



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**May 8, 2024**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
  - a. Fox Meadows Estates and Fox Meadows Estates II Subdivision Special Assessment District
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – April 24, 2024 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
11. NEW BUSINESS
  - A. Discussion/Action: (Smith) Fox Meadows Estates and Fox Meadows Estates II Subdivision Special Assessment District Resolution #3 Approval
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

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

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

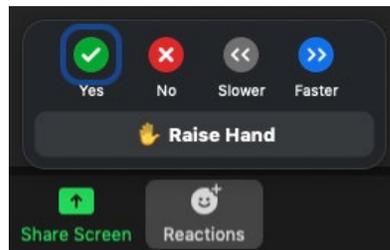
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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

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

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

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



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

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

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

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Jessica	Lapp	2/15/2026
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Thomas	Olver	2/15/2027
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	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	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1-City of Mt. Pleasant	John	Zang	12/31/2023
2-City of Mt. Pleasant	Judith	Wagley	12/31/2025
1-Union Township	Stan	Shingles	12/31/2026
2-Union Township	Allison	Chiodini	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

**2024 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 April 24, 2024, at 7:00 p.m. at the Union Township Hall.

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

**Bills moved Smith supported to appoint Treasurer Rice as temporary clerk. Vote: Ayes: 6 Nays: 0. Motion carried.**

**Roll Call**

Present:

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

Excused:

Clerk Cody (arrived at 7:07 p.m.)

**Approval of Agenda**

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

**Presentation**

**Public Comment**

Open: 7:02 p.m.

Yae Sock ROH, 3951 Hiawatha Meadows Dr., asked the board to approve to waive his high water usage charge due to a broken pipe.

Closed: 7:06 p.m.

**Reports/Board Comments**

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

**B. April Activity Report**

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

**\* 7:07 p.m. Clerk Cody arrived**

**D. Board Member Reports**

Thering – gave an update on the Planning Commission meeting

Brown – gave an update on the Mt. Pleasant City Commissioners meeting.

Smith – gave an update on the Isabella County Board of Commissioners meeting.

Mielke – Commented on the Annual Joint meeting

**Consent Agenda**

A. Communications

B. Minutes – April 10, 2024 – Regular Meeting and April 17, 2024 Annual Joint Meeting

C. Accounts Payable

D. Payroll

E. Meeting Pay

F. Fire Reports

G. Corrected Fox Meadows Subdivision I and II Special Assessment District Parcel List Certification of Validity

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

**New Business**

**A. Discussion/Action: (Smith) Fox Meadows Paving Special Assessment Resolution #2**

**Brown** moved **Smith** supported to adopt the Fox Meadows Estates and Fox Meadows Estates No. 2 Subdivisions Paving Special Assessment District Resolution #2 and set the date for the first of two public hearings to be held on May 8, 2024 at 7:00 p.m. for the establishment of a Paving Special Assessment District. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Smith) Request to Waive High Water Usage Charge – 908 Mulberry Lane**

**Smith** moved **Bills** supported to deny the request to waive a portion of the quarterly water bill for 908 Mulberry Lane account number 03164 in the amount of \$499.44. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**C. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition& Activities**

Discussion by the board.

**D. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection**

Discussion by the board.

**E. Discussion/Action: (Board of Trustees) Policy Governance 3.4 Agenda Planning**

Discussion by the board.

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

Open: 8:17 p.m.

No comments were offered.

Closed: 8:17 p.m.

**MANAGER COMMENTS**

- Announced that it was Jill Peters one year anniversary with the Township
- Nolan Ockert was promoted from Skilled Laborer to Assistant Water Operator
- The Manager held an all employee meeting on Monday April 22<sup>nd</sup>
- Gave additional information to Trustee Brown’s comment regarding the PACER AI project

**FINAL BOARD MEMBER COMMENTS**

Brown – Lifted up Jill Peters on her one year anniversary and Nolan Ockert on his promotion.

Bills – Happy that Jill is with the Township and was impressed with the seminar on how to appeal your assessment.

Rice – Announced she will not be running for Treasurer next term.

Thering – Inquired if Norm Worle was an appointed spoke person for the Township with the Tribe

Mielke – uplifted the township staff. Informed the board that he might not be at the last meeting in May due to just getting home from Las Vegas. Thanked Treasurer Rice for serving on the board and thanked all of the candidates that are running. Commented on the Tax Allocation Advisory Board for Isabella County.

**ADJOURNMENT**

**Rice** moved **Brown** supported to adjourn the meeting at 8:36 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/01/2024	101	689 (E)	01233	UNITED STATES OF AMERICA	RURAL DEV I BOND PMT (92-04)	34,641.24
04/30/2024	101	690 (E)	00146	CONSUMERS ENERGY	2279 S MERIDIAN RD PUMP HOUSE	162.01
					4511 E RIVER RD	13,983.62
					800 CRAIG HILL RD	55.80
					4520 E RIVER ROAD	288.69
					5076 S MISSION RD	1,418.56
					900 MULBERRY LN	71.10
					5240 E BROOMFIELD RD	1,223.05
					2270 NORTHWAY DR	35.83
					5537 E BROADWAY RD	73.85
					5537 E BROADWAY	243.16
					1933 S ISABELLA RD	802.98
					1660 BELMONT DR	200.51
					92188 E PICKARD RD	104.52
					1876 E PICKARD RD	206.80
					2495 E DEERFIELD RD	323.96
					2424 W MAY ST	654.98
					1633 S LINCOLN RD	286.38
					2279 S MERIDIAN RD	1,408.68
					5319 E AIRPORT RD	85.51
					4795 S MISSION ST	2,746.90
					4797 S MISSION ST BARN	627.10
					1046 S MISSION ST	143.93
					5228 S ISABELLA RD	7,253.85
					4822 ENCORE BLVD	119.55
					3998 E DEERFIELD RD	126.97
					5369 S CRAWFORD RD	90.11
					3248 S CONCOURSE DR	286.38
					4244 E BLUE GRASS RD	194.83
					1605 SCULLY RD	74.32
					5144 BUDD ST	38.43
					5142 BUDD ST	203.17
					1776 E PICKARD RD	56.99
					2180 S LINCOLN	31.66
					2010 S LINCOLN RD	977.76
					2055 ENTERPRISE DR MAIN	1,443.16
						<u>36,045.10</u>
04/30/2024	101	691 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
04/30/2024	101	692 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
05/02/2024	101	693 (E)	01105	MASTERCARD	MASTERCARD PETERS	309.00
					MASTERCARD NANNEY	1,614.77
					MASTERCARD K SMITH	500.40
					MASTERCARD COFFELL	267.76
					MASTERCARD WALDRON	250.00
					MASTERCARD SOMMER	59.50
					MASTERCARD THEISEN	39.27
					MASTERCARD OCKERT	442.16
					MASTERCARD GALLINAT	10.92
					MASTERCARD MCBRIDE	3,473.81
					MASTERCARD ROCKAFELLOW	24.68
					MASTERCARD STUHLREHER	008158.65

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD CRAWFORD	230.02
					MASTERCARD DEARING	61.31
					MASTERCARD FUSSMAN	79.92
					MASTERCARD HOHLBIEN	49.50
					MASTERCARD TEALL	100.37
					FINANCE CHARGE REIMBURSEMENT	(68.39)
					FINANCE CHARGE REIMBURSEMENT	(93.68)
						<u>7,509.97</u>
05/02/2024	101	694 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
05/08/2024	101	25428	01476	A LOT A CLEAN	SPRING TWP HALL WINDOW CLEANING	113.00
05/08/2024	101	25429	00020	JAMES ALWOOD	WELL SITE LEASE-APR 2024	327.08
05/08/2024	101	25430	01703	AMAZON CAPITAL SERVICES	WIRELESS POWER ADAPTER FOR MODEM	40.45
					SIM CARD ADAPTOR KIT&MOUNTING BRACKET	52.77
						<u>93.22</u>
05/08/2024	101	25431	00072	BLOCK ELECTRIC	TURN BREAKER ON FOR SULLIVAN FIELD	150.00
05/08/2024	101	25432	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-MAR 2024	736.00
					MTT-JAMESTOWN APTS LLC-MAR 2024	2,739.50
					MTT-SZ MT PLEASANT APTS-MAR 2024	721.50
						<u>4,197.00</u>
05/08/2024	101	25433	00095	C & C ENTERPRISES, INC.	UNIFORMS-THEISEN	92.50
					SAFTEY GLASS LENS, GLOVES, PURELL, SOAP,	1,466.30
					DISINFECTANT SPRAY	146.40
					NITRILE GLOVES	157.50
						<u>1,862.70</u>
05/08/2024	101	25434	00103	CENTRAL EAVESTROUGHING	SEAMLESS GUTTER FOR 5142 BUD ST	1,690.00
					SEAMLESS GUTTER FOR 1776 E PICKARD	1,650.00
						<u>3,340.00</u>
05/08/2024	101	25435	00129	CMS INTERNET, LLC	BATTERY REPLACEMENT	224.00
					NEW SURFACE PRO TABLET & COVER-MGR	1,698.99
					MICROSOFT 365 APPS FOR ENTERPRISE	73.44
						<u>1,996.43</u>
05/08/2024	101	25436	01626	DANNY COFFELL	MILEAGE TO/FROM JAMESON HALL/HOME	15.28
05/08/2024	101	25437	00188	DOUG'S SMALL ENGINE	PRO TRIMMER LINE	110.98
05/08/2024	101	25438	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,043.00
05/08/2024	101	25439	00209	ETNA SUPPLY COMPANY	SENSUS HANDHELD RADIO W/STAND	13,200.00
05/08/2024	101	25440	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE CHEMICALS	12,778.68
05/08/2024	101	25441	00257	GOURDIE-FRASER, INC.	SITE PLAN REVIEW-2160 E REMUS RD	975.00
05/08/2024	101	25442	00261	GRAINGER	PARTS FOR TERTIARY FILTER	918.20
05/08/2024	101	25443	01746	TERA GREEN	MILEAGE TO/FROM BANK	45.83
05/08/2024	101	25444	01950	JAKE & SHERRI HUTCHINS	REFUND SEC DEPOSIT-JAMESON HALL	250.00
05/08/2024	101	25445	01927	JOHNNY'S LAWN CARE, LLC	SIDEWALK SNOWPLOWING-TWP HALL-MAR 2024	58.10
05/08/2024	101	25446	00360	KIMBALL MIDWEST	CABLE TIES & CLEANER	176.91
05/08/2024	101	25447	01951	JULIE LEIFERMAN	REFUND SEC DEPOSIT-JAMESON HALL	250.00
05/08/2024	101	25448	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	PARTS FOR MISSION WELL SITE	4,275.00
					MEGA FLANGES FOR RIVER RD	<u>009,508.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					REPAIR PVC CURB STOP BOX AT PETRO PLAZA	53.00
					CHECK VALVE FOR PUMP STN #3	1,125.00
						<u>5,961.00</u>
05/08/2024	101	25449	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-3RD Q 2024	459.54
05/08/2024	101	25450	00463	MT. PLEASANT HEATING & AIR COND	REPLACE CONTACTOR AND TRANSFORMER	183.00
05/08/2024	101	25451	01438	PATTERSON PLUMBING SERVICE INC.	PLUMBING AT JAMESON&MCDONALD PARK	475.00
05/08/2024	101	25452	01897	ROBERT HALF	TEMP WORKER-ACCT SPECIALIST ROLE	1,595.62
05/08/2024	101	25453	01654	TRACE ANALYTICAL LABORATORIES, INC	MONTHLY SELENIUM SAMPLE TESTING	29.00
					LLHG ANALYSIS TESTING	291.00
						<u>320.00</u>
05/08/2024	101	25454	01314	VERIZON WIRELESS	CELL PHONES 3-16-24 TO 4-15-24	688.90
05/08/2024	101	25455	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE FOR SHOP-MAY 2024	49.71
					DUMPSTER SERVICE WATER PLANT-MAY 2024	50.21
					DUMPSTER SERVICE TWP HALL-MAY 2024	69.26
					DUMPSTER SERVICE MCDONALD PARK-MAY 2024	150.61
					DUMPSTER SERVICE WWTP-MAY 2024	266.15
					DUMPSTER SERVICE JAMESON HALL-MAY 2024	122.94
						<u>708.88</u>

101 TOTALS:

Total of 34 Checks:

133,489.66

Less 3 Void Checks:

0.00

Total of 31 Disbursements:

133,489.66

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: APRIL 25, 2024**  
**Pay Period End Date: APRIL 20, 2024**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	41,594.88
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		35,159.46
Water Fund		30,314.92
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>107,069.26</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$	71,723.75
Employer Share Medicare		993.28
Employer Share SS		4,247.00
SUI		7.22
Pension-Employer Portion		6,174.15
Workers' Comp		399.57
Life/LTD		
Dental		1,220.59
Health Care		23,385.60
Vision		
Vision Contribution		
Health Care Contribution		(2,581.60)
Flex Administrators		40.00
Cobra/Flex Administration		1,459.70
PCORI Fee		
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>107,069.26</b>



# Union Township Report

Date: Tuesday, April 30, 2024



Alarm Date between 2024-04-14 and 2024-04-20

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000245</b>						
		4/14/2024 2:55:52 PM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000247</b>						
		4/14/2024 10:10:00 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000250</b>						
		4/15/2024 5:54:12 PM	140	Natural vegetation fire, other	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000252</b>						
		4/16/2024 2:17:29 PM	561	Unauthorized burning	ENG 32	1	1
						<b>Total Responding 1</b>	
<b>Union Township</b>	<b>0000255</b>						
		4/16/2024 11:19:14 PM	500	Service Call, other	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000259</b>						
		4/17/2024 12:55:13 PM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000260</b>						
		4/18/2024 8:36:56 PM	444	Power line down	ENG 33	2	1

							<b>Total Responding 2</b>
<b>Union Township</b>	<b>0000262</b>						
		4/18/2024 3:28:40 PM	324	Motor vehicle accident with no injuries.	ENG 33	10	3
						<b>Total Responding 10</b>	
	<b>Total Runs</b> 8					<b>Total Responding 24</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



# Union Township Report

Date: Tuesday, April 30, 2024



Alarm Date between 2024-04-21 and 2024-04-27

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000271</b>						
		4/21/2024 2:34:00 AM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000273</b>						
		4/21/2024 1:28:58 PM	400	Hazardous condition, other	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000278</b>						
		4/22/2024 6:30:36 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000279</b>						
		4/23/2024 1:03:25 AM	531	Smoke or odor removal	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000283</b>						
		4/23/2024 6:29:27 PM	111	Building fire	POV	8	4
		4/23/2024 6:29:27 PM	111	Building fire	Brush 31	1	4
		4/23/2024 6:29:27 PM	111	Building fire	Rescue 31	1	4
		4/23/2024 6:29:27 PM	111	Building fire	CHIEF	1	4
		4/23/2024 6:29:27 PM	111	Building fire	C 31	1	4
		4/23/2024 6:29:27 PM	111	Building fire	ENG 32	1	4
		4/23/2024 6:29:27 PM	111	Building fire	ENG 33	2	4
						<b>Total Responding 15</b>	

<b>Union Township</b>	<b>0000284</b>						
		4/24/2024 7:53:33 AM	311	Medical assist, assist EMS crew	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000285</b>						
		4/24/2024 8:12:31 AM	444	Power line down	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000291</b>						
		4/25/2024 8:39:03 PM	735	Alarm system sounded due to malfunction	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000292</b>						
		4/25/2024 10:05:22 PM	322	Motor vehicle accident with injuries	ENG 33	2	3
		4/25/2024 10:05:22 PM	322	Motor vehicle accident with injuries	POV	9	3

						<b>Total Responding 11</b>	
<b>Union Township</b>	<b>0000293</b>						
		4/26/2024 3:46:05 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000295</b>						
		4/26/2024 10:29:53 PM	320	Emergency medical service incident, other	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 11</b>					<b>Total Responding 45</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

## REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Rodney Nanney, Acting Township Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Kim Smith, Public Service Director	<b>DATE FOR BOARD CONSIDERATION:</b> May 8, 2024
<b>ACTION REQUESTED:</b> Adoption of Fox Meadows Estates and Fox Meadows Estates II Subdivisions Special Assessment District Resolution #3 for the establishment of a Paving Special Assessment District.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval  ST

### BACKGROUND INFORMATION

Michigan state statute authorizes townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, and levy and collect special assessment funds to pay off the debt.

The residents of Fox Meadows Estates and Fox Meadows Estates II Subdivisions have met the first and second requirements of the special assessment process by submitting an informal and formal petition. The informal and formal petitions were reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their March 27, 2024 regular meeting.

After approval of Resolution #1 the next step in the special assessment process was that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 was presented and approved by the Township Board of Trustees on April 24, 2024.

The purposes of Resolution #2 were as follows:

- Tentatively approving the Board of Trustees intention to make the improvement
- Tentatively designating the special assessment district
- Setting a date and time of May 8, 2024, at 7:00 p.m. for the first of two public hearings to hear input from residents on the establishment of the special assessment district
- Direct that the completed cost estimate be given to the Township Clerk and made available for public inspection prior to the first public hearing

Following the May 8, 2024 public hearing, the next step in the special assessment process is that Resolution #3 be considered for adoption by the Township Board of Trustees.

The purposes of Resolution #3 are as follows:

- Describing the improvement and determining to complete the improvements
- Approving the plans and cost estimates as presented
- Designating the boundaries of the district
- Confirming the petition for sufficiency
- Specifying the amount of the improvement costs to be paid by the Township, if any
- Designating the term of the special assessment district's existence
- Directing the Supervisor (Assessor) to prepare the special assessment roll

### **SCOPE OF SERVICES**

Establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates II Subdivisions for the completion of a cold milling and one (1") Ultra-Thin overlay.

### **JUSTIFICATION**

It is recommended that the Township Board of Trustees adopt Fox Meadows Estates and Fox Meadows Estates II Subdivisions Paving Special Assessment District Resolution #3, request a final cost estimate from the Isabella County Road Commission, and direct the Township Supervisor (Assessor) to prepare the special assessment roll.

Upon approval of Resolution #3 the next step in the process can be initiated. The next step in the process is to request a final cost estimate from the Isabella County Road Commission. Once the final cost estimate has been received the special assessment roll can be prepared.

### **PROJECT IMPROVEMENTS**

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

- Community well-being and common good
- Safety

### **COSTS**

Tentative Cost Estimate \$121,130.00

### **PROJECT TIME TABLE**

- **Resolution #4** – set date/time for Public Hearing #2
  - Presented after receipt of final cost estimate and completion of Special Assessment Roll
- **Public Hearing #2** – Date/time set by Resolution #4

- **Resolution #5** – confirm special assessment roll, determine number of annual installments, and interest rate
- **Notice of Assessment** – mailed to all property owners within 20 days after confirmation of special assessment roll
- **Construction** – 2024 Construction Season

**RESOLUTION**

It is Resolved to adopt Fox Meadows Estates and Fox Meadows Estates II Subdivisions Paving Special Assessment District Resolution #3 for the establishment of a Paving Special Assessment District.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

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

**Fox Meadows Estates & Fox Meadows Estates II Subdivisions Paving  
Special Assessment District Resolution #3**

At a regular meeting of the Charter Township of Union Board of Trustees (“Township Board”) held on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, the following Resolution was adopted.

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Township Board of the Charter Township of Union, County of Isabella, State of Michigan (“Township Board”), pursuant to Act 188, Public Acts of Michigan, 1954, as amended, received a Petition for Public Improvement by Special Assessment dated February 12, 2024;

**WHEREAS**, at a meeting of the Township Board on March 27, 2024, the Township Board resolved that plans and cost estimates related to the proposed special assessment district be prepared;

**WHEREAS**, at a meeting of the Township Board on April 24, 2024, the Township Board tentatively approved, by resolution, its intent to make the proposed improvement and designate the special assessment district.

**WHEREAS**, at the same meeting, the Township Board set a public hearing regarding the proposed special assessment district and directed that the completed plans and cost estimates be given to the Township Clerk to be made available for public inspection.

**WHEREAS**, in accordance with appropriate notice, a public hearing regarding the proposed special assessment district was scheduled and held on May 8, 2024, commencing at 7:00 o’clock p.m. and all persons were given the opportunity to be heard in the matter;

**WHEREAS**, it is the policy of the Township Board that a special assessment may be paid over either five (5) or ten (10) annual installments, as determined by the Township Board;

**WHEREAS**, it is the policy of the Township Board that, when the Township acts in the role of lender for citizen-initiated paving projects enacted under Act 188, Public Acts of Michigan, 1954, the annual interest rate for special assessments paid in installments shall be the lesser of 3% over the local bank prime interest rate or 8%; and

**WHEREAS**, as a result of the foregoing, the Township Board believes the project to be in the best interest of the Township and of the special assessment district proposed to be established.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. That the Township Board does hereby create, determine and define as a special assessment district, to be known as Fox Meadows Estates and Fox Meadows Estates II Subdivisions Paving Special Assessment District, within which the costs of such improvements shall be assessed according to benefits, the following described area within the Township (the “Special Assessment District”):

“All parcels with frontage on Hunters Trail, all parcels with frontage on Brittany Drive, all parcels with frontage on Stoney Creek Lane, and all parcels with frontage on Meadow Drive all lying within the Charter Township of Union, Isabella County.”

2. That the Special Assessment District’s term of existence shall be ten (10) years.
3. That completion of a cold milling and one-inch (1”) ultra-thin overlay (the “Improvement”) within the boundaries of the Special Assessment District is approved.
4. That the plans and cost estimate (in the amount of \$121,130.00) of the Improvement, attached hereto as **Exhibit A**, are approved.
5. That the Township Board does hereby determine that the petition for improvement previously submitted for the Special Assessment District is sufficient as it was properly signed by the record owners of land whose 5,469.33 of front feet constitute more than 50 percent of the total 6,225.92 of front feet within the Special Assessment District.
6. That a description of frontage and signed frontage within the Special Assessment District is attached hereto as **Exhibit B**.
7. That on the basis of the foregoing, the Township Board does hereby direct the Township Supervisor to make a special assessment roll in which shall be entered and described all parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the Special Assessment District as the benefit to the parcel of land bears to the total benefit to all parcels of land in the Special Assessment District. When the same has been completed, the Township Supervisor shall affix thereto his/her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respect to the directions contained in this resolution and the applicable state statutes.
8. That Township staff is directed to obtain a final bid/cost estimate from the Isabella County Road Commission for completion of the Improvement.

9. That all resolutions and part of resolutions insofar as they conflict with the provisions of the within resolutions be and the same are hereby rescinded.

Upon roll call vote, the following voted;

**Ayes:**

**Nays:**

**Abstentions:**

**Resolution declared adopted.**

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Date: \_\_\_\_\_

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

INFORMATION SHEET

**Fox Meadow Estates, Fox Meadow Estates No 2**

**Exhibit A**

April 3, 2024

TYPE OF WORK: Cold Milling and Ultra Thin Overlay (1 inch)

STREETS IMPROVED: Brittany Dr Meadow Dr Hunters Trail Stoney Creek Ln  
 TOTAL LENGTH: 1066 Ft 578 Ft 709 Ft 1062 Ft

NUMBER OF LOTS:

SUBDIVISION NAME	NO. LOTS
Fox Meadow Estates	22
Fox Meadow Estates No 2	20
<b>42 Total Lots</b>	

PROJECT COST\*:

ITEM	AMOUNT
Engineering	\$0
Construction	\$115,362
Administration	\$0
Bonding, Legal	\$5,768
<b>TOTAL PROJECT COST</b>	<b>\$121,130</b>
Less Road Comm Share	\$0
Less Union Twp Share	\$0
<b>TOTAL ASSESSMENT*</b>	<b>\$121,130</b>

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM
<b>Front Lot</b>	<b>\$2,884</b>

\*Notes:

**Costs are approximate, actual costs may be more or less based upon 2024 bid unit prices. Publishing, and legal cost estimate - 5% of estimated construction cost**

**Fox Meadows Estates and Fox Meadows Estates II  
Special Assesment District Description  
Exhibit B**

Parcel Number	Property Address	Total Front Feet
14-010-10-002-01	3170 HUNTERS TRAIL	214
14-010-10-002-06	STONEY CREEK LN	62
14-010-10-002-07	1025 STONEY CREEK LN	150
14-010-10-002-08	1059 STONEY CREEK LN	145
14-010-10-002-09	3150 HUNTERS TRAIL	206.76
14-010-10-002-10	3160 HUNTERS TRAIL	206.76
14-070-00-002-00	1032 STONEY CREEK LN	150
14-070-00-004-00	1083 STONEY CREEK LN	145
14-070-00-005-00	1111 STONEY CREEK LN	145
14-070-00-006-00	1139 STONEY CREEK LN	145
14-070-00-007-00	1173 STONEY CREEK LN	145
14-070-00-008-00	1181 STONEY CREEK LN	103.62
14-070-00-011-00	1178 STONEY CREEK LN	182.07
14-070-00-012-00	3145 HUNTERS TRAIL	165
14-070-00-013-00	3121 HUNTERS TRAIL	165
14-070-00-014-00	3089 HUNTERS TRAIL	184.36
14-070-00-015-00	3106 HUNTERS TRAIL	155
14-070-00-016-00	3070 HUNTERS TRAIL	129.92
14-070-00-017-00	1068 STONEY CREEK LN	150.35
14-070-00-018-00	1096 STONEY CREEK LN	150
14-070-00-019-00	1114 STONEY CREEK LN	150
14-070-00-020-00	1148 STONEY CREEK LN	156
14-070-00-021-00	1151 MEADOW DR	129.18
14-070-00-022-00	1129 MEADOW DR	130
14-070-00-023-00	1105 MEADOW DR	120
14-070-00-024-00	1110 MEADOW DR	325.05
14-070-00-025-00	1140 MEADOW DR	150
14-070-00-026-00	1168 MEADOW DR	150
14-070-00-027-00	1188 MEADOW DR	118.09
14-070-00-032-00	3026 BRITTANY DR	150
14-070-00-033-00	3021 BRITTANY DR	135
14-070-00-034-00	3047 BRITTANY DR	130
14-070-00-035-00	3071 BRITTANY DR	130.47
14-070-00-036-00	3095 BRITTANY DR	110.54
14-070-00-037-00	BRITTANY DR	127.23
14-070-00-038-00	3139 BRITTANY DR	98.22
14-070-00-039-00	3157 BRITTANY DR	97.73
14-070-00-040-00	BRITTANY DR	153.04
14-070-00-041-00	3213 BRITTANY DR	91.71
14-070-00-042-00	3184 BRITTANY DR	92.02
14-070-00-043-00	3166 BRITTANY DR	116.07
14-070-00-044-00	3124 BRITTANY DR	265.73
		6225.92

"All parcels with frontage on Hunters Trail, all parcels with frontage on Brittany Drive, all parcels with frontage on Stoney Creek Lane, and all parcels with frontage on Meadow Drive all lying within the Charter Township of Union, Isabella County."



# Charter Township of Union Paving Special Assessment District: Fox Meadows I & II Subdivision

PID	PropertyAddress	Owner
14-010-10-002-01	3170 HUNTERS TRAIL	FORSYTHE DAVID A & MIRIAM G
14-010-10-002-10	3160 HUNTERS TRAIL	BACKUS ROBERT M & KATHLEEN A
14-010-10-002-06	STONEY CREEK LN	FOX MEADOWS ESTATES HOMEOWNERS ASSN
14-010-10-002-07	1025 STONEY CREEK LN	WRIGHT JOHN P & MARTIN SUE ANN
14-010-10-002-08	1059 STONEY CREEK LN	DEJONG BRIAN & EMILY
14-070-00-002-00	1032 STONEY CREEK LN	CARRIER GLENN W & JENNIFER M
14-070-00-004-00	1083 STONEY CREEK LN	MOORE THOMAS J & GAIL A
14-070-00-005-00	1111 STONEY CREEK LN	KAUFMAN JASON & GINGER
14-070-00-006-00	1139 STONEY CREEK LN	SUPKA DEBORAH LIVING TRUST
14-070-00-007-00	1173 STONEY CREEK LN	HYAMES JEFFREY E & JENNIFER A TRUST
14-070-00-008-00	1181 STONEY CREEK LN	TOMASIK ADAM C & JANICE M
14-070-00-011-00	1178 STONEY CREEK LN	SHANER JAMES M & TOMMY
14-070-00-012-00	3145 HUNTERS TRAIL	SCHISA JENNIFER & DEMATTEI CORDELL
14-070-00-013-00	3121 HUNTERS TRAIL	WINTER NANCY L TRUSTEE OF TRUST
14-070-00-014-00	3089 HUNTERS TRAIL	HORTON JAMES H II & SANDRA L
14-070-00-015-00	3106 HUNTERS TRAIL	SHAIKH ZUBAIR AHMED
14-070-00-016-00	3070 HUNTERS TRAIL	POWELL ROBERT & EMMA
14-070-00-017-00	1068 STONEY CREEK LN	TARBELL ERIK & ROBISON COREY
14-070-00-018-00	1096 STONEY CREEK LN	HINE GENE F & KELLIE ANN
14-070-00-019-00	1114 STONEY CREEK LN	DUCHARME JEFFREY J & LISA D
14-070-00-020-00	1148 STONEY CREEK LN	IKEKHUAH CHRISTIAN EHIMEN
14-070-00-021-00	1151 MEADOW DR	MELTON JAMES H JR & TAMARA L
14-070-00-022-00	1129 MEADOW DR	LANNEN TIMOTHY F & JUDY M
14-070-00-023-00	1105 MEADOW DR	WEIS KRISTOPHER N & KRISTINE A
14-070-00-024-00	1110 MEADOW DR	BARZ MARY CATHERINE REV TRUST
14-070-00-025-00	1140 MEADOW DR	DICKINSON RANDY J & CHERIE L
14-070-00-026-00	1168 MEADOW DR	SOHNS WES & MAKENZIE
14-070-00-027-00	1188 MEADOW DR	REETZ DAVID J & MARY C
14-070-00-032-00	3026 BRITTANY DR	WALLACE THOMAS J & LEIGH M
14-070-00-033-00	3021 BRITTANY DR	BISHOP DANNY & RAYNER CHERI
14-070-00-034-00	3047 BRITTANY DR	GRANT MICHAEL R & CECILIA M
14-070-00-035-00	3071 BRITTANY DR	OUELLETTE DOUGLAS J & AMY
14-070-00-036-00	3095 BRITTANY DR	SMITH MICHAEL R & CARRIE E
14-070-00-037-00	BRITTANY DR	NOVAK TROY & SHANNON
14-070-00-038-00	3139 BRITTANY DR	CUDJOE ERNEST A & GIFTY A
14-070-00-039-00	3157 BRITTANY DR	HEINTZ MICHAEL B
14-070-00-040-00	BRITTANY DR	FEIGHT KURT TRUST & JULIE TRUST
14-070-00-041-00	3213 BRITTANY DR	FEIGHT KURT TRUST & JULIE TRUST
14-070-00-042-00	3184 BRITTANY DR	SCHERR KYLE & AMANDA TRUST
14-070-00-043-00	3166 BRITTANY DR	MAHOKEY JASON & JOERIN O'LEARY
14-070-00-044-00	3124 BRITTANY DR	VEILLEUX JOHN M
14-010-10-002-09	3150 HUNTERS TRAIL	WILSON RONNIE & CHRISTINA

Map Date: December 13, 2023