



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**September 8, 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 – August 25, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #2
  - B. Discussion/Action: Policy Governance 4.5 Annual Township Manager’s Performance Review and Contract Discussion
11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

## Board Expiration Dates

| Planning Commission Board Members (9 Members) 3 year term               |             |             |                 |
|---|-------------|-------------|-----------------|
| #   | F Name      | L Name      | Expiration Date |
| 1-BOT Representative  | 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   | Judy        | Lannen      | 12/31/2022      |
| 5   | vacant seat |             | 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 Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on August 25, 2021, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

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

**Approval of Agenda**

Rice moved Bills supported to approve the agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Presentations**

Carmine Avantini and Elena Moeller-Young, Project Consultants for CIB Project Planning Inc. gave a presentation on the East and West DDA district development-tax increment financing plans and extensions.

**Public Hearings**

N/A

**Public Comment**

Open: 7:34 p.m.

No comments offered.

Closed: 7:35 p.m.

**Reports/Board Comments**

- A. Current List of Boards and Commissions – Appointments as needed**
- B. August Monthly Activity Report**
- C. Planning Commission, EDA and ZBA updates by Community and Economic Development Director**

The Planning Commission appointed Jeff Siler and Phil Hertzler to the Sidewalk and Pathways Prioritization Committee on Tuesday August 17, 2021. The ZBA will be meeting on September 1, 2021

**D. Board Member Reports**

Hauck – Gave updates on the Road Commission.

Mielke – The next Intergovernmental meeting will be virtual September 20, 2021.

Rice – Taxes are due September 14, 2021.

Bills – Attended an Election Commissioners meeting August 16<sup>th</sup>, the Council of Governments meeting August 18<sup>th</sup>, and the Isabella County Board of Commissioners meeting.

**Consent Agenda**

- Communications
- Minutes – July 28, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay

- Fire Reports

**Hauck** moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

### **New Business**

**A. Discussion/Action: (Nanney) Resolution to set Public Hearing for the updated East and West DDA District development-tax increment financing plans**

**Bills** moved **Brown** supported to set an October 13, 2021 public hearing date for the updated East and West DDA District development and tax increment financing plans consistent with Public Act 57 of 2018, the Recodification Tax Increment Financing Act 57 of 2018, the Recodification Tax Increment Financing Act. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Stuhldreher) Policy Governance 2.9 Collaboration with Other Entities**

Discussion by the Board

**C. Discussion/Action: (Board of Trustees) Policy Governance 4.2 Accountability of the Township Manager**

Discussion by the Board

**D. Discussion/Action (Board of Trustees) Policy Governance 4.5 Compilation of Individual Board member's Township Manager's Performance Review**

Discussion by the Board

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

Open 9:39 p.m.

No comments were offered.

Closed: 9:39 p.m.

**MANAGER COMMENTS**

Consumers Energy is offering free ice cream to the community August 26, 2021, 12 p.m. – 4 p.m.

The Joint meeting is scheduled for August 31, 2021.

The Township Manager will be out the week of August 30<sup>th</sup>. Sherrie Teall will be Acting Township Manager for the period of August 30 – September 3.

**Cody** moved **Brown** supported to cancel the August 31<sup>st</sup> Joint meeting. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**FINAL BOARD MEMBER COMMENTS**

**Brown** – Extremely proud to be serving as a Trustee on the Charter Township of Union Board.

**Bills** – Supported Browns statement and wished everyone a Happy Labor Day.

**Thering** – Is pleased with the discussion of the Township Manager Performance Review

**Rice** – Appreciated the discussion of the Township Manager's Performance Review and reminder that taxes are due.

**Mielke** – Respects the different views of the Board.

**Hauck** – Urging people to watch the roads as students return to school.

**ADJOURNMENT**

**Cody** moved **Brown** supported to adjourn the meeting at 9:48 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

DRAFT

| Check Date               | Bank | Check   | Vendor | Vendor Name                       | Description                              | Amount          |
|--------------------------|------|---------|--------|-----------------------------------|--|-----------------|
| Bank 101 POOLED CHECKING |      |         |        |                                   |  |                 |
| 09/08/2021               | 101  | 20 (S)  | 00703  | WASTE MANAGEMENT OF MICHIGAN, INC | DUMPSTER SERVICE-WTR SEP 2021            | 0.06            |
|                          |      |         |        |                                   | DUMPSTER SERVICE-TWP SEP 2021            | 40.19           |
|                          |      |         |        |                                   | DUMPSTER SERVICE-MCDONALD SEP 2021       | 52.15           |
|                          |      |         |        |                                   | DUMPSTER SERVICE-SHOP SEP 2021           | 27.99           |
|                          |      |         |        |                                   | DUMPSTER SERVICE-JAMESON AUG 2021        | 102.10          |
|                          |      |         |        |                                   | DUMPSTER SERVICE-WWTP SEP 2021           | (222.49)        |
|                          |      |         |        |                                   |  | <u>0.00</u>     |
| 09/01/2021               | 101  | 461 (E) | 00527  | PITNEY BOWES GLOBAL FINANCIAL LLC | POSTAGE METER LEASE-3RD Q 2021           | 462.75          |
| 09/01/2021               | 101  | 462 (E) | 00146  | CONSUMERS ENERGY                  | 4511 E RIVER RD                          | 12,410.01       |
| 09/01/2021               | 101  | 463 (E) | 01105  | MASTERCARD                        | MASTERCARD-NANNEY                        | 59.99           |
|                          |      |         |        |                                   | MASTERCARD-STUHLDRERHER                  | 44.97           |
|                          |      |         |        |                                   | MASTERCARD-TEALL                         | 120.00          |
|                          |      |         |        |                                   | MASTERCARD-CODY                          | 35.45           |
|                          |      |         |        |                                   | MASTERCARD-ROCKAFELLOW                   | 130.89          |
|                          |      |         |        |                                   | MASTERCARD-FUSSMAN                       | 126.94          |
|                          |      |         |        |                                   | MASTERCARD-RADAR                         | 182.44          |
|                          |      |         |        |                                   | MASTERCARD-MCBRIDE                       | 2,903.61        |
|                          |      |         |        |                                   | MASTERCARD-HOHLBIEN                      | 312.95          |
|                          |      |         |        |                                   | MASTERCARD-COFFELL                       | 163.38          |
|                          |      |         |        |                                   | MASTERCARD-DEARING                       | 841.92          |
|                          |      |         |        |                                   | MASTERCARD-THEISEN                       | 38.11           |
|                          |      |         |        |                                   | MASTERCARD-OCKERT                        | 570.05          |
|                          |      |         |        |                                   | MASTERCARD-BEBOW                         | 352.16          |
|                          |      |         |        |                                   | MASTERCARD- WALDRON                      | 567.66          |
|                          |      |         |        |                                   |  | <u>6,450.52</u> |
| 08/30/2021               | 101  | 23102   | 01336  | CYNTHIA M VELDT-DIETSCH           | ELECTION WORK-AUGUST 2021                | 248.00          |
| 09/08/2021               | 101  | 23103   | 00020  | JAMES ALWOOD                      | WELL SITE LEASE-AUGUST 2021              | 632.08          |
| 09/08/2021               | 101  | 23104   | 00066  | BILL'S CUSTOM FAB, INC.           | LIFT LUG FOR PUMP STATION REPAIR         | 55.27           |
| 09/08/2021               | 101  | 23105   | 00095  | C & C ENTERPRISES, INC.           | CAN LINERS/DISINFECTANT/BATH TISSUE-PARK | 340.55          |
|                          |      |         |        |                                   | JANITORIAL SUPPLIES-TWP HALL             | 112.00          |
|                          |      |         |        |                                   | C-FOLD TOWELS                            | 136.50          |
|                          |      |         |        |                                   |  | <u>589.05</u>   |
| 09/08/2021               | 101  | 23106   | 01528  | CENTRAL MICHIGAN SURVEYING & DEV  | JAMESON PARK-PREP FINAL CONSTR PLAN      | 1,250.00        |
| 09/08/2021               | 101  | 23107   | 01623  | CLARK HILL PLC                    | LEGAL FEES FOR PUNG MATTER-JULY 2021     | 240.00          |
| 09/08/2021               | 101  | 23108   | 00129  | CMS INTERNET, LLC                 | ONSITE COMPUTER SUPPORT FOR ELECTION-AUG | 2,175.00        |
| 09/08/2021               | 101  | 23109   | 01024  | CODE OFFICIALS CONFERENCE-MI      | 2021 FALL CONFERENCE-SOMMER              | 285.00          |
| 09/08/2021               | 101  | 23110   | 00155  | COYNE OIL CORPORATION             | FUEL IN TOWNSHIP VEHICLES-AUG 2021       | 1,092.02        |
| 09/08/2021               | 101  | 23111   | 01171  | DBI BUSINESS INTERIORS            | ADHESIVE LABELS FOR BLDG DEPT            | 33.65           |
| 09/08/2021               | 101  | 23112   | 00201  | ELHORN ENGINEERING COMPANY        | BULK CHLORINE/LIQUID AQUADENE            | 4,590.00        |
| 09/08/2021               | 101  | 23113   | 01219  | ERC ASSOCIATES, LLC               | FOUR DRUMS OF CATIONIC POLYMER           | 7,020.00        |
| 09/08/2021               | 101  | 23114   | 00231  | FOUR SEASON'S EXTERMINATING       | TWP HALL-INSF/TREATMENT-JULY 2021        | 40.00           |
| 09/08/2021               | 101  | 23115   | 00257  | GOURDIE-FRASER, INC.              | SITE RESEARCH-TYPE 1 WATER WELL SYSTEM   | 1,700.00        |
|                          |      |         |        |                                   | SEWER PUMP STN #12-BY-PASS MANHOLE UPGRA | 1,875.00        |
|                          |      |         |        |                                   |  | <u>3,575.00</u> |
| 09/08/2021               | 101  | 23116   | 00261  | GRAINGER                          | PRESSURE REGULATOR                       | 232.56          |
|                          |      |         |        |                                   | SLOW CLOSING SOLENOID VALVE              | 617.08          |
|                          |      |         |        |                                   |  | <u>849.64</u>   |

09/01/2021 04:52 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 08/26/2021 - 09/08/2021

| Check Date | Bank | Check | Vendor | Vendor Name                         | Description                              | Amount               |
|------------|------|-------|--------|-------------------------------------|--|----------------------|
| 09/08/2021 | 101  | 23117 | 01324  | KENEWELL GROUP                      | BUSINESS CARDS-RENTAL INSPECTOR          | 61.00                |
| 09/08/2021 | 101  | 23118 | 00360  | KIMBALL MIDWEST                     | HANDLE/WHEEL                             | 201.13               |
| 09/08/2021 | 101  | 23119 | 01356  | MCLAREN CENTRAL MICHIGAN            | NEW HIRE DRUG SCREEN                     | 27.00                |
| 09/08/2021 | 101  | 23120 | 00506  | MEEKHOF TIRE SALES & SERVICE INC    | 2016 FORD F150-TIRE/REPAIR               | 635.60               |
| 09/08/2021 | 101  | 23121 | 00494  | NORTH CENTRAL LABORATORIES          | BUFFER SOLUTION/VACUSHIELDS/CLEAR TUBING | 572.30               |
| 09/08/2021 | 101  | 23122 | 00497  | NORTHERN INDUSTRIAL SUPPLY          | DOUBLE INTERLOCK BEARING                 | 2,156.25             |
| 09/08/2021 | 101  | 23123 | 00597  | SHERWIN WILLIAMS                    | PAINT-PARKS                              | 102.52               |
| 09/08/2021 | 101  | 23124 | 01654  | TRACE ANALYTICAL LABORATORIES, INC. | EPA MONITORING REQUIREMENTS              | 652.90               |
| 09/08/2021 | 101  | 23125 | 01013  | USA BLUE BOOK                       | DATALOGGING THERMOMETER                  | 381.71               |
|            |      |       |        |                                     | JUNCTION BOX & WATERPILOT TRNSMTR        | 1,280.34             |
|            |      |       |        |                                     |  | <u>1,662.05</u>      |
| 09/08/2021 | 101  | 23126 | 01314  | VERIZON WIRELESS                    | CELL PHONES 7-16-21 TO 8-15-21           | 1,192.35             |
| 09/08/2021 | 101  | 23127 | 00723  | WINN TELECOM                        | PHONE SERVICE 9/1/21-9/30/21             | 335.99               |
|            |      |       |        |                                     |  | <u><u>335.99</u></u> |

101 TOTALS:

|                            |                  |
|----------------------------|------------------|
| Total of 30 Checks:        | 49,597.08        |
| Less 0 Void Checks:        | 0.00             |
| Total of 30 Disbursements: | <u>49,597.08</u> |

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

**CHECK DATE: September 02, 2021**

**PPE: August 28, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

|  |    |                     |
|--|----|---------------------|
| General Fund                                 | \$ | 34,492.52           |
| Fire Fund                                    |    |                     |
| EDDA   |    |                     |
| WDDA   |    |                     |
| Sewer Fund                                   |    | 35,789.92           |
| Water Fund                                   |    | 25,187.69           |
| <b>Total To Transfer from Pooled Savings</b> |    | <b>\$ 95,470.13</b> |

**NOTE: CHECK TOTAL FOR TRANSFER**

|   |    |                     |
|---|----|---------------------|
| Gross Payroll                             | \$ | 64,861.50           |
| Employer Share Med                        |    | 870.49              |
| Employer Share SS                         |    | 3,721.96            |
| SUI                                       |    | 69.32               |
| Pension-Employer Portion                  |    | 5,149.60            |
| Workers' Comp                             |    | 637.63              |
| Life/LTD                                  |    | 551.05              |
| Dental                                    |    | 1,340.73            |
| Health Care                               |    | 22,283.91           |
| Vision                                    |    | 394.29              |
| Vision Contribution                       |    | (197.14)            |
| Health Care Contribution                  |    | (4,213.21)          |
| Cobra/Flex Administration                 |    |                     |
| PCORI Fee                                 |    | -                   |
| <b>Total Transfer to Payroll Checking</b> |    | <b>\$ 95,470.13</b> |

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 Huck

**MONTH, YEAR:** August 2021

| Date<br>MM/DD | Meeting               | Time Attended |              | Total   |
|---------------|-----------------------|---------------|--------------|---------|
|               |                       | 1hr or less   | More than Hr |         |
| 8-12          | I.C.R.C.              |               | X            | \$75.00 |
| 8-16          | Elections Commission  | X             |              | 50.00   |
| 8-18          | Council of Government | X             |              | 50.00   |
| 8-20          | Elections Commission  | X             |              | 50.00   |
| 8-26          | I.C.R.C.              | X             |              | 50.00   |
|               |                       |               |              |         |
|               |                       |               |              |         |
|               |                       |               |              |         |
|               |                       |               |              |         |

**Signature:** Bill Huck

**Date:** 9-1-21

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.



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher, Township Manager                      **DATE:** September 1, 2021  
**FROM:** Kim Smith, Public Service Director                      **DATE FOR BOARD CONSIDERATION:** September 8, 2021  
**ACTION REQUESTED:** Adoption of Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on September 22, 2021 at 7:00 p.m. 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 formal petition was reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their August 11, 2021 regular meeting.

After approval of Resolution #1 the next step in the special assessment process is that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 is presented to the Township Board of Trustees for consideration.

The purpose of Resolution #2 is as follows:

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

**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 adopt Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #2 and set the date and time of the first of two Public Hearings for September 22, 2021 at 7:00 p.m.

Upon approval of Resolution #2 the next step in the process can be initiated. The next step in the process is to mail notice of the special assessment district and public hearing to all property owners included in the district, and publish the notice in the local newspaper. Notification must be done at least ten days prior to the first public hearing.

**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**

2022 Construction

**RESOLUTION**

It is Resolved to adopt Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on September 22, 2021 at 7:00 p.m. for the establishment of a Paving Special Assessment District.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

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

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

At a regular meeting of the Charter Township of Union Board of Trustees (“Township Board”) 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 is in receipt of a cost estimate describing the improvement and its estimated cost;

**WHEREAS**, the Township Board is in receipt of a description of the proposed special assessment district;

**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 cost estimate describing the improvement and its estimated cost. The cost estimate is attached hereto as **Exhibit A**.
2. The Township Board is in receipt of a description of the proposed special assessment district. The description of the proposed special assessment is attached hereto as **Exhibit B**.
3. The Township Board tentatively approves its intention to make the improvement as described in **Exhibit A** hereto.
4. The Township Board tentatively approves its intention to designate the special assessment district as described in **Exhibit B** hereto.
5. The first of two public hearings on the proposed improvement and special assessment district will be held on September 22, 2021 at 7:00 p.m. local time.

6. The Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with MCL § 41.724a.
7. The cost estimate and description of the proposed special assessment district are to be filed with the Township Clerk.
8. The Township Clerk is directed to make the cost estimate, petition, and description of the proposed special assessment district available for public examination.

**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

**Carriage Hill Estates #1 & #2 Paving Special Assessment District  
Exhibit A  
Union Township Cost Estimate**

**Project Description:**

TYPE OF WORK: Grind and Pave 2 1/2", 1" Gravel Shoulder

STREETS IMPROVED: Carriage Lane

TOTAL LENGTH: .36 Mile

TOTAL PARCELS 16

**PROJECT COST\*:**

| ITEM   | AMOUNT               |
|--|----------------------|
| Engineering  | \$0                  |
| Construction Grind & Pave 2 1/2", 1" gravel Shoulder | \$ 102,691.60        |
| Administration                                       | \$ -                 |
| Legal, Publishing, Postage                           | \$ 8,402.00          |
| <b>TOTAL PROJECT COST</b>                            | <b>\$ 111,093.60</b> |
| <b>TOTAL ASSESSMENT*</b>                             | <b>\$ 111,093.60</b> |

**COST PER LOT:**

Full assessment to front lots

| LOT TYPE  | LUMP SUM           | PER YEAR |
|-----------|--------------------|----------|
| Front Lot | <b>\$ 6,943.35</b> |          |
|           |                    |          |

**\*Notes:**

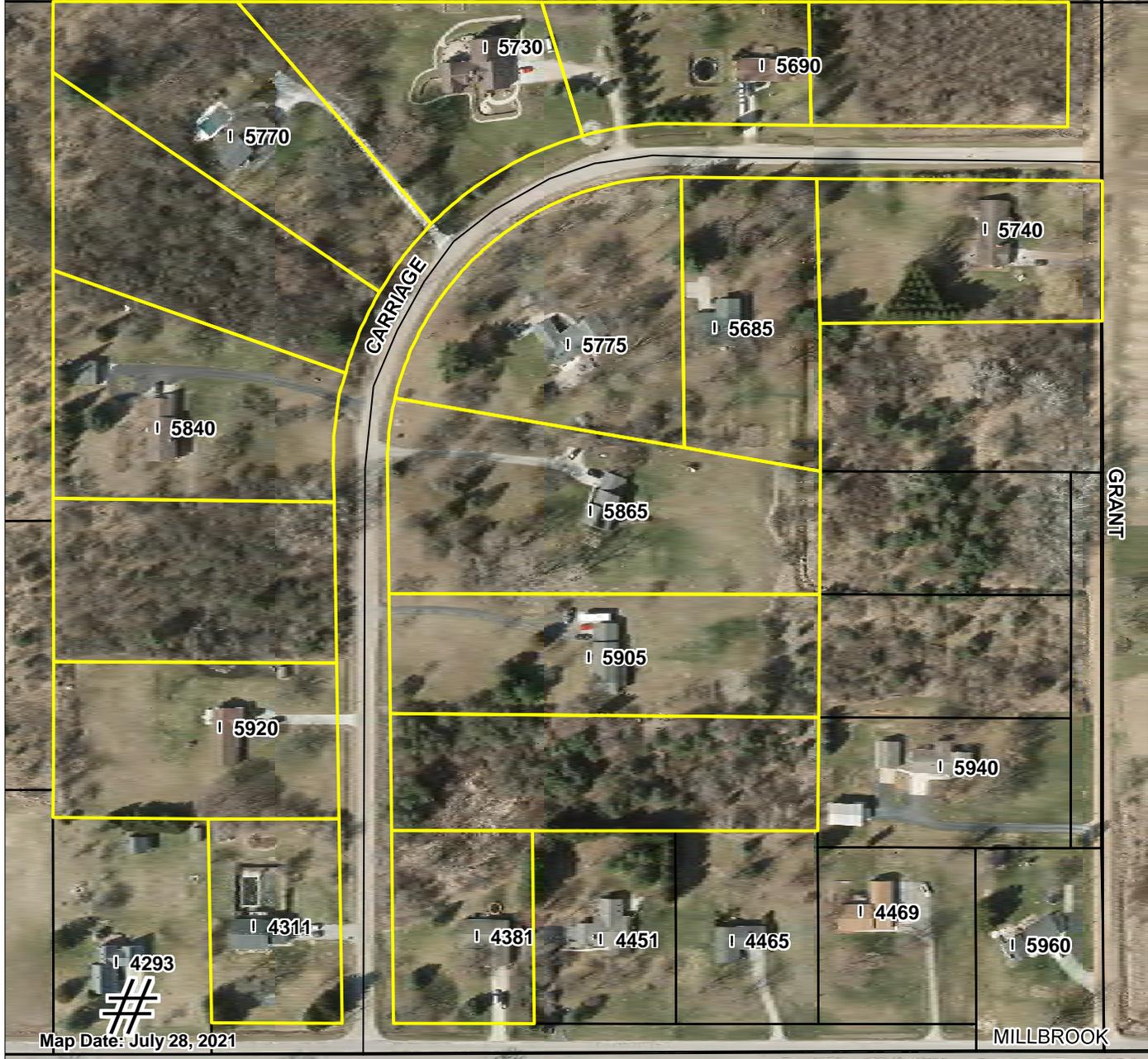
Costs are approximate, actual costs may be more or less based upon 2021/2022 bid unit prices  
Publishing, and legal cost estimate - 9% of estimated 2021 construction cost  
Construction cost estimate - 10% increase over amount provided by ICRC  
in anticipation of inflationary increases over 2021 construction cost

Carriage Hill Estates #1 #2 Subdivision  
Special Assessment District Description  
Exhibit B

| PARCEL NUMBER           | PROPERTY ADDRESS               | TOTAL FRONT FEET |
|-------------------------|--------------------------------|------------------|
| 14-035-30-012-00        | SMITH MICHAEL J & CINDY A      | 180.50           |
| 14-051-00-001-00        | SALEM WILLIAM J                | 165.00           |
| 14-051-00-002-00        | D & D REAL ESTATE              | 180.50           |
| 14-053-00-009-00        | D & D REAL ESTATE INVEST, LLC  | 330.00           |
| 14-053-00-010-00        | WARNER TIMOTHY & JULIE         | 286.96           |
| 14-053-00-011-00        | PARTIE BRIAN & JEANINE         | 223.79           |
| 14-053-00-012-00        | LAPHAM DAVID & CAROLYN TRUST   | 110.00           |
| 14-053-00-013-00        | D & D REAL ESTATE INVEST, LLC  | 110.00           |
| 14-053-00-014-00        | DOLE BRYAN & JILL              | 161.77           |
| 14-053-00-015-00        | D & D REAL ESTATE INVEST, LLC  | 200.00           |
| 14-053-00-016-00        | COVARRUBIAS MICHAEL G & JOAN M | 200.00           |
| 14-053-00-017-00        | D & D REAL ESTATE INVEST, LLC  | 150.00           |
| 14-053-00-018-00        | MUNLEY VINCENT P & JENNIFER L  | 150.00           |
| 14-053-00-019-00        | MCDONALD BRIAN & LARA L        | 246.36           |
| 14-053-00-020-00        | PETERSON ROBERT P              | 240.00           |
| 14-053-00-021-00        | WOERLE NORMAN & SUSAN          | 170.00           |
| <b>Total Front Feet</b> |                                | <b>3104.88</b>   |

"All parcels with frontage on the portion of Carriage Lane .36 mile from Millbrook Road to Grant Road, all lying within the Charter Township of Union, Isabella County.

## 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    |

**From:** [Kim Smith](#)  
**To:** [Pat Gaffney](#)  
**Cc:** [Jalene A. Sandel](#); [Tony Casali](#); [Mark Stuhldreher](#)  
**Subject:** RE: Carriage Hill Estates #1 & #2 Paving Special Assessment District  
**Date:** Tuesday, August 31, 2021 11:36:22 AM  
**Attachments:** [image001.png](#)

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Pat,

Hi, the steps to the special assessment district cannot be completed and the Isabella County Road Commission notified that construction can commence until **at the very least November 11, 2021**. I have attached a schedule spreadsheet which outlines tentative dates for each of the next which are Steps 2 - 15. This schedule is dependent on the Road Commission, and Township staff getting each of the items outlined completed by the dates highlighted in yellow. This is a very aggressive schedule and does not take in to account if any issues arise or if Publication of Notices of Public Hearings is delayed.

## Kim Smith



Department of Public Services  
Charter Township of Union  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
Phone (989) 772-4600 ext. 224  
Fax (989) 773-1988  
Visit us on the Web at  
<http://www.uniontownshipmi.com>

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**From:** Pat Gaffney <PGaffney@isabellaroads.com>  
**Sent:** Tuesday, August 31, 2021 8:15 AM  
**To:** Kim Smith <ksmith@uniontownshipmi.com>  
**Cc:** Jalene A. Sandel <JSandel@isabellaroads.com>; Tony Casali <TCasali@isabellaroads.com>; Mark Stuhldreher <mstuhldreher@uniontownshipmi.com>  
**Subject:** RE: Carriage Hill Estates #1 & #2 Paving Special Assessment District

Kim,

How long before your process is complete?

Patrick J. Gaffney, PE  
Engineer Superintendent  
Isabella CRC  
989-773-7131 x115  
989-772-2371 fax  
[pgaffney@isabellaroads.com](mailto:pgaffney@isabellaroads.com)

---

**From:** Kim Smith <[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)>  
**Sent:** Monday, August 30, 2021 4:41 PM  
**To:** Pat Gaffney <[PGaffney@isabellaroads.com](mailto:PGaffney@isabellaroads.com)>  
**Cc:** Jalene A. Sandel <[JSandel@isabellaroads.com](mailto:JSandel@isabellaroads.com)>; Tony Casali <[TCasali@isabellaroads.com](mailto:TCasali@isabellaroads.com)>; Mark Stuhldreher <[mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)>  
**Subject:** RE: Carriage Hill Estates #1 & #2 Paving Special Assessment District

Pat,  
Thank you, do you have a deadline date for approval of the work in order for it to be completed this year? I fear we are running out of time to get all of the steps completed for the assessment district for construction this year. If you can provide a deadline date I can determine if we will have time for all of the proper notices and steps.

Thank you,

**Kim Smith**



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**From:** Pat Gaffney <[PGaffney@isabellaroads.com](mailto:PGaffney@isabellaroads.com)>  
**Sent:** Monday, August 30, 2021 12:42 PM  
**To:** Kim Smith <[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)>  
**Cc:** Jalene A. Sandel <[JSandel@isabellaroads.com](mailto:JSandel@isabellaroads.com)>; Tony Casali <[TCasali@isabellaroads.com](mailto:TCasali@isabellaroads.com)>; Mark Stuhldreher <[mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)>  
**Subject:** RE: Carriage Hill Estates #1 & #2 Paving Special Assessment District

Kim,

That is the current price to do the work in this construction season.

Patrick J. Gaffney, PE  
Engineer Superintendent  
Isabella CRC  
989-773-7131 x115  
989-772-2371 fax  
[pgaffney@isabellaroads.com](mailto:pgaffney@isabellaroads.com)

---

**From:** Kim Smith <[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)>  
**Sent:** Monday, August 30, 2021 10:16 AM  
**To:** Pat Gaffney <[PGaffney@isabellaroads.com](mailto:PGaffney@isabellaroads.com)>  
**Cc:** Jalene A. Sandel <[JSandel@isabellaroads.com](mailto:JSandel@isabellaroads.com)>; Tony Casali <[TCasali@isabellaroads.com](mailto:TCasali@isabellaroads.com)>; Mark Stuhldreher <[mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)>  
**Subject:** FW: Carriage Hill Estates #1 & #2 Paving Special Assessment District

Pat,  
Good morning, have you had an opportunity to update the cost estimate for Carriage Hill Estates #1 & #2? The residents in this area are anxious to get this project completed this year. There are still several steps to complete the special assessment district before the construction can begin. What is the latest date you will need approval to proceed with this project in order to complete the work during this construction season?

Thank you,

**Kim Smith**



Department of Public Services  
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**From:** Kim Smith  
**Sent:** Wednesday, August 18, 2021 9:51 AM  
**To:** Pat Gaffney <[PGaffney@isabellaroads.com](mailto:PGaffney@isabellaroads.com)>  
**Subject:** FW: Carriage Hill Estates #1 & #2 Paving Special Assessment District

Good morning,  
Just checking in if you have had an opportunity to take a look at the cost estimate. I originally had the next step on the August 25, 2021 agenda. I will need the updated cost estimate today so I can prepare the item for the agenda. If that is not possible then I will move the item to the first meeting in September.

Thank you,

**Kim Smith**



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---

**From:** Kim Smith  
**Sent:** Thursday, August 12, 2021 10:36 AM  
**To:** Pat Gaffney <[PGaffney@isabellaroads.com](mailto:PGaffney@isabellaroads.com)>

**Cc:** Jalene A. Sandel <[JSandel@isabellaroads.com](mailto:JSandel@isabellaroads.com)>; Mark Stuhldreher <[mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)>; Tony Casali <[TCasali@isabellaroads.com](mailto:TCasali@isabellaroads.com)>  
**Subject:** Carriage Hill Estates #1 & #2 Paving Special Assessment District

Pat,

Good morning, the Township Board of Trustees accepted the Certificate of Validity and approved Resolution #1 for the Carriage Hill Estates #1 & #2 Paving Special Assessment District at their meeting last night. The next step in the process is for the Township to request a formal cost estimate from the Road Commission for the work.

- 1. 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.**

I have attached the last estimate provided for circulation of the petition. Please review the original estimate of \$93,356 and update as appropriate. Once you have had an opportunity to review, update, and return the estimate I will forward to the Township Clerk. The next action item for the special assessment district will be Resolution #2 which will set the first public hearing. This item is scheduled to be presented to the Board of Trustees at their August 25, 2021 meeting.

On another note, thank you for adding the cross walk striping for Mary McGuire School to PK's list. When I heard they were in town at the meeting I was hopeful this could get added.

If you have any questions, please let me know.

**Kim Smith**



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## Carriage Hill Estates #1 & #2 Schedule

|  |  |           |
|--|--|-----------|
| <b>Step 1 Informal Petition</b>                                  |  |           |
|  | Provided to Circulator   | 3/15/2021 |
|  | Received Informal Petition from Circulator   | 6/21/2021 |
| <b>Step 2 Feasibility Review</b>                                 |  |           |
|  | Completed  | 6/22/2021 |
|  | Informal Petition presented to BOT   | 6/23/2021 |
| <b>Step 3 Formal Petition</b>                                    |  |           |
|  | Requested Formal Petition Cost Estimate ICRC   | 6/24/2021 |
|  | Received Formal Petition Cost Estimate ICRC  | 7/7/2021  |
|  | Formal Petition Circulation Notice Mailed  | 7/15/2021 |
|  | Formal Petition Provided to Circulator   | 7/15/2021 |
|  | Formal Petition Received   | 7/22/2021 |
| <b>Step 4 Petition Sufficiency</b>                               |  |           |
|  | Formal Petition Feasibility Completed Assessor & Clerk                                       | 7/27/2021 |
| <b>Step 5 Resolution #1</b>                                      |  |           |
|  | Formal Petition presented to BOT   | 8/11/2021 |
|  | Requested Cost Estimate from ICRC  | 8/12/2021 |
|  |  | 8/18/2021 |
|  |  | 8/30/2021 |
|  | Received Confirmation of Cost Estimate from ICRC   | 8/30/2021 |
| <b>Step 6 Resolutin #2</b>                                       |  |           |
|  | Tenative Presentation to BOT   | 9/8/2021  |
| <b>Step 7 Notice of Public Hearing (at least 10 days before)</b> |  |           |
|  | Tentative Mailing of Notice of Public Hearing  | 9/10/2021 |
|  | Tentative Publication of Notice of Public Hearing  | 9/12/2021 |
| <b>Step 8 1st Public Hearing</b>                                 |  |           |
|  |  | 9/22/2021 |
| <b>Step 9 Resolution #3</b>                                      |  |           |
|  |  | 9/22/2021 |
| <b>Step 10 Bids</b>  |  |           |
|  | Final Cost Estimate from ICRC requested  | 9/23/2021 |
|  | Final Cost Estimate received from ICRC   |           |
|  | Assessor to complete per lot cost based on final cost estimate and create special assmt roll |           |

|  |            |
|--|------------|
| <b>Step 11 Resolution #4</b>               |            |
| Rcvd Special Assessment Roll from Assessor |            |
| Resolution #4 presented to BOT             | 10/20/2021 |

|   |            |
|---|------------|
| <b>Step 12 Notice of 2nd Public Hearing (at least 10 days before)</b> |            |
| Tentative Mailing of Notice of Public Hearing                         | 10/22/2021 |
| Tentative Publication of Notice of Public Hearing                     | 10/24/2021 |

|                                   |            |
|-----------------------------------|------------|
| <b>Step 13 2nd Public Hearing</b> |            |
| Tentative 2nd Public Hearing Held | 11/10/2021 |

|                                |            |
|--------------------------------|------------|
| <b>Step 14 Resolution #5</b>   |            |
| Resolution #5 presented to BOT | 11/10/2021 |

|   |            |
|---|------------|
| <b>Step 15 Bid Award</b>                                    |            |
| ICRC informed that construction can begin by Union Township | 11/11/2021 |

**Step 16 Notice of Assessment**

**Step 17 Commence Construction**

**Step 18 Implement Assessment**