



BOARD OF TRUSTEES
Regular Meeting
December 19, 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 items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Board of Review Appointments (December)
 2. Hannah’s Bark Park Advisory Board Appointment (December)
 3. EDA Appointment (January)
 - B. Board of Trustees Update Monthly Activity Report (will be provided under a separate cover)
 - C. Planning Commission & Zoning Board of Appeals updates
9. CONSENT AGENDA
 - A. Communications
 - Approved 10-3-18 ZBA minutes
 - B. Minutes – December 10, 2018 – special work session meeting
 - C. Minutes – December 12, 2018- regular meeting
 - D. Accounts Payable
 - E. Payroll
 - F. Meeting Pay
 - G. Fire Reports
 - H. Policy Governance 2.4 Financial Condition & Activities
 - I. Policy Governance 2.5.10 Cash Flow Ratio

10. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) Consider approval of service Agreement with Municipal Consulting Services, LLC to conduct a Compensation/Classification study
- B. Discussion/Action: (Stuhldreher) Board adoption of the FY 2019 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water and adoption of the 2019 fee schedule
- C. Discussion/Action: (Stuhldreher) Consider approval of a Resolution designating the Mt. Pleasant Fire Chief, serving in the capacity of Charter Township of Union Fire Chief, as the Charter Township of Union's Fire Code Official
- D. Discussion/Action: (Gallinat) Introduce Ordinance 2019-01. Charter Township of Union Prohibition of Marihuana Establishments Ordinance
- E. Discussion/Action: (Stuhldreher) Policy Governance 3.0 Global Governance Process

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

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

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	Squattrito	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-Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5 - Vice Secretary	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	10/17/2020
5 Member at large	Connie	Bills	8/15/2019



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: Doug LaBelle II Date: 10-15-18

Address: 955 Meadowbrook Rd.

Phone (home) _____ (cell) 989-854-9126 (work) _____

Email: doug@labellerealty.net

Occupation: Associate Broker at LaBelle Realty

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

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

 OTHER *Specify Board: _____

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

To make a difference in the community that I live and work in.

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

Currently serving on the following boards/committees: Union Township Planning Commission, Union Township Board of Review,

City of Mt. Pleasant DDA Board, MP Chamber of Commerce Board of Directors, MP Community Church Trustee

Signature:  Date: 10-16-18



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: James R Thering Jr Date: 11/28/2018

Address: 1975 Chadwick CT

Phone (home) 989-773-0005 (cell) 989-621-0588 (work) _____

Email: jamesthering@yahoo.com

Occupation: _____

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

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

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

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

I am currently on the board of review and would like to continue.

Signature: James R Thering Jr Date: 11/28/2018

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



Name: Bryan Neyer Date: 12-4-18
Address: 262 E Wing Rd Mt. Pleasant
Phone (home) Same (cell) 989-335-0872 (work) Same
Email: bryanneyer@yahoo.com
Occupation: Farmer

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

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

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

To help residents understand how their taxes are assessed

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

I am a land owner and have worked in agriculture all my life.

Signature: [Signature] Date: 12-4-18



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: Robert Bacon Date: 10-21-2018

Address: 2142 First Mt. Pleasant Mi 49858

Phone (home) 989-772-1633 (cell) _____ (work) _____

Email: bacon.robert936@hotmail.com

Occupation: Retired State of Michigan Dept. of Corrections

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

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

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

Strong Communities are The result of Our Choices Today

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

Past Member of ZBA and Planning Commission

Signature: Robert Bacon Date: 10-21-2018

CHARTER TOWNSHIP OF UNION
Zoning Board of Appeals
Regular Meeting

A regular meeting of the Charter Township of Union Zoning Board of Appeals was held on October 03, 2018.

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

Roll Call

Paul, Hunter, Warner, Theisen, and Mielke were present.

Others Present

Peter Gallinat – Twp Planner, John Zerbe- Alternate (moved up to the board after roll call)

Approval of Minutes

September 19, 2018 – Special meeting minutes

Theisen moved **Zerbe** supported to approve the September 19, 2018 meeting minutes reflecting a 4-0-1 vote on the text interpretation. **Ayes: all. Motion carried.**

Correspondence/Board Reports

Approval of Agenda

Theisen moved **Zerbe** supported to approve the agenda **Ayes: all. Motion carried.**

Public Comment

No comments were offered

NEW BUSINESS

OTHER BUSINESS

Extended Public Comment

No comments were offered

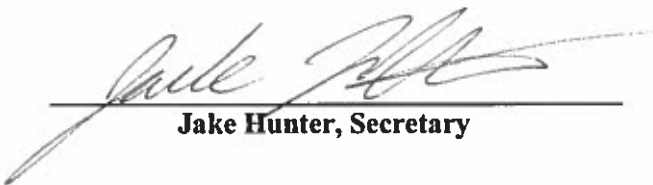
Final Board Comment

Chair Tim Warner will be absent at the November meeting.

Adjournment

The Chair adjourned the meeting at 7:08 p.m.

APPROVED BY:



Jake Hunter, Secretary

(Recorded by Peter Gallinat)

2018 CHARTER TOWNSHIP OF UNION
Board of Trustees
Special Work Session Meeting

A special work session meeting of the Charter Township of Union Board of Trustees was held on December 10, 2018 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 5:25 p.m.

Roll Call

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

BOARD OF TRUSTEES WORK SESSION TO DISCUSS POLICY GOVERNANCE WITH SUSAN RADWAN

Discussion by the Board of Trustees

ADJOURNMENT

The meeting adjourned at 8:04 p.m.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Lisa Cody)

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 December 12, 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, Lannen, Mikus, and Woerle
Excused: Treasurer Rice

Approval of Agenda

Mikus moved **Woerle** supported to remove Communication 1. Recommendations from the Township Sidewalk and Pathways Prioritization Committee from the Consent Agenda and add the item under New Business. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Woerle moved **Mikus** supported to add New Business Item Discussion/Action Debriefing from 12/10/18 Policy Governance Education meeting with Susan Radwan. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Mikus moved **Woerle** supported to approve the agenda as amended. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Public Hearings

- A. Public Hearing for FY 2019 Budget Adoption
Open 7:04 p.m.
No comments were offered.
Closed 7:04 p.m.

Public Comment - open 7:04 p.m.

No comments were offered.

Reports/Board Comments

Lannen – Isabella County Commission updates

Woerle – Commented on grant received from the Saginaw Chippewa Indian Tribe 2% distribution ceremony 11/29/18. Commented that it is an honor to serve as Township Liaison to the Saginaw Chippewa Indian Tribe

Consent Agenda

- A. Communications
- B. Minutes November 28, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll

- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/Action: (Stuhldreher) Consider approval of the resolution opting of the employer health care benefit contribution limits allowed under State of Michigan Public Act 152 for the benefit year 2019

Mikus moved **Woerle** supported to approve the attached resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2019. **Roll Call Vote: Ayes: Gunning, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.**

B. Discussion/Action: (Board of Trustee) Discuss existence of Sustainability Committee Discussion by the Board of Trustees.

C. Discussion/Action: (Board of Trustee) Recommendations from the Township Sidewalk and Pathways Prioritization Committee from the Consent Agenda and add the item under New Business

Woerle moved **Mikus** supported to instruct the Township Administration to negotiate easements with landowners for the future construction of sidewalks on the North side of Bluegrass Rd and propose a financing recommendation to the Board of Trustees at a future meeting. **Vote: Ayes: 6 Nays: 0 Motion carried.**

D. Discussion/Action: (Board of Trustees) Discussion/Action Debriefing from 12/10/18 Policy Governance Education meeting with Susan Radwan
Discussion by the Board.

EXTENDED PUBLIC COMMENT - Open 8:35 p.m.

No comments were offered.

MANAGER COMMENTS

- Special Planning Commission 12/13/18 to Review Diagnostic Report by Consultant for the Zoning Ordinance
- BS&A training for the Building Module will be January 2019 for Township Staff
- Budgeted Board Room chairs will be delivered in mid-January 2019
- Commented on Public Act 152
- Commented on Supervisor's questions regarding status of discussion with Nottawa Township stating that the Township is in the process of submitting a proposal and status of water study stating that the Township is waiting for the final report

FINAL BOARD MEMBER COMMENTS

Gunning – Commented on MTA emails he received regarding legislation issues

Cody – Wished her mother a Happy Birthday!!!

Hauck – Commented on Township operations regarding credit card policy and clothing policy

Mikus – Commented on Appointments to Township Boards

ADJOURNMENT

**Cody moved Rice supported to adjourn the meeting at 8:54 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						
12/19/2018	101	20718	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING ADS	1,062.41
12/19/2018	101	20719	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES NOV 2018	1,837.50
12/19/2018	101	20720	00066	BILL'S CUSTOM FAB, INC.	SOLIDS EQUIPMENT MAINTENANCE	316.50
12/19/2018	101	20721	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - JAMESON	150.52
					CARHARTT JACKET - HOHLBEIN	107.00
					CLOTHING ALLOWANCE - DEPRIEST	91.50
						<u>349.02</u>
12/19/2018	101	20722	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - NOV 2018	639.97
12/19/2018	101	20723	01242	CULLIGAN WATER	WATER - WWTP NOV 2018	7.97
12/19/2018	101	20724	00098	ELECTION SOURCE	BALLOT BAG CERTIFICATE/THERMAL PAPER ROL	91.10
12/19/2018	101	20725	00222	FISHER SCIENTIFIC LLC	DRINKING WATER LAB SUPPLIES	772.39
12/19/2018	101	20726	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INTERIOR INSPECTION	40.00
12/19/2018	101	20727	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
12/19/2018	101	20728	01583	GOUDREAU & ASSOCIATES INC.	WATER BUILDING RENOVATIONS - CONSTRUCTIO	1,126.00
12/19/2018	101	20729	01356	MCLAREN CENTRAL MICHIGAN	CONSORTIUM FEE 4TH Q 2018	142.50
12/19/2018	101	20730	00463	MT. PLEASANT HEATING & AIR COND	SERVICE FOR BOILER INSPECTION	95.00
12/19/2018	101	20731	01614	MY CHRYSLER JEEP DODGE RAM	2018 DODGE RAM 2500 2D PICKUP	41,366.00
12/19/2018	101	20732	01316	STATE OF MICHIGAN	BOILER INSPECTION CERTIFICATE FEE	60.00
12/19/2018	101	20733	01613	WATERTAP	12X12 LIVE TAP PIPE	2,200.00

101 TOTALS:

Total of 16 Checks:

50,206.36

Less 0 Void Checks:

0.00

Total of 16 Disbursements:

50,206.36

Charter Township of Union Payroll
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CHECK DATE: December 13, 2018

PPE: December 8, 2018

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	26,188.78
EDDA		-
WDDA		-
Sewer Fund		29,116.28
Water Fund		23,049.86
Total To Transfer from Pooled Savings	\$	78,354.92

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	53,564.59
Employer Share Med		739.34
Employer Share SS		3,161.29
SUI		62.75
Pension-Employer Portion		3,561.72
Workers' Comp		572.13
Life/LTD		547.22
Dental		1,114.79
Health Care		17,065.40
Vision		337.12
Vision Contribution		(168.56)
Health Care Contribution		(2,202.87)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	78,354.92

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 3, 2018 through December 9, 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				
	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				
	321	EMS Call excluding Veh. Accident	1	2		
	322	Motor Vehicle Acc. W/ Injuries	1	2	2	
	323	Motor Vehicle Acc/Pedestrian				
	324	Motor Vehicle Acc. W/no Injuries	1	2		
	331	Lock-In (If lock out use 551)				
	342	Search for Person in Water				
	352	Extrication of Victim (s) from vehicle				
	353	Remove Victim from Stalled Elevator				
	360	Water & Ice-related Rescue, Other				
	361	Swimming /recreational water area rescue				
	363	Swift Water Rescue				
	3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other				
	410	Combustible/Flammable Gas Condition				
	411	Gasoline or Other Flammable Spill				
	412	Gas Leak (natural gas or LPG)				
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	422	Chemical Spill or Leak				

	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			1
	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			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	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	3	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			1
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	4		7
		YTD Response for Union Twp/City	318		493

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: December 13, 2018

Policy Review: 2.4 Financial Planning / Budgeting
Type of Review: Internal
Review Interval: Annual
Review Month: December 2018

Policy Wording

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

Manager Interpretation

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds, EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

Justification for reasonability

The interpretations are reasonable in that conservative budgeting, with an eye toward the longer term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed; and that a trained and educated Board of Trustees cost less than poor governance.

Data

- Current budget and proposed 2019 budgets were developed with conservative assumptions following State statutes.
- Monthly cash flow data as found in monthly monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances meet minimum guidelines.
- The FY 2018 budget was amended four times throughout the fiscal year.
- 2017 financial audit shows no risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General and Fire funds in the FY 2019 budget recommendation book

Compliance

The organization follows policy.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: December 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	\$ 3,793,208		
GF Unrestricted	\$ 3,793,208	\$ 581,346	Yes
Fire Fund	\$ 1,172,289		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 772,289	\$ 524,250	Yes
EDDA	\$ 1,274,421		
Projects	\$ (660,000)		
EDDA Unrestricted	\$ 614,421	\$ 31,253	Yes
WDDA	\$ 1,008,941		
Projects	\$ (600,000)		
WDDA Unrestricted	\$ 408,941	\$ 53,187	Yes
Sewer Fund	\$ 3,248,621		
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	\$ 3,009,446	\$ 547,085	Yes
Water Fund	\$ 3,199,710	\$ 356,832	Yes

Compliance

All funds are found to be in compliance.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 11, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/19/2018
ACTION REQUESTED: Consider approval of a Service Agreement with Municipal Consulting Services LLC, to conduct a compensation/classification study for the organization	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

To adequately recruit and retain a workforce that meets the current and long term needs of the organization a periodic, objective compensation and classification study should be conducted to comprehensively evaluate and analyze existing job descriptions, existing compensation schedules, position classifications and benefit systems. A similar study was last conducted in 2011.

Following input from bargaining group leadership and staff, a Request for Proposal was developed and sent to approximately 10 firms seeking bids. The RFP was also posted on the Michigan Municipal League’s web site. A copy of the RFP and a listing of solicited firms was provided to the Board of Trustees on September 27, 2018.

On the day bids were due, November 4, 2018, one bid was received from Municipal Consulting Services LLC. The review team, comprised of department directors and bargaining group leaders reviewed the bid to determine how closely the one bid received met the objectives contained in the RFP. Input was also provided regarding whether the project should be re-bid to solicit more proposals. The consensus of the group was that the submitted proposal met all project objectives and there was concurrence that a recommendation should be made to the Board of Trustees regarding approval of the Service Agreement

SCOPE OF SERVICES

This study will look at all position classifications including those for elected officials and the various boards that receive a meeting per diem. Municipal Consulting Services will perform the requisite tasks to ensure the following project objectives are met:

- Establish a list of comparable employers and conduct a market survey of wages and benefits
- Develop a comprehensive pay grade structure and pay ranges based on job evaluations and a thorough evaluation of the established labor market
- Determine/recommend fair and equitable pay rates for elected, appointed board members
- Develop methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.

- Provide tools necessary for ongoing job description development and update, position reclassification processes and other pay system procedures

JUSTIFICATION

Municipal Consulting Services is an experienced consultant having conducted many classification and compensation studies. References checked included the City of Ann Arbor and the State of Michigan’s Office of the State Employer. Both spoke very highly of the firm. Conducting the study and implementing the results will enhance the Township’s ability to recruit, retain and motivate quality employees.

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

The fee for this project is not to exceed \$14,850.00. Funding exists in the FY 2019 recommended General, Sewer and Water Fund budgets and allocated as appropriate.

PROJECT TIME TABLE

The study should be completed within 90 days of approval to proceed. Please see the attached table for more detailed information regarding the project time line.

RESOLUTION

Authorization is hereby given to approve the Service Agreement with Municipal Consulting Services LLC, and authorize the Township Manager to sign all requisite documents

Resolved by _____ Seconded by _____

Date Signed: _____

- Yes:
- No:
- Absent:

TABLE A
UNION CHARTER TOWNSHIP
TIMETABLE FOR A CLASSIFICATION AND COMPENSATION STUDY

Step	Task and Week Completed	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Meet and Refine Work Plan														
2	Collect and Review Compensation-Related Documentation														
3	Provide Employee Orientation Forms and Job Questionnaire														
4	Interview Employees														
5	Develop Job Descriptions														
6	Develop Market Comparables in Consultation With the City														
7-8	Develop Survey Instrument and Conduct Survey														
9	Conduct Survey Process and Finalize Results														
10	Conduct Point Factor Analysis and Develop Pay Grades														
11	Apply Survey Results and Develop Pay Ranges for Each Grade														
12	Analyze Each Position Within the Confines of the New System														
13	Develop Pay Progression Options for Implementation														
14	Develop and Submit Final Report														

MUNICIPAL CONSULTING SERVICES LLC

December 7, 2018

Mr. Mark Stuhldreher
Township Manager
Charter Township of Union
2010 S Lincoln
Mt. Pleasant, MI 48858

Dear Mr. Stuhldreher,

This document, when countersigned, will serve as a formal contract between Union Charter Township and Municipal Consulting Services LLC, for professional services to conduct a classification and compensation study.

The terms of the contract are as follows:

- Municipal Consulting Services LLC's project team will complete all consulting tasks in accordance with the document submitted to Union Charter Township titled: Proposal to Conduct a Compensation/Classification Levels Study dated December 6, 2018.
- Professional fees to complete the study will be \$14,850. This is a not-to-exceed fee based on a maximum of 27 job classifications. Should the count exceed 27 at project completion, the Township would be billed an additional \$550 for each such classification.
- Union Charter Township will also be billed for mileage expense at the prevailing IRS reimbursement rate for travel to/from our Brighton office to the Township Hall and up to two overnight stays in a local hotel. There will be no other expenses charged to the Township.
- The above conditions do not include a final report presentation to the Board (optional Task 15). If this additional service is desired, the cost would be calculated at our standard rate of \$125 per hour for presentation development (2 hours) and travel and presentation time expended. Mileage expense and (possibly) lodging costs would also be charged.
- Municipal Consulting Services LLC agrees to name Union Charter Township as an additional insured under its Commercial General Liability coverage policy and Worker's Compensation policy, agrees to maintain those coverages in effect during the entire term of services performed under this agreement, and agrees to provide Union Charter Township with proof of that insurance and a certificate naming Union Charter Township as an additional insured at any time during the term of the study.
- Union Charter Township will be billed on a calendar monthly basis for time expended. Union Charter Township will make payment of final balance to Municipal Consulting Services LLC within thirty days of final report submittal.

- Municipal Consulting Services LLC will begin the engagement in January, 2019. Municipal Consulting Services LLC anticipates completing the study within 90 days of the day on which work is begun barring circumstances that are clearly beyond the firm's control.
- Union Charter Township will receive eight bound copies of the final report document and an electronic file of the final report from which additional copies can be printed or source documents can be extracted for future use. Union Charter Township will also receive an electronic file of new job descriptions.

If the above conditions are acceptable, an authorized representative of Union Charter Township should complete the appropriate portion below and return a signed copy to me.

Very truly yours,



Mark W. Nottley
Municipal Consulting Services LLC

This document, when countersigned, will indicate acceptance of these terms and conditions.

For Union Charter Township:

Name and Title: _____

Signature: _____ Date: _____

For Municipal Consulting Services LLC:

Name and Title: Mark W. Nottley, Principal _____

Signature:  _____ Date: 12-7-18

UNION CHARTER TOWNSHIP



PROPOSAL TO CONDUCT A COMPENSATION/CLASSIFICATION LEVELS STUDY

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

December 6, 2018

Mr. Mark Stuhldreher
Township Manager
Charter Township of Union
2010 S Lincoln
Mt. Pleasant, MI 48858

Dear Mr. Stuhldreher,

We are pleased to submit this proposal to perform a compensation/classification levels study for Union Charter Township. We have performed numerous studies of this type for Michigan's public entities, and we look forward to working with you to develop a pay system that is both internally equitable and externally competitive.

Our proposal, contained in the following pages, is organized as follows:

- Project objectives
- Our approach and work plan
- Our organization and project consultant
- Our qualifications for conducting the study
- Project timing and fees.

We appreciate the opportunity to be of assistance to you. Should you have questions or desire additional information, please do not hesitate to contact me at 734.904.4632.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

UNION CHARTER TOWNSHIP

PROPOSAL TO CONDUCT A COMPENSATION/CLASSIFICATION LEVELS STUDY

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Appendix A - Project Consultant Résumé	

SECTION I
PROJECT OBJECTIVES

SECTION I

PROJECT OBJECTIVES

Union Charter Township has expressed an interest in utilizing an experienced compensation consultant in conducting a classification and compensation study encompassing approximately 27 job classifications. In regard to project objectives, it will be our intent to develop a compensation system that will enhance the Township's ability to recruit, retain and motivate quality employees. To accomplish this, we will:

- Develop a solid understanding of the specific duties and responsibilities of each position included in the study.
- Establish a competitive labor market and conduct a market survey of wages and benefits.
- Develop a comprehensive pay grade structure and pay ranges based on job evaluation and a thorough evaluation of the established labor market.
- Determine fair and equitable pay rates for various elected, appointed and part-time jobs employed by the Township as part of a comprehensive benefit survey.
- Develop and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- Provide the tools necessary for ongoing job description development and update, position reclassification processes and other pay system procedures.

* * * * *

In the following section, we present our approach to conducting the study.

SECTION II
OUR APPROACH AND WORK PLAN

SECTION II

OUR APPROACH AND WORK PLAN

Our Approach

Our approach for achieving your objectives will incorporate several important overall rationales. Specifically:

- *Client-consultant communications will be a paramount consideration.* We will work closely with you to assure concurrence on the conduct, and progress of the engagement, as it relates to thoroughness, scope and applicability.
- *Employee participation will be emphasized,* thus assuring that positional duties are clearly understood and opportunity for input is provided. To accomplish this, we will interview a representative of each job title included in the study.
- *The labor market survey will be customized,* Related to this:
 - We will develop a custom survey instrument that clearly specifies the duties of Union Charter Township's positions.
 - We will define the most appropriate labor market.
 - We will survey both base wages and employee benefits, thus providing a more accurate appraisal of "total compensation".

Project Work Plan

In developing the classification and compensation system we will structure the project into specific tasks, as follows:

Task 1: Meet With the Township and Refine Work Plan

It will be our intention to work closely with the Township to develop the classification and compensation system. Related, as a first step in the study process, we will meet with the Township Manager to:

- Further define, and logistically plan, our approach and work schedule
- Determine an approach for ongoing feedback.

Task 2: Collect and Review Compensation-Related Documentation

Additionally, at this time we will also collect and review relevant compensation information, including existing job descriptions, benefits data, compensation-related personnel policies and all other information that will provide us with an understanding of classification and compensation issues.

Task 3: Develop and Provide Employee Orientation Forms and Employee Questionnaire for Completion

At this time, we will also develop project-related materials for dissemination to employees. This information will be focused on the following:

- A written narrative outline that will orient employees to the project work plan and objectives.
- A job analysis questionnaire document that will be completed by each employee regarding their specific job duties, reporting relationships and other aspects of their job pertaining to compensation.

Task 4: Review Submitted Questionnaires and Conduct Individual Employee Interviews

The completed job questionnaires, in conjunction with your existing job descriptions, will provide our consultant with a good overview of job duties and reporting relationships. However, we do not feel that the questionnaire is sufficient for fully understanding the function of the position within the larger organization. Consequently, we consider it important that additional information be gathered through a subsequent personal interview. Therefore, after reviewing the completed questionnaire, we will schedule employee interviews with at minimum, a representative from each job classification included in the study. The interviews will focus on:

- Obtaining a broader definition of duties and responsibilities for purposes of point factoring and determining relative grade positioning.
- Clearly defining key duties to be used to compare the position to the labor market.

To assure the accuracy of employee input, the interviews will be scheduled in an inverse organizational ladder, with more senior personnel providing a “reality check” within the interview chain.

Task 5: Create New Job Descriptions

Having gained a full understanding of any changes to duties or reporting relationships, we will make any required changes to job duties and required knowledge, skills and abilities and FMLA status. We will return draft job descriptions to you for review prior to finalization. Any suggested modifications will be reviewed and, as warranted, incorporated in the final job descriptions.

Task 6: Develop List of Market Comparables in Consultation with the Township

To establish compensation parameters for the Township's labor force, we must first define the labor market. Ideally, the defined market will be comprised of a mix of similar townships and city governments.

In Task 5, we will work with you to define a representative labor market. To accomplish this, we will:

- Present the Township with a listing of potential comparable public sector employers. We will develop and present profile data on each entity to support this process – comprised of a mix of financial and demographic data.
- With input from you, we will also identify those positions that are amenable to private sector labor market comparisons. If these supplemental wage comparisons are desired, we have Michigan-based, prepared survey sources from which data can be extracted.

Task 7: Develop Survey Instrument for Wage Comparisons

Having completed Task 6, we will develop a survey instrument to elicit feedback regarding each position. This will be a “custom survey” that briefly describes each position. In addition to salary, we will survey other relevant compensation data, such as: Key duties that differ from the Township's positional duties

Task 8: Develop Survey Instrument for Other Employee Benefits and Per Diem

We will also survey other employee benefits including:

- Off-time provisions, including sick, personal, vacation, holiday and other.
- Sick-time bank policies, accrual limits and payout provisions.
- Health care coverage including PA 152 compliance, employee cost sharing requirements, prescription drug co-pay levels, payment-in-lieu of insurance options and other health care issues.

- Disability coverages including short-term disability, all purpose day programs, long-term disability – as well as life insurance levels.
- Retirement benefits including defined benefit (DB) or defined contribution (DC) retirement program usage. As appropriate, DB employee contribution, final average multiplier and program type (and/or) employer DC contribution and required match, plus any supplemental employer-paid contributions.
- Employer-paid retiree health care provision including percentage paid, spousal coverage, Medicare supplemental provision and/or any Retirement Savings Account benefits.
- Work hours, work week and related conditions.
- Wages and/or per diem for appointed and temporary positions such as Board of Review, Planning Commission, Zoning Board of Appeals, election workers and others.
- Specific benefits provided to elected officials.

In our experience, the broad-based employee benefits survey that we are proposing will provide the Township with a strong indication of total compensation, and target specific areas where the benefit package may be high or low. The data will be arrayed in easy to read schedules accompanied by a narrative presentation. We will summarize our suggestions on issues or areas where the Township should focus its efforts and, in turn, help to determine the most appropriate level for base wages, within the larger context of total compensation. It should be noted, that this is not a “costing” exercise. Rather, it is presented as an overview of benefits that may help the Township focus on areas where discrepancies are apparent.

Task 9: Conduct Survey Process and Finalize Results

Having developed the survey instrument, we will mail the survey, and tabulate the incoming results. Follow-up calls will be made to clarify particular points, and supplementary surveys will be developed for any positions that are not adequately represented in our survey results.

Task 10: Develop Pay Grades

Point-factoring is a process in which each position is point-ranked relative to all other positions in the organization or group. Ideally, point-factoring is considered as a means of establishing internal equity, and in turn, pay grade placement.

In Task 10, we will perform a point-factor analysis encompassing all positions included in the study. In this process, each position will be ranked in relation to ten factors that

comprise our municipal job evaluation plan. The results will be used to develop a grade structure, and establish grade placement for each individual position.

Task 11: Apply Survey Results and Develop Pay Ranges for Each Pay Grade

In Task 11, we will use the results of the survey process to develop a pay range for each applicable pay grade. The result will be a comprehensive pay grade structure that includes all of the non-elected, studied positions.

Task 12: Analyze Each Position within the Confines of the New Pay Grade Structure

We will then proceed to evaluate the wage levels of each position relative to the newly established pay ranges. We will first determine any “red circled” positions that are paid at a level higher than the recommended range maximum and any “green circled” positions that are below the range minimum. All positions will be evaluated using a compa-ratio analysis to illustrate their specific positions within their respective ranges.

Task 13: Develop Pay Progression Options

There are various methods for implementing a pay system. Many clients prefer a multi-year methodology for advancing employees through the pay range. This may depend on performance evaluation results or be more structured (such as a step system with progressive pay increases linked to performance evaluation). Related to this, we will also:

- Revisit and discuss the Township’s current compensation adjustment process with Township representatives and review bargaining unit requirements.
- Introduce several examples of pay progression systems that are currently used in the public sector.
- Provide cost data to illustrate the impact of a preferred approach – and adjustments based on the study results.

Task 14: Develop Final Report Document

At the conclusion of Task 13, we will develop a comprehensive final report document. This will include:

- New job descriptions for the 27 studied positions.
- Written summation of all project methodologies.

- All schedules and summary results developed in Tasks 1-13.
- The recommended pay grade structure including all classifications.
- Identification of any positions that fall below or above the range parameters specified for their respective classifications.
- Pay progression options and analysis intended to facilitate future negotiation and implementation of the study's results.
- Specification of annual procedures required to update the system for ongoing use.

Task 15: Present Final Report to the Township Board (OPTIONAL)

At the conclusion of the study we will orally present the study's findings to the Township Board.

* * * * *

In the following section, we discuss our organization and project team

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

Municipal Consulting Services LLC is a management consulting firm incorporated in and licensed by the State of Michigan. The firm was established to provide human resources and operational-based consulting to public sector clients, including cities, townships, counties, school districts, institutions of higher education and other not-for-profit organizations. With more than 50 years of combined experience with Michigan’s public sector and the completion of hundreds of management studies, we are able to provide our clients with a vast array of products, covering a broad spectrum of organizational and human resources consulting services.

This project, for Union Charter Township, will be conducted by Mark Nottley, Principal for Municipal Consulting Services LLC. Mr. Nottley has performed over 100 compensation and human resource-related projects for public sector clients. Clients have included cities, townships, not-for-profits, school districts, county governments and other public sector entities. Mr. Nottley also conducted the 2010 classification and compensation study for Union Charter Township.

Mr. Nottley is certified as a Senior Professional in Human Resources by the Society for Human Resources Management (SHRM) and holds a Master degree in Public Administration from Wayne State University. His biography is included in Appendix A and a listing of client entities is included in the following section.

* * * * *

A résumé for the project consultants is included in Appendix A. In the following section we discuss our specific experience.

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

S SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

As noted, our proposed project team has conducted numerous classification and compensation studies of public entities including a 2010 classification and compensation study for Union Charter Township. We have listed below a number of recent project references, followed by a more complete listing of experience. We will be pleased to provide client references for any of these engagements upon request.

RECENT REFERENCES FOR MARK NOTTLEY

Client: ***Delhi Township (2017)***
Project: Classification and Compensation Study
Contact: Ms. Wendy Thielen, Assistant Township Manager
Phone: 517.694.2137

Client: ***Brighton Township (2017)***
Project: Classification and Compensation Study
Contact: Mr. Brian Vick, Township Manager
Phone: 810.494.0710

Client: ***Park Township (2014 and pending project)***
Project: Classification and Compensation Study
Contact: Mr. Jerry Hunsburger, Supervisor
Phone: 616-738-4232

Client: ***DeWitt Charter Township (2014)***
Project: Classification and Compensation Study
Contact: Mr. Rod Taylor, Township Manager
Phone: 517.668.0270

Client: ***City of Ludington (2018)***
Project: Classification and Compensation System
Contact: Mr. Steve Brock, Interim City Manager
Phone: 231.845.6237

Client: ***Village of Beverly Hills (2018)***
Project: Classification and Compensation System
Contact: Mr. Chris Wilson, City Manager
Phone: 248.593.3509

Client: ***City of Ann Arbor (2018)***
Project: Classification and Compensation System
Contact: Ms. Ashley Walicki, Human Resources Manager
Phone: 734.794.6130

Client: ***City of Grand Blanc (2018)***
Project: Classification and Compensation System
Contact: Ms. Wendy Jean-Buhrer, City Manager
Phone: 810.694.1118

Client: ***State of Michigan (2018)***
Project: 2018 State-wide Survey of Wages and Benefits for Union Employees
Contact: Ms. Jamie Abednego, Office of the State Employer
Phone: 517.335.2579

Client: ***City of Monroe (2015)***
Project: Classification and Compensation System
Contact: Ms. Peggy Howard, Director of Human Resources
Phone: 734.384.9173

Client: ***City of Big Rapids (2015)***
Project: Classification and Compensation System
Contact: Mr. Mark Gifford, City Manager
Phone: 231.592.4007

On the following pages we provide a more complete listing of prior experience. We will be pleased to provide additional references at your request.

PAST EXPERIENCE IN CONDUCTING CLASSIFICATION AND COMPENSATION STUDIES (NOTTLEY & RYE - PARTIAL LIST)

Alger-Marquette Community Action Board	Eaton County
Alpena Community College	Alpena County
Antrim County	Arenac County
Barry County	Barry County Commission on Aging
Barry County Road Commission	Barry-Eaton Health Department
Bay County	Bay County Road Commission
Bay County Water & Sewer	Benzie County
Bloomfield Charter Township	Bloomfield Hills Schools
Branch County	Brighton District Library
Calhoun County	Calhoun County Probate Court
Capital Area Negotiators Association [36 school districts]	Capital Region Airport Authority
Cass County	Chippewa County
City of Albion	City of Eaton
City of Allen Union Charter	City of Alma
City of Alpena	City of Auburn Hills
City of Bad Axe	City of Benton Harbor
City of Berkley	City of Big Rapids
City of Birmingham	City of Brighton
City of Charlotte	City of Cheboygan
City of Clio	City of Corunna
City of Crystal Falls	City of Dowagiac
City of Durand	City of East Jordan
City of East Lansing	City of Eastpointe
City of Ecorse	City of Fennville
City of Fenton	City of Ferndale
City of Flint	City of Frankenmuth
City of Fremont	City of Galesburg
City of Gaylord	City of Grand Blanc
City of Grand Haven	City of Grand Ledge
City of Grandville	City of Harper Woods
City of Harrison	City of Hazel Union Charter
City of Hazel Union Charter Library	City of Hudsonville
City of Huntington Woods	City of Ironwood
City of Jackson	City of Keego Harbor
City of Kentwood	City of Lansing
City of Lapeer	City of Lathrup Village

City of Lincoln Union Charter
City of Madison Heights
City of Marlette
City of Menominee
City of Milan
City of Montague
City of Muskegon
City of Niles
City of Norton Shores
City of Owosso
City of Plainwell
City of Potterville
City of Riverview
City of Rogers City
City of Roseville
City of Saline
City of Springfield
City of St. Joseph
City of Sturgis
City of Taylor
City of Three Rivers
City of Warren
City of West Branch
City of Wyoming
City of Zeeland
Clinton County

Community Action Agency of Jackson
Copper Country Mental Health Services
Delta Township
DeWitt Public Schools
Eaton County
Emmett Charter Township
Grand Rapids Community College
Grand Valley Metro Council
Gratiot County Community Mental Health
Ingham County
Ingham County Road Commission
Ionia County Road Commission
Jackson County

City of Lowell
City of Manistee
City of Mason
City of Midland
City of Monroe
City of Mt. Morris
City of New Haven
City of North Muskegon
City of Oak Union Charter
City of Perry
City of Portland
City of River Rouge
City of Rochester Hills
City of Romulus
City of Royal Oak
City of Southgate
City of St. Clair Shores
City of St. Louis
City of Swartz Creek
City of Tecumseh
City of Traverse City
City of Wayland
City of Woodhaven
City of Ypsilanti
Clare-Gladwin Probate Court
Clinton-Eaton-Ingham Community Mental Health
Community Action Agency of South Central MI
Delhi Township
Detroit Public Schools
District Health Department No. 2
Eighth District Court
Grand Haven Charter Township
Grand Traverse County
Gratiot County
Holt Public Schools
Ingham County Medical Care Facility
Ionia County Community Mental Health
Isabella County
Kalamazoo County Road Commission

Kent County
Lake County
Lansing Board of Water & Light
Lansing Township
Leelanau County
Mackinac County
Manistee County
Marquette County
Mecosta County

Michigan Catastrophic Claims Association

Michigan Sheriffs Association
Midland County Central Dispatch Authority
Monroe County
Monroe County Community Mental Health
Montcalm County
Municipal Employers' Retirement System
North Central Community Mental Health
Oakland County
Osceola County
Otsego County

Oxford Charter Township

Pittsfield Charter Township

Region VII Area Agency on Aging
Saginaw County

Shiawassee County

Southeastern Berrien County Landfill
Authority
Southfield Township
St. Joseph County

State of Michigan-Department of State Police

State of Michigan-Legislative Council
State of Michigan-Senate Fiscal Agency
State of Michigan-Supreme Court
Union Township
Village of Almont

Kent County Road Commission
Lake Township
Lansing Housing Commission
Lapeer County
Livingston County
Macomb County
Manistee County Library
Marquette County Health Department
Meridian Charter Township
Michigan Municipal Risk Management
Association
Midland County
Mid-South Substance Abuse Commission
Monroe County Community College
Monroe County Opportunity Program
Montmorency County
Newaygo County
Oakland Community College
Orion Charter Township
Oscoda Charter Township
Ottawa County
Pathways
 [formerly Alger-Marquette CMH]

Redford Township

Saginaw Charter Township
Shelby Charter Township
Shiawassee County Community Mental
Health
Southeastern Oakland County Water
Authority
St. Joseph Commission on Aging
State of Michigan-Department of Civil
Service
State of Michigan-Department of
Transportation
State of Michigan-Office of the State
Employer
State of Michigan-State Senate
Tuscola County
Van Buren County
Village of Beverly Hills

Village of Bingham Farms
Village of Dexter
Village of Franklin
Village of Milford
Washtenaw County
Waterford Charter Township
White Lake Charter Township

Village of Chelsea
Village of Fowlerville
Village of Grosse Pointe Shores
Village of Vicksburg
Washtenaw County Road Commission
West Bloomfield Charter Township

* * * * *

Additional references will be provided on request. In the next section we discuss project timing and fees.

SECTION V
PROJECT TIMING AND FEES

SECTION V

PROJECT TIMING AND FEES

Project Timing:

We will commence work on the project immediately upon receiving notice to proceed. We anticipate completing the project within 60-90 days of the day we begin work, depending on the timeliness of survey completion by the selected market comparables. A timeline for a 90 day maximum project duration is presented in Table A on the following page.

Professional Fees

You have requested a breakdown of professional fees by task. It is our practice to estimate professional fees by the number of classifications to be studied. Based on 27 job classifications, professional fees to complete the study would be \$14,850. This is a not-to-exceed fee based on a maximum of 27 job classifications. Should the count exceed 27 at project completion, the Township would be billed an additional \$550 for each such classification.

Project Expenses:

Project expenses will be limited to mileage expense at the prevailing IRS reimbursement rate for travel to/from our Brighton office to the Township Hall and up to two overnight stays in a local hotel. There will be no other expenses charged to the Township.

Additional Fees That Could be Incurred:

If the Township desires a final report presentation to the Board (optional Task 15) the cost would be calculated at our standard rate of \$125 per hour for presentation development (2 hours) and travel and presentation time expended. Mileage expense and (possibly) lodging costs would also be charged.

Other Conditions:

This proposal will remain effective for 90 days from the date of submittal.

Union Charter Township will be billed on a calendar monthly basis for work completed in the previous period. All invoices will be due within thirty days of submittal.

Project Deliverables:

Union Charter Township will receive eight bound copies of the final report document and an electronic file of the final report from which additional copies can be printed or source data can be extracted for future use. The Township will also receive all new job descriptions in electronic form.

TABLE A
UNION CHARTER TOWNSHIP
TIMETABLE FOR A CLASSIFICATION AND COMPENSATION STUDY

Step	Task and Week Completed	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Meet and Refine Work Plan														
2	Collect and Review Compensation-Related Documentation														
3	Provide Employee Orientation Forms and Job Questionnaire														
4	Interview Employees														
5	Develop Job Descriptions														
6	Develop Market Comparables in Consultation With the City														
7-8	Develop Survey Instrument and Conduct Survey														
9	Conduct Survey Process and Finalize Results														
10	Conduct Point Factor Analysis and Develop Pay Grades														
11	Apply Survey Results and Develop Pay Ranges for Each Grade														
12	Analyze Each Position Within the Confines of the New System														
13	Develop Pay Progression Options for Implementation														
14	Develop and Submit Final Report														

APPENDIX A
PROJECT CONSULTANT RÉSUMÉ

MARK W. NOTTLEY

PRESENT POSITION:

Principal, Municipal Consulting Services LLC

AREAS OF CONSULTING EXPERTISE:

Personnel Issues, Compensation and Employee Benefits Evaluation - Conducted classification and compensation studies and employee benefit analyses for municipalities and other public entities to determine appropriate salary, retirement and benefit levels. Developed personnel policies, manuals and performance evaluation systems as components of comprehensive personnel systems.

Organizational and Operational Analysis - Conducted operations analyses for most areas of government service provision including police and fire services, vehicle and building maintenance, community development, public works, recreation, transportation and health and human services. In this capacity, identified specific opportunities for improved performance and increased operational cost-effectiveness.

Financial Models - Prepared comprehensive spreadsheet-based financial models for a number of municipalities, estimating future years' conditions for each of the various revenue and expenditure sources and categories. Following development of the models, frequently worked with the particular municipality in defining long-range fiscal strategies.

Executive Search Services – Conducted or oversaw the conduct of more than 100 executive searches focusing on City and Village Managers, Department Heads and various other municipal professional classifications.

Tax Policies - Reviewed tax policies for a number of local governments, ranging from the analyses of specific millages and service charges to comprehensive city-wide evaluations of user fees. Recommendations resulting from these reviews have resulted in more equitable tax assignment and increased revenue generation through more competitive fee structuring.

Privatization - Assessed privatization options for a number of local governments including the potential cost-saving and/or service improvement associated with sole source and competitive private contracting and combination public/private service provision. Areas of review have included golf course operation, turf mowing, forestry services, landfill operation, vehicle maintenance, emergency medical services, transportation, sanitation, water and wastewater operations, and the use of auxiliary paid-on-call firefighters.

Productivity Improvement - Performed ongoing research related to operational performance and productivity improvement. Conducted several major productivity studies including an eight-city comparative analysis of police and fire services effectiveness in the Detroit Metropolitan Area.

Municipal Improvement and Growth Strategies - Assisted numerous municipal clients in defining strategies for urban development and infrastructure upgrade as well as strategies for maintaining existing municipal and community assets.

Market Analysis - Prepared and assisted in the preparation of market analyses/feasibility studies designed to facilitate future planning and development, including downtown office/commercial development, reuse of historic structures, housing development, and the construction of a major marina/hotel complex.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Rehmann, Public Accountants and Management Consultants

Principal and Director of Public Sector Consulting Services with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Michigan Municipal League

Founder and Director of the League's Municipal Consulting Services Division with responsibility for managing and performing a full range of management consulting projects, focusing on municipal operations and finance, and human resources management.

Plante & Moran, Public Accountants and Management Consultants

Manager in local government consulting practice with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Coopers & Lybrand, Public Accountants and Management Consultants (now Pricewaterhouse Coopers)

Senior consultant in the firm's national practice for local government consulting specializing in financial and operational consulting and municipal productivity assessment and improvement.

EDUCATION:

Wayne State University - Master of Public Administration (Summa cum Laude)

Wayne State University - Bachelor of Arts (with distinction)

Certification as a Senior Professional in Human Resources

PROFESSIONAL AFFILIATIONS:

International Personnel Management Association
Society for Human Resources Management
International City/County Management Association
Government Finance Officers Association
American Public Works Association
Pi Alpha Alpha, National Honor Society for Public Administration



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 7, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/19/18
ACTION REQUESTED: Board adoption of the FY 2019 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water and adoption of the 2019 fee schedule	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Uniform Budget Act and PA 359 of 1947 require that the budget for the next fiscal year be adopted no later December 31, 2018 for the following fiscal year. The Township has properly posted and held a public hearing for the budget. This final recommended budget is as described in the attached.

SCOPE OF SERVICES

Adoption of the FY 2019 budget(s) as per the attached

JUSTIFICATION

Budget adoption is required under the Uniform Budget Act and PA 359 of 1947

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (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

January 1, 2019 - December 31, 2019

RESOLUTION

See attached Resolution

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
101-000-402.000	CURRENT PROPERTY TAX	300,304	297,805	297,944	297,805	300,000	300,000
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(6,347)	(5,000)	(161)	(5,000)	(5,000)	(5,000)
101-000-402.002	PILOT TAX	2,083	3,000	1,072	3,000	3,000	3,000
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	1,473	1,200	204	1,200	1,200	1,200
101-000-425.000	MOBILE HOME PARK TAX	2,398	2,400	1,797	2,400	2,500	2,500
101-000-445.000	INTEREST ON TAXES	227	100	53	100		
101-000-446.000	3% OR 4% PENALTY ON TAX	5,692	6,600	6,582	6,600	6,500	6,500
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,398	148,000	148,929	148,000	145,000	145,000
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(3,206)	(4,000)	(82)	(4,000)	(4,000)	(4,000)
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,770	7,700	7,735	7,700	7,700	7,700
101-000-447.100	ADMIN FEE-PRIOR YEARS	312	100	45	100		
101-000-475.000	CABLE FRANCHISE FEES	132,360	130,000	100,761	130,000	130,000	130,000
101-000-476.000	BUILDING PERMITS	47,719	50,000	51,598	50,000	50,000	50,000
101-000-477.000	RENTAL INSPECTION FEES	80,569	80,000	79,584	80,000	80,000	80,000
101-000-478.000	DOG LICENSE REVENUE	2		3			
101-000-479.000	ZONING PERMITS	10,395	14,000	14,625	14,000	12,000	12,000
101-000-539.000	STATE GRANTS	54,302					
101-000-573.000	STATE AID REVENUE-LCSA		6,900	6,932	6,900	7,000	7,000
101-000-574.000	STATE REVENUE SHARING	1,108,746	1,100,000	746,653	1,100,000	1,100,000	1,100,000
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,271	11,500	11,855	11,500	11,500	11,500
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,538	7,500	7,520	7,500	7,500	7,500
101-000-609.000	CONSTR PLAN REVIEW FEES	125	2,300	2,628	2,300	2,000	2,000
101-000-613.000	APPLICATION FEES	500	500	500	500	500	500
101-000-626.000	COPIES	24		22			
101-000-628.000	LAND DIVISIONS	700	2,000	1,900	2,000	1,500	1,500
101-000-630.000	WEED ABATEMENT SERVICES	235	500	304	500	500	500
101-000-655.000	FINES & FORFEITURES	617	1,000	632	1,000	1,000	1,000
101-000-665.000	INTEREST EARNED	43,639	75,000	67,288	75,000	60,000	60,000
101-000-667.000	RENT - JAMESON HALL	7,750	7,000	6,810	7,000	7,000	7,000
101-000-667.100	RENT - McDONALD PARK PAVILION	1,680	1,500	1,540	1,500	1,500	1,500
101-000-667.200	RENT - JAMESON PAVILION	300	500	400	500	500	500
101-000-667.300	LEASES	900	900	900	900	900	900
101-000-671.000	OTHER REVENUE	29,923	10,000	6,754	10,000	15,000	15,000
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	17,464	15,000	4,629	15,000	15,000	15,000
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE		500		500	500	500
Totals for dept 000 - NONE		2,017,863	1,974,505	1,577,956	1,974,505	1,960,800	1,960,800
TOTAL ESTIMATED REVENUES		2,017,863	1,974,505	1,577,956	1,974,505	1,960,800	1,960,800

		Calculations as of 11/30/2018					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
101	TRUSTEES	46,212	67,423	50,591	67,423	67,328	67,328
171	SUPERVISOR	16,516	20,422	14,925	20,422	20,172	20,172
172	TWP MANAGER	96,003	110,139	84,992	110,139	104,385	104,385
191	ACCOUNTING/GEN ADMIN	134,730	153,438	133,687	153,438	182,236	182,236
215	CLERK	29,487	38,986	30,595	38,986	36,068	36,068
228	INFORMATION TECHNOLOGY	20,218	51,000	39,414	51,000	52,500	52,500
253	TREASURER	28,972	31,781	28,475	31,781	34,185	34,185
257	ASSESSOR	202,794	220,945	182,491	220,945	222,247	222,247
262	ELECTIONS		21,721	21,973	21,721	6,100	6,100
265	TWP HALL & GROUNDS	62,704	68,450	47,386	68,450	52,550	52,550
266	LEGAL/ATTORNEY	88,452	60,000	33,588	60,000	80,000	80,000
371	BUILDING	252,555	264,085	235,484	264,085	267,463	267,463
441	PUBLIC WORKS	339,017	246,500	180,475	246,500	674,000	674,000
701	PLANNING	114,513	209,912	101,495	209,912	242,445	242,445
751	PARKS & RECREATION	112,311	155,936	118,654	155,936	190,197	190,197
901	CAPITAL OUTLAY	4,353	10,000	9,026	10,000		
910	DEBT SERVICE-LEASES	13,290	13,300	12,182	13,300	13,293	13,293
TOTAL APPROPRIATIONS		<u>1,562,127</u>	<u>1,744,038</u>	<u>1,325,433</u>	<u>1,744,038</u>	<u>2,245,169</u>	<u>2,245,169</u>
NET OF REVENUES/APPROPRIATIONS - FUND 101		455,736	230,467	252,523	230,467	(284,369)	(284,369)
BEGINNING FUND BALANCE		3,114,488	3,570,226	3,570,226	3,570,226	3,800,693	3,800,693
ENDING FUND BALANCE		3,570,224	3,800,693	3,822,749	3,800,693	3,516,324	3,516,324

		Calculations as of 11/30/2018						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
206-000-402.000	CURRENT REAL PROPERTY TAX	600,341	595,619	595,619	595,619	600,000	600,000	
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(12,693)	(10,000)	(322)	(10,000)	(10,000)	(10,000)	
206-000-402.002	PILOT TAX	4,165	6,200	2,144	6,200	6,200	6,200	
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	2,981	1,000	415	1,000	500	500	
206-000-445.000	INTEREST ON TAXES	362	350	109	350	350	350	
206-000-543.000	STATE GRANT-PUBLIC SAFETY	5,441	5,500	6,076	5,500	5,500	5,500	
206-000-573.000	STATE AID REVENUE-LCSA		13,863	13,863	13,863	10,000	10,000	
206-000-600.200	FIRE PROTECTION - EDDA	61,665	64,000	64,013	64,000	70,000	70,000	
206-000-600.300	FIRE PROTECTION - WDDA	39,506	45,600	45,642	45,600	50,000	50,000	
206-000-665.000	INTEREST EARNED	12,064	18,000	18,148	18,000	7,000	7,000	
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE					30,000	30,000	
Totals for dept 000 - NONE		713,832	740,132	745,707	740,132	769,550	769,550	
TOTAL ESTIMATED REVENUES		713,832	740,132	745,707	740,132	769,550	769,550	

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION
 Fund: 206 FIRE FUND

		Calculations as of 11/30/2018					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
336	FIRE DEPARTMENT	684,000	699,000	699,000	699,000	813,850	813,850
901	CAPITAL OUTLAY					478,000	478,000
TOTAL APPROPRIATIONS		684,000	699,000	699,000	699,000	1,291,850	1,291,850
NET OF REVENUES/APPROPRIATIONS - FUND 206		29,832	41,132	46,707	41,132	(522,300)	(522,300)
BEGINNING FUND BALANCE		1,095,750	1,125,582	1,125,582	1,125,582	1,166,714	1,166,714
ENDING FUND BALANCE		1,125,582	1,166,714	1,172,289	1,166,714	644,414	644,414

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
245-000-665.000	INTEREST EARNED	818	2,000	1,912	2,000	1,000	1,000
245-000-672.102	REVENUE-CORVALLIS SPEC ASSESS	8,278	7,000	4,966	7,000	7,000	7,000
245-000-672.103	REVENUE-MEADOWBROOK SPEC ASSESS	4,644	3,500	1,035	3,500	3,500	3,500
245-000-672.104	REVENUE-STONERIDGE SPEC ASSESS	4,330	3,800		3,800	3,800	3,800
245-000-672.105	REVENUE-COMMON MEADOW/STONE SPEC ASSESS	1,944	1,600	313	1,600	1,600	1,600
245-000-672.106	REVENUE-MCDONALD DRIVE SPEC ASSESS	5,951	5,500	2,834	5,500	5,500	5,500
245-000-672.107	REVENUE-GREEN ACRES SPEC ASSESS	3,922	3,700	1,023	3,700	3,700	3,700
245-000-672.108	REVENUE-THE OAKS SPEC ASSESS	7,133	6,000	1,274	6,000	6,000	6,000
245-000-672.109	REVENUE-BLGRAS/ISB SIDEWALK	7,508	7,000	3,178	7,000	7,000	7,000
Totals for dept 000 - NONE		44,528	40,100	16,535	40,100	39,100	39,100
TOTAL ESTIMATED REVENUES		44,528	40,100	16,535	40,100	39,100	39,100
NET OF REVENUES/APPROPRIATIONS - FUND 245		44,528	40,100	16,535	40,100	39,100	39,100
BEGINNING FUND BALANCE		108,670	153,198	153,198	153,198	193,298	193,298
ENDING FUND BALANCE		153,198	193,298	169,733	193,298	232,398	232,398

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
248-000-402.000	CURRENT PROPERTY TAX	441,993	395,404	395,404	395,404	400,000	400,000
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)		(4,000)	(4,000)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)		(250)	(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,861	1,000	5	1,000	1,000	1,000
248-000-445.000	INTEREST ON TAXES	1,029	500	320	500	500	500
248-000-573.000	STATE AID REVENUE-LCSA	55,909	50,000	55,480	50,000	30,000	30,000
248-000-665.000	INTEREST EARNED	7,333	15,000	15,895	15,000	10,000	10,000
248-000-671.000	OTHER REVENUE	68	11,100	11,356	11,100	100	100
Totals for dept 000 - NONE		508,193	468,754	478,460	468,754	437,350	437,350
TOTAL ESTIMATED REVENUES		508,193	468,754	478,460	468,754	437,350	437,350

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
000	NONE	104,836	273,520	97,224	163,520	216,420	216,420
336	FIRE DEPARTMENT	61,665	64,000	64,013	64,000	64,000	64,000
728	ECONOMIC DEVELOPMENT		510,000	149,884	349,000	160,260	160,260
TOTAL APPROPRIATIONS		<u>166,501</u>	<u>847,520</u>	<u>311,121</u>	<u>576,520</u>	<u>440,680</u>	<u>440,680</u>
NET OF REVENUES/APPROPRIATIONS - FUND 248		341,692	(378,766)	167,339	(107,766)	(3,330)	(3,330)
BEGINNING FUND BALANCE		760,825	1,102,517	1,102,517	1,102,517	994,751	994,751
ENDING FUND BALANCE		1,102,517	723,751	1,269,856	994,751	991,421	991,421

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	494,599	601,300	601,336	601,300	304,000	304,000
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(139)	(4,000)	(4,000)	(4,000)
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	279	200		200	200	200
250-000-445.000	INTEREST ON TAXES	220	250	86	250	250	250
250-000-665.000	INTEREST EARNED	1,582	4,000	6,347	4,000	7,000	7,000
Totals for dept 000 - NONE		496,680	601,750	607,630	601,750	307,450	307,450
TOTAL ESTIMATED REVENUES		496,680	601,750	607,630	601,750	307,450	307,450

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION
 Fund: 250 WDDA OPERATING

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
000	NONE	300,400	330,870	300	870	500,870	500,870
336	FIRE DEPARTMENT	39,506	45,600	45,642	45,600	45,600	45,600
728	ECONOMIC DEVELOPMENT		270,000	24,445	200,000	70,000	70,000
996	TRANSFER OUT	260,000	272,650	272,670	272,650		
TOTAL APPROPRIATIONS		599,906	919,120	343,057	519,120	616,470	616,470
NET OF REVENUES/APPROPRIATIONS - FUND 250		(103,226)	(317,370)	264,573	82,630	(309,020)	(309,020)
BEGINNING FUND BALANCE		847,596	744,368	744,368	744,368	826,998	826,998
ENDING FUND BALANCE		744,370	426,998	1,008,941	826,998	517,978	517,978

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
288-000-582.000	CONTRIBUTION FROM TRIBE		180,000	256,974	257,000		
288-000-665.000	INTEREST EARNED	202	1,800	1,564	1,800	1,800	1,800
	Totals for dept 000 - NONE	202	181,800	258,538	258,800	1,800	1,800
TOTAL ESTIMATED REVENUES		202	181,800	258,538	258,800	1,800	1,800

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
728	ECONOMIC DEVELOPMENT		180,000		38,487	180,000	218,470
TOTAL APPROPRIATIONS			180,000		38,487	180,000	218,470
NET OF REVENUES/APPROPRIATIONS - FUND 288		202	1,800	258,538	220,313	(178,200)	(216,670)
BEGINNING FUND BALANCE		29,705	29,907	29,907	29,907	250,220	250,220
ENDING FUND BALANCE		29,907	31,707	288,445	250,220	72,020	33,550

		Calculations as of 11/30/2018						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
590-000-456.000	CONNECTION FEE	149,448	100,000	55,634	100,000	100,000	100,000	
590-000-539.000	STATE GRANTS	2,436						
590-000-627.000	SERVICE	1,270,280	1,296,000	963,324	1,296,000	1,316,667	1,316,667	
590-000-627.100	DELINQUENT SEWER	(435)	(1,500)		(1,500)	(1,500)	(1,500)	
590-000-628.000	INSPECTION FEE	5,000	1,000	1,800	1,000	500	500	
590-000-655.000	FINES & FORFEITURES	22,993	30,000	27,998	30,000	20,500	20,500	
590-000-665.000	INTEREST EARNED	34,004	50,000	45,335	50,000	30,000	30,000	
590-000-665.100	INTEREST EARNED-SPEC ASSESS	4,646	5,600	2,678	5,600	5,600	5,600	
590-000-670.000	DEBT RETIREMENT	1,085,064	1,074,000	822,744	1,074,000	1,091,503	1,091,503	
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	1,050	1,000	600	1,000	300	300	
590-000-671.000	OTHER REVENUE	6,782	1,000	5,723	1,000	500	500	
590-000-672.500	REVENUE-SPECIAL ASSESS		23,000		23,000	23,000	23,000	
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE		4,500		4,500	5,500	5,500	
Totals for dept 000 - NONE		2,581,268	2,584,600	1,925,836	2,584,600	2,592,570	2,592,570	
TOTAL ESTIMATED REVENUES		2,581,268	2,584,600	1,925,836	2,584,600	2,592,570	2,592,570	

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
536	WATER/SEWER SYSTEMS	490,592	1,379,797	685,875	1,379,797	1,377,242	1,377,242
540	WWTP	773,645	951,665	756,492	951,665	1,278,956	1,278,956
906	DEBT SERVICE	274,068	250,450	192,234	250,450	238,015	238,015
910	DEBT SERVICE-LEASES	560	600	395	600	400	400
960	DEPRECIATION EXPENSE	649,329	700,000		700,000	700,000	700,000
TOTAL APPROPRIATIONS		2,188,194	3,282,512	1,634,996	3,282,512	3,594,613	3,594,613
NET OF REVENUES/APPROPRIATIONS - FUND 590		393,074	(697,912)	290,840	(697,912)	(1,002,043)	(1,002,043)
BEGINNING FUND BALANCE		13,038,198	13,431,270	13,431,270	13,431,270	12,733,358	12,733,358
ENDING FUND BALANCE		13,431,272	12,733,358	13,722,110	12,733,358	11,731,315	11,731,315

Calculations as of 11/30/2018

GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
591-000-450.000	WATER SALES	1,348,239	1,284,443	1,034,952	1,284,443	1,263,127	1,263,127
591-000-450.100	BULK WATER SALES	1,280	2,500	1,555	2,500	2,000	2,000
591-000-450.200	FINAL READ	1,615	1,700	1,695	1,700	1,700	1,700
591-000-450.300	TURN-OFF	2,470	2,000	1,683	2,000	2,000	2,000
591-000-452.000	LATERALS	19,522	5,000	4,596	5,000	5,000	5,000
591-000-454.000	BENEFIT FEES	62,146	30,000	29,900	30,000	30,000	30,000
591-000-459.000	CONNECTION FEES	116,283	117,000	116,995	117,000	50,000	50,000
591-000-479.000	REVENUE-REPLACEMENT METERS		500		500	500	500
591-000-539.000	STATE GRANTS	2,117	43,348		43,348		
591-000-628.000	INSPECTION FEE	5,000	2,000	1,600	2,000	1,000	1,000
591-000-655.000	FINES & FORFEITURES	13,948	16,000	16,390	16,000	16,000	16,000
591-000-665.000	INTEREST EARNED	33,961	48,400	44,582	48,400	29,000	29,000
591-000-665.100	INTEREST EARNED-SPEC ASSESS	6,079	5,700	2,794	5,700	5,700	5,700
591-000-667.300	LEASES - TOWER RENTAL	43,116	40,000	38,714	40,000	51,850	51,850
591-000-671.000	OTHER REVENUE	9,923	2,000	6,495	2,000	1,000	1,000
591-000-672.500	REVENUE-SPECIAL ASSESS		9,800		9,800	10,200	10,200
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE	5,000	4,500		4,500	500	500
Totals for dept 000 - NONE		1,670,699	1,614,891	1,301,951	1,614,891	1,469,577	1,469,577
TOTAL ESTIMATED REVENUES		1,670,699	1,614,891	1,301,951	1,614,891	1,469,577	1,469,577

		Calculations as of 11/30/2018					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 11/30/18	2018 PROJECTED ACTIVITY	2019 RECOMMENDED BUDGET	2019 APPROVED BUDGET
APPROPRIATIONS							
536	WATER/SEWER SYSTEMS	947,138	1,727,896	1,331,452	1,727,896	1,221,134	1,221,134
906	DEBT SERVICE	64,578	62,379	62,822	62,379	59,879	59,879
910	DEBT SERVICE-LEASES	675	720	477	720	500	500
960	DEPRECIATION EXPENSE	342,010	350,000		350,000	350,000	350,000
TOTAL APPROPRIATIONS		1,354,401	2,140,995	1,394,751	2,140,995	1,631,513	1,631,513
NET OF REVENUES/APPROPRIATIONS - FUND 591							
		316,298	(526,104)	(92,800)	(526,104)	(161,936)	(161,936)
BEGINNING FUND BALANCE		10,459,375	10,775,674	10,775,674	10,775,674	10,249,570	10,249,570
ENDING FUND BALANCE		10,775,673	10,249,570	10,682,874	10,249,570	10,087,634	10,087,634
ESTIMATED REVENUES - ALL FUNDS							
		8,033,265	8,206,532	6,912,613	8,283,532	7,578,197	7,578,197
APPROPRIATIONS - ALL FUNDS							
		6,555,129	9,813,185	5,708,358	9,000,672	10,000,295	10,038,765
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS							
		1,478,136	(1,606,653)	1,204,255	(717,140)	(2,422,098)	(2,460,568)
BEGINNING FUND BALANCE - ALL FUNDS							
		29,454,607	30,932,741	30,932,741	30,932,741	30,215,601	30,215,601
ENDING FUND BALANCE - ALL FUNDS							
		30,932,743	29,326,088	32,136,996	30,215,601	27,793,503	27,755,033

**CHARTER TOWNSHIP OF UNION
FY 2019 - GENERAL APPROPRIATIONS RESOLUTION**

At a meeting held of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant Michigan 48858 on the 19th day December, 2018:

Present

Absent

The following budget resolution was offered by _____; and supported by _____

WHEREAS, the Township Board received the proposed 2019 Township Budget on October 5, 2018; and

WHEREAS, the Township Board deliberated over the FY 2019 budget throughout the fall of 2018 and set the public hearing on November 28, 2018; and

WHEREAS, the Township Board held a public hearing on December 12, 2018; and

WHEREAS, this resolution serves as the General Appropriation Act for the Township;

NOW THEREFORE, BE IT RESOLVED that the Township Board of the Charter Township of Union, Isabella County Michigan hereby adopts the 2019 budget for the various funds as shown in the attached budget document at the department level and subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies and technical typographical corrections, if any.

BE IT FURTHER RESLOVED that the attached fee scheduled is hereby established for FY 2019

BE IT FURTHER RESOLVED that the following millage is to be levied for the fiscal year 2019:

General Operating	1.0000 mills
Fire Millage	2.0000 mills

BE IF FURTHER RESOLEVED that the 2019 elected officials salary and per meeting pay is as follows:

Supervisor	\$30,640
Clerk	\$21,190
Treasurer	\$21,190
Trustee	\$ 7,500
Board Member Extra Meeting Pay	\$75 per meeting over one hour \$50 per meeting one hour or less

ADOPTED:

AYES:

NAYES:

ABSENT:

-

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 Monday, December 19, 2018

Lisa Cody, Clerk

Building Rental

McDonald Park Pavilion	\$60 per day \$84 per day non-resident
Jameson Park Pavilion	\$60-per day \$84 per day non-resident
Jameson Hall	\$200 deposit \$125 rental fee resident of township \$175 rental fee non-resident

Building and Zoning

Building Permits - Residential	\$72 per sq. ft.
Building Permits - Commercial	(Based on current Bldg. & Safety Journal sq. ft. Construction cost)
Basement Permit - Residential Finished	\$20 sq. ft.
Basement Permit - Residential Unfinished	\$17 sq. ft.
Demolition Permit - Residential	\$100
Demolition Permit - Commercial	\$.04 cents per sq. ft.
Construction Plan Review	Per Bldg. & Safety Journal Rates
Home Moving Permits	\$220
Text Amendments	\$750
Zoning Variances	\$350
Zoning Appeals	\$350
Rezoning Request	\$750
Site Plan Review	\$225 per application
Special Use Permit	\$350
ZBA Special Meeting	\$475 per application
Planning Commission Special Meeting	\$600 per application
Construction Board of Appeals Special Meeting	\$300 per application
Construction Board of Appeals	\$200 per request
Home Occupation Permit	\$250 Initial & \$50 Renewal
In Ground Swimming Pool	\$100 per application
Zoning Permit, no Bldg. Permit	\$100 per application
B & B Permit	\$130 per application
Subdivision and Site Condo	\$450
Sign Permit	\$50
Temporary Permit	\$50 per application
Zoning Letter of Compliance	\$50 per letter
Land Division	\$100 per # of new parcels
Lot Line Adjustment	\$100 per adjustment
Industrial Facilities Tax Abatement	\$500 per application

Union Township Fee Schedule 2019

Unregulated Permit Activity

Any regulated activity started prior to applicant securing the necessary permit will be charged an additional administrative charge at the same rate as required permit not to exceed \$100. This shall be paid prior to the issuance of the required permit.

Rental Inspections

Single Family	\$46 per unit
Duplex	\$68 per duplex
Multiple Units	\$21 per unit
Hotel / Motels	\$13 per unit
Daycare Centers	\$62 per unit
Re-Inspection Fees	
1st re-inspection	\$25
2nd re-inspection	\$200
3rd re-inspection	\$500
4th re-inspection	\$750
Violation Inspection Fees	
Compliant Violation Notice	\$75
No Show for Inspection Appointment	\$50
Notice to Vacate	\$75
Housing Board of Appeals	\$75
Unregistered Rental Violation	\$250
Enforcement Letter	\$50
Non Compliance with Address Change	\$50
Non Compliance Admin Fee (Certified Letter)	\$25
Late Fee (per unit)	\$10 or 10% whichever is greater plus an additional \$10 or 10% for every 30 days the fees are late
Rental Re-Certification	
Prior to Last Certificate Expiration	\$40
After Last Certification	\$60
Misc. Fees	
Occupant Load License	\$7
Copying Cost (1st page + Additional)	\$1 +.20
Owner Search	\$50
Township Attorney Case Review	\$150 + Court and Legal Fees
Referral	
Initial Hearing	\$150
Re-Hearing	\$100

Water & Sewer

Water Service Rate	\$52.00 minimum per quarter up to 15,000 gallons \$2.10 per 1,000 gallons over 15,000 gallons per quarter
Bulk Water Rate	\$5.00 per 1,000 gallons (\$500 deposit)
Water Hook-Up Rate 5/8 meter	\$1,300 for 1" service
Benefit Fee	\$1,175 per REU
Inspection Fees (Water & Sewer)	\$60.00 per hour
Turn on/off Rate	\$20 each
Turn on/off Rate (after hours)	\$50 each
Turn off/on Rate for non-payment	\$15 each
Final Read Charge	\$15
Fire Flow Test	\$150
Sewer Hook-Up	\$2,650 per REU
Sewer Service Quarter Rate	
Operation and Maintenance	\$52.45 per quarter
Capital Charge	\$43.45 per quarter Sew



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: December 12, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/19/2018
ACTION REQUESTED: Consider approval of a Resolution designating the Mt. Pleasant Fire Chief, serving in the capacity of Charter Township of Union Fire Chief, as the Charter Township of Union’s Fire Code Official.	

Current Action Emergency

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

Finance Approval _____ MDS _____

BACKGROUND INFORMATION

At the November 28, 2018, Board of Trustee’s meeting, the Board approved the renewal of the Fire Service Agreement with the City of Mt Pleasant. By approving this Agreement and having previously adopted the International Fire Code, the Mt Pleasant Fire Chief serves as the Charter Township of Union’s Fire Chief.

The Agreement also recognizes the Fire Chief as the Charter Township Fire Code Official by referencing a Resolution that had yet to be adopted. Approving the attached Resolution will complete the formal process of securing a duly appointed Fire Code Official for the Charter Township of Union.

SCOPE OF SERVICES

The Fire Code Official will have those authorities as provided for in the International Fire Code, local ordinance and as referenced in the Agreement.

JUSTIFICATION

Approval of the Resolution ensures proper standing for the Fire Code Official regarding any enforcement actions that may be taken.

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

See attached.

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION
A RESOLUTION TO DESIGNATE THE FIRE CODE OFFICIAL**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the _____ day of _____, 20__:

Present:

Absent:

The following resolution was offered by _____ and supported by _____.

WHEREAS, the City of Mt. Pleasant, through the City of Mt. Pleasant Fire Department, provides fire protection and commercial inspection services to the Charter Township of Union pursuant to a Fire Protection Agreement; and

WHEREAS, the Mt. Pleasant Fire Chief serves as the Charter Township of Union Fire Chief by virtue of the adoption by the Charter Township of Union of the International Fire Code and the provisions of the Fire Protection Agreement; and

WHEREAS, the Charter Township of Union desires to have the Mt. Pleasant Fire Chief, in his or her capacity as the Charter Township of Union Fire Chief, also serve as the Charter Township of Union Fire Code Official.

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees of the Charter Township of Union hereby designates the Mt. Pleasant Fire Chief, serving in his or her capacity as the Charter Township of Union Fire Chief, as the Charter Township of Union Fire Code Official.

ADOPTED:

AYES:

NAYS:

ABSENT:

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 _____, 201__.

Lisa Cody, Clerk

To: Township Manager, Mark Stuhldreher	DATE: 12-12-2018
FROM: Township Planner, Peter Gallinat	DATE FOR BOARD CONSIDERATION: 12-19-2018
ACTION REQUESTED: Introduce Ordinance 2019-01. Charter Township of Union Prohibition of Marihuana Establishments Ordinance.	

Current Action _____ Emergency _____

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

Finance Approval MDS

BACKGROUND INFORMATION

On November 6, 2018 the voters in the State of Michigan approved Proposal 2018-1. This proposal has already gone into effect. Proposal 2018-1 pertains to recreational Marihuana instead of medicinal Marihuana which was approved by voters in November of 2008. The Township cannot prohibit or regulate the use of Marihuana. The Township may only prohibit through an ordinance any or all types of recreational Marihuana establishments.

SCOPE OF SERVICES

This ordinance (attached) prohibits Marihuana establishments within the boundaries of the Charter Township of Union. It further provides the following:

- Provides penalties for violation of this ordinance.
- Provides for severability of this ordinance.
- Repeals all ordinances or parts of ordinances in conflict therewith

JUSTIFICATION

The State of Michigan has one (1) year to establish a new regulatory system for potential Marihuana establishments. Not knowing what that regulatory system will be now this "Opt-Out" ordinance provides the Township time to evaluate whether to "Opt-In" once a regulatory system has been established. If a municipality does not have a prohibiting ordinance the State of Michigan will issue a license to qualifying recreational Marihuana facilities wishing to locate in the Township once the new regulatory system is established.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request.

1. Community well-being and common good.

COSTS
N/A

PROJECT TIME TABLE

The ordinance is first introduced to the Township Board for a 1st reading. If the Board does so choose they may vote to have a public hearing published for the adoption of the ordinance at their next meeting. Following the public hearing the Township Board may adopt the ordinance along with publishing in the paper a notice of the ordinance's adoption. The ordinance shall take effect 7 days after the notice of adoption has been published.

RESOLUTION

It is further resolved that the Board of Trustees will hold a public hearing regarding the adoption of ordinance 2019-01 on January 9, 2019.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

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

NO. 2019-01

ADOPTED: January 9, 2019

EFFECTIVE: January 19, 2019

PROHIBITION OF MARIHUANA ESTABLISHMENTS ORDINANCE

An ordinance to provide a title for the ordinance; to define words; to prohibit marihuana establishments within the boundaries of the Charter Township of Union pursuant to Initiated Law 1 of 2018, MCL *et seq.*, as may be amended; to provide penalties for violation of this ordinance; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; and to provide an effective date.

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

ORDAINS:

**SECTION I
TITLE**

This ordinance shall be known as and may be cited as the Charter Township of Union Prohibition of Marihuana Establishments Ordinance.

**SECTION II
DEFINITIONS**

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL *et seq.*, as may be amended.

**SECTION III
NO MARIHUANA ESTABLISMENTS**

The Charter Township of Union hereby prohibits all Marihuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL *et seq.*, as may be amended.

SECTION IV
VIOLATIONS AND PENALTIES

1. Any person who disobeys neglects or refuses to comply with any provision of this ordinance or who causes allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.
2. A violation of this ordinance is a municipal civil infraction, for which the fines shall not be less than \$100 nor more than \$500, in the discretion of the Court. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.
3. Each day during which any violation continues shall be deemed a separate offense.
4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.
5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township Board from time to time.

SECTION V
SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

SECTION VI
REPEAL

All ordinance or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII
EFFECTIVE DATE

This ordinance shall take effect January 19, 2019.

Ben Gunning, Supervisor

Lisa Cody, Clerk



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 11, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/19/2018
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

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 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

Board Policy 3.0– Global Governance Commitment

The Policy states:

The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on December 19, 2018.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe the Board is 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?