

**Notice of an Electronically Conducted
Regular Meeting of the Charter Township of Union
Board of Trustees**

Notice is hereby given that the Charter Township of Union Board of Trustees will conduct their regularly scheduled September 23, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

The Township Hall remains closed to the public, so there will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Board of Trustees members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNklTaHM4UT09> (Meeting ID Enter "872 4311 6560" Password enter "616232"). Access to the electronic meeting will open at 6:30 p.m. All participants will be placed in a virtual waiting room until the meeting moderator opens the meeting at 7:00 p.m.

To participate via telephone conference call, please call (312-626-6799). Enter "872 4311 6560" and the "#" sign at the "Meeting ID" prompt, and then enter "616232" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. First, click on the "Participants" button at the bottom center of the screen, and then click on the "Raise Your Hand" icon near the bottom right corner of the screen. To rise your hand for telephone dial-in participants, press *9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Supervisor may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 9/23/20 will be read aloud to the Board of Trustees.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

The Charter Township of Union Board of Trustees will conduct their regularly scheduled September 23, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

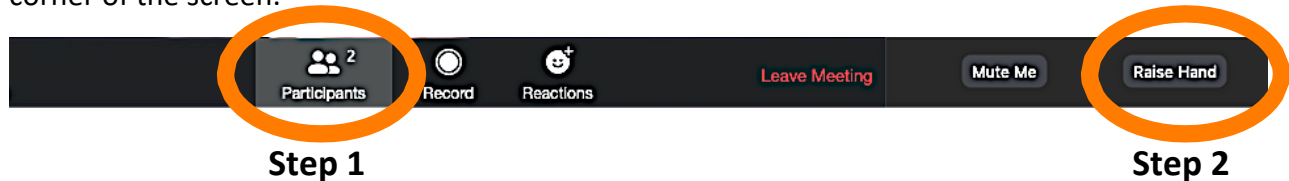
All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location:

<https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> To participate via telephone conference call, please call (312-626-6799). Enter “872 4311 6560” and the “#” sign at the “Meeting ID” prompt, and then enter “616232” at the “Password” prompt.

Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

“Raise Your Hand” for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the “Raise Your Hand” icon. **First, click on the “Participants” icon** at the bottom of your screen. **Next, click on the “Raise Your Hand” icon** near the bottom right corner of the screen.



Click “Lower Hand” to lower it if needed. If you are accessing via computer, you can also use the Alt+Y (Windows) or Option+Y (Apple) to raise or lower your hand. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

To rise your hand for telephone dial-in participants, press *9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

Can I Use Bluetooth Headset? Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom? While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

Leaving the Meeting: Click the “Leave Meeting” link at the bottom of the screen at any time to leave the meeting.



BOARD OF TRUSTEES

**Regular Electronic Meeting. Instructions for access will be posted and available on website
(uniontownshipmi.com) home page**

September 23, 2020

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Mid Michigan College Annexation Presentation by Scott Mertes
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. Monthly Report – Under separate cover
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 9, 2020 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Nanney) To conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener’s error in Section 5 of Ordinance No. 1991-4 entitled, “Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.”
 - B. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication & Support to the Board

- C. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection
- D. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control

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	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	vacant seat		2/15/2020
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, Jr.	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 -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Matt	Mertz	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Connie	Bills	8/15/2021

2020 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular - Electronic Meeting Minutes

A regular-electronic meeting of the Charter Township of Union Board of Trustees was held on September 9, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

Roll Call

Present: Supervisor Gunning, Treasurer Rice, Clerk Cody, Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and (Trustee Woerle – Technical issues)

Approval of Agenda

Hauck moved Cody supported to approve the Agenda as presented. Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, and Mielke Nays: 0. Motion carried. (Technical issues-Woerle)

Presentations

Public Hearings

Public Comment

Open: 7:02 p.m.

No comments were offered.

Closed 7:03 p.m.

Reports/Board Comments

- **Current List of Boards and Commissions – Appointments as needed**
- **Board Member Reports**

Rice –Reminder 2020 Summer Taxes are due 9/14/2020 and may be dropped off at Township Hall utilizing the outside drop box, mailed to Township Hall, online using BS&A online payment option by going to uniontownshipmi.com home page, clicking on the [Bill Pay](#), and in person

Hauck – Road Commission updates

Consent Agenda

- Communications
- Minutes – August 26, 2020 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Lannen moved Mielke supported to approve the consent agenda as presented. Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion Carried.

BOARD AGENDA

A. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the proposed PTXT20-02 Zoning Ordinance Update and list of additional revisions and corrections

Rice moved Cody supported to conduct a Second Reading for and adopt the proposed PTXT20-02 Zoning Ordinance Update and list of additional revisions and corrections. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

B. Discussion/Action: (Nanney) To conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 20-01 and PREZ 20-02 amendments to the Official Zoning Map

Mielke moved Cody supported to conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 20-01 and PREZ 20-02 amendments to the Official Zoning Map. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

C. Discussion/Action: (Nanney) To introduce and conduct a First Reading for an ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority."

Cody moved Hauck supported to introduce and conduct a First Reading for an ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.". **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

D. Discussion/Action: Manager's annual contract renewal and any changes

Cody moved Hauck supported to renew the annual employment agreement with the Township manger with no changes to benefits and compensation. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, and Mielke. Nays: Lannen and Woerle (abstained). Motion Carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:15 p.m.

No comments were offered.

Closed 8:15 p.m.

MANAGER COMMENTS

- Reminder the Annual Clean Up Day is set for October 10, 2020 from 8am-12pm at the Commission on Aging and mentioned to the Board that volunteers are needed.
- Commented on the Violation Bureau Ordinance
- Commented on the process of Delinquent Personal Property

- Mentioned that he was disappointed with the Boards process regarding his annual contract renewal. He pointed out that there wasn't any negotiating initiated by the Board that is referenced in section 4.5 of the policy governance manual and his contract.

FINAL BOARD MEMBER COMMENTS

Cody – Commented that she felt personally attacked by the Board during the Manager’s annual contract renewal discussion

Hauck – Apologized for getting worked up during the Manager’s annual contract renewal discussion, also stating that he wanted to renew the contract

Mielke – Sorry that Clerk Cody felt attacked during the Manager’s annual contract renewal discussion

Rice – Sorry that Clerk Cody felt attacked during the Manager’s annual contract renewal discussion

Woerle – Commented that he was also disappointed with the process by the Board regarding the managers annual review.

ADJOURNMENT

Cody moved Rice supported to adjourn the meeting at 8:37 p.m. Vote: Ayes: 7 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/17/2020	101	371 (E)	01186	COYNE PROPANE LLC	PROPANE FOR 5228 S ISABELLA	714.05
09/18/2020	101	372 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD L4 LIGHT	59.40
					48858 LED LIGHT	44.83
					STREET LIGHTS	1,863.19
					5228 S ISABELLA	6,800.04
					1660 BELMONT	81.79
					2270 NORTHWAY	33.21
					2055 ENTERPRISE	253.52
					5337 E BROADWAY	99.84
					5225 E REMUS	54.26
					1933 S ISABELLA	505.85
					5144 BUDD	31.75
					5142 BUDD	103.61
					5240 E BROOMFIELD	883.95
					900 MULBERRY	53.87
					4244 E BLUEGRASS	53.60
					4795 S MISSION	2,425.95
					4797 S MISSION BARN	152.03
					4822 ENCORE	108.53
					5076 S MISSION	783.10
					3998 E DEERFIELD	68.07
					5369 S CRAWFORD	50.02
					3248 S CONCOURSE	113.55
					2424 W MAY	401.75
					1876 S LINCOLN	15.49
					2180 S LINCOLN	31.75
					2188 E PICKARD	77.70
					1776 E PICKARD	63.66
					1876 E PICKARD	45.39
					2495 E DEERFIELD	113.87
						<u>15,373.57</u>
09/18/2020	101	373 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
09/23/2020	101	22221	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING/BLDG ADS	2,730.29
09/23/2020	101	22222	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	TALLGRASS ENFORCEMENT MOWING - 2431, 231	390.00
09/23/2020	101	22223	00066	BILL'S CUSTOM FAB, INC.	LABOR AND MATERIALS FOR 2 SQUEEGIES	258.30
09/23/2020	101	22224	00072	BLOCK ELECTRIC	REPAIR ELECTRIC LINE TO WELL #10	1,481.47
					FURNACE SWITCH REPAIR-TWP HALL	69.02
						<u>1,550.49</u>
09/23/2020	101	22225	01309	CGS, INC	LOCKOUT TAG OUT TRAINING	1,013.50
09/23/2020	101	22226	00129	CMS INTERNET, LLC	NEW COMPUTER FOR RENTAL INSPECTOR	1,758.98
					MANAGED IT, EMAIL & PHONE SERVICE-OCT 20	5,316.11
						<u>7,075.09</u>
09/23/2020	101	22227	00152	CORRPRO COMPANIES, INC	WATER TANK INSPECTION SERVICE	2,460.00
09/23/2020	101	22228	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-AUG 2020	1,438.05
09/23/2020	101	22229	01242	CULLIGAN WATER	WATER COOLER @ SHOP-SEPT 2020	9.00
09/23/2020	101	22230	01171	DBI BUSINESS INTERIORS	SCISSORS/BINDER FOR ACCOUNTING	15.48
					LABELS/BINDERS-CLERK, FILE FOLDERS BLDG	320.99
						<u>336.47</u>

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/23/2020	101	22231	00207	E & S GRAPHICS, INC	MAILERS FOR ANNUAL CLEAN UP DAY	1,191.16
09/23/2020	101	22232	00195	EJ USA, INC	FIRE HYDRANT	238.60
09/23/2020	101	22233	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	5,842.00
09/23/2020	101	22234	00209	ETNA SUPPLY COMPANY	WATER METER TOUCHPAD	250.00
09/23/2020	101	22235	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-SEPT 2020	40.00
09/23/2020	101	22236	01492	GFOA	GFOA INVESTING TRAINING-FINANCE DEPT	35.00
					GFOA FINANCIAL STATEMENTS TRAINING-FINAN	85.00
					GFOA ANNUAL MEMBERS 20-21 FOR AMANDA	150.00
						<u>270.00</u>
09/23/2020	101	22237	00257	GOURDIE-FRASER, INC.	CONSTRUCTION ADMIN/OBSERVATION-WELL #11	12,210.00
09/23/2020	101	22238	00261	GRAINGER	PAINT	68.57
					MOTOR STARTER KNOB AND TIME DELAY RELAY	255.50
					4 DECIBEL METER SIGNS	1,248.00
						<u>1,572.07</u>
09/23/2020	101	22239	00324	ISABELLA CORPORATION	WELL #11 TRANSMISSION MAIN PROG-PMT #1	74,894.50
					SCREENED TOPSOIL	500.00
						<u>75,394.50</u>
09/23/2020	101	22240	01116	ISABELLA COUNTY COMMUNITY DEVELOPME	ORTHOPHOTOGRAPHY FLIGHT UPDATE PARTNERSH	3,438.38
09/23/2020	101	22241	00362	KRAPOHL FORD & LINCOLN	NEW KEY-2006 FORD F150	87.90
09/23/2020	101	22242	01300	LINDSAY SOFT WATER	TWP HALL SALT DELIVERY	22.50
09/23/2020	101	22243	01506	MCKENNA ASSOCIATES	ZONING ORDINANCE REVISION-FINAL PMT	197.50
09/23/2020	101	22244	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREEN-GILLESPIE	27.00
09/23/2020	101	22245	00420	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 7/1/20 TO 06/30/21	200.00
09/23/2020	101	22246	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	PVC ELBOW FOR WWTP	52.00
09/23/2020	101	22247	00747	MOOERS PRODUCTS, INC.	FLEX CAP DIFFUSERS FOR WWTP	1,379.40
09/23/2020	101	22248	00494	NORTH CENTRAL LABORATORIES	BOD SEEDS	173.16
					CREDIT FOR OVERBILLING ON INVOICE 440471	(9.30)
						<u>163.86</u>
09/23/2020	101	22249	00397	PAT MCGUIRK EXCAVATING INC	SAND AND TOP SOIL - JAMESON PARK & WTS	1,482.75
09/23/2020	101	22250	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - AUG 2020	1,165.50
09/23/2020	101	22251	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE-TWP AUG 2020	778.09
09/23/2020	101	22252	01542	SHRED-IT US JV LLC	PAPER SHREDDING 08/12/20	57.44
09/23/2020	101	22253	01497	VERTALKA & VERTALKA, INC	APPRAISAL REVIEW-NORTHWINDS APARTMENTS	2,500.00
09/23/2020	101	22254	00723	WINN TELECOM	PHONE SERVICE 9/01/20-9/30/20	334.23
						<u><u>334.23</u></u>

101 TOTALS:

Total of 37 Checks:	142,243.69
Less 1 Void Checks:	0.00
Total of 36 Disbursements:	<u>142,243.69</u>

Charter Township of Union Payroll
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CHECK DATE: September 17, 2020

PPE: September 12, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	27,983.05
Fire Fund		
EDDA		
WDDA		
Sewer Fund		32,833.31
Water Fund		20,177.20
Total To Transfer from Pooled Savings	\$	80,993.56

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	56,976.78
Employer Share Med		820.49
Employer Share SS		3,508.21
SUI		30.20
Pension-Employer Portion		4,655.36
Workers' Comp		560.07
Life/LTD		-
Dental		1,201.67
Health Care		13,097.28
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		143.50
PCORI Fee		-
Total Transfer to Payroll Checking	\$	80,993.56

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

BOARD MEMBER: Bill French

MONTH: August 2020

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
9-13	I.C.R.C.		X	75.00
9-25	I.C.R.C. Zoom meeting	X		50.00

SIGNATURE: Bill French Date: 9-9-20

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.



Copy of Union Township Report

Date: Tuesday, September 15, 2020



Alarm Date between 2020-09-07 and 2020-09-13

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000272						
		9/7/2020 1:17:26 PM	444	Power line down	ENG 33	2	1
						Total Responding 2	
Union Township	0000274						
		9/7/2020 4:26:29 PM	311	Medical assist, assist EMS crew	ENG 33	3	1
						Total Responding 3	
Union Township	0000282						
		9/10/2020 3:34:56 PM	650	Steam, other gas mistaken for smoke, other	ENG 33	2	1
						Total	

							Responding 2
Union Township	0000283						
		9/10/2020 5:26:36 PM	140	Natural vegetation fire, other	ENG 33	2	1
						Total Responding 2	
Union Township	0000287						
		9/11/2020 4:56:00 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	
	Total Runs						Total Responding 11
	5						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** September 16, 2020
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 9/23/2020
ACTION REQUESTED: To conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener’s error in Section 5 of Ordinance No. 1991-4 entitled, “Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.”

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

The Township’s East and West Downtown Development Authority (DDA) Districts were originally established in 1985 under the former Public Act 197 of 1975 (Downtown Development Authority Act), and are now subject to the requirements of Public Act 57 of 2018 (the Recodification Tax Increment Financing Act). The work of the Township’s Economic Development Authority (EDA) Board is governed by a Development Plans and Tax Increment Financing (TIF) Plans for each DDA District, which were adopted by ordinance and amended from time to time in the same manner.

During the process of preparing the 2019 Annual Report for the EDA, per the requirements of Act 57, staff noted that the TIF plans for both the East and the West DDA Districts are set to expire on December 31, 2021. If updated plans are not adopted by the Board of Trustees before that date, the authority for capture of tax revenues by the DDA districts will end with the 2021 tax year.

To ensure that the Township can continue to actively support and grow the business communities in these districts, the EDA Board took action during their regular September 15, 2020 meeting to evaluate consulting firm with professional expertise in the preparation and updating of DDA plans through a request for qualification process. The EDA Board identified two finalists to invite to submit detailed cost proposals for this work, which will be evaluated by the EDA Board during their October meeting.

Correction of a scrivener’s error

Also during the process of preparing the Annual Report, Finance Director Sherrie Teall identified a previously unrecognized scrivener’s error in Section 5 of Ordinance No. 1991-4, which is the ordinance under which the Board of Trustees adopted the most recent (1991) amendments to the West DDA Development and TIF Plans. “Scrivener’s error” is a legal term that refers to a typographical error or equivalent a minor mistake in a public or legal document. In this case, the 1991 ordinance incorrectly refers to a date of “December 31, 2020,” rather than the correct date referenced in Section “C.” (Duration of the Program) of the West DDA District TIF Plan document, which is “December 31, 2021.” The proposed amendatory ordinance would correct this error.

Public input opportunities.

The following is a summary of the public meetings and other opportunities for public input associated with this proposed amendatory ordinance:

Date	Event	Actions
September 9, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Introduction and First Reading
September 10, 2020	Summary of the amendatory ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and amendatory ordinance at the Township Hall and under "Announcements" on the Township's website
September 13, 2020		Publication of the summary and notice in The Morning Sun newspaper
September 23, 2020	Regular electronic meeting of the Board of Trustees via Zoom	Second Reading and consideration of the amendatory ordinance for adoption

SCOPE OF SERVICES

Second Reading and adoption of the proposed amendatory ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4.

JUSTIFICATIONS

Adoption of this amendatory ordinance is necessary to reaffirm the Township's authority to capture tax revenues within the West DDA District through the end of the 2021 tax year consistent with the duration specified in Section "C." of the current West DDA District TIF Plan.

GOALS ADDRESSED

Board of Trustees goals addressed by this ordinance and the current and planned EDA projects in the West DDA District (From Policy 1.0: Global End).

- 1. Community well-being and common good**
- 3. Safety**
- 4. Health**
- 5. Natural environment**
- 6. Commerce**

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

To conduct a Second Reading of and to adopt an amendatory ordinance to correct a scrivener’s error in Section 5 of Ordinance No. 1991-4 entitled, “Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.”

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

ORDINANCE NO. _____

[An ordinance adopted under the provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to correct a scrivener’s error in Ordinance No. 1991-4 and to provide for publication and an effective date.]

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN HEREBY ORDAINS:

Section 1. Correction of Scrivener’s Error in Ordinance No. 1991-4

The date referenced in the first sentence of Section 5 of Ordinance No. 1991-4 entitled, “Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority,” shall be revised from “December 31, 2020” to “December 31, 2021” solely for the purpose of correcting a scrivener’s error in the original ordinance.

Section 2. Publication.

The Clerk for the Township shall cause this Ordinance to be published in the manner required by law.

Section 3. Effective Date.

This Ordinance was approved and adopted by the Township Board of Trustees, Isabella County, Michigan, on _____, 2020 after a first reading by the Township Board of Trustees on September 9, 2020 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 2020, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: _____

(b) Voting against adoption of the Ordinance: _____

I further certify that a summary and notice of adoption of this Ordinance were published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 2020 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 2020

Lisa Cody, Clerk

I, Ben Gunning, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

Ben Gunning, Supervisor

Date: _____, 2020

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: September 16, 2020

Policy Review: 2.10 - Communications and Support to the Board
Type of Review: Internal
Review Interval: Annual
Review Month: September 2020

Policy Wording

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

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

2.10.1 Neglect to submit monitoring data required by the board (see policy on Monitoring Township Manager Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

2.10.2 Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, collective bargaining strategies, significant external and internal situations, particularly changes in the assumptions upon which any board policy or decision has previously been established.

2.10.3 Fail to advise the board if, in the Township Manager's opinion, the board is not in compliance with its own policies on Governance Process and Board-Township Management Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the board and the Township Manager.

2.10.4 Fail to marshal for the board as many staff and external points of view, issues and options as needed for fully informed board choices.

2.10.5 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and everything else for information only.

2.10.6 Fail to provide a mechanism for official board, officer or committee communications.

2.10.7 Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

2.10.8 Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

2.10.9 Fail to supply for the consent agenda all items delegated to the Township Manager yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

2.10.10 Fail to provide monthly financial statements to keep the Board informed, as well as quarterly ROI report on water and sewer usage.

Manager Interpretation

The Township Manager interprets this policy to mean the Board of Trustees in its entirety, shall be made aware of any material information that would impact the policy making role of the board. The manager shall also gather all relevant information and present it to the board in a concise way that will assist the board in its policy making capacity. The manager shall prepare and submit monitoring reports according to the approved schedule and include data that the board deems important. The manager shall also advise the board if, in the manager's opinion, the board is not in compliance with its own governance process.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

Data

- Monitoring reports are presented timely as called for in the Governing Policy schedule
- The Manager's Monthly Activity report keeps the board timely informed of operational activities, upcoming agenda items and other information of interest
- The consent portion of the meeting agenda was utilized to allow more time during a business meeting for the board to focus on policy level matters
- Study sessions were held to bring external input in the area of water/wastewater utility financing principles and compensation policies
- The Board received communication to assist with compliance relative to the Open Meetings Act
- The Township Manager, whether by email or personal conversations, ensure that all members of the board are kept up to date concerning potentially high-profile matters or potential adverse actions concerning the township. It is acknowledged that this activity can always be improved upon. Examples over the past year include:
 - The Board received updates and input was sought on relevant COVID response related matters including changes in operations, updates on Executive Orders, activities implemented to assist business with their needs
 - The board received several communications (electronic, closed session, etc.) regarding various legal matter both from me and the township attorney as appropriate
 - The board received several communications regarding the Construction Code Commission matter
 - The board was kept informed regarding the assessment roll not being delivered timely to the local board of review
 - The Board was informed when boil water advisories were issued, the Tier 3 water monitoring violation, the Oak Meadows water main break, PFAS testing results and impacts to operations
 - appropriate personnel matters were brought to the board's attention timely
 - information requested during board meetings is responded to in a timely manner

- MTA training session information is routinely provided to the board so they may increase their governance capacity and explore individual areas of interest
- The Township Manager through the use of the agenda item materials submits all information that would be relevant to assisting the Board of Trustees when making purchasing decisions, approving contracts, considering amendments to ordinances, or when considering any other matter that requires Board action

Compliance

In compliance with policy as indicated.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: September 16, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/23/2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection	

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, 2019 and 2020. 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 4.0 (Global Governance-Management Connection), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.0 – Global Governance-Management Connection

The Policy states:

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))

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.0.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.0 – Global Governance-Management Connection
Type: Direct Inspection
Occurrence: Annual
Date: September 2020

Policy:

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))

Use this evaluation form for discussion at the Board of Trustees Meeting on September 23, 2020.

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

1. Indicate item by item if you believe **Yes** or **No** that 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 policy more completely?

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: September 16, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 9/23/2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

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, 2019 and 2020. 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 4.1 (Unity of Control), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.1 – Unity of Control

The Policy states:

Only officially passed motions of the board are binding on 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.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.1.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to 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

Board Compliance Monitoring Tool

Policy: 4.1 – Unity of Control
Type: Direct Inspection
Occurrence: Annual
Date: September 2020

Policy:

Only officially passed motions of the board are binding on 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.

Use this evaluation form for discussion at the Board of Trustees Meeting on September 23, 2020.

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

1. Indicate item by item if you believe Yes or No that 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 policy more completely?