



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**January 10, 2018**  
**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. Appointments to the Planning Commission
    2. Appointments to the ZBA
    3. Appointment to Dog Park Advisory Board
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – December 18, 2017- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
11. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Appointment of Steve Krotzer as Building Official
  - B. Discussion/ Action: (Woerle) Trustees Annual Salary Resolution
  - C. Discussion: (Gunning) HB 4968
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	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
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	12/31/2020
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

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

Name: John Dinse Date: 1/3/18  
 Address: 1206 E. High St.  
 Phone (home) 772-8927 (cell) 989 854-1306 (work) \_\_\_\_\_  
 Email: Retired  
 Occupation: \_\_\_\_\_

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

- \_\_\_\_\_ Zoning Board of Appeals      Must be a Union Township Resident
- \_\_\_\_\_ Board of Review                      Must be a Union Township Resident
- \_\_\_\_\_ Planning Commission              Must be a Union Township Resident
- \_\_\_\_\_ EDA                                      Must meet one of the following qualifications:
  - \_\_\_\_\_ Property owner in East or West DDA
  - \_\_\_\_\_ Property owner in East or West DDA
  - \_\_\_\_\_ Resident in Union Township

OTHER \*Specify Board: Dog Park Advisory Bd, Union Twp. Representative

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

I am enthusiastic about dogs + the dog park. I would like to continue on the Advisory Board to help ensure Hannah's Bark Park's continued success.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

(2008-2012)  
Former Union Twp Trustee, active in the creation of Hannah's Bark Park. Am currently a member of the Trabella Parks + Rec. Commission

Signature: John Dinse Date: 1/3/18

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



Name: Bryan Mielke Date: 3 Nov 2017

Address: 3791 Greenacres Dr

Phone (home) (989) 772-7482 (cell) (989) 817-6130 (work) (989) 773-1201

Email: bmielke@dcgtech.com

Occupation: Executive/Small Business Owner

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

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

       **OTHER \*Specify Board:** \_\_\_\_\_

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

I have enjoyed serving my community on the PC since 2009 as well as terms on the BOT, ZBA and the EDA.

I believe local government is better when its residents take an interest in shaping it's direction.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I feel my background on the various boards and my experience as a small business owner of 26 years

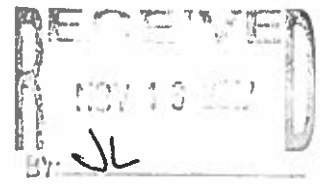
is an asset. I also am passionate about being part of our local government to strengthen our community.

Signature: *Bryan Mielke* Date: 3 Nov 2017

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

Name: John Zerbo Date: 11/13/17  
 Address: 419 E. Pickard Rd, Mt Pleasant, MI 48858  
 Phone (home) 989-400-9348 (cell) \_\_\_\_\_ (work) \_\_\_\_\_  
 Email: John.zerbo23@gmail.com  
 Occupation: Retired

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



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

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

current member planning commission

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Two years on planning board. Past experience Lee Twp, Midland County Planning/Zoning Commission Bd of Review

Signature: John Zerbo Date: 11/13/17

APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION

**RECEIVED**  
DEC 11 2017  
BY: \_\_\_\_\_

Name: Erik Robinette Date: 12-8-2017

Address: 5100 Bridle Lane Mt. Pleasant MI 48858

Phone (home) 989-621-8367 (cell) same (work) 989-774-7551

Email: erikrobinette@yahoo.com

Occupation: Health Care

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

- |                                     |                         |   |
|-------------------------------------|-------------------------|---|
| <input type="checkbox"/>            | Zoning Board of Appeals | Must be a Union Township Resident   |
| <input type="checkbox"/>            | Board of Review         | Must be a Union Township Resident   |
| <input checked="" type="checkbox"/> | Planning Commission     | Must be a Union Township Resident   |
| <input type="checkbox"/>            | EDA                     | Must meet one of the following qualifications:<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Resident in Union Township |

OTHER \*Specify Board: \_\_\_\_\_

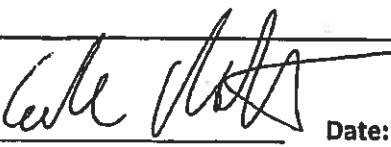
Please state reason(s) for interest in above board(s):

I'm interested in continuing my position as Planning Commissioner to aid the township in meeting

Ongoing objectives. Sidewalk prioritization, zoning ordinance review, implementation of Master Plan, etc...

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have been active in city and township politics for years, and enjoy giving back to my community.

Signature: Erik Robinette  Date: 12-8-2017

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



Name: Taylor Sheehan-Stahl Date: 12-06-2017  
Address: 5215 #5 South Eagle Crest, Mt. Pleasant  
Phone (home) NA (cell) (989) 330-6783 (work) (989) 723-5616  
Email: TaylorSheehanStahl@gmail.com  
Occupation: Funeral Director

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

- Zoning Board of Appeals      Must be a Union Township Resident
- Board of Review      Must be a Union Township Resident
- Planning Commission      Must be a Union Township Resident
- EDA      Must meet one of the following qualifications:
  - Property owner in East or West DDA
  - Property owner in East or West DDA
  - Resident in Union Township
- OTHER \*Specify Board: \_\_\_\_\_

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

Have been on the board for one year and enjoyed working for the zoning board.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

1st vice President of Lions Club, 1 year on zoning board, 4 years Mt Pleasant School Board, & 2 years working with Sheriff's Department Victim Service Unit.

Signature:  Date: 12-06-2017



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

**RECEIVED**  
OCT 16 2017  
BY: JL

Name: Doug LaBelle II Date: 10-16-17  
Address: 955 Meadowbrook Dr., 48858  
Phone (home) \_\_\_\_\_ (cell) 989.854.9126 (work) \_\_\_\_\_  
Email: Doug@LaBelleRealty.net  
Occupation: Realtor

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

- |          |                         |   |
|----------|-------------------------|---|
| <u>2</u> | Zoning Board of Appeals | Must be a Union Township Resident   |
| <u>3</u> | Board of Review         | Must be a Union Township Resident   |
| <u>1</u> | Planning Commission     | Must be a Union Township Resident   |
| _____    | EDA                     | Must meet one of the following qualifications:<br>____ Property owner in East or West DDA<br>____ Property owner in East or West DDA<br>____ Resident in Union Township |

OTHER \*Specify Board: \_\_\_\_\_

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

I am interested in being a part of current and future happenings with Union Township.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

See attached Resume

Signature:  Date: 10-16-17

Doug LaBelle II  
Realtor  
955 Meadowbrook Dr.  
Mt. Pleasant, MI 48858

**Activities-**

2017-Present Mt. Pleasant Area Chamber of Commerce Board Member

2016-Present City of Mt. Pleasant DDA Board

2016-Present Central Michigan Association of Realtors Standard Forms Committee

2016-Present Union Township Board of Review

2016-17 Rollie Denison Leadership Institute Graduate

2015-16 Rollie Denison Leadership Institute-Capstone Class Graduate

2015, 2011-2012 Nationwide Tour/Web.com Player Advisory Council

2013 PGA Tour Player Advisory Council

1997 Student Senator at the University of New Mexico

**Work History/Education-**

2014-Present LaBelle Realty, Realtor, Commercial Property Management, Real Estate Development

2013 -2014 PGA Tour Member

2009-2012 Nationwide/Web.com Tour Member

2007-2008 PGA Tour Member

2003-2006 Nationwide Tour Member

2000-2002 Australian Tour Member

1999-2002 Canadian Tour Member

1993-1998 University of New Mexico  
Bachelors Degree in Human Resources and General Management

1989-1993 Mount Pleasant High School

### Charity Involvement-

- Fellowship of Christian Athletes
- Christian Family Care Agency
- Ahern Foundation benefiting the Sojourner Women's Shelter in Arizona
- Donations to Mount Pleasant, Michigan Junior Golf
- Donations to Mount Pleasant High School Sports Boosters
- Donations to Sacred Heart Academy
- Donations to the Arizona Scholarship Fund
- The Post Open Pro-Am following the WM Phoenix Open benefiting The First Tee of Phoenix and Desert Voices
- Visits to local Hospitals in cities for which we had tournaments
- Donated blood to local blood drives since 2002
- LaCasa de Christo Lutheran Church-Angel Tree Program (This program allows members of the church to adopt a financially challenged family for Christmas and purchase them their gifts, groceries and toiletry items)
- Make-A-Wish Foundation



**APPOINTMENT TO BOARDS, COMMISSIONS & COMMITTEES OF UNION TOWNSHIP**  
**APPLICATION**

Richard L. McGuirk (continued)

**Qualifications and other information:**

- Grant Review Committee, Mt. Pleasant Area Community Foundation (2004 to present)
- TIFA/DDA Board of Directors – City of Mt. Pleasant (2011 to present)
- Development Board (Donor Relations & Athletics Development) Central Michigan University (2005 to present)
- Planning Commissioner – Union Township (2001 - 2008, 2012 - present)
- Past Board Member & Treasurer – Pillars for Turf (Turf project for Mt. Pleasant Community Memorial Stadium)
- Licensed Builder
- Real Estate Broker
- BSBA – Central Michigan University

# Richard L McGuirk

770 Stoneridge Drive  
Mt. Pleasant, MI 48858  
(989) 621-5000  
rick@unitedapts.com

## RELATED EXPERIENCE

1/94 - Present Central Management, Inc., Mt. Pleasant, MI

### Operations Manager/President

- Negotiate lease and rental agreements; oversee capital improvements, maintenance, and modifications for 1500 apartment units.
- Manage daily operations for apartment leasing office, including accounting and record management. Negotiate insurance coverage and financing.
- Hire, train, and supervise support staff for apartment leasing office, including maintenance, construction, and clerical.
- Act as facilitator for renovation projects for various apartment complexes in all phases, i.e. budget, bid solicitation, and legal and safety compliance.
- Assist with promotion and public relations for the apartments

6/90 - Present McGuirk Sand-Gravel, Inc., Mt. Pleasant, MI

### Management Consultant

- Assist with computer applications and billing functions on a management basis for a family-owned excavation business. Assist with customer service, dispatching trucks, and strategic decisions based on the future of the company.
- Negotiate insurance coverage and financing. Assist with the company budget and legal and safety compliance.

## EDUCATION

1999

Certified Lodging Manager, Educational Institute / American Hotel & Motel Association, East Lansing, MI

1994

Bachelor of Science in Business Administration, Central Michigan University, Mt. Pleasant, MI  
Area of Degree: Double Major - Marketing and Management

1991-92

Michigan State University, East Lansing, MI  
General Education/Business Concentration

## LICENSES

- State of Michigan Real Estate Associate Broker's License
- State of Michigan Licensed Builder
- Notary Public, State of Michigan
- Commercial Driver's License (A.T. CDL Type)

## PROFESSIONAL AFFILIATIONS

- Trustee & Grant Review Board Member, Mt. Pleasant Area Community Foundation
- Board Member – Central Michigan University Advancement Board

RECEIVED  
FEB 07 2017  
BY: \_\_\_\_\_

APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION

Name: WILLIAM D. WHITEHEAD Date: FEB 7 2017

Address: 1474 E BROOMFIELD

Phone (home) 989-773-9090 (cell) 989-289-7394 (work) \_\_\_\_\_

Email: wmdwhitehead@gmail.com

Occupation: FARMER, RETIRED TEACHER

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

- Zoning Board of Appeals      Must be a Union Township Resident
- Board of Review                      Must be a Union Township Resident
- Planning Commission              Must be a Union Township Resident
- EDA                                      Must meet one of the following qualifications:
  - Property owner in East or West DDA
  - Property owner in East or West DDA
  - Resident in Union Township
- OTHER \*Specify Board: \_\_\_\_\_

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

THE PLANNING COMMISSION OF UNION TOWNSHIP  
NEEDS A PERSON TO REPRESENT THE FARMING  
COMMUNITY.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

ATTACHED

Signature: William D. Whitehead Date: FEB 7 2017

**1474 E. Broomfield Rd.  
Mt. Pleasant, MI 48858  
wmdwhitehead@gmail.com**

**home: (989) 773-9090  
cell: (989) 289-7394**

## **William D. Whitehead**

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### **Professional Experience**

**Owner and Operator of Whitehead Farms  
Lifetime Farmer**

**Five Generations of farming in Union Township Since 1869**

**Teacher (1984-2012) Shepherd Public Schools Shepherd, MI**

- Taught Middle School American History, Geography, Industrial Education, and Exploratory Classes.
- Taught High School Architectural & Mechanical Drafting and CAD. General Industrial Technology, Metals, Electricity, and Woods.

### **Education**

**1984 Masters Degree-Central Michigan University**

**Industrial Education Technology Secondary Education**

**1980 BS Degree -Central Michigan University**

**Education Major-Social Studies. Minor- Industrial Education**

1975 Graduated from Mt. Pleasant High School

### **Other Experiences**

2014- Present; 1990-1994 - **Director of Zion Lutheran Church**

2008-2013-**Building Committee Chair** Zion Lutheran Church.

Overseeing Phase I and Phase II of the design and construction of Zion Lutheran Church on River Road.

1999-2001; 1987-1989 **Board of Education Director** Zion Lutheran Church

1985-1987- **Assistant Director** of Zion Lutheran Church



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

Name: Colin Herren Date: 1-19-17  
 Address: 4349 E Wing Road  
 Phone (home) \_\_\_\_\_ (cell) 9896215477 (work) 9897722202  
 Email: Colin@greenwaldbc.com  
 Occupation: General Contractor

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

- |          |                             |  |
|----------|-----------------------------|--|
| <u>2</u> | Zoning Board of Appeals     | Must be a Union Township Resident  |
| _____    | Board of Review             | Must be a Union Township Resident  |
| <u>1</u> | Planning Commission         | Must be a Union Township Resident  |
| _____    | EDA                         | Must meet one of the following qualifications:<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Property owner in East or West DDA<br><input checked="" type="checkbox"/> Resident in Union Township |
| _____    | OTHER *Specify Board: _____ |  |



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

To ensure that reasonable guidance is provided by a community member that has experience in the development trades to help ensure that the community is shaped for the future with a healthy balance of what residents want and the need for affordable housing, and profitable businesses.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I have been a licensed builder for 23 years, and an employer in union township for the last 17 years as well as served the Home Builders Association on the local, state and national level for 21 years.

My career has caused me to learn to work well with a diverse set of people and to seek consensus based solutions to problems that confront me (us).

Signature:  Date: 1-19-17

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

**RECEIVED**  
FEB 06 2017  
BY: JL

Name: Matt Mertz Date: 2/3/2017  
Address: 1540 S Bamber  
Phone (home) 989 317-0371 (cell) same (work) n/a  
Email: mmertz01@gmail.com  
Occupation: retired

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

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

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

Concerned about the development of the township, not only in relationship to the businesses, but to the people that live here.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Past member of the Isabella County Planning Commission. Original member/vice chair of the Isabella County Handicap Advisory Board, renamed the Human Rights Commission. Currently serving my 8th term on the Isabella County Transportation Commission

Signature: \_\_\_\_\_ Date: 2/3/2017

APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION

RECEIVED  
FEB 03 2017

Name: Kathy Backus Date: 2/3/17  
Address: 3160 Hunters Trail  
Phone (home) n/a (cell) 989-330-1191 (work) \_\_\_\_\_  
Email: kathy.backus@gmail.com  
Occupation: Owner, Backus Public Relations; faculty, CMU

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

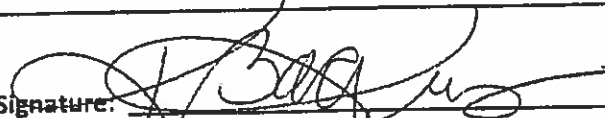
- |          |                             |  |
|----------|-----------------------------|--|
| _____    | Zoning Board of Appeals     | Must be a Union Township Resident  |
| _____    | Board of Review             | Must be a Union Township Resident  |
| <b>X</b> | Planning Commission         | Must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

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

Interested in involvement in the growth, development of our community. Want to play role in strategic growth efforts to enhance our town, making it an even more desirable place to live for residents and businesses

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

UT EDA Board, Veteran Memorial Library Board  
resume included

Signature:  Date: 2/3/17

# Kathy Backus

3160 Hunters Trail Mt. Pleasant, MI 48858 • 989.330.1191 • kathy.backus@gmail.com

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## Public Relations, Marketing, Development, Publishing Professional

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Extremely creative, innovative and results-driven professional with a strong sense of vision; has extensive experience and expertise generating bold ideas and successfully implementing projects delivered on time and within budget.

### AREAS OF EXPERTISE

- Passionate storyteller
  - Strong writing/verbal skills
  - Social Media expertise
  - Early adopter of new technology
  - Strategic planning/implementation
  - Leader/Change maker
  - Media relations
  - Team building
  - Project management
- 

### CAREER ACHIEVEMENT HIGHLIGHTS

- **Media Relations** – Through early-career training as a journalist, acquired sense of curiosity and ability to grasp the interest angle of a story. Challenged by the quest to generate reporter's interest. Diligent about the research required for successful pitching to generate best media coverage.
  - **Content Development** – Have keen ability to distill information into captivating, concise content, skilled in crafting story to best grab attention of intended target and prompt the desired action from audience. Website, social media, print content development.
  - **Online Communications** – Oversight of the online, website/social media sites of clients; developed/revitalized social sites, provided staff training, implemented campaigns to build audience, brand awareness, engagement and grow business.
  - **Crisis Communications** – Served as member of university crisis response team. Played role as one of leaders directing the communication efforts during several crisis situations impacting the campus community during two-year tenure.
  - **Idea Generation** – Identified opportunity within market for new online media source, focused exclusively on positive news. Developed business model, generated \$60,000 start-up capital to launch visionmidmichigan.com. Generated unique content in line with mission to promote creativity, innovation and economic development throughout the mid-Michigan region.
  - **Project Leadership** – Based on project assignment and budget, established team of professionals with necessary skills to accomplish project goals. Provided direction, oversight and management of professional teams in order to successfully accomplish deadlines and delivery.
  - **Relationship Building** – As Marketing/PR Consultant for 20-plus years, established valuable relationships with business leaders and owners throughout the community and region, resulting in a steady stream of referral business.
  - **Writing Expertise** – Through experience, gained the keen ability to determine the strongest angle of interest in story, skilled in crafting story to best grab attention of intended target and prompt the desired action from audience.
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**PROFESSIONAL EXPERIENCE**


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**Backus Public Relations, Inc.****1995 – Present**

Owner/President: Established full-service public relations/marketing firm in 1995 serving a broad base of clients in areas of strategic messaging, campaign creation and implementation, writing/editing/publishing of marketing materials, social media strategy and management, communication auditing and planning.

- Create and manage social media campaigns for a variety of clients, working to fully utilize the social media channels in the marketing mix to further engage the customer-base, spread messaging and ultimately enhance the bottom line.
- Transformed membership newsletter into four-color, 12-page magazine for Potter Park Zoological Society.
- Worked with Humane Animal Treatment Society to strategize and create membership drive campaign.
- Assisted development staff at Central Michigan University and Northwood University with messaging and materials to alumni and donors. Created brochures, newsletters and alumni magazines.
- Redesigned and upgraded Northwood University's alumni magazine; produced/published 72-page, four-color magazine.
- Coordinated, hired, managed creative talent required for successful production of materials.
- Prepared and presented project proposals and RFPs.
- Developed and managed project budgets of up to \$45,000 per project.
- Created and managed timelines and deadline schedules.
- Managed public relations campaigns from start to finish; clients included Mt. Pleasant Area Convention & Visitors Bureau, U.S. Census Bureau/City of Mt. Pleasant, CMU Charter Schools Office.

**Central Michigan University****January 2012 - February 2014**

Assistant Director of Public Relations: Responsible for media relations, including content development, interviews, writing, distribution and pitching, interaction and relationship building with media. Oversight, management and strategy of the university's official social media channels including Facebook, Twitter and Instagram. Served as liaison between University Communications and all Colleges for media communications. Editor of the College of Business Administration's alumni magazine.

- **Media relations:** Generated communication and relationships with local, regional, national media leading to statewide, national and global coverage, reflecting positively on the university. Achieved national media hits on numerous news releases through successful pitching and relationships built.
- **Public relations:** Established relationships with community members, faculty, staff, students and administrators throughout the university, generating participation and support for projects and programs to enhance the university's brand reputation.
- **Social media:** Overseeing CMU's official social media sites for six months, expanded to a primary marketing tool for the university, established voice for brand and grew audience base by tripling engagement (increased 305%), quadrupled comments (increased 405%) and expanded reach by 85%. Created and implemented several successful campaigns, driving traffic and furthering university goals of recruitment and retention.
- **Publications:** Serving as editor of the College of Business Administration's alumni magazine, coordinated production of the bi-annual publication. Managed team of writers, photographers, designers to successfully meet deadlines and improve the publication process, resulting in a better relationship with the clients in the college.

- **Crisis Communications:** Represented University Communications as member of the university's Crisis Response Team. Serving as one of the leaders in directing the communications efforts during several crisis situations impacting the campus community.

**Vision Mid Michigan**

2007 – 2011

Founder/Publisher: Founded online magazine – [www.visionmidmichigan.com](http://www.visionmidmichigan.com) covering growth, progress, innovation for mid-Michigan region. Grew email data base to more than 10,000 in three year period. Generated 65,000 viewers/300,000 hits per month. Managed virtual staff of 20.

- Within three years, produced nearly \$150,000 in business revenue.
- Identified and cultivated clients with advertising capacity.
- Created and wrote editorial content.
- Generated sales through agency and direct clients.
- Worked closely with clients to identify needs, provide solution-oriented campaigns including advertising/branding, editorial and social media.
- Revamped several clients' social media programs resulting in increased customer engagement.
- Utilized strong ability to sell marketing ideas, strategies and tactics to help clients increase market share, and generate new business; sold special marketing opportunities including social media coaching (\$1,200 per package).
- Sold specialized advertising packages to a wide variety of clients including universities, financial institutions, economic development organizations.

**Mt Pleasant Public Schools Education Foundation**

2008-2009

Consultant: Launched Education Foundation to support excellence in education at Mt. Pleasant Public Schools.

- Secured \$25,000 commitment from alumni of Mt. Pleasant Public Schools to support start-up of MPPS Education Foundation.
- Convened focus groups and facilitated discussion to establish giving options and Foundation goals
- Created messaging and branding materials to promote the Education Foundation
- Identified viable leaders with giving capacity to serve on advisory board
- Developed data base of alumni
- Created Facebook fan page as opportunity to reconnect alumni and gather contact information; generated more than 2,000 fans to alumni page in six month period.

**Insight Development Group**

2007-2008

Partner: In partnership with two colleagues launched a consulting firm focused on strategic planning and implementation of capital campaigns. Worked with clients to conduct feasibility studies, establish fundraising goals, develop comprehensive campaign plans, create messaging and materials, implement and manage overall campaign programs. Clients included: Waldumar Nature Center, Hospice of Central Michigan.

**ADDITIONAL EXPERIENCE**

Freelance Writer	1991-1995
Valassis Communications – Public Relations Specialist	1989-1991
K mart Corporation – Corporate Relations Editor	1985-1989

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**PROFESSIONAL AFFILIATIONS**

Union Township EDA Board	Member - Secretary
National School Foundation Association	Past Member
Mt. Pleasant Area Chamber of Commerce	Past Member
Mt. Pleasant Area Community Foundation	Community Relations
Chippewa River District Library	Past Board Member
Ganiard Elementary PTO	Secretary
West Intermediate School	School Improvement Team

**EDUCATION**

Central Michigan University – Mt. Pleasant, MI  
Bachelor of Applied Arts – 1985  
Major: Journalism, emphasis Public Relations  
Minor: Broadcasting

**COMPUTER SKILLS**

MS Word, Excel, Powerpoint, Outlook, Data Base Management  
Proficient in Social Media – Facebook, Twitter, Google+, Instagram, Foursquare, Wordpress Blogs

**REFERENCES**

**Jeremy Bond**

Central Michigan University  
Manager, LMS Instructional Support  
800-950-1144, ext. 2094  
[bond1jt@cmich.edu](mailto:bond1jt@cmich.edu)

**Jim Wojcik**

Central Michigan University – Faculty  
989-644-8445 – home  
989-621-3672 – cell  
[wojci1jj@cmich.edu](mailto:wojci1jj@cmich.edu)

**Marcie Otteman**

Central Michigan University – Executive Director of Alumni Relations  
989-774-1042 – office  
[Ottem1mm@cmich.edu](mailto:Ottem1mm@cmich.edu)

**Don Uzarski**

Central Michigan University – Director of Institute for Great Lakes Research  
989.774-2504 – office  
[Uzars1dg@cmich.edu](mailto:Uzars1dg@cmich.edu)

**Sherrie Graham**

Executive Director, Potter Park Zoological Society  
1301 S. Pennsylvania  
Lansing, MI 48912  
Phone: 517.342.2715  
[sgraham@ingham.org](mailto:sgraham@ingham.org)

**WORK SAMPLES** -- available upon request

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

Name: Jacob Hicks Date: 2-15-17

Address: 3300 E Deerfield RD Apt D183, Mt. Pleasant, MI 48858

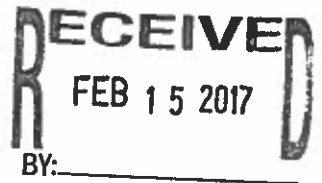
Phone (home) N/A (cell) (269)924-8537 (work) N/A

Email: 86 James J@gmail.com

Occupation: Electronics Sales Associate Wal-Mart (part time)  
Full time Student CMU

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

- |          |                         |  |
|----------|-------------------------|--|
| <u>3</u> | Zoning Board of Appeals | Must be a Union Township Resident  |
| <u>2</u> | Board of Review         | Must be a Union Township Resident  |
| <u>1</u> | Planning Commission     | Must be a Union Township Resident  |
| <u>4</u> | EDA                     | Must meet one of the following qualifications:<br><input type="checkbox"/> Property owner in East or West DDA<br><input type="checkbox"/> Property owner in East or West DDA<br><input checked="" type="checkbox"/> Resident in Union Township |



OTHER \*Specify Board: \_\_\_\_\_

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

I am interested in becoming involved in my local townships policies & procedures, as well as familiarizing myself with them.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I am familiar with the use of Meeting Minutes due to being Secretary of my 4-H club.

Signature: [Signature] Date: 2-15-17



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# Jacob Hicks

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3300 E Deerfield Rd Apt D183, Mt Pleasant, MI 48858 • (269) 924-8537 • 86jamesj@gmail.com

February 15, 2017

To whom it may concern,

You need a sharp, upcoming graduate with great attention to detail and excellent skills. My education and training make me an ideal candidate for this position.

My educational background has prepared me for a position on either the Planning Commission. In particular, my study of Anthropology and History has given me a solid background so that I can perform the duties entailed to the best of my ability. I am eager to contribute my enthusiasm and up-to-date skills to the Planning Commission team.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. I'd be happy to provide greater detail about my skills and experience during an interview.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Sincerely,

Jacob Hicks



## Jacob Hicks

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01/2012-07/2013      Bavv Inv. Dba Subway/ Brother's Express BP      Olivet, MI

**Sandwich Artist**

- Dishwasher
- Food Prep
- Sandwich Artist
- Excellent Customer Service
- Observed Food Safety Guidelines

**BP Cashier**

- Excellent Customer Service
- Cashier
- Stocking
- Swept/Mopped
- Handled Money Drops

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06/2011-07/2014      Fun Service      Bellevue, MI

**Employee**

- Safely Load and Unload Inflatables
- Set up Events
- Run Event stations
- Provide Excellent Customer Service
- Clean Inflatables
- Worked as a Team

**Education**

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08/2014-Current      Central Michigan University      Mt Pleasant, MI

Bachelor of Science

- Anthropology
- History

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08/2011-05/2014      Kellogg Community College      Battle Creek, MI

MACRAO Agreement  
EMT Certification

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09/2009-06/2010      Calhoun Area Career Center      Battle Creek, MI

21<sup>st</sup> Century Medical Program

- Junior Year

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09/2007-06/2011      Bellevue High School      Bellevue, MI

Diploma

**References**

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References are available on request.

## Jacob Hicks

### References

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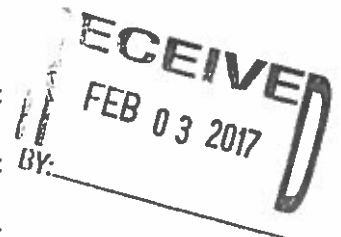
<b>Catherine Willermet</b> (989) 774-3434	Wille2CM@cmich.edu	Central Michigan University Professor Known for 3 years
<b>Jennifer Kennedy</b> (989) 774-3160	Kenne2J@cmich.edu	Central Michigan University Professor Known for 2 years
<b>Kyle Evoy</b> (989) 285-2419	KeaganJ24@gmail.com	Wal-Mart Assistant Manager Known for 2 years
<b>Tayler Hebenstreit</b> (269) 245-9937	Hebenstreit.Tayler@yahoo.com	Former Coworker Known for 8 years
<b>Arthur Chupp</b> (269) 339-8164	Chupp.Arthur@gmail.com	Former 4-H Leader Known for 12 years

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

Name: RON LUTZ Date: 2/3/17  
 Address: 723 So MIDLAND ROAD  
 Phone (home) 939 7729 <sup>259</sup> (cell) \_\_\_\_\_ (work) \_\_\_\_\_  
 Email: RCL9259@EARTHLINK.NET  
 Occupation: RETIRED - PROF EMERITUS CMU

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

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



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

WOULD LIKE TO PARTICIPATE AND PROVIDE  
INPUT FOR UNION TOWNSHIP PLANNING

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

WAS A PUBLIC SCHOOL SHOP TEACHER FOR 10 YEARS  
AND HELPED TO PREPARE SHOP TEACHERS AT CMU FOR 30 YRS

Signature: *Ronald Lutz* Date: 2/3/17

**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 December 18, 2017 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

Excused: Treasurer Rice

**Approval of Agenda**

**Cody** moved **Hauck** supported to approve the agenda, amending it to add Closed Session: Discussion of Labor Contract Negotiation Strategy. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment** - open 7:01 p.m.

No comments offered.

**Reports/Board Comments**

A. Reappointments to the Construction Board of Appeals

**Mikus** moved **Hauck** supported to appoint Richard Jakubiec to the Construction Board of Appeals, term expiring 12/31/19. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Hauck** moved **Cody** supported to reappoint Andy Theisen to the Construction Board of Appeals, term expiring 12/31/19. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Hauck** moved **Woerle** supported to appoint Colin Herron to the Construction Board of Appeals, term expiring 12/31/19. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Gunning – Commented that the EDA project committee has a list to bring to the EDA.

Woerle – Planning Commission updates.

**Consent Agenda**

- A. Communications
- B. Minutes December 4, 2017 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Policy Governance 2.4 Financial Planning/Budgeting
- H. Policy Governance 2.5.10 Cash Flow Ratio

**Hauck** moved **Cody** supported to approve the consent agenda with minor correction to minutes.

**Vote: Ayes: 6 Nays: 0. Motion carried.**

## **BOARD AGENDA**

### **A. Discussion/ Action: (Woerle) Trustees (4) Annual Salary Discussion**

**Gunning** moved **Hauck** supported to increase the Trustee compensation by \$3,164.00 to make their annual salary compensation to \$7,500.00 effective 1/1/2018. A resolution setting the Trustees salaries will be brought to the Board at the 1/10/18 Board of Trustees meeting. **Roll Call Vote: Ayes: Gunning, Hauck, Lannen, Mikus, and Woerle. Nays: 0. Abstained: Cody. Motion carried.**

### **B. Discussion/Action: (Stuhldreher) FY 2018 Budget Adoption**

**Mikus** moved **Woerle** supported to approve the adoption of the FY 2018 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, West DDA Debt Service, Sewer and Water. The adoption also includes the amendment increasing the Trustee compensation by \$13,610.00 - \$12,660.00 wages, FICA \$784.00, Medicare \$184.00, and workers compensation \$22.00. **Roll Call Vote: Ayes: Gunning, Cody, Hauck, Lannen, Mikus, and Woerle. Nays: 0. Motion carried.**

### **C. Discussion/ Action: (Smith) West Condo Waiver**

**Mikus** moved **Hauck** supported to deny the request to waive quarterly water bill penalties for three West Union Condos irrigation systems accounts in the amount of \$493.04 – (Account Numbers 03896, 04037, and 03897). **Ayes: 6 Nays: 0. Motion carried.**

### **D. Discussion/ Action: (Stuhldreher) Board of Trustees Annual Review of Policy Governance 3.0 Global Governance Process**

Discussion was held by the Board.

## **EXTENDED PUBLIC COMMENT** - Open 8:14 p.m.

No comments were offered.

## **MANAGER COMMENTS**

- Mentioned that AT&T and the Township have been negotiating their upcoming water tower lease that expires at the end of 2018.
- In the process of evaluating bids that came from the RFP for Janitorial Services.
- Commented on assessing review by the state.
- MMDC updates.
- Thanked the Board for their participation in the security awareness training program that was completed by staff and elected officials to help defend against cybercrime.
- EDA Project subcommittee met to discuss future projects.
- Reminder that Union Township will be observing Christmas Eve and Christmas Day on Friday 12/22/17 and Monday 12/25/17.

**FINAL BOARD MEMBER COMMENTS**

Gunning – Brought up HB4968, would like to have the Board look this over and would like to have a Resolution supporting the bill approved at a future meeting.

Woerle – Talked more about the homeless shelter and mentioned that conversation is always hard when a board talks about money, especially when it’s the Trustees’ salary.

Cody – Mentioned that she would like to have a presentation on going paperless.

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

Gunning - Talked about 12 month accomplishments.

Hauck – Commented on the homeless and the restoration house in Isabella County.

Mikus – Wished everyone a happy holiday.

**Closed Session**

8:30 p.m.

**Hauck** moved **Woerle** supported to go into closed session to discuss Labor Contract Negotiation Strategy. **Roll call vote: Ayes: Gunning, Cody, Hauck, Lannen, Mikus, and Woerle. Nays: 0. Motion carried.**

**Cody recused herself from the Closed Session due to a conflict of interest.**

9:27 p.m.

**Woerle** moved **Mikus** supported to come out of closed session. **Roll call vote: Ayes: Gunning, Hauck, Lannen, Mikus, and Woerle. Nays: 0. Motion carried.**

**ADJOURNMENT**

**Hauck** moved **Woerle** supported to adjourn the meeting at 9:28 p.m. **Vote: Ayes: 5 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						
12/28/2017	101	158 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2270 NORTHWAY DR	30.40
					2055 ENTERPRISE DR	240.67
					5525 E REMUS RD	51.57
					5537 E BROADWAY RD	301.81
					1933 S ISABELLA RD	509.01
					5144 BUDD ST	23.42
					5142 BUDD ST	176.44
					1660 BELMONT DR	79.26
					900 MULBERRY LN	65.54
					5240 E BROOMFIELD RD	753.52
					800 CRAIG HILL RD	50.17
					4520 E RIVER RD	345.74
					1633 S LINCOLN RD	250.02
					5319 E AIRPORT RD	31.45
					1046 S MISSION ST	107.19
					1605 SCULLY RD	72.29
					3998 E DEERFIELD RD	94.19
					5369 S CRAWFORD RD	69.96
					3248 S CONCOURSE DR	201.06
					2188 E PICKARD RD	91.25
					1776 E PICKARD RD	44.68
					1876 E PICKARD RD	145.57
					2180 S LINCOLN RD	26.33
					2495 E DEERFIELD RD	240.57
					2424 W MAY ST	313.26
					5076 S MISSION RD	714.48
					4795 S MISSION ST	2,055.11
					4797 S MISSION ST #BARN	434.36
					5228 S ISABELLA RD	5,991.02
					4822 ENCORE BLVD	110.68
					4244 E BLUE GRASS RD	73.45
					4511 E RIVER RD	12,813.67
					2279 S MERIDIAN RD PUMP HOUSE	186.74
					2279 S MERIDIAN RD	658.39
						<u>27,353.27</u>
12/28/2017	101	159 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
12/28/2017	101	160 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
12/31/2017	101	161 (E)	01233	UNITED STATES OF AMERICA	RURAL DEV II BOND PMT (92-05)	60,838.94
01/05/2018	101	162 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD #GUL STREET LIGHTS	51.19 <u>1,699.37</u>
						1,750.56
01/07/2018	101	163 (E)	01105	MASTERCARD	MASTERCARD DEPRIEST	257.74
					MASTERCARD RICE	53.75
					MASTERCARD CRAWFORD	433.94
					MASTERCARD BEBOW	1,087.33
					MASTERCARD WALDRON	99.00
					MASTERCARD DEARING	2,630.26
					MASTERCARD RADAR	183.54
					MASTERCARD MCBRIDE	357.61

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD ROCKAFELLOW	3.82
					MASTERCARD FUSSMAN	40.88
					MASTERCARD SMITH K	99.00
					MASTERCARD HOHLBEIN	145.51
					MASTERCARD 1100	99.00
						<u>5,491.38</u>
01/10/2018	101	19848	00020	JAMES ALWOOD	WELL SITE LEASE-DEC 2017	245.28
01/10/2018	101	19849	00059	JOHN BEBOW	CLOTHING ALLOWANCE-BEBOW	100.00
01/10/2018	101	19850	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES - NOV 2017	5,685.00
					NEW GRASS APPEAL - NOV 2017	45.00
					NEW GRASS CIVIL - NOV 2017	525.00
						<u>6,255.00</u>
01/10/2018	101	19851	00095	C & C ENTERPRISES, INC.	TWP HALL BATHROOM SUPPLIES	144.00
					UNIFORM PANTS/CHANGE 2017	1,265.00
					CHAFFEE CLOTHING ALLOWANCE	69.25
						<u>1,478.25</u>
01/10/2018	101	19852	00791	JANE CHAFFEE	FLEX MEDICAL REIMB 12-14-17	221.96
01/10/2018	101	19853	00722	CHARTER TOWNSHIP OF UNION	JAMESON PARK - Q4 UTILITY BILLING	195.86
					PARK CONCESSIONS - Q4 UTILITY BILLING	63.45
					1776 E PICKARD - Q4 UTILITY BILLING	63.45
					RESTROOMS & PAVILLION - Q4 UTILITY BILLI	63.45
					WWTP SOLIDS BUILDING - Q4 UTILITY BILLIN	208.00
					WWTP BUILDING - Q4 UTILITY BILLING	2,394.90
					TOWNSHIP HALL - Q4 UTILITY BILLING	147.90
						<u>3,137.01</u>
01/10/2018	101	19854	00129	CMS INTERNET, LLC	CMS SERVER & PHONE SERVICE - JAN 2018	7,373.25
01/10/2018	101	19855	01570	CORPORATE SETTLEMENT SOLUTIONS	OWNERSHIP SEARCH FOR BLDG DEPT	318.00
					OWNERSHIP SEARCH FOR BLDG DEPT	330.00
						<u>648.00</u>
01/10/2018	101	19856	00155	COYNE OIL CORPORATION	GAS & FUEL	717.87
					BACKHOE OIL CHANGE	124.15
						<u>842.02</u>
01/10/2018	101	19857	01171	DBI BUSINESS INTERIORS	DESK CALENDARS, PEN REFILLS	62.68
					TONER-WATER OFFICE	145.98
					A/P LABELS & FOLDERS-FINANCE DEPT	71.93
					PAPER FOR TAX BILLS	16.47
					BATTERIES-TWP HALL	11.35
						<u>308.41</u>
01/10/2018	101	19858	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,206.36
01/10/2018	101	19859	00257	GOURDIE-FRASER, INC.	SANITARY SEWER INSTALLATION INSPECTION	4,935.00
01/10/2018	101	19860	01348	HARBOR HOUSE PUBLISHERS	AD IN CHAMBER MEMBERSHIP DIRECTORY	575.00
01/10/2018	101	19861	01545	HCC PUBLIC RISK CLAIM SERVICE, INC.	ZONING LAWSUIT DEDUCTABLE	1,000.00
01/10/2018	101	19862	00829	ISABELLA COUNTY	REIMBURSE FOR 2 SLOT READERS NEEDED FOR	120.00
01/10/2018	101	19863	00351	JONES & HENRY LABORATORIES, INC.	LAB SAMPLES FOR WWTP	210.00
01/10/2018	101	19864	00360	KIMBALL MIDWEST	INSULATED WATERPROOF GLOVES	119.82
01/10/2018	101	19865	01300	LINDSAY SOFT WATER	TWP HALL SALT DELIVERY	10.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/10/2018	101	19866	00420	MICHIGAN MUNICIPAL LEAGUE	CLASSIFIED ADS ASSISTANT WATER SYSTEM OP	218.80
01/10/2018	101	19867	00142	MICHIGAN OFFICE SOLUTIONS	COLOR COPY OVERAGE CHARGE 9-18 THRU 12-1	545.60
01/10/2018	101	19868	01255	MID MICHIGAN SECURITY	TROUBLE SHOOT SECURITY SYSTEM	98.50
01/10/2018	101	19869	00739	THE MORNING SUN	ANNUAL MORNING SUN SUBSCRIPTION	481.00
01/10/2018	101	19870	00128	CITY OF MT. PLEASANT	DOG PARK OPERATING COSTS 2018	675.00
01/10/2018	101	19871	01191	NMCOA TREASURER	NMCOA MEMBERSHIP DUES-SOMMER	100.00
01/10/2018	101	19872	00494	NORTH CENTRAL LABORATORIES	50PK COLIBLUE 25 BROTH AMPULES	262.80
01/10/2018	101	19873	01438	PATERSON PLUMBING SERVICE INC.	JAMESON DRINKING FOUNTAIN REPAIR	175.00
					JAMESON-VANDALISM REPAIR	250.00
					DRAIN LINE REPAIRS - WATER PLANT	385.00
					ANNUAL BACKFLOW TESTING	437.50
						<u>1,247.50</u>
01/10/2018	101	19874	00131	PERCEPTIVE CONTROLS, INC	PUMP STATIONS PROGRAMMING	8,240.83
01/10/2018	101	19875	00525	PICKARD STREET CAR WASH	CAR WASHES-NOV	25.00
01/10/2018	101	19876	00532	PLUMMER'S ENVIRONMENTAL SERV.	GROUTING MANHOLE #10 & #11	4,450.00
01/10/2018	101	19877	00549	CHRIS RADER	CLOTHING ALLOWANCE-RADER	71.99
01/10/2018	101	19878	00559	RENT-RITE	PORTA POTTY FOR MCDONALD PARK	296.80
01/10/2018	101	19879	00569	ROWE PROFESSIONAL SERVICES COMPANY	SIDEWALK SERVICES - NOV 2017	460.00
					SIDEWALK SERVICES - NOV 2017	1,057.50
						<u>1,517.50</u>
01/10/2018	101	19880	00574	SAGINAW VALLEY CHAPTER ICC	MADCAD FEE 2018	258.00
01/10/2018	101	19881	00574	SAGINAW VALLEY CHAPTER ICC	2018 SVCICC MEMBERSHIP-SOMMER	15.00
01/10/2018	101	19882	01293	SHAY WATER CO/CUSTOM COFFEE SERV	TWP HALL COFFEE	120.00
01/10/2018	101	19883	01542	SHRED-IT US JV LLC	PAPER SHREDDING 11-22-17	66.00
01/10/2018	101	19884	01473	STATE OF MICHIGAN-DEQ	2018 BIOSOLIDS LAND APPLICATION FEE	1,500.04
01/10/2018	101	19885	00629	STU'S ELECTRIC MOTOR	MAINT-CUB CADET	40.00
01/10/2018	101	19886	01421	SUPERIOR BUSINESS SOLUTIONS	W-2/1099 FORMS	157.77
01/10/2018	101	19887	01554	UNIFIRST CORPORATION	UNIFORMS	79.63
					UNIFORMS	43.70
					UNIFORMS	43.70
					UNIFORMS	43.70
					UNIFORMS	79.63
					UNIFORMS	44.42
					UNIFORMS	235.68
						<u>570.46</u>
01/10/2018	101	19888	00668	UNITED PARCEL SERVICE	HACH AND SAMPLE SHIPPING	24.37
01/10/2018	101	19889	01314	VERIZON WIRELESS	CELL PHONES 11-16-17 TO 12-15-17	509.28
01/10/2018	101	19890	01257	JOSH WALDRON	MILEAGE REIMBURSEMENT FOR ALARM	11.77
					MILEAGE REIMBURSEMENT-POWER FAIL	10.70
						<u>22.47</u>
01/10/2018	101	19891	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-MCDONALD PARK	182.04
					DUMPSTER SERVICE-TWP HALL	61.24
						<u>243.28</u>
01/10/2018	101	19892	00723	WINN TELECOM	PHONE SERVICE 12/15/17 TO 1/14/18	161.35
01/10/2018	101	19893	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT-DEC 2017	1,500.76

101 TOTALS:

Total of 52 Checks:

155,640.11

01/05/2018 11:56 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 12/19/2017 - 01/10/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Less 2 Void Checks:						0.00
Total of 50 Disbursements:						<u>155,640.11</u>

<b>Charter Township of Union</b> <b>Payroll</b>
--

**CHECK DATE: December 28, 2017**

**PPE: December 23, 2017**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	51,267.07
Employer Share Med		737.54
Employer Share SS		3,153.54
SUI		93.96
Pension-Employer Portion		3,184.41
Workers' Comp		543.43
Life/LTD		-
Dental		-
Health Care		-
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>58,979.95</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	23,604.97
EDDA		
WDDA		
Sewer Fund		19,409.52
Water Fund		15,965.46
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>58,979.95</b>

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

BOARD MEMBER: TIM LANNEN

MONTH: December

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
12.5.17	Isabella County BOC	✓		\$ 50
12.19.17	Isabella County BOC	✓		\$ 50

SIGNATURE: Timothy F. Lannen Date: 12.26.17

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 - December 11, 2017 through December 17, 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			1
	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
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries	1	2	
	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			
	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			
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			
	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	2	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	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	1	2	
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	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			
			5	10	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 - December 18, 2017 through December 24, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire	1	21	
	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	4	2
	321	EMS Call excluding Veh. Accident	3	8	1
	322	Motor Vehicle Acc. W/ Injuries	2	6	
	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				
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			
440	Electric Wiring/Equipment Problem				

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1	8	
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	6	3
	622	No Incident Found on Arrival			1
	631	Authorized controlled burning	1	12	
	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			
	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	1	3	
	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			
			14	70	9
		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 - December 25, 2017 through December 31, 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	1	2
	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	8	2
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
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			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	1	2	
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak	1	2	
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	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	2	10	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			2
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	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			
			10	26	10
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> January 4, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> January 10, 2018
<b>ACTION REQUESTED:</b> Consider the appointment of Mr. Steve Krotzer as the Charter Township of Union’s Building Official.	

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

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

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

### BACKGROUND INFORMATION

In June, 2017, the Township Board approved the appointment of Mr. John Dauffenbach as the Township Building Official as required by state law.

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

### SCOPE OF SERVICES

Functions performed by the Mr. Krotzer include:

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

### JUSTIFICATION

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

### PROJECT IMPROVEMENTS

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

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

### COSTS

N/A



**PROJECT TIME TABLE**

N/A

**RESOLUTION**

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

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

Yes:

No:

Absent:



## Steve Krotzer

Building Official/Inspector

---

### LICENSES

Licensed Building Official—Michigan  
Licensed Building Inspector—Michigan  
Licensed Building Plan Reviewer—Michigan

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### PROFESSIONAL EXPERIENCE

#### **Building Official, Building Inspector and Plan Reviewer**

7 years working for multiple communities as an inspector and later as and Building Official and Plan Reviewer for both commercial and residential construction. Proactive by establishing credibility and respect through being accessible and dependable. Core competencies are; time & task management, supervision, strong analytical skills and customer service.

#### **Training**

Completion Act 54 training as required by the State of Michigan along with ongoing education to keep current of the ever changing codes. Detail oriented experience contracting commercial, municipal and residential projects for over 30 years which has given many skills to which are used today when working with homeowners, contractors and communities.

#### **Professional Experience**

20 years owning a Masonry company which specializes in grade work, parking lots, catch basins, city streets and sidewalk handicap ramps (ADA compliant). Also, foundations, curb and gutter and all types of excavating.

#### HEADQUARTERS

235 East Main St.  
Suite 105  
Northville, Michigan 48167

○ 248.596.0920  
F 248.596.0930  
MCKA.COM

RICK SNYDER  
GOVERNOR

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY  
BUREAU OF CONSTRUCTION CODES

REGISTERED CODE OFFICIAL AND INSPECTOR

STEVEN L KROTZER  
793 W PINE RIVER ROAD  
MIDLAND MI 48640

CATEGORY BUILDING OFFICIAL,  
BUILDING INSPECTOR  
PLAN REVIEWER

REGISTRATION NO. 005668

EXPIRATION DATE 09/16/18

THIS DOCUMENT IS DULY  
ISSUED UNDER THE LAWS OF  
THE STATE OF MICHIGAN



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> January 4, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> January 10, 2018
<b>ACTION REQUESTED:</b> Consider the approval of a resolution setting the annual salary for the office of Trustee at \$7,500 per annum	

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

Funds Budgeted: If Yes   X   Account #   101-101-707.000   No \_\_\_\_\_ N/A \_\_\_\_\_

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

### BACKGROUND INFORMATION

Throughout 2017, several discussions were held regarding the appropriate annual salary for the office of Board Trustee in light of the growth in population of the Township over the last decade and the associated increase in number and complexity of issues facing the Board as a result of said growth. These discussions culminated with the adoption of the FY 2018 budget that provided funding to set the Trustee salary at \$7,500 per annum. The previous salary was \$4,335 per annum.

To fully effectuate the change in the salary, it is necessary to adopt the attached Resolution evidencing the new salary level.

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

The population of the Township has doubled over the last decade. With the increased population has come more demand for services, a broader array of services and an increase in the complexity of issues facing the Township. The office of the Board Trustee is responsible for helping to shape community and organizational policy commensurate with the complexity that comes with a growing community. To attract the best members from the community to participate in Township governance, the annual salary should be set at such a level as to encourage participation and commitment.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the approval of the Resolution (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**

The additional cost, including FICA, is \$13,610 per year.

**PROJECT TIME TABLE**

The increase in compensation is effective January 1, 2018.

**RESOLUTION**

Attached

**RESOLUTION TO ESTABLISH CHARTER TOWNSHIP OF UNION TRUSTEE SALARY**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board; and

WHEREAS, the township board deems that an adjustment in the salary of the office of the trustee is warranted;

THEREFORE BE IT RESOLVED, that as of January 1, 2018 the salary of the office of trustee shall be as follows:

Trustee: \$7,500 per annum

This resolution offered by board member \_\_\_\_\_

Supported by board member \_\_\_\_\_

Upon a roll call vote, the following voted: \_\_\_\_\_ Aye \_\_\_\_\_ No

The Resolution is declared adopted.

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