



BOARD OF TRUSTEES
Regular Meeting
April 9, 2025
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Maslow's Village – Tiny Homes as Transitional Housing Support for the Homeless by Amanda Brake
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 – March 26, 2025 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion/Action: (Nanney) Introduction and First Reading of a proposed amendment to Ordinance No. 24-01 to expand turnaround area design options for smaller private roads
 - B. Discussion/Action: (Board of Trustees) Board of Trustees Review of Existing Policy Ends 1.0 – 1.5
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

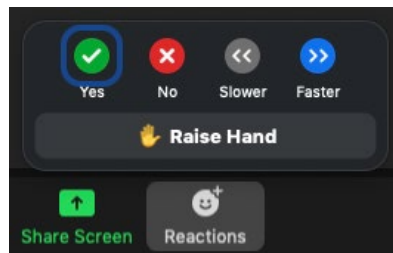
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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 March 26, 2025, at 7:00 p.m. at the Union Township Hall.

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

Rogers moved Ley supported to appoint Trustee Thering as Acting Meeting Chair. Vote: Ayes: 5 Nays: 0. Motion carried.

Thering moved Rogers supported to appoint Trustee Ley as temporary Clerk. Vote: Ayes: 5 Nays: 0. Motion carried.

Roll Call

Present:

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

Excused: Supervisor Mielke and Clerk Cody (arrived at 7:30 p.m.)

Approval of Agenda

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

Presentation

Public Hearing

Public Comment

Open: 7:02 p.m.

No comments were offered

Closed: 7:03 p.m.

Reports/Board Comments

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

B. March Monthly Activity Report

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

D. Board Member Reports

Lannen gave updates on the March 25th 2% Round Table Discussion with the Saginaw Chippewa Indian Tribe of Michigan, the March 25th Isabella County Board of Commissioners Finance Committee meeting, and the March 11th Council of Governance meeting.

*** 7:30 p.m. Clerk Cody arrived**

Ley gave an update on the 2% Round Table Meeting with the Saginaw Chippewa Indian Tribe of Michigan.

Rogers gave updates on the March 13th Isabella County Road Commission meeting and the March 25th 2% Round Table Meeting with the Saginaw Chippewa Indian Tribe of Michigan.

Consent Agenda

- A. Communications
- B. Minutes – March 12, 2025 – Regular Meeting
- C. Accounts Payable
- D. Payroll

- E. Meeting Pay
- F. Fire Reports

Rogers moved **Ley** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Stuhldreher) Policy Governance 1.0 – 1.5 Annual Report of Ends Accomplishments

Discussion by the Board

B. Discussion/Action: (Board of Trustees) Policy Governance 3.3 Board Member’s Code of Conduct

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:26 p.m.

No comments were offered

Closed: 8:26 p.m.

MANAGER’S COMMENTS

- There will be an agenda item on an April agenda giving the board an opportunity to review and edit the ends document.
- Made Board aware of the upcoming MDOT meeting to focused on city improvements to Mission, which will include a discussion on the potential installation of a roundabout at the intersection of Bluegrass and Mission.
- Commented on a resident expressing appreciation for the Township’s transparency regarding the feasibility study during public comment at the County Commissioner’s meeting.
- Reminded the Board of the Annual Joint meeting on April 16th at Jameson Hall at 6:00 p.m.

FINAL BOARD MEMBER COMMENT

Lannen – The deadline for the 2% Grant submittal is March 31st and inquired of the Township’s plans to submit.

Ley – Announced that the Isabella County Conservation District tree sale is going on now.

Rogers – Spoke about concerns regarding public safety and sidewalks on Bluegrass, suggesting that the Township obtain cost estimates for the project and work toward getting them put in. Additionally, she requested that the Township address the water concerns with the public.

Cody – Public accuracy testing for the May 6th election will be held on April 15th at 2:00 p.m. This is an open meeting.

Thering – encourage citizens to come before the board with their comments. It helps drive the board’s decisions.

ADJOURNMENT

Cody moved **Rogers** supported to adjourn the meeting at 8:42 p.m. **Vote: Ayes: 6. 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						
04/03/2025	101	782 (E)	01105	MASTERCARD	MASTERCARD-CRAWFORD	54.29
					MASTERCARD-BEBOW	602.12
					MASTERCARD-WALDRON	121.45
					MASTERCARD-DEARING	769.29
					MASTERCARD-MCBRIDE	2,479.69
					MASTERCARD-ROCKAFELLOW	8.77
					MASTERCARD-FUSSMAN	52.91
					MASTERCARD-STUHLBREHER	63.96
					MASTERCARD-HOHLBEIN	191.80
					MASTERCARD-OCKERT	599.75
					MASTERCARD-SOMMER	446.27
					MASTERCARD-RABISH	17.81
					MASTERCARD-PLONT	271.55
					MASTERCARD-TEALL	225.72
					MASTERCARD-COFFELL	111.53
					MASTERCARD-SMITH	91.00
					MASTERCARD-PETERS	139.00
						<u>6,246.91</u>
04/03/2025	101	783 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
03/27/2025	101	784 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
04/03/2025	101	785 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	RED INK CARTRIDGE	132.79
04/09/2025	101	26273	01358	21ST CENTURY MEDIA-MICHIGAN	PUBLIC NOTICE FOR BIDS-2 NEW TRUCKS	201.33
					PUBLIC NOTICE FOR MARCH BOARD OF REVIEW	283.90
						<u>485.23</u>
04/09/2025	101	26274	00020	JAMES ALWOOD	WELL SITE LEASE-MARCH 2025	414.28
04/09/2025	101	26275	01703	AMAZON CAPITAL SERVICES	90 DEGREE ELBOW FITTINGS	35.97
					THERMAL IMAGING CAMERA	374.99
					COMMAND POSTER STRIPS	16.95
						<u>427.91</u>
04/09/2025	101	26276	00039	AQUA AEROBIC SYSTEMS INC	GEARBOX	2,426.82
04/09/2025	101	26277	01867	CHRISTIN BAKER	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
04/09/2025	101	26278	00072	BLOCK ELECTRIC	MISSION WELL SITE-WATERPROOF SPLICE	683.00
					INSTALLATION OF POWER & DATA RACEWAYS/CA	821.49
					INSTALLATION OF POWER & DATA RACEWAYS/CA	1,156.98
					INSTALLATION OF POWER & DATA RACEWAYS/CA	1,118.13
						<u>3,779.60</u>
04/09/2025	101	26279	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-FEB 2025	1,910.10
04/09/2025	101	26280	00095	C AND C ENTERPRISES INC	WORK UNIFORMS-BEBOW	247.25
					CLOTHING ALLOWANCE-RENTAL INSPECTOR	100.00
						<u>347.25</u>
04/09/2025	101	26281	01309	CGS, INC	OSHA COMPLIANCE TRAINING	1,213.50
04/09/2025	101	26282	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING WWTP-Q1 2025	3,574.71
					UTILITY BILLING PARK CONCESSION-Q1 2025	008487.57
					UTILITY BILLING TWP HALL-Q1 2025	193.96

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						4,256.24
04/09/2025	101	26283	02035	WENDY CHATMAN	JAMESON HALL RENTAL REFUND-CANCELLED JAMESON HALL SECURITY DEPOSIT REFUND	150.00 250.00
						400.00
04/09/2025	101	26284	01626	DANNY COFFELL	MILEAGE TO/FROM HOME/JAMESON HALL	15.96
04/09/2025	101	26285	01242	CULLIGAN WATER	WATER FOR WATER COOLER-WTR/SWR	16.00
04/09/2025	101	26286	00195	EJ USA, INC	LEAD REPAIR HEADS & HEX NUTS	1,309.84
04/09/2025	101	26287	00201	ELHORN ENGINEERING COMPANY	EL-CHLORINE/LIQUIFIED AQUADENE	5,054.00
04/09/2025	101	26288	00257	GOURDIE FRASER INC	UPGRADES & INVESTIGATION-SANITARY SEWER ENGINEERING CONSULTANT SERVICES GENERAL ENGINEERING SERVICE BPZEED240002	2,231.33 375.00 1,477.50
						4,083.83
04/09/2025	101	26289	00261	GRAINGER	GASKETS FIRE HOSE ADAPTER & HYDRANT PLUG THERMOSTAT & FITTINGS	35.40 161.87 261.72
						458.99
04/09/2025	101	26290	01746	TERA GREEN	MILEAGE TO/FROM TWP HALL/BANKING	88.20
04/09/2025	101	26291	00359	KERR PUMP & SUPPLY	SERVICE TO INSTALL HYDROMATIC PUMP-LIFT	3,472.80
04/09/2025	101	26292	02034	WILLIAM & LOUISE MCCrackEN	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
04/09/2025	101	26293	01698	MICHIGAN DOWNTOWN ASSOCIATION	SUMMER WORKSHOP 25-NANNEY	150.00
04/09/2025	101	26294	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT-3/25-4/24	700.00
04/09/2025	101	26295	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	SCHEDULE 80 PIPE	151.20
04/09/2025	101	26296	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FILTER OIL/SHOP SUPPLIES/MOTOR OIL/LUBE	232.15
04/09/2025	101	26297	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES WWTP-MAR 2025 JANITORIAL SERVICES WTR PLANT-MAR 2025 JANITORIAL SERVICES TWP HALL-MAR 2025	316.29 316.29 527.14
						1,159.72
04/09/2025	101	26298	00570	RS TECHNICAL SERVICES, INC.	METERING PUMP FLEXFLO METERING PUMP	1,739.63 6,443.32
						8,182.95
04/09/2025	101	26299	01979	SMART BUSINESS SOURCE	TONER & PAPER	520.93
04/09/2025	101	26300	00609	STANDARD ELECTRIC COMPANY	STATION #18 MAINTENANCE STATION #18 MAINTENANCE	157.04 267.24
						424.28
04/09/2025	101	26301	00629	STU'S ELECTRIC MOTOR	BALL BEARING & SHOP SUPPLIES	620.00
04/09/2025	101	26302	01654	TRACE ANALYTICAL LABORATORIES INC	MONTHLY SELENIUM SAMPLE	29.00
04/09/2025	101	26303	00668	UNITED PARCEL SERVICE	WATER SAMPLE TESTING SHIPPING-WWTP	78.20
04/09/2025	101	26304	01314	VERIZON WIRELESS	CELL PHONES 2/26/25-3/15/25	901.67
04/09/2025	101	26305	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE SHOP-APR 2025 DUMPSTER SERVICE MCDONALD PARK-APR 2025 DUMPSTER SERVICE WTR PLANT-APR 2025 DUMPSTER SERVICE JAMESON HALL-MAR 2025 DUMPSTER SERVICE TWP HALL-APR 2025 DUMPSTER SERVICE WWTP-APR 2025	53.44 161.92 94.54 129.30 74.53 009286.43

04/03/2025 09:03 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 03/27/2025 - 04/09/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						800.16
04/09/2025	101	26306	01236	WEB ASCENDER	WEB HOSTING 2ND Q 2025	90.00
101 TOTALS:						
Total of 38 Checks:						54,080.51
Less 1 Void Checks:						0.00
Total of 37 Disbursements:						54,080.51

Charter Township of Union Payroll
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Check Date: 03/27/2025
Pay Period End Date:03/22/2025

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	50,189.44
Fire Fund		
EDDA		
WDDA		
Sewer Fund		41,704.50
Water Fund		37,005.16
Total To Transfer from Pooled Savings	\$	128,899.10

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	86,772.89
Employer Share Medicare		1,196.68
Employer Share SS		5,116.96
SUI		14.48
Pension-Employer Portion		7,523.09
Workers' Comp		465.50
Dental		1,430.67
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	\$	128,899.10

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: MARCH, 2025

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3/19	COG @ Denver Twp.	✓		50
3/25	Isabella County Commission Comm of 12th	✓		50
3/25	Two Percent Roundtable Discussion		✓	75

Signature: Tim Lannen **Date:** 3/26/2025

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.

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

(See Governance Policy 3.10 for additional details)

BOARD MEMBER:

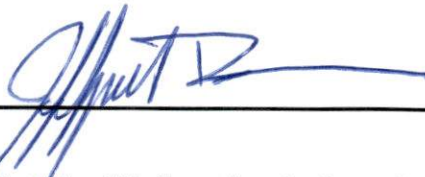
JEFF BROWN

MONTH, YEAR:

JAN, FEB, MAR 2025

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1/27/25	Mt. Pleasant City Commission Meeting	50. ⁰⁰		50. ⁰⁰
2/10/25	Mt. Pleasant City Commission Meeting		75. ⁰⁰	75. ⁰⁰
2/24/25	Mt. Pleasant City Commission Meeting	50. ⁰⁰		50. ⁰⁰
3/10/25	Mt. Pleasant City Commission Meeting	50. ⁰⁰		50. ⁰⁰
				Total \$225. ⁰⁰

Signature:



Date:

3-26-2025

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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, March 25, 2025



Alarm Date between 2025-03-16 and 2025-03-22

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000236						
		3/16/2025 9:06:46 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000238						
		3/17/2025 5:28:42 AM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000240						
		3/17/2025 1:03:42 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1
		3/17/2025 1:03:42 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1

							Total Responding 3
Union Township	0000241						
		3/17/2025 12:50:00 PM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						Total Responding 2	
	Total Runs						Total Responding 9
	4						

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, April 1, 2025



Alarm Date between 2025-03-23 and 2025-03-29

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000263						
		3/24/2025 8:42:34 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						Total Responding 2	
Union Township	0000264						
		3/25/2025 2:54:25 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000270						
		3/25/2025 6:46:33 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	

Union Township	0000271						
		3/25/2025 10:33:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000272						
		3/26/2025 6:38:28 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000275						
		3/28/2025 7:31:21 AM	412	Gas leak (natural gas or LPG)	ENG 33	2	1
						Total Responding 2	
Union Township	0000277						
		3/28/2025 6:55:00 PM	324	Motor vehicle accident with no injuries.	ENG 33	2	1

								Total Responding 2
	Total Runs 7							Total Responding 14

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

To: Board of Trustees	DATE: April 2, 2025
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 4/9/2025
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots.	

Current Action X Emergency _____

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

BACKGROUND INFORMATION

A private road is any road or street that is privately maintained and that has not been accepted for maintenance by a county or state road authority with jurisdiction. The Township’s current [Private Road Ord. No. 24-01](#) was adopted by the Board of Trustees on 6/26/2024. This ordinance includes updated design standards for smaller private roads serving up to eight (8) lots, while requiring larger private roads to conform to county Road Commission standards for local residential streets.

The separate set of standards for smaller private roads were intended to reduce the scope of design and construction costs where possible, while continuing to ensure safe and unobstructed access to lots for health, safety, and welfare purposes. In general, the adopted standards for roadway width and paving are reduced from what the county Road Commission requires for an equivalent local street. However, during a recent pre-application meeting on March 13, 2025 with a prospective landowner and their project engineer for a potential private road development project that would serve fewer than eight (8) lots, it was noted that the turnaround area element of the currently adopted standards for smaller private roads is unintentionally more restrictive than the county Road Commission’s equivalent standards.

The county Road Commission’s standards for local residential streets provide two (2) options for a road turnaround area: A round cul-de-sac design or a “T” turnaround design. There is also a third turnaround design option potentially available, based on adopted provisions of the International Fire Code that also allow for a “Y” turnaround area to satisfy requirements for safely maneuvering large fire trucks and other emergency vehicles. In contrast, the Township’s Private Road Ordinance No. 24-01 only lists a cul-de-sac design option for smaller private roads.

Township staff reviewed the additional turnaround design options and determined that the T-turnaround and Y-turnaround options can be safe and suitable alternatives to a cul-de-sac design in proposed Private Road Permit plans for a new private road serving up to eight (8) lots, based on the specific site and development conditions and subject to review and acceptance by the Fire Department and Planning Commission.

With that in mind, an amendment to the [adopted Private Road Ordinance No. 24-01](#) has been prepared by staff to insert these additional design options into Section 14 (Private Road Standards and Specifications) of Ord. No. 24-01. To further illustrate each design option, three (3) new graphics are also proposed to be added to this ordinance. These graphics are adapted directly from the equivalent standards of the county Road Commission and International Fire Code.

SCOPE OF SERVICES

Introduction and First Reading of the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots.

JUSTIFICATIONS

Adoption of the proposed amendatory ordinance would make it easier to develop a smaller private road serving a limited number of lots, especially in cases where topographic or other site conditions may limit availability of sufficient space to construct a full cul-de-sac design.

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**
- 4. Natural environment**
- 5. Commerce**

Adoption of the proposed amendatory ordinance would help facilitate the effective use of resources (1.0). The expansion of turnaround area design options for smaller private roads will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2) while continuing to provide safe and accessible routes on approved private roads for pedestrians, bicyclist, and motorized vehicles (1.3.1). The amendment may also help protect the natural resources of the Township (1.4) by modestly reducing the land area required for development in cases where a T- or Y-turnaround can be used instead of the larger cul-de-sac design. The proposed expansion of turnaround area design options is also consistent with the Township’s commerce – friendly economic development policies (1.5).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the amendatory ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

Introduce and conduct a First Reading of the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

ORDINANCE NO. _____

An ordinance adopted under the provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL 42.34) to amend Section 14.0 (Private Road Standards and Specifications) of the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots, to add three (3) new illustrations, and for other purposes.

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

PART ONE – Title.

This Ordinance shall be known and may be referred to as “Ordinance Number _____ Amending the Charter Township of Union Private Road Ordinance No. 24-01.”

PART TWO – Delete and replace the table in subsection “1.” of Section 14.0 (Private Road Standards and Specifications).

The table in subsection “1.” of Section 14.0 (Private Road Standards and Specifications) is hereby deleted and replaced to revise the minimum turnaround area and terminus specifications for private roads serving up to eight (8) lots, as follows:

Section 14.0 Private Road Standards and Specifications.

The following standards and specifications shall apply to private roads in the Township:

1. Minimum specifications by type of private road.

Specifications	Minimum Specifications for Private Roads	
	Serving up to Eight (8) Lots	Serving Nine (9) or More Lots
Minimum road right-of-way width	66.0 feet	The private road shall fully conform to the Isabella County Road Commission’s residential road standards
Minimum sub-base	6.0 inches in depth of compacted sand spread to a sufficient width to extend to the front slope of the roadside ditch	
Minimum base for gravel surface	Crushed limestone or processed road gravel (MDOT 22A or 21AA or equal as accepted by the Township Engineer):	
	6.0 inches in depth in two (2) equal courses, each compacted to 24.0 feet wide	
Minimum base for paved surface	Same materials as for a gravel surface: 8.0 inches in depth in two (2) equal courses, each compacted to 24.0 feet wide	

Specifications	Minimum Specifications for Private Roads	
	Serving up to Eight (8) Lots	Serving Nine (9) or More Lots
Roadway pavement	Not required. If proposed, then 3.0 inches in depth in two (2) equal lifts of bituminous aggregate MDOT 1100 or E mixes-20AA at least 20.0 feet wide	
Minimum turnaround area and the terminus of the private road	75.0-foot radius right-of-way with a 55.0-foot outside radius roadway surface <u>Cul-de-sac, T-turnaround, or Y-turnaround allowed per the design standards of this Section and as illustrated in subsection 14.4 below.</u>	
Roadside ditches:	Ditches shall be of width, depth, and grades to provide for adequate and positive drainage, subject to the following standards:	
Minimum grade	0.5%	
0.5% to 4.0% grade	sod or otherwise stabilize	
4.1% and steeper grade	rip-rap	
Front and back slopes	1 on 4 or flatter	
Roadway Grade	Minimum	0.5%
	Maximum	6.0%
Minimum Roadway curves	Horizontal	230.0-foot centerline radius
	Vertical	100.0foot long for changes in gradient of 2% or more

The private road shall fully conform to the Isabella County Road Commission's residential road standards

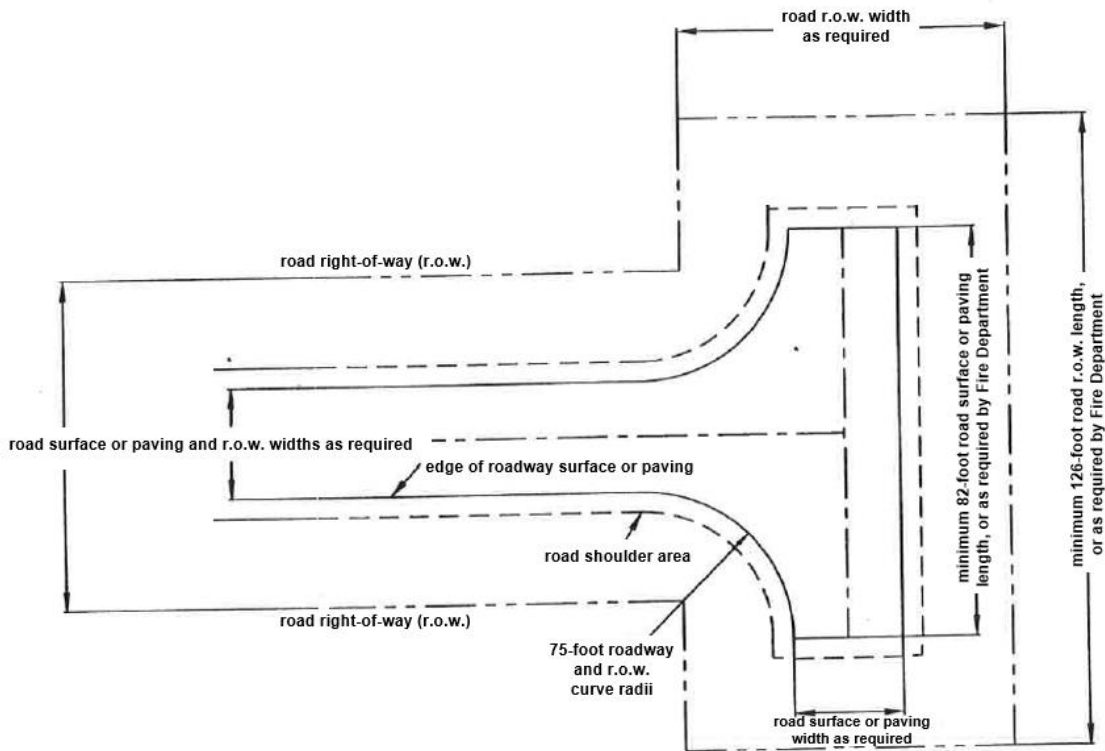
PART THREE – Insert a new subsection “4.” into Section 14.0 (Private Road Standards and Specifications).

A new subsection “4.” is hereby inserted into Section 14.0 (Private Road Standards and Specifications) to add three (3) new graphics to illustrate the design standards for cul-de-sac, T-turnaround, and Y-turnaround options for private roads serving up to eight (8) lots, as follows:

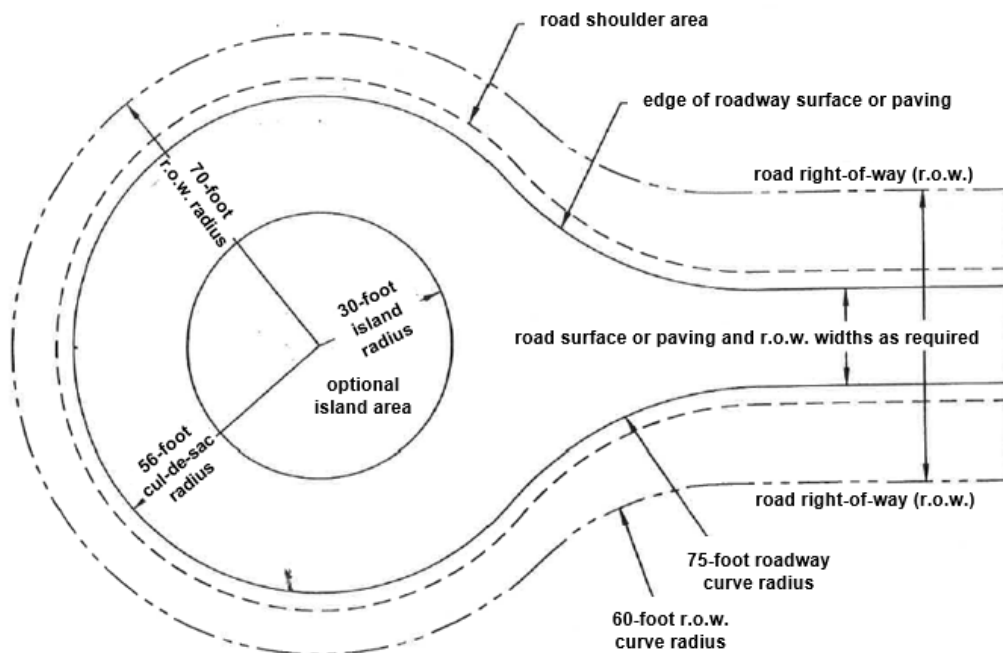
Section 14.0 Private Road Standards and Specifications.

The following standards and specifications shall apply to private roads in the Township:

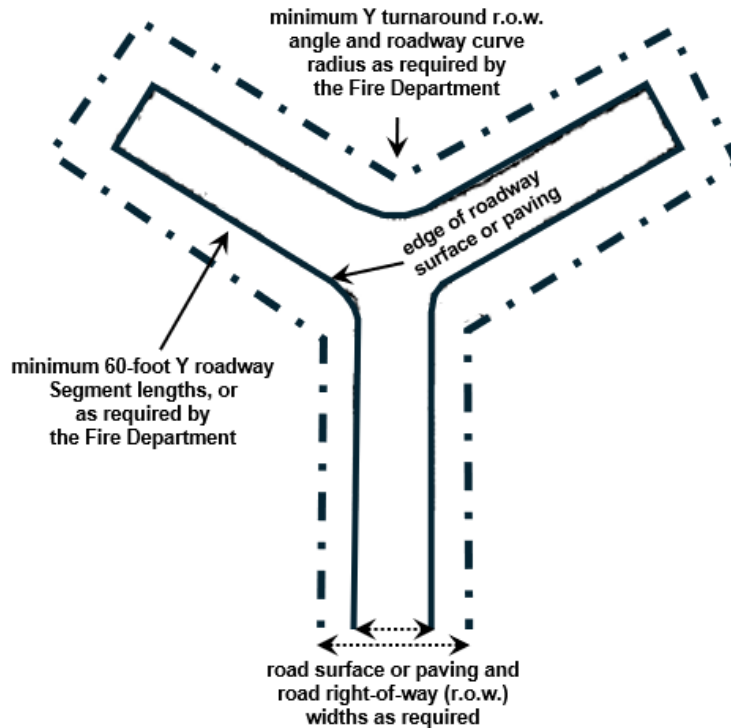
4. Additional specifications for private roads serving up to eight (8) lots. Minimum turnaround area and terminus for private roads serving up to eight (8) lots shall conform to one (1) of the following design options consistent with the purpose and intent of this ordinance and subject to acceptance of the design by the Fire Department and Planning Commission:



Small Private Road T-Turnaround Design Standard



Small Private Road Cul-de-Sac Design Standard



Small Private Road Y-Turnaround Design Standard

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 _____, 2025, after introduction and a first reading by the Board of Trustees on _____, 2025 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective immediately publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 3, 2025
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/09/2025
ACTION REQUESTED: Board of Trustees review of existing Policy Ends 1.0-1.5	

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

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

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

Attached is the existing Ends section of the policy and a template that may assist in the discussions regarding your Ends.

SCOPE OF SERVICES

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

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

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

RESOLUTION

Not applicable

Section I: ENDS

1.0 POLICY TITLE: *GLOBAL END*

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

The highest quality of life encompasses sustained or enhanced:

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

1.1 Residents engage in a vibrant community life.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.

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

1.1.1.2 Fair and nondiscriminatory code enforcement

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

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

1.1.2.1 Create more frequent opportunities for citizen/Board dialogue

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

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

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

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

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

1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle.

1.3.4 Code enforcement to original specifications for all properties

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

1.4.1 *A i r*, water and soil meet or exceed Michigan's quality standards.

1.4.2 People have optimum access to and enjoy a clean Chippewa River through

intergovernmental efforts.

1.4.3 N a t u r a l corridors optimized for enhanced commercial and residential districts.

1.4.4 Increase use of alternative forms of energy within Township facilities and operations.

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.

1.5.1 C o n t r o l l e d establishment of potentially undesirable businesses.

1.5.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits

1.5.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

Ends Template

Name: _____

Consider the following when developing Ends:

- Ends are written to communicate the community’s vision and values, as interpreted by the Board of Trustees, and to communicate same to the Administration.
- They should be achievable (not so broad or impossible as to be meaningless) yet ambitious (not so easy that they could be achieved quickly with little chance of failure).
- Strive for an economy of words and specificity; accurate & clear is more important than aesthetically pleasing.
- Avoid the temptation to include operational “means” when defining the organizational “Ends.” Think of the Ends as the “destination,” not “the car, or bicycle, or train.”
- Focus on identifying and clearly expressing the Board’s shared values.

With the above in mind, the form below may be worth completing prior to the discussion. The fields are set to “wrap text” so you should not have to worry about format.

Intended Affect or Desired Outcome to Be Produced	Intended Recipient(s) (Direct Beneficiary)	Priority (1=high; 4=low)	Notes