BOARD OF TRUSTEES
Regular Meeting
November 26, 2024
7:00 p.m.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. PRESENTATIONS

6. PUBLIC HEARINGS

7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
   Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

8. CLOSED SESSION

9. REPORTS/BOARD COMMENTS
   A. Current List of Boards and Commissions – Appointments as needed
   B. November Monthly Activity Report
   C. Community and Economic Development Director
      a. Planning Commission, EDA, and ZBA updates
      b. Economic Development Report
   D. Board Member Reports

10. CONSENT AGENDA
    A. Communications
    B. Minutes – November 13, 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 of the Township Initiated Rezoning of lot at 943 S. Isabella Rd from I-1 (Light Industrial) to R-1 (Rural Residential).
    B. Discussion/Action: (Stuhldreher) One-year extension of the Fire Service Agreement with the City of Mt. Pleasant
    C. Discussion/Action: (Teall) Resolution designating Treasurer Rogers as a check signer
    D. Discussion/Action: (Stuhldreher) Policy Governance 2.8 Emergency Township Manager Succession
    E. Discussion/Action: (Board of Trustees) Policy Governance 3.8 Board Committee Principles
    F. Discussion/Action: (Board of Trustees) Policy Governance 3.9 Board Committee Structure

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
    Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

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

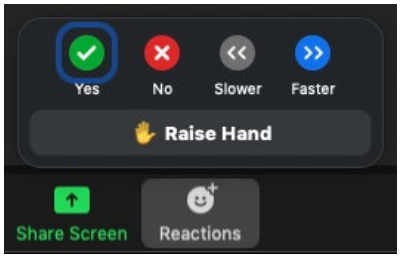
The public can view all Union Township meetings live by clicking on our YouTube Channel. For those who would like to participate during public comment, you can do so via Zoom.

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

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

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.

- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the "Reactions" icon. **Next, click on the "Raise Hand" icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.

- Please state your name and address for the minutes and keep public comments concise.

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

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Charter Township Of Union

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

Board Expiration Dates

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

BOR APP

RECEIVED
NOV 08 2024
By

APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION

APPLICATION

Name: SARVJIT CHOWDHARY Date: 11/8/24

Address: 774 STONERIDGE DRIVE, MP. MI 48858

Phone (home) 989-779-2900 (cell) 989-400-2688 (work) _____

Email: savichowdhary@yahoo.com

Occupation: RETIRED

Please select the board you are applying for:

_____ Zoning Board of Appeals — Must be a Union Township Resident

✓ Board of Review — Must be a Union Township Resident

_____ Planning Commission — Must be a Union Township Resident

_____ EDA — Must meet one of the following qualifications:

___ Property owner in East or West DDA

✓ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I have served the board for the last two terms and would like to be considered again as incumbent

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):

incumbent for the position

Signature: [signature] Date: 11/8/24

BOR Reappointment term expire 12/3/24

RECEIVED
OCT 28 2024
By

APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION

APPLICATION

Name: Jeanette Corbin Date: 10/28/2024

Address: 1860 Scully Rd., Mt. Pleasant MI 48858

Phone (home) 989-533-9919 (cell) _____ (work) _____

Email: jevitts85@gmail.com

Occupation: Realtor

Please select the board you are applying for:

_____ Zoning Board of Appeals — Must be a Union Township Resident

X Board of Review — Must be a Union Township Resident

_____ Planning Commission — Must be a Union Township Resident

_____ EDA — Must meet one of the following qualifications:

___ Property owner in East or West DDA

___ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I believe I can bring worthwhile contributions to the valuations of homes in Union Township with my skills as a Realtor.

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 have been on the BOR for one session so far and I've also completed the required training.

Signature: Signed by: Jeanette Corbin 97F0D321CA93437... Date: 10/28/2024 | 07:44 PDT

ZBA Reg Seat App.

RECEIVED
NOV 07 2024
By

APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION

APPLICATION

Name: Brian Clark Date: 7 Nov 2024

Address: 2218 Wieferich Meadows Dr

Phone (home) _____ (cell) (989) 506-4762 (work) _____

Email: bdclark23@yahoo.com

Occupation: Statistician

Please select the board you are applying for:

X Zoning Board of Appeals — Must be a Union Township Resident

_____ Board of Review — Must be a Union Township Resident

_____ Planning Commission — Must be a Union Township Resident

_____ EDA — Must meet one of the following qualifications:

___ Property owner in East or West DDA

___ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

To participate in shaping the devlopment and growth of the community. And ensure that zoning decisions align with the Union Township's vision.

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):

Currently an alternate on the ZBA.

Signature: Brian Clark Date: 7 Nov 2024

ZBA term ending 12-31-24

RECEIVED
OCT 11 2024
By 34

APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION

APPLICATION

Name: David Coyne Date: 10/11/2024

Address: 1368 N Harris St , Mt. Pleasant , Mi 48858

Phone (home) _____ (cell) 9893302984 (work) _____

Email: david.d.coyne@gmail.com

Occupation: Retired

Please select the board you are applying for:

X Zoning Board of Appeals — Must be a Union Township Resident

___ Board of Review — Must be a Union Township Resident

___ Planning Commission — Must be a Union Township Resident

___ EDA — Must meet one of the following qualifications:

- ___ Property owner in East or West DDA
- X Resident in Union Township

___ OTHER *Specify Board: ZBA

Please state reason for interest in above board:

I would like to help Union Township in it's growth and development .

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 have been on the ZBA Board and have enjoyed it. I'm currently on the EDA Board .

Signature: David D Coyne Date: 10/11/2024

Charter Township Of Union

Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: November 2024

Global Ends

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

Future Board of Trustee Meeting Agenda Items

Finance

Community and Economic Development

- PREZ24-01 – Township Initiated rezoning request of the 0.53-acre lot at 943 S. Isabella Road (PID14-001-30-004-01) from I-1 Light Industrial District to R-1 Rural Residential District.
- Consideration of an updated Master Plan
- Consideration of a new Parks and Recreation Master Plan
- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the city and the Township.
- Consider updates to the Township's ordinance on open burning
- Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.
- Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process.

Public Services

- Consider amendments to water/sewer ordinance to
    - Consider elimination of REU basis for variable cost billing component and move to actual usage
    - Consider updates due to age of existing Ordinance
- Pump Station #2 Engineering Agreement
- Stonebridge and Meadowbrook Paving Special Assessment District – several items over the next couple of months
- DWSRF ARPA Lead Service Line Bids
- DWSRF ARPA Water Treatment Plant Bids
- 2024 Parks Improvement Project Bids

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Prepare a Budget Amendment request form for use by organization

Community and Economic Development

- Zoning Administration – The Department Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06.
- Building Services - When the county's office situation stabilizes, the Department Director will resume working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations.
- Economic Development - Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district.
- The Department Director will work with the Township Attorney and Public Services Director to prepare updates to the Township's ordinance establishing rules for our parks.
- Economic Development - The Community and Economic Development Director will expand information on the Township's website related to development approval processes and pre-application meeting options to further assist the development community.
- Economic Development – The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.
- Other Activities – When the county's office situation stabilizes, the Department Director, the County's Community Development Director, and the City Planner will resume work on creating a unified "regional planning/zoning" theme on the County's FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.

Public Services

- WWTP - Sludge Storage Tank installation
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (43 years old)

- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program
- 2024 Well Maintenance Request for Proposals.
- Replace lead hydrant heads with no lead heads
- ARPA Grant Projects:
    - Division A – Well #12
        - Well testing report currently being completed for submittal to EGLE
    - Division B – Bid award and funding
        - Preconstruction meeting held
    - Division C – Water Treatment Plant Upgrades
        - Prebid meeting held for contractors
        - Addendum #1 issued for bid packet documents
        - Bids received October 29, 2024.
            - Two bids received
            - Reference checks completed for low bidder.
        - Plans and Specifications submitted to EGLE Saginaw Bay District Office for review and permitting via MIEHDWIS.
    - Division D – Lead Service Line Project
        - Bid opening held October 11, 2024.
            - Three bids received
            - Reference checks completed for low bidder.

Ordinance Enforcement Activities

- 5105 E. Kay Street. – junk. The owner of the property is deceased. A family relative responded to notice of the violation. The site clean-up is complete. This matter has been closed
- 5401 S. Lincoln Rd. – An 1,800 square-foot detached accessory building constructed without a building permit and in violation of applicable maximum height and maximum 1,500 square-foot floor area requirements. The owner applied for and was granted a height variance in May 2023 contingent upon completion of alterations to reduce the building floor area by 300 square-feet. The owner's contractor subsequently secured a building permit for the work, which expired on 1/17/2024 with no activity. Despite months to complete corrective actions, the owner has failed to do so. There has also been no activity on a potential purchase of additional land from the neighbor, which if done correctly to increase the total lot area to at least 2.5 acres would resolve the remaining violations. This matter will be forwarded to the Twp. Attorney for further legal action
- 1651 Airway Dr. – Complaint about chickens at a legal non-conforming residence on a small lot in an Industrial zoning district. The owner had previously indicated they were moving, and the chickens would be removed, but a new inspection by staff found chickens still on-site. A final notice of violation is in process, which will be followed by a civil infraction ticket if necessary.
- 943 S. Isabella Rd. – Complaint about chickens and other fowl at a legal non-conforming residence on a small lot in an Industrial zoning district. A notice of violation was sent to the owner. Enforcement action for this lot has been put on hold pending the outcome of a Planning Commission-initiated proposal to rezone the lot to the R-1 zoning district consistent with the Master Plan's designation of this land as part of the "Rural Buffer" area. If rezoned, keeping of chickens would be a lawful land use.
- 975 S. Isabella Rd. – Complaint about chickens and other farm animals at a legal non-conforming residence on a small lot in an Industrial zoning district. A notice of violation was sent to the owner. The owner has been working to reduce the number of farm animals on the premises. At the

owner's request, the Planning Commission discussed initiating a rezoning of this lot. The consensus of the commissioners was to take no action, since the subject lot is designated for future industrial/employment land uses. Staff has directed the owner to submit a timeline for completing removal of the remaining farm animals

- Indian Hills Shopping Center - Owner and contractor were notified of a possible violation related to the approved minor site plan for sidewalk, pedestrian access, and parking lot improvements to the Indian Hills Shopping Center property. The applicant's agreed-upon timeline for completion of site improvements per the approved site plan has concluded with several key elements left incomplete. Failure to conform to an approved site plan is an ordinance violation. The owners have not responded to multiple notices. A civil infraction ticket was issued, for which the owners have confirmed receipt
- 386 Bluegrass Road. - Junk in the yard. Owner has continued to have junk removed when able to due to age. The owner has continued to have the lawn maintained. Township staff conduct site visits to discuss remaining items with the owner and continue to assist the owner in finding companies and organizations that can help. Owner to report back to Zoning Administrator with any progress made.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. The Building Official and a contractor are continuing to investigate options to help the owner resolve the violations.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use. This matter remains under review by the Township Attorney with additional follow up anticipated.
- The Rental Inspector responded to a complaint about too many people currently living in a certified rental property on E. High St. and is investigating to determine if there are any violations.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- The Community and Economic Development Director participated in an MTA-led webinar on utility-scale wind and solar energy facility development in the current Public Act 233 regulatory environment.
- The Community and Economic Development Director participated in a Housing Stock Committee meeting hosted by the East Michigan Council of Governments to coordinate plans for a regional housing-related needs assessment project.
- The Community and Economic Development Director participated in a continuing education webinar from the American Planning Association for professional development.
- The Community and Economic Development Director plans to attend the Michigan Downtowns Association annual conference for professional development
- The Community and Economic Development Director attended a webinar on updates to state marijuana-related regulations.
- Rental Inspector
    - attended Cyber Fraud training remotely.
    - Joined the Home Builders Association as an affiliate member
    - Hands on training in the field with Larry Sommer
    - Site visits with inspections, re-inspections, issue investigation, etc. for apartment complexes, hotels, as well as duplex and single-family units (456 units inspected-391 apartments, 51 single-family units and 14 duplex units.

- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues
- The Building Official provided the following services during the month:
    - 46 Building Inspections
    - 36 Permits issued
    - 4 Certificate of Occupancy's Issued
    - Processed 2 FOIA requests
    - Continued progress on Isabella County Jail
    - Continued progress on Krist Mini Mart Project
    - Continued progress on Walmart Project
    - Start of Valvoline
    - Progress on My Michigan Health MRI Room
- Rental Inspections
    - Investigate and follow up on any rental complaints as needed.
    - Continue to collaborate with the Fire Department on hotel rental inspections.
    - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
    - Conduct follow-up inspections to verify correction of violations.
    - Work on expired certificate scheduling as needed.
    - Arrange for site visits as needed for compliance or informational
- Finance Director completed required assessing training to renew the MCAT certification
- Nolan Ockert attended Limited Treatment Class held in Clare.
- Public Services staff completed OSHA Safety Compliance Training
- Jameson and McDonald Park general cleaning, and maintenance
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly water and sanitary sewer reports submitted – no violations
- Monthly maintenance of chlorine injectors and pump tubes
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- Public Services completed 3rd round lead service line verification service work orders for grant reimbursement
- Kone Elevator serviced and inspected elevator at lift station # 2.
- Completed and submitted EGLE Complete Distribution System Material Inventory (CDSMI) Summary per the Lead and Copper Rules along with the Master Summary Sheet via MIEDWHIS
- WWTP
    - Power washed and crack sealed sludge storage tank and digester roof
    - -Changed output shaft seal screw pump #3 speed reducer.
    - Cleaned effluent channels and step aerator in preparation for Whole Effluent Toxicity Testing
    - Completed NPDES required Whole Effluent Toxicity Testing
    - Rebuilt screw pumps 1-3 grease pumps
    - Installed new belt guard and mounting hardware on screw pump #2
    - Replaced screw pump #1 electric motor
    - Cleaned tertiary filter #1
    - Changed RAS #2 pump VFD
    - Replaced dissolved oxygen meter on oxidation ditch #1

Economic Development Activities

- The Department Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended.
- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates continued work on evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor in accordance with the state Rural Readiness Grant awarded to the Township for our Master Plan update project.
- The Department Director will expand information on the Township's website related to development approval processes and pre-application meeting options to further assist the development community.
- The Community and Economic Development Director plans to participate with other Mt. Pleasant Airport Joint Operations and Management Board members in an upcoming meeting on 11/21/2024 with City and Tribal leaders and the Airport's consulting team to review and discuss the preliminary findings and conclusions of a feasibility study for potential airport improvements and expansion.
- Reviewing and processing a preliminary site plan application for new Leo's Coney Island and Big Chicken restaurants with drive-through windows plus two retail spaces on the south side of E. Bluegrass Rd. west of Encore Blvd. in the B-5 (Highway Business) zoning district
- The Community and Economic Development Director and Zoning Administrator met with the development team for a planned direct use solar energy facility project remotely via Zoom twice to answer questions and provide guidance related to ordinance requirements.
- The Community and Economic Development Director and Zoning Administrator met with:
    - landowners regarding potential farm market/agri-tourism activities on their land.
    - Prospective developers of a multi-restaurant and retail space project.
- The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners
- The Community and Economic Development Director continues to have business retention contacts.

Community Development Activities

- The Building Services Clerk coordinated removal of the Art Reach streetlight banners and installation of holiday lighting along the E. Pickard Rd. (M-20) corridor
- The Community and Economic Development Director will complete and distribute a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr. The EDA Board will evaluate responding contractors, with the selected finalist(s) to be invited to submit bids for planned projects
- The Department Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and

priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township's Master Plan update project.

- The Community and Economic Development Director and Zoning Administrator met with:
    - a prospective developer regarding a potential duplex project.
    - the owner of a residence on S. Crawford Road regarding water drainage issues in the surrounding area.
- The Community and Economic Development Director is working with the Township's engineering consultants to resolve final issues related to securing a county Road Commission permit for the sidewalk construction project along the east side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park.
- The Township's engineering consultant at Gourdie-Fraser is in the process of completing engineering and securing of easements needed to prepare construction plans for new sidewalk projects along the:
    - north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.
    - east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.
    - west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary; and
    - south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel to complete a connection to the Indian Pines Shopping Center.
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects
- The Community and Economic Development Director and Mt. Pleasant City Planner periodically meet to discuss coordination of City/Township projects of mutual interest. A remote meeting was held on 11/1/2024 via the Microsoft Teams app.
- The EDA approved the participation in the 2025 Art Reach Festival of Banners program
- Park services provided by Public Services
    - Jameson and McDonald Park general cleaning, and maintenance.
    - Jameson and McDonald Park restrooms winterized for season.
- Plummers Environmental completed the sanitary sewer manhole leak stop and lining of nineteen manholes. All manholes have been inspected and approved.
- Completed Fall Fire Hydrant flushing and pump down program
- Submitted intent to apply to EGLE for CWSRF next round of funding
- Made adjustments to water system operations to meet new peak water demands occurring in the water system. This included making changes to the direction water is sent to various parts of the system, opening, and closing valves, and changing how water is sent to the water storage tanks

Organizational and Stakeholder Support Services

- The Community and Economic Development Director represented the Township at the annual Tourism Awards Luncheon hosted by the Mt. Pleasant Area Convention and Visitors Bureau
- The Community and Economic Development Director represented the Township at the ribbon cutting event for the recently renovated and expanded Walmart store on Encore Blvd.

- The Community and Economic Development Director assisted Dr. Mohan with connections to the Rosewood North Condominium Association leadership so they could discuss the future of an existing condo-related ground sign on Dr. Mohan's property.
- Rental Inspector distributed copies of a flyer designed to answer questions about common issues that can become rental violations, which has been well-received and appreciated by managers of the various apartment complexes.
- Assessor working on splits or combinations done in the past which did not get forwarded to the Township or County GIS. All past land changes will need reviewing for correct assessment roll descriptions and will be sent to both GIS departments.
- Building Services – The Building Official continues to work in close coordination with the County's plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards.
- The Community and Economic Development Director will serve as Chair for the Oct/Nov meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Community and Economic Development Director will participate in the quarterly meeting of the Convention and Visitors Bureau Sports Commission to coordinate needs and facilities for planned sports tournaments and related events.
- The Zoning Administrator provided the following services:
    - Approved a minor site plan for CrossFit Fitness center at 2262 E. Remus Road.
    - (7) Zoning approvals related to building permits.
    - (2) Miss Dig notifications for various projects. Owners contacted for permits on projects.
- The Building Services Clerk provided the following services during the month:
    - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
    - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
    - Administrative support for Rental Inspector
    - Prepared monthly Census and HBA reports for building permits
    - Assisted Clerk with election activities
    - Provided on-boarding training and orientation for our new Rental Inspector
- Finance Department
    - Distributed Summer taxes paid in October, mobile home tax paid in the 3rd quarter, and tax refunds needed to clean up the tax fund
    - prepared for dissemination the 2025 recommended budget and developed the information under the tab labeled "other information"
    - Monitored and reconciled the Tax Fund
    - Followed up on Mobile Home tax that was unpaid and past due
    - Distributed Summer taxes paid in October, mobile home tax paid in the 3rd quarter, and tax refunds needed to clean up the tax fund
    - Reviewed, finalized, and mailed 3rd quarter payroll tax reports, paid unemployment tax
    - Worked on the spreadsheet for annual electricity charges from Consumers Energy for streetlights in the subdivisions that will be assessed on the Winter tax bills
    - Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.

    - Handled all meeting pay requests submitted by the Board of Trustees
    - Reviewed, finalized, and mailed 3rd quarter payroll tax reports, paid unemployment tax
    - Reviewed benefit renewal rates for 2025 and worked on a plan for scheduling open enrollment
    - Scheduled employee open enrollment with 44North on December 4, 2024, employees have until December 12th to elect their benefits for the 2025 fiscal year
    - Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
    - Reconciled 11 bank statements and scanned in BS&A for future reference
    - Reconciled CD interest for September & October
    - Prepared financial reports for the Board of Trustees and EDA Board
    - Prepare documentation required for the CVTRS revenue sharing, post on the Township website and submit to the State of Michigan
- Public Services processed (234) Miss Dig underground markings completed throughout Township
- Public Services Processed (1) ACH Request; (20) Transfers of Service/Final Bills; Received/Processed (239) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; Prepared and coded department credit card and accounts payable statements/bills
- Public Services scheduled (14) Touch pad residential appointments and (4) Touch pad commercial appointments and serviced same
- Public Services prepared/Reconciled/Transmitted ACH payment file to Treasurer in the amount of $241,063.23.
- Public Services monitored delinquent utility accounts for payment/preparation for transfer to taxes
- Updated Annual REU Analysis spreadsheet and working on letters for updated REU's October 1, 2023 – September 30, 2024, & update REU's in BS&A
- Replaced water meter at Auto Group on Pickard Rd., Therapeutic Consultants on Corporate Dr. and at Michigan Spine and Pain on Hawthorn Drive.
- Inspected Pickard Road contractor as they worked around our water and sewer mains on Pickard Road in front of Tuffy Muffler
- Flushed fire hydrant on Doe Trail and took chlorine residual and on Jens Way for Summit Smokehouse
- GIS:
    - The GIS specialist sent water and sanitary sewer scanned plans and drawings to the project coordinator at PEA Group, the company managing the topographic survey for a Consumers Energy gas pipeline project on Pickard from Enterprise Drive to Turtle Trail.
    - Prepared a number of scanned plans and drawings showing the Township's utilities in an area of interest, Commerce Drive between Rogers & Bradley, for Central Asphalt Inc (Central Concrete Products).
    - Continued working on updating and maintaining GIS data for water and sewer mains and laterals, as well as address points, parcels, parks, and building footprints.

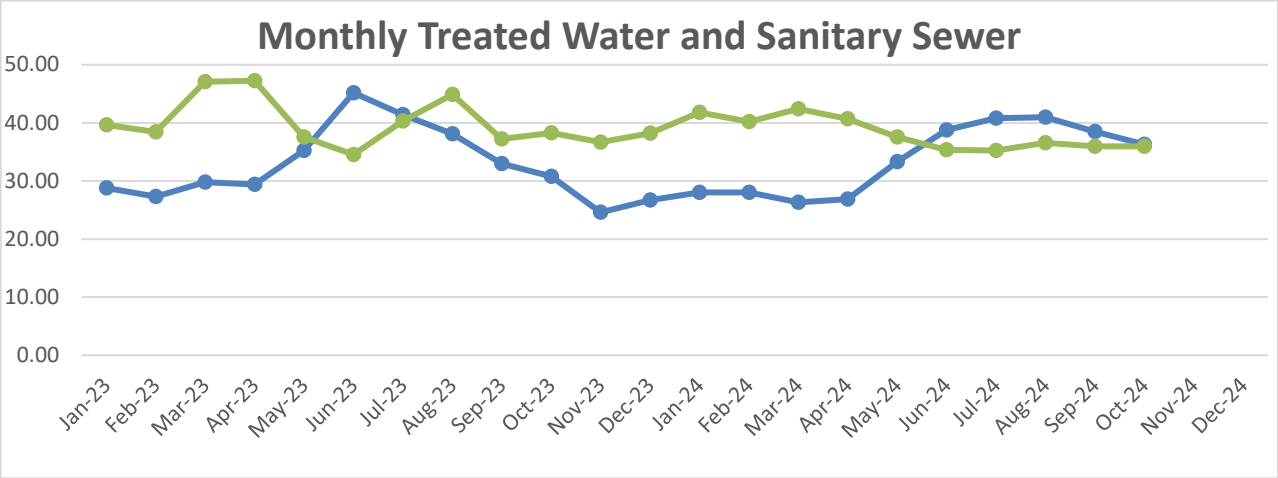
- GIS: Plans and Drawings Data Management: PDF to TIFF (Conversion) - PDF maps and drawings contain no spatial information. Succeeded in applying a method to convert PDFs to TIFFs to create higher quality images for mapping and archiving.

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- October 2024 – Treated Potable Water (blue line)

  Total Month: 26.31 mg
  Average Day: 1.17 mgd
  Max Day: 1.30 mgd
- October 2024 – Treated Sanitary Sewer (green line)

  Total Month: 35.97 mg
  Average Day: 1.20 mgd
  Max Day: 1.27 mgd



The Saginaw Chippewa Indian Tribe Of Michigan

TRIBAL COUNCIL

7500 SOARING EAGLE BLVD. MT. PLEASANT, MICHIGAN 48858 (989) 775-4200
FAX (989) 775-4131

SCIT 2% FALL 2024

Tribal Council Chambers Black Elk Building

CHECKS TO BE DISTRIBUTED NOVEMBER 19, 2024 - 2PM

Isabella County	$	397,342.04
City of Mt Pleasant	$	311,730.00
Chippewa Township	$	9,861.10
Coe Township	$	99,241.00
Deerfield Township	$	187,926.44
Denver Township	$	9,861.10
Isabella Township	$	9,861.10
Nottawa Township	$	29,484.29
Union Township	$	250,000.00
Wise Township	$	15,489.10
Village of Shepherd	$	283,367.65
Beal City Public Schools	$	65,863.93
Chippewa Hills Public Schools	$	60,000.00
Gratiot/Isabella RESD Schools Districts STEM	$	30,000.00
Mt Pleasant Public Schools	$	216,047.91
Renaissance Public Schools	$	59,400.00
Shepherd Public Schools	$	256,186.93

TOTAL FALL 2024 2%

2% AMOUNT FOR FALL 2024	$	2,291,662.59
For Education	$	687,498.77
For Government	$	1,604,163.82
BALANCE	$	

Motion Approved 11/14/24 for verification $2,291,662.59

Fall 2024 Isabella Government

Total: $1,604,163.82

Chippewa Township

ID	Project Name	Amount Funded
5349	general allocation	$9,861.10

Total Funded: $9,861.10

City of Mt. Pleasant

ID	Project Name	Amount Funded
5089	airport operational funding	$80,000.00
5092	airport snow removal equipment	$23,230.00
5094	1303 n franklin former landfill remediation	$50,000.00
5112	mint	$43,500.00
5348	partners empowering all kids (peak)	$115,000.00

Total Funded: $311,730.00

Coe Township

ID	Project Name	Amount Funded
5121	walton road bridge	$99,241.00

Total Funded: $99,241.00

Deerfield Township

ID	Project Name	Amount Funded
5150	meridian road	$178,065.35
5350	general allocation	$9,861.09

Total Funded: $187,926.44

Denver Township

ID	Project Name	Amount Funded
5351	general allocation	$9,861.10

Total Funded: $9,861.10

Isabella County

ID	Project Name	Amount Funded
5113	isabella county commission on aging fall 2024 2% application	$227,000.00
5118	isabella county parks fire pit rings improvement project	$26,500.00
5122	household hazardous waste and clean sweep program	$91,000.00
5123	isabella county pa software cost offset	$52,842.04

ID	Project Name	Amount Funded
		Total Funded: $397,342.04

Isabella Township

ID	Project Name	Amount Funded
5352	general allocation	$9,861.10
		Total Funded: $9,861.10

Nottawa Township

ID	Project Name	Amount Funded
5318	fire department bullet proof vest	$19,623.19
5353	general allocation	$9,861.10
		Total Funded: $29,484.29

Union Township

ID	Project Name	Amount Funded
5301	watermain extension/loop	$250,000.00
		Total Funded: $250,000.00

Village of Shepherd

ID	Project Name	Amount Funded
5329	fire department equipment	$43,367.65
5332	safety traffic light	$240,000.00
		Total Funded: $283,367.65

Wise Township

ID	Project Name	Amount Funded
5153	garbage cost for tribal members	$3,128.00
5154	wise township annual tire clean up	$2,500.00
5354	general allocation	$9,861.10
		Total Funded: $15,489.10

Total: $1,604,163.82

Fall 2024 | Isabella | Education

Total: $687,498.77

Beal City Public Schools

ID	Project Name	Amount Funded
5100	enhancing stem education through virtual programming and robotics	$16,678.00
5108	confetti club - kindness club	$5,000.00
5115	i-ready reading & math	$3,500.00
5119	enhancing stem education through ipads	$8,932.00
5140	science textbook replacement and supplies	$5,240.00
5241	library headphones	$200.00
5269	math manipulatives for 1st grade	$930.79
5292	dungeons and dragons club	$550.00
5303	beal city at the united nations	$8,300.00
5331	steam materials	$10,000.00
5338	9 hole disc golf - for pe class	$6,533.14

Total Funded: $65,863.93

Chippewa Hills Schools

ID	Project Name	Amount Funded
5335	security upgrade with local law enforcement	$60,000.00

Total Funded: $60,000.00

Gratiot/Isabella RESD Schools

ID	Project Name	Amount Funded
5084	forest hill nature area	$30,000.00

Total Funded: $30,000.00

Mt. Pleasant Public Schools

ID	Project Name	Amount Funded
5128	families first	$10,000.00
5146	lego club	$4,100.00
5220	student snack supply	$2,000.00
5224	community based field trips	$16,940.00
5242	books for book clubs	$462.79
5251	oasis tutoring and extended day supports	$25,500.00
5256	oasis community events	$12,000.00
5257	great starts preschool-come play with us!	$35,000.00
5258	positive behavior supports	$4,000.00

ID	Project Name	Amount Funded
5274	mount pleasant public schools pbis funding	$33,000.00
5297	mpps playground screens	$38,209.00
5302	oiler store	$2,336.12
5315	odysseyware online learning software	$28,000.00
5347	iride passes	$4,500.00
		Total Funded: $216,047.91

Renaissance Public School Academy

ID	Project Name	Amount Funded
5226	rpsa makerspace redesign	$49,000.00
5322	snacks for all students	$9,000.00
5345	classroom chromebook charge stations	$1,400.00
		Total Funded: $59,400.00

Shepherd Public Schools

ID	Project Name	Amount Funded
5086	child abuse & neglect prevention education	$90,000.00
5104	strengthen student success with one to one technology	$119,190.00
5106	school safety improvements - door	$5,500.00
5145	mathematical resources to promote numeracy	$2,536.80
5192	multicultural field trips and assemblies	$15,875.00
5204	7th grade pow wow	$1,550.00
5207	visually impaired braille device	$5,795.00
5208	regulation stations	$2,330.13
5230	where everybody belongs supplies	$3,410.00
5264	feeding hungry students	$1,000.00
5293	winn multicultural grant	$9,000.00
		Total Funded: $256,186.93

Total: $687,498.77

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 November 13, 2024, at 7:00 p.m. at the Union Township Hall.

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

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

Roll Call
Present:
Supervisor Mielke, Treasurer Rice, Trustee Bills, Trustee Smith, and Trustee Thering
Excused: Clerk Cody (arrived at 7:17 p.m.) and Trustee Brown

Approval of Agenda
Bills moved **Thering** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Presentation

a. Commissioner Engler, Isabella County Commissioner, gave updates on the County

b. Lori Rogers, Treasurer Elect, commented on the election/campaign process. Thanked everyone for their support.

c. Tim Lannen, Trustee Elect, introduced himself to the current board and thanked them for the work they have put in.

Public Hearing

Public Comment
Open: 7:07 p.m.
No comments were offered.
Closed: 7:08 p.m.

Reports/Board Comments

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

1. Appointment to the Planning Commission for a 3-year term

Mielke moved **Bills** supported to appoint John Hayes to the Planning Commission to fill a vacant seat with a term ending 12/31/25. **Vote: Ayes: 5 Nays: 0. Motion carried.**

2. Appointment to the Board of Review for a 2-year term

Smith moved **Rice** supported to appoint Jacob Trudell-Lozano to the Board of Review to fill a vacant seat with a term ending 12/31/24. **Vote: Ayes: 5 Nays: 0. Motion carried.**

3. Appointment to Hannah's Bark Park Advisory Board for a 2-year term

*** 7:17 p.m. Clerk Cody arrived.**

Rice moved **Bills** supported to reappoint Mark Stuhldreher for a 2-year term to the Hannah Bark Park Advisory Board with a term ending 12/31/26. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Board Member Reports

Cody gave updates on the November 5th General Election.
Rice gave updates on the Winter Tax Production.
Mielke gave an update on the 2% Grant Distribution

Consent Agenda

A. Communications
B. Minutes – October 23, 2024 – Regular Meeting
C. Accounts Payable
D. Payroll
E. Meeting Pay
F. Fire Reports
G. Biosolids Sludge Hauling and Land Application Contract Award – Nutrigro Environmental Solution Inc.

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

New Business

A. **Discussion/Action: (Nanney) Second Reading and Adoption of the Zoning Ordinance Amendments – Administrative approvals on Final site Plan**

Bills moved **Smith** supported to conduct a Second Reading of the proposed PTXT 24-02 amendments to Section 14.2 (Site Plan Review) and Section 12.5 (Nonconforming Sites) to allow for administrative approval of a final site plan under certain circumstances and for the Zoning amendatory ordinance as Township Ordinance Number 24-05. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

B. **Discussion/Action: (Smith) DWSRF ARPA Grant Division C Water Treatment Plant Upgrades Bid Approval – JR Heineman**

Smith moved **Bills** supported to approve the bid from JR Heineman for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division C. Water Treatment Plant Expansion in the amount of $3,941,556.07 and authorized the Township Manager to sign the contract. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

C. **Discussion/Action: (Smith) DWSRF ARPA Grant Division D Lead Service Lione Inventory Bid Approval – National Industrial Maintenance**

Bills moved **Smith** supported to approve the bid from National Industrial Maintenance for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division D Lead Service Line Inventory in the amount $466,790.00 and authorize the Township Manager to sign the contract. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

D. **Discussion/Action: (Smith) McDonald Park and Jameson Park Improvement Contract Bid Approval**

Smith moved **Rice** supported to approve the bid from Isabella Corporation in the amount of $30,000.00 for the completion of the Parks Improvement Project at McDonald Park and Jameson Park; authorize the Township Manager to sign the Agreement; and amend the FY 2025 General Fund budget to appropriate funds for this project in account 101-901-976-306. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

E. **Discussion/Action: (Stuhldreher) Formal Agreement of Manager Contract**

Bills moved **Rice** supported to approve the Township Manager's Employment Agreement for calendar year 2025. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Smith, and Thering. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: ***RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE***
Open: 7:52 p.m.
No comments were offered.
Closed: 7:53 p.m.

MANAGER COMMENTS

- It's been a joy working with and for the current Board of Trustees. Looking forward to working with new Board of Trustees.
- Thanked the election workers and staff for helping set up, teardown and run a smooth election.

FINAL BOARD MEMBER COMMENT
Bills – Has had a great run in the last 4-years. Really educational and highly recommend every citizen try to serve in local government in some aspect to really open your eyes to what is going on. Great working with everyone.
Smith – Highlighted his various roles and the difference between sitting on the policy side of the board. He has a great amount of respect for the Manager and staff for their work and expressed that it has been a great experience working with a board that values diverse opinions.
Rice – Thanked everyone for a great 10 years, expressed excitement for the next Treasurer and appreciated the staff and board. It's been a fantastic board to serve on.
Thering – It's been an honor to serve with this Board and wished the best for Connie, Brian, and Kim.
Cody – Thanked everyone that was involved in a smooth and successful election, including election inspectors, CMS, staff and sheriff's department. Thanked the current board for serving. They will be missed. Looking forward to working with the new board.
Mielke – Seconded a lot of the comments. Saw the best of humanity and respect dealing with differences. Thanked everyone for being a good board to work with. Hopes the next board exceeds what the current board has done. Congratulations to Trustee Smith on his acceptance of the County Controller position.

ADJOURNMENT
Cody moved **Rice** supported to adjourn the meeting at 8:03 p.m. **Vote: Ayes: 6. Nays: 0. Motion carried.**

APPROVED BY: _____
Lisa Cody, Clerk

_____
Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	
Bank 101 POOLED CHECKING							
11/20/2024	101	747(E)	00146	CONSUMERS ENERGY	4511 E RIVER	12,800.37	
					2279 S MERIDIAN PUMP HOUSE	99.23	
					1876 S LINCOLN	19.94	
					2188 E PICKARD	94.79	
					1776 E PICKARD	39.27	
					1876 E PICKARD	58.68	
					5525 E REMUS	59.71	
					2270 NORTHWAY	34.54	
					2495 E DEERFIELD	135.14	
					5537 E BROADWAY	60.16	
					5228 S ISABELLA	7,366.93	
					4822 ENCORE	126.49	
					900 MULBERRY LANE	57.78	
					5240 E BROOMFIELD	1,114.93	
					800 CRAIG HILL	55.70	
					2279 S MERIDIAN	1,674.67	
					1633 S LINCOLN	230.15	
					3998 E DEERFIELD	92.44	
					1046 S MISSION	117.02	
					5144 BUDD	28.76	
					5142 BUDD	167.25	
					1660 BELMONT	111.68	
					3248 S CONCOURSE	170.91	
					2424 W MAY	647.00	
					5076 S MISSION	1,241.54	
					5319 E AIRPORT	78.50	
					4795 S MISSION	2,969.91	
					4797 S MISSION ST BARN	488.63	
					1605 SCULLY RD	62.68	
					5369 S CRAWFORD	76.14	
					4520 E RIVER	287.47	
					1933 S ISABELLA	607.33	
					4244 E BLUE GRASS	174.03	
					2180 S LINCOLN	30.09	
					2010 S LINCOLN	891.78	
						32,271.64	
11/20/2024	101	748(E)	00146	VOID			V
				Void Reason: Created From Check Run Process			
11/20/2024	101	749(E)	00146	VOID			V
				Void Reason: Created From Check Run Process			
11/20/2024	101	751(E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-4TH Q 2024	454.38	
11/20/2024	101	752(E)	01186	COYNE PROPANE LLC	33 LB CYLINDER REFILL-FORK LIFT	11.56	
11/26/2024	101	25978	00013	AIRGAS USA, LLC	CYLINDER LEASE RENEWAL	194.20	
11/26/2024	101	25979	02009	ALMA CHRYSLER	REPAIR OF 2018 RAM SERVICE TRUCK	6,433.04	
11/26/2024	101	25980	00020	JAMES ALWOOD	WELL SITE LEASE-NOV 2024	350.84	
11/26/2024	101	25981	01703	AMAZON CAPITAL SERVICES	BOT POLICY GOVERNANCE BOOKS	101.82	
					MOBILUX GREASE PAILS	1,097.13	
						1,198.95	
11/26/2024	101	25982	00095	C AND C ENTERPRISES INC	CLOTHING ALLOWANCE-LOVEBERRY	95.70	
					TOILET BOWL CLEANER-JAMESON HALL	40.25	
						135.95	

023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/26/2024	101	25983	01253	CAPITAL EQUIPMENT CLARE LLC	DOOR KIT/HINGES/BRACKETS	2,648.75
					CREDIT MEMO-DAMPER DOOR/BRACKETS	(133.55)
						2,515.20
11/26/2024	101	25984	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL& PHONE SERVICE-DEC 202	6,729.55
					DESKTOP & SURFACE PROS-WWTP & WATER	8,694.96
					WEBCAM AND MONITORS-WWTP	332.99
					MONITORS FOR SHAWN MCBRIDE	299.98
						16,057.48
11/26/2024	101	25985	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-OCT 2024	3,552.51
11/26/2024	101	25986	00209	ETNA SUPPLY COMPANY	SCH80 PVC NIPPLES	34.80
11/26/2024	101	25987	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-NOV 2024	40.00
11/26/2024	101	25988	00261	GRAINGER	SIDE GRIP DRUM HANDLER	304.56
11/26/2024	101	25989	01237	KONE, INC	SAFETY TESTING FOR SEWER STN ON ISABELLA	2,300.00
11/26/2024	101	25990	01300	LINDSAY SOFT WATER	SOFTNER SALT FOR TWP HALL	40.50
11/26/2024	101	25991	00001	M T A	TAX COLLECTION TRAINING-TREASURER	194.50
					NEW OFFICIALS TRAINING-TREASURER & TRUST	300.00
					NEW OFFICIALS TRAINING-TRUSTEE LANNEN	150.00
					TAX COLLECTION TRAINING-TRUSTEE LANNEN	194.50
						839.00
11/26/2024	101	25992	00399	MCMASTER-CARR SUPPLY CO	EASY-VIEW SIGHT, 3/4 NPT	265.15
11/26/2024	101	25993	01806	MEDLER ELECTRIC	BUILDING WIRE	60.50
11/26/2024	101	25994	01999	METRON FARNIER LLC	METER/REGISTER/ANTENNA	1,234.42
11/26/2024	101	25995	01767	MICHIGAN LABOR LAW POSTER SERVICE	LABOR LAW POSTERS-3 YEAR SUBSCRIPTION	1,242.50
11/26/2024	101	25996	00739	THE MORNING SUN	NEWSPAPER SUBSCRIPTION	1,147.00
11/26/2024	101	25997	01663	RODNEY NANNEY	SEMINAR MEAL REIMBURSEMENT	18.13
					MILEAGE & PARKING REIMBURSEMENT	528.32
						546.45
11/26/2024	101	25998	00494	NORTH CENTRAL LABORATORIES	AMBER LATEX TUBING/AMMONIA TEST N TUBE/	1,540.73
11/26/2024	101	25999	01884	RENT RITE INC	PORTABLE RESTROOM-MCDONALD PARK	179.68
11/26/2024	101	26000	00609	STANDARD ELECTRIC COMPANY	OUTSIDE LIGHT FOR ISABELLA WELL SITE	52.22
11/26/2024	101	26001	01238	STATE OF MICHIGAN - DEQ	MICROBIOLOGY WATER TESTING	3,329.96
11/26/2024	101	26002	01542	STERICYCLE, INC.	PAPER SHREDDING-OCT 2024	166.41
11/26/2024	101	26003	01495	MARK STUHLDREHER	ROTARY- 1/2 MEALS Q2	78.00
11/26/2024	101	26004	02008	KATHLEEN ZUKER	REFUND SEC DEPOSIT-JAMESON HALL	250.00

101 TOTALS:

Total of 32 Checks:	76,827.63
Less 2 Void Checks:	0.00
Total of 30 Disbursements:	76,827.63

Charter Township of Union
Payroll

Check Date: 11/21/2024
Pay Period End Date:11/16/2024

NOTE: PAYROLL TRANSFER NEEDED

General Fund	$	43,819.01
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		40,653.68
Water Fund		34,249.80
Total To Transfer from Pooled Savings	$	118,722.49

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	$	77,685.58
Employer Share Medicare		1,075.09
Employer Share SS		4,597.05
SUI		10.07
Pension-Employer Portion		6,700.97
Workers' Comp		415.51
Dental		1,430.67
Health Care		28,905.34
Vision		-
Vision Contribution		-
Flex Admin		45.00
Health Care Contribution		(2,856.24)
Life/LTD		-
Cobra/Flex Administration		713.45
PCORI Fee		-
Total Transfer to Payroll Checking	$	118,722.49

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Brian Smith

MONTH, YEAR: October/November 2024

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10/1	Election Commission	✓		$ 50
10/1	BOC Work Session		✓	$ 75
10/15	BOC Work Session		✓	$ 75
11/5	BOC Session		✓	$ 75

Signature: _____ **Date:** 11-13-24

1. **This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.**

2. **Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", $50 will be paid for meetings that are 1 hour or less and $75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.**

3. **The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.**

Union Township Report

Date: Tuesday, November 19, 2024

Alarm Date between 2024-11-10 **and** 2024-11-16

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	**0000903**						
		11/11/2024 1:50:52 PM	561	Unauthorized burning	ENG 31	2	1
						Total Responding 2	
Union Township	**0000904**						
		11/11/2024 3:09:00 PM	311	Medical assist, assist EMS crew	ENG 31	3	1
						Total Responding 3	
Union Township	**0000905**						
		11/11/2024 4:06:47 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
		11/11/2024 4:06:47 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1

						Total Responding 3	
Union Township	**0000908**						
		11/13/2024 4:17:13 AM	611	Dispatched & canceled en route	ENG 31	2	1
						Total Responding 2	
Union Township	**0000910**						
		11/14/2024 7:20:00 AM	622	No incident found on arrival at dispatch address	ENG 31	2	1
						Total Responding 2	
Union Township	**0000911**						
		11/14/2024 10:27:10 AM	611	Dispatched & canceled en route	ENG 31	2	1
						Total Responding 2	
Union Township	**0000912**						

		11/14/2024 9:27:12 AM	413	Oil or other combustible liquid spill	ENG 31	2	1
						Total Responding 2	
Union Township	**0000915**						
		11/15/2024 2:27:24 PM	300	Rescue, EMS incident, other	ENG 31	2	1
						Total Responding 2	
Union Township	**0000916**						
		11/15/2024 5:15:38 PM	412	Gas leak (natural gas or LPG)	ENG 31	2	1
						Total Responding 2	
Union Township	**0000917**						
		11/15/2024 11:19:27 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
	Total Runs					**Total**	

	10					**Responding 22**	

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

TO:	Board of Trustees	**DATE:**	November 20, 2024
FROM:	Mark Stuhldreher, Township Manager	**DATE FOR BOARD CONSIDERATION:**	11/26/2024

ACTION REQUESTED: To introduce and conduct a First Reading for the proposed PREZ24-01 request to rezone the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) on the east side of S. Isabella Road north of E. River Road in the southwest quarter of Section 1 from I-1 (Light Industrial District) to R-1 (Rural Residential District).

BACKGROUND INFORMATION

During the regular August Planning Commission meeting, the family living at 943 S. Isabella Rd. spoke during public comment about their interest in being able to continue to raise chickens and other fowl on their lot, which is located in the I-1 (Light Industrial) zoning district and is occupied by a legal nonconforming single-family dwelling. This property is currently part of an active ordinance enforcement action because the non-farm raising of chickens, ducks, etc., is not an allowable land use in the I-1 District. The use of the existing dwelling as a residence is protected as a legal nonconforming use per Section 12.6 (Nonconforming Single-Family Dwellings), but this protection does not extend to the keeping of farm animals.

The family asked the Planning Commission to consider initiating a rezoning action for their lot from the I-1 District to the R-1 (Rural Residential) District where "*customary agricultural operations*" (including the keeping of chickens, ducks, and other farm animals) are allowed as a principal permitted use. Per Section 14.5.A. (Initiating Amendments) of the Zoning Ordinance, "*Amendments to the Official Zoning Map may be initiated by the Township Board, Planning Commission, Township Planner or by application of one (1) or more Township property owners or persons acting on behalf of and with authorization from the property owner(s*)."

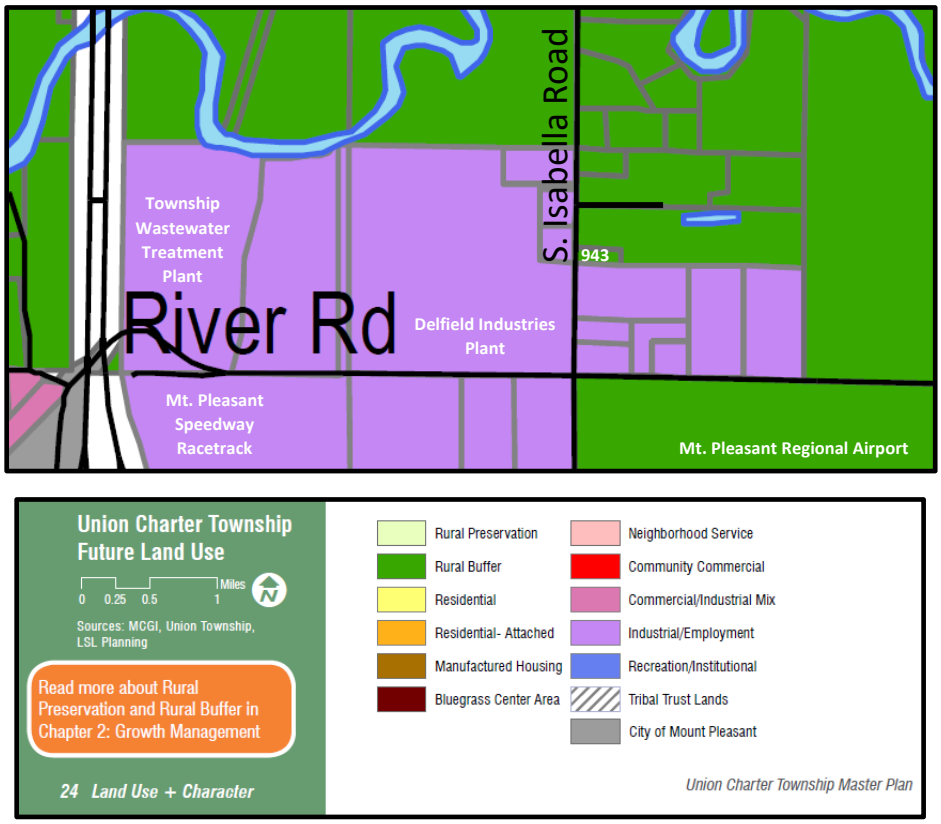
Township-Initiated Rezoning

During their regular September 17, 2024 meeting, the Planning Commission held a discussion regarding the proposed rezoning of one or more properties on the east side of S. Isabella Rd., north of E. River Rd. After extensive deliberations, and with reference to the Master Plan's future land use designation for the lot at 943 S. Isabella Rd as "Rural Buffer" rather than "Industrial/Employment" as designated for the land south of the lot, the Planning Commission adopted a motion to initiate a rezoning process to consider a rezoning to the R-1 District.

The proposed rezoning to the R-1 District, if adopted, would resolve the current ordinance enforcement action related to keeping of chickens and other fowl on the subject lot.

Existing Zoning and the 2018 Master Plan – Future Land Use Map

On the following page is an excerpt from the future land use map included in the adopted 2018 Township Master Plan, which shows the subject lot at 943 S. Isabella Rd. as being just outside of the planned boundary of the area designated for Industrial/Employment land uses:



Previous Township-Initiated Rezoning Actions

Before this proposed rezoning, the most recent rezoning amendments initiated by the Planning Commission were the changes to the various business districts adopted in 2021 in response to corresponding updates included in the new Zoning Ordinance No. 20-06, which eliminated the former B-6 District entirely. In addition, The Planning Commission discussed a potential Township initiated rezoning of land south of E. Broomfield Road and east of S. Lincoln Road in November of 2022, but chose not to take any action.

Public Hearing and Planning Commission Recommendation

The Planning Commission held a public hearing on this proposed rezoning during their regular October 15, 2024 meeting. Following the hearing and deliberation, the Planning Commission adopted the following motion by a unanimous roll call vote:

> ***Olver moved Browne supported to recommend that the Board of Trustees approve a rezoning of the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) from I-1 (Light Industrial District) to R-1 (Rural Residential District). Roll Call Vote: Ayes: Browne, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion Carried.***

County Planning Commission Review

In accordance with the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the County Planning Commission reviewed the rezoning request on November 14, 2024. The Commission chose not to offer any formal comments on the request.

SCOPE OF SERVICES

Introduction and First Reading of the Township-initiated rezoning request of the lot at 943 S. Isabella Rd. to the R-1 (Rural Residential District).

JUSTIFICATIONS

The proposed R-1 (Rural Residential) zoning district classification is consistent with the Master Plan's "*Rural Buffer*" future land use designation for the subject lot.

GOALS ADDRESSED

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

1. **Community well-being and common good**
2. **Prosperity through economic diversity, cultural diversity, and social diversity**

The proposed rezoning would resolve the current ordinance violation in a manner consisted with fair and nondiscriminatory code enforcement practices (1.1.1.2) and would help the residents of the lot at 943 S. Isabella Road to be able to thrive and achieve more than their basic needs (1.2).

COSTS

Since this rezoning request was initiated by the Planning Commission, the Township is responsible for the costs associated with mailing and publication of required public notices, which are anticipated to not exceed $800.00. Adequate funds are allocated in the FY2024 General Fund budget for Printing and Publications (101-701-900.000) for this purpose.

TIMETABLE

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

RESOLUTION

To introduce and conduct a First Reading for the proposed PREZ24-01 request to rezone the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) on the east side of S. Isabella Road north of E. River Road in the southwest quarter of Section 1 from I-1 (Light Industrial District) to R-1 (Rural Residential District).

Resolved by _____ Seconded by _____

Yes:
No:

Absent:

CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend the Charter Township of Union's Official Zoning Map by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for severability; to provide for publication; and to provide an effective date.

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

Section 1 – PREZ24-01 Rezoning Request

The Official Zoning Map shall be amended to rezone the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) on the east side of S. Isabella Road north of E. River Road in the southwest quarter of Section 1 from I-1 (Light Industrial District) to R-1 (Rural Residential District).

Section 2 – Severability

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

Section 3 – Publication

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

Section 4 – Effective Date

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on the _____ day of _____, 202__, after initiation and a public hearing by the Planning Commission on _____ as required pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.), and after introduction and a first reading by the Township Board on _____ and publication after such first reading as required by the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34).

This Ordinance shall be effective on the _____ day of _____, 202__, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Planning Commission was held on October 15, 2024, at 7:00 p.m. at the Union Township Hall.

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

Roll Call
Present: Browne, Gross, Lapp, Olver, Squattrito, and Thering
Excused: Shingles
Absent: McDonald

Others Present
Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Tera Green, Administrative Assistant

Approval of Agenda
Olver moved **Gross** supported to approve the agenda as presented. **Vote: Ayes: 6. Nays: 0. Motion Carried**

Approval of Minutes
Olver moved **Gross** supported to approve the September 17, 2024 regular meeting as presented. **Vote: Ayes: 6. Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

A. Board of Trustees updates by Thering – Gave updates on the Board of Trustees meetings.
B. McDonald updates from ZB – No updates were given.
C. Community and Economic Development Monthly Report
D. Other Reports

Public Comment
Open 7:09 p.m**.**
No comments were offered.
Closed 7:09 p.m.

New Business

A. PREZ24-01 Township initiated rezoning request for the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) from I-1 Light Industrial District to R-1 Rural Residential District
   a. Introduction by staff
   b. Public Hearing
   c. Commission deliberation and action (recommendation to the Board of Trustees for approval, or rejection; or postpone action for further discussion)

Nanney introduced the PREZ24-01 Request to rezone 943 S. Isabella Road from I-1 (Light Industrial District) to the R-1 (Rural Residential District) per Section 14.5 (Amendments). This is a township-initiated rezoning action. This matter was first discussed at the regular August Planning Commission meeting when the family living at 943 S. Isabella Rd spoke during public commented on raising chickens.

Nanney highlighted the Master Plan Future Land Use Map noting that the location of the half acre lot is at

the edge of what the Master Plan designates as Industrial land in this area. The property at 943 S. Isabella is outside of that designated industrial area and falls within the area designated as "Rural Buffer." Although it is a township-initiated action, the Planning Commission is required by Section 14.5. G of the Zoning Ordinance to evaluate all relevant factors before recommending it to the Township Board. Nanney encouraged the commission to consider the factors outlined in the memo as they proceed with the request.

Mr. Nanney also acknowledged a 10/15/2024 letter received from Mr. Kurt Feight, copies of which were provided to the commissioners and added to the agenda packet for the meeting posted on the Township website.

Public hearing
Open: 7:26 p.m.
Jared Gallinger, 943 S. Isabella Rd. addressed inaccuracies provided in a letter from Kurt Feight.
Allison Bjerke, 975 S. Isabella Rd., read a statement she provided requesting the Planning Commission consider a rezoning designation of her property and outlined how the change would benefit not only her family but align with the well-being of the community.
Rick Maylee, 931 s. Isabella Rd., addressed concerns with the number of animals, waste and odor the animals will cause if rezoned to rural residential.
Sandy Halasz, 580 S. Shepherd Rd., expressed her surprise with the exaggerated letter from Kurt Feight. She noted that the comments are getting away from the issue to request a rezone from Industrial to Residential.
Jessica Kandaris-Gallinger, 943 S. Isabella Rd., apologized to Mr. Maylee and noted she was not aware of the smell. Addressed the letter provided by Kurt Feight.
Allison Bjerke, 975 S. Isabella Rd., followed up with a comment on how many animals are typically allowed in a particular space.
Closed: 7:27 p.m.

During deliberation it was noted that a rezone is distinct from a special use permit; any limitation imposed would be based on the zoning ordinance. In the R-1 District, farming activities are allowable land uses to which provisions of Michigan's Right to Farm Act would be applicable. If the rezoning is granted, the township can only encourage the property owners to follow Michigan's adopted Generally Accepted Agricultural Management Practices (GAAMPs).

Chair Squattrito pointed out that this matter was brought before the commission due to a zoning violation. However, since it is a rezone request, the future land use should take precedence.

Commissioner Gross expressed concerned about the number of animals and potential odor issues, noting that these problems will remain whether the parcel is rezoned or not.

Commissioner Browne emphasized that the discussion of the proposed rezoning should focus on whether the change aligns with the Future Land Use Map rather than framed as a nuisance issue.

Commissioner Lapp agreed with Commissioner Browne but remarked that it appears that we are giving the nuisance people what they want rather than considering the concerns of the affected neighbors. She acknowledged that while this is a zoning issue, the original reason for bringing it to the commission was due to unresolved nuisance problems.

Commissioner Thering highlighted the need of being responsible neighbors.

Commissioner Olver stated that the role of the Commission is to fix inconsistency of the zoning.

Olver moved **Browne** supported to recommend that the Board of Trustees approve a rezoning of the 0.53-acre lot at 943 S. Isabella Road (PID 14-001-30-004-01) from I-1 (Light Industrial District) to R-1 (Rural Residential District). **Roll Call Vote: Ayes: Browne, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion Carried.**

B. <u>Adoption of the 2025 Schedule of Planning Commission meetings</u>

Olver moved **Thering** supported to approve the schedule of regular meetings of the Planning Commission for the 2025 calendar year in accordance with the requirements of the Open Meetings Act. **Roll Call Vote: Ayes: Browne, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion Carried.**

C. <u>Master Plan updated – review of draft plan materials</u>

a. Introduction by staff
b. Commission discussion

Nanney reviewed materials provided for the Township Master Plan updates. The Township's Engineering Consultants will complete a more detailed evaluation of the US-127 corridor from the perspective of infrastructure needs and to identify areas along the corridor that are appropriate for future industrial and warehouse development.

The Commissioners reviewed the areas listed in the draft document dated October 9th. During deliberations, Commissioner Olver questioned why a site near the intersection of S. Isabella Rd. and E. Bluegrass Rd. was not referenced as a potential site for evaluation on the map provided in the packet. Nanney pointed out that the particular property belongs to the Saginaw Chippewa Indian Tribe, which is a Sovereign Nation and is not governed by our Zoning Ordinance. Commissioner Gross referred to the previous owner of this property as the old Coons Family Farm. Chair Squattrito observed that there was a general consensus of the Commission for staff to proceed with evaluating the areas listed.

<u>Extended Public Comments</u>

Open: 8:42 p.m.
Allison Bjerke, 975 S. Isabella Rd. clarified that her letter that was presented at the public comment was not an application and asked that the commission consider initiating a rezone of her property that is also zoned I-1.
Closed: 8:49 p.m.

<u>Final Board Comment</u>

Squattrito – asked for the commissioners thoughts on considering initiating a rezoning to property 975 S. Isabella.
Browne – need to be consistent with considering the Future Land Use and the specific zone concerns.
Gross – echoed Commissioner Browne's comment.
Squattrito – suggested that it makes sense not to proceed with rezoning the property at this time, but rather address it through the Future Land Use discussion.

<u>Adjournment</u> – Chair Squattrito adjourned the meeting at 8:55 p.m.

APPROVED BY: _____

Jessica Lapp – Secretary
Tom Olver – Vice Secretary

(Recorded by Tera Green)

Kurt E. Feight
Feight Management, LLC
3213 Brittan Drive
Mt. Pleasant, MI 48858

October 15, 2024

Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858

Regarding: Public Hearing for Zoning Map Amendment Request
943 S. Isbella Road, Mt. Pleasant, MI 48858

To Whom It May Concern,

We own the property located at 947 S. Isabella Road and share the north property line of 943 S. Isabella Road. **We strongly oppose the amendment request from I-1 to R-1.**

The said property is currently non-conforming and is being used as a farm raising livestock that are uncaged and run free around the property including but not limited to chickens, ducks, turkeys, and other animals. Also, the owners of 943 S. Isabella have blight throughout the property. Physical deterioration of the buildings, piles of rubbish, tall weeds, uncut grass, and abandoned equipment and lawnmowers throughout the property.

We have filed several complaints with the Township over these unresolved matters. It came to the point where their birds and livestock were encroaching and running free all around our property (see attached photos). We have complained to the owners and the township. To address the matter, we had to install a six-foot fence to keep the animals off and to screen the blight from the property. The neighbors north of 943 S. Isabella Road had to do the same thing.

Along with the birds and animals, 943 S. Isabella Road has encroached on our land, leaving broken equipment and lawnmowers on our property for months. After several requests and complaints, they finally moved the mower just enough off our property to their property line and left it there. A few months later, we found them using our driveway and placed a utility trailer on our property.

This property has blight, raises livestock, and is non-conforming to use with farming activities. The property should remain I-1 and Zoning Enforced.

Kurt E. Feight
Feight Management, LLC

REQUEST FOR TOWNSHIP BOARD ACTION

TO:	Board of Trustees	**DATE:**	November 21, 2024
FROM:	Mark Stuhldreher, Township Manager	**DATE FOR BOARD CONSIDERATION:**	11/26/24

ACTION REQUESTED: Consider approval of a one-year extension to the Fire Protection Service Agreement with the City of Mt. Pleasant in the amount of $807,458

Current Action ___**X**___ Emergency _____

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

Finance Approval _____MDS_____

BACKGROUND INFORMATION

Union Township has been receiving fire protection services via a contractual relationship with the city of Mt. Pleasant for decades. The funding for this service has been supported by a dedicated fire millage which was most recently renewed in November 2018 by a 70/30 favorable margin, thus highlighting the community's support for the arrangement. The Service Agreement has demonstrated a long-term commitment by both the City and Township toward the sharing of services that has benefited both communities economically as well as from a service delivery standpoint. As important, it set the stage for the additional cooperative endeavors that have been undertaken over the years.

The current Agreement, approved in November 2018, expired at the end of 2023. In November 2023, the Board approved a one-year extension as the city was working on a Fire Department Study with the Center for Public Safety Management to assess the current and future needs of the Fire Department. While the Study has been completed, they are still working on the implementation aspects. Any discussion around potential changes will involve Union Township as one of their primary service recipients. Since the City's internal evaluation is ongoing, it is recommended that the current contract be extended for another year.

SCOPE OF SERVICES

The City will provide fire suppression services to property in the Township as well as provide fire review, inspections, and enforcement for new commercial construction projects. All aspects of the existing Agreement will remain in effect. The contract is attached.

JUSTIFICATION

Approval of an extension to the Agreement ensures the continuation of fire protection services at levels the citizens of the Township have come to expect. The provision of these services will facilitate and support the residential and commercial growth of the Township in an economical fashion that benefits both parties.

The one-year extension of the current Agreement allows for the City's internal evaluation to be completed after which discussions will occur regarding a multi-year contract for fire suppression and commercial construction fire review services.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

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

COSTS

The contract pricing history is shown in the table below. The agreed upon 2025 contract payment column has been added.

The 2025 cost was estimated to be $863,553 in the approved FY 2025 budget. Therefore, a savings to the fire fund in the amount of $56,095 will be reflected in the mid-year budget amendment recommendation. There will also be adjustments to the East and West DDA fund as their budgets were based on the higher amount.

	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Annual Cost	$763,800	$796,300	$812,900	$830,100	$838,401	$807,458
% Increase from prior year	4.43%	4.25%	2.08%	2.11%	1.00%	-3.7%

PROJECT TIME TABLE

The city of Mt Pleasant approved this extension with the recommended annual fee at their November 11,2024 City Commission Meeting.

This Agreement will become effective January 1, 2025, and will remain in force until December 31, 2025. Following the analysis of the recommendation contained in the Fire Department Study, the City Manager and Township Manager will meet to discuss a longer-term contract.

RESOLUTION

Authorization is hereby given to approve a one-year extension to the existing Fire Protection Agreement in the amount of $807,458 and authorize the Township Manager to sign all requisite documents.

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:
No:
Absent:

FIRE PROTECTION AGREEMENT

THIS AGREEMENT, effective January 1, 2019 by and between the City of Mt. Pleasant, Michigan, a Municipal Corporation, hereinafter called the "**CITY**", and the Charter Township of Union, a Municipal Corporation, hereinafter called the "**TOWNSHIP**", both situated in Isabella County, Michigan.

WITNESSETH:

WHEREAS, **CITY** and **TOWNSHIP** have jointly provided for fire protection through an agreement expiring on December 31, 2018, with the City Fire Department providing fire protection and commercial inspection services as defined in Section 5 below to the **TOWNSHIP**, and it is mutually agreed by the parties that it is for their common interest that such service be continued to be rendered in the manner hereinafter set forth,

It is acknowledged that the Mt. Pleasant Fire Chief, by virtue of the Township's adoption of the International Fire Code, is the Charter Township of Union Fire Chief and has the powers of the Fire Chief as outlined in the International Fire Code. By virtue of the Township's adoption of Resolution attached dated 12/19/18, the Charter Township of Union Fire Chief is also the Township's Fire Code Official.

It is further acknowledged and hereby agreed that the authority and scope of responsibility of the City of Mt. Pleasant Fire Chief and personnel of the Fire Department are limited. The authority and duties of the Fire Chief shall be limited to those set forth in the International Fire Code and any potential scope of liability shall be limited to the fullest extent permitted by law, including any limits set forth in the International Fire Code. Further, it is acknowledged that the duties described herein are being assigned to the Fire Chief in his official capacity as a government employee, as part of his job duties, such that it is intended that the Fire Chief and fire department personnel shall be entitled to governmental immunity when performing any of the duties or efforts described in the Agreement, as such duties are within the functions of government and are activities assigned for the purpose of public safety.

NOW, THEREFORE, it is mutually agreed as follows:

1. That upon a call from a location in the **TOWNSHIP**, one or more pieces of firefighting apparatus and an appropriate number of trained members of the Mt. Pleasant Fire Department shall respond to the scene of the **TOWNSHIP** fire or emergency.

2. If while fighting a fire in the **TOWNSHIP** the **CITY** receives a call to attend a fire within the city limits or township other than Union, or if while fighting a fire in the **CITY** or a township other than Union, an alarm comes in from the **TOWNSHIP,** the Chief of the City Fire Department shall have full authority in his discretion to respond to the second alarm or fire call with such fire apparatus and personnel as in his opinion may be spared therefore. The **CITY** guarantees that response will be made to every fire alarm or emergency in Union Township either by the Mt. Pleasant Fire Department or by a neighboring fire department with whom the **CITY** maintains a mutual aid agreement.

   It is intended by this Agreement that the **CITY** and its personnel, including but not limited to the Fire Chief, fire department personnel/volunteers and the **CITY** itself, shall be entitled to the fullest extent of immunity from liability permitted by law, and it is further intended that in no event shall the **CITY** be liable to the **TOWNSHIP** or any other property owner in the **TOWNSHIP** for damages or loss to property for failure to furnish such fire protection services, nor does the **CITY** or its personnel undertake or agree to be liable for such.

3. The **TOWNSHIP** fire truck is being replaced in 2018. It is expected that a new truck with appropriate equipment replacement consistent with the new truck will be needed in approximately 2033 or at such time as mutually agreed to by the **TOWNSHIP** and the **CITY,** with fire apparatus of a design and specification mutually approved by both parties. The **TOWNSHIP** apparatus will be stored, housed, serviced, repaired, and maintained by the **CITY** without cost to the **TOWNSHIP.** Ownership shall be retained by the **TOWNSHIP.**

4. The **CITY** shall insure the **TOWNSHIP** apparatus in like manner with similar equipment owned by the **CITY** with insurance which shall be effective whenever said apparatus is beingused or driven in the performance of duties of the City Fire Department.

5. The **CITY** will also provide fire review, inspections, and enforcement for new commercial construction projects. This review will consist of: site plan review; submittal of fire protection system plans for third party review and approval; rough in inspections for fire protection systems (sprinkler system inspections, hydrostatic test of the sprinkler system, fire alarms systems, kitchen hood suppressions systems,

etc.); witnessing of water flow tests; fire protection system portion of final building inspection; and Firefighter Right to Know inspections. As set forth above in the limitations on liability, which are incorporated herein, the parties agree that the **CITY** and its personnel shall be entitled to immunity from liability to the fullest extent permitted by law for conducting these governmental functions.

6. The **TOWNSHIP** shall pay the **CITY** annually for fire protection and new commercial construction review services. The amount is to be in accordance with the following amounts:

2019	$731,400
2020	$763,800
2021	$796,300
2022	$812,900
2023	$830,100

One-quarter of the above amount shall be paid to the **CITY** before the first day of April, July, October, and January during the term of this Agreement.

Interest at the rate of 9 percent per annum shall be added to any payment not received by the **CITY** by the date due.

7. This Agreement shall remain in force until December 31, 2023, unless amended by mutual agreement, or as otherwise set forth herein. The parties may by mutual agreement extend this agreement for an additional five years. In the event of a mutual agreement to extend for five years, the parties will meet by April 2023 to agree upon the annual payment amounts.

Notwithstanding any other provision, either party hereto may terminate this Agreement at any time by giving the opposite party written notice of its intention to do so at least eighteen (18) months prior to the time such party intends such termination to become effective.

8. The **CITY** shall provide to the **TOWNSHIP** Manager its annual proposed and

subsequent adopted Fire budget at or prior to the time the proposed and subsequent adopted budget is delivered to City Commissioners for their review and any amended budgets throughout the year.

9. The **CITY** shall provide the **TOWNSHIP** Manager a monthly report via e-mail of all emergency runs in the **TOWNSHIP** and the number of staff responding to the emergency run. The **CITY** shall provide to the **TOWNSHIP** an annual report of the Mt. Pleasant Fire Department if requested by the **TOWNSHIP** Manager. If the **TOWNSHIP** should want additional detail including response activity and financial reports, it will be provided upon request.

10. If the **CITY** decides to implement false alarm fees, first responder fees, or other such fees for service during the term of the agreement, the **TOWNSHIP** will also consider implementation of such fees payable to the **CITY.**

DATED: 12/5 ,2018

In the presence of:

Witness

Witness

CITY OF MT. PLEASANT

Allison Quast-Lents, Mayor

Jeremy Howard, City Clerk

DATED: 12/4 ,2018

In the presence of:

Jennifer Lowberry

Witness

Kimberly Smith

Witness

CHARTER TOWNSHIP OF UNION

Ben Gunning, Supervisor

Lisa Cody, Clerk

CHARTER TOWNSHIP OF UNION
A RESOLUTION TO DESIGNATE THE FIRE CODE OFFICIAL

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the 19th day of, December 2018:

Present: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle

Absent: Treasurer Rice

The following resolution was offered by Cody and supported by Woerle.

WHEREAS, the City of Mt. Pleasant, through the City of Mt. Pleasant Fire Department, provides fire protection and commercial inspection services to the Charter Township of Union pursuant to a Fire Protection Agreement; and

WHEREAS, the Mt. Pleasant Fire Chief serves as the Charter Township of Union Fire Chief by virtue of the adoption by the Charter Township of Union of the International Fire Code and the provisions of the Fire Protection Agreement; and

WHEREAS, the Charter Township of Union desires to have the Mt. Pleasant Fire Chief, in his or her capacity as the Charter Township of Union Fire Chief, also serve as the Charter Township of Union Fire Code Official.

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees of the Charter Township of Union hereby designates the Mt. Pleasant Fire Chief, serving in his or her capacity as the Charter Township of Union Fire Chief, as the Charter Township of Union Fire Code Official.

ADOPTED: December 19, 2018

AYES: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle

NAYS: 0

ABSENT: Treasurer Rice

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on December 19, 2018.

Lisa Cody, Clerk

{S1465164.DOCX.1}

REQUEST FOR TOWNSHIP BOARD ACTION

TO:	Board of Trustees	**DATE:**	November 21, 2024
FROM:	Sherrie Teall, Finance Director	**DATE FOR BOARD CONSIDERATION:**	11-26-2024

ACTION REQUESTED: To approve adding newly elected Treasurer, Lori Rogers as a signatory to all of the Township's Bank accounts with Isabella Bank and Isabella Community Credit Union. Also, to approve removing outgoing Treasurer, Kimberly Rice as a signatory from the accounts.

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Lori Rogers won the election for Township Treasurer on November 5th, 2024. Her term began on November 20, 2024.

The township treasurer's (or deputy treasurer's) signature is required by law to make a check a negotiable instrument that orders a payment to be made. To effectuate the requirement of signing checks, the Treasurer needs to be the signatory on all Township bank accounts.

SCOPE OF SERVICES

N/A

JUSTIFICATION

Bank policy requires formal notification from the governing body that the Treasurer is an approved signatory on all township bank accounts.

PROJECT IMPROVEMENTS

N/A

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

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

COSTS

N/A

PROJECT TIME TABLE

N/A

RESOLUTION

Authorization is hereby given to add newly elected Treasurer, Lori Rogers as a signatory to all of the Township's Bank accounts with Isabella Bank and Isabella Community Credit Union; and to remove outgoing Treasurer, Kimberly Rice as a signatory from all township bank accounts with Isabella Bank and Isabella Community Credit Union.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Charter Township Of Union

To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: November 21, 2024

Policy Review: 2.8 Emergency Township Manager Succession
Type of Review: Internal
Review Interval: Annual
Review Month: November 2024

Policy Wording

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

Manager Interpretation

The Township Manager interprets this policy to mean that a plan, with named individuals, is critical to continuing to achieve the organization's mission and goals as well as maintaining normal daily operations in case of an unforeseen event, such as death, disability, or unplanned extended absence of the Township Manager.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself and the general principles involved with emergency succession planning.

Data

The attached Township Manager Succession Policy was adopted in November 2019 and last amended in November 2023. To provide experience, when the Manager is away for scheduled absences, the individuals listed in the policy are assigned as Acting Township Manager on a rotating basis.

Compliance

The Township is in compliance with Policy.

Township Manager Succession Plan

Created: November 2019
Requirement for Plan: Governance Policy 2.8
Board of Trustee Approval: November 26, 2019
Last Amended November 2023

Policy Statement:
A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Charter Township of Union to be prepared for an eventual change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified.

The Board of Trustees shall be responsible for implementing this. To ensure the organization's operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits a permanent replacement, the Board will appoint an Interim Manager as described below.

The Interim Manager shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed and monitored including but not limited to reports due, contracts and other obligations to partners and counterparties.

Procedures for Succession:
For a temporary change in Manager leadership (i.e., illness, resignation, leave of absence) the Board of Trustees shall, within 3 business days, appoint an Interim Manager from the list of positions below:

a. Public Services Department Director
b. Finance Department Director
c. Community and Economic Development Director

In order to ensure the capacity of these positions to assume the role of Interim Manager, the Manager will coach these staff members and expose them to organizational issues beyond their immediate areas of responsibility to ensure they are ready to fulfill this role.

Appendix D

Evaluator: _____

Send to Supervisor by: _____

Policy Governance Executive Limitations Evaluation Form

A tool to be used by individual board members
as they evaluate the internal monitoring reports designated in Board-Executive Director Linkage

Policy being monitored:
(Insert actual policy)

1. Was this report submitted when due? ❑ Yes ❑ No

2. Did the report lay out the Executive Director'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 Executive Director's interpretation of our policy? ❑ Yes ❑ No

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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? What is the value that drives your worry?

_____

_____

_____

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

_____

_____

_____

REQUEST FOR TOWNSHIP BOARD ACTION

TO:	Board of Trustees	**DATE:**	November 21, 2024
FROM:	Mark Stuhldreher, Township Manager	**DATE FOR BOARD CONSIDERATION:**	11/26/2024
ACTION REQUESTED:	Board of Trustees annual review of Board Governance Policy No. 3.8 – Board Committee Principles and Policy No. 3.9 – Board Committee Structure		

Current Action ___**X**___ Emergency _____

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

Finance Approval _____*MDS*_____

BACKGROUND INFORMATION

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

Certain policies, such as Policy 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Board Policy 3.8 – Board Committee Principles

At its' highest level, the Policy states "Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager."

Board Policy 3.9 - Board Committee Structure

At its' highest level, the Policy states "A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete."

To my knowledge, there are no committees that currently exist.

Attached to this memo are complete copies of Policy No's 3.8 and 3.9 and an evaluation section that can be used for the review/discussion of the Policies.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy: **3.8 – Board Committee Principles; 3.9 Board Committee Structure**
Type: **Direct Inspection**
Occurrence: **Annual**
Date: **November 2024**

Policy:

3.8 POLICY TITLE: *BOARD COMMITTEE PRINCIPLES*

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.

3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.

3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.

3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

3.9 POLICY TITLE: *BOARD COMMITTEE STRUCTURE*

A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Use this evaluation form for discussion at the Board of Trustees Meeting on November 26, 2024.

Review all sections of the policy listed and evaluate our compliance with the policy.

1. Indicate item by item if you believe **(Y/N)** the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, indicate what you notice that gives evidence that the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss to live by the policies more completely?