



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**May 22, 2019**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. 2018 Audit Presentation – Yeo & Yeo
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. Planning Commission and ZBA updates by Township Planner
  - C. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
    1. Approved April 13, 2019 ZBA Minutes
  - B. Minutes – May 8, 2019- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Consider approval to extend a Professional Service Agreement with ROWE PROFESSIONAL SERVICE COMPANY in connection with sidewalk and pathway community development projects and to authorize the Township Manager to sign the requisite documents

- B. Discussion/Action: (Gallinat) Consider Adoption of Zoning Map Amendment Ordinance 2019-03. Publish notice of adoption in the Morning Sun (Roll Call Vote)
- C. Discussion/Action: (Board of Trustees) Review Manager Compliance with Policy Governance Policy 2.3 - Compensation & Benefits
- D. Discussion/Action: (Board of Trustees) Review Manager Compliance with Policy Governance Policy 2.5.10 - – Cashflow Adequacy
- E. Discussion/Action: (Board of Trustees) Review Board Compliance with Policy Governance Policy 3.1 - Cost of Governance
- F. Discussion/Action: (Stuhldreher/Board of Trustees) Begin Discussion to inform FY 2020 budget development on what goals to execute to achieve ENDS

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	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2022
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	Liz	Presnell	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

**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting**

A regular meeting of the Charter Township of Zoning Board of Appeals was held on April 3, 2019 at 7:00 p.m. at Union Township Hall.

**Meeting was called to order at 7:00 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**

**Theisen** moved **Sheahan-Stahl** supported the approval of the March 6, 2019 minutes as presented. **Vote: Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

Mielke - updates from the Planning Commission

**Approval of Agenda**

**Mielke** moved **Sheahan-Stahl** 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 – 7:03 p.m.

No comments were offered.

**New Business**

- A. VAR 2019-03 - 5316 E. Pickard., Mt Pleasant, MI 48858 Owner: SOS Holding Company LLC: A variance from section 24.4.1 for parking area setback requirement**

Township Planner, Gallinat read the Public Hearing Notice for Variance 2019-03, a variance from section 24.4.1, requesting 10 feet for parking area setback requirement. Background history was given, stating that the applicant currently has an approved site plan, with the condition that this variance is granted.

**Public Hearing**

Public Hearing – open 7:05 p.m.

No Comments were offered.

Public Hearing – closed 7:05 p.m.

Tim Beebe of CMS&D, representative of the applicant, stated the desire of a 10ft variance from the 20ft requirement for parking area setback from the right of way.

Discussion was held by the ZBA board.

**Sheahan-Stahl** moved **Hunter** supported to approve VAR 2019-03 for 10 feet for parking lot setback requirement, based on the criteria from section 5.8.C.1.a of the Board of Appeals powers and duties section, that special conditions and circumstances exist that are peculiar to the land, structure, or building involved and that are not applicable to other lands, structures, or buildings in the same Zoning District.

**Vote: Ayes: 5 Nays 0. Motion carried.**

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 May 2019.

### **Other Business**

#### **Extended Public Comment**

Open 7:29 p.m.

No comments were offered.

#### **Final Board Comment**

Theisen suggested thoroughly going over section 5.8 Board of Appeals: Powers and Duties during the zoning rewrite

#### **Adjournment**

Chair Warner adjourned the meeting at 7:31 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 May 8, 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, Trustees B. Hauck, Trustee Mikus, Trustee Lannen, and Trustee Woerle

Excused: Treasurer Rice

**Approval of Agenda**

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

**Presentations**

Jim Horton of the 4<sup>th</sup> District County Commission updated the board on the county government.

**Public Hearings**

**Public Comment** - open 7:08 p.m.

No comments were offered.

**Reports/Board Comments**

**A. Board Member Reports**

Hauck – Isabella County Road Commission Updates

Lannen – Isabella County Board of Commissioners Updates and Reported on 2-day Policy Governance Boot Camp that he attended

Mikus – Annual Clean Up Day update –Art DeLorenzo, Mike Lyon and Trustee Hauck have volunteered for the June 8<sup>th</sup> event from 8am to 12pm

Woerle – Commented on 2% Grant distribution will be held May 30<sup>th</sup>

**Consent Agenda**

- A. Communications
- B. Minutes – April 24,2019- regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

## **BOARD AGENDA**

### **A. Discussion/Action: (Gallinat): Approve SUP 2019-02 located at S. Lincoln Rd for the expansion of existing self-storage building operation as a special use on the condition that a site plan is approved by the Township Planning Commission**

**Mikus** moved **Lannen** supported to approve SUP 2019-02 located at S. Lincoln Rd. for the expansion of existing self-storage building operation as a special use on the condition that a site plan is approved by the Township Planning Commission. **Roll Vote: Ayes: Gunning, Cody, Hauck, Lannen, Mikus, Woerle. Motion Carried.**

### **B. Discussion/Action (Gallinat): Introduce Zoning Map Amendment Ordinance 2019-03 for First Reading. Publish proposed Ordinance adoption for May 22, 2019**

**Lannen** moved **Cody** supported the approval of Zoning Map Amendment Ordinance 2019-03 for First Reading and to publish proposed Ordinance Adoption for May 22, 2019. **Vote: Ayes: 6 Nays: 0. Motion Carried.**

### **C. Discussion/Action (Stuhldreher): Consider Resolution Expressing a Position on Option for Nonpartisan Township Office Elections**

**Woerle** moved **Mikus** supported to record that the Charter Township of Union Board of Trustees communicate to the MTA that Union Township is in opposition to legislation that would allow township boards the option to have its elected officials appear as nonpartisan on the ballot. **Roll Call Vote: Ayes: Gunning, Hauck, Mikus, and Woerle Nays: Cody and Lannen Motion carried.**

## **EXTENDED PUBLIC COMMENT** - Open 8:32 p.m.

Jim Horton 3089 Hunters Trail - commented that he is very supportive of this Board.

## **MANAGER COMMENTS**

- Still looking for seasonal part time park employees
- Reported that McDonald's Restaurant has dropped sidewalk appeal both Lincoln Rd. & Remus Rd.
- Mercantile Bank construction will be starting soon just off E. Pickard Rd.
- Reported that he signed the yearly agreement with Mid-Michigan Area Cable Consortium to continue the televised recordings of Township meetings.
- City/Township met with the Swim Friends of Mid-Michigan to continue discussions of the proposed aquatic center and possible governance and funding options
- Requested RSVP's from Board for the 6<sup>th</sup> Annual Leadership Luncheon
- Reported on Wage Study and Classification staff interviews have taken place and the presentation will most likely be on either the June 26<sup>th</sup> or July 10<sup>th</sup> Board meeting
- Clarified #10 of the General Requirements for the Special Use Permits stating the Board's rights
- Updated on Facilities Agreement for Pony League

## **FINAL BOARD MEMBER COMMENTS**

**Gunning** – Commented on single use plastics and stated that he would like the Township to take a position as a on this issue – add as a future discussion item. Township Manager stated he would recap the act he is referring to and email the Board.

**Cody** – Commented that the Secretary of State announced they have reached an agreement regarding “ballot selfies”.



Hauck – Commented on road work that has begun and citizen comments regarding roads.  
Lannen– Mentioned that he would be attending the MTA Township Assessing meeting.  
Mikus – Stated that he will not be attending the May 22 Board Meeting.  
Woerle – Commented that Final Board comments should be brief.

**ADJOURNMENT**

**Cody** moved **Mikus** supported to adjourn the meeting at 8:41 p.m. **Vote: Ayes: 6 Nays: 0.**  
**Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Jennifer Loveberry)*

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/22/2019	101	17(S)	00262	GRAND TRAVERSE RUBBER SUPPLY	BX-069 BX-069 RETURN	20.20 <u>(20.20)</u> 0.00
05/10/2019	101	262(E)	01186	COYNE PROPANE LLC	PROPANE - WWTP	584.64
05/22/2019	101	21041	01358	21ST CENTURY MEDIA-MICHIGAN	CLASSIFIED AD-PART TIME SEASONAL HELP	507.00
05/22/2019	101	21042	00084	B S & A SOFTWARE	BSA SUPPORT SERVICES 5-1-19 TO 5-1-20	6,644.00
05/22/2019	101	21043	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - APR 2019	3,586.12
05/22/2019	101	21044	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - APR 2019	2,032.50
05/22/2019	101	21045	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - PARKS	206.06
05/22/2019	101	21046	00099	CENTRAL CONCRETE PRODUCTS CO. INC	21AA CRUSHED CONCRETE FOR DRIVE REPAIR	62.81
05/22/2019	101	21047	01623	CLARK HILL PLC	SERVICES RENDERED THROUGH APRIL 30, 2019	3,134.00
05/22/2019	101	21048	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - MAR ADOBE ACROBAT PRO DC INSTALL MANAGED IT, EMAIL & PHONE SERVICE - JUNE	243.39 131.25 <u>4,997.75</u> 5,372.39
05/22/2019	101	21049	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES	1,029.82
05/22/2019	101	21050	01242	CULLIGAN WATER	WATER - WWTP APR 2019	17.00
05/22/2019	101	21051	00725	CUSTOM OFFICE SYSTEMS	OFFICE DESK/STORAGE SET UP FOR ASSESSING	1,664.25
05/22/2019	101	21052	00176	PATRICIA DEPRIEST	FLEX MEDICAL REIMBURSEMENT 5/2/19	205.00
05/22/2019	101	21053	00188	DOUG'S SMALL ENGINE	OIL FILTER - KOHLER MOWER BELT - PARKS	10.42 <u>88.00</u> 98.42
05/22/2019	101	21054	00207	E & S GRAPHICS, INC	2019 CLEAN UP DAY FLYER & POSTAGE	1,075.34
05/22/2019	101	21055	00209	ETNA SUPPLY COMPANY	2" METER FOR MERCANTILE BANK MTR 3/4" - HOOKUPS	1,810.00 <u>1,080.00</u> 2,890.00
05/22/2019	101	21056	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE - ODOR CONTROL ASSY, ELECTROLYZ.BP	10,319.36 <u>7,310.94</u> 17,630.30
05/22/2019	101	21057	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT MAY 2019	40.00
05/22/2019	101	21058	00249	GILL-ROY'S HARDWARE	BATTERIES - PARKS SINGLE CUT KEY TWP HALL MISC. SUPPLIES	20.98 1.99 <u>31.35</u> 54.32
05/22/2019	101	21059	01116	ISABELLA COUNTY COMMUNITY DEVELOPME	GIS DATA PARTNERSHIP PARCELS	425.00
05/22/2019	101	21060	00360	KIMBALL MIDWEST	SAFETY GLASSES/ELECTRICAL SUPPLIES	320.18
05/22/2019	101	21061	00398	MCGUIRK SAND - GRAVEL INC	BULK WATER PERMIT #2019-001	490.00
05/22/2019	101	21062	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - APR 2019 ZONING ORDINANCE REVISION THRU APRIL 30,	12,210.00 <u>3,357.50</u> 15,567.50
05/22/2019	101	21063	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN NEW EMPLOYEE - T. WARD	27.00
05/22/2019	101	21064	00422	MICHIGAN PIPE & VALVE	SHUT OFF BOX AT SOARING EAGLE RETREAT	75.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/22/2019	101	21065	01274	MORRISON INDUSTRIAL EQUIPMENT CO	OIL & FILTER CHANGE - FORK LIFT	153.70
05/22/2019	101	21066	00494	NORTH CENTRAL LABORATORIES	QA/QC STANDARD	213.44
05/22/2019	101	21067	00131	PERCEPTIVE CONTROLS, INC	LIFT STATION RADIO REPAIR	1,278.60
05/22/2019	101	21068	01595	ROMANOW BUILDING SERVICES	APR JANITORIAL SERV - WATER PLANT	204.64
					APR JANITORIAL SERV - WWTP	306.96
					APR JANITORIAL SERV - TWP HALL	511.58
						<u>1,023.18</u>
05/22/2019	101	21069	01090	SIMPLY ENGRAVING	NAME PLATE - PRESNELL	7.00
05/22/2019	101	21070	01495	MARK STUHLBREHER	MILEAGE/HOTEL/MEAL REIMBURSEMENT	453.69
05/22/2019	101	21071	00637	SWEENEY SEED CO.	ROADSIDE MIX SEED / FERTILIZER - WWTP	331.50
05/22/2019	101	21072	00720	UNION TOWNSHIP LITTLE LEAGUE	ROTH ELECTRIC PA SYSTEM- 50% DWN PMT	2,500.00
05/22/2019	101	21073	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	10.11
05/22/2019	101	21074	01013	USA BLUE BOOK	DPD 1 DISPENSER/TESTING SUPPLIES	1,027.52
05/22/2019	101	21075	00723	WINN TELECOM	PHONE SERVICE 5/1/19 - 5/30/19	167.25
05/22/2019	101	21076	01246	WOLVERINE POWER SYSTEMS	OIL FILTER & CHANGE - TRAILER UNIT 5	290.00
					OIL FILTER & CHANGE - LIFT STATION 14	300.00
						<u>590.00</u>
05/22/2019	101	21077	00732	YEO & YEO, PC	AUDIT SERVICES THROUGH 4/30/19	12,500.00

101 TOTALS:

Total of 39 Checks:

83,994.64

Less 0 Void Checks:

0.00

Total of 39 Disbursements:

83,994.64

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: May 2, 2019**

**PPE: April 27, 2019**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	29,880.36
EDDA		-
WDDA		-
Sewer Fund		31,429.39
Water Fund		22,930.39
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>84,240.14</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	57,422.19
Employer Share Med		829.02
Employer Share SS		3,544.54
SUI		114.73
Pension-Employer Portion		3,858.74
Workers' Comp		601.19
Life/LTD		-
Dental		1,086.33
Health Care		16,648.17
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		135.23
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>84,240.14</b>

CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2019

BOARD MEMBER: Bill Hauck

MONTH: April 2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-11	ICRC	X		\$50
4-25	ICRC		X	\$75

SIGNATURE: Bill Hauck Date: 4-26-19

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 - April 29, 2019 through May 5, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			1
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire	1	3	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire	1	2	
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
251		Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	1
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	2	4	
	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			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	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	1	2	
	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			1
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	7		6
		YTD Response for Union Twp/City	119		165

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - May 6, 2019 through May 12 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	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	2	1
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries	1	2	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			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			1
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1	2	1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival	1	14	
	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	2	

	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	5		10
		YTD Response for Union Twp/City	124		175

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

**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> May 15, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> May 22, 2019
<b>ACTION REQUESTED:</b> Consider approval to extend a Professional Service Agreement with ROWE PROFESSIONAL SERVICE COMPANY in connection with sidewalk and pathway community development projects and authorize the Township Manager to sign the requisite documents.	

Current Action  Emergency

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

Finance Approval MDS

**BACKGROUND INFORMATION**

At the March 11, 2015 Board of Trustee meeting an Agreement was approved with ROWE PROFESSIONAL SERVICE COMPANY in connection with sidewalk and pathway community development projects. The Board approved the Agreement for 3 years with a 2-year renewal clause to be approved by the Board. That Agreement had an ending date of May 31, 2018. The Administration is recommending the extension of the Agreement to not include a specific end date but instead allow for the termination of the Agreement with 90 days' notice by either party.

As this Agreement provides for services on an as needed, project by project basis, before any work commences on a project, the consultant will provide the Township with a budget for the proposed scope of work for approval in advance of commencing any the work.

**SCOPE OF SERVICES**

Example of services provided for under the Agreement include:

- Consultation
- Specification Preparation
- Surveying
- Design
- Construction Management
- Other services as outlined in the attached Agreement

**JUSTIFICATION**

The activity as it relates to sidewalks and pathways has increased and the need for professional consultation services is apparent in order to complete projects.

**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 Agreement is constructed on a project by project basis and uses the annual rate scheduled that is attached to the Agreement. This schedule will be provided each year in January.

**PROJECT TIME TABLE**

This is an ongoing consultation service agreement and as such, there will be times when work is occurring and other time when no billable hours are being accrued.

**RESOLUTION**

Resolved, the Professional Service Agreement with ROWE PROFESSIONAL SERVICE COMPANY in connection with sidewalk and pathway community development projects is approved and the Township Manager is authorized to sign the requisite documents.

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

Yes:

No:

Absent:

**AGREEMENT FOR CONSULTING SERVICES  
BETWEEN THE CHARTER TOWNSHIP OF UNION, MICHIGAN  
AND  
ROWE PROFESSIONAL SERVICES COMPANY**

**THIS AGREEMENT**, made as of the \_\_\_ day of \_\_\_\_\_, A.D., 2019, by and between the **CHARTER TOWNSHIP OF UNION, MICHIGAN**, a Michigan Municipal Corporation, hereinafter called the **TOWNSHIP**, and **ROWE PROFESSIONAL SERVICES COMPANY**, hereinafter called the **CONSULTANT**.

**WHEREAS, TOWNSHIP** desires to employ **CONSULTANT** to render professional services for consultation, reports, specification preparation, designs or representations in connection with additions to and/or extensions of the municipal sidewalk and pathway systems, or community development projects.

**THEREFORE, TOWNSHIP** and **CONSULTANT** in consideration of their mutual covenants herein agree in respect of the performance of professional services by **CONSULTANT** and the payment for those services by **TOWNSHIP**, as set forth below.

**SECTION 1** **BASIC SERVICES OF THE CONSULTANT**

The **CONSULTANT** shall:

- 1.1 Serve as **CONSULTANT** and advise **TOWNSHIP** on a project by project basis as authorized by Township.
- 1.2 Consult with **TOWNSHIP** to determine **TOWNSHIP'S** requirements for an authorized project and review available data.
- 1.3 Perform specific studies, grant applications, planning, or design project(s) upon written authorization from **TOWNSHIP** and serve as **TOWNSHIP'S CONSULTING** representative for the project(s), program(s) or service(s) authorized.
- 1.4 Secure and maintain such insurance under the Worker's Compensation Act and for bodily injury, death, or property damage, which may arise from the performance of the services under this Agreement, with limits and coverages acceptable to Township
- 1.5 Designate a person to act as **CONSULTANT'S** representative, with respect to an authorized project. This person shall have the authority to make decisions and bind the **CONSULTANT**.
- 1.6 **CONSULTANT** agrees to notify the **TOWNSHIP** Manager or his designee of any private party contract(s) which have the potential of causing an appearance of impropriety. **TOWNSHIP** will have 48 hours to approve/disapprove **CONSULTANT'S** work on that contract. Failure of the **TOWNSHIP** to respond within 48 hours shall constitute approval.
- 1.7 The **CONSULTANT** shall provide or obtain necessary surveys, research, analysis, and other information normally required to complete the development of capital improvement projects. As special or unusual needs or situations are identified, the **CONSULTANT** will promptly notify the **TOWNSHIP** Manager and develop a recommendation of how these should be addressed for the **TOWNSHIP'S** approval.
- 1.8 The **CONSULTANT** shall perform its services in accordance with generally accepted engineering practices. Services are rendered without any other warranty, express or implied, and the Consultant shall be solely responsible for its own negligence.

## **SECTION 2**

## **TOWNSHIP'S RESPONSIBILITIES**

The **TOWNSHIP** shall:

- 2.1 Provide **CONSULTANT** with complete information concerning the background and requirements of the authorized project(s), program(s), or service(s).
- 2.2 Assist **CONSULTANT** in securing rights of entry upon public and private lands as required for **CONSULTANT** to perform authorized work.
- 2.3 Give thorough consideration of all reports, sketches, estimates, drawings, specifications, proposals, and other documents as presented by **CONSULTANT** and inform **CONSULTANT** of all decisions within a reasonable time as not to delay the work of **CONSULTANT**.
- 2.4 Designate a person to act as **TOWNSHIP'S** representative with respect to a specific authorized project. The person designated as **TOWNSHIP'S** representative shall have complete authority to transmit instructions, receive information, interpret and define **TOWNSHIP'S** policies and decisions with respect to the authorized work.

## **SECTION 3**

## **PAYMENT**

- 3.1 For services rendered by **CONSULTANT** under the terms of this Agreement, **TOWNSHIP** shall pay **CONSULTANT** on an hourly basis, or such other basis as agreed by each party in advance of performing the work.
- 3.2 For the Services of Employees on an hourly basis, the rate shall be as designated in **CONSULTANT'S** current Hourly Billing Rate Schedule that has been provided. The hourly billing rate schedule is adjusted by the **CONSULTANT** annually (typically May 1<sup>st</sup> of each calendar year) and will be provided by the **CONSULTANT** to the **TOWNSHIP** on an annual basis for review and approval. The **CONSULTANT'S** Hourly Billing Rate Schedule includes expenses such as telephone, copies and mileage. These will not be billed directly to the **TOWNSHIP**. Any statement or invoice shall detail the project involved, the employee and their classification, hours worked and the hourly charge for that employee's services.
- 3.3 Where requested by the **TOWNSHIP**, and when the scope for a particular project or assignment is defined, the **CONSULTANT** shall provide the **TOWNSHIP** with a budget for the proposed work for **TOWNSHIP** approval in advance of commencing the work.
- 3.4 Payment for services rendered and properly invoiced are due within 30 days following presentation thereof.
- 3.5 Invoices for professional services unpaid after 45 days shall bear interest at the rate of 1% per month from and after said 45-day period.

## **SECTION 4**

## **MISCELLANEOUS**

- 4.1 Opinions of probable construction cost, financial evaluations, feasibility studies, economic analysis of alternate solutions and utilitarian consideration of operations and maintenance costs prepared by **CONSULTANT** hereunder will be made on the basis of **CONSULTANT'S** experience and qualifications, and represent **CONSULTANT'S** best judgment as an experienced and qualified design professional. It is recognized, however, that **CONSULTANT** does not have control over the cost of labor, material, equipment or services furnished by other or over market conditions or contractor's methods or determining their prices, and, therefore, **CONSULTANT** does not guarantee that proposals, bids or actual costs will not vary from opinions, evaluations or studies submitted by **CONSULTANT** to

**TOWNSHIP** hereunder.

- 4.2 The **CONSULTANT** shall furnish to the **TOWNSHIP** reproducible final engineering drawings of the facility that is being constructed. The original shall remain the property of the **CONSULTANT**. They are not intended or represented to be suitable for reuse by **TOWNSHIP** or others in extensions of the facility beyond that now contemplated or on any other facility. Any reuse by **TOWNSHIP** without written verification or adaptation by **CONSULTANT** for the specific purpose intended will be at **TOWNSHIP'S** sole risk and without liability or legal expense to **CONSULTANT**.
- 4.3 The obligation to provide further services under the Agreement may be terminated by (a) **TOWNSHIP** with or without cause upon ninety (90) days written notice to **CONSULTANT**; and (b) **CONSULTANT** with or without cause upon ninety (90) days written notice to **TOWNSHIP**. In the event of any termination, **CONSULTANT** will be paid for all services and reimbursable expenses rendered to the date of termination. Further, **CONSULTANT** shall be required to complete any ongoing projects should **TOWNSHIP** require same.
- 4.4 **TOWNSHIP** and **CONSULTANT**, and their representative partners, successors, executors, administrators, assigns and legal representative of each are bound by this Agreement to the other party to this Agreement and to the partners, successors, administrators, assigns and legal representative of such other party in respect of all covenants, agreements and obligations of this Agreement.
- 4.5 Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **TOWNSHIP** or **CONSULTANT**.
- 4.6 In an effort to resolve any conflicts that arise during services covered by this agreement, the **TOWNSHIP** and **CONSULTANT** agree that disputes will be submitted to nonbinding mediation, unless parties mutually agree otherwise.
- 4.7 This document shall be governed by laws of the State of Michigan.
- 4.8 It is understood that the **CONSULTANT** is an independent contractor, responsible to the **TOWNSHIP** for results of this undertaking by the **CONSULTANT** and is not an employee or agent of the **TOWNSHIP**.
- 4.9 The **CONSULTANT** shall not discriminate against any employee or applicant for employment because of age, race, color, religion, national origin, or sex.
- 4.10 Neither the activities of the **CONSULTANT** or the presence of their employees or subcontractors at a project site shall not relieve the **CONTRACTOR** from their responsibilities, obligations, and duties for construction means, methods, sequence, techniques, or procedures necessary for performing , superintending, and coordinating the work in accordance with the contract documents and any needed health or safety precautions. The **CONSULTANT** and its personnel do not have authority to exercise any control over any construction contractor or its employees in connection with their work or any health and safety programs or procedures.



**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement as of the day and year first above written.

**CHARTER TOWNSHIP OF UNION, MICHIGAN**

\_\_\_\_\_  
Mark Stuhldreher, Manager

\_\_\_\_\_  
Witness

**ROWE PROFESSIONAL SERVICES COMPANY**

\_\_\_\_\_  
Steven M. Clark, Project Administrator

\_\_\_\_\_  
Witness

Billing Rate Ranges

5/5/19 through 5/1/20

Flint, Lapeer, Mt. Pleasant, & Farmington Hills Offices

This copy provided to: Matt Stubldreher (mgr.) By: SME Date: 5/13/19  
Charter Township of Union

	Category	Billing Rate Range
<p style="font-size: small; margin: 0;">19060</p> <p style="color: red; font-size: x-small; margin: 0;">Confidential information: May be provided to clients or prospective clients for background information. Recipients are asked to keep this information <b>CONFIDENTIAL</b> and not distribute it to other firms, entities or persons without explicit approval from ROWE.</p>	Professional Surveyors	\$110 – \$150
	Graduate Surveyors	\$90
	Survey Project Coordinators	\$110
	Survey Office Technicians	\$80 – \$92
	Survey Crew Chiefs	\$93
	Survey Field Technicians	\$65 – \$83
	Mapping Project Coordinators	\$100 – \$105
	Cartographers	\$90 – \$95
	Professional Engineers	\$120 – \$165
	Graduate Engineers	\$100 – \$110
	Engineering Technicians	\$80 – \$100
	Professional Landscape Architects	\$100 – \$140
	Graduate Landscape Architects	\$100 – \$110
	Professional Planners	\$100 – \$115
	Graduate Planners	\$90 – \$100
	Support and Clerical Staff	\$55 – \$100
Co-ops / Interns	\$60 – \$65	
Principals and Department Heads	\$155 – \$165	



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher Township Manager	<b>DATE:</b> 05/16/2019
<b>FROM:</b> Peter Gallinat Township Planner	<b>DATE FOR BOARD CONSIDERATION:</b> 05/22/2019
<b>ACTION REQUESTED:</b> Move to adopt Zoning Map Amendment Ordinance 2019-03. Publish notice of adoption in the Morning Sun Newspaper. (Roll Call Vote)	

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

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

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

### BACKGROUND INFORMATION

During the April 16, 2019 Planning Commission meeting a public hearing was held for the rezoning of property at 5115 Stirrup Dr. from R-5(Mobile or Modular Home District) to R-2B (One- and Two-Family Medium-Density District). The intent of the rezoning application is for a group day care home. This is a special use permitted in an R-2B District but not an R-5 District. If the rezone is adopted the applicant plans to then seek a Special Use permit for a group day care home.

Following the public hearing the Planning Commission reviewed the application and recommended adoption as the request is consistent with the Future Land Use map of the Master Plan. On May 8, 2019 the Board of Trustees were introduced Zoning Map Amendment 2019-03. After hearing from the applicant and considering the Planning Commission’s recommendation the Board voted to consider adoption of the Ordinance at the May 22, 2019 meeting.

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

Following a public hearing the Planning Commission reviewed and recommended approval of Zoning Map Amendment Ordinance 2019-03. The Board of Trustees voted to consider the adoption of the Zoning Map Amendment 2019-03 at the May 22, 2019 meeting. The proposal was reviewed by the Isabella County Planning Commission on May 9, 2019 but, gave no comment.

### PROJECT IMPROVEMENTS

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

1. Community well-being and common good.
2. Commerce

**COSTS**  
N/A

**PROJECT TIME TABLE**

The first step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to publish notice for the adoption of said Ordinance. The second step is to then consider adoption of the Ordinance at the meeting that was noticed. If the Township Board adopts the Ordinance a notice of adoption will be published in the Newspaper.

**RESOLUTION**

Authorization is hereby given to publish notice of adoption of Ordinance 2019-03 at the May 22, 2019 Board of Trustees meeting.

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

Yes:  
No:  
Absent:



Julie Recker &lt;julierecker64@gmail.com&gt;

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**Re: Rezoning for home business**

1 message

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**Bond, Jeremy T** <bond1jt@cmich.edu>  
To: "julierecker64@gmail.com" <julierecker64@gmail.com>

Tue, Apr 16, 2019 at 5:02 PM

To Whom It May Concern:

I offer this letter in full support of Ms. Julie Recker's request to rezone the area of Copper Estates subdivision such that the operation of an in-home Child Care facility would be permissible. Ms. Recker and her family have been next door neighbors of mine and my wife's since not long after we took up residence in our current home, in the summer of 2008. In addition to being long-time neighbors, I consider Julie and her family, family friends of ours. Julie and I have respectively trusted one another's grandchildren and children to the other's care. Julie and her family are good, honest people, with positive intentions.

This zoning change proposal is reasonable and logical, in that it makes our section of Copper Estates, Stirrup Lane, consistent with the rest of the development. I have every confidence in the merit and appropriateness of Julie's intent to open a licensed childcare facility in her home. Despite our no longer requiring such care (as our oldest child is now a teenager), there remains in Isabella County considerable need for reliable, flexible, and affordable care options, of the sort well-provided by an in-home center. Julie's daughter, Alexa, will soon graduate from Central Michigan University's (CMU) program in early childhood education and, I believe, will work in the in-home center. As CMU's program is well-regarded at the state and national level, my confidence in the future of the childcare facility, and by extension in support of the rezoning request is only further bolstered.

If I can provide any further information, please feel free to contact me via email at [bond1jt@cmich.edu](mailto:bond1jt@cmich.edu), or in my office at 989-774-2094. I will be unavailable tomorrow and Thursday, but resume regular hours (8 a.m. to 5 p.m.) beginning on Friday, April 19.

Sincerely,

Jeremy

**Jeremy T. Bond, D.E.T.**

Interim Director/eLearning &  
Manager/LMS Instructional Support  
Office of Curriculum and Instructional Support  
Park 413K | Central Michigan University | Mount Pleasant, MI 48859  
989-774-2094 | [bond1jt@cmich.edu](mailto:bond1jt@cmich.edu)

*"Luck is the residue of design."* –Branch Rickey





**COMMUNITY DEVELOPMENT**  
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 773-4061  
Fax: (989) 775-6681

May 13, 2019

Peter Gallinat  
Union Township Zoning Administrator  
2010 S Lincoln  
MT Pleasant, MI 48858

RE: Union Township Map Amendment

Mr. Gallinat,

Please be advised that the Isabella County Planning Commission reviewed the map amendment relating to a parcel of land, reference REZ 2019-02. The consensus of the Planning Commission was that there were no comments on this rezoning request. Attached is the excerpt of the unapproved minutes of the meeting related to the reviews.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Ray Johnson  
Planner/Zoning Administrator

Mr. Rogers asked if the conflict of interest when receiving a 300 ft notice is consistent with other municipalities.

Mr. Nieporte indicated it was and as a policy the County notices within 600 ft in the agricultural zoning districts.

Yes: Tim O'Neil, Phillip Vogel, Jeremy Murphy, Jerry Neyer, Kelly Bean, Bob Campbell, Nathan Rogers

No: None

### **UNION TOWNSHIP MAP AMENDMENT**

Mr. Johnson reported on a map amendment submitted by Union Township for review. The amendment would re-zone a property on Stirrup Ln. from Mobile or Modular Home District to One and Two family Density Residential District. The proposed is adjacent to One and Two Family Density Residential property. Mr. Johnson stated that according the submitted minutes the Union Township Planning Commission made a recommendation to approve the amendment to the Township Board.

Mr. Johnson stated that a letter would be forwarded back to Union Township advising them of the Planning Commission's review with no comment.

### **FARMLAND AGREEMENT (PA116) SCHUMACHER - NOTTAWA TOWNSHIP**

Mr. Johnson reported that an application to the Farmland and Open Space Preservation Program (PA116) had been submitted for review and comment. The application is in Nottawa Township Section 28 and is for 35.88 acres for 10 years.

Mr. Johnson stated that application appears to be complete and staff will forward a letter back to the County Clerk's Office advising them of the review.

**PUBLIC COMMENT** – None

**STAFF COMMENTS** –

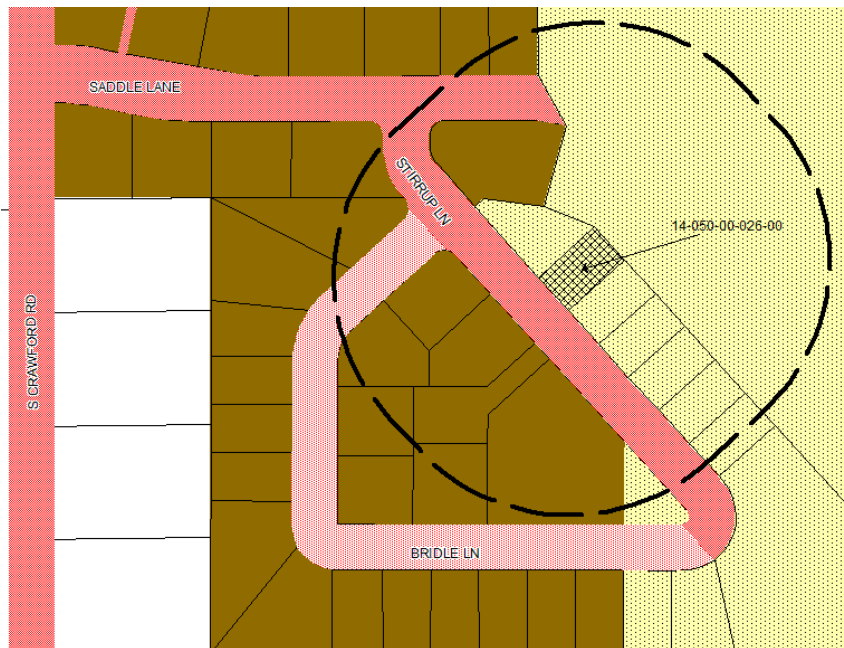
Mr. Nieporte reviewed a submitted site plan by the Chippewa School District for an expansion of the School in Weidman. Mr. Nieporte stated that schools are exempt from certain zoning laws and the review was submitted as a courtesy review only.

**PLANNING COMMISSIONER'S COMMENTS** –

Mr. Rogers asked if there were any wind turbine updates.

Mr. Nieporte indicate that we are no closer to setting site plan review dates at this time.

Below are two maps. The bottom map displays the zoning of each parcel by color. The top map shows the subject property highlighted in GREEN. The Yellow border represents a 300ft radius. Owners within this radius are sent by law a notice of the public hearing.



Parcels colored beige above are zoned R-5. The subject property is currently zoned R-5.

Brown parcels are zoned R-2B and the White parcels are zoned AG. The Applicant (5115 Stirrup Dr). has requested to rezone their property from R-5 to R-2B. The reason is to then seek a Special Use Permit for a group day care home.



# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 16, 2019

Policy Review: 2.3 Compensation and Benefits  
Type of Review: Internal  
Review Interval: Annual  
Review Month: May 2019

## **Policy Wording**

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

Further, without limiting the scope of the foregoing by this enumeration, the Manager shall not:

- 2.3.1 Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.
- 2.3.2 Promise or imply permanent or guaranteed employment to individuals.
- 2.3.3 Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.
- 2.3.4 Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
- 2.3.5 Establish or change defined contribution plans so as to cause unpredictable or inequitable situations, including those that:
  - A. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
  - B. Treat the Township Management Team differently from other key employees.
- 2.3.5.1. Exception: Township Manager contract benefits.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the Township Manager does not: Change his or her compensation package except when the package change is consistent with all other full time employees; promise or imply guaranteed employment to any individual; have employee benefits and compensation package that deviates

materially from geographic or professional market levels; create long term obligations that cannot be paid for from revenue; establish or change retirement benefits that would cause unpredictable or inequitable situations.

**Justification of Reasonability of Interpretation**

The Township Manager's interpretation utilizes the sub units of the policy that are clearly written and approved by the Board of Trustees.

**Data**

- Manager's compensation package is a result of Board approval and has not been changed except as approved by the Board.
- No promise of guaranteed employment has been made or implied by manager.
- Members of Collective Bargaining unit's compensation package is a result of negotiated agreements that are effective January 1, 2018 thru December 2019.
- No changes made to MERS 401(a) plan since adoption in March 2011.
- MERS 457 plan offers additional retirement options for employees.
- Flexible Spending Accounts available to employees at minimal cost to the Township.
- Premium expenses for health insurance benefit plans are shared between the employer and employee at a percentage ratio of 94/6 years.
- The Township is currently engaged in a classification/compensation study determine if wages and benefits are consistent with existing market conditions.

**Compliance**

The Township Manager is in compliance with the policy as stated.

Evaluator: \_\_\_\_\_

## Executive Limitations Evaluation Form

*A tool to be used by individual board members as they evaluate the internal monitoring reports designated in Board-Management Delegation.*

Policy being monitored:

*(Insert actual policy)*

1. Was this report submitted when due?  Yes  No
2. Did the report lay out the Manager's interpretation or an operational definition of the policy?  Yes  No
3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?  Yes  No
4. Was I convinced that the interpretation is justified and reasonable?  Yes  No
5. Did the interpretation address all aspects of the policy?  Yes  No
6. Does the data show compliance with the Manager's interpretation of our policy?  Yes  No

---

Comments regarding further policy development:

1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?  
What is the value that drives your worry?

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2. What policy language would you like to see incorporated to address your worry?

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# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 16, 2019

Policy Review: 2.5.10 Cash Flow Adequacy  
Type of Review: Internal  
Review Interval: Monthly  
Review Month: May 2019

## **Policy Wording**

The Township 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 1) fall below the thresholds defined in Governance Policy 2.4.3 and; 2) other considerations as defined below:

- **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 of Reasonability of Interpretation**

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 revenues are not collected evenly throughout the fiscal year. Property taxes, which account of 23% of General Fund revenue are not collected until December, January, and February of each year and State Revenue Sharing, which account for 56% of General Fund Revenue are only collected semimonthly.

For the Fire Fund, quarterly contract payments are due in July, October, and January; all of which are due prior to the collection of the property taxes, which begin of December 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**

Data used for 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.

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 4,206,399		
GF Unrestricted	\$ 4,206,399	\$ 748,389	Yes
Fire Fund	\$ 1,587,925		
(Fire Truck Reserve)	\$ (447,573)		
FF Unrestricted	\$ 1,140,352	\$ 548,550	Yes
EDDA	\$ 1,097,464		
Projects	\$ (270,260)		
EDDA Unrestricted	\$ 827,204	\$ 28,403	Yes
WDDA	\$ 1,021,220		
Projects	\$ (570,000)		
WDDA Unrestricted	\$ 451,220	\$ 7,745	Yes
Sewer Fund	\$ 3,929,222		
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	\$ 3,690,047	\$ 442,700	Yes
Water Fund	\$ 3,299,998	\$ 203,522	Yes

**Compliance**

All funds are in compliance with policy.

Evaluator: \_\_\_\_\_

## Executive Limitations Evaluation Form

*A tool to be used by individual board members as they evaluate the internal monitoring reports designated in Board-Management Delegation.*

Policy being monitored:

*(Insert actual policy)*

1. Was this report submitted when due?  Yes  No
2. Did the report lay out the Manager's interpretation or an operational definition of the policy?  Yes  No
3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?  Yes  No
4. Was I convinced that the interpretation is justified and reasonable?  Yes  No
5. Did the interpretation address all aspects of the policy?  Yes  No
6. Does the data show compliance with the Manager's interpretation of our policy?  Yes  No

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Comments regarding further policy development:

1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?  
What is the value that drives your worry?

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2. What policy language would you like to see incorporated to address your worry?

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**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> May 16, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 05/22/2019
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance	

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 and 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 3.10 (Cost of Governance), are to be reviewed and monitored for Board compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.10.

**Board Policy 3.10 – Cost of Governance**

At its' highest-level the Policy states: "Because poor governance cost more than learning to govern well, the board will invest in its governance capacity". Due to the length, the entire policy is attached.

**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:** 3.10 Cost of Governance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** May 2019

**Policy:**

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly:

3.10.1 Board skills, methods, and supports will be sufficient to assure governing with excellence.

3.10.1.1 Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

3.10.1.2 Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values.

3.10.2 Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

3.10.2.1 Each year, the Board in the month of September will develop its budget for attendance at conferences and workshops, for third-party monitoring and organizational assessments, and ownership linkage activities including surveys, focus groups and other input mechanisms.

3.10.2.2 For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are **1 hour or less** and \$75 for meetings **over 1 hour**. Meeting sheets must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting. At the conclusion of each calendar month, meeting sheets will be sent to the Township Accountant for submission in the next regular board meeting packet for board approval within the consent agenda. Following approval by the Board of Trustees, the meetings will be paid at the next payroll run.

3.10.3 The intent is to provide tax payers with a fair Township Board meeting attendance pay policy. The intent is to also provide a policy that encourages board members to participate in, learn and share in the many township related and intergovernmental meetings as well as educational sessions or classes. These opportunities should be identified by the township board as a benefit to the Township.

1. In addition to township boards and committees, the board shall decide what meetings are important to have a representative attend, and appoint a board member to attend those meetings.
  - An alternate shall also be appointed in case the assigned member is unable to attend. In the event that neither is able, the original assigned member should attempt to fill the position by asking another board member to attend the meeting.
  - The meeting assignments will rotate every three months to allow each board member the responsibility to attend specific meetings as the board representative to the meetings identified as relevant to the board. For example, one person will be responsible for attending the County Commission meetings and a different person may be appointed to Mt. Pleasant City Commission meetings. The appointment would be for three months.
  - Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.
  - There are already board appointed representatives for the Planning Commission, the EDA, Sustainability Committee and Intergovernmental Committee. The Township needs to have some permanency for these boards so appointments to those committees shall not fall under the rotation. Any other board member wishing to attend these particular meetings will not receive pay unless they are requested by the board to attend.
2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include: negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated unless Section 4 applies.
3. All board members shall be paid to attend Council of Governance, MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting and the two Road Commission Ad Hoc meetings.
4. The township supervisor, clerk, and treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.
5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.
6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.
7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be

paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.
9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.
10. The following is a list of meetings the Board shall assign representatives to attend:
  - Union Township Planning Commission
  - Union Township Economic Development Authority
  - Union Township Sustainability Committee
  - Union Township Intergovernmental Liaison Team
11. The following is a list of meetings the Board may assign a representative to attend:
  - Road Commission regular monthly meetings
  - Isabella County Commission regular meetings
  - City of Mt. Pleasant Board of Commissioners
  - Middle Michigan Development Corporation
  - Others to be added from time to time per approval of the Board.

**Use this evaluation form for discussion at the Board of Trustees Meeting on May 22, 2019.**

**Review all sections of the policy listed and evaluate Board 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 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?