



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**December 13, 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. December Monthly Activity Report – Under separate cover
  - C. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – November 29, 2023 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Adoption the 2024 Board Meeting schedule
  - H. Set a public hearing for Michael Engineering Addition IFTE request

11. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) Policy Governance 2.4 Financial Planning/  
Budgeting
- B. Discussion/Action: (Stuhldreher) Policy Governance 3.0 Global Governance  
Commitment

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

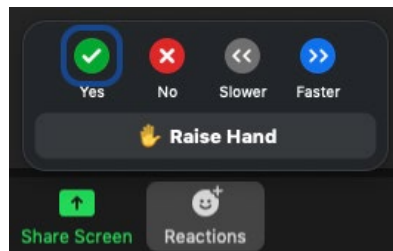
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “861 1599 5624” Password enter “926394”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “861 1599 5624” and the “#” sign at the “Meeting ID” prompt, and then enter “926394” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

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



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

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

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

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	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
*Term begins 1/1/2024	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
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
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
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	12/31/2025
1-Union Township	Stan	Shingles	12/31/2026
2-Union Township	Allison	Chiodini	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

11-22-23

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



Name: Andrew P Theisen Date: 11-22-23

Address: 1520 E. Deerfield Rd. Mt. Pleasant MI 48858

Phone (home) \_\_\_\_\_ (cell) 989-621-0325 (work) 989-773-2906

Email: andy@konwinskiconst.com

Occupation: General Contractor

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: Construction Board of Appeals

Please state reason for interest in above board:

Continue to serve my community in my area of professional expertise.

\_\_\_\_\_

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):

longtime member of the UT ZBA, and CBA, as well as being a life member of the HBACM

\_\_\_\_\_

Signature: Andy Theisen Date: 11-22-23

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



Name: Joseph Schefor Date: 11-3-23

Address: 1596 Belmont St ONT Pleasant

Phone (home) 9 (cell) 989 330 0124 (work) \_\_\_\_\_

Email: JPSchafer2@yahoo.com

Occupation: Self

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

X OTHER \*Specify Board: CBA Construction Board of Appeals

Please state reason for interest in above board:

Larry

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):

\_\_\_\_\_  
\_\_\_\_\_

Signature: [Signature] Date: 11-3-23



APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION



Name: David D. Coyne Date: 11/1/23

Address: 1368 N. Harris St

Phone (home) \_\_\_\_\_ (cell) (919) 330 2984 (work) \_\_\_\_\_

Email: david.d.coyne@gmail.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: \_\_\_\_\_

Please state reason for interest in above board:

would like to help Union Township any way I can

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):

ZBA Board now. I've lived in Union Township for over 30 years.

Signature: David D. Coyne Date: 11/1/23





APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION



Name: SARVJIT CHOWDHARY Date: 5/16/23  
Address: 774 SIDNERIDGE 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

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



Name: Brian D Clark Date: 7 Dec 2023

Address: 2218 Weiferich Meadows Dr

Phone (home) \_\_\_\_\_ (cell) (989) 506-4762 (work) \_\_\_\_\_

Email: bdclark23@yahoo.com

Occupation: Statistician

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: \_\_\_\_\_

Please state reason for interest in above board:

To contribute my expertise and ensure fair, informed decisions that balance individual  
interests in shaping our neighborhood's development.

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):

Resume included.

Signature: Brian Clark Date: 7 Dec 2023

**BRIAN D. CLARK, M.A.**

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**Home:**

2218 Wieferich Meadows Dr  
Mount Pleasant, MI 48858  
(989) 773-2550

**Work:**

The Dow Chemical Company  
1776 Building  
Midland, MI 48674  
(989) 496-8457

**EDUCATION:**

**Master of Arts in Mathematics, 2000**

Central Michigan University

**Bachelor of Science, 1991; Mathematics major/Business Administration minor**

Central Michigan University

**Bachelor of Science in Business Administration, 1988; Marketing major**

Central Michigan University

**EXPERIENCE:**

**Dow, Midland, MI (2017–present)**

R&D Statistics Group (2017–present)

- Provide statistical support for internal business groups that includes DOE, multivariate analysis, mixture designs, and final analyses.
- Provide Statistical Course instruction within the organization, and externally.

**Dow Corning Corporation, Midland, MI (1995–2017)**

High Throughput Informatics Specialist (2014–2017)

- Data analysis, interrogate data sets, interpolate understanding based on experimental descriptors, join disparate data sets
- Visualization, communicate large data sets in a summarized manner for a variety of audiences (e.g., technical team, leaders, executives, legal)
- Data mining. Extract data from multiple sources to test various hypotheses and communicate results to stakeholders.
- Data management, extraction and mining in support of experimental designs.

Hazard Communication Assoc, Product Safety & Regulatory Compliance (2003–2014)

- Wrote *Standard Operating Procedures* for:
  - a) determining the eye, skin, inhalation and ingestion health hazard to be stated on the SDS,
  - b) workflow for processing incoming PDMs and
  - c) self-audit of Product Safety's SDS review process.
- Led *Global User Acceptance Testing* of SAP authored SDSs. I coordinated the identification of appropriate materials to use for testing, developed a management system to log errors and cross-check when updated SDSs were received.
- Developed *Self-Audit of Dow Corning SDS* for the Product Safety department to establish that compliant SDSs were being produced, and to identify areas of deficiencies that need to be addressed either by education or process improvements.



- Documented *Glossary of SDS Phrases* as to when each phrase that appears on the SDS is to be used and mapped the phrase to its location in the SAP properties tree.
- Developed *Change Log* practice and procedures for the Product Safety department

#### Six Sigma Projects

- Completed 3 x 3 Six Sigma course 2008
- *Streamlined Product Safety work process* to determine if there were any opportunities to streamline the process or remove non-value added work. Through the implementation of standardized references, was able to eliminate 80% data entry and provide consistent and repetitive health hazard phrase assignments. Integrated this into a computer based rule that further improved the accuracy of health phrase assignment to the SDS.
- Led Label Project to eliminated differences between SDS and Label phrases on preprinted labels, e.g., cartridges. Expanded this to include all printer labels. Reduced workload of Package Department by eliminating non-value added email notification of label changes that did not require new artwork.
- *Standardized Hand Personal Protection Equipment* phrase on the SDS as a risk avoidance measure. With the aid of the Industrial Hygiene department, determined that specifying specific gloves on the SDS was not the best practice. Formulated an alternative method and received acceptance from the business stewards to put in production.

#### Epidemiology & Biostatistics Associate, Epidemiology & Biometrics (1995–2003)

- Participated in occupational epidemiology research program that included database management, data analysis, data collection & quality assurance.
- General Mortality Study to investigate mortality rates of Dow Corning employees compared to the general population. I assembled work history data for all employees from 1994 through 1995. Also responsible for acquisition of death certificates, assistance with data entry and manuscript development.

#### **Central Michigan University, Mt Pleasant, MI (2014–2017)**

##### Adjunct Statistics Instructor

- Instructor for *Introduction to Statistics* (STA 282) on-line and lecture course; responsible for creating on-line videos, quizzes and tests, and preparing on-line discussion boards for student interaction and *Sampling Techniques*, (STA 588) lecture courses.

#### **Mid Michigan Community College, Mt Pleasant, MI (2002-present)**

##### Adjunct Mathematics Instructor

- Instructor for *Basic Algebra* (MAT 104) and *Intermediate Algebra* (Math 105) face-to-face courses; responsible for creating weekly lectures, quizzes and tests.
- Instructor for on-line web course for *Intermediate Algebra* (Math 105) math course. Designed the on-line web course to include PowerPoint and video lectures.

#### **Northwood University, Midland, MI (2015-present)**

##### Adjunct Mathematics Instructor

- Instructor for *Statistics 1 and Statistics 2, Data Mining and Modeling, and Predictive Analytics* face-to-face courses; responsible for creating weekly lectures, quizzes and tests.

### **CONTINUED EDUCATION:**

- 2003 **Environmental Health and Safety Regulatory Overview**, Society for Chemical Hazard Communication, Spring Meeting, Ft Lauderdale, Florida.
- 2000 **Applied Logistic Regression**, Summer Program in Applied Statistical Methods, sponsored by the Ohio State University Biostatistics Program.
- 1999 **Risk Assessment in Occupational and Environmental Epidemiology**, 34th Annual Graduate Summer Session in Epidemiology, The University of Michigan, School of Public Health University of Michigan
- 1998 **Occupational and Environmental Exposure Assessment**, 33<sup>rd</sup> Annual International Graduate Summer Session in Epidemiology, The University of Michigan, School of Public Health
- 1997 **Categorical Data Analysis**, A Week of Short Courses, University of Florida, Department of Statistics
- 1997 **Theory and Practice of Epidemiology**, 18<sup>th</sup> Annual New England Epidemiology Summer Program, Jointly Sponsored by the New England Epidemiology Institute, Tufts University and Tufts University School of Medicine in Medford/Boston, MA
- 1996 **Statistical Intervals: A User's Guide**, Tenth seminar in a series on Tools for Regaining the Competitive Edge, The Cleveland Chapter of the American Statistical Association
- 1996 **Introduction to Epidemiology**, 17<sup>th</sup> Annual New England Epidemiology Summer Program, Jointly Sponsored by the New England Epidemiology Institute, Tufts University and Tufts University School of Medicine in Medford/Boston, MA

### **PUBLICATIONS:**

- Bowlin SJ, Clark BD, Prebay RK, Klein PJ, Perkins LL. General mortality from 1944 through 1994 for a silicon-based chemical company. Journal of Occupational and Environmental Medicine 49(5):526-39 2007.
- Hoshaw SJ, Klein PJ, Clark BD, Cook RR, Perkins LL. Breast implants and cancer: Causation, delayed detection, and survival. Plastic and Reconstructive Surgery 107(6):1393-1408 2001.
- Cook RR, Clark BD, Perkins LL. When is enough, enough? Proceedings from the 6<sup>th</sup> International Symposium, Epidemiology and Occupational Risks. Graz, Austria, April 22-24, 1998
- Perkins LL, Clark BD, Klein PJ, Cook RR. A meta-analysis of breast implants and connective tissue disease. Annals of Plastic Surgery 35(6):561-570, 1995.

### **PRESENTATIONS:**

- Perkins LL, Klein PJ, Clark BD, Cook RR. A meta-analysis of breast implants and connective tissue disease. 8th Annual Conference of the International Society for Environmental Epidemiology, Edmonton, Alberta, August 17-21, 1996



Perkins LL, Klein PJ, Clark BD Cook RR. Breast implants and connective tissue disease: A meta-analysis of epidemiology studies. American College of Rheumatology - San Francisco, CA 1995

Perkins LL, Clark BD, Klein PJ, Cook RR. Breast implants and connective tissue disease: the emerging picture. American Society of Aesthetic Plastic Surgery, San Francisco, CA, March 20, 1995

Klein PJ, Clark BD, Perkins LL Cook RR. A meta-analysis of the epidemiology studies of breast implants and connective tissue disease. 51st American Chemical Society Scientific Meeting - Delta College, 1995

**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 November 29, 2023, at 7:00 p.m. at the Union Township Hall.

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

**Smith** moved **Bills** supported to appoint Trustee Bills as temporary clerk until Clerk Cody arrives. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**Roll Call**

Present:

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

Excused:

Trustee Thering and Clerk Cody (arrived at 7:18 p.m.)

**Approval of Agenda**

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

**Presentation**

**Public Hearing**

a. FY 2024 Budget Hearing for the budget

Open: 7:02 p.m.

No comments were offered.

Closed: 7:02 p.m.

**Public Comment**

Open: 7:03 p.m.

No comments were offered.

Closed: 7:03 p.m.

**Reports/Board Comments**

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

- 1. Appointment to the Mt. Pleasant Airport Joint Operations and Management Board for a 3-year term**

**Brown** moved **Bills** supported to reappoint Rodney Nanney for a 3-year term to the Mt. Pleasant Airport Joint Operations and Management Board with a term ending 12/31/2023. **Vote: Ayes: 5 Nays: 0. Motion Carried.**

**B. November Monthly Activity Report**

**C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director**

**D. Board Member Reports**

**\*7:18 p.m. Clerk Cody arrived**

Bills – Gave an update from the November 21<sup>st</sup> Isabella Board of Commission meeting.

Rice – Gave an update on the Winter Tax Production and Schedule

Mielke – Gave an update on the November 29<sup>th</sup> Board of Review Training

**Consent Agenda**

A. Communications

B. Minutes – November 8, 2023 – Regular Meeting

- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Fox Meadows Estates and Fox Meadows Estates #2 Informal Petition
- H. Grant Agreement Approval – Union Township and Michigan Department of Agriculture and Rural Development

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

**New Business**

**A. Discussion/Action: (Teall) FY2023 Final Budget Amendment**

**Smith** moved **Bills** supported to approve the FY 2023 Budget Amendment No. 5 for the General Fund, East DDA Fund, American Rescue Plan Act (ARPA) Fund, Sewer Fund and Water Fund. **Vote: Ayes: 6. Nays: 0. Motion carried.**

**B. Discussion/Action: (Stuhldreher) One-year Extension of the Fire Protection Agreement with the City of Mt. Pleasant**

**Brown** moved **Smith** supported to approve a one-year extension of the Fire Protection Agreement with the City of Mt. Pleasant. **Vote: Ayes: 6. Nays: 0. Motion carried.**

**C. Discussion/Action: (Stuhldreher) Policy Governance 2.8 Emergency Township Manager Succession**

**Brown** moved **Bills** supported to modify Policy Governance 2.8 – Emergency Township Manager Succession to strike out “according to the following line of succession”.

**D. Discussion/Action: (Stuhldreher) Policy Governance 3.8 Board Committee Principles**

Discussion by the Board.

**E. Discussion/Action: (Stuhldreher) Policy Governance 3.9 Board Committee Structure**

Discussion by the Board.

**F. Discussion/Action: (Board of Trustees) FY2024 Budget Recommendation Discussion**

Discussion by the Board.

**\*\*Brown** moved **Rice** supported to amend the agenda to add item G. Approval/Adoption of the FY 2024 General Appropriation Resolution. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**G. Discussion/Action: (Board of Trustees) Approval/Adoption of the FY 2024 General Appropriation Resolution**

**Smith** moved **Bills** supported to adopt the FY 2024 General Appropriations Resolution as found in the recommended budget book and giving the Township Manager the authority to update the administrative sections to do with dates. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, and Smith. Nays: 0. Motion carried.**

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

Open: 7:53 p.m.

No comments were offered

Closed: 7:53 p.m.

**MANAGER COMMENTS**

- Gourdie Fraiser hosting and appreciation luncheon at Jameson Hall on December 8<sup>th</sup>. Township Hall will be closed from 11:45 a.m. – 1:00 p.m.
- The Township Manager and the Community and Economic and Development Director along with the Township Attorney will be meeting informally with McGuirk Sand and Gravel regarding the Lincoln and Broomfield property on December 12<sup>th</sup>.

**FINAL BOARD MEMBER COMMENTS**

Cody – Commented on 9-day early voting notices going out in December.

Brown – Lifted up staff on the work done to put together the FY 2024 Budget

Bills – Thanked the staff and wished everyone a happy holiday season.

Smith – Great job on the budget.

Rice – Commented on the new postage machine.

**ADJOURNMENT**

Rice moved **Brown** supported to adjourn the meeting at 8:05 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/07/2023	101	650 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD	95.55
					MASTERCARD BEBOW	151.95
					MASTERCARD WALDRON	215.98
					MASTERCARD DEARING	281.47
					MASTERCARD FUSSMAN	81.11
					MASTERCARD STUHLBREHER	552.91
					MASTERCARD HOHLBIEN	96.72
					MASTERCARD MCBRIDE	782.87
					MASTERCARD OCKERT	527.23
					MASTERCARD NANNEY	90.00
					MASTERCARD PETERS	181.82
					MASTERCARD SOMMER	197.43
					MASTERCARD COFFELL	267.24
					MASTERCARD SMITH	106.16
						<u>3,628.44</u>
12/07/2023	101	651 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE - 4TH QTR	462.75
12/07/2023	101	652 (E)	00146	CONSUMERS ENERGY	1933 S ISABELLA RD	585.74
					1776 E PICKARD RD	52.33
					5076 S MISSION RD	1,173.77
					5144 BUDD ST	29.20
					5142 BUDD ST	153.07
					1660 BELMONT DR	205.97
					5240 E BROOMFIELD RD	971.27
					2495 E DEERFIELD RD	204.46
					900 MULBERRY LN	53.57
					2270 NORTHWAY DR	33.90
					2055 ENTERPRISE DR TEMP	117.38
					4520 E RIVER RD	197.80
					48858 LED LIGHT RD	349.20
					STREET LIGHT(S)	1,661.36
					2010 S LINCOLN RD L4 LIGHT	64.37
					4511 E RIVER RD	12,177.87
						<u>18,031.26</u>
12/07/2023	101	653 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
12/13/2023	101	25084	01358	21ST CENTURY MEDIA-MICHIGAN	NOTICE OF BOT PUBLIC HEARING	155.44
					BOARD MEETING SUMMARIES-OCT 2023	210.50
					NOTICE OF HYDRANT FLUSHING-OCT 2023	220.75
						<u>586.69</u>
12/13/2023	101	25085	00020	JAMES ALWOOD	WELL LEASE SITE-NOV 2023	405.68
12/13/2023	101	25086	01703	AMAZON CAPITAL SERVICES	F150 ROOF STROBE LIGHTW/3RD BRAKE LIGHT	363.98
					CELL PHONE SCREEN PROT/OTTERBOX/MINIATUR	72.51
						<u>436.49</u>
12/13/2023	101	25087	01278	BERENDS, HENDRICKS, STUIT INSURANCE	PROP/LIABILITY INS RENEWAL 11/1/2023-202	113,187.26
12/13/2023	101	25088	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES-TWP HALL	175.25
12/13/2023	101	25089	01907	ADRIEL CASTILLO	REFUND JAMESON HALL RENTAL DEPOSIT	250.00
12/13/2023	101	25090	01908	CDW-GOVERNMENT	NEW COLOR PRINTER FOR DIR PUBLIC SERVICE	899.00
12/13/2023	101	25091	01731	COMMERCE CONTROLS INC	ANNUAL CALIBRATION	1,200.00

V

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/13/2023	101	25092	00155	COYNE OIL CORPORATION	FUEL FOR TOWNSHIP VEHICLES-NOV 23	1,102.16
12/13/2023	101	25093	01171	DBI BUSINESS INTERIORS	LIFTSTATION LOG BOOKS	297.35
12/13/2023	101	25094	00209	ETNA SUPPLY COMPANY	C38-23-2.5F-NL FORD W/GASKET REPLACE LEAD DUNKIN DONUTS	900.00 <u>1,785.00</u>
						2,685.00
12/13/2023	101	25095	00261	GRAINGER	SAMPLE TAP ISABELLA LAB	184.25
12/13/2023	101	25096	01746	TERA GREEN	MILEAGE TO BANK FOR DEPOSITS	67.20
12/13/2023	101	25097	00287	HOME BUILDERS ASSOCIATION	ANNUAL DUES 2023-2024	25.00
12/13/2023	101	25098	01898	LEICA GEOSYSTEMS INC	PURCHASE LEICA DISTO MEASURING TOOL	2,190.00
12/13/2023	101	25099	00506	MEEKHOF TIRE SALES & SERVICE INC	REPLACE TRAILER TIRE	121.00
12/13/2023	101	25100	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERVICE AGREEMENT - NOV 2	1,177.56
12/13/2023	101	25101	00907	MID MICHIGAN CABLE CONSORTIUM	2023 3RD QTR FRANCHISE FEE	9,469.71
12/13/2023	101	25102	00128	CITY OF MT. PLEASANT	2024 FIRE CONTRACT-1ST QTR	209,600.25
12/13/2023	101	25103	01895	ELIZABETH ANNE MURPHY	REFUND JAMESON HALL RENTAL DEPOSIT	250.00
12/13/2023	101	25104	01136	OPTO SOLUTIONS, INC	EPIC MODULES OPTO-22	2,851.04
12/13/2023	101	25105	00131	PERCEPTIVE CONTROLS, INC	ISABELLA FLOW METER REPAIR	997.75
12/13/2023	101	25106	01884	RENT RITE INC	PORTABLE RESTROOM-MCDONALD PARK	164.66
12/13/2023	101	25107	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES@TWP HALL-NOV 2023 JANITORIAL SERVICES@WWTP-NOV 2023 JANITORIAL SERVICES@WTR PLANT-NOV 2023	527.14 316.29 <u>316.29</u>
						1,159.72
12/13/2023	101	25108	01603	UTILITY FINANCIAL SOLUTIONS, LLC	BUDGET WORK FOR WATER/SEWER FUNDS	1,836.00
12/13/2023	101	25109	01314	VERIZON WIRELESS	CELL PHONES 10-16-23 TO 11-15-23	880.60
12/13/2023	101	25110	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR PLANT-DEC 2023 DUMPSTER SERVICE JAMESON HALL-NOV 2023 DUMPSTER SERVICE FOR SHOP-DEC 2023 DUMPSTER SERVICE WWTP-DEC 2023 DUMPSTER SERVICE MCDONALD PARK-DEC 2023 DUMPSTER SERVICE TWP HALL-DEC 2023	45.89 113.66 45.44 269.20 137.66 <u>70.06</u>
						681.91
<b>101 TOTALS:</b>						
Total of 31 Checks:						375,003.98
Less 1 Void Checks:						<u>0.00</u>
Total of 30 Disbursements:						375,003.98



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

**CHECK DATE: December 7, 2023**

**PPE: December 2, 2023**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	36,420.55
Fire Fund		531.31
EDDA		
WDDA		
Sewer Fund		32,102.11
Water Fund		28,554.68
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>97,608.65</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$	65,724.58
Employer Share Medicare		907.69
Employer Share SS		3,881.10
SUI		-
Pension-Employer Portion		5,472.53
Workers' Comp		339.40
Life/LTD		627.14
Dental		1,206.13
Health Care		21,608.70
Vision		391.68
Vision Contribution		(195.84)
Health Care Contribution		(2,354.46)
Flex Administrators		-
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>97,608.65</b>

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)


**BOARD MEMBER:**

Connie Lee Bills

**MONTH, YEAR:**

October and November, 2023

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10/3	Isabella County BOC		✓	\$ 75
10/17	Isabella County BOC		✓	\$ 75
11/7	Isabella County BOC		✓	\$ 75
11/21	Isabella County BOC	✓		\$ 50
	<i>TOTAL</i>			\$ 275 <sup>00</sup> -

**Signature:** 

**Date:** 11/27/23

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

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2023**

**BOARD MEMBER:** Lisa Cody

**MONTH:** Jan, June, August, Oct

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1/16/23	Isabella County Road Commission		X	75.00
6/22/23	Isabella County Road Commission	X		50.00
8/24/23	Isabella County Road Commission	x		50.00
10/26/23	Isabella County Road Commission	x		50.00
				225.00

**SIGNATURE:**  **Date:** 11/26/2023

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

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Brian Smith

**MONTH, YEAR:** September / December

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than 1hr	
9-29	Election Commission	✓		\$50 <sup>00</sup>
12-5	Election Commission	✓		\$50 <sup>00</sup>

**Signature:**  **Date:** 12-5-23

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

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**  
(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** \_\_\_\_\_

**MONTH, YEAR:** \_\_\_\_\_

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	

**Signature:** By: S. M. [Signature] **Date:** \_\_\_\_\_

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

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**  
(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** \_\_\_\_\_

**MONTH, YEAR:** \_\_\_\_\_

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	

**Signature:** By: S. M. M. M. **Date:** \_\_\_\_\_

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





# Union Township Report

Date: Tuesday, November 28, 2023



Alarm Date between 2023-11-19 and 2023-11-25

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000851</b>						
		11/19/2023 1:51:16 AM	736	CO detector activation due to malfunction	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000852</b>						
		11/19/2023 7:13:29 PM	442	Overheated motor	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000863</b>						
		11/23/2023 7:59:03 PM	111	Building fire	ENG 32	2	4
		11/23/2023 7:59:03 PM	111	Building fire	CHIEF	1	4

		11/23/2023 7:59:03 PM	111	Building fire	ENG 33	1	4
		11/23/2023 7:59:03 PM	111	Building fire	POV	3	4
		11/23/2023 7:59:03 PM	111	Building fire	Rescue 31	1	4
		11/23/2023 7:59:03 PM	111	Building fire	SQ 31	1	4
						<b>Total Responding 9</b>	
<b>Union Township</b>	<b>0000866</b>						
		11/24/2023 10:11:35 PM	733	Smoke detector activation due to malfunction	ENG 32	3	1
						<b>Total Responding 3</b>	
	<b>Total Runs</b>					<b>Total Responding 16</b>	
	<b>4</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: Tuesday, December 5, 2023



Alarm Date between 2023-11-26 and 2023-12-02

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000872</b>						
		11/26/2023 1:19:44 PM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000873</b>						
		11/26/2023 5:39:19 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000875</b>						
		11/28/2023 11:22:21 PM	733	Smoke detector activation due to malfunction	ENG 32	2	1

							<b>Total Responding 2</b>
<b>Union Township</b>	<b>0000879</b>						
		11/29/2023 10:02:00 PM	322	Motor vehicle accident with injuries	ENG 33	2	4
		11/29/2023 10:02:00 PM	322	Motor vehicle accident with injuries	POV	9	4
		11/29/2023 10:02:00 PM	322	Motor vehicle accident with injuries	Rescue 31	1	4
						<b>Total Responding 12</b>	
<b>Union Township</b>	<b>0000882</b>						
		12/1/2023 3:48:07 AM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 5</b>					<b>Total Responding 20</b>	

**Note: Alarms**

**1=Duty Crew**

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

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

**4=Paged All**



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** October 16, 2023  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 12/13/2023  
**ACTION REQUESTED:** Consider approval of the proposed Board of Trustee meeting schedule for the 2024 calendar year in accordance with the Open Meetings Act.

Current Action  Emergency

Funds Budgeted: If Yes  Account #: \_\_\_\_\_ N/A:

Finance Approval                     MDS                    

### BACKGROUND INFORMATION

The Open Meetings Act requires the Board of Trustees schedule and post the annual meeting schedule prior to the start of the calendar year. The Board of Trustees meeting schedule is recommended as follows:

BOARD OF TRUSTEES: *(Second and Fourth Wednesday of each Month unless otherwise noted)*

January 10	April 3 <i>(Joint Meeting)</i>	June 26	September 25
January 24	April 10	July 10	October 9
February 14	April 24	July 24	October 23
February 28	May 8	August 14	November 13
March 13	May 22	August 28	November 27
March 27	June 12	September 11	December 18 <i>(Only meeting in December)</i>

### SCOPE OF SERVICES

To set the 2024 Board of Trustees business meeting schedule.

### JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when Board meeting will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- 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**

RESOLVED that the regular Board of Trustee meeting dates for the 2024 calendar year through December 31, 2024, scheduled for 7:00 p.m., on the second and fourth Wednesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

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

Yes:  
No:  
Absent:

<b>To:</b> Board of Trustees	<b>DATE:</b> November 30, 2023
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR CONSIDERATION:</b> 12/13/2023
<b>ACTIONS REQUESTED:</b> To set a hearing date for the regular January 10, 2024 meeting for an application to approve a new Industrial Facilities Tax Exemption certificate and associated Agreement of Understanding for an 11,760 square-foot addition to the existing Michael Engineering, Ltd. facility at 5625 Venture Way (PID 14-152-00-006-01) in an existing Industrial Development District that is part of the Enterprise Industrial Park.	

Current Action  Emergency

Funds Budgeted: Not Applicable  No  If Yes  Account# \_\_\_\_\_

**BACKGROUND INFORMATION**

On April 10, 2013, the Board of Trustees approved an Industrial Facilities Tax Exemption (IFTE) certificate with a 12-year term that provides for a fifty percent (50%) reduction of the Township’s and all other entities’ millages for which taxes are levied to help facilitate the establishment of a new Michael Engineering facility at 5625 Venture Way (PID 14-152-00-006-01) in the Enterprise Industrial Park south of E. Pickard Rd. (M-20) in the Township’s East Downtown Development Authority (DDA) District. This 2013 IFTE certificate will expire at the end of the 2025 tax year.

In the Spring of this year, Michael Engineering began construction of an 11,760 square-foot addition to their building, which was completed in October. As noted in the two letters accompanying their application, the company’s financial investment in this project exceeds \$1.36 Million. The addition will be used for manufacturing of two-part metering systems for epoxies, silicones, and urethanes, and to expand the company’s product offerings in the area of industrial automation systems.

For this current IFTE application, the company has proposed the same 12-year term for the requested 50% reduction of all millages for which taxes are levied. In his 11/22/2023 letter, company President Eric Prewett states, *“Granting this (industrial facilities tax) abatement will improve our ability to compete within our industry and help insure our current growth.”*

**SCOPE OF THIS AUTHORIZATION**

To set a hearing date for the regular January 10, 2024 Board of Trustees meeting for an application to approve a new IFTE certificate and associated Agreement of Understanding for an 11,760 square-foot addition to the Michael Engineering, Ltd. facility at 5625 Venture Way.

**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 approve a new Industrial Facilities Tax Exemption certificate.

**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**

Because this application was submitted well after the State Tax Commission’s deadline for the 2024 tax year, the Township’s Assessor anticipates that any approved IFTE certificate for this project would only become effective beginning with the 2025 tax year. Approval of the requested Industrial Facilities Tax Exemption would result in a net reduction in property tax revenue to the Township and the other affected taxing jurisdictions, based on the full millage rates that will apply for the 2024 tax year to the taxable value of the completed addition as of 12/31/2023.

An Affidavit of Fees is attached in accordance with the requirements of Public Act 198 of 1974, as amended. The Township charges a fee of \$750.00 for new IFTE applications, which is intended to cover the administrative costs of processing the application, preparing required documents, and disseminating required hearing notices.

**TIMETABLE**

Following the hearing, the Board of Trustees would be asked to consider and take action on the application to approve a new IFTE certificate and associated Agreement of Understanding for the project. 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 January 10, 2024 meeting for an application to approve a new Industrial Facilities Tax Exemption certificate and associated Agreement of Understanding for an 11,760 square-foot addition to the existing Michael Engineering, Ltd. facility at 5625 Venture Way (PID 14-152-00-006-01) in an existing Industrial Development District that is part of the Enterprise Industrial Park.

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

Yes:  
No:  
Absent:

# 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 <b>11/27/2023</b>
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>Michael Engineering, Ltd</b>	▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3561</b>	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>5625 VENTURE WAY</b>	▶ 1d. City/Township/Village (indicate which) <b>MT. PLEASANT</b>	▶ 1e. County <b>ISABELLA</b>
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input 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</b>	▶ 3b. School Code <b>37010</b>
	4. Amount of years requested for exemption (1-12 Years) <b>12 yrs</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.

Single level steel building to house light industrial operations for the manufacture of industrial equipment/machinery.

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.	▶ <b>\$1,361,468.65</b> 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	▶ <b>\$1,361,468.65</b> 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.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements ▶	<u>04/07/2023</u>	<u>10/17/2023</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>31</b>	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. <b>4</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 Eric Prewett	13b. Telephone Number (989) 772-4073	13c. Fax Number (989) 772-3500	13d. E-mail Address eric@michaelengineering.c
14a. Name of Contact Person Eric Prewett	14b. Telephone Number (989) 317-9133	14c. Fax Number	14d. E-mail Address eric@michaelengineering.c
▶ 15a. Name of Company Officer (No Authorized Agents) Eric V. Prewett			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (989) 772-3500	15d. Date 11/27/2023
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 5625 Venture Way, Mt Pleasant, MI 48858		15f. Telephone Number (989) 772-4073	15g. E-mail Address eric@michaelengineering.cc

**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 Lisa Cody	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



5625 Venture Way  
Mt. Pleasant, MI 48858  
Ph: 989-772-4073 / Fx: 989-772-3500



**Rook**

**Metering Equipment, Inc.**

Eric Prewett  
Michael Engineering, Ltd.

November 22, 2023

Charter Township of Union  
Board of Trustees

RE: Industrial Facilities Tax Abatement request

We would like to request an Industrial Facilities Tax Abatement for our new building addition. This new addition adds 11,760 sq ft of space to our existing facility at: 5625 Venture Way, Mt. Pleasant, MI 48858.

This space will be used for light industrial purposes in connection with the manufacturing of two-part metering systems for epoxies, silicones and urethanes and industrial automation. As we expand our product offerings into industrial automation, we will use this additional space to allow the development and testing of production line automation systems.

Granting this abatement will, Lord willing, allow Michael Engineering, Ltd. to apply more capital and labor towards developing significant customer applications, expanding the scope and value of the projects that we can take on. It will also allow us to continue to expand the number of skilled automation and engineering positions we can maintain in support of these customer applications.

Since 2013, the date of our last building addition, we have grown from 15 full time and 9 part time (24 total) employees to 25 full time and 6 part time (31 total) employees. Our payroll has expanded from \$451,000 per year to \$1,091,000 per year. We hope to continue this growth trend in the future.

Granting this abatement will improve our ability to compete within our industry and help insure our continued growth.

Eric V. Prewett

President



5625 Venture Way  
Mt. Pleasant, MI 48858  
Ph: 989-772-4073 / Fx: 989-  
772-3500



**Rook**  
**Metering Equipment, Inc.**

Charter Township of Union  
Attn: Lisa Cody, Clerk  
2010 S. Lincoln Rd.  
Mt. Pleasant, MI 48858

RE: Request Consideration for an Industrial Facilities Tax Exemption

Dear Mrs. Cody:

Michael Engineering requests the Charter Township of Union consider the request for an Industrial Facilities Tax Exemption for their property located at 5625 Venture Way, Mt. Pleasant, MI 48858. We wish to apply for a public 198 Industrial Facilities Tax Exemption based on the expansion of our current facility. The investment will be approximately \$1,361,468 for real property. We do not anticipate adding personal property at this time but hope to do so in the future.

As President of Michael Engineering Ltd. I have the authority to sign on behalf of the Limited Liability Partnership. Michael Engineering, Ltd. is the tenant of REC Investments, LLC. The principal land owner, of which I am a partner. Michael Engineering is in a long-term triple net lease arrangement with REC Investments LLC and is responsible for all property taxes associated with the site.

The property's legal description is as follows:

T14N R4W, SEC13; ENTERPRISE PARK the South 377.96 Ft. of Lot 6

Please feel free to contact me at 989-772-4073

Sincerely,

Eric V. Prewett, President  
Michael Engineering, Ltd.



5625 Venture Way  
 Mt. Pleasant, MI 48858  
 Ph: 989-772-4073 / Fx: 989-772-3500



**Rook**  
**Metering Equipment, Inc.**

**Cost of Improvements:**

The following table details the cost associated with the recent building project at Michael Engineering, Ltd. 5625 Venture Way, Mt Pleasant, MI 48858


#	ITEM	COST
1	Design services, site layout, utility survey	\$10,637.50
2	Electrical layout and design	\$6,500.00
3	Building materials, labor, and supplies	\$1,049,604.64
4	Excavation, materials, site work	\$205,604.28
5	Permits and fees	\$49,001.68
6	Landscaping labor and materials	\$40,120.55
	Total	\$1,361,468.65

This summary was for a 11,760 sq ft addition.


**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: 11/27/2023

**Applicant: Michael Engineering Limited**

Signed:   
Printed Name: ERIC V. PREWETT  
Title: PRESIDENT  
Date: 11/27/2023

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: December 6, 2023

Policy Review: 2.4 Financial Planning / Budgeting  
Type of Review: Internal  
Review Interval: Annual  
Review Month: December 2023

## **Policy Wording**

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 2.4.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.4.2 Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- 2.4.3 Plan for the Fund Balance to drop below a safety reserve of the following operating expense requirements:
  - A. Less than four (4) months expenses for General Fund and Fire Fund and
  - B. Two (2) months expenses for Utility Funds, EDDA District Fund, and WDDA District Fund.
- 2.4.4 Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues and existing fund balances can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds<sub>035</sub>



EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

### **Justification for reasonability**

The interpretations are reasonable in that conservative budgeting, with an eye toward the long term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed for those unanticipated events; and that in the long term, a trained and educated Board of Trustees cost less than poor governance.

### **Data**

- Current budget and proposed 2024 budget recommendations were developed, approved, and monitored with conservative assumptions and following State statutes.
- Monthly cash flow data as reported in the annual monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances met minimum guidelines throughout the fiscal year.
- The FY 2023 budget was amended several times throughout the fiscal year.
- The 2022 financial audit demonstrated limited risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General, Fire funds, West and EAST DDA funds in the FY 2023 budget recommendation book.

### **Areas in need of improvement**

- Development of a more robust and complete multiyear Capital Improvement Plan

### **Compliance**

Based on the data presented, the administration feels the organization is adhering to policy 2.4.

## Policy Governance Executive Limitations Evaluation Form

A tool to be used by individual Board members as they evaluate the internal monitoring reports

Policy being monitored: 2.4 (Financial Planning/Budgeting)

Date: December 2023

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

Comments regarding further policy development:

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

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

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Signature and date of Board member

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# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> December 6, 2023
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/13/2023
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

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

Certain policies, such as Policy 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

### Board Policy 3.0– Global Governance Commitment

The Policy states:

*The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.*

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

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

### PROJECT IMPROVEMENTS

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

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

- Natural environment
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

**Use this evaluation form for discussion at the Board of Trustees Meeting on December 13, 2023.**

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

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