



BOARD OF TRUSTEES

Regular Meeting

April 26, 2017

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Traffic Study Review with Union Township Board of Trustees – Isabella County Road Commission
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 – Appointments as needed
 - EDA Appointments
 - Cultural and Recreational Commission Appointment
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – April 12, 2017- regular meeting
 - C. Bills
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. 1.1 – 1.6 Global Ends Annual Review
 - H. 2.5 Financial Condition and Activities
 - I. 2.5.10 Cash Flow Ratio
 - J. 2.6 Asset Protection
11. NEW BUSINESS
 - A. Discussion / Action: Approval of Contract for Professional Services between Gordie Fraser and Charter Township of Union
 - B. Discussion/ Action: Approval of the purchase of 2017 ½ Ton Extended Cab Work Truck
 - C. Discussion / Action: 3.3 Board Members Code of Conduct
 - D. Discussion / Action: 3.4 Agenda Planning
12. MANAGER COMMENTS
13. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

RECEIVED
MAR 22 2017
BY: _____

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

Name: Michael Smith Date: 3/22/2017
Address: 3095 Brittany Dr. Mt. Pleasant
Phone (home) _____ (cell) 989-621-4870 (work) _____
Email: msmith@creativect.net
Occupation: Business/Developer

Please State in order of preference, area(s) of interest:

_____	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
<u>X</u>	EDA	Must meet one of the following qualifications: ____ Property owner in East or West DDA ____ Property owner in East or West DDA ____ Resident in Union Township
_____	OTHER *Specify Board: _____	

Please state reason(s) for interest in above board(s):

I enjoy working on projects that we feel will best help Union Township long term.

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 a EDDA board member for many years.

Signature:  Date: 3/22/2017

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Vance Johnson Date: 4/14/17
Address: 900 S. Bradley, Mt. Pleasant, Mi. 48858
Phone (home) (989) 828-5035 (cell) (989) 330-2273 (work) (989) 772-0720
Email: vjohnson@fishercompanies.net
Occupation: Business Manager/Officer of various Fisher Companies.

Please State in order of preference, area(s) of interest:

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

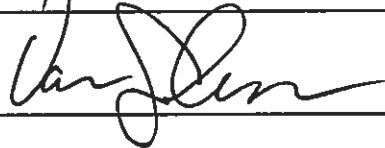
Please state reason(s) for interest in above board(s):

I have a vested interest in this community, in particular the area of the WDDA and hope to participate on the EDA for continued promotion and improvements of this area.

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 am a past WDDA Board Member and have currently been serving on the EDA Board.

I have served on the Isabella Co. Planning Com & the Shepherd Board of Education.

Signature:  Date: 4/14/17

Jennifer Loveberry

From: pmikus@uniontownshipmi.com
Sent: Thursday, April 20, 2017 12:02 PM
To: Mark Stuhldreher; Ben Gunning; Bill Hauck; Kimberly Rice; Lisa Cody; Norm Woerle; Tim Lannen
Cc: Jennifer Loveberry
Subject: Re: Union Township's Appointment to the Cultural and Recreation Commission

Hello Mark ~ I would like to have added to the agenda for next meeting the item of reappointing our representative to the CRC.

Thank you

Phil Mikus
Trustee

On Wed, Apr 19, 2017 at 10:56 AM -0400, "Mark Stuhldreher" <mstuhldreher@uniontownshipmi.com> wrote:

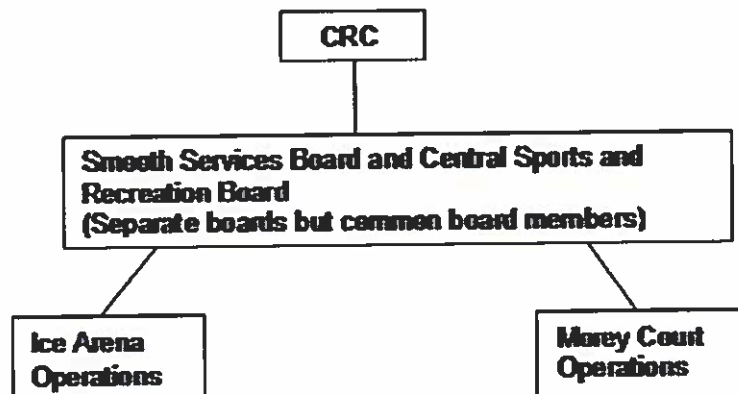
Good morning-

The Cultural and Recreation Commission (CRC) was created via and Inter-Local Agreement in 1995 (attached). The by-laws, last amended in 2014, that govern the Commission are also attached. I located a document that provides a brief history of the CRC and is also attached. The CRC is the governing body that oversees the operation of the ice arena and Morey Courts.

This oversight was accomplished via the creation Smooth Surfaces that oversees the management of the ice arena and the creation of Central Sports and Recreation that oversees the management of Morey Courts. Both of these boards are comprised of the same individuals. The finances of both entities are managed separately and each entity hires its own employees.

CRC

Smooth Services Board and Central Sports and Recreation Board
(Separate boards but common board members)
Ice Arena Operations
Morey Court Operations



Union Township has a Board of Trustees appointed representative to the CRC. The current representative is Brian Smith. He was appointed approximately 3 years ago. His appointment was as a private citizen and not in his capacity as then Township Manager. Brian is now the Acting Chairperson on the CRC as the current Chair, Chris Walton, is stepping back from this role. Brian's term expired in December, 2016.

I've received a recommendation from Chris Walton that Brian be reappointed to the CRC. I support this recommendation for the following reasons:

- Brian has historical knowledge and experience with the CRC
- His reappointment would maintain stability of the CRC board as it is likely he would become the Chairperson
- His knowledge and experience with the Township
- With talk of the Sports Complex expanding, the Township will be well served by his reappointment

To effectuate this recommendation, should you agree, the Board of Trustees could make this reappointment at your meeting next week.

Please let me know if you have any questions.

Mark Stuhldreher
Township Manager
Charter Township of Union
2010 S Lincoln
Mt. Pleasant, MI 48858
989.772.4600 ext 231

2017 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on April 12, 2017 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7: 01 p.m.
No comments

Reports/Board Comments

Woerle – Planning Commission formed a committee to discuss the Future Land Use Map and will report to the Commissioners at a special meeting on April 25, 2017.
Cody – Updates from City of Mt. Pleasant Commission meeting.
Mikus – Sustainability Committee updates from the March meeting.

Consent Agenda

- A. Communications
- B. Minutes March 22, 2017 – Regular Meeting
- C. Minutes March 25, 2017 – Special Meeting
- D. Bills
- E. Payroll
- F. Meeting Pay
- G. Fire Reports

B. Hauck moved **Cody** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

BOARD AGENDA

- A. **Discussion / Action: Charitable Gaming Resolution – Community Compassion Network**
Mikus moved **Woerle** supported to approve the Resolution for Charitable Gaming Licenses, recognizing The Community Compassion Network (CNN) as a non-profit organization in the community. **Roll Call Vote: Ayes: Supervisor Gunning, Clerk Cody, Trustees B. Hauck, Lannen, Mikus, and Woerle. Nays: 0. Motion carried.**

B. Discussion / Action (Woerle): Clean Up Day Service Agreement with Granger Waste Services

Recusal –Phil Mikus recused himself due to a conflict of interest.

Cody moved **Woerle** supported to approve the service agreement with Granger Waste Services to provide solid waste collection and disposal services for the annual Clean Up Day event and to allow execution of the Agreement by the Township Manager. **Vote: Ayes: 5 Nays: 0. Motion carried.**

C. Discussion / Action: Clean Up Day Service Agreement with Advanced Technology Recycling (ATR)

Mikus moved **B. Hauck** supported to approve the service agreement with Advanced Technology Recycling (ATR) to provide electronic waste collection and disposal services for the annual Clean Up Day event and to allow execution of the Agreement by the Township Manager. **Vote: Ayes: 6 Nays: 0. Motion carried.**

MANAGER COMMENTS

Township Manager, Stuhldreher excused.

Sherrie Teall, Financial Director / Acting Township Manager commented on the following:

- April 26 (4-6p.m.) Staff/Boards/Commissions Ethics presentation.
- We are the middle of the annual audit and it is going well, final financial reports should be available to the board by the end of May.
- We paid off the 2004 Sewer System bond early, saving the Township over \$15,000 in interest

EXTENDED PUBLIC COMMENT - Open 7:31 p.m.

Andy Theisen, 1520 E. Deerfield Rd. – Commented on condition of Deerfield Rd.

Jim Horton of the 4th District County Commission updated the board on the county government.

FINAL BOARD MEMBER COMMENTS

Lannen – Commented on expired EDA seats.

Woerle – Thanked everyone again for their support with the Human Rights Resolution.

B. Hauck – Commented on Consumers Energy use and asked if solar power studies have ever been completed.

Mikus – Would like the Township Manager to prepare a report to the Township Board from his discussion with the Road Commission.

Cody – Commented that the Road Commission will be having an Ad Hoc meeting on 4/29.

ADJOURNMENT

Cody moved **Woerle** supported to adjourn the meeting at 8:05 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
04/26/2017	101	19240	01358	21ST CENTURY MEDIA-MICHIGAN	3,419.43
04/26/2017	101	19241	00043	ARROW UNIFORM	247.98
04/26/2017	101	19242	00066	BILL'S CUSTOM FAB, INC.	175.00
04/26/2017	101	19243	00095	C & C ENTERPRISES, INC.	155.00
04/26/2017	101	19244	00129	CMS INTERNET, LLC	484.70
04/26/2017	101	19245	01024	CODE OFFICIALS CONFERENCE-MI	190.00
04/26/2017	101	19246	00155	COYNE OIL CORPORATION	579.10
04/26/2017	101	19247	01171	DBI BUSINESS INTERIORS	204.65
04/26/2017	101	19248	00231	FOUR SEASON'S EXTERMINATING	40.00
04/26/2017	101	19249	00249	GILL-ROY'S HARDWARE	21.97
04/26/2017	101	19250	00261	GRAINGER	357.44
04/26/2017	101	19251	00266	HACH COMPANY	185.84
04/26/2017	101	19252	01324	KENEWELL GROUP	396.00
04/26/2017	101	19253	00362	KRAPOHL FORD & LINCOLN	77.50
04/26/2017	101	19254	01517	L S L PLANNING	4,349.99
04/26/2017	101	19255	01506	MCKENNA ASSOCIATES	6,426.25
04/26/2017	101	19256	01356	MCLAREN CENTRAL MICHIGAN	80.00
04/26/2017	101	19257	00405	METTLER-TOLEDO, INC.	819.54
04/26/2017	101	19258	01538	MICHIGAN MUNICIPAL EXECUTIVES	110.00
04/26/2017	101	19259	00420	MICHIGAN MUNICIPAL LEAGUE	218.20
04/26/2017	101	19260	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	2,500.00
04/26/2017	101	19261	00494	NORTH CENTRAL LABORATORIES	21.08
04/26/2017	101	19262	00497	NORTHERN INDUSTRIAL SUPPLY	12,805.72
04/26/2017	101	19263	01293	SHAY WATER CO/CUSTOM COFFEE SERV	45.00
04/26/2017	101	19264	00597	SHERWIN WILLIAMS	171.21
04/26/2017	101	19265	00601	KIMBERLY SMITH	20.00
04/26/2017	101	19266	00629	STU'S ELECTRIC MOTOR	430.00
04/26/2017	101	19267	00723	WINN TELECOM	194.45
04/26/2017	101	19268	01246	WOLVERINE POWER SYSTEMS	2,093.58

101 TOTALS:

Total of 29 Checks:	36,819.63
Less 0 Void Checks:	0.00
Total of 29 Disbursements:	36,819.63

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
04/26/2017	101	19240	01358	21ST CENTURY MEDIA-MICHIGAN	ADS FOR BOR, EMPLMNT CLASSIFIED ADS FOR BOT, PLANNING, ZONING	2,107.77 1,311.66 <u>3,419.43</u>
04/26/2017	101	19241	00043	ARROW UNIFORM	UNIFORMS UNIFORMS UNIFORMS UNIFORMS	47.12 47.12 76.87 76.87 <u>247.98</u>
04/26/2017	101	19242	00066	BILL'S CUSTOM FAB, INC.	AERATOR # 3 CUT AND PAINT GUARD	175.00
04/26/2017	101	19243	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES JAMESON HALL	155.00
04/26/2017	101	19244	00129	CMS INTERNET, LLC	SERVER AND PHONE SERVICE-MAY 2017	484.70
04/26/2017	101	19245	01024	CODE OFFICIALS CONFERENCE-MI	COCM 2017 SPRING CONF-SOMMER	190.00
04/26/2017	101	19246	00155	COYNE OIL CORPORATION	GAS & FUEL	579.10
04/26/2017	101	19247	01171	DBI BUSINESS INTERIORS	COPY PAPER MONITOR RISER FOR WTR/SWR ASSISTANT BINDERS FOR ASSESSING	144.95 46.43 13.27 <u>204.65</u>
04/26/2017	101	19248	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INT/EXT TREATMENT	40.00
04/26/2017	101	19249	00249	GILL-ROY'S HARDWARE	REPLACMNT PARTS FOR TWP HALL FLAG	21.97
04/26/2017	101	19250	00261	GRAINGER	V-BELT AND LIMIT SWITCH	357.44
04/26/2017	101	19251	00266	HACH COMPANY	PHOSPHORUS TNT	185.84
04/26/2017	101	19252	01324	KENEWELL GROUP	BUSINESS CARDS - TRUSTEES	396.00
04/26/2017	101	19253	00362	KRAPOHL FORD & LINCOLN	2011 W/S SUPER DUTY-OIL CHANGE PARKS TRUCK OIL CHANGE	38.75 38.75 <u>77.50</u>
04/26/2017	101	19254	01517	L S L PLANNING	MASTER PLAN CHARGES - MARCH	4,349.99
04/26/2017	101	19255	01506	MCKENNA ASSOCIATES	FEE STUDY & RECOM. FINAL PMT BLDG OFFICIAL INSP SERV - MAR 2017	1,170.00 5,256.25 <u>6,426.25</u>
04/26/2017	101	19256	01356	MCLAREN CENTRAL MICHIGAN	DOT PHYSICAL-MCPHERSON	80.00
04/26/2017	101	19257	00405	METTLER-TOLEDO, INC.	FULL PREVENTIVE MAINT ONSITE-WWTP	819.54
04/26/2017	101	19258	01538	MICHIGAN MUNICIPAL EXECUTIVES	MME MEMBERSHIP DUES-STUHLDRERHER	110.00
04/26/2017	101	19259	00420	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD - BLDG DEPT CLERK	218.20
04/26/2017	101	19260	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	CLIENT FEE 2ND QUARTER 2017	2,500.00
04/26/2017	101	19261	00494	NORTH CENTRAL LABORATORIES	SILASTIC TUBING	21.08
04/26/2017	101	19262	00497	NORTHERN INDUSTRIAL SUPPLY	DITCH #2 AERATOR 3 DITCH # 2 AERATOR #3 DITCH #2 AERATOR #3 AERATOR # 3	148.72 213.09 12,384.32 59.59 <u>12,805.72</u>
04/26/2017	101	19263	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - QUARTERLY RENTAL	45.00
04/26/2017	101	19264	00597	SHERWIN WILLIAMS	WELL SITE SHOP PAINT	171.21
04/26/2017	101	19265	00601	KIMBERLY SMITH	FLX MEDICAL REIMB.	20.00
04/26/2017	101	19266	00629	STU'S ELECTRIC MOTOR	SECONDARY TREATMENT MOTOR BEARINGS	430.00

04/20/2017 11:54 AM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 04/13/2017 - 04/26/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/26/2017	101	19267	00723	WINN TELECOM	PHONE BILL 4/15/17 TO 5/14/17	194.45
04/26/2017	101	19268	01246	WOLVERINE POWER SYSTEMS	ISABELLA WELL SITE GENERATOR REPAIR	2,093.58

101 TOTALS:

Total of 29 Checks:	36,819.63
Less 0 Void Checks:	0.00
Total of 29 Disbursements:	36,819.63

User: SHERRIE

PERIOD ENDING 03/31/2017

DB: Union

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	03/31/2017	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	CURRENT PROPERTY TAX	301,614.13		305,000.00	280,614.68	92.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(837.26)		(3,000.00)	0.00	0.00
101-000-402.002	PILOT TAX	3,083.81		3,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(2,103.68)		(1,000.00)	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	922.30		1,000.00	0.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,548.50		2,500.00	0.00	0.00
101-000-445.000	INTEREST ON TAXES	(823.29)		0.00	0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	21,236.26		4,000.00	0.00	0.00
101-000-447.000	ADMIN FEE-PROPERTY TAX	147,587.97		145,000.00	101,919.67	70.29
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(586.88)		(300.00)	0.00	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,765.00		7,765.00	0.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	(33.86)		0.00	0.00	0.00
101-000-475.000	CABLE TV	79,670.85		79,900.00	0.00	0.00
101-000-476.000	BUILDING PERMITS	70,873.93		75,000.00	4,823.91	6.43
101-000-477.000	RENTAL INSPECTION FEES	78,556.50		79,000.00	74,075.00	93.77
101-000-478.000	DOG LICENSE REVENUE	4.00		0.00	1.50	100.00
101-000-479.000	ZONING PERMITS	10,795.00		40,000.00	2,595.00	6.49
101-000-573.000	STATE AID REVENUE	1,061.94		0.00	0.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,030,739.00		1,017,548.00	0.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,748.55		11,000.00	96.25	0.88
101-000-574.200	METRO ANNUAL MAINT. FEE	7,749.49		7,700.00	0.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	875.00		0.00	125.00	100.00
101-000-628.000	LAND DIVISIONS	500.00		500.00	200.00	40.00
101-000-630.000	WEED ABATEMENT SERVICES	1,345.63		500.00	0.00	0.00
101-000-655.000	FINES & FORFEITURES	1,088.67		1,500.00	244.20	16.28
101-000-665.000	INTEREST EARNED	21,706.74		10,000.00	6,177.33	61.77
101-000-667.000	RENT - JAMESON HALL	6,040.00		5,000.00	750.00	15.00
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360.00		1,500.00	760.00	50.67
101-000-667.200	RENT - JAMESON PAVILION	420.00		750.00	160.00	21.33
101-000-667.300	LEASES	900.00		900.00	900.00	100.00
101-000-671.000	OTHER REVENUE	14,241.91		1,000.00	0.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	21,918.85		15,000.00	5,195.64	34.64
101-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	6,500.00		500.00	0.00	0.00
TOTAL REVENUES		1,848,469.06		1,811,263.00	478,638.18	26.43
Expenditures						
101	TRUSTEES	81,776.39		67,981.00	14,960.82	22.01
171	SUPERVISOR	31,048.17		20,418.00	3,493.49	17.11
172	TWP MANAGER	51,977.17		79,079.00	9,262.28	11.71
191	ACCOUNTING/GEN ADMIN	142,513.58		154,945.00	28,932.15	18.67
215	CLERK	50,728.93		38,506.00	5,832.12	15.15
228	INFORMATION TECHNOLOGY	35,112.67		55,000.00	7,697.46	14.00
247	BOARD OF REVIEW	4,939.70		0.00	0.00	0.00
253	TREASURER	31,887.39		38,606.00	5,447.97	14.11
257	ASSESSOR	216,986.11		208,070.00	44,627.00	21.45
262	ELECTIONS	28,365.59		9,100.00	0.00	0.00
265	TWP HALL & GROUNDS	53,012.15		67,200.00	18,331.77	27.28
266	LEGAL/ATTORNEY	27,023.85		41,000.00	12,200.89	29.76
330	LIQUOR CONTROL	10,760.94		0.00	0.00	0.00
371	BUILDING	109,676.11		253,440.00	47,779.24	18.85
372	ZONING	51,946.68		0.00	0.00	0.00
373	RENTAL INSPECTIONS	118,430.81		0.00	0.00	0.00
441	PUBLIC WORKS	446,212.41		681,950.00	30,676.55	4.50
721	PLANNING	19,193.51		196,843.00	27,697.67	14.07
722	ZONING BOARD OF APPEALS	3,140.82		0.00	0.00	0.00
751	PARKS & RECREATION	117,344.70		179,406.00	48,798.67	27.20
901	CAPITAL OUTLAY	44,321.13		47,000.00	0.00	0.00
TOTAL EXPENDITURES		1,676,398.81		2,138,544.00	305,738.08	14.30
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,848,469.06		1,811,263.00	478,638.18	26.43
TOTAL EXPENDITURES		1,676,398.81		2,138,544.00	305,738.08	14.30
NET OF REVENUES & EXPENDITURES		172,070.25		(327,281.00)	172,900.10	52.83

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND							
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	603,580.60		605,000.00		561,237.27	92.77
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,686.96)		(500.00)		0.00	0.00
206-000-402.002	PILOT TAX	6,167.61		0.00		0.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	(39.04)		0.00		0.00	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	989.61		500.00		0.00	0.00
206-000-445.000	INTEREST ON TAXES	58.72		0.00		0.00	0.00
206-000-573.000	STATE AID REVENUE	2,123.88		0.00		0.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	60,775.00		60,775.00		0.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	37,316.28		37,300.00		0.00	0.00
206-000-665.000	INTEREST EARNED	7,329.87		4,500.00		1,938.97	43.09
206-000-671.100	REVENUE-STATE REIMBURSEMENT	6,347.24		0.00		0.00	0.00
TOTAL REVENUES		722,962.81		707,575.00		563,176.24	79.59
Expenditures							
336	FIRE DEPARTMENT	669,300.00		684,000.00		342,000.00	50.00
TOTAL EXPENDITURES		669,300.00		684,000.00		342,000.00	50.00
Fund 206 - FIRE FUND:							
TOTAL REVENUES		722,962.81		707,575.00		563,176.24	79.59
TOTAL EXPENDITURES		669,300.00		684,000.00		342,000.00	50.00
NET OF REVENUES & EXPENDITURES		53,662.81		23,575.00		221,176.24	938.18

User: SHERRIE

PERIOD ENDING 03/31/2017

DB: Union

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		12/31/2016		2017	03/31/2017	
		NORMAL	(ABNORMAL)	AMENDED BUDGET	NORMAL	(ABNORMAL)
Fund 248 - EDDA OPERATING						
Revenues						
248-000-402.000	CURRENT PROPERTY TAX	426,383.74		430,000.00		0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,872.89)		(5,000.00)		0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00		0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	2,149.37		2,000.00		0.00
248-000-573.000	STATE AID REVENUE	70,565.75		0.00		0.00
248-000-665.000	INTEREST EARNED	1,883.75		1,000.00		36.94
248-000-671.000	OTHER REVENUE	101.09		200.00		0.00
TOTAL REVENUES		499,210.81		428,450.00		369.44
Expenditures						
000	NONE	560,354.31		66,300.00		9,596.74
336	FIRE DEPARTMENT	60,775.00		60,775.00		0.00
TOTAL EXPENDITURES		621,129.31		127,075.00		9,596.74
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		499,210.81		428,450.00		369.44
TOTAL EXPENDITURES		621,129.31		127,075.00		9,596.74
NET OF REVENUES & EXPENDITURES		(121,918.50)		301,375.00		(9,227.30)

User: SHERRIE

PERIOD ENDING 03/31/2017

DB: Union

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	457,662.49		460,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(8,337.74)		(4,000.00)		0.00	0.00
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	641.12		300.00		0.00	0.00
250-000-573.000	STATE AID REVENUE	6,837.57		0.00		0.00	0.00
250-000-665.000	INTEREST EARNED	1,734.91		1,500.00		414.65	27.64
TOTAL REVENUES		458,538.35		458,050.00		414.65	0.09
Expenditures							
000	NONE	0.00		300,500.00		0.00	0.00
336	FIRE DEPARTMENT	37,316.28		37,300.00		0.00	0.00
996	TRANSFER OUT	220,000.00		265,000.00		0.00	0.00
TOTAL EXPENDITURES		257,316.28		602,800.00		0.00	0.00
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		458,538.35		458,050.00		414.65	0.09
TOTAL EXPENDITURES		257,316.28		602,800.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		201,222.07		(144,750.00)		414.65	0.29

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-665.000	INTEREST EARNED	931.01		0.00		14.38	100.00
TOTAL REVENUES		931.01		0.00		14.38	100.00
Expenditures							
728	ECONOMIC DEVELOPMENT	570,125.00		0.00		0.00	0.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
Fund 288 - TRIBAL 2% GRANTS FUND:							
TOTAL REVENUES		931.01		0.00		14.38	100.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(569,193.99)		0.00		14.38	100.00

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND							
Revenues							
590-000-456.000	HOOKUP FEE		210,002.73	100,000.00		0.00	0.00
590-000-627.000	SERVICE		1,253,544.84	1,265,581.00		317,487.12	25.09
590-000-627.100	DELINQUENT SEWER		(2,341.07)	4,500.00		0.00	0.00
590-000-628.000	INSPECTIONS		1,200.00	0.00		0.00	0.00
590-000-655.000	FINES & FORFEITURES		30,349.61	12,500.00		8,714.17	69.71
590-000-665.000	INTEREST EARNED		17,841.79	6,000.00		4,669.67	77.83
590-000-665.003	INTEREST EARNED - BOND RESERVES		637.71	0.00		158.66	100.00
590-000-669.001	INTEREST EARNED - SPECIAL ASSESSMENTS		26,051.18	7,101.00		0.00	0.00
590-000-670.000	DEBT RETIREMENT		1,061,282.67	1,076,087.00		270,884.51	25.17
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX		1,050.00	1,000.00		0.00	0.00
590-000-671.000	OTHER REVENUE		15,295.83	500.00		30.83	6.17
590-000-672.500	REVENUE-SPECIAL ASSESS		0.00	22,292.00		14,813.79	66.45
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS		0.00	250.00		0.00	0.00
TOTAL REVENUES			2,614,915.29	2,495,811.00		616,758.75	24.71
Expenditures							
529	O & M EXPENDITURES		429,139.89	1,147,524.00		104,930.27	9.14
530	SEWER LIFT STATIONS		53,930.01	0.00		0.00	0.00
588	VEHICLE EXPENDITURES		12,298.92	0.00		0.00	0.00
611	WWTP		766,642.11	924,084.00		173,668.91	18.79
906	DEBT SERVICE		303,537.27	289,134.00		45,328.13	15.68
960	DEPRECIATION EXPENSE		633,919.88	700,000.00		0.00	0.00
TOTAL EXPENDITURES			2,199,468.08	3,060,742.00		323,927.31	10.58
Fund 590 - SEWER FUND:							
TOTAL REVENUES			2,614,915.29	2,495,811.00		616,758.75	24.71
TOTAL EXPENDITURES			2,199,468.08	3,060,742.00		323,927.31	10.58
NET OF REVENUES & EXPENDITURES			415,447.21	(564,931.00)		292,831.44	51.83

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND							
Revenues							
591-000-450.000	WATER SALES	1,337,229.27		1,222,804.00		303,271.47	24.80
591-000-450.100	BULK WATER SALES	3,132.13		2,500.00		0.00	0.00
591-000-450.200	FINAL READ	1,755.00		1,250.00		435.00	34.80
591-000-450.300	TURN-OFF	2,550.00		1,500.00		430.00	28.67
591-000-452.000	LATERALS	5,946.96		5,000.00		0.00	0.00
591-000-454.000	BENEFIT FEES	44,474.25		30,000.00		0.00	0.00
591-000-459.000	REVENUE-HOOK UP FEE	89,831.40		50,000.00		500.00	1.00
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00		500.00		0.00	0.00
591-000-628.000	INSPECTIONS	1,800.00		1,250.00		0.00	0.00
591-000-655.000	FINES & FORFEITURES	19,885.66		12,500.00		5,420.86	43.37
591-000-665.000	INTEREST EARNED	17,781.61		10,000.00		4,721.44	47.21
591-000-667.300	LEASES - TOWER RENTAL	40,846.09		40,000.00		8,223.84	20.56
591-000-669.001	INTEREST EARNED-SPEC ASSESS	16,221.52		500.00		0.00	0.00
591-000-671.000	OTHER REVENUE	3,433.86		1,000.00		4,583.84	458.38
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00		9,682.00		10,890.18	112.48
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	(4,738.03)		500.00		0.00	0.00
TOTAL REVENUES		1,580,149.72		1,388,986.00		338,476.63	24.37
Expenditures							
536	WATER O & M	940,652.53		1,640,453.00		196,689.72	11.99
538	TREATMENT PLANT	51,671.36		0.00		94.60	100.00
539	WATER TOWER	17,380.15		0.00		0.00	0.00
588	VEHICLE EXPENDITURES	11,656.16		0.00		0.00	0.00
906	DEBT SERVICE	66,755.41		65,279.00		31,415.00	48.12
960	DEPRECIATION EXPENSE	327,133.10		300,000.00		0.00	0.00
TOTAL EXPENDITURES		1,415,248.71		2,005,732.00		228,199.32	11.38
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,580,149.72		1,388,986.00		338,476.63	24.37
TOTAL EXPENDITURES		1,415,248.71		2,005,732.00		228,199.32	11.38
NET OF REVENUES & EXPENDITURES		164,901.01		(616,746.00)		110,277.31	17.88
TOTAL REVENUES - ALL FUNDS							
		7,725,177.05		7,290,135.00		1,997,848.27	27.40
TOTAL EXPENDITURES - ALL FUNDS							
		7,408,986.19		8,618,893.00		1,209,461.45	14.03
NET OF REVENUES & EXPENDITURES		316,190.86		(1,328,758.00)		788,386.82	59.33

<p style="text-align: center;">Charter Township of Union Payroll</p>

CHECK DATE: April 20, 2017

PPE: April 15, 2017

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 47,831.79
Employer Share Med	687.70
Employer Share SS	2,940.54
SUI	125.16
Pension-Employer Portion	3,177.16
Workers' Comp	485.22
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	-
PCORI Fee	-
Total Transfer to Payroll Checking	<u><u>\$ 55,247.57</u></u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 19,391.12
EDDA	
WDDA	
Sewer Fund	20,421.50
Water Fund	15,434.95
Total To Transfer from Pooled Savings	<u><u>\$ 55,247.57</u></u>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 3, 2017 through April 9, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	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			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			1
	311	Medical Assist to EMS Crew	4	19	4
	321	EMS Call excluding Veh. Accident			3
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	2	4	
	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			
	421	Chemical Hazard (No Spill or Leak)			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			1
	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			2
Service Call	500	Service Call - Other			1
	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			1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			1
	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			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other	1	2	
	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	2	
	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	1	2	
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire	1	2	1
	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	14	39	19

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 10, 2017 through April 16, 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			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	1	17	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			1
	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	3	17	
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries	1	3	
	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			
	421	Chemical Hazard (No Spill or Leak)			
	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			
	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			1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning	1	2	
	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			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	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			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	8	43	5

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 19, 2017

Policy Review: 1.1-1.6 Global Ends
Type of Review: Internal
Review Interval: Annual
Review Month: April, 2017

Listed below are the six (6) Global Ends along with the significant activities that occurred throughout 2016 that helped to enhance the respective Ends. This list is not all inclusive as all activities of the organization are designed to contribute positively to one of the Ends. The staff and elected officials are to be commended for their hard work, dedication, and commitment to serving the citizens of Union Township.

1.1 Community Life

- Continued 2% contribution of franchise fees to MMACC (2016 - \$53,113.89) to provide Government and Public Access TV to residents including public announcement slides and events listed on channel 191 in Isabella County and Township Board, Planning Commission, ZBA, and DDA meetings available on channel 188 and online in Isabella County. This also provides for studio space, editing equipment, staff support, production equipment, and training to township residents so they can produce and broadcast their interest and art via broadcast media and on-demand/on-line programming
- All owners found in violation of the Ordinance were sent a letter informing them of their violation and were given time to come into compliance before the township took action.
- Hired and trained CMU student as an accounting intern

1.2 Prosperity

- Planning Commission began review and update to the Township's existing Master Plan.
- Began paying MasterCard statement electronically effective early saving time, postage, check stock, printer supplies and handling costs
- Automated approx 800 mortgage company tax payments receipting, saving cashier time.
- Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East and West DDA. The Township received \$70,500 for the East DDA and \$6,800 for the West DDA.
- Successfully applied for fire protection reimbursement from the State of Michigan receiving \$6,300 for fire protection on State owned buildings in the Township, not received the previous year
- Achieved a "clean" audit for fiscal year 2015, provided financial information free from material misstatements

1.3 Safety

- Purchase of a 2016 Ford Truck to replace unsafe vehicle being utilized by township staff in the township's parks department (McDonald Park & Jameson Park)
- Continued regular safety training for Township Utility and Parks personnel: 2016 training – MIOSHA Compliance Training, Confined Space Training, Respiratory Fit Test, CPR Certification, and Hazard Communication
- Uniform shirts changed from existing grey/blue to safety colored t-shirts and sweatshirts for Township Public Works and Parks staff
- Public Works Emergency Response Plan updated in January of 2016 and submitted to MDEQ in accordance to State of Michigan requirements
- Risk control site visit conducted in coordination with annual renewal of liability insurance policy
- Township Planner, PC, and ZBA members attended trainings for planning and zoning issues.
- Rental Department annually inspects approximately 3,640 to verify compliance with Township Housing Ordinance.

1.4 Health

- Cross Connection inspections conducted by township water operators of 137 commercial properties. Backflow testing of 406 commercial and residential backflow devices conducted by State of Michigan Certified Backflow Preventer Testers. Annual Cross Connection Report submitted on time and in accordance with State of Michigan Cross Connection requirements
- Industrial Pretreatment (IPP) Inspections conducted by WWTP Superintendent of new and existing properties
- All water samples taken in accordance with State of Michigan sampling requirements and Township Sample Site Plan. All results are under regulated limits.
- All WWTP samples taken in accordance with State of Michigan and EPA NPDES Permit Discharge schedule. All results under permitted discharge limits
- WWTP lab inspected and recertified in accordance with all State of Michigan requirements on
- EPA Compliance Inspection of WWTP completed in accordance with EPA NPDES Permit
- MDEQ Compliance Inspection of WWTP done in accordance with MDEQ NPDES Permit
- Monthly MOR's and DMR's submitted on-time and in accordance to State of Michigan requirements by WWTP Superintendent, Mike Dearing & Chief Water Operator, Shawn McBride
- Consumer Confidence Report completed and distributed to all water customers EPA and MDEQ requirements
- Water and Sewer Maintenance & Capital Projects and Purchases which enhance customer service, safety, and prolong the useful life of the water and sewer systems:
 - Manhole Rehabilitation (Township and EDDA – 26 manholes)
 - Pump Station #14 Generator Installation (formerly located at Pump Station #3)
 - Pump Station #1 – Bypass Manhole Rehabilitation
 - Clarifier Painting – WWTP
 - Pump Station #19 – Pump Repair/Replacement
 - Aerator #4 – WWTP repair
 - Impeller Repair – High Service Pump #1 – Isabella Well Site

- Various repairs done to all well sites as
 - Server Upgrade – mirrored servers installed at Township Hall and Isabella Well site to enhance operation capabilities as well as alarming and control capabilities of water and sewer facilities.
- All site plans for new development required to show installation of sidewalks which reduced the number of sidewalk waivers

1.5 Natural Environment

- Real-Time Intelligence Pilot Study completed at the Isabella Water Treatment Plant and Waste Water Treatment Plant in partnership with Consumers Energy and Aquaasight. The focus of this study was to identify potential operations and equipment components that are not operating at their optimum efficiency and make energy saving cost effective changes that would result in lower energy consumption and energy cost. Several of the findings from the studies have been implemented which will result in long term energy consumption and expense savings
- Replacement of seventeen outside lights at WWTP to energy efficient LED lighting under Consumers Energy Business Energy Efficiency Program
- Land application of WWTP sludge completed in late September and early October of 2016 in accordance with State of Michigan Biosolids Program

1.6 Commerce

- Review, approval, and inspection of water and sewer installation per Township Specifications and Ten State Standards of following new development projects:
 - Mid Michigan Health Park
 - Holiday Inn
 - Central Concrete
 - Plaza Corp
 - Lexington Ridge
- Required developers to have approval of all outside agencies before the Planning commission conducts a site plan review.

Other

- Over \$1,000,000 in capital improvements completed throughout the Township. All areas of the Township were impacted including water production and sewer treatment facilities, roads, parks, data processing and other miscellaneous projects.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 19, 2017

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: April, 2017

Policy Wording

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

Manager Interpretation

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore, all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be processed and ready for board approval as soon as they are received, verified, and coded for payment.

Justification of Reasonability of Interpretation

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Data

- Budget to actual reports and cash flow reports were provided to the Board of Trustees on a monthly basis
- Accounts payable checks were reviewed monthly by the Board of Trustees
- All property tax receipts were disbursed to the respective taxing authority per state statute

Compliance

The Township Management Team is in compliance with the policy as stated.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: March 2017

Policy Wording

He or she shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement or special revenue funds) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows:

General Fund – 4 months of budgeted expenditures for the current fiscal year

Fire Fund – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services

East and West DDA Funds – 4 months of normal operational expenditures

Water and Sewer Funds – 2 months of budgeted expenses for the current fiscal year

Justification for reasonability

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 20% of the revenues for the General Fund. State Revenue Sharing (60% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 4 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the first quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the water and sewer bills are paid in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data used from this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

Policy 2.5.10 continued

Data

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 3,250,141		
(Restricted-Const)	\$ (21,025)		
GF Unrestricted	\$ 3,229,116	\$ 712,848	Yes
Fire Fund	\$ 1,316,925		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 916,925	\$ 513,000	Yes
EDDA	\$ 751,800		
Projects	\$ -0-		
EDDA Unrestricted	\$ 751,800	\$ 58,650	Yes
WDDA	\$ 848,010		
Projects	\$ -0-		
WDDA Unrestricted	\$ 848,010	\$ 85,772	Yes
Sewer Fund	\$ 3,158,907		
2004 Bond Reserve	\$ (175,871)		
2011 Bond Reserve	\$ (35,000)		
2011 Bond RRI Reserve	\$ (71,435)		
2013 Bond Reserve	\$ (80,000)		
2013 Bond RRI Reserve	\$ (14,028)		
Sewer Fund Net	\$ 2,782,573	\$ 510,123	Yes
Water Fund	\$ 2,835,243	\$ 334,288	Yes

Compliance

All funds are found to be in compliance.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 19, 2017

Policy Review: 2.6 Asset Protection
Type of Review: Internal
Review Interval: Annual
Review Month: April, 2017

Policy Wording

Township Management shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is sufficient maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's standards, 5) that the township, when making an asset purchase (\$5,000 or more), ensures that proper procurement practices have been followed with the exception of sole source vendors and emergency purchases, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a best practices manner.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the sub units of the policy that is clearly written and approved by the Board of Trustees.

Data

- Township assets are currently insured under the Michigan Township Association PAR Plan which is updated annually
- Vehicle Fleet is regularly maintained and/or replaced to ensure employee safety.
- Water and Wastewater infrastructures and equipment are maintained on a regular basis. For example, considerable money was spent on manhole rehabilitation in the sewer system in 2016 as part of a larger manhole rehabilitation plan
- Treasurer set up a night deposit system with the banking institution so the staff can ensure deposits are made daily and deposits are not left on the premises after hours.
- Non-emergency asset purchases are made following a procurement process that requires board approval
- Computer backups are performed daily and testing is performed a few times per year to ensure prevention of information loss or significant damage
- Auditors are contacted on a regular basis when questions arise related to proper internal controls

- Cash is invested in appropriate ways to promote safety and soundness along with maximum return on investment
- Finance Director maintains list of assets that is verified by auditors
- Finance Director attends training regularly through the Michigan Government Finance Officers Association to seek out advice in best practices and continuous improvements in financial operations

Compliance

The Township Management Team is in compliance with the policy as stated.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: 04-18-2017
FROM: Kim Smith – Public Works Coordinator	DATE FOR BOARD CONSIDERATION: April 26, 2017
ACTION REQUESTED: Approval of Contract for Professional Services between Gourdie Fraser and Charter Township of Union in the amount of \$12,500.00, to complete the 2017 Water System Reliability Study	

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-800.001 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In accordance with the Safe Drinking Water Act (SDWA) of 1976 Union Township is required to complete a Water Reliability Study every five years. The Reliability Study must contain an analysis of the following information:

- Detail of existing water infrastructure
- Water demands (normal and peak demands)
- System storage
- Fire suppression requirements (5 – 20 years)
- Pumping capacity
- Identify system deficiencies
- Identify system improvements (5 – 20 years)
- Alternatives and cost estimates for required system improvements

The Township’s last Water Reliability Study was completed by Gourdie Fraser and submitted to the MDEQ in December of 2012. The letter of proposal for the 2017 Water System Reliability Study is in accordance with the Continuing Contract for Professional Engineering Services between Union Township and Gourdie Fraser. Gourdie Fraser has extensive knowledge of the township’s water system as they have completed the design for the majority of our water extensions, water treatment projects, water system modeling, and all of our water studies since the system began in the mid 1980’s. Their understanding of the township’s water system history, layout, and operations is beneficial in indentifying system requirements and future system improvements.

SCOPE OF SERVICES

Phase 1-Research

1. Meet with Township staff to review project scope and schedule
2. Review Existing service areas and types
3. Collect historical (5 year) water usage and pump date from the Township

4. Update the existing 2012 General Plan and related data to include the existing water system additions and respective operating conditions including type, size, construction, and capacity (record drawing review) including water main inventory
5. Review the most recent Leak & ISO evaluation of the Township's water system (if applicable)
6. Determine the population projections for a 5-year and 20-year period
7. Determine present and projected 5-year and 20-year average and maximum, daily, and peak hourly demands
8. Determine present and projected 5-year and 20-year fire flow demands

Phase II – Hydraulic Model

1. Update the existing 2012 hydraulic model (WaterCAD) to include items from Phase I Task 4
2. Calibrate the computer modeling program with data obtained from the hydrant testing obtained from the Township
3. Develop preliminary computer simulations analogous to the existing water distribution system's hydraulic operations including static pressures and flows at select locations with the Township
4. Perform computer simulations 5-year and 20-year projected system demands, fire flow, and maximum day demands
5. Identify 5-year and 20-year system deficiencies and provide short and long term improvement recommendations
6. Perform computer simulations that utilize the recommended short and long term improvements

Phase III – Final Report

1. Prepare a list of recommended short and long term improvements including respective Engineer Opinion of Probable Construction Costs (OPCC)
2. Prepare a draft report that summarizes the results from the study and computer modeling phase
3. Meet the Union Township's staff to review the draft report and revise per their direction
4. Submit to the MDEQ for review
5. Receive comments from the MDEQ and finalize the report
6. Submit final hard and electronic copies to the Township of the final report and hydraulic model (WaterCAD)

JUSTIFICATION

Study is a requirement of the Safe Drinking Water Act and is required to be submitted to the MDEQ every five years.

PROJECT IMPROVEMENTS

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

- 1. Community well-being and common good
- 2. Safety

COSTS

\$12,500.00

This amount will be paid from the Water Fund account number 591-536.800.001 Professional and Contractual Services, and is included in the 2017 budget.

PROJECT TIME TABLE

The project time table is as follows:

Commencing on or after May 15, 2017
 Completion by October 2017

RESOLUTION

Approval of the contract between Gourdie Fraser and The Charter Township of Union in the amount of \$12,500.00 to complete the Water Reliability Study required by the MDEQ.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:



March 16, 2017

Ms. Kim Smith
Public Works Coordinator
Union Township
2010 Lincoln Road
Mt. Pleasant, MI 48856

Re: 2017 Water System Reliability Study
Charter Township of Union

Dear Kim:

In accordance with our continuing contract for professional services, we are pleased to submit this letter of proposal for your review and approval.

DESCRIPTION OF THE PROJECT

The project consists of analysis of the Charter Township of Union Water System including existing infrastructure, water demands, fire suppression demands, pumping capacity analysis, system deficiencies, recommended short and long-term system improvements, respective alternatives and cost estimates. The final deliverable will be a written report detailing our findings for submittal to the Michigan Department of Natural Quality (MDEQ). The study items shall meet the requirements of Safe Drinking Water Act (SDWA) 1976 Public Act and reflects comments received from MDEQ in 2016 Sanitary Survey.

SCOPE OF SERVICES

Phase I – Research

During Phase I, the Engineer shall:

1. Meet with Township staff to review project scope and schedule.
2. Review existing service areas and types.
3. Collect historical (5 year) water usage and pump data from the Township.
4. Update the existing 2012 General Plan and related data to include the existing water system additions and respective operating conditions including type, size, construction, and capacity (record drawing review) including water main inventory.
5. Review the most recent Leak & ISO evaluation of the Township's water system (if applicable).
6. Determine the population projections for a 5-year and 20-year period.
7. Determine present and projected 5-year and 20-year average and maximum, daily and peak hourly demands.
8. Determine present and projected 5-year and 20-year fire flow demands.



9. Meet with the Township to discuss review findings from tasks 1-8.
10. Update maps and water system information from any comments received by the Township.

Phase II – Hydraulic Model

During Phase II, the Engineer shall:

1. Update the existing 2012 hydraulic model (WaterCAD) to include items from Phase I Task 4.
2. Calibrate the computer modeling program with data obtained from the hydrant testing obtained from the Township.
3. Develop preliminary computer simulations analogous to the existing water distribution system's hydraulic operations including static pressures and flows at select locations with the Township.
4. Perform computer simulations 5-year and 20-year projected system demands, fire flow, and maximum day demands.
5. Identify 5-year and 20-year system deficiencies and provide short and long term improvement recommendations.
6. Perform computer simulations that utilize the recommended short and long term improvements.

Phase III – Final Report

During the Report Phase, the Engineer shall:

1. Prepare a list of recommended short and long term improvements including respective Engineer Opinion of Probable Construction Costs (OPCC).
2. Prepare a draft report that summarizes the results from the study and computer modeling phase.
3. Meet the Union Township's staff to review the draft report and revise per their direction.
4. Submit to the MDEQ for Review.
5. Receive comments from the MDEQ and finalize the report.
6. Submit final hard and electronic copies to the Township of the final report and hydraulic model (WaterCAD).

FEE FOR SERVICES

Phase I, II and III Lump Sum: \$12,500.

TIME OF COMPLETION

Phase I, II and III complete by October 2017.

CHANGES/ADDITIONAL WORK

Any changes, modifications or additions to the description of the Scope of Services will be performed at normal hourly rates for the personnel involved or at a negotiated fee.



TERMS AND CONDITIONS

The terms and conditions of the Basic Service Agreement for Professional Services shall apply.

Sincerely,
Gourdie-Fraser Inc.

By: Jennifer Hodges
Title: Project Engineer

By: Craig Goodrich
Title: Engineering Manager

ACCEPTANCE

In accordance with our Basic Agreement for Professional Services, Gourdie-Fraser is hereby Authorized to proceed with the Professional Services as outlined herein.

The terms and conditions of the above mentioned Basic Agreement and Proposal are included within this Authorization to Proceed.

UNION TOWNSHIP

By: Kim Smith
Title: Public Works Coordinator

Date



2017 BILLING RATES

Classification	Hourly Rate	Classification	Hourly Rate
Principal in Charge	\$175	Director of Surveying	\$160
Engineering Office Manager	\$130	Director of Hydrographic Surveying	\$150
Senior Project Manager	\$125	Professional Surveyor II	\$115
Project Manager	\$115	Project Surveyor	\$85
Structural Engineer	\$125	Survey Crew Chief	\$72
Project Engineer	\$95	Survey Crew Person	\$56
Design Engineer	\$90	1 Person Survey Crew	\$95
Design CAD Leader	\$90	Senior Testing & Inspection Technician	\$80
Design CAD Technician III	\$85	Testing & Inspection Technician II	\$70
Design CAD Technician II	\$80	Testing & Inspection Technician I	\$60
Design CAD Technician I	\$70	Operations & Maint. Proj. Manager	\$105
Construction Layout Technician	\$56	Operations & Maintenance Technician II	\$80
Marketing Coordinator	\$75	Operations & Maintenance Technician I	\$60
Licensed UAV Pilot	\$80	Administrative Assistant	\$60

REIMBURSABLE CHARGES

Reimbursables such as off-site printing, postage, permits, sub consultants, rentals, etc. will be invoiced at cost plus 15%.
Expert Witness Testimony & Preparation will be invoiced at 1.5 x billing rate

Prints, Plots & Copies	B & W	Color	Survey Equipment Rental Cost	
8 1/2 x 11	\$0.10	\$0.20	C10 Scanner	\$1,500 Day
8 1/2 x 14	\$0.15	\$0.30	C10 Scanner	\$1,000 4 Hours
11 x 17	\$0.20	\$0.40	C10 Scanner	\$400 Hour
24 X 36	\$3.00	\$6.00	Digital Level	\$30 Day
Other Sizes	\$5.00 SF	\$1.00 SF	Static GPS Rental (per Receiver)	\$150 Day
Binding	\$3.00	\$3.00	Robotic Total Station	\$30 Hour
				\$200 Day
			Real Time GPS	\$30 Hour
Travel				\$200 Day
Mileage	\$0.535 Mile		ATV or Snowmobile	\$350 Day
Per Diem (Day)	\$111.00 Day		UTV or Side by Side	\$495 Day
			Hydrographic Sounder (single beam)	\$350 Day
Misc.			Surveyor Boat I - 14'	\$130 Day
Postage/Shipping Costs	Cost Plus 15%		Surveyor Boat II - 16'	\$175 Day
Permit Fees	Cost Plus 15%		Surveyor Boat III - 22'	\$300 Day
Computer	\$14.00 Day		Surveyor Kayak	\$25/\$100 Day/Week
Rentals	Cost Plus 15%		Lath	\$0.55 Each
Generator	\$25.00 Hour		Curb Stakes and/or Slope Stakes	\$0.49 Each
			Station Stakes	\$0.98 Each
Materials Testing Equipment			Concrete Monuments	\$10.00 Each
Beam Breaker	\$50 Day		Re-Bar	\$1.00 Each
Concrete Beams	\$25 Each		Ground Penetrating Radar	\$380 Day
Coring Machine	\$75 Day		charge per hour after 8 hours	\$90 Hour
12" Core Bit Extractor	\$100 Day		Aerial Imaging/UAV	\$100 Day
Concrete Cylinder	\$20 Each			
Nuclear Density Gauge	\$54 Day			
O & M Equipment	Daily Rate	Weekly Rate	Monthly Rate	
Portable Sampler	\$40	\$200	\$450	
Portable Flow Meter	\$50	\$275	\$600	
Fresh Air Blower	\$20	\$100	\$185	
Gas Meter	\$15	\$75	\$165	
Tripod with Harness	\$15	\$75	\$165	
Rain Gauge with Data logger	NA	\$50	\$110	

01/01/2017

To: Mark Stuhldreher – Township Manager	DATE: 4-18-2017
FROM: Kim Smith – Public Works Coordinator	DATE FOR BOARD CONSIDERATION: 04-26-2017
ACTION REQUESTED: Approval of the purchase of 2017 ½ Ton Extended Cab Work Truck in the amount of \$24,095.00.	

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-977.000 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union Public Works Department budgeted for the trade-in of the 2009 Ford Escape we currently own and the purchase of a 2017 ½ ton extended cab work truck. Bid specifications were prepared and advertised in March. We received two sealed bids on March 8, 2017.

The bids we received are as follows:

Supplier/Brand	2009 Escape – Trade-in	Net Cost Trade & Truck Purchase
Kraphol Ford (1/2-ton extended cab truck)	\$5,000.00	\$24,095.00
Midland Ford (3/4-ton extended cab truck)	\$4,200.00	\$35,582.74

The bid we received from Midland Ford was for a ¾-ton truck. I contacted Midland Ford on March 10, 2017, to give them an opportunity to submit a bid for a ½ ton truck. I did not receive a revised bid from Midland Ford after several attempts to contact them via email and phone.

SCOPE OF SERVICES

One-time purchase of 2017 ½ ton extended cab truck and trade-in of 2009 Ford Escape.

JUSTIFICATION

This truck will be used in the Public Works Department for operation and maintenance activities. The extended cab will be used to haul sensitive equipment such as GPS unit, water leak detection equipment, and chlorine testing equipment. This equipment is highly technical and is sensitive to jostling and weather.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with this request (from Policy 1.0: Global Ends)

1. Community well-being and common good
2. Safety
3. Health

COSTS

\$24,095.00

2017 BUDGET LINE ITEM 591-536-977.000 NEW EQUIPMENT PURCHASE

PROJECT TIME TABLE

90 DAY DELIVERY

RESOLUTION

Authorization is hereby given to... purchase a 2017 ½-Ton Extended Cab Work Truck from Kraphol Ford Lincoln Mercury in the amount of \$24,095.00.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



2010 South Lincoln Road
 Mt. Pleasant, MI 48858
 989-772-4600 ext. 224 (phone)
 989-773-1988 (fax)
 ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: 2017 1/2 Ton Truck Cab & 1/2

Due Date: March 8, 2017 2:00 p.m.

Bidder	Amount
Kraphal Ford Lincoln Mercury	23,045.00
Midland Ford	35,582.74
Midland Ford	35,944.58

1/2 Ton
 + 1050.00
 24,095.00
 3/4 Ton
 3/4 Ton

Kim Smith 3-8-2017

Steve P. Smith 3-8-2017

1/2 - Ton

Charter Township of Union, Michigan

2017 1/2 Ton Extended Cab 1/2 - 4 X 4 Work Truck Proposal

TO: Office of the Public Works Coordinator
Charter Township of Union Hall
2010 South Lincoln Road
Mt. Pleasant, MI 48858

BID DATE: March 8, 2017
TIME: 2:00 p.m.

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.

QTY BID ITEM TOTAL

1 2017 1/2 Ton Extended Cab 1/2 - 4 x 4 Work Truck
per bid specifications 1 Each \$ 28045.00
TOTAL \$ 28045.00
(figures)

Twenty Eight thousand Forty Five
(Written) _____ and 00/100 /100 Dollars.

BID ITEM TOTAL

Trade in -- 2009 Ford Escape
per bid specifications 1 Each \$ 5000.00
TOTAL \$ 5000.00
(figures)

Five thousand
(Written) _____ and 00/100 /100 Dollars.

Total (1 - 2017 1/2 ton Extended Cab 1/2 - 4 x 4 Heavy Duty Work Truck minus 2009 Ford Escape Trade- In)

1 Each \$ 23045.00
TOTAL \$ 23045.00
(figures)

Twenty three thousand Forty Five
(Written) _____ and 00/100 /100 Dollars.

**CHARTER TOWNSHIP OF UNION
2010 South Lincoln Road
Mt. Pleasant, MI 48858**

Notice to Bidders

2017 ½ Ton Extended Cab ½ - 4 x 4 Work Truck

The Charter Township of Union is accepting sealed bids for the purchase of one (1) 2017 ½ Ton Extended Cab ½ 4 x 4 Work Truck.

Bids will be accepted until March 8, 2017., at, 2:00 pm., at which time they will be opened and read aloud at the Township Hall located at 2010 South Lincoln Road, Mt. Pleasant, MI 48858.

To view and download complete specifications at no charge, visit the Charter Township of Union website at www.uniontownshipmi.com/departments/utilities

Bids are solicited on a lump sum basis and no bid deposit or bond is required with this bid.

All bids are to be sealed and clearly marked "Bid for ½ ton Extended Cab ½ - 4 x 4 work truck".

The Charter Township of Union reserves the right to accept or reject any and all bids and to select the bid considered most advantageous to the Charter Township of Union.

Charter Township of Union

2016 ½ Ton Extended Cab ½ - 4 x 4 Work Truck Instructions to Bidders

1. Proposals

Proposals must be made upon the forms provided, therefore, with the Bid amount both written and shown in figures, and all other data required submitted.

The Proposal, with all Proposal Documents, must be enclosed in a sealed envelope marked as specified in the Notice to Bidders for such Bid and clearly indicating the name and address of the Bidder and must be received by the Public Works Coordinator, Union Township Hall, 2010 S. Lincoln Road, Mt. Pleasant Michigan 48858, no later than the time and date specified in the Notice to Bidders. At such specified time, Proposals shall be publicly opened and read aloud.

2. Basis of Proposals

Proposals are solicited on the basis of unit price(s) and/or lump sum(s), as specified on the Proposal form.

The Charter Township of Union, (also referred to as "Owner"), reserves the right to accept any Bid, to reject any or all Bids, and to waive any irregularities in the Bids, and to select the Bid considered most advantageous to the Township.

3. Comparison of Bids

In comparing Bids, consideration shall be given to the time proposed for completion of the Contract, qualifications of Bidder, delivery time, price differentials, alternate Proposals for the alternate items listed in the Proposal (if applicable), and any other pertinent factors.

The Owner reserves the right to make an award to the Bidder whose Proposal is deemed to be in the best interest of the Owner.

4. Time

Time is of the essence in the performance of the Contract, and each Bidder, by submitting a Proposal, certifies his/her acceptance of the time allowed by the Contract for the delivery of the equipment.

5. Indemnification

The Contractor/Vendor shall save and hold harmless the Township and its employees from and against all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the performance of the work; provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent or willful act of omission of the Contractor, subcontractor, employee, or anyone under their direction. The Contractor shall at his/her own expense, defend any and all such actions and shall pay all attorney's fees, costs, and expenses pertaining thereto.

6. Interpretation of Documents

If any Bidder is in doubt as to the true meaning of any part of the Plans, Specifications or any Contract Document, he/she may submit to the Owner a written request for an interpretation thereof. Any interpretation made in response to such query shall be made only by Addendum, duly issued, and a copy of such Addendum shall be mailed or duly delivered to each prospective Bidder. The Owner shall not be responsible for any other explanation or interpretation of the Contract Documents.

7. Execution of Bid Proposal

A Bid Proposal must be signed by the individual making it and who is duly authorized by the vendor to submit such proposal/bid on their behalf.

A Bid Proposal, which is signed by a partnership, shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the partnership and such Power of Attorney shall be signed by all partners of the partnership.

A Bid Proposal, which is signed for a corporation should have the correct corporate name thereof and the signature of the President, or other authorized officer(s)/individual of the corporation, manually written below the corporate name and on the line indicating "By:_____."

8. Delivery

The successful Bidder shall deliver equipment and/or materials as specified to the Charter Township of Union, within 90 days of acceptance of bid to 5228 S Isabella Road Mt. Pleasant, MI 48858, or as specified in the proposal. The proposal amount should include delivery F.O.B to Mt. Pleasant. All equipment, literature, manuals, warranty papers, and any other items listed in the specifications of the equipment or materials, must be delivered before payment in accordance with this contract.

Respectfully Submitted,

COMPANY: Krapohl Fond DATE 3-7-17

ADDRESS: 1415 E PICKARD

CITY MT PLEASANT STATE Mich ZIP 48858

TELEPHONE 989 772 2996 FAX 989 772 6142

AUTHORIZED SIGNATURE 

PRINT OR TYPE NAME & TITLE STANLEY MILLER

EMAIL Smiller@Krapohl.com

Charter Township of Union, Michigan

2017 ½ Ton Extended Cab ½ - 4 x 4 Work Truck Specifications

Bidders are required to complete the certification at the end of this section of the bid by signing in the provided space. This section verifies that the unit complies with the listed specifications. Explanations for non-compliance must be provided on a separate sheet. Failure to do so will deem the proposal incomplete and will not be considered.

Questions regarding these specifications may be directed to Kim Smith, Public Works Coordinator (989) 772-4600 ext. 224 or via email to ksmith@uniontownshipmi.com.

Truck Requirements:

Model Year: 2017

Class: ½ ton Extended Cab ½ - 4 x 4 Service Truck

Style : Work Truck

Engine: V8/ 6 liter (minimum) 5.0 V8 ✓

3:08 gear ratio with anti spin differential 3.31 AXLE RATIO ✓

GVWR : 6,800 lbs 1000 LBS ✓

Towing: trailer tow package with trailer tow mirrors, built in brake controller, extra heavy duty alternator, skid plates on transfer case and fuel tank, class v hitch for pintle or ball

Fuel Tank : minimum 30 gallon 30 gal tank ✓

Transmission: 6 Speed Automatic with Overdrive, tow haul, cruise control

Four Wheel Drive: Auto 4 x 4 hubs with electronic shift on the fly

Full cab airbags

Color: Red monotone clear coat

Tires: LT 265/70R All-Terrain, Blackwall on/off road tires with full spare LT 245-70 R17E AT ✓

Interior: Steering wheel with tilt, two 12 Volt DC power outlets, air conditioning, AM/FM stereo – Bluetooth sync capability, wifi hot spot capability, full and complete gauges with all warnings – 40-20-40 split bench front seat – center armrest with work station, cloth seats and headliner, black/grey interior preferred, rubber floor covering

NA WITH FORD WORKTRUCK
Cost for Bluetooth sync - \$1,050.00 - safety

Exterior : Extended cab (Cab 1/2), full size (8 foot) pickup box with spray in non slip bed liner – red clear coat monotone paint – manual folding / manual extendable trailer outside mirrors – front bumper with tow hooks – cab clearance lights, under hood light, , step bars for cab, provisions for cab roof mounted lamp/beacon, cargo box lighting

CAB LIGHTS - N/A on 1/2 tow OR

Trade-in Information

2009 Ford Escape

Approx 96,000 miles

Trade in vehicle can be viewed by calling 989-772-4600 ext. 224 Monday – Friday 8:30 a.m. – 4:00 p.m. to set up an appointment.

No bidder may withdraw their bid within 90 days after the actual date of bid opening.

This section must be completed and returned with the bid proposal to verify that the unit proposed meets or exceeds the specifications listed above.

Stanley Miller Commercial Account MGR

Specification Verification (name and title)

Date 3-7-17

Kim Smith

From: Stan Miller [smiller@krapohl.com]
Sent: Friday, April 07, 2017 9:45 AM
To: Kim Smith
Subject: RE: Bluetooth Quote

Thanks Kim, the Bluetooth option package will make the bid ~~\$24095.00~~ ~~\$1050.00~~ higher. The out the door difference will be

Please reply for any questions.

Stan

From: Kim Smith [mailto:ksmith@uniontownshipmi.com]
Sent: Friday, April 07, 2017 9:29 AM
To: Stan Miller
Subject: Bluetooth Quote

Stan,
Good morning, thank you for taking a look at the Bluetooth portion of the bid. With all the changes in cell phone use in vehicles and our dependence on using cell phones for communication for safety reasons I would like to equip all of our new trucks with that capability.

Thanks again,

Kim Smith



Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."



Krapohl Ford & Lincoln Co.
 1415 E Pickard, Mount Pleasant, Michigan, 488581999
 Office: 989-772-2991

2017 F-150, SuperCab Styleside
 4x4 SuperCab Styleside 8' box 163" WB XL(X1E)
 Price Level: 750

Major Equipment

(Based on selected options, shown at right)

5.0L V-8 DOHC w/SMPI 385hp
 6 speed automatic w/OD

- * Rear locking differential driver selectable
- * Brake assistance
- * LT 245/70R17 E BSW AT S-rated tires
- * Advance Trac w/Roll Stability Control
- * Tinted glass
- * Daytime running
- * Variable intermittent wipers
- * Dual front airbags
- * Airbag occupancy sensor
- * Tachometer
- * Reclining front split-bench seats
- * Running boards
- * Class IV hitch
- * Rear axle capacity: 4800 lbs.
- * Rear spring rating: 3800 lbs.
- * Frame Yield Strength 49300 psi

Exterior: Race Red
 Interior: Dark Earth Gray

- * 4-wheel ABS
- * Traction control
- * Battery with run down protection
- * Air conditioning
- * AM/FM stereo with seek-scan, auxiliary audio input
- * Dual manual mirrors
- * 17 x 7.5 steel wheels
- * Driver and front passenger seat mounted side airbags
- * SecurILock immobilizer
- * Underseat ducts
- * 60-40 folding rear split-bench
- * Steering-wheel mounted audio controls
- * Front axle capacity: 3750 lbs.
- * Front spring rating: 3650 lbs.
- * Frame section modulus: 6.3 cu.in.

City
15 mpg



Hwy
21 mpg

Fuel Economy

Selected Options

STANDARD VEHICLE PRICE	MSRP
Equipment Group 100A Base	\$36,255.00
Engine: 5.0L V8 FFV	N/C
Transmission: Electronic 6-Speed Automatic	Included
GVWR: 7,000 lbs Payload Package	Included
Wheels: 17" Silver Steel	Included
Cloth 40/20/40 Front Seat	Included
163" Wheelbase	STD
Radio: AM/FM Stereo w/6 Speakers	Included
Monotone Paint Application	STD
Electronic Locking w/3.31 Axle Ratio	\$420.00
Race Red	N/C
Dark Earth Gray	N/C
Tires: LT245/70R17E BSW A/T (Fleet)	\$295.00
Trailer Tow Package (Fleet)	\$495.00
Auxiliary Transmission Oil Cooler	Included
Class IV Trailer Hitch Receiver	Included
Upgraded Front Stabilizer Bar	Included
Black Platform Running Boards	\$250.00
Manual-Folding Manual Glass Trailer Tow Mirrors	\$90.00
Extended Range 36 Gallon Fuel Tank (Fleet)	\$445.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Krapohl Ford & Lincoln Co.
 1415 E Pickard, Mount Pleasant, Michigan, 488581999
 Office: 989-772-2991

2017 F-150, SuperCab Styleside
 4x4 SuperCab Styleside 8' box 163" WB XL(X1E)
 Price Level: 750

Spray-in Bedliner (Pre-Installed)	\$495.00
Skid Plates (Fleet)	\$160.00
Integrated Trailer Brake Controller	\$275.00
SUBTOTAL	\$39,180.00
Destination Charge	\$1,295.00
TOTAL	\$40,475.00

Ford Specs.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: STANLEY MILLER Date: 03/08/2017

3/4 - Ton

Charter Township of Union, Michigan

2017 1/2 Ton Extended Cab 1/2 - 4 X 4 Work Truck Proposal

TO: Office of the Public Works Coordinator
Charter Township of Union Hall
2010 South Lincoln Road
Mt. Pleasant, MI 48858

BID DATE: March 8, 2017
TIME: 2:00 p.m.

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.

QTY	BID ITEM	TOTAL
1	2017 1/2 Ton Extended Cab 1/2 - 4 x 4 Work Truck per bid specifications	1 Each \$ <u>40,144.58</u> TOTAL \$ <u>40,144.58</u> (figures)

(Written)
Forty Thousand One Hundred Forty-Four and Fifty-Eight /100 Dollars.

BID ITEM	TOTAL
Trade in – 2009 Ford Escape per bid specifications	1 Each \$ <u>4,200.00</u> TOTAL \$ <u>4,200.00</u> (figures)

(Written)
Four Thousand Two Hundred and 00 /100 Dollars.

Total (1 - 2017 1/2 ton Extended Cab 1/2 - 4 x 4 Heavy Duty Work Truck minus 2009 Ford Escape Trade-In)

1 Each \$ <u>35,944.58</u>
TOTAL \$ <u>35,944.58</u> (figures)

(Written)
Thirty-Five Thousand Nine Hundred and 58 /100 Dollars.
Forty-Four

MIDLAND

FORD LINCOLN

500 Joe Mann Blvd. • Midland MI 48642 • (989)698-4210

Vehicle Specifics

4X4 SuperCab Pickup with 8' Bed

2017 Model Year, Race Red in Color

F-250 6.2L EFI V-8 Engine

6-Speed Automatic Transmission

LT245/75R17E BSW All Terrain Tires

XL Trim Equipment Group 600A

Trailer Towing Package

3.73 Electronic Locking Axle

Skid Plates over Fuel Tank and Transfer Case (Dealer Installed)

Power Equipment Group

- 1) Trailer Tow Mirrors w/Heated Glass, Integrated Clearance Lamps/Turn Signals, Perimeter Alarm, Power 1st Row Windows and Locks, Power Tailgate Lock, Remote Keyless Entry, Upgraded Door Trim Panel.

Platform Running Boards

Roof Clearance Lights

Cloth 40/20/40 Seats (Medium Grey)

Cruise Control, Air Conditioning, AM/FM Stereo w/Single CD

Spray-In BedLiner (Dealer Installed)

**Approximate Delivery Time – 1 week from date of order

Charter Township of Union, Michigan

2017 1/2 Ton Extended Cab 1/2 - 4 X 4 Work Truck
Proposal

TO: Office of the Public Works Coordinator
Charter Township of Union Hall
2010 South Lincoln Road
Mt. Pleasant, MI 48858

BID DATE: March 8, 2017
TIME: 2:00 p.m.

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.

QTY	BID ITEM	TOTAL
1	2017 1/2 Ton Extended Cab 1/2 - 4 x 4 Work Truck per bid specifications	1 Each \$ <u>39,782.74</u> TOTAL \$ <u>39,782.74</u> (figures)

(Written)
Thirty-Nine Thousand Seven Hundred Eighty-Two and Seventy-Four /100 Dollars.

BID ITEM	TOTAL
Trade in - 2009 Ford Escape per bid specifications	1 Each \$ <u>4,200.00</u> TOTAL \$ <u>4,200.00</u> (figures)

(Written)
Four Thousand Two Hundred and no /100 Dollars.

Total (1 - 2017 1/2 ton Extended Cab 1/2 - 4 x 4 Heavy Duty Work Truck minus 2009 Ford Escape Trade-In)

1 Each \$ 35,582.74
TOTAL \$ 35,582.74
(figures)

(Written)
Thirty-Five Thousand Five Hundred and Eighty-Two /100 Dollars.

MIDLAND

FORD LINCOLN

500 Joe Mann Blvd. • Midland MI 48642 • (989)698-4210

Vehicle Specifics

4X4 SuperCab Pickup with 8' Bed

2017 Model Year, Race Red in Color

F-250 6.2L EFI V-8 Engine

6-Speed Automatic Transmission

LT265/70R17E OWL All Terrain Tires

XL Trim Equipment Group 600A

Trailer Towing Package

3.73 Electronic Locking Axle

Skid Plates over Fuel Tank and Transfer Case (Factory Installed)

Power Equipment Group

- 1) Trailer Tow Mirrors w/Heated Glass, Integrated Clearance Lamps/Turn Signals, Perimeter Alarm, Power 1st Row Windows and Locks, Power Tailgate Lock, Remote Keyless Entry, Upgraded Door Trim Panel.

Platform Running Boards

Roof Clearance Lights, LED Box Lighting

Cloth 40/20/40 Seats (Medium Grey)

Cruise Control, Air Conditioning, AM/FM Stereo w/Single CD, SYNC

Spray-In BedLiner (Factory Installed)

**Approximate Delivery Time – 10 weeks from date of order

Respectfully Submitted,

COMPANY: Midland Food Lincoln DATE 3-7-17

ADDRESS: 500 Job Mann Blvd.

CITY Midland STATE MI ZIP 48642

TELEPHONE 989/631-0040 FAX 989/631-2919

AUTHORIZED SIGNATURE 

PRINT OR TYPE NAME & TITLE JES FUDGE MANAGER

EMAIL janette@midlandfood.com

Exterior : Extended cab (Cab 1/2), full size (8 foot) pickup box with spray in non slip bed liner – red clear coat monotone paint – manual folding / manual extendable trailer outside mirrors – front-bumper with tow hooks – cab-clearance lights, under hood light, , step bars for cab, provisions for cab roof mounted lamp/beacon, cargo box lighting

Trade-in Information

2009 Ford Escape

Approx 96,000 miles

Trade in vehicle can be viewed by calling 989-772-4600 ext. 224 Monday – Friday 8:30 a.m. – 4:00 p.m. to set up an appointment.

No bidder may withdraw their bid within 90 days after the actual date of bid opening.

This section must be completed and returned with the bid proposal to verify that the unit proposed meets or exceeds the specifications listed above.

 WES PLUNDER 3/7/2017 MANAGER

Specification Verification (name and title)

Date

Kim Smith

From: Kim Smith
Sent: Tuesday, March 14, 2017 11:22 AM
To: 'Janelle Joslin'
Subject: RE: 2017 1/2 Ton Extended Cab 1/2 Bid

Janelle,
Good morning, when do you anticipate having this ready? I need to review and submit for approval to the Board of Trustees.

Kim Smith



Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."

From: Janelle Joslin [<mailto:janelle@midlandford.com>]
Sent: Friday, March 10, 2017 2:18 PM
To: Kim Smith
Subject: Re: 2017 1/2 Ton Extended Cab 1/2 Bid

Thank you, Kim, will do!

I still have the specs.

Have a great weekend!

Sent from my iPhone

On Mar 10, 2017, at 2:01 PM, Kim Smith <ksmith@uniontownshipmi.com> wrote:

Janelle,
Yes, please adjust the bid and email to me early next week. The bid spec is still on our website if you need it.

Kim Smith

<image001.png>

Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."

From: Janelle Joslin [<mailto:janelle@midlandford.com>]
Sent: Friday, March 10, 2017 1:49 PM
To: Kim Smith
Subject: Re: 2017 1/2 Ton Extended Cab 1/2 Bid

The 6.2L is a 3/4 ton truck. My apologies. I can adjust the bid for a 1/2 ton of time allows.

Janelle

Sent from my iPhone

On Mar 10, 2017, at 10:49 AM, Kim Smith <ksmith@uniontownshipmi.com> wrote:

Janelle,
Good morning, Union Township received your bids for the purchase of a 2017 ½ ton Extended Cab ½ Truck. The vehicle specifications you submitted with your bid indicates the truck you bid is a F-250 6.2L EFI V-8 engine. Is this a ½ ton truck or a ¾ ton truck? I am trying to get clarification on the truck size.

Thank you,

Kim Smith

<image001.png>

Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

digitalfirst M E D I A

MICHIGAN GROUP

AFFIDAVIT OF PUBLICATION

48 West Huron Street • Pontiac, MI 48342

CHARTER TOWNSHIP OF UNION
2010 S Lincoln

Mount Pleasant, MI 48858
Attention: Kim Smith

STATE OF MICHIGAN,
COUNTY OF ISABELLA

The undersigned *Laura Chace*, being duly sworn the he/she is the principal clerk of Morning Sun, morningstarpublishing.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

CHARTER TOWNSHIP OF UNION

Published in the following edition(s):

Morning Sun	02/25/17
morningstarpublishing.com	02/25/17



Sworn to the subscribed before me this 1st March 2017

Tina M. Crown

Notary Public, State of Michigan
Acting in County of Isabella

Advertisement Information

Client Id: 531226

Ad Id: 1266973

PO:

Sales Person: 200303

ADVERTISEMENT FOR BIDS

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

Separate sealed Bids for the purchase of One (1) 2017 1/2 Ton Extended Cab 1/2 - 4 x 4 Work Truck and the Trade of One (1) 2009 Ford Escape - will be received by the Charter Township of Union at the Charter Township of Union Hall, 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858 until 2:00 PM Local Time, Wednesday, March 8, 2017 and then at said location publicly opened and read aloud.

The Bids includes the following major items:
All cost associated with the purchase of one (1) 2017 1/2 Ton Work Extended Cab work truck and trade-in of one 2009 Ford Escape.

The Information for Bidders, may be examined/obtained at the following locations:

Charter Township of Union Hall, 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858 & [www.uniontownshipmi.com/Departments/Utilities/Utility Department Request for Proposals \(RFP\)](http://www.uniontownshipmi.com/Departments/Utilities/Utility Department Request for Proposals (RFP))

Bids received after the above date and time will not be considered. Fax transmittals of Bids will not be accepted.

The Owner reserves the right to waive any informality or to reject any or all Bids.

No Bidder may withdraw their Bid within 90 days after the actual date of Bid opening.

Charter Township of Union
Utility Department

Published February 25, 2017

Kim Smith

From: Kim Smith
Sent: Monday, February 27, 2017 12:25 PM
To: 'Jim Agney'
Subject: 2017 Truck Purchase - Advertisement

Jim,
Good morning, the Township is purchasing a 2017 ½ Ton Extended Cab & ½ pickup truck for our water and sewer department. Below is a link to our website for the bid documents if you would like to take a look and submit a bid.

[http://www.uniontownshipmi.com/Departments/Utilities/UtilityDepartmentRequestforProposals\(RFP\).aspx](http://www.uniontownshipmi.com/Departments/Utilities/UtilityDepartmentRequestforProposals(RFP).aspx)

Thank you,

Kim Smith



Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."

**Vehicle Specification
Invitation to Bid List**

**Graff Chevrolet
4580 E. Pickard
Mt. Pleasant, MI 48858**

**Kraphol Ford
1415 E. Pickard
Mt. Pleasant, MI 48858**

**My Chrysler, Dodge, Jeep
4650 E. Pickard
Mt. Pleasant, MI 48858**

**Gateway Chrysler - Clare
624 W. 5th St.
Clare, MI 48617**

**Alma Chevrolet
7440 Alger Rd.
Alma, MI 48801**

**Graff Buick, GMC
116 N. Mission
Mt. Pleasant, MI 48858**

**Midland Ford
500 Joe Mann Blvd.
Midland, MI 48642**

**Garber Chevrolet
1700 N. Saginaw Rd.
Midland, MI 48640**



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: April 19, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/26/2017
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.3	

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 3.3 (Board Members Code of Conduct), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review was to occur in the month of March.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

Board Policy 3.3 - Board Members Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

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
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy: 3.3 Board Member Code of Conduct
Type: Internal
Occurrence: Annual
Date: March, 2017

Policy Wording

3.3 POLICY TITLE: BOARD Member Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

3.3.1 Members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.

3.3.2 Members must avoid conflict of interest with respect to their fiduciary responsibility.

3.3.2.1 There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.

3.3.2.2 When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.

A. Exception: Where a board member has special expertise and has a conflict of interest, the board may choose to allow the member with the conflict to participate in the discussion, but not the vote.

3.3.2.3 Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates.

3.3.3 Board members may not attempt to exercise individual authority over the organization.

3.3.3.1 Members' interaction with the Township Management or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.

3.3.3.2 Member interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.

3.3.3.2.1 When interacting with public, media or other entities, Board members must recognize explicitly stated board decisions.

1. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
2. Board members may discuss CONTENT issues with the media but not personal attacks on other Board member(s).

3. Preceding any comment to the media, board members will make it clear that their comments are personal opinion as an individual member of the board and citizen of the township and not the position of the board.
4. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, board members will direct media questions on the specific lawsuit to the Township Manager.

3.3.3.3 Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the Township Manager, members will not express individual judgments of performance of employees of the Township Manager.

3.3.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.

3.3.5 Members will be properly prepared for board deliberation.

Use this evaluation form for discussion at the Board of Trustees Meeting on April 26, 2017,

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

1. Indicate item by item if you believe Yes or No if we are 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 we are not in compliance?
3. How do you think we could improve our process to be in full compliance?
4. What do we need to learn or discuss in order to live by our policies more completely?

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: April 19, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/26/2017
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.4	

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 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review was to occur in the month of March.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

Board Policy 3.4 – Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

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
- Safety
- Health
- Natural environment

- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy: 3.4 Agenda Planning
Type: Internal
Occurrence: Annual
Date: April, 2017

Policy Wording

3.4 POLICY TITLE: Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation

- 3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one year segment of the board's most recent statement of long term Ends.
- 3.4.2 The cycle will start in June with the board's development of its agenda for the next year.
 - 3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.
 - 3.4.2.2 Governance education and education related to Ends determination, (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.
- 3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.
- 3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

Use this evaluation form for discussion at the Board of Trustees Meeting on April 26, 2017,

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

1. Indicate item by item if you believe Yes or No if we are 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 we are not in compliance?
3. How do you think we could improve our process to be in full compliance?
4. What do we need to learn or discuss in order to live by our policies more completely?