



BOARD OF TRUSTEES
Regular Meeting
February 26, 2025
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Chippewa River District Library Annual Report by Lynn Laskowsky and Ruth Helwig
6. PUBLIC HEARINGS
7. CLOSED SESSION
 - a. Discussion/Consideration/Action: (Stuhldreher) Consider entering into a Closed Session with Township counsel to discuss confidential correspondence from the Township's counsel, subject to the attorney client privilege
8. 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)
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. February 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 – February 12, 2025 – Regular Meeting
 - C. Accounts Payable

- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. 2025 Brine Application Isabella County Road Commission (ICRC) Participation Contract
- H. 2025 Isabella County Road Commission Gravel Road Participation Contract

11. NEW BUSINESS

- A. Discussion/Action: (Smith) Township Hall Preliminary Architectural Feasibility Report and Presentation
- B. Discussion/Action: (Smith) Meridian Road Isabella County Road Commission Participation Contract
- C. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Treatment of Staff
- D. Discussion/Action: (Board of Trustees) Policy Governance 3.2 Board Job Description

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

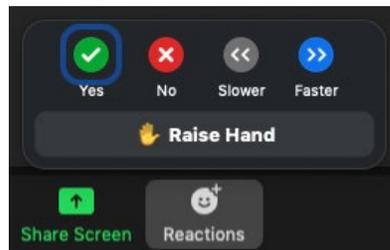
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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	11/20/2028
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2028
7	Everette	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
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	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Jacob	Trudell-Lozano	12/31/2026
Alt #1	Vacant		12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2026
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	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
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		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Miranda	Ley	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
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028

BOR
APP



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: SARVJIT CHOWDHARY Date: 11/8/24
Address: 774 STONERIDGE DRIVE, MP MI 48858
Phone (home) 989-779-2900 (cell) 989-400-7688 (work) _____
Email: Sarvichowdhary@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: _____

Please state reason for interest in above board:

I have served the board for the last two terms and would like to be considered again as incumbent

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):

incumbent for the position

Signature: [Signature] Date: 11/8/24

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



Name: Jeanette Corbin Date: 10/28/2024

Address: 1860 Scully Rd., Mt. Pleasant MI 48858

Phone (home) 989-533-9919 (cell) _____ (work) _____

Email: jevitts85@gmail.com

Occupation: Realtor

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

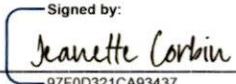
_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I believe I can bring worthwhile contributions to the valuations of homes
in Union Township with my skills as a Realtor.

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):

I have been on the BOR for one session so far and I've also completed the
required training.

Signature: _____  Date: 10/28/2024 | 07:44 PDT

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Jacob Trudell-Lozano Date: 11-26-2024

Address: 20 E Remus Rd

Phone (home) _____ (cell) 310-988-5699 (work) _____

Email: JakeTrudella@hotmail.com

Occupation: Technician

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:

I live in the township and would like to be more involved in my city. I also own commercial property.

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: [Handwritten Signature] Date: 11-26-2024



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: February 2025

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

Community and Economic Development

- Consideration of an updated Master Plan
- Consideration of a new Parks and Recreation Master Plan
- The Community and Economic Development Director will work with the Township Attorney and Public Services Director to prepare updates to the Township's ordinance establishing rules for our park
- 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
- Fine screen installation Engineering Agreement

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Prepare a Budget Amendment request form for use by organization

Community and Economic Development

- The Community and Economic Development Director and the Township's engineering consultant at Gourdie-Fraser are proceeding with attempting to secure easements needed for new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.; the east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.; and the west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary.
- The Community and Economic Development Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township's Master Plan update project.
- 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.
- The Community and Economic Development Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended.
- Economic Development - Potential 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.
- Building Services - The Community and Economic Development Director will resume 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.
- 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.
- 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.
- The Community and Economic Development Director will work with the Township Attorney to prepare an updated Noxious Weeds Ordinance for Board of Trustees consideration that improves consistency in applicable regulations of tall grass and weeds.
- The Community and Economic Development Director will work with the Township Attorney and Township Assessor to prepare an updated Land Division Ordinance for Board of Trustees consideration that clarifies application requirements and the division, combination, and boundary adjustment approval process.
- Consider updates to the Township's ordinance on open burning.

- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.

Public Services

- WWTP - Sludge Storage Tank installation
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (43 years old)
- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program
- Replace lead hydrant heads with no lead heads
- ARPA Grant Projects:
 - Division A – Well #12
 - Well testing report submitted to EGLE.
 - EGLE completed site inspection required for permitting.
 - Division B – Watermain
 - Progress meeting for Division B Project held.
 - Project construction halted due to weather. Construction expected to resume in early spring.
 - Division C – Water Treatment Plant Upgrades
 - Design review meeting held with Gourdie Frasier on WTP plans.
 - Preconstruction meeting held January 28, 2025.
 - Notice to Proceed was issued for project.
 - Division D – Lead Service Line Project
 - Preconstruction meeting will be held in early Spring.
 - Submitted FSR #6 in the amount of \$1,582,748.02. Reimbursement funds received February 3, 2025.

Ordinance Enforcement Activities

- 943 S. Isabella Road - complaint about debris in the front and rear yard. The Zoning Administrator responded to a neighbor's complaint about garbage scattered in the front yard and debris (mostly cardboard) in the rear yard of this lot with a notice to the occupants and a site visit. Garbage awaiting pick-up had been scattered by an animal and had already been cleaned up before the Zoning Administrator's contact. The Zoning Administrator confirmed in a follow up site visit that the debris in the rear yard had also been removed from the premises. This matter is now closed.
- Mancino's Pizza of Mt. Pleasant (4152 E. Bluegrass Rd. – Indian Hills Shopping Center) - excessive/dilapidated temporary signage. The manager responded promptly to the notice of violation by removing the signage. This matter is now closed.
- Kuji Restaurant (5768 E. Pickard Rd.) – temporary sign in the M-20 right-of-way. After follow up from staff, the sign was removed. This matter is now closed.
- 5401 S. Lincoln Rd. – An 1,800 square-foot detached accessory building constructed without a building permit and in violation of applicable maximum height and maximum 1,500 square-foot floor area requirements. The owner applied for and was granted a height variance in May 2023 contingent upon completion of alterations to reduce the building floor area by 300 square-feet. The owner's contractor subsequently secured a building permit for the work, which expired on 1/17/2024 with no activity. Despite months to complete corrective actions, the owner has failed to do so. There has also been no activity on a potential purchase of additional land from the neighbor, which if done correctly to increase the total lot area to at least 2.5 acres would resolve

the remaining violations. This matter has been forwarded to the Twp. Attorney for further legal action.

- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. The property is currently in tax foreclosure.
- 1651 Airway Dr. – Complaint about chickens at a legal non-conforming residence on a small lot in an Industrial zoning district. The owner had previously indicated they were moving, and the chickens would be removed, but a new inspection by staff found chickens still on-site. The owner did not respond to the final notice of violation. A civil infraction ticket has been issued. Additional follow up, including issuance of a second ticket, if the matter is not resolved.
- Indian Hills Shopping Center - Owner and contractor were notified of a possible violation related to the approved minor site plan for sidewalk, pedestrian access, and parking lot improvements to the Indian Hills Shopping Center property. The applicant’s agreed-upon timeline for completion of site improvements per the approved site plan has concluded with several key elements left incomplete. Failure to conform to an approved site plan is an ordinance violation. After multiple notices, a civil infraction ticket was issued, for which the owners have confirmed receipt. At the owners’ request, additional details of the site plan violations were forwarded by the Zoning Administrator. Staff recently met with the owner about this, and other topics related to the shopping center. Additional follow up is planned.
- 386 Bluegrass Road. - Junk in the yard. Owner has continued to have junk removed when able to due to age. Township staff conduct site visits to discuss remaining items with the owner and continue to assist the owner in finding companies and organizations that can help. Owner to report back to Zoning Administrator with any progress made.
- 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 remains under review by the Township Attorney with additional follow-up anticipated.
- 2946 S. Meadowlark Dr. - complaint about multiple cars parked on grass and in road, along with a toilet left outside in the yard near an existing deck. The owner responded to an initial notice of the violations by removing all cars from the road and lawn area. The owner responded to a follow up notice by relocating the toilet next to their deck. The owner has not otherwise responded to staff contacts or invitations to meet. Additional follow up is planned.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- The Board of Trustees and Department Directors attending Policy Governance Training
- The Community and Economic Development Director participated in the Michigan Downtowns Association annual conference for professional development and as a member of the organization’s Board of Directors.
- The Community and Economic Development Director is participating in the Rollie Denison Leadership Institute’s Capstone sponsored by the Chamber of Commerce, which will focus on planning for and implementing a community improvement project in 2025.
- The Building Official attending NMCOA training event for professional development
- Public Services Director attended “Managing Your Wastewater Utility into the Future” webinar
- Rental Inspector continued to review the 2015 International Property Maintenance Code book.
- Rental Inspector provided the following services:
 - Site visits with inspections, re-inspections, issue investigation, etc. for apartment complexes, hotels, as well as duplex and single-family units (199 units inspected-55 apartments, 12 single-family units and 52 duplex units.

- The Rental Inspector and Building Official responded to a new complaint on living conditions by a tenant on Wing Road. Complaint by tenant led to getting the rental into the system, paying the rental fee by landlord, and getting list of corrections to bring up to rental code.
 - Expired and re-inspection certificate scheduling.
 - Attended monthly meetings with local inspectors, enforcement, and fire personnel.
- The Zoning Administrator conducted site visits to the new County Jail to ensure that the final site plan was followed - no outstanding violations.
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues
- The Building Official provided the following services during the month:
 - 33 Building Inspections
 - 12 Permits issued
 - 3 Certificate of Occupancy's Issued
 - Completed inspections for MyMich MRI room build
 - Issued Temporary Certificate of Occupancy for Administrative portion of the new Jail
- Jameson and McDonald Park general cleaning, and maintenance
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly water and sanitary sewer reports submitted – no violations
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- WWTP
 - Repaired tertiary filter #1 backwash shoes.
 - Cleaned and inspected tertiary filter #2 and #3.
 - Completed 1st quarter mercury sampling.
 - Fixed valves in RAS/WAS piping that are difficult to operate. (ongoing)
 - Replaced LEL sensor in headworks building.
 - Replaced bearings RAS/WAS Pump #2.
 - Replaced variable frequency drive Aerator #2.
 - Replaced electric motor Aerator #2.
 - Replaced three-phase power monitor at lift station #18.
 - Kerr Pump pulled failed pump at lift station #18. Pump was diagnosed at Kerr Pumps shop and was deemed unrepairable. New pump has been ordered.
 - Generator transfer switch at lift station #2 failed. Transfer switch is now obsolete with no parts available for repair. New transfer switch has been ordered.
 - Completed Sanitary Sewer Yearly Asset Management Report and submitted to EGLE via MIENVIRO.
- Water Operations
 - Turned on new water service and hooked up reading equipment on St. Andrews Drive.
 - Shut water off to Celebration Cinema for plumbing repairs inside building.
 - Cleaned out water valve box that was filled with gravel at the new Isabella County Jail
 - Monthly maintenance of chlorine injectors and pump tubes

Economic Development Activities

- The Department Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended.
- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates continued work on evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor in accordance with the state Rural Readiness Grant awarded to the Township for our Master Plan update project.
- 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 and Zoning Administrator met with:
 - a development firm exploring possible affordable housing projects in the Township.
 - an owner of Physical Therapy and Wellness located at 2245 S. Isabella Rd. regarding conversion of existing accessory building garage into space for physical therapy exercise.
- The Zoning Administrator met with a Township resident about the possibility of a Special Use – Home Based Limited Business for a Dog Daycare.
- 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
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners
- The Community and Economic Development Director continues to have business retention contacts.
- The Community and Economic Development Director met with the new President of the Middle Michigan Development Corporation and with the CEO of Mid-Michigan Industries to discuss several economic development projects.
- The Community and Economic Development Director participated with other Mt. Pleasant Airport Joint Operations and Management Board members in a meeting with City leaders and the Airport's consulting team to receive further updates on the feasibility study for potential airport improvements and expansion.

Community Development Activities

- The Community and Economic Development Director and Zoning Administrator met with:
 - a development team regarding options for a new private school project.
 - The project engineer for the proposed Mid-Michigan College Event Center project about preliminary site plan approval process
- 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
- The Department Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and

priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township's Master Plan update project.

- The Community and Economic Development Director is working with the Township's engineering consultants to resolve final issues related to securing a county Road Commission permit for the sidewalk construction project along the east side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park.
- During their regular January 21, 2025, meeting, the Planning Commission approved the PRESR24-03 Preliminary Site Plan for the new 28,300 square-foot Thrive Community Church facility on the northeast corner of S. Isabella Rd. and Bud St., subject to several conditions.
- The Township's engineering consultant at Gourdie-Fraser is in the process of completing engineering and securing of easements needed to prepare construction plans for new sidewalk projects along the:
 - north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.
 - east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.
 - west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary; and
 - south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel to complete a connection to the Indian Pines Shopping Center.
- Staff continued to work developing the new Township website
 - This project, being led by Tera Green is moving along nicely. Tera is being supported by others throughout the organization
 - Jennifer Loveberry trained with Civic Clarity on new website and reviewed and made updates to the Public Service Department page as its being constructed with Civic Clarity. Worked with Tera as she was working on the Jameson Hall/Pavilion calendar that will be posted on new website.
- 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 and Mt. Pleasant City Planner periodically meet to discuss coordination of City/Township projects of mutual interest.
- Inspected and approved sewer lead connection at the new Valvoline quick oil change being built on Bluegrass Road.
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Organizational and Stakeholder Support Services

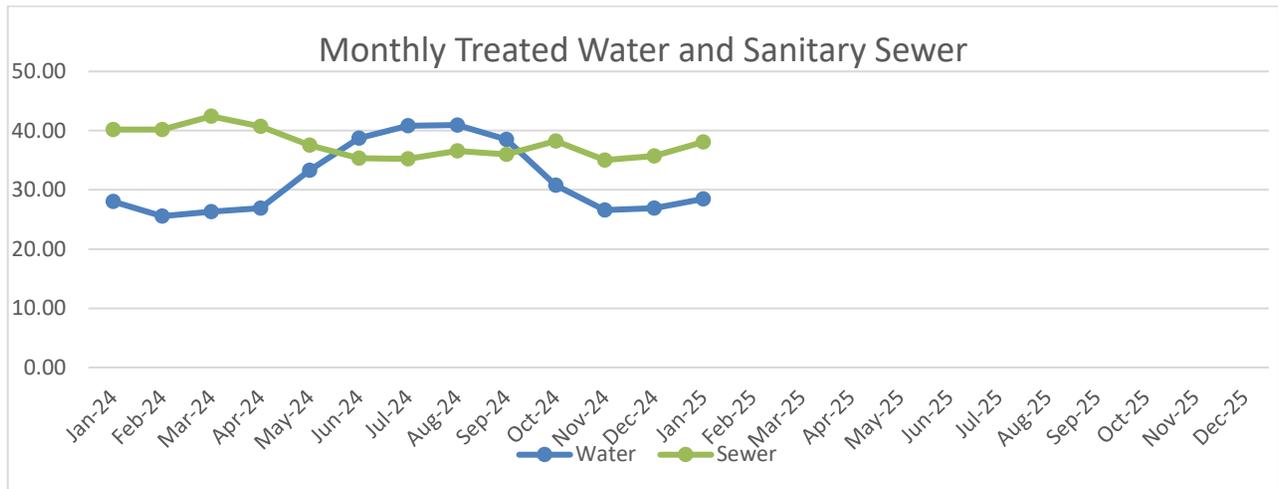
- Rental Inspector distributed copies of a flyer designed to answer questions about common issues that can become rental violations, which has been well-received and appreciated by managers of the various apartment complexes.
- Building Services – The Building Official continues to work in close coordination with the County's plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards.
- The Community and Economic Development Director will serve as Chair for the Feb meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Building Services Clerk provided the following services during the month:
 - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.

- Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
- Administrative support for Rental Inspector
- Prepared monthly Census and HBA reports for building permits
- 3 FOIA Requests
- Updated Building Department forms for new website
- Worked on building services page for new website
-
- Finance Department
 - Distributed collected taxes, and processed tax refunds needed to clean up the tax fund
 - Monitored and reconciled the Tax Fund
 - Handled all meeting pay requests submitted by the Board of Trustees
 - Reconciled 11 bank statements and scanned in BS&A for future reference
 - Prepared financial reports for the Board of Trustees and EDA Board
- The Community and Economic Development Director participated in the quarterly meeting of the Convention and Visitors Bureau's Sports Committee to coordinate resources for various regional events and tournaments.
- Public Services processed 92 Miss Dig underground markings completed throughout Township
- Public Services Processed 4 ACH Request; (20) Transfers of Service/Final Bills; Received/Processed 189 miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; Prepared and coded department credit card and accounts payable statements/bills
- Public Services staff replaced twelve (12) failed water meters throughout the Township
- Public Services scheduled 3 Touch pad residential and commercial appointments and serviced same
- Public Services has scheduled Work Orders for Clerk / Election May 6, 2025, to set up and clean up for May 6, 2025, election.
- Applied for yearly MDOT right-of-way permit
- Public Service staff provided snowplowing and salting as needed at township facilities
- GIS:
 - GIS: Zoning Map - Updated the GIS Official Zoning Map to reflect Ordinance No. 24-06 adopted on December 18, 2024, to rezone the 0.53-acre lot at 943 S. Isabella Road (14-001-30-004-01) from I-1 (Light Industrial District) to R-1 (Rural Residential District).
 - GIS: Updated the BS&A Assessing GIS Map Viewer with the new high-resolution aerial Ortho imagery flown on March 29, 2024
 - GIS: MISS DIG 811 Damage Prevention Design Ticket - The GIS specialist sent as-builts for the Lincoln/Deerfield watermain loop to Fishbeck, Thompson, Carr & Huber (FTC&H), the engineering firm needing to know what is on Lincoln Road in order to be able to tie in new utilities for the Mt. Pleasant Water Treatment Plant (WTP).
 - GIS: MISS DIG 811 Damage Prevention Design Tickets - The GIS specialist sent a multitude of water and sanitary sewer scanned plans and drawings for five different projects, four of which are horizontal boring for Frontier/Verizon data/fiber installations.
 - GIS: 2024 Asset Management Report Map - Updated the sanitary sewer collection system map for inclusion in the 2024 Asset Management Report.

- GIS: Water & Sewer Facilities Map - Edited the map and updated the numbers for hydrants (744) and manholes (971). Used various queries to update feet of watermain (335,034 ft) and feet of sanitary sewer main (275,478 ft).

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- November 2024 – Treated Potable Water (blue line)
 - Total Month: 28.493 mg
 - Average Day: .919 mgd
 - Max Day: 1.094 mgd
- November 2024 – Treated Sanitary Sewer (green line)
 - Total Month: 38.08 mg
 - Average Day: 1.23 mgd
 - Max Day: 1.31 mgd



2025 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 February 12, 2025, at 7:00 p.m. at the Union Township Hall.

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

Brown moved **Thering** supported to appoint Trustee Ley as temporary Clerk for the meeting. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Roll Call

Present:

Supervisor Mielke, Treasurer Rogers, Trustee Brown, Trustee Lannen, Trustee Ley, and Trustee Thering

Excused:

Clerk Cody

Approval of Agenda

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

Presentation

Public Hearing

Public Comment

Open: 7:02 p.m.

No comments were offered.

Closed: 7:03 p.m.

Reports/Board Comments

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

Brown moved **Lannen** supported to reappoint Richard Barz to a 4-year term to the Economic Development Authority with a term expiring 12/13/2029. **Vote: Ayes: 6. Nays: 0. Motion carried.**

Mielke moved **Lannen** supported to reappoint John Hayes to a 3-year term to the Planning Commission with a term expiring 12/13/2028. **Vote: Ayes: 6. Nays: 0. Motion carried.**

Mielke moved **Brown** supported to reappoint Philip Browne Jr. to a 3-year term to the Planning Commission with a term expiring 12/13/2028. **Vote: Ayes: 6. Nays: 0. Motion carried.**

Mielke moved **Lannen** supported to appoint Everett Bradshaw to a 3-year term to the Planning Commission with a term expiring 12/13/2028. **Vote: Ayes: 5. Nays: 0. Abstained 1. Motion carried.**

Brown moved **Lannen** supported to appoint Trustee Ley to a vacant seat on the Culture and Recreational Commission with a term expiring 12/31/2025. **Vote: Ayes: 6. Nays: 0. Motion carried.**

B. Board Member Reports

Lannen gave updates on the February 4th Isabella County Board of Commissioners and the January 30th Annual Road Commission meeting.

Mielke – gave additional information on the January 30th Annual Road Commission meeting.

Consent Agenda

- A. Communications
- B. Minutes – January 22, 2025 – Regular Meeting and January 29, 2025 Special Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

New Business

A. Discussion/Action: (Nanney) Springbrook Townhomes PILOT Percentage Reduction Request

Brown moved **Rogers** supported to approve reducing the annual service charge/percentage of annual shelter rent for the Springbrook Townhomes Phase I and Phase II low-income housing projects authorized under Tax Exemption Ordinance No 20-10 as a payment in lieu of taxes (PILOT) from the current ten percent (10) to 4% and to adopt updated PILOT resolutions for Phase I and Phase II that reflect the percentage change. **Roll Call Vote: Ayes: Mielke, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) Cranbrook Senior Living PILOT Percentage Reduction Request

Rogers moved **Brown** supported to approve reducing the annual service charge/percentage of annual shelter rent for the Cranbrook Senior Village low-income housing projects authorized under Tax Exemption Ordinance No 20-10 as a payment in lieu of taxes (PILOT) from the current nine percent (9) to 4% and to adopt updated PILOT resolutions for Phase I and Phase II that reflect the percentage change. **Roll Call Vote: Ayes: Mielke, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

C. Discussion/Action: (Board of Trustees) Follow-up to the Policy Governance Training

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:32 p.m.
 No comments were offered.
 Closed: 8:33 p.m.

MANAGER COMMENTS

FINAL BOARD MEMBER COMMENT

Brown – Be Safe and thanked the employees for having the lot cleared for the meeting.
Lannen – Announce Union Township has a birthday on March 9th. It was founded in 1861 making it 163 years old.
Ley – Pleasure to be the clerk for the night.
Rogers – Safe travels.
Mielke – Thanked acting manager Kim Smith for her support. Enjoyed tonight’s great discussion.

ADJOURNMENT

Rogers moved **Brown** supported to adjourn the meeting at 8:36 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						
02/19/2025	101	769 (E)	01186	COYNE PROPANE LLC	BULK PROPANE PREMIUM DIESEL	1,171.21 679.90 <u>1,851.11</u>
02/19/2025	101	770 (E)	00146	CONSUMERS ENERGY	2279 S MERIDIAN PUMP HOUSE 1876 S LINCOLN 2055 ENTERPRISE DR MAIN 48858 LED 2010 S LINCOLN L4 STREET LIGHTS	273.36 19.93 214.22 666.17 86.69 <u>1,854.65</u> 3,115.02
02/19/2025	101	771 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-1ST Q 2025	454.38
02/26/2025	101	26175	01703	AMAZON CAPITAL SERVICES	HANGING FILE FOLDERS	55.23
02/26/2025	101	26176	00059	JOHN BEBOW	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
02/26/2025	101	26177	00072	BLOCK ELECTRIC	ELECTRICAL LABELING& NEW THERMOSTAT	485.53
02/26/2025	101	26178	00095	C AND C ENTERPRISES INC	CLOTHING/UNIFORMS-HOHLBEIN 2025 CLOTHING ALLOWANCE-ACCTING SPEC.	249.75 <u>100.00</u> 349.75
02/26/2025	101	26179	02019	CENTRAL MICHIGAN NON PROFIT HOUSING	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
02/26/2025	101	26180	00129	CMS INTERNET, LLC	SCANNER FOR ASSISTANT ASSESSORS OFFICE MANAGED IT, EMAIL& PHONE SERV-MAR 2025	549.99 <u>6,729.55</u> 7,279.54
02/26/2025	101	26181	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JAN 2025	1,851.89
02/26/2025	101	26182	01864	SAMANTHA CROWL	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
02/26/2025	101	26183	01786	CUMMINS SALES & SERVICE	TROUBLESHOOT GENERATOR AT LIFT STN #6	1,018.28
02/26/2025	101	26184	00201	ELHORN ENGINEERING COMPANY	EL-CHLORINE & LIQUIFIED AQUADENE	5,578.00
02/26/2025	101	26185	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-FEB 2025	40.00
02/26/2025	101	26186	00257	GOURDIE FRASER INC	BLUE GRASS SIDEWALK INFILL	1,627.50
02/26/2025	101	26187	00261	GRAINGER	CONDUCTIVE ELECTRICAL TAPE REDUCING BUSHING SCHEDULE 80 FITTINGS DATA CABLE/CRIMPER & CONNECTOR KIT MAGNETIC STIRRER PLATE	34.56 18.86 785.04 672.85 <u>262.23</u> 1,773.54
02/26/2025	101	26188	00266	HACH COMPANY	LAB SUPPLIES	313.05
02/26/2025	101	26189	00328	ISABELLA COUNTY DRAIN COMMISSION	TOWNSHIP DRAINS AT LARGE	57,589.73
02/26/2025	101	26190	00337	ISABELLA COUNTY TREASURER	2010 WATER BOND PAYMENT	17,442.50
02/26/2025	101	26191	00001	M T A	MTA BOARD AUTHORITIES CLASS-ROGERS	125.00
02/26/2025	101	26192	00399	MCMMASTER-CARR SUPPLY CO	CLAMPING HANGERS/THREADED RODS/ANCHORS	720.67
02/26/2025	101	26193	01806	MEDLER ELECTRIC	VFD ALTIVAR FOR AERATOR #2	6,108.04
02/26/2025	101	26194	00460	MT. PLEASANT AREA CHMB OF COMMERCE	2025 MEMBERSHIP DUES	560.00
02/26/2025	101	26195	00494	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	3,834.97
02/26/2025	101	26196	00131	PERCEPTIVE CONTROLS INC	ALARM CONTROL CONFIGURATION&TROUBLESHOOT	925.00
02/26/2025	101	26197	01994	JACOB PLONT	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
02/26/2025	101	26198	00539	PRINTING SYSTEMS INC	AV BALLOT ENVELOPES VOTER INSTR SHEETS/SECRECY ENVELOPES/APP	021 ^{368.78} 355.86

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					AV BALLOT RETURN ENVELOPES	343.16
						<u>1,067.80</u>
02/26/2025	101	26199	01758	RAY'S WELDING CO, INC	GRIND EXISTING WELD & RE-WELD MANWAY NEC	4,400.00
02/26/2025	101	26200	00597	SHERWIN WILLIAMS	LACQUER THINNER-MERIDIAN WELL TANKS	14.61
02/26/2025	101	26201	01252	STATE TAX COMMISSION	MCAT COURSE REGISTRATION-ROGERS	150.00
02/26/2025	101	26202	01542	STERICYCLE, INC.	PAPER SHREDDING-JAN 2025	88.48
02/26/2025	101	26203	00629	STU'S ELECTRIC MOTOR	US MOTORS	3,378.54
02/26/2025	101	26204	01654	TRACE ANALYTICAL LABORATORIES INC	LLHG ANALYSIS	296.00
02/26/2025	101	26205	01013	USA BLUE BOOK	AUX INPUT CABLES/CONNECTOR	505.29
					ALL WEATHER SAMPLER; TOP HEATER	<u>9,663.34</u>
						10,168.63
02/26/2025	101	26206	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	<u>10,688.21</u>

101 TOTALS:

Total of 35 Checks:

144,051.00

Less 0 Void Checks:

0.00

Total of 35 Disbursements:

144,051.00

Charter Township of Union Payroll
--

Check Date: 02/13/2025
Pay Period End Date:02/08/2025

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	45,160.83
Fire Fund		
EDDA		
WDDA		
Sewer Fund		42,545.05
Water Fund		34,787.54
Total To Transfer from Pooled Savings	\$	<u>122,493.42</u>

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	80,393.35
Employer Share Medicare		1,099.60
Employer Share SS		4,701.70
SUI		170.09
Pension-Employer Portion		7,458.23
Workers' Comp		439.21
Dental		1,573.70
Health Care		29,315.43
Vision		478.09
Vision Contribution		(239.03)
Flex Admin Fee		-
Health Care Contribution		(3,587.40)
Life/LTD		690.45
Cobra/Flex Administration		
PCORI Fee		-
Total Transfer to Payroll Checking	\$	<u>122,493.42</u>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____



Union Township Report

Date: Tuesday, February 11, 2025



Alarm Date between 2025-02-02 and 2025-02-08

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000095						
		2/3/2025 7:19:00 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
		2/3/2025 7:19:00 PM	311	Medical assist, assist EMS crew	C 31	1	1
						Total Responding 3	
Union Township	0000096						
		2/3/2025 9:19:17 PM	531	Smoke or odor removal	ENG 33	2	1
						Total Responding 2	
Union Township	0000099						
		2/4/2025 8:37:08 AM	322	Motor vehicle accident with injuries	ENG 33	2	1

							Total Responding 2	
Union Township	0000100							
		2/4/2025 8:58:02 AM	322	Motor vehicle accident with injuries	ENG 33		2	1
							Total Responding 2	
Union Township	0000101							
		2/4/2025 10:04:36 AM	251	Excessive heat, scorch burns with no ignition	ENG 33		2	1
							Total Responding 2	
Union Township	0000106							
		2/5/2025 11:56:00 AM	311	Medical assist, assist EMS crew	ENG 33		2	1
		2/5/2025 11:56:00 AM	311	Medical assist, assist EMS crew	CHIEF		1	1
							Total Responding 3	

Union Township	0000111						
		2/6/2025 8:10:43 PM	440	Electrical wiring/equipment problem, other	ENG 33	2	1
						Total Responding 2	
Union Township	0000115						
		2/7/2025 9:50:53 AM	412	Gas leak (natural gas or LPG)	ENG 33	2	1
						Total Responding 2	
Union Township	0000117						
		2/6/2025 7:27:59 AM	324	Motor vehicle accident with no injuries.	ENG 33	2	1
						Total Responding 2	
	Total Runs					Total Responding 20	
	9						

Note: Alarms
1=Duty Crew
2=Paged Off Duty Full-time



Union Township Report

Date: Tuesday, February 18, 2025



Alarm Date between 2025-02-09 and 2025-02-15

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000120						
		2/10/2025 8:55:35 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000124						
		2/11/2025 7:37:22 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000127						
		2/11/2025 7:07:03 PM	311	Medical assist, assist EMS crew	ENG 33	2	3
		2/11/2025 7:07:03 PM	311	Medical assist, assist EMS crew	Rescue 31	1	3

		2/11/2025 7:07:03 PM	311	Medical assist, assist EMS crew	POV	7	3
						Total Responding 10	
Union Township	0000128						
		2/12/2025 12:40:20 AM	552	Police matter	ENG 33	3	1
						Total Responding 3	
Union Township	0000130						
		2/12/2025 2:49:40 PM	154	Dumpster or other outside trash receptacle fire	ENG 33	2	1
						Total Responding 2	
Union Township	0000131						
		2/12/2025 10:43:20 AM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	

Union Township	0000132						
		2/12/2025 1:05:20 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000133						
		2/12/2025 3:55:19 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
	Total Runs 8					Total Responding 25	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

COSTS

The cost share for this contract is as follows:

Union Township	\$23,218.38
ICRC	\$1,669.17
Total	\$24,887.55

The FY2025 budget includes funds in the amount of \$27,000.00 for brine.

PROJECT TIME TABLE

The application of brine will occur in 2025, at the discretion of the Isabella County Road Commission.

RESOLUTION

It is resolved that the 2025 Township Brine Participation Contract with the Isabella County Road Commission (ICRC) in the amount of \$23,218.38 is approved and the Manager is authorized to sign the contract on behalf of the Township.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

TOWNSHIP BRINE PARTICIPATION CONTRACT

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

Project No. 497 – 014 - 521416	Total Gravel Miles: 19.99
Three Applications of Michigan Chloride at 2000 gallons per mile	
TOTAL COST	\$ 24,887.55
Less I.C.R.C. Share	<u>-1,669.17</u>
TOWNSHIP SHARE	<u>\$ 23,218.38</u>
Return Contract by March 28, 2025	

The Township agrees to pay the Road Commission for stated services after each application has been completed and an invoice has been furnished by the Road Commission. Payment is due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one (1%) per month on the unpaid balance of any and all said sums remaining unpaid after thirty (30) days.

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Supervisor

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____

JUSTIFICATION

The approval of these contracts will continue to improve the conditions of gravel roads throughout the Township.

PROJECT IMPROVEMENTS

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

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

COSTS

The Township’s cost share for these contracts is \$49,255.09 with the ICRC contributing \$24,627.55.

PROJECT TIME TABLE

The gravel refresh improvements will occur during the 2025 construction season.

RESOLUTION

It is Resolved to approve three (3) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of three (3) miles of gravel roads within the Township in the amount of \$49,255.09 and authorize the Township Manager to sign said contracts for the following miles.

- Millbrook Road (Crawford Road to Mission Road)
- Millbrook Road (Lincoln to Crawford Road)
- Millbrook Road (Whiteville Road to Lincoln Road)

Moved by _____ Seconded by _____

Yes:
No:
Absent:

TOWNSHIP PARTICIPATION CONTRACT

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

Project No. 497-014-523414	Millbrook Road (Crawford to Mission)	1000 Ton Gravel Refresh
	Estimated Cost before Contingency	\$22,388.68
	Plus Contingency	+ <u>2,238.87</u>
	Estimated Contract Cost plus Contingency	\$24,627.55
	Less ICRC 2025 50% Block Grant Share	- <u>12,313.78</u>
	Union Township Share	\$12,313.77

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

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Manager

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____

TOWNSHIP PARTICIPATION CONTRACT

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

Project No. 497-014-523415	Millbrook Road (Lincoln to Crawford)	1000 Ton Gravel Refresh
	Estimated Cost before Contingency	\$22,388.68
	Plus Contingency	<u>+ 2,238.87</u>
	Estimated Contract Cost plus Contingency	\$24,627.55
	Less ICRC 2025 50% Block Grant Share	<u>- 12,313.78</u>
	Union Township Share	\$12,313.77

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

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
 Manager

By: _____
 Manager

By: _____
 Clerk

By: _____
 Board Secretary

Board Approval on: _____

Board Approval on: _____

TOWNSHIP PARTICIPATION CONTRACT

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

Project No. 497-014-523416	Millbrook Road (Whiteville to Lincoln)	1000 Ton Gravel Refresh
	Estimated Cost before Contingency	\$22,388.68
	Plus Contingency	<u>2,238.87</u>
	Union Township Share	\$24,627.55

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

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Manager

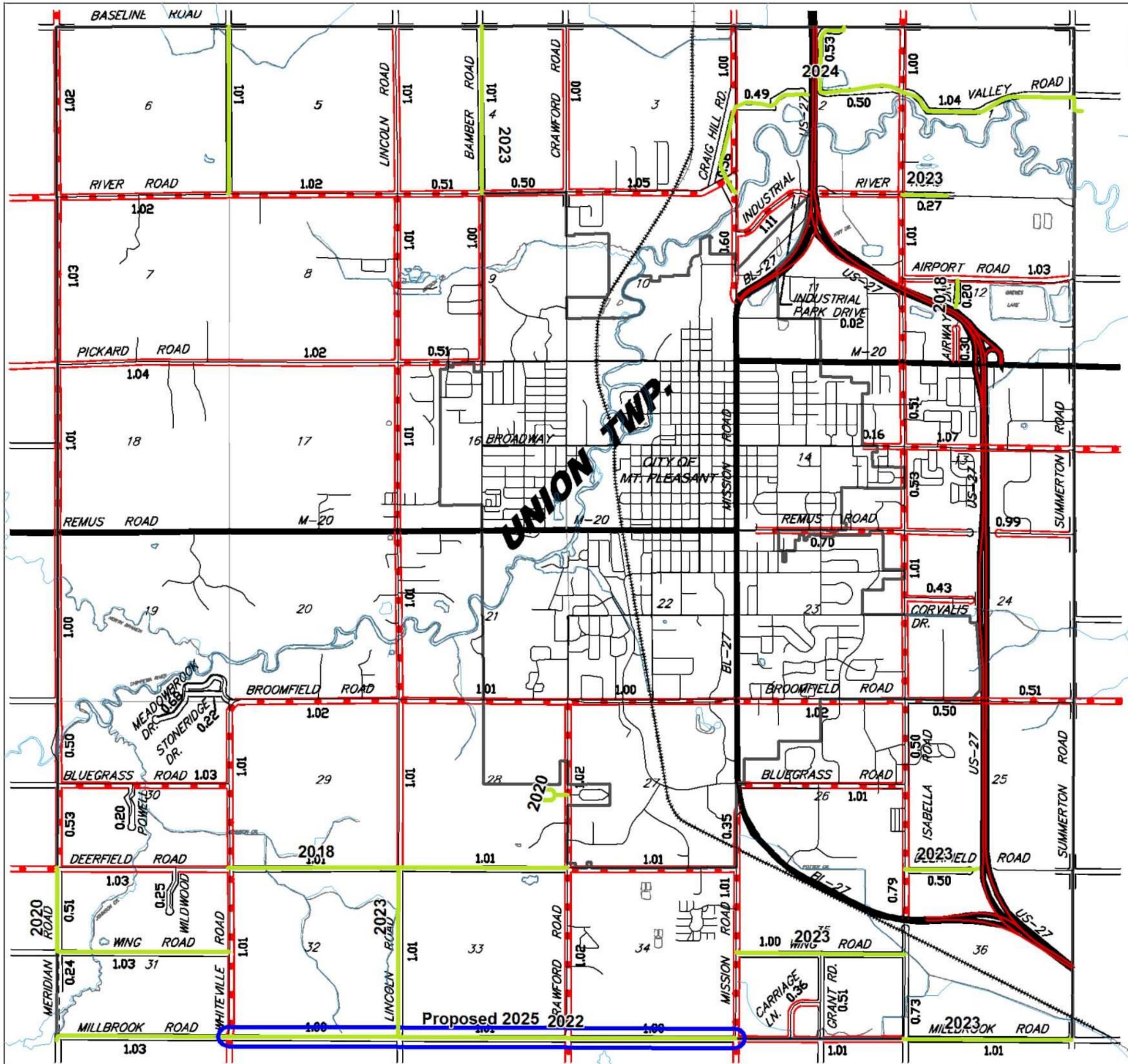
By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____



- Township Gravel Roads (with most-recent year refurbished label)
- 300-foot buffer, with proposed 2025 highlighted in blue

LEGEND

- COUNTY LINE
- CORPORATE LIMITS
- STATE TRUNKLINE
- COUNTY PRIMARY PAVED
- COUNTY PRIMARY GRAVEL
- COUNTY LOCAL PAVED
- COUNTY LOCAL GRAVEL
- ADJACENT COUNTY
- CITY OR VILLAGE STREET
- CITY LIMITS

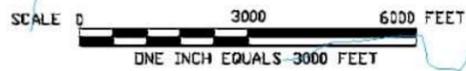
PRIMARY ROAD SYSTEM IS **35.75** MILES
 LOCAL ROAD SYSTEM IS **31.31** MILES

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREIN BY SYMBOL OR IN GREEN AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

CHAIRMAN _____ DATE 12-31-2020
 2025 Proposed Three Miles of Gravel Roads
 Millbrook Road (Mission Road to Whiteville Road)



Map Date: February 18, 2025
 Union Township Mapping & GIS
 Basemap Source: Isabella County Road Commission
https://www.isabellaroads.com/wp-content/uploads/2022/02/Isabella-Co_2021-Certification-Maps.pdf



TOWNSHIP UNION T14N - R4W
 SECTION SECTIONS 1 - 36
 COUNTY ISABELLA

MAP 7
 PAGE 17

PRELIMINARY ARCHITECTURAL
FEASIBILITY STUDY

*Union Township Hall
Mt. Pleasant, MI.*



Goudreau & Associates, Inc.

**131 S. Main St.
Phone: (989) 773-0146**

**Mt. Pleasant, MI 48858
Fax: (989) 400-4989**

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT - INDEX

CHARTER TOWNSHIP OF UNION – PROPOSED TOWNSHIP HALL

1. PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT
2. FACILITY CONDITION ASSESSMENT
3. SITE PLAN, FLOOR PLAN, RENDERINGS
 - a. Option 1 – Renovations and Additions to the Existing Building on the Existing Site
 - b. Option 2 – New Construction on the Existing Site
 - c. Option 3 – New Construction on a New Site
4. SITE AND BUILDING STATEMENT OF PROBABLE COST
 - a. Option 1 – Renovations and Additions to the Existing Building on the Existing Site
 - b. Option 2 – New Construction on the Existing Site
 - c. Option 3 – New Construction on a New Site

Preliminary Architectural Feasibility Report

Project - Charter Township of Union - Township Hall

Date - September 27, 2024

Location - Mt. Pleasant, MI

Owner - Charter Township of Union

Architect - Goudreau & Associates, Inc.

Introduction

Goudreau & Associates, Inc. was engaged by Charter Township of Union to conduct an analysis of the existing township hall and assist in determining if the current building could serve them moving forward or if it would be more feasible to abandon the existing building and build new. Aspects of building condition, site factors, workflow, collaboration, safety, and public vs. private spaces were all considered. To accomplish this task, a team was formed to give input and make decisions on what the building is currently lacking, what the new building needed and how it could best function. This team consisted of the following individuals from the Township:

- Kim Smith, *Department of Public Services Director*
- Mark Stuhldreher, *Township Manager*
- Rodney Nanney, *Community and Economic Development Director*
- Amy Peak, *Building Department Clerk*
- Sherrie Teall, *Finance Director*
- Lisa Cody, *Township Clerk*

The professional design team consisted of Goudreau & Associates, Inc. for architectural and Clark, Trombley, Randers for mechanical, electrical, and plumbing evaluations.

Initial meetings with the Owner consisted of discussing the layout and use of the building, as well as recent updates and improvements. The Team discussed current deficiencies within the building with regards to how the building functions for the current use. This included a walk-through of the space while taking notes, photos, and measurements. As the meetings progressed, the discussion was more focused on the needs of the employees. Surveys were sent to team members, and that feedback was used to develop floor plans for the three options.

Through several planning meetings, employee surveys and questionnaires, building walk-throughs, and design sessions, the Team developed together the following Feasibility Report.

Need for Facility

The Charter Township of Union surrounds the City of Mt. Pleasant, Michigan. The Township encompasses 28.6 square miles with a population of around 11,700 residents. Union Township provides water and sewer to a portion of its residents, voting for Township residents, zoning, code enforcement, building inspections, and rental inspections. This narrative is on behalf of the Township employees and residents. The Charter Township of Union is proposing three options to update and expand the Township Hall, as outlined in this report.

Existing Facility (Also see attached MEP Facility Condition Assessment)

The current township hall was constructed in the 1960's and added onto in 1996. The original building was constructed of masonry and the 1996 addition was constructed of wood studs, both single story. The total area of the building is approximately 6,190 square feet. Structurally the building is in good condition. Multiple HVAC systems are used within the building due to additions and renovations over the years and replacement of existing systems that have failed. The current HVAC is not efficient and does not adequately heat and cool and ventilate the building. Many offices are cold in the winter, suggesting these inefficiencies and that the building may be poorly insulated.

There are many deficiencies in the building for the intended use. Functionally it is too small for all administrative staff to be in the building, which also inhibits future growth. The fragmented layout of the building impedes collaboration and efficiency of workflow. Currently there is not adequate space, both in size and configuration, to hold Board of Trustee and staff meetings or to conduct voting without disrupting normal business operations. Similarly, the existing configuration at the front office prevents simultaneous operation of two cashiers, has limited visibility for both staff and residents, and is lacking accommodation for ADA-compliance. Safety is also a significant concern for the staff with day-to-day payments and transferring of funds from residents to the township. In addition, the building does not have sufficient storage for files, office equipment, and voting equipment. The basement provides ample storage space but is not ideal due to water issues and past flooding, or that it is accessed by a staircase and no elevator. Accessibility throughout the building is an issue as none of the offices are ADA-compliant, many corridors are narrow, and there is only one toilet room that meets ADA requirements.

The existing site has considerable drainage issues that will need to be resolved as a part of any improvements. During rain events, water ponds to the southwest of the facility and on occasion has seeped into the basement causing water damage. While there have been improvements and expansions to the parking lot over the years, the current layout does not provide enough spaces at election times for voting or for large attendance Board Meetings. Ingress and egress safety are also a concern due to proximity to the intersection of Lincoln and Pickard, as well as accidents at the intersection.

Proposed Facility

Three separate options have been developed to aid in the Board's decision as to the most appropriate and feasible solution to address the inadequacies of the existing facility.

Options 1 – 3 are outlined below:

Option 1: Renovations and Additions to the Existing Building on the Existing Site

On the existing site of the Charter Township of Union Hall, already owned by the Township, the existing building will remain with renovations and additions made to accommodate the Township's needs. The existing renovated Township Hall of approximately 6,000 GSF, and the proposed new addition of 12,400 GSF, will be a total combined square footage of approximately 18,400 GSF. The proposed building would be single story of structural steel, wood frame and truss construction. All administrative staff would be located in one building with a lobby, secure front desk, township offices, a designated board room, designated voting space and storage, staff toilet rooms, break room, file storage, internal and public meeting spaces, public toilet rooms, as well as other spaces to meet the townships needs. The building's exterior envelope will be a combination of stone, vinyl siding and shake over continuous insulation, with masonry/concrete foundations and a metal roof. The existing building will be renovated under the Michigan Rehabilitation Code for Existing Buildings – Level 3. Depending on the chosen mechanical system, there are potential design challenges that will need to be resolved in aligning bearing heights between the new and existing building, as well as determining fire separations between the spaces. The exterior envelope will be upgraded with new windows, perimeter insulation, and finish materials to improve energy performance and aesthetically match the new construction. Renovations will also include a new mechanical systems and updated lighting. An emergency power generator will be installed as a part of this project.

Options 2: New Construction on the Existing Site &

Option 3: New Construction on a New Site

Options 2 and 3 present the same layout and building design. The difference between the two options is that Option 2 utilizes the existing site and Option 3 would be located on a new site already owned by the Township (more detail on this in the next section, Building Sites).

Both Option 2 and Option 3 would be new construction of approximately 17,600 GSF. The proposed building would be single story of structural steel, wood frame and truss construction. This new building would house all administrative staff in one building, including a lobby, secure front desk, township offices, a designated board room, designated voting space and storage, staff toilet rooms, break room, file storage, internal and public meeting spaces, public toilet rooms, as well as other spaces to meet the townships needs. When compared to Option 1, this layout offers better workflow and collaboration due to the condensed arrangement of the plan, and the ability to have better adjacencies. The building's exterior envelope will be a combination of stone, vinyl siding and shake over continuous insulation, with masonry/concrete foundations and a metal roof. New mechanical systems and energy efficient lighting are to be included throughout the space. An emergency power generator will be installed as a part of this project.

Building Sites

Option 1:

The site will require significant fill to raise the grade and prepare the land adjacent to the existing township hall for the new addition. Demolition of the existing parking lot will be required to accommodate the new layout as well. Improvements will be made including sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities already on site will need to be extended to the new addition of the building. Existing stormwater management will need to be evaluated and reworked to improve site drainage conditions.

Option 2:

As with Option 1, this option will also require significant fill to raise the grade and prepare the land adjacent to the existing township hall for the new building. If possible, the existing township hall is to remain in place so that the township does not need to relocate to continue daily operations during construction. Once the new township hall is constructed the existing township hall will be demolished. Demolition of the ball field directly to the west of the existing township hall will be required for new construction. Improvements to the site will include sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities already on site will need to be extended to the new building. Existing stormwater management will need to be evaluated and reworked to improve site drainage conditions.

Option 3:

This option will require clearing and grubbing of the site to prepare for new construction. There are currently no buildings on the site, so no demolition of structures will be required. Excavation and grading are required to prepare the building pad. Improvements to the site will include a new drive into the site, sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities run adjacent to the site and are available but will need to be extended into the site. Township employees will continue to operate in the existing township hall until construction is complete. At that point, the existing hall is to be demolished. Note that the trail head with restroom indicated on the drawing are included for future reference only and are not a part of this project.

Statement of Probable Cost

Given the nature of the current construction industry, we have provided a Statement of Probable Cost for each option. Many factors impact this estimate including product demand, availability, lead times, among other things. This estimate includes items anticipated to be a part of the project, but is not an all-inclusive list. In addition to the “Total Project Cost” shown, we advise adding a 30% contingency for unforeseen items and additional costs that may arise; 20% for design and construction, and 10% for non-building costs. These Statements of Probable Cost have been generated with current 2024 construction data. For each additional year, a 3-5% compounded escalation factor can be applied to estimate future construction costs for budget planning purposes.

Maps, Drawings, Sketches and Photographs.

See attached information.

Construction Problems

Nothing is foreseen to affect the Statement of Probable Cost at this phase of the project. A contingency will be maintained to absorb additional costs that may arise during design/engineering or while the project is under renovation/construction. With all construction there may be something that needs to be changed due to unforeseen field conditions that are not discovered until the renovation/construction begins.

Conclusion and Recommendations

The Team, as outlined at the beginning of this report, has determined that among the three options discussed above, it would be in the best interest of the Township to pursue and further develop Option 2 – constructing a new building on the existing site.

The Township has a well-established presence at the corner of Lincoln and Pickard, next to McDonald Park. Residents of the Township associate this location with “Union Township”. While the existing site has obstacles to work through, the proposed site for Option 3 also has challenges of its own. Being an undeveloped site, it will need to be cleared, graded, utilities brought in, etc. It is also on the opposite side of Mt. Pleasant, changing the dynamic for the Township. For these reasons, remaining on the existing site is more practical.

Constructing a new building will create a space that the Township needs to functionally operate under one roof. New construction affords the flexibility that renovating the existing building does not. The existing structural skeleton and building systems all impose constraints that may be cost-prohibitive, as the entire existing building would need to be brought up to current codes. Once renovated it still does not achieve the collaboration and workflow desired by the Township. For these reasons, Option 2 is the most feasible.

Union Township Hall – Mount Pleasant - Facility Condition Assessment MEP Narratives

FIRE PROTECTION SYSTEMS

Existing Systems and Observations

The Union Township Hall is not served by a fire protection system.

Recommendations

If a fire protection system is not required, recommend using other acceptable methods to protect building occupants in the event of a fire. Installation of a fire protection system will require a new water service to the building.

PLUMBING SYSTEMS

Existing Systems and Observations

The municipal water service for the building enters the mechanical room near the northeast corner of the building. The space is the original mechanical room for the original building. It also houses the domestic water heater for this portion of the building as well as the boiler for the hydronic heat. The domestic water service was converted from an onsite well service. A few components of the well system remain, such as the pressure switch.

The domestic water heater is a gas-fired, 40 gallon, 40,000 btu/h input unit. The water heater was manufactured in March 2010. And is approaching the end of expected life for a gas-fired unit.

There are four toilet rooms in the building. In the original part of the building, there are a pair of toilet rooms, one men and one women, for employees. The men's room includes one water closet, one urinal, two wall-hung lavs, and a floor drain. The women's room includes two water closets, two wall-hung lavs, and a floor drain. In the addition off the lobby, there are a pair of toilet rooms for public use. The men's room includes one water closet, one urinal, one wall-hung lav, and a floor drain. The women's room includes one water closet, one wall-hung lav, and a floor drain. All of the water closets in the building are tank-type fixtures. The public use toilet rooms appear to meet the requirements for barrier-free use with fixture placement, seat height, pipe coverings, stall sizes, and grab rails.

The Break Room has a two-compartment, drop-in kitchen sink.

There is a sump in the basement for the footing drains. It also receives the discharge of condensate drains from the furnaces in the basement. The sump has two pumps that

discharge vertically and combine about six feet above the sump then turn west just below the ceiling and exit the building through the west wall.

Recommendations

Replace the existing water heater in the mechanical room. Consider using a smaller volume electric water heater in place of the gas-fired unit. The number and type of fixtures in the building do not require a high storage volume. An electric water heater would eliminate the need for venting and combustion air in the mechanical room.

Renovations and/or additions will require reviewing of the water system demands for service size, piping sizes, and water heater size.

MECHANICAL SYSTEMS

Existing Systems and Observations

The building HVAC is comprised of several systems including a hydronic heating boiler, electric baseboard heat, furnaces, and exhaust fans.

The boiler is located in the mechanical room in the original portion of the building. The boiler is a single Slant/Fin model 100-A-180P boiler with a natural gas input of 180,000 btu/h. The boiler appears to be approximately 35 years old. It is part of a primary-only, two zone hydronic heat system. There is one inline pump next to the boiler. There are two zone valves on the supply side of the piping system. The two zones appear to serve the north offices of the original building and the south offices of the original building. The north offices are the first four offices along the north exterior of the building starting from the northeast corner and the corridor outside these offices. The south offices are the open office reception area, the lobby, and the two staff toilet rooms.

The five offices from the 1996 addition have individually controlled electric baseboard heat. These offices are along the remainder of the north exterior wall and the north half of the west exterior wall off the building.

There are four active furnaces with gas heat and DX cooling in the building. Two are located in the basement and two are located on the first floor in the southwest corner of the building. The two units in the basement serve the north half of the building in two zones. Those two zones are the west offices of the 1996 addition and the east offices, reception, lobby, and toilet rooms of the original building. The two units on the first floor serve the south half of the building in two zones. Those two zones are the offices in the southwest corner of the first floor and the large meeting room. A fifth furnace has been disconnected. It is still in place in a closet in the northwest storage room of the basement.

The two furnaces in the basement and their respective condensing units were installed in the summer of 2020. The two furnaces on the first floor and their respective condensing units were installed in summer or fall of 2013.

Recommendations

Remove the existing hydronic system including the boiler. The boiler has reached the end of its expected useful life. Only a small portion of the building is served by the system. Remove all existing piping, fin tube radiation, and controls. Replace those portions of supplemental hydronic heat with electric heaters to match the offices from the 1996 addition.

Remove the abandoned furnace in the basement along with its associated ductwork.

Renovations to the existing building will require complying with the current ventilation codes. Assembly spaces such as the meeting room have a high ventilation requirement. Using energy recovery ventilators will save energy and allow the use of furnaces similar to the existing systems while handling the higher volumes of outside air. Renovations may also require the reconfiguration of existing ductwork and zoning.

An addition and renovation to the building will require new HVAC equipment and ductwork. The proposed renovations to the existing spaces will require revisions to the existing systems and ductwork. The large number of meeting/assembly spaces changes the loads and zoning from their current configuration. The energy code will require the use of economizers for the equipment.

The cooling load for the building is estimated to be around 50 tons. The use of single or multiple ground mounted rooftop units (RTUs) may be the best option for the completed building. This type of system will support the need for economizers and can be paired with a VAV (variable air volume) system to provide increased zone control and account for diversity in the building's HVAC loads. As noted, the RTUs would be mounted on the ground outside the building. They would likely be located near the middle of the building on the back (west) side. The ductwork for the system(s) could be routed in a crawlspace or above the ceilings if enough space is available.

An upgraded gas service will be required to serve the increased heating load for the HVAC system.

LIGHTING SYSTEMS

Existing Systems and Observations

Building mounted lighting is a mixture of HID and fluorescent with integral photocell control. The building mounted lighting is past useful life.

The exterior ground mounted signage has photocell control. The sign lighting appears to have a fluorescent light source.

There is a single ground mounted LED flag light fixture.

Parking lot lighting in the south lot has newer 20'-0" light poles with area LED light fixtures and integral photocell control.

Parking lot lighting in the north parking lot lighting has 2-wood light poles with older style flood type HID light fixtures. Both light poles are utility supplied and fed overhead from existing utility circuits. The lighting has integral photocell control.

The interior lighting throughout the office spaces was retrofitted to LED fixtures approximately two years ago. Public toilet spaces have occupancy sensors for automatic operation with the remaining building on manual control. The lighting and controls do not meet ANSI/ASHRAE 90.1 Energy Code in parts of the building.

Wall mounted emergency battery units with non-uniform styles supply emergency lighting. Exit discharge lighting is present at the main entry doors. Emergency lighting appears to cover most spaces sufficiently.

Exit signs are operational but are of non-uniform styles.

Recommendations

Revise building mounted lighting to LED light fixtures.

Revise the south lot parking lot lighting pole and light fixture locations to accommodate building addition.

Remove utility owned north parking lot wood poles and light fixtures. Replace with newer style aluminum light poles and LED light fixtures. Provide lighting control system for exterior lighting including parking lot, building wall packs, signage and flag lighting.

Provide new interior LED lighting fixtures and controls where applicable.

Eliminate wall mounted emergency battery units and provide battery backup in selected LED light fixtures or provide an emergency lighting inverter system. Install exit discharge lighting at all exterior paths of egress.

Provide edge-lit exit signs of the same style.

ELECTRICAL SYSTEMS

Existing Systems and Observations

The original building was constructed in the 1950's and then upgraded with the current utility service in 1996. It is a secondary metered 200A, 208V, 3-phase, 4-wire system from Consumers Energy.

Electrical service originates at the northeast corner of the site and from 3-pole mounted transformers. The service routes underground to the exterior current transformer (C/T) cabinet and meter at the west side of the building. The C/T cabinet supplies the building main Panel A.

Panel A is a 200A, 208V, 3-phase, 4-wire, 42-circuit panel with a 200A main circuit breaker and is on the lower level in the northwest corner of the Storage Room. The panel supplies the original building 1950's 200A subpanel (panel C) with a 100A circuit breaker and adjacent panel B either with sub-feed lugs or feed-thru lugs. Panel A supplies the A/C units, furnaces, heaters, lower-level lighting, and receptacles. The panel has 2-single pole spaces for additional circuits.

Panel B is a 200A, 208V, 3-phase, 4-wire, 42-circuit panel with a 200A main circuit breaker and is in the lower-level northwest corner of the Storage Room next to panel A. The panel supplies the sump pumps, electric range and the main floor lighting and receptacles. The panel has 16-single pole spaces for additional circuits.

The original 1950's building panel is in the main level Office/Reception area. The subpanel is 200A, 208V, 1-phase, 3-wire, 30-circuit panel with a 200A main circuit breaker and supplied from panel A with a 100A sub-feed circuit breaker. The panel supplies the main level water heater, furnace, exterior signage, network room, lighting, and receptacles. The panel has 0-single pole spaces for additional circuits.

There are several areas in the building where there are a limited number of receptacle outlets, particularly at the data rack in the basement, the server room off the main level Staff Toilet Room and the at the network equipment in the Chair/Table Storage Room.

Recommendations

Upgrade and move the electrical service to accommodate the new addition. Since the existing building service will need to upgrade and back-fed existing panels, the new electric service location should move south down Lincoln Road closer to the new mechanical room. Relocate the electric utility meter and C/T cabinet based on service location.

Panel A and B can remain in-place.

Provide new electrical panels for the addition.

New interior/exterior electrical fixtures and controls.

Replace existing electrical panel C in the Office/Reception area.

Add in-slab floor boxes for power/data in the Conference, cubicle islands, Board Room Meeting Rooms etc. to minimize or eliminate floor cable running across walkways.

LOW VOLTAGE SYSTEMS

Existing Systems and Observations

The tele/datacom utility originates at the same pole as power in the northeast corner of the site. The tele/datacom cables run underground to the building and plywood backboard in the private Men's Toilet Storage Closet.

The Men's Toilet Storage Closet contains backup batteries for telephone and data systems in case of building power failure. The telecom equipment is mounted on the plywood backboard and the datacom equipment is mounted to the concrete block wall above the storage shelving. The room includes a duplex outlet and a power strip to extend the outlet quantity. The closet is dual purpose and is also used for storage of toiletry, paper, and plastic goods.

Additional data racks are in the main level Chair / Table Storage Room and in the lower-level Record Storage Room. The rack equipment electrical supply consists of data outlets, duplex outlets, and power strips to extend the outlet quantity.

The building does not have a central fire alarm and detection system. Kidde battery operated smoke detectors with test switch and 10-year life expectancy exist throughout the building.

The building has a camera security system at both the interior and exterior of the building and ADA accessibility at the main entrance.

Board meetings take place in the Meeting Room. The audio/video system equipment is in the same room. The audio/video equipment consists of table mounted CPU workstations, CPU laptop, microphones, mixer, display monitors, ceiling mounted speakers, wall mounted TV monitor and ceiling mounted projector. Cable protectors are used for microphone cables and power cords that run across the floor.

Recommendations

The incoming underground tele/datacom utility lines and interior building terminations can remain as-is.

Upgrade the Men's Toilet Room Storage Closet removing the ceiling and adding plywood backboard on the walls. Provide additional power outlets for the existing equipment. Remove access to the room through the Staff Toilet.

Provide a plywood backboard and power outlets at the data rack in main level Chair / Table Storage Room.

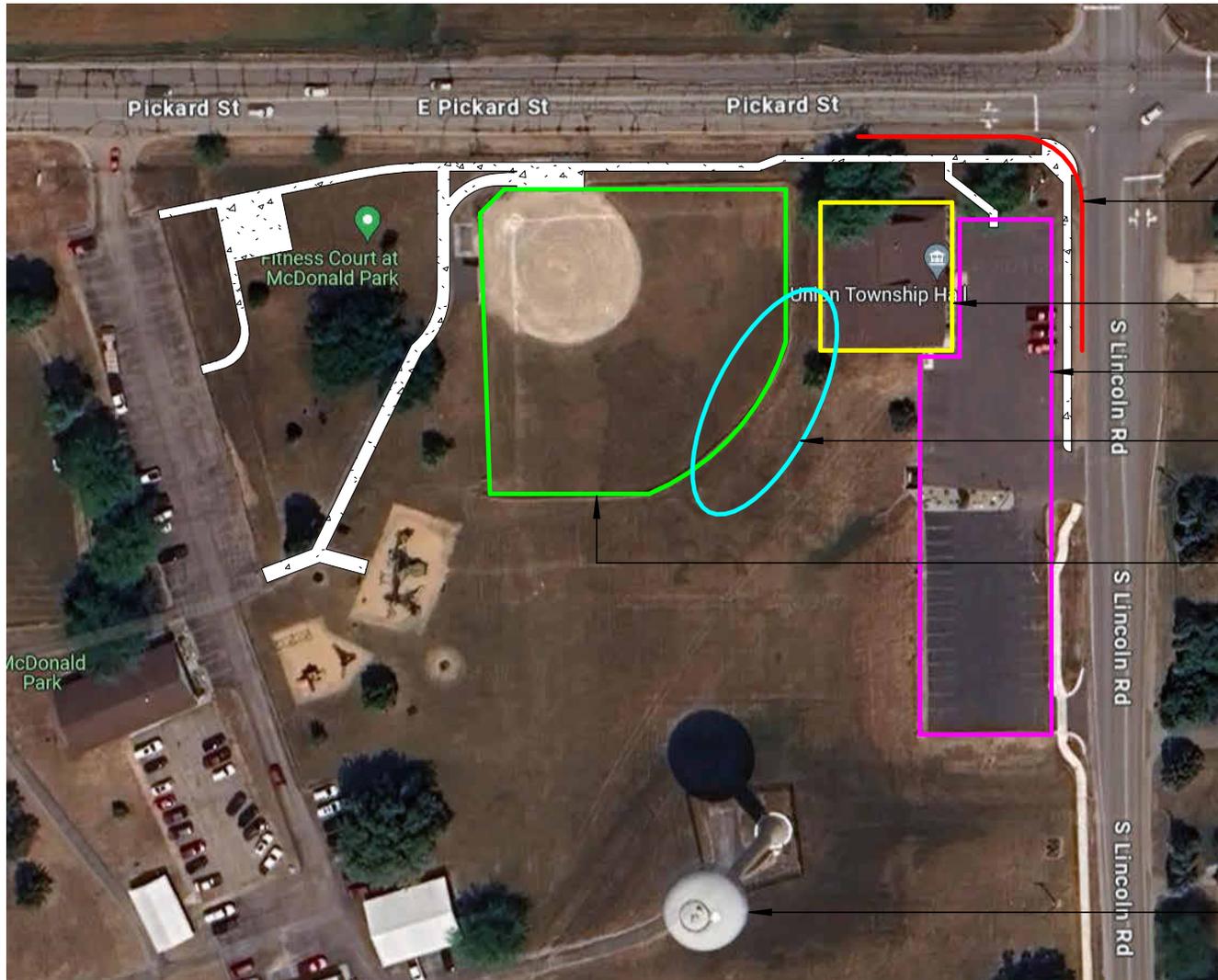
Provide a plywood backboard and power outlets at the data rack in the lower-level Record Storage Room.

The Kidde battery operated smoke detectors should be removed and replaced with AC operated smoke detectors and connected to the security system.

Expand the camera security system and alarm door contacts for the addition. Add ADA operators at one of the two proposed south entrances. Add access control to key locations in the building.

Locate the audio/video control system in the proposed Sound Booth. Update and expand the speaker system infrastructure throughout the building for announcements.

EXISTING SITE



- PROXIMITY TO LINCOLN & PICKARD
- EXISTING TOWNSHIP HALL
- EXISTING PARKING
- LOW AREA ON SITE
- BALL FIELD
- WATER TOWER



GOUDREAU ASSOCIATES
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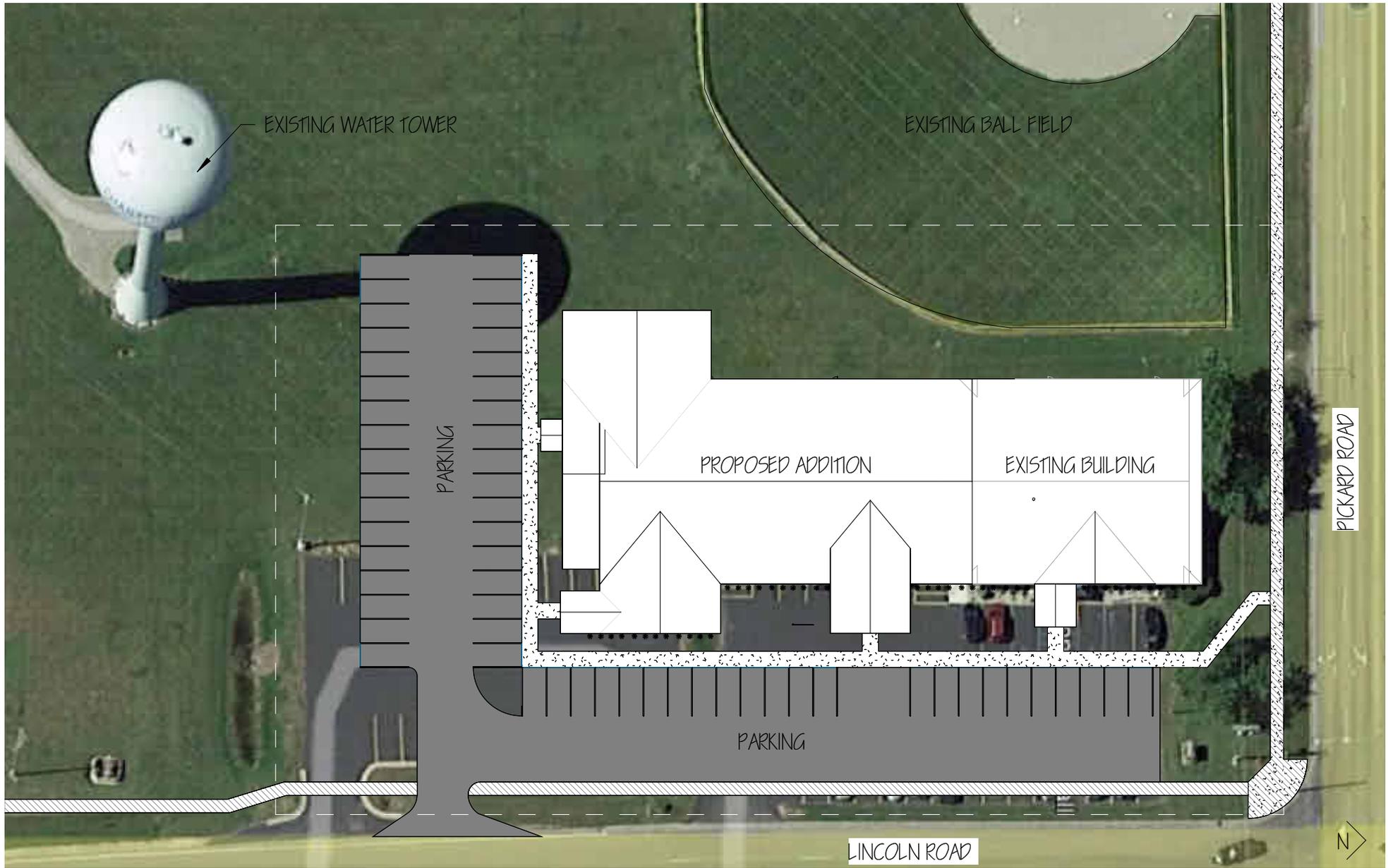
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CHARTER TOWNSHIP OF UNION

MT. PLEASANT, MI

053

PROPOSED SITE - OPTION 1





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MT. PLEASANT, MI

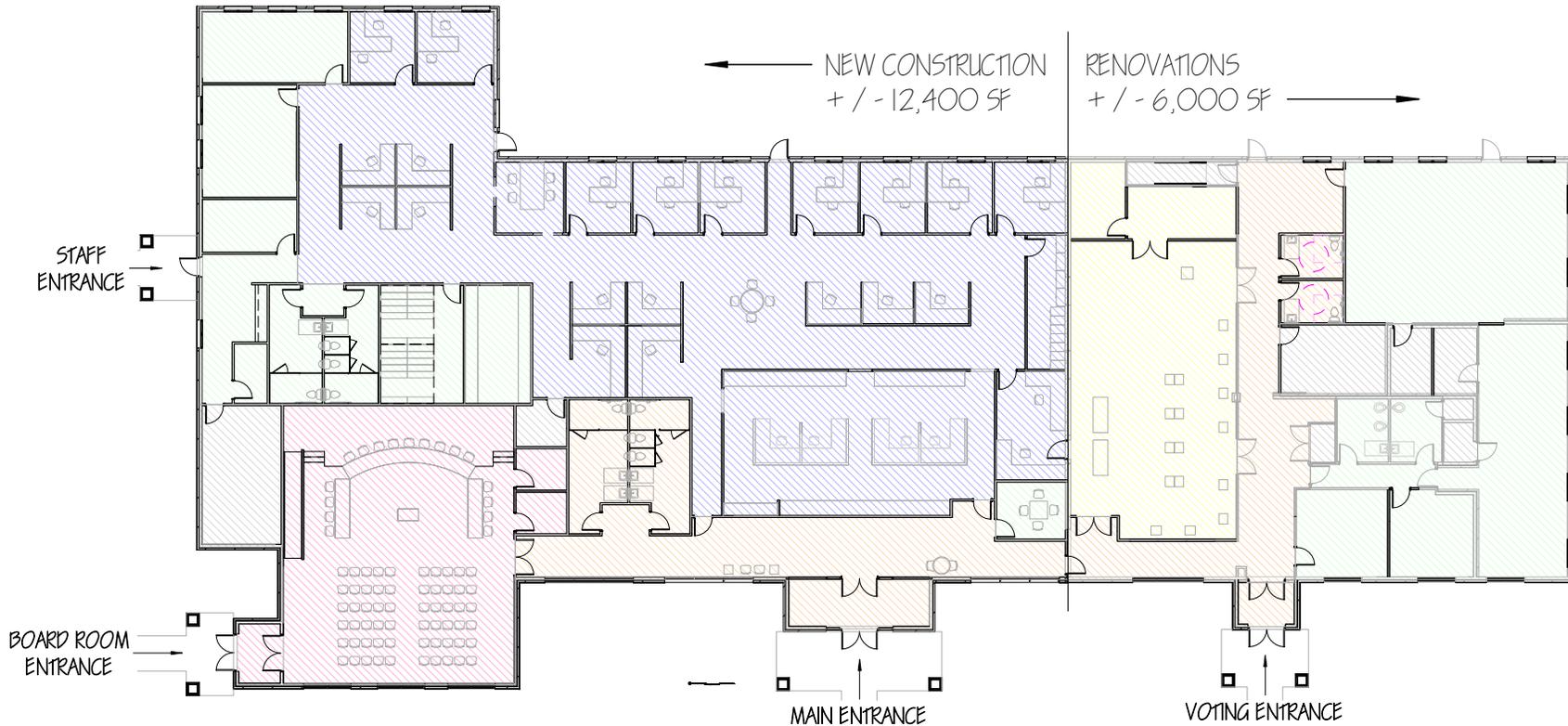
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DESIGN OPTION 1

TOTAL BUILDING SQUARE FOOTAGE = 18,400 SQUARE FEET

-  **ADMINISTRATION AND BUSINESS OFFICES**
Private and open offices for staff and administration, reception area and staff circulation
-  **ADMINISTRATIVE SUPPORT SPACES**
Meeting rooms, file storage and records, copy room, staff break room, staff toilet rooms, and similar spaces
-  **BOARD ROOM**
Board room with formal layout and raised dias, sound booth, table and chair storage, and dedicated entrance

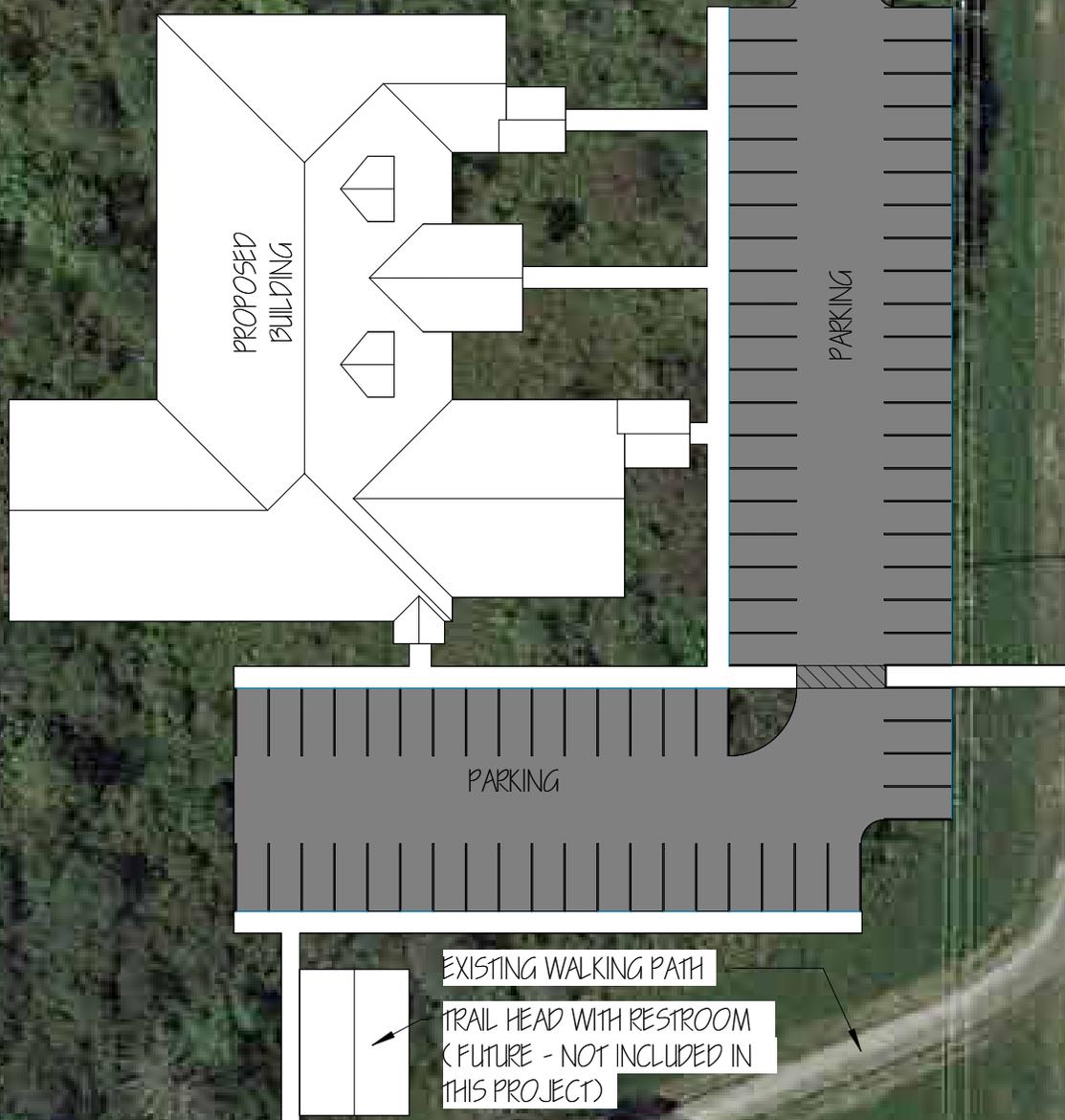
-  **VOTING**
Dedicated voting room with appropriate storage for equipment and ballots, connected to Clerk's office for efficiency. Movable wall to divide the space to be used for additional meeting space when not being used for voting
-  **PUBLIC SPACES**
Waiting, circulation and toilet rooms
-  **BACK OF HOUSE SPACES**
Mechanical rooms, building storage, etc.



PROPOSED SITE - OPTION 2



PROPOSED SITE - OPTION 3



E Deerfield Rd



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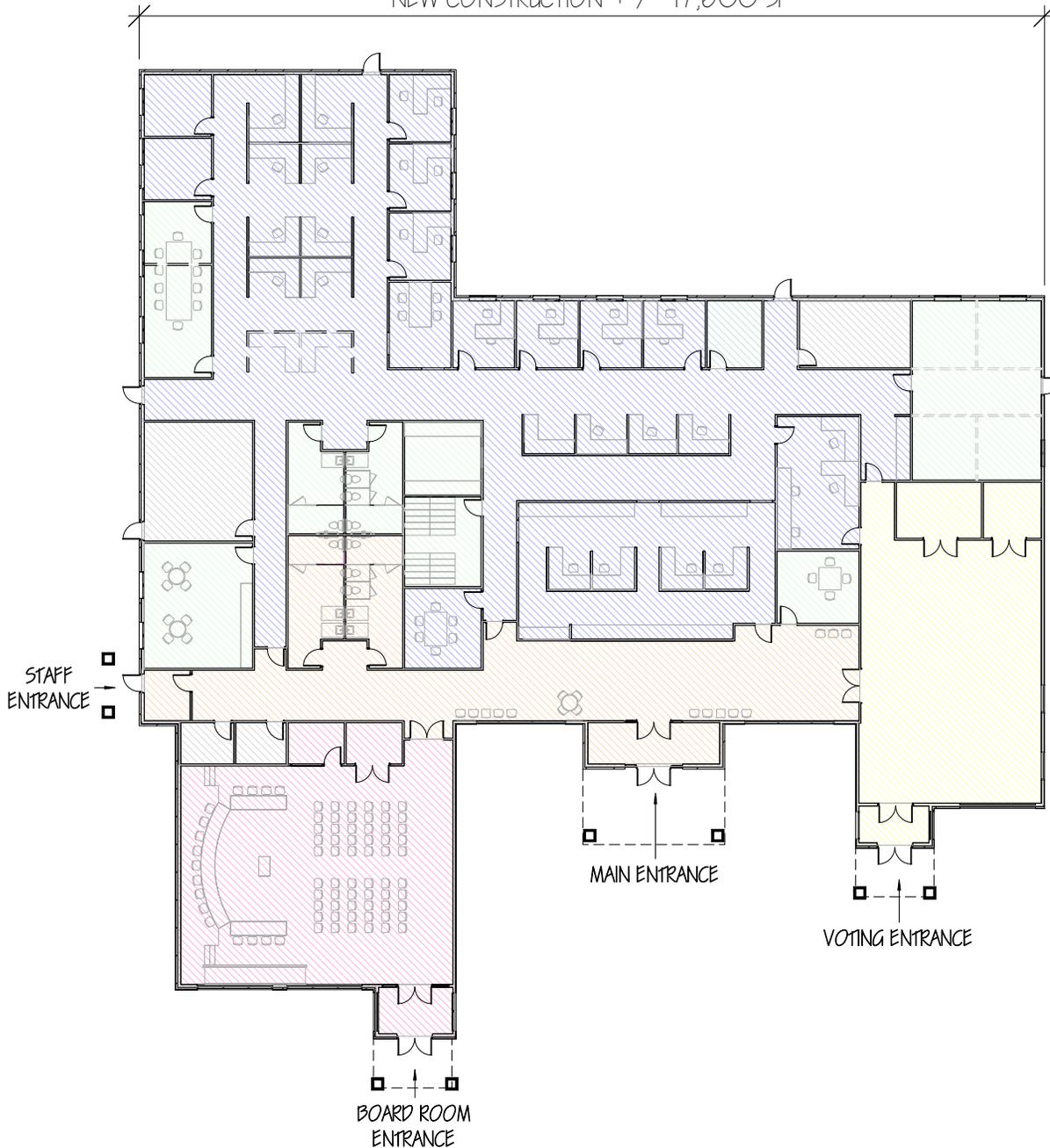
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CHARTER TOWNSHIP OF UNION

MT. PLEASANT, MI

059

NEW CONSTRUCTION +/- 17,600 SF



DESIGN OPTIONS 2 AND 3

TOTAL BUILDING SQUARE FOOTAGE =
17,600 SQUARE FEET

- ADMINISTRATION AND BUSINESS OFFICES**
 Private and open offices for staff and administration, reception area and staff circulation
- ADMINISTRATIVE SUPPORT SPACES**
 Meeting rooms, file storage and records, copy room, staff break room, staff toilet rooms, and similar spaces
- BOARD ROOM**
 Board room with formal layout and raised dias, sound booth, table and chair storage, and dedicated entrance
- VOTING**
 Dedicated voting room with appropriate storage for equipment and ballots, connected to Clerk's office for efficiency. Movable wall to divide the space to be used for additional meeting space when not being used for voting
- PUBLIC SPACES**
 Waiting, circulation and toilet rooms
- BACK OF HOUSE SPACES**
 Mechanical rooms, building storage, etc.

Statement of Probable Cost

Option 1 - Renovations & Additions on Existing Site

Union Township - Renovations & Addi - May 2024 - MI - Midland

Prepared By:	Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax:	Prepared For:	Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax:
Building Sq. Size:	18400	Site Sq. Size:	81800
Bid Date:		Building use:	Civic/Gov.
No. of floors:	1	Foundation:	CMU & Concrete
No. of buildings:	1	Exterior Walls:	Structural Steel w/ Wood Frame
Project Height:		Interior Walls:	Wood Stud & GPDW
1st Floor Height:		Roof Type:	Asphalt Shingles
1st Floor Size:	18400	Floor Type:	Concrete
		Project Type:	Renovations & Additions

Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.09	3.80	70,000
	Pre-Design Construction Estimating Services	0.70	2.45	45,000
	Procurement and Contracting Requirements	0.39	1.36	25,000
01	General Requirements	7.97	27.86	512,607
	Overhead & Profit	4.92	17.19	316,341
	General Conditions	3.05	10.67	196,267
03	Concrete	6.10	21.30	392,000
	Building Concrete	6.10	21.30	392,000
04	Masonry	8.00	27.93	514,000
	Masonry	7.31	25.54	470,000
	Stone Veneer Wainscot	0.68	2.39	44,000
05	Metals	8.06	28.15	518,000
	Structural Steel	8.06	28.15	518,000
06	Wood, Plastics, and Composites	8.94	31.25	575,000
	Rough Carpentry	5.69	19.89	366,000
	Finish Carpentry	0.81	2.83	52,000
	Trusses	2.44	8.53	157,000
07	Thermal and Moisture Protection	3.97	13.86	254,980
	Damproofing and Repellents	0.20	0.71	13,000
	Shingles	1.04	3.64	67,000
	Siding	0.54	1.89	34,700
	Firestopping and Sealants	0.16	0.57	10,400
	Ridge and Roof Vents	0.01	0.02	380
	Gutters and Downspouts	0.08	0.29	5,400
	Attic Insulation	1.00	3.50	64,400
	Exterior Cavity Insulation	0.50	1.74	32,000
	Continuous Insulation	0.32	1.12	20,600
	Weather Barriers	0.11	0.39	7,100
08	Openings	6.18	21.58	397,100
	Hollow Metal Doors and Frames	2.60	9.08	167,000
	Composite Windows	0.47	1.63	29,900
	Aluminum Storefront, Glass & Glazing	3.03	10.60	195,000
	Fixed Louvers	0.08	0.28	5,200
09	Finishes	10.43	36.46	670,800
	Gypsum Board	2.86	10.00	184,000
	Acoustical Tile Ceiling	2.29	8.00	147,200
	Resilient Wall Base	0.29	1.00	18,400
	Resilient Tile Flooring	2.00	7.00	128,800
	Wall Protection and Chair Rail	1.43	5.00	92,000
	Column Wraps	0.26	0.91	16,700
	FRP	0.16	0.57	10,500
	Painting	1.14	3.98	73,200

10	Specialties	0.93	3.26	60,000
	Toilet Partitions & Accessories	0.19	0.65	12,000
	Flagpole	0.12	0.43	8,000
	Bullet Resistant Partitions	0.37	1.30	24,000
	Fire Extinguishers	0.09	0.33	6,000
	Signage	0.16	0.54	10,000
11	Equipment	0.22	0.76	14,000
	Residential Kitchen Appliances	0.22	0.76	14,000
12	Furnishings	5.30	18.53	341,000
	Window Treatment	0.33	1.14	21,000
	Casework	1.24	4.35	80,000
	Plastic Laminate Countertops	0.62	2.17	40,000
	Furniture Allowance	3.11	10.87	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.63	5.68	104,500
	Fire Suppression	1.63	5.68	104,500
22	Plumbing	4.29	15.00	276,000
	Plumbing	4.29	15.00	276,000
23	HVAC	11.36	39.67	730,000
	Heating, Ventilating, & Air Conditioning	11.36	39.67	730,000
26	Electrical	13.89	48.52	892,700
	Electrical	10.58	36.96	680,000
	Fire Alarm	0.98	3.41	62,700
	Emergency Generator	2.33	8.15	150,000
27	Communications	0.82	2.88	53,000
	Communications - Allowance	0.82	2.88	53,000
28	Electronic Safety and Security	0.82	2.88	53,000
	Electronic Safety & Security - Allowance	0.82	2.88	53,000
Total Building Costs		100.00	349.39	6,428,687
		0.00	0.00	0
02	Existing Conditions	3.51	0.49	40,000
	Selective Building Demolition	3.51	0.49	40,000
31	Earthwork	24.54	3.42	280,000
	Site Clearing & Grubbing	1.75	0.24	20,000
	Earth Excavation and Embankment	5.26	0.73	60,000
	Soil Erosion & Sedimentation Control	1.75	0.24	20,000
	Stormwater Management/Drainage	8.76	1.22	100,000
	Underground Storage Detention	7.01	0.98	80,000
32	Exterior Improvements	33.22	4.63	379,000
	Landscaping, Grass, etc. Allowance	2.63	0.37	30,000
	Asphalt Paving, Base, and Striping	9.11	1.27	104,000
	Concrete Curbs & Gutters	3.51	0.49	40,000
	Concrete Sidewalks/Pads	2.19	0.31	25,000
	Site Lighting/Security	8.76	1.22	100,000
	Fencing/Screening	3.51	0.49	40,000
	Misc. Site Improvements	3.51	0.49	40,000
33	Utilities	38.74	5.40	442,000
	Storm Sewer	3.51	0.49	40,000
	Sanitary Sewer	0.88	0.12	10,000
	Water	3.51	0.49	40,000
	Gas, Electric, Communications Connection	1.75	0.24	20,000
	Rework Storm Drainage/ Connection to Mission Creek	17.53	2.44	200,000
	Geoexchange Field & Risers	11.57	1.61	132,000

Total Non-Building Costs	100.00	13.95	1,141,000
Total Project Costs	--	--	7,569,687
Contingency (30%)			\$2,270,906
Total Project Cost + Contingency			\$9,840,593
Estimated Design Fees for Basic Services*			\$756,968

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

Statement of Probable Cost

Option 2 - New Construction on Existing Site

Union Township - New Construction - May 2024 - MI - Midland

Prepared By: Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax: Building Sq. Size: 17600 Bid Date: No. of floors: 1 No. of buildings: 1 Project Height: 1st Floor Height: 1st Floor Size: 17600	Prepared For: Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax: Site Sq. Size: 108000 Building use: Civic/Gov. Foundation: CMU & Concrete Exterior Walls: Structural Steel w/ Wood Frame Interior Walls: Wood Stud & GPDW Roof Type: Asphalt Shingles Floor Type: Concrete Project Type: New Construction/Existing Site
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Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.13	3.98	70,000
	Pre-Design Construction Estimating Services	0.73	2.56	45,000
	Procurement and Contracting Requirements	0.40	1.42	25,000
01	General Requirements	7.93	27.86	490,320
	Overhead & Profit	4.89	17.19	302,587
	General Conditions	3.04	10.67	187,733
03	Concrete	6.07	21.31	375,000
	Building Concrete	6.07	21.31	375,000
04	Masonry	7.96	27.95	492,000
	Masonry	7.28	25.57	450,000
	Stone Veneer Wainscot	0.68	2.39	42,000
05	Metals	8.01	28.13	495,000
	Structural Steel	8.01	28.13	495,000
06	Wood, Plastics, and Composites	8.90	31.25	550,000
	Rough Carpentry	5.66	19.89	350,000
	Finish Carpentry	0.81	2.84	50,000
	Trusses	2.43	8.52	150,000
07	Thermal and Moisture Protection	3.95	13.87	244,070
	Damproofing and Repellents	0.20	0.71	12,420
	Shingles	1.04	3.66	64,400
	Siding	0.54	1.89	33,200
	Firestopping and Sealants	0.16	0.57	10,000
	Ridge and Roof Vents	0.01	0.02	350
	Gutters and Downspouts	0.08	0.30	5,200
	Attic Insulation	1.00	3.50	61,600
	Exterior Cavity Insulation	0.49	1.73	30,400
	Continuous Insulation	0.32	1.12	19,700
	Weather Barriers	0.11	0.39	6,800
08	Openings	6.14	21.57	379,600
	Hollow Metal Doors and Frames	2.59	9.09	160,000
	Composite Windows	0.46	1.63	28,600
	Aluminum Storefront, Glass & Glazing	3.01	10.57	186,000
	Fixed Louvers	0.08	0.28	5,000
09	Finishes	10.38	36.45	641,600
	Gypsum Board	2.85	10.00	176,000
	Acoustical Tile Ceiling	2.28	8.00	140,800
	Resilient Wall Base	0.28	1.00	17,600
	Resilient Tile Flooring	1.99	7.00	123,200
	Wall Protection and Chair Rail	1.42	5.00	88,000
	Column Wraps	0.26	0.91	16,000
	FRP	0.16	0.57	10,000
	Painting	1.13	3.98	70,000

10	Specialties	0.97	3.41	60,000
	Toilet Partitions & Accessories	0.19	0.68	12,000
	Flagpole	0.13	0.45	8,000
	Bullet Resistant Partitions	0.39	1.36	24,000
	Fire Extinguishers	0.10	0.34	6,000
	Signage	0.16	0.57	10,000
11	Equipment	0.23	0.80	14,000
	Residential Kitchen Appliances	0.23	0.80	14,000
12	Furnishings	5.50	19.32	340,000
	Window Treatment	0.32	1.14	20,000
	Casework	1.29	4.55	80,000
	Plastic Laminate Countertops	0.65	2.27	40,000
	Furniture Allowance	3.24	11.36	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.62	5.68	100,000
	Fire Suppression	1.62	5.68	100,000
22	Plumbing	4.27	15.00	264,000
	Plumbing	4.27	15.00	264,000
23	HVAC	11.32	39.77	700,000
	Heating, Ventilating, & Air Conditioning	11.32	39.77	700,000
26	Electrical	13.91	48.86	860,000
	Electrical	10.52	36.93	650,000
	Fire Alarm	0.97	3.41	60,000
	Emergency Generator	2.43	8.52	150,000
27	Communications	0.86	3.01	53,000
	Communications - Allowance	0.86	3.01	53,000
28	Electronic Safety and Security	0.86	3.01	53,000
	Electronic Safety & Security - Allowance	0.86	3.01	53,000
Total Building Costs		100.00	351.23	6,181,590
		0.00	0.00	0
02	Existing Conditions	8.50	0.97	105,000
	Building Demolition	4.85	0.56	60,000
	Demo - Site, Utilities, & Ball Field	3.64	0.42	45,000
31	Earthwork	25.08	2.87	310,000
	Site Clearing & Grubbing	1.62	0.19	20,000
	Earth Excavation and Embankment	7.28	0.83	90,000
	Soil Erosion & Sedimentation Control	1.62	0.19	20,000
	Stormwater Management/Drainage	8.09	0.93	100,000
	Underground Storage Detention	6.47	0.74	80,000
32	Exterior Improvements	30.66	3.51	379,000
	Landscaping, Grass, etc. Allowance	2.43	0.28	30,000
	Asphalt Paving, Base, and Striping	8.41	0.96	104,000
	Concrete Curbs & Gutters	3.24	0.37	40,000
	Concrete Sidewalks/Pads	2.02	0.23	25,000
	Site Lighting/Security	8.09	0.93	100,000
	Fencing/Screening	3.24	0.37	40,000
	Misc. Site Improvements	3.24	0.37	40,000
33	Utilities	35.76	4.09	442,000
	Storm Sewer	3.24	0.37	40,000
	Sanitary Sewer	0.81	0.09	10,000
	Water	3.24	0.37	40,000
	Gas, Electric, Communications Connection	1.62	0.19	20,000
	Rework Storm Drainage/ Connection to Mission Creek	16.18	1.85	200,000

Geoexchange Field & Risers	10.68	1.22	132,000
Total Non-Building Costs	100.00	11.44	1,236,000
Total Project Costs	--	--	7,417,590
Contingency (30%)			\$2,225,277
Total Project Cost + Contingency			\$9,642,867
Estimated Design Fees for Basic Services*			\$741,759

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

Statement of Probable Cost

Option 3 - New Construction on New Site

Union Township - New Construction o - May 2024 - MI - Midland

Prepared By:	Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax:	Prepared For:	Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax:
Building Sq. Size:	17600	Site Sq. Size:	108000
Bid Date:		Building use:	Civic/Gov.
No. of floors:	1	Foundation:	CMU & Concrete
No. of buildings:	1	Exterior Walls:	Structural Steel w/ Wood Frame
Project Height:		Interior Walls:	Wood Stud & GPDW
1st Floor Height:		Roof Type:	Asphalt Shingles
1st Floor Size:	17600	Floor Type:	Concrete
		Project Type:	New Construction/New Site

Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.13	3.98	70,000
	Pre-Design Construction Estimating Services	0.73	2.56	45,000
	Procurement and Contracting Requirements	0.40	1.42	25,000
01	General Requirements	7.93	27.86	490,320
	Overhead & Profit	4.89	17.19	302,587
	General Conditions	3.04	10.67	187,733
03	Concrete	6.07	21.31	375,000
	Building Concrete	6.07	21.31	375,000
04	Masonry	7.96	27.95	492,000
	Masonry	7.28	25.57	450,000
	Stone Veneer Wainscot	0.68	2.39	42,000
05	Metals	8.01	28.13	495,000
	Structural Steel	8.01	28.13	495,000
06	Wood, Plastics, and Composites	8.90	31.25	550,000
	Rough Carpentry	5.66	19.89	350,000
	Finish Carpentry	0.81	2.84	50,000
	Trusses	2.43	8.52	150,000
07	Thermal and Moisture Protection	3.95	13.87	244,070
	Damproofing and Repellents	0.20	0.71	12,420
	Shingles	1.04	3.66	64,400
	Siding	0.54	1.89	33,200
	Firestopping and Sealants	0.16	0.57	10,000
	Ridge and Roof Vents	0.01	0.02	350
	Gutters and Downspouts	0.08	0.30	5,200
	Attic Insulation	1.00	3.50	61,600
	Exterior Cavity Insulation	0.49	1.73	30,400
	Continuous Insulation	0.32	1.12	19,700
	Weather Barriers	0.11	0.39	6,800
08	Openings	6.14	21.57	379,600
	Hollow Metal Doors and Frames	2.59	9.09	160,000
	Composite Windows	0.46	1.63	28,600
	Aluminum Storefront, Glass & Glazing	3.01	10.57	186,000
	Fixed Louvers	0.08	0.28	5,000
09	Finishes	10.38	36.45	641,600
	Gypsum Board	2.85	10.00	176,000
	Acoustical Tile Ceiling	2.28	8.00	140,800
	Resilient Wall Base	0.28	1.00	17,600
	Resilient Tile Flooring	1.99	7.00	123,200
	Wall Protection and Chair Rail	1.42	5.00	88,000
	Column Wraps	0.26	0.91	16,000
	FRP	0.16	0.57	10,000
	Painting	1.13	3.98	70,000

10	Specialties	0.97	3.41	60,000
	Toilet Partitions & Accessories	0.19	0.68	12,000
	Flagpole	0.13	0.45	8,000
	Bullet Resistant Partitions	0.39	1.36	24,000
	Fire Extinguishers	0.10	0.34	6,000
	Signage	0.16	0.57	10,000
11	Equipment	0.23	0.80	14,000
	Residential Kitchen Appliances	0.23	0.80	14,000
12	Furnishings	5.50	19.32	340,000
	Window Treatment	0.32	1.14	20,000
	Casework	1.29	4.55	80,000
	Plastic Laminate Countertops	0.65	2.27	40,000
	Furniture Allowance	3.24	11.36	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.62	5.68	100,000
	Fire Suppression	1.62	5.68	100,000
22	Plumbing	4.27	15.00	264,000
	Plumbing	4.27	15.00	264,000
23	HVAC	11.32	39.77	700,000
	Heating, Ventilating, & Air Conditioning	11.32	39.77	700,000
26	Electrical	13.91	48.86	860,000
	Electrical	10.52	36.93	650,000
	Fire Alarm	0.97	3.41	60,000
	Emergency Generator	2.43	8.52	150,000
27	Communications	0.86	3.01	53,000
	Communications - Allowance	0.86	3.01	53,000
28	Electronic Safety and Security	0.86	3.01	53,000
	Electronic Safety & Security - Allowance	0.86	3.01	53,000
Total Building Costs		100.00	351.23	6,181,590
		0.00	0.00	0
02	Existing Conditions	5.40	0.56	60,000
	Building Demolition	5.40	0.56	60,000
31	Earthwork	20.70	2.13	230,000
	Site Clearing & Grubbing	4.50	0.46	50,000
	Earth Excavation and Embankment	6.30	0.65	70,000
	Soil Erosion & Sedimentation Control	1.44	0.15	16,000
	Stormwater Management/Drainage	3.96	0.41	44,000
	Underground Storage Detention	4.50	0.46	50,000
32	Exterior Improvements	34.11	3.51	379,000
	Landscaping, Grass, etc. Allowance	2.70	0.28	30,000
	Asphalt Paving, Base, and Striping	9.36	0.96	104,000
	Concrete Curbs & Gutters	3.60	0.37	40,000
	Concrete Sidewalks/Pads	2.25	0.23	25,000
	Site Lighting/Security	9.00	0.93	100,000
	Fencing/Screening	3.60	0.37	40,000
	Misc. Site Improvements	3.60	0.37	40,000
33	Utilities	39.78	4.09	442,000
	Storm Sewer	3.60	0.37	40,000
	Sanitary Sewer	0.90	0.09	10,000
	Water	3.60	0.37	40,000
	Gas, Electric, Communications Connection	1.80	0.19	20,000
	Storm Drainage	18.00	1.85	200,000
	Geoexchange Field & Risers	11.88	1.22	132,000

Total Non-Building Costs	100.00	10.29	1,111,000
Total Project Costs	--	--	7,292,590
Contingency (30%)			\$2,187,777
Total Project Cost + Contingency			\$9,480,367
Estimated Design Fees for Basic Services*			\$729,259

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

PRELIMINARY ARCHITECTURAL FEASIBILITY STUDY

Union Township Hall

February 26, 2025



Charter Township
 of
Union

Professional Design Team

Goudreau & Associates
Inc. - Architectural

Clark Trombley Randers
– Mechanical, Electrical,
Plumbing Engineers

Union Township Planning Team

Mark Stuhldreher, Township Manager

Kim Smith, Public Services Director

Rodney Nanney, Community and Economic
Development Director

Sherrie Teall, Finance Director

Lisa Cody, Township Clerk

Amy Peak, Building Department Clerk

Goal & Process

Goal

Completion of a Preliminary Feasibility Report to evaluate the most effective option for providing a Township Hall Facility to meet the long-term administrative office, election polling, and meeting space needs of the citizens, boards, and staff of Union Township.

Process

In July of 2022, the Board of Trustees approved a contract in the amount of \$24,400.00 with Goudreau & Associates to complete a Preliminary Architectural Feasibility Report.

- Assessment of the existing building was completed by the Professional Design Team.
 - Facility walk-through
 - Gathered historic information on building improvements and repairs
 - Identified deficiencies of building layout and function
 - Needs survey and questionnaires completed by team members and other township staff
 - Identified use, space, collaboration, and function needs of new facility
- After discussions with Goudreau & Associates, it was determined to evaluate options based on the Rural Development Feasibility Guide (USDA-RD Guide). The USDA-RD Guide was chosen due the level of evaluation and detail of defensible data that could be used for making decisions.
- Planning meetings held between the Professional Design Team and Union Township Team in late 2022, 2023, and into 2024 to discuss space use and building layout.
- Survey results, historic information, building walk-through, interviews, and design meetings notes were used to develop building layouts and the report.
- The building layout for each option was modified numerous times until the Professional Team and Township Planning Team were satisfied with the results.

Three Options

Option 1 – Renovation and Additions to the Existing Building on the Existing Site

Option 2 – New Construction on the Existing Site

Option 3 – New Construction on a New Site

Option 1

Renovations and Additions to the Existing Building on the Existing Site

- Existing Township Hall approximately 6,000 square feet will remain
 - Built 1960s, addition 1996
- Proposed new addition 12,400 square feet added
- 18,400 Total combined square feet



Option 2

New Construction on the Existing Site

- 17,600 Total square feet
- New Construction



Option 3

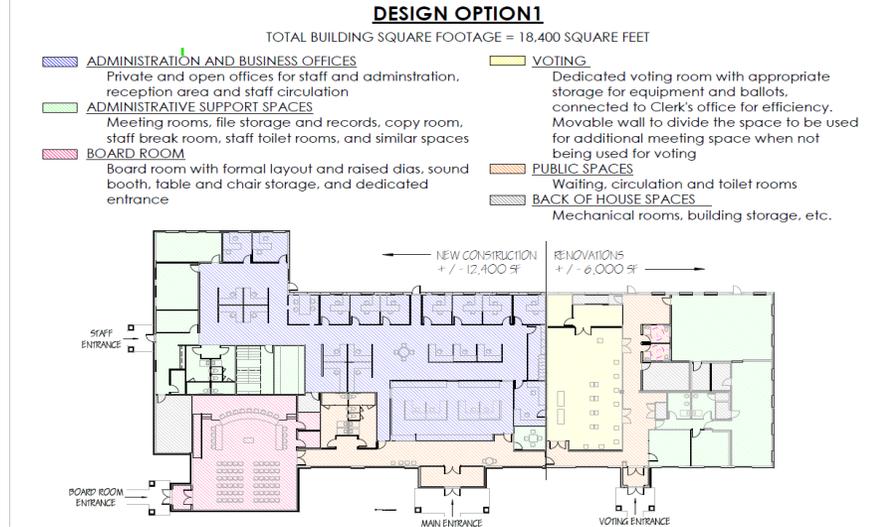
New Construction on a New Site

- 17,600 Total square feet – same layout as option 2
- New Construction
- Deerfield Road and Mission Road site owned by Union Township.



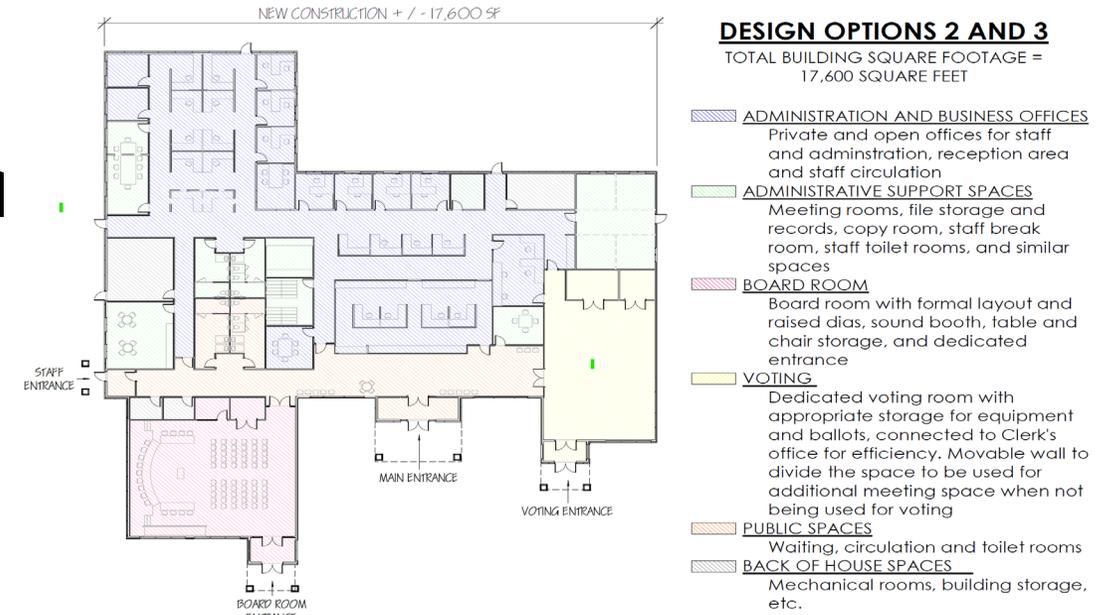
Option 1 - Existing Building & Site Assessment

- Single Story - Structurally building is in good condition
- Functionally the building is too small for staff, voting, board meetings, and storage
- Fragmented Layout & Safety Issues
- Multiple inefficient HVAC Systems
 - Building does not heat/cool adequately
 - Building is poorly insulated
- Lacking ADA Compliance
- Site drainage issues & parking lot configuration size issues - elimination of existing ball field may be required to accommodate storm water management
- Water/flooding issues in basement
- Parking lot ingress & egress issue
- Site requires significant fill to raise grade and prepare for addition
- Possible relocation of operations during construction
- Utilities available onsite will need to be extended to new addition



Option 2 - New Construction on the Existing Site

- Single Story - New Construction
- Sufficient Space and Workflow
- New and efficient mechanical systems and insulation
- Demolition of existing ball field to accommodate new construction
- Existing Township Hall demolished after construction of new building
- Utilities onsite will need extended to new location
- Significant fill and grading required
- Operations maintained in existing building during construction

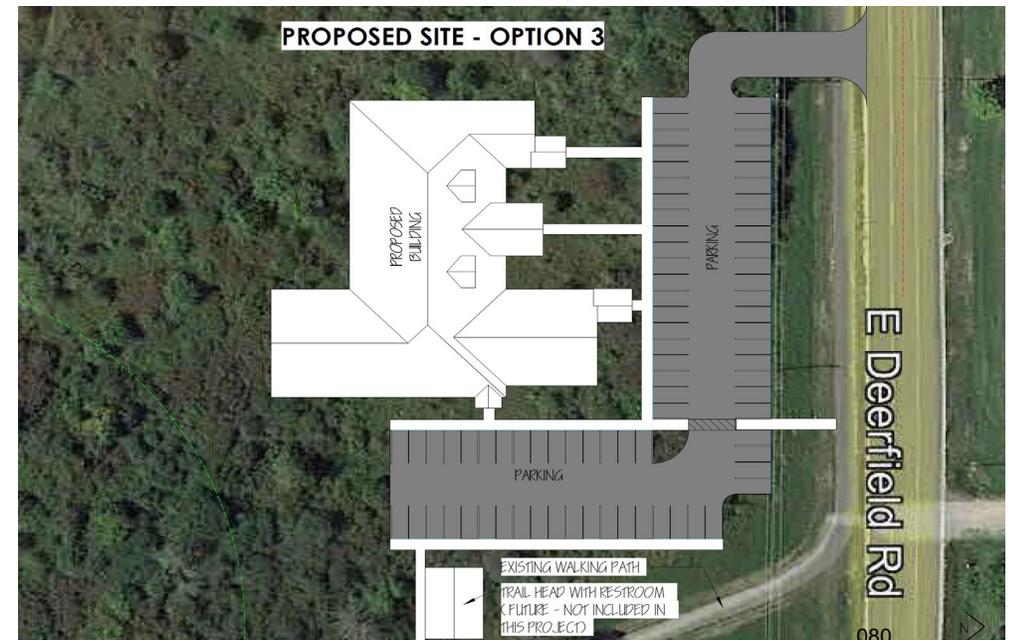
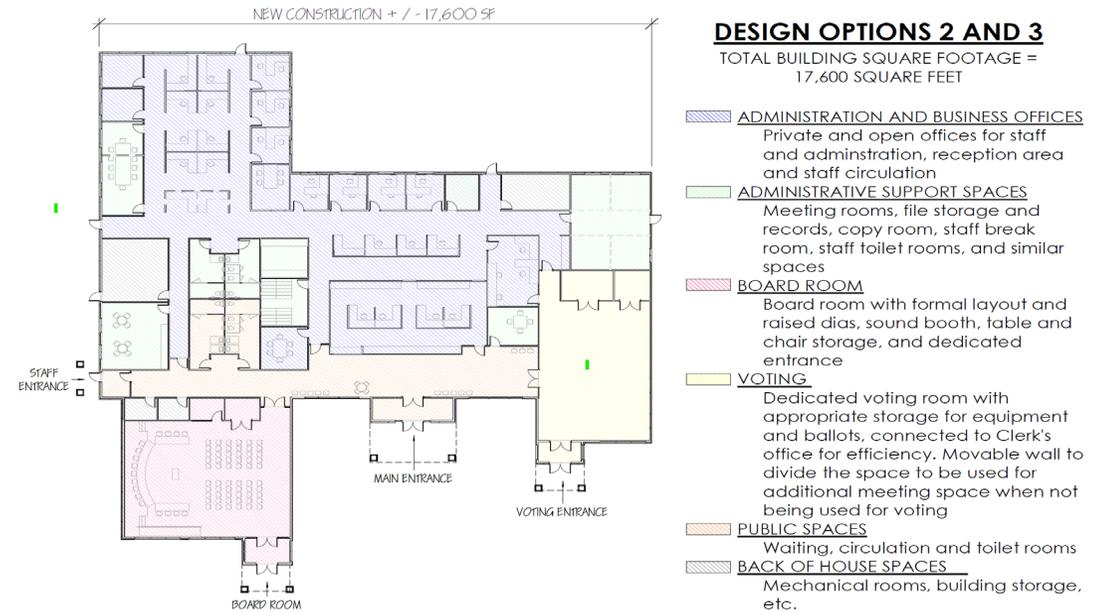


PROPOSED SITE - OPTION 2



Option 3 - New Construction on a New Site

- Single Story - New Construction
- Clearing, grubbing, excavation, and grading required of site to prepare for construction
- Provides sufficient parking for staff and visitors
- Utilities available adjacent to site will require running utilities to new building site
- Operations at existing township hall can remain until new building is completed
- Demolition of existing township hall once construction completed
- Sufficient space and workflow
- New and efficient mechanical systems and insulation
- Future trailhead possible at this location – planning and cost to construct trailhead not included in report.



Preliminary Project Cost Estimates

Option 1

• Total Project Cost	\$ 7,569,687
• Project Contingency (30%)	\$ 2,270,906
• *Estimated Basic Design Fees (post feasibility stage)	\$ <u>756,968</u>
Total Option 1	\$10,597,561

Option 2

• Total Project Cost	\$ 7,417,590
• Project Contingency (30%)	\$ 2,225,277
• *Estimated Basic Design Fees (post feasibility stage)	\$ <u>741,759</u>
Total Option 2	\$10,384,626

Option 3

• Total Project Cost	\$ 7,292,590
• Project Contingency (30%)	\$ 2,187,777
• *Estimated Basic Design Fees (post feasibility stage)	\$ <u>729,259</u>
Total Option 3	\$10,209,626

30% Contingency Used for unforeseen items

Each additional year 3-5% escalation factor can be applied for future estimates.

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

Planning Team Recommendation

Option #2 – Constructing a new building on the existing site.

- **New building provides more functional, energy efficient, and collaborative spaces for citizens, boards, and staff use.**
- **Existing building imposes layout, construction, and functionality constraints.**
- **Township has well established presence on Lincoln and Pickard corner, is in front of McDonald Park, and Township's largest water tower is located adjacent to facility.**
- **New site and existing site both have challenges to overcome.**
- **Operations can be maintained during construction.**
- **Relatively close cost estimates for all three options.**

Next Steps

- **Selection of preferred option by Board of Trustees.**
- **Direction by Board of Trustees to Administration to move forward with development of Final Feasibility Architectural Study.**
 - **Administration solicit Proposal for Final Feasibility Architectural Study from Professional Design Team.**
 - More detailed evaluation and planning report of preferred option. Including in-depth site assessment, drainage needs assessment, building layout, site plan, utility cost, financing options, and refinement of preliminary cost estimates.
 - Best guess for completion of Final Feasibility Architectural Study \$75,000 - \$100,000.

COSTS

Funding Sources	Amount
Charter Township of Union General Fund	\$178,065.35
Saginaw Chippewa Indian Tribe 2% funding	\$178,065.35
Isabella County Road Commission (ICRC)	\$178,065.35
Deerfield Township	\$178,065.35
Total Project Cost	\$712,261.40

This project was included in the FY2025 budget line item 101-441-959.500 contribution to the Road Commission.

PROJECT TIME TABLE

The road improvements will occur during the 2025 construction season.

RESOLUTION

It is Resolved to approve the Participation Contract for Meridian Road from Remus Road to Baseline Road with the Isabella County Road Commission (ICRC) for the HMA overlay, light wedging, and gravel shoulders in the amount of \$178,065.35 and authorize the Township Manager to sign said contract.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

TOWNSHIP PARTICIPATION CONTRACT

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

Project No. 459-014-513405 Meridian Road – Remus to Baseline
HMA Overlay – Light Wedging, Gravel Shoulders)

Estimated Cost	\$712,261.40
Less: SCIT 2% Received (Billable to Deerfield Twp.)	<u>-178,065.35</u>
Total (3 way split Deerfield/ICRC/Union)	\$534,196.05
ICRC Share	\$178,065.35
Deerfield Twp. Share	\$178,065.35
Union Township Share	\$178,065.35

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

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
 Manager

By: _____
 Manager

By: _____
 Clerk

By: _____
 Board Secretary

Board Approval on: _____

Board Approval on: _____

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: February 21, 2025

Policy Review: 2.2 Treatment of Staff
Type of Review: Internal
Review Interval: Annual
Review Month: February

Policy Wording

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

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

- 2.2.1 Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- 2.2.2 Discriminate against any staff member for non-disruptive expression of dissent.
- 2.2.3 Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
- 2.2.4 Operate without an appropriate level of cross-training so that employees can provide basic information and services to consumers.
- 2.2.5 Fail to acquaint staff with the Township Manager's interpretation of their protections under this policy.

Manager Interpretation

Manager interprets this policy to indicate that Township management shall operate with clear, written personnel policies, available to staff, and which provides for effective handling of

grievances, protects staff against wrongful working conditions, protects against nepotism and grossly preferential treatment for personal reasons, and allows for diverse opinions on issues. Further, an appropriate level of cross training will exist so all employees can provide basic information and services to consumers. Conscious violation of Collective Bargaining Agreements by the employer will not occur.

Justification of Reasonability of Interpretation

Use of written personnel and administrative policies, adherence to the collective bargaining agreements and staff training provide for consistent and fair treatment of staff, volunteers, and citizens when dealing with various and disparate situations.

Data

- Collective bargaining agreements are adhered to and when there are questions of interpretation, the grievance process is followed. One grievance was filed late in 2018 that was resolved during 2019 in part via the grievance process and in part as part of the collective bargaining process. No grievances were filed in 2019, 2020, 2021, 2022, 2023, or 2024.
- Training opportunities were provided to all staff which included BSA software training throughout the year and position relevant training for staff
 - Cross-training in the Public Service Department exist to ensure that water and sewer operations can continue in the absence of personnel and to provide coverage during events when additional staff is needed
 - Training opportunities were provided throughout the year to members of our volunteer boards such as Planning Commission, Board of Review and Zoning Board of Appeals
 - Public Service Department employees are encouraged to pursue and maintain State of Michigan Water and Wastewater Licenses above the level and outside their normal job parameters to ensure that the Township can maintain the level of license needed to meet State of Michigan licensing requirements in the absence of key personnel. Premium pay is part of the Collective Bargaining Unit for these licenses to provide employees with an incentive for obtaining and maintaining these licenses
 - Employees from one area of the Public Services Department work in other areas of the department to allow employees to see how what they do impacts operations, recognize and appreciate the duties of their co-workers, improve teamwork, and to make the team more agile so that coverage during the absence of personnel and during emergency situations can be achieved.
 - Additional cross training among Township Hall office staff occurred to ensure customer service goals are met regarding cash receipting, building permitting processing and responding to basic tax, assessing and utility billing related questions. Toward this end, front office staff maintain certification as a Michigan Certified Assessing Technician. This provides basic education in assessing administration which helps front office staff assist taxpayers.

- Bi-weekly staff meetings are held between Department Directors and the Township Manager where expectations are clearly communicated.
- One-on-one meetings are held between Department Directors and the Township Manager on a weekly or bi-weekly basis as appropriate, which creates a venue for frank discussion and the opportunity to voice opinion on issues.
 - The Community and Economic Development Director holds a short coordination meeting with department staff each week and meets individually with staff members on a regular basis.
- Areas where compliance is not fully being met:
 - It is noted that the Personal and Administrative Policy document needs updating. A goal for 2025 is to create a replacement policy

Compliance

Based on the interpretation and data, the Township Manager and management team complies with most but not all of policy 2.2.

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: 2.2 Treatment of Staff

- 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 our 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?

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

Signature and date of Board member _____

monitored; the Township Management role, authority, and accountability.

3.2.3 Assurance of successful Township Management performance.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.2.

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 February 26, 2025.

Review all sections of the policy listed and evaluate your 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 policy more completely?