



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**August 8, 2018**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
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
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – July 25, 2018- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Consider approval of the job description for the position of Public Services Department Director
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	8/15/2020
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

**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 25, 2018 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

Excused: Treasurer Rice and Trustee Lannen

**Approval of Agenda**

**Hauck** moved **Cody** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**Presentations**

Sue Ann Koppmeyer – Isabella County Parks and Recreation – County Park Millage Renewal

**Public Hearings**

**Public Comment** - open 7:13 p.m.

No comments were offered.

**Reports/Board Comments**

**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

**Woerle** moved **Hauck** supported to approve the consent agenda as amended. **Vote: Ayes: 5 Nays: 0. Motion carried.**

## **BOARD AGENDA**

### **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**

**Mikus** moved **Woerle** supported to approve the trade-in of a 2009 Super Duty Ford truck with a plow and the purchase of a 2018 4x4 Heavy Duty Service Truck with a snow plow from My Chrysler in the amount of \$41,366.00. **Vote: Ayes: 5 Nays: 0. Motion carried.**

### **B. Discussion/Action: (Gallinat) Approve the Professional Services Agreement between Charter Township of Union and McKenna Inc. for the Zoning Ordinance update**

**Woerle** moved **Mikus** supported to approve the Professional Services Agreement between the Charter Township of Union and McKenna Inc. in the amount of \$39,500 and authorize the Township Manager to sign all the requisite documents. **Vote: Ayes: 5 Nays: 0. Motion carried.**

### **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**

**Mikus** moved **Woerle** supported to adopt 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. **Roll Call Vote: Ayes: Supervisor Gunning, Clerk Cody, Trustees Hauck, Mikus and Woerle Nays: 0. Motion carried.**

### **D. Discussion/ Action: (Stuhldreher) Policy Governance 4.4 Monitoring Township Manager & Management Team Performance Process annual review**

Discussion was held by the Board of Trustees

### **EXTENDED PUBLIC COMMENT** - Open 8:20 p.m.

No comments were offered.

### **MANAGER COMMENTS**

- State Treasurer has proposed new legislation on how the assessing function is conducted in the State of Michigan, bills have been introduced at both the house and senate level – possible future action for what position the Board will support
- City of Mt. Pleasant/Union Township still meeting regarding the Fire Renewal Service
- Waiting on results from signal study that was completed for Pickard/Isabella Rd.
- Commented on Road Commission/EDA participation contracts may be completed yet this year
- Received phone calls asking on the completion on work done on Deerfield Rd. reported to the Board that he referred those questions to the Isabella County Road Commission

- Board of Review will be meeting for a do over meeting for the July Board of Review – July 30, 2018 at 8:30am

**FINAL BOARD MEMBER COMMENTS**

Gunning – Commented on becoming a paperless Board. He also mentioned attending the Isabella County Board of Commissions meeting next Tuesday, as they will be discussing the Dark Store Tax Appeals

Cody – Stated that the Township Hall will be open August 4, 2018 from 9a.m. – 2p.m. for any registered resident to fill out and submit an application for an absentee ballot

Hauck – Commented that Road Commission will be rolling Deerfield Rd. after a rain

**ADJOURNMENT**

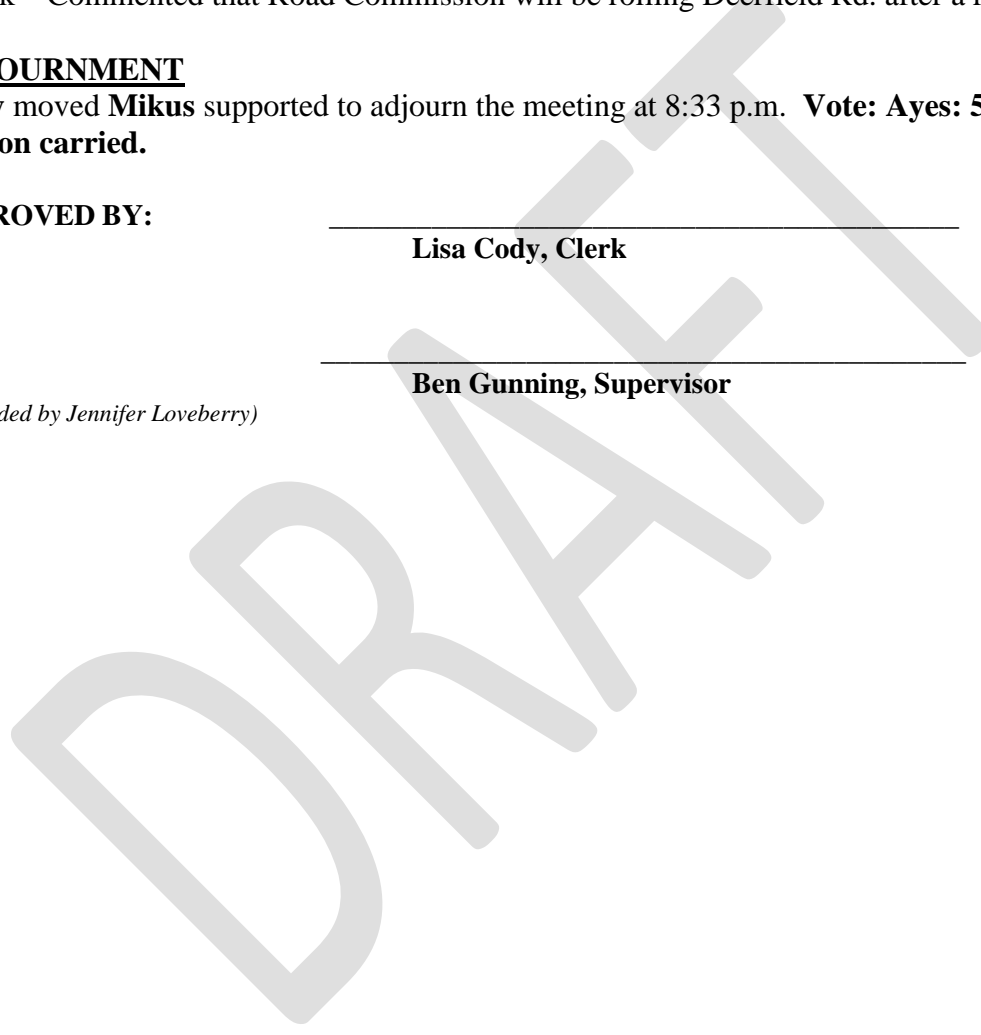
**Cody** moved **Mikus** supported to adjourn the meeting at 8:33 p.m. **Vote: Ayes: 5 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Jennifer Loveberry)*



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
08/06/2018	101	197 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2270 NORTHWAY	28.34
					2055 ENTERPRISE	259.16
					5525 E REMUS	54.15
					5537 E BROADWAY	46.32
					1933 S ISABELLA	454.01
					5144 BUDD	29.85
					5142 BUDD	110.07
					1660 BELMONT	57.16
					900 MULBERRY	61.15
					5240 E BROOMFIELD	760.89
					5076 S MISSION	698.16
					4795 S MISSION	2,285.40
					4797 S MISSION #BARN	120.18
					5228 S ISABELLA	6,333.28
					4822 ENCORE	115.52
					4244 E BLUEGRASS	58.68
					3998 E DEERFIELD	64.61
					5369 S CRAWFORD	46.19
					3248 S CONCOURSE	112.08
					2188 E PICKARD	103.02
					1776 E PICKARD	280.26
					1876 E PICKARD	31.36
					2180 S LINCOLN	42.88
					2495 E DEERFIELD	66.59
					2424 W MAY	270.13
					800 CRAIG HILL	41.48
					4520 E RIVER	107.87
					1633 S LINCOLN	138.34
					5319 E AIRPORT	37.95
					1046 S MISSION	90.12
					1605 SCULLY	33.96
					2279 S MERIDIAN PUMP HOUSE	20.59
					2010 S LINCOLN	970.60
					4511 E RIVER	11,215.21
						<u>25,145.56</u>
08/06/2018	101	198 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
08/06/2018	101	199 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
08/06/2018	101	200 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD	52.53
					MASTERCARD BEBOW	698.29
					MASTERCARD WALDRON	164.27
					MASTERCARD DEARING	1,903.62
					MASTERCARD RADAR	503.30
					MASTERCARD MCBRIDE	241.00
					MASTERCARD ROCKAFELLOW	13.56
					MASTERCARD FUSSMAN	37.57
					MASTERCARD SMITH K	283.61
					MASTERCARD STUHLBREHER	290.00
					MASTERCARD CODY	103.86
					MASTERCARD HOHLBEIN	120.70
					MASTERCARD TEALL	120.00
					MASTERCARD OCKERT	32.53

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD COFFELL	150.10
					MASTERCARD DEPRIEST	221.21
						<u>4,936.15</u>
08/06/2018	101	201 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
08/08/2018	101	20330	00013	AIRGAS USA, LLC	DANGER STICKERS	94.92
					DANGER SIGNS	184.78
						<u>279.70</u>
08/08/2018	101	20331	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	5243 JONATHAN LANE MOWING	81.00
08/08/2018	101	20332	00020	JAMES ALWOOD	WELL SITE LEASE - JULY 2018	609.84
08/08/2018	101	20333	00039	AQUA-AEROBIC SYSTEMS, INC.	V-RING SEAL/CLOTH SOCK	7,911.00
08/08/2018	101	20334	00084	B S & A SOFTWARE	BSA SUPPORT FEES 8/1/18 TO 8/1/19	7,309.00
08/08/2018	101	20335	01240	BRAUN KENDRICK FINKBEINER PLC	LUX FAMILY PROP - JUNE 2018	2,305.00
					GEN LEGAL FEES - JUNE 2018	1,729.00
						<u>4,034.00</u>
08/08/2018	101	20336	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - PARKS	143.41
08/08/2018	101	20337	01535	CONSUMERS ENERGY	GAS METER CONNECTION FEE-LINCOLN TOWER G	6,717.87
08/08/2018	101	20338	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JULY 2018	951.27
08/08/2018	101	20339	01171	DBI BUSINESS INTERIORS	3 RING BINDERS - TWP HALL	7.77
08/08/2018	101	20340	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	1,800.50
08/08/2018	101	20341	00231	FOUR SEASON'S EXTERMINATING	TREATMENT FOR ANTS/SPIDERS @ JAMESON HAL	100.00
08/08/2018	101	20342	00248	GILBOE'S LOCK & SAFE SERVICE	FRONT DOOR - TWP HALL	157.80
08/08/2018	101	20343	00249	GILL-ROY'S HARDWARE	INSECT KILLER - JAMESON HALL	30.95
					CAULK GUN/LED BULB/O-RINGS	55.54
						<u>86.49</u>
08/08/2018	101	20344	01583	GOUDREAU & ASSOCIATES INC.	PROF SERVICES FOR OFFICE RENOVATION - DE	4,578.00
08/08/2018	101	20345	00261	GRAINGER	URETHANE FINISH - WWTP	95.09
08/08/2018	101	20346	00262	GRAND TRAVERSE RUBBER SUPPLY	POWER WASH HOSE AND ADAPTER	59.76
08/08/2018	101	20347	01586	GREENSCAPE	SANITARY SEWER CLEANING AND TELEVISIONING	63,484.57
08/08/2018	101	20348	00333	ISABELLA COUNTY ROAD COMMISSION	GRAVEL FOR WHITEVILLE RD	5,904.55
					GRAVEL FOR VALLEY RD	6,251.11
					GRAVEL FOR MILLBROOK RD	6,179.80
					GRAVEL FOR MILLBROOK RD	6,114.19
						<u>24,449.65</u>
08/08/2018	101	20349	00351	JONES & HENRY LABORATORIES, INC.	SAMPLE TESTING - WWTP	210.00
					MERCURY TESTING	200.00
						<u>410.00</u>
08/08/2018	101	20350	00402	MEDLER ELECTRIC CO	REPLACEMENT LIGHTS - SHOP	280.00
08/08/2018	101	20351	00420	MICHIGAN MUNICIPAL LEAGUE	AD FOR WWTP OPERATOR POSITION	283.20
08/08/2018	101	20352	00422	MICHIGAN PIPE & VALVE	SCH80 PIPE/ADAPTER/90 BEND	551.00
08/08/2018	101	20353	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 3RD Q 2018	300.00
08/08/2018	101	20354	00202	MIRACLE RECREATION	REPAIR PLAYGROUND EQUIPMENT	2,007.00
08/08/2018	101	20355	01438	PATTERSON PLUMBING SERVICE INC.	REPLACE 2 BALL VALVES - MCDONALD PARK	275.00
08/08/2018	101	20356	01543	AMY PEAK	MILEAGE TO BSA TRAINING FOR BLDG SOFTWARE	76.30
08/08/2018	101	20357	00525	PICKARD STREET CAR WASH	CAR WASHES - JUNE 2018	107.00
08/08/2018	101	20358	01277	STATE OF MICHIGAN	INSPECTOR REGISTRATION RENEWAL-LARRY SOM	225.00
08/08/2018	101	20359	01566	STRATEGIC VALUE MEDIA	AD IN MICHIGAN BUILDER MAGAZINE 2018	595.00



08/02/2018 10:16 AM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 07/26/2018 - 08/08/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/08/2018	101	20360	00637	SWEENEY SEED CO.	TWP HALL CLEANUP/FLOOD DAMAGED AREA - PA GRASS SEED&STRAW FOR CLEANUPS/HOOKUPS	37.00 440.00 <u>477.00</u>
08/08/2018	101	20361	00668	UNITED PARCEL SERVICE	LAB SAMPLE SHIPPING LAB SAMPLES/DETECTION INSTRUMENT/PREMIER	10.19 28.37 <u>38.56</u>
08/08/2018	101	20362	01013	USA BLUE BOOK	DPD DISPENSER/IRON FERROVER DPD/BLUE-WHITE INJECTION VALVE/REAGENT I	361.81 564.22 <u>926.03</u>
08/08/2018	101	20363	01314	VERIZON WIRELESS	CELL PHONES 7-16-18 TO 8-15-18	618.35
08/08/2018	101	20364	01210	WEBER BROS SAWMILL, INC	3.5 YDS BARK FOR WWTP	30.00
08/08/2018	101	20365	00723	WINN TELECOM	PHONE SERVICE 7/15/18 - 8/14/18	163.20
08/08/2018	101	20366	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - JULY 2018	1,500.76 <u><u>1,500.76</u></u>
101 TOTALS:						
Total of 42 Checks:						161,801.83
Less 3 Void Checks:						0.00
Total of 39 Disbursements:						<u><u>161,801.83</u></u>

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: July 26, 2018**

**PPE: July 21, 2018**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	53,990.80
Employer Share Med		779.87
Employer Share SS		3,334.74
SUI		235.21
Pension-Employer Portion		3,396.91
Workers' Comp		594.42
Life/LTD		-
Dental		989.23
Health Care		15,674.00
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		139.40
PCORI Fee		92.87
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>79,227.45</b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	30,932.24
EDDA		-
WDDA		-
Sewer Fund		26,829.27
Water Fund		21,465.94
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>79,227.45</b>

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - July 16, 2018 through July 22, 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			1
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire	1	2	
	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			
	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	2
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries			
	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			1
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1	3	1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	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	1	3	
	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			2
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			1
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	3	
	746	Carbon Monoxide Activation, NO CO	1	3	2
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued	8	21	13
		Total Response for Union Twp/City			

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



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> August 2, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> August 8, 2018
<b>ACTION REQUESTED:</b> Consider approval of the job description for the position of Public Services Department Director.	

Current Action  Emergency

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

Finance Approval                     MDS                    

### BACKGROUND INFORMATION

The FY 2018 adopted budget contained a new position titled Public Services Department Director. Implementation was scheduled for July, 2018. At the time of budget adoption, the job description for the Public Services Department Director position was not fully defined and therefore had not yet been approved. Also included in the FY 2018 adopted budget was a reclassification of the existing position of Public Works Coordinator following the development of a new job description for that position. This review is still ongoing but, is not part of the requested action regarding approval of the Public Services Department Director job description.

These changes are part of a larger effort to reshape the organization to meet the ever evolving needs of the community. A functional organization chart is attached for additional reference.

### SCOPE OF SERVICES

Functional responsibilities included in the position description are management of the water and wastewater utilities, facilities, fleet, parks maintenance, roads, customer service and other traditional public services department functions. See the attached job description for additional details.

Knowledge, experience and skills required of the position include a Bachelor’s Degree in civil engineering, business management, public administration or a closely related field with seven or more years of progressively responsible experience in public works and utility administration including budgeting, project management and supervision. See the attached job description for additional details

### JUSTIFICATION

The complexity of the organization along with the breadth and depth of service delivery requirements has increased significantly over the past decade in response to increased citizen expectations. To adequately meet this changing environment, additional senior management resources are required. This position will improve organizational policy development and implementation, organizational accountability and more efficient organizational operations.

**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**

The adopted 2018 budget provided six month funding for salary and benefits in the amount \$63,000 for the Public Services Department Director position. Annual expenses are approximated to be \$126,000. The expense will be cost centered among several funds. When taking into account the anticipated reductions in personnel expenses for the Public Works Coordinator position, the net impact is an increase of \$35,800 for fiscal year 2018 (approved as part of the adopted budget) or \$71,600 on an annual basis.

**PROJECT TIME TABLE**

The Public Works Department Director position will be filled this year. It is anticipated that the Public Works Coordinator position (as reclassified) will be filled by the end of the year.

**RESOLUTION**

Authorization is hereby given to approve the attached Public Services Department Director job description.

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

Yes:

No:

Absent:

## **Charter Township of Union Job Description**

### **PUBLIC SERVICES DEPARTMENT DIRECTOR**

<b><u>Reports To:</u></b>	Township Manager
<b><u>Supervises:</u></b>	All employees of the Department, directly or indirectly
<b><u>Position Status:</u></b>	Regular, Full-Time
<b><u>FLSA Status:</u></b>	Exempt

#### **Position Summary:**

Under the policy direction of the Township Manager, plans, organizes, directs the activities and functions of the water and wastewater utilities, facilities management, park maintenance, fleet maintenance and the streets operation in conjunction with the Isabella County Road Commission. Responsible for departmental budget development and management, personnel matters, policy development, program planning, and serves as liaison to engineers and contractors engaged in infrastructure projects or related planning.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Plans, organizes, controls, integrates and evaluates the work of the Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the Township's mission and priorities; directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies up to recommendations regarding termination in accordance with the Township's personnel rules and policies.

Advises the Township Manager, on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new Township ordinances and the revision of existing ordinances.

Coordinates reviews and approves the work of the Township's contract Engineer and a wide



variety of independent service providers, including maintenance and construction contractors, public utilities maintenance and construction contractors; and others.

Develops specifications and bid documents for a variety of department and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.

Maintains a comprehensive record system and related documents and prepares various reports to other agencies and reports.

Responsible for the Township's safety programming including written program development, training, record keeping, state and federal reporting, postings, inspections.

Assists in information systems and GIS development and administration.. Coordinates with contract consultant and makes recommendations to the Township Manager regarding upgrades.

Maintains fixed assets for water and sewer fund. Performs other assorted tasks such public notice of emergency utility situations, maintenance of cell tower leases and contract administration for water and sewer contractors.

Handles emergency calls and situations and coordinates personnel and contractors to initiate needed repairs. Is available for emergency call on a twenty-four hour, seven days a week basis.

Maintains cooperative relationships with peer agencies and other governmental units to coordinate departmental functions. Keeps abreast of professional developments in the field of public works and attends area and regional meetings, conferences, workshops, and seminars as appropriate. Represents Township on various committees, board and authorities as needed.

Performs other duties as required.

Some after hours meeting attendance required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Bachelor's degree in civil engineering, business management, public administration or a closely related field with seven or more years of progressively responsible experience in public works and utility administration including budgeting, project management and supervision.

Thorough knowledge of theory, principles, practices and techniques of public works, municipal water and sewers engineering and operations, and public works and utilities maintenance functions; applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, capital financing techniques and options,

purchasing and the maintenance of public records; principles and practices of management and supervision.

Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, project contractors, representatives of other governmental units, professional contacts, other Township employees and the public.

Ability to analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the Township officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

Expertise in the use of Microsoft Office Suite and a working knowledge of computer network systems adequate to perform general troubleshooting and provide help desk input.

State of Michigan Vehicle Operator's License.

In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. The employee is required to stoop, bend, kneel and/or crouch while working in the office or occasionally in the field. The employee will occasionally lift equipment of light to moderate weight.

While performing the duties of this job the employee works indoors, and occasionally outdoors, and must be able to tolerate working in changing weather conditions. The job requires travel by car to work sites. The noise level in the work environment is generally quiet but may be loud in the field.

