



**BOARD OF TRUSTEES
Regular Meeting
November 21, 2016
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF THE AGENDA
5. PRESENTATIONS
 - A. Board Welcome – Township Manager
6. PUBLIC HEARINGS
 - A. FY 2017 Budget
7. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
8. REPORTS/BOARD COMMENTS
9. CONSENT AGENDA
 - A. Communications
 - EDA Minutes - October 18, 2016
 - Planning Commission Minutes – October 18, 2016
 - B. Minutes – November 9, 2016 - regular meeting
 - C. Payroll
 - D. Meeting Pay
 - E. Fire Reports
10. New Business
 - A. Consider Adoption of Resolution where by Board of Trustees shall approve or reject Master Plan once presented by Planning Commission
 - B. Board Governance Policy
 - 3.8 & 3.9 Board Committee Principle and Structures- Informational

C. Consider Board Appointments to Planning Commission and Zoning Board of Appeals

11. MANAGER COMMENTS

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

13. FINAL BOARD MEMBER COMMENT

11. ADJOURNMENT

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, October 18, 2016**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:15 pm.

ROLL CALL

Present: Kequom, Perry, Alwood, Elmore, Figg, Chowdhary, Johnson

Excused: Zalud, Hunter, Bacon

Absent: Smith

Others Present: Mark Stuhldreher, Township Manager; Angela Schofield, Building Dept. Clerk

APPROVAL OF AGENDA

MOTION by Elmore SUPPORTED by Chowdhary to approve the agenda as presented. MOTION CARRIED 7-0.

APPROVAL OF MINUTES

MOTION by Alwood SUPPORTED by Figg to approve minutes from the September 20, 2016 meeting as presented.

MOTION CARRIED 7-0.

PUBLIC COMMENT – None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Accounts Payable were reviewed.

MOTION by Elmore SUPPORTED by Johnson to approve the East EDA payables in the amount of \$58,079.37 as presented.

MOTION CARRIED 7-0.

The Board reviewed the financial statements, as well as the reporting format.

ACTION ITEM: The Board requested administration run a sample balance sheet (summary form) and send to Mark Perry and Bob Elmore to review for possible inclusion in future EDA packets.

The Financials were RECEIVED AND FILED by Chairman Kequom.

Township Manager Stuhldreher provided/reviewed the 2017 Recommended EDA Budget, and process for adoption.

ACTION ITEM: 2017 EDA Budget to be reviewed, recommended to Board of Trustees prior to Public Hearing November 21, 2016.

NEW BUSINESS

1. MMI CONTRACTS

Discussion was held on the new contracts including the price increase, addition of new contract language covering mutual consent, expiration date, annual renewal, and hold harmless clause.

MOTION by Johnson SUPPORTED by Perry to approve (2) MMI service contracts: (1) Corridor Contract - Maintenance of the Pickard and Isabella corridors and (2) Park Bench Contract - Maintenance of the park benches along Pickard, as presented.
MOTION CARRIED 7-0.

PENDING BUSINESS

- 1. BOARD APPOINTMENTS/TERMS – IN PROCESS, NO UPDATES**
- 2. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES**

MOTION by Alwood SUPPORTED by Elmore to adjourn meeting at 6:25. MOTION CARRIED 7-0.

APPROVED BY



Secretary Chowdhary

11/9/16

(Recorded by Angela Schofield)

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on October 18, 2016 at the Township Hall.

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

Roll Call

Present: Fuller, LaBelle, McGuirk, Mielke, Robinette, Squattrito, Woerle, and Zerbe

Excused: Strachan

Others Present

Peter Gallinat, Township Planner, Mark Stuhldreher, Township Manager & Jennifer Loveberry

Approval of Minutes

Woerle moved Zerbe supported the approval of the September 20, 2016 meeting minutes as presented. Vote: Ayes: 8 Nays: 0. Motion carried.

Correspondence / Reports

Board of Trustees – Mielke stated that the Board of Trustees approved the additional funds needed for Master Plan update.

Approval of Agenda

Mielke moved Woerle supported approval of the agenda with changes – removing SPR 2016-13 from the Agenda. Vote: Ayes: 8 Nays 0. Motion carried.

Public Comment – Open 7:05 p.m.

No Comments.

New Business

A. SPR 2016-14: International RV

Location: 5365 E. Pickard Rd.

Tim Beebe, CMS& D presented SPR 2016-14, a revision to a previously approved site plan proposing an asphalt parking lot.

Township Planner Gallinat confirmed that he has received approvals from the Isabella County Transportation Commission, Isabella County Road Commission, Isabella County Drain Office for Storm Water Management, and Mt. Pleasant Fire Department and Township Utilities (additional construction drawings may be needed for Township Utilities final approval after the site plan has been approved).

Discussion was held by the Planning Commissioners.

Robinette moved LaBelle supported to approve SPR 2016-14 International RV site plan review with the condition that sidewalks are temporarily waived on Airway Dr. until the Township deems necessary. Vote: Ayes: 8 Nays 0. Motion carried.

B. SPR 2016-15: Doug's Small Engine

Location: 1875 Airway Dr.

Pete Lorenz, Lapham Associates, presented SPR 2016-15, a proposed 8,960 sq. ft. structure for office and storage use, he noted that the 1,040 sq. ft. block structure will be kept, and the two existing accessory structures will be demolished.

Township Planner Gallinat confirmed that he has received approvals from the Isabella County Transportation Commission, Isabella County Road Commission, Isabella County Drain Office for Storm Water Management, and Mt. Pleasant Fire Department and Township Utilities (additional construction drawings may be needed for Township Utilities final approval after the site plan has been approved).

Discussion was held by the Planning Commissioners.

McGuirk moved **Mielke** supported to approve SPR 2016-15 Doug's Small Engine site plan review with the condition that sidewalks are temporarily waived on Airway Dr. until the Township deems necessary. **Vote: Ayes: 8 Nays 0. Motion carried.**

C. SPR 2016-16: Lux Funeral Home

Location: 2300 S. Lincoln Rd.

Pete Lorenz, Lapham Associates, presented SPR 2016-16 a 2,132 sq. ft. addition to the Lux Funeral Home for public gatherings. The applicant has already been approved for a Special Use Permit back in January 2016, granting public gatherings in the new reception area. The applicant was previously approved in February 2016 for a site plan review; however, due to the reduction in the size of the addition (3,768 sq. ft. to 2,132 sq. ft.) a new site plan had to be submitted.

Township Planner Gallinat confirmed that he has received approvals from the Isabella County Transportation Commission, Isabella County Road Commission, Isabella County Drain Office for Storm Water Management, and Mt. Pleasant Fire Department and Township Utilities (additional construction drawings may be needed for Township Utilities final approval after the site plan has been approved).

Discussion was held by the Planning Commissioners.

Woerle moved **Robinette** supported to approve SPR 2016-16 Lux Funeral Home site plan review as presented. **Vote: Ayes: 8 Nays 0. Motion carried.**

D. SPR 2016-08: Messenger

Location: S. Isabella Rd.

The township received notification by representatives of Paras Group LLC that unauthorized construction was occurring on parcel 14-014-40-002-02; which they own. Messenger Medical Center had an approved site plan on July 19, 2016 and a Building Permit was issued October 10, 2016. After it was determined that the Parcel (14-014-40-002-02) was indeed owned by Paras Group LLC and not Messenger Medical Center, a Stop Work Order was issued by the Building Official on October 11, 2016.

Mielke moved Woerle supported to declare that site plan 2016-08 Messenger Medical Center on S. Isabella Rd. parcel number 14-014-40-002-02 as no longer valid. Vote: Ayes: 7 Nays 1. Motion carried.

Old Business

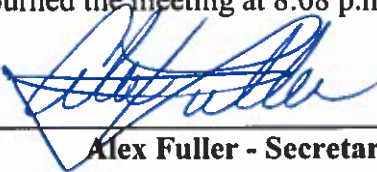
Other Business

Extended Public Comment –open 8:08 p.m.

No comments.

Adjournment – Chairman Squattrito adjourned the meeting at 8:08 p.m.

APPROVED BY:



Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on November 9, 2016 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Supervisor Alwood, Clerk Henry, Treasurer Rice, Trustee, Lannen, and Mikus were present.
Excused: Trustee R. Hauck & Trustee Mielke

Others Present

Mark Stuhldreher, Pat DePriest, Sherrie Teall, and Jennifer Loveberry

Presentations

Mt. Pleasant Fire Services / Contract Presentation - presented by City of Mt. Pleasant Manager, Nancy Ridley and Fire Chief Beltink from the Mt. Pleasant Fire Department.

Public Comment - open 7:10 p.m.

No comments.

Reports/Board Comments

Approval of Agenda

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

Consent Agenda

- A. Communications
- B. Minutes October 26, 2016 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Mikus moved **Rice** supported to approve the consent agenda as presented. **Vote: Ayes: 5 Nays: 0.**
Motion carried.

BOARD AGENDA

A. FY 2016 Amended Budget

Lannen moved **Mikus** supported to approve amending the FY 2016 budget for the General, Fire, East DDA, West DDA, Tribal 2%, West DDA GO debt, Sewer and Water Funds. **Roll Call Vote: Ayes: Supervisor Alwood, Clerk Henry, Treasurer Rice, Trustees Mikus and Lannen. Nays: 0. Motion carried.**

B. Continued Discussion of FY 2017 Budget Development

Discussion was held by the Board.

MANAGER COMMENTS

Year end planning has begun; Township Employee Benefit open enrollment will be coming up early December; Thank you to the current board, shared that working together has been very enjoyable; Township Board expiration dates will now be included in the Board Packets.

EXTENDED PUBLIC COMMENT - Open 7:33 p.m.

No comments.

FINAL BOARD MEMBER COMMENTS

Henry – Thank you to voters, taxpayers, and all the Township Boards for their support while serving as the Township Clerk.

Alwood – Thanked the Township residents and shared how much he has enjoyed his time at Union Township.

Mikus – Thanked Supervisor Alwood and Clerk Henry for their service to Union Township.

ADJOURNMENT

Mikus moved Rice supported to adjourn the meeting at 7:37 p.m. Vote: Ayes: 5 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Charter Township of Union Payroll
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CHECK DATE: November 17, 2016

PPE: November 12, 2016

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 48,003.05
Employer Share Med	690.12
Employer Share SS	2,951.03
SUI	64.10
Pension-Employer Portion	3,434.27
Workers' Comp	491.47
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	105.20
PCORI Fee	-
Total Transfer to Payroll Checking	<u>\$ 55,739.24</u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 20,277.10
EDDA	-
WDDA	-
Sewer Fund	19,322.70
Water Fund	16,139.44
Total To Transfer from Pooled Savings	<u>\$ 55,739.24</u>

**CHARTER TOWNSHIP OF UNION
BOARD MEETING ATTENDANCE RECORD
2016**

BOARD MEMBER: Russ Alwood

DATE: Aug, 2016

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
8/9/16	Dog Park Advisory Meeting	✓		50.00
8/16/16	EDA Meeting		✓	75.00
8/17/16	Council of Government (Picnic)		✓	75.00

SIGNATURE: Russ Alwood

1. This form is filled out by the board member and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

**CHARTER TOWNSHIP OF UNION
BOARD MEETING ATTENDANCE RECORD
2016**

BOARD MEMBER: Russ Alwood

DATE: Sept.

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
9/20/16	EDA Meeting	✓		50.00
9/21/16	Council of Government		✓	75.00

SIGNATURE: Russ Alwood

1. This form is filled out by the board member and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

**CHARTER TOWNSHIP OF UNION
BOARD MEETING ATTENDANCE RECORD
2016**

BOARD MEMBER: Russ Alwood

DATE: Oct.

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10/18/16	EDA Meeting 5:15-6:25		✓	75.00
10/19/16	DATA Meeting at County		✓	75.00

SIGNATURE: *Russ Alwood*

1. This form is filled out by the board member and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

CHARTER TOWNSHIP OF UNION

MEETING ATTENDANCE RECORD

MONTH October, 2016

BOARD MEMBER Tim Lannen

Meeting	Date	Time Spent	Total
Isabella Road Commis	10.22.16	1+ hour	\$75
Ad Hoc meeting			
@ Deerfield Twp.			

Please turn Meeting Attendance Record to Payroll Department before the last Monday of the month.

Signature: Tim Lannen

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - October 31, 2016 through November 6, 2016**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire	1	13	
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire	1	12	1
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	3
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
443	Breakdown of Light Ballast				
444	Power Line Down				

	445	Arcing, shorted electrical equipment	1	11	
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress	1	2	
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			2
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			1
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			1
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			1
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			

	Total Response for Union Twp/City	7	44	13
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 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency




Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - November 7, 2016 through November 13, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire	3	23	
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire	1	15	
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
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Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	3	6	2
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries	2	4	2
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
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3811	Technical rescue standby				
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	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	2	
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
443	Breakdown of Light Ballast				
444	Power Line Down				

	445	Arcing, shorted electrical equipment			
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	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			1
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			1
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
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	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm,Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			

	Total Response for Union Twp/City	12	54	8
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-  Emergency - MPFD
-  Emergency - MPFD Secondary to MMR
-  Non - Emergency



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: 11/15/2016
FROM: Peter Gallinat Twp Planner	DATE FOR BOARD CONSIDERATION: 11/21/2016
ACTION REQUESTED: ADOPT MASTER PLAN ADOPTION AUTHORITY RESOLUTION	

Current Action Yes Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union adopted their Master Plan in 2011. Since that time the Township has experienced increased development and expects further growth. Earlier this year the Township conducted a community survey that contains critical data and input from citizens of the township. The Township Planning Commission decided earlier this year to conduct a 5 year review of the Master Plan with the assistance of a professional planning firm.

A Request for Proposal was issued June 6, 2016 and 3 bids were received by July 6, 2016. The bids were from ROWE Engineering, Spicer Group and LSL Planning. The Planning Commission carefully reviewed the 3 bids and on September 20, 2016 voted to award LSL Planning the contract. On October 12, 2016 the Board of Trustees approved a service agreement with LSL Planning for their services.

On November 15, 2016 the Township began to work with LSL Planning in conducting the Master Plan review and update. LSL planning met with Township Staff in the afternoon and held a kick off meeting with the Planning Commission that evening.

SCOPE OF SERVICES

The project is broken down into the following phases:

1. Kick Off with Staff and Planning Commission
2. Update existing conditions
3. Update Future Land Use Map
4. Create Graphic Concise Plan
5. Revise Implementation Plan
6. Plan Adoption

JUSTIFICATION

Section 125.3845(2) of the Michigan Zoning Enabling Act, Act 33 of 2008 states “At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.”

Section 125.3843 of the Michigan Zoning Enabling Act, Act 33 of 2008 states “Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan.”

PROJECT IMPROVEMENTS

Board of Trustee’s Goals Addressed by this project (From Policy 1.0: Global End).

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

COSTS

N/A

PROJECT TIME TABLE

November 2016-May 2017 (7 months)

RESOLUTION

Authorization is hereby given to adopt the Master Plan Adoption Authority Resolution.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**CHARTER TOWNSHIP OF UNION
BOARD OF TRUSTEES**

RESOLUTION

MASTER PLAN ADOPTION AUTHORITY

WHEREAS, Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act, requires a community to adopt a master plan and sets forth the procedures for such plan, and;

WHEREAS, Section 43(3) of Michigan Public Act 33 of 2008 states the legislative body may assert the right to approve or reject a plan prepared by the Planning Commission in the form of a resolution, and;

WHEREAS, the Union Township Planning Commission is currently developing a Township Master Plan, and;

WHEREAS, the Union Township Board of Trustees believes such plan is an important tool in furthering the development and success of the Township, provides a sound basis for zoning and other requirements, and desires the opportunity to be involved in the planning process and development of the document.

NOW THEREFORE, BE IT RESOLVED, that the Union Township Board of Trustees shall assert its authority to approve or reject the Union Township Master Plan once it is presented to them by the Planning Commission, in accordance with plan preparation and adoption procedures set forth in Michigan Public Act 33 of 2008, as amended.

Members Present:

AYES:

NAYS:

Supervisor
Ben Gunning

_____ Date: _____

Clerk
Lisa Cody

_____ Date: _____



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: November 15, 2016
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/21/2016
ACTION REQUESTED: Board review of Board Governance Policy No.'s 3.8 and 3.9	

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 2013 and 2014. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

Attached to this memo are copies of Policy No's 3.8 and 3.9

Board Policy 3.8 - Board Committee Principles

Should the Board of Trustees ever utilize a committee, this policy outlines the principles by which the committee would operate and the constraints on said committee.

Board Policy 3.9 - Board Committee Structure

This policy outlines how a committee is created, should the need arise.

I am not aware a Committee was created in 2016 and as such, this is being provided for informational purposes only.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review and affirmation 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
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

duties.

3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.

3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures.

3.8 POLICY TITLE: *BOARD COMMITTEE PRINCIPLES*

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

Accordingly:

- 3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
- 3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.
- 3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
- 3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.
- 3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.
- 3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

3.9 POLICY TITLE: *BOARD COMMITTEE STRUCTURE*

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



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: November 16, 2016
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/21/ 2016
ACTION REQUESTED: Consider appointments to the Planning Commission and Zoning Board of Appeals	

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

As a result of the recent election, openings now exist on both the Planning Commission and Zoning Board of Appeals.

Planning Commission

By rule, a member of the Board of Trustees also sits on the Planning Commission. This seat is now open due to the recent election results. To ensure a full complement of Planning Commission members and to ensure the Board of Trustees is properly represented, it is recommended that the Board of Trustees appoint someone to the Planning Commission.

In addition, a "Citizen at Large" seat is now open on the Planning Commission due to the recent election results. This seat is filled via an appointment made by the Board of Trustees.

Finally, it is noted that a member of the Planning Commission continues to hold office, as allowed by Ordinance, even though the term expired in February, 2016. The Board of Trustees should consider the reappointment of this member or, in the alternative, make a new appointment.

The relevant section of the Ordinance is copied below which describes the method of appointment and the required qualifications of the appointee.

5.003 - Appointments and terms.

Sec. 3. The township supervisor, with the approval of the township board by a majority vote of the members elected and serving, shall appoint all planning commission members, including the ex officio member (one township board member, who is not the supervisor).

The planning commission members, other than an ex officio member, shall serve for terms of 3 years each.

A planning commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

Planning commission members shall be qualified electors of the township, except that one planning commission member may be an individual who is not a qualified elector of the township. The membership of

the planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the township, in accordance with the major interests as they exist in the township, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the township to the extent practicable.

One member of the township board shall be appointed to the planning commission as an ex officio member. An ex officio member has full voting rights. An ex officio member's term on the planning commission shall expire with his or her term on the township board.

No other elected officer or employee of the township is eligible to be a member of the planning commission.

Zoning Board of Appeals

By rule, the Board of Trustees appoints members to the Zoning Board of Appeals. Two seats are now open due to the recent election results. To ensure a full complement of members on the Zoning Board of Appeals, it is recommended that the Board of Trustees fill these two vacancies. By rule, one of these appointments needs to be someone from the Planning Commission. The other appointment would be considered a “Citizen at Large” appointment.

The relevant section of the Zoning Code is copied below which describes the method of appointment and the required qualifications of the appointee.

5.1 BOARD OF APPEALS

There shall be a board of Appeals that shall consist of five (5) members appointed by the Township Board. The first member of the Board of Appeals shall be a member of the Township Planning Commission. The remaining members of the Board of Appeals shall be selected from the electors residing in the unincorporated area of Union Township. The members selected shall be representative of the population distribution and of the various interests present in the Township. The term of each member shall be for three (3) years, except that of the members first appointed, two (2) shall serve for two (2) years and the remaining members for three (3) years. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. All vacancies for unexpired terms shall be filled for the remainder of the term.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Board of Trustee appointments to the Planning Commission and the Zoning Board of Appeals will ensure 1) adequate Board of Trustee representation, and 2) that both the Planning Commission and the Board of Appeals have a full complement of members in order to perform their responsibilities.

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity

- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Once appointed, the Clerk will need to swear in the appointees as soon as practical. The next Planning Commission meeting is December 20, 2016 and the next Zoning Board of Appeals meeting is scheduled for December 7, 2016.

RESOLUTION

Be it resolved that the following named individuals are hereby appointed sit on the Planning Commission and Zoning Board of Appeals as indicated below:

Planning Commission

- 1)
- 2)

Zoning Board of Appeals

- 1)
- 2)

Resolved by _____

Seconded by _____

- Yes:
- No:
- Absent: