



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 23, 2022**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Rodney Nanney, Community & Economic Development Director, Economic Development Activities presentation.
- B. PUBLIC HEARINGS
- C. 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)*
- D. CLOSED SESSION
- E. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed (see applications in packet)
  - B. February Monthly Activity Report
  - C. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director
  - D. Correspondence – Receipt of letter from ICRC regarding Lincoln Rd/E. Broomfield Rd and intersection improvements.
  - E. Board Member Reports
- F. CONSENT AGENDA
  - A. Communications
  - B. Minutes – February 9, 2022 – Regular Meeting
  - C. Accounts Payable

- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. March Board of Review Date Change Resolution

G. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Policy Title: Treatment of Staff
- B. Discussion/Action: (Stuhldreher) Policy Governance 3.2 Board Job Description
- C. Board of Trustees Discussion: March 2% Grant Application
- D. Board of Trustees Discussion: Police Service Levels in Union Township

H. 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)*

I. MANAGER COMMENTS

J. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squattrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	vacant seat		2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Judy	Lannen	12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herren	12/31/2023
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Jeff	Sweet	2/13/2025
10	vacant seat		2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2022
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

Name: Ryan Buckley Date: 11/29/2021

Address: 3978 McGuirk Street

Phone (home) 9896005941 (cell) same (work ) same

Email: buckl1rm@gmail.com

Occupation: higher education (financial aid)

<input type="checkbox"/>	Zoning Board of Appeals	Must be a Union Township Resident
<input type="checkbox"/>	Board of Review	Must be a Union Township Resident
<input checked="" type="checkbox"/>	Planning Commission	Must be a Union Township Resident
<input type="checkbox"/>	EDA	Must meet one of the following qualifications: <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Resident in Union Township
OTHER *Specify Board: _____		

I have served on the planning commission for a number of years now, and most recently have served as the  
vice chair of the commission. I am very much looking forward to continuing my service to the community.

With several years of service on the planning commission, in addition to the zoning board of appeals, I served my community with 10 years as a firefighter. With new members having been added, it is important to maintain leadership continuity.

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# Ryan M. Buckley

buckl1rm@gmail.com • Mount Pleasant, MI • 989.600.5941

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## Professional Profile

**24 years of professional experience in • Leadership, communication, data analysis, technical and persuasive writing, and project management • Public engagement, project and budget development and management • Leading and implementing strategic planning efforts • Writing proposals, policy and process development and implementation, leading team-based initiatives • Interfacing with the highest levels of organizational leadership • Successfully collaborating with multiple departments, organizations, agencies and individuals in pursuit of project development and completion.**

*Direct experience in the soliciting, negotiating and securing of more than \$30m in corporate, foundation and major gifts. Supported the achievement of two successful capital campaigns at the \$80m (first-ever CMU capital campaign) and \$100m levels.*

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## Education

**Master of Science in Administration, General Administration, 2001**

Central Michigan University, Mount Pleasant, MI

**Bachelor of Science in Journalism (advertising major) and Art (graphic design major), 1998**

Central Michigan University, Mount Pleasant, MI

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## Career Experience

**Strategic Projects Consultant, Rockford University**

2020 to Present

- Works directly with the Vice President of Advancement to identify, develop and pursue the strategic fundraising priorities of Rockford University.
- Works jointly with Advancement staff and other University faculty and staff to develop and submit corporate, foundation and major gifts proposals.
- Assists communications staff in preparing and editing print and electronic communications to alumni, donors and friends of the University.
- Provides consultation and support to the Advancement Office in the research, drafting and development of fundraising policies, processes, agreements and more.

**Senior Director, Endowment & Proposal Development, Central Michigan University**

2018 to 2020

- Worked directly with the Vice President of Advancement to identify, develop and pursue the strategic fundraising priorities of Central Michigan University.
- Worked jointly with development officers and other University faculty and staff to request and negotiate corporate, foundation and major gifts at the \$25,000 level and higher.
- Supervised an administrative assistant.
- Led and oversaw the proposal development process for all charitable fundraising requests (corporate, foundation and major gifts) on behalf of the university, collaborating with development officers and university leadership in each college, division and unit on campus.
- Served on the leadership team for the Vice President of Advancement to carry out the strategic initiatives of the division.
- Managed the preparation and development of all university endowment and annual gift agreements, working with senior leadership throughout the University to develop and refine Advancement policies, procedures, collaborative partnerships, and funding opportunities.

- Worked with the Office of Scholarships and Financial Aid, Office of the Treasury, General Counsel to develop scholarship policies and processes designed to ensure the successful administration of student scholarships and endowed funds each year.

**Director, Proposal Development, Central Michigan University**

2016 to 2018

- Worked directly with the Associate Vice President of Advancement, serving on the leadership team, to develop policies and processes designed to maximize fundraising effectiveness of development officers throughout each academic college and division on campus.
- Directly supervised an administrative assistant.
- Worked jointly with development officers and other University faculty and staff to request and negotiate corporate, foundation and major gifts at the \$25,000 level and higher.
- Collaborated with development officers, faculty and staff to assist in developing fundraising initiatives for their respective departments and programs on campus.
- Provided expert guidance and training to Advancement staff and University faculty regarding fundraising processes and best practices at CMU.
- Investigated, documented and proposed solutions to the Vice President of Advancement regarding charitable gift accounts identified as problematic due to lack of spending, improper expenses and more.
- Compiled and analyzed corporate and foundation donor data, preparing reports and assessments as needed to the Vice President of Advancement.
- Served as a liaison to the Office of Research and Sponsored programs, collaborating to coordinate the development, oversight and submission of philanthropic and non-philanthropic grants.

**Assistant Director, Office of Corporate and Foundation Relations, Central Michigan University** 2012 to 2016

- Compiled prospect research for corporate and foundation donors in the pursuit of external charitable grants.
- Supported the Director of Corporate and Foundation Relations in preparing materials and communications for donor cultivation and engagement activities.
- Worked with Advancement team members, faculty and staff to develop and submit all corporate and foundation charitable grant requests.
- Tracked and monitored the progress of charitable grant requests, beginning at the donor cultivation stage and continuing through the funding award stage.

*Additional experience as:*

- *Grant Writer: Office of Corporate and Foundation Relations, Central Michigan University; 2004 – 2012*
- *Communication Specialist: Office of Information Technology; Central Michigan University; 2000 – 2004*
- *Marketing and Public Relations Specialist: Central Michigan Healthcare System; 1998 – 2000*
- *Boards and Committees:*  
*Professional & Administrative Council, Central Michigan University*  
*Police Oversight Committee, Central Michigan University*  
*University Diversity Council, Central Michigan University*

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## Community Leadership

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<b>Planning Commissioner,</b> Union Township, MI	2017 to Present
<b>Zoning Board of Appeals,</b> Union Township, MI	2019 to Present
<b>Firefighter,</b> Deerfield Township, MI	2004 to 2014

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## Certifications and Skills

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Dimensions of Professional Selling: Carew International  
Principles and Techniques of Fundraising: Center on Philanthropy at Indiana University  
Supervisory Leadership: University of Notre Dame  
Advanced Skills in M.S. Word, Excel & Powerpoint, as well as design and publication software  
including Adobe InDesign, Illustrator and Photoshop  
Additional skills in DSLR photography and photo editing

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## References

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Mr. Stephen Kull, Vice President for Advancement, Rockford University; (314) 303-6354 (current supervisor)

Mrs. Megan Moreno, Senior Director of Development; (989) 289-6623 (professional peer)

Mr. Mike Dabbs, Director of Development; (989) 621-9040 (professional peer)

Mr. Mike Zehnder, Senior Director of Development; (989) 714-2468 (professional peer)

Mrs. Morgan Hales; Director of Development; (989) 506-7133 (professional peer)

Mrs. Rosa Best, Executive Secretary, (989) 506-7563 (former employee)

Mr. Paul Lauria, Director of Public Safety; (989) 330-4378 (professional peer)



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

Name: Doug LaBelle II Date: 10-30-21

Address: 955 Meadowbrook Drive, Mt. Pleasant, MI 48858

Phone (home) \_\_\_\_\_ (cell) 989-854-9126 (work ) \_\_\_\_\_

Email: doug@labellerealty.net

Occupation: Real Estate Broker

Please State in order of preference, area(s) of interest:

\_\_\_\_\_ Zoning Board of Appeals Must be a Union Township Resident

2 \_\_\_\_\_ Board of Review Must be a Union Township Resident

1 \_\_\_\_\_ Planning Commission Must be a Union Township Resident

\_\_\_\_\_ EDA Must meet one of the following qualifications:

\_\_\_\_\_ Property owner in East or West DDA

\_\_\_\_\_ Property owner in East or West DDA

\_\_\_\_\_ Resident in Union Township

\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

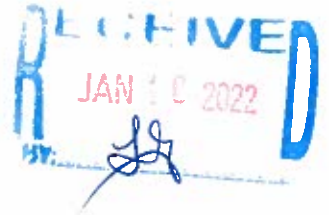
Please state reason(s) for interest in above board(s):

To serve the needs of our community.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Signature:  Date: 10-30-21

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



Name: Jack Williams Date: 1/2/22  
Address: 2190 Cornerstone Dr Mt Pleasant  
Phone (home) \_\_\_\_\_ (cell) 989 289 5234 (work) \_\_\_\_\_  
Email: jw@hometown@gmail.com  
Occupation: Self employed

Please State in order of preference, area(s) of interest:

_____	Zoning Board of Appeals	Must be a Union Township Resident
_____	Board of Review	Must be a Union Township Resident
<u>/</u>	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: _____ Property owner in East or West DDA _____ Property owner in East or West DDA _____ Resident in Union Township
_____	OTHER *Specify Board: _____	

Please state reason(s) for interest in above board(s):

I feel I could be an asset & productive  
member of board.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Village Council - Barrington MI  
Director of Transportation & Facilities Chippewa Hills

Signature: Jack Williams Date: 1/2/22

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



Name: Jeff Sweet Date: 12/21/2021  
Address: 2112 Cobblestone Court, Mt. Pleasant, MI 48858  
Phone (home) \_\_\_\_\_ (cell) 989-239-1516 (work) 989-773-1376  
Email: jsweet@thefisher.co  
Occupation: Vice President, Bucks Run Golf Club and Fisher Transportation

Please State in order of preference, area(s) of interest:

_____	Zoning Board of Appeals	Must be a Union Township Resident
_____	Board of Review	Must be a Union Township Resident
<u>X</u>	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: ____ Property owner in East or West DDA ____ Property owner in East or West DDA ____ Resident in Union Township
_____	OTHER *Specify Board: _____	

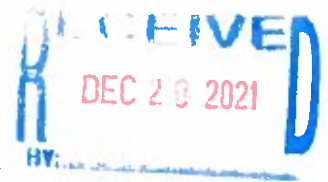
Please state reason(s) for interest in above board(s):

Union Township is a special place and I would like to serve the residents of the  
township with a positive and collaborative approach.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Currently serve on the board of the EDA. Past Trustee of Mt. Pleasant Community  
Church, Past President of Michigan Golf Course Superintendents Association

Signature:  Date: 12/21/2021



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

Name: Jeremy R. Sheets Date: 12/18/2021  
Address: 1740 Leroy Lane, Mount Pleasant, MI 48858  
Phone (home) \_\_\_\_\_ (cell) 989.289.5100 (work) 989.817.4055  
Email: jeremy@cmsinter.net  
Occupation: Small Business Owner - CMS Internet LLC - Internet / Phone / IT Services

Please State in order of preference, area(s) of interest:

_____	Zoning Board of Appeals	Must be a Union Township Resident
_____	Board of Review	Must be a Union Township Resident
<u>X</u>	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: ____ Property owner in East or West DDA ____ Property owner in East or West DDA ____ Resident in Union Township
_____	OTHER *Specify Board: _____	

Please state reason(s) for interest in above board(s):

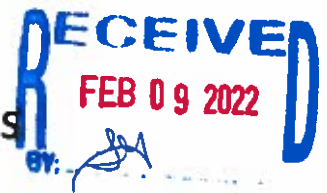
I have been living / working in this community since 2004, and I feel I have very good  
logical / practical thinking skills. As well as extensive knowledge of the community.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I currently serve on the Crystal Township DDA, The Care Store Board of Directors,  
and Carson City Crystal Are Schools Foundation board.

Signature:  Date: 12/18/2021

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



Name: Paul Gross Date: February 8, 2022

Address: 2637 S Meridian Rd, Mt Pleasant MI 48858

Phone (home) 989-644-5017 (cell) 989-560-1371 (work ) \_\_\_\_\_

Email: grossp93@yahoo.com

Occupation: Educator

Please State in order of preference, area(s) of interest:

_____	Zoning Board of Appeals	Must be a Union Township Resident
_____	Board of Review	Must be a Union Township Resident
X _____	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: _____ Property owner in East or West DDA _____ Property owner in East or West DDA _____ Resident in Union Township

\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

Please state reason(s) for interest in above board(s):

Public service

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Eight years Nottawa Township Trustee. One term Union Township Zoning Board of Appeals

Signature:  Date: 2-9-2022

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

Name: Tim Lannen Date: 01.10.2022  
Address: 1129 Meadow Dr. Mt. Pleasant, MI 48858  
Phone (home) \_\_\_\_\_ (cell) (989) 289.8267 (work ) \_\_\_\_\_  
Email: timlannen@yahoo.com  
Occupation: Retired: Health/Safety Director w/ Bandit Industries, Active: Firefighter/MFR

Please State in order of preference, area(s) of interest:

_____	Zoning Board of Appeals	Must be a Union Township Resident
_____	Board of Review	Must be a Union Township Resident
<u>1</u>	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: ____ Property owner in East or West DDA ____ Property owner in East or West DDA ____ Resident in Union Township
_____	OTHER *Specify Board: _____	

Please state reason(s) for interest in above board(s):

My interest as a PC member is to assist the township regulate and control property use  
and development which promote and protect the public's health, safety and welfare.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Possess practice understanding and utilization of the township's Master Plan and the  
principles of Smart Growth and the relation to land use and future land use.

Signature: Tim Lannen Date: 01.10.2022

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



Name: SARVJIT CHOWDHARY Date: 10/27/20  
Address: 774 STONERIDGE DRIVE  
Phone (home) (989) 779-2900 (cell) (989) 400-2686 (work) \_\_\_\_\_  
Email: savichowdhary@yahoo.com  
Occupation: RETIRED

5/11/21  
MDS

Please State in order of preference, area(s) of interest:

3rd Zoning Board of Appeals Must be a Union Township Resident

2nd Board of Review Must be a Union Township Resident

1st Planning Commission Must be a Union Township Resident

1st EDA Must meet one of the following qualifications:  
☒ Property owner in East or West DDA  
☒ Property owner in East or West DDA  
☒ Resident in Union Township

OTHER \*Specify Board: \_\_\_\_\_

Please state reason(s) for interest in above board(s):

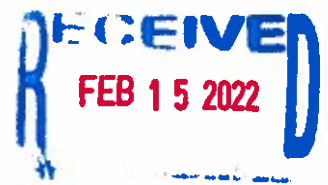
Retired and want to Serve The Community for Empowerment.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I am board member of EDA Since 2015.

Signature: [Signature] Date: 10/27/21





**APPOINTMENT TO BOARDS, COMMISSIONS & COMMITTEES OF  
UNION TOWNSHIP  
APPLICATION**

Name: Jim Engler Date: 2-15-22

Principal Residence Address: 2303 AMBER LANE

Business/Work Address: \_\_\_\_\_

Telephone: (Home #) 989 330 2473 (Work #) 989 330-2473

Email Address jimengler Occupation: REAL ESTATE BROKER  
@MTPLEASANT.NET

Number in order of preference, area(s) of interest; leave blank if you do not wish to serve on a particular board.

\_\_\_\_\_ **Zoning Board of Appeals, Must be a Union Township resident.**

\_\_\_\_\_ **Board of Review, Must be a Union Township resident.**

\_\_\_\_\_ **Planning Commission, Must be a Union Township resident.**

☒ **Economic Development Authority(EDA), Must own or operate a business in one of the DDA districts.**

\_\_\_\_\_ **Citizens Advisory Board for** \_\_\_\_\_  
(Parks, Sustainability)

Please state reason(s) for interest in above board(s), use separate pages as necessary:

I HAVE A GREAT INTEREST IN THE ECONOMIC CONDITION  
OF UNION TOWNSHIP AND THE MT. PLEASANT AREA.

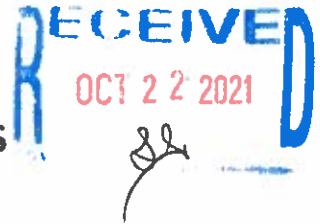
Qualifications and other information:

FORMER MEMBER AND CHAIRMAN OF WEST DDA.  
LIFE LONG BUSINESS OWNER AND COMMUNITY MEMBER

Signature: 



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



Name: David D Coyne Date: 10/21/21

Address: 1368 N Harris St. , Mt. Pleasant , Michigan 48858

Phone (home) \_\_\_\_\_ (cell) 989 330 2984 (work ) 989772 2270

Email: david.d.coyne@gmail.com

Occupation: Petroleum Distribution

Please State in order of preference, area(s) of interest:

\_\_\_\_\_ Zoning Board of Appeals Must be a Union Township Resident

\_\_\_\_\_ Board of Review Must be a Union Township Resident

\_\_\_\_\_ Planning Commission Must be a Union Township Resident

^ EDA Must meet one of the following qualifications:  
\_\_\_\_\_ Property owner in East or West DDA  
\_\_\_\_\_ Property owner in East or West DDA  
^ Resident in Union Township

\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

Please state reason(s) for interest in above board(s):

Seek another Term

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Signature: David D Coyne Date: 10/21/21



To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: February 18, 2022  
Re: February Monthly Activity Report

Attached is the monthly activity report for February.

The intent of the report is to provide the Board, the organization, and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.



## **Monthly Activity Report**

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** February 2022

### **Global Ends**

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

### **Prior Month Activities**

#### **Township Manager**

- Provided direction, support, and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom and in person
- Attended either in person/Zoom the monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Spoke with several citizens and others regarding a variety of issues
- Continue to review of American Rescue Plan Act as it relates to funding provided to the Township
  - Project eligibility rules
  - Periodic reporting rules
  - Attended several webinars on this subject
- Township Manager was out of the office the week of 1/30

#### **Finance Department**

- 1.1 Community well-being and the common good

#### **Budget**

- Reviewed 2021 Year-end budget to actuals

### Audit

- Reconciled Rural Development Annual Statement to the General Ledger
- Scheduled the 2021 annual audit with Yeo & Yeo the week of March 28th.
- Reviewed the audit engagement letter and scheduled an audit kick off meeting for February
- Posted Interest earned on the CDARS account

### Tax

- Reconciled the PILOT taxes collected for 2021
- Reclassed 2021 Pilot tax and mobile home tax from 2022 to 2021
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Mailed 8 special assessment invoices to those properties that are past due on the 1<sup>st</sup> installment in the McGuirk paving special assessment district

### Payroll

- Implemented wage and benefit changes in the collective bargaining agreement for 2022.
- Ran tax table updates for 2022 in the BS&A Payroll software
- Payroll – 88 Payroll checks and checks to pay for benefits issued during January
- Issued 1099's and W-2's, mailed to individuals and submitted electronic files to appropriate governmental agencies.
- Filed the 2021 State of Michigan Withholding Annual return
- Processed all meeting pay requests submitted by the Board of Trustees
- Quarterly payroll tax reports were reconciled and submitted timely to relevant agencies
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end

### Human Resources

- Issued Employee Quarterly Leave Balance Reports for the Planning and Econ Dev Director and the Public Services Director
- Added leave time manually in the payroll system for new employees for 2022 that could not be automated.

### Training

- Held BS&A Special Assessment Software training
- Working to set up BS&A training for the Building Department software module, still working to confirm a date
- Attended Michigan Department of Treasurer's Updates and Resources for Local Governments online session on January 25th
- Attended Web-ex Meeting with Flex Administrator's and 44North to go over Flex Administrator's online portal
- Set -up Board of Review members training offered by MTA for February 8th

### Treasury

- Worked with Isabella Bank to set up a new Money Market Deposit Account, a collateralized savings account program with 0.10% interest (Better interest rate than the CDARS renewal rate .05%)
- Posted any online payments made to the general ledger in January: 123 online utility billing payments totaling \$19,874, 7 building dept payments totaling \$20,992 and 38 tax payments totaling \$955,561
- The number of online payments in January 2022 increased 41% over January 2021

#### Miscellaneous

- Created invoice and gathered up payment records for reimbursement request to school system for the November school election
- Worked around illness and a positive COVID test result in the Finance Department in January
- Decreased interest earned by all funds in the Township by \$213,240 in fiscal year 2021:  
2021- \$ 70,446  
2020- \$283,687  
2019 - \$367,733  
2018 - \$225,140

#### Accounts Payable

- 11 Accounts payable check runs during January:
  - 3 Accounts Payable Check runs Issued for Tax - Disburse funds collected for mobile home tax and the summer/winter taxes collected between December 16 – January 15, totaling over **\$2.5 million --**
  - 2 Check runs issued for DDA's –12 checks were issued totaling approximately **\$15,900,**
  - 2 Accounts Payable Check Runs for General/Fire Funds & Water/Sewer Funds – 132 invoices reviewed, entered, and scanned in the BS&A system for payment, before issuing 90 disbursement checks totaling over \$365,000,
  - 2 Payments for Consumers Invoices – 54 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment
  - Mastercard Payment – 15 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment and payment submitted online for over \$5,000
  - Moved 2020 Accounts Payable files to the basement and created new filing system for 2022

#### Recurring Monthly

- Recorded monthly CD interest earned, money market interest earned, and interest earned on checking accounts in the BS&A financial software.
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, and FI
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Reconciled daily credit card deposit with cash receipt reports and the bank
- Reviewed and approved voided receipts for the month

- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.

#### Assessing Administration

- Prepared the RFBA and resolution for the poverty exemption policy for the Board of Trustees approval and then following approval, posted the poverty exemption policy, guidelines, and application on the Township website to comply with Public Act 253 of 2021
- Finance Director met with the Assessor to go over outstanding items

#### Assessor's Report

- Responded to all assessing phone messages left in our office
- Deputy Assessor continued scanning the deeds and all mailed paperwork.
- We are up to date on all assessor reviews for permit being issued and up to date with current sales
- Working on getting fresh photos in each section for different neighborhoods
- Moving forward
  - We will continue to keep up to date with sales and data entry.
  - Sectional work began for 2022's 20% inspection.
  - March board members were notified for their training
  - Board is set to meet, and notices have been sent out
  - Final schedule contact with board members to be made

#### **Community and Economic Development Department**

##### Economic Development Activities (1.1, 1.2, 1.3, 1.6):

- The Department Director attended the monthly meeting of the Mt. Pleasant Airport Joint Operations and Management Board and was elected to serve as Chair for 2022.
- The Department Director met with MDOT project team members remotely via the Microsoft Teams app to discuss the impact of the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) on some business signage in the US-127 interchange area, and to identify potential options to minimize and resolve those impacts.
- The Department Director met remotely via the GoToMeeting app with fellow members of the Michigan Downtowns Association's legislative committee.
- The Building Services Clerk supported The Department Director and Economic Development Authority Board with board packets and minutes during the month and served as the initial contact person for coordination with East DDA District service contractors.

##### Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- With the end of the Open Meetings Act authorization for electronic meetings on 12/31/2021, the regular January EDA Board meeting was held in-person. To provide for adequate social distancing for this 11-member board plus staff and other attendees, the meeting was relocated to the Lincoln Reception Center (2300 S. Lincoln Road), located behind the Lux Funeral Home. It is anticipated that they will continue to meet in-person at this location for at least the first half of 2022.
- During the regular January 18, 2022, meeting, the EDA Board:
  - Reviewed the three (3) bids received for asbestos abatement and demolition of the functionally obsolete office building at 5800 E. Pickard Rd., and selected McQuirk Sand & Gravel as the successful bidder. This property was purchased by the East DDA District in

- 2021 to facilitate relocation and expansion of a sanitary sewer pumping station, to establish new industrial park signage, and to improve future redevelopment opportunities.
- Reviewed the initial outline of potential grant funding programs for beautification, pedestrian access improvements, and freestanding sign improvements in the DDA districts, and provided direction for development of the final proposals for each grant program.
- Adopted the revised 2022 schedule of meetings.

#### Building Services (1.1, 1.2, 1.3, 1.4, 1.6):

- The Building Official provided the following services during the month:
  - 7 Permits issued; 43 Inspections conducted and issued 9 Certificate of Occupancies, including Dollar General
  - Site Inspection conducted for Kuji Hibatchi to go over fire damage
  - Multiple site visits to Dollar General to work towards Issuance of C of O
  - Follow up phone calls
- Building Official attended an all-day NMCOA conference for professional development.
- The Building Services Clerk provided the following services during the month:
  - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
  - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
- Building Services Clerk was able to work remotely part of one week during a COVID19-related quarantine period to provide timely services to contractors and residents because of the availability of a Microsoft Surface device shared by the Public Services Department and set up for her use on an expedited basis by the Township's information technology team at CMS.

#### Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 41 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants.
- Informing various departments of items that may be of concern or of note that have been observed throughout the Township (tall grass, construction without permits, site plan verifications, etc.).
- Contacts with local inspectors, enforcement, and fire personnel. Trying to start our monthly meeting back up.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.

#### Zoning Administration Activities (1.1, 1.3, 1.4, 1.5, 1.6)):

- The Zoning Administrator finalized Zoning approval for site plan compliance at 5696 Venture Way (Helios Rising equipment and pipe storage yard) for the certificate of occupancy. Dumpster and enclosure were found to be missing. Owner resolved issue for compliance.
- The Zoning Administrator also provided the following services:
  - Two (2) Zoning review and approval actions for building permit applications.

- Discussed property line adjustment on Joseph Dr for possible one family home dwelling project for potential buyer of vacant land.
- Discussed land split and plat options with prospective buyer for a one family dwelling along Francis Dr. and Jacobs Trail.

#### Ordinance Enforcement Activities (1.1, 1.3):

- 1727 E. Pickard Rd. Complaint of multiple campers imported into and stored on the premises by a person who is not the owner that has been living on site in a camper. An initial civil infraction notice (ticket) was issued due to failures of the owner and occupant to either scrap or transport to another site the units in excess of what is allowed. The property occupant then completed the removal of the excess units in January. This matter is now closed.
- 5126 Silverberry Drive. A family member responded to the notice of violation and removed the junk couch left outside near the road for several weeks. This matter is now closed.
- 4957 E Valley Rd. (parcel #14-002-20-011-01) – Township-initiated legal action to seek a court order for Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. A Stipulated Settlement Order has been executed under which Mr. Tolas is required to act within 45 calendar days (by 2/22/2022) to complete the removal of at least the foundation's top three rows of block and to completely fill in the hole level with the existing grade of the property.
- 898 S. Mission Road. Site Plan enforcement complaint due to unlawful change of use without the required minor site plan approval. Cluster of cars all over lot, including unlawful parking on the lawn areas and in front yard. Owner contacted, with direction to submit a minor site plan for the major auto repair business change of use as required per Section 14.2.C. (Site Plan Approval Required) to ensure site is used safely and effectively. Owner responded to confirm that they will prepare and submit a minor site plan application as required.
- Bilbrael Dr. (PID 14-028-40-003-00). Blighted property at the west end of Bilbrael Dr. (the former Mt. Pleasant community swimming pool site) owned by the estate of Brad Wood. The Township previously received court authorization for demolition and clean-up of the site. The pending request for bids for the asbestos abatement, building and swimming pool demolition, site restoration, and clean-up was put on temporary hold when the Township was notified by the County Treasurer's office that the parcel is scheduled for a tax foreclosure hearing in February.

#### Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- With the end of the Open Meetings Act authorization for electronic meetings on 12/31/2021, the regular January Planning Commission meeting was held in-person. To provide for adequate social distancing for this 9-member commission plus staff, applicants, and other attendees, the meeting was relocated to the Lincoln Reception Center (2300 S. Lincoln Road), located behind the Lux Funeral Home. It is anticipated that they will continue to meet in-person at this location for at least the first half of 2022.
- During the regular January 18, 2022, meeting, the Planning Commission:
  - Held a discussion with members of the Sidewalks and Pathways Prioritization Committee.
  - Approved the PSPR21-19 updated final site plan for the Grafx Central building addition, parking expansion, and improved storm water management at 1580 S. Park Place.
  - Received a presentation from the developer to introduce the PREZ21-03 Planned Unit Development (PUD) Area Plan/Rezoning application for expansion of the Prestige Center assisted senior living facility at 5785 E. Broadway Rd., and postponed action to set a public hearing date with a request for an updated PUD Concept Plan.
  - Set a 2/15/2022 public hearing date for the PTXT21-02 Coyne – proposed Zoning Ordinance text amendment to increase the maximum height for ground-mounted solar



energy systems from 20.0 feet to 25.0 feet and to adjust the minimum setbacks for these facilities.

- Discussed goals and potential survey questions for the Parks and Recreation Plan update.

#### Zoning Board of Appeals Activities (1.1):

- The regular January 5, 2022, Board of Appeals meeting included:
  - Deliberation and action to grant the requested PVAR21-02 eight (8) foot setback variance from section 7.5.C.2.d requirements for an accessory building on the commercial/ office lot at 2257 E. Broomfield Rd.
  - Adoption of amended 2022 Zoning Board of Appeals meeting calendar.

#### Sidewalks and Pathways Prioritization Committee Activities (1.1, 1.3, 1.4):

- Committee members discussed sidewalk-related issues and concerns with the Planning Commission during their 1/18/2022 regular meeting.

#### Parks and Recreation Plan/Program Activities (1.1, 1.3, 1.4):

- For the Parks and Recreation Master Plan update project, The Department Director researched and prepared an initial draft set of potential survey questions and began technical updates to the Community Description and Administrative Structure sections of the document.
- The Township Manager and Community and Economic Development Director met via Zoom with Phil Biscorner, Director of Parks and Public Spaces for the City of Mt. Pleasant, to discuss opportunities for collaboration in connection with development of a Master Plan for the City-owned Indian Pines parkland north of the airport in the Township, and with the City's plans for extension of a paved pathway to Mission Creek Park. (1.1, 1.2, 1.5, 1.6)

#### Other Activities:

- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues. (1.1)
- The Community and Economic Development Director, Finance Director, and Assessor met together to further improve communication and coordination of services related to prompt review of building permit applications. (1.1)
- The Department Director attended a meeting at the Mt. Pleasant Airport with the project team and contractors that will be responsible for runway approach impact area tree-cutting and trimming to the west of the airport in an effort to minimize potential impacts on portions of E. Airport Rd. from the proposed location of the project team's staging area. (1.3)
- The Township Manager, Public Services Director, and Community and Economic Development Director met with Isabella County Road Commission staff to discuss the stalled project to improve the S. Lincoln Rd. - E. Broomfield Rd. intersection and the section of S. Lincoln Rd north to the Chippewa River, including the scope of road and drainage work and answering questions raised by the Board of Trustees (1.1, 1.3)

### **Public Services Department**

#### Community well-being and the common good:

- Jameson Hall Rental – closed during January 2022 – construction ongoing
- Processed (2) ACH Request ; (16) Transfers of Service/Final Bills; scheduled twenty (20) touchpad/meter repair appointments and mailed notifications to customers.

- Received/Processed (245) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Prepared (2) cost estimates and (1) permit for residential/commercial water and sewer services/meter purchases
- Prepared and coded department credit card and accounts payable statements/bills
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Updated 2022 Rates/Fees on Public Service Department Forms and updated website forms and information
- Prepared/reconciled fourth quarter ACH File for transmittal to Township Treasurer in the amount of \$189,438.32.
- Completed USDA Rural Development 2021 Supplemental Year End Information Reporting.
- Attended quarterly IT meeting with CMS
- Attended Lincoln Road Improvement meeting with ICRC
- Reviewed/commented on several pump station #7 transmittals/shop drawings.

Safety, Health, Natural Environment & Community well-being and the common good:

- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- (54) Miss Dig underground markings completed throughout Township
- Completed two (2) Miss Dig Design tickets/as-built request.
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Department review and/or approval of (0) site plan, (2) building permits, (0) demolition permit
- Monthly fire extinguisher, AED, and eye wash inspections
- Coordination with Hydro Corp regarding Cross Connection Control inspections/notifications
- WWTP - Routine plant maintenance
- WWTP - Routine lab maintenance
- Snow plowing and salting of all township facilities as needed.
- Prepared RFBA for Coyne Oil Franchise Agreement – January 12, 2022, Agenda
- Completed and submitted to EGLE the updated Sampling Site Plan, State of Michigan Emergency Response Plan and Annual State of Michigan Asset Management Reports .
- Conducted FY2022 Public Service Department Capital Planning Meeting.
- Repaired broken water service at 2274 Enterprise Drive.
- Inspected the installation of 428 feet of six-inch sanitary sewer main and manholes at the Dunkin Donuts/Marathon Gas Station site on Broomfield Road.
- Compiled list of twenty-three (23) sanitary sewer manholes for 2022 Manhole Relining Project.
- Responded to water main leak on Bluegrass Road in front of Biolife. Water main was able to be isolated and shut off without interruption to customers due to existing system loop in the area. Water main will be repaired once weather improves and asphalt is available to repair two lanes of Bluegrass Road that will have to be removed to complete repair.
- Replaced failed pump at Pump Station #9 on Mission Road.
- Installed shelving and blueprint racks at Isabella Treatment Plant.

- Coordinated insurance claim and repair of Building Department F150 truck catalytic converter.
- Provided loaner truck to Building Department for use during truck repair.
- Provided Surface to Planning Department for remote use.
- WWTP - Completed 1<sup>st</sup> quarter mercury sampling
- WWTP - Lab QA/QC Annual Review
- WWTP - Changed solenoid valve on fine screen
- WWTP – Attended Cross Connection training in Clare MI
- WWTP - Cleaned screen and change spray nozzles on drum thickening unit
- WWTP - Inspected progressive cavity pumps on drum thickening unit
- WWTP - Installed new bearings on RAS pump 1,2 & 3 motors
- WWTP - Completed Biosolids Land Application Annual Report and submitted to EGLE and EPA
- WWTP - Repaired VFD Aerator #4
- WWTP - Unthawed numerous sample lines
- WWTP - Completed annual thermometer calibration in lab
- WWTP - Repaired ferric pump motor
- Completed RFP for 2022 Well #3 Maintenance Project
- Broadway Tank back in-service painting completed.
- 4680 Flagstone changed water meter; 4750 Bluegrass Copper Beech changed 2-inch water meter
- Installed plywood, wall mount network frame rack, and UPS at Broadway Water Tower building. CMS installed new wireless network.
- Conducted meeting with CMS regarding fiber for utility sites and Jameson Hall.
- 143 Pickard after hours/holiday call in frozen 5/8 water meter
- Started project of removing old piping and old high service pumps from inside Mission Well Site.
- Installed normal open, normal closed, and bypass tags on water valves inside water plants.
- Updated Pub-Works data base.
- Hach DR3900 Analyzer sent in for yearly service.
- Update electrical disconnect bib for Meridian Well Site.
- Filed FOIA request with Michigan State Police for catalytic converter theft report.
- Completed and posted MIOSHA 300 yearly reporting.
- GIS - Continue to make progress mapping sewer leads and laterals from engineering prints and drawings. Most of our gravity mains currently do not have the sewer laterals (house leads or service lines) digitized yet. Expanding the existing PubWorks geodatabase to add more sewer service lines and points will allow utility workers out in the field to use Trimble R1 receivers in combination with PubWorks Mobile to locate and map more sewer service connections along the gravity mains within the wastewater collection system.
- GIS - Created a PDF version of the updated Zoning Map suitable for the Township website. The text in the legend follows the wording of “Section 3.1: Zoning Districts and Map” of the new Zoning Ordinance.
- GIS - Created a list for the Assessor of the 300 or so parcels that need to be updated in BS&A Assessing with current zoning classifications. Used a method where parcel centroids are within zoning polygons, working out issues with multi-zoned parcels.

### **Current Month Anticipated Activities**

#### **Township Manager**

- Provide direction, support, and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed

- Attend, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, and several internal Board/Commission/Authority meetings during the month.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Continued working with the Mid-Michigan Aquatic Center Recreational Authority Board to assist them in acquiring liability insurance as called for in the Articles of Incorporation
- Met with Department Directors to discuss 2022 Work Plan/Priorities
- Township Manager will be out of the office the week of 2/27

#### **Finance Department**

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Account for the IFT tax collected that is held for payment to the State of Michigan with the required reporting due in July
- Calculated interest accrual for the last 10 days in December and enter in G/L
- Prepare year-end adjustments and prepare for audit in March
- Work on accounting for fixed assets for fiscal year-end 2021
- Work on accounting for special assessments as of year-end 2021
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks/make online payments
- Post any online payments made to the general ledger
- Continue to track legal expenses needed for year-end audit purposes

#### **Community and Economic Development Department**

##### Economic Development Activities 1.1, 1.2, 1.3, 1.6:

- The Department Director will prepare 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 responding contractors will be evaluated by the EDA Board, with the selected finalist(s) to be invited to submit bids for the planned projects
- 5243 Jonathon Lane property – The Building Official and Community and Economic Development Director are developing a request for bids to remove the remaining foundation elements and dilapidated wood fencing, and to close and cap utilities.
- The Department Director will serve as Chair for the February meeting of the Airport Joint Operations and Management Board, to be held in-person at the airport.
- The Department Director is working with the City Planner and the City's Economic Development Director to develop a response to the invitation of the Target Corp. representative to submit a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District.
- The Department Director will continue business retention contacts as COVID19 protocols allow.

##### Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular February 15, 2022, EDA Board meeting will be held in-person at the Lincoln Reception Center (2300 S. Lincoln Road), and is anticipated to include:
  - Annual presentation and report by Jim McBryde from the Middle Michigan Development Corporation about his agency's economic development activities for the benefit of the DDA Districts.
  - Review and action on the final proposed grant funding programs for beautification, pedestrian access improvements, and freestanding sign improvements in the DDA Districts.

#### Building Services (1.1, 1.3, 1.4, 1.6):

- Continued progress on work at Days Inn, Summerhill Village Clubhouse
- Permit applications and plan reviews for Isabella County Jail and Sherriff's Office.
- Start of Dunkin Donuts
- Issuance of Grafx Central permit for 6,000 SF addition
- Follow up phone calls.
- Continue to do site visits, inspections, Issue permits, plan reviews.
- Continued work on expired permit list)

#### Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- Our Rental Inspector, Eric Miller, recently completed his six-month probationary period as a new hire. His transition into the Rental Inspector role has been seamless. He is conscientious and thorough in his work. In addition to his inspection responsibilities, we have been able to make use of his photography and graphic design talents to update our website photo gallery and our insert in the annual Chamber of Commerce directory. Eric Miller has proven to be an excellent addition to our Community and Economic Development Department team.
- The Rental Inspector will:
  - Investigate and follow up on any rental complaints as needed.
  - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
  - Conduct follow-up inspections to verify correction of violations found on previous inspections.
  - Work on expired certificate scheduling as needed.
  - Arrange for site visits as needed for compliance or informational.
- The Rental Inspector will continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2022, with adaptations as needed in consultation with the Director.

#### Zoning Administration Activities (1.1):

- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups

#### Ordinance Enforcement Activities (1.1, 1.3):

- 2120 Yats Dr. - Junk and excessively tall grass complaints. Home is not occupied; staff was able to track down the owner who currently lives in the City of Mt. Pleasant. The owner had responded to a follow-up notice to confirm that the dilapidated dwelling and junk would be demolished and removed by 12/31/2021 but failed to do so. A second civil infraction ticket is in process.
- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D (Tim Bebee, project engineer) to prepare a grading permit application and plan to correct non-compliance regarding parking lot improvements and grading changes. Mr. Bebee was contacted by the Zoning Administrator regarding delays in completion of the grading permit plans for the necessary corrective actions. He claimed to be inundated with projects but pledged to move the grading permit plans to the top of his list so as to be closed out this month.
- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit based on a claim that he is protected by the Right to Farm Act. This matter is under review by the Township Attorney.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor’s storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a “grandfathered” status as a legal nonconforming use. This matter is under review by the Township Attorney.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

#### Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular February 15, 2022, Planning Commission meeting will be held in-person at the Lincoln Reception Center (2300 S. Lincoln Road), and is anticipated to include:
  - PTXT21-02 Coyne – proposed Zoning Ordinance text amendment to increase the maximum ground-mounted solar energy facility height from 20.0 feet to 25.0 feet – public hearing, deliberation, and action to make a recommendation to the Board of Trustees
  - Parks and Recreation Plan update – review of updated draft survey questions and additional materials.

#### Zoning Board of Appeals Activities (1.1):

- The regular 2/2/2022 meeting the Board of Appeals was cancelled due to a lack of agenda items.

#### Sidewalks and Pathways Prioritization Committee Activities (1.1, 1.2, 1.3, 1.4):

- Next meeting is scheduled for February 22, 2022, which will be an organizational meeting and also an opportunity to begin discussion of recommendations for FY2023 sidewalk improvements.

#### Parks and Recreation Plan/Program Activities (1.1, 1.3, 1.4):

- For the Parks and Recreation Master Plan update project, The Department Director will continue with technical updates to the document, preparation of an updated draft survey for Planning Commission review, and planning for public input opportunities.
- The Department Director and Township Manager will be meeting with representatives of the three leagues that use our park ballfields to discuss the 2022 season.

#### Other Activities:

- Planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd. E. Broomfield Rd. and E. Bluegrass Rd are hindered by inadequate public road right-of-way width and challenges with securing easements. The Department Director and project engineer from Rowe will continue to try to secure necessary easements and road authority approvals (1.1, 1.2, 1.3, 1.4)

- The Department Director and Jacob Kain (City Planner) plan to continue to meet monthly to discuss planning-related issues of mutual interest. (1.1)
- 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

### **Public Services Department**

- Install stainless pump pull chains at pump station # 12
- Continue work on updating data on Lead & Copper Spreadsheet
- WWTP - Annual Operator Lab Training (postponed from January)
- Review payments and process penalties for fourth quarter billing.
- Complete twenty (20) touchpad/meter repairs.
- Replace fire hydrant head, add hydrant extension, and replace operating rod on Remus Road.
- WWTP - Strip existing epoxy and recoat RAS Pump Room Floor
- WWTP - EGLE Drinking Water Lab Inspection
- WWTP - Routine Plant Maintenance
- WWTP - Fix transducer digester #4
- WWTP – Prepare and post RFP for 2022 WWTP Screw Pump Painting Project
- Prepare and post RFP for 2022 Manhole Relining Project
- Prepare and post RFP for Parks and Utility Department lawn mower purchase

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

- General Fund Reserve Policy recommendation
- Audit Presentation is scheduled for May 11th
- March Board of Review alternate start date resolution for February 23rd
- Adoption of an updated resolution to identify Township employees that can apply to MDOT for right-of-way permits (to add the Community and Economic Development Director).
- Possible request to consider selling approximately 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development after necessary water and sewer system easements have been recorded on the parcels by the Public Services Department.
- PTXT21-02 Coyne – proposed Zoning Ordinance text amendment to increase the maximum ground-mounted solar energy facility height from 20.0 feet to 25.0 feet – Introduction
- PREZ21-03 Planned Unit Development (PUD) application for expansion of and improvements to an existing assisted senior living center at 5785 E. Broadway Rd.
- Possible rezoning request from B-5 (Highway Business District) to I-1 (Light Industrial) for 1033, 1017, and 905 S. Mission Road.
- Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a required public hearing.
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.
- Consideration of options for an updated Township logo and letterhead graphic
- Resolution in support of Chippewa River Master Plan
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations and update cross connection requirements
- Cross Connection Ordinance update
- High service pump installation – River Road-

- 2022 Well #3 Maintenance Bid Award
- 2022 WWTP Screw Pump Painting Bid Award
- 2022 Manhole Relining Project Bid Award
- Carriage Hill Estates #1 & #2 Paving Special Assessment District (2022)

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

- Implement Positive Pay on the Payroll Account
- Implement BS&A Purchase Orders
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Consider Invoice Cloud instead of Point and Pay for online payment processing
- Cross-train for invoice entry and cash receipting
- Measure and price all exempt properties
- Economic Development – The Department Director will prepare 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.
- Economic Development - The Department Director will work with MDOT project team members regarding details of the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) from E. Mission Rd. eastward through the US-127 interchange area to coordinate the timing of the deactivation of affected sections of streetlighting, salvaging of affected irrigation system elements for later re-use, protection, storage, and re-installation of streetlights, park benches, and other improvements removed by the contractor, and reinstallation of underground irrigation systems prior to re-seeding of disturbed lawn areas.
- Building Services – Preparation and approval of a reciprocal agreement with Isabella County to provide for residential and commercial building inspection services from the other jurisdiction during vacations and other periods when the regular Building Official is temporarily absent.
- Rental Housing – Consider an evaluation of possible regulatory and other options to address mold-related issues more effectively in Township rental housing
- Rental Housing – Consider an evaluation of possible regulatory and other options to address inequities for tenants associated with a relatively recent but still escalating trend among landlords in college towns to pressure tenants to renew leases many months before the term ends
- Building Services – Moving old, scanned prints to proper location within BS&A.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- PILOT Housing Projects - The Department Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects.
- Planning Commission – The Commission will resume discussion of Master Plan implementation and review of the Master Plan as soon as Township-level population, housing, and economic data is available from the 2020 U.S. Census.
- Other Activities - Repeal of the outdated and unenforceable Ordinance 2011-4 for marijuana dispensaries and growing operations
- Other Activities - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.



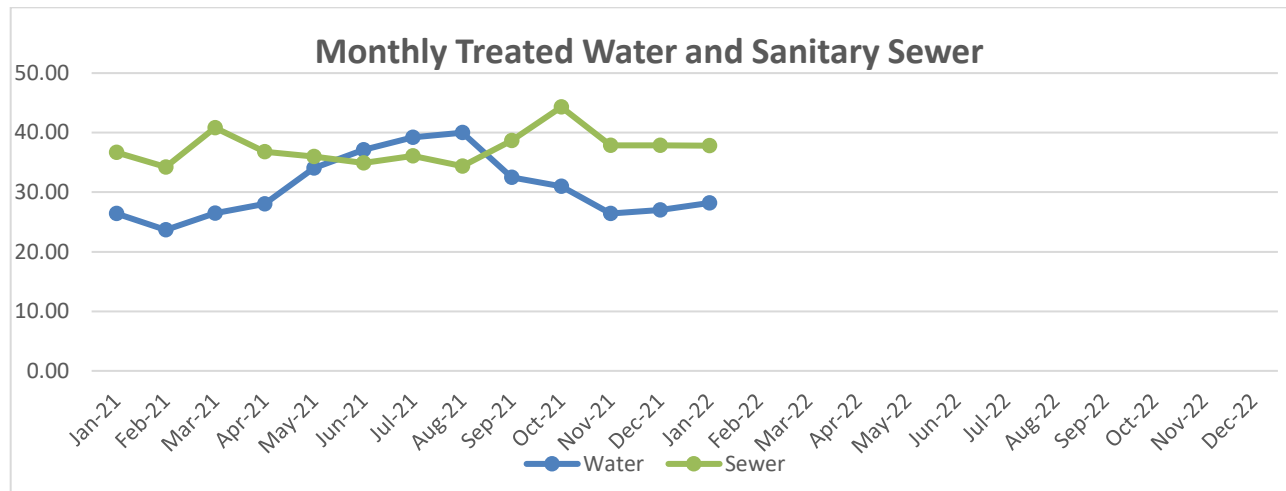
- Other Activities – bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Other Activities – Consider updates to the Township’s ordinance on open burning
- Other Activities - Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Other Activities - Develop soil erosion control process to integrate with site plan review process more seamlessly.
- Other Activities – Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities.
- Other Activities – Consider updates to the Stormwater Management Ordinance No. 1992-9 to incorporate current practices and standards and develop an administrative process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Other Activities - Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds.
- Other Activities – Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways.
- WWTP - Sludge Storage Tank installation (2023)
- Third rebid pump station # 1 in the EDDA – Redesign 2021/Submitted for revised permit in December of 2021/Construction 2022
- Installation of generator transfer switch and receptacle at pump station #8
- EPA Water Emergency Plan – due in December 2021
- Pump Station #7 Construction – awaiting equipment/materials – Construction 2022
- Pump station #5 service area smoke and dye testing
- High service pump installation – River Road
- Update Cross Connection Plan – submit to State of Michigan EGLE
- Meridian Road iron removal filter maintenance approval – (rebidding – due to lack of bids)

## Other

- Legal Matters
  - Settlement discussions continued Re: Zalud/CC matters
- Monthly Water MOR submitted – no violations
- January 2022 – Treated Potable Water
 

Total Month:	28.220 mg
Average Day:	.910 mgd
Max Day:	1.086 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- January 2022 – Treated Sanitary Sewer
 

Total Month:	37.80 mg
Average Day:	1.22 mgd
Max Day:	1.31 mgd





**2261 E. REMUS ROAD**

**MT. PLEASANT, MI 48858**

**OFFICE PHONE: 989-773-7131**

**FAX: 989-772-2371**

February 4, 2022

**Union Township**

2010 S Lincoln

Mt. Pleasant, MI 48858

RE: Construction Project, Lincoln Road – Broomfield Road Intersection to the Bridge over Chippewa River

Union Township Board of Trustees:

1. What is the scope of work for this project? Please provide the most recent draft set of construction plans for the S. Lincoln Rd. - E. Broomfield Rd. intersection and associated roadway improvements.
2. What were the primary considerations/drivers that led to designing the project as currently configured?
3. Who are the primary beneficiaries of these improvements?
4. Was a traffic study/count completed for the area? If so, what were the results? Please provide a copy of the study.
5. What has been delaying commencement of construction for this project
6. What is the status of obtaining all required easements?
7. When is construction scheduled to commence?
8. What is the current expense budget for this project and related funding sources?
9. Have any of the original funding partners dropped out and if so, how much funding has been lost?
10. What is the plan to replace the lost funding (if any) noted in the above question?

1. The original project called for 5 lanes on the east and north legs of the intersection and 3 lanes on the south and west legs, curb and gutter, storm sewer, and a traffic signal at the intersection of Broomfield Road. The proposed change in scope would include 3 lanes on all 4 legs of the

intersection, paved shoulder, curb and gutter, storm sewer and NO Traffic Signal. This is all dependent on space needed in the ROW and funding.

2. Primary considerations were traffic volumes, turning movements establishing an alternative truck route off the state trunk line roads.
3. Road improvements benefit, Union Township residents and businesses, first responders and emergency services.
4. In 2013 a traffic study was performed for the purpose of determining the number of lanes needed for the critical bridge application for funding and construction in 2017.
5. The project as designed required the acquisition of additional right of way (ROW), other construction project in the area would have greatly hindered traffic flow on the west side of Mount Pleasant (City Construction project Pickard, MDOT Project – High Street), COVID-19 Shutdown since 2020, MDOT working from home, lack of available contractors to do work.
6. To construct the project as designed two easements are still needed. (Burden, Nelson) Both parties have been contacted and do not want to cooperate.
7. We are looking to go out to bid ASAP so we can construct project this summer or we will lose the \$600,000 earmark funds from the State.
8. Current budget
  - a. Revenue - \$1,638,398
  - b. Expense - \$2,494,477
  - c. Shortfall - \$ 856,079
9. Small Urban Grant funds \$375,000.
10. Currently there is no funding mechanism in place for additional revenue.

The Isabella County Road Commission has met with the design engineer to review scaling down the scope of the project to reduce costs, and to see if the project can be constructed without the final two ROW easements.

Electronic copies of the following will be sent to Mark Stuhldreher.

Preliminary Construction Plans  
2013 Traffic Study

Sincerely,



Patrick J. Gaffney, PE  
Engineer Superintendent

Cc: File

**2022 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 9, 2022, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present:

Supervisor Mielke, Clerk Cody, Treasurer Rice, Trustee Brown, Trustee Hauck, and Trustee Thering

Excused:

Trustee Bills

**Approval of Agenda**

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

**Public Hearings**

N/A

**Presentation**

Frank Engler, Isabella County Commissioner, introduced himself as Union Township's new County Commissioner and gave the Board a brief background of his experiences.

**Public Comment**

Open: 7:10 p.m.

Scott Daigel, Union Township, representative for the Central Michigan Mountain Bike Association (CMMBA), introduced a proposal for funding towards the development of natural surface bike trails.

Ben Gunning, 2270 E. Broomfield Rd, spoke in regard to reappointments for the Planning Commission and the Second reading of the Extraction Ordinance.

Closed: 7:16 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

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

Hauck – Gave updates on the January 27<sup>th</sup> Road Commission meeting.

Cody – Gave an update on the Election Commission Meeting held Thursday, February 3<sup>rd</sup> to submit a request to merge Precinct 1 and 3 for the May election.

Mielke – Gave an update on a meeting with the City Mayor to discuss priorities of the City and Township.

### **Consent Agenda**

- Communications
- Minutes – January 12, 2022 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

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

### **New Business**

#### **A. Discussion/Action: (Nanney) Second Reading and consideration for adoption of the proposed Extraction Ordinance**

Discussion by the Board and staff recommending to conduct a Second Reading of the Extraction Ordinance.

**Hauck** moved **Brown** supported to conduct a Second Reading for the Extraction Ordinance No. 22-02. **Vote: Ayes: 6 Nays: 0. Motion carried.**

#### **B. Discussion/Action: (Stuhldreher) Poverty Exemption Guidelines Resolution**

**Thering** moved **Hauck** supported to approve the Poverty Exemption Guidelines Resolution to be used by the Board of Review when considering property tax exemption requests. **Vote: Ayes: 6 Nays: 0. Motion carried.**

#### **C. Discussion/Action: (Stuhldreher) Policy Governance 2.5 Financial Condition and Activities**

Discussion by the Board

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

Open 7:45 p.m.

Ben Gunning, 2270 E. Broomfield Rd., requested that the Board announce a date when appointments to the Planning Commission will be made.

Frank Engler, 1798 West River Rd., gave upcoming dates for Isabella County's tire recycling and electronic waste pickup days; Hazardous waste pickup dates will be released when available.

Closed: 7:50 p.m.

### **MANAGER COMMENTS**

- Thanked the Acting Township Manager for performing well while the Manager was on vacation.
- Mr. Nanney, Community & Economic Development Director, will give an Economic Development Activities presentation at the next Board meeting.
- The Community & Economic Development Director will give a presentation at an April Board meeting detailing Sidewalk and Pathways progress and priorities.

### **FINAL BOARD MEMBER COMMENTS**

Hauck – Would like to discuss the policing grant for the Sheriff’s department and a new park on the south end; encouraged the public to come to the Township meetings and apply for the Boards.

Cody – Agreed with Hauck’s comment on a discussion of the policing grant.

Rice – Get taxes in.

Thering – Supported Trustee Hauck’s comment on policing grant and park discussion

Mielke – Asked the Board to prepare for an informal discussion on the policing grant at the next Board meeting. Commented on reappointment schedules for the Planning Commission and asked the Board to read the Township Focus article on Township AARPA Funds.

### **ADJOURNMENT**

**Rice** moved **Cody** supported to adjourn the meeting at 8:01 p.m. **Vote: Ayes: 6 Nays: 0.**

**Motion carried.**

**APPROVED BY:**

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**Lisa Cody, Clerk**

---

**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

02/16/2022 05:16 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 02/10/2022 - 02/23/2022

Page: 1/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
02/23/2022	101	21 (S)	01171	DBI BUSINESS INTERIORS	TWP HALL SUPPLIES LABELS STAMP PAD REPLACEMENT WALL FILE-ACCOUNTING CREDIT FOR WRONG ITEM ORDERED CREDIT FOR RETURNED SUPPLIES	10.40 33.48 5.95 13.79 (9.99) (53.63) <hr/> 0.00
02/16/2022	101	502 (E)	01186	COYNE PROPANE LLC	PROPANE-4511 E RIVER	1,659.99
02/17/2022	101	503 (E)	00146	CONSUMERS ENERGY	5228 S ISABELLA STREET LIGHTS 2010 S LINCOLN L4 48858 LED LIGHT 900 MULBERRY 1660 BELMONT 1933 S ISABELLA 5537 E BROADWAY 5525 E REMUS 2055 ENTERPRISE 2270 NORTHWAY 5142 BUDD 5144 BUDD 4822 ENCORE 4797 S MISSION BARN 4795 S MISSION 5076 S MISSION 3248 S CONCOURSE 5369 S CRAWFORD 3998 E DEERFIELD 2180 S LINCOLN 1776 E PICKARD 2424 W MAY 2495 E DEERFIELD 1876 E PICKARD 2188 E PICKARD 1876 S LINCOLN 1605 SCULLY 1046 S MISSION 5319 E AIRPORT 1633 S LINCOLN 4520 E RIVER 800 CRAIG HILL 4244 E BLUE GRASS 5240 E BROOMFIELD 2010 S LINCOLN	7,479.56 1,555.84 51.07 205.42 55.52 119.35 740.91 494.80 67.34 346.87 35.55 271.03 32.86 126.53 716.99 2,711.42 1,094.18 231.84 96.85 205.65 30.63 39.77 538.10 446.14 195.01 93.05 16.73 75.19 135.66 93.05 369.36 524.04 61.62 95.17 1,090.24 1,358.38 <hr/> 21,801.72
02/17/2022	101	504 (E)	00146	VOID Void Reason: Created From Check Run Process		V
02/17/2022	101	505 (E)	00146	VOID Void Reason: Created From Check Run Process		V
02/23/2022	101	23475	01703	AMAZON CAPITAL SERVICES	MAILING TUBES TWO WAY RADIO BATTERIES	140.77 159.96 <hr/> 040



CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 02/10/2022 - 02/23/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						300.73
02/23/2022	101	23476	00084	B S & A SOFTWARE	SPEC. ASSESSMENT TRAINING FOR FINANCE	1,200.00
02/23/2022	101	23477	01281	BROWN MILLING, INC	ROCK SALT FOR PARKING LOTS	694.43
02/23/2022	101	23478	00095	C & C ENTERPRISES, INC.	CARHART PANTS FOR K CRAWFORD	162.50
					TOILET PAPER&SANITIZER FOR TWP HALL	162.50
					C-FOLD TOWELS FOR WWTP	162.00
						487.00
02/23/2022	101	23479	01710	CHIPPEWA NATURE CENTER	CHIPPEWA WATER TRAIL STRATEGIC PLAN	3,020.00
02/23/2022	101	23480	00129	CMS INTERNET, LLC	NEW COMPUTERS FOR THE BOARD	8,468.94
					MANAGED IT, EMAIL, & PHONE SERVICE-FEB 2	5,355.61
					MANAGED IT, EMAIL, & PHONE SERVICE-MAR 2	5,440.56
					WIRELESS BROADBAND-BROADWAY WATER TOWER	287.81
						19,552.92
02/23/2022	101	23481	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JAN 2022	806.26
02/23/2022	101	23482	01242	CULLIGAN WATER	WATER COOLER-ISABELLA	9.50
					WATER COOLER-SHOP	8.50
						18.00
02/23/2022	101	23483	00994	CUSTOM HEATING & PLUMBING, INC	REPLACE WATER METER-COPPER BEACH	213.17
02/23/2022	101	23484	00195	EJ USA, INC	FIRE HYDRANT	2,328.85
02/23/2022	101	23485	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,806.50
02/23/2022	101	23486	01426	ENVIRONMENTAL RESOURCE ASSOCIATES	COLIFORM MICROBE	389.65
02/23/2022	101	23487	00222	FISHER SCIENTIFIC LLC	DRINKING WATER LAB SUPPLIES	862.20
02/23/2022	101	23488	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-FEB 2022	40.00
					INSPECTION/TREATMENT-5228 ISABELLA	185.00
						225.00
02/23/2022	101	23489	00257	GOURDIE-FRASER, INC.	PUMP STATION #7 UPGRADE	1,260.00
					RIVER ROAD-HIGH SERVICE PUMP	1,905.00
						3,165.00
02/23/2022	101	23490	00266	HACH COMPANY	SAMPLE CELL	716.19
					TUBING SAMPLER	46.63
						762.82
02/23/2022	101	23491	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK EXT IMPROVEMENTS DRAW #3	24,690.43
02/23/2022	101	23492	00362	KRAPOHL FORD & LINCOLN	NEW MUFFLER/CATALYTIC CONV-BLDG DEPT TRU	2,066.23
					OIL CHANGE-2016 FORD F-150-PARKS	91.36
						2,157.59
02/23/2022	101	23493	01356	MCLAREN CENTRAL MICHIGAN	MDOT PHYSICAL-MCBRIDE	100.00
02/23/2022	101	23494	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV. AGREEMENT-DEC 2021	974.51
02/23/2022	101	23495	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FIRE HYDRANT M-20	2,100.00
					VALVE BOX	278.00
						2,378.00
02/23/2022	101	23496	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2022 ANNUAL CLIENT FEE	10,100.00

02/16/2022 05:16 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 02/10/2022 - 02/23/2022

Page: 3/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/23/2022	101	23497	00494	NORTH CENTRAL LABORATORIES	ASPIRATOR BOTTLE	264.26
02/23/2022	101	23498	01136	OPTO SOLUTIONS, INC	SNAP 2 & SNAP 4 ANALOG INPUT MODULE	710.75
02/23/2022	101	23499	00131	PERCEPTIVE CONTROLS, INC	WTP SUPPORT SERVICES	607.50
					WWTP SUPPORT SERVICES	540.00
					IGNITION ANNUAL SUPPORT	1,417.50
						<u>2,565.00</u>
02/23/2022	101	23500	00549	CHRIS RADER	CLOTHING ALLOWANCE REIMB-RADER	100.00
02/23/2022	101	23501	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES DEC 2021-WWTP	316.29
					JANITORIAL SERVICES DEC 2021-WTR	316.29
						<u>632.58</u>
02/23/2022	101	23502	01769	SEILER INSTRUMENT & MFG. CO. INC.	R1 GNSS RECEIVER	3,132.01
02/23/2022	101	23503	01542	STERICYCLE, INC.	PAPER SHREDDING 1-26-22	65.33
02/23/2022	101	23504	01770	STRAUS MASONRY INC.	REMOVE & REPLACE 4 HOLLOW DOORS	6,026.00
02/23/2022	101	23505	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	11.03
					WATER SAMPLE SHIPPING	13.19
						<u>24.22</u>
02/23/2022	101	23506	01013	USA BLUE BOOK	LAB SUPPLIES	840.41
02/23/2022	101	23507	01723	V&V ASSESSING LLC	MAILING ASSESSMENT NOTICES	2,534.45
						<u><u>2,534.45</u></u>

101 TOTALS:

Total of 38 Checks:  
Less 2 Void Checks:

119,489.78  
0.00

Total of 36 Disbursements:

119,489.78

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

**CHECK DATE: February 17, 2022**

**PPE: February 12, 2022**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 33,586.72
Fire Fund	
EDDA	
WDDA	
Sewer Fund	36,582.70
Water Fund	28,147.31
<b>Total To Transfer from Pooled Savings</b>	<b>\$ 98,316.73</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 62,667.19
Employer Share Med	901.20
Employer Share SS	3,853.65
SUI	407.50
Pension-Employer Portion	5,218.79
Workers' Comp	584.80
Life/LTD	-
Dental	1,343.81
Health Care	23,283.44
Vision	-
Vision Contribution	-
Health Care Contribution	-
Flex Administrators	-
Cobra/Flex Administration	56.35
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b>\$ 98,316.73</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

2/23/22

# CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill HawkMONTH, YEAR: Jan. 2022

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1-13	I.C.R.C.		X	75.00
1-19	C.O.G.		X	75.00
1-27	I.C.R.C.	X		50.00

Signature: Bill HawkDate: 2-3-22

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



# Union Township Report-1

Date: Wednesday, February 9, 2022



Alarm Date between 2022-01-31 and 2022-02-06

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000086						
		2/1/2022 2:28:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
Union Township	0000088						
		2/2/2022 12:00:16 PM	324	Motor vehicle accident with no injuries.	ENG 31	3	1
						Total Responding 3	
Union Township	0000090						
		2/2/2022 11:17:17 PM	741	Sprinkler activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	

<b>Union Township</b>	<b>0000095</b>						
		2/5/2022 4:52:06 AM	731	Sprinkler activation due to malfunction	ENG 31	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 4</b>					<b>Total Responding 10</b>	

**Note: Alarms**

**1=Duty Crew**

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

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

**4=Paged All**

**Highlighted Yellow Indicates an Emergency Call**

## REQUEST FOR TOWNSHIP BOARD ACTION

**PROJECT TIME TABLE**

If approved, the March Board of Review will be held on the dates reflected in the Resolution

**RESOLUTION**

SEE ATTACHED

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

Yes:

No:

Absent:



## CHARTER TOWNSHIP OF UNION

### Resolution for an Alternate Start Date for the 2022 March Board of Review

At a regular meeting of the Township Board of Trustees of the Charter Township of Union, County of Isabella, Michigan held at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858 the 23rd date of February 2022:

**WHEREAS**, the General Property Tax Act, MCL 211.30, requires the Board of Review to meet on the second Monday in March to hold its first meeting for taxpayer appeals; and

**WHEREAS**, Pursuant to MCL 211.30(2), the Township Board of Trustees may authorize, by adoption of an ordinance or resolution, an alternative starting date in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, The Charter Township Board of Trustees authorizes the alternate meeting date for the March Board of Review shall be Wednesday, March 16<sup>th</sup>, 2022, commencing at 1:00 p.m. The Township will adhere to all posting and notification requirements as called for in the General Property Tax Act.

The foregoing resolution offered by Township Board Member \_\_\_\_\_ and supported by Township Board Member \_\_\_\_\_.

Upon roll call vote, the following voted:

	Aye	Nay
Mielke	_____	_____
Cody	_____	_____
Rice	_____	_____
Hauck	_____	_____
Thering	_____	_____
Bills	_____	_____
Brown	_____	_____

**The Supervisor declared the motion carried, and Resolution duly adopted: February 23rd, 2022.**

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the forgoing is a true and complete copy of action taken by the Township Board of Trustee's at a regular meeting held on Wednesday, February 23rd, 2022.

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

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: February 16, 2022

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 service 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 written personnel policies which are available to staff, and which are clear, provides for effective handling of grievances, protects staff against wrongful 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 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 or 2021.
- Under the CARES Act, employers were required to provide employees with up to two additional weeks of sick bank for use with COVID related illness. The provisions of this Act expired on 12/31/20. In response, the Manager approached the Bargaining Units to see if, via the collective bargaining process, the parties could agree to something that benefits both parties relative to providing additional sick bank benefits for COVID related illness. The intent was to try and put something in place whereby employees were not penalized (by having to use existing sick bank benefits) if forced to stay away from work due to COVID related issues. The results of those discussions resulted in a Memorandum of Understanding with each bargaining unit which granted an additional 80 hours of sick leave to use for COVID specific reasons. This provision expired on 6/30/21.
- Though reduced somewhat due to COVID, training opportunities were provided to all staff which included BSA software training throughout the year and position relevant training for staff. A report is attached showing expenditures for professional development for FY 2021 compared to the prior year
  - 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
  - Public Service Department employees are encouraged to pursue and maintain State of Michigan Water and Wastewater Licenses above the level and outside their normal job parameters to ensure that the Township can maintain the level of license needed to meet State of Michigan licensing requirements in the absence of key personnel. Premium pay is part of the Collective Bargaining Unit for these licenses to provide employees with an incentive for obtaining and maintaining these licenses
  - Employees from one area of the Public Services Department work in other areas of the department to allow employees to see how what they do impacts operations, recognize and appreciate the duties of their co-workers, improve teamwork, and to make the team more agile so that coverage during the absence of personnel and during emergency situations can be achieved.

- 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 2022 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

### **Compliance**

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

## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> February 16, 2022
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 02/23/2022
<b>ACTION REQUESTED:</b> 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 in 2013, 2014, 2018, 2019, 2020 and 2021. 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
- Safety
- Health
- 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 23, 2022.**

**Review all sections of the policy listed and evaluate your compliance with 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?