



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**July 12, 2023**  
**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 28, 2023 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. 2023 Manhole Rehabilitation Project Bid Award
11. NEW BUSINESS
  - A. Discussion/Action: (Smith) Pump Station #1 Construction Project Participation Agreement
  - B. Discussion/Action: (Nanney) Review of Bids for Tall Grass and Weed Ordinance Enforcement
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

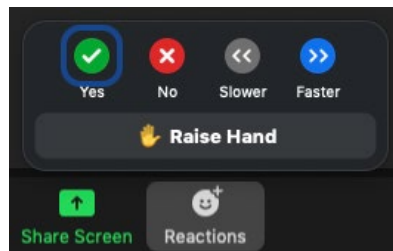
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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 “861 1599 5624” Password enter “926394”). 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 “861 1599 5624” and the “#” sign at the “Meeting ID” prompt, and then enter “926394” 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.

## 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	Squattrito	2/15/2026
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	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2- PC Rep	Ryan	Buckley	2/15/2025
3 -	Richard	Barz	12/31/2025
4 -	Vacant		12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Repesantive)	Jeff	Brown	11/20/2024
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
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	12/31/2024
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-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
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	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
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	vacant seat		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	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

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



Name: SARVJIT CHOWDHARY Date: 5/16/23  
Address: 774 STONERIDGE DRIVE  
Phone (home) (989) 779-2900 (cell) (989) 400-2688 (work) \_\_\_\_\_  
Email: savichowdhary@yahoo.com  
Occupation: Retired

Please select the board you are applying for:

- ☒ Zoning Board of Appeals      Must be a Union Township Resident  
☐ Board of Review      Must be a Union Township Resident  
☐ Planning Commission      Must be a Union Township Resident  
☐ EDA      Must meet one of the following qualifications:  
   ☐ Property owner in East or West DDA  
   ☐ Resident in Union Township

☐ OTHER      \*Specify Board: ZONING Board of Appeal

Please state reason for interest in above board:

I am interested in this position. I want to  
involved with this position

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):

As I am involved with other Boards of  
The Union T/ship and want to serve This Board Also

Signature: [Signature] Date: 5/16/23

**2023 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 28, 2023, 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 Smith, and Trustee Thering

**Approval of Agenda**

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

**Presentation**

- a. Jim McBride, Middle Michigan Development Corporation (MMDC) President & CEO, gave the 2022 Annual Report

**Public Hearing**

**Public Comment**

Open: 7:21 p.m.

No comments were offered

Closed: 7:21 p.m.

**Reports/Board Comments**

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

Rice – Gave an update on 2023 summer taxes.

Bills – Gave an update on the June 20<sup>th</sup> Isabella County Board of Commissioners meeting and an update for the June 21<sup>st</sup> Council of Governance meeting.

**Consent Agenda**

- A. Communications
- B. Minutes – June 14, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

## **New Business**

### **A. Discussion/Action: (Teal) Policy Governance 2.5.10 Cash Flow Ration**

Discussion by the Board

### **B. Discussion/Action: (Stuhldreher) Policy Governance 2.7 End Focus of Grants and Contracts**

Discussion by the Board

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

Discussion by the Board

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

Discussion by the Board

### **E. 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: 8:04 p.m.

No comments were offered.

Closed: 8:04 p.m.

## **MANAGER COMMENTS**

- Community and Economic Development Director Nanney is working with the Middle Michigan Development Corp. CEO McBride on a Notice of Intent for the Rural Readiness Grant
- The second meeting in July will focus on the final meeting of the Ends discussion
- The Township staff is working with Mary Senter from CMU on the Residents Survey. The goal is to distribute the surveys out by September 2023.
- Annual Leadership Luncheon will be in the fall of 2023
- Manager will be out of the office July 3-7. Community and Economic Development Director Nanney will be the Acting Township Manager.
- Inquired about active shooter training for Township staff.

## **FINAL BOARD MEMBER COMMENTS**

Brown – Appreciates the manager and staff updates on the road construction.

Bills – Thankful for the rain.

Mielke – Commented on the great feedback he received from his contacts and their experience on the various boards.



**ADJOURNMENT**

**Rice** moved **Brown** supported to adjourn the meeting at 8:16 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

---

**Lisa Cody, Clerk**

---

**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

DRAFT

07/06/2023 12:22 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 06/29/2023 - 07/12/2023

Page: 1/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
06/30/2023	101	620 (E)	01233	UNITED STATES OF AMERICA	BOND PAYMENT - SEWER - 92-05	141,024.45
06/30/2023	101	621 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD	281.43
					MASTERCARD BEBOW	1,733.08
					MASTERCARD WALDRON	300.07
					MASTERCARD DEARING	514.81
					MASTERCARD MCBRIDE	206.08
					MASTERCARD ROCKAFELLOW	103.58
					MASTERCARD STUHLBREHER	63.96
					MASTERCARD HOHLBEIN	82.37
					MASTERCARD OCKERT	831.61
					MASTERCARD THEISEN	47.97
					MASTERCARD SOMMER	94.66
					MASTERCARD PETERS	50.00
					MASTERCARD TEALL	2,271.52
					MASTERCARD COFFELL	403.34
					MASTERCARD SMITH K	329.27
						<u>7,313.75</u>
07/05/2023	101	622 (E)	00146	CONSUMERS ENERGY	800 CRAIG HILL RD	50.33
					1046 S MISSION ST	124.84
					5319 E AIRPORT RD	62.90
					133 S LINCOLN RD	150.57
					1605 SCULLY RD	53.92
					4520 E RIVER RD	50.12
					2010 S LINCOLN RD L4 LIGHT	63.91
					STREET LIGHTS	1,545.95
					48858 LED LIGHT	325.70
						<u>2,428.24</u>
06/29/2023	101	24682	01859	LINK UTILITY TECHNOLOGIES INC	WET WELL WIZARD W/2 INJECTORS	3,375.39
					WET WELL WIZARD W/2 INJECTORS	3,375.39
					WET WELL WIZARD W/1 INJECTORS	2,366.77
						<u>9,117.55</u>
07/12/2023	101	24683	00020	JAMES ALWOOD	WELL SITE LEASE-JUN 2023	667.04
07/12/2023	101	24684	01703	AMAZON CAPITAL SERVICES	HANDS FREE HEADSETS-BLDG/RENTAL TRUCKS	259.90
07/12/2023	101	24685	00072	BLOCK ELECTRIC	REPLACED BAD WIRES TO WELL #9	4,836.00
07/12/2023	101	24686	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-MAY 2023	2,605.00
					MTT-LEXINGTON RIDGE APTS-MAY 2023	507.00
					MTT-UNION SQUARE APTS-MAY 2023	117.00
						<u>3,229.00</u>
07/12/2023	101	24687	00095	C & C ENTERPRISES, INC.	TOILET TISSUE/TOWELS/KLEENEX	256.50
					CLEANING SUPPLIES/TOILET TISSUE-PARKS	417.55
						<u>674.05</u>
07/12/2023	101	24688	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING-JONATHON LANE-2ND Q 2023	50.45
					UTILITY BILLING-TWP HALL-2ND Q 2023	231.38
						<u>010281.83</u>

07/06/2023 12:22 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 06/29/2023 - 07/12/2023

Page: 2/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/12/2023	101	24689	00129	CMS INTERNET, LLC	REPLACEMENT BATTERY FOR MISSION WELL SIT MANAGED IT, EMAIL & PHONE SERVICE-JUL 20	67.57 6,139.41 <u>6,206.98</u>
07/12/2023	101	24690	01626	DANNY COFFELL	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
07/12/2023	101	24691	01826	COUNTY LINE POWER	NEW MAIN BREAKER FOR MISSION WELL SITE	5,230.00
07/12/2023	101	24692	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JUN 2023	1,912.36
07/12/2023	101	24693	01864	SAMANTHA CROWL	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
07/12/2023	101	24694	01171	DBI BUSINESS INTERIORS	PRINTER PAPER FOR WTR/SWR DEPTS	134.97
07/12/2023	101	24695	00207	E & S GRAPHICS, INC	CONSUMER CONFIDENCE REPORTS 2023	2,940.98
07/12/2023	101	24696	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE/LIQUID AQUADENE	6,265.00
07/12/2023	101	24697	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	12,363.68
07/12/2023	101	24698	00248	GILBOE'S LOCK & SAFE SERVICE	REPLACE LOCKS-MCDONALD PARK RESTROOM	1,778.45
07/12/2023	101	24699	00249	GILL-ROY'S HARDWARE	YELLOW SPRAY PAINT FOR PARKS	23.18
07/12/2023	101	24700	01583	GOUDREAU & ASSOCIATES INC.	TWP HALL FEASIBILITY STUDY	5,000.00
07/12/2023	101	24701	00257	GOURDIE-FRASER, INC.	RIVER RD-HIGH SERVICE PUMP INSTALL ENGIN	2,700.00
07/12/2023	101	24702	00261	GRAINGER	INDICATING TRANSMITTER	1,541.79
07/12/2023	101	24703	01746	TERA GREEN	MILEAGE TO BANK FOR DEPOSITS	60.39
07/12/2023	101	24704	00287	HOME BUILDERS ASSOCIATION	ANNUAL DUES 2023-2024	470.00
07/12/2023	101	24705	00324	ISABELLA CORPORATION	PUMP STN #1 UPGRADE-PROG PMT #3	162,257.09
07/12/2023	101	24706	00362	KRAPOHL FORD & LINCOLN	CHECK ENGINE LIGHT-2006 FORD F150	455.21
07/12/2023	101	24707	01863	CHAD LONG	JAMESON HALL RENTAL-RETURNED SEC DEP	250.00
07/12/2023	101	24708	00733	MICHIGAN ASSN. OF PLANNING	2023 MEMBERSHIP RENEWAL-ZBA/PC MEMBERS	110.00
07/12/2023	101	24709	00424	MICHIGAN RURAL WATER ASSN.	MEMBERSHIP DUES 7/1/23-6/30/24	800.00
07/12/2023	101	24710	00907	MID MICHIGAN CABLE CONSORTIUM	2023 VIDEO RECORDING-BOT MEETINGS	3,307.50
07/12/2023	101	24711	01255	MID MICHIGAN SECURITY	ANNUAL ALARM/CELL MONITERING-AUG 2023-20	318.00
07/12/2023	101	24712	01489	PFM FINANCIAL ADVISORS LLC	2023 ANNUAL BOND DISCLOSURE	1,100.00
07/12/2023	101	24713	01865	PROCLIP USA	PHONE MOUNTS FOR BLDG/RENTAL TRUCKS	149.96
07/12/2023	101	24714	01862	CLARK RICHARD	JAMESON HALL RENTAL-RETURN SEC DEP	250.00
07/12/2023	101	24715	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES@TWP HALL-MAY 2023 JANITORIAL SERVICES@WWTP-MAY 2023 JANITORIAL SERVICES@WTR PLANT-MAY 2023	527.14 316.29 316.29 <u>1,159.72</u>
07/12/2023	101	24716	00597	SHERWIN WILLIAMS	SAF RED PAINT FOR FIRE HYDRANTS SAF RED PAINT FOR FIRE HYDRANTS	64.11 195.11 <u>259.22</u>
07/12/2023	101	24717	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	28.00
07/12/2023	101	24718	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11-WTR/SWR MAILINGS	1,200.00
07/12/2023	101	24719	01314	VERIZON WIRELESS	CELL PHONES 6-16-23 TO 7-15-23	402.76
07/12/2023	101	24720	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR PLANT-JUL 2023 DUMPSTER SERVICE SHOP-JUL 2023 DUMPSTER SERVICE WWTP-JUL 2023 DUMPSTER SERVICE MCDONALD PARK-JUL 2023 DUMPSTER SERVICE JAMESON HALL-JUN 2023 DUMPSTER SERVICE TWP HALL-JUL 2023	45.89 50.44 252.76 142.66 116.42 68.59 <u>676.76</u>
07/12/2023	101	24721	01236	WEB ASCENDER	WEBSITE HOSTING-3RD Q 2023	90.00
07/12/2023	101	24722	00723	WINN TELECOM	PHONE SERVICE 7/1/23-7/31/23	380.99 <u><u>380.99</u></u>

101 TOTALS:

Total of 44 Checks:

390,1004.80

07/06/2023 12:22 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 06/29/2023 - 07/12/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Less 0 Void Checks:						0.00
Total of 44 Disbursements:						390,004.80

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

**CHECK DATE: July 6, 2023**

**PPE: July 1, 2023**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 47,889.69
Fire Fund	
EDDA	
WDDA	
Sewer Fund	33,294.38
Water Fund	28,754.11
<b>Total To Transfer from Pooled Savings</b>	<b>\$ 109,938.18</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$ 75,011.77
Employer Share Medicare	1,039.85
Employer Share SS	4,446.02
SUI	22.73
Pension-Employer Portion	5,682.84
Workers' Comp	421.66
Life/LTD	567.22
Dental	1,287.79
Health Care	23,704.79
Vision	414.20
Vision Contribution	(207.10)
Health Care Contribution	(2,453.59)
Flex Administrators	-
Cobra/Flex Administration	-
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b>\$ 109,938.18</b>

# CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:**

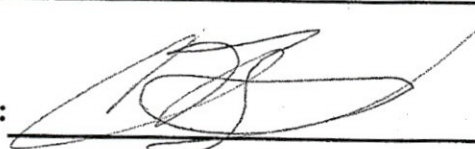
Connie Lee Bills

**MONTH, YEAR:**

May 16, 2023- June 2023

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5/16	Isabella County BOC		✓	\$ 75
5/17	MTA		✓	\$ 75
6/6	Isabella County BOC		✓	\$ 75
6/20	Isabella County BOC		✓	\$ 75
6/21	MTA	✓		\$ 50

**Signature:**



**Date:** 7/6/23

Total 350.00

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.



# Union Township Report

Date: Monday, June 26, 2023



Alarm Date between 2023-06-18 and 2023-06-24

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000411						
		6/19/2023 11:35:40 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
Union Township	0000412						
		6/19/2023 11:47:55 PM	651	Smoke scare, odor of smoke	ENG 33	2	1
		6/19/2023 11:47:55 PM	651	Smoke scare, odor of smoke	POV	6	1
						Total Responding 8	
Union Township	0000414						
		6/20/2023 3:18:48 AM	651	Smoke scare, odor of smoke	ENG 33	2	1

						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000415</b>						
		6/19/2023 11:14:38 PM	424	Carbon monoxide incident	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000418</b>						
		6/21/2023 5:19:26 AM	324	Motor vehicle accident with no injuries.	POV	7	3
		6/21/2023 5:19:26 AM	324	Motor vehicle accident with no injuries.	ENG 33	2	3
		6/21/2023 5:19:26 AM	324	Motor vehicle accident with no injuries.	SQ 31	1	3
		6/21/2023 5:19:26 AM	324	Motor vehicle accident with no injuries.	Rescue 31	1	3
						<b>Total Responding 11</b>	
<b>Union Township</b>	<b>0000420</b>						
		6/21/2023 9:29:53 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1



						<b>Total Responding 2</b>	
	<b>Total Runs 6</b>					<b>Total Responding 27</b>	

**Note: Alarms**

**1=Duty Crew**

**2=Paged Off Duty Full-time**

**3=Paged Paid-on-Call Firefighters**

**4=Paged All**

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager

**DATE:** June 26, 2023

**FROM:** Kim Smith – Public Service Director

**DATE FOR BOARD CONSIDERATION:** July 12, 2023

**ACTION REQUESTED:** Approval of the bid from Plummer’s Environmental in the amount of \$102,299.00, for the rehabilitation of (16) sixteen sanitary sewer manhole structures located on Lincoln Road, Shagbark Drive, The Oaks Subdivision #2, Independence Drive, May Street, Remus Road, and at the WWTP.

Current Action   X   Emergency           

Funds Budgeted: If yes   x   Account # 590-536-930.000 No            N/A           

Finance Approval                    ST                   

### BACKGROUND INFORMATION

As part of the Township’s ongoing Sanitary Sewer Asset Management Program (16) sixteen sanitary sewer manhole structures were identified as the next critical manholes requiring rehabilitation. This rehabilitation includes cleaning, debris removal, leak stop, and cured in place lining of the manhole structures. The project was competitively bid and a public bid opening was held on June 21, 2023 at 10:00 a.m.

Plummers’ Environmental was the only responsive bidder for this project.

The bid received was as follows:

Bidder	Amount
Plummer’s Environmental	\$102,299.00

### SCOPE OF SERVICES

Cleaning, debris removal, leak stop, and cured in place liner (CIP) – of (16) sixteen sanitary sewer manhole structures located at the WWTP, Lincoln Road, Shagbark Drive, The Oaks Subdivision #2, Remus Road, Independence Drive, and May Street.

### JUSTIFICATION

We recommend that Plummer’s Environmental be awarded the 2023 Manhole Rehabilitation Project in the amount of \$102,299.00 for the rehabilitation of (16) sixteen sanitary sewer manholes. This recommendation is based on history of successful repair and maintenance work performed by Plummer’s Environmental for Union Township, ability to meet project specifications, and their responsiveness to the Request for Proposal (RFP).

## **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

\$102,299.00

This project is included in the FY2023 Approved Sanitary Sewer Budget - account number 590-536-930.000 in the amount of \$125,000.

### **PROJECT TIME TABLE**

45 days after receipt of Notice to Proceed

### **RESOLUTION**

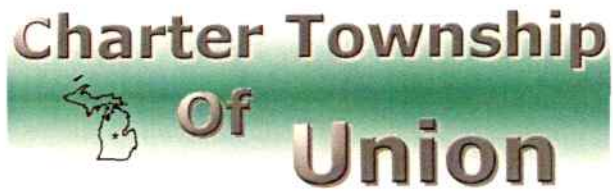
Approve the bid from Plummer's Environmental in the amount of \$102,299.00, for the rehabilitation of (16) sixteen sanitary sewer manhole structures located on Lincoln Road, Shagbark Drive, The Oaks Subdivision #2, Independence Drive, May Street, Remus Road, and at the WWTP.

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

Yes:

No:

Absent:



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

## Bid Tabulation Sheet

Project: 2023 Manhole Rehabilitation

Due Date: June 21, 2023 @ 10:00 a.m.

Bidder	Bid Bond	Amount
Plummers Environmental Services	5%✓	\$ 102,299.00

Kris Smith

6-21-2023

John Beland

6-21-2023



**Department of Public Services**  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
Phone (989) 772600 ext. 224  
Fax (989) 773 1988  
E Mail [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**Bids Due:**

**June 21, 2023 @ 10:00 a.m.**

**Address Sealed Bids to:**

Charter Township of Union  
Attn: Kim Smith – Public Service Director  
5228 South Isabella Road  
Mt. Pleasant MI 48858

**Inquiry:**

Kim Smith – Public Service Director  
[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com) (989)772-4600 ext. 224  
John Bebow – Utility Foreman  
[jbebow@uniontownshipmi.com](mailto:jbebow@uniontownshipmi.com)

The Charter Township of Union reserves the right to accept or reject all bids that are received.  
No Bidder may withdraw their Bid within sixty (60) days after the actual date of Bid opening.

## 2023 SANITARY SEWER MANHOLE REHABILITATION – BID SHEET

Proposal of Plummer's Environmental Services

(Hereinafter called "Bidder"), organized and existing under the Laws of the State of Michigan, doing business as Plummer's Environmental Services,\*  
to Charter Township of Union, Isabella County MI.

In compliance with your Request for Bids, Bidder hereby proposes to perform Work for the rehabilitation of sixteen (16) Sanitary Sewer Manholes in strict accordance with the Contract Documents within the time set forth therein and at the prices stated below.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid, each party thereto certifies as to his own organization that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence Work under this Contract on or before a date to be specified in the Notice to Proceed and to substantially complete the Project within 45 consecutive calendar days thereafter, and fully complete Project (including restoration, punch list items, and close-out documents) within 30 days of Substantial Completion. Bidder further agrees to pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day thereafter.

Bidder hereby agrees to also pay for the actual costs to the Owner for Resident Project Representative and Project management services and all additional inspection costs beyond the Contract completion date established by the "Notice to Proceed".

Bidder agrees to perform all Work in the Contract Documents for the following prices:

Manhole Number	Rehabilitation Description	Unit		Estimated Diameter/Depth Contractor Responsible for field verification of depth	Item Cost
MH # WWTP	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	WWTP Headworks Building	5'/15'	\$3,600.00
MH# 3	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Lincoln Road/Liberty Drive	4'/8'	\$5,680.00
MH# 6	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Shagbark	4'/6'	\$5,030.00
MH# 1	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	The Oaks #2	4'/15'	\$7,955.00
MH# 3	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	The Oaks #2	4'/4'	\$4,380.00
MH# 4	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	The Oaks #2	4'/4'	\$4,380.00
MH#8	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	The Oaks #2	4'/11'	\$7,655.00
MH#319	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Remus Road	4'/11'	\$6,655.00
MH# 318	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Remus Road	4'/10'.6"	\$6,492.00
MH# 314	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Remus Road	4'/12'.6"	\$7,942.00
MH# 310	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Remus Road	4'/13'	\$7,305.00



Manhole Number	Rehabilitation Description	Unit		Estimated Diameter/Depth Contractor Responsible for field verification of depth	Item Cost
MH# 342A	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Remus Road	4'/10'.6"	\$6,655.00
MH# 340	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Independence Drive	4'/9'	\$6,005.00
MH# 337	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	Independence Drive	4'/10'	\$6,330.00
MH# 303	Cleaning, debris removal, leak stop, cured in place liner (CIP)	1	May Street	4'/17'	\$8,605.00
MH# 341	Cleaning, debris removal, leak stop, cured in place liner (CIP) Place Liner (CIP)	1	May Street	4'/13'.6"	\$7,630.00
	Total	16			\$102,299.00

One Hundred Two Thousand, Two Hundred Ninety-Nine Dollars and Zero Cents

Amount of Bid in Words

Seal if Bid is by a Corporation

ATTEST:

Title

Respectfully submitted,

Signature

Plummer's Environmental Services

Name of Contractor

10075 Sedroc Industrial Dr

Byron Center, MI 49315

Address

Charter Township of Union 2023 Sanitary Sewer Manhole Rehabilitation Project

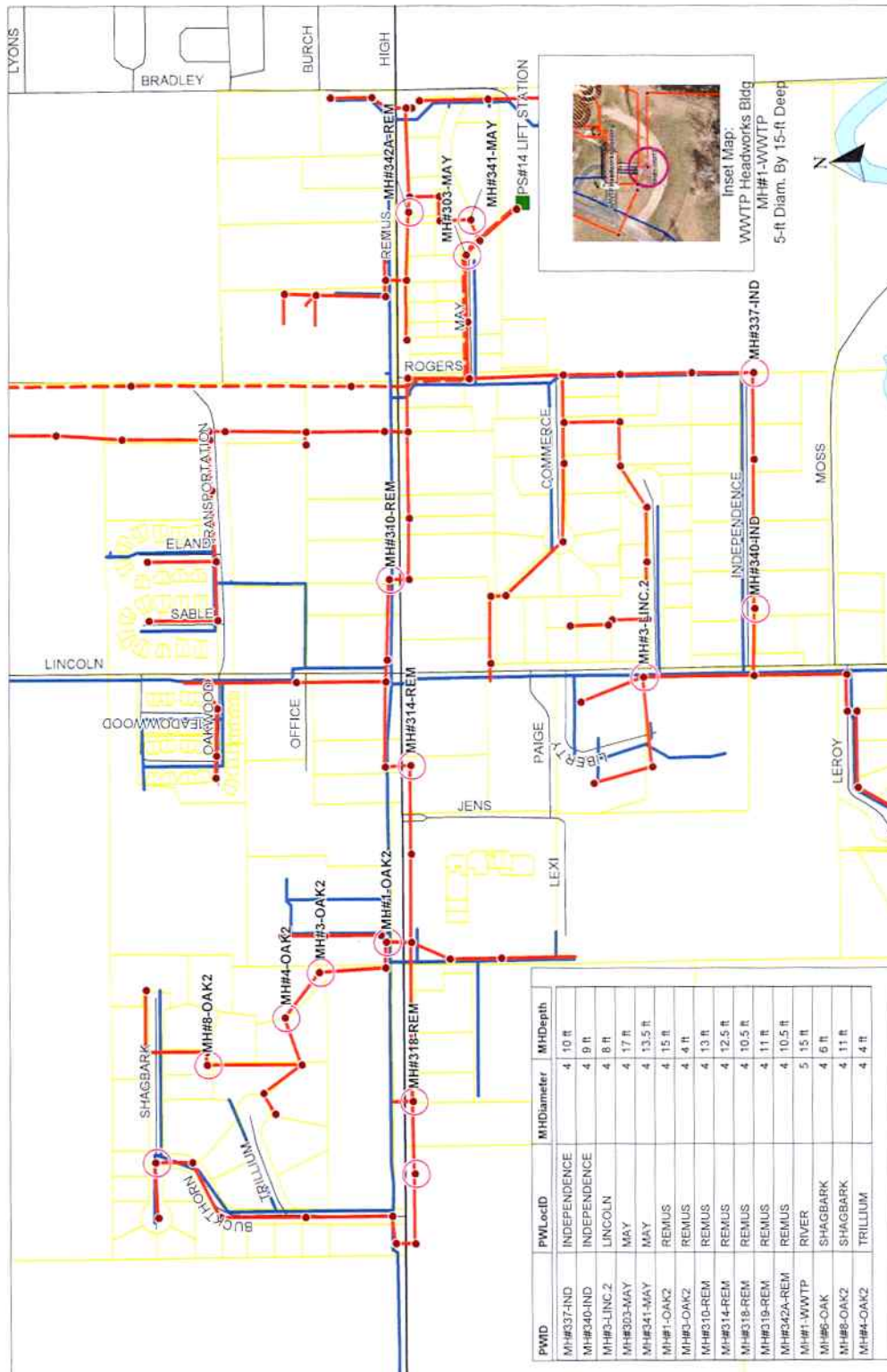


Charter Township of Union  
T14N, R04W  
Isabella County, Michigan

### Utilities Legend

- |   |                         |
|---|-------------------------|
|  | Sewer Valve             |
|  | Sewer Air Valve         |
|  | Manhole                 |
|  | Lift Station            |
|  | Sewer Lead              |
|  | Water Curbstop Box      |
|  | Hydrant                 |
|  | Pressure Reducing Valve |
|  | Water Tank or Tower     |
|  | Water Valve             |
|  | Production Well         |
|  | Water Main              |
|  | Water Lateral           |
|  | Sewer Gravity Main      |
|  | Sewer Force Main        |
|  | Sewer Lateral           |
|  | Railroad                |
|  | Township Parcel         |

Map Date: May 19, 2023



# American Institute of Architects

AIA Document A310

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we, Plummer's Environmental Services, Inc., as Principal, hereinafter called the Principal, and Employers Mutual Casualty Company, duly organized under the laws of the State of Iowa, as Surety, hereinafter called the Surety, is held and firmly bound unto Charter Township of Union as Obligee, in the sum of Five Percent of the Bid Amount (5% of the Bid Amount), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: 2023 Sanitary Sewer Manhole Rehabilitation

Bid Date: June 21, 2023

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 16th day of June, A.D. 2023.

<u>Plummer's Environmental Services, Inc.</u>	
	(Principal)
(Witness)	(Seal)
	By: <u>[Signature]</u>
	<u>General Manager</u>
	(Title)
	<u>Dave Van Dyken</u>
<u>Employers Mutual Casualty Company</u>	
	(Surety)
	(Seal)
<u>V Jean Nolf</u>	
V Jean Nolf	(Witness)
	<u>Laura J Northouse</u>
	Laura J. Northouse
	Attorney -in-Fact



## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

### KNOW ALL MEN BY THESE PRESENTS, that:

1. Employers Mutual Casualty Company, an Iowa Corporation
2. EMCASCO Insurance Company, an Iowa Corporation
3. Union Insurance Company of Providence, an Iowa Corporation

4. Illinois EMCASCO Insurance Company, an Iowa Corporation
5. Dakota Fire Insurance Company, a North Dakota Corporation
6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

**LAURA J. NORTHOUSE**

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

In an amount not exceeding Ten Million Dollars .....\$10,000,000.00

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

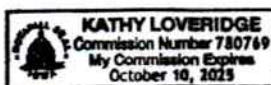
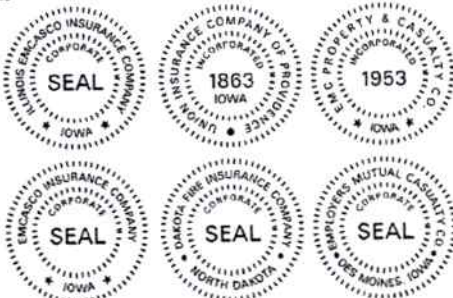
### AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

**RESOLVED:** The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

**IN WITNESS THEREOF**, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 22nd day of September, 2022.

Seals



*Scott R. Jean*  
Scott R. Jean, President & CEO  
of Company 1; Chairman, President  
& CEO of Companies 2, 3, 4, 5 & 6

*Todd Strother*  
Todd Strother, Executive Vice President  
Chief Legal Officer & Secretary of  
Companies 1, 2, 3, 4, 5 & 6

On this 22nd day of September, 2022 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2025.

*Kathy Loveridge*  
Notary Public in and for the State of Iowa

### CERTIFICATE

I, Ryan J. Springer, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 22nd day of September, 2022, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 16th day of June, 2023.

*Ryan J. Springer*  
Vice President

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager

**DATE:** June 22, 2023

**FROM:** Kim Smith – Public Services Director

**DATE FOR BOARD CONSIDERATION:** July 12, 2023

**ACTION REQUESTED:** Approval of the Participation Agreement with the Economic Development Association (EDA) for the Pump Station #1 Construction Project and a budget amendment to the FY2023 EDA Budget in the amount of \$160,000.00.

Current Action ☒ Emergency ☐

Funds Budgeted: If yes ☐ Account # 248-728-967.300 No ☒ N/A ☐

Finance Approval ☐ ST ☐

### **BACKGROUND INFORMATION**

In FY2018, the Sanitary Sewer Capital Improvement Plan included a project to rehabilitate and upgrade Pump Station #1, which is located on Enterprise Drive and originally constructed in 1988. Due to the age and the extent of necessary improvements it was determined both a complete replacement and capacity increase was necessary in order to sufficiently provide service to the service district.

Pump station #1 is located in the East Downtown Development Association (EDDA) District. In 2018/2019 the EDA created and approved a Project Plan List. As part of this list a project to rehabilitate, and expand Pump Station #1, was approved. Based on the EDA Plan List and Township Capital Improvement Plans a funding partnership between the Economic Development Association (EDA) and the Township Sewer Fund was established to fund the project.

In 2018 a contract to design the upgraded station was awarded to Gourdie Frasier. The current station is located within a 30 x 60 foot easement and the new station which was to be built next to the existing station utilizing sheet piling and shoring to facilitate installation. Bid results received both in 2019 and 2020 reflected very high prices and research from respective bidders cited these high costs were predominantly attributed to the lack of available construction limits.

Based on this information attempts were made to contact the property owner in order to obtain a construction easement and secure a larger permanent easement. While in the process of pursuing a larger permanent easement the parcel that the existing station is located on became available for sale. The Public Service Department expressed an interest to purchase the property in order to facilitate the construction and maintenance of pump station #1. The proposed property purchase included a secondary parcel that adjoins directly to the south on Enterprise Drive. It was proposed that the station would be relocated to the south of the secondary parcel to facilitate the safe installation compliant with OSHA guidelines of the pump station, wet well, associated infrastructure, and approximately 160 LF of additional gravity sewer and force main. The layout proposed would allow for the retention and addition of the necessary easements so the construction of the station could be completed in the most cost-effective manner, ensuring safe and adequate access for installation without the need of additional sheet piling, shoring, and trench box, and provide for safe operation

and maintenance in the future. It was proposed that once the project was complete the necessary easements would be retained on the parcels and the project would allow for resale of the parcels. In 2021 Township Administration proposed to the EDA Board that they purchase the two parcels. The proposal was made because the planned station improvements provided reliable and adequate infrastructure to the EDDA District, provided sanitary sewer capacity for economic growth within the district, and would help to sustain the business community within the EDDA by removing old facilities and allowing the property to be remarketed without the sanitary sewer pump station located between the two parcels. The EDA Board agreed and the purchase of the two parcels was completed in September of 2021.

After the purchase of the property the redesign of the project was completed in late 2021 and the revised EGLE permits were received in early 2022. Upon receipt of the revised EGLE permits the project was rebid in March of 2022. One bid was received for the project from The Isabella Corporation in the amount of \$958,000.00.

Upon review of the bid prices, the total project came in higher than anticipated. The most recent cost estimate which was completed in 2021 when Township Administration was considering the purchase of the property was \$702,075.00. It was determined that the current bidding market, equipment availability, increased equipment prices, labor availability, recent increased fuel prices, and increased labor cost all contributed to the increased bid price received. This was evident in other projects and purchases bid in late 2021 and 2022.

After delays in equipment delivery construction of the project began in the Spring of 2023. For several years funds in the amount of \$160,000.00 were included in the Economic Development Association Budget. However, in 2023 the inclusion of these funds in the EDA Budget was overlooked.

The EDA approved the Participation Agreement and budget adjustment at their June 20, 2023 meeting.

### **SCOPE OF SERVICES**

The project includes abandoning the existing station and installing a new submersible station including pumps, motors, variable frequency drives, piping, flow meter, installing transducer, replacing control panel, and SCADA updates within an easement on the south portion of the property and installing approximately 160 LF of sanitary sewer gravity main and force main on the west side of the parcel. The project is being completed to create additional capacity (200 REU) for existing and future users in the stations currently zoned service area as well as to rehabilitate existing aging components of the station.

### **JUSTIFICATION**

The station upgrade has been identified in the Township's Sanitary Sewer Asset Management Plan and Capital Improvement Plan for several years as essential. Completion of this project will allow for improved reliability in the service area, benefit the EDDA District, and benefit the overall township sewer system by increasing the capacity of the pump stations for the currently zoned service area for

existing and future users. The improvements will provide staff and contractors with a safer location for the installation, operation, maintenance, and increase reliability through rehabilitation of aging station components. Further delay of this project may result in system component failures, and impact growth and development within the service area.

### **PROJECT IMPROVEMENTS**

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

- 1. Community well-being and common good**
- 2. Health and Commerce**

### **COSTS**

#### **Project Cost:**

Engineering Cost (Station Design, SCADA Design, Construction Observation, Close-out, & start-up services – previously approved)	\$96,860.00
Construction Cost	\$958,000.00
<b>Total</b>	<b>\$1,054,860.00</b>

### **PROJECT FUNDING**

Township Sanitary Sewer Fund	\$669,489.00
EDA Funding (EDDA) – <i>if approved</i>	\$160,000.00
SCIT 2% Funding	\$225,371.00
<b>Total Project Funding</b>	<b>\$1,054,860.00</b>

Approval of the Participation Agreement requires a budget adjustment to the EDA FY2023 Budget in the amount of \$160,000.00.

### **PROJECT TIME TABLE**

Construction 2023

### **RESOLUTION**

Approval of the Participation Agreement with the Economic Development Association (EDA) for the Pump Station #1 Construction Project and a budget amendment to the FY2023 EDA Budget in the amount of \$160,000.00.

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

Yes:

No:

Absent:

## Economic Development Authority Participation Contract

This Agreement is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the "Township Board" and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the "EDA", for the following improvements:

### **Pump Station #1 Construction Project – 2055 Enterprise Drive**

Construction Cost	\$ 958,000.00
Design & Bidding Services Contract (Phase I & II)	<u>\$ 96,860.00</u>
Total Project Estimated Cost	\$1,054,860.00
Charter Township of Union Share	\$ 669,489.00
SCIT 2% Funding	\$ 225,371.00
EDA Funding (EDDA)	<u>\$ 160,000.00</u>
Total Project Resources	\$1,054,860.00

Payment as stated above will be due upon receipt of invoice. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date.

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

**Charter Township of Union Economic  
Development Authority**

**Charter Township of Union Board of Trustees**

By:

  
Thomas Kequom, Chair

By:

\_\_\_\_\_  
Mark Stuhldreher, Manager

EDA Approval on: 6-20-23

Board Approval on: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> July 7, 2023
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR CONSIDERATION:</b> July 12, 2023
<b>ACTIONS REQUESTED:</b> To select _____ as the successful bidder for mowing services for residential and commercial properties within the township that are in violation of the Township's Noxious Weeds and Tall Grass Ordinance No.1998-5, and to authorize the Township Manager to sign a service agreement with the successful bidder for these services.	

Current Action   X   Emergency           

Funds Budgeted in 2023: If Yes   X   Account #101-701-801.000

### **BACKGROUND INFORMATION**

Township residents take pride in their properties and neighborhoods and expect the same from their neighbors. The Township's adopted Noxious Weeds Ordinance No. 1998-5 requires that property owners destroy and remove all noxious weeds as defined in the ordinance and associated state Act, and ensure that lawn areas and open space on their land are maintained so that grass and weeds do not exceed a height of 12 inches. This ordinance is based on and in compliance with Michigan Public Act 359 of 1941, as amended (Noxious Weeds, being MCL 247.61 – 247.72).

The ordinance and associated state Act authorize the Township to publish an annual notice of enforcement of this ordinance, which is published in March or April of each year with enforcement beginning on May 1 and extending through the end of the growing season each calendar year. When necessary, in accordance with Ord. No. 1998-5, the Township must take action to correct violations. Per the ordinance, the Township's mowing contractor may, upon prior determination by the Township's ordinance enforcement official that a lot is in violation of the ordinance, enter into the lot to mow excessively tall grass and weeds at the expense of the property owner.

The Township's relationship recently ended with the mowing contractor who had provided these services for the past several years, which created the need for a new Invitation to Bid for this service. The Community and Economic Development Department published the Invitation to Bid twice in The Morning Sun and also sent copies to the following local lawncare and landscape maintenance contractors:

- Neat and Green Lawn Care
- Goenner Lawn Care
- Johnny's Lawn Care & Snow Removal
- Huckleberry Lawn & Maintenance
- Be Green Lawn Services

The Township received bids from two (2) contractors by the July 7, 2023, deadline, as follows:



<b>Bidder</b>	<b>Bid Proposal</b>
Goenner Lawn Care	\$85.00 per hour or \$7.50 per square-foot (minimum 10,000 square feet)
Be Green Lawn Services	\$180.00 per hour

A copy of each bid is included in the Board packet for your review.

### **EVALUATION**

Staff has evaluated the bids based on a set of criteria that includes bid package completeness, price, responsiveness, attention to detail, client feedback, and other factors. The Township has extensive experience with both contractors, as they both currently provide services to the Economic Development Authority (EDA) Board for work in the East DDA District along the E. Pickard Rd. (M-20) corridor. It is the opinion of staff that both contractors have the capacity to provide the requested services.

Based on the results of this evaluation, it is the recommendation of staff that Goenner Lawn Care be selected as the successful bidder for this project, based on a comparison of their proposed per-hour rates.

### **JUSTIFICATION**

The Charter Township of Union's ordinance enforcement official is tasked with ensuring Township business owners and residents comply with Ordinance 1998-5. This ordinance requires that property owners ensure that grass and weeds are maintained to a height of less than twelve (12) inches and provide the Township the authority to effect such maintenance, if not done by the property owner. The control of noxious weeds and excessively tall vegetation is necessary to provide for public health, safety, welfare, and comfort by preventing infestations of rats and other vermin, protecting the safety of pedestrians on adjacent streets and sidewalks, and eliminating blighting conditions in residential neighborhoods and business districts.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed (from Policy 1.0: Global End):

- 1. Community well-being and common good**
- 3. Safety**

Approval of the successful bidder for mowing services for residential and commercial properties that are in violation of Ordinance No.1998-5 will help to ensure fair and non-discriminatory code enforcement (1.1.1.2) and that grass and weeds on business and residential properties are maintained to at least a minimum consistent standard (1.3.2) so that all residents, property owners, and neighbors can enjoy a safe environment (1.3) and take pride in their neighborhood and community (1.1.1.3).

### **PROJECT TIMETABLE**

Contracted services will be requested by the Township on an as-needed basis for compliance with Ordinance No. 1998-5 through prior determination of a violation by the Township's ordinance enforcement official and issuance of a work order for the mowing of the subject lot.

### **RESOLUTION**

To select \_\_\_\_\_ as the successful bidder for mowing services for residential and commercial properties within the township that are in violation of the Township's Noxious Weeds and Tall Grass Ordinance No.1998-5, and to authorize the Township Manager to sign a service agreement with the successful bidder for these services.

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

Yes:

No:

Absent:

## Amy Peak

---

**From:** Chris Beebe <begreeninc.cb@gmail.com>  
**Sent:** Friday, July 7, 2023 7:32 AM  
**To:** Amy Peak  
**Subject:** Invitation to bid. Noxious Weed/Tall Grass Ordinance

Thank you for the opportunity to help our community

Be Green, Inc  
989.866.6188  
989.560.7336. direct line

Due to the range of scope for the proposed work, Be Green, Inc. is submitting a Time and Material bid

Mowing/brush mowing, trimming, debris removal and disposal, including clippings, branches, trash, etc... as required to restore designated properties to an acceptable appearance

Per Hour rate @ \$180, calculated to the minute

Required Insurance is on file with Union Township, as we are currently contracted

Work quality, timeliness and concise communication testimonials can be confirmed by Township employees including;

Rodney Nanney  
Kim Smith  
Dan Coffell  
Alex Edwards  
Jim McLean, retired

If Be Green, Inc. is selected, we look forward to entering into a service agreement with the Township that more completely outlines the terms and conditions of the services to be provided.

Feel free to contact me, at any time, if you have any questions

Chris Beebe, President, Managing Partner  
Be Green, Inc.  
989.560.7336  
[begreeninc.cb@gmail.com](mailto:begreeninc.cb@gmail.com)

Goenner LawnCare LLC  
441 West Remus Rd.  
Mt. Pleasant, MI 48858 US  
(989) 289-2026  
goenner.lawncare@gmail.com



## Estimate

### ADDRESS

Charter Township of Union  
2010 South Lincoln Road  
Mt. Pleasant, MI. 48858

ESTIMATE # 2834

DATE 07/06/2023

### ACTIVITY

#### Lawn Maintenance

Mowing of designated areas in a manner that complies with the Noxious Weeds and Tall Grass Ordinance Ord. No. 1998-5 and is satisfactory to the Townships ordinance enforcement official.

Services will be required on an "As Needed" basis subject to individual work orders issued by the Townships ordinance enforcement official.

#### HOURLY RATE: 85.00 / LABOR HR.

-Labor hour includes 1 laborer with zero turn lawn mower, string trimmer and backpack blower.

OR

#### SQUARE FOOTAGE RATE: \$7.50 PER 1,000 SQ. FT.

-Square footage rate includes mowing, string trimming and blowing of grass clippings.

-Minimum square foot charge per property: 10,000 sq. ft.

Please find attached our bid proposal for Noxious Weeds and Tall Grass Mowing Services for Charter Township of Union.

Sincerely, Luke Goenner

989-506-0206



GOENLAW-01

JSTEPHENS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> General Agency Company 525 E. Broadway Mount Pleasant, MI 48858	<b>CONTACT NAME:</b> Julie Stephens	
	<b>PHONE (A/C, No, Ext):</b> (989) 817-4245	<b>FAX (A/C, No):</b> (989) 772-1855
	<b>E-MAIL ADDRESS:</b> jstephens@ga-ins.com	
<b>INSURED</b>  Goenner Lawn Care LLC 441 W Remus Rd Mt Pleasant, MI 48858	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Secura Insurance Company	
	<b>INSURER B:</b> Accident Fund National Insurance Co	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>NAIC #</b>	
	12305	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		20TC0033883780	5/29/2023	5/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			20A0033883790	5/29/2023	5/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			20CU0033883800	5/29/2023	5/29/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	100031419	5/29/2023	5/29/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Pesticide/Herbicide			20TC0033883780	5/29/2023	5/29/2024	Occurrence \$ 100,000
A	Professional			20TC0033883780	5/29/2023	5/29/2024	Occurrence \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Property Owner: Millennia Housing Mgmt Ltd, 1300 Key Tower, 127 Public Square, Cleveland, OH 44114-1310

General Liability includes endorsement WB1482 which provides automatic Additional Insured status when required by a written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Ang T. Williams*