



BOARD OF TRUSTEES
Regular Meeting
December 18, 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. December Monthly Activity Report
 - C. Planning Commission Annual Report
 - D. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
 - E. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – November 27, 2024 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Uniform Video Service Local Franchise Agreement Renewal

11. NEW BUSINESS

- A. Discussion/Action: (Nanney) Second Reading and Adoption of Township Initiated Rezoning of lot at 943 S. Isabella Rd. from I-1 (Light Industrial) to R-1 (Rural Residential)
- B. Discussion/Action: (Stuhldreher) 2025 Board of Trustees Meeting Schedule
- C. Discussion/Action: (Stuhldreher) Consider taking a position regarding the proposed Sand/Gravel Mining legislation
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.4 Financial Planning/Budgeting
- E. Discussion/Action: (Board of Trustees) Policy Governance 3.0 Global Governance Commitment
- F. Discussion/Action: (Stuhldreher) Reaffirm the use of Policy Governance

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.

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2025
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
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Vacant		11/20/2028
3	Vacant		11/20/2028

BOR
APP



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) 989-400-7688 (work) _____
Email: Sarvichowdhary@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

**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

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 Date: 10/28/2024 | 07:44 PDT
97F0D321CA93437...

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Jacob Trudell-Lozano Date: 11-26-2024

Address: 20 E Remus Rd

Phone (home) _____ (cell) 310-988-5699 (work) _____

Email: JakeTrudella@hotmail.com

Occupation: Technician

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Resident in Union Township
- OTHER *Specify Board: _____

Please state reason for interest in above board:

I live in the township and would like to be more involved in my city. I also own commercial property.

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

Signature: [Handwritten Signature] Date: 11-26-2024

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:

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 development 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

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:

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: 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



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: December 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

- Consideration of a request for local government approval needed to allow for enrollment of two (2) vacant parcels of land in agricultural production near S. Summerton Rd. and E. Deerfield Rd. into the State of Michigan's PA116 Farmland Preservation program.
- Consideration of an updated Master Plan
- Consideration of a new Parks and Recreation Master Plan
- The Community and Economic Development Director will work with the Township Attorney and Public Services Director to prepare updates to the Township's ordinance establishing rules for our park
- 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

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.
- 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

- 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 (completion expected second week of December)
 - Division B – Watermain
 - Working with contractor on water main size changes
 - Reviewed shop drawings as needed.
 - Division C – Water Treatment Plant Upgrades
 - Received approved EGLE permit
 - Contract Approved
 - Division D – Lead Service Line Project
 - Contract Approved
 - Submitted FSR #4

Ordinance Enforcement Activities

- 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 is on hold pending final outcome of a Planning Commission-initiated proposal to rezone the lot to the R-1 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. A recent site visit confirmed that the owner is continuing to take steps to reduce the number of farm animals on the premises
- 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. After multiple notices, a civil infraction ticket was issued, for which the owners have confirmed receipt. At the owners' request, the Zoning Administrator forwarded additional details of the site plan violations.

- 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.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- The Community and Economic Development Director participated in the Michigan Downtowns Association annual conference for professional development and as a member of the organization's Board of Directors.
- WWTP operator attended stormwater training
- Rental Inspector provided the following services:
 - Site visits with inspections, re-inspections, issue investigation, etc. for apartment complexes, hotels, as well as duplex and single-family units (732 units inspected-612 apartments, 32 single-family units and 14 duplex units.
 - Expired and re-inspection certificate scheduling
 - Reading the MTA Red Book to become familiar with Township governance and responsibilities
 - Rental Inspector and Building Services Clerk are catching up on expired rental certificates that fell behind during the transition period between inspectors
- 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:
 - 44 Building Inspections
 - 14 Permits issued
 - 5 final and 1 temporary Certificate of Occupancy's Issued
 - Processed 3 FOIA requests
 - Continued progress on Isabella County Jail
 - Continued progress on Krist Mini Mart Project
 - Completion of the Walmart Project
 - Start of Valvoline
 - Completion of the My Michigan Health MRI Room
- 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.
- EGLE District Engineer site visit to all well sites and bi-yearly meeting with District Engineer (Kim Smith & Shawn McBride)
- Mailed notification letters for unknown water service material (Lead and Copper Rule) and responded to calls from customers regarding the notice.
- WWTP
 - Completed 2nd Round of Collection System Mercury Monitoring for 2024-Changed output shaft seal screw pump #3 speed reducer.
 - Performed annual flow meter calibration for all meters in the plant
 - Completed annual maintenance on yard equipment and put in storage for the winter and pulled snow removal equipment out of storage and perform any maintenance needed
 - Rebuilt Ferric Pump #2.
 - Updated lab SOP manual for 2025

Economic Development Activities

- The Community and Economic Development Director participated in remote meetings with a state Chamber of Commerce working group and with the Michigan Downtowns Association’s Legislative Committee to discuss and refine responses to several economic development-related bills affecting brownfield redevelopment and tax increment financing for downtown development authorities, which were recently introduced in the state legislature’s “lame duck” session.
- 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.
- Approved the PRES24-02 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 Planning Commission meeting in December is anticipated to review a Combined Preliminary and Final Site Plan application for approval of the expanded Township Water Treatment Plant facility at 5228 S. Isabella Rd.
- The Community and Economic Development Director and Zoning Administrator met with:
 - the owners of Heirloom Grove to discuss site plan enforcement and to answer questions about amending an approved special use permit.
 - the project engineer/surveyor about options for revisions to the lot arrangement for various parcels near S. Lincoln Road.
 - the project engineer for a pre-application meeting for the proposed event center development at Mid-Michigan College.

- 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.
- The Community and Economic Development Director participated with other Mt. Pleasant Airport Joint Operations and Management Board members in a 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.
- Public Services dept completed final review of easement documents and prepared water and sewer permit for Valvoline Project on Bluegrass Road.

Community Development Activities

- The Building Services Clerk supported the Community and Economic Development Director and EDA Board and served as contact person for East DDA District service contractors and coordinated removal of the M-20 corridor banners, seasonal changes to the US-127 gateway banners, and installation of the M-20 corridor holiday lighting.
- 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 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.
- The EDA approved a proposal from Graber & Associates for irrigation design, bid assistance, and construction administration services in the amount of \$17,500.00 to support reconstruction of the E. Pickard Rd. (M-20) irrigation system.
- Staff continued to work developing the new Township website

- 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.
- Monitored water system following adjustments to 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
- Clean lift station wet wells at # 6, #11, #13, #15 and #20

Organizational and Stakeholder Support Services

- 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 Nov/Dec meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Zoning Administrator provided the following services:
 - (2) Zoning approvals related to building permits.
 - (1) 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
 - Provided on-boarding training and orientation for our new Rental Inspector
- Finance Department
 - Distributed Summer taxes paid in November, and tax refunds needed to clean up the tax fund
 - Monitored and reconciled the Tax Fund
 - Handled all meeting pay requests submitted by the Board of Trustees
 - 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 11 bank statements and scanned in BS&A for future reference

- Prepared financial reports for the Board of Trustees and EDA Board
- Calculated prorated salaries for incoming/outgoing elected officials and on boarded newly elected officials and offboarded outgoing elected officials, prepared paperwork, etc.
- Worked to get the newly elected Treasurer on the bank accounts, necessary computer software security, go over tax process with Treasurer, discussed Finance Dept needs.
- Reviewed Longevity pay calculations and collective bargaining agreements to get ready for lump sum payments to certain employees in December
- Public Services assisted Jamestown Apartments with boil water notice due to low water pressure caused by softener downstream of the backflow preventer and master meter.
- Public Services processed (156) Miss Dig underground markings completed throughout Township
- Public Services Processed (8) ACH Request; (13) Transfers of Service/Final Bills; Received/Processed (208) 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 (3) Touch pad commercial appointments and serviced same and completed 15 water meter and/or reading device repairs or replacements
- Repaired fire hydrant hit by vehicle on Collegiate Way and another on Venture Way
- Review Utility Accounts/Payments and applied penalties in the amount of \$8,339.48; reviewed delinquent accounts and mailed (179) shut off notices. Shut offs began on December 5th.
- Reconciled and transferred delinquent utility bills to taxes.
- Completed REU analysis of (514) Commercial Accounts: adjusted REU's as necessary, Prepared/Mailed Customer Notifications
- Public Services completed inspection of Isabella County Sheriff Office/Jail for final punch list
- GIS:
 - The GIS specialist continues to improve data quality and accessibility by georeferencing the plan and profile sheets for the proposed water transmission main from the Water Treatment Plant to the area of Well #12 (the new well). Georeferencing is the name given to the process of assigning real-world coordinates to pixels (control points) on the scanned plan or as built/record drawing so that it appears "in place" in the GIS
 - Provided water and sanitary sewer as-builts to the CAD/GIS technicians at Gourdie-Fraser, the Township's engineering firm, working on a proposed sidewalk installation project at 4062 E Bluegrass (Red Lobster).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 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.

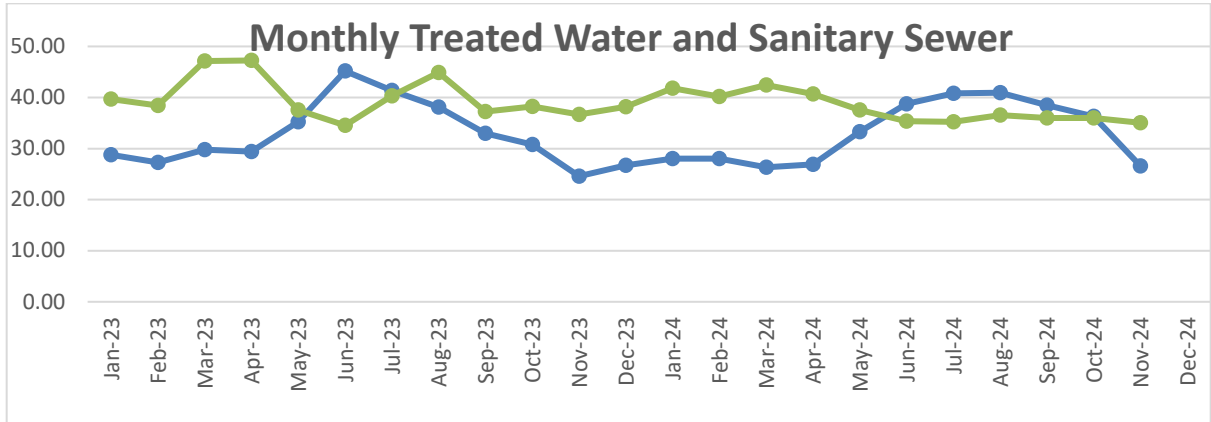
Miscellaneous

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

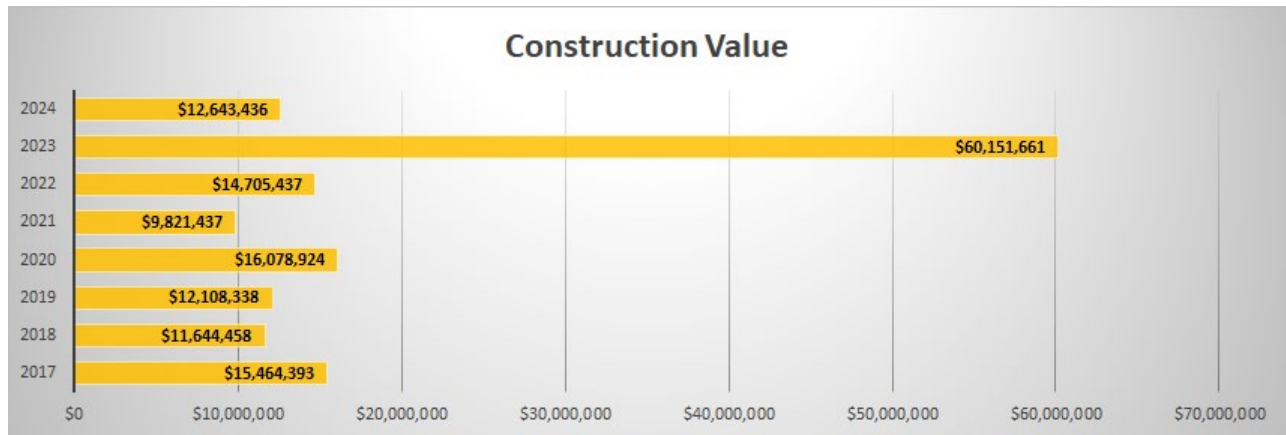
Total Month: 26.59 mg
 Average Day: .886 mgd
 Max Day: .985 mgd

- November 2024 – Treated Sanitary Sewer (green line)

Total Month: 35.04 mg
 Average Day: 1.17 mgd
 Max Day: 1.24 mgd



Construction Value Historical Data



The construction value total for 2023 was substantially higher than other years because of the start of construction for two (2) large institutional development projects: The new Isabella County Jail and the Isabella Citizens for Health Addition that more than doubled the size of their Health Parkway facility.

ANNUAL REPORT FOR 2024

TO: Board of Trustees	DATE: November 13, 2024
FROM: Planning Commission	
ACTION: To adopt the annual report to the Board of Trustees as required by the Michigan Zoning Enabling Act and the Planning Commission Bylaws.	

2024 Meetings

The Planning Commission met on the third Tuesday of each month in 2024. There were no canceled meetings or additional special meetings held.

Site Plan and Other Applications for Planning Commission Action

1. **PRESPR23-03 Preliminary Site Plan application** for Valvoline Instant Oil Change Shop on the south side of E. Bluegrass Rd. west of Encore Blvd. **(APPROVED)**
2. **PSUP23-01 Special Use Permit application** from Brent Curtiss for a Short-Term Rental at 5339 E. Broadway Rd. **(APPROVED)**
3. **PFINAL24-01 Final Site Plan application** for Walmart Grocery Pick-Up Services Expansion and Parking Lot Site Improvements. Located at 4730 Encore Blvd. **(APPROVED)**
4. **Request for Extension of the Final Site Plan approval from the Planning Commission** for PSPR22-19 Prestige Center Assisted Living and Memory Care Expansion at 5785 E. Broadway Road **(APPROVED)**
5. **PTXT24-01 Zoning Ordinance Amendments** – Township-initiated Zoning Ordinance amendments to Section 11 (Signs). **(Recommended to the Board of Trustees for adoption)**
6. **PSUP24-01 Special Use Permit application** from Howling Hammer Builders, Inc. for an accessory dwelling unit within a new single-family dwelling at 3057 Paddock Lane in the AG zoning district. **(APPROVED)**
7. **PTXT24-02 Zoning Ordinance Amendments** – Township-initiated Zoning Ordinance amendments to Section 14.2 (Site Plan Review) for administrative approval of final site plans that fully conform to applicable ordinance standards and to Section 12.5 (Nonconforming Sites) to clarify application of provisions to minor site plans subject only to administrative approval **(Recommended to the Board of Trustees for adoption)**
8. **PRESPR24-01 Preliminary Site Plan application** for Isabella County Materials Recovery Facility Additions (4208 E. River Rd.). **(APPROVED)**
9. **PREZ24-01 Zoning Map amendments amendment** - Township initiated rezoning request for the 0.53-acre lot at 943 S. Isabella Road (PID14-001-30-004-01) rezoned from I-1 Light

Industrial District to R-1 Rural Residential District. **(Recommended to the Board of Trustees for adoption)**

10. **PRESR24-02 Preliminary Site Plan application** for new Leos'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. **(under review)**

Minor Site Plan Applications for Zoning Administrator Approval

As authorized by the Zoning Ordinance No. 20-06, as amended, a range of potential development projects are now eligible for administrative review and approval of a "minor site plan" by the Zoning Administrator. This process provides significant benefits to developers by reducing review time and a reduced scope of detail typically needed for a minor site plan:

11. **PMINORSR24-01 Minor Site Plan application** for exterior door modifications on south wall and outdoor patio area for Victory Church located at 2445 S. Lincoln Road. **(APPROVED)**
12. **PMINORSR24-02 Minor Site Plan application** to ensure adequate parking for change of use from medical office to insurance office use with modified interior layout located at 2185 E. Pickard Road. **(APPROVED)**
13. **PMINORSR24-03 Minor Site Plan application** for 512-square-foot accessory structure at the Renaissance Academy school located at 2797 S. Isabella Road. **(APPROVED)**
14. **PMINORSR24-04 Minor Site Plan application** Self Storage Warehouses (5252 S. Mission Rd.) – amendments to the approved final site plan for a modified entrance, gate, and interior circulation design. **(APPROVED)**
15. **PMINORSR24-05 Minor Site Plan application** amending a change of use and floor plan layout from the approved PFINALSR23-02 indoor golf, archery range and office space plan. **(APPROVED)**
16. **PMINORSR24-06 Minor Site Plan application** for lighting plan of wall pack lights and new fixtures on existing light poles that were not on approved PFINALSR24-01 site plan for Walmart Grocery Pick-Up Services Expansion and Parking Lot Site Improvements. Located at 4730 Encore Blvd. **(APPROVED)**
17. **PMINORSR24-07 Minor Site Plan application** for replacement and expansion of gate enclosure for Consumers Energy substation related to safety located on S. Crawford Rd. **(APPROVED)**
18. **PMINORSR24-08 Minor Site Plan application** for the Prestige Center Assisted Living and Memory Care Expansion at 5785 E. Broadway Road –modified sidewalk location and landscaping modifications. **(APPROVED)**
19. **PMINORSR24-09 Minor Site Plan application** for removal of inground pool and replacement of open green area/dog park for residents of multi-family residential complex located at 4300 S. Collegiate Way. **(APPROVED)**

20. **PMINORSR24-10 Minor Site Plan application** for alterations of façade of a site condominium located at 3046 Jen's Way. **(APPROVED)**
21. **PMINORSR24-11 Minor Site Plan application** for lighting plan of exterior pavilion, pickleball courts and shuffleboard courts at the Isabella County Commission on Aging located at 2200 S. Lincoln Road. **(APPROVED)**
22. **PMINORSR24-12 Minor Site Plan application** amending the approved landscaping plan PFINALSPR23-02 indoor golf, archery range and office space, and PMINOR24-05 changes in and floor layout located at 2160 E. Remus Road. **(APPROVED)**
23. **PMINORSR24-13 Minor Site Plan application** for change in use from carpet floor sales and installation to CrossFit gym located at 2262 E. Remus Road. **(APPROVED)**

Other Items of Planning Commission Business

- Review and revision of the proposed Private Road Ordinance, with a final recommendation to the Board of Trustees for adoption.
- Review and revision of the proposed Sidewalk and Pathway Ordinance, with a final recommendation to the Board of Trustees for adoption.
- Review and revision of an updated Sidewalk and Pathway Construction Policy Resolution, with a final recommendation to the Board of Trustees for adoption.
- Elected Officers for 2024 and appointed Nivia McDonald as liaison from the Planning Commission to the Zoning Board of Appeals.
- Discussion of accomplishments, projects, desired outcomes, and discussion topics to share with the Board of Trustees during the 2024 Annual Joint Meeting.
- Discussion of the Final Report of Findings for the 2023 Township Survey of Residents for the Master Plan and Parks & Recreation Plan Update Project.
- Discussion of the R-1 and I-1 Zoning district boundaries on the east side of S. Isabella Rd. North of E. River Rd.; consideration of initiating a proposed rezoning of one or more lots from I-1 to R-1.
- Discussion of accessory dwelling regulations in Zoning Ordinance No 20-06.
- Continuation of a Process to Update the Master Plan and Parks & Recreation Plan.
- Chairman Squattrito and Commissioner Gross attended training seminars from the Michigan Association of Planning.

Respectfully submitted,



Phil Squattrito, Chair

Prepared by Peter Gallinat, Zoning Administrator

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 26, 2024, at 7:00 p.m. at the Union Township Hall.

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

Roll Call

Present:

Supervisor Mielke, Clerk Cody, Treasurer Rogers, Trustee Brown, Trustee Lannen, Trustee Ley, and Trustee Thering

Excused:

Approval of Agenda

Rogers moved Thering supported to approve the agenda as presented. Vote: Ayes: 7 Nays: 0. Motion carried.

Presentation

- a. Supervisor Mielke explained the Boards roles and expectations

Public Hearing

Public Comment

Open: 7:07 p.m.

Sandy Halasz, 580 S. Shepherd Rd. spoke on behalf of Jessica and Jared Gallinger in favor of the initiated rezone of lot 943 S. Isabella Rd. from the L-1 district to the R-1 District.

Closed: 7:09 p.m.

Reports/Board Comments

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

Rogers moved Lannen supported to appoint Trustee Thering as the Planning Commission Liaison with at term ending 11-20-28. Vote: Ayes: 7 Nays: 0. Motion carried.

Cody moved Thering supported to appoint Supervisor Mielke as the Economic Development Advisory Board Liaison with at term ending 11-20-28. Vote: Ayes: 7 Nays: 0. Motion carried.

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

Lannen went to the Treasurer’s Guide to Township Government training in Frankenmuth on November 25th and encourages the board and staff to go to trainings.

Rogers gave an update on the Treasurer’s Guide to Township Government training.

Mielke gave an update on the 2% Grant Distribution, EDA, and the county Work Session meeting.

Consent Agenda

- A. Communications
- B. Minutes – October 23, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll

- E. Meeting Pay
- F. Fire Reports

Cody moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

New Business

A. **Discussion/Action: (Nanney) Introduction and First Reading of the Township Initiated Rezoning of lot at 943 S. Isabella Rd. from I-1 (Light Industrial) to R-1 (Rural Residential)**

Lannen moved **Brown** supported 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). **Roll Call Vote: Ayes: Mielke, Cody, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

B. **Discussion/Action: (Stuhldreher) One-year extension of the Fire Service Agreement with the City of Mt. Pleasant**

Brown moved **Rogers** supported to approve a one-year extension to the Fire Protection Service Agreement with the City of Mt. Pleasant in the amount of \$807, 458. **Roll Call Vote: Ayes: Mielke, Cody, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

C. **Discussion/Action: (Teall) Resolution designating Treasurer Rogers as a check signer**

Brown moved **Thering** supported 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. **Roll Call Vote: Ayes: Mielke, Cody, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

D. **Discussion/Action: (Stuhldreher) Policy Governance 2.8 Emergency Township Manager Succession**
Discussion by the Board

E. **Discussion/Action: (Board of Trustees) Policy Governance 3.8 Board Committee Principles**
Discussion by the Board

F. **Discussion/Action: (Board of Trustees) Policy Governance 3.9 Board Committee Structure**
Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:50 p.m.

No comments were offered.

Closed: 8:50 p.m.

MANAGER COMMENTS

- Congratulations on the newly elected officials and look forward to working with the new board.
- Invited the newly elected officials to schedule a one-on-one meeting with him.
- Asked if the newly elected official would like to have an agenda item to discuss in detail the approve FY 2025 budget.

FINAL BOARD MEMBER COMMENT

Brown – Welcomed the new board. Happy Thanksgiving. Winter is coming, be safe on the roads.

Lannen – Thanked the citizens that elected the board. Loves to listen to peoples questions, concerns and ideas but will consider what is best for the greater good of the community. He found the managers' report in the packet to be helpful. He mentioned that he may need to respond to a fire emergency during a meeting

but would evaluate the importance of the call before making the decision to leave.

Ley – Thanked the voters for electing her. She is humbled and expressed her excitement to serve.

Rogers – Thanked the public and is looking forward to moving on, learning, and giving her all.

Thering – Affirm the manager’s comment on scheduling a meeting with him when feeling concerns or questions or just need information. He has several meetings with the manager and found them helpful in making informed decisions for the township and recommends others take advantage of the opportunity.

Cody – Welcomed the new board. Happy Thanksgiving

Mielke – Spoke on the onboarding process, reviewing the 2025 budget, policy governance training, and liaison assignments to outside boards. Discussion ensued.

ADJOURNMENT

Cody moved **Brown** supported to adjourn the meeting at 9:14 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/06/2024	101	753 (E)	01105	MASTERCARD	MASTERCARD-CRAWFORD	256.96
					MASTERCARD-DEARING	127.49
					MASTERCARD-MCBRIDE	211.84
					MASTERCARD-ROCKAFELLOW	19.96
					MASTERCARD-FUSSMAN	438.88
					MASTERCARD-HOHLBEIN	44.94
					MASTERCARD-OCKERT	655.60
					MASTERCARD-THEISEN	10.89
					MASTERCARD-NANNEY	535.40
					MASTERCARD-SOMMER	28.13
					MASTERCARD-STUHLBREHER	98.96
					MASTERCARD-RABISH	48.05
					MASTERCARD-PLONT	320.26
					MASTERCARD-COFFELL	279.41
					MASTERCARD-TEALL	303.11
					MASTERCARD-SMITH	229.74
					MASTERCARD-WALDRON	6.09
					MASTERCARD-BEBOW	451.53
					MASTERCARD-PETERS	429.37
					MASTERCARD-CODY	8.56
						<u>4,505.17</u>
12/06/2024	101	754 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
12/06/2024	101	755 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	RED INK CARTRIDGE	132.79
12/10/2024	101	756 (E)	00146	CONSUMERS ENERGY	2055 ENTERPRISE	171.35
					2010 S LINCOLN L4	83.48
					48858 LED LIGHT	643.24
					STREET LIGHTS	1,802.34
						<u>2,700.41</u>
12/18/2024	101	26005	01358	21ST CENTURY MEDIA-MICHIGAN	NOTICE OF ADOPTION-ZONING ORDINANCE AMEN	228.85
					NOTICE OF PROPOSED ZONING ORDINANCE	192.15
					NOTICE OF ADOPTION-ZONING ORDINANCE AMEN	288.48
					NOTICE OF PUBLIC HEARING-BUDGET	82.05
						<u>791.53</u>
12/18/2024	101	26006	00072	BLOCK ELECTRIC	ELECTRICAL TROUBLESHOOT-WELL #8 MISSION	349.00
12/18/2024	101	26007	01240	BRAUN KENDRICK FINKBEINER PLC	MTT SZ MOUNT PLEASANT APTS WEST-OCT 2024	858.00
					MTT SZ MOUNT PLEASANT APTS-OCT 2024	78.00
					MTT SAMS REAL ESTATE BUSINESS TRUST-OCT	1,326.00
					MTT VILLAGE BLUEGRASS LLC-OCT 2024	342.50
					MTT(TXYR 2023) JAMESTOWN MT. PLEASANT AP	994.50
					MTT(TXYR 2024) JAMESTOWN MT. PLEASANT AP	303.50
					GENERAL LEGAL FEES-OCT 2024	2,025.00
						<u>5,927.50</u>
12/18/2024	101	26008	00095	C AND C ENTERPRISES INC	CLOTHING ALLOWANCE-RENTAL INSPECTOR	77.05
					GLOVES FOR WTR/SWR	18.72
					CLOTHING ALLOWANCE-ROCKAFELLOW	95.96
					KITCHEN ROLL TOWELS FOR WTR	38.25

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MULTIFOLD TOWELS FOR WTR	197.50
					CLOTHING ALLOWANCE-CHIEF WTR OPERATOR	100.00
					CLOTHING ALLOWANCE-RENTAL INSPECTOR	22.95
						<u>550.43</u>
12/18/2024	101	26009	02014	CENTRAL MICHIGAN DISTRICT HEALTH	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
12/18/2024	101	26010	00129	CMS INTERNET, LLC	KEYBOARD & MOUSE-BLDING CLERK	69.99
					ONSITE/REMOTE ELECTION ASSISTANCE	3,412.50
					KEYBOARD & MOUSE-ADMIN ASSISTANT	69.99
						<u>3,552.48</u>
12/18/2024	101	26011	01626	DANNY COFFELL	MILEAGE TO/FROM JAMISON HALL/HOME	15.28
					MILEAGE TO/FROM JAMISON HALL/HOME	15.28
						<u>30.56</u>
12/18/2024	101	26012	01826	COUNTY LINE POWER	RIVER RD HIGH SERV PUMP INSTALL-PMT #4	80,755.72
					RIVER RD HIGH SERV PUMP INSTALL-FIN PMT	16,978.80
						<u>97,734.52</u>
12/18/2024	101	26013	01242	CULLIGAN WATER	BOTTLED WATER FOR WTR/SWR	58.50
12/18/2024	101	26014	00098	ELECTION SOURCE	TABULATOR CODING/PRE-TESTING/EARLY VOTE	2,118.10
12/18/2024	101	26015	00201	ELHORN ENGINEERING COMPANY	EL-CHLORINE & LIQUIFIED AQUADENE	6,566.00
12/18/2024	101	26016	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-DEC 2024	40.00
12/18/2024	101	26017	00249	GILL-ROYS HARDWARE	CABLE TIES/CLAMPS/COUPLINGS/NUTS&BOLTS	22.45
12/18/2024	101	26018	00261	GRAINGER	INSULATED WIRE CONNECTOR	490.50
12/18/2024	101	26019	01746	TERA GREEN	MILEAGE TO/FROM BANK FOR DEPOSITS	55.61
12/18/2024	101	26020	00266	HACH COMPANY	MAINTENANCE AGREEMENT	941.00
					OXYDATION DITCH PROBE	3,268.10
						<u>4,209.10</u>
12/18/2024	101	26021	01721	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM-INSPECT	2,286.00
					CROSS CONNECTION CONTROL PROGRAM-INSPECT	1,354.50
						<u>3,640.50</u>
12/18/2024	101	26022	01094	ISABELLA COUNTY RECYCLING CENTER	USED MOTOR OIL DISPOSAL	1.25
12/18/2024	101	26023	00362	KRAPOHL FORD & LINCOLN	2023 F150 OIL CHANGE & SERVICE	102.61
					2023 FORD F150 OIL CHANGE & SERVICE-BLDG	103.71
					2023 F150 OIL CHANGE & SERVICE-WTR	102.61
					2014 F150 OIL CHANGE & SERVICE-BLDG	86.54
						<u>395.47</u>
12/18/2024	101	26024	01030	TIMOTHY LANNEN	MILEAGE TO MTA TREASURER SEMINAR	93.80
12/18/2024	101	26025	02016	SUE MCGUIRE	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
12/18/2024	101	26026	01806	MEDLER ELECTRIC	RELAY SOCKET	17.35
					5AMP TIMER	253.84
						<u>271.19</u>
12/18/2024	101	26027	01722	MICHIGAN ASSN OF MUNICIPAL CLERKS	MAMC MEMBERSHIP-DEPUTY CLERK	100.00
12/18/2024	101	26028	01667	MICHIGAN MUNICIPAL TREASURERS ASSOC	ANNUAL MEMBERSHIP-FIN DIR & TREASURER	198.00
12/18/2024	101	26029	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERVICE AGREEMENT 11/25-1	3,243.65
12/18/2024	101	26030	00907	MID MICHIGAN CABLE CONSORTIUM	2024 3RD QUARTER FRANCHISE FEE	18,506.62

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/18/2024	101	26031	01984	MINUTEMAN PRESS: FENTON	BUSINESS CARDS-NEWLY ELECTED OFFICIALS	261.03
12/18/2024	101	26032	02015	MR. ELECTRIC	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
12/18/2024	101	26033	00128	CITY OF MT PLEASANT	1ST QTR 2025 FIRE CONTRACT PAYMENT	201,864.50
12/18/2024	101	26034	01895	ELIZABETH ANNE MURPHY	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
12/18/2024	101	26035	02012	JOANN NELSON	JAMESON HALL SECURITY DEPOSIT REFUND	250.00
12/18/2024	101	26036	00494	NORTH CENTRAL LABORATORIES	ORION STAR PORTABLE METER	1,806.75
12/18/2024	101	26037	00131	PERCEPTIVE CONTROLS INC	OCTOBER SUPPORT & PROGRAMMING SERVICES	6,586.00
12/18/2024	101	26038	02013	MATTHEW RABISH	MILEAGE TO/FROM WWTP/HOME	21.44
12/18/2024	101	26039	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-NOV 2024	527.14
					JANITORIAL SERVICES WWTP-NOV 2024	316.29
					JANITORIAL SERVICES WTR PLANT-NOV 2024	316.29
						<u>1,159.72</u>
12/18/2024	101	26040	01090	SIMPLY ENGRAVING	NAME PLATES FOR NEW BOARD MEMBERS	70.75
12/18/2024	101	26041	01979	SMART BUSINESS SOURCE	TWP HALL OFFICE SUPPLIES	224.59
					TWP HALL OFFICE SUPPLIES	5.99
						<u>230.58</u>
12/18/2024	101	26042	01462	TERA GREEN (PETTY CASH)	REPLENISH PETTY CASH	28.88
					ADDTL CASH FOR TILL TO MAKE CHANGE/PETTY	400.00
						<u>428.88</u>
12/18/2024	101	26043	01386	THERMO FISHER SCIENTIFIC	PUMP TUBING/SVC KIT	739.77
12/18/2024	101	26044	01654	TRACE ANALYTICAL LABORATORIES INC	MONTHLY SELENIUM SAMPLE	29.00
					HG MINIMIZATION-ROUND 2	217.00
						<u>246.00</u>
12/18/2024	101	26045	00668	UNITED PARCEL SERVICE	SHIPPING FOR WATER TESTING WWTP	11.90
12/18/2024	101	26046	01013	USA BLUE BOOK	HACH PHOSPHATE/PHOSPHORUS/AMMONIA TESTS	1,130.13
					LATEX GLOVES-SWR	17.83
						<u>1,147.96</u>
12/18/2024	101	26047	01314	VERIZON WIRELESS	CELL PHONE SERVICE 11/16/24 - 12/15/24	901.53
12/18/2024	101	26048	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE WWTP-DEC 2024	285.90
					DUMPSTER SERVICE JAMESON HALL-NOV 2024	120.06
					DUMPSTER SERVICE TWP HALL-DEC 2024	74.40
					DUMPSTER SERVICE MCDONALD PARK-DEC 2024	150.61
					DUMPSTER SERVICE WTR PLANT-DEC 2024	87.94
					DUMPSTER SERVICE SHOP-DEC 2024	49.71
						<u>768.62</u>
12/18/2024	101	26049	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	10,760.25

101 TOTALS:

Total of 49 Checks:
 Less 1 Void Checks:

373,540.81
 0.00

Total of 48 Disbursements:

373,540.81

Charter Township of Union Payroll
--

Check Date: 12/05/2024
Pay Period End Date: 11/30/2024

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	43,716.37
Fire Fund		
EDDA		
WDDA		
Sewer Fund		39,073.15
Water Fund		33,743.87
Total To Transfer from Pooled Savings	\$	116,533.39

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	78,544.78
Employer Share Medicare		1,086.19
Employer Share SS		4,644.37
SUI		12.54
Pension-Employer Portion		6,781.79
Workers' Comp		413.88
Dental		1,430.67
Health Care		25,604.01
Vision		413.64
Vision Contribution		(202.79)
Health Care Contribution		(2,856.24)
Life/LTD		660.55
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	116,533.39

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

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

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Tim LANNEN

MONTH, YEAR: Nov. 2024

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
11.25.24	MTA Treasures Guide to tax		✓	75

Signature: Tim Lannen Date: 11.30.2024

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 26, 2024



Alarm Date between 2024-11-17 and 2024-11-23

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000932						
		11/20/2024 1:40:00 PM	324	Motor vehicle accident with no injuries.	ENG 33	1	4
		11/20/2024 1:40:00 PM	324	Motor vehicle accident with no injuries.	SQ 31	1	4
						Total Responding 2	
Union Township	0000933						
		11/20/2024 3:16:00 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000935						
		11/20/2024 12:33:00 PM	900	Special type of incident, other	ENG 31	2	1

							Total Responding 2
Union Township	0000937						
		11/21/2024 1:04:14 PM	744	Detector activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000938						
		11/21/2024 7:33:10 PM	745	Alarm system activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
	Total Runs						Total Responding 11
	5						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Wednesday, December 4, 2024



Alarm Date between 2024-11-24 and 2024-11-30

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000946						
		11/24/2024 11:11:49 AM	460	Accident, potential accident, other	ENG 31	2	1
						Total Responding 2	
Union Township	0000947						
		11/24/2024 4:12:23 PM	300	Rescue, EMS incident, other	ENG 31	2	1
						Total Responding 2	
Union Township	0000950						
		11/25/2024 1:50:10 AM	300	Rescue, EMS incident, other	ENG 31	2	1
						Total Responding 2	

Union Township	0000952						
		11/26/2024 11:30:40 PM	352	Extrication of victim(s) from vehicle	ENG 31	2	2
		11/26/2024 11:30:40 PM	352	Extrication of victim(s) from vehicle	Rescue 31	1	2
		11/26/2024 11:30:40 PM	352	Extrication of victim(s) from vehicle	POV	7	2
						Total Responding 10	
Union Township	0000954						
		11/27/2024 5:54:30 PM	411	Gasoline or other flammable liquid spill	ENG 31	3	1
						Total Responding 3	
Union Township	0000955						
		11/27/2024 6:57:36 PM	651	Smoke scare, odor of smoke	ENG 31	2	1
						Total Responding 2	

Union Township	0000957						
		11/27/2024 11:25:20 PM	113	Cooking fire, confined to container	ENG 31	2	1
						Total Responding 2	
Union Township	0000959						
		11/29/2024 8:58:26 AM	311	Medical assist, assist EMS crew	ENG 31	2	1
		11/29/2024 8:58:26 AM	311	Medical assist, assist EMS crew	C 31	1	1
						Total Responding 3	
Union Township	0000960						
		11/29/2024 12:43:00 PM	131	Passenger vehicle fire	ENG 31	2	3
		11/29/2024 12:43:00 PM	131	Passenger vehicle fire	POV	8	3
						Total Responding 10	
Union Township	0000961						

		11/29/2024 7:58:00 PM	311	Medical assist, assist EMS crew	ENG 31	2	1
		11/29/2024 7:58:00 PM	311	Medical assist, assist EMS crew	C 31	1	1
						Total Responding 3	
	Total Runs 10					Total Responding 39	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Tuesday, December 10, 2024



Alarm Date between 2024-12-01 and 2024-12-07

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000968						
		12/1/2024 12:08:09 PM	311	Medical assist, assist EMS crew	ENG 31	3	1
						Total Responding 3	
Union Township	0000969						
		12/2/2024 2:28:34 AM	424	Carbon monoxide incident	ENG 32	3	1
						Total Responding 3	
Union Township	0000971						
		12/2/2024 6:59:27 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
		12/2/2024 6:59:27 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1

							Total Responding 3
Union Township	0000973						
		12/2/2024 11:02:57 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000974						
		12/3/2024 9:26:46 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000976						
		12/4/2024 8:59:00 AM	424	Carbon monoxide incident	ENG 31	2	1
						Total Responding 2	
Union Township	0000977						

		12/4/2024 11:49:00 AM	520	Water problem, other	ENG 31	2	1
						Total Responding 2	
Union Township	0000979						
		12/5/2024 4:37:00 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000980						
		12/5/2024 5:46:27 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000983						
		12/6/2024 7:27:08 AM	118	Trash or rubbish fire, contained	ENG 31	2	1
						Total Responding 2	
	Total Runs					Total	

10

Responding 23

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

To: Mark Stuhldreher - Township Manager **DATE:** December 11, 2024
FROM: Kim Smith – Director, Public Services **DATE FOR BOARD CONSIDERATION:** December 18, 2024
ACTION REQUESTED: CONSIDER Approval to renew the Uniform Video Services Local Franchise Agreement between the Charter Township of Union and Spectrum Mid-America, LLC and authorize the Township Manager to sign the Agreement.

Current Action Emergency

Funds Budgeted: If Yes Account # 101-000-477.0 00 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union has been a member of the Mid-Michigan Area Cable Consortium (MMACC) since 1995. The MMACC is an intergovernmental cooperation group consisting of communities located in Gratiot, Isabella, and Clare Counties. The MMACC was established to work with the area’s cable television provider on franchising issues and to manage the Public, Education, and Government (PEG) access channels and production studios for the three counties.

In 2007, the State of Michigan passed Public Act 480 which removed local ability to negotiate an individual franchise agreement with area cable television providers. PA 480 shifted most of the regulatory responsibility and oversight of franchise holders from local units of government to the Michigan Public Service Commission (MPSC). This legislation requires cable television providers to have a State approved Uniform Video Services Local Franchise Agreement with each local unit in which they provide service.

The existing Uniform Franchise Agreement was approved in 2014 and will expire on January 1, 2025. The existing Franchise Agreement is in accordance with Public Act 480 and contains a five percent (5%) franchise fee and nine cent (.09) per subscriber PEG fee. Spectrum Mid-America LLC has requested a renewal of the existing Franchise Agreement. The Uniform Franchise Agreement submitted has been reviewed by the Mid-Michigan Area Cable Consortium and their legal counsel to confirm that the Agreement is in accordance with Public Act 480. The franchise renewal provides for the existing five percent (5%) franchise fees and nine cent (.09) per subscriber PEG fees to remain the same.

SCOPE OF SERVICES

Approval of the Uniform Video Services Local Franchise Agreement renewal with Spectrum Mid-America LLC.

JUSTIFICATION

Renewal of the Uniform Video Services Local Franchise Agreement will help maintain the highest quality of cable communication service at the lowest reasonable cost for the citizens.

PROJECT IMPROVEMENTS

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

- Community well-being and common good

COSTS

The Agreement specifies a five percent (5%) franchise fees paid on a quarterly basis to the township. Three percent (3%) of the franchise fees are retained by the township’s general fund and two percent (2%) are sent to the MMACC for the purpose of supporting the operation of the Public, Educational, and Governmental channels, and activities in our area. PEG fees are paid directly to the MMACC to further support the management of PEG activities.

PROJECT TIME TABLE

The term of this agreement is ten years beginning January 1, 2025, through December 31, 2035.

RESOLUTION

BE IT RESOLVED: To renew the Uniform Video Services Local Franchise Agreement between the Charter Township of Union and Spectrum Mid-America, LLC and authorize the Township Manager to sign the Agreement.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.*, (the "Act") by and between the Township of Union (Isabella County), a Michigan municipal corporation (the "Franchising Entity"), and Spectrum Mid-America, LLC, a Delaware Limited Liability corporation doing business as n/a.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that terms as defined in 47 USC 522(5).
- B. "Cable Service" means that terms as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. [If the Provider is using telecommunication facilities] to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has

paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.

- iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
 - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E.** In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- F.** Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
- G.** The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
- H.** All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- I.** Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- J.** The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
- K.** The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A.** The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B.** Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C.** The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the

particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider shall not exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 - 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount .09 per subscriber paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 - 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is .09 per subscriber% of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 - 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is .09 per subscriber% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 - 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
 "[insert PROVIDER'S NAME]
 [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

If to the Provider:
(must provide street address)

Township of Union (Isabella County):

2010 S Lincoln Rd

Charter Communications

Mt Pleasant Michigan 48858-9036

12405 Powerscourt Drive

St. Louis, MO 63131

Attn: Supervisor or Clerk

Attn: Legal Department

Fax No.:

Fax No.: 314-965-6640

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous


- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. **The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.**
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. **The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.**

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

Township of Union (Isabella County), a Michigan Municipal Corporation

By _____
Print Name _____
Title _____
Address _____
2010 S Lincoln Rd
City, State, Zip _____
Mt Pleasant Michigan 48858-9036
Phone _____
(989) 772-4600
Fax _____
Email _____

Spectrum Mid-America, LLC, a Delaware Limited Liability corporation doing business as n/a


By _____
Print Name _____
Paul D. Abbott
Title _____
Vice President, Local Government Affairs
Address _____
12405 Powerscourt Drive
City, State, Zip _____
St. Louis, MO 6313
Phone _____
774-243-9738
Fax _____
Email _____

FRANCHISE AGREEMENT (*Franchising Entity to Complete*)

Date submitted:

Date completed and approved:

ATTACHMENT 1

**UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT
(Pursuant To 2006 Public Act 480)
(Form must be typed)**

Date: October 2, 2024		
Applicant's Name: Spectrum Mid-America, LLC,		
Address 1: 12405 Powerscourt Drive		
Address 2:		Phone: 314-965-0555
City: St. Louis	State: Missouri	Zip: 63131
Federal I.D. No. (FEIN): 45-4593320		

Company executive officers:

Name(s): Christopher Winfrey
Title(s): President and Chief Executive Officer

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Marilyn Passmore		
Title: Director, Government Affairs		
Address: 4670 E. Fulton, #102, Ada, MI 49301		
Phone: 616-607-2377	Fax: 616-975-1107	Email: marilyn.passmore@charter.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

As an incumbent video provider, the Provider is satisfying this requirement by allowing the Franchising Entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise from the Franchising Entity entered before the effective date of this Act."

The area provided for service is in the Charter Township of Union, MI. Upon request, the Provider shall provide a route map showing the location of the Cable System within the municipality, to the Franchising Entity.

[Option A: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[Option B: for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[Option C: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]


Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date: N/A

For All Applications:

**Verification
(Provider)**

I, Paul D. Abbott, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Paul D. Abbott, Vice President, Local Government Affairs	
Signature: 	Date: 10/8/2024

(Franchising Entity)

Union Charter Township (Isabella County), a Michigan municipal corporation

By _____

Print Name _____

Title _____

Address _____
 2010 S Lincoln Rd
 City, State, Zip _____
 Mt Pleasant Michigan 48858-9036

Phone _____
 (989) 772-4600

Fax _____

Email _____

Date _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 9, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/2024
ACTION REQUESTED: To conduct a Second Reading for the 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), and to adopt the amendatory ordinance as Ordinance No. 24-06.	

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).”*

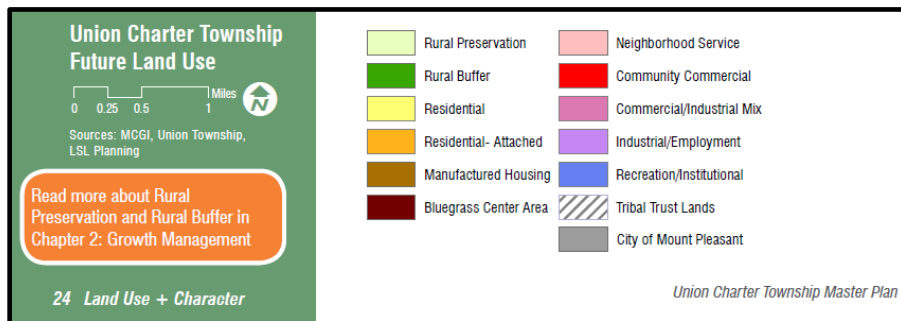
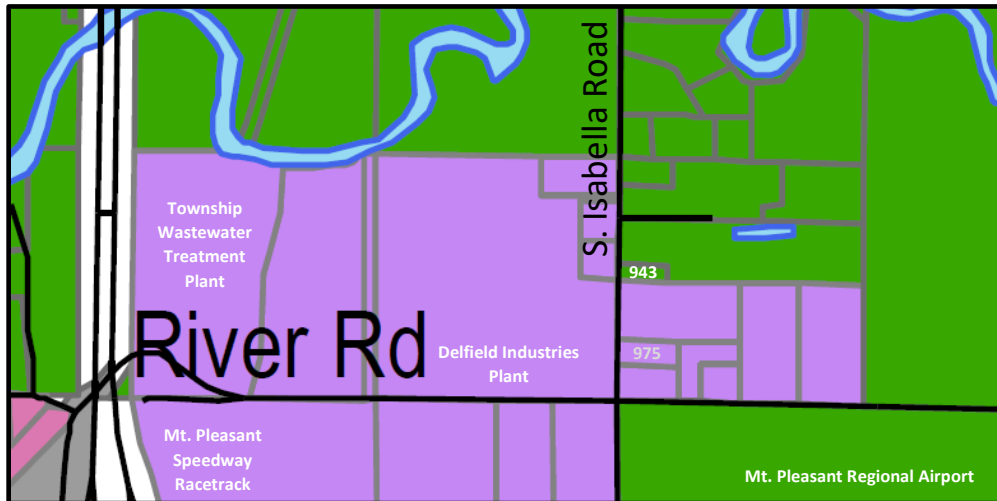
Township-Initiated Rezoning

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:



Public Hearing, Planning Commission Recommendation, and County Review.

Following their October 15, 2024 public hearing and deliberation on this proposed rezoning, 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.

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

Date	Event	Actions
Sept. 17, 2024	Regular Planning Commission meeting	Discussed the rezoning proposal. Motion adopted to hold a public hearing.
Sept. 24, 2024	Notice of the date, time, and place of the Planning Commission’s public hearing per requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).	Posting of the notice and the proposed ordinance at the Township Hall and on the Township’s website
Sept. 28, 2024		Publication of the notice in The Morning Sun newspaper
Sept. 26, 2024		Copies of the notice mailed to all surrounding properties within 300 feet of the subject lot.

Date	Event	Actions
Oct. 15, 2024	Public hearing and regular Planning Commission meeting	Public hearing, deliberation, and action to recommend the amendments to the Board of Trustees for adoption
Nov. 14, 2024	Regular meeting of the Isabella County Planning Commission	The proposed ordinance was included on their agenda. No comments.
Nov. 26, 2024	Regular Board of Trustees meeting	Introduction and First Reading of the proposed ordinance
Dec. 2, 2024	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading per requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and the proposed ordinance at the Township Hall and on the Township’s website
Dec. 8, 2024		Publication of the summary and notice in The Morning Sun newspaper
Dec. 18, 2024	Regular Board of Trustees meeting	Second Reading and consideration of the proposed ordinance for adoption

SCOPE OF SERVICES

Second Reading of the Township-initiated rezoning request of the lot at 943 S. Isabella Rd. to the R-1 (Rural Residential District), and consideration of the amendatory ordinance for adoption.

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 conduct a Second Reading for the 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), and to adopt the amendatory ordinance as Ordinance No. 24-06.

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 October 15, 2024 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 November 26, 2024 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.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing amendatory ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 202__, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Lori Rogers	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Tim Lannen	_____	_____	_____	_____
Trustee Miranda Ley	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

I further certify that a notice of adoption of this amendatory ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 202__ and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 202__

Lisa Cody, Clerk

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

Bryan Mielke, Supervisor

Date: _____, 202__

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 Kandariss-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 concern 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, Squatrito, and Thering. Nays: 0. Motion Carried.**

B. Adoption of the 2025 Schedule of Planning Commission meetings

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, Squatrito, and Thering. Nays: 0. Motion Carried.**

C. Master Plan updated – review of draft plan materials

- 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 Squatrito observed that there was a general consensus of the Commission for staff to proceed with evaluating the areas listed.

Extended Public Comments

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.

Final Board Comment

Squatrito – 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.

Squatrito – 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.

Adjournment – Chair Squatrito 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. Isabella 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:** September 10, 2025
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 12/18/2024
ACTION REQUESTED: Consider approval of the proposed Board of Trustee meeting schedule for the 2025 calendar year in accordance with the Open Meetings Act.

Current Action Emergency

Funds Budgeted: If Yes Account #: _____ N/A:

Finance Approval MDS

BACKGROUND INFORMATION

The Open Meetings Act requires the Board of Trustees schedule and post the annual meeting schedule prior to the start of the calendar year. The Board of Trustees meeting schedule is recommended as follows:

BOARD OF TRUSTEES: *(Second and Fourth Wednesday of each Month unless otherwise noted)*

January 8	April 9	June 25	September 24
January 22	April 16 <i>(Joint Meeting)</i>	July 9	October 8
February 12	April 23	July 23	October 22
February 26	May 14	August 13	November 12
March 12	May 28	August 27	November 25
March 26	June 11	September 10	December 17 <i>(Only meeting in December)</i>

SCOPE OF SERVICES

To set the 2025 Board of Trustees business meeting schedule.

JUSTIFICATION

Scheduling and noticing the annual meeting schedule alert the citizens when Board meeting will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

RESOLVED that the regular Board of Trustee meeting dates for the 2025 calendar year through December 31, 2024, scheduled for 7:00 p.m., on the second and fourth Wednesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

CHARTER TOWNSHIP OF UNION

Scheduled Meetings for 2025



BOARD OF TRUSTEES: *(Second and Fourth Wednesday of each Month)*

January 8	April 9	June 25	September 24
January 22	April 16 <i>(Joint Meeting)</i>	July 9	October 8
February 12	April 23	July 23	October 22
February 26	May 14	August 13	November 12
March 12	May 28	August 27	November 25
March 26	June 11	September 10	December 17

BOARD OF REVIEW:

March 4 <i>(Organizational Meeting)</i> 9 a.m.	March 10 <i>(Appeal Hearings)</i> 3 p.m. – 9 p.m.	March 11 <i>(Appeal Hearings)</i> 9 a.m. – 3 p.m.
July 15 <i>(Correct Qualified Errors)</i> 9 a.m.	December 9 <i>(Correct Qualified Errors)</i> 9 a.m.	

EDA Board *(Third Tuesday of each Month)* All meetings begin at 4:30p.m.

January 21	April 16 <i>(Joint Meeting)</i>	July 22 <i>Informational</i>	September 16
February 18	May 20	August 19 <i>Informational</i>	October 21
March 18	June 17	<i>**regular meeting to follow</i>	November 18
April 15	July 15	August 19	December 16

PLANNING COMMISSION: *(Third Tuesday of each Month)*

January 21	April 16 <i>(Joint Meeting)</i>	August 19	December 16
February 18	May 20	September 16	
March 18	June 17	October 21	
April 15	July 15	November 18	

ZONING BOARD OF APPEALS: *(First Wednesday of the following months)*

February 5	May 7	August 6	November 5
March 5	June 4	October 1	December 3
April 16 <i>(Joint Meeting)</i>			

JOINT MEETING DATE: *(Board of Trustees, ZBA, Planning Commission, and EDA)* Date April 16 6:00pm

All the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road except for the Annual Joint Meeting TBD. All meetings except for the Board of Review and EDA start at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** December 12, 2024

FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 12/18/2024

ACTION REQUESTED: Consider taking a position and communicating same to State of Michigan elected officials regarding proposed legislation that would move the permitting of sand and gravel mining operation from the local unit to the Michigan Department of Environment, Great Lakes, and Energy (EGLE)

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

House Bills 4526, 4527 and 4528, sponsored by Reps. Pat Outman (R-Belvidere Twp.), Tyrone Carter (D-Detroit) and Angela Witwer (D-Delta Chtr. Twp.), would remove local control and allow sand and gravel mine, crushing facility or storage facility to operate anywhere in a community, regardless of zoning, by moving the permitting authority from the local unit to EGLE.

Access to aggregate materials is necessary to fix Michigan’s roads. The current framework (local zoning) allows for local governments to balance those needs with the other needs of our community. This legislation eliminates that ability for local governments to protect the interests and safety of their residents, students, businesses, and property owners when it comes to regulating these mining operations.

The loss of local control will mean we have no say over the following (this list is a sampling and it not exhaustive):

1. Location of the facility – the facility could operate anywhere in the community regardless of zoning
2. Defining truck routes
3. The hours of operation and blasting hours
4. Noise levels
5. Dust levels
6. Under this legislation, existing operations that are currently permitted via local zoning would allow the operator to move from our locally approved permit to one approved by the state—leaving Union Township with no authority on an operation already in existence

From the sand and gravel mining industry perspective, the regulating of mining operation at the state level would provide the following benefits

1. Increase the amount of progress being made on repairing and building new roads by eliminating the shortage in aggregate material currently being produced that they claim is the result of local units blocking the opening of new mines
2. A more level playing field as the legislation would create standards that applicable statewide
3. Reduction in costs associated with the repair and construction of roads
4. Property owners should be able to exercise their private property rights

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed if local control is maintained but may be negatively impacted due to the loss of local control (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

Be it Resolved that the Union Township Board of Trustees [supports]/[opposes] House Bills 4526, 4527 and 4528 and further, directs the Township Supervisor to draft a communication stating such to be delivered to our local state legislative representatives and the Governor’s Office.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: December 11, 2024

Policy Review: 2.4 Financial Planning / Budgeting
Type of Review: Internal
Review Interval: Annual
Review Month: December 2024

Policy Wording

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

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 2.4.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.4.2 Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- 2.4.3 Plan for the Fund Balance to drop below a safety reserve of the following operating expense requirements:
 - A. Less than four (4) months expenses for General Fund and Fire Fund and
 - B. Two (2) months expenses for Utility Funds, EDDA District Fund, and WDDA District Fund.
- 2.4.4 Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Manager Interpretation

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues and existing fund balances can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds₀₆₀

EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

Justification for reasonability

The interpretations are reasonable in that conservative budgeting, with an eye toward the long term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed for those unanticipated events; and that in the long term, a trained and educated Board of Trustees cost less than poor governance.

Data

- Current budget and proposed 2025 budget recommendations were developed, approved, and monitored with conservative assumptions and following State statutes.
- Monthly cash flow data as reported in the annual monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances met minimum guidelines throughout the fiscal year.
- The FY 2024 budget was amended several times throughout the fiscal year.
- The 2023 financial audit demonstrated limited risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General, Fire funds, West and EAST DDA funds in the FY 2024 and FY 2025 budget recommendation book.

Areas in need of improvement

- Development of a more robust and complete multiyear Capital Improvement Plan

Compliance

Based on the data presented, the administration feels the organization is adhering to policy 2.4.

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.4 (Financial Planning/Budgeting)

Date: December 2024

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 11, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/2024
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in the years following. 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 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

Board Policy 3.0– Global Governance Commitment

The Policy states:

The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

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

Use this evaluation form for discussion at the Board of Trustees Meeting on December 18, 2024.

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

1. Indicate item by item if you believe 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, please 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 in order to live by the policies more completely?



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 11, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/24
ACTION REQUESTED: Reaffirm the use of Union Township’s existing governance model, known as Policy Governance, and the implementation of same via the Union Township Board Policy Manual	

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Broadly speaking, and in no particular order, a board’s function is to:

1. Determine and articulate the organization’s goals, means, and primary constituents served.
2. Select, support, and evaluate the chief executive.
3. Ensure effective planning by actively being involved in the planning process, assist in implementing the organization’s goals and in monitoring the achievement of the goals.
4. Monitor and strengthen programs and services to determine which programs are consistent with the organization’s mission and monitor their effectiveness.
5. Ensure adequate financial resources are available for the organization to fulfill its mission.
6. Protect assets and provide proper financial oversight by developing, approving, and monitoring budgets, and ensuring that proper financial controls are in place.
7. Build a competent board through continuing education and comprehensively evaluating their own performance on a regular basis.
8. Ensure legal and ethical integrity exists within the organization.
9. Enhance the organization’s public standing by clearly articulating the organization’s mission and accomplishments to the public, and by garnering support from the community through advocacy.

Collectively, the above can be referred to as “governance.” There are many individual styles and approaches to how a particular board manages its governance responsibilities. Some are through a set of formal rules, others are more informal and may be based on past practice or individual members experiences gained through being on multiple boards. However, the goal of good, let alone excellent governance can remain elusive without a principled consensus among the board members as to the best approach.

The Union Township Board of Trustees began a quest to improve and formalize what governance should be in 2010 which culminated in adopting a theory of governance, known as Policy Governance, which is based on the following principles

1. The trust in trusteeship.
2. The Board speaks with one voice or not at all.
3. Board decisions should predominantly be policy decisions.
4. Board should formulate policy by determining the broadest values before progressing to more narrow ones.
5. A board should define and delegate, rather than react and ratify.
6. Ends determination is the pivotal duty of governance.
7. The board's best control over staff means is to limit, not prescribe.
8. A board must explicitly design its own products and process.
9. A board must forge a linkage with management that is both empowering and safe.
10. Performance of the CEO must be monitored rigorously, but only against policy criteria.

With this foundation in mind, the Union Township Board Policy Manual was adopted In October 2010 to effectuate the theory of Policy Governance. Over the years, the Union Township Board Policy Manual has been amended as needed.

With the recent election and a new Board of Trustees, it is appropriate for the Board to consider 1) if the Policy Governance model should continue to be used as the foundation with which to achieve the boards functions articulated above and, 2) if the implementation of the model via the Union Township Board Policy Manual is acceptable to the Board.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The Township has been using Policy Governance since 2010. It has proved beneficial in that it has allowed the Board to focus on the long-term outputs, allowed for control of the administration without meddling in the day-to-day operations, provided for the discharge its fiduciary responsibilities, all in a visionary and strategic manner. Combined, this has all resulted in at a minimum good governance and arguably, excellent governance, on the part of the Union Township Board of Trustees.

PROJECT IMPROVEMENTS

N/A

COSTS

PROJECT TIME TABLE

As a reminder, there is a Policy Governance Overview session scheduled for January 29, 2025, at 6:00 pm at Jameson Hall. This will be led by Ms. Susan Radwan. Ms. Radwan worked with the Board of Trustees during the original adoption of Policy Governance and has assisted the board over the years in its' implementation and use

To learn more about Policy Governance a "Boot Camp," facilitated by Ms. Radwan, is scheduled for May 8 and May 9. A save the date email was sent and as more information is received, it will be provided for those interested in attending this 2-day session.

RESOLUTION

It is hereby resolved that the Township [Does]/ [Does Not] reaffirm the use of the governance model, known as Policy Governance, and the implementation of same via the use of The Union Township Board Policy Manual.

Resolved by _____ Seconded by _____

Yes:

No:

Absent: