



BOARD OF TRUSTEES
Regular Meeting
September 22, 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
 - A. Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District
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. September Monthly Activity Report
 - C. Planning Commission, EDA and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 8, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Well #4 Cleaning and Maintenance Bid Award

10. NEW BUSINESS

- A. Discussion/Action: Carriage Hill Estate #1 & #2 Subdivision Paving Special Assessment District Resolution #3
- B. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication and Support to the Board
- C. Discussion/Action: (Stuhldreher) Policy Governance 4.0 Global Governance-Management Connection
- D. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control

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

Charter Township of Union

To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: September 16, 2021
Re: September Monthly Activity Report

Attached is the monthly activity report for September.

The intent of the report is to provide the Board, the organization, and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: September 2021

Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

Prior Month Activities

Township Manager

- Provided direction, support, and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended in person the monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Attended Council of Governments meeting held at McDonald Park Pavilion
- Spoke with several citizens and others regarding a variety of issues
- Attended Chip River Master Plan meeting-final report is due this fall
- Continue to review of American Rescue Plan Act as it relates to funding provided to the Township
 - Project eligibility rules
 - Periodic reporting rules
 - Attended several webinars on this subject
- Worked on FY '22 budget recommendation
- Township Manager on vacation last week in June

Finance Department

- No report submitted

Community and Economic Development Department

Economic Development Activities (1.1, 1.2, 1.6):

- Building Services Clerk arranged for summer Gateway banners to be taken down and replaced with Fall banners.
- The Community and Economic Development Director worked with the project consultant, CIB Planning, to complete the draft DDA Development/Tax Increment Financing Plans for EDA Board review, and a Board of Trustees public hearing.
- The EDA Board reviewed the draft DDA development and tax increment financing plans to extend the term of the East and West DDA Districts and to expand the boundaries of the East DDA District and acted during their regular August meeting to adopt two (2) resolutions to start the adoption process and send the draft plan updates to the Board of Trustees for a public hearing.
- The Community and Economic Development Director served as the acting Chair for the monthly meeting of the Airport Joint Operations Board, held remotely via Zoom.
- The Community and Economic Development Director worked with the Assessor and the Public Services Director to conduct a preliminary evaluation of approximately 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for potential sale, based on an enquiry of interest from a private party interested in developing the land. The parcels were purchased by the Township out of a tax foreclosure in 1999 and are occupied only by an existing billboard sign that provides \$900.00 per year in lease revenues. Recent (2020) changes to the General Property Tax Act have made it much easier for the Township to dispose of land that had been subject to a foreclosure-related purchase. (1.1, 1.6)
- The Building Services Clerk submitted an updated request to Block Electric to complete repairs to six malfunctioning streetlights along the E. Pickard Rd. (M-20) corridor.

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

- The Building Official (Larry Sommer) provided the following services during the month:
 - 57 Inspections
 - 9 Permits issued
 - 9 Certificate of Occupancies
 - 22 rental inspections)
 - Completion of Mt. Pleasant Surgery Center remodel.
 - Follow up phone calls
- The Building Services Clerk provided the following services during the month:
 - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
 - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
 - Supported the Community and Economic Development Director and Economic Development Authority Board with board packets and minutes.
 - Helped with processing of two (2) Freedom of Information Act (FOIA) requests.

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The former Rental Inspector Larry Sommer provided in office training and two (2) full days of in-the-field training for the new Rental Inspector Eric Miller

- The Rental Inspector (Eric Miller) is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 119 units).
- Expired certificate scheduling.
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants. Still, some from landlords/ managers wondering about how inspections will continue and working with us. Some conversation on the timing with last years "catch-up" and this year's "regular" inspection timing.
- Informing various departments of items that may be of concern or of note that have been observed throughout the Township (tall grass, construction without permits, site plan verifications, etc.). (uncut grass), Passed info on grass on Jenchris St. (1).
- Contacts with local inspectors, enforcement, and fire personal. Trying to start our usual monthly meeting back up, some able/willing to attend, lower turnout so far.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals

Zoning Administration Activities (1.1):

- The Community and Economic Development Director and Zoning Administrator met again with the owner's legal representation for 981 Craig Hill Road to discuss the owner's plans for a potential museum on site with a petting zoo. Discussed current ordinance violations on the site, including work performed without permits and establishment of unlawful uses. Discussed options for resolving the violations.
- The Community and Economic Development Director and Zoning Administrator reviewed two (2) site plan approval applications and prepared corresponding reports and recommendations for the Planning Commission.
- The Zoning Administrator also provided the following services:
 - Six (6) Zoning review approval letters for building permit applications.
 - Six (6) building and fence projects for which the required building or zoning permit had not been secured were identified through MissDig notifications.
 - Four (4) yard sale permits.
- The Community and Economic Development Director and Zoning Administrator met with interested residential developer on ZOOM regarding more housing in the SE ¼ Section 28.

Ordinance Enforcement Activities

- 4941 E. Valley Rd. Complaint of excess number of junk vehicles. Owner responded to the notice of violation and has removed the junk vehicles. This matter is now closed.
- 295 S. Bamber Rd. Unlawful signage and vehicle parking. Owner responded promptly to a verbal notice of the violations and removed the vehicle and signage. This matter is now closed.
- 5935 E. Pickard Rd. (Biggby Coffee). Upon receiving a verbal notice of violation, the business owner took prompt action to remove the temporary signage installed between the sidewalk and the curb on the north side of E. Pickard Rd. (M-20). This matter is now closed.
- E. Pickard Rd. (PID 14-018-10-001-04). The junk vehicles, debris, and dilapidated buildings on land owned by Brad Wood (recently deceased) were cleaned up through private action. This matter is now closed.
- 2185 Carter St. Tall grass complaint. The yard was mowed at the owner's expense by the Township's contractor.

- 2226 2nd St. Tall grass complaint. The yard was mowed at the owner's expense by the Township's contractor.
- Building Official worked in conjunction with Mt. Pleasant Fire Lieutenant Brad Doepker to resolve violations associated with a person found to be living in a self-storage unit
- 23 Meridian Rd. Owner notified of violations related to excessively tall grass and multiple junk vehicles in yard. Owner responded with mowing most of the lawn; lawn out to the road rights-of-way still needs to be cut. Four (4) of the vehicles are operable, insured, and owned by owner of property, and so are allowed to remain. All other vehicles have been removed. The dilapidated barn structure has been demolished, but the debris still needs to be removed. A follow up notice for remaining violations is in process.
- 2120 Yats Dr. - Junk and excessively tall grass complaints. Home is not occupied; staff was able to track down the owner who currently lives in the City of Mt. Pleasant. The owner failed to respond to multiple notices of violation. A second civil infraction tickets will be issued for failure to correct the junk-related violations.
- 1727 E. Pickard Rd. Complaint of multiple campers located. A relative of the family has been contacted and notified of the problem. The violation is that a person who is not the owner has been living on site in a camper and brought multiple campers on site to renovate as a "hobby." This individual is now working to either scrap or transport the excess vehicles and campers to another site where they can lawfully conduct their activities. A civil infraction ticket will be issued to the owner and current "tenant" if violations are not resolved.
- 981 Craig Hill Rd. The owner, Cynthia Kilmer, began construction of an accessory structure on site without a permit. The owner and contractor were notified of the violation. The owner subsequently brought multiple farm animals and animal crates on to the property. Upon applying for a building permit, it was discovered that the structure would be used as part of a planned museum facility. A site visit was conducted, and a determination was sent to the owner of options available to legally pursue a museum on the site. A rezoning of the property to a PUD was an option explained to the owner. The current zoning ordinance does not permit a museum or petting zoo a use in the current B-5 zoned parcel. In response to several written and verbal notices, the owner has removed the chickens, rabbits, and associated animal crates from the property, and is now considering the site for a potential bookstore project.
- 4585 E. Pickard Road. Unlawful temporary signs in the road right-of-way. The business owner of the temporary signage installed between the sidewalk and the curb on the north side of E. Pickard Rd. (M-20) has been notified of the violations and the request for removal of the unlawful signage.

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

- The Planning Commission held a special August 10, 2021, Planning Commission meeting to review the set of "punch list" Zoning Ordinance amendments to address issues that have come up as part of implementation of the new Ordinance and set a 9/21/2021 public hearing for the amendments.
- During their regular August 17, 2021, meeting, the Planning Commission:
 - Approved the PSPR21-13 5048 – 5082 E. Pickard Rd. revised final site plan application, subject to several conditions.
 - Approved the PSPR21-14/16 Summerhill Village Clubhouse/Parking Improvements combined preliminary-final site plan application subject to several conditions.
 - Adopted a motion to continue electronic meetings through December consistent with the Open Meetings Act and the county's emergency declaration.

Zoning Board of Appeals Activities (1.1):

- The regular August meeting was cancelled due to a lack of agenda items.

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

- No meeting this month

Other Activities (1.1):

- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues.
- The Community and Economic Development Director and Jacob Kain (City Planner) met informally to discuss planning-related issues of mutual interest.
- Sidewalks - The Township's project engineer from Rowe for the 2021 sidewalk construction projects has completed draft construction plans for proposed sidewalks along E. Remus Rd. in the West DDA District and is in communication with Michigan Department of Transportation and county Road Commission staff regarding plans and necessary permits or approvals for construction of sidewalks within each agency's road rights-of-way. The Community and Economic Development Director and project engineer from Rowe are continuing to try to secure easements necessary for the planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd.

Public Services Department

Community well-being and the common good:

- Jameson Hall Rental – closed during August 2021
- Processed (1) ACH Request; processed (26) Transfers of Service/Final Bills; prepared (1) Misc. Invoice – Alwood Nursery; received/Processed (359) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Processed and mailed (212) Past Due/Shut-off notices and processed and applied penalties in the amount of \$6,310.46 on accounts with non-payments
- Prepared (3) cost estimates (3) permit for residential/commercial water and sewer services/meter purchases
- Prepared and coded department credit card and accounts payable statements/bills
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Prepared RFBA Jameson Hall Phase II Construction Bid Recommendation
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Moved election equipment back to Township Hall after August 3, 2021, election

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

- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- (204) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Department review and/or approval of (2) site plan, (1) building permits
- Continued working on 2021 Capital Improvement Projects/Purchases
- Monthly fire extinguisher, AED, and eye wash inspections

- Bid opening held on August 23, 2021, for the 2021 Combination Single Engine Dual Stage Sewer Cleaner with Hydrostatic Driven Vacuum System Mounted on a Heavy-Duty Chassis (vactor truck) purchase and began reviewing bids for the purchase of same
- Coordination, organization, and training of seasonal staff schedules and work duties
- Coordination with Hydro Corp regarding Cross Connection Control inspections
- Lead and copper samples program completed, and necessary reporting submitted to EGLE.
- Worked with Braun Kendrick and AKT Peerless Environmental Consultants regarding purchase of property located at 5800 E Pickard.
- Input FY2022 budget request into BSA for water, sewer, township hall building and grounds, public service roads, and parks.
- On- going work with contractor boring Nottawa Township sewer force main to ensure that they are finding and locating the townships water and sewer mains.
- Coordination with contractor and Consumers Energy working on Consumers Energy gas main located under R X R crossing on River Rd.
- Replaced grills at McDonald Park and Jameson Park.
- Updated and posted RFP for re-bid of six-inch centrifugal trash pump purchase – Bids due September 15, 2021
- Inspection, samples, and pressure testing of Menards fire hydrant relocation.
- Attended meeting to discuss Township Hall Capital Improvement Plan – Kim Smith
- Completed PubWorks update – Shawn McBride
- Project discussion/update meeting held with Gourdie Frasier and Public Service Staff
- Conference call held with developer regarding water and sewer connection charges on Lincoln Road.
- Review of Regional Storm Water Report completed for City of Mt. Pleasant by Fleis and Vanderbrink.
- Attended pre-construction meeting for Mission Creek Drain Project.
- Repaired water main hit by contractor working on Mission Creek Drain (McDonald Drive – O’Connor Drive, Sunfield Estates Area) and issued boil water notice in response to water main repair.
- Met with CMS regarding FY2022 Budget Recommendation.
- Attended Regional Storm Water Management Study meeting held by the City of Mt. Pleasant.
- WWTP - Finished EGLE/EPA Annual Additional Monitoring Requirement Sampling
- WWTP - Finished cleaning of Oxidation Ditch #4
- WWTP - Removed and repaired slide gates for Oxidation Ditch 1 & 2
- WWTP – Replaced seals for Oxidation Ditch 1 & 2 slide gates (Postponed due to Aerator 4 issue)
- WWTP - Conducted tour of plant (City of Mt. Pleasant WWTP Staff)
- WWTP - Completed EPA DMR/QC blind lab analysis samples
- WWTP - Completed first round of collection system mercury sampling
- WWTP - Removed and replaced Aerator #4 motor due to windings shorted out
- WWTP - Removed and replace Blower #1 overload contactor relay
- WWTP - Replaced solenoid valve on fine screen
- WWTP - Completed biosolids sampling in preparation for fall land application
- WWTP – Union Township Wastewater Treatment Plant – MWEA Spotlight article published
- Attended meeting with EGLE to review Limited Treatment Operator test – Shawn McBride
- Assisted Kennedy Industry working on Jamestown Apartments with setting fire flows after new meter installation.
- Total Trihalomethanes-Hao acetic Acids samples taken at WWTP and 3300 Deerfield Road.

- Worked on pump station number 6 new radio, and downloads to opto 22 controller. Added radio and controller IP address to word spreadsheet.
- Assisted Ryan with CMS to complete the installation of new bracket under sewer at Isabella Treatment Plant.
- Emergency call-in 2241 Honey bear Lane 8/5/2021 for water leak. In addition, completed service line inspection and GPS curb stop box location.
- Repair completed of on-site lift station located at Isabella Treatment Plant.
- Installed ECD chlorine equipment at Isabella Treatment Plant to trend PH, Free chlorine, and Total chlorine.
- Flushed fire hydrant at the corner of Pickard and Summerton Rd.
- Service line inspection 3295 Isabella Road, 5366 Palmer Street, and 2597 River Rd – Lead and Copper Requirement.
- Completed GPS coordinates for new Biggby Coffee B-Cubed located on Pickard Road, and Arboretum Apartments located on Liberty Drive.
- Updated control programs with Chris Parish – Perceptive Controls.
- Water tank inspections completed with LC Painting for water tower project scheduled to begin in September of 2021.
- Identification of water leak located on Lincoln Road – leak found at Arboretum Apartments
- Reviewed and provided review letter of water and sewer plans for proposed Doller General.
- Provided information to Turnkey Engineering in regard to the Den on Broomfield Road water and sewer plan requirements.
- Installed water meter at McDonald Park concession stand – turned water back on so Little League could repair and paint building interior.
- Bulk water meter issued - Home Depot parking lot work.
- Water line hit by Malley construction at 1315 Mission Rd assisted with isolation for repair of leak.
- Water leak 1604 High Street – water turn-off
- Water leak 5400-5402 Cambridge Terrace – assisted maintenance with isolation for repair of leak.
- Updated and installed new Sensus meter reading equipment.
- Prepared and issued RFP for maintenance and rehabilitation of Well #4 located at Meridian Well Site included in FY2021 Budget.
- Review of contract documents for Jameson Park Phase II
- Review of contract documents for Water Tower Maintenance Project
- Completed MML Accident Report and submittal for township Building Official involved in automotive accident.
- Coordinated with Hydro Corp and Patterson Plumbing to complete testing of all Township backflow preventers.
- Requested cost estimate from Isabella County Road Commission for Carriage Hill Estates #1 & #2 Paving Special Assessment District on August 12, 1021, August 18, 2021, and August 30, 2021.
- Answered questions and provided information to resident in the Oaks Subdivision about possible Paving Special Assessment Project
- Reviewed and provided information and input to Planning Department regarding possible sale of property located on Rich Rach Drive.
- Prepared and issued RFP for 2021 Manhole Rehabilitation Project included in FY2021 Budget.
- Met with new City of Mt. Pleasant Parks and Open Spaces Director Philip Biscorner.
- Finalized three-year contracts with Waste Management for Township Dumpsters. New contract reflects an annual savings of \$11,186.40.
- Cleaned sewage wet wells at pump stations # 13 and # 20.

- Kone Elevator Service completed inspection of elevator at pump station # 2.
- Fredrickson Supply completed a demo of their vactor truck manufactured by Sewer Equipment Company of America.
- Kerr pump pulled pump # 2 with blown seal at pump station # 14 and took back for warranty repair and installed new flush valve on packing seal at pump station # 4
- Replaced manhole frame, cover, and cold patch on Lincoln Rd. south of Scully Dr.
- Raised manhole on Remus Road across from the Oaks Subdivision and at the Reserve Apartments.
- Dug up and replaced curb stop valve at 4173 Isabella Road.
- Used backhoe to dig out grit and debris from the concrete ditches at the WWTP and hauled away with dump truck.
- Reset and sealed manhole frame and cover that was knocked off on Lincoln Road south of Remus Rd.
- Sewer blockage 08/29/21 on River Rd. in front of Country Club Golf Course. Cleared blockage with jetter.
- Wired in new controller for crane on service truck.
- Inspected water and sewer connections for new home on Sandstone Drive.
- Storms 08/11/21 @ 12 am Hooked up generators to lift stations # 7, # 8 & # 15 with temporary power fails at pump stations # 10 & # 11. Reset tripped VFD motor drive at pump station # 14.
- Power fail 08/21/21 @ 10:30 pm at pump station # 12 due to auto accident.
- Replaced Fire Hydrant heads with no lead heads on Bud Street & National Drive.
- Replaced motor start capacitor at pump station # 15.
- GIS: Provided 13 water and sewer engineering drawings for the 2021 Mission Creek Drain Improvement Project.
- GIS: Used HUD and Census geospatial data to generate a map highlighting the HUD Qualified Census Tracts (QCTs) in Union Township. Created an additional map showing specific housing projects located in the QCTs for the purposes of the Low-Income Housing Tax Credit (LIHTC) and MSHDA Payment in Lieu of Taxes (PILOT) programs.
- GIS: Created an improved version of the West DDA District in its entirety for the Community and Economic Development Director.
- GIS: Searched the mapping archives and found a Westside Well Site map created in 2012 suitable for a current RFP for the Cleaning and Maintenance of Well #4 (well locations, site piping, and other general site facilities to be included with the RFP).
- GIS: Worked with the Assessor to update GIS parcel property class codes and tax status codes to align with 2021 CAMA Data Standards, e.g., EXEMPT (211.7M) County, Township, City, Village, School District, Parks.

Current Month Anticipated Activities

Township Manager

- Provide direction, support, and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, and several internal Board/Commission/Authority meetings during the month.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Continue work on FY '22 budget recommendation

- Meeting with the Mid-Michigan Aquatic Center Recreational Authority Board members to discuss start up financing needs
- Respond to True North Law firm FOIA request dealing with election related matters. This FOIA request was sent to all Clerks in the state of Michigan
- Tour Consumers Energy City Gate project at Summerton/Isabella intersection - \$6.1 million dollar investment to replace facility
- Attend 2% round table meeting hosted by the Tribe
- Attend quarterly Epicenter Editorial Advisory Committee meeting
- Attend Inter-Governmental Liaison group meeting
- Attend closing on property purchased by EDDA located at intersection of Pickard and Enterprise Dr.

Finance Department

- No report submitted

Community and Economic Development Department

Economic Development Activities:

- 5243 Jonathon Lane property – The Community and Economic Development Director will continue to proceed with securing a contractor to remove the remaining foundation elements and utilities, and to install a new perimeter fence and a new sidewalk to connect Third St. and Jonathan Lane.
- The Community and Economic Development Director will attend the regular (electronic) meeting of the East Michigan Council of Governments (EMCOG) Regional Economic Development (RED) Team.
- The Community and Economic Development Director will attend the monthly meeting of the Airport Joint Operations Board, which will be the first in-person meeting and will include a familiarization tour of airport facilities.
- The Community and Economic Development Director is working with the City Planner and the City's Economic Development Director to develop a response to the invitation of the Target Corp. representative to submit a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District.
- The Community and Economic Development Director will publish the required East and West DDA Plan update public hearing notices and will arrange to post notices in all of the required locations in the East and the West DDA Districts per Public Act 57 of 2018 requirements.
- The Community and Economic Development Director met on-site with the owner of parcels and businesses at 1033, 1017, and 905 S. Mission Road to discuss potential options for re-use of a vacant building and adjacent land currently zoned B-5 (Highway Business District).
- The Community and Economic Development Director met on-site with the owners of the Mt. Pleasant Speedway.
- The Community and Economic Development Director will continue business retention contacts as COVID19 protocols allow.

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

- Building Official plans to attend the Code Officials Conference of Michigan fall conference.)
- Follow up phone calls.
- Continue to do site visits, inspections, Issue permits, plan reviews.
- Final issued on Rosewood expansion permit.

- Progress on Amazon Distribution Center, The Crossings on Broadway, Pleasant Ridge (Summerhill) clubhouse; Four Hacks Condos, D Clare, Coyne & Paul new residential, Menard's project.
- Start of Sam's Club Interior Remodel
- Continued work on expired permit list
- Beginning of work at Days Inn
- Permit applications and plan reviews for the Marathon Filling Station/Dunkin Donuts.

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector (Eric Miller) will:
 - Continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2021, with adaptations as needed in consultation with the Director.
 - Investigate and follow up on any rental complaints as needed.
 - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
 - Conduct follow-up inspections to verify correction of violations found on previous inspections.
 - Work on expired certificate scheduling as needed.
 - Arrange for site visits as needed for compliance or informational

Zoning Administration Activities (1.1):

- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups
- Yard sale permits
- Weed Ordinance enforcement

Ordinance Enforcement Activities (1.1, 1.3):

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D to prepare a grading permit application and plan to correct non-compliance regarding parking lot improvements and grading changes.
- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit based on a claim that he is protected by the Right to Farm Act. This matter is under review by the Township Attorney.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use. This matter is under review by the Township Attorney.
- Bilbrael Dr. (PID 14-028-40-003-00). Issuance of a request for bids will be prepared for clean-up of a blighted property at the west end of Bilbrael Dr. (the former Mt. Pleasant community swimming pool site) owned by Brad Wood (recently deceased) for which the Township previously received court authorization to proceed.
- Ordinance enforcement follow up on current matters and investigation of any new complaints

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

- The regular September 21, 2021, Planning Commission meeting is anticipated to include:
 - Review of the PSPR21-13 5048 – 5082 E. Pickard Rd. – revised final site plan application.
 - Review of the PSPR21-14/16 Summerhill Village Clubhouse/Parking Improvements – revised combined preliminary-final site plan application.
 - Holding a public hearing for the set of “punch list” Zoning Ordinance amendments to address issues that have come up as part of implementation of the new Ordinance.
 - Holding a public hearing for PSUP21-03, a Group Day Care Home (for 7-12 children) at 611 S. Bamber Road.
 - Review of the Isabella County Jail and Sheriff’s Office – Final Site Plan Application.
 - Review of the PSPR21-17 Helios Rising Building Addition at 2387 Enterprise Drive. - Preliminary Site Plan Application.
 - Progress on the Parks and Recreation Master Plan update project

Zoning Board of Appeals Activities :

- Two (2) public hearings were held during the regular September 1, 2021, meeting:
 - PZA21-01 Administrative appeal of the Zoning Administrator’s determinations regarding the unlawful alteration/expansion of a legal nonconforming structure and second dwelling on one parcel at 3813 S. Lincoln Road. Following the hearing and deliberation, the Board of Appeals adopted a motion to uphold the Zoning Administrator’s determination.
 - PVAR 21-01 Variance application for height and square footage for an accessory building located at 5633 S. Grant Road. Following the hearing and deliberation, the Board of Appeals adopted a motion to deny the requested variances.

Sidewalks and Pathways Prioritization Committee Activities

- Next meeting scheduled for October 26, 2021, which will focus on developing a list of sidewalk and pathway priorities beyond FY2022 and on potential regional connections.

Other Activities:

- Sidewalks - The Department Director is continuing to oversee the work of the project engineer from Rowe to develop the construction plans and secure easements necessary for the planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd.
- The Department Director and Jacob Kain (City Planner) are planning to meet informally to discuss planning-related issues of mutual interest.

Public Services Department

- Install stainless pump pull chains at pump station # 12
- Continue Public Service Department Assistant training
- Install grinder pump station at DPW shop
- Bid opening for re-bid of six-inch centrifugal trash pump – September 15, 2021
- Bid opening Well #4 Bids – September 14, 2021
- Bid opening 2021 Manhole Rehabilitation Project – September 14, 2021
- Prepare and post RFP for Pump Station #12 Bypass Manhole Rehabilitation Project
- WWTP - Install seals and new slide gates for Oxidation Ditch 1 & 2
- WWTP - Clean and Inspect Clarifier #3; and empty and clean Digester #2

- WWTP - Land Application of Biosolids (Contractor Dependent)
- WWTP - Submit EPA Application for NPDES Permit Renewal
- WWTP - Repair Pressure Transducer on Rotating Drum Thickener
- WWTP - Routine Lab Maintenance
- Update Lead and Copper Sampling Site Plan and submit to EGLE
- Meter reading, and completion of third quarter water and sewer billing
- Prepare and send tax lien notices to water and sewer accounts that are six-months past due as of September 1, 2021
- Manager FY2022 Budget request meeting
- Continue analysis of 2021 Combination Single Engine Dual Stage Sewer Cleaner with Hydrostatic Driven Vacuum System Mounted on a Heavy-Duty Chassis (vactor truck) bids and schedule demonstration of equipment as necessary.
- Prepare RFBA for Carriage Hill Estates #1 & #2 Resolution #2 Paving Special Assessment District
- Jameson Park Phase II Construction Pre-Construction meeting
- Dig up and verify location and depth of pump station # 7 force main and water main for Mission Creek drain work
- Repair water main valve box on Meridian Road south of Pickard
- Repair water main valve box on corner of Mission and Craig Hill Road
- Cut up and haul away downed trees at Isabella Water Treatment Plant

Future Board of Trustee Meeting Agenda Items

- Public hearing, consideration, and adoption of the updated East and West DDA Districts' development and tax increment financing plans and adoption of the associated ordinances to extend the term of the East and West DDA Districts and to expand the boundaries of the East DDA District.
- Consideration and approval of an updated DDA District tax increment revenue sharing agreement with Isabella County to incorporate the proposed East DDA District expansion areas
- Consideration and adoption of "punch list" amendments to the Zoning Ordinance No. 20-06 following a Planning Commission public hearing and recommendation, and County Planning Commission review and comment
- Consideration of the PSUP21-03 special use permit application for a Group Day Care Home (for 7-12 children) at 611 S. Bamber Road., following a Planning Commission public hearing and recommendation.
- Possible request to consider selling approximately 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development. (1.1, 1.6)
- Possible Planned Unit Development (PUD) application for a museum and petting farm located at 981 Craig Hill Road.
- Possible Planned Unit Development (PUD) application for expansion of and improvements to an existing assisted senior living center at 5785 E. Broadway Rd.
- Possible rezoning request from B-5 (Highway Business District) to I-1 (Light Industrial) for 1033, 1017, and 905 S. Mission Road.
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations and update cross connection requirements
- Cross Connection Ordinance update
- Vactor truck recommendation
- Meridian Road well #4 maintenance bid award
- Pump Station #12 Bypass Manhole Rehabilitation Project

- 6" bypass pump purchase approval (re-bidding – due to lack of bids that meet specifications)
- General Fund Reserve Policy recommendation
- Bidding & Purchase of ¾ ton service truck with snowplow (2021)
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Township's ordinance on open burning
- Carriage Hill Estates #1 & #2 Paving Special Assessment District Resolution #3
- Resolution in support of Chippewa River Master Plan

Significant Items of Interest Longer Term

- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Economic Development - The Community and Economic Development Director plans to meet again with the Mt. Pleasant Area Convention and Visitors Bureau's Sports Committee (with members from the City of Mt. Pleasant, CMU, and other organizations) to continue discussion of regional sports tournament needs for potential consideration as part of the Township's Parks and Recreation Master Plan update
- Sidewalks - The Department Director will coordinate with Michigan Department of Transportation and county Road Commission staff regarding anticipated 2021 sidewalk construction projects.
- Sidewalks – Consider updates to the Sidewalk and Pathway Ordinance to incorporate current practices, update width and design standards, and consider the option of allowing payment into a sidewalk fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Rental Inspections - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Consider updates to the Private Road Ordinance to incorporate current practices, design standards, and basic maintenance provisions for existing private roads.
- Bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly and develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Building services – Moving old, scanned prints to proper location within BS&A.
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Building services – updates to the building permit application form
- Rental Inspector – Plans to attend the Code Officials Conference of Michigan fall conference.
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Stormwater Management Ordinance No. 1992-9 to incorporate current practices and standards and develop an administrative process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.

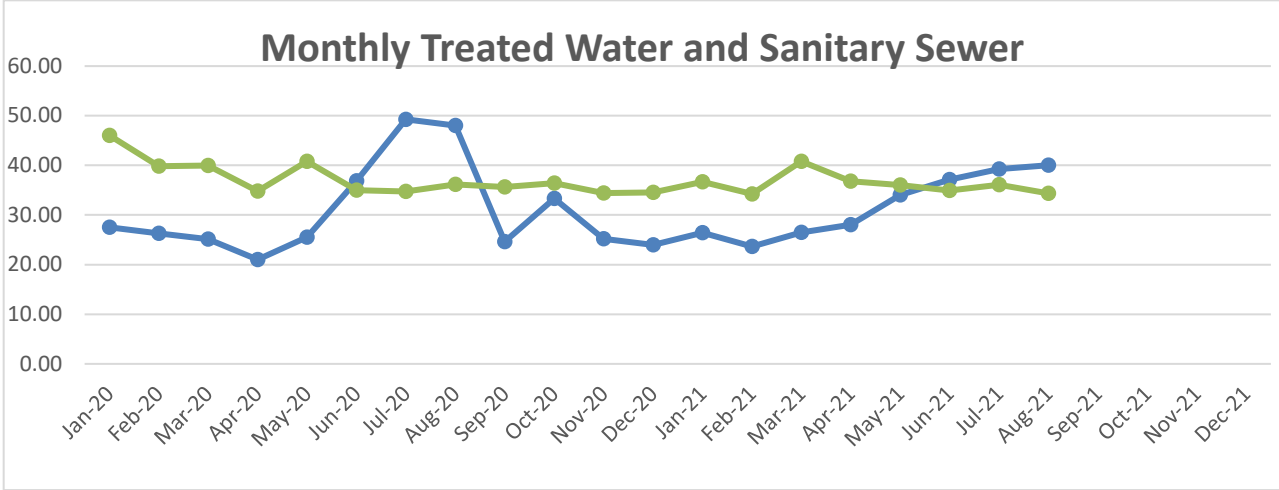
- Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities.
- Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- Third rebid pump station # 1 in the EDDA
- Installation of generator transfer switch and receptacle at pump station #8
- Water system new monthly MOR reports – EGLE requirement
- EPA Water Emergency Plan – due in December 2021
- Rehabilitation of pump station #7 (2021)
- High service pump installation – River Road (2021)
- Pump station #5 service area smoke and dye testing (2022)
- WWTP - Sludge Storage Tank installation (2023)
- Update Cross Connection Plan – submit to State of Michigan EGLE
- Meridian Road iron removal filter maintenance approval – (rebiting – due to lack of bids)

Other

- Legal Matters
 - Informed Clark Hill law firm of BOT decision regarding the Pung matter
 - Settlement discussions underway Zalud/CC
 - 4957 E Valley Rd. (parcel #14-002-20-011-01) - Failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Mr. Tolas failed to respond to efforts by the Building Official and Community and Economic Development Director to resolve the matter. The Township Attorney has initiated legal action to seek a court order for completion of the work
- Monthly Water MOR submitted – no violations
- August 2021 – Treated Potable Water

Total Month:	39.997 mg
Average Day:	1.333 mgd
Max Day:	1.624 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- August 2021 – Treated Sanitary Sewer

Total Month:	34.37 mg
Average Day:	1.19 mgd
Max Day:	1.42 mgd



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 September 8, 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

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

Presentations

N/A

Public Hearings

N/A

Public Comment

Open: 7:01 p.m.

Norman Woerle, 5685 Carriage Lane, Mt. Pleasant – commented on the Carriage Hill Estates special assessment.

Closed: 7:05 p.m.

Reports/Board Comments

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

B. Board Member Reports

Bills – Gave an update on the Isabella County Board of Commissioners.

Rice – Taxes are due September 14th.

Hauck – Gave an update on the Road Commission.

Consent Agenda

- Communications
- Minutes – August 25, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

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

New Business

A. Discussion/Action: (Stuhldreher) Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #2

Bills moved **Brown** supported the 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 p.m. for the establishment of a Paving Special Assessment District. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Board of Trustees) Policy Governance 4.5 Annual Township Manager's Performance Review and Contract

Hauck moved **Thering** supported to approve a one-time bonus of \$3,000 for the Township Manager effective January 1, 2022. **Roll Call Vote: Ayes: Hauck, and Thering. Nays: Mielke, Cody, Rice, Bills, and Brown. Motion failed.**

Brown moved **Hauck** supported to approve a 3% pay increase for the Township Manager effective January 1, 2022. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:08 p.m.

Norman Woerle, 5685 Carriage Ln, Mt. Pleasant – Proposed to initiate discussions on funding for paved roads in subdivisions.

Closed: 9:14 p.m.

MANAGER COMMENTS

N/A

FINAL BOARD MEMBER COMMENTS

Hauck – Would like to have a work session regarding the ARPA funds.

Cody – Supported Norm's extended public comment and Trustee **Hauck's** comment; would like to have a work session discussion.

Brown – Thanked everyone for the great discussion and thanked **Mark** personally for all that he does.

Bills – Congratulated and thanked Township Manager, **Mark Stuhldreher** and echoed Trustee **Hauck** and Clerk **Cody** on the special meeting for the ARPA funds.

Thering – Thanked **Mark** for his work and would like to have further discussion regarding funding for paved roads in subdivisions.

Rice – Pay your taxes.

Mielke – Asked the board to think about the Saginaw Chippewa Tribal liaison assignment and thanked **Mark** for his work.

ADJOURNMENT

Rice moved **Bills** supported to adjourn the meeting at 9:20 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						
09/17/2021	101	464 (E)	00146	CONSUMERS ENERGY	48858 LED LIGHT	118.51
					2010 S LINCOLN L4	70.58
					STREET LIGHTS	1,930.75
					5228 S ISABELLA	7,030.39
					5525 E REMUS	65.15
					1660 BELMONT	100.64
					5142 BUDD	74.19
					5144 BUDD	32.51
					5537 E BROADWAY	89.99
					2055 ENTERPRISE	266.89
					2270 NORTHWAY	33.71
					1933 S ISABELLA	515.63
					900 MULBERRY	53.08
					5240 E BROOMFIELD	967.38
					5076 S MISSION	794.53
					4795 S MISSION	2,587.64
					4797 S MISSION BARN	225.26
					4822 ENCORE	110.47
					4244 E BLUE GRASS	65.62
					3248 CONCOURSE	160.26
					5369 S CRAWFORD	52.94
					3998 E DEERFIELD	62.15
					2180 S LINCOLN	31.91
					1776 E PICKARD	82.75
					2495 E DEERFIELD	112.37
					1876 E PICKARD	45.19
					2188 E PICKARD	115.84
					1876 S LINCOLN	16.72
					2424 W MAY	636.55
						<u>16,449.60</u>
09/17/2021	101	465 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
09/16/2021	101	466 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER	3,000.00
09/22/2021	101	23128	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/PLANNING/ZONING/BIDS	1,427.63
09/22/2021	101	23129	01747	AKT PEERLESS ENVIRONMENTAL SERVICES	PHASE 1 ENVIRONMENTAL SITE ASSESSMENT-58	2,000.00
09/22/2021	101	23130	01703	AMAZON CAPITAL SERVICES	CIGARETTE BUTT RECEPTACLE-PARKS	221.85
					WARNING SIGN-WWTP	274.20
						<u>496.05</u>
09/22/2021	101	23131	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-JULY 2021	3,181.00
					ZALUD LITIGATION-JULY 2021	375.00
					CONCERNED CITIZENS-JULY 2021	2,775.00
						<u>6,331.00</u>
09/22/2021	101	23132	00095	C & C ENTERPRISES, INC.	ANTIMICROBIAL SOAP-SHOP RESTROOMS	125.00
09/22/2021	101	23133	01623	CLARK HILL PLC	LEGAL FEES FOR PUNG MATTER-AUG 2021	9,208.95
09/22/2021	101	23134	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-AUG 2021	1,276.99
09/22/2021	101	23135	01171	DBI BUSINESS INTERIORS	PAPER/ KEY TAGS/ METAL FRAME	163.07
					LANYARDS-BUILDING/RENTAL/PLAN/ZONING	14.71
						<u>024177.78</u>

v

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/22/2021	101	23136	00209	ETNA SUPPLY COMPANY	TRERICE PRESSURE GAUGE IPERL WATER METER	14.60 2,820.00 <u>2,834.60</u>
09/22/2021	101	23137	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-AUG 2021 TWP HALL INSP/TREATMENT-SEP 2021	40.00 40.00 <u>80.00</u>
09/22/2021	101	23138	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMBURSEMENT-FUSSMAN	100.00
09/22/2021	101	23139	01011	GREEN'S 24 HOUR TOWING, INC	TOWING-FORD F150 #15	65.00
09/22/2021	101	23140	01746	TERA GREEN	MILEAGE REIMBURSEMENT-BANK RUNS	44.35
09/22/2021	101	23141	01721	HYDROCORP	CROSS CONNECTION PROG-AUG 2021 RESIDENTI CROSS CONNECTION PROG-AUG 2021 NON-RESID	2,650.00 950.00 <u>3,600.00</u>
09/22/2021	101	23142	00337	ISABELLA COUNTY TREASURER	2010 WTR BONDS PAYING AGENT FEES	750.00
09/22/2021	101	23143	01324	KENEWELL GROUP	TWP ENVELOPES-NO WINDOW	562.11
09/22/2021	101	23144	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2016 FORD F-150 TRUCK REPAIR-2014 FORD F-150 #15	71.70 362.33 <u>434.03</u>
09/22/2021	101	23145	00402	MEDLER ELECTRIC CO	VFD ALTIVAR DRIVE-AERATOR #4 BLOWER-WWTP	4,270.74 328.94 <u>4,599.68</u>
09/22/2021	101	23146	00405	METTLER-TOLEDO, INC.	MAINTENANCE & CALIBRATION	949.80
09/22/2021	101	23147	00420	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 7/1/21-6/30/22	200.00
09/22/2021	101	23148	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT-SEP 2021	974.51
09/22/2021	101	23149	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	PARTS FOR WTR MAIN REPAIRS-MCDONALD	516.00
09/22/2021	101	23150	00907	MID MICHIGAN CABLE CONSORTIUM	FRANCHISE FEES 2ND QUARTER 2021	11,215.97
09/22/2021	101	23151	00466	MT. PLEASANT RENTAL CENTER	JACK HAMMER RENTAL-LINCOLN RD	45.36
09/22/2021	101	23152	00494	NORTH CENTRAL LABORATORIES	QA/QC STANDARD	76.55
09/22/2021	101	23153	00131	PERCEPTIVE CONTROLS, INC	LIFT STATION SUPPORT SERVICES WTP SUPPORT SERVICES WWTP SUPPORT SERVICES	504.00 189.00 882.00 <u>1,575.00</u>
09/22/2021	101	23154	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES AUG 2021-TWP HALL	852.14
09/22/2021	101	23155	00597	SHERWIN WILLIAMS	PAINT-PARKS	44.59
09/22/2021	101	23156	00629	STU'S ELECTRIC MOTOR	50 HP 3 PHASE MOTOR	2,540.30
09/22/2021	101	23157	01723	V&V ASSESSING LLC	ASSESSING SERVICES-4TH Q 2021	22,500.00
09/22/2021	101	23158	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,687.38

101 TOTALS:

Total of 34 Checks:	100,740.37
Less 1 Void Checks:	0.00
Total of 33 Disbursements:	<u>100,740.37</u>

Charter Township of Union Payroll
--

CHECK DATE: September 16, 2021

PPE: September 11, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	35,899.18
Fire Fund		
EDDA		
WDDA		
Sewer Fund		35,173.25
Water Fund		24,957.25
Total To Transfer from Pooled Savings		\$ 96,029.68

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	61,893.66
Employer Share Med		891.35
Employer Share SS		3,811.43
SUI		43.98
Pension-Employer Portion		5,022.26
Workers' Comp		586.56
Life/LTD		-
Dental		1,340.73
Health Care		22,283.91
Vision		-
Vision Contribution		-
Health Care Contribution		
Cobra/Flex Administration		155.80
PCORI Fee		-
Total Transfer to Payroll Checking		\$ 96,029.68

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** September 15, 2021

FROM: Kim Smith – Public Service Director **DATE FOR BOARD CONSIDERATION:** September 22, 2021

ACTION REQUESTED: Approval of the bid from Peerless Midwest for the completion of the maintenance and cleaning of Well #4 located at the Meridian Road Well Site in the amount of \$23,899.00.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-933.100 No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The 2021 approved budget includes \$30,000 for the maintenance and cleaning of Well # 4 located at the Meridian Road Well Site. This project is being completed as part of the Township’s routine well maintenance and cleaning program. The work consists of pulling the well, cleaning, televising, and replacing the pump, motor, wire, and check valve.

The project was bid and we received two bids for this work. These bids were as follows:

Bidder	Amount
Raymer	\$35,452.00
Peerless Midwest	\$23,899.00

SCOPE OF SERVICES

Labor, materials and equipment necessary for completing the cleaning, televising, and rehabilitation of Well #4. The following items are included:

- Mobilization/Demobilization
- Pull Pumps
- Replace Drop Pipes (Certa Lok Drop Pipe shall be provided if needed upon inspection)
- Replace Pump & Motor (Franklin stainless steel pump and motor to be provided)
- Replace Wire
- Start-up
- Chlorinate and sample wells
- Clean and Treat wells
- Pre - Video Well Inspections

JUSTIFICATION

It is recommended that Peerless Midwest be awarded the 2021 Well #4 Maintenance Project. This recommendation is based on the long history of successful repair and maintenance work performed by Peerless Midwest to the Township’s seven wells, and that their 2021 maintenance proposal cost is lower than the next lowest bid.

PROJECT IMPROVEMENTS

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

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

COSTS

Cleaning & Maintenance \$23,899.00

This work was included in the FY2021 Budget account number 591-536-933.100.

PROJECT TIME TABLE

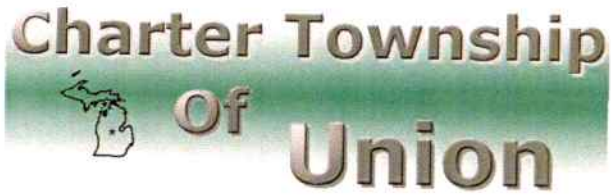
Completed by November 15, 2021

RESOLUTION

Approve the bid from Peerless Midwest for the completion of the 2021 Well #4 Maintenance and Cleaning located at the Meridian Road Well Site in the amount of \$23,899.00.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



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

Bid Tabulation Sheet

Project: 2021 Well #4 Maintenance

Due Date: September 14, 2021 @ 10:00 a.m.

Bidder	Amount
Peerless Midwest	\$ 23,899.00
Raymer	\$ 35,452.00

Kimberly Smith 9-14-2021

Shawn McBride 9-14-2021

Raymer bid Received at township Hall @ 9:20 a.m.



September 14, 2021

PROPOSAL

Charter Township of Union Meridian Road Well Site - Well #4 Well Maintenance

Charter Township of Union
Meridian Road Well Site – 2021 Well #4 Well Maintenance
Attn: Kim Smith – Public Service Director
5228 South Isabella Road
Mt. Pleasant, MI 48858

Dear Kim:

Please find our proposal for well and pump services at Well 4 per your request for quotations. Table 1 list the prices of each item you requested and details of materials/services to be provided.

I appreciate this opportunity. Please let me know if you should have any questions, or if I can assist you in any way. I can be reached at 616-690-8139 or bob.masters@peerlessmidwest.com

Sincerely,
PEERLESS-MIDWEST, INC.

Bob Masters, M.S.
Project Manager

* Bid Recd at Isabella Trtmt Plant @ 9:54 A.M.
* Ref. Included

www.peerlessmidwest.com
505 Apple Tree Drive, Ionia, MI Phone (616) 527.0050

Table 1.

Description	Price	
Mobilization/Demobilization	\$585.00	✓
Pull Pump (4 hours @ 195.00/hr)	\$795.00	✓
Replace Drop Pipes (80 ft of 4" Certa-Lok)	\$1,739.00	✓
Replace Pump & Motor (Stainless Steel Pump and Motor to match existing)	\$8,024.00	✓
Replace Wire (75' of #4 w/ground flat jacketed heavy duty, not inferior twisted wire) with waterproof splice kit.	\$306.00	✓
Set Pump and Start-Up	\$1,800.00	✓
Chlorinate and Sample	\$450.00	✓
Clean and Treat Well per specs	\$10,000.00	✓
Pre-Video Inspection	\$200.00	✓
Site Restoration	None anticipated	
Total Bid Price:	\$23,899.00	

References:

1. Shawn McBride, Union Charter Township, (989) 621-1361, Well 9, 12" well, 500 gpm, April 2018
2. Chris Kenyon, City of Ionia, 616-527-0370, Well 9A, 12" well, 500 gpm, August 2021
3. Ryan Mosely, Caledonia Township/IAI, 616-292-2913, Well 3 North, 12" well, 400 gpm, August 2017
4. Dale Clark, City of Clare, (989) 424-1225, Well 8, 16" well, 700 gpm, November 2018
5. Rich Simpson, City of Ovid, 989-666-4430, Well 7, 10" Well, 400 gpm, August 2017



1357 COMSTOCK STREET - MARNE, MI 49435 - PHONE (616) 677-2751

ESTIMATE

Quote Number:

3465

Sep 13, 2021

1

Fax: 616-677-2909

Quoted To:
CHARTER TOWNSHIP OF UNION ATTN: KIM SMITH 2010 S. LINCOLN RD. MT. PLEASANT, MI 48858

Location / Description:
WELL #4 WELL MAINTENANCE

Customer ID	Good Thru	Payment Terms	Sales Rep
UNION TWP.	10/13/21	NET 30 DAYS	

Quantity	Description	Price	Amount
1.00	EA, GRUNDFOS 385S400-6B STAINLESS STEEL SUBMERSIBLE PUMP END ASSEMBLY. LIST PRICE \$6,511.00	5,600.00	5,600.00 ✓
1.00	EA, FRANKLIN ELECTRIC, 40 HP, 460 VOLT, 3 PHASE, 6" SUBMERSIBLE ELECTRIC MOTOR. LIST PRICE \$7,582.00	4,911.00	4,911.00 ✓
80.00	FT, 4" "Certa-Lok" RISER PIPE	32.00	2,560.00 ✓
1.00	LS, "Certa-Lok" FITTINGS	541.00	541.00 ✓
80.00	FT, #4-3W/G DOUBLE JACKET COPPER SUBMERSIBLE ELECTRICAL CABLE	8.00	640.00 ✓
2.00	EA, TV SURVEY OF 8" X 125 FT. DEEP WELLBORE	1,500.00	3,000.00 ✓
1.00	LS, PULL/SET 40 HP SUBMERSIBLE PUMP	5,000.00	5,000.00 ✓
1.00	LS, CHEMICALLY & MECHANICALLY CLEAN & RE-DEVELOP 8" X 125 FT. DEEP WELL W/40 FT. OF STAINLESS STEEL SCREEN	12,000.00	12,000.00 ✓
1.00	LS, CHLORINATION & SAMPLING	1,200.00	1,200.00 ✓
<p>* Bid Dropped off at Township Hall 9/14/2021 @ 9:20 A.M. *No References Supplied</p>			

CONTRACTOR'S GUARANTEE: We guarantee all materials used in contract to be as specified above and the entire job to be done in a ne workmanlike manner. any variations from plan or alterations requiring extra labor or material will be performed only upon written order and b in addition to the sum covered by this contract. Agreements made wil workmen are not recognized.

Subtotal 35,452.00
Sales Tax
TOTAL 35,452.00

ACCEPTANCE OF PROPOSAL: The above specificatio terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work.

DATE 9/13/21 SIGNED Gerry Neubecker

DATE _____ SIGNED _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager	DATE: September 13, 2021
FROM: Kim Smith, Public Service Director	DATE FOR BOARD CONSIDERATION: September 22, 2021
ACTION REQUESTED: Adoption of Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #3 for the establishment of a Paving Special Assessment District.	

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

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

The residents of Carriage Hill Estates #1 and #2 Subdivision have met the first and second requirement of the special assessment process by submitting an informal and formal petition. The informal and formal petitions were reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their August 11, 2021 regular meeting.

After approval of Resolution #1 the next step in the special assessment process was that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 was presented and approved by the Township Board of Trustees on September 8, 2021.

The purpose of Resolution #2 was as follows:

- Tentatively approving the Board of Trustees intention to make the improvement.
- Tentatively designating the special assessment district.
- Setting a date and time of September 22, 2021 at 7:00 p.m. for the first of two public hearings.
- Direct that the completed cost estimate be given to the Township Clerk and made available for public inspection prior to the first public hearing

The first of two public hearings was held on September 22, 2021 to hear input from residents on the establishment of the special assessment district.

The next step in the special assessment process is that Resolution #3 be considered for adoption by the Township Board of Trustees.

The purpose of Resolution #3 is as follows:

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

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for Carriage Hill Estates #1 and #2 Subdivision for the completion of a 2 ½" grind and pave and 1" gravel shoulder.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #3, request a final cost estimate from the Isabella County Road Commission, and direct the Township Supervisor (Assessor) to prepare the special assessment roll.

Upon approval of Resolution #3 the next step in the process can be initiated. The next step in the process is to request a final cost estimate from the Isabella County Road Commission. Once the final cost estimate has been received the special assessment roll can be prepared.

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

Tentative Cost Estimate \$111,093.60

PROJECT TIME TABLE

- **Resolution #4** – set date/time for Public Hearing #2
 - Presented after receipt of final cost estimate and completion of Special Assessment Roll
- **Public Hearing #2** – Date/time set by Resolution #4
- **Resolution #5** – confirm special assessment roll, determine number of annual installments, and interest rate
- **Notice of Assessment** – mailed to all property owners within 20 days after confirmation of special assessment roll
- **Construction** – 2022 Construction Season

RESOLUTION

It is Resolved to adopt Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #3 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 #3**

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 (“Township Board”), pursuant to Act 188, Public Acts of Michigan, 1954, as amended, received a Petition for Public Improvement by Special Assessment dated July 22, 2021;

WHEREAS, at a meeting of the Township Board on August 11, 2021 the Township Board resolved that plans and cost estimates related to the proposed special assessment district be prepared;

WHEREAS, at a meeting of the Township Board on September 8, 2021, the Township Board tentatively approved, by resolution, its intent to make the proposed improvement and designate the special assessment district;

WHEREAS, at the same meeting, the Township Board set a public hearing regarding the proposed special assessment district and directed that the completed plans and cost estimates be given to the Township Clerk to be made available for public inspection;

WHEREAS, in accordance with appropriate notice, a public hearing regarding the proposed special assessment district was scheduled and held on September 22, 2021 commencing at 7:00 o’clock p.m. and all persons were given the opportunity to be heard in the matter;

WHEREAS, it is the policy of the Township Board that a special assessment may be paid over either five (5) or ten (10) annual installments, as determined by the Township Board;

WHEREAS, it is the policy of the Township Board that, when the Township acts in the role of lender for citizen-initiated paving projects enacted under Act 188, Public Acts of Michigan, 1954, the annual interest rate for special assessments paid in installments shall be the lesser of 3% over the local bank prime interest rate or 8%; and

WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interest of the Township and of the special assessment district proposed to be established.

NOW THEREFORE BE IT RESOLVED THAT:

1. That the Township Board does hereby create, determine and define as a special assessment district, to be known as Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District, within which the costs of such improvements shall be assessed according to benefits, the following described area within the Township (the "Special Assessment District"):

"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."

2. That the Special Assessment District's term of existence shall be ten (10) years.
3. That completion of a 2 ½" grind and pave and 1" gravel shoulder (the "Improvement") within the boundaries of the Special Assessment District is approved.
4. That the plans and cost estimate (in the amount of \$111,093.60) of the Improvement, attached hereto as **Exhibit A**, are approved.
5. That the Township Board does hereby determine that the petition for improvement previously submitted for the Special Assessment District is sufficient as it was properly signed by the record owners of land whose 2,923.88 of front feet constitute more than 50 percent of the total 3,104.38 of front feet within the Special Assessment District.
6. That a description of frontage and signed frontage within the Special Assessment District is attached hereto as **Exhibit B**.
7. That on the basis of the foregoing, the Township Board does hereby direct the Township Supervisor to make a special assessment roll in which shall be entered and described all parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the Special Assessment District as the benefit to the parcel of land bears to the total benefit to all parcels of land in the Special Assessment District. When the same has been completed, the Township Supervisor shall affix thereto his/her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respect to the directions contained in this resolution and the applicable state statutes.
8. That Township staff is directed to obtain a final bid/cost estimate from the Isabella County Road Commission for completion of the Improvement.

9. That all resolutions and part of resolutions insofar as they conflict with the provisions of the within resolutions be and the same are hereby rescinded.

Upon roll call vote, the following voted;

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Bryan Mielke, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby 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
TOTAL PROJECT COST	\$ 111,093.60
TOTAL ASSESSMENT*	\$ 111,093.60

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM	PER YEAR
Front Lot	\$ 6,943.35	

***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 Special Assessment Certification of Frontage & Signed %

Parcel #	Owner Name as of 7/27/21	Property Address	Frontage	% Signed
14-035-30-012-00	SMITH MICHAEL J & CINDY A	5740 GRANT RD	180.5	0
14-051-00-001-00	SALEM WILLIAM J	4311 E MILLBROOK RD	165	165
14-051-00-002-00	D & D REAL ESTATE	4381 E MILLBROOK RD	180	180
14-053-00-009-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	330	330
14-053-00-010-00	WARNER TIMOTHY & JULIE	5690 CARRIAGE LANE	286.96	286.96
14-053-00-011-00	PARTIE BRIAN & JEANINE	5730 CARRIAGE LANE	223.79	223.79
14-053-00-012-00	LAPHAM DAVID & CAROLYN TRUST	5770 CARRIAGE LANE	110	110
14-053-00-013-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	110	110
14-053-00-014-00	DOLE BRYAN & JILL	5840 CARRIAGE LANE	161.77	161.77
14-053-00-015-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	200	200
14-053-00-016-00	COVARRUBIAS MICHAEL G & JOAN M	5920 CARRIAGE LANE	200	200
14-053-00-017-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	150	150
14-053-00-018-00	MUNLEY VINCENT P & JENNIFER L	5905 CARRIAGE LANE	150	150
14-053-00-019-00	MCDONALD BRIAN & LARA L	5865 CARRIAGE LANE	246.36	246.36
14-053-00-020-00	PETERSON ROBERT P	5775 CARRIAGE LANE	240	240
14-053-00-021-00	WOERLE NORMAN & SUSAN	5685 CARRIAGE LANE	170	170
Total Frontage & Total Signed			3104.38	2923.88
Percentage of Frontage Signed				94.19%

Charter Township of Union



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

Policy Review: 2.10 - Communications and Support to the Board
Type of Review: Internal
Review Interval: Annual
Review Month: September 2021

Policy Wording

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the Manager shall not:

2.10.1 Neglect to submit monitoring data required by the board (see policy on Monitoring Township Manager Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

2.10.2 Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, collective bargaining strategies, significant external and internal situations, particularly changes in the assumptions upon which any board policy or decision has previously been established.

2.10.3 Fail to advise the board if, in the Township Manager's opinion, the board is not in compliance with its own policies on Governance Process and Board-Township Management Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the board and the Township Manager.

2.10.4 Fail to marshal for the board as many staff and external points of view, issues and options as needed for fully informed board choices.

2.10.5 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and everything else for information only.

2.10.6 Fail to provide a mechanism for official board, officer or committee communications.

2.10.7 Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

2.10.8 Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

2.10.9 Fail to supply for the consent agenda all items delegated to the Township Manager yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

2.10.10 Fail to provide monthly financial statements to keep the Board informed, as well as quarterly ROI report on water and sewer usage.

Manager Interpretation

The Township Manager interprets this policy to mean the Board of Trustees in its entirety, shall be made aware of any material information that would impact the policy making role of the board. The manager shall also gather all relevant information and present it to the board in a concise way that will assist the board in its policy making capacity. The manager shall prepare and submit monitoring reports according to the approved schedule and include data that the board deems important. The manager shall also advise the board if, in the manager’s opinion, the board is not in compliance with its own governance process.

Justification for reasonability

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

Data

- Monitoring reports are presented timely as called for in the Governing Policy schedule
- The Manager’s Monthly Activity report keeps the board timely informed of operational activities, upcoming agenda items and other information of interest
- The consent portion of the meeting agenda is utilized to allow more time during a business meeting for the board to focus on policy level matters
- Study sessions were held to bring external input in the area of water/wastewater utility financing principles
- The Board received communication to assist with compliance relative to the Open Meetings Act
- The Township Manager, whether by email or personal conversations, ensure that all members of the board are kept up to date concerning potentially high-profile matters or potential adverse actions concerning the township. It is acknowledged that this activity can always be improved upon. Examples over the past year include:
 - The Board received updates and input was sought on relevant COVID response related matters including changes in operations, updates on Executive Orders, activities implemented to assist business with their needs
 - The board received several communications (electronic, closed session, etc.) regarding various legal matters both from me and the township attorney as appropriate
 - The Board was informed when boil water advisories were issued.
 - Appropriate personnel matters were brought to the board’s attention timely
 - Information requested during board meetings is responded to in a timely manner
 - MTA training session information is routinely provided to the board so they may increase their governance capacity and explore individual areas of interest
- The Township Manager, through the use of the Request for Board Action Memo and attached materials, provides the Board with all relevant information to assist the Board of Trustees when making purchasing decisions, approving contracts, considering amendments to ordinances, or when considering any other matter that requires Board action

Compliance

In compliance with policy as indicated.

Policy Governance Executive Limitations Evaluation Form

A tool to be used by individual Board members as they evaluate the internal monitoring reports

Policy being monitored: 2.10 (Communication and Support to Board)

Date: September 2021

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: September 16, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/22/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

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

Certain policies, such as Policy 4.0 (Global Governance-Management Connection), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.0 – Global Governance-Management Connection

The Policy states:

The board’s primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.

However, because of the nature of township government and its election of department heads in the titles of Township Supervisor, Township Clerk and Township Treasurer, policies of the board shall reflect the term the Township Management Team, intending the inclusion of the Township Manager, Supervisor, Clerk and Treasurer within the scope of their duties as defined by law.

In the event no person is designated Township Manager, the Township Supervisor is considered the chief executive officer for the development of the township budget. (MCL 141.422b (e))

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.0.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.0 – Global Governance-Management Connection
Type: Direct Inspection
Occurrence: Annual
Date: September 2021

Policy:

The board’s primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.

However, because of the nature of township government and its election of department heads in the titles of Township Supervisor, Township Clerk and Township Treasurer, policies of the board shall reflect the term the Township Management Team, intending the inclusion of the Township Manager, Supervisor, Clerk and Treasurer within the scope of their duties as defined by law.

In the event no person is designated Township Manager, the Township Supervisor is considered the chief executive officer for the development of the township budget. (MCL 141.422b (e))

Use this evaluation form for discussion at the Board of Trustees Meeting on September 22, 2021.

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

1. Indicate item by item if you believe Yes or No that the Board is in strict compliance with the policy as stated?

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by the policy more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: September 16, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/22/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

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

Certain policies, such as Policy 4.1 (Unity of Control), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.1 – Unity of Control

The Policy states:

Only officially passed motions of the board are binding on Township Manager.

Accordingly:

4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.

4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager’s opinion, a material amount of staff time, or funds, or is disruptive.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.1.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.1 – Unity of Control
Type: Direct Inspection
Occurrence: Annual
Date: September 2021

Policy:

Only officially passed motions of the board are binding on Township Manager.

Accordingly:

4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.

4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager's opinion, a material amount of staff time, or funds, or is disruptive.

Use this evaluation form for discussion at the Board of Trustees Meeting on September 22, 2021.

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

1. Indicate item by item if you believe Yes or No that the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance.

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by the policy more completely?