



BOARD OF TRUSTEES
Regular Meeting
February 28, 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
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. 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 14, 2024 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Smith) Isabella County Road Commission Gravel Road Participation Agreement
- B. Discussion/Action: (Smith) Drinking Water State Revolving Fund (DWSRF) Grant Phase II Design, Permitting, Construction Oversight and Administration Contract with Gourdie Frasier
- C. Discussion/Action: (Board of Trustees) Discussion of Board Outside Liaison Assignments
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Treatment of Staff
- E. Discussion/Action: (Board of Trustees) 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

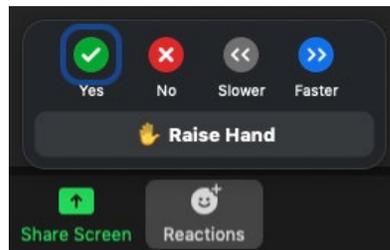
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
4 -	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



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: February 2024

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

- Receive and review results from the Citizen Survey
- Consideration of an updated Private Road Ordinance for adoption
- Consideration of a new Parks and Recreation Master Plan
- Consideration of an updated Master Plan
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the city and the Township.
- Consider updates to the Township's ordinance on open burning
- Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.
- Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process.

Public Services

- Gravel Rd Participation Agreement with ICRC
- Lincoln Rd (Broomfield to Deerfield) Participation Agreement with ICRC
- Consider contract with Gourdie Fraser to manage DWSRF grant project
- DWSRF Grant Agreement with State of MI
- 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
- Fox Meadow SA – several action items over the course of a few meetings

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- Assessor to offer the citizens Assessment appeal training on February 29 from 6 – 8 pm at the Commission on Aging
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Replace vacant Accounting Specialist position
- Prepare a Budget Amendment request form for use by organization

Community and Economic Development

- Building Services Clerk working to coordinate with the file scanning contractor Graphic Sciences to transfer historical zoning/planning/site plan documents and files from the basement for scanning
- Consider ways to maximize the usefulness, readability, and functionality of the Township website's Announcements, Public Notices, and News features.
- When the county's office situation stabilizes, the Community and Economic Development Director, the County's Community Development Director, and the City Planner will resume work on creating a unified "regional planning/zoning" theme on the County's FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.
- Economic Development – The Department 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.
- Economic Development - Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district.
- Economic Development - expand information on the Township's website related to development approval processes and pre-application meeting options to further assist the development community.
- Economic Development - The Community and Economic Development Director and Middle Michigan Development Corporation representatives are continuing to evaluate a potential opportunity to apply for future grant funding from the U.S. Economic Development Administration to help support implementation of expanded industrial/business park development along the US-127 corridor. Depending on eligibility, this grant opportunity would require collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.

- Zoning Administration - The Department Director and Zoning Administrator plan to propose some additional updates to the sign regulations of Zoning Ordinance 20-06 to improve consistency in application and to minimize regulatory conflicts.
- When the county's office situation stabilizes, 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.

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 (2023) 43 years old
- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program

Ordinance Enforcement Activities

- 1805 Belmont Dr. – Rental property without required rental housing certification and special use permit for a short-term rental as advertised. The owner has ceased the short-term rental activity, secured a long-term tenant, applied for rental certification, and hired a contractor to complete necessary safety and ingress/egress improvements. This matter is now closed.
- 2084 McDonald Drive. - Complaint regarding drainage issues at this location. During an initial site visit, a bed of rocks was found in the roadside ditch, which appears to impede the flow of water. The Road Commission was notified, and the issue was passed along to their drainage foreman to evaluate, weather-permitting.
- 5339 E. Broadway Rd. – Rental property without required rental housing certification and special use permit for a short-term rental as advertised. The owner has applied for the necessary special use permit and for the required rental certification, which is currently under review by the Planning Commission. If the special use permit is approved, this enforcement matter will be closed.
- 2514 S. Isabella Road. (Liquor Central) - Complaint about removal of required barrier free parking and signage. The owner responded to an initial notice of violation by reinstalling the signage and has hired Bidwell Painting Inc. to stripe the ADA parking spot asap pending weather conditions.
- 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. Civil infraction tickets have been issued to the contractor and owner for violation of the conditions of the approved height variance and failure to correct the Zoning Ordinance violation related to maximum floor area for this accessory building.
- 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 owner stated that they will address the issues with management and follow up with the Zoning Administrator. In addition, the Township has received multiple complaints about lighting issues in the parking lot. The owner has been made aware of the complaints and that the parking lot needs to be consistently lit for safety.

- 386 Bluegrass Road. - Excessively tall grass and junk in the yard. The owner was notified of the violations and has mowed the grass. The owner is working with Township staff to complete the removal of junk from the premises.
- 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. A meeting of the parties was held on 12/12/2023. This matter remains under review by the Township Attorney with additional follow-up anticipated.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. A contractor is looking into options to help the owner resolve the violations.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- The Community and Economic Development Director participated in the Michigan Downtowns Association Board Retreat as a member of the association’s Board of Directors.
- The Building Official participated in the monthly professional development activities
- The Zoning Administrator attended a seminar at SVSU regarding updates on utility-scale solar energy in Michigan related to new laws that have recently been enacted.
- The Rental Inspector conducted site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises. This would also include inspections of apartment complexes & hotels (fire alarm and sprinkle report reviews).
- The Building Official inspections and follow up continue as needed for the new Isabella County Jail project
- The Community and Economic Development Director initiated a process with Consumers Energy to evaluate potential streetlight installations at the intersections of S. Lincoln Road with Independence Drive (0.3 miles south of E. Remus Rd./M-20) and with E. Broomfield Rd. Both are within the boundaries of the West DDA District. The E. Broomfield Rd. intersection was previously lit by an overhead 4-way stop signal that was removed as part of the county Road Commission’s reconstruction project. The Independence Drive intersection is a truck entrance into an industrial area that needs better illumination for safety of turning movements
- The Community and Economic Development Director closed out unsuccessful efforts to get answers from Saginaw Chippewa Indian Tribe representatives about building code and local ordinance enforcement questions related to the property at 5805 and 5935 E. Pickard Rd. in the East DDA District acquired by the Tribe to become the new home of the Tribal College. The Tribe has verbally asserted jurisdiction while contracting with the same Isabella County trade inspectors (mechanical, electrical, plumbing) that the Township uses for such inspections, but has not been able to (or has chosen not to) provide written documentation of authority for this action.
- The Building Official provided the following services during the month:
 - 26 Building Inspections
 - 5 Permits issued
 - 5 Certificate of Occupancy
 - 6 FOIA Requests
- Continue updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- PFAS samples and partial chemistry samples taken at all well sites.
- Completed MIOSHA 300 log and posted
- Yearly maintenance test was performed on wells by Peerless Midwest per EGLE requirement
- Monthly maintenance of chlorine injectors and pump tubes completed
- Monthly fire extinguisher, AED, and eye wash inspections completed.

- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- Wolverine Power has completed preventive maintenance on all township generators
- Completed 1st quarter mercury sampling
- Prepared and submitted yearly Asset Management Report to EGLE
- Renewed two FCC licenses
- Completed and submitted Rural Development Supplemental Year End Information sheet
- Snow plowing and salting as needed at all Township facilities

Economic Development Activities

- The Community and Economic Development Director spoke at the 1/18/2024 Chamber of Commerce Referrals over Business gathering
- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates initiated 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 Community and Economic Development Director applied for a Housing Readiness Incentive Grant from the Michigan State Housing Development Authority (MSHDA) to support funding to expand the Township’s Master Plan update project to include a more detailed evaluation of housing needs and priorities
- The Community and Economic Development Director continues to have business retention contacts.
- Public Services completed review of Walmart Expansion water and sewer relocation plans

Community Development Activities

- 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 Township’s engineering consultant at Gourdie-Fraser is in the process of completing preliminary engineering and identification 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 Bud St. north from E. Pickard Rd. to connect to Jameson Park;
 - 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.

- The Rental Inspector completed the creation of a Township flyer with graphical examples of code requirements and common violations (such as blocked egresses and disabled smoke detectors or carbon monoxide detectors), which has been distributed to landlords for new tenants.
- The Community and Economic Development Director participated in the quarterly Sports Committee meeting hosted by the Mt. Pleasant Area Convention and Visitors Bureau to coordinate tournament, athletics, and other regional recreation event needs in the community.
- Public Services updated Township forms and water/sewer rates and fees for 2024, update website and BS&A
- The Community and Economic Development Director and Building Services Clerk completed and distributed a Request for Bid for landscaping Improvements for the East DDA District
- The Building Services Clerk and Administrative Assistant organized the start of the 2nd Annual Care Store Donation Drive
- The Rental Inspector is using his photography skills to capture scenes from around the Township for the purpose of updating the Township website's photo gallery

Organizational and Stakeholder Support Services

- Assessor reviewing building permits from 2020 through 2023 to identify omitted property. Any parcels having omitted property will receive a letter making them aware of the problem and explaining to them the process of adding it to the assessment roll.
- Assessor working on splits or combinations done in the past which did not get forwarded to the Township or County GIS. All past land changes will need reviewing for correct assessment roll descriptions and will be sent to both GIS departments.
- The Building Services Clerk supported the Community and Economic Development Director and EDA Board and served as contact person for East DDA District service contractors.
- The Community and Economic Development Department received and responded to five (5) Freedom of Information Act (FOIA) requests during the month.
- Processed (3) ACH Request; (17) Transfers of Service/Final Bills; Prepared (1) Misc. Invoice – Alwood Nursery; Received/Processed (251) 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;
- 83 Miss Dig underground markings completed throughout Township by Public Services Dept
- Prepared and posted two Public Service Department jobs postings internally and to various external sites
- Call In Quality Inn Resort no water complaint. Internal issue the maintenance department bypassed water softeners which shut off the water to building.
- Low water complaint Pickard Car Wash. Internal issue - Worked with plumber and management staff from Car wash to replace main water valve inside building.
- Water shut off 2185 Pickard Rd. Pumford Construction hit a two-inch water line inside the building during remodeling job.
- Inspected and approved manhole core and seal on Remus Road for sewer force main install from the new gymnastic building addition at the CRC.
- Investigated low water pressure complaint on Joseph Drive. Internal issue - The problem was a plugged on-demand hot water heater.
- Completed 5 water meter reading device and or water meter repairs or replacements.
- GIS: Streetlight Project MDOT, MISS DIG 811, EDDA Pickard/M-20 - The GIS specialist is nearing completion of a project to develop an East DDA streetlight mapping workspace by creating GIS data layers for streetlight fixtures and underground wiring locations.

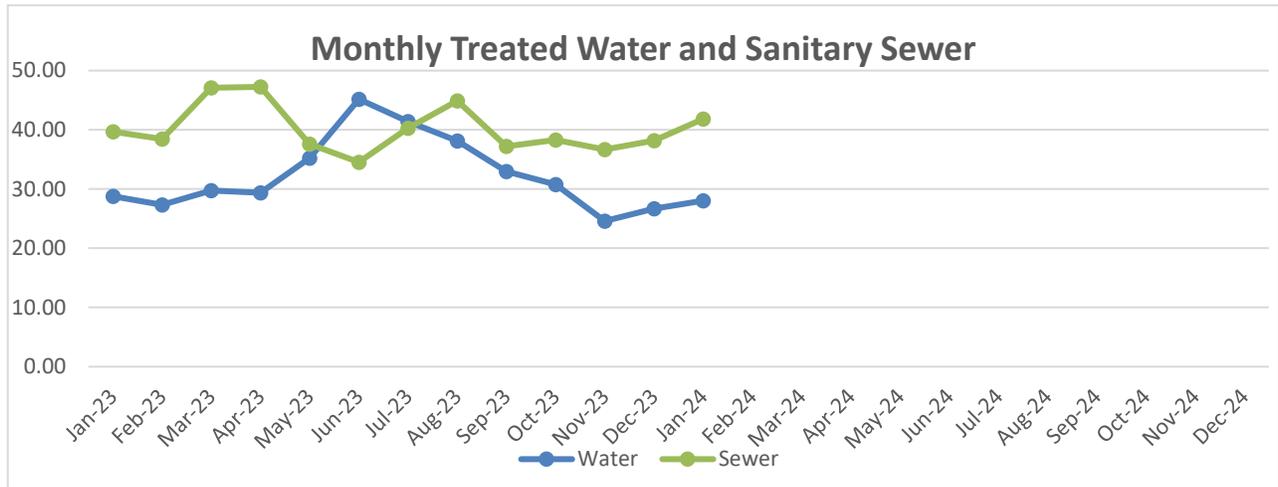
- GIS: Sidewalks and Crosswalk Ramps - Provided water and sewer GIS information to Gourdie-Fraser, the engineering firm developing a sidewalk project on the north side of Pickard east of Lincoln and another sidewalk segment on the west side of Bradley from Remus to Mt. Pleasant Middle School.

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- January 2024 – Treated Potable Water

Total Month:	28.041 mg
Average Day:	.905 mgd
Max Day:	1.044 mgd
- January 2024 – Treated Sanitary Sewer

Total Month:	41.81 mg
Average Day:	1.35 mgd
Max Day:	1.74 mgd



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 February 14, 2024, at 7:00 p.m. at the Union Township Hall.

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

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

Roll Call

Present:

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

Excused:

Clerk Cody and Treasurer Rice

Approval of Agenda

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

Presentation

- a. Nicole Frost, Isabella County Administrator/Controller, gave a presentation on the Countywide General Operation Millage Proposal.

Public Comment

Open: 7:28 p.m.

Steve Swaney, 1405 Greenbrier, spoke in favor of the proposed Microbrewery to be located at 2064-2075 S. Isabella Rd.

Closed: 7:13 p.m.

Reports/Board Comments

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

B. Board Member Reports

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

Consent Agenda

- A. Communications
- B. Minutes – January 24, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Cross Connection Lead and Copper Inventory Program Contract Renewal with HydroCorp
- H. Purchase of one Sensus handheld meter reader and charging stand from Etna Supply
- I. Township Brine Participation Contract

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

New Business

A. Discussion/Action: (Smith) Meridian Road Water Treatment Plant Filter Media Replacement Project Approval

Brown moved **Smith** supported to approve the bid from Peerless Midwest in the amount not to exceed \$265,960.00 for the Filter Media Replacement Project at the Meridian Treatment Plant located at 2279 Meridian Road. **Vote: Ayes: 5. Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) Resolution of Support for a State of Michigan Tasting Room Permit for a New Microbrewery at 2064-2075 S. Isabella Rd.

Bills moved **Brown** supported to adopt the Michigan Liquor Control Commission's Local Government Approval Resolution to support the Swankey LLC application for a state On-Premises Tasting Room Permit needed for a proposed new microbrewery to be developed at 2065/2075 S. Isabella Road (PID 14-146-00-020-00 and -021-00). **Vote: Ayes: 5. Nays: 0. Motion carried.**

C. Discussion/Action: (Stuhldreher) Consider increasing the amount that the Township Manager is allowed to make in a single unbudgeted purchase or commitment from \$10,000 to \$20,000 per Policy Governance 2.5.7.

Smith moved **Brown** supported to amend Governance Policy 2.5.7 by increasing the single purchase or commitment limit from \$10,000 to \$20,000 and to require that purchase greater than \$10,000 be reported to the Board in a timely fashion. **Vote: Ayes: 5. Nays: 0. Motion carried.**

D. Discussion/Action: (Board of Trustees) Discussion of Board Outside Liaison Assignments

Thering moved **Bills** supported to appoint Trustee Smith as the Township liaison for the Isabella County Board of Commissioners. **Vote: Ayes: 5. Nays: 0. Motion carried.**

Brown moved **Smith** supported to appoint Trustee Bills as the Township's representative on the Intergovernmental Liaison Committee. **Vote: Ayes: 5. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:01 p.m.

Steve Swaney, 1405 Greenbrier, thanked the Board for their support to approve a liquor license for the proposed microbrewery to be located at 2064-2075 S. Isabella Rd.

Closed: 8:02 p.m.

MANAGER COMMENTS

- Reminded the Board and citizens that the Township is leading a Care Store Donation Drive that runs through March 1st.
- Inquired if the Board has been receiving emails during the email migration from Microsoft Exchange to Microsoft 365.
- The Citizen's Survey is about ready to present to the Board at an upcoming meeting.

FINAL BOARD MEMBER COMMENTS

Smith – Commended the County staff on their preparation, process and education they have provided on the proposed Countywide General Operation Millage Proposal.

Brown – Loved seeing people in attendance at the meeting. Thanked the County Administrator/Controller for the information.

Mielke – Expressed gratitude to the County for attending the meeting. Asked the Board to look over the documents that were received at the annual Road Commission meeting for a later discussion.

ADJOURNMENT

Bills moved Brown supported to adjourn the meeting at 8:08 p.m. Vote: Ayes: 5 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						
02/21/2024	101	672 (E)	00146	CONSUMERS ENERGY	1876 S. LICNOLN RD. 4511 E RIVER RD 2279 S MERIDIAN RD PUMP HOUSE	17.82 12,810.36 187.49 <u>13,015.67</u>
02/21/2024	101	673 (E)	01186	COYNE PROPANE LLC	PROPANE DELIVERY - 4511 E RIVER RD	1,105.05
02/28/2024	101	25227	01778	A M R ALLIANCES	BUILDING MICH COMMUNITIES CONFERENCE 202	350.00
02/28/2024	101	25228	00095	C & C ENTERPRISES, INC.	UNIFORMS C-FOLD TOWELS - WWTP	224.75 144.50 <u>369.25</u>
02/28/2024	101	25229	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE-MAR 20	6,956.55
02/28/2024	101	25230	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JAN 2024 FUEL IN TOWNSHIP VEHICLES-DEC 2023 FUEL IN TOWNSHIP VEHICLES-NOV 2023 FUEL IN TOWNSHIP VEHICLES-OCT 2023	874.57 1,207.10 967.04 942.20 <u>3,990.91</u>
02/28/2024	101	25231	01242	CULLIGAN WATER	COOLER RENT-ISABELLA JAN 2024	58.08
02/28/2024	101	25232	01171	DBI BUSINESS INTERIORS	WEATHERCARD PAPER	125.00
02/28/2024	101	25233	00205	ENVIRONMENTAL RESOURCE ASSOCIATES	PORTABLE WATER COLIFORM MICROBE	433.44
02/28/2024	101	25234	01928	DIANE FLAHERTY	REFUND RENTAL DEPOSIT FOR JAMESON HALL	250.00
02/28/2024	101	25235	00261	GRAINGER	CUTOFF WHEEL PARTS FOR AIR COMPRESSOR AT ISABELLA WEL PARTS FOR AIR COMPRESSOR AT ISABELLA WEL	379.74 263.89 1,168.25 <u>1,811.88</u>
02/28/2024	101	25236	00290	HOTSY OF MID-MICHIGAN	PUMP MAINTENANCE & OIL CHANGE	416.15
02/28/2024	101	25237	00324	ISABELLA CORPORATION	1" WATER SERVICE/DIRECTIONAL DRILL-DEERF	9,000.00
02/28/2024	101	25238	00356	KENNEDY INDUSTRIES, INC.	REMOVED BLOCKAGE-PUMP STN #3	1,386.00
02/28/2024	101	25239	00828	MBA DISTRIBUTING, INC.	ECO-CENTRIC PLUG VALVE-PUMP STN #3	1,014.87
02/28/2024	101	25240	00399	MCMASTER-CARR SUPPLY CO	SANITARY THREADED HOLE PLUG	45.03
02/28/2024	101	25241	00415	MICHIGAN CAT	EQUIPMENT REPAIRS	2,350.85
02/28/2024	101	25242	00907	MID MICHIGAN CABLE CONSORTIUM	2023 4TH QTR FRANCHISE FEES	9,257.88
02/28/2024	101	25243	00446	MISS DIG SYSTEM, INC	MISS DIG FEES 2024	1,867.89
02/28/2024	101	25244	00739	THE MORNING SUN	ANNUAL SUBSCRIPTION 2/06/24-03/09/25	952.00
02/28/2024	101	25245	00463	MT. PLEASANT HEATING & AIR COND	AIR FILTERS FOR ISABELLA WELLSITE	230.00
02/28/2024	101	25246	00128	CITY OF MT. PLEASANT	FIRE CONTRACT PMT-2ND Q 2024	209,600.25
02/28/2024	101	25247	00494	NORTH CENTRAL LABORATORIES	WASH BOTTLE/SINGLE-USE GGA/AMMONIA/BUFFE	406.64
02/28/2024	101	25248	01771	SMART SOURCE LLC	ENVELOPES FOR 1099-NEC	50.70
02/28/2024	101	25249	01542	STERICYCLE, INC.	PAPER SHREDDING-JAN 2024	83.88
02/28/2024	101	25250	01654	TRACE ANALYTICAL LABORATORIES, INC	SAMPLE HANDLING, STORAGE & DISPOSAL	29.00
02/28/2024	101	25251	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING WATER SAMPLE SHIPPING	57.40 13.64 <u>71.04</u>
02/28/2024	101	25252	01013	USA BLUE BOOK	OHAUS ADVENTURER ANALYTICAL SCHONSTEDT LOCATOR	3,401.82 1,157.10 <u>4,558.92</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/28/2024	101	25253	01246	WOLVERINE POWER SYSTEMS	ANNUAL GENERATOR MAINT-LIFT STN 2	390.00
					ANNUAL GENERATOR MAINT-LIFT STN 3	810.00
					ANNUAL GENERATOR MAINT-LIFT STN 6	720.00
					ANNUAL GENERATOR MAINT-LIFT STN 7	390.00
					ANNUAL GENERATOR MAINT-LIFT STN 4	400.00
					ANNUAL GENERATOR MAINT-TRAILER UNIT 1	417.55
					ANNUAL GENERATOR MAINT-TRAILER UNIT 3	390.00
					ANNUAL GENERATOR MAINT-TRAILER UNIT 4	390.00
					ANNUAL GENERATOR MAINT-TRAILER UNIT 5	395.40
					ANNUAL GENERATOR MAINT-WWTP	760.80
					ANNUAL GENERATOR MAINT-ISABELLA WELL SIT	750.00
					ANNUAL GENERATOR MAINT-MERIDIAN WELL SIT	435.40
					ANNUAL GENERATOR MAINT-SHOP WELL SITE	450.00
					ANNUAL GENERATOR MAINT-DEERFIELD TOWER V	365.40
					ANNUAL GENERATOR MAINT-BROADWAY TOWER	360.00
					ANNUAL GENERATOR MAINT-TRAILER UNIT 2	390.00
					ANNUAL GENERATOR MAINT-1876 E PICKARD RD	360.00
						<u>8,174.55</u>
02/28/2024	101	25254	01246	VOID		
				Void Reason: Created From Check Run Process		
101 TOTALS:						
Total of 30 Checks:						277,961.48
Less 1 Void Checks:						<u>0.00</u>
Total of 29 Disbursements:						<u>277,961.48</u>

Charter Township of Union Payroll
--

CHECK DATE: February 15, 2024
Pay Period End Date: February 10, 2024

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	40,152.78
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		34,627.76
Water Fund		27,382.71
Total To Transfer from Pooled Savings	\$	102,163.25

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	68,390.14
Employer Share Medicare		944.90
Employer Share SS		4,040.32
SUI		126.00
Pension-Employer Portion		6,016.66
Workers' Comp		360.60
Life/LTD		-
Dental		1,220.63
Health Care		23,385.60
Vision		-
Vision Contribution		-
Health Care Contribution		(2,581.60)
Flex Administrators		40.00
Cobra/Flex Administration		220.00
PCORI Fee		-
Total Transfer to Payroll Checking	\$	102,163.25

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT



Union Township Report

Date: Tuesday, February 13, 2024



Alarm Date between 2024-02-04 and 2024-02-10

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000085						
		2/4/2024 6:12:52 AM	710	Malicious, mischievous false call, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000086						
		2/4/2024 12:13:27 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000088						
		2/6/2024 4:53:24 PM	300	Rescue, EMS incident, other	ENG 31	2	1
		2/6/2024 4:53:24 PM	300	Rescue, EMS incident, other	C 31	1	1

							Total Responding 3
Union Township	0000090						
		2/7/2024 6:31:35 PM	131	Passenger vehicle fire	ENG 33	2	4
		2/7/2024 6:31:35 PM	131	Passenger vehicle fire	POV	7	4
						Total Responding 9	
Union Township	0000093						
		2/9/2024 6:47:00 AM	743	Smoke detector activation, no fire - unintentional	ENG 33	4	1
						Total Responding 4	
	Total Runs 5					Total Responding 20	

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, February 20, 2024



Alarm Date between 2024-02-11 and 2024-02-17

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000106						
		2/16/2024 2:29:00 PM	300	Rescue, EMS incident, other	ENG 33	3	1
						Total Responding 3	
Union Township	0000108						
		2/16/2024 8:54:00 PM	322	Motor vehicle accident with injuries	ENG 33	3	3
		2/16/2024 8:54:00 PM	322	Motor vehicle accident with injuries	POV	4	3
						Total Responding 7	
	Total Runs 2					Total Responding 10	

Note: Alarms
1=Duty Crew

2=Paged Off Duty Full-time
3=Paged Paid-on-Call Firefighters
4=Paged All

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 \$73,312.68 with the ICRC contributing \$24,437.56. At the time of budget adoption, it was estimated that the Township share for (4) four miles would be \$97,000.00.

PROJECT TIME TABLE

The road improvements will occur during the 2024 construction season.

RESOLUTION

It is Resolved to approve four (4) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of four (4) miles of gravel roads within the Township in the amount of \$73,312.68 and authorize the Township Manager to sign said contracts for the following miles.

- Valley Road (Isabella Road to Summerton Road)
- Wing Road (Meridian Road to Whiteville Road)
- Valley Road (Mission Road to Isabella Road)
- Whiteville Road (River Road to Baseline 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. 497-014-421401	Valley Road (Isabella to Summerton)	1000 Ton Gravel Refresh
	Estimated Cost before Contingency	\$22,215.96
	Plus Contingency	<u>2,221.60</u>
	Estimated Contract Cost plus Contingency	\$24,437.56
	Less ICRC 2024 50% Block Grant Share	<u>- 12,218.78</u>
	Union Township Share	\$12,218.78

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. 497-014-421402	Valley Road (Mission to Isabella)	1000 Ton Gravel Refresh
	Estimated Cost before Contingency	\$22,215.96
	Plus Contingency	<u>2,221.60</u>
	Estimated Contract Cost plus Contingency	\$24,437.56
	 Union Township Share	 \$24,437.56

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. 497-014-421413 Wing Road (Meridian to Whiteville) 1000 Ton Gravel Refresh	
Estimated Cost before Contingency	\$22,215.96
Plus Contingency	<u>2,221.60</u>
Estimated Contract Cost plus Contingency	\$24,437.56
Less ICRC 2024 50% Block Grant Share	<u>- 12,218.78</u>
Union Township Share	\$12,218.78

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. 497-014-421427 Whiteville Road (River to Baseline) 1000 Ton Gravel Refresh	
Estimated Cost before Contingency	\$22,215.96
Plus Contingency	<u>2,221.60</u>
Estimated Contract Cost plus Contingency	\$24,437.56
 Union Township Share	 \$24,437.56

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

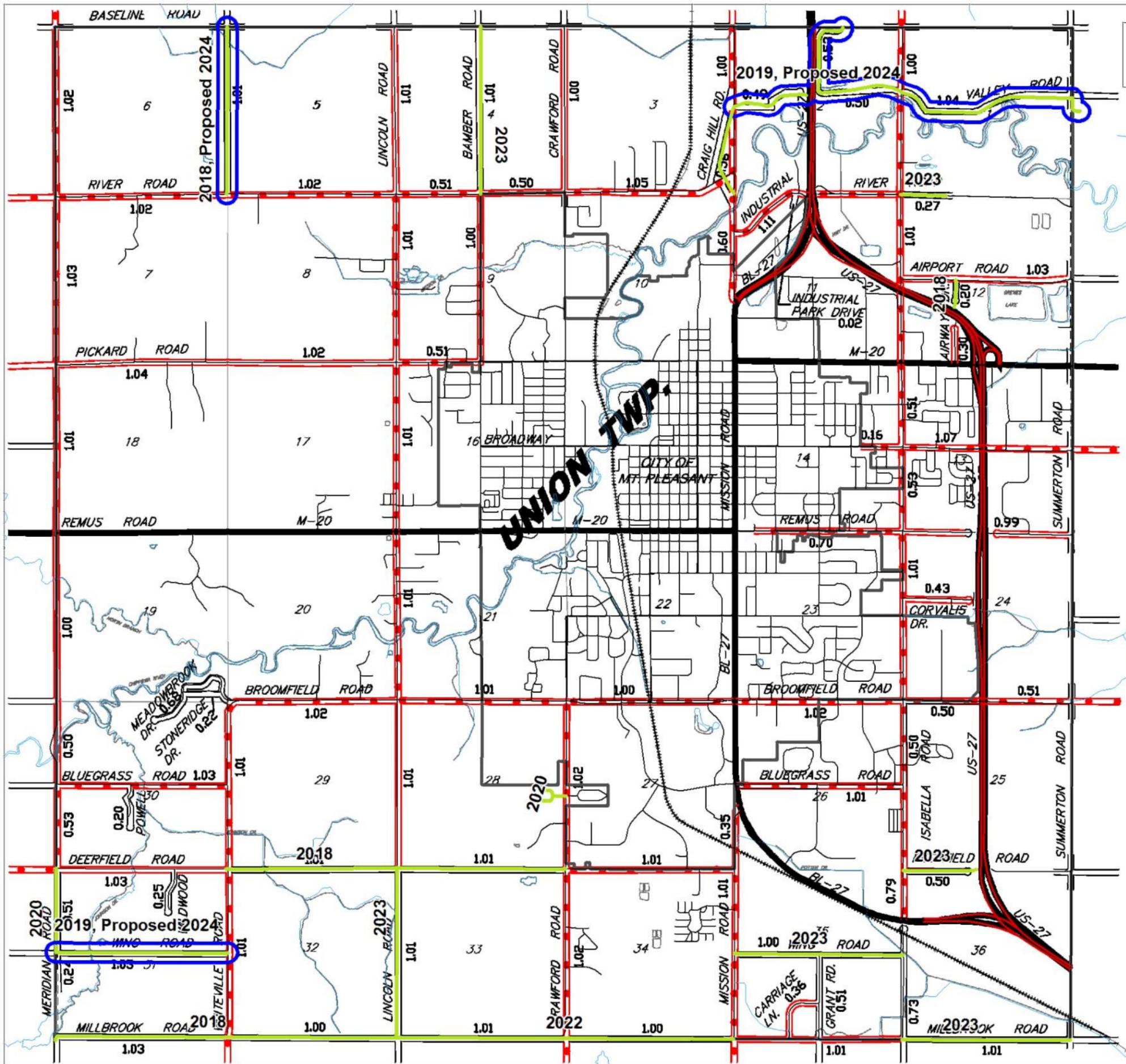
By: _____
Manager

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 2024 highlighted in blue

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 HEREON 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
 Proposed 2024 Gravel Roads
 Valley Rd
 Wing Rd
 Whiteville Rd
 Mission to Summerton
 Meridian to Whiteville
 River to Baseline



Map Date: February 16, 2024
 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

SCALE 0 3000 6000 FEET
 ONE INCH EQUALS 3000 FEET

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

MAP 7
 PAGE 17

To: Mark Stuhldreher - Township Manager **DATE:** February 20, 2024
FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** February 28, 2024

ACTION REQUESTED: Approval of Phase II Design, Permitting, Construction Oversight and Administration Contract with Gourdie Frasier for the EGLE Drinking Water State Revolving Fund (DWSRF) Project Plan Capital Improvement Projects in the amount of \$1,409,700.00, approval of a budget amendment to the water fund in the same amount, and authorize the Township Manager to sign the contract.

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval *MDS*

Background Information

The Application for the State of Michigan Drinking Water State Revolving Fund (DWSRF) was initiated in November of 2022 with the submittal of an Intent to Apply for the program by Union Township. The DWSRF is a competitive loan / grant program that received Project Plans from over 200 communities for the FY2024 funding cycle.

In February of 2023 Union Township approved a contract with Gourdie Frasier to complete a Preliminary Engineering Project Plan Report. The Township submitted the Project Plan to the Department of Great Lakes and Energy (EGLE) Drinking Water Revolving Fund (DWRf) Loan / Grant program in June 2023. EGLE formally notified the Charter Township of Union that we were awarded \$10,958,000 in grant funding for the entire scope of projects requested in the Project Plan. A power point presentation to the Township Board providing a high-level overview was completed at the Board of Trustees Meeting on October 25, 2023, which highlighted the following projects.

Treatment Facility Expansion (700 GPM)

- New Well / Transmission Line
- High Service Pump Room Expansion
- Iron Removal Filter Expansion

Watermain Extensions

- Pickard / Summerton Road to Broadway Road

Lead Service Line Inventory

- Final Inspection / Verification Inventory due October 16, 2024.
- 466 leads identified as unknown or lead origin.

In November of 2023, the Board of Trustees approved a Phase I contract with Gourdie Frasier to begin initial steps for the project including existing site condition data collection (topographic surveys) and base mapping.

Since the approval of the Phase I Engineering Contract Township Staff and Gourdie Frasier have had several discussions with EGLE’s Finance Division and our Grant Administrator regarding project cost, bidding timelines, scope, and final completion deadlines. EGLE’s Finance Department was concerned with the 25% contingency used in the 2023 Project Plan. EGLE normally approves a project contingency of 6% to

8% percent. Township Staff and Gourdie Frasier discussed with EGLE that the 25% contingency was used in the original estimates because in the last few years the industry has experienced large increases for labor and material and the larger contingency was used to account for the possibility of increases between the time the estimates were originally created and construction. EGLE agreed that costs have increased and agreed the estimates could be updated to reflect current costs. EGLE also agreed that they would allow a 15% contingency for the project. EGLE requested that the updated cost estimates be resubmitted to them. The labor and material cost in the original estimates have been updated and have been resubmitted to EGLE. The updated estimates include changes to all portions of the project and a 15% contingency was used. Currently EGLE’s Finance Department is reviewing the updated cost estimates and completing the Grant Agreement and Grant Reporting Documents. It is expected that EGLE will have the Grant Agreement and associated Grant Reporting Documents completed this month. Once those are completed the Grant Agreement will be presented to the Township Board of Trustees for approval.

The Township’s deadline for bidding on all of the projects is October of 2024. The deadline for completing the full scope of the plan projects and closeout is October of 2026. In an effort to stay on schedule Township Staff and Gourdie Frasier recommend proceeding with the Phase II Engineering Agreement so the design and permitting portion of the project can begin and be on track for the October 2024 bidding deadline.

In addition to the project cost and deadlines, Township Staff and Gourdie Frasier discussed with EGLE the detailed scope of the projects and the ability to bid the project in separate Divisions. Utilizing separate Divisions will allow the Township the ability to bid and construct the projects in stages and obtain competitive bids for each separate Division.

The Project Divisions are broken down based on the type of task being completed. These are as follows:

- Division A: Water Supply – Well Development
- Division B: Water Main Transmission and Extension
- Division C: Water Treatment Plant Expansion
- Division D: Lead Service Line Inventory

Scope of Services

Each Project Division contains the following Scope of Services.

- Task I: Preliminary Design Phase
- Task II Final Design Phase
- Task III: Bidding Phase
- Task IV: Construction Administration
- Task V: Construction Observation
- Task VI: Project Closeout and Startup

A more detailed description for each Division Task is provided in the attached Proposal.

Justification

Approving and completing Phase II which is design, permitting, construction oversight and administration with Gourdie Frasier will allow us to meet the design, permitting, and construction schedules for the projects included in the Project Plan as well as the Final Project Completion and Closeout date of October 2026.

Project Improvements

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

1. Community well-being and common good

Costs

Division A: Water Supply – Well Development

- Task I: \$ 8,000.00
- Task II: \$12,000.00
- Task III: \$ 2,650.00
- Task IV: \$ 8,850.00
- Task V: \$ 9,500.00
- Task VI: \$ 3,500.00
- Total \$ 44,500.00**

Division B: Water Main Transmission and Extension

- Task I: \$ 40,000.00*
- Task II: \$ 97,500.00
- Task III: \$ 15,600.00
- Task IV: \$ 72,500.00
- Task V: \$ 255,000.00
- Task VI: \$ 36,500.00
- Total \$ 517,100.00**

*Phase I work completed in November/December 2023 was reduced from this task = \$45,000

Division C: Water Treatment Plant Expansion

- Task I: \$ 165,000.00
- Task II: \$ 247,500.00
- Task III: \$ 20,625.00
- Task IV: \$ 206,850.00
- Task V: \$ 144,375.00
- Task VI: \$ 41,250.00
- Total \$ 825,600.00**

Division D: Lead Service Line Inventory

- Task I: \$ 2,500.00
- Task II: \$ 6,000.00
- Task III: \$ 1,500.00
- Task IV: \$ 4,500.00
- Task V: \$ 6,500.00
- Task VI: \$ 1,500.00
- Total \$ 22,500.00**

Total Fees

- Division A: Water Supply Well - \$44,500.00
- Division B: Water Main Transmission and Extension - \$517,100.00
- Division C: Water Treatment Plant Expansion - \$825,600.00
- Division D: Lead Service Line Inventory - \$22,500.00

TOTAL = \$1,409,700.00

When the FY 2024 budget was approved, it was still unknown if we would be awarded funding for any or all of our application to the DWRF Loan / Grant program. As such, the majority of the project plan expenses were not included in the approved budget. A FY2024 Budget amendment to the water fund in the amount of \$1,409,700.00 for this contract is needed to general ledger account number 591-536-972.000 – Capital Projects Water System. The source funding is the DWRF grant from the State of Michigan.

Project Time Table

- Division A: Water Supply – Well Development - May 2024
- Division B: Water Main Transmission and Extension – April 2024
- Division C: Water Treatment Plant Expansion – September 2024
- Division D: Lead Service Line Inventory – April 2024

Resolution

Approval of Phase II Design, Permitting, Construction Oversight and Administration Contract with Gourdie Fraser for the EGLE Drinking Water State Revolving Fund (DWSRF) Project Plan Capital Improvement Projects in the amount of \$1,409,700.00, approval of a budget amendment to the water fund in the same amount, and authorize the Township Manager to sign the contract.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



February 19, 2024

Ms. Kim Smith
Department of Public Services
Charter Township of Union
5228 South Isabella Road
Mt. Pleasant, MI 48858

RE: Proposal for Engineering Services
EGLE DWRP Project Plan: Capital Improvement Projects
Phase II: Design, Permitting, Construction Oversight and Administration

Dear Ms. Smith:

Thank you for the opportunity to work with the Charter Township of Union in providing Civil Engineering services for the referenced project. GFA is honored to be a part of this project and assist the Township with improvements to their water system to improve quality, quantity and reliability of water supply to your customers. This letter along with our existing agreement for providing professional services will represent our contract for consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

PROJECT BACKGROUND / DESCRIPTION

The Charter Township of Union water distribution system construction began in the late 1980's initiated by the need for reliable potable water for domestic use. Growth in population and construction in select commercial and residential locations generated the need to expand the system through the years. Historically, the Charter Township of Union has been segregated into three (3) independent water districts. In 2010 the water system was reorganized and interconnected. The system and demand has significantly grown over the last 40 years and is now comprised of approximately 73 miles of distribution piping providing service to 6,200 residential equivalent units; both homes and businesses. Given the growth over the past years and the continued growth and expansion of the Township, Union Township is beginning to experience a need to implement upgrades to existing infrastructure that's nearing its' capacity limitations.

The Township in collaboration with GFA (Township Engineer) has continually monitored your existing infrastructure in relation to capacity and ability to accommodate the continual growth experienced in the Township. Through this effort, the Township has remained vigilant and implemented an ongoing Capital Improvement Plan (CIP) and proactively implemented upgrades as needed to not only maintain the infrastructure but improve operations and efficiencies. Through this process the Township and GFA have been seeking funding sources as a mechanism to implement the long-range CIP and routinely updated the Township Board on the status and progress. In particular, the Township with assistance from GFA submitted a Preliminary Engineering Report (PER) to the Department of Great Lakes and Energy (EGLE) Drinking Water Revolving Fund (DWRP) Loan / Grant program in June 2023. In October EGLE formally notified Charter Township of Union that they would be awarded 100% grant funds for their entire scope of projects requested in the PER. A power point presentation to the Township Board providing a high-level overview to the Board related to this subject matter followed.



The major Capital Improvement Projects identified to be implemented in the PER are as follows:

Treatment Facility Expansion (700 GPM)

- New Well / Transmission Line
- High Service Pump Room Expansion
- Iron Removal Filter Expansion

Watermain Extensions

- Pickard / Summerton Road to Broadway Road

Lead Service Line Inventory

- Final Inspection / Verification Inventory due October 16, 2024
- 466 leads identified as unknown or lead origin.

The Township approved a contract with GFA for Phase I by November 2023 to begin initial steps for the project including existing site condition data collection (topographic surveys) and base mapping prior to winter conditions. Since that time, the Township has had extensive communication with EGLE Finance Division, and the assigned Project Manager related to scope, deliverables, costs and timelines. This information will be reflected in a grant agreement between EGLE and Charter Township of Union which is anticipated to be finalized this month and will be presented to the Township Board thereafter.

To continue efforts to remain proactive and on schedule for future construction of the project and completion of the data collection and base mapping (Phase I), it was the recommendation of both Township staff and GFA to proceed with next steps. Therefore, this proposal represents Phase II of the project that includes design, permitting, bidding, construction and grant administration and oversight.

Due to the complexity and unique scope of each major Capital Improvement, this project will be broken out into Divisions for both engineering services and construction. This will allow the Township the flexibility to bid and construct the project in stages with access to multiple contractors to ensure the most competitive bids. This will also allow more convenient budget, construction, and progress tracking. The detailed scope of services for Phase II Divisions along with corresponding detailed tasks are provided below:

- Division A: Water Supply Well
- Division B: Water Main Transmission and Extension
- Division C: Water Treatment Plant Expansion
- Division D: Lead Service Line Inventory

SCOPE OF SERVICES

Division A: Water Supply Well

Task I: Preliminary Design Phase

During the Preliminary Design, Engineer shall:

- Finalize base map created in Phase I to GFA to account for zoning review, title, easement and property research for impacted parcels.
- Hydraulic analysis
 - Computations to determine pump sizing including pressures, setting and operation of proposed pump.



- Evaluate impact to existing system to ensure ability for proposed Well and existing Well operations to ensure simultaneous discharge (Wells #8,9,11 and #7).
- Work in conjunction with the Union Township Public Service Department to determine location of proposed well and amenities including site access drive, control panel including enclosure and power supply.
- Coordination with Consumers Energy for site power supply
- Prepare preliminary plans (60%) that will include the general scope of works such as:
 - Site plan
 - Well Construction details
 - Electrical Plan
 - Control Panel and Building Enclosure Plan
- Prepare preliminary contract bid documents and technical specifications in Request for Proposal format (RFP)
- Review conceptual plan layout with Township staff and local and state regulatory agencies and incorporate changes, as needed.
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task II: Final Design Phase

During the Final Design, Engineer shall:

- Prepare final Design plans for the water supply well and amenities.
- Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding including provisions for Davis Bacon as required by EGLE.
- Review plans with the Union Township Public Service Department.
- Prepare permit applications and submit final plans and specifications to the following agencies (permit fees to be paid for by the Charter Township of Union):
 - EGLE – Test Well Construction Permit
 - EGLE – Act 399 Production Well Permit
 - Isabella County Soil Erosion and Control
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task III: Bidding Phase

During the Bidding, Engineer Shall:

- Reproduce sets of plans, specifications and bid documents.
- Place advertisement in newspaper and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Charter Township of Union).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of Contract and Construction Agreement.



Task IV: Construction Administration

- Provide construction staking of the well and amenities.
- Isolation Zone Easement preparation for the well
- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes with may arise.
- Review change order documents as required.
- Review Contractor's payment request and approve periodic estimates for partial payment each month.
- Assist Township with submission of Financial Statements to EGLE for funding requests including contractor and GFA invoices.
- Coordination with EGLE Finance Department as needed related to contract administration.
- Provide Four (4) sets of plans and specifications to contractor for construction.
- Aquifer Test – Modelling and Report: Contractor responsible for testing to be completed compliant with EGLE Aquifer Test Requirements for Public Water supply Wells Policy and Procedures Number: WD-03-003. GFA will provide hydraulic modelling and report utilizing data from the Aquifer Analysis for submission to EGLE for review and approval.

Task V: Construction Observation

- Review materials directly related to the project upon delivery to the site.
- Video tape or photograph the construction area prior to construction.
- Review restoration and clean-up operations.
- Perform density testing of the sand subbase and aggregate for the proposed gravel drive. Perform material testing as needed.
- Provide as needed construction inspection, witness and document the Contractors methods and procedures for testing the well and applicable appurtenances for hydrostatic tests, chlorination and work in conjunction with the Union Township Department of Public Works to verify the bacteria testing and flushing operations.
- Witness of construction installation of all piping and structures including the preparation of daily log of construction activities.
- Review and verification of Contractors' requested quantities for payment.
- Keep records of as-constructed measurements.
- Final Walkthrough including punchlist
- QA-QC

Task VI: Project Closeout and Startup

- Certify to the Charter Township of Union agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Charter Township of Union the following documents from the Contractor:
 - One Year Maintenance Bond.
 - Letter of Guarantee.
 - Affidavit of Completion
 - Waiver of Lien
- Transmit the following documents to the Union Township:



- Record Drawings of the newly constructed water well project.
- Reports, witness sheets.
- QA-QC.

Time of Completion

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 60 days of authorization to proceed. For purposes of this grant, it is anticipated Division A will be solicited for bid near the end of May 2024 pending approval timeline of EGLE Test Well Permit. Construction services will be performed in a timely manner consistent with the contractor's schedule and upon receipt of permits. Closeout will occur within 30 days of construction completion. For purposes of this grant, the project must be completed and closed out by October 2026.

Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

- Task I: \$ 8,000.00
- Task II: \$12,000.00
- Task III: \$ 2,650.00
- Task IV: \$ 8,850.00
- Task V: \$ 9,500.00
- Task VI: \$ 3,500.00
- Total** **\$ 44,500.00**

Division B – Watermain Transmission / Extension

Task I: Preliminary Design Phase

During the Preliminary Design, Engineer shall:

- Finalize base map created in Phase I to GFA to account for zoning review, title, easement and property research for impacted parcels.
- Environmental research including wetland delineation and soil borings may be required depending upon final location of watermain route and if sensitive areas are encountered. GFA will utilize a subconsultant for these services and have appropriated an allowance of \$5,000 and \$12,500 for wetland inventory and geotechnical evaluation respectively.
- Hydraulic analysis
 - Evaluate impact to existing system and determine new water main sizes including hydraulic analysis including friction loss and pump operations to ensure ability for proposed Well and existing Well operations to ensure simultaneous discharge (Wells #8,9,11 and #7).
 - Evaluate impact to existing system and fire flow for extension along Broadway / Pickard
- Work in conjunction with the Union Township Public Service Department to determine the limits of the new pipe, valves, and hydrants and connection points and incorporate into the design drawings.
- Prepare preliminary plans (60%) that will include the general scope of works such as:
 - Water main plan and profile layouts which will identify hydrant and valves. Lay out proposed water main to ensure no conflicts with existing utilities.



- Water main details
- Prepare preliminary contract bid documents and technical specifications.
- Review conceptual plan layout with Township staff and local and state regulatory agencies and incorporate changes, as needed.
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task II: Final Design Phase

During the Final Design, Engineer shall:

- Prepare final Design plans for the water main transmission line and extension line.
- Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding including provisions for Davis Bacon as required by EGLE.
- Review plans with the Union Township Public Service Department.
- Prepare permit applications and submit final plans and specifications to the following agencies (permit fees to be paid for by the Charter Township of Union):
 - EGLE Act 399
 - MDOT
 - Isabella County Road Commission
 - Isabella County Soil Erosion and Control
 - Isabella County Drain Commission
 - EGLE Land and Water Management Department (if required)
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task III: Bidding Phase

During the Bidding, Engineer Shall:

- Reproduce sets of plans, specifications and bid documents.
- Place advertisement in newspaper and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Charter Township of Union).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of Contract and Construction Agreement.

Task IV: Construction Administration

- Provide construction staking of the water main and accessories.
- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes with may arise.
- Review change order documents as required.



- Review Contractor's payment request and approve periodic estimates for partial payment each month.
- Assist Township with submission of Financial Statements to EGLE for funding requests including contractor and GFA invoices.
- Coordination with EGLE Finance Department as needed related to contract administration.
- Provide Four (4) sets of plans and specifications to contractor for construction.

Task V: Construction Observation

- Review materials directly related to the project upon delivery to the site.
- Video tape or photograph the construction area prior to construction.
- Review restoration and clean-up operations.
- Perform density testing of the concrete, sand subbase and aggregate for the watermain route. Perform material testing as needed.
- Provide full time construction inspection, witness and document the Contractors methods and procedures for testing the water main piping and applicable appurtenances for hydrostatic tests, chlorination and work in conjunction with the Union Township Department of Public Works to verify the bacteria testing and flushing operations.
- Witness of construction installation of all piping and structures including the preparation of daily log of construction activities.
- Review and verification of Contractors' requested quantities for payment.
- Keep records of as-constructed measurements.
- Final Walkthrough including punchlist
- QA-QC

Task VI: Project Closeout and Startup

- Certify to the Charter Township of Union agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Charter Township of Union the following documents from the Contractor:
 - One Year Maintenance Bond.
 - Letter of Guarantee.
 - Affidavit of Completion
 - Waiver of Lien
- Transmit the following documents to the Union Township:
 - Record Drawings of the newly constructed water main project.
 - Reports, witness sheets.
- QA-QC.

Time of Completion

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 60 days of authorization to proceed. For purposes of this grant, it is anticipated Division B will be solicited for bid near the end of April 2024. Construction services will be performed in a timely manner consistent with the contractor's schedule and upon receipt of permits. Closeout will occur within 30 days of construction completion. For purposes of this grant, the project must be completed and closed out by October 2026.



Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

- Task I: \$ 40,000.00*
- Task II: \$ 97,500.00
- Task III: \$ 15,600.00
- Task IV: \$ 72,500.00
- Task V: \$ 255,000.00
- Task VI: \$ 36,500.00
- Total \$ 517,100.00**

*Phase I work completed in November / December 2023 was reduced from this Task = \$45,000

Division C: Water Treatment Plant Upgrades

Task I: Preliminary Design Phase

During the Preliminary Design, Engineer shall:

- Finalize base map created in Phase I to GFA to account for zoning review, title, easement and property research for impacted parcels.
- Hydraulic analysis
 - Computations to determine booster pump sizing including pressures, setting and operation of proposed pumps to meet 20-year demands.
 - Evaluation to determine iron removal filter sizing including pressures, setting and operations to meet 20-year demands.
 - Evaluation of chemical treatment system and proposed addition to meet 20-year demands.
 - Evaluate impact to existing system to ensure ability for proposed Well and existing Well operations to ensure simultaneous discharge (Wells #8,9,11 and #7).
 - Evaluation of existing site amenities and ability to service including stormwater management, onsite septic system, backwash lagoon, parking and access drive
- Environmental research including soil borings. GFA will utilize a subconsultant for these services and has appropriated an allowance of \$15,000 for geotechnical evaluation.
- Work in conjunction with the Union Township Public Service Department to determine location and size of proposed building expansion and infrastructure locations, piping orientations, and site amenities including piping, access drive, HVAC, controls, etc.
- Coordination with utility companies for load increases related to gas, electric, fiber, septic.
- Coordination with vendors on equipment selection, styles, sizing and operations
- Prepare preliminary plans (60%) that will include the general scope of works such as:
 - Site plan
 - Architectural / Structural Plan
 - Mechanical Plan
 - HVAC Plan
 - Plumbing Plan
 - Electrical Plan
 - Control and Operations Plan
- Prepare preliminary contract bid documents and technical specifications



- Review conceptual plan layout with Township staff and local and state regulatory agencies and incorporate changes, as needed.
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task II: Final Design Phase

During the Final Design, Engineer shall:

- Prepare final Design plans for the water treatment plant upgrades.
- Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding including provisions for Davis Bacon as required by EGLE.
- Review plans with the Union Township Public Service Department.
- Prepare permit applications and submit final plans and specifications to the following agencies (permit fees to be paid for by the Charter Township of Union):
 - EGLE – Act 399
 - Isabella County Soil Erosion and Control
 - Isabella County Road Commission (as applicable)
 - Union Township Zoning and Building Permit
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate

Task III: Bidding Phase

During the Bidding, Engineer Shall:

- Reproduce sets of plans, specifications and bid documents.
- Place advertisement in newspaper and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Charter Township of Union).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of Contract and Construction Agreement.

Task IV: Construction Administration

- Provide construction staking of the building and site amenities.
- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes with may arise.
- Review change order documents as required.
- Review Contractor's payment request and approve periodic estimates for partial payment each month.
- Assist Township with submission of Financial Statements to EGLE for funding requests including contractor and GFA invoices.
- Coordination with EGLE Finance Department as needed related to contract administration.



- Provide Four (4) sets of plans and specifications to contractor for construction.
- Equipment startup coordination and attendance

Task V: Construction Observation

- Review materials directly related to the project upon delivery to the site.
- Video tape or photograph the construction area prior to construction.
- Review restoration and clean-up operations.
- Perform density testing of the concrete, DCPs and sand subbase and aggregate for building and amenities. Perform material testing as needed.
- Provide as needed construction inspection, witness and document the Contractors methods and procedures for testing the well and applicable appurtenances for hydrostatic tests, chlorination and work in conjunction with the Union Township Department of Public Works to verify the bacteria testing and flushing operations.
- Witness of construction installation of all piping and structures including the preparation of daily log of construction activities.
- Review and verification of Contractors' requested quantities for payment.
- Keep records of as-constructed measurements.
- Final Walkthrough including punchlist
- QA-QC

Task VI: Project Closeout and Startup

- Certify to the Charter Township of Union agencies that construction was completed in accordance with approved plans and specifications.
- O&M manual coordination and preparation
- Review and transmit to the Charter Township of Union the following documents from the Contractor:
 - One Year Maintenance Bond.
 - Letter of Guarantee.
 - Affidavit of Completion
 - Waiver of Lien
- Transmit the following documents to the Union Township:
 - Record Drawings of the newly constructed water plant upgrade project.
 - Reports, witness sheets.
- QA-QC.

Time of Completion

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 180 days of authorization to proceed. For purposes of this grant, it is anticipated Division C will be solicited for bid early September 2024. Construction services will be performed in a timely manner consistent with the contractor's schedule and upon receipt of permits. Closeout will occur within 30 days of construction completion. For purposes of this grant, the project must be completed and closed out by October 2026.



Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

- Task I: \$ 165,000.00
- Task II: \$ 247,500.00
- Task III: \$ 20,625.00
- Task IV: \$ 206,850.00
- Task V: \$ 144,375.00
- Task VI: \$ 41,250.00
- Total** **\$ 825,600.00**

Division D: Lead Service Line Inventory

Task I: Preliminary Design Phase

During the Preliminary Design, Engineer shall:

- Coordinate with Township GIS to create an overall water system map including service leads.
- Work in conjunction with the Union Township Public Service Department to determine location of service leads to be investigated.
- Prepare preliminary plans (60%) that will include the general scope of works such as:
 - Location Map
 - Details
- Prepare preliminary contract bid documents and technical specifications in Request for Proposal format (RFP)
- Review conceptual plan layout with Township staff and local and state regulatory agencies and incorporate changes, as needed.
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate
- Prepare letter of communication with property owners for notification

Task II: Final Design Phase

During the Final Design, Engineer shall:

- Prepare final Design plans for the lead service line inventory.
- Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding including provisions for Davis Bacon as required by EGLE.
- Review plans with the Union Township Public Service Department.
- Prepare permit applications and submit final plans and specifications to the following agencies (permit fees to be paid for by the Charter Township of Union):
 - N/A
- QA-QC.
- Update Opinion of Probable Construction Cost Estimate



Task III: Bidding Phase

During the Bidding, Engineer Shall:

- Reproduce sets of plans, specifications and bid documents.
- Place advertisement in newspaper and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Charter Township of Union).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of Contract and Construction Agreement.

Task IV: Construction Administration

- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes with may arise.
- Review change order documents as required.
- Review Contractor's payment request and approve periodic estimates for partial payment each month.
- Assist Township with submission of Financial Statements to EGLE for funding requests including contractor and GFA invoices.
- Coordination with EGLE Finance Department as needed related to contract administration.
- Provide Four (4) sets of plans and specifications to contractor for construction.
- Assist with public notification and coordination of inspection.

Task V: Construction Observation

- Review materials directly related to the project upon delivery to the site.
- Video tape or photograph the construction area prior to construction.
- Review restoration and clean-up operations.
- Provide as needed construction inspection, witness and document the Contractors methods and procedures including GPS of service lines as needed and work in conjunction with the Union Township Department of Public Works
- Witness of construction methods including the preparation of daily log of construction activities.
- Review and verification of Contractors' requested quantities for payment.
- Keep records of as-constructed measurements.
- Final Walkthrough including punchlist
- QA-QC



Task VI: Project Closeout and Startup

- Certify to the Charter Township of Union agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Charter Township of Union the following documents from the Contractor:
 - One Year Maintenance Bond.
 - Letter of Guarantee.
 - Affidavit of Completion
 - Waiver of Lien
- Transmit the following documents to the Union Township:
 - Reports, witness sheets.
- QA-QC.

Time of Completion

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 60 days of authorization to proceed. For purposes of this grant, it is anticipated Division A will be solicited for bid near the end of April 2024. Construction services will be performed in a timely manner consistent with the contractor's schedule and upon receipt of permits. Closeout will occur within 30 days of construction completion. For purposes of this grant, the project must be completed and closed out by October 2026.

Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

- Task I: \$ 2,500.00
- Task II: \$ 6,000.00
- Task III: \$ 1,500.00
- Task IV: \$ 4,500.00
- Task V: \$ 6,500.00
- Task VI: \$ 1,500.00
- Total** **\$ 22,500.00**

GENERAL

Total Fees

- Division A: Water Supply Well - \$44,500.00
- Division B: Water Main Transmission and Extension - \$517,100.00
- Division C: Water Treatment Plant Expansion - \$825,600.00
- Division D: Lead Service Line Inventory - \$22,500.00

TOTAL = \$1,409,700.00



Clarifications and Assumptions

The project fee budget is based on the assumptions that the following will not be included in the scope of services (some items are applicable and will be completed in future phases of the project):

- EGLE Part I and II Applications – NOT REQUIRED
- Environmental Site Review – NOT REQUIRED
- Easement or right-of-way acquisition.
- Permit fees and/or bidding advertising fees.

Additional Services

Any work desired by the Charter Township of Union in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with our current Rate Schedule or as a revision to this proposal.

Acceptance

If this proposal is acceptable to you, your signature on this letter will serve as our authorization to proceed. Please return the original to our office and retain a copy for your files. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Union
CLIENT/OWNER

Jennifer A Graham (Hodges), P.E.

(Signature)
(Name)

Director of Engineering

(Title)

Mark Stuhldreher

Manager
Charter Township of Union

Tony Kuberski

(Signature)

2010 South Lincoln Rd., Mt. Pleasant,
MI 48858

(Name)

CEO

(Title)

989-772-4600

(Date)

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: February 22, 2024

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, or 2023.
- Under the CARES Act, which expired on 12/31/2020, employers were required to provide employees with up to two additional weeks of sick bank for use with COVID related illness. In response, the employer and the bargaining units agreed to a Memorandum of Understanding which granted an additional 80 hours of sick leave to use for COVID specific reasons. This provision expired on 6/30/21. The Collective Bargaining Agreement effective 1/1/23 allowed for an additional five (5) sick days to be used exclusively in the event an employee test positive for COVID-19. These days do not carry over, have no cash value, and expired on 1/1/2024
- 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
 - Additional premium pay opportunities were recently made available to staff if they obtain certain Pesticide Application Certifications, Playground Safety Inspector Certification or Building Inspector Licensing. The

premium pay is only available if the obtainment of these certifications is not required as part of their job description

- 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.
- Bi-weekly staff meetings are held with 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 or compliance could be improved upon:
 - It is noted that the Personal and Administrative Policy document needs updating. A goal for 2024 is to create a replacement policy
 - Additional cross training among Township Hall office staff would help 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 have received certification as a Michigan Certified Assessing Technician. This provides basic education in assessing administration which helps front office staff assist taxpayers.

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 _____

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: February 22, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 02/28/2024
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.2 – Board Job Description	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments since then with the most recent being 2024. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long-term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.2 (Board Job Description), are to be reviewed and monitored by the Board for compliance on an annual basis.

Governance Policy 3.2 - Board Job Description

The Policy States:

Specific job outputs of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.

Accordingly, the board has direct responsibility to create:

- 3.2.1 *The link between the ownership and the operational organization.*
- 3.2.2 *Written governing policies that address the broadest levels of all organizational decisions and situations.*
 - 3.2.2.1 *Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).*
 - 3.2.2.2 *Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.*
 - 3.2.2.3 *Governance Process: Specification of how the board conceives, carries out and monitors its own task.*
 - 3.2.2.4 *Board- Township Management Linkage: How power is delegated, and its proper use*

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 28, 2024.

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?