



BOARD OF TRUSTEES
Regular Meeting
April 25, 2018
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Planning Commission updates
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Board of Trustee Representative to the Planning Commission
 2. EDA Appointment
10. CONSENT AGENDA
 - A. Communications
 1. 3/20/18 Planning Commission Minutes
 2. 3/7/18 ZBA Minutes
 - B. Minutes – April 11, 2018- regular meeting
 - C. Minutes – March, 28, 2018 – special meeting
 - D. Accounts Payable
 - E. Payroll
 - F. Meeting Pay
 - G. Fire Reports
 - H. Policy Governance 2.5 Financial Conditions and Activities
 - I. Policy Governance 2.5.10 Cash Flow Ratio
 - J. Policy Governance 2.2 Treatment of Staff
 - K. Policy Governance 2.6 Asset Protection
11. NEW BUSINESS
 - A. Discussion/ Action: (DePriest) Approval to publish notice of public hearing for Ordinance 2018-2 on 5/9/18. Introduction and first reading of the proposed Ordinance amendment name change to Arbors II Apartments Limited Dividend Housing Association Limited Partnership
 - B. Discussion/ Action: (DePriest) Consider approval of Land Division for parcel #37-14-023-20-016-01 located at 1802 E. High Street owner First Baptist Church of Mt. Pleasant
 - C. Discussion/ Action: (Gallinat) Approve SUP 2018-02 Specialized Retail Activities (Pharmacy) located at Central Parkway on the condition that Pharmacy Hours of operation are the same as the medical facility shown on SPR 2018-04 as reviewed and approved on 4/17/18
 - D. Discussion/Action: (Gallinat) Adopt Township Site Plan Sidewalk Relief Policy as recommend by the Sidewalk/Pathway Prioritization Committee

- E. Discussion/Action Approval of Budget Amendments to East DDA fund, West DDA fund, Water fund and Sewer Fund in support of water, sewer, road and sidewalk projects initiated by the Economic Development Authority
 - F. Discussion/Action: Policy Governance 3.2 Board Job Description
 - G. Discussion/Action: Policy Governance 3.3 Board Member's Code of Conduct
 - H. Discussion/ Action: Policy Governance 3.4 Agenda Planning
 - I. Discussion/Action: (Board of Trustees): Financial contribution in support of the City of Escanaba's "dark store" litigation in Menard Inc. v City of Escanaba
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
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			11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2021
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: MARTIN FIGG Date: APRIL 16, 2018

Address: 810 ASHLAND DR. Mt. PLEASANT

Phone (home) 989-560-7310 (cell) _____ (work) _____

Email: FIGGJOYCE@YAHOO.COM

Occupation: OPERATIONS MANAGEMENT

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):

To help Union Township and the DDA's
establish and meet goals.

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: Martin Figg Date: April 16, 2018

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
APR 24 2018
BY: JL

Name: David D. Coyne Date: 4/23/18
Address: 1388 N. Harris St. mailing P.O. Box 9 M.P. 48804
Phone (home) 0 (cell) (989) 3302984 (work) (989) 7722270
Email: david.d.coyne@gmail.com
Occupation: President Coyne Oil Corporation

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):

To help Union Township in their growth.

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):

Lived in Union Township for 17 years, owned a business in Isabella County for 42 years, will have a home in Union Aug. 2018

Signature: David D. Coyne Date: 4/23/18

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on March 20, 2018 at the Township Hall.

Meeting was called to order at 7:01 p.m.

Roll Call

Present: Buckley, Darin, LaBelle II, Mielke, Shingles, Squattrito, & Webster

Excused: Fuller

Others Present

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

Approval of Minutes

Mielke moved Darin supported the approval of the February 20, 2018 regular meeting minutes as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Correspondence / Reports

- ZBA – Updates by Mielke
- Webster - Sidewalk / Pathway Prioritization Committee updates

Approval of Agenda

Webster moved Shingles supported approval of the agenda as amended, withdrawing SPA 2018-01 Amendment to site plan per the applicant's request. **Vote: Ayes: 7 Nays 0. Motion carried.**

Public Comment

Open 7:06 p.m.

No comments were offered.

Public Hearings

New Business

Other Business

- A. SPR 2018-02 Target out lot for Aspen Dental. Bluegrass Retail Management, LLC**
Location: 4097 Bluegrass Rd.

Peter Gallinat, Township Planner, gave a brief introduction stating that the project has all outside approvals - ICTC, Isabella County Drain office for storm water management, Township utilities, Mt. Pleasant Fire Department, and Isabella County Road Commission. Mitch Harvey, Stonefield Engineering & Design, represented the applicant by explaining their desire to build a 4000 sq. ft. Aspen Dental in the Target out lot.

LaBelle moved Buckley supported to approve site plan review SPR 2018-02 Target out lot for Aspen Dental, Bluegrass Retail Management, LLC located at 4097 Bluegrass Rd as presented. **Vote: Ayes: 7 Nays 0. Motion carried.**

B. SPR 2018-03 Cold Storage Accessory Building Eikenhout Inc. PID 14-011-30-004-03

Tim Beebe, CMS & D, represented the applicant and answered questions from the Planning Commissioners.

Buckley moved **Shingles** supported to approve site plan review SPR 2018-03 Eikenhout Inc., PID 14-011-30-004-03 with the following conditions: the parcel combination is completed and granted by the Township Board of Trustees and that sidewalk installation is temporarily waived until such time that the Township deems necessary. **Vote: Ayes: 7 Nays 0. Motion carried.**

C. 2017-04 Coyne Cold Storage N. Harris (Crawford Rd.) PID 14-010-30-003-03

Tim Beebe, CMS & D, represented the applicant and answered questions from the Planning Commissioners.

Webster moved **Buckley** supported to approve site plan review SPR 2017-04 Coyne Cold Storage N. Harris (Crawford Rd.) PID 14-010-30-003-03 as presented. **Vote: Ayes: 7 Nays 0. Motion carried.**

D. Proposed RFP for Zoning Ordinance Update

Mielke moved **Buckley** supported to approve and release the proposed RFP for the Zoning Ordinance update provided that the minor grammatical corrections are made and do not change the intent of the document. **Vote: Ayes: 7 Nays 0. Motion carried.**

Extended Public Comment

Open 8:41 p.m.

No comments were offered.

Final Board Comment

Mielke – Suggested that prior to the zoning ordinance update, ZBA rulings should be assembled.

- Chair Squatrito appointed a Committee to gather ZBA rulings and report back to the Planning Commission: Mielke, Darin, and Buckley as a reserve, to gather variance requests and text interpretations from the prior ZBA meetings.

Adjournment – Chairman Squatrito adjourned the meeting at 8:48 p.m.

APPROVED BY:



Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Zoning Board of Appeals
Regular Meeting

A regular meeting of the Charter Township of Zoning Board of Appeals was held on March 7, 2018 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Present: Paul Gross, Jake Hunter Bryan Mielke, Andy Theisen and Tim Warner

Excused: Taylor Sheahan-Stahl

Others Present

Peter Gallinat & Jennifer Loveberry

Alternate John Zerbe

Approval of Minutes

Mielke moved **Gross** supported the approval of the February 7, 2018 minutes as amended.

Vote: Ayes: 5 Nays 0. Motion carried.

Correspondence / Board Reports

Mielke updates from the Planning Commission.

Approval of Agenda

Theisen moved **Hunter** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays 0.**

Motion carried.

Public Comment: Restricted to (3) minutes regarding issues not on this Agenda

Open – 7:04 p.m.

No comments were offered.

Public Hearings

New Business

A. Election of Officers

Gross moved **Hunter** supported to nominate Warner as Chair. **Vote: Ayes: 5 Nays: 0.**
Motion carried.

Theisen moved **Gross** supported to nominate Mielke as Vice Chair. **Vote: Ayes: 5**
Nays: 0. Motion carried.

Theisen moved **Mielke** supported to nominate Hunter as Secretary. **Vote: Ayes: 5 Nays:**
0. Motion carried.

Theisen moved **Mielke** supported to nominate Gross as Vice Secretary. **Vote: Ayes: 5**
Nays: 0. Motion carried.

Other Business

- A. **VAR 2017-06 McGuirk Mini Storage LLC 1982 E. Remus Rd. Variance for 2 additional free standing signs.**

(Tabled from the 12/6/17 meeting - no action taken.)

- B. **TXT INT 2017-02 1239 E. Broomfield Owner Richard Figg Interpret Section 8.325 Sidewalks.**

(Postponed until April ZBA meeting - no action taken.)

Extended Public Comment

Open 7:09 p.m.

No comments were offered.

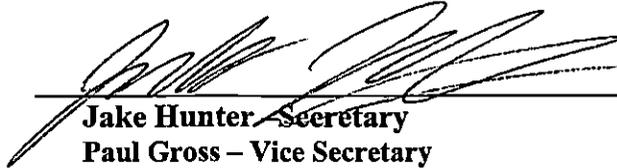
Final Board Comment

Township Planner suggested that the ZBA establish Rules/By laws per Township Ordinance, will be a future Agenda Item.

Adjournment

Chair Warner adjourned the meeting at 7:13 p.m.

APPROVED BY:



Jake Hunter – Secretary
Paul Gross – Vice Secretary

(Recorded by Jennifer Loveberry)

2017 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on April 11, 2018 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Present: Supervisor Gunning, Clerk Cody, Trustees B. Hauck, Lannen, Mikus, and Woerle

Excused: Treasurer Rice

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7:02 p.m.

Reports/Board Comments

A. Board of Trustee Representative to the Planning Commission Appointment

No action taken.

Mikus –Sidewalk/Pathway Prioritization Committee updates.

Cody – Mt. Pleasant City Commission updates.

Gunning – Open seat on EDA will be filled at the next Board meeting.

Woerle – Liaison to the Saginaw Chippewa Indian Tribe update.

Hauck – Isabella County Road Commission updates.

Lannen –Isabella County Commissioners updates.

Consent Agenda

- A. Communications
- B. Minutes April 11, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Policy Governance 2.5.10 Cash Flow Ratio

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

BOARD AGENDA

A. Discussion/ Action: (Smith) Award contract for the Charter Township of Union/City of Mt. Pleasant Water Systems Study to Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) contingent upon approval of contract between FTCH and the City of Mt. Pleasant Board of Commissioners

Woerle moved Hauck supported to approve awarding the contract for the Charter Township of Union/City of Mt. Pleasant Water Systems Study to Fishbeck, Thompson, Carr & Huber, Inc. (FTCH), of Grand Rapids, MI, in the not to exceed amount of \$61,075 contingent upon approval of the contract between FTCH and the City of Mt. Pleasant Board of Commissioners. **Vote: Ayes 6 Nays: 0. Motion carried.**

B. Discussion/ Action: (Smith) Award bid for 2018 Sanitary Sewer Cleaning and Televising to Greenscape General Contracting

Lannen moved Cody supported to approve awarding the bid for 2018 Sanitary Sewer Cleaning and Televising to Greenscape General Contracting in the amount of \$68,517.75. **Vote: Ayes 6 Nays: 0. Motion carried.**

C. Discussion/ Action: (Smith) Award bid for Professional Architectural Services and Construction Phase Services at the Isabella Treatment Facility for office remodel to Goudreau Associates

Mikus moved Woerle award bid for Professional Architectural Services and Construction Phase Services at the Isabella Treatment Facility for office remodel at this site to Goudreau Associates in the amount of \$17,387.00. **Vote: Ayes: 6 Nays: 0. Motion carried.**

D. Discussion/ Action: (Stuhldreher) Approve four(4) contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of four (4) miles of gravel roads within the Township

Woerle moved Cody supported approve four (4) contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of four (4) miles of gravel roads within the Township in the amount of \$48,889.02... **Vote: Ayes: 6 Nays: 0. Motion carried.**

E. Discussion: (Stuhldreher) Approve participation contract with Isabella County Road Commission(ICRC) for the replacement of the bridge on Meridian Rd over the north branch of the Chippewa River

Woerle moved Cody supported to approve a participation contract with the Isabella County Road Commission (ICRC) for the replacement of the bridge on Meridian Rd over the north branch of the Chippewa River in the amount of \$49,534.07. **Vote: Ayes: 6 Nays: 0. Motion carried.**

F. Discussion: (Stuhldreher) Approve two (2) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of two (2) miles of Deerfield Rd. between Crawford Rd. and Whiteville Rd.

Woerle moved Cody supported to approve two (2) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of two (2) miles of Deerfield Rd between Crawford Rd and Whiteville in the total amount of \$60,592.18 (\$30,296.09/mile). **Vote: Ayes: 6 Nays: 0. Motion carried.**

G. Discussion: (Stuhldreher) Financial contribution in support of the City of Escanaba’s “dark store” litigation in Menard Inc. v City of Escanaba

Discussion was held by the Board. Add as an Agenda item on April 25, 2018 Board of Trustees Meeting.

EXTENDED PUBLIC COMMENT - Open 8:48 p.m.

Jim Horton of the 4th District County Commission updated the Board on the county government. Stuart Black, 1218 Fairfield – Running for Isabella County Probate Judge - please visit www.black4judge.com for more information.

Russ Alwood, 2435 O’Connor Drive – Thanked Board for all that they are doing. Asked again for an engineering study on the McDonald Rd Lift Station. Mentioned collaboration with Road Commission and surrounding Township’s for road improvements.

MANAGER COMMENTS

- Updated the Board regarding Township legal matters: Lux water/sewer hook- up fees and Wigand FIOA respond request.
- Working on McDonald Rd. Lift Station Study.
- Shared that the Township Clerk and Staff will be meeting to discuss election budget needs.
- Save the Date Reminders:
 - The Board received an email regarding the 5th Annual Leadership Luncheon held on May 11, 2018 – please RSVP to the City.
 - Mentioned the MMDC Quarterly Breakfast that the Board is invited to attend, the Township needs to RSVP if anyone is planning on attending.
- Park restrooms will be opening soon.

FINAL BOARD MEMBER COMMENTS

Hauck – Apologized for his nay votes at the last Board meeting, mentioned that he was looking at the proposed budget rather than the approved budget during his discussion.

Lannen – Made a general comment regarding spring weather and increased park activity.

Mikus –Sidewalk Prioritization Committee report will be proposed at the 4/25 Board of Trustees meeting.

Gunning – Commented this Boards responsiveness to residents needs.

ADJOURNMENT

Mikus moved Woerle supported to adjourn the meeting at 9:16 p.m. **Vote: Ayes: 6 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

**2018 Charter Township of Union
Board of Trustees
Special Meeting**

A special meeting was held on March 28, 2018 at 4:00 pm at Union Township Hall.

The meeting was called to order at 4:20 pm.

Roll Call

Present: Supervisor Gunning (arrived approximately 4:25 pm), Treasurer Rice, Trustee Hauck, Trustee Mikus, Trustee Woerle

Excused: Clerk Cody, Trustee Lannen

Approval of Agenda

Moved by Trustee Mikus, second by Trustee Hauck-motion approved unanimously

Public Comment

None

New Business

Discussion and review of the Policy Governance Ends occurred between the Board members

Extended Public Comment

None

Managers Comments

None

Final Board Member Comment

None

Adjournment

Moved by Treasurer Rice, second by Trustee Mikus-motion approved unanimously

Meeting adjourned at approximately 5:10 pm

Approved by:

Recorded by Mark Stuhldreher, Manager

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
04/23/2018	101	179 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5369 S CRAWFORD	91.04
					2010 S LINCOLN #GUL	51.85
					STREET LIGHTS	1,754.40
					2270 NORTHWAY	28.86
					2055 ENTERPRISE	290.84
					5525 E REMUS	55.09
					5537 E BROADWAY	472.61
					1933 S ISABELLA	574.89
					5144 BUDD	24.22
					5142 BUDD	191.02
					1660 BELMONT	78.85
					900 MULBERRY	80.53
					5240 E BROOMFIELD	1,030.84
						<u>4,725.04</u>
04/25/2018	101	20083	01358	21ST CENTURY MEDIA-MICHIGAN	SEWER BID/BOT/ZONING	1,692.97
04/25/2018	101	20084	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - MAR 2018	1,697.50
04/25/2018	101	20085	01240	BRAUN KENDRICK FINKBEINER PLC	LUX FAMILY PROP - MAR 2018	1,745.00
					GEN LEGAL FEES - MAR 2018	2,546.00
						<u>4,291.00</u>
04/25/2018	101	20086	00095	C & C ENTERPRISES, INC.	TOWNSHIP SAFETY SHIRTS	812.50
					WORK GLOVES FOR WATER DEPT	8.10
					UNIFORMS - DAN COFFELL	140.00
					JANITORIAL SUPPLIES - PARKS	159.00
					JANITORIAL SUPPLIES - PARKS	90.00
						<u>1,209.60</u>
04/25/2018	101	20087	00791	JANE CHAFFEE	FLEX MEDICAL REIMBURSEMENT 4-12-18	268.14
04/25/2018	101	20088	00722	CHARTER TOWNSHIP OF UNION	Q1 UTILITY BILLING - TOWNSHIP PARK CONCE	43.45
					Q1 UTILITY BILLING - TOWNSHIP RESTROOMS	43.45
					Q1 UTILITY BILLING - 1776 PICKARD	147.90
					Q1 UTILITY BILLING - 5142 BUD ST BATHROO	43.45
					Q1 UTILITY BILLING - 5142 BUD ST	195.86
					Q1 UTILITY BILLING - 4511 E RIVER	2,331.90
					Q1 UTILITY BILLING - WWTP SOLIDS BUILDIN	275.20
					Q1 UTILITY BILLING - TOWNSHIP HALL	147.90
						<u>3,229.11</u>
04/25/2018	101	20089	00129	CMS INTERNET, LLC	APC 350VA REPLACEMENT BATTERY - WWTP	131.96
					MOUSE & KEYBOARD - BLDG DEPT	34.99
					MANAGED IT, EMAIL & PHONE SERVICE - MAY	4,990.25
						<u>5,157.20</u>
04/25/2018	101	20090	01024	CODE OFFICIALS CONFERENCE-MI	2018 CONFERENCE REGISTRATION-L SOMMER	160.00
04/25/2018	101	20091	01186	COYNE PROPANE LLC	PROPANE - WWTP	584.20
04/25/2018	101	20092	01242	CULLIGAN WATER	WATER - WWTP MAR 2018	7.50
04/25/2018	101	20093	01171	DBI BUSINESS INTERIORS	8.5 X 11 WHITE PRINTING PAPER/BALLPOINT	150.70
04/25/2018	101	20094	00176	PATRICIA DEPRIEST	CONTINUING EDUCATION-REIMBURSEMENT-ASSES	330.00
04/25/2018	101	20095	01353	EVOQUA WATER TECHNOLOGIES LLC	ODOR CONTROL	9,744.30
04/25/2018	101	20096	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT - APRIL 2018	40.00

04/18/2018 05:59 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 04/12/2018 - 04/25/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/25/2018	101	20097	01559	GALLINAT, PETER	FLEX MEDICAL SPENDING REIMB 4-5-18	168.00
04/25/2018	101	20098	00324	ISABELLA CORPORATION	8" LIVE TAP FOR BURCH TANK	25,150.00
04/25/2018	101	20099	01324	KENEWELL GROUP	WINDOW ENVELOPES - A/P & PAYROLL	345.00
					ASSESSMENT NOTICE ENVELOPES	206.38
					TAX BILL ENCLOSED ENVELOPES	345.00
						<u>896.38</u>
04/25/2018	101	20100	01573	KOORSEN FIRE & SECURITY	FIRE EXTINGUISHER INSP - SHOP	96.50
04/25/2018	101	20101	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - MARCH 2018	10,395.00
04/25/2018	101	20102	00422	MICHIGAN PIPE & VALVE	REPLACED 4"X6" & 6" CHECK VALVE - LIFT S	745.00
04/25/2018	101	20103	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 2ND Q 2018	300.00
04/25/2018	101	20104	00463	MT. PLEASANT HEATING & AIR COND	REPAIR FURNACE AT JAMESON HALL	340.92
04/25/2018	101	20105	00131	PERCEPTIVE CONTROLS, INC	LIFT STATION CONTROLS UPGRADE	4,108.46
04/25/2018	101	20106	00569	ROWE PROFESSIONAL SERVICES COMPANY	SIDEWALK COMMITTEE SUPPORT - MAR 2018	345.00
04/25/2018	101	20107	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - 1ST QTR 2018	45.00
04/25/2018	101	20108	01542	SHRED-IT US JV LLC	PAPER SHREDDING 3-14-18	50.40
04/25/2018	101	20109	01254	LARRY M SOMMER	MEAL REIMBURSEMENT DURING NMCOA SEMINAR	40.32
04/25/2018	101	20110	01013	USA BLUE BOOK	DPD DISPENSERS & IRON FERROVER REAGENT	299.27
					F421 FILTERS FOR MODEL F411	805.00
					LAB SUPPLIES - WWTP	188.48
					RCUD SOLIDS EQUIPMENT MAINT	6,789.46
						<u>8,082.21</u>

101 TOTALS:

Total of 29 Checks:
 Less 0 Void Checks:

84,050.45
 0.00

Total of 29 Disbursements:

84,050.45

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2018**

BOARD MEMBER: Tim Lannen

MONTH: March

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3.6.18	Isabella County Board of Comm.		1	\$75
3.20.18	Isabella County BOC	1		\$50

SIGNATURE: Tim Lannen Date: 4.11.18

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 19, 2018 through March 25, 2018**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			1
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			1
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			2
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire	1	2	
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			1
	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	2
	321	EMS Call excluding Veh. Accident	1	2	2
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			

	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other	1	2	
	710	Malicious, mischievous false call, other	1	2	
	715	Local Alarm System, Malicious False Alarm			1
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	6	

	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	3	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	7	19	11
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 26, 2018 through April 1, 2018**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire	1	3	
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	4	
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	3	1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			

	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			

	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			1
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	3	10	5
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 2, 2018 through April 8, 2018**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire	2	29	
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
	251	Excessive heat, scorch burns with no fire			1
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	12	1
	321	EMS Call excluding Veh. Accident	1	2	
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
363	Swift Water Rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			1
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			

	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke	1	2	
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			

	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	5	45	9
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 9, 2018 through April 15, 2018

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction	1	16	
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire	1	2
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	3	7	6
	321	EMS Call excluding Veh. Accident			3
	322	Motor Vehicle Acc. W/ Injuries	1	3	3
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	4	
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			

	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down	1	3	1
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			1
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival	1	2	1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	1	3	
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			

	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional	1	3	
	746	Carbon Monoxide Activation, NO CO	1	2	
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	12	45	18
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5 Financial Condition and Activities
Type: Internal
Occurrence: Quarterly
Date: March 2018

Policy Wording

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

Manager Interpretation

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be processed and ready for board approval as soon as they are received, verified, and coded for payment.

Justification for reasonability

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

Compliance

In compliance with policy as stated.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: April 2018

Policy Wording

He or she shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows:

General Fund – 4 months of budgeted expenditures for the current fiscal year

Fire Fund – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services

East and West DDA Funds – 2 months of normal operational expenditures

Water and Sewer Funds – 2 months of budgeted expenses for the current fiscal year

Justification for reasonability

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 15% of the revenues for the General Fund. State Revenue Sharing (60% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 2 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the second quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the water and sewer bills are paid in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data used from this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

Policy 2.5.10 continued

Data

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 3,760,895		
GF Unrestricted	\$ 3,760,895	\$ 601,299	Yes
Fire Fund	\$ 1,354,385		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 954,385	\$ 524,250	Yes
EDDA	\$ 1,095,722		
Projects	\$ -0-		
EDDA Unrestricted	\$ 1,095,722	\$ 28,220	Yes
WDDA	\$ 744,732		
Projects	\$ -0-		
WDDA Unrestricted	\$ 744,732	\$ 52,169	Yes
Sewer Fund	\$ 3,125,864		
2011 Bond Reserve	\$ (40,000)		
2011 Bond RRI Reserve	\$ (81,640)		
2013 Bond Reserve	\$ (100,000)		
2013 Bond RRI Reserve	\$ (17,535)		
Sewer Fund Net	\$ 2,886,689	\$ 524,900	Yes
Water Fund	\$ 3,125,177	\$ 270,537	Yes

Compliance

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 03/31/2018

DB: Union

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	CURRENT PROPERTY TAX	300,303.94		300,000.00		240,431.89	80.14
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(6,346.54)		(5,000.00)		0.00	0.00
101-000-402.002	PILOT TAX	2,082.65		3,000.00		1,072.14	35.74
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	1,473.31		1,200.00		0.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,397.84		2,500.00		0.00	0.00
101-000-445.000	INTEREST ON TAXES	226.83		0.00		0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	5,691.58		5,400.00		6,382.33	118.19
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,398.39		145,000.00		86,527.52	59.67
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(3,206.04)		(4,000.00)		0.00	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,770.00		7,800.00		0.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	311.78		0.00		0.00	0.00
101-000-475.000	CABLE TV	132,360.38		130,000.00		0.00	0.00
101-000-476.000	BUILDING PERMITS	47,719.48		50,000.00		2,765.00	5.53
101-000-477.000	RENTAL INSPECTION FEES	80,569.00		80,000.00		63,825.00	79.78
101-000-478.000	DOG LICENSE REVENUE	1.50		0.00		2.50	100.00
101-000-479.000	ZONING PERMITS	10,395.00		11,000.00		3,825.00	34.77
101-000-539.000	STATE GRANTS	54,302.49		0.00		0.00	0.00
101-000-573.000	STATE AID REVENUE	6,931.67		0.00		0.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,108,746.00		1,045,000.00		0.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,271.15		11,500.00		0.00	0.00
101-000-574.200	METRO ANNUAL MAINT. FEE	7,537.91		7,500.00		0.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	125.00		500.00		62.50	12.50
101-000-613.000	APPLICATION FEES	500.00		0.00		0.00	0.00
101-000-626.000	COPIES	23.64		0.00		0.00	0.00
101-000-628.000	LAND DIVISIONS	700.00		500.00		400.00	80.00
101-000-630.000	WEED ABATEMENT SERVICES	234.50		500.00		243.01	48.60
101-000-655.000	FINES & FORFEITURES	617.10		1,000.00		524.70	52.47
101-000-665.000	INTEREST EARNED	43,638.50		36,000.00		20,097.72	55.83
101-000-667.000	RENT - JAMESON HALL	7,750.00		7,000.00		850.00	12.14
101-000-667.100	RENT - McDONALD PARK PAVILION	1,680.00		1,500.00		560.00	37.33
101-000-667.200	RENT - JAMESON PAVILION	300.00		500.00		0.00	0.00
101-000-667.300	LEASES	900.00		900.00		900.00	100.00
101-000-671.000	OTHER REVENUE	29,923.16		30,000.00		(5.82)	(0.02)
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	17,463.79		15,000.00		4,295.83	28.64
101-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00		500.00		0.00	0.00
TOTAL REVENUES		2,024,794.01		1,884,800.00		432,759.32	22.96
Expenditures							
101	TRUSTEES	46,211.25		67,423.00		18,145.37	26.91
171	SUPERVISOR	16,516.31		20,422.00		3,494.37	17.11
172	TWP MANAGER	96,003.20		107,460.00		10,103.61	9.40
191	ACCOUNTING/GEN ADMIN	134,728.49		176,547.00		28,776.35	16.30
215	CLERK	29,485.53		30,331.00		5,500.65	18.14
228	INFORMATION TECHNOLOGY	20,217.99		20,180.00		5,195.00	25.74
253	TREASURER	28,971.43		31,481.00		5,202.91	16.53
257	ASSESSOR	202,796.94		218,719.00		43,396.10	19.84
262	ELECTIONS	0.00		6,100.00		0.00	0.00
265	TWP HALL & GROUNDS	62,701.76		53,250.00		9,971.89	18.73
266	LEGAL/ATTORNEY	88,452.21		80,000.00		10,466.30	13.08
371	BUILDING	252,554.16		263,926.00		50,480.79	19.13
441	PUBLIC WORKS	339,017.00		284,300.00		33,471.27	11.77
721	PLANNING	114,511.44		219,748.00		20,897.81	9.51
751	PARKS & RECREATION	112,313.54		210,712.00		5,446.88	2.58
901	CAPITAL OUTLAY	4,353.00		0.00		0.00	0.00
910	DEBT SERVICE-LEASES	13,289.76		13,300.00		3,322.44	24.98
TOTAL EXPENDITURES		1,562,124.01		1,803,899.00		253,871.74	14.07
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,024,794.01		1,884,800.00		432,759.32	22.96
TOTAL EXPENDITURES		1,562,124.01		1,803,899.00		253,871.74	14.07
NET OF REVENUES & EXPENDITURES		462,670.00		80,901.00		178,887.58	221.12

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND							
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	600,341.06		600,000.00		480,870.77	80.15
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(12,693.08)		(10,000.00)		0.00	0.00
206-000-402.002	PILOT TAX	4,165.30		0.00		2,144.29	100.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	2,980.85		1,000.00		0.00	0.00
206-000-445.000	INTEREST ON TAXES	362.28		350.00		0.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	5,441.23		0.00		0.00	0.00
206-000-573.000	STATE AID REVENUE	13,863.35		0.00		0.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	61,665.00		61,000.00		0.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	39,506.00		39,500.00		0.00	0.00
206-000-665.000	INTEREST EARNED	12,063.63		10,000.00		3,861.00	38.61
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00		30,000.00		0.00	0.00
TOTAL REVENUES		727,695.62		731,850.00		486,876.06	66.53
Expenditures							
336	FIRE DEPARTMENT	684,000.00		699,000.00		349,500.00	50.00
901	CAPITAL OUTLAY	0.00		450,000.00		0.00	0.00
TOTAL EXPENDITURES		684,000.00		1,149,000.00		349,500.00	30.42
Fund 206 - FIRE FUND:							
TOTAL REVENUES		727,695.62		731,850.00		486,876.06	66.53
TOTAL EXPENDITURES		684,000.00		1,149,000.00		349,500.00	30.42
NET OF REVENUES & EXPENDITURES		43,695.62		(417,150.00)		137,376.06	32.93

GL NUMBER	DESCRIPTION	END BALANCE		2018 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING							
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	441,993.16		387,500.00		0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(4,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,860.58		2,000.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	1,029.32		500.00		0.00	0.00
248-000-573.000	STATE AID REVENUE	55,909.05		30,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	7,332.51		6,300.00		3,763.04	59.73
248-000-671.000	OTHER REVENUE	67.55		100.00		0.00	0.00
TOTAL REVENUES		508,192.17		422,150.00		3,763.04	0.89
Expenditures							
000	NONE	104,835.80		257,720.00		15,432.50	5.99
336	FIRE DEPARTMENT	61,665.00		61,600.00		0.00	0.00
TOTAL EXPENDITURES		166,500.80		319,320.00		15,432.50	4.83
Fund 248 - EDDA OPERATING:							
TOTAL REVENUES		508,192.17		422,150.00		3,763.04	0.89
TOTAL EXPENDITURES		166,500.80		319,320.00		15,432.50	4.83
NET OF REVENUES & EXPENDITURES		341,691.37		102,830.00		(11,669.46)	11.35

User: SHERRIE

PERIOD ENDING 03/31/2018

DB: Union

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	494,598.66		490,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	279.02		600.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	219.52		250.00		0.00	0.00
250-000-665.000	INTEREST EARNED	1,581.61		1,700.00		363.89	21.41
TOTAL REVENUES		496,678.81		488,550.00		363.89	0.07
Expenditures							
000	NONE	300,400.00		150,870.00		0.00	0.00
336	FIRE DEPARTMENT	39,506.00		39,500.00		0.00	0.00
996	TRANSFER OUT	260,000.00		272,642.00		0.00	0.00
TOTAL EXPENDITURES		599,906.00		463,012.00		0.00	0.00
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		496,678.81		488,550.00		363.89	0.07
TOTAL EXPENDITURES		599,906.00		463,012.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(103,227.19)		25,538.00		363.89	1.42

GL NUMBER	DESCRIPTION	END BALANCE		2018 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-665.000	INTEREST EARNED	202.11		0.00		91.42	100.00
TOTAL REVENUES		202.11		0.00		91.42	100.00
Fund 288 - TRIBAL 2% GRANTS FUND:							
TOTAL REVENUES		202.11		0.00		91.42	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		202.11		0.00		91.42	100.00

GL NUMBER	DESCRIPTION	END BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	AMENDED	BUDGET	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND								
Revenues								
590-000-456.000	CONNECTION FEE		149,448.00	100,000.00			7,875.00	7.88
590-000-539.000	STATE GRANTS		2,435.57	429,000.00			0.00	0.00
590-000-627.000	SERVICE		1,270,280.46	1,296,000.00			637.91	0.05
590-000-627.100	DELINQUENT SEWER		(435.16)	(1,500.00)			0.00	0.00
590-000-628.000	INSPECTION FEE		5,000.00	0.00			0.00	0.00
590-000-655.000	FINES & FORFEITURES		22,993.13	20,500.00			3,147.75	15.35
590-000-665.000	INTEREST EARNED		34,003.68	30,000.00			10,655.71	35.52
590-000-665.100	INTEREST EARNED-SPEC ASSESS		4,645.83	5,600.00			0.00	0.00
590-000-670.000	DEBT RETIREMENT		1,085,064.08	1,074,000.00			528.46	0.05
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX		1,050.00	0.00			300.00	100.00
590-000-671.000	OTHER REVENUE		6,782.00	500.00			103.88	20.78
590-000-672.500	REVENUE-SPECIAL ASSESS		0.00	23,000.00			17,561.13	76.35
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS		0.00	250.00			0.00	0.00
TOTAL REVENUES			2,581,267.59	2,977,350.00			40,809.84	1.37
Expenditures								
529	O & M EXPENDITURES		490,592.38	1,164,483.00			112,762.56	9.68
611	WWTP		773,646.79	1,030,868.00			165,878.71	16.09
906	DEBT SERVICE		274,067.89	253,450.00			29,123.75	11.49
910	DEBT SERVICE-LEASES		560.16	600.00			107.79	17.97
960	DEPRECIATION EXPENSE		652,352.12	700,000.00			0.00	0.00
TOTAL EXPENDITURES			2,191,219.34	3,149,401.00			307,872.81	9.78
Fund 590 - SEWER FUND:								
TOTAL REVENUES			2,581,267.59	2,977,350.00			40,809.84	1.37
TOTAL EXPENDITURES			2,191,219.34	3,149,401.00			307,872.81	9.78
NET OF REVENUES & EXPENDITURES			390,048.25	(172,051.00)			(267,062.97)	155.22

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)		BUDGETNORMAL	(ABNORMAL)	
Fund 591 - WATER FUND							
Revenues							
591-000-450.000	WATER SALES	1,368,098.51		1,284,443.00		(18,108.59)	(1.41)
591-000-450.100	BULK WATER SALES	1,279.50		2,500.00		0.00	0.00
591-000-450.200	FINAL READ	1,615.00		1,700.00		255.00	15.00
591-000-450.300	TURN-OFF	2,470.00		2,000.00		0.00	0.00
591-000-452.000	LATERALS	19,521.60		5,000.00		0.00	0.00
591-000-454.000	BENEFIT FEES	62,146.25		30,000.00		4,600.00	15.33
591-000-459.000	REVENUE-HOOK UP FEE	116,282.74		50,000.00		4,400.00	8.80
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00		500.00		0.00	0.00
591-000-539.000	STATE GRANTS	2,116.87		14,000.00		0.00	0.00
591-000-628.000	INSPECTION FEE	5,000.00		0.00		0.00	0.00
591-000-655.000	FINES & FORFEITURES	13,948.40		16,000.00		1,785.93	11.16
591-000-665.000	INTEREST EARNED	33,960.85		29,000.00		10,936.62	37.71
591-000-665.100	INTEREST EARNED-SPEC ASSESS	6,078.99		5,700.00		0.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	43,116.24		40,000.00		7,425.80	18.56
591-000-671.000	OTHER REVENUE	9,923.30		1,000.00		133.87	13.39
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00		9,800.00		9,334.44	95.25
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	5,000.00		500.00		0.00	0.00
TOTAL REVENUES		1,690,558.25		1,492,143.00		20,763.07	1.39
Expenditures							
536	WATER O & M	947,137.49		1,559,628.00		244,121.81	15.65
906	DEBT SERVICE	64,577.69		62,879.00		30,246.25	48.10
910	DEBT SERVICE-LEASES	675.00		720.00		129.99	18.05
960	DEPRECIATION EXPENSE	342,456.25		0.00		0.00	0.00
TOTAL EXPENDITURES		1,354,846.43		1,623,227.00		274,498.05	16.91
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,690,558.25		1,492,143.00		20,763.07	1.39
TOTAL EXPENDITURES		1,354,846.43		1,623,227.00		274,498.05	16.91
NET OF REVENUES & EXPENDITURES		335,711.82		(131,084.00)		(253,734.98)	193.57
TOTAL REVENUES - ALL FUNDS		8,029,388.56		7,996,843.00		985,426.64	12.32
TOTAL EXPENDITURES - ALL FUNDS		6,558,596.58		8,507,859.00		1,201,175.10	14.12
NET OF REVENUES & EXPENDITURES		1,470,791.98		(511,016.00)		(215,748.46)	42.22

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 19, 2018

Policy Review: 2.2 Treatment of Staff
Type of Review: Internal
Review Interval: Annual
Review Month: April, 2018

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 rules 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 or the bargaining groups will not occur.

Justification of Reasonability of Interpretation

Use of written personnel and administrative policies, adherence to the collective bargaining agreement and staff training provide for consistent and fair treatment of staff and volunteers 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.
- Training opportunities are provided to all staff which has included BSA software training, position relevant training for the Finance Director, Rental Inspector, Assessor, Water/Sewer staff and others.
- Bi-weekly staff meetings are held with the Township Manager.
- One-on-one meetings are held with the Township Manager on a weekly or bi-weekly basis as appropriate.
- It is noted that the Personal and Administrative Policy document is in need of updating.

Compliance

The Township Management Team is in compliance with the policy as stated.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 19, 2018

Policy Review: 2.6 Asset Protection
Type of Review: Internal by Manager
Review Interval: Annual
Review Month: April, 2018

Policy Wording

Township Management shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 2.6.1 Fail to insure against theft and casualty losses to at least 80% percent replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.
- 2.6.2 Allow un-bonded personnel access to material amounts of funds.
- 2.6.3 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 2.6.4 Operate without proper risk management toward continuous operations and services.
- 2.6.5 Unnecessarily expose the organization, its board or staff to claims of liability.
- 2.6.6 Make any asset purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) without having obtained comparative prices and quality; (c) without a stringent method of assuring the balance of long term quality and cost.
 - A. Exception: sole source vendors
 - B. Exception: emergency purchases
- 2.6.7 Fail to protect intellectual property, information and files from loss or significant damage.

- 2.6.8 Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 2.6.9 Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in noninterest-bearing accounts except where necessary to facilitate ease in operational transactions.
- 2.6.10 Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
- 2.6.11 Fail to operate without seeking best practices and continuous improvement in operations.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is sufficient maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's standards, 5) that the township, when making purchase ensures that proper procurement practices have been followed with the exception of sole source vendors and emergency purchases, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a manner consistent with best practices.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the sub units of the policy that is clearly written and approved by the Board of Trustees.

Data

- Township assets are currently insured under the Michigan Township Association PAR Plan which is updated annually
- Vehicle Fleet is regularly maintained and/or replaced to ensure employee safety.
- Water and Wastewater infrastructures and equipment are maintained on a regular basis. For example, considerable money was spent on manhole and lift station rehabilitation and repairs in the sewer system. Portable generators were replaced.
- Additional fire hydrants were installed along Pickard
- Non-emergency asset purchases are made following a procurement process that requires board approval
- Computer backups are performed daily and testing is performed a few times per year to ensure prevention of information loss or significant damage
- Auditors are contacted on a regular basis when questions arise related to proper internal controls

- Cash is invested in appropriate ways to promote safety and soundness along with maximum return on investment
- Finance Director maintains list of assets that is verified by auditors
- Finance Director attends training regularly through the Michigan Government Finance Officers Association to seek out advice in best practices and continuous improvements in financial operations

Compliance

The Township Management Team is in compliance with the policy as stated.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** 04/17/2018
FROM: Twp Planner/Assessor Peter Gallinat, Patricia DePriest **DATE FOR BOARD CONSIDERATION:** 04/25/2018

ACTION REQUESTED: Approval to publish notice of public hearing for Ordinance 2018-02 on 05/09/2018. Arbors at Eagle Crest II is being purchased and our Ordinance requires an amendment for a name change. Tonight's meetings serve as an introduction or first reading of the proposed Ordinance amendment. If the board does so choose to adopt the amendment the motion would be to publish a notice for a public hearing on the adoption of Ordinance 2018-02 at the Board's next regular scheduled meeting on 05/09/2018. The board will not vote to adopt the amendment until the May 09, 2018 meeting.

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On March 10, 1967 the State Housing Development Authority Act of 1966 became effective. The act addressed a number of issues related to housing in the state. One issue among them was the exemption of housing projects from taxes. Chapter 1 Section 125.1415a one (1) through eight (8) describes the process.

On July 9, 2003 the Charter Township of Union adopted Ordinance 2003-09. The Ordinance would be known as the "Charter Township of Union Ordinance No. 2003-09, Section 42 Tax Exemption Ordinance for the Sterling Group. Arbors at Eagle Crest Apartments, Second Phase Ordinance. This would be an Ordinance to provide for a service charge in lieu of taxes for a proposed multiple family dwelling project for persons of low income to be assisted pursuant to the provisions of the State Housing Development Authority Act of 1966, as amended.

The Township Ordinance establishes the annual service charge under Part 147 Section 5. The annual service charge would consist of ten (10) percent of the collections from the total Annual Shelter Rent during the period from January 1 through December 31 of each year. Beginning in 2002 the annual service charge would not be less than twenty-five thousand dollars (\$25,000) per year. The duration of the Ordinance found in Part 148 Section 10 commences with the tax year of 2005 and ends in the tax year 2030.

Arbors at Eagle Crest is a multiple family dwelling development located off of Isabella Road in the Charter Township of Union. The development was constructed in 2 phases. The first phase being closest to the

road and the second phase located further off the road on the back of the property. Phase 1 & 2 of the development was approved by the Township Planning Commission in March of 2000. A condition of the approval was a Special Use Permit for Multiple-family dwellings of five or more units. This SUP was approved as amended for reconfiguration of the project layout on June 21, 2000 by the Board of Trustees.

Arbors II Apartments Limited Dividend Housing Association Limited Partnership currently in the process of purchasing phase II of the Arbors at Eagle Crest. Arbors II Apartments Limited Dividend Housing Association Limited Partnership has requested no changes to the Ordinance as it relates to the amount of the service charge or duration of the ordinance.

SCOPE OF SERVICES

In order for the State of Michigan to approve a payment in lieu of taxes local approval must first be granted by adoption of an Ordinance. The amendments to the existing ordinance allow for Eagle Crest LDHA LLC to provide the same level of service for low income residents of Arbors at Eagle Crest Apartments. Key sections of the Ordinance to be amended:

- Section I Name: replace “Sterling Group” with “Arbors II Apartments Limited Dividend Housing Association Limited Partnership.”
- Section III Definitions H: remove Arbors at Eagle Crest II and replace with “Arbors II Apartments Limited Dividend Housing Association Limited Partnership.
- Add section XIV-Effective Date: “This Ordinance shall be effective seven (7) days after publication in a local newspaper of general circulation.”⁵

JUSTIFICATION

In order for Arbors II Apartments Limited Dividend Housing Association Limited Partnership to be approved by the state of Michigan for a payment in lieu of taxes they must get approval by a local ordinance first. If changes are not made to the Ordinance 2003-09 Arbors II Apartments Limited Dividend Housing Association Limited Partnership will not be able to complete the process to purchase Phase II of the Arbors at Eagle Crest.

Project Improvements

- This project allows continued multiple-family housing available for current residents of the township. By doing so it provides safety, health, community well-being and the common good.
- Providing housing for low income families in the township continues prosperity through economic diversity, cultural diversity, and social diversity

COSTS

N/A

PROJECT TIME TABLE

MAY 2018

RESOLUTION

Authorization is hereby given to approve the amendment of Ordinance 2003-09 and replace with Ordinance 2018-02.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

DeShano Development Corporation
325 Commerce Court; PO Box 539
Gladwin, Michigan 48624

April 11, 2018

Charter Township of Union
2010 S. Lincoln
Mt. Pleasant, Michigan 48858

Re: Ordinance 2005-08 (Amending Ordinance 2003-09)

Ladies and Gentlemen:

We are in the process of purchasing Arbors at Eagle Crest II apartments. This project will remain subject to income and rent restrictions pursuant to Section 42.

At this time, we request, of the Township, that Ordinance 2005-08, which amends Ordinance 2003-09, be amended to reflect our company as the new owner.

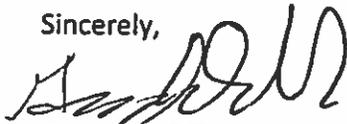
We have preliminary approval from the Michigan State Housing Development Authority (MSHDA) of this change. Final MSHDA approval will come once we purchase this project.

The new entity that will be purchasing this project is Arbors II Apartments Limited Dividend Housing Association Limited Partnership. This entity's address is 325 Commerce Court, PO Box 539, Gladwin, Michigan 48624.

Should you have any questions, or require further information, please contact Heather at our office. She can be reached by email at heather@deshano.com or by phone at 989.709.5962.

Thank you for your time and consideration. We look forward to owning and managing this project!

Sincerely,



Gary L. DeShano
DeShano Development



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** 04/17/2018
FROM: Twp Planner/Assessor Peter Gallinat, **DATE FOR BOARD CONSIDERATION:** 04/25/2018
 Patricia DePriest

ACTION REQUESTED: Approval of Land Division for parcel # 37-14-023-20-016-01 located at 1802 E High Street owner First Baptist Church of Mt. Pleasant

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On April 9, 2018 First Baptist Church of Mt. Pleasant filed a land division application to split their current parcel into two (2) separate parcels. A fee of One Hundred Dollars (\$100.) was paid. The reason for the request is to sell the split parcel to Dr. Gregory G. Messenger. Dr. Messenger intends to develop the new split parcel for a medical office. Dr. Messenger currently has a Site Plan application on file for the Planning Commission to review and approval. This split will be required for the Site Plan to be approved. In addition this split is required for the sale of the property from First Baptist Church of Mt. Pleasant.

SCOPE OF SERVICES

The division of land permits First Baptist Church of Mt. Pleasant to split off a section of their parcel. This will create two separate legal conforming parcels.

JUSTIFICATION

The application has been filled out correctly and completely in accordance with Ordinance No. 1997-8 and the State Land Division Act which together regulate the division of parcels. The request has been reviewed and is recommended for approval by the Township Assessor, Township Planner and the Township Clerk. The request meets requirements per state statute and local zoning.

PROJECT IMPROVEMENTS

The following Board of Trustees goal(s) is addressed with this request

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Commerce

COSTS

N/A

PROJECT TIME TABLE

Forty-five (45) days after an application has been filed action must be approved or denied.

RESOLUTION

It is hereby resolved that the land division so described and attached is approved.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION
LAND DIVISION APPLICATION**

1. Applicant/Ownership Detail

A. Name: FIRST BAPTIST CHURCH of MOUNT PLEASANT

B. Mailing Address: 1802 E HIGH ST MT PLEASANT MI 48858
Street Address City State Zip

C. Telephone: 989-775-5578 or 989-560-1168

D. Fax: _____

E. Parent Tract Includes Parcel #'s: 37-14-023-20-016-01

F. Exemption:

- | | | |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 1. All resulting parcels are 40 acres or the equivalent (or more) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. All resulting parcels are on an existing public road or have existing easements to public roads. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. All resulting parcels have direct or easement access to public utilities | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

G. Split Calculations:

1. Size of parent parcel or tract (acres) as of March 31, 1997	<u>17.446</u>
2. First 10 acres or less (4 splits)	<u>4</u>
3. Each additional 10 acres, up to 120 acres (1 split/10 acres)	_____
4. Each 40 acres above 120 acres (1 split/ 40 acres) up to 520 acres	_____
5. Bonus splits <40% of parcel or 1 access drive add 2 splits (Parcels > 20 acres)	_____
6. Less prior parcels split (since March 31, 1997)	<u>-0-</u>
Total	<u>4</u>

*More splits may be available after 10 years

H. Names, addresses and ownership interest – Provide the names, mailing addresses, and type of ownership interest of all parties having an interest in the land to be divided. Use additional sheet if needed.

Check here if an additional sheet is attached. Please label it Exhibit 1.

FIRST BAPTIST CHURCH of MOUNT PLEASANT, a MICHIGAN
ECLESIASTICAL CORPORATION

I. Zoning: Current Zoning R2 A/OS as of 4/19 2018

P. V.

	With Sewer	Without Sewer
1. Minimum Lot Width	<u>90</u>	<u>90</u>
2. Minimum Lot Depth	<u>-</u>	<u>-</u>
3. Minimum Lot Size (Area)	<u>15,000</u>	<u>15,000</u>
4. Minimum Width to Depth Ratio	<u>></u>	<u>-</u>
5. Sewer required prior to building permit	<u>yes</u>	<u>yes</u>

J. Public Road Ordinance Compliance	Date	Initials
1. Complies with ordinance for 1-2 Parcels	_____	_____
2. Complies with ordinance for 3 -12 Parcels	_____	_____
3. Complies with ordinance of 13 or more Parcels	_____	_____

2. Property Detail

A. Address of Property _____
Street Address City State Zip

B. Tax Identification Number of Property to be Divided: _____

C. Legal Description of Property to be Divided (include existing easements and covenants.) Use additional sheet if necessary.

Check here if an additional sheet is attached. Please label it Exhibit 2.

D. Legal Description of Parcels to be Created (Including all remnant parcels, including all easements and covenant .)

Check here if an additional sheet is attached. Please label it Exhibit 3.

4.05 ACRES DESCRIPTION

E. Option 1

Attach a copy of survey showing items listed in option 2 below. (See Ordinance 1997-8 Section V.C)

Option 2

See Ordinance 1997-8 Section V.C. paragraph 2.

In place of survey of resulting parcels, I am submitting a land sketch of resulting parcels with items listed below. By doing this, I waive any right to notification within 45 days of submittal. I also agree to resubmit a survey by a licensed land surveyor if the sketch provided fails to clearly and accurately show sufficient details to determine the descriptions of resulting parcels and to demonstrate conformity to all ordinance requirements.

Signature: _____ Date: _____

F. Attach 3 copies of Tentative Parcel Map to Include:

- Date, north arrow, scale, and name and address of individual or firm responsible for completion of the parcel map.
- Name and address of applicant.
- Proposed lot lines and their dimensions. Square footage of each parcel. Location & distance from point of beginning to nearest corner of parent parcel.
- Location and nature of proposed ingress and egress locations to any existing public or private roads. Include a single copy of driveway permit from the Road Commission.
- Location and nature of any public or private street, driveway, lake or stream, access, or utility easements to be located within any proposed lot or parcel to benefit the same.
- Any existing buildings, wells and septic fields, public or private streets, and driveways within 100 feet of all proposed lots or parcels.
- Zoning designation of all proposed lots or parcels.
- Proposed method of storm drainage. "B" and "I" Zoning only.
- Previous splits made after March 31, 1997. PCH 1996
- Unbuildable lots marked as such.
- Proposed Driveways

G. Registered deed showing ownership and number of divisions transferred (for property bought after March 31, 1997)

3. Additional Information

A. Proved a map and written description of any previous land divisions from the parent parcel, including the size, number, and date of such divisions. Use additional sheets as necessary.

Check here if an additional sheet is attached. Please label it Exhibit 4.

BCA - Attached Dwg. & Deed

B. Does the project involve easements, restrictive covenants, or other such attachments to the land? If so, provide copies of the instruments describing and granting same.

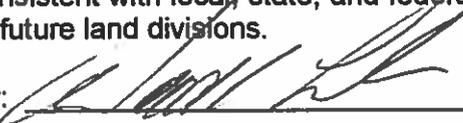
Check here if an additional sheet is attached. Please label it Exhibit 5.

ATTACHED

4. Applicant Certification

By the signature attached hereto, the applicant certifies that the information included with this application is, to the best of his/her knowledge, true and accurate. The applicant also understands and acknowledges that the Township, the Township staff, and professional consultants retained by the Township to review and approve this request, make no expressed or implied warranty as to the marketability of the property subject to this request does not warrant that prior land divisions associated with the subject property have been made consistent with local, state, and federal law, nor is any guarantee being made or implied concerning any rights to future land divisions.

By:



Date:

4-9-18

LOCAL GOVERNMENT USE ONLY:

Mapinfo:

- PARENT.TAB
- REGION.TAB
- Boundary
- Dimensions
- PID
- Easements
- Text

Maps:

- Boundary
- Dimensions
- PID

Scan Surveys

List:

- Check wat & sew specials
- Update master list for splits

Application sent:

Send to County:

- Map with labels
- Legals w/parcel numbers

Homestead Letters:

- Qualified Ag
- Hstd. Aff. For new parcel
- Rescind old parcels

Equalizer:

- Enter public imp & topo
- Enter land division info
- Create new parcels
- Copy data from parent
- Class 90 New 99 Old 97 DDA
- Name & Address (Prop Add)
- ** Inactive Parcel
- Legal changed & Add date of split
- ECF & land dimensions
- AV & TV Split

Property Record Cards:

- PID
- Split map & calculations
- Property Address
- Print Labels

WARRANTY DEED

FIRST BAPTIST CHURCH OF MOUNT PLEASANT, a Michigan ecclesiastical corporation of 1802 East High Street, Mount Pleasant, MI 48858, does hereby convey and warrant the property located in Union Township, Isabella County, Michigan, and further described as:

Commencing at the Northeast Corner of Section 23, T14N, R4W, thence South 1229 feet along the East section line; thence West 660 feet to the Point of Beginning; thence North 125 feet; thence East 125 feet; thence South 125 feet; thence West 125 feet to the Point of Beginning, to BAPTIST CHILDREN'S HOME, of 214 North Mill Street, St. Louis, MI 48880, for a consideration of ONE (\$1.00) Dollar, the same being subject to restrictions, easements and other encumbrances of record.

THIS INSTRUMENT EXEMPT FROM COUNTY REAL ESTATE TRANSFER TAX UNDER THE EXEMPTION LISTED AT MCL 207.505 (a).

THIS INSTRUMENT EXEMPT FROM STATE REAL ESTATE TRANSFER TAX UNDER THE EXEMPTION LISTED AT MCL 207.526 (a).

In witness whereof I have hereto set my hand on this 17th day of October, 19 96.

Ande Heller-Blage
Witness

Mel Craft
Mel Craft, Chairman of the Board
of Trustees of First Baptist Church

Kelley A. Johnston
Witness

Robert E. Bailey
Robert E. Bailey, Church Clerk

State of Michigan)
County of Isabella) ss.

The foregoing instrument was acknowledged before me by Mel Craft on behalf of Grantor on this 17th day of October, 19 96.

My commission expires: !
STEVEN M. JOHNSTON
Notary Public, Isabella County, MI
My Commission Expires Dec. 3, 2000

Steven M. Johnston
Notary Public

The foregoing instrument was acknowledged before me by Robert E. Bailey on behalf of Grantor on this 17th day of October, 19 96.

My commission expires: !
STEVEN M. JOHNSTON
Notary Public, Isabella County, MI
My Commission Expires Dec. 3, 2000

Steven M. Johnston
Notary Public

This form drafted by:
John L. Hackman, Attorney at Law (P-37403)
1440 South Isabella Road
Mount Pleasant, MI 48858
517-772-1896

11374

WARRANTY DEED
(Statutory Form)

LB# 576 ca 191

We, G.R. DENISON, a married man, and J. DEAN ECKERSLEY TRUST of 503 Industrial Avenue, Mount Pleasant, MI 48858, do hereby convey and warrant to FIRST BAPTIST CHURCH OF MOUNT PLEASANT of 1802 East High Street, Mount Pleasant, MI 48858, a Michigan Ecclesiastical Corporation the following described property:

48.40

A parcel of land commencing 579 feet South of the NorthEast corner of Section 23, T 14 N, R 4 W; thence West 33 feet to a point on the westerly boundary of the right-of-way of Isabella Road, the same being the Point of Beginning; and running thence West 594.00 feet; thence North 414 feet; thence West 33 feet; thence South 1064 feet; thence East 627 feet; thence North 650 feet along the westerly boundary of the Right-of-way of Isabella Road to the point of beginning, and containing 9.67 acres more or less,

The same being subject to the following restrictions, easements and/or other encumbrances: ..

for the following consideration: FORTY-THREE THOUSAND FIVE HUNDRED FIFTEEN (\$ 43,515) dollars.

In witness whereof I have hereto set my hand, this 18th day of FEBRUARY, 1986.

Carol Cherven
Witness Carol Cherven
Rudolph J. Kler
Witness Rudolph J. Kler

G.R. Denison
G.R. DENISON
Olga J. Denison
MRS. G.R. DENISON
J. Dean Eckersley, Trustee
J. DEAN ECKERSLEY TRUST

State of Michigan }
County of Isabella } ss.

The foregoing instrument was acknowledged before me this 18th day of February, 1986, by G. R. Denison, Mrs. Olga J. Denison, J. Dean Eckersley, Trustee

STATE OF MICHIGAN
COUNTY OF ISABELLA
REGISTER OF DEEDS

FEB 18 10 12 AM '86

Donald W. Bensch
REGISTER OF DEEDS

Rudolph J. Kler
Notary Public
Rudolph J. Kler

My Commission Expires:
February 9, 1988

This form drafted by:
John L. Hackman (P-37403)
Attorney at Law
5290 East Valley Road
P.O. Box 194
Mount Pleasant, MI 48858
517-772-1896

STATE OF MICHIGAN
COUNTY OF ISABELLA
I HEREBY CERTIFY that there are no tax liens or titles held by the State or individuals on the lands described in the within instrument, and that all taxes are paid as shown by the records of this office for five years.

Donald W. Bensch
Treasurer of Isabella County

2/18/86

STATE OF MICHIGAN REAL ESTATE

EX-101

EXD

PAK

209-2334

Parcel No. 4.

FORM 321 MULTH

Stacy C. Myers & Wife

to

Consumers Power Co.

RIGHT OF WAY
LSE 239 REG 130

Recorded 17th day of March
A.D. 19 50 at 3:00 o'clock P.M.

Ray T. Guigney
Register of Deeds

Stacy C. Myers and Theone D. Myers, his wife, and in her own right,
first parties, in consideration of One Dollar (\$ 1.00) to them
paid by the CONSUMERS POWER COMPANY, a Maine corporation authorized to do business in Michigan, at 212 W. Michigan,
Ave., Jackson, Michigan, second party, receipt of which is hereby acknowledged, Convey and Warrant to the
second party, its successors and assigns, Forever, the easement and right to erect, lay and maintain lines con-
sisting of ~~wood~~ poles, wires, cables, conduits and other fixtures and appurtenances for the purpose of trans-
mitting and distributing electricity and/or conducting a communication business on, over, under and across the
following described parcel of land, including all public highways upon or adjacent to said parcel of land,
which parcel is situate in the Union Township of Union County of Isabella
and State of Michigan, to-wit:

A parcel of land in the Northeast one-quarter (1/4) of Section 23, Township 14 North,
Range 4 West, described as beginning at a point 10 rods South of the Northeast corner
of said Northeast one-quarter (1/4), running thence South 1709.2 feet to a point, thence
West 40 rods to a point, thence North 1709.2 feet to a point, thence East 40 rods to
the place of beginning.

The route to be taken by said lines of ~~wood~~ poles, wires, cables and conduits across, over and under said land
being more specifically described as follows:

Second party may locate said route West of and not more than one hundred fifty-five
(155) feet from the center line of the highway on the East side of said above described
land; also conveying the right to erect and maintain lines of poles and wires leading
laterally from said route to the East line of said land.

With full right and authority to the second party, its successors, licensees, lessees or assigns, and its and
their agents and employees, to enter at all times upon said premises for the purpose of constructing, repairing,
removing, replacing, improving, enlarging and maintaining such cables, conduits and ~~wood~~ poles and other
supports, with all necessary braces, guys, anchors, manholes and transformers, and stringing thereon and support-
ing and suspending therefrom lines of wire, cables or other conductors for the transmission of electrical energy
and/or communication, and to trim or remove any trees which at any time may interfere or threaten to interfere
with the maintenance of such lines. It is expressly understood that no buildings or other structures will be
placed under such wires and/or over such cables without the written consent of said second party. It is ex-
pressly understood that non-use or a limited use of this easement by second party shall not prevent second party
from later making use of the easement to the full extent herein authorized.

Second party to pay first party for any damage to crops in erecting and maintaining
said line of poles and wires.

WITNESS the hand and seal of the part ies of the first part, this 27th day
of September, 19 49.

Signed, Sealed and Delivered in Presence of

Frank A. Neyer
Frank A. Neyer
Walter Evey
Walter Evey

Stacy C. Myers (L.S.)
Stacy C. Myers
Theone D. Myers (L.S.)
Theone D. Myers

(L.S.)

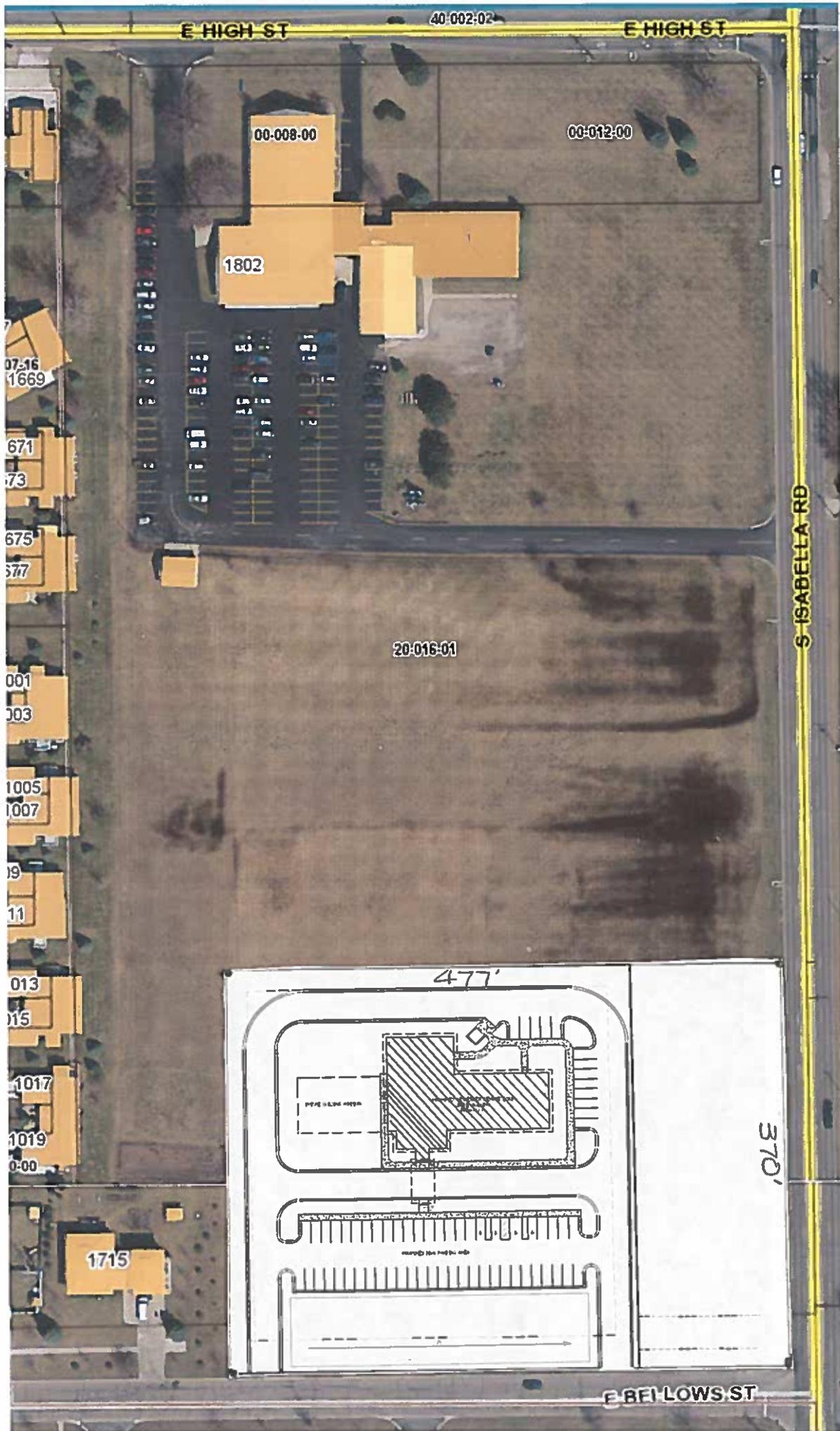
(L.S.)

STATE OF MICHIGAN)
County of Isabella) ss. on this 27th day of September 19 49.
before me, a Notary Public of Gratiot County,
Michigan, acting in Isabella County, personally appeared
Stacy C. Myers and Theone D. Myers

to me known to be the same person s named in and who executed the foregoing instrument, and severally acknowl-
edged the execution of the same to be their free act and deed.

My commission expires December 25, 1951

Walter R. Evey
Walter R. Evey
Notary Public, Gratiot Co., Mich.



CERTIFIED SURVEY

I, **JOHN H. RAUSER**, HEREBY CERTIFY THAT THE ATTACHED SURVEY HAS BEEN COMPLETED IN ACCORDANCE WITH PUBLIC ACT 132 OF 1970, AS AMENDED, AND THAT THE RATIO OF CLOSURE OF LATITUDES AND DEPARTURES IS NOT GREATER THAN 1 IN 5,000

N 1/4 COR. SEC. 23 T14N-R4W

FOUND ISABELLA COUNTY REMON IN MON. BOX
 S35W 41.95' N&T #14789 IN NW FACE OF POWER POLE
 S60E 53.98' N&T #14789 IN NORTH FACE 24" MAPLE
 N55E 42.58' N&T #14789 IN SE FACE OF POWER POLE
 N55W 48.92' TOP CENTER HYDRANT

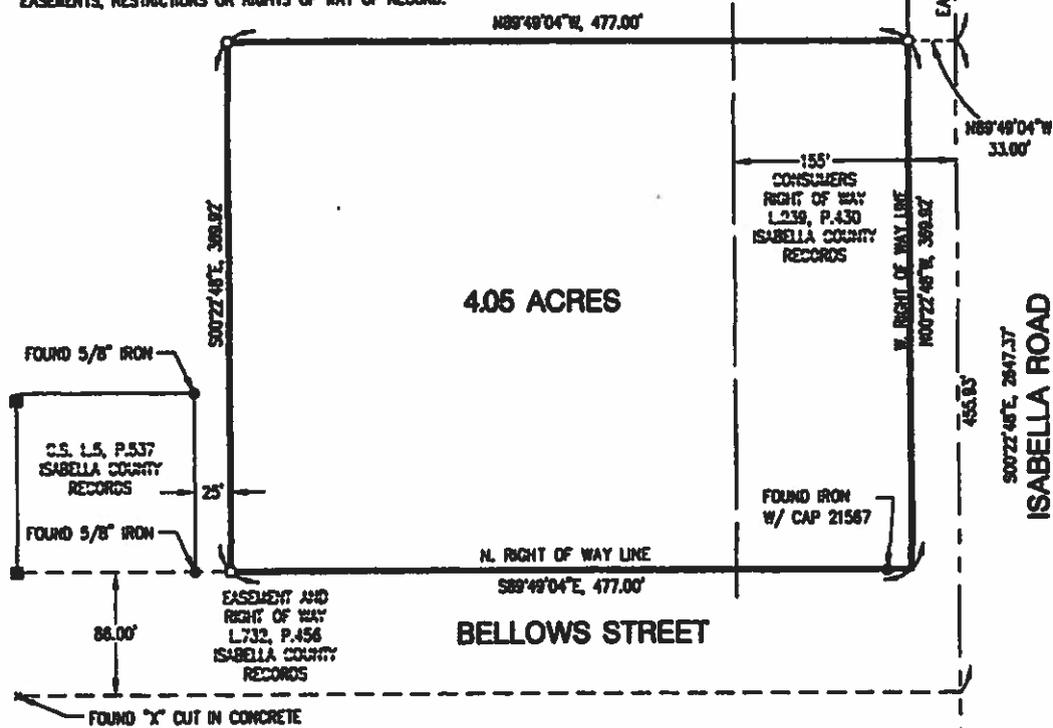
NE COR. SEC. 23 T14N-R4W

FOUND ISABELLA COUNTY REMON IN MON. BOX
 N25E 68.23' CENTER OF WATER VALVE BOX
 S14E 88.22' N&T IN WEST FACE OF POWER POLE
 S34W 65.95' CENTER OF HEX HEAD NUT ON T/C OF HYDRANT
 N40W 58.43' N&T IN WEST FACE OF LIGHT POLE

N89°48'04"W, 2620.71'
 NORTH LINE, SEC. 23

LEGAL DESCRIPTION:

PART OF THE NORTHEAST 1/4 OF SECTION 23, TOWN 14 NORTH, RANGE 4 WEST, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT ON THE WEST RIGHT-OF-WAY LINE OF ISABELLA ROAD, WHICH IS S00°22'48"E, ALONG THE EAST LINE OF SAID SECTION 23, 859.07 FEET AND N89°48'04"W, PARALLEL WITH THE NORTH LINE OF SAID SECTION 23, 33.00 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 23; THENCE CONTINUING N89°48'04"W, 477.00 FEET; THENCE S00°22'48"E, PARALLEL WITH SAID EAST LINE, 389.92 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BELLOWS STREET; THENCE S89°48'04"E, ALONG SAID NORTH RIGHT OF WAY LINE, 477.00 FEET TO A POINT ON SAID WEST RIGHT-OF-WAY LINE; THENCE N00°22'48"W, ALONG SAID WEST RIGHT OF WAY LINE, 389.92 FEET TO THE POINT OF BEGINNING, CONTAINING 4.05 ACRES OF LAND, SUBJECT TO ANY EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.



3-18-18



- LEGEND:**
- = SET IRON W/ CAP #38096
 - = IRON FOUND
 - = MONUMENT FOUND

E 1/4 COR. SEC. 23 T14N-R4W

FOUND IRON WITH CAP #38074 IN MON. BOX
 S38W 85.45' N&T IN SE FACE OF POWER POLE
 N46W 41.41' N&T IN SW FACE OF POWER POLE
 N58E 53.10' NW CORNER OF CONCRETE HEADWALL
 S40E 94.51' N&T IN NE SIDE OF POWER POLE

BEARINGS ARE REFERENCED TO MCS SOUTH ZONE, NAD83/CORS2011, DISTANCES REDUCED TO GROUND

BELLOWS MESSENGER, LLC		FIELD: SJS/JRH
SECTION 23 T14N - R4W UNION TOWNSHIP ISABELLA COUNTY, MICHIGAN		DRAWN: TLK
ROWE PROFESSIONAL SERVICES COMPANY		CHECKED: JR
127 S. Main Street Mt. Pleasant, MI 48858 O: (989) 772-2138 F: (989) 773-7757 www.rowespc.com		DATE: MARCH 18, 2018
		REVISED:
		SHEET: 1 OF 1
		SCALE: 1" = 100'
PLOTTED: 3/18/2018 3:35 PM		
R:\Projects\17M0053\plog\Survey\17-17M0053-C3.dwg		JOB NO.: 17M0053

HIGH STREET

N



ISABELLA ROAD

438'

CHURCH PARKING AREA

GARAGE

FIELD

CONSUMERS ENERGY EASEMENT

420'

150'

477'

790'

PROPERTY LINE

122'

122' X 370'
EASEMENT
1.04 ACRES

125'

25'

NEW PARCEL 477' X 370'
4.05 ACRES

370'

PROPERTY LINE

125'

BCH

PROPERTY LINE

627'

BELLOWS ST

**CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN
Land Division Approval**

Parent LEGAL ATTACHED

37-14-023-20-016-01

ASSESSOR: RECOMMENDATION approval

SIGNATURE: Patricia M. DePriest
Patricia M. DePriest

ZONING: RECOMMENDATION approval

SIGNATURE Peter Gallinat
Peter Gallinat

CLERK: RECOMMENDATION approval

SIGNATURE Lisa Cody
Lisa Cody

FEE PAID: DATE: 4-9-18 RECEIPT # 90007

CHARTER TOWNSHIP OF UNION
2010 S LINCOLN
MT. PLEASANT, MI 48858
Phone : (989) 772-4600

Received From: FIRST BAPTIST CHURCH
Date: 04/09/2018 Time: 2:02:02 PM
Receipt: 90007
Cashier: JENNIFER

ITEM REFERENCE	AMOUNT
LAND LAND DIVISION	
LAND DIVISION	\$100.00
TOTAL	\$100.00
CHECK 18931	\$100.00
Total Tendered:	\$100.00
Change:	\$0.00

Property Address	<u>PARENT PARCEL</u>
1802 E HIGH ST	
	<u>37-14-023-20-016-01</u>
Owner's Name/Address	
FIRST BAPTIST CHURCH OF MT PL	
1802 E HIGH ST	
MOUNT PLEASANT MI 48858-0000	
Tax Description	
T14N R4W, SEC 23, COM AT SE COR MYERS	
SUB; SEC 23; TH S 1207 FT; TH W 693 FT;	
TH N 1207 FT TO S LINE OF MYERS SUB; TH E	
693 FT TO POB; 19.2 AC M/L	
Comments/Influences	



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: 04/18/18
FROM: Township Planner Peter Gallinat	DATE FOR BOARD CONSIDERATION: 04/25/2018
ACTION REQUESTED: Approve SUP 2018-02 Specialized Retail Activities (Pharmacy) as shown on SPR 2018-04 as reviewed and approved on 4/17/18 on the condition that Pharmacy hours of operation are 7am-9pm.	

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union Planning Commission held a public hearing for SUP 2018-02 on April 17, 2018. The applicant Central MI Community Hospital located at Central Parkway PID 14-014-40-007-03 requested the special use of a specialized retail activity (pharmacy). After receiving comment during said Public Hearing the Planning Commission deliberated on the request. During deliberation the Commission discussed the required criteria needed in section 30 of the Zoning Ordinance to grant a Special Use. The Planning Commission voted to recommend approval of SUP 2018-02 on the condition that the hours of operation for the pharmacy not exceed 7am-9pm. SPR 2018-04 was reviewed and approved at the same meeting as SUP 2018-02 by the Planning Commission. This site plan shows the medical facility the pharmacy would be located in.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The Special Use 2018-02 was recommended for approval by the Charter Township of Union Planning Commission.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request (From Policy 1.0: Global End).

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Commerce

COSTS

N/A

PROJECT TIME TABLE

The Special Use Permit if approved will remain valid with the property regardless of change in ownership. If the development of the project associated with the special use is not commenced within one (1) year of approval the permit may be reconsidered by the Planning Commission.

RESOLUTION

Authorization is hereby given to approve Special Use 2018-02

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on April 17, 2018 at the Township Hall.

Meeting was called to order at 7:02 p.m.

Roll Call

Present: Buckley, Darin, Fuller, LaBelle II, Mielke, Squattrito, & Webster

Excused: Shingles

Others Present

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

Approval of Minutes

LaBelle II moved **Mielke** supported the approval of the March 20, 2018 regular meeting minutes as corrected. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Correspondence / Reports

- ZBA – Updates by Mielke
- Sidewalk / Pathway Prioritization Committee - updates by Webster

Approval of Agenda

Buckley moved **Fuller** supported approval of the agenda as presented. **Vote: Ayes: 7 Nays 0. Motion carried.**

Public Comment

Open 7:08 p.m.

No comments were offered.

Public Hearings

New Business

A. SUP 2018-2 specialized retail activities (Pharmacy) Located at Central Parkway PID 14-014-40-007-03. Owner: Central MI Community Hospital

Introduction by Gallinat

Public Hearing – Open 7:11 p.m.

Chris Williams, 411 Greenfield Dr. – Questioned look of Pharmacy. Chair Squattrito addressed question stating that the site plan review following public hearing will address question.

Public Hearing – Closed 7:15 p.m.

Tim Bebee, CMS& D, on behalf of Isabella Citizens for Health stated that the applicant is requesting to include a pharmacy located within the medical facility.

Jennifer White, Director of the facility was available to answer questions.

Planning Commission went through section 30.3.A.1-10 discussing the general requirements for Special Uses.

Buckley moved **Webster** supported to recommend approval of SUP 2018-02 to the Board of Trustees, a specialized retail activities (Pharmacy) Central Parkway. PID 14-014-40-007-03 with the condition that the pharmacy hours are restricted to 7a.m. to 9p.m.
Vote: Ayes: 7 Nays 0. Motion carried.

B. SPR 2018-04 Medical Office Isabella Citizens for Health Inc. Located at Central Parkway PID 14-014-40-007-03. Owner: Central Michigan Community Hospital

Peter Gallinat, Township Planner, gave a brief introduction stating that the applicant is proposing to construct a two story medical facility. The project has received all outside approvals - ICTC, Isabella County Drain office for storm water management, Township utilities, Mt. Pleasant Fire Department, and Isabella County Road Commission.

Tim Beebe, CMS&D, represented the applicant by explaining their desire to build a phased project. The proposed first phase is a 24,000 Total sq. ft.

LaBelle moved **Darin** supported to approve site plan review SPR 2018-04 Medical Office Isabella Citizens for Health Inc. Located at Central Parkway with the following conditions: provide screening for the full west (outside phase one boundaries) and north property lines in phase one that complies with the zoning ordinance, that a lighting plan is submitted and receives staff approval, and that the applicant complies with outside agency reviews and comments. **Vote: Ayes: 7 Nays 0. Motion carried.**

C. Preliminary Site Plan Presentation. Proposed medical office located at 5316 E. Pickard Rd. Owner: SOS Holding Company LLC

Tim Beebe, CMS & D, on behalf of the applicant, requested input by the Planning Commissioners regarding the submitted a preliminary site plan for approval of a medical office.

Other Business

Extended Public Comment

Open 8:37 p.m.

No comments were offered.

Final Board Comment

Mielke – Commented on ZBA involvement in zoning ordinance update.

Adjournment – Chairman Squattrito adjourned the meeting at 8:39 p.m.

APPROVED BY:

Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

APPLICATION FOR A SPECIAL USE PERMIT

I (we) Central MI Comm Hospital OWNERS OF PROPERTY AT
14-014-40-007-03 LEGAL DESCRIPTION AS FOLLOWS:

See Attached

Respectfully request that a determination be made by the Township Board on the following request:

- I. Special Use For Section 28.3a Specialized retail activity of a pharmacy within the Medical Office Building
- II. Junk Yard Permit



Note: Use one of the sections below as appropriate. If space provided is inadequate, use a separate sheet.

I. Special Use Permit is requested for Specialized retail activity of a pharmacy within the medical office building. Section 28.3a

Give reason why you feel permit should be granted: SEE ATTACHED

II. Junk Yard Permit requirements are:

Location of property to be used _____

Zoning of the area involved is OS

Zoning of the abutting areas OS, R-2A, R-3A CD-3 (City Parcels)



Fees _____ Signature of Applicant [Handwritten Signature]

Date 3/27/2018

DESCRIPTION PROVIDED:

A PARCEL OF LAND IN THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION; THENCE S.89°-55'-06"W., ON AND ALONG THE SOUTH LINE OF SAID SECTION, 1310.34 FEET TO THE SOUTHEAST CORNER OF SAID EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE CONTINUING S.89°-55'-06"W., ON SAID SOUTH SECTION LINE, 513.17 FEET; THENCE N.00°-28'-59"W., ON A PREVIOUSLY SURVEYED AND MONUMENTED LINE, 225.01 FEET; THENCE S.89°-55'-06"W., PARALLEL WITH SAID SOUTH SECTION LINE AND ON A PREVIOUSLY SURVEYED AND MONUMENTED LINE, 141.57 FEET; THENCE N.00°-25'-51"W., ON THE PREVIOUSLY SURVEYED AND MONUMENTED EAST LINE OF PLEASANT VIEW SUBDIVISION, AS RECORDED IN LIBER 4, OF PLATS, PAGE 225, ISABELLA COUNTY RECORDS, 628.13 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-25'-51"W., ON SAID PLAT LINE, 298.29 FEET TO A DEFLECTION POINT IN SAID PLAT LINE; THENCE N.00°-33'-20"W., CONTINUING ON SAID PLAT LINE, 170.15 FEET; THENCE N.89°-56'-43"E., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 656.72 FEET; THENCE S.00°-22'-12"E., ON AND ALONG THE EAST 1/8 LINE OF SAID SECTION, 486.25 FEET; THENCE S.89°-55'-06"W., PARALLEL WITH SAID SOUTH SECTION LINE, 180.00 FEET; THENCE N.00°-22'-12"W., PARALLEL WITH SAID EAST 1/8 LINE, 20.97 FEET; THENCE S.89°-34'-09"W., 148.43 FEET; THENCE S.00°-25'-36"E., 231.52 FEET; THENCE S.89°-55'-06"W., 66.00 FEET; THENCE N.00°-25'-36"W., 231.17 FEET; THENCE S.89°-34'-09"W., 261.41 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 7.46 ACRES OF LAND AND SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS AND/OR RESTRICTIONS OF RECORD.

SPECIAL USE ATTACHMENT – ISABELLA CITIZENS FOR HEALTH

1. The special use shall be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent property and the surrounding area.

The Special Use of a +/- 650 sq.ft. Pharmacy within the Proposed 24,000 sq.ft. Medical Building has been situated at the Southeastern corner of the structure. The pharmacy is a critical component of the overall services provided by the Isabella Citizens for Health.

2. The special use shall not change the essential character of the surrounding area.

The Medical Building is being proposed to be developed at the North end of Health Parkway. This development specifically was built to house medical offices. This is the type of business and structure that was planned for. The Principal Use as a Medical Building is a Permitted Use, the pharmacy being less than 3 percent of the overall floor space is the Special Use.

3. The special use shall not interfere with the general enjoyment of adjacent property.

The Special Use will be conducted during normal business hours and will not impact adjacent properties any more than the Permitted Use. The Special Use is housed internally to the Principal Permitted Use.

4. The special use shall not be hazardous to adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes, or glare.

The Principal and Special Use provide a Community Service and are not detrimental to health and safety.

5. The special use shall be adequately served by essential public facilities and services; or it shall be demonstrated that the person responsible for the proposed special use shall be able to continually provide adequate services and facilities deemed essential to the special use under consideration. The said facilities or services shall be approved by the Central Michigan District Health Department.

The site is serviced by Public Water and Sewer by Union Township and will not require the review or approval of the Central Michigan Health Department.

6. When deemed necessary by the Township Board or Planning Commission, the use shall be adequately screened by distance and landscaping to protect the rights of all adjoining property.

The overall project is a Permitted Use. The Special Use component is interior to the Building. No Additional Screening should be required because of the Special Use.

7. The Township Board or Planning Commission, in connection with approval of any application, may require reasonable undertaking by the applicant to guarantee and assure by agreement, including a performance bond to be posted by the applicant or by some other reasonable surety arrangement at appropriate stages of the planned development, that the development will be executed in accordance with the approved plan.

As the Special Use is an Internal Component of the Building, there should be no need for a guarantee.

8. That such use will be an asset to the Township.

The Principal and Special Use provide a Community Service and the proposed expanded services are needed within our community.

9. Requirements and conditions of each individual special use permitted shall be complied with, unless otherwise mentioned within this Section.

10. Any special use permit may be revoked by the Union Township Board upon recommendation of the Union Township Planning Commission whenever the operation fails to comply with any of the required conditions or may be subject to the penalties of this Ordinance.

a) Approval of a special use permit shall be valid regardless of change of ownership, provided that all terms and conditions of the permit are met by any subsequent owner.

b) In instances where development authorized by a special use permit has not commenced within one (1) year from the date of issuance, the permit maybe reconsidered and/or voided at a regularly called meeting of the Planning Commission

UNION TOWNSHIP PUBLIC HEARING NOTICE -SPECIAL USE PERMIT

NOTICE is hereby given that a Public Hearing will be held on Tuesday, April 17, 2018, at 7:00 p.m. at the Union Township Hall located at 2010 South Lincoln Road, Mt. Pleasant, Michigan, before the Union Township Planning Commission for the purpose of hearing any interested persons in the following request for a Special Use Permit, as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by **Central MI Comm Hospital**, a Special Use Permit in an OS (Office Service District) for specialized retail activity of a pharmacy within the Medical Office Building.

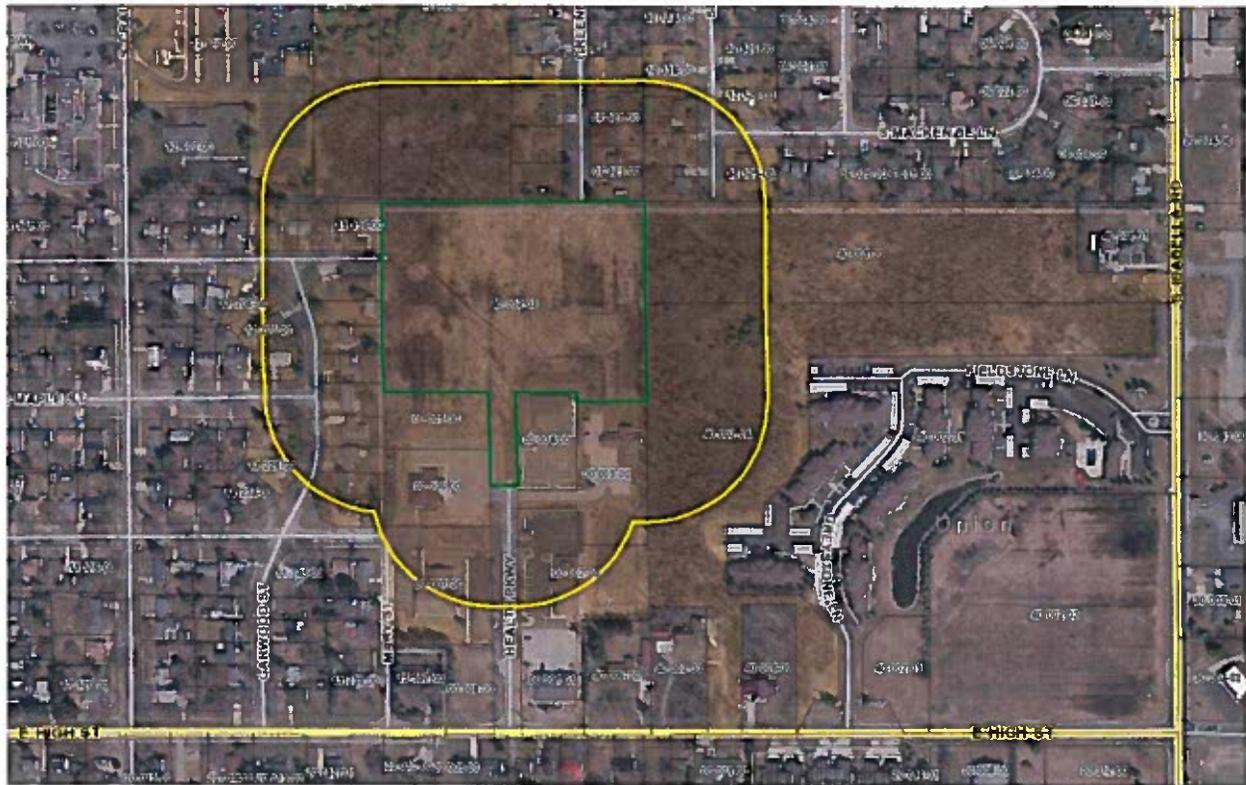
Legal Description of property: T14N R4W, SEC 14; PARL IN THE E 1/2 OF THE SW 1/4 OF THE SE 1/4 OF SEC 14, TO FIX THE POB, COM AT THE SE COR OF SAID SEC; TH S 89D 55M 06S W, 1310.34 FT TO THE SE COR OF SAID E 1/2 OF THE SW 1/4 OF THE SE 1/4; TH S 89D 55M 06S W, 513.17 FT; TH N 00D 28M 59S W, 225.01 FT; TH S 89D 55M 06S W, 141.57 FT; TH N 00D 25M 51S W, 628.13 FT TO THE POB; TH N 00D 25M 51S W, 298.29 FT; TH N 00D 33M 20S W, 170.15 FT; TH N 89D 56M 43S E, 656.72 FT; TH S 00D 22M 12S E, 486.25 FT; TH S 89D 55M 06S W, 180.00 FT; TH N 00D 22M 12S W, 20.97 FT; TH S 89D 34M 09S W, 148.43 FT; TH S 00D 25M 36S E, 231.52 FT; TH S 89D 55M 06S W, 66.00 FT; TH N 00D 25M 36S W, 231.17 FT; TH S 89D 34M 09S W, 261.41 FT BACK TO THE POB RESIDUAL OF CENTRAL MICHIGAN HEALTH PARK CONDO PROJECT 2/14/06

This property is located at: Central Parkway MT PLEASANT, MI 48858
PID 14-014-40-007-03

All interested persons may submit their views in person, in writing, or by signed proxy prior to the public hearing or at the public hearing.

All materials concerning this request may be seen at the Union Township Hall, located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Phone (989) 772 4600 extension 241.

Peter Gallinat,
Township Planner



The parcel outlined in green is located at Central Parkway and is the subject property of this notice. The subject property is zoned OS (Office Service). The owner of the property is seeking a special use permit to operate a pharmacy as a part of the medical office planned to be built on the property. The yellow line around the subject property represents a 300 foot buffer. Owners within 300ft of the subject property are sent a notice of the public hearing for the special use requested by the owner.

H & M INVESTMENT PROPERTIES LL
PO BOX 7200
HUDSON, FL 34674-7200

ISABELLA COUNTY BUILDING AUTHORITY
200 N MAIN ST
MT PLEASANT, MI 48858

PEABODY & QUIGLEY PROPERTIES LLC
3393 HILLTOP LN
MT PLEASANT, MI 48858

CENTRAL MI COMM HOSPITAL
1221 SOUTH DR
MT PLEASANT, MI 48858

C & M ORTHOP LLC
2890 HEALTH PKWY STE B
MOUNT PLEASANT, MI 48858

CENTRAL MI COMM HOSPITAL
1221 SOUTH DR
MT PLEASANT, MI 48858

CAREY AMANDA L
1411 NORTH DR
MT PLEASANT, MI 48858

KRUEGER ARNOLD-TRUST
1413 NORTH DR
MT PLEASANT, MI 48858

CASHEN FREDERICK & JOYCE
70 WARSAW AVE
MT PLEASANT, MI 48858

KICKBUSCH KEVIN & AMANDA
1501 NORTH DR
MT PLEASANT, MI 48858

ELLIS TAKAKO & MORRIS REIKO
1507 NORTH DR
MT PLEASANT, MI 48858

KNOPSNYDER JENNIFER & LAYLE JASON
1510 NORTH DR
MT PLEASANT, MI 48858

PARNELL LARRY & KATHERINE
511 GARWOOD
MT PLEASANT, MI 48858

NARAYAN SIVARAM K
601 GARWOOD
MT PLEASANT, MI 48858

ANGELOS JAMES & SALLY TRUSTS
515 GARWOOD
MT PLEASANT, MI 48858

JACKSON MATTHEW F & JESSICA R
1413 E MAPLE
MT PLEASANT, MI 48858

SWITZER DAVID
506 GARWOOD
MT PLEASANT, MI 48858

VANDYKE MARY
502 GARWOOD
MT PLEASANT, MI 48858

MOORE KATHLEEN L
606 GARWOOD
MT PLEASANT, MI 48858

AHLSWEDE THOMAS E
1410 E MAPLE
MT PLEASANT, MI 48858

PASCHE WILLIAM & MARIAN
603 GARWOOD
MT PLEASANT, MI 48858

LONG KATHRYN L
607 GARWOOD
MT PLEASANT, MI 48858

RYDAHL LOIS
609 GARWOOD
MT PLEASANT, MI 48858

ZIMMERMAN CHRISTOPHER
1505 SOUTH DR
MT PLEASANT, MI 48858

BROWN DOUGLAS & KRISTINE
322 GREENFIELD DR
MT PLEASANT, MI 48858

SMITH RICHARD & MARGELYN TRUST
402 GREENFIELD DR
MT PLEASANT, MI 48858

MCGUIRE DANIEL & NATALIE TRUST
408 GREENFIELD DR
MT PLEASANT, MI 48858

MCGUIRE DANIEL & NATALIE TRUST
408 GREENFIELD DR
MT PLEASANT, MI 48858

BOYLE SHANE & AMANDA
321 GREENFIELD DR
MT PLEASANT, MI 48858

RUEMMLER HEATHER
403 GREENFIELD DR
MT PLEASANT, MI 48858

WILLIAMS MAUREEN A
411 GREENFIELD DRIVE
MT PLEASANT, MI 48858

WILLIAMS KEVIN L & KYRA L
318 SMALLEY DR
MT PLEASANT, MI 48858

MORKIN TYLER & NATALIE TRUST
408 SMALLEY DR
MT PLEASANT, MI 48858

MORKIN TYLER & NATALIE TRUST
408 SMALLEY DR
MT PLEASANT, MI 48858

ROHMAN DAVID & CAROLYN TRUST
416 SMALLEY DR
MT PLEASANT, MI 48858

GUZA DANIEL C
3699 LEPPER
UBLY, MI 48475

FRENCH TIMOTHY & SUSAN
415 SMALLEY DRIVE
MT PLEASANT, MI 48858

CENTRAL MICH MENTAL HEALTH BOARD
301 S CRAPO
MT PLEASANT, MI 48858

LEE CARL & YE-FU
1316 ILLINOIS CT
MT PLEASANT, MI 48858

LEE CARL & YE-FU
1316 ILLINOIS CT
MT PLEASANT, MI 48858

COTTER VIRGINIA TRUST
17994 LINCOLN RD
NEW LOTHROP, MI 48460-9641

ISABELLA LAND LLC
1515 LAKE LANSING RD
LANSING, MI 48912

CENTRAL MI COMM HOSPITAL
1221 SOUTH DR
MT PLEASANT, MI 48858

AFFIDAVIT OF PUBLICATION

2125 Butterfield Dr, Suite 102N • Troy MI 48084

CHARTER TOWNSHIP OF UNION
2010 S Lincoln

Mount Pleasant, MI 48858
Attention: PETER GALLINAT

STATE OF MICHIGAN,
COUNTY OF ISABELLA

The undersigned Justin Denemy, being duly sworn the he/she is the principal clerk of Morning Sun, morningstarpublishing.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

UNION TOWNSHIP PUBLIC HEARING NOTICE -SPECIAL USE PERMIT

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Peter Gallinat,
Township Planner

CHARTER TOWNSHIP OF UNION

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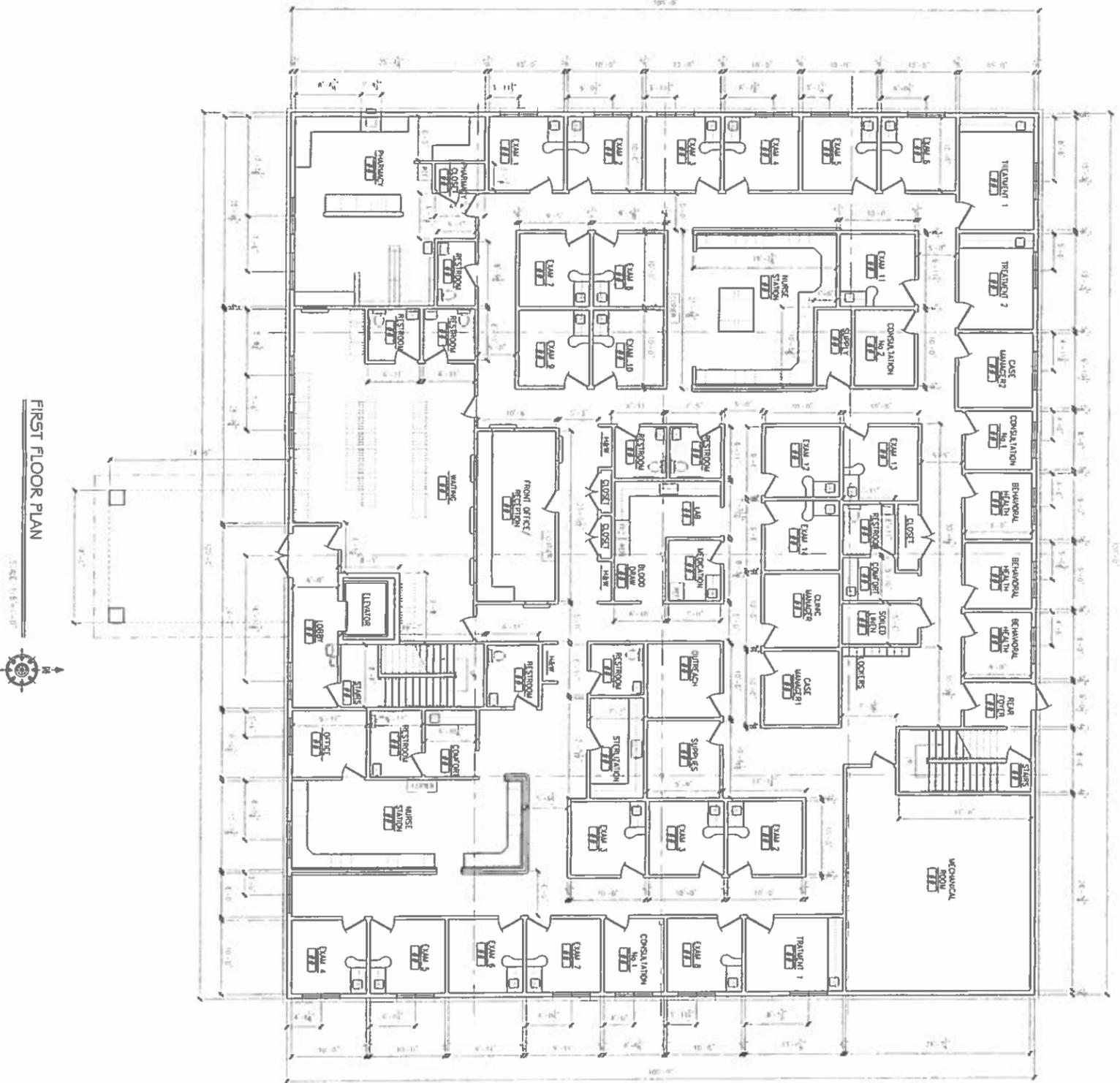
Sworn to the subscribed before me this 2nd April 2018

Tina M Crown

Notary Public, State of Michigan
Acting in Oakland County

Advertisement Information

Client Id: 531226 Ad Id: 1558890 PO: Sales Person: 200301



FIRST FLOOR PLAN



PRELIMINARY FIRST FLOOR PLAN

BRUCE DIETZ
100 N. RIPLEY
ALPENA, MI 49707

AI



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 17, 2018
FROM: Township Planner	DATE FOR BOARD CONSIDERATION: April 25, 2018
ACTION REQUESTED: Adopt Township Site Plan Sidewalk Relief Policy as recommended by the Sidewalks and Pathways Prioritization Committee.	

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On July 18, 2017 the Charter Township of Union Planning Commission decided to re-activate the Sidewalk and Pathways Prioritization Committee. This Committee is a part of the Township Sidewalk and Pathway Ordinance enacted in December of 2009. A committee was designated in 2010 but no longer active by 2012. Following appointments, the committee first met on October 23, 2017. The first focus of the committee was to develop what was at the time referred to as “waiver criteria” This is now commonly referred to as relief from sidewalk construction. From October 2017 through March 2018 the committee met 8 times to work on developing guidelines for the Planning Commission to use when reviewing requests from the developers for relief from sidewalk construction as it relates to site plan approval.

The Committee decided the best way to articulate this policy was with a written policy and a map visually highlighting the intent of the policy. The roads highlighted in the color purple are roads where if a site plan is proposed no sidewalk construction relief will even be considered. All other roads not highlighted in purple will be subject to the criteria described in the policy. The map contains other valuable information as indicated in the legend such as where existing sidewalks are located within the Township. The idea of the map displaying existing sidewalks located in the city of Mt. Pleasant has been mentioned but at the time was not included in the final map.

The written policy is the product of much debate among the committee members. Steve Clark a professional consultant from ROWE engineering as well as Twp staff advised the committee during each meeting. Both the interest of the larger community and the development community was considered. In the end the committee was able to find compromise and consensus with the proposed policy.

SCOPE OF SERVICES

This policy provides guidelines for both the Planning Commission and Development Community to use during the site plan approval process. If adopted, the policy will promote reasonable side walk growth without inhibiting overall growth within the Township.

JUSTIFICATION

In the past the Planning Commission has often struggled with the issue of sidewalk construction as a requirement during the site plan approval process. The PC as times has asked the Board of Trustees with guidance on the issue. This policy has been developed by a committee designated by the Planning Commission. This policy will provide guidance to the Planning Commission when considering request to waive the sidewalk requirement during the site plan approval process.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request
(From Policy 1.0: Global End).

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Natural Environment
6. Commerce

COSTS

N/A

PROJECT TIME TABLE

This policy if adopted by the Charter Township of Trustees would stay in effect until and unless the policy was amended and approved at a later meeting. If adopted the Planning Commission would begin to use this policy at the May 15, 2018 meeting.

RESOLUTION

Authorization is hereby given to approved the attached Site Plan Sidewalk Relief Policy

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Sidewalk and Pathways Prioritization Committee recommends all site plans, within the boundaries of Union Township, will require sidewalks to be shown on the site plan. The Sidewalk and Pathways Prioritization Committee recommends to the Township Board and Planning Commission the following as it relates to the construction of sidewalks on parcels requiring a site plan.

I. Identification of Designated Streets for Sidewalk Construction

The Planning Commission will NOT grant a developer/owner of a parcel, with frontage along the designated streets, relief from the construction of a sidewalk as shown on the site plan. The goal is to develop sidewalks on both sides of the designated street.

- The designated streets were identified to complete sidewalks, to fill gaps with existing sidewalks to connect with city, and CMU property; to connect schools, parks, bus stops, activity centers, employment centers, retail, business, health care facilities, senior living centers, religious institutions, civic buildings, community services within the township.

Designated Streets (Identified on the Sidewalk map as developed by the Sidewalk and Pathways Prioritization Committee, March 2018.)

- North
 - **Pickard Road** from Lincoln to Township Boundary
 - Township parcels: Along **Crawford Road** North from Pickard to Mission Creek Park
- East
 - **Isabella Road** South from Pickard Road to Blue Grass
 - **Remus Road** (from Isabella Road east to 127)
 - **Remus Road** (from Isabella Road west to city limits)
- South
 - Township parcels:
 - **Broomfield Road** (east) - Gover Parkway to city line
 - **Broomfield Road** (west) - city line to Lincoln
 - Townships parcels: Crawford Road Broomfield to Deerfield
 - **Blue Grass** Isabella to Mission
- West
 - **Lincoln Road** north from Broomfield to Pickard
 - **Remus Road** (from Lincoln Road east to city limits)

II. Criteria for Granting Relief of Sidewalk Construction

Parcels not identified on a designated street may be granted provisional relief of sidewalk construction if any of the following conditions apply:

1. The development is located on a property zoned industrial.
2. The development is located on an unimproved road.
3. The development is located on property with road frontage where no car-pedestrian injury or fatality, due to the need of the pedestrian to walk in the roadway, has occurred for a distance of 1 mile in either direction of the development. A car-pedestrian accident within 1 mile of area provided relief from building the sidewalk will required sidewalk construction within 1 year.
4. Less than 50% of the surveyed sections of the township along the road fronting the proposed development has sidewalks. If on a corner lot, the mile will extend in both directions along the frontage roads. Once the threshold has been meet all parcels will be required to construct sidewalks within 1 year.
5. If the cost of the sidewalk construction exceeds more than 50% of the total cost of the project.

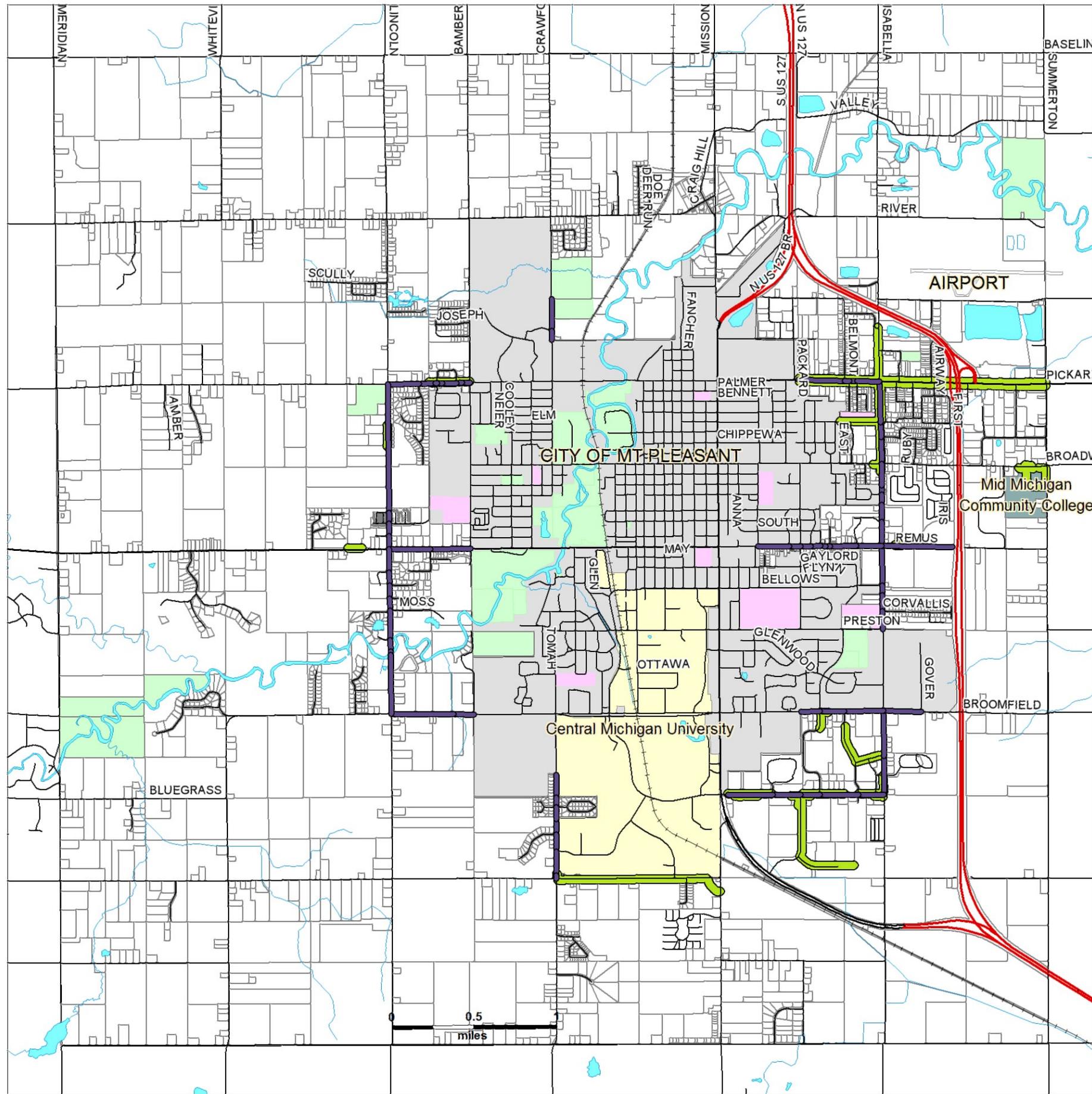
III. The Sidewalk and Pathways Prioritization Committee recommends to the Township Board

1. Property owners previously granted relief (waivers) to construct sidewalks that have road frontage along the designated streets, as identified by the committee on March 12, 2018, need to be contacted and a plan be developed for the sidewalk to be constructed with 2 years.
2. The designated streets, accompanying map, and the Criteria for Granting Relief should be reviewed yearly by the Sidewalk and Pathways Prioritization Committee and adjusted as conditions and growth occur with the township.

IV. Definitions

- a. Designated Street: A public way or road within The Charter Township of Union, Isabella County Michigan.
- b. Provisional: Provided for the time being; grant of relief is subject to later alteration.
- c. Relief: To eliminate the required construction of a sidewalk as shown on the site plan.
- d. Sidewalk: A paved path, usually concrete, located in a road right-a-way but away from the actual road surface and designed, constructed and designated for pedestrian travel. While Michigan law (MCL 257.660c and 257.660d) allows for travel on sidewalks or pathways by bicycle, provided they yield to pedestrians and do not impede traffic by pedestrians, adult cyclists are encouraged to use roadways or pathways as safer options.

Union Township: Sidewalk Implementation & Prioritization



Legend

-  Existing Sidewalks
-  Street Priorities
-  River, Creek, or Drain
-  Lake or Pond
-  Township Parcels
-  Parks
-  Schools
-  Mid Michigan Community College
-  Central Michigan University
-  City of Mt. Pleasant

It is recommended that the Township support the water and sewer projects by sharing in a portion of the costs as the system improvements will provide benefits to the entire Township.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget amendments are required under the Uniform Budget Act when it is known or anticipated that revenue and/or expenses are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Authority finances so that any necessary adjustments in operations can be considered.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in these budget amendments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety
- Health
- Natural environment
- Commerce

COSTS

East DDA Fund

- The total budget amendment is \$510,000 to be allocated as follows:
 - \$135,000 from existing fund balance in support of the Water Main Loop project. To fully fund this project, the water fund will be contributing the same amount toward this project.
 - \$215,000 from existing fund balance in support of the Pump Station #1 project. To fully fund this project, the sewer fund will be contributing the same amount toward this project.
 - \$160,000 from existing fund balance in support of the road projects.

West DDA Fund

- The total budget amendment is \$390,000 to be allocated as follows:
 - Appropriate \$200,000 from existing fund balance in support of the Pump Station #14 project. To fully fund this project, the sewer fund will be contributing \$77,550.00 toward this project.
 - Appropriate \$170,000 from existing fund balance in support of the road project.
 - Appropriate \$20,000 from existing fund balance in support of the sidewalk project.

Water Fund

- The recommended budget amendment is to appropriate \$135,000 from existing fund balance to support the Water Main Loop project.

Sewer Fund

- The recommended budget amendment is to appropriate \$293,000 from existing fund balance to support the Pump Station #1 and Pump Station #14 projects.

PROJECT TIME TABLE

These projects will be completed during 2018 and 2019.

RESOLUTION

Authorization is hereby given to amend the FY 2018 budget for the East DDA fund in the amount of \$510,000, the West DDA fund in the amount of \$390,000, the Water fund in the amount of \$135,000 and the sewer fund in the amount of \$293,000.

Motion by _____ Seconded by _____

Yes:

No:

Absent:



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: April 19, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/25/2018
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.2 – Board Job Description	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. 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

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 April 25, 2018.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe Yes or No are we 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 we are not in compliance?

3. How do you think we could improve our process to be in full compliance?

4. What do we need to learn or discuss in order to live by our policies more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: April 19, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/25/2018
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members’ Code of Conduct	

Current Action Emergency

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

Finance Approval N/A

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. 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 3.3 (Board Members Code of Conduct), are to be reviewed and monitored for compliance on an annual basis.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

Board Policy 3.3 - Board Members’ Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Due to length, the complete policy is attached to this memo. Also attached is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

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

Policy Name: 3.3 Board Members' Code of Conduct
Type of Review: Internal by the Board
Review Occurrence: Annual
Date: April, 2018

Policy Wording

3.3 POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

- 3.3.1 Members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
- 3.3.2 Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - 3.3.2.1 There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - 3.3.2.2 When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - A. Exception: Where a board member has special expertise and has a conflict of interest, the board may choose to allow the member with the conflict to participate in the discussion, but not the vote.
 - 3.3.2.3 Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates.
- 3.3.3 Board members may not attempt to exercise individual authority over the organization.
 - 3.3.3.1 Members' interaction with the Township Management or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 - 3.3.3.2 Member interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - 3.3.3.2.1 When interacting with public, media or other entities, Board members must recognize explicitly stated board decisions.
 - 1. The Township Supervisor is the official spokesperson for the Board and may delegate that role.

2. Board members may discuss CONTENT issues with the media but not personal attacks on other Board member(s).
3. Preceding any comment to the media, board members will make it clear that their comments are personal opinion as an individual member of the board and citizen of the township and not the position of the board.
4. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, board members will direct media questions on the specific lawsuit to the Township Manager.

3.3.3.3 Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the Township Manager, members will not express individual judgments of performance of employees of the Township Manager.

3.3.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.

3.3.5 Members will be properly prepared for board deliberation.

Use this evaluation form for discussion at the Board of Trustees Meeting on April 25, 2018.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe Yes or No are we 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 we are not in compliance?

3. How do you think we could improve our process to be in full compliance?

4. What do we need to learn or discuss in order to live by our policies more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 19, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/25/2018
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action Emergency

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

Finance Approval N/A

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. 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 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

Board Policy 3.4 – Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation

- 3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one year segment of the board’s most recent statement of long term Ends.
- 3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.
 - 3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.
 - 3.4.2.2 Governance education and education related to Ends determination, (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.
- 3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

- 3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

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 April 25, 2018.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe Yes or No are we 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 we are not in compliance?

3. How do you think we could improve our process to be in full compliance?

4. What do we need to learn or discuss in order to live by our policies more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: April 19, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR EDA CONSIDERATION: April 25, 2018
ACTION REQUESTED: Consideration of adopting a Resolution to help defray the costs being incurred by the City of Escanaba in defense of the valuation method used in the tax appeal by Menard Inc.	

Current Action Emergency

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

Finance Approval N/A

BACKGROUND INFORMATION

Discussion was held at the April 11, 2018 Board meeting regarding whether or not to provide financial support to the City of Escanaba to help defray the costs the City is incurring in the “dark store” case, Menard, Inc. v. City of Escanaba, which has been remanded to the Michigan Tax Tribunal (MTT). Following that discussion, the Board requested this item be on the Agenda for the April 25, 2018 Board meeting for final consideration.

During the course of this multi year legal case, it has been reported that the City of Escanaba has expended close to \$190,000 on the Menard appeal. Other Delta County taxing units, the MTA Legal Defense Fund and the Michigan Assessor’s Association have also contributed financially to help defray the legal defense costs.

The “dark store” or “obsolescence” property valuation theory has impacted the ability of local governments to defend their assessments of a wide variety of commercial and large industrial facilities, especially corporate headquarters and unique properties. After the Michigan Supreme Court win for equitable property assessments in the “dark store” litigation of *Menard Inc. v City of Escanaba*, the case was remanded back to the MTT for a determination of actual valuation. Local governments throughout Michigan, including Union Township, have a stake in the Tribunal’s decision.

The remand hearing before the Tribunal could undermine what was won in the Court of Appeals and subsequently upheld by the Supreme Court. Big box retailers and appraisers are preparing studies to either support or undermine the *Menard* decision. The MTT and Menard have stated that this case will be precedent setting and will determine how big box stores should be assessed. The outcome of this case will impact all local governments across the State of Michigan, including Union Township.

COSTS

All else being equal, based on the valuation appeals for the local Menards’ store over the last 10 years, it is estimated that all taxing units within the county have lost approximately \$75k of tax revenue per year with the Township’s share being approximately \$4k of this total per year.

The costs of any contribution to the City of Escanaba legal defense efforts will be dependent on if the Board approves the Resolution and if so, what amount the Board will contribute.

PROJECT TIME TABLE

If approved, the Administration will process the payment in a reasonable amount of time. It is unknown how long the action before the MTT may take.

RESOLUTION

See attached.

Charter Township of Union Resolution No. _____

**RESOLUTION TO HELP DEFRAY LEGAL COSTS IN
MENARD INC. V CITY OF ESCANABA "DARK STORE" LITIGATION**

WHEREAS, Article IX, section 3 of the Michigan Constitution requires uniformity of taxation, and

WHEREAS, there is a case before the Michigan Tax Tribunal, Menard Inc. v City of Escanaba, that may determine a method of equitable valuation of a wide variety of commercial and large industrial facilities, especially corporate headquarters and unique properties found in many townships; and

WHEREAS, this case is on remand before the Tax Tribunal following a favorable ruling from the Court of Appeals regarding valuation methodology and now has the potential to correct numerous prior rulings that resulted in erroneous, low values of property and reduced revenues in communities across Michigan; and

WHEREAS, exceptionally high costs have been incurred by the City of Escanaba in excess of funds available from its Property Tax Administration Fee to achieve an outcome from which many more communities, including the Charter Township of Union will also benefit; and

WHEREAS, MCL 211.44(3) provides, in part, "The costs of any appeals, in excess of funds available from the property tax administration fee, may be shared by any taxing unit only if approved by the governing body of the taxing unit," and

WHEREAS, the city is anticipated to incur costs far in excess of funds available from its property tax administration fee, and

WHEREAS, the Charter Township of Union Board desires to help defray the costs of litigation and legal representation incurred by the City of Escanaba to ensure that the City has adequate resources to provide to the Tribunal a competent and compelling defense of its valuation determinations in Menard Inc. v City of Escanaba.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Union Board authorizes a payment of \$_____ to the City of Escanaba to provide financial assistance toward the continued defense of the ruling in Menard Inc. v City of Escanaba.

The foregoing resolution offered by Board Member

Second offered by Board Member

Upon roll call vote, the following voted:

"Aye": _____

"Nay": _____

_____ (Clerk's signature)
Lisa Cody, Clerk

Date: _____