



BOARD OF TRUSTEES
Regular Meeting
May 24, 2017
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Chris Rowley - Mt. Pleasant Area Convention and Visitor's Bureau
6. CLOSED SESSION
7. PUBLIC HEARINGS
 - A. Ordinance 2017-04: Rezone E. Remus Rd. from R-4 to B-4 Property #14-013-30-001-03
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
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – May 10, 2017- regular meeting
 - C. Bills
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. 2.5.10 Cash Flow Ratio
 - H. Policy Governance 2.3 Compensation and Benefits
11. NEW BUSINESS
 - A. Discussion / Action: Adoption of Ordinance 2017-04: Rezone E. Remus Rd. from R-4 to B-4 Property #14-013-30-001-03
 - B. Discussion/ Action: Introduce Ordinance 2017-05 Outdoor Lighting and conduct first reading. Vote to publish a notice of public hearing for adoption of Ordinance 2017-05 as recommended by the Planning Commission

C. Discussion/ Action: Request to add Mark Stuhldreher, Township Manager to the 6 of the Township's bank and credit union accounts and remove Brian Smith's name from the same bank and credit union accounts.

D. Discussion / Action: 2016 Audit Presentation YEO & YEO

E. Discussion / Action: 3.10 Cost of Governance Policy Review

12. MANAGER COMMENTS

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

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Norm	Woerle	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2018
4-Secretary	Alex	Fuller	2/15/2020
5-Vice Secretary	John	Zerbe	2/15/2018
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Erik	Robinette	2/15/2018
9	Dwayne	Strachan	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1-Chair	vacant seat		12/31/2018
2	James	Thering	12/31/2018
3	Brian	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2017
2	Richard	Klumpp	12/31/2017
3	Andy	Theisen	12/31/2017
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2017
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2018
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019

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 May 10, 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, Treasurer Rice, Clerk Cody, Trustees B. Hauck, Lannen, Mikus, and Woerle

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7: 01 p.m.

No comments.

Reports/Board Comments

B. Hauck – Isabella County Road Commission updates.

Mikus – Requested report of sidewalk waivers given by Planning Commission.

Gunning – EDA appointment

- Gunning nominated Rick Barz to the EDA. **Cody** moved **B. Hauck** supported to appoint Rick Barz to the EDA with term ending 2/13/2021. **Vote: Ayes 7 Nays 0.** **Motion Carried.**

Consent Agenda

- A. Communications
- B. Minutes April 26, 2017 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion / Action: Introduce Rezoning Ordinance 2017-03 and conduct first reading (Property at 4531 Corporate Dr.)

B. Hauck moved **Cody** supported to deny the rezoning request for Ordinance 2017-03 per the Planning Commission. **Roll Call Vote: Ayes: Gunning, Cody, Rice, B. Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.**

B. Discussion / Action: Introduce Rezoning Ordinance 2017-04 and conduct first reading (E. Remus Rd. Property #14-013-30-001-03)

Mikus moved **Woerle** supported to approve the request for rezoning Ordinance 2017-04 and publish a notice of public hearing for adoption of Rezoning Ordinance 2017-04 on 5/24/17 as recommended by the Planning Commission. **Roll Call Vote: Ayes: Gunning, Cody, Rice, B. Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.**

C. Discussion / Action: Recommendation by Planning Commission to deny Special Use Permit 2017-01 (2420 Broomfield Rd.)

Supervisor **Gunning** recused himself do to conflict of interest on this agenda item. **Cody** moved **Rice** supported to deny SUP 2017-01 as recommended by the Charter Township of Union Planning Commission to issues with 1, 2, 4, and 8 from Section 30.3 A of the Zoning Ordinance. **Roll Call Vote: Ayes: Cody, Rice, B. Hauck, Mikus, and Woerle Nays: Lannen. Motion carried.**

D. Discussion / Action: Recommendation by Planning Commission to approve Special Use Permit 2017-02 (5598 S. Mission Rd.)

Lannen moved **Woerle** supported to approve SUP 2017-02 with the condition that retail sale is limited to used cars/light trucks and site plan approval process is conducted by Township Staff as recommended by the Charter Township of Union Planning Commission. **Vote: Ayes: 7 Nays: 0. Motion carried.**

MANAGER COMMENTS

- 2017 Spring Hydrant Flushing May 15, 2017 to May 30, 2017 (See information on Township Website: (www.uniontownshipmi.com))
- 4th annual Clean Up Day is June 10th from 8am to 12pm.

EXTENDED PUBLIC COMMENT - Open 8:03 p.m.

No comments.

FINAL BOARD MEMBER COMMENTS

Lannen – Looking for Board Report regarding number of waived sidewalks given by Planning Commission.

Mikus – Mentioned kids Disney Musical performing at the Broadway Theatre this weekend.

Woerle – Mentioned various Township accomplishments of Board of Trustees reflected on the first six months of their term. Talked about drafting a resolution regarding the Elliot Larsen Civil

Rights Act to include sexual orientation and sexual identity to bring before the Board at a future meeting.

Gunning – Commented on moving towards becoming a paperless board and would like updates on the E Coli issue in Chippewa River, possibly by the health department.

B. Hauck – Inquired about Union Township and Union Township Baseball/Softball Leagues finalizing agreements.

ADJOURNMENT

Rice moved Cody supported to adjourn the meeting at 8:12 p.m. Vote: Ayes: 7 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Draft

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
05/12/2017	101	120 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,838.76
05/24/2017	101	19303	01358	21ST CENTURY MEDIA-MICHIGAN	1,361.53
05/24/2017	101	19304	00043	ARROW UNIFORM	173.29
05/24/2017	101	19305	00084	B S & A SOFTWARE	5,758.00
05/24/2017	101	19306	01278	BERENDS, HENDRICKS, STUIT INSURANCE	665.00
05/24/2017	101	19307	00072	BLOCK ELECTRIC	567.13
05/24/2017	101	19308	00095	C & C ENTERPRISES, INC.	436.75
05/24/2017	101	19309	00099	CENTRAL CONCRETE PRODUCTS CO. INC	239.00
05/24/2017	101	19310	00791	JANE CHAFFEE	155.80
05/24/2017	101	19311	00129	CMS INTERNET, LLC	580.12
05/24/2017	101	19312	01535	CONSUMERS ENERGY	100.00
05/24/2017	101	19313	00155	COYNE OIL CORPORATION	726.10
05/24/2017	101	19314	01171	DBI BUSINESS INTERIORS	147.94
05/24/2017	101	19315	00195	EJ USA, INC	1,620.39
05/24/2017	101	19316	00201	ELHORN ENGINEERING COMPANY	2,190.00
05/24/2017	101	19317	01366	ENVIRONMENTAL SYSTEMS RESEARCH INS	1,400.00
05/24/2017	101	19318	00209	ETNA SUPPLY COMPANY	6,643.00
05/24/2017	101	19319	00231	FOUR SEASON'S EXTERMINATING	40.00
05/24/2017	101	19320	00300	HYDRO DYNAMICS	1,395.32
05/24/2017	101	19321	00333	ISABELLA COUNTY ROAD COMMISSION	4,596.52
05/24/2017	101	19322	01462	JENNIFER LOVEBERRY (PETTY CASH)	70.59
05/24/2017	101	19323	00351	JONES & HENRY LABORATORIES, INC.	185.00
05/24/2017	101	19324	01324	KENEWELL GROUP	268.00
05/24/2017	101	19325	00362	KRAPOHL FORD & LINCOLN	44.47
05/24/2017	101	19326	01506	MCKENNA ASSOCIATES	5,656.20
05/24/2017	101	19327	01356	MCLAREN CENTRAL MICHIGAN	81.00
05/24/2017	101	19328	01255	MID MICHIGAN SECURITY	148.50
05/24/2017	101	19329	00202	MIRACLE RECREATION	855.08
05/24/2017	101	19330	00494	NORTH CENTRAL LABORATORIES	1,752.35
05/24/2017	101	19331	00497	NORTHERN INDUSTRIAL SUPPLY	857.60
05/24/2017	101	19332	00506	MEEKHOF TIRE SALES & SERVICE INC	67.25
05/24/2017	101	19333	00525	PICKARD STREET CAR WASH	58.00
05/24/2017	101	19334	00601	KIMBERLY SMITH	302.57
05/24/2017	101	19335	00703	WASTE MANAGEMENT OF MICHIGAN, INC	1,125.25
05/24/2017	101	19336	00732	YEO & YEO, PC	14,500.00

101 TOTALS:

Total of 35 Checks:	56,606.51
Less 0 Void Checks:	0.00
Total of 35 Disbursements:	<u>56,606.51</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/12/2017	101	120 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2279 S MERIDIAN RD PUMP HOUSE	123.36
					2279 S MERIDIAN RD PUMP HOUSE	2.87
					2010 S LINCOLN RD #GUL	49.77
					STREET LIGHTS	1,662.76
						<u>1,838.76</u>
05/24/2017	101	19303	01358	21ST CENTURY MEDIA-MICHIGAN	ADS: HMN RIGHTS, ZONING, 3 SWR BIDS	1,361.53
05/24/2017	101	19304	00043	ARROW UNIFORM	UNIFORMS	48.21
					UNIFORMS	76.87
					UNIFORMS	48.21
						<u>173.29</u>
05/24/2017	101	19305	00084	B S & A SOFTWARE	BS&A SUPPORT SERV FEE MAY 17 TO MAY 18	5,758.00
05/24/2017	101	19306	01278	BERENDS, HENDRICKS, STUIT INSURANCE	BONDING REQUIRED BY RURAL DEVELOPMENT	665.00
05/24/2017	101	19307	00072	BLOCK ELECTRIC	ELECTRICAL WORK ISABELLA WELLSITE & LINC	567.13
05/24/2017	101	19308	00095	C & C ENTERPRISES, INC.	PARKS JANITORIAL SUPPLIES	216.00
					WWTP JANITORIAL SUPPLIES	73.00
					TWP HALL - BATHROOM SUPPLIES	147.75
						<u>436.75</u>
05/24/2017	101	19309	00099	CENTRAL CONCRETE PRODUCTS CO. INC	SIDEWALK REPAIR / 2" WATERLINE BREAK	239.00
05/24/2017	101	19310	00791	JANE CHAFFEE	FLEX MED REIMBURSEMENT-5-11-17	155.80
05/24/2017	101	19311	00129	CMS INTERNET, LLC	CMS SERVER & PHONE SERVICE MAY 2017	485.12
					VEEAM BACKUPS & VERIFICATION FORMS	95.00
						<u>580.12</u>
05/24/2017	101	19312	01535	CONSUMERS ENERGY	NEW STREETLIGHT FOR MEADOWBROOK	100.00
05/24/2017	101	19313	00155	COYNE OIL CORPORATION	GAS & FUEL	726.10
05/24/2017	101	19314	01171	DBI BUSINESS INTERIORS	FILE FOLDERS-HR	15.11
					TONER -WATER OFFICE	72.99
					BINDER CLIPS, CALC PAPER, PAPER PADS	21.62
					BINDERS FOR PAYROLL	38.22
						<u>147.94</u>
05/24/2017	101	19315	00195	EJ USA, INC	WATER/HYDRANT REPAIR PARTS	1,620.39
05/24/2017	101	19316	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	2,190.00
05/24/2017	101	19317	01366	ENVIRONMENTAL SYSTEMS RESEARCH INS	GIS COMPUTER HARDWARE	1,400.00
05/24/2017	101	19318	00209	ETNA SUPPLY COMPANY	REPLACEMENT METERS	1,040.00
					HOOKUP AND MXU METER	5,603.00
						<u>6,643.00</u>
05/24/2017	101	19319	00231	FOUR SEASON'S EXTERMINATING	EXTERIOR TREATMENT TWP HALL	40.00
05/24/2017	101	19320	00300	HYDRO DYNAMICS	BLOWER #2	1,395.32
05/24/2017	101	19321	00333	ISABELLA COUNTY ROAD COMMISSION	WHITEVILLE & BLUEGRASS/BROOMFIELD #3	4,596.52
05/24/2017	101	19322	01462	JENNIFER LOVEBERRY (PETTY CASH)	REPLENISH PETTY CASH	70.59
05/24/2017	101	19323	00351	JONES & HENRY LABORATORIES, INC.	MERCURY SAMPLE TESTING	185.00
05/24/2017	101	19324	01324	KENEWELL GROUP	BUSINESS CARDS-SUPERVISOR, CLERK, TRUSTEE	268.00
05/24/2017	101	19325	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE & INSPECTION	44.47
05/24/2017	101	19326	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL INSP SERV-APR 2017	5,656.20

05/18/2017 11:01 AM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 05/11/2017 - 05/24/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/24/2017	101	19327	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREEN-HOHLBEIN DRUG SCREEN K CRAWFORD & M ROCKAFELLOW	27.00 54.00 <u>81.00</u>
05/24/2017	101	19328	01255	MID MICHIGAN SECURITY	TROUBLESHOOT SECURITY SYSTEM	148.50
05/24/2017	101	19329	00202	MIRACLE RECREATION	MCDONALD PARK PLAYSCAPE PLEXIGLASS REPLA	855.08
05/24/2017	101	19330	00494	NORTH CENTRAL LABORATORIES	BLUE LIQ. THERM & CITRAJET/CITRANOX DETE FILTERS AND AMPULES	525.76 1,226.59 <u>1,752.35</u>
05/24/2017	101	19331	00497	NORTHERN INDUSTRIAL SUPPLY	AERATOR #3 AERATOR #3	22.31 835.29 <u>857.60</u>
05/24/2017	101	19332	00506	MEEKHOF TIRE SALES & SERVICE INC	PARKS - KUBOTA LAWN MOWER TIRE 2016 FORD F150 - NAIL IN TIRE UNIT #14 FLAT TIRE REPAIR MOWER DISMOUNT AND MOUNT	17.25 15.00 30.00 5.00 <u>67.25</u>
05/24/2017	101	19333	00525	PICKARD STREET CAR WASH	CAR WASH & DETAIL	58.00
05/24/2017	101	19334	00601	KIMBERLY SMITH	FLEX MEDICAL REIMB 5-4-17	302.57
05/24/2017	101	19335	00703	WASTE MANAGEMENT OF MICHIGAN, INC	WWTP DUMPSTER SERVICE MCDONALD PARK DUMPSTER SERVICE SHOP DUMPSTER SERVICE ISABELLA DUMPSTER SERVICE JAMESON PARK DUMPSTER SERVICE	735.91 168.32 46.35 68.06 106.61 <u>1,125.25</u>
05/24/2017	101	19336	00732	YEO & YEO, PC	2016 F/S AUDIT-PROGRESS BILLING	14,500.00 <u><u>14,500.00</u></u>
101 TOTALS:						
Total of 35 Checks:						56,606.51
Less 0 Void Checks:						0.00
Total of 35 Disbursements:						<u><u>56,606.51</u></u>

Charter Township of Union Payroll
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CHECK DATE: May 18, 2017

PPE: May 13, 2017

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	49,947.00
Employer Share Med		718.40
Employer Share SS		3,071.67
SUI		304.92
Pension-Employer Portion		3,205.73
Workers' Comp		530.96
Life/LTD		-
Dental		-
Health Care		-
Cobra/Flex Administration		324.35
PCORI Fee		-
Total Transfer to Payroll Checking	\$	58,103.03

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	21,492.70
EDDA		-
WDDA		-
Sewer Fund		19,957.36
Water Fund		16,652.97
Total To Transfer from Pooled Savings	\$	58,103.03

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017

BOARD MEMBER: Bill Hausk

MONTH: April

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-27	Road Commission	X		\$ 50. ⁰⁰
4-29	Road Commission ad hoc		X	75. ⁰⁰

SIGNATURE: Bill Hausk Date: 5-8-17

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

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 24, 2017 through April 30, 2017**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire		
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire	1	20	
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew			3
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			3
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	3	
	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			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			1
	442	Overheated Motor			
	443	Breakdown of Light Ballast			

	444	Power Line Down	1	4	1
	445	Arcing, shorted electrical equipment			1
	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			1
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	2	
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			
	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	1	2	
	710	Malicious, mischievous false call, other	1	3	
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			

Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6	34	11

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - May 1, 2017 through May 7, 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	2	11	
	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
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew			2
	321	EMS Call excluding Veh. Accident	1	3	1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			1
	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			
	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	1	3	
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning	1	3	
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	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			
	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	5	20	6

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - May 8, 2017 through May 14, 2017**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	2	6	1
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	5	
	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			
	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			
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	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	3	
	622	No Incident Found on Arrival			1
	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	1	3	
	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	2	5	
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			

Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	8	24	5

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: May 18, 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	\$ 3,188,630		
(Restricted-Const)	\$ (21,025)		
GF Unrestricted	\$ 3,167,605	\$ 712,848	Yes
Fire Fund	\$ 1,319,211		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 919,211	\$ 513,000	Yes
EDDA	\$ 750,924		
Projects	\$ -0-		
EDDA Unrestricted	\$ 750,924	\$ 58,650	Yes
WDDA	\$ 848,148		
Projects	\$ -0-		
WDDA Unrestricted	\$ 848,148	\$ 85,772	Yes
Sewer Fund	\$ 2,964,261		
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	\$ 2,587,927	\$ 510,123	Yes
Water Fund	\$ 3,006,068	\$ 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: May 18, 2017

Policy Review: 2.3 Compensation and Benefits
Type of Review: Internal
Review Interval: Annual
Review Month: May, 2017

Policy Wording

With respect to employment, compensation, and benefits to employees, consultants, contract workers, volunteers, and collective bargaining units, the township Manager shall not cause or allow jeopardy to fiscal integrity or public image.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees want to ensure that the Township Manager does not: Change his or her compensation package except when the package change is consistent with all other full time employees; promise or imply guaranteed employment to any individual; have employee benefits and compensation package that deviates materially from geographic or professional market; create long term obligations that cannot be paid for from revenue; establish or change retirement benefits that would cause unpredictable or inequitable situations.

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

- Manager's compensation package is a result of Board approval and has not been changed since original approval.
- No promise of guaranteed employment has been made or implied by manager.
- Members of Collective Bargaining units compensation package is a result of negotiated agreements that are effective January 1, 2015 thru December 2017.
- No obligations created in compensation that will surpass conservative revenue projections.
- No changes made to MERS 401(a) plan since adoption in March 2011.
- MERS 457 plan offers additional retirement options for employees
- Flexible Spending Accounts available to employees at minimal cost to the Township.
- Health Insurance Renewal Rates effective July 1, 2017 are less than budgeted.

Compliance

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

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees **DATE:** 05/17/2017
FROM: Twp Planner Peter Gallinat **DATE FOR BOARD CONSIDERATION:** 05/24/2017
ACTION REQUESTED: Conduct public hearing for the adoption of Ordinance 2017-04. After public hearing recommendation is to adopt by roll call vote Ordinance 2017-04.

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On May 10, 2017 the Board of Trustees was introduced to Ordinance 2017-04. This rezoning ordinance would amend the Township zoning map. The request is to rezone E. Remus Rd. PID 14-013-30-001-03 from R-4 (Mobile Home Park District) to B-4 (General Business District) to facilitate the expansion of the Isabella Community Sportsplex. After discussion of the rezone application the Board of Trustees voted to advertise a public hearing for the adoption of Ordinance 2017-04 on May 24, 2017.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The board voted on May 10, 2017 to hold a public hearing for adoption of Ordinance 2017-04

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with the request (from Policy 1.0: Global End)

1. Community well-being and common good.

COSTS

N/A

PROJECT TIME TABLE

If the board chooses to adopt Ordinance 2017-04 a notice of its adoption will be published in the paper. The Ordinance will become effective (7) seven days after its publication.

RESOLUTION

Authorization is hereby given to publish the ordinance adoption in the paper.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

NOTICE: Charter Township of Union, Isabella County, Michigan
ORDINANCE # 2017-04
Rezoning

SUMMARY: An Ordinance to amend the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, so as to rezone property located at E. Remus Rd. 14-013-30-001-03 in Section 13, T14N-R4W, Union Township, Isabella County, State of Michigan from R4(Mobile Home Park District) to B4 (General Business District)

The Charter Township of Union, Isabella County, Michigan, hereby ordains:

SECTION 1 – Amendment. The Zoning Map of the Charter Township of Union, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Union pursuant to Section 2.2, shall be amended so the property located at E. Remus Road 14-013-30-001-03, in Section 13, T14N-R4W, Union Township, Isabella County, State of Michigan, shall be rezoned to the B4 (General Business) District.

SECTION II. – Title. This Ordinance shall be known and cited as the Charter Township of Union Ordinance Number 2017-04, amending the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended.

SECTION III- Severability. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

SECTION IV – Effective Date. This Ordinance will take effect seven (7) days after publication.

This proposed Ordinance for the Charter Township of Union will be presented for public hearing and adoption by the Union Township Board of Trustees, at a regular meeting on May 24, 2017 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. Comments concerning this Ordinance may be made in writing or in person to the Township Board at this address. A true copy of this Ordinance may be obtained or inspected on the township's website,

<http://www.uniontownshipmi.com/BoardsandCommissions/PublicNotices.aspx>

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

Morning Sun: *Please publish in a display ad in 8 pt. type, on Wednesday 05/17/2017
Please send one affidavit of publication.*

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees

DATE: 05/17/2017

FROM: Twp Planner

DATE FOR BOARD CONSIDERATION: 05/24/2017

ACTION REQUESTED: Introduce Ordinance 2017-05 Outdoor Lighting and conduct a first reading. Vote to publish a notice of public hearing for adoption of Ordinance 2017-05 on 06/14/2017 as recommended by the Planning Commission.(By roll call vote)

Current Action

Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Planning Commission over the course of several meetings has worked on crafting a lighting ordinance for the Township. Over the course of these meeting the Planning Commission reviewed the Mt. Pleasant City Lighting Ordinance, the Isabella County Lighting Ordinance, and a proposed township lighting ordinance from last decade. The current Zoning Ordinance regulates outdoor lighting in certain districts and uses but not for all.

The Planning Commission held a public hearing for Text Amendment 2017-01 on April 25, 2017. No public comment was given during the public hearing. The Commission voted to recommend approval of the Text Amendment to the Board of Trustees. The Isabella County Planning Commission reviewed Text Amendment 2017-01 on May 11, 2017. They had no comments from their review.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The Planning Commission recommended approval of the TXT Amendment 2017-01. The outdoor lighting ordinance allows for businesses to adequately light their property while preventing unneeded light trespassing onto other properties. The Ordinance will reduce overall light pollution in the township for the health, safety, well being for the community.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the request.

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

COSTS

N/A

PROJECT TIME TABLE

If the board chooses to follow the recommendation of the Planning Commission the board would vote to publish a notice for a public hearing and adoption at the June 14, 2017 meeting. After adoption a notice of a adoptions would be published in the paper. If the Board chooses to not adopt the ordinance the board may vote to deny the Ordinance tonight. If the Board feels the ordinance needs changes the Board at this time is allowed to make changes to the proposed Ordinance. These changes would be reviewed by the Planning Commission at the June 20, 2017 meeting.

RESOLUTION

Authorization is hereby given to...

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

8.225 OUTDOOR LIGHTING

- A. Unless specifically stated within this ordinance all outdoor lighting in all districts shall be down shielded so as to reflect light away from adjoining properties.
- B. For all Business, Industrial, and Office Districts:
 - (1) There shall be no direct or sky-reflected glare exceeding one and one-half (1-1/2) foot candles or that otherwise would be damaging to the human eye as measured at the property line of the lot from which such glare emits.
 - (2) Exterior lighting sources shall be directed away from any neighboring residential Districts.
 - (3) No outdoor lighting shall be directed off the lot on which it is located; and no light shall be so bright or otherwise obnoxious so as to adversely affect adjacent land uses, especially adjacent residential land.
 - (4) In no case, except municipal street lighting, shall more than one (1) foot candle power of light cross a lot line five (5) feet above the ground into a residential District.
 - (5) Lighting of outdoor display areas shall be shielded so as to deflect light away from adjacent properties. Such lighting shall also be deflected away from any adjacent street so as not to interfere with traffic.
- C. Laser lighting is to be directed towards the structure or the ground on the property on which such lighting is used.
- D. Holiday or themed decorations are exempt from outdoor lighting requirements; provided, however, that the Township may take steps to remove or eliminate the impact of holiday or themed decorations if deemed a public nuisance or necessary to protect the health, safety, and welfare of the public.



COMMUNITY DEVELOPMENT
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 773-4061
Fax: (989) 775-6681

May 12, 2017

Peter Gallinat
Township Planner
Charter Township of Union
2010 S. Lincoln Rd.
Mt. Pleasant MI 48858

RE: Text Amendment Review

Mr. Gallinat,

At their regularly scheduled meeting last night, the Isabella County Planning Commission reviewed the Union Township text amendment related to outdoor lighting and had no comment.

Attached to this correspondent is an excerpt of the planning commission's unapproved minutes.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Johnson", with a large, stylized flourish at the end.

Ray Johnson
Planner/Zoning Administrator

Union Township Text Amendment Review

Union Township forwarded a text amendment to the Isabella County Planning Commission for review.

The board had no comment on these amendments.

Mr. Johnson stated that staff will forward to Union Township a letter stating that the Commission has reviewed the amendment and has no comments.

PUBLIC COMMENT – None

STAFF COMMENTS – None

PLANNING COMMISSIONER'S COMMENTS – None

ADJOURNMENT

A motion was made by Mr. Gilchrist to adjourn the meeting seconded by Mr. Vogel at 7:15 p.m.

Yes Jeremy Murphy, Gordon Gilchrist, Tim O'Neil, Jim Horton, Kelly Bean, Ann Silker

No: None

Motion carried

Nancy White, Secretary
Kim Kennedy, Recording Secretary

CHARTER TOWNSHIP OF UNION
Planning Commission
Special Meeting

A special meeting of the Charter Township of Union Planning Commission held on April 25, 2017 at the Township Hall.

Meeting was called to order at 7:05 p.m.

Roll Call

Present: Buckley, Fuller, Mielke, Robinette, Squattrito, Strachan, Webster, Woerle, and Zerbe

Approval of Minutes

Webster moved **Buckley** supported to approve the April 18, 2017 meeting minutes with corrections. **Vote: Ayes: 9 Nays 0. Motion carried.**

Meeting minutes from the March 28, 2017 were postponed until the next scheduled meeting.

Correspondence / Reports

No correspondence or reports.

Approval of Agenda

Robinette moved **Mielke** supported approval of the agenda as presented. **Vote: Ayes: 9 Nays 0. Motion carried.**

Public Comment – Open 7:15 p.m.

No comments.

Public Hearing

- **TXT Amendment 2017-01 Outdoor Lighting Charter Township of Union Zoning Ordinance 1991-5 as amended: Recommend Approval to the Board of Trustees**

Township Planner, Gallinat, presented the Text Amendment to the Planning Commissioners.

Public Hearing open at 7:17 p.m.

No comments were offered.

No correspondence was received.

Public Hearing closed at 7:17 p.m.

Webster moved **Woerle** supported to recommend approval of TXT Amendment 2017-01 Outdoor Lighting Charter Township of Union Zoning Ordinance 1991-5, striking the following words from C: “the structure is located” to the Board of Trustees. **Vote: Ayes: 9 Nays: 0.**

Motion carried.

New Business

- A. **Future Land Use (FLU) Map Discussion and Recommendation to LSL: Recommend a draft FLU Map to LSL**

Township Planner, Gallinat, provided current and proposed Future Land Use Maps to the Commissioners. The committee: Mielke, Fuller, Woerle, and Squattrito met on April 11, 2017

and brought a list of 15 recommendations for the Commissioners to discuss. Discussion was held by the Commissioners.

Other Business

Extended Public Comment –open 9:15 p.m.
No comments.

Adjournment – Chairman Squattrito adjourned the meeting at 9:15 p.m.

APPROVED BY:

Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)

DRAFT

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** May 16, 2017
FROM: Sherrie Teall, Finance Director **DATE FOR BOARD CONSIDERATION:** May 24, 2017
ACTION REQUESTED: Request to add Mark Stuhldreher, Township Manager to 6 of the Township's bank and credit union accounts and remove Brian Smith's name from the same bank and credit union accounts.

Current Action _____ Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Brian Smith, the Township's previous Manager, resigned effective 12-31-15. Township Manager, Mark Stuhldreher, was hired by the Board and commenced employment on 7-25-16. Kimberly Rice, Treasurer, is currently the only person on staff authorized to sign checks on all accounts for the Township.

SCOPE OF SERVICES

A resolution by the Board of Trustees is required to change authorized check signers with the bank and credit union. The Township Treasurer and staff would like to add Mark Stuhldreher as an authorized check signer on six of the Township's current bank accounts, including the Isabella Bank accounts for the Tax Fund, Payroll Fund, Pooled checking and money market accounts, and the Sewer Fund reserve account. In addition, the Treasurer and staff would like to include Mark Stuhldreher as an authorized signer on any future bank or credit union accounts/transactions that may need to be added for operations going forward.

JUSTIFICATION

In the past, the Township Manager was a check signer on all Township bank accounts. This facilitates efficiency in Township operations, especially in the event the Treasurer is not available to sign checks, transfer funds, submit payroll direct deposit files, etc.

PROJECT IMPROVEMENTS

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

COSTS

None

PROJECT TIME TABLE

Implementation will begin ASAP after Board approval

RESOLUTION

Authorization is hereby given to add Township Manager, Mark Stuhldreher, to six of the Township's Bank accounts and remove Brian Smith, the former Township Manager, from those same accounts. This authorization will remain in effect for the duration of Mark Stuhldreher's employment or until additional board action is taken.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: May 17, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 05/24/2017
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance	

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 3.10 (Cost of Governance), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.10 – Cost of Governance

The Policy states: “Because poor governance cost more than learning to govern well, the board will invest in its governance capacity”. Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.10.

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: 3.10 Cost of Governance
Type: Direct Inspection
Occurrence: Annual
Date: May 2017

Policy:

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

Accordingly:

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

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

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

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

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

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

3.10.2.2 For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are **1 hour or less** and \$75 for meetings **over 1 hour**. Meeting sheets must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting. At the conclusion of each calendar month, meeting sheets will be sent to the Township Accountant for submission in the next regular board meeting packet for board approval within the consent agenda. Following approval by the Board of Trustees, the meetings will be paid at the next payroll run.

3.10.3 **Purpose:** The intent of this is to provide tax payers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well

as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the township.

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

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

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

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

4. The township supervisor, clerk, and treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

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

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

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

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

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

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

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

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

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

Use this evaluation form for discussion at the Board of Trustees Meeting on May 24, 2017.

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

1. Indicate item by item if you believe **Yes** or **No** are we 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?