

**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 May 12, 2021 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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

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

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

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

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

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

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 5/12/2021 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

The Charter Township of Union Board of Trustees will conduct their regularly scheduled May 12, 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).

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlllNG8veFlONGRSazBtNkITaHM4UT09> To participate via telephone conference call, please call (312-626-6799). Enter “872 4311 6560” and the “#” sign at the “Meeting ID” prompt, and then enter “616232” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

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

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



Step 1 Step 2

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

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

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

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

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



BOARD OF TRUSTEES

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

May 12, 2021

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. John Dinse – Representative of Hannah’s Bark Park and Friends of the Bark Park
 - B. FY2020 Audit Presentation by Yeo & Yeo
6. PUBLIC HEARINGS
 - A. McGuirk Subdivision Special Assessment Public Hearing #2
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – April 28, 2021 – Regular Meeting
 - C. Minutes – May 5, 2021 – Special Meeting
 - D. Accounts Payable
 - E. Payroll
 - F. Meeting Pay
 - G. Fire Reports

10. NEW BUSINESS

- A. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments

- B. Discussion/Action: (Smith) approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the McGuirk Subdivision Paving Special Assessment District 1 ½" overlay in the amount of \$65,389.79, and authorize the Township Manager to sign said contracts

- C. Discussion/Action: (Nanney) conduct a Second Reading for and adopt the amendatory ordinance 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).

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT



Charter Township of Union Audit Results December 31, 2020

Presented by

Ali N. Barnes, CPA

(989) 463-6108

alibar@yeoandyeo.com



Charter Township of Union

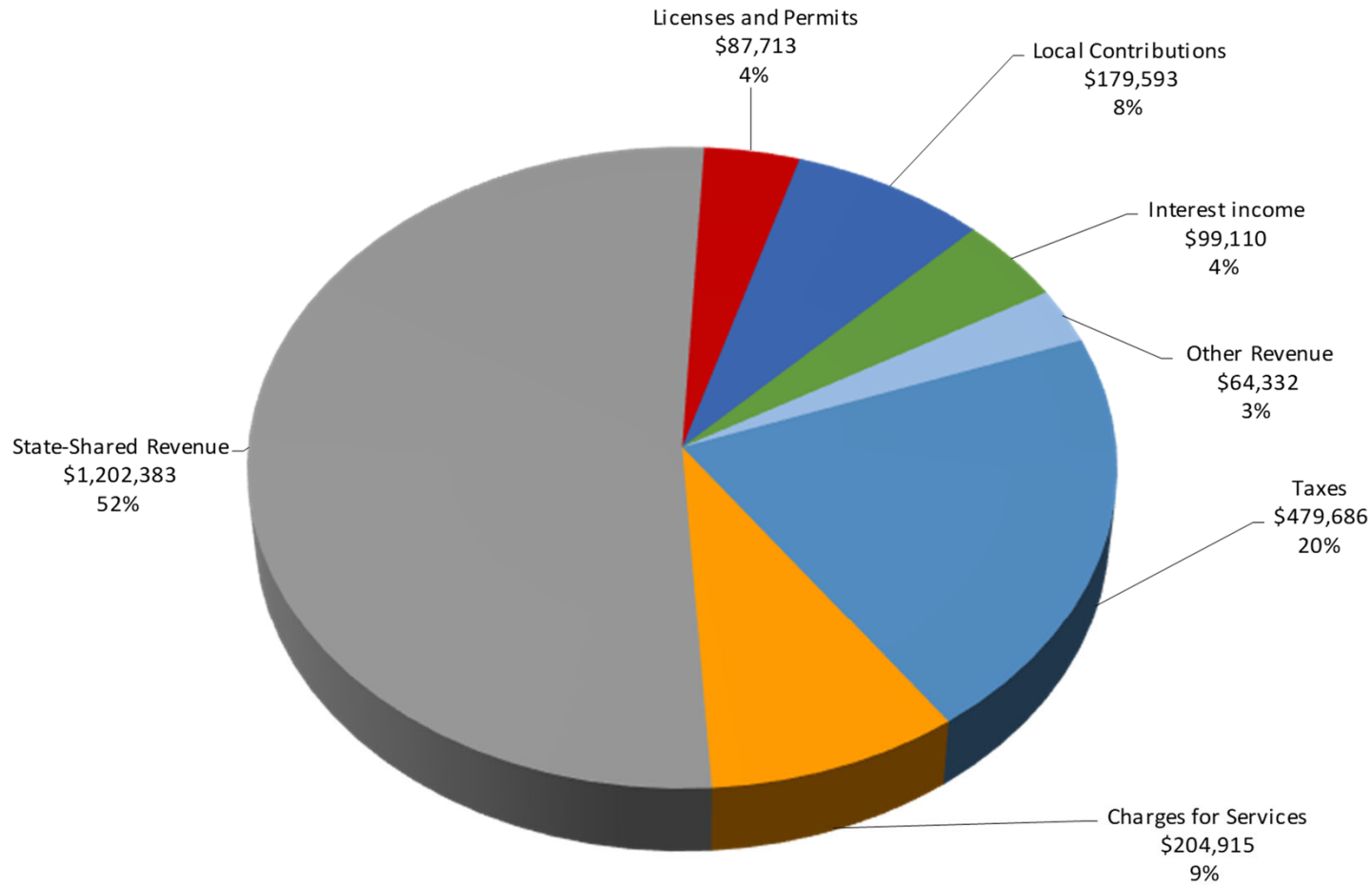


- Unmodified Opinion
 - Highest level of assurance
 - The financial records and statements are fairly and appropriately presented, and in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Charter Township of Union



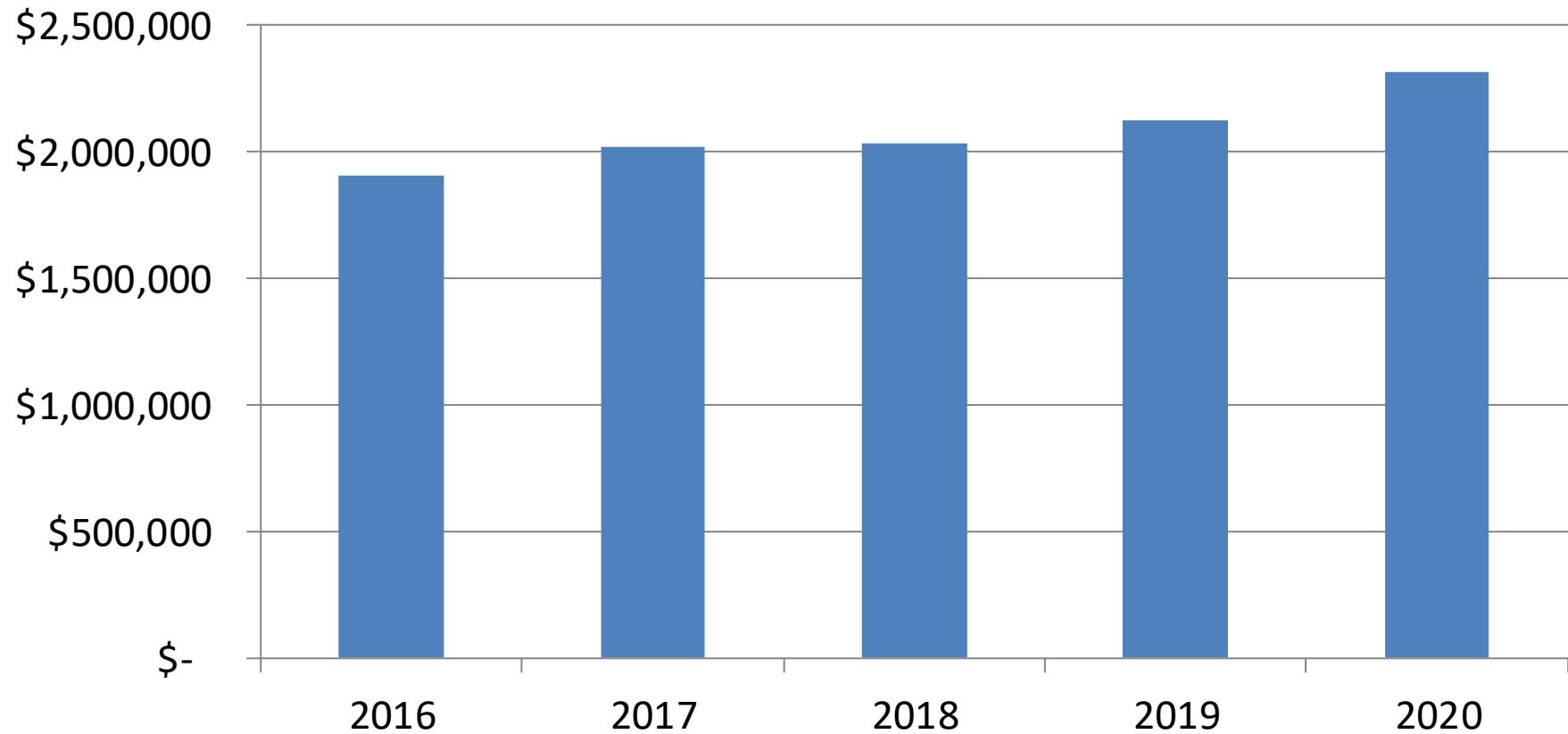
General Fund Revenue - \$2,317,732 December 31, 2020



Charter Township of Union



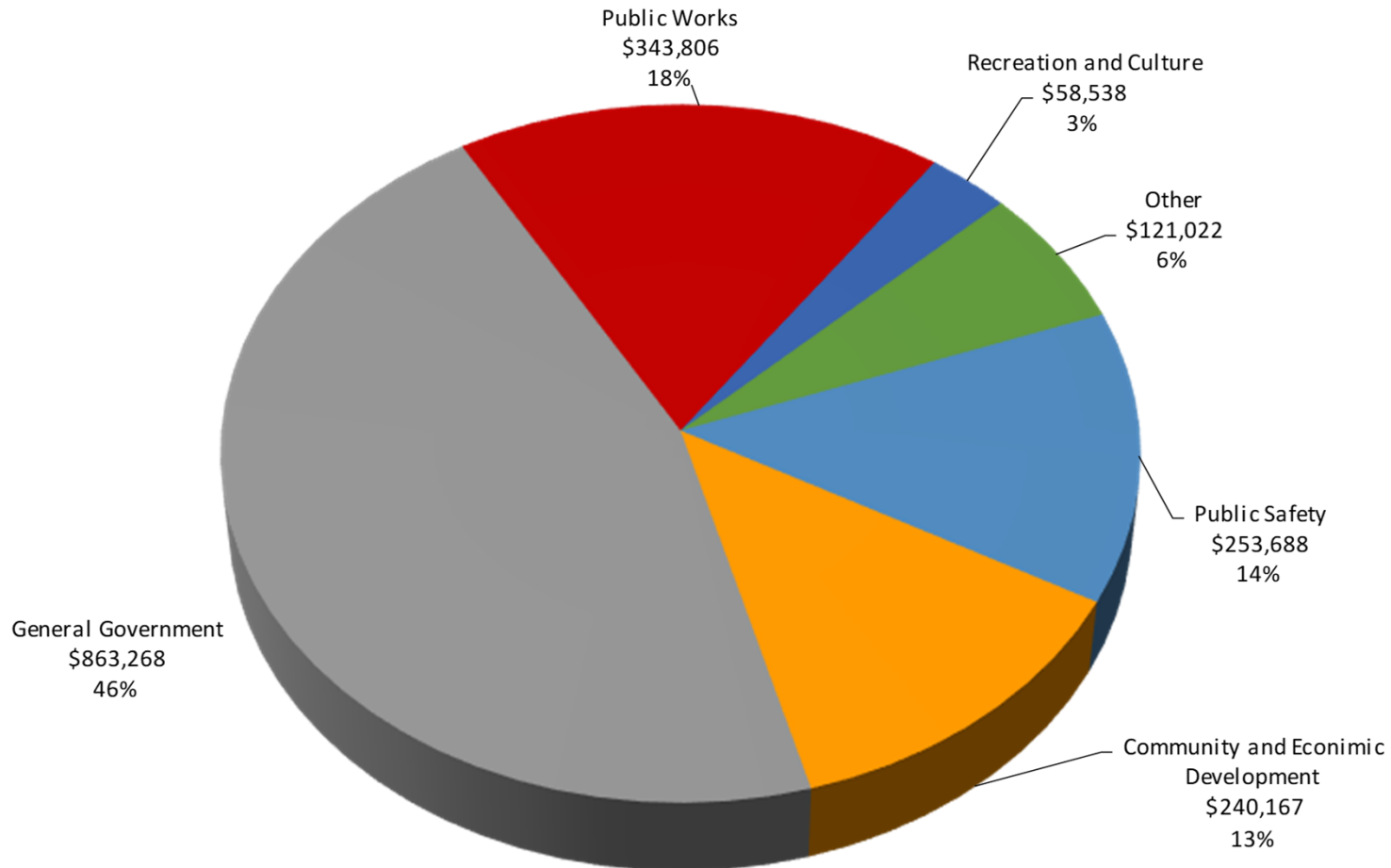
General Fund Revenues



Charter Township of Union



General Fund Expenditures - \$1,880,489 December 31, 2020

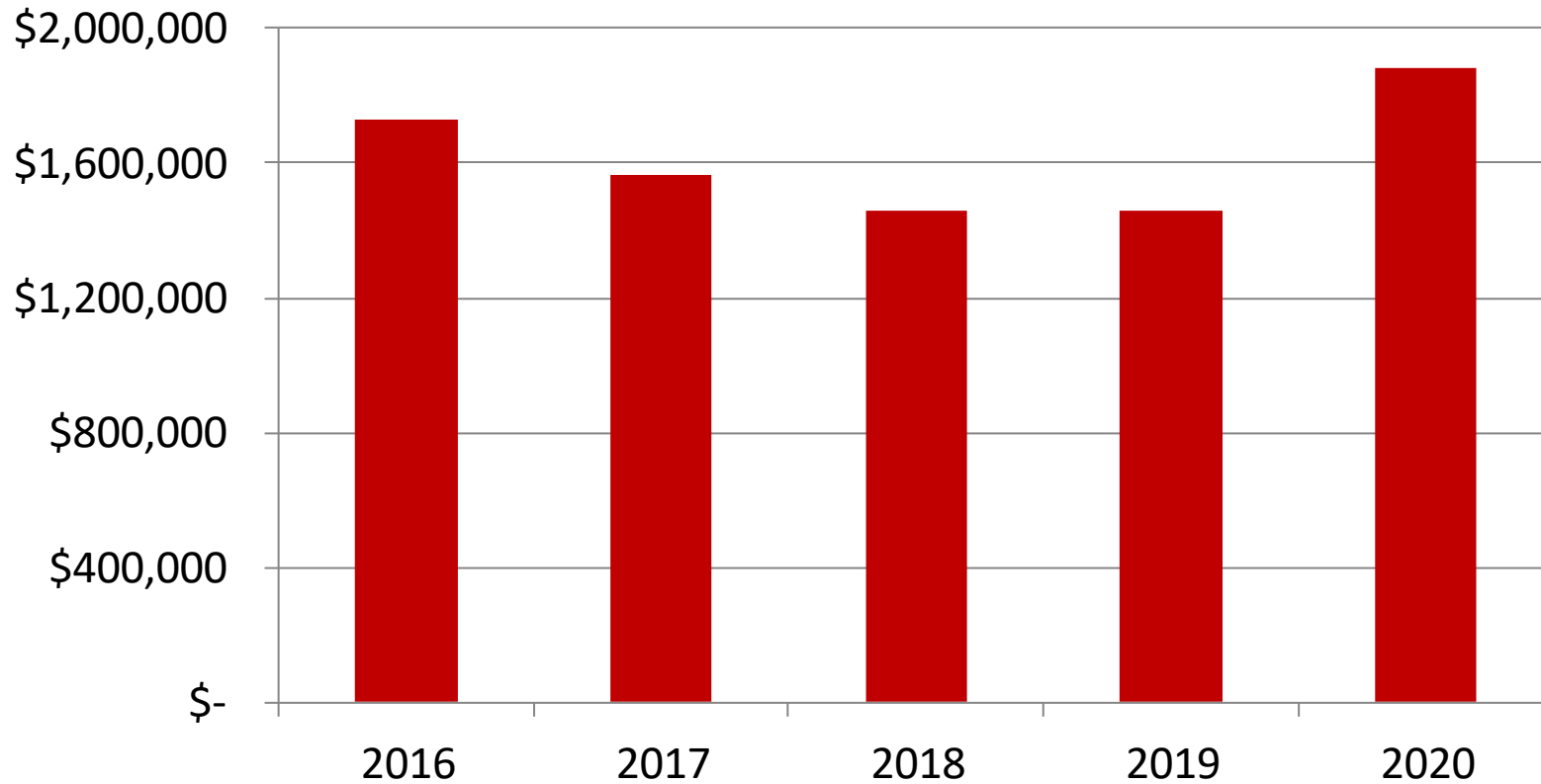


Charter Township of Union



General Fund Expenditures

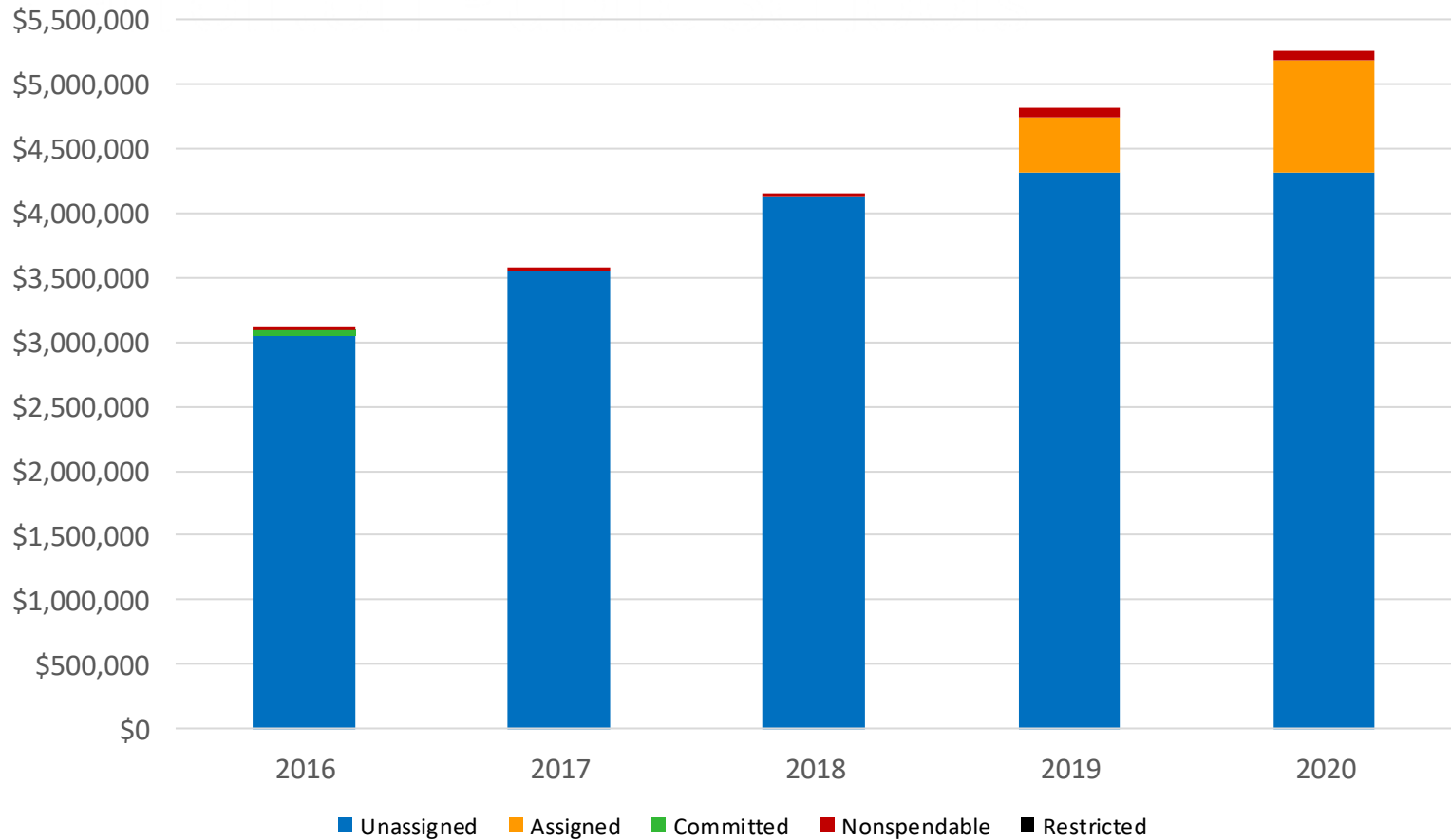
(excludes transfers)



Charter Township of Union



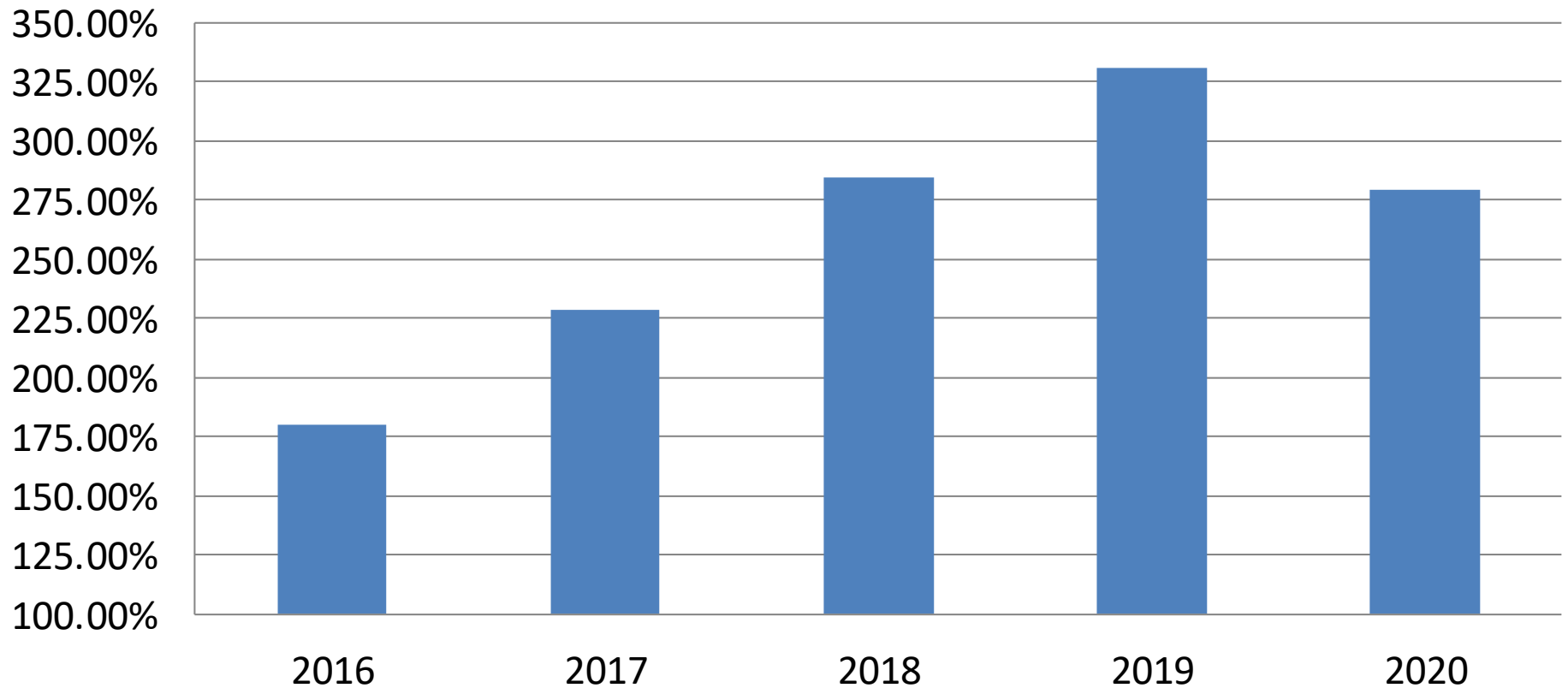
General Fund – Fund Balance



Charter Township of Union



General Fund – Fund Balance as % of Expenditures



Charter Township of Union



Fire Fund

| Balance Sheet | |
|-------------------------------------|---------------------|
| Assets | |
| Cash and cash equivalents | \$ 917,674 |
| Taxes receivable | 413,001 |
| Prepaid items | 199,075 |
| Other | <u>434</u> |
| Total assets | <u>\$ 1,530,184</u> |
| | |
| Deferred inflow of resources | <u>\$ 706,226</u> |
| | |
| Fund balance | |
| Non-spendable | \$ 199,075 |
| Restricted | <u>624,883</u> |
| Total fund balance | <u>\$ 823,958</u> |

Charter Township of Union



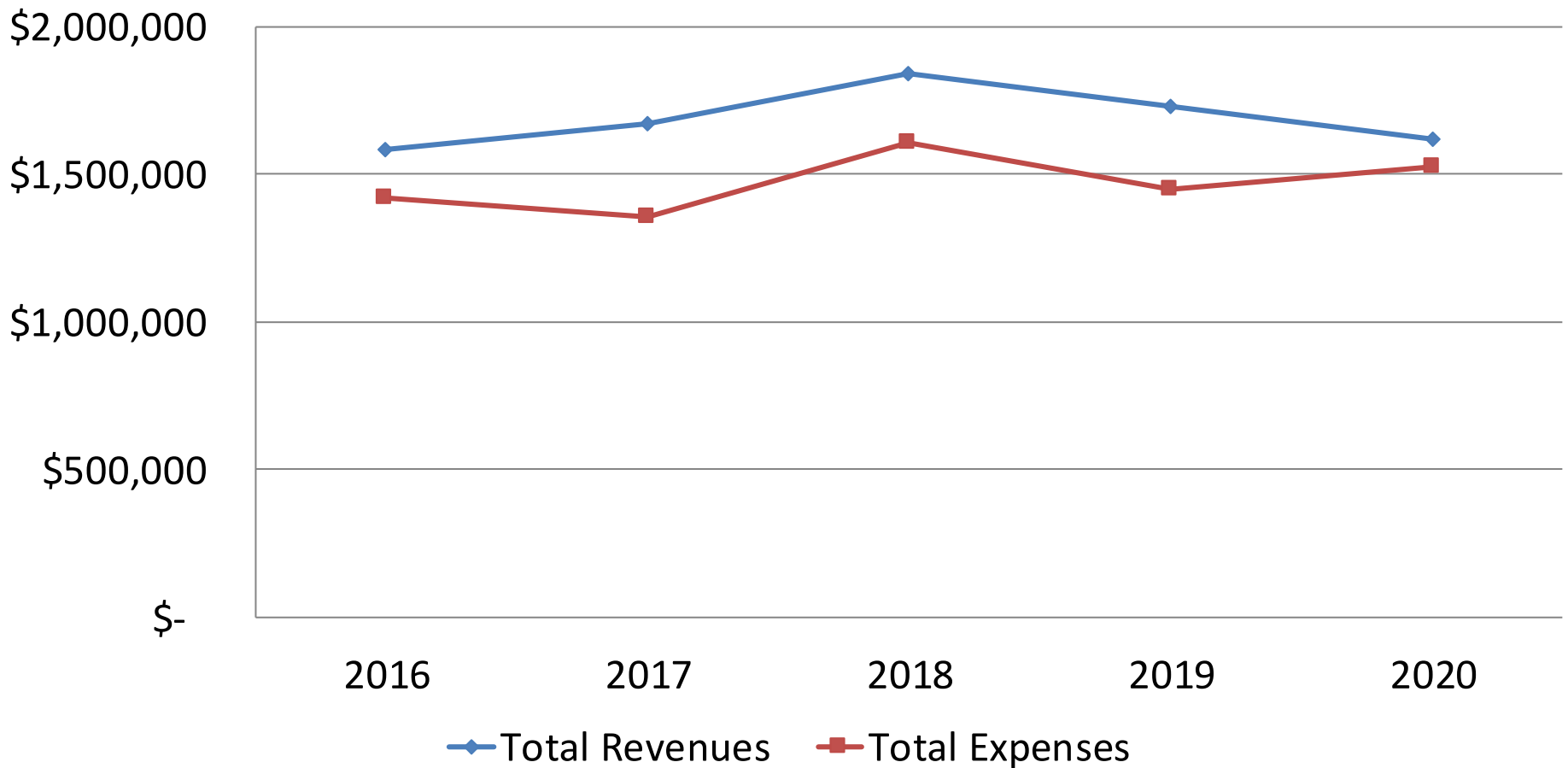
Fire Fund

| Statement of Revenues, Expenditures and Changes in Fund Balances | |
|---|-------------------|
| Revenues | |
| Taxes | \$ 630,546 |
| Charges for services | 122,552 |
| Other | <u>32,674</u> |
| Total revenues | <u>785,772</u> |
| | |
| Expenditures | <u>1,216,570</u> |
| | |
| Other financing sources | <u>30,000</u> |
| | |
| Net change in fund balance | (400,798) |
| Fund balance – beginning of year | <u>1,224,756</u> |
| Fund balance – end of year | <u>\$ 823,958</u> |

Charter Township of Union



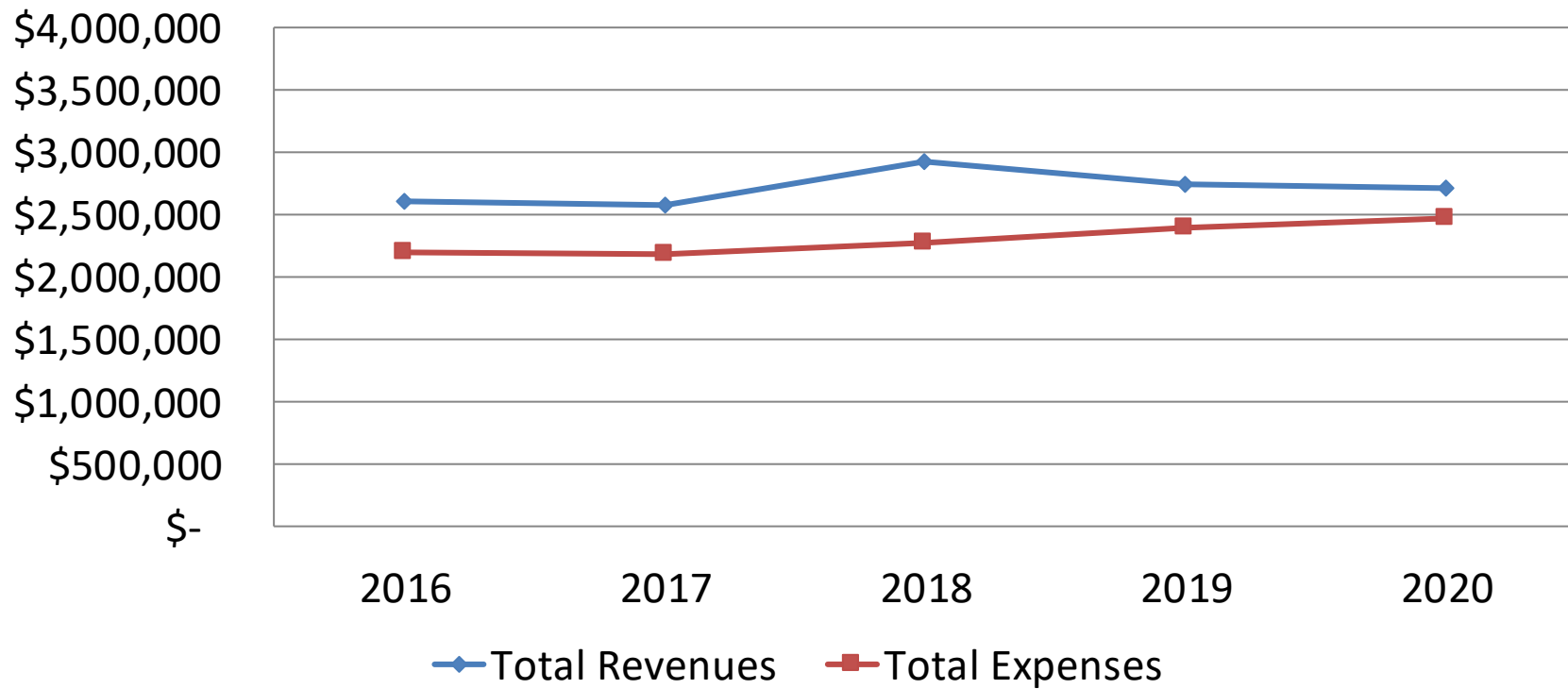
Water Fund



Charter Township of Union



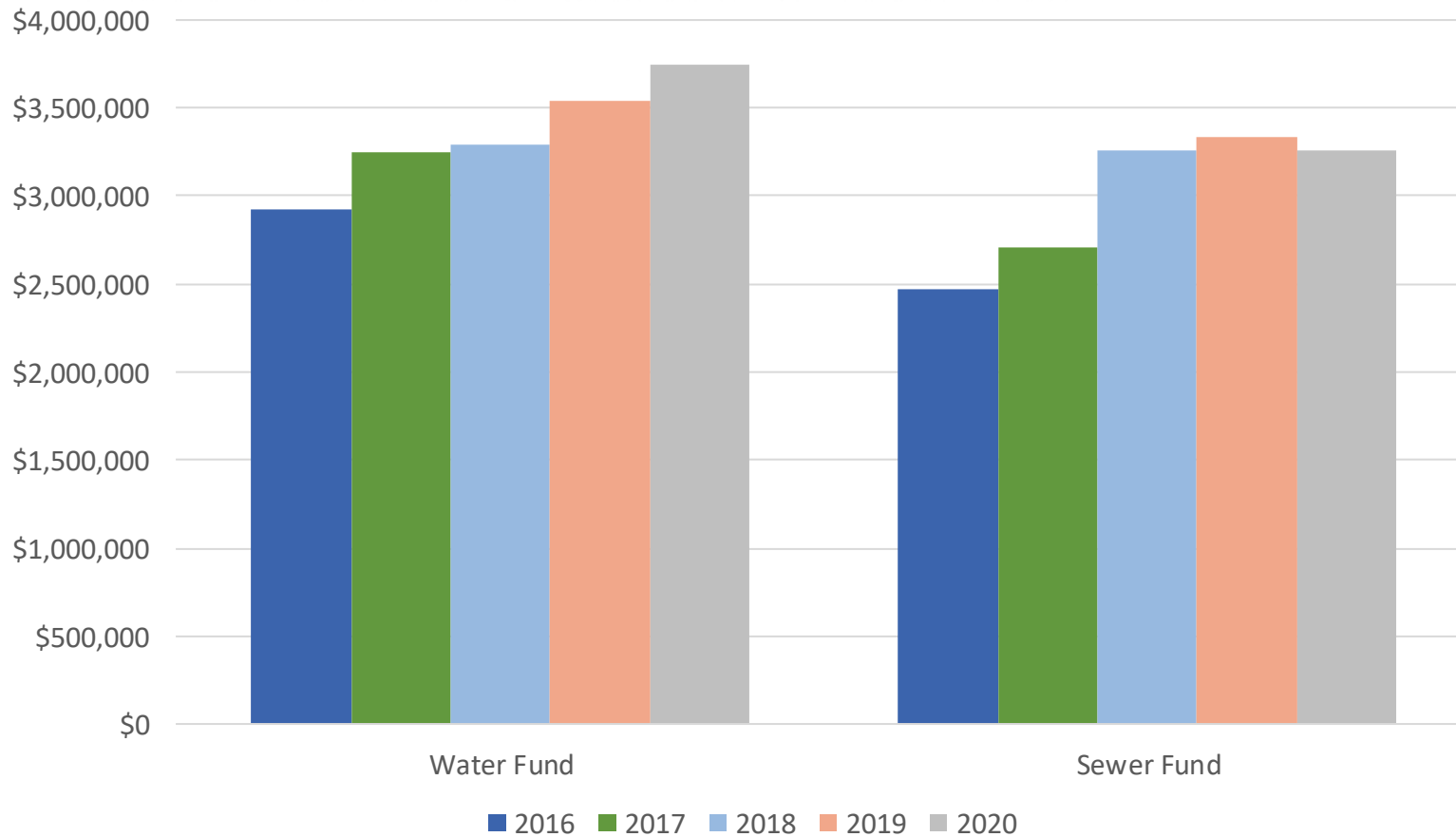
Sewer Fund



Charter Township of Union



Water and Sewer Funds – Working Capital



Charter Township of Union



No Material Weaknesses

No Significant Deficiencies

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 |
| | | | |

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 28, 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: Frankfort, IL)

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

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

Approval of Agenda

Hauck moved **Brown** supported to approve the Agenda, moving Closed Session before New Business.

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

Presentations

Jim Horton, 4th District County Commissioner gave updates from the County

Public Hearings

N/A

Public Comment

Open: 7:11 p.m.

No comments were offered.

Closed 7:11 p.m.

Reports/Board Comments

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

B. Board Member Reports

Mielke – City of Mt. Pleasant and EDA updates

Thering – Isabella County Commission updates

Consent Agenda

- Communications
- Minutes – April 28, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

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

Closed Session

7:40 p.m.

Rice moved **Brown** supported to go into closed session 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, I move to go into closed session to consult with the Township's attorney regarding trial or settlement strategy in connection with specific pending litigation because an open meeting would have a detrimental financial effect on the litigating or settlement position of the Township. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

8:25 p.m.

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

BOARD AGENDA

- 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 in the amount of \$42,311.00.**

Bills moved **Brown** supported to authorize the trade in of a 2012 Ford Super Duty truck with snow plow and the purchase of a 2021 4x4 Heavy Duty Chevrolet Work/Service Truck with a Boss Snow Plow, and service body from LaFontaine Burch Run. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, and Thering. Nays: Hauck. Motion carried.**

- 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)**

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

- 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)**

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

D. Discussion/Action: (Nanney) To concur with the Planning Commission and approve their updated bylaws and rules of procedure

Hauck moved **Bills** supported to concur with the Planning Commission and approve their updated by-laws and rules of procedure. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

E. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection

Discussion by the Board.

F. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:18 p.m.

No comments were offered.

Closed 9:18 p.m.

MANAGER COMMENTS

- Township Hall will be closed on May 4, 2021 for the election as the front door will be used as an exit door
- Reminder the Facilities Tour and Ends meeting will be on May 5, 2021 starting at 5:00p.m. meet at Jameson Hall
- Posted the Building Official position
- An offer was made for the Administrative Assistant position, with a start date later in May

FINAL BOARD MEMBER COMMENTS

Mielke – Commented on Census Data starting to trickle out and commented on the many vaccination clinics available to become vaccinated.

Rice – May not be able to attend the Facilities Tour and Ends meeting on May 5, 2021

Brown – Inquired on vac truck purchase and purchase date of electronics for the board.

ADJOURNMENT

Rice moved **Bills** supported to adjourn the meeting at 9:28 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

2021 CHARTER TOWNSHIP OF UNION
Board of Trustees
Special Meeting Minutes

A special meeting of the Charter Township of Union Board of Trustees was held on May 5, 2021 at 7:00 p.m. at Jameson Hall located at 5142 Bud St, Mt. Pleasant, MI 48858.

Meeting was called to order at 7:18 p.m.

Roll Call

Present:

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

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

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

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

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

Excused:

Clerk Cody and Treasurer Rice

Presentations

- A. Discussion: Governance Policy Ends

Public Comment

Open: 7:20 p.m.

Tony Gill commented on water/sewer rates

Closed 7:20 p.m.

FINAL BOARD MEMBER COMMENTS

N/A

ADJOURNMENT

The meeting adjourned at 8:58 p.m. Vote: Ayes: 5 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 | | | | | | |
| 05/01/2021 | 101 | 431 (E) | 01233 | UNITED STATES OF AMERICA | RURAL DEV I BOND PMT (92-04) | 33,567.49 |
| 05/03/2021 | 101 | 432 (E) | 01105 | MASTERCARD | MASTERCARD - COFFELL MASTERCARD - OCKERT MASTERCARD - HOHLBEIN MASTERCARD - FUSSMAN MASTERCARD - RADAR MASTERCARD - DEARING MASTERCARD - WALDRON MASTERCARD - BEBOW MASTERCARD - CRAWFORD MASTERCARD - ROCKAFELLOW MASTERCARD - SMITH K MASTERCARD - MCBRIDE MASTERCARD - CODY MASTERCARD - NANNEY MASTERCARD - TEALL MASTERCARD - GALLINAT MASTERCARD - STUHLREHER | 91.49 227.14 103.69 19.97 210.46 414.27 15.43 1,267.94 15.90 77.11 83.00 2,031.24 35.88 879.99 50.00 325.00 854.98 |
| | | | | | | <u>6,703.49</u> |
| 05/03/2021 | 101 | 433 (E) | 01105 | VOID | | |
| | | | | Void Reason: Created From Check Run Process | | |
| 05/05/2021 | 101 | 434 (E) | 01186 | COYNE PROPANE LLC | TANK LEASE - VALVE STATION | 95.00 |
| 05/05/2021 | 101 | 435 (E) | 00146 | CONSUMERS ENERGY PAYMENT CENTER | 2010 S LINCOLN RD L4 LIGHT STREET LIGHTS 48858 LED LIGHT 2010 S LINCOLN | 69.61 1,928.19 100.45 815.03 |
| | | | | | | <u>2,913.28</u> |
| 05/12/2021 | 101 | 22795 | 01358 | 21ST CENTURY MEDIA-MICHIGAN | ZONING AD ZONING, BOT, WTR & SWR ADS | 287.90 896.53 |
| | | | | | | <u>1,184.43</u> |
| 05/12/2021 | 101 | 22796 | 00020 | JAMES ALWOOD | WELL SITE LEASE - APR 2021 | 369.52 |
| 05/12/2021 | 101 | 22797 | 01676 | SHERYLE L. ALWOOD | ELECTION WORK MAY 2021 | 63.00 |
| 05/12/2021 | 101 | 22798 | 01703 | AMAZON CAPITAL SERVICES | KNEELER BOARD INK CARTRIDGE - PLANNING TABLET AND CASE - WTR/SWR | 40.84 88.99 290.98 |
| | | | | | | <u>420.81</u> |
| 05/12/2021 | 101 | 22799 | 00084 | B S & A SOFTWARE | BSA SUPPORT SERVICES FEE 5-1-21 TO 5-1-2 | 6,853.00 |
| 05/12/2021 | 101 | 22800 | 01678 | MARY R. BENTLEY | ELECTION WORK MAY 2021 | 213.50 |
| 05/12/2021 | 101 | 22801 | 00066 | BILL'S CUSTOM FAB, INC. | SAW HORSES - WWTP | 552.64 |
| 05/12/2021 | 101 | 22802 | 01240 | BRAUN KENDRICK FINKBEINER PLC | ZALUD LITIGATION - MAR 2021 LEGAL FEES - LABOR - MAR 2021 GENERAL LEGAL FEES - MAR 2021 CONCERNED CITIZENS - MAR 2021 | 30.00 1,005.00 3,000.40 4,417.10 |
| | | | | | | <u>8,452.50</u> |
| 05/12/2021 | 101 | 22803 | 01407 | VICTORIA BUSHONG | ELECTION WORK MAY 2021 | 256.00 |

V

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|------------------------------------|--|---|
| 05/12/2021 | 101 | 22804 | 00095 | C & C ENTERPRISES, INC. | JANITORIAL SUPPLIES - PARKS JANITORIAL SUPPLIES - WWTP SAFETY WORK UNIFORM PANTS SOAP AND DISINFECTANT WIPES - TWP HALL | 143.80 373.05 199.75 116.25 <u>832.85</u> |
| 05/12/2021 | 101 | 22805 | 00722 | CHARTER TOWNSHIP OF UNION | BD BOND REFUND - POSTAGE | 15.30 |
| 05/12/2021 | 101 | 22806 | 01515 | LISA M CODY | ELECTION SUPPLIES | 14.60 |
| 05/12/2021 | 101 | 22807 | 00155 | COYNE OIL CORPORATION | FUEL IN TOWNSHIP VEHICLES - MAR 2021 | 610.74 |
| 05/12/2021 | 101 | 22808 | 01171 | DBI BUSINESS INTERIORS | PAPER AND WHITE OUT - WTR/SWR DRY ERASER/DOLLY/TRASH CAN - JAMESON TRASH LINERS - JAMESON TONER - WTR/SWR | 40.79 175.49 33.05 73.99 <u>323.32</u> |
| 05/12/2021 | 101 | 22809 | 01674 | RANDALL JORDAN DOYLE | ELECTION WORK MAY 2021 | 296.00 |
| 05/12/2021 | 101 | 22810 | 00098 | ELECTION SOURCE | FULL SERVICE TESTING FOR ICP | 950.00 |
| 05/12/2021 | 101 | 22811 | 00201 | ELHORN ENGINEERING COMPANY | BULK CHLORINE | 4,444.00 |
| 05/12/2021 | 101 | 22812 | 01426 | ENVIRONMENTAL RESOURCE ASSOCIATES | COLIFORM MICROBE | 792.45 |
| 05/12/2021 | 101 | 22813 | 01219 | ERC ASSOCIATES, LLC | FOUR DRUMS OF CATIONIC POLYMER | 6,840.00 |
| 05/12/2021 | 101 | 22814 | 00209 | ETNA SUPPLY COMPANY | 2" IRRIGATION METER LEAK SENSOR REPLACEMENTS | 1,740.00 4,320.00 <u>6,060.00</u> |
| 05/12/2021 | 101 | 22815 | 01500 | CHRISTINE K FOUNTAIN | ELECTION WORK MAY 2021 | 256.00 |
| 05/12/2021 | 101 | 22816 | 00249 | GILL-ROY'S HARDWARE | SAFETY GLASSES - BLDG | 13.77 |
| 05/12/2021 | 101 | 22817 | 00257 | GOURDIE-FRASER, INC. | EPA RISK/RESILLIENCE ASSESSMENT | 4,575.00 |
| 05/12/2021 | 101 | 22818 | 00290 | HOTSY OF MID-MICHIGAN | PUMP MAINTENANCE & OIL CHANGE | 243.70 |
| 05/12/2021 | 101 | 22819 | 01721 | HYDROCORP | CROSS CONNECTION CONTR PROG - APR 2021 N CROSS CONNECTION CONT PROG - APR 2021 RE | 950.00 2,650.00 <u>3,600.00</u> |
| 05/12/2021 | 101 | 22820 | 00307 | IDEXX DISTRIBUTION, INC | DRINKING WATER LAB SUPPLIES DRINKING WATER LAB SUPPLIES | 1,723.37 277.20 <u>2,000.57</u> |
| 05/12/2021 | 101 | 22821 | 00324 | ISABELLA CORPORATION | 8" LIVE TAP INSTALLATION | 4,300.00 |
| 05/12/2021 | 101 | 22822 | 00360 | KIMBALL MIDWEST | CUT OFF WHEELS | 159.54 |
| 05/12/2021 | 101 | 22823 | 01520 | KONWINSKI CONSTRUCTION INC | JAMESON PARK RENOVATIONS - FINAL PMT | 44,088.72 |
| 05/12/2021 | 101 | 22824 | 00402 | MEDLER ELECTRIC CO | VFD FOR PUMP # 2 AT LIFT STATION #6 | 6,008.92 |
| 05/12/2021 | 101 | 22825 | 00733 | MICHIGAN ASSN. OF PLANNING | ANNUAL MEMBERSHIP RENEWAL - 2021 | 775.00 |
| 05/12/2021 | 101 | 22826 | 00422 | MICHIGAN PIPE & VALVE-MT. PLEASANT | TAP PARTS | 2,216.00 |
| 05/12/2021 | 101 | 22827 | 00454 | MOTION INDUSTRIES, INC | BEARING - AERATOR #2 | 2,322.69 |
| 05/12/2021 | 101 | 22828 | 00131 | PERCEPTIVE CONTROLS, INC | KEPWARE SUPPORT - WTR/SWR KEPWARE SUPPORT - WWTP KEPWARE SUPPORT - SWR | 1,638.00 315.00 6,674.55 <u>8,627.55</u> |
| 05/12/2021 | 101 | 22829 | 01606 | PRINT MANAGEMENT PARTNERS | GEN PURPOSE WINDOW ENVELOPES | 729.90 |
| 05/12/2021 | 101 | 22830 | 01373 | MERISSA J. RICE | ELECTION WORK MAY 2021 | 280.00 |
| 05/12/2021 | 101 | 22831 | 01740 | RISE MACHINE | FINE SCREEN REPAIR | 2,515.00 |
| 05/12/2021 | 101 | 22832 | 01293 | SHAY WATER CO/CUSTOM COFFEE SERV | COFFEE FOR TOWNSHIP HALL | 120.00 |
| 05/12/2021 | 101 | 22833 | 00597 | SHERWIN WILLIAMS | PAINT - ISABELLA WELL SITE | 719.19 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-------------------------------------|--|-----------------|
| | | | | | PAINT AND PAINTING SUPPLIES - ISABELLA W | 406.55 |
| | | | | | PAINT - WWTP | 264.59 |
| | | | | | | <u>1,390.33</u> |
| 05/12/2021 | 101 | 22834 | 01410 | CINDY SMITH | ELECTION WORK MAY 2021 | 248.00 |
| 05/12/2021 | 101 | 22835 | 01654 | TRACE ANALYTICAL LABORATORIES, INC. | SAMPLE HANDLING, STORAGE & DISPOSAL - MI | 407.00 |
| | | | | | SAMPLE HANDLING, STORAGE & DISPOSAL | 207.00 |
| | | | | | | <u>614.00</u> |
| 05/12/2021 | 101 | 22836 | 00668 | UNITED PARCEL SERVICE | WATER SAMPLING SHIPPING | 12.75 |
| | | | | | WATER SAMPLING SHIPPING | 0.71 |
| | | | | | | <u>13.46</u> |
| 05/12/2021 | 101 | 22837 | 01032 | UNITED STATES POSTAL SERVICE | ANNUAL FEE FOR PERMIT #11 | 490.00 |
| 05/12/2021 | 101 | 22838 | 01013 | USA BLUE BOOK | STIR BLADES AND SAMPLING KIT | 192.13 |
| | | | | | WIDE MOUTH BOTTLES AND DIPPERS | 151.05 |
| | | | | | | <u>343.18</u> |
| 05/12/2021 | 101 | 22839 | 01336 | CYNTHIA M VELDT-DIETSCH | ELECTION WORK MAY 2021 | 248.00 |
| 05/12/2021 | 101 | 22840 | 01314 | VERIZON WIRELESS | CELL PHONES 03-16-21 TO 04-15-21 | 405.20 |
| 05/12/2021 | 101 | 22841 | 01714 | ASHLEY WAGNER | ELECTION WORK MAY 2021 | 280.00 |
| 05/12/2021 | 101 | 22842 | 00703 | WASTE MANAGEMENT OF MICHIGAN, INC | DUMPSTER SERVICE WTR - MAY 2021 | 87.02 |
| | | | | | DUMPSTER SERVICE MCDONALD - MAY 2021 | 215.24 |
| | | | | | DUMPSTER SERVICE TWP HALL - MAY 2021 | 73.38 |
| | | | | | DUMPSTER SERVICE SHOP - MAY 2021 | 55.94 |
| | | | | | DUMPSTER SERVICE WWTP - MAY 2021 | 945.45 |
| | | | | | DUMPSTER SERVICE JAMESON - APR 2021 | 143.66 |
| | | | | | | <u>1,520.69</u> |
| 05/12/2021 | 101 | 22843 | 00710 | WEBB CHEMICAL SERVICE | FERRIC CHLORIDE SOLUTION | 4,857.48 |
| 05/12/2021 | 101 | 22844 | 00723 | WINN TELECOM | PHONE SERVICE 5/1/21-5/31/21 | 336.39 |
| 05/12/2021 | 101 | 22845 | 01372 | JOSEPH W YODER | ELECTION WORK MAY 2021 | 244.00 |
| 05/12/2021 | 101 | 22846 | 01159 | SUSAN K YODER | ELECTION WORK MAY 2021 | 244.00 |

101 TOTALS:

| | |
|----------------------------|-------------------|
| Total of 57 Checks: | 176,891.01 |
| Less 1 Void Checks: | 0.00 |
| Total of 56 Disbursements: | <u>176,891.01</u> |

| |
|--|
| Charter Township of Union Payroll |
|--|

CHECK DATE: April 29, 2021

PPE: April 24, 2021

NOTE: PAYROLL TRANSFER NEEDED

| | |
|--|----------------------------|
| General Fund | \$ 22,233.98 |
| Fire Fund | - |
| EDDA | |
| WDDA | |
| Sewer Fund | 25,477.34 |
| Water Fund | 19,991.43 |
| Total To Transfer from Pooled Savings | <u><u>\$ 67,702.75</u></u> |

NOTE: CHECK TOTAL FOR TRANSFER

| | |
|---|----------------------------|
| Gross Payroll | \$ 57,953.67 |
| Employer Share Med | 834.87 |
| Employer Share SS | 3,569.69 |
| SUI | 16.38 |
| Pension-Employer Portion | 4,718.39 |
| Workers' Comp | 609.75 |
| Life/LTD | - |
| Dental | - |
| Health Care | - |
| Vision | - |
| Vision Contribution | - |
| Health Care Contribution | - |
| Cobra/Flex Administration | - |
| PCORI Fee | - |
| Total Transfer to Payroll Checking | <u><u>\$ 67,702.75</u></u> |

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2021**

BOARD MEMBER: Connie Lee Bills, DPM

MONTH: APRIL, 2021

| Date | Meeting | Time Attended | | Total |
|------|---------------------|---------------|--------------|-------|
| | | 1hr or less | More than Hr | |
| 4/7 | Election Commission | | ✓ | 75 |
| 4/12 | " " | ✓ | | 50 |
| | | | | |
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SIGNATURE: 

Date: 4/27/21

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

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

BOARD MEMBER: James Thering

MONTH, YEAR: April 20 2021

| Date MM/DD | Meeting | Time Attended | | Total |
|---------------|-----------------------------------|---------------|--------------|-------|
| | | 1hr or less | More than Hr | |
| 4/20 | Isabella County Commision Meeting | ✓ | | \$ 50 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

Signature: James Thering **Date:** 5/5/2021

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



Union Township Report-1

Date: Tuesday, April 27, 2021



Alarm Date between 2021-04-19 and 2021-04-25

| District | NFIRS Number | Alarm Date | Incident Type Code | Incident Type | Apparatus Name | Personnel Count | Alarms |
|-----------------------|----------------|-------------------------|--------------------|---|----------------|---------------------------|--------|
| Union Township | 0000271 | | | | | | |
| | | 4/20/2021 2:43:38 PM | 745 | Alarm system activation, no fire - unintentional | ENG 31 | 3 | 1 |
| | | | | | | Total Responding 3 | |
| Union Township | 0000273 | | | | | | |
| | | 4/21/2021 3:40:12 AM | 311 | Medical assist, assist EMS crew | C 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000274 | | | | | | |
| | | 4/21/2021 3:40:36 AM | 611 | Dispatched & canceled en route | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |

| | | | | | | | |
|-----------------------|------------------------|--------------------------|-----|--------------------------------|--------|---------------------------|---|
| Union Township | 0000281 | | | | | | |
| | | 4/24/2021 12:58:50 AM | 611 | Dispatched & canceled en route | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| | Total Runs 4 | | | | | Total Responding 9 | |

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



Union Township Report-1

Date: Wednesday, May 5, 2021



Alarm Date between 2021-04-26 and 2021-05-02

| District | NFIRS Number | Alarm Date | Incident Type Code | Incident Type | Apparatus Name | Personnel Count | Alarms |
|-----------------------|----------------|--------------------------|--------------------|-------------------------------------|----------------|-------------------------------|--------|
| Union Township | 0000285 | | | | | | |
| | | 4/26/2021 5:36:00 AM | 311 | Medical assist, assist EMS crew | ENG 31 | 3 | 1 |
| | | | | | | Total Responding 3 | |
| Union Township | 0000286 | | | | | | |
| | | 4/26/2021 11:15:50 AM | 550 | Public service assistance, other | ENG 31 | 3 | 1 |
| | | | | | | Total Responding 3 | |
| Union Township | 0000289 | | | | | | |
| | | 4/27/2021 10:50:56 PM | 611 | Dispatched & canceled en route | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |

| | | | | | | | |
|-----------------------|----------------|--------------------------|-----|---|--------|-------------------------------|---|
| Union Township | 0000290 | | | | | | |
| | | 4/27/2021 1:28:22 AM | 550 | Public service assistance, other | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000291 | | | | | | |
| | | 4/27/2021 11:55:38 AM | 700 | False alarm or false call, other | C 31 | 2 | 1 |
| | | 4/27/2021 11:55:38 AM | 700 | False alarm or false call, other | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 4 | |
| Union Township | 0000295 | | | | | | |
| | | 4/28/2021 9:44:00 PM | 321 | EMS call, excluding vehicle accident with injury | ENG 31 | 3 | 1 |
| | | | | | | Total Responding 3 | |
| Union Township | 0000296 | | | | | | |

| | | | | | | | |
|---------------------------|----------------|--------------------------|-----|---|--------|--------------------------------|---|
| | | 4/29/2021 1:01:06 PM | 311 | Medical assist, assist EMS crew | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000298 | | | | | | |
| | | 4/29/2021 11:06:42 PM | 321 | EMS call, excluding vehicle accident with injury | ENG 31 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000299 | | | | | | |
| | | 4/30/2021 8:37:00 AM | 322 | Motor vehicle accident with injuries | ENG 31 | 2 | 3 |
| | | 4/30/2021 8:37:00 AM | 322 | Motor vehicle accident with injuries | C 31 | 3 | 3 |
| | | 4/30/2021 8:37:00 AM | 322 | Motor vehicle accident with injuries | POV | 9 | 3 |
| | | | | | | Total Responding 14 | |
| Union Township | 0000300 | | | | | | |
| | | 4/30/2021 10:39:07 AM | 131 | Passenger vehicle fire | C 31 | 2 | 4 |

| | | | | | | | |
|--|--------------------------|--------------------------|-----|------------------------|--------------------|--------------------------------|---|
| | | 4/30/2021 10:39:07 AM | 131 | Passenger vehicle fire | ENG 31 | 2 | 4 |
| | | 4/30/2021 10:39:07 AM | 131 | Passenger vehicle fire | POV | 11 | 4 |
| | | 4/30/2021 10:39:07 AM | 131 | Passenger vehicle fire | Assistant Chief | 0 | 4 |
| | | | | | | Total Responding 15 | |
| | Total Runs 10 | | | | | Total Responding 50 | |

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: May 3, 2021 |
| FROM: Kim Smith, Public Service Director | DATE FOR BOARD CONSIDERATION: May 12, 2021 |
| ACTION REQUESTED: Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments. | |

Current Action Emergency Funds Budgeted: If Yes Account # 245-000-973.110 No N/A

Finance Approval _____

BACKGROUND INFORMATION

Michigan state statute authorizes townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, levy and collect special assessment funds to pay off the debt.

The residents of McGuirk Subdivision have met the first and second requirement of the special assessment process by submitting an informal and formal petition. The informal and formal petitions were reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their August 12, 2020 regular meeting.

After approval of Resolution #1 the next step in the special assessment process was that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 was presented and approved by the Township Board of Trustees on October 28, 2020.

The purpose of Resolution #2 was as follows:

- Tentatively approving the Board of Trustees intention to make the improvement.
- Tentatively designating the special assessment district.
- Setting a date and time of November 24, 2020 at 7:00 p.m. for the first of two public hearings.
- Direct that the completed cost estimate be given to the Township Clerk and made available for public inspection prior to the first public hearing

The first of two public hearings was held on November 24, 2020 to hear input from residents on the establishment of the special assessment district.

Resolution #3 was presented and adopted by the Township Board of Trustees on January 27, 2021.

The purpose of Resolution #3 was as follows:

- Describing the improvement and determining to complete the improvements
- Approving the plans and cost estimates as presented
- Designating the boundaries of the district
- Confirming the petition for sufficiency
- Specifying the amount of the improvement costs to be paid by the Township, if any
- Designating the term of the special assessment district's existence
- Directing the Supervisor (Assessor) to prepare the special assessment roll

The final construction cost estimate was completed by the Isabella County Road Commission on February 17, 2021, and the Special Assessment Roll was completed by the Township Assessor on March 11, 2021.

Resolution #4 which was approved by the Township Board of Trustees on March 24, 2021.

The purpose of Resolution #4 was as follows:

- Confirm that the completed Special Assessment Roll be given to the Township Clerk and made available for public inspection prior to the second public hearing
- Set the date and time for the Second Public Hearing

The Second Public Hearing was held on May 12, 2021 to hear input from residents on the establishment of the special assessment district.

The next step in the special assessment process is the consideration and adoption of Resolution #5 by the Township Board of Trustees.

The purpose of Resolution #5 is as follows:

- Confirm the Special Assessment Roll
- Determine the number of annual installments
- Determine the interest rate to be charged on future installments

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for McGuirk Estates to complete a 1 ½ "overlay on Rose Marie Lane, Mamie Street, McGuirk Street, and James Court.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt McGuirk Subdivision Paving Special Assessment District Resolution #5.

Upon approval of Resolution #5 the next step in the process can be initiated. The next step in the process is for the Township Clerk to endorse the Special Assessment Roll with the date of its confirmation, deliver to the

Township Treasurer, and to mail Notice of Special Assessment to affected property owners within 20 days after confirmation of the special assessment roll.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

Special Assessment District Cost Estimate \$72,238.00

PROJECT TIME TABLE

Public Hearing #2 – May 12, 2021- set by Resolution #4

Resolution #5 – May 12, 2021 - confirm special assessment roll, determine number of annual installments, and interest rate

Isabella County Road Commission Participation Contract – May 12, 2021

Notice of Assessment – mail to all property owners within 20 days after confirmation of special assessment roll by the Township Clerk

Construction – 2021 Construction Season

Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

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

**McGuirk Subdivision Paving
Special Assessment District Resolution #5**

At a regular meeting of the Charter Township of Union Board of Trustees (“Township Board”) held on the 12 day of May 2021, the following Resolution was adopted.

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Township Board of the Charter Township of Union, Isabella County, Michigan (the “Township”), after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by the Township Supervisor and assessing officer of the Township for the purpose of defraying the costs of 1.5” overlay proposed to be installed within the McGuirk Subdivision Paving Special Assessment District;

AND WHERAS, such public hearing was preceded by proper notice in the Morning Sun newspaper, a newspaper of general circulation in the Township, and by first-class mail notice to each property owner of record within said district and upon said assessment roll;

AND WHERAS, comments were received from those present at such hearing concerning said assessment roll and opportunity was given to all present to be heard in the matter;

AND WHEREAS, a record of those present to protest, and of any written protests submitted at or before the public hearing will be made a part of the minutes of the hearing;

AND WHEREAS, it is the opinion of the Township Board that no further time should be granted for the consideration of the matter; and

AND WHEREAS, the Township Board has duly inspected the proposed assessment roll has found the proposed assessment roll to be correct, just and reasonable.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The assessment roll submitted by the Township Supervisor and assessing officer of the Township in the amount of \$72,238 shall hereafter be designated as McGuirk Subdivision Paving Special Assessment Roll.
2. The McGuirk Subdivision Paving Special Assessment Roll, as submitted by the Township Supervisor and assessing officer of the Township, is hereby confirmed and approved as the assessment roll for the McGuirk Subdivision Paving Special Assessment District.

3. The assessments in said McGuirk Subdivision Paving Special Assessment Roll shall be divided into ten (10) equal annual installments of principal with the first installment to be due on or before September 1, 2021 and the following installments to be due on or before the 1st day of the same month of each and every year thereafter. All unpaid installments prior to their transfer to the tax roll as provided by Michigan Public Act 188 of 1954, as amended, (“PA 188”) shall bear interest payable annually on each installment due date at the rate of 6.25% percent per annum commencing on the first installment due date hereinbefore set forth. Any payments made before such first installment due date shall not bear any such interest.
4. Future due installments of an assessment against any parcel of land may be paid to the Township Treasurer at any time in full with interest accrued through the month in which the final installment is paid in accordance with PA 188. If any installment of a special assessment is not paid when due, then the installment shall be considered to be delinquent and there shall be collected, in addition to interest as provided by this section, a penalty at the rate of one percent (1%) for each month, or fraction of a month, that the installment remains unpaid before being reported to the Township Board for reassessment upon the Township tax roll, also in accordance with PA 188.
5. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer. The Township Clerk shall endorse the special assessment roll with the date of its confirmation and deliver said special assessment roll to the Township Treasurer with his/her warrant attached, commanding the Township Treasurer to collect such assessments in accordance with the direction of the Township Board and PA 188.
6. The Township Clerk’s warrant shall also direct the Township Treasurer to submit annually, by September 1, to the Township Board a sworn statement setting forth the persons delinquent, if known, a description of the parcels of land upon which there are delinquent assessments and the amount of such delinquency, including accrued interest and penalties computed to September 1 of such year.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted:

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Bryan Mielke, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certifies that foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held on the _____ day of _____ 2021, at which meeting _____ members of the Township Board were present and voted as indicated in said minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan; and the foregoing excerpt contains all materials pertinent to confirmation of the McGuirk Subdivision Paving Assessment Roll.

Date: _____

Lisa Cody, Clerk

McGuirk Subdivision Paving Special Assessment Roll

| Parcel # | Property Address | Owners Name | Special/Lot |
|------------------|----------------------|-------------------------------------|------------------|
| 14-020-40-001-04 | 1796 MAMIE ST | MAYFIELD PATRICIA D | 2257.43 |
| 14-020-40-001-05 | 1816 MAMIE ST | WENTWORTH ANDREA S E | 2257.43 |
| 14-020-40-001-06 | 3875 MCGUIRK ST | HEPINSTALL SAMUEL JOHN & MICHELLE L | 2257.43 |
| 14-020-40-003-00 | E BROOMFIELD RD | CITY OF MT PLEASANT | 2257.43 |
| 14-151-00-003-00 | 3981 MCGUIRK ST | ROBERTS TIMOTHY F & JAIMIE A | 2257.43 |
| 14-151-00-005-00 | 1774 JAMES COURT | DURFEE DAVID D & AMY L | 2257.43 |
| 14-151-00-006-00 | 1794 JAMES COURT | SIMON PATRICIA A | 2257.43 |
| 14-151-00-007-00 | 1816 JAMES COURT | THERING WILLIAM H & GLADYS F | 2257.43 |
| 14-151-00-008-00 | 1817 JAMES COURT | BROWN KENDRA | 2257.43 |
| 14-151-00-009-00 | 1797 JAMES COURT | SQUATTRITO PHILIP J TRUST NO 1 | 2257.43 |
| 14-151-00-010-00 | 1777 JAMES COURT | CRESSWELL ZACHARY D & JACQUELINE S | 2257.43 |
| 14-151-00-011-00 | 3895 MCGUIRK ST | RAHRIG DAN J | 2257.43 |
| 14-151-00-012-00 | 1815 MAMIE ST | SINGH LAL PRATAP & NEERJA | 2257.43 |
| 14-151-00-013-00 | 1795 MAMIE ST | WHEELER CHRISTOPHER | 2257.43 |
| 14-151-00-014-00 | 1775 MAMIE ST | BALTUSIS MICHAEL A LIVING TRUST | 2257.43 |
| 14-151-00-015-00 | 3827 MCGUIRK ST | IDEMA THOMAS H & JUDY K | 2257.43 |
| 14-151-00-016-00 | 1764 ROSE MARIE LANE | TRIPP PATRICK DAVID II | 2257.43 |
| 14-151-00-017-00 | 1770 ROSE MARIE LANE | ALEXANDER JASON C & MELISSA M | 2257.43 |
| 14-151-00-018-00 | 1778 ROSE MARIE LANE | FOOTE JOHN D & SUZANNE M | 2257.43 |
| 14-151-00-019-00 | 1790 ROSE MARIE LANE | FRANSTED RUTH TRUST | 2257.43 |
| 14-151-00-020-00 | ROSE MARIE LANE | FRANSTED RUTH TRUST | 2257.43 |
| 14-151-00-021-00 | 1810 ROSE MARIE LANE | LANGLOIS KEVIN R | 2257.43 |
| 14-151-00-022-00 | 1805 ROSE MARIE LANE | GARIGLIO RANDY L & SARAH K | 2257.43 |
| 14-151-00-023-00 | 1797 ROSE MARIE LANE | MAGNOTTE KENNETH AND SOPHIA | 2257.43 |
| 14-151-00-024-00 | 1777 ROSE MARIE LANE | COORAY KAHADAWALA S | 2257.43 |
| 14-151-00-025-00 | 1757 ROSE MARIE LANE | SPIRIS JON & KATHY | 2257.43 |
| 14-151-00-026-00 | 3850 MCGUIRK ST | DOLLARD PETER & JOAN | 2257.43 |
| 14-151-00-027-00 | MCGUIRK ST | DOLLARD PETER & JOAN | 2257.43 |
| 14-151-00-028-00 | 3888 MCGUIRK ST | MORAN WILLIAM & LORETTA | 2257.43 |
| 14-151-00-029-00 | 3930 MCGUIRK ST | SMITH GARY & KATHLEEN | 2257.43 |
| 14-151-00-030-00 | 3950 MCGUIRK ST | SNYDER DEREK KEITH | 2257.43 |
| 14-151-00-031-00 | 3978 MCGUIRK ST | BUCKLEY RYAN M & SARAH SOMMER | 2257.43 |
| | | | 72,237.76 |

Warrant for Collection of Charter Township of Union McGuirk Subdivision Paving Special
Assessment Roll

TO: The Treasurer of Charter Township of Union, Isabella County, Michigan

In accordance with the attached resolution of the Charter Township of Union Township board adopted on May____, 2021, you are hereby directed to collect the special assessments set forth in the attached McGuirk Subdivision Paving Special Assessment Roll from the owners of the properties described in said assessment roll, together with such interest and penalties as set forth in said resolution and prescribed by statute.

Any sums due after September 1, 2021 shall bear interest at the rate of 6.25 percent per annum. Any assessments or portions thereof paid prior to September 1, 2021 shall not bear any interest.

If any installment of a special assessment is not paid when due, there shall be collected, in addition to interest, a penalty at the rate of 1 percent for each month or fraction of a month that the installment remains unpaid before being reported to the township board for reassessment upon the township tax roll under the provisions of PA 188 of 1954, as amended.

Township clerk signature:

Dated: _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager **DATE:** May 3, 2021

FROM: Kim Smith, Public Services Director **DATE FOR BOARD CONSIDERATION:** May 12, 2021

ACTION REQUESTED: Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the McGuirk Subdivision Paving Special Assessment District 1 ½” overlay in the amount of \$65,389.79, and authorize the Township Manager to sign said contracts.

Current Action X Emergency _____

Funds Budgeted: If Yes x Account # 245-000-973.110 No X

Finance Approval _____

BACKGROUND INFORMATION

Michigan state statute authorizes townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, levy and collect special assessment funds to pay off the debt.

The residents of McGuirk Subdivision have met all of the requirement of the special assessment process. On May 12, 2021 the Township Board of Trustees approved the Special Assessment Roll. The Isabella County Road Commission (ICRC) is responsible for the maintenance of all county roads located in Union Township. In order to facilitate the completion of a 1 ½” overlay in McGuirk Subdivision the Board of Trustees is required to approve a Participation Contract with the Isabella County Road Commission.

SCOPE OF SERVICES

This contract provides for the completion of a 1 ½ “overlay on Rose Marie Lane, Mamie Street, McGuirk Street, and James Court by the Isabella County Road Commission.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt the Participation Contract with the Isabella County Road Commission so that the 1 ½” overlay can be completed during the 2021 construction season.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

Construction Cost Estimate \$65,389.79

PROJECT TIME TABLE

2021 Construction Season

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission for the McGuirk Subdivision Paving Special Assessment District 1 ½" overlay in the amount of \$65,389.79, and authorize the Township Manager to sign said contracts.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

TOWNSHIP PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the “**Road Commission**” and **Union Township**, hereinafter referred to as the “**Township**”, for the following improvements:

| | | |
|-----------------------------------|--|---------------------|
| Project No. 489-014-125426 | McGuirk Estates s. of Broomfield | 1.5” Overlay |
| | Estimated Cost before Contingency | \$59,445.26 |
| | Plus Contingency | <u>5,944.53</u> |
| | Estimated Contract Cost plus Contingency | \$65,389.79 |
| | Union Township Share | \$65,389.79 |

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
 Manager

By: _____
 Manager

By: _____
 Clerk

By: _____
 Board Secretary

Board Approval on: _____

Board Approval on: _____

REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|--|--|
| To: Board of Trustees | DATE: May 4, 2021 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 5/12/2021 |
| ACTION REQUESTED: To conduct a Second Reading for and adopt the amendatory ordinance 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). | |

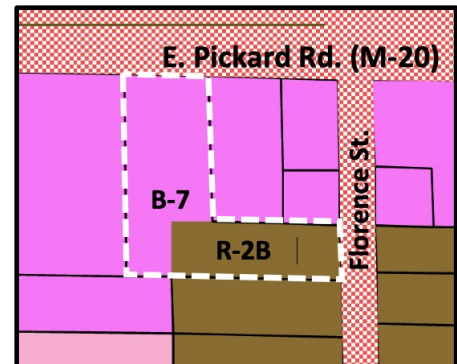
BACKGROUND INFORMATION

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

Following a public hearing and deliberation, the Planning Commission adopted the following motion by a unanimous roll call vote during their regular March 16, 2021 meeting:

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.

Public input opportunities.

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

| Date | Event | Actions |
|----------------|--|---|
| March 16, 2021 | Planning Commission Public Hearing and Regular 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 28, 2021 | Regular electronic meeting of the Board of Trustees via Zoom | Introduction and First Reading |
| April 30, 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 |
| May 1, 2021 | | Publication of the summary and notice in The Morning Sun newspaper |
| May 12, 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 21-01 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 conduct a Second Reading for and adopt the amendatory ordinance 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 April 28, 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