress on Jameson Hall renovations, the Isabella County Road Commission facility, Four Hacks Condominium buildings, D. Clare, new residences, and the Rosewood Dr. medical office addition.
- Beginning of Menards security gate addition
- Beginning of work at Days Inn
- Start of Mt. Pleasant Storage Central new storage building
- Permit applications and plan reviews for Biggby Coffee, Dunkin Donuts/Marathon Filling Station, and Days Inn.
- Issuance of permit for Sam's Club Filling Station.
- Issuance of permit for Coyne Storage building.
- Issuance of permit for Beer Cave addition and windows for Mitchell's. Deli
- Issuance of permit for new construction at 3579 E. Millbrook Rd.

#### 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, with adaptations as needed in consultation with the Director.
- 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 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):

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D for plans to correct non-compliance regarding parking lot improvements and grading changes.

- 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 Department 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):

- The regular April 20, 2021 Planning Commission meeting is anticipated to include:
  - Potential filling of vacancies on the Sidewalks and Pathways Prioritization Committee
  - Annual election of a Vice-Secretary
  - McGuirk – 2420 E. Broomfield Rd. Final Phase - Preliminary Site Plan
  - McGuirk – Mitchell's Deli/Filling Station - Preliminary Site Plan
  - The Den on Broomfield – Mixed-Use Buildings - Final Site Plan
  - Review and action on proposed amendments to the Planning Commission bylaws.
  - Continue the Master Plan implementation discussion

#### Zoning Board of Appeals Activities (1.1):

- The regular April meeting has been cancelled due to a lack of agenda items.

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

- Next meeting scheduled for April 7, 2021, which will focus on:
  - Continue sidewalk relief policy discussion started at the joint meeting with the Planning Commission in January.
  - Outline goals for 2021.
  - Begin to identify priority projects to recommend for FY2022 (to be finalized 6/30/2021).

#### 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
- Planning – The Department Director plans to attend the regular 4/8/2021 Isabella County Planning Commission meeting where two rezoning applications will be on the agenda for review and comment.

## **Public Services Department**

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

- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision (spring)
- Raise sanitary sewer manhole at the west entrance of The Reserve (spring)
- Install new pumps at pump station # 7 -received in February of 2021/damage to power cord expect back from manufacturer in early April
- Continue Public Service Department Assistant Training
- Open parks for season
- Continue to interview and hire seasonal help
- Preparation of Resolution #5 McGuirk Estates Special Assessment District
- Distribute and publish Public Notice for McGuirk Estates Special Assessment District Public Hearing #2
- Schedule meter/meter reading equipment repairs for first quarter billing
- WWTP - Clean Blower Room
- WWTP - Change Air solenoid valve on de-gritter
- WWTP - Add Wheel Operator to WAS Pump 4 Valve
- WWTP - Prep and Store Winter Seasonal Equipment
- WWTP - 2nd Quarter Mercury Testing
- WWTP - Operator Training (Exam Prep)
- WWTP - Routine Plant Maintenance
- WWTP - Yard Cleanup

### **Future Board of Trustee Meeting Agenda Items**

- McGuirk Estates Paving District -Public hearing #2 and Resolution #5 to confirm SA Roll
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations
- Report on monitoring water usage and fee levels
- Jameson Hall Phase II Improvements-Bid award
- Audit Presentation is scheduled for May 12
- General Fund Reserve Policy recommendation
- Bidding & Purchase of ¾ ton service truck with snowplow (2021)
- Vactor truck recommendation
- 2021 6" bypass pump purchase approval
- Cross Connection Ordinance update
- Meridian Road iron removal filter maintenance approval
- Purchase of budgeted ¾ ton service truck
- Bidding & Purchase of 6" bypass pump (2021)
- Rezoning of 2266 Northway Dr. from B-7 to I-2.
- Rezoning of 5048 E. Pickard from split B-7/R-2B to all B-7
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Township's ordinance on open burning

### **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 Department 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 Department 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 sidewalk fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Rental Inspections - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.
- 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.
- Consider updates to the Private Road Ordinance to incorporate current practices, design standards, and basic maintenance provisions for existing private roads.
- 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 and develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Rental Inspector – Plans to attend the Code Officials Conference of Michigan spring conference in May.
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- 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)
- Installation of generator transfer switch and receptacle at pump station #8
- Water system new monthly MOR reports – EGLE requirement
- EPA Water System Risk Assessment Plan – due in 2021

- EPA 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)
- Hydrant flushing April/early May
- Water system new monthly MOR reports – EGLE requirement
- Update Cross Connection Plan – submit to State of Michigan EGLE

**Other**

- Legal Matters
  - Possible consolidation of Zalud and Concerned Citizen legal cases at least through the discovery phase. Closed session anticipated for 4/28 BOT meeting.
  - Approximately \$1.6k remain under the Pung matter defense cost authorization limits
- 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

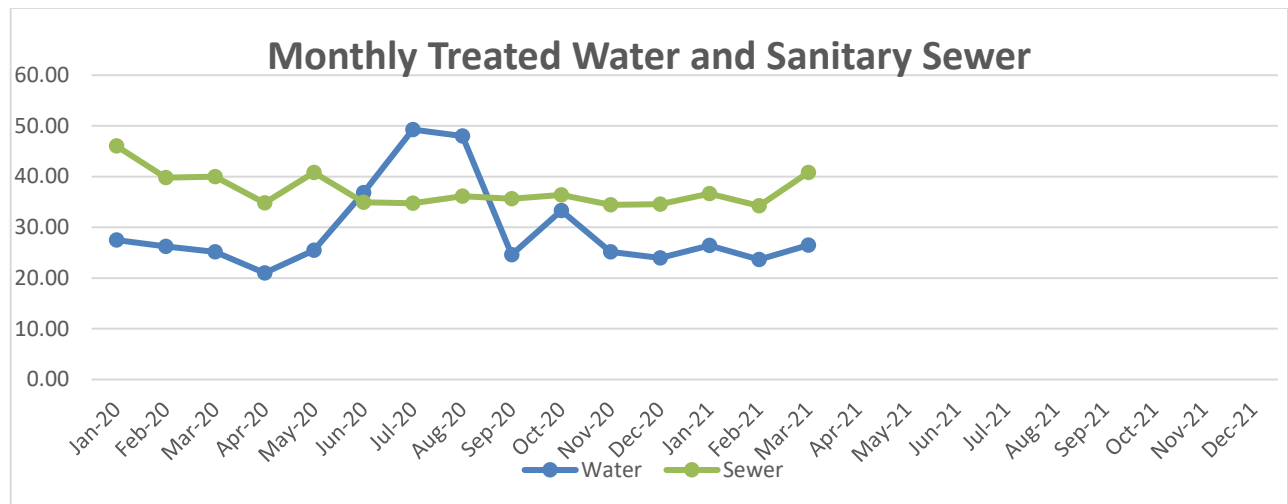
March 2021 – Treated Potable Water

Total Month: 26.484 mg  
 Average Day: .913 mgd  
 Max Day: 1.037 mgd

- Monthly Sanitary Sewer DMR submitted – no violations

- March 2021 – Treated Sanitary Sewer

Total Month: 40.81 mg  
 Average Day: 1.32 mgd  
 Max Day: 1.47 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 April 14, 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**

**Bills moved Cody 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: 7:08 p.m.

James McBryde, 2130 Flagstone Ct. – Commented on property located at 2266 Northway Drive

Closed 7:08 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

Mielke – EDA updates

Rice – Sidewalk and Pathways Prioritization Committee rescheduled for April 7, 2021 at 6:30 p.m.

Bills – Update from Saginaw Chippewa Indian Tribe

Brown – Update from City of Mt. Pleasant

Hauck – Road Commission updates

**Consent Agenda**

- Communications
- Minutes – March 24, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay



- Fire Reports

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

## **BOARD AGENDA**

- A. Discussion/Action: (Stuhldreher) To approve the Contribution Addendum for MERS (Municipal Employees' Retirement System) Defined Contribution, the MERS Defined Contribution Plan Adoption Agreement including the Letters of Understanding Regarding Retirement Vesting, and the Defined Contribution Plan Adoption Agreement Addendum to correspond with the MERS retirement benefits currently being provided to all fulltime employees**

**Bills** moved **Brown** supported to approve the Contribution Addendum for MERS (Municipal Employees' Retirement System) Defined Contribution, the MERS Defined Contribution Plan Adoption Agreement including the Letters of Understanding Regarding Retirement Vesting, and the Defined Contribution Plan Adoption Agreement Addendum to correspond with the MERS retirement benefits currently being provided to all fulltime employees. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

- B. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed PREZ 21-02 request from Avenue A Properties LLC to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District)**

**Rice** moved **Hauck** supported to approve introducing and to conduct a First Reading for the proposed PREZ 21-02 request from Avenue A Properties LLC to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District). **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

- C. Discussion/Action: (Stuhldreher) Policy Governance Review 2.5 Financial Condition and Activities**  
Discussion by the Board.

- D. Discussion/Action: (Stuhldreher) Policy Governance Review 1.1-1.6 Global Ends**  
Discussion by the Board.

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

Open 8:16 p.m.

No comments were offered.

Closed 8:17 p.m.

### **CLOSED SESSION**

### **MANAGER COMMENTS**

- Spring Hydrant Flushing will start April 26, 2021
- Union Township Parks opened earlier this week
- Both the Little League and Union Township Staff have been discussing the 2021 season league play

- The executive order for water shut off for nonpayment has expired
- Updated the board regarding the agreement from the collective bargaining group for the Building Official position

**FINAL BOARD MEMBER COMMENTS**

Mielke – Facilities Tour and Special Ends meeting scheduled for Wednesday, May 5, 2021 at 5:00 p.m., Isabella Road sidewalks have been a big priority for some years, commented contracted individual removing structure on foreclosed property in the township, and asked status of approved vac truck Rice- Shared that the Sidewalks and Pathways Prioritization Committee have been working on sidewalks on Isabella Road

Bills – Reported concerns for lack of sidewalks at Stonecrest Apartments, still awaiting staff update on solar evaluation/led information and the water monitoring report

Hauck – Commented on Township Manager’s Building Official update, inquired on status of Administrative Assistant position, mentioned Jim MacLean retiring as Union Township Little League President, and commented on Mitchell’s Deli changing name

Thering – Inquired about update regarding the Assessor’s resignation

**ADJOURNMENT**

**Rice moved Thering supported to adjourn the meeting at 8:45 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						
04/15/2021	101	427 (E)	01186	COYNE PROPANE LLC	PROPANE AT 4511 E RIVER	936.05
04/27/2021	101	428 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5228 S ISABELLA	7,545.05
					5537 E BROADWAY	249.17
					2270 NORTHWAY	35.41
					2055 ENTERPRISE	338.85
					1933 S ISABELLA	615.32
					5144 BUDD	29.13
					5142 BUDD	195.41
					1660 BELMONT	109.22
					5525 E REMUS	63.03
					5240 E BROOMFIELD	1,055.61
					900 MULEBERRY	57.73
					4795 S MISSION	2,408.15
					4797 S MISSION BARN	503.59
					5076 S MISSION	836.57
					4822 ENCORE BLVD	114.09
					4244 E BLUE GRASS	84.20
					5369 S CRAWFORD	74.90
					3248 S CONCOURSE	200.76
					3998 DEERFIELD	95.23
					2424 W MAY	464.70
					2495 E DEERFIELD	295.71
					2188 E PICKARD	86.91
					1776 E PICKARD	32.83
					1876 E PICKARD	182.16
					2180 S LINCOLN	30.41
					1876 S LINCOLN	15.00
					800 CRAIG HILL	54.78
					4520 E RIVER	136.32
					1633 S LINCOLN	258.74
					5319 E AIRPORT	74.18
					1046 S MISSION	132.39
					1605 SCULLY	64.17
					2279 S MERIDIAN PUMP HOUSE	114.92
					2279 S MERIDIAN	1,311.63
					4511 E RIVER	11,623.10
						<u>29,489.37</u>
04/27/2021	101	429 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
04/27/2021	101	430 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
04/28/2021	101	22765	MISC	ROBERT HILL	UB refund for account: 03580	92.55
04/28/2021	101	22766	01476	A LOT A CLEAN	WTR BLDG WINDOW CLEANING	70.00
					TWP HALL WINDOW CLEANING	113.00
						<u>183.00</u>
04/28/2021	101	22767	01703	AMAZON CAPITAL SERVICES	FOLDING TABLES - JAMESON	381.58
04/28/2021	101	22768	01734	BROERSMA & BROERSMA REAL ESTATE	MTT CASE APPRAISAL	5,000.00
04/28/2021	101	22769	01309	CGS, INC	RESPIRATOR TRAINING	1,013.50
04/28/2021	101	22770	01623	CLARK HILL PLC	LEGAL FOR PUNG PROPERTY-MAR 2021	4,440.00
04/28/2021	101	22771	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - MAY	5,331.11
04/28/2021	101	22772	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - APR 2021	555.01

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/28/2021	101	22773	01171	DBI BUSINESS INTERIORS	TONER - WTR/SWR DRY ERASE BOARDS/MARKERS/TRASH CANS/DOLL MASKS - TWP FILE FOLDERS - BLDG NOTES/PENS/BANDAIDS/LAM SHEETS - TWP	73.99 969.83 51.36 19.27 27.05 <u>1,141.50</u>
04/28/2021	101	22774	00098	ELECTION SOURCE	TABULATOR CODING	1,290.00
04/28/2021	101	22775	01426	ENVIRONMENTAL RESOURCE ASSOCIATES	COLIFORM MICROBE COLIFORM MICROBE	478.95 478.95 <u>957.90</u>
04/28/2021	101	22776	00209	ETNA SUPPLY COMPANY	REPLACEMENT METERS	1,120.00
04/28/2021	101	22777	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	11,484.96
04/28/2021	101	22778	00249	GILL-ROY'S HARDWARE	BARRIER FLUID PARTS FOR WTR SERVICE TOOL	43.96 24.56 <u>68.52</u>
04/28/2021	101	22779	00261	GRAINGER	MOBILUX GREASE DEGRITTER VALVE PARTS HOODED COVERALLS	152.05 1,372.49 517.28 <u>2,041.82</u>
04/28/2021	101	22780	00266	HACH COMPANY	AMMONIA & ALKALINITY TNT	714.02
04/28/2021	101	22781	00366	LABCONCO CORP.	WASHERS	76.78
04/28/2021	101	22782	00001	M T A	BOARD OF REVIEW TRAINING - CHOWDHARY	45.00
04/28/2021	101	22783	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERVICE - MAR 2021	7,500.00
04/28/2021	101	22784	01356	MCLAREN CENTRAL MICHIGAN	RANDOM DRUG SCREENS CONSORTIUM FEE 1ST Q 2021	131.50 150.00 <u>281.50</u>
04/28/2021	101	22785	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FIRE HYDRANT	391.00
04/28/2021	101	22786	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 2ND Q 2021	360.00
04/28/2021	101	22787	01643	MT PLEASANT AREA COMMUNITY FOUNDATI	EPICENTER UNDERWRITING/SPONSORSHIP	5,000.00
04/28/2021	101	22788	00494	NORTH CENTRAL LABORATORIES	FILTERS/BROTH AMPULES/TSS FILL	900.60
04/28/2021	101	22789	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL - MAR 2021 JANITORIAL SERVICES WWTP - MAR 2021 JANITORIAL SERVICES WTR - MAR 2021	852.14 316.29 316.29 <u>1,484.72</u>
04/28/2021	101	22790	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT - 1ST Q 2021	45.00
04/28/2021	101	22791	01542	SHRED-IT US JV LLC	PAPER SHREDDING 03/24/21	61.72
04/28/2021	101	22792	00629	STU'S ELECTRIC MOTOR	FINE SCREEN MOTOR REPAIR	254.00
04/28/2021	101	22793	01633	SUMMIT FIRE PROTECTION	EXTINGUISHER & EMERGENCY INSP - WWTP EXTINGUISHER & EMERGENCY INSP - ISABELLA EXTINGUISHER & EMERGENCY INSP - SHOP EXTINGUISHER & EMERGENCY INSP-TWP HALL	112.50 104.50 238.00 203.50 <u>658.50</u>
04/28/2021	101	22794	00732	YEO & YEO, PC	AUDIT SERVICES THROUGH 03/31/21	<u>8,000.00</u>

101 TOTALS:

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 34 Checks:						91,299.71
Less 2 Void Checks:						0.00
Total of 32 Disbursements:						<u>91,299.71</u>

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

**CHECK DATE: April 15, 2021**

**PPE: April 10, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	27,122.52
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		35,691.36
Water Fund		25,806.63
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>88,620.51</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	57,094.18
Employer Share Med		822.15
Employer Share SS		3,515.43
SUI		139.17
Pension-Employer Portion		4,709.04
Workers' Comp		590.46
Life/LTD		-
Dental		1,201.67
Health Care		20,403.81
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		144.60
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>88,620.51</b>



# Union Township Report-1

Date: Tuesday, April 13, 2021



Alarm Date between 2021-04-05 and 2021-04-11

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000234</b>						
		4/6/2021 12:13:24 PM	715	Local alarm system, malicious false alarm	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000238</b>						
		4/7/2021 10:13:00 PM	113	Cooking fire, confined to container	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000242</b>						
		4/8/2021 7:24:00 AM	733	Smoke detector activation due to malfunction	ENG 33	3	1
						<b>Total Responding 3</b>	

<b>Union Township</b>	<b>0000243</b>						
		4/8/2021 11:30:29 AM	745	Alarm system activation, no fire - unintentional	C 31	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 4					<b>Total Responding 10</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

**Highlighted Yellow Indicates an Emergency Call**





# Union Township Report-1

Date: Tuesday, April 20, 2021



Alarm Date between 2021-04-12 and 2021-04-18

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000254</b>						
		4/14/2021 8:32:20 PM	424	Carbon monoxide incident	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000255</b>						
		4/15/2021 2:16:51 AM	424	Carbon monoxide incident	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000262</b>						
		4/16/2021 9:37:00 PM	111	Building fire	Assistant Chief	1	3
		4/16/2021 9:37:00 PM	111	Building fire	ENG 33	8	3

							<b>Total Responding 9</b>
<b>Union Township</b>	<b>0000263</b>						
		4/17/2021 4:29:00 AM	611	Dispatched & canceled en route	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 4						<b>Total Responding 16</b>

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

**Highlighted Yellow Indicates an Emergency Call**

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager      **DATE:** April 19, 2021

**FROM:** Kim Smith – Public Services Director      **DATE FOR BOARD CONSIDERATION:** April 28, 2021

**ACTION REQUESTED:** The Township Board of Trustees is requested to authorize the trade-in of a 2012 Ford Super Duty truck with snow plow and the purchase of a 2021 4 x 4 Heavy Duty Chevrolet Work/Service Truck with a Boss Snow Plow, and service body from LaFontaine Birch Run in the net amount of \$42,311.00.

Current Action       Emergency

Funds Budgeted: If Yes  Account # 590-536-981.000 & 591-536-981.000 No  N/A

Finance Approval MDS

### BACKGROUND INFORMATION

The Charter Township of Union Public Services Department budgeted for the trade-in of a 2012 Ford Super Duty truck with a snow plow we currently own and the purchase of a 2021 4 x 4 Heavy Duty Work/Service Truck with a snow plow, and service body. Bid Specifications were prepared and advertised in March of 2021. We received two sealed bids on March 31, 2021. The two bids received met or exceeded the minimum standards and specifications.

The bids we received are as follows:

Supplier/Brand	2021 – Truck Purchase	2012 – Trade-in	Net Cost Trade-in & Truck Purchase
Kraphol Ford (2022 truck)/Ford	\$53,880.00	\$4,500.00	\$49,380.00
<b>LaFontaine Birch Run/Chevrolet</b>	<b>\$56,436.00</b>	<b>\$14,125.00</b>	<b>\$42,311.00</b>

### SCOPE OF SERVICES

The one-time the purchase of a 2021 Heavy Duty Chevrolet Work/Service Truck with a Boss Snow Plow, and service body and the trade-in of a 2012 Ford Super Duty truck with 2008 snow plow in the net amount of \$42,311.00.

### JUSTIFICATION

The truck will be used in the Public Services Department for operation and maintenance activities as well as snow plowing of all township owned facilities.

**PROJECT IMPROVEMENTS**

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

- 1. Community well-being and common good**
- 2. Health**
- 3. Safety**

**COSTS**

\$42,311.00

FY2021 Budget line items 590-536-981.000 & 591-536-981.000 New Vehicle Purchase

**PROJECT TIME TABLE**

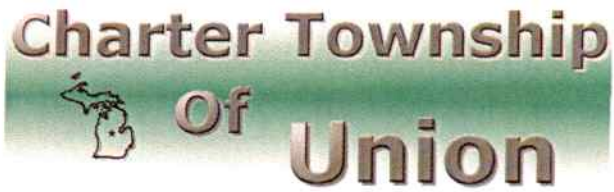
Estimated 120 Day Delivery

**RESOLUTION**

Authorization is hereby given for the trade-in of a 2012 Ford Super Duty truck with snow plow and the purchase of a 2021 4 x 4 Heavy Duty Chevrolet Work/Service Truck with a Boss Snow Plow, and service body from LaFontaine Birch Run in the net amount of \$42,311.00.

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

Yes:  
No:  
Absent:


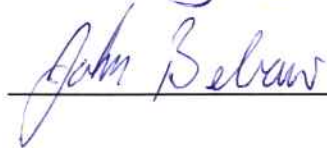


5228 South Isabella Road  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 224 (phone)  
989-773-1988 (fax)  
ksmith@uniontownshipmi.com

### Bid Tabulation Sheet

**Project: 2021 Service Truck with snow plow purchase Due Date: March 31, 2021 @ 10:00 a.m.**

Bidder	Bid Bond	Amount
Lafontaine Birch Run	na	\$42,311.00
Kraphol Ford	na	\$49,380.00

 \_\_\_\_\_ 3-31-2021  
 \_\_\_\_\_ 3-31-2021



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224  
Fax (989) 773 1988  
E Mail ksmith@uniontownshipmi.com

## Charter Township of Union, Michigan

### 2021 4 X 4 Heavy Duty Work/Service Truck, Boss Plow, and Service Body

#### Specifications

Bidders are required to complete the certification at the end of this section of the bid by signing in the provided space. This section verifies that the unit complies with the listed specifications. Explanations for non-compliance must be provided on a separate sheet. Failure to do so will deem the proposal incomplete and will not be considered. Written questions regarding these specifications may be directed to Kim Smith, Public Services Director via email to ksmith@uniontownshipmi.com.

#### 2021 Service Truck Specifications:

**Model Year:** 2021

**Class:** ¾ ton 4 x 4 long box heavy duty truck

**Style:** Regular Cab Work Truck with pickup box removed

**Service Body:** Knapheide Service Body to be included and installed as part of bid (see specifications)

**Color:** Red monotone clear coat

**Engine:** V8/ 6 liter (minimum) – gas motor

**Snow Plow:** Boss V snow plow to be included and installed as part of bid (see specifications) – including snow plow prep package

6 speed automatics with over drive, tow haul, and cruise control

**Four Wheel Drive:** Auto 4 x 4 hubs with electronic shift on the fly

**Gear Ratio:** 3:73 gear ratio with anti spin differential

**Tires:** LT 265/275/70R 17" or 18" black wall on/off road tires with full spare



Department of Public Services  
 5228 South Isabella Road  
 Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224  
 Fax (989) 773 1988  
 E Mail ksmith@uniontownshipmi.com

**Charter Township of Union, Michigan**

**2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow Proposal**

**TO:** Office of the Public Services Director  
 Charter Township of Union  
 5228 South Isabella Road  
 Mt. Pleasant, MI 48858

**BID DATE:** March 31, 2021  
**TIME:** 10:00 a.m.

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

**This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.**

<u>QTY</u>	<u>BID ITEM</u>	<u>TOTAL</u>
1	2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow Per bid specifications	1 each \$ <u>56,436<sup>00</sup></u> <b>TOTAL \$ <u>56,436<sup>00</sup></u></b> (Figures)

FIFTY SIX THOUSAND FOUR HUNDRED THIRTY  
 (Written) SIX and 00 /100 Dollars.

<u>BID ITEM</u>	<u>TOTAL</u>
Trade in – 2012 Ford Super Duty with Snow Plow per bid specifications	1 Each \$ <u>14,125<sup>00</sup></u> <b>TOTAL \$ _____</b> (figures)

FOURTEEN THOUSAND ONE HUNDRED TWENTY FIVE  
 (Written) \_\_\_\_\_ and 00 /100 Dollars.



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224  
Fax (989) 773 1988  
E Mail ksmith@uniontownshipmi.com

**Total (1 - 2021 4 X 4 Heavy Duty Work/Service Truck minus 2012 Ford Super Duty with snow plow)**

1 Each \$ 42,311<sup>00</sup>  
TOTAL \$ 42,311<sup>00</sup>  
(figures)

FORTY TWO THOUSAND THREE HUNDRED  
(Written)

ELEVEN and 00 /100 Dollars.

Respectfully Submitted,

COMPANY: LAFONTAINE BIRCH RUN DATE 3-31-21

ADDRESS: 11661 N. BEYER RD

CITY BIRCH RUN STATE MI ZIP 48415

TELEPHONE 517-881-3997 FAX \_\_\_\_\_

AUTHORIZED SIGNATURE [Signature]

PRINT OR TYPE NAME & TITLE GERALD KINNE COMMERCIAL MANAGER

EMAIL jkinnec@LAFONTAINE.COM





**Department of Public Services**

5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224

Fax (989) 773 1988

E Mail [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**This section must be completed and returned with the bid proposal to verify that the unit proposed meets or exceeds the specifications listed above.**

GERALD KINNE COMMERCIAL MANAGER

3/31/21

Specification Verification (name and title)

Date



**B&B Truck Equipment**  
 8505 Piedmont Industrial Park Drive SW  
 Byron Center, MI 49315-9356  
 P: (616) 878-1120  
 F: (616) 878-1288

**B & B Truck**  
 8505 Piedmont Industrial Drive SW  
 Byron Center, MI 49315-9356  
 Phone: (616) 878-1120

# PROPOSAL

Proposal ID	Date
5131	3/30/2021
Sales Person	Page
DDECKER	1 of 2

**Proposal To:**

Lafontaine Ford of Birch Run  
 11661 N Beyer Rd  
 Birch Run, MI 48415  
 Phone: (989) 652-6157

**Ship To:**

Lafontaine Ford of Birch Run  
 11661 N Beyer Rd  
 Birch Run, MI 48415  
 Phone: (989) 652-6157

Decision Maker	Ship Date	Ship Via	Description	Terms		
		Delivery	Knapheide 8' Steel Service Body (600 Series)	Net 30 days		
Quantity	Product ID	Description		Unit	Amount	
1.00	KM-696-S	Knapheide 8' Steel Service Body (600 Series Layout)		13,700.00	13,700.00	
		<ul style="list-style-type: none"> <li>• 97.25" Long</li> <li>• 78" Wide</li> <li>• 40" High side packs</li> <li>• 14.5" Deep compartments</li> <li>• 49" Floor</li> <li>• 14-Ga. two-sided A-40 galvanized steel shell</li> <li>• Stainless steel paddle activated rotary latches</li> <li>• Exclusive "Return Flange" floor</li> <li>• 20-Ga. two-sided A-40 galvanized steel compartment doors</li> <li>• Neoprene compartment door seals</li> <li>• Stainless steel continuous hinge</li> <li>• Automotive quality rotary-style latches</li> <li>• Adjustable security door ring striker</li> <li>• Interior latch covers</li> <li>• Double-spring over-center door retainer</li> <li>• 250lb capacity adjustable shelves</li> <li>• (2) Adjustable shelves w/dividers in street/curbside front vertical compartments</li> <li>• 12" Slam action tailgate</li> <li>• Fuel fill kit</li> <li>• Surface mount rear lights, LED S/T/T/ &amp; B/U, built in reflectivity</li> <li>• Complete immersion in 12 stage electrodeposition prime paint system (E-Coat Protection)</li> <li>• Painted prime</li> </ul>				
22.00	LABOR-LTA	Install Service Body, Bumper, OEM Camera Fuel Fill Kit LED Compartment lights Grab Handels Vice mount Back rack		90.00	1,980.00	
1.00	KM-20195110	78" Wide Galva-Grip Bumper W/Hitch Recess				
1.00	KM-20094540	Instalation Kit for steel service body 2017 & Newer Ford				
1.00	KM-77001485	Cargo Tie Downs, Four - Installed				
1.00	KM-77014850	CTECH 6 Drawer Unit (6-3"), 24.0"W x 19.8" H x 12.0"D - L1V - Installed				
1.00	KM-77014860	CTECH 6 Drawer Unit (6-3"), 24.0"W x 19.8" H x 12.0"D - R1V - Installed				
1.00	KM-26254755	Aluminum Treadplate Rock Guard Kit - Loose				
1.00	KM-77009256	Aluminum Treadplate Trim Kit for 96" Standard Bodies - Loose				
1.00	KM-20128850	LED Surface Mount Stop/Turn/Tail Lights for Steel Service Body				
1.00	KM-26230227	Upfitter Power Switch and Wire Harness				
1.00	KM-26230151	LED Compartment Light Kit				
1.00	KM-34000948	2020 Ford Box Removal Adapter				
1.00	KM-20046884	12" Anodized Aluminum Grab Handle Kit (1 pair) - Loose				

Continued on Next Page



**B & B Truck Equipment**  
 8505 Piedmont Industrial Park Drive SW  
 Byron Center, MI 49315-9356  
 P: (616) 878-1120  
 F: (616) 878-1288

**B & B Truck**  
 8505 Piedmont Industrial Drive SW  
 Byron Center, MI 49315-9356  
 Phone: (616) 878-1120

# PROPOSAL

Proposal ID	Date
5131	3/30/2021
Sales Person	Page
DDECKER	2 of 2

**Proposal To:**

Lafontaine Ford of Birch Run  
 11661 N Beyer Rd  
 Birch Run, MI 48415  
 Phone: (989) 652-6157

**Ship To:**

Lafontaine Ford of Birch Run  
 11661 N Beyer Rd  
 Birch Run, MI 48415  
 Phone: (989) 652-6157

Decision Maker	Ship Date	Ship Via	Description	Terms	
		Delivery	Knapheide 8' Steel Service Body (600 Series)	Net 30 days	
Quantity	Product ID	Description		Unit	Amount
1.00	KM-26046896	Galva-Grip Cable Step with 12.0" Cables - Loose			
1.00	KM-77000768	Master Locking System- All Compact Service Body, Installed			
1.00	KM-20072732	Mechanics Vice Mount			
1.00	LABOR-SUB	Cargo area to be sprayed with bed liner			
1.00	SHOP SUPPLIES	Utility Body Back Rack			
1.00	FREIGHT IN	Inbound Freight for Body			
1.00	SHOP SUPPLIES	Shop Supplies			
1.00	LABOR-SUB	Sublet Labor (Paint Exterior of Service Body Race Red to Match Chassis)			
1.00	MM-MSC18182	8'2" Poly DXT V - Blade Crate		6,942.60	6,942.60
6.00	LABOR-SNA	Build and Install Boss Plow and Snow Deflector		90.00	540.00
1.00	MM-MSC15002B	Plow Box - DXT 8'2" / 9'2" (LED Lights)			
1.00	MM-LTA10200	UC - Ford 17+			
1.00	MM-MSC09601	Handheld Controller - V			
1.00	MM-MSC25002	Wiring Kit, Ford F250-550 2020+			
3.00	MM-MSC01570	Plow Shoe		40.00	120.00
1.00	MUNICIPAL DISCOUNT	Municipal Discount Boss Plow		-555.41	-555.41
1.00	BB-VSNOW-KIT	V Snow Deflector Kit		135.00	135.00

Chassis to be ordered as a F-250 box delete w/ hitch  
 F.O.B. (Byron Center, MI)

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted.  
**Proposal is valid until Thursday, April 29, 2021**

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

<b>Subtotal</b>	22,862.19
<b>Sales Tax</b>	-
<b>TOTAL</b>	<b>22,862.19</b>



Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck



Thanks for letting us quote you a Truck

Paul Evans  
Lafontaine Chevrolet  
7120 Dexter-Ann Arbor Rd  
Dexter, Michigan 48130  
419-324-6562 Cell



Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

## Price Summary

### PRICE SUMMARY

	Dir Net Inv	MSRP
Base Price	\$34,533.20	\$37,700.00
Total Options	\$2,363.68	\$2,686.00
Vehicle Subtotal	\$36,896.88	\$40,386.00
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$1,695.00	\$1,695.00
<b>Grand Total</b>	<b>\$38,591.88</b>	<b>\$42,081.00</b>

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Data Version: 13406. Data Updated: Mar 30, 2021 10:04:00 PM PDT.



Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**Selected Model and Options**

**MODEL**

CODE	MODEL	Dir Net Inv	MSRP
CK20903	2021 Chevrolet Silverado 2500HD 4WD Reg Cab 142" Work Truck	\$34,533.20	\$37,700.00

**COLORS**

CODE	DESCRIPTION
G7C	Red Hot

**BODY CODE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
ZW9	Pickup bed, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, (9L3) spare tire delete and spare tire carrier delete. (Requires long bed model and 17" or 18" wheels.) *CREDIT*	-4.00 lbs	-290.00 lbs	(\$1,016.40)	(\$1,155.00)

**EMISSIONS**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**ENGINE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**TRANSMISSION**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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Data Version: 13406. Data Updated: Mar 30, 2021 10:04:00 PM PDT.



Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete) (✓)

**GVWR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
JGB	GVWR, 10,250 lbs. (4649 kg) (STD) (Included and only available with CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels or CK20903 model and (L8T) 6.6L V8 gas engine with 17" wheels.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**AXLE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**PREFERRED EQUIPMENT GROUP**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**WHEELS**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**TIRES**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
QXT	Tires, LT265/70R17E all-terrain, blackwall (Included with (Z71) Z71 Off-Road Package.)	2.00 lbs	2.00 lbs	\$176.00	\$200.00

**PAINT**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
G7C	Red Hot	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**SEAT TYPE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
AE7	Seats, front 40/20/40 split-bench with upper covered armrest storage (STD)	4.00 lbs	2.00 lbs	\$0.00	\$0.00

**SEAT TRIM**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
H1T	Jet Black, Cloth seat trim	-1.00 lbs	-1.00 lbs	\$0.00	\$0.00

**RADIO**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**ADDITIONAL EQUIPMENT - PACKAGE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
PCV	WT Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control, (DBG) power trailer mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks (Required on Regular Cab models with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. (DBG) trailering mirrors may be upgraded to (DWI) trailering mirrors or (DLF) mirrors.)	0.00 lbs	0.00 lbs	\$1,474.00	\$1,675.00
VYU	Snow Plow Prep/Camper Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at <a href="http://www.gmupfitter.com">www.gmupfitter.com</a> for plow installation details and assistance. Note: if ordered for Camper usage, recommend ordering (UY2) Trailering wiring provisions (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (F60) Heavy Duty Front Spring/Camper Package.)	1.00 lbs	0.00 lbs	\$264.00	\$300.00

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**ADDITIONAL EQUIPMENT - MECHANICAL**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
—	Capped Fuel Fill (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	Inc.	Inc.
JL1	Trailer brake controller, integrated (Regular Cab model requires (PCV) WT Convenience Package. Included with (CMT) Gooseneck/5th Wheel Package.)	4.00 lbs	3.00 lbs	\$242.00	\$275.00
K4B	Battery, auxiliary, 730 cold-cranking amps/70 Amp-hr (Requires (L8T) 6.6L V8 gas engine and either (KW5) 220-amp alternator or (KHF) dual alternators. Not available with (KW7) 170-amp alternator.)	36.00 lbs	5.00 lbs	\$118.80	\$135.00
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep/Camper Package. Free flow on (L8T) 6.6L V8 gas engine.)	1.00 lbs	1.00 lbs	Inc.	Inc.
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)	8.00 lbs	1.00 lbs	Inc.	Inc.

**ADDITIONAL EQUIPMENT - EXTERIOR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
9J4	Bumper, rear, delete (Included and only available with (ZW9) pickup bed delete.)	12.00 lbs	-48.00 lbs	Inc.	Inc.
9L3	Spare tire delete (Included and only available with (ZW9) pickup bed delete or (5Z4) spare wheel, carrier and lock delete.)	8.00 lbs	-52.00 lbs	Inc.	Inc.
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
DBG	Mirrors, outside power-adjustable vertical trailering with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Included and only available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
U01	Lamps, Smoked Amber roof marker, (LED) (Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (YF5) California state emissions requirements.)	1.00 lbs	0.00 lbs	\$48.40	\$55.00

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete )

**ADDITIONAL EQUIPMENT - ENTERTAINMENT**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
U2K	SiriusXM Radio enjoy an All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the SiriusXM app, online and at home on compatible connected devices is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (Requires (UE1) OnStar. IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement at <a href="http://www.siriusxm.com">www.siriusxm.com</a> for complete terms and how to cancel. All fees, content, features, and availability are subject to change.)	0.00 lbs	0.00 lbs	\$88.00	\$100.00
VV4	4G LTE Wi-Fi Hotspot capable (Included and only available with (UE1) OnStar. Terms and limitations apply. See <a href="http://onstar.com">onstar.com</a> or dealer for details.)	0.00 lbs	0.00 lbs	Inc.	Inc.

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**ADDITIONAL EQUIPMENT - INTERIOR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
8S3	Back-up alarm, 97 decibels (Not available with SEO (SFW) back-up alarm calibration, (CMT) Gooseneck/5th Wheel Package or (UY2) trailer wiring provisions.) ✓	0.00 lbs	0.00 lbs	\$121.44	\$138.00
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com ✓	0.00 lbs	1.00 lbs	\$132.00	\$150.00
—	Chevrolet Connected Access capable (Included and only available with (UE1) OnStar. Subject to terms. See onstar.com or dealer for details.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Compass located in instrument cluster (Included and only available with (UE1) OnStar.)	0.00 lbs	0.00 lbs	Inc.	Inc.
AED	Window, power front, passenger express down (Standard on Crew Cab and Double Cab models. On Regular Cab model, included and only available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
AQQ	Remote Keyless Entry with 2 transmitters (Included and only available with (PCV) WT Convenience Package.)	0.00 lbs	1.00 lbs	Inc.	Inc.
AU3	Door locks, power (Standard on Crew Cab and Double Cab models. On Regular Cab models, included and only available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
AXG	Window, power front, drivers express up/down (Standard on Crew Cab and Double Cab models. On Regular Cab model, included and only available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (PCV) WT Convenience Package or (RGE) Safety Confidence Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K14	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (PCV) WT Convenience Package.) ✓	2.00 lbs	1.00 lbs	\$132.00	\$150.00

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

**ADDITIONAL EQUIPMENT - SAFETY-INTERIOR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
5N5	Rear Camera Kit Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com (Requires (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	\$64.24	\$73.00
UE1	OnStar and Chevrolet connected services capable (Requires (U2K) SiriusXM Radio. Terms and limitations apply. See onstar.com or dealer for details.)	1.00 lbs	1.00 lbs	\$154.00	\$175.00

**ADDITIONAL EQUIPMENT - LPO**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Dir Net Inv	MSRP
VQO	LPO, Black work step (dealer-installed) (Not available with any other assist step.)	21.00 lbs	21.00 lbs	\$365.20	\$415.00
<b>Options Total</b>		<b>96.00 lbs</b>	<b>-352.00 lbs</b>	<b>\$2,363.68</b>	<b>\$2,686.00</b>

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

## Standard Equipment

### Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

### Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Durabed, pickup bed (STD)

GVWR, 10,250 lbs. (4649 kg) (STD) (Included and only available with CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels or CK20903 model and (L8T) 6.6L V8 gas engine with 17" wheels.)

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)

Auto-locking rear differential

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Recovery hooks, front, frame-mounted, Black

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

### Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

## Exterior

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHJ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHJ) LT245/75R17E all-season, blackwall tires are ordered)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Grille (Front grille bar with "CHEVROLET" molded in Black, includes Black mesh inserts with small Gold bowtie emblem.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel.

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

## Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Bluetooth for phone connectivity to vehicle infotainment system

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

## Interior

Seats, front 40/20/40 split-bench with upper covered armrest storage (STD)

Vinyl seat trim

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Windows, manual (Requires Regular Cab model.)

Door locks, manual (Requires Regular Cab model.)

USB ports, 2 (first row) located on instrument panel

Power outlet, front auxiliary, 12-volt

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

## Safety-Mechanical

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

## Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

## Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera (Deleted with (ZW9) pickup bed delete.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )

### Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

### Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

### WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Vehicle: [Retail] 2021 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete )



**Note:Photo may not represent exact vehicle or selected equipment.**

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Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224  
Fax (989) 773 1988  
E Mail ksmith@uniontownshipmi.com

**Charter Township of Union, Michigan**

**2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow Proposal**

TO: Office of the Public Services Director  
Charter Township of Union  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

**BID DATE: March 31, 2021**  
**TIME: 10:00 a.m.**

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.

<u>QTY</u>	<u>BID ITEM</u>	<u>TOTAL</u>
1	2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow 2022 Per bid specifications	1 each \$ <u>53880.-</u>
		<b>TOTAL \$ <u>53880.-</u></b> (Figures)

Seventythree thousand Eight Hundred Eighty  
(Written) \_\_\_\_\_ and 00/100 /100 Dollars.

<u>BID ITEM</u>	<u>TOTAL</u>
Trade in – 2012 Ford Super Duty with Snow Plow per bid specifications	1 Each \$ <u>4500 -</u>
	<b>TOTAL \$ <u>4500.-</u></b> (figures)

Forty Five Hundred + 00/100  
(Written) \_\_\_\_\_ and \_\_\_\_\_ /100 Dollars.



Department of Public Services

5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224

Fax (989) 773 1988

E Mail ksmith@uniontownshipmi.com

<sup>2022</sup>  
Total (1 - ~~2024~~ X 4 Heavy Duty Work/Service Truck minus 2012 Ford Super Duty with snow plow)

1 Each \$ 49380<sup>00</sup>

TOTAL \$ 49380<sup>00</sup>  
(figures)

Forty Nine thousand three Hundred Eighty  
(Written)

\_\_\_\_\_ and 00/100 /100 Dollars.

Respectfully Submitted,

COMPANY: Krapohl Fuel DATE 3-31-21

ADDRESS: 1415 E PLEASANT

CITY Mt PLEASANT STATE MI ZIP 48858

TELEPHONE 9895060870 FAX 989 7726142

AUTHORIZED SIGNATURE Stanley Miller

PRINT OR TYPE NAME & TITLE Stanley Miller

EMAIL smiller@krapohl.com

- \* I Added Power Windows & Door Locks (815.<sup>00</sup>)  
NOT on Specs.
- + Model is 2022
- + Delivery - mid to LATE SUMMER.

IF you dont want Power Windows - Deduct \$815.<sup>00</sup>



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224  
Fax (989) 773 1988  
E Mail ksmith@uniontownshipmi.com

This section must be completed and returned with the bid proposal to verify that the unit proposed meets or exceeds the specifications listed above.

Steve Mele

3-31-21

Specification Verification (name and title)

Date



**Department of Public Services**

5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224

Fax (989) 773 1988

E Mail [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

## **Notice to Bidders**

### **2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow**

The Charter Township of Union is accepting sealed bids for the purchase of one (1) 2021 4 X 4 Heavy Duty Work/Service Truck with service body and snow plow.

Bids will be accepted until **MARCH 31, 2021**, at, **10:00 am.**, at which time they will be opened and read aloud at the Public Services Department office located at 5228 South Isabella Road, Mt. Pleasant, MI 48858.

To view and download complete specifications, visit the Charter Township of Union website at [www.uniontownshipmi.com/utilities/rfp](http://www.uniontownshipmi.com/utilities/rfp)

Bids are solicited on a lump sum basis and no bid deposit or bond is required with this bid.

All bids are to be sealed and clearly marked "Bid for "2021 4 x 4 Heavy Duty Work/Service Truck with Snow Plow".

The Charter Township of Union reserves the right to accept or reject any and all bids and to select the bid considered most advantageous to the Charter Township of Union.



**Department of Public Services**

5228 South Isabella Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224

Fax (989) 773 1988

E Mail [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**Charter Township of Union**

**2021 4 X 4 Heavy Duty Work/Service Truck with Service Body & Snow Plow  
Instructions to Bidders**

**1. Proposals**

Proposals must be made upon the forms provided, therefore, with the Bid amount both written and shown in figures, and all other data required submitted.

The Proposal, with all Proposal Documents, must be enclosed in a sealed envelope marked as specified in the Notice to Bidders for such Bid and clearly indicating the name and address of the Bidder and must be received by the Public Services Director, Union Township Public Services Building, 5228 South Isabella Road, Mt. Pleasant Michigan 48858, no later than the time and date specified in the Notice to Bidders. At such specified time, proposals shall be publicly opened and read aloud.

**2. Basis of Proposals**

Proposals are solicited on the basis of unit price(s) and/or lump sum(s), as specified on the Proposal form.

The Charter Township of Union, (also referred to as "Owner"), reserves the right to accept any Bid, to reject any or all Bids, and to waive any irregularities in the Bids, and to select the Bid considered most advantageous to the Township.

**3. Comparison of Bids**

In comparing Bids, consideration shall be given to the time proposed for completion of the Contract, qualifications of Bidder, delivery time, price differentials, alternate Proposals for the alternate items listed in the Proposal (if applicable), and any other pertinent factors.

The Owner reserves the right to make an award to the Bidder whose Proposal is deemed to be in the best interest of the Owner.

**4. Time**

Time is of the essence in the performance of the Contract, and each Bidder, by submitting a Proposal, certifies his/her acceptance of the time allowed by the Contract for the delivery of the equipment.



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**Towing:** trailer tow package with trailer tow mirrors, built in brake controller, extra heavy-duty battery and alternator, skid plates on transfer case and fuel tank, class v hitch for pintle or ball, tow hooks on front, and front mud flaps

**Other Features:**

- Back up alarm
- Rear back up camera
- Step bars for cab
- Roof clearance lights
- Air conditioning
- Cruise control
- Fuel Tank: minimum 30 gallon
- Full cab airbags
- Provisions for cab roof mounted lamp/beacon
- (2) 12- volt power points/110- volt AC Inverter

**Interior:** Steering wheel with tilt, two 12 Volt DC power outlets, air conditioning, AM/FM stereo – Bluetooth sync capability, WIFI enabled capability, full and complete gauges with all warnings – 40-20-40 split bench front seat – center drop down console with work station, cloth seats and headliner, black/grey interior preferred, black vinyl floor covering, instrument panel mounted auxiliary switches

**2021 Boss Snow Plow Specifications**

Manufacturer: Boss

Model: Power V-DXT Poly Blade (V Plow)

SL3 LED light package with ice shield technology

Width: 8 Foot 2 Inches

Smart hitch 2 with smart lock cylinders

Smart touch 2 V – Plow controller

Cast iron plow shoes with hardware

Snow deflector kit

Blade Material: Poly





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Mt. Pleasant, MI 48858

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E Mail ksmith@uniontownshipmi.com

## 5. Indemnification

The Contractor/Vendor shall save and hold harmless the Charter Township of Union and its employees from and against all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the performance of the work; provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent or willful act of omission of the Contractor, subcontractor, employee, or anyone under their direction. The Contractor shall at his/her own expense, defend any and all such actions and shall pay all attorney's fees, costs, and expenses pertaining thereto.

## 6. Interpretation of Documents

If any Bidder is in doubt as to the true meaning of any part of the Plans, Specifications or any Contract Document, he/she may submit to the Owner a written request for an interpretation thereof. Any interpretation made in response to such query shall be made only by Addendum, duly issued, and a copy of such Addendum shall be posted on our website no later than five days prior to bid due date. The Owner shall not be responsible for any other explanation or interpretation of the Contract Documents.

## 7. Execution of Bid Proposal

A Bid Proposal must be signed by the individual making it and who is duly authorized by the vendor to submit such proposal/bid on their behalf.

A Bid Proposal, which is signed by a partnership, shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the partnership and such Power of Attorney shall be signed by all partners of the partnership.

A Bid Proposal, which is signed for a corporation should have the correct corporate name thereof and the signature of the President, or other authorized officer(s)/individual of the corporation, manually written below the corporate name and on the line indicating

"By: \_\_\_\_\_."

## 8. Delivery

*Mid Summer*

The successful Bidder shall deliver equipment and/or materials as specified to the Charter Township of Union, within **120 days** of acceptance of bid to 4795 S Mission Road Mt. Pleasant, MI 48858, or as specified in the proposal. The proposal amount should include delivery F.O.B to Mt. Pleasant. All equipment, literature, manuals, warranty papers, and any other items listed in the specifications of the equipment or materials, must be delivered before payment in accordance with this contract.



Knapheide Truck Equipment - Flint  
 1200 S. Averill Ave.  
 Flint MI 48503  
 Phone: 810-744-0295  
 Fax: 855-629-4643  
 www.flint.knapheide.com

**QUOTATION**

Quote ID: BS00005044

Page 1 of 3

Customer: KRAPOHL FORD LINCOLN-MERCURY  
 1415 E. PICKARD  
 MT. PLEASANT MI 48858

Quote Number: BS00005044  
 Quote Date: 3/3/2021  
 Quote valid until: 4/2/2021

Contact: STAN MILLER  
 Phone: 989-772-2991  
 Fax: 1-989-772-6142

By: Prepared bsparks  
 Salesperson: STEPHEN WALKER  
 PO#:

**Enduser:**

Make: FORD	Model: F-250	Year: 2019	Single/Dual: SRW
Cab Type: REGULAR	Wheelbase: 142.0	Cab-to-Axle: 56.0	VIN:

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	KNAP 696-S	8 FT. SERVICE BODY PRICES INCLUDE THE FOLLOWING STANDARD FEATURES: 40" HIGH SIDE PACKS 14-GAUGE TWO-SIDED A-40 GALVANNEAL STEEL SHELL EXCLUSIVE "RETURN FLANGE" FLOOR 20-GAUGE TWO-SIDED A-40 GALVANNEAL STEEL COMPARTMENT DOORS NEOPRENE COMPARTMENT DOOR SEALS CONTINUOUS STAINLESS STEEL HINGES AUTOMOTIVE QUALITY ROTARY-STYLE LATCHES ADJUSTABLE SECURITY DOOR RING STRIKERS INTERIOR LATCH COVERS DOUBLE-SPRING OVER-CENTER DOOR RETAINER 250-LB CAPACITY ADJUSTABLE SHELVES OEM SPECIFIC INSTALLATION KITS-(MUST BE ORDERED SEPARATELY) SLAM LOCK TAILGATE INTERIOR LIGHT GUARDS SURFACE MOUNT REAR LIGHTS, LED S/T/T & B/U, BUILT IN REFLECTIVITY, UPGRADABLE (8) PATTERN STROBES-(MUST BE ORDERED SEPARATELY) ELECTRODEPOSITION PRIME PAINT * TWO (2) ADJUSTABLE DIVIDER SHELVES & DIVIDERS, STREET & CURB SIDE FRONT VERTICAL COMPARTMENT * ONE (1) ADJUSTABLE DIVIDER SHELF & DIVIDERS, STREET AND CURB SIDE FULL HEIGHT REAR VERTICAL COMPARTMENT * ONE (1) ADJUSTABLE DIVIDER SHELF & DIVIDERS, CURB SIDE HORIZONTAL COMPARTMENT * AUTOMOTIVE QUALITY ROTARY LATCHES & DOUBLE SPRING OVER CENTER DOOR RETAINERS ON ALL VERTICAL DOORS, ONE (1) 12" SLAM TAILGATE * LIGHT MOUNTING HOLES FOR KNAPHEIDE LIGHTS PAINTED RED		
1	PTUT80-96	PAINT MATERIAL 96" UTILITY		
1	KNAP 20128850	LED SURFACE MOUNT STOP/TURN/TAIL LIGHTS FOR STEEL SERVICE BODY (80" & WIDER BODY ALSO ORDER 20170980) - LOOSE		
1	KNAP 20094540	INSTALLATION KIT FOR STEEL SERVICE BODY 2017 & NEWER FORD 56" CA - LOOSE		
1	KNAP 20194730	78" WIDE GALVA-GRIP BUMPER WITH HITCH RECESS, 2017 &		



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 1200 S. Averill Ave.  
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 Phone: 810-744-0295  
 Fax: 855-629-4643  
 www.flint.knapheide.com

**QUOTATION**

Quote ID: BS00005044

Page 2 of 3

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
		NEWER FORD 56" CA OR 2007 & NEWER RAM 60" CA - LOOSE		
1	KNAP LINE BUMPER	KNAP SPRAY LINE SERVICE BODY BUMPER		
1	LAB 60I	INSTALL OEM BACK UP CAMERA		
1	LAB 60I	REMOVE PICK UP BOX KNAPHEIDE FLINT KEEPS		
1	TFLW 0200116620	FUEL FILL KIT		
1	KNAP 77001485	4 TOTAL CARGO TIE DOWNS FACTORY INSTALLED		
1	KNAP 26254755	ALUMINUM TREADPLATE ROCK GUARD KIT MOUNTED ON FRONT OF BODY		
1	KNAP 77014800	CTECH 5 DRAWER UNIT (4-3",1-5"), INSTALLED IN R1V COMPARTMENT 24.0" W X 18.8" H X 12.0" D - FACTORY INSTALLED		
1	KNAP 77014790	CTECH 5 DRAWER UNIT (4-3",1-5"), INSTALLED IN L1V COMPARTMENT 24.0" W X 18.8" H X 12.0" D - FACTORY INSTALLED		
1	KNAP 26230151	LED COMPARTMENT LIGHT KIT		
1	KNAP 77003531	12" GRAB HANDLE, STREET SIDE REAR END PANEL FACTORY INSTALLED		
1	KNAP 77003549	12" GRAB HANDLE, CURB SIDE REAR END PANEL FACTORY INSTALLED		
1	KNAP 77000768	MASTER LOCKING SYSTEM FOR ALL COMPACT FACTORY INSTALLED		
1	KNAP 20072732	MECHANIC'S VISE BRACKET W/ BLACK LINER SPRAY		
2	KNAP 26125799	2 TOTAL GRIP STRUT FLEX STEP WITH 11.0" RUBBER BELT SIDES		
1	BACK 15018	BACK RACK MOUNTED AT FRONT OF SERVICE BODY NO SCREEN GUARD FOR BACK WINDOW		
1	KNAP 26102533	CLASS V RECEIVER HITCH FOR UTILITY BODY, 12,000 LBS		
1	BUYE RTA252	ADAPTOR 2 5in /2 0in RECEIVER TRAILER		
1	POLL 41-820	12 VOLT ELECTRIC BACK-UP ALARM		
1	POLL 11-893P	OEM-STYLE 7-WAY "RV" TRAILER PLUG.		
1	TERM TG-6370-068	FORD ADAPTER 7 WAY		

Quote Total: \$13,674.05  
 Discount: \$0.00

Total Due(Sales tax not included): \$13,674.05

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT	ADD TO QUOTE
				Yes / No

**Notes:**

Overall lead-time approx. 10 - 11 weeks after receipt of order.

Please call Steve Walker at (810) 955-8424 with any questions. Thank you.



**Department of Public Services**

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Fax (989) 773 1988

E Mail [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**Charter Township of Union, Michigan**

**2021 4 X 4 Heavy Duty Work/Service Truck, Boss Plow, and Service Body  
Specifications**

Bidders are required to complete the certification at the end of this section of the bid by signing in the provided space. This section verifies that the unit complies with the listed specifications. Explanations for non-compliance must be provided on a separate sheet. Failure to do so will deem the proposal incomplete and will not be considered. Written questions regarding these specifications may be directed to Kim Smith, Public Services Director via email to [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com).

**2021 Service Truck Specifications:**

**Model Year:** 2021

**Class:** ¾ ton 4 x 4 long box heavy duty truck

**Style:** Regular Cab Work Truck with pickup box removed

**Service Body:** Knapheide Service Body to be included and installed as part of bid (see specifications)

**Color:** Red monotone clear coat

**Engine:** V8/ 6 liter (minimum) – gas motor

**Snow Plow:** Boss V snow plow to be included and installed as part of bid (see specifications) – including snow plow prep package

6 speed automatics with over drive, tow haul, and cruise control

**Four Wheel Drive:** Auto 4 x 4 hubs with electronic shift on the fly

**Gear Ratio:** 3:73 gear ratio with anti spin differential

**Tires:** LT 265/275/70R 17" or 18" black wall on/off road tires with full spare



Prepared by: STANLEY MILLER

04/01/2021

Krapohl Ford | 1415 E Pickard Mount Pleasant Michigan | 488581999

2022 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 215

### As Configured Vehicle

Code	Description	MSRP
<b>Base Vehicle</b>		
F2B	Base Vehicle Price (F2B)	\$37,490.00
<b>Packages</b>		
600A	Order Code 600A <i>Includes</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel - Transmission: TorqShift-G 6-Spd Auto w/SelectShift - GVWR: 10,000 lb Payload Package - Wheels: 17" Argent Painted Steel Includes painted hub covers/center ornaments. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers.	N/C
<b>Powertrain</b>		
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$390.00
STDGV	GVWR: 10,000 lb Payload Package	Included
<b>Wheels &amp; Tires</b>		
TCD	Tires: LT265/70Rx17E OWL A/T ✓ <i>Spare may not be the same as road tire.</i>	\$455.00
64A	Wheels: 17" Argent Painted Steel ✓ <i>Includes painted hub covers/center ornaments.</i>	Included
<b>Seats &amp; Seat Trim</b>		
1	Cloth 40/20/40 Split Bench Seat ✓ <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	\$100.00
<b>Other Options</b>		
142WB	142" Wheelbase	STD
PAINT	Monotone Paint Application	STD
96V	XL Value Package ✓	\$395.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: STANLEY MILLER  
04/01/2021



Krapohl Ford | 1415 E Pickard Mount Pleasant Michigan | 488581999

2022 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 215

As Configured Vehicle (cont'd)

Code	Description	MSRP
90L	<p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- Bright Chrome Hub Covers &amp; Center Ornaments</li> <li>- Chrome Rear Step Bumper</li> <li>- Steering Wheel-Mounted Cruise Control</li> </ul> <p><b>Power Equipment Group</b></p> <p><i>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- Accessory Delay</li> <li>- Trailer Tow Mirrors w/Power Heated Glass</li> <li>- Includes manual folding, manually telescoping, heated convex spotter mirror and integrated clearance lamps and turn signals.</li> <li>- Advanced Security Pack</li> <li>- Includes SecurILock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</li> <li>- Power Locks</li> <li>- Power Tailgate Lock</li> <li>- Power Front Seat Windows</li> <li>- Includes 1-touch up/down driver/passenger window.</li> <li>- Remote Keyless Entry</li> </ul>	\$915.00
473	<p><b>Snow Plow Prep Package</b></p> <p><b>Requires Extra Extra Heavy-Duty Alternator (67E) when ordered with Uptfitter Switches (66S) and 110V/400W Outlet (43C).</b></p> <p><i>Includes computer selected springs for snowplow application. Note 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. Note 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow. Note 3: Dual Battery (06M) recommended with 6.2L or 7.3L gasoline engines. see body builders layout book for details.</i></p>	\$250.00
66D	<p><b>Pickup Box Delete</b></p> <p><i>Deletes tie-down hooks, tailgate, rearview camera, 7/4 pin connector and center high-mounted stop lamp (CHMSL) (only on vehicles over 10,000 lbs. GVWR). Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer. In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements).</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- Rear Bumper Delete</li> <li>- Spare Wheel, Tire, Carrier &amp; Jack Delete</li> </ul>	-\$625.00
41P	<p><b>Transfer Case &amp; Fuel Tank Skid Plates</b></p>	\$100.00
67E	<p><b>240 Amp Alternator</b></p>	\$85.00
52B	<p><b>Trailer Brake Controller</b></p> <p><i>Verified to be compatible with select electric over hydraulic brakes. Includes smart trailer tow connector.</i></p>	\$270.00
18B	<p><b>Platform Running Boards</b> ✓</p>	\$320.00
153	<p><b>Front License Plate Bracket</b></p> <p><i>Standard in states requiring 2 license plates and optional to all others.</i></p>	N/C
872	<p><b>Rear View Camera &amp; Prep Kit</b> ✓</p> <p><i>Pre-installed content includes cab wiring, frame wiring to the rear most cross member and video display with 4" display. Uptfitters kit includes camera with mounting bracket, 14' jumper wire and camera mounting, aiming instructions and electrochromic mirror.</i></p>	\$415.00
592	<p><b>LED Roof Clearance Lights</b></p>	\$95.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STANLEY MILLER

04/01/2021

Krapohl Ford | 1415 E Pickard Mount Pleasant Michigan | 488581999

2022 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 215

### As Configured Vehicle (cont'd)

Code	Description	MSRP
43C	110V/400W Outlet <i>Requires Extra Extra Heavy-Duty Alternator (67E) when ordered with Upfitter Switches (66S) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B). Includes 1 in-dash mounted outlet.</i>	Included
66S	Upfitter Switches (6) <i>Requires Extra Extra Heavy-Duty Alternator (67E) when ordered with 110V/400W Outlet (43C) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B) and 6.2L Gas engine (996); or Dual Alternators (67A) when ordered with 110V/400W Outlet (43C) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B) and Diesel engine (99T); or Dual Extra Heavy-Duty Alternator (67B) when ordered with 110V/400W Outlet (43C) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B) and 7.3L Gas engine (99N). Located in overhead console.</i>	\$165.00
587	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i>	Included
913	SYNC 3 Communications & Entertainment System <i>(Includes wifi cap)</i> <i>Includes enhanced voice recognition, 8" LCD capacitive touch screen in center stack with swipe capability, pinch-to-zoom capability included with available voice-activated touchscreen navigation system, 4.2" productivity screen in IP cluster, Applink, 911 Assist, Apple CarPlay and Android Auto capability and 2 smart charging USB-C ports. Includes: - 110V/400W Outlet Includes 1 in-dash mounted outlet.</i>	\$450.00
76C	Exterior Backup Alarm (Pre-Installed) ✓ <i>Custom accessory.</i>	\$140.00
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Interior Color</b>		
1S_02	Medium Earth Gray ✓	N/C
<b>Exterior Color</b>		
PQ_01	Race Red ✓	N/C
<b>SUBTOTAL</b>		\$41,410.00
<b>Destination Charge</b>		\$1,695.00
<b>TOTAL</b>		\$43,105.00

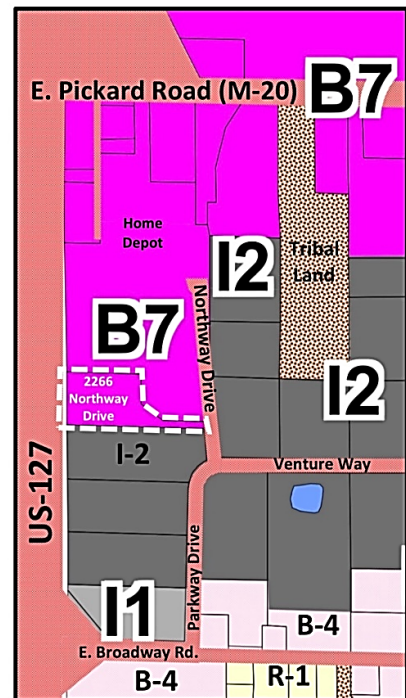
Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**REQUEST FOR TOWNSHIP BOARD ACTION**

**To:** Board of Trustees                                      **DATE:** April 21, 2021  
**FROM:** Mark Stuhldreher, Township Manager      **DATE FOR BOARD CONSIDERATION:** 4/28/2021  
**ACTION REQUESTED:** To conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 21-02 request to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

**BACKGROUND INFORMATION**

The subject site is part of lot 5 of the original Enterprise Park industrial park subdivision development, which was developed in the late 1970s. Township assessing records indicate that, at the time the existing principal building was constructed, the lot was included in the I-2 zoning that matches most of the other Enterprise Park lots. The design and historic use of the existing building for office, warehouse, and light manufacturing activities is more consistent with the character of the I-2 District than the regional commercial character of the B-7 District.



In conjunction with development of the adjacent land to the north for a new Home Depot building and parking lot, the front portion of “lot 5” was divided off and approved for use as a stormwater detention basin to receive runoff from the Home Depot site. It appears that action was undertaken at around this same time period to rezone the entirety of “lot 5” to the B-7 District, including both the detention basin area and the existing building at 2266 Northway Dr.

**Public Hearing and Planning Commission Recommendation**

Following a public hearing and deliberation, the Planning Commission adopted the following motion by a unanimous roll call vote during a special meeting on March 30, 2021:

***Motion by Commissioner Buckley supported by Commissioner Lapp to recommend to the Township Board of Trustees that the PREZ21-02 Zoning Map Amendment to rezone the 1.92-acre parcel at 2266 Northway Drive (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District) be adopted based on the following findings and conclusions:***

- 1. This site is located in the East Downtown Development Authority District and in Enterprise Park, an industrial park development.***



2. *There is no demand for the building at 2266 Northway Dr. to be used for retail, service or other commercial uses.*
3. *The design and historic use of the existing building for office, warehouse, and light manufacturing activities is far more consistent with the character of the I-2 District than the regional commercial character of the B-7 District.*
4. *There is a pressing need for “flex space” buildings suitable for office, warehouse, and light manufacturing business development, and for additional land zoned for industrial uses in locations with easy access to state highways.*
5. *It appears that the existing industrial building at 2266 Northway Dr. may have inadvertently been included in the B-7 rezoning to support use of the front portion of the Enterprise Park’s “lot 5” for the Home Depot’s stormwater management facilities. This commercial classification was later carried over into the updated Master Plan.*
6. *The proposed rezoning will not create any special privilege, result in unlawful exclusionary zoning, or set an inappropriate precedent.*

### **County Planning Commission Review**

In accordance with the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the County Planning Commission reviewed the rezoning request on April 8, 2021. A clarifying question was asked about application information, but the Commission chose not to offer any formal comments on the request.

### **Public input opportunities.**

The following is a summary of the public meetings and other opportunities for public input associated with these proposed map amendments:

<b>Date</b>	<b>Event</b>	<b>Actions</b>
March 30, 2021	Planning Commission Public Hearing and Special Meeting	Public hearing held as an electronic meeting via Zoom, followed by deliberation and actions to recommend adoption of the map amendments to the Board of Trustees.
April 8, 2021	Isabella Co. Planning Commission Regular Meeting	Reviewed the rezoning request during their regular meeting. No comments.
April 14, 2021	Regular electronic meeting of the Board of Trustees via Zoom	Introduction and First Reading
April 19, 2021	Summary of the amendatory ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and amendatory ordinance at the Township Hall and under “Announcements” on the Township’s website
April 22, 2021		Publication of the summary and notice in The Morning Sun newspaper
April 28, 2021	Regular electronic meeting of the Board of Trustees via Zoom	Second Reading and consideration of the amendatory ordinance for adoption

**SCOPE OF SERVICES**

Second Reading and adoption of the amendatory ordinance for the proposed PREZ 21-02 request to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

**JUSTIFICATIONS**

In their 3/30/2021 motion to recommend to the Township Board of Trustees that the PREZ 21-02 Zoning Map Amendment be adopted, the Planning Commission identified six (6) specific findings of fact and conclusions, based on the rezoning criteria found in Section 14.5.G. of the Zoning Ordinance, which justify and support their recommendation.

**GOALS ADDRESSED**

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

- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 6. Commerce**

Adoption of the requested rezoning would allow the existing building to be used for office, warehouse, and light manufacturing activities, which would help to foster employment opportunities for residents to be able to thrive and achieve more than their basic needs (1.2), and would be consistent with commerce –friendly economic development policies (1.6).

**COSTS**

NA

**TIMETABLE**

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

**RESOLUTION**

To conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 21-02 request to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

Resolved by \_\_\_\_\_ Secoded by \_\_\_\_\_

- Yes:
- No:
- Absent:

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

**ORDINANCE NO. 21-02**

**An ordinance to amend the Charter Township of Union’s Official Zoning Map by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for severability; to provide for publication; and to provide an effective date.**

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

**Section 1 – PREZ21-02 Rezoning Request**

The Official Zoning Map shall be amended to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

**Section 2 – Severability**

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect validity of the remaining portion thereof.

**Section 3 – Publication**

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

**Section 4 – Effective Date**

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, after initiation and a public hearing by the Planning Commission on March 30, 2021 as required pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.), and after introduction and a first reading by the Township Board on April 14, 2021 and publication after such first reading as required by the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34).

This Ordinance shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted after a Second Reading at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: \_\_\_\_\_

(b) Voting against adoption of the Ordinance: \_\_\_\_\_

I further certify that a summary and notice of adoption of this Ordinance were published in The Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 2021

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

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

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

Date: \_\_\_\_\_, 2021

**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> April 21, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 4/28/2021
<b>ACTION REQUESTED:</b> To introduce and conduct a First Reading for the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PID #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District).	

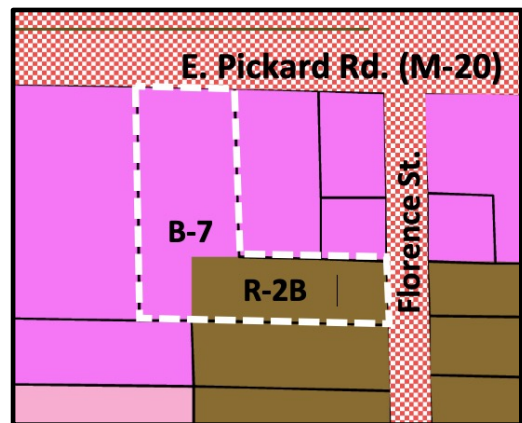
**BACKGROUND INFORMATION**

There are currently no announced commercial development plans for the parcel, but the proposed rezoning would remove a potential impediment to future development created by the awkward location of the zoning boundary between the B-7 and R-2B districts. The owner is requesting a rezone of the property in preparation for future commercial development.

**Existing Zoning and Master Plan Information**

The map at right is an excerpt from the Township’s Official Zoning Map showing the subject parcel, existing zoning district arrangement, and surrounding zoning.

The entire subject lot is designated on the adopted Master Plan’s Future Land Use map as “Retail/Service.” The proposed rezoning is consistent with the Master Plan’s stated intent for the B-7 District to be the preferred zoning in Retail/Service designated areas.



**Public Hearing and Planning Commission Recommendation**

The Planning Commission held a public hearing on the rezoning request during their March 16, 2021 regular meeting. Following the hearing, the Commission evaluated the request as required by Section 14.5.G. of the Zoning Ordinance to “*identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board.*” This Section includes a set of factors to consider, including an evaluation of existing and proposed zoning districts, apparent demand, availability of public services and infrastructure, and consistency with the Master Plan. Following their deliberation, the Commission adopted the following motion by a unanimous roll call vote:

***Fuller moved LaBelle supported to recommend to the Township Board of Trustees that the PREZ 21-01 Zoning Map Amendment to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PID #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two***

***Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District) be adopted based on the following findings and conclusions:***

- 1. The subject site is located in the East DDA District and is the only lot in the along E. Pickard Road that is split-zoned R-2B and B-7.***
- 2. This rezoning is fully consistent with the Master Plan’s goals, objectives, and policies for the Retail/Service area as designated on the Future Land Use map.***
- 3. A lot that is split-zoned can create obstacles that inhibit reasonable development of the lot.***
- 4. Based on trends in the area, availability of public infrastructure, the timing of this rezoning proposal is appropriate for consideration.***
- 5. This amendment will not create any special privilege, result in unlawful exclusionary zoning, or set an inappropriate precedent. No adverse impacts are anticipated by the proposed rezoning or development of the lot consistent with Zoning Ordinance requirements.***
- 6. Any future development would be required to conform to the requirements of the B-7 District and the site development, screening, and land use buffering standards of the Zoning Ordinance.***

#### **County Planning Commission Review**

In accordance with the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the County Planning Commission reviewed the rezoning request on April 8, 2021. The Commission chose not to offer any formal comments on the request.

#### **SCOPE OF SERVICES**

Introduction and First Reading of the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District).

#### **JUSTIFICATIONS**

In their 3/16/2021 motion to recommend to the Township Board of Trustees that the PREZ 21-01 Zoning Map Amendment be adopted, the Planning Commission identified six (6) specific findings of fact and conclusions, based on the rezoning criteria found in Section 14.5.G. of the Zoning Ordinance, which justify and support their recommendation.

#### **GOALS ADDRESSED**

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

- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 6. Commerce**

Adoption of the requested rezoning would remove a potential impediment to future commercial development, which would help to foster employment opportunities for residents to be able to thrive and achieve more than their basic needs (1.2), and would be consistent with commerce – friendly economic development policies (1.6).

**COSTS**

NA

**TIMETABLE**

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

**RESOLUTION**

To introduce and conduct a First Reading for the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PID #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District).

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

Yes:

No:

Absent:

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

**ORDINANCE NO. 21-03**

**An ordinance to amend the Charter Township of Union’s Official Zoning Map by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for severability; to provide for publication; and to provide an effective date.**

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

**Section 1 – PREZ21-01 Rezoning Request**

The Official Zoning Map shall be amended to rezone a parcel that is currently split zoned B-7/R-2B to the B-7 (Retail and Service Highway Business District).

**Section 2 – Severability**

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect validity of the remaining portion thereof.

**Section 3 – Publication**

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

**Section 4 – Effective Date**

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, after initiation and a public hearing by the Planning Commission on March 16, 2021 as required pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.), and after introduction and a first reading by the Township Board on \_\_\_\_\_, 2021 and publication after such first reading as required by the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34).

This Ordinance shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.



**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted after a Second Reading at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: \_\_\_\_\_

(b) Voting against adoption of the Ordinance: \_\_\_\_\_

I further certify that a summary and notice of adoption of this Ordinance were published in The Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 2021

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

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

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

Date: \_\_\_\_\_, 2021

## Charter Township of Union

### APPLICATION FOR REZONING APPROVAL

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

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

Name of Proposed Development/Project		5048 E. Pickard Rezone	
Common Description of Property & Address (if issued)		5048 E. Pickard Rezone	
WARDS VIEW SUB LOT 25 AND LOT 4 EXC E 20 FT AND E 59.77 FT OF LOT 3 AND E 59.77 FT OF LOT 16			
Applicant's Name(s)		Bonnie Nantelle, Trustee	
Phone/Fax numbers	989-492-8234	Email	office@midmichiganinsurance.com
Address	6400 E. Blanchard Rd	City:	Shepherd Zip: 48883

Legal Description:	<input type="checkbox"/> Attached <input checked="" type="checkbox"/> Included on Survey	Tax Parcel ID Number(s):	14-146-00-003-00
Existing Zoning:	Split	Land Acreage:	1.16 Existing Use(s): Residential
<input checked="" type="checkbox"/> ATTACHED: Letter describing the proposed land uses and reasons for the requested zoning change.			

Firm(s) or Individuals(s) who prepared the Land Survey/Drawing	1. Name:	Landtech	Phone:	231-943-0050	Email:	petep@landtechps.com
	2. Address:	PO Box 193				
	City:	Grawn	State:	MI	Zip:	49637
	Contact Person:	Pete Prokop	Phone	231-943-0050		
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name:	Bonnie Nantelle	Phone:	989-492-8234		
	Address:	6400 E. Blanchard Rd				
	City:	Shepherd	State:	MI	Zip:	48883
	Signature:	<i>Bonnie L Nantelle</i>	Interest in Property:	owner/lessee/other		
	2. Name:	Bonnie Nantelle	Phone:			
	Address:	6400 E. Blanchard Rd.				
City:	Shepherd	State:	MI MI	Zip:	48883	
Signature:	<i>Bonnie L Nantelle</i>	Interest in Property:	owner/lessee/other			

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

*\* Bonnie L Nantelle*  
Signature of Applicant

February 10th, 2021  
Date

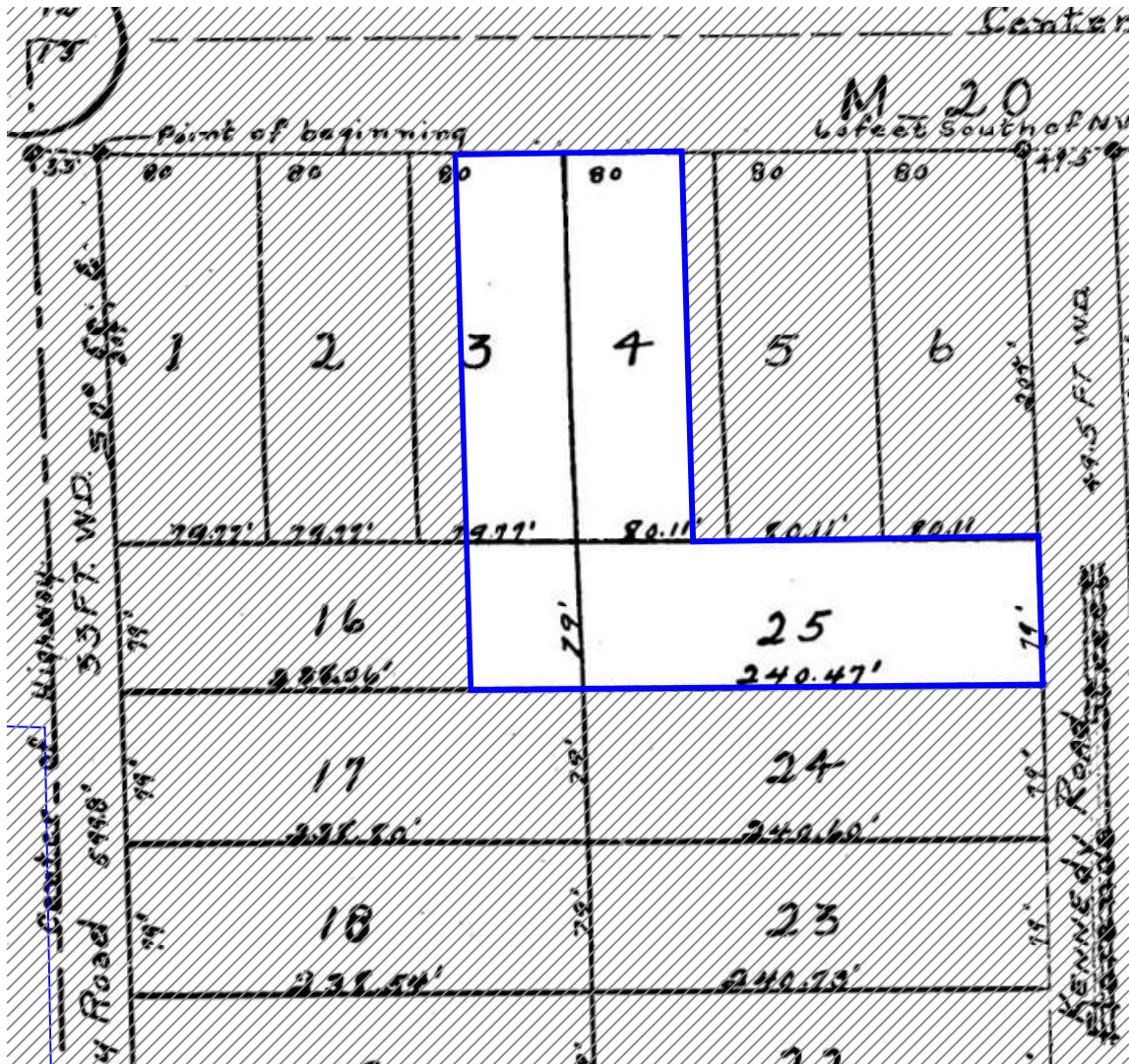
**Office Use Only**

Application Received By: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Escrow Deposit Paid: \$ \_\_\_\_\_



EXHIBIT 11  
AERIAL OVERLAY ADJACENT PARCELS ONLY



TAX DESCRIPTION

T14N R4W SEC 13

WARDS VIEW SUB LOT 25 AND LOT 4 EXC E 20 FT AND E 59.77 FT OF LOT 3 AND E 59.77 FT OF LOT 16 . DESCRIPTION EDITED PER ASSR 10-30-08

EXPLAINED DESCRIPTION

ALL OF LOT 25

ALL OF LOT 4 EXCEPT FOR THE EAST 20 FT

THE EAST 59.77 FT OF LOT 3

THE EAST 59.77 FT OF LOT 16

EXHIBIT 3  
ENLARGED PLAT OVERLAY

February 15, 2021

Planning Commission  
Charter Township of Union  
2010 S. Lincoln  
Mt. Pleasant, MI 48858

**RE: Request for Zoning Map Amendment**  
**5048 E Pickard Rd**  
**Parcel ID 14-146-00-003-00**  
**Current Zoning: Currently Split (B-7 and R-2B)**  
**Proposed Zoning: B-7**

Dear Commissioners:

The current owners of the above parcel are seeking to amend the zoning map such that the entire parcel is similarly zoned. Recent commercial interest in the parcel has brought this item to the forefront to be addressed and the owners are needing to resolve this to move forward with the interested developers. At this time, there are no purchase agreements nor preliminary site plans to share. The interest by varying developers in this parcel demonstrates that there is a market demand for this type of commercial property and it is the intent of this application to clean up the inconsistency of the parcel zoning.

The attached exhibits 1 through 4 identify the parcel location. The parcel is an "L" shaped lot with frontage on Pickard and on Florence Street (See **Exhibit 4**). The leg of the "L" that abuts Pickard is currently zoned B-7 and has a small house on it. The leg of the "L" that abuts Florence is currently zoned R-2B and is vacant. It is the intent of this application to amend the zoning map to change the leg of the "L" that abuts Florence to be B-7.

To aid in discussions, we will use two distinct terms to differentiate between the portion of the parcel that is zoned B-7 and that which is zoned R-2B. These terms are only for the purpose of identifying the two zoning districts. The parcel currently exists as one tax ID number and is approximately 1.1 acres in size.

- **Parcel Area A1**
  - The portion of the parcel that is zoned B-7.
  - Abuts Pickard and is adjacent to other commercial including Burger King to the west along Pickard, a vacant parcel followed by a party store at the corner of Florence and Pickard.
  - Zoned B-7 Across Pickard with commercial uses.
  - Approximately 30,000 sf
  - Master Plan Zoning: Community Commercial
  - Proposed Zoning: Unchanged
- **Parcel Area A2**
  - The portion of the parcel zoned R-2B
  - Abuts Florence Street and is adjacent to a house on R-2B to the south and a house located on B-7 to the north.
  - Zoned R-2B across Florence Street and a house is located on the parcel
  - Approximately 19,000 sf.
  - Master Plan Zoning: Community Commercial

- Master Plan Zoning: Community Commercial
- Proposed Zoning: B-7

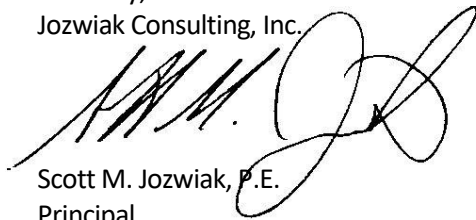
**Exhibit 5** depicts the location of the transition between the two zoning districts. Parcel Area A2 (R-2B district) carves out a square from Parcel Area A1 (B-7 district). This results in underutilization of the parcel and causes some challenges in developing the property to the fullest as it severely narrows the parcel over the last 80’.

The goal of our submittal is to increase the overall development efficiency of the parcel by allowing the entire parcel to become B-7 zoned. The future land use map (**Exhibit 6**) shows this entire parcel as commercial so the approval of this zoning change is directly aligned with the master plan. The requested amendment will result in all parcels between Florence and Isabella Road matching the master plan and future land use map (see **Exhibit 7** and compare with **Exhibit 6**).

Zoning Administrator Peter Gallinat suggested that we prepare an exhibit (**Exhibit 8**) to review if the two parcel areas can stand alone meaning if there was a property line established at the zoning intersect, would the resulting parcels be in compliance with zoning regulations for that district. This exhibit demonstrates that they would be in compliance.

In addition to the attached exhibits, we have included our responses to the Findings of Fact (Section 14.5 G of the zoning ordinance), a signed application, fee and the survey plan. We look forward to presenting our zoning map amendment request at your March planning commission meeting. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,  
Jozwiak Consulting, Inc.

A handwritten signature in black ink, appearing to read 'S.M. Jozwiak', written over a horizontal line.

Scott M. Jozwiak, P.E.  
Principal

## Findings of Fact (Owner Provided)

1. Evaluation of existing and proposed zoning districts. Consider the following factors:
  - a. Compatibility of existing zoning, proposed zoning, and all land uses allowed in each zoning district with site characteristics, Master Plan policies, the intent and purposes of the existing and proposed districts, and anticipated land use impacts on the surrounding area and anticipated future development.
    - The currently described parcel consists of split zoning. The portion along M-20 (Parcel Area A1 for reference) is zoned B-7 and the portion along Florence Street (Parcel Area A2 for reference) is zoned R2B. Parcel Area A2 abuts both B-7 and R2B so this will not result in a spot zoning.
  - b. Compatibility of the boundaries, size, and arrangement of the existing and proposed zoning districts with the surrounding area and anticipated future development.
    - Parcel Area A2, the proposed rezone area, is located adjacent to a B-7 zoned parcel to the north, which allows for a continuation of same zoning. The proposed rezoning will allow for future development to be consistent with the surrounding area, in both scope and size.
  - c. Whether there are conditions or circumstances that warrant a change or reasonably prevent the site from being developed or used as currently zoned.
    - Due to the split zoning of the Parcel, future uses on the parcel are difficult to achieve as it is currently arranged. The ability to compose the site of a structure, necessary parking and stormwater retention are impeded by the R2B zoning across a significant portion and prohibits proper site development.
2. Apparent demand. Consider the following factors:
  - a. Apparent demand for the types of uses permitted in the existing and proposed zoning districts in relation to the amount of land currently zoned and available in the Township and surrounding communities to accommodate the demand.
    - Commercial properties in the area have seen an increase in need as is demonstrated by the recent interest in this parcel. The corridor along Pickard is zoned commercial and we are not asking for a change to this. The effect of the residentially zoned portion (Parcel Area A2) is problematic because it detracts from the salability of the parcel. This is due to the infringement of Parcel Area A2 onto A1 which narrows and reduces the ability to fully develop the site which is a deterrent to developers.
  - b. Whether there is a demonstrated market demand for more land to be classified in

the proposed district, and whether this is the appropriate location.

- As mentioned above, there is a demand for this parcel. Because the majority of the parcel is currently zoned commercial, this amendment is to remove the split zoning which allows for a more efficient use of the land. This is an appropriate location for this change as it follows the Master Plan and is also now a sought after parcel.
- c. Availability of land already planned and/or zoned for the types of land uses and intensity of development possible under the proposed zoning district classification.
- This parcel is an available piece of commercially zoned property. The planned amendment removes the split zoning which is a deterrent for interested developers.
- d. The amount of land in the Township or adjoining jurisdictions that is already prepared and/or ready for development consistent with the proposed zoning district's intent and list of permitted land uses.
- We are unfamiliar with the amount of land in the region that is available but we are aware that the demand along the M-20 corridor at this location is in demand and is available. As mentioned above, our intent is to remove the split zoning and change the parcel to commercial as is directed by the Master Plan future zoning.
3. Availability of public services and infrastructure. Rezoning of undeveloped land to a more intensive zoning district should only take place in conjunction with the availability of public services and infrastructure to serve all of the allowable land uses in the proposed district. Factors to consider include:
- a. Capacity of available utilities and public services to accommodate the uses permitted in the district without compromising the health, safety, and welfare of Township residents or burdening public entities or the Township with unplanned capital improvement or operational costs.
- The rezoning of the portion of land in R2B will not compromise the proper growth of the township. The proposed change follows the future land use map and will allow for better utilization of the parcel already zoned B-7. The change in zoning does not mean it creates a new parcel for development but rather achieves good design elements for the parcel of which a portion is already zoned B-7. This does not create any additional burden to the Township but merely addresses a situation in which a parcel is split-zoned.
- b. Capacity of the existing road system to safely and efficiently accommodate the expected traffic generated by uses permitted in the zoning district.
- The parcel is already comprised of a section in B-7, as are the surrounding parcels, the proposed rezone of portion of the land does not increase the



burden of traffic. The site is accessed by M-20, a state highway, designed for the capacity of the zoning along this stretch. The split zoning precludes the use Parcel Area A2

- c. Capacity of existing police, fire, ambulance, schools, and other public services to serve all potential land uses on the site.
  - Rezoning Parcel Area A2 will *not* create a new parcel that may expand the needs of the community. Rather, it allows for the existing parcel, already a portion zoned B-7, to provide a developable site on one master parcel.
4. Consistency with the Master Plan. Consider the following:
  - a. Determine whether the intent and all of the allowable uses within the requested zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site.
    - The requested zoning change to B-7 is consistent with the Master Plan, adopted in 2018. The Master Plan has defined this area as Community Commercial. The intent of the Community Commercial is provide a cluster of commercial uses that are along the M-20 corridor, limiting urban sprawl.
  - b. A rezoning inconsistent with the Master Plan should only be considered where specific findings are made that demonstrate conditions have changed significantly since the Plan was prepared, and/or new information supports a change. In such cases, the Township may first consider an amendment to the Plan.
    - This is not applicable. The proposed rezoning is consistent with the Master Plan.
  - c. The future land use recommendations of the Master Plan are based upon a ten- to twenty-year timeframe. Consider whether the timing of the proposed rezoning is appropriate, given trends in the area, infrastructure capacity, and other factors.
    - The rezoning of this portion of land follows the trend of the commercial use of parcels in this area, while limiting the need on infrastructure as a portion of the Parent Parcel already meets the current and future zoning district of the area. The rezoning achieves the goal of the Master Plan without placing an untimely burden on the system.
5. Additional factors. Additional factors to consider include, but shall not be limited to:
  - a. Are all allowable uses and development allowed in the proposed zoning district compatible with physical, geological, hydrological, historical, and archeological features of the site and area, and any applicable laws governing their protection or preservation?
    - Allowable uses for the B-7 zoning are defined in the Zoning Ordinance and Master Plan (adoption in 2018) are for light / community commercial

uses, such as retail. This allows for the containment of commercial development within the designated corridor. The area is well-drained and does not impact geological or hydrological features noted outside of this area, within the Township. Due to the surrounding uses (commercial) developed over the years, the change is not a factor with the historical nature nor are archaeological features identified with the portion of land. There are no additional governance of the land, other than the required municipal Soil Erosion and Stormwater Ordinances.

- b. Have conditions changed since the Zoning Ordinance was adopted or was there a mistake in the Zoning Ordinance that justifies the amendment?
  - It is not apparent that this is a mistake or change but rather a portion of land, already tied to another portion of land on the same Parent parcel was not zoned the same. This proposed rezoning corrects the split zoning condition that was created some time in the past.
- c. Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?
  - Since the Parent Parcel is divided by split zoning (non-compatible zoning districts), this situation is unique and does not create any “special privileges” to the area.
- d. Will the amendment result in unlawful exclusionary zoning?
  - Since this parcel was master planned to be commercial, it is unrealistic that this is an issue.
- e. Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?
  - Our opinion is that this issue is not relative to a mistake but merely the result of executing the Master Plan which is the purpose of preparing a Master Plan in the first place.



**REQUEST FOR BOARD ACTION**

**To:** Board of Trustees **DATE:** April 21, 2021  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR CONSIDERATION:** 4/28/2021  
**ACTIONS REQUESTED:** To concur with the Planning Commission and approve their updated bylaws and rules of procedure.

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

**BACKGROUND INFORMATION**

As part of compliance with requirements of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), the Planning Commission has an obligation to adopt and maintain bylaws and rules of procedure for the transaction of their business. During their annual review of the bylaws on March 30, 2021, the Commission identified several changes, including a change to the order of business, an adjustment in the provisions for motions, and the addition of a new special rule addressing the continuation of meetings that exceed three hours in length.

The updated bylaws were reviewed and adopted by the Planning Commission during their April 20, 2021 regular meeting, and are presented to the Board of Trustees for review and final approval by the Board of Trustees.

**SCOPE OF ACTIVITY**

To review and approve the updated Planning Commission bylaws and rules of procedure.

**JUSTIFICATION**

Adoption of bylaws and rules of procedure for the Planning Commission is necessary for compliance with Public Act 33 of 2008, as amended, which governs the work of planning commissions in Michigan.

**BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by adoption of bylaws and rules of procedure as required per Act 57 (From Policy 1.0: Global End):

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

**COSTS**

N/A

**TIMETABLE**

The new bylaws would become effective immediately upon Board of Trustees approval.

**RESOLUTION**

To concur with the Planning Commission and approve their updated bylaws and rules of procedure.

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

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

**I. AUTHORITY**

These rules of procedures are adopted by the Planning Commission of the Charter Township of Union, Isabella County, State of Michigan (hereinafter referred to as the Commission) in order to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

**II. MEMBERSHIP**

- A. Terms** – There shall be 9 members of the Planning Commission. One of the members shall be a representative from the Board of Trustees. The term of the Trustee serving on the Planning Commission shall coincide with their term of office on the Board of Trustees. The remaining 8 members shall serve 3 year terms. These terms will be staggered in a 3-3-2 format. When the term of a member who is not the Trustee Representative has expired they shall hold office until re-appointed or a successor is appointed.
- B. Training** – Each member is expected to attend and complete at least one (1) professional training during each term served on the Planning Commission. Trainings must be sponsored by the Michigan Township Association, Michigan Association of Planning or other related professional planning and zoning organizations.

**III. OFFICERS**

- A. Selection and Tenure** – At the first regular meeting each March, the Commission shall select from its membership a Chairperson, Vice chairperson, Secretary, and Vice secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms for the same office. The officers shall take office immediately following their election.
- B. Chairperson** – The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. Vice Chairperson** – the vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of the chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary** – the secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine.
- E. Vice Secretary** – the vice secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine in the absence of the Secretary.

**IV. MEETINGS**

The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

- A. Regular Meetings** – the Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular Commission meetings shall be posted at the principal township office within 10 days after the Commission’s first meeting in each calendar year in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established.

- B. Special Meetings** – Special meetings may be called by the chairperson, Township Planner, or upon written request to the secretary by at least two members of the Commission.

Notice of special meetings shall be given to the members of the Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Notice** – Notice required for specific planning, zoning, or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.

- D. Public Hearings** – All public hearings held by the Commission must be held as part of a regular or special meeting of the Commission. Public hearings conducted by the Commission shall be run in an orderly and timely fashion.

- E. Agenda** – The Township Planner shall be responsible for preparing a tentative agenda for Commission meetings. The agenda may be modified by action of the Commission. The order of business shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
- ~~3.4.~~ **Approval of Agenda**
- ~~4.5.~~ Approval of Minutes
- ~~5.6.~~ Correspondence
- ~~6.~~ **Approval of Agenda**
7. Public Comments and Communications Concerning Items Not on the Agenda
8. New Business
9. Other Business
10. Extended Public Comment
11. Final Board Comment
12. Adjournment

- F. Quorum** – Five members of a nine-member Commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.

- G. Voting** – An affirmative vote of the majority of the Commission members present shall be required for the approval of any requested action or motion placed before the Commission. A vote ending in a tie shall be treated as a failed motion. Voting shall be by voice vote; a roll call vote shall be required if requested by any Commission member or directed by the chairperson. Except in the case of conflict of interest, all Commission members, including the

**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

chairperson, shall vote on all matters. Any members who have recused themselves from a vote shall not participate in the discussion of that item. An affirmative vote of the majority of the members of the Commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws.

- H. Motions** – Motions ~~shall~~ **may** be restated by the chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- I. Public Records** – All meetings, minutes, records, documents, correspondence, and other materials of the Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- J. Rules of Order** – All meetings of the Commission shall be conducted, to the extent practicable, in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Orders.” However, application of “Robert’s Rules” shall not be utilized in order to stifle discussion or debate and may be implemented only to the extent required to maintain the orderliness of the meeting.
- K. Special Rules:**
1. Every member desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
  2. A motion to reconsider any action taken by the commission may be made only on the day such action was taken. It may be either made immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor. The question may then be debated.
  3. A commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the commission entered into the minutes. If the commission consents thereto, such statement shall be entered into the minutes.
  4. After a motion has been made by the commission, no person shall address the commission without first securing the permission of the commission to do so.
  5. No person other than the commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a commissioner, without the permission of the presiding officer. No question shall be asked a commissioner except through the presiding officer.
  6. While the Commission is in session the members shall preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.
  7. Once a Planning Commission meeting has exceeded three (3) hours in length, any Commission member may raise a point of order to note the time and request consideration of a motion to adjourn. The Chair may direct that the agenda item then under review be completed, and then invite a motion to adjourn. No new agenda items shall be taken up unless the Commission decides by majority vote to reject the subsequent motion to adjourn the meeting.

**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

**V. DUTIES OF THE PLANNING COMMISSION**

The Commission shall perform the following duties:

- A.** Prepare, review, and update a master plan as a guide for development within the Township's planning jurisdiction. The master plan must be reviewed every 5 years.
- B.** Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- C.** Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- D.** Prepare an annual written report to the township board of the Commission's operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development. The annual written report must be completed and submitted by December 1<sup>st</sup> of each year.
- E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G.** Review subdivision proposals and recommend appropriate actions to the township board.
- H.** Review capital improvements program.
- I.** Perform other duties and responsibilities or respond as requested in writing by any township board or commission.

**VI. ABSENCES, REMOVALS, RESIGNATIONS, AND VACANCIES**

- A.** Members of the Commission who are absent for four (4) or more regularly scheduled Commission meetings in a twelve (12) month period shall be subject to review and possible removal by the Township Board of Trustees.
- B.** Members of the Commission shall notify the Township Planner or Chairperson when they intend to be absent from a meeting.
- C.** Members may be removed by the township board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- D.** A member may resign from the Commission by sending a letter of resignation to the township board.
- E.** Vacancies shall be filled by the township supervisor, with the approval of the township board. Successors shall serve out the unexpired term of the member being replaced.

**VII. CONFLICT OF INTEREST**

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes a malfeasance in office. Before a member may be excused from casting a vote, a majority of the Commission must find by an affirmative vote that a conflict of interests exists.

Conflict of interest is defined as, and a Commission member shall declare a conflict of interest and abstain from participating in Commission deliberations and voting on a request, when:



**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

1. An immediate family member is involved in any request for which the Commission is asked to make a decision. "Immediate family member" is defined as; the planning commission member's spouse, the member and member's spouses children (including adopted) and their spouses, step-children and their spouses, grandchildren, and their spouses parents, and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in the planning commission member's household.
2. The Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association.
3. The Commission member owns or has a financial interest in neighboring property being within 300 feet of the subject property.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Commission.

**VIII. ADOPTION AND AMENDMENTS OF THESE BYLAWS**

These bylaws shall be adopted by a majority of the Planning Commission members present at a regular meeting, and shall be subject to final approval by the Township Board of Trustees prior to implementation. Amendments shall be adopted by the same process.

Adopted by the Union Township Planning Commission at a regular meeting on February 21, 2017.

Amended by the Planning Commission: April 21, 2021

Final Approval by the Board of Trustees: \_\_\_\_\_

**~~TOWNSHIP OF EXCELLENCE~~**

~~The Commission is dedicated to pursuing the Michigan Townships Association recognition for being a "Township of Excellence."~~

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: April 21, 2021

Policy Review: 2.6 Asset Protection  
Type of Review: Internal by Manager  
Review Interval: Annual  
Review Month: April 2021

## **Policy Wording**

Township Management shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

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

- 2.6.1 Fail to insure against theft and casualty losses to at least 80% percent replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.
- 2.6.2 Allow un-bonded personnel access to material amounts of funds.
- 2.6.3 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 2.6.4 Operate without proper risk management toward continuous operations and services.
- 2.6.5 Unnecessarily expose the organization, its board or staff to claims of liability.
- 2.6.6 Make any asset purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) without having obtained comparative prices and quality; (c) without a stringent method of assuring the balance of long-term quality and cost.
  - A. Exception: sole source vendors
  - B. Exception: emergency purchases

- 2.6.7 Fail to protect intellectual property, information and files from loss or significant damage.
- 2.6.8 Receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 2.6.9 Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in noninterest- bearing accounts except where necessary to facilitate ease in operational transactions.
- 2.6.10 Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
- 2.6.11 Fail to operate without seeking best practices and continuous improvement in operations.

### **Manager Interpretation**

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is sufficient maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's standards, 5) that the township, when making purchase ensures that proper procurement practices have been followed, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a manner consistent with best practices.

### **Justification of Reasonability of Interpretation**

The Township Manager's interpretation utilizes the subunits of the policy that is clearly written and approved by the Board of Trustees.

### **Data**

- Township physical assets are currently insured under the Michigan Township Association PAR Plan which is updated annually-see attached 2021 Renewal Certificate of Insurance
- Rolling stock fleet is regularly maintained and/or replaced to ensure employee safety.
- HVAC units replaced at Township Hall
- Water and Wastewater infrastructure and equipment are maintained on a regular basis per an Asset Management Plan, which is update annually.
  - Sanitary Survey Inspection completed
  - Repair and maintenance of on-site generators
  - Installation of new chlorine residual testing equipment
  - Excavated Well # 7 to repair casing and install new pitless adapter

- repairs of water shut off boxes, fire hydrants, and water valves throughout township distribution system
- Installation inspection, pressure testing, and sampling of new water mains and fire hydrants at necessary
- Completed touchpad, meter, and mxu maintenance throughout the year
- Well #11 transmission main project completed
- Monthly maintenance of chlorine injectors and pump tubes
- Installation of Third Screw Pump completed
- Serviced and cleaned sewer vac truck, trucks, generators, backhoe, and other township equipment throughout year
- Completion of pump station #7 bypass manhole rehabilitation project
- Manhole Rehabilitation Project completed sixteen (16) manholes completed
- Sanitary sewer collection system maintenance conducted, which includes manhole repair, sanitary sewer line cleaning, pump station alarm testing, sewer line repairs, and wet well cleaning
- Yearly generator inspections and service by Wolverine Power – follow up maintenance completed by township staff
- Purchases are made following a procurement process that requires board approval and competitive bidding
- Computer backups are performed daily, and testing is performed three times per year to ensure the process of restoring data using backup files is working properly
- IT security awareness training occurs throughout the year
- Auditors are contacted on a regular basis when questions arise related to proper internal controls
- Cash is invested in appropriate ways to promote safety of principal while also attempting to maximize yield. See attached investment policy and 2020 YE investment report.
- Finance Director maintains list of assets that is verified by auditors
- Finance Director attends training regularly through the Michigan Government Finance Officers Association and other sources to seek out advice in best practices and continuous improvements in financial operations
- FY 2019 Audited Financial Statements by external auditors received an opinion that statements fairly reflected the financial condition of the organization in all material respects
- A Township Manager Succession Plan was approved by the Board of Trustee in late 2019 to help ensure continuous operations and services in the event of a planned or unplanned absence of the Township Manager-attached

### **Compliance**

Based on the data presented, the Township Management Team is in compliance with the policy as stated.

### 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: **[2.6 – Asset Protection]**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 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?

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

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

U.S. SPECIALTY INSURANCE COMPANY

RENEWAL CERTIFICATE



TOKIOMARINE  
HCC

Michigan Township Participating Plan



Master Policy No. HMTP-0110000  
Certificate No. HMTP-292160  
Renewal of HMTP-282160

**NAMED INSURED AND ADDRESS:**  
UNION CHARTER TOWNSHIP  
2010 S. LINCOLN ROAD

MT. PLEASANT, MI 48858  
ISABELLA COUNTY

**AGENT NAME AND ADDRESS:**  
BERENDS HENDRICKS STUIT INSURANCE  
AGENCY, INC.  
3055 44th STREET SW

GRANDVILLE, MI 49418  
**AGENT NO.** 99900

**POLICY PERIOD:** From: 11/01/2020 To: 11/01/2021  
at 12:01 a.m. Standard Time at your mailing address shown above.

**PAYMENT PLAN:** ANNUAL

**BUSINESS DESCRIPTION:** GOVERNMENTAL SUBDIVISION

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in the policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment. Please note that the various coverage parts are afforded by different risk carriers.

The following **COVERAGE PARTS** are provided by U.S. SPECIALTY INSURANCE COMPANY ("USSIC"):

	<b>PREMIUM</b>
Commercial Property Coverage Part	\$ INCLUDED
Equipment Breakdown Coverage Part	\$ INCLUDED
Commercial Inland Marine Coverage Part	\$ INCLUDED
Commercial Crime Coverage Part	\$ INCLUDED
Commercial General Liability Coverage Part	\$ INCLUDED
Employee Benefits Liability Coverage Part	\$ INCLUDED
Law Enforcement Liability Coverage Part	\$ INCLUDED
Public Officials Liability Coverage Part	\$ INCLUDED
Commercial Auto Coverage Part	\$ INCLUDED
Commercial EDP Coverage Part	\$ INCLUDED
TRIA Property	\$ EXCLUDED
TRIA Casualty	\$ EXCLUDED
<b>TOTAL ANNUAL USSIC PREMIUM</b>	<b>\$ 72,764</b>

*This policy is exempt from the filing requirements of section 2236 of the insurance code of 1956, 1956 PA 218, MCL 500.2236.*

The following **COVERAGE PARTS** are provided by the MICHIGAN TOWNSHIP PARTICIPATING PLAN ("MTPP"):

MTPP Cyber Liability Coverage Part	\$ EXCLUDED
<b>TOTAL ANNUAL MTPP PREMIUM:</b>	<b>\$ 0</b>

*The MTPP cyber coverage part is written pursuant to MCL section 124.5 et al.*

**3rd ANNUAL INSTALLMENT**

**FORMS APPLICABLE TO ALL COVERAGE PARTS:**

- No changes from previous Policy Period.
- Changes on the attached endorsements shown below are effective as of the inception date of the Policy period specified above.

Refer to PKGILH0002 2020 Schedule of Forms and Endorsements

**COUNTERSIGNED** 12/2/2020 **BY** \_\_\_\_\_  
DATE AUTHORIZED REPRESENTATIVE

02/01/2020

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative

By



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USSIC PRESIDENT  
Michael J. Schell



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USSIC SECRETARY  
Alexander Ludlow



---

MTPP CHAIRMAN  
William Walters



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MTPP SECRETARY  
Linda Preston

**SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPP**Policy No. **HMTP-292160**Effective Date: **11/01/2020**  
12:01 A.M., Standard TimeNamed Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (\*)  
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS APPLICABLE TO ONE OR MORE COVERAGE PARTS**

<b>PKGILH0016</b>	2020	Common Policy – Declarations
* <b>PKGILH0017</b>	2020	Renewal Certificate
* <b>PKGIL0011</b>	2020	Signature Page
* <b>PKGILH0002</b>	2020	Schedule of Forms and Endorsements
* <b>PKGILH0007</b>	2011	Common Policy Conditions
* <b>PKGIL0008</b>	2006	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
<b>PKGIL0009</b>	2006	Calculation of Premium
<b>CG2171</b>	01-15	Exclusion of Other Acts of Terrorism Committed Outside the United States; Cap on Losses from Certified Acts of Terrorism
* <b>CG2175</b>	01-15	Exclusion of Certified Acts of Terrorism and Exclusion of Other Acts of Terrorism Committed Outside the United States
<b>IL0952</b>	01-15	Cap on Losses from Certified Acts of Terrorism
* <b>IL0953</b>	01-15	Exclusion of Certified Acts of Terrorism
<b>IL0985</b>	01-15	Disclosure Pursuant to Terrorism Risk Insurance Act
* <b>IL0286</b>	07-02	Michigan Changes – Cancellation and Nonrenewal
* <b>PKGIL0012</b>	2006	Knowledge/Notice of Occurrence and Unintentional Errors or Omissions
* <b>GENH0100</b>	2011	Section 2236
* <b>GENH0050</b>	2011	Binding Arbitration
* <b>PKGILH0028</b>	06-17	Two or More Coverage Forms Endorsement
* <b>PKGILH0029</b>	2020	Cyber Loss Absolute Exclusion
PKGILH0004	2011	Amended Cancellation Clause
* PKGIL0005	2014	Three Year Rate Guarantee
GENH0200	2011	Payment Plan Endorsement

**FORMS AND ENDORSEMENTS ATTACHED TO THE COMMERCIAL PROPERTY COVERAGE PART**

* <b>PKGPR0013</b>	2006	Building and Personal Property Coverage Part Supplemental Declarations
* <b>PKGPRH0004</b>	2011	Building and Personal Property Coverage Form Public Entity
* <b>PKGPR0017</b>	2006	Deductible Amendatory Endorsement
* <b>PKGPR0018</b>	2006	Fungus, Wet Rot, Dry Rot and Bacteria Endorsement
* <b>PKGPRH0019</b>	2015	Tree Removal Coverage - Cemetery
* <b>PKGPRH0020</b>	2015	Foundation Coverage Amendatory Endorsement
* <b>BMR001</b>	07-11	Equipment Breakdown Coverage
* <b>BMR638</b>	10-09	Equipment Breakdown Covered Equipment Exclusion
* <b>BMR639</b>	10-09	Equipment Breakdown Covered Property Exclusion
* <b>BMR641</b>	10-09	Equipment Breakdown Power Generating Equipment Contract Exclusion
* <b>BMR642</b>	10-09	Equipment Breakdown Power Generating Equipment Time Element Exclusion
* <b>BMR803</b>	10-09	Equipment Breakdown Endorsement
PKGPR0012	2006	Functional Building Valuation
* PKGPR0002	2006	Earthquake Coverage Form
* PKGPR0003	2006	Flood Coverage Form
PKGPRH0014	2011	Coverage Extensions – Increased Limits (Public Entity)
PKGPRH0015	2011	Coverage Extensions – Amended (Public Entity)
PKGPR0001	2006	Schedule of Mortgage Holder (s)
CP1218	06-95	Loss Payable Provisions
BMR636	10-09	Equipment Breakdown – Actual Cash Value



**SCHEDULE OF FORMS AND ENDORSEMENTS      USSIC / MTPP**Policy No.      **HMT-292160**Effective Date:      **11/01/2020**  
12:01 A.M., Standard TimeNamed Insured:      **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (\*)  
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS AND ENDORSEMENTS ATTACHED TO THE INLAND MARINE COVERAGE PART**

* <b>PKGIMH0009</b>	2011	Inland Marine Declarations
* <b>PKGIMH0001</b>	2011	Inland Marine Coverage Form
* <b>PKGIM0015</b>	2006	Inland Marine Conditions
* <b>PKGIM0018</b>	2006	Deductible Amendatory Endorsement
* <b>PKGIM0021</b>	2006	Dock Limitation Endorsement – Inland Marine
* PKGIM0017	2006	Contractors Equipment Rented From Others Less than 90 Days
PKGIM0020	2006	Inland Marine Loss Payee Endorsement
* PKGIM0016	08-14	Replacement Cost Valuation
PKGIMH0026	05-15	Agreed Value Endorsement

**FORMS AND ENDORSEMENTS ATTACHED TO THE CRIME COVERAGE PART**

* <b>PKGCR0002</b>	2006	Crime Coverage Part Supplemental Declarations
* <b>PKGCR0003</b>	2006	Crime General Provisions
* <b>PKGCR0008</b>	2006	Volunteer Workers, Other Than Fund Solicitors, as Employees
* PKGCR0004	2006	Theft, Disappearance and Destruction Coverage Form – Coverage Form C
PKGCRH0007	2011	Public Employee Dishonesty Coverage Form - Coverage Form P – per Employee
* PKGCRH0006	2011	Public Employee Dishonesty Coverage Form - Coverage Form O – per Loss
* PKGCR0009	2006	Add Faithful Performance of Duty
* PKGCR0001	2006	Forgery & Alteration Coverage Form – Coverage Form B
PKGCR0013	2006	Employee Dishonesty Coverage Form – Crime Form A - Schedule
* CR0007	10-90	Computer Fraud Coverage Form
CRH0050	2011	Additional Insured – Designated Person or Organization

**SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPP**Policy No. **HMTP-292160**Effective Date: **11/01/2020**  
12:01 A.M., Standard TimeNamed Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (\*)  
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS AND ENDORSEMENTS ATTACHED TO THE COMMERCIAL GENERAL LIABILITY COVERAGE PART**

* <b>PKGLI0002</b>	2006	Public Entity Supplemental Declarations
* <b>PKGLIH0001</b>	2011	General Liability Coverage Form
* <b>PKGLI0017</b>	2006	Dam Exclusion
* <b>PKGLI0020</b>	2006	Fireworks Exclusion
* <b>PKGLI0062</b>	2006	Pollution Exclusion Exception – Partial Sewage Sublimit Endorsement
* <b>PKGLI0060</b>	2006	Amendment of Insuring Agreement – Known Injury or Damage
* <b>CG2167</b>	04-02	Exclusion – Fungi or Bacteria
PKGLIH0003	2011	Cemetery Professional Liability
PKGLI0035	2006	Deductible Liability Insurance
PKGLI0007	2006	Pesticide or Herbicide Applicator Coverage
PKGLI0008	2006	Self Insured Retention Endorsement Loss Adjustment Expense Included in Retention - Unlimited Reporting
PKGLI0021	2006	Exclusion – Coverage C. Medical Payments
PKGLI0031	2006	Prior Acts Coverage
* PKGLI0039	2006	Additional Insured – By Contract, Agreement or Permit
PKGLI0043	2006	Additional Insured – Managers or Lessors of Premises
PKGLI0044	2006	Additional Insured – Owners or Others Interests From Whom Land Has Been Leased
PKGLI0045	2006	Additional Insured – Designated Person or Organization
* PKGLI0046	2006	Additional Insured – Lessor of Leased Equipment
PKGLI0013	2006	Aircraft Endorsement – General Liability
* PKGLI0032	2006	Additional Coverage – Water Districts
* PKGLI0063	2006	General Liability Deductible – Included Loss Adjustment Expense
PKGLI0065	2006	Waiver of Transfer of Rights of Recovery
PKGLI0005	2006	Designated Operations Exclusion
PKGLI0064	2006	Contractual Liability - Railroads
GLH000106	04-13	Exclusion - Total Liquor Liability
PKGLIH0066	11-17	Marina Operators Legal Liability Endorsement

**FORMS AND ENDORSEMENTS ATTACHED TO THE EMPLOYEE BENEFIT COVERAGE PART**

* <b>PKGLI0026</b>	2006	Employee Benefits Liability – Declarations
* <b>PKGLIH0025</b>	2011	Employee Benefits Liability Coverage Form
* <b>PKGLI0030</b>	2006	Employee Benefits Liability – War or Terrorism Exclusion
PKGLIH0200	2011	Employee Benefits Liability - Prior Acts or Omissions Form

**FORMS AND ENDORSEMENTS ATTACHED TO THE LIQUOR LIABILITY COVERAGE PART**

<b>LIQ DS</b>	04-13	Liquor Liability Coverage Forms Supplemental Declarations
<b>LIQ000100</b>	04-13	Liquor Liability Coverage Form
LIQ000101	04-13	SIR – Claims Expense Included in Retention – Limited Reporting
LIQ000103	04-13	Deductible Liability Endorsement – Claims Expense Included in Deductible
LIQ000104	04-13	Deductible Liability Endorsement – Claims Expense Not Included

**SCHEDULE OF FORMS AND ENDORSEMENTS      USSIC / MTPP**Policy No.      **HMTP-292160**Effective Date:      **11/01/2020**  
12:01 A.M., Standard TimeNamed Insured:      **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (\*)  
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS AND ENDORSEMENTS ATTACHED TO THE LAW ENFORCEMENT COVERAGE PART**

* <b>LEPL0002</b>	2006	Law Enforcement Liability Coverage Part – Supplemental Declarations
* <b>LEPLH0003</b>	2011	Law Enforcement Liability Policy
* <b>LEPL0018</b>	2006	Exclusion – Asbestos
* <b>LEPL0019</b>	2006	War or Terrorism Exclusion
* <b>LEPL0020</b>	2006	Fungi or Bacteria Exclusion
* <b>LEPL0010</b>	2006	Incidental Professional Liability Endorsement
* <b>LEPLH0031</b>	07-16	Code Enforcement Exclusion
LEPL0011	2006	Law Enforcement Liability Coverage Form – Prior Acts or Omissions Coverage
LEPL0015	2006	Inclusion of Loss Adjustment Expenses in Deductible
LEPLH0100	2011	Designated Professional Services Exclusion
LEPL0004	2006	Law Enforcement Liability Coverage Form – Additional Insured State or Political Subdivision
LEPL0014	2006	Additional Insured – Designated Person or Organizations
LEPL0023	2006	Self Insured Retention Endorsement – LAE Included in Retention – Unlimited Reporting

**FORMS AND ENDORSEMENTS ATTACHED TO THE PUBLIC OFFICIALS COVERAGE PART - OCCURRENCE**

* <b>POOPLH0002</b>	10-17	Public Officials Liability Coverage Part – Supplemental Declarations
* <b>POOPLH0001</b>	01-12	Public Officials Liability Coverage Form
* <b>POOPL0024</b>	2006	Exclusion – Failure to Maintain Insurance
* <b>POOPL0022</b>	2006	Exclusion – Financial Loss
* <b>POOPL0021</b>	2006	Exclusion – Insurance Practices
* <b>POOPL0020</b>	2006	Exclusion – Securities/Bonds
* <b>POOPL0017</b>	2006	Enhanced Employment Liability Endorsement
* <b>POOPL0018</b>	2006	Exclusion – Derivative Investment
* <b>POOPL0019</b>	2006	Exclusion – Personal Injury Exclusion Redefined
* <b>POOPL0027</b>	2006	War or Terrorism Exclusion
* <b>POOPL0026</b>	2006	Exclusion – Fungi or Bacteria
* <b>POOPLH0030</b>	01-16	Independent Contractor Amendatory Endorsement
* <b>POOPLH0031</b>	10-17	Private Property Use Restriction Sublimit
POOPL0009	2006	Prior Acts or Omissions Coverage - EPL
POOPLH0100	2011	Designated Professional Services Exclusion - EPL
POOPL0023	2006	Change Endorsement – Insured
POOPL0025	2006	Exclusion – Activities of any Law Enforcement Agency
* <b>POPL0004</b>	2006	Additional Coverage – Water Districts
POCPL0049	2006	Self Insured Retention Endorsement – Unlimited Reporting
POOPL0008	2006	Designated Professional Services Exclusion
* <b>POCPLH0027</b>	2011	Non-Monetary Suit Defense Costs Endorsement
POH0050	04-12	Prior Acts Coverage

**SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPP**Policy No. **HMT-292160**Effective Date: **11/01/2020**  
12:01 A.M., Standard TimeNamed Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (\*)  
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS AND ENDORSEMENTS ATTACHED TO THE AUTOMOBILE COVERAGE PART**

* <b>PKGCA0024</b>	2006	Business Auto Coverage Form Declarations
* <b>PKGCAH0001</b>	10-12	Business Auto Coverage Form – Public Entity
* <b>PKGCA0021</b>	2006	Employees and Volunteers As Insureds
* <b>PKGCAH0004</b>	2011	Physical Damage to Volunteers or Employees Personal Autos
* <b>PKGCAH0009</b>	2011	Emergency Response Employee's or Volunteer's Personal Effects in Autos
* <b>PKGCA0029</b>	2006	War or Terrorism Exclusion
* <b>CA0110</b>	03-11	Michigan Changes
* <b>CA0217</b>	03-94	Michigan Changes – Cancellation and Nonrenewal
* <b>CA9941</b>	07-20	Michigan Property Damage Liability Coverage Buyback
* <b>CA2131</b>	03-06	Michigan Uninsured Motorists Coverage
* <b>CA2224</b>	07-20	Michigan Property Protection Coverage
* <b>CA2220</b>	07-20	Michigan Personal Injury Protection
* <b>CA2221</b>	07-20	Michigan Coordination of Personal Injury Protection
* <b>CA2030</b>	12-93	Emergency Vehicles – Volunteer Firefighters and Workers Injury Excluded
PKGCA0018	2006	Deductible Liability Coverage
PKGCAH0014	2013	Deductible Liability Coverage – Includes LAE
PKGCAH0005	2011	Customized Vehicle Extension Endorsement
PKGCA0007	2006	Commandeered Auto Coverage
PKGCA0003	2006	Agreed Value Endorsement
PKGCA0008	2006	Freezing Coverage – Fire and Other Emergency Vehicles
PKGCA0006	2006	Impounded Auto Endorsement
PKGCAH0013	2011	Replacement Cost Insurance
PKGCA0014	2006	Garage Keepers Coverage
PKGCA0015	2006	Self – Insured Retention Endorsement – Loss Adjustment Expense Included in Retention Unlimited Reporting
PKGCA0016	2006	Loss Payable Clause
PKGCA0022	2006	Additional Insured – Lessor
PKGCA0017	2006	Business Auto Coverage Form – Designated Insured
PKGCA0026	2006	Auto Physical Damage Catastrophic Coverage Form
PKGCA0028	2006	Prior Acts Coverage – Business Auto
PKGCA0020	2006	Covered Auto Designation Symbol
CAH0050	2011	Fire & Emergency Vehicles Endorsement

**FORMS AND ENDORSEMENTS ATTACHED TO THE ELECTRONIC DATA PROCESSING COVERAGE PART**

* <b>PKGIM0003</b>	2006	Electronic Data Processing Systems Supplemental Declarations
* <b>PKGIMH0004</b>	2011	Electronic Data Processing Systems – Section I – Equipment
* <b>PKGIM0006</b>	2006	Electronic Data Processing Systems – Extensions of Coverage
* <b>PKGIMH0012</b>	2011	Electronic Data Processing Systems – Section II – Data, Media, Programs
* <b>PKGIM0013</b>	2006	Electronic Data Processing Systems – Section III – Extra Expense
* PKGIM0005	2006	Electronic Data Processing Systems – Section IV – Loss of Business Income
* PKGIM0020	2006	Inland Marine Loss Payee Endorsement

**Charter Township of Union  
Investments with Isabella Bank  
December 31, 2020**

<b>Investment</b>	<b>Original Purchase Date</b>	<b>Last Renewal Date</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Original Amount</b>	<b>Balance 12/31/2020</b>
General Fund CD	3/13/2019	3/13/2020	12 months	2.0%	3/13/2021	2,500,000	2,613,629
General Fund CD	11/21/2017	2/21/2020	12 months	1.65%	2/21/2021	750,000	797,358
General Fund CD	1/25/2019	1/25/2020	12 months	2.0%	1/25/2021	550,000	576,715
Fire Fund CD	3/13/2019	3/13/2020	12 months	2.0%	3/13/2021	425,000	444,317
East DDA CD	5/1/2020	11/1/2020	6 months	0.15%	5/1/2021	300,000	301,320
East DDA CD	11/21/2017	2/21/2020	12 months	1.65%	2/21/2021	500,000	531,572
West DDA CD	7/16/2018	7/16/2020	12 months	0.5%	7/16/2021	601,422	631,977
West DDA CD	7/16/2019	7/16/2020	12 months	0.5%	7/16/2021	304,691	313,279
Water Fund CD	3/13/2019	3/13/2020	12 months	2.0%	3/13/2021	2,000,000	2,090,903
Water Fund CD	11/21/2017	2/21/2020	12 months	1.65%	2/21/2021	500,000	531,572
Sewer Fund CD	3/13/2019	3/13/2020	12 months	2.0%	3/13/2021	2,000,000	2,090,903
Sewer Fund CD	11/21/2017	2/21/2020	12 months	1.65%	2/21/2021	500,000	531,572
Sewer Fund Reserve CD	3/13/2019	3/13/2020	12 months	2.0%	3/13/2021	277,887	316,599
<b>Total Investments</b>						<b>11,209,001</b>	<b>11,771,719</b>

## **Charter Township of Union Investment Policy**

**WHEREAS**, the Board of The Charter Township of Union, Isabella County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

**WHEREAS**, Public Act 77 of 1989, MCL 41.77 requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

**WHEREAS**, Public Act 196 of 1997, MCL 129.91, *et seq.*, requires township boards, in consultation with the Township Treasurer, to adopt an investment policy, now

**THEREFORE BE IT RESOLVED**, That this policy is applicable to all public funds belonging to The Charter Township of Union and in the custody of the Township Treasurer.

**BE IT FURTHER RESOLVED**, That the Charter Township of Union Treasurer and/or the Township Manager is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77 and policies as set forth in this resolution.

**BE IT FURTHER RESOLVED**, That the Board approves the following financial institutions as depositories of township funds:

- Isabella Bank
- Isabella Community Credit Union

**BE IT FURTHER RESOLVED**, That the Treasurer shall recommend financial institutions for approval for the safekeeping of Township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of Township funds held in trust, if applicable. The Treasurer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions and brokers/dealers shall be pre-qualified by supplying the following:

- Audited financial statements
- Proof of NASD certification or FDIC insurance
- Proof of state registration
- Certification of having read, understood and agreement to comply with the Charter Township of Union investment policy.

The Treasurer shall annually examine the financial condition and registrations of qualified financial institutions and brokers/dealers by obtaining annual updates of the information listed above.

**BE IT FURTHER RESOLVED**, That when the Manager's analysis of the Township's cash flow requirements reveal that surplus funds will not be required to meet current expenditures for a specific length of time, the Treasurer and/or Manager is authorized to make prudent investments for a length of time that will provide a reasonable return on investment yet ensure that such funds will be available when needed and will not be exposed to undue risk. The Treasurer and/or Manager is authorized to invest township funds in the following instruments:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a).
- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (g) Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967, (*Ex Sess*), MCL 124.501, *et seq.*
- (i) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, *et seq.*
- (j) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, *et seq.*

**BE IT FURTHER RESOLVED**, That the objectives of this policy are to:

- maintain safety of principal of township funds;

- maintain a diversified investment portfolio;
- maintain adequate liquidity; and
- achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the Township's investment portfolio shall meet the following criteria:

**Safety:** Safety of principal is the foremost objective of The Charter Township of Union Township's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Treasurer and/or Manager shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, brokers/dealers, intermediaries, and advisers with whom the township will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

**Diversification:** The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds such as local government investment pools or mutual funds to maintain sufficient liquidity.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity dates concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Treasurer shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio; or to meet liquidity needs.

**Return on Investment:** The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low risk securities, and a fair rate of return relative to risk is assumed.

**BE IT FURTHER RESOLVED,** That the Treasurer and/or Manager shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in



context of managing an overall portfolio.

**BE IT FURTHER RESOLVED**, The Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township.

**BE IT FURTHER RESOLVED**, That the Treasurer and/or Manager shall refrain from personal business activity that could conflict with the proper execution and management of township investments, or that could impair the Treasurer's and/or Manager's ability to make impartial investment decisions.

**BE IT FURTHER RESOLVED**, That the Manager shall provide on a quarterly basis a written report to the Township Board concerning the investment of Township funds. (PA 213 of 2007 updated)

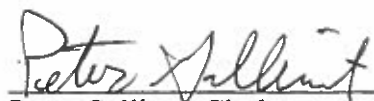
**BE IT FURTHER RESOLVED**, That the Township shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

ADOPTED: AYES: Gallinat, Lannen, Mikus, Stovak, Verwey and Barker

NAYES: None

ABSENT: Dinse

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, March 14, 2012.

  
\_\_\_\_\_  
Peter Gallinat, Clerk  
Charter Township of Union

**Township Manager Succession Plan**

Created: November 2019

Requirement for Plan: Governance Policy 2.8

Board of Trustee Approval: November 26, 2019

**Policy Statement:**

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Charter Township of Union to be prepared for an eventual change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified.

The Board of Trustees shall be responsible for implementing this. To insure the organization's operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits a permanent replacement, the Board will appoint an Interim Manager as described below.

The Interim Manager shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed and monitored including but not limited to reports due, contracts and other obligations to partners and counter-parties.

**Procedures for Succession:**

For a temporary change in Manager leadership (i.e. illness, resignation, leave of absence) the Board of Trustees shall, within 3 business days, appoint an Interim Manager according to the following line of succession:

- a. Finance Department Director
- b. Public Services Department Director

In order to ensure the capacity of these positions to assume the role of Interim Manager, the Manager will coach these staff members and expose them to organizational issues beyond their immediate areas of responsibility to ensure they are ready to fulfill this role.

# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> April 22, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 04/28/2021
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval  N/A

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and 2021. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

### Board Policy 3.4 – Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

- 3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.
- 3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.
  - 3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.
  - 3.4.2.2 Governance education and education related to Ends determination, (e.g., presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.
- 3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

3.4.3.1 The Board will include as an agenda item for a regular board meeting in June and January discussion regarding upcoming Saginaw Chippewa Indian Tribe 2% application options

3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

**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 April 28, 2021.**

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

1. Indicate item by item if you believe the Board 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 its' policies more completely?