



BOARD OF TRUSTEES
Regular Meeting.
August 11, 2021
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – July 28, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Nanney) EDA Fire Protection Service Agreements
 - B. Discussion/Action: (Smith) Carriage Hill Estates #1 & #2 Resolution #1
 - C. Discussion/Action: (Smith) Jameson Park Improvements Phase II Construction Contract Award
 - D. Discussion/Action: (Stuhldreher) Union Township Federal Procurement Conflict of Interest policy-ARPA funds
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

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

2. Closed Session with Township counsel to discuss confidential correspondence from the Township's counsel, subject to the attorney client privilege.

15. ADJOURNMENT

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	11/20/2024
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 Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on July 28, 2021, at 7:00 p.m. at the Union Township Hall.

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

Hauck moved **Brown** supported to appoint Treasure Rice to chair the meeting.

Roll Call

Present: Clerk Cody, Treasure Rice, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering
Excused: Supervisor Mielke

Approval of Agenda

Hauck moved **Cody** supported to approve the agenda as presented.

Vote: Ayes: 6 Nays: 0. Motion carried.

Presentations

Marc Griffis, Director, Isabella County Office of Emergency Management, gave a presentation on the 911 Surcharge Renewal for the August 3, 2021 special election.

Public Hearings

N/A

Public Comment

Open: 7:11 p.m.

Kathy Tarrant – spoke in support of the Isabella County 911 surcharge increase.

Joe Quant – spoke on behalf of the Krist Oil Filling Station (Gas Station)

Closed: 7:14 p.m.

Reports/Board Comments

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

Sidewalks and Pathways Prioritization Committee has two upcoming vacancies, expiring 8/15/2021. The Zoning Board of Appeals (ZBA) has two vacancies

B. Board Member Reports

Bills – gave Isabella County updates. Attended the Saginaw Chippewa Indian Tribe of Michigan Powwow.

Hauck – gave Road Commission and Council of Governance updates.

Consent Agenda

- Communications
- Minutes – July 14, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Hauck moved **Bills** supported to approve the consent agenda as presented.

Vote: Ayes: 6 Nays: 0. Motion carried.

New Business

A. Discussion/Action: (Stuhldreher) SUP21-02 Krist Oil Filling Station (Gas Station) – Special Use Permit Application

Bills moved **Brown** supported to approve the PSUP21-02 Special Use Permit for the new Krist Oil Filling Station (Gas Station) located on the SW Corner of E. Pickard Road and S. Isabella Road in the NE ¼ of Section 14 and in the B-7 (Retail and Service Highway Business) zoning district, subject to the following conditions:

1. Final site plan approval by the Planning Commission.
2. The hours of operation shall be limited to from 6:00a.m. to Midnight and no loudspeakers or amplified music will be used outside of the building, as confirmed by the applicant.
3. A decorative masonry wall shall be provided along the south and west sides of the paved area along with required greenbelt buffer or evergreen screen plantings adjacent to the lot boundaries to adequately buffer adjacent residences from visual and noise impacts.
4. As confirmed by the applicant, the applicant shall engage a qualified traffic engineering consultant to conduct a traffic impact study of the proposed use, site plan, and traffic conditions at the East Pickard Road and South Isabella Road intersection and shall implement recommended mitigation measures identified by the study, if any, on the final site plan for Planning Commission review and action.

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

Cody moved **Bills** supported to take a 5-minute recess.

Vote: Ayes: 6 Nays: 0. Motion carried.

B. Discussion/Action: (Stuhldreher) Updated Global Ends

Brown moved **Bills** supported to approve the changes made to the Ends Policies focusing on the following area:

1. Increased opportunities for dialogue between the citizens and their elected officials.
2. Increase emphasis on non-motorized transportation be it in the form of pathways, safety cross walks or bike lanes.
3. Creating greater opportunities to achieve an active and healthy lifestyle of Township residents.
4. Encourage more dialogue between the business community and the organization and create greater opportunities of local business.

Vote: Ayes: 6 Nays: 0. Motion carried.

C. Discussion/Action: Water Painting & Maintenance Contract

Hauck moved **Brown** supported to approve the bid from L.C. United Painting Company of Sterling Heights Michigan in the amount of \$183,500.00 for the interior overcoat, wet interior repaint, dry interior partial painting, overflow modification at the Broadway Road water storage tank, and modification to the overflows and completion of maintenance items at the Deerfield Road and Lincoln Road water storage tanks.

Vote: Ayes: 6 Nays: 0. Motion carried.

D. Discussion/Action: FY'22 Mid-Year Budget Amendment #3

Brown moved **Bills** supported to approve the FY 2021 Budget Amendment No. 3 for the General Fund, Fire Fund, East DDA Fund, West DDA Fund, Tribal 2% Fund, Sewer Fund and Water Fund with the approval of the East and the West DDA Fund budget conditional on the EDA Board's approval at their meeting in August 2021.

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

E. Discussion/Action: (Stuhldreher) Utilities Billing Late Fee Discussion

Discussion by the Board

F. Discussion/Action: (Stuhldreher) Policy Governance 2.0 Global Executive Constraint

Discussion by the Board

G. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition & Activities

Discussion by the Board

H. Discussion/Action: (Board of Trustees) Policy Governance 4.4 Monitoring Township Manager Performance

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:06 p.m.

No comments were offered.

Closed: 9:07 p.m.

MANAGER COMMENTS

FINAL BOARD MEMBER COMMENTS

Hauck – inquired on the progress of the Solar Panels and asked for an update on the July monthly report extraction ordinance.

Cody – Reminder of the August 3, 2021, Special Election. Precincts 1 & 3 have been consolidated to one precinct (for this election, only), located at the Union Township Hall.

Brown – Thanked Tera and appreciates her work.

Bills – inquired on the status of stimulus application submission.

Rice – Will be on vacation August 9-13, 2021.

Closed Session

N/A

ADJOURNMENT

Bills moved **Brown** supported to adjourn the meeting at 9:14 p.m.

Vote: Ayes: 6 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/11/2021	101	23045	01669	HOLLIDAY INTERIORS LLC	OFFICE FURN-BLDG OFFICIAL & ASSESSING-1S CHAIRS FOR WATER/SEWER OFFICE	3,221.25 982.00 <u>4,203.25</u>
08/11/2021	101	23046	01721	HYDROCORP	CROSS CONNECTION PROG-JULY 2021 NON-RESI CROSS CONNECTION PROG-JULY 2021 RESIDENT	950.00 <u>2,650.00</u> 3,600.00
08/11/2021	101	23047	01498	MINDY JOSLIN	ELECTION WORK-AUGUST 2021	210.00
08/11/2021	101	23048	00001	M T A	ANNUAL MEMBERSHIP DUES 7/1/21-6/30/22	6,229.65
08/11/2021	101	23049	00420	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD-RENTAL INSPECTOR	274.56
08/11/2021	101	23050	00142	MICHIGAN OFFICE SOLUTIONS	COLOR COPY OVERAGE CHARGES 5/1/21-7/31/2	1,417.54
08/11/2021	101	23051	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	RAISED VALVE BOX LINCOLN RD	160.00
08/11/2021	101	23052	00460	MT. PLEASANT AREA CHMB OF COMMERCE	R. DENISON LEADERSHIP INST.-NANNEY	750.00
08/11/2021	101	23053	01713	NANCI OSBORN	ELECTION WORK-AUGUST 2021	240.00
08/11/2021	101	23054	00397	PAT MCGUIRK EXCAVATING INC	SCREENED TOP SOIL-SERVICE INSTALL CLEAN	665.00
08/11/2021	101	23055	00131	PERCEPTIVE CONTROLS, INC	MERIDIAN PROGRAM SUPPORT SUPPORT FOR ALARM ISSUES	378.00 <u>126.00</u> 504.00
08/11/2021	101	23056	00529	PLANNING & ZONING CENTER	PLANNING & ZONING NEWS-2 COPIES	153.00
08/11/2021	101	23057	01606	PRINT MANAGEMENT PARTNERS	TAX WINDOW ENVELOPES	730.61
08/11/2021	101	23058	01373	MERISSA J. RICE	ELECTION WORK-AUGUST 2021	252.00
08/11/2021	101	23059	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES JUNE 2021-WWTP JANITORIAL SERVICES JUNE 2021-WTR	316.29 <u>316.29</u> 632.58
08/11/2021	101	23060	01410	CINDY SMITH	ELECTION WORK-AUGUST 2021	216.00
08/11/2021	101	23061	00609	STANDARD ELECTRIC COMPANY	REPLACE CONFINED SPACE BLOWER SWITCHES	32.60
08/11/2021	101	23062	01495	MARK STUHLDRERHER	ROTARY LUNCH & ANNUAL DUES	159.50
08/11/2021	101	23063	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	9.40
08/11/2021	101	23064	01013	USA BLUE BOOK	LANSAS DOMEHEAD PLUG HDPE TUBING ROLL	1,117.48 <u>51.47</u> 1,168.95
08/11/2021	101	23065	01314	VERIZON WIRELESS	CELL PHONES 6-16-21 TO 07-15-21	402.87
08/11/2021	101	23066	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-WWTP AUG 2021 DUMPSTER SERVICE-SHOP AUG 2021 DUMPSTER SERVICE-TWP AUG 2021 DUMPSTER SERVICE-MCDONALD AUG 2021 DUMPSTER SERVICE-WTR AUG 2021 DUMPSTER SERVICE-JAMESON AUG 2021	989.56 55.94 74.35 215.24 87.02 <u>145.56</u> 1,567.67
08/11/2021	101	23067	00723	WINN TELECOM	PHONE SERVICE 8/1/21-8/31/21	336.97
08/11/2021	101	23068	01372	JOSEPH W YODER	ELECTION WORK-AUGUST 2021	248.00
08/11/2021	101	23069	01159	SUSAN K YODER	ELECTION WORK-AUGUST 2021	<u>264.00</u>

101 TOTALS:

Total of 45 Checks:
 Less 0 Void Checks:

103,746.12
 0.00

Total of 45 Disbursements:

103,746.12

Charter Township of Union Payroll
--

CHECK DATE: August 5, 2021

PPE: July 31, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	34,665.00
Fire Fund		
EDDA		
WDDA		
Sewer Fund		33,549.08
Water Fund		24,245.62
Total To Transfer from Pooled Savings		\$ 92,459.70

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	62,309.64
Employer Share Med		833.53
Employer Share SS		3,563.77
SUI		77.33
Pension-Employer Portion		4,898.63
Workers' Comp		617.11
Life/LTD		551.05
Dental		1,340.73
Health Care		22,283.91
Vision		394.29
Vision Contribution		(197.08)
Health Care Contribution		(4,213.21)
Cobra/Flex Administration		
PCORI Fee		-
Total Transfer to Payroll Checking		\$ 92,459.70

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____


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

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill Hauck

MONTH, YEAR: July 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
7-13	Elections Commission	X		\$50.00
7-21	Council of Governments	X		50.00
7-22	I.C.R.C.		X	75.00

Signature: 

Date: 7-26-21

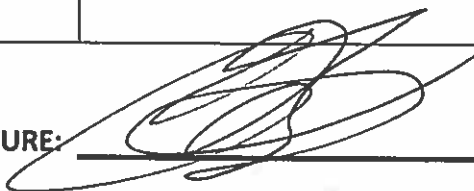
1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For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

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

BOARD MEMBER: Connie Lee Bills

MONTH: July 2021

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
7/20/2021	Isabella County Board of Commissioners		X	75.00
7/25/2021	SCIT Pow Wow		X	75.00

SIGNATURE:  _____

Date: 7/28/21

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



Union Township Report-1

Date: Thursday, July 29, 2021



Alarm Date between 2021-07-12 and 2021-07-25

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000505						
		7/12/2021 4:18:17 PM	622	No incident found on arrival at dispatch address	ENG 31	3	1
						Total Responding 3	
Union Township	0000511						
		7/16/2021 12:44:48 PM	311	Medical assist, assist EMS crew	ENG 31	2	1
						Total Responding 2	
Union Township	0000512						
		7/16/2021 6:32:06 PM	440	Electrical wiring/equipment problem, other	ENG 31	2	1
						Total Responding 2	

Union Township	0000522						
		7/20/2021 10:06:22 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000523						
		7/21/2021 1:23:56 AM	733	Smoke detector activation due to malfunction	ENG 32	2	1
						Total Responding 2	
Union Township	0000524						
		7/21/2021 6:43:38 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000529						
		7/23/2021 7:05:18 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1

							Total Responding 2
Union Township	0000530						
		7/24/2021 2:46:38 AM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						Total Responding 2	
Union Township	0000532						
		7/23/2021 10:06:20 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	
	Total Runs						Total Responding 19
	9						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call

To: Board of Trustees	DATE: July 29, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR CONSIDERATION: 8/11/2021
ACTIONS REQUESTED: To approve the Fire Protection Services Agreements with the EDA Board for the East and the West Downtown Development Authority districts.	

Current Action Emergency

Funds Budgeted: If Yes Account #248-336-830.000 & #250-336-830.000

Finance Approval _____

BACKGROUND INFORMATION

The Township provides for fire protection services within our jurisdictional boundaries as an ongoing obligation through an intergovernmental agreement with the City of Mt. Pleasant, under which these services are provided by the Mt. Pleasant Fire Department. The costs of these services are funded by a dedicated Fire Millage established for this purpose.

Under Public Act 57 of 2018 (Recodification Tax Increment Financing Act), the East and West DDA districts capture tax increment revenues from all applicable taxing jurisdictions, including a portion of this Fire Millage. The purpose of this tax increment financing mechanism is to correct and prevent deterioration and promote economic growth within the East and West DDA districts by concentrating resources for public improvements and other projects within each DDA District to improve the overall business climate.

To ensure that sufficient funding is available for fire protection services within the DDA districts, the Economic Development Authority Board has entered into past agreements to make an annual payment to the Township based upon the Fire Millage revenues captured by each DDA District. The most recent agreement having expired, it is necessary to enter into a new agreement for funding of these public services. Two (2) key changes from past agreements have been incorporated into the draft agreement documents attached to this request for Board action:

1. Separate agreements are proposed for each DDA District. The EDA Board oversees both DDA Districts under a Board of Trustees resolution adopted in accordance with Section 204(7) of Act 57, but each district is a separate authority under this state Act.
2. The proposed agreements acknowledge the Township's ongoing obligation to provide fire protection services and the ongoing need for these services within the DDA districts. Previous agreements included a fixed term tied to the term of the intergovernmental agreement with the City. The proposed agreement provides for payments as long as the DDA Districts are capturing revenues from the Fire Millage.

A copy of the Township's current intergovernmental agreement with the City is attached for reference.

JUSTIFICATION

Recognizing that availability of adequate fire protection services is essential for economic growth and a healthy business climate in the DDA districts, the EDA Board took the following action during their July 20, 2021 regular meeting, which was adopted by a unanimous roll call vote:

MOTION by Mielke SUPPORTED by Coyne to approve the Fire Protection Services Agreements with the Township for the East and the West Downtown Development Authority districts.

BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed (from Policy 1.0: Global End):

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

An annual payment to the Township based upon the Fire Millage revenues captured by each DDA District would support a sustainable community (1.0) and to support commerce in the DDA districts (1.6) by helping to ensure that all residents may enjoy a safe environment (1.3) while in the DDA districts, including safety in Jameson Park in the East DDA District (1.3.3).

COSTS

The annual payments will vary based on the amount of tax revenues captured by each DDA District. In FY2020, the following payment amounts were made to the Township’s Fire Fund:

East DDA District:	\$70,484.04
West DDA District:	<u>\$52,067.68</u>
Total:	\$122,551.72

PROJECT TIMETABLE

This would be an ongoing obligation, subject to an annual budget appropriation from the East DDA District Fund and the West DDA District Fund.

RESOLUTION

Approve the Fire Protection Services Agreements with the EDA Board for the East and the West Downtown Development Authority districts.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**FIRE PROTECTION SERVICES AGREEMENT
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

This agreement is entered into this 20th day of July, 2021 by and between the Charter Township of Union, County of Isabella, State of Michigan, a Municipal Corporation, hereinafter referred to as the "Township," and the Charter Township of Union East Downtown Development Authority District, being an authority created pursuant to Public Act 57 of 2018 (Recodification Tax Increment Financing Act), hereinafter referred to as the "EDDA."

WITNESSETH:

WHEREAS, the Township affirms and the EDDA acknowledges that the Township provides fire protection services within the Township's jurisdictional boundaries, which include the EDDA District, and that provision of these services is an ongoing Township obligation, and

WHEREAS, the Township affirms and the EDDA acknowledges that the Township is party to an intergovernmental agreement with the City of Mount Pleasant, Michigan (City), whereby the City provides fire protection services to the Township, and the Township is required to make scheduled payments to the City and to provide a fire truck with appropriate equipment for the Fire Department's use, and

WHEREAS, the EDDA affirms and the Township acknowledges that the EDDA has statutory authority and powers as provided in Public Act 57 of 2018, including authority to enter into contracts necessary and incidental to the exercise of its powers.

NOW THEREFORE, in consideration of the promises and the mutual benefits to be derived by each of the respective parties hereto, it is hereby agreed by and between the Township and the EDDA as follows:

1. **PURPOSE:** The purpose of this contract is to provide a mechanism for payment of fire protection services provided by the City to the area of the Township located within the Charter Township of Union East Downtown Development District, with the Township acting as intermediary for payment purposes.
2. **OBLIGATION OF PARTIES:**
 - a. The Township confirms its ongoing obligation to provide fire protection services within the Township's jurisdictional boundaries, including the EDDA District.
 - b. The EDDA agrees to pay and to be fully responsible for annual payment of its share of annual fire protection service fees. Such share shall be based upon an amount equal to the tax increment revenues retained by the EDDA from the Township's established Fire Millage.
 - c. The total amount shall be paid to the Township before the first day of May during the term of this Agreement.
 - d. In the event that the EDDA breaches this contract, the EDDA agrees to reimburse the Township for any and all costs, fees, and actual attorney fees incurred in enforcement of this contract.

**FIRE PROTECTION SERVICES AGREEMENT
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

IN WITNESS THEREOF, the parties hereto have executed this agreement the day and date first written above.

CHARTER TOWNSHIP OF UNION

Bryan Mielke, Supervisor

Date

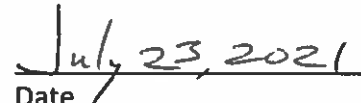
Lisa Cody, Clerk

Date

CHARTER TOWNSHIP OF UNION EAST DOWNTOWN DEVELOPMENT AUTHORITY



Thomas Kequom
Economic Development Authority Board Chair



Date

**FIRE PROTECTION SERVICES AGREEMENT
WEST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

This agreement is entered into this 20th day of July, 2021 by and between the Charter Township of Union, County of Isabella, State of Michigan, a Municipal Corporation, hereinafter referred to as the "Township," and the Charter Township of Union West Downtown Development Authority District, being an authority created pursuant to Public Act 57 of 2018 (Recodification Tax Increment Financing Act), hereinafter referred to as the "WDDA."

WITNESSETH:

WHEREAS, the Township affirms and the WDDA acknowledges that the Township provides fire protection services within the Township's jurisdictional boundaries, which include the WDDA District, and that provision of these services is an ongoing Township obligation, and

WHEREAS, the Township affirms and the WDDA acknowledges that the Township is party to an intergovernmental agreement with the City of Mount Pleasant, Michigan (City), whereby the City provides fire protection services to the Township, and the Township is required to make scheduled payments to the City and to provide a fire truck with appropriate equipment for the Fire Department's use, and

WHEREAS, the WDDA affirms and the Township acknowledges that the WDDA has statutory authority and powers as provided in Public Act 57 of 2018, including authority to enter into contracts necessary and incidental to the exercise of its powers.

NOW THEREFORE, in consideration of the promises and the mutual benefits to be derived by each of the respective parties hereto, it is hereby agreed by and between the Township and the WDDA as follows:

1. **PURPOSE:** The purpose of this contract is to provide a mechanism for payment of fire protection services provided by the City to the area of the Township located within the Charter Township of Union West Downtown Development District, with the Township acting as intermediary for payment purposes.
2. **OBLIGATION OF PARTIES:**
 - a. The Township confirms its ongoing obligation to provide fire protection services within the Township's jurisdictional boundaries, including the WDDA District.
 - b. The WDDA agrees to pay and to be fully responsible for annual payment of its share of annual fire protection service fees. Such share shall be based upon an amount equal to the tax increment revenues retained by the WDDA from the Township's established Fire Millage.
 - c. The total amount shall be paid to the Township before the first day of May during the term of this Agreement.
 - d. In the event that the WDDA breaches this contract, the WDDA agrees to reimburse the Township for any and all costs, fees, and actual attorney fees incurred in enforcement of this contract.

**FIRE PROTECTION SERVICES AGREEMENT
WEST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

IN WITNESS THEREOF, the parties hereto have executed this agreement the day and date first written above.

CHARTER TOWNSHIP OF UNION

Bryan Mielke, Supervisor

Date


Lisa Cody, Clerk

Date

CHARTER TOWNSHIP OF UNION WEST DOWNTOWN DEVELOPMENT AUTHORITY



Thomas Kequom
Economic Development Authority Board Chair



Date

FIRE PROTECTION AGREEMENT

THIS AGREEMENT, effective January 1, 2019 by and between the City of Mt. Pleasant, Michigan, a Municipal Corporation, hereinafter called the "CITY", and the Charter Township of Union, a Municipal Corporation, hereinafter called the "TOWNSHIP", both situated in Isabella County, Michigan.

WITNESSETH:

WHEREAS, CITY and TOWNSHIP have jointly provided for fire protection through an agreement expiring on December 31, 2018, with the City Fire Department providing fire protection and commercial inspection services as defined in Section 5 below to the TOWNSHIP, and it is mutually agreed by the parties that it is for their common interest that such service be continued to be rendered in the manner hereinafter set forth,

It is acknowledged that the Mt. Pleasant Fire Chief, by virtue of the Township's adoption of the International Fire Code, is the Charter Township of Union Fire Chief and has the powers of the Fire Chief as outlined in the International Fire Code. By virtue of the Township's adoption of Resolution ^{attached} _____ dated 12/19/18, the Charter Township of Union Fire Chief is also the Township's Fire Code Official.

It is further acknowledged and hereby agreed that the authority and scope of responsibility of the City of Mt. Pleasant Fire Chief and personnel of the Fire Department are limited. The authority and duties of the Fire Chief shall be limited to those set forth in the International Fire Code and any potential scope of liability shall be limited to the fullest extent permitted by law, including any limits set forth in the International Fire Code. Further, it is acknowledged that the duties described herein are being assigned to the Fire Chief in his official capacity as a government employee, as part of his job duties, such that it is intended that the Fire Chief and fire department personnel shall be entitled to governmental immunity when performing any of the duties or efforts described in the Agreement, as such duties are within the functions of government and are activities assigned for the purpose of public safety.

NOW, THEREFORE, it is mutually agreed as follows:

1. That upon a call from a location in the TOWNSHIP, one or more pieces of firefighting apparatus and an appropriate number of trained members of the Mt. Pleasant Fire Department shall respond to the scene of the TOWNSHIP fire or emergency.

2. If while fighting a fire in the **TOWNSHIP** the **CITY** receives a call to attend a fire within the city limits or township other than Union, or if while fighting a fire in the **CITY** or a township other than Union, an alarm comes in from the **TOWNSHIP**, the Chief of the City Fire Department shall have full authority in his discretion to respond to the second alarm or fire call with such fire apparatus and personnel as in his opinion may be spared therefore. The **CITY** guarantees that response will be made to every fire alarm or emergency in Union Township either by the Mt. Pleasant Fire Department or by a neighboring fire department with whom the **CITY** maintains a mutual aid agreement.

It is intended by this Agreement that the **CITY** and its personnel, including but not limited to the Fire Chief, fire department personnel/volunteers and the **CITY** itself, shall be entitled to the fullest extent of immunity from liability permitted by law, and it is further intended that in no event shall the **CITY** be liable to the **TOWNSHIP** or any other property owner in the **TOWNSHIP** for damages or loss to property for failure to furnish such fire protection services, nor does the **CITY** or its personnel undertake or agree to be liable for such.

3. The **TOWNSHIP** fire truck is being replaced in 2018. It is expected that a new truck with appropriate equipment replacement consistent with the new truck will be needed in approximately 2033 or at such time as mutually agreed to by the **TOWNSHIP** and the **CITY**, with fire apparatus of a design and specification mutually approved by both parties. The **TOWNSHIP** apparatus will be stored, housed, serviced, repaired, and maintained by the **CITY** without cost to the **TOWNSHIP**. Ownership shall be retained by the **TOWNSHIP**.
4. The **CITY** shall insure the **TOWNSHIP** apparatus in like manner with similar equipment owned by the **CITY** with insurance which shall be effective whenever said apparatus is being used or driven in the performance of duties of the City Fire Department.
5. The **CITY** will also provide fire review, inspections, and enforcement for new commercial construction projects. This review will consist of: site plan review; submittal of fire protection system plans for third party review and approval; rough in inspections for fire protection systems (sprinkler system inspections, hydrostatic test of the sprinkler system, fire alarms systems, kitchen hood suppressions systems,

etc.); witnessing of water flow tests; fire protection system portion of final building inspection; and Firefighter Right to Know inspections. As set forth above in the limitations on liability, which are incorporated herein, the parties agree that the **CITY** and its personnel shall be entitled to immunity from liability to the fullest extent permitted by law for conducting these governmental functions.

6. The **TOWNSHIP** shall pay the **CITY** annually for fire protection and new commercial construction review services. The amount is to be in accordance with the following amounts:

2019 \$731,400

2020 \$763,800

2021 \$796,300

2022 \$812,900

2023 \$830,100

One-quarter of the above amount shall be paid to the **CITY** before the first day of April, July, October, and January during the term of this Agreement.

Interest at the rate of 9 percent per annum shall be added to any payment not received by the **CITY** by the date due.

7. This Agreement shall remain in force until December 31, 2023, unless amended by mutual agreement, or as otherwise set forth herein. The parties may by mutual agreement extend this agreement for an additional five years. In the event of a mutual agreement to extend for five years, the parties will meet by April 2023 to agree upon the annual payment amounts.

Notwithstanding any other provision, either party hereto may terminate this Agreement at any time by giving the opposite party written notice of its intention to do so at least eighteen (18) months prior to the time such party intends such termination to become effective.

8. The **CITY** shall provide to the **TOWNSHIP** Manager its annual proposed and

subsequent adopted Fire budget at or prior to the time the proposed and subsequent adopted budget is delivered to City Commissioners for their review and any amended budgets throughout the year.

9. The **CITY** shall provide the **TOWNSHIP** Manager a monthly report via e-mail of all emergency runs in the **TOWNSHIP** and the number of staff responding to the emergency run. The **CITY** shall provide to the **TOWNSHIP** an annual report of the Mt. Pleasant Fire Department if requested by the **TOWNSHIP** Manager. If the **TOWNSHIP** should want additional detail including response activity and financial reports, it will be provided upon request.
10. If the **CITY** decides to implement false alarm fees, first responder fees, or other such fees for service during the term of the agreement, the **TOWNSHIP** will also consider implementation of such fees payable to the **CITY**.

DATED: 12/5, 2018

In the presence of:

Adrian Richard
Witness

Marilyn K. Wilson
Witness

CITY OF MT. PLEASANT

Allison Quast-Lents
Allison Quast-Lents, Mayor

Jeremy Howard
Jeremy Howard, City Clerk

DATED: 12/4, 2018

In the presence of:

Jennifer Lowebery
Witness

Hamberly Smith
Witness

CHARTER TOWNSHIP OF UNION

Ben Gunning
Ben Gunning, Supervisor

Lisa Cody
Lisa Cody, Clerk

**CHARTER TOWNSHIP OF UNION
A RESOLUTION TO DESIGNATE THE FIRE CODE OFFICIAL**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the 19th day of, December 2018:

Present: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle

Absent: Treasurer Rice

The following resolution was offered by Cody and supported by Woerle.

WHEREAS, the City of Mt. Pleasant, through the City of Mt. Pleasant Fire Department, provides fire protection and commercial inspection services to the Charter Township of Union pursuant to a Fire Protection Agreement; and

WHEREAS, the Mt. Pleasant Fire Chief serves as the Charter Township of Union Fire Chief by virtue of the adoption by the Charter Township of Union of the International Fire Code and the provisions of the Fire Protection Agreement; and

WHEREAS, the Charter Township of Union desires to have the Mt. Pleasant Fire Chief, in his or her capacity as the Charter Township of Union Fire Chief, also serve as the Charter Township of Union Fire Code Official.

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees of the Charter Township of Union hereby designates the Mt. Pleasant Fire Chief, serving in his or her capacity as the Charter Township of Union Fire Chief, as the Charter Township of Union Fire Code Official.

ADOPTED: December 19, 2018

AYES: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle

NAYS: 0

ABSENT: Treasurer Rice

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on December 19, 2018.



Lisa Cody, Clerk



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager **DATE:** August 3, 2021
FROM: Kim Smith, Public Service Director **DATE FOR BOARD CONSIDERATION:** August 11, 2021
ACTION REQUESTED: Acceptance of Certificate of Validity and Adoption of Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District.

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

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

The residents of Carriage Hill Estates #1 & #2 Subdivision have met the second requirement of the special assessment process by submitting a formal petition. The next step is the review of the formal petition for sufficiency. The formal petition is reviewed for petition sufficiency based on the following:

- Verification of the petition signatures by the Township’s Clerks office.
- Signatures of more than 50% of the total frontage in the district verified by the Township Assessor’s Office.

After the petition has been verified and the Certificate of Validity is certified by the Township Supervisor Resolution #1 is presented to the Township Board of Trustees for consideration. The resolution resolves the following:

- The Township Board is in receipt of a Certificate of Validity of the submitted petition for the proposed Carriage Hill Estates #1 & #2 Paving District prepared by the Township Supervisor (“Certificate of Validity”).
- The Township Board accepts the Certificate of Validity.
- The Township Board directs the Township Manager oversee preparation of plans describing the improvement and the location of the improvement with an estimate of the cost of the improvement on a fixed or periodic basis, as appropriate. Upon receipt of the plans and

estimate, the same shall be filed with the Township Clerk and made available for presentation at the first of two public hearings

Once the cost estimates have been completed and received from the Isabella County Road Commission, the Township Board of Trustees will consider a resolution tentatively approving its intention to make the improvement, tentatively designating the special assessment district, and setting a date and time for the first public hearing. The resolution will also direct that the completed cost estimates are to be given to the Township Clerk and made available for public inspection prior to the first public hearing.

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for Carriage Hill Estates #1 & #2 Subdivisions for the completion of a grind and pave, 2 ½” overlay, and 1” gravel shoulder on Carriage Lane from Millbrook Road to Grant Road.

JUSTIFICATION

It is recommended that the Township Board of Trustees accept the Certificate of Validity and adopt Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #1. Upon acceptance of the Certificate and adoption of the Resolution, the next step in the process can be initiated. This step is the request of a formal cost estimate from the Isabella County Road Commission. The formal cost estimate will be then be presented at the first of two public hearings.

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

TBD

PROJECT TIME TABLE

2021/2022 Construction

RESOLUTION

It is Resolved to accept the Certificate of Validity and Adopt the Carriage Hill Estates #1 & #2 Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District for Carriage Hill Estates #1 & #2 Subdivision.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

CERTIFICATE

To the Clerk and Township Board:
Charter Township of Union
Isabella County, Michigan

Dear Officials:

This is to certify that I, Bryan Mielke, the supervisor and assessing officer of The Charter Township of Union, Isabella, County, Michigan, being the person having charge of the assessment roll of said township have checked the attached petition for Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District and I do hereby certify that said petition has been signed by the record owners of 94.19 percent of the total frontage within the boundaries as described upon the petition.

I further certify that the total road frontage within the district equals 1780 lineal feet.

I do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Isabella County, as to the record owners of all property within the Township of Union and within the area set forth in said Petition on the day of filing the Petition.

Respectfully submitted,



Bryan Mielke - Supervisor, Charter Township of Union

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

**Carriage Hill Estates #1 & #2
Special Assessment District Resolution #1**

At a regular meeting of the Charter Township of Union Board of Trustees held on the _____ day of _____ 2021, the following Resolution was adopted.

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

WHEREAS, the Township Board of the Charter Township of Union, County of Isabella, State of Michigan, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, has received a Petition for Public Improvement by Special Assessment dated July 22, 2021;

WHEREAS, the Township Board desires a cost estimate showing the public improvement, the location thereof, and an estimate of the cost to be prepared;

WHEREAS, these shall be received by the Township Board, filed with the Township Clerk and made available to the public; and

WHEREAS, these shall be presented at the first of two public hearings;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a Certificate of Validity of the submitted petition for the proposed Carriage Hill Estates #1 & #2 Subdivision Paving District prepared by the Township Supervisor (“Certificate of Validity”).
2. The Township Board accepts the Certificate of Validity.
3. The Township Board directs the Township Manager oversee preparation of plans describing the improvement and the location of the improvement with an estimate of the cost of the improvement on a fixed or periodic basis, as appropriate. Upon receipt of the plans and estimate, the same shall be filed with the Township Clerk and made available for presentation at the first of two public hearings.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Bryan Mielke, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the _____ day of _____ 2021.

Date: _____

Lisa Cody, Clerk

CHARTER TOWNSHIP OF UNION - ISABELLA COUNTY, MICHIGAN

PETITION FOR PUBLIC IMPROVEMENT BY SPECIAL ASSESSMENT In accordance with Public Act 188 of 1954, as amended

APPLICANT INFORMATION			
Name <i>Norman F. Woerle</i>		Phone Number <i>517-242-0390</i>	
Address <i>5685 Carriage Lane</i>		Email <i>NORMWOERLE@gmail.com</i>	
City <i>Mt. Pleasant</i>	State <i>MI</i>	Zip Code <i>48858</i>	Property Identification Number <i>14-053-00-021-00</i>

PUBLIC IMPROVEMENT INFORMATION
<p>Type of Improvement:</p> <p><input checked="" type="checkbox"/> Public/Private Road Lighting System</p> <p><input type="checkbox"/> Water System</p> <p><input type="checkbox"/> Sanitary Sewer Other _____</p>
<p>Location of Improvement: (please give a detailed description of affected subdivisions, streets, and/or properties to be included in the district)</p> <p><i>Carriage Hill Estates #1 & #2</i> <i>Grind and Pave - 2 ½" overlay and 1" gravel shoulder of Carriage Lane</i> <i>.36 mile from Millbrook Road to Grant Road</i></p>

APPLICANT SIGNATURE
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> <small>Name</small> </div> <div style="text-align: center;"> <hr/> <small>Date</small> </div> </div>

TOWNSHIP DEPARTMENT REVIEW	INITIAL/DATE AND RETURN TO TOWNSHIP CLERK
Department of Public Service Comments:	/ _____ Approved as submitted
	/ _____ Changes required (see comments)
	/ _____ Not feasible project at this time
Township Assessor Comments:	/ _____ Approved as submitted
	/ _____ Changes required (see comments)
	/ _____ Not feasible project at this time
Other Staff Comments:	/ _____ Approved as submitted
	/ _____ Changes required (see comments)
	/ _____ Not feasible project at this time

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

**PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT
DISTRICT**


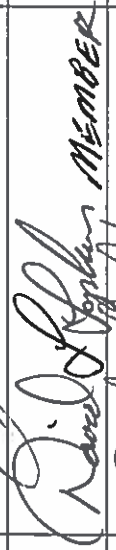


WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the:








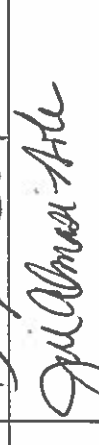
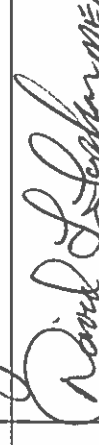



PUBLIC/PRIVATE ROAD **WATER SYSTEMS** **SANITARY SEWERS** **LIGHTING SYSTEMS** **OTHER** _____

specifically described as follows:

*Carriage Hill Estates #1 & #2
Grind and Pave - 2 1/2" overlay and 1" gravel shoulder of Carriage Lane
.36 mile from Millbrook Road to Grant Road*

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended.

PRINTED NAME	SIGNATURE	ADDRESS	DATE	PARCEL NUMBER	(for office use only)	
					COST PER PARCEL	V
SMITH MICHAEL J		5740 GRANT RD MT PLEASANT, MI 48858		14-035-30-012-00	6359.87	
SMITH CINDY A		5740 GRANT RD MT PLEASANT, MI 48858		14-035-30-012-00		
SALEM WILLIAM J		4311 E MILLBROOK RD MT PLEASANT, MI 48858	7/26/21	14-051-00-001-00	6359.87	
D & D REAL ESTATE	 MEMBER	5770 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-051-00-002-00	6359.87	
D & D REAL ESTATE INVEST, LLC	 MEMBER	5770 E CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-009-00	6359.87	
033 WARNER TIMOTHY		5690 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/2024	14-053-00-010-00	6359.87	

PRINTED NAME	SIGNATURE	ADDRESS	DATE	PARCEL NUMBER	COST PER PARCEL	v
WARNER JULIE		5690 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-010-00		
PARTIE BRIAN		5730 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-011-00	6359.87	
PARTIE JEANINE		5730 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-011-00		
LAPHAM DAVID, Trust		5770 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-012-00	6359.87	
LAPHAM CAROLYN, Trust		5770 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-012-00		
D & D REAL ESTATE INVEST, LLC		5770 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-013-00	6359.87	
DOLE BRYAN		5840 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-014-00	6359.87	
DOLE JILL		5840 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-014-00		
D & D REAL ESTATE INVEST, LLC		5770 E CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-015-00	6359.87	
COVARRUBIAS MICHAEL G		5920 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-016-00	6359.87	
COVARRUBIAS JOAN M		5920 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-016-00		
D & D REAL ESTATE INVEST, LLC		5770 CARRIAGE LANE MT PLEASANT, MI 48858	7/19/21	14-053-00-017-00	6359.87	

MUNLEY VINCENT P	<i>Vincent P. Munley</i>	5905 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-018-00	6359.87
MUNLEY JENNIFER L	<i>Jennifer L. Munley</i>	5905 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-018-00	
MCDONALD BRIAN	<i>Brian McDonald</i>	5865 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/2021	14-053-00-019-00	6359.87
MCDONALD LARA L	<i>Lara McDonald</i>	5865 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-019-00	
PETERSON ROBERT P	<i>Robert P. Peterson</i>	5775 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-020-00	6359.87
WOERLE NORMAN	<i>Norman Woerle</i>	5685 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-021-00	6359.87
WOERLE SUSAN	<i>Susan Woerle</i>	5685 CARRIAGE LANE MT PLEASANT, MI 48858	7/20/21	14-053-00-021-00	

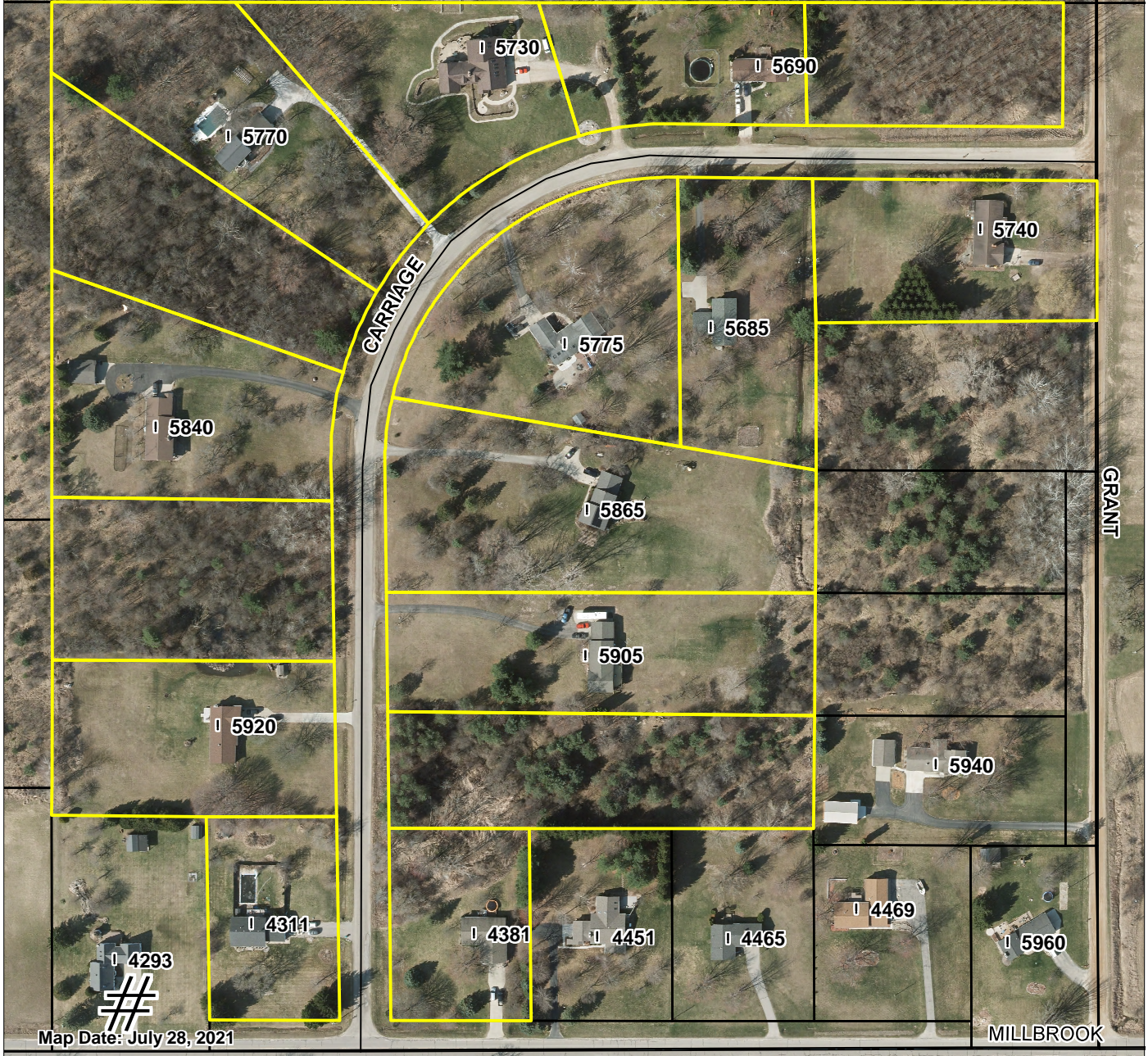
CERTIFICATION OF CIRCULATOR

To the best knowledge, information and belief of the undersigned, he or she is qualified to and did circulate this petition; each signature was signed in his/her presence; each signature is genuine, and the person signing owned the designated property at the time of signing.

x *Norman Woerle* 15685 CARRIAGE LN. Mt. Pleasant 7/22/21
SIGNATURE OF CIRCULATOR ADDRESS DA MI 48858

AMY S. SIMON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MECOSTA
My Commission Expires 11/03/2021
Acting in the County of *Isabella*

Paving Special Assessment District - Carriage Hill Subdivision Area



Map Date: July 28, 2021

PID	PropertyAddress	Owner	Acreage
14-035-30-012-00	5740 GRANT RD	SMITH MICHAEL J & CINDY A	1.50
14-051-00-001-00	4311 E MILLBROOK RD	SALEM WILLIAM J	1.00
14-051-00-002-00	4381 E MILLBROOK RD	D & D REAL ESTATE	1.03
14-053-00-009-00	CARRIAGE LANE	D & D REAL ESTATE INVEST, LLC	1.26
14-053-00-010-00	5690 CARRIAGE LANE	WARNER TIMOTHY & JULIE	1.28
14-053-00-011-00	5730 CARRIAGE LANE	PARTIE BRIAN & JEANINE	2.02
14-053-00-012-00	5770 CARRIAGE LANE	LAPHAM DAVID & CAROLYN TRUST	2.07
14-053-00-013-00	CARRIAGE LANE	D & D REAL ESTATE INVEST, LLC	1.83
14-053-00-014-00	5840 CARRIAGE LANE	DOLE BRYAN & JILL	1.91
14-053-00-015-00	CARRIAGE LANE	D & D REAL ESTATE INVEST, LLC	1.63
14-053-00-016-00	5920 CARRIAGE LANE	COVARRUBIAS MICHAEL G & JOAN M	1.63
14-053-00-017-00	CARRIAGE LANE	D & D REAL ESTATE INVEST, LLC	1.84
14-053-00-018-00	5905 CARRIAGE LANE	MUNLEY VINCENT P & JENNIFER L	1.89
14-053-00-019-00	5865 CARRIAGE LANE	MCDONALD BRIAN & LARA L	2.49
14-053-00-020-00	5775 CARRIAGE LANE	PETERSON ROBERT P	1.93
14-053-00-021-00	5685 CARRIAGE LANE	WOERLE NORMAN & SUSAN	1.36

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** August 2, 2021

FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** August 11, 2021

ACTION REQUESTED: Approval of the bid from Konwinski Construction Inc., in the amount of \$207,431.36 for the completion of exterior, interior, and site improvements for the Phase II Jameson Park Improvements Project and authorize the Township Manager to sign the agreement.

Current Action Emergency

Funds Budgeted: If Yes Account # 101-901-976.306
& 248-728-967.600
 No N/A

Finance Approval _____

BACKGROUND INFORMATION

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

In September of 2018, Goudreau and Associates was selected to complete the Planning and Design Master Plan for Jameson Park. On April 30, 2019 a Public Input Meeting was held to receive input from stakeholders and citizens on desired improvements and needs at the park. Goudreau and Associates presented the plan results and improvement renderings in June of 2019.

The plan identified an extensive list of code related, interior, and exterior site improvements for the park. Funding constraints required that the project be split into two phases. Phase I was completed in 2020/2021 and included code related, and interior improvements. Based upon the original improvements list the FY2021 Township General Fund and EDA Budgets include funding for the completion of Phase II of the project. Phase II of the project consist of exterior, interior, and site improvements to Jameson Park.

The original scope and budgetary cost estimates of the improvements included in the Phase II Bid Package are as follows:

<i>Improvements</i>	<i>Estimated Budget</i>
Stone Base on exterior of hall (south and west only) (bid - accept alternate - 4,500 and include north side of bldg +8,770.05)	28,600.00
Fencing (aluminum fence, fence columns, vinyl screen, replace cattle gate)	39,500.00
Landscaping	12,000.00
New park sign	32,790.00
Awning over south door	1,000.00
infill exterior door to create interior storage	8,000.00
dumpster enclosure	16,000.00

re-roof dugouts	5,000.00
new bollards at curve on Bud Street	5,500.00
replace south door - repair parking lot near south door (moved from phase I due to parking lot/drainage issues)	25,000.00
Parking Lot Bumpers	580.00
Parking Lot Lighting	15,000.00
Project Contingency	22,258.50
Design, bidding, construction observation	17,064.85
Total	228,293.35

In order to provide funding flexibility Phase II of the project was bid with several alternates. Bids for the project were received on July 19, 2021. One bid was received for this project from Konwinski Construction.

The bid is as follows:

CONTRACTOR	BASE BID GENERAL CONTRACT	BASE BID SITE CIVIL	BID ALTERNATES 1A – 9	TOTAL
Konwinski Construction Inc.	\$42,000.00	\$57,000.00	\$142,823.52	\$241,823.52

To stay within the original budget, it was determined that not all of the alternates could be completed. An evaluation of the alternates one through nine was completed to determine which items could be eliminated that would have the least amount of impact on the appearance and overall function of the park. A post-bid addendum was also issued to break out the pricing for the fencing alternate. After the evaluation it was determined that the chain link fencing around the retention pond, metal awning over south entrance door, and parking lot sealcoating would be removed from the project to keep the project within the original budget.

SCOPE OF SERVICES

All of the labor and materials necessary to complete the construction of the Phase II Jameson Park Improvements Project. This includes the architectural and MEP base bid, site civil base bid, alternates 1A, 1B, 2A, 3, 5, 6, 7, 8, and voluntary stone alternate.

JUSTIFICATION

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

The proposed improvements to Jameson Park will improve the overall safety in the park, provide additional recreational opportunities, and enhance the overall appearance and functionality of the park.

The Township Administration and Goudreau and Associates have reviewed the bids and recommend that the construction of Phase II Jameson Park Improvements be awarded to Konwinski Construction in the

amount of \$207,431.36. Konwinski Construction is qualified to complete the work, completed Phase I of the project, and the bid was found to be fair and reasonable.

PROJECT IMPROVEMENTS

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

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

COSTS

KONWINSKI CONSTRUCTION PHASE II BID BREAKDOWN

ITEM	AMOUNT
Base Bid – General Contract	\$42,000.00
Base Bid – Site Civil	\$57,000.00
Alternate 1A – stone south and west	\$35,132.39
Alternate 1B – stone north	\$8,770.05
Alternate 2 – fencing – post bid addendum #1	\$32,710.00
Alternate 3 – park sign	\$10,412.70
Alternate 5 – infilling door	\$7,517.64
Alternate 6 – dugouts (new roofs & painting)	\$7,799.12
Alternate 7 – bollards	\$4,500.00
Alternate 8 – landscaping	\$6,089.46
Voluntary Alternate for Stone – deduct	-\$4,500.00
Total Phase II	\$207,431.36

PHASE II PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates & Central Michigan Survey & Development Design & Bidding Services Contract (approved May 2020) Phase I & II	SEE ABOVE
Konwinski Construction Phase II Construction Contract (pending approval)	\$207,431.36
Project Contingency	\$20,743.13
Total Project Cost	\$228,174.49

PHASE I PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Konwinski Construction Phase I Construction Contract (final cost)	\$109,589.50
Total Project Cost	\$159,821.50

PHASE I & II TOTAL PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Konwinski Construction Phase I Construction Contract (Final Cost)	\$109,589.50
Konwinski Construction Phase II Construction Contract (pending approval)	\$207,431.36
Total Estimated Project Cost (Phase I & Phase II)	\$367,252.86

JAMESON PARK IMPROVEMENTS TOTAL INVESTMENT

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Phase I & II Construction Contracts (Phase II pending approval)	\$317,020.86
Purchase and Installation of Playground Equipment	\$52,066.44
Total Estimated Project Cost (Phase I & Phase II)	\$419,319.30

PROJECT FUNDING

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

<i>Phase II - Funding</i>	
FY2021 General Fund Budget	\$37,200.00
FY2021 EDA Budget	\$87,285.09
FY2021 EDA Budget Adjustment approved 2-24-2021	\$104,000.00
Total Funding	\$228,485.09

PROJECT TIME TABLE

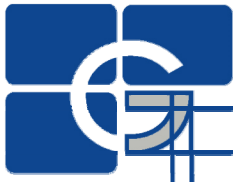
Phase II Construction
Commencing in August 2021
12-week estimated construction schedule (dependent on availability of materials)

RESOLUTION

Approval of the bid from Konwinski Construction Inc., in the amount of \$207,431.36 for the completion of exterior, interior, and site improvements for the Phase II Jameson Park Improvements Project and authorize the Township Manager to sign the agreement.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



AWARD RECOMMENDATION

DATE: July 30, 2021

TO: Kim Smith
Charter Township of Union
5228 S. Isabella Road
Mt. Pleasant, MI 48858

FROM: Al Goudreau, AIA, LEED-AP
Shayna Bahlke, Associate AIA, Architectural Project Manager
Goudreau & Associates, Inc.

RE: Charter Township of Union
Jameson Park – Bid Package #2 Exterior Improvements
Award Recommendation of Construction Contract

Dear Kim Smith,

This letter is in follow up to the referenced bid opening on July 19, 2021. At the bid opening, **Konwinski Construction Inc.** was the only bid submitted. The Owner and Design Team reviewed the bid and received a detailed breakdown for evaluation. Together we have determined that the contract price is considered fair and reasonable.

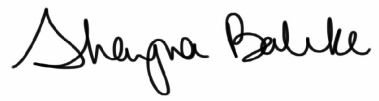
The project was bid as several Alternates in addition to Base Bid due to the Owner’s budget constraints and funding from multiple sources. At bid time, the project did exceed the available funds. To remain within budget, it was determined that not all the Alternates could be accepted. A Post-Bid addendum was issued on July 27, 2021 to break out pricing for the items in Alternate #2 - Fencing. Evaluating the Alternates in terms of value and impact on the park’s function and appearance, it was decided that the chain link fencing, the metal awning, and seal coating of the parking lot would be eliminated from the project.

Goudreau & Associates, Inc. hereby recommends awarding the construction contract to **Konwinski Construction, Inc.** in the amount of:

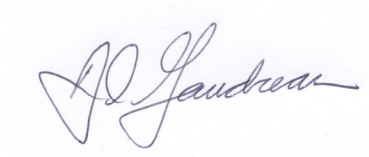
\$ 42,000.00	(Architectural & MEP Base Bid)
\$ 57,000.00	(Site Civil Base Bid)
+\$ 35,132.39	(Accepted Alternate #1A)
+\$ 8,770.05	(Accepted Alternate #1B)
+\$ 32,710.00	(Accepted Alternate #2A)
+\$ 10,412.70	(Accepted Alternate #3)
+\$ 7,517.64	(Accepted Alternate #5)
+\$ 7,799.12	(Accepted Alternate #6)
+\$ 4,500.00	(Accepted Alternate #7)
+\$ 6,089.46	(Accepted Alternate #8)
- \$ 4,500.00	(Accepted Voluntary Alternate for Stone)
\$207,431.36	

If you have any questions, please contact us at 989-773-0146.

Sincerely,

Handwritten signature of Shayna Bahlke in black ink.

Shayna Bahlke, Architectural Project Manager
Goudreau & Associates, Inc.

Handwritten signature of Al Goudreau in black ink.

Al Goudreau, Principal, AIA, NCARB, LEED-AP
Goudreau & Associates, Inc.



MEMO

Project: Jameson Park BP#2

To Whom it May Concern,

This change in price is for the base bid difference and a breakdown of the Alternate 2 into 2A and 2B. The Bid Accidentally included both a 4' high fence and a 6' high fence for the Retention pond fencing. Below states the amounts of the different height fences and deducts the 4' one in Alternate 2B.

Request for change as follows:

Six-foot-high fence for retaining pond	\$10,500.00
Four-Foot-High Fence for retaining pond	\$8,500.00
Total included in bid for items above	\$19,000.00
Deduct of \$8,500.00 from base bid.	\$(8500.00)
Revised Alt. 2B amount (w/OH&P)	\$11,385.00
Revised Alt 2A amount (w/OH&P)	\$32,710.00

OWNER:
PROJECT:

**Charter Township of Union
Jameson Park - Bid Package #2 Exterior Improvements
Mt. Pleasant, MI.
GA1809007A**

PROJECT #:

DATE:

7/19/2021

BIDDERS	Konwinski Construction Inc.	
At Pre-Bid (x)	X	
Estimated Weeks	12 weeks	
Base Bid (Including Cash Allowances) - General Contract - A/M/E/P		
Base Bid (Including Cash Allowances)	\$42,000.00	
Performance, Material, and Labor Bond (Included in Base Bid)	\$472.00	
Bid Bond (x)	X	
Base Bid (Including Cash Allowances) - Site Civil		
Base Bid (Including Cash Allowances)	\$57,000.00	
Performance, Material, and Labor Bond (Included in Base Bid)	\$570.00	
Bid Bond (x)	X	
Pre-Bid Addendum No. 1 (x)	X	
Alternate #1A - Stone South & West	\$35,132.39	
Alternate #1B - Stone North	\$8,770.05	
Alternate #2 - Fencing	\$53,040.00	
Alternate #3 - Park Sign	\$10,412.70	
Alternate #4 - Metal Awning	\$5,284.30	
Alternate #5 - Infilling Door	\$7,517.64	
Alternate #6 - Dugouts	\$7,799.12	
Alternate #7 - Bollards	\$4,500.00	
Alternate #8 - Landscaping	\$6,089.46	
Alternate #9 - Seal Coat & Stripe	\$4,277.86	
Total Alternates	\$142,823.52	
Notes	Voluntary Alternate for Stone, Deduct \$4,500.00	



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** August 4, 2021
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 08/11/2021
ACTION REQUESTED: Board of Trustees approval of Charter Township of Union Federal Procurement Conflict of Interest Policy.

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

All townships that have requested or are planning to request their allocation of ARPA funds must have a Federal Procurement Conflict of Interest Policy in place.

SCOPE OF SERVICES

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods, services, and construction or repair projects paid for in part or whole by federal funds.

JUSTIFICATION

A conflict-of-interest policy is intended to help ensure that when actual or potential conflicts of interest arise, the organization has a process in place under which the affected individual will advise the governing body about all the relevant facts concerning the situation.

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
- Commerce

COSTS

Not applicable.

PROJECT TIME TABLE

Not applicable

RESOLUTION

Resolved, that the attached Charter Township of Union Federal Procurement Conflict of Interest Policy is hereby approved.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Charter Township of Union Federal Procurement Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R Section 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The Township Manager, who is responsible for managing the federal financial assistance award, shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Charter Township of Union may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Charter Township of Union are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.