



BOARD OF TRUSTEES

Regular Meeting

January 11, 2017

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – December 21, 2016- regular meeting
 - C. Bills
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion / Action: (Woerle) Appointments of Board Members to serve as representatives to selected community boards
 - B. Discussion / Action: (Woerle) Establish goals, objectives and priorities for projects to be addressed in 2017
12. MANAGER COMMENTS
13. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT



Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Phil	Squatrito	2/15/2017
2-BOT Representative	Norm	Woerle	11/20/2020
3	Rick	McGuirk	2/15/2016 ¹
4	Brandon	LaBelle	2/15/2017
5	Erik	Robinette	2/15/2018
6	Alex	Fuller	2/15/2017
7	Dwayne	Strachan	2/15/2018
8	Bryan	Mielke	2/15/2018
9	John	Zerbe	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Representative	Bryan	Mielke	2/18/2018
3	Jake	Hunter	12/31/2019
4	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1-Chair	Ronald	Mclvor	12/31/2018
2	James	Thering	12/31/2018
3	Brian	Neyer	12/31/2018
Citizens Task Force on Sustainability (4 Members)			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2016
2	Mike	Lyon	12/31/2016
3	Mike	Walton	12/31/2016
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
1	Colin	Herron	12/31/2017
2	Richard	Klumpp	12/31/2017
3	Andy	Theisen	12/31/2017
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1			12/31/2018
2	John	Dinse	12/31/2017

¹ Per section 5.003 of the ordinance, member holds office until successor is appointed

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on December 21, 2016 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Supervisor Gunning, Clerk Cody, Treasurer Rice, Trustees B. Hauck, Lannen, Mikus and Woerle

Approval of Agenda

Mikus moved **Cody** supported to approve the agenda with additions: C. Use of Supervisor's Office, D. Assignment of Board Members, E. Establish Board Goals and Priorities for 2017.

Vote: Ayes: 7 Nays: 0. Motion carried.

Presentations

Kim Smith presented Charter Communications Spectrum Internet Assist Program, where qualified households can receive high speed internet at a low cost. All information can be found on the Township's website or by accessing: <http://www.spectruminternetassist.com/>

Public Hearings

No Public Hearings.

Public Comment - open 7:16 p.m.

Rick McGuirk 4175 E. Bluegrass – Questioned his re-appointment on the Planning Commission.

Reports/Board Comments

Woerle – updates from the Planning Commission

Mikus – Clean Up Date has been set for June 10, 2017.

Lannen – Attended MTA New Official Training.

Gunning – Attended Deerfield Township's Board Meeting. Also made nominations to Various Boards:
Board of Review:

Gunning nominated Brian Neyer for reappointment **B. Hauck** supported with term ending 12/31/2018.

Vote: Ayes: 7 Nays: 0. Motion carried.

Gunning nominated Ronald McIvor for reappointment **Lannen** supported with term ending 12/31/2018.

Vote: Ayes: 7 Nays: 0. Motion carried.

Gunning nominated James Thering for reappointment **Woerle** supported with term ending 12/31/2018.

Vote: Ayes: 7 Nays: 0. Motion carried.

Zoning Board of Appeals:

Woerle moved **B. Hauck** supported to reappoint Tim Warner to the Zoning Board of Appeals with term ending 12/31/19. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Hauck moved **Woerle** supported to reappoint Mike Darin to the Zoning Board of Appeals with term ending 12/31/19. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Hauck moved **Cody** supported to reappoint Jake Hunter to the Zoning Board of Appeals with term ending 12/31/19. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Woerle moved **Cody** supported to reappoint Paul Gross to the Zoning Board of Appeals with term ending 12/31/18. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Hauck moved **Cody** supported to appoint Andy Theisen as an alternate to the Zoning Board of Appeals with term ending 12/31/19. **Vote: Ayes: 6 Nays: 1. Motion carried.**

Mikus moved **B. Hauck** supported to appoint Taylor Sheahan-Stahl as an alternate to the Zoning Board of Appeals with term ending 2/15/18. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Consent Agenda

- A. Communications
- B. Minutes December 5, 2016 – Regular Meeting
- C. Payroll
- D. Bills
- E. Meeting Pay
- F. Fire Reports
- G. 2.4 Financial Planning / Budgeting
- H. 2.5.10 Cash Flow Ratio

Cody moved **Rice** supported to approve the consent agenda with minor corrections to the minutes. **Vote: Ayes: 7 Nays: 0. Motion carried.**

BOARD AGENDA

A. Consider approval of the purchase of jackhammer attachment and pins for 2013 Cat Backhoe from Michigan Cat

Lannen moved **Woerle** supported to approve the purchase of jackhammer attachment and pins for 2013 Cat Backhoe from Michigan Cat in the amount of \$13,235.00.

Vote: Ayes: 7 Nays: 0. Motion carried.

B. 3.0 Global Governance Commitment

Discussion by the Board of Trustees.

C. Use of Supervisor's Office by Trustees

Woerle moved **Lannen** supported to approve the use of the Supervisor's Office as a shared space with the four Trustees. **Roll Call Vote: Ayes: Treasurer Rice, Trustees B. Hauck, Lannen, and Woerle. Nays: Supervisor Gunning, Clerk Cody, and Trustee Mikus. Motion carried.**

D. Assignment of Board Members to Various Boards

Discussion by the Board, add to January 2017 Board of Trustees Agenda.

E. Board Goals, Objectives, and Priorities 2017

Discussion by the Board, add to January 2017 Board of Trustees Agenda.

MANAGER COMMENTS

If Trustees wish to add items to the Agenda, please send information by noon on the Wednesday prior to the Board Meeting; LSL Master Plan Special Meeting joint meeting with the Board of Trustees and Planning Commission to be set soon.

EXTENDED PUBLIC COMMENT - Open 9:41 p.m.

No Comments.

FINAL BOARD MEMBER COMMENTS

Rice – Shared her reasoning behind the shared office vote.

Hauck – Asked if Union Township had a specified location for residents to go in an emergency situation. Commented on Building Official process.

Mikus – Shared GoFundMe.com for the Broadway Theatre.

Lannen – Commented on Township Website updates. Township agenda items should be posted rather than adding items on the night of meeting so residents have the opportunity to attend the meeting if they wish to.

Woerle – Looking forward to setting goals and continuing to make the community feel welcome.

ADJOURNMENT

Rice moved **Woerle** supported to adjourn the meeting at 9:42 p.m. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Charter Township of Union Payroll
--

CHECK DATE: December 29, 2016

PPE: December 24, 2016

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 50,039.75
Employer Share Med	720.16
Employer Share SS	3,079.50
SUI	34.00
Pension-Employer Portion	3,142.33
Workers' Comp	490.31
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	-
PCORI Fee	-
Total Transfer to Payroll Checking	<u>\$ 57,506.05</u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 23,883.19
EDDA	
WDDA	
Sewer Fund	18,210.47
Water Fund	15,412.39
Total To Transfer from Pooled Savings	<u>\$ 57,506.05</u>

CHARTER TOWNSHIP OF UNION

MEETING ATTENDANCE RECORD

MONTH December, 2016

BOARD MEMBER Tim Lannen

Meeting	Date	Time Spent	Total
MTA- New Officials Conference	12-15-16	+1	\$75

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 - December 5, 2016 through December 11, 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			1
	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			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire	1	3
	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
	321	EMS Call excluding Veh. Accident	1	3	6
	322	Motor Vehicle Acc. W/ Injuries			
	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			
	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			1

	445	Arcing, shorted electrical equipment			
	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			
	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	2	
	622	No Incident Found on Arrival			2
	631	Authorized controlled burning	1	11	
	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			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			1
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	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			
	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	4	19	15

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 12, 2016 through December 18, 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			
	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			
	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	2	5	1
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries			
	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			
	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)	1	4	
	413	Oil of Combustible Liquid Spill			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			1
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			

	445	Arcing, shorted electrical equipment			
	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			
	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			
	622	No Incident Found on Arrival			2
	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			1
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction	1	3	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	1	2	
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	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	6	16	9

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 26, 2016 through January 1, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	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			
	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	2	4	1
	321	EMS Call excluding Veh. Accident	2	4	1
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	5	1
	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)	1	2	
	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			1	

	445	Arcing, shorted electrical equipment			
	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			2
Service Call	500	Service Call - Other			
	510	Person in Distress			
	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			2
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			1
	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			
	721	Bomb Scare - No Bomb			
	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			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	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	6	15	11

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 19, 2016 through December 25, 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			1
	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			
	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	2	6	1
	321	EMS Call excluding Veh. Accident	1	3	2
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	2	2
	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	1	3	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			
	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			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other	1	2	
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			2
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			1
	622	No Incident Found on Arrival	1	3	
	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			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			2
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire	1	3	
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional			1
	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	8	22	17

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: January 3, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: January 11, 2017
ACTION REQUESTED: In accordance with Board Governance Policy #3.10, the Board should make appointments of its members to represent the Township at various meetings of outside Boards/Commission/Authorities in the capacity as a liaison.	

Current Action X Emergency _____

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

Finance Approval MDS

BACKGROUND INFORMATION

Through policy #3.10, the Township recognizes that it is prudent to invest in its governance capacity by attending meeting of various Boards/Commissions/Authorities beyond just the Board of Trustee meetings.

The following bodies **require** formal Board representation appointments per the Governance Policy. The named individual is entitled to meeting pay.

Planning Commission (Meets 3rd Tuesday of the month at 7:00 pm)

The Board of Trustees seat has been filled with the appointment of Trustee Woerle. This Commission has statutory authority independent of the Board of Trustees and the Board appointment has voting rights.

Citizen Task Force on Sustainability (Meets 2nd Tuesday of the month at 4:00 pm)

Trustee Mikus is currently the Board of Trustee representation. However, since there is now a new Board of Trustees, this appointment needs to be affirmed by the Board via formal action. This group acts in an advisory capacity to the Board of Trustees and was created by the Board.

Economic Development Authority (Meets 3rd Tuesday of the month at 5:15 pm)

Supervisor Gunning is a member by default. However, the Board of Trustees does have the option of appointing the Township Manager per the DDA enabling Act. This Authority has statutory authority independent of the Board of Trustees and the Board appointment has voting rights.

Intergovernmental Liaison Team (County, City, Township; this group meets on an ad-hoc basis)

The Township Manager has attended three of these meetings in the past and will continue to attend. The Board of Trustees also names a representative to this group. The former Supervisor was in attendance as well as on occasion, other board members. I'm not clear who was attending as the official representative and who was attending out of general interest. This group has no statutory authority.

The following bodies are listed as having **optional** Board appointed representation per the Governance Policy. The named individual is entitled to meeting pay if formally appointed as the Board representative. The representative serves in a liaison capacity.

- **Isabella County Road Commission** (Meets 2nd Thursday of the month at 8:30 am and the 4th Thursday of the month at 6:00 pm)
- **Isabella County Commission** (Meets 1st and 3rd Tuesday of the month at 7:00 pm)
- **MT Pleasant City Commission** (Meets 2nd and 4th Monday of the month at 7:00 pm)
- **Middle Michigan Development Corporation** (Meets 3rd Tuesday of the month at 8:00 am)
- **Other** as the Board desires

Other (all Board members can attend and receive meeting pay – no appointments needed)

- **Council of Government** (Composed of representatives from Townships, Villages County, Cities within Isabella County) **Meets the 3rd Wednesday of the month at 7:00 pm.** Location circulates between various governmental offices.
- **MTA Ad Hoc Meetings**
- **Annual MTA Conference**
- **Annual Road Commission Meeting**
- **The Two Ad Hoc Road Commission Meeting** Normally held in April and October

Miscellaneous

- **Hannah’s Bark Park Advisory Board** (Meets monthly but each(next) meeting decided at the meeting)
 - The purpose of this board is defined in their by-laws and functions in an advisory capacity to the City of Mt. Pleasant Parks and Recreation Department. The Advisory Board makes recommendations regarding the policies, procedures and operations of Hannah’s Bark Park. The Advisory Board may also assist with Park specific programming and events. It has no legislative, administrative or programmatic authority and is advisory only.
 - Membership consists of the following: **two (2) representatives each** from the City of Mt. Pleasant, **Charter Township of Union** and Friends of the Dog Park for a total of six (6) members.
 - Former Supervisor Alwood was a member with a term expiration of 12/31/18. An appointment to fill his unexpired term needs to be made. There is no requirement that the member be a sitting Board member. **I recommend that the Board appoint the Township Manager.**
 - The second member representing the Township is a Mr. John Dinse. His term expires 12/31/17 and as such, needs to be reappointed or someone else needs to be appointed. In both cases, the length of the term is two years.
- **Library Board** (The nature of the Township Board of Trustees involvement is still being researched.)
- **Cultural and Recreation Commission** (The nature of the Township Board of Trustees involvement is still being researched.)

SCOPE OF SERVICES

Attend meetings and report back to Board of Trustees as appropriate

JUSTIFICATION

Attendance at these meeting will increase Board awareness of issues that are impacting the larger community and will create opportunities for Township involvement if deemed necessary.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with 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

Reimbursement for attendance is allowed as defined in Governance Policy #3.10. A reimbursement form is attached to this documentation for future use.

PROJECT TIME TABLE

These appointments will be in place until the Board appoints someone else.

RESOLUTION

It is Resolved that the following individuals have been appointed as the Township representative/liaison to the indicated Board/Commission/Authority and as such is encouraged to attend the meetings and report back to the entire Board of Trustees as appropriate:

Name	Entity Name
	Citizen Task Force on Sustainability
	Intergovernmental Liaison Team
	Economic Development Authority
	Isabella County Road Commission
	Isabella County Commission
	MT Pleasant City Commission
	Middle Michigan Development Corporation
	Hannah’s Bark Park Advisory Board

Moved by _____ Seconded by _____

Yes:
No:
Absent:

3.10 POLICY TITLE: *COST OF GOVERNANCE*

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly:

3.10.1 Board skills, methods, and supports will be sufficient to assure governing with excellence.

3.10.1.1 Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

3.10.1.2 Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values.

3.10.2 Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

3.10.2.1 Each year, the Board in the month of September will develop its budget for attendance at conferences and workshops, for third-party monitoring and organizational assessments, and ownership linkage activities including surveys, focus groups and other input mechanisms.

3.10.2.2 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**. Meeting sheets 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. At the conclusion of each calendar month, meeting sheets will be sent to the Township Accountant for submission in the next regular board meeting packet for board approval within the consent agenda. Following approval by the Board of Trustees, the meetings will be paid at the next payroll run.

3.10.3 Purpose: The intent of this proposed draft is to provide tax payers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the township.

1. In addition to township boards and committees, the board shall decide what meetings are important to have a representative attend, and appoint a board member to attend those meetings.

- An alternate shall also be appointed in case the assigned member is unable to attend. In the event that neither are able, the original assigned member should attempt to fill the position by asking another board member to attend the meeting.
- The meeting assignments will rotate every three months to allow each board member the responsibility to attend specific meetings as the board representative to the meetings identified as relevant to the board. For example, one person will be responsible for attending the County Commission meetings and a different person may be appointed to Mt. Pleasant City Commission meetings. The appointment would be for three months.
- Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.
- There are already board appointed representatives for the Planning Commission, the EDA, Sustainability Committee and Intergovernmental Committee. The Township needs to have some permanency for these boards so appointments to those committees shall not fall under the rotation. Any other board member wishing to attend these particular meetings will not receive pay unless they are requested by the board to attend.

2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include: negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated unless Section 4 applies.

3. All board members shall be paid to attend Council of Governance, MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting and the two Road Commission Ad Hoc meetings.

4. 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.

5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.

6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting,

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.

9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.

10. The following is a list of meetings the Board shall assign representatives to attend:

- Union Township Planning Commission
- Union Township Economic Development Authority
- Union Township Sustainability Committee
- Union Township Intergovernmental Liaison Team

11. The following is a list of meetings the Board may assign a representative to attend:

- Road Commission regular monthly meetings
- Isabella County Commission regular meetings
- City of Mt. Pleasant Board of Commissioners
- Middle Michigan Development Corporation
- Others to be added from time to time per approval of the Board.

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017**

BOARD MEMBER: _____

MONTH: _____

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	

SIGNATURE: _____ **Date:** _____

- 1. This form is filled out by the board member monthly 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.**