



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**November 20, 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. Reappoint Kim Smith to MAC TV Board
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – November 8, 2017- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Policy Governance 2.5.10 Cash Flow Ratio
  - H. Policy Governance 2.8 Emergency Township Manager Succession
11. NEW BUSINESS
  - A. Discussion/ Action: (Gallinat) Introduce Rezoning Ordinance 2017-08 & Conduct First Reading. Vote to publish a Notice of Public Hearing for Adoption of Rezoning Ordinance 2017-08 on 12/4/17, as recommended by the Planning Commission.
  - B. Discussion/ Action: (Stuhldreher) Approval to schedule the FY 2018 Budget Adoption Public Hearing for Monday, December 4, 2017 and to notice same in the Morning Sun as required by statute.
  - C. Discussion/Action: (Stuhldreher) Consider Approval of the proposed Board of Trustee meeting Schedule for the 2018 calendar year in accordance with the Open Meeting Act.
  - D. Discussion/Action: (Stuhldreher) Policy Governance 3.8 Board Committee Principles and Policy Governance 3.9 Board Committee Structure
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
13. MANAGER COMMENTS
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	Bryan	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
2	Lynn	Laskowsky	12/31/2021



## 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
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> November 16, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/20/2017
<b>ACTION REQUESTED:</b> Consider appointment of Ms. Kim Smith to the Mid Michigan Area Cable Consortium’s Board of Directors as the Charter Township of Union’s Representative.	

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

Funds Budgeted: If Yes \_\_\_ Account #: \_\_\_\_\_ N/A:   X  

Finance Approval                   MDS                  

The Mid Michigan Area Cable Consortium (the “Consortium”) was established in 1997 via an Agreement among multiple political subdivisions from the surrounding area (“Member Communities”). The purpose of the Consortium is to obtain and maintain for the citizens the highest quality of cable communication service at the lowest reasonable cost. Each Member Community is to be represented by two (2) representatives, only one of which needs to be a citizen of the Township. While each Member Community has two representatives on the board, each Member Community is entitled to one vote plus an additional vote for each 2,000 number of subscribers with the Member Community corporate limits.

Ms. Smith is a long term Charter Township of Union representative to the Consortium and has been the Chairperson for the last ten (10) years. Ms Smith’s representation has been very beneficial to the Township and in her role as Chairperson, has helped shape the strategic direction of the Consortium in a way that has benefited all Member Communities.

Neither the Agreement nor the Consortium By-Laws speak to the duration of Member Community’s appointment to the Consortium as they leave that up to the Member Community.

### SCOPE OF SERVICES

To appoint Ms. Smith to the Consortium as a Charter Township of Union representative for a term that would expire on December 31, 2020. By appointing Ms Smith to a fixed term, future Board of Trustees will have the opportunity to consider reappointment of existing members or, consider new appointments.

### JUSTIFICATION

As a signatory to the Agreement, the Township is required to have two representatives. This appointment will fill one of the positions. Additionally, by appointing Ms. Smith, the interest of the Township will be promoted in a fair and active manner.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving this appointment (From Policy 1.0: Global Ends)

- Community well-being and common good

- Prosperity through economic diversity, cultural diversity , and social diversity
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

BE IT RESOLVED: Ms. Kim Smith is appointed to the Mid Michigan Area Cable Consortium Board as a Charter Township of Union representative until December 31, 2020.

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 November 8, 2017 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

**Approval of Agenda**

**Rice moved Mikus supported to approve the agenda as amended, changing order of New Business, Item D to A. Vote: Ayes: 7 Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

- A. Burch Tank public hearing as required for an application for an Industrial Facilities Tax Exemption Certificate.  
Open 7:07 p.m.  
Jim McBryde, 2130 Flagstone Ct. / Middle Michigan Development Corporation – Supports expansion.  
Closed 7:08 p.m.

**Public Comment** - open 7:09 p.m.

Terri Sommerville, 1239 E. Broomfield – Comment made regarding sidewalk waiver moratorium and commented on previously approved site plan.  
Sherrie Teall, 750 S. Doe Trail – In favor of sidewalk waiver moratorium.  
Marty Figg, 810 Ashland – Comment made regarding sidewalk waiver moratorium / building development.  
Gunning read email from Ryan Buckley regarding sidewalk waiver moratorium.

**Reports/Board Comments**

Lannen –Updates from Isabella County Board of Commissions.  
Mikus- Asked the Board for an update from the Committee discussing manager’s compensation.  
Clerk Cody advised that discussion is already on the Agenda.  
Hauck – Road Commission updates, Lannen requested B. Hauck to inquire about safety issues regarding roads & golf courses.

**Consent Agenda**

- A. Communications
- B. Minutes October 25, 2017 – Regular Meeting
- C. Minutes October 30, 2017 – Special Meeting
- D. Accounts Payable
- E. Payroll
- F. Meeting Pay

G. Fire Reports

Woerle moved Cody supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.** Treasurer Rice stepped out of Board Room prior to the vote on the Consent Agenda and returned shortly after.

**BOARD AGENDA**

**A. Discussion/ Action: (Gallinat) Adopt Sidewalk Waiver Moratorium Resolution**  
Mikus moved Lannen supported to approve to adopt sidewalk waiver moratorium resolution. **Roll Call Vote: Ayes: Mikus, Lannen Nays: Gunning, Cody, Rice, Hauck, Woerle. Motion failed.**

**B. Discussion/ Action: (DePriest) Approve the Resolution to grant the Industrial Facilities Exemption Certificate for a period of Twelve (12) years.**  
Lannen moved B. Hauck supported to approve the Resolution to grant the Industrial Facilities Exemption Certificate for a period of Twelve (12) years, as the public hearing, to provide public comment on the Industrial Facilities Tax Exemption Certificate requested by Burch Tank & Truck, Inc., was held in the Public Hearing section of this Agenda. **Roll Call Vote: Ayes: Gunning, Cody, Rice, Hauck, Lannen, Mikus, Woerle. Nays: 0. Motion carried.**

**C. Discussion/ Action: (Stuhldreher) Approval to grant to the City of Mt. Pleasant an Avigation Easement on Township owned property located along the flight path at the Mt. Pleasant Municipal Airport.**  
Rice moved Cody supported to approve to grant to the City of Mt. Pleasant an Avigation Easement on Township owned property located along the flight path at the Municipal Airport. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**D. Discussion/ Action: (Stuhldreher) Approval of a Facilities Use Agreement between the Township and the Union Township Kids Little League and between the Township and the Mt. Pleasant Area Girls Youth Softball Association and to allow the Township Manager to execute same on behalf of the Township.**  
Lannen moved Mikus supported to approve a Facilities Use Agreement between the Township and the Union Township Kids Little League and between the Township and the Mt. Pleasant Area Girls Youth Softball Association and to allow the Township Manager to execute same on behalf of the Township. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**EXTENDED PUBLIC COMMENT** - Open 8:51 p.m.

No comments were offered.

**MANAGER COMMENTS**

- Entered an interim Janitorial service agreement with AWOL, RFP's will go out next week for bid.
- Next Scheduled Board of Trustee Meeting will be Monday, November 20, 2017.
- Reminded Board of Trustees to support staff publicly during the public comment section of Township meetings.

**FINAL BOARD MEMBER COMMENTS**

Mikus – Made comment regarding standards for waivers.

Rice – Stated that she will not be attending the December 18<sup>th</sup> Board of Trustees Meeting.

Lannen – Comment made to Township Citizens regarding the upcoming Board and Commission expirations. Applications can be found online and are available at the Township.

**CLOSED SESSION**

**Hauck** moved **Rice** supported to go into closed session to discuss the Township Manager’s compensation per Clerk Cody at 9:08 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Hauck** moved **Rice** supported to come out of closed session at 9:31 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**ADJOURNMENT**

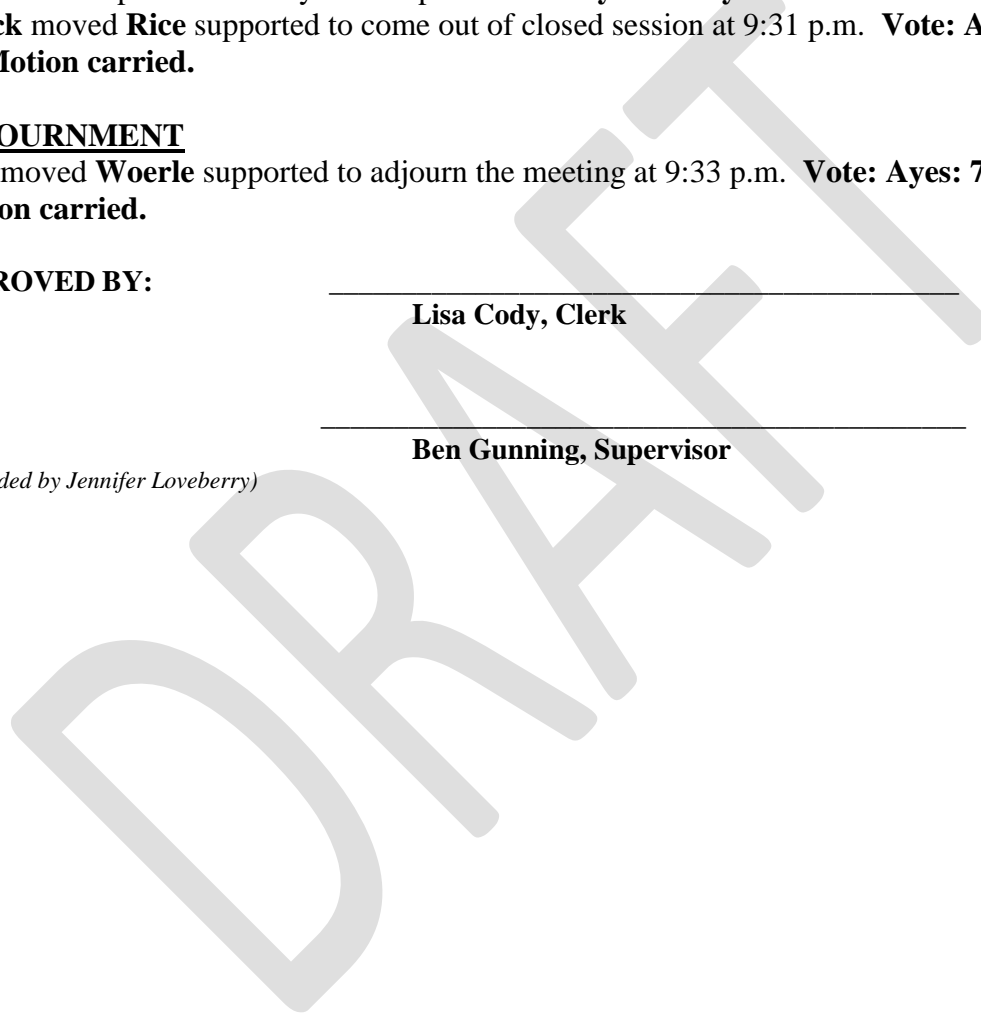
**Rice** moved **Woerle** supported to adjourn the meeting at 9:33 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Jennifer Loveberry)*





Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
11/09/2017	101	151 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S. LINCOLN RD #GUL STREET LIGHTS	50.94 <u>1,692.95</u> 1,743.89
11/20/2017	101	19742	01358	21ST CENTURY MEDIA-MICHIGAN	ADS FOR ZONING, BOT, W/S HYDRANT, ASSESS	827.65
11/20/2017	101	19743	01476	A LOT A CLEAN	WINDOW CLEANING INSIDE AND OUT-TWP HALL	113.00
11/20/2017	101	19744	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - OCT 2017	805.00
11/20/2017	101	19745	00080	BRIGHAM AUTOMOTIVE SUPPLY	ANTI FREEZE FOR PARKS EQUIPMENT	9.99
11/20/2017	101	19746	00095	C & C ENTERPRISES, INC.	TWP HALL BATHROOM SUPPLIES	22.00
11/20/2017	101	19747	01453	CITY SERVICES INC.	VALVE INSERTION VALVE BOX	8,500.00 <u>180.00</u> 8,680.00
11/20/2017	101	19748	00155	COYNE OIL CORPORATION	GAS & FUEL	817.54
11/20/2017	101	19749	01186	COYNE PROPANE LLC	DIESEL FUEL-GENERATOR WATER PLANT DIESEL FUEL-PUMPSTATION #3 DIESEL FUEL-GENERATORS ISABELLA ROAD	53.79 329.55 <u>474.87</u> 858.21
11/20/2017	101	19750	01171	DBI BUSINESS INTERIORS	PEN REFILL/BLDG DEPT KEYBOARD WRIST FOAM TAX PAPER, AA BATTERIES/9 VOLT BATTERIES BANKER BOX (ASSESSING), BATTERIES	20.21 86.05 <u>31.77</u> 138.03
11/20/2017	101	19751	00209	ETNA SUPPLY COMPANY	METER READING EQUIPMENT	750.00
11/20/2017	101	19752	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,366.84
11/20/2017	101	19753	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT	40.00
11/20/2017	101	19754	00248	GILBOE'S LOCK & SAFE SERVICE	KEYS FOR TWP HALL AND DOOR SERVICE	64.00
11/20/2017	101	19755	01324	KENEWELL GROUP	BUSINESS CARDS - ACCTING & ASSESSING	112.00
11/20/2017	101	19756	01237	KONE, INC	PUMP STATION #2 ELEVATOR	421.83
11/20/2017	101	19757	00362	KRAPOHL FORD & LINCOLN	2014 F150-OIL CHANGE	40.65
11/20/2017	101	19758	01565	LATITUDE MEDIA LLC QCZY/WMMI	MASTER PLAN OPEN HOUSE-RADIO ADVERTISING	200.00
11/20/2017	101	19759	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - OCT 2017	11,880.00
11/20/2017	101	19760	00907	MID MICHIGAN CABLE CONSORTIUM	ANNUAL VIDEO/SERVICE-NOV 2017 - NOV 2018 FRANCHISE FEE 3RD Q 2017	2,940.00 <u>13,242.33</u> 16,182.33
11/20/2017	101	19761	01274	MORRISON INDUSTRIAL EQUIPMENT CO	NISSAN FORKLIFT-OIL CHANGE/VAPORIZER MAI	146.82
11/20/2017	101	19762	00460	MT. PLEASANT AREA CHMB OF COMMERCE	MEMBERSHIP DUES	370.00
11/20/2017	101	19763	00462	MT. PLEASANT FENCE, SASH & DOOR	DOUBLE DRIVE FENCE GATE	675.79
11/20/2017	101	19764	00506	MEEKHOF TIRE SALES & SERVICE INC	2006 F150-TIRE REPAIR	30.00
11/20/2017	101	19765	01543	AMY PEAK	BS&A BUILDING TRAINING IN LANSING-MILEAG	74.90
11/20/2017	101	19766	00859	STATE OF MICHIGAN - STATE ASSESS BD	2018 ASSESSOR CERTIFICATION-CHAFFEE	175.00
11/20/2017	101	19767	01554	UNIFIRST CORPORATION	UNIFORMS	235.68
11/20/2017	101	19768	00668	UNITED PARCEL SERVICE	SAMPLE SHIPPING	10.11
11/20/2017	101	19769	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-SHOP DUMPSTER SERVICE-JAMESON DUMPSTER SERVICE-WWTP DUMPSTER SERVICE-ISABELLA DUMPSTER SERVICE-MCDONALD PARK	52.93 122.64 813.05 77.65 <u>184.68</u>

11/13/2017 11:15 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/09/2017 - 11/20/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					DUMPSTER SERVICE-TWP HALL	65.08
						<u>1,316.03</u>

101 TOTALS:

Total of 29 Checks:	56,107.29
Less 0 Void Checks:	<u>0.00</u>
Total of 29 Disbursements:	<u>56,107.29</u>

11/13/2017 11:17 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/06/2017 - 11/06/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
11/06/2017	101	150 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD	140.88
					MASTERCARD BEBOW	1,377.23
					MASTERCARD WALDRON	212.96
					MASTERCARD RADAR	34.56
					MASTERCARD MCPHERSON	111.00
					MASTERCARD MCBRIDE	1,348.58
					MASTERCARD ROCKAFELLOW	21.60
					MASTERCARD FUSSMAN	58.26
					MASTERCARD STUHLBREHER	650.84
					MASTERCARD HOHLBEIN	24.44
					MASTERCARD DEPRIEST	724.52
					MASTERCARD DEARING	779.94
						<u>5,484.81</u>

101 TOTALS:

Total of 1 Checks:	5,484.81
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	<u>5,484.81</u>

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: November 16, 2017**

**PPE: November 11, 2017**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	46,221.49
Employer Share Med		664.34
Employer Share SS		2,840.73
SUI		1.72
Pension-Employer Portion		3,088.78
Workers' Comp		510.94
Life/LTD		-
Dental		-
Health Care		-
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>53,328.00</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	19,375.59
EDDA		
WDDA		
Sewer Fund		18,116.48
Water Fund		15,835.93
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>53,328.00</b>

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - October 16, 2017 through October 22, 2017**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire		
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	4	9	3
	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
	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	1	2	
	412	Gas Leak (natural gas or LPG)	1	3	
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical 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
	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	1	4	
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	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	1	3	
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional			1

	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			
			12	30	7
		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 - October 23, 2017 through October 29, 2017

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	3	4
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	6	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle	1	15	
	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)			3
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	3	
440	Electric Wiring/Equipment Problem				




	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	622	No Incident Found on Arrival	1	2	1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	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			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	1	3	
	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			1

	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			
			7	34	13
		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 - October 30, 2017 through November 5, 2017**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			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	1	2	1
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries	2	6	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	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			1
	412	Gas Leak (natural gas or LPG)			1
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			

	441	Heat from Short Circuit			1
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	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			2
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			1
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other	1	2	
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction	1	2	
	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			1
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional			

	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			
			5	12	11
		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 - November 6, 2017 through November 12, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	4	
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	7	
	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)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			1
440	Electric Wiring/Equipment Problem				

	441	Heat from Short Circuit			
	442	Overheated Motor			1
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal	1	2	1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival	2	9	
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	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			1
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			

	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			
			5	22	7
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: November 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 15% 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	\$ 3,056,917		
<b>GF Unrestricted</b>	<b>\$ 3,056,917</b>	<b>\$ 712,848</b>	<b>Yes</b>
Fire Fund	\$ 1,113,598		
(Fire Truck Reserve)	\$ (400,000)		
<b>FF Unrestricted</b>	<b>\$ 713,598</b>	<b>\$ 513,000</b>	<b>Yes</b>
EDDA	\$ 1,062,932		
Projects	\$ -0-		
<b>EDDA Unrestricted</b>	<b>\$ 1,062,932</b>	<b>\$ 58,650</b>	<b>Yes</b>
WDDA	\$ 747,251		
Projects	\$ -0-		
<b>WDDA Unrestricted</b>	<b>\$ 747,251</b>	<b>\$ 85,772</b>	<b>Yes</b>
Sewer Fund	\$ 2,942,097		
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>\$ 2,741,634</b>	<b>\$ 510,123</b>	<b>Yes</b>
<b>Water Fund</b>	<b>\$ 3,093,692</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: November 14, 2017

Policy Review: 2.8 Emergency Township Manager Succession  
Type of Review: Internal  
Review Interval: Annual  
Review Month: November, 2017

## **Policy Wording**

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.

## **Manager Interpretation**

The Township Manager interprets this policy to mean that a plan, with named individuals and defined responsibilities, is critical to continuing to achieve the organization's goals and mission after an unforeseen event, such as death or disability of the Township Manager.

## **Justification for reasonability**

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself and the general principles involved with emergency succession planning.

## **Data**

The Township does not currently have a Board approved emergency Township Manager Succession Plan nor have there been two named individuals designated to act in the role of Township Manager in the event of the death or disability of the Township Manager.

When the Township Manager has taken extended time off or left the country, the Township Manager has named an Acting Township Manager to perform the duties and responsibilities of the Township Manager in his absence.

## **Compliance**

The Township is not in compliance with the policy.

The Township Manager will develop for Board of Trustees consideration and approval an Emergency Township Manager Succession Plan within the next six (6) months and will continue to name an Acting Township Manager when the Township Manager is out for an extended period of time or out of the country.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> 11/15/2017
<b>FROM:</b> Township Planner Peter Gallinat	<b>DATE FOR BOARD CONSIDERATION:</b> 11/20/2017
<b>ACTION REQUESTED:</b> Introduce Rezoning Ordinance 2017-08, conduct a first reading. Vote to publish a notice of public hearing for adoption of Rezoning Ordinance 2017-08 on December 4, 2017 as recommended by the Planning Commission. (By roll call vote)	

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

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

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

### BACKGROUND INFORMATION

On October 17, 2017 the Charter Township of Union Planning Commission reviewed a rezoning request from owner Clinton & Gwendalyn Oswald. This request was to rezone a portion of their property from R-5 (Mobile or Modular Home District) to AG (Agricultural District) located on S. Mission PID 14-034-40-001-01.

The intention for the rezoning of the property is for the construction of a single family dwelling. The current property has a split zoning of R-5 and B-4 (General Business). The five-hundred feet of frontage on the parcel shall remain zoned B-4. A public hearing was held on October 17, 2017 at a regular Planning Commission meeting. After the public hearing the Planning Commission carefully deliberated on the request. The Planning Commission determined the rezoning to be a better fit and conformed to both the current Future Land Use map and the proposed Draft Future Land Use map.

The rezoning request was sent to the County Planning Commission for their review on as required by the Township Zoning Ordinance. On November 9, 2017 the County Planning Commission reviewed the rezoning application with no comment to offer. The next step in the process is for the Board of Trustees to consider the request for adoption. Tonight’s meeting serves as an introduction or first reading of the proposed Ordinance to amend the Zoning Map. If the board does so choose to adopt the amendment the motion would be to publish a notice for a public hearing on the adoption of Ordinance 2017-08 at the December 04, 2017 Board of Trustees meeting. The Township Board will not vote to adopt the amendment until December 04, 2017.

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

The rezoning request has been recommended for approval by the Township Planning Commission.

### PROJECT IMPROVEMENTS

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

1. Community well-being and common good

### COSTS

N/A

**PROJECT TIME TABLE**

This is done in a 3 step process. The First step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to publish for a public hearing on the adoption of said Ordinance. The second step is to hold that public hearing for the adoption of the Ordinance at the next Township board meeting. At the next Township board meeting the board votes to adopt the Ordinance and publish a notice of the adoption. The publishing of a notice of adoption is the third and final step of the Ordinance process for the Township Board.

**RESOLUTION**

Authorization is hereby given to...

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

Yes:

No:

Absent:

**NOTICE: Charter Township of Union, Isabella County, Michigan**  
**ORDINANCE # 2017-08**  
**Rezoning**

*SUMMARY: An Ordinance to amend the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, so as to rezone a portion of property located at S. Mission Rd.14-034-40-001-01 in Section 34 ,T14N-R4W, Union Township, Isabella County, State of Michigan from R-5(Mobile or Modular Home District) to AG (Agricultural District)*

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

**SECTION 1 – Amendment.** The Zoning Map of the Charter Township of Union, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Union pursuant to Section 2.2, shall be amended so the R-5 portion of the property located at S. Mission Road 14-034-40-001-01, in Section 34, T14N-R4W, Union Township, Isabella County, State of Michigan, shall be rezoned to the AG (Agricultural) District.

**SECTION II. – Title.** This Ordinance shall be known and cited as the Charter Township of Union Ordinance Number 2017-08, amending the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended.

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

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

This proposed Ordinance for the Charter Township of Union will be presented for public hearing and adoption by the Union Township Board of Trustees, at a regular meeting on December 04, 2017 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. Comments concerning this Ordinance may be made in writing or in person to the Township Board at this address. A true copy of this Ordinance may be obtained or inspected on the township’s website,

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

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

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***Morning Sun:***                    *Please publish in a display ad in 8 pt. type, on Wednesday 11/22/2017*  
*Please send one affidavit of publication.*



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> November 13, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/20/2017
<b>ACTION REQUESTED:</b> Approval to schedule the FY 2018 Budget Adoption Public Hearing for Monday, December 4, 2017 and to notice same in the Morning Sun as required by statute.	

Current Action   X        Emergency           

Funds Budgeted: If Yes   X   Account #: 101-191-900.000 N/A           

Finance Approval                   MDS                  

### BACKGROUND INFORMATION

Prior to adoption of the annual appropriation resolution, a public hearing must be held to provide an opportunity for the community to comment on the proposed budget. This public hearing also serves as the "truth in taxation" notice.

The notice that will appear in the paper will read as follows:

*"The Charter Township of Union Board of Trustees will hold a public hearing on the proposed budget for the fiscal year 2018 at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI on December 4, 2017 at 7:00 pm. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. A copy of the budget is available for public inspection at the Township Hall located at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858."*

This notice will be published in the Sunday, November 26, 2017 edition of the Morning Sun as required by state statute.

### SCOPE OF SERVICES

Publish a Public Notice in the Morning Sun regarding the scheduled Public Hearing to provide an opportunity to receive public comment on the proposed FY 2018 budget and to schedule the associated public hearing.

### JUSTIFICATION

Scheduling, noticing and holding a public hearing prior to adoption of the annual appropriations resolution is required by statutes.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety

- Health
- Natural environment
- Commerce

**COSTS**

The cost to publish the Public Notice in the Morning Sun is approximately \$200.00.

**PROJECT TIME TABLE**

The Public Hearing notice is scheduled to appear in the Morning Sun on Sunday, November 26, 2017 and the Public Hearing is scheduled for December 4, 2017.

**RESOLUTION**

It is hereby resolved that the FY 2018 Budget adoption public hearing will be held on Monday, December 4, 2017 at 7:00 pm at the Township Hall and that the administration is authorized to publish the notice in the Morning Sun as required by state statute.

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

Yes:

No:

Absent:





# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> November 13, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/20/2017
<b>ACTION REQUESTED:</b> Consider approval of the proposed Board of Trustee meeting schedule for the 2018 calendar year in accordance with the Open Meetings Act.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #: \_\_\_\_\_ N/A:

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

### BACKGROUND INFORMATION

The Open Meetings Act requires the Board of Trustees schedule and post the annual meeting schedule prior to the start of the calendar year.

### SCOPE OF SERVICES

To set the 2018 Board of Trustees business meeting schedule.

### JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when Board meeting will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- 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

RESOLVED that the regular Board of Trustee meeting dates for the 2018 calendar year through December 31, 2018, scheduled for 7:00 p.m., on the second and fourth Wednesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

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

Yes:

No:

Absent:

# CHARTER TOWNSHIP OF UNION

## Scheduled Meetings for 2018



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### **BOARD OF TRUSTEES:** *(Second and Fourth Wednesday of each Month)*

January 10	May 9	September 12
January 24	May 23	September 26
February 14	June 13	October 10
February 28	June 27	October 24
March 14	July 11	November 14
March 28	July 25	November 28
April 11	August 8	December 12
April 25	August 22	December 26

### **ZONING BOARD OF APPEALS:** *(First Wednesday of each Month)*

January 3	April 4	July 10 (Tuesday)	October 3
February 7	May 2	August 1	November 7
March 7	June 6	September 5	December 5

### **PLANNING COMMISSION:** *(Third Tuesday of each Month)*

January 16	April 17	July 17	October 16
February 20	May 15	August 21	November 20
March 20	June 19	September 18	December 18

### **JOINT MEETING DATE:** *(Board of Trustees, ZBA, Planning Commission, EDA, and Sustainability Committee)*

August 29 7:00pm

### **EDA** *(Third Tuesday of each Month)* All meetings begin at 5:15p.m.

January 16	April 17	July 17	October 16
February 20	May 15	August 21	November 20
March 20	June 19	September 18	December 18

### **SUSTAINABILITY** *(Second Tuesday of the Month, Meets Quarterly)* All meetings begin at 4:00p.m.

January 8	April 9	July 19	October 9
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All of the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review, EDA, and Sustainability Committee begin at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> November 13, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/20/2017
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.8 – Board Committee Principles and; Policy No. 3.9 – Board Committee Structure	

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 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Attached to this memo are complete copies of Policy No’s 3.8 and 3.9

#### Board Policy 3.8 – Board Committee Principles

The Policy states:

Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to Township Manager.

#### Board Policy 3.9 - Board Committee Structure

The Policy states:

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.8 and 3.9.

### 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

**Use this evaluation form for discussion at the Board of Trustees Meeting on November 20, 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?

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.

### **3.8 POLICY TITLE: *BOARD COMMITTEE PRINCIPLES***

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.

3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.

3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.

3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

### **3.9 POLICY TITLE: *BOARD COMMITTEE STRUCTURE***

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.