



BOARD OF TRUSTEES
Regular Meeting
March 27, 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
 - A. Zoning Map Amendment Ordinance 2019-02 rezone a portion of R-3A (Multiple Family Residential District) to B-5 (Highway Business District) located at S. Lincoln Rd.
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appoint of alternate to the ZBA
 - B. Planning Commission and ZBA updates by Township Planner
 - C. March Monthly Activity Report Board of Trustees (sent under separate cover)
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 1. Planning Commission minutes
 2. ZBA minutes
 - B. Minutes – March 13, 2019- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.5.10 Cash Flow Ratio

10. NEW BUSINESS

- A. Discussion/Action: (Gunning) 2% Spring Request
- B. Discussion/Action: (Stuhldreher) Consider approval of 2019 Township Brine Participation with Isabella County Road Commission
- C. Discussion/Action: (Stuhldreher) Consider Approval of the job description of Community and Economic Development Department Director
- D. Discussion/Action: (Gallinat) Consider adoption of Zoning Map Amendment Ordinance 2019-02 rezone a portion of R-3A (Multiple Family Residential District) to B-5 (Highway Business District) located at S. Lincoln Rd.
- E. Discussion/Action: Policy Governance 3.3 Board Member's Code of Conduct

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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		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	4/14/2023
2	James	Zalud	4/14/2023
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

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Liz Presnell Date: 3-4-19
Address: 2430 Sandstone Dr
Phone (home) _____ (cell) 3102915520 (work) _____
Email: lizhub@gmail.com
Occupation: marketing ~~acc~~ specialist / Acct Mgr

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

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

OTHER *Specify Board: _____

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

involved in the growth & development of my community

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

Resume Attached

Signature: [Signature] Date: 3/4/19

Liz Presnell

Phone: 310-291-5520 Email: lizhub@gmail.com
2430 Sandston Drive, Mount Pleasant, MI 48858

Work History

***True North Custom
Marketing Account Specialist***

***Oct. 2011- Present
Chattanooga, TN/ Mt. Pleasant, MI***

- Define the scope of new projects and campaigns by organizing information, making key decisions about program changes, strategy and growth
- Close connection to all “at risk” accounts to help facilitate the necessary resources and involvement.
- Review proposals for clients and prospects with an eye on growth and retention that aligns with current product offering and needs in the market.
- Research, prepare, and organize information for presentations, proposals, and reports.
- Ensure effective communication between account managers and the sales professional by serving as a gateway for information sharing.
- Continue to research and learn in order to offer my clients insight into the ever changing healthcare industry

***Mattel, Inc.
Assistant, Franchise Development***

***Nov. 2010 – Oct. 2011
Los Angeles, CA***

- Coordinated schedule for five high profile executives to include heavy travel, managing expenses and high level meetings
- Led bi-weekly team meetings to update the team on current projects
- Created Power Point decks for high level proposals and presentations
- Planned offsite events for 25+ high level executives

***Strategic Artist Management
Account Manager***

***April 2006 – March 2010
Los Angeles, CA***

- Managed day -to -day activities for three high profile clients in a fast-paced work environment
- Managed marketing, press and brand initiatives for clients
- Planned and coordinated photo shoots, video shoots and major media appearances
- Handled schedules for touring, interviews and appearances
- Maintained relationships with clients, record label executives, business managers and attorneys
- Continued education by attending University of California, Los Angeles extension classes on Music law and Music Publishing

Education

University of Tennessee at Chattanooga
Bachelor of Arts; Mass Communications
Minor, Political Science Legal Studies

August 2000-May 2005

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on February 19, 2019 at the Township Hall.

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

Roll Call

Present: Buckley, Clerk Cody, Darin, Fuller, LaBelle, Squattrito, and Webster

Excused: Mielke and Shingles

Others Present

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

Approval of Minutes

Webster moved Cody supported the approval of the December 13, 2018 special meeting minutes as presented. Approval of the January 15, 2019 regular meeting as amended, adding clarification to SUP 2010-1 motion language. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Correspondence / Reports

- Township Planner Gallinat shared continuing education on March 6, 2019, if interested please confirm so he and complete sign up. Also shared that he is going to be reaching out to the City to see if they have interest in doing another joint education through MAP
- Clerk Cody reported that the Board of Trustees reappointed Buckley, Darin, LaBelle to the Planning Commission with terms ending 2/15/2022.

Approval of Agenda

Webster moved LaBelle supported approval of the agenda as presented. **Vote: Ayes: 7 Nays 0. Motion carried.**

Public Comment – 7:17 p.m.

No comments were offered.

New Business

- A. SPR 2019-01 GrafX Central expansion located at 1580 S. Park Place St. Owner Jerry St. Andre (Review and approve final site plan)**

Introduction by Township Planner

Applicants John, JBS and Jeremy, GrafX Central presented request to add 26'8"x60' addition to the existing 80'x60' principle building. Approvals received from Mt. Pleasant Fire Department, Isabella County Transportation Commission, and Township Utilities have been received. Isabella County Drain Commission for storm water have been submitted. ICRC approval is not warranted due to location being a private drive. Provisional relief from construction of sidewalks have been requested.

LaBelle moved **Darin** supported to approve SPR 2019-01 Grafx Central expansion located at 1580 S. Park Place St. Owner: Jerry St. Andrew, with the following conditions: approval of storm water management and provisional relief of sidewalks (less than 50% of the surveyed sections of the township along the road fronting the proposed development has sidewalks).
Vote: Ayes: 7 Nays: 0 Motion carried.

Other Business

Extended Public Comment

Open 7:30 p.m.
No comments were offered.

Final Board Comment

Buckley – Shared that CMU Board of Trustee had a presentation of potential future use of the SmartZone area, which neighbors the Township, thought that the Commission may want to watch the presentation online
Township Planner shared that there will be a special meeting in March to review Part 1 of the Zoning Ordinance Re-write.

Adjournment – Chairman Squattrito adjourned the meeting at 7:35 p.m.

APPROVED BY:



Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Zoning Board of Appeals
Regular Meeting

A special meeting of the Charter Township of Zoning Board of Appeals was held on February 6, 2019 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 7:01 p.m.

Roll Call

Present: Jake Hunter, Bryan Mielke, Taylor Sheahan-Stahl, Andy Theisen, and Tim Warner

Others Present

Peter Gallinat, Jennifer Loveberry, and alternate John Zerbe

Approval of Minutes

Sheahan-Stahl moved **Mielke** supported the approval of the January 2, 2019 minutes as presented. **Vote: Ayes: 5 Nays 0. Motion carried.**

Correspondence / Board Reports

Mielke updates from the Planning Commission

Approval of Agenda

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

Public Comment: Restricted to (3) minutes regarding issues not on this Agenda

Open – 7:06 p.m.

No comments were offered.

New Business

- A. TXT INT 2019-01 Text Interpretation Sections 23 B-5, 23.2A, 22.2C and 8.14, Located at 2261 E. Remus Rd. Mt Pleasant, MI 48858 Owner: Isabella County Road Commission (ICRC)**

Township Planner, Gallinat stated that the applicant desires to rebuild the current ICRC operations on existing B-5 zoned property. The ICRC is requesting to have the ZBA determine if they would be allowed to exist in a B-5 District as a permitted use.

Public Hearing

Public Hearing – open 7:10 p.m.

No Comments were offered.

Public Hearing – closed 7:10 p.m.

Applicants: John Graham, Isabella County Road Commission Chair, Terry Turnwald, Isabella County Road Commission Vice-Chair, Pat Glowacki, Studio Intrigue Architects, Mike Levine, Attorney, and Joe White, Wolverine Engineering were present to answer questions. Mike Levine stated reasoning for the Isabella County Road Commission's request for updating/rebuilding. He referenced from the Township Zoning Ordinance, section 8.14 referencing essential services.

Discussion was held by the ZBA board.

TXT INT of Section 8.14

Sheahan-Stahl moved **Theisen** supported based on section 5.10 of the Zoning Ordinance, the ZBA determined the Isabella County Road Commission an essential service; therefore, would be a permitted use in a B-5 zone, referencing section 8.14. **Vote: Ayes: 5 Nays 0. Motion carried.**

TXT INT of Sections 23.2A, 22.2C

Withdrawn by applicant.

Township Planner, Gallinat stated that there would be a 21-day appeal period before the decision is final. Starting after the minutes are approved at the next scheduled meeting in March 2019.

Other Business

Discussion by Board regarding upcoming training/workshops available to ZBA members.

Extended Public Comment

Open 7:53 p.m.

No comments were offered.

Final Board Comment

Mielke commented on Sections of Zoning Ordinance reviewed tonight be looked at during Zoning rewrite.

Adjournment

Chair Warner adjourned the meeting at 7:57 p.m.

APPROVED BY:



Jake Hunter –Secretary
Andy Theisen – Vice Secretary

(Recorded by Jennifer Loveberry)

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 March 13, 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, Clerk Cody, Treasurer Rice, Trustees B. Hauck, Trustee Lannen, and Trustee Mikus

Excused: Trustee Woerle

Approval of Agenda

Mikus moved **Rice** supported to approve the Agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Public Hearings

A. Re-Introduce Ordinance 2019-01 Charter Township of Union Prohibition of Marihuana Establishments Ordinance

Open 7:02 p.m.

No comments offered.

Closed -7:03 p.m.

Public Comment - open 7:03 p.m.

Paul Blanco, on behalf of Four Hacks, stated reasons why a revised petition for abandonment to facilitate development of property

Reports/Board Comments

A. 1. Appointments to the Sustainability Committee

Gunning nominated **Mikus** supported to reappoint Mike Lyon to the Sustainability Committee with an expiration date of 12/31/2020. **Vote: Ayes: 6 Nays:0. Motion carried.**

Mikus moved **Cody** supported to appoint Don Long to the Sustainability Committee with an expiration date of 12/31/2020. **Vote: Ayes: 6 Nays:0. Motion carried.**

A. 2. Appointments to the Economic Development Authority

Cody moved **Rice** supported to reappoint Jim Zalud to the Economic Development authority with an expiration date of 4/14/2023. **Vote: Ayes: 6 Nays:0. Motion carried.**

Hauck moved **Cody** supported to reappoint Tom Kequom to the Economic Development authority with an expiration date of 4/14/2023. **Vote: Ayes: 6 Nays:0. Motion carried.**

A. 3. Appointment of alternate to Board of Review

Cody moved **Hauck** supported to appoint Randy Golden, as alternate, to the Board of Review with an expiration date of 1/25/2021. **Vote: Ayes: 6 Nays:0. Motion carried.**

B. Reports by Board Members of Meetings Attended

Gunning – Board of Review updates from the March 11th and 12th meeting. Slow start one (1) appeal on Monday and four (4) appeals on Tuesday. Poverty exemptions and Veteran’s exemptions were also brought before the Board of Review. Board of Review meets again on 3/25, 3/26 and 3/29, please call Township for info.

Cody – City of Mt. Pleasant updates.

Rice – Taxes released to Isabella County, waiting for settlement.

Hauck – Road Commission updates.

Lannen – Annual Road Commission meeting and Isabella County Board of Commissioners updates

Mikus –Request for 2020 fiscal year, to have Township Manager add to a future agenda to discuss State funding /Grant projects for development of recycling drop off facility on Deerfield Rd.

Consent Agenda

- A. Communications
- B. Minutes February 27, 2019 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/Action: (Smith) Approval of Metro Permit Application for US Signal Company, LLC

Mikus moved **Lannen** supported approval of Metro Permit Application for US Signal Company L.L.C. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Consider approval of a revised Petition for Abandonment to facilitate the development of property owned by Four Hacks, LLC

Cody moved **Mikus** supported approval of a revised 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: 6 Nays: 0. Motion carried.**

C. Discussion/Action: (Gallinat) Consider Adoption of Ordinance 2019-01 Charter Township of Union Prohibition of Marihuana Establishments Ordinance

Mikus moved **Hauck** supported to adopt Ordinance 2019-01 along with publishing notice of adoption in newspaper. **Roll Call Vote: Ayes: 4 Nays: 2. Motion carried.**

EXTENDED PUBLIC COMMENT - Open 8:01 p.m.

No comments were offered.

MANAGER COMMENTS

- Shared that on 2/28/18, reimbursement of \$326,000 was received from the SAW Grant funding
- Shared the results of the PFAS retesting at the Mission Rd. site - 6 parts per trillion to 2 parts per trillion, also stated quarterly testing will be continued
- Administration attended electronic recycling meeting, stating that grant opportunities are available.

FINAL BOARD MEMBER COMMENTS

Gunning – Water Study results and Nottawa Township questions directed to Kim Smith, acting Township manager. Inquired on status of Saginaw Chippewa Indian Tribe 2% Grant request applications for the March 31st deadline.

ADJOURNMENT

Rice moved **Cody** supported to adjourn the meeting at 8:17 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
03/27/2019	101	20910	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING/ASSESSING/BOT ADS	547.20
03/27/2019	101	20911	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - JAMESON	151.16
03/27/2019	101	20912	01623	CLARK HILL PLC	PUNG MATTER - FEB 2019	958.16
03/27/2019	101	20913	00129	CMS INTERNET, LLC	IGNITION SOFTWARE INSTALL MANAGED IT, EMAIL & PHONE SERVICE - APR	243.75 4,997.75
						<u>5,241.50</u>
03/27/2019	101	20914	00725	CUSTOM OFFICE SYSTEMS	SMALL CONFERENCE ROOM FURNITURE	2,435.00
03/27/2019	101	20915	01171	DBI BUSINESS INTERIORS	PAPER/FILE - TWP HALL/PUB WORKS ERASER REFILLS	181.51 1.89
						<u>183.40</u>
03/27/2019	101	20916	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE LIQUIFIED AQUADENE	2,950.75 1,044.00
						<u>3,994.75</u>
03/27/2019	101	20917	01219	ERC ASSOCIATES, LLC	CATIONIC POLYMER	6,930.00
03/27/2019	101	20918	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,805.05
03/27/2019	101	20919	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSPECTION MAR 2019	40.00
03/27/2019	101	20920	01583	GOUDREAU & ASSOCIATES INC.	WATER BUILDING RENOVATIONS - CONST CONTR	1,224.00
03/27/2019	101	20921	00328	ISABELLA COUNTY DRAIN COMMISSION	TWP PORTION-2018 DRAIN ASSESSMENT	28,042.00
03/27/2019	101	20922	00359	KERR PUMP & SUPPLY	ROTATING ELEMENT AURORA & SERVICE SERVICE TO PERFORM ADDTL REPAIRS	23,616.00 1,500.00
						<u>25,116.00</u>
03/27/2019	101	20923	00362	KRAPOHL FORD & LINCOLN	2014 F150-#15 WIPERS REPLACEMENT BATTERY REPLACEMENT	27.98 99.99
						<u>127.97</u>
03/27/2019	101	20924	01576	DOUG LABELLE	BOR TRAINING MILEAGE REIMBURSEMENT	47.56
03/27/2019	101	20925	01506	MCKENNA ASSOCIATES	ZONING ORDINANCE REVISION - FEB 2019 BLDG OFFICIAL & INSP SERV - FEB 2019	5,925.00 9,900.00
						<u>15,825.00</u>
03/27/2019	101	20926	00128	CITY OF MT. PLEASANT	CGAP FUNDING 42% SPLIT	12,326.58
03/27/2019	101	20927	01602	NEOPOST USA INC	SERVICE TO FOLDING MACHINE	290.00
03/27/2019	101	20928	01574	BRYAN NEYER	BOR TRAINING MILEAGE REIMBURSEMENT	23.20
03/27/2019	101	20929	00494	NORTH CENTRAL LABORATORIES	CLEAR & AMBER TUB	736.09
03/27/2019	101	20930	00506	MEEKHOF TIRE SALES & SERVICE INC	2006 F-150 #14 - FLAT REPAIR 2018 DODGE RAM-TIRE REPAIR	18.00 17.00
						<u>35.00</u>
03/27/2019	101	20931	00512	PARKSON CORPORATION	BRUSH/CLAMP KIT & GUIDE SHOE	1,931.19
03/27/2019	101	20932	00131	PERCEPTIVE CONTROLS, INC	WASTEWATER IGNITION KEPCWARE ENGINEERING	3,522.00
03/27/2019	101	20933	00525	PICKARD STREET CAR WASH	FEBRUARY WASHES	48.00
03/27/2019	101	20934	01630	PRO-TEC EQUIPMENT	TRENCH BOX	6,737.25
03/27/2019	101	20935	01595	ROMANOW BUILDING SERVICES	FEB JANITORIAL SERV - WWTP	306.96

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					FEB JANITORIAL SERV - WATER PLANT	204.64
					FEB JANITORIAL SERV - TWP HALL	511.58
						<u>1,023.18</u>
03/27/2019	101	20936	01542	SHRED-IT US JV LLC	PAPER SHREDDING 2/27/19	53.69
03/27/2019	101	20937	01090	SIMPLY ENGRAVING	NAME PLATES - C.BILLS & J.MACDONALD	14.00
03/27/2019	101	20938	01254	LARRY M SOMMER	FLEX REIMBURSEMENT 3-14-19	189.15
03/27/2019	101	20939	01364	SHERRIE TEALL	MILEAGE TO MGFOA SPRING CONFERENCE	82.36
03/27/2019	101	20940	01577	JAMES THERING	BOR TRAINING MILEAGE REIMBURSEMENT	23.20

101 TOTALS:

Total of 31 Checks:	127,703.64
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	<u>127,703.64</u>

Charter Township of Union Payroll
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CHECK DATE: March 21, 2019

PPE: March 16, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	26,961.93
EDDA		-
WDDA		-
Sewer Fund		31,669.78
Water Fund		25,011.10
Total To Transfer from Pooled Savings	\$	83,642.81

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	54,748.91
Employer Share Med		790.25
Employer Share SS		3,378.80
SUI		362.48
Pension-Employer Portion		3,510.81
Workers' Comp		585.54
Life/LTD		-
Dental		1,086.33
Health Care		19,035.99
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		143.70
PCORI Fee		-
Total Transfer to Payroll Checking	\$	83,642.81

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

BOARD MEMBER: Bill Hawick

MONTH: Feb. 2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
12-13	I.C.R.C.	X		\$50. ⁰⁰
1-24-19	I.C.R.C.		X	75. ⁰⁰

SIGNATURE: Bill Hawick **Date:** 2-8-19

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.

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

~~2018~~ 2019

BOARD MEMBER: Bill Hovek

MONTH: Feb. 19

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
2-27	Jointing MTA Conference		X	\$ 75.00
2-28	I.C.R.C.	X		\$ 50.00

SIGNATURE: Bill Hovek Date: 3-13-19

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 - March 4, 2019 through March 10, 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				
	154	Dumpster Fire				
	160	Special Outside Fire, Other				
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
		251	Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel				
Rescue & EMS Incident	300	Rescue, EMS incident, other				
	311	Medical Assist to EMS Crew			1	
	321	EMS Call excluding Veh. Accident			1	
	322	Motor Vehicle Acc. W/ Injuries	1	3		
	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	1	3		
	360	Water & Ice-related Rescue, Other				
	361	Swimming /recreational water area rescue				
	363	Swift Water Rescue				
	3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other				
	410	Combustible/Flammable Gas Condition				
	411	Gasoline or Other Flammable Spill				
	412	Gas Leak (natural gas or LPG)				
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	422	Chemical Spill or Leak				

	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem	3	7	
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down	1	3	
	445	Arcing, shorted electrical equipment			1
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			1
	510	Person in Distress			
	511	Lock-out			1
	512	Ring or Jewelry removal			
	520	Water Problem, Other	1	2	
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1
	740	Unintentional transmission of alarm, other	1	1	

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	8		7
		YTD Response for Union Twp/City	70		107

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

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: March 2019

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 payments for the water and sewer bills are received 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	\$ 4,250,225		
GF Unrestricted	\$ 4,250,225	\$ 748,389	Yes
Fire Fund	\$ 1,578,680		
(Fire Truck Reserve)	\$ (447,573)		
FF Unrestricted	\$ 1,131,107	\$ 548,550	Yes
EDDA	\$ 1,238,379		
Projects	\$ (270,260)		
EDDA Unrestricted	\$ 578,379	\$ 28,403	Yes
WDDA	\$ 1,013,181		
Projects	\$ (570,000)		
WDDA Unrestricted	\$ 413,181	\$ 7,745	Yes
Sewer Fund	\$ 3,738,140		
2011 Bond Reserve	\$ (40,000)		
2011 Bond RRI Reserve	\$ (81,640)		
2013 Bond Reserve	\$ (100,000)		
2013 Bond RRI Reserve	\$ (17,535)		
Sewer Fund Net	\$ 3,498,965	\$ 442,700	Yes
Water Fund	\$ 3,155,113	\$ 203,522	Yes

Compliance

All funds are found to be in compliance.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** March 6, 2019
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** March 27, 2019
ACTION REQUESTED: Consideration to approve the 2019 Township Brine Participation Contract with the Isabella County Road Commission (ICRC) and authorize the Township Manager to sign said contract.

Current Action X Emergency

Funds Budgeted: If Yes X Account # 101-441-801.000 No N/A

Finance Approval MDS

BACKGROUND INFORMATION

As part of the annual gravel road maintenance program, the ICRC applies brine to approximately 20 miles of gravel roads throughout the Township.

When dust is generated because of fast-moving traffic a substantial amount of road material is lost in the process. With the use of brine, dust and surface stability is enhanced, reducing the frequency of additional aggregate applications. As a result, over time this program provides better road surface conditions

SCOPE OF SERVICES

This contract provides for three (3) applications during the year.

JUSTIFICATION

The approval of this contract will result in less road dust being generated during the dry months and improved road surface conditions.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (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

COSTS

The Township portion of this contract is \$18,306.82

PROJECT TIME TABLE

The application of the material will occur at the discretion of the County Road Commission.

RESOLUTION

It is Resolved that the 2018 Township Brine Participation Contract in the amount of \$18,360.82 is approved and the Township Manager is authorized to sign on behalf of the Township.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

TOWNSHIP BRINE PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the "Road Commission" and **Union Township**, hereinafter referred to as the "Township", for the following improvements:

Project No. 497 – 014 - 921416	Total Gravel Miles: 19.99
Three Applications of Michigan Chloride at 2000 gallons per mile	
TOTAL COST	\$ 20,029.98
Less I.C.R.C. Share	<u>-1,669.17</u>
TOWNSHIP SHARE	<u>\$ 18,360.82</u>
<i>Return Contract by March 23, 2019</i>	

The Township agrees to pay the Road Commission for stated services after each application has been completed and an invoice has been furnished by the Road Commission. Payment is due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one (1%) per month on the unpaid balance of any and all said sums remaining unpaid after thirty (30) days.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

UNION TOWNSHIP

ISABELLA COUNTY ROAD COMMISSION

By: _____
Supervisor

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: March 21, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: March 27, 2019
ACTION REQUESTED: Consider approval of the job description for the position of Community and Economic Development Department Director.	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The FY 2018 adopted budget contained approval for a new position titled Community and Economic Development Department Director. At the time of budget adoption, the job description for the position was not fully defined and therefore had not yet been approved.

This position will continue existing efforts to reshape the organization to meet the ever-evolving needs of the community. A functional organization chart is attached for additional reference.

SCOPE OF SERVICES

Functional responsibilities included in the position description are management of the community and economic development activities including business attraction/retention, land use planning, zoning, building, code enforcement, rental registration/inspection and recreational programming. See the attached job description for additional details.

Knowledge, experience and skills required of the position include a Master’s degree in urban planning, public administration, or related field. with seven or more years of progressively responsible experience in community & economic development administration including budgeting, project management and supervision. See the attached job description for additional details

JUSTIFICATION

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

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 funding for salary and benefits in the amount \$94,300 for this position based on estimates obtained during budget development. This position is part of the Compensation/Classification study currently being conducted.

PROJECT TIME TABLE

The Community and Economic Development Department Director position will be filled this year. It anticipated that an outside recruiting consultant such as the Michigan Municipal League will assist in the recruitment efforts.

RESOLUTION

Resolved, the attached Community and Economic Development Department Director job description is approved.

Motion by _____ Seconded by _____

Yes:

No:

Absent:

Charter Township of Union Job Description

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT DIRECTOR

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

Position Summary:

Under the policy direction of the Township Manager, plans, organizes, and directs the operations and activities of the Community & Economic Development Department. Develops programs and services to meet the community and economic development needs, assess a variety of funding options, and oversees the Township's planning, zoning, economic development, building, code enforcement, rental inspection and recreation activities. Responsible for overall administration, budgeting, personnel management, and policies and procedures development.

Essential Job Functions:

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

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

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

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

Compiles and analyzes a variety of economic, demographic, census, environmental, social, and physical data affecting land use. Creates graphics, reports, maps, and zoning information, and

otherwise recommends measures affecting land use and community programming to guide community and economic development.

Develops and updates a comprehensive Master Plan and Recreation Plan that reflects the collective vision of the community. Conducts planning studies of Township resources and physical surroundings. Identifies development trends and keeps abreast of land use laws and regulations.

Oversees and administers a variety of programs and activities such as, comprehensive zoning and planning services as they relate to land use, zoning code administration and enforcement, rental housing registration and inspection, building inspections and recreation programs. Performs site plan and other development reviews. Completes research and analysis, prepares reports and makes recommendation. Develops and implements program goals and initiatives, coordinates grant funding, and ensures proper maintenance of related records and reports.

Recommends, plans, organizes, coordinates, and evaluates economic development activities within the Township and region; assist with the development of strategies that maintain and enhance the long-term economic vitality of the Township. Partners with area economic development agencies to recruit and retain business, employment and development in the Township and region.

Serves as liaison and advisor to the Planning Commission, Economic Development Authority (EDA), Zoning Board of Appeals, and other authorities on land-use issues, and public and private development activities. Attends meetings and coordinates efforts to promote commercial and industrial development.

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

Performs other duties as required.

Some after hours meeting attendance required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Master's degree in urban planning, public administration, or related field. with seven or more years of progressively responsible experience in community & economic development administration including budgeting, project management and supervision.

Certification by the American Institute of Certified Planners is strongly preferred

Thorough knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development, including budgeting, capital financing techniques and options, purchasing and the maintenance of public records; principles and practices of management and supervision.

Ability to analyze complex community and economic development related data, issues and problems, evaluate alternative solutions and develop clear, concise and comprehensive reports, conclusions, recommendations and courses of action; prepare and present proposals, reports and recommendations clearly and logically in public meetings; evaluate management practices and adopt effective courses of action; develop, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines;

Ability to establish and maintain effective working relationships with the Township officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors, business owners and others encountered during the course of work.

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

BSA building and planning module experience preferred

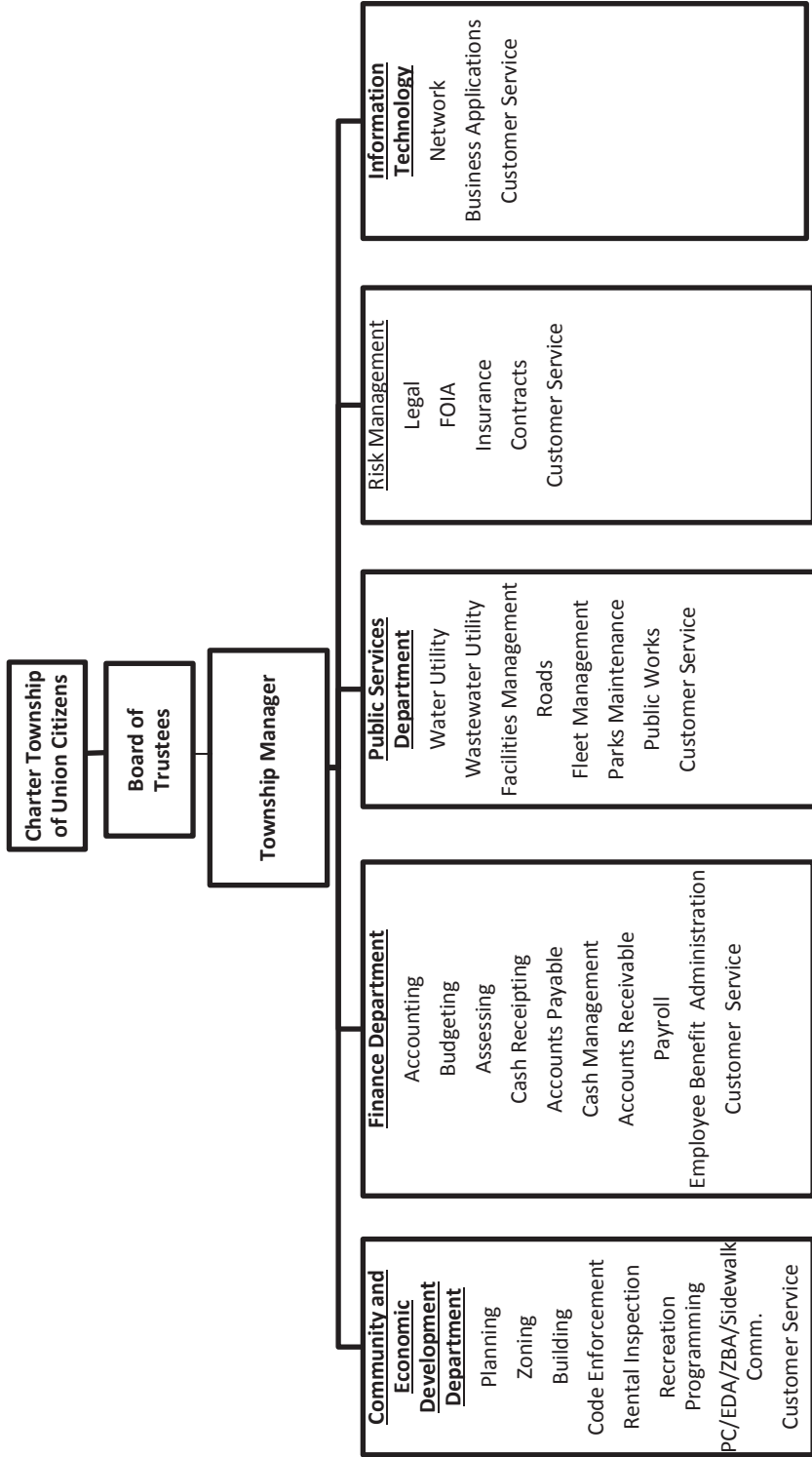
State of Michigan Vehicle Operator's License.

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

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to sit, talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. The employee is required to stoop, bend, kneel and/or crouch while working in the office or occasionally in the field. The employee will occasionally lift equipment of light to moderate weight. While performing the duties of this job the employee works indoors, and occasionally outdoors, and must be able to tolerate working in changing weather conditions. The job requires travel by car to work sites. The noise level in the work environment is generally quiet but may be loud in the field.



To: Mark Stuhldreher Township Manager	DATE: 03/21/2019
FROM: Peter Gallinat Township Planner	DATE FOR BOARD CONSIDERATION: 03/27/2019
ACTION REQUESTED: Following a public hearing adopt Zoning Map Amendment Ordinance 2019-02 and publish notice of adoption in the newspaper.	

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The rezone request is located at S. Lincoln Rd on a vacant parcel (PID 14-020-20-001-05 zoned R-3A (Multiple Family Residential District). The request is to only rezone a portion of the property from R-3A to B-5 for the expansion of an existing self-storage building operation. The application was first submitted for review at the November 2018 Planning Commission meeting. At that time the applicant withdrew the request to later submit at another time.

The rezone request was re-submitted for review at the January 2019 Planning Commission meeting. In addition to the rezone request the applicant simultaneously requested a special use permit at a different location for the same purpose of expanding an existing self-storage building operation. The Planning Commission held public hearings for both items and carefully considered each request. The Planning Commission voted to postpone the consideration of SUP 2019-01 to allow the process of REZ 2019-01 and related site plan and land use approvals to proceed to finality before a decision on SUP 2019-01 is made.

The Planning Commission voted to recommend approval of REZ 2019-01 because the rezone would be contiguous to the existing zoning, conforms with the Future Land Use Map, Rural Buffer and Growth Boundary. Township utilities are available at the boundary line of the rezone request. The rezone request would allow for maximum development of the existing B-5 parcels along M-20.

On February 27, 2019 Ordinance 2019-02 was introduced to the Board of Trustees which held a first reading. After careful consideration the Township Board voted to hold a public hearing regarding the adoption of Zoning Map Amendment on March 27, 2019.

If the Zoning Map Amendment Ordinance 2019-02 is ultimately adopted the applicant would later need submit and receive approval for a Special Land Use permit for self-storage buildings in a B-5 District. A site plan needs to be reviewed and approved by the Planning Commission as well.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The rezoning request has been reviewed by the Township Planning Commission and recommended approval. The rezoning request was forwarded to the Isabella County Planning Commission January 24th to be reviewed on February 14th. The 2-14-19 County Planning Commission meeting was canceled however; the approval of the County Planning Commission shall be conclusively presumed unless the Commission has notified the Township Clerk within 30 days of its receipt to the contrary. The County Planning Commission had no comment after reviewing the request later at on March 14th, 2019 meeting.

PROJECT IMPROVEMENTS

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

1. Commerce

COSTS

N/A

PROJECT TIME TABLE

This is done in a 3-step process. The First step is to introduce the Ordinance at a board meeting to hold a 1st reading. At this first meeting the board votes to publish for a public hearing on the adoption of said Ordinance. The second step is to hold that public hearing for the adoption of the Ordinance at the next Township board meeting. At the next Township board meeting the board votes to adopt the Ordinance and publish a notice of the adoption. The publishing of a notice of adoption is the third and final step of the Ordinance process for the Township Board.

RESOLUTION

It is further resolved that the Board of Trustees adopted Ord 2019-02 on March 27, 2019. This Ordinance shall take effect seven (7) days after a notice of adoption is published in the newspaper on March 30, 2019.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**ADOPTION NOTICE: Charter Township of Union, Isabella
County, Michigan
ORDINANCE # 2019-02
Rezoning**

SUMMARY: An Ordinance to amend the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, to rezone 8.87 Acres of property located at S. Lincoln Rd. PID 14-020-20-001-05 in Section 20, T14N-R4W, Union Township, Isabella County, State of Michigan from R-3A (Multiple Family Residential District) to B-5 (Highway Business District)

The Charter Township of Union, Isabella County, Michigan, hereby ordains:

SECTION 1 – Amendment. The Zoning Map of the Charter Township of Union, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Union pursuant to Section 2.2, shall be amended so 8.87 acres of the property located at S. Lincoln road PID 14-020-20-001-05, in Section 20, T14N-R4W, Union Township, Isabella County, State of Michigan, shall be rezoned to the B-5 (Highway Business District).

SECTION II. – Title. This Ordinance shall be known and cited as the Charter Township of Union Ordinance Number 2019-02, amending the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended.

SECTION III- Severability. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

SECTION IV – Effective Date. This Ordinance will take effect seven (7) days after publication.

This proposed Ordinance for the Charter Township of Union was adopted by the Union Township Board of Trustees, at a regular meeting on March 27, 2018 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. Comments concerning this Ordinance may be made in writing or in person to the Township Board at this address. A true copy of this Ordinance may be obtained or inspected on the township’s website, <http://www.uniontownshipmi.com/BoardsandCommissions/PublicNotices.aspx>

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

Morning Sun: *Please publish in a display ad in 8 pt. type, on Saturday 03/30/2019
Please send one affidavit of publication.*



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: March 21, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 03/27/2019
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members’ Code of Conduct	

Current Action Emergency

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

Finance Approval N/A

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 3.3 (Board Members Code of Conduct), are to be reviewed and monitored for compliance on an annual basis.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

Board Policy 3.3 - Board Members’ Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Due to length, the complete policy is attached to this memo. Also attached is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy Name: 3.3 Board Members' Code of Conduct
Type of Review: Internal by the Board
Review Occurrence: Annual
Date: March 2019

Policy Wording

3.3 POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

- 3.3.1 Members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
- 3.3.2 Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - 3.3.2.1 There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - 3.3.2.2 When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall abstain herself or himself without comment from not only the vote, but also from the deliberation.
 - A. Exception: Where a board member has special expertise and has a conflict of interest, the board may choose to allow the member with the conflict to participate in the discussion, but not the vote.
 - 3.3.2.3 Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates.
- 3.3.3 Board members may not attempt to exercise individual authority over the organization.
 - 3.3.3.1 Members' interaction with the Township Manager or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 - 3.3.3.2 Member interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - 3.3.3.2.1 When interacting with public, media or other entities, Board members must recognize explicitly stated board decisions.
 - 1. The Township Supervisor is the official spokesperson for the Board and may delegate that role.

2. Board members may discuss CONTENT issues with the media but not personal attacks on other Board member(s).
3. Preceding any comment to the media, board members will make it clear that their comments are personal opinion as an individual member of the board and citizen of the township and not the position of the board.
4. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, board members will direct media questions on the specific lawsuit to the Township Manager.

3.3.3.3 Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the Township Manager, members will not express individual judgments of performance of employees of the Township Manager.

3.3.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.

3.3.5 Members will be properly prepared for board deliberation.

Use this evaluation form for discussion at the Board of Trustees Meeting on March 27, 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 the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by its' policies more completely?