



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**July 25, 2018**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Sue Ann Kopmeyer – Isabella County Parks and Recreation – County Park Millage Renewal
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Monthly Activity Report to the Board of Trustees
  - C. Planning Commission & Zoning Board of Appeals updates by Township Planner
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – July 11, 2018- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Policy Governance 2.0 Global Executive Constraint
  - H. Policy Governance 2.5.10 Cash Flow Ratio
  - I. Policy Governance 2.5 Financial Condition & Activities
10. NEW BUSINESS
  - A. Discussion/Action: (Smith) Approval of the trade-in of a 2009 Super Duty Ford Truck with snow plow and the purchase of a 2018 Heavy Duty Service Truck with a snow plow

- B. Discussion/Action: (Gallinat) Approve the Professional Services Agreement between Charter Township of Union and McKenna Inc. for the Zoning Ordinance update
- C. Discussion/Action: (Stuhldreher) Consider adoption of the Resolution to Approve Ballot Language for Fire Millage renewal and direct Township Clerk to submit the ballot language to be placed on the November 6, 2018 election ballot
- D. Discussion/Action: (Stuhldreher) Policy Governance 4.4 Monitoring Township Manager & Management Team Performance Process annual review

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

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT



## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
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	2/18/2021
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
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	Jakubiec	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	12/31/2019
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	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
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	Connie	Bills	8/15/2019



# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: July 18, 2018  
Re: July Monthly Activity Report

Attached is the monthly activity report I've mentioned that would be made available at the 2<sup>nd</sup> Board meeting of the month, starting in July.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization does throughout the month. It contains both routine and non-routine activities.

The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the "Ends" that are articulated in the Policy Governance Document. It is segregated by department. As this is the July Report, the prior month reflects June activity and the current month reflects July planned activities. Additionally, there is a section that provides a heads up on items that may appear on an upcoming agenda and to inform on issues of significance that may be out in the future (position openings, major projects, events, etc).

I hope you find the report informative.

As this is a new report, I'd appreciate any feedback you may have regarding format, content, etc, to help ensure it is useful to you, the reader.

# Charter Township of Union



## Monthly Activity Report

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** July, 2018

## Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

## Prior Month Activities

### Township Manager

- Activities include providing direction, support and advice to the organization as the activities listed below are undertaken which advance the accomplishment of the Ends
- Participated in the community wide Branding Initiative as a member of the Steering Committee
- Met with County Road Commission regarding roadwork in the Township
- Met with representative of Mt Pleasant regarding the upcoming fire truck purchase
- Participated in the Community Wide Clean Up Day Event
- Attended the monthly Middle Michigan Development Corp Board, Dog Park Advisory Board and several internal board meetings during the month
- Meeting with Township Attorney regarding a variety of issues

### Finance Department

- 1.1 Community well-being and the common good
  - Filed Form 5176 with the State to request personal property tax capture loss reimbursement for the East DDA expected to be approximately \$54,000 in revenue for 2018
  - Submitted the online Qualifying Statement to the State for the Township, East DDA and West DDA so these entities are authorized to issue municipal debt if needed
  - Worked with PFM, Inc., the Township's financial advisor, to submit the Annual Disclosure information required for the Township's bond disclosures
  - Worked with the Local Community Stabilization Authority so the Township will receive payments from them electronically going forward

- Researched GFOA Best Practices related to Audit Procurement and the formation of Audit Committees
- Worked with the State Treasury to receive revenue sharing payments electronically
- Reconciled 11 bank statements
- Reversed NSF checks in the Utility billing system and notified Utility department
- Closed out 2017 Year-end in the BS&A General Ledger Financial system and verified Year end Fund Balances match audited financials
- Filed the “new” F65 with the State of Michigan, providing the required financial information for 2017 so the Township will continue to receive State revenue sharing payments
- Reviewed additional changes needed to department account codes to comply with the State’s new chart of accounts.
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Worked with BS&A to schedule Fixed Asset module implementation and upgrade
- Implemented changes required with ratification of the Collective Bargaining Agreements(CBA)
- Organized and scheduled an open enrollment for employees so they could elect their new Health Care option negotiated in the CBA
- Reconciled and disbursed funds for Delinquent Personal Property Tax collected and communicated with the County Treasurer’s office regarding same. 35 Invoices created and entered in the computer system, reviewed, and 6 checks issued
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund
- Payroll – 101 Payroll checks and checks to pay for benefits issued during June
- 2 regular accounts payable check runs during June -- 156 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports review for accuracy by two different people before issuing 107 disbursement checks totaling over \$588,000
- Performed “on-boarding” tasks for three new temporary summer employees. Met with each employee to review the required new hire paperwork and entered all information in the BS&A payroll system

## Building, Rental Housing Departments

### 1.3 Safety

- 57 Inspections performed; 6 Plan Reviews completed; 19 Permits issued
- Completed inspections on four apartment complexes (approx. 790 units) and various single-family rental units

### 1.6 Commerce

- Started construction - Citizens for Health Commercial Project on Health Parkway

## Assessing Department

### 1.1 Community well-being and the common good

- Draft of Customer Service Policy, Board of Review Policy, Inspection Policy, Principal Residence Exemption policy for Granting and Auditing the application, and Property Exemption Policy and Procedures submitted to the Township Manager
- Audit of Minimum Assessing Requirements (AMAR) follow up information sent to the State Tax Commission and Tax Management Associates
- Processed 22 deeds
- Processed 22 Principal Residence Exemptions and 4 Denials

- Prepared the Dark Store Resolution and submitted to the State Legislature and the Escanaba City Commission in support of their tax appeal with Menards

## 1.6 Commerce

- Field inspected 160 properties. Each year the Township is required to inspect 20% of the parcels and canvas the industrial and commercial personal properties. The canvas of Personal Property is accomplished as visits are made to the industrial and commercial businesses. There are 3,091 Real Properties and 492 Personal Properties in the Township. The required amount of properties to be inspected each year is 618 to reach the goal of 20%
- Updated information from field visits on 120 record cards; YTD 223 record cards updated

## Public Services Department

### 1.1 Community well-being and the common good

- Quarterly meter reading & rereads
- Quarterly billing processed for April 1, 2018 – June 30, 2018 billing period
- 16 final bills processed
- Supported the following baseball tournaments
  - June 1, 2018 – June 3, 2018 – Little League Tournament – McDonald Park
  - June 8, 2018 – June 10, 2018 – Little League Tournament – McDonald Park
  - June 22, 2018 – June 24, 2018 – Youth Softball Tournament – McDonald Park
  - June 28, 2018 – June 29, 2018 – USA Softball Tournament – McDonald Park
- MMCC inquiry regarding softball field rental/use 2019 season – practice only
- Goudreau & Associates Contract review – Isabella Well Site remodel project
- Jameson Hall Rental - 12 days June 2018
- Messenger Sanitary Sewer Franchise Agreement prepared/approved

### 1.2 Safety

- Forklift Safety Training conducted
- Ordered new slide and square deck replacement part for McDonald Park playground

### 1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Sewer cleaning and televising - 39,153 feet completed
- Pump Station #4 bypass manhole rehabilitation completed
- Pump Station #2 pump and motor repair, pump removal and pump reinstallation after repair
- Joint Water Study kick-off meeting and Joint Water Study facilities tour with FTCH –(Isabella Treatment Plant, Mission Road Treatment Plant, Meridian Road Treatment Plant, three water towers, two pressure reducing valve stations)
- Spring Hydrant Flushing Program completed
- 40 Commercial cross connection Inspections conducted
- 9 Commercial cross connection notices sent for required corrective actions and re- inspection processed and mailed
- 180 MISS DIGS completed
- Reviewed 2018 Service truck purchase bids
- WWTP Oxidation Ditch # 4 - yearly cleaning and preventative maintenance completed

- Lead and Copper sample program began - 30 samples required for 2018/19; 19 - Lead and Copper Sample customer notifications sent – MDEQ Requirement ; Two Lead and Copper MCL customer visits conducted
- Isabella Well Site Remodel design meetings (mechanical , design, and contract meetings held in June of 2018)
- Mercantile Bank Site Plan water and sewer review
- Aldi Foods Addition – sanitary sewer, Public Works Department plan review – pump station #3 flows calculated for MDEQ submittal, MDEQ for Part 41 Construction Permit completed and submitted, connection charges calculated
- Citizens for Health water and sewer plans Public Works Department review
- MDEQ Wellhead Protection Grant Application completed and submitted to MDEQ
- Consumer Confidence Report (CCR) completed and distributed to customers, and MDEQ certification completed
- Pump Station #7 Study information gathering (pump station information, flow monitoring, maintenance records, alarm records); Pump Station #7 Service Area Study Citizens Informational Meeting held June 20– 14 citizens attended meeting – 199 invitations mailed
- Weekly sanitary sewer pump station maintenance and sewer main line cleaning completed
- Weekly water system maintenance completed including repair of four fire hydrants
- Water shut-off for non- payment – 250 Notices sent, 52 locations shut-off/turned back on
- Prepared/reconciled 165 ACH payments – submitted to Treasurer
- Researched/cleaned up 12 old/open water and sewer permits dated back to 2009 in BSA Building Department Module
- Scheduled 27 turn on/off work orders in PubWorks
- Processed /tracked 3 - NSF checks
- Received/Processed 56 backflow inspection reports
- Cleanup and hydro seed of 13 sites from early winter, spring service installations and water and sewer repairs
- Pump station #1 pump repair – confined space entry to pull pump #1, unplugged, and replaced
- Pump station #13 pump repair – confined space entry to pull pump, unplugged, and replaced
- Pump station #15 replaced motor starting capacitors
- Pump station #14 – confined space entry to check high alarm float
- Sprint Tower Lease equipment upgrade review and approval
- 3 - WWTP Tertiary Filters Cleaned; repair of one WWTP Tertiary Filter
- WWTP screw pump #1 disassembly in preparation for motor and gear box rebuild and rehabilitation
- WWTP - Completion of EPA DMRQC Certified Lab Study (one of two yearly lab quality control studies, reporting sent to EPA)
- WWTP - completion of additional NPDES monitoring – whole effluent toxicity testing, metals analysis, organic analysis (fats, oils, grease) reporting submitted to MDEQ – No NPDES Violations
- WWTP Operator job posting completed
- Pickard Street/Summerton Road Water Main Looping Project engineered design completed, MDEQ Act 399 Permit received (June 26, 2018)
- Pump Station #19 – new pump quoted, ordered
- Rehabilitation of 8 sanitary sewer manholes completed
- Emergency water hookup 1” service 3151 St. Andrews Drive
- Computer Security Awareness Training conducted
- 13 monthly water samples completed– no violations
- Inspection and water turn on to Holiday Inn – Pickard Road, required to be resampled due to water main sitting for two years without 20 psi of positive pressure on mains

- Removal of LARGE brush pile at shop to City of Mt. Pleasant DPW done in conjunction with City of Mt. Pleasant's brush chipping program – large proto type testing chipper from Bandit Industries utilized for both entities debris

## Planning & Zoning Department

### 1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
  - Considered 4 RFP's for Zoning Ordinance update. Made recommendation of McKenna. Township Board will consider service agreement with McKenna in July.
  - Recommended approval of SUP for a bank with a drive through in OS district. (Mercantile Bank).
  - Approved SPR for bank with a drive through (Mercantile) in OS district. Mercantile Bank expected to seek construction approval this summer.
- ZBA
  - ZBA considered Rules and Procedures for internal use.
- Sidewalk Committee
  - Met in early June to discuss schedule, goals and task's for remainder of year. Top goal is to prioritize existing sidewalk waivers for revocation recommendation
- Issued 2 yard sale permits, 6 zoning approval letters, 3 sign permits, 1 fireworks sale permit
- Met with building official twice per week for communication
- Met with Hampton Inn representative regarding future use options

## Current Month Anticipated Activities

### Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are carried out
- Continue negotiations regarding Fire Service Agreement extension with City of Mt Pleasant
- Participate in the community wide Branding Initiative activities as a member of the Steering Committee
- Attend Cultural and Recreation Commission Annual meeting
- Hold several quarterly budget review meetings with staff
- Begin construction of recommended FY 2019 budget
- Put wage/compensation RFP out for bid
- Drafted, circulated for review and put into place the use of a "Specific Incident" form so that the organization would have a standard form to use for documenting specific incidents dealing with performance, productivity, discipline, misconduct, etc. This will better serve the employer and employee by having a consistent tool available for use.

### Finance Department

#### 1.1 Community well-being and the common good

- Annual Patient Centered Outcomes Research Institute (PCORI) Fee Filing due to the IRS in July as required by the Affordable Care Act
- 2<sup>nd</sup> Quarter Payroll Tax Reporting, 941, Unemployment Reporting and payment, Michigan withholding

- Reconcile the 2017 tax settlement with the County and disburse funds to appropriate Township entities: General Fund, Fire Fund, East DDA, and West DDA
- Implement Fixed Assets software module and obtain the recommended training
- Planning to work with BS&A to clean up the expired or paid Building Dept invoices that are still outstanding in the system that were researched in June
- Process final bond payment in the West DDA due August 1<sup>st</sup>
- Disburse funds for the Mobile Home tax collections
- Disburse funds for the summer taxes collected in July
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Work on FY 2018 budget amendment
- Complete CMS information technology online security awareness training
- Set up new workers comp rates in the payroll system effective July 1st
- Calculate and send tax abatement amounts to the RESD for the Schools required accounting reports to comply with GASB 77
- Worked with BS&A support to help Building Department set up process to more efficiently handle billing items for building permit, construction plan review and zoning compliance letters

#### Building, Rental Housing Departments

##### 1.3 Safety

- Continuing progress on Citizens for Health Commercial Project will include site visits and inspections
- Start of construction on Messenger Commercial Project will include site visits and inspections
- Four apartment complexes scheduled as well as other single-family units for rental inspections

##### 1.6 Commerce

- Several commercial projects in the works include: Aldi, Aspen Dental, TJ Max, Venture Way, Cornerstone Church
- New Residential projects: 2300 Cornerstone, 5684 Grant
- Permitting for multiple single and double wide manufactured homes going in mobile home parks

#### Assessing Department

##### 1.1 Community well-being and the common good

- July 17<sup>th</sup> is the July Board of Review meeting to correct errors and mutual mistakes on the 2018 assessment roll and act on Veteran and Poverty exemption and Principal Residence Exemptions applications
- Research 16 properties owned by the City of Mt. Pleasant to ensure correct jurisdiction is indicated on respective government assessment data bases

##### 1.6 Commerce

- Field inspect 250 properties and update record cards

#### Public Services Department

##### 1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Coyne Franchise Agreement preparation

- Truck Purchase Bid Review
- Information gathering and assistance to engineers for Joint Water Study
- Installation of new emergency bypass pumping equipment for screw pumps
- Completion of Screw Pump #1 Rehabilitation
- Interview WWTP Operator applicants
- Department - 2019 Budget Preparation
- Installation of generator at Lincoln Road Water Tower
- Installation of natural gas at Lincoln Road Water Tower for generator
- Pickard Street/Summerton Road Water Main Looping Project - Bidding
- Pump Station #4 Bypass Manhole Project completion
- Pump Station #19 – installation of new pump
- Upgrade Opto Scada System at #10 Pump Station
- Opto programming for Pump Station #7 generator run time
- Pump Station #15 – check valves replacement
- Pump Station #5 – sump pump replacement
- July 13, 2018 – July 22, 2018 District Minor Baseball Tournament – McDonald Park
- McDonald Park parking lot repair/seal coating bids
- Processing of Metro Act Permit – received June 27, 2018, from 123 NET

Planning & Zoning Department

1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
  - Appointments to Sidewalk and Pathways Committee (At-Large, PC Rep)
- ZBA
  - Consider screening variance for Holiday Inn project.
  - Final approval of Rules and Procedures for internal use
- Sidewalk Committee
  - Meeting in mid-July (TBD)-begin work on prioritizing revocation of existing sidewalk waivers

**Future Board of Trustee Meeting Agenda Items**

- Budget Amendment recommendation at August 22 Board Meeting
- 4 potential land divisions in August or September
- Amendment to the township Land Division Ordinance. The current Ordinance No. 1997-8 requires the Land Divisions to be approved by the Board of Trustees. The State Land Division Act allows the approval by the Assessor
- Coyne Water Franchise Agreements (revised agreements)
- Paving Bids – McDonald Park
- Approval of Fire Service Contract with Mt Pleasant
- Service agreement with consultant for Zoning Ordinance update
- Zoning Map amendment request (AG) to (R-2A) on Remus Rd

**Significant Items of Interest Longer Term**

- FY 2019 budget development, recommendation, review, adoption
- Planning Commission expected to begin review/update of zoning ordinance in August
- Implement BS&A Purchase Orders



- Implement Positive Pay on the Payroll Account for fraud protection
- Review Building Dept fee schedule
- Review building permit application form
- Secure, via retainer, an appraisal firm to assist with MTT cases
- Department of Treasury introduced an assessing reform bill that has been assigned to the taxation committee -will track progress of the bill
- Plaza Corp has requested land divisions on the strip mall parcel. They have 5 vacant acres and 4 land divisions available
- Purchase of four barrier free picnic tables McDonald Park (2018)
- Integration of SCADA from Opto 22 software to Ignition Software (2019)
- Bypass Manhole Rehab Pump Station #9 (2019)
- WWTP - Installation of third screw pump (2019)
- Purchase of new sewer vacator truck (2020)
- Bypass Manhole Rehab Pump Station #12 (2020)
- WWTP - Sludge Storage Tank installation (2023)
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd.(possible others), cost sharing sidewalk plan where easements are needed
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans

## Other

- Enforcement Activities
  - Brad Wood – Bilbrael and E Pickard properties
  - Tolas Brothers – Valley Rd
  - Intimate Ideas site visit for illegal and unsafe electrical work
  - Issued stop work order at 611 Bamber for working without permit
  - Follow-up on the conclusion of rental blight complaint
  - Follow-up inspections to verify compliance with violations found on previous inspections
  - 3 site visits in regard to site plan inspection enforcement
  - Tall grass complaints on Jonathan Lane., Lincoln Rd., Silverberry Dr., and Willow Dr. All resolved by owner with the exception of Township needed on Jonathan Lane
  - Complaint of vehicle sign on Lincoln Rd-Owner contacted.
  - Deleterious growth on corner of Bertshire and Isabella Rd- owner contacted
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- Michigan Tax Tribunal open case report attached

**2017 - 2018**  
**Statement Of All Open MTT cases as of July 6, 2018**

<b>Petitioner Name on Assessment Roll</b>	<b>MTT represented by Attorney or Assessor</b>	<b>Representative of Petitioner</b>	<b>Date Filed by Petitioner</b>	<b>Date Township Responded</b>	<b>Docket Number</b>	<b>Taxable Value In Dispute</b>	<b>Township Dollars at Stake</b>	<b>County Wide Dollars at Stake</b>
Kinaia Investment, llc/Dollar General	<b>Attorney, David Revore</b>	<b>Kenyon Associates</b>	5/17/2018	6/26/2018	18-000879	\$ 52,400	\$ 157	\$ 2,573
P & M LLC (Pat McGuirk Excavating new business location S Mission Rd )	<b>Assessor, Patrucia DePriest</b>	Randall Goldon	5/31/2017	6/25/2018	17-005078	\$ 35,000	\$ 105	\$ 1,719
P & M LLC (Pat McGuirk Excavating new business location S Mission Rd vacant parcel )	<b>Assessor, Patrucia DePriest</b>	Randall Goldon	5/1/3117	6/25/2018	17-005078	\$ 18,182	\$ 55	\$ 893
Campus Crest @ MP II LLC (Student housing)	<b>Attorney, David Revore</b>	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001774	\$ 4,826,600	\$ 14,480	\$ 237,025
Copper Beech Townhomes student housing	<b>Attorney, David Revore</b>	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 2,064,400	\$ 6,193	\$ 101,379
Copper Beech Townhomes student housing	<b>Attorney, David Revore</b>	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 3,004,141	\$ 9,012	\$ 147,528
Copper Beech Townhomes student housing	<b>Attorney, David Revore</b>	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 702,000	\$ 2,106	\$ 34,474
PEP-CMU, LLC (student housing)	<b>Attorney, David Revore</b>	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/31/2018	7/6/2018	18-002031	\$ 1,558,677	\$ 4,676	\$ 76,544
Union Square Apt. LLC (student housing)	<b>Attorney, David Revore</b>	Norman D. Shinkle	5/21/2018	6/21/2018	18-000995	\$ 432,006	\$ 1,296	\$ 21,215



**2017 - 2018**  
**Statement Of All Open MTT cases as of July 6, 2018**

JURISDICTION	TAXABLE VALUE IN DISPUTE	TAX DOLLAR EXPOSURE						
	<b>\$16,869,063</b>							
County Operating		\$111,505						
State Education Set Tax		\$101,214						
ICTC		\$14,541						
Medical Care Facility		\$11,808						
Commission on Aging		\$14,804						
Parks & Recreation		\$5,904						
Township Operating		\$16,869						
Township Fire		\$33,738						
MPPS Operating		\$303,643						
MPPS Debt 1997		\$43,860						
MPPS Debt 2007		\$26,991						
MPPS Debt 2016		\$24,629						
Grat/Isab RESD		\$4,453						
Grat/Isab Special Ed		\$68,058						
Grat/Isab Vocational		\$16,869						
Chippewa District Library		\$29,521						
<b>Total Tax Dollar Exposure</b>		<b>\$828,408</b>						

**2018 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Board of Trustees was held on July 11, 2018 at 7:00 p.m. at Union Township Hall.

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

Township Manager shared the new audio/visual units are in place by MAC TV and CMS and are being used at this meeting.

**Roll Call**

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

Excused: Trustee Mikus

**Approval of Agenda**

**Cody** moved **Rice** supported to approve the agenda as amended: adding 10D. Approval of Land Division and Combination for parcel #37-14-034-40-001-06 located at 5594 S. Mission Rd.

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

**Presentations**

Chippewa River District Library updates by Lynn Laskowsky and Ruth Helwig, Union Township Representatives

**Public Hearings**

**Public Comment** - open 7:16 p.m.

No comments were offered.

**Reports/Board Comments**

Hauck – Isabella County Road Commission updates.

Rice – Working on the taxes that have come back as undeliverable.

Lannen – Commented on the 6<sup>th</sup> annual film festival that was held at the Broadway Theatre.

**Consent Agenda**

- A. Communications
- B. Minutes June 27, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

## **BOARD AGENDA**

### **A. Discussion/Action: (DePriest) Approval of Land Division for Parcel #37-14-021-30-013-00 Located at 2265 E. Broomfield Rd.**

**Lannen** moved **Hauck** supported to approve the land division for parcel #37-14-021-30-013-00 Located at 2265 E. Broomfield Rd. **Vote: Ayes: 6 Nays: 0. Motion carried.**

### **B. Discussion/Action: (DePriest) Approval of Land Division for Parcel #37-14-035-10-003-03 Located at E. Wing Rd.**

**Lannen** moved **Hauck** supported to approve the land division for parcel #37-14-035-10-003-003-03 Located at E. Wing Rd. **Vote: Ayes: 6 Nays: 0. Motion carried.**

### **C. Discussion/Action: (DePriest) Approval of Land Division for Parcel #37-14-010-30-003-03 Located at 1368 North Harris St.**

**Recusal by Hauck due to conflict of interest.**

**Rice** moved **Woerle** supported to approve the land division for parcel #37-14-010-30-003-03 Located at 1368 N. Harris St. **Vote: Ayes: 5 Nays: 0. Motion carried.**

### **D. Discussion/ Action: (DePriest) Approval of Land Division and Combination for parcel #37-14-034-40-001-06 located at 5594 S. Mission Rd.**

**Recusal by Hauck due to conflict of interest.**

**Woerle** moved **Cody** supported to approve the land division and combination for parcel #37-14-034-40-001-06 Located at 5594 S. Mission Rd. **Vote: Ayes: 5 Nays: 0. Motion carried.**

### **EXTENDED PUBLIC COMMENT** - Open 7:52 p.m.

**Rick Outman** – Running for State Senate for 33<sup>rd</sup> District - please visit <https://www.facebook.com/RickOutmanforStateSenate/> for more information.

### **MANAGER COMMENTS**

- Discussion with City of Mt. Pleasant has begun regarding the Fire Service Renewal
- An action item related to the fire millage ballot language will be on the 7/25/18 Agenda
- Monthly reporting of Township Departments will be on the 7/25/18 Agenda

### **FINAL BOARD MEMBER COMMENTS**

**Gunning** – Commented an article written in the Morning Sun newspaper about the City of Mt. Pleasant talking about a possible recreation authority. Also mentioned the need / possible future project for safety improvements at the Bluegrass/Mission intersection.

**Hauck** – Inquired about the wage study request for the Building Official.

**ADJOURNMENT**

**Rice moved Cody supported to adjourn the meeting at 8:06 p.m. Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Jennifer Loveberry)*

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/25/2018	101	196 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN #GUL STREET LIGHTS	57.39 <u>1,897.01</u> 1,954.40
07/25/2018	101	20284	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING & PLANNING ADS	1,221.61
07/25/2018	101	20285	01476	A LOT A CLEAN	WINDOW CLEANING - TWP HALL	113.00
07/25/2018	101	20286	01585	ADVANCED TURF SOLUTIONS	BALL FIELD MARKING CHALK - PARKS	356.00
07/25/2018	101	20287	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEE - JUNE 2018	1,417.50
07/25/2018	101	20288	00072	BLOCK ELECTRIC	REPLACE TVSS AT ISABELLA WELL SITE	150.00
07/25/2018	101	20289	00080	BRIGHAM AUTOMOTIVE SUPPLY	OIL FOR PARKS EQUIPMENT	18.87
07/25/2018	101	20290	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - WWTP WORK SHIRTS/HOODIES JANITORIAL SUPPLIES - PARKS	106.00 310.00 <u>331.50</u> 747.50
07/25/2018	101	20291	01309	CGS, INC	FORKLIFT TRAINING	998.50
07/25/2018	101	20292	00722	CHARTER TOWNSHIP OF UNION	Q2 WATER BILLING - TOWNSHIP HALL Q2 WATER BILLING - MCDONALD PARK Q2 WATER BILLING - MCDONALD PARK Q2 WATER BILLING - PARK CONCESSION Q2 WATER BILLING - JAMESON PARK Q2 WATER BILLING - PARK POLE BARN Q2 WATER BILLING - 1776 PICKARD Q2 WATER BILLING - 5142 BUD ST BATHROOM Q2 WATER BILLING - 1776 PICKARD RESTROOM Q2 WATER BILLING - 1776 PICKARD SACCO Q2 WATER BILLING - 4511 RIVER ROAD Q2 WATER BILLING - WWTP SOLIDS BUILDING	147.90 58.86 58.86 129.38 195.86 72.00 129.88 167.90 129.88 58.86 2,331.90 <u>208.00</u> 3,689.28
07/25/2018	101	20293	00129	CMS INTERNET, LLC	INSTALL & TEST CLOUD KEY AND ACCESSPOINT TOWNSHIP HALL SPEAKER REPAIR MANAGED IT, EMAIL & PHONE SERVICE - JULY CLERK COMPUTER WORK/SERVICE MANAGED IT, EMAIL & PHONE SERVICE - AUG	1,037.00 380.00 4,972.29 44.00 <u>4,984.75</u> 11,418.04
07/25/2018	101	20294	01515	LISA M CODY	MILEAGE TO ELECTION TRAINING	251.03
07/25/2018	101	20295	01584	COMMUNITY CREATIONS, INCORPORATED	LOCAL BUSINESSES/GROUPS MONTAGE DRAWING	395.00
07/25/2018	101	20296	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JUNE 2018	1,015.20
07/25/2018	101	20297	01242	CULLIGAN WATER	WATER/JUG DEPOSIT/COOLER RENTS-MCDONALD WATER/JUG DEPOSIT/COOLER RENTS-SHOP WATER - WWTP JUNE 2018 WATER - PARKS	43.00 43.00 12.00 <u>6.50</u> 104.50
07/25/2018	101	20298	01522	CULY CONTRACTING, INC	4'-10" GRAVITY SEWER	25,009.00
07/25/2018	101	20299	01171	DBI BUSINESS INTERIORS	TONER/PAPER PAD-UTILITIES/TWP HALL 2" BINDERS - TWP HALL	85.88 <u>11.96</u> 97.84



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/25/2018	101	20300	00207	E & S GRAPHICS, INC	CONSUMER CONFIDENCE REPORT	1,585.00
07/25/2018	101	20301	00098	ELECTION SOURCE	VOTING MACHINES AND TABULATORS PAPER & PRIVACY SHIELDS FOR ELECTION EQU	2,150.00 97.16
						<u>2,247.16</u>
07/25/2018	101	20302	01449	ENVIRONMENTAL SALES, INC	UV LAMPS FOR WWTP	1,855.85
07/25/2018	101	20303	00209	ETNA SUPPLY COMPANY	REPLACEMENT METER-GODWINS SPRINKLER MTR 3/4" & MTR 1"	1,580.00 2,240.00
						<u>3,820.00</u>
07/25/2018	101	20304	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,545.04
07/25/2018	101	20305	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT - JULY 2018	40.00
07/25/2018	101	20306	01221	ANDREW FUSSMAN	CHECK LIFT STATION MILEAGE REIMBURSEMENT	14.17
07/25/2018	101	20307	00249	GILL-ROY'S HARDWARE	TRAILER END/ HOBBY PLIERS - PARKS	32.18
07/25/2018	101	20308	00257	GOURDIE-FRASER, INC.	EVALUATION OF PUMP STATION #7	7,464.00
07/25/2018	101	20309	01369	GRANGER	2018 ANNUAL CLEAN UP DAY	2,644.12
07/25/2018	101	20310	01447	INTERSTATE BILLING SERVICE, INC	INSPECTION/REPAIRS/OIL CHANGE ON HOTSY P	189.90
07/25/2018	101	20311	00333	ISABELLA COUNTY ROAD COMMISSION	WHITEVILLE-BLUEGRASS TO BROOMFIELD PROGR BRINE CONTRACT - 2ND PMT 2018	11,598.03 5,720.47
						<u>17,318.50</u>
07/25/2018	101	20312	01462	JENNIFER LOVEBERRY (PETTY CASH)	REPLENISH PETTY CASH	36.70
07/25/2018	101	20313	01455	JENNIFER LOVEBERRY	FLEX MEDICAL REIMB 7/6/18	617.24
07/25/2018	101	20314	00450	M M I	PARK BENCH/GROUND MAINT - JUNE 2018	199.50
07/25/2018	101	20315	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - JUNE 2018	10,560.00
07/25/2018	101	20316	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREENS/BREATHALIZER-RANDOM	97.00
07/25/2018	101	20317	00418	MICHIGAN ELECTION RESOURCES	BALLOT MARKING INSTRUCTIONS - PRIMARY EL	62.10
07/25/2018	101	20318	01255	MID MICHIGAN SECURITY	ALARM MONITORING/DAILY TESTING	156.00
07/25/2018	101	20319	00466	MT. PLEASANT RENTAL CENTER	PORTA JOHN FOR CLEAN UP DAY	81.00
07/25/2018	101	20320	00494	NORTH CENTRAL LABORATORIES	CITRANOX ASPIRATOR/TSS FILTERS	1,060.02
07/25/2018	101	20321	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - 2ND QTR RENT COFFEE FOR TWP HALL	45.00 120.00
						<u>165.00</u>
07/25/2018	101	20322	01542	SHRED-IT US JV LLC	PAPER SHREDDING 7/5/18	54.65
07/25/2018	101	20323	00629	STU'S ELECTRIC MOTOR	SCREW PUMP #1 MOTOR	440.00
07/25/2018	101	20324	00637	SWEENEY SEED CO.	GRASS SEED,FERTILIZER & MULCH FOR CLEAN	243.25
07/25/2018	101	20325	01386	THERMO FISHER SCIENTIFIC	DRYING OVEN REPLACEMENT FAN	640.23
07/25/2018	101	20326	01013	USA BLUE BOOK	PRELIMINARY TRMT - SCREW PUMPS KASCO CIRCULATOR TERTIARY TRTMT TREATMENT PLANT LOG BOOKS/FLOAT	121.21 675.59 318.28
						<u>1,115.08</u>
07/25/2018	101	20327	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - TWP HALL JULY DUMPSTER SERVICE - JAMES PARK JUNE 2018 DUMPSTER SERVICE - SHOP JULY 2018 DUMPSTER SERVICE - WWTP JULY 2018 DUMPSTER SERVICE - ISABELLA JULY 2018 DUMPSTER SERVICE - MCDONALD PARK JULY 20	62.43 122.24 47.93 849.18 73.60 182.04
						<u>1,337.42</u>
07/25/2018	101	20328	01236	WEB ASCENDER	WEBSITE Q3 HOSTING 2018	90.00
07/25/2018	101	20329	00732	YEO & YEO, PC	ACCTING ADVICE-FIXED ASSET REPORT	425.00

07/19/2018 03:19 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 07/12/2018 - 07/25/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
101 TOTALS:						
Total of 47 Checks:						113,093.38
Less 0 Void Checks:						0.00
Total of 47 Disbursements:						113,093.38

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: July 12, 2018**

**PPE: July 7, 2018**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	54,693.23
Employer Share Med		759.27
Employer Share SS		3,246.57
SUI		326.04
Pension-Employer Portion		3,395.31
Workers' Comp		602.72
Life/LTD		493.84
Dental		989.22
Health Care		16,246.00
Vision		320.04
Vision Contribution		(160.02)
Health Care Contribution		(1,964.37)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>78,947.85</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	30,402.33
EDDA		-
WDDA		-
Sewer Fund		26,838.55
Water Fund		21,706.97
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>78,947.85</b>

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

2018

BOARD MEMBER: Bill Frank

MONTH: June

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-28	T.C.R.C.		1	\$75.00

SIGNATURE: Bill Frank Date: 7.5.00

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

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - June 25, 2018 through July 1, 2018**

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				
	130	Mobile Property Fire, Other				
	131	Passenger Vehicle Fire	1	15		
	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			1	
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
		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	3	
	321	EMS Call excluding Veh. Accident			3	
	322	Motor Vehicle Acc. W/ Injuries	1	14	1	
	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)			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			
	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
	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			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			2
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			2
	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			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	4	33	15
		Total Response for Union Twp/City			

	Emergency - MPFD
	Emergency - MPFD Secondary to MMR
	Non - Emergency

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - July 2, 2018 through July 8, 2018**

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			
	130	Mobile Property Fire, Other			
	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			1
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire	1	3	
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
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	1
	321	EMS Call excluding Veh. Accident			3
	322	Motor Vehicle Acc. W/ Injuries			1
	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			
	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			
	555	Defective Elevator, No Occupants			
	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			
	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			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	2	6	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 - July 9, 2018 through July 15, 2018

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				
	130	Mobile Property Fire, Other				
	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	1	2		
	160	Special Outside Fire, Other				
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
		251	Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel				
Rescue & EMS Incident	300	Rescue, EMS incident, other				
	311	Medical Assist to EMS Crew			2	
	321	EMS Call excluding Veh. Accident	1	12		
	322	Motor Vehicle Acc. W/ Injuries	1	13		
	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			1	
	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	1	3	
	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			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			1
	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			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other	1	2	

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	7	36	5
		Total Response for Union Twp/City			

	Emergency - MPFD
	Emergency - MPFD Secondary to MMR
	Non - Emergency

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Subject: Policy Governance Review  
Date: July 17, 2018

Policy Review: 2.0 Global Executive Constraint  
Type of Review: Internal  
Review Interval: Annual  
Review Month: July, 2018

## **Policy Wording**

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

## **Manager Interpretation**

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

## **Justification for reasonability**

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

## **Data**

1. 2017 Audit, per Yeo & Yeo: " In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"
2. No corrective action measures issued in 2017 Audit
3. Collective bargaining agreements negotiated within the parameters established by the Board of Trustees
4. Organizational wide ethics workshop held in April, 2017
5. Board approved Investment and Credit Card Usage policies are followed
6. The Finance Office refers to and incorporates "Best Practices" as published by the Government Finance Officers Association as applicable

7. The water and wastewater divisions operate under rules promulgated by EPA, MDEQ and Ten State Standards. No violations of these rules have been reported in the past year. Staff is members of American Water Works Association (AWWA) and the Michigan Water Environment Association (MWEA). To remain in good standing, members must adhere to the organizations published Code of Conduct.
8. Township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics

**Compliance**

In compliance with policy as indicated.

**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: July 2018**

**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) 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** – 2 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 23% of the revenues for the General Fund. State Revenue Sharing (56% 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 2 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 second 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	\$ 3,736,034		
GF Unrestricted	\$ 3,736,034	\$ 601,299	Yes
Fire Fund	\$ 1,359,937		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 959,937	\$ 524,250	Yes
EDDA	\$ 1,075,629		
Projects	\$ (510,000)		
EDDA Unrestricted	\$ 565,629	\$ 28,220	Yes
WDDA	\$ 744,231		
Projects	\$ (390,000)		
WDDA Unrestricted	\$ 354,231	\$ 52,169	Yes
Sewer Fund	\$ 3,371,766		
2011 Bond Reserve	\$ (40,000)		
2011 Bond RRI Reserve	\$ (81,640)		
2013 Bond Reserve	\$ (100,000)		
2013 Bond RRI Reserve	\$ (17,535)		
Sewer Fund Net	\$ 3,132,591	\$ 524,900	Yes
Water Fund	\$ 3,202,443	\$ 270,537	Yes

**Compliance**

All funds are found to be in compliance.

**Policy:** 2.5 Financial Condition and Activities  
**Type:** Internal  
**Occurrence:** Quarterly  
**Date:** June 2018

**Policy Wording**

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

**Manager Interpretation**

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

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

**Justification for reasonability**

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

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

**Compliance**

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 06/30/2018

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		BUDGET NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	CURRENT PROPERTY TAX	300,303.94		300,000.00		279,213.50	93.07
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(6,346.54)		(5,000.00)		0.00	0.00
101-000-402.002	PILOT TAX	2,082.65		3,000.00		1,072.14	35.74
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	1,473.31		1,200.00		0.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,397.84		2,500.00		588.50	23.54
101-000-445.000	INTEREST ON TAXES	226.83		0.00		0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	5,691.58		5,400.00		6,382.33	118.19
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,398.39		145,000.00		100,472.15	69.29
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(3,206.04)		(4,000.00)		0.00	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,770.00		7,800.00		0.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	311.78		0.00		0.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	132,360.38		130,000.00		67,266.94	51.74
101-000-476.000	BUILDING PERMITS	47,719.48		50,000.00		16,248.00	32.50
101-000-477.000	RENTAL INSPECTION FEES	80,569.00		80,000.00		77,514.00	96.89
101-000-478.000	DOG LICENSE REVENUE	1.50		0.00		2.50	100.00
101-000-479.000	ZONING PERMITS	10,395.00		11,000.00		8,100.00	73.64
101-000-539.000	STATE GRANTS	54,302.49		0.00		0.00	0.00
101-000-573.000	STATE AID REVENUE-LCSA	0.00		0.00		6,931.67	100.00
101-000-574.000	STATE REVENUE SHARING	1,108,746.00		1,045,000.00		174,445.00	16.69
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,271.15		11,500.00		41.25	0.36
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,537.91		7,500.00		7,520.07	100.27
101-000-609.000	CONSTR PLAN REVIEW FEES	125.00		500.00		62.50	12.50
101-000-613.000	APPLICATION FEES	500.00		0.00		0.00	0.00
101-000-626.000	COPIES	23.64		0.00		1.80	100.00
101-000-628.000	LAND DIVISIONS	700.00		500.00		1,200.00	240.00
101-000-630.000	WEED ABATEMENT SERVICES	234.50		500.00		243.01	48.60
101-000-655.000	FINES & FORFEITURES	617.10		1,000.00		524.70	52.47
101-000-665.000	INTEREST EARNED	43,638.50		36,000.00		39,084.32	108.57
101-000-667.000	RENT - JAMESON HALL	7,750.00		7,000.00		3,890.00	55.57
101-000-667.100	RENT - McDONALD PARK PAVILION	1,680.00		1,500.00		1,260.00	84.00
101-000-667.200	RENT - JAMESON PAVILION	300.00		500.00		320.00	64.00
101-000-667.300	LEASES	900.00		900.00		900.00	100.00
101-000-671.000	OTHER REVENUE	29,923.16		30,000.00		2,019.73	6.73
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	17,463.79		15,000.00		4,295.83	28.64
101-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00		500.00		0.00	0.00
TOTAL REVENUES		2,017,862.34		1,884,800.00		799,599.94	42.42
Expenditures							
101	TRUSTEES	46,211.25		67,423.00		35,667.63	52.90
171	SUPERVISOR	16,516.31		20,422.00		7,941.78	38.89
172	TWP MANAGER	96,003.20		107,460.00		35,599.86	33.13
191	ACCOUNTING/GEN ADMIN	134,728.49		176,547.00		76,196.60	43.16
215	CLERK	29,485.53		38,798.00		13,225.29	34.09
228	INFORMATION TECHNOLOGY	20,217.99		20,180.00		20,211.78	100.16
253	TREASURER	28,971.43		31,481.00		13,635.28	43.31
257	ASSESSOR	202,796.94		218,719.00		97,937.13	44.78
262	ELECTIONS	0.00		6,100.00		345.02	5.66
265	TWP HALL & GROUNDS	62,701.76		53,250.00		31,139.45	58.48
266	LEGAL/ATTORNEY	88,452.21		80,000.00		16,174.80	20.22
371	BUILDING	252,554.16		263,926.00		121,164.15	45.91
441	PUBLIC WORKS	339,017.00		284,300.00		45,459.70	15.99
701	PLANNING	114,511.44		219,748.00		54,491.62	24.80
751	PARKS & RECREATION	112,313.54		210,712.00		70,030.32	33.24
901	CAPITAL OUTLAY	4,353.00		0.00		0.00	0.00
910	DEBT SERVICE-LEASES	13,289.76		13,300.00		6,644.88	49.96
TOTAL EXPENDITURES		1,562,124.01		1,812,366.00		645,865.29	35.64
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,017,862.34		1,884,800.00		799,599.94	42.42
TOTAL EXPENDITURES		1,562,124.01		1,812,366.00		645,865.29	35.64
NET OF REVENUES & EXPENDITURES		455,738.33		72,434.00		153,734.65	212.24

User: SHERRIE

PERIOD ENDING 06/30/2018

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BDT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND							
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	600,341.06		600,000.00		558,435.24	93.07
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(12,693.08)		(10,000.00)		0.00	0.00
206-000-402.002	PILOT TAX	4,165.30		0.00		2,144.29	100.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	2,980.85		1,000.00		0.00	0.00
206-000-445.000	INTEREST ON TAXES	362.28		350.00		0.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	5,441.23		0.00		0.00	0.00
206-000-573.000	STATE AID REVENUE-LCSA	0.00		0.00		13,863.35	100.00
206-000-600.200	FIRE PROTECTION - EDDA	61,665.00		61,000.00		0.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	39,506.00		39,500.00		0.00	0.00
206-000-665.000	INTEREST EARNED	12,063.63		10,000.00		9,412.81	94.13
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00		30,000.00		0.00	0.00
TOTAL REVENUES		713,832.27		731,850.00		583,855.69	79.78
Expenditures							
336	FIRE DEPARTMENT	684,000.00		699,000.00		524,250.00	75.00
901	CAPITAL OUTLAY	0.00		450,000.00		0.00	0.00
TOTAL EXPENDITURES		684,000.00		1,149,000.00		524,250.00	45.63
Fund 206 - FIRE FUND:							
TOTAL REVENUES		713,832.27		731,850.00		583,855.69	79.78
TOTAL EXPENDITURES		684,000.00		1,149,000.00		524,250.00	45.63
NET OF REVENUES & EXPENDITURES		29,832.27		(417,150.00)		59,605.69	14.29

User: SHERRIE

PERIOD ENDING 06/30/2018

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		2018 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2017 NORMAL (ABNORMAL)			06/30/2018 NORMAL (ABNORMAL)		
Fund 248 - EDDA OPERATING							
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	441,993.16		387,500.00		395,403.52	102.04
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,860.58		2,000.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	1,029.32		500.00		318.88	63.78
248-000-573.000	STATE AID REVENUE-LCSA	55,909.05		30,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	7,332.51		6,300.00		7,858.53	124.74
248-000-671.000	OTHER REVENUE	67.55		100.00		11,165.54	1,165.54
TOTAL REVENUES		508,192.17		422,150.00		414,746.47	98.25
Expenditures							
000	NONE	104,835.80		257,720.00		47,422.99	18.40
336	FIRE DEPARTMENT	61,665.00		61,600.00		64,013.00	103.92
728	ECONOMIC DEVELOPMENT	0.00		510,000.00		17,229.50	3.38
TOTAL EXPENDITURES		166,500.80		829,320.00		128,665.49	15.51
Fund 248 - EDDA OPERATING:							
TOTAL REVENUES		508,192.17		422,150.00		414,746.47	98.25
TOTAL EXPENDITURES		166,500.80		829,320.00		128,665.49	15.51
NET OF REVENUES & EXPENDITURES		341,691.37		(407,170.00)		286,080.98	70.26

User: SHERRIE

PERIOD ENDING 06/30/2018

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		2018 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2017 NORMAL (ABNORMAL)			06/30/2018 NORMAL (ABNORMAL)		
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	494,598.66		490,000.00		601,336.22	122.72
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)		(139.29)	3.48
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	279.02		600.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	219.52		250.00		86.02	34.41
250-000-665.000	INTEREST EARNED	1,581.61		1,700.00		917.48	53.97
TOTAL REVENUES		496,678.81		488,550.00		602,200.43	123.26
Expenditures							
000	NONE	300,400.00		320,870.00		300.00	0.09
336	FIRE DEPARTMENT	39,506.00		39,500.00		45,642.00	115.55
728	ECONOMIC DEVELOPMENT	0.00		220,000.00		4,048.00	1.84
996	TRANSFER OUT	260,000.00		272,642.00		272,650.00	100.00
TOTAL EXPENDITURES		599,906.00		853,012.00		322,640.00	37.82
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		496,678.81		488,550.00		602,200.43	123.26
TOTAL EXPENDITURES		599,906.00		853,012.00		322,640.00	37.82
NET OF REVENUES & EXPENDITURES		(103,227.19)		(364,462.00)		279,560.43	76.70

User: SHERRIE

PERIOD ENDING 06/30/2018

DB: Union

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE		2018 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-582.000	CONTRIBUTION FROM TRIBE		0.00	0.00		180,000.00	100.00
288-000-665.000	INTEREST EARNED		202.11	0.00		423.86	100.00
TOTAL REVENUES			202.11	0.00		180,423.86	100.00
Fund 288 - TRIBAL 2% GRANTS FUND:							
TOTAL REVENUES			202.11	0.00		180,423.86	100.00
TOTAL EXPENDITURES			0.00	0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			202.11	0.00		180,423.86	100.00

GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND							
Revenues							
590-000-456.000	CONNECTION FEE	149,448.00		100,000.00		13,125.00	13.13
590-000-539.000	STATE GRANTS	2,435.57		429,000.00		0.00	0.00
590-000-627.000	SERVICE	1,270,280.46		1,296,000.00		637,205.96	49.17
590-000-627.100	DELINQUENT SEWER	(435.16)		(1,500.00)		0.00	0.00
590-000-628.000	INSPECTION FEE	5,000.00		0.00		0.00	0.00
590-000-655.000	FINES & FORFEITURES	22,993.13		20,500.00		7,559.80	36.88
590-000-665.000	INTEREST EARNED	34,003.68		30,000.00		23,835.51	79.45
590-000-665.100	INTEREST EARNED-SPEC ASSESS	4,645.83		5,600.00		0.00	0.00
590-000-670.000	DEBT RETIREMENT	1,085,064.08		1,074,000.00		546,571.76	50.89
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	1,050.00		0.00		300.00	100.00
590-000-671.000	OTHER REVENUE	6,782.00		500.00		897.43	179.49
590-000-672.500	REVENUE-SPECIAL ASSESS	0.00		23,000.00		17,561.13	76.35
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		250.00		0.00	0.00
TOTAL REVENUES		2,581,267.59		2,977,350.00		1,247,056.59	41.88
Expenditures							
536	WATER/SEWER SYSTEMS	490,592.38		1,457,483.00		318,244.06	21.84
540	WWTP	773,646.79		1,030,868.00		389,710.81	37.80
906	DEBT SERVICE	274,067.89		253,450.00		106,375.18	41.97
910	DEBT SERVICE-LEASES	560.16		600.00		215.58	35.93
960	DEPRECIATION EXPENSE	649,328.73		700,000.00		0.00	0.00
TOTAL EXPENDITURES		2,188,195.95		3,442,401.00		814,545.63	23.66
Fund 590 - SEWER FUND:							
TOTAL REVENUES		2,581,267.59		2,977,350.00		1,247,056.59	41.88
TOTAL EXPENDITURES		2,188,195.95		3,442,401.00		814,545.63	23.66
NET OF REVENUES & EXPENDITURES		393,071.64		(465,051.00)		432,510.96	93.00



GL NUMBER	DESCRIPTION	END BALANCE		2018	YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)		BUDGET	NORMAL	
Fund 591 - WATER FUND							
Revenues							
591-000-450.000	WATER SALES	1,348,238.81		1,284,443.00		640,719.81	49.88
591-000-450.100	BULK WATER SALES	1,279.50		2,500.00		0.00	0.00
591-000-450.200	FINAL READ	1,615.00		1,700.00		840.00	49.41
591-000-450.300	TURN-OFF	2,470.00		2,000.00		930.00	46.50
591-000-452.000	LATERALS	19,521.60		5,000.00		0.00	0.00
591-000-454.000	BENEFIT FEES	62,146.25		30,000.00		9,200.00	30.67
591-000-459.000	CONNECTION FEES	116,282.74		50,000.00		9,950.00	19.90
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00		500.00		0.00	0.00
591-000-539.000	STATE GRANTS	2,116.87		14,000.00		0.00	0.00
591-000-628.000	INSPECTION FEE	5,000.00		0.00		0.00	0.00
591-000-655.000	FINES & FORFEITURES	13,948.40		16,000.00		3,634.62	22.72
591-000-665.000	INTEREST EARNED	33,960.85		29,000.00		23,328.92	80.44
591-000-665.100	INTEREST EARNED-SPEC ASSESS	6,078.99		5,700.00		0.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	43,116.24		40,000.00		18,564.50	46.41
591-000-671.000	OTHER REVENUE	9,923.30		1,000.00		1,228.72	122.87
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00		9,800.00		9,334.44	95.25
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	5,000.00		500.00		0.00	0.00
TOTAL REVENUES		1,670,698.55		1,492,143.00		717,731.01	48.10
Expenditures							
536	WATER/SEWER SYSTEMS	947,137.49		1,694,628.00		594,893.74	35.10
906	DEBT SERVICE	64,577.69		62,879.00		30,246.25	48.10
910	DEBT SERVICE-LEASES	675.00		720.00		259.98	36.11
960	DEPRECIATION EXPENSE	342,009.88		0.00		0.00	0.00
TOTAL EXPENDITURES		1,354,400.06		1,758,227.00		625,399.97	35.57
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,670,698.55		1,492,143.00		717,731.01	48.10
TOTAL EXPENDITURES		1,354,400.06		1,758,227.00		625,399.97	35.57
NET OF REVENUES & EXPENDITURES		316,298.49		(266,084.00)		92,331.04	34.70
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		7,988,733.84		7,996,843.00		4,545,613.99	56.84
TOTAL EXPENDITURES - ALL FUNDS		6,555,126.82		9,844,326.00		3,061,366.38	31.10
NET OF REVENUES & EXPENDITURES		1,433,607.02		(1,847,483.00)		1,484,247.61	80.34



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher – Township Manager      **DATE:** 7-16-2018  
**FROM:** Kim Smith – Public Works Coordinator      **DATE FOR BOARD CONSIDERATION:** 07-25-2018  
**ACTION REQUESTED:** Approval of the trade-in of a 2009 Super Duty Ford truck with a snow plow and the purchase of a 2018 4 x 4 Heavy Duty Service Truck with a snow plow from My Chrysler in the amount of \$41,366.00.

Current Action  Emergency

Funds Budgeted: If Yes  Account # 590-536-977.000 & 591-536-977.000 No   
 N/A

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

## BACKGROUND INFORMATION

The Charter Township of Union Public Works Department budgeted for the trade-in of a 2009 Ford Super Duty truck with a snow plow we currently own and the purchase of a 2018 4 x 4 Heavy Duty Service Truck with a snow plow. Bid specifications were prepared and advertised in June of 2018. We received three sealed bids on June 20, 2018. All three bidders met or exceeded the minimum standards in the bid specifications.

The bids we received are as follows:

Supplier/Brand	2018 - Truck	2009 – Trade-in	Net Cost Trade & Truck Purchase
Kraphol Ford	\$50,576.00	\$6,000.00	\$44,575.00
<b>My Chrysler</b>	<b>\$50,366.00</b>	<b>\$9,000.00</b>	<b>\$41,366.00</b>
Jorgensen Ford	\$47,500.00	\$6,000.00	\$41,500.00

## SCOPE OF SERVICES

One-time purchase of 2018 Heavy Duty Service Truck with snow plow and trade-in of 2009 Ford Super Duty truck with snow plow.

## JUSTIFICATION

This truck will be used in the Public Works Department for operation and maintenance activities as well as snow plowing in the winter for all Township owned sites.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with this request (from Policy 1.0: Global Ends)

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

**COSTS**

\$41,366.00

2018 Budget Line item 590-536-977.000 & 591-536-977.000 New Equipment Purchase

**PROJECT TIME TABLE**

120 Day Delivery

**RESOLUTION**

Authorization is hereby given for the trade of a 2009 Ford Super Duty truck with a snow plow, purchase of a 2018 Heavy Duty Service Truck with a snow plow from My Chrysler in the amount of \$41,366.00, and authorization for the Township Manager to sign and requisite documents to effectuate the transaction.

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

- Yes:
- No:
- Absent:



2010 South Lincoln Road  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 224 (phone)  
989-773-1988 (fax)  
ksmith@uniontownshipmi.com

## Bid Tabulation Sheet

Project: 2018 - 4 x 4 Heavy Duty Service Truck

Due Date: June 20, 2018 10:00 a.m.

Bidder	Bid Bond	Amount
Kraphal Ford & Lincoln	na	\$44,575.00
My Chrysler Dodge/Jeep	na	\$37,866.00
Jorgensen Ford	na	\$41,500.00

+ 3,500<sup>00</sup>

Kimberly Smith          6-20-2018  
John Belaw              6-20-2018



## REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** 07/18/2018  
**FROM:** Township Planner Peter Gallinat **DATE FOR BOARD CONSIDERATION:** 07/27/2018  
**ACTION REQUESTED:** Approve the Professional Services Agreement between the Charter Township of Union and McKenna Inc. In the amount of \$39,500 whereas McKenna Inc. shall serve as a consultant for the Township Zoning Ordinance Update.

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

Funds Budgeted: If Yes   X   Account # 101-701-801.00 No \_\_\_\_\_ N/A \_\_\_\_\_

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

### BACKGROUND INFORMATION

In March of 2018 the Planning Commission released a Request for Proposal seeking a qualified professional planning firm to assist the Township Planning Commission the Zoning Ordinance review and amend update. 4qualified professional planning firms submitted a bid: McKenna Inc, Wightman & Associates Inc, Beckett&Raeder Inc, and Giffels Webster. The Planning Commission held a special meeting on June 4, 2018 to conduct a detailed open review of all 4 proposals. After careful consideration the board selected McKenna Inc as the most qualified and best fit for the Township. The specific bids are listed below. Since that time Township staff has worked with McKenna Inc along with the assistance of township legal services to craft a Professional Services Agreement to be executed between the Township and McKenna Inc.

Name of Firm	Amount of Bid
McKenna Inc.	\$39,500
Wightman & Associates Inc.	\$24,280
Beckett&Raeder Inc.	\$68,110
Giffels Webster	\$38,584/\$21,175 ( With or without Clearzoning option)

### SCOPE OF SERVICES

Begin with a Project Initiation, Kick-Off Meeting with Township boards, personnel, and other identified stakeholders. Conduct diagnostic review of Master Plan, ZBA actions and Planning Commission actions. Prepare annotated outline of a new Zoning Ordinance. Complete a first draft for review followed by a 2<sup>nd</sup> draft. Finish with Public Engagement at an open house event.

### JUSTIFICATION

The current Zoning Ordinance was written in 1991. Earlier this year the Township Board of Trustees Adopted a new amended Master Plan. The Planning Commission carefully considered 4 RFP bids and selected McKenna Inc of the four as the most qualified and best fit for the Township.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goal(s) is addressed with this request:

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

**COSTS**

\$39,500

**PROJECT TIME TABLE**

Estimated August 2018 Through August 2019.

**RESOLUTION**

Authorization is hereby given to enter into a Professional Service Agreement with McKenna Inc and the Charter Township of Union in the amount of \$39,500 and authorize the Township Manager to sign all requisite documents.

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

- Yes:
- No:
- Absent:

## **PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between CHARTER TOWNSHIP OF UNION, Isabella County, State of Michigan, hereinafter referred to as "Township" and McKENNA, INCORPORATED, a Michigan corporation of Northville, Michigan, hereinafter referred to as "Consultant."

WITNESS:

WHEREAS, the Township is desirous of preparing the Zoning Ordinance Update; and

WHEREAS, the Township has reviewed and approved the Consultant's proposal of May 4, 2018;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

### **SECTION 1. SCOPE OF SERVICES**

The Consultant shall perform all the necessary services under this Agreement.

The above services and task end products are specified and described in the proposal to the Township by the Consultant, dated May 4, 2018. The Project Approach and Scope of Services on pages 5-14 of said proposal are hereby attached to and made a part of this agreement. The Consultant shall carry out all activities specified in the above-cited proposal in a satisfactory and proper manner as set forth in the proposal.

### **SECTION 2. END PRODUCTS**

#### **A. DOCUMENT**

The Consultant shall provide the Township with the following:

1. One digital color copy of the document including all text, tables and graphics in Microsoft Word. Tabular data will be in Microsoft Word or Excel.
2. One digital copy of the document in Adobe PDF format for the Township's website.
3. One digital copy of the Zoning Ordinance Revision Manual in Adobe PDF format that will describe how to revise the Zoning Ordinance Microsoft Word document.

#### **B. MEETINGS**

The Consultant shall prepare for and attend up to the following ten (10) meetings:

1. One (1) Kick-off meeting with the Planning Commission, Township staff, other key elected officials and Stakeholder.
2. One (1) meeting with the Planning Commission and/or Township staff to review the Diagnostic Review.
3. One (1) meeting with the Planning Commission and Township administration to review the Annotated Outline and Format for Zoning Ordinance.
4. Up to five (5) review meetings with the Planning Commission and/or Township administration to review the Draft Zoning Ordinance.
5. One (1) Open House.
6. Two (2) public hearing presentations.

### **SECTION 3. COMPENSATION AND METHOD OF PAYMENT**

- A. The Township shall pay the Consultant for the work as described in SECTION 1. SCOPE OF SERVICES and SECTION 2. END PRODUCTS the amount of Thirty-Nine Thousand Five Hundred Dollars (\$39,500.00).

B. **Additional Services.** For additional professional services provided to the Township, at the Township's request, as described in Section 3. and which are beyond the Scope of Services and End Products described in Sections 1. and 2. above, including attendance at additional meetings or other services, the Consultant shall be compensated on an hourly basis as follows:

<u>Professional Classification</u>	<u>Rate Per Hour</u>
President	\$150.00
Executive or Senior Vice President	\$135.00
Vice President	\$130.00
Director	\$120.00
Senior Principal or Manager	\$110.00
Principal	\$97.00
Senior	\$78.00
Associate	\$68.00
Assistant	\$55.00
Aide	\$44.00
Administrative Assistant	\$42.00

Note: These hourly rates are valid through June 30, 2019, after which the Consultant may increase the hourly rates per classification by a percentage equal to the increase in the Consumer Price Index.

C. **Payment.** Payment for services shall be monthly based upon Consultant's estimated percent complete and a description of services performed. Consultant shall submit an invoice, and the Township shall within thirty (30) days satisfy itself as to the performance of such work and pay the amount for services and reimbursement requested by the invoice.

**SECTION 4. TOWNSHIP DATA AND SERVICES TO BE PROVIDED TO CONSULTANT**

If requested by the Consultant and if available, the Township shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Copies of previous Planning Commission minutes.
- B. Planning Commission agenda packages submitted to the Consultant prior to the meeting.
- C. One set of the most recent aerial photos (with property lines) of the Township, as available from County or Regional Agencies.
- D. Copies of previously prepared plans, maps and ordinances, economic development data or economic studies, as applicable.
- E. Updated assessment and ownership data, tax maps, and other basic data to be gathered and/or made available from Township and County files, as may become available.
- F. Information on utilities, both public and private, applicable records, minutes, agendas, base maps, tax maps, environmental data and other basic data to be gathered and/or made available from Township files.
- G. Any professional, legal or accounting services connected with the project and the costs of publication, postings, notices and mailings. The Township shall be responsible for all scheduling and notification of meetings.
- H. Information available to the Township from State, regional, and local data sources.

**SECTION 5. SERVICES**

The Township hereby engages the services of the Consultant to perform the duties, provide the information, prepare such materials and render such advice as are fully described herein and as referenced in the Proposal.



**SECTION 6. TIME**

The Consultant shall complete work required and described in this Agreement within twelve (12) months of authorization of this agreement, according to a mutually agreed upon schedule, unless the Township and Consultant mutually agree to alter the timeline.

**SECTION 7. ACCEPTANCE**

Consultant hereby agrees to perform the services described herein.

**SECTION 8. EQUAL EMPLOYMENT OPPORTUNITY**

There shall be no discrimination against any employee who is employed in the work covered by this Contract or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

**SECTION 9. OWNERSHIP OF DATA**

All reports, charts, maps, and graphics shall become the property of the Township, and shall not be furnished to any other party without written permission of the Township.

**SECTION 10. COMPLIANCE WITH ALL LAWS**

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker’s Compensation, and to obtain any and all permits applicable to the performance of this agreement.

**SECTION 11. NO CONFLICT OF INTEREST**

During the term of this contract, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the Township, or for which a conflict between the Township and Consultant would be created, without the prior written consent of the Township.

**SECTION 12. COMPLIANCE WITH CODE OF ETHICS**

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the Township and Consultant have executed this Agreement the day and year first above written.

**WITNESS:**

**CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN**

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

**McKENNA, INCORPORATED**

*Kary Terrell*  
\_\_\_\_\_

By: *[Signature]*  
\_\_\_\_\_ *John R. Jackson, AICP, President*

# Scope of Services



## A. Project Initiation

**Kick-Off Meeting.** McKenna Project Manager Mike Deem and Director Patrick Sloan will prepare for and attend a kick-off meeting with the Planning Commission, Township administration and with other key elected officials or stakeholders identified by the Township.

The kick-off will discuss overall project expectations and issues, and agree upon the schedule with tentative dates, ensuring that involved parties share the same expectations. Specifically, we anticipate that the kick-off will have the following outcomes:

- Identify Communication Program key points feedback and contact with the Township and establish communication procedures, both for the submittal of questions and comments by the Township to us, and for the submittal of information and draft materials by your McKenna Team to the Township.
- Educate the Township leaders and staff on the basics of planning and zoning principles and concepts that will be important to the Zoning Ordinance update.
- Identify tasks to be completed by Township staff, tasks to be completed by McKenna, and how completion of tasks is coordinated and progress monitored.
- Establish the review process for the Zoning Ordinance by the public and elected and appointed officials, including the involvement of the Planning Commission in reviewing and revising the first draft of the Zoning Ordinance.
- Agree upon a schedule of meeting dates, document delivery dates and review periods, and key aspects of the process.

**Meeting**

- 1 kick-off meeting with the Planning Commission, Township staff, other key elected officials and stakeholders

**Results**

- Project meeting schedule
- Agreement on review and monitor process



## B. Diagnostic Review

- Review the Master Plan
- Conduct survey of Planning Commission and ZBA and administration
- Review ZBA actions

The above actions will be taken as a prelude to preparing a diagnostic review of the Zoning Ordinance. The purpose of the diagnostic review is to determine the strengths and weaknesses of the current regulations and arrive at a plan of action for creating the Zoning Ordinance. It is important to take a fresh approach so that all issues are explored.

Much of Union Township is agricultural in nature, with a mix of residential, commercial, recreational, public, and industrial land uses. At the same time, Union continues to attract new development, residents, and students due to its high quality of life and proximity to opportunities for local employment, based on its state-wide attraction for higher education and entertainment. Union Township expects to sustain and improve these assets by adopting regulations to promote sensible development and preservation of high quality natural areas. Our diagnostic review will identify opportunities that can be reviewed with Stakeholders addressed in the Zoning Ordinance re-write process.

During this task, McKenna will examine the existing ordinances in light of current state of the art regulatory methods, current legislation and court decisions, and in consideration of goals and objectives expressed in the Master Plan. In a written report, McKenna will advise the Township on the firm's experience of the impact of new laws and court decisions on zoning in Michigan.

In the process of completing the diagnostic review, McKenna will review Zoning Board of Appeals decisions for the past few years to identify recurring problems. We will consult with the Township's Zoning and Planning Department about any relevant zoning litigation. The diagnostic review will determine whether the Zoning Ordinance is consistent with current law, administrative rules, procedures, and regulations, and federal and state pre-emptions (such as laws regarding telecommunications facilities, etc.).

McKenna will complete an evaluation of existing zoning districts in relation to existing and planned future land use to determine if major modifications to existing districts is required.

Most importantly, the diagnostic review will take a step back to determine if the Zoning Ordinance is achieving the vision that residents and Township leaders have for the community.

### Meeting

- 1 meeting with the Planning Commission and/or Township staff

### Results

- Written report of Diagnostic Review of Zoning Ordinance

## C. Annotated Outline and Format for Zoning Ordinance

McKenna will next prepare a detailed outline of the new Zoning Ordinance, with cross-references to comparable sections of the existing Ordinance.

McKenna will also prepare a sample graphic format for typical pages, including headers and footers, font type and size related to the hierarchy of the Zoning Ordinance, margins, illustrations, and indexing.

Although the existing Zoning Ordinance organization may be used as a basis, McKenna will make recommendations, where appropriate, for changes that will increase the usability of the Ordinance. Consensus on the detailed outline and format is required before proceeding with actual text revisions.

We have found that two of the keys to a successful, user-friendly ordinance are logical organization and how content is presented. As the primary users, the Planning Commission, Township Board, ZBA and Planning Development staff must agree early in the process that the outline provides logical order to the Zoning Ordinance.

McKenna will present the results of the outline and format to the Township's administration and Planning Commission to obtain general agreement about the scope and nature of the proposed changes for the Zoning Ordinance.

#### Meeting

- 1 meeting with the Planning Commission and Township administration

#### Results

- Detailed outline of the updated Zoning Ordinance
- Formatted pages for review and approval

### D. Zoning Ordinance First Draft

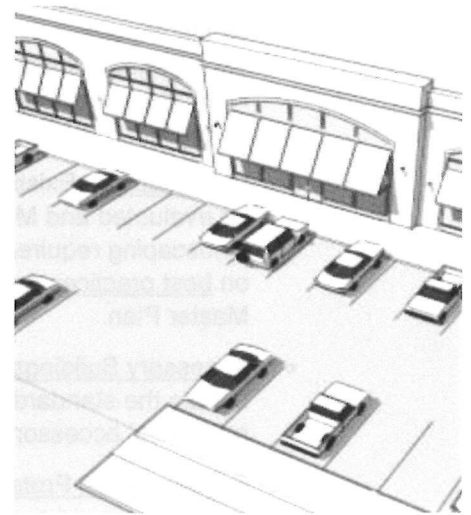
McKenna proposes to develop the Zoning Ordinance in three (3) parts as follows. Concurrent with these three (3) parts, we will continually update and revise the definitions so that the definitions article is always up-to-date. Our team will also “track changes” in Microsoft Word so that you can see all of the changes that have been made. Additionally, we will provide editorial comments in the margins of the draft Word document so that we can describe the purpose behind the proposed changes.

1. **Zoning Districts.** The first step in drafting the update will be to establish the zoning districts, with use and design standards. The zoning district regulations of Zoning Ordinance will contain the following sections:

- Define Zoning Districts. Permitted uses in each district will be clearly defined, along with standards, conditions and review criteria, where appropriate. Currently, Union Township's ordinance has 15 zoning districts. While the creation of new zoning districts is not anticipated, we can modify them as necessary, including any additional Form-Based Ordinance. Permitted uses in each district will be clearly defined, along with standards, conditions and review criteria, where appropriate.

A schedule regulating the area, height, bulk, and placement standards for each district will be provided. We will pay particular attention the minimum lot areas and dimensions, which impact density.

- Hyperlinked Permitted Use Table. McKenna will create a table showing all of the zoning districts and permitted uses. This is sometimes called a “Use Matrix” and allows the user of the planning and zoning ordinance to quickly see where a use is permitted. Easy visualization eliminates the need to flip back and forth between sections of the Zoning Ordinance to determine where a use is permitted in the community. If there are associated



**FIGURE 1.**  
Graphic illustration of front-parking design standards.

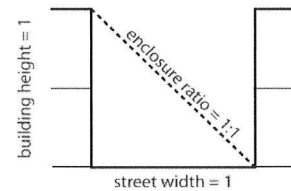
development standards with a specific land use, a [hyperlink](#) will be added directing the user to those development standards. This format will make the table more concise and the Ordinance easy to navigate.

- Linked Land Use-Specific Development Design Standards. The design standards that are applicable to each land use will be described in this article, with each land use having its own section. As previously stated, [a link to the development standard for each applicable land use will be provided](#) in the Permitted Land Use Table. For example, if the Township adopts additional regulations to address bed and breakfast uses and accessory dwelling units, they will be included in this part of the Ordinance.
- General Development Design Standards (a.k.a., General Provisions). General design standards that are applicable to all uses in all locations will be described in this section. Examples of this kind of regulation include corner clear-vision requirements, general accessory structure requirements, etc.
- Zoning District-Specific Development Design Standards. The design standards that are applicable in each zoning district will be described in this section. These standards will be design intensive and include building height and setback requirements, building design standards, accessory building standards, etc.

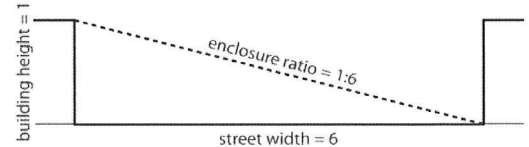
2. **General Regulations.** This portion of the Zoning Ordinance will address supplemental regulations that support and enhance the use and design standards. Cross-references will be added to other ordinances that apply. Examples of regulations that will be included in the Zoning Ordinance include:

- Storm Water Best Management Practices (BMPs) and Watershed Protection. McKenna will review any existing storm water management regulations and, if necessary, incorporate additional standards into the Zoning Ordinance as a means of protecting the [Chippewa River](#), wetlands, and other sensitive environmental areas. Incorporating storm water BMP standards into the Township's Zoning Ordinance will place emphasis on the importance of total site design and encourages homeowners and developers to integrate storm water management into their projects.
- Landscaping. Existing landscaping regulations will be evaluated and McKenna will draft a revised landscaping requirements article or section based on [best practices](#) and the Township's goals of the Master Plan.
- Accessory Buildings and Uses. The team will update the standards for residential and non-residential accessory buildings and uses.
- Environmental Protection. McKenna will identify and recommend regulations and effective Township-level mechanisms to protect critical environmental resources, such as minimum setbacks from [wetlands and water bodies](#) and incentives for preserving open space.
- Reconsider Parking Cars, Trucks and Bikes. Parking regulations should ensure sufficient parking for land uses and buildings while allowing flexibility to [avoid unnecessary impervious](#)

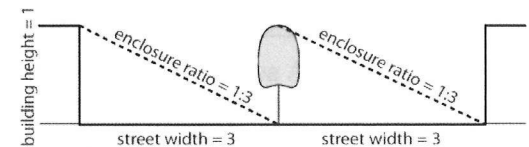
Example A:



Example B:



Example C:



**FIGURE 2.** Street enclosure graphic. Street enclosure helps create street character, and can be regulated through planning and zoning ordinance standards.



### Meetings

- See Task E, below, for review meetings.

### Results

- First draft of Zoning Ordinance (Microsoft Word (.doc or .docx) electronic file with tabular data in Microsoft Excel and .pdf electronic file)

## E. First Draft Review and Preparation of Second Draft

All drafts will be 8½" x 11" format for text.

1. *Zoning Ordinance Draft Review by Township Administration.* Prior to sending draft to the Planning Commission for its review, we will send the draft to the Planning Department staff for review and comment. This will give Township staff an opportunity to provide feedback. We will revise and update the Zoning Ordinance based on the staff's input. While no on-site meetings are proposed for Township staff review, additional meetings can be scheduled at an additional fee.
2. *Working Meetings with Planning Commission and/or Township Staff.* We will meet with the Planning Commission and/or Township staff up to five (5) times to review the proposed Zoning Ordinance. These meetings are intended to take place following completion the three (3) parts noted in Task D, as well as two (2) additional meetings during the process at strategic points.
3. *Prepare Second Draft.* We will prepare the second draft of the Zoning Ordinance based on the input received during Tasks E.1 and E.2. This draft will identify changes made from draft one to draft two, along with the reasons for the changes.

### Meetings

- Up to 5 review meetings with the Planning Commission and/or Township administration

### Results

- First and second drafts of Zoning Ordinance [Microsoft Word (.doc or .docx) electronic file with tabular data in Microsoft Excel + .pdf electronic file]
- Summary of Changes [Microsoft Word (.doc or.docx) electronic file + .pdf electronic file]

## F. Public Engagement Process

It is often difficult to engage people on a broad scale on a subject as perplexing as zoning. The average resident is not apt to respond to a general request for input on a subject that they believe does not directly affect them. Furthermore, most people have only a vague understanding about the impact of zoning regulation on their property.

For these reasons, McKenna takes a more direct approach to public engagement when preparing an extensive zoning code revision. To obtain input at a key juncture in the Zoning Ordinance Update process, McKenna proposes an Open House meeting. McKenna has had great success in these community-wide open house meetings for the purpose of reviewing a new Zoning Ordinance. The open house would be held after the first draft is complete, giving the general public the opportunity for meaningful reaction and input. An open house typically runs 2-3 hours in length (plus preparation).

The purpose of the open house would be:

1. **Zoning Overview** – An introduction to the process of creating a Zoning Ordinance.



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** July 19, 2018

**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** July 25, 2018

**ACTION REQUESTED:** Consider adoption of the Resolution To Approve Ballot Language for Fire Millage renewal in an amount up to 2.25 mills and direct the Township Clerk to submit the ballot language to be placed on the November 6, 2018, election ballot.

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval  MDS

### BACKGROUND INFORMATION

For at least the last decade, the Township has had the authority to levy up to 2.25 mills on all real and personal property in order to provide funding for fire services. The last renewal occurred in 2009 and that authorization expires with the levy in December, 2018.

Funds from the levy are used to pay for fire suppression and commercial building/site plan review and compliance services provided by the City of Mt Pleasant Fire Department. This arrangement, formalized via a Service Agreement, has been in place for decades. The current Agreement, in effect since January 1, 2014, expires December 31, 2018, and is in the process of being renegotiated.

### SCOPE OF SERVICES

Approving the Resolution will set the ballot language and instruct the Township Clerk to take the necessary action to have the language placed on the November 6<sup>th</sup>, 2018, election ballot.

### JUSTIFICATION

Available fire suppression services, a critical piece of the community infrastructure, are an essential service designed to keep the Township residents and property protected. Absent a dedicated millage, the Township will be unable to provide these services.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by adopting this 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**

If approved and levied at the maximum amount allowed, estimated revenue from the millage in the first year is \$798,000. The table below illustrates various amounts that could be paid by a home owner:

Market Value of Home	State Equalized Value/Taxable Value	Annual Property Tax at 2.25 mills
\$80,000	\$40,000	\$90.00
\$160,000	\$80,000	\$180.00
\$320,000	\$160,000	\$360.00

By placing the levy question on the November 2018 ballot, there are no additional administrative costs since the Township is required to hold an election that date for other purposes.

**PROJECT TIME TABLE**

If approved, the first year of the levy will be December 2019 and will provide funding in FY 2020 for fire suppression and commercial building/site plan review and compliance services.

**RESOLUTION**

Authorization is hereby given to approve the attached Resolution To Approve Ballot Language for Fire Millage.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:



**CHARTER TOWNSHIP OF  
UNION  
A RESOLUTION TO APPROVE BALLOT  
LANGUAGE FOR FIRE MILLAGE 2018**

**WHEREAS**, The Charter Township of Union Board wishes to provide fire protection services; and

**WHEREAS**, townships may contract and cooperate with other entities to provide fire protection services, as authorized by Michigan Constitution of 1963 and other laws; and

**WHEREAS**, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

**WHEREAS**, The Charter Township of Union Board wishes to levy up to 2.25 mills to fire protection services.

**NOW, THEREFORE, BE IT RESOLVED** that The Charter Township of Union, Isabella County, approves the following millage ballot language, and directs the Clerk to submit it to be placed on the November 6<sup>th</sup>, 2018 election ballot.

Shall the Charter Township of Union, beginning in December 2019, be empowered to renew the levy on all real and personal property within the township, up to 2.25 mills (estimated to provide the Charter Township of Union in the first calendar year with the revenue of \$798,000 if the millage is approved and levied) for a period of up to ten years for the purpose of funding fire protection services, within the Charter Township of Union.

Motioned by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Upon Roll Call Vote

“Aye”

“No”

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, July 25<sup>th</sup> 2018

Supervisor: \_\_\_\_\_ Clerk: \_\_\_\_\_



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> July 17, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/25/2018
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014 and 2018. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

### Board Policy 4.4 – Monitoring Township Manager Performance

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

Related to the review of policy 4.4, at the August 22, 2018 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please fill this out prior to the August 22<sup>nd</sup> board meeting as the evaluation Township Manager’s performance should take place at that meeting.

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.4 – Monitoring Township Manager Performance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** July 2018

### Policy:

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

Accordingly:

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

**Use this evaluation form for discussion at the Board of Trustees Meeting on July 25th 2018.**

**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?

## Monitoring Schedule by Policy

#	Title	Type of Report <sup>1</sup>	Frequency	Report Due
1.0	Global End	Internal	Annual	March
1.1	Community Well-Being	Internal	Annual	March
1.2	Prosperity	Internal	Annual	March
1.3	Safety	Internal	Annual	March
1.4	Health	Internal	Annual	March
1.5	Natural Environment	Internal	Annual	March
1.6	Commerce	Internal	Annual	March
2.0	Global Executive Constraint	Internal	Annual	July
2.1	Treatment of Consumers	Internal	Annual	Jan
2.2	Treatment of Staff	Internal	Annual	Feb
2.3	Compensation & Benefits	Internal	Annual	May
2.4	Financial Planning/Budgeting	Internal	Annual	Dec
2.5	Financial Condition & Activities	Internal	Quarterly	Jan, Apr, July, Oct
2.5	Financial Condition & Activities	External	Annual	June
2.5.10	Cash Flow Ratio	Internal	Monthly	
2.6	Asset Protection	Internal	Annual	Apr
2.7	Ends Focus of Grants and Contracts	Internal	Annual	June
2.8	Emergency Township Manager Succession	Internal	Annual	Nov
2.9	Collaboration with Other Entities	Internal	Annual	Aug
2.10	Communication & Support to the Board	Internal	Annual	Sept
3.0	Global Governance Process	Direct Inspection	Annual	Dec
3.1	Governing Style	Direct Inspection	Annual	Jan
3.2	Board Job Description	Direct Inspection	Annual	Feb
3.3	Board Member's Code of Conduct	Direct Inspection	Annual	Mar
3.4	Agenda Planning	Direct Inspection	Annual	Apr
3.5	Board Commission and Community Linkage	Direct Inspection	Annual	June
3.6	Supervisor's Role	Direct Inspection	Annual	June
3.7	Duties of the Elected Department Heads	Direct Inspection	Annual	June
3.8	Board Committee Principles	Direct Inspection	Annual	Nov
3.9	Board Committee Structure	Direct Inspection	Annual	Nov
3.10	Cost of Governance	Direct Inspection	Annual	May
4.0	Global Board-Twp Mgmt Linkage	Direct Inspection	Annual	Sept
4.1	Unity of Control	Direct Inspection	Annual	Sept
4.2	Accountability of the Township Mgr	Direct Inspection	Annual	Aug
4.3	Delegation to the Township Mgr	Direct Inspection	Annual	Oct
4.4	Monitoring Twp Mgr & Mgmt Team Performance	Direct Inspection	Annual	July
4.5	Township Mgr Compensation & Benefits	Direct Inspection	Annual	Aug

<sup>1</sup>Internal is reporting by Manager to Board and involves Board review of policy applicable to the Manager;  
Direct Inspection is Board review of policy applicable to Board

## Charter Township of Union – Township Manager Evaluation Form

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

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

### **4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE**

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

Accordingly:

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

### Evaluation

#### Global Ends

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

Score \_\_\_\_\_

1.1 Residents engage in a vibrant community life.

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

1.3 All residents enjoy a safe environment.

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

**Executive Limitations**

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

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

**Score** \_\_\_\_\_

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

**Score** \_\_\_\_\_



2.2 POLICY TITLE: *TREATMENT OF STAFF*

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

**Score** \_\_\_\_\_

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

**Score** \_\_\_\_\_

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

**Score** \_\_\_\_\_

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

**Score** \_\_\_\_\_

2.6 POLICY TITLE: *ASSET PROTECTION*

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

**Score** \_\_\_\_\_

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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

**Score** \_\_\_\_\_

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

**Score** \_\_\_\_\_

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

**Score** \_\_\_\_\_

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

**Score** \_\_\_\_\_

What things does the Manager do well?

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What areas could the Manager improve on?

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General Comments

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**Total Points**

Global Ends \_\_\_\_\_ Out of 35 Possible Points

Executive Constraints \_\_\_\_\_ Out of 55 Possible Points

Total \_\_\_\_\_ Out of 90 Possible Points

Average Score \_\_\_\_\_ (Total points divided by 18 categories)