



BOARD OF TRUSTEES
Regular Meeting
March 9, 2022
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed (See applications in packet)
 - B. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – February 23, 2022 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion/Action: Resolution to reduce the Economic Development Authority (EDA) Board Membership from 11 to 9
 - B. Discussion/Action: Appointments to the Economic Development Authority (EDA) Board (if needed)
 - C. Discussion/Action: Isabella County Road Commission (ICRC) Participation Contract Lincoln Rd/Broomfield Intersection to Bridge

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

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	vacant seat		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	vacant seat		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	vacant seat		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)

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

005

Ryan M. Buckley

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

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.

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

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

Community Leadership

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

Certifications and Skills

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

References

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)

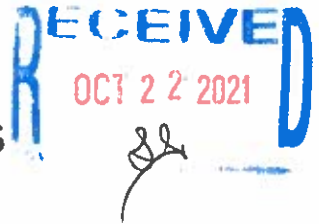
Mr. Mike Zehnder, Senior Director of Development; (989) 714-2468 (professional peer)

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: 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

**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
<u>2</u>	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):

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: 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

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):

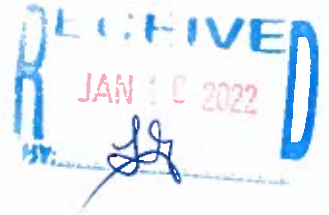
Retired and want to Serve The Community for Empowerment.

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
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:

<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
<input type="checkbox"/>	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.

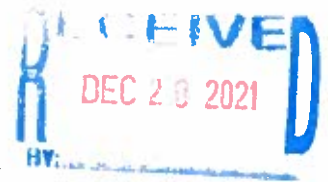
Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

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

Signature: _____

A handwritten signature in blue ink, appearing to be "JSweet", written over a horizontal line.

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: _____	

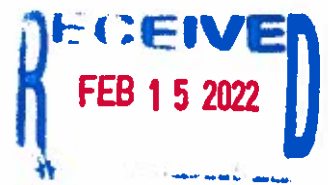
Please state reason(s) for interest in above board(s):

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 & 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:

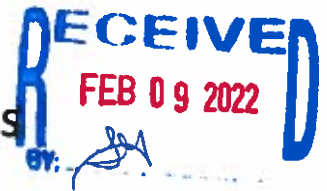
I HAVE A GREAT INTEREST IN THE ECONOMIC CONDITION
OF UNION TOWNSHIP AND THE MT. PLEASANT AREA.

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: 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: Joseph Schafer Date: 2-24-22
Address: 1596 Belmont DR MT Pleasant
Phone (home) _____ (cell) 989 330 0124 (work) _____
Email: JP.Schafer2@yahoo.com
Occupation: Self

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

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

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

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):

Lic Builder - Rental Property Owner

Signature: Joe Schafer Date: 2-24-22

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 23, 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 Bills, Trustee, Trustee Hauck, and Trustee Thering

Excused:

Trustee Brown

Approval of Agenda

Hauck moved **Bills** supported to approve the agenda with an amendment to add 5B, presentation by Mr. McBryde from MMDC. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Public Hearings

N/A

Presentation

- A. Rodney Nanney, Community and Economic Development Director gave a presentation on the Economic Development Activities.
- B. James McBryde, CEO of Middle Michigan Development Corporation, gave a summary of the Middle Michigan Development Corporation 2021 Annual Report.

Public Comment

Open: 8:01 p.m.

Ben Gunning, 2270 E. Broomfield Rd., read a letter on behalf of Richard Figg, Union Township business owner, showing support for the Lincoln/Broomfield improvements.

Rick McGuirk, 770 Stone Ridge Dr., echoed the support of the Lincoln/Broomfield Rd. improvements for safer roadways for bikers and drivers. Commented on burned out lights on the corner of M-20 and Lincoln Rd.

Jeremy Sheets, 1740 Leroy Ln., spoke in support of the Lincoln/Broomfield Rd. improvements for safety purposes.

Jim Engler, 2303 Amber Lane, echoed the comments of support for the Lincoln/Broomfield Rd. improvements.

Ben Gunning, 2270 E. Broomfield Rd., spoke in support of the Lincoln/Broomfield Rd. improvements.

Rick McGuirk, representing Chuck McGuirk and the McGuirk businesses, echoed the support for the Broomfield/Lincoln Rd improvements to move forward.

Closed: 8:14 p.m.

Reports/Board Comments

- A. **Current List of Boards and Commissions – Appointments as needed**
- B. **February Monthly Activity Report**
- C. **Planning Commission, EDA, Sidewalks, and ZBA update 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**

Bills – Gave updates on the Isabella County Commissioners meeting.

Rice – Taxes were due on February 14th. Treasurer mailed out reminder bills on February 15th. All unpaid taxes will go to the County on March 1st.

Hauck – Gave updates on the February 10th Road Commission meeting and the February 16th Council of Governance meeting.

Mielke – Gave an update on a meeting with a local group that included CMU, City, County and MMDC on sustainability. Commented on Board of Review dates in March.

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

Bills moved Rice supported to approve the consent agenda with removal of item G. Vote: Ayes: 6 Nays: 0. Motion carried.

G. Cody moved Rice supported to approve a resolution for an alternate meeting start date for the March 2022 Board of Review to Wednesday, March 16, 2022. Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Hauck, and Thering. Nays 0. Motion carried.

New Business

- A. **Discussion/Action: (Stuhldreher) Policy Governance 2.2 Policy Title: Treatment of Staff**

Discussion by the Board.

- B. **Discussion/Action: (Stuhldreher) Policy Governance 3.2 Board Job Description**

Discussion by the Board

- C. **Board of Trustees Discussion: March 2% Grant Application**

Discussion by the Board

- D. **Board of Trustees Discussion: Police Service Levels in Union Township**

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:46 p.m.

Rick McGuirk, 770 Stone Ridge Dr., expressed concern of the safety regarding the sidewalks and streetlights on Bluegrass to Isabella. Commented on the vacancies on the Planning Commission Board.

Closed: 9:48 p.m.

MANAGER COMMENTS

- The manager will be out of the office next week; Sherrie Teall will be the Acting Manager.
- Union Township lost a light pole on Pickard due to an accident. The township is working to get it replaced.

FINAL BOARD MEMBER COMMENTS

Hauck – Echoed Rick McGuirk’s comment on reappointments to the Planning Commission. Gave suggestions for the Fall 2% grant application.

Rice – Pay your taxes.

Thering – Commented on the applications and vacancies for the Planning Commission.

Bills – Thanked Eric Miller, Rental Inspector, for doing extra job duties; commented on the safety issues with the sidewalks on Broomfield; express support for the Lincoln/Broomfield Rd. improvements.

Mielke – Echoed comment regarding Lincoln/Broomfield project improvements; Agreed on the safety issue on Bluegrass.

ADJOURNMENT

Rice moved Bills supported to adjourn the meeting at 9:55 p.m. Vote: Ayes: 6 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

03/02/2022 04:28 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 02/24/2022 - 03/09/2022

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
03/09/2022	101	22 (S)	01171	DBI BUSINESS INTERIORS	FANFOLD POST-ITS- TWP HALL	8.33
					PENS-TWP HALL	3.58
					OFFICE SUPPLIES-RENTAL INSPECTOR	26.89
					CREDIT FOR RETURNED SUPPLIES	(38.80)
						0.00
03/09/2022	101	23 (S)	00209	ETNA SUPPLY COMPANY	8" GRIPPER PLUG FOR WATER DEPT	68.00
					UNAPPLIED CREDIT-WARRANTY PUMP	(68.00)
						0.00
03/02/2022	101	506 (E)	01186	COYNE PROPANE LLC	PROPANE-5228 ISABELLA	1,271.99
03/02/2022	101	507 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-1ST Q 2022	462.75
03/02/2022	101	508 (E)	00146	CONSUMERS ENERGY	4511 E RIVER	12,039.90
03/02/2022	101	509 (E)	01105	MASTERCARD	MASTERCARD-STUHLBREHER	44.97
					MASTERCARD-NANNEY	272.00
					MASTERCARD-BEBOW	225.22
					MASTERCARD-COFFELL	122.47
					MASTERCARD-THEISEN	358.41
					MASTERCARD-OCKERT	397.44
					MASTERCARD-CRAWFORD	373.95
					MASTERCARD-WALDRON	314.89
					MASTERCARD-HOHLBEIN	103.70
					MASTERCARD-RADER	196.33
					MASTERCARD-DEARING	1,975.36
					MASTERCARD-MCBRIDE	781.34
					MASTERCARD-ROCKAFELLOW	256.94
					MASTERCARD-SMITH	85.00
					MASTERCARD-TEALL	185.01
						5,693.03
03/09/2022	101	23509	01358	21ST CENTURY MEDIA-MICHIGAN	PLANNING/BIDS/CONSUMERS FRANCHISE	1,410.51
03/09/2022	101	23510	00020	JAMES ALWOOD	WELL SITE LEASE-FEB 2022	334.92
03/09/2022	101	23511	01703	AMAZON CAPITAL SERVICES	DESK CALENDARS/POST-ITS/FILE FOLDERS	103.49
03/09/2022	101	23512	00066	BILL'S CUSTOM FAB, INC.	PLASMA & WELD LABOR FOR DOOR	512.20
03/09/2022	101	23513	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-JANUARY 2022	747.88
					ZALUD LITIGATION-JANUARY 2022	870.00
					CONCERNED CITIZENS-JANUARY 2022	2,100.00
						3,717.88
03/09/2022	101	23514	00129	CMS INTERNET, LLC	REPLACEMENT MONITOR-DEARING	289.99
					SURFACE PRO & COVERS- ROCKAFELLOW, BEBOW	5,398.97
					SURFACE PRO FOR REMOTE WORK	1,339.97
					PRINTER FOR CLERK	1,899.00
						8,927.93
03/09/2022	101	23515	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-FEB 2022	912.70
03/09/2022	101	23516	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	11,334.44
03/09/2022	101	23517	01721	HYDROCOP	CROSS CONNECTION CONTROL PROG-RESIDENTIA	2,650.00
					CROSS CONNECTION CONTROL PROG-NON-RESIDE	922,950.00
						3,600.00

03/02/2022 04:28 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 02/24/2022 - 03/09/2022

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/09/2022	101	23518	00337	ISABELLA COUNTY TREASURER	2010 WATER SUPPLY BOND PMT	23,888.75
03/09/2022	101	23519	01324	KENEWELL GROUP	SHUT OFF NOTICE DOOR HANGER	161.00
03/09/2022	101	23520	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2015 FORD SUPER DUTY OIL CHANGE & MAINTENANCE-2018 RAM 2500	64.45 142.24
						206.69
03/09/2022	101	23521	01772	L C UNITED PAINTING CO, INC	TANK REPAINT PROJECT-PROGRESS PMT #1	169,795.00
03/09/2022	101	23522	00399	MCMMASTER-CARR SUPPLY CO	FLOWMETER	430.94
03/09/2022	101	23523	01698	MICHIGAN DOWNTOWN ASSOCIATION	LEGISLATIVE DAY REGISTRATION	60.00
03/09/2022	101	23524	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT-FEB 2022 PRINTER/COPIER SERV AGREEMENT-MAR 2022	986.47 974.51
						1,960.98
03/09/2022	101	23525	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	BLIND FLANGE	110.00
03/09/2022	101	23526	00460	MT. PLEASANT AREA CHMB OF COMMERCE	ANNUAL AWARDS BANQUET TICKET	75.00
03/09/2022	101	23527	00128	CITY OF MT. PLEASANT	2022 2ND QUARTER FIRE CONTRACT PAYMENT	203,225.00
03/09/2022	101	23528	00131	PERCEPTIVE CONTROLS, INC	WWTP SUPPORT SERVICES PLC RACK FAILURE-WTR DEPT	1,801.15 337.50
						2,138.65
03/09/2022	101	23529	01090	SIMPLY ENGRAVING	NAME BADGES	14.00
03/09/2022	101	23530	01771	SMART SOURCE LLC	W-2/1099 FORMS	256.43
03/09/2022	101	23531	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE, & DISPOSAL	37.00
03/09/2022	101	23532	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	116.78
03/09/2022	101	23533	01314	VERIZON WIRELESS	CELL PHONES 1-16-22 TO 2-15-22	444.23
03/09/2022	101	23534	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE SHOP-MAR 2022 DUMPSTER SERVICE MCDONALD-MAR 2022 DUMPSTER SERVICE TWP-MAR 2022 DUMPSTER SERVICE JAMESON-FEB 2022 DUMPSTER SERVICE WWTP-MAR 22 DUMPSTER SERVICE WTR-MAR 2022	42.39 128.42 59.76 105.49 233.88 42.80
						612.74
03/09/2022	101	23535	01246	WOLVERINE POWER SYSTEMS	OIL FILTER & CHANGE-WATER TOWER OIL FILTER & CHANGE-DEERFIELD TOWER OIL FILTER & CHANGE-LIFT STATION #7 OIL FILTER & CHANGE-TRAILER UNIT 5 OIL FILTER & CHANGE-TRAILER UNIT 3 OIL FILTER & CHANGE-LIFT STATION #3 OIL FILTER & CHANGE-LIFT STATION #6 OIL FILTER & CHANGE -LIFT STATION #14 COOLANT FILTER & CHANGE-WELL SITE UNIT 2 OIL FILTER & CHANGE-WELL SITE OIL FILTER & CHANGE-WELL SITE UNIT 1 OIL FILTER & CHANGE-RIVER RD VALVE STN AIR FILTER/OIL FILTER & CHANGE-MERIDIAN	390.00 290.00 305.00 305.00 290.00 625.00 540.00 300.00 585.99 355.00 315.00 305.00 491.10
						5,097.09

101 TOTALS:

Total of 33 Checks:
Less 0 Void Checks:

Total of 33 Disbursements:

458,952.02

0.00

458,952.02

Charter Township of Union Payroll
--

CHECK DATE: March 3, 2022

PPE: February 26, 2022

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 32,996.24
Fire Fund	
EDDA	
WDDA	
Sewer Fund	35,630.27
Water Fund	26,319.16
Total To Transfer from Pooled Savings	\$ 94,945.67

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 63,843.79
Employer Share Med	843.85
Employer Share SS	3,608.06
SUI	236.21
Pension-Employer Portion	5,308.45
Workers' Comp	596.00
Life/LTD	613.54
Dental	1,343.81
Health Care	23,283.44
Vision	405.40
Vision Contribution	(199.92)
Health Care Contribution	(4,936.96)
Flex Administrators	-
Cobra/Flex Administration	
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 94,945.67

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

3/9/22

CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill HauckMONTH, YEAR: 2-2022

Date MM/DD	Meeting	Time Attended		Total
		1 hr or less	More than Hr	
2-4	Elections Commission	X		\$50.00
2-10	I.C.R.C.		X	\$75.00
2-16	Council of Governments C.O.G.	X		\$50.00
2-24	I.C.R.C.		X	\$75.00

Signature: Bill Hauck Date: 2-1-22

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: Tuesday, February 22, 2022



Alarm Date between 2022-02-14 and 2022-02-20

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000131						
		2/18/2022 9:31:51 PM	735	Alarm system sounded due to malfunction	ENG 31	2	1
						Total Responding 2	
	Total Runs 1					Total Responding 2	

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



Union Township Report-1

Date: Friday, February 18, 2022



Alarm Date between 2022-02-07 and 2022-02-13

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000103						
		2/8/2022 1:29:07 PM	745	Alarm system activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
Union Township	0000105						
		2/9/2022 8:25:58 AM	311	Medical assist, assist EMS crew	ENG 31	2	1
		2/9/2022 8:25:58 AM	311	Medical assist, assist EMS crew	C 31	1	1
						Total Responding 3	
Union Township	0000106						
		2/9/2022 12:20:33 PM	611	Dispatched & canceled en route	ENG 31	2	1

						Total Responding 2	
Union Township	0000107						
		2/9/2022 8:42:12 PM	744	Detector activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
Union Township	0000108						
		2/10/2022 11:50:18 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000109						
		2/11/2022 5:46:09 PM	324	Motor vehicle accident with no injuries.	ENG 31	3	1
						Total Responding 3	
Union Township	0000111						

		2/11/2022 8:02:42 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	3	1
						Total Responding 3	
Union Township	0000112						
		2/12/2022 9:24:00 AM	311	Medical assist, assist EMS crew	ENG 31	3	1
						Total Responding 3	
Union Township	0000115						
		2/12/2022 9:03:17 PM	311	Medical assist, assist EMS crew	C 31	1	1
		2/12/2022 9:03:17 PM	311	Medical assist, assist EMS crew	ENG 31	2	1
						Total Responding 3	
	Total Runs 9					Total Responding 25	

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 BOARD ACTION

To: Board of Trustees	DATE: February 28, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR CONSIDERATION: 3/9/2022
ACTION REQUESTED: To adopt a resolution to reduce the Economic Development Authority Board membership from eleven to nine members.	

Current Action X Emergency

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

BACKGROUND INFORMATION

The Economic Development Authority (EDA) Board serves as the single governing body for the East and the West Downtown Development Authority (DDA) Districts. The rules governing EDA Board membership are established in Section 204 of the Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended). This section requires that EDA Board membership shall consist of the Township Supervisor and not less than eight or more than twelve other members, with the specific number to be established by Board of Trustees resolution.

The current EDA Board consists of Supervisor Mielke plus ten other members. There are currently two open seats, one of which has been vacant for an extended period of time. The other opening was created when Dr. Sarvjit Chowdary's term of office ended on January 20, 2022. Please note that Section 204 of Act 57 includes a provision that a member shall hold office until their successor is appointed. Under this provision, Dr. Chowdhary can continue to serve beyond the end of his term as long as his seat remains open.

If adopted, the attached resolution would reduce the total EDA Board membership from eleven to nine members. This action would eliminate the two open seats and would reduce the number of members needed for a quorum to five. The reconfigured EDDBA Board would consist of the Supervisor plus eight other members appointed by the Supervisor subject to Board of Trustees approval.

This change would not affect the current EDA Board members with unexpired terms. Thomas Kequom, James Zalud, Richard Barz, Robert Bacon, Marty Figg, Cheryl Hunter, Jeff Sweet, and David Coyne would all continue to serve without alteration to their terms of office. Ongoing compliance with the EDA Board membership requirements listed in Section 204 of the Act 57 (as summarized in the proposed resolution) will need to be addressed as future appointments or re-appointments to the EDA Board are made.

SCOPE OF ACTIVITY

To review and consider for adoption a proposed resolution to reduce the Economic Development Authority Board membership from eleven to nine members.

JUSTIFICATION

Section 204 of Act 57 allows the Board of Trustees to adjust the number of members on the EDA Board within a specified range to meet the specific needs of the Township and the DDA Districts.

BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by the current and planned EDA projects and activities under the adopted Development Plans for the East and West DDA District (From Policy 1.0: Global End):

1. **Community well-being and common good**
3. **Safety**
4. **Health**
6. **Commerce**

The EDA Board's current and planned future improvement projects in the East and the West DDA Districts are intended to encourage new, innovative, and traditional commercial establishments to locate and expand in the DDA Districts (1.6), and to help residents and visitors engage in a vibrant community life (1.1) and to take pride in our community (1.1.1.3). Current and past EDA-funded utility infrastructure projects help to ensure that our wastewater system meets or exceeds Michigan standards (1.4.3). Road and sidewalk projects included in the EDA Board's FY2022 budget are aimed at helping to provide safe, accessible routes for pedestrians, bicyclists, and motorized vehicles (1.3.1), and to help provide access to facilities that enable an active, healthy lifestyle (1.4).

COSTS

N/A

TIMETABLE

The change in EDA Board membership would become effective immediately upon Board of Trustees adoption of the resolution.

RESOLUTION

To adopt a resolution to reduce the Economic Development Authority Board membership from eleven to nine members.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

**RESOLUTION OF THE BOARD OF TRUSTEES TO REDUCE THE EDA BOARD
MEMBERSHIP FROM ELEVEN TO NINE MEMBERS**

At a regular meeting of the Board of Trustees for the Charter Township of Union, Isabella County, Michigan held on the _____ day of _____, 2022:

WHEREAS, the East and the West Downtown Development Authority (DDA) Districts are governed by a single governing body, which is the eleven (11) member Economic Development Authority (EDA) Board established by a Board of Trustees resolution adopted on April 14, 2010 in accordance with the requirements of the former Downtown Development Authority Act (Public Act 197 of 1975) and in a manner consistent with Section 204(7) of the current Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended); and

WHEREAS, in accordance with Section 204(1) of the Recodified Tax Increment Financing Act the EDA Board is required to consist of the Township Supervisor and *“not less than 8 or more than 12 members”* as determined by the Board of Trustees; and

WHEREAS, because there are currently two (2) open seats, an adjustment in the EDA Board membership to the Supervisor plus eight (8) other members can be accomplished without affecting the unexpired terms of current EDA Board members.

NOW, THEREFORE, LET IT BE RESOLVED that the membership of the Economic Development Authority (EDA) Board shall consist of the Township Supervisor plus eight (8) other members appointed by the Supervisor subject to Board of Trustees approval. Per Section 204(1) of the Recodified Tax Increment Financing Act:

1. Not less than a majority of the members shall be persons having an interest in property located in the East or West DDA Districts or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in these Districts; and
2. At least one (1) of the members shall be a resident of the East or West DDA Districts.

BE IT FURTHER RESOLVED that appointed EDA Board members with unexpired terms (Thomas Kequom, James Zalud, Richard Barz, Robert Bacon, Marty Figg, Cheryl Hunter, Jeff Sweet, and David Coyne) shall continue to serve without alteration to their terms of office. Ongoing compliance with Section 204(1) membership provisions shall be addressed by the Supervisor and Board of Trustees at the time of any future appointments or re-appointments to the EDA Board.

The foregoing resolution was offered by _____ and supported by _____.

Upon roll call vote, the following voted:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Kim Rice	_____	_____	_____	_____
Trustee Connie Bills	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Bill Hauck	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

RESOLUTION DECLARED ADOPTED.

Bryan Mielke, Supervisor

Date

CERTIFICATION

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the foregoing is a true and complete copy of the action taken by the Board of Trustees at a regular meeting held on the _____ day of _____, 2022. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

Lisa Cody, Clerk

Certification Date



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Sherrie Teall, Acting Township Manager

DATE: March 1, 2022

FROM: Kim Smith, Public Service Director

DATE FOR BOARD CONSIDERATION: March 9, 2022

ACTION REQUESTED: Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the reconstruction of Lincoln Road from the Chippewa River bridge south to, and including, the Broomfield Road intersection in the amount of \$466,846.00, including paved shoulders, and authorize the Township Manager to sign said contract.

Current Action X Emergency

Funds Budgeted: If yes X Account # 101-441-967.000 & 250-000-967.400 No X

Finance Approval ST

BACKGROUND INFORMATION

In 2018 Union Township, in partnership with the State of Michigan and the Isabella County Road Commission (ICRC), approved funding for the reconstruction of Lincoln Road from the Chippewa River Bridge south to Broomfield Road. Over the next three years the Isabella County Road Commission completed the design. The work required acquisition of property easements which all but two (2) were successfully obtained.

In December 2021, at a Township Board meeting, the Union Township Board of Trustees posed questions to the ICRC regarding the status of obtaining the remaining easements, scope of the project, necessity of the project, funding, and the anticipated completion date of the project. In early January 2022, a Request for Information was sent to the ICRC Manager by the Township Manager with these same inquiries. A Letter of Response, dated February 4, 2022, was sent to the Board of Trustees by the ICRC. A subsequent meeting was held on February 10, 2022, between Township and ICRC Administration to review the Request for Information, the Letter of Response, and the overall project scope and funding. During these discussions the ICRC reported that \$375,000 in State of Michigan Small Urban funding for this project had expired and that the remaining \$975,000 in MDOT Category 8 and State of Michigan funding would soon be expiring in September 2022 if the monies remained unspent.

At this meeting, it was requested by Township administration and agreed upon by ICRC administration that based on the difficulty in obtaining the last two easements, the potential loss of additional project funding, and increased cost due to material/labor inflation the scope of the project be reviewed by the ICRC to determine some possible options of scaling back the scope of the project. The Township also requested ICRC evaluate the possibility of including either paved shoulders, or a bike lane and what those additional costs would be. A summary of the project scope and cost are provided below:

2018 Project Scope/Cost

- Five lanes on the east and north legs of the Broomfield Road intersection
- Three lanes on the south and west legs of the Broomfield Road intersection
- Storm sewer

- Installation of a traffic signal at the Broomfield Road intersection
- Construction to a Class A Road

A breakdown of the funding contributions for the original project was as follows:

State of Michigan Funding	\$ 600,000.00
MDOT Grants	\$ 750,000.00
ICRC	\$ 166,699.86
Union Township EDA	\$ 330,000.00
Union Township GF	<u>\$ 166,699.86</u>
Total	\$2,013,399.72

A recent review and recommendation by the ICRC Engineer resulted in the scope of the project be scaled back and be constructed as follows:

- Three lanes on the north, south, east, and west legs of the Broomfield Road intersection with curb and gutter
- Storm sewer remains the same
- Removal of traffic signal installation at Broomfield Road intersection
- Construction to a Class A Road remain the same
- 4' – 5' paved shoulder as the available right-of-way allows on the north, east, west legs (optional)

The cost to complete the recommended revised design with paved shoulders is \$2,118,098.00.

A breakdown of the current proposed funding contributions are as follows:

State of Michigan Funding	\$ 600,000.00
MDOT Grants	\$ 375,000.00 (represents loss from Small Urban Grant)
ICRC	\$ 346,000.00
Union Township EDA	\$ 330,000.00
Union Township GF	<u>\$ 467,098.00 (includes paved shoulders for \$120,594)</u>
Total	\$2,118,098.00

The loss in funding, and the potential loss of additional funding prompted another meeting to be held on February 25, 2022 between Township staff and ICRC administration to discuss available options for funding as it was recognized that \$479,098 of the project is not funded. During the meeting, Township staff was informed by the ICRC administration that the ICRC Board is willing to contribute an additional \$179,252 towards the road construction portion of the project but is unwilling to fund any of the paved shoulder portion of the project. Township administration reiterated importance to the ICRC that paved shoulders are a benefit to the community and are an important extension of the paved shoulders already present on the bridge. It was also stressed to the ICRC that the Township Board of Trustees desires to increase the non-motorized presence within the township and that inclusion of paved shoulders would help to move this forward. The ICRC retained their position that they are only interested in funding “road construction”, and that paved shoulders are not necessary for this project since gravel shoulders are sufficient. The ICRC did agree that they are receptive to further discussions and possible inclusion of non-motorized options in future road projects but not for this one unless the Township bears the full cost. Overall, the ICRC is requesting the Township

contribute additional funds to address a portion of the non-funded gap (\$179,504) and paved shoulders (\$120,594), for a total of \$300,098 in additional funding.

The ICRC also agreed to assist the Township in completing a Spring 2022 Two-Percent request for the Township's unfunded portion of this project.

SCOPE OF SERVICES

This contract provides for the reconstruction of Lincoln Road to a Class A Road from the Chippewa River Bridge to Broomfield Road as follows:

- 3-lanes all directions
- North leg taper down to two lanes with no curb and gutter approximately 500 feet from intersection to bridge
- Storm Sewer
- Curb and Gutter at intersections
- Paved Shoulders (paid for by Union Township)

JUSTIFICATION

The completion of this project will improve the overall function of the road, reduce travel time, increase road safety, and upgrade the roadway to a Class A. Paved shoulders provide additional recovery space for errant vehicles, lateral support for the roadway pavement structure, allow safe interaction between motorist and bicyclist, and promotion of non-motorized transportation consistent with the Township Master Plan.

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Safety

COSTS

The funding for this project is as follows:

2022 New Road Design with Paved Shoulders

Lincoln Road South of Bridge to Broomfield Road	\$	1,997,504
Paved Shoulders (three-legs)	\$	<u>120,594</u>
Total Project	\$	2,118,098

Existing Funding

State Small Urban (expired)	\$	-
MDOT State Category F	\$	375,000
State (Rep Hauck)	\$	600,000

UT General Fund	\$	167,000
UT WDDA Fund	\$	330,000
ICRC	\$	<u>167,000</u>
Total Existing Funding	\$	1,639,000

2022 Cost Currently Un-funded	\$	479,098
ICRC Road Funding	\$	179,000
UT Road Funding & Paved Shoulders	\$	<u>300,098</u>
Total	\$	479,098

Total Investment with paved shoulders

UT General Fund & EDA Investment with paved shoulders	\$	796,846	38%
MDOT/State of MI Investment	\$	975,000	46%
ICRC Investment	\$	<u>346,252</u>	<u>16%</u>
	\$	2,118,098	100%

Total Investment without paved shoulders

UT General Fund & EDA Investment without paved shoulders	\$	676,252	34%
MDOT/State of MI Investment	\$	975,000	49%
ICRC Investment	\$	<u>346,252</u>	<u>17%</u>
	\$	1,997,504	100%

The FY2022 Budget includes funds for this project as follows:

Union Township General Fund	\$167,000
Union Township WDDA Fund	<u>\$330,000</u>
Total FY2022 Budget	\$497,000

Approval of the Participation Contract as presented will require a FY2022 Budget Adjustment in the amount of \$299,846 (increase). If approved, a request to amend the budget for this project will come before the Board at a later date.

PROJECT TIME TABLE

Revised Project Design	March - April 2022
Project Bidding	May 2022
Project Construction	Summer 2022

RESOLUTION

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the reconstruction of Lincoln Road from the Chippewa River Bridge south to, and including the Broomfield Road intersection in the amount of \$466,846.00, including paved shoulders, and authorize the Township Manager to sign said contract.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

TOWNSHIP PARTICIPATION CONTRACT

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

Project No. 459-014-711435 Lincoln Rd – Broomfield Intersection to Bridge

	<u>Contracted Cost</u>
Estimated Cost	\$2,118,098.00
STATE FUNDING-HAUCK	(600,000.00)
MDOT GRANT (S)	(375,000.00)
Unfunded Portion	\$1,143,098.00
UNION TOWNSHIP EDA SHARE	\$330,000.00
I.C.R.C. SHARE	\$346,252.00
UNION TOWNSHIP SHARE G-FUND	\$466,846.00

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

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

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Supervisor

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____



2261 E. REMUS ROAD
MT. PLEASANT, MI 48858

OFFICE PHONE: 989-773-7131

FAX: 989-772-2371

Lincoln Road (Broomfield Rd Intersection to Bridge)

2/25/2022, 2:00 pm

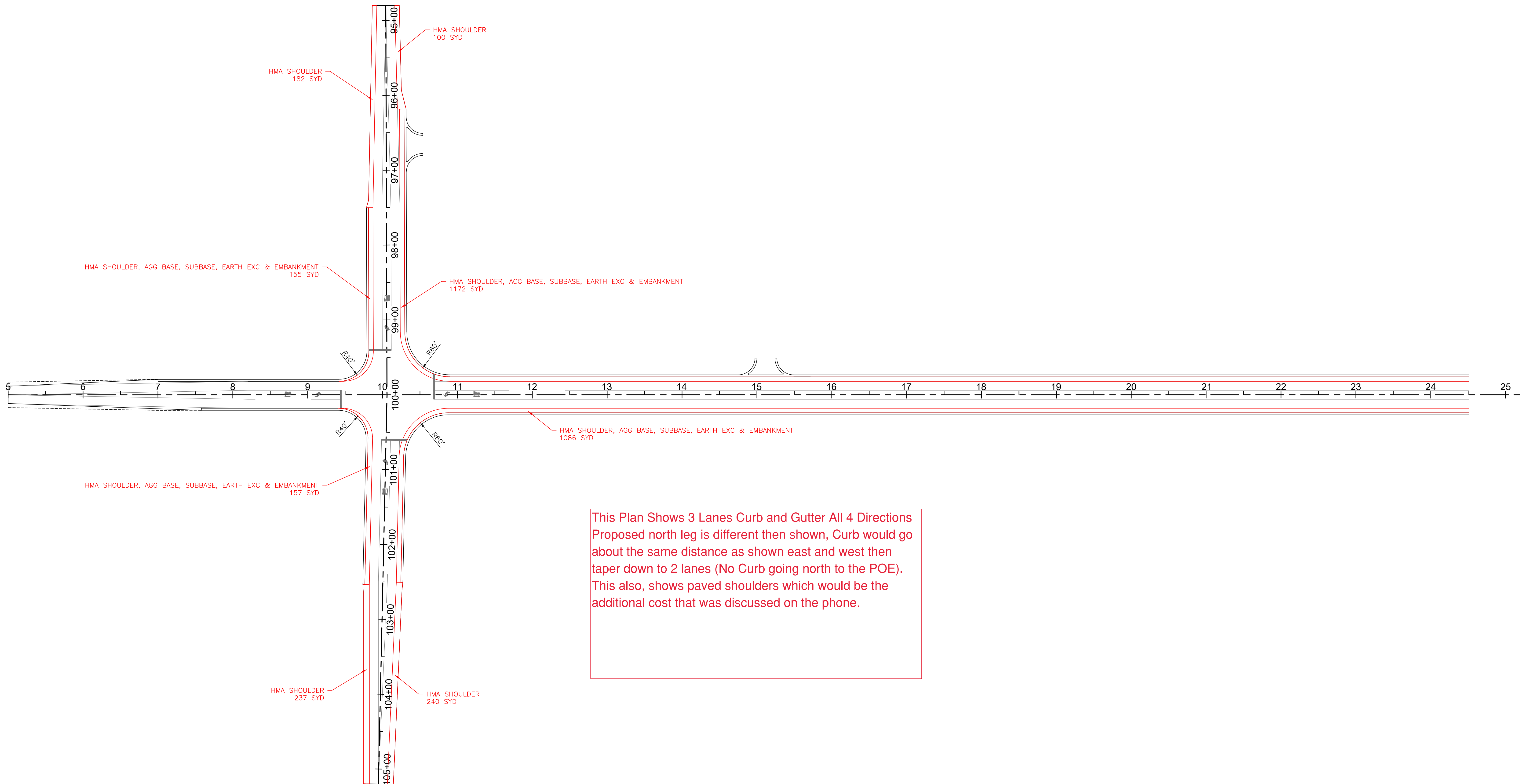
Revenue

• State Earmark (Hauck)	- \$ 600,000
• MDOT Cat F Grant	- \$ 375,000
• EDA, Union Twp	- \$ 330,000
• Union Twp (Gen. Fund)	- \$ 167,000
• <u>Isabella CRC</u>	- \$ <u>167,000</u>
• Total	- \$1,639,000

Project Estimated Cost (Including Paved Shoulder) - \$2,118,098

Unfunded Portion (\$ 479,098)

- Scope of Project, 3-Lanes all directions, Storm Sewer, Curb and Gutter Intersection, Portion of North leg taper down to 2-lanes (Includes Paved Shoulder).
- Road segment will be Class A when completed.
- No additional Easements/Grading permits required to construct project as scoped above.
- Will need to be bid out ASAP, In April for May Construction Start.
- State Funding and MDOT Grant need to be used by or before September 30, 2022.



TOWNSHIP PARTICIPATION CONTRACT

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Project No. 459-014-711435 Lincoln Rd – Broomfield Intersection to Bridge

	<u>Contracted Cost</u>	<u>Contingency</u>	<u>TOTALS</u>
Estimated Cost	\$1,830,363.38	\$183,036.34	\$2,013,399.72
STATE FUNDING-HAUCK	(600,000.00)	(0.00)	(600,000.00)
MDOT GRANT (S)	(750,000.00)	(0.00)	(750,000.00)
Unfunded Portion	\$480,363.38	\$183,036.34	\$ 663,399.72
 I.C.R.C. Share	 \$ 75,181.69	 \$ 91,518.17	 \$ 166,699.86
UNION TOWNSHIP EDA SHARE	\$330,000.00	\$ 0.00	\$ 330,000.00
UNION TOWNSHIP SHARE	\$ 75,181.69	\$ 91,518.17	\$ 166,699.86

Note – Design & Construction Engineering Costs are also included in the ICRC's total Share

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

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UNION TOWNSHIP EDA

ISABELLA COUNTY ROAD COMMISSION

By: Thomas K. Kagan
Supervisor Chair

By: Anthony L. Casali
Manager

By: N/A
Clerk

By: Julie Sandel
Board Secretary

Board Approval on: 6-19-18

Board Approval on: 6/28/2018

TOWNSHIP PARTICIPATION CONTRACT

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

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MDOT GRANT (S)	(750,000.00)	(0.00)	(750,000.00)
Unfunded Portion	\$480,363.38	\$183,036.34	\$ 663,399.72
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UNION TOWNSHIP EDA

ISABELLA COUNTY ROAD COMMISSION

By: [Signature]
Supervisor

By: [Signature]
Manager

By: [Signature]
Clerk

By: [Signature]
Board Secretary

Board Approval on: 6.27.18

Board Approval on: 6/29/2018