



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**March 13, 2024**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - a. 2023 Survey of Residents of Charter Township of Union: Report of Findings presentation by Dr. Mary Senter (presentation will begin approximately at 8:00 p.m.)

[Result of the 2023 Survey of Residents of Charter Township of Union](#)

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 28, 2024 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
11. NEW BUSINESS
  - A. Discussion/Action: (Nanney) Introduction and First Reading for the proposed New Private Road Ordinance Updates
  - B. Discussion/Action: (Stuhldreher) Policy Governance 2.2 Treatment of Staff

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

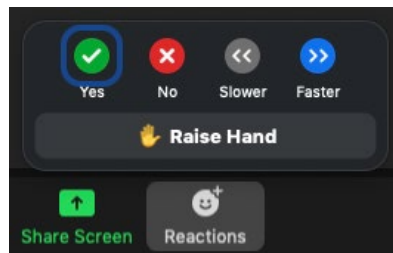
## Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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.

## **SUMMARY OF FINDINGS**

### **Survey of Residents of the Charter Township of Union, 2023**

This report summarizes the responses of 638 Union Township residents who are property owners to a print survey in Fall, 2023 and the 89 other residents who responded to an online survey during the same time period. The print survey sample has a response rate of 33 percent (and a margin of error of about plus or minus 4 percent), while the online survey sample is not a scientific sample. Key findings are found below.

- The demographics of the two samples differ markedly and in expected ways. The median age of print sample respondents is 64 years, with the median number of years living in the township being 21 years. Almost 60 percent of print respondents report living in a “subdivision/neighborhood,” and the median income of households is in the category \$75,000 up to \$100,000. The median age of online respondents is 36 years, with the median number of years living in the township being four years. Fifty-five percent report living in a “high density apartment or condo complex,” and the median income is in the category \$25,000 up to \$50,000.
- At least 50 percent of print sample residents give grades of “A” (excellent) or “B” (good) to customer services from Township Hall staff, curbside recycling, and police services provided to the Township by the Isabella County Sheriff’s department. For five questions, more than one half of the print sample reports having no opinion when it comes to the rental inspection process, the zoning and building permit application process, the responsiveness of Board of Trustees members to your concerns, customer service from parks and recreation staff, and fire services provided to the Township by the City of Mount Pleasant.
- Road improvement stands out as a high priority for the use of tax dollars, as it is the only initiative of the nine presented that receives a high priority endorsement by more than one half of the print sample. At least 45 percent of print respondents view recycling for apartment and electric vehicle recharging stations as low priority.
- Almost one half of print respondents want pandemic relief funds spent on Township infrastructure, with the remainder split between endorsing spending of these funds on recreation or general Township services.
- More than one half of the print sample definitely supports protecting the residential quality of existing neighborhoods and protecting existing farmland in the Township. About one half or more of these respondents is probably or definitely opposed to using farmland for large-scale solar energy production or to develop more multi-family housing in the Township.

- Less than one quarter of the print sample reports having a good deal of knowledge about accessing services in the Township, and almost three quarters has little to no knowledge about the Township Master Plan for land use.
- When asked how they would prefer to receive information about parks and recreation services and facilities in the Township, at least one third endorse a print or email Township newsletter, the Township website, or social media.
- Twenty-five percent of print respondents rate the quality of life in the Township as excellent with only 13 rating it as fair or poor. While 22 percent of respondents have no opinion about changes in the quality of life in the Township over the last 10 years, 35 percent of the print sample rate these changes as fair or poor.
- Almost three quarters of the print sample indicate that there are sufficient parks and green space areas near their residence. While about one third of print respondents report never visiting Township parks in the last year, 14 percent visit them at least a few times a month. When asked why they do not visit Township parks more, 44 percent indicate that they are too busy or not interested. About one in five print respondents indicate that their age or disability keeps them from visiting the parks more, and about one in four respondents indicate that the parks don't have the features/amenities they want or the equipment/facilities they need.
- Two thirds of print sample respondents who do visit Township parks were most likely to visit McDonald Park. Respondents who use Township parks rate them positively. Almost 80 percent give the overall condition of the parks a rating of 4 or 5 (of 5). Similar numbers give these high ratings when asked about their overall level of satisfaction with McDonald Park. About two thirds of respondents give such high ratings to Jameson Park.
- Print respondents were asked about the park they most frequently visited outside of the Township. More than one third of the 331 print respondents who answered the question mentioned Island Park either as a single entry or as one of many they visit. Two factors stand out as reasons for liking these parks—the trails (mentioned by 162 of those responding) and special features of the parks (mentioned by 99 of them).
- Respondents were asked about their preferences for additional recreation opportunities for different ages of people. Responses were diverse, with 41 percent indicating that teens need more opportunities and 38 percent reporting that seniors need more recreation options.
- The largest number of print respondents (43 percent) answered “no new park land is needed” when asked for their preferences about new public park land, with 30 percent indicating that they would like additional land along the Chippewa River.
- More than 40 percent of the print sample indicate that there should be a focus on maintaining existing park facilities when they were queried about their priorities for improvements or new recreational amenities in Township parks. Three improvements are endorsed by at least 20 percent of the print sample—expand the network of paved pathways, add

a lighted outdoor running/walking loop course in McDonald Park, and trailhead parking for pathway to Shepherd.

- More than 40 percent of print respondents expressed a preference for paved walking and biking paths when presented with a list of 22 new possible public facilities, amenities or services in the Township. Twenty percent of the print sample also endorsed unpaved hiking/cross-country ski trails and a nature preserve.
- Almost three quarters of print respondents indicated that no additional accommodations were needed to better serve those with disabilities.
- Respondents were asked two open-ended questions about issues in the Township—about the most important issue facing the Township and other comments. Many print respondents expressed concerns about the infrastructure—roads, sidewalks and bike paths, and the water and sewer system. Several respondents voiced concerns about aspects of the taxation system or the Township administration, while others focused on community issues (including issues related to safety). Several respondents also used these final spaces to voice their opinions about development and economic issues, with a few wanting to see more development and a few wanting the Township to maintain its current characteristics.
- For the most part, the opinions of the online sample dovetailed with those of the print sample.
- Some notable differences between the two samples (although no tests of statistical significance were performed) are that online survey respondents are more likely to say “don’t know” when asked about Township services; about 30 percent of them, however give D (fair) or E (poor) ratings to water and sewer services. They are also more likely to give high priority ratings to snow plowing of sidewalks and recycling for apartments and to definitely support developing more multi-family housing in the Township and the use of farmland for large-scale solar energy production. More than half of online respondents prefer receiving information about parks and recreation services and facilities through social media.
- More than one half of online respondents did not use Township parks in the last 12 months, with one third reporting that they do not know where the parks are located. Sixty percent who do use the parks report visiting Jameson Park. Online sample respondents are more likely than the print sample respondents to express support for small neighborhood parks and an additional park on the south side of the Township.

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
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	Ryan	Buckley	2/15/2025
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025

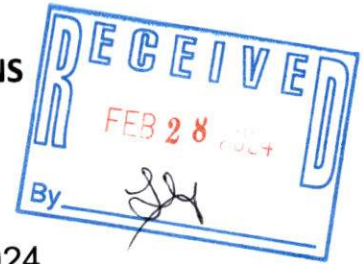


## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	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
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1-City of Mt. Pleasant	John	Zang	12/31/2023
2-City of Mt. Pleasant	Judith	Wagley	12/31/2025
1-Union Township	Stan	Shingles	12/31/2026
2-Union Township	Allison	Chiodini	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025



**APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION**



Name: Thomas C. Olver Date: 2/28/2024

Address: 1860 Chadwick Court

Phone (home) \_\_\_\_\_ (cell) 9892893909 (work) \_\_\_\_\_

Email: thomas.olver@gmail.com

Occupation: Nonprofit Executive

Please select the board you are applying for:

\_\_\_\_\_ Zoning Board of Appeals      Must be a Union Township Resident

\_\_\_\_\_ Board of Review      Must be a Union Township Resident

X \_\_\_\_\_ Planning Commission      Must be a Union Township Resident

\_\_\_\_\_ EDA      Must meet one of the following qualifications:

\_\_\_\_\_ Property owner in East or West DDA

X \_\_\_\_\_ Resident in Union Township

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

Please state reason for interest in above board:

Having been an Isabella County resident for the past 12 years, I would like to engage further in community service. My wife and I recently moved to Union Twp. from Lake Isabella, and are raising four boys here. I'd like to model civic responsibility through active engagement.

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

I studied Public Administration at CMU in the 1990s, and hold a Masters in Philanthropic Studies from Indiana University.

From 2012-2018, I led the local United Way here in Isabella County, and served from 2018-20:

Signature: Thomas C. Olver Date: 2/28/2024

**2024 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on February 28, 2024, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present:

Supervisor Mielke, Clerk Cody, Treasurer Rice, Trustee Bills, Trustee Smith and Trustee Thering

Excused: Trustee Brown

**Approval of Agenda**

**Bills** moved **Rice** supported to approve the agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Presentation**

**Public Comment**

Open: 7:02 p.m.

No comments were offered.

Closed: 7:02 p.m.

**Reports/Board Comments**

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

**B. February Monthly Activity Report**

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

**D. Board Member Reports**

Smith – gave an update on the February 26<sup>th</sup> Isabella County Board of Commissioners meeting.

Rice – gave an update on taxes.

Mielke – reminded the public of the March Board of Review dates and of the Q&A event on how to appeal your property assessment on February 29<sup>th</sup>.

Cody – gave an update on the February 27<sup>th</sup> Presidential Primary Election.

**Consent Agenda**

- A. Communications
- B. Minutes – January 24, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

**New Business**

**A. Discussion/Action: (Smith) Isabella County Road Commission Gravel Road Participation Agreement**

**Bills** moved **Smith** supported to approve four (4) Participation Contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of four (4) miles of gravel roads within the Township in the amount of \$73,312.68 and authorize the Township Manager to sign said contracts. **Vote: Ayes: 6. Nays: 0. Motion carried.**

**B. Discussion/Action: (Smith) Drinking Water State Revolving Fund (DWSRF) Grant Phase II Design, Permitting, Construction Oversight and Administration Contract with Gourdie Frasier**

**Smith** moved **Bills** supported to approve Phase II Design, Permitting, Construction Oversight and Administration Contract with Gourdie Frasier for the EGLE Drinking Water State Revolving Fund (DWSRF) Project Plan Capital Improvement Projects in the amount of \$1,409,700.00, approval of a budget amendment to the water fund in the same amount, and authorize the Township Manager to sign the contract. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

**\*7:36 p.m. Trustee Thering was excused from the meeting.**

**C. Discussion: (Board of Trustees) Discussion of Board Outside Liaison Assignments**

Discussion by the Board

**D. Discussion/Action: (Board of Trustees) Policy Governance 2.2 Treatment of Staff**

**Cody** moved **Rice** supported to table Policy Governance 2.2 Treatment of Staff until the March 13<sup>th</sup> meeting. **Vote: Ayes: 5. Nays: 0. Motion carried.**

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

Discussion by the Board

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

Open: 7:45 p.m.

No comments were offered.

Closed: 7:46 p.m.

**MANAGER COMMENTS**

- Reminded the public that the Township is hosting the Care Store Drive through Friday March 1st.

**FINAL BOARD MEMBER COMMENTS**

Rice – Pay your taxes.

Smith – Commented on the state proposed 3-part water affordability plan to aid low income water and sewer customers.

Bills – Congratulated Clerk Cody on another fabulous election.

Mielke – Commented on a recent request for Township funding for Fox Meadows road special assessment.

**ADJOURNMENT**

**Rice** moved **Smith** supported to adjourn the meeting at 7:55 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						
03/06/2024	101	674 (E)	00146	CONSUMERS ENERGY	2010 S LINCOLN RD L4 LIGHT	65.80
					4520 E RIVER RD MT PLEASANT	347.80
					2424 W MAY ST MOUNT PLEASANT MI 48858	631.42
					800 CRAIG HILL RD MOUNT PLEASANT 48858-9	56.77
					2010 S LINCOLN RD MOUNT PLEASANT 48858-9	1,129.83
					2180 S LINCOLN RD MT PLEASANT 48858-0000	30.50
					1876 E PICKARD RD MT PLEASANT MI 48858-	201.97
					1776 E PICKARD RD MOUNT PLEASANT MI 4885	50.50
					2188 E PICKARD RD MOUNT PLEASANT 48858-0	108.72
					4797 S MISSION ST BARN MOUNT PLEASANT 48	625.02
					4795 S MISSION ST MOUNT PLEASANT MI 4885	2,769.36
					2279 S MERIDIAN RD MOUNT PLEASANT 48858-	1,339.45
					1633 S LINCOLN RD MOUNT PLEASANT MI 4885	346.67
					1605 SCULLY RD MOUNT PLEASANT MI 48858-0	80.27
					1046 S MISSION ST MOUNT PLEASANT MI 4885	147.70
					4244 E BLUE GRASS RD MOUNT PLEASANT MI 4	202.39
					5319 E AIRPORT RD MOUNT PLEASANT 48858-0	91.87
					5537 E BROADWAY RD MOUNT PLEASANT MI 488	341.99
					1933 S ISABELLA RD MOUNT PLEASANT MI 488	929.41
					1660 BELMONT DR MOUNT PLEASANT MI 48858-	210.64
					5142 BUDD ST MOUNT PLEASANT MI 48858-00	239.49
					5144 BUDD ST MOUNT PLEASANT MI 48858-000	29.24
					5525 E REMUS RD MOUNT PLEASANT MI 48858-	85.64
					3998 E DEERFIELD RD MOUNT PLEASANT MI 48	167.55
					3248 S CONCOURSE DR MOUNT PLEASANT MI 48	301.33
					5369 S CRAWFORD RD MOUNT PLEASANT MI 488	97.25
					2495 E DEERFIELD RD MOUNT PLEASANT MI 48	357.41
					5240 E BROOMFIELD RD MOUNT PLEASANT MI 4	1,369.99
					900 MULBERRY LN MOUNT PLEASANT MI 48858-	75.44
					4822 ENCORE BLVD MOUNT PLEASANT MI	124.17
					5228 S ISABELLA RD MOUNT PLEASANT MI 488	7,431.33
					5076 S MISSION RD MOUNT PLEASANT MI 4885	1,530.73
					2270 NORTHWAY DR MOUNT PLEASANT MI 48858	34.91
					STREET LIGHTS MOUNT PLEASANT MI 48858-0	1,685.68
					48858 LED LIGHT RD MOUNT PLEASANT MI 488	365.13
						<u>23,603.37</u>
03/06/2024	101	675 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
03/06/2024	101	676 (E)	00146	VOID		
					Void Reason: Created From Check Run Process	
03/07/2024	101	677 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-1ST Q 2024	454.38
03/08/2024	101	678 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD	172.05
					FINANCE CHG (SHERRIE HAD COVID)	68.39
					MASTERCARD BEBOW	942.11
					MASTERCARD WALDRON	489.09
					MASTERCARD DEARING	1,138.34
					MASTERCARD MCBRIDE	4,460.02
					MASTERCARD GALLINAT	4.20
					MASTERCARD ROCKAFELLOW	193.56
					MASTERCARD FUSSMAN	177.62
					MASTERCARD STUHLBREHER	63.96
					MASTERCARD HOHLBIEN	52.32
					MASTERCARD OCKERT	012598.01

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD THEISEN	629.45
					MASTERCARD SOMMER	61.72
					MASTERCARD TEALL	150.52
					MASTERCARD COFFELL	30.00
					MASTERCARD SMITH	398.00
					MASTERCARD PETERS	210.85
					MASTERCARD NANNEY	(23.02)
						<u>9,817.19</u>
03/08/2024	101	679 (E)	01105	VOID		V
				VOID Reason: Created From Check Run Process		
03/13/2024	101	25255	00020	JAMES ALWOOD	WELL SITE LEASE-FEB 2024	343.76 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25256	01703	AMAZON CAPITAL SERVICES	BATTERY BACK UP-HEADWORKS BLDG	150.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25257	01679	LISA MARIE AUKER	ELECTION TRAINING 1-11	48.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25258	01678	MARY R. BENTLEY	ELECTION TRAINING/WORK 2-27	290.50 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25259	01932	JENNIFER MAY BOYCE	ELECTION TRAINING/WORK 2-27	546.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25260	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-JAMESTOWN APTS-JAN 2024	409.50 V
				VOID Reason: Voided Check Range	VOID Utility	
					MTT-SZ MOUNT PLEASANT APTS-JAN 2024	565.50 V
				VOID Reason: Voided Check Range	VOID Utility	
					GENERAL LEGAL FEES-JAN 2024	1,125.00 V
				VOID Reason: Voided Check Range	VOID Utility	
						<u>2,100.00</u>
03/13/2024	101	25261	01240	BRAUN KENDRICK FINKBEINER PLC	LABOR LEGAL FEES-JAN 2024	39.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25262	01802	MARK BRISTLEY	ELECTION TRAINING/WORK 2-27	340.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25263	01407	VICTORIA BUSHONG	ELECTION TRAINING/WORK 2-27	332.00 V
				VOID Reason: Voided Check Range	VOID Utility	
03/13/2024	101	25264	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES-WWTP	200.35 V
				VOID Reason: Voided Check Range	VOID Utility	
					SAFETY GLASSES/EAR PLUGS	76.95 V
				VOID Reason: Voided Check Range	VOID Utility	
						<u>277.30</u>
03/13/2024	101	25265	01908	CDW-GOVERNMENT	LG PRINTERS FOR TOWNSHIP HALL	19,223.00 V
				VOID Reason: Voided Check Range	VOID Utility	
					LG PRINTERS FOR TOWNSHIP HALL	480.00 V
				VOID Reason: Voided Check Range	VOID Utility	
					LG PRINTERS FOR TOWNSHIP HALL	900.00 V
				VOID Reason: Voided Check Range	VOID Utility	
					PRINTERS FOR FINANCE/ELECTIONS	1,798.00 V
				VOID Reason: Voided Check Range	VOID Utility	
					PRINTER FOR WWTP	01,304.00 V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: Voided Check Range	Void Utility	
					PRINTER FOR WWTP	3,549.00 V
				Void Reason: Voided Check Range	Void Utility	
					PRINTER FOR WWTP	450.00 V
				Void Reason: Voided Check Range	Void Utility	
					PRINTER FOR WATER TREATMENT PLANT	450.00 V
				Void Reason: Voided Check Range	Void Utility	
					PRINTER FOR WTR TREATMENT PLANT	3,549.00 V
				Void Reason: Voided Check Range	Void Utility	
					PRINTER FOR WTR TREATMENT PLANT	1,040.00 V
				Void Reason: Voided Check Range	Void Utility	
						32,479.00
03/13/2024	101	25266	00129	CMS INTERNET, LLC	DESKTOP SCANNER FOR ZONING ADMIN	499.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25267	01692	JOSEPH DIETSCH	ELECTION TRAINING/WORK 2-27	504.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25268	00209	ETNA SUPPLY COMPANY	COMMERCIAL FIRELINE WATER METER	465.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25269	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-NOV 2023	40.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25270	00249	GILL-ROY'S HARDWARE	BUNGEE CORD FOR RENTAL INSP TRUCK/LADDER	2.99 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25271	01776	DIANE GOLDING	TRAINING/ELECTION WORK 2-27	336.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25272	01775	GARY GOLDING	TRAINING/ELECTION WORK 2-27	294.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25273	00261	GRAINGER	MINI BLINDS FOR WWTP	159.38 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25274	01746	TERA GREEN	MILEAGE/BANK RUNS-FEB 2024	43.42 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25275	00281	MARGIE HENRY	ELECTION WORK 2-27	161.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25276	01590	JANICE HOWDYSHELL	ELECTION WORK 2-27	176.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25277	00328	ISABELLA COUNTY DRAIN COMMISSION	TWP DRAINS AT LARGE	59,537.60 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25278	00337	ISABELLA COUNTY TREASURER	2010 WATER BOND PAYMENT	19,752.50 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25279	01821	JACK DOHENY COMPANY	CAMERA NOZZLE FOR VAC TRUCK	10,655.75 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25280	01300	LINDSAY SOFT WATER	WTR SOFTENER SALT FOR TWP HALL	13.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25281	01698	MICHIGAN DOWNTOWN ASSOCIATION	DOWNTOWN ADVOCACY DAY-NANNEY	60.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25282	01631	NOLAN OCKERT	MILEAGE-EMERGENCY MISS DIG	24.92 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25283	01713	NANCI OSBORN	ELECTION WORK 2-27	227.50 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25284	00131	PERCEPTIVE CONTROLS, INC	SUPPORT RESETTING TIME ON EPIC CONTROLLE	148.00 V
				Void Reason: Voided Check Range	Void Utility	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/13/2024	101	25285	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE WTR PLANT-FEB 2024	316.29 V
				Void Reason: Voided Check Range	Void Utility	
					JANITORAL SERVICES WWTP-FEB 2024	316.29 V
				Void Reason: Voided Check Range	Void Utility	
					JANITORIAL SERVICE@TWP HALL-FEB 2024	527.14 V
				Void Reason: Voided Check Range	Void Utility	
						<u>1,159.72</u>
03/13/2024	101	25286	00570	RS TECHNICAL SERVICES, INC.	VALVES, MISC PARTS	2,227.57 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25287	01090	SIMPLY ENGRAVING	NAME PLATE FOR ASSESSOR	7.75 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25288	00668	UNITED PARCEL SERVICE	UPS NEXT DAY AIR FOR WTR PLANT	13.14 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25289	01336	CYNTHIA M VELDT-DIETSCH	ELECTION TRAINING/WORK 2-27	800.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25290	01314	VERIZON WIRELESS	CELL PHONES 1/16/24-2/15/24	644.01 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25291	01257	JOSH WALDRON	CLOTHING REIMBURSEMENT	100.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25292	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR PLANT-MAR 2024	50.21 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE SHOP-MAR 2024	49.71 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE WWTP-MAR 2024	267.81 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE MCDONALD PARK-MAR 2024	150.61 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE TWP HALL-MAR 2024	138.53 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE JAMESON HALL-MAR 2024	123.72 V
				Void Reason: Voided Check Range	Void Utility	
						<u>780.59</u>
03/13/2024	101	25293	01372	JOSEPH W YODER	ELECTION TRAINING 1/11 WRK 2/27	224.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25294	01159	SUSAN K YODER	ELECTION TRAINING 1/11, WORK 2/27/24	224.00 V
				Void Reason: Voided Check Range	Void Utility	
03/13/2024	101	25295	00020	JAMES ALWOOD	WELL SITE LEASE-FEB 2024	343.76
03/13/2024	101	25296	01703	AMAZON CAPITAL SERVICES	BATTERY BACK UP-HEADWORKS BLDG	150.00
03/13/2024	101	25297	01679	LISA MARIE AUKER	ELECTION TRAINING 1-11	48.00
03/13/2024	101	25298	01678	MARY R. BENTLEY	ELECTION TRAINING/WORK 2-27	290.50
03/13/2024	101	25299	01932	JENNIFER MAY BOYCE	ELECTION TRAINING/WORK 2-27	546.00
03/13/2024	101	25300	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-JAMESTOWN APTS-JAN 2024	409.50
					MTT-SZ MOUNT PLEASANT APTS-JAN 2024	565.50
					GENERAL LEGAL FEES-JAN 2024	1,125.00
						<u>2,100.00</u>
03/13/2024	101	25301	01240	BRAUN KENDRICK FINKBEINER PLC	LABOR LEGAL FEES-JAN 2024	39.00
03/13/2024	101	25302	01802	MARK BRISTLEY	ELECTION TRAINING/WORK 2-27	340.00
03/13/2024	101	25303	01407	VICTORIA BUSHONG	ELECTION TRAINING/WORK 2-27	332.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/13/2024	101	25304	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES-WWTP SAFETY GLASSES/EAR PLUGS	200.35 76.95 <hr/> 277.30
03/13/2024	101	25305	01908	CDW-GOVERNMENT	LG PRINTERS FOR TOWNSHIP HALL LG PRINTERS FOR TOWNSHIP HALL LG PRINTERS FOR TOWNSHIP HALL PRINTERS FOR FINANCE/ELECTIONS PRINTER FOR WWTP PRINTER FOR WWTP PRINTER FOR WWTP PRINTER FOR WATER TREATMENT PLANT PRINTER FOR WTR TREATMENT PLANT PRINTER FOR WTR TREATMENT PLANT	19,223.00 480.00 900.00 1,798.00 1,040.00 3,549.00 450.00 450.00 3,549.00 1,040.00 <hr/> 32,479.00
03/13/2024	101	25306	00129	CMS INTERNET, LLC	DESKTOP SCANNER FOR ZONING ADMIN	499.00
03/13/2024	101	25307	01692	JOSEPH DIETSCH	ELECTION TRAINING/WORK 2-27	504.00
03/13/2024	101	25308	00209	ETNA SUPPLY COMPANY	COMMERCIAL FIRELINE WATER METER	465.00
03/13/2024	101	25309	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-NOV 2023	40.00
03/13/2024	101	25310	00249	GILL-ROY'S HARDWARE	BUNGEE CORD FOR RENTAL INSP TRUCK/LADDER	2.99
03/13/2024	101	25311	01776	DIANE GOLDING	TRAINING/ELECTION WORK 2-27	336.00
03/13/2024	101	25312	01775	GARY GOLDING	TRAINING/ELECTION WORK 2-27	294.00
03/13/2024	101	25313	00261	GRAINGER	MINI BLINDS FOR WWTP	159.38
03/13/2024	101	25314	01746	TERA GREEN	MILEAGE/BANK RUNS-FEB 2024	43.42
03/13/2024	101	25315	00281	MARGIE HENRY	ELECTION WORK 2-27	161.00
03/13/2024	101	25316	01590	JANICE HOWDYSHELL	ELECTION WORK 2-27	176.00
03/13/2024	101	25317	00328	ISABELLA COUNTY DRAIN COMMISSION	TWP DRAINS AT LARGE	59,537.60
03/13/2024	101	25318	00337	ISABELLA COUNTY TREASURER	2010 WATER BOND PAYMENT	19,752.50
03/13/2024	101	25319	01821	JACK DOHENY COMPANY	CAMERA NOZZLE FOR VAC TRUCK	10,655.75
03/13/2024	101	25320	01300	LINDSAY SOFT WATER	WTR SOFTENER SALT FOR TWP HALL	13.00
03/13/2024	101	25321	01698	MICHIGAN DOWNTOWN ASSOCIATION	DOWNTOWN ADVOCACY DAY-NANNEY	60.00
03/13/2024	101	25322	01631	NOLAN OCKERT	MILEAGE-EMERGENCY MISS DIG	24.92
03/13/2024	101	25323	01713	NANCI OSBORN	ELECTION WORK 2-27	227.50
03/13/2024	101	25324	00131	PERCEPTIVE CONTROLS, INC	SUPPORT RESETTING TIME ON EPIC CONTROLLE	148.00
03/13/2024	101	25325	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE WTR PLANT-FEB 2024 JANITORAL SERVICES WWTP-FEB 2024 JANITORIAL SERVICE@TWP HALL-FEB 2024	316.29 316.29 527.14 <hr/> 1,159.72
03/13/2024	101	25326	00570	RS TECHNICAL SERVICES, INC.	VALVES, MISC PARTS	2,227.57
03/13/2024	101	25327	01090	SIMPLY ENGRAVING	NAME PLATE FOR ASSESSOR	7.75
03/13/2024	101	25328	00668	UNITED PARCEL SERVICE	UPS NEXT DAY AIR FOR WTR PLANT	13.14
03/13/2024	101	25329	01336	CYNTHIA M VELDT-DIETSCH	ELECTION TRAINING/WORK 2-27	800.00
03/13/2024	101	25330	01314	VERIZON WIRELESS	CELL PHONES 1/16/24-2/15/24	644.01
03/13/2024	101	25331	01257	JOSH WALDRON	CLOTHING REIMBURSEMENT	100.00
03/13/2024	101	25332	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR PLANT-MAR 2024 DUMPSTER SERVICE SHOP-MAR 2024 DUMPSTER SERVICE WWTP-MAR 2024 DUMPSTER SERVICE MCDONALD PARK-MAR 2024 DUMPSTER SERVICE TWP HALL-MAR 2024 DUMPSTER SERVICE JAMESON HALL-MAR 2024	50.21 49.71 267.81 150.61 138.53 123.72 <hr/> 780.59
03/13/2024	101	25333	01372	JOSEPH W YODER	ELECTION TRAINING 1/11 WRK 2/27	224.00
03/13/2024	101	25334	01159	SUSAN K YODER	ELECTION TRAINING 1/11, WORK 2/27/24	224.00



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
101 TOTALS:						
Total of 86 Checks:						306,327.74
Less 43 Void Checks:						136,226.40
Total of 43 Disbursements:						<u>170,101.34</u>

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

**CHECK DATE: February 29, 2024**  
**Pay Period End Date: February 24, 2024**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	30,867.30
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		28,529.33
Water Fund		22,276.21
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>81,672.84</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$	69,882.75
Employer Share Medicare		1,004.24
Employer Share SS		4,293.98
SUI		60.37
Pension-Employer Portion		6,074.51
Workers' Comp		356.99
Life/LTD		-
Dental		-
Health Care		-
Vision		-
Vision Contribution		-
Health Care Contribution		-
Flex Administrators		-
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>81,672.84</b>



# Union Township Report

Date: Tuesday, March 5, 2024



Alarm Date between 2024-02-25 and 2024-03-02

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000127</b>						
		2/25/2024 5:57:59 PM	324	Motor vehicle accident with no injuries.	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000129</b>						
		2/25/2024 11:10:00 PM	744	Detector activation, no fire - unintentional	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000134</b>						
		2/29/2024 9:21:00 AM	444	Power line down	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000136</b>						
		3/1/2024 12:48:45 AM	113	Cooking fire, confined to container	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000137</b>						
		3/1/2024 4:35:02 PM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b>						
	<b>5</b>					<b>Total Responding 12</b>	

**Note: Alarms**

**1=Duty Crew**

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

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

**4=Paged All**



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> March 4, 2024
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 3/10/2024
<b>ACTION REQUESTED:</b> To introduce and conduct a First Reading for the proposed new Private Road Ordinance.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

### BACKGROUND INFORMATION

The Township’s current Private Road Ordinance was adopted by the Board of Trustees on December 18, 2000 as Ordinance No. 2000-09. This ordinance was intended to establish basic standards for construction of new private roads. There are a limited number of existing private roads in the Township, some of which have been developed or extended since this ordinance came into effect. Examples include an extension of Leroy Lane (west of S. Lincoln Rd. near the Chippewa River), Windstone Drive (north of E. River Rd. east of Bamber Rd.), and Jen’s Way/Lexi Ln./Paige Dr. (all part of the West Wood business development where McGuirk Sand & Gravel, Inc. and the Summit Smokehouse and Tap Room are located).

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. As defined in the proposed ordinance, “shared driveways” serving two (2) or more lots or dwellings would be considered to be a private road subject to this ordinance. This is a change from Ord. 2000-09, which exempted “private driveways designed to serve one or two lots.” The reason for the change is to eliminate a regulatory conflict with the Township’s Zoning Ordinance, which prohibits the development or use of new shared driveways for vehicle access to single-family dwellings.

The current Ordinance No. 2000-09 was intended to establish basic standards for construction of new private roads, but has some significant limitations that have effected administration and enforcement. For example, Ord. No. 2000-09 does not include any provision for alterations to or maintenance of existing roads, or for connectivity between adjacent parcels. The current ordinance also does not establish a clear application and approval process for new or altered private roads, and does not identify what administrative official or body would be responsible for enforcement of the ordinance. Finally, the ordinance also does not address how private road names are determined, provide for any approval process for naming or renaming a private road, or require any continuity between new road names and the arrangement and naming pattern for existing roads.

The proposed Ordinance would establish a Private Road Permit approval process for new roads or alterations to existing roads similar to the final site plan review process in the Zoning Ordinance. The proposed ordinance also includes updated 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 streets. The proposed ordinance also includes basic requirements for maintenance of all private roads and shared driveways (see Section 4.0) that are intended to ensure that emergency vehicles can safely access any private road.

The updated administrative and enforcement provisions of the proposed ordinance are consistent with similar provisions in other Township ordinances adopted in recent years, and include standards for performance guarantees, inspections, and penalties for violations. Also included in the proposed ordinance are standards and an approval process for road names, along with provisions for renaming or addressing of an existing private road under specific conditions (see Section 5.0).

An initial draft of the ordinance was reviewed by the Township Attorney, and all recommended changes have been incorporated into the proposed ordinance document for Board of Trustees review and action.

### **SCOPE OF SERVICES**

Introduction and First Reading of the proposed new Private Road Ordinance.

### **JUSTIFICATIONS**

Adoption of the proposed Ordinance is necessary to resolve limitations that have effected administration and enforcement of the current Ord. No. 2000-09; and to establish maintenance requirements for existing private roads, standards for road names, and provisions for review and approval of Private Road permits.

### **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**

Adoption of the proposed Ordinance would help facilitate the effective use of resources (1.0). Consistency in provisions for ordinance administration and enforcement will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2). Proposed design and maintenance requirements for new and existing private roads will help to provide safe and accessible routes for pedestrians, bicyclist, and motorized vehicles (1.3.1), and will help protect the natural resources of the Township (1.4).

### **COSTS**

NA

### **TIMETABLE**

After a Second Reading and adoption by the Board of Trustees, the 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 new Private Road Ordinance.

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

Yes:

No:

Absent:

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

**PRIVATE ROAD 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 regulate the construction, maintenance, and use of private roads within the Township; to establish minimum maintenance standards for existing private roads and shared driveways; to provide for the administration and enforcement thereof, and for the establishment of fees, escrow deposits, and performance guarantees to defray the administrative and enforcement costs incident thereto, and to ensure that all required improvements are completed in accordance with approved plans; to ensure that residences and buildings within the Township may be accessible to police and fire protection, ambulance service, and other public services; and for other purposes.

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

**Section 1.0 Title.**

This ordinance shall be known and cited as the Private Road Ordinance and herein as “this Ordinance.”

**Section 2.0 Purpose and Intent.**

Unobstructed, safe, and continuous access to lots is necessary to promote and protect the health, safety, and welfare of the public through police and fire protection, and ambulance service. Such access is necessary to ensure that such services can safely and quickly enter and exit private property at all times. Access to the interior of certain sections within the Township should meet minimum standards and specifications to permit the subsequent upgrading and dedication of such access rights of way to the Road Commission or other road agency with jurisdiction when public dedication is desirable or required.

**Section 3.0 Scope.**

Every lot in the Township that is improved with a building shall abut a road dedicated to the public or a private road which meets the requirements of this Ordinance and provides access for ingress and egress for all vehicular traffic. No person shall construct, alter, or extend a private road without compliance with this Ordinance. This Ordinance shall also apply to all existing private roads and shared driveways.

The procedures, standards, and specifications of this Ordinance are determined to be the minimum necessary to meet the purpose and intent of this Ordinance.

Prior to the creation of any new private road, extension of an existing road as a private road, or creation of new lot(s) or any increase in the number of lots or number of dwellings to be served for ingress and egress purposes by an existing private road, shared driveway, or shared access easement lawfully established prior to the effective date of this Ordinance, approval of a new Private Road Permit and completion of associated improvements shall be required pursuant to this Ordinance.

**Section 4.0 Requirements for Existing Private Roads and Shared Driveways.**

Existing shared driveways and existing private roads without a recorded maintenance agreement or that were developed prior to the establishment of this Ordinance shall be maintained by the owners of land abutting to or accessing the private road in accordance with the following minimum requirements:



1. Existing private roads without a recorded maintenance agreement or developed prior to the establishment of this Ordinance shall be maintained by the owners of land abutting to or accessing the private road in accordance with approved development plans and in a manner that ensures that the road remains passable by automobiles and emergency vehicles. Where no approved development plan exists, at a minimum such maintenance shall include proper and adequate drainage, a minimum 15.0-foot-high clear vertical zone over the roadway, and a minimum gravel roadway surface width of 20.0 feet. Existing conditions that exceed these minimum requirements shall not be reduced.
2. Existing shared driveways shall be maintained by the owners of land abutting to or accessing the shared driveway in a manner that ensures that the shared driveway remains passable by automobiles and emergency vehicles. At a minimum such maintenance shall include proper and adequate drainage, a minimum 15.0-foot-high clear vertical zone over the driveway, and a minimum gravel roadway surface width of 12.0 feet. Existing conditions that exceed these minimum requirements shall not be reduced.
3. Any existing private road or shared driveway found by the Fire Department or Township to be in violation of these minimum standards or in a condition that would impair emergency vehicle access shall be in violation of this Ordinance. All owners of land abutting to or accessing a private road or shared driveway shall be jointly and severally responsible for maintenance and for any violations of this Ordinance.

## **Section 5.0 Road Names.**

The following minimum requirements shall apply to the naming of any new private road or re-naming of an existing private road:

1. Roads shall have names and not simply numbers or letters.
2. No road should change direction by more than 90 degrees without a name change.
3. A road name that is determined by the Planning Commission or County Road Commission to be duplicative, confusing, inappropriate, a public safety concern, or easily mistaken with an existing road or street in Isabella County shall be prohibited.
4. The landowner and applicant shall be jointly and severally responsible for comparing a proposed road name against the master listing of road names maintained by the County Road Commission.
5. The applicant shall be responsible for securing written documentation that the County Road Commission has no objection to the proposed road name.
6. Changing the name or addressing of an existing private road is discouraged due to the potential to adversely impact landowners, visitors, emergency response personnel, and other agencies with jurisdiction. Private road names or addressing changes shall conform to the following:
  - a. The Township may initiate a private road name or addressing change upon determination that the existing name or addressing scheme is deficient from a public safety perspective, or if the Township receives notice from the Mt. Pleasant Fire Department or the Isabella County Sheriff's Office or Emergency Management Department of a public safety deficiency related to the existing road name or addressing. A Township-initiated road name or addressing change shall be subject to Planning Commission review and action, following a public hearing. Notice of the public hearing shall conform to the following requirements:

- (1) Notice shall be posted at the Township Hall, published in a newspaper of general circulation, and sent to all persons to whom real property is assessed that abut the private road not less than thirty (30) days before the date the application will be considered for approval. If the name of the occupant is not known, the term “occupant” may be used in making notification. Notice shall be deemed to be sent by its deposit in the United States mail.
  - (2) The Township shall prepare and retain a list of property owners and occupants to whom notice was mailed or delivered.
  - (3) The notice shall describe the nature of the request; indicate the lots affected by the request, include a listing of existing street addresses; and state when and where the public hearing will occur and where written comments may be submitted concerning the request.
- b. An application for a private road name change by a private party shall follow the same procedures and application information requirements as for a new private road, except that it shall also be required to be accompanied by signed and notarized letters of support from all owners of record for land abutting and accessing the private road. Failure to provide all required documentation shall be grounds for rejection of any name change.

#### **Section 6.0 Maintenance Agreement.**

For any new private road subject to the requirements of this Section, or the new extension portion of an existing road, there shall be a recorded private maintenance agreement or restrictive covenant agreement that runs with the land and ensures that the road will be regularly maintained in accordance with the requirements of this Ordinance, an approved Private Road Permit and associated development plans, and any conditions of approval.

1. All owners of land abutting the new private road or new extension portion of an existing road shall be signatory parties to the agreement, which shall be a continuing obligation on the land and any future landowners.
2. At a minimum, the agreement shall specify who will be responsible for road maintenance and improvements, reference the applicable standards, approved plans, and any conditions of private road approval, and describe how the funds for such work will be collected and administered.
3. Owners of land abutting a new private road or an extension portion of an existing road shall agree to indemnify and hold harmless the Township and its representatives from any and all claims for personal injury and property damage arising out of the use of the private road.
4. A disclosure statement shall be placed in the agreement informing the purchaser that the road abutting or servicing the parcel is private and is not required to be maintained by any government agency.

#### **Section 7.0 Special Assessment District.**

The owner(s) of land to be served by any new private road subject to the requirements of this Ordinance, or any alteration of an existing private road may file petition(s) with the Township in accordance with established procedures and requirements to request establishment of a special assessment district for maintenance of the private road in accordance with applicable state statutes. This may be done concurrently with an application for Private Road Permit approval under this Ordinance.

### **Section 8.0 Optional Pre-Application Meeting(s).**

An applicant may request a pre-application meeting with Township staff or the Planning Commission for the purpose of discussing conceptual plans, submittal requirements, review procedures, and approval standards. Any required fee for this meeting shall be paid to the Township at the time of the meeting. Conceptual plan comments shall be advisory only.

### **Section 9.0 Required Application Information.**

At a minimum, the application for a Private Road Permit shall include the following:

1. Name, address, telephone number, and email address for the applicant and owners of record, along with proof of ownership.
2. The applicant's interest in the property, and if the applicant is not the owner of record, a signed authorization of the owner(s) for the application.
3. Survey drawings and development plans prepared and sealed by a land surveyor or civil engineer registered in the State of Michigan and drawn to a standard engineer's scale of 1:10, 1:20, 1:30, 1:40, 1:50, or 1:100 as appropriate for the scope of the project and legibility at the submitted sheet size, which shall include the following details:
  - a. Legal description(s), address(es), and tax parcel number(s), legal descriptions of the private road right-of-way and of each lot to be served by the road, and the names and addresses of all persons or parties owning an interest in the title to the lots and right-of-way area.
  - b. A detailed description of the scope and extent of the project.
  - c. Outline of existing and proposed road rights-of-way and dimensions and bearings thereof.
  - d. Existing and proposed topographic contours at two (2) foot intervals.
  - e. Locations, layout, dimensions, and gross and net land area for existing and proposed lots.
  - f. Soil characteristics and wet areas; trees; streams and all bodies of water.
  - g. Location of existing drainage patterns, drain tiles, pipelines, culverts, and utilities, with notes regarding their preservation or alteration.
  - h. Details of existing natural features on the site, including water courses, regulated wetlands, floodplains, woodlands, and any additional features uniquely affecting the site; with indications of features to be preserved, removed, or altered; and with mitigation measures as required per state law or Township ordinances.
  - i. Location and outline of existing buildings and driveways.
  - j. A standard cross-section detail of the proposed private road.
  - k. Plan and profile drawings and of the proposed improvements clearly showing materials, grades, dimensions, and cut and fill areas.
  - l. For alteration or extension of an existing private road, also include the location, extent, and dimensions of the existing road right-of-way and driving surface, drainage improvements, and a cross-section detail of the existing road.

4. A complete statement of all existing and proposed private road terms and conditions, including but not limited to copies of all agreements or intended agreements regarding responsibilities and funding for future maintenance and improvements of the right of way and roadway.
5. The proposed road name, along with documentation from the County Road Commission that it has no objection to the proposed name.
6. Special assessment district information, if proposed.
7. For lots and dwellings located outside of the service area for publicly-owned and operated water supply and sanitary sewerage systems, documentation shall be provided from the Central Michigan District Health Department that all lots and dwellings can be adequately served by individual private well and septic systems.
8. Other information as requested by the Planning Commission to verify compliance with the requirements of this Ordinance and other applicable Township ordinances or state statutes.

### **Section 10.0 Private Road Permit Review Procedures.**

Applications for Private Road Permit approval shall be subject to Planning Commission review and approval in accordance with the following procedures:

1. **Applicant eligibility.** The application shall be submitted by the owner of an interest in the land for which the Private Road Permit approval is sought, or by the owner's designated agent. If the applicant is not the owner of the property, the applicant shall submit a notarized statement signed by the owner(s) consenting to the application.
2. **Application filing and eligibility.** Application shall be made by filing with the Township at least eight (8) paper copies and two (2) digital copies (in a format compatible with Township systems) of a complete and accurate application, along with the required review fee and escrow deposit. Applications submitted without the required fee or escrow deposit, or found by the Township Engineer, Township Planner, or Planning Commission to be incomplete or inaccurate shall be returned to the applicant without further consideration.
3. **Coordination of development review.** Where an application under this Ordinance is associated with an application for subdivision plat approval, condominium subdivision plan approval or site plan approval under another Township ordinance, the reviews may take place concurrently provided that all applicable Township ordinance procedures and requirements are fully satisfied.
4. **Technical review.** Prior to Planning Commission consideration, the application materials shall be distributed to the Township Engineer, Township Planner, and Zoning Administrator for review and comment. The Planning Commission may also request comments from the Township Attorney, other Township consultants, or outside agencies with jurisdiction.
5. **Planning Commission consideration and action.** Subsequent to the technical review, the Planning Commission shall review the application and plans, together with any reports and recommendations. The Planning Commission is authorized to approve, approve subject to conditions, postpone action on, or deny the Private Road Permit as follows:
  - a. **Approval.** The Private Road Permit shall be approved by the Planning Commission upon determination that the application is administratively complete, that all necessary information has been provided, and that the application satisfies all applicable Township ordinance requirements necessary for Permit approval.

- b. **Approval subject to conditions.** The Planning Commission may approve a Private Road Permit subject to reasonable conditions as it deems necessary to ensure the standards of this Ordinance and other applicable Township ordinances are satisfied.
  - c. **Postponement.** Upon determination by the Planning Commission that a Private Road Permit application is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone consideration until a later meeting.
  - d. **Denial.** Upon determination that a Private Road Permit application is not in compliance with the requirements or standards of this Ordinance or would require extensive modifications to comply with these standards, the Private Road Permit shall be denied. If a Private Road Permit is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for such denial. Failure of the applicant to attend two (2) or more meetings shall be grounds for the Planning Commission to deny the Private Road Permit.
- 6. **Recording of Planning Commission action.** Planning Commission action on the Private Road Permit shall be recorded in the Planning Commission meeting minutes, including the name, description, and location of the project; the findings of fact and conclusions or grounds for the Planning Commission’s action; and any conditions of approval.
  - 7. **Reapplication.** Whenever the Planning Commission has rejected an application, the Township shall not accept a new application for a Private Road Permit on the same premises for a period of 365 calendar days unless the Township Planner first determines that there is a substantial change in circumstances relevant to the issues or facts considered during review of the rejected application; new or additional information is available that was not available at the time of the review; or the new application is materially different from the prior application.
  - 8. **False statements.** Statements in an application or supporting documentation that are based on deceit or falsity shall render any such application void. Any permits issued on the basis of such false statements shall be revoked.

**Section 11.0 Expiration and Extension.**

An approved Private Road Permit under this Ordinance shall expire and be of no effect unless:

- 1. Within 545 calendar days following the date of approval, construction has begun in accordance with the approved Permit; and
- 2. Within 910 calendar days following the date of approval, all required improvements have been completed in full conformance with the approved Permit and any conditions of approval.
- 3. The Planning Commission may, at its discretion and upon written request and showing of good cause by the applicant, grant an extension of Permit approval for up to an additional 365 calendar days, provided that site conditions have not changed in a way that would affect the character, design or use of the site, and that the approved Permit plans remain in conformance with applicable provisions of this Ordinance.

**Section 12.0 Outside Agency Permits and Approvals.**

The applicant or landowner shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, including but not limited to the Fire Department, state or county road authority with jurisdiction, Isabella County Transportation Commission, Isabella County Soil Erosion and

**Draft Date:** March 4, 2024

Sedimentation Control, Township Engineer for Stormwater Management Permit approval, and Township Public Services Department for water and sewer utility approval where applicable. The applicant or landowner shall be responsible for submitting copies of all required outside agency permits and approvals to the Township Planner prior to the start of construction.

The Township Planner shall have authority to accept incidental Private Road Permit plan changes to conform to outside agency requirements or determined necessary during construction due to unanticipated site constraints. Changes determined by the Township Planner to be more than incidental shall be subject to Planning Commission review and approval of an amended Private Road Permit following the same procedure and requirements as applied to the original application.

**Section 13.0 Recording of Rights-of-Way and Maintenance Agreements.**

The property owner or developer shall record all private road rights-of-way and maintenance agreements with the County Register of Deeds, and shall furnish paper and digital copies (in a format compatible with Township systems) of the recorded documents to the Township Planner prior to the issuance of the certificate of completion per Section 15.0 (Inspections).

**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		
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		
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	100.0 foot long for changes in gradient of 2% or more	

2. **Additional specifications for all private roads.** The following additional specifications shall apply to all private roads:
  - a. The roadway surface and turnaround area shall be centered in the right-of-way.
  - b. Underground crossroad drainage shall be provided where the right-of-way crosses a stream or other drainage course, subject to Township Engineer acceptance.
  - c. The right-of-way and roadway shall be adequately drained so as to prevent flooding or erosion of the roadway. Where required, ditches shall be located within the right-of-way. Roadway drainage shall be constructed so that the runoff water shall be conveyed to existing watercourses or water bodies. The discharged water shall not be cast upon the land of another property owner unless the water is following an established watercourse. Connection to county drains shall be approved by the Isabella County Drain Commissioner's Office. Connection to public road ditches shall be approved by the state or county road authority with jurisdiction.
  - d. The private road's name assignment and installation and maintenance of road signs shall conform to the Michigan Manual of Uniform Traffic Control Devices and the standards and assignment procedures of the state or county road authority with jurisdiction.
  - e. The right-of-way shall provide for ingress, egress, drainage, and installation and maintenance of public and private utilities.
3. **Additional specifications for private roads serving nine (9) or more lots.** To establish an integrated road network in the Township, the following additional specifications shall apply to all new private roads and extensions of existing private roads serving nine (9) or more lots:
  - a. They shall be connected to adjacent public and private roads, and stub road ends and road rights-of-way shall be provided to the lot boundaries of adjacent land at suitable locations for future road connections, subject to Planning Commission approval. Road ends shall be marked and barricaded per County Road Commission standards for local public streets, with details shown on the Private Road Permit plan.
  - b. They shall provide for at least two (2) means of vehicular ingress and egress to each lot served by the private road. This requirement can be satisfied through a boulevard-style divided roadway connection to the public road, subject to approval from the state or county road authority with jurisdiction and acceptance of the design and proposed boulevard length by the Fire Department and Planning Commission.

## **Section 15.0 Inspections.**

All required improvements shall be inspected by the Township Engineer at various stages of construction. The Township Engineer shall make a final inspection upon completion of construction and shall report the results of the final inspection to the Township Planner in writing. The applicant's engineer shall certify to the Township Engineer before the final inspection that the required improvements were made in accordance with this Ordinance and all approved plans and conditions of Permit approval. A letter of completion by the Township Engineer shall be delivered to the Township Planner and applicant upon satisfactory completion of the work and receipt of all required documentation per Section 13.0 (Recording of Rights-of-Way and Maintenance Agreements).

The costs of inspection, including compensation for the Township Engineer, shall be paid from an inspection escrow deposit submitted by the applicant prior to the start of construction. The Township and the applicant will be notified upon expenditure of seventy-five percent (75%) of the escrow deposit.



If additional funds are necessary to complete the required activities, the Township Engineer will provide the Township and the applicant with an estimate of the amount. If additional funds are required, those funds shall be paid prior to issuance of the letter of completion.

### **Section 16.0 Building Permits.**

Except as follows, a building permit shall not be issued for any building on a lot subject to the provisions of this Ordinance unless a letter of completion for the private road shall have been received by the Township Planner, as provided for in Section 15.0 (Inspections) of this Ordinance. A building permit may be issued prior to the issuance of a certificate of completion upon recommendation by the Township Engineer and upon deposit with the Township of a performance guarantee in an amount sufficient to guarantee completion of the remaining required improvements pursuant to a Private Road Permit and associated development plan approved in accordance with the requirements of this Ordinance.

### **Section 17.0 Fees and Escrow Deposits.**

The Township Board shall have the authority to set all fees for permits, applications, and requests for action pursuant to the regulations set forth in this Ordinance. The Township may also require an applicant to deposit funds in escrow with the Township to defray anticipated variable costs and expenses incurred by the Township for application reviews and inspections. No action shall be taken on any application or appeal until all applicable fees and escrow deposits have been accepted by the Township. Escrow deposit funds shall be managed by the Township consistent with the following:

1. The funds will not be deposited in an interest-bearing account.
2. The escrow deposit shall be held in the applicant's name and shall be used solely to defray applicable variable costs and expenses.
3. Upon request by the applicant, the Township shall provide copies of any written reports and statements of variable costs and expenses.
4. The Township shall provide a written request to the applicant for an additional escrow deposit if at any time the sum on deposit appears insufficient to cover anticipated costs and expenses.
5. The applicant shall promptly deposit additional funds in accordance with the written request from the Township. If additional funds are not promptly deposited, the Township may issue a stop work order, postpone action on the application, or cease to process the project.
6. Sums remaining after final action on the application and inspections, and after all of the Township's variable costs and expenses have been deducted, shall be returned to the applicant.

### **Section 18.0 Performance Guarantees.**

To ensure compliance with the provisions of this Ordinance and any conditions imposed thereunder, the Planning Commission or Township Planner may require that a performance guarantee be deposited with the Township to insure faithful completion of required improvements consistent with an approved Private Road Permit plan. The performance guarantee shall meet the following requirements:

1. The performance guarantee shall be in the form of an insurance bond, an irrevocable bank letter of credit, or cash escrow. The performance guarantee shall not have an expiration date and shall include a provision that calls for notification of the Township at least ninety (90) calendar days prior to any cancelation. If the applicant posts a letter of credit, the credit shall require only that the Township present the credit with a sight draft and an affidavit signed by the Township

Manager attesting to the Township's right to draw funds under the credit. If the applicant posts a cash escrow, the escrow instructions shall provide that the escrow agent shall have a legal duty to deliver the funds to the Township whenever the Township Manager presents an affidavit to the agent attesting to the Township's right to receive funds, whether or not the applicant protests that right.

2. The performance guarantee shall be submitted at the time of issuance of the Private Road Permit or prior to the start of construction, except in cases where the guarantee is intended to insure completion of limited number of remaining details by a specific deadline date that the Township Planner has determined to not impede allowing the road to open for use prior to full completion of construction. If appropriate based on the type of performance guarantee submitted, the Township shall deposit the funds in an account in a financial institution with which the Township regularly conducts business.
3. The amount of the performance guarantee shall be sufficient to cover the estimated cost of the improvements for which the performance guarantee is required. The applicant may provide an itemized schedule of estimated costs to complete all such improvements. The exact amount of the performance guarantee shall be determined by the Township Planner.
4. The performance guarantee shall not be returned to the applicant unless a letter of completion for the private road shall have been received by the Township Planner, as provided for in Section 15.0 (Inspections.) of this Ordinance.

Whenever required improvements are not installed or maintained within the time stipulated or in accordance with the standards set forth in this Ordinance, the Township may complete the necessary improvements itself or by contract to an independent developer, and assess all costs of completing said improvements against the performance guarantee. Prior to completing said improvements, the Township shall notify the owner and applicant responsible for completion of the required improvements.

### **Section 19.0      Violations and Penalties.**

The standards and requirements of this Ordinance reflect obligations to the community at large. It shall be the duty of the property owner and all persons having responsibility for the construction, alteration, or extension of a private road to verify that such work is not in violation of this Ordinance. Persons having responsibility for work in violation of this Ordinance shall be deemed responsible for such violations to the same extent as the property owner.

1. **Violations.** Any person, firm, corporation, or agent, or any employee, contractor, or subcontractor of same, who fails to comply with any of the provisions of this Ordinance or any approved Private Road Permit plan or conditions of approval, or who impedes or interferes with the enforcement of this Ordinance by a Township ordinance enforcement official, shall be deemed to be in violation of this Ordinance subject to issuance of a municipal civil infraction and other measures allowed by law. The imposition of any fine or other penalty shall not exempt the violator from compliance with this Ordinance.
2. **Correction periods and stop work orders.** All violations shall be corrected within thirty (30) days following the receipt of an order to correct from a Township ordinance enforcement official. The ordinance enforcement official may do one or more of the following:
  - a. Grant an extension of up to 180 days upon determining that the additional time is necessary for correction.

- b. Require the immediate correction of a violation upon determining that the violation presents an imminent peril to life or property.
    - c. Issue a stop work order to halt all construction activities or usage pending the resolution of the alleged violation.
  3. **Penalties and remedies.** The violator shall be subject to any or all of the following penalties and remedies:
    - a. **Civil infraction notice.** Civil infraction notices shall be administered and fines imposed per the Township’s Municipal Ordinance Violations Bureau Ordinance. The violator shall be responsible for a municipal civil infraction for which the Township shall impose a fine per the established Township fee schedule for each violation.
    - b. **Civil infraction citation.** Civil infraction citations shall be administered and fines imposed per the Township’s Municipal Ordinance Violations Bureau Ordinance. The violator shall be responsible for a municipal civil infraction for which the court may impose a civil fine of not less than \$100.00 nor no more than \$10,000.00 per day of violation plus all costs, direct or indirect, which the Township has incurred in connection with the violation, including the Township’s attorney fees.
    - c. **Injunctive relief.** The Township may commence civil suit seeking injunction, specific performance, mandamus, abatement or other appropriate proceedings to prevent, enjoin, abate or remove any violations of this Ordinance. In the event the Township commences civil suit pursuant to this Section and it is determined that a violation has occurred, in addition to any other remedies to which the Township shall be entitled, it shall also be entitled to recover from the violator its actual attorney fees and costs incurred in enforcing provisions of this Ordinance. A petition for injunctive relief shall in no way relieve the violator of any and all criminal or civil liability associated with the violation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, any other actions by the Township against the violator.
  4. **Public nuisance per se.** Any construction, expansion, alteration, or maintenance of or site preparation for a private road in violation of this Ordinance is hereby declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction.
  5. **Rights and remedies preserved.** Any failure or omission to enforce the provisions of this Ordinance, and failure or omission to prosecute any violations of this Ordinance, shall not constitute a waiver of any rights and remedies provided by this Ordinance or by law, and shall not constitute a waiver nor prevent any further prosecution of violations of this Ordinance.

## **Section 20.0 Definitions.**

Whenever used in this Ordinance, the following words and phrases shall have the meaning ascribed to them in this Section:

**Building.** Any structure, either temporary or permanent, having a roof or other covering and used or built for the shelter or enclosure of persons, animals, or property or materials of any kind. A building shall not include such structures as signs, fences, or smokestacks, but shall include structures such as storage tanks, grain elevators, coal bunkers, or similar structures.

**Building Permit.** A document issued by the authorized agent for the Township in accordance with the State Construction Code adopted and enforced by the Township, which authorizes the holder to construct, enlarge, or alter a building on a particular lot.

**Driveway.** A private lane, designed primarily for use by vehicles, which connects a house, garage, or other buildings with the road.

**Enforcement Official.** The person or persons designated by the Township as being responsible for enforcing and administering requirements of this Ordinance.

**Fixed Costs and Expenses.** Monetary charges incurred by the Township that are generally shared by all functions performed under the authority of this Ordinance, including costs for telephone, copy services, supplies, equipment, utilities, per diem-hourly-salary expenses, and facility construction, maintenance and repair.

**Fire Department.** The Mt. Pleasant Fire Department.

**Lot.** A tract of land that (1) is of sufficient land area to satisfy the requirements of this Ordinance for maximum lot coverage and minimum lot area; (2) is of sufficient land area to provide the minimum buildable area, yard setbacks, and any other open space as required by this Ordinance for a principal building or a group of such buildings and accessory buildings, or utilized for the principal use and uses accessory thereto, as allowed in the zoning district; and (3) has direct frontage on and access to a public or private road right-of-way. A condominium unit established under the Condominium Act, parcel created under the Land Division Act, and any other lot of record shall be a “lot” for purposes of this Ordinance only if the physical characteristics of the unit, parcel or lot of record include all three elements of this definition.

**Pavement or Hard Surface.** Plant-mixed bituminous material, concrete, or similar durable materials approved by the Township.

**Performance Guarantee.** A financial guarantee to ensure that all improvements, facilities, or work required by this Ordinance will be completed in compliance with the Ordinance, regulations, and approved plans and specifications.

**Planning Commission.** The Planning Commission for the Charter Township of Union, Isabella County, Michigan, as established under the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act.

**Private Road.** Any road or street that is privately maintained and has not been accepted for maintenance by the Isabella County Road Commission, the State of Michigan or the federal government, but is subject to approval by the Township.

**Private Road Permit.** A right of way authorization issued pursuant to this Ordinance for construction, alteration, or extension of a private road.

**Road or Street.** Any public or private thoroughfare or right-of-way, other than a public or private alley, dedicated to or designed for travel and access to any land, lot or parcel whether designated as a thoroughfare, road, avenue, highway, boulevard, drive, lane, place, court, or any similar designation.

**Road Commission.** The Isabella County Road Commission.

**Shared Driveway or Easement, Existing.** A private way, lawfully established, which affords principal means of access to more than one lot or dwelling, but that was not approved as a private road under Township ordinances.

**Township.** Charter Township of Union, Isabella County, Michigan.

**Township Board.** The Supervisor, Clerk, Treasurer, and Trustees of the Charter Township of Union, Isabella County, Michigan.

**Township Engineer.** The person(s) or firm designated by the Township to advise on drainage, grading, paving, stormwater management and control utilities, and other related site engineering and civil engineering issues. The Township Engineer may be a consultant or Township employee.

**Township Planner.** The Director of the Township’s Community and Economic Development Department or the Director’s designee with responsibility to advise the Township administration, Township Board, Planning Commission, and Zoning Board of Appeals on planning, zoning, land use, housing and other related planning and development issues.

**Variable Costs and Expenses.** Monetary charges incurred by the Township that do not meet the definition of fixed costs and expenses, including items which vary depending upon the scope of the project, such as advisory services from the Township Engineer, Township Attorney, or other Township consultants, attorney fees, inspection costs, recording fees, and testing or laboratory costs.

**Zoning Administrator.** The Director of the Township’s Community and Economic Development Department and any person, persons or firm as delegated by the Director to have responsibility for administration and/or enforcement of the provisions of this Ordinance.

**Section 21.0 Severability.**

All sections, terms, provisions or clauses of this Ordinance shall be deemed independent and severable. Should a court of competent jurisdiction hold any section, term, provision or clause void or invalid, all remaining sections, terms, provisions and clauses not held void or invalid shall continue in full force and effect.

**Section 22.0 Repeal.**

All Ordinances or parts of Ordinances in conflict with this Ordinance, including Private Road Ordinance No. 2000-09, are hereby repealed, except that this Ordinance shall not be construed to repeal any provision of the Township’s Zoning Ordinance.

**Section 23.0 Publication.**

The Clerk for the Township shall cause this Ordinance to be published in the manner required by law.

**Section 24.0 Effective Date.**

This Ordinance was adopted by the Township Board on \_\_\_\_\_, 2024, after a first reading by the Township Board of Trustees on \_\_\_\_\_, 2024, and publication after such first reading as required by Public Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township.

**210.000 PRIVATE ROADS**  
**Ord. No. 2000-09**  
**Adopted: December 18, 2000**

An ordinance to regulate the construction of private roads within the Charter Township of Union.

The Charter Township of Union, Isabella County, Michigan, Hereby Ordains:

**210.001 Title, intent and purpose.**

Sec. I. This ordinance shall be known and cited as the "Union Township Private Road Ordinance". The intent of this ordinance is to provide and manage access to land development, while preserving the regional flow of traffic in terms of safety, capacity, and speed. If access systems are not properly designed, these thoroughfares will be unable to accommodate the access needs of development and retain their primary transportation function. This ordinance balances the right of reasonable access to private property, with the right of the citizens of the Charter Township of Union and the State of Michigan to safe and efficient travel. Regulations have been applied to private roads for the purpose of reducing traffic accidents, personal injury, and property damage attributable to poorly designed access systems, and to thereby improve the safety and operation of the roadway network. This will protect the substantial public investment in the existing transportation system and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, establish emergency vehicle access and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.

**210.002 Private roads.**

Sec. II.

1. Private driveways designed to serve one or two lots which may not be served by a driveway from a public road are exempt from these regulations. Such lots typically do not have frontage on a public road and are served by easements or by "flag" lots.
2. Private roads may be permitted in accordance with the requirements of this Section and the following general standards shall apply:
  - a) All private roads in the township shall be constructed to Isabella County Road Commission (I.C.R.C.) specifications as revised and contained in "Standards and Specifications for Plat Development/Site Condominium Development and Street Construction" and have an easement of a minimum of 66 feet in width.
  - b) Private roads that are generally accessible to the public shall have all traffic control features, such as striping or markers, in conformance with the Manual of Uniform Traffic Control Devices.
  - c) The minimum distance between private road outlets on a single side of a public road shall be 660 feet, or less where provided by access classification and standards for state roads and local thoroughfares.
  - d) All properties served by the private road shall provide adequate access for emergency vehicles and shall conform to the approved local street numbering system.

- 
- e) All private roads shall be designated as such and will be required to have adequate signage indicating the road is a private road and not publicly maintained.
  - f) All private roads shall have a posted speed limit not to exceed 20 miles an hour.
  - g) All private roads shall have adequate provisions for drainage and stormwater runoff as provided in the above referenced ICRC document.
3. Private roads serving between three and 13 unplatted lots may utilize the I.C.R.C.'s Typical Rural Residential cross section without the bituminous surface. The road commission shall not be compelled to accept roads constructed to this lesser standard.
  4. Roads serving more than 13 lots shall be constructed or upgraded to meet all specifications in the above referenced I.C.R.C. document.
  5. Applications for subdivision and land divisions approvals that include private roads shall include a drainage plan and road construction plan, prepared by a registered engineer. The township appointed engineer shall review private road plans for conformance with this Code.
  6. Construction permits are required for connection to public roads. Application for road construction shall be made concurrent with the creation of a lot that does not have frontage on a public road. A road construction permit shall be issued after approval of the private road plan and the entire length of the road shall be inspected during construction and upon completion. If found in conformance, a final use permit shall be issued.
  7. No building permit shall be issued for any lot served by a private road until the private road has been constructed and approved, so that all lots to be served by the private road have access to a public road. All lots that are in existence at the time of adoption of this ordinance shall be issued building permits, providing all other requirements for a building permit are met.
  8. A road maintenance agreement, drafted by the applicant and approved by the township attorney shall be recorded with the deed of each property to be served by a common private road. The agreement shall provide for:
    - a) A method to initiate and finance a private road and maintain that road in good condition;
    - b) A method of apportioning maintenance costs to current and future users;
    - c) A provision that the township may inspect, and if necessary, require that repairs be made to the private road to ensure that safe access is maintained for emergency vehicles. If required repairs are not made within six months of date of notice, the township may make the necessary repairs and assess owners of parcels on the road for the cost of all improvements plus an administrative fee, not to exceed 25% of total costs;
    - d) A provision that the majority vote of all property owners on the road shall determine how the road is maintained except in the case of emergency repairs as outlined above;
    - e) A statement that no public funds shall be used to construct, repair or maintain the road;
    - f) A provision requiring mandatory upgrading of the roadway if additional parcels are added to reach the specified thresholds; and
    - g) A provision that property owners along that road are prohibited from restricting or in any manner interfering with normal ingress and egress by any other owners or persons needing to access properties with frontage on that road.
  9. No private road shall be incorporated into the public road system unless it is built to public road specifications of the county. The property owners shall be responsible for bringing the road into conformance.

- 
10. All private roads shall have a sign and name meeting township standards and shall include the following notice: "Private Road" "Not maintained by Public".
  11. An application fee will be established by the Director of Public Works to cover administrative, processing, and inspection costs.
  12. The United States postal service and the local school district are not required to use the private road for access to the parcels abutting the private road and may require that service be provided only at the closest public access point.

### **210.003 Severability.**

Sec. III. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

### **210.004 Effective date.**

Sec. IV. This Ordinance will take effect immediately after publication.



# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: February 22, 2024

Policy Review: 2.2 Treatment of Staff  
Type of Review: Internal  
Review Interval: Annual  
Review Month: February

## **Policy Wording**

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

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

- 2.2.1 Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- 2.2.2 Discriminate against any staff member for non-disruptive expression of dissent.
- 2.2.3 Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
- 2.2.4 Operate without an appropriate level of cross-training so that employees can provide basic information and services to consumers.
- 2.2.5 Fail to acquaint staff with the Township Manager's interpretation of their protections under this policy.

## **Manager Interpretation**

Manager interprets this policy to indicate that Township management shall operate with clear, written personnel policies, available to staff, and which provides for effective handling of

grievances, protects staff against wrongful working conditions, protects against nepotism and grossly preferential treatment for personal reasons, and allows for diverse opinions on issues. Further, an appropriate level of cross training will exist so all employees can provide basic information and services to consumers. Conscious violation of Collective Bargaining Agreements by the employer will not occur.

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

Use of written personnel and administrative policies, adherence to the collective bargaining agreements and staff training provide for consistent and fair treatment of staff, volunteers, and citizens when dealing with various and disparate situations.

### **Data**

- Collective bargaining agreements are adhered to and when there are questions of interpretation, the grievance process is followed. One grievance was filed late in 2018 that was resolved during 2019 in part via the grievance process and in part as part of the collective bargaining process. No grievances were filed in 2019, 2020, 2021, 2022, or 2023.
- Under the CARES Act, which expired on 12/31/2020, employers were required to provide employees with up to two additional weeks of sick bank for use with COVID related illness. In response, the employer and the bargaining units agreed to a Memorandum of Understanding which granted an additional 80 hours of sick leave to use for COVID specific reasons. This provision expired on 6/30/21. The Collective Bargaining Agreement effective 1/1/23 allowed for an additional five (5) sick days to be used exclusively in the event an employee test positive for COVID-19. These days do not carry over, have no cash value, and expired on 1/1/2024
- Training opportunities were provided to all staff which included BSA software training throughout the year and position relevant training for staff
  - Cross-training in the Public Service Department exist to ensure that water and sewer operations can continue in the absence of personnel and to provide coverage during events when additional staff is needed
  - Training opportunities were provided throughout the year to members of our volunteer boards such as Planning Commission, Board of Review and Zoning Board of Appeals
  - Public Service Department employees are encouraged to pursue and maintain State of Michigan Water and Wastewater Licenses above the level and outside their normal job parameters to ensure that the Township can maintain the level of license needed to meet State of Michigan licensing requirements in the absence of key personnel. Premium pay is part of the Collective Bargaining Unit for these licenses to provide employees with an incentive for obtaining and maintaining these licenses
    - Additional premium pay opportunities were recently made available to staff if they obtain certain Pesticide Application Certifications, Playground Safety Inspector Certification or Building Inspector Licensing. The

premium pay is only available if the obtainment of these certifications is not required as part of their job description

- Employees from one area of the Public Services Department work in other areas of the department to allow employees to see how what they do impacts operations, recognize and appreciate the duties of their co-workers, improve teamwork, and to make the team more agile so that coverage during the absence of personnel and during emergency situations can be achieved.
- Bi-weekly staff meetings are held with the Township Manager where expectations are clearly communicated.
- One-on-one meetings are held between Department Directors and the Township Manager on a weekly or bi-weekly basis as appropriate, which creates a venue for frank discussion and the opportunity to voice opinion on issues.
  - The Community and Economic Development Director holds a short coordination meeting with department staff each week and meets individually with staff members on a regular basis.
- Areas where compliance is not fully being met or compliance could be improved upon:
  - It is noted that the Personal and Administrative Policy document needs updating. A goal for 2024 is to create a replacement policy
  - Additional cross training among Township Hall office staff would help to ensure customer service goals are met regarding cash receipting, building permitting processing and responding to basic tax, assessing and utility billing related questions.
    - Toward this end, front office staff have received certification as a Michigan Certified Assessing Technician. This provides basic education in assessing administration which helps front office staff assist taxpayers.

### **Compliance**

Based on the interpretation and data, the Township Manager and management team complies with most but not all of policy 2.2.

**Policy Governance Executive Limitations Evaluation Form**

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

Policy being monitored: 2.2 Treatment of Staff

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

Comments regarding further policy development:

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

---

---

---

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

---

---

---

Signature and date of Board member \_\_\_\_\_