



BOARD OF TRUSTEES
Regular Meeting
March 12, 2025
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
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – February 26, 2025 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion/Action: (Board of Trustees) Board discussion of next steps on the Township Hall Feasibility Study
 - B. Discussion/Action: (Stuhldreher) 2% Grant Applications Discussion
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

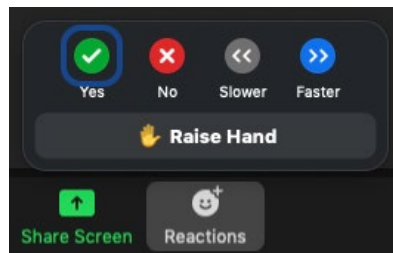
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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



Board Expiration Dates

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

2025 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on February 26, 2025, at 7:00 p.m. at the Union Township Hall.

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

Cody moved **Lannen** supported to appoint Trustee Thering as acting Chair for the meeting. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Roll Call

Present:

Clerk Cody, Treasurer Rogers, Trustee Lannen, Trustee Ley, and Trustee Thering

Excused:

Supervisor Mielke and Trustee Brown

Approval of Agenda

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

Presentation

- a. Lynn Laskowsky and Ruth Helwig gave a presentation on the Chippewa River District Library Annual Report.
- b. Commissioner Engler gave Isabella County updates

Public Hearing

Closed Session

7:29 p.m.

Cody moved **Rogers** supported to move the Board into closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Cody, Rogers, Lannen, Ley, and Thering. Nays: 0. Motion Carried.**

8:44 p.m.

Cody moved **Ley** supported that the Board come out of closed session. **Roll Call Vote: Ayes: Cody, Rogers, Lannen, Ley, and Thering. Nays: 0. Motion Carried.**

Public Comment

Open: 7:50 p.m.

No comments were offered.

Closed: 7:50 p.m.

Reports/Board Comments

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

Cody moved **Rogers** supported to reappoint Jeanette Corbin, Sarjit Chowdhary, and Jacob Trudell-Lozano to the Board of Review for a 2-year term with an expiration date of 12-31-26. **Vote: Ayes: 5 Nays: 0. Motion carried.**

B. February Monthly Activity Report

C. Board Member Reports

Rogers gave an update on the February 13th Isabella County Road Commission meeting.

Lannen gave updates on the February 18th Isabella County Board of Commissioners meeting, the February 19th Isabella County Council of Governance meeting and the February 24th, 2025, Board of Review Training.

Thering – gave an update on the February 18th Planning Commission meeting.

Consent Agenda

- A. Communications
- B. Minutes – February 12, 2025 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. 2025 Brine Application Isabella County Road Commission (ICRC) Participation Contract
- H. 2025 Isabella County Road Commission Gravel Road Participation Contract

Cody moved **Ley** supported to approve the consent agenda with an amendment to remove item H from the Consent Agenda and put it under New Business as item A. **Vote: Ayes: 5 Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Smith) 2025 Isabella County Road Commission Gravel Road Participation Contract

Cody moved **Rogers** supported to approve three (3) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of three (3) miles of gravel roads within the Township in the amount of \$49,255.09 and authorize the Township Manager to sign said contracts. **Roll Call Vote: Ayes: Cody, Rogers, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Smith) Township Hall Preliminary Architectural Feasibility Report and Presentation

Discussion by the Board

C. Discussion/Action: (Smith) Meridian Road Isabella County Road Commission Participation Contract

Cody moved **Rogers** supported to approve the Participation Contract for Meridian Road from Remus Road to Baseline Road with the Isabella County Road Commission (ICRC) for the HMA overlay, light wedging, and gravel shoulders in the amount of \$178,065.35 and authorize the Township Manager to sign said contract. **Roll Call Vote: Ayes: Cody, Rogers, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

D. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Treatment of Staff

Discussion by the Board

E. Discussion/Action: (Board of Trustees) Policy Governance 3.2 Board Job Description

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 9:24 p.m.

No comments were offered.

Closed: 9:25 p.m.

MANAGER'S COMMENTS

- The Manager informed the Board of the staff's yearly \$100 clothing allowance and extended this benefit to the Board.
- Manager will be out of the office next week and will be naming an acting manager.
- Recognized and lifted up Treasurer Rogers for the great work she has been doing.

FINAL BOARD MEMBER COMMENT

Lannen – Lannen expressed a desire to incorporate more history into the building by highlighting board members and staff. He also shared his thoughts on how changing times could impact libraries.

Additionally, he mentioned that he would not be at the March 12th Board meeting.

Ley – Commented that both the Commission on Aging and the Library are gems in the community.

Thering – Spoke more on the Mid-Michigan Event Center's preliminary site plan and discussed the options that were offered to resolve the maximum building height violations at the February 18th Planning Commission meeting.

ADJOURNMENT

Rogers moved **Cody** supported to adjourn the meeting at 9:35 p.m. **Vote: Ayes: 5. 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						
03/04/2025	101	772 (E)	00146	CONSUMERS ENERGY	1876 E PICKARD	230.59
					1776 E PICKARD	39.97
					2188 E PICKARD	102.72
					1660 BELMONT	142.09
					800 CRAIG HILL	63.77
					2495 E DEERFIELD	480.64
					5142 BUDD	288.36
					5144 BUDD	28.28
					1933 S ISABLLA	976.22
					5537 E BROADWAY	436.38
					4520 E RIVER	521.74
					5240 E BROOMFIELD	1,270.02
					2270 NORTHWAY	35.87
					900 MULBERRY LANE	57.66
					1633 S LINCOLN	281.17
					4822 ENCORE	148.56
					5228 S ISABELLA	8,619.02
					1046 S MISSION	145.71
					3998 E DEERFIELD	226.27
					2279 S MERIDIAN	1,946.37
					5525 E REMUS	62.26
					3248 S CONCOURSE	230.59
					5369 S CRAWFORD	104.16
					1605 SCULLY	81.21
					2010 S LINCOLN	1,681.57
					2180 S LINCOLN	29.86
					5076 S MISSION	1,425.87
					4797 S MISSION BARN	869.73
					4795 S MISSION	3,391.50
					5319 E AIRPORT	104.30
					2424 W MAY	697.77
					4244 E BLUEGRASS	205.93
					2010 S LINCOLN L4	85.94
					STREET LIGHTS	1,701.64
					48858 LED LIGHT	665.99
					4511 E RIVER	13,953.32
						<u>41,333.05</u>
03/04/2025	101	773 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
03/04/2025	101	774 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
03/04/2025	101	775 (E)	01186	COYNE PROPANE LLC	DIESEL-LIFT STATION #3 GENERATOR	405.55
03/04/2025	101	776 (E)	01105	MASTERCARD	MASTERCARD-CRAWFORD	86.41
					MASTERCARD-WALDRON	710.32
					MASTERCARD-DEARING	1,285.95
					MASTERCARD-MCBRIDE	1,648.99
					MASTERCARD-ROCKAFELLOW	277.36
					MASTERCARD-STUHLBREHER	63.96
					MASTERCARD-HOHLBEIN	17.00
					MASTERCARD-OCKERT	362.37
					MASTERCARD-SOMMER	28.65
					MASTERCARD-PLONT	346.00
					MASTERCARD-COFFELL	008 33.56

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD-SMITH	502.21
					MASTERCARD-TEALL	82.46
					MASTERCARD-PETERS	278.00
					MASTERCARD-GALLINAT	190.00
					MASTERCARD-ROGERS	99.00
						<u>6,012.24</u>
03/04/2025	101	777 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
02/27/2025	101	26207	01678	MARY R. BENTLEY	ELECTION WORK-11/5/24	231.00
03/12/2025	101	26208	00020	JAMES ALWOOD	WELL SITE LEASE-FEB 2025	429.92
03/12/2025	101	26209	01703	AMAZON CAPITAL SERVICES	WATER BOTTLE FILLING STN/USB DATA PORT	723.98
03/12/2025	101	26210	01240	BRAUN KENDRICK FINKBEINER PLC	MTT(2023) MT. PLEASANT APTS WEST-JAN 202	312.00
					MTT SAMS REAL ESTATE BUSINESS TRUST-JAN	310.00
					MTT SZ MT. PLEASANT APTS-JAN 2025	370.00
					MTT (2024) JAMESTOWN MT. PLEASANT APTS A	5,512.50
					MTT HOME DEPOT (HD DEVELOPMENT)-JAN 2025	1,209.00
					MTT VILLAGE BLUEGRASS LLC-JAN 2025	249.00
					GENERAL LEGAL FEES-JAN 2025	270.00
						<u>8,232.50</u>
03/12/2025	101	26211	00095	C AND C ENTERPRISES INC	WORK JEANS-COFFELL	247.28
					WORK JEANS-FUSSMAN	49.46
					CLOTHING ALLOWANCE-COFFELL	100.00
					WORK JEANS-THEISEN	224.75
					WORK JEANS-FUSSMAN	49.46
						<u>670.95</u>
03/12/2025	101	26212	00129	CMS INTERNET, LLC	NEW WORKSTATION-JOY SMITH	1,519.96
03/12/2025	101	26213	01242	CULLIGAN WATER	WATER FOR WATER COOLER-WTR/SWR	39.00
03/12/2025	101	26214	01426	ENVIRONMENTAL RESOURCE ASSOCIATES	DRINKING WATER LAB	456.61
03/12/2025	101	26215	00209	ETNA SUPPLY COMPANY	SENSUS COMMAND LINK WALL CHARGER	244.00
03/12/2025	101	26216	02027	DEANNA & JD FARLESS	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
03/12/2025	101	26217	00261	GRAINGER	COGGED V-BELT	243.83
					CONSUMERS CREDIT FOR COGGED V-BELTS	(225.00)
						<u>18.83</u>
03/12/2025	101	26218	00266	HACH COMPANY	WATER DEPT LAB C12 TESTS-SAMPLE CELLS	822.65
03/12/2025	101	26219	01936	ISSUE MEDIA GROUP	EPICENTER SPONSORSHIP CONTRIBUTION	9,240.00
03/12/2025	101	26220	01927	JOHNNY'S LAWN CARE, LLC	TWP HALL SIDEWALK SNOW REMOVAL-FEB 2025	239.32
03/12/2025	101	26221	01215	KENT COMMUNICATIONS INC	ASSESSMENT NOTICE PRINTING & POSTAGE	1,644.61
03/12/2025	101	26222	00359	KERR PUMP & SUPPLY	INSPECT HYDROMATIC & NEW HYDROMATIC PUMP	20,029.52
03/12/2025	101	26223	01237	KONE, INC	ANNUAL SEWER STN MAINT 11/1/24-10/31/25	627.28
03/12/2025	101	26224	01356	MCLAREN CENTRAL MICHIGAN	DOT PHYSICAL-MCBRIDE	100.00
03/12/2025	101	26225	01806	MEDLER ELECTRIC	SELECTOR SWITCH	65.71
					CONTACT BLOCK	15.67
					CONTACT BLOCK	15.67
						<u>97.05</u>
03/12/2025	101	26226	01999	METRON FARNIER LLC	METER REPLACEMENT-MID MICHIGAN COLLEGE	2,611.69
03/12/2025	101	26227	01698	MICHIGAN DOWNTOWN ASSOCIATION	ADVOCACY DAY-NANNEY	60.00
03/12/2025	101	26228	00142	MICHIGAN OFFICE SOLUTIONS	7 PRINTERS SERV AGREEMENT&OVERAGES-2/25-	833.09
03/12/2025	101	26229	00907	MID MICHIGAN CABLE CONSORTIUM	2024 4TH QUARTER FRANCHISE FEES	7,326.13
03/12/2025	101	26230	02032	OFFICE OF THE GREAT SEAL	NOTARY COMMISSION-LISA CODY	009 10.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/12/2025	101	26231	00512	PARKSON CORPORATION	BRUSHES FOR FINE SCREEN BRUSHES FOR FINE SCREEN	2,544.60 2,559.25 <u>5,103.85</u>
03/12/2025	101	26232	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-FEB 2025 JANITORIAL SERVICES WATER PLANT-FEB 2025 JANITORIAL SERVICES WWTP-FEB 2025	527.14 316.29 316.29 <u>1,159.72</u>
03/12/2025	101	26233	00597	SHERWIN WILLIAMS	PAINT/TRAYS/LINERS/BRUSHES/EXTENSION POL 2 GALLONS OF PAINT-WTR CLEARCUT GLIDE & DALE-JAMESON HALL	312.84 247.39 26.76 <u>586.99</u>
03/12/2025	101	26234	00629	STU'S ELECTRIC MOTOR	US MOTORS US MOTORS & FREIGHT	300.00 3,378.59 <u>3,678.59</u>
03/12/2025	101	26235	00668	UNITED PARCEL SERVICE	SHIPPING FOR WATER SAMPLE TESTING-WWTP	117.99
03/12/2025	101	26236	01013	USA BLUE BOOK	VALVE TAGS/SPRAY HEAD FOR EYE WASH/ROLLE	1,306.54
03/12/2025	101	26237	01314	VERIZON WIRELESS	CELL PHONE SERVICE 1/16/25 - 2/15/25	974.33
03/12/2025	101	26238	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE WTR PLANT-MAR 2025 DUMPSTER SERVICE JAMESON HALL-FEB 2025 DUMPSTER SERVICE WWTP-MAR 2025 DUMPSTER SERVICE TWP HALL-MAR 2025 DUMPSTER SERVICE MCDONALD PARK-MAR 2025 DUMPSTER SERVICE SHOP-MAR 2025	94.54 130.28 288.61 75.10 161.92 53.44 <u>803.89</u>
101 TOTALS:						
Total of 38 Checks:						117,940.83
Less 3 Void Checks:						0.00
Total of 35 Disbursements:						<u>117,940.83</u>

Charter Township of Union Payroll
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Check Date: 02/27/2025
Pay Period End Date:02/22/2025

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	44,792.19
Fire Fund		
EDDA		
WDDA		
Sewer Fund		43,149.14
Water Fund		34,840.03
Total To Transfer from Pooled Savings	\$	<u>122,781.36</u>

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	80,953.04
Employer Share Medicare		1,112.36
Employer Share SS		4,756.19
SUI		59.98
Pension-Employer Portion		7,504.73
Workers' Comp		442.53
Dental		1,573.70
Health Care		29,315.43
Vision		-
Vision Contribution		-
Flex Admin Fee		40.00
Health Care Contribution		(3,587.40)
Life/LTD		
Cobra/Flex Administration		610.80
PCORI Fee		-
Total Transfer to Payroll Checking	\$	<u>122,781.36</u>

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: Tim LANNEN

MONTH, YEAR: Feb. 2025

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
Feb 4	Isabella County BOC	✓		50
Feb 18	Isabella County BOC		✓	75
Feb 19	MTA Board of Review Training		✓	75
Feb 19	Council of Governments	✓		

Signature: Tim Lannen **Date:** 2.26.2025

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: Tuesday, February 25, 2025



Alarm Date between 2025-02-16 and 2025-02-22

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000143						
		2/16/2025 7:15:38 AM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000145						
		2/16/2025 1:54:30 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
Union Township	0000152						
		2/17/2025 12:06:09 AM	322	Motor vehicle accident with injuries	ENG 33	2	1
						Total Responding 2	

Union Township	0000156						
		2/21/2025 7:50:54 AM	531	Smoke or odor removal	ENG 33	2	1
						Total Responding 2	
Union Township	0000158						
		2/21/2025 8:34:52 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	3	1
						Total Responding 3	
Union Township	0000159						
		2/21/2025 10:36:09 PM	311	Medical assist, assist EMS crew	ENG 33	11	3
						Total Responding 11	
	Total Runs					Total Responding 22	
	6						

**Note: Alarms
1=Duty Crew**

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



Union Township Report

Date: Tuesday, March 4, 2025



Alarm Date between 2025-02-23 and 2025-03-01

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000165						
		2/23/2025 6:41:09 AM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000166						
		2/23/2025 8:33:18 AM	412	Gas leak (natural gas or LPG)	ENG 33	2	1
						Total Responding 2	
Union Township	0000169						
		2/24/2025 12:24:42 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	

Union Township	0000170						
		2/24/2025 4:10:46 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
Union Township	0000172						
		2/25/2025 4:14:33 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						Total Responding 2	
Union Township	0000176						
		2/27/2025 12:52:17 AM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000177						
		2/27/2025 8:58:27 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1

							Total Responding 2
Union Township	0000178						
		2/27/2025 10:38:15 AM	324	Motor vehicle accident with no injuries.	ENG 33		2 1
							Total Responding 2
	Total Runs						Total Responding 16
	8						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

PRELIMINARY ARCHITECTURAL
FEASIBILITY STUDY

Union Township Hall
Mt. Pleasant, MI.



Goudreau & Associates, Inc.

131 S. Main St.
Phone: (989) 773-0146

Mt. Pleasant, MI 48858
Fax: (989) 400-4989

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT - INDEX

CHARTER TOWNSHIP OF UNION – PROPOSED TOWNSHIP HALL

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Preliminary Architectural Feasibility Report

Project - Charter Township of Union - Township Hall

Date - September 27, 2024

Location - Mt. Pleasant, MI

Owner - Charter Township of Union

Architect - Goudreau & Associates, Inc.

Introduction

Goudreau & Associates, Inc. was engaged by Charter Township of Union to conduct an analysis of the existing township hall and assist in determining if the current building could serve them moving forward or if it would be more feasible to abandon the existing building and build new. Aspects of building condition, site factors, workflow, collaboration, safety, and public vs. private spaces were all considered. To accomplish this task, a team was formed to give input and make decisions on what the building is currently lacking, what the new building needed and how it could best function. This team consisted of the following individuals from the Township:

- Kim Smith, *Department of Public Services Director*
- Mark Stuhldreher, *Township Manager*
- Rodney Nanney, *Community and Economic Development Director*
- Amy Peak, *Building Department Clerk*
- Sherrie Teall, *Finance Director*
- Lisa Cody, *Township Clerk*

The professional design team consisted of Goudreau & Associates, Inc. for architectural and Clark, Trombley, Randers for mechanical, electrical, and plumbing evaluations.

Initial meetings with the Owner consisted of discussing the layout and use of the building, as well as recent updates and improvements. The Team discussed current deficiencies within the building with regards to how the building functions for the current use. This included a walk-through of the space while taking notes, photos, and measurements. As the meetings progressed, the discussion was more focused on the needs of the employees. Surveys were sent to team members, and that feedback was used to develop floor plans for the three options.

Through several planning meetings, employee surveys and questionnaires, building walk-throughs, and design sessions, the Team developed together the following Feasibility Report.

Need for Facility

The Charter Township of Union surrounds the City of Mt. Pleasant, Michigan. The Township encompasses 28.6 square miles with a population of around 11,700 residents. Union Township provides water and sewer to a portion of its residents, voting for Township residents, zoning, code enforcement, building inspections, and rental inspections. This narrative is on behalf of the Township employees and residents. The Charter Township of Union is proposing three options to update and expand the Township Hall, as outlined in this report.

Existing Facility (Also see attached MEP Facility Condition Assessment)

The current township hall was constructed in the 1960's and added onto in 1996. The original building was constructed of masonry and the 1996 addition was constructed of wood studs, both single story. The total area of the building is approximately 6,190 square feet. Structurally the building is in good condition. Multiple HVAC systems are used within the building due to additions and renovations over the years and replacement of existing systems that have failed. The current HVAC is not efficient and does not adequately heat and cool and ventilate the building. Many offices are cold in the winter, suggesting these inefficiencies and that the building may be poorly insulated.

There are many deficiencies in the building for the intended use. Functionally it is too small for all administrative staff to be in the building, which also inhibits future growth. The fragmented layout of the building impedes collaboration and efficiency of workflow. Currently there is not adequate space, both in size and configuration, to hold Board of Trustee and staff meetings or to conduct voting without disrupting normal business operations. Similarly, the existing configuration at the front office prevents simultaneous operation of two cashiers, has limited visibility for both staff and residents, and is lacking accommodation for ADA-compliance. Safety is also a significant concern for the staff with day-to-day payments and transferring of funds from residents to the township. In addition, the building does not have sufficient storage for files, office equipment, and voting equipment. The basement provides ample storage space but is not ideal due to water issues and past flooding, or that it is accessed by a staircase and no elevator. Accessibility throughout the building is an issue as none of the offices are ADA-compliant, many corridors are narrow, and there is only one toilet room that meets ADA requirements.

The existing site has considerable drainage issues that will need to be resolved as a part of any improvements. During rain events, water ponds to the southwest of the facility and on occasion has seeped into the basement causing water damage. While there have been improvements and expansions to the parking lot over the years, the current layout does not provide enough spaces at election times for voting or for large attendance Board Meetings. Ingress and egress safety are also a concern due to proximity to the intersection of Lincoln and Pickard, as well as accidents at the intersection.

Proposed Facility

Three separate options have been developed to aid in the Board's decision as to the most appropriate and feasible solution to address the inadequacies of the existing facility.

Options 1 – 3 are outlined below:

Option 1: Renovations and Additions to the Existing Building on the Existing Site

On the existing site of the Charter Township of Union Hall, already owned by the Township, the existing building will remain with renovations and additions made to accommodate the Township's needs. The existing renovated Township Hall of approximately 6,000 GSF, and the proposed new addition of 12,400 GSF, will be a total combined square footage of approximately 18,400 GSF. The proposed building would be single story of structural steel, wood frame and truss construction. All administrative staff would be located in one building with a lobby, secure front desk, township offices, a designated board room, designated voting space and storage, staff toilet rooms, break room, file storage, internal and public meeting spaces, public toilet rooms, as well as other spaces to meet the townships needs. The building's exterior envelope will be a combination of stone, vinyl siding and shake over continuous insulation, with masonry/concrete foundations and a metal roof. The existing building will be renovated under the Michigan Rehabilitation Code for Existing Buildings – Level 3. Depending on the chosen mechanical system, there are potential design challenges that will need to be resolved in aligning bearing heights between the new and existing building, as well as determining fire separations between the spaces. The exterior envelope will be upgraded with new windows, perimeter insulation, and finish materials to improve energy performance and aesthetically match the new construction. Renovations will also include a new mechanical systems and updated lighting. An emergency power generator will be installed as a part of this project.

Options 2: New Construction on the Existing Site &

Option 3: New Construction on a New Site

Options 2 and 3 present the same layout and building design. The difference between the two options is that Option 2 utilizes the existing site and Option 3 would be located on a new site already owned by the Township (more detail on this in the next section, Building Sites).

Both Option 2 and Option 3 would be new construction of approximately 17,600 GSF. The proposed building would be single story of structural steel, wood frame and truss construction. This new building would house all administrative staff in one building, including a lobby, secure front desk, township offices, a designated board room, designated voting space and storage, staff toilet rooms, break room, file storage, internal and public meeting spaces, public toilet rooms, as well as other spaces to meet the townships needs. When compared to Option 1, this layout offers better workflow and collaboration due to the condensed arrangement of the plan, and the ability to have better adjacencies. The building's exterior envelope will be a combination of stone, vinyl siding and shake over continuous insulation, with masonry/concrete foundations and a metal roof. New mechanical systems and energy efficient lighting are to be included throughout the space. An emergency power generator will be installed as a part of this project.

Building Sites

Option 1:

The site will require significant fill to raise the grade and prepare the land adjacent to the existing township hall for the new addition. Demolition of the existing parking lot will be required to accommodate the new layout as well. Improvements will be made including sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities already on site will need to be extended to the new addition of the building. Existing stormwater management will need to be evaluated and reworked to improve site drainage conditions.

Option 2:

As with Option 1, this option will also require significant fill to raise the grade and prepare the land adjacent to the existing township hall for the new building. If possible, the existing township hall is to remain in place so that the township does not need to relocate to continue daily operations during construction. Once the new township hall is constructed the existing township hall will be demolished. Demolition of the ball field directly to the west of the existing township hall will be required for new construction. Improvements to the site will include sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities already on site will need to be extended to the new building. Existing stormwater management will need to be evaluated and reworked to improve site drainage conditions.

Option 3:

This option will require clearing and grubbing of the site to prepare for new construction. There are currently no buildings on the site, so no demolition of structures will be required. Excavation and grading are required to prepare the building pad. Improvements to the site will include a new drive into the site, sidewalks, landscaping, and adequate parking for staff and visitors, especially during elections and large attendance board meetings. Landscaping will be minimal including a stone mow strip around the building and low maintenance plant materials across the site per local zoning and planning requirements. Utilities run adjacent to the site and are available but will need to be extended into the site. Township employees will continue to operate in the existing township hall until construction is complete. At that point, the existing hall is to be demolished. Note that the trail head with restroom indicated on the drawing are included for future reference only and are not a part of this project.

Statement of Probable Cost

Given the nature of the current construction industry, we have provided a Statement of Probable Cost for each option. Many factors impact this estimate including product demand, availability, lead times, among other things. This estimate includes items anticipated to be a part of the project, but is not an all-inclusive list. In addition to the “Total Project Cost” shown, we advise adding a 30% contingency for unforeseen items and additional costs that may arise; 20% for design and construction, and 10% for non-building costs. These Statements of Probable Cost have been generated with current 2024 construction data. For each additional year, a 3-5% compounded escalation factor can be applied to estimate future construction costs for budget planning purposes.

Maps, Drawings, Sketches and Photographs.

See attached information.

Construction Problems

Nothing is foreseen to affect the Statement of Probable Cost at this phase of the project. A contingency will be maintained to absorb additional costs that may arise during design/engineering or while the project is under renovation/construction. With all construction there may be something that needs to be changed due to unforeseen field conditions that are not discovered until the renovation/construction begins.

Conclusion and Recommendations

The Team, as outlined at the beginning of this report, has determined that among the three options discussed above, it would be in the best interest of the Township to pursue and further develop Option 2 – constructing a new building on the existing site.

The Township has a well-established presence at the corner of Lincoln and Pickard, next to McDonald Park. Residents of the Township associate this location with “Union Township”. While the existing site has obstacles to work through, the proposed site for Option 3 also has challenges of its own. Being an undeveloped site, it will need to be cleared, graded, utilities brought in, etc. It is also on the opposite side of Mt. Pleasant, changing the dynamic for the Township. For these reasons, remaining on the existing site is more practical.

Constructing a new building will create a space that the Township needs to functionally operate under one roof. New construction affords the flexibility that renovating the existing building does not. The existing structural skeleton and building systems all impose constraints that may be cost-prohibitive, as the entire existing building would need to be brought up to current codes. Once renovated it still does not achieve the collaboration and workflow desired by the Township. For these reasons, Option 2 is the most feasible.

Union Township Hall – Mount Pleasant - Facility Condition Assessment MEP Narratives

FIRE PROTECTION SYSTEMS

Existing Systems and Observations

The Union Township Hall is not served by a fire protection system.

Recommendations

If a fire protection system is not required, recommend using other acceptable methods to protect building occupants in the event of a fire. Installation of a fire protection system will require a new water service to the building.

PLUMBING SYSTEMS

Existing Systems and Observations

The municipal water service for the building enters the mechanical room near the northeast corner of the building. The space is the original mechanical room for the original building. It also houses the domestic water heater for this portion of the building as well as the boiler for the hydronic heat. The domestic water service was converted from an onsite well service. A few components of the well system remain, such as the pressure switch.

The domestic water heater is a gas-fired, 40 gallon, 40,000 btu/h input unit. The water heater was manufactured in March 2010. And is approaching the end of expected life for a gas-fired unit.

There are four toilet rooms in the building. In the original part of the building, there are a pair of toilet rooms, one men and one women, for employees. The men's room includes one water closet, one urinal, two wall-hung lavs, and a floor drain. The women's room includes two water closets, two wall-hung lavs, and a floor drain. In the addition off the lobby, there are a pair of toilet rooms for public use. The men's room includes one water closet, one urinal, one wall-hung lav, and a floor drain. The women's room includes one water closet, one wall-hung lav, and a floor drain. All of the water closets in the building are tank-type fixtures. The public use toilet rooms appear to meet the requirements for barrier-free use with fixture placement, seat height, pipe coverings, stall sizes, and grab rails.

The Break Room has a two-compartment, drop-in kitchen sink.

There is a sump in the basement for the footing drains. It also receives the discharge of condensate drains from the furnaces in the basement. The sump has two pumps that

discharge vertically and combine about six feet above the sump then turn west just below the ceiling and exit the building through the west wall.

Recommendations

Replace the existing water heater in the mechanical room. Consider using a smaller volume electric water heater in place of the gas-fired unit. The number and type of fixtures in the building do not require a high storage volume. An electric water heater would eliminate the need for venting and combustion air in the mechanical room.

Renovations and/or additions will require reviewing of the water system demands for service size, piping sizes, and water heater size.

MECHANICAL SYSTEMS

Existing Systems and Observations

The building HVAC is comprised of several systems including a hydronic heating boiler, electric baseboard heat, furnaces, and exhaust fans.

The boiler is located in the mechanical room in the original portion of the building. The boiler is a single Slant/Fin model 100-A-180P boiler with a natural gas input of 180,000 btu/h. The boiler appears to be approximately 35 years old. It is part of a primary-only, two zone hydronic heat system. There is one inline pump next to the boiler. There are two zone valves on the supply side of the piping system. The two zones appear to serve the north offices of the original building and the south offices of the original building. The north offices are the first four offices along the north exterior of the building starting from the northeast corner and the corridor outside these offices. The south offices are the open office reception area, the lobby, and the two staff toilet rooms.

The five offices from the 1996 addition have individually controlled electric baseboard heat. These offices are along the remainder of the north exterior wall and the north half of the west exterior wall off the building.

There are four active furnaces with gas heat and DX cooling in the building. Two are located in the basement and two are located on the first floor in the southwest corner of the building. The two units in the basement serve the north half of the building in two zones. Those two zones are the west offices of the 1996 addition and the east offices, reception, lobby, and toilet rooms of the original building. The two units on the first floor serve the south half of the building in two zones. Those two zones are the offices in the southwest corner of the first floor and the large meeting room. A fifth furnace has been disconnected. It is still in place in a closet in the northwest storage room of the basement.

The two furnaces in the basement and their respective condensing units were installed in the summer of 2020. The two furnaces on the first floor and their respective condensing units were installed in summer or fall of 2013.

Recommendations

Remove the existing hydronic system including the boiler. The boiler has reached the end of its expected useful life. Only a small portion of the building is served by the system. Remove all existing piping, fin tube radiation, and controls. Replace those portions of supplemental hydronic heat with electric heaters to match the offices from the 1996 addition.

Remove the abandoned furnace in the basement along with its associated ductwork.

Renovations to the existing building will require complying with the current ventilation codes. Assembly spaces such as the meeting room have a high ventilation requirement. Using energy recovery ventilators will save energy and allow the use of furnaces similar to the existing systems while handling the higher volumes of outside air. Renovations may also require the reconfiguration of existing ductwork and zoning.

An addition and renovation to the building will require new HVAC equipment and ductwork. The proposed renovations to the existing spaces will require revisions to the existing systems and ductwork. The large number of meeting/assembly spaces changes the loads and zoning from their current configuration. The energy code will require the use of economizers for the equipment.

The cooling load for the building is estimated to be around 50 tons. The use of single or multiple ground mounted rooftop units (RTUs) may be the best option for the completed building. This type of system will support the need for economizers and can be paired with a VAV (variable air volume) system to provide increased zone control and account for diversity in the building's HVAC loads. As noted, the RTUs would be mounted on the ground outside the building. They would likely be located near the middle of the building on the back (west) side. The ductwork for the system(s) could be routed in a crawlspace or above the ceilings if enough space is available.

An upgraded gas service will be required to serve the increased heating load for the HVAC system.

LIGHTING SYSTEMS

Existing Systems and Observations

Building mounted lighting is a mixture of HID and fluorescent with integral photocell control. The building mounted lighting is past useful life.

The exterior ground mounted signage has photocell control. The sign lighting appears to have a fluorescent light source.

There is a single ground mounted LED flag light fixture.

Parking lot lighting in the south lot has newer 20'-0" light poles with area LED light fixtures and integral photocell control.

Parking lot lighting in the north parking lot lighting has 2-wood light poles with older style flood type HID light fixtures. Both light poles are utility supplied and fed overhead from existing utility circuits. The lighting has integral photocell control.

The interior lighting throughout the office spaces was retrofitted to LED fixtures approximately two years ago. Public toilet spaces have occupancy sensors for automatic operation with the remaining building on manual control. The lighting and controls do not meet ANSI/ASHRAE 90.1 Energy Code in parts of the building.

Wall mounted emergency battery units with non-uniform styles supply emergency lighting. Exit discharge lighting is present at the main entry doors. Emergency lighting appears to cover most spaces sufficiently.

Exit signs are operational but are of non-uniform styles.

Recommendations

Revise building mounted lighting to LED light fixtures.

Revise the south lot parking lot lighting pole and light fixture locations to accommodate building addition.

Remove utility owned north parking lot wood poles and light fixtures. Replace with newer style aluminum light poles and LED light fixtures. Provide lighting control system for exterior lighting including parking lot, building wall packs, signage and flag lighting.

Provide new interior LED lighting fixtures and controls where applicable.

Eliminate wall mounted emergency battery units and provide battery backup in selected LED light fixtures or provide an emergency lighting inverter system. Install exit discharge lighting at all exterior paths of egress.

Provide edge-lit exit signs of the same style.

ELECTRICAL SYSTEMS

Existing Systems and Observations

The original building was constructed in the 1950's and then upgraded with the current utility service in 1996. It is a secondary metered 200A, 208V, 3-phase, 4-wire system from Consumers Energy.

Electrical service originates at the northeast corner of the site and from 3-pole mounted transformers. The service routes underground to the exterior current transformer (C/T) cabinet and meter at the west side of the building. The C/T cabinet supplies the building main Panel A.

Panel A is a 200A, 208V, 3-phase, 4-wire, 42-circuit panel with a 200A main circuit breaker and is on the lower level in the northwest corner of the Storage Room. The panel supplies the original building 1950's 200A subpanel (panel C) with a 100A circuit breaker and adjacent panel B either with sub-feed lugs or feed-thru lugs. Panel A supplies the A/C units, furnaces, heaters, lower-level lighting, and receptacles. The panel has 2-single pole spaces for additional circuits.

Panel B is a 200A, 208V, 3-phase, 4-wire, 42-circuit panel with a 200A main circuit breaker and is in the lower-level northwest corner of the Storage Room next to panel A. The panel supplies the sump pumps, electric range and the main floor lighting and receptacles. The panel has 16-single pole spaces for additional circuits.

The original 1950's building panel is in the main level Office/Reception area. The subpanel is 200A, 208V, 1-phase, 3-wire, 30-circuit panel with a 200A main circuit breaker and supplied from panel A with a 100A sub-feed circuit breaker. The panel supplies the main level water heater, furnace, exterior signage, network room, lighting, and receptacles. The panel has 0-single pole spaces for additional circuits.

There are several areas in the building where there are a limited number of receptacle outlets, particularly at the data rack in the basement, the server room off the main level Staff Toilet Room and the at the network equipment in the Chair/Table Storage Room.

Recommendations

Upgrade and move the electrical service to accommodate the new addition. Since the existing building service will need to upgrade and back-fed existing panels, the new electric service location should move south down Lincoln Road closer to the new mechanical room. Relocate the electric utility meter and C/T cabinet based on service location.

Panel A and B can remain in-place.

Provide new electrical panels for the addition.

New interior/exterior electrical fixtures and controls.

Replace existing electrical panel C in the Office/Reception area.

Add in-slab floor boxes for power/data in the Conference, cubicle islands, Board Room Meeting Rooms etc. to minimize or eliminate floor cable running across walkways.

LOW VOLTAGE SYSTEMS

Existing Systems and Observations

The tele/datacom utility originates at the same pole as power in the northeast corner of the site. The tele/datacom cables run underground to the building and plywood backboard in the private Men's Toilet Storage Closet.

The Men's Toilet Storage Closet contains backup batteries for telephone and data systems in case of building power failure. The telecom equipment is mounted on the plywood backboard and the datacom equipment is mounted to the concrete block wall above the storage shelving. The room includes a duplex outlet and a power strip to extend the outlet quantity. The closet is dual purpose and is also used for storage of toiletry, paper, and plastic goods.

Additional data racks are in the main level Chair / Table Storage Room and in the lower-level Record Storage Room. The rack equipment electrical supply consists of data outlets, duplex outlets, and power strips to extend the outlet quantity.

The building does not have a central fire alarm and detection system. Kidde battery operated smoke detectors with test switch and 10-year life expectancy exist throughout the building.

The building has a camera security system at both the interior and exterior of the building and ADA accessibility at the main entrance.

Board meetings take place in the Meeting Room. The audio/video system equipment is in the same room. The audio/video equipment consists of table mounted CPU workstations, CPU laptop, microphones, mixer, display monitors, ceiling mounted speakers, wall mounted TV monitor and ceiling mounted projector. Cable protectors are used for microphone cables and power cords that run across the floor.

Recommendations

The incoming underground tele/datacom utility lines and interior building terminations can remain as-is.

Upgrade the Men's Toilet Room Storage Closet removing the ceiling and adding plywood backboard on the walls. Provide additional power outlets for the existing equipment. Remove access to the room through the Staff Toilet.

Provide a plywood backboard and power outlets at the data rack in main level Chair / Table Storage Room.

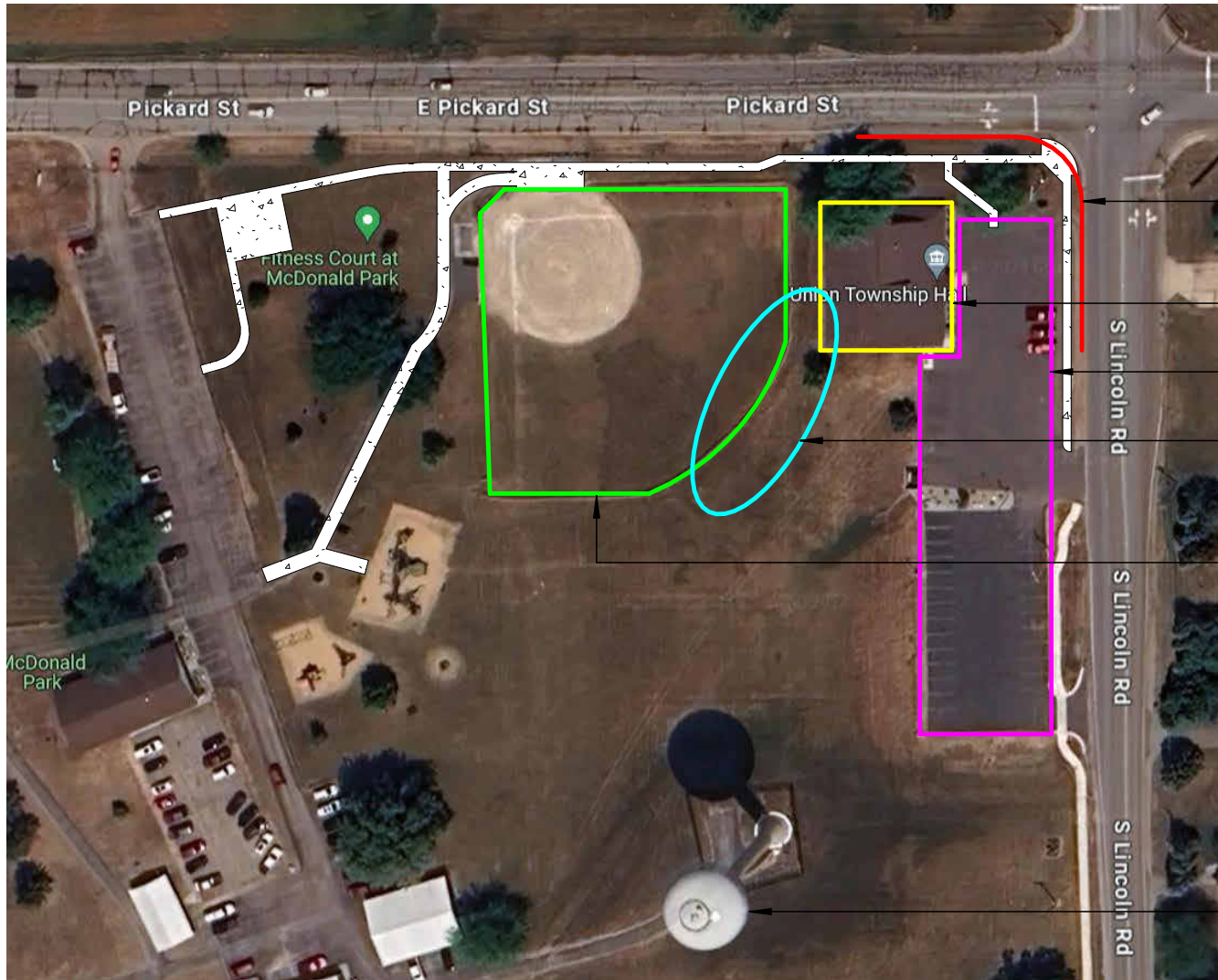
Provide a plywood backboard and power outlets at the data rack in the lower-level Record Storage Room.

The Kidde battery operated smoke detectors should be removed and replaced with AC operated smoke detectors and connected to the security system.

Expand the camera security system and alarm door contacts for the addition. Add ADA operators at one of the two proposed south entrances. Add access control to key locations in the building.

Locate the audio/video control system in the proposed Sound Booth. Update and expand the speaker system infrastructure throughout the building for announcements.

EXISTING SITE



- PROXIMITY TO LINCOLN & PICKARD
- EXISTING TOWNSHIP HALL
- EXISTING PARKING
- LOW AREA ON SITE
- BALL FIELD
- WATER TOWER



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ARCHITECTS+BUILDERS

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CHARTER TOWNSHIP OF UNION

MT. PLEASANT, MI

033

PROPOSED SITE - OPTION 1





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CHARTER TOWNSHIP OF UNION




MT. PLEASANT, MI

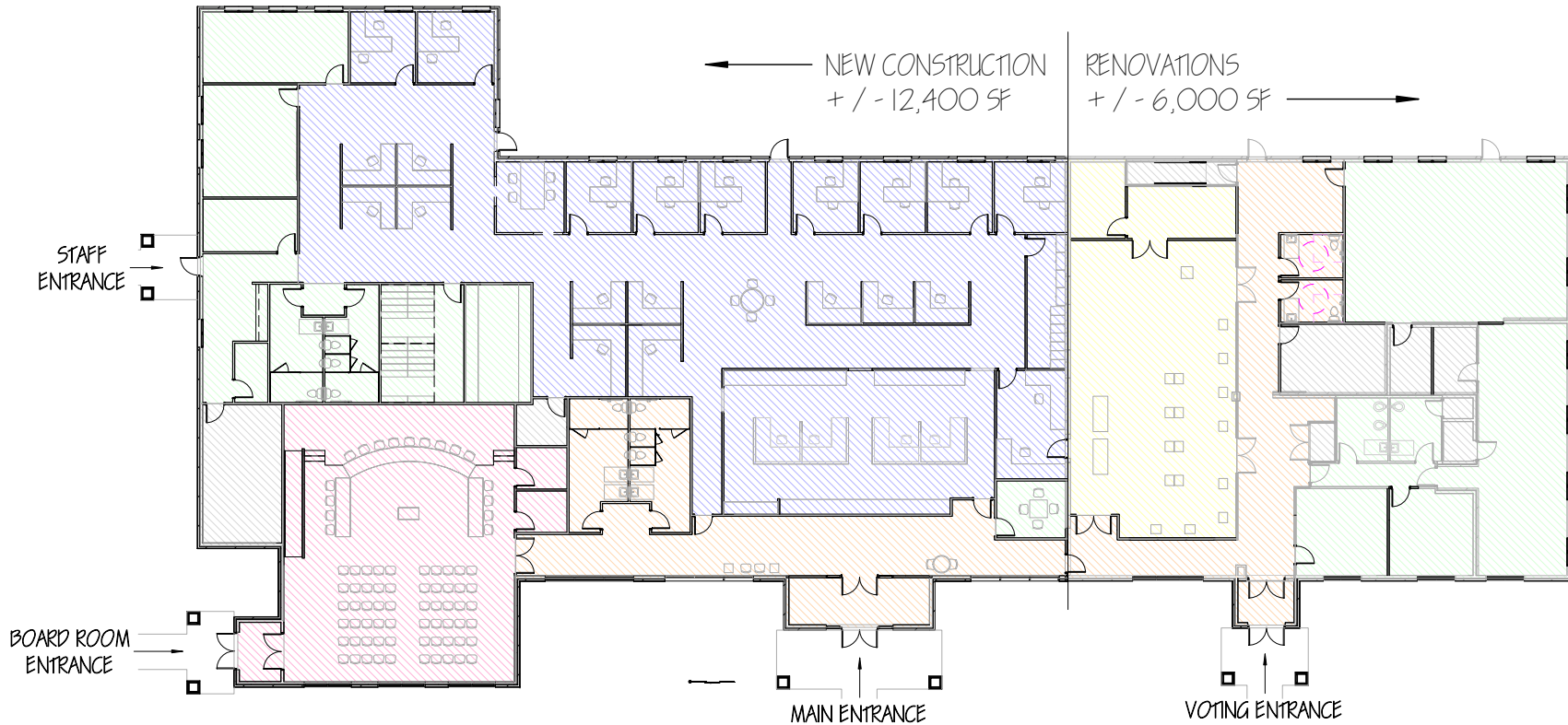
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DESIGN OPTION 1

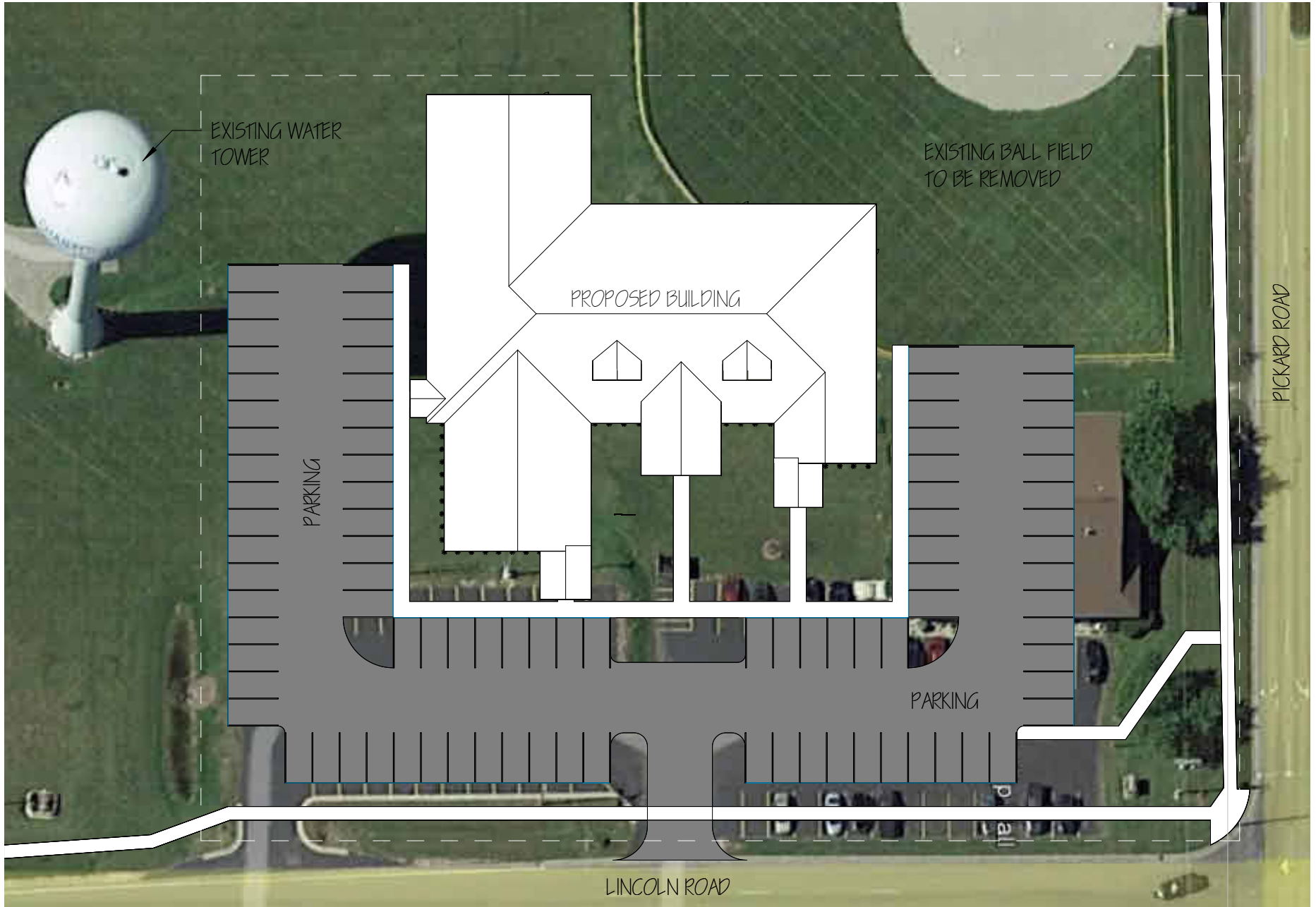
TOTAL BUILDING SQUARE FOOTAGE = 18,400 SQUARE FEET

-  **ADMINISTRATION AND BUSINESS OFFICES**
Private and open offices for staff and administration, reception area and staff circulation
-  **ADMINISTRATIVE SUPPORT SPACES**
Meeting rooms, file storage and records, copy room, staff break room, staff toilet rooms, and similar spaces
-  **BOARD ROOM**
Board room with formal layout and raised dias, sound booth, table and chair storage, and dedicated entrance

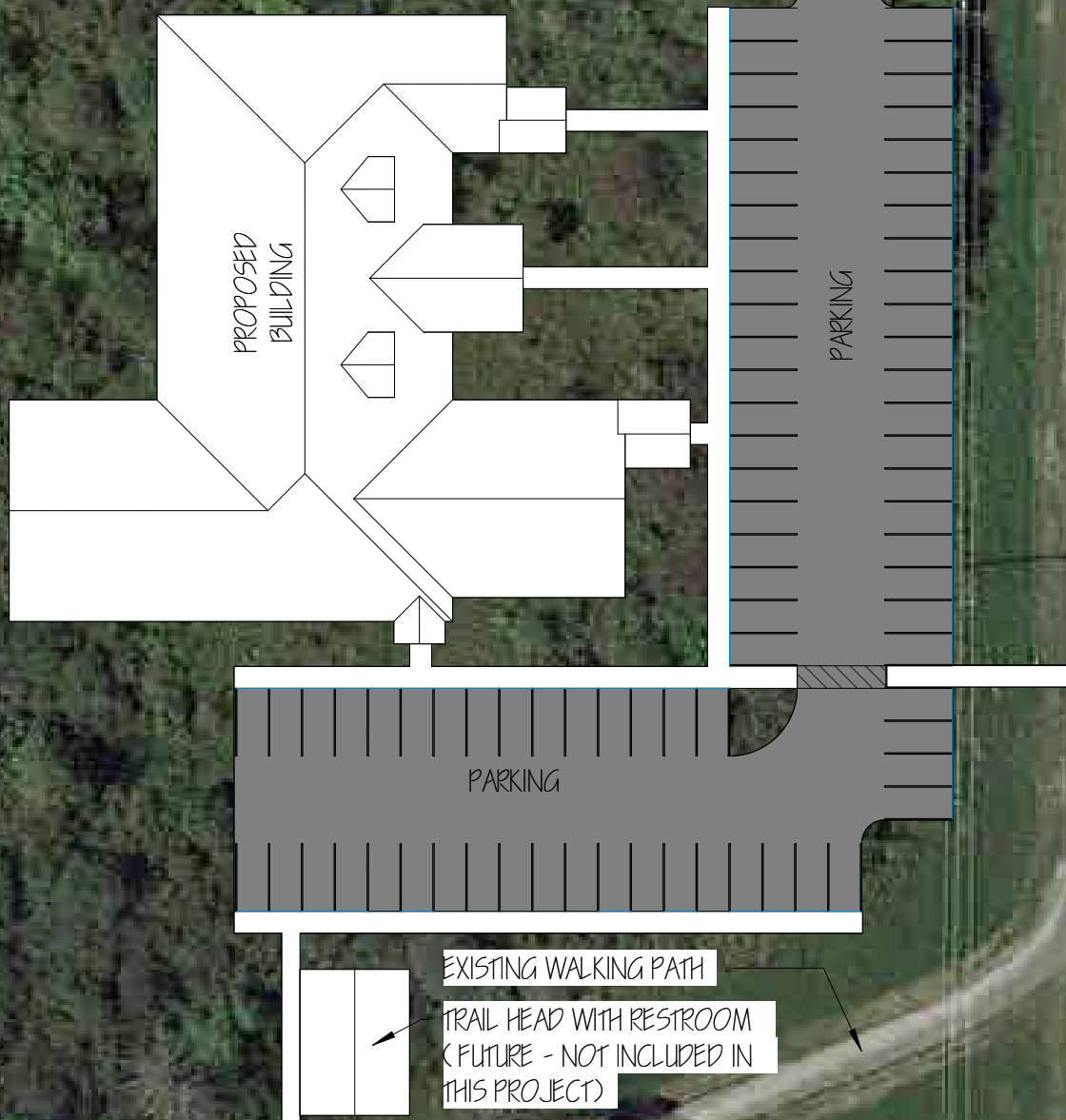
-  **VOTING**
Dedicated voting room with appropriate storage for equipment and ballots, connected to Clerk's office for efficiency. Movable wall to divide the space to be used for additional meeting space when not being used for voting
-  **PUBLIC SPACES**
Waiting, circulation and toilet rooms
-  **BACK OF HOUSE SPACES**
Mechanical rooms, building storage, etc.



PROPOSED SITE - OPTION 2



PROPOSED SITE - OPTION 3



E Deerfield Rd



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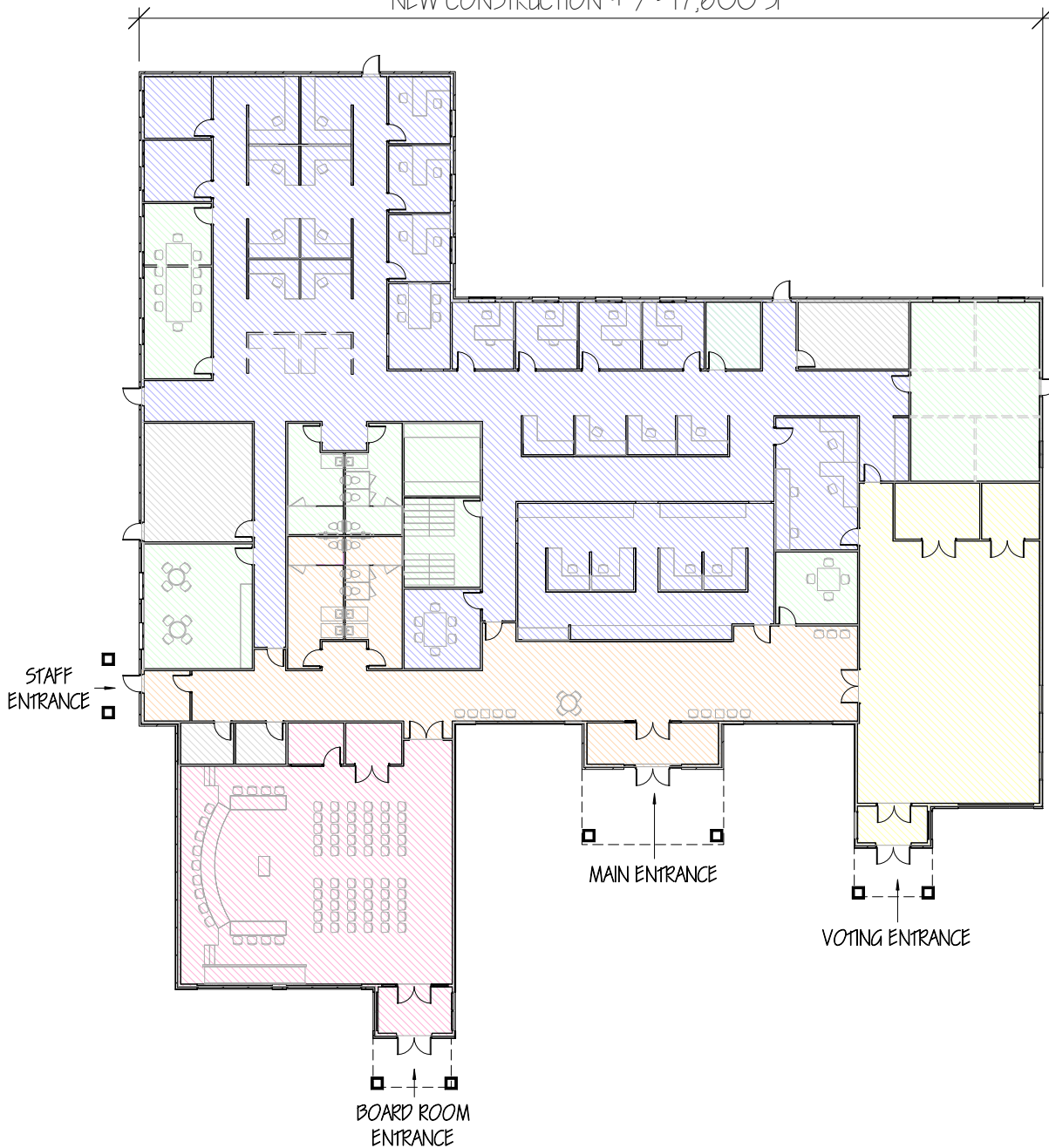
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NEW CONSTRUCTION +/- 17,600 SF



DESIGN OPTIONS 2 AND 3

TOTAL BUILDING SQUARE FOOTAGE =
17,600 SQUARE FEET

- ADMINISTRATION AND BUSINESS OFFICES**
 Private and open offices for staff and administration, reception area and staff circulation
- ADMINISTRATIVE SUPPORT SPACES**
 Meeting rooms, file storage and records, copy room, staff break room, staff toilet rooms, and similar spaces
- BOARD ROOM**
 Board room with formal layout and raised dias, sound booth, table and chair storage, and dedicated entrance
- VOTING**
 Dedicated voting room with appropriate storage for equipment and ballots, connected to Clerk's office for efficiency. Movable wall to divide the space to be used for additional meeting space when not being used for voting
- PUBLIC SPACES**
 Waiting, circulation and toilet rooms
- BACK OF HOUSE SPACES**
 Mechanical rooms, building storage, etc.

Statement of Probable Cost

Option 1 - Renovations & Additions on Existing Site

Union Township - Renovations & Addi - May 2024 - MI - Midland

Prepared By: Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax: Building Sq. Size: 18400 Bid Date: No. of floors: 1 No. of buildings: 1 Project Height: 1st Floor Height: 1st Floor Size: 18400	Prepared For: Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax: Site Sq. Size: 81800 Building use: Civic/Gov. Foundation: CMU & Concrete Exterior Walls: Structural Steel w/ Wood Frame Interior Walls: Wood Stud & GPDW Roof Type: Asphalt Shingles Floor Type: Concrete Project Type: Renovations & Additions
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Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.09	3.80	70,000
	Pre-Design Construction Estimating Services	0.70	2.45	45,000
	Procurement and Contracting Requirements	0.39	1.36	25,000
01	General Requirements	7.97	27.86	512,607
	Overhead & Profit	4.92	17.19	316,341
	General Conditions	3.05	10.67	196,267
03	Concrete	6.10	21.30	392,000
	Building Concrete	6.10	21.30	392,000
04	Masonry	8.00	27.93	514,000
	Masonry	7.31	25.54	470,000
	Stone Veneer Wainscot	0.68	2.39	44,000
05	Metals	8.06	28.15	518,000
	Structural Steel	8.06	28.15	518,000
06	Wood, Plastics, and Composites	8.94	31.25	575,000
	Rough Carpentry	5.69	19.89	366,000
	Finish Carpentry	0.81	2.83	52,000
	Trusses	2.44	8.53	157,000
07	Thermal and Moisture Protection	3.97	13.86	254,980
	Damproofing and Repellents	0.20	0.71	13,000
	Shingles	1.04	3.64	67,000
	Siding	0.54	1.89	34,700
	Firestopping and Sealants	0.16	0.57	10,400
	Ridge and Roof Vents	0.01	0.02	380
	Gutters and Downspouts	0.08	0.29	5,400
	Attic Insulation	1.00	3.50	64,400
	Exterior Cavity Insulation	0.50	1.74	32,000
	Continuous Insulation	0.32	1.12	20,600
	Weather Barriers	0.11	0.39	7,100
08	Openings	6.18	21.58	397,100
	Hollow Metal Doors and Frames	2.60	9.08	167,000
	Composite Windows	0.47	1.63	29,900
	Aluminum Storefront, Glass & Glazing	3.03	10.60	195,000
	Fixed Louvers	0.08	0.28	5,200
09	Finishes	10.43	36.46	670,800
	Gypsum Board	2.86	10.00	184,000
	Acoustical Tile Ceiling	2.29	8.00	147,200
	Resilient Wall Base	0.29	1.00	18,400
	Resilient Tile Flooring	2.00	7.00	128,800
	Wall Protection and Chair Rail	1.43	5.00	92,000
	Column Wraps	0.26	0.91	16,700
	FRP	0.16	0.57	10,500
	Painting	1.14	3.98	73,200

10	Specialties	0.93	3.26	60,000
	Toilet Partitions & Accessories	0.19	0.65	12,000
	Flagpole	0.12	0.43	8,000
	Bullet Resistant Partitions	0.37	1.30	24,000
	Fire Extinguishers	0.09	0.33	6,000
	Signage	0.16	0.54	10,000
11	Equipment	0.22	0.76	14,000
	Residential Kitchen Appliances	0.22	0.76	14,000
12	Furnishings	5.30	18.53	341,000
	Window Treatment	0.33	1.14	21,000
	Casework	1.24	4.35	80,000
	Plastic Laminate Countertops	0.62	2.17	40,000
	Furniture Allowance	3.11	10.87	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.63	5.68	104,500
	Fire Suppression	1.63	5.68	104,500
22	Plumbing	4.29	15.00	276,000
	Plumbing	4.29	15.00	276,000
23	HVAC	11.36	39.67	730,000
	Heating, Ventilating, & Air Conditioning	11.36	39.67	730,000
26	Electrical	13.89	48.52	892,700
	Electrical	10.58	36.96	680,000
	Fire Alarm	0.98	3.41	62,700
	Emergency Generator	2.33	8.15	150,000
27	Communications	0.82	2.88	53,000
	Communications - Allowance	0.82	2.88	53,000
28	Electronic Safety and Security	0.82	2.88	53,000
	Electronic Safety & Security - Allowance	0.82	2.88	53,000
Total Building Costs		100.00	349.39	6,428,687
		0.00	0.00	0
02	Existing Conditions	3.51	0.49	40,000
	Selective Building Demolition	3.51	0.49	40,000
31	Earthwork	24.54	3.42	280,000
	Site Clearing & Grubbing	1.75	0.24	20,000
	Earth Excavation and Embankment	5.26	0.73	60,000
	Soil Erosion & Sedimentation Control	1.75	0.24	20,000
	Stormwater Management/Drainage	8.76	1.22	100,000
	Underground Storage Detention	7.01	0.98	80,000
32	Exterior Improvements	33.22	4.63	379,000
	Landscaping, Grass, etc. Allowance	2.63	0.37	30,000
	Asphalt Paving, Base, and Striping	9.11	1.27	104,000
	Concrete Curbs & Gutters	3.51	0.49	40,000
	Concrete Sidewalks/Pads	2.19	0.31	25,000
	Site Lighting/Security	8.76	1.22	100,000
	Fencing/Screening	3.51	0.49	40,000
	Misc. Site Improvements	3.51	0.49	40,000
33	Utilities	38.74	5.40	442,000
	Storm Sewer	3.51	0.49	40,000
	Sanitary Sewer	0.88	0.12	10,000
	Water	3.51	0.49	40,000
	Gas, Electric, Communications Connection	1.75	0.24	20,000
	Rework Storm Drainage/ Connection to Mission Creek	17.53	2.44	200,000
	Geoexchange Field & Risers	11.57	1.61	132,000

Total Non-Building Costs	100.00	13.95	1,141,000
Total Project Costs	--	--	7,569,687
Contingency (30%)			\$2,270,906
Total Project Cost + Contingency			\$9,840,593
Estimated Design Fees for Basic Services*			\$756,968

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

Statement of Probable Cost

Option 2 - New Construction on Existing Site

Union Township - New Construction - May 2024 - MI - Midland

Prepared By:	Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax:	Prepared For:	Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax:
Building Sq. Size:	17600	Site Sq. Size:	108000
Bid Date:		Building use:	Civic/Gov.
No. of floors:	1	Foundation:	CMU & Concrete
No. of buildings:	1	Exterior Walls:	Structural Steel w/ Wood Frame
Project Height:		Interior Walls:	Wood Stud & GPDW
1st Floor Height:		Roof Type:	Asphalt Shingles
1st Floor Size:	17600	Floor Type:	Concrete
		Project Type:	New Construction/Existing Site

Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.13	3.98	70,000
	Pre-Design Construction Estimating Services	0.73	2.56	45,000
	Procurement and Contracting Requirements	0.40	1.42	25,000
01	General Requirements	7.93	27.86	490,320
	Overhead & Profit	4.89	17.19	302,587
	General Conditions	3.04	10.67	187,733
03	Concrete	6.07	21.31	375,000
	Building Concrete	6.07	21.31	375,000
04	Masonry	7.96	27.95	492,000
	Masonry	7.28	25.57	450,000
	Stone Veneer Wainscot	0.68	2.39	42,000
05	Metals	8.01	28.13	495,000
	Structural Steel	8.01	28.13	495,000
06	Wood, Plastics, and Composites	8.90	31.25	550,000
	Rough Carpentry	5.66	19.89	350,000
	Finish Carpentry	0.81	2.84	50,000
	Trusses	2.43	8.52	150,000
07	Thermal and Moisture Protection	3.95	13.87	244,070
	Damproofing and Repellents	0.20	0.71	12,420
	Shingles	1.04	3.66	64,400
	Siding	0.54	1.89	33,200
	Firestopping and Sealants	0.16	0.57	10,000
	Ridge and Roof Vents	0.01	0.02	350
	Gutters and Downspouts	0.08	0.30	5,200
	Attic Insulation	1.00	3.50	61,600
	Exterior Cavity Insulation	0.49	1.73	30,400
	Continuous Insulation	0.32	1.12	19,700
	Weather Barriers	0.11	0.39	6,800
08	Openings	6.14	21.57	379,600
	Hollow Metal Doors and Frames	2.59	9.09	160,000
	Composite Windows	0.46	1.63	28,600
	Aluminum Storefront, Glass & Glazing	3.01	10.57	186,000
	Fixed Louvers	0.08	0.28	5,000
09	Finishes	10.38	36.45	641,600
	Gypsum Board	2.85	10.00	176,000
	Acoustical Tile Ceiling	2.28	8.00	140,800
	Resilient Wall Base	0.28	1.00	17,600
	Resilient Tile Flooring	1.99	7.00	123,200
	Wall Protection and Chair Rail	1.42	5.00	88,000
	Column Wraps	0.26	0.91	16,000
	FRP	0.16	0.57	10,000
	Painting	1.13	3.98	70,000

10	Specialties	0.97	3.41	60,000
	Toilet Partitions & Accessories	0.19	0.68	12,000
	Flagpole	0.13	0.45	8,000
	Bullet Resistant Partitions	0.39	1.36	24,000
	Fire Extinguishers	0.10	0.34	6,000
	Signage	0.16	0.57	10,000
11	Equipment	0.23	0.80	14,000
	Residential Kitchen Appliances	0.23	0.80	14,000
12	Furnishings	5.50	19.32	340,000
	Window Treatment	0.32	1.14	20,000
	Casework	1.29	4.55	80,000
	Plastic Laminate Countertops	0.65	2.27	40,000
	Furniture Allowance	3.24	11.36	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.62	5.68	100,000
	Fire Suppression	1.62	5.68	100,000
22	Plumbing	4.27	15.00	264,000
	Plumbing	4.27	15.00	264,000
23	HVAC	11.32	39.77	700,000
	Heating, Ventilating, & Air Conditioning	11.32	39.77	700,000
26	Electrical	13.91	48.86	860,000
	Electrical	10.52	36.93	650,000
	Fire Alarm	0.97	3.41	60,000
	Emergency Generator	2.43	8.52	150,000
27	Communications	0.86	3.01	53,000
	Communications - Allowance	0.86	3.01	53,000
28	Electronic Safety and Security	0.86	3.01	53,000
	Electronic Safety & Security - Allowance	0.86	3.01	53,000
Total Building Costs		100.00	351.23	6,181,590
		0.00	0.00	0
02	Existing Conditions	8.50	0.97	105,000
	Building Demolition	4.85	0.56	60,000
	Demo - Site, Utilities, & Ball Field	3.64	0.42	45,000
31	Earthwork	25.08	2.87	310,000
	Site Clearing & Grubbing	1.62	0.19	20,000
	Earth Excavation and Embankment	7.28	0.83	90,000
	Soil Erosion & Sedimentation Control	1.62	0.19	20,000
	Stormwater Management/Drainage	8.09	0.93	100,000
	Underground Storage Detention	6.47	0.74	80,000
32	Exterior Improvements	30.66	3.51	379,000
	Landscaping, Grass, etc. Allowance	2.43	0.28	30,000
	Asphalt Paving, Base, and Striping	8.41	0.96	104,000
	Concrete Curbs & Gutters	3.24	0.37	40,000
	Concrete Sidewalks/Pads	2.02	0.23	25,000
	Site Lighting/Security	8.09	0.93	100,000
	Fencing/Screening	3.24	0.37	40,000
	Misc. Site Improvements	3.24	0.37	40,000
33	Utilities	35.76	4.09	442,000
	Storm Sewer	3.24	0.37	40,000
	Sanitary Sewer	0.81	0.09	10,000
	Water	3.24	0.37	40,000
	Gas, Electric, Communications Connection	1.62	0.19	20,000
	Rework Storm Drainage/ Connection to Mission Creek	16.18	1.85	200,000

Geoexchange Field & Risers	10.68	1.22	132,000
Total Non-Building Costs	100.00	11.44	1,236,000
Total Project Costs	--	--	7,417,590
Contingency (30%)			\$2,225,277
Total Project Cost + Contingency			\$9,642,867
Estimated Design Fees for Basic Services*			\$741,759

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.

Statement of Probable Cost

Option 3 - New Construction on New Site

Union Township - New Construction o - May 2024 - MI - Midland

Prepared By:	Goudreau & Associates, Inc. 131 S. Main Street Mt. Pleasant, MI 48858 989-773-0146 Fax:	Prepared For:	Charter Township of Union 2010 S. Lincoln Mt. Pleasant, MI 48858 989-772-4600 Fax:
Building Sq. Size:	17600	Site Sq. Size:	108000
Bid Date:		Building use:	Civic/Gov.
No. of floors:	1	Foundation:	CMU & Concrete
No. of buildings:	1	Exterior Walls:	Structural Steel w/ Wood Frame
Project Height:		Interior Walls:	Wood Stud & GPDW
1st Floor Height:		Roof Type:	Asphalt Shingles
1st Floor Size:	17600	Floor Type:	Concrete
		Project Type:	New Construction/New Site

Division		Percent	Sq. Cost	Amount
00	Procurement and Contracting Require	1.13	3.98	70,000
	Pre-Design Construction Estimating Services	0.73	2.56	45,000
	Procurement and Contracting Requirements	0.40	1.42	25,000
01	General Requirements	7.93	27.86	490,320
	Overhead & Profit	4.89	17.19	302,587
	General Conditions	3.04	10.67	187,733
03	Concrete	6.07	21.31	375,000
	Building Concrete	6.07	21.31	375,000
04	Masonry	7.96	27.95	492,000
	Masonry	7.28	25.57	450,000
	Stone Veneer Wainscot	0.68	2.39	42,000
05	Metals	8.01	28.13	495,000
	Structural Steel	8.01	28.13	495,000
06	Wood, Plastics, and Composites	8.90	31.25	550,000
	Rough Carpentry	5.66	19.89	350,000
	Finish Carpentry	0.81	2.84	50,000
	Trusses	2.43	8.52	150,000
07	Thermal and Moisture Protection	3.95	13.87	244,070
	Damproofing and Repellents	0.20	0.71	12,420
	Shingles	1.04	3.66	64,400
	Siding	0.54	1.89	33,200
	Firestopping and Sealants	0.16	0.57	10,000
	Ridge and Roof Vents	0.01	0.02	350
	Gutters and Downspouts	0.08	0.30	5,200
	Attic Insulation	1.00	3.50	61,600
	Exterior Cavity Insulation	0.49	1.73	30,400
	Continuous Insulation	0.32	1.12	19,700
	Weather Barriers	0.11	0.39	6,800
08	Openings	6.14	21.57	379,600
	Hollow Metal Doors and Frames	2.59	9.09	160,000
	Composite Windows	0.46	1.63	28,600
	Aluminum Storefront, Glass & Glazing	3.01	10.57	186,000
	Fixed Louvers	0.08	0.28	5,000
09	Finishes	10.38	36.45	641,600
	Gypsum Board	2.85	10.00	176,000
	Acoustical Tile Ceiling	2.28	8.00	140,800
	Resilient Wall Base	0.28	1.00	17,600
	Resilient Tile Flooring	1.99	7.00	123,200
	Wall Protection and Chair Rail	1.42	5.00	88,000
	Column Wraps	0.26	0.91	16,000
	FRP	0.16	0.57	10,000
	Painting	1.13	3.98	70,000

10	Specialties	0.97	3.41	60,000
	Toilet Partitions & Accessories	0.19	0.68	12,000
	Flagpole	0.13	0.45	8,000
	Bullet Resistant Partitions	0.39	1.36	24,000
	Fire Extinguishers	0.10	0.34	6,000
	Signage	0.16	0.57	10,000
11	Equipment	0.23	0.80	14,000
	Residential Kitchen Appliances	0.23	0.80	14,000
12	Furnishings	5.50	19.32	340,000
	Window Treatment	0.32	1.14	20,000
	Casework	1.29	4.55	80,000
	Plastic Laminate Countertops	0.65	2.27	40,000
	Furniture Allowance	3.24	11.36	200,000
13	Special Construction	0.00	0.00	0
21	Fire Suppression	1.62	5.68	100,000
	Fire Suppression	1.62	5.68	100,000
22	Plumbing	4.27	15.00	264,000
	Plumbing	4.27	15.00	264,000
23	HVAC	11.32	39.77	700,000
	Heating, Ventilating, & Air Conditioning	11.32	39.77	700,000
26	Electrical	13.91	48.86	860,000
	Electrical	10.52	36.93	650,000
	Fire Alarm	0.97	3.41	60,000
	Emergency Generator	2.43	8.52	150,000
27	Communications	0.86	3.01	53,000
	Communications - Allowance	0.86	3.01	53,000
28	Electronic Safety and Security	0.86	3.01	53,000
	Electronic Safety & Security - Allowance	0.86	3.01	53,000
Total Building Costs		100.00	351.23	6,181,590
		0.00	0.00	0
02	Existing Conditions	5.40	0.56	60,000
	Building Demolition	5.40	0.56	60,000
31	Earthwork	20.70	2.13	230,000
	Site Clearing & Grubbing	4.50	0.46	50,000
	Earth Excavation and Embankment	6.30	0.65	70,000
	Soil Erosion & Sedimentation Control	1.44	0.15	16,000
	Stormwater Management/Drainage	3.96	0.41	44,000
	Underground Storage Detention	4.50	0.46	50,000
32	Exterior Improvements	34.11	3.51	379,000
	Landscaping, Grass, etc. Allowance	2.70	0.28	30,000
	Asphalt Paving, Base, and Striping	9.36	0.96	104,000
	Concrete Curbs & Gutters	3.60	0.37	40,000
	Concrete Sidewalks/Pads	2.25	0.23	25,000
	Site Lighting/Security	9.00	0.93	100,000
	Fencing/Screening	3.60	0.37	40,000
	Misc. Site Improvements	3.60	0.37	40,000
33	Utilities	39.78	4.09	442,000
	Storm Sewer	3.60	0.37	40,000
	Sanitary Sewer	0.90	0.09	10,000
	Water	3.60	0.37	40,000
	Gas, Electric, Communications Connection	1.80	0.19	20,000
	Storm Drainage	18.00	1.85	200,000
	Geoexchange Field & Risers	11.88	1.22	132,000

Total Non-Building Costs	100.00	10.29	1,111,000
Total Project Costs	--	--	7,292,590
Contingency (30%)			\$2,187,777
Total Project Cost + Contingency			\$9,480,367
Estimated Design Fees for Basic Services*			\$729,259

* Basic Services include Architectural, Structural, Mechanical, Electrical, and Plumbing. Supplemental and Additional Services are not included in this estimate. Those services include, but are not limited to, topographical surveys, site/civil design, environmental studies, geotechnical evaluations, sustainable and alternative energy consultants, landscape design, sound/acoustics, as well as other specialty consultants. The fee also will be adjusted based on the project delivery method that is selected.