



BOARD OF TRUSTEES

Regular Meeting

August 28, 2019

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Wellhead Protection Plan presentation by Megan Fleig from Peerless Midwest
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Planning Commission and ZBA updates by Township Planner
 - C. August Monthly Activity Report Board of Trustees
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 1. Approved PC 7/16/19 minutes
 2. Approved ZBA 7/9/19 minutes
 - B. Minutes – August 14, 2019- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. (Smith) Request to award bid for the 2019 Sanitary Sewer Pump Station #7 Bypass Manhole Rehabilitation to Robinson Electrical and Mechanical
 - H. (Smith) Approval of the bid from Peerless Midwest for the completion of the 2019 Well #8 Maintenance and Cleaning located at the Mission Road Well Site

10. NEW BUSINESS

- A. Discussion/Action (Gallinat): Consider adoption of Zoning Map Amendment Ordinance 2019-05. Publish notice of adoption for Ordinance 2019-05
- B. Discussion/Action:(Stuhldreher) Receive and discuss letter from EDA Re: Lincoln Rd improvement timeline
- C. Discussion/Action: (Smith) Consideration/ approval to prepare cost estimates and develop the formal petition of the establishment of a Paving Special District for McGuirk Subdivision
- D. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 2.9 Collaboration with Other Entities
- E. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.2 Accountability of the Township Manager
- F. Discussion/Action: (Board of Trustees/Stuhldreher) Manager Annual Performance Review

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

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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-Secretary	Jake	Hunter	12/31/2019
4- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Liz	Presnell	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		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	Jakubiec	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	12/31/2020
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	4/14/2023
2	James	Zalud	4/14/2023
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2023
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
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	7/26/2021
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2019



To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: August 23, 2019
Re: August Monthly Activity Report

Attached is the monthly activity report for August.

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



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: August 2019

Global Ends

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

Prior Month Activities

Township Manager

- Provided direction, support and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Continued providing information requested by the Swim Friends group following regarding their community aquatic center initiative
- Responded to several FOIA requests
- Held several recurring 1:1 meetings with staff and group staff meetings
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Met with several citizens and others and regarding a variety of issues
- Local Census Advisory Group met to discuss how to ensure a complete count of population
- Met with Executive Director of Mt. Pleasant Area Convention & Visitors Bureau to discuss partnership ideas
- Discussions held with CMU Re: Interlocal Pathway construction

Finance Department

- 1.1 Community well-being and the common good
 - Met with Attorney/Assessor regarding Chips Housing MTT case strategy
 - Held meetings with Assessing personnel to discuss work load, delegation, issues, priorities, training
 - Set up new iPad with the Pivot Point software for field assessing

- Held BS&A Assessing training onsite for one day in July—continued work to consolidate all parcels in an ECF neighborhood into one land table per neighborhood. The current 149 Land Tables in the Assessing software were reduced to 13. The software can now be used to analyze and update Land Value Tables similar to the process for analyzing and updating (ECFs) Economic Condition Factors. More training coming in September on this topic.
- Completed and mailed the 2018 MSHDA Annual Return
- Filed the 2018 IFT Report and mailed payment due to the State of Michigan (due 7-31)
- Completed the State's assessing 2019 Key Topics Course and tested online for the MCAT certification renewal (4 hours) – Certification #T-2106
- 2nd Quarter Payroll Tax Reporting, 941, Unemployment Reporting and payment, Michigan withholding filed all required reports and made online payments
- Found overpayment issues with some rental invoices-investigated the root cause of the issues-worked with BS&A support to help Building Department set up some billing item codes for late fees, overpayment bucket accounting set up, added late fee language and online payment information to Rental Invoice Form
- Set up new workers comp rates in the payroll system effective July 1st
- Post any online payments made to the general ledger in July:
 - 3 online payments for building/zoning totaling \$142
 - 54 online utility billing payments totaling \$7,546
 - 8 online tax payments totaling \$15,007
- Calculated and sent tax abatement amounts to the RESD for the Schools required accounting reports to comply with GASB 77. (GASB = Governmental Accounting Standards Board)
- Reconciled the County tax settlement funds received in March 2019 for 2018 Tax Year
- Disbursed County tax settlement monies received to the appropriate funds of the Township: General Fund, Fire Fund, East DDA and West DDA. Also disbursed funds to Mt Pleasant Public Schools, Isabella County Transportation Commission, Chippewa District Library and Beal City Public Schools
- Disbursed the 25% of the 2018 tax capture amounts in the East DDA back to the appropriate entities per the agreement with the County
- Payments for DDA's – 17 invoices reviewed, entered and scanned in the BS&A system for payment, 11 checks issued
- Prepared monthly financial reports for the EDA board
- Cleaned up tax fund over/shorts and due to's and due from's that accumulated during the 2018 tax year
- Reconciled 11 bank statements
- Purchased CDs for the West DDA, East DDA, General Fund, & Tribal Grant Fund
- Prepared and mailed the Annual Patient Centered Outcomes Research Institute (PCORI) filing due to the IRS (July 31) as required by the Affordable Care Act and made the appropriate payment online.
- Disburse funds for the Mobile Home tax collections collected during the 3rd quarter 2019,
- Disburse funds for the Delinquent Personal Property tax collected during the 3rd quarter 2019, 83 invoices prepared and entered in BS&A, 12 checks issued
- Disburse funds for the summer taxes collected July 1 – 15 totaling over \$318,000
- Oversee the process of electronic tax payment files the Township receives from the mortgage companies
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG,PO,FI
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.

- Accounts payable check run during July -- 67 invoices reviewed, entered and scanned for payment; 47 disbursement checks issued totaling over \$113,000
- Prepared monthly financial reports for the Board of Trustees
- Recorded monthly CD interest earned, money market interest earned, and interest earned on checking accounts
- Mastercard Pmt – 16 Mastercard invoices reviewed, entered and scanned in the BS&A system for payment processing
- Processed all meeting pay requests submitted by the Board of Trustees
- Payroll – 105 Payroll checks and checks to pay for benefits issued during July.
- 53 Consumers Energy invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment
- Worked on the 2019 Budget Amendment for the General Fund and Fire Fund

Building, Rental Housing Departments

1.3 Safety

- Building Office conducted 3 plan reviews, issued 16 permits and 6 certificates of occupancy permits; multiple site visits and performed 37 inspections
- Inspections of apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints
- Site visits for inspections, re-inspections, meetings - apartment complexes, hotels, (approx. 172 units)
- Attended training covering a variety of procedural and technical safety topics and computer software training
- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unkempt lawns and construction sites without an apparent building permit.

1.6 Commerce

- Continued inspections on, Isabella Citizens for Health, McGuirk Storage Buildings D and building B2, and McDonalds
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords

Assessing Department

1.1 Community well-being and the common good; Commerce

- Working with BS&A, reduce the number of neighborhoods in residential class from 149 to 13 and created new land tables matching the neighborhoods.
- BOR meeting held and acted on 11 petitions
- Provided information to abstract offices for closing
- Continuing to work on our sales studies, land values, and annual field work; met with County Equalization to discuss residential and commercial sales studies
- Processed Principle Residence Exemptions, Property Transfer Affidavits, Principal Residence Rescinds, deeds
- Mailed 74 applications/letters for exempt property review project
- Assessing/Property Tax Specialist resigned

Public Services Department

1.1 Community well-being and the common good

- Responded to 182 phone calls/inquiries/emails regarding water and sewer bills
- Processed (4) Permits - New Service/Replacement Meters
- Scheduled (18) cross connection inspections
- Scheduled (20) touch-pad appointments
- Prepared and mailed (137) residential backflow device testing reminders
- Processed (32) Transfers of Service/Final Bills
- Processed (6) New ACH Authorization Forms
- Received/Processed 48 service requests/work orders
- Prepared (6) cost estimates for new residential water and sewer services
- Prepared/Printed/Mailed 1,800+ water and sewer bills in the amount of \$943,848
- Provided support for Little League District and State Little League Tournaments held at McDonald Park
- Attended State Construction Code Commission meeting in Lansing
- Attended Community Branding Meetings – CMU/Banner Development
- Designed EDA Banners in Coordination with MPCVB, Compiled Project Costs and submitted to EDA for approval, coordinated file submission for final production and installation
-

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Coordinated/developed cross reference system for Lead and Copper line identification – identified (470) residential accounts matching initial criteria for inspection
- Performed database maintenance: Reviewed and corrected parcel numbers for water and sewer accounts
- Conducted 2 cross connection inspections
- Lead and copper service line inspections – ongoing
- Installed two pressure gauges on Meridian Wells 3 & 4 and connected to Opto controller
- Updated UCMR4 data for EPA required reporting
- Met with MDOT regarding watermain conflicts at Isabella and US127 & Broadway and US127 overpasses – Shawn, Kim, John – also discussed upcoming MDOT projects
- Received water tower and above ground storage tank cleaning bids
- Daily Jameson Hall, Jameson Park, and McDonald Park cleaning and maintenance
- Tested all pump station alarms
- 191 Miss Dig underground marking throughout Township
- 15 Miss Dig design ticket and water and sewer location request completed
- Daily plant water reads, and tri-weekly backwashing completed
- WWTP - Plant Preventative Maintenance
- WWTP – set-up of screens/tags for SCADA monitoring program – ongoing project
- WWTP – repaired input shaft seal on aerator #2 gearbox
- WWTP – repaired torque tube flange on aerator #2
- WWTP – repaired input shaft seal on aerator #1 gearbox
- WWTP – repaired leak in drain valve on aerator #1 gearbox
- WWTP – replaced motor on clarifier #2 drive

- WWTP – cleaned and painted steel beams on aerator #1 & aerator #2
- WWTP – completed 3rd quarter mercury sampling
- WWTP – clean and paint clarifier #1 (ongoing project)
- WWTP – repair grease line leak screw pump #1
- Water – set-up of screens/tags for SCADA monitoring program – ongoing project
- MOR-DEQ-13 Monthly water samples
- Pulled and unplugged #2 pump at pump station #1
- Vacuumed manholes and sewer lines on Enterprise Drive and easement line from Prestige Place due to excessive amount of wipes
- Grounds maintenance at all water and sewer sites
- WWTP – SCADA switchover from Opto Display to Ignition Display (ongoing)
- Prepared and posted RFP for Well #8 maintenance work – 2019 Budget Item
- Joint water study review of final report
- Assisted Nathan Walker with CMS to complete server updates
- Installation of new large-scale scanner at Isabella Treatment Plant
- Completed scanning of water, sewer, and building department blueprints – saved on Z: drive under Scanned Plans – ongoing project
- Worked with Isabella Corporation at Renaissance School to confirm water lead size – requested by Mt. Pleasant Fire Department –
- Investigated backflow preventor issue on Bluegrass Road
- Worked with CMS to update Surfaces
- Worked with Nathan with CMS to update Pubworks -
- GFA & Township staff completed topo drone flight for water main installation project
- Checked and assessed condition of sanitary sewer manholes located on railroad grade from Mission to WWTP – future manhole coating project
- Replaced motor start capacitor on pump #1 at pump station #15
- Compiled list of sanitary sewer manholes along Deerfield Road and River Road for 2019 leak stop and relining project – 2019 Budget Item
- Exposed 12" watermain on Isabella/US127 & Broadway/US127 overpass for MDOT
- July 20, 2019 storm – 1:30 am five pump stations without power, drives tripped at WWTP, well-sites on generators – all had to be checked and reset after Consumers Energy back on-line
- Replaced motor control relay on pump #2 at pump station #14
- Responded to sewer backup complaint on Florence – found to be county storm drain backing up in yard)
- Clean-up and hydro seed service installation sites and leak repair sites
- Installation of 1" water service on Carter Street
- Installed fire hydrant extension on fire hydrant replacement on Bluegrass Road
- Began preparation for installation of cement slabs and bunkers at shop and parks
- Ordered two 10 element Yagi antennas for Opto 22 alarm system at pump station #7 & #14
- Brush hogged and cleaned sewer easements on railroad grade and at end of Sandstone Drive to Transportation Drive, Sandstone Drive to Lincoln Road, US127 north to River Road, and Indian Hills Plaza easement to pump station #11
- Fire hydrant weed-whipping throughout Township

1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
 - Final Site Plan Review Renaissance School addition located at 2797 S. Isabella Rd. Postponed until August.
 - Held a Public Hearing for rezone from R-3A to OS located at Rosewood Dr. for a medical office. PC recommended approval.
 - Held a Public Hearing for SUP for a group day care home located at 5115 Stirrup Ln. PC recommended approval
- ZBA
 - Held public hearing for variance for obsolete sign located at 5157 E. Pickard Rd. B-7 District. Variance was denied but structure may remain unused until new business development.
 - Accessory Building height variance application postponed until August.
- Sidewalk Committee
 - Meeting Cancelled due to holiday week
- (4) Zoning approval letters issued; 1 yard sale permit issued

Current Month Anticipated Activities

Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Planning meetings regarding upcoming CBA expiration
- Attend EDA subcommittee meeting Re: Jameson Park Master Plan implementation
- Attend Local Census Advisory Committee meeting
- Attend Epicenter Mt Pleasant editorial advisory group meeting
- All employee meeting scheduled

Finance Department

1.1 Community well-being and the common good

- Complete Annual Workers' Comp Audit-self audit online
- Update Field Assessing software with new version (8-1-19)
- Field Assessing software training (8-21)
- Schedule webinar with Utilities/Cashiers on Invoice Cloud software
- BS&A training scheduled onsite for (PZE) Planning, Zoning, Engineering - August 15-16th
- Allocate Blacktop special assessment revenue received the first half of the year from tax payments to the detailed line items in special assessments fund
- Work on 245 Blacktop Special Assessment Fund to make sure actual amounts are accurate after 2018 tax year tax collections and receivables are reduced for early payoffs in 2019.
- Create a 10-year forecast for the General Fund and Fire Fund to estimate millage rates needed to cover estimated costs for 10 years
- Work with Building Dept on a change to the late payment policy in the fee schedule so it can be automated in BS&A
- Reconcile 11 bank statements and scan in BS&A for future reference

- Post any online payments made to the general ledger
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Attend Pre CBA negotiation meeting
- Prepare monthly financial reports for the Board of Trustees
- Work on 2020 wage and benefit estimates for recommended budget
- Work on 2019 Budget Amendment and RFBA for All funds:
- Work on 2020 recommended budget for all funds:

Building, Rental Housing Departments

1.3 Safety

- Investigate and follow up on any rental complaints as needed
- Follow-up inspections to verify compliance with violations found on previous inspections
- Review of rental registration program as it relates to industry best practices
- Schedule complexes, hotels, as well as other single-family units for rental inspections
- Continue review of rental program with recommended ordinance changes

1.6 Commerce

- Continue inspections of McDonalds, Deshano storage units, McGuirk building B2; completion of McGuirk Storage Building E, Isabella Citizens for Health; start inspections at Mercantile Bank, Mid-Michigan College project, new single-family Residence at 4175 Wing Rd

Assessing Department

1.1 Community well-being and the common good; Commerce

- File FOIA with the USDA for the tillable acreage reports for all our agricultural class properties.
- File FOIA with the Soil Conservation Department requesting the records of wetlands and woods for farms.
- Run preliminary studies on the Agricultural and Industrial classes. Waiting for information from equalization.
- Attend training on our new field assessing tablet/software
- Attend monthly Michigan Assessor Association directors meeting in Lansing.
- Field work will continue and will comprise 3 days in the field and 2 days in the office. Adjust the schedule for inclement weather.
-

Public Services Department

1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Install 24" manhole inflow inserts for 24" trunk line to WWTP (ongoing)
- Preliminary Distribution System Material Inventory (Lead and Copper Reporting requirement – ongoing project) Commercial Customers
- Install Opto 22 Alarm System upgrade at pump stations #11 & #19 – equipment received/programming of radios
- Prepare and post RFP for 2019 Sanitary Sewer Manhole Rehabilitation project
- WWTP – complete cleaning and painting of clarifier #1
- WWTP – install repaired gearbox on aerator #2
- WWTP – complete second round of collection system mercury testing
- WWTP – install pressure transducers in tertiary filter #1 & #2

- Budget preparation for all departments (water, sewer, WWTP)
- Well #11 installation at Isabella Well Site (replacement well for existing well #1)
- Tire replacement on CAT Backhoe
- Replace Opto 22 Antennas at pump stations #7 & #14
- Cleaning and Televising Project to begin week of August 5, 2019
- Bid opening for pump station #7 rehabilitation project

Planning & Zoning Department

1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
 - Final Site Plan Review Renaissance School addition located at 2797 S. Isabella Rd.
 - Finals Site Plan Review for Lone Maple Development Solar Panels 5880 E. Broadway.
 - Final Site Plan for Menards at 4615 Encore Blvd. Additional lane for pick up orders.
 - Hold Public Hearing for SUP for self-storage buildings on South Park Place (vacant parcel)
 - River Road Four Hacks Proposed Condominiums Site plan
 - Presentation for proposed Multi Use Structure on the corner of Sweeny and Broomfield
- ZBA
 - Consider postponed variance on accessory building height in R-2A District located at 767 Doe Trail.
 - Hold public hearing for dimensional variance located at 5115 Stirrup Ln. Group Day Care Home
- Sidewalk Committee
 - Sidewalk implementation recommendations to the Board of Trustees

Future Board of Trustee Meeting Agenda Items

- Budget amendment #1 (August)
- SUP for Fast-food Restaurant/Filing Station on corner of Broomfield and Isabella Rd. (September)
- SUP for Self-Storage Buildings on S. Park Place. (September)
- Zoning Txt Amendment request for multi-use structure (October)
- Zoning Txt Amendment for Isabella Conservation District SUP on Mission Rd. (October)
- Final Report Presentation - Joint Water Study (FTCH) – late Sept/early Oct
- 2019 locating equipment purchase
- Rebuild of Pump Station # 7 by-pass manhole (August)
- Informal Petition McGuirk Estates Paving Special Assessment District (August)
- Board of Trustees Special Meeting - Water and Sewer Financing Education Work Session(Sept)
- Well #8 Rehabilitation Project Bids – 2019 Budget Item
- Broomfield Commons Unit A Water Franchise Agreement (Awaiting documentation from City of Mt. Pleasant)
- Sanitary Sewer Manhole Rehabilitation Project Bids – 2019 Budget Item
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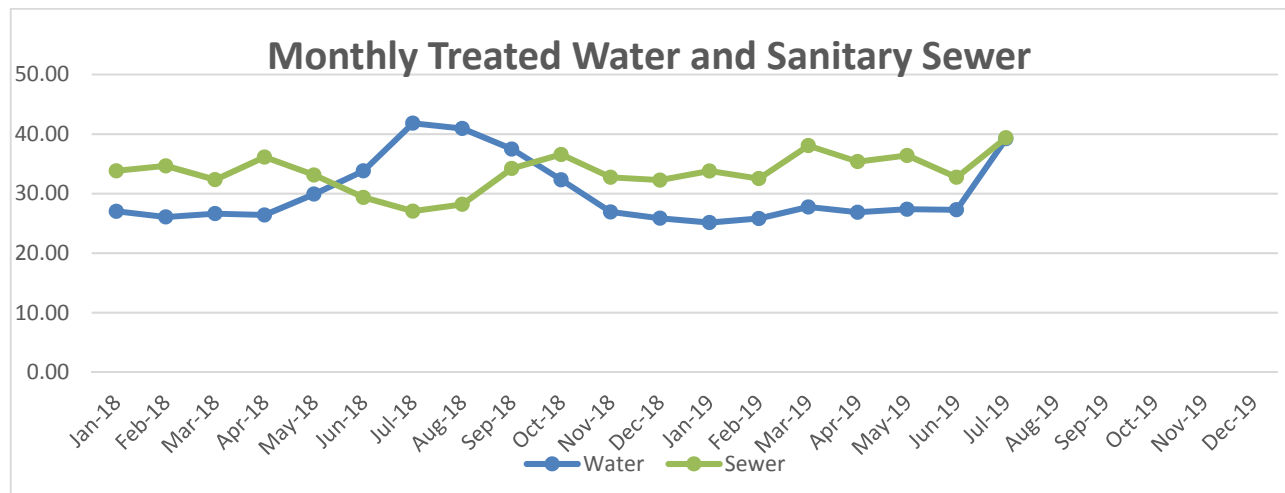
Significant Items of Interest Longer Term

- Planning Commission review/update of zoning ordinance
- Develop soil erosion control process to more seamlessly integrate with site plan review process

- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Implement land use functions in BSA module
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans
- Working on new Joint Airport Operations Agreement with several units of government
- Lead the tax team to collect delinquent personal property taxes outstanding
- Implement BS&A Purchase Orders
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Additional BSA staff training scheduled for Sept, Oct, Dec and Jan
- Collect delinquent personal property taxes outstanding
- Fill Accounting Specialist position
- Fill Community/Economic Development Department Director position
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Creating and continuing open lines of communication to build relationships between Township and County inspectors
- Review Building Dept fee schedule
- Review building permit application form
- Implement project tracking features in BSA Building Module
- Review fees and income for zoning
- Rental and Building dept staff to work on file retention and organization
- Rental Inspector to attend COCM Fall Training
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- Create new land values for all classes of property.
- Cornerstone Condo Association is still considering replacing their current lights with LED lights.
- Measure and price all exempt properties.
- Have all 2020 sales studies completed by the end of October.
- Learning how to use a new tablet to take in the field to inspect the properties
- WWTP - Rebid screw pump installation (Fall 2019 – Spring 2020 Construction)
- Rebid lift station # 1 in the EDDA (Fall 2019 – Spring 2020 Construction)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/2020)
- Well Number 1 replacement –design and approval of transmission main, permitting, transmission main bidding and contract award
- Purchase of new sewer vac truck (2020)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed

Other

- Enforcement Activities
 - Follow-up inspections to verify compliance with violations found on previous inspections
 - (3) Lawn mowing work orders issued
 - (3) Lawn violation notices issued
 - Met with Bob Meyers and Township Manager on Race Track complaint
 - 795 Isabella – unpermitted single wide mobile home installation
 - Complaint of trash not collected on curb at 1816 Belmont. Owner Wells Fargo notified. resolution in process
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- July 2019 – Treated Potable Water
 - Total Month: 39.222 mg
 - Average Day: 1.265 mgd
 - Max Day: 1.525 mgd
- June 2019 – Treated Sanitary Sewer
 - Total Month: 39.39 mg
 - Average Day: .95 mgd
 - Max Day: 1.09 mgd



- Legal Matters
 - Brad Wood – Bilbrael and E Pickard properties- Default Judgement obtained

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on July 16, 2019 at the Township Hall.

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

Roll Call

Present: Buckley, Darin, LaBelle, Shingles, Squattrito, and Webster

Excused: Fuller and Clerk Cody

Late: Mielke

Others Present

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

Approval of Minutes

Shingles moved **Webster** supported the approval of the June 18, 2019 regular meeting as amended. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Correspondence / Reports

Webster – Sidewalk Prioritization and Pathway Committee meets August 5, 2019 at 7:00 p.m.

Approval of Agenda

Webster moved **Buckley** supported approval of the agenda as presented. **Vote: Ayes: 6 Nays 0. Motion carried.**

Public Comment – 7:05 p.m.

No comments were offered.

New Business

A. SUP 2019-04 Public Hearing, Group Day Care located at 5115 S. Stirrup Ln.

Owner: Julie Recker (Review and recommend approval/denial of special use permit to the Board of Trustees)

Introduction by Township Planner. Stated that the applicant is requesting a special use for a Group Day Care Home. A private home where from seven (7) to twelve (12) children are received for care and supervision. This number shall not include more than two (2) children younger than two (2) years old. Public Hearing Notice was read.

Public Hearing – Open 7:09 p.m.

No comments were offered.

Public Hearing-Closed 7:10 p.m.

Julie Recker, applicant, stated reasons for request and need for special use.

The Planning Commission reviewed section 30.3 (1-10) of the zoning ordinance and 30.4.J Special Uses Permitted – Group Day-Care Homes (1-2a-d).

Webster moved **Shingles** supported to recommend approval SUP 2019-04 to the Township Board of Trustees, stating that the application does comply the General Requirements for special uses section 30.3A (1-10) and section 30.4J. Compliance of obtaining a state license and submitting a site sketch to be approved by Township Staff. **Vote: Ayes: 6 Nays: 0 Motion carried.**

B. REZ 2019-04 Public Hearing, Rezone R3 to OS Medical Facility PID 14-014-20-038-01, located interior ¼ cor. Owner: Rosewood Development Co. LLC (Recommendation to Board of Trustees

Introduction by Township Planner. Stated that the applicant is requesting a rezone of the property for a new medical office facility plus new parking for existing medical office on separate parcel. The parcel is a part of approved Rosewood Development recently amended by the Township in 2016. This request is to rezone two separate portions (3.41 acres, 0.45 acres) of the parcel to OS and leave the remaining 5.39 acres zoned R-3A. Township Planner read the Public Hearing notice.

Public Hearing – Open 7:36 p.m.

Dave Brandt, Rosewood Developer and Builder – In favor of project

James Goodwell, Vice President of Rosewood Condominiums – Shared that the Rosewood Association met for a meeting on 7/15/19 and stated that the group did not oppose the project
Linda Callison, 2430 Rosewood Dr. – Concerned with increased traffic

Written Correspondence

Carol Griffin, 2406 Rosewood N – In favor of project

Ernest Lynn Wolters, 4795 E. Broadway – Concerned with increased traffic

Public Hearing-Closed 7:35 p.m.

Tim Beebe of CMS&D, 2257 E. Broomfield, represented the applicant explaining the rezone request.

8:09 p.m. – Bryan Mielke arrived.

Buckley moved **LaBelle** supported to recommend approval of REZ 2019-04 Rosewood Dr. 14-014-20-03801 to the Board of Trustees after careful consideration of lighting, traffic, screening, and the Township Master Plan the Planning Commission determined the request to be in compliance. **Vote: Ayes: 7 Nays: 0 Motion carried.**

C. SPR 2019-07 Renaissance Public School Academy expansion

Introduction by Township Planner

Tim Beebe of CMS&D 2257 E. Broomfield, representing the applicant, asked for postponement of site plan review to allow for the Township to receive approvals from the outside agencies.

Webster moved **Buckley** supported to postpone SPR 2019-07 Renaissance Public School Academy expansion. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Other Business

Extended Public Comment Open – 8:32 p.m.

No comments were offered.

Final Board Comment

Township Planner updates from the Zoning Board of Appeals.

Adjournment – Chairman Squattrito adjourned the meeting at 8:35 p.m.

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Alex Fuller", is written over a horizontal line.

Alex Fuller - Secretary

Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Zoning Board of Appeals
Regular Meeting

A regular meeting of the Charter Township of Zoning Board of Appeals was held on July 9, 2019 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Present: Jake Hunter, Taylor Sheahan-Stahl, Andy Theisen, and Tim Warner

Excused: Bryan Mielke

Others Present

Peter Gallinat, Jennifer Loveberry

Alternates: John Zerbe and Liz Presnell

Chair Warner called John Zerbe to the table in the absence of Bryan Mielke

Approval of Minutes

Theisen moved Sheahan-Stahl supported the approval of the June 5, 2019 minutes as presented.

Vote: Ayes: 5 Nays 0. Motion carried.

Correspondence / Board Reports

Approval of Agenda

Theisen moved Sheahan-Stahl 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 – 7:03 p.m.

No comments were offered.

Closed – 7:03 p.m.

7:04 p.m. Chair Warner called for short recess to allow for MAC TV to arrive and set up

7:13 p.m. Chair Warner resumed the ZBA meeting

New Business

A. VAR 2019-07 Public Hearing – 5157 E Pickard Rd., Owner: John Bishop: A variance from section 11.3 B Removal of Obsolete Signs

Introduction of Variance request by Township Planner, Gallinat

Public Hearing Notice was read for Variance 2019-07 for the removal of an obsolete sign that currently being used to advertise the sale of the property.

Public Hearing Open 7:16 p.m.

No comments were offered.
Public Hearing Closed 7:16 p.m.

Applicant, John Bishop, stated that the request for the variance would allow for future renter/buyer to use current sign and that he was not aware that he was in violation of the ordinance.

Discussion was held by the Zoning Board of Appeals, they went through section 5.8.c.1 a-e of the Zoning Ordinance.

Theisen moved **Zerbe** supported to deny VAR 2019-07 5157 E. Pickard Rd. based on Section 11.3 B Removal of Obsolete Signs (A sign shall be removed when the business which it advertises is no longer conducted on the premises) with the condition 1) that the signage copy be removed; however the sign structure that is non-conforming be allowed per section 11.4 (Non-Conforming Signs) and 2) current sign cannot be used as real estate advertising. All based on section 5.8.c.1.a – a special condition exists to this property and the vacant sign is existing.

Vote: Ayes: 5 Nays: 0 Motion Carried.

Township Planner, Gallinat stated that there would be a 21-day appeal period before the decision is final. Starting after the minutes are approved at the next scheduled meeting in August 2019.

Other Business

A. VAR 2019-05 Public Hearing – 767 Deer Run, Owner: Steve Wieczorek: A variance from section 8.1.F Accessory Building Height

Postponed at June 2019 ZBA meeting, updates by Township Planner. No action taken.

Extended Public Comment

Open 7:52 p.m.

No comments were offered.

Final Board Comment

Adjournment

Chair Warner adjourned the meeting at 7:52 p.m.

APPROVED BY:



Jake Hunter –Secretary
Andy Theisen – Vice Secretary

(Recorded by Jennifer Loveberry)

2019 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on August 14, 2019 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

Hauck moved **Cody** supported to approve the Agenda presented. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

Presentations

2020 Census presentation by Cloe Updegraff for more information email:

Public Hearings

Public Comment - open 7:23 p.m.
No comments were offered.

Reports/Board Comments

Cody – City of Mt. Pleasant Updates

Hauck – Road Commission Updates

Lannen – Commented on 2020 Census presentation, Isabella County Board of Commissioners Updates

Woerle – Thanked the Board for submitting their “Ends” to the Township Manager, stated that after a list is compiled by the Board that he will talk to the Saginaw Chippewa Indian Tribe for future 2% funding possibilities

Consent Agenda

- A. Communications
- B. Minutes – July 24, 2019- regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Rice moved **Hauck** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

BOARD AGENDA

A. Discussion/Action: (Stuhldreher) Board approval of the FY 2019 Budget Amendment No. 1

Mikus moved **Woerle** supported to approve the FY 2019 Budget Amendment No. 1 for the General fund, Fire fund, Tribal 2% Grants fund, East DDA fund, West DDA fund, and Sewer and Water fund. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

B. Discussion/Action: (Gallinat) Approve SUP 2019-04, a group day care home located at 5115 Stirrup

Recusal – Rice (related to family member on the surrounding day care list provided for this item)

Woerle moved **Lannen** supported to approve SUP 2019-04, a group day care home located at 5115 Stirrup on the conditions that a license is obtained from the State of Michigan, a dimensional variance is obtained from the ZBA, and a site sketch of the home and property is staff approved. **Roll Vote: Ayes: Gunning, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

C. Discussion/Action: (Gallinat) Introduce Zoning Map Amendment Ordinance 2019-05 for a first reading. Publish notice to adopt Ordinance 219-05 at the August 28, 2019 Board of Trustees meeting

Cody moved **Lannen** supported to approve introducing Zoning Map Amendment Ordinance 2019-05 for a first reading and to publish notice to adopt Ordinance 2019-05 in the Moring Sun newspaper at the August 28, 2019 Board of Trustees meeting. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:09 p.m.

No comments were offered.

Closed 8:09 p.m.

MANAGER COMMENTS

- 75 letters and applications sent out for review of parcels that are exempt from taxation
- Lincoln Rd. culverts were replaced, milling and resurfacing will take place next week.
- Reminder of the Annual Joint Board Meeting on August 27, 2019 that will take place at the Commission on Aging, mentioned to the Board that all Boards have been invited.

FINAL BOARD MEMBER COMMENTS

Lannen –Commented on the Fire Truck Purchase that the Township is anticipating delivery in February 2020

CLOSED SESSION

8:14 p.m.

Recusal – Cody (Conflict of Interest)

Mikus moved **Rice** supported to go into closed session for the purpose of Collective Bargaining Agreement Negotiation Strategy Discussion. **Roll Vote: Ayes: Gunning, Rice, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

9:23 p.m.

Mikus moved **Hauck** supported to go come back into open session. **Roll Vote: Ayes: Gunning, Rice, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

ADJOURNMENT

Mikus moved **Hauck** supported to adjourn the meeting at 9:24 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

08/22/2019 12:36 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 08/15/2019 - 08/28/2019

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
08/28/2019	101	21267	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - JULY 2019	3,404.00
08/28/2019	101	21268	00072	BLOCK ELECTRIC	EMERGENCY & EXIT LIGHT REPLACEMENT - TWP	326.69
08/28/2019	101	21269	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - JUNE 2019	5,170.61
					GEN LEGAL FEES - JULY 2019	6,885.75
						<u>12,056.36</u>
08/28/2019	101	21270	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - WATER PLANT	87.00
					SAFETY GLASSES - PARKS	6.26
					JANITORIAL SUPPLIES - PARKS	63.95
					JANITORIAL SUPPLIES	49.25
					UTILITIES/PARKS WORK SHIRTS	555.50
					CLOTHING ALLOWANCE-GALLINAT	46.00
						<u>807.96</u>
08/28/2019	101	21271	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - SEPT	5,003.25
08/28/2019	101	21272	01024	CODE OFFICIALS CONFERENCE-MI	FALL CONFERENCE 2019 - L. SOMMER	285.00
08/28/2019	101	21273	01171	DBI BUSINESS INTERIORS	FOLDER & FILE / SORTER - TWP HALL/ASSESS	70.52
					CLIPS/THERMAL PAPER/TAPE - TWP HALL	53.46
					ENVELOPES/LABELS/HIGHLIGHTERS - W/S	81.45
						<u>205.43</u>
08/28/2019	101	21274	00188	DOUG'S SMALL ENGINE	HYDRO BELT TIGET CAT II	44.00
08/28/2019	101	21275	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,426.00
08/28/2019	101	21276	00209	ETNA SUPPLY COMPANY	REPLACEMENT METER	1,580.00
					LEXINGTON RIDGE BLDG	1,660.00
						<u>3,240.00</u>
08/28/2019	101	21277	00213	FASTENAL COMPANY	3/4"-10 FHN PARTS	62.16
08/28/2019	101	21278	00333	ISABELLA COUNTY ROAD COMMISSION	BRINE CONTRACT - 3RD PMT 2019	6,120.27
08/28/2019	101	21279	00337	ISABELLA COUNTY TREASURER	2010 WATER SUPPLY BOND PAYMENT	123,896.25
					2009 WASTEWATER BOND PAYMENT	397,736.25
						<u>521,632.50</u>
08/28/2019	101	21280	00351	JONES & HENRY LABORATORIES, INC.	MERCURY BY CVAFS SAMPLE TESTING	200.00
08/28/2019	101	21281	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	MEDA MEMBERSHIP DUES 2019	295.00
08/28/2019	101	21282	00422	MICHIGAN PIPE & VALVE	1" SERVICE TAP SUPPLIES - STOCK	1,668.00
					DUAL SOCKET RATCHET WRENCH	115.00
						<u>1,783.00</u>
08/28/2019	101	21283	00907	MID MICHIGAN CABLE CONSORTIUM	FRANCHISE FEE 2ND Q 2019	13,421.39
08/28/2019	101	21284	01136	OPTO SOLUTIONS, INC	RADIO MODEM, BRIDGE	2,840.35
08/28/2019	101	21285	01543	AMY PEAK	FLEX MEDICAL REIMB - 8/15/19	184.66
08/28/2019	101	21286	00131	PERCEPTIVE CONTROLS, INC	SEWER SERVICE - DEERFIELD ROAD	240.00
					TAGS TO WATER OVERVIEW/WELL/WATER TOWER	504.00
						<u>744.00</u>
08/28/2019	101	21287	00525	PICKARD STREET CAR WASH	JULY WASHES - 2019	138.00
08/28/2019	101	21288	01007	RITE-WAY ASPHALT PAVING	PARKING LOT REPAIR - TWP HALL	024534.00

08/22/2019 12:36 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 08/15/2019 - 08/28/2019

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/28/2019	101	21289	01595	ROMANOW BUILDING SERVICES	JULY JANITORIAL SERV - TWP HALL	511.58
					JULY JANITORIAL SERV - WATER PLANT	204.64
					JULY JANITORIAL SERV - WWTP	306.96
						<u>1,023.18</u>
08/28/2019	101	21290	00570	RS TECHNICAL SERVICES, INC.	PUMP TUBE ASSY	167.04
08/28/2019	101	21291	01329	ANGELA SCHOFIELD	MILEAGE REIMBURSEMENT - INTEROFFICE MAIL	142.10
08/28/2019	101	21292	01622	SCIENTIFIC BRAKE - MT. PLEASANT	CONTROL PENDANT ON SEWER VACTOR REPAIR	79.37
08/28/2019	101	21293	01542	SHRED-IT US JV LLC	PAPER SHREDDING 7-17-19	57.96
08/28/2019	101	21294	01270	STATE OF MICHIGAN - DEQ	WWTP OP CERT. EXAM - HOLHBEIN	70.00
					WWTP OP CERT. EXAM - FUSSMAN	70.00
						<u>140.00</u>
08/28/2019	101	21295	00629	STU'S ELECTRIC MOTOR	BALL BEARING/OIL SEAL/BAKE-OUT STATOR	232.00
08/28/2019	101	21296	01495	MARK STUHLBREHER	ROTARY LUNCH & ANNUAL DUES - REIMBURSEME	141.00
08/28/2019	101	21297	00637	SWEENEY SEED CO.	HYDROSEEDER SUPPLIES - CLEAN UPS	178.75
08/28/2019	101	21298	01634	THE OETZEL-HARTMAN GROUP	APPRAISAL REPORT MTT DOCKET 18-002031	4,800.00
08/28/2019	101	21299	01013	USA BLUE BOOK	REAGENT IRON FERROVER & TAG/TAG SIGNS	439.57
					DPD 4 DISPENSER	80.25
						<u>519.82</u>
08/28/2019	101	21300	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,173.37
08/28/2019	101	21301	00725	CUSTOM OFFICE SYSTEMS	COUNTER SPACE/STORAGE FOR FINANCE OFFICE	2,216.25
08/28/2019	101	21302	01643	MT PLEASANT AREA COMMUNITY FOUNDATI	CONTRIBUTION TO EPICENTER LOCAL NEWSLETT	5,000.00
						<u><u>603,624.86</u></u>
101 TOTALS:						
Total of 36 Checks:						603,624.86
Less 0 Void Checks:						0.00
Total of 36 Disbursements:						<u>603,624.86</u>

Charter Township of Union Payroll
--

CHECK DATE: August 22, 2019

PPE: August 17, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 29,654.26
EDDA	
WDDA	
Sewer Fund	32,250.40
Water Fund	21,988.01
Total To Transfer from Pooled Savings	\$ 83,892.67

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 56,286.93
Employer Share Med	812.45
Employer Share SS	3,474.18
SUI	74.46
Pension-Employer Portion	3,569.81
Workers' Comp	831.74
Life/LTD	-
Dental	1,115.56
Health Care	17,577.63
Vision	-
Vision Contribution	-
Health Care Contribution	-
Cobra/Flex Administration	149.91
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 83,892.67

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM

2019

BOARD MEMBER: TIM LANNEN

MONTH: July

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
7-16-19	Isabella County BOC		✓	\$75
7-17-19	MTA Isabella County Chapter		✓	\$75

SIGNATURE: Tim Lannen Date: 8-7-19

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 - July 28, 2019 through Aug 4, 2019


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			1
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	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			1
	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			
	321	EMS Call excluding Veh. Accident			
	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			1
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			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			1
	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			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			1
	9003	Affidavit Issued			
		Total Response for Union Twp/City	0		8
		YTD Response for Union Twp/City	185		273

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period Aug 5, 2019 through Aug 11, 2019


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			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	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	1	2	
	311	Medical Assist to EMS Crew	1	2	1
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries	2	5	2
	323	Motor Vehicle Acc/Pedestrian	1	2	
	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)	2	10	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			1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment	1	2	
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter	2	4	
	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	2	1
	736	CO detector activation due to malfunction			1

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire	1	2	
	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			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	14		9
		YTD Response for Union Twp/City	199		282

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant Period Aug 12, 2019 through Aug 18, 2019


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			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	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			1
	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			6
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	5	1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)					
	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			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			1
	440	Electric Wiring/Equipment Problem			1
	441	Heat from Short Circuit			1
	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			
	542	Animal Rescue	1	2	
	552	Police Matter			
	553	Public Service			1
	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			1
	622	No Incident Found on Arrival			
	631	Authorized controlled burning	1	2	
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	651	Smoke Scare, Odor of Smoke			
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	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1

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	741	Sprinkler activation, no fire			
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	744	Detector activation, no fire			
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Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	3		18
		YTD Response for Union Twp/City	203		300

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Mark Stuhldreher - Township Manager	DATE: August 14, 2019
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: August 28, 2019
ACTION REQUESTED: Request to award bid for 2019 Sanitary Sewer Pump Station #7 Bypass Manhole Rehabilitation to Robinson Electrical & Mechanical in the amount of \$72,872.00.	

Current Action X Emergency _____

Funds Budgeted: If Yes x Account # 590-529-933.500 No _____ N/A _____

Finance Approval MDS

BACKGROUND INFORMATION

Pump Station #7, which is located on McDonald Drive, was constructed in the early 1980's. The bypass manhole and associated infrastructure is at and/or near its life expectancy. The internal piping located within the bypass manhole is in need of replacement.

As part of the Township's ongoing Sanitary Sewer Capital Improvement Plan the Township has been rehabilitating the bypass manholes located at several of the sanitary sewer pump stations. As part of this program the bypass manhole located at Pump Station #7 is scheduled for rehabilitation in 2019. As a result of the flooding that occurred in 2016 the Township conducted the Pump Station #7 Service Area Study to specifically address concerns related to the condition of this pump station as well as other sanitary sewer components in the service area. It was recommended in the study that waterproofing the interior of manholes, pump stations, and similar structures as well as replacement of aging components would be beneficial to increasing the reliability of the pump stations in the service area. Waterproofing the bypass manhole structure and replacing aging bypass manhole components are items from the 2017 Study being addressed as part of this project.

The Township received three bids for this project. These bids are as follows:

Bidder	Amount
Isabella Corporation	\$98,750.00
JJZ Contracting LLC	\$90,000.00
Robinson Electrical & Mechanical	\$72,872.00

SCOPE OF SERVICES

The scope of work for this project is as follows:

- Removal of existing internal piping, fittings, and valves in the manhole and installation of new
- Removal and installation of the concrete lid, access hatch
- Bypass pumping
- Tree removal, debris removal
- Cleaning, patching, and waterproofing of manhole structure
- Restoration and cleanup of site

JUSTIFICATION

I recommend that the project be awarded to Robinson Electrical & Mechanical in the amount of \$72,872.00. This recommendation is based on the following factors:

- Contractor's ability to complete the project as specified
- Township's past experience working with this contractor
- lowest bidder

The Township has worked with Robinson Electrical and Mechanical in the past and have been happy with their quality of work and performance.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Safety
3. Health
4. Natural Environment

COSTS

\$72,872.00

This amount will be paid from the Sanitary Sewer Fund account number 590-529-933.500 Maint – Lift Stations, and is included in the 2019 budget.

PROJECT TIME TABLE

The project time table is as follows:

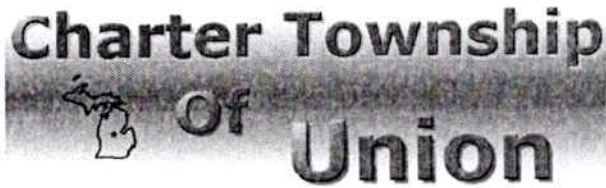
Commencing on or after September 9, 2019
Completion within 30 days of signed contract

RESOLUTION

Approval of the bid from Robinson Electrical & Mechanical in the amount of \$72,872.00 to complete the required rehabilitation to the sanitary sewer bypass manhole at Pump Station #7.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



2010 South Lincoln Road
Mt. Pleasant, MI 48858
989-772-4600 ext. 224 (phone)
989-773-1988 (fax)
ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: 2019 – Pump Station #7 Bypass Manhole Due Date: August 7, 2019 10:00 a.m. Location: 5228 S. Isabella Road

Bidder	Bid Bond	Amount
Robinson Electrical & Mechanical	✓	\$ 72,872.00
Isabella Corporation	✓	\$ 98,750.00
JJZ Contracting	✓	\$ 90,000.00

Kimberly Smith

8-7-2019

John Belen

8-7-2019



Isabella Corporation

REQUEST FOR PROPOSALS

**SANITARY SEWER PUMP STATION #7 – MCDONALD DRIVE – Bypass Manhole
Upgrades**

Charter Township of Union, Isabella County

Proposals Due:

August 7, 2019 10:00 a.m.

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention: Kim Smith
Public Service Director
Charter Township of Union
5228 S Isabella Road
Mt. Pleasant, MI 48858

Phone: 989-772-4600 ext 224

Email: ksmith@uniontownshipmi.com

Scope of Services:

The Charter Township of Union is soliciting bids from mechanical contractors to provide upgrades to the existing bypass manhole for the existing sanitary sewer pump station #7. The station is owned by the Charter Township of Union and operated / maintained by the Department of Public Services (DPS).

The bypass manhole and associated infrastructure at Pump Station #7 was constructed in the late 80's and is at and/or near it's' life expectancy. The internal piping is in need of replacement. The scope of work for this project is to remove the existing internal piping, fittings, and valves in the manhole and install new. Installation of a flow meter and associated components is also required. The structural upgrades include removal and installation of the concrete lid, access hatch / manhole, debris removal, patching, and waterproofing. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. A site location map, existing and proposed mechanical drawing and specifications are attached for reference.

Requirements - General:

- Work must comply with all applicable laws, regulations and attached specifications
- Contractor shall be responsible for obtaining all local regulatory permits (including fees) which may include electrical, plumbing, and mechanical permits. A copy of all permits must be provided to Union Township upon receipt.
- Date of completion to be within 30 days of signed contract as coordinated with the DPW.
- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with Charter Township of Union

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract. A copy will be provided to Union Township prior to commencing work.

Bonds:

- The Contractor shall include in the proposal price the cost to provide the following:
 - Maintenance and Guarantee Bond in the amount of 50% of the proposal amount, guarantying for a period of one (1) year from final acceptance of the project work
 - Letter of Surety, licensed to do business in the State of Michigan, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.

Shop Drawing Submittals:

- Provide three (3) copies of material specification sheets and warranty information to the DPW. Do not proceed until written approval is received.
- Coordinate all work with DPS

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, site restoration and cleanup
- Disposal of existing equipment to be removed at the direction of the DPW
- Coordination of delivery and unloading of new equipment
- Pump/Clean and Haul (Bypass) Pumping. No disruption of sewer service to customers. Station current peak hour flows experienced of 220 gallons per minute.
- Pump station #7 shares a common force main with another pump station downstream. There are no means to isolate. Contractor to install the discharge valve in the by-pass manhole to provide this isolation. Contractor to anticipate one (1) hour holding time in the downstream pump station to accomplish. If not feasible contractor to provide pump/haul services as needed.
- Temporary Power Supply (as applicable)
- Site Tree Removal/Trimming (as applicable)
- Fence removal and replacement
- Piping, valving, fittings, and appurtenances as necessary to accommodate upgrades
- Final Inspection



Services / Materials Not to Be Included:

- Site accessibility (provided by owner)
- If additional room is necessary to complete project contractor shall obtain permission and provide copy of written permission from adjacent property owner (s) to Township.

Contractors Proposal Form

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass Manhole Upgrades

1. Mobilization	\$ 1500.00
2. Pump and Haul (Bypass Pumping)	\$ 15,000.00
3. Cleaning / Patching / Waterproofing Manhole	
4. Internal Mechanical Removal / Replacement	\$ 72,250.00
5. Restoration / Cleanup	\$ 10,000.00

Total Lump Sum Fee	\$ 98,750.00
---------------------------	---------------------

Bidders Signature

James A. Zalud

Printed Name:

Isabella Corporation

Business Name:

2201 Commerce Street, Mt. Pleasant, MI 48858

Address:

MI Contractor License No.:

989-772-5890

Telephone:

jzalud@isabellacorporation.com

Email:

Charter Township of Union reserves the right to accept or reject any or all proposals.



JJ2 Contracting

REQUEST FOR PROPOSALS
SANITARY SEWER PUMP STATION #7 – MCDONALD DRIVE – Bypass Manhole
Upgrades
Charter Township of Union, Isabella County

Proposals Due:

August 7, 2019 10:00 a.m.

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention: Kim Smith
Public Service Director
Charter Township of Union
5228 S Isabella Road
Mt. Pleasant, MI 48858

Phone: 989-772-4600 ext 224
Email: ksmith@uniontownshipmi.com

Scope of Services:

The Charter Township of Union is soliciting bids from mechanical contractors to provide upgrades to the existing bypass manhole for the existing sanitary sewer pump station #7. The station is owned by the Charter Township of Union and operated / maintained by the Department of Public Services (DPS).

The bypass manhole and associated infrastructure at Pump Station #7 was constructed in the late 80's and is at and/or near its' life expectancy. The internal piping is in need of replacement. The scope of work for this project is to remove the existing internal piping, fittings, and valves in the manhole and install new. Installation of a flow meter and associated components is also required. The structural upgrades include removal and installation of the concrete lid, access hatch / manhole, debris removal, patching, and waterproofing. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. A site location map, existing and proposed mechanical drawing and specifications are attached for reference.

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- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Terms of Agreement:

General:

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- To enter into and execute a contract with Charter Township of Union

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract. A copy will be provided to Union Township prior to commencing work.

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- Temporary Power Supply (as applicable)
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- Fence removal and replacement
- Piping, valving, fittings, and appurtenances as necessary to accommodate upgrades
- Final Inspection

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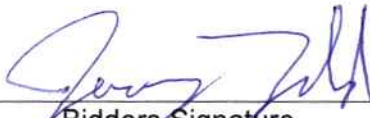
All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass Manhole Upgrades

1. Mobilization	\$ 6,500.00
2. Pump and Haul (Bypass Pumping)	\$ 12,000.00
3. Cleaning / Patching / Waterproofing Manhole	\$ 16,000.00
4. Internal Mechanical Removal / Replacement	\$ 49,000.00
5. Restoration / Cleanup	\$ 6,500.00

Total Lump Sum Fee

\$ 90,000.00



Bidders Signature
Jeremy Zalud

Printed Name:
JJZ Contracting, LLC

Business Name:
8814 E. Blanchard Rd., Shepherd, MI 48883

Address:

MI Contractor License No.:
989-330-1055

Telephone:
jjzcontractingllc@gmail.com

Email:

***Charter Township of Union reserves the right to accept or reject
any or all proposals.***



Robinson Electrical &
Mechanical

REQUEST FOR PROPOSALS
SANITARY SEWER PUMP STATION #7 – MCDONALD DRIVE – Bypass Manhole
Upgrades
Charter Township of Union, Isabella County

Proposals Due:

August 7, 2019 10:00 a.m.

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Public Service Director
Charter Township of Union
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Mt. Pleasant, MI 48858

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Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
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Contractors Proposal Form

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

Bypass Manhole Upgrades

1. Mobilization	\$ 900.00
2. Pump and Haul (Bypass Pumping)	\$ 15000.00
3. Cleaning / Patching / Waterproofing Manhole	\$ 11300.00
4. Internal Mechanical Removal / Replacement	\$ 44772.00
5. Restoration / Cleanup	\$ 900.00

Total Lump Sum Fee

\$ 72872.00

Robert Robinson

Bidders Signature

Robert Robinson

Printed Name:

Robinson Electrical & Mechanical Inc

Business Name:

11475 W. Lincoln Rd P.O. Box 69 Rivardale MI 48832

Address:

61-02603

MI Contractor License No.:

989-833-7440

Telephone:

dp_robinson@yahoo.com

Email:

**Charter Township of Union reserves the right to accept or reject
any or all proposals.**

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: August 13, 2019
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: August 28, 2019
ACTION REQUESTED: Approval of the bid from Peerless Midwest for the completion of the 2019 Well #8 Maintenance and Cleaning located at the Mission Road Well Site in the amount of \$18,613.00.	

Current Action X Emergency _____

Funds Budgeted: If Yes x Account # 591-536-933.100 No _____ N/A _____

Finance Approval MDS

BACKGROUND INFORMATION

The 2019, budget includes \$25,000 for the maintenance and cleaning of Well # 8 located at the Mission Road Well Site. This project is being completed as part of the Township's routine well maintenance and cleaning program. The work consists of pulling the well, cleaning, televising, and replacing the pump, motor, wire, and check valve.

The project was bid and we received two bids for this work. These bids were as follows:

Bidder	Amount
Northern Pump and Well	\$29,711.50
Peerless Midwest	\$18,613.00

SCOPE OF SERVICES

Labor, materials and equipment necessary for completing the cleaning, televising, and rehabilitation of Well #8. The following items are included:

- Mobilization/Demobilization
- Pull Pumps
- Replace Drop Pipes (Certa Lok Drop Pipe shall be provided if needed)
- Replace Pump & Motor (Franklin stainless steel pump and motor to be provided)
- Replace Wire
- Start-up
- Chlorinate and sample wells
- Clean and Treat wells
- Pre - Video Well Inspections
- Site Restoration and/or Cleanup

JUSTIFICATION

I recommend that Peerless Midwest be awarded the 2019 Maintenance of Well #8. This recommendation is based on the long history of successful repair and maintenance work performed by Peerless Midwest to the Township's seven wells, and that their 2019 maintenance proposal cost is lower than the next lowest bid.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Safety
3. Health

COSTS

Cleaning & Maintenance \$18,613.00

This work was included in the FY2019 Budget account number 591-536-933.100.

PROJECT TIME TABLE

3 -4 weeks after award of bid

RESOLUTION

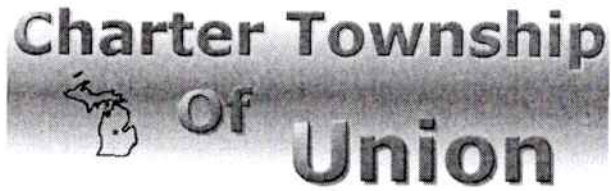
Approve the bid from Peerless Midwest in the amount of \$18,613.00 for completion of the 2019 Well #8 Maintenance and Cleaning in the amount of \$18,613.00.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:



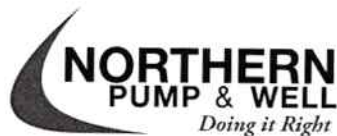
2010 South Lincoln Road
Mt. Pleasant, MI 48858
989-772-4600 ext. 224 (phone)
989-773-1988 (fax)
ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: 2019 – Well #8 Rehabilitation Due Date: August 7, 2019 10:30 a.m. Location: 5228 S. Isabella Road

Bidder		Amount
Peerless Midwest		\$ 18,613
Northern		\$ 29,711.50

Kimberly Smith 8-7-2019
Shawn McBride 8-7-2019



Lansing, Michigan 48906

Charter Township of Union
Attn: Kim Smith, DPS Dir.
5228 South Isabella Road
Mt. Pleasant, MI 48858

Proposal

Date	Proposal #
8/5/2019	19-Q1857

Description	Qty	Rate	Total
Thank you for the opportunity to present you with this quote for the rehab of Mission Road Well Number 8.			
Labor, Mobilization, Demobilization	1	1,600.00	1,600.00
Labor, Pull pump	1	1,110.00	1,110.00
Pump New: Franklin SST 400gpm, 40hp	1	5,158.00	5,158.00
New Motor: Franklin 40hp, 460/3, 6" Fr	1	5,040.00	5,040.00
Wire for Sub Motor 4-3 flat black w/ground	80	8.50	680.00
Heat Shrink Kit #4	2	23.00	46.00
Start-up: Set Pump, Chlorinate well, Run a post efficiency well and pump test, pull bacti samples	8	185.00	1,480.00
Chlorinate and sample wells	1	1,135.00	1,135.00
Well Cleaning: Chemical Cleaning	1	11,100.00	11,100.00
- Cleaning labor (40 hrs.)			
- Cleaning equipment (air compressor, double disc, agitator, pipe and hoses)			
- Hydrochloric Acid, inhibited (165 gals.)			
- Sodium Hypochlorite (5 gals.)			
- Soda Ash (4 bags)			
Pre-Video well inspections	1	1,750.00	1,750.00
Site restoration and/or cleanup	1	500.00	500.00
Bolts, Air Line Fittings, Paint, Air Line Gauge, Pressure Gauge	1	112.50	112.50
Should any additional repairs be discovered, submitted for determination and approved, hourly rate for a field crew would be \$200 per hour.			
Note: Should conditions change and additional work be required, beyond the original scope of this project, our standard hourly rates will apply. If this occurs, Northern Pump & Well shall consult with you prior to the additional work being performed.			
Signature: _____ Date: _____			
Purchase Order No. (if required): _____			
* If this proposal meets your approval, please sign / date and return to fax number: 1-517-322-0135			
If you have any question please feel free to call 877-477-1757 or 517-242-8949			Total \$29,711.50



August 7, 2019

PROPOSAL

Charter Township of Union Mission Road Well Site - Well #8 Well Maintenance

Charter Township of Union
Attn: Kim Smith – Public Service Director
5228 South Isabella Road
Mt. Pleasant, MI 48858

Dear Kim:

Please find our proposal for well and pump services at Well 8 per your request for quotations. Table 1 list the prices of each item you requested and details of materials/services to be provided. Any additional labor would be at a rate of \$185.00 per crew hour plus any equipment charges. Additional materials can be quoted upon request.

I appreciate this opportunity. Please let me know if you should have any questions, or if I can assist you in any way. I can be reached at 616-690-8139 or robert.masters@suez.com

Sincerely,
PEERLESS-MIDWEST, INC.

Bob Masters, M.S.
Project Manager

www.peerlessmidwest.com
505 Apple Tree Drive, Ionia, MI Phone (616) 527.0050

Table 1.

Description	Price
Mobilization/Demobilization	\$500.00
Pull Pump	\$900.00
Replace Drop Pipes (60 ft of 6" Certa-Lok)	\$890.00
Replace Pump & Motor (Stainless Steel Pump and Motor to match existing)	\$8,423.00
Replace Wire (75' of #4 w/ground flat jacketed heavy duty, not inferior twisted wire) with waterproof splice kit.	\$295.00
Start-Up	\$175.00
Chlorinate and Sample	\$190.00
Clean and Treat Wells (4 days, 2 BBL Chlorine, 2 BBL Acid, Surfactant, Neutralizers)	\$6,890.00
Pre-Video Inspection	\$350.00
Site Restoration	None anticipated
Total Bid Price:	\$18,613.00

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher Township Manager

DATE: 08/21/2019

FROM: Peter Gallinat Township Planner

DATE FOR BOARD CONSIDERATION: 08/28/2019

ACTION REQUESTED: Consider adoption of Zoning Map Amendment Ordinance 2019-05. Publish notice of adoption for Ordinance 2019-05 in the Newspaper.

Current Action _____

Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

In April of this year the applicant requested a rezone from R-3A to OS for the entire vacant portion of the parcel known as PID 14-014-20-038-01. This application was later withdrawn before the public hearing was held. A new application was submitted requesting that only two sections of the vacant portion of the parcel be rezoned from R-3A to OS. This included 3.41 acres rezoned for the development of a new medical office facility to the north and 0.45 acres for the expansion of parking for an existing medical office facility to the south. The remaining balance of the vacant parcel shall remain zoned R-3A. The intent of remaining R-3A will be for the development of either senior housing or a senior assisted living facility.

Following the public hearing the Planning Commission considered public input given carefully deliberated the request with consideration to lighting, traffic, screening and the Township Master Plan. The Planning Commission determined the request to be in compliance with the Master Plan and voted to recommend approval of the rezoning request. On August 14, 2019 the Zoning Map Amendment Ordinance was introduced to the Board of Trustees at a regular meeting. The board reviewed the application and agreed with the findings of the Planning Commission. The board moved to consider the Ordinance for adoption on August 28, 2019.

SCOPE OF SERVICES

N/A

JUSTIFICATION

Following a public hearing the Planning Commission reviewed and recommended approval of Zoning Map Amendment Ordinance 2019-05. The proposal was forwarded to the County Planning Commission for their review and input. On August 8, 2019 the Isabella County Planning Commission reviewed the request with no comment.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request.

1. Community well-being and common good
2. Health
3. Commerce

COSTS

N/A

PROJECT TIME TABLE

The first step is to introduce the Ordinance at a board meeting to hold a 1st reading. At this first meeting the board votes to publish notice for the adoption of said Ordinance. The second step is to then consider adoption of the Ordinance at the meeting that was noticed. If the Township Board adopts the Ordinance a notice of adoption will be published in the Newspaper.

RESOLUTION

Authorization is hereby given to publish notice of adoption of Zoning Map Amendment Ordinance 2019-05 at the August 28, 2019 Board of Trustees meeting.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

**Adoption NOTICE: Charter Township of Union, Isabella County,
Michigan
ORDINANCE # 2019-05
Rezoning**

SUMMARY: An Ordinance to amend the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, to rezone portions of property 3.41 acres and 0.45 acres located at Rosewood Dr. PID 14-014-20-038-01 in Section 14, T14N-R4W, Union Township, Isabella County, State of Michigan from R-3A (Multi Family Residential District) to OS (Office Service District)

The Charter Township of Union, Isabella County, Michigan, hereby ordains:

SECTION 1 – Amendment. The Zoning Map of the Charter Township of Union, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Union pursuant to Section 2.2, shall be amended so portions of property 3.41 acres and 0.45 acres located at Rosewood Dr. PID 14-014-20-038-01, in Section 34, T14N-R4W, Union Township, Isabella County, State of Michigan, shall be rezoned to the OS (Office Service District).

SECTION II. – Title. This Ordinance shall be known and cited as the Charter Township of Union Ordinance Number 2019-05, amending the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended.

SECTION III- Severability. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

SECTION IV – Effective Date. This Ordinance will take effect seven (7) days after notice of adoption has been published in the newspaper.

This proposed Ordinance for the Charter Township of Union was adopted by the Union Township Board of Trustees, at a regular meeting on August 28, 2019 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. Comments concerning this Ordinance may be made in writing or in person to the Township Board at this address. A true copy of this Ordinance may be obtained or inspected on the township's website, <http://www.uniontownshipmi.com/BoardsandCommissions/PublicNotices.aspx>

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

Morning Sun: *Please publish in a display ad in 8 pt. type, on Saturday 08/31/2019
Please send one affidavit of publication.*



COMMUNITY DEVELOPMENT
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 773-4061
Fax: (989) 775-6681

August 12, 2019

Peter Gallinat
Union Township Zoning Administrator
2010 S Lincoln
MT Pleasant, MI 48858

RE: Union Township Map Amendment

Mr. Gallinat,

Please be advised that the Isabella County Planning Commission reviewed the map amendment relating to a parcel of land, reference REZ 2019-04. The consensus of the Planning Commission was that there were no comments on this rezoning request. Attached is the excerpt of the unapproved minutes of the meeting related to the reviews.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Johnson", with a large, stylized flourish at the end.

Ray Johnson
Planner/Zoning Administrator

Agricultural Buffer (AG-3) district .

Mr. Murphy called for discussion.

Mr. Vogel commented on the parcel improvements to date and stated the rezoning would have no impact to surrounding neighbors.

Mr. Murphy stated the parcel is adjacent to AG-3 land currently and has the characteristics of Agricultural land.

Mr. Murphy called for a vote on the motion.

Yes: Jeremy Murphy, Tim O'Neil, Phillip Vogel, Jim Horton, Ann Silker

No: None

Motion carried.

Farmland Agreement (PA116) – Jerry and Susan Travis Join Trust – Lincoln Township

Mr. Nieporte informed the Board that Mr. Travis and Ms. Travis have submitted an application to the Farmland and Open Space Preservation Program (PA116) in Lincoln Township. The application is for 102.70 acres in Section 21 for 22 years. The property is currently being used for agricultural purposes and is zoned for and planned as Agricultural by the County.

Mr. Nieporte stated that application appears to be complete and staff will forward a letter back to the County Clerk's Office advising them of the review.

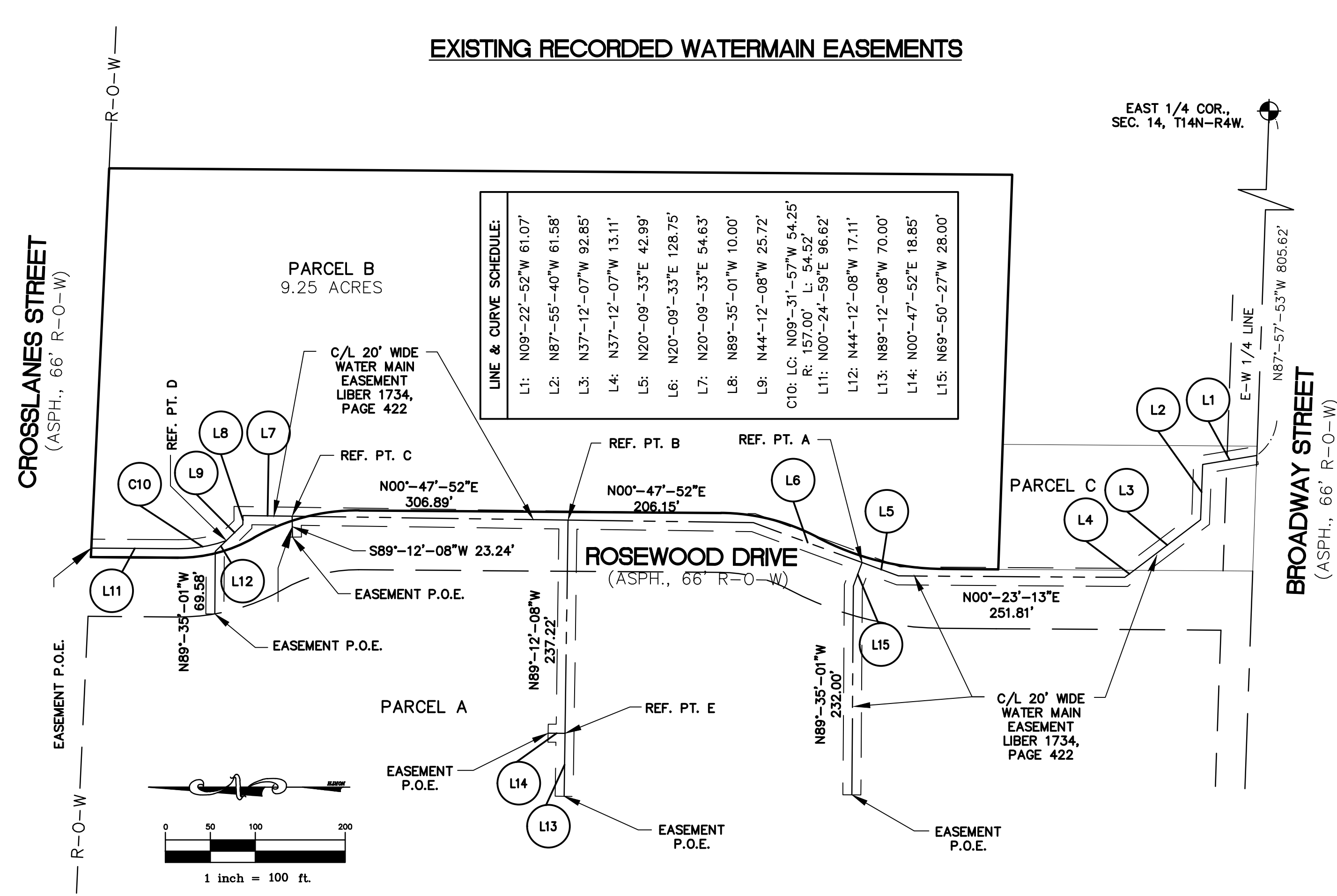
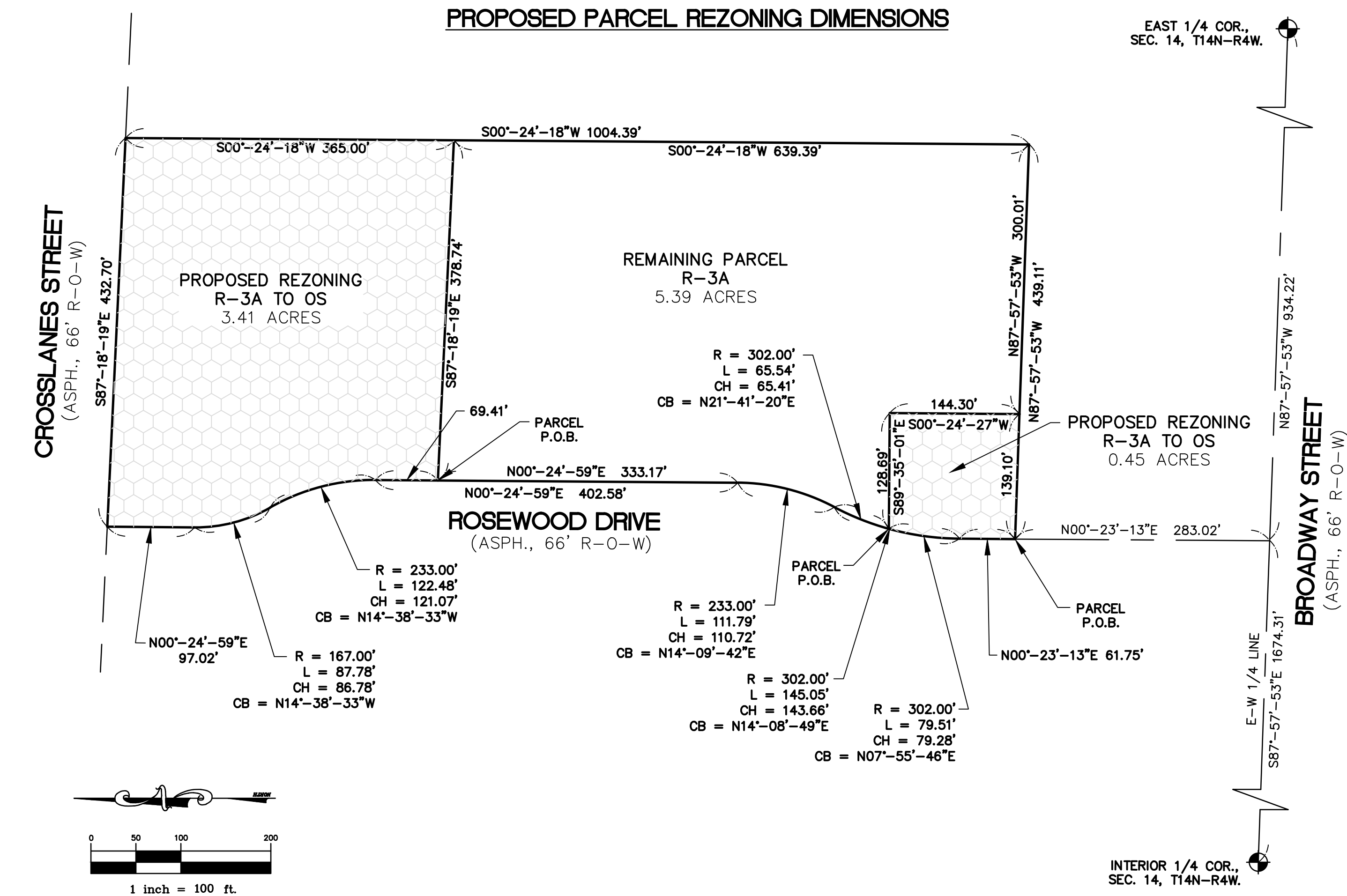
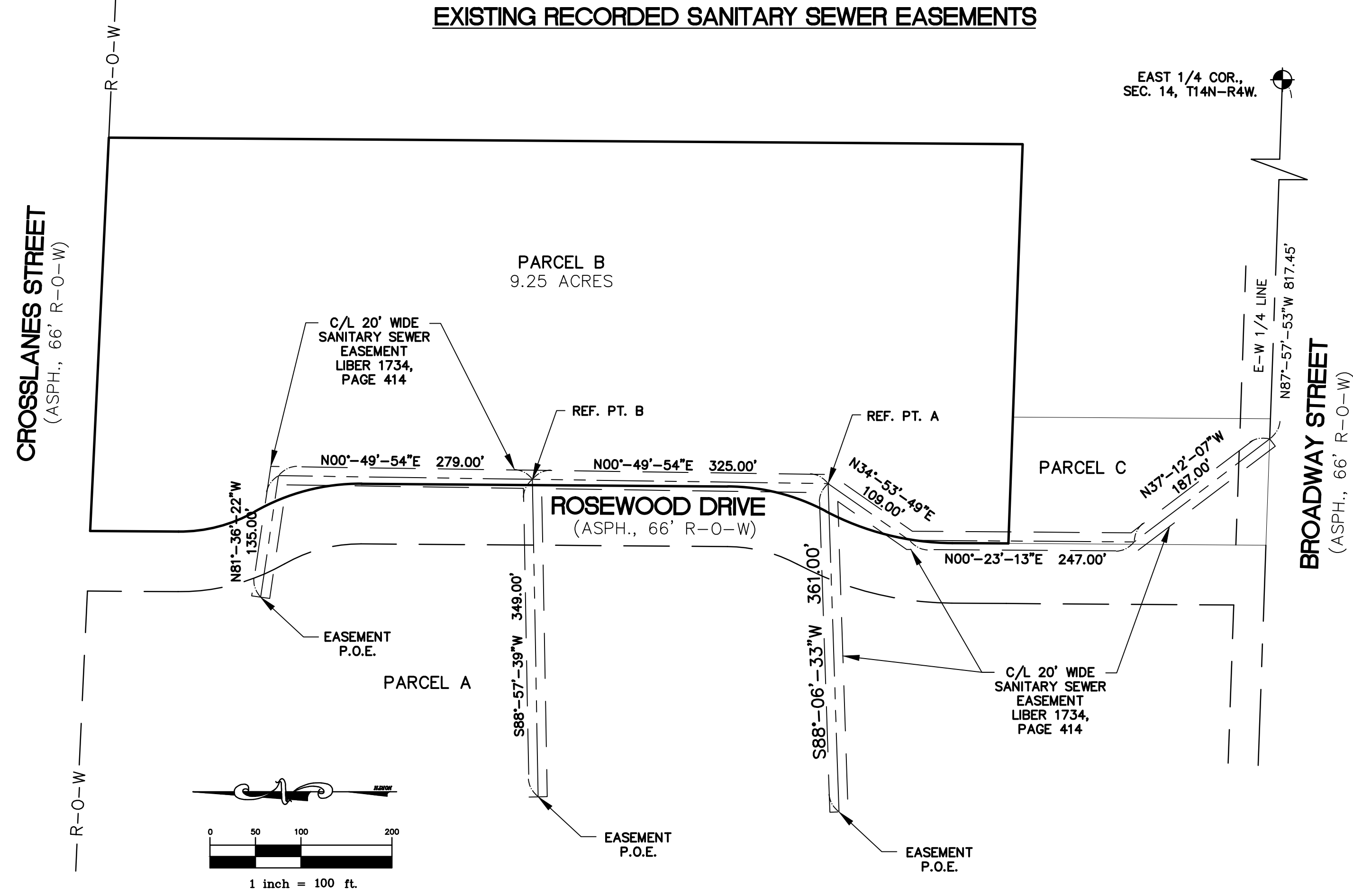
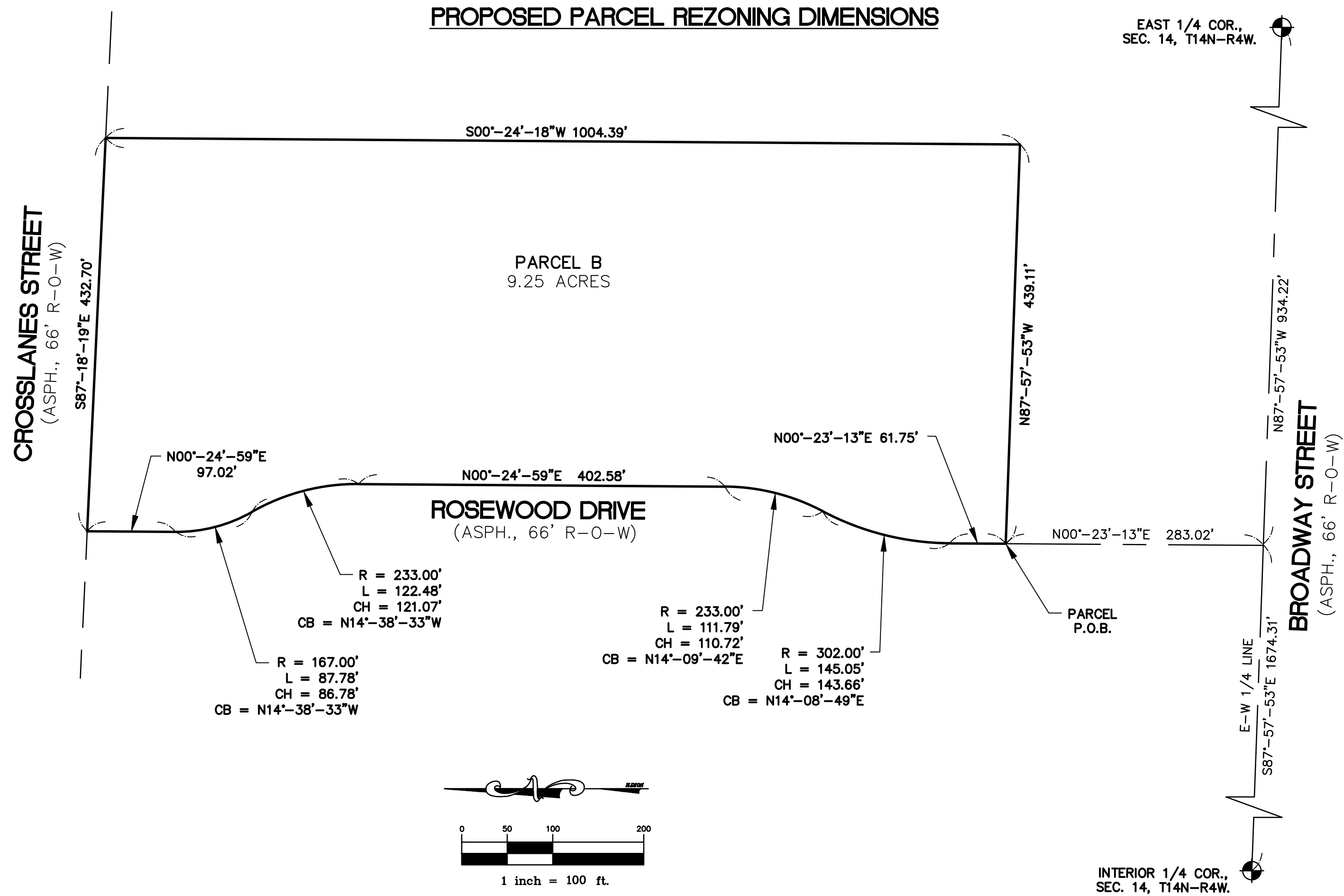
Union Township Map Amendment

Mr. Nieporte stated that the community development office received a map amendment for review from Union Township. The Union Township planning commission voted at their July 16, 2019 meeting to recommend the Union Township board the re-zoning request be approve. The request was submitted to rezone two parcels on Rosewood Dr. between Crosslanes St. and E. Broadway St. from Multiple Family Residential (R3-A) to Office Service (OS) district. The proposed map amendment is represented in the attached survey, provided by Union Township and Community Development Staff has provided an overview map to the location of the requested map amendment.

The Union Township Future Land Use Map calls for various commercial development in this area. The nearby properties are currently zoned and being used for residential, commercial and office service uses.

Mr. Nieporte stated that a letter would be forwarded back to Union Township advising them of the Planning Commission's review with no comment.

PUBLIC COMMENT –



REVISIONS:

SUBMITTALS:
SUBMITTAL TO UNION TWP PLANNING COM. 6-25-19

JOB NUMBER:
1902-019

SCALE
1" = 100'

DRAWN BY:
TELB

SHEET NUMBER
1 OF 3

DESIGNED BY:
TELB

CHECKED BY:
TELB

EAST 1/4 COR.,
SEC. 14, T14N-R4W.

CMS & D
SURVEYING / ENGINEERING
2257 EAST BROOMFIELD ROAD
MT. PLEASANT, MICHIGAN 48858
PHONE: (989) 775-0756
FAX: (989) 775-5012
EMAIL: info@cms-d.com



CONCEPTUAL SITE LAYOUT
ROSEWOOD DEVELOPMENT CO., LLC
PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
SECTION 14, T.14 N. - R.04 W.
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:

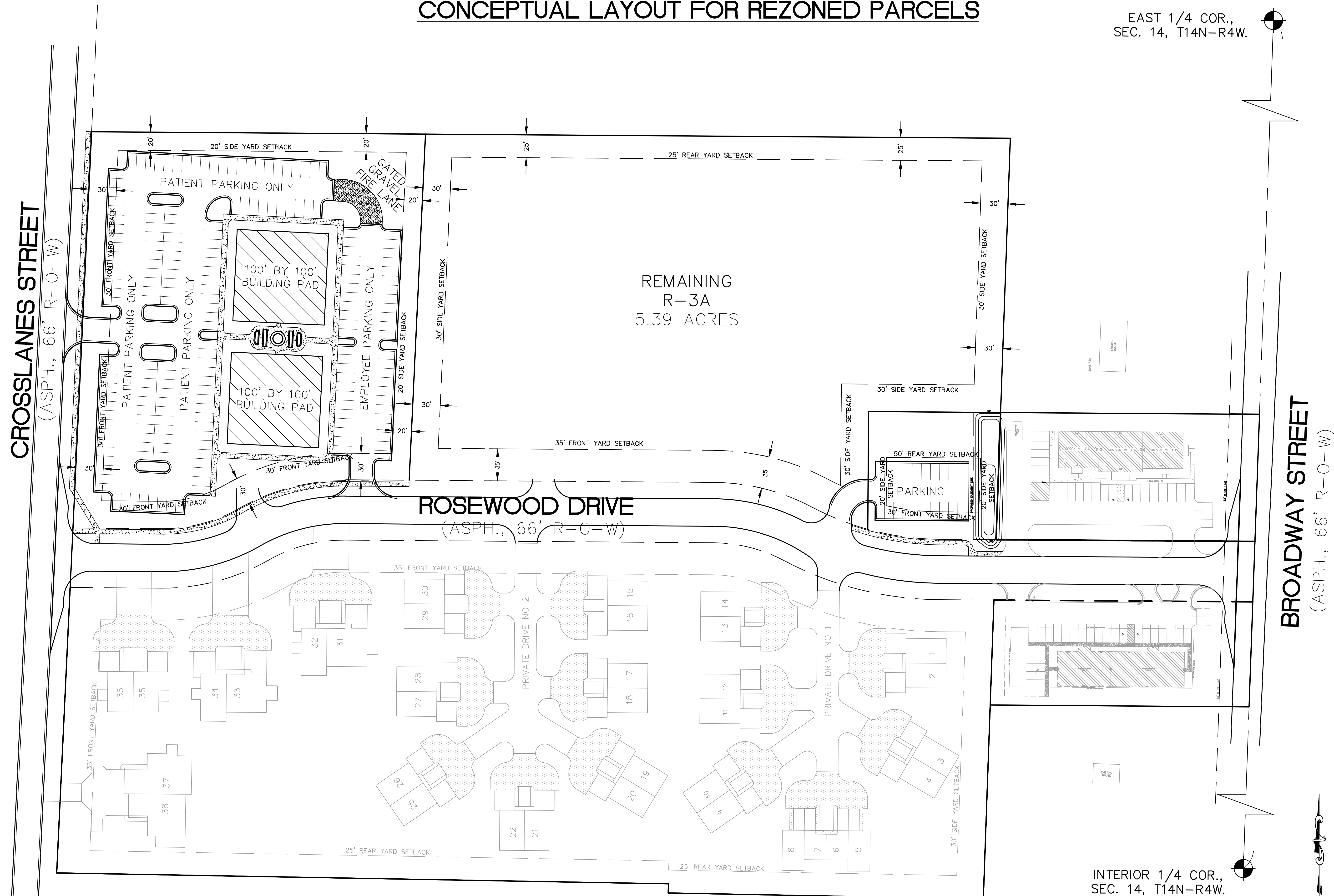
SUBMITTALS:
SUBMITTAL TO UNION TWP PLANNING COM. 6-25-19

JOB NUMBER:
1902-019

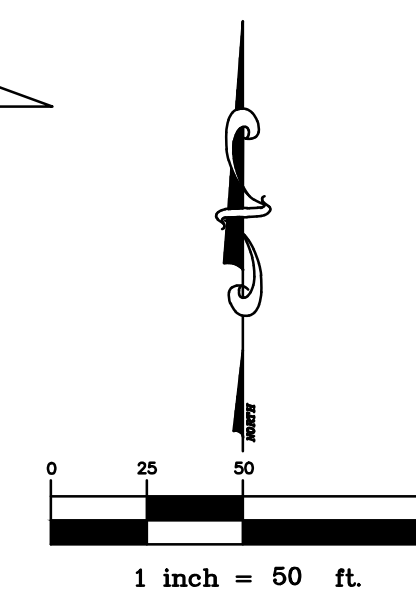
SCALE
1" = 50'

2 OF 3

SHEET NUMBER



INTERIOR 1/4 COR.,
SEC. 14, T14N-R4W.



ROSEWOOD DRIVE DEDICATED PUBLIC ROAD RIGHT-OF-WAY:

A 66 FOOT WIDE STRIP OF LAND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W. UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN SAID STRIP BEING 33.00 FEET EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE: TO FIX THE POINT OF BEGINNING OF SAID CENTERLINE, COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N.87°-57'-53"W., ON AND ALONG THE EAST AND WEST 1/4 LINE, 967.23 FEET TO THE POINT OF BEGINNING OF THIS CENTERLINE DESCRIPTION; THENCE N.00°-23'-13"E., 343.82 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 335.00 FEET; THENCE NORTHEASTERLY ALONG SAID ARC, 160.90 FEET, TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 200.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-08'-49"E., 159.36 FEET TO SAID POINT REVERSE CURVATURE; THENCE NORTHEASTERLY ALONG SAID ARC, 95.96 FEET TO THE POINT OF TANGENCY, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-09'-42"E., 95.04 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 402.58 FEET TO A POINT OF CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 200.00 FEET; THENCE NORTHWESTERLY ALONG SAID ARC, 105.13 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 200.00 FEET, SAID CURVE BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 103.92 FEET TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHWESTERLY ALONG SAID ARC, 105.13 FEET TO THE POINT OF TANGENCY, SAID CURVE BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 103.92 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 98.33 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF CROSSLANES STREET AND THE POINT OF ENDING. SIDE LINES OF SAID STRIP ARE TO BE EXTENDED OR SHORTENED TO MEET AT THEIR RESPECTIVE INTERSECTIONS. CONTAINING 1.99 ACRES.

PARCEL B:

A PARCEL OF LAND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N.87°-57'-53"W., ON AND ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION, 934.22 FEET; THENCE N.00°-23'-13"E., 283.02 FEET TO THE POINT OF BEGINNING; THENCE N.00°-23'-13"E., 61.75 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 302.00 FEET; THENCE NORTHEASTERLY ALONG SAID ARC, 145.05 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 233.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-08'-49"E., 143.66 FEET, TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE 111.79 FEET TO THE POINT OF TANGENCY SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-09'-42"E., 110.72 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 402.58 FEET TO A POINT OF CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 233.00 FEET; THENCE NORTHWESTERLY ALONG SAID ARC, 122.48 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 167.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 121.07 FEET TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHWESTERLY ALONG SAID ARC, 87.78 FEET TO THE POINT OF TANGENCY, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 86.78 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 97.02 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF CROSSLANES STREET; THENCE S.87°-18'-19"E., ON AND ALONG SAID SOUTHERLY RIGHT OF WAY LINE 432.70 FEET; THENCE S.00°-24'-18"W., 1004.39 FEET; THENCE N.87°-57'-53"W., PARALLEL WITH SAID EAST AND WEST 1/4 LINE, 439.11 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 9.25 ACRES OF LAND, SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RIGHTS OF WAY, OR RESTRICTIONS OF RECORD.

PROPOSED REZONE R-3A TO OS (MEDICAL OFFICE)

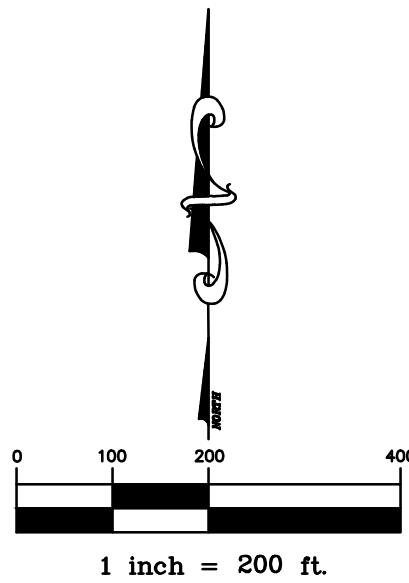
A PARCEL OF LAND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N.87°-57'-53"W., ON AND ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION, 934.22 FEET; THENCE N.00°-23'-13"E., 283.02 FEET; THENCE CONTINUING N.00°-23'-13"E., 61.75 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 302.00 FEET; THENCE NORTHEASTERLY ALONG SAID ARC, 145.05 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 233.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-08'-49"E., 143.66 FEET, TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE 111.79 FEET TO THE POINT OF TANGENCY SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-09'-42"E., 110.72 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 333.17 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-24'-59"E., 69.41 FEET TO A POINT OF CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 233.00 FEET; THENCE NORTHWESTERLY ALONG SAID ARC, 122.48 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 167.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 121.07 FEET TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHWESTERLY ALONG SAID ARC, 87.78 FEET TO THE POINT OF TANGENCY, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-38'-33"W., 86.78 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 97.02 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF CROSSLANES STREET; THENCE S.87°-18'-19"E., ON AND ALONG SAID SOUTHERLY RIGHT OF WAY LINE 432.70 FEET; THENCE S.00°-24'-18"W., 365.00 FEET; THENCE N.87°-18'-19"W., PARALLEL WITH SAID SOUTHERLY RIGHT-OF-WAY, 378.74 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 3.41 ACRES OF LAND, SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RIGHTS OF WAY, OR RESTRICTIONS OF RECORD.

PROPOSED REZONE R-3A TO OS (PARKING AREA)

A PARCEL OF LAND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N.87°-57'-53"W., ON AND ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION, 934.22 FEET; THENCE N.00°-23'-13"E., 283.02 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-23'-13"E., 61.75 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 302.00 FEET; THENCE NORTHEASTERLY ALONG SAID ARC, 79.51 FEET TO A POINT, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.07°-55'-46"E., 79.28 FEET TO SAID POINT; THENCE S.89°-35'-01"E., 128.69 FEET; THENCE S.00°-24'-27"W., 144.30 FEET; THENCE N.87°-57'-53"W., PARALLEL WITH SAID EAST AND WEST 1/4 LINE, 139.10 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 0.45 ACRES OF LAND, SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RIGHTS OF WAY, OR RESTRICTIONS OF RECORD.

REMAINING PARCEL (ZONED R-3A)

A PARCEL OF LAND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N.87°-57'-53"W., ON AND ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION, 934.22 FEET; THENCE N.00°-23'-13"E., 283.02 FEET; THENCE CONTINUING N.00°-23'-13"E., 61.75 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 302.00 FEET; THENCE NORTHEASTERLY ON THE ARC OF SAID CURVE 79.51 FEET TO A POINT; SAID POINT BEING THE POINT OF BEGINNING OF THIS DESCRIPTION, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.07°-55'-46"E., 79.28 FEET TO SAID POINT OF BEGINNING; THENCE CONTINUING ON SAID ARC TO THE RIGHT HAVING A RADIUS OF 302.00 FEET, 65.54 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE TO THE LEFT HAVING A RADIUS OF 233.00 FEET, SAID ARC BEING SUBTENDE BY A CHORD BEARING N.21°-41'-20"E., 65.41 FEET, TO SAID POINT OF REVERSE CURVATURE; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE 111.79 FEET TO THE POINT OF TANGENCY SAID ARC BEING SUBTENDE BY A CHORD BEARING N.14°-09'-42"E., 110.72 FEET TO SAID POINT OF TANGENCY; THENCE N.00°-24'-59"E., 333.17 FEET; THENCE S.87°-18'-19"E., PARALLEL WITH THE SOUTHERLY RIGHT OF WAY LINE OF CROSSLANES STREET; THENCE S.00°-24'-18"W., 639.39 FEET; THENCE N.87°-57'-53"W., PARALLEL WITH SAID EAST AND WEST 1/4 LINE, 300.01 FEET; THENCE N.00°-24'-27"E., 144.30 FEET; THENCE N.89°-35'-01"W., 128.69 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 5.39 ACRES OF LAND, SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RIGHTS OF WAY, OR RESTRICTIONS OF RECORD.



CMS & D

SURVEYING / ENGINEERING

2257 EAST BROWNFIELD ROAD
MT. PLEASANT, MICHIGAN 48858
PHONE: (989) 775-0756
FAX: (989) 775-5012
EMAIL: info@cms-d.com

PARCEL DESCRIPTIONS

ROSEWOOD DEVELOPMENT CO., LLC

PART OF THE SOUTHEAT 1/4 OF THE NORTHEAST 1/4
SECTION 14, T.14 N. - R.04 W.
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

SCALE	JOB NUMBER: 1902-019	SUBMITTALS:		REVISIONS:	
	DRAWN BY: TELB	SUBMITTAL TO UNION TWP PLANNING COM. 6-25-19			
SHEET NUMBER 3 OF 3	DESIGNED BY:				
	CHECKED BY: TELB				

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees

DATE: August 21, 2019

FROM: Mark Stuhldreher, Township Manager

DATE FOR BOARD CONSIDERATION: 08/28/2019

ACTION REQUESTED: Consider request by the Union Township Economic Development Authority (EDA) to support the completion of the improvements planned for Lincoln Rd between M-20 and Broomfield in a single construction season and communicate said support to the Isabella County Rd Commission (ICRC)

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The current improvements planned for Lincoln Rd between M-20 and Broomfield are scheduled to be done in two stages. The first stage, from the bridge to Broomfield, is anticipated to be completed in 2020. The second stage, the bridge to M-20, is anticipated to be completed in a subsequent year. The Union Township Board of Trustees and the EDA have previously agreed to partner with the ICRC on the south end of the project in the respective amounts of \$167,000 and \$330,000.

At their June 2019 meeting the EDA voted to encourage the ICRC to complete the construction in a single season. In addition, they requested that the Union Township Board of Trustees support this position and communicate said support to the ICRC.

See attached letter from the EDA to the Board of Trustees.

Should the Board decide to take the action requested by the EDA, the attached Resolution can be adopted and sent to the Road Commission.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

If the planned improvements to Lincoln Rd extend beyond a single construction season, the disruption to commerce, transportation and emergency vehicle routing is experienced multiple times. This places an undue burden on area business and the community at large.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by supporting the EDA's position (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

- Health
- Commerce

COSTS

While there are no immediate costs to approving this resolution, it can be expected that the total project costs would be reduced if the improvements are completed in a single construction season. The project savings would accrue to both Township and non-Township residents.

PROJECT TIME TABLE

Not applicable

RESOLUTION

See attached

CHARTER TOWNSHIP OF UNION
A RESOLUTION IN SUPPORT OF COMPLETING THE LINCOLN RD IMPROVEMENTS BETWEEN M-20 AND
BROOMFIELD RD IN A SINGLE CONSTRUCTION SEASON

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858 on the 28th day of August 2019:

Present:

Absent:

The following resolution was offered by _____; and supported by _____

WHEREAS, The Union Township Board of Trustees and the Union Township Economic Development Authority (EDA) wholeheartedly support the project, as evidenced by the financial contribution of \$167,000 and \$330,000 respectively, to the south end portion of the project; and

WHEREAS, By proceeding in two stages the disruption to commerce, transportation and emergency vehicle routing is experienced two times which places an undue burden on area business and the community at large;

NOW, THEREFORE, BE IT RESOLVED:

ADOPTED:

AYES:

NAYES:

ABSENT:

The Charter Township of Union Board of Trustees encourages the Isabella Road Commission to complete the improvements planned along Lincoln Rd from M-20 to Broomfield in a single construction season to minimize the disruptions described above.

Lisa Cody, Clerk



August 1, 2019

Dear Union Township Board of Trustees,

As you know, the current improvements planned for Lincoln Rd between M-20 and Broomfield are scheduled to be done in two stages. The first stage, from the bridge to Broomfield, is anticipated to be completed in 2020. The second stage, the bridge to M-20, is anticipated to be completed in a subsequent year.

While the EDA wholeheartedly supports the project(s), as evidenced by our financial contribution of \$330,000 to the south end portion of the project, by proceeding in two stages the disruption to commerce, transportation and emergency vehicle routing is experienced two times. This places an undue burden on area business and the community at large. Because of this, the Economic Development Authority, by unanimous consent, is encouraging the Isabella Road Commission to complete the improvements planned along Lincoln Rd from M-20 to Broomfield in a single construction season to minimize the disruptions described above.

The EDA would appreciate your support and encourages the Board of Trustees to communicate a similar position to the Isabella County Road Commission via the adoption of a resolution whereby a formal statement is made that encourages the work to be done in a single construction season.

Sincerely,

A handwritten signature in black ink that reads "Tom Kequom". The signature is written in a cursive, flowing style.

Tom Kequom, Chairman
Union Township Economic Development Authority

cc: EDA members; Kim Smith, Department of Public Services Director

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager

DATE: August 14, 2019

FROM: Kim Smith – Public Service Director

DATE FOR BOARD CONSIDERATION: August 28, 2019

ACTION REQUESTED: Consideration/approval to prepare preliminary project cost estimates and develop the formal petition for the establishment of a Paving Special Assessment District for McGuirk Subdivision.

Current Action ☒ Emergency ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Finance Approval ☐

BACKGROUND INFORMATION

Michigan state statute authorizes townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, levy and collect special assessment funds to pay off the debt.

The residents of McGuirk Subdivision have met the first requirement of this process by submitting an informal petition containing signatures (51% of property owners) in favor of pursuing the establishment of a paving special assessment district for their subdivision. The special assessment district would include Rose Marie Lane, Mamie Street, McGuirk Street, and James Court.

The next step is to conduct a feasibility review in which the informal petition is reviewed by relevant Township departments. Projects deemed feasible are brought to the Township Board of Trustees for consideration and approval to move forward with the development of preliminary project cost estimates. The petition before you has been reviewed by the Public Service Department and Assessing Department. The Assessing Department has confirmed that over 51% of the property owners receiving benefit from the improvements have signed the petition in favor of the establishment of a paving special assessment district. In addition, the Isabella County Road Commission was asked to provide a preliminary construction cost for the project which came in at \$65,240.97.

If authorized by the Township Board of Trustees, notices will be sent to all affected property owners that an informal petition for improvement was received and reviewed, and a formal petition has been created for circulation. The formal petition will be created by Township personnel and delivered to the original applicant for circulation. If the circulation of the formal petition is successful, an additional (15) steps are required to formally create the Special Assessment District. A copy of the Citizens Guide to Special Assessments (SAD) is included for your review.

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for McGuirk Estates to complete a 1 ½ "overlay on Rose Marie Lane, Mamie Street, McGuirk Street, and James Court.

JUSTIFICATION

It is recommended the Township Board of Trustees authorize Township staff to move forward with the preparation of preliminary project cost estimates and develop the formal petition for the establishment of a Paving Special Assessment District for McGuirk Subdivision. Preliminary recommendation for the terms of the special assessment district are as follows:

- Cost – not to exceed actual cost of project cost
- Interest – 1% above prime
- Term Length - 5 years

Final terms and cost will be established and approved as part of step (9) of the special assessment process.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Safety

COSTS

TBD

PROJECT TIME TABLE

2020 Construction

RESOLUTION

Approval to move forward with the preparation of preliminary estimates of project costs and a formal petition for the establishment of a Paving Special Assessment District for McGuirk Subdivision.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:



CHARTER TOWNSHIP OF Union COUNTY OF Isabella
PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the

☒ PUBLIC/PRIVATE ROAD ☐ WATER SYSTEMS ☐ SANITARY SEWERS ☐ LIGHTING SYSTEMS ☐ OTHER _____

specifically described as follows:

Rose Marie Ln

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended

	PRINTED NAME	SIGNATURE	ADDRESS	DATE	(for office use only)	
					PARCEL NUMBER	V
1	Jason A. [Signature]	[Signature]	1776 Rose Marie Ln	6/14/19		
2	Patrick J. [Signature]	[Signature]	1764 Rose Marie Ln	6/14/19		
3	William [Signature]	[Signature]	1778 Rose Marie Ln	6/17/19		
4	Kathleen [Signature]	[Signature]	1777 Rose Marie Ln	6/17/19		
5	Kathy Sp. [Signature]	[Signature]	1822 Rose Marie Ln	6/18/19		
6	Kevin Langlois [Signature]	[Signature]	1810 Rose Marie Ln	6/23/19		
7						
8						
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14						
15						
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17						
18						
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20						

CERTIFICATION OF CIRCULATOR

To the best knowledge, information and belief of the undersigned, he or she is qualified to and did circulate this petition; each signature was signed in his/her presence, each signature is genuine, and the person signing owned the designated property at the time of signing.

[Signature] 1810 Rose Marie Ln 6/23/19

SIGNATURE OF CIRCULATOR

ADDRESS

DATE

Good to go
now 51%
John De Anich
6/26/19



CHARTER TOWNSHIP OF Union COUNTY OF Isabella
PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the:

☒ PUBLIC/PRIVATE ROAD ☐ WATER SYSTEMS ☐ SANITARY SEWERS ☐ LIGHTING SYSTEMS ☐ OTHER _____

specifically described as follows:

McGuire St

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended.

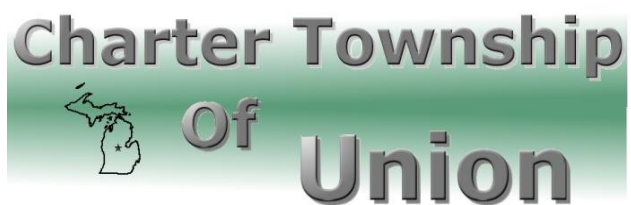
				(for office use only)	
PRINTED NAME	SIGNATURE	ADDRESS	DATE	PARCEL NUMBER	V
Loretta Meon		3826 McGuire St	6/14/19		
SAM NEPASTAN		3875 McGUIRE ST	6/14/19		
Michelle Hepanstan		3875 McGuire St	6/14/19		
Judy Idelson		3827 McGuire St	6/14/19		
Sarah Buckley		3978 McGuire St	6/17/19		
Jim Roberts		3981 McGuire	6-17-19		
Don Robey		3895 McGuire	6-18-19		
Peter Dollard		3850 McGuire	6-18-19		
Kathy A. Smith		3930 McGuire	6-17-19		
DEBORAH HANCOCK		1747 Reservoir	6/19		

CERTIFICATION OF CIRCULATOR

I, the undersigned, certify that to the best knowledge, information and belief of the undersigned, he or she is qualified to and did circulate this petition; each signature was signed in his/her presence; each signature is genuine; and the person signing owned the designated property at the time of signing.

SIGNATURE OF CIRCULATOR ADDRESS DATE 6/20/19

CHARTER TOWNSHIP OF UNION - NOVEMBER 2012



Charter Township of Union, Isabella County, MI

CITIZEN'S GUIDE TO SPECIAL ASSESSMENT DISTRICTS (SAD)

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This guide describes the step by step process for the creation of a special assessment district and its administration. This document is not intended as legal advice and the applicable statutes should be referred to for all purposes in connection with special assessments and the matters discussed in this guide.

Section 1 – INTRODUCTION TO SPECIAL ASSESSMENTS

Various state statutes authorize townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for any improvements made to private property, such as private roads or street lights in a subdivision. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of public improvements:

“AN ACT to provide for the making of certain improvements by township; to provide for paying for the improvements by the issuance of bonds, to provide for the levying of taxes, to provide for assessing the whole or a part of the cost of improvements against property benefitted; and to provide for the issuance of bonds in anticipation of the collection of special assessments and for the obligation of the township on the bonds.” Public Improvements, Act 188 of 1954, as amended, MCL 41.721-738

Special Assessment Defined

A special assessment is a charge against property for a public improvement that confers a special benefit to that property different from the benefit enjoyed by the general public. [*Fluckey vs. City of Plymouth*, 358 Mich. 447, 100 N.W.2d 486 (1960)].

Special assessments are different from general property taxes. Differences include:

- Cannot be imposed against personal property
- Are not subject to constitutional and statutory limitations (millage limitations, uniformity requirements, rollbacks)
- Generally not tax deductible
- May be township wide or just those properties specially benefiting from the particular improvement project

Special Benefit

In theory, the proportional share of the cost of the improvement defrayed by special assessment against the benefitted property will be generally offset by the increase in the property's value once the improvement is in place. In other words, any public improvement that would increase the market value of a property could be considered a special benefit.

Types of Authorized Improvements by Special Assessment

There are various types of public improvements authorized by PA 188 of 1954, as amended (MCL 41.721). According to MCL 41.722, some of the types of improvements authorized by the Act include:

- The construction, improvement, and maintenance of *storm or sanitary sewers*
- The construction, improvement, and maintenance of *water systems*
- The construction, improvement, and maintenance of public roads
- The acquisition, improvement, and maintenance of public parks
- The collection and disposal of garbage and rubbish
- The installation, improvement, and maintenance of *lighting systems***
- The construction, improvement, and maintenance of sidewalks and bicycle paths
- The eradication or control of aquatic weeds and plants
- The construction, improvement, and maintenance of *private roads*
- The construction, improvement, and maintenance of a *lake*, pond, river, stream, lagoon, or other body of water or of an improvement to the body of water. This includes, but is not limited to, dredging.

***Special assessments for street lighting are covered under PA 246 of 1931 (MCL 41.289b), and have a somewhat different (abbreviated) process than the other improvements listed above. Please refer to Section 3, page 10 of this document for information on how to obtain a copy of this Act.*

Special Assessment District (SAD)

A SAD is a defined grouping of properties especially benefitted by the improvement. While statute allows for a township to initiate a SAD, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township then acts in an administrative capacity by establishing the district, gathering the cost estimates and plans for the improvement, providing funding or financing for the cost of the improvement, and the levying and collection of the special assessment to pay off the debt.

Cost Estimates

All costs the township may incur from the time of initial application through the duration of the special assessment and/or for as long as there remain any outstanding bonds issued to fund the improvement should be included in the final cost estimate. Related costs would include those services related to administrative (clerical and treasurer functions), engineering (design, inspection and contingency fund), construction (materials, labor and contingency fund), consultation (financial) and legal (township and/or bond specialized) services.

Allocation of Costs

There is no specific formula within statute as to how the assessment is apportioned among the benefitted properties. There are several different methods commonly used to allocate or spread the costs for the improvement against those properties within the SAD, including but not limited to front foot, land area, site/lot, lot depth, value, or a combination of these methods. The method used varies according to the nature of the improvement, and the type and characteristics of the properties contained within the SAD.

While front foot may be the simplest method to allocate costs, it may not necessarily be the most appropriate. The primary goal when selecting a method is for the special assessment against each parcel to be related to the benefit received by the parcel. Major differences in special assessment amounts on each parcel in a district where the land uses are similar may be an indication that a different method should be used.

Financing the Improvement Project

To finance an improvement through the special assessment process, the Township Board borrow funds or may issue and sell bonds. Bonds must be issued in accordance with PA 34 of 2001, "Revised Municipal Finance Act" (MCL 141.2101-2821, as amended). As the costs for the improvement project are repaid by the benefitting property owners through a special assessment, the bonds are repaid.

Paying the Special Assessment

Special assessments can be paid in full without interest at the time the assessment is first levied, or may be paid in annual installments for a specified number of years using a declining balance method. Each annual payment is less than the previous year's payment. The principal is repaid in equal installments in each payment, but the amount paid toward interest is reduced with each payment. Special assessment installments are levied on an annual basis, depending on the nature and duration of the district, with the winter ad valorem property taxes, issued on December 1st. The Township Board will determine the amount of interest to be charged for the special assessment according to state statute.

The State of Michigan, under PA 225 of 1976, "Deferred Collection of Special Assessments on Homestead Properties" allows for special assessments levied on principal residence property to be deferred for eligible property owners. To obtain a deferment, the applicant files an affidavit which is reviewed at the local level for accuracy and sent on to the state for final approval. Approval is based on age (unless permanently and totally disabled) and household income levels. If a state deferment is obtained, the state pays the special assessment on the property, but then places a lien in the amount of the special assessment on the property. The state is repaid with interest at the time the property is sold. Please refer to Section 3, page 10, for the links to the deferment application form and its corresponding "Frequently Asked Questions" document.

Special Assessment Hearings and Objections

There are two public hearings in the special assessment process. At the first public hearing, the Township Board will hear objections to the petition, to the improvement, and to the special assessment district. The second public hearing is to review and hear any objections to the special assessment roll. Advance notice of the public hearings will be published in the newspaper and mailed to the property owners to be assessed.

Objections can be made in one of two ways. The first is by written letter delivered to the Township Clerk before or at the time of the public hearings described above. The second way is to attend the public hearings and state the objections in person. It must be noted that if a property owner wishes to challenge the petitions, improvement, district and/or special assessment, they must have made an official protest at the appropriate public hearing above.

**Restoration of Property**

Any private land that has been damaged or disrupted will be reasonably restored as reasonably possible, and great effort will be taken to save planted materials such as trees and bushes. Restoration of driveways or seeding of lawns will be completed after ground has settled. These issues will be handled and coordinated through consultation with the Department of Public Services, the Township Engineer, and the Isabella County Road Commission.

Additional Charges for Water and Sewer Service

A special assessment for water or sewer improvements is only for costs associated with the installation of the main line improvement that is the subject of the SAD. There may be other charges associated with connection to the system, including but not limited to the cost of installing the water or sewer connection line between the public improvement (main) and the structure is paid by each property owner individually. Qualified property owners or contractors can install the connector lines through the permit process in the Department of Public Services. The special assessment must be paid whether connection is made or not.

Additional Charges for Street Lighting Service

A special assessment for street lighting improvements involves the costs and expenses associated with the installation of the lighting system, as well as an annual determination and assessment of the amount needed for maintenance and electricity in order to provide the lighting service. According to statute, "the assessment may be made either in a special assessment roll or in a column provided in the regular tax roll." MCL 41.489c. A street lighting district may be enacted and terminated by the Township Board or by petition of property owners. Please refer to Section 3, page 10 for information on how to obtain a copy of the applicable statute.

Section 2 – INITIATION AND CREATION OF A SPECIAL ASSESSMENT DISTRICT (SAD)

Special assessment districts can be initiated by the township and/or by citizen petition. Some townships prefer the citizen petition process in order to demonstrate public support for an improvement by special assessment. Although the Charter Township of Union prefers citizen petitions for the initiation of SADs, it reserves the right to consider and establish SADs without a petition.

The Charter Township of Union will utilize the process set forth in this Section 2 in establishing a special assessment district by citizen petition. Special assessment districts for street lighting are covered under a separate statute, which allows for an abbreviated process from that of other districts. Such deviations from the process outlined below are noted accordingly. Additionally, it should be noted that if funding for the improvement project will be provided through bonding, the process set forth below will be adjusted to conform with laws applicable to the bonding process.

- Step 1: Informal Petition.** An interested party shall provide to the Township an informal petition outlining the improvement (s) sought as well as public acceptance and interest from at least 51% of the property owners who will be receiving a benefit from the improvement. A sample form is available as part of this guide. The completed Informal Petition forms are turned in to the Township Clerk's office.
- Step 2: Feasibility Review.** Completed Informal Petition forms are reviewed by any Township departments and personnel deemed necessary, for an initial evaluation of whether the improvement as proposed is feasible. Township staff will present the informal petition to the Township Board of Trustees for consideration and approval to move forward with the preparation of a preliminary estimate of project costs.
- Step 3: Formal Petition.** If the informal petition is accepted, the Township sends affected property owners notice that an informal petition for improvement was received and reviewed, and that a formal petition has been created for circulation. The petition is drafted by Township Personnel who then contacts the original applicant for pickup to begin circulation.
- Step 4: Petition Sufficiency.** Completed petitions are turned in to the Clerk's office. Owners of record are verified by the Assessing Department and signatures are verified by the Clerk's office. If current ownership is questionable or cannot be obtained through verification against the current assessment roll and records located in the Isabella County Register of Deeds office, a title search may be deemed necessary. The additional cost of a title search would be added to the total projected cost estimate of the improvement. It is important to note that statute requires the signature of the "record property owners" in the citizen petition process. Accordingly, administrators, guardians and powers of attorney would not be permitted to sign the petition, unless the power of attorney document or a court order has specifically granted the power to sign a special assessment petition on behalf of the record owner.

Sufficiency of the petition is typically based on the following:

- Owners of more than 50% of total land area in the district are required for sufficiency for sewer and water projects.

- Owners of more than 50% of total frontage in the district are required for sufficiency for road improvement, snow plowing, and lake improvement projects (may use frontage on the lake).
- Owners of not less than 10% of property sites are required for sufficiency of street light projects.

Step 5: Resolution #1. After the petition has been verified and the sufficiency requirement has been met, the request will be brought before the Township Board of Trustees for consideration of a resolution directing the Township Staff/Engineer to either obtain or prepare the plans and cost estimates for the project to be presented at the first of two public hearings.

Step 6: Resolution #2. Once the plans and cost estimates have been completed, the Township Board of Trustees will consider a resolution tentatively approving its intention to make the improvement, tentatively designating the special assessment district, and setting a date and time for the first public hearing. The resolution will also direct that the completed plans and cost estimates are to be given to the Township Clerk and made available for public inspection prior to the first public hearing. *Street lighting districts will proceed to **Step 13: 2nd Public Hearing**, at which the question of creating the district and defraying the expenses by special assessment will both be addressed.*

Step 7: Notice of 1st Public Hearing. Notice of public hearings in special assessment proceedings shall be mailed to each record owner of, or party of interest in, the properties to be included in the district, at least 10 days before the date of the hearing. Notice shall also be published twice before the public hearing in a newspaper circulating in the township, with the first publication also being at least 10 days before the date of the public hearing. The notice of hearing should contain the following:

- Date, time and location of the hearing
- Description of the proposed special assessment district
- Advice that plans and cost estimates for the improvement are on file at the office of the Township Clerk and are available for public inspection
- A statement that appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal, and describing the manner in which an appearance and protest shall be made, and that protests may be filed by letter (MCL 211.741(2))

Step 8: 1st Public Hearing. The first public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections to the proposed improvement project, the petitions or the district.

Step 9: Resolution #3. After conclusion of the 1st public hearing, the Township Board will consider adoption of a resolution doing all of the following:

- Describing the improvement and determining to complete the improvements
- Approving the plans and cost estimates as presented
- Designating the boundaries of the district
- Confirming the petition for sufficiency (if petition is required)
- Specifying the amount of the improvement costs to be paid by the Township, if any

- Designating the term of the special assessment district's existence
- If periodic redeterminations of cost will be necessary, such necessity and the dates when such redeterminations shall be made shall be stated
- Directing the supervisor (assessor) to prepare the special assessment roll

Step 10: Bids. Once the Board of Trustees has adopted Resolution #3, Township Staff will initiate the sealed bid process in order to select a contractor to construct the public improvement. Cost estimates will be refined based upon the bid results. In the case of road improvements final cost for these improvements will be obtained from the Isabella County Road Commission. The supervisor (assessor) will be charged with the task of assigning the appropriate benefit amount for each parcel within the district. Once the individual benefit amounts and the final cost estimate have been determined or received from outside entity, the special assessment roll will be created.

Step 11: Resolution #4. Once the special assessment roll has been created, the Township Board of Trustees will consider a resolution setting a date and time for the second public hearing. The completed special assessment roll will be given to the Township Clerk to be made available for public inspection prior to the second public hearing.

Step 12: Notice of 2nd Public Hearing. Notice of public hearings in special assessment proceedings shall be given to each record owner, or the party of interest in, of the properties to be included in the district, at least 10 days before the date of the hearing. Notice shall also be published twice before the public hearing in a newspaper circulating in the township, with the first publication also being at least 10 days before the date of the public hearing. *Notice for public hearing for street lighting districts only require at least 5 days before the date of the public hearing, and may be published in a newspaper of general circulation in the district, or, if none available, posted in at least 3 of the most public places in the district.* The notice of hearing should contain:

- Date, time and location of the hearing
- Description of the proposed special assessment district
- Advice that plans and cost estimates for the improvement, as well as the special assessment roll are on file at the office of the township clerk and are available for public inspection
- A statement that appearance and protest at the hearing is required to appeal the amount of special assessment to the Michigan Tax Tribunal, and describing the manner in which an appearance and protest shall be made, and that protests may be filed by letter (MCL 211.741(2))

Step 13: 2nd Public Hearing. The second public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections to the assessment roll.

Step 14: Resolution #5. After the 2nd public hearing, the Township Board of Trustees will consider a resolution to confirm the special assessment roll. The Township Board will also determine the number of annual installments and the interest rate to be charged on future installments.

Step 15: Bid Award. The Township Board will consider awarding of the bid for the improvement



project.

Step 16: Notice of Assessment. A notice of special assessment will be mailed to affected property owners within 20 days after confirmation of the special assessment roll. At this time, the Township Board will begin the process of obtaining funding and/or issuing bonds to finance the construction of the project.

Step 17: Commence Construction. The Township will commence construction of the improvement project.

Step 18: Implement Assessments. The Township will begin the process of collecting the special assessments against the individual properties within the special assessment district.

“The entire proceedings may be abandoned at any point, although after the roll is confirmed the assessments are a lien on the property and the confirmation must be rescinded to remove this lien. Generally speaking, the scope of the improvement to be built or the size of the district may be reduced at any point in the proceedings but may not be increased after the filing of the petition, or after the adoption of Resolution No. 2 if there is no petition, without close review and the possible necessity of reinstituting the proceedings.



SECTION 3 – Statutes, Forms, Related Documents

This section of the Guide is designed to provide the reader with information on how to obtain copies of the relevant statutes, include samples of local administrative forms, and access to other related documents and information pertaining to establishing a SAD within the Township. These documents include:

Statutes. There are various public acts which describe the process for administering special assessments for public improvements and services from ambulance to weed control. Each specific act outlines the details and forms the basis behind the itemized steps described in Sections 1 and 2 of this document as they pertain to certain improvements or services.

Copies of the acts not included as part of this document can be found through the search engine at www.legislature.mi.gov:

- PA 162 of 1962 – Notice of Special Assessment Hearings (*part of General Property Tax Act*)
- PA 188 of 1954 – Public Improvements
- PA 225 of 1976 – Deferment of Special Assessments on Homesteads
- PA 246 of 1931 – Pavements, Sidewalks, and Elevated Structures (*Street Lighting*)
- PA 267 of 1976 – Open Meetings Act

Forms. The following forms are those which interested property owners would need to file with the Township in order to begin the SAD process.

Informal and formal Petition for Special Assessment Improvement form (example) 11 - 12

Documents pertaining to deferment can be found at the following links:

Frequently Asked Questions (FAQs) About Deferred Special Assessments
https://www.michigan.gov/documents/treasury/DeferredSpecialAssessments_189257_7.pdf

Senior Citizen or Totally and Permanently Disabled Person's Affidavit Requesting Special Assessment Deferment
https://www.michigan.gov/documents/2748f_2630_7.pdf

CHARTER TOWNSHIP OF UNION - ISABELLA COUNTY, MICHIGAN

INFORMAL PETITION FOR PUBLIC IMPROVEMENT BY SPECIAL ASSESSMENT

In accordance with Public Act 188 of 1954, as amended

APPLICANT INFORMATION			
Name		Phone	
Address		Email	
City	State	Zip Code	Property Identification Number

PUBLIC IMPROVEMENT INFORMATION
<p>Type of Improvement:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Public/Private Road <input type="checkbox"/> Water System <input type="checkbox"/> Sanitary Sewer </div> <div> <input type="checkbox"/> Lighting System <input type="checkbox"/> Other _____ </div> </div>
<p>Location of Improvement: <i>(please give a detailed description of affected subdivisions, streets, and/or properties to be included in the district)</i></p>

APPLICANT SIGNATURE
<div style="display: flex; justify-content: space-between; height: 40px;"> <div></div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name</div> <div>Date</div> </div>

TOWNSHIP DEPARTMENT REVIEW	INITIAL/DATE AND RETURN TO TOWNSHIP CLERK
Department of Public Service Comments:	<div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Approved as submitted</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Changes required (see comments)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Not feasible project at this time</div> </div>
Township r Comments:	<div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Approved as submitted</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Changes required (see comments)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Not feasible project at this time</div> </div>
Other Staff Comments:	<div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Approved as submitted</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Changes required (see comments)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>/</div> <div>Not feasible project at this time</div> </div>

**CHARTER TOWNSHIP OF Union COUNTY OF Isabella
PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT**

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the:

☐ **PUBLIC/PRIVATE ROAD** ☐ **WATER SYSTEMS** ☐ **SANITARY SEWERS** ☐ **LIGHTING SYSTEMS** ☐ **OTHER** _____

specifically described as follows:

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended.

	PRINTED NAME	SIGNATURE	ADDRESS	DATE	(for office use only)	
					PARCEL NUMBER	✓
1						
2						
3						
4						
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14						
15						

CERTIFICATION OF CIRCULATOR

To the best knowledge, information and belief of the undersigned, he or she is qualified to and did circulate this petition; each signature was signed in his/her presence; each signature is genuine, and the person signing owned the designated property at the time of signing.

_____/ _____/ _____
SIGNATURE OF CIRCULATOR ADDRESS DATE

CHARTER TOWNSHIP OF UNION- NOVEMBER 2018
NOVEMBER 2018
NOVEMBER 2018

Charter Township of Union

To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: August 22, 2019

Policy Review: 2.9 - Collaboration with Other Entities
Type of Review: Internal
Review Interval: Annual
Review Month: August 2019

Policy Wording

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

Manager Interpretation

Township Manager interprets this policy to indicate that professional relationships will be developed with community partners (public, private and non-profit) and that as appropriate, engage said partners in the exploration of collaborative service delivery opportunities, area wide communication efforts and that appropriate focus will be placed on the region and not solely within the political boundaries of the Township.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

Data

- The Township is participated with area partners to create a community-wide brand to make the Mt. Pleasant area more desirable to visit, call home or start a business. Partners included the Township, the City, McLaren Central Michigan and Middle Michigan Development Corporation.
- The Township collaborates with and supports via funding the Mid Michigan Community Pathways organization. The Mt Pleasant to Shepherd section was opened in 2018 and more recently, the Township was awarded a 2% grant to facilitate the completion of the Inter-Local Pathway Connector.
- The Township Manager participates in an Airport Partners Committee the goal of which is to explore opportunities to enhance the usage of and financial stability of the Mt Pleasant Municipal Airport. The Committee consists of members of the Saginaw Chippewa Indian Tribe,

County Government, Middle Michigan Development Corporation, Chippewa Township and CMU, among others.

- The Township Manager is a member of the Chamber of Commerce, is a voting member of the Middle Michigan Development Corporation, actively participates in the County Emergency Management Center planning efforts, is a member of the Hannah's Bark Park Advisory Board and is a member of the local Rotary Club.
- The Township was a funding partner for the restroom, concession and warming station project located near Hannah's Bark Park within Mission Creek Park that was completed earlier this year.
- The Township Manager has recurring, scheduled one-on-one meeting with the Mt Pleasant City Manager and Isabella County Administrator.
- The Public Works Coordinator sits on and is the chair of the Mid Michigan Cable Consortium and attends monthly Road Commission meetings.
- The Township is funding partner with other local entities for the Epicenter e-publication. The aim of the publication is to chronicle the investment, innovation, and development of unique assets within the region to attract new talent and shape the region's future.
- A Joint water study with MT Pleasant was completed in 2019 to explore synergies in service provision. A joint presentation to the respective governing bodies is scheduled for the fall of 2019.
- The Township routinely partners with the County Rd Commission to maximize road improvements in the Township
- For the first time, the Township co-host and help fund the 6th annual Leadership Luncheon.
- The township developed and submitted a proposal to Nottaw Township to treat sanitary sewer flows from the proposed Nottawa Township sewer project. While Nottawa decided to pursue an agreement with the City of Mt Pleasant, the Township will continue to explore partnering opportunities if an effort to correct environmental concerns and protect the area waterways.
- The Fire Service Contract with MT Pleasant was renegotiated this past year

Compliance

In compliance with policy as indicated

Evaluator: _____

Executive Limitations Evaluation Form

A tool to be used by individual board members as they evaluate the internal monitoring reports designated in Board-Management Delegation.

Policy being monitored:
(Insert actual policy)

- | | | |
|--|------------------------------|-----------------------------|
| 1. Was this report submitted when due? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did the report lay out the Manager's interpretation or an operational definition of the policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Was I convinced that the interpretation is justified and reasonable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Did the interpretation address all aspects of the policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Does the data show compliance with the Manager's interpretation of our policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments regarding further policy development:

1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?
What is the value that drives your worry?

2. What policy language would you like to see incorporated to address your worry?

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: August 22, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: August 28, 2019
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.2 – Accountability of the Township Manager	

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, 2014, 2018 and 2019. 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 4.2 (Accountability of the Township Manager), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.2 – Accountability of the Township Manager

The Policy states: “The Township Manager is the board’s primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.”

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. 4.2.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.2 – Accountability of the Township Manager
Type: Direct Inspection
Occurrence: Annual
Date: August 2019

Policy:

The Township Manager is the board's primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.

Where township operations are, by law, delegated to elected officials:

In order to create an aligned approach to operational management, the elected positions of township clerk and township treasurer shall function as department heads, under the advisory supervision of the Township Manager, where the Township Management may provide advice in the practice of operational authority.

Accordingly:

- 4.2.1 The board, as a group, or as individual board members will *never give* instructions to persons who report directly or indirectly to the Township Manager, except:
 - A. Where elected officials, serving on an official committee or task force is assigned a staff liaison, in which case, directives regarding committee work may be given;
 - B. Where elected officials serving as department heads directly supervise staff.
- 4.2.2 The board as a group will not evaluate, either formally or informally, any staff other than the Township Manager.
- 4.2.3 The board will view Township Management performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Township Management performance.

Use this evaluation form for discussion at the Board of Trustees Meeting on August 28, 2019.

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?