



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 26, 2020**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Planning Commission and ZBA updates by Community and Economic Development Director
  - C. Monthly Report (Township Manager)
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – February 12, 2020 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
10. NEW BUSINESS
  - A. Discussion/Action: (Teall) Consider amends to Policy Governance Manual Township and Township Manager Job Description
  - B. Discussion/Action: (Teall) Policy Governance 2.2 Treatment of Staff
  - C. Discussion/Action:(Board of Trustees) Policy Governance 3.2 Board Job Description
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 – Update on Pung Matter (David Puskar)

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	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	James	Thering Jr.	2/15/2021
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- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	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-BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
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	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Denise	Webster	8/15/2020
3-Township Resident	Sherrie	Teall	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021

# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: February 17, 2020  
Re: February Monthly Activity Report

Attached is the monthly activity report for February.

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



## Monthly Activity Report

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** February 2020

### Global Ends

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

### Prior Month Activities

#### Township Manager

- Provided direction, support and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Responded to numerous FOIA requests
- Held several recurring 1:1 meetings with staff and group staff meetings
- Attended the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month.
- Met with Township Clerk to devise an election worker recruitment program
- Worked on development of sand/gravel application moratorium
- Rodney Nanney, Community and Economic Development Director started work January 6, 2020 and began introducing him to the community
- Met with several citizens and others and regarding a variety of issues
- Was on vacation week of Jan 12 and January 26.

#### Finance Department

##### 1.1 Community well-being and the common good

- Increased interest earned by all funds in the Township by \$142,593 in fiscal year 2019:  
2019 - \$367,733  
2018 - \$225,140

2017 - \$133,632

2016 - \$70,043

- Reviewed investment portfolio for maturing CDs in the short term, reviewed fire fund cash/w upcoming expenditures
- Worked with Isabella Bank to renew 12-month CD earning 2% on funds set aside for the fire truck purchase. These funds may be withdrawn early without penalty.
- Implemented wage and benefit changes in the new collective bargaining agreement for 2020.
- Scheduled the 2019 annual audit with Yeo & Yeo the week of April 6<sup>th</sup>.
- Issued 1099's and W-2's, mailed and submitted to appropriate governmental agencies, employees and vendors.
- Posted the 2019 Amended Budget and the 2020 Adopted Budget on the Township's website
- Post online payments made to the general ledger in January: 64 online utility billing payments totaling \$8,635, 10 building dept payments totaling \$1,160 and 11 tax payments totaling \$31,047
- Reconciled 11 bank accounts
- Disburse funds collected for mobile home and property taxes
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, and FI
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment,
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record said interest earned in the BS&A financial software.
- Calculated interest accrual for the last 10 days in December and entered in G/L
- Mastercard Pmt – 14 Mastercard statements reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online
- Handle all meeting pay requests submitted by the Board of Trustees: email to Office Assistant to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.
- Payroll – 76 Payroll checks and checks to pay for benefits issued during January
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.

## Building, Rental Housing Departments

### 1.3 Safety

- Building Office conducted 1 plan review, issued 23 permits and 4 certificates of occupancy permits; multiple site visits and performed 36 inspections;
- Inspections of apartment complexes (fire alarm and sprinkle report reviews) and various single-family units
- Investigation of rentals with blight/ neighbor/parent concern issue complaints

- Site visits for inspections, re-inspections, meetings - apartment complexes, hotels, (approx. 115 units)
- Attended training covering a variety of procedural and technical safety topics and computer software training
- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unkempt lawns and construction sites without an apparent building permit.
- Annual Rental Certification invoicing for first half of the year processed and sent

#### 1.6 Commerce

- Monitoring inspections on interior demo on old Kroger building in anticipation of Big Lots tenant and Hibachi Grill restaurant
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords

#### Assessing Department

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

- Created land value tables for 8 of the 12 residential neighborhoods and 3 of the 5 commercial neighborhoods and associated Economic Condition Factors.
- Land division approved for McGuirk Mini Storage – 6 new parcels from 3 original parcels
- Provided information to abstract offices for closing
- Reviewed and processed as needed ~900 docs related to Principle Residence Exemptions, Property Transfer Affidavits, Principal Residence Rescinds, Deeds and building and trade permits for impacts on property values
- One new MTT appeal received for Crisis Center owned apartment complex

#### Public Services Department

##### 1.1 Community well-being and the common good

- Jameson Hall Rental – 2 days – January 2020
- Processed (28) Transfers of Service/Final Bills
- Received/Processed (153) Miscellaneous Service Request/Work Orders/Phone calls/general inquiry /billing inquiries
- Prepared (3) cost estimates/permits for new residential/commercial water and sewer services
- Input (158) backflow testing reports received from SOM Certified Backflow Inspectors
- Scheduled (18) touchpad/meter repair appointments
- Attended Smart Water Meter Technology Conference – Angela Schofield, Shawn McBride, Nolan Ockert
- Responded to (2) FOIA request
- Compiled Cross Connection Stats for Year-End Reporting
- Prepared and submitted annual Sanitary Sewer Asset Management Report - State of MI requirement
  - Received acknowledgement of submittal and comments
- Updated Public Service Department page/documents on Township Website

##### 1.3 Safety, 1.4 Health, 1.5 Natural Environment



- Jameson Hall, and Jameson Park, cleaning and maintenance
- Tested all pump station alarms (monthly operation and maintenance)
- (145) Miss Dig underground marking throughout Township
- (2) Miss Dig design ticket and water and sewer location request completed
- Daily water plant reads, and tri-weekly backwashing completed
- Removed mats from pump station wet wells (weekly pump station preventative maintenance)
- Water – set-up of screens/tags/displays for SCADA monitoring program – ongoing project
- MOR-DEQ-22 Monthly water samples
- Cleaned manholes and sanitary sewer mains on Enterprise Drive and Broadway Easement
- Snow plowing and salting of all Township facilities, and walking path on Mission & Deerfield Road as needed
- Checked fire hydrants in remote areas and shoveled snow away from hydrants as needed
- Inspected manholes on Enterprise Drive and Venture Way for infiltration and inflow
- Replaced curb stop valve at 2400 Ruby
- Replaced generator battery at pump station #2
- Installed new control float hanger at pump station #9
- Hydrant flushing – Summit Smokehouse
- Flushed fire hydrant on Kay Street due to brown water complaint
- Fire hydrant repair on Bertshire Drive
- Disassembled fire hydrant on Lincoln Road for repair (parts on order)
- Jet cleaned approximately 600 feet of sanitary sewer on River Road in front of Delfield to remove debris left by plumber who cleaned Delfields sewer lead
- All generators inspected and serviced by Wolverine Power
- Replaced lead/lag pump relay timer at pump station #12
- Coordinated with Kerr Pump to complete warranty work at pump station #14
- Installed (2) new 480-volt motor starters at pump station #9
- Monthly maintenance of chlorine injectors and pump tubes
- Installed new 230-volt hydrogen blower fan on chlorine generation equipment at Isabella Treatment Facility
- Researched chlorine analyzers to be installed in distribution system for chlorine residual analysis samples
- Installed new fan blower on chlorine equipment
- Inspected two new sewer connections located on Isabella Road
- Completion of pump station #7 bypass manhole project
- Replaced motor starter capacitor at pump station #8
- Repaired lift crane on one-ton service truck
- Replaced sump pump and check valve at pump station #14
- WWTP – Screw Pump #3 Bid Opening
- WWTP - Plant Preventative Maintenance
- WWTP – set-up of screens/tags/displays for SCADA monitoring program – ongoing project
- WWTP – Operator Training – ongoing
- WWTP – Completed control panel fuse inventory
- WWTP – Replaced electric solenoid valves on de-gritter air lift pump
- WWTP – Annual Stormwater Operator Training completed
- WWTP – Total Coliform/E-Coli Training completed
- WWTP –Building cleaning throughout plant facilities

- WWTP – Installed battery backups tertiary filter 1 and 2
- WWTP – Repaired influent sampler control
- WWTP – Completed 1<sup>st</sup> quarter low level mercury testing
- WWTP – began weekly Chippewa River water quality monitoring upstream & downstream of WWTP outfall
- WWTP – began NPDES Permit renewal process
- Meeting with City of Mt. Pleasant Water Department regarding Water System Interconnect 2% Request
- Attended MDOT 2020 Mt. Pleasant Area Construction Communication Meeting - written report provided to Township Manager, and Planning Department – Kim Smith
- Attended Construction Board of Appeals meeting in Lansing MI – Kim Smith
- Prepared CGAP Funding Final Follow-up Report – submitted February 2020
- Review of Aquifer Performance Test Report completed by Peerless Midwest
- Began new data radio project for pump stations and water plant
- EPA UCMR samples scheduled and approved by EPA
- Modified monthly MOR reports in response to new EGLE procedures
- Public Service Department meeting to discuss Capital Improvement Plan and 2020 Project/Purchase list
- Generator repair Deerfield Tower
- Applied for and received annual MDOT Permit for working in the MDOT rights-of-way
- Coliform bacteria testing class attended – Mike Dearing & Andy Fussman
- Conducted site tour of Township Facilities with Planning and Economic Director, Rodney Nanney
- Building Department Scanning: Provided scanner training for Amy and Steve; helped them develop a file management system for scanned building plans that carries forward a file management plan.
- Utility Mapping & GIS: Sanitary Sewer System - Asset Management Report Year 2019 (with color coding by pipe size). Updated water and sewer layers in the GIS.
- Parcel Map Update: Updated the parcels layer in the GIS, with the McGuirk Westwood Condos build-out being especially complicated.
- Zoning Map Update: Continued working on project to create an updated zoning map based on the Township's new zoning ordinance.
- Map Printing Delays: Large-format plotter for printing display maps not working properly. Spent several hours troubleshooting and calibrating the plotter; replaced printheads and ink cartridges; performed preventive maintenance.
- 2020 Census Boundary Validation Program: Reviewed the legally defined boundaries for the city and township. Researched the city annexation of Mission Creek Park. Updated boundaries for the city and township in the GIS.
- Updated Township's public works section of the Isabella County Emergency Operations Plan

## Planning & Zoning Department

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

- Planning Commission
  - Held public hearing for HOP 20-01. Auto repair in accessory building located at 2305 E. Millbrook Rd. Planning Commission decided to postpone a decision until the February meeting
  - Held public hearing for TXT 20-01 involving multi use structures. Following hearing the Commission chose to postpone action on a recommendation to the Board of Trustees for

- further review but did take action to forward the application to the County Planning Commission for review and comment.
  - Upcoming training opportunities were announced, a guide to defensible decision making was distributed, and Rodney Nanney was introduced as the new Community and Economic Development Director.
- ZBA
  - Regular scheduled meeting was held on January 7, 2020. Minutes from December 2019 were approved. Items scheduled for a public hearing were postponed until a special meeting on January 20, 2020. Temporary officers were elected until full term elections in March.
  - Special meeting held January 20, 2020. Upcoming training opportunities were announced, a guide to defensible decision making was distributed, and Rodney Nanney was introduced as the new Community and Economic Development Director.
  - A public hearing was held for Text interpretation, Administrative Review, and Variance request regarding free standing and wall signage located at 3046 Jen's way. The ZBA agreed with the applicant's interpretation, the administrative review was withdrawn by the applicant, and the applicant's variance was granted on the condition that an audit of the variance documentation's accuracy be conducted by staff. The written decision by the ZBA was signed by the Chair and mailed to the applicant on February 7, 2020, along with the results of the requested audit and a report on compliance with the conditions of variance approval signed by the Community and Economic Development Director.
- Sidewalk Committee
  - Committee met on January 6, 2020. The committee received an oral report from the Township Manager regarding sidewalk progress in the Township.
  - The committee agreed to 3 top priorities for 2020. 1) Sidewalks installed at Township Hall. 2) Sidewalks finished on the North side of Bluegrass Rd between Isabella and Mission Rd. 3) Previous sidewalk waivers called in from 2018 are completed in 2020.
  - Committee agreed to have a letter drafted and sent to the BOT encouraging these top 3 priorities.
- (5) Zoning approval letters issued
- Several FOIA requests processed
- Judy Lannen, Doug LaBelle and James Thering registered for MAP trainings in March

### **Current Month Anticipated Activities**

#### Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend kick-off meeting for Cost of Service Study project
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month. Attended quarterly Bark Park Advisory Board meeting
- Attend local census advisory committee meeting
- Out of office week of February 23<sup>rd</sup>

#### Finance Department

##### 1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Begin to prepare for year-end adjustments and prepare for audit in April
- Work on accounting for fixed assets.
- Work on accounting for special assessments
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any online payments made to the general ledger
- Continue to track legal expenses needed for year-end audit purposes
- Provide requested financial data to UFS in support of the Cost of Service Study
- Finance Director is Acting Township Manager the week of February 23rd

#### Building, Rental Housing Departments

##### 1.3 Safety

- Investigate and follow up on any rental complaints as needed
- Follow-up inspections to verify compliance with violations found on previous inspections
- Review of rental registration program as it relates to industry best practices
- Schedule complexes, hotels, as well as other single-family units for rental inspections
- Continue review of rental program with recommended ordinance changes

##### 1.6 Commerce

- Continue inspections of Yacisen Medical Facility, McGuirk building B2; Mercantile Bank; interior buildout of Big Lots
- Continue monitoring of new single-family Residence 2275 and 2375 Sandstone;

#### Assessing Department

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

- Personal Property statements and Small Business Exemptions are being processed as they are received-deadline for filing applications is February 20<sup>th</sup>
- Approved land division application from James Recker Estate and process one from Blair Capital LLC
- Finalize assessment roll in anticipation of mailing 2020 Assessment Notices by February 24 and delivery to Board of Review at their organizational meeting in March

#### Public Services Department

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

- WWTP – Lab “Split” sample with City of Mt. Pleasant
- WWTP- repair boiling chamber in lab still
- WWTP – lab thermometer replacement and calibration
- WWTP – lab QA/QC operator review and training
- WWTP – complete NPDES Permit renewal process
- Attendance at Operators Day Training in Lansing – several department personnel attending
- WWTP – Clean fine screen and adjust brushes
- WWTP – install trench drain in drum thickener room floor
- WWTP – clean UV bulbs

- Prepare/Reconcile ACH File for transmittal to Treasurer
- Review payments and process penalties/late fees
- Year-end filing and file organization
- Begin scheduling Cross Connection inspections
- Prepare RFP for 2020 Manhole Rehabilitation Project
- Process Cost of Study information request
- Prepare RFP for Cross Connection Control Program
- Bi-yearly meeting being held with EGLE regarding water system

## Planning & Zoning Department

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

- Planning Commission
  - Hold public hearing for PSUP 20-01 a group day-care home located at 4175 E. Wing Rd. Conduct review and possible recommendation to the Board of Trustees.
  - Receive update on HOP 20-01 application and make possible decision on approval.
  - Receive update on TXT 20-01 application and make possible recommendation to the Board of Trustees
  - Zoning Ordinance Review/Amend update
- ZBA
  - No applications were received by deadline for action.
  - A training work session will be held in place of the meeting.
- Sidewalk Committee
  - Approve letter of goals to the Board of Trustees
  - Consider meeting quarterly for 2020.
  - Introduction of Rodney Nanney as Director of Community and Economic Development.

### **Future Board of Trustee Meeting Agenda Items**

- 1<sup>st</sup> reading of new Extraction General Ordinance – March 11<sup>th</sup>
- Consider approval of changes by MERS related to employee DC retirement program – March
- Consider amend/rescind Crisis Center PILOT General Ordinance due to them purchasing an apartment complex that does not qualify under the PILOT Ordinance – March 11<sup>th</sup>
- 2<sup>nd</sup> reading/adoption of Extraction General Ordinance – March 25<sup>th</sup>
- Consider recommended changes to Policy Governance Re: GF reserve policy – March 25<sup>th</sup>
- Consider contract with Goudreau for Jameson hall: design/construction bid docs/construction management – March 25<sup>th</sup>
- Consider recommendation from Planning Commission Re: amendment to zoning code removing extraction operation regulations from zoning code – April 8<sup>th</sup>
- Consideration of the comprehensive update to the Zoning Ordinance. We anticipate that the Planning Commission will be reviewing the updated draft Zoning Ordinance from McKenna Associates during their March and April regular meetings. McKenna will also make the updated draft Zoning Ordinance available on a dedicated website with an online link for comments from the public. Depending on the outcome of these activities, a public hearing could potentially be scheduled for the May or June Planning Commission meeting, with a recommendation to the Board of Trustees for final action to follow.
- MMDC annual presentation – April 22<sup>nd</sup>

- 2019 audit presentation (YEO & YEO) – May 27<sup>th</sup>
- Water and Sewer Cost of Service Study – Board of Trustees Presentation May/June 2020
- FY 2020 Budget Amendment #1 – July 22<sup>nd</sup>

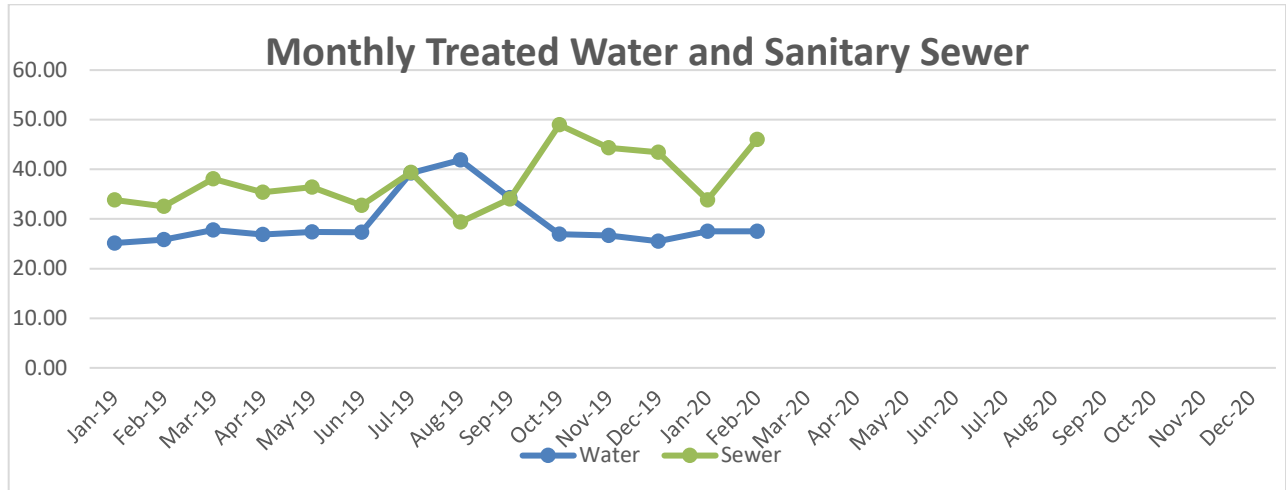
### **Significant Items of Interest Longer Term**

- Planning Commission review/update of zoning ordinance
- Delivery of fire truck expected within next 8 weeks
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Post job opening/recruit candidates for Building Official position
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans
- Working on new Joint Airport Operations Agreement with several units of government
- Lead the tax team to collect delinquent personal property taxes outstanding
- Post job opening/recruit candidates for full-time accounting specialist position
- Implement BS&A Purchase Orders
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist
- Collect delinquent personal property taxes outstanding
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Creating and continuing open lines of communication to build relationships between Township and County inspectors
- Review Building Dept fee schedule
- Review building permit application form
- Review fees and income for zoning
- Rental and Building dept staff to work on file retention and organization
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- Rental department researching options for smoke detector and or battery support/grants for township residents
- Create new land values for all classes of property
- Measure and price all exempt properties
- Recruitment of seasonal employees
- 2020 assessing field work goal is 20% of parcels and completion of backlog from last year
- Rebid lift station # 1 in the EDDA (Fall 2019 – Spring 2020 Construction)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/2020)
- Well Number 1 replacement –design and approval of transmission main, permitting, transmission main bidding and contract award
- Purchase of new sewer vector truck (2020)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- EPA Water System Risk Assessment Plan (2021)

- WWTP - Sludge Storage Tank installation (2023)
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- McGuirk Estates Paving District Petition/Assessment District
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed
- Develop bid specification and bid the clean up of the Brad Wood properties

**Other**

- Enforcement Activities
  - Follow-up inspections to verify compliance with violations found on previous inspections
  - Scope of Services being developed for remediation of Wood properties
  - Violation letter sent to McGuirk Mini Storage regarding Billboard advertising. Violation pending.
  - Violation letter sent to Mid Valley Structures regarding structure for sale setback. Violation resolved
  
- Legal Matters
  - Anticipate increase in student apartment MTT's in response to new CMU rule requiring undergraduate students to live in dorms
  
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- January 2020 – Treated Potable Water
  - Total Month: 27.489 mg
  - Average Day: .887 mgd
  - Max Day: 1.108 mgd
- January 2020 – Treated Sanitary Sewer
  - Total Month: 46.05 mg
  - Average Day: 1.49 mgd
  - Max Day: 1.86 mgd





**2020 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on February 12, 2020 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, Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle

**Approval of Agenda**

**Hauck** moved **Cody** supported to approve the Agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment**

Open: 7:01 p.m.

Jim Horton of the 4<sup>th</sup> District County Commission updated the board on the county government Sherriff Main updated the board with jail updates and shared 2019 Isabella County Jail annual report

Doug LaBelle, 955 Meadowbrook Drive – Commented on process of appointing applicants to Township Boards/Commissions

Closed 7:24 p.m.

**Reports/Board Comments**

**A. Current List of Boards and Commissions – Appointments as needed**

**Gunning** nominated **Hauck** supported to appoint Jeff Sweet to the Planning Commission with term ending 2/15/2023. **Vote: Ayes: 2 Nays: 5. Motion failed.**

**Gunning** nominated **Hauck** supported to re-appoint Alex Fuller to the Planning Commission with term ending 2/15/2023. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Gunning** nominated **Hauck** supported to appoint Phil Squattrito to the Planning Commission with term ending 2/15/2023. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**B. Board Member Reports**

Cody – 2/10/20 City of Mt. Pleasant updates

Hauck – Road Commission updates

Lannen –1/27/20 City of Mt. Pleasant updates and Isabella County Commission updates

Mielke –Asked for clarity regarding language of Township Manager Job Description, Contract, and Policy Governance language from an earlier Board Discussion

Rice - Reminder that Winter 2019 tax bills are due 2/14/2020 & payments may be made online.

## **Consent Agenda**

- A. Communications
- B. Minutes – January 22, 2020 - regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Mielke moved Cody supported to approve the consent agenda. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

## **BOARD AGENDA**

### **A. Discussion/Action: (DePriest) Approval of the 2020 Poverty Exemption and Guidelines and Resolution used by the Board of Review when considering property tax exemption requests**

Woerle moved Cody supported the approval of the 2020 Poverty Exemption and Guidelines and Resolution used by the Board of Review when considering property tax exemption requests.

**Vote: Ayes: 7 Nays: 0. Motion Carried.**

### **B. Discussion/Action: (Smith) Approval of the bid from RCL Construction for the installation of a third screw pump located at the Waste Water Treatment Plant**

Cody moved Woerle supported the approval of the bid from RCL Construction for the installation of a third screw pump located at the Waste Water Treatment Plant. **Vote: Ayes: 6 Nays: 1. Motion Carried.**

**8:35 p.m. Treasurer Rice – personal emergency/excused herself from the meeting.**

## **EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE**

Open 8:35 p.m.

Doug LaBelle, 955 Meadowbrook Drive – commented on Supervisor’s role with Board of Review

Closed 8:36 p.m.

## **MANAGER COMMENTS**

- Shared that he will be out week of February 23, 2020, Sherrie Teall will be acting Township Manager
- Asked for board to consider changing the scheduled annual joint meeting from September to April 29, 2020 to go along with the public open house for the zoning ordinance rewrite. The Board of Trustees agreed to having the annual meeting the same night as the public open house for the zoning ordinance, as it will give all Board members a chance to comment.
- Township anticipates delivery of new Fire Truck in the next couple of months. Currently working on sale of current Fire Truck with Isabella Township.

**FINAL BOARD MEMBER COMMENTS**

Hauck – Asked if the Board could go on another tour of Township facilities in the spring.  
Lannen – Mentioned the article in the Morning Sun introducing Rodney Nanney, Community and Economic Development Director, commented on Township Fire Truck delivery, and stated his reasoning regarding the lack of Township resident interest in applying to serve on township boards.

**CLOSED SESSION**

**ADJOURNMENT**

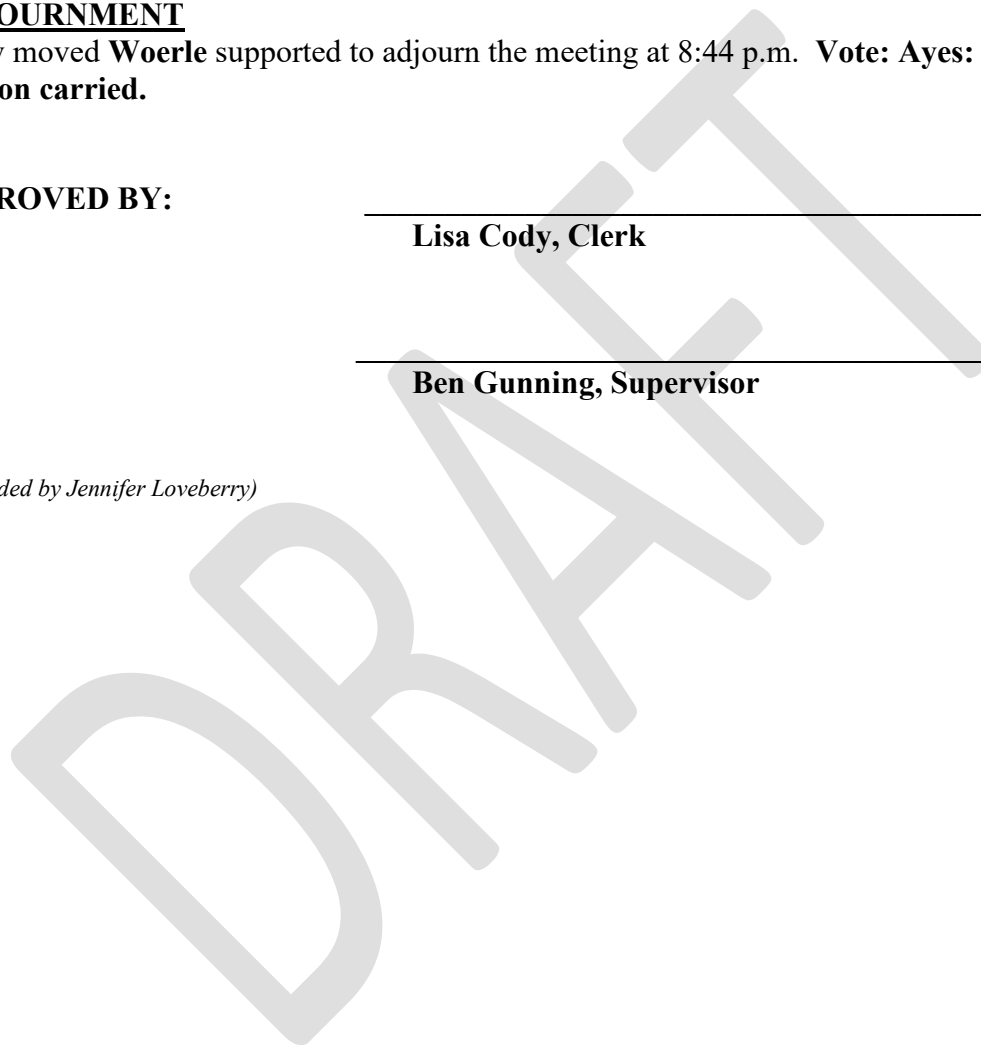
**Cody** moved **Woerle** supported to adjourn the meeting at 8:44 p.m. **Vote: Ayes: 7 Nays: 0.**  
**Motion carried.**

**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						
02/26/2020	101	21717	01358	21ST CENTURY MEDIA-MICHIGAN	ELECTION WORKER AD BOT/ZONING ADS	973.00 947.82 <u>1,920.82</u>
02/26/2020	101	21718	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE-ROCKAFELLOW	80.00
02/26/2020	101	21719	00119	CENTRAL MICHIGAN LIFE	ELECTION WORKER AD-JAN 2020	450.00
02/26/2020	101	21720	00129	CMS INTERNET, LLC	REPLACE UBIQUITY AC PROS-WIRELESS NETWORK MANAGED IT, EMAIL&PHONE SERV-MAR 2020	549.00 5,321.11 <u>5,870.11</u>
02/26/2020	101	21721	01515	LISA M CODY	ELECTION TRAINING REIMBURSMENT	12.48
02/26/2020	101	21722	00162	CUMMINS BRIDGEWAY, LLC	GENERATOR RELAY REPLACEMENT-WTR TOWER	1,740.60
02/26/2020	101	21723	01171	DBI BUSINESS INTERIORS	TWP ADDRESS STAMP-FRONT OFFICE/CLERK FOLDER LABELS	44.94 29.99 <u>74.93</u>
02/26/2020	101	21724	00176	PATRICIA DEPRIEST	BOARD OF REVIEW TRAINING REIMBURSMENT	50.00
02/26/2020	101	21725	01426	ENVIRONMENTAL RESOURCE ASSOCIATES	POTABLEWATR COLIFORM MICROBE	339.10
02/26/2020	101	21726	00209	ETNA SUPPLY COMPANY	METER TRANSCIEIVER UNITS	4,050.00
02/26/2020	101	21727	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMNT-FEB 2020	40.00
02/26/2020	101	21728	00249	GILL-ROY'S HARDWARE	SINGLE CUT KEY FOR PARKS KEYS FOR TWP HALL&TREASURER MISC. SCREWS FOR NAME PLATES	3.98 7.96 1.68 <u>13.62</u>
02/26/2020	101	21729	00257	GOURDIE-FRASER, INC. Void Reason: WRONG VENDOR	SEWER PUMP STN 14 UPGRADE-PROG PMT 2019	130,606.20 V
02/26/2020	101	21730	00337	ISABELLA COUNTY TREASURER	2009 WASTEWATER BOND PAYMENT 2010 WATER SUPPLY BOND PMT	15,705.00 27,376.25 <u>43,081.25</u>
02/26/2020	101	21731	00360	KIMBALL MIDWEST	CLAMP/GLOVES/CLEANER	259.18
02/26/2020	101	21732	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2018 RAM 2500 BRAKES&OIL CHANGE-2014 FORD ESCAPE	107.82 315.02 <u>422.84</u>
02/26/2020	101	21733	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL&INSP SERVICES-JAN2020	11,220.00
02/26/2020	101	21734	01663	RODNEY NANNEY	MILEAGE TO CONSTR CODES COMM MEETING	96.60
02/26/2020	101	21735	01664	PARTNERS IN POLICY GOVERNANCE	POLICY GOVERNANCE BOOTCAMP-NANNEY	825.00
02/26/2020	101	21736	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-JAN 2020 JANITORIAL SERVICES WTR PLANT-JAN 2020 JANITORIAL SERVICES WWTP - JAN 2020	511.58 204.64 306.96 <u>1,023.18</u>
02/26/2020	101	21737	01542	SHRED-IT US JV LLC	PAPER SHREDDING/HARD DRIVE DISPOSAL	308.88
02/26/2020	101	21738	01076	STATE OF MICHIGAN - TAX TRIBUNAL	STIPULATION TO CORRECT ASSESSING ERROR	25.00
02/26/2020	101	21739	01654	TRACE ANALYTICAL LABORATORIES, INC.	LAB ANALYSIS-1ST QUARTER HG	206.00
02/26/2020	101	21740	00668	UNITED PARCEL SERVICE	SAMPLE SHIPPING TO HACH COMPANY	47.90

02/20/2020 11:08 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 02/13/2020 - 02/26/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/26/2020	101	21741	01013	USA BLUE BOOK	DATALOGGING THERMOMETER& BUFFER	415.25
02/26/2020	101	21742	01246	WOLVERINE POWER SYSTEMS	COOLANT&RADIATOR CAP-SHOP WELL SITE	85.32
					OIL FILTER&CHANGE-SHOP WELL SITE	340.00
					OIL FILTER&CHANGE-TRAILER UNIT 2	290.00
					OIL FILTER&CHANGE-TRAILER UNIT 4	290.00
					OIL FILTER&CHANGE-TRAILER UNIT 5	290.00
					OIL FILTER&CHANGE-LIFT STATION 2	290.00
					OIL FILTER&CHANGE-LIFT STATION 3	610.00
					OIL FILTER&CHANGE-1876 E PICKARD WATER T	315.00
					WATER FILTER	55.73
						<u>2,566.05</u>
02/26/2020	101	21743	01665	JOHN E. GREEN COMPANY	SEWER PUMP STN 14 UPGRADE-PRG PMT 2019	<u>130,606.20</u>
101 TOTALS:						
Total of 27 Checks:						336,351.19
Less 1 Void Checks:						<u>130,606.20</u>
Total of 26 Disbursements:						<u>205,744.99</u>

<b>Charter Township of Union</b> <b>Payroll</b>
--

**CHECK DATE: February 20, 2020.**

**PPE: February 15, 2020**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	32,060.03
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		35,471.21
Water Fund		24,104.46
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>91,635.70</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	59,613.55
Employer Share Med		857.72
Employer Share SS		3,667.47
SUI		540.05
Pension-Employer Portion		4,777.72
Workers' Comp		829.01
Life/LTD		-
Dental		1,223.52
Health Care		19,986.56
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		140.10
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>91,635.70</b>

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

~~2017~~ 2020

**BOARD MEMBER:** Bill Hawk

**MONTH:** Jan. 2020

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1-9-20	I.C.R.C.	X		\$50.00
1-15-20	C.O.C. Jackson County	X		50.00
1-23-20	I.C.R.C.		X	75.00

**SIGNATURE:** Bill Hawk **Date:** 2-11-20

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 Feb 3, 2020 through Feb 9, 2020**

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			
	123	Fire in portable building, fixed location			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire	1	2	
	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		1
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			



	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	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	2	2/2	
	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	1	2	1
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			

	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire	1	3	
	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			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6		4
		YTD Response for Union Twp/City	30		36

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> February 19, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 02/26/2020
<b>ACTION REQUESTED:</b> Consider amendments to Policy Governance Manual Section 4 and the Township Manager Job Description to vest authority for removal of township staff with the position of Township Manager	

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

In November of 2019 the Board was examining the impacts on the administration of Township operations if the Township moved to a Superintendent form of administration from the current Township Manager form of administration.

During those discussions, it was noted that while the Township Manager’s authority over the employees of the Township is wide-ranging and is described in various documents to include hiring, supervising, overseeing, directing, assigning, reassigning, supervising, training, evaluating and disciplining, it became apparent that absent from these descriptions was the authority to terminate or discharge employees of the Township. Because of this absence, the only reasonable interpretation of the documents was the authority to terminate or discharge an employee was retained by the Board of Trustees.

At the February 12, 2020 Board meeting, and following discussion on this matter, the Manager was directed to review the Governance Policy Manual and the Township Manager Job Description and recommend language that would vest the authority to terminate or discharge an employee of the Township with the Township Manager.

Attached are redlined versions of Section 4 of the Governance Policy Manual and a redlined version of the Township Manager Job Description reflecting the recommended changes needed to accomplish the Board’s policy direction. These changes do not interfere nor conflict with the constraints placed on the Manager as described in Section 2.2 of the Governance Policy Manual, “Treatment of Staff”.

### SCOPE OF SERVICES

Not applicable

**JUSTIFICATION**

When reviewing the Governance Manual in its' entirety, it is clear that the intent of the Board is to govern with an emphasis on outward vision rather than an internal preoccupation, strategic leadership more than administrative detail and in creating a clear distinction between board and chief executive roles. Making these recommended changes is consistent with maintaining the Board's preferred governing style.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with these changes (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**

If approved by the Board, the updates to the two documents will be made and distributed as appropriate

**RESOLUTION**

Be it Resolved that the addition of Policy 4.2.2.1 to the Governance Policy Manual and the additions to the Township Manager Job Description as described in the attached are approved.

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

Yes:

No:

Absent:

## **Section 4: BOARD-MANAGEMENT LINKAGE**

### **4.0 POLICY TITLE: *GLOBAL GOVERNANCE-MANAGEMENT CONNECTION***

The board's primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.

However, because of the nature of township government and its election of department heads in the titles of Township Supervisor, Township Clerk and Township Treasurer, policies of the board shall reflect the term *the Township Management Team*, intending the inclusion of the Township Manager, Supervisor, Clerk and Treasurer within the scope of their duties as defined by law.

In the event no person is designated Township Manager, the Township Supervisor is considered the chief executive officer for the development of the township budget. (MCL 141.422b (e)).

### **4.1 POLICY TITLE: *UNITY OF CONTROL***

Only officially passed motions of the board are binding on the Township Manager.

Accordingly:

- 4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.
- 4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager's opinion, a material amount of staff time, or funds, or is disruptive.

### **4.2 POLICY TITLE: *ACCOUNTABILITY OF THE TOWNSHIP MANAGER***

The Township Manager is the board's primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.

Where township operations are, by law, delegated to elected officials:

In order to create an aligned approach to operational management, the elected positions of township clerk and township treasurer shall function as department heads, under the advisory supervision of the Township Manager, where the Township Manager may provide advice in the practice of operational authority.

Accordingly:

- 4.2.1 The board, as a group, or as individual board members will *never give* instructions to persons who report directly or indirectly to the Township Manager, except:
  - A. Where elected officials, serving on an official committee or task force is assigned a staff liaison, in which case, directives regarding committee work may be given;
  - B. Where elected officials serving as department heads directly supervise staff.
- 4.2.2 The board as a group will not evaluate, either formally or informally, any staff other than the Township Manager.

4.2.2.1 Accordingly, it is the Township Manager that provides overall direction and is responsible for the selection, supervision, training, evaluation discipline and termination of all Township employees, either directly or through department heads.

- 4.2.3 The board will view Township Manager performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Township Manager performance.

#### **4.3 POLICY TITLE: *DELEGATION TO THE TOWNSHIP MANAGER & MANAGEMENT TEAM***

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

#### **4.4 POLICY TITLE: *MONITORING TOWNSHIP MANAGER PERFORMANCE***

Systematic and rigorous monitoring of Township Manager job performance will be solely against the only expected Township Manager job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
- 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Manager discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
- 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
- 4.4.4 All policies which instruct the Township Manager will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.

#### **4.5 POLICY TITLE: *TOWNSHIP MANAGER PERFORMANCE REVIEW AND CONTRACT***

The Board shall negotiate a contract with the Township Manager which will stipulate compensation and benefits for the Township Manager.

- 4.5.1 Township Manager remuneration will be decided after a review of monitoring reports received in the last year by August.

# CHARTER TOWNSHIP OF UNION JOB DESCRIPTION

## TOWNSHIP MANAGER

**Supervised By:** Township Board of Trustees

**Supervises:** All non-elected employees of the Township

**Position Status:** Regular, Full-Time

**FLSA Status:** Exempt

### **Position Summary:**

Under the direction of the Board of Trustees, functions as the chief administrative officer of the Township. Plans, develops and implements a wide range of Township services to meet policy directives and address community needs. Oversees the performance and service output of all Township departments and directly or indirectly manages all operating areas not administered by an elected official. Ensures compliance with contractual and regulatory obligations and consistently monitors service quality and the ongoing institution of best practices.

### **Essential Job Functions:**

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

1. Manages, supervises, and coordinates overall long range planning, strategic plans, public improvements, and general operations to achieve established policy goals for community development and quality service delivery.
2. Directs and coordinates the operations of the Township's departments and staff. Assesses and monitors operations to ensure that services are provided in an efficient, cost-effective and timely manner. Assists administrative staff and department heads in resolving difficult operational issues. Researches new methods to improve Township services.
3. Provides overall direction **and is responsible** for the selection, supervision, training, evaluation, **and** discipline, **and termination** of all Township employees, either directly or through department heads. Continually monitors the output of the Township's departments and staff performance. Implements and enforces the Township's personnel policies.
4. Coordinates the development of the annual budget, administers fiscal policy, and oversees financial activities. Develops the annual budget for submittal to the Board, and once adopted, ensures the proper administration of the budget. Keeps the Township Board fully apprised of the Township's financial condition and future needs and assists the Board in budget deliberations.
5. Represents the Township in the negotiation of collective bargaining agreements and oversees the



administration of Township benefits and compensation programs.

6. Represents the Township to the media and at meetings and conferences, as directed. Presents the Township's official position on a variety of issues and acts as spokesperson for the Township.
7. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.
8. Coordinates Township operations with other governmental agencies to reduce the duplication of effort, increase efficiency and maximize the availability of services. Participates in the negotiation and administration of mutual assistance agreements and contracts.
9. Reviews and approves contracts and agreements negotiated on behalf of the Township. Enforces the terms and conditions of all contracts to which the Township is a party. Supervises special projects and ensures work is completed according to specifications.
10. Attends Township Board meetings, performs research and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Board. Attends meetings of various committees, boards, authorities, and commissions and serves as the official Township representative on numerous committees and boards.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs related work as directed.

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

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

Requirements include the following:

- Bachelor's Degree in public administration, business administration or a related field with preference for a Master's Degree.
- Seven years of progressively more responsible municipal management experience, preferably as an assistant city/township manager and/or city/township manager.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Substantial knowledge of the laws, regulations and professional practices associated with municipal budgeting, financial controls, personnel administration, public information, public meetings and

municipal authority.

- Knowledge of the statutes and best practices governing community and economic development, contract negotiations, public relations, contract and records management.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to communicate effectively, present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public in a variety of cooperative and contentious situations.
- Ability to critically assess situations, effectively plan and implement plans, and work effectively under stress, with deadlines and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24 hour, seven days basis.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the Township; and the ability to master new technologies.
- 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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. The employee is occasionally required to stoop, bend, kneel and/or crouch to inspect conditions. The employee will occasionally lift equipment of light weight.

The typical work environment for this job is an office setting where the noise level is quiet to moderate, but travel to other locations is also necessary.

\* \* \* \* \*

*The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: February 18, 2020

Policy Review: 2.2 Treatment of Staff  
Type of Review: Internal  
Review Interval: Annual  
Review Month: February

## **Policy Wording**

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

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

- 2.2.1 Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- 2.2.2 Discriminate against any staff member for non-disruptive expression of dissent.
- 2.2.3 Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
- 2.2.4 Operate without an appropriate level of cross-training so that employees can provide basic information and service to consumers.
- 2.2.5 Fail to acquaint staff with the Township Manager's interpretation of their protections under this policy.

## **Manager Interpretation**

Manager interprets this policy to indicate that Township management shall operate with written personnel rules which are available to staff and which are clear, provides for effective handling of grievances, protects staff against wrongful conditions, protects against nepotism and grossly preferential treatment for personal reasons, and allows for diverse opinions on issues. Further, an appropriate level of cross training will exist so employees can provide basic

information and services to consumers. Conscious violation of collective bargaining Agreements by the employer or the bargaining groups will not occur.

### **Justification of Reasonability of Interpretation**

Use of written personnel and administrative policies, adherence to the collective bargaining agreement and staff training provide for consistent and fair treatment of staff and volunteers when dealing with various and disparate situations.

### **Data**

- Township Manager facilitated an appeal of a disciplinary decision to the Board from the affected employee
- Collective bargaining agreements are adhered to and when there are questions of interpretation, the grievance process is followed. One grievance was filed late in 2018 that was resolved during 2019 in part via the grievance process and in part as part of the collective bargaining process. No grievances were filed in 2019.
- New collective bargaining agreements to replace those that expired on 12/31/19 were ratified prior to expiration date after negotiations with units
- Training opportunities were provided to all staff which included BSA software training throughout the year, position relevant training for the Finance Director, Rental Inspector, Assessor, Water/Sewer staff and others. A report is attached showing expenditures for professional development for FY 2019 compared to the previous year
- Bi-weekly staff meetings are held with the Township Manager where expectations are clearly communicated
- One-on-one meetings are held with the Township Manager on a weekly or bi-weekly basis as appropriate which creates a venue for frank discussion and the opportunity to voice opinion on issues.
- It is noted that the Personal and Administrative Policy document needs updating. A goal for 2020 is to create a replacement policy

### **Compliance**

Based on the interpretation and data, the Township Manager and management team complies with policy 2.2.

## EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

PERIOD ENDING 12/31/2019

ACCOUNT	DEPARTMENT DESCRIPTION	DESCRIPTION	YTD BALANCE 12/31/2018		YTD BALANCE 12/31/2019		2019 AMENDED BUDGET
			NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
910.000	TWP MANAGER	PROFESSIONAL DEVELOPMENT		231.50		1,111.76	1,500.00
910.000	ACCOUNTING/GEN ADMIN	PROFESSIONAL DEVELOPMENT		1,083.64		428.00	1,200.00
910.000	ASSESSOR	PROFESSIONAL DEVELOPMENT		1,901.88		5,019.75	5,500.00
910.000	BUILDING	PROFESSIONAL DEVELOPMENT		420.00		5,292.50	7,000.00
910.000	PLANNING	PROFESSIONAL DEVELOPMENT		608.00		4,760.50	7,500.00
910.000	WATER/SEWER SYSTEMS	PROFESSIONAL DEVELOPMENT		870.00		630.00	1,000.00
910.000	WWTP	PROFESSIONAL DEVELOPMENT		1,880.00		3,795.00	4,000.00
910.000	WATER/SEWER SYSTEMS	PROFESSIONAL DEVELOPMENT		1,880.00		2,720.00	6,000.00
TOTAL EXPENDITURES - ALL FUNDS				8,875.02		23,757.51	33,700.00

## REQUEST FOR TOWNSHIP BOARD ACTION

**TO:** Board of Trustees **DATE:** February 18, 2020  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 02/26/2020  
**ACTION REQUESTED:** Board of Trustees annual review of Board Governance Policy No. 3.2 – Board Job Description

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ *MDS*

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018 and 2019. 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 3.2 (Board Job Description), are to be reviewed and monitored by the Board for compliance on an annual basis.

#### Governance Policy 3.2 - Board Job Description

The Policy States:

*Specific job outputs of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.*

*Accordingly, the board has direct responsibility to create:*

- 3.2.1 *The link between the ownership and the operational organization.*
- 3.2.2 *Written governing policies that address the broadest levels of all organizational decisions and situations.*
  - 3.2.2.1 *Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).*
  - 3.2.2.2 *Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.*
  - 3.2.2.3 *Governance Process: Specification of how the board conceives, carries out and monitors its own task.*
  - 3.2.2.4 *Board- Township Management Linkage: How power is delegated, and its proper use*

*monitored; the Township Management role, authority and accountability.*

3.2.3 Assurance of successful Township Management performance.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.2.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

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

**PROJECT IMPROVEMENTS**

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

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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable



**Use this evaluation form for discussion at the Board of Trustees Meeting on February 26, 2020.**

**Review all sections of the policy listed and evaluate your 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 the policies more completely?