



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**October 9, 2024**  
**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. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Board Member Reports
  - C. Memo from Treasurer Rice: List of Delinquent Assessments (Step 1 to get them on the Winter tax roll)
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – September 25, 2024 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
11. NEW BUSINESS
  - A. Discussion/Action: (Nanney) Second Reading and Adoption of the updated Zoning Ordinance – Signs
  - B. Discussion/Action: (Stuhldreher) Resolution to set a set a Public Hearing for FY 2025 Budget Recommendations
  - C. Discussion/Action: (Stuhldreher) Public Act 152 (Publicly Funded Health Insurance Contribution Act) Exemption Cost Sharing Resolution

D. Discussion/Action: (Board of Trustees) Negotiating of the Manager's 2025 Employee Agreement

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

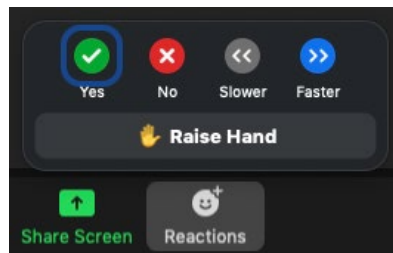
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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 “861 1599 5624” Password enter “926394”). 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 “861 1599 5624” and the “#” sign at the “Meeting ID” prompt, and then enter “926394” 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	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Vacant		2/15/2025
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2025
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	Vacant		2/15/2025
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Vacant		12/31/2024
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	12/31/2024
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	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	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	Vacant		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

APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION



Name: Jacob Trudell-Lozano Date: 10-2-23

Address: 20 E Remus RD

Phone (home) \_\_\_\_\_ (cell) 310-988-5699 (work) \_\_\_\_\_

Email: JakeTrudell@hotmail.com

Occupation: Technician

Please select the board you are applying for:

Zoning Board of Appeals Must be a Union Township Resident

Board of Review Must be a Union Township Resident

Planning Commission Must be a Union Township Resident

EDA Must meet one of the following qualifications:  
 Property owner in East or West DDA  
 Resident in Union Township

OTHER \*Specify Board: \_\_\_\_\_

Please state reason for interest in above board:

I own a Commercial Property in town and would like to ~~learn~~ be more involved in my city, I also live in the township

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

\_\_\_\_\_  
\_\_\_\_\_

Signature:  Date: 10-2-24



Kimberly M. Rice  
Office of the Township Treasurer  
2010 S. Lincoln Rd.  
Mt. Pleasant, MI 48858  
Phone: 989-772-4600 Ext. 228  
Fax: 989-773-1988

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## MEMO

**To:** Board of Trustees  
**From:** Kimberly Rice, Treasurer  
**Subject:** PA 188 Delinquent Special Assessments  
**Date:** October 2, 2024

Under Public Act 188 of 1954, the State of Michigan requires the Township Treasurer to report the Special Assessment roll delinquencies to the Board of Trustees. Union Township currently has 3 active special assessments that fall under this requirement: McGuirk Subdivision Paving, Carriage Hill Paving, and Fox Meadows Estates Paving

As of September 27, 2024, McGuirk Subdivision Paving have six delinquent special assessment installment parcels still owing a total of \$1,966.50. Carriage Hill Estates Subdivisions have seven delinquent special assessment installments parcels owing a total of \$5,912.50. Fox Meadow Estates have six delinquent special assessment installment parcels still owing a total of \$1,747.68. The overall balance due from the three special assessments total \$9,627.08.

The Board can anticipate an agenda item at the November 13<sup>th</sup> meeting whereby consideration will be given to placing these delinquent instalments/parcels on the winter tax bill if still unpaid.

cc Sherrie Teall, Finance Director  
Hannah Lynch, Accounting Specialist  
Mark Stuhldreher, Township Manager

PARCEL BALANCES FOR CHARTER TOWNSHIP OF UNION  
POPULATION: SPECIAL ASSESSMENT DISTRICTS (109, 110, 114)  
SPEC. POPULATION: PARCELS WITH INSTALLMENTS STILL OWED  
PAYMENTS INCLUDED AS OF 09/30/2024  
CURRENT INSTALLMENT YEAR: 2024

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Assessment Cur	Install Install	Tot Prin Pd Cur Prin Pd	Tot Intrst Pd Cur Intrst Pd	Tot Adm Pd Cur Adm Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Pd Cur Addtl Penlty Pd	Tot Cert Pd Cur Cert Pd	Tot Balance Cur Balance
14-151-00-011-00 MCFALL PAUL & JENNIFER	109 MCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	10.58 0.00		0.00 0.00	1,580.21 327.75
14-151-00-013-00 WHEELER CHRISTOPHER	109 MCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	44.44 0.00		13.54 0.00	1,580.21 327.75
14-151-00-022-00 GARIGLIO RANDY L & SARAH	109 MCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	44.44 0.00		13.54 0.00	1,580.21 327.75
14-151-00-024-00 COORAY KAHADAWALA S	109 MCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	44.44 0.00		13.54 0.00	1,580.21 327.75
14-151-00-029-00 SMITH GARY & KATHLEEN	109 MCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	0.00 0.00		0.00 0.00	1,580.21 327.75
14-151-00-031-00 BUCKLEY RYAN M & SARAH	109 SMCGUIRK SUB PAVING	2,257.43		327.75	677.22 0.00	239.85 0.00	0.00 0.00	29.35 0.00		0.00 0.00	1,580.21 327.75
Totals For 109 MCGUIRK SUB PAVING Unit 14	Parcels: 6	13,544.58		1,966.50	4,063.32 0.00	1,439.10 0.00	0.00 0.00	0.00 0.00		40.62 0.00	9,481.26 1,966.50



PARCEL BALANCES FOR CHARTER TOWNSHIP OF UNION  
POPULATION: SPECIAL ASSESSMENT DISTRICTS (109, 110, 114)  
SPEC. POPULATION: PARCELS WITH INSTALLMENTS STILL OWED  
PAYMENTS INCLUDED AS OF 09/30/2024  
CURRENT INSTALLMENT YEAR: 2024

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Cur Install	Tot Prin Pd Cur Prin Pd	Tot Intrst Pd Cur Intrst Pd	Tot Adm Pd Cur Adm Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Pd Cur Addtl Penlty Pd	Tot Cert Pd Cur Cert Pd	Tot Balance Cur Balance
14-035-30-012-00 TRAVIS SHELLY	110 CARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	19.23 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
14-051-00-001-00 SALEM WILLIAM J	110 CARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	19.23 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
14-053-00-010-00 WARNER TIMOTHY & JULIE	110 CARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	6.41 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
14-053-00-011-00 PARTIE BRIAN & JEANINE	110 CARRIAGE HILL PAVING	6,408.69	983.86	1,912.87 631.13	708.16 333.25	0.00 0.00	9.74 9.74	0.00 0.00	0.00 0.00	4,495.82 9.74
14-053-00-016-00 COVARRUBIAS MICHAEL G &	110 CARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	19.23 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
14-053-00-017-00 FLORIAN ADAM W & TRACY	110 ACARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	19.23 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
14-053-00-020-00 LARA NUNEZ MARIA & ET	110 ALCARRIAGE HILL PAVING	6,408.69	983.86	1,281.74 0.00	374.91 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	5,126.95 983.86
Totals For 110 CARRIAGE HILL PAVING Unit 14	Parcels: 7	44,860.83	6,887.02	9,603.31 631.13	2,957.62 333.25	0.00 0.00	0.00 9.74	0.00 0.00	0.00 0.00	35,257.52 5,912.90

PARCEL BALANCES FOR CHARTER TOWNSHIP OF UNION  
POPULATION: SPECIAL ASSESSMENT DISTRICTS (109, 110, 114)  
SPEC. POPULATION: PARCELS WITH INSTALLMENTS STILL OWED  
PAYMENTS INCLUDED AS OF 09/30/2024  
CURRENT INSTALLMENT YEAR: 2024

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Cur Install	Tot Prin Pd Cur Prin Pd	Tot Intrst Pd Cur Intrst Pd	Tot Adm Pd Cur Adm Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Pd Cur Addtl Penlty Pd	Tot Cert Pd Cur Cert Pd	Tot Balance Cur Balance
14-010-10-002-10 BACKUS ROBERT M &	114 KATHLFOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
14-070-00-015-00 SHAIKH ZUBAIR AHMED	114 FOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
14-070-00-017-00 TARBELL ERIK & ROBISON	114 CFOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
14-070-00-021-00 MELTON JAMES H JR &	114 TAMAFOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
14-070-00-032-00 WALLACE THOMAS J &	114 LEIGHFOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
14-070-00-038-00 CUDJOE ERNEST A &	114 GIFTY FOX MEADOWS PAVING	2,884.00	291.28	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,884.00 291.28
Totals For 114 FOX MEADOWS PAVING Unit 14	Parcels: 6	17,304.00	1,747.68	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	17,304.00 1,747.68
Gr. Totals....	19	75,709.41	10,601.20	13,666.63 631.13	4,396.72 333.25	0.00 0.00	266.32 9.74	40.62 0.00	0.00 0.00	62,042.78 9,627.08

**2024 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 September 25, 2024, at 7:00 p.m. at the Union Township Hall.

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

**Smith** moved **Brown** supported to appoint Trustee Bills as temporary Clerk. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**Roll Call**

Present:

Supervisor Mielke, Trustee Bills, Trustee Brown, Trustee Smith, and Trustee Thering

Excused: Clerk Cody (arrived at 7:10 p.m.) and Treasurer Rice (arrived at 7:26 p.m.)

**Approval of Agenda**

**Smith** moved **Brown** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**Presentation**

- a. Commissioner Engler, Isabella County Commissioner, gave updates on the DTE Solar Panel groundbreaking and the County updates.

**Public Hearing**

**Public Comment**

Open: 7:06 p.m.

Tim Odykirk, 1338 Tomah Dr., introduced himself as running for Michigan 92<sup>nd</sup> District House of Representatives and gave his background.

**\*7:10 p.m. Clerk Cody arrived**

Closed: 7:11 p.m.

**Reports/Board Comments**

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

**B. September Monthly Activity Report**

**C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director**

**D. Board Member Reports**

Thering gave an update on the September 17<sup>th</sup> Planning Commission meeting.

Bills gave an update on the September 25<sup>th</sup> Intergovernmental Liaison meeting.

Smith gave an update on the Isabella County Commissioners Meeting.

Mielke gave additional updates on the September 25<sup>th</sup> Intergovernmental Liaison meeting.

**\*7:26 p.m. Treasurer Rice arrived.**

Cody gave an update on the upcoming November 5<sup>th</sup> election

**Consent Agenda**

- A. Communications
- B. Minutes – September 11, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Consumers Energy Street Light Resolution

**Bills** moved **Smith** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion**

carried.

**New Business**

**A. Discussion/Action: (Nanney) Introduction and First Reading of the updated Zoning Ordinance - Signs**

**Bills** moved **Smith** supported to introduce and conduct a First Reading for the proposed PTXT 24-01 amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 for the purposes of establishing more flexible standards and updated requirements for various types of signs and resolving regulatory conflicts in the current ordinance, as recommended by the Planning Commission. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Nanney) Approve a Participation Agreement with the EDA Board for FY2025 funding to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the State Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extensions Project**

**Brown** moved **Bills** supported to approve a Participation Agreement with the EDA Board for FY2025 funding from the East DDA District Fund in the amount of \$500,000.00 to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the State Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extension Project, subject to the appropriation of funds in the FY2025 East DDA Fund Annual Budget. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**C. Discussion/Action: (Peters) 2024 Tax Rate Request (Form L-4029) Resolution**

**Rice** moved **Brown** supported to approve the Charter Township of Union's 2024 Tax Rate Request, Form 614 (L-4029) for the 2024 Tax Year and to authorize the Township Clerk and Supervisor to sign the form. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**D. Discussion/Action: (Teall) FY 2024 Budget Amendment #1**

**Smith** moved **Thering** supported to approve the Fiscal Year 2024 Budget Amendment No. 1 for the General Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**E. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication and Support to the Board**  
Discussion by the Board

**F. Discussion/Action: (Stuhldreher) Policy Governance 4.0 Global Board – Township Management Linkage**  
Discussion by the Board

**G. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control**  
Discussion by the Board

**H. Discussion/Action: (Board of Trustees) Board Level Review of the Township Manager**  
Discussion by the Board

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

Open: 8:53 p.m.

Frank Engler, 1798 W River Rd., gave updates on the Isabella Conservation District Hazardous Waste and Electronic Waste pick up at the Fairgrounds on September 7, 2024.

Closed: 8:55 p.m.

**MANAGER COMMENTS**

- Reminder that the Annual Clean-up Day is this Saturday from 8 a.m. to 11 a.m.

- Thanked Tera, Amy for organizing the Clean-up Day
- Thanked the staff for their hard work throughout the year and the support they provide to management.

**FINAL BOARD MEMBER COMMENT**

Bills – Winter is coming

Smith – Gave the Manager a shout out for asking the tough questions at the meeting with CMU regarding moving the College of Medicine to Saginaw.

Cody – Asked that the riders of the electric scooters to be careful and use signals while operating.

Thering – Thanked the Supervisor for sharing positive comments from a potential developer and the Manager for follow up on email regarding the Lincoln and M-20 intersection.

Mielke – gave additional information on Trustees Thering’s comment. Commented on Mr. Odykirk being present for the meeting, his role as the chair of Mt Pleasant School Board and how he manages the meetings smoothly.

**ADJOURNMENT**

**Smith** moved **Brown** supported to adjourn the meeting at 9:05 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/26/2024	101	733 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	RED INK CARTRIDGE-POSTAGE METER	132.79
09/30/2024	101	734 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	RELOAD POSTAGE METER RESEVE ACCOUNT	3,000.00
10/01/2024	101	735 (E)	01105	MASTERCARD	MASTERCARD SOMMER	1,073.98
					MASTERCARD STUHLBREHER	113.96
					MASTERCARD PLONT	201.67
					MASTERCARD TEALL	589.19
					MASTERCARD PETERS	284.88
					MASTERCARD GALLINAT	440.00
					MASTERCARD CRAWFORD	119.77
					MASTERCARD BEBOW	2,083.99
					MASTERCARD WALDRON	779.72
					MASTERCARD DEARING	532.38
					MASTERCARD MCBRIDE	4,596.56
					MASTERCARD RABISH	263.50
					MASTERCARD FUSSMAN	233.17
					MASTERCARD HOHLBEIN	682.60
					MASTERCARD OCKERT	277.07
					MASTERCARD THEISEN	209.44
					MASTERCARD COFFELL	273.08
					MASTERCARD SMITH	254.27
						13,009.23
10/01/2024	101	736 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
10/01/2024	101	737 (E)	00146	CONSUMERS ENERGY	2180 S LINCOLN	33.63
					1776 E PICKARD	89.04
					2010 S LINCOLN	743.94
					5144 BUDD	38.84
					5142 BUDD	114.94
					800 CRAIG HILL	55.93
					900 MULBERRY	58.79
					4520 E RIVER	350.77
					5076 S MISSION	1,283.04
					5240 E BROOMFIELD	1,179.89
					2270 NORTHWAY	35.09
					5525 E REMUS	66.45
					5537 E BROADWAY	49.22
					1933 S ISABELLA	566.11
					1660 BELMONT	119.73
					2188 E PICKARD	117.79
					1876 E PICKARD	51.68
					2495 E DEERFIELD	206.92
					2424 W MAY	728.27
					1633 S LINCOLN	210.72
					2279 S MERIDIAN	2,999.96
					5319 E AIRPORT	54.27
					4795 S MISSION	3,480.56
					4797 S MISSION ST BARN	338.25
					1046 S MISSION	108.85
					5228 S ISABELLA	8,766.06
					4822 ENCORE	128.85
					3998 E DEERFIELD	75.52
					5369 S CRAWFORD	67.74
					4244 E BLUEGRASS	014167.34
					1605 SCULLY	48.09

v

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					3248 S CONCOURSE	158.74
					4511 E RIVER	12,988.00
						<u>35,483.02</u>
10/01/2024	101	738 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
10/01/2024	101	739 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
10/09/2024	101	25829	01358	21ST CENTURY MEDIA-MICHIGAN	NOTICE OF PROPOSED ZONING ORDINANCE	219.68
					NOTICE OF FIRE HYDRANT & WATER MAIN FLUS	155.45
					NOTICE OF PUBLIC HEARING-ZONING MAP	192.15
					NOTICE OF ORDINANCE UPDATES 24-03	329.77
						<u>897.05</u>
10/09/2024	101	25830	01476	A LOT A CLEAN	FALL TWP HALL WINDOW CLEANING	113.00
10/09/2024	101	25831	00020	JAMES ALWOOD	WELL SITE LEASE-SEPT 2024	588.24
10/09/2024	101	25832	01703	AMAZON CAPITAL SERVICES	HEADPHONES-RODNEY	128.65
					SAFETY HELMET/MICROSOFT SURFACE USB ADAP	530.25
					SHEATH HOLDER & LATEX GLOVES	70.98
						<u>729.88</u>
10/09/2024	101	25833	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-AUG 2024	2,410.00
					MTT HOME DEPOT (HD DEVELOPMENT) AUG 2024	273.00
					MTT SAMS REAL ESTATE BUSINESS TRUST-AUG	955.50
					MTT (TXYR2023)-JAMESTOWN MT. PLEASANT APT	156.00
					MTT (TXYR2024) JAMESTOWN MT. PLEASANT APT	97.50
					MTT VILLAGE BLUEGRASS LLC-AUG 2024	663.00
					MTT SZ MT. PLEASANT APTS-AUG 2024	156.00
					MTT (TXYR2023) MT. PLEASANT APTS-AUG 2024	448.50
						<u>5,159.50</u>
10/09/2024	101	25834	00095	C AND C ENTERPRISES INC	WHITE MUTI-FOLD TOWELS	79.50
10/09/2024	101	25835	00099	CENTRAL CONCRETE PRODUCTS CO. INC	FILL SAND WWTP	59.13
10/09/2024	101	25836	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING TWP HALL-3RD Q 2024	184.72
					MCDONALD PARK CONCESSIONS-3RD Q 2024	1,945.32
					UTILITY BILLING WWTP-3RD Q 2024	4,047.92
						<u>6,177.96</u>
10/09/2024	101	25837	00129	CMS INTERNET, LLC	ELECTION ON SITE SUPPORT	2,306.25
					INSTALL NEW CAMERAS@WTR PLANT & SUPPORT	13,336.72
					MANAGED IT, EMAIL& PHONE SERVICE-JUL 202	6,898.05
					MANAGED IT, EMAIL& PHONE SERVICE-AUG 202	7,738.05
					MANAGED IT, EMAIL& PHONE SERVICE-SEP 202	6,898.05
					MANAGED IT, EMAIL& PHONE SERVICE-OCT 202	6,729.55
					RETURN MEMO-MICROSOFT EXCHANGE	(25.93)
						<u>43,880.74</u>
10/09/2024	101	25838	01864	SAMANTHA CROWL	REFUND SECURITY DEPOSIT-JAMESON HALL	250.00
10/09/2024	101	25839	01242	CULLIGAN WATER	BOTTLED WATER FOR WTR/SWR DEPTS	49.25
10/09/2024	101	25840	00188	DOUG'S SMALL ENGINE	OIL & FILTER	65.94
10/09/2024	101	25841	00098	ELECTION SOURCE	EARLY VOTING SETUP & TESTING	262.00
10/09/2024	101	25842	00201	ELHORN ENGINEERING COMPANY	EL-CHLORINE/LIQUID AQUADENE	6,421.00
10/09/2024	101	25843	01449	ENVIRONMENTAL SALES, INC	BALLAST/LAMPS/QUARTZ SLEEVE	4,724.42

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/09/2024	101	25844	00209	ETNA SUPPLY COMPANY	BRASS SWING VALVE/BRASS BUSHING/THREAD S GALVANIZED PLUGS CLOSE NIPPLE	89.80 13.00 11.40 <u>114.20</u>
10/09/2024	101	25845	01583	GOUDREAU AND ASSOCIATES INC	TWP HALL FEASIBILITY STUDY-FINAL PMT	1,000.00
10/09/2024	101	25846	00257	GOURDIE FRASER INC	PARK IMPROVEMENTS-DESIGN/BIDDING RESEARCH/EVAL-SUMMERHILL DEV-PUMP STN#3	7,086.25 1,437.50 <u>8,523.75</u>
10/09/2024	101	25847	01369	GRANGER	ANNUAL CLEAN UP DAY	3,649.70
10/09/2024	101	25848	01991	I-DEAL ASPHALT SEALCOATING	WWTP SEALCOAT	3,776.00
10/09/2024	101	25849	00333	ISABELLA COUNTY ROAD COMMISSION	PAVE LINCOLN RD:DEERFIELD TO BROOMFIELD GRAVEL-WHITEVILLE RD:RIVER TO BASELINE GRAVEL-WING RD:MERIDIAN TO WHITEVILLE GRAVEL-VALLEY RD:MISSION TO ISABELLA GRAVEL-VALLEY RD:ISABELLA TO SUMMERTON	372,492.27 20,568.23 9,229.90 19,616.06 10,548.21 <u>432,454.67</u>
10/09/2024	101	25850	01982	SHILA KIANDER	ASSESSOR TRAINING-APPEALS	25.00
10/09/2024	101	25851	01999	METRON FARNIER LLC	METER/REGISTER/ANTENNA/GASKETS/NUTS & BO METER/REGISTER/ANTENNA/GASKETS/BRASS SPO	1,281.45 1,286.12 <u>2,567.57</u>
10/09/2024	101	25852	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT 5/24-10/24	3,545.96
10/09/2024	101	25853	01996	MUMFORD OIL & GAS SUPPLY	VACTOR TRUCK FILL HOSE	206.52
10/09/2024	101	25854	00494	NORTH CENTRAL LABORATORIES	UNDERCOUNTER REFRIGERATOR	728.05
10/09/2024	101	25855	01007	RITE WAY ASPHALT PAVING	WATERMAIN REPAIR-BELMONT & NATIONAL	2,902.00
10/09/2024	101	25856	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES WWTP-SEP 2024 JANITORIAL SERVICES TWP HALL-SEP 2024 JANITORIAL SERVICES WTR PLANT-SEP 2024	316.29 527.14 316.29 <u>1,159.72</u>
10/09/2024	101	25857	00597	SHERWIN WILLIAMS	PAINT SUPPLIES	17.49
10/09/2024	101	25858	01771	SMART SOURCE LLC	CHECK STOCK FOR ACCOUNTS PAYABLE	386.33
10/09/2024	101	25859	01633	SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER & EMERGENCY EXIT TEST ANNUAL FIRE EXTINGUISHER INSPECTION-WAST	155.00 292.50 <u>447.50</u>
10/09/2024	101	25860	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION-MCDONALD PARK	285.00
10/09/2024	101	25861	01654	TRACE ANALYTICAL LABORATORIES INC	MONTHLY SELENIUM SAMPLE-SEP 2024	29.00
10/09/2024	101	25862	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11-WATER/SEWER BILLING	1,200.00
10/09/2024	101	25863	01314	VERIZON WIRELESS	CELL PHONES 8/16/2024-09/15/2024	904.00
10/09/2024	101	25864	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE TWP HALL-OCT 2024 DUMPSTER SERVICE WTR PLANT-OCT 2024 DUMPSTER SERVICE MCDONALD PARK-OCT 2024 DUMPSTER SERVICE WWTP-OCT 2024 DUMPSTER SERVICE SHOP-OCT 2024 DUMPSTER SERVICE JAMESON HALL-SEP 2024	74.40 87.94 150.61 285.90 49.71 120.06 <u>768.62</u>



10/02/2024 06:15 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/26/2024 - 10/09/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/09/2024	101	25865	01236	WEB ASCENDER	WEB HOSTING 4TH Q 2024	90.00
101 TOTALS:						
Total of 44 Checks:						585,863.73
Less 3 Void Checks:						0.00
Total of 41 Disbursements:						585,863.73

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

**Check Date: 09/26/24**  
**Pay Period End Date:09/21/24**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	44,104.21
Fire Fund		
EDDA		
WDDA		
Sewer Fund		36,481.25
Water Fund		33,006.67
<b>Total To Transfer from Pooled Savings</b>		<b>\$ 113,592.13</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$	78,631.95
Employer Share Medicare		1,092.13
Employer Share SS		4,669.75
SUI		24.18
Pension-Employer Portion		6,453.42
Workers' Comp		453.43
Dental		1,360.64
Health Care		23,613.01
Vision		-
Vision Contribution		-
Health Care Contribution		(2,746.39)
Flex Administrators		40.00
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>		<b>\$ 113,592.13</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

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

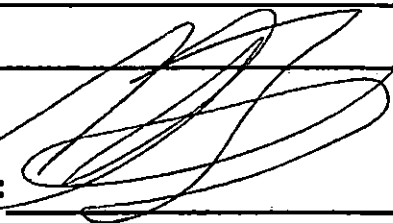
**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM**  
(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Connie Lee Bills

**MONTH, YEAR:** September and October 2024

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
9/25	IGC		✓	\$ 75
10/1	Election commision	✓		\$ 50

**Signature:**  **Date:** 10/2/24

- 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:** Brian Smith

**MONTH, YEAR:** August / September 2024

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
8/6	BOC Work Session		✓	\$ 75
8/8	Road Commission		✓	\$ 75
8/20	BOC Work Session		✓	\$ 75
9/3	BOC Work Session		✓	\$ 75
9/17	BOC Work Session		✓	\$ 75

Signature:  Date: 9-30-24

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

Date: Wednesday, October 2, 2024



Alarm Date between 2024-09-22 and 2024-09-28

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000737</b>						
		9/22/2024 8:55:03 PM	531	Smoke or odor removal	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000739</b>						
		9/24/2024 11:08:07 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000744</b>						
		9/26/2024 5:49:40 PM	744	Detector activation, no fire - unintentional	ENG 33	2	1
						<b>Total Responding 2</b>	

	<b>Total Runs</b> 3						<b>Total Responding</b> 6
--	------------------------	--	--	--	--	--	---------------------------

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



### Changes Requested by the Board during the First Reading

A definition for “Pylon Sign” has been added to the proposed ordinance for the Second Reading, along with a corresponding change to the text of the proposed Section 11.06.C. (Pylon Signs Prohibited). A number formatting typo in the text was also noted and corrected. The pylon sign-related text changes requested by the Board during the First Reading of the proposed ordinance are highlighted below for reference:

**C. Pylon Signs Prohibited.**  
 The Township has made the following determinations related to pylon signs, as defined in Section 2.02 (Definitions), ~~which are freestanding signs accessory to commercial services and business operations that are of such height and scale as to be visible and legible at a long distance, and particularly from the US-127 expressway:~~

**M. Pylon Sign.** A freestanding sign supported by one or more columns, uprights or braces in the ground surface that exceeds the maximum allowed sign height and area standards of this Ordinance for ground signs; including but not limited to a freestanding sign accessory to a commercial business that is of such height and scale as to be legible or visible from an extended distance along the US-127 expressway.

### Planning Commission Recommendation and Summary of Public Input Opportunities

Following their 8/20/2024 public hearing, the Planning Commission took the following action:

***Olver moved Lapp supported to recommend to the Board of Trustees that the proposed amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 be adopted as presented. Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion carried.***

Per Section 307(1) of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), staff forwarded the as-recommended amendments to the County for review and comment. The following is a summary of all public notices and meetings for the proposed ordinance:

Date	Event	Actions
July 16, 2024	Regular Planning Commission meeting	Discussed the proposed ordinance. Motion adopted to hold a public hearing.
July 24, 2024	Notice of the date, time, and place of the Planning Commission’s public hearing per requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).	Posting of the notice and the proposed ordinance at the Township Hall and on the Township’s website
July 28, 2024		Publication of the notice in The Morning Sun newspaper
August 20, 2024	Public hearing and regular Planning Commission meeting	Public hearing, deliberation, and action to recommend the amendments to the Board of Trustees for adoption
Sept. 12, 2024	Regular meeting of the Isabella County Planning Commission	The proposed ordinance was included on their agenda. No comments.
Sept. 25, 2024	Regular Board of Trustees meeting	Introduction and First Reading of the proposed ordinance



Date	Event	Actions
Sept. 27, 2024	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading per requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and the proposed ordinance at the Township Hall and on the Township’s website
Sept. 27, 2024		Publication of the summary and notice in The Morning Sun newspaper
Oct. 9, 2024	Regular Board of Trustees meeting	Second Reading and consideration of the proposed ordinance for adoption

**SCOPE OF SERVICES**

Second Reading and adoption of the proposed set of Zoning Ordinance amendments.

**JUSTIFICATION**

The Zoning Ordinance is an important regulatory tool for implementation of the Township Master Plan’s future land use and development policies. The current sign regulations have proven to be cumbersome, not well coordinated with the specific needs of the Township, and somewhat inflexible. Updates are also necessary to resolve regulatory conflicts and to ensure that the Township remains in compliance with established federal and state case law related to signage.

**GOALS ADDRESSED**

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

- 1. Community well-being and common good**
- 3. Safety and Health**
- 5. Commerce**

The proposed amendments will help to ensure that the Township’s Zoning Ordinance supports a sustainable community (1.0) and provides for fair and nondiscriminatory code enforcement (1.1.1.2). The updated provisions for abandoned, damaged, and unsafe signs will help to ensure a safe environment for all Township residents and visitors (1.3). The commerce-friendly changes proposed for new signs and modernization of older signs are intended in part to support business growth and local economic development in the Business and Industrial zoning districts (1.5).

**COSTS**

NA

**TIMETABLE**

After a Second Reading and adoption by the Board of Trustees, the Zoning Ordinance amendments would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

**RESOLUTION**

To conduct a Second Reading of the proposed PTXT 24-01 amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 for the purposes of establishing more flexible standards and updated requirements for various types of signs and resolving regulatory conflicts in the current ordinance, and to adopt the amendatory ordinance as Township Ordinance Number 24-04.

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

Yes:

No:

Absent:

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

**ORDINANCE NO. 24-04**

**An ordinance to delete and replace in its entirety Section 11 (Signs) of the Charter Township of Union Zoning Ordinance No. 20-06 for the purpose of establishing more flexible standards and updated requirements for various types of signs, and to resolve regulatory conflicts in the current ordinance; to amend Section 2.2 (Definitions) to insert a new definition for “Sign” and associated sub-definitions; and to provide for repeal, severability, publication, and an effective date; all by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.).**

**THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:**

**PART ONE – Title**

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number 24-04, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

**PART TWO – Delete and Replace Section 11 (Signs) In its Entirety**

The text and illustrations under Section 11 (Signs) are hereby deleted and replaced in their entirety to establish more flexible standards and updated requirements for various types of signs, and to resolve regulatory conflicts in the current ordinance:

## **Section 11      Signs**

### **Section 11.01      Intent and Purposes.**

The primary function of signage, as it relates to this Ordinance, is to identify a particular use or business occupying a lot or building in the Township. The Township further finds that reasonable use of signage promotes commerce in the Township. However, a proliferation of signs would unduly distract or endanger motorists and pedestrians; cause the deterioration of business or residential areas; obstruct vision; negatively impact property values; and reduce the effectiveness of private and public signage. The intent and purposes of this Section 11 (Signs) are to:

1. Promote the health, safety, and welfare of the community by allowing for a broad range, scale, and types of signs and other displays that are of an appropriate design, scale, placement, and manner for their intended purposes of identification or communication.
2. Minimize the proliferation of visual clutter and preserve the appearance of the Township by preventing the placement of oversized signs that are out of scale with surrounding buildings and uses.
3. Establish standards for the construction, alteration, repair, and maintenance of all signs with respect to safety, location, dimensions, height, and method of illumination.
4. Provide for the prompt repair or removal of abandoned, damaged, temporary, and unlawful signs.
5. Ensure that, by reason of their size, location, spacing, construction or manner of display, signs do not endanger life or limb, confuse or mislead motorized or non-motorized traffic, obstruct vision necessary for traffic safety, or otherwise endanger the public health or safety.
6. Protect and enhance the aesthetic appeal of the Township, including the preservation of historic and cultural resources, visual character, and the dark night sky; and the prevention of visual clutter and

blighting conditions caused in part by oversized signs or an excessive concentration of signage that would be out-of-scale with surrounding buildings and uses.

7. Establish standards for signs in the Township that are fully consistent with the liberty of speech of every person, as acknowledged in the Michigan Constitution.

## Section 11.02 General Standards.

Signs erected, altered, and maintained in the Township shall conform to the standards of this Ordinance. The following standards shall apply to signs in all zoning districts:

### A. Standards of Measurement.

Dimensional standards and measurements for signs shall be subject to the following:

1. Sign height. The distance from the average level of the ground or pavement directly below the sign to the highest point of the sign structure, including any supportive or decorative elements (see illustration).
2. Sign setback. Setbacks shall be measured from the closest road right-of-way or front lot line to the nearest edge of the sign.
3. Sign area. Measurements of allowed sign area shall be in accordance with the following standards:
  - a. The surface area of a sign shall include the total area within a regular geometric figure (circle, triangle, rectangle or square) enclosing the extreme limits of letters, symbols or other materials forming an integral part of the display, plus the surface area of any board, panel, or similar sign copy area to which the letters, symbols or other materials are attached (see illustration).
  - b. For an internally illuminated sign, the entire illuminated surface area of a sign face shall be included in the measurement of sign area.
  - c. Where a sign has more than two (2) sign faces, then the sign area shall equal the total area of all sign faces.
  - d. Where two (2) sign faces are placed more than 18 inches apart at any point, then the sign area shall equal the total area of all sign faces.
  - e. Where two (2) sign faces with identical sign areas are placed back to back no more than 18 inches apart, then the sign area shall equal the area of one (1) face.
  - f. Where two (2) sign faces with different sign areas are placed back to back no more than 18 inches apart, then the sign area shall equal the area of the larger face.
  - g. Multiple sign faces grouped together shall be treated as one sign face for determination of sign area.
4. Signable area. The signable area of a building shall equal the area of the building's street level façade (see illustration), subject to the following:
  - a. The signable area of each building or structure where building-mounted signage is allowed by this Section 11 (Signs) shall be calculated separately.
  - b. For a filling station pump island canopy, drive-through canopy or equivalent structure, the signable area shall equal the area of each vertical wall surface below the roofline facing a public road.
  - c. Where more than one business or use occupies space on the street level façade, the total signable area allowed for the building shall be divided among the businesses or uses in proportion to the size of each occupied space.
  - d. Where a building has two (2) or more street level facades (such as on a corner lot), each street level façade shall be considered as a separate signable area for purposes of this Section 11 (Signs) [e.g. - a building that faces two (2) road rights-of-way shall have two (2) signable areas].

### B. Construction and Maintenance.

All signs shall be constructed or installed in compliance with the State Construction Code and other applicable building, fire, and electrical codes; shall be maintained in good repair and working order; and shall present a neat and orderly appearance. All signs shall be of sturdy construction to withstand normal natural elements, and shall be properly maintained at all times. All sign copy areas shall be intact, and illuminated signs shall be capable of immediate illumination. Signs with damaged, incomplete or missing sign copy areas or non-functional or damaged illumination elements shall be classified as damaged signs for purposes of this Section 11 (Signs).

**C. Road Rights-of-Way.**

No sign shall be located in, project into or overhang a public or private road right-of-way or easement, except signs provided by local, county, state or federal governments, required legal notices, and mailboxes and delivery boxes.

**D. Hazards and Obstructions.**

Signs shall not be designed or maintained in a manner that would confuse or mislead motorists or pedestrians, create traffic or pedestrian hazards, obstruct free and clear vision or interfere with any traffic control device. No sign shall be erected or maintained so as to prevent ingress or egress from any door, window or emergency exit.

**E. Vehicle Signs.**

Signs painted on, or otherwise affixed to, trucks, trailers or other vehicles shall be subject to the requirements of this Ordinance for temporary signs unless all of the following conditions are met:

1. The vehicle or trailer has a valid license.
2. The vehicle or trailer is operable and used for transportation, deliveries or services related to the principal permitted use that is the subject of the sign.
3. The vehicle or trailer is actively used in such a fashion that requires it to be transported off the site on a daily basis during business hours.

**F. Changeable Copy Area or Electronic Message Board.**

A changeable copy area or electronic message board shall be allowed as part of a permitted building-mounted sign, ground sign or billboard sign, subject to the following:

1. The changeable copy area or electronic message board shall be limited to no more than one (1) revolution or change in the display for each ten (10) seconds of time, and no more than six (6) revolutions or changes per minute.
2. To minimize visual distractions and hazards for motorists, pedestrians, and property, animated copy as defined in Section 2.02 (Definitions) shall be prohibited.
3. The permitted changeable copy area or electronic message board of any sign shall at all times conform to the illumination standards of Section 11.02.G. (Illumination).
4. The permitted changeable copy area or electronic message board of a building-mounted sign or ground sign shall not exceed eighty percent (80%) of the total sign area.

**G. Illumination.**

Internal and external sign illumination shall be allowed, subject to the following:

1. External sign illumination. Where allowed under this Section 11 (Signs), external illumination of signs shall be subject to the following:
  - a. The light source(s) shall be fully shielded to prevent upward illumination or glare, directed towards the sign face, and designed to concentrate all light on the sign copy area (see illustration); and
  - b. The light source(s) shall be arranged and shaded so as not to project onto the public right-of-way, interfere with traffic, or project onto adjacent property.
2. Internal sign illumination. Where allowed under this Section 11 (Signs), internal illumination of signs shall be subject to the following:
  - a. The sign faces shall be more than fifty percent (50%) covered by semi-opaque colors and materials with a color value and saturation of fifty percent (50%) or higher (see illustration).
  - b. Internally illuminated signs shall be equipped with a reduced intensity nighttime setting activated by photocell or timer.
3. Other limitations. Sign illumination shall be provided solely by electrical means or devices, and shall not be of a flashing, intermittent or moving type. Illumination involving searchlights, strings of lights or movement of lights or other devices shall be prohibited.

**Section 11.03 Signs Allowed Without a Permit.**

The following signs are exempt from Section 11.09 (Sign Permit) requirements, and shall be allowed accessory to a permitted use in any zoning district. Such signs shall be subject to all other applicable standards of this Ordinance:

**A. Address Numbers and Nameplate.**

All principal buildings shall display their assigned address number in a manner legible from the road right-of-way. In addition, one (1) nameplate shall be allowed per principal building to provide for the further identification of the building, use or occupants. The nameplate shall not exceed four (4) square-feet in area, and shall be attached flat against the building wall.

**B. Construction Signs.**

Temporary construction signs shall be subject to the following:

Standards	Construction Signs
Maximum number of allowed signs	One (1) sign per road frontage of the development parcel
Minimum required setbacks	Outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle); and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive
Maximum sign area	32.0 square feet per sign
Maximum sign height	6.0 feet
Method of illumination	External light sources only
Display period	Sign(s) may be erected following a minor site plan, final site plan, or final preliminary plat approval, and shall be removed within 14 calendar days of completion of the project's final phase, or upon expiration of site plan or permit approval.

**C. Other Temporary Signs.**

Temporary signs not otherwise provided for in this Section, subject to the following:

1. Maximum height and sign area. Such temporary signs shall be allowed in accordance with the following table of standards for maximum allowed height and total sign area per lot:

Zoning District or Use	Maximum Total Sign Area	Maximum Sign Height
AG District or customary agricultural operations in any zoning district	32.0 square feet	6.0 feet
All residential zoning districts	16.0 square feet	6.0 feet
B-4, B-5, B-7 or OS Districts	32.0 square feet	8.0 feet
I-1 or I-2 Districts	32.0 square feet	8.0 feet

2. Minimum required setbacks. Such temporary signs shall be located outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle); and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive.
3. Removal. Such signs shall be removed by the property or business owner, agent or person responsible for creating or placing the sign on the lot within five (5) calendar days following completion or discontinuation of the event, action or activity to which the sign pertains.

**D. Other Signs and Sign-Related Activities.**

The following types of signs and sign-related activities shall be allowed accessory to a permitted use in any zoning district:

1. Painting, servicing, cleaning, normal maintenance, and minor repairs of an existing sign, provided that the approved design is not altered and all work is in compliance with applicable Ordinance requirements.\
2. One (1) window sign accessory to a principal non-residential use not exceeding four (4) square-feet in area and may be illuminated. Additional window signs may be allowed in accordance with Section 11.05 (Building Mounted Signs).
3. Memorial signs, tablets or markers that are cut into the face of masonry surfaces or constructed of bronze or other incombustible materials, and are integrated into the façade wall of a building.
4. Signs of a duly constituted governmental body; signs required to be maintained by law or governmental order, rule or regulation; signs identifying public access, municipal facilities, and similar official markers for the direction, safety or convenience of the public.
5. Traffic safety and control and similar signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices; and essential service signs denoting utilities, hazards, and precautions.
6. Signs on the interior of a building that are not legible from the building exterior.
7. Signs displayed within the interior of an outdoor stadium, ballfield, college campus, recreation area, or equivalent space that are not visible from public road rights-of-way.
8. Changes to sign copy within an approved changeable copy area.
9. Signs carried by or affixed to clothing worn by persons.

### Section 11.04 Signs Allowed With a Permit.

The following signs shall be allowed accessory to a permitted use in any zoning district, subject to sign permit approval per Section 11.09 (Sign Permits) and the following:

#### A. Site Entry Features with Signage.

Site entry features with signage may be erected at the entrance to a residential subdivision, condominium or multiple-family development; manufactured housing park; medical, research, or educational campus; or multi-tenant office, business, or industrial park, subject to sign permit approval per Section 11.09 (Sign Permits) and the following (see illustration):

1. Site entry features may consist of walls, columns, gates, and similar design elements and shall be separate from other permitted signs accessory to uses occupying individual lots.
2. The location and design of any site entry feature with signage shall not interfere with pedestrian, bicycle, or vehicular traffic movement.
3. If the site entry feature is on private property, evidence of a recorded easement shall be provided to the Zoning Administrator as part of any permit application.
4. Site entry features with signage may be located within required yard setback areas, but shall be located outside of any clear vision triangles as defined in Section 4.6 (Clear Vision Triangle).
5. Site entry feature shall be prohibited within any road right-of-way, with the exception of location on a boulevard entrance island in the road right-of-way under the following set of circumstances:
  - a. The nearest edge of the site entry feature with signage shall be set back a minimum of ten (10) feet from the intersecting road right-of-way and shall conform to the requirements of Section 11.02.D. (Hazards and Obstructions). The Zoning Administrator may require additional setback distance to ensure full compliance with Section 11.02.D.
  - b. Documentation of an approved permit from the Isabella County Road Commission, Michigan Department of Transportation or other outside agency with jurisdiction shall be provided to the Zoning Administrator as part of any permit application.
6. A maximum of one (1) sign shall be allowed on a site entry feature per road entrance from a public road classified as a primary roadway by the master transportation plans of the Township, or county or state road authorities, subject to the following:

Standards	Site Entry Features with Signage
Maximum sign area	32.0 square feet per sign
Maximum sign height	6.0 feet
Method of illumination	External light sources only.

**B. Incidental Signs.**

For any land use subject to site plan approval per Section 14.2.C. (Site Plan Approval Required), a limited allowance for incidental signage shall be permitted subject to sign permit approval per Section 11.09 (Sign Permits) and the following limitations:

1. A maximum of four (4) square-feet per sign.
2. For freestanding incidental signs, a maximum of three (3) feet in height.
3. A maximum of six (6) incidental signs shall be allowed per lot.
4. Incidental signs shall be located outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle) and shall be setback a minimum of ten (10) feet from all side and rear lot boundaries. The locations shall not interfere with pedestrian, bicycle, or vehicular traffic movement.

**C. Building Directory.**

Where a single building on a single lot is occupied by more than one (1) business, dwelling or other use above the street level façade (such as a multiple-tenant office or commercial building), a building directory sign may be erected on the street level façade for these uses, subject to sign permit approval per Section 11.09 (Sign Permits) and the following limitations (see illustration):

1. The maximum sign area shall not exceed three percent (3%) of the signable area of the building.
2. This allowance for a building directory shall be separate from and in addition to any calculation of the allowable area for other building-mounted signs allowed per Section 11.05 (Building-Mounted Signage).
3. Illumination of such signs shall be limited to external light sources.

**Section 11.05 Building-Mounted Signs.**

The intent of this Section is to establish consistent and reasonable standards for the location, size and range of permitted types of signs located on buildings in the Township. Building-mounted signs may be erected accessory to non-residential uses in any zoning district, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following:

Standards	Type of Permitted Signs			
	Wall	Awning	Projecting	Window
Permit required?	yes	yes	yes	no
Internal or external illumination allowed?	yes	yes	yes	no
Maximum number of sign faces per building-mounted sign	one (1)	one (1)	Two (2)	one (1)
Minimum sign height	none	7.5 feet	8.0 feet	none
Maximum allowed sign area of all building-mounted signs	10% of the signable area of the building space occupied by the use (see illustration)			10% of the street level window surface area

1. Location. The allowance for building-mounted signage cannot be shared or transferred to another building or structure.
2. Painted wall signs. Signs applied with paint or similar substance on an exterior surface of a structure shall be considered a building-mounted sign subject to the standards of this Section. Prior to painting a sign on a wall, the wall surface shall be freshly painted with a continuous base color.
3. Awning signs. Awning signs shall be restricted to the surface area of the awning’s valance, which is the band of material hanging perpendicular to the ground (see illustration). Awning materials for an internally illuminated awning sign shall be opaque, except for any allowed sign area.
4. Projecting signs. A maximum of one (1) projecting sign shall be allowed per use, which shall be securely anchored to the building, shall be pinned away from the wall at least six (6) inches, and shall project from the wall at an angle of 90 degrees for a distance of no more than five (5) feet (see illustration).
5. Window signs. Window signs shall be restricted to interior window surfaces. No window sign shall be allowed to cover more than 50% of a single window opening. A sign permit shall not be required for permitted window signs under this Section.
6. Residential land uses. Building-mounted signs as authorized by this Section 11.05 shall be prohibited accessory to residential land uses in any zoning district.



## Section 11.06 Ground Signs.

The intent of this Section is to establish consistent and reasonable standards for the height, location and size of ground signs in the Township. Ground signs may be erected accessory to multiple-family or non-residential uses in any zoning district, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following:

### A. Ground Sign Standards.

Maximum Ground Sign Height	Minimum Sign Setback from Front Lot Boundaries and Road Rights-of-Way	Maximum Sign Area per Ground Sign	Maximum Number of Ground Signs per Lot
10.0 feet	10.0 feet	40.0 square feet	1.0

1. Setbacks shall be measured from the near edge of the road right-of-way.
2. Ground signs shall be set back a minimum of 20 feet from all side or rear lot boundaries, and any lot boundary abutting lots occupied by residential land uses or within a residential zoning district.
3. Ground signs shall be prohibited accessory to any single-family and two-family dwellings, and within clear vision triangles as defined in Section 4.6 (Clear Vision Triangle).
4. Where a site entry feature with signage has been established at an entrance in accordance with Section 11.04.A. (Site Entry Features with Signage), a ground sign at the same entrance shall be prohibited.

### B. Permitted Modifications.

The following modifications to the standards of this Section 11.06 (Ground Signs) have been established to preserve the character and appearance of the Township's lower intensity use districts through more restrictive standards; and ensure that permitted signage is in reasonable proportion to the land use intensity, road right-of-way width, and lot frontage. Modifiers to maximum sign height, minimum setback distance from the front lot boundaries and road rights-of-way, maximum sign area, and maximum number of allowed signs shall be cumulative down each column of the following table, as applied to a particular land use or zoning district:

Permitted Modifiers (cumulative down each column)	Maximum Sign Height	Minimum Sign Setback	Maximum Sign Area per Sign	Maximum Number of Signs	
		10.0 feet	10.0 feet	40.0 square feet	1.0
+ ↓	Located in the AG District	- 2.0 feet	no change	- 8.0 square feet	no change
	Located in the R-1, R-2A, or R-2B Districts	- 2.0 feet	no change	- 12.0 square feet	no change
	Located in the R-3A, R-3B or R-4 Districts	- 2.0 feet	no change	- 8.0 square feet	no change
	Located in the B-4 or OS Districts	no change	no change	no change	no change
	Located in the B-5 or B-7 Districts	+ 2.0 feet	- 2.0 feet	+ 8.0 square feet	no change
	Located in the I-1 or I-2 Districts	no change	no change	no change	no change
	Sign abuts any public road right-of-way of 43 feet or greater in width as measured back from the centerline to the near edge	+ 2.0 feet	- 2.0 feet	+ 8.0 square feet	no change
	Total lot frontage on all paved public road rights-of-way exceeds 500 feet	no change	no change	no change	+ 1.0 additional sign
	Sign abuts a primary paved road with a 50 miles-per-hour or higher posted speed limit	+ 2.0 feet	no change	+ 8.0 square feet	no change
	Shopping center or similar multi-tenant non-residential building(s) occupied by four (4) or more independent non-residential uses on the lot	no change	no change	+ 8.0 square feet for each independent non-residential use	no change
<b>Total Permitted with Modifiers:</b>	_____ feet	_____ feet	_____ square feet	_____ sign(s)	

**C. Pylon Signs Prohibited.**

The Township has made the following determinations related to pylon signs, as defined in Section 2.02 (Definitions):

1. The placement of additional signs on lots or structures in the Township that exceed the maximum allowed sign height and area standards of this Ordinance for ground signs would result in visual pollution and obstructions of light and air for adjoining lots and uses, and would be inappropriate to the intended character and sound development of the Township.
2. Additional pylon signs adjacent to the US-127 expressway and M-20 state highway would lessen the effectiveness of signs allowed under this Ordinance, exacerbate the visual clutter created by existing signs, compete for the visual attention of motorists, and increase hazards for motorists and pedestrians.
3. Alternative means are available to inform the motoring public of the availability of nearby commercial services and business operations, including mobile applications for smartphones and other digital devices; existing billboard signs in the vicinity of the exit; and use of the Michigan Department of Transportation's Specific Services Signing, Logo Signing, or equivalent MDOT signage program that allows eligible businesses to place their logos on MDOT sign panels located within the US-127 right-of-way near an exit to identify available services and businesses.
4. In accordance with the above findings, new pylon signs shall be prohibited in the Township. Pylon signs lawfully existing in the Township on the date of adoption of this Ordinance shall be allowed to continue, subject to the provisions of Section 11.10 (Nonconforming Signs).

**Section 11.07 Billboards.**

Billboard signs, as defined in Section 2.02 (Definitions), shall be subject to the following:

**A. Findings.**

The Township has made the following determinations related to billboard signs:

1. The placement of additional signs on lots or structures in the Township that exceed the maximum allowed sign height and area standards of this Ordinance for ground signs would result in visual pollution and obstructions of light and air for adjoining lots and uses, would lessen the effectiveness of ground signs allowed under this Ordinance, and would be inappropriate to the intended character and sound development of the Township.
2. Billboard signs are not appropriate in the rural areas of the Township and in the AG (Agricultural) zoning district, because they would detract from the visual appearance and rural character that helps to encourage tourism, local sourcing of agricultural food products, and a vibrant rural economy.
3. Billboards are not appropriate in the residential zoning districts, or in the OS (Office Service) zoning district that serves as a transitional zone for adjacent residential areas, because the intense commercial nature of the advertising activity would be harmful to property values and incompatible with quality of life in residential areas.
4. Billboards are not appropriate in B-4, B-5, and B-7 business zoning districts, because such signs would be incompatible with the intended character of the districts, out-of-scale with permitted structures and ground signage, and incompatible with abutting residential and recreational uses.
5. Display of additional billboard signs along the US-127 expressway would lessen the effectiveness of signs under this Ordinance, exacerbate visual clutter created by existing signage, compete for the visual attention of motorists, and increase hazards for motorists.
6. Billboard signs are not appropriate in areas along the M-20 state highway and along E. Broadway Road, E. Broomfield Road, E. Bluegrass Road, E. Deerfield Road, S. Summerton Road, S. Isabella Road, S. Mission Road, S. Lincoln Road, and those portions of E. Pickard Road and E. Remus Road that are not part of the state highway. These road corridors have multiple existing curb cuts and driveways, and are busy routes for motorists, bicyclists, and pedestrians. A proliferation of billboard signs would exacerbate hazards for bicyclists and pedestrians by creating additional visual clutter and competing for the attention of motorists.
7. Typical levels of billboard illumination would exacerbate local light pollution and glare, which would further inhibit the quiet enjoyment of the night sky by Township residents and visitors.
8. The placement of new billboard signs in the Township is contrary to the purpose of this Section 11 (Signs), the intent and purposes of this Ordinance, and the goals and objectives of the Township's Master Plan.

**B. New Billboards Prohibited.**

In accordance with the above findings, new billboard signs shall be prohibited in the Township.

**C. Existing Billboards.**

Billboard signs lawfully existing in the Township on the date of adoption of this Ordinance shall be allowed to continue, subject to the provisions of Section 11.10 (Nonconforming Signs).

**Section 11.08 Prohibited Signs.**

The following types of signs are prohibited in all districts:

1. Signs that resemble and could be confused with an official highway, traffic or government sign, signal or traffic control device; or that obscure a sign, signal or traffic control device displayed by public authority to provide traffic instruction, direction or public information.
2. Signs painted on or attached to trees, utility poles, fences or streetlights.
3. Signs placed upon or across any road or other right-of-way, except as otherwise provided for in this Ordinance.
4. Signs that incorporate string lights; flashing, moving or intermittent lights of changing degrees or intensity; exposed incandescent bulbs; animation; or unshielded luminous tube lighting.
5. Signs that have any visible moving parts, mechanical movement, rotation, or other apparent visible movement achieved by electrical or mechanical means or by action of normal wind currents; and signs that discharge any audible sound, odor or visible matter.
6. Roof signs, inflatable signs, projecting signs, pylon signs, billboard signs, and portable signs.
7. Building-mounted signs that obstruct window or door openings, inhibit ingress or egress, or interfere with building ventilation.
8. Signs displayed without required permits or outside of allowed size, location or time period limitations.
9. Abandoned or unlawful signs, displays of obscene material on any sign, and any other sign not expressly allowed by this Ordinance.

**Section 11.09 Sign Permits.**

It shall be unlawful for any person to erect, alter, or relocate any sign, sign structure or sign area subject to permit approval under the provisions of this Section 11 (Signs) without first obtaining all required permits from the Township and paying the required permit fee according to the schedule of fees established by the Board of Trustees. Where a provision of this Ordinance requires approval of a sign permit, such approval shall be subject to the provisions of Section 14.1.A. (Zoning Permit). Other permits may be required in accordance with applicable building and electrical codes. Issuance of a building or electrical permit shall not exempt the permit holder from compliance with the requirements of this Ordinance.

**A. Additional Required Information.**

In addition to the requirements of Section 14.1.A., the following shall be provided with any sign permit application:

1. Plans of the sign drawn to scale, accurately depicting the sign dimensions, height, location in relation to easements, structures, sidewalks, pathways, and parking areas, and setback distances from lot boundaries and road rights-of-way. If building-mounted signs are proposed, elevation drawings of the building(s) shall be provided showing the height, width, and locations and dimensions of all existing and proposed building-mounted signs.
2. The Zoning Administrator may require a survey of the subject property upon determination that it is necessary to verify lot boundaries, road rights-of-way, easements, setbacks, or other dimensional aspects of the site essential to verifying compliance with the requirements of this Ordinance.
3. Specifications and drawings for the sign showing the materials, design, dimensions, structural supports, and method of illumination.
4. Copies of stress sheets and calculations, if deemed necessary, showing the structure as designed for dead load and wind pressure.
5. Name and address of the person, firm, or corporation owning, erecting, and maintaining the sign.
6. Written consent of the lot or building owner upon which the sign is proposed to be located, or other evidence that the applicant is entitled to erect and maintain the sign as proposed.

**D. Signage on an Approved Site Plan.**

Signage depicted on a site plan approved per Section 14.2 (Site Plan Review) shall remain subject to the requirement for sign permit approval in accordance with this Section 11.09.

## Section 11.10 Nonconforming Signs.

All existing signs that do not conform to the provisions of this Ordinance shall be allowed to continue as nonconforming signs until abandoned or permanently removed, subject to the following:

**A. Good Working Order.**

Nonconforming signs shall be maintained in accordance with the requirements for all signs specified in Section 11.02 (General Standards), to the maximum extent feasible. Nonconforming signs shall be maintained with all necessary structural and decorative components, including supports, sign frame, and electrical equipment. All sign copy areas shall be intact, and illuminated signs shall be capable of immediate illumination.

**B. Servicing.**

Painting, servicing, cleaning or minor repairs to a nonconforming sign shall be allowed, provided that the sign is restored to its original design and all work is in compliance with the requirements for all signs specified in Section 11.02 (General Standards).

1. Repair or replacement of a damaged structural support element without removal or alteration of the sign copy area shall be an allowable servicing or minor repair, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits).
2. Removal or replacement of the existing foundation and structural support elements shall not be allowed as a servicing or minor repair, but may be a permitted alteration where authorized for the type of sign in accordance with the provisions of Section 11.10.C. (Alterations).

**C. Alterations.**

Alterations to nonconforming signs shall be prohibited, except as follows:

1. Sign copy area. The sign copy area of a nonconforming sign may be altered, including replacement of sign panels and changes to the sign copy, provided that the degree of nonconformity is not increased, and provided that any sign illumination is brought into compliance with the provisions of Section 11.02.G. (Illumination).
2. Sign frame. Alterations to the sign frame of a nonconforming sign shall be allowed, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. Any nonconforming sign area shall be maintained or decreased.
  - b. As part of any sign frame alterations to a nonconforming ground sign, any nonconforming sign height shall be maintained or decreased, and any nonconforming sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination).
  - d. The alterations shall conform to the requirements of Section 4.6 (Clear Vision Triangle).
  - e. A nonconforming sign that is located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle), may be converted to an electronic message board, subject to the requirements of Section 11.02.F. (Changeable Copy Area or Electronic Message Board).
3. Ground sign structure or foundation. Alterations to a nonconforming ground sign that include alterations to or replacement of the foundation or any structural support elements shall be allowed, subject to the following:
  - a. The sign shall be located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle).
  - b. Any nonconforming sign area and sign height shall be maintained or decreased, and any nonconforming sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.

- c. The alterations shall conform to the requirements of Section 11.02.D. (Hazards and Obstructions). The Zoning Administrator may require the alterations to include increasing the setback distance from lot boundaries or road rights-of-way upon determination that the increase is necessary to ensure full compliance with Section 11.02.D.
- 4. Alteration of a billboard sign. A nonconforming billboard sign may be altered, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. The sign shall be located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle).
  - b. The existing sign height shall be maintained or decreased, and the existing sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination). A nonconforming billboard sign may be converted to an electronic message board billboard sign, subject to the requirements of Section 11.02.F. (Changeable Copy Area or Electronic Message Board).
  - d. Documentation shall be provided consistent with the State Construction Code enforced by the Township to show that the existing foundation and structural support elements are adequate to support the proposed alterations.
- 5. Replacement of a damaged or destroyed billboard sign. A nonconforming billboard sign that has been damaged or destroyed may be replaced, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. A determination by the Zoning Administrator, based on documentation provided by the sign owner and other resources available to the Township, that the damage or destruction was not caused by neglect or otherwise self-created by the sign owner.
  - b. The replacement or reconstructed billboard sign copy area, foundation, and structural support elements shall match to the maximum extent possible the equivalent elements of the original billboard sign.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination).

**D. Loss of Legal Nonconforming Protection.**

A nonconforming sign shall be deemed to have lost its legal nonconforming status if it is determined by the Zoning Administrator to have been abandoned, permanently removed, or altered in a manner beyond that authorized by Section 11.10.C. (Alterations).

**Section 11.11 Sign Removal by Township Action.**

Sign removal by Township action shall be subject to the following procedures and standards:

**A. Abandoned, Damaged, and Unlawful Signs.**

The Zoning Administrator shall have the authority to determine whether a sign is unlawful, in a damaged condition, or has been abandoned, as defined in Section 2.02 (Definitions), subject to appeal by an aggrieved person to the Zoning Board of Appeals. The Zoning Administrator may order the removal of such signs in accordance with the following:

- 1. Determination. Written notification of the determination and any order for removal shall be provided by certified mail to the owner, operator or person having beneficial use of the property upon which the sign is located.
- 2. Repair or removal. Abandoned or unlawful signs shall be removed within 30 calendar days after written notification of a determination and order for removal by the Zoning Administrator. All support structures and components shall be completely removed. Damaged signs shall be repaired or removed within 15 calendar days after written notification of a determination and order for repair or removal by the Zoning Administrator.
  - a. Failure of the property owner to repair or remove the sign as ordered by the Zoning Administrator shall constitute grounds for the Township to seek Circuit Court approval to remove the sign at the property owner's expense.

- b. The owner shall reimburse the Township for necessary removal costs, or the Township may place a lien on the property for removal expenses.

**B. Unsafe Signs.**

The Zoning Administrator may order the immediate removal of any sign determined in writing by the Building Official, a structural engineer or equivalent professional to be unsafe:

1. Failure of the property owner to remove the sign as ordered by the Zoning Administrator shall constitute grounds for the Township to seek Circuit Court approval to remove the sign at the property owner's expense.
2. The owner shall reimburse the Township for necessary removal costs, or the Township may place a lien on the property for removal expenses.

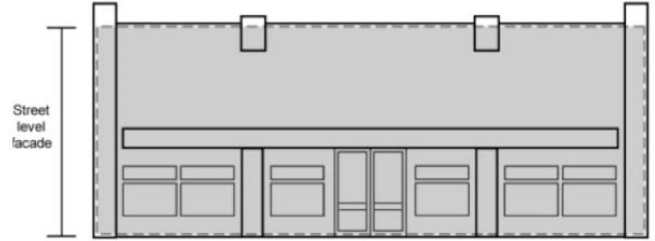
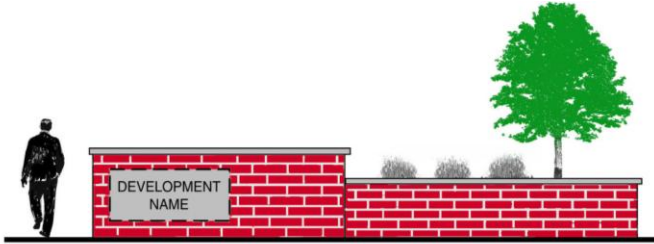
**C. Nonconforming Signs.**

The elimination of nonconforming signs in the Township is hereby declared to be for a public purpose and for a public use. The Township may purchase nonconforming signs for the purpose of removal, or may initiate condemnation proceedings for nonconforming signs determined to be in violation of Section 11.10 (Nonconforming Signs) requirements.

**D. Temporary Signs.**

The owner, agent or person responsible for creating or placing the sign on the lot shall immediately remove such signs determined by the Zoning Administrator to be in a damaged or unsafe condition. Failure to remove a sign in such condition shall be considered a violation of this Ordinance. Temporary signs affixed within a road right-of-way or clear vision triangle may be removed by the Township without notice. Signs removed shall be held by the Township for five (5) calendar days and then may be discarded.

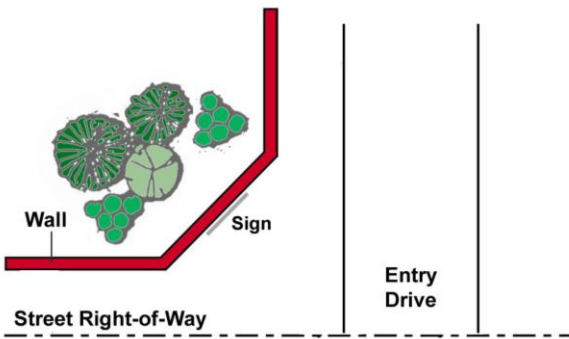
# ILLUSTRATIONS



Single-story Building

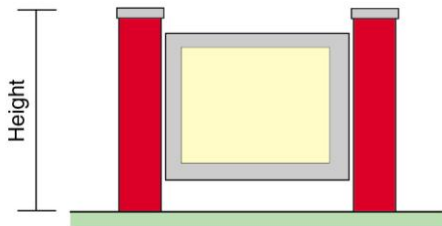


Multiple-story Building

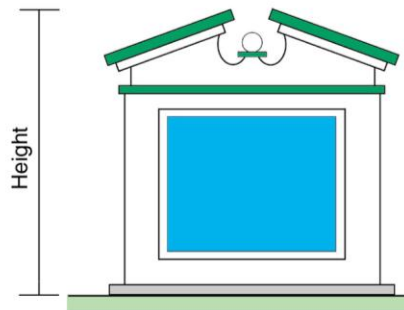


## Signable Area

### Site Entry Feature With Signage

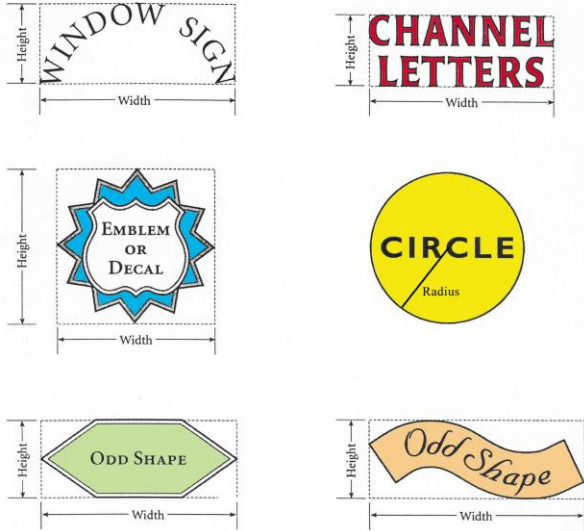


Sign Height

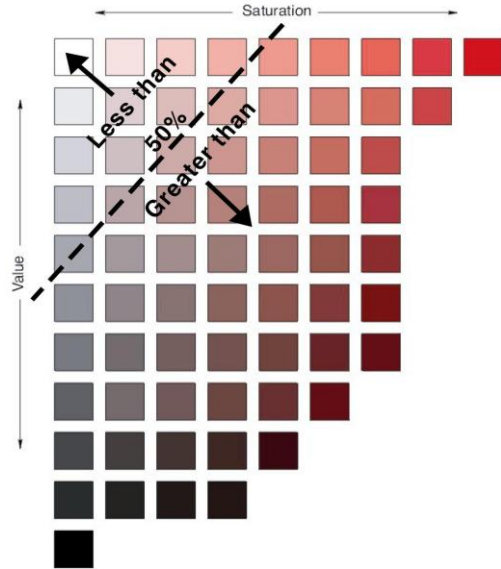


Projecting Sign

# ILLUSTRATIONS



Computation of Sign Area



Color Value and Saturation

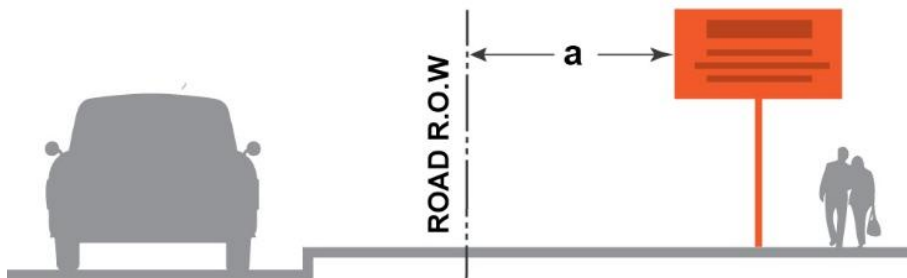


External illumination only



Internal illumination permitted

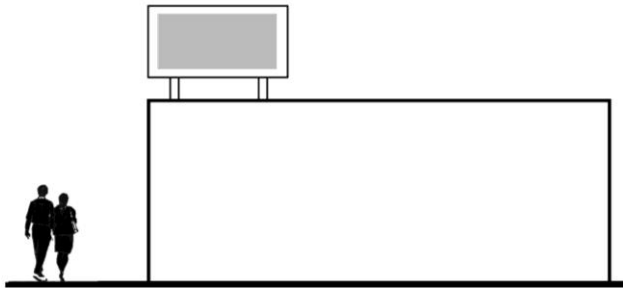
## Sign Illumination



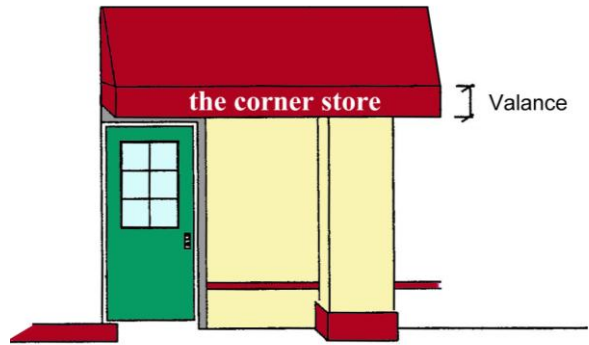
**a = required setback**



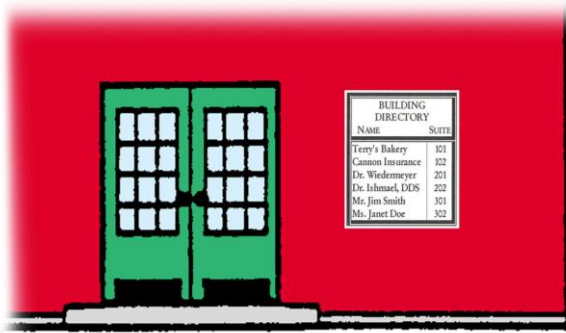
# ILLUSTRATIONS



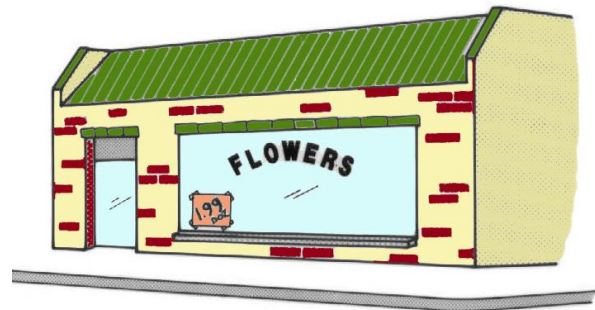
Roof Sign



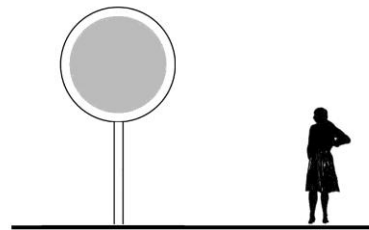
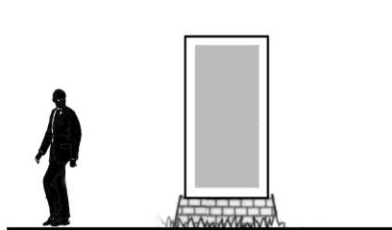
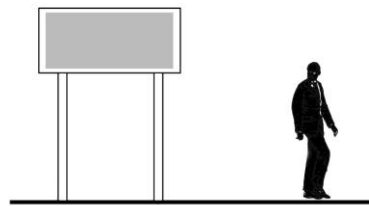
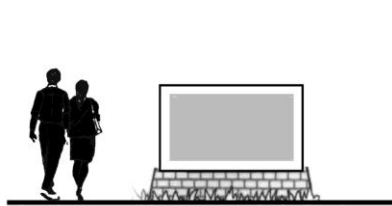
Awning Sign



Building Directory



Window Sign



Various Types of Ground Signs

## **PART THREE – Revise Section 2.2 (Definitions) to add new sign-related definitions**

Section 2.2 (Definitions) is hereby revised to insert a new definition for “Sign” and associated sub-definitions, as follows:

### **Section 2.2 Definitions.**

**Sign.** Any surface, fabric, device, display, structure, fixture, placard, or similar visual medium, including all component parts, which bears writing, representations, emblems, graphic designs, logos, trademarks, pictorial forms, sculptured matter or any figures of similar character or the purpose of conveying information, or informing or attracting the attention of persons. Signs shall include banners, bulbs, other lighting devices, streamers, pennants, balloons, propellers, flags or similar devices. Unless otherwise indicated, the definition of “sign” includes interior or exterior signs that are visible from any public road, sidewalk, alley, park or public property, but not signs that are primarily directed at persons within the premises where the sign is located.

- A. Abandoned Sign. A sign accessory to or associated with a use that has been discontinued or terminated for more than 365 calendar days.
- B. Accessory Sign. A sign that pertains to the principal use of the premises.
- C. Billboard. Signs that do not pertain to the principal use of the premises, or that advertises businesses, products, services, facilities or events not sold, distributed or furnished on the premises on which the sign is located. Also referred to as “outdoor advertising,” or “off-premises signs.”
- D. Building-Mounted Sign. A display sign that is painted on, adjacent to or attached to a building wall, door, window or related architectural feature.
  - a. Awning Sign. A sign that is painted or printed on, or attached to an awning or canopy.
  - b. Building Directory. A wall sign where individual occupants of a building whose space is not located on the street level façade may display information directing visitors to their portion of the building.
  - c. Projecting Sign. A display sign attached to or hung from a structure projecting from and supported by the building, and extending beyond the building wall, building line or road right-of-way line.
  - d. Roof Sign. Any sign erected or maintained on or above the roof of the building, or that extends above the roofline.
  - e. Wall Sign. A sign painted on, or attached parallel to the exterior surface of a building wall, door, window or related architectural feature and extending not more than two (2) feet from the wall with no copy on the sides or edges.
  - f. Window Sign. A sign affixed to or installed inside a window so as to be observable from the exterior of the building.
- E. Clearance. The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- F. Color Value. The perception of an internally illuminated color’s lightness or darkness or a description of the overall intensity or strength of the light through the illuminated color, expressed as a ratio or percentage.
- G. Damaged Sign. A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized or destroyed.
- H. Decorative Display. A decorative, temporary display designed for the entertainment or cultural enrichment of the public and having no direct or indirect sales or advertising content.
- I. Ground Sign. A freestanding sign supported by one or more columns, uprights or braces in the ground surface, or mounted directly to a base with no clearance between the established grade and the bottom of the sign.

- J. Nameplate. A small wall sign accessory to the address numbers of a building for the purpose of identifying the building, occupants or uses.
- K. Noncombustible Material. Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- L. Nonconforming Sign. A sign which was erected legally, but which is not in compliance with current Ordinance provisions for signs. The definition of "nonconforming sign" shall not include any sign located within a road right-of-way, or any sign that is missing necessary structural and functional components.
- M. Pylon Sign. A freestanding sign supported by one or more columns, uprights or braces in the ground surface that exceeds the maximum allowed sign height and area standards of this Ordinance for ground signs; including but not limited to a freestanding sign accessory to a commercial business that is of such height and scale as to be legible or visible from an extended distance along the US-127 expressway.
- N. Saturation. The dominance of hue in the color, expressed as a percentage of the dominant wavelength to other wavelengths in the color.
- O. Sign Area. The gross surface area within a single continuous perimeter enclosing the extreme limits of all sign copy or surface of any internally-illuminated sign, awning or canopy. Such perimeter shall not include any structural or framing elements lying outside the limits of such sign and not forming an integral part of the display.
- P. Signable Area. The area of each street level portion of a principal building's front facade wall, including doors and windows, facing a public road.
- Q. Sign Copy. Writing, representations, emblems, logos, pictorial forms, sculptured matter or any figures of similar character, together with any frame, tower or other materials, color or internally-illuminated area forming an integral part of a display to convey information or attract attention.
  - a. Animated Copy. Sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means at intervals of less than once per minute.
  - b. Changeable Copy. Moveable letters or other forms of sign copy, not including animated copy, which can be altered by manual, mechanical or electrical means without replacing the sign copy area, at intervals of once per minute or longer.
- R. Sign Height. The vertical distance measured from the average grade at the sign location to the highest point of the sign.
- S. Site Entry Feature with Signage. A sign located at the entrance to a residential development, industrial park or similar development for the purpose of identifying an entrance, defining a gateway or creating a common identity for the development.
- T. Temporary Sign. Display signs, banners, balloons, festoons or other advertising devices constructed of cloth, canvas, fabric, plastic or other light temporary material, with or without a structural frame or any other sign intended for a limited period of display, but not including decorative displays for holidays or public demonstration.
  - a. Banner. A temporary sign made of fabric or other non-rigid material with no enclosing framework.
  - b. Festoons. A string of ribbons, tinsel, small flags or pinwheels.
  - c. Inflatable Sign. Any air filled or gas filled object tethered to a fixed location and used as a means of directing attention to any business, profession, commodity, service, product or entertainment.
  - d. Portable Sign. A type of temporary sign not permanently affixed to the ground or structure and consisting of two vertically-oriented sign faces linked at the top by hinges or similar devices and forming an inverted "V" shape when displayed. Also referred to as a "sandwich board" sign.
- U. Unlawful Sign. A sign for which no valid permit was issued by the Township at the time such sign was erected or a sign that is not in compliance with the current zoning ordinance and does not meet the definition of a nonconforming sign.

- V. Unsafe Sign. A sign that is not properly secured, in danger of falling or otherwise in a condition that is hazardous to the public health, safety or welfare.

**PART FOUR – Repeal**

All ordinances or parts of ordinances in conflict with the provisions of this amendatory ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this amendatory ordinance full force and effect.

**PART FIVE – Severability**

If any section, subsection, clause, phrase or portion of this amendatory ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

**PART SIX – Publication**

The Clerk for the Charter Township of Union shall cause this amendatory ordinance to be published in the manner required by law.

**PART SEVEN – Effective Date**

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, 2024, after initiation and a public hearing by the Planning Commission on August 20, 2024 as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Board of Trustees on September 25, 2024 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on \_\_\_\_\_, 2024, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of The Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, at which the following members of the Board of Trustees were present and voted in person as follows:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Kim Rice	_____	_____	_____	_____
Trustee Connie Bills	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Brian Smith	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

I further certify that a summary and notice of adoption of this Ordinance were published in The Morning Sun, a newspaper of general circulation in The Charter Township of Union on \_\_\_\_\_, 2024.

Certification Date: \_\_\_\_\_, 2024

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

I, Bryan Mielke, the duly elected Supervisor of The Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

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

Date: \_\_\_\_\_, 2024



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> September 29, 2024
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 10/9/2024
<b>ACTION REQUESTED:</b> Approval to schedule the FY 2025 Budget Adoption Public Hearing for Wednesday, October 23, 2024, and to notice same in the Morning Sun as required by statute.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #: \_\_\_\_\_ N/A

Finance Approval \_\_\_\_\_ *MDS*

### BACKGROUND INFORMATION

Prior to adoption of the annual appropriation resolution, a public hearing must be held to provide an opportunity for the community to comment on the proposed budget. This public hearing also serves as the “truth in taxation” notice.

The notice that will appear in the paper will read as follows:

*“The Charter Township of Union Board of Trustees will hold a public hearing on the proposed budget for the fiscal year 2025 at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI on October 23, 2024, at 7:00 pm. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget is available for public inspection at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858.”*

This notice will be published in the Sunday, October 13, 2024, edition of the Morning Sun as required by state statute.

### SCOPE OF SERVICES

Publish a Public Notice in the Morning Sun regarding the scheduled Public Hearing to provide an opportunity to receive public comment on the proposed FY 2025 budget and to schedule the associated public hearing.

### JUSTIFICATION

Scheduling, noticing, and holding a public hearing prior to adoption of the annual appropriations resolution is required by statute.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (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**

The cost to publish the Public Notice in the Morning Sun is approximately \$400.00.

**PROJECT TIME TABLE**

The Public Hearing notice is scheduled to appear in the Morning Sun on Sunday, October 13, 2024, and the Public Hearing is scheduled for October 23, 2024.

**RESOLUTION**

It is hereby resolved that the FY 2025 Budget adoption public hearing will be held on Wednesday, October 23, 2024, at 7:00 pm at the Township Hall and that the administration is authorized to publish the notice in the Morning Sun as required by state statute. This public hearing also serves as the “truth in taxation” notice.

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

Yes:  
No:  
Absent:

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** September 29, 2024  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 10/9/2024  
**ACTION REQUESTED:** Consider approval of the attached resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2025. **Requires two thirds vote of the governing body.**

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

Under Public Act 152, the State of Michigan requires government employers to establish employer/employee cost sharing standards for medical plan benefits provided to employees. There are three alternatives available to employers under the Act:

1. The employer’s cost share of a health care benefit plan must be cost competitive with the state preferred provider plan on a per-employee basis, otherwise known as “hard-caps”
2. Via a *majority vote* of the governing body, the employer can declare that the employer’s share of health care benefit plan expenses will not exceed 80% of total plan costs, otherwise known as the “80/20” rule
3. The local unit of government can “opt out” of the cost share requirements by *two thirds vote* of the governing body

The election of option 2 or 3 must be made on an annual basis. *Consistent with past Board action, the administration recommends option three.*

The Township has historically recognized, in its role as steward of the public funds entrusted to it, that it must efficiently manage limited resources. Toward that end, the Township in collaboration with its employees has shared the healthcare benefit premium cost according to the following table.

Plan Year	Employer/Employee Cost Share (%)
2017	100/0
2018	94/6
2019	94/6
2020	92/8
2021	91/9
2022	90/10
2023	90/10
2024	89.5/10.5
2025	88/12



It is the intent of all parties to continue the collaboration by exploring cost sharing strategies with the shared goal of efficiently managing the limited resources.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

Since the employer expenses are likely to exceed those allowed under either the “hard cap” or “80/20” rule for plan year 2025, approval of the Resolution will enable the Township to be compliant with PA 152 and therefore avoid any reductions in state shared revenues that could be imposed under the Act.

**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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

If approved, the Resolution will be effective for the plan year starting January 1, 2025, and concluding December 31, 2025.

**RESOLUTION**

See attached

**CHARTER TOWNSHIP OF UNION**  
**A RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN**  
**2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT FOR**  
**THE PERIOD FROM JANUARY 1, 2025, TO DECEMBER 31, 2025**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the 9<sup>th</sup> day of October 2024:

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_

**WHEREAS**, on September 27, 2011, the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 (“Act 152”), became effective in the State of Michigan; and

**WHEREAS**, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

1. Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Charter Township of Union has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

**WHEREAS**, the Charter Township of Union, with the collaboration of the Township bargaining and non-bargaining employees, agreed to share in the cost of health care insurance; and

**WHEREAS**, the Charter Township of Union believes that, as the elected representatives for the Township and answerable directly to the Township's voters, it is best positioned to determine what benefits (including medical benefits) ought to be offered to recruit and retain the best Township employees at the lowest overall costs.

**NOW THEREFORE, BE IT RESOLVED that:** The Board of Trustees of the Charter Township of Union elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2025, through December 31, 2025.

**ADOPTED:**

**AYES:**

**NAYS:**

**ABSENT:**

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on October 9, 2024.

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Lisa Cody, Clerk

## **Charter Township of Union – Township Manager Evaluation COmments - 2024**

### **What things does the Manager do well?**

Manages finances well. Informs the Board well and timely. Excellent organizational skills, Works well with the Management Team and myself on both internal and external issues.

Budgets and financial reporting. Manager's report on monthly activities.

Doing well with his team. Great communication with staff and Trustees. Planning very good at organization. Budget reports is great.

Manage staff and high-level managers. Informs Board.

The manager listens to our concerns and questions and responds with answers the next day, if not able to answer at that moment.

Planning, organization, working with staff cross-training.

### **What areas could the Manager improve on?**

Customer service in regards to building/zoning. Encouraging constructive criticism and complaints through building a perceived safe place for the building community. Note, the growth of the township and better enforcement creates some of the complaints/pushback we hear. Continue to strive for an environment that helps to encourage that feedback and to mitigate the destructive feedback.

Communication with business community.

I just don't have much to ask for improvement. Mark does a very good job managing the Township.

We should try to have a more streamlines flow for site plans and a speedier process, both for business and residential projects.

I believe the Manager is always looking and listening to find ways to improve the Township – it takes time! I believe the Manager knows where we could use better processes.

--- Intentionally left blank ---

### **General Comments**

Culture, culture, culture. Staff is treated with respect and there seems to be a professional, constructive and supportive working atmosphere.

Overall, Mark is doing a great job.

Thank you, Mark!! You do an excellent job! Keep up the good work!

--- Intentionally left blank ---

I feel the township is organized and ready to take on any challenge.

The Manager does a great job. He works well with all employee. Always willing to help.

**Charter Township of Union – Township Manager Evaluation Form**

Please rate the Performance of Mark Stuhldreher for the items below based on the following scale:

- 1 - Unacceptable
  - 2 - Needs improvement
  - 3 - Meets expectations
  - 4 - Exceeds expectations
  - 5 – Excellent
- 

**4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE**

Systematic and rigorous monitoring of Township Management job performance will be solely against the only expected Township Management job outputs: organizational accomplishment of board policies on **Global Ends** and organizational operation within the boundaries established in board policies on **Executive Limitations**.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
  - 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Management discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
  - 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
  - 4.4.4 All policies which instruct the Township Management will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.
- 

**Evaluation**

**Global Ends**

1.1 Residents engage in a vibrant community life.

Score 3.21 StdDev=0.36

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

Score 3.21 StdDev=0.36

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

Score 3.50 StdDev=0.46

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

Score 3.71 StdDev=0.70

1.5 New 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.

Score 2.93 StdDev=0.68

### **Executive Limitations**

#### 2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Township Management shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

Score 4.43 StdDev=0.73

#### 2.1 POLICY TITLE: TREATMENT OF CONSUMERS

With respect to interactions with consumers or those applying to be consumers, Township Management shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unclear, unprofessional, indirect, untimely, inaccurate, or unnecessarily intrusive.

Score 3.43 StdDev=0.49

#### 2.2 POLICY TITLE: *TREATMENT OF STAFF*

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, unclear or violate collective bargaining agreements.

Score 4.43 StdDev=0.73

#### 2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

**Score** \_\_\_\_\_ 4.00 StdDev=0.53

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

**Score** \_\_\_\_\_ 4.43 StdDev=0.73

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

**Score** \_\_\_\_\_ 4.71 StdDev=0.88

2.6 POLICY TITLE: *ASSET PROTECTION*

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

**Score** \_\_\_\_\_ 4.57 StdDev=0.90

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

The Township Management may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

**Score** \_\_\_\_\_ 3.86 StdDev=0.35

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

In order to protect the board from sudden loss of Township Manager services, the Township Manager shall not operate without a written plan identifying no fewer than two other named executives familiar with Board and Township Manager issues and processes.

**Score** \_\_\_\_\_ 4.00 StdDev=0.53

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

**Score** \_\_\_\_\_ 3.71 StdDev=0.70

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

**Score** \_\_\_\_\_ 4.14 StdDev=0.64

What things does the Manager do well?

Provided under separate cover.

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What areas could the Manager improve on?

Provided under separate cover.

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General Comments

Provided under separate cover.

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**Total Points**

Global Ends	<u>16.6</u>	Out of 25 Possible Points
Executive Constraints	<u>45.7</u>	Out of 55 Possible Points
Total	<u>62.3</u>	Out of 80 Possible Points
Average Score	<u>3.9</u>	(Total points divided by 16 categories)

### Twp Mgr Evaluation History

Q#	2021	2022	2023	2024	StdDev	21-23 Avg
<b>1.1</b>	3.3	3.3	3.36	3.21	0.05	3.32
<b>1.2</b>	3.1	3.3	3.14	3.21	0.08	3.18
<b>1.3*</b>	3.6	3.6	3.36	3.50	0.10	3.52
<b>1.4</b>	3.6	3.9	3.79	3.71	0.11	3.76
<b>1.5*</b>	2.7	3.7	2.71	2.93	0.41	3.04
<b>Sub-Total</b>	<b>16.30</b>	<b>17.80</b>	<b>16.36</b>	<b>16.57</b>	<b>0.61</b>	<b>16.82</b>
<b>2.0</b>	4	4.7	4.14	4.43	0.27	4.28
<b>2.1</b>	3.4	3.9	3.71	3.43	0.21	3.67
<b>2.2</b>	4.1	4.4	4.14	4.43	0.15	4.21
<b>2.3</b>	4	5	4.14	4.00	0.42	4.38
<b>2.4</b>	4.3	4.6	4.57	4.43	0.12	4.49
<b>2.5</b>	4.6	4.6	4.86	4.71	0.11	4.69
<b>2.6</b>	4.3	4.4	4.43	4.57	0.10	4.38
<b>2.7</b>	4.1	4.1	3.71	3.86	0.17	3.97
<b>2.8</b>	4.2	4	4.21	4.00	0.10	4.14
<b>2.9</b>	3.6	3.9	3.86	3.71	0.12	3.79
<b>2.10</b>	4	4.4	4.14	4.14	0.14	4.18
<b>Sub-Total</b>	<b>44.60</b>	<b>48.00</b>	<b>45.91</b>	<b>45.71</b>	<b>1.23</b>	<b>46.17</b>
<b>Total</b>	<b>60.90</b>	<b>65.80</b>	<b>62.27</b>	<b>62.29</b>	<b>1.81</b>	<b>62.99</b>