



**BOARD OF TRUSTEES**

**Regular Meeting**

**June 28, 2017**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. E Coli Update from County Ad Hoc Committee -Margaret McAvoy
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
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – June 14, 2017- regular meeting
  - C. Bills
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. 2.5 Financial Condition & Activities
  - H. 2.5.10 Cash Flow Ratio
  - I. 2.7 Ends Focus of Grants and Contracts
11. NEW BUSINESS
  - A. Discussion/ Action: Consider appointment of John Dauffenbach as Township of Union’s Building Official (Tabled from 6/14/17 meeting)
  - B. Discussion / Action: Sidewalk Report from Township Planner
  - C. Discussion / Action: 2017 Trailer Mounted 80 kw generator from Michigan Critical Power
  - D. Discussion / Action: 3.5 Board Commission and Community Linkage
  - E. Discussion / Action: 3.6 Supervisor’s Role
  - F. Discussion / Action: 3.7 Duties of the Elected Department Heads
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 June 14, 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**

**B. Hauck** moved **Rice** supported to approve the agenda. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**A. Public Hearing for the Adoption of Zoning Ordinance 2017-05, as recommended by the Planning Commission**

**Cody** moved **Rice** supported to open the Public Hearing at 7:02 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**No Comments were offered by the public.**

**Cody** moved **Rice** supported to close the Public Hearing. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Public Comment** - open 7:03 p.m.

Gerald Konwinski, 1258 N. Lincoln – Commented on Township’s Building Official appointment.

**Reports/Board Comments**

Mikus – Commented on the 4<sup>th</sup> Annual Clean Up Day being successful.

B. Hauck – Isabella County Road Commission updates.

Woerle – Commented on Special Planning Commission meeting with LSL Planning set for June 29, 2017 at 6:00 p.m.

**Consent Agenda**

- A. Communications
- B. Minutes May 24, 2017 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

## **BOARD AGENDA**

**A. Discussion / Action: Consider approving resolution in support of amending the Elliot-Larson Civil Rights Act**

Woerle moved Cody supported to approve the resolution extending the Elliot-Larson Civil Rights Act to include sexual orientation, gender identity, and expression, in support of Michigan HB 4689 (2017). **Roll Call Vote: Ayes: Gunning, Cody, Rice, B. Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.**

Lannen moved Rice supported the Clerk record this resolution with the office of the Governor and the Majority and Minority Leaders in the State Senate and the House of Representatives. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**B. Discussion/ Action: Consider appointment of John Dauffenbach as Township of Union's Building Official.**

B. Hauck moved Cody supported to postpone naming John Dauffenbach as the Township of Union's Building Official until the June 28, 2017 Board of Trustees meeting. **Vote: Ayes: 4 Nays: 3. Motion carried.**

**C. Discussion/ Action: Approve MTA Principles of Governance Resolution**

Woerle moved Rice supported to approve and adopt the Principles of Governance from the Michigan Townships Association. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**D. Discussion / Action: Request to award bid for 2017 Sanitary Sewer Cleaning & Televising to Plummers Environmental**

Mikus moved Lannen supported the approval of awarding the bid for the 2017 Sanitary Sewer Cleaning and Televising to Plummers Environmental, in the amount of \$94,664.50, to complete 39,775 feet of sanitary sewer mains. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**E. Discussion / Action: Request to award bid for 2017 Sanitary Sewer Bypass Manhole Structure #5 Pump Station to JJZ Contracting LLC**

Woerle moved Rice supported the approval of the bid from JJZ Contracting LLC, in the amount of \$37,000.00, to complete the required rehabilitation and repairs to sanitary sewer bypass manhole at pump station #5. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**F. Discussion / Action: Request to award bid for 2017 Well #1 Replacement to Peerless Midwest**

Woerle moved Rice supported the approval of the bid from Peerless Midwest, in the amount of \$76,655.00, to redrill Well #1 located at the Isabella Well Site. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**G. Recommendation to adopt Zoning Ordinance 2017-05 (Roll Call Vote)**

Mikus moved Rice supported to adopt Zoning Ordinance 2017-05, titled as section 8.225 Outdoor Lighting in the Zoning Ordinance. **Roll Call Vote: Ayes: Gunning, Cody, Rice, B. Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.**

**MANAGER COMMENTS**

Township Manager, Stuhldreher excused.

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

- Summer Tax Bills will be in the mail 7/1/17
- E Coli Update from County Ad Hoc Committee -Margaret McAvoy on June 28<sup>th</sup> Agenda

**EXTENDED PUBLIC COMMENT** - Open 8:31 p.m.

Andy Theisen, 1520 Deerfield Rd. – Home Builders Association of Central Michigan, President, commented township operations.

**FINAL BOARD MEMBER COMMENTS**

Mikus – Commented on the Municipal Ordinance Bureau adopted by Union Township on 6/14/1999, would like an update on the status of the Municipal Ordinance Bureau from the Township Manager.

Woerle – Thanked the board for supporting the Elliot-Larson resolution; also made comments regarding Saginaw Chippewa Indian Tribe 2% distribution.

Gunning – Commented on Mikus’ statement regarding civil infractions.

Rice –Taxes will be mailed out by 7/1/17

B. Hauck – Commented on phone call he received regarding Mulberry Lane.

**ADJOURNMENT**

**Rice** moved to adjourn the meeting at 8:45 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Ben Gunning, Supervisor**

*(Recorded by Jennifer Loveberry)*

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
06/28/2017	101	19390	00020	JAMES ALWOOD	492.28
06/28/2017	101	19391	00043	ARROW UNIFORM	374.54
06/28/2017	101	19392	01546	AT RECYCLE	700.00
06/28/2017	101	19393	00066	BILL'S CUSTOM FAB, INC.	40.00
06/28/2017	101	19394	01240	BRAUN KENDRICK FINKBEINER PLC	1,485.00
06/28/2017	101	19395	00095	C & C ENTERPRISES, INC.	595.97
06/28/2017	101	19396	00099	CENTRAL CONCRETE PRODUCTS CO. INC	93.80
06/28/2017	101	19397	00791	JANE CHAFFEE	202.87
06/28/2017	101	19398	00129	CMS INTERNET, LLC	747.45
06/28/2017	101	19399	00155	COYNE OIL CORPORATION	896.50
06/28/2017	101	19400	01171	DBI BUSINESS INTERIORS	105.07
06/28/2017	101	19401	00201	ELHORN ENGINEERING COMPANY	3,560.00
06/28/2017	101	19402	00209	ETNA SUPPLY COMPANY	6,470.00
06/28/2017	101	19403	01353	EVOQUA WATER TECHNOLOGIES LLC	23,303.83
06/28/2017	101	19404	00249	GILL-ROY'S HARDWARE	9.67
06/28/2017	101	19405	00261	GRAINGER	750.81
06/28/2017	101	19406	00266	HACH COMPANY	1,743.82
06/28/2017	101	19407	01545	HCC PUBLIC RISK CLAIM SERVICE, INC.	2,000.00
06/28/2017	101	19408	00333	ISABELLA COUNTY ROAD COMMISSION	42,312.41
06/28/2017	101	19409	00337	ISABELLA COUNTY TREASURER	456.92
06/28/2017	101	19410	01324	KENEWELL GROUP	56.00
06/28/2017	101	19411	00360	KIMBALL MIDWEST	7.50
06/28/2017	101	19412	01506	MCKENNA ASSOCIATES	10,560.00
06/28/2017	101	19413	00422	MICHIGAN PIPE & VALVE	1,637.00
06/28/2017	101	19414	00424	MICHIGAN RURAL WATER ASSN.	670.00
06/28/2017	101	19415	01199	MID MICHIGAN ANSWERING SERVICE	300.00
06/28/2017	101	19416	00463	MT. PLEASANT HEATING & AIR COND	250.00
06/28/2017	101	19417	00128	CITY OF MT. PLEASANT	1,800.00
06/28/2017	101	19418	00494	NORTH CENTRAL LABORATORIES	1,167.88
06/28/2017	101	19419	00506	MEEKHOF TIRE SALES & SERVICE INC	32.00
06/28/2017	101	19420	00559	RENT-RITE	42.00
06/28/2017	101	19421	00570	RS TECHNICAL SERVICES, INC.	376.16
06/28/2017	101	19422	01542	SHRED-IT US JV LLC	195.33
06/28/2017	101	19423	01090	SIMPLY ENGRAVING	17.50
06/28/2017	101	19424	00629	STU'S ELECTRIC MOTOR	300.00
06/28/2017	101	19425	01547	TERZO & BOLOGNA INC.	6,500.00
06/28/2017	101	19426	00723	WINN TELECOM	198.66
06/28/2017	101	19427	00732	YEO & YEO, PC	1,400.00

101 TOTALS:

Total of 38 Checks:	111,850.97
Less 0 Void Checks:	0.00
Total of 38 Disbursements:	111,850.97

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
06/28/2017	101	19390	00020	JAMES ALWOOD	WELL SITE LEASE-JUNE 2017	492.28
06/28/2017	101	19391	00043	ARROW UNIFORM	UNIFORMS	76.87
					UNIFORMS	47.12
					UNIFORMS	47.12
					UNIFORMS	203.43
						<u>374.54</u>
06/28/2017	101	19392	01546	AT RECYCLE	CLEAN-UP DAY-DISPOSAL CHARGES	700.00
06/28/2017	101	19393	00066	BILL'S CUSTOM FAB, INC.	REPAIR ALUMINUM HAND RAIL-WWTP	40.00
06/28/2017	101	19394	01240	BRAUN KENDRICK FINKBEINER PLC	NEW GRASS CIVIL - MAY 2017	465.00
					NEW GRASS APPEAL - MAY 2017	180.00
					GENERAL LEGAL FEES - MAY 2017	840.00
						<u>1,485.00</u>
06/28/2017	101	19395	00095	C & C ENTERPRISES, INC.	CLEAN UP DAY-VOLUNTEER SHIRTS	199.00
					PARKS JANITORIAL SUPPLIES	275.97
					WWTP JANITORIAL	121.00
						<u>595.97</u>
06/28/2017	101	19396	00099	CENTRAL CONCRETE PRODUCTS CO. INC	PUMP STATION #1 DRIVE	93.80
06/28/2017	101	19397	00791	JANE CHAFFEE	FLEX REIMBURSEMENT	202.87
06/28/2017	101	19398	00129	CMS INTERNET, LLC	SETUP ACCOUNTS PAYABLE SCANNER	47.50
					BLDG CLERK EMAIL SUPPORT	166.25
					PHONE EXTENSION CHANGES	47.50
					CMS SERVER & PHONE SERVICE-JULY 2017	486.20
						<u>747.45</u>
06/28/2017	101	19399	00155	COYNE OIL CORPORATION	GAS & FUEL	896.50
06/28/2017	101	19400	01171	DBI BUSINESS INTERIORS	TAX DISBURSEMENT FILE FOLDERS	27.29
					TAX BILL PAPER & MAIL MOISTENER BTTL	57.39
					DATE STAMP-BLDG DEPT	20.39
						<u>105.07</u>
06/28/2017	101	19401	00201	ELHORN ENGINEERING COMPANY	CHLORINE	3,560.00
06/28/2017	101	19402	00209	ETNA SUPPLY COMPANY	COMMERCE DRIVE & TACO BELL	3,650.00
					MTR 2" OMNI & 2 METER FLG SET	1,740.00
					SMARTPOINT 510M WU 1-PORT	330.00
					METER READING EQUIPMENT	750.00
						<u>6,470.00</u>
06/28/2017	101	19403	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,397.52
					TREATMENT PLANT MAINT	13,906.31
						<u>23,303.83</u>
06/28/2017	101	19404	00249	GILL-ROY'S HARDWARE	GARAGE KEY FOR TREVER-PARKS	1.99
					BOILER DRAIN/PTFE TAPE-PARKS	7.68
						<u>9.67</u>



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/28/2017	101	19405	00261	GRAINGER	ENGINE LOAD LEVELER-WWTP HORIZONTAL LIFELINE/D-BOLT ANCHOR CONNCT	82.31 668.50 <u>750.81</u>
06/28/2017	101	19406	00266	HACH COMPANY	PHOSPHORUS/AMMONIA	1,743.82
06/28/2017	101	19407	01545	HCC PUBLIC RISK CLAIM SERVICE, INC.	NEW GRASS CIVIL DEDUCTIBLE NEW GRASS APPEAL DEDUCTIBLE	1,000.00 1,000.00 <u>2,000.00</u>
06/28/2017	101	19408	00333	ISABELLA COUNTY ROAD COMMISSION	WHITEVILLE RD-WING TO BLUEGRASS #2 WHITEVILLE RD- BLUEGRASS TO BROOMFIELD #	41,864.07 448.34 <u>42,312.41</u>
06/28/2017	101	19409	00337	ISABELLA COUNTY TREASURER	COUNTY FORECLOSURE CHARGEBACK	456.92
06/28/2017	101	19410	01324	KENEWELL GROUP	BUSINESS CARDS - DAUFFENBACH	56.00
06/28/2017	101	19411	00360	KIMBALL MIDWEST	WWTP - POISON IVY WIPES	7.50
06/28/2017	101	19412	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV-MAY 2017	10,560.00
06/28/2017	101	19413	00422	MICHIGAN PIPE & VALVE	HOOKUP MATERIALS-WTR DEPT	1,637.00
06/28/2017	101	19414	00424	MICHIGAN RURAL WATER ASSN.	MRWA DUES 7/1/17 - 6/30/18	670.00
06/28/2017	101	19415	01199	MID MICHIGAN ANSWERING SERVICE	MONTHLY FEE - APRIL, MAY, JUNE 2017	300.00
06/28/2017	101	19416	00463	MT. PLEASANT HEATING & AIR COND	JAMESON HALL - REPAIR AIR CONDITIONER	250.00
06/28/2017	101	19417	00128	CITY OF MT. PLEASANT	DOG PARK - OPERATING COSTS 2017	1,800.00
06/28/2017	101	19418	00494	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	1,167.88
06/28/2017	101	19419	00506	MEEKHOF TIRE SALES & SERVICE INC	2012 F250-TIRE ROTATION	32.00
06/28/2017	101	19420	00559	RENT-RITE	AUGER RENTAL-PARKS AUGER RENTAL-PARKS	21.00 21.00 <u>42.00</u>
06/28/2017	101	19421	00570	RS TECHNICAL SERVICES, INC.	PUMP TUBE	376.16
06/28/2017	101	19422	01542	SHRED-IT US JV LLC	PAPER SHREDDING	195.33
06/28/2017	101	19423	01090	SIMPLY ENGRAVING	NAME PLATE / FIN DIRECTOR	17.50
06/28/2017	101	19424	00629	STU'S ELECTRIC MOTOR	AERATOR #2 MOTOR	300.00
06/28/2017	101	19425	01547	TERZO & BOLOGNA INC.	APPRAISAL SERVICES	6,500.00
06/28/2017	101	19426	00723	WINN TELECOM	PHONE SERVICE 5/15/17 TO 6/14/17	198.66
06/28/2017	101	19427	00732	YEO & YEO, PC	2016 F/S AUDIT - FINAL	1,400.00

101 TOTALS:

Total of 38 Checks:	111,850.97
Less 0 Void Checks:	0.00
Total of 38 Disbursements:	<u>111,850.97</u>

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: June 15, 2017**

**PPE: June 10, 2017**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	51,681.79
Employer Share Med		743.55
Employer Share SS		3,179.24
SUI		392.72
Pension-Employer Portion		3,337.49
Workers' Comp		543.29
Life/LTD		-
Dental		-
Health Care		-
Cobra/Flex Administration		30.40
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>59,908.48</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	21,754.35
EDDA		
WDDA		
Sewer Fund		21,022.89
Water Fund		17,131.24
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>59,908.48</b>

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

BOARD MEMBER: Bill Hauck

MONTH: May

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5-25	Road Commission meeting	X		\$ 50.00

SIGNATURE: Bill Hauck Date: 6-14-17

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.

6-14-17  
meeting

CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2017

BOARD MEMBER: Tim LANNEN

MONTH: MAY

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5.2.17	County BOC	✓		\$50
5.16.17	County BOC	✓		\$50

SIGNATURE: Tim Lannen Date: 5.24.17

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 - June 12, 2017 through June 18, 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	13	
	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			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			2
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	2	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			1
	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			1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			

	444	Power Line Down	1	2	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	2	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			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			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			
	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	1	3	
	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			
	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	24	14

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

## Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - June 5, 2017 through June 11, 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	1	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	1	2	
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other	1	2	
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	2
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	421	Chemical Hazard (No Spill or Leak)			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			2
	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			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival	1	2	
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			1
	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			1
	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			1
	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	21	11

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

User: SHERRIE

PERIOD ENDING 05/31/2017

DB: Union

% Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	05/31/2017	
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	554.78	55.48
101-000-425.000	MOBILE HOME PARK TAX	2,548.50		2,500.00	564.00	22.56
101-000-445.000	INTEREST ON TAXES	(823.29)		0.00	119.66	100.00
101-000-446.000	3% OR 4% PENALTY ON TAX	21,236.26		4,000.00	4,780.10	119.50
101-000-447.000	ADMIN FEE-PROPERTY TAX	147,587.97		145,000.00	102,105.07	70.42
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	32,741.04	40.98
101-000-476.000	BUILDING PERMITS	70,873.93		75,000.00	17,791.92	23.72
101-000-477.000	RENTAL INSPECTION FEES	78,556.50		79,000.00	79,719.00	100.91
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	3,195.00	7.99
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	185,333.00	18.21
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,748.55		11,000.00	330.00	3.00
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
101-000-626.000	COPIES	0.00		0.00	9.00	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	293.70	19.58
101-000-665.000	INTEREST EARNED	21,706.74		10,000.00	11,847.70	118.48
101-000-667.000	RENT - JAMESON HALL	6,040.00		5,000.00	2,340.00	46.80
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360.00		1,500.00	1,160.00	77.33
101-000-667.200	RENT - JAMESON PAVILION	420.00		750.00	220.00	29.33
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	14,585.47	1,458.55
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
101-000-695.000	CAPITAL LEASE PROCEEDS	54,619.00		0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>1,903,088.06</b>		<b>1,811,263.00</b>	<b>744,726.26</b>	<b>41.12</b>
Expenditures						
101	TRUSTEES	81,776.39		67,981.00	26,486.10	38.96
171	SUPERVISOR	31,048.17		20,418.00	6,034.23	29.55
172	TWP MANAGER	51,977.17		79,079.00	28,930.04	36.58
191	ACCOUNTING/GEN ADMIN	141,928.67		154,945.00	64,282.63	41.49
215	CLERK	50,403.76		38,506.00	10,496.87	27.26
228	INFORMATION TECHNOLOGY	35,112.67		55,000.00	12,619.10	22.94
247	BOARD OF REVIEW	4,939.70		0.00	0.00	0.00
253	TREASURER	31,887.39		38,606.00	9,943.82	25.76
257	ASSESSOR	216,986.11		208,070.00	76,345.78	36.69
262	ELECTIONS	28,365.59		9,100.00	0.00	0.00
265	TWP HALL & GROUNDS	43,954.91		67,200.00	19,811.97	29.48
266	LEGAL/ATTORNEY	27,023.85		41,000.00	21,080.77	51.42
330	LIQUOR CONTROL	10,760.94		0.00	0.00	0.00
371	BUILDING	109,676.11		253,440.00	78,922.54	31.14
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	44,569.98	6.54
721	PLANNING	19,193.51		196,843.00	46,896.61	23.82
722	ZONING BOARD OF APPEALS	3,140.82		0.00	0.00	0.00
751	PARKS & RECREATION	117,344.70		179,406.00	58,847.98	32.80
901	CAPITAL OUTLAY	98,940.13		47,000.00	0.00	0.00
910	DEBT SERVICE-LEASES	9,967.32		0.00	5,537.40	100.00
<b>TOTAL EXPENDITURES</b>		<b>1,731,017.81</b>		<b>2,138,544.00</b>	<b>510,805.82</b>	<b>23.89</b>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,903,088.06		1,811,263.00	744,726.26	41.12
TOTAL EXPENDITURES		1,731,017.81		2,138,544.00	510,805.82	23.89
NET OF REVENUES & EXPENDITURES		172,070.25		(327,281.00)	233,920.44	71.47

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BGD 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		1,139.95	227.99
206-000-445.000	INTEREST ON TAXES	58.72		0.00		249.13	100.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	6,347.24		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		3,709.87	82.44
TOTAL REVENUES		722,962.81		707,575.00		566,336.22	80.04
Expenditures							
336	FIRE DEPARTMENT	669,300.00		684,000.00		513,000.00	75.00
TOTAL EXPENDITURES		669,300.00		684,000.00		513,000.00	75.00
Fund 206 - FIRE FUND:							
TOTAL REVENUES		722,962.81		707,575.00		566,336.22	80.04
TOTAL EXPENDITURES		669,300.00		684,000.00		513,000.00	75.00
NET OF REVENUES & EXPENDITURES		53,662.81		23,575.00		53,336.22	226.24

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2016 NORMAL (ABNORMAL)			05/31/2017 NORMAL (ABNORMAL)		
Fund 248 - EDDA OPERATING							
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	426,383.74		430,000.00		0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,872.89)		(5,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	2,149.37		2,000.00		420.88	21.04
248-000-573.000	STATE AID REVENUE	70,565.75		0.00		0.00	0.00
248-000-665.000	INTEREST EARNED	1,883.75		1,000.00		613.78	61.38
248-000-671.000	OTHER REVENUE	101.09		200.00		0.00	0.00
TOTAL REVENUES		499,210.81		428,450.00		1,034.66	0.24
Expenditures							
000	NONE	560,354.31		66,300.00		20,422.00	30.80
336	FIRE DEPARTMENT	60,775.00		60,775.00		0.00	0.00
TOTAL EXPENDITURES		621,129.31		127,075.00		20,422.00	16.07
Fund 248 - EDDA OPERATING:							
TOTAL REVENUES		499,210.81		428,450.00		1,034.66	0.24
TOTAL EXPENDITURES		621,129.31		127,075.00		20,422.00	16.07
NET OF REVENUES & EXPENDITURES		(121,918.50)		301,375.00		(19,387.34)	6.43

User: SHERRIE

PERIOD ENDING 05/31/2017

DB: Union

% Fiscal Year Completed: 41.37

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		684.95	45.66
TOTAL REVENUES		458,538.35		458,050.00		684.95	0.15
Expenditures							
000	NONE	0.00		300,500.00		100,000.00	33.28
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		100,000.00	16.59
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		458,538.35		458,050.00		684.95	0.15
TOTAL EXPENDITURES		257,316.28		602,800.00		100,000.00	16.59
NET OF REVENUES & EXPENDITURES		201,222.07		(144,750.00)		(99,315.05)	68.61

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		24.14	100.00
TOTAL REVENUES		931.01		0.00		24.14	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		24.14	100.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(569,193.99)		0.00		24.14	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	CONNECTION FEE		210,002.73	100,000.00		26,078.00	26.08
590-000-627.000	SERVICE		1,253,544.84	1,265,581.00		318,022.52	25.13
590-000-627.100	DELINQUENT SEWER		(2,341.07)	4,500.00		0.00	0.00
590-000-628.000	INSPECTION FEE		1,200.00	0.00		0.00	0.00
590-000-655.000	FINES & FORFEITURES		30,349.61	12,500.00		12,118.67	96.95
590-000-665.000	INTEREST EARNED		17,841.79	6,000.00		9,161.07	152.68
590-000-665.003	INTEREST EARNED - BOND RESERVES		637.71	0.00		618.20	100.00
590-000-665.100	INTEREST EARNED-SPEC ASSESS		26,051.18	7,101.00		0.00	0.00
590-000-670.000	DEBT RETIREMENT		1,061,282.67	1,076,087.00		271,236.79	25.21
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		125.08	25.02
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		652,174.12	26.13
Expenditures							
529	O & M EXPENDITURES		429,139.89	1,147,524.00		195,645.62	17.05
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		765,060.90	924,084.00		303,224.56	32.81
906	DEBT SERVICE		303,537.27	289,134.00		65,858.72	22.78
910	DEBT SERVICE-LEASES		440.21	0.00		244.55	100.00
960	DEPRECIATION EXPENSE		635,219.63	700,000.00		0.00	0.00
TOTAL EXPENDITURES			2,199,626.83	3,060,742.00		564,973.45	18.46
Fund 590 - SEWER FUND:							
TOTAL REVENUES			2,614,915.29	2,495,811.00		652,174.12	26.13
TOTAL EXPENDITURES			2,199,626.83	3,060,742.00		564,973.45	18.46
NET OF REVENUES & EXPENDITURES			415,288.46	(564,931.00)		87,200.67	15.44



User: SHERRIE

PERIOD ENDING 05/31/2017

DB: Union

% Fiscal Year Completed: 41.37

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		304,140.79	24.87
591-000-450.100	BULK WATER SALES	3,132.13		2,500.00		500.00	20.00
591-000-450.200	FINAL READ	1,755.00		1,250.00		780.00	62.40
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		13,533.75	45.11
591-000-459.000	REVENUE-HOOK UP FEE	89,831.40		50,000.00		33,344.00	66.69
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00		500.00		0.00	0.00
591-000-628.000	INSPECTION FEE	1,800.00		1,250.00		0.00	0.00
591-000-655.000	FINES & FORFEITURES	19,885.66		12,500.00		7,593.10	60.74
591-000-665.000	INTEREST EARNED	17,781.61		10,000.00		9,335.15	93.35
591-000-665.100	INTEREST EARNED-SPEC ASSESS	16,221.52		500.00		55.21	11.04
591-000-667.300	LEASES - TOWER RENTAL	40,846.09		40,000.00		17,385.60	43.46
591-000-671.000	OTHER REVENUE	3,433.86		1,000.00		5,182.34	518.23
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	(4,449.58)		500.00		0.00	0.00
TOTAL REVENUES		1,580,438.17		1,388,986.00		403,170.12	29.03
Expenditures							
536	WATER O & M	938,746.06		1,640,453.00		369,079.74	22.50
538	TREATMENT PLANT	51,671.36		0.00		0.00	0.00
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
910	DEBT SERVICE-LEASES	529.47		0.00		294.15	100.00
960	DEPRECIATION EXPENSE	328,988.60		300,000.00		0.00	0.00
TOTAL EXPENDITURES		1,415,727.21		2,005,732.00		400,788.89	19.98
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,580,438.17		1,388,986.00		403,170.12	29.03
TOTAL EXPENDITURES		1,415,727.21		2,005,732.00		400,788.89	19.98
NET OF REVENUES & EXPENDITURES		164,710.96		(616,746.00)		2,381.23	0.39
TOTAL REVENUES - ALL FUNDS							
		7,780,084.50		7,290,135.00		2,368,150.47	32.48
TOTAL EXPENDITURES - ALL FUNDS							
		7,464,242.44		8,618,893.00		2,109,990.16	24.48
NET OF REVENUES & EXPENDITURES		315,842.06		(1,328,758.00)		258,160.31	19.43

**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: June 28, 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	\$ 3,321,992		
<b>GF Unrestricted</b>	<b>\$ 3,321,992</b>	<b>\$ 712,848</b>	<b>Yes</b>
Fire Fund	\$ 1,320,085		
(Fire Truck Reserve)	\$ (400,000)		
<b>FF Unrestricted</b>	<b>\$ 920,085</b>	<b>\$ 513,000</b>	<b>Yes</b>
EDDA	\$ 750,438		
Projects	\$ -0-		
<b>EDDA Unrestricted</b>	<b>\$ 750,438</b>	<b>\$ 58,650</b>	<b>Yes</b>
WDDA	\$ 757,182		
Projects	\$ -0-		
<b>WDDA Unrestricted</b>	<b>\$ 757,182</b>	<b>\$ 85,772</b>	<b>Yes</b>
Sewer Fund	\$ 3,064,653		
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)		
<b>Sewer Fund Net</b>	<b>\$ 2,688,319</b>	<b>\$ 510,123</b>	<b>Yes</b>
<b>Water Fund</b>	<b>\$ 3,060,674</b>	<b>\$ 334,288</b>	<b>Yes</b>

**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: June 22, 2017

Policy Review: 2.7 End Focus of Grant and Contracts  
Type of Review: Internal  
Review Interval: Annual  
Review Month: June, 2017

## **Policy Wording**

The Township Management Team may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that all grant applications and contractual arrangements must be in executed with the goal of contributing to the outcomes and be consistent with the approved Global End Policies 1.0 through 1.6.

## **Justification for reasonability**

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

## **Data**

1. Critical Bridge funding in 2016 for Lincoln Rd. Bridge.
2. Safety Funding for Whiteville Rd. Reconstruction in 2016.
3. Working with County Road Commission for various other Rural, Urban and funding for road projects.
4. Various road project contracts signed with Isabella County Road Commission.
5. Sewer relining project within EDDA district and other areas of the Township with Isabella Corporation.
6. Sewer station #1 bypass manhole rehabilitation project with Culy Contracting
7. Installation of an additional network server to provide for redundancy with CMS

## **Compliance**

In compliance with policy as indicated.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> June 6, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> June 14, 2017
<b>ACTION REQUESTED:</b> Consider the appointment of Mr. John Dauffenbach as the Charter Township of Union's Building Official.	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

In August, 2016, the Township Board approved the appointment of Mr. Ken LaBelle as the Township Building Official as required by state law.

Mr. LaBelle has recently retired and, via the existing service agreement with McKenna and Associates, Mr. John Dauffenbach has been assigned to the Township. Mr. Dauffenbach is a licensed Building Official, Plan Reviewer and Inspector. This change necessitates that the Township Board formally name, via official Township Board action, Mr. Dauffenbach as the Township Building Official.

### SCOPE OF SERVICES

Functions performed by the Mr. John Dauffenbach include:

- Building Official, Inspections and Plan Review Services
- Maintenance of written and electronic files
- Additional Services as requested

### JUSTIFICATION

State statute requires the governing body appoint the Building Official. A duly appointed Building Official is needed to so that projects that have been approved by the Planning Commission can continue through the build out phase. Absent a properly certified and appointed Building Official, the Township is unable to issue Building Permits, conduct full plan reviews and conduct certain inspections.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the approval of the Plan (From Policy 1.0: Global End)

- Community well-being and common good
- Safety
- Health
- Natural Environment

### COSTS

N/A

**PROJECT TIME TABLE**

N/A

**RESOLUTION**

It is Resolved that Mr. John Dauffenbach is hereby named as the Charter Township of Union's Building Official.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES	
REGISTERED CODE OFFICIAL AND INSPECTOR		
JOHN P DAUFENBACH 1284 CLUBHOUSE LAKE ISABELLA MI 48893	CATEGORY: BUILDING OFFICIAL BUILDING INSPECTOR PLAN REVIEWER	THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN
REGISTRATION NO: 101553	EXPIRATION DATE: 09/16/18	

# John P. Dauffenbach

## Building Official



## Professional Experience

**BUILDING CODE ADMINISTRATOR:** Experienced Building Inspector and Plan Reviewer. Provided construction code enforcement and zoning administration services for multiple municipalities with populations from 100,000 to 1,200, directing permits and inspections for construction codes and property maintenance codes, business licenses, using BS&A software; provided applicant guidance and public education.

**BUILDING INSPECTOR:** For more than 28 years, provided municipal Building Inspector and Plan Examiner services with leadership, problem solving, planning and organization. Conducted building inspections with an emphasis on customer service using communication and leadership skills.

Performed building inspections and plan reviews for City of 100,000 and employed the following skills:

- Worked with applicants to secure compliance
- Team leadership with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Implemented historical spread sheet to document site plans and drawings of commercial buildings in Livonia, Michigan
- Practiced analytical thinking, decision making and problem solving using strong building trades experience
- Demonstrated success in the following:
  - » Professional communication; effective listening
  - » Project management: influencing, leading, negotiating and delegating
  - » Conflict resolution and trouble shooting
  - » Creative thinking and organizational skills
  - » Determination and diplomacy
  - » Capability in BS&A software computer inspection programs
  - » Preparing case histories for District Court prosecutions.

**PROJECT LEADER:** For 12 years, directed carpentry crews. Handled property owner, subcontractor and general contractor concerns and problems. Identified and developed working relationships with subcontractors.

**JOURNEYMAN CARPENTER:** Worked for union carpentry contractor.

## Education/Licenses

Business Courses in Management  
Schoolcraft Community College, Livonia, MI

Act 54 registration as Michigan Building  
Official/Building Inspector and Plan  
Reviewer

Michigan Builders License Instructor  
2008 - 2009

## Professional Affiliations

International Code Council

Code Official Council of Michigan

Michigan Association of Planning

Building Company Sole Proprietor





Peter Gallinat, Township Planner  
pgallinat@uniontownshipmi.com  
2010 South Lincoln  
Mt. Pleasant, MI 48858  
Phone 989-772-4600 Ext. 241  
Fax 989-773-1988

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TO: Board of Trustees  
FROM: Township Planner  
RE: Sidewalk Report

06/22/2017

Enclosed you will find Board of Trustee minutes from May 25, 2016, copy of the Township Sidewalk and Pathway Ordinance, map of the Township with sidewalk locations, and a spreadsheet detailing sidewalk development through site plan review. The Sidewalk and Pathway Ordinance was adopted December 30, 2009. The first year it became effective was 2010.

On the left of the site plan spread sheet you will notice that the number of site plans varies from year to year. This is due to the amount of development at the time. Scrolling through the Location of the projects you may notice repeat locations. This is due to projects either expanding or changing from what was originally approved thus needing new approval. The middle column of the report indicates waived or required. Generally, I was able to find some comment about sidewalk installation being waived or not. Others had no mention of sidewalks. Most projects that did not mention sidewalks is due to sidewalks already existing at the time or the plan that was approved with sidewalks shown on the plan.

The column on the left indicates if there are sidewalks at the location today in the present or if there are not.

Township Planner

Peter Gallinat

### **SITE PLANS 2010**

#### **Location of Project**

	<b>Waived/Required (PC Minutes)</b>	<b>Sidewalks Present</b>
Water Park Pickard Rd.	No Mention	Yes
S.S. Office Broomfield Rd	No Mention	Yes Broomfield/Sweeny
Mid Mich C.C. Summerton Rd.	Letter of understanding	Yes Broadway/Summerton
Crippen West Corporation 989 S. Summerton	No Mention	No
2120 E. Remus East of ICCU	Letter of understanding	No
Michigan Works Broadway	Required	Yes
Office Sweeny Rd. South of S.S. Office	No Mention	Yes
4355 S. Lincoln Rd. Sacred Heart Ball Fields	No Mention	No
4171 Bluegrass Rd. Union Square Apts	No Mention	Yes
3700 E. Deerfield Rd. Lexington Ridge Apts	Waived	Yes

### **SITE PLAN 2011**

Zion Lutheron Church waiver request Phase 2	Denied waiver request	No
Mt. Pleasant Discovery Museum Remus Rd	No Mention	Yes
MFCU Bluegrass Rd. Encore Blvd	No Mention	Yes Bluegrass/Encore Blvd
5157 E. Pickard Rd International RV	No Mention	Yes Pickard Rd. No Airway Dr.
Doctors office North of 2890 Health Parkway	No Mention	No
Aldi Food Store Encore Blvd	Required	Yes Bluegrass/Encore Blvd
4639 E. Pickard Dr. Vashista's office	No Mention	Yes
Burch Tank 2253 Enterprise Dr.	No Mention	No

### **SITE PLANS 2012**

4639 E. Pickard Rd. Dr. Vashista's office	No Mention	Yes
Graff Chevrolet Pickard Rd.	No Mention	Yes
4269 Coprorate Dr.	Waived	No
Zion Lutheran Church River Rd.	Waived	No
Crestwood Village Assited Living Lincoln Rd.	Required	Yes
Greenacres Assisted Living Remus Rd	Required	Yes
McDonalds 5600 E. Piackard Rd	No Mention	Yes Picakard Rd. No Hyde Rd.
Baker Hughes 2222 Enterprise Dr.	Waived	No
Malley Construction 1565 Park Place	Waived	No

Copper Beach Apts Bluegrass Rd.	No Mention	No
Doctors Office CMCH Health Park	No Mention	No

**SITE PLANS 2013**

Olive Garden	No mention	No
REC Investments Behind Home Depot	No mention	No
Mid Mich C.C. Summerton Rd	No mention	Yes Broadway/Summerton
Fisher Transportation	No mention	No
Campus Crest Apts Leasing Office	Required Easement for Isabella Rd.	Yes Chandler No Isabella.
Campus Crest Apts	No mention	Yes Chandler No Isabella.
Apartments South of 4085 Sweeny	No mention	No
Maranantha Baptis Church 5282 Airport Rd.	Waived	No
Mt. Pleasant Airport 1105 S. Isabella Rd.	Waived	No
Mid Mich C.C. Tech Center 5850 Broadway	No mention	Yes
2199 Commerce Dr	No Mention	No

**SITE PLANS 2014**

Mt Pleasant Country Club River Rd.	Required Sidewalk Assessment	No
ServPro 43 56 E. Valley Rd	Waived	No
5580 Venture Way Pleasant Plaza No 1 LLC	No Mention	No
Holiday Inn Pickard Rd.	Waived NE portion	Yes pickard No 2nd St.

**SITE PLANS 2015**

Greenacres Assisted Living Remus Rd.	No Mention	Yes
MFCU Broadway/Isabella	Required	Yes Broadway/Isabella
ICCU Remus Rd.	Waived	No
2099 Independence Dr.	Waived	No
2362 Parkway Cudd energy	Waived	No
Goodwill Bluegrass Rd.	No Mention	Yes
5365 Pickard International RV	Waived Airway Dr	Yes Pickard No Airway Dr.
B &M Enterprise 5365 Pickard	Waived Airway Dr	Yes Pickard No Airway Dr.
Art Van Pickard Rd	No Mention	Yes
2378 Lincoln Rd Crestwood Village Assisted Living	No Mention	Yes

Zion Lutheran Church River Rd	Waived	No
5205 E. Pickard Rd Hampton Inn	No Mention	Yes
Oak Meadows Lincoln Rd.	Waived	No
2420 Broomfield Rd. Jump Station	Waived	No
Mid Mich Health Park Pickard Rd	Existing Sidewalks	Yes
5152 university motor mall	No Mention	Yes Pickard No Florence
2457 Remus Merchandise Outlet	Waived	No
5880 Venture Way	Waived	No
Holiday Inn	No Mention	Yes Pickard No 2nd St.
4720 E. Pickard Rd. Auto Group	No Mention	Yes

**SITE PLANS 2016**

2300 S. Lincoln Rd. Lux Funeral Home	No Mention	Yes
1565 Park Place Malley Construction	No Mention	No
2420 Broomfield Rd. McGuirk Mini Storage	Waived	No
Fisher 900 S. Bradley	Waived	No
Mt Pleasant Optics Lincoln Rd.	Waived	No
Rosewood condos	Waived	No
Plazacorp Bluegrass Rd.	Waived	Yes Partial Bluegrass Rd.
Messenger Medical S. Isabella	Required without land splits	No
Menards 4615 Encore Blvd	No Mention	Yes Encore Blvd
3700 E. Deerfield Rd. Lexington Ridge Apts	No Mention	Yes
Casipit Medical 2245 S. Isabella	No Mention	Yes Isabella No Kay St.
Union Shoppes 4445 E. Bluegrass Rd.	Waived	Yes Partial Bluegrass Rd.
International RV 5365 E. Pickard Rd.	Waived	Yes Pickard No Airway
Dougs Small Engine 1875 Airway Dr.	Waived	No
Lux Funeral Home 2300 S. Lincoln Rd.	No Mention	Yes
Woodland Investments 2260 E. Remus Rd	Waived	Yes

**SITE PLANS 2017**

Taco Bell 5760 E. Pickard Rd.	No Mention	Yes
Independence Dr	Waived	No
Corner of S. Lincoln Rd and Independcen Dr	Waived	No

1982 E. Remus Rd.

• Waived where not shown on plan      **No**

## Part 129

## 129.000 - SIDEWALK AND PATHWAY ORDINANCE Ordinance No. 2009-03 Adopted: December 30, 2009

An Ordinance enacted pursuant to Michigan Public Act 246 of 1931 and Public Act 246 of 1945, as amended, to specify standards for design, maintenance, and use of sidewalks or pathways located in public road rights-of-way; establish requirements for obtaining permits to construct sidewalks or pathways; designate sidewalk and pathway maintenance responsibilities; and, establish enforcement procedures and penalties for violation of the Ordinance.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

## 129.001 - Title.

Sec. 1. This Ordinance is hereby designated as and shall be referred to as the Charter Township of Union Sidewalk and Pathway Ordinance. Within the following text it may be referred to as this Ordinance.

## 129.002 - Purpose and scope of application.

## Sec. 2.

(2.01) *Purpose.* The purposes of this Ordinance are to protect and promote public health, safety, and welfare by specifying standards for design, maintenance, and use of sidewalks and pathways located in public road rights-of-way; establishing requirements for obtaining permits to construct sidewalks or pathways; designating sidewalks or pathways maintenance responsibilities; and, establishing enforcement procedures and penalties for violation of the Ordinance. These regulations are the minimum standards deemed necessary to provide suitable and safe off-road accommodations for pedestrians.

(2.02) *Scope of application.* The requirements in this Ordinance shall apply to sidewalks and pathways constructed within a public right-of-way.

## 129.003 - Definitions.

## Sec. 3.

*Building Official:* The officer or other authority designated by the Township Board to administer and enforce the Building Code.

*Detectable Warning Surfaces:* Corrosion resistant grey iron in pavement that is installed to signal visually-impaired pedestrians where a sidewalk or pathway intersects a road.

*Pathway:* An off-road shared use, non-motorized path, usually asphalt, separate from the public road (though sometimes in the public right-of-way). All cyclists regardless of age are encouraged to use pathways.

*Planning Commission:* The Planning Commissioners of the Charter Township of Union, Isabella County, Michigan.

*Sidewalk:* A paved path, usually concrete, located in a road right-of-way but away from the actual road surface, and designed, constructed, and designated for pedestrian travel. While Michigan law (MCL 257.660c and 257.660d) allows for travel on sidewalks or pathways by bicycle, provided they yield to pedestrians and do not impede traffic by pedestrians, adult cyclists are encouraged to use roadways or pathways as safer options.

*Township:* The Charter Township of Union, Isabella County, Michigan.

*Township Board:* The Supervisor, Clerk, Treasurer, and Trustees of the Charter Township of Union, Isabella County, Michigan.

#### 129.004 - Standards.

##### Sec. 4.

##### (4.01) *Use of sidewalks or pathways.*

1. *Pedestrian use.* Sidewalks or pathways, as defined herein, are for pedestrian use, and are not intended for use by motorized vehicles, such as but not limited to, motorcycles, mopeds, or off-road utility vehicles. Travel by non-motorized bicycles is permitted. Bicycles shall yield to pedestrians.
2. *Unlawful damage.* It shall be unlawful to damage or deface a sidewalk or pathway by any means.

(4.02) *Construction standards.* Sidewalks or pathways shall comply with the standards set forth herein and any supplemental engineering standards that may be adopted by the Township Board, and with Isabella County Road Commission (ICRC) standards (at the time of adoption of this Ordinance, ICRC enforces Michigan Department of Transportation (MDOT) sidewalk specifications on roads under the Road Commission's jurisdiction). In the event of a conflict between standards, the agency with roadway jurisdiction shall prevail if the sidewalk or pathway is located in a public road right-of-way. In the event of conflict between different standards, the more stringent standard shall apply.

1. *Minimum width:* Sidewalks: Four (4) feet; Pathways: Eight (8) feet.
2. *Location:*
  - a. Sidewalks shall be located one (1) foot off the property line in the road right-of-way, except where the planned right-of-way is greater than the width of the existing right-of-way, in which case the sidewalk shall be located one (1) foot inside the planned right-of-way.

- b. Sidewalks shall be aligned horizontally and vertically with existing sidewalks on adjacent properties.
  - c. Pathways may be constructed in lieu of sidewalks or in locations that do not parallel roadways.
  - d. The Planning Commission may modify these width and location requirements upon finding that another location would be more appropriate because of the location of utilities, existing landscaping or trees, the location of connecting sidewalks or pathways on adjacent parcels, or other site considerations.
3. *Paving.* Sidewalks shall be concrete with a depth of at least four (4) inches, except that sidewalks across a driveway or other vehicle crossing shall be reinforced and have a depth of at least six (6) inches. Concrete shall be placed over 6" compacted sand. Pathways shall be 3" hot mix asphalt over 6" 22A gravel (minimum grade). A minimum of 6" top soil shall be removed under concrete or asphalt. Other types of paving may be permitted, subject to Planning Commission approval. Paving shall be placed on appropriate compacted fill to provide a proper base and to prevent the pavement from uneven settling, heaving, and/or cracking.
  4. *Barrier-free design.* Sidewalks or pathways shall comply with all state and federal barrier-free requirements. Accordingly, ramps shall be provided at curbs and other locations involving a grade change.
  5. *Grading and drainage.* Proposed sidewalks or pathways shall be designed to maintain the existing direction and flow of storm water and to avoid damming or flooding.
  6. *Detectable warning surfaces.* Detectable warning surfaces shall be installed wherever a sidewalk or pathway approaches an intersection with a road, and shall be constructed in accordance with the Michigan Department of Transportation Special Provision for Sidewalk Ramp, ADA, Modified, 06-09-06, and revised 07-13-06.
  7. *Existing sidewalks or pathways.* Unless required by other statutes, existing sidewalks or pathways shall not be required to conform to subsections 4 and 6 of Section 4.02. When an existing sidewalk or pathway section requires replacement, those portions being replaced shall conform to the standards of this Ordinance.

**(4.03) Maintenance standards.**

1. *Maintenance responsibility.* It shall be the duty of the property owner to maintain public sidewalks or pathways on or adjoining said property in accordance with Section 4.03. Failure to comply with any provision in Section 4.03 shall be considered a breach of this duty. Any damages resulting from such a breach shall be the sole responsibility of the property owner. A legally established homeowners association or condominium association may assume the responsibility for maintenance of public sidewalks or pathways within a subdivision or condominium under its jurisdiction. The terms under which such an association assumes such responsibility, including the method of funding sidewalk or pathway maintenance, shall be specified in the recorded subdivision covenants, conditions and restrictions or condominium



association master deed and bylaws, as applicable. A Special Assessment District shall be established in the name of the association if the association at any time fails to meet the maintenance standards.

2. *Repairs or restoration.* A sidewalk or pathway that becomes cracked or damaged to the extent that the sidewalk or pathway becomes potentially unsafe for use shall be repaired or restored in compliance with the construction standards specified herein. The following standards shall deem a sidewalk or pathway in need of repair or restoration:
  - a. If the sidewalk has displacement of more than three-quarters ( $\frac{3}{4}$ ) of an inch between any two (2) sections (flags) of sidewalk at the connection joint.
  - b. If the sidewalk or pathway has more than two (2) cracks of one-quarter ( $\frac{1}{4}$ ) inch in width or more in any two (2) linear feet.
  - c. If the sidewalk or pathway has a crack more than three-quarters ( $\frac{3}{4}$ ) inch in width.
  - d. If any section of sidewalk is tilted in excess of one (1) inch per foot from edge to edge in a transverse direction.
  - e. If, in any flag of sidewalk, more than fifty percent (50%) of the surface has scaled off to a depth of one-quarter ( $\frac{1}{4}$ ) inch or greater.
  - f. If the concrete or asphalt has settled, allowing water to pond to depth of one (1") inch or more.
3. *Obstructions.* Sidewalks or pathways shall be kept free of all obstructions, including but not necessarily limited to, obstructions from structures, vehicles, equipment, debris, and vegetation. This restriction shall not apply to temporary obstructions due to maintenance or construction work on or adjacent to the sidewalk or pathway, in which case appropriate barriers and signage shall be erected to maintain public safety.
4. *Snow and ice removal.* Sidewalks or pathways shall be kept free and clear of ice and snow. Snow shall not be piled in a manner that might obstruct the vision of drivers or that blocks or impairs travel on a sidewalk, pathway or road.
  - a. Snow that has accumulated in or during the nighttime shall be removed by 6:00 p.m. of the following day;
  - b. Snow falling or drifting during the day shall be removed before 12:00 noon of the following day;
  - c. In the event of unusual circumstances, including holiday observances, prolonged periods of snow or ice storms, or other unforeseeable conditions, the building official or code enforcement officer may extend the time to remove ice or snow.

129.005 - Sidewalks and pathways plan.

Sec. 5.

(5.01) *Duties of sidewalks and pathways prioritization committee.* The Planning Commission shall designate a committee to plan and prioritize new construction of sidewalks and pathways. The Sidewalks and Pathways Prioritization Committee will meet as needed to review the plan and make recommendations to the Township Board.

(5.02) *Composition of sidewalks and pathways prioritization committee.* The committee shall consist of:

A representative of the Township Board.

A representative of the Planning Commission.

Two residents of the Charter Township of Union.

One member At-Large.

The Zoning Administrator (ex officio, non-voting)

The terms of each member shall be 2 years. The Township Board member, one township resident, and the At-Large member shall serve initial 2-year terms. The Planning Commission member and second township resident shall serve initial 1-year terms followed by subsequent 2-year terms.

#### 129.006 - Enforcement.

##### Sec. 6.

(6.01) *Duties of the building official.* The Building Official shall have primary authority to enforce this Ordinance, as outlined in this Section.

##### 1. *Permits.*

a. A permit is required from the Township prior to the construction, removal, or repair of a sidewalk or pathway. A permit may be obtained by submitting a completed application form, along with plans and specifications, and the required fee, to the Township Building Department. The Building Official shall be responsible for evaluating the application to determine compliance with Ordinance standards (and to determine compliance with the approved site plan, where applicable) and issuing the permit. A separate permit shall not be required if the proposed sidewalk or pathway is part of a larger development that requires a building permit. A copy of the permit shall be kept at hand at the construction site.

b. The applicant shall be responsible for obtaining any permits required by the Isabella County Road Commission related to sidewalk or pathway construction within a County road right-of-way.

##### 2.

*Inspection.* During construction, the Building Official shall be responsible for inspection. In fulfilling this responsibility, the Building Official shall follow the inspection guidelines set forth in the adopted building code.

3. *Violations.* The Building Official shall be responsible for investigating violations of this Ordinance. Whenever the Building Official determines that a violation exists, the Building Official shall pursue compliance following the enforcement procedures set forth in the adopted building code. If the owner of property where a sidewalk or pathway has fallen into a state of disrepair such that it is unsafe for use fails to complete repairs within thirty (30) days after notification, then the Township may cause necessary repairs and charge the property owner for the costs of repair. If such costs are not paid by the property owner the costs shall become a lien against the property.

(6.02) *Site plan review.* If a proposed sidewalk or pathway is part of larger development that requires site plan review, then the sidewalk or pathway shall be shown on the site plan, which plan shall be reviewed in accordance with the site plan review procedures set forth in the Zoning Ordinance.

(6.03) *Authority of the Township Board to require sidewalk or pathway construction or maintenance.*

In accordance with Michigan Public Act 246 of 1931 and Act 246 of 1945, as amended, the Township Board may order the construction, repair, or maintenance of, or may construct, repair, or maintain sidewalks or pathways in a designated area within the Township because of the health, safety, or welfare of the residents. The Township Board shall hold a public meeting relative to the ordering of the sidewalk or pathway construction, repair, or maintenance and shall notify property owners involved of the time and place of the hearing. If the Township Board determines that the construction, repair or maintenance of sidewalks or pathways is necessary, it may construct, repair, or maintain the sidewalks or pathways and assess the costs to the property involved, payable over no longer than a ten-year period, or permit the owners of the property involved to have the sidewalks or pathways constructed, repaired, or maintained according to Township specifications at their own expenses. The Township Board may also propose a cost-sharing mechanism either from general revenues or a Township-wide sidewalk and pathway construction fund. In situations where a proposed sidewalk or pathway does not currently have connecting sidewalks or pathways on the adjacent properties on either side, the Township Board may require a property owner to post a cash deposit in lieu of construction, in an amount equivalent to the cost of construction, which would be held in deposit until the adjacent properties develop and install sidewalks or pathways.

129.007 - Penalties, severability, conflicting provisions, effective date.

#### Sec. 7.

- (7.01) *Penalties.* Any person who violates any provision of this Ordinance is responsible for a civil infraction, and shall be liable for a fine of not more than \$100 and the costs of prosecution for the first violation. Upon a finding of responsibility for a subsequent violation, such person shall be

liable for a fine of not more than \$500 and the costs of prosecution. In addition, the Township may exercise those rights identified in Section 5.03 of this Ordinance or seek such injunctive or other relief as may be appropriate to abate a continuing violation, the Township's costs thereof to be borne by the responsible party.

- (7.02) *Severability.* Should any portion of this Ordinance be found invalid for any reason, such a finding shall not be construed as affecting the validity of the remaining portions of the Ordinance, which shall remain in full force and effect.
- (7.03) *Conflicting provisions repealed.* All other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.
- (7.04) *Effective date.* This Ordinance was adopted by the Township Board of the Charter Township of Union, Isabella County, Michigan on the 30th day of December, 2009, and shall take effect on the 10th day of January, 2010, thirty (30) days following publication in a newspaper of general circulation within the Charter Township of Union, in accordance with Michigan statutes.

**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 25, 2016 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

**Others Present**

Bill Newkirk, Peter Gallinat, Sherrie Teall, Pat DePriest, and Jennifer Loveberry

**Public Comment – open 7:01 p.m.**

No Comments

**Reports/Board Comments**

Mielke – The City will be sending out information in regards to Indian Hill Pines in regards to enforcing our ordinance on their land. Also commented on the meeting, that was held with the nine entities, to discuss safety / Crawford Rd. Pathway.

Alwood – Add Isabella Rd Traffic Study (Pickard to Bluegrass) to next Agenda.

Mikus – Commented that noxious weeds complaints are addressed and enforced.

**Approval of Agenda**

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

**Consent Agenda**

- A. Communications
  - Planning Commission Minutes
  - EDA Minutes
- B. Minutes – May 11, 2016-Regular Meeting
- C. Bills
- D. Payroll
- E. Fire Reports
- F. 2.5 Financial Conditions and Activities
- G. 2.5.10 Cash Flow Ratio

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

**BOARD AGENDA**

- A. **Foreclosed Property (parcel #14-072-019-00)**  
Newkirk presented. Discussion was held by the Board. Add to June 8, 2016 Agenda.

**B. Ordinance for Signs and Soliciting Discussion**

Mikus moved Hauck supported to have the Township's legal consultant look over the City's Ordinance and give a recommendation to bring back to the board. Vote: Ayes: 7 Nays: 0. Motion carried.

**C. Interim / Building Official Discussion**

Mikus moved Rice supported the approval of the Interim Employee Agreement with Barry VanBuskirk and Charter Township of Union for \$35.00 per hour for a work week not to exceed 20 hours a week. Vote: Ayes: 6 Nays: 1. Motion carried.

**D. Sidewalk waivers temporarily given by the Planning Commission Discussion**

B. Mielke, representative for the Planning Commission, commented that the Planning Commission was looking for guidance from the Board of Trustees in regards to the sidewalk ordinance. Mikus moved Lannen supported that the Board of Trustees feel that now is the time for sidewalks and would like the four (4) properties between Remus Rd. and Lincoln Rd., that have been given sidewalk waivers, need to complete sidewalks in twelve (12) months from May, 25, 2016. Roll Call Vote: Ayes: Mikus & Lannen Nays: Hauck, Mielke, Alwood, Henry, & Rice. Motion failed. The Board of Trustees also requested the P. Gallinat, Township Planner to send an email of all properties that have been given a temporary sidewalk waiver.

**EXTENDED PUBLIC COMMENT - Open 8:10 p.m.**

Jim Horton of the 4<sup>th</sup> District County Commission updated the board on the county government. Norm Woerle, 5685 Carriage Ln. – Commented on sidewalk waiver discussion.

**FINAL BOARD MEMBER COMMENTS**

Newkirk – Updated that manager negotiations are going well, hope to have draft to add on the June 8<sup>th</sup> Agenda. Passed out preliminary site plan & cost opinion for Deerfield Rd. Recycling Drop off.

Mielke –Commented that intergovernmental meetings should be held with the County, City, and Township.

**ADJOURNMENT**

Hauck moved Rice supported to adjourn the meeting at 8:30 p.m. Ayes: 7 Nays: 0. Motion carried.

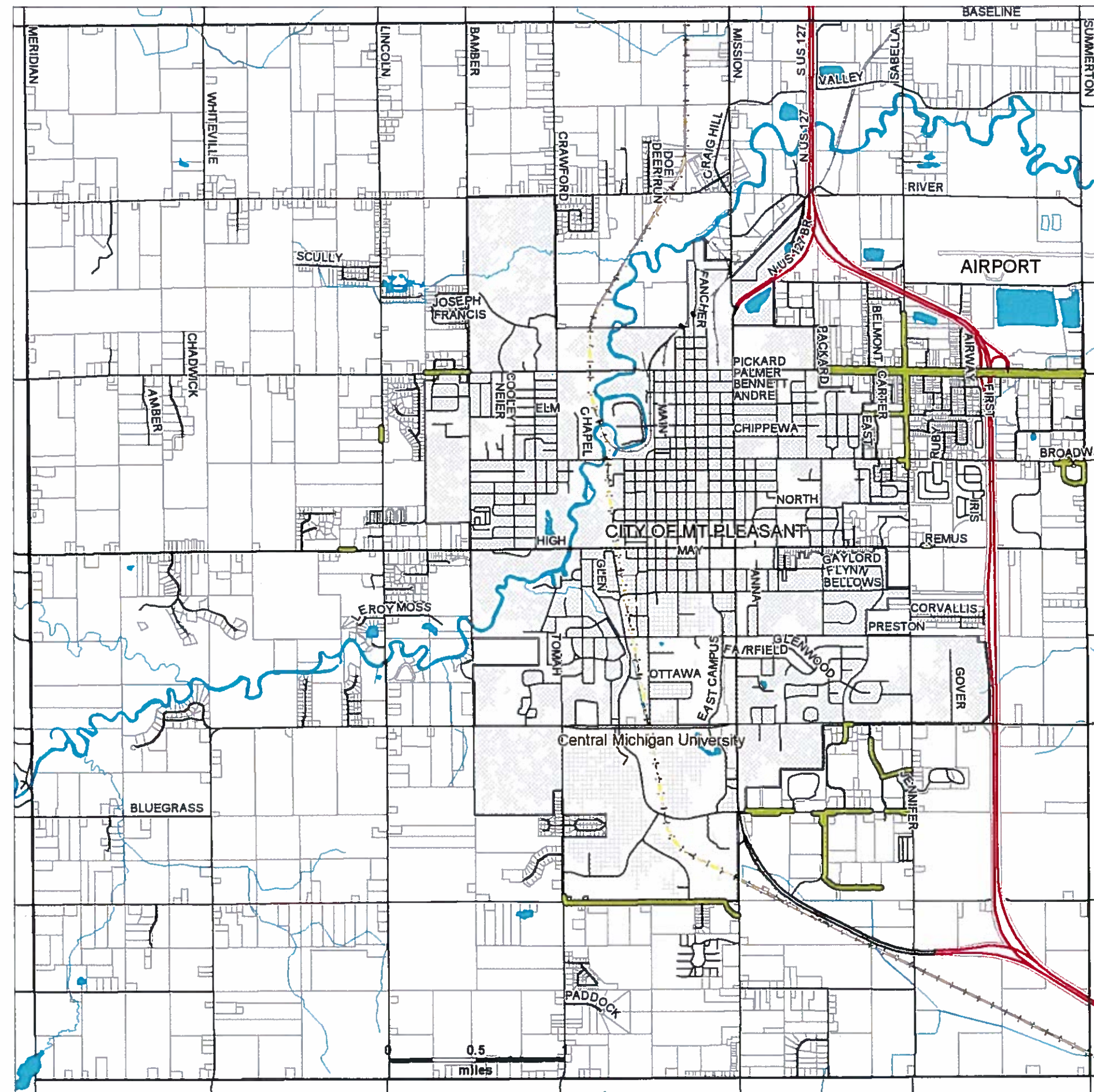
**APPROVED BY:**

\_\_\_\_\_  
Margie Henry, Clerk



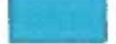



  
Russ Alwood, Supervisor

(Recorded by Jennifer Loveberry)

# Charter Township of Union: Sidewalks



**Legend**

-  Township Sidewalks
-  River, Creek, or Drain
-  Lake or Pond
-  Township Parcels
-  Central Michigan University
-  City of Mt. Pleasant

Map Production Date: February 7, 2017

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher – Township Manager      **DATE:** 06-21-2017  
**FROM:** Kim Smith – Public Works Coordinator      **DATE FOR BOARD CONSIDERATION:** 06-28-2017  
**ACTION REQUESTED:** Approval of the purchase of a 2017 Trailer Mounted 80 kw generator from Michigan Critical Power in the amount of \$46,592.00.

Current Action                      Emergency \_\_\_\_\_

Funds Budgeted: If Yes   x   Account #   590-529-977.000   No \_\_\_\_\_ N/A \_\_\_\_\_

Finance Approval \_\_\_\_\_

## BACKGROUND INFORMATION

The Charter Township of Union owns four portable generators that are used to provide backup power to sixteen of our twenty sanitary sewer pump stations. These generators are critical pieces of equipment that are used during emergency situations to power the pump stations so the township can continue to provide safe and reliable sanitary sewer service to our customers and avoid overflows and basement backups.

The 2017 sewer budget includes funds to replace the existing 1980 portable generator, which has met its life expectancy.

Outlined below are the bids we received for the purchase of a new generator.

Supplier/Brand	Bid Amount
Michigan Critical Power/Blue Star	\$46,592.00
Marsh Industries/Cummins Bridgeway	\$63,040.00
PM Technologies/Taylor	\$66,148.00
Jett Pump & Valve/Kohler	\$63,175.00
Wolverine Power Systems/Generac	\$55,890.00

## SCOPE OF SERVICES

One time purchase of a 2017 trailer mounted 80 Kw generator

## JUSTIFICATION

Generator is being purchased to replace an existing 1980 portable generator that has met its life expectancy. This equipment is critical to our operations and is used during emergency situations to provide backup power to our sanitary sewer pump stations. The reliability of this equipment is essential to provide continuous service, avoid sewer overflows, and basement backups.



All of the bids have been reviewed by the Public Works Department and found to be in accordance to the Standards and Conditions provided in the generator purchase specifications. We recommend that the generator be purchased from Michigan Critical Power in the amount of \$46,592.00 for the following factors:

- Suppliers ability to provide equipment specified
- Favorable recommendations by suppliers existing customers regarding equipment and service
- Cost

**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**

\$46,592.00

**PROJECT TIME TABLE**

DELIVERY TIME 90 DAYS AFTER AWARD OF BID

**RESOLUTION**

Authorization is hereby given to... purchase 2017 trailer mounted 80 kw generator from Michigan Critical Power in the amount of \$46,592.00.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

- Yes:
- No:
- Absent:



# BLUE STAR

## Power Systems Inc.

# Sales Quote

Quote Date: 5/16/2017 8:17:00 AM  
 Quote Number: 0020926-7  
 Project Title: Charter Township of Union  
 Prepared for: Michigan Critical Power

Unit Model	JD80-02	Standby / Prime	Mobile Standby Power
kWe Rating	80 kWe	UL 2200 Listed	No
Fuel	Diesel	CSA Approved	No
EPA	Tier 3 TPEM [Flex]	Paint Color	White

**Engine Model:** John Deere 4045HF285 (FLEX) 80kW Standby Power Rating at 1800 RPM Governor - Electronic Isochronous

**Voltage:** 240/120V 1 Phase 60 Hz 1.0 PF *S/O Dual voltage → ASK 60 AMP ETC. - BRUNNERS ON BOTH YES*

**Gen Model:** Marathon 363CSL1607 12 Lead Wired 240V 1 Phase Zig-Zag 130°C Rise Over 27°C Ambient

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise)  
 Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns  
 Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch  
 Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent) *→ ASK YES*

**Control Panel Options:** Low Water Level Sensor with Shutdown Control Panel Battery Disconnect Switch *→ ASK - NO YES*

**Unit Color:** White

**Enclosure:** Level 3 (Sound Attenuated Enclosure) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure with Exhaust Hood Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes Includes Vibration Mounts to Isolate Unit from Base Rail

**Sound Attenuation Foam:** Sound Attenuation Installed in Enclosure and Exhaust Hood

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Oil Drain Extension:** Plumbed to Bulkhead Fitting in Base

**Mainline Breaker:** *Optional Breaker Required*  
 OPTIONS: (1) 150A 80% Breaker w/Shunt Trip & (1) 60A 80% Rated Breaker w/Shunt Trip *→ ASK YES*

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with Isolation Valves and Wired to Terminal *→ ASK YES*

**Air Cleaner:** Dry Single Stage

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired to Terminal ✓

**Gen-Set Trailer Package:** T10000-2 Tandem Axle DOT Approved Trailer Package Including:  
 3" Ball Hitch, Safety Chains, Electric Brakes with Breakaway Kit  
 Radial Tires, Fenders, Adjustable Tongue Jack, Rear Stabilizing Jacks  
 OPTIONS:

**Trailer Package Options:** 2 5/16" Ball Coupler — ASK YES  
 Lockable Cable / Storage Box  
 Exterior 120VAC Shore Power Connection For Heater(s) and Charger → ASK YES

**Fuel Tank:** 250 Gallon Single Wall Tank Including Supply & Return Connections  
 Fuel Level Gauge and Fill & Vent Plumbing  
 OPTIONS: Tank will be meet MDOT standards and be 145 gallons. — ASK SINGLE WALL

**Factory Test:** Standard Commercial Testing Includes:  
 Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kWe and PF

**Owner's Manual:** Print Copy (Qty 1), Flash Drive (Qty 1)

**Warranty:** 5 Year / 3000 Hour Comprehensive ✓

**Notes:**

Appleton Plugs:  
 480 V #AP 20044CD P4RS (150A) 4W-4P and 50ft cable hard to generator ✓  
 230V #ACP 6033BC RS (60A) 3W 3P and 50ft of cable hard wired to generator ✓  
 Control Panel Sight Glass Window  
 (2) GFCI Receptacles  
 External Mushroom Head E-stop Mounted  
 Multi Voltage Tap Switch: 277/480V 3Ph, 120/240V 1Ph ✓

**Additional Options  
 (Not Included in Price):**

<b>Unit Price (QTY 1)</b>	<b>\$44,232.00</b>
<b>Freight</b>	<b>\$1,400.00</b>
<b>Installation</b>	<b>Not Included</b>
<b>Startup</b>	<b>\$960.00</b>
<b>Sales Tax</b>	<b>To Be Determined</b>

**Total Price** **\$46,592.00**

**Payment Terms:** Due Upon Receipt  
**Lead Time:** 10-12 Weeks (Contingent on component availability)

**Terms & Conditions**

- This quote is valid for a period of 30 days.
  - This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - All extended piping, wiring, or other than listed above is performed by "others".
  - Seller is not quoting, offloading, job site startup, personnel instructions, field testing, or unit installation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

## Distributor Terms & Conditions

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**Union Township**  
**2017 Trailer Mounted**  
**Generator Bid**

QUOTE #: 17-0567-DCJP

5/22/2017

<b>PROJECT:</b>  Union Township	<b>PREPARED BY:</b>  Wolverine Power Systems 50160 PONTIAC TRAIL, UNIT # 9 WIXOM MI 48393
	<b>Jack Palmer</b> (616) 843.3349  <b>David Gronce</b> (248) 508.0581

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QUOTE #: 17-0567-DCJP

5/22/2017

**SUBJECT:** Generator System Quote

Wolverine Power Systems is pleased to submit the following proposal for your consideration and approval.

**BILL OF MATERIALS:****QUANTITY 1 – MMG100D Generac Magnum Mobile Generator with Trailer****ENGINE**

- John Deere® PE4045HFG92 - turbocharged, diesel engine
  - Prime - 121 hp @ 1800 rpm
  - Standby - 133 hp @ 1800 rpm
  - 4 cylinder
  - 4.5 L displacement
  - Interim Tier IV approved
- Steel, single wall fuel tank
  - 165 gal. (625 L) capacity
  - 24 hr. run time – full load
  - Fuel tank built into skid of generator set
- Fuel consumption at prime:
  - 100% - 6.2 gph (23.5 Lph)
  - 75% - 4.7 gph (17.8 Lph)
  - 50% - 3.1 gph (11.7 Lph)
- Cooling system capable of operating at 120°F (49°C) ambient
- Radiator and oil drains plumbed to exterior
- Rubber vibration dampers isolate engine/generator from frame
- Disposable air filter - paper element
- 60 Hz engine/generator
- Electronic isochronous governing

**GENERATOR**

- Marathon Electric®
  - Brushless
  - 4 pole
  - Class H insulation
- Voltage regulation +/- 0.5% with Magnum PM600 Voltage Regulator

**SYSTEM OUTPUTS**

- 3 position selector switch
  - Single phase – 120 / 240V Zig Zag
  - Three phase – 120 / 208V Low Wye
  - Three phase – 277 / 480V High Wye
- 75 kW / 75 kVA – standby, single phase
- 71 kW / 71 kVA – prime, single phase
- 86 kW / 107 kVA – standby, three phase
- 78 kW / 98 kVA – prime, three phase

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QUOTE #: 17-0567-DCJP

5/22/2017

**SYSTEM CONTROLS**

- Power Zone® controller and display
  - Backlit, 800 x 480 pixel resolution color display
  - -40°F to 185°F (-40°C to 85°C) operating temperature range
  - Automatic coarse voltage adjustment
  - Integrated fine voltage adjustment
  - PLC functionality
- Push buttons for easy operation
  - Manual or Auto Start
  - Engine Start
  - Engine Stop/Reset
  - Alarm Mute
  - Operator Screens
    - Home
    - Engine
    - Generator
    - Voltage Adjust
  - Scrolling Arrows for Diagnostic Information
    - Engine diagnostic display
      - Oil pressure
      - Engine temperature
      - Fuel level
      - Battery
      - After treatment inlet/outlet temperature
      - Ash/soot levels
    - Generator diagnostic display
      - System kW output display
      - Line output & frequency display
    - Alarms
      - Warning
      - Shutdown
      - Electrical Trip
      - Engine
    - Alarm list – warnings / shutdowns; 250 event history log – date/time stamp
      - Fuel level: warning – 15%; shutdown – 5%
      - Over speed protection: shutdown – 115%
      - Oil pressure: warning – 25 psi; shutdown – 20 psi
      - Coolant temperature: warning – 220°F (104°C); shutdown – 230°F (110°C)
      - Battery voltage: over – 15VDC; under – 11VDC
      - Generator over voltage: warning – 110%; electrical trip – 111%
      - Generator under voltage: warning – 87%; electrical trip – 86%
      - Generator over frequency: warning – 105%; electrical trip – 110%
      - Generator under frequency: warning – 95%; electrical trip – 90%

**SYSTEM CONTROLS (continued)**

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QUOTE #: 17-0567-DCJP

5/22/2017

- Inputs/Outputs
- Auto Schedule
- Status
- Configuration of controller, firmware and connections

**ELECTRICAL CONTROLS**

- Remote start / stop contacts located in lug box
- Lockable control box door with diagnostics window
- Lockable lug box with safety switch
  - Trips main breaker when door is opened
  - Disables voltage regulator
- Output ground connection lug inside lug box
- 400A main breaker with shunt trip
- Convenience receptacles with individual breakers (restricted use in high wye mode)
  - (2) 120V 20 Amp GFCI duplex outlets – (NEMA 5-20R type)
  - (3) 125 / 250V 50 Amp, 3 pole, 4 wire Twistlock (Non-NEMA 6369)
- Voltage adjustment integrated into Power Zone controller, +/- 10%
- 720CCA wet cell battery

**ENCLOSURE**

- Aluminum, sound attenuated enclosure
  - UV & fade resistant, high temperature cured, white polyester powder paint
  - Insulated and baffled
  - 68 dB(A) @ 23 ft. (7 m) – prime power
- Fully lockable enclosure including doors and fuel fill
- Emergency stop switch located on outside of enclosure
- Central lifting point
- Multi-lingual operating/safety decals
- Document holder with operating manual including AC/DC wiring diagrams

**TRAILER**

- DOT approved tail, side, brake, and directional lights; recessed rear lights
- Transportation tie downs
- Safety chains with spring loaded safety hooks
- 3 in. (76.2 mm) lunette ring hitch → s/B 2 5/16" Ball is Available
- 6000 lb. (2722 kg) axle with surge brakes
- 3000 lb. (1361 kg) tongue jack with footplate
- ST225/75R15 tubeless tires – 8 ply

**WEIGHT & DIMENSIONS**

- Skid mounted
  - Dry weight: 3780 lbs. (1714 kg)
  - Operating weight: 4740 lbs. (2150 kg)
  - 119 x 40 x 62 in. (3.02 x 1.02 x 1.57 m)
- Trailer mounted

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QUOTE #: 17-0567-DCJP

5/22/2017

- Dry weight: 4480 lbs. (2032 kg)
- Operating weight: 5440 lbs. (2467 kg)  
170 x 69 x 80 in. (4.32 x 1.75 x 2.03 m)

**OPTIONS INCLUDED**

- 10 amp Battery Charger
- Block Heater
- Cold Climate Liquid Containment
- 50ft Black 1/0 Cable - AP20044CDP4RS
- 50ft Black 6/3 Cable – ACP6033BCRS

**WARRANTY**

5 Years / 5000 Hours

**CERTIFICATIONS**

CSA Certified

**SCOPE OF WORK:**

1. Freight charges. From the factory to one destination in Michigan.
2. One time scheduled start-up / testing of your equipment by a Factory Trained & Certified technician.
3. NFPA 110 Compliant Load Testing (2 Hours)

**NOTE:**

- a. Scheduled start-up / testing and training are done during normal business hours of 8:00am to 5:00pm, Monday through Friday.
- b. Start-up paper work will be supplied when units are delivered and must be completed and submitted when start-up is requested. We will make every effort to accommodate requested start-up dates but please allow to 2-3 weeks when scheduling start-up services.

Wolverine Power Systems is an industrial power equipment distributor serving the entire state of Michigan and would therefore meet any sustainability requirements regarding local procurement of goods for this project.

Generac Power Systems, Inc. generator sets and transfer switches are manufactured in Wisconsin for domestic consumption, meet the ARRA "Buy American" requirements and are eligible for use on ARRA-funded projects.

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GENERATORS & MOBILE POWER PRODUCTS  
SALES · RENTALS · SERVICE & PARTS

24/7  
EMERGENCY  
SERVICE

1.800.485.8068  
WOLVERINEPOWER.COM

QUOTE #: 17-0567-DCJP

5/22/2017

**WARRANTY:**

Two (2) Year Standard Warranty on Generac product unless otherwise stated above. Each piece of equipment is under an exclusive warranty furnished by the manufacturer. *UPGRADED TO 5 YEAR PER SPEC*

**DELIVERY:**

The factory is currently quoting 6 to 8 weeks for generator delivery. Because of worldwide and domestic events, Wolverine Power Systems cannot be responsible for deliveries beyond present published lead times.

**NOTES:**

1. Sizing specified by others
2. Start-up paper work will be supplied when units are delivered and must be completed and submitted when start-up is requested. We make every effort to accommodate requested start-up dates but please allow to 2-3 weeks when scheduling start-up service.
3. Should you wish to ship the Automatic Transfer Switch (ATS) ahead of the generator, there will be additional freight charges.
4. Fuel tanks meet state and local code requirements (if applicable).
5. All engines meet EPA emission standards (as required).
6. NETA or other special testing (if required) is not included in this quote unless stated above.

**VALIDITY:**

This quote is valid for thirty (30) days from date of this quotation. Please consult us beyond this date.

**Net Price FOB Jobsite (w/o Taxes)**

MMG100 Mobile Generator with Trailer..... \$ 55,890.00

**Terms: Net 30 with Approved Credit**

**ACCEPTANCE:**

\_\_\_\_\_  
Authorized Buyers Signature / Printed Name

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Requested Delivery Date

By signing, you agree to compliance with all aforementioned terms and conditions and that this document serves as your purchase order.

We hope that you find our offer acceptable and we look forward to serving you.

Sincerely,

David Cronce | Sales Engineer  
248-508.0581

Jack Palmer  
Inside Sales

Wolverine Power Systems  
3229 80th Ave., Zeeland, MI 49464

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**CONDITIONS OF SALE AND LIMITATIONS OF LIABILITY**

1. **TERMS:** Payment terms are subject to credit approval and may be changed at the discretion of the credit department.
2. **PAYMENT:** With approved credit, Net 30 days from date of invoice. Payment structure shall be as follows (unless otherwise approved by Wolverine Power Systems): 90% upon factory release and 10% after startup or commissioning or 90 days from original invoice date, whichever comes first. A minimum of 90% of the project total must be received by Wolverine Power Systems PRIOR to start up and commissioning.  
Without approved credit, Net 30 days from date of invoice. Payment structure shall be as follows (unless otherwise approved by Wolverine Power Systems): 30% at time of order, 60% upon factory release and 10% after startup or commissioning or 90 days from original invoice date, whichever comes first. A minimum of 90% of the project total must be received by Wolverine Power Systems PRIOR to start up and commissioning.  
Buyer shall make payments as specified herein and Wolverine Power Systems may suspend orders, shipment or delivery until such payments are made. Wolverine Power Systems may charge a service charge of 1.5% per month, but not in excess of any lawful rate, if Buyer is delinquent in payment of invoices. Wolverine Power Systems may at any time decline to make any shipment or delivery or perform any work except upon Buyer's payment of past invoices and/or prepayment of this order or upon such other terms and conditions as are acceptable to Wolverine Power System's credit department. If Wolverine Power Systems deems it necessary to cancel any outstanding order due to Buyer's financial condition, Buyer agrees to reimburse Wolverine Power Systems for reasonable cancellation charges. Wolverine Power Systems may apply any payments received to Buyer's oldest outstanding invoices regardless of any instructions to the contrary from the Buyer. Payment for shipments delayed at Buyer's request shall become due on the date that Wolverine Power Systems is prepared to make shipment thereof, and Wolverine Power Systems may impose reasonable storage and handling charges for such delayed shipments.  
"Pay When Paid" contract clauses will not be considered by Wolverine Power Systems. Acceptable methods of payment are wire transfer, certified check, company check and cash. No other forms of payment will be accepted unless approved by Wolverine Power Systems.
3. **TAXES:** Buyer shall pay all federal, state and local sales, use or other excise taxes, charges and duties arising by reason of this order and all other taxes, charges and duties of whatever nature assessed upon the goods described in the quote.
4. **COST OF COLLECTION:** Buyer shall pay all costs and expenses (including legal fees) incurred by Wolverine Power Systems to collect any past due amount for goods/services sold, whether or not litigation is commenced.
5. **SECURITY INTEREST:** Buyer hereby grants Wolverine Power Systems a security interest in all goods sold until the full amount of the purchase price has been paid by Buyer.
6. **APPLICABLE LAW:** This sale, and all claims arising therefrom, shall be governed by the laws of the State of Michigan.
7. **CANCELLATION:** Buyer may terminate this order only upon payment of all of Wolverine Power Systems costs incurred for the work performed before termination. All applicable cancellation fees shall apply.
8. **RETURN OF PRODUCTS:** No products may be returned to Wolverine Power Systems without Wolverine Power Systems written consent.

This quotation and supporting materials contain confidential and proprietary business information of Wolverine Power Systems and Generac Power Systems. These materials may be printed or photocopied for use in evaluating the proposed project but are not to be shared with other parties outside of your organization.



Quality People Doing Quality Work!

Marsh Industrial  
135 E Mile Rd  
PO Box 1107  
Kalkaska, MI 49646

Telephone: (231) 258-4870  
Fax: (231) 258-2019  
Watts: (800) 952-1537  
E mail: [sales@marshind.com](mailto:sales@marshind.com)  
Web Site Address:  
[www.marshind.com](http://www.marshind.com)

Customer: Charter Township of Union  
Contact: Kim Smith

Please accept our proposal for the following:

Job Name: Union TWP                      May 23, 2017

Trailer for Cummins 80kW gen set package as detailed below.

Item 1

Trailer: Tandem Axle generator transport trailer rated 12000LB gross vehicle weight rating (GVWR)

DOT Lighting and safety package, 6,000 lb. rated axle(s) with 4" drop spindles and Electric brake hubs, 16 inch tires on Spoke wheels. Tandem axle slipper type leaf spring suspension, with adjustable height and 2-5/16" ball hitch. Cable Storage Box with hinged pad lockable lid. Heavy duty 12000lb capacity drop leg stabilizer jacks including the tongue jack. Mount MI DEQ approved fuel tank and pipe the fuel supply and return lines to exterior connection point. Manually operated intake air damper. Receive and Mount Generator including hook up fuel lines and run float switch wiring

Item 2

Enclosure: Level 2 Sound Attenuated Overall Size 141 L x 48 W x 59 T  
With options: Install and wire the customer supplied battery charger. Exterior recessed cord plug wired to the battery charger. Exterior recessed cord plug wired to the block heater. Battery disconnect switch installed. Install voltage selector switch 277/480 3Ø - 120/240 1Ø - - wired to the alternator output. 480v 200amp 4w 4p Appleton Plug (AP 20044CD P4RS) 50' power cable. 230v 60amp 3w  
3p Appleton Plug (ACP 6033BC RS) Estimated gross system weight (wet) 7617 lbs.

Interior mounted silencer, flex and tailpipe are included  
Spring isolators are not used, generator has integral isolation

**Item 3**

**Cummins Diesel Genset: 60Hz-80kW**

U.S. EPA, Emergency Application, Mobile TPEM OEM

Genset-Diesel, 60Hz, 80kW-Standby Rating

Duty Rating-Standby Power

Listing-UL 2200

NFPA 110 Type 10 Level 1 Capable

Emissions Certification, EPA, Tier 3, NSPS CI Stationary Emergency

Voltage-277/480,3 Phase,Wye,4 Wire

Alternator-60Hz, 12L, 480/277V, 105C, 40C amb, IMS

Generator Set Control-PowerCommand 2.3

Exciter/Regulator-Pmg, 3 Phase Sensor

Engine Governor-Electronic, Isochronous

Gauge-Oil Pressure

AmpSentry™ Protective Relay

Stop Switch-Emergency

Control Mounting-Left Facing

Load Connections-Dual with voltage change switch

480VAC Power Breaker Loc A, 150A, 3P, 600VAC, 80%, UL

240VAC Single Phase Breaker, Loc B, 60A, 3P, 600VAC, 80%, UL

Separator-Fuel/Water

Engine Starter - 12 VDC Motor

Battery Charging Alternator-Normal Output

Battery Charger - 6 Amp, Regulated

Engine Cooling-High Ambient Air Temperature

Shutdown-Low Coolant Level

Extension-Engine Coolant Drain

Engine Coolant-50% Antifreeze, 50% Water Mixture

Engine Air Cleaner-Normal Duty

Exhaust Connector-NPT

Engine Oil Heater-120 Vac, Single Phase

Engine Oil

Factory Test Record-Safety Shutdowns

Factory Test Record-Certified

Gen Set 5-Year Comp warranty 5YR 1500HR P + L + T

Rack, Larger Battery

Extension-Oil Drain

Oil and Antifreeze Installed

Manual - Operator/Maintenance and Parts

12VDC Engine Starting Battery - 810CCA

132G UL and MI DEQ MOBILE-COMPLIANT TANK With Direct reading UL listed magnetic fuel level gauge with a hermetically-sealed vacuum tested dial.

Start Up

Load Bank Test to 100% On site

Training - One Hour

**Please Note**

1. The equipment contained in this quotation complies with U.S. EPA emission regulations for "OEM TPEM" applications.
2. Quote does not include initial fuel fill/ fuel for testing.

**Terms of Sale:**

The Above Price does not include State or local taxes. If taxes are applicable, they are in addition to the Grand Total. When Tax Exempt, a Tax Exempt Certificate must accompany the signed quote and/or Purchase Order upon receipt of the order.

Freight is FOB JobSite - Freight Allowed "Unloading by Others"

Submittals can be provided within one to two weeks after a Purchase Order has been received.

Terms are Net 30 Days from date of invoice with prior credit approval. Start-Up will not be performed until payment has been received, regardless of our invoice date. Invoicing will occur on the latter of the requested ship date or when the equipment is available for delivery. Transfer of ownership occurs at the earlier of invoicing or delivery. Once equipment has been released for manufacture, a cancellation fee will be assessed based on a percentage of the equipment value as determined by the manufacturer. The exact dollar value of the cancellation charge will be determined after our total costs due to the cancellation have been determined. A written notice of cancellation is required.

Quote will be honored for thirty days from date of quotation, but subject to increase thereafter.

Lead times are those in effect at the time of release of your order for manufacture. Contact your sales representative for delivery and manufacturing lead time information on your specific project products. Approx. lead time for mobile package 90 days.

**Pricing as requested**

	<i>Description</i>	<i>Base Price</i>
	<b>As per specifications above</b>	<b>\$63,040.00</b>
	<b>Option for shrink wrap</b>	<b>\$400.00</b>

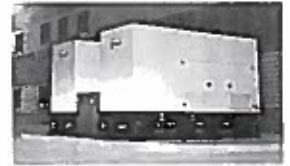
**Pricing does not include any Local, State, & Federal Taxes**

Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Thanks for the opportunity to quote this for you.

Sincerely,

Bryan Marsh  
Marsh Industrial



**QUOTE**

Quote #: TMC80-052217  
Quote Date: MAY 22, 2017  
Lead-time: 10-12 WEEKS

Quote Project Name: 2017 Trailer Mounted 80 kw Generator  
Quote Valid: 30 days  
Standard Terms: 30% down, Net 20 from FOB Factory

Company Name: Charter Township of Union  
Contact: Kim and John

PM Technologies is pleased to offer the following quote for your consideration. This quote is based on information received via formal bid documents.

**TAYLOR POWER SYSTEMS – 80 KW DIESEL TOWABLE GENERATOR**

→ **TAYLOR Model TMC80: Engine Driven Generator Set**

Rated: 80 Kw, EPA Stationary Standby, Multi-Voltage Y-YY-ZZ, 3 Phase & 1 Phase, 60 Hz

**Unit Features:**

- ▶ **Perkins Engine**
  - Model - 1104D-E44TAG1
  - Heavy Duty Air Cleaner w/Service Indicator
  - 50 C Ambient Radiator
  - Electronic Isochronous Governor with 0.25% Frequency Regulation
- ▶ **Industrial Alternator**
  - Brushless Rotating Field Generator with Class H Insulation
  - PMG
  - Tropical Coating
- ▶ **Multi-Voltage Kit**
  - 277/480, 120/208, 120/240 1 Phase Multi-Voltage Selector Switch ✓
  - 400 Amp, T5 Frame, 100% Rated, Electronic Trip (Long & Short)
- ▶ **TAYLOR DGC2020 Control Panel**  
Taylor Power Systems DGC-2020 digital genset controller provides integrated engine-genset control, protection, and metering in a single package. Microprocessor based technology allows for exact measurement, setpoint adjustment, and timing functions. Front panel controls and indicators enable quick and simple DGC-2020 operation. A wide temperature-range liquid crystal display (LCD) with backlighting can be viewed under a wide range of ambient light and temperature conditions.
- ▶ Heavy Duty Integral Vibration Isolators between Engine/Alternator and Base
- ▶ Oil Drain Kit (Oil Drain Piped to Edge of Skid w/Valve)
- ▶ Lube Oil & Antifreeze (Initial Fill)
- ▶ Battery Rack & Cables
- ▶ Shore Power Cord
- ▶ TMC Skid Base
- ▶ Flex Fuel Lines
- ▶ 120V, 1500W Block Heater
- ▶ Coolant Drain Kit (Coolant Drain Piped to Edge of Skid w/Valve)
- ▶ 12V Lead Acid Battery, 925CCA
- ▶ Battery Disconnect Switch
- ▶ 480 Volt Plug #AP 20044CD P4RS (200A) 4W 4P (MALE)
- ▶ 230 Volt Plug #ACP 6033BC RS (60A) 3W 3P (MALE)
- ▶ 480v cord to be 4 conductor 1/0 AWG type G (will need to be hard wired on generator)
- ▶ 230v cord to be 6/3 Type G-GC (will need to be hard wired on generator)

*needs to be wired?*

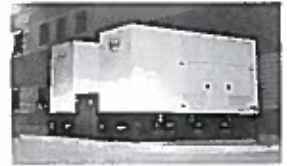


**Standby Generator Systems**

*We Bring Home Peace of Mind*

Corporate - 29395 Wall St. Wixom, MI 48393  
 West MI - 2385 Wilshire Dr. Jenison, MI 49428  
 Ohio - 1695 Dalton Dr. New Carlisle, OH 45344

Prepared by: Scott Proux  
 Phone: 800.419.5199 Fax: 248.374.6402



- ▶ **Sound Attenuated Weather Galvanneal Enclosure w/Internal Critical Silencer. 1" UL-94 Sound Attenuating Foam** } Specs?
- Heavy Duty 14 Ga. Galvanneal Steel
- Peaked Roof
- Bolted Construction
- Lockable Doors
- Stainless Steel Hardware
- Powder Coat Finish
  
- ▶ **200 Gallon Integral Tank Trailer** Breaks?
- 7000 LB Dual Axle
- 2-5/16" Ball Hitch

**Misc:**

- ▶ One Hour Factory Load Bank Test ✓
- ▶ Comprehensive 5 Year Warranty ✓
- ▶ (1) Electronic O&M Manual

Total Package Price .....

**\$ 66,148.00**  
 Pricing excludes all taxes

**\*\*\*We are providing the Appleton plugs male end and assuming you are tying that into an already installed female end on the building\*\*\***

**Qualifications and Notes:**

- (1) day Start-up / Training included (M-F 8-5)
- Freight is FOB Jobsite
- Standard warranty applies unless otherwise noted in the Bill of Material
- Taxes excluded in quote
- First fuel fill by others
- Off-loading and rigging by others
- All piping, installation and utility regulators by others
- Leasing options available, please contact PM Technologies for details
- Above price is good for 30 days
- This quote only secures the price quoted herein and does not secure the availability of equipment

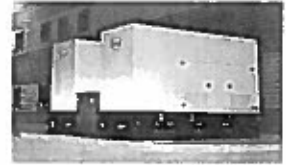


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Prepared by: Scott Proux  
Phone: 800.419.5199 Fax: 248.374.6402



Sincerely,

Scott Proux  
Commercial / Industrial Sales  
PM Technologies, LLC  
Phone: 616.307.8099  
Fax: 248.374.6402  
[sproux@pmttech.org](mailto:sproux@pmttech.org)  
[www.pmttech.org](http://www.pmttech.org)

If you would like to order based on the above Bill of Material, Quotation Price and Terms of Sale, please complete and sign below:

ACCEPTED BY:

SITE ADDRESS:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
AUTHORIZED SIGNATURE TO RELEASE MATERIAL

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PO #



4770 Pontiac Lake Rd.  
Waterford, MI 48328

Phone: 248-673-2530  
Fax: 248-673-2574  
e-mail: sales@jettump.com  
web: www.jettump.com

May 23, 2017

Attn: Kim Smith – Public Works Coordinator  
The Charter Township of Union  
2010 S. Lincoln Rd  
Mt. Pleasant, MI 48858

Re: 2017 Trailer Mounted Generator Bid  
Proposal #17-5166

Dear Kim,

JETT Pump & Valve, LLC is pleased to provide you with the following Trailer Mounted Generator Proposal per the specifications provided for the above mentioned project.

**Scope of Supply**

- One (1) Kohler Model 90REOZT4 Diesel Engine Industrial Towable Generator w/Trailer  
- 85kW @ 0.8PF, 60Hz, Three Phase, 277/480 Volt
- Generator Accessories**
- TPEM Certified Engine (EPA Requirement)
  - John Deere Engine Model # 4045HFG04
  - Adjustable Main Line Circuit Breaker
  - Decision-Maker 3500 Controller
  - Fifteen (15) Dry Contacts
  - Block Heater
  - Battery Disconnect Switch
  - Battery Charger
  - Unit-Mounted Radiator w/ 50C Ambient Air Capability
  - Critical Silencer w/ Stainless Steel Exhaust Flex
  - Liquid Cooled Radiator
  - Sound Enclosure (71dBA @ 23ft. Full Load) ✓
  - Standard Skid Model with Available Options
  - Selector Switch Wired for 277/480V, 120/208V (3-Phase), 120/240V (single phase)
  - Battery, Battery Rack
  - Heavy Duty Air Cleaner w/ Air Restrictor Indicator

- Electronic Governor(Isochronous)
- Vibration Isolators(Internal)
- One (1) Appleton Plug: 230 Volt, 60 Amp
- Two (2) Fifty Foot Runs of Cable and Pigtails

**Trailer/Fuel System**

- Dual Axle 10,000 Lb Trailer w/Electric Brake System, Break Away & Battery Backup
- Lunette Eye
- Running Lights w/ 7-Wire Harness and Connector Rear Stabilizer Trailer Jacks
- Steel Wheels, 6-Bolt, and 225/75R15 LRD Tires w/ 2540 lb. Load Rating
- 110% Environmental Containment Basin for Fuel, Oil and Coolant
- Diesel Fuel Tank: 192 Gallon Subbase Fuel Tank
- Flexible Fuel Line
- Cable Rack
- Camlocks
- Pintle Eye Kit

**Additional Accessories**

- One (1) Operation & Maintenance Manual(s)
- Three (3) Year Limited Warranty on Generator; One (1) Year Warranty on Trailer ✓
- Batteries, Fluids, Startup (BY FACTORY REPRESENTATIVE)
- Two (2) Hour Load Bank at Startup

**Generator Package: \$63,175.00**

**Clarifications**

- Delivery, Start Up & Training are included in this proposal.
- Delivery 9-11 weeks ARO.
- Taxes and Freight are included in our pricing unless expressly indicated.
- This quotation will be good for 45 days from date of bid. This quotation is subject to the Terms & Conditions set forth by JETT Pump & Valve, LLC.
- "As specified" is based on our interpretation of plans. We ask for field measurements and other verification (quantities, descriptions, etc.) to be confirmed by others.
- No retainages have been included in this quote. Terms are Net 30, with a 1.5% per month charge thereafter.
- No electrical connection on controls other than what is listed have been included in our proposal. This includes meter boxes, electrical disconnects, conduit etc.

We look forward to the opportunity in working with you in the execution of this and many future projects. If you have any questions or are in need of additional information regarding this quotation, please do not hesitate to contact our office directly.

Sincerely,

*Scott Sturm*

Scott Sturm, Sales Engineer  
JETT Pump & Valve, LLC

## ADVERTISEMENT FOR BIDS

Charter Township of Union

2010 S. Lincoln Road

Mount Pleasant, MI 48858

Separate sealed Bids for the Cleaning and Televising of approximately 39,775 feet of Sanitary Sewer lines located in the Charter Township of Union will be received by Charter Township of Union at the Charter Township of Union township hall, 2010 S. Lincoln Road, Mount Pleasant MI 48858 until 10:00 AM Local Time, Wednesday, May 17, 2017 and then at said location publicly opened and read aloud.

The Work includes the following major items:

- Cleaning and Televising of 39,775 feet of sanitary sewer main

The Contract Documents, consisting of Advertisement for Bids, and Information for Bidders, may be examined at the following locations: [www.uniontownshipmi.com/utilities/RFP](http://www.uniontownshipmi.com/utilities/RFP)

Copies of the Contract Documents may be obtained after April 21, 2017 at the office of The Charter Township of Union, located at 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858.

Bids not accompanied by a proper Bid bond or certified check in the amount stated in the documents, or received after the above date and time will not be considered. Fax transmittals of Bids or Bid bonds will not be accepted.

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

No Bidder may withdraw their Bid within 60 days after the actual date of Bid opening.

**1. SCOPE**

The Charter Township of Union Utility Department is seeking bids for the purchase of a 2017 Trailer Mounted 80kw generator.

The attached Standard Terms and Conditions shall govern this bid unless specifically modified in the Special Conditions of Bid. Conditions of bid that include the word "must" or "shall," describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. If no bidder is able to comply with a given specification or condition of bid, the Charter Township of Union reserves the right to delete that specification or condition of bid. Failure to meet a mandatory requirement shall disqualify your bid.

If you have any questions regarding the specifications, or special conditions of bid, please contact Kim Smith no later than 5 working days prior to the bid opening date. If the answer requires written notification to other bidders, Union Township will issue an official addendum.

Bids can be submitted as follows

2017 Trailer Mounted Generator Bid  
The Charter Township of Union  
Attn: Kim Smith – Public Works Coordinator  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858

**Retain a copy of these Special Conditions of Bid for your files.** Should you receive an award, these Special Conditions of Bid become your contract terms and conditions.

**Questions regarding this bid shall be answered by sending an email to the following:**  
Kim Smith, Public Works Coordinator at [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com) or  
John Bebow, Utility Foreman at [jbebow@uniontownshipmi.com](mailto:jbebow@uniontownshipmi.com)

**2. BID REQUIREMENTS AND BIDDER/CONTRACTOR QUALIFICATIONS**

To be eligible for a contract award, you must be qualified and able to provide the following.

Bidder must be an original manufacturer, or distributor, or dealer authorized by manufacturer with service and repair capabilities for the product.

Contractor must be prepared to honor the manufacturer's standard warranty. Indicate warranty term as part of your bid documents.

**3. SPECIFICATIONS**

See SPECIFICATIONS for the minimum acceptable specifications for products desired.

Specific manufacturer(s) and/or catalog/model/stock numbers must be provided to establish the design, type of construction, quality, functional capability and performance level. The bidder may offer an alternate product believed to be an equal. Any alternate product(s) bid must be clearly identified by manufacturer and catalog, model or stock number. Adequate detailed specifications of the product offered must be included with your bid to establish equivalency.

Failure to provide product specifications and information may disqualify your bid. The Charter Township of Union shall be the sole judge of equivalency and acceptability.

Bid specifications may not be revised without an official written addendum issued by The Charter Township of Union.

**4. DELIVERY**

Delivery is required within 60 days after receipt of signed bid documents.

**5. F.O.B. DESTINATION FREIGHT INCLUDED**

Products are to be delivered to:

Charter Township of Union  
4795 South Mission Road  
Mt. Pleasant, MI 48858

Bid prices must include all packing, transportation, insurance, instruction and operation manual charges. Products must be set in place in an area designated by The Charter Township of Union. All debris must be removed from Charter Township of Union premises and properly disposed of by the contractor/supplier. Upon installation all operating instructions, operating and maintenance manuals, must be furnished to Charter Township of Union personnel identified:

Kim Smith – Public Works Coordinator

Duty charges (FOB=DDP Destination Duty Paid), if applicable (includes but not limited to documentation fees, freight, customs clearance, tax, etc.), must be included in the proposed price and referenced as separate costs on the Itemized Bid List. A copy of the duty free paperwork, with the vendor portion filled out must be submitted to Purchasing at time of award.

**6. METHOD OF BID**

Bidder must submit a unit price for each item and no bid deposit or bond is required with this bid.

All bids must be sealed and clearly marked "2017 Trailer Mounted Generator Bid"

**7. METHOD OF AWARD**

Award(s) shall be made by the Charter Township of Union Board of Trustees who reserves the right to reject any and all bids.

**8. INVOICING REQUIREMENTS**

Before payment is made, The Charter Township of Union must verify that all invoiced charges are correct. Only properly submitted invoices shall be officially received for payment. Thus, your prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

All invoices must be itemized showing:

- a. complete product description as stated on your bid
- b. vendor name
- c. remit to address
- d. prices

The original invoice must be sent to:

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

## Specifications for Generator

*The Charter Township of Union is accepting bids for a new 80 kw trailer mounted generator that was manufactured no later than 2017.*

### Description of Equipment and Materials

**Minimum of 80 Kw diesel powered standby rated industrial tandem axle trailer mounted type generator with 2 5/16 inch coupler and electric brakes**

**Sized to meet performance requirements with a minimum run time at 100% nameplate load of a minimum of 25 hours.**

**Supplied with sound attenuated enclosure with an average dBA < 73 db @ 23' noise rating**

**Dual voltage 480 volt 3 phase/240 volt 1 phase**

**Outdoor rated with lockable access panels and three (3) position (off/manual/auto) selector switch**

**On board block heater**

**Battery Charger**

**Shall be supplied with auxiliary contacts to announce the following:**

**Generator Running**

**General Fault: to include all of the following as a minimum**

**Low Fuel**

**Low Oil Psi**

**Low Oil Level**

**Low Coolant Level**

**High Temp**

**Over Crank**

**Not in auto**

**Fuel Leak**

**Alternator Fault**

**Faults shall be displayed on generator**

**Generator to be equipped with Appleton Plugs**

**480 Volt Plug #AP 20044CD P4RS (200 AMP) 4W 4P**

**230 Volt Plug # ACP 6033BC RS (60 AMP) 3W 3P**

**Diesel fuel powered to meet MDEQ dual lined fuel tank standard and be supplied with MDEQ fuel filling containment apparatus designed to audibly alarm at full level and fuel leakage into self contained secondary fuel containment area.**

**1. Double Wall Secondary Containment Sub Base Fuel Tank:**



- a. A sub base fuel tank used in conjunction with a diesel powered generator will contain 25 hours of fuel at 100% of rated load.
  - b. The sub base fuel system is listed under UL 142, sub section entitled Special Purpose Tanks EFVT category, and will bear their mark of UL Approval according to their particular classification.
  - c. The above ground steel secondary containment rectangular tank for use as a sub base for diesel generators is manufactured and intended to be installed in accordance with the Flammable and Combustible Liquids Code-NFPA 30, the Standard for Installation and Use of Stationary Combustible Engine and Gas Turbines-NFPA 37, and Emergency and Standby Power Systems-NFPA 110.
2. Venting
- a. Normal venting shall be sized in accordance with the American Petroleum Institute Standard No 2000, Venting Atmospheric and Low Pressure Storage Tanks not less than 1-1/4" nominal inside diameter. A 1-1/4" atmospheric mushroom cap shall be furnished and the installing contractor shall pipe above the highest fill point as a minimum.
  - b. Emergency Venting: The emergency vent opening shall be sized to accommodate the total capacity of both normal and emergency venting and shall be not less than that derived from NFPA 30, table 2-8, and based on the wetted surface area of the tank. The wetted area of the tank shall be calculated on the basis of 100 percent of the primary tank. A zinc plated emergency pressure relief vent cap shall be furnished for the primary tank. The vent is spring-pressure operated: opening pressure is 0.5/psig and full opening pressure is 2.5 psig. Limits are stamp marked on top of each vent. The emergency relief vent is sized to accommodate the total venting capacity of both normal and emergency vents.
3. Fuel Fill: There shall be a 2" NPT opening within the primary tank with an 8" raised fill pipe and lockable manual fill cap
4. Fuel Level: A direct reading, UL listed, magnetic fuel level gauge with a hermetically-sealed Vacuum tested dial shall be provided to eliminate fogging.
5. Low Fuel Level, Leak Detection (fuel in basin) and High Fuel Level Switch; Consists of a 50 watt float switch for remote or local annunciation of a (50% standard) low fuel level condition, leak alarm and High Fuel Level audible visual alarm @ fill port.

#### Onsite Inspection

1. On site Inspection prior to starting the system shall include performing the all standard factory required checks and adjustments including Review installation, check to make sure all systems are complete, note any problems found.
2. Equipment shall be initially tested, started and operated by representatives of the manufacturer.
3. All equipment shall be physically inspected for damage. Scratches and other installation damage shall be repaired prior to final system testing. Equipment shall be thoroughly cleaned to remove all dirt and construction debris prior to initial operation and final testing of the system. Include erection tolerances if they are critical.

#### Acceptance Test

1. The complete installation shall be tested for compliance with the specification following completion of all work. Testing shall be conducted by representatives of the manufacturer, with required fuel supplied by Union Township. The Township shall be notified in advance and shall have the option to witness the tests. Factory Testing
  - a. The generator set manufacturer shall perform a complete operational test on the generator

- set prior to shipping from the factory. A certified test report shall be provided. Equipment supplied shall be fully tested at the factory for function and performance.
- b. Generator set factory tests on the equipment shall be performed at rated load and rated power factor. Generator sets that have not been factory tested at rated power factor will not be acceptable. Tests shall include: run at full load, maximum power, voltage regulation, transient and steady-state governing, single step load pickup, and function of safety shutdowns.
2. Installation acceptance tests to be conducted on-site shall include a "cold start" test, a two hour full load test, and a one step rated load pickup test in accordance with NFPA 110.

#### **Training**

1. The equipment supplier shall provide training for the facility operating personnel covering operations and maintenance of the equipment provided. The training program shall be not less than a 1-hour session in duration (per component). Training date shall be coordinated with the facility owner.

#### **Warranty**

1. The generator set and associated equipment shall be warranted for a period of not less than 5 years from the date of commissioning against defects in materials and workmanship.
2. The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service hours, repair parts, cost, etc.

**Manufacture of generator shall be Cummins Bridgeway, Generac, Kohler, Caterpillar, or approved equipment with equivalent performance and specification or engineer approved equal.**

*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.*

**Addendum #1**  
**May 2, 2017**

This Addendum forms a part of and modifies the Bidding Requirements, Contract Forms, Contract Conditions, and the Specifications for the 2017 Trailer Mounted Generator Purchase. This Addendum shall supplement, amend and become part of the bid documents. All bids shall be based on these modifications. Include page 6 Addendum #1 with bid documents acknowledging receipt of the Addendum #1. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of the following changes:

**4. DELIVERY**

Delivery is required within 60 90 days after receipt of signed bid documents.

**Revisions to Specifications for Generator**

*The Charter Township of Union is accepting bids for a new 80 kw trailer mounted generator that was manufactured no later than 2017.*

**Revisions to Description of Equipment and Materials**

**Add:**

Supplied with radiator turning duct

Supplied with Shore Power Cord or Receptacles for plugging in block heater and battery charger

Supplied with 50 feet – super flexible power cables

480 cord to be 4 conductor 1/0 AWG Type G – portable power cable

240 cord to be 6/3 Type G- GC portable power cable

**Change:**

Dual voltage 480 volt/150 AMP - 3 phase/240 volt/60 AMP 1 phase

**1. Double Wall Secondary Containment Sub Base Fuel Tank:**

- a. A sub base fuel tank used in conjunction with a diesel powered generator will contain **25** 22 hours of fuel at 100% of rated load. With a minimum capacity of 132 gallons and a maximum capacity of 175 gallons.
- b. The sub base fuel system is listed under UL 142, sub section entitled Special Purpose Tanks EFVT category, and will bear their mark of UL Approval according to their particular classification.
- c. The above ground steel secondary containment rectangular tank for use as a sub base for diesel generators is manufactured and intended to be installed in accordance with the Flammable and Combustible Liquids Code-NFPA 30, the Standard for Installation and Use of Stationary Combustible Engine and Gas Turbines-NFPA 37, and Emergency and Standby Power Systems-NFPA 110.

**The undersigned acknowledges receipt of the following Addendum #1:**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Addendum #2**  
**Issued - May 15, 2017**

This Addendum forms a part of and modifies the Bidding Requirements, Contract Forms, Contract Conditions, and the Specifications for the 2017 Trailer Mounted Generator Purchase. This Addendum shall supplement, amend and become part of the bid documents. All bids shall be based on these modifications. Include page 7 Addendum #2 with bid documents acknowledging receipt of the Addendum #2. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of the following changes:

Shall be supplied with auxiliary contacts to announce the following:

**Generator Running**

**General Fault: to include all of the following as a minimum**

- ~~\_\_\_\_\_~~ **Low Fuel**
- Low Oil Psi**
- ~~\_\_\_\_\_~~ **Low Oil Level**
- Low Coolant Level**
- High Temp**
- Over Crank**
- Not in auto**
- ~~\_\_\_\_\_~~ **Fuel Leak**
- Alternator Fault**

~~Diesel fuel powered to meet MDOT mobile fuel tank standards MDEQ dual-lined fuel tank standard and be supplied with MDEQ fuel-filling containment apparatus designed to audibly alarm at full level and fuel leakage into self-contained secondary fuel containment area.~~

**1. ~~Double Wall Secondary Containment Sub-Base Fuel Tank:~~**

~~a. A sub-base fuel tank used in conjunction with a diesel powered generator will contain 22 hours of fuel at 100% of rated load. With a minimum capacity of 132 gallons and a maximum capacity of 175 gallons.~~

~~b. The sub-base fuel system is listed under UL 142, sub-section entitled Special Purpose Tanks EFVT category, and will bear their mark of UL Approval according to their particular classification.~~

~~c. The above ground steel secondary containment rectangular tank for use as a sub-base for diesel generators is manufactured and intended to be installed in accordance with the Flammable and Combustible Liquids Code NFPA 30, the Standard for Installation and Use of Stationary Combustible Engine and Gas Turbines NFPA 37, and Emergency and Standby Power Systems NFPA 110.~~

**2. ~~Venting~~**

~~a. Normal venting shall be sized in accordance with the American Petroleum Institute Standard No 2000, Venting Atmospheric and Low Pressure Storage Tanks not less than 1-1/4" nominal inside diameter. A 1-1/4" atmospheric mushroom cap shall be furnished and the installing contractor shall pipe above the highest fill point as a minimum.~~

~~b. Emergency Venting: The emergency vent opening shall be sized to accommodate the total capacity of both normal and emergency venting and shall be not less than that derived from NFPA 30, table 2-8, and based on the wetted surface area of the tank. The wetted area of the tank shall be calculated on the basis of 100 percent of the primary tank. A zinc plated emergency pressure relief vent cap shall be furnished for the primary tank. The~~

~~vent is spring pressure operated; opening pressure is 0.5/psig and full opening pressure is 2.5 psig. Limits are stamp marked on top of each vent. The emergency relief vent is sized to accommodate the total venting capacity of both normal and emergency vents.~~

3. ~~Fuel Fill: There shall be a 2" NPT opening within the primary tank with an 8" raised fill pipe and lockable manual fill cap~~

4. ~~Fuel Level: A direct reading, UL listed, magnetic fuel level gauge with a hermetically-sealed Vacuum tested dial shall be provided to eliminate fogging.~~

5. ~~Low Fuel Level, Leak Detection (fuel in basin) and High Fuel Level Switch; Consists of a 50-watt float switch for remote or local annunciation of a (50% standard) low fuel level condition, leak alarm and High Fuel Level audible visual alarm @ fill port.~~

**The undersigned acknowledges receipt of the following Addendum #2:**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> June 22, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 06/28/2017
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.5 – Board Commission and Community Linkage	

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 3.5 (Board Commission and Community Linkage), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 3.5 – Board Commission and Community Linkage

The Policy states: “Annually, the Board will host the Planning Commission, Sustainability Committee, Zoning Board of Appeals, Parks and Recreation Advisory Board and Union Township Economic Development Authority and the Mid-Michigan Development Corporation to share Ends and promote alignment within the community.” 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. 3.5.

### 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

## Board Compliance Monitoring Tool

**Policy:** 3.5 Board Commission and Community Linkage  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** June 2017

### Policy:

Annually, the Board will host the Planning Commission, Sustainability Committee, Zoning Board of Appeals, Parks and Recreation Advisory Board and Union Township Economic Development Authority and the Mid-Michigan Development Corporation to share Ends and promote alignment within the community.

Accordingly,

- 3.5.1 To keep the Board fully informed, the Planning Commission, Sustainability Committee, Zoning Board of Appeals, and Union Township Economic Development Authority and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the third quarter of each year.
- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering municipalities, county authorities, and the Saginaw Chippewa Nation.
- 3.5.3 The Township Board will name a liaison to each of these groups to establish and maintain communication with these authorities and report back to the Township Board.

**Use this evaluation form for discussion at the Board of Trustees Meeting on June 28th 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** is the Board in strict compliance with the policy as stated.
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
3. How do you think the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by the policy more completely?





# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> June 22, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 06/28/2017
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.6 – Supervisor’s Role in the Board’s Process	

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 3.6 (Supervisor’s Role in the Board’s Process), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 3.6 – Supervisor’s Role in the Board’s Process

The Policy states: “The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.” 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. 3.6.

### 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

## Board Compliance Monitoring Tool

**Policy:** 3.6 Supervisor's Role in the Board's Process  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** June 2017

### Policy:

The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.

Accordingly:

- 3.6.1 The job result of the Supervisor is that the board abides consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - 3.6.1.1 Meeting discussion content will be only those issues which, according to board policy, clearly belong to the board to decide, not the Township Manager.
  - 3.6.1.2 Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
- 3.6.2 The authority of the Supervisor consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Linkage, with the exception of (a) employment or termination of the Township Manager and (b) where the board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
  - 3.6.2.1 The Supervisor is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
  - 3.6.2.2 The Supervisor has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Supervisor has no authority to supervise or direct the Township Manager.
  - 3.6.2.3 The Supervisor may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
  - 3.6.2.4 The Supervisor may delegate this authority, but remains accountable for its use.

**Use this evaluation form for discussion at the Board of Trustees Meeting on June 28th 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?

## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> June 22, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 06/28/2017
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.7 – Duties of the Elected Department Heads	

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 3.7 (Duties of the Elected Department Heads), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 3.7 – Duties of the Elected Department Heads

The Policy states: “The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.” 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. 3.7.

### 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

## Board Compliance Monitoring Tool

**Policy:** 3.7 Duties of the Elected Department Heads  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** June 2017

### Policy:

The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.

Accordingly:

- 3.7.1 The role of the elected Township Clerk is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Clerk's responsibilities include: Voter registration and election administrator; Township records management; secretary to the Township Board and the Zoning Board of Appeals as well as other responsibilities as delineated in State Law, unless otherwise delegated.
  - 3.7.1.1 The Township Clerk is responsible for carrying out the responsibilities as prescribed in State Law; those responsibilities historically accepted by the Clerk's Office and meeting all statutory deadlines.
  - 3.7.1.2 The Township Clerk will observe and meet all statutory deadlines as prescribed by State Law.
  - 3.7.1.3 The Township Clerk will cooperate with the Township Manager, complete budget recommendations, department accomplishments, annual reports and other general department head administrative responsibilities. The Township Clerk will provide the Township Manager with periodic checklist reports indicating completion of department head responsibilities.
- 3.7.2 The role of the elected Township Treasurer is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Treasurer's responsibilities include: serving as the township tax collector, bill payer, investor and supervisor of his/her department.
  - 3.7.2.1 The Township Treasurer is responsible for carrying out all statutory duties.
  - 3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.
  - 3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures.

**Use this evaluation form for discussion at the Board of Trustees Meeting on June 28th 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?