



**BOARD OF TRUSTEES**

**Regular Meeting**

**May 28, 2025**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - a. Middle Michigan Development Corporation Annual Report by Kati Mora, President
  - b. 2024 Audit Presentation by Ali Barnes, Managing Principal, Yeo & Yeo
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. May Monthly Activity Report
  - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – May 14, 2025 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Board of Trustees) Review and Approve final Policy Governance Ends 1.0 – 1.5 changes.
- B. Discussion/Action: (Stuhldreher) Policy Governance 2.3 Compensation & Benefits
- C. Discussion/Action: (Board of Trustees) Policy Governance 3.10 Cost of Governance

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

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

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

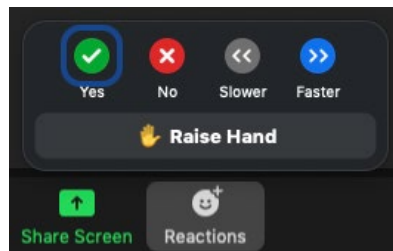
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate during public comment, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “829 4309 7870” Password enter “300757”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “829 4309 7870” and the “#” sign at the “Meeting ID” prompt, and then enter “300757” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press \*9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been received, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can 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.

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
2-Chair	Phil	Squattrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2028
7	Everett	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Vacant		12/31/2026
Alt #1	Vacant		12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2026
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Vacant		2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Miranda	Ley	12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028



## **Monthly Report**

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** May 2025

## **Global Ends**

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

## **Future Board of Trustee Meeting Agenda Items**

### **Finance**

- Yeo & Yeo Audit Presentation 5-28-25
- 2025 Budget Amendment in August

### **Community and Economic Development**

- Consideration of an updated Master Plan
- Consideration of a new Parks and Recreation Master Plan
- Consider contract to select the successful bidder for the proposed construction of a new sidewalk along the south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel and to complete a connection to the east lot line of the Indian Pines Shopping Center.
- Consider response to Road Commission-related right-of-way challenges impacting completion of the sidewalk construction project along the east side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park.
- Consider a proposed new Blight and Junk Ordinance
- Consider proposed updates to the Township's ordinance establishing the rules for behavior in and use of the Township's public parks

### **Public Services**

- Consider amendments to water/sewer ordinance to

- Consider elimination of REU basis for variable cost billing component and move to actual usage
- Consider updates due to age of existing Ordinance
- Pump Station #2 Engineering Agreement

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

#### **Finance/Assessing**

- Implement BS&A Purchase Orders
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Prepare a Budget Amendment request form for use by organization
- Provide financial information by completing the Annual Report on the Status of the Tax Increment Financing Plan for the East and West Downtown Development Authorities to comply with Public Act 57 of 2018. This is to be submitted to the State Treasury by June 30<sup>th</sup>.
- Update the Township's Grant Policy for 2 CFR Part 200

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

- The Community and Economic Development Director and the Township's engineering consultant at Gourdie-Fraser are proceeding with attempting to secure easements needed for new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.; the east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.; and the west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary.
- The Community and Economic Development Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township's Master Plan update project.
- The Department Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended.
- Zoning Administration – The Community and Economic Development Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06.
- The Community and Economic Development Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended.
- Economic Development - Potential future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district.
- Building Services - The Community and Economic Development Director will resume working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations.
- Building Services – The Building Official continues to work in close coordination with the County's plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards

- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the city and the Township.
- The Community and Economic Development Director will work with the Township Attorney to prepare an updated Noxious Weeds Ordinance for Board of Trustees consideration that improves consistency in applicable regulations of tall grass and weeds.
- The Community and Economic Development Director will work with the Township Attorney and Township Assessor to prepare an updated Land Division Ordinance for Board of Trustees consideration that clarifies application requirements and the division, combination, and boundary adjustment approval process.
- Consider updates to the Township's ordinance on open burning.
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.

### **Public Services**

- WWTP - Sludge Storage Tank installation
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (43 years old)
- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program
  - Located and GPS'd 372 water service shut offs to enable contractor to perform lead service line
- ARPA Grant Projects:
  - Division A – Well #12
    - Awaiting EGLE permit for equipping new well.
  - Division B – Watermain
    - Construction resumed in April 2025.
    - Progress meeting held with contractor.
    - Summerton Road onsite meeting held with contractor.
    - Sixteen-inch (16") crossing of US127 completed.
    - Deerfield Road crossing completed.
    - Final watermain on US127 installed.
    - Pressure testing and sampling of new watermain began.
    - Used vac truck to locate water main for Division B Project at the intersections of Broadway and Summerton Roads and Venture Way and Summerton Roads.
    - Informed by Pat Gafney with the Isabella County Road Commission that a right-of-way permit from the BIA is required for parcel located on Summerton Road just south of Venture Way. Property is in Trust and requires a right-of-way permit to cross. Contacted Saginaw Chippewa Indian Tribe and BIA to find out the procedure for obtaining a right-of-way permit.
  - Division C – Water Treatment Plant Upgrades
    - Review and approval of shop drawings continued.
    - Progress meeting held with JR Heinmeman.
    - Completed work on Change Order #1.
    - Prepared RFBA for Change Order #1.
    - Board of Trustees approved Change Order #1 on April 23, 2025.
    - Change Order #1 plan and specification updates have been completed by Gourdie Frasier.



- Change Order #1 site plan updates submitted to Township Planning Department for review.
- Division D – Lead Service Line Project
  - Exterior lead service line identifications began April 21, 2025.
  - National Industrial Maintenance completed 141 exterior identifications in April of 2025.
  - Daily updates on Google Drive tracked to confirm location identifications.
- Submitted FSR #9 in the amount of \$46,717.50 funds received April 28, 2025

### **Ordinance Enforcement Activities**

- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. The property is currently in tax foreclosure.
- 5500 E. Pickard Rd. (Quality Inn). – Unlawful storage of a shipping container on the site in violation of the approved site plan and zoning district standards. The owner responded to the violation notice by removing the shipping container from the premises. This matter is now closed.
- 5683 E Broadway Rd. - construction of two (2) buildings within an existing, legal nonconforming towing yard adjacent to the Enterprise Industrial Park without required building/zoning permits and inspections. The owner failed to respond to the initial notice of violation. A follow up final notice is in process.
- 885 E. Remus Road - Complaint of trash and inoperable vehicle in front yard. The owner responded to an initial informal notice and committed to removing the trash. The owner also provided confirmation that the vehicle is operable and therefore not a violation. Follow up site visits are planned to verify clean-up of the site.
- 5196 Berkshire - Complaint of collection of items on lawn. Owner contacted about possible yard sale. Owner responded that they are currently out-of-town with a medical emergency but are working on cleaning out the garage. Staff has worked with the owner in the past and will continue to work with them now to bring the site back into conformity. Additional follow up is planned.
- 5117 Kay St. - Complaint of trash in the yard. The home is abandoned and owner deceased. Staff visited the site and found no trash visible in the yard or elsewhere. Additional follow up planned.
- 5401 S. Lincoln Rd. – An 1,800 square-foot detached accessory building constructed without a building permit and in violation of applicable maximum height and maximum 1,500 square-foot floor area requirements. The owner applied for and was granted a height variance in May 2023 contingent upon completion of alterations to reduce the building floor area by 300 square-feet. The owner failed to complete the required modifications, despite multiple notices and civil infraction tickets. This matter is now in Circuit Court. The owner (James Recker) has been served with the Township’s complaint and has until 5/12/2025 to respond to the Court.
- Zalud Extraction Operation Site NE corner of S. Lincoln Rd. & E. Millbrook Rd.) — The Community and Economic Development Director met remotely with James and Jeremy Zalud to go over details of the consent agreement and approved Extraction Permit plans that need to be addressed prior to start-up of any extraction of sand and gravel on the site in the Spring. The Director noted that the required berms and screening by the adjacent residences had been installed per the approved plans, but that other required elements (including setback markers, active cell perimeter berms, and security gates) remain to be completed. The Director also noted a typographical error in the as-submitted performance bond. An updated bond has been provided and the other corrective measures are in process.

- Indian Hills Shopping Center - Violations related to the approved minor site plan for sidewalk, pedestrian access, and parking lot improvements to the Indian Hills Shopping Center property. The applicant's agreed-upon timeline for completion of site improvements per the approved site plan concluded with several key elements left incomplete. Failure to conform to an approved site plan is an ordinance violation. After multiple notices, a civil infraction ticket was issued. During a recent follow up meeting, the owner confirmed that the remaining parking lot repairs and restriping will be completed "this Spring."
- 386 Bluegrass Road. - Junk in the yard. Owner has continued to have junk removed when able to due to age. Township staff conduct site visits to discuss remaining items with the owner and continue to assist the owner in finding companies and organizations that can help. Owner to report back to Zoning Administrator with any progress made.
- 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. This matter remains under review by the Township Attorney with additional follow-up anticipated.
- 2946 S. Meadowlark Dr. - Fence erected without a permit. Owner notified and given permit application to be completed and returned. No response from owner. Enforcement ongoing.

### **Staff Training, Continuing Education, Compliance and Safety Related Activity**

- Finance Director attended two webinars related to SLFRF ARPA reporting offered by the U.S. Department of Treasury
- Finance Director attended online GFOA training related to changes in Estimating Compensated Absences- GASB 101 to account for Compensated Absences correctly prior to the Audit.
- The Community and Economic Development Director is participating in the Rollie Denison Leadership Institute's Capstone sponsored by the Chamber of Commerce.
- The Community and Economic Development Director participated in a three-hour parliamentary procedures training hosted by the City of Mt. Pleasant in support for his role as the Chair of the Mt. Pleasant Airport Joint Operations and Management Board
- The Zoning Administrator participated in an online EGLE seminar about floodplain regulation for professional development, and then provided an update and summary of key topics to Community and Economic Development Dept. staff
- The Building Official attended the Code Officials Conference of Michigan (COCM) Spring Conference Event 4/28 – 4/30 for professional development
- Building Official also participated in training with the Mt. Pleasant Fire Department for mobile/temporary cooking facilities (food trucks, etc.) safety inspections and review.
- Building Services Clerk attended a State of Michigan webinar on Digital Records Management for professional development and completed 4 hours of continuing education to maintain good standing with the State Tax Commission's MCAT assessing technician certification.
- Administrative Assistant completed 4 hours of continuing education to maintain good standing with the State Tax Commission's MCAT assessing technician certification
- Rental Inspector provided the following services:
  - Site visits with inspections, re-inspections, issue investigation, etc. for apartment complexes, hotels, as well as duplex and single-family units (85 units inspected-22 apartments, 5 single-family units, 16 hotel rooms and 42 duplex units.
  - Complaint by tenant led to getting the rental into the system, paying the rental fee by landlord and getting list of corrections to bring up to rental code.

- Complaint by tenant having bed bug issue, received letters from exterminators hired by the leasing agents at the complex stating that the apartment has been treated and is currently bug free.
  - Educated licensed builder on egress requirements on replacement windows at an apartment in Union Township.
  - Expired and re-inspection certificate scheduling.
  - Attended monthly meetings with local inspectors, enforcement, and fire personnel.
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues
- The Building Official provided the following services during the month:
  - 40 Building Inspections
  - 25 Permits issued
  - 2 Certificate of Occupancy's Issued
  - Completed inspections for MyMich MRI room build
  - Issued Final Certificate of Occupancy for the new Jail
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly water and sanitary sewer reports submitted – no violations
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- WWTP
  - Completed RFBA for Pump Station #5 Rehab Project. Approved by Board of Trustees on April 23, 2025.
  - Repaired two sewer force main leaks south of the DPW shop 4795 S Mission and south of the railroad tracks
  - Used Vactor truck to clean wet well manhole at lift station # 6.
  - Solicited bids for thickened sludge pump replacement. – Still waiting for a couple bids
  - Completed 2nd quarter effluent mercury sampling
  - Drained and cleaned Digester #4 and repaired broken air header in same.
  - Pulled, cleaned and de-ragged pumps at lift station # 13 and #14
- Water Operations
  - Bid opening for Well #10 Maintenance Project held on April 16, 2025. One bid received from Peerless Midwest in the amount of \$26,685.30. Request for Board Action being prepared for May 14, 2025, Board of Trustees Meeting.
  - Monthly maintenance of chlorine injectors and pump tubes.
  - EGLE Drinking Water Lab Inspection completed by EGLE on April 2, 2025.
  - Monthly maintenance of chlorine injectors and pump tubes

### **Economic Development Activities**

- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates continued work on evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor in accordance with the state Rural Readiness Grant awarded to the Township for our Master Plan update project.

- The Department Director will expand information on the Township’s website related to development approval processes and pre-application meeting options to further assist the development community.
- The Community and Economic Development Director and Zoning Administrator met with:
  - Development team representatives again regarding next steps and questions about development approval options for a potential private school in the Township.
  - A Township resident considering a gunsmith home occupation to answer questions about the Township’s zoning-related special use permit approval process.
  - A Township resident regarding requirements for a “barndiminum” style residence.
  - The owner of 5450 S. Mission Rd. on-site with the Fire Lieutenant and Building Official regarding ordinance and code requirements for a new business that recently opened on the premises.
  - The owner of 4720 E. Pickard Rd. to answer questions about the special use permit approval process for a potential new open-air business to the rear of and on the same site with an existing automobile dealership.
  - Representatives from PlazaCorp regarding potential future development options for the remaining Encore Blvd. vacant lots.
  - Met with a Township landowner to answer questions about potential development of a Primary Solar Energy Facility on land near the north side of the Township.
- The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners
- The Community and Economic Development Director continues to have business retention contacts.
- The Community and Economic Development Director met with the manager of the Baymont Inn (5858 E. Pickard Rd.) in the East DDA District to answer questions about application requirements and details for a possible beautification site improvements grant request.
- The Township Manager and Community and Economic Development Director met with a group of regional economic development leaders and MDOT Mt. Pleasant TSC staff to discuss possibilities for improvements to the US-127 Business Loop and south interchange area with US-127.
- Public Services staff continued working with General Contractor at Valvoline regarding water main installation inspections, testing, and tie-in.

### **Community Development Activities**

- The Community and Economic Development Director will complete and distribute a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr. The EDA Board will evaluate responding contractors, with the selected finalist(s) to be invited to submit bids for planned projects
- The Department Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township’s Master Plan update project.

- Working with the Township's engineering consultant to compile a proposed scope of work for a housing-related feasibility study to evaluate water/sewer infrastructure needs to support expanded higher-density residential or mixed residential-commercial development within the Bluegrass Center Area as defined in the Township's Master Plan. This proposed scope of work will be provided to the Michigan State Housing Development Authority (MSHDA) as part of a request to repurpose a previously approved MSHDA Housing Readiness Incentive Grant as part of the Township's Master Plan update project
- The Community and Economic Development Director is working with the Twp. Clerk and the Clarke Historical Library at CMU to compile information for a Township-related historical display for the upcoming 5/31/2025 Isabella County Historical Society event at the Commission on Aging.
- The Township's engineering consultant at Gourdie-Fraser is in the process of completing engineering and securing of easements needed to prepare construction plans for new sidewalk projects along the:
  - north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.
  - east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.
  - west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary; and
  - south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel to complete a connection to the Indian Pines Shopping Center.
  - This project, being led by Tera Green is moving along nicely. Tera is being supported by others throughout the organization
    - Jennifer Loveberry trained with Civic Clarity on new website and reviewed and made updates to the Public Service Department page as its being constructed with Civic Clarity. Worked with Tera as she was working on the Jameson Hall/Pavilion calendar that will be posted on new website.
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects
- The Community and Economic Development Director and Mt. Pleasant City Planner periodically meet to discuss coordination of City/Township projects of mutual interest.
- Continued to work on Mid-Michigan College Sanitary Sewer Capacity Request. Sewer Capacity results provided to Rowe Professional Services.

### **Organizational and Stakeholder Support Services**

- Various staff assisted Township Clerk with election related activities
- The Township Manager and Community and Economic Development Director met via telephone with the Michigan Townships Association lobbyist to answer questions and provide guidance related to proposed bills in the state legislature that would pre-empt local zoning control of "wedding barns."
- Building Services – The Building Official continues to work in close coordination with the County's plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards.
- The Community and Economic Development Director will serve as Chair for the April meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Building Services Clerk provided the following services during the month:
  - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.

- Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
  - Administrative support for Rental Inspector
  - Prepared monthly Census and HBA reports for building permits
  - Responded to a total of five (5) Freedom of Information Act (FOIA) requests for departmental records during the month
- The Zoning Administrator provided the following services during the month:
  - Five (5) Zoning approvals related to building permits.
  - One (1) yard sale permit 3145 S. Concourse Drive.
  - Two (2) Temporary zoning permits for food truck sales located at Merchandise Outlet.
  - One (1) Temporary zoning permit for outdoor vendor sales at Menards
  - One (1) Temporary zoning permit for an outdoor event at 2060 E. Remus Road.
  - Met with a Township resident to answer zoning-related questions about a gazebo project
- Finance Department
  - Disburse funds for mobile home taxes collected in the 1st quarter 2025; 3 invoices processed
  - Disbursed funds for delinquent personal property taxes collected in the 1st four months of 2025
  - Reconciled tax fund for year-end adjustments into 2024
  - Prepared and submitted payroll estimates to Michigan Municipal League by workers comp class for workers comp coverage renewal for coverage period 7-1-25 through 6-30-26
  - Reconciled 11 bank statements
  - Prepared monthly financial reports for the Board of Trustees and EDA Board
  - Reconciled Water/Sewer Fund receivables to the subsidiary ledger
  - Created new hire onboarding packets for new seasonal employees and election workers
  - Facilitated two employee informational meetings with MERS
  - Prepared information and answered questions related to the Financial and Single Audit for FY 2024.
  - Submitted obligated projects and actual expenditures for ARPA Funding for the reporting year April 1, 2024, through March 31, 2025
- Public Services - Bid opening held for purchase of new and trade-in of Kubota lawnmowers for parks. Completed Bid Analysis for the purchase. Provided recommendation to the Township Manager for Bid Award. Bid awarded to Bush Hardware in the net amount of \$8,541.17.
- Public Services - Completed 2025 Truck Purchase bid analysis and prepared Request for Board Action for the purchase of two new trucks and the trade-in of two existing trucks. Approved by Board of Trustees on April 23, 2025
- Public Services processed and completed all Miss Dig underground markings requests throughout Township
- Public Services Processed 2 ACH Request; (10) Transfers of Service/Final Bills; Received/Processed 326 miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; Prepared and coded department credit card and accounts payable statements/bills

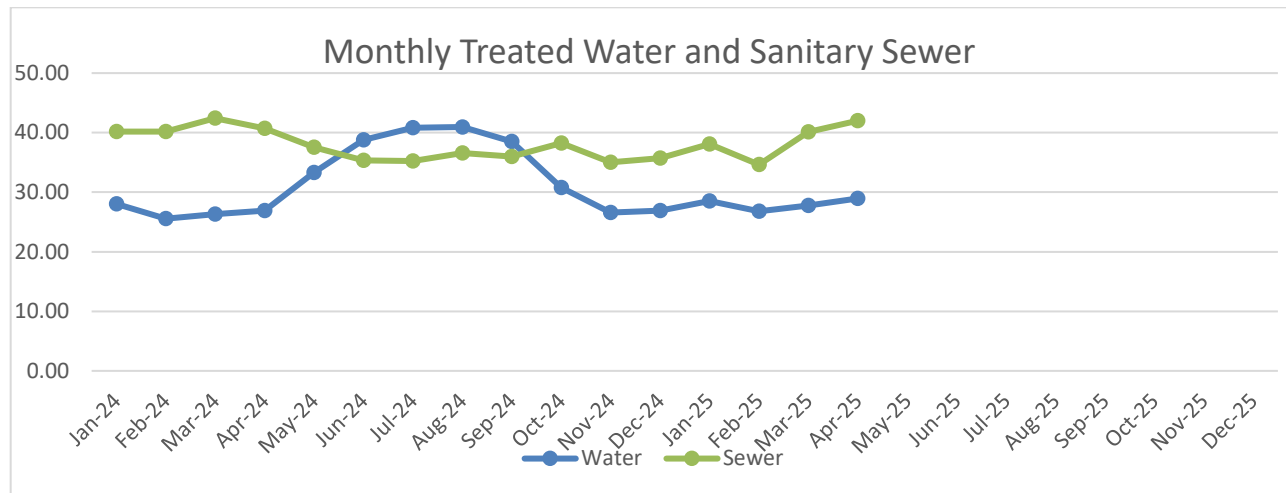
- Public Services Director reviewed four METRO Permit Applications from Frontier Communications. The four submittals found to be not complete. Provided letters indicating that to Frontier Communications.
- Public Services Director Reviewed and provided review letter for Preliminary Site Plan for Thrive Church
- Restrooms at McDonald Park and Jameson Park opened for season. Various repairs to restrooms and irrigation systems at McDonald Park and Jameson Park completed.
  - Installed ball field irrigation meters at McDonald Park.
  - Lights in outside restrooms at Jameson Park replaced by Block Electric.
- Organizational wide review of new website and provided feedback on changes
- Hiring of seasonal park workers ongoing
- Seasonal hydrant flushing program began
  - Advertised in the Morning Sun for Hydrant Flushing, mailed commercial accounts notices, and posted notice on Township Website.
  - Began 2025 Spring Fire Hydrant Flushing Program April 28, 2025 – May 15, 2025.
- GIS:
  - GIS: Parcels and Land Divisions - Worked closely with the Township Assessor to help figure out if an especially complicated property description drawn correctly in the GIS. Reviewed a number of deeds and helped verify that the GIS polygon on the map for the parcel in question is correct.
  - Water & Sewer Facilities Map - Edited the map and updated the numbers for hydrants (756) and manholes (971). Used various queries to update feet of watermain (335,247 ft) and feet of sanitary sewer main (275,478 ft)
  - Water System Service Areas - Completed work on a GIS data request for the Central Michigan District Health Department's permitting of wells and septic systems. The Health Department requested GIS data for the Township's water service area boundary polygon for the whole water distribution system.

### **Miscellaneous**

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- April 2025 – Treated Potable Water (blue line)
 

Total Month:	28.945 mg
Average Day:	.998 mgd
Max Day:	1.226 mgd
- April 2025 – Treated Sanitary Sewer (green line)
 

Total Month:	42.03 mg
Average Day:	1.40 mgd
Max Day:	1.91 mgd





**2025 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on May 14, 2025, at 7:00 p.m. at the Union Township Hall.

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

**Brown** moved **Lannen** supported to appoint Trustee Ley as temporary Clerk. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Roll Call**

Present:

Supervisor Mielke, Treasurer Rogers, Trustee Brown, Trustee Lannen, Trustee Ley, and Trustee Thering

Excused: Clerk Cody (arrived at 7:15 p.m.)

**Approval of Agenda**

**Rogers** moved **Brown** supported to approve the agenda with an amendment to reorganize the New Business items to move Item C and D to Item A and B. **Vote: Ayes: 6. Nays: 0. Motion carried.**

**Presentation**

- a. Jake Borton, Director of the Isabella County Material Recovery Facility (MRF), gave a presentation on the Isabella County Material Recovery Facility (MRF) Materials Management Plan

**\* 7:15 p.m. Clerk Cody arrived**

**Public Hearing**

**Public Comment**

Open: 7:44 p.m.

No comments were offered.

Closed: 7:44 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

Cody gave an update on May 6, 2025, Special Election.

Lannen gave updates on the Middle Michigan Development Corporation 2025 Annual meeting, Isabella County Commissioner Work Session meeting and the Policy Governance Bootcamp training.

Rogers gave an update on the Policy Governance Bootcamp training.

**Consent Agenda**

- A. Communications
- B. Minutes – April 23, 2025 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Well #10 Maintenance and Cleaning

**Rogers** moved **Cody** supported to approve the consent agenda as presented. **Vote: Ayes: 7. Nays: 0. Motion carried.**

#### **New Business**

**A. Discussion/Action: (Stuhldreher) Attorney Lawler's request for payment of outstanding invoices**

**Thering** moved **Brown** supported to approve the request from Attorney Lawler to pay remaining legal fees on behalf of former Assessor Pat DePriest in the amount of \$29,083.28. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**B. Discussion/Action: (Board of Trustees) Continuation of Board of Trustees Review of Existing Policy Ends 1.0 – 1.5**

Discussion by the Board.

**Cody** moved **Ley** supported to take a five (5) minute recess from 8:47 p.m. to 8:52 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**C. Discussion/Action: (Board of Trustees) Accept resignation letter from Board of Review Member Jacob Trudell-Lozano**

**Rogers** moved **Cody** supported to accept Board of Review Member Jacob Trudell-Lozano's resignation letter. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**D. Discussion/Action: (Nanney) Second Reading and Adoption of Zoning Ordinance Amendments – Limited Allowance for Additional Building Height**

**Brown** moved **Cody** supported to conduct a Second Reading for the proposed PTXT25-01 amendments to Section 3.4 (Permitted Uses by District) and Section 6.34 (Public and Institutional Uses) of the Zoning Ordinance Number 20-06 to revise and extend a limited allowance for additional building height above the maximum otherwise allowed in the zoning district for Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities, and to adopt the amendatory ordinance as Ordinance Number 25-02. **Roll Call Vote: Ayes: Mielke, Cody, Rogers, Brown, Lannen, Ley and Thering. Nays: 0. Motion carried.**

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

Open: 9:13 p.m.

No comments were offered

Closed: 9:14 p.m.

#### **MANAGER'S COMMENTS**

- In collaboration with the Convention of Visitor Bureau, Union Township has installed Special Olympic banners at the Pickard and US-127 exchanges.
- The new website will go live on May 21<sup>st</sup>. Gave a special shout-out to Tera for her tremendous amount of work throughout the website development process.
- Announced that the Classification and Compensation study is now underway
- Union Township will have a display at the Isabella County Historical Society Annual History Day event on May 31<sup>st</sup>.
- The Township has been Invited to the 2% Grant Award Ceremony.
- Provided clarification that Isabella County will eventually phase out of the recycling collection, and the Township will need to address this for future service.

### **FINAL BOARD MEMBER COMMENT**

Lannen – Recognized and commended Jim Maclean, Rick Barz, and Mark Stuhldreher for their dedication and service to the community.

Mielke – inquired on rescheduling Katie Mora for the MMDC presentation and commented on edits to the Governance Policy 1.0 – 1.5.

Cody – acknowledge the recent passing of one of the Township’s long-time and dedicated election inspector, expressing her appreciation of having the honor of working with her. Additionally, she thanked everyone who played a part in ensuring the May election ran smoothly.

### **ADJOURNMENT**

Rogers moved **Ley** supported to adjourn the meeting at 9:24 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**APPROVED BY:**

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**Lisa Cody, Clerk**

---

**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/22/2025	101	794 (E)	01186	COYNE PROPANE LLC	YEARLY TANK LEASE-WTR	330.00
05/16/2025	101	795 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
05/22/2025	101	796 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-2ND Q 2025	454.38
05/22/2025	101	797 (E)	00146	CONSUMERS ENERGY	2279 S MERIDIAN PUMP HOUSE	163.63
					1876 S LINCOLN	20.07
					2055 ENTERPRISE DR	225.75
					4511 E RIVER	14,758.99
					2010 S LINCOLN	855.82
					4244 E BLUE GRASS	162.02
					2270 NORTHWAY	36.42
					800 CRIAG HILL	67.16
					1633 S LINCOLN	256.80
					2180 S LINCOLN	65.25
					1876 E PICKARD	215.36
					3248 S CONCOURSE	176.29
					5369 S CRAWFORD	68.95
					2424 W MAY	722.62
					5537 E BROADWAY	171.58
					2279 S MERIDIAN	2,550.41
					900 MULBERRY	62.57
					5240 E BROOMFIELD	1,240.61
					2188 E PICKARD	109.03
					1776 E PICKARD	203.11
					2495 E DEERFIELD	379.80
					4822 ENCORE BLVD	140.23
					1933 S ISABELLA	684.15
					5144 BUDD	30.53
					5142 BUDD	143.55
					1660 BELMONT	109.21
					3998 E DEERFIELD	80.99
					1046 S MISSION	137.21
					4795 S MISSION	1,781.78
					4797 S MISSION	495.56
					5228 S ISABELLA	8,447.54
					5319 E AIRPORT	71.47
					1605 SCULLY	60.23
					4520 E RIVER	237.83
					5076 S MISSION	1,387.09
					5525 E REMUS	72.12
						36,391.73
05/22/2025	101	798 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
05/22/2025	101	799 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
05/28/2025	101	26396	01703	AMAZON CAPITAL SERVICES	REPLACEMENT PART FOR GE EVAPORATOR FAN M	30.13
05/28/2025	101	26397	01600	BE GREEN LAWN SERVICES CO INC	FERTILIZER & CRABGRASS CONTROL-JAMESON P	786.00
					FERTILIZER & CRABGRASS CONTROL-MCDONALD	4,790.00
						5,576.00
05/28/2025	101	26398	00072	BLOCK ELECTRIC	INSTALL LED LIGHTS-JAMESON RESTROOMS	504.12
05/28/2025	101	26399	01240	BRAUN KENDRICK FINKBEINER PLC	MTT VILLAGE BLUEGRASS LLC-APR 2025	020468.00
					MTT HOME DEPOT DEVELOPMENT-APR 2025	409.50

05/22/2025 02:46 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 05/15/2025 - 05/28/2025

Page: 2/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MTT (TX YR 2024) JAMESTOWN MT. PLEASANT GENERAL LEGAL FEES-APR 2025	1,206.50 1,912.37
						3,996.37
05/28/2025	101	26400	01854	BUSH HARDWARE, INC	NEW TORO LAWNMOWER & TRADE IN	8,541.17
05/28/2025	101	26401	00095	C AND C ENTERPRISES INC	CLOROX CLEANER & SAFETY GLASSES FOR PARK JANITORIAL SUPPLIES-TWP HALL	235.70 137.50
						373.20
05/28/2025	101	26402	01623	CLARK HILL PLC	LEGAL FEES FOR PUNG MATTER-NOVEMBER 2022 LEGAL FEES FOR PUNG MATTER-DECEMBER 2022 LEGAL FEES FOR PUNG MATTER-JANUARY 2023 LEGAL FEES FOR PUNG MATTER-FEBRUARY 2023 LEGAL FEES FOR PUNG MATTER-MARCH 2023 LEGAL FEES FOR PUNG MATTER-APRIL 2023 LEGAL FEES FOR PUNG MATTER-MAY 2023 LEGAL FEES FOR PUNG MATTER-JUNE 2023 LEGAL FEES FOR PUNG MATTER-JULY 2023 LEGAL FEES FOR PUNG MATTER-AUGUST 2023 LEGAL FEES FOR PUNG MATTER-SEPTEMBER 202 LEGAL FEES FOR PUNG MATTER-OCTOBER 2023 LEGAL FEES FOR PUNG MATTER-NOVEMBER 2023 LEGAL FEES FOR PUNG MATTER-DECEMBER 2023 LEGAL FEES FOR PUNG MATTER-JANUARY 2024 LEGAL FEES FOR PUNG MATTER-FEBRUARY 2024 LEGAL FEES FOR PUNG MATTER-MARCH 2024 LEGAL FEES FOR PUNG MATTER-APRIL 2024 LEGAL FEES FOR PUNG MATTER-MAY 2024 LEGAL FEES FOR PUNG MATTER-JUNE 2024 LEGAL FEES FOR PUNG MATTER-SEPTEMBER 202 LEGAL FEES FOR PUNG MATTER-OCTOBER 2024 LEGAL FEES FOR PUNG MATTER-NOVEMBER 2024 LEGAL FEES FOR PUNG MATTER-DECEMBER 2024 LEGAL FEES FOR PUNG MATTER-JANUARY 2025 LEGAL FEES FOR PUNG MATTER-FEBRUARY 2025 LEGAL FEES FOR PUNG MATTER-APRIL 2025	77.82 210.00 540.00 120.00 60.00 60.00 120.00 650.00 60.00 60.00 60.00 60.00 60.00 60.00 1,050.00 6,660.00 660.00 1,020.00 60.00 60.00 2,220.00 12,556.29 949.17 60.00 780.00 120.00 17.84
						29,101.12
05/28/2025	101	26403	01623	VOID		
				Void Reason: Created From Check Run Process		
05/28/2025	101	26404	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL, & PHONE SERVICE-JUNE	7,162.79
05/28/2025	101	26405	02050	COCENTRIX VLV112	SANITARY SEWER INSTALLATION INSPECTION E	1,970.00
05/28/2025	101	26406	01786	CUMMINS SALES & SERVICE	START UP & PROGRAMMING-GENERATOR TRANSFE	1,929.03
05/28/2025	101	26407	00188	DOUG'S SMALL ENGINE	STRAIGHT TRIMMER W/KOMBI POWER UNIT	527.98
05/28/2025	101	26408	00098	ELECTION SOURCE	TABULATOR/ICX CODING & TESTING	1,276.00
05/28/2025	101	26409	00209	ETNA SUPPLY COMPANY	METER TRANSCEIVER UNITS VALVE BOX TOP TRANSITION GASKETS TRANSITION GASKETS	4,320.00 314.00 132.00 44.00
						4,810.00
05/28/2025	101	26410	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-MAY 2025	40.00
05/28/2025	101	26411	01492	GOVERNMENT FINANCE OFFICERS ASSOC	GFOA-COMPENSATED ABSENCES TRAINING	95.00
05/28/2025	101	26412	01030	TIMOTHY LANNEN	MILEAGE & LODGING REIMBURSEMENT MMDC ANNUAL MEETING REGISTRATION FEE REI	021595.80 50.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						645.80
05/28/2025	101	26413	00001	M T A	MTA ANNUAL DUES & LEGAL DEFENSE FUND PLU	9,437.54
05/28/2025	101	26414	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FORCEMAIN REPAIR MATERIALS	1,395.00
05/28/2025	101	26415	00907	MID MICHIGAN CABLE CONSORTIUM	1ST QUARTER FRANCHISE FEE-2025	7,209.18
05/28/2025	101	26416	01191	NMCOA	ANNUAL MADCAD SUBSCRIPTION-BLDG DEPT	450.00
05/28/2025	101	26417	00494	NORTH CENTRAL LABORATORIES	PORTABLE BALANCE & LEVELING DEVICE	1,799.71
05/28/2025	101	26418	01884	RENT RITE INC	PORTABLE RESTROOM-SOFTBALL FIELD	181.07
					PORTABLE RESTROOM-PLAYGROUND	181.07
						362.14
05/28/2025	101	26419	00569	ROWE PROFESSIONAL SERVICES COMPANY	SEWER CAPACITY STUDY ESCROW	5.59
05/28/2025	101	26420	00570	RS TECHNICAL SERVICES, INC.	FLEX-A-PRENE TUBE	483.01
05/28/2025	101	26421	01979	SMART BUSINESS SOURCE	TWP HALL OFFICE SUPPLIES	32.05
					TWP HALL OFFICE SUPPLIES	456.10
					TWP HALL OFFICE SUPPLIES	49.36
					TWP HALL OFFICE SUPPLIES	17.98
						555.49
05/28/2025	101	26422	01542	STERICYCLE, INC.	PAPER SHREDDING-APR 2025	87.39
05/28/2025	101	26423	01660	MARK THEISEN	MILEAGE TO SEWER BACKUP/HOME 5-6-25	21.00
05/28/2025	101	26424	01386	THERMO FISHER SCIENTIFIC	WATER BATH CONTROLLER	387.90
05/28/2025	101	26425	00668	UNITED PARCEL SERVICE	WATER SAMPLE TEST SHIPPING-WWTP	15.59
05/28/2025	101	26426	01013	USA BLUE BOOK	CALGAS-WWTP	294.12
101 TOTALS:						
Total of 37 Checks:						129,258.48
Less 3 Void Checks:						0.00
Total of 34 Disbursements:						129,258.48

<p style="text-align: center;"><b>Charter Township of Union</b> <b>Payroll</b></p>
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**Check Date: 05/22/2025**  
**Pay Period End Date: 05/17/2025**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 55,096.29
Fire Fund	
EDDA	
WDDA	
Sewer Fund	36,419.76
Water Fund	39,005.72
<b>Total To Transfer from Pooled Savings</b>	<b><u>\$ 130,521.77</u></b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$ 86,726.16
Employer Share Medicare	1,149.45
Employer Share SS	4,915.01
SUI	29.79
Pension-Employer Portion	7,483.19
Workers' Comp	509.27
Dental	1,573.69
Health Care	31,071.81
Vision	-
Vision Contribution	-
Flex Admin Fee	40.00
Health Care Contribution	(3,587.40)
Life/LTD	
Cobra/Flex Administration	610.80
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b><u>\$ 130,521.77</u></b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_



# Union Township Report

Date: Tuesday, May 20, 2025



Alarm Date between 2025-05-11 and 2025-05-17

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000409						
		5/11/2025 12:47:50 AM	735	Alarm system sounded due to malfunction	ENG 33	2	1
						Total Responding 2	
Union Township	0000413						
		5/12/2025 9:31:33 PM	743	Smoke detector activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000415						
		5/13/2025 1:15:23 AM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						Total Responding 2	



<b>Union Township</b>	<b>0000418</b>						
		5/14/2025 11:48:12 AM	735	Alarm system sounded due to malfunction	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000427</b>						
		5/15/2025 6:40:02 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000434</b>						
		5/16/2025 4:59:16 PM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 6</b>					<b>Total Responding 12</b>	

**Note: Alarms  
1=Duty Crew**

**2=Paged Off Duty Full-time**  
**3=Paged Paid-on-Call Firefighters**  
**4=Paged All**



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> May 21, 2025
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 05/28/2025
<b>ACTION REQUESTED:</b> Consider adoption of revised Governance Policy Ends 1.0-1.5	

Current Action   X   Emergency           

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

Finance Approval           MDS                          

### **BACKGROUND INFORMATION**

During the March 26<sup>th</sup> the Board meeting, a communication was provided outlining how the activities of the Administration during 2024 helped achieve the vision of the Board as outlined in the Ends section of the Governance Policy Manual.

The current Ends were last reviewed and updated the Board in July 2023. Looking forward and as we begin the FY 2026 budget development process, this is a suitable time to review the existing Ends to ensure they remain relevant and that they fully articulate the values of the Board of Trustees.

The initial meeting to review the Ends occurred at the April 9, 2025, Board of Trustee meeting. During that meeting certain changes to the Ends were agreed upon. Discussions continued during the May 14, 2025, Board meeting where additional changes were agreed upon.

Attached is the existing Ends section of the policy as red-lined with all the agreed upon changes discussed during prior Board meetings. A clean copy is also attached.

### **SCOPE OF SERVICES**

Ends policies are written to include the following components: a description who and/or what should be better off in the future; the desired “affect” to be produced and a statement of relative “priority.” They are written with a mid to long term perspective in mind and taken together, roll up to the “purpose” of the organization in that they describe what the organization values and stands for and describes what you want the future to look like, not what it is today. The focus of the Ends is on external impacts or results, not operational activities.

### **JUSTIFICATION**

A periodic review the Policy Ends ensures the administration efforts are focused on the vision and values as articulated by the Board of Trustees.

### **PROJECT IMPROVEMENTS**

The following Board of Trustees vision and values are addressed in this review (From Policy 1.0: Global Ends)

- Community well-being and common good

- Prosperity through economic diversity, cultural diversity, and social diversity
- Health and Safety
- Natural environment
- Commerce

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Finalize the Policy Ends by the end of May 2025 so the Administration develops a recommended FY 2026 budget that addresses the vision and values of the Board of Trustees.

### **RESOLUTION**

Be it Resolved that the attached Policy Ends are adopted and are to replace the existing Ends in the Union Township Board Policy Manual.

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

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

Yes:

No:

Absent:

## Section I: ENDS

(Changes Resulting from April 9 and May 14, 2025, BOT Meeting)

### 1.0 POLICY TITLE: *GLOBAL END*

- 1.0 Union Township exists to support a sustainable community through [foresight and](#) the most effective use of resources that achieve the highest quality of life.

The highest quality of life encompasses sustained or enhanced:

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

- 1.1 Residents engage in a vibrant community life.

- 1.1.1 All demographics within the township ~~can~~ feel welcomed, ~~feel~~ belonging, and engaged [d](#) with the community.

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

1.1.1.2 Fair and nondiscriminatory code enforcement

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

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

1.1.2.1 Create ~~more frequent~~ opportunities for citizen/Board dialogue

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

- 1.2.1 *D i v e r s e* and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- 1.3 All residents may enjoy a safe and healthy environment and resources that are essential for their well-being and quality of life.

- 1.3.1 *S a f e*, accessible routes for pedestrians, bicyclists, and motorized vehicles.

- 1.3.2 *S a f e* drinking water and wastewater systems that meet or exceed Michigan standards.

- 1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle.
- 1.3.4 Code and Ordinance enforcement to original specifications for all properties
- 1.3.5 Township shall implement capital planning best practices in forecasting, budgeting, and management of assets to align with Township Ends.
- 1.4 Residents can enjoy the natural resources and green space of the township.
  - 1.4.1 A i r , water and soil meet or exceed Michigan’s quality standards.
  - 1.4.2 People have optimum access to and enjoy a clean Chippewa River. ~~through intergovernmental efforts.~~
  - 1.4.3 N a t u r a l corridors optimized for enhanced commercial and residential districts.
  - 1.4.4 ~~Increase~~Promote use of alternative forms of energy within Township ~~facilities and~~ operations and the community.
- 1.5. Attract nNew and innovative commercial establishments and advance manufacturing, distribution, engineering, and research facilities ~~are drawn~~ to Union Township through commerce-friendly economic development policies consistent with MEDC Redevelopment Ready Communities program best practices.
  - ~~1.5.1 Controlled establishment of potentially undesirable businesses.~~
  - 1.5.2 ~~Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits~~
  - 1.5.31 ~~Create mechanism~~Promote to increase dialogue to ensure quality services are provided towith the business community and other to entities. ~~ensure quality services are provided~~

## Section I: ENDS

(Changes Resulting from April 9 and May 14, 2025, BOT Meeting)

### 1.0 POLICY TITLE: *GLOBAL END*

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

The highest quality of life encompasses sustained or enhanced:

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

- 1.1 Residents engage in a vibrant community life.

- 1.1.1 All demographics within the township feel welcomed, belonging, and engaged with the community.

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

1.1.1.2 Fair and nondiscriminatory code enforcement

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

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

1.1.2.1 Create opportunities for citizen/Board dialogue

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

- 1.2.1 *D i v e r s e* and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- 1.3 All residents may enjoy a safe and healthy environment and resources that are essential for their well-being and quality of life.

- 1.3.1 *S a f e*, accessible routes for pedestrians, bicyclists, and motorized vehicles.

- 1.3.2 *S a f e* drinking water and wastewater systems that meet or exceed Michigan standards.

- 1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle.
  - 1.3.4 Code and Ordinance enforcement to original specifications for all properties
  - 1.3.5 Township shall implement capital planning best practices in forecasting, budgeting, and management of assets to align with Township Ends.
- 1.4 Residents can enjoy the natural resources and green space of the township.
  - 1.4.1 A i r , water and soil meet or exceed Michigan's quality standards.
  - 1.4.2 People have optimum access to and enjoy a clean Chippewa River.
  - 1.4.3 N a t u r a l corridors optimized for enhanced commercial and residential districts.
  - 1.4.4 Promote use of alternative forms of energy within Township operations and the community.
- 1.5. Attract new and innovative commercial establishments and advance manufacturing, distribution, engineering, and research facilities to Union Township through commerce-friendly economic development policies consistent with MEDC Redevelopment Ready Communities program best practices.
  - 1.5.1 Promote dialogue to ensure quality services are provided to the business community and other entities.



# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 20, 2025

Policy Review: 2.3 Compensation and Benefits  
Type of Review: Internal  
Review Interval: Annual  
Review Month: May 2025

## **Policy Wording**

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

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

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

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the Township Manager does not change his or her compensation package except when the change is consistent with all other full time employees; promise or imply guaranteed employment to any individual; have employee benefits and compensation packages that deviates materially from

geographic or professional market levels; create long term obligations that cannot be paid for from revenues; establish or change retirement benefits that would cause unpredictable or inequitable situations.

### **Justification of Reasonability of Interpretation**

The Township Manager's interpretation utilizes the subunits of the policy that are clearly written and approved by the Board of Trustees.

### **Data**

- The Manager's compensation package is a result of Board approval. The Manager's employment contract was last approved by the Board in November 2024 with an effective date of January 1, 2025.
- No promise of guaranteed employment has been made or implied by the Manager.
- To promote retaining key employees, a Department Director Employment Agreement was drafted by the Manager and approved by the Board of Trustees in 2024. The Agreement was executed by two of the three Directors with an effective date of January 1, 2025.
- A classification and compensation study for the workforce is to be completed in 2025.
- Members of Collective Bargaining unit's compensation package is a result of negotiated agreements that are effective January 1, 2023, through December 31, 2025. These received Board of Trustee approval. The compensation and benefit items that were negotiated at that time were competitive with the surrounding market.
- Per the Collective Bargaining Agreement, premium expenses for health insurance benefit plans are shared between the employer and employee. The cost share in 2024 was 89.5/10.5 and the cost share in 2025 is 88/12.
- MERS 457 plan offers additional retirement options for employees at no cost to the Township
- All positions that came open and that were filled during 2024 were done via a competitive process using an interview team composed of members of the organization from across various departments.

### **Compliance**

The Township Manager is in compliance with the policy as stated.

### **Recommended Changes**

Section 2.3.4 states that the Manager "shall not create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue."

The first part of the policy could be construed as to only allow for one-year labor agreements. As to the second part of phrase, this could be construed as to limit multiyear service agreements or construction projects. The manager recommends consideration be given to the following wording:

Section 2.3.4     Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue, [excepting Collective Bargaining Agreements, service contracts, and multi-year construction contracts.](#)

### Policy Governance Executive Limitations Evaluation Form

*A tool to be used by individual Board members as they evaluate the internal monitoring reports*

Policy being monitored: 2.3-Compensation and Benefits

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

Comments regarding further policy development:

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

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

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Signature and date of Board member

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## REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> May 20, 2025
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 05/28/2025
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance	

Current Action   X   Emergency           

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

Finance Approval                    N/A   

### **BACKGROUND INFORMATION**

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in the intervening years with the most recent amendment earlier this year. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long-term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.10 (Cost of Governance), are to be reviewed and monitored for Board compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.10.

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

At its' highest-level the Policy states: "Because poor governance costs more than learning to govern well, the board will invest in its governance capacity." Due to the length, the entire policy is attached.

### **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
- Health and Safety
- Natural environment
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

**Policy:** 3.10 Cost of Governance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** May 2025

**Policy:**

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

Accordingly:

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

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

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

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values. For Township provided electronic devices, see appendix G.

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

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

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

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

1. In addition to township boards and committees, the board shall decide what meetings are important to have a representative attend and appoint a board member to attend in person or virtually those meetings.

- In the event the original assigned member is unable to attend, they should attempt to fill the position by asking another board member to attend the meeting.
- Board/committee assignments may be changed from time to time by a majority vote of the Board of Trustees
- Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.

2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary, and all members assigned may be compensated.

3. All board members shall be paid to attend the Council of Governance. MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting, and the two Road Commission Ad Hoc meetings.

4. The township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings not identified in sections 10 or 11 that are during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and/or class attendance may be paid for with board approval.

6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings may receive compensation after the fact if approved by a majority of the board present at the Board Meeting.

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.

9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.

10. The following is a list of meetings the Board shall assign representatives to attend:

- Union Township Planning Commission

- Union Township Economic Development Authority
- Union Township Sustainability Committee
- Union Township Intergovernmental Liaison Team
- Election Commission
- Board of Review (By statute, Supervisor is Secretary)

11. The following is a list of meetings the Board may assign a representative to attend:

- Road Commission regular monthly meetings
- Sidewalks and Pathways Prioritization Committee
- Temporary Committees (See Section 2)
- Isabella County Commission regular meetings
- City of Mt. Pleasant Board of Commissioners
- Middle Michigan Development Corporation
- Saginaw Chippewa Indian Tribe of Michigan (Tribal meetings are not open to the public. This assignment will primarily act in a Liaison capacity)
- Others to be added from time to time per approval of the Board.



**Use this evaluation form for discussion at the Board of Trustees Meeting on May 28, 2025.**

**Review all sections of the policy listed and evaluate Board 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?