



BOARD OF TRUSTEES
Regular Meeting
January 23, 2019
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
 - B. January Monthly Activity Report to the Board of Trustees
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 9, 2019- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.1 Treatment of Consumers
 - H. Policy Governance 2.5.10 Cash Flow Ratio
 - I. Policy Governance 2.5 Financial Condition & Activities
10. NEW BUSINESS
 - A. Discussion/Action: (Smith) Award the contract for the purchase of a Pierce Commercial Chassis Top Mount pumper fire truck to Halt Fire, Inc.
 - B. Discussion/Action: (Stuhldreher) Consider approval of the job description for the position of Accounting Specialist
 - C. Discussion/Action: (Stuhldreher) Policy Governance 3.1 Governing Style

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- Vice Secretary | Andy | Theisen | 12/31/2019 |
| 5 | Taylor | Sheahan-Stahl | 12/31/2021 |
| Alt. #1 | John | Zerbe | 12/31/2019 |
| Alt. #2 | vacant seat | | 2/15/2021 |
| Board of Review (3 Members) 2 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Doug | LaBelle II | 12/31/2020 |
| 2 | James | Thering | 12/31/2020 |
| 3 | Bryan | Neyer | 12/31/2020 |
| 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 | 12/31/2020 |
| 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 | 1/13/2023 |
| 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 |

Charter Township of Union



To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: January 11, 2019
Re: January Monthly Activity Report

Attached is the monthly activity report for January.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: January 2019

Global Ends

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

Prior Month Activities

Township Manager

- Provided direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, were executed
- Participated in the community wide branding initiative activities as a member of the Steering Committee
- Classification/compensation service agreement approved
- Held several recurring 1:1 meetings with staff
- Recommended FY 2019 budget approved by Board of Trustees
- Facilitated Policy Governance training session
- Resolution designating Mt Pleasant Fire Chief as Union Township's Fire Code Official approved
- Attended the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Met with several citizens regarding a variety of issues
- Meetings with Township Attorney (general and MTT) regarding a variety of issues

Finance Department

1.1 Community well-being and the common good

- Received reports from our benefits administrator reflecting for 2019 from the open enrollment health care benefit elections. Analyzed the information prior to adjusting employee contribution amounts
- Set up properly for 2019, prior to the 1st payroll in 2019
- Update employee 2019 pay rates of pay
- Update Unemployment rate for 2019
- Load new tax tables in BS&A
- Update employer and employee benefit amounts for health care, vision, dental amounts in payroll system
- Update employees flex spending amounts for 2019
- Prepare comp payout amounts to comply with union contract
- Process final pay for retiring employee
- Posted 2019 adopted budget in BS&A
- Submitted SET tax amount collected but not disbursed as of November 30th to the State online
- Provide information related to Union Township tax collections to ICTC's auditors per the request
- Set up new accounts in the Tribal 2% Fund to account for the Baseball/Little League fields upgrade award
- Made trips to the bank to make deposits as needed during tax bill collection season, either when we have large amounts of cash collected that day or when one of the cashiers had the day off.
- Post online payments made to the general ledger in December: 27 online utility billing payments totaling \$9,800
- 2 cashiers entered 839 receipts in December totaling over \$4.7 million.
- AP Payments issued for DDA's – 7 invoices reviewed, entered and scanned in the BS&A system for payment – 5 checks issued totaling \$8,000
- Reconciled 11 bank accounts
- Disburse funds twice for the summer/winter taxes collected November 16 – December 15, 37 invoices created and entered, 9 checks issued totaling over \$1.2 million -- Submitted on Bank's positive pay website for fraud prevention
- Disburse funds collected for delinquent personal property tax collected, 47 invoices created and entered, 8 checks issued totaling \$4,900 --- submitted on Bank's positive pay website for fraud prevention
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund
- Issued 3 refund checks for tax over payments and MTT refunds in December
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FA
- 2 Accounts payable check runs during Dec –
 1. 56 invoices reviewed, entered and scanned in the BS&A system for payment, 38 checks issued totaling \$96,000, submitted on bank's website for Positive Pay fraud prevention
 2. 18 invoices reviewed, entered and scanned in the BS&A system for payment, 16 checks totaling \$50,000 submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment.

- After each check run or online payment is issued, notify and submit form to Treasurer requesting appropriate bank accounts and \$\$ transfer needed to cover the payments issued.
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record said interest earned in the BS&A financial software.
- Mastercard Pmt – 15 Mastercard statements reviewed, entered and scanned in the BS&A system for payment
- Processed all meeting pay requests submitted by the Board of Trustees
- Payroll – 92 Payroll checks and checks to pay for benefits issued during December—including payments to Board of Review, Planning Commission and ZBA members
- Worked with assessor and manager to update full-time Assessing Assistant job description
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Worked with BS&A to clean up the paid Building Dept invoices that are still outstanding in the system that were researched in June and asked Peter to look at and fix 3 PZE invoices that are from the past and not paid. Those are still outstanding.

Building, Rental Housing Departments

1.3 Safety

- Building Office conducted 34 inspections, 3 plan reviews, issued 8 permits and 8 certificates of occupancy permits issued
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Prepared annual rental registration invoices for mailing
- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unkempt lawns and construction sites without an apparent building permit.

1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aspen Dental and TJ Maxx
- McGuirk Building B Foundation Permit issued
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords

Assessing Department

1.1 Community well-being and the common good

- Processed deeds and Principal Residence Exemptions
- Assistant to the Assessor resignation effective 12/31/18
- Reviewed and updated job description-title changed to Assessing and General Property Tax Specialist

1.6 Commerce

- Inspected properties. All the record cards have been updated. Department is on target to have the annual 20% of parcels inspected has required by the State Tax Commission done. The canvas of Personal Property is completed.

Public Services Department

1.1 Community well-being and the common good

- Monitored Isabella Well Site remodel project (framing, insulation completed, drywall in progress)
- Reviewed approx. (61) Irrigation Accounts in Conjunction with Quarterly Billing – Set Up Section for future reporting use, revised account names for more efficient account management
- Input and tracking of 46 backflow device inspection/certification reports
- Prepped Handheld for Meter Reading, Reviewed and Analyzed Reads, Scheduled (22) Re-Reads
- Calculated Utility Bills, Printed/Mailed 1,800+ Bills
- Received/Processed (32) Work Orders; 35 transfers of service/final bills
- Responded to 109 phone calls/inquiries/emails regarding water and sewer bills
- Processed 208 shut off notices
- Meridian Well Site Lease meter reads, and billing completed
- Turned off / on 31 Accounts for non-payment of quarterly bills
- Misc. water service turn-on / off throughout Township (customer request)
- Progress meeting - Jameson Hall Master Plan
- Jameson Hall cleaning and maintenance
- Jameson Hall Rental – 11 days December

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Pickard Street/Summerton Road Water Main Looping Project – construction and testing completed/final cleanup in spring
- Weekly water system maintenance including repairs of water shut off boxes, fire hydrants, and water main line valves
- 111 Miss Dig underground marking throughout Township
- Daily plant water reads, and tri-weekly backwashing completed
- GPS new hydrants, water main, sewer mains etc. for GIS Mapping
- Removed mats from pump station wet wells
- Township Hall Parking Lot light installed (Block Electric)
- WWTP - Plant Preventative Maintenance
- PFAS retesting taken - wells #7 & #8 (Shop- 4795 S Mission)
- Misc. snow plowing throughout township facilities as needed
- Continued training of new WWTP Plant Operator in lab and general plant maintenance
- WWTP - Routine Plant Preventative Maintenance
- Joint Water Study Draft Final Report meeting
- Collected and provided information to UFS Rate Consultants for Nottawa Township wholesale sewer treatment rate
- Leak point repairs, 24" main intense cleaning, and gasket cutting in sanitary sewer completed
- Completed lowering of water main under Potter/Brody Drain – Mission Road (testing, samples, insertion valves, connection, and abandon existing line)

- Deerfield Tower internal painting warranty inspection completed (Dixon Engineering)
- Continued training of new Parks/Utility Laborer
- Bid opening December 19, 2018 – Pump Station #14
- WWTP - Repair Digester #1 and #2 transfer valve
- WWTP - Rebuild 4" scum pump plug valve
- WWTP - Clean Tertiary Filters
- WWTP - Clean Digester #2 Tank and Air Header/Replace Diffusers
- WWTP - Submittal of Annual SWPPP Review Report (Storm Water Pollution Prevention Plan)
- Workers Compensation annual meeting – MML representative
- Water main break 4" fire line & boil water Red Lobster/Olive Garden
- Well Head Protection team meeting
- Well pumpage report submittal for Wellhead Protection Plan Update to Peerless Midwest
- Met with Consumers Energy regarding power availability for pump station # 1 replacement
- Jetted and vacuumed all sanitary sewer lines - Enterprise Park
- Excavated and replaced curb stop box hit by contractor at 5150 S. Mission
- Investigated water pressure complaint at Star Bucks (Problem was there RO and Filter system)
- Replaced (10) fluorescent lights with led fixtures at DPW garage
- Full service on 6" bypass pump, sewer jetter, and sewer vector
- Repaired toilet in Women restroom at Township Hall
- Adjusted five overhead door springs on DPW storage barn
- Reprogrammed run times for generator transfer switches (weekly exercise)
- Pulled pump at # 19 pump station and checked pump & seal
- Replaced pump packing filter cartridge and copper line at pump station # 4
- Repaired sink leak in Men restroom at Township Hall
- Installed new 1" water service at 4585 Airport Road
- Removed tool box & diesel fuel tank from 2009 Ford (to be installed on 2012 Ford)
- Replaced lighting ballast in Tax Assessor's office – Township Hall
- Hung picture in front office at Township Hall
- Mounted wire mold over tv cables at front desk at Township Hall
- Checked/cleaned complete sewer system run at Indian Hills Plaza
- Greased pumps at all pump stations

Planning & Zoning Department

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

- Planning Commission
 - Held public hearing for a Special Use Permit for a Public and Institutional Use. This would be for the development of a new Isabella County Road Commission facility on Lincoln Rd. Commission recommended denial of the SUP.
 - Adopted 2019 Planning Commission regular meeting schedule
 - Planning Commission met with Mike Deem from McKenna at a special PC meeting to review the Diagnostic Report prepared by consultant Township McKenna.
- ZBA
 - Held a public hearing for appeal of PC decision to require sidewalks with site plan amendment 2018-01. The ZBA granted the variance on the condition that it would only apply to the new building associated with SPA 2018-01
 - Adopted 2019 meeting calendar

- Sidewalk Committee
 - Did not meet in December
- 2 Zoning approval letters
- Meet with building official twice per week to improve communication
- Meeting with Twp Manager, Public Service Director and Assessor about vacating a plat in the Township

Current Month Anticipated Activities

Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Continue with the community wide branding initiative activities as a member of the Steering Committee
- Plan for Policy Governance education work session to held February 4, 2019
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Meet with representatives from Fisher Companies regarding possible office expansion project
- Out of office week of January 13, 2019
- Attend Holiday Inn & Suites grand opening
- Provide data to Municipal Services Consultants Re: Compensation/Classification project

Finance Department

1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FA
- Post 2019 budget on Township website
- Prepare W-2s and 1099 misc for mailing before the end of January
- Organize and attend BS&A building department software training in-house—looking for efficiencies
- Begin to prepare for year-end adjustments and prepare for audit in April
- Work on accounting for fixed assets and for special assessments
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable and payroll checks
- Post any online payments made to the general ledger
- Continue to track prepaid expenses needed for year-end purposes
- Continue to track legal expenses needed for year-end audit purposes

Building, Rental Housing Departments

1.3 Safety

- Investigate and follow up on any rental complaints as needed
- Follow-up inspections to verify compliance with violations found on previous inspections
- Review of rental registration program as it relates to industry best practices

1.6 Commerce

- Continued inspections on Citizens for Health, TJ Maxx, McGuirk Building B, Deshano Storage Units, Water Treatment Facility and Aspen Dental commercial projects.

Assessing Department

1.1 Community well-being and the common good

- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unlicensed vehicles and unkempt lawns and construction sites without an apparent building permit.
- Post position of Assessing and General Property Tax Specialist

1.6 Commerce

- Complete preparation of tax year 2019 assessment roll and prepare for mailing of annual assessment notice
- Management of approximately 7 MTT docket cases-valuation disclosure for General Dollar due; requested updated information from the Petitioner for the Union Square apartment complex and the two Deerfield Village parcels. Hope to negotiate a settlement of same.
- Continued the research 16 properties owned by the City of Mt. Pleasant to ensure correct jurisdiction is indicated on respective government assessment rolls

Public Services Department

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

- Replace Opto antenna & cable at pump stations #7 & #10
- Purge commercial backflow devices (410 entries) and update BSA files
- Continue to compile documents for SAW Grant submittal
- Delivery of new Dodge Ram service truck
- Fill case boring with flowable fill Aspen Dental
- Interior building painting pump station #2 and old #6 building
- Preventative maintenance of five stationary pump station generators
- Review BSA Letter Templates (13) New Departmental Header, Review Content
- Repair Digester #1 and #2 transfer valve
- Rebuild 4" Scum pump plug valve
- Clean Digester #2 Tank and Air Header/Replace Diffusers
- High service pump repair installation – Isabella Treatment Plant
- WWTP - Replace Leaking Output Shaft Seal Aerator #2 Speed Reducer
- WWTP - Complete Quarterly Effluent Sampling for Low Level Mercury Analysis
- WWTP - Repair Leaking Grease Line on Screw Pump #1 Lower Bearing
- WWTP - Perform Inventory check on Lab and Shop Supplies
- Submittal of Sanitary Sewer Annual Asset Management Report to MDEQ
- Submittal of Water Annual Asset Management Report to MDEQ
- Participation in EPA Treatment Technologies for Removing Chemicals of Concern webinar
- Manage Isabella remodel project

Planning & Zoning Department

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

- Planning Commission
 - Hold public hearing for a Special Use Permit for expansion of existing Self Storage buildings located at various properties on E. Remus Rd.
 - Review preliminary plan associated with proposed Self Storage building expansion SUP.
 - Hold public hearing for the rezoning of property from R-3A to B-5 for the proposed expansion of a self-storage building business. Property to be rezoned is a vacant S. Lincoln Rd. parcel.
 - Final site plan approval for park and sell operation located 5450 S. Mission Rd.
 - Final Site plan approval for an expansion of business located at 1580 S. Park Place
- ZBA
 - Public hearing for free standing sign variance at 3046 Jen's way
- Sidewalk Committee
 - Next meeting scheduled for 1/8/19

Future Board of Trustee Meeting Agenda Items

- Special Use Permit Park and Sell Operation -January
- Fire Truck Purchase Recommendation - January
- Approval of Fin Dept position job description - January
- Annual Resolution to appeal assessment via letter – January
- Annual Resolution setting income levels for poverty exemption applicants and approving application - January
- SUP for self-storage building expansion – February
- REZ application from R-3A to B-5 for self-storage building expansion (February)
- Marijuana opt out resolution v. 2 - February
- Pump Station #14 Construction Bids Recommendation
- Final Report Presentation - Joint Water Study (FTCH)

Significant Items of Interest Longer Term

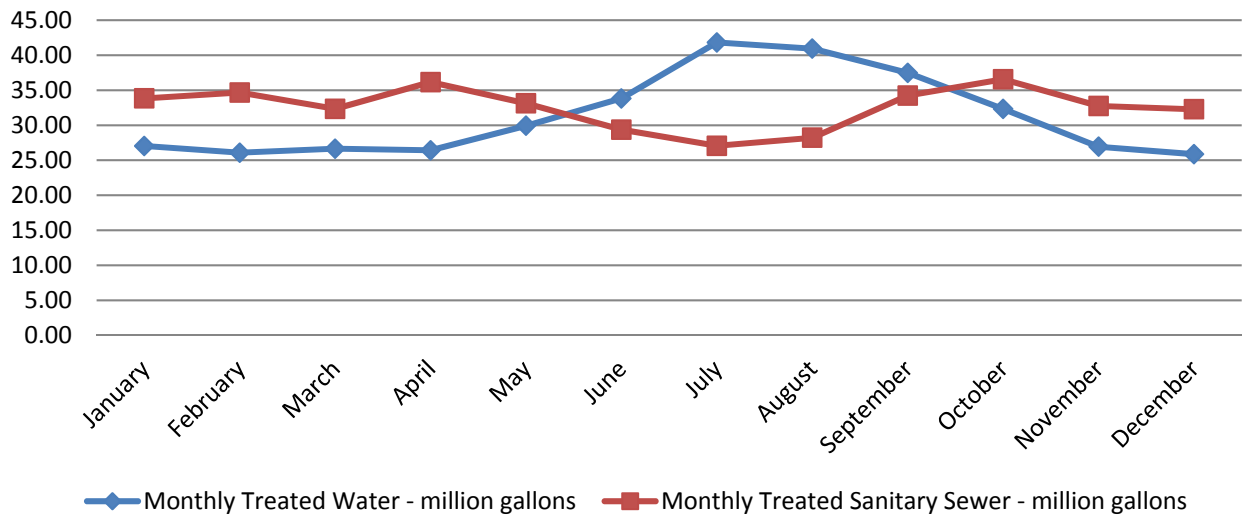
- Planning Commission review/update of zoning ordinance
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans
- Create new Community and Economic Development Department Director position job description
- Working on new Joint Airport Operations Agreement with several units of government
- Implement BS&A Purchase Orders
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist

- Collect delinquent personal property taxes outstanding
- Finalize new Finance Department position job description for approval by Board and fill same
- Creating and continuing open lines of communication to build relationships between Township and County inspectors
- Review Building Dept fee schedule
- Review building permit application form
- Review fees and income for zoning
- Set up training with Central Michigan Home Builders Association for Simpson Installation procedures (anchoring/fastener used in construction)
- Prepare and mail annual assessment notices
- Prepare for March Board of Review
- Recruit, interview and hire Assessing and General Property Tax Specialist to support Assessor
- Rental and Building dept staff to work on file retention and organization
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Purchase of trench box (2019)
- Design and upgrade of lift station # 14 in the WDDA (Winter 2018/19)
- Design and upgrade /replace lift station # 1 in the EDDA (Fall 2018 – Spring 2019)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/20)
- Bypass manhole rebuild pump station # 7 (2019)
- Bypass manhole rehab pump station #9 (2019)
- WWTP - installation of third screw pump (2019)
- Bypass manhole rehab pump station #12 (2020)
- Purchase of new sewer vector truck (2020)
- WWTP - sludge storage tank installation (2023)
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements

Other

- Enforcement Activities
 - Follow-up inspections to verify compliance with violations found on previous inspections
 - 2148 MacDonald Dr. – No certificate of occupancy – coordinating with Saginaw Chippewa Tribal Planning Dept
 - Dilapidated barn on South Isabella Rd
 - Review draft complaint for court filing – Wood properties
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- Dec 2018 – Treated Potable Water
 - Total Month: 25.856 mg
 - Average Day: .834 mgd
 - Max Day: 1.086 mgd
- Dec 2018 – Treated Sanitary Sewer
 - Total Month: 32.28 mg
 - Average Day: 1.04 mgd
 - Max Day: 1.48 mgd

2018 - Monthly Treated Water and Sanitary Sewer



- Legal Matters
 - Michigan Tax Tribunal open cases – settled General Dollar case; requested updated information from the Petitioner for the Union Square apartment complex and the two Deerfield Village parcels-working on settlement of same
 - Lux Matter-mediation continues as does implementation of Board approved defense strategy
 - Brad Wood – Bilbrael and E Pickard properties- Reviewed draft of court filing seeking order regarding clean up

2019 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on January 9, 2019 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

Cody moved Rice supported as presented. Vote: Ayes: 7 Nays: 0. Motion carried.

Presentations

A. Mark Nottley, Municipal Consulting Services – Compensation/Classification Study

Public Hearings

Public Comment - open 7:01 p.m.

Paul Blanco of Martineau, Hackett, Romashko, & O'Neil PLLC, representing Four Hacks, LLC, described the reason for the request to revise plat (Village of Isabella City Plat) and approval of a petition for abandonment to facilitate the development of the property owned by Four Hacks, LLC.

Reports/Board Comments

A. 1. ZBA Appointment

Gunning nominated Taylor Sheahan-Stahl, **Woerle** moved **Lannen** supported to appoint Taylor Sheahan-Stahl to the Zoning Board of Appeals with an expiration date of 12/31/2021. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Cody – City of Mt. Pleasant updates

Lannen – Isabella County Commission updates

Mikus – Sustainability Committee updates and Sidewalk and Pathways Prioritization Committee updates

Consent Agenda

- A. Communications
- B. Minutes December 19, 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: 7 Nays: 0. Motion carried.**

BOARD AGENDA

A. Discussion/Action: (Stuhldreher) Consider approval to Consent to Revise Plat and approval of a Petition for Abandonment to facilitate the development of property owned by Four Hacks, LLC

Woerle moved **Cody** supported to approve consent to Revise Plat and approval of a Petition for Abandonment to facilitate the development of property owned by Four Hacks, LLC., and to further authorize the Township Manager to sign all related documents. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Consider the approval of a Resolution setting the FY 2019 Annual Salary for the Officers composing the Township Board

Mikus moved **Rice** supported the approval of a Resolution setting the FY 2019 annual salary for the officers composing the Township Board. **Roll Call Vote: Ayes: Supervisor Gunning, Treasurer Rice, Clerk Cody, Trustee Hauck, Trustee Mikus, Trustee Lannen, and Trustee Woerle Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT - Open 7:42 p.m.
No comments were offered.

MANAGER COMMENTS

- Update on Isabella site remodel
- Out of office 1/13/19-1/20/19, Kim Smith, Public Services Director, will be acting Township Manager
- Out of office 2/17/19-2/24/19, Sherrie Teall, Finance Director, will be acting Township Manager
- Out of office 3/10/19-3/18/19, Kim Smith, Public Services Director, will be acting Township Manager
- Update/communication on MI Tax Tribunal cases
- Questioned the Board regarding past opt out recreational marijuana resolution brought before the board –by response by the Board a new resolution will be drafted with the consideration of a time frame and upon the Michigan marijuana mandated regulations

FINAL BOARD MEMBER COMMENTS

Gunning – Asked the Township Manager about the water study results (Township Manager stated that it is still in draft form) and about the posting of the assessing position (Township Manager stated that the position has been posted).

Rice – Taxes are due February 14, 2019; will be out of the office next week

Lannen – Commented about AG districts and farmers growing hemp crops

ADJOURNMENT

Woerle moved **Rice** supported to adjourn the meeting at 8:37 p.m. **Vote: Ayes: 7 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 | | | | | | |
| 01/23/2019 | 101 | 20782 | 01617 | BACKUS PUBLIC RELATIONS, INC. | MT. P CHAMBER MEMBER DIRECTORY | 550.00 |
| 01/23/2019 | 101 | 20783 | 01549 | BAUCKHAM, SPARKS, THALL, SEEBER & K | MTT CASE LEGAL FEES - DEC 2018 | 2,090.71 |
| 01/23/2019 | 101 | 20784 | 00722 | CHARTER TOWNSHIP OF UNION | Q4 UTILITY BILLING - WWTP | 1,671.10 |
| | | | | | Q4 UTILITY BILLING - MCDONALD PARK | 461.66 |
| | | | | | Q4 UTILITY BILLING - TWP HALL | 147.90 |
| | | | | | DRAIN ASSESSMENT | 19.49 |
| | | | | | DRAIN ASSESSMENT | 14.66 |
| | | | | | DRAINS ASSESSMENT | 0.44 |
| | | | | | DRAINS ASSESSMENT | 98.24 |
| | | | | | | <u>2,413.49</u> |
| 01/23/2019 | 101 | 20785 | 01024 | CODE OFFICIALS CONFERENCE-MI | 2019 COCM MEMBERSHIP | 40.00 |
| 01/23/2019 | 101 | 20786 | 00152 | CORRPRO COMPANIES, INC | WATER TANK INSPECTION SERVICE | 2,885.00 |
| 01/23/2019 | 101 | 20787 | 00155 | COYNE OIL CORPORATION | PC PURITY FG EXTREME | 179.11 |
| 01/23/2019 | 101 | 20788 | 01171 | DBI BUSINESS INTERIORS | FOLDERS/BINDERS FOR A/P & PAYROLL | 80.16 |
| | | | | | STORAGE BOXES FOR ACCTS PAYABLE | 29.88 |
| | | | | | TWP HALL PAPER & OFFICE SUPPLIES / PUB W | 332.85 |
| | | | | | | <u>442.89</u> |
| 01/23/2019 | 101 | 20789 | 00201 | ELHORN ENGINEERING COMPANY | BULK CHLORINE | 3,749.25 |
| 01/23/2019 | 101 | 20790 | 00209 | ETNA SUPPLY COMPANY | METER READING EQUIPMENT | 565.00 |
| 01/23/2019 | 101 | 20791 | 00231 | FOUR SEASON'S EXTERMINATING | TWP HALL INSPECTION - JAN 2019 | 40.00 |
| 01/23/2019 | 101 | 20792 | 00249 | GILL-ROY'S HARDWARE | GLOVES/OIL DRY | 40.97 |
| 01/23/2019 | 101 | 20793 | 00257 | GOURDIE-FRASER, INC. | WATER MAIN LOOP CONSTRUCTION AND CLOSEOU | 4,472.50 |
| | | | | | PUMP STATION 14 BIDDING SERVICES | 3,177.50 |
| | | | | | PUMP STATION 1 FINAL ENGINEERING | 14,065.00 |
| | | | | | | <u>21,715.00</u> |
| 01/23/2019 | 101 | 20794 | 01447 | INTERSTATE BILLING SERVICE, INC | CENTRAL CLEANING SYSTEMS | 198.65 |
| 01/23/2019 | 101 | 20795 | 00360 | KIMBALL MIDWEST | PLIERS | 99.95 |
| 01/23/2019 | 101 | 20796 | 00362 | KRAPOHL FORD & LINCOLN | TRUCK BODY REPAIR | 2,945.42 |
| | | | | | TRUCK BODY REPAIR | 2,180.75 |
| | | | | | | <u>5,126.17</u> |
| 01/23/2019 | 101 | 20797 | 01506 | MCKENNA ASSOCIATES | BLDG OFFICIAL & INSP SERV - DEC 2018 | 9,240.00 |
| 01/23/2019 | 101 | 20798 | 00753 | MICHIGAN ASSESSORS ASSOCIATION | MICHIGAN ASSESSOR WEB AD 12/20/18 THRU 1 | 125.00 |
| | | | | | MICHIGAN ASSESSOR WEB AD 1/3/19 THRU 2/1 | 125.00 |
| | | | | | | <u>250.00</u> |
| 01/23/2019 | 101 | 20799 | 00422 | MICHIGAN PIPE & VALVE | 12 MJ CAP/PLUG/BOLT | 265.50 |
| | | | | | 12 MJ BEND/BOLT & GASKET AND 12 PVC STAR | 422.00 |
| | | | | | VALVE BOX LID/TOP | 106.00 |
| | | | | | | <u>793.50</u> |
| 01/23/2019 | 101 | 20800 | 01612 | NATIONAL BUSINESS SUPPLY, INC. | NEW CHAIRS FOR BOARD ROOM | 9,818.25 |
| 01/23/2019 | 101 | 20801 | 01191 | NMCOA TREASURER | 2019 NMCOA MEMBERSHIP-SOMMER | 100.00 |
| 01/23/2019 | 101 | 20802 | 00131 | PERCEPTIVE CONTROLS, INC | BLOWER SUPPORT AND DERAGGING | 420.00 |
| 01/23/2019 | 101 | 20803 | 00574 | SAGINAW VALLEY CHAPTER ICC | 2019 SVCICC MEMBERSHIP - L. SOMMER | 15.00 |
| 01/23/2019 | 101 | 20804 | 01293 | SHAY WATER CO/CUSTOM COFFEE SERV | COFFEE FOR TWP HALL | 120.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-----------------------|------------------------------------|--------|
| | | | | | COFFEE BREWER - 4TH QTR RENT | 45.00 |
| | | | | | | 165.00 |
| 01/23/2019 | 101 | 20805 | 01364 | SHERRIE TEALL | FLEX MEDICAL REIMBURSEMENT 1-10-19 | 624.00 |
| 01/23/2019 | 101 | 20806 | 00668 | UNITED PARCEL SERVICE | SHIPPING TO HACH COMPANY | 12.40 |

101 TOTALS:

Total of 25 Checks:

61,574.34

Less 0 Void Checks:

0.00

Total of 25 Disbursements:

61,574.34

| |
|--|
| Charter Township of Union Payroll |
|--|

CHECK DATE: January 10, 2019

PPE: January 5, 2019

NOTE: PAYROLL TRANSFER NEEDED

| | | |
|--|-----------|------------------|
| General Fund | \$ | 31,267.84 |
| EDDA | | - |
| WDDA | | - |
| Sewer Fund | | 31,788.37 |
| Water Fund | | 21,509.52 |
| Total To Transfer from Pooled Savings | \$ | 84,565.73 |

NOTE: CHECK TOTAL FOR TRANSFER

| | | |
|---|-----------|------------------|
| Gross Payroll | \$ | 57,386.39 |
| Employer Share Med | | 795.27 |
| Employer Share SS | | 3,400.46 |
| SUI | | 2,185.05 |
| Pension-Employer Portion | | 3,949.46 |
| Workers' Comp | | 583.00 |
| Life/LTD | | 525.12 |
| Dental | | 1,086.33 |
| Health Care | | 16,612.68 |
| Vision | | 329.56 |
| Vision Contribution | | (164.78) |
| Health Care Contribution | | (2,122.81) |
| Cobra/Flex Administration | | - |
| PCORI Fee | | - |
| Total Transfer to Payroll Checking | \$ | 84,565.73 |

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2018**

BOARD MEMBER: Ben Gunning

MONTH: January → December 2018

| Date | Meeting | Time Attended | | Total |
|----------|---------|---------------|--------------|--------------------|
| | | 1hr or less | More than Hr | |
| 1/16/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 2/20/18 | EDA | | ✓ | \$75 ⁰⁰ |
| 3/20/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 4/17/18 | EDA | | ✓ | \$75 ⁰⁰ |
| 5/15/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 6/19/18 | EDA | | ✓ | \$75 ⁰⁰ |
| 7/17/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 8/21/18 | EDA | | ✓ | \$75 ⁰⁰ |
| 9/18/18 | EDA | | ✓ | \$75 ⁰⁰ |
| 10/16/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 11/20/18 | EDA | ✓ | | \$50 ⁰⁰ |
| 12/18/18 | EDA | ✓ | | \$50 ⁰⁰ |

SIGNATURE: 

Date: 12/28/2018

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

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 31, 2018 through January 6, 2019

| Category | Code | Description | Twp | Resp | City | |
|-------------------------------|---------------------------------|---|---|------|------|--|
| Fire | 100 | Fire, Other | | | | |
| | 111 | Building Fire | | | 1 | |
| | 112 | Fires in Structures other than a Building | | | | |
| | 113 | Cooking Fire | | | | |
| | 114 | Chimney or Flue Fire | | | | |
| | 116 | Fuel Burner/Boiler Malfunction | | | | |
| | 130 | Mobile Property Fire, Other | | | | |
| | 131 | Passenger Vehicle Fire | | | | |
| | 132 | Road freight or transport vehicle fire | | | | |
| | 136 | Self-propelled Motor Home/Recreational | | | | |
| | 137 | Camper or Recreational Vehicle (RV) Fire | | | | |
| | 138 | Off-road vehicle of heavy equipment fire | | | | |
| | 140 | Natural Vegetation Fire | | | | |
| | 143 | Grass/Brush fire | | | | |
| | 150 | Outside Rubbish Fire, other | | | | |
| | 151 | Outside Rubbish Fire, trash or waste fire | | | 1 | |
| | 154 | Dumpster Fire | | | | |
| | 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 | | | 3 | |
| | 321 | EMS Call excluding Veh. Accident | 1 | 3 | 1 | |
| | 322 | Motor Vehicle Acc. W/ Injuries | 1 | 4 | | |
| | 323 | Motor Vehicle Acc/Pedestrian | | | | |
| | 324 | Motor Vehicle Acc. W/no Injuries | 1 | 14 | | |
| | 331 | Lock-In (If lock out use 551) | | | | |
| | 342 | Search for Person in Water | | | | |
| | 352 | Extrication of Victim (s) from vehicle | | | | |
| | 353 | Remove Victim from Stalled Elevator | | | | |
| | 360 | Water & Ice-related Rescue, Other | | | | |
| | 361 | Swimming /recreational water area rescue | | | | |
| | 363 | Swift Water Rescue | | | | |
| | 3811 | Technical rescue standby | | | | |
| Hazardous Condition (No Fire) | 400 | Hazard condition other | | | | |
| | 410 | Combustible/Flammable Gas Condition | | | | |
| | 411 | Gasoline or Other Flammable Spill | | | | |
| | 412 | Gas Leak (natural gas or LPG) | | | 1 | |
| | 413 | Oil of Combustible Liquid Spill | | | | |
| | 420 | Toxic Condition, Other | | | | |
| | 421 | Chemical Hazard (No Spill or Leak) | | | | |
| | 422 | Chemical Spill or Leak | | | | |

| | | | | | |
|--------------------------|------|---|---|---|---|
| | 423 | Refrigeration Leak | | | |
| | 424 | Carbon Monoxide Incident | | | |
| | 440 | Electric Wiring/Equipment Problem | 1 | 3 | |
| | 441 | Heat from Short Circuit | | | |
| | 442 | Overheated Motor | | | |
| | 443 | Breakdown of Light Ballast | | | |
| | 444 | Power Line Down | | | |
| | 445 | Arcing, shorted electrical equipment | | | |
| | 451 | Biological hazard, confirmed or suspected | | | |
| | 461 | Building or Structure Weakened or Collapsed | | | |
| | 462 | Aircraft Standby | | | |
| | 463 | Vehicle Accident, general cleanup | | | |
| | 480 | Attempted burning, illegal action, other | | | |
| | 4441 | Utility Line Down | | | |
| Service Call | | | | | |
| | 500 | Service Call - Other | | | |
| | 510 | Person in Distress | | | 1 |
| | 511 | Lock-out | | | |
| | 512 | Ring or Jewelry removal | | | |
| | 520 | Water Problem, Other | | | |
| | 521 | Water Evacuation | | | |
| | 522 | Water of Steam Leak | | | |
| | 531 | Smoke or Odor Removal | | | |
| | 542 | Animal Rescue | | | |
| | 552 | Police Matter | | | |
| | 553 | Public Service | | | 1 |
| | 555 | Defective Elevator, No Occupants | | | |
| | 561 | Unauthorized Burning | | | |
| | 571 | Cover assignment, standby, moveup | | | |
| Good Intent Call | | | | | |
| | 600 | Good Intent Call, Other | | | |
| | 611 | Dispatched and Cancelled en route | 1 | 2 | |
| | 622 | No Incident Found on Arrival | 1 | 3 | |
| | 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 | 1 | 3 | |
| False Alarm & False Call | | | | | |
| | 700 | False Alarm, Other | 1 | 2 | |
| | 710 | Malicious, mischievous false call, other | | | |
| | 715 | Local Alarm System, Malicious False Alarm | | | |
| | 721 | Bomb Scare - No Bomb | | | |
| | 730 | System Malfunction | | | |
| | 731 | Sprinkler activation due to malfunction | | | |
| | 732 | Extinguishing System Activation - Malfunction | | | |
| | 733 | Smoke Det. Activation - Malfunction | | | 1 |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | | | |
| | 736 | CO detector activation due to malfunction | | | |
| | 740 | Unintentional transmission of alarm, other | | | |

| | | | | | |
|-----------------------|------|--|---|--|----|
| | 741 | Sprinkler activation, no fire | | | |
| | 743 | Smoke Det. Activation - Unintentional | | | 1 |
| | 744 | Detector activation, no fire | | | |
| | 745 | Alarm System Act. - Unintentional | | | 1 |
| | 746 | Carbon Monoxide Activation, NO CO | | | |
| Severe Weather | | | | | |
| | 812 | Flood Assessment | | | |
| Special Incident Type | 813 | Wind Storm, Tornado/Hurricane Assessment | | | |
| | | | | | |
| | 911 | Citizen Complaint | | | |
| | 9002 | Civil Infraction Issued | | | |
| | 9003 | Affidavit Issued | | | |
| | | | | | |
| | | Total Response for Union Twp/City | 8 | | 12 |
| | | YTD Response for Union Twp/City | 8 | | 12 |

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

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 7, 2019 through January 13, 2019**

| Category | Code | Description | Twp | Resp | City |
|---------------------------------|------|---|-----|------|------|
| Fire | 100 | Fire, Other | | | 1 |
| | 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 | 1 | 3 | |
| | 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 | 3 | 7 | 2 |
| | 321 | EMS Call excluding Veh. Accident | | | |
| | 322 | Motor Vehicle Acc. W/ Injuries | | | 2 |
| | 323 | Motor Vehicle Acc/Pedestrian | | | |
| | 324 | Motor Vehicle Acc. W/no Injuries | | | |
| | 331 | Lock-In (If lock out use 551) | | | |
| | 342 | Search for Person in Water | | | |
| | 352 | Extrication of Victim (s) from vehicle | | | |
| | 353 | Remove Victim from Stalled Elevator | | | |
| | 360 | Water & Ice-related Rescue, Other | | | |
| | 361 | Swimming /recreational water area rescue | | | |
| | 363 | Swift Water Rescue | | | |
| | 3811 | Technical rescue standby | | | |
| Hazardous Condition (No Fire) | | | | | |
| | 400 | Hazard condition other | | | |
| | 410 | Combustible/Flammable Gas Condition | | | |
| | 411 | Gasoline or Other Flammable Spill | | | |
| | 412 | Gas Leak (natural gas or LPG) | | | |
| | 413 | Oil of Combustible Liquid Spill | | | |
| | 420 | Toxic Condition, Other | | | |
| | 421 | Chemical Hazard (No Spill or Leak) | | | |
| | 422 | Chemical Spill or Leak | | | |

| | | | | | |
|--------------------------|------|---|---|---|---|
| | 423 | Refrigeration Leak | | | |
| | 424 | Carbon Monoxide Incident | 2 | 5 | |
| | 440 | Electric Wiring/Equipment Problem | | | |
| | 441 | Heat from Short Circuit | 1 | 3 | |
| | 442 | Overheated Motor | | | |
| | 443 | Breakdown of Light Ballast | | | |
| | 444 | Power Line Down | | | |
| | 445 | Arcing, shorted electrical equipment | | | |
| | 451 | Biological hazard, confirmed or suspected | | | |
| | 461 | Building or Structure Weakened or Collapsed | | | |
| | 462 | Aircraft Standby | | | |
| | 463 | Vehicle Accident, general cleanup | | | |
| | 480 | Attempted burning, illegal action, other | | | |
| | 4441 | Utility Line Down | | | |
| Service Call | | | | | |
| | 500 | Service Call - Other | | | |
| | 510 | Person in Distress | | | |
| | 511 | Lock-out | | | |
| | 512 | Ring or Jewelry removal | | | |
| | 520 | Water Problem, Other | | | |
| | 521 | Water Evacuation | | | |
| | 522 | Water of Steam Leak | | | |
| | 531 | Smoke or Odor Removal | | | |
| | 542 | Animal Rescue | | | |
| | 552 | Police Matter | | | |
| | 553 | Public Service | | | |
| | 555 | Defective Elevator, No Occupants | | | |
| | 561 | Unauthorized Burning | | | |
| | 571 | Cover assignment, standby, moveup | | | |
| Good Intent Call | | | | | |
| | 600 | Good Intent Call, Other | | | |
| | 611 | Dispatched and Cancelled en route | | | |
| | 622 | No Incident Found on Arrival | | | |
| | 631 | Authorized controlled burning | | | |
| | 650 | Steam, gas mistaken for smoke, | | | |
| | 651 | Smoke Scare, Odor of Smoke | | | 1 |
| | 653 | Smoke from Barbecue, Tar Kettle | | | |
| | 661 | EMS call, party already transported | | | |
| | 671 | HazMat Investigation, no HazMat | | | |
| False Alarm & False Call | | | | | |
| | 700 | False Alarm, Other | | | |
| | 710 | Malicious, mischievous false call, other | | | |
| | 715 | Local Alarm System, Malicious False Alarm | 2 | 6 | |
| | 721 | Bomb Scare - No Bomb | | | |
| | 730 | System Malfunction | | | 1 |
| | 731 | Sprinkler activation due to malfunction | | | |
| | 732 | Extinguishing System Activation - Malfunction | | | |
| | 733 | Smoke Det. Activation - Malfunction | | | |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | | | |
| | 736 | CO detector activation due to malfunction | | | |
| | 740 | Unintentional transmission of alarm, other | | | |

| | | | | | |
|-----------------------|------|--|----|--|----|
| | 741 | Sprinkler activation, no fire | | | |
| | 743 | Smoke Det. Activation - Unintentional | | | 1 |
| | 744 | Detector activation, no fire | | | |
| | 745 | Alarm System Act. - Unintentional | | | |
| | 746 | Carbon Monoxide Activation, NO CO | | | |
| Severe Weather | | | | | |
| | 812 | Flood Assessment | | | |
| Special Incident Type | 813 | Wind Storm, Tornado/Hurricane Assessment | | | |
| | | | | | |
| | 911 | Citizen Complaint | | | |
| | 9002 | Civil Infraction Issued | | | 1 |
| | 9003 | Affidavit Issued | | | |
| | | | | | |
| | | Total Response for Union Twp/City | 9 | | 9 |
| | | YTD Response for Union Twp/City | 17 | | 21 |

| | |
|--|-----------------------------------|
| | 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: January 8, 2019

Policy Review: 2.1 Treatment of Consumers
Type of Review: Internal
Review Interval: Annual
Review Month: January 2019

Policy Wording

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

Manager Interpretation

The Township Manager interprets this policy such that the Board of Trustees seeks to ensure application forms only elicits information that is necessary and that the information obtained will be appropriately protected from unauthorized access. Further, that consumers have a clear understanding of the service(s) to be provided and if unclear, a mechanism exists to gain a complete understanding; and, that regular office hours will be maintained to sufficiently serve the public.

Justification for reasonability

The interpretations are reasonable in that a balance needs to exist when interacting with the public that ensures adequate information is obtained to service the public and at the same time, as allowed by law, privacy is protected. Further, access to Township officials is required for the public to take care of their Township business.

Data

- Applications for services are reviewed to ensure they remain relevant and accurate.
- Service options, applications and ordinances are posted on the Township web site.
- Sensitive information such as social security numbers are handled per federal and state guidelines.
- Citizen complaints are taken seriously by the Township Manager and when they occur, the Manager seeks to obtain information from all parties before promptly responding to the complainant.

Compliance

The Township Management Team is in compliance with the policy as stated

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: January 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 | \$ 3,774,139 | | |
| GF Unrestricted | \$ 3,774,139 | \$ 581,346 | Yes |
| Fire Fund | \$ 1,259,428 | | |
| (Fire Truck Reserve) | \$ (400,000) | | |
| FF Unrestricted | \$ 859,428 | \$ 524,250 | Yes |
| EDDA | \$ 1,265,707 | | |
| Projects | \$ (660,000) | | |
| EDDA Unrestricted | \$ 605,707 | \$ 31,253 | Yes |
| WDDA | \$ 1,010,302 | | |
| Projects | \$ (600,000) | | |
| WDDA Unrestricted | \$ 410,302 | \$ 53,187 | Yes |
| Sewer Fund | \$ 3,187,150 | | |
| 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 | \$ 2,947,975 | \$ 547,085 | Yes |
| Water Fund | \$ 3,106,874 | \$ 356,832 | Yes |

Compliance

All funds are found to be in compliance.

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

Policy Wording

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

Manager Interpretation

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

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

Justification for reasonability

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

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

Compliance

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 12/31/2018

DB: Union

% Fiscal Year Completed: 100.00

| GL NUMBER | DESCRIPTION | END BALANCE | | YTD BALANCE | | % BDGT USED |
|--------------------------------|--|--------------|------------|--------------|--------------|-------------|
| | | NORMAL | (ABNORMAL) | 2018 | 12/31/2018 | |
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| 101-000-402.000 | CURRENT PROPERTY TAX | 300,303.94 | | 297,805.00 | 297,944.15 | 100.05 |
| 101-000-402.001 | PROPERTY TAX REFUNDS-MTT | (6,346.54) | | (5,000.00) | (160.78) | 3.22 |
| 101-000-402.002 | PILOT TAX | 2,082.65 | | 3,000.00 | 1,072.14 | 35.74 |
| 101-000-420.000 | DELQ PERSONAL PROPERTY TAXES | 1,473.31 | | 1,200.00 | 327.87 | 27.32 |
| 101-000-425.000 | MOBILE HOME PARK TAX | 2,397.84 | | 2,400.00 | 1,797.00 | 74.88 |
| 101-000-445.000 | INTEREST ON TAXES | 226.83 | | 100.00 | 79.06 | 79.06 |
| 101-000-446.000 | 3% OR 4% PENALTY ON TAX | 5,691.58 | | 6,600.00 | 6,700.05 | 101.52 |
| 101-000-447.000 | ADMIN FEE-PROPERTY TAX | 150,398.39 | | 148,000.00 | 148,991.78 | 100.67 |
| 101-000-447.001 | ADMIN FEES-REFUNDS MTT BOR | (3,206.04) | | (4,000.00) | (82.11) | 2.05 |
| 101-000-447.050 | ADMIN FEE-STATE EDUC TAX (SET) | 7,770.00 | | 7,700.00 | 7,735.00 | 100.45 |
| 101-000-447.100 | ADMIN FEE-PRIOR YEARS | 311.78 | | 100.00 | 83.94 | 83.94 |
| 101-000-475.000 | CABLE FRANCHISE FEES | 132,360.38 | | 130,000.00 | 133,760.93 | 102.89 |
| 101-000-476.000 | BUILDING PERMITS | 47,719.48 | | 50,000.00 | 54,816.00 | 109.63 |
| 101-000-477.000 | RENTAL INSPECTION FEES | 80,569.00 | | 80,000.00 | 79,945.00 | 99.93 |
| 101-000-478.000 | DOG LICENSE REVENUE | 1.50 | | 0.00 | 2.50 | 100.00 |
| 101-000-479.000 | ZONING PERMITS | 10,395.00 | | 14,000.00 | 16,875.00 | 120.54 |
| 101-000-539.000 | STATE GRANTS | 54,302.49 | | 0.00 | 0.00 | 0.00 |
| 101-000-573.000 | STATE AID REVENUE-LCSA | 0.00 | | 6,900.00 | 6,931.67 | 100.46 |
| 101-000-574.000 | STATE REVENUE SHARING | 1,108,746.00 | | 1,100,000.00 | 1,133,314.00 | 103.03 |
| 101-000-574.100 | LIQUOR STATE REVENUE SHARING | 11,271.15 | | 11,500.00 | 11,854.70 | 103.08 |
| 101-000-574.200 | METRO ACT REVENUE SHARING-LCSA | 7,537.91 | | 7,500.00 | 7,520.07 | 100.27 |
| 101-000-609.000 | CONSTR PLAN REVIEW FEES | 125.00 | | 2,300.00 | 2,627.50 | 114.24 |
| 101-000-613.000 | APPLICATION FEES | 500.00 | | 500.00 | 500.00 | 100.00 |
| 101-000-626.000 | COPIES | 23.64 | | 0.00 | 22.00 | 100.00 |
| 101-000-628.000 | LAND DIVISIONS | 700.00 | | 2,000.00 | 2,000.00 | 100.00 |
| 101-000-630.000 | WEED ABATEMENT SERVICES | 234.50 | | 500.00 | 303.76 | 60.75 |
| 101-000-655.000 | FINES & FORFEITURES | 617.10 | | 1,000.00 | 631.95 | 63.20 |
| 101-000-665.000 | INTEREST EARNED | 43,638.50 | | 75,000.00 | 73,796.40 | 98.40 |
| 101-000-667.000 | RENT - JAMESON HALL | 7,750.00 | | 7,000.00 | 7,710.00 | 110.14 |
| 101-000-667.100 | RENT - McDONALD PARK PAVILION | 1,680.00 | | 1,500.00 | 1,540.00 | 102.67 |
| 101-000-667.200 | RENT - JAMESON PAVILION | 300.00 | | 500.00 | 400.00 | 80.00 |
| 101-000-667.300 | LEASES | 900.00 | | 900.00 | 900.00 | 100.00 |
| 101-000-671.000 | OTHER REVENUE | 29,923.16 | | 10,000.00 | 6,754.04 | 67.54 |
| 101-000-672.400 | REVENUE-STREET LIGHTS SPEC ASSESS | 17,463.79 | | 15,000.00 | 8,540.29 | 56.94 |
| 101-000-673.000 | GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS | 0.00 | | 500.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 2,017,862.34 | | 1,974,505.00 | 2,015,233.91 | 102.06 |
| Expenditures | | | | | | |
| 101 | TRUSTEES | 46,211.25 | | 67,423.00 | 58,242.82 | 86.38 |
| 171 | SUPERVISOR | 16,516.31 | | 20,422.00 | 16,577.25 | 81.17 |
| 172 | TWP MANAGER | 96,003.20 | | 110,139.00 | 89,385.52 | 81.16 |
| 191 | ACCOUNTING/GEN ADMIN | 134,728.49 | | 153,438.00 | 144,400.89 | 94.11 |
| 215 | CLERK | 29,485.53 | | 38,986.00 | 33,756.13 | 86.59 |
| 228 | DATA PROCESSING, INFORMATION TECHNOLO | 20,217.99 | | 51,000.00 | 39,431.53 | 77.32 |
| 253 | TREASURER | 28,971.43 | | 31,781.00 | 28,128.55 | 88.51 |
| 257 | ASSESSOR | 202,796.94 | | 220,945.00 | 203,877.12 | 92.28 |
| 262 | ELECTIONS | 0.00 | | 21,721.00 | 21,701.03 | 99.91 |
| 265 | TWP HALL & GROUNDS | 62,701.76 | | 68,450.00 | 53,394.01 | 78.00 |
| 266 | LEGAL/ATTORNEY | 88,452.21 | | 60,000.00 | 39,706.49 | 66.18 |
| 371 | BUILDING | 252,554.16 | | 264,085.00 | 267,227.84 | 101.19 |
| 441 | PUBLIC WORKS | 339,017.00 | | 246,500.00 | 180,474.54 | 73.21 |
| 701 | PLANNING | 114,511.44 | | 209,912.00 | 116,586.51 | 55.54 |
| 751 | PARKS & RECREATION | 112,313.54 | | 155,936.00 | 123,209.59 | 79.01 |
| 901 | CAPITAL OUTLAY | 4,353.00 | | 10,000.00 | 9,025.81 | 90.26 |
| 910 | DEBT SERVICE-LEASES | 13,289.76 | | 13,300.00 | 13,289.76 | 99.92 |
| TOTAL EXPENDITURES | | 1,562,124.01 | | 1,744,038.00 | 1,438,415.39 | 82.48 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 2,017,862.34 | | 1,974,505.00 | 2,015,233.91 | 102.06 |
| TOTAL EXPENDITURES | | 1,562,124.01 | | 1,744,038.00 | 1,438,415.39 | 82.48 |
| NET OF REVENUES & EXPENDITURES | | 455,738.33 | | 230,467.00 | 576,818.52 | 250.28 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 AMENDED BUDGET | YTD BALANCE | | % BGD USED |
|--------------------------------|------------------------------|---------------------------------|--|------------------------|---------------------------------|------------|---------------|
| | | 12/31/2017 NORMAL (ABNORMAL) | | | 12/31/2018 NORMAL (ABNORMAL) | | |
| Fund 206 - FIRE FUND | | | | | | | |
| Revenues | | | | | | | |
| 206-000-402.000 | CURRENT REAL PROPERTY TAX | 600,341.06 | | 595,619.00 | | 595,618.75 | 100.00 |
| 206-000-402.001 | PROPERTY TAX REFUNDS-MTT | (12,693.08) | | (10,000.00) | | (321.57) | 3.22 |
| 206-000-402.002 | PILOT TAX | 4,165.30 | | 6,200.00 | | 2,144.29 | 34.59 |
| 206-000-420.000 | DELQ PERSONAL PROPERTY TAXES | 2,980.85 | | 1,000.00 | | 414.72 | 41.47 |
| 206-000-445.000 | INTEREST ON TAXES | 362.28 | | 350.00 | | 109.06 | 31.16 |
| 206-000-543.000 | STATE GRANT-PUBLIC SAFETY | 5,441.23 | | 5,500.00 | | 6,075.64 | 110.47 |
| 206-000-573.000 | STATE AID REVENUE-LCSA | 0.00 | | 13,863.00 | | 13,863.35 | 100.00 |
| 206-000-600.200 | FIRE PROTECTION - EDDA | 61,665.00 | | 64,000.00 | | 64,013.00 | 100.02 |
| 206-000-600.300 | FIRE PROTECTION - WDDA | 39,506.00 | | 45,600.00 | | 45,642.00 | 100.09 |
| 206-000-665.000 | INTEREST EARNED | 12,063.63 | | 18,000.00 | | 19,831.78 | 110.18 |
| TOTAL REVENUES | | 713,832.27 | | 740,132.00 | | 747,391.02 | 100.98 |
| Expenditures | | | | | | | |
| 336 | FIRE DEPARTMENT | 684,000.00 | | 699,000.00 | | 699,000.00 | 100.00 |
| TOTAL EXPENDITURES | | 684,000.00 | | 699,000.00 | | 699,000.00 | 100.00 |
| Fund 206 - FIRE FUND: | | | | | | | |
| TOTAL REVENUES | | 713,832.27 | | 740,132.00 | | 747,391.02 | 100.98 |
| TOTAL EXPENDITURES | | 684,000.00 | | 699,000.00 | | 699,000.00 | 100.00 |
| NET OF REVENUES & EXPENDITURES | | 29,832.27 | | 41,132.00 | | 48,391.02 | 117.65 |

User: SHERRIE

PERIOD ENDING 12/31/2018

DB: Union

% Fiscal Year Completed: 100.00

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|------------------------------|-------------|------------|--------------|-------------|------------|-------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 248 - EDDA OPERATING | | | | | | | |
| Revenues | | | | | | | |
| 248-000-402.000 | CURRENT PROPERTY TAX | 441,993.16 | | 395,404.00 | | 395,403.52 | 100.00 |
| 248-000-402.001 | PROPERTY TAX REFUNDS-BOR MTT | 0.00 | | (4,000.00) | | 0.00 | 0.00 |
| 248-000-402.100 | PRIOR YEARS PROPERTY TAXES | 0.00 | | (250.00) | | 0.00 | 0.00 |
| 248-000-420.000 | DELQ PERSONAL PROPERTY CAPT | 1,860.58 | | 1,000.00 | | 258.10 | 25.81 |
| 248-000-445.000 | INTEREST ON TAXES | 1,029.32 | | 500.00 | | 372.92 | 74.58 |
| 248-000-573.000 | STATE AID REVENUE-LCSA | 55,909.05 | | 50,000.00 | | 55,479.69 | 110.96 |
| 248-000-665.000 | INTEREST EARNED | 7,332.51 | | 15,000.00 | | 17,449.07 | 116.33 |
| 248-000-671.000 | OTHER REVENUE | 67.55 | | 11,100.00 | | 11,765.69 | 106.00 |
| TOTAL REVENUES | | 508,192.17 | | 468,754.00 | | 480,728.99 | 102.55 |
| Expenditures | | | | | | | |
| 000 | NONE | 104,835.80 | | 273,520.00 | | 108,150.65 | 39.54 |
| 336 | FIRE DEPARTMENT | 61,665.00 | | 64,000.00 | | 64,013.00 | 100.02 |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | | 510,000.00 | | 149,884.05 | 29.39 |
| TOTAL EXPENDITURES | | 166,500.80 | | 847,520.00 | | 322,047.70 | 38.00 |
| Fund 248 - EDDA OPERATING: | | | | | | | |
| TOTAL REVENUES | | 508,192.17 | | 468,754.00 | | 480,728.99 | 102.55 |
| TOTAL EXPENDITURES | | 166,500.80 | | 847,520.00 | | 322,047.70 | 38.00 |
| NET OF REVENUES & EXPENDITURES | | 341,691.37 | | (378,766.00) | | 158,681.29 | 41.89 |

User: SHERRIE

PERIOD ENDING 12/31/2018

DB: Union

% Fiscal Year Completed: 100.00

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|------------------------------|--------------|------------|--------------|-------------|------------|-------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 250 - WDDA OPERATING | | | | | | | |
| Revenues | | | | | | | |
| 250-000-402.000 | CURRENT PROPERTY TAX | 494,598.66 | | 601,300.00 | | 601,336.22 | 100.01 |
| 250-000-402.001 | PROPERTY TAX REFUNDS-BOR MTT | 0.00 | | (4,000.00) | | (139.29) | 3.48 |
| 250-000-420.000 | DELQ PERSONAL PROPERTY CAPT | 279.02 | | 200.00 | | 0.00 | 0.00 |
| 250-000-445.000 | INTEREST ON TAXES | 219.52 | | 250.00 | | 86.02 | 34.41 |
| 250-000-665.000 | INTEREST EARNED | 1,581.61 | | 4,000.00 | | 7,701.18 | 192.53 |
| TOTAL REVENUES | | 496,678.81 | | 601,750.00 | | 608,984.13 | 101.20 |
| Expenditures | | | | | | | |
| 000 | NONE | 300,400.00 | | 330,870.00 | | 300.00 | 0.09 |
| 336 | FIRE DEPARTMENT | 39,506.00 | | 45,600.00 | | 45,642.00 | 100.09 |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | | 270,000.00 | | 24,445.00 | 9.05 |
| 996 | TRANSFER OUT | 260,000.00 | | 272,650.00 | | 272,663.31 | 100.00 |
| TOTAL EXPENDITURES | | 599,906.00 | | 919,120.00 | | 343,050.31 | 37.32 |
| Fund 250 - WDDA OPERATING: | | | | | | | |
| TOTAL REVENUES | | 496,678.81 | | 601,750.00 | | 608,984.13 | 101.20 |
| TOTAL EXPENDITURES | | 599,906.00 | | 919,120.00 | | 343,050.31 | 37.32 |
| NET OF REVENUES & EXPENDITURES | | (103,227.19) | | (317,370.00) | | 265,933.82 | 83.79 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 AMENDED BUDGET | YTD BALANCE | | % BDGT USED |
|-----------------------------------|-------------------------|---------------------------------|--|------------------------|---------------------------------|------------|----------------|
| | | 12/31/2017 NORMAL (ABNORMAL) | | | 12/31/2018 NORMAL (ABNORMAL) | | |
| Fund 288 - TRIBAL 2% GRANTS FUND | | | | | | | |
| Revenues | | | | | | | |
| 288-000-582.000 | CONTRIBUTION FROM TRIBE | 0.00 | | 180,000.00 | | 256,974.00 | 142.76 |
| 288-000-665.000 | INTEREST EARNED | 202.11 | | 1,800.00 | | 1,853.37 | 102.97 |
| TOTAL REVENUES | | 202.11 | | 181,800.00 | | 258,827.37 | 142.37 |
| Expenditures | | | | | | | |
| 728 | ECONOMIC DEVELOPMENT | 0.00 | | 180,000.00 | | 38,487.00 | 21.38 |
| TOTAL EXPENDITURES | | 0.00 | | 180,000.00 | | 38,487.00 | 21.38 |
| Fund 288 - TRIBAL 2% GRANTS FUND: | | | | | | | |
| TOTAL REVENUES | | 202.11 | | 181,800.00 | | 258,827.37 | 142.37 |
| TOTAL EXPENDITURES | | 0.00 | | 180,000.00 | | 38,487.00 | 21.38 |
| NET OF REVENUES & EXPENDITURES | | 202.11 | | 1,800.00 | | 220,340.37 | 2,241.13 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--------------------------------------|-------------|--------------|--------------|-------------|--------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 590 - SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| 590-000-456.000 | CONNECTION FEE | | 149,448.00 | 100,000.00 | | 86,974.12 | 86.97 |
| 590-000-539.000 | STATE GRANTS | | 2,435.57 | 0.00 | | 0.00 | 0.00 |
| 590-000-627.000 | SERVICE | | 1,270,280.46 | 1,296,000.00 | | 1,289,236.80 | 99.48 |
| 590-000-627.100 | DELINQUENT SEWER | | (435.16) | (1,500.00) | | 0.00 | 0.00 |
| 590-000-628.000 | INSPECTION FEE | | 5,000.00 | 1,000.00 | | 1,800.00 | 180.00 |
| 590-000-655.000 | FINES & FORFEITURES | | 22,993.13 | 30,000.00 | | 27,993.26 | 93.31 |
| 590-000-665.000 | INTEREST EARNED | | 34,003.68 | 50,000.00 | | 49,559.55 | 99.12 |
| 590-000-665.100 | INTEREST EARNED-SPEC ASSESS | | 4,645.83 | 5,600.00 | | 2,677.51 | 47.81 |
| 590-000-670.000 | DEBT RETIREMENT | | 1,085,064.08 | 1,074,000.00 | | 1,098,994.85 | 102.33 |
| 590-000-670.100 | DEBT SERVICE (SEWER 1) CITY ANNEX | | 1,050.00 | 1,000.00 | | 600.00 | 60.00 |
| 590-000-671.000 | OTHER REVENUE | | 6,782.00 | 1,000.00 | | 5,723.47 | 572.35 |
| 590-000-672.500 | REVENUE-SPECIAL ASSESS | | 0.00 | 23,000.00 | | 8,057.48 | 35.03 |
| 590-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | | 0.00 | 4,500.00 | | 4,500.00 | 100.00 |
| TOTAL REVENUES | | | 2,581,267.59 | 2,584,600.00 | | 2,576,117.04 | 99.67 |
| Expenditures | | | | | | | |
| 536 | WATER/SEWER SYSTEMS | | 490,592.38 | 1,379,797.00 | | 805,563.56 | 58.38 |
| 540 | WWTP | | 773,646.79 | 951,665.00 | | 820,709.90 | 86.24 |
| 906 | DEBT SERVICE | | 274,067.89 | 250,450.00 | | 248,773.42 | 99.33 |
| 910 | DEBT SERVICE-LEASES | | 560.16 | 600.00 | | 431.16 | 71.86 |
| 960 | DEPRECIATION EXPENSE | | 649,328.73 | 700,000.00 | | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | | 2,188,195.95 | 3,282,512.00 | | 1,875,478.04 | 57.14 |
| Fund 590 - SEWER FUND: | | | | | | | |
| TOTAL REVENUES | | | 2,581,267.59 | 2,584,600.00 | | 2,576,117.04 | 99.67 |
| TOTAL EXPENDITURES | | | 2,188,195.95 | 3,282,512.00 | | 1,875,478.04 | 57.14 |
| NET OF REVENUES & EXPENDITURES | | | 393,071.64 | (697,912.00) | | 700,639.00 | 100.39 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2018 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--|--------------|------------|----------------|-------------|--------------|----------------|
| | | NORMAL | (ABNORMAL) | | BUDGET | NORMAL | |
| Fund 591 - WATER FUND | | | | | | | |
| Revenues | | | | | | | |
| 591-000-450.000 | WATER SALES | 1,348,238.81 | | 1,284,443.00 | | 1,382,311.57 | 107.62 |
| 591-000-450.100 | BULK WATER SALES | 1,279.50 | | 2,500.00 | | 605.00 | 24.20 |
| 591-000-450.200 | FINAL READ | 1,615.00 | | 1,700.00 | | 1,830.00 | 107.65 |
| 591-000-450.300 | TURN-OFF | 2,470.00 | | 2,000.00 | | 2,283.00 | 114.15 |
| 591-000-452.000 | LATERALS | 19,521.60 | | 5,000.00 | | 4,596.00 | 91.92 |
| 591-000-454.000 | BENEFIT FEES | 62,146.25 | | 30,000.00 | | 32,775.00 | 109.25 |
| 591-000-459.000 | CONNECTION FEES | 116,282.74 | | 117,000.00 | | 118,270.00 | 101.09 |
| 591-000-479.000 | REVENUE-REPLACEMENT METERS | 0.00 | | 500.00 | | 0.00 | 0.00 |
| 591-000-539.000 | STATE GRANTS | 2,116.87 | | 43,348.00 | | 0.00 | 0.00 |
| 591-000-628.000 | INSPECTION FEE | 5,000.00 | | 2,000.00 | | 1,600.00 | 80.00 |
| 591-000-655.000 | FINES & FORFEITURES | 13,948.40 | | 16,000.00 | | 16,386.94 | 102.42 |
| 591-000-665.000 | INTEREST EARNED | 33,960.85 | | 48,400.00 | | 48,615.01 | 100.44 |
| 591-000-665.100 | INTEREST EARNED-SPEC ASSESS | 6,078.99 | | 5,700.00 | | 2,794.22 | 49.02 |
| 591-000-667.300 | LEASES - TOWER RENTAL | 43,116.24 | | 40,000.00 | | 42,493.05 | 106.23 |
| 591-000-671.000 | OTHER REVENUE | 9,923.30 | | 2,000.00 | | 8,318.69 | 415.93 |
| 591-000-672.500 | REVENUE-SPECIAL ASSESS | 0.00 | | 9,800.00 | | 1,037.16 | 10.58 |
| 591-000-673.000 | GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS | 5,000.00 | | 4,500.00 | | 4,500.00 | 100.00 |
| TOTAL REVENUES | | 1,670,698.55 | | 1,614,891.00 | | 1,668,415.64 | 103.31 |
| Expenditures | | | | | | | |
| 536 | WATER/SEWER SYSTEMS | 947,137.49 | | 1,727,896.00 | | 1,591,416.49 | 92.10 |
| 906 | DEBT SERVICE | 64,577.69 | | 62,379.00 | | 62,149.81 | 99.63 |
| 910 | DEBT SERVICE-LEASES | 675.00 | | 720.00 | | 519.96 | 72.22 |
| 960 | DEPRECIATION EXPENSE | 342,009.88 | | 350,000.00 | | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,354,400.06 | | 2,140,995.00 | | 1,654,086.26 | 77.26 |
| Fund 591 - WATER FUND: | | | | | | | |
| TOTAL REVENUES | | 1,670,698.55 | | 1,614,891.00 | | 1,668,415.64 | 103.31 |
| TOTAL EXPENDITURES | | 1,354,400.06 | | 2,140,995.00 | | 1,654,086.26 | 77.26 |
| NET OF REVENUES & EXPENDITURES | | 316,298.49 | | (526,104.00) | | 14,329.38 | 2.72 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 7,988,733.84 | | 8,166,432.00 | | 8,355,698.10 | 102.32 |
| TOTAL EXPENDITURES - ALL FUNDS | | 6,555,126.82 | | 9,813,185.00 | | 6,370,564.70 | 64.92 |
| NET OF REVENUES & EXPENDITURES | | 1,433,607.02 | | (1,646,753.00) | | 1,985,133.40 | 120.55 |

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** January 17, 2019
FROM: Kim Smith – Public Works Coordinator **DATE FOR BOARD CONSIDERATION:** January 23, 2019
ACTION REQUESTED: The Township Board of Trustees is requested to award the contract for the purchase of a Pierce Commercial Chassis Top Mount pumper fire truck to Halt Fire, Inc. in the not to exceed amount of \$447,573.00 and authorize the Township Manager to execute a purchase agreement.

Current Action Emergency

Funds Budgeted: If Yes Account # 206-901-976-312 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union and the City of Mt. Pleasant participate in a joint fire service agreement in which the City of Mt. Pleasant Fire Department provides fire protection services to the Township. The agreement stipulates that every twenty years the Township purchase a fire truck for inclusion in the City Fire Department fleet. The truck is titled in the Township’s name and recorded as an asset on our books, but maintained by the City as part of their fleet.

The City of Mt. Pleasant Fire Department handled the competitive purchase process, truck specification development, and bidding process. Township administration met with the City Fire Department to discuss the process, specifications, and to provide input regarding the Township’s expectations, process, and budget.

The conclusion of the process has resulted with the attached recommendation letter from the City of Mt. Pleasant Fire Department to purchase the truck from Halt Fire, Inc. in the amount of \$447,573.00.

SCOPE OF SERVICES

Purchase of a Pierce Commercial Chassis Top Mount pumper fire truck and necessary apparatus in the amount of \$447,573.00.

JUSTIFICATION

The purchase of the truck will facilitate that the current level of fire protection in the Township is maintained, and will fulfil our contractual obligation outlined in the Fire Service Agreement with the City of Mt. Pleasant.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

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

COSTS

\$447,573.00

Account Number 206-901-976.312 Capital Outlay – Fire Truck

PROJECT TIME TABLE

Delivery 9 – 12 months

RESOLUTION

Authorization is hereby given to award the contract for the purchase of a Pierce Commercial Chassis Top Mount pumper fire truck to Halt Fire, Inc. in the not to exceed amount of \$447,573.00 and authorize the Township Manager to execute a purchase agreement.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:



City of Mount Pleasant, Michigan
DEPARTMENT OF PUBLIC SAFETY



DATE: December 17th, 2018

TO: Mark Stuhldreher, Manager, Charter Township of Union

FROM: Rick Beltinck, Mt. Pleasant Fire Chief

SUBJECT: Commercial Chassis Top Mount Pumper Bid Summary

This is a summary of the bids that were received for the purchase of a Commercial Chassis Top Mount Pumper to be purchased by the Township of Union for use by the Mt. Pleasant Fire Department.

The breakdown of the bids that were received is as follows:

| | <u>Bid Amount</u> | <u>Pre-Paid Option</u> |
|----------------------------------|-------------------|------------------------|
| Alexis Fire Equipment | \$440,883 | \$437,708 |
| Rosenbauer / Front Line Services | \$426,763 | None Indicated |
| Pierce / Halt Fire Inc. | \$447,573 | \$433,119 |

The sealed bids received from Alexis Fire Equipment and Rosenbauer / Front Line Services did not meet all of the specifications that were required.

I am recommending that the bid be awarded to Halt Fire Inc. for a Pierce Commercial Chassis Top Mount Pumper for \$447,573. As noted above, there is a savings of \$14,454 if the pre-paid option is used bringing the total cost down to \$433,119. The pre-paid option is simply paying the entire cost at the time of ordering.

I am recommending the Pierce Pumper for the following reasons:

- The City already has two Pierce Pumpers with Commercial Chassis. Already being familiar with the setup and operation of the Pierce will optimize efficiency in training, servicing and maintenance.
- The Pierce bid included the requested foam system outlined in our bid specifications. The other bidders did not include this system with their submitted bid. This system is an important feature that allows us to be more effective in fires that are difficult to extinguish with water alone.
- Pierce met all bid requirements including wheel base length, cabinet size, vehicle height and vehicle design as requested in our bid specifications. This will allow for the transfer of most of the existing equipment that we currently have with little or no modifications being needed.
- In areas of the bid specifications where Pierce had to make exceptions, any exceptions to the bid exceeded what the original specification requested.

- Over the ten-year span that we have operated the Pierce Pumpers that are currently in our fleet they have proven to be durable, reliable and of high quality.

I have the expectation that this piece of equipment will serve the community for over twenty years. I realize the importance of this purchase and if you have any questions or need further information please do not hesitate to contact me.



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|---|--|
| To: Board of Trustees | DATE: January 9, 2019 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 1/23/19 |
| ACTION REQUESTED: Consider approval of the job description for the position of Accounting Specialist | |

Current Action Emergency

Funds Budgeted: If Yes Account # 101-191-702.000 and related No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The creation a new position in support of the Finance Department was authorized and funded in 2018. The creation of this position is part of the ongoing effort to reshape the organization to meet the ever-evolving needs of the community. Implementation was originally scheduled for July 2018. However, it was determined that filling the position should wait until the remodeling of the Public Services Administration building was completed as space at Township Hall is limited. The remodeling is scheduled for completion in February. As such, it is time to begin the process of filling this position. The first step in the process is Board approval of the attached job description.

SCOPE OF SERVICES

Responsibilities, under the supervision of the Finance Director, include reconciliation of general ledger accounts, preparation of general journal entries, coordination and processing of accounts payable, accounts receivable, payroll and assisting with benefits administration. In addition, this position will assist with the annual external audit, budget preparation and general fiscal analysis. See the attached job description for additional details.

Knowledge, experience and skills required of the position include a Bachelor’s Degree in Accounting, Business Administration or related field with at least (2) years of experience, or some combination thereof. See the attached job description for additional details.

JUSTIFICATION

The complexity of the organization along with the breadth and depth of service delivery requirements has increased significantly over the past decade in response to increased citizen expectations. To adequately meet this changing environment, additional resources in support of the Finance Department are required. This position will allow the Finance Director to devote more time to strategic activities such as high level fiscal analysis, organizational policy development and implementation, and increase the efficiency of organizational operations.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by adopting this Resolution (From Policy 1.0: Global End)

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

COSTS

The adopted 2019 budget provided six-month funding for salary and benefits in the amount \$33,812 for the Accounting Specialist position. Annual expenses are approximated to be \$67,624. When considering the anticipated reductions in personnel expenses for the part time position in the Finance Department, the net impact is an increase of \$17,616 for fiscal year 2019 or \$51,428 on an annual basis.

PROJECT TIME TABLE

Following a recruitment and selection process, it is anticipated the Accounting Specialist position will be filled by mid-year.

RESOLUTION

Authorization is hereby given to approve the attached Accounting Specialist job description.

Motion by _____ Seconded by _____

Yes:

No:

Absent:

UNION CHARTER TOWNSHIP JOB DESCRIPTION

ACCOUNTING SPECIALIST

Supervised By: Finance Director
Supervises: None

Position Summary:

Under the supervision of the Finance Director, reconciles general ledger accounts, prepares general journal entries, and coordinates and processes accounts payable, accounts receivable, and payroll; assists with benefits administration. Assists with the annual external audit, budget preparation and analysis. Performs other duties as required.

Essential Job Functions:

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

1. Performs various general ledger account reconciliations to ensure accuracy, handles bank reconciliations, prepares journal entries as needed and maintains supporting documentation.
2. Reconciles tax fund for current tax collections, delinquent personal property collections, and mobile home tax collections. Creates and enters invoices for tax disbursements; assists in the collections of delinquent taxes.
3. Performs payroll fund reconciliations on a regular basis; ensures payroll system is charging benefits accurately
4. Accounts payable invoice processing, maintains accounts payable master vendor files including W-9 records, document scanning and completes annual 1099-misc process at year-end
5. Communicates with vendors regarding outstanding invoices, credits, etc and follows up when necessary.
6. Assists departments with any questions regarding the purchasing system. Provide training and instruction to various employees on use of purchasing and/or accounts payable system.
7. Accounts receivable responsibilities, assists with tax billing and other miscellaneous

- invoicing, compiles data for special assessments and reconciles receivables for special assessments.
8. Sets up new employees in payroll.
 9. Performs biweekly payroll processing, including all payments required biweekly, monthly and annually for payroll deductions and benefits
 10. Quarterly payroll tax reporting, prepares all state and federal reports, including, but not limited to: State unemployment, workers compensation, Federal 941, and State of Michigan withholding.
 11. Prepares W-2's annually and submits W-2 files to Social Security Administration and State of Michigan. Prepares annual State of Michigan sales, use and withholding tax report and handles annual workers comp audit.
 12. Assists in the monitoring of third party administrators and contractors for workers compensation, retirement, and insurance benefits and assists with other human resources functions as needed
 13. Assists Finance Director with preparation of pertinent records required for the annual external audit
 14. Prepares schedules, reports and graphs to assist with budget preparation.
 15. Compiles financial/statistical data for use in grant proposals/requests as needed. Compiles financial data regarding project revenues/expenses for Township engineering and construction projects.
 16. Performs various other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree in Accounting, Business Administration or related field with at least (2) years of experience, or some combination thereof.
- General knowledge of governmental fund accounting preferred
- Significant experience and capability in creating and using complex Excel spreadsheets
- Skill in assembling and analyzing financial data, reviewing budgets, and preparing

comprehensive and accurate reports and ability to work in a team environment.

- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Skill in responding to internal requests with a high degree of diplomacy and professionalism.
- Must be organized, focused and have the ability to multi-task when necessary.
- Ability to use basic office equipment such as telephone, calculator, photocopier and computer with applicable software applications such as Microsoft office and various financial applications, knowledge of BS&A is preferred.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|---|--|
| To: Board of Trustees | DATE: January 8, 2019 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 1/23/2019 |
| ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.1 – Governing Style | |

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 3.1 (Governing Style), are to be reviewed and monitored for compliance on an annual basis. Policy 3.1 is to be reviewed annually in January.

Attached to this memo is a complete copy of Policy 3.1

Board Policy 3.1– Governing Style

At the highest level, the Policy states:

The Board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.1

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to existing policies that apply to the Board of Trustees and to review if the policy itself needs any updating.

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 January 23, 2019.

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?

3.1 POLICY TITLE: *GOVERNING STYLE*

The board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

On any issue, the Board must insure that all divergent views are considered in making decisions yet must resolve into a single organizational position.

Accordingly:

- 3.1.1 The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in *governing*. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board may use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute the individual judgments for the board's values.
- 3.1.2 The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.
- 3.1.3 The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
 - 3.1.3.1 In accordance with this discipline, the board will only allow itself to address a topic after it has answered these questions:
 - A. Whose issue is this? Is it the Board's or the Township Manager's?
 - B. Has the board dealt with this subject in a policy? If so, what has the board already said on this subject and how is this issue related? If the board has already addressed the matter, does the board wish to change what it has already said?
 - C. If the matter is several levels below board level, what is the broadest way to address this issue so that it is still under existing board policy? Does that policy suffice to deal with our concern?
 - 3.1.3.2 It is out of order for board members to talk about content until these questions of appropriateness are settled.
- 3.1.4 Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.
- 3.1.5 The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling its commitments.

- 3.1.6 The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Township Management Linkage categories.