



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**September 27, 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. September Monthly Activity Report
  - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – September 13, 2023 – Regular Meeting & September 18, 2023 - Special Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Xerox Printer Purchase

H. Set Public Hearing Date to Request a Transfer of the 2017 Burch Tank and Trailer IFT to Bandit Industries

11. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication and Support to the Board
- B. Discussion/Action: (Stuhldreher) Policy Governance 4.0 Global Board-Township Management Linkage
- C. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control
- D. Discussion/Action: Second Meeting of the Manager's Performance Evaluation

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

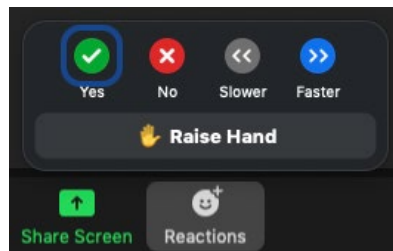
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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.

## 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 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
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



## **Monthly Report**

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** September 2023

## **Global Ends**

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

## **Future Board of Trustee Meeting Agenda Items**

### **Finance**

- FY '24 recommended budget – late September/early October
- Certify delinquent Special Assessments for inclusion on the winter tax bill – October 25<sup>th</sup>
- Board set FY '24 budget public hearing– November 8<sup>th</sup>
- Hold FY '24 Budget public hearing – November 29<sup>th</sup>
- FY '23 final budget amendment – November/December
- Adopt FY '24 budget – December 13<sup>th</sup>

### **Community and Economic Development**

- Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a public hearing.
- Hearing and consideration for adoption of a resolution approving the transfer of an Industrial Facilities Tax Abatement (IFT) granted to Burch Tank & Trailer in 2017 for a manufacturing building addition to Bandit Industries, the new owners of the facility.
- Consideration for adoption of a resolution of support for an application by D Clare Services (north side of River Rd. west of US-127) to correct the Federal Emergency Management Agency (FEMA) flood hazard maps to match the accurate 100-year floodplain boundary on the subject lot.
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.

- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the City and the Township.
- Consider updates to the Township's ordinance on open burning
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.
- Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process.

### **Public Services**

- Consider amendments to water/sewer ordinance to
  - Consider elimination of REU basis for variable cost billing component and move to actual usage
  - Consider updates due to age of existing Ordinance
- Pump Station #2 Engineering Agreement
- Meridian Road iron removal filter maintenance approval

## **Significant Items of Interest Longer Term**

### **Finance**

- Implement BS&A Purchase Orders
- Assessor to offer the citizens Assessment appeal training prior to the Board of Review in March
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- December Board of Review - December 12<sup>th</sup>
- City/Village/Township Revenue Sharing reporting - to be completed by Dec 1, 2023
- Development of FY 2024 budget recommendation

### **Community and Economic Development**

- Zoning Administration - The Community and Economic Development Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06.
- Develop soil erosion control process to integrate with site plan review process more seamlessly
- The Community and Economic Development Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations and other periods when the Township's Building Official is temporarily absent, which would be subject to approval by the Township Board of Trustees and the county Board of Commissioners.
- The Community and Economic Development Director will work with MDOT project team members and contractors during the planned 2023 project to reconstruct E. Pickard Rd. (M-20) from the US-127 interchange area west to Packard St. to coordinate storage and re-installation of streetlights, park benches, etc. removed by the contractor.



- Community and Economic Development staff have begun a process to evaluate options for potentially holding a series of educational opportunities for local landlords on topics related to inspections, safety, applicable codes, and other landlord/tenant topics.
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects
- The Community and Economic Development Director will work with the City staff to develop a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District.
- Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways.
- The Community and Economic Development Director will continue to work with the County Community Development Director and the City Planner to create a unified "regional planning/zoning" theme on the County's FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.
- In the initial stages of document digitization project. Initial focus will be on building construction plans and EDA documents. This is a multi-year project to digitize documents in the basement of Township Hall
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.

#### **Public Services**

- WWTP - Sludge Storage Tank installation
- New township hall feasibility study continues
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (2023) 43 years old
- Lead and copper service line replacement as identified

#### **Ordinance Enforcement Activities**

- Mailed out (177) Late Notice/Shut-off Reminders
- 4591 S. Crawford Rd. Unlawful keeping of chickens on a residential lot without the required zoning permit approval for educational purposes, and complaints of chickens wandering neighbors' lots. During a follow up site visit, the Zoning Administrator found that all violations had been fully corrected. This matter is closed.
- 4989 E. Broadway Rd. - Excessively tall grass. Mowed by owner after notice. This matter is closed.
- Rosewood Dr. north of E. Broadway Rd. (vacant) - Excessively tall grass/weeds. The required distance back from the roads mowed by the owner after notice. This matter is closed.
- 5057 Bertshire Dr. - Excessively tall grass. Mowed by owner after notice. This matter is closed.
- 2025 S. Lincoln Rd. (vacant). - Excessively tall grass/weeds. Mowed by the owner after notice. This matter is closed.
- 5281 Jonathon Ln. - Complaint about garbage bags piled up in rear yard and a dilapidated privacy fence falling down in the rear yard. The foreclosure agent, Guardian Asset Management from

Pennsylvania, has removed all junk and debris from the site, and has hired a vendor to have the fence removed by mid-September.

- 2181 S. Lincoln Rd. Excessively tall grass. The owner, Randy Golden, was repeatedly notified of the violations but has taken no action to mow the lawn areas that must be cut. Township action taken to correct the violation at the owner's expense. Billed owner and if unpaid, will be placed on 2023 winter tax roll.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits and in violation of maximum allowable height and floor area limitations. The ZBA approved a variance for the height violation with a plan to correct the total floor area violation. Despite reminders from staff, the owner has not yet submitted the required building permit with plans for the required modifications. A follow up final notice of violation is in process.
- 898 S. Mission Road. Vehicles parked in the front yard lawn areas and an unlawful change of use. The vehicle-related violations have all been corrected. Community and Economic Development Director and Zoning Administrator met with the owners of the Extreme Garage vehicle repair business about change of use requirements for a minor site plan approval. The owners are working on an updated plan, which will include some limited site improvements needed to satisfy Section 12.5 (Nonconforming Sites) standards.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use. This matter is under review by the Township Attorney.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. This property has been the subject of previous code enforcement activity. The owner responded to additional notice sent via email to confirm that he wants the roof completed but does not have the funds. The Building Official spoke with a contractor who is looking into options to help the owner resolve the violations.

### **Staff Training, Continuing Education, Compliance and Safety Related Activity**

- Finance Department hosted a MERS retirement system training session for employees-17 employees attended
- Finance Director attended a Michigan Tax Tribunal webinar offered by the State Tax Commission
- Finance Director completed the 2023 STC Update Course required to renew the MCAT certification for 2024
- The Community and Economic Development Director attended the Michigan Economic Developers Association (MEDA) Annual Meeting in Marquette.
- The Community and Economic Development Director attended the Michigan Economic Development Corporation's (MEDC) Road Show training event on industrial development site selection priorities hosted by the Saginaw Chippewa Indian Tribe at Soaring Eagle.
- The Building Official participated in the monthly professional development activities
- The Building Services Clerk attended BS&A Building Department.net Advanced training
- Amy Peak, Jennifer Loveberry and Tera Green attended Administrative Support Professional Development
- Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- Public Services electrical safety training held at Jameson Hall
- Monthly maintenance of chlorine injectors and pump tubes completed
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Tested all pump station alarms (monthly operation and maintenance)
- WWTP - Completed EPA DMR QA blind study for lab analysis

- WWTP - Collection System Mercury Testing
- WWTP - Completed Biosolids Sampling for 2023 land application
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results.
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project

### **Economic Development Activities**

- The Department Director will expand information on the Township’s website related to development approval processes and pre-application meeting options to further assist the development community
- The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects
- Follow up again with the county Road Commission about the East DDA District development plan priorities and conceptual economic development proposal for road improvements in the Township’s industrial area north of Corporate Drive.
- Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district.
- Possible request to consider selling 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development, after necessary water and sewer system easements have been recorded on the parcels by the Public Services Department
- EDA met and discussed disposition of the restored and now vacant lot at 2120 Yats Drive, and proposed FY2024 project priorities, including underground irrigation reconstruction along E. Pickard Rd.
- The regular September 19, 2023, Planning Commission meeting is anticipated to include:
  - PRES23-02 Preliminary site plan application for Hal Banks proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road.
  - Continuation of a process to update the Master Plan and citizen survey questionnaire review
- The Community and Economic Development Director plans to follow up with Middle Michigan Development Corporation representatives for further discussion and evaluation of a potential opportunity to apply for additional grant funding under a new Recompete Pilot Program from the U.S. Economic Development Administration to help support implementation of expanded industrial/business park development along the US-127 corridor. Depending on eligibility, this grant opportunity would require further collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.
- The Community and Economic Development Director plans to follow up with Jim Holton at Mountain Town Brewery and Summit Smokehouse regarding some business-related concerns.
- The Community and Economic Development Director will continue business retention contacts.
- The Community and Economic Development Director will complete and distribute a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise

Industrial Park signage at the corner of M-20 and Enterprise Dr. The EDA Board will evaluate responding contractors, with the selected finalist(s) to be invited to submit bids for planned projects

- Reviewed and provided review letter for sewer plans for Lodgco Management

### **Community Development Activities**

- The Community and Economic Development Director participated in a Regional Housing Partnership planning meeting hosted by the East Michigan Council of Governments (EMCOG) in Saginaw County to support efforts to identify and prioritize efforts to expand housing opportunities in mid-Michigan.
- With the assistance of the Chamber of Commerce, a ribbon cutting was held on 9/7/2023 for the new McDonald Park Outdoor Fitness Court. The Community and Economic Development Director served as the emcee, and Supervisor Bryan Mielke, mural artist Andrea Croft, and Chamber of Commerce President Liz Conway spoke during the event. Trustee Connie Bills wielded the scissors for the ribbon-cutting ceremony to officially open the fitness court. Over 30 people attended the event, including representatives from the City and County governments. Following the ribbon cutting, the Building Services Clerk served as one of several fitness court “ambassadors” who answered questions about the fitness court app and demonstrated exercise options at the various fitness stations. The Building Services Clerk was also instrumental in recruiting and working with local fitness ambassadors to prepare for the launch day event.
- The Isabella Corporation completed the new sidewalk across the Township-owned lot at 5243 Jonathan Lane in early September to provide a new pedestrian link between the Country Squire Estates neighborhood and Kay St./3<sup>rd</sup> St. and the E. Pickard Rd. business district to the north
- The Community and Economic Development Director is working with the Township’s engineering consultant at Gourdie-Fraser to begin preliminary engineering work on new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to connect to the existing sidewalk near Ashland Dr., and along Bud St. north from E. Pickard Rd. to connect to Jameson Park.
- The Community and Economic Development Director is working with the Township’s engineering consultant at Gourdie-Fraser to prepare a Community Planning grant application through the USDOT Reconnecting Communities & Neighborhoods Pilot Program to help fund the cost of developing plans for sidewalk/pathway construction along S. Isabella Rd., E. Broadway Rd., and over US-127 to improve pedestrian access to area schools, Mid Michigan College, and the East DDA businesses.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 595 units) to also include Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- For the 2023 M-20/E. Pickard Rd. reconstruction project the Community and Economic Development Director and Public Services Directive have continued to meet with and communicate with MDOT representatives and project contractors to address issues of concern.
- The Building Official provided the following services during the month:
  - 62 Building Inspections
  - 25 Permits issued
  - 6 Certificate of Occupancy
- Jameson and McDonald Park - general cleaning, maintenance, and ball field preparation

### **Organizational and Stakeholder Support Services**

- Continued planning for implementation of the BSA Purchase Order module

- Monthly bank account reconciliation completed timely along with recurring reconciliation of various subsidiary ledgers to general ledger within various funds
- Regularly monitor the Michigan Tribunal web site for newly filed appeals
- Identified properties eligible to receive a principal residence exemption but did not have one, notified owners
- Annual workers comp audit for 7-1-22 through 6-30-23, submitted paperwork
- Payroll – 134 Payroll checks and checks to pay for benefits issued during August
- Handle all meeting pay requests submitted by the Board of Trustees
- Prepared and submitted the annual GASB 77 tax abatement information request to the Gratiot/Isabella RESD
- Accounting Specialist updated zoning codes in the Assessing module
- Assessor reviewed building permits from 2020 through 2023 to identify omitted property. Any parcels having omitted property will receive a letter making them aware of the problem and explaining to them the process of adding it to the assessment roll.
- Assessor working on splits or combinations done in the past which did not get forwarded to the Township or County GIS. All past land changes will need reviewing for correct assessment roll descriptions and will be sent to both GIS departments.
- The Zoning Administrator provided the following services:
  - (5) Zoning review approval letters for building permit applications.
  - (2) Yard sale permits.
  - (4) Miss Dig notifications for various projects. Owners contacted for permits on projects.
  - (1) temporary use permit for Hunter's Ale House Tent event.
  - (2) Sign permits for Sam's Club filling station and Starbucks on Pickard Road
- Rental Inspector working through tenant complaints and working with both tenants and landlords to resolve
- The Building Services Clerk continued progress on creating a new land split/combination/boundary adjustment application
- Summer seasonal staff conducted weed whipping and painting of fire hydrants
- (279) Miss Dig underground markings completed throughout Township
- Public Services processed (2) ACH Requests, (26) Transfers of Service/Final Bills and prepared (1) Misc. Invoice – Alwood Nursery
- Public Services received/processed (267) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Water Main break on August 23rd at 8pm on Broadway West of Isabella.
  - Water Main was shut down at 8:30 pm.
  - Emergency Miss Dig was called in and was not marked until around 11:30 pm.
  - Crews repaired water main, and service was restored at 3:30 am.
  - Boil Water Advisory prepared and distributed to residents on August 23, 2023.
  - Flushed and sampled water main.
  - Boil Water Advisory Lift Notice was prepared and distributed to residents on August 26, 2023.
- Excavated and repaired 8" sewer main clean out on Meadowlark Drive.
- Televised sanitary sewer on Joseph Drive to locate sewer leads for upcoming homes to be built by Malley Construction.
- Sampled, pressure tested, and flushed 12" water main Isabella County Jail
- GIS: Isabella County Drain Commission Maps - Downloaded maps of drains within or partially within Union Township (Potter Brodie Drain, Stillwell Drain, et al), along with drainage district boundary revisions.

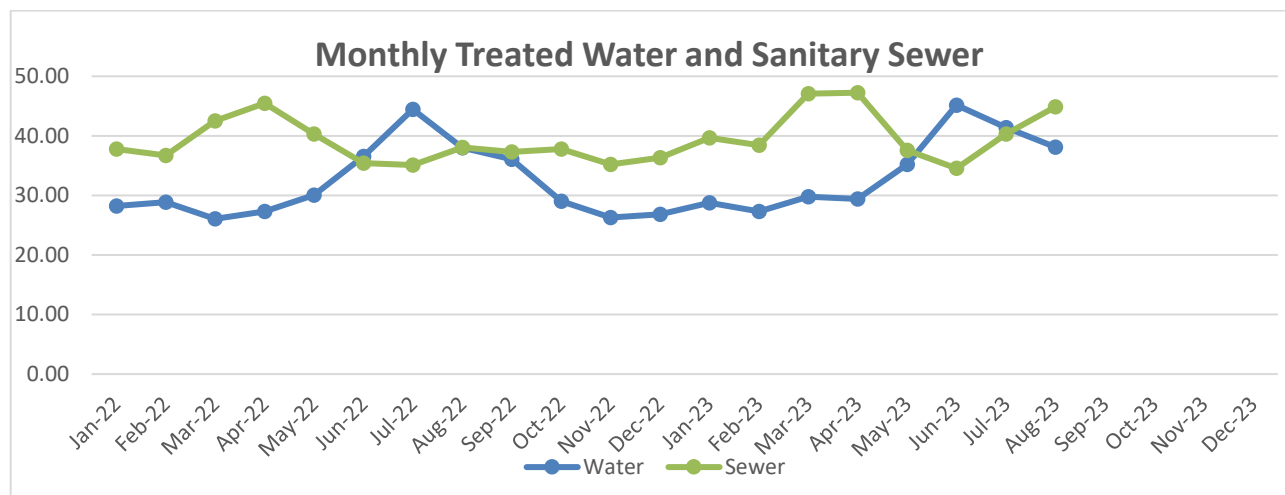
- Provided support to MDOT on Pickard Road/M20 Project.
  - Assisted Pickard Road contractor with locating two sanitary manholes that needed to be raised.
- Replaced curb stop that was damaged by ditching contractor at 900 South Mission Road.
- Investigated sewer backup complaint at 1400 High Street. The problem was the homeowner's sewer lead
- Fire flow test on Transportation Drive completed for ICRC Project and flushed fire hydrant 1795 Willow Drive due to a dirty water complaint
- GIS: Saginaw Chippewa Tribal College: In response to a request from a designer at Wade Trim of Bay City for utility information in the area of the Saginaw Chippewa Indian Tribe parcel at 5805 E. Pickard (former MMCC site purchased by SCIT in 2022), the GIS Specialist sent water and sanitary sewer scanned plans and record drawings needed for building renovations.

### **Miscellaneous**

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- August 2023 – Treated Potable Water
 

Total Month:	38.102 mg
Average Day:	1.229 mgd
Max Day:	1.444 mgd
- August 2023 – Treated Sanitary Sewer
 

Total Month:	44.88 mg
Average Day:	1.45 mgd
Max Day:	2.15 mgd



**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 September 13, 2023, at 7:00 p.m. at the Union Township Hall.

**Meeting was called to order at 7:00 p.m.**

**Smith** moved **Rice** supported to appoint Trustee Bills as temporary clerk until Clerk Cody arrives.  
**Vote: Ayes: 6. Nays: 0. Motion carried.**

**Roll Call**

Present:

Supervisor Mielke, Treasurer Rice, Trustee Bills, Trustee Brown, Trustee Smith, and Trustee Thering

Excused:

Clerk Cody (arrived at 7:21 p.m.)

**Approval of Agenda**

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

**Presentation**

- a. Frank Engler, Isabella County Commissioner, gave an update on the county budget and DNR Grant for Meridian Park.

**Public Hearing**

**Public Comment**

Open: 7:06 p.m.

No comments were offered

Closed: 7:06 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

Bills – gave an update on the September 5<sup>th</sup> Isabella County Board of Commission meeting.

Smith – gave an update on the September 12<sup>th</sup> Leadership Luncheon.

Rice – Taxes are due September 14<sup>th</sup>.

Thering – gave updates on the Planning Commission's Master Plan Updates.

Mielke – piggy backed on Trustee's Smith's update on the Leadership Luncheon.

**Consent Agenda**

- A. Communications
- B. Minutes – August 23, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

### **New Business**

#### **A. Discussion/Action: (Stuhldreher) 2023 Tax Rate Request (Form L-4029) Resolution**

**Brown** moved **Smith** supported to approve the Charter Township of Union's 2023 Tax Rate Request, Form 614 (L-4029) for the 2023 Tax Year and to authorize the Township Clerk and Supervisor to sign the form. **Roll Call Vote: Ayes: Mielke, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**\* 7:21 p.m. Clerk Cody arrived**

#### **B. Discussion/Action: (Board of Trustees) AARPA Fund Discussion**

Discussion by the Board

#### **C. Discussion/Action: (Board of Trustees) First Meeting of Manager Performance Evaluation**

Discussion by the Board

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

Open: 8:40 p.m.

Frank Engler, 1798 E. River Rd, thanked the Board for allowing Mark to sit on one of his committees. Commented on the dual bills that are in the House and Senate to change Michigan law regarding septic codes and regulations.

Closed: 8:42 p.m.

#### **MANAGER COMMENTS**

- Annual Clean-Up Day is September 30<sup>th</sup> at Commission on Aging from 8 a.m. – 11 a.m. Volunteers are welcome.
- September 15<sup>th</sup> is the Fall 2% Round Table Meeting
- The Fitness Court Ribbon Cutting Ceremony was well attended. The event was organized by Rodney Nanney and wouldn't have been the success it had been without Amy Peak.
- EAP Inspection of the Wastewater Treatment Plant was this week. There was no area of concerns.
- Thanked the Board for the comments during the Manager Performance Evaluation.

#### **FINAL BOARD MEMBER COMMENTS**

Mielke – was approached by a resident that inquired about assessment of roads in subdivisions and why the Township doesn't help fund the repaving.

Rice – Pay your taxes.

Bills – Ribbon Cutting Event was awesome. Appreciates how the Manager takes care of the Township.

Brown – Would love the residents to watch the meeting to hear the positive comments on how the Manager runs the Township.



**ADJOURNMENT**

**Bills** moved **Rice** supported to adjourn the meeting at 8:49 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

---

**Lisa Cody, Clerk**

---

**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

DRAFT

**2023 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Special Meeting Minutes**

A special meeting of the Charter Township of Union Board of Trustees was held on September 18, 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 Smith, and Trustee Thering

Excused:

Trustee Bills (arrived 7:02 p.m.) and Trustee Brown (arrived 7:05 p.m.)

**Approval of Agenda**

**Smith** moved **Thering** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**Public Comment**

Open: 7:01 p.m.

No comments were offered

Closed: 7:01 p.m.

**New Business**

**A. Discussion/Action: (Stuhldreher) 2023 Citizen Survey Questionnaire**

**\* 7:02 p.m. Trustee Bills arrived**

**\* 7:05 p.m. Trustee Brown arrived**

CMU professor Dr. Senter and CMU honor student, Amanda Whitaker led a discussion with the Board of Trustees to make edits to the draft document of the 2023 Survey of Residents.

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

Open: 9:51 p.m.

No comments were offered

Closed: 9:51 p.m.

**MANAGER COMMENTS**

N/A

**FINAL BOARD MEMBER COMMENTS**

N/A

**ADJOURNMENT**

**Smith** moved **Rice** supported to adjourn the meeting at 9:52 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

09/20/2023 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/14/2023 - 09/27/2023

Page: 1/6

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	
Bank 101 POOLED CHECKING							
09/19/2023	101	635 (E)	00146	CONSUMERS ENERGY	48858 LED LIGHT RD	338.35	
					STREET LIGHT(S)	1,673.72	
					2010 S LINCOLN RD L4 LIGHT	64.13	
					5228 S ISABELLA RD	7,683.83	
					5525 E REMUS RD	83.33	
					1933 S ISABELLA RD	573.18	
					5144 BUDD ST	33.72	
					5142 BUDD ST	82.88	
					1660 BELMONT DR	201.38	
					22740 NORTHWAY DR	34.17	
					2055 ENTERPRISE DR TEMP	226.03	
					5537 E BROADWAY RD	82.41	
					900 MULBERRY LANE	68.55	
					5240 E BROOMFIELD RD	1,157.53	
					2495 E DEERFIELD RD	167.46	
					2424 W MAY ST	603.03	
					2188 E PICKARD RD	92.42	
					1776 E PICKARD RD	91.95	
					1876 E PICKARD RD	48.06	
					1876 S LINCOLN RD	2.36	
					2180 S LINCOLN RD	31.55	
					2010 S LINCOLN RD	690.10	
					3998 E DEERFIELD RD	121.24	
					5369 S CRAWFORD RD	53.46	
					3248 S CONCOURSE	189.04	
					5076 S MISSION	1,306.67	
					4822 ENCORE BLVD	120.17	
					4244 E BLUEGRASS RD	148.98	
					4795 S MISSION ST	2,931.87	
					4797 S MISSION ST BARN	232.77	
						<u>19,134.34</u>	
09/19/2023	101	636 (E)	00146	VOID			V
				Void Reason: Created From Check Run Process			
09/27/2023	101	24852	00072	BLOCK ELECTRIC	REPLACE EXIT LIGHT IN CONFERENCE ROOM	373.35	V
				Void Reason: PRINTED WRONG			
					INSTALL BREAKERS/REPLACE&CONVERT LIGHTS	1,142.82	V
				Void Reason: PRINTED WRONG			
						<u>1,516.17</u>	
09/27/2023	101	24853	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-JAMESON APTS-AUG 2023	475.50	V
				Void Reason: PRINTED WRONG			
					MTT-SZ MT. PLEASANT APTS-AUG 2023	234.00	V
				Void Reason: PRINTED WRONG			
					MTT-UNION SQUARE APTS-AUG 2023	69.50	V
				Void Reason: PRINTED WRONG			
					MTT-DEERFIELD VILLAGE LLC-AUG 2023	1,297.00	V
				Void Reason: PRINTED WRONG			
					GENERAL LEGAL FEES-AUG 2023	986.50	V
				Void Reason: PRINTED WRONG			
						<u>019</u>	
						3,062.50	

09/20/2023 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/14/2023 - 09/27/2023

Page: 2/6

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	
09/27/2023	101	24854	00095	C & C ENTERPRISES, INC. Void Reason: PRINTED WRONG	TOILET PAPER/BATHROOM HAND TOWELS	175.25	V
				Void Reason: PRINTED WRONG	T-SHIRTS FOR RIBBON CUTTING-FITNESS COUR	102.00	V
						<u>277.25</u>	
09/27/2023	101	24855	01886	CERTIFIED LABORATORIES Void Reason: PRINTED WRONG	PREMALUBE	340.24	V
				Void Reason: PRINTED WRONG	PREMALUBE	340.24	V
						<u>680.48</u>	
09/27/2023	101	24856	01309	CGS, INC Void Reason: PRINTED WRONG	ELECTRICAL SAFETY TRAINING 8/9/2023	2,140.70	V
09/27/2023	101	24857	00129	CMS INTERNET, LLC Void Reason: PRINTED WRONG	WIRELESS ACCESS POINT-LIFT STN #2	309.99	V
				Void Reason: PRINTED WRONG	MANAGED IT, EMAIL&PHONE SERVICE-OCT 2023	7,005.35	V
						<u>7,315.34</u>	
09/27/2023	101	24858	01171	DBI BUSINESS INTERIORS Void Reason: PRINTED WRONG	DOORSTOP/POST-ITS/FLASH DRIVES-TWP HALL	72.74	V
09/27/2023	101	24859	00188	DOUG'S SMALL ENGINE Void Reason: PRINTED WRONG	TRIMMER LINE	51.98	V
				Void Reason: PRINTED WRONG	4 CYCLE OIL&OIL FILTER	65.94	V
				Void Reason: PRINTED WRONG	FUEL GASKET/FUEL LEVEL SENDING UNIT-ZERO	140.98	V
						<u>258.90</u>	
09/27/2023	101	24860	01885	ERIN DUNCAN Void Reason: PRINTED WRONG	JAMESON HALL RENTAL-SEC DEP REFUND	250.00	V
09/27/2023	101	24861	00209	ETNA SUPPLY COMPANY Void Reason: PRINTED WRONG	WATER METERS- OMNI+ C2	3,570.00	V
09/27/2023	101	24862	00231	FOUR SEASON'S EXTERMINATING Void Reason: PRINTED WRONG	TWP HALL INSP/TREATMENT-SEP 2023	40.00	V
09/27/2023	101	24863	01583	GOUDREAU & ASSOCIATES INC. Void Reason: PRINTED WRONG	TWP HALL FEASABILITY STUDY-PRG PMT #3	3,120.00	V
09/27/2023	101	24864	00257	GOURDIE-FRASER, INC. Void Reason: PRINTED WRONG	ISABELLA COUNTY JAIL INSP-WATER	3,617.25	V
				Void Reason: PRINTED WRONG	PUMP STN #1 PROJECT-CONSTR ADMIN	3,150.00	V
				Void Reason: PRINTED WRONG	EGLE DWRF PROJECT-CAPITAL IMPRV (WATER)	3,150.00	V
				Void Reason: PRINTED WRONG	PUMP STN #5 UPGRADES-PRELIM DESIGN	9,125.00	V
					EGLE SOURCE WATER PROTECT GRANT-RESEARCH	<del>020</del> 625.00	V

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 09/14/2023 - 09/27/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: PRINTED WRONG		
				Void Reason: PRINTED WRONG		
					SIDEWALK ENGINEERING-CONSTRUCTION PHASE	1,900.00 V
						<u>22,567.25</u>
09/27/2023	101	24865	00261	GRAINGER	SIDE MOUNT BRACKET-SOLIDS EQUIPMENT	292.01 V
				Void Reason: PRINTED WRONG		
09/27/2023	101	24866	01721	HYDROCORP	CROSS CONNECT CONTROL PRG/RESID-AUG 2023	2,650.00 V
				Void Reason: PRINTED WRONG		
					CROSS CONNECT CONTROL PRG/NON-RESID-AUG	950.00 V
						<u>3,600.00</u>
09/27/2023	101	24867	00307	IDEXX DISTRIBUTION, INC	COLISURE IRRADIATED LAB WORK	1,811.44
09/27/2023	101	24868	00324	ISABELLA CORPORATION	BROADWAY WATER MAIN REPAIR	9,517.50
					REFUND BULK WATER OVERPAYMENT	<u>301.50</u>
						9,819.00
09/27/2023	101	24869	00333	ISABELLA COUNTY ROAD COMMISSION	LINCOLN RD GRAVEL REFRESH-MILLBROOK TO D	16,961.86
					BAMBER RD GRAVEL REFRESH-RIVER TO BASELI	8,072.87
					WING RD GRAVEL REFRESH-MISSION TO ISABEL	<u>17,525.27</u>
						42,560.00
09/27/2023	101	24870	00337	ISABELLA COUNTY TREASURER	2010 WTR BONDS PAYING AGENT FEES	750.00
09/27/2023	101	24871	00362	KRAPOHL FORD & LINCOLN	2009 FORD F150-FRONT BRAKES AND ROTORS	415.74
					2017 FORD F150-REPLACE ALL BRAKE PADS&RO	942.92
					2009 FORD F150-FRONT END ALIGN&NEW FRONT	<u>1,449.17</u>
						2,807.83
09/27/2023	101	24872	00420	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 7/1/23-6/30/24	200.00
09/27/2023	101	24873	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGRMNT-SEP 2023	1,177.56
09/27/2023	101	24874	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	CURB STOPS	1,060.00
09/27/2023	101	24875	00494	NORTH CENTRAL LABORATORIES	STIR BAR	141.15
					STIR BAR ASSORTMENT	51.05
					BIOHAZARD BAGS/PIPETS/HEATING ELEMENT	<u>1,728.65</u>
						1,920.85
09/27/2023	101	24876	00497	NORTHERN INDUSTRIAL SUPPLY	OXIDATION DITCH AERATOR BEARING	2,851.82
09/27/2023	101	24877	01631	NOLAN OCKERT	MILEAGE TO WATER MAIN BREAK	24.36
09/27/2023	101	24878	00518	PEERLESS-MIDWEST, INC.	NEW WELL HYDROGEOLOGICAL INVESTIGATION	56,352.00
09/27/2023	101	24879	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES@TWP HALL-AUG 2023	527.14
					JANITORIAL SERVICES@WWTP-AUG 2023	316.29
					JANITORIAL SERVICES@WTR PLANT-AUG 2023	<u>316.29</u>
						1,159.72
09/27/2023	101	24880	01090	SIMPLY ENGRAVING	MAGNETIC NAME BADGE-TRUSTEE SMITH	7.50
09/27/2023	101	24881	01542	STERICYCLE, INC.	PAPER SHREDDING-AUG 2023	82.05
09/27/2023	101	24882	01660	MARK THEISEN	MILEAGE TO WATER MAIN BREAK	19.65
09/27/2023	101	24883	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	28.00
09/27/2023	101	24884	01013	USA BLUE BOOK	HYDRO-AERODIC DIFFUSER	1,833.14
09/27/2023	101	24885	01760	VEGA AMERICAS, INC.	VEGADIS 82-SENSOR/DISPLAY	<u>1,414.65</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	
09/27/2023	101	24886	00072	BLOCK ELECTRIC	REPLACE EXIT LIGHT IN CONFERENCE ROOM	373.35	V
				Void Reason: Voided Check Range Void Utility			
					INSTALL BREAKERS/REPLACE&CONVERT LIGHTS	1,142.82	V
				Void Reason: Voided Check Range Void Utility			
						1,516.17	
09/27/2023	101	24887	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-JAMESON APTS-AUG 2023	475.50	V
				Void Reason: Voided Check Range Void Utility			
					MTT-SZ MT. PLEASANT APTS-AUG 2023	234.00	V
				Void Reason: Voided Check Range Void Utility			
					MTT-UNION SQUARE APTS-AUG 2023	69.50	V
				Void Reason: Voided Check Range Void Utility			
					MTT-DEERFIELD VILLAGE LLC-AUG 2023	1,297.00	V
				Void Reason: Voided Check Range Void Utility			
					GENERAL LEGAL FEES-AUG 2023	986.50	V
				Void Reason: Voided Check Range Void Utility			
						3,062.50	
09/27/2023	101	24888	00095	C & C ENTERPRISES, INC.	TOILET PAPER/BATHROOM HAND TOWELS	175.25	V
				Void Reason: Voided Check Range Void Utility			
					T-SHIRTS FOR RIBBON CUTTING-FITNESS COUR	102.00	V
				Void Reason: Voided Check Range Void Utility			
						277.25	
09/27/2023	101	24889	01886	CERTIFIED LABORATORIES	PREMALUBE	340.24	V
				Void Reason: Voided Check Range Void Utility			
					PREMALUBE	340.24	V
				Void Reason: Voided Check Range Void Utility			
						680.48	
09/27/2023	101	24890	01309	CGS, INC	ELECTRICAL SAFETY TRAINING 8/9/2023	2,140.70	V
				Void Reason: Voided Check Range Void Utility			
09/27/2023	101	24891	00129	CMS INTERNET, LLC	WIRELESS ACCESS POINT-LIFT STN #2	309.99	V
				Void Reason: Voided Check Range Void Utility			
					MANAGED IT, EMAIL&PHONE SERVICE-OCT 2023	7,005.35	V
				Void Reason: Voided Check Range Void Utility			
						7,315.34	
09/27/2023	101	24892	01171	DBI BUSINESS INTERIORS	DOORSTOP/POST-ITS/FLASH DRIVES-TWP HALL	72.74	V
				Void Reason: Voided Check Range Void Utility			
09/27/2023	101	24893	00188	DOUG'S SMALL ENGINE	TRIMMER LINE	51.98	V
				Void Reason: Voided Check Range Void Utility			
					4 CYCLE OIL&OIL FILTER	65.94	V
				Void Reason: Voided Check Range Void Utility			
					FUEL GASKET/FUEL LEVEL SENDING UNIT-ZERO	140.98	V
				Void Reason: Voided Check Range Void Utility			
						022	

09/20/2023 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/14/2023 - 09/27/2023

Page: 5/6

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						258.90
09/27/2023	101	24894	01885	ERIN DUNCAN	JAMESON HALL RENTAL-SEC DEP REFUND	250.00 V
				Void Reason: Voided Check Range	Void Utility	
09/27/2023	101	24895	00209	ETNA SUPPLY COMPANY	WATER METERS- OMNI+ C2	3,570.00 V
				Void Reason: Voided Check Range	Void Utility	
09/27/2023	101	24896	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-SEP 2023	40.00 V
				Void Reason: Voided Check Range	Void Utility	
09/27/2023	101	24897	01583	GOUDREAU & ASSOCIATES INC.	TWP HALL FEASABILITY STUDY-PRG PMT #3	3,120.00 V
				Void Reason: Voided Check Range	Void Utility	
09/27/2023	101	24898	00257	GOURDIE-FRASER, INC.	ISABELLA COUNTY JAIL INSP-WATER	3,617.25 V
				Void Reason: Voided Check Range	Void Utility	
					PUMP STN #1 PROJECT-CONSTR ADMIN	3,150.00 V
				Void Reason: Voided Check Range	Void Utility	
					EGL E DWRP PROJECT-CAPITAL IMPRV (WATER)	3,150.00 V
				Void Reason: Voided Check Range	Void Utility	
					PUMP STN #5 UPGRADES-PRELIM DESIGN	9,125.00 V
				Void Reason: Voided Check Range	Void Utility	
					EGL E SOURCE WATER PROTECT GRANT-RESEARCH	1,625.00 V
				Void Reason: Voided Check Range	Void Utility	
					SIDEWALK ENGINEERING-CONSTRUCTION PHASE	1,900.00 V
				Void Reason: Voided Check Range	Void Utility	
						22,567.25
09/27/2023	101	24899	00261	GRAINGER	SIDE MOUNT BRACKET-SOLIDS EQUIPMENT	292.01
09/27/2023	101	24900	01721	HYDROCORP	CROSS CONNECT CONTROL PRG/RESID-AUG 2023	2,650.00
					CROSS CONNECT CONTROL PRG/NON-RESID-AUG	950.00
						3,600.00
09/27/2023	101	24901	00072	BLOCK ELECTRIC	REPLACE EXIT LIGHT IN CONFERENCE ROOM	373.35
					INSTALL BREAKERS/REPLACE&CONVERT LIGHTS	1,142.82
						1,516.17
09/27/2023	101	24902	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-JAMESON APTS-AUG 2023	475.50
					MTT-SZ MT. PLEASANT APTS-AUG 2023	234.00
					MTT-UNION SQUARE APTS-AUG 2023	69.50
					MTT-DEERFIELD VILLAGE LLC-AUG 2023	1,297.00
					GENERAL LEGAL FEES-AUG 2023	986.50
						3,062.50
09/27/2023	101	24903	00095	C & C ENTERPRISES, INC.	TOILET PAPER/BATHROOM HAND TOWELS	175.25
					T-SHIRTS FOR RIBBON CUTTING-FITNESS COUR	102.00
						277.25
09/27/2023	101	24904	01886	CERTIFIED LABORATORIES	PREMALUBE	340.24
					PREMALUBE	340.24
						680.48
09/27/2023	101	24905	01309	CGS, INC	ELECTRICAL SAFETY TRAINING 8/9/2023	023140.70

09/20/2023 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/14/2023 - 09/27/2023

Page: 6/6

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/27/2023	101	24906	00129	CMS INTERNET, LLC	WIRELESS ACCESS POINT-LIFT STN #2	309.99
					MANAGED IT, EMAIL&PHONE SERVICE-OCT 2023	7,005.35
						<u>7,315.34</u>
09/27/2023	101	24907	01171	DBI BUSINESS INTERIORS	DOORSTOP/POST-ITS/FLASH DRIVES-TWP HALL	72.74
09/27/2023	101	24908	00188	DOUG'S SMALL ENGINE	TRIMMER LINE	51.98
					4 CYCLE OIL&OIL FILTER	65.94
					FUEL GASKET/FUEL LEVEL SENDING UNIT-ZERO	140.98
						<u>258.90</u>
09/27/2023	101	24909	01885	ERIN DUNCAN	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
09/27/2023	101	24910	00209	ETNA SUPPLY COMPANY	WATER METERS- OMNI+ C2	3,570.00
09/27/2023	101	24911	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-SEP 2023	40.00
09/27/2023	101	24912	01583	GOUDREAU & ASSOCIATES INC.	TWP HALL FEASABILITY STUDY-PRG PMT #3	3,120.00
09/27/2023	101	24913	00257	GOURDIE-FRASER, INC.	ISABELLA COUNTY JAIL INSP-WATER	3,617.25
					PUMP STN #1 PROJECT-CONSTR ADMIN	3,150.00
					EGLE DWRP PROJECT-CAPITAL IMPRV (WATER)	3,150.00
					PUMP STN #5 UPGRADES-PRELIM DESIGN	9,125.00
					EGLE SOURCE WATER PROTECT GRANT-RESEARCH	1,625.00
					SIDEWALK ENGINEERING-CONSTRUCTION PHASE	1,900.00
						<u>22,567.25</u>
						<u><u>22,567.25</u></u>

101 TOTALS:

Total of 64 Checks:  
Less 29 Void Checks:

Total of 35 Disbursements:

287,411.92  
93,634.67  
193,777.25



<p align="center"><b>Charter Township of Union</b></p> <p align="center"><b>Payroll</b></p>
---

**CHECK DATE: September 14, 2023**

**PPE: September 9, 2023**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 42,880.76
Fire Fund	
EDDA	
WDDA	
Sewer Fund	34,479.65
Water Fund	26,999.35
<b>Total To Transfer from Pooled Savings</b>	<b>\$ 104,359.76</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$ 70,853.01
Employer Share Medicare	979.49
Employer Share SS	4,188.18
SUI	3.73
Pension-Employer Portion	5,702.27
Workers' Comp	384.90
Life/LTD	685.82
Dental	1,217.94
Health Care	22,590.91
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>\$ 104,359.76</b>



# Union Township Report

Date: Tuesday, September 12, 2023



Alarm Date between 2023-09-03 and 2023-09-09

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000641						
		9/3/2023 4:29:16 PM	445	Arcing, shorted electrical equipment	ENG 33	2	2
		9/3/2023 4:29:16 PM	445	Arcing, shorted electrical equipment	POV	4	2
						Total Responding 6	
Union Township	0000645						
		9/4/2023 9:02:09 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
Union Township	0000646						
		9/5/2023 9:49:52 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1

						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000649</b>						
		9/6/2023 1:45:57 AM	611	Dispatched & canceled en route	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000651</b>						
		9/6/2023 2:46:49 PM	311	Medical assist, assist EMS crew	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000652</b>						
		9/6/2023 7:29:04 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000653</b>						

		9/6/2023 8:11:11 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000655</b>						
		9/7/2023 2:28:45 PM	611	Dispatched & canceled en route	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000657</b>						
		9/7/2023 5:41:42 PM	631	Authorized controlled burning	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 9</b>					<b>Total Responding 23</b>	

**Note: Alarms**

**1=Duty Crew**

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

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

**4=Paged All**



# Union Township Report

Date: Thursday, September 21, 2023



Alarm Date between 2023-09-10 and 2023-09-16

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000665						
		9/10/2023 1:18:22 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000666						
		9/10/2023 9:40:52 PM	735	Alarm system sounded due to malfunction	ENG 33	2	1
						Total Responding 2	
Union Township	0000667						
		9/11/2023 2:26:53 PM	600	Good intent call, other	ENG 33	2	1
						Total Responding 2	

<b>Union Township</b>	<b>0000668</b>						
		9/12/2023 12:24:41 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000670</b>						
		9/12/2023 4:32:00 PM	571	Cover assignment, standby, moveup	C 31	1	1
		9/12/2023 4:32:00 PM	571	Cover assignment, standby, moveup	ENG 33	2	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000672</b>						
		9/12/2023 5:18:26 PM	111	Building fire	POV	8	3
		9/12/2023 5:18:26 PM	111	Building fire	ENG 33	2	3
						<b>Total Responding 10</b>	

<b>Union Township</b>	<b>0000674</b>						
		9/14/2023 10:46:22 AM	322	Motor vehicle accident with injuries	ENG 33	2	1
		9/14/2023 10:46:22 AM	322	Motor vehicle accident with injuries	C 31	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000675</b>						
		9/14/2023 10:10:42 PM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000676</b>						
		9/15/2023 12:12:21 PM	440	Electrical wiring/equipment problem, other	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> <b>9</b>					<b>Total Responding 28</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

<b>To:</b> Mark Stuhldreher, Township Manager	<b>DATE:</b> August 25, 2023
<b>FROM:</b> Sherrie Teall, Finance Director	<b>DATE FOR BOARD CONSIDERATION:</b> 9-27-2023
<b>ACTION REQUESTED:</b> To approve the purchase of 7 Xerox printers from CDW-G for a total of \$35,215.08 and to amend the 2023 Budget in the amount of \$23,662.26 for the General Fund and \$11,552.82 split 50/50 between the Water/Sewer Funds.	

Current Action \_\_\_\_\_ Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # 101-901-976.301, 591-536-977.000, 590-536-977.000  
No X \_\_\_\_\_ N/A \_\_\_\_\_

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

### **BACKGROUND INFORMATION**

The Township has seven (7) Xerox printers that have been in operation since 2016. One printer is located at the WasteWater Treatment Plant. Two printers are located at the Water Treatment Plant, and 4 printers are located at the Township Hall. These printers are at the end of their useful lives. They have become very slow to print, print quality is often questionable, they break down often and parts to repair have become very outdated and hard to find. The monthly cost of the service contract with Michigan Office Solutions to repair them has recently increased to \$1,178 because of their age.

### **SCOPE OF SERVICES**

Deliver and set-up 7 new Xerox printers at 3 different locations in the Township. The 3 locations are the Township Hall, the Water Plant and the Wastewater Treatment Plant.

### **JUSTIFICATION**

The Finance Department tried to get prices from other office equipment companies for new printers. In some cases, phone calls were not returned and inquiries were ignored. A quote for leasing printers was received from Michigan Office Solutions for \$1,574.47 per month for 60 months. This price totals \$94,468 over the term of the lease. The salesman from Michigan Office Solutions was asked for detailed cost breakdowns for each printer so costs could be allocated among the General Fund, Water Fund and Sewer Fund. The salesman was also asked for pricing to purchase the printers outright rather than lease them. The requested information was never provided.

Township Staff recommends the Board approve purchasing the new printers from CDW-G because the price is reasonable when compared to the lease price from Michigan Office Solutions. In addition, the staff at CDW-G was most responsive to our needs and transparent related to the cost of the purchase, the future maintenance cost, and the transaction in general. CDW-G has promised that service requests will be addressed within 24 – 48 hours. Also, based on usage, CDW-G will send toner cartridges and supplies in advance before Township staff is even aware it's needed. CDW-G has also provided a 1-800 number to call if we wish to recycle the old printers.

**PROJECT IMPROVEMENTS**

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

- 1. Community well-being and common good
- 2. Prosperity through economic diversity, cultural diversity, and social diversity
- 3. Health and Safety
- 4. Natural Environment
- 5. Commerce

**COSTS**

4 new Xerox printers for Township Hall:	\$23,662.26
3 new Xerox printers for Water/Sewer Departments:	\$11,552.82
Total	\$35,215.08

The estimated monthly cost for the maintenance agreement with CDW-G is \$360 per month, which would be split between the General Fund, Water Fund and Sewer Fund based on usage.

**PROJECT TIME TABLE**

After Board approval, the new printers should arrive in approximately 6 – 8 weeks.

**RESOLUTION**

Authorization is hereby given to approve the purchase of seven (7) Xerox printers from CDW-G for a total of \$35,215.08 and to amend the 2023 Budget in the amount of \$23,662.26 for the General Fund and \$11,552.82 split 50/50 between the Water/Sewer Funds.

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

Yes:

No:

Absent:



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

SHERRIE TEALL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

**ACCOUNT MANAGER NOTES:**

Orders from Shop Xerox are fulfilled by our partner CDW-G.  
- Jonathan Malloy, Shop Xerox

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLJC771	6/29/2023	TOWNSHIP HALL	8413566	\$23,662.26

**IMPORTANT - PLEASE READ**

**Additional Information:**  
Quote/Order Source: XDR

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Xerox AltaLink C8145 H2 - multifunction printer - color</a> Mfg. Part#: C8145/H2 Contract: MARKET	2	6150070	\$8,799.00	\$17,598.00
<a href="#">Xerox ALL A3 staging and hardware assembly</a> Mfg. Part#: A3DELIVERY Contract: MARKET	2	3760553	\$450.00	\$900.00
<a href="#">Xerox Office Finisher - finisher</a> Mfg. Part#: 097S05019 Contract: MARKET	1	6150447	\$725.00	\$725.00
<a href="#">Xerox - 2 3 hole punch for office finisher</a> Mfg. Part#: 497K20600 Contract: MARKET	1	6151614	\$225.00	\$225.00
<a href="#">Xerox booklet maker</a> Mfg. Part#: 497K20590 Contract: MARKET	1	6151613	\$675.00	\$675.00
<a href="#">Xerox VersaLink B600 DN monochrome LED</a> Mfg. Part#: B600/DN UNSPSC: 43212105	2	4811607	\$899.00	\$1,798.00

**QUOTE DETAILS (CONT.)**

Contract: MARKET

[Xerox Color MFD \(A3 below 55 page\) remote network install](#)

2

3454022

\$240.00

\$480.00

Mfg. Part#: A3CLOWREMOTEEANALYST

UNSPSC: 81112306

Electronic distribution - NO MEDIA

Contract: MARKET

**SUBTOTAL** \$22,401.00**SHIPPING** \$0.00**SALES TAX** \$1,261.26**GRAND TOTAL** **\$23,662.26****PURCHASER BILLING INFO****Billing Address:**

CHARTER TOWNSHIP OF UNION

GWEN PLOWMAN

2010 S. LINCOLN ROAD

MOUNT PLEASANT, MI 48858

**Phone:** (989) 772-4600**Payment Terms:** SEE INTERNAL TEXT FOR DETAIL**DELIVER TO****Shipping Address:**

CHARTER TOWNSHIP OF UNION

CHARTER TOWNSHIP OF UNION

2010 S. LINCOLN ROAD

MOUNT PLEASANT, MI 48858

**Phone:** (989) 772-4600**Shipping Method:** DROP SHIP-COMMON CARRIER**Please remit payments to:**CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515**Sales Contact Info****Jonathan Malloy** | (866) 665-7146 | [jonmall@cdw.com](mailto:jonmall@cdw.com)**Need Help?**

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

**SHERRIE TEALL,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

**ACCOUNT MANAGER NOTES:**

Orders from Shop Xerox are fulfilled by our partner CDW-G.  
- Jonathan Malloy, Shop Xerox

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLNP897	7/10/2023	WATER/SEWER	8413566	\$11,552.82

**IMPORTANT - PLEASE READ**

**Additional Information:**  
Quote/Order Source: XDR

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Xerox VersaLink C7125 ENGD2 - multifunction printer - color</a> Mfg. Part#: C7125/ENGD2 Contract: MARKET	2	6937497	\$2,299.00	\$4,598.00
<a href="#">Xerox 25ppm Digital Activation Code - Activation License - 1 license</a> Mfg. Part#: 304S00212 Contract: MARKET	2	6937663	\$800.00	\$1,600.00
<a href="#">Xerox ALL A3 staging and hardware assembly</a> Mfg. Part#: A3DELIVERY Contract: MARKET	2	3760553	\$450.00	\$900.00
<a href="#">Xerox High Capacity Tandem Tray - printer stand tray - 2520 sheets</a> Mfg. Part#: 097S04909 UNSPSC: 44103116 Contract: MARKET	2	4636458	\$1,250.00	\$2,500.00
<a href="#">Xerox VersaLink C500 DN - printer - color - LED</a> Mfg. Part#: C500/DN UNSPSC: 43212105 Contract: MARKET	1	4725897	\$899.00	\$899.00

**QUOTE DETAILS (CONT.)**

<a href="#">Xerox Color MFD (A3 below 55 page) remote network install</a>	2	3454022	\$240.00	\$480.00
---	---	---------	----------	----------

Mfg. Part#: A3CLOWREMOTEANALYST  
UNSPSC: 81112306  
Electronic distribution - NO MEDIA  
Contract: MARKET

<b>SUBTOTAL</b>	\$10,977.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$575.82
<b>GRAND TOTAL</b>	<b>\$11,552.82</b>

**PURCHASER BILLING INFO**

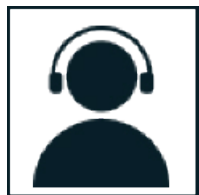
**Billing Address:**  
CHARTER TOWNSHIP OF UNION  
GWEN PLOWMAN  
2010 S. LINCOLN ROAD  
MOUNT PLEASANT, MI 48858  
**Phone:** (989) 772-4600  
**Payment Terms:** SEE INTERNAL TEXT FOR DETAIL

**DELIVER TO**

**Shipping Address:**  
CHARTER TOWNSHIP OF UNION  
CHARTER TOWNSHIP OF UNION  
2010 S. LINCOLN ROAD  
MOUNT PLEASANT, MI 48858  
**Phone:** (989) 772-4600  
**Shipping Method:** CDW Xerox Free - UPS Ground

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

**Sales Contact Info**

**Jonathan Malloy** | (866) 665-7146 | [jonmall@cdw.com](mailto:jonmall@cdw.com)

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

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## REQUEST FOR BOARD ACTION

**To:** Board of Trustees

**DATE:** September 20, 2023

**FROM:** Mark Stuhldreher, Township Manager

**DATE FOR CONSIDERATION:** 9/27/2023

**ACTIONS REQUESTED:** To set a hearing date for the regular October 11, 2023 meeting for an application to authorize transfer of the Industrial Facilities Tax Exemption certificate and associated Agreement of Understanding to Bandit Industries.

Current Action   X   Emergency           

Funds Budgeted: Not Applicable   X   No            If Yes            Account#           

### **BACKGROUND INFORMATION**

In late 2017, the Board of Trustees approved an Industrial Facilities Tax Exemption (IFTE) certificate to help facilitate Burch Tank & Trailer's investment in a new a 22,000 square-foot manufacturing building and associated manufacturing equipment in the Enterprise Industrial Park south of E. Pickard Rd. (M-20) in the Township's East Downtown Development Authority (DDA) District. The IFTE was approved with a 12-year term and provides for a fifty percent (50%) reduction of the Township and all other entities millages for which taxes are levied. The total investment associated with this project was valued at the time at over \$1,000,000. This IFTE will expire at the end of the 2029 tax year.

In the Fall of 2022, Bandit Industries purchased Burch Tank & Trailer's facilities in the Enterprise Industrial Park, including approximately 24 acres of land and 60,000 square-feet of total floor area in several building. Bandit has converted the 22,000 square-foot building subject to this existing IFTE over to manufacturing of parts for their commercial wood chipper products.

As noted in the letter accompanying their application, it is the intent of Bandit Industries to continue to fully conform to the terms of the 2017 Agreement of Understanding associated with this IFTE, including annual reporting, employment, and facility investment.

### **SCOPE OF THIS AUTHORIZATION**

To set a hearing date for the regular October 11, 2023 meeting for an application to authorize transfer of the Industrial Facilities Tax Exemption certificate and associated Agreement of Understanding to Bandit Industries.

### **JUSTIFICATION**

Michigan's Industrial Facilities Tax Abatement Act (Public Act 198 of 1974, as amended) requires that the Board of Trustees hold a hearing and provide notice of the date, time, and place of the hearing to each of the affected taxing jurisdictions prior to review and action on any application to transfer an approved IFTE to the new owner. Transfer of the IFTE to Bandit Industries would help to facilitate retention of a valued industry and associated manufacturing jobs.

## **BOARD OF TRUSTEES GOALS ADDRESSED**

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

- 1. Community well-being and the common good**
- 6. Commerce**

## **COSTS**

The IFTE transfer, if approved, would not result in any increase or loss of tax revenue to the Township. An Affidavit of Fees is attached in accordance with the requirements of Public Act 198 of 1974, as amended. Please note that the Township does not charge a fee for applications to transfer an approved Industrial Facilities Tax Exemption certificate to a new owner.

## **TIMETABLE**

Following the hearing, the Board of Trustees would be asked to consider and take action on the application for transfer of the approved IFTE and associated Agreement of Understanding to Bandit Industries. If approved, documentation of this action would be forwarded by the Township Assessor to the State Tax Commission for final action.

## **RESOLUTION**

To set a hearing date for the regular October 11, 2023 meeting for an application to authorize transfer of the Industrial Facilities Tax Exemption certificate and associated Agreement of Understanding to Bandit Industries.

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

Yes:

No:

Absent:





6750 Millbrook Road Remus, MI 49340  
(989) 561-2270

September 11, 2023

Board of Trustees  
Charter Township of Union  
2010 South Lincoln Road  
Mount Pleasant, MI 48858

RE: Request to Approve IFTE Transfer

In 1983, Mike Morey Sr. and six employees built the first Brush Bandit chipper in a small Mid-Michigan warehouse. Today Bandit employs over 700 people in over 560,000 square feet of manufacturing space, serving 56 countries with over 50 different models of hand-fed and whole tree chippers, stump grinders, The Beast horizontal grinders, track carriers / skid steer attachments, and Arjes slow speed shredders. Much has changed since 1983, but Bandit's mission statement and core values endure as the foundation for Bandit's commitment to excellence.

Bandit employees have a commitment and pride for their role and responsibilities within the company. When customers visit the factory, they are often impressed with the willingness of each worker to show their part of the process to get a quality machine built and shipped to the customer. In 2018, Bandit became an Employee-Owned Company (ESOP) further enhancing the companies' ability to keep the culture intact that has led to the success over the last four decades.

Bandit Industries purchased the property and buildings from Birch Tank and is continuing to use the facilities for manufacturing. The new building is currently being used for our Rebuild Dept. We are also using the Mt. Pleasant facility to build frames for our large Beast line of wood chippers.

Bandit Industries, Inc. is requesting the transfer of IFTE Certificate 2108#003 from Burch Tank & Truck to Bandit Industries, Inc.

Bandit acknowledges and accepts the requirements listed in the original 2017 agreement between Burch Tank and the Township.

Bandit Industries has a total of 760 employees. There are 53 at the Mt. Pleasant location. Of those employed in Mt. Pleasant, 5 reside in the Charter Township of Union. Bandit retained 12 employees that were working at the Mt. Pleasant location for Burch Tank & Truck.

Bandit plans on adding 80 new jobs over the next three years. We also plan on adding a new paint facility at our Mt. Pleasant location within the next three years.

Investments to site to date:

(2) 5 ton hoists	\$126,280
(2) 10 ton hoists	\$ 84,000
Repainted all the walls and ceiling by Bandit	
Re-did the lighting	\$ 6,603
Re-did the approaches (cement work) on east side of bldg.	\$ 30,500
Grade parking lot	<u>\$ 1,550</u>
Total to date	\$248,933

Thank you,

A handwritten signature in blue ink that reads "William Zehnder". The signature is written in a cursive, flowing style.

William Zehnder  
CFO  
Bandit Industries, Inc.

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Bandit Industries, Inc</b>		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3531</b>	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>2253 Enterprise Drive</b>		▶ 1d. City/Township/Village (indicate which) <b>Union Charter Township</b>	▶ 1e. County <b>Isabella</b>
▶ 2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		▶ 3a. School District where facility is located <b>Mt Pleasant School District</b>	▶ 3b. School Code <b>37010</b>
4. Amount of years requested for exemption (1-12 Years) <b>7</b>			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Transfer Request: IFTE Certificate 2018#003. Manufacturing building: 200 feet x 110 feet.  
Being used for manufacturing wood chipper frames.

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>1,000,000</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ _____ Personal Property Costs
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	▶ <u>1,000,000</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶ <u>10/01/2017</u>	<u>02/01/2018</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶ _____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. <b>45</b>	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. <b>20</b>
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....	_____
b. TV of Personal Property (excluding inventory) .....	_____
c. Total TV .....	_____

▶ 12a. Check the type of District the facility is located in:  
☒ Industrial Development District      ☐ Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) <b>04/10/2013</b>	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>LeaAnn Hanchett</b>	13b. Telephone Number <b>(989) 561-2270</b>	13c. Fax Number	13d. E-mail Address <b>lhanchett@banditchippers.com</b>
14a. Name of Contact Person <b>LeaAnn Hanchett</b>	14b. Telephone Number <b>(989) 561-2270</b>	14c. Fax Number	14d. E-mail Address <b>lhanchett@banditchippers.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>William Zehnder</b>			
15b. Signature of Company Officer (No Authorized Agents) <i>William Zehnder Treasurer</i>		15c. Fax Number	15d. Date <b>8/25/2023</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>6750 W Millbrook Rd, Remus, MI 49340</b>		15f. Telephone Number <b>(989) 561-2270</b>	15g. E-mail Address <b>BZehnder@banditchippers.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to [PTE@michigan.gov](mailto:PTE@michigan.gov).

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

<p align="center"><b>MESSAGE TO TAXPAYER</b></p> <p>POSTMARK DATE IS NOT HONORED FOR DUE DATE          Summer Taxes are due by 11:59 pm on 9/14/23.          After 9/14/23, 1% monthly interest will be added.</p> <p>Look up Taxes Due and Pay online at:  <a href="http://www.uniontownshipmi.com">www.uniontownshipmi.com</a></p> <p>Questions? call 989-772-4600</p>	<p align="center"><b>PAYMENT INFORMATION</b></p> <p>This tax is due by: 09/14/2023</p> <p>Pay by mail to: Charter Township of Union          Kimberly M. Rice, Treasurer          2010 S. Lincoln Road          Mt. Pleasant, MI 48858          989-772-4600 Ext. 228</p> <p align="center">**See reverse side for additional information**</p>																														
<p align="center"><b>PROPERTY INFORMATION</b></p> <p>Property Assessed To:          BURCH TANK &amp; TRUCK          2253 ENTERPRISE DR          MOUNT PLEASANT, MI 48858</p> <p>Prop #: 14-997-00-003-00      School: MT PLEASANT CITY SC          Prop Addr: 2253 ENTERPRISE DR</p> <p>Legal Description:          IFT CERTIFICATE 2019-003 TO BURCH TANK &amp; TRUCK INC          BEGINNING 12-31-2018 AND ENDS 12-30-2030          NEW FACILITY - REAL PROPERTY CERTIFICATE INVESTMENTS          \$1,000,000          REAL PROPERTY #14-152-00-014-03 -- 2253 ENTERPRISE DR          MT PLEASANT MI</p> <p>NEW FOR 2019</p> <p align="center">*BALANCE OF DESCRIPTION ON FILE*</p>	<p align="center"><b>TAX DETAIL</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Taxable Value:</td> <td style="width: 20%; text-align: right;">443,730</td> <td style="width: 20%;">INDUSTRIAL-IMPROVE</td> </tr> <tr> <td>State Equalized Value:</td> <td style="text-align: right;">466,000</td> <td>Class: 301</td> </tr> <tr> <td>PRE/MBT %:</td> <td style="text-align: right;">0.0000</td> <td>DDA EAST</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">DESCRIPTION</th> <th style="width: 20%;">MILLAGE</th> <th style="width: 20%;">AMOUNT</th> </tr> <tr> <td>County Operation</td> <td style="text-align: right;">3.30500</td> <td style="text-align: right;">1,466.52</td> </tr> <tr> <td>State Educ Tax</td> <td style="text-align: right;">6.00000</td> <td style="text-align: right;">2,662.38</td> </tr> <tr> <td colspan="2"> </td> <td></td> </tr> <tr> <td align="right">Total Tax</td> <td style="text-align: right;">9.30500</td> <td style="text-align: right;">4,128.90</td> </tr> <tr> <td align="right">Administration Fee</td> <td></td> <td style="text-align: right;">41.28</td> </tr> <tr> <td align="right"><b>TOTAL AMOUNT DUE</b></td> <td></td> <td style="text-align: right;"><b>4,170.18</b></td> </tr> </table>	Taxable Value:	443,730	INDUSTRIAL-IMPROVE	State Equalized Value:	466,000	Class: 301	PRE/MBT %:	0.0000	DDA EAST	DESCRIPTION	MILLAGE	AMOUNT	County Operation	3.30500	1,466.52	State Educ Tax	6.00000	2,662.38	 			Total Tax	9.30500	4,128.90	Administration Fee		41.28	<b>TOTAL AMOUNT DUE</b>		<b>4,170.18</b>
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<p align="center"><b>OPERATING FISCAL YEARS</b></p> <p>The taxes on bill will be used for governmental operations for the following fiscal year(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">County:</td> <td style="width: 70%;">10/01/23 - 09/30/24</td> </tr> <tr> <td>Township:</td> <td>1/1/24 - 12/31/24</td> </tr> <tr> <td>School:</td> <td>7/1/23 - 6/30/24</td> </tr> <tr> <td>State:</td> <td>10/1/23 - 9/30/24</td> </tr> </table> <p>Does NOT affect when the tax is due or its amount</p>	County:	10/01/23 - 09/30/24	Township:	1/1/24 - 12/31/24	School:	7/1/23 - 6/30/24	State:	10/1/23 - 9/30/24	<p>POSTMARK DATE IS NOT HONORED FOR DUE DATE</p> <p>Summer Taxes are due by 11:59 p.m. on 9/14/2023</p> <p>Save time --          Pay online at: <a href="http://www.uniontownshipmi.com">www.uniontownshipmi.com</a></p>																						
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Please detach along dotted line. Keep the top portion.

Mortgage Co:

DDA EAST

Bill Number:

Mail Payment To:

Charter Township of Union  
 Kimberly M. Rice, Treasurer  
 2010 S. Lincoln Road  
 Mt. Pleasant, MI 48858  
 989-772-4600 Ext. 228

PLEASE RETURN BOTTOM PORTION OF BILL WITH YOUR PAYMENT

This tax is due by: 09/14/2023

PAY ONLINE: [www.uniontownshipmi.com](http://www.uniontownshipmi.com)

2023 Summer Tax for Prop #: 14-997-00-003-00

**TAXPAYER NOTE:** Are your name & mailing address correct?  
 Contact Union Township at 989-772-4600 for help, or you  
 can find a fillable form on our website.

Make Check Payable To: Charter Township of Union

Property Addr: 2253 ENTERPRISE DR

**TOTAL AMOUNT DUE: 4,170.18**

Amount Remitted: \_\_\_\_\_

To: BURCH TANK & TRUCK  
 COSTAL INVESTMENTS LLC  
 2253 ENTERPRISE DR  
 MOUNT PLEASANT MI 48858

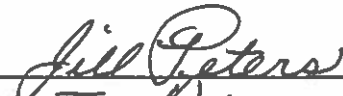
Ck# \_\_\_\_\_  
 Cash \_\_\_\_\_




**INDUSTRIAL FACILITIES EXEMPTION APPLICATION  
AFFIDAVIT OF FEES**

We swear and affirm by our signatures below that no payment of any kind in excess of the fee allowed by PA 198 of 1974, as amended by PA 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certification application.

**Charter Township of Union (Isabella County)**

Signed:   
Printed Name: Jill Peters  
Title: Assessor  
Date: 9/19/2023

**Applicant: Bandit Industries**

Signed:   
Printed Name: LeAnn Hanchett  
Title: Assistant Controller  
Date: 9/5/2023

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: September 21, 2023

Policy Review: 2.10 - Communications and Support to the Board  
Type of Review: Internal  
Review Interval: Annual  
Review Month: September 2023

## **Policy Wording**

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

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

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

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

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

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

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

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

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

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

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

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

#### **Manager Interpretation**

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

#### **Justification for reasonability**

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

#### **Data**

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

#### **Compliance**

In compliance with policy as indicated. It is noted that the Monthly Activity Report needs reformatting to make it easier for the Board to separate the routine from the non-routine activities.



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> September 21, 2022
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 9/27/2023
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection	

Current Action   X   Emergency           

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

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 2023. 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)

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity , and social diversity
3. Health and Safety
4. Natural environment
5. 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 2023

### Policy:

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

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

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

**Use this evaluation form for discussion at the Board of Trustees Meeting on September 27, 2023.**

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

1. Indicate item by item if you believe Yes or No that the Board is in strict compliance with the policy as stated?
  
  
  
  
  
  
  
  
  
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
  
  
  
  
  
  
  
  
  
  
3. How do you think the Board could improve the process to be in full compliance?
  
  
  
  
  
  
  
  
  
  
4. What does the Board need to learn or discuss in order to live by the policy more completely?

## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> September 21, 2023
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 9/27/2023
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

Current Action   X   Emergency           

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

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 2023. 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
- Health and Safety
- 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 2023

**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 27, 2023.**

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

1. Indicate item by item if you believe **Yes** or **No** that the Board is in strict compliance with the policy as stated.
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance.
  
3. How do you think the Board could improve the process to be in full compliance?
  
4. What does the Board need to learn or discuss in order to live by the policy more completely?