



BOARD OF TRUSTEES
Regular Meeting
July 26, 2017
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appointment of Board of Trustee Representative to Sidewalk and Pathways Prioritization Committee
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – July 12, 2017- regular meeting
 - C. Bills
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. 2.0 Global Executive Constraint
 - H. 2.5 Financial Condition & Activities
 - I. 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
 - A. Discussion/Action: Consider terminating sidewalk waver agreement with Isabella Community Credit Union at 2100 E. Remus Rd.
 - B. Discussion/ Action: Approve contract with Isabella County Road Commission for repaving ½ mile of Whiteville Road between Millbrook and Wing Road
 - C. Discussion/ Action: 4.4 Monitoring Township Manager & Management Team Performance
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	Doug	LaBelle II	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



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: 07/20/2017
FROM: Union Township Planner Peter Gallinat	DATE FOR BOARD CONSIDERATION: 07/26/2017
ACTION REQUESTED: Appoint Board of Trustees Representative to the Sidewalk and Pathways Prioritization Committee.	

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

In February of 2010 the Planning Commission for the Charter Township of Union designated a Sidewalk and Pathways Prioritization Committee. The membership of that committee has since lapsed. At the Township Board meeting on June 28th the Board of Trustees expressed a desire for this committee to be reactivated. On July 18, 2017 the Planning Commission voted to re-designate the committee. The Planning commission is seeking applicants to fill the committee.

Per the Sidewalk and Pathways Ordinance 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, and the Zoning Administrator(ex officio, non voting). The duties of the committee are to plan and prioritize new construction of sidewalks and pathways. They will meet as needed to review the plan and make recommendations to the Township Board. The Township Board representative shall serve an initial 2 year term followed by subsequent 2 year terms.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The Charter Township of Union Planning Commission has designated this committee in accordance with the Charter Township of Union Sidewalk and Pathway Ordinance

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request
(From Policy 1.0: Global End).

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

COSTS

N/A

PROJECT TIME TABLE

N/A

RESOLUTION

Authorization is hereby given to...

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

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 July 12, 2017 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Excused: Trustee Mikus

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7:03 p.m.

Mark McDonald, 2465 E. Millbrook Rd. (email) – supports project on Lincoln/ M20 – healthy for the Township.

Vance Johnson, 7777 Whiteville – Representing Fisher Transportation, as well as, township resident - supports McGuirk projects, storage units and senior living.

Ryan Buckley, 3978 McGuirk St. – opposes self storage units.

Brian Neyer, 262 E. Wing Rd. – in favor of the projects, storage units and senior living, good fit for the Township and creates jobs in the community.

Terri Sommerville, 3678 St. Andrews – Representing Arboretum Apartments, concerned with noise and traffic. Suggested pine tree screening on the north and west side of the project.

Richard Figg, 1239 E. Broomfield – property owner, shared importance of screening of apartments of McGuirk Development to include wall in plans.

Tim Hauck – 4308 E. River – property owner adjacent to project - supports mini storage project.

Kayla Slezak, 3100 St. Andrews Dr. – supports mini storage project.

Brandon LaBelle, 1835 Chadwick – supports mini storage project.

Doug LaBelle Jr., Meadowbrook – supports mini storage project.

Edward Peters, 4240 E. Millbrook – property owner adjacent to project - supports mini storage project.

Jeremy Sheets, 1740 LeRoy Lane – supports mini storage project.

Bob Murphy, 1627 W. River – supports mini storage project.

Bob Elmore, 1890 LeRoy Lane – in favor of special use permits for both projects - mini storage and senior living.

Kent Vanderloon, 1782 LeRoy Lane – in favor of special use permits for both projects - mini storage and senior living.

Eric Smith, 1129 S. Lincoln Rd. – supports special use permit for mini storage project.

Eric Luce - supports special use permit for mini storage project.

Dave Coyne, 768 Stoneridge – supports special use permits for both projects - mini storage and senior living.

Jim Holton, 506 W. Broadway – supports special use permits for both projects - mini storage and senior living.

Curt Utterback, 3397 S. Lincoln Rd. – adjacent property owner concerned with additional truck traffic.

Phil Seybert, 608 E. Bluegrass – Resident of Township/Developer supports mini storage project.

Reports/Board Comments

Gunning – Nominated Doug LaBelle II to the Board of Review supported by B. Hauck. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Hauck – Isabella County Road Commission updates, Lincoln Road Bridge project estimated to be completed by the end of July.

Woerle – Planning Commission updates, commented on Pre-draft of the Master Plan to be available soon, also mentioned additional funds may be requested by the Planning Commission for an open house for the public prior to the public hearing estimated for September 2017.

Consent Agenda

- A. Communications
- B. Minutes July 12, 2017 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

- A. **Discussion/ Action: Approval of SUP 2017-03 retail sales of new or used cars, trucks, boats, travel trailers, and motor homes on eleven (11) parking spaces**
B. Hauck moved **Rice** supported to approve SUP 2017-03 retail sales of new or used cars, trucks, boats, travel trailers, and motor homes on eleven (11) parking spaces on the condition that farm equipment and mobile homes not be sold and that all requirements in section 30 of the Zoning Ordinance be adhered to.
Recusal: Gunning recused himself due to conflict of interest.
Roll Call Vote: Ayes: Cody, Rice, B. Hauck, Lannen, Woerle Nays 0. Motion carried.

B. Discussion / Action: Approval of SUP 2017-05 self storage buildings at 1982 E. Remus Rd.

Joe Quandt, Representative of applicant, reviewed the project, mentioned concern whether Supervisor Gunning should recuse himself. Supervisor Gunning advised that he would be participating in the vote.

Cody moved **B. Hauck** supported to approve SUP 2017-05 self storage buildings at 1982 E. Remus Rd. on the condition that all requirements of Section 30 of the Zoning Ordinance are adhered to. **Roll Call Vote: Ayes: Cody, B. Hauck, Lannen Nays: Gunning, Rice, Woerle. Motion failed.**

C. Discussion / Action: Approval of SUP 2017-06 Public and Institutional Use (Nursing, extended care or convalescent home) at S. Lincoln Rd. PID 14-020-20-001-03

Lannen moved **Woerle** supported to approve SUP 2017-06 Public and Institutional Use (Nursing extended care or convalescent home) at S. Lincoln Rd. PID 14-020-20-001-03. **Roll Call Vote: Ayes: Gunning, Rice, Cody, B. Hauck, Woerle, Lannen Nays: 0. Motion carried.**

D. Discussion / Action: Resolution to authorize Charter Township of Union Clerk to submit Grant Application to the Secretary of State for a grant to purchase new voting system on behalf of Union Township

Discussion was held by the Board of Trustees.

Woerle moved **Rice** supported to approve the Board of Trustees Resolution allowing the Union Township Clerk to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators (if applicable), accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software. **Roll Call Vote: Ayes: Gunning, Rice, Cody, B. Hauck, Woerle, Lannen Nays: 0. Motion carried.**

MANAGER COMMENTS

- Moving forward towards signed agreements with little league and softball league. Began discussions with pony league, anticipates signed agreement as well.
- The EOC (Emergency Operations Center is now closed) it had been operational for the past fourteen days. FEMA, State Police, and local representatives are now verifying local damages to pass to the Federal Government to declare Isabella County as a Disaster Area.

EXTENDED PUBLIC COMMENT - Open 9:36 p.m.

Russ Alwood, 2435 O'Conner Drive – commented on property damage from the flood.

Courtney Flynn-Busler, 2341 O'Conner Drive - commented on property damage from the flood.

Nate Lockwood, 2211 O'Conner Drive – commented on drainage issue and also commented that extended public comment being so late in the Agenda makes for a long wait for the public to speak.

Tim Beebe, 510 W. Pickard – commented in regards to the mini storage project presented was well screened and adjacent property owners had supported the project.

Josh Reasoner, 795 Meadowbrook Drive – commented on mini storage special use permit.

FINAL BOARD MEMBER COMMENTS

Rice – Commented on reasoning for her vote regarding the mini storage special use permit.

Lannen – Condolences to Kathy Blizzard’s family.

Woerle – Commented on difficult topics coming before the Board and the ability to agree and disagree during deliberating amongst the Board.

ADJOURNMENT

Rice moved **Woerle** supported to adjourn the meeting at 9:59 p.m. **Vote: Ayes: 6 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/26/2017	101	19458	00039	AQUA-AEROBIC SYSTEMS, INC.	TERTIARY PUMP- REPLACEMENT	3,946.92
07/26/2017	101	19459	00043	ARROW UNIFORM	UNIFORMS	47.12
					UNIFORMS	76.87
					UNIFORMS	76.87
					UNIFORMS	76.87
					UNIFORMS	47.12
					UNIFORMS	202.26
						<u>527.11</u>
07/26/2017	101	19460	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL WORK	4,833.15
07/26/2017	101	19461	00072	BLOCK ELECTRIC	TWP HALL LIGHT REPAIR AND REPLACE	254.85
07/26/2017	101	19462	00095	C & C ENTERPRISES, INC.	PARKS JANITORIAL SUPPLIES	440.70
					ISABELLLA WELLSITE JANITORIAL SUPPLIES	141.00
					PARKS JANITORIAL SUPPLIES	265.00
					TWP HALL - BATHROOM SUPPLIES	61.00
					WWTP JANITORIAL SUPPLIES	50.00
						<u>957.70</u>
07/26/2017	101	19463	00722	CHARTER TOWNSHIP OF UNION	2010 S. LINCOLN 2ND QTR WTR SWR BILL	147.90
					4511 E RIVER - Q2 UTILITY BILLING	3,371.90
					WWTP SOLIDS BULDING - Q2 UTILITY BILLING	222.70
					JAMESON PARK - Q2 UTILITY BILLING	195.86
					TOWNSHIP SPRINKLER - Q2 UTILITY BILLING	228.00
					JAMESON PARK - Q2 UTILITY BILLING	143.49
					1776 E PICKARD - Q2 UTILITY BILLING	143.49
					PARKS CONCESSION - Q2 UTILITY BILLING	143.49
					MCDONALD PARK ROAD SPRINKLER - Q2 UTILIT	332.00
					MCDONALD PARK SPRINKLER - Q2 UTILITY BIL	72.00
					RESTROOMS AND PAVILION - Q2 UTILITY BILL	143.49
					PARKS POLE BUILDING - Q2 UTILITY BILLING	52.00
						<u>5,196.32</u>
07/26/2017	101	19464	00129	CMS INTERNET, LLC	WATER & SEWER SCANNER INSTALL	213.75
					BACKUP RENEWAL/SOFTWARE	675.00
					CMS SERVER & PHONE SERVICE - AUGUST 2017	486.20
						<u>1,374.95</u>
07/26/2017	101	19465	00155	COYNE OIL CORPORATION	PUMP STATION #7 FUEL REMOVAL	75.00
					GAS & FUEL	1,706.00
						<u>1,781.00</u>
07/26/2017	101	19466	01186	COYNE PROPANE LLC	PUMP STATION #7 PROPANE	261.45
07/26/2017	101	19467	01242	CULLIGAN WATER	WWTP WATER	19.50
07/26/2017	101	19468	01171	DBI BUSINESS INTERIORS	OFFICE CHAIRS FOR CASHIER & TREASURER	962.42
					MANAGER SUPPLIES & W/S TONER & SUPPLIES	676.72
						<u>1,639.14</u>
07/26/2017	101	19469	00207	E & S GRAPHICS, INC	CONSUMER CONFIDENCE WATER REPORT	1,449.36
07/26/2017	101	19470	00456	E. I. MORROW CO., INC.	AIR FILTERS	812.30
07/26/2017	101	19471	00195	EJ USA, INC	ISABELLA/DEERFIELD HYDRANT REPAIR	66.73

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/26/2017	101	19472	00201	ELHORN ENGINEERING COMPANY	CHLORINE	2,890.00
07/26/2017	101	19473	00209	ETNA SUPPLY COMPANY	MTR 2" OMNI C2- 1000 GAL SENSUS TOUCHPAD BLACK F/IPERL	1,580.00 588.00 <u>2,168.00</u>
07/26/2017	101	19474	01390	EUROFINS EATON ANALYTICAL, INC	SAMPLE KIT, BOTTLES, PRESERVATIVES	125.00
07/26/2017	101	19475	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT	40.00
07/26/2017	101	19476	00257	GOURDIE-FRASER, INC.	WATER SYSTEM RELIABILITY STUDY	3,500.00
07/26/2017	101	19477	01369	GRANGER	ANNUAL COMMUNITY CLEAN-UP DAY	2,295.00
07/26/2017	101	19478	00333	ISABELLA COUNTY ROAD COMMISSION	GRAVEL ON MILLBROOK GRAVEL ON WING GRAVEL ON BAMBER BRINE CONTRACT - 2ND PAYMENT 2017 GRAVEL ON MILLBROOK	4,505.07 11,137.90 11,552.49 5,769.12 4,230.89 <u>37,195.47</u>
07/26/2017	101	19479	00362	KRAPOHL FORD & LINCOLN	INS-BODY REPAIR-2009 FORD ESCAPE 2017 F150 TRUCK PURCHASE/TRADE	1,588.63 24,095.00 <u>25,683.63</u>
07/26/2017	101	19480	00376	LECHLER, INC.	SHOWER NOZZLE/ RETAINING RING	644.58
07/26/2017	101	19481	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - JUNE 2017	10,797.60
07/26/2017	101	19482	00402	MEDLER ELECTRIC CO	VARIABLE SPEED DRIVE	2,999.00
07/26/2017	101	19483	00463	MT. PLEASANT HEATING & AIR COND	A/C CLEAN & SERVICE	150.00
07/26/2017	101	19484	00466	MT. PLEASANT RENTAL CENTER	MCDONALD PARKS BACK RESTROOM MCDONALD PARK BACK RESTROOM	16.20 49.68 <u>65.88</u>
07/26/2017	101	19485	01136	OPTO SOLUTIONS, INC	SNAP AC R-SERIES PROGRAMABLE CONTROLLER	1,078.30
07/26/2017	101	19486	00525	PICKARD STREET CAR WASH	CAR WASH & DETAIL	25.00
07/26/2017	101	19487	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
07/26/2017	101	19488	00570	RS TECHNICAL SERVICES, INC.	ISABELLA TRTMT PLANT PUMP	1,986.59
07/26/2017	101	19489	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - QUARTERLY RENTAL	45.00
07/26/2017	101	19490	01542	SHRED-IT US JV LLC	PAPER SHREDDING - JULY	99.62
07/26/2017	101	19491	01364	SHERRIE TEALL	FLEX MEDICAL REIMBURSEMENT 7-6-17	300.95
07/26/2017	101	19492	00943	TILMANN HARDWARE, INC	PARKS PUSH MOWER	280.00
07/26/2017	101	19493	01032	UNITED STATES POSTAL SERVICE	REPENISH PERMIT #11 WATER/SEWER BILLINGS	1,200.00
07/26/2017	101	19494	01013	USA BLUE BOOK	MISS DIG SUPPLIES TREATMENT LOG BOOK/MINI PRESSURE REGULAT AUTOCLAVE THERMOMETER CHLORINE AND SUPPLIES	611.95 123.97 130.40 718.35 <u>1,584.67</u>
07/26/2017	101	19495	00703	WASTE MANAGEMENT OF MICHIGAN, INC	ISABELLA DUMPSTER SERVICE SHOP DUMPSTER SERVICE WWTP DMPSTER SERVICE	67.51 46.35 782.45 <u>896.31</u>
07/26/2017	101	19496	00723	WINN TELECOM	PHONE SERVICE 6/15/17 - 7/14/17	211.49
07/26/2017	101	19497	01246	WOLVERINE POWER SYSTEMS	GENERATOR FLOOD REPAIR PUMP #7	272.50

101 TOTALS:

07/19/2017 03:17 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 07/13/2017 - 07/26/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 40 Checks:						122,655.07
Less 0 Void Checks:						0.00
Total of 40 Disbursements:						<u>122,655.07</u>

User: SHERRIE

PERIOD ENDING 06/30/2017

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	06/30/2017	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	CURRENT PROPERTY TAX	301,614.13		305,000.00	300,190.72	98.42
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	102.25	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	106,763.07	73.63
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	(4.35)	100.00
101-000-475.000	CABLE TV	79,670.85		79,900.00	65,741.04	82.28
101-000-476.000	BUILDING PERMITS	70,873.93		75,000.00	23,686.75	31.58
101-000-477.000	RENTAL INSPECTION FEES	78,556.50		79,000.00	79,857.00	101.08
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	6,500.00	16.25
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	7,537.91	97.89
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	359.70	23.98
101-000-665.000	INTEREST EARNED	21,706.74		10,000.00	14,753.94	147.54
101-000-667.000	RENT - JAMESON HALL	6,040.00		5,000.00	3,390.00	67.80
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360.00		1,500.00	1,360.00	90.67
101-000-667.200	RENT - JAMESON PAVILION	420.00		750.00	260.00	34.67
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	13,224.86	1,322.49
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
TOTAL REVENUES		1,903,088.06		1,811,263.00	821,715.91	45.37
Expenditures						
101	TRUSTEES	81,776.39		67,981.00	31,439.34	46.25
171	SUPERVISOR	31,048.17		20,418.00	7,939.78	38.89
172	TWP MANAGER	51,977.17		79,079.00	33,616.57	42.51
191	ACCOUNTING/GEN ADMIN	141,928.67		154,945.00	77,053.24	49.73
215	CLERK	50,403.76		38,506.00	13,502.89	35.07
228	INFORMATION TECHNOLOGY	35,112.67		55,000.00	13,014.85	23.66
247	BOARD OF REVIEW	4,939.70		0.00	0.00	0.00
253	TREASURER	31,887.39		38,606.00	12,696.79	32.89
257	ASSESSOR	216,986.11		208,070.00	103,293.71	49.64
262	ELECTIONS	28,365.59		9,100.00	0.00	0.00
265	TWP HALL & GROUNDS	43,954.91		67,200.00	22,911.59	34.09
266	LEGAL/ATTORNEY	27,023.85		41,000.00	25,032.17	61.05
330	LIQUOR CONTROL	10,760.94		0.00	0.00	0.00
371	BUILDING	109,676.11		253,440.00	113,144.69	44.64
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	88,603.20	12.99
721	PLANNING	19,193.51		196,843.00	55,919.78	28.41
722	ZONING BOARD OF APPEALS	3,140.82		0.00	0.00	0.00
751	PARKS & RECREATION	117,344.70		179,406.00	73,447.86	40.94
901	CAPITAL OUTLAY	98,940.13		47,000.00	0.00	0.00
910	DEBT SERVICE-LEASES	9,967.32		0.00	6,644.88	100.00
TOTAL EXPENDITURES		1,731,017.81		2,138,544.00	678,261.34	31.72
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,903,088.06		1,811,263.00	821,715.91	45.37
TOTAL EXPENDITURES		1,731,017.81		2,138,544.00	678,261.34	31.72
NET OF REVENUES & EXPENDITURES		172,070.25		(327,281.00)	143,454.57	43.83

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		600,390.30	99.24
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		4,592.47	102.05
TOTAL REVENUES		722,962.81		707,575.00		606,371.85	85.70
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		606,371.85	85.70
TOTAL EXPENDITURES		669,300.00		684,000.00		513,000.00	75.00
NET OF REVENUES & EXPENDITURES		53,662.81		23,575.00		93,371.85	396.06

User: SHERRIE

PERIOD ENDING 06/30/2017

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BGD USED
		12/31/2016		2017	06/30/2017	
		NORMAL	(ABNORMAL)	AMENDED BUDGET	NORMAL	(ABNORMAL)
Fund 248 - EDDA OPERATING						
Revenues						
248-000-402.000	CURRENT PROPERTY TAX	426,383.74		430,000.00	441,993.16	102.79
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	2,141.16	107.06
248-000-445.000	INTEREST ON TAXES	0.00		0.00	748.74	100.00
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	733.75	73.38
248-000-671.000	OTHER REVENUE	101.09		200.00	67.55	33.78
TOTAL REVENUES		499,210.81		428,450.00	445,684.36	104.02
Expenditures						
000	NONE	560,354.31		66,300.00	32,468.46	48.97
336	FIRE DEPARTMENT	60,775.00		60,775.00	0.00	0.00
TOTAL EXPENDITURES		621,129.31		127,075.00	32,468.46	25.55
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		499,210.81		428,450.00	445,684.36	104.02
TOTAL EXPENDITURES		621,129.31		127,075.00	32,468.46	25.55
NET OF REVENUES & EXPENDITURES		(121,918.50)		301,375.00	413,215.90	137.11

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2016 NORMAL (ABNORMAL)			06/30/2017 NORMAL (ABNORMAL)		
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	457,662.49		460,000.00		494,598.66	107.52
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		298.76	99.59
250-000-445.000	INTEREST ON TAXES	0.00		0.00		199.78	100.00
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		784.11	52.27
TOTAL REVENUES		458,538.35		458,050.00		495,881.31	108.26
Expenditures							
000	NONE	0.00		300,500.00		100,400.00	33.41
336	FIRE DEPARTMENT	37,316.28		37,300.00		0.00	0.00
996	TRANSFER OUT	220,000.00		265,000.00		260,000.00	98.11
TOTAL EXPENDITURES		257,316.28		602,800.00		360,400.00	59.79
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		458,538.35		458,050.00		495,881.31	108.26
TOTAL EXPENDITURES		257,316.28		602,800.00		360,400.00	59.79
NET OF REVENUES & EXPENDITURES		201,222.07		(144,750.00)		135,481.31	93.60

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-665.000	INTEREST EARNED	931.01		0.00		29.00	100.00
TOTAL REVENUES		931.01		0.00		29.00	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		29.00	100.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(569,193.99)		0.00		29.00	100.00

User: SHERRIE

PERIOD ENDING 06/30/2017

DB: Union

% Fiscal Year Completed: 49.59

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		80,678.00	80.68
590-000-627.000	SERVICE		1,253,544.84	1,265,581.00		637,059.71	50.34
590-000-627.100	DELINQUENT SEWER		(2,341.07)	4,500.00		(435.16)	(9.67)
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		11,441.23	190.69
590-000-665.003	INTEREST EARNED - BOND RESERVES		637.71	0.00		851.02	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		541,852.36	50.35
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX		1,050.00	1,000.00		450.00	45.00
590-000-671.000	OTHER REVENUE		15,295.83	500.00		1,370.42	274.08
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		1,300,200.04	52.10
Expenditures							
529	O & M EXPENDITURES		429,139.89	1,147,524.00		236,211.52	20.58
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		387,342.32	41.92
906	DEBT SERVICE		303,537.27	289,134.00		127,701.41	44.17
910	DEBT SERVICE-LEASES		440.21	0.00		293.46	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		751,548.71	24.55
Fund 590 - SEWER FUND:							
TOTAL REVENUES			2,614,915.29	2,495,811.00		1,300,200.04	52.10
TOTAL EXPENDITURES			2,199,626.83	3,060,742.00		751,548.71	24.55
NET OF REVENUES & EXPENDITURES			415,288.46	(564,931.00)		548,651.33	97.12

User: SHERRIE

PERIOD ENDING 06/30/2017

DB: Union

% Fiscal Year Completed: 49.59

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		643,051.09	52.59
591-000-450.100	BULK WATER SALES	3,132.13		2,500.00		1,000.00	40.00
591-000-450.200	FINAL READ	1,755.00		1,250.00		945.00	75.60
591-000-450.300	TURN-OFF	2,550.00		1,500.00		1,450.00	96.67
591-000-452.000	LATERALS	5,946.96		5,000.00		7,008.00	140.16
591-000-454.000	BENEFIT FEES	44,474.25		30,000.00		25,908.75	86.36
591-000-459.000	REVENUE-HOOK UP FEE	89,831.40		50,000.00		43,764.00	87.53
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		11,686.80	116.87
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		6,167.95	616.80
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		776,905.68	55.93
Expenditures							
536	WATER O & M	938,746.06		1,640,453.00		481,598.80	29.36
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		352.98	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		513,366.78	25.59
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,580,438.17		1,388,986.00		776,905.68	55.93
TOTAL EXPENDITURES		1,415,727.21		2,005,732.00		513,366.78	25.59
NET OF REVENUES & EXPENDITURES		164,710.96		(616,746.00)		263,538.90	42.73
TOTAL REVENUES - ALL FUNDS							
		7,780,084.50		7,290,135.00		4,446,788.15	61.00
TOTAL EXPENDITURES - ALL FUNDS							
		7,464,242.44		8,618,893.00		2,849,045.29	33.06
NET OF REVENUES & EXPENDITURES		315,842.06		(1,328,758.00)		1,597,742.86	120.24

Charter Township of Union Payroll
--

CHECK DATE: July 13, 2017

PPE: July 8, 2017

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	51,914.46
Employer Share Med		742.84
Employer Share SS		3,176.26
SUI		375.99
Pension-Employer Portion		3,324.51
Workers' Comp		540.53
Life/LTD		558.42
Dental		2,107.54
Health Care		30,405.97
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	93,146.52

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	31,102.29
EDDA		
WDDA		
Sewer Fund		35,442.72
Water Fund		26,601.51
Total To Transfer from Pooled Savings	\$	93,146.52

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

BOARD MEMBER: Bill Hauck

MONTH: June 2017

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-7-17	Road Commission		X	\$75.00
6-22-17	Road Commission	X		50.00

SIGNATURE: Bill Hauck **Date:** 7-8-17

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

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

BOARD MEMBER: Tim LANNEN

MONTH: June

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-20-17	County BOC	✓		

SIGNATURE: Tim Lannen Date: 7.11.17

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 19, 2017 through June 25, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			1
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	5	2
	321	EMS Call excluding Veh. Accident	1	4	5
	322	Motor Vehicle Acc. W/ Injuries	1	2	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	2	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			
363	Swift Water Rescue	1	14	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			
	420	Toxic Condition, Other			1
	421	Chemical Hazard (No Spill or Leak)			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			2
441	Heat from Short Circuit				

	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment			2
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call	500	Service Call - Other	1	4	
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			1
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service	1	2	
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			3
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	1
	744	Detector activation, no fire	1	5	
	745	Alarm System Act. - Unintentional			2
	746	Carbon Monoxide Activation, NO CO			1

Severe Weather	812	Flood Assessment	2	25	2
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			11	65	30
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

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


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

	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call	500	Service Call - Other			1
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	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	1		
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			1
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1		
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	2		
	746	Carbon Monoxide Activation, NO CO			

Severe Weather	812	Flood Assessment			
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			8	0	10
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

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


Category	Code	Description	Twp	Resp	City	
Fire	100	Fire, Other				
	111	Building Fire				
	112	Fires in Structures other than a Building				
	113	Cooking Fire			1	
	114	Chimney or Flue Fire				
	116	Fuel Burner/Boiler Malfunction				
	131	Passenger Vehicle Fire				
	132	Road freight or transport vehicle fire				
	136	Self-propelled Motor Home/Recreational				
	137	Camper or Recreational Vehicle (RV) Fire				
	138	Off-road vehicle of heavy equipment fire				
	140	Natural Vegetation Fire				
	143	Grass/Brush fire				
	150	Outside Rubbish Fire, other				
	151	Outside Rubbish Fire, trash or waste fire				
	154	Dumpster Fire				
	160	Special Outside Fire, Other				
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
		231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other				
	311	Medical Assist to EMS Crew	2	5	1	
	321	EMS Call excluding Veh. Accident				
	322	Motor Vehicle Acc. W/ Injuries				
	323	Motor Vehicle Acc/Pedestrian				
	324	Motor Vehicle Acc. W/no Injuries	1	9	2	
	331	Lock-In (If lock out use 551)				
	342	Search for Person in Water				
	352	Extrication of Victim (s) from vehicle				
	353	Remove Victim from Stalled Elevator				
	360	Water & Ice-related Rescue, Other				
	361	Swimming /recreational water area rescue				
	363	Swift Water 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				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	423	Refrigeration Leak				
	424	Carbon Monoxide Incident				
	440	Electric Wiring/Equipment Problem			1	
	441	Heat from Short Circuit				

	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
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	463	Vehicle Accident, general cleanup			
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	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	3	
	631	Authorized controlled burning	1	2	
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			1
False Alarm & False Call	700	False Alarm, Other			
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	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
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	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	2	5	
	746	Carbon Monoxide Activation, NO CO			

Severe Weather	812	Flood Assessment			
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			8	26	10
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: July 20, 2017

Policy Review: 2.0 Global Executive Constraint
Type of Review: Internal
Review Interval: Annual
Review Month: July, 2017

Policy Wording

Township Management Team shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

Manager Interpretation

Township Manager interprets this policy to indicate that all applicable ordinances, statutes and laws will be adhered to by all staff nor shall there be any deviation from accepted administrative practices or professional ethics

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.

Policy: 2.5 Financial Condition and Activities
Type: Internal
Occurrence: Quarterly
Date: June 2017

Policy Wording

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

Manager Interpretation

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

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

Justification for reasonability

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

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

Compliance

In compliance with policy as stated.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: July 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	\$ 3,172,184		
<u>GF Unrestricted</u>	<u>\$ 3,172,184</u>	<u>\$ 712,848</u>	<u>Yes</u>
Fire Fund	\$ 1,149,968		
(Fire Truck Reserve)	\$ (400,000)		
<u>FF Unrestricted</u>	<u>\$ 749,968</u>	<u>\$ 513,000</u>	<u>Yes</u>
EDDA	\$ 738,183		
Projects	\$ -0-		
<u>EDDA Unrestricted</u>	<u>\$ 738,183</u>	<u>\$ 58,650</u>	<u>Yes</u>
WDDA	\$ 488,379		
Projects	\$ -0-		
<u>WDDA Unrestricted</u>	<u>\$ 488,379</u>	<u>\$ 85,772</u>	<u>Yes</u>
Sewer Fund	\$ 2,871,527		
2011 Bond Reserve	\$ (35,000)		
2011 Bond RRI Reserve	\$ (71,435)		
2013 Bond Reserve	\$ (80,000)		
2013 Bond RRI Reserve	\$ (14,028)		
<u>Sewer Fund Net</u>	<u>\$ 2,671,064</u>	<u>\$ 510,123</u>	<u>Yes</u>
<u>Water Fund</u>	<u>\$ 2,975,041</u>	<u>\$ 334,288</u>	<u>Yes</u>

Compliance

All funds are found to be in compliance.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** 07/20/2017
FROM: Union Township Planner Peter Gallinat **DATE FOR BOARD CONSIDERATION:** 07/26/2017
ACTION REQUESTED: Terminate sidewalk waiver agreement with Isabella Community Credit Union at 2100 E. Remus Rd.

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

On July 18, 2017 the Planning Commission for the Charter Township of Union reviewed and approved SPR 2017-05. The location for this site plan was at 2120 E. Remus Rd. A condition for approval of SPR 2017-05 was the installation of sidewalks on the property. This type of development should warrant the trigger of sidewalk installation at 2100 E. Remus Rd.

In March of 2015 the Planning Commission approved a SPR 2015-03. The Site plan was for modifications to the Isabella Community Credit Union located at 2100 E. Remus Rd. The Planning Commission approved the site plan on the condition that sidewalks would be deferred until development with surrounding properties occurred.

If approved both properties would install sidewalks that would create a continuous path across 2100 and 2120 E. Remus Rd. Upon Board approval the Township will contact the owner at 2100 E. Remus Rd. The Township will inform the owner by letter indicating termination of the sidewalk waiver. The Township will work with the owner on the sidewalk installation process.

SCOPE OF SERVICES

N/A

JUSTIFICATION

Charter Township of Union Sidewalk and Pathway Ordinance. Site Plan 2015-03 approved on the condition of sidewalks installed with future development.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request
 (From Policy 1.0: Global End).

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

COSTS

N/A

PROJECT TIME TABLE

N/A

RESOLUTION

Authorization is hereby given to...

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

CHARTER TOWNSHIP OF UNION

Planning Commission

Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on March 17, 2015 at the Township Hall.

Meeting was called to order at 7:01 p.m.

Roll Call

Present: Fuller, LaBelle, Jankens, Squatrito, Robinette, Zerbe, McGuirk, Mielke (Late)

Excused: Woerle

Others Present

Peter Gallinat, Township Planner; Jennifer Lovcherry, Margie Henry

Approval of Minutes

McGuirk moved Robinette supported the approval of the February 17, 2015 meeting minutes with corrections. Ayes: All. Motion carried.

Approval of Agenda

McGuirk moved Jankens supported approval of the agenda with the following changes: For discussion purposes, discuss B before A, D before C. Ayes: All. Motion carried.

Public Comment – None

New Business –

- A. Todd Olin, Land & Resource Engineering Inc. presented SUP 2015-01: Special Use Permit: A R3A zone Assisted Living Facility Phase 2, Public hearing open at 7:14 p.m. – None. McGuirk motioned Jankens supported to recommend approval to the Board of Trustees. Vote: Ayes: All. Motion carried.
- B. Robinette motioned LaBelle supported to approve SPR 2015-01: Site Plan Review: Green Acres Phase 2, Location: 1805 E. Remus Rd. with the following conditions: Fire Dept. approval, Building Dept. approval, and approval from public transportation. Vote: Ayes: All. Motion carried.
- C. Bill Trahan, Mann Construction presented REZ 2015-01: Rezoning of Property at 4964 E Broadway Rd. from R2A to B5, Owner: Members First Credit Union, Public hearing open at 7:38 p.m. – None. McGuirk motioned Mielke supported to recommend approval to the Board of Trustees. Vote: Ayes: All. Motion carried.
- D. Robinette motioned LaBelle supported the approval of SPR 2015-02: Site Plan Review: Members First Credit Union, location: 4976 E. Broadway Rd. with the following conditions: install sidewalks on Broadway and Isabella Rd., install 12 foot drive lane, Fire Dept. approval, Building Dept. approval, and approval from public transportation. Vote: Ayes: All. Motion carried.
- E. Greg Hoogland of Hooker Dejong Architects Inc. presented SPR 2015-03 Site Plan Review: Isabella Community Credit Union, location: 2100 E Remus Rd. McGuirk motioned LaBelle supported the approval with the following conditions: deferred sidewalks at this time until future development, in which the property owner would be responsible for cost. Dumpster needs to be in a 6ft tall gated enclosure, based on Union Township ordinances. Vote: Ayes: All. Motion carried.
- F. Josh Melnek, JBS Contracting, Inc presented SPR 2015-04 Site Plan Review: Harold T. Stegman, location: 2099 Independence Dr. Jankens motioned McGuirk supported to approve with the following conditions: waive sidewalks, enclose dumpsters. Vote: Ayes: All. Motion carried.

Public Comment – None

Old Business

Robinette motioned **LaBelle** supported to recommend amending Ordinance 2015-01 Billboards and Signs Amendment to include: No billboard shall be located within one thousand (1,000) linear feet of any park. Vote: Ayes: 6 Nays: 2. Motion carried.

Fuller motioned **Jankens** supported to appoint **McGuirk** as Vice Secretary. Vote: Ayes: All. Motioned carried.

Public Comment

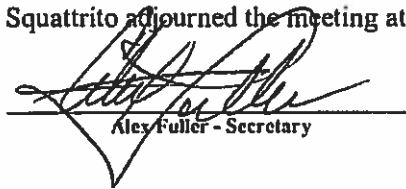
Margie Henry, 3155 S. Meridian, Thanked the Planning Commission for all of their hard work on the Sign Ordinance.

Other Business - none

Extended Public Comment – none

Adjournment – Chairman Squatrito adjourned the meeting at 8:45 p.m.

APPROVED BY:



Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher

DATE: 6/22/2017

FROM: Sherrie Teall, Finance Director

DATE FOR BOARD CONSIDERATION: 7/26/2017

ACTION REQUESTED:

Request to approve a contract with the Isabella County Road Commission in the amount of \$112,334.26 for the repaving of the ½ mile of Whiteville Road between Millbrook and Wing Roads

Current Action

Emergency _____

Funds Budgeted: If Yes X Account # 101-441-967.000 No _____ N/A _____

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

The ½ mile section of Whiteville Road between Wing Road and Millbrook Road is included in the Township’s capital improvement plan. This project extends the new blacktop on Whiteville Rd recently completed by the Road Commission between Broomfield Road and Wing Road to the Union Township line (Millbrook Rd) that borders Lincoln Township. In 2016, the Township Supervisor received an estimate from the Isabella County Road Commission on the project. The cost of the project was included in the Township’s 2017 approved budget and is part of the Township’s capital improvement plan. A signed contract approved by the Township Board of Trustees is needed to show committed funding to the Road Commission. Once the contract is approved by both parties, the project may commence during the 2017 road construction season.

SCOPE OF SERVICES

This contract is an agreement with the Isabella County Road Commission to gravel, grind and pave at 24’ & 4” the ½ mile of Whiteville Road between Millbrook Rd and Wing Rd.

JUSTIFICATION

This ½ mile of Whiteville Road is currently extremely rough and in poor condition. Having safe and sound roads in the Township is a priority of the Township.

PROJECT IMPROVEMENTS

This project meets the following Board goals from Policy 1.0: Global End of the Township’s Policy Governance Document:

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

COSTS

The Township's cost contribution to the Whiteville Road project is:

Estimated Cost before Contingency	\$102,122.05
Plus Contingency	10,212.21
Township Share plus Contingency	112,334.26

PROJECT TIME TABLE

The Road Commission indicated that they can complete this project in 2017.

RESOLUTION

Authorization is hereby given to...

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

TOWNSHIP PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the "Road Commission" and Union Township, hereinafter referred to as the "Township", for the following improvements:

Project No. 459-014-711437	Whiteville (Millbrook to Wing)	Gravel, Grind, & Pave at 24' & 4"
	Estimated Cost before Contingency	\$102,122.05
	Plus Contingency	<u>10,212.21</u>
	Township Share plus Contingency	\$112,334.26

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Supervisor

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: July 20, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 07/26/2017
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

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 4.4 (Monitoring Township Management Performance), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.4 – Monitoring Township Manager Performance

The Policy states: “Systematic and rigorous monitoring of Township Manager job performance will be solely against the only expected Township Manager job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.” Due to the length, the entire policy is attached.

At the August 23, 2017 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please fill this out prior to the August 23rd board meeting as the evaluation Township Manager’s performance should take place at that meeting.

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: 4.4 – Monitoring Township Manager Performance
Type: Direct Inspection
Occurrence: Annual
Date: July 2017

Policy:

Systematic and rigorous monitoring of Township Manager job performance will be solely against the only expected Township Manager job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
- 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Manager discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
- 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
- 4.4.4 All policies which instruct the Township Manager will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.

Use this evaluation form for discussion at the Board of Trustees Meeting on July 26th 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?

Charter Township of Union – Township Manager Evaluation Form

Please rate the Performance of Mark Stuhldreher for the items below based on the following scale:

- 1 - Unacceptable
 - 2 - Needs improvement
 - 3 - Meets expectations
 - 4 - Exceeds expectations
 - 5 – Excellent
-

4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE

Systematic and rigorous monitoring of Township Management job performance will be solely against the only expected Township Management job outputs: organizational accomplishment of board policies on **Global Ends** and organizational operation within the boundaries established in board policies on **Executive Limitations**.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
 - 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Management discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
 - 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
 - 4.4.4 All policies which instruct the Township Management will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.
-

Evaluation

Global Ends

1.0 Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

Score _____

1.1 Residents engage in a vibrant community life.

Score _____

1.2 All residents can thrive and achieve more than their basic needs.

Score _____

1.3 All residents enjoy a safe environment.

Score _____

1.4 Residents of all ages have facilities that enable an active, healthy lifestyle.

Score _____

1.5 Residents enjoy the natural resources and green space of the township.

Score _____

1.6 Commercial establishments, including new, innovative and traditional, are drawn to Union Township through commerce –friendly economic development policies.

Score _____

Executive Limitations

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Township Management shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

Score _____

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

With respect to interactions with consumers or those applying to be consumers, the Township Management shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unclear, unprofessional, indirect, untimely, inaccurate or unnecessarily intrusive.

Score _____

2.2 POLICY TITLE: *TREATMENT OF STAFF*

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

Score _____

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

Score _____

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Score _____

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

Score _____

2.6 POLICY TITLE: *ASSET PROTECTION*

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

Score _____

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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.

Score _____

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

In order to protect the board from sudden loss of Township Manager services, the Township Manager shall not operate without a written plan identifying no fewer than two other named executives familiar with Board and Township Manager issues and processes.

Score _____

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

Score _____

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

Score _____

What things does the Manager do well?

What areas could the Manager improve on?

General Comments

Total Points

Global Ends _____ Out of 35 Possible Points

Executive Constraints _____ Out of 55 Possible Points

Total _____ Out of 90 Possible Points

Average Score _____ (Total points divided by 18 categories)