

**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 June 23, 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 "Reactions" icon. Next, click on the "Raise Hand" icon near the bottom right corner of the screen. To raise 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 6/23/2021 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.

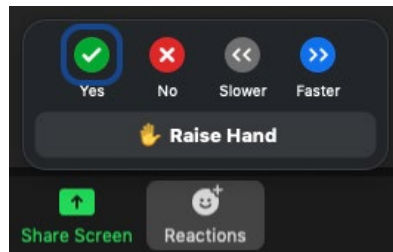
Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

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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 “Reactions” icon. **Next, click on the “Raise 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**

June 23, 2021

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Community and Economic Development Department Presentation, by Rodney Nanney, Director
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. June Monthly Activity Report (to be sent under separate cover)
 - C. Planning Commission and ZBA updates by Rodney, Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – June 9, 2021 – Regular Meeting
 - C. Payroll
 - D. Meeting Pay
 - E. Fire Reports
 - F. ICRC Participation Agreement: Chip/Seal
 - G. ICRC Participation Agreement: Meridian Rd.

10. NEW BUSINESS

- A. Discussion/Action: (Nanney) New Isabella County Jail and Sheriff's Office Special Use Permit Application
- B. Discussion/Action: (Smith, Acting Manager) University Meadows (Chips Housing) UB Late Fee Waiver Request
- C. Discussion/Action: (Teall) Policy Governance 2.5.10 Cash Flow Ratio
- D. Discussion/Action: (Smith, Acting Manager) Policy Governance 2.7 ENDS Focus of Grants and Contracts
- E. Discussion/Action: (Board of Trustees) Policy Governance 3.5 Board Commission and Community Linkage
- F. Discussion/Action: (Board of Trustees) Policy Governance 3.6 Supervisor's Role in the Board's Process
- G. Discussion/Action: (Board of Trustees) Policy Governance 3.7 Duties of the Elected Department Heads

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

Business Retention & Attraction Visits

Community & Economic Development Director

Master Plan for Future Land Use

Zoning Board of Appeals

Special Use Permit Applications

Economic Development

EDA Board

Planning

Rezoning Applications

Planning Commission

Zoning & Land Development

Zoning Ordinance

Site Plan & Subdivision Plat Applications

Zoning Administrator

MMDC, CVB & Chamber of Commerce

Airport

East & West DDA Districts Development/TIF Plans

Parks & Recreation Master Plan

Sidewalks & Pathways

Rental Inspector

Community Development

Construction/Housing Board of Appeals

Building Clerk

Building Official

Ordinance Enforcement

Notices & Civil Infractions

Zoning Violations

Code Enforcement

Building Services

Certificates of Occupancy

Building Permits

Inspections

Commercial Construction Plan Review

Junk Vehicles

Tall Grass & Noxious Weeds

PILOT Agreements Low Income Housing

Rental Housing Inspections & Certification

Community and Economic Development Department

Community and Economic Development Department Presentation

INTRODUCTION

The Community and Economic Development Department provides a variety of public services generally organized under six (6) broad categories: Building Services, Community Development, Economic Development, Ordinance Enforcement, Planning, and Zoning and Land Development. The department is located at the Township Hall and includes five (5) full-time positions.

Department Staff

- Amy Peak, Building Services Clerk
- Larry Sommer, Building Official
- Peter Gallinat, Zoning Administrator
- Rodney Nanney, Community and Economic Development Director
- Rental Inspector (vacant)

Building Official and Rental Inspector Changes

For the past several years our Building Official position has been filled through a contractual arrangement with McKenna Associates, Inc. An effort in March of 2020 to advertise a job posting for the position did not result in any qualified candidates. After an evaluation and re-pointing of the position under terms of the collective bargaining agreement for the supervisory unit, the position was re-advertised in April of 2021.

After evaluation of applications and an interview process, the Community and Economic Development Director invited Larry Sommer, a qualified internal candidate who has served the Township for the past nine years as our Rental Inspector, to accept a permanent job transfer to serve as the Township's new Building Official. The offer was accepted, and the transition process has begun. The current weekly Building Official retainer services provided by John Lipchik from McKenna Associates will come to an end after a reasonable transition period. It is expected that we will retain McKenna Associates under provisions of our existing agreement to provide support in the area of commercial construction plan review on an as-needed, hourly-service basis.

The job posting for the now vacant Rental Inspector position has been published in The Morning Sun, shared with the membership of the Home Builders Association of Central Michigan, and posted online by the Michigan Municipal League and Michigan Townships Association to invite applications, with a deadline date set for June 22, 2021.

SUMMARY OF SERVICES AND BOARD OF TRUSTEES GOALS ADDRESSED

The scope of public services provided by the department is illustrated on the color-coded graphic and summarized in more detail below. Each of the Board of Trustees' desired outcomes (from "Policy 1.0: Global End" of the Township's Policy Governance Manual) addressed by the department's service activities are referenced below in parenthesis:

Building Services

1. Enforcement of the State Construction Code and the Township's Construction Codes Ordinance No. 20-05. (1.1.1.2, 1.3, 1.3.2)

Community and Economic Development Department Presentation

2. Review and issuance of building permits, including coordination of reviews by the Township Assessor (verification of parcel data accuracy), Public Service Department (municipal water and sewer connections), and Zoning Administrator (compliance with applicable Zoning Ordinance requirements). (1.1.1.2, 1.3, 1.3.2)
3. Inspections of buildings, structures, and other improvements subject to State Construction Code requirements. (1.1.1.2, 1.3, 1.3.2)
4. Issuance of certificates of occupancy for new construction, including coordination with Isabella County plumbing, electrical, and mechanical inspectors to verify compliance with approved permits subject to county jurisdiction. (1.3)
5. Review and acceptance of commercial construction plans. (1.3, 1.3.2)
6. Construction Board of Appeals (1.1.1.2, 1.3)
7. Processing of Freedom of Information Act (FOIA) requests for historical permit, site plan, and related documentation (1.1.1, 1.1.1.1, 1.1.2)

Community Development

8. Enforcement of the International Property Maintenance Code and the Township's Housing Licensing Code Ordinance No. 20-04. (1.1.1.2, 1.3, 1.3.2)
9. Annual inspections and certifications of all rental housing units in the Township. (1.1.2, 1.1.1.2, 1.3, 1.3.2)
10. Housing Board of Appeals (1.1.1.2, 1.3)
11. Implementation of the Parks and Recreation Master Plan in collaboration with the Township's Public Services Department. (1.1.1, 1.2.1, 1.3.3, 1.4, 1.5)
12. Oversight of individual housing project compliance with the Township's Tax Exemption Ordinance No. 20-10 and adopted PILOT (Payment in Lieu of Taxes) resolutions for low-income housing developments subject to the State Housing Development Authority Act. (1.1.1, 1.1.1.1, 1.2.1)
13. Implementation of sidewalk and pathway priorities through oversight of projects to construct sections new public sidewalk using Township funds. (1.2.1, 1.3.1, 1.3.3, 1.4.1)

Economic Development

14. Existing business retention visits and new business attraction activities by the Director, often in coordination with the work of the Middle Michigan Development Corporation (MMDC), the Mt. Pleasant Area Convention and Visitors Bureau (CVB) and/or the Mt. Pleasant Area Chamber of Commerce). (1.1.2, 1.2, 1.6)
15. Implementation and periodic review and updating of the East and West Downtown Development Authority (DDA) Districts' Development/Tax Increment Financing (TIF) Plans in accordance with the requirements of state Public Act 57 of 2018 (1.1, 1.2.1, 1.3, 1.3.1, 1.3.4, 1.4, 1.6)

Community and Economic Development Department Presentation

16. Staff support for the Economic Development Authority (EDA) Board (1.6)
17. Township representation by the Director on the new Airport Joint Operations and Management Board. (1.1.1.3, 1.1.2, 1.2.1, 1.6)

Ordinance Enforcement

18. Investigation of complaints and other potential violations of Township ordinances, including the Zoning Ordinance No. 20-06 and Noxious Weeds Ordinance No. 1998-5. (1.1.1.2, 1.3.2)
19. Publication of the annual notice related to enforcement of the Noxious Weeds Ordinance as required by state Public Act 359 of 1941, as amended. (1.1.1.2, 1.1.2, 1.3.2)
20. Issuance of notices of violation and follow up communications with responsible parties focused on bringing the property back into compliance. (1.1.1.2, 1.3.2)
21. Issuance of civil infraction tickets and initiation of other legal actions as determined necessary in cases where the responsibly party fails to take the minimum necessary corrective actions to resolve the violation in a reasonable timeframe. (1.1.1.2, 1.3.2)

Planning

22. Staff support for the Planning Commission. (1.1, 1.2, 1.3, 1.5, 1.5, 1.6)
23. Implementation and periodic review and updating of the Township's adopted Master Plan for Future Land Use in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended. (1.1, 1.1.2, 1.1.1.3, 1.2, 1.2.1, 1.3, 1.3.1, 1.5, 1.5.3, 1.6)
24. Implementation and periodic review and updating of the Township's adopted Parks and Recreation Master Plan in collaboration with the Township's Public Services Department and in accordance with adopted Michigan Department of Natural Resources guidelines. (1.1, 1.1.1, 1.2.1, 1.3.3, 1.4, 1.5)
25. Implementation and periodic review and updating of the Township's adopted policies and local/regional plans for non-motorized transportation facilities, including the network of public sidewalks and paved pathways in the Township. (1.2.1, 1.3.1, 1.3.3, 1.4.1)

Zoning and Land Development

26. Implementation and periodic review and updating of the Township's adopted Zoning Ordinance No. 20-06 in accordance with the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended. (1.1, 1.1.1.2, 1.3, 1.4, 1.5, 1.6)
27. Review and processing of rezoning, site plan, special use permit, and subdivision plat applications in accordance with applicable Township ordinance requirements and review processes (1.1.1.2, 1.3.1, 1.3.2, 1.4.1, 1.6, 1.6.1)
28. Staff support for the Zoning Board of Appeals, including review and processing of applications for variances, appeals, and interpretations of Zoning Ordinance provisions. (1.1, 1.1.1.2, 1.2, 1.3, 1.3.2)

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	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 June 9, 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 Manistee, Manistee County, MI)

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

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

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

Approval of Agenda

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

Presentations

Sherrie Tealls, Union Township Finance Director, gave an update on the Finance Department operations

Public Hearings

N/A

Public Comment

Open: 7:23 p.m.

No comments were offered.

Closed 7:24 p.m.

Reports/Board Comments

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

Bills moved **Brown** supported to approve the appointment of Trustee James Thering as the Board of Trustee's Representative to the Planning Commission

Thering moved **Rice** supported to approve the appointment of Trustee Connie Bills as the Board of Trustee's liaison to the Isabella County Road Commission

B. Board Member Reports

Rice – Taxes are being prepared and will be in mailboxes July 1st

Hauck – Gave the Road Commission updates

Mielke – Reported receiving the 2% grant from the Saginaw Chippewa Indian Tribe and gave an update on the last EDA meeting

Consent Agenda

- Communications
- Minutes – May 26, 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.**

New Business

A. Discussion/Action: (Board of Trustees) 2% Grant submission for October grant period
Discussion by the Board.

B. Discussion/Action: (Stuhldreher) Resumption of in-person Board of Trustees meetings
Discussion by the Board. It was the general consensus to continue meeting virtually for the time being

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:29 p.m.

No comments were offered.

Closed 8:29 p.m.

MANAGER COMMENTS

- Informed the Board of the new Building Official
- Union Township Annual Clean-Up Day will be October 2, 2021
- McGuirk Subdivision District Paving is complete
- The MidMichigan Aquatic Recreation Authority met this week. They will begin holding monthly meetings
- Manager will be out the office the week of June 21st. Kim Smith will be Acting Township Manager for the period of June 20 – June 27th June 23rd meeting.

FINAL BOARD MEMBER COMMENTS

Bills – Is on vacation and having a good week

Hauck – Discussed possible ways to recognize Jim McClain for his service commitment to Union Township Little League

Thering – Acknowledged McClain's work with the little league boys and girls

Closed Session

N/A

ADJOURNMENT

Hauck moved **Rice** supported to adjourn the meeting at 8:37 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

DRAFT

Charter Township of Union Payroll
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CHECK DATE: June 10, 2021

PPE: June 5, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	32,077.07
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		34,353.49
Water Fund		24,585.99
Total To Transfer from Pooled Savings	\$	91,016.55

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	61,655.35
Employer Share Med		827.58
Employer Share SS		3,538.55
SUI		46.32
Pension-Employer Portion		4,897.41
Workers' Comp		643.17
Life/LTD		583.79
Dental		1,271.20
Health Care		21,375.42
Vision		364.80
Vision Contribution		(182.34)
Health Care Contribution		(4,004.70)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	91,016.55

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

BOARD MEMBER: James Thering

MONTH, YEAR: May 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5/4	Isabella County Commission Meeting	✓		\$ 50
5/18	Isabella County Commission Meeting	✓		\$ 50

Signature: *James Thering* **Date:** 6/1/20

- 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.**

6-23-21

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

BOARD MEMBER: Connie Lee Bills, DPM

MONTH: May, 2021

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5/27/21	Elections commission	x		50.00

SIGNATURE: _____ **Date:** 6/14/2021

- 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.**



Union Township Report-1

Date: Tuesday, June 8, 2021



Alarm Date between 2021-05-31 and 2021-06-06

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000377						
		6/1/2021 8:17:17 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	3	1
						Total Responding 3	
Union Township	0000378						
		6/4/2021 2:05:17 PM	740	Unintentional transmission of alarm, other	ENG 32	3	1
						Total Responding 3	
Union Township	0000382						
		6/5/2021 1:22:10 AM	424	Carbon monoxide incident	ENG 32	3	1
						Total Responding 3	

Union Township	0000383						
		6/5/2021 12:49:07 AM	320	Emergency medical service incident, other	ENG 32	3	1
						Total Responding 3	
Union Township	0000384						
		6/5/2021 11:51:00 AM	311	Medical assist, assist EMS crew	ENG 32	2	1
		6/5/2021 11:51:00 AM	311	Medical assist, assist EMS crew	T 31	1	1
						Total Responding 3	
	Total Runs						Total Responding 15
	5						

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, June 15, 2021



Alarm Date between 2021-06-07 and 2021-06-13

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000393						
		6/7/2021 4:35:29 PM	561	Unauthorized burning	ENG 32	3	1
						Total Responding 3	
Union Township	0000396						
		6/8/2021 6:18:00 PM	744	Detector activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000397						
		6/9/2021 1:17:25 PM	444	Power line down	ENG 32	2	1
						Total Responding 2	

Union Township	0000398						
		6/10/2021 10:38:00 PM	100	Fire, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000400						
		6/10/2021 8:08:45 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000404						
		6/11/2021 3:17:00 PM	715	Local alarm system, malicious false alarm	ENG 32	3	1
						Total Responding 3	
Union Township	0000410						
		6/11/2021 11:18:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	3	1

								Total Responding 3
	Total Runs 7							Total Responding 19

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: June 8, 2021
FROM: Kim Smith, Public Service Director	DATE FOR BOARD CONSIDERATION: June 23, 2021
ACTION REQUESTED: Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the 2021 Chip Seal Program in the amount of \$38,226.97 and authorize the Township Manager to sign said contract.	

Current Action Emergency

Funds Budgeted: If Yes _____ Account # _____ No

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

Union Township, in partnership with the Isabella County Road Commission applied for and was awarded two-percent funding for the 2021 Chip Seal Program.

A chip seal is a two-step pavement process which includes first an application of asphalt emulsion and then a layer of crushed rock to an existing asphalt pavement surface. The chips (small crushed rocks/aggregate) are immediately applied after the asphalt emulsion is applied to the existing pavement surface. In general, a chip seal is expected to last an average of seven years. The expected life of any chip seal will vary with the type and amount of daily traffic on the roadway.

SCOPE OF SERVICES

This contract provides for the completion of chip seal for the following roadways:

- Airport Road (Isabella Road to Summerton Road)
- Remus Road (US127 to Summerton Road)
- Crawford Road (River Road to Baseline Road)
- Lincoln Road (River Road to Baseline Road)

JUSTIFICATION

The completion of chip seals enhances road safety by providing good skid resistance. Chip seals provide an effective moisture barrier for the underlying pavement against water intrusion by sealing cracks in the pavement. Chip seals help to prevent the deterioration of the asphalt surface from the effects of aging and oxidation due to water and sun.

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

The funding partners cost share for this contract is as follows:

Funding Partner	Cost Share
Spring 2021 Saginaw Chippewa Indian Tribe 2% funding	\$38,226.97
Charter Township of Union	\$38,226.97
Isabella County Road Commission	\$ 38,226.96
Project Total	\$114,680.90

Authorization to approve this Participation Contract will require the approval of a budget adjustment in the amount of \$36,400.00.

PROJECT TIME TABLE

Summer 2021

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the 2021 Chip Seal Program in the amount of \$38,226.97 and authorize the Township Manager to sign said contract.

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. 497-14-121404 Airport Road (Isabella to Summerton), Remus Road (US127 to Summerton), Crawford Road (River to Baseline), & Lincoln (River to Baseline). 2021 Chip Seals	
Estimated Cost	\$ 114,680.90
Less ICRC Share	- 38,226.96
Less Spring 2021 SCIT 2%	<u>- 38,226.97</u>
Union Township Share	\$ 38,226.97
Spring 2021 SCIT 2%	\$ 38,226.97
Union Township Share	<u>+ 38,226.97</u>
Total Due from Union Township	\$76,4533.94

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: _____

COSTS

The funding partners cost share for this contract is as follows:

Funding Partner	Cost Share
Fall 2020 & Spring 2021 Saginaw Chippewa Indian Tribe 2% funding	\$102,060.36
Charter Township of Union	\$51,030.34
Deerfield Township	\$ 51,030.34
Project Total	\$204,121.04

The FY2021 Budget includes funds in the amount of \$54,000 for gravel road refurbishing. If approved these funds will be used to finance this project in lieu of gravel refurbishing.

PROJECT TIME TABLE

Summer 2021

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the light milling and two (2) inch HMA Overlay of Meridian Road from M20/Remus Road to Bluegrass Road in the amount of \$51,030.34 and authorize the Township Manager to sign said contract.

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. 459-005-113407	Meridian Road (M-20 to Bluegrass)	Light Milling & 2” HMA Overlay
	Estimated Cost	\$204,121.04
	Less Fall 2020 SCIT 2%	- 52,312.48
	Less Spring 2021 SCIT 2%	- 49,747.88
	Less Deerfield Township Share	- <u>51,030.34</u>
	Union Township Share	\$51,030.34

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: Mark Stuhldreher, Township Manager **DATE:** June 16, 2021
FROM: Rodney C. Nanney, AICP **DATE FOR BOARD CONSIDERATION:** 6/23/2021
Community and Economic Development Director

ACTION REQUESTED: To concur with the Planning Commission’s recommendation and approve the PSUP 21-01 Special Use Permit for the new Isabella County Jail and Sheriff’s Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. east of S. Isabella Rd. in the northwest quarter of Section 24 and in the R-2A (One- and Two-Family) zoning district, subject to the following conditions:

1. A final site plan is approved for the new Isabella County Jail and Sheriff’s Office.
2. Township Public Services Department approval of municipal water and municipal sanitary sewer service extensions to the site.
3. Completion of the roadway paving as proposed on the plan, and additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127.

BACKGROUND INFORMATION

Isabella County has determined that it has become necessary to replace the existing jail and Sheriff’s Office adjacent to the county Courthouse in the City of Mt. Pleasant. Concerns about the existing facilities include utility and HVAC system deficiencies, excessively high maintenance costs, and the need for upgrades to better provide for the health and safety of inmates and county personnel. The county has also determined that rebuilding on the same or an immediately adjacent downtown site is impractical.

The county evaluated a number of potential sites for the new 59,406 square-foot facility. A previously proposed site in the Township was ultimately determined by the county to not meet their needs. The current site has been owned by a limited liability corporation (Bader & McDonald LLC), but the signed purchase agreement included with the application provides the permission necessary for the county to seek this special use permit and the associated site plan approvals.

Public input opportunities.

In accordance with Section 14.6 (Public Hearing Notice) of the Zoning Ordinance, all required hearing notices were published in The Morning Sun and mailed to the addresses on record for all parcels located within 300 feet of the boundaries of the two (2) subject parcels. The following is a summary of the public meetings and other opportunities for public input associated with the Special Use Permit application:

Date	Event	Actions
May 23, 2021	Public Hearing Notices	Publication of the public hearing notice in The Morning Sun newspaper.

Date	Event	Actions
May 26, 2021	Public Hearing Notices	Notices mailed to all surrounding addresses within 300 feet of the subject parcels.
June 15, 2021	Planning Commission Public Hearing and Regular Meeting	Public hearing held for the Special Use Permit application as an electronic meeting via Zoom, followed by deliberation and action to recommend conditional approval to the Board of Trustees.
June 23, 2021	Regular electronic meeting of the Board of Trustees via Zoom	Consideration and action on the Special Use Permit application.

Public hearing comments.

One written comment was received via email from neighboring property owners George and Sherry Sponseller, which stated that “we have no objection to the special use request for the Isabella County Jail.” The following public comments were received by the Planning Commission during the June 15, 2021 public hearing:

Public Hearing Comments opened at 7:20 pm

Mark Smith, 3515 Riverbank Trail, Board President of Renaissance Public School Academy, is surprised on the speed in which the Jail and Sheriff’s Office is coming before us. The subject matter of a jail and Sheriff’s station is unusual and is asking the Commission to table the item until input is gathered and the County and Sheriff’s department can answer community questions.

Shelly Smith, 3515 Riverbank Trail, representing Discovery Museum Board, is surprised with the speed in which this is happening. Shelly is concerned on how it will affect their family-oriented business, community support, and the increased traffic.

Lisa Phelps, Executive Director of the Mt. Pleasant Discovery Museum, would like to know what is involved, how this is good for our community and our campus in general, with elementary school, children museum and the Rec Center? What makes this a good idea for our community. Lisa asks that the item be tabled.

Public Hearing Comments closed at 7:28 pm

Planning Commission recommendation.

The Planning Commission evaluated the application for consistency with Section 14.03.J. of the Zoning Ordinance, which establishes the standards for special use approval. This Section includes a set of criteria to consider, including an evaluation of compatibility with the public health, safety or general welfare, the environment, adjacent uses, the Master Plan, and the capacity of public or municipal services or infrastructure. Following their deliberation, the Commission took action to adopt the following motion:

Motion by Fuller, supported by Buckley, to recommend to the Township Board of Trustees to approve the PSUP 21-01 special use permit application from Isabella County for the new Isabella County Jail and Sheriff’s Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in

the R-2A (One- and Two-Family) zoning district, finding that it can comply with Section 14.3.J. (Standards for Special Use Approval), subject to the following conditions:

- 1. A final site plan is approved for the new Isabella County Jail and Sheriff's Office.*
- 2. Township Public Services Department approval of municipal water and municipal sanitary sewer service extensions to the site.*
- 3. Completion of the roadway paving as proposed on the plan, and additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127.*

SCOPE OF SERVICES

To consider the PSUP 21-01 Special Use Permit application for the new Isabella County Jail and Sheriff's Office for approval, denial, or approval with conditions; or to postpone action and refer the application back to the Planning Commission with questions or a request for further review.

JUSTIFICATIONS

In their 6/15/2021 motion to recommend to the Township Board of Trustees that the PSUP 21-01 Special Use Permit application from Isabella County be approved, the Planning Commission determined that the proposed County Jail and Sheriff's Office facility can conform to the standards for special use approval found in Section 14.3.J. of the Zoning Ordinance, subject to three (3) conditions that would be satisfied by the applicant on the final site plan for the project.

GOALS ADDRESSED

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

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

If the Board of Trustees concurs with the Planning Commission's determination that, with the three (3) recommended conditions, the proposed County Jail and Sheriff's Office facility can conform to the applicable Zoning Ordinance standards, then approval of the special use permit would be consistent with the Township's policy of fair and nondiscriminatory code enforcement (1.1.1.2) and with ensuring that this development site meets the ordinance and code specifications that apply (1.3.2).

In addition, Sheriff Main has indicated in previous public comments that the new facility will allow his department to operate more efficiently, so approval of the special use permit would also help to enable the desired outcome that all residents may enjoy a safe environment (1.3).

COSTS

NA

TIMETABLE

The special use permit would go into effect immediately upon adoption of a motion of approval by the Board of Trustees. Per Section 14.3.L. of the Zoning Ordinance, *“An approved special use permit, including all attached conditions, shall run with the parcel in the approval and shall remain unchanged except upon mutual consent of the Township Board and the landowner after review and recommendation by the Planning Commission.”*

RESOLUTION

To concur with the Planning Commission’s recommendation and approve the PSUP 21-01 Special Use Permit for the new Isabella County Jail and Sheriff’s Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. east of S. Isabella Rd. in the northwest quarter of Section 24 and in the R-2A (One- and Two-Family) zoning district, subject to the following conditions:

1. A final site plan is approved for the new Isabella County Jail and Sheriff’s Office.
2. Township Public Services Department approval of municipal water and municipal sanitary sewer service extensions to the site.
3. Completion of the roadway paving as proposed on the plan, and additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Charter Township of Union


APPLICATION FOR SPECIAL USE PERMIT APPROVAL

A completed application will contain all information required per the Zoning Ordinance, Section 14.3 (Special Use Permits); and be accompanied by a separate minor site plan or preliminary site plan application per Section 14.02.C. (Site Plan Approval Required).

Minor Site Plan
 Preliminary Site Plan

Name of Proposed Development/Project		Isabella Sheriff's Office and Correction Facility	
Common Description of Property & Address (if issued)		5270 E. Remus Road, Mt. Pleasant, MI 48858	
Applicant's Name(s)		ROWE Professional Services Company	
Phone/Fax numbers	(989) 772-2138	Email	tgrunder@rowepsc.com
Address	127 S. Main Street	City:	Mt. Pleasant
		Zip:	48858

Legal Description:	<input type="checkbox"/> Attached	<input checked="" type="checkbox"/> Included on Site Plan	Tax Parcel ID Number(s):	14-024-20-001-00; 14-024-10-003-00	
Existing Zoning:	R-2A	Land Acreage:	44.58	Existing Use(s):	Vacant Agricultural Field
<input checked="" type="checkbox"/> ATTACHED: Letter describing the proposed use and how it conforms to Section 14.3.J. (Standards for Special Use Approval)					

Firm(s) or Individuals(s) who prepared site plan(s)	1. Name:	ROWE Professional Services Co.	Phone:	772-2138	Email:	tgrunder@rowepsc.com
	2. Address:	127 S. Main Street				
	City:	Mt. Pleasant	State:		Zip:	48858
	Contact Person:	Troy R. Grunder, P.E.	Phone	772-2138		
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:	Isabella County	Phone:	(989) 772-0911		
	Address:	200 N. Main Street				
	City:	Mt. Pleasant	State:		Zip:	48858
	Signature:		Interest in Property:	owner		
	2. Name:		Phone:			
	Address:					
	City:		State:		Zip:	
	Signature:		Interest in Property:			

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 revocation of the special use permit approval. Approval of the requested special use shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

Troy Grunder, P.E.

Digitally signed by Troy Grunder, P.E.
 DN: C=US, E=tgrunder@rowepsc.com, OU=Senior Project Engineer,
 O=ROWE Professional Services Company, CN=Troy Grunder, P.E.
 Date: 2021.05.11 09:18:46-04'00'

05/11/2021

Signature of Applicant

Date

Office Use Only

Application Received By: _____ Fee Paid: \$ _____

Date Received: _____ Escrow Deposit Paid: \$ _____



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.™

May 11, 2021

Mr. Rodney Nanney
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858

RE: Isabella Sheriff's Office and Correction Facility – Special Use Permit Application

Dear Mr. Nanney:

On behalf of Isabella County, ROWE Professional Services Company is pleased to submit the Isabella Sheriff's Office and Correction Facility project for consideration for a special use designation within the R-2A (one and two family) district. The proposed project is located at 5270 East Remus Road.

As the Sheriff and county officials have communicated during previous discussions with the township, the existing correction facility located in downtown Mount Pleasant is in disrepair. A new facility is needed to provide the community with safe and controlled means of inmate housing and an overall modern Sheriff's office and correction facility that will serve the Isabella County community for years to come.

In addition to bettering the community, the proposed facility has been sited and designed with the existing woodland buffering, neighboring residents and landowners in mind. Careful attention has been given to building placement as well as utilizing natural buffering and screening the facility from neighboring businesses and residents as much as possible. The facility has been located strategically within the parcel. The proposed location allows for maintaining a natural site buffer and setback from the primary roadways to the north (E. Remus Rd) and east (US-127) and avoiding any grade changes near existing utility poles, while still allowing area for future growth. In addition, the architectural character of the facility is not that of a stereotypical decade's old jail. Rather, a strong and approachable civic presence has been created in the public facades that will be visible along E. Remus Road and, from a greater distance, Isabella Road. Finally, vehicular access from E. Remus Rd has been orchestrated to provide separate staff and visitor entrances and related internal site circulation.

Per section 14.3.J of the zoning ordinance, the Charter Township of Union has seven standards for special use approval. The following identify how the Isabella Sheriff's Office and Correction Facility meet those standards.

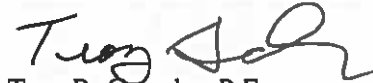
1. Public and institutional buildings are a permitted special use in the R-2A zoning district per section 3.8 of the zoning ordinance.
2. The proposed facility will have no hazardous or detrimental impacts to the environment or the public health and safety of the community. As noted above, the facility has been located on the site and designed with the neighboring businesses, residents and community in mind. There will be strategic landscape features on site to screen the facility from neighboring businesses, residents and minimal potential noise and light pollution. The building will have a civic and approachable design, not typical of a decades old jail. Its design will incorporate modern features and technology to ensure the safety of its staff, visitors, and the surrounding community.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning
Mt. Pleasant: 127 S. Main Street • Mt. Pleasant, MI 48858 • O (989) 772-2138 • F (989) 773-7757
With Offices In: Flint, MI (Corporate) • Lapeer, MI • Farmington Hills, MI • Grayling, MI • Myrtle Beach, SC
www.rowepsc.com

3. The design of the proposed facility will be compatible with the surrounding area. It will incorporate modern design features that create an enduring, civic, and approachable feel. The height of the facility that face roadways (E. Remus and Isabella) are single-story, with “back-of-house” and inmate housing being protected from views from these roadways. The site will also feature landscape and natural features to blend the site and facility into the natural surroundings.
4. Located in a “residential” zone, the parcel has been developed with careful building siting that is sensitive to the surrounding community, including its residential uses. Setbacks and buffering from roadways have been designed to create rural-like buffers along roadways, with landscaping and site berms being additive to further the buffering to neighboring parcels to the north and west. Internal site circulation, including parking, has been placed immediate to the building to reduce development impact closer to public roadways and neighboring parcels, maintaining a naturally appointed site around the parcel perimeter.
5. The design of the proposed facility and associated site conform to all applicable requirements and standards of the township ordinance.
6. The site for the proposed facility was carefully chosen, among other strategic features, due to the absence of dense residential neighboring parcels. Again, the design of the facility and site has had the sensitivity of neighboring businesses, residents and surrounding community in mind as a top priority. We are very sensitive to this and will continue to be cognizant of the neighboring businesses and residents not only during the design and construction phases, but after the facility is occupied. The current Isabella Co. Jail has a long-standing reputation in Mt. Pleasant as being an excellent neighbor within a dense residential area. We expect the same on this site.
7. We are currently working with the township to determine that the addition of the proposed facility will not exceed the existing or planned capacity of the municipal water and sewer systems. We will be providing information to the township as requested so that it can be confirmed that the existing water and sewer systems are adequate with the addition of the proposed facility.

We are very excited about this project and look forward to working with the Charter Township of Union as we continue forward and doing our part to better the communities of Isabella County and the Charter Township of Union.

Sincerely,
ROWE Professional Services Company



Troy R. Grunder, P.E.
Project Manager



Isabella County Sheriff's Office

Sheriff Michael Main · Undersheriff Tom Burns

207 Court Street · Mt. Pleasant, MI 48858 · (989) 772-5911 · FAX (989) 779-2739

Monday, May 10, 2021

Union Township Planning Board

The question has come up a couple of times regarding noise and noise related activities from the proposed new site of the Isabella County Sheriff's Office and Jail. Hopefully, this document will give the planning commission more comprehensive clarification related to potential noise concerns. First, the jail activities would not in my opinion create any noise pollution in or around the facility. The inmate population will not be outside doing activities that would create noise. On occasion we do use jail trustees to operate snow blower type equipment to keep sidewalks and other areas adjacent to the facility clear during inclement weather. Recently however, we have not utilized the trustee population for this purpose. This is in direct correlation to jail and bond reforms which have limited or in most cases eliminated the trustee population that would be approved via classifications to perform such activities. Currently those assignments are being handled by the County's buildings and grounds employees. I cannot think of any other related or possible related activities from the jail that would create a noise issue. Our current facility is extremely quite inside and out.

The second part of the question relates to law enforcement training activities. A question was recently posed regarding Emergency Vehicle Operations training (EVO). The parking lots that are proposed for the new facility would not accommodate this type of training. The Sheriff's Office along with other agencies partner for this type of training with CMU Police and perform such trainings on their campus, during the summer months. There is no training that we currently perform outside, except for live firearms training. Firearms training is always performed on a qualified and licensed range. I cannot picture any type of training that would occur outside and certainly none that would create noise pollution.

With the previous site there was some discussion regarding the use of emergency lights and sirens by deputies or other law enforcement leaving the facility. On the previous site it was less likely to have a need to immediately activate that equipment as it relates to disturbance of the residential setting. The proposed site would be different in that methodology. First and foremost, the residential setting is much farther from the facility. Secondly the area in which the site will be placed is commonly used by law enforcement coming and going from the Michigan State Police Post and the Isabella County Central Dispatch. Those in this area have or are already accustomed to those types of emergency response modes.

The frequency of times that a deputy would need to activate their emergency equipment remains the same, which is somewhat less frequent than one would imagine. However, the difference with this site would be that those law enforcement officers responding to critical calls would be required to use them sooner than the previous site. This is due to the proximity from the exit driveways onto the adjoining roadways, which are more heavily traveled trunk lines.

Additionally, a topic that was asked relates to emergency vehicle response. Under public act 300 of 1949 there are certain requirements for emergency vehicles that must be met. These requirements indicate the audible distance of a siren and the visibility of an emergency lights for public safety vehicles. There are also some very restrictive policies that come from our risk management and insurance providers regarding when the emergency equipment must be used. I can say that it is not typical for a law enforcement officer (LEO) to immediately activate those devices when leaving the Sheriff's Office. There are infrequent times that a LEO would be at the office and need to leave for such a call that would require the activation of the emergency equipment. When those occasions occur, the law enforcement officers will utilize the proper level of response at the appropriate time. There is a difference with the new proposed parcel and our current location. The new location is much more rural versus a suburban city environment. The need to immediately activate emergency equipment on those types of calls at our current location occurs because traffic, multiple intersections etc. The mere fact that less intersections and traffic will exist will reduce the immediate need to activate emergency equipment on those occasional calls.

The Isabella County Sheriff's Office has operated at its current locations for over 62 years. We have always tried to be good neighbors to the residential, commercial and schools that are all within a block or so of our current location. That methodology will certainly carrier over to the new location and we will always strive to be a good neighbor at the new site. I am certainly cognitive of the concerns from current residents and will communicate those to my staff and others who would be utilizing the facility.

Isabella County Sheriff



Michael J. Main

SPECIAL USE PERMIT REPORT

TO:	Planning Commission	DATE:	June 2, 2021
FROM:	Rodney C. Nanney, AICP Community and Economic Development Director	ZONING:	R2-A, One- and Two-Family District
PROJECT:	PSUP 21-01 Special Use Permit Application for the new Isabella County Jail and Sheriff’s Office.		
PARCELS:	PID 14-024-10-001-02 & -003-00		
OWNER(S):	Isabella County (purchase agreement); Bader & McDonald LLC		
LOCATION:	Approximately 44.58 acres on the south side of E. Remus Rd. in the NW 1/4 of Section 24.		
EXISTING USE:	Vacant; primarily open farmland with some woodlands to the south	ADJACENT ZONING:	R-4 (Mobile or Modular Home District), B-4 (General Business), R-2A, and the US-127 right-of-way.
FUTURE LAND USE DESIGNATION: Residential areas are intended to “promote single-family homes on a variety of lot sizes.”			
ACTION REQUESTED: To hold a public hearing, review, and make recommendations to the Board of Trustees on the special use permit application for the new Isabella County Jail and Sheriff’s Office per Section 14.3.J. (Standards for Special Use Approval).			

Background Information

Isabella County has determined that it has become necessary to replace the existing jail and Sheriff’s Office adjacent to the county Courthouse in the City of Mt. Pleasant. Concerns about the existing facilities include utility and HVAC system deficiencies, excessively high maintenance costs, and the need for upgrades to better provide for the health and safety of inmates and county personnel. The county has also determined that rebuilding on the same or an immediately adjacent downtown site is impractical.

The county evaluated a number of potential sites for the new 59,406 square-foot facility. A previously proposed site in the Township was ultimately determined by the county to not meet their needs in part because of concerns about availability of municipal water and sanitary sewer services. The current site has been owned by a limited liability corporation (Bader & McDonald LLC), but the signed purchase agreement included with the application provides the permission necessary for the county to seek this special use permit and the associated site plan approvals.

In accordance with Section 14.6 (Public Hearing Notice) of the Zoning Ordinance, all required hearing notices have been published in The Morning Sun and mailed to the addresses on record for all parcels located within 300 feet of the boundaries of the two (2) subject parcels.

Review Comments

Section 14.03J. of the Zoning Ordinance establishes the standards for special use approval. Special use permit approval is subject to a Planning Commission public hearing and recommendation to the Board of Trustees. The Board of Trustees retains final authority to approve or deny any special use permit. The Planning Commission’s recommendation should include “*affirmative findings of fact and records adequate data, information, and evidence*” to support a conclusion that the proposed special use conforms to the standards of Section 14.03J.

Each of the seven (7) standards from this Section are listed below in bold printed text. Staff review comments follow under each standard. Please note that, for clarity and readability purposes, staff has divided standards #2 and #7 into several subsections:

Section 14.3.J. (Standards for Special Use Approval)		Status
1	<p>The proposed land use is identified in Section 3 as a special use in the zoning district.</p> <p>The proposed facility is a type of public and institutional building and use, which is allowed as a special use in the R2-A (One- and Two-Family) zoning district (Section 3.8).</p>	Conforms
2(a)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of <u>traffic</u>....</p> <p><u>The proposed use can conform to this standard.</u> Anticipated vehicular traffic would be limited to automobiles, vans, and delivery vehicles. The proposed west access drive to the facility is aligned with an existing Morey Courts driveway and there is no conflict with the proposed east access drive. E. Remus Rd. is a local public road paved for part of its length. Just over 1,000 linear feet of new roadway paving is proposed to the east to accommodate vehicular access to the new facility. Beyond the new end of pavement would remain about 500 feet of unimproved road with a poorly defined turnaround area adjacent to US-127.</p> <p><u>With an extension of road width, surface, and turnaround improvements along the remaining road length consistent with current county Road Commission standards, the road can provide sufficient capacity to support the proposed use.</u></p>	Can Conform
2(b)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of <u>noise</u>....</p> <p>The proposed use conforms to this standard. The predominant sources of potential noise from this facility are associated with HVAC equipment, vehicles, inmates, and use of sirens by deputies responding to an emergency call. The HVAC equipment is required to be screened and will be located well away from adjacent residences. Sheriff Main’s 5/10/2021 letter addresses other potential operational noise, and provides additional background information about the use of lights and sirens.</p> <p>No noise issues associated with inmates are anticipated, because the proposed jail facility does not have windows (only skylights) and the cells are not located on any exterior walls.</p>	Conforms

Section 14.3.J. (Standards for Special Use Approval)		Status
2(c)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of...<u>vibration, smoke, fumes, odors, dust, glare, light, drainage, pollution or other adverse impacts.</u></p> <p>The proposed use conforms to this standard. There is more than sufficient land area to provide for adequate stormwater management on the site in a manner that does not impact neighboring properties or roads. All exterior lighting for the facility will be required to be fully shielded per Section 8.2 (Exterior Lighting) standards. No vibration, smoke, fumes, odors, dust, glare, or pollution impacts are anticipated from the facility.</p>	Conforms
3	<p>The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.</p> <p><u>The proposed use can conform to this standard, subject to the details of proposed screening and land use buffers being finalized as part of the site plan approval process.</u></p> <p>As a county jail and sheriff's office facilities are, by necessity, a 24-hour, seven-days-per-week operation, there will be no option for the Planning Commission to place any restrictions on the hours or days of operation.</p>	Can Conform
4	<p>The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.</p> <p>Staff would have no objection to a Planning Commission determination that the proposed use conforms to this standard. The subject parcels are designated in the Master Plan for future <i>Residential</i> uses. The <i>Residential</i> designation is intended for land areas served by municipal water and municipal sewer services, which are available just west of the site.</p> <p>The Master Plan does not include any policy direction related to the preferred locations of public or institutional buildings, but the site is located across the road from a cluster of three (3) existing public or institutional buildings serving the Township:</p> <ol style="list-style-type: none"> 1. Morey Courts Recreation Center (5175 E. Remus Rd.); 2. Isabella County Events (ICE) Arena (5165 E. Remus Rd.); and 3. Mt. Pleasant Discovery Museum (5093 E. Remus Rd.). 	Conforms
5	<p>The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.</p> <p><u>The proposed use can conform to this standard, subject to confirmation of compliance with all applicable Township ordinances as part of the required preliminary and final site plan approvals for this development.</u> The proposed development will be subject to applicable site development and other requirements of the Zoning Ordinance, and to the applicable standards of other Township ordinances, including the Sidewalk and Pathway Ordinance No. 2009-02 and the Stormwater Management Ordinance No. 1992-09</p>	Can Conform

Section 14.3.J. (Standards for Special Use Approval)		Status
6	Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.	Conforms
	The proposed use conforms to this standard. The closest residences to the south are located more than 1,100 feet away from the proposed building. Any potential land use incompatibilities are anticipated to be minimized by the substantial woodland buffer area along the south side of the site, and compliance with the landscaping and screening requirements of the Zoning Ordinance.	
7(a)	The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to...<u>fire protection services (and) municipal water...systems....</u>	Conforms
	The proposed use conforms to this standard. In addition to providing a safe potable water supply to the proposed facility, the proposed connection into the Township’s municipal water system is essential to satisfying the Michigan Building Code and state fire code requirements for the internal fire suppression system and external fire hydrants needed to support the work of the Mt. Pleasant Fire Department during an emergency response. The details of the proposed water system extension will be subject to Public Services Department approval as part of the site plan approval process. Proposed fire hydrant locations will be reviewed by the Mt. Pleasant Fire Department.	
7(b)	The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to...<u>municipal...sewerage systems....</u>	Can Conform
	The proposed use can conform to this standard, subject to confirmation from the Public Services Department of adequate capacity in the municipal sanitary sewer line and pump station to serve this more intensive institutional use without adversely impacting existing Township residents and the planned capacity for future sewer connections.	
7(c)	The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to <u>roads, police...protection services, (and) refuse disposal....</u>	Conforms
	The proposed use conforms to this standard. Adequate correctional facilities and a functional office space for law enforcement personnel and support staff are essential for the county Sheriff to fulfil his responsibilities under the Michigan Constitution and state and local laws. For road impacts, please see our comments under standard 2(a) above. The applicant has provided for a secured trash dumpster enclosure area on the site, which would be serviced by a private contractor.	
7(d)	The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to...<u>other utilities, drainage facilities, and public or private wells....</u>	Conforms
	The proposed use conforms to this standard. There are no municipal wells in the immediate area, and the proposed development is not anticipated to adversely impact the capacity of any private wells in the area. Adequate electrical and natural gas services are available. Provided that roadside drainage infrastructure meets county Road Commission standards, no impacts to off-site drainage facilities are anticipated.	

Section 14.3.J. (Standards for Special Use Approval)		Status
7(e)	The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.	Can Conform
	The proposed use can conform to this standard, provided that necessary roadway improvements and municipal utility extensions are completed as part of the development consistent with applicable standards. Sheriff Main has indicated in previous public comments that the new facility will allow his department to operate more efficiently. No other impacts on public services or infrastructure are anticipated.	

Objective

Following the hearing, the Planning Commission shall review the application materials, together with any reports and recommendations, and any public comments. The Planning Commission shall identify and evaluate all relevant factors and shall then take action by motion to recommend to the Township Board approval, approval with conditions, or denial of the special use permit application, or to postpone further consideration of the application to a date certain in accordance with the provisions of Section 14.3.F.4.

Key Findings

The proposed County Jail and Sheriff’s Office facility is a type of “*public and institutional building and use*” allowed as a special use in the R2-A (One- and Two-Family) District. The proposed use can fully conform to Section 14.3.J. (Standards for Special Use Approval), subject to some details being addressed on the final site plan.

Recommendations

Based on the above findings, I would ask that the Planning Commission consider taking action to recommend approval of Special Use Application PSUP 21-01 to the Board of Trustees, subject to the following conditions:

1. A final site plan is approved for the new Isabella County Jail and Sheriff’s Office.
2. Township Public Services Department approval of municipal water and municipal sanitary sewer service extensions to the site.
3. Completion of the roadway paving and additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127.

Please contact me at (989) 772-4600 ext. 232, or via email at rnanney@uniontownshipmi.com, with any questions about this information.

Respectfully submitted,

Rodney C. Nanney, AICP

Community and Economic Development Director

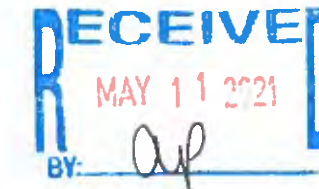
Preliminary Site Plan Approval and Special Use Permit

May 11 2021

IA Project: 20190905

Isabella Sheriff's Office and Correction Facility

Mount Pleasant, MI 48858



Integrated Architecture
840 Ottawa Avenue NW
Grand Rapids, MI 49503
616.574.0220 P
www.iaarch.com



Owner:

Isabella County
200 N. Main St. Suite 205
Mount Pleasant, MI 48858
989.317.4058 P
989.621.7352 C

Architect:

Integrated Architecture
4090 Lake Drive SE
Grand Rapids, MI 49546
616.574.0220 P
616.574.0953 F

Design Architect:

Venture Architects
212 North 25th Street
Milwaukee, WI 53233
414.271.3359 P

Food Service & Laundry:

Stewart Design
2934 Fish Hatchery Road
Suite 212
Milwaukee WI 53713
608.271.8554 P

Building Height and Area

Two Floors	
Overall Height	25'-4"
First Floor Jail Area	39,706 NSF
First Floor Administration Area	15,475 NSF
First Floor Receiving/Maint. Area	4,221 NSF
Ground Floor Area	59,406 GSF
Second Floor Jail Area	8,978 NSF
Second Floor Area	16,852 GSF

Construction Manager:

Clark Construction
3535 Moores River Drive
Lansing, MI 48911
517.881.0401 C
517.346.5691 P

Civil Engineer:

Rowe Services
127 S Main St
Mt. Pleasant, MI 48858
989.772.2138 P

Structural Engineer:

JDH Engineering
3000 Ivanrest SW
Suite B
Grandville, MI 49418
616.531.6020 P

Technology & Security:

CommTech Design
6581 Belding Rd
Suite 101
Rockford, MI 49341
616.433.7210 P
616.446.4545 C

Isabella Sheriff's Office
and Correction Facility

Preliminary Site Plan Approval and
Special Use Permit
May 11 2021
IA Project: 20190905

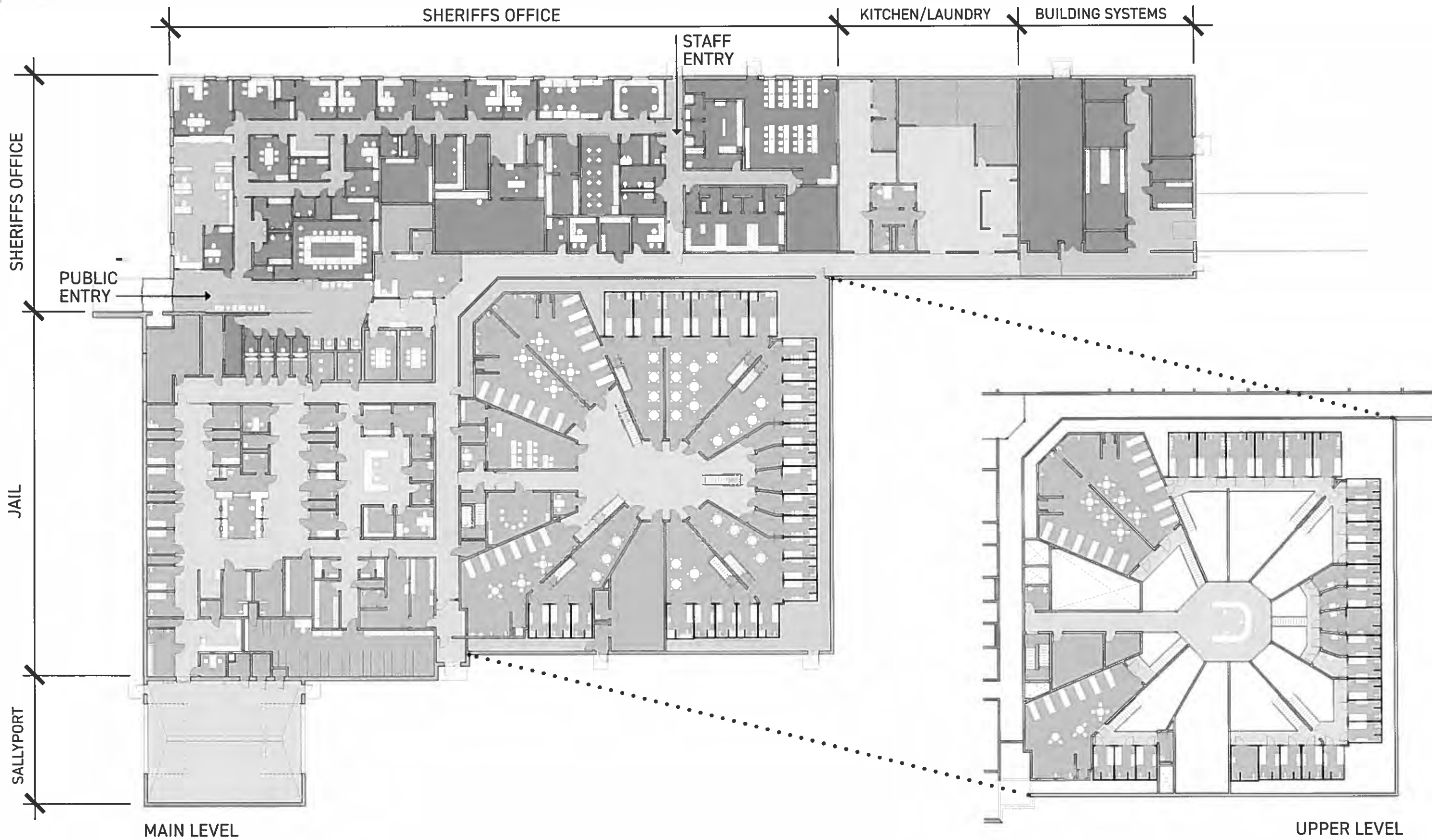




E REMUS RD

S ISABELLA ROAD

127



Facade Material #2
Metal panel
Dark bronze / brown

Facade Material #1
Masonry
Tan / Brown Utility Sized Brick

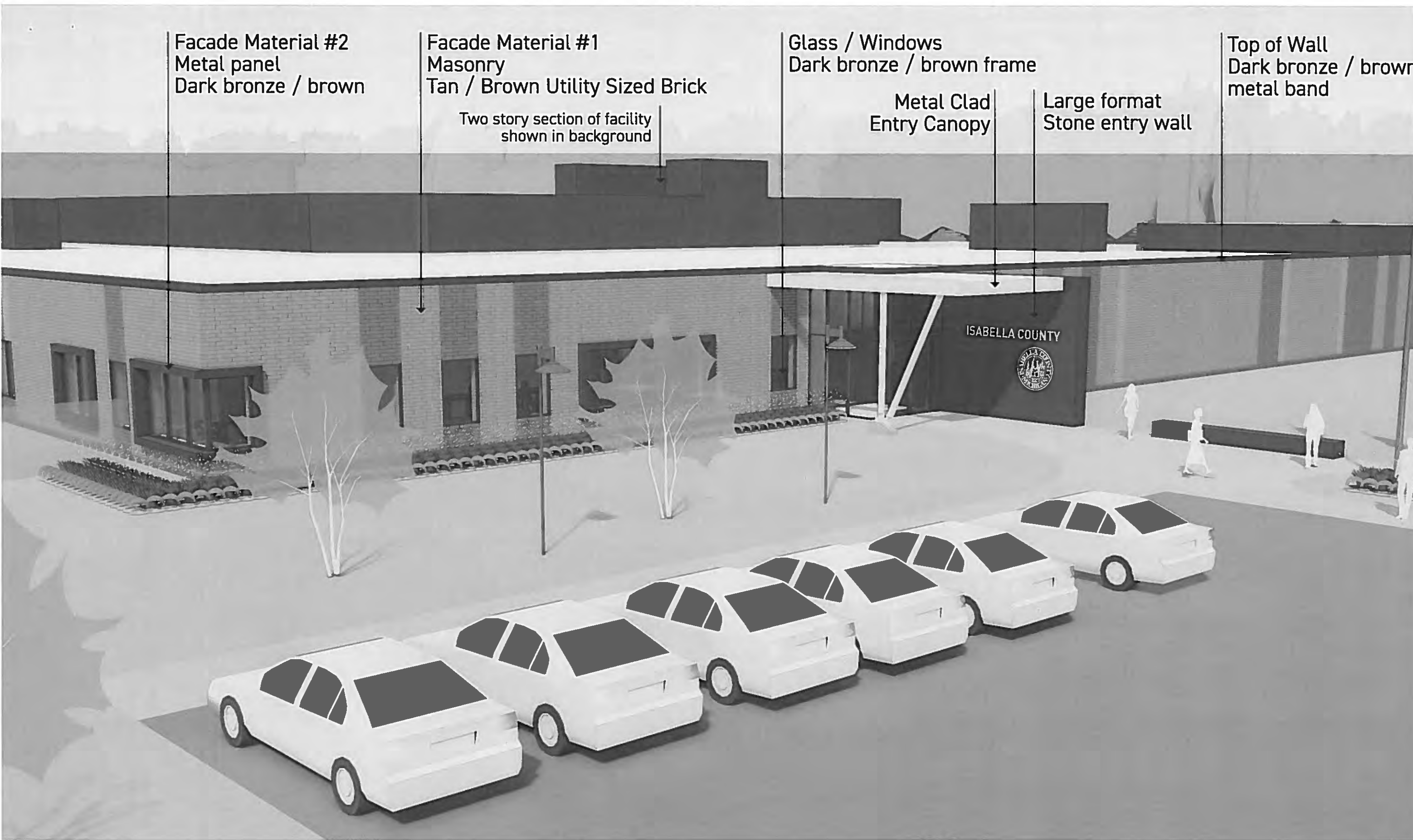
Glass / Windows
Dark bronze / brown frame

Top of Wall
Dark bronze / brown
metal band

Two story section of facility
shown in background

Metal Clad
Entry Canopy

Large format
Stone entry wall



Facade Material #2
Metal panel
Dark bronze / brown

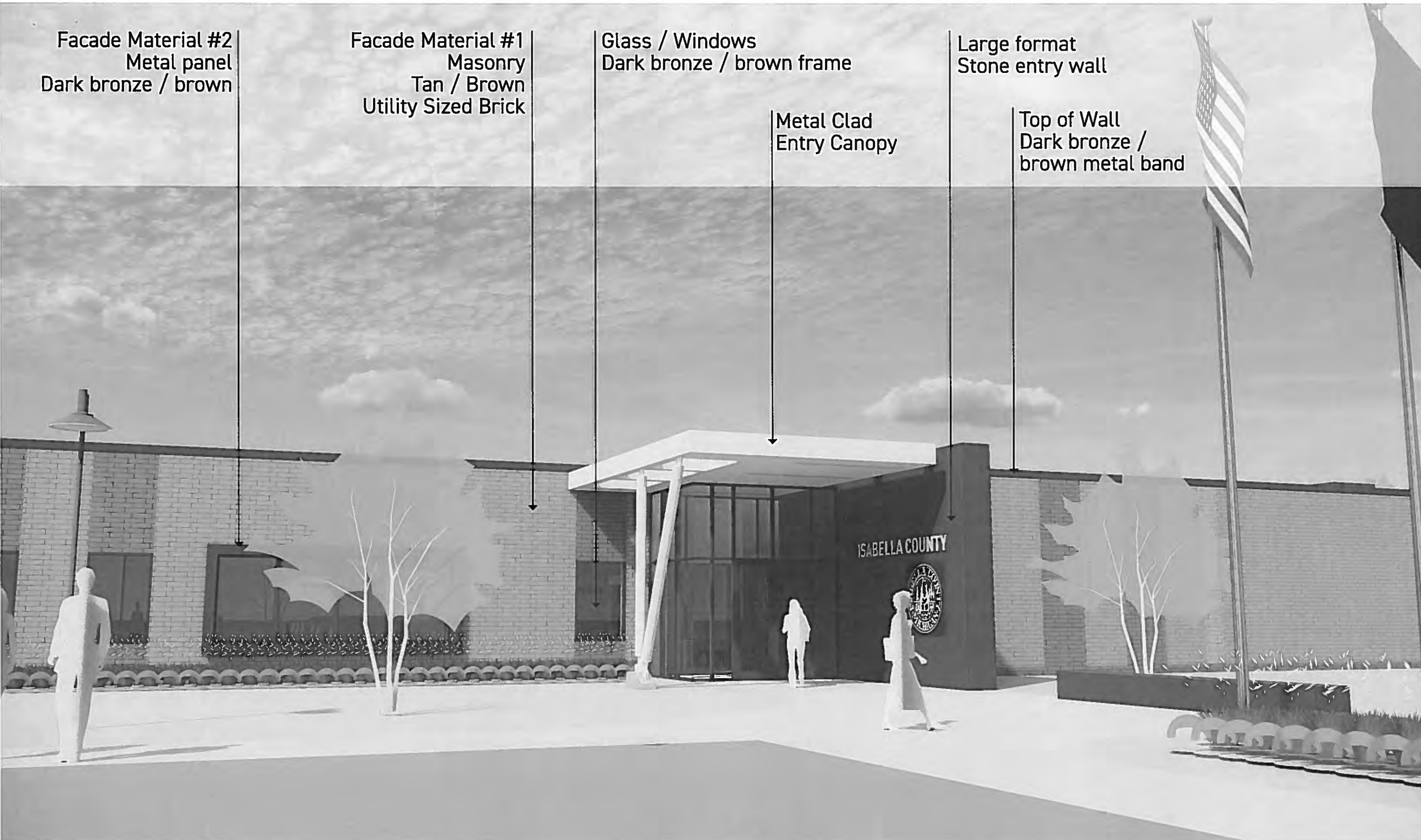
Facade Material #1
Masonry
Tan / Brown
Utility Sized Brick

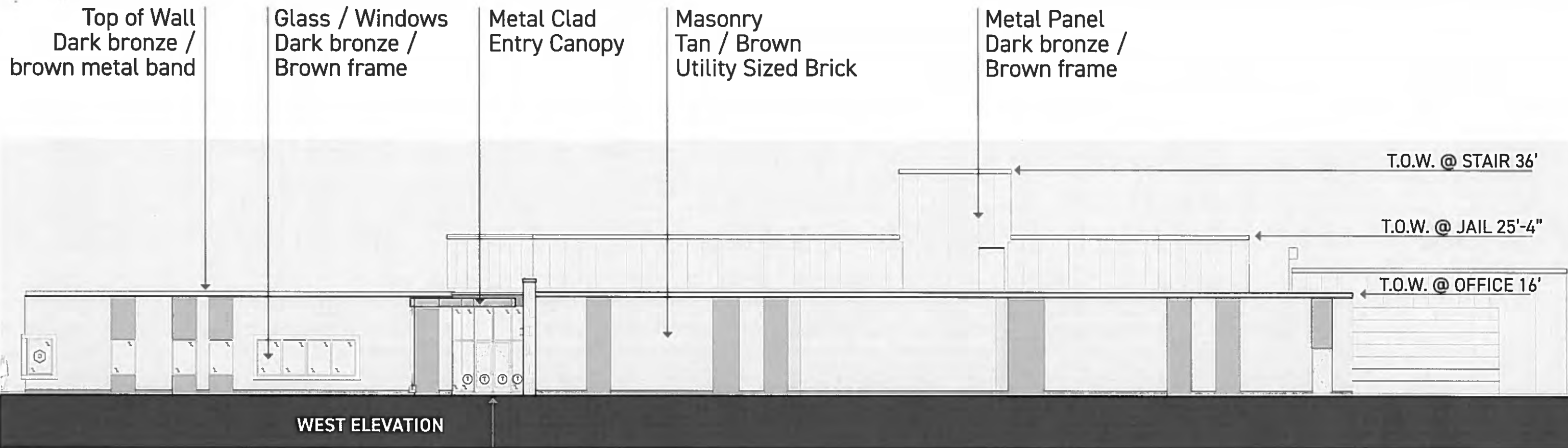
Glass / Windows
Dark bronze / brown frame

Large format
Stone entry wall

Metal Clad
Entry Canopy

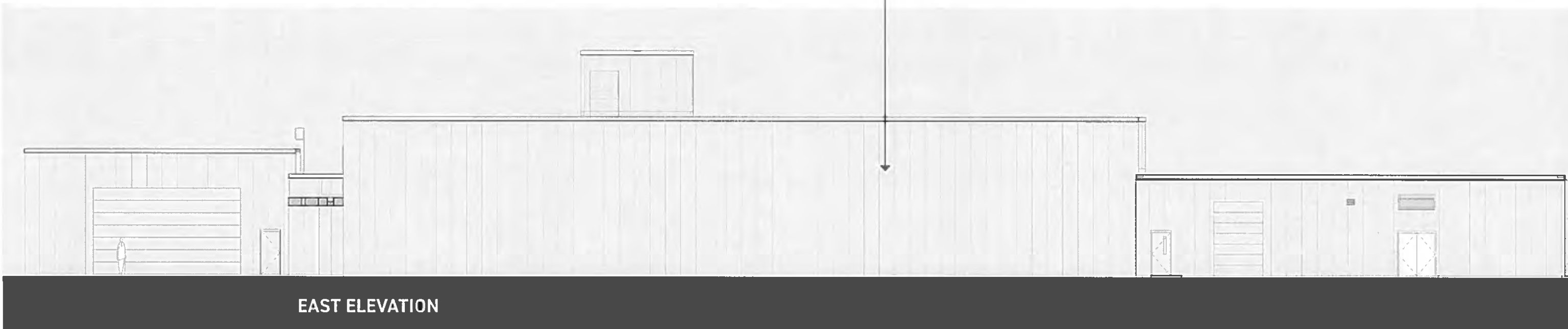
Top of Wall
Dark bronze /
brown metal band

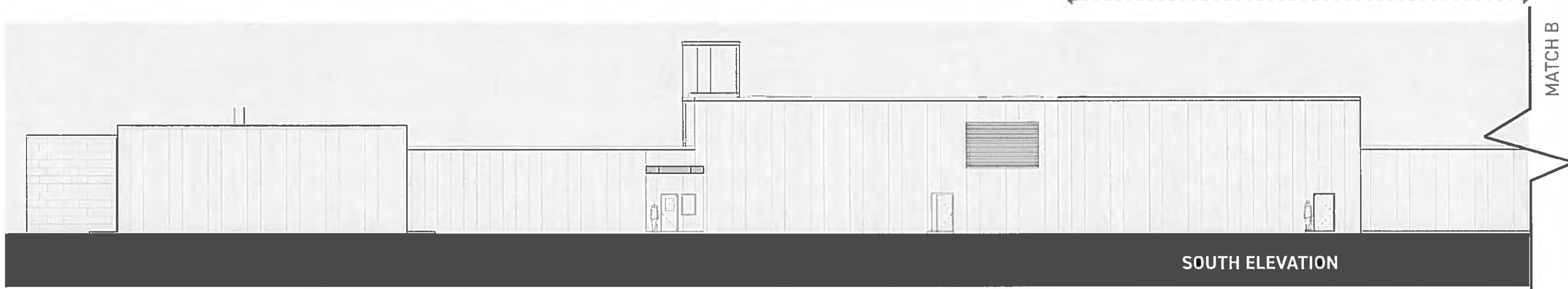
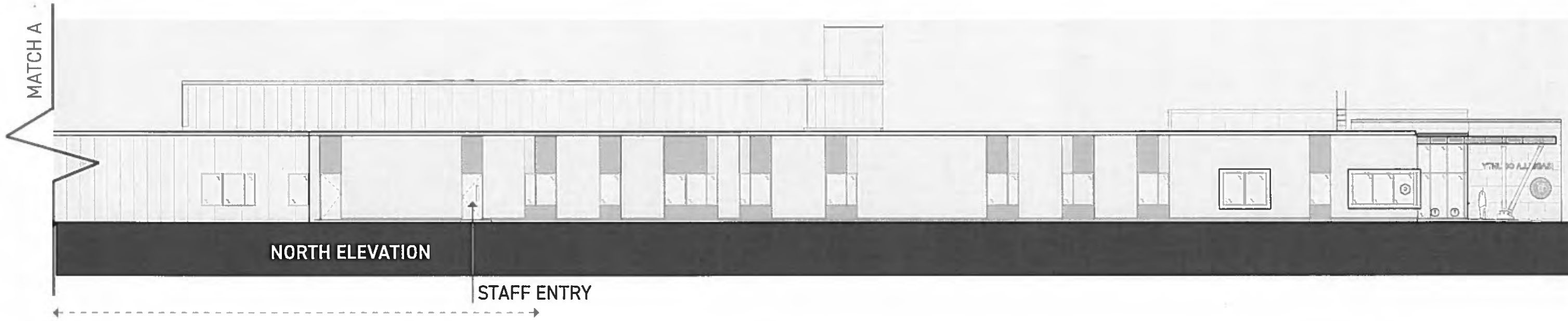


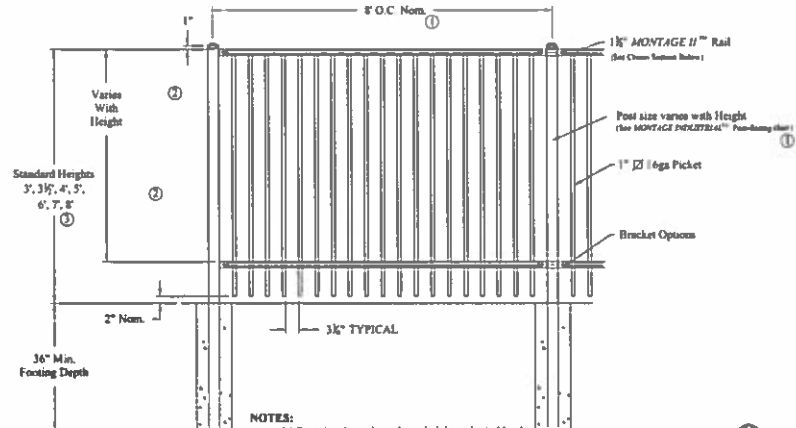


PUBLIC
ENTRY

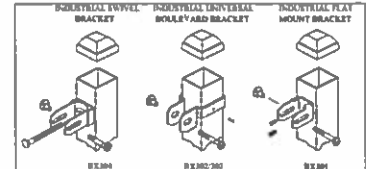
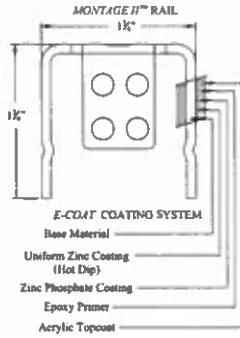
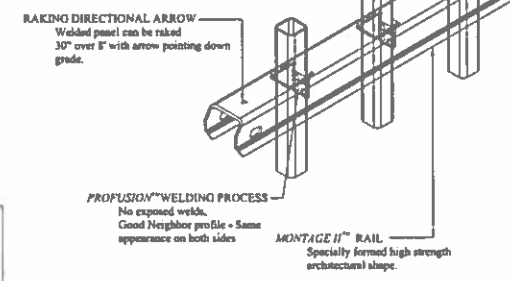
Metal Panel
Dark bronze /
Brown



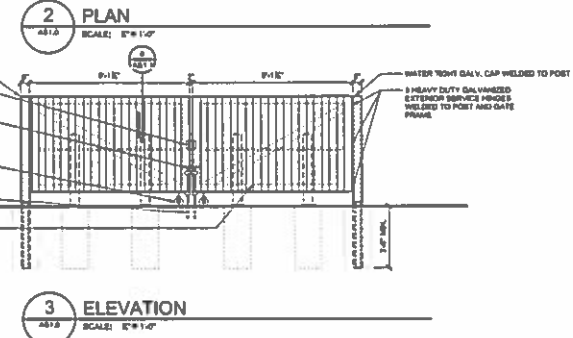
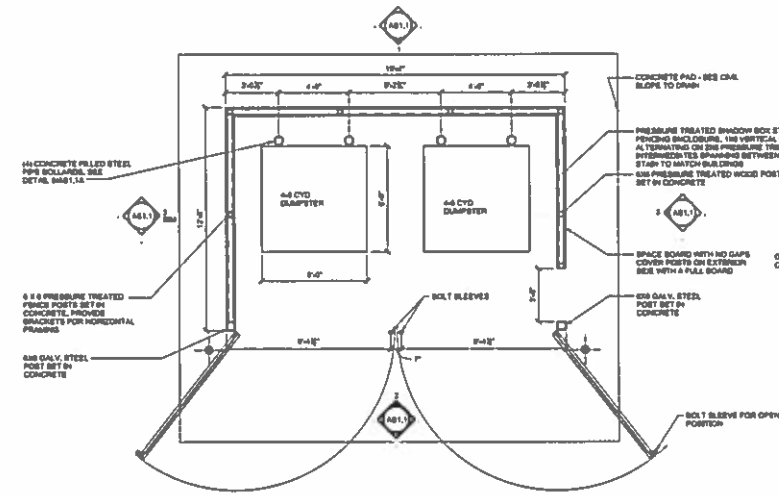




- NOTES:**
- 1) Post size depends on fence height and wind loads. See MONTAGE INDUSTRIAL™ specifications for post sizing chart and dimensions.
 - 2) Third & Fourth rail optional.
 - 3) Available in Flush Bottom.

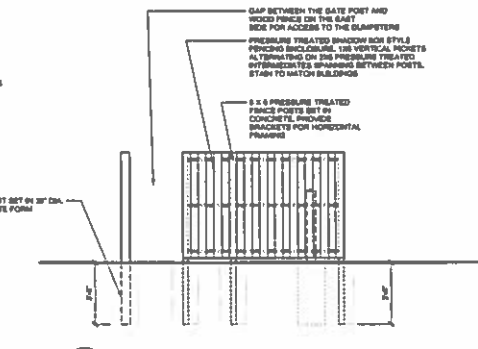


1 PERIMETER FENCING AT EMPLOYEE PARKING AREA
AS1.0 NOT TO SCALE

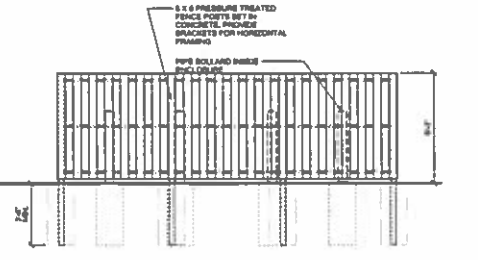


2 PLAN
AS1.0 SCALE: 1/8" = 1'-0"

3 ELEVATION
AS1.0 SCALE: 1/8" = 1'-0"



4 ELEVATION
AS1.0 SCALE: 1/8" = 1'-0"



5 ELEVATION
AS1.0 SCALE: 1/8" = 1'-0"



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PRELIMINARY NOT FOR CONSTRUCTION

ISABELLA COUNTY
ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY
Issued/Revised: 05/11/2021

PPR	11 May 2021
Design	KAB
PA / PA	DD / EK
Drawn	KAB
Project Number	20190805

ARCHITECTURAL
SITE PLAN

AS1-0
048

STRUCTURE SYMBOLS	
■	EXISTING CATCH BASIN IN CURB LINE
■	PROPOSED CATCH BASIN IN CURB LINE
●	EXISTING CATCH BASIN IN GREEN SPACE
●	PROPOSED CATCH BASIN IN GREEN SPACE
○	EXISTING STORM MANHOLE
●	PROPOSED STORM MANHOLE
▬	PROPOSED CULVERT END SECTION
)	EXISTING HEADWALL
)	PROPOSED HEADWALL
•	EXISTING GATE VALVE AND BOX
•	EXISTING WATER SHUT OFF (CURB BOX)
•	PROPOSED GATE VALVE AND BOX
○	EXISTING GATE VALVE AND WELL
●	PROPOSED GATE VALVE AND WELL
•	EXISTING SPRINKLER HEAD
○	EXISTING WATER WELL
•	EXISTING FIRE HYDRANT
•	PROPOSED FIRE HYDRANT
•	PROPOSED WATER MAIN FITTINGS
•	EXISTING CLEAN OUT
○	EXISTING SANITARY SEWER MANHOLE
●	PROPOSED SANITARY SEWER MANHOLE
■	EXISTING MONITORING WELL

EXISTING TOPOGRAPHICAL SYMBOLS	
→	SIGN
+	STREET SIGN
—	END OF PIPE
▲	SWAMP OR WETLAND
○	DECIDUOUS TREE
☼	CONIFEROUS TREE
◊	TREE STUMP
•	MAIL BOX
⊕	SOIL BORING
○	ROCK
•	METAL POST
—	BUMPER BLOCK

UTILITY SYMBOLS	
+	UTILITY POLE
+	GUY ANCHOR CABLE
+	LIGHT POLE / ORNAMENTAL LIGHT
+	POWER LIGHT POLE
○	TELEPHONE MANHOLE
•	UNDERGROUND GAS LINE MARKER
○	GAS RISER
•	GAS VENT
•	GAS VALVE
⊕	RAILROAD SIGNAL
•	METAL LIGHT POLE
•	OUTLET
⊕	CIRCUIT BREAKER PANEL
⊕	ELECTRICAL TRANSFORMER PAD
⊕	ELECTRICAL TRANSFORMER RISER
•	ELECTRIC METER
⊕	TELEPHONE PEDESTAL / RISER
⊕	TRAFFIC SIGNAL ON POLE
⊕	PHONE BOOTH / PAY PHONE

SURVEY SYMBOLS	
•	MONUMENT
▲	BENCHMARK
▲	TRAVERSE POINT
⊕	SECTION CORNER
•	FOUND SURVEY MONUMENTATION

MISCELLANEOUS SYMBOLS	
⬠	EXISTING STORM SEWER STRUCTURE NUMBER
⬠	EXISTING SANITARY SEWER STRUCTURE NUMBER
⬠	PROPOSED STORM SEWER STRUCTURE NUMBER
⬠	PROPOSED SANITARY SEWER STRUCTURE NUMBER
→	FLOW DIRECTION
⊕	EXISTING RIP-RAP
⊕	PROPOSED RIP-RAP

CAUTION SYMBOLS	
⚠	USED WITH UNDERGROUND GAS & ELECTRICAL LINES
⚠	USED WITH FIBER OPTICS LINES

PLAN VIEW LINE TYPES	
---	EXISTING STORM SEWER
---	EXISTING CULVERT
---	PROPOSED STORM SEWER LESS THAN 24"
---	PROPOSED STORM SEWER 24" AND GREATER
---	EXISTING SANITARY SEWER
---	PROPOSED SANITARY SEWER
---	EXISTING WATER MAIN
---	PROPOSED WATER MAIN
---	SECTION LINE
---	EXISTING RIGHT OF WAY
---	PROPOSED RIGHT OF WAY
---	PROPOSED EASEMENT
---	EXISTING CENTER LINE DITCH
---	PROPOSED DITCH CENTERLINE
---	EXISTING CENTER LINE ROADWAY
---	PARCEL LINE / LOT LINE
---	EXISTING OVERHEAD UTILITIES
---	UNDERGROUND ELECTRICAL LINE
---	GAS LINE OR PETROLEUM PIPELINE
---	UNDERGROUND TELEPHONE LINE
---	UNDERGROUND CABLE TV LINE
---	UNDERGROUND FIBER OPTIC
---	PROJECT CONTROL LINE
---	TREE LINE
---	BRUSH LINE
---	EXISTING FENCE
---	PROPOSED FENCE
---	EXISTING GUARD RAIL
---	PROPOSED SLOPE STAKE LINE
---	PROPOSED SILT FENCE

TOPOGRAPHY	
---	EXISTING CONTOURS MAJOR
---	EXISTING CONTOURS MINOR
---	PROPOSED CONTOUR MAJOR
---	PROPOSED CONTOURS MINOR

PARCEL INFORMATION	
---	PARCEL/TAX IDENTIFICATION NUMBER
---	ADDRESS/BUSINESS NAME

PAVEMENT IDENTIFICATION	
---	EXISTING CURB AND GUTTER
---	PROPOSED FLOW CURB AND GUTTER
---	PROPOSED SPILL CURB AND GUTTER
---	PROPOSED LOW BACK/DUB DOWN CURB AND GUTTER

HATCHING LEGEND	
---	PROPOSED CONCRETE PAVEMENT
---	PROPOSED CONCRETE SIDEWALK
---	PROPOSED RAISED EDGE CONCRETE SIDEWALK
---	PROPOSED STANDARD DUTY HMA PAVEMENT
---	PROPOSED HEAVY DUTY HMA PAVEMENT
---	PROPOSED HMA APPROACH
---	PROPOSED DETECTABLE WARNING SURFACE

PROPOSED CALLOUTS		
---	ADJ	ADJUST STRUCTURE
---	ADJ-1	ADJUST STRUCTURE W/ NEW COVER
---	ADJ-B/O	ADJUST STRUCTURE BY OTHERS
---	REC	RECONSTRUCT STRUCTURE
---	REL	RELOCATE
---	REL-B/O	RELOCATE BY OTHERS
---	R	REMOVE
---	R&R	REMOVE AND REPLACE
---	SALV	SALVAGE
---	S	SAVE
---	A	ABANDON
---	C	CLEARING
---	B	BULKHEAD
---	SR-1	SIDEWALK RAMP TYPE
---	6	SOIL EROSION CONTROL MEASURE



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 www.venturesarch.com

ISABELLA COUNTY
 ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY

Sheet Number: 18 0000

Design	TAK
Prep	TRG
Draw	5/11/21
Project Number	

CIVIL LEGEND



C100

GENERAL CONSTRUCTION NOTES

EMERGENCY CONTACTS

BEFORE BEGINNING WORK ON THE PROJECT, THE CONTRACTOR SHALL PROVIDE THE OWNER AND ENGINEER WITH THE NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS. AT LEAST ONE PERSON REPRESENTING THE CONTRACTOR SHALL BE AVAILABLE TO RESPOND TO EMERGENCIES THROUGHOUT THE LIFE OF THE PROJECT, 24 HOURS A DAY, 7 DAYS A WEEK.

UNDERGROUND UTILITY IDENTIFICATION AND LOCATION

THE CONTRACTOR SHALL CALL MISS DIG (1-800-482-3979 OR 811) A MINIMUM OF THREE WORK DAYS IN ADVANCE OF BEGINNING EXCAVATION. THE CONTRACTOR IS RESPONSIBLE TO VERIFY AND NOTIFY UTILITY AGENCIES WITHIN THE PROJECT AREA WHICH DO NOT PARTICIPATE IN THE MISS DIG NOTIFICATION PROGRAM.

PUBLIC UTILITIES

EXISTING UTILITIES ARE SHOWN BASED UPON RECORDS AND LOCATIONS PROVIDED BY UTILITY AGENCIES. THE INFORMATION SHOWN IS CONSIDERED APPROXIMATE AND SHALL BE VERIFIED BY THE CONTRACTOR. UNLESS THE PLANS SPECIFICALLY SHOW THAT EXISTING UTILITIES ARE TO BE MOVED, THE CONTRACTOR IS RESPONSIBLE TO PROTECT AND MAINTAIN EXISTING UTILITIES.

VERIFICATION OF UNDERGROUND UTILITIES

THE CONTRACTOR SHALL EXCAVATE AND LOCATE ALL EXISTING UTILITIES IN THE PROJECT AREA IN ADVANCE OF CONSTRUCTION TO VERIFY THEIR ACTUAL LOCATION. POTENTIAL CONFLICTS SHALL BE REPORTED TO THE ENGINEER. THE CONTRACTOR SHALL MAKE SUCH CHANGES TO GRADE AND ALIGNMENT OF PROPOSED WORK AS DIRECTED BY THE ENGINEER TO AVOID CONFLICTS, AT NO INCREASE IN COST TO THE OWNER.

UTILITY SERVICE

UNLESS SPECIFICALLY PROVIDED OTHERWISE IN THE CONTRACT DOCUMENTS, ALL EXISTING UTILITIES ARE TO REMAIN IN SERVICE DURING THE PROJECT.

SOIL BORINGS / PAVEMENT CORES

IF PROVIDED ON THE PLANS OR IN THE CONTRACT DOCUMENTS, LOGS OF SOIL BORINGS OR PAVEMENT CORES REPRESENT THE SUBSURFACE CONDITIONS ENCOUNTERED AT SPECIFIC POINTS. THE INFORMATION IS PROVIDED FOR THE CONTRACTOR'S INFORMATION ONLY.

MAINTAINING TRAFFIC

LOCAL AND EMERGENCY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES WITHIN THE PROJECT AREA.

WHEN EXCAVATION, FRESH CONCRETE, OR OTHER CONSTRUCTION WORK WILL RESULT IN THE CLOSURE OF A STREET OR DRIVEWAY FOR A PERIOD OF TIME, THE CONTRACTOR IS RESPONSIBLE TO NOTIFY ALL AFFECTED RESIDENTS AND BUSINESSES IN ADVANCE.

THE CONTRACTOR SHALL NOTIFY EMERGENCY RESPONSE AGENCIES IN ADVANCE OF ROAD CLOSURES OR THE ESTABLISHMENT OF DETOURS.

SCHEDULE

THE CONTRACTOR SHALL COMPLETE ALL WORK IN AN EXPEDITIOUS MANNER AND SHALL NOT STOP WORK ON THE PROJECT ONCE BEGUN.

SURVEY CORNERS, BENCHMARKS, AND CONTROL POINTS

THE CONTRACTOR SHALL PRESERVE ALL GOVERNMENT CORNERS, PROPERTY CORNERS, BENCHMARKS, SURVEY CONTROL POINTS AND OTHER SURVEY POINTS WITHIN THE PROJECT AREA. WHERE CORNERS, BENCHMARKS, OR SURVEY POINTS ARE ENCOUNTERED WHICH WILL BE DISTURBED BY THE CONTRACTOR'S ACTIVITIES, A LICENSED SURVEYOR SHALL WITNESS THE POINT BEFORE DISTURBANCE AND SHALL RE-SET THE POINT FOLLOWING THE COMPLETION OF CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PAY THE SURVEYOR TO WITNESS AND TO RE-SET THE POINTS.

PROTECTION OF TREES, SHRUBS, AND LANDSCAPING

ALL TREES, SHRUBS, AND LANDSCAPING WITHIN THE CONSTRUCTION AREA WHICH ARE NOT SPECIFICALLY DESIGNATED FOR REMOVAL, SHALL BE PROTECTED FROM DAMAGE BY THE CONTRACTOR. DAMAGED TREES, SHRUBS, AND LANDSCAPING SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

CONSTRUCTION SIGNING AND BARRICADING

THE CONTRACTOR SHALL PROTECT HAZARDOUS AREAS WITH BARRICADES. BARRICADES LEFT IN PLACE AFTER SUNSET SHALL BE LIGHTED.

THE CONTRACTOR SHALL PROVIDE SUITABLE SANDBAGS OR OTHER SUITABLE MEASURES FOR ANCHORING OF TEMPORARY SIGNS AND BARRICADES, TO PREVENT THEIR TIPPING OR DISPLACEMENT BY WIND OR AIR FLOW FROM VEHICLES.

THE CONTRACTOR SHALL PROVIDE SIGNING, BARRICADES, TRAFFIC REGULATORS, CONES, AND OTHER TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCY HAVING JURISDICTION OVER STREETS OR ROADS IN THE PROJECT AREA, THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AND THE PLANS AND SPECIFICATIONS.

THE CONTRACTOR SHALL COVER OR REMOVE TEMPORARY SIGNS DURING PERIODS WHEN THEY ARE NOT APPROPRIATE.

TURF ESTABLISHMENT

ALL DISTURBED AREAS WHICH ARE NOT TO BE SURFACED WITH PAVEMENT, AGGREGATE OR OTHER APPROVED SURFACES SHALL BE ESTABLISHED WITH TURF.

TURF AREAS SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE.

DISTURBED AREAS SHALL BE SURFACED WITH THREE INCHES OF SCREENED TOPSOIL.

THE CONTRACTOR IS RESPONSIBLE TO ESTABLISH TURF WHICH IS SUBSTANTIALLY FREE OF BARE SPOTS AND FREE OF WEEDS. THE GROUND SURFACE IN TURF AREAS SHALL BE SMOOTH AND PROVIDE A NATURAL TRANSITION TO ADJACENT, UNDISTURBED AREAS.

THE CONTRACTOR IS RESPONSIBLE TO PROVIDE WATERING, MOWING, WEEDING, AND REWEAVING AS NECESSARY TO ESTABLISH TURF AREAS TO THE REQUIRED STANDARD.

ADA COMPLIANCE

ALL PROPOSED CONSTRUCTION SHALL COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), AND APPLICABLE GUIDELINES OR STANDARDS. WHERE EXISTING CONDITIONS AND/OR THE REQUIREMENTS OF THE PLANS WILL RESULT IN FINISHED CONDITIONS THAT DO NOT MEET THE ADA REQUIREMENTS, GUIDELINES, OR STANDARDS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REMOVE AND REPLACE WORK DETERMINED TO BE NOT IN ACCORDANCE WITH APPLICABLE REQUIREMENTS, GUIDELINES, OR STANDARDS.

BACKFILL AND EMBANKMENT

BACKFILL OF AN EXCAVATION UNDER OR WITHIN THE ONE (1) ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE SHALL BE SAND, MEETING THE REQUIREMENTS OF GRANULAR MATERIAL CLASS 1 AS DESCRIBED IN THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE SAND BACKFILL SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

BACKFILL OF AN EXCAVATION WHICH IS NOT UNDER OR WITHIN THE ONE (1) ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE MAY BE SUITABLE EXCAVATED MATERIAL, OR FURNISHED BY THE CONTRACTOR FROM OTHER SOURCES. SUITABLE SOIL IS FREE FROM ORGANIC MATTER, ROCKS AND STONES, FROZEN MATERIAL, BROKEN CONCRETE, AND DEBRIS. THE BACKFILL SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL INDICATE THE SOURCE OF SAND USED FOR BACKFILL TO THE ENGINEER, AND PROVIDE THE ENGINEER WITH THE RESULTS OF A GRADATION TEST PERFORMED ON A SAMPLE OF THE SAND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN ADVANCE OF USING SAND FROM OTHER SOURCES.

EMBANKMENT USED TO BUILD THE SUBGRADE TO REQUIRED ELEVATION SHALL BE SUITABLE SOIL EXCAVATED FROM THE PROJECT SITE, OR FURNISHED BY THE CONTRACTOR FROM OTHER SOURCES. SUITABLE SOIL IS FREE FROM ORGANIC MATTER, ROCKS AND STONES, FROZEN MATERIAL, BROKEN CONCRETE, AND DEBRIS.

EMBANKMENT CONSTRUCTED OF GRANULAR SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

EMBANKMENT CONSTRUCTED OF COHESIVE SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

DENSITY TESTING

THE MAXIMUM UNIT WEIGHT OF SAND AND OTHER GRANULAR SOILS WILL BE DETERMINED BY THE ONE POINT TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

THE MAXIMUM UNIT WEIGHT OF COHESIVE SOILS WILL BE DETERMINED BY THE ONE POINT PROCTOR TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

DRAINAGE

THE CONTRACTOR SHALL MAINTAIN DRAINAGE OF THE PROJECT AREA AND ADJACENT AREAS. WHERE EXISTING DRAINAGE FACILITIES ARE DISTURBED OR BLOCKED BY CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY PROVISIONS FOR DRAINAGE.

WHERE CONSTRUCTION HAS DISTURBED EXISTING DITCHES, CHANNELS, OR OTHER DRAINAGE FACILITIES, THE CONTRACTOR SHALL RESTORE THEM TO THEIR ORIGINAL GRADES AND DIMENSIONS WHICH EXISTED PRIOR TO THE BEGINNING OF CONSTRUCTION, UNLESS DIRECTED OTHERWISE.

DRAINAGE SHALL NOT BE ROUTED INTO ADJACENT PROPERTIES NOR ALLOWED TO DRAIN ONTO ADJACENT PROPERTIES AT AN INCREASED RATE, AS A RESULT OF THE CONTRACTOR'S WORK.

PARKING LOT PROJECTS

ADJUSTING STRUCTURES

WHERE CASTINGS FOR MANHOLES, CATCH BASINS, INLETS, VALVE BOXES, AND MONUMENT BOXES ARE TO BE ADJUSTED TO MEET A NEW PAVEMENT SURFACE ELEVATION, THE FINAL ADJUSTMENT SHALL NOT BE COMPLETED UNTIL ALL PAVEMENT COURSES HAVE BEEN PLACED EXCEPT THE FINAL COURSE. THE FINAL ADJUSTMENT SHALL BE COMPLETED JUST PRIOR TO PLACEMENT OF THE FINAL COURSE OF PAVEMENT.

THE MATERIALS AND PROCEDURES FOR ADJUSTING STRUCTURES SHALL MEET THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION OVER THE ROAD AND UTILITIES.

SUBGRADE PREPARATION

TOPSOIL, PEAT, AND ORGANIC MATERIAL SHALL BE EXCAVATED AND REMOVED.

SOFT AND YIELDING SOILS SHALL BE REMOVED OR DRIED IF THE RESULT OF EXCESSIVE MOISTURE CONTENT.

PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENT ON A SUBGRADE, THE SUBGRADE SHALL BE PROOF-ROLLED TO DETERMINE THE SUITABILITY OF THE SUBGRADE. THE CONTRACTOR SHALL DRIVE A HEAVY PIECE OF WHEELED CONSTRUCTION EQUIPMENT OVER THE SUBGRADE WHILE THE ENGINEER IS OBSERVING. THE CONSTRUCTION OF FILLS, SUBBASE, OR PAVEMENTS SHALL NOT PROCEED UNTIL THE SUBGRADE HAS BEEN DEMONSTRATED TO BE FREE OF SOFT AREAS.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE MOISTURE CONTENT OF SUBGRADE SOILS WITHIN A SUITABLE RANGE TO ALLOW FOR COMPACTION TO THE REQUIRED DENSITY. WHEN THE SOIL IS TOO DRY, THE CONTRACTOR SHALL ADD WATER. WHEN THE SOIL IS TOO WET, THE CONTRACTOR SHALL PROVIDE DRAINAGE OR AERATE THE SOIL.

THE SURFACE OF THE SUBGRADE SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT, PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENTS.

CURB AND GUTTERS

THE CONTRACTOR SHALL DETERMINE THE LOCATION AND DIMENSIONS OF CURB OPENINGS FOR DRIVEWAYS, RAMPS, AND DRAINAGE STRUCTURES.

HOT MIX ASPHALT (HMA) PAVING

PAVEMENTS WHICH ARE TO BE OVERLAD WITH A NEW PAVEMENT COURSE SHALL BE SHEPT TO REMOVE ALL DIRT AND DEBRIS.

A BITUMINOUS BOND COAT SHALL BE APPLIED TO PAVEMENTS WHICH ARE TO BE OVERLAD WITH A NEW PAVEMENT COURSE AND ALLOWED TO CURE PRIOR TO CONSTRUCTING THE NEW PAVEMENT COURSE.

HMA PAVEMENT SHALL NOT BE PLACED WHEN THE SURFACE BEING OVERLAD IS WET, OR WHEN RAIN IS FORECAST OR BREATHING.

DRIVEWAY CONSTRUCTION

DRIVEWAY SLOPES SHALL NOT EXCEED 10%, EXCEPT WHERE SPECIFICALLY INDICATED OTHERWISE ON THE PLANS OR DIRECTED BY THE ENGINEER.

THE CONTRACTOR SHALL PROVIDE PROPERTY OWNERS WITH SUITABLE NOTICE BEFORE REMOVING AND REPLACING AN EXISTING DRIVEWAY.

SIDEWALK CONSTRUCTION

SIDEWALKS SHALL BE CONSTRUCTED TO PROVIDE POSITIVE DRAINAGE OF THE SIDEWALK AND ADJACENT SURFACES.

EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SURFACES, SIDEWALK SHALL BE CONSTRUCTED WITH A CROSS SLOPE SLOPED TOWARD THE STREET.

SIDEWALK CROSS SLOPES SHALL NOT EXCEED 2%.

IN TURF AREAS, THE SURFACE OF THE SIDEWALK SHALL BE ABOUT 1/4 INCH HIGHER THAN THE ADJACENT GROUND SURFACES, EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SIDEWALKS, CURBS, OR PAVEMENTS.

SIDEWALK SHALL BE CONSTRUCTED ON A SAND BASE, COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN SIDEWALK FORMS HAVE BEEN SET AND THE SAND BASE PREPARED. CONCRETE SHALL NOT BE PLACED UNTIL THE ENGINEER HAS OBSERVED THE FORMS. CONCRETE DELIVERY SHALL BE SCHEDULED TO ALLOW SUFFICIENT TIME FOR ADJUSTMENT OF THE FORMS, IN THE EVENT THAT ADJUSTMENT IS NECESSARY.

THE CONTRACTOR SHALL PROTECT FRESH CONCRETE FROM DAMAGE BY THE WEATHER, TRAFFIC, OR VANDALISM. DAMAGED CONCRETE SHALL BE REPLACED BY THE CONTRACTOR'S EXPENSE.

ALL SIDEWALK ADJACENT TO PARKING SPACES IN HMA PARKING AREA SHALL BE 7 FEET WIDE.

SANITARY SEWER CONSTRUCTION NOTES

THE NEW SANITARY SEWER SHALL NOT BE CONNECTED TO THE EXISTING SEWER UNTIL APPROVED BY THE ENGINEER.

AT LEAST TEN FEET OF HORIZONTAL AND SEVENTEEN INCHES OF VERTICAL SEPARATION SHALL BE MAINTAINED BETWEEN THE SEWER AND EXISTING WATER MAINS.

MANHOLES SHALL BE LOCATED NEAR PROPERTY LINES, WHEN POSSIBLE.

MANHOLES SHALL BE CONSTRUCTED FROM PRECAST CONCRETE MANHOLE SECTIONS, MEETING ASTM C443. MANHOLE JOINTS SHALL BE MADE WITH RUBBER O-RING GASKETS. THE SECTION BETWEEN THE TOP OF THE PRECAST COLE AND THE BOTTOM OF THE CASTING SHALL BE CONSTRUCTED OF PRECAST GRADE BINGS, OF TOTAL THICKNESS SO THAT THE MANHOLE CASTING IS PLACED AT THE PROPER FINAL ELEVATION, EXCEPT THAT THE TOTAL THICKNESS SHALL NOT EXCEED TEN INCHES.

MANHOLE STEPS SHALL BE EQUALLY SPACED AT 15 INCHES. THE DISTANCE FROM THE TOP STEP TO THE TOP OF THE MANHOLE CASTING SHALL NOT EXCEED 18 INCHES.

THE CONTRACTOR SHALL CONDUCT A LOW PRESSURE AIR TEST ON ALL SANITARY SEWERS LESS THAN 24 INCHES IN DIAMETER. THE AIR TEST SHALL MEET THE REQUIREMENTS OF ASTM C 874 FOR CONCRETE PIPE AND ASTM F747 FOR PLASTIC PIPE. IN AREAS WHERE GROUNDWATER IS OVER THE PIPE, THE TEST PRESSURE SHALL BE INCREASED EQUAL TO THE HYDRAULIC PRESSURE EXERTED BY THE WATER OVER THE PIPE, AS DETERMINED BY THE ENGINEER.

STORM SEWER CONSTRUCTION NOTES

DRAINAGE STRUCTURES SHALL BE CONSTRUCTED FROM PRECAST CONCRETE MANHOLE SECTIONS, MEETING ASTM C478.

STORM IN DRAINAGE STRUCTURES AND PIPELINES SHALL BE FREE OF SEDIMENT AND DEBRIS AT THE TIME OF ACCEPTANCE BY THE OWNER.

WATER MAIN CONSTRUCTION NOTES

HYDRANTS, VALVES, AND OTHER MATERIALS SHALL MEET THE OWNER'S STANDARDS, WITH REGARD TO MANUFACTURER AND MODEL, AND DETAILS SUCH AS OPENING DIRECTION, HYDRANT COLOR, HYDRANT CONFIGURATION, AND HYDRANT THREAD PATTERN.

CHARTER TOWNSHIP OF LINCOLN STANDARD WATER MAIN MATERIALS:

HYDRANT	EAST JORDAN IRON WORKS, BR3; WITH ONE 4 1/2 INCH PUMPER NOZZLE AND TWO NOZZLE NOZZLES; NPT INLEADS; COLOR: RED
VALVES	RESILIENT WEDGE GATE VALVES (MULLER OR EAST JORDAN), OPENS COUNTER CLOCKWISE

NEW WATER MAIN SHALL NOT BE CONNECTED TO THE EXISTING WATER MAIN WITHOUT THE APPROVAL OF THE OWNER.

AT LEAST TEN FEET OF HORIZONTAL AND SEVENTEEN INCHES OF VERTICAL SEPARATION SHALL BE MAINTAINED BETWEEN THE WATER MAIN AND SEWERS (STORM OR SANITARY).

THE DEPTH OF BURY SHOWN ON THE PLANS SHALL BE PROVIDED, AS A MINIMUM, OVER THE TOP OF THE WATER MAIN PIPE TO THE FINISHED GROUND OR PAVEMENT SURFACE. UNLESS SPECIFICALLY DIRECTED OTHERWISE ON THE DRAWINGS, THE DEPTH OF BURY SHOWN ON THE PLANS SHALL BE MAINTAINED BETWEEN THE BOTTOM OF DITCHES AND THE TOP OF THE PIPE.

ALL BENDS, TEES, PLUGS, HYDRANTS, VALVES, AND OTHER FITTINGS WHERE THRUST MAY OCCUR SHALL BE RESTRAINED APPROPRIATELY BY THRUST BLOCKS OR JOINT RESTRAINTS.

HYDRANTS SHOULD BE LOCATED NEAR PROPERTY LINES, WHERE POSSIBLE.

EXISTING WATER VALVES SHALL BE OPERATED ONLY BY THE WATER DEPARTMENT'S PERSONNEL.

THE SHUTTING DOWN OF EXISTING WATER MAINS TO ALLOW FOR COMPLETING THE CONTRACTOR'S WORK SHALL BE SCHEDULED IN ADVANCE BY THE CONTRACTOR WITH THE OWNER. THE CONTRACTOR SHALL PROVIDE NOTIFICATION TO AFFECTED WATER CUSTOMERS IN AT LEAST A DAY IN ADVANCE OF ANY SCHEDULED SERVICE DISRUPTIONS.

THE CONTRACTOR SHALL EXPOSE EXISTING MAINS TO VERIFY THE SIZE, MATERIALS, AND ANY FITTINGS NECESSARY BEFORE SHUTTING DOWN EXISTING WATER MAINS FOR NEW CONNECTIONS. ALL FITTINGS, PARTS, AND EQUIPMENT NECESSARY TO COMPLETE THE PROPOSED CONNECTIONS TO THE EXISTING MAIN SHALL BE AVAILABLE AT THE SITE BEFORE THE EXISTING MAIN IS SHUT DOWN.

THE COMPLETED WATER MAIN SHALL BE SUBJECTED TO A HYDROSTATIC PRESSURE. THE TEST PRESSURE SHALL BE 150 PSI. THE TEST DURATION SHALL BE 2 HOURS. THE CONTRACTOR SHALL CONDUCT SUCH PRELIMINARY TESTING TO EXPUL AIR AND VERIFY THAT THERE ARE NO LEAKS IN THE PIPELINE. THE TEST SHALL BE WITNESSED BY THE ENGINEER OR OWNER. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OR OWNER AT LEAST 24 HOURS IN ADVANCE OF THE TIME FOR TESTING.

IF THE CONTRACTOR ELICTS TO PRESSURE TEST AGAINST AN EXISTING VALVE, THE OWNER DOES NOT GUARANTEE THAT EXISTING VALVES CAN RESIST THE TEST PRESSURE. IF THE CONTRACTOR BELIEVES THAT AN EXISTING VALVE IS THE CAUSE OF A FAILED PRESSURE TEST, HE SHALL EITHER REPAIR THE VALVE AND RETEST OR TEST AGAINST A PLUG, AT HIS EXPENSE.

UNLESS SPECIFICALLY PROVIDED OTHERWISE, THE CONTRACTOR IS RESPONSIBLE TO FURNISH WATER FOR TESTING AND DISINFECTION.

WATER FROM THE CONTRACTOR'S FLUSHING AND DISINFECTION ACTIVITIES SHALL BE DEPOSED OF TO PREVENT EROSION OR FLOODING.

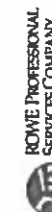
THE CONTRACTOR SHALL FURNISH AND INSTALL CORPORATIONS, TAPS, PIPING, AND FITTINGS AS NECESSARY TO COMPLETE THE REQUIRED FLUSHING AND TESTING FOR ACCEPTANCE. AFTER ACCEPTANCE, THE CONTRACTOR SHALL REMOVE ALL CORPORATIONS, TAPS, PIPING, AND FITTINGS USED FOR FLUSHING AND TESTING. TAPS TO THE WATER MAIN SHALL BE PLUGGED WITH BRASS PLUGS.

TAPS FOR SERVICE CONNECTIONS SHALL BE COMPLETED UNDER PRESSURE. THE CORPORATION AND SERVICE LEAD SHALL BE VISUALLY CHECKED FOR LEAKAGE WHILE UNDER PRESSURE. ALL JOINTS SHALL REMAIN EXPOSED UNTIL THE ENGINEER HAS OBSERVED THEM.

CORPORATIONS SHALL BE LEFT IN THE "OPEN" POSITION. CURB STOPS FOR FUTURE CONNECTIONS SHALL BE LEFT "CLOSED". CURB STOPS FOR CURRENT WATER CUSTOMERS SHALL BE LEFT "OPEN" ONCE CONNECTED.



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M/D/P - PPR

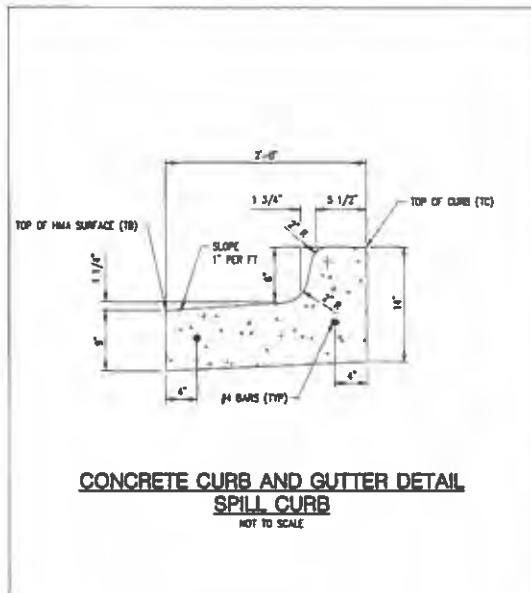
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Plan/Spec: TRG
Drawn: 5/11/21

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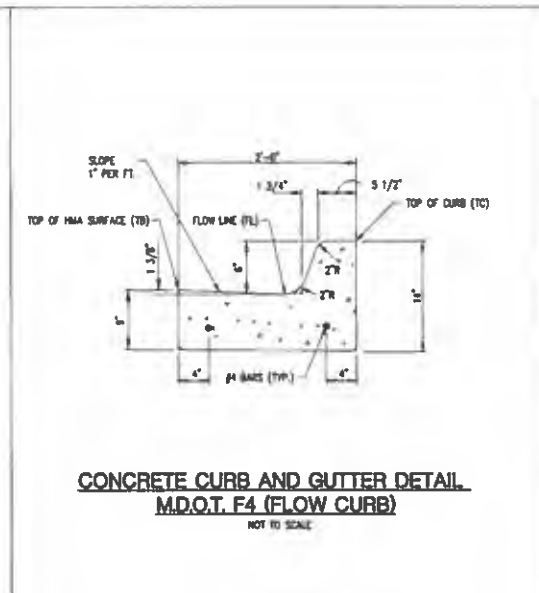


Know what's below.
Call before you dig.

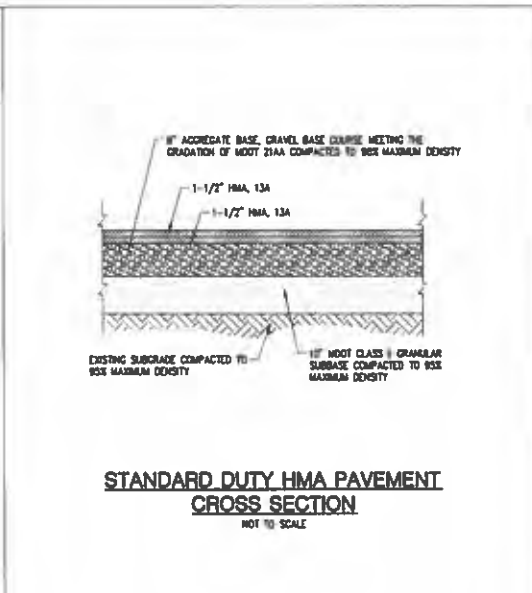
C101



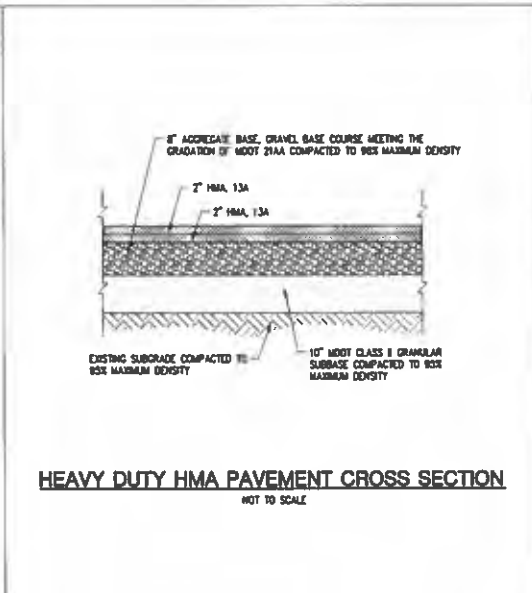
**CONCRETE CURB AND GUTTER DETAIL
SPILL CURB**
NOT TO SCALE



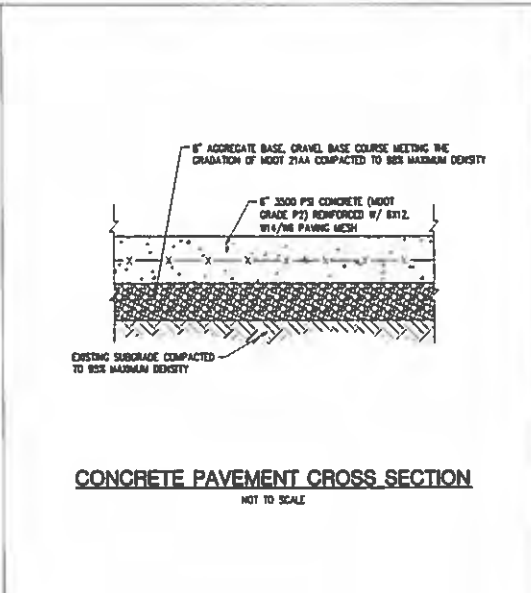
**CONCRETE CURB AND GUTTER DETAIL
M.D.O.T. F4 (FLOW CURB)**
NOT TO SCALE



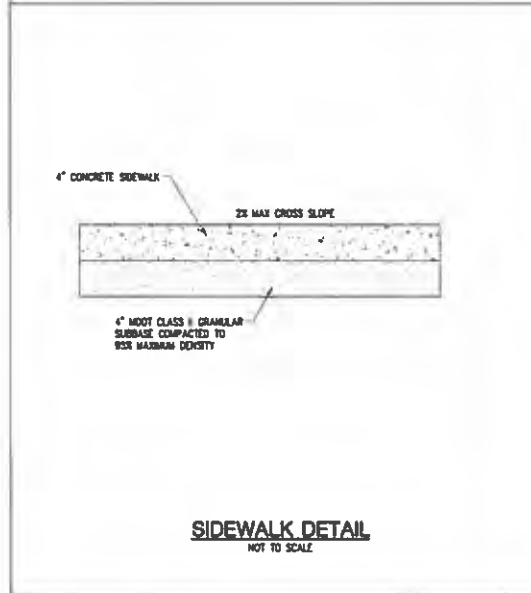
**STANDARD DUTY HMA PAVEMENT
CROSS SECTION**
NOT TO SCALE



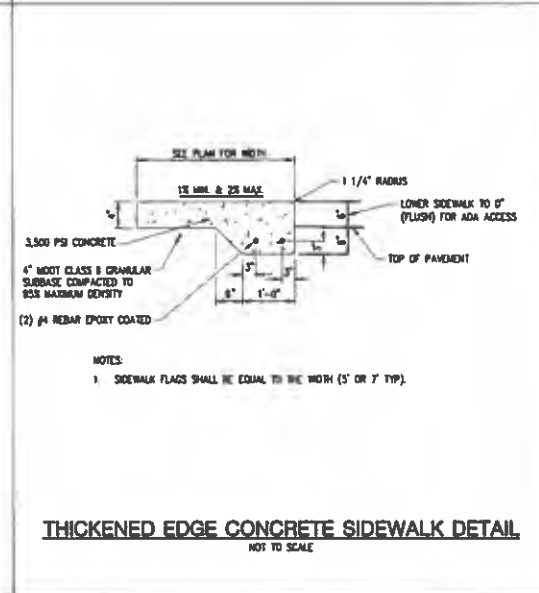
HEAVY DUTY HMA PAVEMENT CROSS SECTION
NOT TO SCALE



CONCRETE PAVEMENT CROSS SECTION
NOT TO SCALE



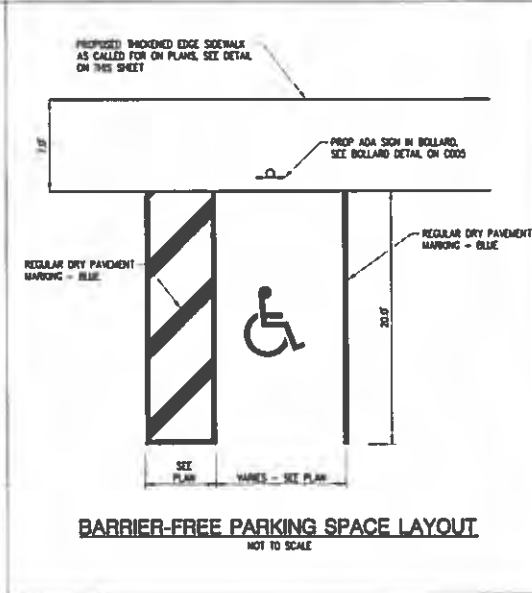
SIDEWALK DETAIL
NOT TO SCALE



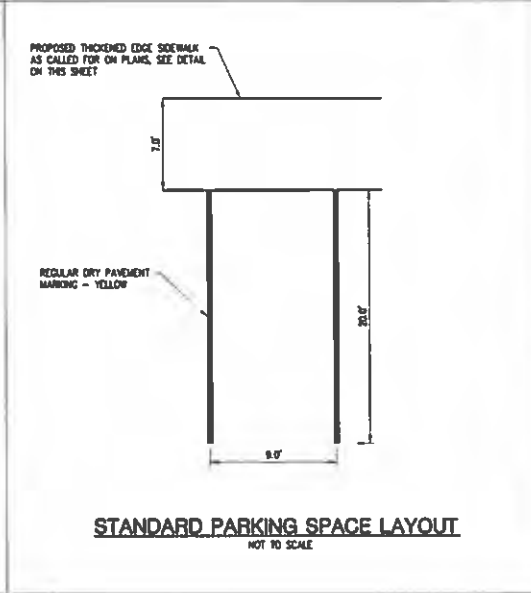
THICKENED EDGE CONCRETE SIDEWALK DETAIL
NOT TO SCALE



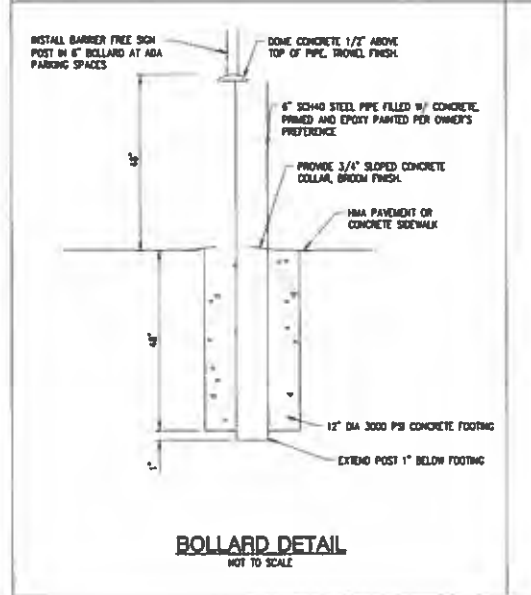
BARRIER FREE PARKING SIGNAGE
NOT TO SCALE



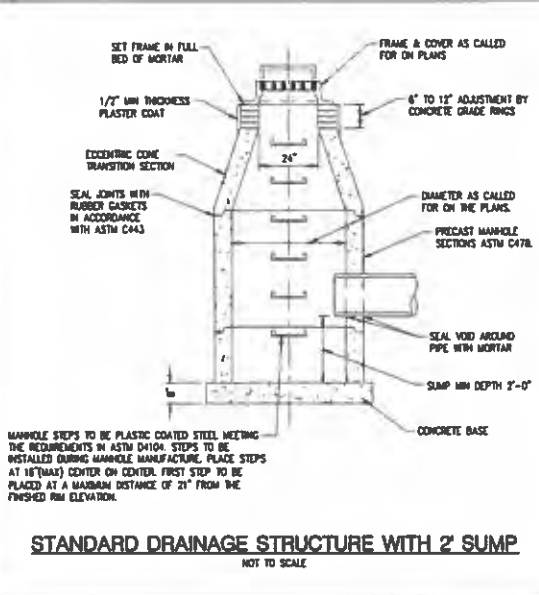
BARRIER-FREE PARKING SPACE LAYOUT
NOT TO SCALE



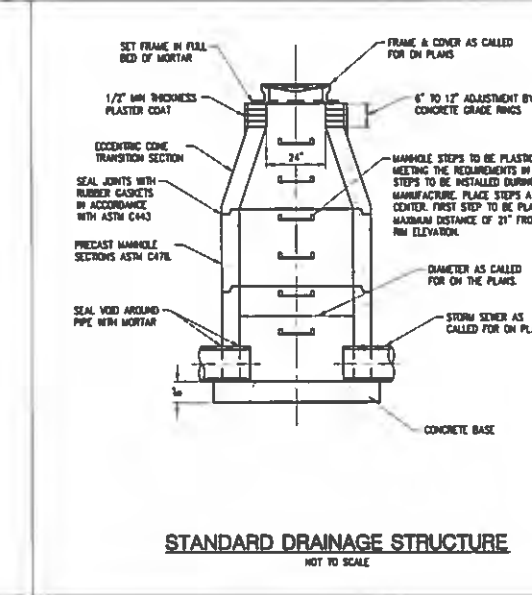
STANDARD PARKING SPACE LAYOUT
NOT TO SCALE



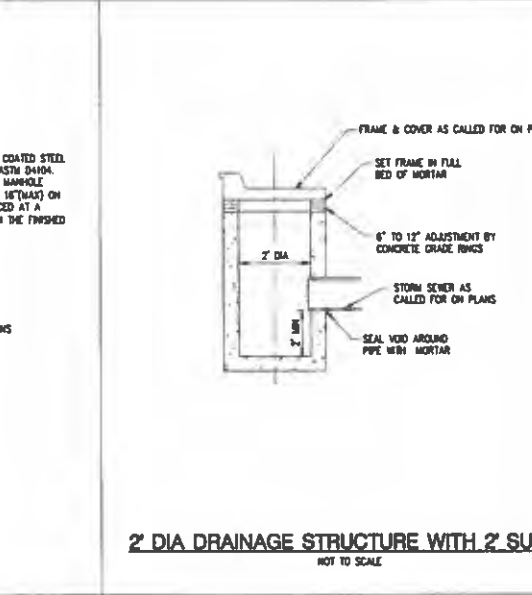
BOLLARD DETAIL
NOT TO SCALE



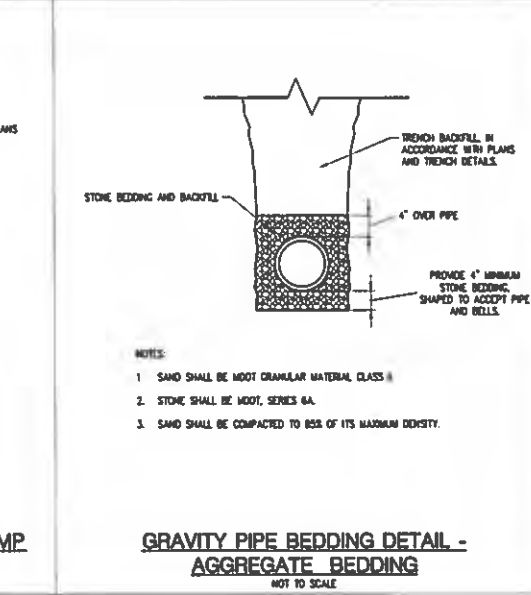
STANDARD DRAINAGE STRUCTURE WITH 2' SUMP
NOT TO SCALE



STANDARD DRAINAGE STRUCTURE
NOT TO SCALE



2' DIA DRAINAGE STRUCTURE WITH 2' SUMP
NOT TO SCALE



**GRAVITY PIPE BEDDING DETAIL -
AGGREGATE BEDDING**
NOT TO SCALE



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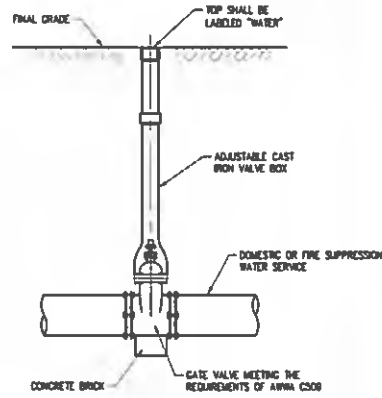
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DATE	DESCRIPTION
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	TRG
	5/11/21

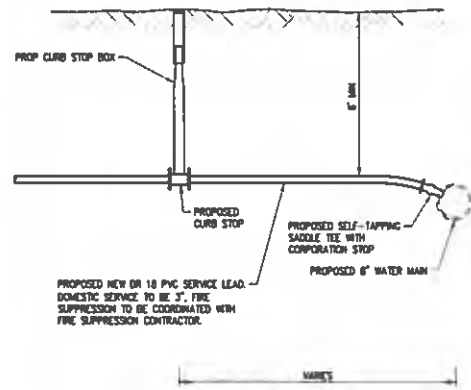


CIVIL DETAILS

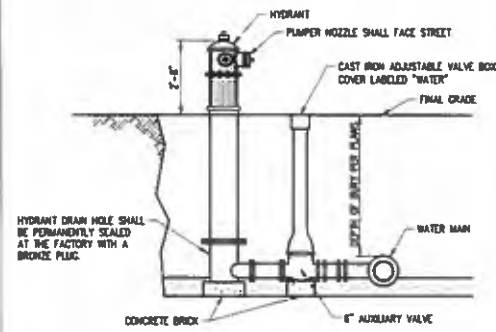
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WATER VALVE AND BOX DETAIL
NOT TO SCALE



DOMESTIC WATER SERVICE DETAIL
NOT TO SCALE



HYDRANT DRAIN HOLE SHALL BE PERMANENTLY SEALED AT THE FACTORY WITH A BRONZE PLUG.

NOTES

1. ACCEPTABLE METHODS OF RESTRAINT ARE:
 - A. CONCRETE THRUST BLOCK
 - B. ANCHORING FITTINGS
 - C. APPROVED RESTRAINED JOINT

FIRE HYDRANT DETAIL
NOT TO SCALE

MINIMUM PIPE RESTRAINT SCHEDULE FOR GROUND BURIED PRESSURE PIPES (SEE NOTE 1)

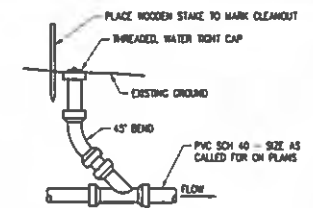
LENGTH (IN FEET) OF RESTRAINT REQUIRED (SEE NOTE 2)

PIPE DIAMETER	DEFLECTION ANGLE	22 1/2'	33 3/4'	45'	56 1/4'	67 1/2'	78 3/4'	90' TEE OR DEAD END
6"	3"	3	8	11	16	23	29	37
6"	4"	4	8	10	15	22	31	41
6"	5"	5	11	14	20	28	36	46
8"	3"	4	10	13	19	27	35	45
8"	4"	5	11	14	20	28	36	46
8"	5"	6	12	15	21	29	37	47
10"	3"	5	12	16	22	30	38	49
10"	4"	6	13	17	23	31	40	51
10"	5"	7	14	18	24	32	41	52
12"	3"	6	14	18	25	33	42	53
12"	4"	7	15	19	26	34	43	54
12"	5"	8	16	20	27	35	44	55
14"	3"	7	16	20	28	36	45	56
14"	4"	8	17	21	29	37	46	57
14"	5"	9	18	22	30	38	47	58
16"	3"	8	18	22	30	38	47	58
16"	4"	9	19	23	31	39	48	59
16"	5"	10	20	24	32	40	49	60
18"	3"	9	20	24	32	40	49	60
18"	4"	10	21	25	33	41	50	61
18"	5"	11	22	26	34	42	51	62
20"	3"	10	21	25	33	41	50	61
20"	4"	11	22	26	34	42	51	62
20"	5"	12	23	27	35	43	52	63
24"	3"	13	24	28	36	44	53	64
24"	4"	14	25	29	37	45	54	65
24"	5"	15	26	30	38	46	55	66
30"	3"	15	26	30	38	46	55	66
30"	4"	16	27	31	39	47	56	67
30"	5"	17	28	32	40	48	57	68
36"	3"	17	28	32	40	48	57	68
36"	4"	18	29	33	41	49	58	69
36"	5"	19	30	34	42	50	59	70
42"	3"	18	29	33	41	49	58	69
42"	4"	19	30	34	42	50	59	70
42"	5"	20	31	35	43	51	60	71
48"	3"	18	29	33	41	49	58	69
48"	4"	19	30	34	42	50	59	70
48"	5"	20	31	35	43	51	60	71

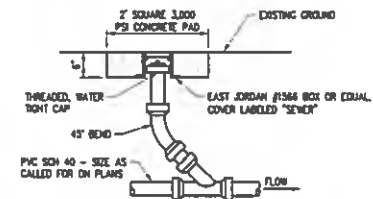
NOTES

1. THIS TABLE IS BASED ON A TEST PRESSURE OF 180 PSI (OPERATING PRESSURE + WATER HAMMER) FOR OTHER TEST PROCEDURES, ALL VALUES ARE TO BE INCREASED OR DECREASED PROPORTIONALLY.
2. IN EACH DIRECTION FROM POINT OF DEFLECTION OR TERMINATION EXCEPT FOR A TEE AT WHICH ONLY THE BRANCH IN THE DIRECTION OF THE TEE STAYS.
3. IF TEES ARE USED, PLACE 2 ROWS 3/8" DIAMETER WIRE FOR WATER MAIN 8" TO 10" AND 4 ROWS 5/8" DIAMETER WIRE FOR 12" AND LARGER.

PIPE RESTRAINT SCHEDULE
NOT TO SCALE



FOR GRASS AREAS

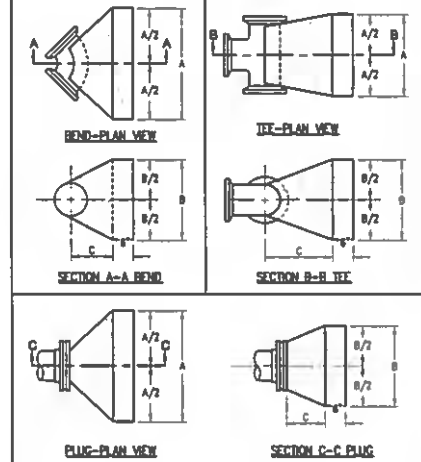


FOR PAVEMENT AREAS

CLEANOUT RISER DETAIL
NOT TO SCALE

DIA. OF PIPE OR BRANCH OF TEE	90° BEND		45° BEND		22 1/2° BEND		11 1/4° BEND		PLUGS, HYDRANTS AND TEE
	A	B	A	B	A	B	A	B	
6"	2'-0"	2'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
8"	3'-0"	3'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
10"	4'-0"	4'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
12"	5'-0"	5'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
14"	6'-0"	6'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
16"	7'-0"	7'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
18"	8'-0"	8'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
24"	10'-0"	10'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"

TABLE INDICATES MINIMUM BEARING



- NOTE:**
1. USE 2,500 PSI CONCRETE FOR ALL THRUST BLOCKS.
 2. PLUG AGAINST UNDISTURBED SOIL.
 3. KEEP BOLTS, FITTINGS AND JOINTS CLEAR OF CONCRETE.
 4. BEARING AREA IS BASED ON 2,000 PSI SOIL CAPACITY.

THRUST BLOCK DETAILS
NOT TO SCALE



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ROWE PROFESSIONAL SERVICES COMPANY
Venture Architects
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ANN ARBOR, MI 48106
734.769.1100
www.venturearch.com

ISABELLA COUNTY
ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY
Isabel Sherman, 18-0000

NO.	DATE	BY	DESCRIPTION
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Drawn: TAK
Checked: TRG
Date: 5/11/21
Project Number:

CIVIL DETAILS



C103



Incorporated Architecture
4090 Lake Drive SE
Grand Rapids, MI 49546
616.574.0220 P
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www.iastruct.com



Venture Architects
12100 28th Street
Grand Rapids, MI 49508
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616.574.0953 F
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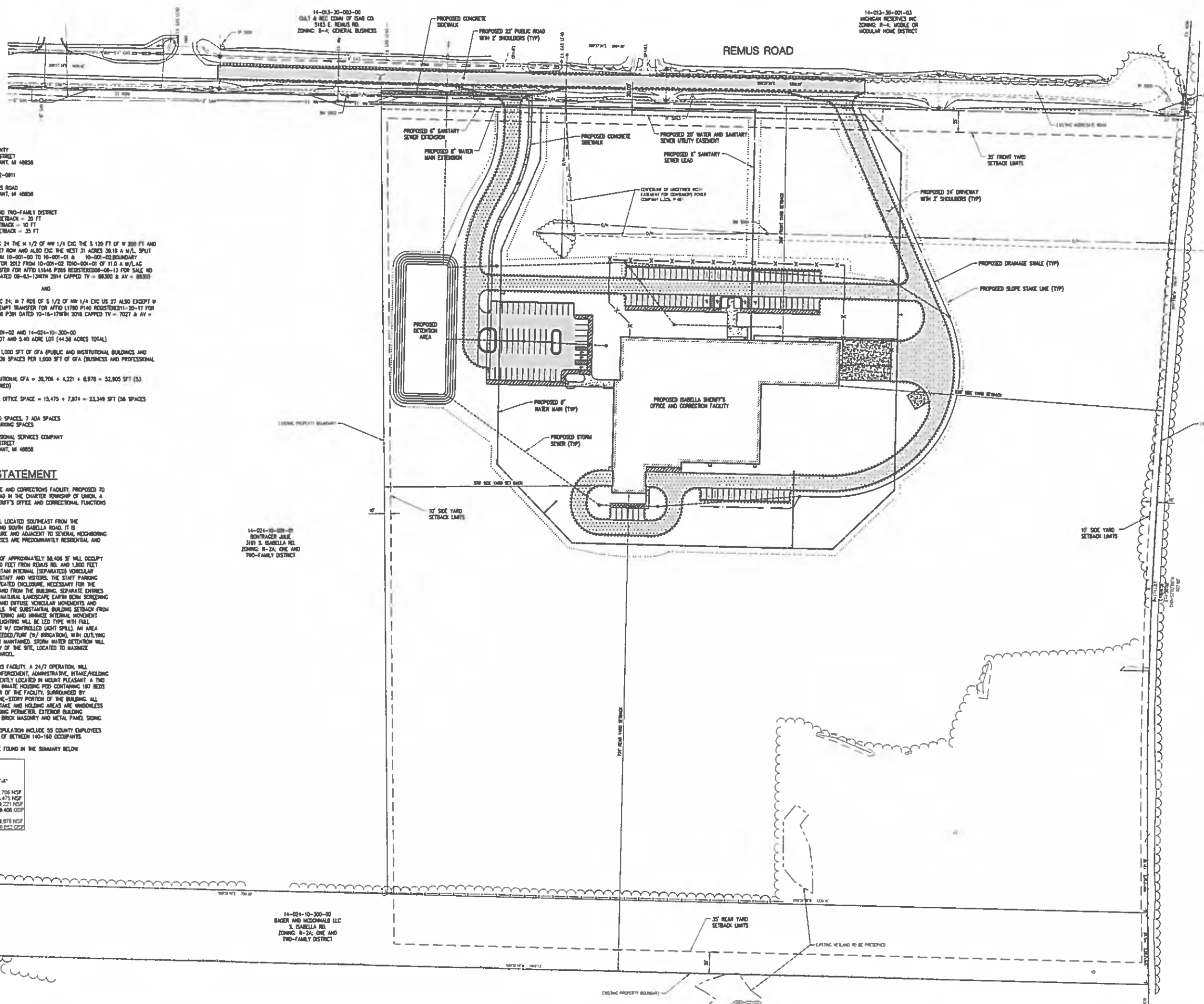
ISABELLA COUNTY
ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY

1/2" = 1' 0"

Design: TAK
Prep: TRG
Date: 5/11/21
Project Number: 20190905

OVERALL SITE PLAN

C200



PROPERTY OWNER: ISABELLA COUNTY
200 N. MAIN STREET
MOUNT PLEASANT, MI 48858

OWNER CONTACT INFO: PH: (888) 772-0811

PROPERTY ADDRESS: 5270 E. REMUS ROAD
MOUNT PLEASANT, MI 48858

ZONING AND SETBACK REQUIREMENTS:
R-2A, ONE AND TWO-FAMILY DISTRICT
FRONT YARD SETBACK - 35 FT
SIDE YARD SETBACK - 10 FT
REAR YARD SETBACK - 35 FT

LEGAL DESCRIPTION:
T14W R4W SEC 24 THE N 1/2 OF NW 1/4 DIC THE S 120 FT OF W 300 FT AND DIC THE US 27 ROW AND ALSO DIC THE WEST 31 ACRES 38.18 A M/L SPLIT FOR 2010 FROM 10-001-00 TO 10-001-01 & 10-001-02 BOUNDARY ADJUSTMENT FOR 2012 FROM 10-001-02 TO 10-001-01 OF 11.0 A M/L AC EXEMPT TRANSFER FOR ATTD 11848 P288 REGISTERED-08-11 FOR SALE NO 11848 P258 DATED 08-03-13 WITH 2014 CAPPED TV = 86300 & AV = 88300 AND
T14W R4W SEC 24, N 7 ROS OF S 1/2 OF NW 1/4 DIC US 27 ALSO EXCEPT W 282 FLAG EXEMPT TRANSFER FOR ATTD 11790 P140 REGISTERED-11-20-17 FOR SALE NO 11790 P391 DATED 10-16-17 WITH 2016 CAPPED TV = 7027 & AV = 8400

TAX ID NUMBER: 14-024-10-001-02 AND 14-024-10-300-00
TOTAL SITE AREA: 38.18 ACRE LOT AND 5.40 ACRE LOT (43.58 ACRES TOTAL)

PARKING REQUIREMENTS: 1 SPACE PER 1,000 SFT OF GFA (PUBLIC AND INSTITUTIONAL BUILDINGS AND USES) AND 2.36 SPACES PER 1,000 SFT OF GFA (BUSINESS AND PROFESSIONAL OFFICES)
PUBLIC/INSTITUTIONAL GFA = 38,708 + 4,221 + 8,978 = 52,907 SFT (53 SPACES REQUIRED)
PROFESSIONAL OFFICE SPACE = 15,475 + 7,874 = 23,349 SFT (26 SPACES REQUIRED)

PROVIDED PARKING: 136 STANDARD SPACES, 3 ADA SPACES
142 TOTAL PARKING SPACES

CIVIL ENGINEER: ROWE PROFESSIONAL SERVICES COMPANY
127 S. MAIN STREET
MOUNT PLEASANT, MI 48858

PROPOSED USE STATEMENT

THE ISABELLA COUNTY SHERIFF'S OFFICE AND CORRECTIONS FACILITY PROPOSED TO BE LOCATED AT 5270 EAST REMUS ROAD IN THE CHARTER TOWNSHIP OF UNION, A FACILITY THAT WILL CONTAIN BOTH SHERIFF'S OFFICE AND CORRECTIONAL FUNCTIONS FOR ISABELLA COUNTY.

THE RURAL SITE IS A 39-ACRE PARCEL LOCATED SOUTHEAST FROM THE INTERSECTION OF EAST REMUS ROAD AND SOUTH ISABELLA ROAD. IT IS PREDOMINANTLY AGRICULTURAL IN NATURE AND ADJACENT TO SEVERAL NEIGHBORING RESIDENTIAL PARCELS. SURROUNDING USES ARE PREDOMINANTLY RESIDENTIAL AND BUSINESS.

A SINGLE BUILDING WITH A FOOTPRINT OF APPROXIMATELY 58,408 SF WILL OCCUPY THE SITE, LOCATED APPROXIMATELY 500 FEET FROM REMUS RD. AND 1,800 FEET FROM ISABELLA RD. THE SITE WILL CONTAIN INTERNAL (SEPARATED) VEHICULAR DRIVES AND PARKING LOTS FOR BOTH STAFF AND VISITORS. THE STAFF PARKING AREA WILL BE SECURED BY A FENCED/RAISED ENCLOSURE, NECESSARY FOR THE SECURITY OF OFFICER MOVEMENTS TO AND FROM THE BUILDING. SEPARATE ENTRANCES EXIST FOR BOTH STAFF AND VISITORS. NATURAL LANDSCAPE WITH BERRY SCREENING HAS BEEN INCORPORATED TO SCREEN AND DIFFUSE VEHICULAR MOVEMENTS AND HEADLIGHTS FROM NEIGHBORING PARCELS. THE SUBSTANTIAL BUILDING SETBACK FROM ROADWAYS WILL PRESERVE RURAL BUTTERING AND MINIMIZE INTERNAL MOVEMENT IMPACTS TO ADJACENT PARCELS. SITE LIGHTING WILL BE LED TYPE WITH FULL CUT-OFF HEADS (DARK SKY COMPLIANT W/ CONTROLLED LIGHT SPILL). AN AREA ADJACENT TO THE BUILDING WILL BE SEEDING/TURF (BY BIRCHWOOD), WITH OUTLIERING FRONT YARDS LEFT NATURAL, HOWEVER MAINTAINED. STORM WATER EXTERIOR WILL OCCUR ALONG THE WESTERN BOUNDARY OF THE SITE, LOCATED TO MAINTAIN NATURAL RUNOFF PATTERNS OF THE PARCEL.

THE SHERIFF'S OFFICE AND CORRECTIONS FACILITY, A 24/7 OPERATION, WILL CONTAIN ALL ISABELLA COUNTY LAW ENFORCEMENT, ADMINISTRATIVE, INTAKE/HOLDING AND INMATE HOUSING FUNCTIONS PRESENTLY LOCATED IN MOUNT PLEASANT. A TWO STORY, APPROXIMATELY 25 FEET TALL, INMATE HOUSING POD CONTAINING 187 BEDS IS LOCATED IN THE SOUTHWEST CORNER OF THE FACILITY, SURROUNDED BY SHERIFF'S OFFICE FUNCTIONS IN THE ONE-STORY PORTION OF THE BUILDING. ALL INMATE AREAS, INCLUDING HOLDING, INTAKE AND HOLDING AREAS ARE WINDOWLESS AND ENCLOSED WITHIN A SECURE BUILDING PERIMETER. EXTERIOR BUILDING MATERIALS INCLUDE LOW MAINTENANCE BRICK MASONRY AND METAL PANEL SIDING.

THE ANTICIPATED OCCUPANCIES AND POPULATION INCLUDE 55 COUNTY EMPLOYEES AND AN AVERAGE INMATE POPULATION OF BETWEEN 140-180 OCCUPANTS.

ADDITIONAL AREA INFORMATION CAN BE FOUND IN THE SUMMARY BELOW:

Building Height and Area	
Two Floors Overall Height	25'-4"
First Floor Jail Area	38,708 NSF
First Floor Administration Area	15,475 NSF
First Floor Parking/Recreation Area	4,221 NSF
Overall First Floor Area	58,404 NSF
Second Floor Jail Area	8,978 NSF
Second Floor Area	10,842 NSF



CURB AND GUTTER LEGEND

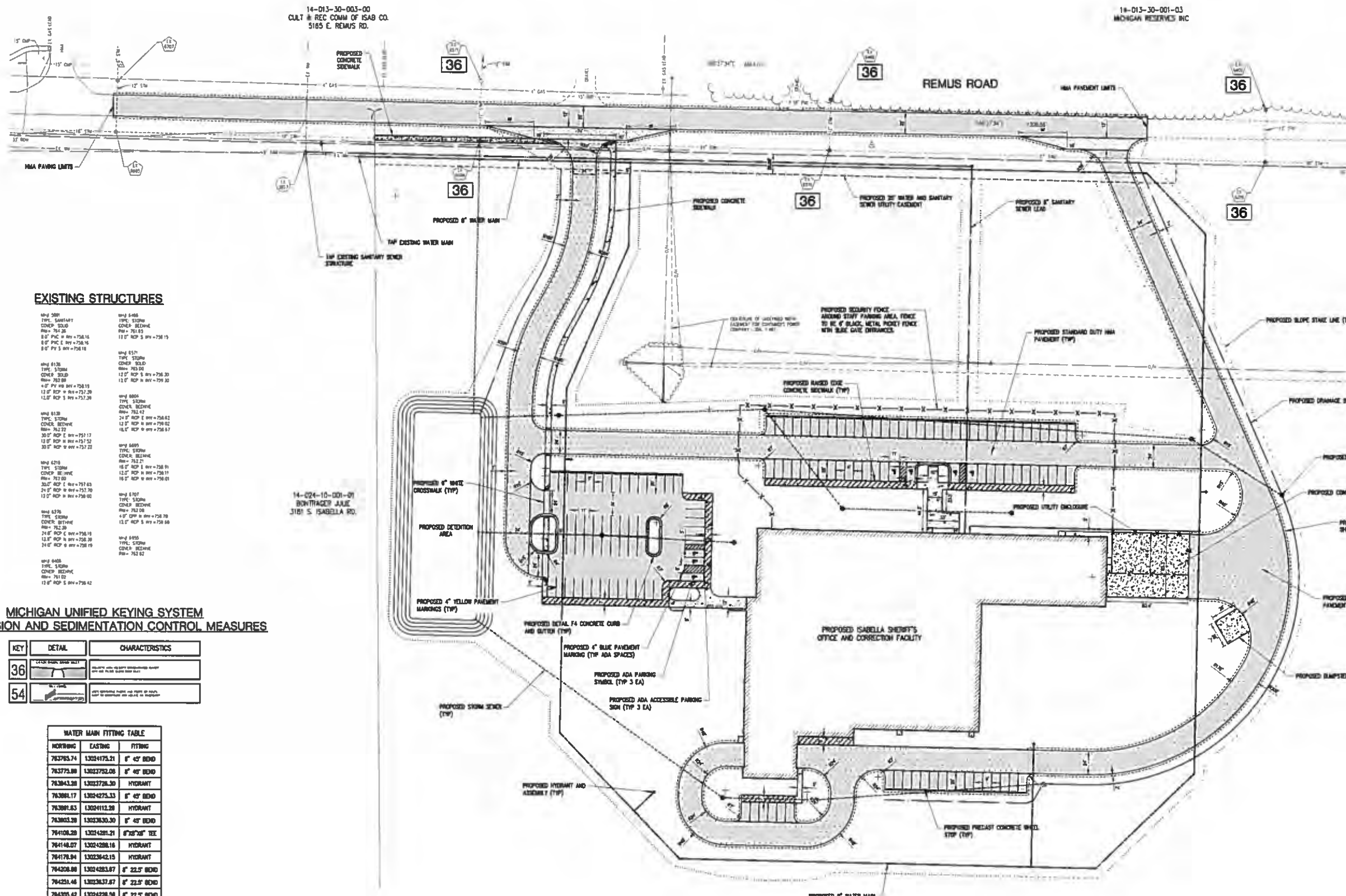
- PROPOSED 4" CURB AND GUTTER
- PROPOSED 5" CURB AND GUTTER
- PROPOSED LOW BACK/DRAIN DOWN CURB AND GUTTER

SIDEWALK LEGEND

- PROPOSED 4" CONCRETE SIDEWALK
- PROPOSED THICKENED EDGE SIDEWALK

HMA PAVEMENT LEGEND

- PROPOSED STANDARD DUTY HMA PAVEMENT
- PROPOSED HEAVY DUTY HMA PAVEMENT
- PROPOSED HMA APPROACH



EXISTING STRUCTURES

- 500
TYPE: SANITARY
CONCR. BENCH
R/S = 754.20
8'0" P.C. R. BY = 754.15
8'0" P.C. E. BY = 754.16
8'0" P.V. S. BY = 754.18
- 510
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
4'0" P.V. BY = 754.15
12'0" ROP. R. BY = 752.20
12'0" ROP. S. BY = 752.20
- 515
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
30'0" ROP. E. BY = 752.17
12'0" ROP. R. BY = 752.22
30'0" ROP. S. BY = 752.22
- 516
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
30'0" ROP. E. BY = 752.03
24'0" ROP. R. BY = 752.02
12'0" ROP. S. BY = 752.02
- 517
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
4'0" P.V. BY = 754.18
12'0" ROP. S. BY = 754.18
- 518
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 519
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 520
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 521
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 522
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 523
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 524
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 525
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 526
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 527
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 528
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 529
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12
- 530
TYPE: 30" DIA
CONCR. BENCH
R/S = 752.00
12'0" ROP. S. BY = 754.12

14-024-10-001-01
BONTAGER JAJE
310 S. ISABELLA RD.

**MICHIGAN UNIFIED KEYING SYSTEM
SOIL EROSION AND SEDIMENTATION CONTROL MEASURES**

KEY	DETAIL	CHARACTERISTICS
36		CONCRETE CURB AND GUTTER
54		CONCRETE SIDEWALK

WATER MAIN FITTING TABLE

NORthing	EASTing	FITTING
783763.74	1302175.21	8" 45' BEND
783773.88	1302175.05	8" 45' BEND
783843.28	1302175.30	HYDRANT
783861.17	1302175.33	8" 45' BEND
783861.63	1302112.28	HYDRANT
783863.28	1302130.30	8" 45' BEND
784108.20	1302128.21	8" 45' 7/8" TEE
784148.07	1302128.16	HYDRANT
784178.94	1302142.15	HYDRANT
784208.88	1302128.67	8" 22.5' BEND
784251.48	1302137.67	8" 22.5' BEND
784305.42	1302128.58	8" 22.5' BEND
784385.88	1302170.14	8" 22.5' BEND
784486.88	1302128.88	8" 80' BEND
784481.11	1302170.84	8" 45' 7/8" TEE

ROME PROFESSIONAL SERVICES COMPANY
Venture Architecture
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www.romepr.com

ISABELLA COUNTY
ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY

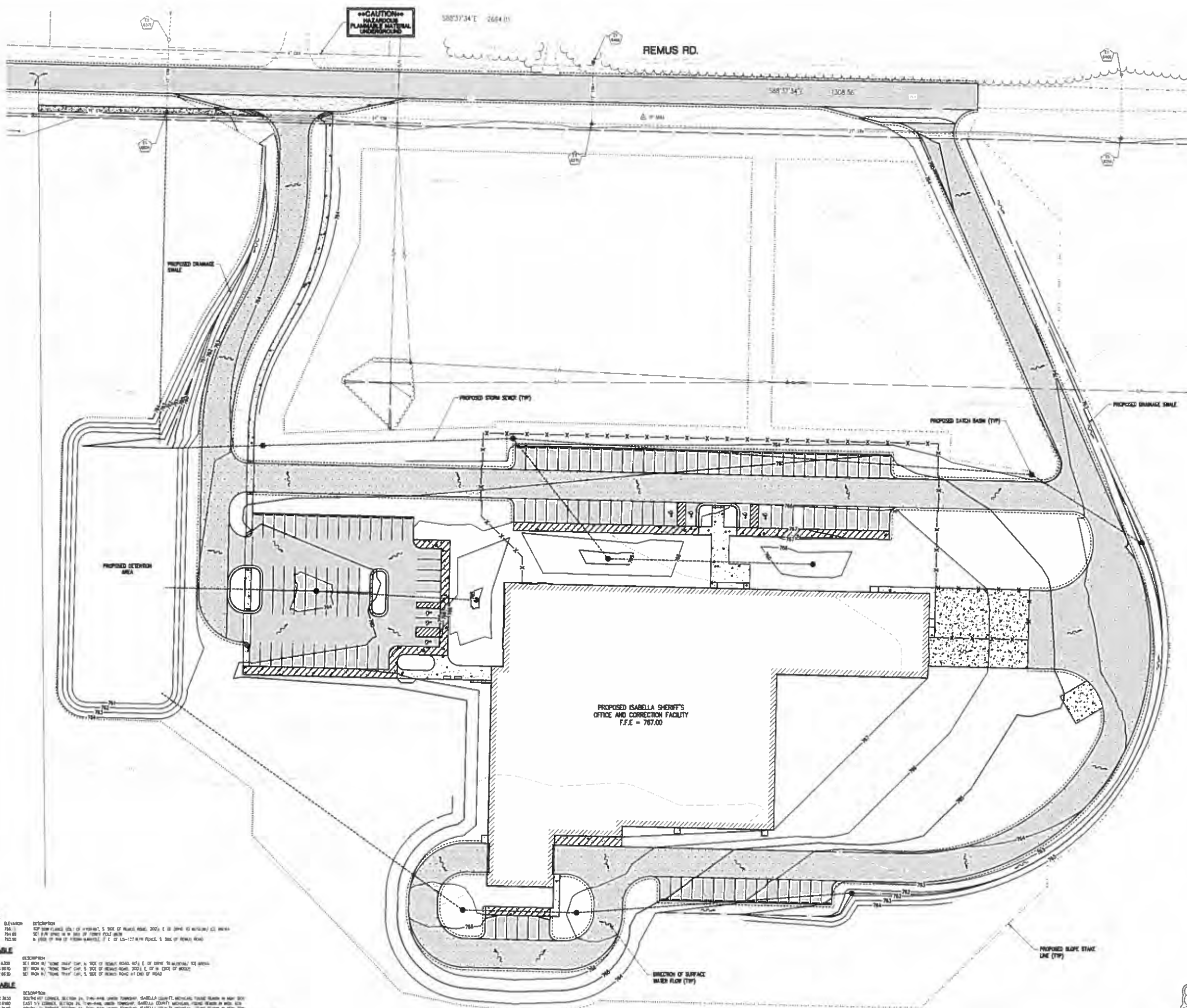
1/1/21 - PRR

Drawn	TRG
5/11/21	
20180905	

SITE PLAN



C201



ia

Integrated Architecture
4700 Lee Drive SE
Grand Rapids, MI 49546
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www.iaaia.com

ROME PROFESSIONAL SERVICES COMPANY

Ventura Architects
17000 28 Street
Grand Rapids, MI 49508
www.vana.net

ISABELLA COUNTY
ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY
Isabella, Michigan 48860

DATE	DESCRIPTION
1/11/11	PRELIMINARY
3/27/11	REVISED PER COMMENTS
5/11/11	REVISED PER COMMENTS
8/11/11	REVISED PER COMMENTS
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8/11/32	REVISED PER COMMENTS
10/11/32	REVISED PER COMMENTS
12/11/32	REVISED PER COMMENTS

BENCHMARK DATA TABLE

MARKER	COORDINATE	ELEVATION	DESCRIPTION
BM 3502	764350	1302380	CIP SIGN FLANGE (E) ON HIGHWAY, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
BM 3504	764277	1302404	SE 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
BM 3508	764400	1302453	1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK

TRAVELER POINT DATA TABLE

MARKER	COORDINATE	ELEVATION	DESCRIPTION
TP 5024	764376.7660	1302766.6300	SE 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
TP 5025	764400.0200	1302948.8070	SE 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
TP 5026	764400.0200	1302722.6020	SE 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK

SECTION CORNER DATA TABLE

MARKER	COORDINATE	ELEVATION	DESCRIPTION
SCOR 04 05	764326.3790	1302722.8030	SECTION 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 04 06	764326.3790	1302722.8030	EAST 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 10 07	764202.9440	1302948.8070	SOUTHWEST CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 10 08	764202.9440	1302948.8070	WEST 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 17 09	764202.9440	1302948.8070	SOUTHWEST CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 17 10	764202.9440	1302948.8070	WEST 1/4 CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK
SCOR 17 11	764202.9440	1302948.8070	SOUTHWEST CORNER 1/4 SECTION 16, T4N-R4E, W6W, S4E, S. SIDE OF REMUS ROAD, 305', E. ON DRIVE TO MAILBOX (C) MARK

GRADING PLAN



C202



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 616.574.0753 F
 www.iaarch.com

Venture Architects
 1400 1st St NW
 Grand Rapids, MI 49503
 616.447.1222
 www.venturearch.com

PRELIMINARY NOT FOR CONSTRUCTION

ISABELLA COUNTY
 ISABELLA SHERIFF'S OFFICE AND CORRECTION FACILITY
 11000 Pleasant St. SE

PGP#	11 May 2021
Design Development	24 Nov. 2020
Schematic Design	12 Nov. 2020
Design	KAB
PM / PA	DD / EK
Drawn	KAB
IA Project Number	20180905

OVERALL SITE
 LANDSCAPE
 PLAN

LP1-0
 056

- CONTRACTOR SHALL OBTAIN ALL NECESSARY STATE AND LOCAL PERMITS REQUIRED. ALL CONSTRUCTION SHALL CONFORM TO STATE AND LOCAL STANDARDS AND CODES THAT PERTAIN TO THE SITE UNDER CONSTRUCTION.
- CALL NUMBER SHALL BE MAINTAINED THROUGHOUT THE PROJECT FROM START OF CONSTRUCTION EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS.
- EXISTING UNDERGROUND UTILITIES ARE PLOTTED FROM ORIGINAL SITE SURVEY AND ARE CONSIDERED AS EXISTING. CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY ALL UTILITIES BEFORE ANY CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL UTILITIES BEFORE ANY CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL UTILITIES BEFORE ANY CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE HIS OWN LAYOUT, GRADING, STAKING, AND SURVEYING REQUIRED FOR CONSTRUCTION. REFER TO EXISTING TOPOGRAPHIC SURVEY FOR BENCHMARK INFORMATION. CONTRACTOR SHALL MAINTAIN ALL NECESSARY REPAIRS AT NO COST TO THE OWNER.
- LANDSCAPE CONTRACTOR SHALL COORDINATE HIS WORK WITH OTHER CONTRACTORS ON SITE TO AVOID DAMAGE TO COMPLETED WORK. RESTORATION AND PLANT MATERIAL.
- IF ANY DISCREPANCY EXISTS BETWEEN THE QUANTITIES, SIZE OR MATERIALS INDICATED ON THE PLAN AND SPECIFICATIONS, THE PLAN SHALL GOVERN.
- IF THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO MEET THE SITE PRICE TO BE SUBMITTAL TO BECOME FAMILIAR WITH EXISTING CONDITIONS AT THE SITE.
- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ROUGH GRADING OF SURFACE BELOW LAWN AND LANDSCAPE AREAS.
- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR REPAIRING TOPSOIL, FIVE GRADING AND PREPARATION OF ALL LAWN AND LANDSCAPE AREAS.
- IN ORDER TO AVOID DAMAGE TO LAWN, THE LANDSCAPE CONTRACTOR SHALL INSPECT AND ACCEPT ALL BARE GRASSES. ANY SPOTWORK FROM USE AND SOILS PRECIPITATED ON THE GRASSING PLAN SHALL BE CORRECTED BY BARRIUM CONTRACTOR BEFORE PLACING ANY TOPSOIL.
- BEFORE PLANT MATERIAL INSTALLATION BEGINS, STAKE LOCATION OF NEW PLANT MATERIAL AND NOTIFY ARCHITECT FOR APPROVAL. ARCHITECT ONE WEEK PRIOR TO TENTATIVE DATE OF STAKING.
- CONTRACTOR SHALL NOTIFY ARCHITECT IF AREAS OF POOR DRAINAGE OR OTHER UNUSUAL SURFACE CONDITIONS ARE ENCOUNTERED DURING EXCAVATION FOR PLANTING PITS.
- ALL GRADING, UTILITY, AND IRRIGATION WORK SHALL BE COMPLETED PRIOR TO INSTALLATION OF PLANT MATERIAL AND LANDSCAPE MATERIALS.
- ALL BARRIUM BEDS ADJACENT TO LAWN AREAS SHALL HAVE A SPACED BARRIUM BORDER UNLESS METAL EDGE BORDER IS SPECIFIED.
- ALL BARRIUM BEDS SHALL HAVE A MINIMUM SPACING BETWEEN LAYERS OF LANDSCAPE MATERIALS.
- IRIG. EMERGENT IRRIGATION SHALL BE USED UNDER LAWN IN ALL LARGE BED AREAS.
- LANDSCAPE CONTRACTOR SHALL BEED ALL AREAS DISTURBED BY CONSTRUCTION NOT DESIGNATED TO BE ESCAPED.
- LANDSCAPE CONTRACTOR SHALL WORK OVER LAWN AREAS THAT HAVE REMAINED INTACT TO TOP SOILING WITH SOIL SCALPING AND RESEEDING TO FORM A SMOOTH, FULL, EVEN LAWN FREE OF BARE SPOTS, INDENTATIONS, AND WEARS.
- LANDSCAPE CONTRACTOR SHALL COORDINATE PLANTING SCHEDULES WITH IRRIGATION CONTRACTOR TO ENSURE PROPER WATERING OF PLANTED AND RESEED AREAS AFTER INSTALLATION. LANDSCAPE CONTRACTOR SHALL COORDINATE PLANTING WITH IRRIGATION CONTRACTOR TO AVOID CONTACTS WITH SPRINKLER HEADS AND LINES.

- GENERAL STANDARDS FOR LANDSCAPING
- REQUIRED VEGETATION: ALL AREAS NOT COVERED BY BUILDING, PARKING AREAS, DRIVEWAYS, TROTTWAYS, PESTICIDE PLANS OR OTHER PESTICIDE - COVERED SURFACES OR WATER SURFACES SHALL BE PLANTED WITH LAWN VEGETATION, INCLUDING LAWN TREES, SPRINGBURY AND BOUND CORNERS.
 - TOPSOIL: TOPSOIL SHALL BE INSTALLED WITH A MINIMUM DEPTH OF FOUR (4) INCHES FOR LAWN AREAS AND TWENTY (20) INCHES FOR PLANTING BEDS.
 - THE TOPSOIL WITHIN THE LIMITS OF DISTURBANCE OF A CONSTRUCTION SITE SHALL BE RESEED WITH TOPSOIL SOIL ACCORDING TO RECOMMENDATIONS BY A LANDSCAPE SOIL TEST PRIOR TO BEING RESEEDING IN ACCORDANCE WITH BEST LANDSCAPE PRACTICES.
 - LANDSCAPE BEDS THAT HAVE BEEN CONTACTED DURING CONSTRUCTION ACTIVITIES SHALL BE LOOSESED AND AERATED TO A DEPTH OF AT LEAST SIX (6) INCHES.
 - STABILIZATION: ALL LANDSCAPE PLANTING AREAS SHALL BE STABILIZED AND MAINTAINED WITH REED, SOIL BOUNDING COVERS, MULCHES OR OTHER APPROVED MATERIALS TO PREVENT SOIL EROSION AND ALLOW MAXIMUM INFILTRATION.
 - PLANTING BEDS: BARRIUM BEDS USED AS MULCH SHALL BE MAINTAINED AT A MINIMUM DEPTH OF THREE (3) INCHES. PLANTING BEDS SHALL BE BOUND WITH PLASTIC, METAL, BRICK OR STONE IN RESIDENTIAL ZONE DISTRICTS AND METAL IN ALL OTHER ZONE DISTRICTS.
 - TREES OF PLANTED: ALL REQUIRED PLANT MATERIALS SHALL BE PLANTED PRIOR TO ISSUING A BUILDING CERTIFICATE OF OCCUPANCY.
 - COMPLETION OF IMPROVEMENTS: TREE STAKES, GUY WIRES AND TREE WRAP SHALL BE REMOVED AFTER COMPLETION OF THE INITIAL GROWING SEASON.
 - THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPE AREAS INCLUDING VEGETATION IN THE PUBLIC RIGHT-OF-WAY.
 - PLANT MATERIALS INCLUDING LAWN SHALL BE MAINTAINED IN A SUBSTANTIALLY WEED FREE, HEALTHY GROWING CONDITION AND GROWN BY PUBLIC UTILITIES, RESTRICT PESTICIDE OR VEHICULAR ACCESS ON CONCRETE & TRAMP HAZARD.
 - PLANTS SHALL BE CONTROLLED BY WEEDING, TRUNKING, OR OTHER SUITABLE METHODS SO THAT THEY DO NOT INTERFERE WITH PUBLIC UTILITIES, RESTRICT PESTICIDE OR VEHICULAR ACCESS ON CONCRETE & TRAMP HAZARD.
 - UNUSUAL THY: INTERFERED, SEVERELY PRUNED, DAMAGED OR DEAD PLANTS SHALL BE REPLACED WITHIN ONE (1) YEAR OR THE NEXT APPROPRIATE PLANTING PERIOD, WHICHEVER COMES FIRST.
 - PROTECTIVE: TREES TO BE PRESERVED AND PROTECTIVE BARRIUM TREES THAT PROVIDE SIGNIFICANT BIODIVERSITY, WILDLIFE HABITAT AND/OR ENHANCES TO VISUAL HABITAT.

CONTRACTOR NOTE:

ALL PROPOSED LANDSCAPE AREAS AROUND PARKING AND BUILDING TO BE IRRIGATED AS SHOWN BY DASHED LINE.

ALL PLANTING BEDS - ARRIVAL, PERENNIAL, AND SHRUB BEDS TO RECEIVE 12 INCHES OF HIGH QUALITY PLANTING BED SOIL.

STAKE LOCATIONS TO BE INSTALLED BETWEEN PLANTING BEDS AND LAWN AND BETWEEN STONE MULCH AND LAWN.

ALL DECIDUOUS TREES TO BE 2 1/2" CAL. AT TIME OF PLANTING PER ORDINANCE.

ALL ORNAMENTAL TREES TO BE 2 1/2" CAL. AT TIME OF PLANTING PER ORDINANCE.

ALL EVERGREEN TREES TO BE 6" TALL AT TIME OF PLANTING PER ORDINANCE.

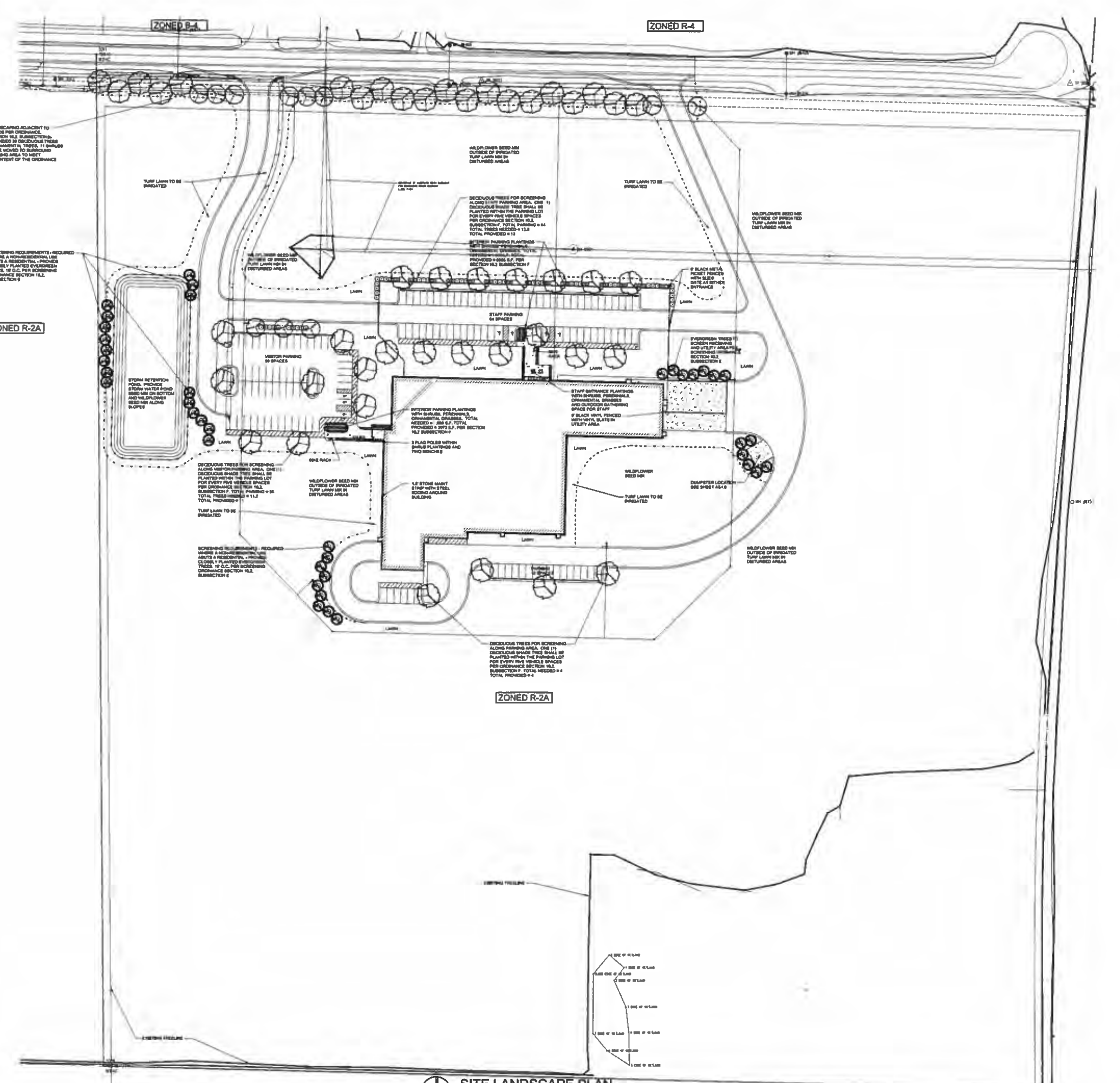
ALL SHRUBS TO BE PROVIDED WITH 2" CAL. BEES WITH A MIN. HEIGHT OF 2' AND MIN. WIDTH OF 2' AT TIME OF PLANTING PER ORDINANCE.

ALL PERENNIAL/SCRAMBLING GRASSES TO BE PICH 1" POT SIZE AT TIME OF PLANTING.

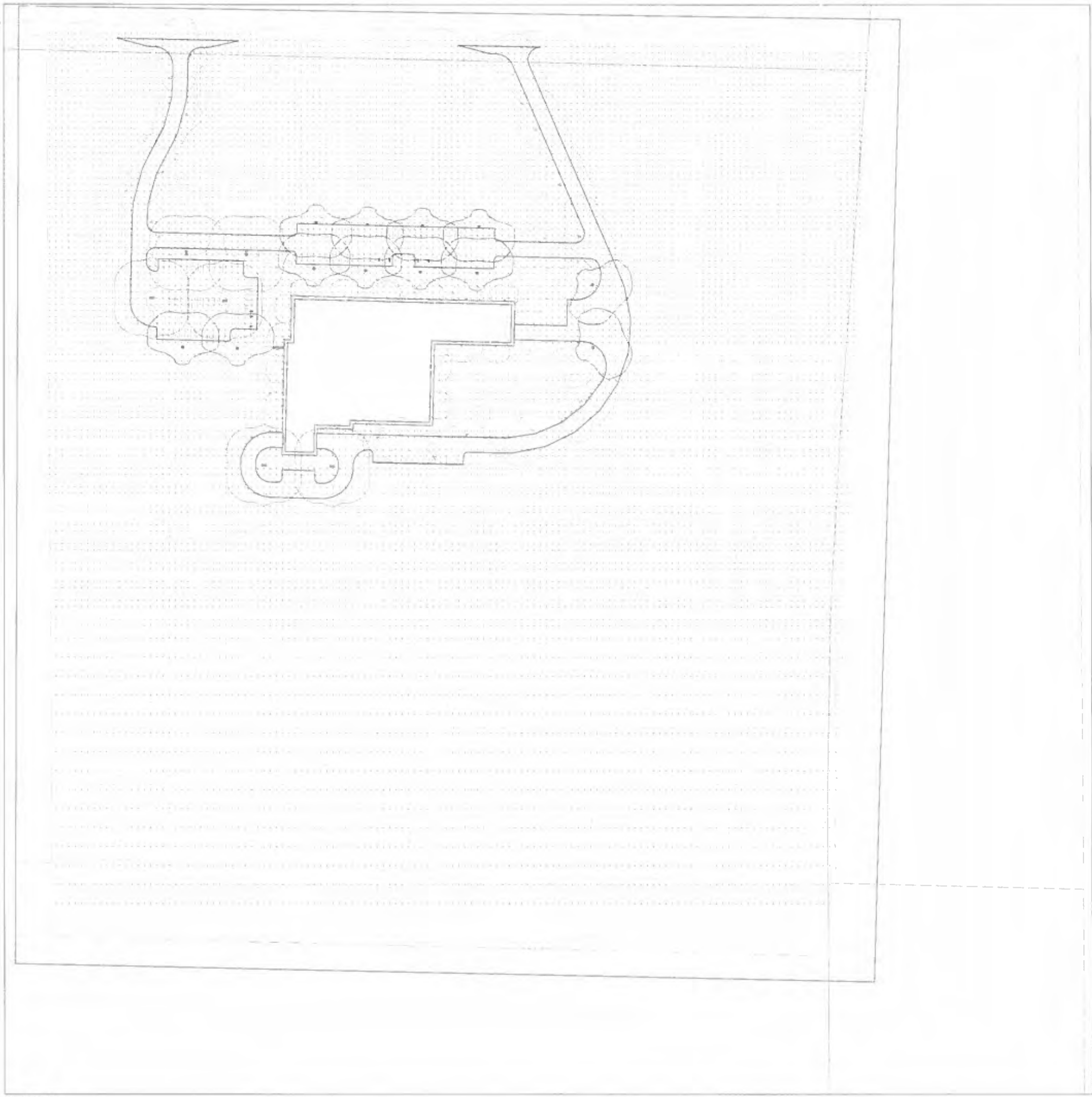
SEE SPECIFICATIONS FOR INFORMATION ON SITE PLANTING.

LEGEND

- DECIDUOUS TREE
- EVERGREEN AND ORNAMENTAL UNDERSTORY TREES
- SHRUBS AND ORNAMENTAL GRASSES
- GROUND COVERS/PERENNIALS AND STONE BOLLARDS



SITE LANDSCAPE PLAN



Scale: 1 inch = 80 ft

CALCULATION SUMMARY					
LABEL	UNITS	AVG	MAX	MIN	MAXIMUM
Ground Plane	Fc	0.29	8.3	0.0	N.A.
Drive and Lot	Fc	2.31	6.2	0.0	N.A.

LIGHTING FIXTURE SCHEDULE					
TYPE	QTY	ILL. WATTS	LUMENS	DESCRIPTION / NOTES	ISSUE DATE
OL3	15	0.800	2234	WEDGE P3 40K (80CM) VW	11/8/2019
OL2 B-S	6	0.900	125	DSX1 P4 40K T4M BACK-BACK	11/20/2017
OL2	12	0.900	125	DSX1 P4 40K T4M	11/20/2017
OL1	14	0.900	125	DSX1 P4 40K T35	11/20/2017

date

REVISION
X

5145 Livemore, Suite 100
Troy, Michigan 48098-3275
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PBA Project #



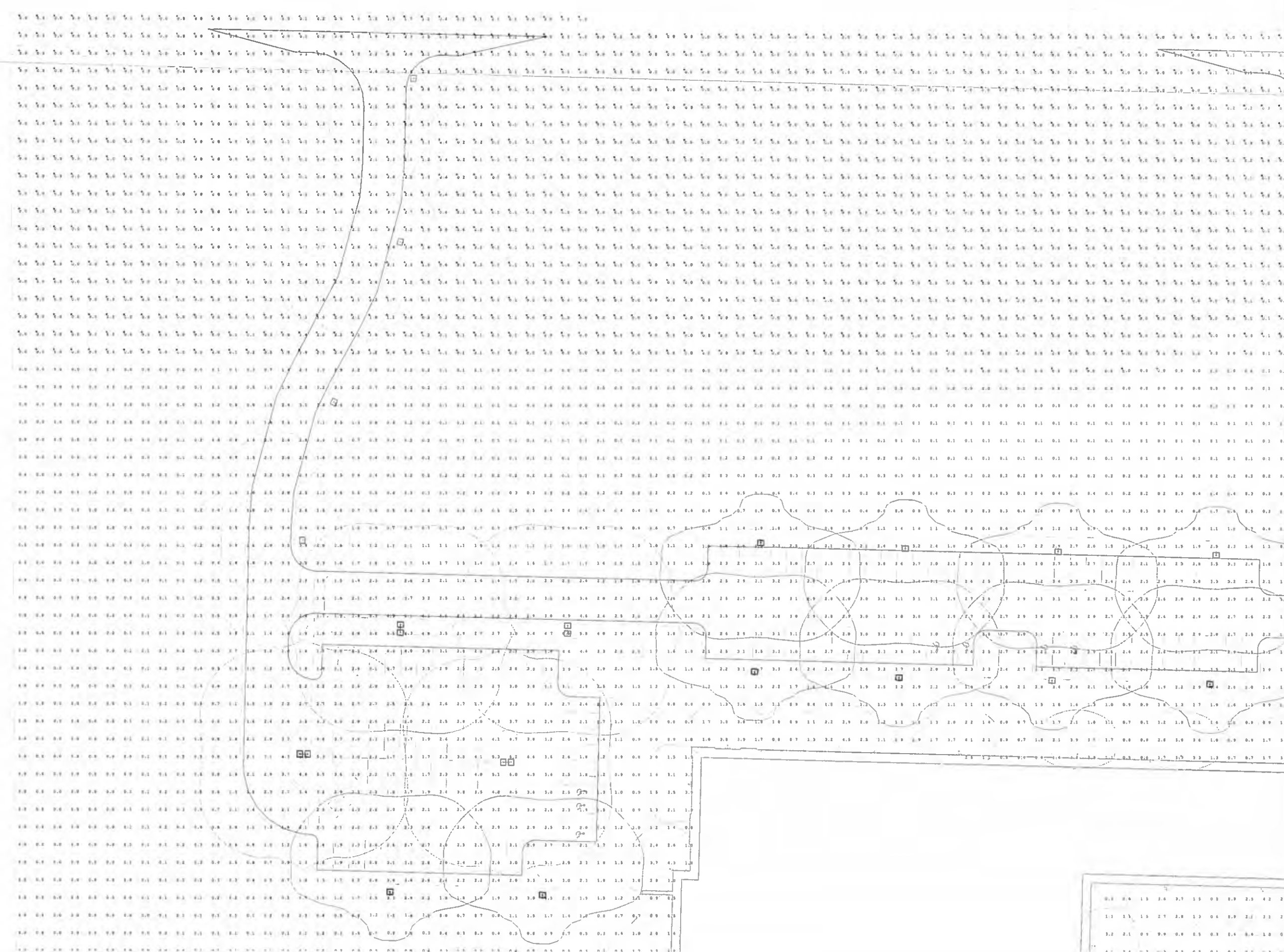
PROJECT TITLE
ISABELLA COUNTY JAIL

2020.0050

SHEET TITLE
PRELIMINARY SITE CALCULATIONS

DATE
05-11-2021
BY:
DMN
SHEET No.

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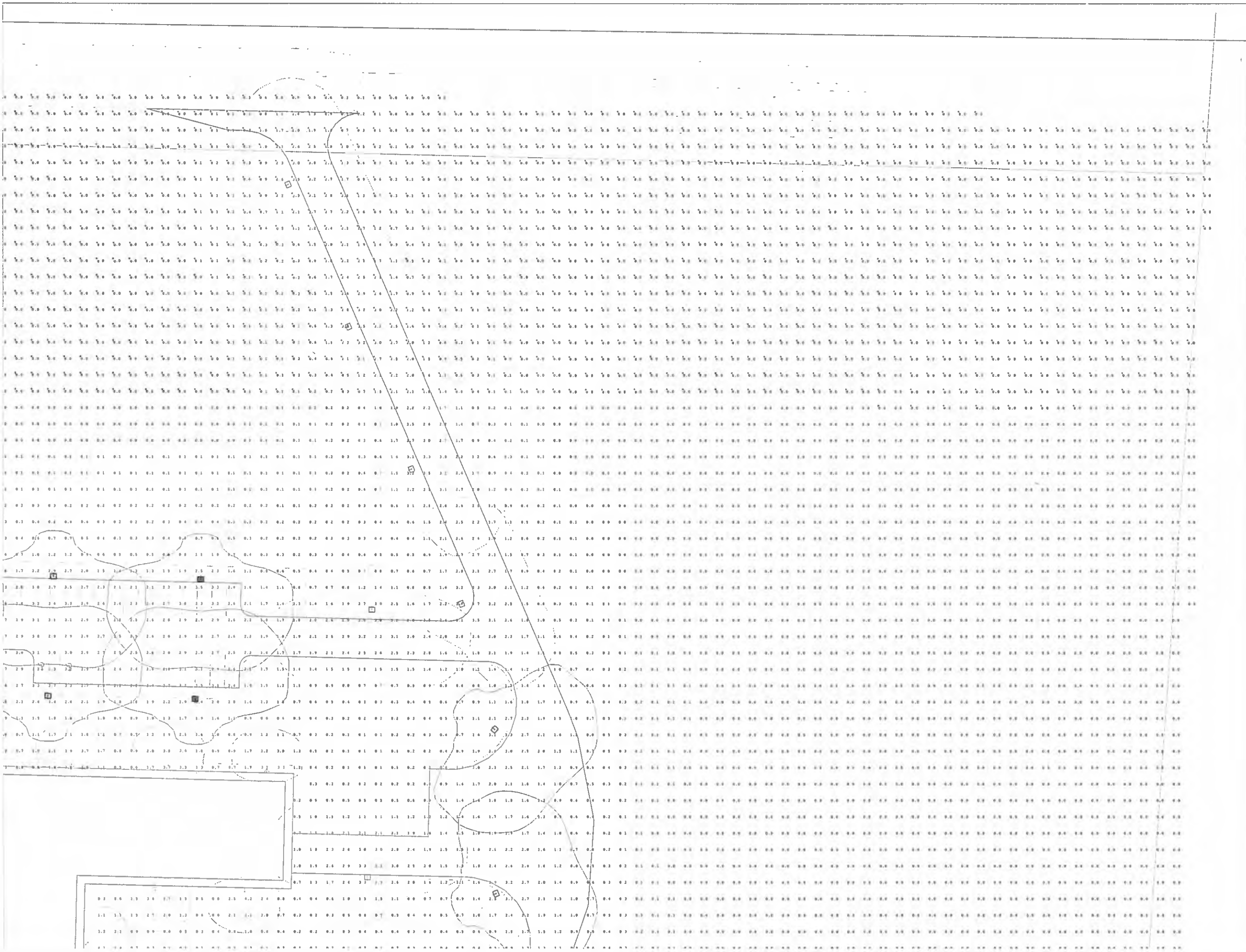
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CONSULTING ENGINEERS

PROJECT TITLE
ISABELLA COUNTY JAIL

SHEET TITLE
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DATE
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058



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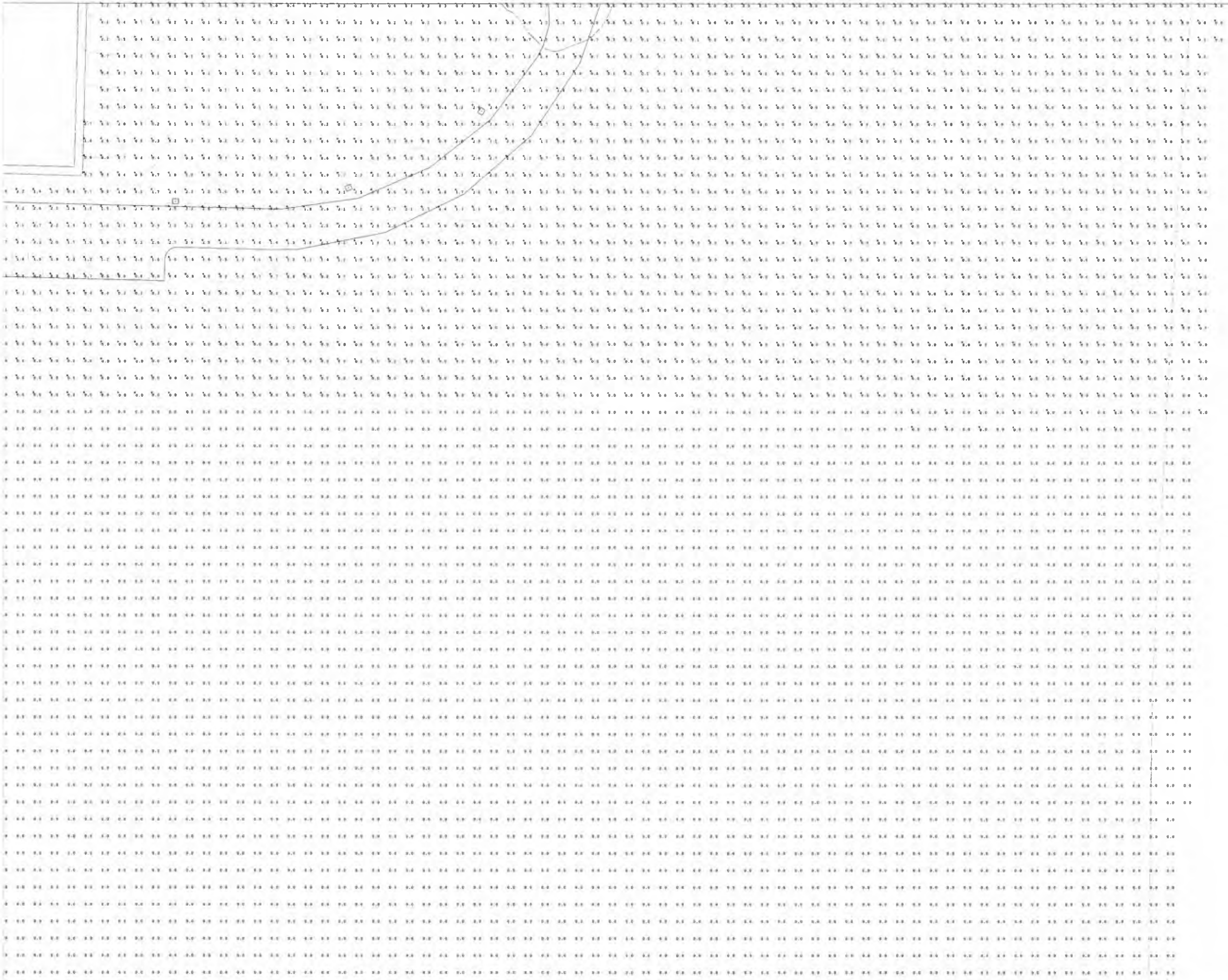
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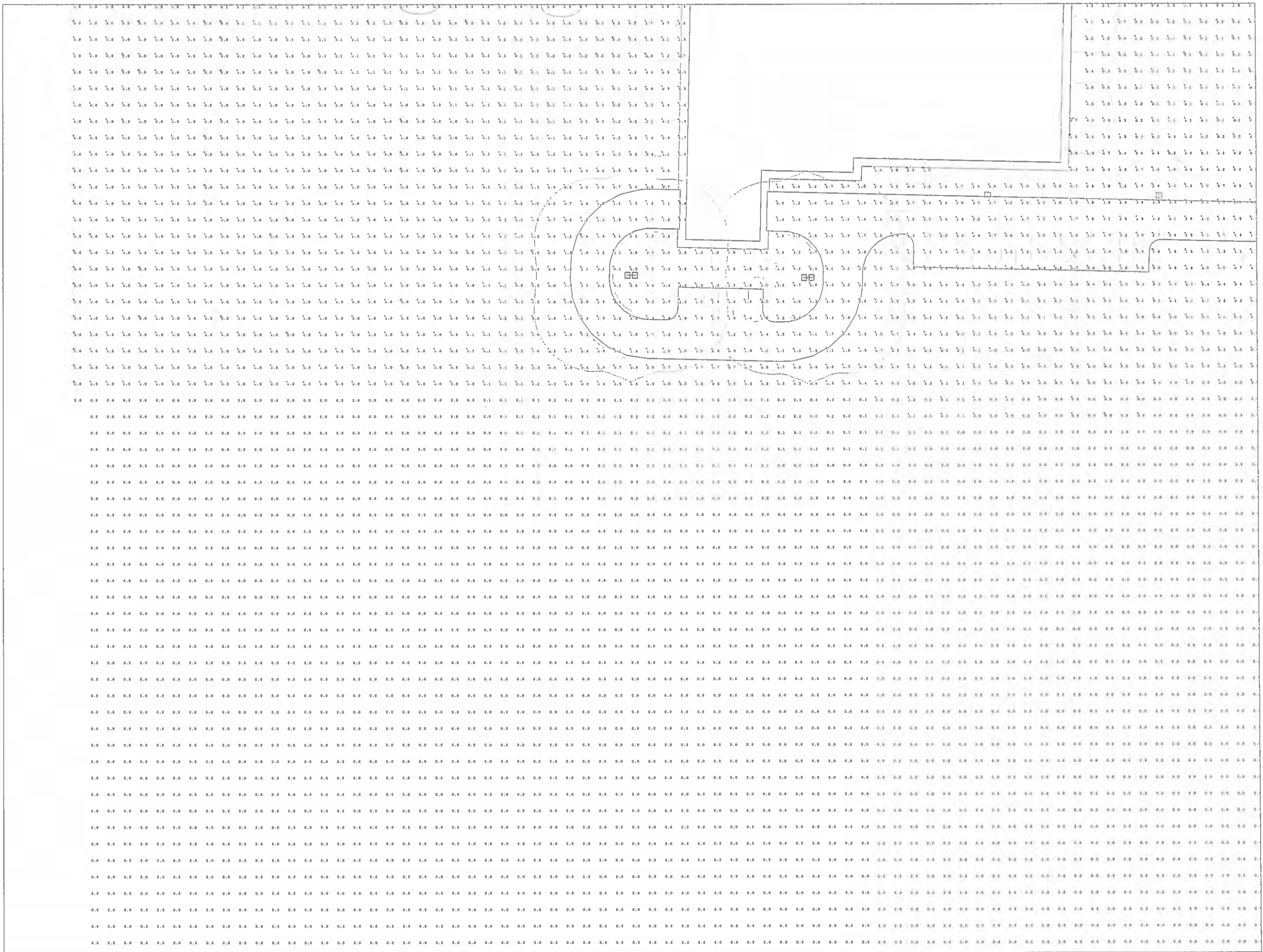
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SHEET TITLE
PRELIMINARY SITE CALCULATIONS

DATE
05-11-2021
BY:
DMN
SHEET No.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: June 3, 2021
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: June 23, 2021
ACTION REQUESTED: Deny the request to waive the quarterly water and sewer bill penalty for CHIPS Housing, LLC. located at 4110 Stirling Way account number 03625 in the amount of \$ 4,446.75.	

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Township received a written request from CHIPS Housing, LLC to waive the late fees for account number 03625 located at 4110 Stirling Way in the amount of \$4,446.75.

Township Ordinance 1987-9, Article 10, Section 2 stipulates that quarterly water bills are payable without penalty within 35 days of the mailing date. Payments received after such period shall bear a penalty of 15% of the amount of the bill. Payment for the January 1, 2021 – March 30, 2021 quarterly water and sewer bills were due without penalty on May 5, 2021. Penalties were applied to all water and sewer quarterly bill customer accounts with an outstanding balance on May 6, 2021.

Payment for the full amount of the bill without penalties was received on May 24, 2021 for this account.

SCOPE OF SERVICES

NA

JUSTIFICATION

Under legislation signed by Governor Whitmer that provided COVID-19 relief for occupied residences due to unpaid bills a temporary statewide ban on water shutoffs was in effect until March 31, 2021. This legislation did not waive past due penalties on delinquent accounts.

Support to waive the penalties would be precedent setting and result in unfair treatment of those customers that pay on time and those customers that pay late and also pay the penalties. Denial of the request to waive the penalties will maintain fair treatment among all water and sewer customers and support fair and non-discriminatory code enforcement.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good

COSTS

\$4,446.75 Late Fee

This amount would be deducted from the Water Fund Revenue account number 591-000-655.000.

PROJECT TIME TABLE

NA

RESOLUTION

It is resolved to deny the request to waive the quarterly water bill penalty for CHIPS Housing, LLC located at 4110 Stirling Way account number 03625 in the amount of \$4,446.75.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



Date: 6/1/2021

RE: Late Fee Removal Request

Dear Charter Township of Union Board of Trustees,

We recently received a fine for late payment of our Water and Sewer charges for a total of \$4,446.75 for our bill of \$29,644.99 that was due on May 5th, 2021. We were reaching out for your consideration to have the late fee for this invoice waived.

As you can imagine, Property Management Companies across the country as well as landlords and Real Estate Investors have managed the COVID-19 pandemic to the best of their abilities in an effort to provide a top-notch residential experience while experiencing this pandemic. With eviction moratoriums in place, strict protocol for landlords to manage from the state, as well as significant budgetary stress, we have been cash strapped for greater than a year and occupancy numbers continue to struggle as we try to rebuild from this devastating economic loss.

It is with this in mind that we ask you to consider the events of the past year as a one-time exception and grounds for waiving the late fee. This invoice was paid in full upon notice of shut off on 6/5/2021 although our actual shut off notice notates a date of 6/7/2021.

I am sure that as a utility provider, you can understand the incredible amount of financial stress that has been put on businesses across the country and, in the State of Michigan. We look forward to our continued relationship and for considering our request to waive the late fees. Should you have any questions, please do not hesitate to contact me. My email address is dmontag@peakmadere.com and office number is 404-920-5465.

Sincerely,

David M. Montag
Regional Manager, Peak Campus Management
Agent for Owner, CHIPS Housing, LLC.

Charter Township Of Union



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: June 23, 2021

Policy Review: 2.5.10 Cash Flow Adequacy
Type of Review: Internal
Review Interval: Annually
Review Month: June 2021

Policy Wording

The Township shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement) should not 1) fall below the thresholds defined in Governance Policy 2.4.3 and; 2) other considerations as defined below:

- **General Fund** – 4 months of budgeted expenditures for the current fiscal year
- **Fire Fund** – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services
- **East and West DDA Funds** – 2 months of normal operational expenditures
- **Water and Sewer Funds** – 2 months of budgeted expenses for the current fiscal year

Justification of Reasonability of Interpretation

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because revenues are not collected evenly throughout the fiscal year. Property taxes, which account for 22% of General Fund revenue are not collected until December, January, and February of each year and State Revenue Sharing, which account for 57% of General Fund Revenue are collected semimonthly.

For the Fire Fund, quarterly contract payments are due in July, October, and January; all of which are due prior to the collection of the property taxes, which begin of December of each year.

For the East and West DDA districts 2 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the second quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the payments for the water and sewer bills are received in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data

Data used for this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 5,310,136		
Assigned for Road Comm	(434,153)		
<u>GF Unassigned</u>	<u>\$ 4,875,983</u>	<u>\$907,000</u>	<u>Yes</u>
Fire Fund	\$ 1,139,528		
<u>FF Unassigned</u>	<u>\$ 1,139,528</u>	<u>\$597,225</u>	<u>Yes</u>
EDDA	\$ 2,103,547		
<u>EDDA Unassigned</u>	<u>\$ 2,103,547</u>	<u>\$ 65,000</u>	<u>Yes</u>
WDDA	\$ 1,558,718		
Lincoln Rd. Upgrade	\$ (330,000)		
<u>WDDA Unassigned</u>	<u>\$ 1,228,718</u>	<u>\$ 48,076</u>	<u>Yes</u>
Sewer Fund	\$ 3,975,602		
2011 Bond Reserve	\$ (50,000)		
2011 Bond RRI Reserve	\$ (10,050)		
2013 Bond Reserve	\$ (160,000)		
2013 Bond RRI Reserve	\$ (8,507)		
<u>Sewer Fund Net</u>	<u>\$ 3,747,045</u>	<u>\$702,525</u>	<u>Yes</u>
<u>Water Fund</u>	<u>\$ 3,706,503</u>	<u>\$348,536</u>	<u>Yes</u>

Compliance

All funds are in compliance with the policy.

Charter Township of Union



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

Policy Review: 2.7 End Focus of Grant and Contracts
Type of Review: Internal
Review Interval: Annual
Review Month: June 2021

Policy Wording

The Township Manager may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

Further, without limiting the foregoing, the Manager shall not:

- 2.7.1 Submit a Saginaw Chippewa Indian Tribe 2% grant application without prior approval by the Board of Trustees

Manager Interpretation

Township Manager interprets this policy to indicate that all grant applications and contractual arrangements must be in executed with the goal of contributing to the accomplishment of and be consistent with the approved Global End Policies 1.0 through 1.6. Additionally, at it relates to 2% grant applications, this sub-policy is interpreted to indicate the Board is to approve all grant applications prior to submission.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

Data

1. Participation Agreements for various road project contracts signed with Isabella County Road Commission. Road projects are consistent with End Policies 1.3.1 and 1.3.4. Collaboration efforts are consistent with Governance Policy 2.9
2. Entered into Assessing Services contract with V&V Assessing, LLC., to plan, administer and provide overall supervision of property tax assessment program consistent with End Policy 1.0-1.6.
3. Successfully applied for and received a fire protection reimbursement grant from the State of Michigan in the amount of \$11,800 for fire protection on State owned buildings in the Township. Fire protection is consistent with End Policy 1.3.3
4. Applied for State of Michigan grant in the amount of \$129,600 for cost of completing final lead and copper distribution system inventory). Consistent with End Policy 1.4.2

5. Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East DDA and received \$62,000 for the East DDA. EDA initiatives are consistent with End Policies 1.1.1, 1.2.1, 1.3.3, 1.3.4, 1.4 and 1.6
6. Successfully applied for and was awarded \$\$104,000 in grant funding from the Saginaw Chippewa Indian Tribe for funding of 1) Mary McGuire School Zone signage improvements; 2) Broadway/Isabella intersection improvements (design phase); 3) Chippewa River Master Plan development; 4) pump station #1 improvements. These projects are consistent with End Policies 1.1.1.3, 1.2.1, 1.3.1, 1.3.4, 1.3.5, 1.4.3. Collaboration efforts are consistent with Governance Policy 2.9
7. Memorandum of Understandings with the bargaining groups created extra ordinary sick bank to use for specific COVID 19 qualifying reasons consistent with Governance Policy 2.2.1
8. Contracted with various firms to rehabilitation of sewer manholes, pump station improvements, sewer pipe cleaning and an expanded cross connection monitoring program These projects are consistent with End Policies 1.4.2, 1.4.3 and 1.5.1

Compliance: In compliance with policy as indicated.

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: **2.7 End Focus of Grant and Contracts**

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/23/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.5 – Board Commission and Community Linkage	

Current Action Emergency

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

Finance Approval _____ *MDS*

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 3.5 (Board Commission and Community Linkage), are to be reviewed and monitored for compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.5.

Board Policy 3.5 – Board Commission and Community Linkage

The Policy states:

Annually, the Board will host the Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation to share Ends and promote alignment within the community.

Accordingly,

- 3.5.1 To keep the Board fully informed, Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the third quarter of each year.

- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering municipalities, county authorities, and the Saginaw Chippewa Nation.

3.5.3 The Township Board will name a liaison to each of these groups to establish and maintain communication with these authorities and report back to the Township Board.

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 June 23, 2021.

Review all sections of the policy listed and evaluate the Board's compliance with policy.

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
3. How do you think the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/23/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.6 – Supervisor’s Role in the Board’s Process	

Current Action Emergency

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

Finance Approval MDS

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 3.6 (Supervisor’s Role in the Board’s Process), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.6 – Supervisor’s Role in the Board’s Process

The Policy states: “The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.6.

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

Policy: 3.6 Supervisor's Role in the Board's Process
Type: Direct Inspection
Occurrence: Annual
Date: June 2021

Policy:

The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.

Accordingly:

- 3.6.1 The job result of the Supervisor is that the board abides consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - 3.6.1.1 Meeting discussion content will be only those issues which, according to board policy, clearly belong to the board to decide, not the Township Manager.
 - 3.6.1.2 Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
- 3.6.2 The authority of the Supervisor consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Linkage, with the exception of (a) employment or termination of the Township Manager and (b) where the board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - 3.6.2.1 The Supervisor is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
 - 3.6.2.2 The Supervisor has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Supervisor has no authority to supervise or direct the Township Manager.
 - 3.6.2.3 The Supervisor may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
 - 3.6.2.4 The Supervisor may delegate this authority but remains accountable for its use.

Use this evaluation form for discussion at the Board of Trustees Meeting on June 23, 2021.

Review all sections of the policy listed and evaluate the Board’s compliance with policy.

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated?
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are 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?



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/23/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.7 – Duties of the Elected Department Heads	

Current Action Emergency

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

Finance Approval MDS

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 3.7 (Duties of the Elected Department Heads), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.7 – Duties of the Elected Department Heads

The Policy states: “The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.7.

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

Policy: 3.7 Duties of the Elected Department Heads
Type: Direct Inspection
Occurrence: Annual
Date: June 2021

Policy:

The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.

Accordingly:

- 3.7.1 The role of the elected Township Clerk is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Clerk's responsibilities include: Voter registration and election administrator; Township records management; secretary to the Township Board and the Zoning Board of Appeals as well as other responsibilities as delineated in State Law, unless otherwise delegated.
 - 3.7.1.1 The Township Clerk is responsible for carrying out the responsibilities as prescribed in State Law; those responsibilities historically accepted by the Clerk's Office and meeting all statutory deadlines.
 - 3.7.1.2 The Township Clerk will observe and meet all statutory deadlines as prescribed by State Law.
 - 3.7.1.3 The Township Clerk will cooperate with the Township Manager, complete budget recommendations, department accomplishments, annual reports and other general department head administrative responsibilities. The Township Clerk will provide the Township Manager with periodic checklist reports indicating completion of department head responsibilities.
- 3.7.2 The role of the elected Township Treasurer is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Treasurer's responsibilities include: serving as the township tax collector, bill payer, investor and supervisor of his/her department.
 - 3.7.2.1 The Township Treasurer is responsible for carrying out all statutory duties.
 - 3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.
 - 3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures

Use this evaluation form for discussion at the Board of Trustees Meeting on June 23, 2021.

Review all sections of the policy listed and evaluate the Board's compliance with policy.

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated?
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are 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?