



BOARD OF TRUSTEES
Regular Meeting
September 28, 2022
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS –
 - A. Water and Sewer Capital Improvement Project Funding Opportunities Presentation by Jennifer Hodges
 - B. Mid-Michigan Aquatic Recreation Authority Updates by John Zang
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. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director
 - C. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 14, 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 DTE Energy Company Gas Franchise Ordinance
- B. Discussion/Action: (Nanney) ZBA Board Matrix Adjustment to Restore the Staggered Term Expiration Dates
- C. Discussion/Action: (Stuhldreher) Participation Contract with Isabella County Road Commission for Broomfield Road
- D. Discussion/Action: (Stuhldreher) Policy Governance 4.0 Global Governance-Management Connection
- E. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control
- F. Discussion/Action: (Stuhldreher) Township Manager 2023 Employment Contract Negotiations

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

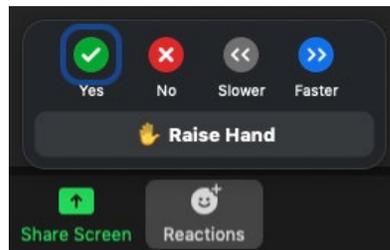
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate during public comment, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “829 4309 7870” Password enter “300757”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “829 4309 7870” and the “#” sign at the “Meeting ID” prompt, and then enter “300757” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



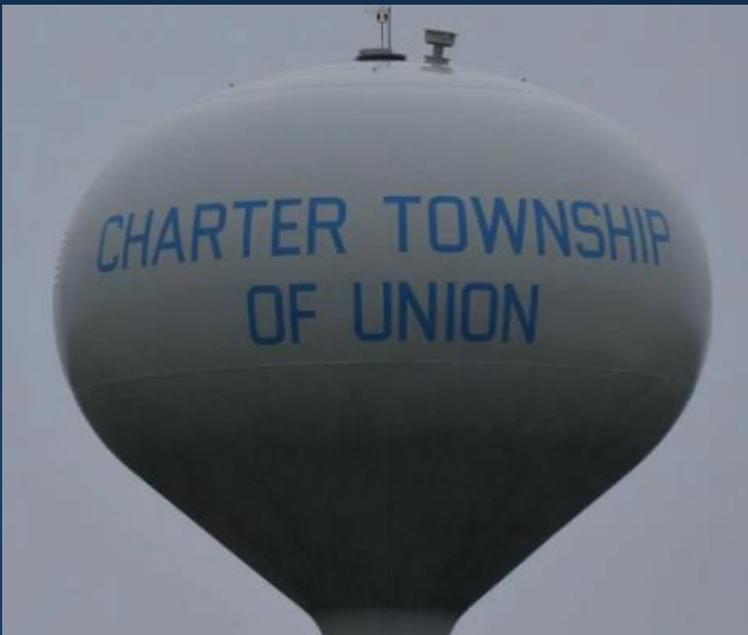
- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been received, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Charter Township of Union, Michigan

Capital Improvement Project Funding Opportunities



Jennifer Hodges, PE - Project Manager

2024 Available Funding

	WATER INFRASTRUCTURE		SEWER INFRASTRUCTURE	
	DWSRF Available Loan Amount	Amount of Principal Forgiveness (Grant)	CWSRF Available Loan Amount	Amount of Principal Forgiveness (Grant)
Traditional	\$125 M	\$17 M	\$800 M	\$26.5 M
Bipartisan Infrastructure Law (BIL) General – IIJA	\$44 M	\$21.5 M	\$77 M	\$37.8 M
BIL Emerging Contaminants - IIJA	\$18.5 M	\$18.5 M	\$4 M	\$4 M
BIL Service Line Removal - IIJA	\$69 M	\$34 M	N/A	N/A
Public Acts 53 (ARP)	\$600 M	N/A	\$400 M	N/A
Total	\$856.5 Million	\$91 Million	\$1.2 Billion	\$68.3 Million



Communities who have not applied for 2023 SRF cycle can apply by November 2022 to be eligible for 2024 funding (funding determinations will be made by October 2023)

SRF Project Scoring Criteria

- Defined in statute, Part 54, Safe Drinking Water Assistance, of Public Act 451 of 1994, as amended, and in Administrative Rules for Clean Water

Calculation of Various Factors

- Severity
- Compliance
- Population
- Disadvantaged
- Type of Project

SRF Disadvantaged Communities

- Defined in statute, Part 53, Clean Water Assistance, and Part 54, Safe Drinking Water Assistance, of Public Act 451 of 1994, as amended

Calculation of Various Factors

- Median Household Income
- Operation and Maintenance Costs
- System Debt

Infrastructure Investment and Jobs Act

- \$500 million loans and loan forgiveness
- Submit project plans in accordance with SRF process

American Rescue Plan Act

- \$1 billion grant funding
 - \$600 million drinking water, \$400 million clean water
- Submit project plans in accordance with SRF process



Funding Options

	Clean Water State Revolving Fund (CWSRF) - Sewer	Drinking Water State Revolving Fund (DWRf) - Water	Low Interest Loan / Bonding	Water / Sewer Fund Balance
Eligible Projects	Sanitary Sewer Infrastructure	Water System Infrastructure	Anything	Water / Sewer Infrastructure & Maintenance
Term	20 or 30 Years	20 or 30 Years	20 Years	N/A
Interest	20 Year: 1.875% 30 Year: 2.125%	20 Year: 1.875% 30 Year: 2.125%	4.5%	N/A
Pros	<ul style="list-style-type: none"> ➤ 49% of funds available for Grant ➤ Low interest loan ➤ Loan term repayment period options 	<ul style="list-style-type: none"> ➤ 49% of funds available for Grant ➤ Low interest loan ➤ Loan term repayment period options 	<ul style="list-style-type: none"> ➤ Not competitive ➤ Lower overall project cost due to no funding requirements 	<ul style="list-style-type: none"> ➤ Not competitive ➤ No interest rate
Cons	<ul style="list-style-type: none"> ➤ Subject to Davis Bacon, AIS, & BABA construction compliance ➤ Potential rate increases necessary 	<ul style="list-style-type: none"> ➤ Subject to Davis Bacon, AIS, & BABA construction compliance ➤ Potential rate increases necessary 	<ul style="list-style-type: none"> ➤ High interest rate ➤ Potential rate increases necessary 	<ul style="list-style-type: none"> ➤ Finite amount of funds
Timeline	Notice of Intent Due for FY 2024 November 1, 2022	Notice of Intent Due for FY 2024 November 1, 2022	No Due Date	No Due Date



Projects Eligible for DWSRF - Water

The Michigan Clean Water Revolving Fund is intended to help communities maintain compliance with the provisions of Federal and/or State Water Pollution Control Laws and that feasible alternatives to the project were properly evaluated. The following is a list of projects types supported by the DWSRF loan/grant funding program:

- Improve drinking water treatment
- Water distribution upgrades (leaking or old pipes)
- Improving source water supply
- Expansion of drinking water distribution systems and / or treatment plants
- Lead and Copper Rule Compliance

Possible Township Projects Eligible for Funding:

- New Type 1 Water Well
- Water Plant Upgrades
- Lead and Copper service lead identification and replacement



Projects Eligible for CWSRF - Sewer

The Michigan Clean Water Revolving Fund is intended to help communities maintain compliance with the provisions of Federal and/or State Water Pollution Control Laws and that feasible alternatives to the project were properly evaluated. The following is a list of projects types supported by the CWSRF loan/grant funding program:

- Construct municipal wastewater facilities
- Control nonpoint sources of pollution
- Build decentralized wastewater treatment systems
- Create green infrastructure projects

Possible Township Projects Eligible for Funding:

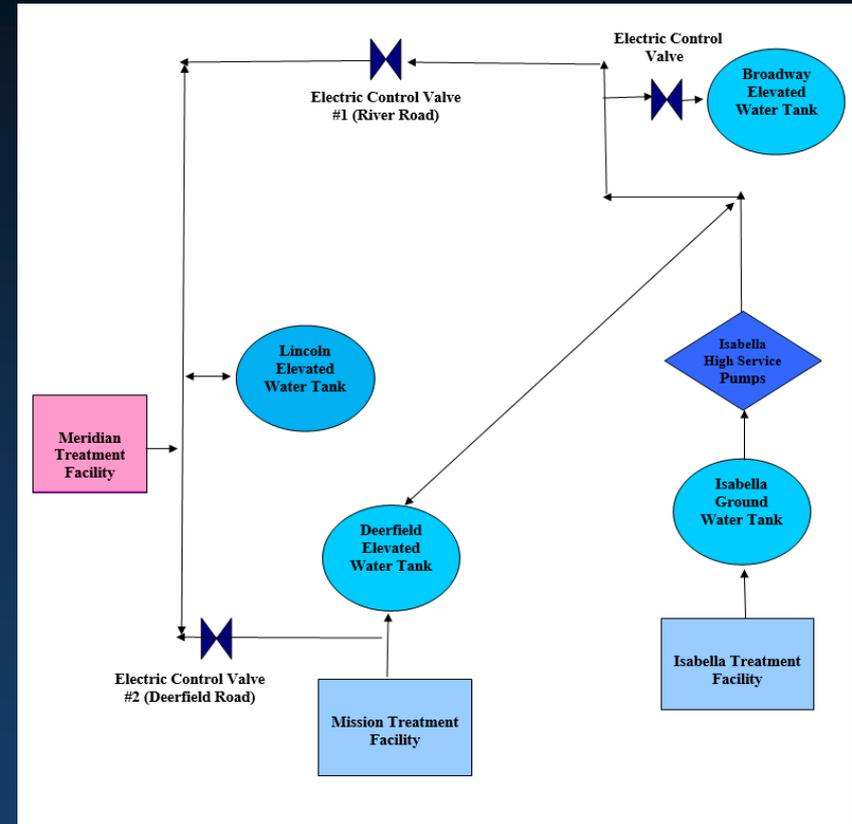
- WWTP Upgrades
- Pump Station Rehabilitations
- Manhole Dye Testing / Repairs



Water Infrastructure

The existing water system began in 1986 serving residents along Pickard Road and has expanded since. It is separated into two (2) Service Districts consisting of four (4) water storage tanks, one (1) booster station, three (3) pressure control valve stations and a network of water distribution lines. The system functions as one service area with infrastructure providing the domestic and fire water supply and pressures to the entire service area serving roughly 10,000 residents within the service area; equating to 6,100 customers that are currently connected to the Township's water system.

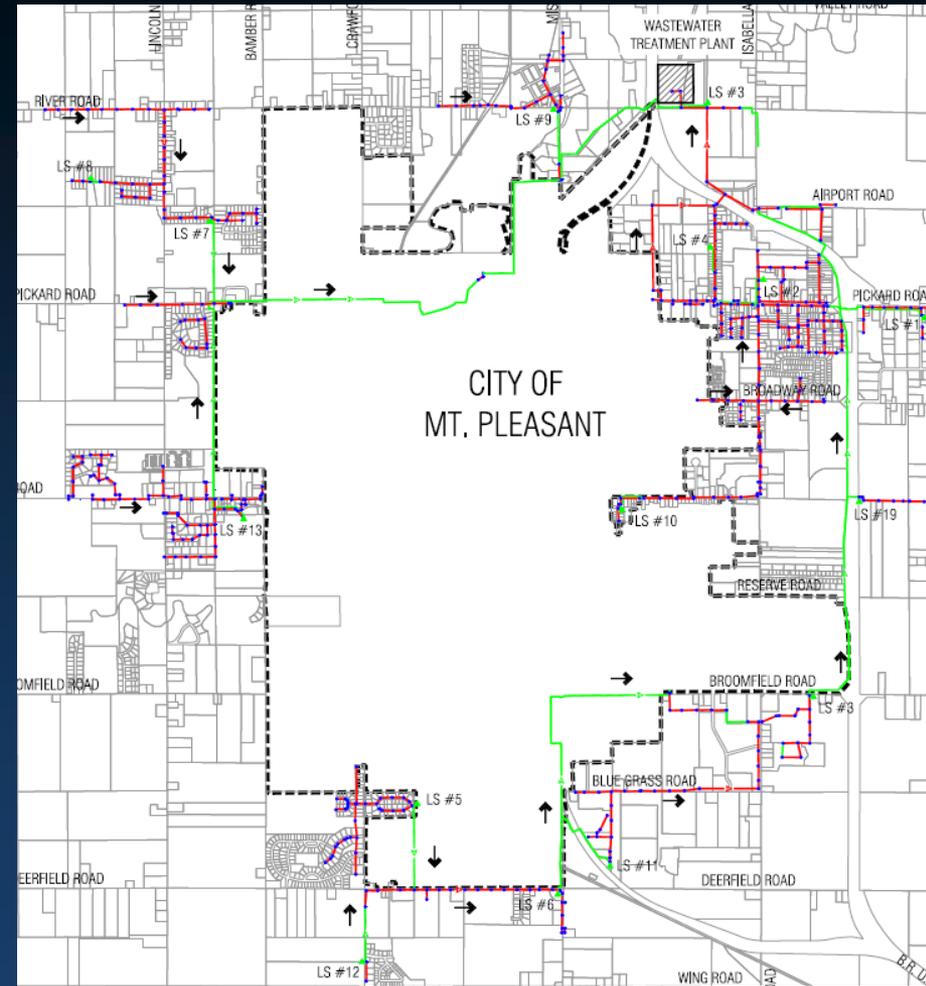
- **Supply:** The water system is supplied by seven (7) Type 1 water wells that utilize three (3) treatment facilities for treatment. Treatment includes gravity or pressure filtration, and chlorine injected to maintain residuals and for disinfection purposes
- **Storage:** Total of three (3) storage tanks, one (1) ground tank with 500,000 gallons storage, two (2) elevated tanks with 200,000 gallons of storage, and one (1) above ground storage tank with 500,000 gallons storage.
- **Distribution:** Most of the system piping is composed of ductile iron, PVC, or polyethylene typically ranging in size from 4-inch to 12-inch. The distributions system is comprised of roughly 73 miles of distribution pipe.



Sanitary Sewer Infrastructure

The sewage collection system was originally constructed in the 1970s. In 2000, the Township invested in the construction of its own Wastewater Treatment Facility. The facility was designed for a Phase I capacity of 1.2 mgd and expanded in 2009, Phase II capacity of 2.4 mgd. The existing sanitary sewer collection and treatment system consists of nineteen (19) lift stations collecting sanitary waste serving roughly 10,700 residents within the service area; equating to 6,204 customers that are currently connected to the Township's wastewater system.

- **Collection:** The sanitary sewer collection system is comprised of roughly 38 miles of gravity collection piping ranging from 6" to 12" diameter. The collection system empties into a total of nineteen (19) pumping stations and roughly 12.5 miles of dedicated pressurized forcemain to transport waste to one (1) centralized treatment facility.
- **Treatment:** The treatment facility has a capacity of 2.4 MGD. The wastewater treatment process utilizes biological treatment through a mechanical wastewater treatment plant with solids management. The treated effluent is discharged into the surrounding surface water of the Chippewa River.



Water and Sewer System Customers and Demands

WATER

The Townships' infrastructure is constantly evaluated to ensure it is capable to meet existing and future demands, both domestic and fire flow.

- The current average daily water demand is approximately 919,352 gallons per day / 256 gallons per customer day
- The current maximum daily water demand is approximately 2,127,000 gallons per day
- peaking factor or ratio maximum to average daily demand is 2.25.
- Available fire flow for the community is 1,500 gpm

SEWER

The Townships' infrastructure is constantly evaluated to ensure it is capable to meet existing and future demands. The system currently services approximately 6,200 REUs (10,000 customers).

- The current average daily flow is approximately 1,230,000 gallons per day / 200 gallons per customer day
- The current maximum daily flow is approximately 1,850,000 gallons per day
- peaking factor or ratio maximum to average daily demand is 1.5



Background

The Charter Township of Union as an owner and operator of municipal water system and municipal sanitary sewer system must adhere to the Michigan Safe Drinking Water Act (SDWA) Part 399 and Environmental Protection Act Part 41 respectively - enforced by the Michigan Department of Environment, Great Lakes and Energy (EGLE).

To comply the Township is required to regularly monitor, sample, and report to the State on essential items, including:

Sanitary Sewer System

- **Asset Management Plan:** an annual evaluation of completed projects, staffing level, and maintenance activities, as well as updated maintenance budget, asset inventory, and capital improvement projects plan for the following year. Due January 31 annually
 - ✓ Completed by Township Annually
- **Risk and Resiliency / Emergency Response Plan:** A requirement by EPA for compliance with American Water Infrastructure Act of 2018 (AWIA)
 - ✓ Completed by Township

Water System

- **Water Reliability Study and Capital Improvement Plan:** a multi-year schedule of projects and funding to plan and track infrastructure needs. Due every 5 years.
 - ✓ Completed by GFA in 2017
 - ✓ 2022 WRS in progress and to be completed by GFA for December 2022 submission
- **Asset Management and Rate Studies:** Assessment of existing infrastructure conditions and evaluation of rates. Required for communities with 1,000+ population.
 - ✓ Completed by Township
- **Lead and Copper Rules:** Implemented by the State of Michigan in June 2018 to protect public health by minimizing lead and copper levels in drinking water.
 - ✓ Preliminary Inventory Completed by DPW Staff



Water System - Capital Improvement Plan

Union Township’s critical infrastructure has continued to be well maintained by the DPW, though to ensure reliability of the system and adequate capacity to accommodate existing and future growth demands, improvement projects are required. The following list of projects are included in the Capital Improvement Plan as necessary critical water infrastructure upgrades to be funded through the Township’s Water Fund.

Isabella Treatment Facility Expansion (700 GPM)

- New Well / Transmission Line
- HS Pump Room Expansion
- Iron Removal Filter Expansion

Water Reliability Study

- Due December 2022 – In Process

Watermain Extensions

- Pickard / Summerton Road to Broadway

Road

LCR DSMI

- Final Inspection / Verification Inventory due January 2025
- 466 leads identified as unknown or lead origin

Water Projects	Project Totals
Isabella Treatment Plant building expansion including Filter and HS Pump Room (700 GPM)	\$ 4,125,000.00
Installation of new 700 gpm rated well and transmission main to Isabella Treatment Plant	\$ 1,700,000.00
Equipment Storage Building Addition - 4795 S Mission	\$ 150,000.00
Lead and Copper Service Line Investigation / Replacment & Hydrant Replacement (466 Leads & 20 Hydrants)	\$ 850,000.00
12" and 8" Watermain Extension (Pickard / Summerton to Broadway)	\$ 650,000.00
Engineering (18%)	\$ 1,228,500.00
Total Water Cost	\$ 8,703,500.00



Sewer System - Capital Improvement Plan

Union Township's critical infrastructure has continued to be well maintained by the DPW, though to ensure reliability of the system and adequate capacity to accommodate existing and future growth demands, improvement projects are required. The following list of projects are included in the Capital Improvement Plan as necessary critical sanitary sewer infrastructure upgrades to be funded through the Township's Sewer Fund.

WWTP

- Screw Pump Replacement
- Sludge Storage Tank Addition
- Flow Monitoring

Pump Station #5

- Station upgrades/rehabilitation
- Manhole Waterstops & Infiltration Study (Dye & Smoke Testing)

Pump Station #4

- Station upgrades/rehabilitation

Sewer Projects	Project Totals
Sanitary Sewer Manhole Repair (100 MHs)	\$ 285,000.00
WWTP Sludge Storage Unit	\$ 685,000.00
Pump Station Upgrade/Rehabilitation (Pump Station #4)	\$ 425,000.00
WWTP - Screw Pump #1 & #2 Replacement (20 - 25 year life cycle)	\$ 850,000.00
WWTP Fine Screen Installation (second fine screen installation)	\$ 350,000.00
Pump Station Upgrades/Rehabilitation (Pump Station #5)	\$ 500,000.00
Pump Station #5 manhole waterstop & Infiltration Study - dye testing	\$ 35,000.00
Air Release Structure Replacment (40)	\$ 150,000.00
Engineering (18%)	\$ 492,000.00
Total Sewer Cost	\$ 3,280,000.00



How the Drinking Water Revolving Fund (DWSRF) Works – Water

THE DRINKING WATER STATE REVOLVING FUND

Protecting America's Public Health for Over 20 Years

HOW IT WORKS

EPA funds state DWSRFs each year and states provide a **20%** match



Loan Terms:
Up to **30 years**

(for disadvantaged communities: 40 years or design life of project, whichever is less).

Repayments begin up to **18 months** after project completion



For every **\$1** from federal government, **\$1.95** has gone to help communities



WHO HAS DWSRFs?



WHO IS ELIGIBLE?



Publicly or privately-owned community water systems



Non-profit non-community water systems



WHAT TYPES OF PROJECTS?

- Drinking Water Treatment
- Pipe Installation/Replacement
- Source Water Protection
- Well Construction/Rehabilitation
- Storage
- & MORE...

\$38.2 BILLION

states leveraged EPA's \$19.8 billion into projects since 1997



14,500

loans made to repair, replace and build infrastructure since 1997



1.6%

average DWSRF loan interest rate in 2018



How the Clean Water Revolving Fund (CWSRF) Works - Sewer

THE CLEAN WATER STATE REVOLVING FUND

Low-Cost Infrastructure Financing Since 1987

Totals:

\$153.6 billion in funding
for water quality infrastructure projects

44,555 loan agreements
(through FY2021)

How it works:

 EPA funds state CWSRFs
each year, with **20%** state match.  + 

All 50 states and Puerto Rico have CWSRFs.

   **Apply for financing**
through state CWSRFs.

Who is eligible?

(Eligibility varies by state and project type.)



Terms:

Up to **30 years**  May also include **additional subsidies**
(e.g., principal forgiveness and grants)
or useful life of project, whichever is less.

Below-market rates:

1.0% average interest rate 
In 2020 (market rate 2.7%)



Repayment starts **one year after** project completion.

Types of projects:

- Publicly owned treatment works
- Nonpoint source projects
- National estuary program projects
- Decentralized wastewater treatment systems
- Stormwater
- Water conservation
- Watershed projects
- Energy conservation
- Water reuse
- Security measures at publicly owned treatment works
- Technical assistance

Return on investment

For every **\$1** from federal government  **\$3** has gone to help communities. 

2024 Application Timeline

Due to timeline and application submission requirements, the Township will be able to apply for next eligible funding year of FY2024. Below is a table of 2023 (Quarter 4.5) DWSRF & CWSRF Funding Requirements Timeline to give an idea of time required for application process:

Application Item	Due Date
Intent to Apply	November 1, 2022
Pre-Application Meeting	February-March 2023
Environmental Assessment Published	June 5, 2023
Part I and Part II Application (Engineering Project Plan)	June 26, 2023
Final Plans & Specs Due (All Planning Documents)	May 1, 2023 (CWSRF) July 1, 2023 (DWSRF)
FNSI Clearance (Final Plans & Specs Approved)	July 5, 2023
Bid Ad Posted no later than:	July 5, 2023
Part III Application Bid Data Submittal (w/ Tentative Contract Award)	August 16, 2023
EGLE Order of Approval Issued	August 28, 2023
Borrowers Pre-Closing w/ MFA	September 11, 2023
MFA Closing	September 19, 2023
Notice to proceed issued no later than:	November 8, 2023



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 -	Breanne	Moeggenberg	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

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 September 14, 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 Brown, Trustee Hauck, and Trustee Thering

Approval of Agenda

Bills moved **Rice** supported to approve the agenda with an amendment under New Business to add item 11. E. – Present the Performance Review Evaluation to the Township Manager. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Presentation

Public Hearings

Public Comment

Open: 7:03 p.m.

Jonathan Wilson, Regional Manager for DTE Energy, spoke on behalf of the DTE Energy Gas Franchise Ordinance.

Closed: 7:04 p.m.

Closed Session

Reports/Board Comments

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

B. Board Member Reports

Bills – gave an update on the Isabella County Board of Commissioners Work Session meeting held on September 6th.

Rice – Gave an update on taxes.

Hauck – Gave updates on the Isabella County Road Commission meetings held on August 25th and September 8th.

Consent Agenda

- A. Communications
- B. Minutes – August 24, 2022 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Isabella County Child Advocacy Center – Temporary Raffle License Resolution

Bills moved **Rice** supported to approve the consent agenda with one amendment to item B. “Minutes – August 24, 2022” to add Jeff Brown as present under Roll Call. **Vote: Ayes: 7 Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Stuhldreher) Introduction and First Reading of the DTE Energy Company Gas Franchise Ordinance

Rice moved **Bills** supported to introduce and conduct a First Reading for the proposed new DTE Energy Company Gas Franchise Ordinance. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Resolution of Intent and Authorization for Purchase of a new Outdoor Fitness Court for McDonald Park

Rice moved **Cody** supported adopt a Resolution of Intent to participate in the National Fitness Campaign’s outdoor fitness court initiative in Michigan sponsored by Priority Health, to authorize a FY2022 appropriation of up to \$168,000.00 for the purchase of an outdoor fitness court facility for McDonald Park using the American Rescue Plan Act (ARPA) funds received by the Township, and to amend the FY2022 budget as appropriate to reflect this action. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, and Hauck. Nays: Thering. Motion carried.**

C. Discussion/Action: (Stuhldreher) Property Transfer Affidavit Penalty Waiver Approval Request Resolution

Hauck moved **Brown** supported to authorize (by resolution) the Township Assessor to waive penalties to constituents for failure to file property transfer affidavits timely. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

D. Discussion/Action: (Stuhldreher) 2022 Tax Rate Request (Form L-4029) Resolution

Brown moved **Bills** supported to approve the Charter Township of Union’s 2022 Tax rate Request, Form 614 (L-4029) for the 2023 tax year and to authorize the Township Clerk and Supervisor to sign the form. **Vote: Ayes: 7 Nays: 0. Motion carried.**

E. Discussion: (Board of Trustees) Presentation of the Township Manager Performance Review Evaluation

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:31 p.m.

No comments were offered.

Closed: 8:31 p.m.

MANAGER COMMENTS

- Commented on Chris Radar’s retirement on September 2nd.
- Commented on upcoming agenda items:
 - Adjust expiration dates to the ZBA Board matrix to stagger the dates.
 - Collaborate with the Road Commission to repair Broomfield Rd. east of the current project to the city limits.

- Reminded the Board that as leaders, their words matter.
- Appreciates the time and thoughtfulness of the Township Manager Review.

FINAL BOARD MEMBER COMMENTS

Hauck – Commented on a work session for ARPA funds, employee negotiations, and the 2023 budget.

Bills – Looking forward to attending the Policy Governance Training the first week in October, excited about the new fitness court at McDonald Park, commented on Queen Elizabeth’s passing, and agreed with Trustee Hauck’s comment regarding the ARPA fund work session.

Brown – Excited for the arrival of the new Vac Truck. Commented on the Township Manager’s evaluation.

Mielke – Commented on the arrival of the new Vac Truck.

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 8:44 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						
09/21/2022	101	556 (E)	00146	CONSUMERS ENERGY	STREET LIGHTS	1,651.73
					2010 S LINCOLN RD L4 LIGHT	56.47
					5228 S ISABELLA RD	6,093.30
					2270 NORTHWAY DR	33.70
					2055 ENTERPRISE DR	235.49
					5537 E BROADWAY RD	62.08
					5525 E REMUS RD	66.38
					1933 S ISABELLA RD	482.03
					5144 BUDD ST	34.94
					5142 BUDD ST	102.97
					1660 BELMONT DR	95.72
					5240 E BROOMFIELD RD	1,016.80
					900 MULBERRY LANE	51.15
					4244 E BLUE GRASS RD	60.13
					4795 S MISSION ST	2,820.43
					4797 S MISSION ST BARN	295.63
					5076 S MISSION RD	1,047.81
					4852 ENCORE BLVD	105.68
					3248 S CONCOURSE DR	128.95
					5369 S CRAWFORD RD	51.42
					3998 E DEERFIELD RD	73.59
					2495 E DEERFIELD RD	70.02
					2424 W MAY ST	667.42
					1876 S LINCOLN RD	17.00
					2180 S LINCOLN RD	31.48
					2010 S LINCOLN RD	744.62
					1876 E PICKARD RD	46.84
					2188 E PICKARD RD	105.13
					1776 E PICKARD RD	79.11
					4511 E RIVER RD	12,768.12
					48858 LED LIGHT RD	205.85
					2279 S MERIDIAN RD PUMP HOUSE	24.32
					2279 S MERIDIAN RD	2,493.14
					4520 E RIVER RD	119.76
					800 CRAIG HIL RD	46.97
					5319 E AIRPORT RD	43.39
					1046 S MISSION ST	124.25
					1633 S LINCOLN RD	246.56
					1605 SCULLY RD	47.55
						<u>32,447.93</u>
09/21/2022	101	557 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
09/21/2022	101	558 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
09/28/2022	101	24001	01358	21ST CENTURY MEDIA-MICHIGAN	BOARD MEETING MINUTES AD	155.45
					BOARD MEETING/BOARD OF REVIEW-NOTICES	544.54
					ZONING ORDINANCE ADS	494.40
					SPECIAL USE PERMIT AD	155.45
					ZONING MAP AMENDMENT AD	210.50
					ZONING MAP AMENDMENT AD	210.50
						<u>1,770.84</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/28/2022	101	24002	01703	AMAZON CAPITAL SERVICES	ADDRESS LABELS 24 DIN RAIL POWER SUPPLY SAMSUNG TABLET & CASE	47.15 206.77 812.57 <u>1,066.49</u>
09/28/2022	101	24003	01799	NANCY BAIJ	UB refund for account: 03101	40.00
09/28/2022	101	24004	00066	BILL'S CUSTOM FAB, INC.	CUSTOM FAB 5 BRACKETS REPAIR STAINLESS STEEL BRACKET	325.66 54.55 <u>380.21</u>
09/28/2022	101	24005	00095	C & C ENTERPRISES, INC.	NITRILE GLOVES PAPER TOWELS & CAN LINERS CLEAN UP DAY SUPPLIES - GLOVES JANITORIAL SUPPLIES - PARKS UNIFORMS	242.25 184.25 14.75 343.65 179.78 <u>964.68</u>
09/28/2022	101	24006	01309	CGS, INC	WORK ZONE SAFETY TRAINING 8/10/2022	1,822.50
09/28/2022	101	24007	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-AUG 2022 FUEL IN TOWNSHIP VEHICLES-SEP 2022	1,160.42 1,482.31 <u>2,642.73</u>
09/28/2022	101	24008	01242	CULLIGAN WATER	WATER COOLER SHOP - AUG 2022 COOLER RENT 9/1-9/30/22 - ISABELLA ACCT	78.50 73.14 <u>151.64</u>
09/28/2022	101	24009	01171	DBI BUSINESS INTERIORS	TWP HALL - OFFICE SUPPLIES PUBLIC SERVICES - OFFICE SUPPLIES TONER CARTRIDGES FOR PUBLIC SERVICES TWP HALL SUPPLIES - STAPLES	167.31 76.96 155.98 20.99 <u>421.24</u>
09/28/2022	101	24010	00188	DOUG'S SMALL ENGINE	LAWN MOWER REPAIR	2,009.90
09/28/2022	101	24011	00207	E & S GRAPHICS, INC	CLEAN UP DAY MAILERS	1,403.99
09/28/2022	101	24012	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE / LIQUID AQUADENE	4,005.00
09/28/2022	101	24013	00209	ETNA SUPPLY COMPANY	WATER SERVICE LINE-TUBE WATER METER CABLE WATER METERS	372.00 1,580.00 1,120.00 <u>3,072.00</u>
09/28/2022	101	24014	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	10,817.56
09/28/2022	101	24015	00337	ISABELLA COUNTY TREASURER	MT CASE REFUNDS & BOR	2,482.02
09/28/2022	101	24016	01496	K&H CONCRETE CUTTING OF LANSING INC	ASPHALT SAWING - BLUEGRASS REPAIR	212.10
09/28/2022	101	24017	01751	MID MICHIGAN SIGN	CLEAN UP DAY EXIT SIGNS	48.00
09/28/2022	101	24018	00462	MT. PLEASANT FENCE, SASH & DOOR	GARAGE DOOR SPRINGS AND CABLES	903.22
09/28/2022	101	24019	00497	NORTHERN INDUSTRIAL SUPPLY	SEAL KIT	319.23
09/28/2022	101	24020	01631	NOLAN OCKERT	MILEAGE REIMBURSEMENT	23.25
09/28/2022	101	24021	01007	RITE-WAY ASPHALT PAVING	WTR MAIN REPAIRS/INSTALL SERVICES-ASPHAL	12,400.00
09/28/2022	101	24022	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES AUG 2022 - WTR JANITORIAL SERVICES AUG 2022 - TWP HALL JANITORIAL SERVICES AUG 2022 - WWTP	316.29 527.14 316.29 <u>024316.29</u>

09/21/2022 04:04 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 09/15/2022 - 09/28/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,159.72
09/28/2022	101	24023	00637	SWEENEY SEED CO.	PAPER MULCH & LAWN SEED	339.00
09/28/2022	101	24024	01013	USA BLUE BOOK	REPLACEMENT PAPER FILTER	81.13
					REPLACEMENT PAPER FILTER	280.33
						<u>361.46</u>
09/28/2022	101	24025	01257	JOSH WALDRON	MILEAGE REIMBURSEMENT	12.50
					MILEAGE REIMBURSEMENT	12.50
					MILEAGE REIMBURSEMENT	12.50
						<u>37.50</u>
101 TOTALS:						
Total of 28 Checks:						81,302.21
Less 2 Void Checks:						0.00
Total of 26 Disbursements:						<u>81,302.21</u>

Charter Township of Union Payroll
--

CHECK DATE: September 15, 2022

PPE: September 10, 2022

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	37,507.57
Fire Fund		
EDDA		
WDDA		
Sewer Fund		54,464.13
Water Fund		29,024.97
Total To Transfer from Pooled Savings		\$ 120,996.67

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	83,101.01
Gross PR Adjustment due to HC Adjustment	\$	(195.30)
Actual Gross Payroll Amount	\$	82,905.71
Employer Share Medicare		1,196.60
Employer Share SS		5,116.67
SUI		15.67
Pension-Employer Portion		6,939.14
Workers' Comp		601.63
Life/LTD		-
Dental		1,274.08
Health Care		22,655.63
Vision		-
Vision Contribution		-
Health Care Contribution		195.30
Flex Administrators		40.00
Cobra/Flex Administration		56.24
PCORI Fee		-
Total Transfer to Payroll Checking		\$ 120,996.67



Union Township Report-1

Date: Thursday, September 15, 2022



Alarm Date between 2022-09-05 and 2022-09-11

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000717						
		9/5/2022 5:23:57 PM	651	Smoke scare, odor of smoke	ENG 31	2	1
						Total Responding 2	
Union Township	0000719						
		9/5/2022 7:49:41 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000721						
		9/7/2022 5:26:14 PM	322	Motor vehicle accident with injuries	ENG 31	2	1
						Total	

							Responding 2
Union Township	0000729						
		9/10/2022 3:08:59 PM	324	Motor vehicle accident with no injuries.	ENG 31	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 8	

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

SCOPE OF SERVICES

Second Reading and adoption of the proposed new DTE Energy Company Gas Franchise Ordinance.

JUSTIFICATIONS

Adoption of the proposed Ordinance is necessary for extension of the franchise agreement under which DTE Energy provides natural gas distribution services to agricultural, residential, commercial, industrial, and public/institutional customers in the Township.

GOALS ADDRESSED

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

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

Adoption of the proposed Ordinance to extend the DTE Energy franchise agreement for an additional 30 years would allow the company to continue to provide natural gas distribution services to customers in the Township. Without reliable natural gas services, the Township cannot make the most effective use of resources (1.0), residents cannot engage in a vibrant community life (1.1), and many business activities would not be sustainable (1.6). In addition, these services help to protect the natural resources of the Township (1.5), including air, water, and soils (1.5.1), by minimizing the need to burn wood, coal or petroleum products for heat. These services also help enable all residents and other occupants of buildings in the Township to enjoy a safe environment through all seasons of the year (1.3).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the Ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

To conduct a Second Reading for and to adopt the new DTE Energy Company Gas Franchise Ordinance Number 22-05.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

DTE ENERGY COMPANY GAS FRANCHISE ORDINANCE NO. _____

[An ordinance adopted under provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to grant to the DTE Energy Company and its successors and assigns the right and authority to lay, maintain and commercially operate gas lines and facilities, including but not limited to mains, pipes, services and valves, on, under, along, and across public places, including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the Township for a period of thirty years; and to provide for repeal, publication, and an effective date.]

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

Section 1.0 Title.

This Ordinance shall be known as the “DTE Energy Company Gas Franchise Ordinance” and will be referred to herein as “this Ordinance.”

Section 2.0 Grant and Term.

The Charter Township of Union, Isabella County, Michigan, hereinafter called “Township,” hereby grants to DTE Energy Company and its successors and assigns, hereinafter called “DTE Energy,” the right and authority to lay, maintain, and commercially operate gas lines and facilities, including but not limited to mains, pipes, services and valves, on, under, along, and across public places, including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the Township for a period of thirty years.

Section 3.0 Conditions.

No public place used by DTE Energy shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of DTE Energy’s gas lines and related facilities shall be placed as not to unnecessarily interfere with the public’s use of public places.

Section 4.0 Hold Harmless.

DTE Energy shall save the Township free and harmless from all loss, costs, and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized as well as any other legally actionable errors or omissions by DTE Energy related to its exercise of rights under this Ordinance. In case any action is commenced against the Township on account of the permission herein given, DTE Energy shall, upon notice, defend the Township and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance as well as any other legally actionable errors or omissions by DTE Energy related to its exercise of rights under this Ordinance.

The Township, and its agents, employees, and contractors are not to be liable to DTE Energy or to its customers for any interference with or disruption in the operation of its gas systems, or for any damages arising out of DTE Energy’s use of the public rights-of-way, except to the extent of the gross negligence or willful misconduct of the Township, its agents, employees, or contractors.

Section 5.0 Extensions.

DTE Energy shall construct and extend its gas distribution system within the Township, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules, and regulations.

Section 6.0 Franchise Not Exclusive.

The rights, power, and authority herein granted are not exclusive.

Section 7.0 Rates and Conditions.

DTE Energy shall be entitled to provide gas service to the inhabitants of the Township at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

Section 8.0 Revocation.

The franchise granted by this Ordinance is subject to revocation upon 60 calendar days written notice by either party. Upon revocation this Ordinance shall be considered repealed and of no effect past, present, or future.

Section 9.0 Michigan Public Service Commission Jurisdiction.

DTE Energy remains subject to the reasonable rules and regulations of the Michigan Public Service Commission applicable to gas service in the Township.

Section 10.0 Repeal.

All ordinances or parts of ordinances in conflict with this Ordinance, including the Michigan Consolidated Gas Company Gas Franchise Ordinance No. 1993-2, are hereby repealed, except that this Ordinance shall not be construed to repeal any provision of the adopted Township Zoning Ordinance.

Section 11.0 Publication.

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

Section 12.0 Effective Date.

This Ordinance was approved and adopted by the Township Board of Trustees, Isabella County, Michigan, on _____, 20____, after a first reading by the Township Board of Trustees on September 14, 2022 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

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 Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 20___, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: _____

(b) Voting against adoption of the Ordinance: _____

I further certify that a summary and notice of adoption of this Ordinance were published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 20___, and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 20___

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: _____, 20___

representative, with a term expiration date in early 2025). The discrepancy appears to originate from an administrative edit to the Board Matrix made in 2021 before Brandon LaBelle was appointed as a regular member. The seat he was appointed to had been vacant for a long time and originally had a 12/31/2021 expiration date. When Brandon was moved by Board appointment last December from an alternate to a regular member, he should have been appointed to a full term ending 12/31/2024. Unfortunately, the administrative edit unintentionally resulted in a change to this seat's expiration date to 12/31/2022, so he was only appointed to fill what was then understood to be the end of an unexpired term.

The terms of office are set by Board of Trustees action, and can be adjusted in the same manner to ensure full conformance to the Michigan Zoning Enabling Act requirements.

Term adjustments

To restore the staggered terms, staff recommends that the Board of Trustees consider adoption of a motion to make the following adjustments to ZBA terms of office:

1. Adjust the recently appointed Breanne Moeggenberg's term to end on December 31, 2023.
2. Adjust Brandon LaBelle's appointed term to end on December 31, 2024.
3. Adjust the terms of the alternate members so that one would end on December 31, 2023 and the other on December 31, 2024.

If the proposed adjustments are adopted by the Board, the effect would be to extend the terms of office for Breanne Moeggenberg and Brandon Labelle beyond the end of this year to their new expiration dates.

These adjustments would not affect the terms of the regular member seats currently occupied by Andy Theisen (Chair) and Liz Presnell (Vice-Chair), which would expire as planned on 12/31/2022. Both of these members would be eligible for re-appointment for full three-year terms ending in 2025. The term of office for the Planning Commission representative would also not be affected.

With these adjustments, the ZBA terms would be staggered in a manner consistent with the state Act.

SCOPE OF SERVICES

Adoption of adjustments to the terms of office for some regular and alternate Zoning Board of Appeals members.

JUSTIFICATIONS

Adjustments to the terms of office for Zoning Board of Appeals members are necessary to restore staggered term expiration dates consistent with the requirements of Section 601(10) of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).

GOALS ADDRESSED

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

1. Community well-being and common good

Adoption of the proposed adjustments to the ZBA terms of office is consistent with ensuring fair and nondiscriminatory code enforcement by ensuring that in any given year an available majority of the total ZBA membership would consist of members with training and with experience serving in this role.

COSTS

NA

TIMETABLE

If the term adjustments are adopted by the Board of Trustees, staff would promptly update the Board Matrix and the affected ZBA members would be notified of the changes to their terms of office.

RESOLUTION

To restore the staggered terms of office for Zoning Board of Appeals members as required by Section 601(10) of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) by adjusting the appointed term of regular member Breanne Moeggenberg to end on December 31, 2023, by adjusting the appointed term of regular member Brandon LaBelle to end on December 31, 2024, and by adjusting the appointed terms of the two alternate members, which are currently vacant, so that one will end on December 31, 2023 and the other on December 31, 2024.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

JUSTIFICATION

Completion of the project during the 2022 shutdown will utilize the existing road closure and detour route which benefits residents, visitors, emergency vehicles, and school buses by eliminating the need for a future closing to complete the needed repairs. The large amount of commercial truck traffic in the area from nearby businesses supports the upgrade to a Class A road.

The completion of a full grind with a five-inch overlay is an ideal maintenance tool to replace and upgrade an existing pavement's structure to a Class A (all seasons) Road. Grind and paves provide a smooth, dark, solid all-season surface that will improve the ride quality, reduce noise levels, eliminate the need of weight restrictions, and reduce the life cycle maintenance costs of the roadway surface.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

The funding partners cost share for this contract is as follows:

Funding Partners	Cost Share
Charter Township of Union	\$250,000.00
Isabella County Road Commission (ICRC)	\$250,000.00
Project Total	\$500,000.00

The FY2022 Budget does not include funds for this project. Township Administration recommends that ARPA funds be used to fund this project. If approved, the FY 2022 budget will be amended to reflect the financial transactions needed in both the ARPA fund and General fund.

A Fall two-percent application will be prepared and submitted for this project as follows:

Funding Partners	Cost Share
Charter Township of Union	\$165,000.00
Isabella County Road Commission (ICRC)	\$165,000.00
SCIT 2% Request	\$170,000.00
Project Total	\$500,000.00

PROJECT TIME TABLE

October/November 2022

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the reconstruction and upgrade of Broomfield Road 500- feet east of Lincoln Road to 500- feet west of Crawford Road to a Class A road in the amount of \$250,000.00, the associated budget amendment and authorize the Township Manager to sign said contract.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

TOWNSHIP PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the "**Road Commission**" and **Union Township**, hereinafter referred to as the "**Township**", for the following improvements:

Project No. 459-014-211412	Broomfield – Crawford to Lincoln	Gravel, Grind, & Pave – 5" to Class A Road
	Estimated Cost	\$500,000.00
	Less ICRC Cost Share	<u>-250,000.00</u>
	Union Township Share	\$250,000.00

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Manager

By: _____
Manager

By: _____

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: September 20, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/28/2022
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments over the years with the latest update in 2022. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

Board Policy 4.0 – Global Governance-Management Connection

The Policy states:

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

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

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

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

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.0 – Global Governance-Management Connection
Type: Direct Inspection
Occurrence: Annual
Date: September 2022

Policy:

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

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

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



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: September 20, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/28/2022
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments over the years with the most recent being in 2022. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

Board Policy 4.1 – Unity of Control

The Policy states:

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

Accordingly:

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

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

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

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.1 – Unity of Control
Type: Direct Inspection
Occurrence: Annual
Date: September 2022

Policy:

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

Accordingly:

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

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

Use this evaluation form for discussion at the Board of Trustees Meeting on September 28, 2022.

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

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

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

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

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