

**Notice of an Electronically Conducted  
Regular Meeting of the Charter Township of Union  
Board of Trustees**

Notice is hereby given that the Charter Township of Union Board of Trustees will conduct their regularly scheduled March 24, 2021 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

There will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Board of Trustees members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNklTaHM4UT09> (Meeting ID Enter "872 4311 6560" Password enter "616232"). Access to the electronic meeting will open at 6:30 p.m. All participants will be placed in a virtual waiting room until the meeting moderator opens the meeting at 7:00 p.m.

To participate via telephone conference call, please call (312-626-6799). Enter "872 4311 6560" and the "#" sign at the "Meeting ID" prompt, and then enter "616232" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. First, click on the "Participants" button at the bottom center of the screen, and then click on the "Raise Your Hand" icon near the bottom right corner of the screen. To rise your hand for telephone dial-in participants, press \*9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Supervisor may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 3/24/2021 will be read aloud to the Board of Trustees.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

## Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

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### "Raise Your Hand" for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. **First, click on the "Participants" icon** at the bottom of your screen. **Next, click on the "Raise Your Hand" icon** near the bottom right corner of the screen.



#### Step 1 Step 2

Click "Lower Hand" to lower it if needed. If you are accessing via computer, you can also use the Alt+Y (Windows) or Option+Y (Apple) to raise or lower your hand. The host will be notified that you've raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To rise your hand for telephone dial-in participants, press \*9.** The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

**Leaving the Meeting:** Click the "Leave Meeting" link at the bottom of the screen at any time to leave the meeting.



## BOARD OF TRUSTEES

**Regular Electronic Meeting. Instructions for access will be posted and available on website  
(uniontownshipmi.com) home page**

**March 24, 2021**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Monthly Report
  - C. Planning Commission and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – March 10, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

10. NEW BUSINESS

- A. Discussion/Action (Smith) Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$43,5000.00 for the installation of high service pumps at the River Road Control Valve Station
- B. Discussion/Action: (Smith) Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$61,300.00 for the upgrade/rehabilitation of Pump Station #7 and Collection System upgrades on McDonald Drive
- C. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #4 which sets the Second Public Hearing date and time for the establishment of a Paving Special Assessment District.
- D. Discussion/Action: (Nanney) To approve an Agreement for Annexation and Detachment of Property with the City of Mount Pleasant to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club
- E. Discussion/Action: (Nanney) To concur with the Economic Development Authority Board and approve the updated EDA Board bylaws and rules of procedure
- F. Discussion/Action: (Stuhldreher) To consider approval of a Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials
- G. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members' Code of Conduct

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



## Board Expiration Dates

| EDA Board Members (11 Members) 4 year term                                     |             |             |                 |
|--|-------------|-------------|-----------------|
| #  | F Name      | L Name      | Expiration Date |
| 1-BOT Representative   | Bryan       | Mielke      | 11/202024       |
| 2  | Thomas      | Kequom      | 4/14/2023       |
| 3  | James       | Zalud       | 4/14/2023       |
| 4  | Richard     | Barz        | 2/13/2025       |
| 5  | Robert      | Bacon       | 1/13/2023       |
| 6  | Marty       | Figg        | 6/22/2022       |
| 7  | Sarvjit     | Chowdhary   | 1/20/2022       |
| 8  | Cheryl      | Hunter      | 6/22/2023       |
| 9  | Jeff        | Sweet       | 2/13/2025       |
| 10   | vacant seat |             | 2/13/2021       |
| 11   | David       | Coyne       | 3/26/2022       |
| Mid Michigan Area Cable Consortium (2 Members)                                 |             |             |                 |
| #  | F Name      | L Name      | Expiration Date |
| 1  | Kim         | Smith       | 12/31/2022      |
| 2  | vacant seat |             |                 |
| Cultural and Recreational Commission (1 seat from Township) 3 year term        |             |             |                 |
| #  | F Name      | L Name      | Expiration Date |
| 1  | Robert      | Sommerville | 12/31/2022      |
| Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments) |             |             |                 |
| #  | F Name      | L Name      | Expiration Date |
| 1 - BOT Representative   | Kimberly    | Rice        | 11/20/2024      |
| 2 - PC Representative  | Mike        | Darin       | 8/15/2022       |
| 3 - Township Resident  | vacant seat |             | 8/15/2021       |
| 4 - Township Resident  | Jeremy      | MacDonald   | 10/17/2022      |
| 5 - Member at large  | vacant seat |             | 8/15/2021       |
| Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term |             |             |                 |
| #  | F Name      | L Name      | Expiration Date |
| 1 - City of Mt. Pleasant   | John        | Zang        | 12/31/2023      |
| 2 - City of Mt. Pleasant   | Judith      | Wagley      | 12/31/2022      |
| 1 -Union Township  | Stan        | Shingles    | 12/31/2023      |
| 2 - Union Township   | Allison     | Chiodini    | 12/31/2022      |
| 1- Mt. Pleasant Schools  | Lisa        | Diaz        | 12/31/2021      |
|  |             |             |                 |



To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: March 15, 2021  
Re: March Monthly Activity Report

Attached is the monthly activity report for March.

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:** March 2021

### **Global Ends**

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

### **Prior Month Activities**

#### **Township Manager**

- Provided direction, support, and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs, and Governor press conferences
- Continued addressing operational changes resulting from and MDHHS and MIOSHA issued orders related to the pandemic
- Spoke with several citizens and others regarding a variety of issues
- Facilitated 2<sup>nd</sup> dose of COVID 19 vaccines for staff deemed "critical infrastructure" workers. Vaccinations provided by CMHD.
- Manager was out of the office the first and last weeks in February
- Pre-financial statement audit meetings held to coordinate project timeline
- Met with staff and outside advisors regarding possible bond re-finance opportunities
- Coordinated staff activities related to county jail special use permit activities
- Administrative Assistant open position notice expired end of February

#### **Finance Department**

- 1.1 Community well-being and the common good



### Budget

- Entered the budget amendment for the 248 – East DDA Fund approved by the Board of Trustees on February 24<sup>th</sup> for a Contribution to Jameson Park upgrades.

### Audit

- Conference call with Ali from Yeo & Yeo to discuss upcoming audit expectations and timing
- Auditors expected to be working virtually the last week in March
- Calculated Accrual for Compensated Absences and posted for year-end audit
- Prepared and posted the interest accrual for year-end
- Scanned in all bank statements to prepare for audit

### Tax

- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Reclassed Black top Special Assessment revenues
- Reconciled Mobile Home Tax collected in January
- Reconciled Special Assessment Year End Balances
- Calculated IFT Amounts for State Reporting and set aside funds

### Payroll

- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end
- Handle all meeting pay requests submitted by the Board of Trustees: email to Administrative Assistant to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.
- Payroll – 73 Payroll checks and checks to pay for benefits issued during February

### Account Payable

- 12 Accounts payable check runs during February:
  - Payments issued for DDA's
  - Reissued a check not received in the mail by the vendor, 1 check issued for this
  - Disburse funds twice for the summer/winter taxes collected January 16 – February 15; 67 invoices created and entered, 14 checks issued totaling over **\$5.5 million** -- Submitted on Bank's positive pay website for fraud prevention
  - Issued refund checks twice for tax overpayments, 5 invoices created and entered, 4 checks were issued totaling over \$3,700
  - 110 invoices reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 76 disbursement checks totaling over \$306,000
  - Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted,

- Mastercard Pmt – 18 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online for over \$5,900

#### Human Resources

- Work with MERS on necessary changes to the plan documents to comport with the Collective Bargaining Agreements and met with the Township's Attorney to discuss changes needed
- Mailed letters to full-time employees needing to get enrolled in direct deposit
- Prepared new hire paperwork for new Board of Review member and entered in the Payroll System

#### Training

- Accounting Specialist and Treasurer trained on cash receipting
- Set up MTA training for new Board of Review member

#### Treasury

- 2 cashiers entered 1051 receipts in February totaling over **\$4.7 million.**

#### Recurring Monthly

- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (2-4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Reconciled daily credit card deposit with cash receipt reports and the bank
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned and interest earned on checking accounts and record interest earned in the BS&A financial software.
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, and FI

#### Miscellaneous

- Post any online payments made to the general ledger in February: 109 online utility billing payments totaling \$17,033, 15 Building/Planning Department payments totaling \$9,969 and 68 online tax payments totaling \$222,730
- Billed insurance company for Concerned Citizens legal expenses
- Filled in for the Township Manager one week in February while he was away on vacation
- Met with the Management Team subsequent to the Board meeting
- Worked with CMS to update phone system set up and recording

#### Assessing Administration

- Set up Board of Review Zoom meetings

- Posted Board of Review Notice on the Township's website
- Posted the 2021 Assessment Roll on the Township's website

#### Assessors Report

- Answered taxpayer questions for assessing
- Assessor has continued scanning the deeds and paperwork in order to get everything digitized for ease of access and have begun to shred documents once they have been scanned in and attached.
  - It is important to note, Deeds and other recorded documents may not be copied and/or provided to anyone. These are for the Assessors use only. The register of deeds is required to provide the Assessor's office with this.
  - Copies or deed searches should be directed to the County Register.
- Up to date on all permit entries and sales
- Handled and are up to date on all deed maintenance
- Received all Personal Property Statements and 5076s
- Prepared and finalized all paperwork for the MBOR
- MTT Cases
  - ARG BE23PROP02, LLC
    - Answer filed
  - Chips Housing
    - Petition filed
  - Timber Creek Apartments
    - Answer filed (01)
  - Lexington Ridge Apts
    - Petition filed
  - MPIS
    - Answer filed
    - Stipulation reached
  - Mount Pleasant Hotels
    - Answer filed
  - Campus Crest
    - Valuation disclosure
  - PEP-CMU
    - Valuation disclosure
  - Menard INC
    - Valuation disclosure
  - Copper Beech
    - Valuation disclosure
- Moving forward:
  - We will continue to keep up to date with sales and data entry.
  - The county has been extremely behind on deeds.
  - Finish MBOR
  - Start getting the 2021 inspection list ready

#### Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

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

- The Spring banners have been installed for the gateway signage around the M-20/US-127 interchange.
- The Community and Economic Development Director served as the Township representative on the interview team for selection of the Mt. Pleasant Fire Department's new Fire Lieutenant to replace the retiring Lt. Randy Keeler.
- The Community and Economic Development Director met remotely with a local business owner, and with Jim McBryde, President of the Middle Michigan Development Corporation, to briefly discuss potential options for supporting development of additional office/warehouse facilities to meet demand for this type of space in the area. Additional follow up is planned.
- The Community and Economic Development Director worked with the contractor to finalize BeGreen's scope of services in the East DDA District for 2021.
- The Community and Economic Development Director worked with the contractor for the holiday lighting along the E. Pickard Rd. corridor in the East DDA District to develop a proposed service agreement for 2021, which will be forwarded to the EDA Board for consideration.

#### Building Services

- Our McKenna Associates, Inc. contract for Building Official services continues to provide flexibility to match services levels to demand for permits and inspections. Our Building Official, John Lipchik, provided services three days per week during the month, with weekly review of his schedule. The Building Official and building services staff provided the following services during the month:
  - 19 Inspections
  - 4 Plan Review
  - 13 Permits issued
  - 11 Final Certificates of Occupancy
  - Follow up phone calls
  - Final Occupancy of McGuirk's Mini Storage G & H
- With Jennifer Loveberry's recent move to the Public Services Department, the Community and Economic Development Director would like to acknowledge the good work of our Building Services Clerk, Amy Peak, who has also provided coverage for the vacant Administrative Assistant position, including all front counter activity, incoming phone communications, and mail processing.
  - Treasurer Rice provided much appreciated help with daily deposits, tax inquiries, and continued daily check ins to make sure front counter is supported.
  - Treasurer Rice also provided help with receipt of tax and utility payments on the busy days leading up to the property tax due date.

#### Rental Inspection Services

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Expired certificate scheduling
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 162 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants.

- Referred potential code or ordinance issues observed to appropriate departmental personnel for review/action: construction work without permit (siding commercial), no-plate cars on Kay St. (4).
- Contacts with local inspectors, enforcement, and fire personal. Trying to start our usual monthly meeting back up again.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall.
- Attend NMCOA training and SVCICC training (currently online).
- Rental billing processed with late fees applied to about 5 units.

#### Zoning Administration Activities (1.1):

- The Community and Economic Development Director and Zoning Administrator met again via Zoom with Chris Lundsted and Tim Bebee about resolving ordinance compliance issues at the Green Scene Landscaping facility on Remus Rd. (M-20). Plans are being prepared for a grading permit application to resolve the issues.
- The Community and Economic Development Director and Zoning Administrator met via Zoom with the owners of an existing building on Northway Drive about re-use and rezoning of the facility.
- The Community and Economic Development Director and Zoning Administrator met again via Zoom with County officials and the county's project team related to the proposed County Jail project's special use permit application.
- The Zoning Administrator also provided the following services:
  - (3) Zoning review approval letters for building permit applications.

#### Ordinance Enforcement Activities

- 5116 Kay St. trailers and junk. Unlawfully stored RV unit removed from the property and smaller junk items have been cleaned-up. This matter is now closed.
- 3046 Jen's Way (West Wood Condominium) – Multiple trucks displayed for sale on a vacant commercial lot and a crane overhanging the public sidewalk have been removed. This matter is now closed.
- 5121 Silverberry Dr. – Excessive number of inoperable vehicles on a residential lot. The violation has been corrected and this matter is now closed.
- A potential pot operation previously noted by the Rental Inspector. This matter is now closed. A neighbor commented during a conversation with our Rental Inspector that the house was sold again, and that new owners are fixing it up inside.
- 4935 E. Valley Rd. Owner agreed to a timeline to have certain accessory structures and vehicles that are in violation of Township ordinances removed, which is in process per the timeline.
- 2120 Yats Dr. - Junk complaint. Home appears to be abandoned. Staff was able to track down the owner who currently lives in the City of Mt. Pleasant. Owner has been sent notification of the violation and has agreed to submit a plan for resolving the violation to the Zoning Administrator.
- 5419 S. Mission Rd. - Complaint of junk. Violation determination in process.
- 1646 High St. - Complaint of carport constructed without permits. Owner contacted. Owner agreed to submit building permit for compliance.

#### Planning Commission Activities

- During their regular February 16, 2021 meeting, the Planning Commission:
  - Approved the PSPR20 -14 - final site plan for Dunkin Donuts/Marathon filling station on the corner of E. Broomfield Rd. and S. Isabella Rd.

- Approved the PSPR21-01 - final site plan for Sam's Club Filling Station located on Encore Blvd.
- Approved the PSPR21-02 - final site plan for Biggby Coffee on E. Pickard Rd. near S. Summerton Rd.
- Approved the PSPR21-03 - final site plan for the Malley Construction Contractor's Yard on E. Airport Rd. at Packard St.
- Set a 3/16/2021 public hearing for the proposed Isabella County Jail and Sheriff's Office facility planned to be located on land near the southwest corner of E. Remus Rd. and S. Summerton Rd.

#### Zoning Board of Appeals Activities:

- No meeting in February.

#### Sidewalk and Pathways Prioritization Committee Activities:

- No meeting in February.

#### Other Activities:

- PILOT Housing Projects - The Community and Economic Development Director and Finance Director will confirm that all required audited financial reports have been provided by the sponsors of the eligible housing projects and that the PILOT payments are complete.
- Three (3) Freedom of Information Act (FOIA) requests for documents were received and processed during the month.
- The Community and Economic Development Director and Jacob Kain, City Planner, completed work, with the assistance of the City Attorney, to prepare a proposed resolution to a city-township boundary issue raised initially by the U.S. Census Bureau in 2020. The proposed boundary agreement is anticipated to be presented to the City Commission for consideration on March 22, 2021, and will be on the Board of Trustees agenda shortly thereafter.
- Sidewalks – approximately 2,500 linear feet of new sidewalk improvements are anticipated to be constructed in 2021 by private contractors along portions of E. Pickard Rd. (M-20), S. Summerton Rd., E. Broomfield Rd., S. Isabella Rd., E. Bluegrass Rd., Encore Blvd., and E. Remus Rd. (M-20) in conjunction with development projects currently in the final site plan or building permit approval process with the Township

### **Public Services Department**

#### Community well-being and the common good (1.1)

- Jameson Hall Rental – closed during February 2021 in response to COVID-19 & construction
- Processed (1) ACH Request; (14) Transfers of Service/Final Bills; prepared (1) Misc. Invoice – Alwood Nursery; received/Processed (298) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/REU letter inquiries/cross connection program inquiries; set up (2) new customer accounts; prepared and mailed two (2) NSF notices
- Water turn-on/off request throughout township
- Prepared (3) cost estimates and (1) permit for new residential/commercial water and sewer services
- Prepared and coded department credit card and accounts payable statements/bills
- Input Consumer's Energy invoices for future analysis
- 1-day BS& A Training (2/12/21 – ½ day and 2/19/21 – ½ day) Jennifer Loveberry

- Public Service Department Assistant training began
- Prepared Jameson Park RFBA EDA Participation Agreement for Township Board approval
- Attended monthly EOC meeting
- Meeting with Paul Stauder to discuss possible bond refinancing
- Meeting with Dawn Lund to discuss possible bond refinancing

#### Safety, 1.4 Health, 1.5 Natural Environment (1.3)

- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Tested all pump station alarms (monthly operation and maintenance)
- (135) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Jameson Park construction continued – Konwinski Construction
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued EPA UCMR water samples logged on EPA UCMR on-line portal
- Department review and approval of one (1) site plan and one (1) building permit
- Snow plowing and salting of all township facilities as needed
- Wolverine Power completed yearly preventive maintenance on the township's nineteen (19) generators
- Continued working on 2021 Capital Improvement Projects
- Monthly fire extinguisher, AED, and eye wash inspections
- Block Electric installed alarm for Township Hall sump pump and removed non-operational windmills at Township Hall
- Pump station #5 – Home Depot continuing issues with cleaning rags and wipes getting into the pump station and plugging up the pump (pulled pump numerous times in the month of February to de-rag). Contacted the manager again about this issue and they have started to police their cleaning activities and how wipes are being used and disposed of. As of this report it has gotten better as we have only pulled the pump once in the last week (normally 2 to 3 times a week)
- Took delivery of new sewage pumps for pump station # 7
- Gathered information on pump stations #3 & #18 for sanitary sewer capacity review associated with proposed Isabella County Jail site on Remus Road – worked with GFA to complete final report – submitted report to Isabella County
- Coyne Oil filled diesel fuel tanks at four pump stations that have stationary generators
- Replaced pump / motor shaft flex collar at pump station # 5
- Replaced lighting ballast and top light switch in stairwell in basement at the Township Hall
- Completed new truck, service body, and snowplow specifications, RFP, and bidding documents
- Replaced pump float and control relays at pump station # 2
- Finalized 6" trash pump specifications
- Repaired wiring problem on 2008 Western snowplow
- Repaired water service break at 5059 Bertshire Dr. - Country Squire Estates
- Installed new water service at 3890 East Deerfield Rd.
- Installed half dome mirror in front lobby of the Township Hall
- Moved large snow piles with backhoe at various township locations
- Repaired broken fire hydrant due to accident on River Rd. near the Country Club
- Installed heater in control panel at pump station # 3
- Kone Elevator completed maintenance and inspection of elevator at pump station # 2

- Installed stainless steel pump pull chains at pump station # 17
- Continued water meter and meter reading device repair or replacement
- Took delivery of picnic tables and grills for park's department
- Turned water on to the new ICRC building and installed reading device
- After hours water turn off at the Chippewa Motel for repair of broken water line in the crawl space
- WWTP - Completed and Submitted annual Mercury Minimization Report to EGLE & EPA
- WWTP - Completed review and comments on EGLE NPDES Draft Permit – submitted comments to EGLE
- WWTP - Continued Collection System H2S Monitoring
- WWTP - Continued with screen room cleaning and painting project
- WWTP - Completed alarm testing and final switch to new SCADA
- WWTP - Replaced 6" Plug Valve RAS Pump #4
- WWTP - Repair/Rebuild de-gritter gate valve
- WWTP - Repaired Heater Influent Sampler
- WWTP - Completed WP 295 study (QA/QC for Drinking Water Total Coliform Analysis)
- WWTP - Cleared stormwater catch basins
- PubWorks Mobile install began
- PFAS samples taken TP008, TP009.
- 2411 Ruby Rd. met with customer regarding chlorine smell in the water
- Reviewed Dunkin Donuts/gas station project
- Met with Isabella County Road Commission and Fire Department regarding backflow preventions
- Meeting with National Pipeline Services on cathodic protection
- Inspection of installation of eight new curb stop boxes 4-Hack's project
- Replaced check valve in high service pump #2 Isabella well site
- Worked with Bills Custom Fab on Water Tank overflow design
- Flushed fire hydrant Meadow Drive cloudy water complaint
- GIS - Worked extensively throughout the month with a PubWorks asset-management support technician to resolve data synchronization issues with the PubWorks GIS MapViewer in preparation for a full PubWorks update and mobile mapping.
- GIS - In response to MDOT's request for plans for the design phase of their project, provided 27 as-built water and sewer plans for Pickard / M-20 from the City limits to US-127. In 2023 MDOT plans to start road reconstruction, storm sewer replacement, driveways, sidewalk, and other improvements.
- GIS - Worked with the Community and Economic Development Director to resolve possible City/Township boundary discrepancies identified by the Census 2020 Governmental Unit Reference Map. Interpreted legal descriptions and surveys to map the area of concern for the proposed City-Township Boundary Agreement.
- GIS - Revised maps of the East and West DDA Districts in response to a Township consultant's request for Business Development Survey maps for the DDA Development/Tax Increment Financing Plans update project.
- GIS - MISS DIG Design Tickets: In response to a design ticket, provided water and sewer drawings to Exxel Engineering for a topographical survey of two parcels at 5785 E. Broadway (Prestige Center LifeHouse assisted living facility).

### **Current Month Anticipated Activities**

#### **Township Manager**

- out of office 1<sup>st</sup> week in March



- Provide direction, support, and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, DDA Plan Rewrite Kick-off meeting and several internal Board/Commission/Authority meetings during the month.
- Significant time spent on all things COVID related to understand requirements/impacts from various Stater of MI department Orders and relief bills on operations, staff, facilities, etc.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Chip River Master Plan meeting scheduled for March

### **Finance Department**

#### **1.1 Community well-being and the common good**

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Finance Director to attend Michigan Government Finance Officers Spring Conference virtually
- Finance Director to host the virtual Board of Review meetings in March
- Provide certain reports to the County Treasurer needed for the tax settlement
- After finalizing the tax settlement with the County, need to roll the delinquent personal property taxes to the BS&A DPP module and bill the delinquents.
- Prepare refunds for tax over payments
- Disburse PILOT taxes collected for tax year 2020 and prepare year-end adjustments accordingly
- Combine Payroll Fund with General Fund for year end 2020 to comply with GASB 84
- Prepare tax fund for year-end by implementing new accounting rules for fiduciary funds (GASB 84)
- Work on accounting for fixed assets
- Prepare and post year-end adjustments
- Prepare annual accomplishments for board report
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any online payments made to the general ledger

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

#### **1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce**

##### **Economic Development Activities:**

- 5243 Jonathon Lane property – The Community and Economic Development Director will proceed with securing a contractor to remove the remaining foundation elements and utilities.
- The Community and Economic Development Director is gathering information related to the status of existing roads in the Packard St./East Airport Rd./Corporate Dr. industrial area north of E. Pickard Rd. and west of S. Isabella Rd. with the intent of identifying opportunities for potential road improvements to maximize the economic development potential of this area.
- The Community and Economic Development Director will continue business retention contacts when possible under COVID19 restrictions.

#### Building Services :

- Follow up phone calls.
- Continue to do site visits, inspections, issue permits, plan reviews.
- Continued progress at The Crossings on Broadway and Pleasant Ridge (Summerhill Village) Mobile Home Parks.
- Continued work on resolving expired permits.
- Continued progress on Jameson Hall renovations, McGuirk's Building C Foundation, McGuirk Mini Storage Buildings G & H, ICRC, Four Hacks Condos, D Clare, Days Inn, Coyne & Paul new residential and Rosewood addition.
- Beginning of Menards security gate addition
- Beginning of work at Days Inn
- Start of Mt Pleasant Storage Central new storage building
- Permit applications and plan reviews for Biggby Coffee, Dunkin Donuts/Marathon Filling Station, Days Inn, and Sam's Club Filling Station.

#### Rental Inspection Services:

- Continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2021.
- Investigate and follow up on any rental complaints as needed.
- Schedule complexes, hotels, as well as duplex and single-family units for inspections.
- Follow-up inspections to verify correction of violations found on previous inspections.
- Expired certificate scheduling as needed.
- Site visits as needed for compliance or informational.
- Attend NMCOA training.

#### Zoning Administration Activities:

- The Zoning Administrator will continue to review and update PZE Process files in BS&A to ensure accuracy and completeness and of current and completed planning/zoning project files.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits

#### Ordinance Enforcement Activities

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D for plans to correct non-compliance regarding parking lot improvements and grading changes.
- 5500 E. Pickard Rd. (Quality Inn) and 5770 E. Pickard Rd. (Days Inn) – complaints about two (2) large shipping containers unlawfully installed (one at each location) as storage units on the lots. In response to a notice of violation, the owner applied for and received approval of a zoning permit for relocation of both containers to the rear yard of the Day's Inn property with authorization for temporary use for up to 365 days. Once the containers are relocated, this matter will be closed.
- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit. This property also has a history of previous extraction-related activities without a special use permit, with the

appearance of recent activity at this location. The Township Attorney's legal response to the owner's refusal to secure a zoning permit or stop the work based on a claim that he is protected by the Right to Farm Act is in process.

- 4957 E Valley Rd. (parcel #14-002-20-011-01) - Issuance of a civil infraction citation (court-action) for failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Mr. Tolas failed to respond to efforts by the Building Official and Community and Economic Development Director to resolve the matter. The Township Attorney is preparing to seek a court order for completion of the work.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use, but an evaluation of available historical aerial photography confirmed that the use was initiated in violation of applicable zoning district requirements. A notice of violation is in process in consultation with the Township Attorney.
- Issuance of requests for bids in process for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Ordinance enforcements follow up on current matters and investigation of any new complaints.

#### Planning Commission Activities:

- The regular March 16, 2021 Planning Commission meeting is anticipated to include:
  - Annual meeting for election of officers
  - Notice of vacancy on the Sidewalks and Pathways Prioritization Committee due to the passing of Matt Mertz
  - PSUP20-03 New county jail special use permit application –hold the scheduled public hearing and respond to the 3/1/2021 request from the applicant to postpone deliberation and action
  - PREZ21-01 Rezoning of the 5048 E. Pickard/Florence St. parcel from split B-7/R-2B to all B-7— hold the public hearing and make a recommendation to the Board of Trustees
  - PSPR21-05 Consumers Energy City Gate Final Site Plan application
  - Parks and Recreation Master Plan update - discussion of project schedule and public participation options
  - Continue the Master Plan implementation discussion
- A special March 30, 2021 Planning Commission meeting has been scheduled to include:
  - Rezoning of 2266 Northway Dr. from B-7 to I-2 – public hearing
  - McGuirk Mini-Storage Expansion – Preliminary Site Plan
  - McGuirk – 2420 E. Broomfield Rd. Final Phase Preliminary Site Plan
  - The Den on Broomfield – Mixed-Use Buildings - final site plan

#### Zoning Board of Appeals Activities

- Public hearing scheduled for 3/3/2021 to consider the PVAR 20-02 SOS Holding Company LLC application for a variance of nine (9) feet from the minimum ten (10) foot setback from roads right-of-way required by Section 11.11.C. of the Zoning Ordinance for a freestanding sign in a business district at 5316 E. Pickard Road.

#### Sidewalk and Pathways Prioritization Committee Activities

- Next meeting scheduled for March 23, 2021, which will focus on:
  - Continue sidewalk relief policy discussion started at the joint Planning Commission/Committee meeting in January.
  - Address vacancy of deceased sidewalk committee member Matt Mertz.
  - Outline goals for 2021.

- Begin to identify a list of priority projects for Fiscal Year 2022.

#### Other Activities:

- Sidewalks – the process to secure necessary easements for the planned public sidewalk construction along portions of E. Bluegrass Rd., E. Broomfield Rd., and S. Lincoln Rd. is continuing. Construction will move forward once the easements have been secured
- The Community and Economic Development Director will attend the quarterly meeting of the Cultural and Recreational Commission (CRC) of Isabella County.

#### Public Services Department

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

- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision (spring)
- Raise sanitary sewer manhole at the west entrance of The Reserve (spring)
- Install stainless pump pull chains at lift stations # 7, # 9, and # 12
- Install new pumps at lift station # 7 -received in February of 2021
- Install new water service at lot # 11 on Joseph Dr. in Sunfield Estates
- WWTP - Continue painting and repairs in screen room
- WWTP - Work with Perceptive Controls on few remaining alarming issues in SCADA system
- WWTP - Clean UV bulbs
- WWTP - Replace bearings in RAS pump #1 motor
- WWTP - Replace output shaft seal Aerator #7 gearbox
- WWTP - Clean blower room
- WWTP - Calibrate digester pressure transducers
- WWTP - Check plant flowmeter calibrations
- January – March meter reading, and quarterly billing
- Continue Public Service Department Assistant Training
- Submit yearly Cross Connection Report to EGLE
- Completed MIOSHA 300 lot and posted throughout township as required

#### Future Board of Trustee Meeting Agenda Items

- McGuirk Estates Paving District -Public hearing #2 and Resolution #4 to confirm SA Roll
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations
- Report on monitoring water usage and fee levels
- Jameson Hall Phase II Improvements-Bid award
- Audit Presentation is scheduled for May 12
- General Fund Reserve Policy recommendation
- Consider approval of changes by MERS related to employee DC retirement program
- Engineering contracts to assist with various EPA required studies/plans; and '21 scheduled work on pump station #7
- Vactor truck recommendation
- Purchase of budgeted ¾ ton service truck
- Pump station #5 service area smoke and dye testing (2021)
- Bidding & Purchase of 6" bypass pump (2021)
- Proposed City-Township boundary agreement to resolve a boundary issue in the area north of W. Pickard Rd. and west of Fancher St. raised initially by the U.S. Census Bureau in 2020.

- Rezoning of 2266 Northway Dr. from B-7 to I-2.
- Rezoning of 5048 E. Pickard from split B-7/R-2B to all B-7
- Policy Governance: '20 End's accomplishment report
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations

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

- Economic Development - Amendments to the East and West DDA Development/Tax Increment Financing Plans to update the development plans and proposed lists of projects consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues to allow for completion of development plan projects.
- Economic Development - The Community and Economic Development Director plans to meet with Doug Wallace, President of the Mt. Pleasant Area Chamber of Commerce to discuss economic development priorities.
- The Community and Economic Development Director and Jacob Kain (City Planner) plan to continue to meet periodically to discuss planning-related issues of mutual interest
- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Sidewalks - The Community and Economic Development Director will coordinate with Michigan Department of Transportation and county Road Commission staff regarding anticipated 2021 sidewalk construction projects.
- Sidewalks – Consider updates to the Sidewalk and Pathway Ordinance to incorporate current practices, update width and design standards, and consider the option of allowing payment into a sidewalk fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Rental Inspections - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Zoning Administration – Compiling a “punch list” of items to consider for a potential amendment as the new Zoning Ordinance is used.
- Consider updates to the Private Road Ordinance to incorporate current practices, design standards, and basic maintenance provisions for existing private roads.
- Bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly.
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Consider updates to the Township's ordinance on open burning
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Rental Inspections - Procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session

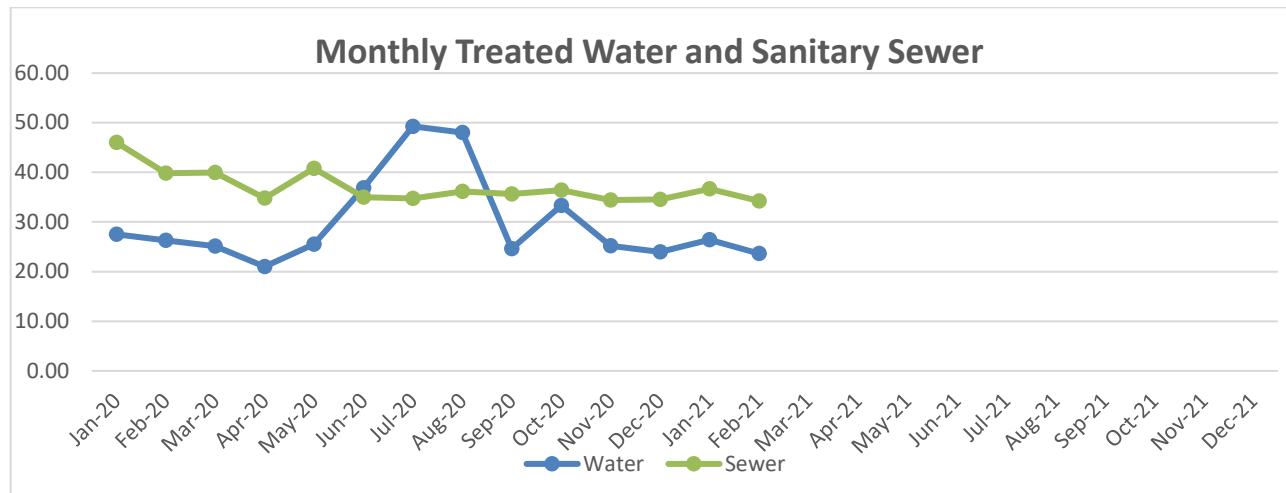
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan's new chart of accounts
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Fill open Administrative Assistant position
- Create new land values for all classes of property
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- Installation of generator transfer switch and receptacle at pump station #8
- Water system new monthly MOR reports – EGLE requirement
- EPA Water System Risk Assessment Plan – due in 2021
- Water Emergency Plan – due in December 2021
- Rehabilitation of pump station #7 (2021)
- High service pump installation – River Road (2021)
- Pump station #5 service area smoke and dye testing (2021)
- Broadway Tower maintenance – interior and exterior coating, cathodic protection (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Operator Prep for upcoming exams (water and sewer exams - postponed)
- McGuirk Estates Paving District Petition/Assessment District
- Water system new monthly MOR reports – EGLE requirement

## Other

- Legal Matters
  - Possible consolidation of Zalud and Concerned Citizen legal cases at least through the discovery phase. More to come on this.
  - Approximately \$6k remain under the Pung matter defense cost authorization limits
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water MOR submitted – no violations  
February 2021 – Treated Potable Water
 

|              |           |
|--------------|-----------|
| Total Month: | 23.667 mg |
| Average Day: | .910 mgd  |
| Max Day:     | 1.032 mgd |
- Monthly Sanitary Sewer DMR submitted – no violations
- February 2021 – Treated Sanitary Sewer
 

|              |          |
|--------------|----------|
| Total Month: | 34.24 mg |
| Average Day: | 1.22 mgd |
| Max Day:     | 1.4 mgd  |



**2021 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular - Electronic Meeting Minutes**

A regular-electronic meeting of the Charter Township of Union Board of Trustees was held on March 10, 2021 at 7:01 p.m. as a virtual meeting through the Zoom meeting platform.

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

**Roll Call**

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Bills (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Brown (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Hauck (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Thering (location Union Township, Isabella County, Mt. Pleasant, MI)

**Approval of Agenda**

Rice moved Bills supported to approve the Agenda as presented. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment**

Open: 7:03 p.m.  
No comments offered.  
Closed 7:04 p.m.

**Reports/Board Comments**

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

Supervisor Mielke expressed condolences by the Board of the passing of Sidewalks and Pathways Prioritization member, Matt Mertz, and wanted to publicly thank him for his service to Union Township.

**B. Board Member Reports**

Mielke – Commented on the March Board of Review saying that everything went well.

Rice – 2020 Taxes are at the Isabella County Treasurer's office awaiting settlement. The township is still collecting delinquent personal property. Gave a huge shout out to Amy and Amanda for their part in the tax collection.

Bills – Update from Saginaw Chippewa Indian Tribe representative Erik Rodriguez

Brown – Update from City of Mt. Pleasant

Hauck – Road Commission updates

Thering – Updates from Isabella County Commissioners



### **Consent Agenda**

- Communications
- Minutes – February 24, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

**Hauck** moved **Rice** supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

### **BOARD AGENDA**

- A. **Approval of the Professional Services Agreement between Dixon Engineering and Charter Township of Union for the 2021 Broadway 200,000-gallon elevated water storage tank maintenance project in the amount of \$31,300.00 and authorize the Township Manager to sign the Agreement.**

**Hauck** moved **Rice** supported to approve the Professional Services Agreement between Dixon Engineering and Charter Township of Union for the 2021 Broadway 200,000-gallon elevated water storage tank maintenance project in the amount of \$31,300.00 and authorize the Township Manager to sign the Agreement. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

- B. **Consideration to approve the 2021 Township Brine Participation Contract with the Isabella County Road Commission (ICRC) for the application of brine in the amount of \$19,680.16 and authorize the Township Manager to sign said contract.**

**Rice** moved **Brown** supported to approve the 2021 Township Brine Participation Contract with the Isabella County Road Commission (ICRC) for the application of brine in the amount of \$19,680.16 and authorize the Township Manager to sign said contract. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

Open 7:33 p.m.

No comments were offered.

Closed 7:33p.m.

### **CLOSED SESSION**

### **MANAGER COMMENTS**

- Thanked Sherrie Teall and Kim Smith for their support as acting Township Manager for the two weeks that he was out of the office.

### **FINAL BOARD MEMBER COMMENTS**

Mielke – Supports Trustee Hauck, looking forward of this board having their Ends conversation and touring Township Facilities.

Cody – Supports Trustee Hauck

Rice- Supports Trustee Hauck and is in favor of this board becoming paperless.  
Bills – Supports Trustee Hauck and requested information on sidewalks projects.  
Brown – Thank you Sherrie Teall, acting Township Manager for a great job with tonight’s meeting.  
Hauck – Stated that he would like to request the \$600 analysis from Cory, Block Electric for solar panels at the Water Plant and Waste Water Treatment Plant  
Thering – Supports Trustee Hauck and commented regarding the computer conversation that he does not want the process to stop for the Clerk.

**ADJOURNMENT**

Rice moved **Bills** supported to adjourn the meeting at 7:49 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
Bryan Mielke, Supervisor

*(Recorded by Jennifer Loveberry)*

03/17/2021 05:24 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 03/11/2021 - 03/24/2021

Page: 1/3

| Check Date                                  | Bank | Check   | Vendor | Vendor Name                     | Description  | Amount  |
|---|------|---------|--------|---------------------------------|--|---|
| Bank 101 POOLED CHECKING                    |      |         |        |                                 |  |   |
| 03/17/2021                                  | 101  | 420 (E) | 01186  | COYNE PROPANE LLC               | PROPANE FOR 5228 S ISABELLA<br>DIESEL FOR GENERATOR - WWTP   | 1,235.07<br>370.27<br><hr/> 1,605.34  |
| 03/18/2021                                  | 101  | 421 (E) | 00146  | CONSUMERS ENERGY PAYMENT CENTER | STREET LIGHTS<br>48858 LED LIGHTS<br>2010 S LINCOLN RD L4 LIGHT<br>5228 S ISABELLA<br>5337 E BROADWAY<br>2270 NORTHWAY<br>2055 ENTERPRISE<br>5225 E REMUS<br>1660 BELMONT<br>5144 BUDD<br>5142 BUDD<br>1933 S ISABELLA<br>900 MULBERRY<br>5240 E BROOMFIELD<br>5076 S MISSION<br>4822 ENCORE BLVD<br>4244 E BLUE GRASS<br>4795 S MISSION<br>4797 S MISSION BARN<br>5369 S CRAWFORD<br>3248 S CONCOURSE<br>3998 E DEERFIELD<br>2188 E PICKARD<br>1776 E PICKARD<br>1876 E PICKARD<br>2180 S LINCOLN<br>2424 W MAY<br>2495 E DEERFIELD<br>1876 S LINCOLN | 1,949.13<br>101.14<br>69.87<br>7,286.14<br>342.73<br>36.47<br>338.75<br>63.63<br>120.56<br>29.03<br>268.28<br>710.68<br>55.20<br>1,034.91<br>807.86<br>116.70<br>86.52<br>2,326.51<br>614.72<br>97.69<br>234.98<br>141.76<br>103.68<br>30.46<br>198.38<br>30.17<br>556.14<br>421.37<br>16.55<br><hr/> 18,190.01 |
| 03/18/2021                                  | 101  | 422 (E) | 00146  | VOID                            |  |   |
| Void Reason: Created From Check Run Process |      |         |        |                                 |  |   |
| 03/24/2021                                  | 101  | 22676   | 01358  | 21ST CENTURY MEDIA-MICHIGAN     | BOR/ZONING/PLANNING ADS  | 1,398.86  |
| 03/24/2021                                  | 101  | 22677   | 01358  | 21ST CENTURY MEDIA-MICHIGAN     | EMPLYMNT AD-ADMIN ASSISTANT  | 970.00  |
| 03/24/2021                                  | 101  | 22678   | 01703  | AMAZON CAPITAL SERVICES         | TABLET CASES<br>DEHUMIDIFIER - MERDIAN TRMT PLANT<br>SURFACE PRO DOCK & ADAPTER<br>SURFACE PRO CASE  | 56.99<br>3,096.72<br>309.68<br>37.99<br><hr/> 3,501.38  |
| 03/24/2021                                  | 101  | 22679   | 01240  | BRAUN KENDRICK FINKBEINER PLC   | CONCERNED CITIZENS - FEB 2021<br>ZALUD LITIGATION - FEB 2021<br>LEGAL FEES - LABOR - FEB 2021<br>GENERAL LEGAL FEES - FEB 2021   | 644.00<br>300.00<br>345.00<br>1,736.00<br><hr/> 3,025.00  |
| 03/24/2021                                  | 101  | 22680   | 01734  | BROERSMA & BROERSMA REAL ESTATE | MTT CASE APPRAISAL   | 500.00  |

V

| Check Date          | Bank | Check | Vendor | Vendor Name                         | Description   | Amount  |
|---------------------|------|-------|--------|-------------------------------------|---|---|
| 03/24/2021          | 101  | 22681 | 00095  | C & C ENTERPRISES, INC.             | CLOTHING ALLOWANCE - ECONOMIC DEV DIRECT<br>JANITORIAL SUPPLIES - WWTP  | 17.00<br>131.25<br><u>148.25</u>              |
| 03/24/2021          | 101  | 22682 | 00099  | CENTRAL CONCRETE PRODUCTS CO. INC   | FILL SAND - BERTHSHIRE DRIVE  | 125.72  |
| 03/24/2021          | 101  | 22683 | 01623  | CLARK HILL PLC                      | LEGAL FEES - PUNG PROPERTY - FEB 2021   | 150.00  |
| 03/24/2021          | 101  | 22684 | 00129  | CMS INTERNET, LLC                   | MANAGED IT, EMAIL & PHONE SERVICE - APR   | 5,331.11                                      |
| 03/24/2021          | 101  | 22685 | 00155  | COYNE OIL CORPORATION               | FUEL IN TOWNSHIP VEHICLES - FEB 2021  | 540.18  |
| 03/24/2021          | 101  | 22686 | 01242  | CULLIGAN WATER                      | WATER COOLER - MAR 2021   | 9.00  |
| 03/24/2021          | 101  | 22687 | 01171  | DBI BUSINESS INTERIORS              | PRINTER - PUBLIC SERVICE ADMIN OFFICE   | 316.94  |
| 03/24/2021          | 101  | 22688 | 00188  | DOUG'S SMALL ENGINE                 | BLADE - PARKS DEPT  | 57.90   |
| 03/24/2021          | 101  | 22689 | 00195  | EJ USA, INC                         | FIRE HYD REPLACEMENT HEAD   | 983.04  |
| 03/24/2021          | 101  | 22690 | 00201  | ELHORN ENGINEERING COMPANY          | BULK CHLORINE   | 5,272.00                                      |
| 03/24/2021          | 101  | 22691 | 00209  | ETNA SUPPLY COMPANY                 | REPLACEMENT METER<br>REPLACEMENT METER - JAMESTOWN APT  | 1,580.00<br>9,300.00<br><u>10,880.00</u>      |
| 03/24/2021          | 101  | 22692 | 00213  | FASTENAL COMPANY                    | BRACKET BOLTS - LIFT STATION #7   | 18.95   |
| 03/24/2021          | 101  | 22693 | 00231  | FOUR SEASON'S EXTERMINATING         | TWP HALL INSP/TRETMET - MARCH 2021  | 40.00   |
| 03/24/2021          | 101  | 22694 | 00249  | GILL-ROY'S HARDWARE                 | NUTS/BOLTS/WASHERS  | 16.80   |
| 03/24/2021          | 101  | 22695 | 00257  | GOURDIE-FRASER, INC.                | JAIL PRELIMINARY UTILITY PLAN REVIEW  | 1,620.00                                      |
| 03/24/2021          | 101  | 22696 | 00261  | GRAINGER                            | FLOOR COATING   | 402.06  |
| 03/24/2021          | 101  | 22697 | 00266  | HACH COMPANY                        | PHOSPHORUS TNT<br>AMMONIA & PHOSPHORUS TNT  | 446.53<br>929.34<br><u>1,375.87</u>           |
| 03/24/2021          | 101  | 22698 | 00360  | KIMBALL MIDWEST                     | GLASSES & WIPES   | 140.80  |
| 03/24/2021          | 101  | 22699 | 01520  | KONWINSKI CONSTRUCTION INC          | JAMESON PARK RENOVATIONS PMT #2   | 28,154.52                                     |
| 03/24/2021          | 101  | 22700 | 00001  | M T A                               | BOARD OF REVIEW GUIDES  | 143.00  |
| 03/24/2021          | 101  | 22701 | 01506  | MCKENNA ASSOCIATES                  | BLDG OFFICIAL & INSP SERVICES - FEB 2021  | 6,000.00                                      |
| 03/24/2021          | 101  | 22702 | 00418  | MICHIGAN ELECTION RESOURCES         | BALLOT MARKING INSTRUCTIONS/ABSENT VOTER  | 111.30  |
| 03/24/2021          | 101  | 22703 | 00422  | MICHIGAN PIPE & VALVE-MT. PLEASANT  | SADDLE TAPS & CURB STOPS  | 7,841.00                                      |
| 03/24/2021          | 101  | 22704 | 00907  | MID MICHIGAN CABLE CONSORTIUM       | FRANCHISE FEES 4TH QTR 2020   | 12,116.01                                     |
| 03/24/2021          | 101  | 22705 | 00128  | CITY OF MT. PLEASANT                | 2ND QTR 2021 FIRE CONTRACT PAYMENT  | 199,075.00                                    |
| 03/24/2021          | 101  | 22706 | 00494  | NORTH CENTRAL LABORATORIES          | CITRANOX DETERGENT<br>FILTERS FUNNELS/BROTH AMPLES/TEST TUBES   | 397.96<br>1,226.48<br><u>1,624.44</u>         |
| 03/24/2021          | 101  | 22707 | 00131  | PERCEPTIVE CONTROLS, INC            | KEPWARE SUPPORT - WTR   | 126.00  |
| 03/24/2021          | 101  | 22708 | 01651  | REVORE LAW FIRM, P.L.C.             | LEGAL FOR MTT CASES - FEB 2021  | 2,682.50                                      |
| 03/24/2021          | 101  | 22709 | 01595  | ROMANOW BUILDING SERVICES           | JANITORIAL SERVICE TWP HALL - JAN 2021<br>JANITORIAL SERVICES WTR/TWP HALL - JAN 2<br>JANITORIAL SERVICES WWTP - JAN 2021 | 527.14<br>641.29<br>316.29<br><u>1,484.72</u> |
| 03/24/2021          | 101  | 22710 | 01542  | SHRED-IT US JV LLC                  | PAPER SHREDDING 02/24/21  | 61.82   |
| 03/24/2021          | 101  | 22711 | 01090  | SIMPLY ENGRAVING                    | NAME PLATES - PLANNING  | 7.00  |
| 03/24/2021          | 101  | 22712 | 01654  | TRACE ANALYTICAL LABORATORIES, INC. | SAMPLE HANDLING, STORAGE & DISPOSAL   | 407.00  |
| 03/24/2021          | 101  | 22713 | 00723  | WINN TELECOM                        | PHONE SERVICE 3/1/21 - 3/31/21  | 338.11<br><u><u>338.11</u></u>                |
| 101 TOTALS:         |      |       |        |                                     |   |   |
| Total of 41 Checks: |      |       |        |                                     |   | 316,791.63                                    |
| Less 1 Void Checks: |      |       |        |                                     |   | <u>0.00</u>                                   |

03/17/2021 05:24 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 03/11/2021 - 03/24/2021

| Check Date                 | Bank | Check | Vendor | Vendor Name | Description | Amount     |
|----------------------------|------|-------|--------|-------------|-------------|------------|
| Total of 40 Disbursements: |      |       |        |             |             | 316,791.63 |

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

**CHECK DATE: March 18, 2021**

**PPE: March 13, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

|  |                     |
|--|---------------------|
| General Fund                                 | \$ 27,601.74        |
| Fire Fund                                    | -                   |
| EDDA   |                     |
| WDDA   |                     |
| Sewer Fund                                   | 36,184.19           |
| Water Fund                                   | 27,769.02           |
| <b>Total To Transfer from Pooled Savings</b> | <b>\$ 91,554.95</b> |

**NOTE: CHECK TOTAL FOR TRANSFER**

|   |                     |
|---|---------------------|
| Gross Payroll                             | \$ 59,940.67        |
| Employer Share Med                        | 863.45              |
| Employer Share SS                         | 3,691.90            |
| SUI                                       | 43.58               |
| Pension-Employer Portion                  | 4,812.11            |
| Workers' Comp                             | 616.40              |
| Life/LTD                                  | -                   |
| Dental                                    | 1,201.67            |
| Health Care                               | 20,240.57           |
| Vision                                    | -                   |
| Vision Contribution                       | -                   |
| Health Care Contribution                  | -                   |
| Cobra/Flex Administration                 | 144.60              |
| PCORI Fee                                 | -                   |
| <b>Total Transfer to Payroll Checking</b> | <b>\$ 91,554.95</b> |

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

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Bill Hauck

**MONTH, YEAR:** Feb. 2021

| Date<br>MM/DD | Meeting  | Time Attended |              | Total   |
|---------------|----------|---------------|--------------|---------|
|               |          | 1hr or less   | More than Hr |         |
| 2-25          | I.C.R.C. |               | X            | \$75.00 |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |
|               |          |               |              |         |

**Signature:** Bill Hauck

**Date:** 3-10-21

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

# CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:**

Bryan Mielke

**MONTH, YEAR:**

Jan 2021

| Date<br>MM/DD | Meeting                 | Time Attended |              | Total |
|---------------|-------------------------|---------------|--------------|-------|
|               |                         | 1hr or less   | More than Hr |       |
| 1/11          | MTA Supervisor Training |               | ✓            | \$ 75 |
| 1/13          | MTA Supervisor Training |               | ✓            | \$ 75 |
| 1/19          | EDA                     |               | ✓            | \$ 75 |
|               |                         |               |              |       |
|               |                         |               |              |       |
|               |                         |               |              |       |
|               |                         |               |              |       |
|               |                         |               |              |       |
|               |                         |               |              |       |

Signature: Bryan Mielke Date: 3/16/21

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



# CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:**

Bryan Mielke

**MONTH, YEAR:**

Feb 2021

| Date<br>MM/DD | Meeting                  | Time Attended |              | Total |
|---------------|--------------------------|---------------|--------------|-------|
|               |                          | 1hr or less   | More than Hr |       |
| 2/2           | Board of Review Training |               | ✓            | \$ 75 |
| 2/10          | Board of Review Training |               | ✓            | \$ 75 |
| 2/16          | EDA                      |               | ✓            | \$ 75 |
|               |                          |               |              |       |
|               |                          |               |              |       |
|               |                          |               |              |       |
|               |                          |               |              |       |
|               |                          |               |              |       |
|               |                          |               |              |       |

Signature: Bryan Mielke Date: 3/16/21

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



# Union Township Report-1

Date: Friday, March 12, 2021



Alarm Date between 2021-03-01 and 2021-03-07

| District       | NFIRS Number | Alarm Date             | Incident Type Code | Incident Type                            | Apparatus Name | Personnel Count       | Alarms |
|----------------|--------------|------------------------|--------------------|--|----------------|-----------------------|--------|
| Union Township | 0000153      |                        |                    |  |                |                       |        |
|                |              | 3/1/2021<br>7:58:15 PM | 611                | Dispatched & canceled en route           | ENG 33         | 2                     | 1      |
|                |              |                        |                    |  |                | Total<br>Responding 2 |        |
| Union Township | 0000157      |                        |                    |  |                |                       |        |
|                |              | 3/2/2021<br>5:59:00 PM | 324                | Motor vehicle accident with no injuries. | ENG 33         | 2                     | 1      |
|                |              |                        |                    |  |                | Total<br>Responding 2 |        |
| Union Township | 0000160      |                        |                    |  |                |                       |        |
|                |              | 3/2/2021<br>8:11:00 PM | 631                | Authorized controlled burning            | ENG 33         | 2                     | 1      |
|                |              |                        |                    |  |                | Total<br>Responding 2 |        |

|                       |                         |                        |     |   |        |                                |   |
|-----------------------|-------------------------|------------------------|-----|---|--------|--------------------------------|---|
| <b>Union Township</b> | <b>0000166</b>          |                        |     |   |        |                                |   |
|                       |                         | 3/4/2021<br>3:31:07 PM | 311 | Medical assist, assist<br>EMS crew                  | ENG 33 | 3                              | 1 |
|                       |                         |                        |     |   |        | <b>Total<br/>Responding 3</b>  |   |
| <b>Union Township</b> | <b>0000169</b>          |                        |     |   |        |                                |   |
|                       |                         | 3/5/2021<br>7:32:00 PM | 745 | Alarm system activation,<br>no fire - unintentional | ENG 33 | 2                              | 1 |
|                       |                         |                        |     |   |        | <b>Total<br/>Responding 2</b>  |   |
|                       | <b>Total Runs<br/>5</b> |                        |     |   |        | <b>Total<br/>Responding 11</b> |   |

**Note: Alarms**

**1=Duty Crew**

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

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

**4=Paged All**

**Highlighted Yellow Indicates an Emergency Call**

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager

**DATE:** March 16, 2021

**FROM:** Kim Smith – Public Services Director

**DATE FOR BOARD CONSIDERATION:** March 24, 2021

**ACTION REQUESTED:** Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$43,5000.00 for the installation of high service pumps at the River Road Control Valve Station.

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

Funds Budgeted: If Yes x Account # 591-536-972.000 No \_\_\_\_\_ N/A \_\_\_\_\_

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

### BACKGROUND INFORMATION

Union Township is required to complete a Water Reliability Report every five years and submit the report to EGLE. The Township's current Water Reliability Report was completed in 2017. The intent of the report is to assist the Township with planning in order to continue to provide exceptional quality and quantity of safe drinking water in accordance with the Safe Drinking Water Act (SDWA) to its existing and future customers. The Report contains information on the overall performance of the water system, water usage, storage capacity, well capacity, population growth patterns, and provides recommendations for improving the reliability of the water system. The report contains a comprehensive list of capital improvements that will be necessary in the next five, ten, and twenty years to meet the requirements of the Safe Drinking Water Act (SDWA).

In 2013, the Township underwent a Capitol improvement project to include watermain extension and installation of two (2) control valve stations with the intentions to combine the existing water system (which was composed of two (2) Service Districts) and create one (1) service district. Once implemented and were operational, the Isabella and Mission Road Water Supply (Upper Pressure Zone) and Treatment Facilities became the primary source of water to meet the domestic and fire demands for all the users of the system. The Meridian Treatment Facility (lower pressure zone) remains in service and provides additional system reliability. The distribution of water is from east to west on a continuous basis with the ability to reverse during emergency situations.

Based upon the findings of the 2017 Water Reliability Report and Capital Improvement Plan completed by GFA in 2017, the existing capacity of the water supply (source, treatment and pumped) was identified to be deficient within the next five years by 200 gpm and ultimately 850 gpm to meet the projected twenty year demands for the system. Requirements of the SDWA state that the firm capacity of the system must be capable of meeting the maximum demands, meaning the largest well taken offline. To comply and meet the criteria the report recommended the installation of a high service booster pump to be installed in the River Road Control Valve Station to allow for a reliable means for water to move both east and west without restriction and back to the Upper Pressure Zone. This will allow the Township to account for the full storage capacity volume of the Lincoln Road elevated storage tank. The scope of this project would include the implementation of a booster pump to be installed in the River Road Control Valve station providing the necessary capacity to meet the 10-year demands for source water and the 20-year projected demands for the treated and pumped water. The control valve station when constructed was oversized to accommodate this future pump.

This project involves the following general work items:

- Installation of a high service pump including SCADA, electrical upgrades to backup power supply and piping modification to be installed in the existing River Road Control Building.

Below are the estimated expenditures anticipated for this project.

| <b>Expenditure</b>                              | <b>Estimated Cost</b> |
|---|-----------------------|
| Engineering, Bidding, and Construction Services | \$43,500.00           |
| Estimated Construction Cost                     | \$216,500.00          |
| 10% Contingency                                 | \$21,650.00           |
| <b>Estimated Total Project Cost</b>             | <b>\$281,650.00</b>   |

### **SCOPE OF SERVICES**

#### **Preliminary Design Phase**

During the Preliminary Design, Engineer shall:

1. Perform topographic survey of the existing project limits and prepare base maps using existing information and update as necessary.
2. Pressure testing/hydraulic model review to determine, pressures, setting and operation of proposed pump.
3. Prepare preliminary plans (60%) that will indicate the general scope of work
4. Prepare preliminary contract documents and technical specifications.
5. Work in conjunction with the Union Township Department of Public Works and respective equipment vendors (generator and pumps) to determine the limits of the new pipe, valves, and system operations.
6. Prepare preliminary contract bid documents and technical specifications. Update OPCC
7. Contact the appropriate agencies/utility companies to determine the location of their utility lines within the project area.
8. QA-QC.

#### **Final Design Phase**

During the Final Design, Engineer shall:

1. Prepare final Design plans for the high service pump.
2. Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding.
3. Review plans with the Union Township Department of Public Works.
4. Prepare permit applications and submit final plans and specifications to the appropriate agencies.
5. QA-QC.

#### **Construction Services (including bidding, administration, inspection and closeout)**

### **Bidding Phase**

During the Bidding, Engineer shall:

1. Reproduce sets of plans, specifications, and bid documents.
2. Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
3. Mail bid packages to contractors.
4. Assist Owner with soliciting bids from construction contractors.
5. Answer questions from prospective bidders.
6. Issue addenda, as required, during the bidding phase.
7. Conduct bid opening.
8. Review bid proposals and make recommendations regarding award of contract.
9. Prepare documents for award of contract and construction Agreement.

### **Construction Administration**

1. Organize and administer a pre-construction conference and prepare meeting minutes.
2. Review shop drawings submitted by the Contractor.
3. Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
4. Review change order documents as required.
5. Review Contractor's payment requests and approve periodic estimates for partial payment each month.
6. Provide four (4) sets of plans and specifications to Contractor for construction.
7. Address resident concerns as they may arise.

### **Construction Observation**

1. Review materials directly related to the project upon delivery to the site.
2. Videotape construction area prior to construction.
3. Review restoration and clean-up operations.
4. Perform materials testing as required.
5. Witness and document the Contractor's methods and procedures for testing the water main piping and applicable appurtenances for hydrostatic tests, chlorination, witness bacteria testing and flushing.
6. Witness of construction installation for all piping and structures including preparation of daily log of construction activities.
7. Review and verification of Contractors' requested quantities for payment.
8. Keep records of as-constructed measurements.
9. Coordinate and attend startup of pump including generator and pumps and SCADA programming.

### **Project Closeout and Start-Up**

1. Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
2. Review and transmit to the Owner closeout documents from the Contractor.
3. Transmit Record Drawing of the newly constructed Project to the Owner.

## **JUSTIFICATION**

Completion of this project will directly benefit the water users by providing exceptional quality and quantity of safe drinking water in accordance with the Safe Drinking Water Act to its existing and future customers.

The addition of a booster pump at the River Road valve station will facilitate the incorporation of the Meridian Road well site capacity and increase our storage computation rating. This will provide the necessary capacity to meet the five to ten year firm capacity requirements for source water in accordance with the State of Michigan EGLE.

## **PROJECT IMPROVEMENTS**

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

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

## **COSTS**

| <b>DESIGN SERVICES</b>       |                 |
|------------------------------|-----------------|
| Preliminary Design           | \$6,800         |
| Final Design                 | \$12,700        |
| <b>CONSTRUCTION SERVICES</b> |                 |
| Bidding                      | \$1,500         |
| Construction Administration  | \$7,500         |
| Construction Inspection      | \$10,500        |
| Closeout & Start Up Services | \$4,500         |
| <b>TOTAL</b>                 | <b>\$43,500</b> |

## **PROJECT FUNDING**

The funding for this project is included in the FY2021 Water Fund Budget, General Ledger Number 591-536-973.000.

### **PROJECT TIME TABLE**

|                        |  |
|------------------------|--|
| Design Services:       | Completion anticipated within sixty (60) days of authorization to proceed                        |
| Construction Services: | Dependent on State of Michigan permitting and contractor operations                              |
| Project Completion:    | Anticipated late fall/early winter 2021 (dependent upon availability of equipment and materials) |

### **RESOLUTION**

Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$43,5000.00 for the installation of high service pumps at the River Road Control Valve Station.

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

Yes:

No:

Absent:





March 5, 2021

Ms. Kim Smith  
Department of Public Services  
Charter Township of Union  
2010 South Lincoln  
Mt. Pleasant, MI 48858

RE: River Road Control Building – High Service Pump Installation  
GFA Proposal No. 21-117

Dear Ms. Smith:

Thank you for the opportunity to submit this proposal to provide design, permitting, bidding and construction oversite services for the High Service Pump Installation. This proposal letter presents our scope of services, fee, time schedule, and "Standard Terms and Conditions." Should you have any questions regarding the information contained herein please do not hesitate to contact me.

## **Part A Scope of Services**

### **A.1 Project Need**

In 2013, the Township underwent a Capitol improvement project to include watermain extension and installation of two (2) control valve stations with the intentions to combine the existing water system (which was composed of two (2) Service Districts) and create one (1). Once implemented and were operational, the Isabella and Mission Road Water Supply (Upper Pressure Zone) and Treatment Facilities became the primary source of water to meet the domestic and fire demands for all the users of the system. The Meridian Treatment Facility (lower pressure zone) remains in service as needed for additional reliability. The distribution of water is from east to west on a continuous basis with the ability to reverse during emergency situations.

Based upon the findings of the 2017 Water Reliability Report and Capital Improvement Plan complete by GFA in 2017, the existing capacity of the water supply (source, treatment and pumped) was identified to be deficient to meet the projected 20 year demands for the system. Requirements of the SDWA state that the firm capacity of the system must be capable to meet the maximum demands, meaning the largest well taken offline. To comply and meet the criteria the report recommended the installation of a high service booster pump to be installed in one (1) of the control valve stations to allow for a reliable means for water to move both east and west without restriction and back to the Upper Pressure Zone. The scope of this project would include the implementation of an booster pump to be installed in the River Road Control Valve station providing the necessary capacity to meet the 10 year demands for source water and the 20-year projected demands for the treated and pumped water. The control valve station when constructed was oversized to accommodate this future pump.



**A.2 Project Location / Identification**

This portion of the project involves the following general work items:

Installation of a high service pump including SCADA, electrical upgrades to backup power supply and piping modification to be installed in the existing River Road Control Building.

**A.2 Description of Basic Services of Engineer:**

**Preliminary Design Phase**

During the Preliminary Design, Engineer shall:

1. Perform topographic survey of the existing project limits and prepare base maps using existing information and update as necessary.
2. Pressure testing/hydraulic model review to determine, pressures, setting and operation of proposed pump
3. Prepare preliminary plans (60%) that will indicate the general scope of work such as:
  - i. Water Main Plan and Profile Layouts
  - ii. Control Valve Building Plan layouts including mechanical, electrical and instrumentation
  - iii. Coordination with Township SCADA integrator regarding operations
4. Prepare preliminary contract documents and technical specifications.
5. Work in conjunction with the Union Township Department of Public Works and respective equipment vendors (generator and pumps) to determine the limits of the new pipe, valves, and system operations.
6. Prepare preliminary contract bid documents and technical specifications. Update OPCC
7. Contact the following agencies/utility companies to determine the location of their utility lines within the project area.
  - a. Consumers Energy
  - b. AT&T
  - c. DTE
  - d. Charter Communications
8. QA-QC.

**Final Design Phase**

During the Final Design, Engineer shall:

1. Prepare final Design plans for the high service pump.
2. Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding.



3. Review plans with the Union Township Department of Public works.
4. Prepare permit applications and submit final plans and specifications to the following agencies (permit fees to be paid for by the EDA/Union Township).
  - a. EGLE
5. QA-QC.

**Construction Services (including bidding, administration, inspection and closeout)**

**Bidding Phase**

During the Bidding, Engineer shall:

1. Reproduce sets of plans, specifications, and bid documents.
2. Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
3. Mail bid packages to contractors.
4. Assist Owner with soliciting bids from construction contractors.
5. Answer questions from prospective bidders.
6. Issue addenda, as required, during the bidding phase.
7. Conduct bid opening.  
Review bid proposals and make recommendations regarding award of contract.
8. Prepare documents for award of contract and construction Agreement.

**Construction Administration**

1. Organize and administer a pre-construction conference and prepare meeting minutes.
2. Review shop drawings submitted by the Contractor.
3. Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
4. Review change order documents as required.
5. Review Contractor's payment requests and approve periodic estimates for partial payment each month.
6. Provide four (4) sets of plans and specifications to Contractor for construction.
7. Address resident concerns as they may arise.

**Construction Observation**

1. Review materials directly related to the project upon delivery to the site.
2. Videotape construction area prior to construction.
3. Review restoration and clean-up operations.
4. Perform materials testing as required.



5. Witness and document the Contractor's methods and procedures for testing the water main piping and applicable appurtenances for hydrostatic tests, chlorination, witness bacteria testing and flushing.
6. Witness of construction installation for all piping and structures including preparation of daily log of construction activities.
7. Review and verification of Contractors' requested quantities for payment.
8. Keep records of as-constructed measurements.
9. Coordinate and attend startup of pump including generator and pumps and SCADA programming

#### **Project Closeout and Start-Up**

1. Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
2. Review and transmit to the Owner the following documents from the Contractor:
  - a. One-Year Maintenance bond.
  - b. Letter of Guarantee.
  - c. Affidavit of Completion.
  - d. Waiver of Lien.
3. Transmit the following documents to the Owner:
  - a. Record Drawings of the newly constructed Project.

#### **A.3 Period of Service:**

##### **Part A. Time of Completion**

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 60 days of authorization to proceed.

##### **Part B. Time of Completion**

Construction services will be performed in a timely manner consistent with the contractor's operations and upon receipt of permits. Closeout will occur within 30 days of construction completion.



## **Part B Fee for Service**

### **B.1 Fee For Services**

Method of Payment for Services and Expenses of Engineer:

The Engineer will be paid the following lump sum fees for the Basic Services as indicated in Part A

#### **Part A. Design, Services**

|                    |             |
|--------------------|-------------|
| Preliminary Design | \$6,80000   |
| Final Design       | \$12,700.00 |

#### **Part B. Construction Services**

|                             |             |
|-----------------------------|-------------|
| Bidding                     | \$1,500.00  |
| Construction Administration | \$7,500.00  |
| Construction Inspection     | \$10,500.00 |
| Closeout / Startup          | \$4,500.00  |

TOTAL: \$43,500.00

Changes, modifications, or additions to the Basic Services will be performed at the normal hourly rates for the personnel involved or at a negotiated fee.

Billings will be made once a month as the work progresses.

### **B.2 Additional Information**

The following items are not reimbursable expenses and included in the Total Lump Sum Price.

☒ Photocopies ☒ Prints ☒ Mylars/Vellums ☒ Travel Expenses

### **Contract Terms and Conditions**

Exhibit 1 (attached), "Standard Terms and Conditions," dated September 2017 is incorporated into this proposal by reference.



**Acceptance**

If this proposal is acceptable to you, please sign where indicated below, initial page 2 of Exhibit 1 "Standard Terms and Conditions" and return a copy, of both, to my attention. Receipt of this signed proposal will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you in the very near future on this project.

**GFA**

CONSULTANT

**Name**

CLIENT/OWNER

|                      |             |  |
|----------------------|-------------|--|
| _____                | (Signature) | _____                                    |
| Jennifer Hodges      | (Name)      | Mark Stuhldreher                         |
| _____                |             | _____                                    |
| Sr. Project Engineer | (Title)     | Manager                                  |
| _____                |             | Charter Township of Union                |
| _____                | (Date)      | 2010 South Lincoln Rd., Mt. Pleasant, MI |
| _____                |             | 48858                                    |
| _____                |             | _____                                    |
| 231-946-5874         | (Phone No)  | _____                                    |
| _____                |             | _____                                    |
| jennifer@gfa.tc      | (Email)     | 989-772-4600                             |
| _____                |             | _____                                    |

Attachments: Exhibit 1 – Standard Terms and Conditions

Exhibit 2 – 2021 Billing Rates

## OPINION OF PROBABLE CONSTRUCTION COSTS – UPDATED February 2021

### WATER SUPPLY

#### INITIAL PERIOD AND SHORT TERM: 1-5 YEAR IMPROVEMENTS

#### ITEM 1: RIVER ROAD CONTROL VALVE STATION – BOOSTER PUMP INSTALLATION

| No.   | Item  | Unit | Est.<br>Quantity | Unit Price  | Item Cost           |
|---|---|------|------------------|-------------|---------------------|
| 1   | High Service Pump   | LS   | 1                | \$55,000.00 | \$55,000.00         |
| 2   | Hydropneumatic Tank, 500 Gallon   | EA   | 1                | \$6,500.00  | \$6,500.00          |
| 3   | Mechanical Piping, Fittings, Valves                                       | EA   | 1                | \$22,500.00 | \$22,000.00         |
| 4   | Flowmeter, 12"  | LS   | 1                | \$10,500.00 | \$10,500.00         |
| 5   | Variable Frequency Drives including installation (40 Hp)                  | LS   | 1                | \$14,500.00 | \$14,500.00         |
| 6   | 3 Phase Electrical Service  | LS   | 1                | \$8,000.00  | \$8,000.00          |
| 7   | Electrical Work including upgrading Single Phase to Three Phase Equipment | LS   | 1                | \$15,000.00 | \$15,000.00         |
|   | Generator Set & ATS (3 Phase)   | LS   | 1                | \$65,000.00 | \$65,000.00         |
|   | Instrumentation / SCADA Programming                                       | LS   | 1                | \$15,000.00 | \$15,000.00         |
| 8   | Mobilization / Restoration  | LS   | 1                | \$5,000.00  | \$5,000.00          |
| <b>TOTAL ESTIMATED CONSTRUCTION COST:</b>               |   |      |                  |             | <b>\$216,500.00</b> |
| <b>10% CONTINGENCIES:</b>                               |   |      |                  |             | <b>\$21,650.00</b>  |
| <b>DESIGN ENGINEERING, CONSTRUCTION ADMINISTRATION:</b> |   |      |                  |             | <b>\$43,500.00</b>  |
| <b>TOTAL OF BID</b>                                     |   |      |                  |             | <b>\$281,650.00</b> |

#### NOTES REGARDING THE TABLE ABOVE

- These costs are based on preliminary information. The actual site conditions may result in variations of unit prices or items.
- Costs for financing, land, right-of-way, easement acquisition, and permit fees are not included in this cost estimate.
- This cost estimate is approximate. Actual construction bids may vary significantly from this statement of probable costs due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of Gourdie-Fraser.
- The scope of each improvement was determined within the water reliability report and may vary from the actual individual project scopes.
- These costs are estimated costs for 2021 projects.

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher - Township Manager

**DATE:** March 15, 2021

**FROM:** Kim Smith – Public Services Director

**DATE FOR BOARD CONSIDERATION:** March 24, 2021

**ACTION REQUESTED:** Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$61,300.00 for the upgrade/rehabilitation of Pump Station #7 and Collection System upgrades on McDonald Drive.

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

Funds Budgeted: If Yes   x   Account # 590-536-973.000 No        N/A       

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

## BACKGROUND INFORMATION

In 2018 Union Township requested that Gourdie Frasier complete a comprehensive study of the existing sanitary sewer collection and distribution system infrastructure including Pump Station #7 (McDonald Drive), Pump Station #8 (Scully Drive) and the corresponding service area. This request was made in response to the impact that an unprecedented amount of rain received in June of 2017 had on existing homes within the service areas.

The focus of the report was to evaluate the existing infrastructure (condition and operations), determine if the respective may have caused or contributed to the flooding of resident's basements in the service area and provide recommendations for improvements, as applicable.

The report found the infrastructure to be in very good condition, appears to have been well maintained, and operating within the original design parameters. There were no deficiencies noted, however, there were recommendations noted in the report to be implemented as measures to minimize the impact of future potential flooding events.

In an effort to be proactive, the Township requested GFA to provide a proposal for engineering services to rehabilitate Pump Station #7 and implement some of these measures. From the report we have identified the most vulnerable and critical infrastructure including site improvements to Pump Station#7 and select critical manholes along the collection system that are directly impacted from the adjacent drain during flooding events. In addition to the recommendations from the 2018 Report the Township is rehabilitating existing station components, which were constructed in 1980, as they are near their life expectancy including valves, electrical panel, SCADA, etc.

This project involves the following general work items:

## Pump Station #7 Upgrades

- Upgrades to the wet well mechanical, access, and electrical
- Upgrades to the electrical / SCADA control panel
- Upgrades to the site including waterproofing and grading
- Existing pump removal/replacement (pumps supplied by UT)

### Collection System Upgrades

- Cleaning, channel rebuilding and waterproofing interior critical manhole structures



- Access lid adjustments, repairs, and waterproofing

Below are the estimated expenditures anticipated for this project.

| <b>Expenditure</b>                              | <b>Estimated Cost</b> |
|---|-----------------------|
| Engineering, Bidding, and Construction Services | \$61,300.00           |
| Estimated Construction Cost                     | \$395,500.00          |
| 10% Contingency                                 | \$39,550.00           |
| <b>Estimated Total Project Cost</b>             | <b>\$496,350.00</b>   |

### **SCOPE OF SERVICES**

#### **Preliminary Design Phase**

During the Preliminary Design, Engineer shall:

##### **Pump Station #7**

1. Perform topographic survey of the existing project limits and prepare base maps using existing information and update as necessary.
2. Pressure testing/hydraulic model review to determine, pressures, setting and operation of proposed pumps to ensure compatibility
3. Prepare preliminary plans (60%) that will indicate the general scope of work
4. Prepare preliminary contract documents and technical specifications.
5. Prepare preliminary contract bid documents and technical specifications. Update OPCC
6. Contact agencies/utility companies to determine the location of their utility lines within the project area.
7. QA-QC.

##### **Collection System Upgrades**

1. Perform site inspections of the existing project limits to identify the critical manholes and prepare base maps using existing information and update as necessary.
2. Prepare preliminary plans and specifications (60%) that will indicate the general scope of work
3. Prepare Request for Proposal
4. Prepare preliminary contract bid documents and technical specifications. Update OPCC
5. QA-QC.

#### **Final Design Phase -**

During the Final Design, Engineer shall:

1. Prepare final Design plans for upgrades to Pump Station #7 and final the Request for Proposal to be solicited to bidders for the Collection System Upgrades
2. Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding.
3. Review plans with the Union Township Department of Public works.

4. Prepare permit applications and submit final plans and specifications to the appropriate agencies
5. QA-QC.

### **Construction Services (including bidding, administration, inspection and closeout)**

#### **Bidding Phase – Pump Station #7 and Collection System**

During the Bidding, Engineer shall:

1. Reproduce sets of plans, specifications, and bid documents.
2. Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
3. Mail bid packages to contractors.
4. Assist Owner with soliciting bids from construction contractors.
5. Answer questions from prospective bidders.
6. Issue addenda, as required, during the bidding phase.
7. Conduct bid opening.
8. Review bid proposals and make recommendations regarding award of contract.
9. Prepare documents for award of contract and construction Agreement.

#### **Construction Administration – Pump Station #7 and Collection System**

1. Organize and administer a pre-construction conference and prepare meeting minutes.
2. Review shop drawings submitted by the Contractor.
3. Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
4. Review change order documents as required.
5. Review Contractor's payment requests and approve periodic estimates for partial payment each month.
6. Provide four (4) sets of plans and specifications to Contractor for construction.
7. Address resident concerns as they may arise.

#### **Construction Observation – Pump Station #7**

1. Review materials directly related to the project upon delivery to the site.
2. Videotape construction area prior to construction.
3. Review restoration and clean-up operations.
4. Perform materials testing as required.
5. Provide as Needed Construction Oversight including witness of construction installation for all piping and structures including preparation of daily log of construction activities.
6. Review and verification of Contractors' requested quantities for payment.
7. Keep records of as-constructed measurements.
8. Coordinate and attend startup of pump including SCADA programming

### **Project Closeout and Start-Up - Pump Station #7 and Collection System**

1. Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
2. Review and transmit to the Owner closeout documents from the Contractor
3. Transmit Record Drawings of the newly constructed Project.

### **JUSTIFICATION**

Completion of this project will directly benefit the users in the McDonald Drive Pump Station #7 service district and the overall township sewer system by increasing the station's performance and reliability through the replacement of aging station components. Implementing suggestions from the 2018 report will help minimize the impact of future potential flooding events on the sanitary sewer system.

### **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

| <b>DESIGN SERVICES</b>       |                 |
|------------------------------|-----------------|
| Preliminary Design           | \$12,250        |
| Final Design                 | \$16,500        |
| <b>CONSTRUCTION SERVICES</b> |                 |
| Bidding                      | \$2,200         |
| Construction Administration  | \$12,600        |
| Construction Inspection      | \$14,250        |
| Closeout & Start Up Services | \$3,500         |
| <b>TOTAL</b>                 | <b>\$61,300</b> |

### **PROJECT FUNDING**

The funding for this project is included in the FY2021 Sanitary Sewer Fund Budget, General Ledger Number 590-536-973.000.

### **PROJECT TIME TABLE**

|                        |  |
|------------------------|--|
| Design Services:       | Completion anticipated within sixty (60) days of authorization to proceed                        |
| Construction Services: | Dependent on State of Michigan permitting and contractor operations                              |
| Project Completion:    | Anticipated late fall/early winter 2021 (dependent upon availability of equipment and materials) |

### **RESOLUTION**

Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$61,300.00 for the upgrade/rehabilitation of Pump Station #7 and Collection System upgrades located on McDonald Drive.

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

Yes:

No:

Absent:



March 8, 2021

Ms. Kim Smith  
Department of Public Services  
Charter Township of Union  
2010 South Lincoln  
Mt. Pleasant, MI 48858

RE: Pump Station #7 and Collection System Upgrades  
GFA Proposal No. 21-117

Dear Ms. Smith:

Thank you for the opportunity to submit this proposal to provide design, permitting, bidding and construction oversight services for the upgrades at Pump Station #7 and Collection System it services. This proposal letter presents our scope of services, fee, time schedule, and "Standard Terms and Conditions." Should you have any questions regarding the information contained herein please do not hesitate to contact me.

## **Part A Scope of Services**

### **A.1 Project Need**

On June 22<sup>nd</sup> and 23<sup>rd</sup>, 2017, the Mid-Michigan area received an unprecedented amount of rain in a very short window. As a result of the rain and subsequent flooding in many areas of the Township some Township residents received major damage to their homes. One of the hardest hit areas was the O'Connor Drive area which is located directly in the Mission Creek Drain Area and is serviced by Pump Station #7. In 2018, GFA was requested by the Township to complete a comprehensive study of the existing collection and distribution system infrastructure including Pump Station #7 (McDonald Drive), Pump Station #8 (Scully Drive) and the corresponding service area. The focus of the investigation was to evaluate the existing infrastructure (condition and operations), determine if the respective may have caused or contributed to the flooding of resident's basements in the service area and provide recommendations for improvements, as applicable.

The report found the infrastructure to be in very good condition and appears to have been well maintained, operating within the original design parameters. There were no deficiencies noted, however, there were recommendations noted to be implemented as a measure to minimize impact of future potential flooding events. In an effort to be proactive, the Township requested GFA to provide a proposal for engineering services to implement some of these measures. From the report we have identified the most vulnerable and critical infrastructure including site improvements to Pump Station#7 and select manholes along the collection system that are



directly impacted from the adjacent drain during flooding events. In addition, the Township is taking the opportunity to upgrade some of the existing components as they are / near their life expectancy including valves, electrical panel, pumps, etc.

A future proposal will be forthcoming from GFA to assist with implementing additional measures for the service area including dye testing of trunklines that discharge into Pump Stations #8 and #7.

#### **A.2 Project Location / Identification**

This portion of the project involves the following general work items:

##### **Pump Station #7 Upgrades**

- Upgrades to the Wet Well Mechanical, access and electrical
- Upgrades to the Electrical / SCADA control Panel
- Upgrades to the site including waterproofing and grading
- Pump Removal / Replacement (pumps supplied by Union Township)

##### **Collection System Upgrades**

- Cleaning, channel rebuilding and waterproofing interior manhole structures
- Access lid adjustments, repairs and waterproofing

Refer to attached Cost Estimate for additional information.

#### **A.2 Description of Basic Services of Engineer:**

##### **Preliminary Design Phase**

During the Preliminary Design, Engineer shall:

##### **Pump Station #7**

1. Perform topographic survey of the existing project limits and prepare base maps using existing information and update as necessary.
2. Pressure testing/hydraulic model review to determine, pressures, setting and operation of proposed pumps to ensure compatibility
3. Prepare preliminary plans (60%) that will indicate the general scope of work such as:
  - i. Pump Station Existing and Proposed Site Plan
  - ii. Pump Station layouts including mechanical, electrical and instrumentation
  - iii. Coordination with Township SCADA integrator regarding operations
4. Prepare preliminary contract documents and technical specifications.
5. Prepare preliminary contract bid documents and technical specifications. Update OPCC
6. Contact the following agencies/utility companies to determine the location of their utility lines within the project area.
  - a. Consumers Energy
  - b. AT&T
  - c. DTE



d. Charter Communications

7. QA-QC.

**Collection System Upgrades**

1. Perform site inspections of the existing project limits to identify the critical manholes and prepare base maps using existing information and update as necessary.
2. Prepare preliminary plans and specifications (60%) that will indicate the general scope of work such as:
  - iv. Site Plan
  - v. Standard Manhole Details
3. Prepare Request for Proposal
4. Prepare preliminary contract bid documents and technical specifications. Update OPCC
5. QA-QC.

**Final Design Phase -**

During the Final Design, Engineer shall:

1. Prepare final Design plans for upgrades to Pump Station #7 and final the Request for Proposal to be solicited to bidders for the Collection System Upgrades
2. Prepare final specifications, bidding sheets and contract documents so that the plans and specifications are ready for bidding.
3. Review plans with the Union Township Department of Public works.
4. Prepare permit applications and submit final plans and specifications to the following agencies (permit fees for by Union Township), as applicable.
  - a. EGLE
  - b. Isabella County Drain Commission
5. QA-QC.

**Construction Services (including bidding, administration, inspection and closeout)**

**Bidding Phase – Pump Station #7 and Collection System**

During the Bidding, Engineer shall:

1. Reproduce sets of plans, specifications, and bid documents.
2. Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).



3. Mail bid packages to contractors.
4. Assist Owner with soliciting bids from construction contractors.
5. Answer questions from prospective bidders.
6. Issue addenda, as required, during the bidding phase.
7. Conduct bid opening.  
Review bid proposals and make recommendations regarding award of contract.
8. Prepare documents for award of contract and construction Agreement.

#### **Construction Administration – Pump Station #7 and Collection System**

1. Organize and administer a pre-construction conference and prepare meeting minutes.
2. Review shop drawings submitted by the Contractor.
3. Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
4. Review change order documents as required.
5. Review Contractor's payment requests and approve periodic estimates for partial payment each month.
6. Provide four (4) sets of plans and specifications to Contractor for construction.
7. Address resident concerns as they may arise.

#### **Construction Observation – Pump Station #7**

1. Review materials directly related to the project upon delivery to the site.
2. Videotape construction area prior to construction.
3. Review restoration and clean-up operations.
4. Perform materials testing as required.
5. Provide As Needed Construction Oversight including witness of construction installation for all piping and structures including preparation of daily log of construction activities.
6. Review and verification of Contractors' requested quantities for payment.
7. Keep records of as-constructed measurements.
8. Coordinate and attend startup of pump including SCADA programming

#### **Project Closeout and Start-Up - Pump Station #7 and Collection System**

1. Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
2. Review and transmit to the Owner the following documents from the Contractor:
  - a. One-Year Maintenance bond.
  - b. Letter of Guarantee.
  - c. Affidavit of Completion.
  - d. Waiver of Lien.
3. Transmit the following documents to the Owner:
  - a. Record Drawings of the newly constructed Project.

#### **A.3 Period of Service:**





**Part A. Time of Completion**

This portion of the project will be completed in a timely manner and as rapidly as the Township approval process permits. We anticipate completing the design work within 60 days of authorization to proceed.

**Part B. Time of Completion**

Construction services will be performed in a timely manner consistent with the contractor's operations and upon receipt of permits. Closeout will occur within 30 days of construction completion.

**Part B Fee for Service**

**B.1 Fee For Services**

Method of Payment for Services and Expenses of Engineer:

The Engineer will be paid the following lump sum fees for the Basic Services as indicated in Part A

**Part A. Design, Services**

|                    |             |
|--------------------|-------------|
| Preliminary Design | \$12,250.00 |
| Final Design       | \$16,500.00 |

**Part B. Construction Services**

|                             |             |
|-----------------------------|-------------|
| Bidding                     | \$2,200.00  |
| Construction Administration | \$12,600.00 |
| Construction Inspection     | \$14,250.00 |
| Closeout / Startup          | \$3,500.00  |

TOTAL: \$61,300.00

Changes, modifications, or additions to the Basic Services will be performed at the normal hourly rates for the personnel involved or at a negotiated fee.

Billings will be made once a month as the work progresses.

**B.2 Additional Information**

The following items are not reimbursable expenses and included in the Total Lump Sum Price.

☒ Photocopies   ☒ Prints   ☒ Mylars/Vellums   ☒ Travel Expenses

**Contract Terms and Conditions**



Exhibit 1 (attached), "Standard Terms and Conditions," dated September 2017 is incorporated into this proposal by reference.

**Acceptance**

If this proposal is acceptable to you, please sign where indicated below, initial page 2 of Exhibit 1 "Standard Terms and Conditions" and return a copy, of both, to my attention. Receipt of this signed proposal will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you in the very near future on this project.

**GFA**

CONSULTANT

**Name**

CLIENT/OWNER

|                      |             |  |
|----------------------|-------------|--|
| _____                | (Signature) | _____                                    |
| Jennifer Hodges      | (Name)      | Mark Stuhldreher                         |
| _____                |             | _____                                    |
| Sr. Project Engineer | (Title)     | Manager                                  |
| _____                |             | Charter Township of Union                |
| _____                | (Date)      | 2010 South Lincoln Rd., Mt. Pleasant, MI |
| _____                |             | 48858                                    |
| _____                |             | _____                                    |
| 231-946-5874         | (Phone No)  | _____                                    |
| _____                |             | _____                                    |
| jennifer@gfa.tc      | (Email)     | 989-772-4600                             |
| _____                |             | _____                                    |

Attachments: Exhibit 1 – Standard Terms and Conditions  
Exhibit 2 – 2021 Billing Rates



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874 (p)  
231.946.3703 (f)

## OPINION OF PROBABLE CONSTRUCTION COST

### CHARTER TOWNSHIP OF UNION SANITARY SEWER PUMP STATION #7 UPGRADES GFA PROJECT NO. 17029U Updated March 8, 2021

| No.  | Item  | Estimated Quantity | Unit | Unit Price  | Item Cost           |
|--|---|--------------------|------|-------------|---------------------|
| <b>Pump Station #7</b>                                     |   |                    |      |             |                     |
| 1  | Pump Removal and Replacement, 300 GPM / 25 Hp                             | 1                  | LS   | \$10,500.00 | \$10,500.00         |
| 2  | Wet Well Improvements (access hatch, rails, piping and valve replacement) | 1                  | LS   | \$32,500.00 | \$32,500.00         |
| 3  | Level Control System Replacement including transducer and floats          | 1                  | LS   | \$12,500.00 | \$12,500.00         |
| 4  | Electrical & SCADA Panel including Programming (Provided by Perceptive)   | 1                  | LS   | \$47,500.00 | \$47,500.00         |
| 5  | Wetwell Electgrical Upgrades (JB, cable replacement)                      | 1                  | LS   | \$22,000.00 | \$22,000.00         |
| 6  | Moblization and Bypass Pumping  | 1                  | LS   | \$26,000.00 | \$26,000.00         |
| 7  | Waterproofing of Station Access Lids                                      | 1                  | LS   | \$2,500.00  | \$2,500.00          |
| 8  | Site Grading to reduce flooding / Restoration                             | 1                  | LS   | \$20,000.00 | \$20,000.00         |
| <b>Manhole Waterproofing</b>                               |   |                    |      |             |                     |
| 1  | Manhole Sealing / Rim Adjustment  | 20                 | EA   | \$1,750.00  | \$35,000.00         |
| 2  | Manhole, Clean & Spray Liner  | 20                 | EA   | \$9,350.00  | \$187,000.00        |
| <b>ESTIMATED CONSTRUCTION COST</b>                         |   |                    |      |             | <b>\$395,500.00</b> |
| <b>10% CONTINGENCY</b>                                     |   |                    |      |             | <b>\$39,550.00</b>  |
| <b>ENGINEERING, ADMINISTRATIONS, CONSTRUCTION SERVICES</b> |   |                    |      |             | <b>\$61,300.00</b>  |
| <b>TOTAL ESTIMATED CONSTRUCTION COST</b>                   |   |                    |      |             | <b>\$496,350.00</b> |

- These costs are based on preliminary information. The actual site conditions may result in variations of unit prices or items.
- Costs for financing, land, right-of-way, easement acquisition, and permit fees are not included in this cost estimate.
- This cost estimate is approximate. Pricing for each item is based upon quotes obtained from equipment manufacturers with 6% sales tax and 40% installation fee added. Actual construction bids may vary significantly from this statement of probable costs due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of Gourdie-Fraser.
- Purchase of Pumps to be provided by the Township and installed by the Contractor. OPCC does not include pump purchase
- Bypass Manhole / Valve Chamber was upgraded in 2019
- The report listed all manholes to be rehabilitated however this cost estimate and scope is intended to only address critical ones susceptible to infiltration

## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher, Township Manager

**DATE:** March 16, 2021

**FROM:** Kim Smith, Public Service Director

**DATE FOR BOARD CONSIDERATION:** March 24, 2021

**ACTION REQUESTED:** Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #4 which sets the Second Public Hearing date and time for the establishment of a Paving Special Assessment District.

Current Action   X        Emergency           

Funds Budgeted: If Yes  X  Account #  245-000-973.110  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 and second requirement of the special assessment process by submitting an informal and formal petition. The informal and formal petitions were reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their August 12, 2020 regular meeting.

After approval of Resolution #1 the next step in the special assessment process was that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 was presented and approved by the Township Board of Trustees on October 28, 2020.

The purpose of Resolution #2 was as follows:

- Tentatively approving the Board of Trustees intention to make the improvement.
- Tentatively designating the special assessment district.
- Setting a date and time of November 24, 2020 at 7:00 p.m. for the first of two public hearings.
- Direct that the completed cost estimate be given to the Township Clerk and made available for public inspection prior to the first public hearing

The first of two public hearings was held on November 24, 2020 to hear input from residents on the establishment of the special assessment district.

Resolution #3 was presented and adopted by the Township Board of Trustees on January 27, 2021. The purpose of Resolution #3 was as follows:

- 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
- 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
- Directing the Supervisor (Assessor) to prepare the special assessment roll

The final construction cost estimate was completed by the Isabella County Road Commission on February 17, 2021, and the Special Assessment Roll was completed by the Township Assessor on March 11, 2021.

The next step in the special assessment process is the consideration and adoption of Resolution #4 by the Township Board of Trustees.

The purpose of Resolution #4 is as follows:

- Confirm that the completed Special Assessment Roll be given to the Township Clerk and made available for public inspection prior to the second public hearing
- Set the date and time for the Second Public Hearing

#### **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 that the Township Board of Trustees adopt McGuirk Subdivision Paving Special Assessment District Resolution #4, and set the second public hearing date and time for May 12, 2021 at 7:00 p.m.

Upon approval of Resolution #4 the next step in the process can be initiated. The next step in the process is to mail Notice of the Second Public Hearing to each of the record land owners, or the party of interest and be published twice in a newspaper circulating in the township. The Notice of the Second Public Hearing must be mailed and published at least ten days before the date of the Second Public Hearing.

#### **PROJECT IMPROVEMENTS**

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

- Community well-being and common good
- Safety

#### **COSTS**

Tentative Cost Estimate \$72,238.00

### **PROJECT TIME TABLE**

**Resolution #4** – March 24, 2021 - set date/time for Public Hearing #2

**Public Hearing #2** – May 12, 2021- set by Resolution #4

**Resolution #5** – May 12, 2021 - confirm special assessment roll, determine number of annual installments, and interest rate

**Notice of Assessment** – mailed to all property owners within 20 days after confirmation of special assessment roll

**Construction** – 2021 Construction Season

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

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

**McGuirk Subdivision Paving  
Special Assessment District Resolution #4**

At a regular meeting of the Charter Township of Union Board of Trustees ("Township Board") held on the 24 day of March 2021, the following Resolution was adopted.

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Township Board of the Charter Township of Union, County of Isabella, State of Michigan ("Township Board"), pursuant to Act 188, Public Acts of Michigan, 1954, as amended, received a Petition for Public Improvement by Special Assessment dated June 9, 2020;

**WHEREAS**, at a meeting of the Township Board on August 12, 2020 the Township Board resolved that plans and cost estimates related to the proposed special assessment district be prepared;

**WHEREAS**, at a meeting of the Township Board on October 28, 2020, the Township Board tentatively approved, by resolution, its intent to make the proposed improvement and designate the special assessment district;

**WHEREAS**, at the same meeting, the Township Board set a public hearing regarding the proposed special assessment district and directed that the completed plans and cost estimates be given to the Township Clerk to be made available for public inspection;

**WHEREAS**, in accordance with appropriate notice, a public hearing regarding the proposed special assessment district was scheduled and held on November 24, 2020 commencing at 7:00 o'clock p.m. and all persons were given the opportunity to be heard in the matter;

**WHEREAS**, at a meeting of the Township Board on January 27, 2021, the Township Board, by resolution, approved the proposed special assessment district, established its term of existence, approved plans and cost estimates for the improvements, certified the sufficiency of the petition to establish the special assessment district, directed the Township Supervisor to prepare the special assessment roll, and directed Township staff to obtain a final bid/cost estimate for the improvements; and

**WHEREAS**, as a result of the foregoing, the Township Board believes the project to be in the best interest of the Township and of the special assessment district proposed to be established.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. That the Township Supervisor has prepared a special assessment roll (“McGuirk Estates Subdivision Paving Special Assessment District Roll” or the “Special Assessment Roll”) for the purpose of specifically assessing that portion of the costs of the public improvement more particularly described hereinafter to the properties specially benefited by said improvement.
2. That the Township Supervisor has presented the Special Assessment Roll, attached hereto as **Exhibit A**, to the Township Board.
3. That the Special Assessment Roll is accepted and approved.
4. That a cost estimate in the amount of \$ 72,238, reflecting a decrease from the prior approved estimate, for the improvements, attached hereto as **Exhibit B**, is approved.
5. That the Township Board shall hold a public hearing at the Union Township Hall (or virtual) at 7:00 Eastern Time on May 12, 2021 for the purpose of hearing all persons interested in the Special Assessment Roll and reviewing the same, and at said public hearing all interested persons shall be afforded an opportunity to be heard.
6. That the Township Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with MCL § 41.724a.
7. That the revised cost estimate and Special Assessment Roll are to be filed with the Township Clerk.
8. That the Township Clerk is directed to make the cost estimate, Special Assessment Roll and all other materials related to the McGuirk Estates Subdivision Paving Special Assessment District available for public examination.
9. That all resolutions and part of resolutions insofar as they conflict with the provisions of the within resolutions be and the same are hereby rescinded.

Upon roll call vote, the following voted;

**Ayes:**

**Nays:**

**Abstentions:**

**Resolution declared adopted.**



Date: \_\_\_\_\_

\_\_\_\_\_  
Bryan Milke, Supervisor

Date: \_\_\_\_\_

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

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Date: \_\_\_\_\_

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

# McGuirk Road Special Assessment Roll - Unit Benefit - 2021

## Exhibit A

| Parcel #         | Property Address     | Owners Name                         | Special/Lot      |
|------------------|----------------------|-------------------------------------|------------------|
| 14-020-40-001-04 | 1796 MAMIE ST        | MAYFIELD PATRICIA D                 | 2257.43          |
| 14-020-40-001-05 | 1816 MAMIE ST        | WENTWORTH ANDREA S E                | 2257.43          |
| 14-020-40-001-06 | 3875 MCGUIRK ST      | HEPINSTALL SAMUEL JOHN & MICHELLE L | 2257.43          |
| 14-020-40-003-00 | E BROOMFIELD RD      | CITY OF MT PLEASANT                 | 2257.43          |
| 14-151-00-003-00 | 3981 MCGUIRK ST      | ROBERTS TIMOTHY F & JAIMIE A        | 2257.43          |
| 14-151-00-005-00 | 1774 JAMES COURT     | DURFEE DAVID D & AMY L              | 2257.43          |
| 14-151-00-006-00 | 1794 JAMES COURT     | SIMON PATRICIA A                    | 2257.43          |
| 14-151-00-007-00 | 1816 JAMES COURT     | THERING WILLIAM H & GLADYS F        | 2257.43          |
| 14-151-00-008-00 | 1817 JAMES COURT     | BROWN KENDRA                        | 2257.43          |
| 14-151-00-009-00 | 1797 JAMES COURT     | SQUATTRITO PHILIP J TRUST NO 1      | 2257.43          |
| 14-151-00-010-00 | 1777 JAMES COURT     | CRESSWELL ZACHARY D & JACQUELINE S  | 2257.43          |
| 14-151-00-011-00 | 3895 MCGUIRK ST      | RAHRIG DAN J                        | 2257.43          |
| 14-151-00-012-00 | 1815 MAMIE ST        | SINGH LAL PRATAP & NEERJA           | 2257.43          |
| 14-151-00-013-00 | 1795 MAMIE ST        | WHEELER CHRISTOPHER                 | 2257.43          |
| 14-151-00-014-00 | 1775 MAMIE ST        | BALTUSIS MICHAEL A LIVING TRUST     | 2257.43          |
| 14-151-00-015-00 | 3827 MCGUIRK ST      | IDEMA THOMAS H & JUDY K             | 2257.43          |
| 14-151-00-016-00 | 1764 ROSE MARIE LANE | TRIPP PATRICK DAVID II              | 2257.43          |
| 14-151-00-017-00 | 1770 ROSE MARIE LANE | ALEXANDER JASON C & MELISSA M       | 2257.43          |
| 14-151-00-018-00 | 1778 ROSE MARIE LANE | FOOTE JOHN D & SUZANNE M            | 2257.43          |
| 14-151-00-019-00 | 1790 ROSE MARIE LANE | FRANSTED RUTH TRUST                 | 2257.43          |
| 14-151-00-020-00 | ROSE MARIE LANE      | FRANSTED RUTH TRUST                 | 2257.43          |
| 14-151-00-021-00 | 1810 ROSE MARIE LANE | LANGLOIS KEVIN R                    | 2257.43          |
| 14-151-00-022-00 | 1805 ROSE MARIE LANE | GARIGLIO RANDY L & SARAH K          | 2257.43          |
| 14-151-00-023-00 | 1797 ROSE MARIE LANE | MAGNOTTE KENNETH AND SOPHIA         | 2257.43          |
| 14-151-00-024-00 | 1777 ROSE MARIE LANE | COORAY KAHADAWALA S                 | 2257.43          |
| 14-151-00-025-00 | 1757 ROSE MARIE LANE | SPIRIS JON & KATHY                  | 2257.43          |
| 14-151-00-026-00 | 3850 MCGUIRK ST      | DOLLARD PETER & JOAN                | 2257.43          |
| 14-151-00-027-00 | MCGUIRK ST           | DOLLARD PETER & JOAN                | 2257.43          |
| 14-151-00-028-00 | 3888 MCGUIRK ST      | MORAN WILLIAM & LORETTA             | 2257.43          |
| 14-151-00-029-00 | 3930 MCGUIRK ST      | SMITH GARY & KATHLEEN               | 2257.43          |
| 14-151-00-030-00 | 3950 MCGUIRK ST      | SNYDER DEREK KEITH                  | 2257.43          |
| 14-151-00-031-00 | 3978 MCGUIRK ST      | BUCKLEY RYAN M & SARAH SOMMER       | 2257.43          |
|                  |                      |                                     | <b>72,237.76</b> |

**McGuirk Estates Paving Special Assessment District  
Exhibit B**

TYPE OF WORK: 1.5" Hot Mix Asphalt Overlay

STREETS IMPROVED:

TOTAL LENGTH:

McGuirk Street, Mimi Street, James Ct, Rose Marie Lane  
2445 ft total all streets

NUMBER OF LOTS:

| SUBDIVISION NAME     | NO. LOTS |
|----------------------|----------|
| McGuirk Street       | 12       |
| James Ct             | 6        |
| Mamie Street         | 4        |
| Rose Marie Lane      | 10       |
| <b>32 Total Lots</b> |          |

PROJECT COST\*:

| ITEM                        | AMOUNT             |
|-----------------------------|--------------------|
| Engineering                 | \$0                |
| Construction                | \$65,390           |
| Adminstration               | \$0                |
| Legal, Publishing, Postage* | \$6,848            |
| <b>TOTAL PROJECT COST</b>   | <b>\$65,390</b>    |
| Less Road Comm Share        | \$0                |
| Less Union Twp Share        | \$0                |
| <b>TOTAL ASSESSMENT*</b>    | <b>\$72,238.00</b> |

COST PER LOT:

|                               |          |                   |          |
|-------------------------------|----------|-------------------|----------|
| Full assessment to front lots | LOT TYPE | LUMP SUM          | PER YEAR |
| <b>Front Lot</b>              |          | <b>\$2,257.43</b> |          |

\*Notes: Legal, Publishing, and Postage cost are an estimate only.

**McGuirk Estates Paving District**  
**Administrative Hours & Cost**

| Task   | Employee Name | Date                    | Number hours/minutes |
|--|---------------|-------------------------|----------------------|
| Review of the informal petition  | Kim Smith     | 7/9/2019                | 2                    |
| Preparation of the RFBA  | Kim Smith     | 8/17/2019 - 8/19/2019   | 2                    |
| Preparation of the resident notice   | Kim Smith     | 10/7/2019 - 10/8/2019   | 2.5                  |
| Preparation of the formal petition   | Kim Smith     | 10/3/2019 - 10/10/2019  | 10                   |
| Phone call with Pat Mayfield regarding petition & resident notice  | Kim Smith     | 10/11/2019              | 0.25                 |
| Phone call with Pay Mayfield regarding petition questions/send requested info via email                                  | Kim Smith     | 10/15/2019              | 0.25                 |
| Phone call with Pat Mayfield regarding petition questions (cost per lot vs. per owner, assessment district cost numbers) | Kim Smith     | 10/17/2019              | NC                   |
| Phone call with Pat Mayfield regarding petition questions (numbers of years amortization)                                | Kim Smith     | 10/28/2019              | NC                   |
| Phone call with Pat Mayfield regarding petition questions (specification of 1.5" overlay)                                | Kim Smith     | 11/15/2019              | NC                   |
| Phone call with Pat Mayfield regarding formal petition certification   | Kim Smith     | 6/8/2020                | NC                   |
| Review of Formal Petition  | Kim Smith     | 6/10/2020 - 6/11/2020   | 2                    |
| Preparation of Resolution #1 and RFBA  | Kim Smith     | 8/3/2020 & 8/4/2020     | 3                    |
| Preparation of Resolution #2 and RFBA  | Kim Smith     | 8/31/2020 & 9/1/2020    | 3.5                  |
| Phone call with Pat Mayfield regarding timeline/next step in process   | Kim Smith     | 9/15/2020               | NC                   |
| Preparation of Notice of Public Hearing & Affidavit of Mailing   | Kim Smith     | 10/12/2020 & 10/13/2020 | 4                    |
| Consultation with Eric - Braun Kendrick regarding special assmt district and notice of public hearing - edit document    | Kim Smith     | 10/29/2020              | 1                    |
| Preparation of mailing & Final Affidavit of Mailing - Submittal to Lisa Cody for Review                                  | Kim Smith     | 10/29/2020              | 3.5                  |
| Preparation and emailing of Notice of Public Hearing - Morning Sun   | Kim Smith     | 10/29/2020              | 0.5                  |
| Preparation of Resolution #3 and RFBA  | Kim Smith     | 1-11-2021 - 1-20-2021   | 7                    |
| Preparation of Resolution #4   | Kim Smith     | 2-23-2021 - 3-1-2021    | 6                    |
| Preparation of RFBA, Exhibit A, Exhibit B for Resolution #4  | Kim Smith     | 3/16/2021               |                      |
| Preparation and distribution of Public Notices   |               |                         |                      |
| Preparation of Resolution #5   |               |                         |                      |
| Preparation of RFBA Resolution #5  |               |                         |                      |

**Total** **47.5**

| Task  | Employee Name     | Date                   | Number hours/minutes |
|---|-------------------|------------------------|----------------------|
| Review/Proof RFBA                             | Angela Schoefield | 8/19/2019              | 0.5                  |
| Review/Proof /Verify Database                 | Angela Schofield  | 10/4/2019 - 10/10/2019 | 2.5                  |
| Review/Format/Print Formal Petition           | Angela Schofield  | 10/4/2019-10/10/2019   | 1.5                  |
| Drafted/Printed/Mailed Resident Notifications | Angela Schofield  | 10/7/2019              | 3                    |
| Reviewed mailing list for Public Hearing #1   | Mary Vandervries  | 10/27/2020             | 0.5                  |
| Prepared Special Assessment Roll              | Ed Vandervries    |                        | 1.5                  |
| <b>Total</b>                                  |                   |                        | <b>9.5</b>           |

| Task                                  | Employee Name | Date                  | Number hours/minutes |
|---------------------------------------|---------------|-----------------------|----------------------|
| Preparation of Special Assessment Map | Joy Smith     | 9/12/2019 & 9/17/2019 | 4                    |

**Total** **4**

| Item  | Date                            | Cost               |
|---|---------------------------------|--------------------|
| Postage - Special Assessment Formal Petition Property Owner Notices - 32 notices mailed | <u>32 @ .50 each</u> 10/7/2019  | \$ 16.00           |
| Postage - Notice of Special Assessment District - 32 notices mailed                     | <u>32 @ .50 each</u> 10/30/2020 | \$ 16.00           |
| Public Hearing #1 - Advertisement - The Morning Sun                                     | 11-41-2020 & 11-4-2020          | \$ 1,600.20        |
| <b>Cost Estimate</b>  |                                 |                    |
| Postage Notice of Public Hearing #2   | <u>32 @ .51 each</u>            | \$ 16.32           |
| Public Hearing #2 - Advertisement - The Morning Sun                                     |                                 | \$ 1,700.00        |
| <b>Total</b>  |                                 | <b>\$ 3,348.52</b> |
| <b>Legal Fees Estimate (per Eric Morris 3-16-2021 \$3,500)</b>                          |                                 | <b>\$ 3,500.00</b> |

NC = less than 15 minute phone call

**To:** Board of Trustees**DATE:** March 16, 2021**FROM:** Mark Stuhldreher, Township Manager**DATE FOR CONSIDERATION:** 3/24/2021

**ACTION REQUESTED:** To approve an Agreement for Annexation and Detachment of Property with the City of Mount Pleasant to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club.

Current Action   X   Emergency       Funds Budgeted: Yes        No        N/A   X   Account #                     Finance Approval                                     

### **BACKGROUND INFORMATION**

In preparation for the 2020 Census of the United States, the U.S. Census Bureau officials contacted the City of Mt. Pleasant and the Township in an effort to confirm and validate the City – Township boundaries. This is done as part of each ten-year Census cycle to ensure that address lists are up-to-date and all residents are counted within the correct jurisdictions.

#### **Boundary Irregularities.**

In the 2020 Boundary and Annexation Survey and Initial Boundary Validation Program map provided by the Census Bureau, a number of irregularities in the boundary line were identified in the area of the City's Public Works Department facilities and Calvary Cemetery north of W. Pickard Road and west of N. Fancher St. In addition, City and Township staff noted inconsistencies in the City and Township GIS mapping and parcel databases regarding jurisdiction of non-taxable properties owned by the City (a former landfill site) and by the Catholic Diocese of Saginaw (Calvary Cemetery).

The origins of these inconsistencies appear to date back to some annexation activity in the 1970s and perhaps even further. There are no residents within the land area in question and nearly all of the land area consists of non-taxable parcels. An effort was made by the City and Township in 2006 to rectify the situation through execution of a conditional land transfer agreement as allowed under Public Act 425 of 1984, but unfortunately this agreement only covered a portion of the land area in question.

#### **Potential Approach to Resolve the Inconsistencies.**

The City Planner (Jacob Kain) and our Community and Economic Development Director meet periodically to discuss planning-related issues of mutual interest, including the City's recent Master Plan update and the Township's Zoning Ordinance project. In July of 2020, the City Planner brought this issue to the Director's attention, which initiated a discussion about what might be done to rectify it. The following is an excerpt from an 8/28/2020 email to the City Planner, in which the Director outlines a potential approach to resolve the issue:

*Unless there is a strong desire to provide a whole lot of mostly useless work to local surveying and title insurance companies, my thought is to ignore the goofy disputed area of land, the 1970s annexation oddities, and the odd Act 425 agreement lines. Instead, I would suggest that we use the county GIS parcel map as our base map to set up a city-township agreement that could potentially include the following elements:*

- 1. Parcel 14-010-20-001-04 (Mt. Pleasant Country Club) - confirm that this parcel is within the township's jurisdiction.*
- 2. Parcel 17-000-09-309-00 (Mt. Pleasant Country Club) - move from the city to the township's jurisdiction.*
- 3. Parcel 17-000-15-227-00 (Timmus, LLC) - confirm that this parcel is within the city's jurisdiction.*
- 4. Parcel 17-000-15-229-00 (Catholic Diocese of Saginaw) - confirm that this parcel is within the city's jurisdiction.*
- 5. Parcel 17-000-15-226-00 (City of Mt. Pleasant) - confirm that this parcel is within the city's jurisdiction.*
- 6. Parcel 17-000-15-228-00 (City of Mt. Pleasant) - confirm that this parcel is within the city's jurisdiction.*
- 7. Parcel 14-010-40-001-00 (City of Mt. Pleasant) - move from the township to the city's jurisdiction.*

### **Proposed Agreement.**

From this outline, the City Attorney's Office prepared the proposed Agreement for Annexation and Detachment of Property document for consideration by the City Commission and Township Board of Trustees. The accompanying Exhibit B map depicts the location of the subject parcels.

For purposes of map orientation, the Director has added notes for the location of the City Public Works Department Building, the Mt. Pleasant Country Club, and Calvary Cemetery. Please note that Pickard Road and the Pickard Rd./Main St. intersection are located approximately 1,300 feet south of the "South 1/8 Line" at the bottom of the map.

The Community and Economic Development Director reviewed the proposed Agreement and the Exhibit B parcel map, and found that the annexation and detachment actions described in the Agreement and depicted on Exhibit B are consistent with the elements outlined in the Director's 8/28/2020 email. The Township's GIS mapping specialist in the Public Services Department also reviewed the Exhibit B map and fully supports the proposed clarifications to the boundary line.

The Mt. Pleasant City Commission will have this item on their March 22, 2021 for consideration.

### **SCOPE OF SERVICES**

If the Agreement for Annexation and Detachment of Property with the City of Mount Pleasant is approved by both jurisdictions, the scope of services will include corresponding adjustments to the Geographic Information Systems (GIS) computer mapping data layers and parcel databases maintained by the City, Township, and County. The Agreement would also result in the

termination of the 2006 Act 425 agreement. The City Attorney's Office will file the signed agreement with the Michigan Secretary of State, Office of the Great Seal. The Director and City Planner will ensure that copies of the signed agreement are shared with the County Equalization Office, the Township Assessor, and the City Assessor.

### **JUSTIFICATION**

Resolution of the jurisdictional boundary irregularities in this area will further the positive and productive working relationship between the Township and the City.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed (From Policy 1.0: Global End):

#### **1. Community well-being and common good**

### **COSTS**

The proposed detachment of the small portion of the Mt. Pleasant Country Club land from the City to the Township will result in a very modest loss of property tax revenues to the City (\$109.66 in 2020).

### **TIMETABLE**

The Agreement would become effective immediately on the date that it is signed by the authorized representatives of the City and Township, following approval by the City Commission and Township Board of Trustees.

### **RESOLUTION**

To approve an Agreement for Annexation and Detachment of Property with the City of Mount Pleasant to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club.

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

Yes:

No:

Absent:

## **Agreement for Annexation and Detachment of Property**

This Agreement for Annexation and Detachment of Property is made as of the \_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Mount Pleasant ("City"), a Michigan municipal corporation located at 320 W. Broadway St., Mt. Pleasant, Michigan 48858, and the Charter Township of Union ("Township"), a Michigan charter township located at 2010 S. Lincoln Rd., Mt. Pleasant, Michigan 48858.

### **Background**

WHEREAS, the Township and the City share a boundary line along the northern portion of the City; and

WHEREAS, the Township and the City have entered into multiple agreements concerning the jurisdictional boundary between the Township and the City; and

WHEREAS, in November 1976, the Township and the City agreed to the annexation of certain property from the Township to the City; and

WHEREAS, in December 1979, the Township and the City agreed to the annexation of additional property from the Township to the City; and

WHEREAS, on September 1, 2006, the Township and the City entered into an agreement under Act 425 of 1985 ("Act 425 Agreement"), to conditionally transfer Parcel No. 17-000-15-227-00 from the jurisdiction of the Township to the City ("Act 425 Parcel," depicted as "Parcel A" on Attachment A to the Act 425 Agreement); and

WHEREAS, following the annexations in 1976 and 1979 and the adoption of the Act 425 Agreement, the City discovered that various public records disclose inconsistencies and uncertainty as to the precise location the jurisdictional boundary line between the City and the Township near the Act 425 Parcel, such that it is unclear from the public records whether the following parcels (or portions of those parcels) are within the jurisdiction of the City or the Township:

|                         |                         |
|-------------------------|-------------------------|
| Parcel 14-010-40-001-00 | Parcel 17-000-15-228-00 |
| Parcel 14-010-20-001-04 | Parcel 17-000-15-229-00 |
| Parcel 17-000-15-226-00 | Parcel 17-000-09-309-00 |
| Parcel 17-000-15-227-00 | Parcel 17-000-15-108-00 |
| Parcel 17-000-15-129-00 |                         |

These parcels are further described on **Exhibit A**.



WHEREAS, the Home Rule City Act, Act 279 of 190, MCL 117.1 *et seq*, authorizes the annexation of vacant, unoccupied territory from a township to a city under certain circumstances upon the majority vote of the legislative body of the city and the approval of the legislative body of the adjoining township (MCL 117.9(8)); and

WHEREAS, the Home Rule City Act further authorizes the detachment of territory from a city to a township under certain circumstances by agreement of the township and the city (MCL 117.9b)); and

WHEREAS, to resolve any inconsistencies in the public records and to clarify the jurisdictional boundary line between the Township and the City, the Township and the City wish to enter into this Agreement to terminate the Act 425 Agreement and instead annex the Act 425 Parcel from the Township to the City; provide for the annexation of certain parcels from the Township to the City; provide for the detachment of one parcel from the City to the Township; and acknowledge and affirm the jurisdiction of certain other parcels

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Termination of Act 425 Agreement.** The Act 425 Agreement is hereby terminated, and, immediately upon termination, the Act 425 Parcel (Parcel 17-000-15-227-00) is annexed from the Township to the City pursuant to Paragraph 2 of this Agreement.
2. **Annexation.** The following five parcels are annexed from the Township to the City and will be considered to be within the jurisdiction of the City for all purposes:

Parcel 14-010-40-001-00

Parcel 17-000-15-228-00

Parcel 17-000-15-226-00

Parcel 17-000-15-227-00

Parcel 17-000-15-229-00

As a result of the annexation, any inhabitants of these parcels will be City residents entitled to vote in City elections. The City will assess and collect taxes levied against the parcels to the extent the parcels are subject to *ad valorem* taxation. The parcels are subject to the City's ordinances, including its zoning ordinance, in the same manner as other similarly situated parcels located within the City.

3. **Detachment.** The following parcel is detached from the City to the Township and will be considered to be within the jurisdiction of the Township for all purposes:

Parcel 17-000-09-309-00

As a result of the detachment, any inhabitants of this parcel will be Township residents entitled to vote in Township elections. The Township will assess and collect taxes levied

against the parcel to the extent the parcel is subject to *ad valorem* taxation. The parcel is subject to the Township's ordinances, including its zoning ordinance, in the same manner as other similarly situated parcels located within the Township. The City is not obligated to provide any City services to this parcel except to the extent it has agreed with the Township to provide such services within the Township.

**4. Acknowledgment of Existing Jurisdictional Boundaries.**

- A. The parties acknowledge and agree that the following parcels have been, and remain, within the jurisdiction of the City:

Parcel 17-000-15-129-00

Parcel 17-000-15-108-00

To the extent that these parcels were not already within the jurisdiction of the City, these parcels are deemed to be annexed from the Township to the City.

- B. The parties acknowledge and agree that the following parcel has been, and remains, within the jurisdiction of the Township:

Parcel 14-010-20-001-04

To the extent that this parcel was not already within the jurisdiction of the Township, the parcel is deemed to be detached from the City to the Township.

- 5. Boundary Line.** As a result of the annexations and detachment described above, the City and the Township agree and will recognize the jurisdictional boundary line between them as described on **Exhibit B**.
- 6. Authorization; Cooperation.** The Township and the City represent that this Agreement has been approved by resolutions of the Township Board and City Commission. The Township and the City will cooperate and take any other actions necessary or appropriate to effectuate the annexations and detachment described in this Agreement.
- 7. Filing of Agreement.** The City will file a copy of this Agreement and the resolutions approving this Agreement with the Michigan Secretary of State, Office of the Great Seal.
- 8. Effective Date; Term.** This Agreement is effective on the date it is signed by authorized representatives of the City and the Township, except that for *ad valorem* taxation purposes, the City and the Township will begin levying their respective taxes on the parcels identified in this Agreement on January 1, 2021. This Agreement is perpetual.
- 9. Revenue Sharing.** The Township and the City will not share any revenue derived from the parcels identified in this Agreement.

**10. Governing Law; Venue.** Michigan law governs this Agreement. This Agreement may be enforced by either party in any action commenced in a court of competent jurisdiction with venue in Isabella County.

**11. Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

**12. Assignment.** The parties may not assign any of their obligations or rights under this Agreement without the express written consent of the other party.

**13. Counterparts.** This Agreement may be executed in one or more counterparts, all of which together are deemed to be one complete document.

**14. Severability.** If any portion of this Agreement is deemed unenforceable, the remaining provisions of this Agreement are nevertheless binding.

**15. Amendment.** This Agreement contains the entire understanding and agreement between the parties with respect to the subject of this Agreement and cannot be amended or modified except by a written agreement signed by both parties.

CITY OF MOUNT PLEASANT

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

Mayor

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

City Clerk

Date: \_\_\_\_\_

CHARTER TOWNSHIP OF UNION

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

Supervisor

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

Township Clerk

Date: \_\_\_\_\_

## **Exhibit A:**

### **Annexed from Township to City:**

#### **Parcel 17-000-15-227-00**

PART OF THE NE 1/4 SEC 10, T14N, R4W, ISABELLA COUNTY, MICH, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SE COR LOT 18 LEE'S ADDITION, THENCE N 89D40M07S W, ON AND ALONG THE SOUTH LINE OF SAID LOT, 232.99 FT TO THE SSW COR SAID LOT 18 AND THE POB OF THIS DESCRIPTION; THENCE N 89D40M07S W, 144.46 FT, THENCE N 17D27M12S W 62.37 FT, THENCE N 15D19M37S W, 30.58 FT, THENCE N 14D38M22S E, 60.72 FT, THENCE N 18D10M05S E, 67.43 FT, THENCE N 39D25M01S E, 37.53 FT, THENCE N 33D00M30S E 31.45 FT, THENCE N 24D24M03S E, 55.65 FT, THENCE N 04D52M11S W, 47.07 FT, THENCE N 17D19M01S W 48.69 FT, THENCE N 30D22M09S E 32.11 FT, THENCE N 33D37M01S E 117.76 FT, THENCE N 53D30M04S E, 5.05 FT TO A POINT ON WEST LINE OF SAID PLAT, SAID POINT BEING N 00D21M18S W, 12.70 FT FROM THE SW COR LOT 10, THENCE S 00D21M18S E, ON AND ALONG THE WEST LINE OF SAID PLAT, 540.48 FT BACK TO THE POINT OF BEGINNING, CONTAINING 1.29 ACRES OF LAND. (AGREEMENT FOR CONDITIONAL TRANSFER OF PROPERTY, 1984 PA 425 AGREEMENT, BETWEEN THE CITY OF MT PLEASANT AND UNION TOWNSHIP DATED 9/1/2006 - UNION TWP PARCEL #14-010-20-001-02 REFERENCE ONLY). SPLIT FOR 2007 FROM 14-010-20-001-00 TO 14-010-20-001-01 & 14-010-20-001-02 14-010-20-001-02 IMMEDIATELY RETIRED & TRANSFERRED PER PA425 AGREEMENT TO THE CITY OF MT PLEASANT PARCEL NUMBER 17-000-15-227-00

#### **Parcel 17-000-15-229-00**

PART OF NW 1/4 OF SE 1/4 SEC 10 T14N R4W BEG AT A POINT ON E & W 1/4 LINE OF SEC 10 WHICH IS S 88D 52M 45S W 48.82 FT FROM THE SW COR LOT 18 LEES ADD AS RECORDED IN ISABELLA COUNTY REGISTER OF DEEDS RECORDS TH S 11D 57M 33S W 172.45 FT TH S 17D 03M 59S W 125.40 FT TH ALG A CURVE TO THE RIGHT HAVING A RADIUS OF 411.96 FT A DELTA ANGLE OF 8D 04M 39S AND A LONG CHORD BEARING & DISTANCE OF S 20D 04M 39S W 43.71 FT TH ALG A CURVE TO THE LEFT HAVING A RADIUS OF 303 FT A DELTA ANGLE OF 8D 13M 19S & A LONG CHORD BEARING & DISTANCE OF S 20D 04M 39S W 32.89 FT TH S 16D 35M 36S W 73.21 FT TH S 43D 05M 19S W 11.04 FT TH N 00D 00M 00S E 436.14 FT TO THE E & W 1/4 LINE OF SEC 10 TH N 88D 52M 45S E ALG SAID E & W 1/4 LINE 125.84 FT TO POB .72 A M/L . PARTIAL SPLIT FOR 2010 FROM 17-000-15-226-00 TO 17-000-15-229-00

#### **Parcel 17-000-15-226-00**

THE NE 1/4 OF SW1/4 SEC 10, T14N, R4W, LYING E OF CHIPPEWA RIVER & NW 1/4 OF SE 1/4 SEC 10, ROW, EXCEPT W 264 FT OF THE N 165 FT OF NW1/4 OF SE1/4, ALSO EXC BEGINNING AT NE COR OF NW1/4 OF SE1/4, SEC 10, TH S89D25M42SW 48.76 FT ALONG E-W1/4 LINE TH S11D57M33S W172.43FT, TH S17D03M59S W 125.40 FT, TH SWLY 43.73 FT ALONG A CURVE TO THE RIGHT WITH A RAD OF 411.96 FT & A CHORD BRG & DIST OF S20D04M39S W 43.71 FT, TH SWLY 32.90 FT ALONG A CURVE TO THE LEFT WITH A RAD OF 303.00 FT & A CHORD BRG & DIST OF S20D04M39S W 32.89 FT, TH S16D55M36S W 73.21 FT, TH S43D05M19SW146.00 FT, TH S10D00M24SW 107.12 FT, TH S31D44M59SE 174.43 FT TH SELY 72.63 FT ON A CURVE TO THE RIGHT WITH A RAD OF 293.80 FT & A CHORD BRG & DIST OF S24D40M50SE 72.44 FT, TH S17D35M10SE 113.01 FT, TH S30D43M41SE 253.10 FT TO NWLY ROW OF C&O RAIL- ROAD, TH N44D04M39SE ALONG C&O ROW TO EAST N&S 1/8 LINE, TH N00D50M54SW ALONG SAID 1/8 LINE TO POB --50.10 A M/L EXC PART OF NW 1/4 OF SE 1/4 SEC 10 T14N R4W BEG AT POINT ON E & W 1/4 LINE OF SEC 10 WHICH IS S 88D 52M 45S W 48.82 FT FROM THE SW COR LOT 18 LEES ADD AS RECORDED TH S 11D 57M 33S W 172.45 FT TH S 17D 03M 59S W 125.40 FT TH ALG A CURVE TO THE RIGHT HAVING A RADIUS OF 411.96 FT A DELTA ANGLE OF 8D 04M 39S & A LONG CHORD BEARING & DISTANCE OF S 20D 04M 39S W 43.71 FT TH ALG A CURVE TO THE LEFT HAVING A RADIUS OF 303 FT A DELTA ANGLE OF 8D 13M 19S & A LONG CHORD BEARING & DISTANCE OF S 30D 04M 39S W 32.89 FT TH S 16D 35M 36S W 73.21 FT TH S 43D 04M 19S W 11.04 FT TH S 99D 99M 99S E 436.14 FT TO THE E & W 1/4 LINE OF SEC 10 TH N 88D 52M 45S E ALG SAID E & W 1/4 LINE 125.84 FT TO THE POB. ALSO EXCEPT N 20 FT OF E 436 FT OF

W 700 FT OF NW 1/4 OF SE 1/4 . PARTIAL SPLIT FOR 2010 TO 17-000-15-229-00 FROM 17-000-15-226-00

**Parcel 17-000-15-228-00**

PART OF SE 1/4 SEC 10 T14N R4W BEG AT THE INTERSECTION OF SLY ROW OF CSXT RAILROAD NOW ABANDONED FORMERLY PERE MARQUETTE RR ROW AND THE CENTERLINE OF LANSING ST ACCORDING TO THE PLAT OF OLD TOWN SUBDIVISION AS RECORDED IN LIBER 2 PAGE 117 MAY 9, 1919 TH N 44D 04M 40S E 152.90 FT ALG SLY RR ROW TH N 02D 27M 45S W 90.65 FT ALG AN EXISTING FENCE LINE TO THE NLY RR ROW AS ABANDONED TH S 44D 04M 40S W 149.03 FT ALG NLY RR ROW TO THE INTERSECTION OF NLY RR ROW LINE WITH THE CENTERLINE OF LANSING ST EXTENDED TH S 00D 55M 00S E 93.35 FT ALG THE CENTERLINE OF LANSING ST EXTENDED TO THE POB .23 A M/L . PARTIAL SPLIT FOR 2010 FROM 17-000-15-129-00 TO 17-000-15-228-00

**Parcel 14-010-40-001-00**

T14N R4W, SEC 10, NW 1/4 OF SE 1/4 EXCE4 3/4 A ALSO EXC N 20 FT. OF E 436 FT., OF W 700 FT., OF NW 1/4 OF SE 1/4 ALSO EXCEPT W 264 FT OF THE N 165 FT OF NW1/4 OF SE1/4 .

**Detached from City to Township:**

**Parcel 17-000-09-309-00**

LEE ADD LOT 9 & PART OF LOT 10 DESCRIBED AS: COMMENCING AT THE NW COR OF SAID LOT 10, THENCE S 89D36M08S E, ON AND ALONG N LINE, 109.26 FT TO POINT ON A TRAVERSE LINE ALONG AN EXISTING FENCE, SAID POINT BEING N 89D36M08S W, 119.92 FT FROM THE NE COR SAID LOT; THENCE S 74D18M11S W, ON AND ALONG TRAVERSE LINE, 63.57 FT TO A DEFLECTION POINT; THENCE S 53D30M04S W ON AND ALONG SAID TRAVERSE LINE, 59.37 FT TO A POINT ON THE WEST LINE OF SAID LOT, SAID POINT BEING 12.70 FT, N 00D21M20S W FROM THE SW COR OF SAID LOT; THENCE N 00D21M20S W, ON AND ALONG SAID WEST LINE, 53.28 FT BACK TO THE POINT OF BEGINNING. EXCEPT THAT PART OF LOT 9, LEE'S ADD DESCRIBED AS FOLLOWS: COMMENCING AT SE COR OF SAID LOT 9, THENCE N 89D36M08S W, ON AND ALONG THE S LINE SAID LOT, 119.92 FT TO A POINT ON TRAVERSE LINE ALONG AN EXISTING FENCE LINE SAID POINT BEING S 89D36M08S E, 109.26 FT FROM THE SW COR SAID LOT, THENCE N 74D18M11S E, ON AND ALONG SAID TRAVERSE LINE, 0.79 FT TO A DEFLECTION POINT, THENCE N 82D30M28S E, ON AND ALONG SAID TRAVERSE LINE, 31.69 FT TO A DEFLECTION POINT, THENCE N 52D03M21S E, ON AND ALONG SAID TRAVERSE LINE 47.77 FT TO A DEFLECTION POINT, THENCE N 80D19M12S E, ON AND ALONG SAID TRAVERSE LINE, 50.24 FT TO A POINT ON THE EAST LINE OF SAID LOT, SAID POINT BEING 22.95 FT, S 00D43M24S E FROM THE NE COR OF SAID LOT, THENCE S 00D43M24S E, ON AND ALONG SAID EAST LINE, 43 FT BACK TO THE POINT OF BEGINNING. (SPLIT AND COMBINATION FOR 2007 - LAND SWAP. SEE L1332P0634 AND L1338P0073)

**Remaining in the City:**

**Parcel 17-000-15-129-00**

THAT PORTION OF THE FORMER CSX RAILROAD STRIP ACROSS THE NE 1/4 OF THE SE 1/4 OF SEC 10, T14N, R4W, THAT LIES BETWEEN THE WEST LINE OF FANCHER AVE AND THE CENTERLINE OF LANSING AVENUE, EXTENDED NORTHERLY. (SPLIT FROM 15130) EXC A PARCEL BEING PART OF SE 1/4 OF SEC 10 T14N R4W BEG AT THE INTERSECTION OF SLY ROW OF CSXT RAILROAD NOW ABANDONED FORMERLY PERE MARQUETTE RR ROW AND THE CENTERLINE OF LANSING ST ACCORDING TO THE PLAT OF OLD TOWN SUBDIVISION AS RECORDED IN LIBER 2 PAGE 117 MAY 9, 1919 TH N 44D 04M 40S E 152.90 FT ALG SLY RR ROW TH N 02D 27M 45S W 90.65 FT ALG AN EXISTING FENCE LINE TO THE NLY RR ROW AS ABANDONED TH S 44D 04M 40S W 149.03 FT ALG NLY RR ROW TO THE INTERSECTION OF NLY RR ROW LINE WITH THE CENTERLINE OF LANSING ST EXTENDED TH S 00D 55M 00S E

93.35 FT ALG THE CENTERLINE OF LANSING ST EXTENDED TO THE POB . PARTIAL SPLIT FOR  
2010 TO 17-000-15-228-00 FROM 17-00-15-129-00

**Parcel 17-000-15-108-00**

A TRIANGULAR TRACT OF LAND IN N 1/2 OF S E OF SEC.10 BOUNDED ON E BY W LINE OF  
FANCHER AVE EXT. ON BY SELY RT. OF WAY OF P M R R.

**Remaining in the Township:**

**Parcel 14-010-20-001-04**

T14N R4W SEC 10 N 1/2 OF NE 1/4 EXC AR ROW AND EXC THAT PART LYING SE OF CHIPPEWA  
RIVER AND SW 1/4 OF NE 1/4 LYING N OF RIVER & ALL THAT PART OF SE 1/4 OF NW 1/4  
LYING SELY OF RR ROW & ALL THAT PART OF SW 1/4 OF NE 1/4 LYING S OF CHIPPEWA  
RIVER & BEG AT CENTER OF SEC 10 TH E 16 RDS TH S 10 RDS TH W 16 RDS TH N 10 RDS TO  
POB AND COM 660 FT N OF SW COR OF SE 1/4 OF NE 1/4 TH E ALG N LINE OF LEE ADD 228.77  
FT TH N PARALLEL WITH W LINE OF SAID SE 1/4 OF NE 1/4 TO BANK OF CHIPPEWA RIV TH  
SWLY ALG RIVER TO W LINE OF SE 1/4 OF NE 1/4 TH S 359.2 FT TO POB AND COM AT INT OF N  
LN OF NE 1/4 OF SW 1/4 OF SEC 10 AND ELY OF RR TH SWLY ALG ROW 550 FT TH E 325 FT TO  
W BANK OF CHIPPEWA RIVER TH NELY TO N LINE OF NE 1/4 OF SW 1/4 TH W 525 FT TO POB  
AND N 20 FT OF E 436 FT OF W 700 FT OF NW 1/4 OF SE 1/4 & COM AT NE COR ROW E & W 10  
RDS BY N & S 10 RDS PART OF SW 1/4 OF NE 1/4 114.15 A M/L . EXCEPT PART OF THE NE 1/4  
SEC 10, T14N, R4W, ISABELLA COUNTY, MICH, DESCRIBED AS FOLLOWS: TO FIX THE POINT  
OF BEGINNING, COMMENCE AT THE SE COR LOT 18 LEE'S ADDITION, THENCE N 89D40M07S  
W, ON AND ALONG THE SOUTH LINE OF SAID LOT, 232.99 FT TO THE SSW COR SAID LOT 18  
AND THE POB OF THIS DESCRIPTION; THENCE N 89D40M07S W, 144.46 FT, THENCE N  
17D27M12S W 62.37 FT, THENCE N 15D19M37S W, 30.58 FT, THENCE N 14D38M22S E, 60.72 FT,  
THENCE N 18D10M05S E, 67.43 FT, THENCE N 39D25M01S E, 37.53 FT, THENCE N 33D00M30S E  
31.45 FT, THENCE N 24D24M03S E, 55.65 FT, THENCE N 04D52M11S W, 47.07 FT, THENCE N  
17D19M01S W 48.69 FT, THENCE N 30D22M09S E 32.11 FT, THENCE N 33D37M01S E 117.76 FT,  
THENCE N 53D30M04S E, 5.05 FT TO A POINT ON WEST LINE OF SAID PLAT, SAID POINT BEING  
N 00D21M18S W, 12.70 FT FROM THE SW COR LOT 10, THENCE S 00D21M18S E, ON AND ALONG  
THE WEST LINE OF SAID PLAT, 540.48 FT BACK TO THE POINT OF BEGINNING. SPLIT FOR  
2007 FROM 20-001-01 TO 20-001-03 & 20-001-04

# EXHIBIT B

NORTH 1/4 CORNER  
SEC. 10 T14N-R4W

NE 1/4 CORNER  
SEC. 10 T14N-R4W

E. RIVER ROAD

NORTH SECTION LINE

NORTH

N

500'



Scale 1" = 500'

N-S 1/4 LINE

GREAT LAKES CENTRAL RAILROAD

NORTH 1/2 OF NE 1/4  
PART OF 14-010-20-001-04

Mt. Pleasant  
Country Club

EXCEPTION

EAST SECTION LINE

SW 1/4 OF NE 1/4 N. OF RIVER  
PART OF 14-010-20-001-04

CHIPPEWA RIVER

PART OF SE 1/4 OF NE 1/4  
PART OF 14-010-20-001-04

PART OF LOTS 9 & 10 "LEE'S ADDITION"  
17-000-09-309-00

NW CORNER OF  
LOT 9, LEE'S ADD.

Mt. Pleasant  
Country Club

SW 1/4 OF NE 1/4 S. OF RIVER  
PART OF 14-010-20-001-04

SE 1/4 OF NW 1/4 SE R.R.  
PART OF 14-010-20-001-04

GREAT LAKES CENTRAL RAILROAD

CENTER OF SEC. 10  
T14N-R4W

NE 1/4 OF SW 1/4  
E. OF RIVER  
PART OF 17-000-15-226-00

PART OF NE 1/4 OF SW 1/4  
W. OF RIVER  
PART OF 14-010-20-001-04

E-W 1/4 LINE

PART OF 14-010-20-001-04  
N. 20' OF E. 436' OF W. 700'

16 RDSx10 RDS (264'x165')  
PART OF 14-010-20-001-04

PART OF NW 1/4 OF SE 1/4  
PART OF 17-000-15-226-00  
AND ALSO 14-010-40-001-00

City Public  
Works Dept.  
Building

SOUTH 1/8 LINE

17-000-15-108-00  
PART OF N 1/2 OF SE 1/4

SW CORNER OF  
LOT 18, LEE'S ADD.

EAST 1/4 CORNER  
SEC. 10 T14N-R4W

17-000-15-229-00

FANCHER ST.

INDUSTRIAL AVE.

MISSION RD.

Calvary  
Cemetery

EXCEPTION  
(4.75 ACRE)

PART OF FORMER CSX R.R.  
17-000-15-129-00

PART OF FORMER CSX R.R.  
17-000-15-228-00

FANCHER ST.

KINNEY ST.

MISSION ST.

CITY OF MOUNT PLEASANT

320 W. BROADWAY

MT. PLEASANT, MICHIGAN 48858

(989)-779-5401

WWW.MT-PLEASANT.ORG

## LEGEND:

- REMAINING IN TOWNSHIP
- DETACHED FROM CITY TO TOWNSHIP
- REMAIN IN THE CITY
- ANNEXED FROM TOWNSHIP TO CITY
- CITY- TOWNSHIP BOUNDARY LINE



## REQUEST FOR BOARD ACTION

|  |  |
|--|--|
| <b>To:</b> Board of Trustees   | <b>DATE:</b> March 17, 2021              |
| <b>FROM:</b> Mark Stuhldreher, Township Manager  | <b>DATE FOR CONSIDERATION:</b> 3/24/2021 |
| <b>ACTIONS REQUESTED:</b> To concur with the Economic Development Authority Board and approve the updated EDA Board bylaws and rules of procedure. |  |

Current Action   X   Emergency           

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

### **BACKGROUND INFORMATION**

As part of compliance with requirements of Public Act 57 of 2018, the Economic Development Authority Board has an obligation to *“adopt rules consistent with the Open Meetings Act...governing its procedures and the holding of regular meetings,”* subject to the approval of the Board of Trustees. A review of available Township records failed to identify any applicable bylaws more recent than bylaws for the East DDA adopted in 1991, although it is possible that the document was part of the Clerk’s records damaged by a past flooding incident.

The proposed bylaws were introduced at the EDA Board’s February 16, 2021 regular meeting, and were adopted by a unanimous vote of the EDA Board members on March 16, 2021. Per Section 204(3) of Public Act 57, the adopted bylaws are subject to review and final approval by the Board of Trustees.

### **SCOPE OF ACTIVITY**

To review and approve the updated EDA Board bylaws and rules of procedure.

### **JUSTIFICATION**

Adoption of bylaws and rules of procedure for the EDA Board is necessary for compliance with Public Act 57 of 2018, as amended, which governs the work of downtown development authorities in Michigan.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by adoption of bylaws and rules of procedure as required per Act 57 (From Policy 1.0: Global End):

1. **Community well-being and common good**
6. **Commerce**

### **COSTS**

N/A



**TIMETABLE**

The new bylaws would become effective immediately upon Board of Trustees approval.

**RESOLUTION**

To concur with the Economic Development Authority Board and approve the updated EDA Board bylaws and rules of procedure.

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

Yes:

No:

Absent:

# **Charter Township of Union Economic Development Authority**

## **Bylaws and Rules of Procedure**

These bylaws and rules of procedure are adopted by the Economic Development Authority Board of the Charter Township of Union, Isabella County, State of Michigan (hereinafter referred to as the EDA Board) to facilitate the performance of its duties under Township ordinances and Public Act 57 of 2018, as amended:

### **ARTICLE 1.0 PURPOSES, AUTHORITY, AND RESPONSIBILITIES**

The EDA Board was established by Township Board of Trustees resolution for the purpose of governing the East and the West Downtown Development Authority districts in accordance with Public Act 57 of 2018, as amended, and to correct and prevent deterioration in the districts, to create and implement development plans and tax increment financing plans for each district, and to promote economic growth in the districts. The EDA Board shall have all of the authority and responsibilities that have been or hereafter may be conferred by law on Downtown Development Authorities organized under Public Act 57 of 2018, as amended.

### **ARTICLE 2.0 MEMBERSHIP**

#### **Section 2.1 Number, Tenure, and Qualifications**

The EDA Board shall consist of the Township Supervisor and eight (8) or ten (10) other members. The term of the Supervisor shall coincide with their term of office on the Board of Trustees. Each additional member shall be appointed for a term of four (4) years, except that of members first appointed; two shall be appointed for one year, two for two years, two for three years, and two for four years.

A majority of the total EDA Board membership shall be persons having an interest in property located in the East or the West Downtown Development Authority (DDA) districts. At least one (1) of the members shall be a resident of the East or the West DDA district if the district has 100 or more persons residing within it.

#### **Section 2.2 Selection of Members, Reappointment, Expiration of Term, and Filling Vacancies**

EDA Board members shall be appointed by the Township Supervisor subject to the advice and consent of the Township Board of Trustees. At the expiration of a member's term of office, the member may be re-appointed for another term or a replacement member may be appointed in the same manner as the original appointments. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed in the same manner to hold office for the remainder of the term so vacated. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

In accordance with Public Act 57 of 2018, as amended, members whose terms of office have expired shall continue to hold office until a successor has been appointed.

#### **Section 2.3 Absences, Resignation, and Removal**

EDA Board members shall notify the Chair and the Community and Economic Development Director as far in advance as possible when they intend to be absent from a meeting.

A member may resign from the EDA Board by sending a letter of resignation directed to the Township Supervisor and copied to the Chair and the Community and Economic Development Director.

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a majority vote of the Township Board of Trustees following a referral for action by the EDA Board. Unexcused absence from three (3) or more regularly scheduled EDA Board meetings in any twelve (12) month period shall constitute nonfeasance in office. Removal of a member may be subject to review by the Isabella County Circuit Court.

# **Charter Township of Union Economic Development Authority**

## **Bylaws and Rules of Procedure**

### **Section 2.4 Compensation of Members**

In accordance with Public Act 57 of 2018, as amended, EDA Board members shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

### **Section 2.5 Conflict of Interest**

An EDA Board member who has a direct interest in any matter before the EDA shall disclose his interest prior to the EDA Board taking any action with respect to the matter which disclosure shall become a part of the record of the EDA Board's official proceedings. Further, any member making such disclosure shall then refrain from participating in the EDA Board's deliberation or decision-making process relative to such matter.

## **ARTICLE 3.0 OFFICERS**

At the regular meeting in May of each year, the Commission shall select from its membership a Chair and Vice Chair. All officers shall serve a term of one (1) year, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office. The officers shall take office immediately following their election. An officer may be removed by majority of the EDA Board membership by roll call vote whenever in its judgment the best interest of the EDA would be served. An officer vacancy shall be filled by the EDA Board for the unexpired portion of the officer's term.

The Chair shall preside at all meetings of the EDA Board and shall discharge the duties of a presiding officer. In the absence of the Chair or in the event of his inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

## **ARTICLE 4.0 MEETINGS**

### **Section 4.1 Regular Meetings**

Regular meetings of the EDA Board shall be held at 4:30 p.m. on the third Tuesday of each month in the Township Hall Board Room, unless an alternative location is provided for in the meeting notice posted in accordance with the Open Meetings Act (Public Act 267 of 1976, as amended). In the event the meeting day shall fall on a holiday, the meeting will occur on the following day. Any regularly scheduled meeting may be canceled for lack of quorum.

### **Section 4.2 Special Meetings**

Special meetings of the EDA Board may be called by the Chair, by the Vice Chair in the absence of the Chair, by any three EDA Board members, or by the Township Board of Trustees by giving at least 72 hours' notice of the meeting, stating the purpose of the meeting, and posting notice of the special meeting in accordance with the Open Meetings Act.

### **Section 4.3 Informational Meetings**

Pursuant to Public Act 57 of 2018, as amended, two informational meetings shall be held each year, where no policy, budget, or operational matters are voted on and where information regarding EDA goals, direction, and projects is shared.

### **Section 4.4 Notice of Meeting**

All meetings shall be preceded by public notice posted in accordance with the Open Meetings Act.

# **Charter Township of Union Economic Development Authority**

## **Bylaws and Rules of Procedure**

### **Section 4.5      Agenda**

The Chair may direct the Community and Economic Development Director to prepare the agendas for all meetings and send them to the EDA Board members at least 72 hours in advance of the meeting. Any EDA Board member may request an item to be placed upon the agenda.

### **Section 4.6      Quorum and Voting**

A majority of the total EDA Board membership shall constitute a quorum for the transaction of business. A majority vote of the EDA Board members present at the meeting shall be required for adoption of any motion or resolution, unless a higher number is otherwise required by state law.

Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of the motion shall be recorded. Voting shall be by voice vote except when a roll call vote shall be requested by any member or directed by the Chair. A vote ending in a tie shall be treated as a failed motion.

### **Section 4.7      Rules of Order**

EDA Board meetings shall be conducted, to the extent practicable, in accordance with generally accepted parliamentary procedure, as governed by the latest available version of Robert's Rules of Order. However, application of these rules of order shall not be utilized in order to stifle discussion or debate and may be implemented only to the extent required to maintain the orderliness of the meeting.

## **ARTICLE 5.0      STAFF SUPPORT, CONTRACTS, AND RECORDS**

### **Section 5.1      Staff Support**

The Township's Finance Director and Community and Economic Development Director shall provide staff support to the EDA Board, and may delegate specific support duties to departmental personnel.

### **Section 5.2      Contracts**

The EDA Board may enter into contracts for services or other purposes within the limits authorized by Public Act 57 of 2018, as amended and the adopted development plans and tax increment financing plans for the DDA districts.

### **Section 5.3      Records**

The EDA Board shall maintain correct and complete records of books and accounts and minutes of the meetings, which shall be kept at the Township offices. All EDA Board minutes, financial accounts, and other records shall be open to the public in accordance with the requirements of the Freedom of Information Act, Public Act 442 of 1976, as amended.

## **ARTICLE 6.0      RAISING OF FUNDS**

### **Section 6.1      Tax Increment Financing**

In accordance with the requirements of Public Act 57 of 2018, as amended, the EDA Board shall prepare and maintain tax increment financing plans and associated development plans for the East and the West Downtown Development Authority (DDA) districts, which shall include a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and compliance with all applicable provisions of Act 57. All funds collected through tax capture under these plans shall be allocated and used in strict accordance with Act 57 requirements and these plans.

# **Charter Township of Union Economic Development Authority**

## **Bylaws and Rules of Procedure**

### **Section 6.2 Other Potential Funding Sources**

The EDA Board may accept any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Authority.

Public Act 57 of 2018, as amended, states that the EDA may, with the approval of the Township Board of Trustees, levy an ad valorem tax on the real and tangible property not exempt by law and as finally equalized in the East and/or the West Downtown Development Authority (DDA) districts. The tax shall be not more than two (2) mills. The tax shall be collected by the Township at the same time and in the same manner as it collects its other ad valorem taxes, and shall be credited to the East or the West DDA district fund as appropriate.

The Township Board of Trustees may, at the request of the EDA Board, borrow money and issue its notes therefore pursuant to state law anticipation of collection of the ad valorem tax authorized in this section.

The EDA may borrow money and issue its negotiable revenue bonds therefore pursuant to state law. Revenue bonds issued by the EDA shall not, except as hereinafter provided, be deemed a debt of the Township or the State of Michigan. The Township Board of Trustees may, by a majority vote, pledge its full faith and credit to support the EDA's revenue bonds.

### **ARTICLE 7.0 ADOPTION AND AMENDMENT OF THESE BYLAWS**

These bylaws shall be adopted by a majority of the EDA Board members present at a regular meeting, and shall be subject to final approval by the Township Board of Trustees prior to implementation. Amendments shall be adopted by the same process.

Adopted by the EDA Board: March 16, 2021

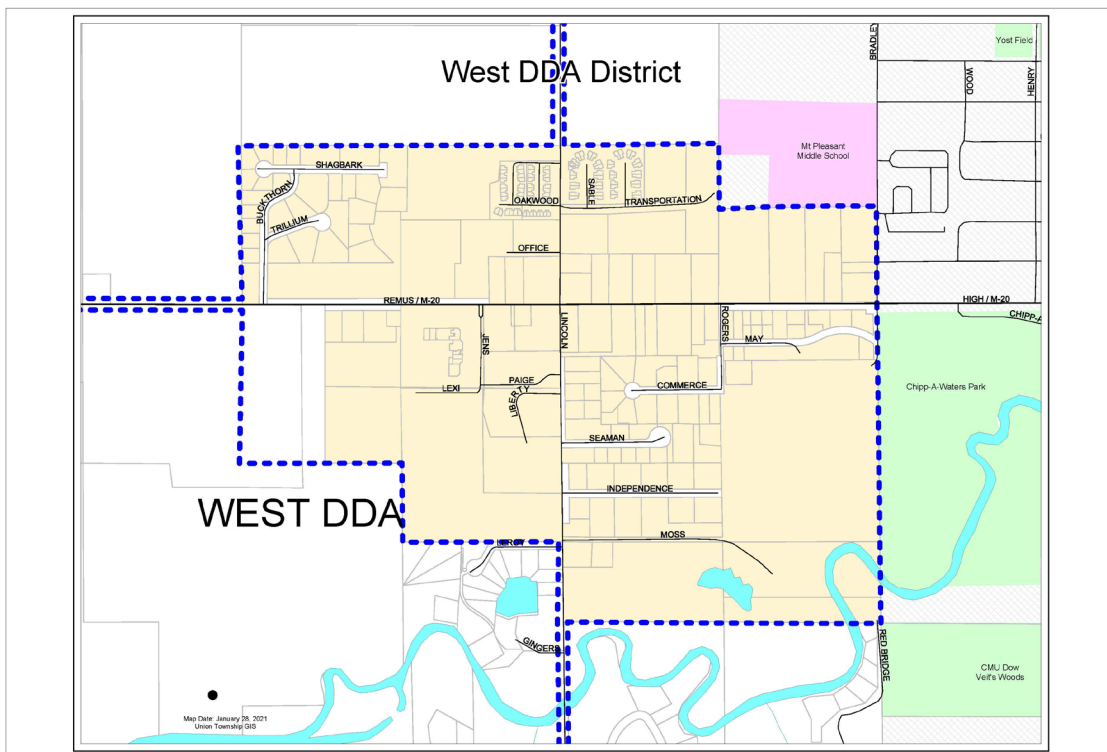
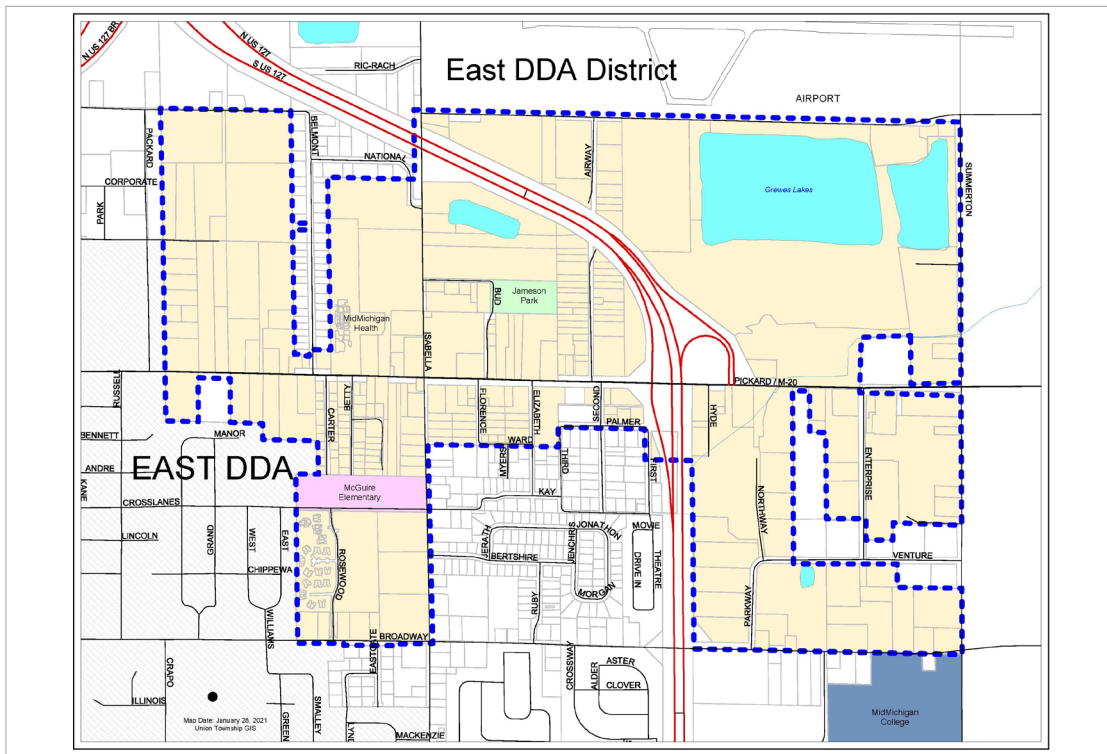
Approved by the Township Board of Trustees: \_\_\_\_\_

### **ARTICLE 8.0 DISTRICT BOUNDARIES**

The boundaries of the East and the West Downtown Development Authority (DDA) districts are as depicted on the maps included under Attachment A.

# Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure

## ATTACHMENT A



|   |  |
|---|--|
| <b>To:</b> Board of Trustees  | <b>DATE:</b> March 16, 2021              |
| <b>FROM:</b> Mark Stuhldreher, Township Manager   | <b>DATE FOR CONSIDERATION:</b> 3/24/2021 |
| <b>ACTION REQUESTED:</b> To consider approval of a Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials |  |

Current Action   X   Emergency       

Funds Budgeted: Yes        No        N/A   X   Account #                     

Finance Approval       MDS      

### **BACKGROUND INFORMATION**

With the exception of the Township Treasurer, Union Township does not currently provide an electronic device to the elected officials to assist with conducting Township business. At the December 2020 Board meeting, the consensus was to change the current practice and to issue a device to all elected officials.

At the February 24, 2021 Board meeting, the Board reviewed and discussed a draft of the "Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials". The following changes have been made in response to the Board's discussion.

1. Section 3(b) has been updated to add language related to the return of the device at the conclusion of a member's term in office.
2. Section 4(b) and 6(c) has been updated to clarify updates to operating and approved application software.

Attached is a recommended policy, based on input received during the prior Board meeting, that sets forth guidelines for the use of an electronic device. The policy contains the following sections:

1. Purpose
2. User Responsibility
3. Ownership
4. Appropriate Use
5. Records Management
6. Software on the Device
7. Acknowledgement of Receipt and Signature

### **SCOPE OF SERVICES**

See attached Charter Township of Union Electronic Device (computer/tablet) Use Policy .

### **JUSTIFICATION**

The Township faces the challenge of making maximum use of the benefits of elected officials having Township provided electronic devices , meeting legal requirements for access to information, and providing adequate protection for both the Board member and the Township. This policy governs access and the appropriate use of Township provided electronic devices to elected officials.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

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

1. Community well-being and common good

The Policy is intended to make the most effective use of resources to support a sustainable community (1.0) and will assist residents who look to the township as a key information source for community activities, services, and resources (1.1.2).

### **COSTS**

Not applicable

### **TIMETABLE**

If approved, the policy will be used to guide the Administration in securing electronic devices for deployment to Board members. This is expected to take several weeks.

### **RESOLUTION**

To approve the Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials

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

Yes:

No:

Absent:



Charter Township of Union  
Electronic Device (computer/tablet) Use Policy for Elected Officials

1. Purpose

- a. The Board of Trustees believes that using a Township issued electronic device will reduce costs, reduce the use of paper, streamline the business processes of the Township, and improve the delivery and exchange of information with citizens.
- b. This electronic device policy sets forth guidelines for the use of an electronic device.

2. User Responsibilities.

- a. Elected officials must adhere to this policy.
- b. All existing Township policies, state law, and federal law apply to an elected official's conduct while using an electronic device.
- c. If an elected official believes someone has compromised the security of the electronic device, he/she must immediately notify the Township Manager

3. Ownership.

- a. Upon taking office an elected official will be provided with an electronic device to use for Township related business. The electronic device remains the property of the Township.
- b. At the end of his/ her term, an elected official must return the electronic device to the Township. If he or she does not return the electronic device, the Township will take whatever actions are necessary and allowable by statute to secure the return of the device.~~garnish the elected official's paycheck for the purchase price of the electronic device.~~
- c. An elected official will use due care and caution in the maintenance and care of the electronic device.
- d. An elected official will keep the electronic device password-protected at all times.
- e. An elected official will not leave the electronic device in a place where it could be easily stolen, damaged or accessed.
- f. The Township will provide routine maintenance of the electronic device issued to an elected official.
- g. An elected official may not allow a non-Township employee or non-Township

official to use or access the electronic device.

#### 4. Appropriate Use.

- a. An elected official may only and exclusively use the electronic device for official Township business. He/she may not use the device for commercial, political, personal, or illegal use.
- b. An elected official may not add or download software, programs, or applications without prior authorization from the Township Manager. This restriction is not intended to apply to software vendor updates that occur automatically to approved application software or to operating system software.
- c. An elected official may not use the electronic device to post information on a personal site or on personal, social media or for personal email.
- d. An elected official must limit his or her use of the electronic device during public meetings to accessing information solely related to the business of the meeting.
- e. An elected official may not use the electronic device to communicate with another individual during a meeting.
- f. An elected official may not use the electronic device as to violate the Open Public Meetings Act.
- g. An elected official may not use an electronic device to promote or oppose any political ideals or positions.

#### 5. Records Management.

- a. All data on an electronic device is property of the Township. An elected official has no expectation of privacy in data created, received, or maintained on the electronic device. The Township may access the electronic device, saved files, internet logs and searches, email records, metadata, or any other pertinent information without notice as allowed by law.
- b. All information on an electronic device is public and subject to the Freedom of Information Act (FOIA). There is no protection, and the Township will provide no defense, for private or personal files, data, email, or documents that reside on an electronic device.
- c. The Township reserves the right to fully manage and monitor an electronic device, including controlling the data services, cellular services, device configurations, applications, and policies.

#### 6. Software on Device

- a. The software and applications installed by the Township must remain on the

electronic device in usable condition and be readily accessible. From time to time, the Township may add or upgrade software applications for use by elected officials, which will require an elected official to return the electronic device to the Township for periodic updates.

- b. Any software on an electronic device is the property of the Township and may only be used in ways consistent with applicable licenses, trademarks, or copyrights.
- c. If technical difficulties occur or ~~illegal~~non-Township approved software is discovered, the electronic device will be restored from backup and the non-approved software removed.

UNION TOWNSHIP  
ELECTRONIC DEVICE AGREEMENT FOR ELECTED OFFICIALS

The Charter Township of Union has provided me with a copy of the Township’s policy regarding an elected official’s use of a Township-issued electronic device.

I have read the policy, I understand the policy, and I agree to abide by its terms.

\_\_\_\_\_  
Signature  
Supervisor/Treasurer/Clerk/Trustee (circle one)

\_\_\_\_\_  
Date

## REQUEST FOR TOWNSHIP BOARD ACTION

|  |   |
|--|---|
| <b>To:</b> Board of Trustees   | <b>DATE:</b> March 15, 2021                     |
| <b>FROM:</b> Mark Stuhldreher, Township Manager  | <b>DATE FOR BOARD CONSIDERATION:</b> 03/24/2021 |
| <b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members' Code of Conduct |   |

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, 2019 and 2020. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to *focus on long term organizational outputs and the discharge of its fiduciary responsibilities.*

Certain policies, such as Policy 3.3 (Board Members Code of Conduct), are to be reviewed and monitored for compliance on an annual basis.

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

### **Board Policy 3.3 - Board Members' Code of Conduct**

At the highest level, the policy states:

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

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

### **SCOPE OF SERVICES**

Not applicable

### **JUSTIFICATION**

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

### **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable

**Policy Name:** 3.3 Board Members' Code of Conduct  
**Type of Review:** Internal by the Board  
**Review Occurrence:** Annual  
**Date:** March 2021

### Policy Wording

#### **3.3 POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT**

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

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

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

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

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

3.3.5 Members will be properly prepared for board deliberation.

**Use this evaluation form for discussion at the Board of Trustees Meeting on March 24, 2021.**

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
3. How do you think the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?