



BOARD OF TRUSTEES
Regular Meeting
June 8, 2022
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. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – May 25, 2022 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion/Action: (Nanney) Second Reading and Adoption of the PREZ21-03 Planned Unit Development (PUD) Rezoning and Concept Plan – Prestige Center Assisted Living Facility Expansion
 - B. Discussion/Action: (Stuhldreher) Policy Governance 2.3 Compensation & Benefits
 - C. Discussion/Action: (Stuhldreher) Governance Policy 3.10 Cost of Governance
12. 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)

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

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	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	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	2/15/2025
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		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	Herren	12/31/2023
2	Joseph	Schafer	12/31/2023
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2026
7	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
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	Stan	Shingles	2/15/2024
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
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	12/31/2022

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: Breanne Moegeberg Date: 3-12-22
Address: 6011 S Bamber Rd Mt Pleasant
Phone (home) — (cell) 989-309-9118 (work) —
Email: bmoeggy@yahoo.com
Occupation: Self-employed childcare business owner

Please State in order of preference, area(s) of interest:


- | | | |
|------------|--------------------------------|---|
| <u>X 2</u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u>—</u> | Board of Review | Must be a Union Township Resident |
| <u>X 1</u> | Planning Commission | Must be a Union Township Resident |
| <u>—</u> | EDA | Must meet one of the following qualifications:
<u>—</u> Property owner in East or West DDA
<u>—</u> Property owner in East or West DDA
<u>—</u> Resident in Union Township |
| <u>—</u> | OTHER *Specify Board: <u>—</u> | |

Please state reason(s) for interest in above board(s):

As a community activist and a business owner, I have a passion and desire to help our county grow in a positive manner.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Please see attached.

Signature:  Date: 3-12-22

Breanne Moeggenberg

611 S Bamber Rd
Mt Pleasant, MI 48858
989.309.9118
bmoeggy@yahoo.com

12th March 2022

Charter Township of Union

Zoning Board of Appeals
2010 S Lincoln Rd
Mt Pleasant, MI 48858

To Whom It May Concern,

As a community activist and a small business owner here in Union Township, I have a passion and desire to help our area grow in a positive fashion so that the residents are empowered with economic opportunities that safely and effectively lead to county growth. Thus, I am providing an application for an appointment to the Zoning Board of Appeals or Planning Commission.

In the attached Resume you will find that I have past experience working on various Boards including the writing and proposals of bylaws. Beyond this, reading and understanding rules and ordinances has been a necessity as a childcare business owner but has also become useful on many avenues recently as we stretched through the last two years of pandemic promulgations.

While I realize my personal life views may vary from some of those that review this application, it is my belief that diversity in representation and decisions brings the most inclusion to the table. If my past and recent experience would be beneficial to a position on the Zoning Board of Appeals or Planning Commission, I would greatly appreciate an opportunity to meet with you and discuss my applicability.

Sincerely,

Breanne Moeggenberg

Breanne Moeggenberg

611 S BAMBER RD
MT PLEASANT, MI 48858
989.309.9118
BMOEGGY@YAHOO.COM

EDUCATION

Alma College, Alma, MI

— *Exercise and Health Science*

September 1997 - April 2001

WORK EXPERIENCE

Aunt Bree's Day Care

Midland to Mt Pleasant, MI

— *Owner/SOM Licensed Childcare Provider*

February 2017 - PRESENT

January 2003 - September 2010

Starting as a State of Michigan family sized childcare business, operated from the home, now a group sized childcare business serving and caring for up to twelve children daily and contracting five staff.

BOARD EXPERIENCE

Moms for Liberty - Isabella County, MI

Mt Pleasant, MI

— *Chapter Chair*

2022 - PRESENT

A recently formed group, to the National Organization Moms for Liberty, that is dedicated to fighting for the survival of America by unifying, educating and empowering parents to defend their parental rights at all levels of government.

Amateur Hockey Association of Mt Pleasant

Mt Pleasant, MI

— *Secretary*

2009 - 2012

An association intended to promote and organize hockey teams while maintaining the programs.

SKILLS

- Public Speaking
- Organizing fundraising, marketing and rally events
- Creating, organizing and implementing procedures and bylaws

REFERENCES

Jeff Bean

6675 N Whiteville Rd
Rosebush, MI
517.202.9421
jeff@jeffbean.net

Dawn Betha

407 W Drive
Mt Pleasant, MI
760.519.1215
dawnbetha@yahoo.com

Jim Horton

3089 Hunters Trail
Mt Pleasant, MI
989.621.1534
jim@rxlegalpc.com

2022 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 May 25, 2022, 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 Hauck, and Trustee Thering

Excused:

Trustee Brown

Approval of Agenda

Hauck moved **Rice** supported to approve the agenda with an amendment to move item 8 – Closed Session under item 12 – Extended Public Comment. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentation

Public Hearings

Public Comment

Open: 7:02 p.m.

Kevin Willis, MCAP Senior Vice President of Construction and Development, commented on the PREZ21-03 Planned Unit Development-Prestige Center Assisted Living Facility Expansion.

Closed: 7:07 p.m.

Reports/Board Comments

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

Bills moved **Hauck** supported to reappoint Marty Figg for a 4-year term to the Economic Development Authority (EDA) Board with a term ending 6/22/2026. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director

C. Board Member Reports

Bills – Gave updates on the Isabella County Commissioner and Council of Governance meetings.

Thering – Gave updates on the Planning Commission Meeting.

Rice – Gave an update on summer taxes.

Hauck – Gave updates on the Isabella County Road Commission and Council of Governance meetings.

Consent Agenda

- A. Communications
- B. Minutes – May 11, 2022 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Rice moved **Bills** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

New Business

A. Discussion/Action: Introduction and First Reading of the PREZ21-03 Planned Unit Development (PUD Area Plan/Rezoning Application – Prestige Center Assisted Living Facility Expansion)

Bills moved **Rice** supported to introduce and conduct a First Reading for the proposed PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business District to PUD (Planned Unit Development), which also includes the associated PUD Concept Plan for the Prestige Center Assisted Living Facility Expansion dated March 14, 2022. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Discussion/Action: 2022 Township Hall Lower Parking Lot Repair

Hauck moved **Cody** supported to approve the bid from Rite-Way Asphalt in the amount of \$38,331.00 for the repair of the lower parking lot located at the Township Hall. **Vote: Ayes: 6 Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 7:45 p.m.

Kevin Willis, MCAP Senior Vice President of Construction and Development, thanked the Board for their support

Closed: 7:46 p.m.

Closed Session

7:47 p.m.

Rice moved **Cody** supported to move that that the Board meet in closed session per Section 15.268, Sec 8(1)(C) of the Open Meetings Act, permissible purposes include: “For strategy and negotiation sessions connected with negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.” **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Hauck, and Thering. Nays: 0. Motion carried.**

8:39 p.m.

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

MANAGER COMMENTS

- Commented on the progress of the upgrades at Township Hall.
- Made the Board aware that the Tribe is hosting their annual event “Honoring, Healing, and Remembering” on June 6th at the Mt Pleasant Indian Industrial Boarding School.

FINAL BOARD MEMBER COMMENTS

Bills – Expressed excitement for the holiday weekend and asked the public to attend the Memorial Day Parade on Monday, May 30th.

Mielke – Commented on the tragedy that happened in Texas on Tuesday, May 24th.

ADJOURNMENT

Rice moved **Bills** supported to adjourn the meeting at 8:50 p.m. **Vote: Ayes: 6 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						
06/01/2022	101	527 (E)	00146	CONSUMERS ENERGY	4511 E RIVER RD	12,275.08
06/01/2022	101	528 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE - 2ND QTR 2022	462.75
06/02/2022	101	529 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD	55.96
					MASTERCARD - BEBOW	355.21
					MASTERCARD - WALDRON	25.97
					MASTERCARD - DEARING	1,016.95
					MASTERCARD - RADAR	29.78
					MASTERCARD - MCBRIDE	2,137.40
					MASTERCARD - GALLINAT	5.20
					MASTERCARD - STUHLBREHER	44.97
					MASTERCARD - HOHLBIEN	9.63
					MASTERCARD - OCKERT	97.97
					MASTERCARD - THEISEN	126.79
					MASTERCARD - NANNEY	37.00
					MASTERCARD SOMMER	20.84
					MASTERCARD - CODY	181.02
					MASTERCARD - TEALL	1,453.40
					MASTERCARD - COFFELL	161.92
					MASTERCARD - SMITH	300.06
						<u>6,060.07</u>
06/02/2022	101	530 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
06/02/2022	101	531 (E)	01186	COYNE PROPANE LLC	PROPANE - 4511 E. RIVER	1,543.60
06/03/2022	101	23722	01669	HOLLIDAY INTERIORS LLC	NEW FURNITURE-6 OFFICES@TWNSHIP HALL	10,000.00
06/08/2022	101	23723	01358	21ST CENTURY MEDIA-MICHIGAN	PARKS SEASONAL HELP WANTED AD	595.00
06/08/2022	101	23724	00020	JAMES ALWOOD	WELL SITE LEASE-MAY 2022	399.84
06/08/2022	101	23725	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-APRIL 2022	1,453.30
					LABOR LEGAL FEES-APRIL 2022	75.00
					CONCERNED CITIZENS-APRIL 2022	30.00
					ZALUD LITIGATION-APRIL 2022	5,910.00
						<u>7,468.30</u>
06/08/2022	101	23726	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES WWTP	446.75
					JANITORIAL SUPPLIES TWP HALL	127.00
						<u>573.75</u>
06/08/2022	101	23727	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-MAY 2022	1,517.42
06/08/2022	101	23728	01171	DBI BUSINESS INTERIORS	TWP HALL SUPPLIES	53.19
					WIRELESS MOUSE	25.36
					RETURN WIRELESS MOUSE INVOICE 256887-0	(25.36)
						<u>53.19</u>
06/08/2022	101	23729	01579	ESRI	ARCGIS ONLINE CREATOR-ANNUAL FEE (8/1/22	1,900.00
06/08/2022	101	23730	00209	ETNA SUPPLY COMPANY	COUPLING/PERMANENT PLUG/PVC PRIMER & GLU	89.40
06/08/2022	101	23731	00811	FELAN PAINTING	TWP HALL INTERIOR PAINTING	10,900.00
06/08/2022	101	23732	00788	FERGUSON ENTERPRISES-POLLARDWATER	MISS DIG MARKING PAINT	67.80
06/08/2022	101	23733	01721	HYDROCORP	CROSS CONNECTION CONTROL PRG/RESIDENTIAL	2,650.00
					CROSS CONNECTION CONTROL PRG/NON-RESIDEN	950.00
						<u>2,600.00</u>

v

06/02/2022 11:21 AM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 05/26/2022 - 06/08/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/08/2022	101	23734	00307	IDEXX DISTRIBUTION, INC	DRINKING WATER LAB SUPPLIES	1,640.74
06/08/2022	101	23735	00324	ISABELLA CORPORATION	SCREENED TOPSOIL DELIVERED-MERIDIAN WELL	450.00
06/08/2022	101	23736	00324	ISABELLA CORPORATION	PUMP STATION #7 UPGRADE-PROG PMT #1	245,160.90
06/08/2022	101	23737	00333	ISABELLA COUNTY ROAD COMMISSION	BRINE CONTRACT-1ST PAYMENT	6,560.05
					BRINE CONTRACT-FINAL PAYMENT	13,120.11
						<u>19,680.16</u>
06/08/2022	101	23738	00359	KERR PUMP & SUPPLY	HYDROMATIC PUMP&SUBMERSIBLE PUMP	15,674.00
06/08/2022	101	23739	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	CAP, PIPE LUBRICANT, TAPE	68.00
					MJ BOLT & GASKET/MJ TRANSITION GASKET/MJ	243.40
					SOLID SLEEVE/PVC STAR GRIP/TRANSITION GA	270.00
						<u>581.40</u>
06/08/2022	101	23740	00907	MID MICHIGAN CABLE CONSORTIUM	FRANCHISE FEES - 1ST QUARTER 2022	11,523.08
06/08/2022	101	23741	00494	NORTH CENTRAL LABORATORIES	POTASSIUM/AMMONIA/SODIUM/ASCORBIC ACID/P	1,515.19
06/08/2022	101	23742	00397	PAT MCGUIRK EXCAVATING INC	SCREENED TOP SOIL-SERVICE CLEAN-UPS	525.00
06/08/2022	101	23743	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	22.00
06/08/2022	101	23744	01013	USA BLUE BOOK	VERISHEILD HI-VIZ EARMUFFS, PADLOCKS, AN PRESSURE TRANSMITTER	1,073.39 793.85
						<u>1,867.24</u>
06/08/2022	101	23745	01314	VERIZON WIRELESS	CELL PHONES 05-16-2022 TO 6-15-2022	517.20
06/08/2022	101	23746	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR - JUNE 2022	42.80
					DUMPSTER SERVICE MCDONALD-JUN 2022	128.42
					DUMPSTER SERVICE WWTP-JUN 2022	253.96
					DUMPSTER SERVICE SHOP-JUN 2022	42.39
					DUMPSTER SERVICE JAMESON-JUNE 2022	114.54
					DUMPSTER SERVICE TWP HALL-JUN 2022	64.88
						<u>646.99</u>
06/08/2022	101	23747	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	7,214.75
06/08/2022	101	23748	00723	WINN TELECOM	PHONE SERVICE 6/1/2022-6/30/2022	336.97
						<u><u>364,861.82</u></u>
101 TOTALS:						
Total of 32 Checks:						364,861.82
Less 1 Void Checks:						0.00
Total of 31 Disbursements:						<u>364,861.82</u>

Charter Township of Union Payroll
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CHECK DATE: May 26, 2022

PPE: May 21, 2022

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	36,769.68
Fire Fund		
EDDA		
WDDA		
Sewer Fund		37,913.98
Water Fund		25,743.17
Total To Transfer from Pooled Savings	\$	100,426.83

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	65,141.99
Employer Share Med		936.24
Employer Share SS		4,003.15
SUI		47.39
Pension-Employer Portion		5,235.59
Workers' Comp		631.20
Life/LTD		-
Dental		1,274.08
Health Care		23,023.29
Vision		-
Vision Contribution		-
Health Care Contribution		-
Flex Administrators		80.00
Cobra/Flex Administration		53.90
PCORI Fee		-
Total Transfer to Payroll Checking	\$	100,426.83

6.8.2022

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2021

BOARD MEMBER: Connie Lee Bills

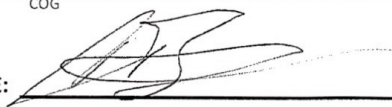
MONTH: February, March, April, May 2022

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
2/1/22	Isabella County BOC	X		50.00
2/15/22	Isabella County BOC	X		50.00
3/1/22	Isabella County BOC	X		50.00
3/15/22	Isabella County BOC	X		50.00
4/5/22	Isabella County BOC	X		50.00
4/19/22	Isabella County BOC	X		50.00
5/3/22	Isabella County BOC		X	75.00
5/17/22	Isabella County BOC	X		50.00
2/3/22	Election commission	X		50.00
3/28/22	Election commission	X		50.00
4/5/22	Election commission	X		50.00
3/16/22	COG	X		50.00

5/19/22 COG X 50.00

TOTAL 675.00

SIGNATURE:



Date:

5/25/22

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



Union Township Report-1

Date: Tuesday, May 24, 2022



Alarm Date between 2022-05-16 and 2022-05-22

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000364						
		5/16/2022 5:08:33 PM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 32	2	1
						Total Responding 2	
Union Township	0000371						
		5/17/2022 7:38:12 AM	322	Motor vehicle accident with injuries	ENG 32	2	1
		5/17/2022 7:38:12 AM	322	Motor vehicle accident with injuries	Assistant Chief	1	1
		5/17/2022 7:38:12 AM	322	Motor vehicle accident with injuries	C 31	1	1
						Total Responding 4	
Union Township	0000374						

		5/20/2022 8:25:14 PM	911	Citizen complaint	ENG 32	3	1
						Total Responding 3	
	Total Runs 3					Total Responding 9	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



Union Township Report-1

Date: Tuesday, May 31, 2022



Alarm Date between 2022-05-23 and 2022-05-29

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000387						
		5/23/2022 10:34:28 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000388						
		5/24/2022 3:46:32 PM	113	Cooking fire, confined to container	ENG 32	2	3
		5/24/2022 3:46:32 PM	113	Cooking fire, confined to container	POV	10	3
						Total Responding 12	
Union Township	0000391						
		5/25/2022 6:19:56 PM	322	Motor vehicle accident with injuries	ENG 32	3	1

							Total Responding 3
Union Township	0000395						
		5/27/2022 12:06:33 AM	424	Carbon monoxide incident	ENG 32	2	1
						Total Responding 2	
Union Township	0000396						
		5/27/2022 2:38:31 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
	Total Runs						Total Responding 21
	5						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 1, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 6/8/2022
ACTION REQUESTED: To conduct a Second Reading for and to adopt the PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business) District to PUD (Planned Unit Development), which also includes the associated PUD Concept Plan for the Prestige Center Assisted Living Facility Expansion dated March 14, 2022.	

BACKGROUND INFORMATION ON THE PUD OPTION

The Planned Unit Development (PUD) provisions of the Zoning Ordinance provide the Township with a flexible zoning and land development tool that ties together a rezoning action with a conceptual plan for the specific development project. Board adoption of the proposed amendatory ordinance would result in a rezoning of the subject land to the “PUD” zoning district. Future development and land use would then be regulated by the associated PUD Concept Plan and applicable Zoning Ordinance standards. If a PUD rezoning and Concept Plan approval is granted for the proposed Prestige Center Assisted Living Facility Expansion project, the next step for the applicant would be to prepare and submit more detailed preliminary and final site plans for Planning Commission review and action.

BACKGROUND INFORMATION ON THE PROPOSED PUD PROJECT

The proposed development is for the broader land use category of “housing for the elderly” (dependent living and assisted living for seniors), which is not an allowable land use in the B-4 District but is specifically included in Section 3.19 as a category that can be authorized as part of a PUD rezoning. The applicant desires to expand an existing assisted living facility originally constructed in 1983 and 1987 as a combined 40 bed foster care home facility. The development would include a complete renovation and modernization of the existing building space into state-of-the-art memory care facility, construction of a new assisted living facility building that provides comprehensive services and support for elderly residents of the community, and provisions for indoor recreation facilities and outdoor open space areas for the residents.

Summary of Public Meetings and Notices

The following is a summary of public notices and meetings for the application:

Date	Event	Actions
April 19, 2022	Regular in-person meeting of the Planning Commission	Public hearing, deliberation, and action to recommend the PUD application to the Board of Trustees for adoption.

Date	Event	Actions
May 12, 2022	Regular in-person meeting of the Isabella County Planning Commission	Reviewed the PUD application. No comments.
May 25, 2022	Regular in-person meeting of the Board of Trustees	Introduction and First Reading of the application and amendatory ordinance.
June 1, 2022	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading per requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and the amendatory ordinance at the Township Hall and under “Announcements” on the Township’s website.
June 2, 2022		Publication of the summary and notice in The Morning Sun newspaper.
June 8, 2022	Regular in-person meeting of the Board of Trustees	Second Reading and consideration of the amendatory ordinance for adoption.

SCOPE OF SERVICES

Second Reading and adoption of the proposed PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business) District to PUD (Planned Unit Development), which also includes the associated PUD Concept Plan for the Prestige Center Assisted Living Facility Expansion dated March 14, 2022.

JUSTIFICATIONS

In their 4/19/2022 motion to recommend that this PUD application be adopted, the Planning Commission identified several specific findings of fact and conclusions, based on the applicable criteria found in Section 3.19 of the Zoning Ordinance, which justify and support their recommendation. The Commission adopted the following motion by a unanimous roll call vote:

Motion by Commissioner Buckley supported by Commissioner Williams to recommend to the Township Board of trustees that the PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business) District to a PUD (Planned Unit Development) District subject to the revised Prestige Center PUD Concept Plan dated March 14, 2022 be adopted as presented, based on the following findings and conclusions:

- 1. The site and proposed development satisfy the Eligibility Criteria for consideration as a PUD project as specified in Section 3.19.A. of the Zoning Ordinance.***
- 2. The scope of proposed development activity on the revised PUD Concept Plan is now depicted as a single-phase project. The former “phase 2” Independent Senior Living component has been removed, with the area left vacant and designated as a “Future Development Area.”***
- 3. The application and revised PUD Concept Plan fully satisfy the requirements of Section 3.19.***
- 4. Planning Commission review and approval of preliminary and final site plans and Township Assessor approval of a land division/land combination application will be required for this project.***

GOALS ADDRESSED

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

- 1. Community well-being and the common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 3. Safety**
- 4. Health**
- 6. Commerce**

Adoption of the requested rezoning to expand elderly housing options and amenities in the community would support a sustainable community through the most effective use of resources that achieve the highest quality of life (1.0) and would allow our elderly residents to engage in a vibrant community life (1.1) and be able to thrive and have more than their basic needs be met as they age (1.2).

The modernized assisted living facility would provide their residents with a safe environment subject to all current building codes (1.3) that would include facilities and services that enable an active, healthy lifestyle tailored to the specific needs and challenges of an elderly population (1.4). The requested PUD rezoning would also be consistent with commerce –friendly economic development policies (1.6).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the amendatory ordinance would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

RESOLUTION

To conduct a Second Reading for and to adopt the PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business) District to PUD (Planned Unit Development), which also includes the associated PUD Concept Plan for the Prestige Center Assisted Living Facility Expansion dated March 14, 2022.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

ORDINANCE NO. _____

An ordinance to amend the Charter Township of Union’s Official Zoning Map by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for severability; to provide for publication; and to provide an effective date.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1 – Rezoning of land at 5785 E. Broadway Road from B-4 to PUD.

The Official Zoning Map shall be amended to rezone parcels 14-013-20-043-02 & -043-08 in the northeast quarter of Section 13 at 5785 E. Broadway Road from the B-4 (General Business) District to the PUD (Planned Unit Development) District.

Section 2 – Prestige Center Assisted Living Facility Expansion PUD Concept Plan approval.

The PUD Concept Plan dated March 14, 2022 for the proposed PREZ21-03 Prestige Center Assisted Living Facility Expansion project is approved and shall be made part of the adopted Planned Unit Development (PUD) zoning classification for parcels 14-013-20-043-02 & -043-08 in the northeast quarter of Section 13 at 5785 E. Broadway Road.

Section 3 – Severability

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect validity of the remaining portion thereof.

Section 4 – Publication

The Clerk for the Charter Township of Union shall cause this Ordinance to be published in the manner required by law.

Section 5 – Effective Date

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on _____, 2022 after a public hearing by the Planning Commission on April 19, 2022 as required pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.), and after introduction and a first reading by the Township Board on May 25, 2022 and publication after such first reading as required by the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34). This Ordinance shall be effective on _____, 2022, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing amendatory ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 2022, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Kim Rice	_____	_____	_____	_____
Trustee Connie Bills	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Bill Hauck	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

I further certify that a notice of adoption of this amendatory ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 2022 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 2022

Lisa Cody, Clerk

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

Bryan Mielke, Supervisor

Date: _____, 2022

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: June 2, 2022

Policy Review: 2.3 Compensation and Benefits
Type of Review: Internal
Review Interval: Annual
Review Month: May 2022

Policy Wording

With respect to employment, compensation, and benefits to employees, consultants, contract workers, volunteers, and collective bargaining units, the Township Manager shall not cause or allow jeopardy to fiscal integrity or public image.

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

- 2.3.1 Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.
- 2.3.2 Promise or imply permanent or guaranteed employment to individuals.
- 2.3.3 Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.
- 2.3.4 Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
- 2.3.5 Establish or change defined contribution plans so as to cause unpredictable or inequitable situations, including those that:
 - A. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
 - B. Treat the Township Management Team differently from other key employees.
- 2.3.5.1. Exception: Township Manager contract benefits.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the Township Manager does not change his or her compensation package except when the change is consistent with all other full time employees; promise or imply guaranteed employment to any individual; have employee benefits and compensation packages that deviates materially from

geographic or professional market levels; create long term obligations that cannot be paid for from revenue; establish or change retirement benefits that would cause unpredictable or inequitable situations.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the sub units of the policy that are clearly written and approved by the Board of Trustees.

Data

- Manager's compensation package is a result of Board approval. The Manager's employment contract was last approved, following a rewrite, in December 2021
- No promise of guaranteed employment has been made or implied by the Manager.
- Members of Collective Bargaining unit's compensation package is a result of negotiated agreements that are effective January 1, 2020 thru December 31, 2022. These received Board of Trustee approval. The compensation and benefit items that were negotiated followed the recommendations contained in the classification/compensation study received in 2019.
- Per the Collective Bargaining Agreement, premium expenses for health insurance benefit plans are shared between the employer and employee at a percentage ratio of 90/10 in 2022.
- MERS 457 plan offers additional retirement options for employees at no cost to the Township
- In January of 2021, a Memorandum of Understanding was executed with the bargaining groups that provides for an additional 80 hours of sick leave to use for qualifying reasons related to COVID-19. This additional benefit expired on 6/30/2021. The Board was informed of this at that time.
- All positions that came open during 2021 were filled via a competitive process using an interview team composed of members of the organization from across various departments.

Compliance

The Township Manager is in compliance with the policy as stated.

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: 2.3-Compensation and Benefits

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 2, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/08/2022
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance	

Current Action Emergency Funds Budgeted: If Yes Account # _____ No N/A Finance Approval _____ *MDS***BACKGROUND INFORMATION**

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

Certain policies, such as Policy 3.10 (Cost of Governance), are to be reviewed and monitored for Board compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.10.

Board Policy 3.10 – Cost of Governance

At its' highest-level the Policy states: "Because poor governance cost more than learning to govern well, the board will invest in its governance capacity". Due to the length, the entire policy is attached.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy: 3.10 Cost of Governance
Type: Direct Inspection
Occurrence: Annual
Date: May 2022

Policy:

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly:

3.10.1 Board skills, methods, and supports will be sufficient to assure governing with excellence.

3.10.1.1 Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

3.10.1.2 Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values. For Township provided electronic devices, see appendix G.

3.10.2 Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

3.10.2.1 Each year, the Board in the month of September will develop its budget for attendance at conferences and workshops, for third-party monitoring and organizational assessments, and ownership linkage activities including surveys, focus groups and other input mechanisms.

3.10.2.2 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**. Meeting sheets 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. At the conclusion of each calendar month, meeting sheets will be sent to the Township Accountant for submission in the next regular board meeting packet for board approval within the consent agenda. Following approval by the Board of Trustees, the meetings will be paid at the next payroll run.

3.10.3 **Purpose:** The intent of this policy is to provide taxpayers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the township.

1. In addition to township boards and committees, the board shall decide what meetings are

important to have a representative attend and appoint a board member to attend in person or virtually those meetings.

- In the event, the original assigned member is unable to attend, they should attempt to fill the position by asking another board member to attend the meeting.
- Board/committee assignments may be changed from time to time by a majority vote of the Board of Trustees
- Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.

2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated.

3. All board members shall be paid to attend Council of Governance, MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting, and the two Road Commission Ad Hoc meetings.

4. The township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings not identified in sections 10 or 11 that are during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.

6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting.

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.

9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.

10. The following is a list of meetings the Board shall assign representatives to attend:

- Union Township Planning Commission

- Union Township Economic Development Authority
- Union Township Sustainability Committee
- Union Township Intergovernmental Liaison Team
- Election Commission
- Board of Review (By statute, Supervisor is Secretary)

11. The following is a list of meetings the Board may assign a representative to attend:

- Road Commission regular monthly meetings
- Sidewalks and Pathways Prioritization Committee
- Temporary Committees (See Section 2)
- Isabella County Commission regular meetings
- City of Mt. Pleasant Board of Commissioners
- Middle Michigan Development Corporation
- Saginaw Chippewa Indian Tribe of Michigan (Tribal meetings are not open to the public. This assignment will primarily act in a Liaison capacity)
- Others to be added from time to time per approval of the Board.

Use this evaluation form for discussion at the Board of Trustees Meeting on June 8, 2022.

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

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