



**BOARD OF TRUSTEES**

**Regular Meeting**

**May 23, 2018**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Yeo & Yeo 2017 Audit Presentation
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
    1. Board of Trustee Representative to the Planning Commission
    2. Appointment to the EDA
9. CONSENT AGENDA
  - A. Communications
    - Minutes 4-4-18 ZBA
    - Minutes 4-17-18 Planning Commission
  - B. Minutes –May 9, 2018- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Policy Governance 2.3 Compensation & Benefits
  - H. Policy Governance 2.5.10 Cash Flow Ratio
  - I. Policy Governance Global Ends Policy Annual Review 2017
10. NEW BUSINESS
  - A. Discussion/ Action: (Smith) Approval of the sanitary sewer Commercial Property Utility Service and Franchise Agreement for Messenger, LLC
  - B. Discussion/ Action: (Gallinat) Introduce Rezoning Ordinance 2018-03, conduct a first reading. Publish a notice of a public hearing to consider adoption on 6/27/18

- C. Discussion/ Action: (Gallinat) Introduce Ordinance 2018-04, conduct a first reading. Publish a notice of a public hearing to consider adoption on 6/27/18
- D. Discussion/Action: (Stuhldreher) Board of Trustees approval of Policy Governance Ends 1.0 – 1.6
- E. Discussion/ Action: (Stuhldreher) Policy Governance 3.10 – Cost of Governance

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

- A. Attorney/Client discussion regarding trial or settlement strategy - Lux Family Properties CZA, LLC v. Charter Township of Union

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	Squattrito	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	David	Coyne	3/26/2022
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
<u>X</u>	EDA	Must meet one of the following qualifications: <u>X</u> 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

**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 April 4, 2018 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

Excused: Paul Gross & Taylor Sheahan-Stahl

**Others Present**

Peter Gallinat & Jennifer Loveberry

Alternate John Zerbe

In the absence of Gross, Chair Warner called Alternate Zerbe to the table.

**Approval of Minutes**

**Theisen** moved **Mielke** supported the approval of the March 7, 2018 minutes as presented.

**Vote: Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

Mielke updates from the Planning Commission.

**Approval of Agenda**

**Hunter** moved **Zerbe** 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.

Terri Sommerville, 1810 Liberty Dr. – On behalf of Arboretum Apartments, mentioned screening around apartments.

Closed 7:07 p.m.

**Public Hearings**

- A. VAR 2017-06 1982 E. Remus Rd. Owner McGuirk Mini Storage LLC Variance for 2 additional free standing signs and 1,250SF of total signage.

Open 7:08 p.m.

No comments were offered.

- B. VAR 2018-01 1314 S. Mission Rd. Owner P & M LLC 19' Variance for setback from road right of way. *(Action: Grant or deny variance with reasons stated with or without conditions)*

Open 7:09 p.m.

No comments were offered.

- C. **VAR 2018-02 5278 E. Pickard Rd. Owner Mt. Pleasant Hotels LLC Variance for additional wall signage on non address side of building. (Action: Grant or deny variance with reasons stated with or without conditions)**

Open 7:09 p.m.

No comments were offered.

### **New Business**

- A. **VAR 2017-06 1982 E. Remus Rd. Owner McGuirk Mini Storage LLC Variance for 2 additional free standing signs and 1,250SF of total signage. (Action: Grant or deny variance with reasons stated with or without conditions)**

Tim Beebe, CMS&D, represented applicant stating reasons for the variance request.

Hunter moved Theisen supported to grant VAR 2017-06: 1982 E. Remus Rd. - Owner McGuirk Mini Storage LLC, a variance for 2 additional free standing signs at each entrance from the road of the business advertising the complex and 1,250 square foot of total signage on the non-address side of building. Reasons for granting this variance include: special conditions and circumstances exist that are peculiar to the land, the building is located between 1 state highway and 2 private drives where it is allowable that two additional addresses could be granted from the private drives, and that the applicant has not requested no more than what would be allowed if the building had three address sides with three occupants on each side. **Vote: Ayes: 5 Nays 0. Motion carried.**

Gallinat stated that there would be a 21 day appeal period, after the minutes are approved, before the decision is Final.

- B. **VAR 2018-01 1314 S. Mission Rd. Owner P & M LLC 19' Variance for setback from road right of way. (Action: Grant or deny variance with reasons stated with or without conditions)**

Mark Carrier, partner of P & M LLC, stated they desire to place a free standing sign within the road right of way. The applicant has been permitted by the Isabella County Road Commission approval to install 8' wide x 17' high sign in the right of way, sign to be located between 40'-50' from centerline of Mission Rd. (Existing ROW-60ft from centerline).

Theisen moved Mielke supported to grant VAR 2018-01: 1314 S. Mission Rd. - Owner P&M LLC, a 19' variance for setback from the road right of way. Reasons for granting this variance include: that special conditions and circumstances exist that are peculiar to the land, the ROW is uneven from the centerline of the road, if the ROW was even the proposed location of the sign would be acceptable. **Vote: Ayes: 5 Nays 0. Motion carried.**

Gallinat stated that there would be a 21 day appeal period, after the minutes are approved, before the decision is Final.

**C. VAR 2018-02 5278 E. Pickard Rd. Owner Mt. Pleasant Hotels LLC Variance for additional wall signage on non address side of building. (Action: Grant or deny variance with reasons stated with or without conditions)**

Mike Al-Shuweili, Project Manager for Mt. Pleasant Hotels, LLC presented request for variance requesting additional square footage for three walls signs for building.

Zerbe moved Hunter supported to grant VAR 2018-02: 5278 E. Pickard Rd. - Owner Mt. Pleasant Hotels LLC, a variance for 211sf of additional wall signage on not address side of building as presented. Reasons for granting this variance include: that the building is a five (5) story hotel and that the height and scale of the requested signs is a unique request. **Vote: Ayes: 5 Nays 0. Motion carried.**

Gallinat stated that there would be a 21 day appeal period, after the minutes are approved, before the decision is Final.

**Other Business**

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

Postponed until May ZBA meeting - no action taken.

**Extended Public Comment**

Open 9:13 p.m.

No comments were offered.

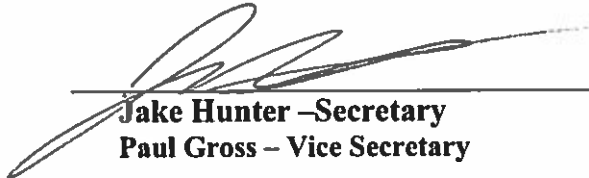
**Final Board Comment**

Mielke – Asked if Township Planner would email a copy of the PC by-laws to the ZBA members for them to look at.

**Adjournment**

Chair Warner adjourned the meeting at 9:14 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
**Jake Hunter –Secretary**  
**Paul Gross – Vice Secretary**

*(Recorded by Jennifer Loveberry)*



**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 Bebee, 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 Bebee, 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.

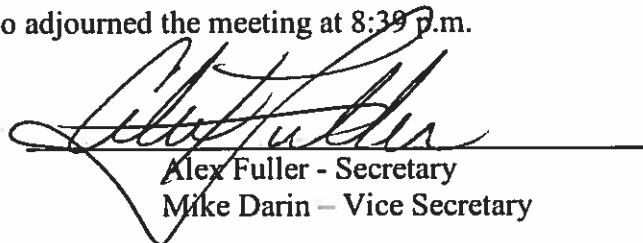
No comments were offered.

**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)*

**2018 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Board of Trustees was held on May 9, 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, Treasurer Rice, Trustees B. Hauck, Lannen, and Mikus

Excused: Woerle

**Approval of Agenda**

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

**Presentations**

**Public Hearings**

- A. Ordinance 2018-02 Arbors at Eagle Crest II (Name Change)** – Open 7:02 p.m.  
No comments were offered.

**Public Comment** - open 7:02 p.m.  
No comments were offered.

**Reports/Board Comments**

- A. Board of Trustee Representative to the Planning Commission Appointment**  
No action taken.

Hauck- Updates from the Isabella County Road Commission

**Consent Agenda**

- A. Communications
- B. Minutes April 25, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

**Hauck moved Cody** supported to approve the consent agenda with corrections to the minutes. **Vote: Ayes: 6 Nays: 0. Motion carried.**

## **BOARD AGENDA**

- A. **Discussion/Action: (Gallinat) Ordinance 2018-02 Arbors at Eagle Crest II being purchased –Ordinance requires amendment for a name change - Final meeting for the Adoption of Ordinance 2018-02 replacing Ordinance 2003-09**

Mikus moved Cody supported to approve adopting Ordinance 2018-02 to amend and replace Ordinance 2003-09. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, and Mikus Nays: 0. Motion carried.**

- B. **Discussion/ Action: (Smith) Award bid for 2018 Sanitary Sewer Pump Station #4 Bypass Manhole Rehabilitation to JJZ Contracting LLC**

Mikus moved Cody supported to approve awarding bid for 2018 Sanitary Sewer Pump Station #4 Bypass Manhole Rehabilitation to JJZ Contracting LLC in the amount of \$37,000.00. **Vote: Ayes 6 Nays: 0. Motion carried.**

- C. **Discussion/ Action: (Smith) Township Board of Trustees is requested to award the contract for the Charter Township of Union Pump Station #7 Service Area Evaluation to Gourdie Fraser**

Lannen moved Rice supported to approve awarding the contract for engineering services for the Charter Township of Union Pump Station #7 Service Area Evaluation to Gordie Fraser in the amount of \$25,400.00. **Vote: Ayes 6 Nays: 0. Motion carried.**

- D. **Discussion/ Action: (Stuhldreher) Approve Service Agreement with Romanow Building Services to perform custodial services in Township facilities for 3 (three) years**

Rice moved Lannen approved a Service Agreement with Romanow Building Services to perform custodial services in Township facilities for 3 (three) years and authorize the Township Manager to execute the requisite documents. **Vote: Ayes: 6 Nays: 0. Motion carried.**

- E. **Discussion/Action: (Stuhldreher) Budget Amendment to the Township Clerk's department Budget**

Rice moved Hauck supported to approve a Budget Amendment to the Township Clerk's department budget to account for the appointment of a Deputy Clerk in the amount of \$8,467.00. **Vote: Ayes: 6 Nays: 0. Motion carried.**

- F. **Discussion: (Board of Trustees) Policy Governance 2.2 Treatment to Staff (Tabled from 4/25/18)**

Discussion was held by the Board.

### **EXTENDED PUBLIC COMMENT** - Open 7:50 p.m.

Robert Holmes – Running for County Prosecutor - please visit [robertholmesprosecutor.com](http://robertholmesprosecutor.com) for more information.

Sara Spencer-Noggle, 840 S. Deer Run – Running for Isabella County Probate Judge – please visit [saraspencernoggleforjudge.com](http://saraspencernoggleforjudge.com) for more information.

Russ Alwood, 2345 O'Connor Drive – Thanked the Board for their consideration and approval of the study for lift station #7.

Jenifer Hodges, representing Gordie Fraser – Thanked the Board of Trustees for their request for a comprehensive study of the Charter Township of Union Pump Station #7 Service Area Evaluation, stating that Gordie Fraser is looking forward to bringing information back to the Board.

### **MANAGER COMMENTS**

- Mentioned that Clean Up Day flyers have been mailed out.
- Asked for the Board's opinion regarding improvements to the audio/visual to the Board Room by MAC TV.
- Confirmed that the comments from the last meeting regarding the Wigand updates still stand correct.

### **FINAL BOARD MEMBER COMMENTS**

Rice- Stated that summer taxes are being prepared.

Hauck – Mentioned that the Road Commission is pleased with the road work participation from the Township.

Lannen – Commented on the importance of meeting the Boards "Ends" when discussing decisions and Agenda Items that come before the Board.

Gunning – Mentioned Press Release on Capital Improvements for the EDA.

### **ADJOURNMENT**

**Hauck** moved **Rice** supported to adjourn the meeting at 8:09 p.m. **Vote: Ayes: 6 Nays: 0.**  
**Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
**Ben Gunning, Supervisor**

*(Recorded by Jennifer Loveberry)*

05/16/2018 03:54 PM

User: SHERRIE

DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION

CHECK DATE FROM 05/01/2018 - 05/01/2018

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/01/2018	101	183 (E)	01105	MASTERCARD	MASTERCARD BEBOW	490.48
					MASTERCARD WALDRON	125.24
					MASTERCARD DEARING	1,799.79
					MASTERCARD MCBRIDE	49.99
					MASTERCARD ROCKAFELLOW	301.36
					MASTERCARD FUSSMAN	39.99
					MASTERCARD SMITH K	333.81
					MASTERCARD HOHLBEIN	78.90
					MASTERCARD DEPRIEST	69.57
					MASTERCARD GALLINAT	109.00
					MASTERCARD DEPRIEST	(87.64)
						<u>3,310.49</u>
101 TOTALS:						
Total of 1 Checks:						3,310.49
Less 0 Void Checks:						<u>0.00</u>
Total of 1 Disbursements:						<u>3,310.49</u>

05/17/2018 09:30 AM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 05/10/2018 - 05/23/2018

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/22/2018	101	184 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	STREET LIGHTS 2010 S LINCOLN #GUL	1,898.61 57.46
						<u>1,956.07</u>
05/23/2018	101	20139	00084	B S & A SOFTWARE	BS&A SUPPORT SERV FEE MAY 18 TO MAY 19	5,879.00
05/23/2018	101	20140	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - APR 2018	612.50
05/23/2018	101	20141	00066	BILL'S CUSTOM FAB, INC.	AERATOR #2 WELDING WORK AERATOR #2 WELDING	103.51 386.00
						<u>489.51</u>
05/23/2018	101	20142	00095	C & C ENTERPRISES, INC.	TRASH BAGS - WWTP JANITORIAL SUPPLIES - PARKS JANITORIAL SUPPLIES - TWP HALL NITRILE GLOVES - PARKS CLOTHING/JEANS - DAN COFFELL JANITORIAL SUPPLIES - PARKS	34.00 182.46 163.25 48.00 140.00 145.00
						<u>712.71</u>
05/23/2018	101	20143	01309	CGS, INC	OSHA TRAINING	998.50
05/23/2018	101	20144	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - JUNE	4,990.25
05/23/2018	101	20145	01515	LISA M CODY	MILEAGE TO PICKUP ELECTION EQUIPMENT	102.35
05/23/2018	101	20146	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES	996.99
05/23/2018	101	20147	01186	COYNE PROPANE LLC	PROPANE - WWTP	455.16
05/23/2018	101	20148	01242	CULLIGAN WATER	WATER - WWTP APR 2018	13.00
05/23/2018	101	20149	01171	DBI BUSINESS INTERIORS	FOLDER & FASTNER - TWP HALL & BLDG OFFICE SUPPLIES - BLDG	25.34 72.19
						<u>97.53</u>
05/23/2018	101	20150	00207	E & S GRAPHICS, INC	2018 CLEAN UP DAY FLYERS/POSTAGE	1,063.50
05/23/2018	101	20151	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT - MAY 2018	40.00
05/23/2018	101	20152	00261	GRAINGER	KEY CADDY - WWTP POWDER STAIN REMOVER - WWTP WADERS - ANDY - WWTP RESPIRATOR/COMBINATION CARTRIDGE	42.45 718.32 93.08 104.37
						<u>958.22</u>
05/23/2018	101	20153	00351	JONES & HENRY LABORATORIES, INC.	MERCURY TESTING	200.00
05/23/2018	101	20154	00356	KENNEDY INDUSTRIES, INC.	STATION #2 PUMP REPAIR/ REMOVAL	1,047.00
05/23/2018	101	20155	00360	KIMBALL MIDWEST	WHEEL/DISC/ULTRA-CUT - WWTP	272.82
05/23/2018	101	20156	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - APRIL 2018	9,900.00
05/23/2018	101	20157	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN - COFFEL & OCKERT	54.00
05/23/2018	101	20158	00733	MICHIGAN ASSN. OF PLANNING	AD FOR RFP ZONING ORDINANCE	75.00
05/23/2018	101	20159	00420	MICHIGAN MUNICIPAL LEAGUE	ZONING ORDINANCE PUBLICATION	40.00
05/23/2018	101	20160	00422	MICHIGAN PIPE & VALVE	BIVH COVER - MERIDIAN WELL SITE THRU-BOLT/RATCHET WRENCH/CAP/STAR GRIP/G HOOKUP MATERIALS	416.00 255.00 384.00
						<u>1,055.00</u>
05/23/2018	101	20161	00429	MICHIGAN TOWNSHIPS ASSN.	CLASSIFIED ADVERTISING	20.00
05/23/2018	101	20162	00907	MID MICHIGAN CABLE CONSORTIUM	FRANCHISE FEE 1ST Q 2018	13,453.39

05/17/2018 09:30 AM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 05/10/2018 - 05/23/2018

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/23/2018	101	20163	01274	MORRISON INDUSTRIAL EQUIPMENT CO	INSPECTION AND REPAIR - NISSAN FORKLIFT	124.85
05/23/2018	101	20164	01578	MOUNTAIN TOWN STATION	1/3RD OF ANNUAL LEADERSHIP LUNCHEON	113.20
05/23/2018	101	20165	00494	NORTH CENTRAL LABORATORIES	3-WAY PIPET BULB/6ML VOLUMETRIC PIPET	211.56
05/23/2018	101	20166	00497	NORTHERN INDUSTRIAL SUPPLY	SECONDARY TREATMENT AERATOR #2	441.49
05/23/2018	101	20167	00506	MEEKHOF TIRE SALES & SERVICE INC	TUBE REPLACEMENT DISMOUNT & MOUNT - PARK	15.92
05/23/2018	101	20168	00780	PARAGON LABORATORIES, INC.	LAB ANALYSIS	1,021.00
					LAB ANALYSIS	120.00
					TOXICITY ANALYSIS	1,100.00
						<u>2,241.00</u>
05/23/2018	101	20169	00131	PERCEPTIVE CONTROLS, INC	GROOV PROGRAMMING & TRAVEL/MILEAGE	1,073.45
05/23/2018	101	20170	01542	SHRED-IT US JV LLC	PAPER SHREDDING 4-11-18	50.18
05/23/2018	101	20171	00629	STU'S ELECTRIC MOTOR	BEARING - SECONDARY TRTMT	46.00
05/23/2018	101	20172	00637	SWEENEY SEED CO.	SEED/MULCH/FERTILIZER FOR CLEANUPS	383.00
05/23/2018	101	20173	01364	SHERRIE TEALL	MILEAGE TO ACCOUNTING STANDARDS COMMITTEE	124.26
					MILEAGE TO GFOA CONFERENCE-ST LOUIS MO	586.97
					MILEAGE TO MGFOA TRAINING	85.02
						<u>796.25</u>
05/23/2018	101	20174	01013	USA BLUE BOOK	BATHROOM SIGN - JAMESON PARK	38.83
05/23/2018	101	20175	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - SHOP MAY	47.93
					DUMPSTER SERVICE - MCDONALD PARK MAY	182.04
					DUMPSTER SERVICE - JAMESON PARK APRIL	121.58
					DUMPSTER SERVICE - WWTP MAY	820.05
					DUMPSTER SERVICE - ISABELLA MAY	73.60
					DUMPSTER SERVICE - TWP HALL MAY	62.09
						<u>1,307.29</u>
05/23/2018	101	20176	01246	WOLVERINE POWER SYSTEMS	PORTABLE GENERATOR REPAIR	321.25
05/23/2018	101	20177	00732	YEO & YEO, PC	2017 AUDIT SERVICES THROUGH 4/30/18	13,500.00
						<u><u>13,500.00</u></u>
101 TOTALS:						
Total of 40 Checks:						66,146.77
Less 0 Void Checks:						0.00
Total of 40 Disbursements:						<u>66,146.77</u>



<p align="center"><b>Charter Township of Union</b></p> <p align="center"><b>Payroll</b></p>
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**CHECK DATE: May 17, 2018**

**PPE: April 29, 2018**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 50,898.07
Employer Share Med	735.07
Employer Share SS	3,142.94
SUI	250.55
Pension-Employer Portion	3,316.22
Workers' Comp	591.10
Life/LTD	-
Dental	989.22
Health Care	16,246.00
Health Care Contribution	-
Cobra/Flex Administration	270.05
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b>\$ 76,439.22</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 29,211.36
EDDA	-
WDDA	-
Sewer Fund	26,173.68
Water Fund	21,054.18
<b>Total To Transfer from Pooled Savings</b>	<b>\$ 76,439.22</b>

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

BOARD MEMBER: Lisa Cody

MONTH: Jan Feb March April

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1-22-18	city commission		X	75
2-12-18	city commission	X		50
2-26-18	city commission	X		50
3-12-18	city commission		X	75
3-26-18	city commission		X	75
4-9-18	city commission	X		50
4-23-18	city commission		X	75
	Total			\$450.00

SIGNATURE: Lisa Cody Date: 5-15-2018

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.

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

**BOARD MEMBER:** Bill Hauck

**MONTH:** April 2018

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-26-18	J.C.R.C.		X	\$75.00

**SIGNATURE:**  **Date:** 5-9-18

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 - April 16, 2018 through April 22, 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			
	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	1	3	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			1
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
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	3	
	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			1
	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	3	1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	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			1
	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			4
	745	Alarm System Act. - Unintentional			2
	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	3	9	14
		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 23, 2018 through April 29, 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			
	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	1	2	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			1
	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
	321	EMS Call excluding Veh. Accident	1	3	1
	322	Motor Vehicle Acc. W/ Injuries	1	4	2
	323	Motor Vehicle Acc/Pedestrian			1
	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	1	3	
	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			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning	1	3	
	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	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	2	5	1
	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	8	22	8
		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 30, 2018 through May 6, 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			
	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 or 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			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident					
	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	1
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	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			1
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			1
	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			3
	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			2
Service Call					
	500	Service Call - Other			
	510	Person in Distress			1
	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			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			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			1
	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	2	
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment	1	2	
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	3	6	15
		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 - May 7, 2018 through May 13, 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			
	130	Mobile Property Fire, Other	1	17	
	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			1
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire	1	3	
	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
	321	EMS Call excluding Veh. Accident			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	2	5	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			
	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			1
	740	Unintentional transmission of alarm, other	1	2	

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	
	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	31	6
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 17, 2018

Policy Review: 2.3 Compensation and Benefits  
Type of Review: Internal  
Review Interval: Annual  
Review Month: May, 2018

## **Policy Wording**

With respect to employment, compensation, and benefits to employees, consultants, contract workers, volunteers, and collective bargaining units, the township Manager shall not cause or allow jeopardy to fiscal integrity or public image.

Further, without limiting the scope of the foregoing by this enumeration, the Manager shall not:

- 2.3.1 Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.
- 2.3.2 Promise or imply permanent or guaranteed employment to individuals.
- 2.3.3 Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.
- 2.3.4 Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
- 2.3.5 Establish or change defined contribution plans so as to cause unpredictable or inequitable situations, including those that:
  - A. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
  - B. Treat the Township Management Team differently from other key employees.
- 2.3.5.1. Exception: Township Manager contract benefits.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the Township Manager does not: Change his or her compensation package except when the package change is consistent with all other full time employees; promise or imply guaranteed employment to any individual; have employee benefits and compensation package that deviates materially from geographic or professional market levels; create long term obligations that cannot be paid for from revenue; establish or change retirement benefits that would cause unpredictable or inequitable situations.



**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**

- Manager's compensation package is a result of Board approval and has not been changed except as approved by the Board.
- No promise of guaranteed employment has been made or implied by manager.
- Members of Collective Bargaining units compensation package is a result of negotiated agreements that are effective January 1, 2015 thru December 2017. These same levels have continued through the present date as the respective Collective Bargaining Agreements are being negotiated.
- No changes made to MERS 401(a) plan since adoption in March 2011.
- MERS 457 plan offers additional retirement options for employees.
- Flexible Spending Accounts available to employees at minimal cost to the Township.
- Health and Dental Insurance Plan years were changed to coincide with the Township's fiscal year, thereby allowing for more accurate estimates of expenses during budget development budgeted.
- The Township will be conducting a compensation and benefit study within the next year to ensure wages and benefits are consistent with existing market conditions.

**Compliance**

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

**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: May 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 23% of the revenues for the General Fund. State Revenue Sharing (56% 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	\$ 3,686,320		
GF Unrestricted	\$ 3,686,320	\$ 601,299	Yes
Fire Fund	\$ 1,356,237		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 956,237	\$ 524,250	Yes
EDDA	\$ 1,091,603		
Projects	\$ (510,000)		
EDDA Unrestricted	\$ 581,603	\$ 28,220	Yes
WDDA	\$ 744,853		
Projects	\$ (390,000)		
WDDA Unrestricted	\$ 354,853	\$ 52,169	Yes
Sewer Fund	\$ 3,383,980		
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	\$ 3,144,805	\$ 524,900	Yes
Water Fund	\$ 3,266,180	\$ 270,537	Yes

**Compliance**

All funds are found to be in compliance.

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 17, 2018

Policy Review: 1.1-1.6 Global Ends  
Type of Review: Internal  
Review Interval: Annual  
Review Month: April, 2018

Listed below are the six (6) Global Ends along with the significant activities that occurred throughout 2017 that helped to enhance the respective Ends. This list is not all inclusive as all activities of the organization are designed to contribute positively to one of the Ends. The citizens, Board of Trustees, staff and volunteers are to be commended for their hard work, dedication, and commitment in their service to Union Township.

## **1.1 Community Life**

- Collaborative effort with City of Mt. Pleasant to create a Request for Proposal (RFP) for a Joint Water System Study to analyze the Township's options for water softening
- Continued 2% contribution of franchise fees to MMACC (2017 - \$52,843) to provide Government and Public Access TV to residents including public announcement slides and events listed on channel 191 in Isabella County and Township Board, Planning Commission, ZBA, and DDA meetings available on channel 188 and online in Isabella County
- New Township Master Plan was adopted.
- The Planning Commission designated the Sidewalk and Pathways committee to review current sidewalk and pathway policies in the Township.
- Approved facilities use agreements with 2 of the 3 little leagues that utilize Township fields
- Township Manager completed the 6 month Rollie Denison Leadership program sponsored by the Chamber of Commerce

## **1.2 Prosperity:**

- Increased interest income
  - 2017- \$130,000
  - 2016 - \$70,000
  - 2015 - \$51,500
  - 2014 - \$28,200
- Adopted new zoning fees to resemble today's economic market

## **1.3 Safety**

- Public Works Emergency Response Plan updated in January of 2017 and submitted to MDEQ in accordance with State of Michigan requirements
- Successfully applied for fire protection reimbursement from the State of Michigan receiving \$5,400 for fire protection on State owned buildings in the Township
- 275 rental certificates were issued covering 3,700 units. The fee generated from this safety program totaled \$80,500

#### 1.4 Health

- Water and Sewer Equipment Purchases to enhance customer service, safety, and prolong the useful life of the water and sewer systems:
  - \$ 46,592 - 80 kw portable generator – sewer
  - \$ 6,640 – Blower Replacement – WWTP
  - \$ 24,095 - ½ Ton Extended Cab Truck Purchase – Water
  - \$ 6,900 – Sewer push camera for televising sanitary sewer mains/locating sewer leads- Sewer
- Water and Sewer Projects:
  - \$ 8,500 – Insertion valve installation River Road/Crawford Road enhancement of water main isolation capabilities in area in the event of an emergency
  - \$ 37,000 – Pump Station #5 – bypass manhole rehabilitation
  - \$ 94,000 – Sewer Cleaning and Televising – completed to clear areas of sewer system with large amount of buildup or blockage and rate condition of sewer mains
  - \$ 12,500 – Water System Reliability Study – MDEQ requirement – analysis of water system including existing infrastructure, water demands, fire suppression demands, pumping capacity analysis, system deficiencies, recommend short and long term system improvements, study is used for capital planning
  - \$ 6,910 - Screw Pump Splash Guard Rehabilitation – repair of existing concrete and equipment as well as replacement of existing splash guards at the WWTP
  - \$179,375.00- Lincoln Road Water Tower – Exterior overcoat, dry interior partial, pit piping, install fall protection, replace expansion joint, install drain line
  - Deerfield Road Water Tower – Interior wet paint, ladder extension, expansion joint replacement
- Water and Sewer Emergency Equipment Repair & Replacement:
  - \$12,166.56 – Screw Pump #2 Speed Reducer Replacement at the WWTP
  - \$12,254.94 – Oxidation Ditch #2, Aerator #3 Replacement at the WWTP
  - \$10,990.00 – Pump Station #5 Motor Repair
  - \$ 3,800.00 - Sanitary sewer main point repair – Mission Road - break in sewer line found as a result of sanitary sewer cleaning and televising project
  - \$ 4,977.50 – Sanitary sewer manhole point repair and pump station leak stop found as a result of sanitary sewer facilities inspections
  - \$ 4,450.00 – Manhole grouting/leak stop repairs found as a result of sanitary sewer facilities inspections
  - \$13,906.31 - Replacement of 2 chlorine generation equipment chassis at Isabella Treatment Plant

\$ 3,950 - Air conditioner compressor replacement - WWTP

- Cross Connection inspections conducted by township water operators of 79 commercial properties. Backflow testing of 269 commercial and residential backflow devices conducted by State of Michigan Certified Backflow Preventer Testers. Annual Cross Connection Report submitted on time and in accordance with State of Michigan Cross Connection requirements
- State of Michigan Cross Connection Report completed and submitted to MDEQ by March 1, 2017, in accordance with MDEQ Requirements
- All water samples taken in accordance with State of Michigan sampling requirements and Township Sample Site Plan. All results are under regulated limits
- All WWTP samples taken in accordance with State of Michigan and EPA NPDES Permit Discharge schedule. All results under permitted discharge limits
- MDEQ Compliance Inspection of WWTP completed in May of 2017 in accordance with MDEQ NPDES Permit
- MDEQ bi-annual site visits of water system conducted in February and August of 2017 in accordance with MDEQ Water Quality requirements
- Monthly MOR's and DMR's submitted on-time and in accordance to State of Michigan requirements by WWTP Superintendent, Mike Dearing & Chief Water Operator, Shawn McBride
- Consumer Confidence Report completed and distributed to all water customers by July 1, 2017 per EPA and MDEQ requirements
- Responded with a significant amount of resources to the 2017 flood event

### **1.5 Natural Environment**

- Wellhead Protection Grant Application prepared and submitted to MDEQ – project was not funded in 2017 by MDEQ – will reapply in 2018
- Land application of WWTP sludge completed in late September of 2017 in accordance with State of Michigan Biosolids Program. Biosolids reporting completed via MIWaters as required by State of Michigan regulations
- An Out Door Lighting Ordinance was adopted to reduce light pollution within the Township
- Annual Clean Up day successfully held in June, 2017

### **1.6 Commerce**

- Review, approval, and inspection of water and sewer installation per Township Specifications and Ten State Standards of following new commercial development projects:
  - Community Mental Health – Remus Road
  - M20 Development
  - McGuirk Mini Storage – Independence Drive
  - Taco Bell - Pickard
  - Burch Tank – Enterprise Drive
- Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East DDA. The Township received \$55,000 for the East DDA.

- The Planning Commission reviewed (9) Site Plans, (6) Rezone request, (7) Special Use Permits, and (1) Home Occupation Permit
- Participated in the 2017 State Tax Commission Audit of Minimum Assessing Requirements of the Assessment rolls in Isabella County. The audit included a random inspection of twenty of our properties. Our records received Ninety-Two Percent (92%) accuracy rate.
- The state tax commission guidelines advise that the assessing office visit 20% of each class of property each year. In 2017, inspected Six Hundred Fifty (650) parcels or 21% of Township properties.

#### **Other**

- 3,650 sq ft. McDonald Park seal coating & asphalt repair
- Handicap accessible picnic table purchase
- McDonald Park – Sacco Field parking area improvement
- WWTP seal coating and asphalt repair
- Implemented desk scanners for accounts payable paperless invoice retrieval as well as cash receipting for paperless backup documentation retrieval
- Processed 2,930 invoices for payment in 2017
- Issued checks 120 times during the 2017, an average of 10 times per month.
- Reconciled 132 bank statements during the year
- Achieved a “clean” audit for fiscal year 2016, provided financial information free from material misstatements
- The Zoning Board of Appeals changed their quarterly meeting schedule to a once a month schedule. This has both opened up access to the ZBA for the public and reduced the workload of the ZBA at each meeting
- Instituted the use of a “Status Change” form to record and document changes in staff positions, rates of pay, etc.
- Put in place a more robust Information Technology program to assist with hardware/software management and security protocols via a Service Agreement with CMS

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager

**DATE:** May 14, 2018

**FROM:** Kim Smith – Public Works Coordinator

**DATE FOR BOARD CONSIDERATION:** May 23, 2018

**ACTION REQUESTED:** Approval of the sanitary sewer Commercial Property Utility Service and Franchise Agreement for Messenger LLC, located at the north east corner of Isabella Road and Bellows Drive.

Current Action X Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A x \_\_\_\_\_

Finance Approval \_\_\_\_\_

### **BACKGROUND INFORMATION**

The owner of the property located at the northeast corner of Isabella Road and Bellows Drive plan to develop this property for commercial use. The Charter Township of Union does not have sanitary sewer service available in this area. The City of Mt. Pleasant does have existing sanitary sewer service available in this area. The owner has requested that the City of Mt. Pleasant provide municipal sanitary sewer service to this property.

In order for one municipality to provide sanitary sewer service to a property located within the boundaries of another municipality a Franchise Agreement must be executed between the parties. The Township and City have approved franchise agreements for other properties in the past. In order to facilitate providing sewer service between our two jurisdictions the Township and City developed a template to be used called "Commercial Property Utility Service and Franchise Agreements".

### **SCOPE OF SERVICES**

Execute an agreement for the City of Mt. Pleasant to provide sanitary sewer service for commercial purposes to a property located within the boundaries of Charter Township of Union.

### **JUSTIFICATION**

Approval of the Commercial Property Utility Service and Franchise Agreement will provide municipal sanitary sewer service to a parcel located within the Township that otherwise would not have access to municipal sanitary sewer. Providing municipal sanitary sewer service allows for the development of the parcel.

### **PROJECT IMPROVEMENTS**

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

1. **Community well-being and common good**
2. **Health**



**COSTS**

na

**PROJECT TIME TABLE**

NA

**RESOLUTION**

Approve the sanitary sewer Commercial Property Utility Service and Franchise Agreement for Messenger LLC, which is located at the northeast corner of Isabella Road and Bellows Drive.

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

Yes:

No:

Absent:

## **COMMERCIAL PROPERTY UTILITY SERVICE AND FRANCHISE AGREEMENT**

This Commercial Property Utility Service and Franchise Agreement (the "Agreement") is made as of \_\_\_\_\_, 2018, between the City of Mt. Pleasant, a Michigan municipal corporation with a principal address of 320 West Broadway Street, Mt. Pleasant, MI 48858 (the "City"), and Bellows Messenger, L.L.C., a corporation with a principal address of 1515 Lake Lansing Road, Lansing, MI (the "Developer") and, with respect to paragraphs 8 through 12, the Charter Township of Union, a Michigan municipal corporation with a principal address of 2010 S. Lincoln Road, Mt. Pleasant, MI 48858 (the "Township").

### **RECITALS**

A. The Developer owns real property in the Township, as legally described on the attached Exhibit A (the "Property").

B. The Developer plans to develop the Property for a commercial use and, because Township sewer service is unavailable in the area where the Property is located, has requested City sewer service.

C. The City is amenable to accommodating the Developer's request, and the Township is amendable to granting the City a revocable franchise and consent to provide the requested services, in accordance with the terms and conditions of this Agreement.

### **TERMS AND CONDITIONS**

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. **Proposed Improvements.** A description of the improvements that the Developer proposes to construct and install relating to the provision of City sewer service (including any lines, pipes, pumps, valves, chambers and related appurtenances needed to connect to and receive service from the City's sewer system) is attached as Exhibit B (the "Improvements"). The Developer shall construct and install the Improvements in accordance with Exhibit B, and shall not modify the Improvements or construct and install additional Improvements without the prior written approval of the City's Director of Public Works.

2. **Construction.** The Developer shall be responsible for all costs associated with constructing and installing the improvements, including road repair and replacement, to their preexisting condition, if roads are disturbed. The Developer shall comply with all applicable City ordinances and construction standards, applicable state and federal laws, rules and regulations, applicable permits, and other approvals. Upon completion of construction and the City's inspection and approval, the Developer shall submit "as built" drawings to the City's Division of Public Works illustrating the location of the Improvements as constructed. The City will be responsible for Miss Dig marking all City sewer and water utilities in the right-of-way serving this property.

3. **Connection.** The City shall connect the Developer to the City's sewer system upon completion of the Improvements and payment of all applicable fees and charges in accordance with applicable City ordinances, resolutions, rules, regulations and policies in effect on the date of this Agreement.

4. **Ownership and Maintenance.** The Developer shall retain ownership of the Improvements and shall be solely responsible for maintaining the Improvements and ensuring their proper function.

5. **Compliance with Applicable Regulations.** The Developer's use of the City's sewer system is conditional upon compliance with the City's Municipal Sewer Use Ordinance and all other applicable City ordinances, rules, regulations, and policies pertaining to use of the sewer system, as well as applicable state and federal laws, rules and regulations, and applicable permits, certifications and approvals (the "Applicable Regulations"). The City shall have the right to inspect the Property in the same manner as for properties receiving sewer service within the jurisdictional boundaries of the City, and may discontinue sewer service to the Property for any violation of the Applicable Regulations.

6. Rates, Fees, and Charges. The City shall charge and the Developer shall timely pay (*i.e.* before the date on which payment can be made without penalties or interest) all rates, fees and charges provided in the Applicable Regulations, which shall be a lien on the Property and shall be collected as provided by law.

7. Service Interruptions. The City cannot guarantee uninterrupted sewer service to the Property. Indeed, periodic interruptions may occur. This Agreement does not provide the Developer any rights to continuous sewer service or any cause of action for damages as a result of any periodic interruption.

8. Township Ordinances. The Township shall retain jurisdiction to enforce its zoning ordinance, the Michigan Construction Code, and all other Township ordinances on the Property.

9. Protection of Roadways. The City shall not provide sewer service to the Property until the Developer has repaired or replaced any damaged or disturbed roadways within the Township. The City shall inspect for such damage prior to connecting the Property to the City's sewer system.

10. Township's Franchise and Consent. This Agreement serves as the Township's consent and revocable franchise for the City to provide water and sewer services to the Property and to use the Township's public rights-of-way for such purposes, as required by Article VII, Section 26 of the Michigan Constitution of 1963. Because this Agreement pertains to the provision of water and sewer services to commercial rather than residential property, it need not be in the form provided in the Comprehensive Agreement between the Charter Township of Union and the City of Mt. Pleasant, which the parties agreed to on December 12, 1991. Approval of the exact locations of the water mains, sewer mains, collection lines or other supply lines or pipes shall be obtained from the Township.

11. Loss Payment (Indemnification). The Developer shall hold the City and the Township (defined for purposes of this paragraph to include their respective officers and employees) harmless from, defend them against (with legal counsel reasonably acceptable to them), and pay for any loss paid or owed by them arising from the Developer's use, construction, or installation of the Improvements. "Loss" means a monetary amount paid or owed for any reason, including for example: judgments, settlements, fines, replacement costs, staff compensation, decreases in property value, and expenses incurred in defending a legal claim.

12. Termination. This Agreement may be terminated as follows:

The Developer may terminate this Agreement at any time, and upon such termination the City may immediately discontinue sewer service to the Property.

- a. The Developer may terminate this Agreement at any time, and upon such termination the City may immediately discontinue sewer services to the Property.
- b. The City may terminate this Agreement if the Developer violates the Applicable Regulations.
- c. The Township may revoke the franchise and consent granted in this Agreement at any time, including but not limited to such time when the Township makes sewer service available to the Property through its own sewer system. Upon revocation of the franchise and consent, the City shall disconnect the Improvements from its sewer system and cease providing sewer service to the Property.

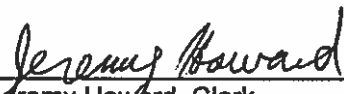
13. Successors and Assigns. The terms of this Agreement shall be binding upon the parties' successors and assigns.

14. Miscellaneous. This Agreement constitutes the entire Agreement among the parties. No oral or written prior or contemporaneous agreement shall have any force or effect nor shall any subsequent agreements have any force or effect unless made in writing and signed by the parties. The captions of this Agreement shall not be considered as part of this Agreement but shall be considered as descriptive only. The recitals however are an integral part of this Agreement.

The parties have caused this Agreement to be executed as of the date first written above.


CITY OF MT. PLEASANT

By:   
Allison Quast-Lents, Mayor

By:   
Jeremy Howard, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On January 16, 2018, Allison Quast-Lents and Jeremy Howard, personally known to me as the Mayor and Clerk of the City of Mt. Pleasant, appeared before me and acknowledged their signatures on this document.

 Addie Pritchard

Notary Public, Isabella County, Michigan  
My Commission expires: 2-8-2022  
Acting in Isabella County, Michigan

Bellows Messenger, L.L.C.

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 2018, appeared before me, presented a valid photograph identification, and acknowledged signature on this document.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in \_\_\_\_\_ County, Michigan

ACCEPTED WITH  
RESPECT TO PARAGRAPHS 8 THROUGH 12:

CHARTER TOWNSHIP OF UNION

By: \_\_\_\_\_  
Ben Gunning, Supervisor

By: \_\_\_\_\_  
Lisa Cody, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On \_\_\_\_\_, 2018, Ben Gunning and Lisa Cody, personally known to me as the Supervisor and Clerk of the Charter Township of Union, appeared before me and acknowledged their signatures on this document.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

**Exempt from transfer taxes because this document does not convey any interest in any real property**

**Prepared by:**  
Scott G. Smith  
Dickinson Wright PLLC  
200 Ottawa Ave. NW, Suite 1000  
Grand Rapids, MI 49503

**When recorded return to:**  
Jeremy Howard, City Clerk  
City of Mt. Pleasant  
320 West Broadway,  
Mt. Pleasant, MI 48858

**Exhibit A**  
**Property Description**

Bellows Messenger, L.L.C located in Union Township, Isabella County, State of Michigan and described as follows:

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23, TOWN 14 NORTH, RANGE 4 WEST, CITY OF MT. PLEASANT, 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, 930.47 FEET AND N89°49'04"W, PARALLEL WITH THE NORTH LINE OF SAID SECTION 23, 33.00 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 23; THENCE CONTINUING N89°49'04"W, 477.00 FEET; THENCE S00°22'48"E, PARALLEL WITH SAID EAST LINE, 298.51 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BELLOWS STREET; THENCE S89°49'04"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, 298.51 FEET TO THE POINT OF BEGINNING. CONTAINING 3.27 ACRES OF LAND. SUBJECT TO ANY EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

**Exhibit B**  
**Improvements**

PLAN SUBMITTALS AND CHANGES

REV	DATE	DESCRIPTION

Have site's bedding.  
Call before you dig.

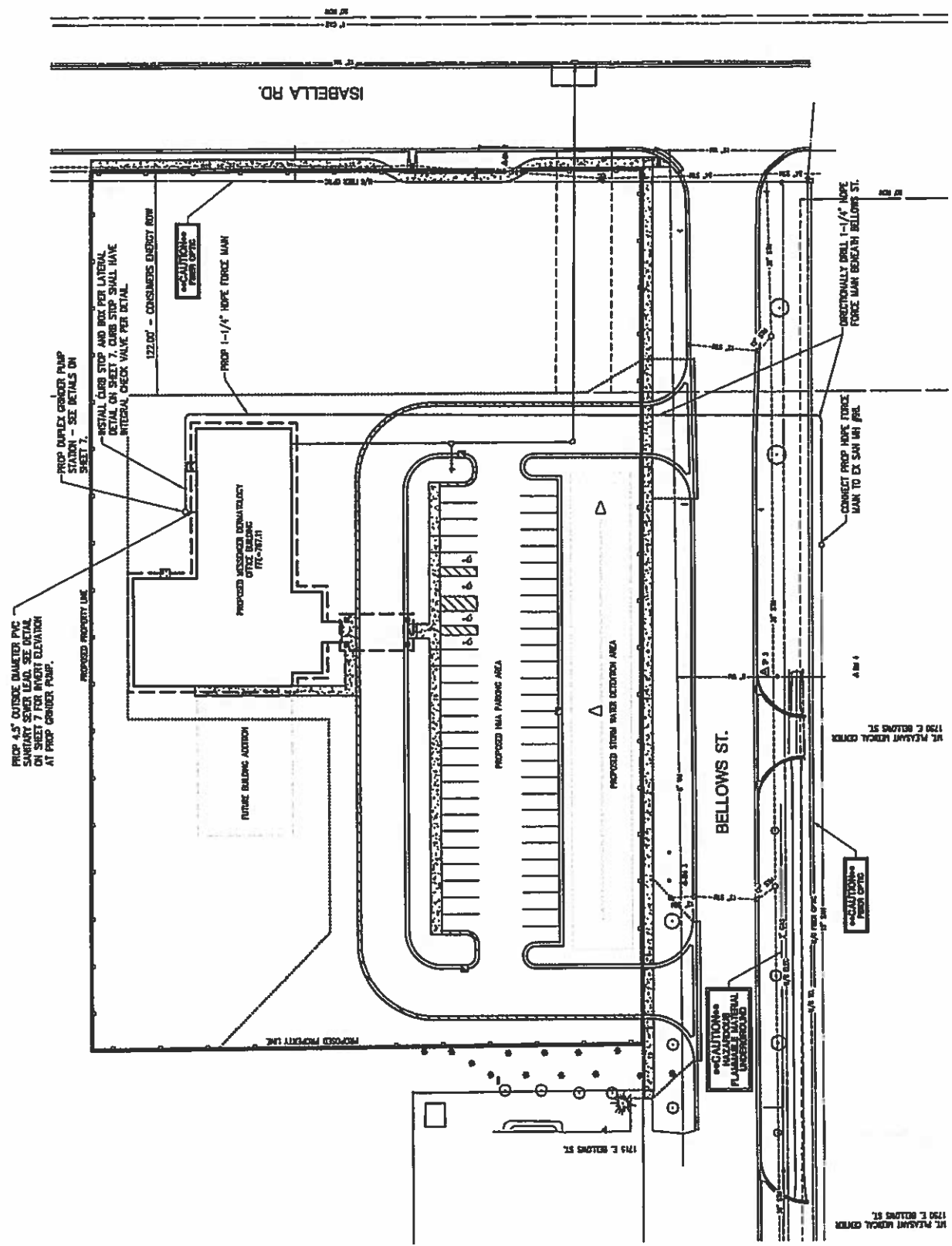


PREPARED FOR  
**BELLOWS MESSENGER, LLC**  
MESSENGER DERMATOLOGY  
EXHIBIT B IMPROVEMENTS  
SITE PLAN

127 S. Main Street  
Mt. Pleasant, MI 48050  
O: (989) 773-2138  
F: (989) 773-7757  
www.rowespsc.com

**ROWE PROFESSIONAL  
SERVICES COMPANY**

PLAN DATE: NOVEMBER 2017  
PROJECT WCR: TRG  
REVIEWER: MPF  
SCALE: 1"=30'



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> 05/17/2018
<b>FROM:</b> Peter Gallinat Union Township Planner	<b>DATE FOR BOARD CONSIDERATION:</b> 05/23/2018
<b>ACTION REQUESTED:</b> Introduce Rezoning Ordinance 2018-03, conduct a first reading. Publish a notice of a public hearing to consider adoption/rejection of Rezoning Ordinance 2018-03 on 06/27/2018. (By roll call vote)	

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 reviewed a rezoning request from owner Bellows Messenger LLC. This request was to rezone 501' x 298.5' of property currently owned by First Baptist Church of Mt. Pleasant from R-2A (One and Two Family, Low Density Residential District) to OS (Office Service District) located at 1802 E. High St. PID 14-023-20-016-01. The section of this parcel for consideration is Southwest portion on the corner of Bellows and Isabella Rd. The intention for the rezoning of the property is for the construction of a Dermatology medical office. A public hearing was held on July 20, 2017 at a regular Planning Commission meeting. After the public hearing the Planning Commission carefully deliberated on the request. The Planning Commission determined the rezoning to be compatible with the surrounding area and the Future Land Use Map.

The County Planning Commission reviewed on August 10, 2017 as required by the Township Zoning Ordinance. The Township adopted the request on August 23, 2017. Since that time the applicant had needed to modify the section of property to be rezoned. The new request is to rezone a 477' x 369.92' of property now known as PID 14-23-20-016-03. The Planning Commission held a public hearing and carefully reviewed this new request on 5/15/2018. The Planning Commission voted unanimously to recommend approval due to a similar rezone having approval.

### **SCOPE OF SERVICES**

N/A

### **JUSTIFICATION**

The rezoning request has been reviewed by the Township Planning Commission. The County Planning Commission will review the request on June 14, 2018 as required.

### **PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

### **COSTS**

N/A



### **PROJECT TIME TABLE**

This is done in a 3 step process. The First step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to publish for a public hearing on the adoption of said Ordinance. The second step is to hold that public hearing for the adoption of the Ordinance at the next Township board meeting. At the next Township board meeting the board votes to adopt the Ordinance and publish a notice of the adoption. The publishing of a notice of adoption is the third and final step of the Ordinance process for the Township Board.

### **RESOLUTION**

Authorization is hereby given to...

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 May 15, 2018 at the Township Hall.

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

**Roll Call**

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

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

**Mielke** moved **Darin** supported the approval of the April 17, 2018 regular meeting minutes as presented. **Vote: Ayes: 8 Nays: 0. Motion carried.**

**Correspondence / Reports**

- ZBA – Updates by Mielke
- Cornerstone Church Site Plan Application

Township Planner stated that the site plan application was received on time; however, there are still missing items and is not ready for review.

**Approval of Agenda**

**Mielke** moved **Buckley** supported approval of the agenda as amended, moving New Business A. Presentation of Adopted Sidewalk Policy and Map after two (2) rezones. **Vote: Ayes: 8 Nays 0. Motion carried.**

**Public Comment**

Open 7:10 p.m.

No comments were offered.

**New Business**

- A. REZ 2018-02 Rezone 477' x 369.92' from OS/R-2 A to OS located at Bellows PID 14-023-20-016-02 Owner: Bellows Messenger LLC**

Introduction by Gallinat

Public Hearing – Open 7:19 p.m.

Nick Mullin, 3265 S. Isabella Rd – Commented on traffic on Isabella Rd.

Public Hearing – Closed 7:20 p.m.

**Fuller** moved **Buckley** supported to recommend approval of REZ 2018-02 to the Board of Trustees, as the Township had approved a rezone change for this property for the same use and that it comports with the Future Land Use Map. **Vote: Ayes: 8 Nays 0. Motion carried.**

**B. REZ 2018-03 Rezone 400' x 250' from AG to B-4 located at 5353 S. Mission Rd. PID 14-035-10-006-03 Owner: DeShano Development Co.**

Introduction by Gallinat, the applicant is requesting a rezone to B-4, expanding the existing Mini Storage in the current split zone parcel.

Public Hearing – Open 7:30 p.m.

Doug Hamilton, Representing Lapham Associates – stated that he was available to answer questions. Planning Commission Chair stated that they will address questions during PC deliberation.

Colin Herren, 4349 E. Wing Rd. – Not in support of rezone.

Written Correspondence read by Township Planner

Martin J. Vondoloski, 4293 E. Millbrook Rd. – Owns property S. Mission, Not in support of rezone.

Adam & Tisa Betz, 4321 E. Wing Rd. – Not in support of rezone.

Public Hearing – Closed 7:41 p.m.

Doug Hamilton, representative of the applicant, answered questions from the Planning Commissioners.

**Webster** moved **Mielke** supported to deny recommendation of rezone REZ 2018-03 to the Board of Trustees, stating that all of the B-4 section of the parcel has not been used. **Vote: Ayes: 8 Nays 0. Motion carried.**

**C. Presentation of Adopted Sidewalk Policy and Map**

Peter Gallinat, Township Planner, presented the adopted Sidewalk Policy and Map that the Sidewalk Committee presented to the Board of Trustees. The Board of Trustees adopted the Sidewalk Relief Policy at the April 25, 2018 meeting as recommended from the Sidewalks and Pathways Prioritization Committee.

Mielke and Buckley both stated that they wish that they would have been part of the process, giving input and feedback to the Committee before it was presented to the Board of Trustees. Squattrito stated that the Sidewalk Policy and Map presents a good framework for the Planning Commission to work with.

**D. SPR 2018-05 Aldi Store Expansion PID 14-026-40-001-18**

Peter Gallinat, Township Planner, gave a brief introduction stating the applicant proposes to expand existing building by 2,187 square feet. He also mentioned that the site plan meets the zoning as required for a B-5 zone property and 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.

David Kapusansky, Design Engineers, represented the applicant by explaining their desire to expand the existing Aldi food market.

**Buckley** moved **Shingles** supported to approve site plan review SPR 2018-05 Aldi expansion of existing building by 2,187 square feet. Stating condition that the dumpster shall be screened per Ordinance 12.2H. **Vote: Ayes: 8 Nays 0. Motion carried.**

**E. Discussion of Proposals received for Zoning Ordinance Update and Amendment**

Discussion was held by the Planning Commission. It was decided to schedule a Special Meeting on Monday, June 4, 2018 at 6:30 p.m. to discuss the 4 proposals that were received.

**Other Business**

**Extended Public Comment**

Open 8:54 p.m.

No comments were offered.

**Final Board Comment**

Mielke – Commented on not receiving the packet prior to the meeting.

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:55 p.m.

**APPROVED BY:**

---

Alex Fuller - Secretary  
Mike Darin – Vice Secretary

*(Recorded by Jennifer Loveberry)*

## **UNION TOWNSHIP PUBLIC HEARING NOTICE -REZONING**

NOTICE is hereby given that a Public Hearing will be held on Tuesday, May 15, 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 rezoning of ' 477.00' x 369.92' of property from R-2A (One and Two Family, Low Density Residential District) and OS (Office Service District) to OS Office Service), as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by **Bellows Messenger, LLC** a rezoning of 477' x 369.92' located on PID 14-023-20-016-02 from R-2A and OS to OS District for medical facility.

Legal Description of property: Part of the northeast ¼ of the northeast ¼ 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° 49'04"W, parallel with the north line of said Section 23, 33.00 feet from the northeast corner of said Section 23; thence continuing N89° 49'04"W, 477.00 feet; thence S00° 22'48"E, parallel with said east line, 369.92 feet to a point on the north right-of-way of Bellows Street; thence S89° 49'04"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 line, 369.92 feet to the point of beginning. Containing 4.05 acres of land. Subject to the easterly portion thereof as Isabella Road, the southerly portion thereof as Bellows Street and any other easements, restrictions or rights of way of record.

This property is located at: MOUNT PLEASANT, MI 48858  
PID 14-023-20-016-02

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 property outlined in a red border was had a portion of the property rezoned from R-2A (One and two family residential rezoned to OS (office service) last year. This portion was 298.5'x 502'. This portion was to be sold off and developed for a medical facility. The owner now seek a rezone of 369.92' x 477'. This rezone will be for the same portion of property as before and for the same use. The only changes are the dimensions of the property needed.

# 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  
S53W 41.95' N&T #14769 IN NW FACE OF POWER POLE  
S80E 55.98' N&T #14769 IN NORTH FACE 24" MAPLE  
N55E 42.56' N&T #14769 IN SE FACE OF POWER POLE  
N55W 48.92' TOP CENTER HYDRANT

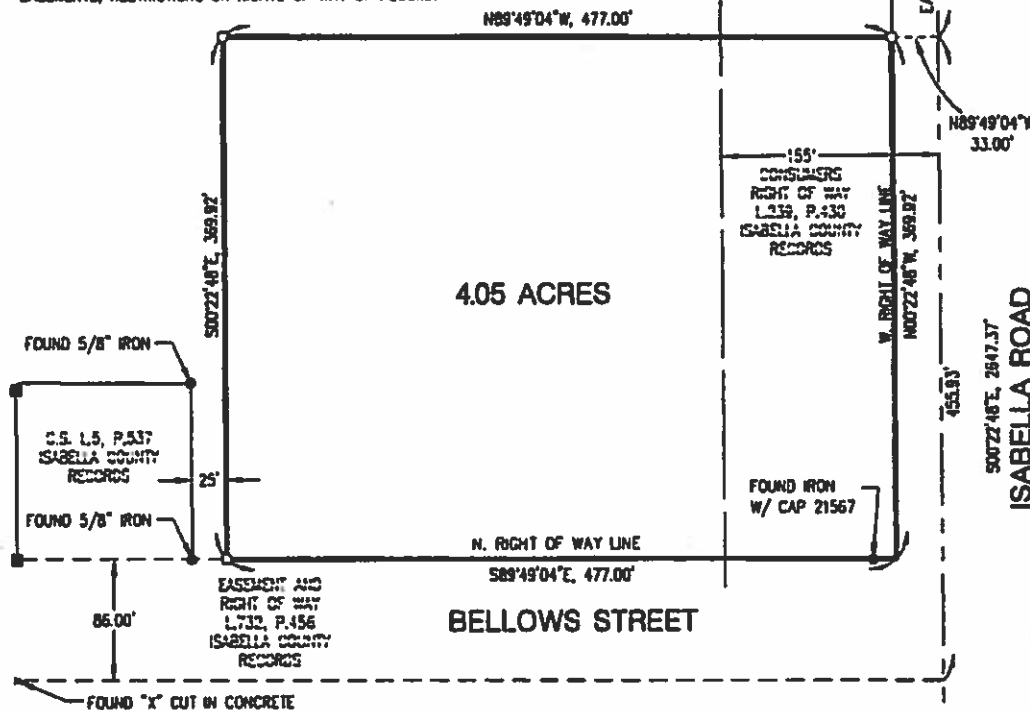
## NE COR. SEC. 23 T14N-R4W

FOUND ISABELLA COUNTY REMON IN MON. BOX  
N29E 66.23' CENTER OF WATER VALVE BOX  
S14E 86.22' N&T IN WEST FACE OF POWER POLE  
S34W 63.95' CENTER OF HEX HEAD NUT ON T/C OF HYDRANT  
N40W 58.43' N&T IN WEST FACE OF LIGHT POLE

N89°49'04"W, 2620.71'  
NORTH LINE, SEC. 23

### LEGAL DESCRIPTION:

PART OF THE NORTHEAST 1/4 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°49'04"W, PARALLEL WITH THE NORTH LINE OF SAID SECTION 23, 33.00 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 23; THENCE CONTINUING N89°49'04"W, 477.00 FEET; THENCE S00°22'48"E, PARALLEL WITH SAID EAST LINE, 369.92 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BELLOWS STREET; THENCE S89°49'04"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, 369.92 FEET TO THE POINT OF BEGINNING. CONTAINING 4.05 ACRES OF LAND. SUBJECT TO ANY EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.



### LEGEND:

- = SET IRON W/ CAP #39096
- = IRON FOUND
- = MONUMENT FOUND

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

FOUND IRON WITH CAP #39074 IN MON. BOX  
S30W 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**

SECTION 23 T14N - R4W UNION TOWNSHIP  
ISABELLA COUNTY, MICHIGAN



**ROWE PROFESSIONAL  
SERVICES COMPANY**

127 S. Main Street  
Mt. Pleasant, MI 48858

O: (989) 772-2138  
F: (989) 773-7757  
www.rowepsc.com

PL0102 3/16/2018 1:55 PM

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FIELD: SJS/JRH  
DRAWN: TLK  
CHECKED: JR  
DATE: MARCH 16, 2018  
REVISED:  
SHEET: 1 OF 1  
SCALE: 1" = 100'



JOB NO.: 17M0053

## REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> 05/17/2018
<b>FROM:</b> Peter Gallinat Union Township Planner	<b>DATE FOR BOARD CONSIDERATION:</b> 05/23/2018
<b>ACTION REQUESTED:</b> Introduce Rezoning Ordinance 2018-04, conduct a first reading. Publish a notice of a public hearing to consider adoption/rejection of Rezoning Ordinance 2018-04 on 06/27/2018. (By roll call vote)	

Current Action \_\_\_\_\_

Emergency \_\_\_\_\_

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

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

This rezone request is for the expansion of the existing Mission Road Mini Storage facility located at 5353 S. Mission Rd. the Applicant desires more land zoned B-4 to fit the desired location of the expansion. Currently the property is split zoned with AG and B-4 frontage. The existing business is located entirely on the B-4 section of the current parcel. The applicant wishes to expand with more units toward the East of the parcel.

The Township Planning Commission held a public hearing and reviewed this rezoning request (250' x 400' of AG to B-4) on 05/15/2018. After hearing comment from the public the Commission carefully deliberated on the request. The Planning Commission voted to recommend denial of the request due to available B-4 property owned by the applicant that had not been fully exhausted.

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

The rezoning request has been reviewed by the Township Planning Commission. The County Planning Commission will review the request on June 14, 2018 as required.

### PROJECT IMPROVEMENTS

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

Community well-being and common good

### COSTS

N/A



### **PROJECT TIME TABLE**

This is done in a 3 step process. The First step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to publish for a public hearing on the adoption of said Ordinance. The second step is to hold that public hearing for the adoption of the Ordinance at the next Township board meeting. At the next Township board meeting the board votes to adopt the Ordinance and publish a notice of the adoption. The publishing of a notice of adoption is the third and final step of the Ordinance process for the Township Board.

### **RESOLUTION**

Authorization is hereby given to...

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 May 15, 2018 at the Township Hall.

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

**Roll Call**

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

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

**Mielke** moved **Darin** supported the approval of the April 17, 2018 regular meeting minutes as presented. **Vote: Ayes: 8 Nays: 0. Motion carried.**

**Correspondence / Reports**

- ZBA – Updates by Mielke
- Cornerstone Church Site Plan Application

Township Planner stated that the site plan application was received on time; however, there are still missing items and is not ready for review.

**Approval of Agenda**

**Mielke** moved **Buckley** supported approval of the agenda as amended, moving New Business A. Presentation of Adopted Sidewalk Policy and Map after two (2) rezones. **Vote: Ayes: 8 Nays 0. Motion carried.**

**Public Comment**

Open 7:10 p.m.

No comments were offered.

**New Business**

- A. REZ 2018-02 Rezone 477' x 369.92' from OS/R-2 A to OS located at Bellows PID 14-023-20-016-02 Owner: Bellows Messenger LLC**

Introduction by Gallinat

Public Hearing – Open 7:19 p.m.

Nick Mullin, 3265 S. Isabella Rd – Commented on traffic on Isabella Rd.

Public Hearing – Closed 7:20 p.m.

**Fuller** moved **Buckley** supported to recommend approval of REZ 2018-02 to the Board of Trustees, as the Township had approved a rezone change for this property for the same use and that it comports with the Future Land Use Map. **Vote: Ayes: 8 Nays 0. Motion carried.**

**B. REZ 2018-03 Rezone 400' x 250' from AG to B-4 located at 5353 S. Mission Rd. PID 14-035-10-006-03 Owner: DeShano Development Co.**

Introduction by Gallinat, the applicant is requesting a rezone to B-4, expanding the existing Mini Storage in the current split zone parcel.

Public Hearing – Open 7:30 p.m.

Doug Hamilton, Representing Lapham Associates – stated that he was available to answer questions. Planning Commission Chair stated that they will address questions during PC deliberation.

Colin Herren, 4349 E. Wing Rd. – Not in support of rezone.

Written Correspondence read by Township Planner

Martin J. Vondoloski, 4293 E. Millbrook Rd. – Owns property S. Mission, Not in support of rezone.

Adam & Tisa Betz, 4321 E. Wing Rd. – Not in support of rezone.

Public Hearing – Closed 7:41 p.m.

Doug Hamilton, representative of the applicant, answered questions from the Planning Commissioners.

**Webster** moved **Mielke** supported to deny recommendation of rezone REZ 2018-03 to the Board of Trustees, stating that all of the B-4 section of the parcel has not been used. **Vote: Ayes: 8 Nays 0. Motion carried.**

**C. Presentation of Adopted Sidewalk Policy and Map**

Peter Gallinat, Township Planner, presented the adopted Sidewalk Policy and Map that the Sidewalk Committee presented to the Board of Trustees. The Board of Trustees adopted the Sidewalk Relief Policy at the April 25, 2018 meeting as recommended from the Sidewalks and Pathways Prioritization Committee.

Mielke and Buckley both stated that they wish that they would have been part of the process, giving input and feedback to the Committee before it was presented to the Board of Trustees. Squattrito stated that the Sidewalk Policy and Map presents a good framework for the Planning Commission to work with.

**D. SPR 2018-05 Aldi Store Expansion PID 14-026-40-001-18**

Peter Gallinat, Township Planner, gave a brief introduction stating the applicant proposes to expand existing building by 2,187 square feet. He also mentioned that the site plan meets the zoning as required for a B-5 zone property and 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.

David Kapusansky, Design Engineers, represented the applicant by explaining their desire to expand the existing Aldi food market.

**Buckley** moved **Shingles** supported to approve site plan review SPR 2018-05 Aldi expansion of existing building by 2,187 square feet. Stating condition that the dumpster shall be screened per Ordinance 12.2H. **Vote: Ayes: 8 Nays 0. Motion carried.**

**E. Discussion of Proposals received for Zoning Ordinance Update and Amendment**

Discussion was held by the Planning Commission. It was decided to schedule a Special Meeting on Monday, June 4, 2018 at 6:30 p.m. to discuss the 4 proposals that were received.

**Other Business**

**Extended Public Comment**

Open 8:54 p.m.

No comments were offered.

**Final Board Comment**

Mielke – Commented on not receiving the packet prior to the meeting.

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:55 p.m.

**APPROVED BY:**

---

Alex Fuller - Secretary  
Mike Darin – Vice Secretary

*(Recorded by Jennifer Loveberry)*

Adam & Tisa Betz  
4321 E. Wing Rd.  
Mt. Pleasant, Michigan 48858

May 15, 2018

Union Township Planning Commission  
2010 S. Lincoln Road  
Mt. Pleasant, Michigan 48858

Dear Union Township Planning Commission:

This letter is in response to the rezoning notice we received in the mail regarding land adjacent to our home. We wish we could be at the public hearing in person to voice our strong concerns. Unfortunately Adam is stationed overseas on active military duty and Tisa's work obligations have prevented her from being present. For the following reasons, we are not in support of rezoning this property from agricultural to business:

- We purchased our home because of the location and lack of development in the immediate area. We would like to preserve the natural and country-like atmosphere we desire without having additional building structures and noise immediately adjacent to our property.
- We enjoy the abundance of wildlife which roams through our back and front yard and believe building these structures will scare away some of the wildlife which inhabits that area. As avid hunters, we would like to keep the wildlife in the area for both enjoyment and recreation, when in season.
- We have a chicken coop with free range chickens as well as a dog who runs freely in the confines of his underground fence and a cat who roams the entire neighborhood. All the animals are content with their current natural habitat and a building complex such as this may disrupt our domestic animals as well as the wild animals.
- Another concern we have is around security. Even with a secure storage facility and a perimeter fence, there are many people coming and going at all hours of the day and night. The privacy of our home (and our neighbors' homes) would be compromised by allowing people access to this adjacent property and with the ability to see in the back of our yards and homes at all hours.
- The noise from storage lockers is also a large concern. The noise from opening and closing the storage doors, noise from slamming vehicle doors, the noise of people talking and moving items into and around the storage facility, etc. take away from the peace and quiet of our property and can disrupt this peace and quiet at all hours of the day and night.
- We are also concerned that having any kind of business like this near our home may result in additional litter blowing onto our property or being left in an unsightly manner. Additionally, how will building these additional structures impact the soil and water in the area. We are concerned about contamination and pollution in those areas.
- We are concerned about having additional lights on the adjacent property from permanent structural lights (which would illuminate our backyard area), to vehicle lights, potentially shining into our windows.

- We are concerned that even though this storage unit facility seems like it could be initially unobtrusive, by labeling this whole piece of land a business parcel, it could be just the start to continued nearby development, more disruption, and more noise, light, & trash pollution.

In addition to our personal concerns, we do not believe rezoning this area fits well with the overall Master Plan set forth by the Charter Township of Union.

- The first goal in the Master Plan is to "Preserve and protect key natural and agricultural resources." - 1.1. *Protect significant, sensitive natural amenities such as water bodies, wetlands, mature trees and natural ecosystems.* - 1.2. *Coordinate utility expansion in a way that encourages development along existing arterial roadways and on vacant or underutilized sites first.* - 1.3. *Preserve areas suitable for farming and agriculture-related uses."* We do not believe rezoning this parcel preserves and protects key natural and agricultural resources.
- According to item "D. Growth Management Boundary" in the Master Plan, "The residents of Union Township have consistently said that preserving the natural beauty and agricultural character of the Township and controlling urban sprawl are important priorities for planning the community. The Township also desires to be able to provide efficient infrastructure services to support development. One of the most effective ways to meet both of these goals is with a growth boundary. The growth boundary concept in the plan is designed to encourage the following: • Compact, efficient land use, • Protection of farmland and natural areas." We do not believe rezoning this parcel preserves the natural beauty of the land or protects the farmland.
- Additionally, in further reference to item D, the "Rural Buffer areas do not have sewer and water, but are appropriate for agriculture uses and some infill with low density residential. Typically this buffer is located on the fringe between rural and more urbanized areas. Rezoning requests for more intensive uses should be limited, especially those requiring extended utility service." This contested parcel is in the rural buffer area and according to the Master Plan, it is not most appropriate for commercial use.
- Also in the Master Plan, it indicates, "As a result, the development strategy has shifted towards focusing on vacant or underutilized property to provide for quality redevelopment first before continuing to expand into greenfield sites." Based on this statement, it seems that one of the many already commercially zoned parcels of land in the area would be more fitting with the township's master plan before rezoning a current greenfield site. There are multiple parcels of land currently available on Bluegrass Road, Isabella Road, Remus Road, Broomfield Road, Sweeney Road, and Enterprise Drive.

To conclude, we firmly believe this area needs to be preserved as an agricultural area and not rezoned for general business purposes. We appreciate the commission listening to our concerns on this matter and look forward to continuing to live in our well-preserved community.

Respectfully,

Adam & Tisa Betz

## Vondoloski, Martin J

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**From:** Vondoloski, Martin J  
**Sent:** Thursday, May 10, 2018 11:14 AM  
**To:** Vondoloski, Martin J  
**Subject:** Union Township public hearing

Mr.Gallinat,

I received a public hearing notice on a piece of property that is next to a 10 acre parcel I own.  
The rezoning parcel is at 5353 South mission.  
PID 14-035-10-006-3

I have a concern with the black top surface run off water.

Without proper ditching or a retention pond the water in my opinion it's going to accumulate on the north west corner of my property making it useless or undesirable .

The call-vert currently at 5203 S. Mission is a residential 12<sup>10?</sup> inch pipe and is not capable of dispersing the water now and is backing up onto our property.

I would like to see this problem addressed before approval.

Thank you,



Marty Vondoloski

Adjacent landowner

## **UNION TOWNSHIP PUBLIC HEARING NOTICE -REZONING**

NOTICE is hereby given that a Public Hearing will be held on Tuesday, May 15, 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 rezoning of 250' x 400' of property from AG (Agricultural) to B-4 (General Business District) as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by **DeShano Development** a rezoning of 250' x 400' located on PID 14-035-10-006-03 from Ag and B-4

Legal Description of property: T14N R4W, Section 35, commencing 390 ft. North of West 1/4 Corner; thence North 600 ft.; thence East, 1320 ft.; thence South, 765 ft. to a Point North 1d 2m 23s West, 225.03 ft., from Interior West 1/8 Line and East-West 1/4 Line; thence South 89d 33m 39s West, 432.68 ft.; thence West, 635 ft.; thence North, 165 ft.; thence West, 264 ft. to Point of Beginning. 21.71 Acres more or less.

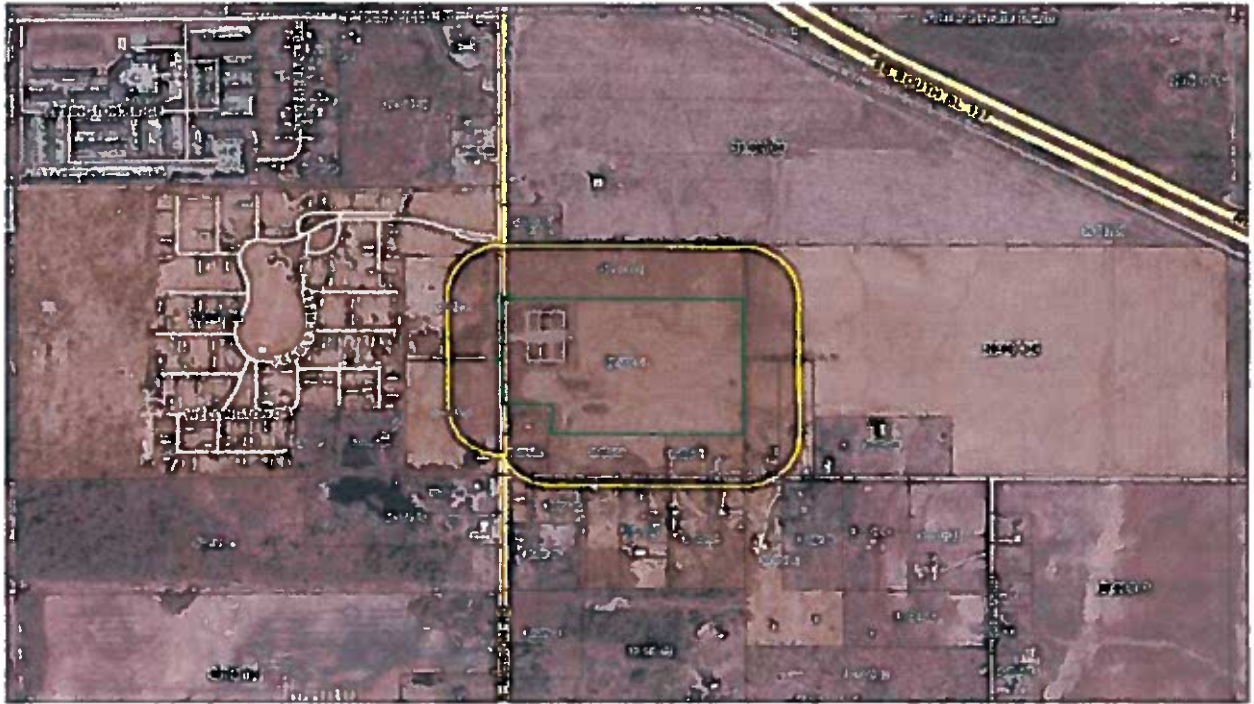
This property is located at: 5353 S. Mission Rd MOUNT PLEASANT, MI 48858  
PID 14-035-10-006-03

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.

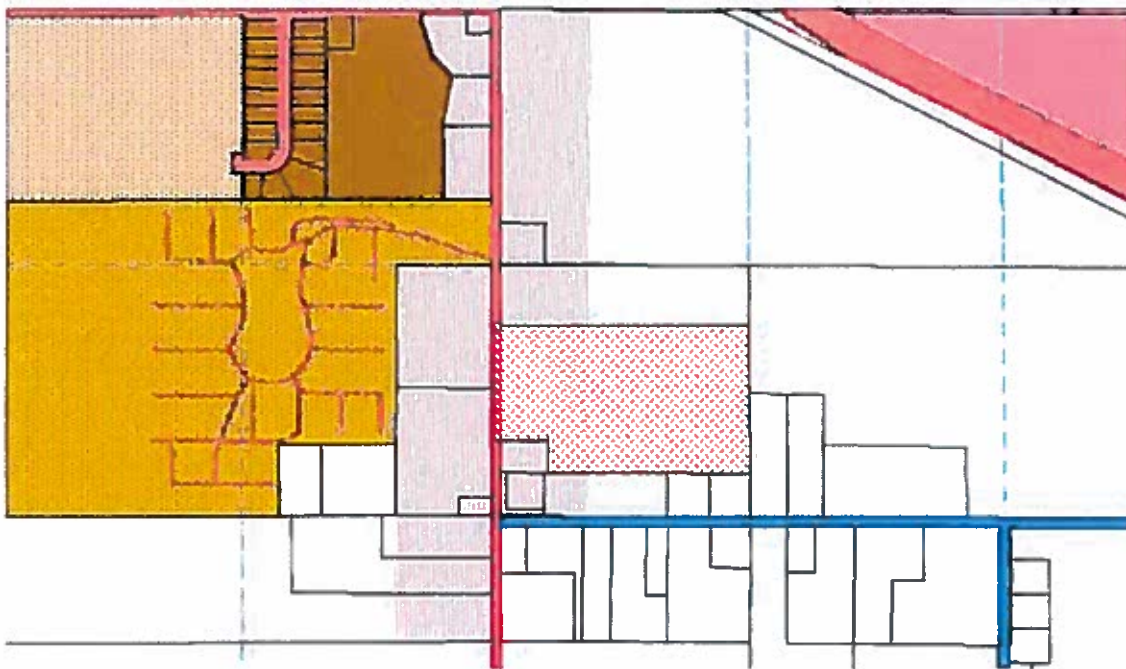
All materials concerning this request may be seen at the Union Township Hall, located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Phone (989) 772 4600 extension 241.

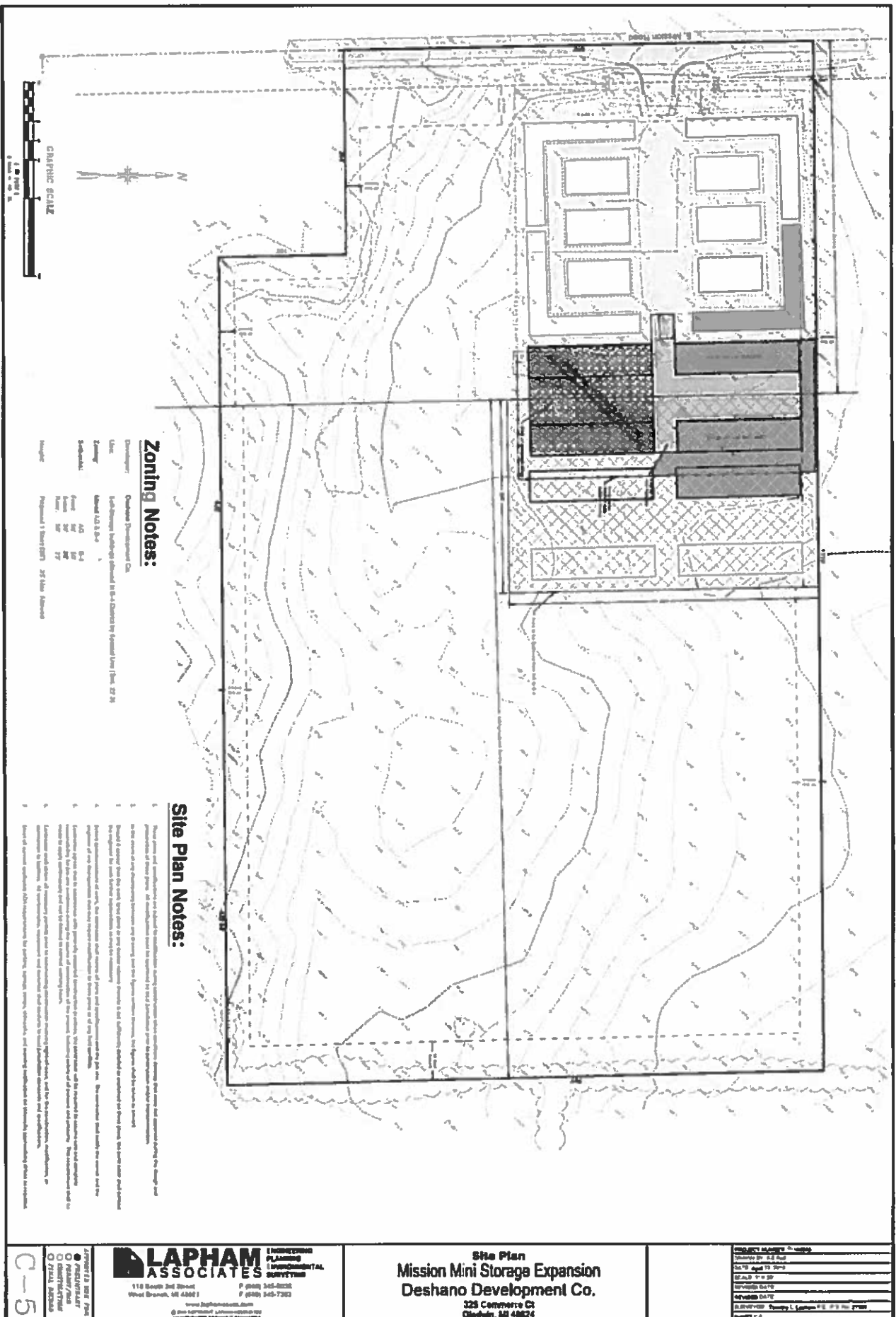
Peter Gallinat,  
Township Planner





The parcel highlighted with a green border represents 5353 S. Mission Rd. This property is seeking a rezone. The current zoning is split between B-4 (General Business District) and AG (Agricultural District). The B-4 (pink) is the frontage of the parcel. (As shown on map below) The yellow border around the subject property represents a 300ft radius. Property owners within that 300ft radius are notified of a public hearing for the rezoning. The applicant seeks to rezone an additional 250' x 400' of the current AG zone (white) to the B-4 zone (pink) in order to expand the existing mini storage business





## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> May 15, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> May 23, 2018
<b>ACTION REQUESTED:</b> Board of Trustees approval of Policy Governance Ends 1.0-1.6	

Current Action   X   Emergency           

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

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.

The Governance Policy Ends (#'s 1.0 – 1.6) were reviewed at a special board meeting on March 28, 2018. Following that meeting, a redlined version of the Ends was distributed to the Board for additional review and comment.

Attached are the Ends as updated following the review exercise. If these are satisfactory to the Board, it is recommended they be formally included in the Governance Policy.

### **SCOPE OF SERVICES**

Not applicable

### **JUSTIFICATION**

Changes to the Ends Policy component of the Governance Policy need formal approval by the Board if the changes are to be incorporated.

### **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**

If approved, an amended Governance Policy document will be distributed to the Board within the next few weeks.

**RESOLUTION**

Authorization is hereby given to amend Ends Policies 1.0 – 1.6 with changes discussed at the March, 2018, special meeting and more fully described in the attached.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

## Section I: ENDS

### 1.0 POLICY TITLE: *GLOBAL END*

- 1.0 Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

The highest quality of life encompasses sustained or enhanced:

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

- 1.1 Residents engage in a vibrant community life.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage

with the community.

1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations and economic status.

1.1.1.2 Fair and nondiscriminatory code enforcement

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

1.1.2 Residents look to the township as a key information source for community activities, services and resources in the region.

- 1.2 All residents can thrive and achieve more than their basic needs.

1.2.1 Diverse and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- 1.3: All residents may enjoy a safe environment including:

1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.

1.3.2 Code enforcement to original specifications for commercial, industrial, and residential properties.

1.3.3 Safety in parks and township property.

1.3.4 Safe, well maintained roads

1.3.5 Safe and secure schools through intergovernmental efforts

- 1.4 Residents of all ages shall have access to facilities that enable an active, healthy lifestyle.

1.4.1 An accessible, walkable and bikable community.

1.4.2 Drinking Water that meets or exceeds Michigan standards for quality of water.

1.4.3 Waste water system meets or exceeds Michigan standards.

- 1.5 Residents can enjoy the natural resources and green space of the township.

1.5.1 Air, water and soil meet or exceed Michigan's quality standards.

1.5.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.

1.5.3 Natural corridors optimized for enhanced ~~value in~~ commercial and residential districts.

1.6. Commercial establishments, including new, innovative and traditional, are drawn to Union Township through commerce –friendly economic development policies.

1.6.1 Controlled establishment of potentially undesirable businesses.



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> May 17, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 05/23/2018
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance	

Current Action   X   Emergency           

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

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 3.10 (Cost of Governance), are to be reviewed and monitored for compliance on an annual basis.

### **Board Policy 3.10 – Cost of Governance**

The Policy states: “Because poor governance cost more than learning to govern well, the board will invest in its governance capacity”. Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.10.

### **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:** 3.10 Cost of Governance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** May 2018

**Policy:**

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly:

3.10.1 Board skills, methods, and supports will be sufficient to assure governing with excellence.

3.10.1.1 Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

3.10.1.2 Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values.

3.10.2 Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

3.10.2.1 Each year, the Board in the month of September will develop its budget for attendance at conferences and workshops, for third-party monitoring and organizational assessments, and ownership linkage activities including surveys, focus groups and other input mechanisms.

3.10.2.2 For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are **1 hour or less** and \$75 for meetings **over 1 hour**. Meeting sheets must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting. At the conclusion of each calendar month, meeting sheets will be sent to the Township Accountant for submission in the next regular board meeting packet for board approval within the consent agenda. Following approval by the Board of Trustees, the meetings will be paid at the next payroll run.

3.10.3 The intent is to provide tax payers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the Township.

1. In addition to township boards and committees, the board shall decide what meetings are important to have a representative attend, and appoint a board member to attend those meetings.
  - An alternate shall also be appointed in case the assigned member is unable to attend. In the event that neither is able, the original assigned member should attempt to fill the position by asking another board member to attend the meeting.
  - The meeting assignments will rotate every three months to allow each board member the responsibility to attend specific meetings as the board representative to the meetings identified as relevant to the board. For example, one person will be responsible for attending the County Commission meetings and a different person may be appointed to Mt. Pleasant City Commission meetings. The appointment would be for three months.
  - Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.
  - There are already board appointed representatives for the Planning Commission, the EDA, Sustainability Committee and Intergovernmental Committee. The Township needs to have some permanency for these boards so appointments to those committees shall not fall under the rotation. Any other board member wishing to attend these particular meetings will not receive pay unless they are requested by the board to attend.
2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include: negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated unless Section 4 applies.
3. All board members shall be paid to attend Council of Governance, MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting and the two Road Commission Ad Hoc meetings.
4. The township supervisor, clerk, and treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.
5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.
6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting
8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.
9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.
10. The following is a list of meetings the Board shall assign representatives to attend:
  - Union Township Planning Commission
  - Union Township Economic Development Authority
  - Union Township Sustainability Committee
  - Union Township Intergovernmental Liaison Team
11. The following is a list of meetings the Board may assign a representative to attend:
  - Road Commission regular monthly meetings
  - Isabella County Commission regular meetings
  - City of Mt. Pleasant Board of Commissioners
  - Middle Michigan Development Corporation
  - Others to be added from time to time per approval of the Board.

**Use this evaluation form for discussion at the Board of Trustees Meeting on May 23, 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?