



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**July 13, 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 – June 22, 2022 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. WWTP Submersible Chopper Pump Purchase
11. NEW BUSINESS
  - A. Discussion/Action: (Smith) Township Hall Feasibility Study
  - B. Discussion/Action: (Stuhldreher) Draft of changes to Governance Policy 3.5 subsections
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:<br><u>—</u> Property owner in East or West DDA<br><u>—</u> Property owner in East or West DDA<br><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

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**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

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## 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 June 22, 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 (arrived at 7:12 p.m.), Trustee Bills, Trustee Brown, and Trustee Hauck, and Trustee Thering

**Approval of Agenda**

**Hauck** moved **Bills** supported to approve as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Presentation**

**Public Hearings**

**Public Comment**

Open: 7:01 p.m.

No comments were offered.

Closed: 7:02 p.m.

**Closed Session**

**Reports/Board Comments**

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

**\* Treasurer Rice arrived at 7:12 p.m.**

Brown – Gave an update on the City Commissioners meeting held on June 13<sup>th</sup>.

Bills – Gave an update on the Isabella County Commissioner meeting held on June 21<sup>st</sup>.

Thering – Gave an update on the Planning Commission meeting held on June 21<sup>st</sup>.

Rice – Gave an update on summer taxes.

Hauck – Gave updates on the Isabella County Road Commission meeting held on June 9<sup>th</sup> and the Council of Governance meeting held on June 15<sup>th</sup>.

Cody – Gave updates on the upcoming election.

## **Consent Agenda**

- A. Communications
- B. Minutes – June 8, 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: 7 Nays: 0. Motion carried.**

## **New Business**

### **A. Discussion/Action: (Nanney) Gourdie Fraser – Township Sidewalk Projects Service Agreement**

**Bills moved Rice supported to approve the agreement with Gourdie-Fraser, Inc. in the amount not to exceed \$28,250.00 to provide civil engineering and construction administration services for sidewalk construction around the northern and eastern perimeter of the Township Hall and west into McDonald Park, and through the Township-owned lot at 5243 Jonathon Lane to provide a pedestrian connection between Jonathon Lane and E. Kay Street; and to authorize the Township Manager to sign the agreement. Vote: Ayes: 7 Nays: 0. Motion carried.**

### **B. Discussion/Action: (Teall) Policy Governance 2.5.10 Cash Flow Ration**

Discussion by the Board

### **C. Discussion/Action: (Stuhldreher) Policy Governance 3.10 Cost of Governance**

Discussion by the Board

### **D. Discussion/Action: (Board of Trustees) Policy Governance 3.5 Board Commission and Community Linkage**

Discussion by the Board

### **E. Discussion/Action: (Board of Trustees) Policy Governance 3.6 Supervisor's Role in the Board's Process**

Discussion by the Board

### **F. Discussion/Action: (Board of Trustees) Policy Governance 3.7 Duties of the Elected Department Heads**

Discussion by the Board

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

Open 8:30 p.m.

No comments were offered.

Closed: 8:30 p.m.

## **MANAGER COMMENTS**

- The Leadership Luncheon scheduled for June 23<sup>rd</sup> has been cancelled. It will be rescheduled for a later date in the fall.

- The clerk will be utilizing the Supervisor’s office for election purposes.
- Commented on the Lincoln Rd/MDOT bids ending on June 27<sup>th</sup>
- Gave updates on the A/V upgrades to the Board room in efforts to implement hybrid meetings.

**FINAL BOARD MEMBER COMMENTS**

Brown – Supports partnering with the EDA in funding a “crew car” for the Mt. Pleasant Airport.

Bills – Commented on the Isabella County Register of Deeds working to digitize records.

Thering – Commented on how well maintained the grounds are at Union Township Hall.

Rice – Commented that she will be on vacation for the next Board meeting.

Mielke – Echoed Browns support of the “crew car” for Mt. Pleasant Airport. Commented on the property on Yats Dr. that the EDA Board acted on.

**ADJOURNMENT**

Rice moved **Brown** supported to adjourn the meeting at 8:45 p.m. **Vote: Ayes: 7 Nays: 0.**

**Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/01/2022	101	535 (E)	01233	UNITED STATES OF AMERICA	BOND PAYMENT - SEWER - 92-05	140,548.94
06/24/2022	101	536 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
07/05/2022	101	537 (E)	00146	CONSUMERS ENERGY	2010 S. LINCOLN 2424 W. MAY ST 2188 E. PICKARD RD 1776 E. PICKARD RD 2495 E. DEERFIELD RD 1876 E. PICKARD RD 2180 S. LINCOLN RD 1876 S, LINCOLN RD 4520 E RIVER RD 1633 S. LINCOLN RD 1605 SCULLY RD 1046 S. MISSION ST 5319 E. AIRORT RD 800 CRAIG HILL RD 2279 S. MERIDIAN RD 2279 S. MERIDIAN ROAD 4511 E. RIVER RD	809.16 490.13 76.58 140.54 79.45 45.99 35.19 17.00 119.86 202.21 49.44 116.71 48.90 63.96 2,049.82 50.21 <u>12,995.89</u> 17,391.04
07/05/2022	101	538 (E)	00146	VOID	Void Reason: Created From Check Run Process	V
07/07/2022	101	539 (E)	01105	MASTERCARD	MASTERCARD TEALL MASTERCARD GALLINAT MASTERCARD CODY MASTERCARD SOMMER MASTERCARD STUHLBREHER MASTERCARD NANNEY MASTERCARD COFFELL MASTERCARD OCKERT MASTERCARD WALDRON MASTERCARD BEBOW MASTERCARD ROCKAFELLOW MASTERCARD MCBRIDE MASTERCARD CRAWFORD MASTERCARD SMITH MASTERCARD RADAR MASTERCARD DEARING MASTERCARD HOHLBEIN MASTERCARD FUSSMAN MASTERCARD SOMMER	270.00 406.08 27.53 53.55 44.97 442.99 421.29 22.48 96.99 957.76 188.27 1,189.75 66.97 232.24 277.10 143.79 105.58 112.97 <u>115.00</u> 5,175.31
07/07/2022	101	540 (E)	01105	VOID	Void Reason: Created From Check Run Process	V
06/23/2022	101	23790	01515	LISA M CODY	MILEAGE REIMBURSEMENT 3/11/2022-5/20/202	97.57
06/23/2022	101	23791	01663	RODNEY NANNEY	MILEAGE TO MEETINGS-APR/MAY	104.72
06/23/2022	101	23792	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT 3/25/2022-5/31/202	192.17
07/13/2022	101	23793	01585	ADVANCED TURF SOLUTIONS	BALL FIELD LINE MARKING CHALK - PARKS	373.72
07/13/2022	101	23794	00020	JAMES ALWOOD	WELL SITE LEASE - JUNE 2022	507.40
07/13/2022	101	23795	01703	AMAZON CAPITAL SERVICES	PRINTER INK - TWP CLERK MAILING TUBES WITH CAPS	235.66 146.16

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					4 PACK OF NOTEBOOKS	22.98
						<u>404.80</u>
07/13/2022	101	23796	00072	BLOCK ELECTRIC	RETROFIT LIGHTS TO LED & ADDED 2 PLUGS T	598.06
					NEW LED PARKING LOT LIGHTING DPW & LIFTS	856.66
					HOOK UP CMS - PUMPSTATION #7	756.97
					REPLACE EXIT LIGHTING AT FRONT DR-EMERGE	182.35
						<u>2,394.04</u>
07/13/2022	101	23797	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES - MAY 2022	712.00
					ZALUD LITIGATION - MAY 2022	90.00
						<u>802.00</u>
07/13/2022	101	23798	00095	C & C ENTERPRISES, INC.	TOILET PAPER/NITRILE GLOVES/SAFETY GLASS	192.20
					CLOTHING ALLOWANCE - MERLING	14.50
					MULTIFOLD TOWEL/DISENFECTANT WIPES/WYPAL	183.50
					KITHCEN ROLL TOWEL - ISABELLA WELL SITE	34.50
						<u>424.70</u>
07/13/2022	101	23799	00099	CENTRAL CONCRETE PRODUCTS CO. INC	5.5 SACK LS AE	138.00
					DRAINAGE STONE - INSTALL 12" VALVE & 12"	201.19
						<u>339.19</u>
07/13/2022	101	23800	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING WWTP Q2 2022	1,674.72
					MCDONALD PK CONCESSIONS Q2 2022	1,149.11
					UTILITY BILLING TWPBALL Q2 2022	199.96
						<u>3,023.79</u>
07/13/2022	101	23801	00129	CMS INTERNET, LLC	WIRELESS KEYBOARD/MOUSE	49.99
07/13/2022	101	23802	01626	DANNY COFFELL	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
07/13/2022	101	23803	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JUNE 2022	2,029.23
07/13/2022	101	23804	01242	CULLIGAN WATER	WATER COOLER SHOP - BOTTLED WATER/DEPOSI	62.00
					WATER COOLER SHOP - JUNE 2022	8.50
					WATER COOLER SHOP - MAY 2022	17.00
						<u>87.50</u>
07/13/2022	101	23805	00994	CUSTOM HEATING & PLUMBING, INC	WELL-SITE BATHROOMS & PUMP ROOM - REPLAC	1,225.00
07/13/2022	101	23806	01171	DBI BUSINESS INTERIORS	CLASP ENVELOPES	86.73
					ENVELOPES/FILE FOLDERS/SCANNER CLEANING	69.31
						<u>156.04</u>
07/13/2022	101	23807	00188	DOUG'S SMALL ENGINE	MOTOR OIL	47.97
07/13/2022	101	23808	00098	ELECTION SOURCE	ELECTION MATERIALS - CUSTOM ALUMINUM SIG	1,027.89
07/13/2022	101	23809	00209	ETNA SUPPLY COMPANY	MEGALUG RET GLAND FOR PVC PIPE	1,134.00
					SENSUS AUTOGUN - METER READER	1,800.00
						<u>2,934.00</u>
07/13/2022	101	23810	01353	EVOQUA WATER TECHNOLOGIES LLC	PUMP REPAIR KIT & SPRINGS	01394.00
					BIOXIDE	10,851.64
						<u>10,851.64</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						11,245.64
07/13/2022	101	23811	00257	GOURDIE-FRASER, INC.	MANHOLE WATERPROOFING PUMP STATION #7 & COLLECTION SYSTEM UPGR RIVEWR RD CONTROL BUILDING - HIGH SERVIC PUMP STATION #1 REPLACEMENT	60,210.00 5,642.00 2,077.56 5,727.03
						<u>73,656.59</u>
07/13/2022	101	23812	00261	GRAINGER	CONDUIT CLAMP/ BUSHINGS/ PLUGS	124.87
07/13/2022	101	23813	01586	GREENSCAPE	5243 JONATHAN LANE - SIRE RESTORATION PR 5243 JONATHON LANE IMPROVEMENTS	16,750.00 2,073.37
						<u>18,823.37</u>
07/13/2022	101	23814	00266	HACH COMPANY	SENSOR CAP REPLACEMENT KIT	1,383.23
07/13/2022	101	23815	01541	HEINTZ LIFTING INC	LIFT FOR TANK CLEANOUT	960.00
07/13/2022	101	23816	01721	HYDROCOP	CROSS CONNECTION CONTROL PRG/NON-RESIDEN CROSS CONNECTION CONTROL PRG/RESIDENTIAL	950.00 2,650.00
						<u>3,600.00</u>
07/13/2022	101	23817	00324	ISABELLA CORPORATION	FILL SAND - WATER MAIN REPAIR FILL SAND - RIVER ROAD FORCE MAIN REPAIR	350.00 350.00
						<u>700.00</u>
07/13/2022	101	23818	01782	LAFONTAINE AUTOMOTIVE	2022 CHEVROLET SILVERADO 4 WHEEL DRIVE	42,311.10
07/13/2022	101	23819	01455	JENNIFER LOVEBERRY	MILEAGE REIMBURSEMENT	167.31
07/13/2022	101	23820	00402	MEDLER ELECTRIC CO	SQUARE D CIRCUIT BREAKER 3 PHASE DISCONNECT/FUSES/MATERIAL FOR LI	546.89 415.28
						<u>962.17</u>
07/13/2022	101	23821	00405	METTLER-TOLEDO, INC.	MAINTENANCE & CALIBRATION	977.34
07/13/2022	101	23822	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV. AGREEMENT - JULY 20	1,052.01
07/13/2022	101	23823	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	VALVE, TEE, SOLID SLEEVE, T-BOLT, GASKET	2,189.00
07/13/2022	101	23824	00907	MID MICHIGAN CABLE CONSORTIUM	A/V INSTALL TWP HALL BOARD ROOM/HDMI CAB	259.98
07/13/2022	101	23825	00128	CITY OF MT. PLEASANT	3RD QTR 2022 FIRE CONTRACT PAYMENT	203,225.00
07/13/2022	101	23826	00494	NORTH CENTRAL LABORATORIES	TESTING SUPPLIES - AMMONIA HR & ULR/PHOS 100' AMBER LATEX TUBING 3M STEAM CHEMICAL/COLIBLUE BROTH AMPULES	2,266.60 411.17 459.56
						<u>3,137.33</u>
07/13/2022	101	23827	01631	NOLAN OCKERT	MILEAGE REIMBURSEMENT 6/16/2022	21.76
07/13/2022	101	23828	00131	PERCEPTIVE CONTROLS, INC	CONTROL PROGRAMMING BACKWASH/ISABELLA	13,635.00
07/13/2022	101	23829	01489	PFM FINANCIAL ADVISORS LLC	2022 ANNUAL BOND DISCLOSURE	1,100.00
07/13/2022	101	23830	01642	PIVOT POINT PARTNERS LLC	FIELD ASSESSING SUPPORT 6/20/2022 TO 6/2	1,030.40
07/13/2022	101	23831	00539	PRINTING SYSTEMS, INC	VOTER ID CARDS	322.42
07/13/2022	101	23832	01781	RELIANT WATER TECHNOLOGIES	WET WELL WIZARD/HOSE ASSY/STARTER ASSY/R	8,603.76
07/13/2022	101	23833	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES MAY 2022 - TWP HALL JANITORIAL SERVICES MAY 2022-WTP JANITORIAL SERVICES MAY 2022-WWTP	852.14 316.29 316.29
						<u>1,484.72</u>
07/13/2022	101	23834	01350	ROTH ELECTRIC SOUND LLC	BOARDROOM SOUND SYSTEM REPAIR/ MIXER AMP	014500.00
07/13/2022	101	23835	01254	LARRY M SOMMER	TRAVEL EXPENSES - 4/22/2022 - NMCOA	19.27

07/06/2022 07:24 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 06/23/2022 - 07/13/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/13/2022	101	23836	00609	STANDARD ELECTRIC COMPANY	PVC - COUPLING - ELBOW -BODY&CVR	689.09
07/13/2022	101	23837	01660	MARK THEISEN	MILEAGE REIMBURSEMENT 5/16/2022	17.40
07/13/2022	101	23838	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	178.34
07/13/2022	101	23839	01013	USA BLUE BOOK	PADLOCKS & TESTING SUPPLIES	237.74
					CAP KIT FOR HACH LDO	970.34
					FIRE HYDRANT PAINT & SAFETY YELLOW PAINT	211.72
					HACH FREE CHLORINE SWIFTEST	104.37
					HACH FREE CHLORINE SWIFTEST	104.42
						<u>1,628.59</u>
07/13/2022	101	23840	01723	V&V ASSESSING LLC	ASSESSING SERVICES - 3RD QTR 2022	22,500.00
07/13/2022	101	23841	01314	VERIZON WIRELESS	CELL PHONES 6-16-22 TO 7-15-22	434.25
07/13/2022	101	23842	01257	JOSH WALDRON	MILEAGE REIMBURSEMENT-HOME TO SHOP	11.70
					MILEAGE REIMBURSEMENT 05-4-2022	11.70
					MILEAGE REIMBURSEMENT 6/26/2022	11.70
					MILEAGE REIMBURSEMENT REPORT	11.70
					CLOTHING ALLOWANCE REIMBURSEMENT	100.00
						<u>146.80</u>
07/13/2022	101	23843	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR - JULY 2022	42.80
					DUMPSTER SERVICE MCDONALD JULY 2022	128.42
					DUMPSTER SERVICE WWTP- JULY 2022	255.94
					DUMPSTER SERVICE JAMESON JULY 2022	334.74
					DUMPSTER SERVICE SHOP JULY 2022	42.39
					DUMPSTER SERVICE TWP HALL JULY 2022	65.39
						<u>869.68</u>
07/13/2022	101	23844	01236	WEB ASCENDER	WEBSITE HOSTING Q3 2022	90.00
07/13/2022	101	23845	00723	WINN TELECOM	PHONE SERVICE 7/1/2022-7/31/2022	337.80
						<u><u>337.80</u></u>
101 TOTALS:						
Total of 62 Checks:						600,821.23
Less 2 Void Checks:						0.00
Total of 60 Disbursements:						<u>600,821.23</u>

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

**CHECK DATE: June 23, 2022**

**PPE: June 18, 2022**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	40,578.48
Fire Fund		
EDDA		
WDDA		
Sewer Fund		32,138.19
Water Fund		28,556.14
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>101,272.81</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	67,159.68
Employer Share Medicare		965.52
Employer Share SS		4,128.32
SUI		58.56
Pension-Employer Portion		5,333.93
Workers' Comp		680.76
Life/LTD		-
Dental		1,355.43
Health Care		21,494.26
Vision		-
Vision Contribution		-
Health Care Contribution		-
Flex Administrators		40.00
Cobra/Flex Administration		56.35
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>101,272.81</b>



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

**CHECK DATE: July 7, 2022**

**PPE: July 2, 2022**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	36,196.86
Fire Fund		
EDDA		
WDDA		
Sewer Fund		35,262.52
Water Fund		27,537.02
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>98,996.40</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	69,376.93
Employer Share Medicare		923.93
Employer Share SS		3,950.51
SUI		71.22
Pension-Employer Portion		5,279.70
Workers' Comp		675.26
Life/LTD		601.92
Dental		1,314.76
Health Care		21,494.26
Vision		391.68
Vision Contribution		(195.84)
Health Care Contribution		(4,887.93)
Flex Administrators		
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>98,996.40</b>



# Union Township Report-1

Date: Tuesday, June 21, 2022



Alarm Date between 2022-06-13 and 2022-06-19

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000436</b>						
		6/13/2022 5:48:33 PM	531	Smoke or odor removal	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000442</b>						
		6/15/2022 8:01:41 AM	744	Detector activation, no fire - unintentional	ENG 31	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000445</b>						
		6/15/2022 12:35:29 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000446</b>						
		6/16/2022 12:02:44 PM	444	Power line down	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000447</b>						
		6/16/2022 7:15:59 PM	444	Power line down	ENG 31	2	1
		6/16/2022 7:15:59 PM	444	Power line down	ENG 32	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000452</b>						
		6/17/2022 4:50:04 PM	130	Mobile property (vehicle) fire, other	ENG 31	2	3
		6/17/2022 4:50:04 PM	130	Mobile property (vehicle) fire, other	POV	9	3
						<b>Total Responding 11</b>	

<b>Union Township</b>	<b>0000455</b>						
		6/18/2022 4:16:26 AM	743	Smoke detector activation, no fire - unintentional	ENG 31	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 7					<b>Total Responding 24</b>	

**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, July 5, 2022



Alarm Date between 2022-06-27 and 2022-07-03

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000491</b>						
		6/27/2022 9:57:11 PM	440	Electrical wiring/equipment problem, other	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000499</b>						
		6/29/2022 11:06:11 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b>						
	<b>2</b>					<b>Total Responding 4</b>	

**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**

<b>To:</b> Mark Stuhldreher – Township Manager	<b>DATE:</b> July 5, 2022
<b>FROM:</b> Kim Smith – Public Services Director	<b>DATE FOR BOARD CONSIDERATION:</b> July 13, 2022
<b>ACTION REQUESTED:</b> Approval of the purchase of a Vaughan Submersible Chopper Pump from JGM Valve Corporation for the Waste Water Treatment Plant in the amount of \$13,846.00.	

Current Action  Emergency

Funds Budgeted: If Yes  Account # 590-540-934-983 No  N/A

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

The Charter Township of Union Public Services Department budgeted for the purchase of a replacement grease pit submersible chopper pump at the Waste Water Treatment Plant Facility in the FY2022 budget. The chopper pump is part of the scum pit equipment for clarifiers one and two. The chopper pump currently being used is the pump installed during the original plant construction. The existing pump has been in operation for over twenty years.

This purchase is a sole source purchase as JGM Valve is the Michigan Distributor for this specific model of chopper pump that is compatible with the existing scum pit equipment.

**SCOPE OF SERVICES**

Purchase of a replacement Vaughn model S3F-065 submersible grease pit chopper pump for clarifiers one and two scum pit equipment at the Waste Water Treatment Plant.

**JUSTIFICATION**

This purchase will allow for the township to have an additional scum pit chopper pump available for replacement when the existing twenty-year old chopper pump fails.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with this request (from Policy 1.0: Global Ends)

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

**COSTS**

\$13,846.00

**PROJECT TIME TABLE**

8 – 12 weeks delivery

**RESOLUTION**

Authorization is hereby given for the purchase of a Vaughan Submersible Chopper Pump from JGM Valve Corporation for the Waste Water Treatment Plant in the amount of \$13,846.00.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:





1155 Welch Road – Suite D  
 Commerce, Michigan 48390  
 Phone: 248-926-6200 / Fax: 248-926-6290  
 Attention: Michael B. Dearing  
 Project: Union Township WWTP-To replace S/N 58939

Quote Number: 46076C  
 Dated: 06/08/2022

Page 1 of 4

*DUE TO CONTINUED PRICING INSTABILITIES IN MOTORS, METALS AND CASTINGS  
 ALL PRICING BEYOND 60 DAYS MUST BE VERIFIED PRIOR TO PLACING AN ORDER.*

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
------	-----	------	-------------	------------	-------

**1 1 EA Vaughan Model S3F-065 Submersible Chopper Pump consisting of:**

- Casing**, cast ductile iron with 3" ANSI CL 125 discharge flange.
- Impeller, Cutter Bar, Cutter Nut Upper Cutter**, cast steel, heat treated to minimum Rockwell C60.
- Mechanical Seal**, cartridge type with ductile iron gland, Viton O-rings, silicon carbide faces, and integral stainless steel sleeve as manufactured by Vaughan.
- Elastomers**, Buna N
- Bearings**, oil bath lubricated with minimum 100,000-hour L-10 bearing life.
- Bearing Housing**, cast ductile iron with piloted motor mount.
- Automatic Oil Level Monitor**, PVC plastic reservoir with 120V switch and intrinsically safe relay and 25 ft. of hose.
- Shaft**, heat treated steel
- Drive**, 5 HP, 1725 RPM, 460V, 3 phase, 60 Hz, 1.15 SF, Explosion Proof (Class 1, Group C & D) 15 minute in air duty submersible motor with tandem mechanical seals, moisture sensors, internal thermostats, and 25 feet of power and control cable, manufactured by ABB/Baldor.
- Pump Finish**: Sandblast and coat with minimum 30 MDFT Tnemec Perma-Shield PL Series 431 epoxy. (Except Motor)

**TOTAL NET PRICE: \$13,846**

**FREIGHT:**

Freight not included. Freight quote available upon request

**\*Customer to reuse existing Guiderail system, Base elbow, and Recirculation system.**

**Pump Performance:** 125 GPM @ 30 FT. TDH  
**Application:** Scum  
**Industry:** Municipal

Submittals:	Submittal time is 4 - 6 weeks after receipt of order.
Production Time:	<b>Estimated 8 to 10 weeks after receipt of approved submittals, released to production and executed purchase order.</b> Estimated ship dates are subject to change dependent on motor availability. Vaughan Co. will arrange shipment upon the receipt of approved factory tests, if applicable.
FOB:	Montesano, Washington via best way, <b>PLUS FREIGHT</b>
Terms:	Contingent on credit approval.
Expiration:	Quotation valid for 30 days.

JMV

**"First and Only Chopper Pump – Worldwide"**



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher - Township Manager	<b>DATE:</b> June 28, 2022
<b>FROM:</b> Kim Smith – Public Services Director	<b>DATE FOR BOARD CONSIDERATION:</b> July 13, 2022
<b>ACTION REQUESTED:</b> Approval of the Proposal from Goudreau Associates in the amount of \$24,400.00 for the completion of a Township Hall Preliminary Architectural Feasibility Report and for the Township Manager to approve all requisite documents.	

Current Action  Emergency

Funds Budgeted: If Yes  Account # 101-901-976.314 No  N/A

Finance Approval  MDS

### BACKGROUND INFORMATION

The Charter Township of Union Hall was constructed years ago when Union Township was considered a rural community. With the edition of public water and sewer in the 1980’s, commercial business expansion, construction of subdivisions, and construction of single-family residential homes, the township demographic has changed from mainly rural to a mix of urban and rural. In the early 1990’s an addition was added to the township hall. The expansion consisted of additional office space, two restrooms, additional meeting space, and a partial basement. The expanded facility met the needs of the community for many years. With the continued growth and demographic changes of the township the need to provide more office space, election polling space, meeting spaces, and storage has become a necessity.

Union Township wishes to evaluate the most effective option for meeting the long term needs of providing for administrative offices, election polling, meeting spaces, and storage. The first step in the process is the completion of a Preliminary Architectural Feasibility Report to assist the township in developing the necessary data to outline the needs and solutions for meeting these needs.

Goudreau Associates was asked to provide a Proposal for the completion of a Preliminary Architectural Feasibility Report based on our experience working with them on other projects. The Township and Goudreau Associates worked together on the Jameson Park Project and the Isabella Treatment Facility Administrative Office Project. The working relationship and outcome of both of these projects was positive. After discussions with Goudreau Associates, it was determined to evaluate three options based on the USDA-RD Guide. The Rural Development Feasibility Guide was chosen due the level of evaluation and detail of defensible data for making decisions. The three options discussed are as follows:

- Option 1 – Renovation of existing Township Hall on existing site
- Option 2 – New building construction on existing site
- Option 3 – New building construction on a new site

## **SCOPE OF SERVICES**

Architectural, technical, and financial analysis necessary to complete a planning document containing the information, and options for providing for the future administrative and election polling needs of the township. The study will be completed in accordance with USDA-RD Guidelines in order to provide the Board of Trustees, Township Administration, and the Community the necessary data and information to make educated decision regarding a facility.

The feasibility study will contain the following:

- Need justification for the facility
- Site analysis and preliminary design
- Building programming and preliminary design
- Total Development cost model with five-year cost estimates
- Annual operating budget
- Conclusion and recommendations

## **JUSTIFICATION**

Completion of a Township Hall Preliminary Architectural Feasibility Report will guide the Township in making decisions on the appropriate timing, options, and estimated cost for meeting the Township's long term needs of providing a facility for administrative offices, election polling, and meeting spaces.

## **PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

## **COSTS**

Funding for this project in the amount of \$20,000 is included in the approved FY 2022 budget. A budget amendment in the amount of \$4,400 will be needed if approved.

## **PROJECT TIME TABLE**

Estimated completion 9 – 12 months

**RESOLUTION**

Approval of the Proposal with Goudreau Associates in the amount of \$24,400.00 for the completion of a Township Hall Preliminary Architectural Feasibility Report and for the Township Manager to approve all requisite documents..

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

June 2, 2022

Mark Stuhldreher, Township Manager  
Charter Township of Union  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

Subject: Charter Township of Union - Township Hall  
Preliminary Architectural Feasibility Report

Dear Mr. Stuhldreher,

This letter acknowledges receipt of “Request for Proposal” for referenced Feasibility Study and will serve as an interim agreement for the subject project.

In general, this interim agreement will provide for a **“Preliminary Architectural Feasibility Report”** per \*USDA-RD-Instruction 1942-A Guide (6). The Feasibility Report is required by USDA and it assists the Owner in developing the defensible data necessary to secure construction funding from USDA. Working with your planning team we will generate the Feasibility Report consisting of the following; *Need Justification for the Facility, Site Analysis and Preliminary Design, Building Programming and Preliminary Design – Three (3) Options: Option 1- Existing Township Hall Renovations on the Existing Site, Option 2- New Building Construction on the Existing Site, Option 3- New Building Construction on a New Site, Total Development Cost Model including a Projected Five (5) Year Cost Estimate, \*\*Annual Operating Budget and Conclusions and Recommendations.* We will also assist you as you work with USDA with the preparation of the final construction funding application.

*\* Even though the Township may not pursue funding with USDA, the defensible data generated in the Feasibility Report could be used to seek and secure funding with other financing sources as well as educate the Board and Township Community regarding the proposed project.*

*\*\*Annual Operating Budget will need to be prepared by the Township per USDA Requirements.*

To develop a **“Preliminary Architectural Feasibility Report”** for the three options, we have developed the following work plan with an explanation of what will be evaluated for each option. As discussed, we have separated the Scope of Work into two (2) Phases, as outlined below.

### **Preliminary Scope of Work & Budget**

#### **1. Phase 1: Charter Township of Union Hall – Renovations (Option 1)**

- a. The Union Township Hall building will be field documented with as-built drawings and schematic plans will be developed for necessary renovations. Existing exterior finish materials, windows, and doors will all be evaluated for performance and will be replaced as needed. Staff and space programming will be evaluated and projected for the future and the interior layout to be reconfigured and renovated to meet these needs. Functional space requirements will be evaluated for meeting space and voter precinct occupancies as well. Interior wall finishes, ceilings, and flooring will be replaced throughout. The existing toilet rooms will be updated to meet barrier free design codes, with proper clearances, ventilation, and lighting. The building mechanical and electrical systems will be evaluated and upgraded as required to accommodate the new renovations. Upgrades will be determined based on observations and Owner provided information.

- b. The Union Township Hall site will be assessed with regards to safety, parking, and access. Options for reconfiguring parking and driveways will be investigated to provide a safer entry into and exit from the site onto South Lincoln Road and East Pickard Road intersection.

**2. Phase 2: Charter Township of Union Hall – New Construction (Options 2 & 3)**

- a. Options 2 & 3 - A new building plan will be developed for the Union Township Hall based on the Owner’s functional space needs, both current and future. Functional space requirements will also include meeting space and voter precinct occupancies. Narratives for general building systems will be discussed as well as \*\*\*energy efficient options.
- b. Option 2 - If the Existing Site is to be utilized, data collected from Task 1 will be used to determine the best placement for a building on the site. Drives and parking to be reworked to accommodate new building placement, as well as utilities, landscaping, and signage.
- c. Option 3 - If the Owner chooses to build on a new site, GA will assist the Owner in site selection as needed, based on Owner-provided information. GA will help the Owner obtain a proposal for a Site Survey of the new property and use it to determine building placement. Site clearing and building demolition will be required, development of drives and parking, reconfiguration/ extension of existing utilities, landscaping, and signage.

\*\*\*Note that general narratives for energy efficient options and alternative energy sources will be developed as a part of the Feasibility Study. Studies for these energy sources will not be performed until a site has been selected. GA will obtain a consultant proposal for these services in the next phase of the design process after the completion of the Feasibility Study and will be included as a part of our proposal.

To develop a fee proposal for the “**Preliminary Architectural Feasibility Report**” we have incorporated the following professional services fees:

<b><u>Phase 1: Evaluation of Existing Township Hall Building &amp; Site (Option 1)</u></b>	
<b><u>Field Documentation, Evaluation and Modeling</u></b>	
Architectural	\$4,000.00
	<u>\$4,000.00</u>
<b><u>Preliminary Architectural Feasibility Report</u></b>	
Architectural	\$6,000.00
	<u>\$6,000.00</u>
<b><u>Mechanical, Electrical &amp; Plumbing Evaluation</u></b>	
M/E/P	\$4,400.00
	<u>\$4,400.00</u>
<b><u>Phase 2: New Building and/or Site (Options 2 &amp; 3)</u></b>	
<b><u>Field Documentation, Evaluation and Modeling</u></b>	
Architectural	\$4,000.00
	<u>\$4,000.00</u>
<b><u>Preliminary Architectural Feasibility Report</u></b>	
Architectural	\$6,000.00
	<u>\$6,000.00</u>
<b>Overall costs.....</b>	<b>\$24,400.00</b>

The above fee proposal includes infrastructure evaluation, recommendations and cost estimating from the following Engineering Consultants:

**Mechanical/Electrical/Plumbing Consultants:**

Clark Trombley Randers  
131 S. Main Street  
Mt. Pleasant, MI 48858

Proposals will be obtained from the following Consultants on an as-needed basis once the Scope of the project is better defined, following this Feasibility Study.

**Site Civil Engineers/Surveyors/Landscape Architecture:**

Gourdie-Fraser, Inc.  
123 W. Front Street  
Traverse City, MI. 49684

**Structural Consultants:**

Snyder & Staley Engineering, PLC  
824 Tittabawassee Road  
Saginaw, MI 48604

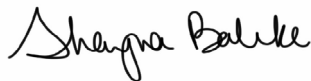
**Energy Consultants:**

Strategic Energy Solutions, Inc.  
4000 West Eleven Mile Road  
Berkley, MI. 48072

Upon your authorization, Goudreau & Associates, Inc. will schedule and complete the **“Preliminary Architectural Feasibility Report”** for a fee not to exceed, without prior approval, **\$24,400.00**. Please also budget approximately **\$1,000.00** for out-of-pocket expenses for printing of deliverables including any computer renderings.

We are looking forward to meeting with you to further discuss our proposal as well as working with you and the Township on this very important project for the community. If you should have any questions regarding this proposal, please feel free to give me a call.

Sincerely,



Shayna Bahlke, AIA, ASID, NCARB  
Goudreau & Associates, Inc. Architects + Builders

Charter Township of Union Authorizes Goudreau & Associates, Inc. in conjunction with Clark, Trombley, Randers to Proceed with the Preliminary Architectural Feasibility Report for the Proposed Union Township Hall.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. Mark Stuhldreher, Township Manager

Attachments: \_\_\_\_\_

*Goudreau & Associates, Inc. - 2022 Hourly Fee Schedule*  
*Clark Trombley Randers – Proposal including 2022 Hourly Fee Schedule*

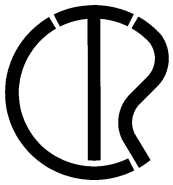
**GOUDREAU & ASSOCIATES, INC.**

**HOURLY BILLING RATES SCHEDULE FOR PRE-DESIGN SERVICES – 2022**

<b><u>PROFESSIONAL &amp; STAFF</u></b>	<b><u>BILLING RATE</u></b>
ARCHITECT- PRINCIPAL PROJECT LEADER	\$105.00/HR
SENIOR PROJECT MANAGER (A/E)	\$80.00/HR
ASSOCIATE PROJECT MANAGERS (GRADUATE A/E'S)	\$80.00/HR
INTERIORS PROJECT MANAGERS	\$80.00/HR

***ALL BILLING RATES ARE REVIEWED AND ADJUSTED ANNUALLY IN JANUARY  
AND WILL NOT BE INCREASED BY MORE THAN 5% PER YEAR.***





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## ENGINEERING SERVICES PROPOSAL

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Date: April 1, 2022 Proposal No. P032284

Client: Goudreau & Associates

Attention: Shayna Bahlke

Project Name: Union Township Hall Feasibility Study

From: Steve Catrell

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Per our meeting on Monday, March 14, 2022, we submit our proposal for the subject study. It is our understanding that this study involves a complete assessment of the existing mechanical and electrical systems and to report and MEP deficiencies that might affect the decision to move forward with the proposed renovations, additions, or potential replacement of the building.

We will conduct a thorough site investigation of the existing conditions and facilitate discussions to help in our understanding of the systems. Our work will result in a printed report offering an assessment of the existing conditions and any deficiencies we discover. To prepare this report, our scope will include:

- One (1) initial site visit
  - Interview facility supervisor
  - Review building drawings
  - Observe plumbing systems and fixtures/equipment
  - Observe HVAC system and equipment
  - Observe electrical systems – Lighting and power distribution
- Coordinate with you to understand the extent of the proposed renovations.
- Prepare a report to summarize findings and recommendations.
- Prepare an opinion of probable cost based on the recommendations.
- Present report to Union Township staff if requested.



**The fee for this work will be a lump sum of \$4,400 based on our standard Terms and Conditions.**

Fees for additional services beyond the basic contract work will be completed on an hourly basis in accordance with the 2022 Fee and Reimbursement Schedule.

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Should this proposal meet with your approval, please indicate your acceptance by signing below, or issuing standard contract for our review and signature.

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2022 FEE AND REIMBURSEMENT SCHEDULE

### PROFESSIONAL AND TECHNICAL STAFF

Principal	\$150.00/hour
Associate	110.00/hour
Project Engineer	85 - 130.00/hour
Design Engineer	80 - 95.00/hour
Senior Designer	75 - 95.00/hour
Designer	55 - 75.00/hour
Clerical/Non-Technical	40.00/hour

### REIMBURSABLE EXPENSES

Travel outside of the greater office location area*	\$0.585/mile
Other travel related expenses (airfare, hotel, etc.)	Cost
Plan Reproduction and Printing	\$1.50/sheet
Plan Review Fees	Cost
Subcontracted Services	Included in our fee

\* Mileage rates are used for site visits above and beyond those included in the base fee.

**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> July 8, 2022, 2022
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/13/2022
<b>ACTION REQUESTED:</b> Board of Trustees approval of recommended changes to Board Governance Policy No. 3.5 – Board Commission and Community Linkage	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

**BACKGROUND INFORMATION**

The Board of Trustees reviewed Governance Policy 3.5 as part of the normal policy monitoring schedule at the June 22, 2022, Board meeting. Following the review, it was recommended that policy 3.5 be amended to reflect actual practice and to better reflect the intent of the Board of Trustees.

Attached is a redlined version and clean version of Governance Policy 3.5 for the Board’s consideration.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

The Governance Policy is a living document and should be updated to reflect the current needs of the Board of Trustees.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in this update (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**

Approval of the changes to Governance Policy 3.5 as reflected in the attached draft.

Resolved by \_\_\_\_\_

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

Yes:

No:

Absent:

**Redlined Version of Changes to Policy 3.5**

**3.5 POLICY TITLE: *BOARD COMMISSION AND COMMUNITY LINKAGE***

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

Accordingly,

- 3.5.1 To keep the Board fully informed, Planning Commission, Zoning Board of Appeals, ~~Citizens Task Force on Sustainability~~, Hannah's Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the ~~third~~first quarter of each year.
- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering ~~municipalities~~local units of government, county authorities, and the Saginaw Chippewa Nation.
- 3.5.3 The Township Board will name a liaison to each of these groups to establish and maintain communication with these authorities and report back to the Township Board.

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**Clean Version of Changes to Policy 3.5**

**3.5 POLICY TITLE: *BOARD COMMISSION AND COMMUNITY LINKAGE***

Annually, the Board will host the Planning Commission, Zoning Board of Appeals, , Union Township Economic Development Authority, to share Ends and promote alignment within the community.

Accordingly,

- 3.5.1 To keep the Board fully informed, Planning Commission, Zoning Board of Appeals, , Hannah's Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the first quarter of each year.
- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering local units of government, county authorities, and the Saginaw Chippewa Nation.
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