

**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 May 26, 2021 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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 "Reactions" icon. Next, click on the "Raise Hand" icon near the bottom right corner of the screen. To raise 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 5/26/2021 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.

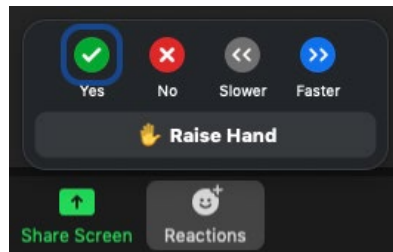
## Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

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### “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 “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



### Step 1 Step 2

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**

**May 26, 2021**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Jim McBryde Middle Michigan Development Corporation
  - B. Sheriff Main presentation
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. May Monthly Activity Report
  - C. Planning Commission and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – May 12, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

10. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) 2.3 Compensation and Benefits
- B. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance
- C. Discussion/Action: (Board of Trustees) Continued Ends discussion #2

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	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	Alex	Fuller	2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
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	12/31/2022
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	Bryan	Mielke	11/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
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	Jeff	Sweet	2/13/2025
10	vacant seat		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	12/31/2022
2	vacant seat		
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	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Jeff	Siler	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2021
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: May 20, 2021  
Re: May Monthly Activity Report

Attached is the monthly activity report for May.

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:** May 2021

### **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
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs, and Governor press conferences
- Continued addressing operational changes resulting from and MDHHS and MIOSHA issued orders related to the pandemic
- Spoke with several citizens and others regarding a variety of issues
- Interviewed 7 applicants for the Administrative Assistant open position
- Attended Chip River Master Plan meeting
- FY 2021 quarterly review meetings of budget to actual status held with departments

#### **Finance Department**

- 1.1 Community well-being and the common good

#### **Audit**

- Reviewed draft of the 2020 financial statement and worked with audit firm to make changes



- Completed the Management’s Discussion and Analysis section of the Annual Financial Report
- Reviewed the Power Point Audit Presentations for the Trustees and the EDA Board
- Verified the fund balance in the general ledger and closed out the 2020 fiscal year end in the Financial System software.

#### Tax

- Disburse funds for mobile home taxes collected in the 1<sup>st</sup> quarter 2021 totaling over **\$4,300** --
- Reconciled tax fund for year-end adjustments into 2021
- Filed Industrial Facilities Tax Report 170B with the State of Michigan for tax abatements

#### Payroll

- Prepared and submitted payroll estimates to Michigan Municipal League by workers comp class for workers comp coverage renewal for coverage period 7-1-20 through 6-30-21
- 3 biweekly Payrolls processed – 117 Payroll checks and checks to pay for benefits issued during April
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly
- Prepared and submitted Quarterly payroll reports to the Federal and State Governments

#### Recurring Monthly

- Reconciled 11 bank statements and scanned in BS&A for future reference
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- 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
- Handle all meeting pay requests submitted by the Board of Trustees:
- Reconciled Water/Sewer Fund receivables to the subsidiary ledger
- Reconciled Online Payments and Credit Card Payments to the General Ledger and the Bank on a daily basis.
- Updated BS&A software twice each month
- Issued Quarterly Leave Time Balance reports for Water/Sewer/Parks and Building Departments

#### Budget

- Finance Director attended meetings related to 2021 budget review for budget amendment #3
- Set up Budget Amendment #3 Spreadsheets

#### Purchasing

- Completed Credit Application and paperwork for a new vendor for the Water Department

#### Human Resources

- Created new hire onboarding packets for new seasonal employees
- Created a new hire onboarding packet for a new full-time Administrative Assistant, met with and reviewed new hire paperwork, benefits, pay periods, pay dates, etc.

- Prepared information to update MERS Defined Benefit Adoption Agreements and Contribution Addendum and work on the documentation to get Board approval. Worked with MERS to ensure they have everything needed to update records and make the changes.
- Reconciled Flex Medical Balances with TASC

### Training

- Finance Director attended webinar training offered by the Michigan Townships Association titled "Assessor's Renewal: Professionally Speaking"
- Accounting Specialist attended the "Back to Basics-Session 1" webinar offered by the MGFOA (Michigan Government Finance Officers Association)

### Assessing Admin

- Assessor has continued scanning the deeds and paperwork in order to get everything digitized for ease of access. We have begun to shred documents once they have been scanned in and attached.
- Up to date on all permit entries and sales
- Current on all deed maintenance
- Started 2021 inspections for our 20% reappraisal requirement
- MTT Cases
  - ARG BE23PROP02, LLC
    - Answer filed
  - Chips Housing
    - Petition filed
  - Timber Creek Apartments
    - Answer filed (01)
    - Answer filed (02)
  - Lexington Ridge Apts
    - Petition filed
  - MPIS
    - Answer filed
    - Stipulation reached
  - Mount Pleasant Hotels
    - Answer filed
  - Campus Crest
    - Settled
  - PEP-CMU
    - Settlement Discussion in Process
  - Menard INC
    - Valuation disclosure
  - Copper Beech
    - Settled

- Moving forward
  - Continue to keep up to date with sales and data entry and inspections
  - Reviewing and fixing many errors regarding the McGuirk properties.
    - We have found that there are parcels that never got added to the roll two years ago
    - We are in contact with the McGuirks and they will be kept up to date with any changes

#### Cash Receipting

- Post all online payments received to the general ledger in April: 115 online utility billing payments totaling \$17,876 ---- A 22% increase over online payments received April 2020, 34 Building Department Online payments came in at \$4,592
- 2 cashiers entered 850 receipts in April totaling over \$804,000
- Accounting Specialist covered the front office when Building Clerk was absent or unavailable.
- 

#### Accounts Payable

- 11 Accounts payable check runs during April –
  - Payments for General/Fire Funds & Water/Sewer Funds - 126 invoices reviewed, entered, and scanned in the BS&A system for payment, before issuing 83 disbursement checks totaling over \$135,000, submitted on bank's website for Positive Pay fraud prevention
  - Payments issue for Tax – Delinquent Personal Property tax collected so far in 2021 were disbursed to the taxing units. 51 invoices entered and reviewed; 8 checks issued. Disbursement checks issued for Mobile Home Tax collected in the 1<sup>st</sup> Quarter 2021
  - Payments issued for DDA's – 6 invoices reviewed, entered, and scanned in the BS&A system for payment
  - Consumers Invoices – 50 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment,
  - Mastercard Payment – 18 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment in the amount of \$6,000
  - Rural Development Loan Payment - Ensured funding in the correct bank account for the automatic Rural Development bond payment on May 1<sup>st</sup>, processed and recorded in the accounting system

#### Miscellaneous

- Enrolled in SAM (System for Award Mgt) with the Federal Government to receive Grant Funding
- Report Finance Dept Global Ends accomplishments for 2020 to Manager
- Worked on a Maintenance Agreement extension with Michigan Office Solutions for the Xerox printers/copiers in the Township
- Submitted seniority lists to ASCFME
- Billed the Insurance Company for legal fees

## **Community and Economic Development Department**

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

### **Economic Development Activities (1.1, 1.2, 1.6):**

- The Department Director and Finance Director began work to compile and prepare annual reporting of activities, projects, and financial data for the East and West DDA Districts per Public Act 57 of 2018 requirements.
- The Department Director attended a remote meeting of county Home Builders Association members and state legislative leaders to discuss housing-related challenges.
- The Department Director attended several remote meetings with MDOT officials and other stakeholders about planning for the reconstruction of E. Pickard Rd. (M-20) from Mission St. east through the US-127 interchange.
- The EDA Board approved the ROWE proposal for sidewalk engineering and construction administration services for the E. Remus Rd. (M-20) sidewalk construction in the West DDA District.
- The Department Director presented the Township at the inaugural meeting of the Airport Joint Operations Board, held remotely via Zoom.
- The Department Director met with Scott Mertes from Mid-Michigan College and with the federal Economic Development Administration's representative regarding the potential for the college's former location at 5805 E. Pickard Rd. to be redeveloped for use as a business innovation center. A follow up meeting is planned.

### **Building Services (1.1, 1.2, 1.3, 1.4, 1.6):**

- Our McKenna Associates, Inc. contract for Building Official services continues to provide flexibility to match services levels to demand for permits and inspections. Our Building Official, John Lipchik, provided services generally three days per week during the month, with weekly review of his schedule. The Building Official provided the following services during the month:
  - 27 Inspections)
  - 6 Plan Review
  - 39 Permits issued
  - Start of Coyne Storage Building
  - Jameson Hall Phase 1 completed
  - Start of Biggby and Menards projects
  - Follow up phone calls
- The Building Services Clerk provided the following services during the month:
  - Updated the building permit application form and prepared a mailing list to notify contractors of updates
  - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
  - Supported the Department Director and Economic Development Authority with board packets and minutes.
- Treasurer Rice provided much appreciated help with daily deposits during the month. (1.1)
- The Department Director met with leadership from McKenna Associates regarding their Building Official services, and also published and posted the Building Official position to invite applications.

#### Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints for resolution or referral to the Zoning Administrator.
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Expired certificate scheduling
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 131 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants. Still, some from landlords/ managers wondering about how inspections will continue and working with us. Some conversation on the timing with last years "catch-up" and this year's "regular" inspection timing.
- Contacts with local inspectors, enforcement, and fire personal. Trying to start our usual monthly meeting back up, some able/willing to attend, lower turnout so far.
- Contact with Mt. Pleasant Fire Dept. on a few unique rental issues to inquire on their process.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall.
- Attend NMCOA training (currently online).

#### Zoning Administration Activities (1.1):

- The Zoning Administrator updated and closed out the completed PZE Process files in BS&A.
- The Department Director attended the regular 4/8/2021 Isabella County Planning Commission meeting where two rezoning applications were on the agenda for review and comment
- The Department Director and Zoning Administrator met via Zoom with:
  - The owner of the Burger King on the southeast corner of E. Pickard Rd. and S. Isabella Rd., developers for a potential retail/service project on land at 5048-5082 E. Pickard Rd., and MDOT representatives to discuss the Township's access management requirements, the need for improved cross-access between commercial sites, and anticipated access changes associated with the upcoming M-20 reconstruction project.
  - Representatives from a local church and a local restaurant owner to answer questions about potential development proposals and the zoning district and site development standards that would apply.
  - Architects and civil engineers for a distribution center development at 2266 Northway Dr.
- The Department Director and Zoning Administrator participated in a Zoom meeting with a Target Corporation site development specialist, the City Planner, and the City's Economic Development Director to discuss options and priorities for establishing a viable cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District. At the invitation of the Target representative, the City Planner is compiling a more detailed proposal.
- The Zoning Administrator also provided the following services:
  - 14 zoning review approval letters for building permit applications.

- Worked with contractors on eleven (11) fence installation projects identified through Miss DIG alerts to make them aware of Zoning Ordinance standards and zoning permit requirements.

#### Ordinance Enforcement Activities

- 1646 High St. - Complaint of carport constructed without permits. Owner has removed the carport and this matter is now closed.
- 4935 E. Valley Rd. Owner agreed to a timeline to have certain accessory structures and vehicles that are in violation of Township ordinances removed, which is in process per the timeline. All but two junk cars permitted have been removed. Owner plans to remove last remaining junk cars and to demolish and remove several dilapidated sheds by June 30, 2021, and has a long-term plan is to build and have just one accessory building for storage of items.
- 2120 Yats Dr. - Junk complaint. Home appears to be abandoned. Staff was able to track down the owner who currently lives in the City of Mt. Pleasant. Owner had agreed to have all items removed from property in April but had two vendors who were unable to remove items from property. Owner still looking for a company that can remove items this year.
- 5419 S. Mission Rd. - Complaint of junk. In response to a notice of violation, the owner has agreed to remove all junk items from property by June.
- 5055 and 5105 E. Kay St. - Notice of violation sent to owner for junk vehicles in the front yard.
- 5281 Jonathan Lane - Notice of violation sent to owner for junk in rear yard and people unlawfully living in trailer in rear yard.

#### Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- During their regular April 20, 2021 meeting, the Planning Commission:
  - Completed their annual election of officers by filling the Vice-Secretary position.
  - Met with three applicants and appointed two new members to the Sidewalks and Pathways Prioritization Committee.
  - Reviewed summary of potential “punch list” amendments to various sections of the Zoning Ordinance No. 20-06 as prepared by staff.
  - Completed their annual review of the Bylaws, adopted the updated document with the changes as discussed during their 3/30/2021 special meeting, and recommended the updated document to the Board of Trustees for final approval.

#### Zoning Board of Appeals Activities (1.1):

- The regular April meeting was cancelled due to a lack of agenda items.

#### Sidewalks and Pathways Prioritization Committee Activities 1.1, 1.3, 1.4):

- Completed their annual election of Committee Chair and Secretary.
- Discussed potential changes to the sidewalk policy regarding temporary relief from construction.
- Several potential sidewalk improvements for FY2022 were identified to start an initial list.
- Next meeting scheduled for 5/25/2021.

#### Other Activities (1.1):

- The Department Director contacted Stacie Tewari, City Engineer, to learn more about City of Mt. Pleasant plans to construct a pedestrian pathway north along the east side of N. Harris St./Crawford Rd. to the Mission Creek Park at some point in the next several years.

- The Department Director and Building Services Clerk participated as members of the team interviewing the seven finalists for the Administrative Assistant position.
- The Department Director spoke with the new pastor of the First Church of the Nazarene (across from the Township Hall) about a church-related improvement project and potential opportunities for service in the City and Township.
- The Department Director and Zoning Administrator initiated preparation of an initial draft set of Zoning Ordinance text amendments to address issues identified by staff over the first eight months of operation under the new Ordinance.
- The Public Services Assistant, Jennifer Loveberry, supported the work of the Planning Commission with board packets and minutes for two (2) meetings during the month.

### **Public Services Department**

Community well-being and the common good:

- Jameson Hall Rental – closed during April 2021 in response to COVID-19 & construction
- Processed (6) ACH Request; (37) Transfers of Service/Final Bills; (439) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; set up (3) new customer accounts
- Water turn-on/off request throughout township
- Prepared (4) cost estimates (2) permit for new residential/commercial water and sewer services
- Public Service Department Assistant training continued
- Continued interviews for part-time seasonal position
- Continued working on pricing comparison for township dumpsters – last completed in 2016
- Completed Facilities Tour Packet
- January – March 2021 Quarterly Billing – ACH File prepared in the amount of \$179,249.31
- McGuirk Estates Resolution #5 draft completed – worked with Township Attorney on final Resolution #5 document
- Jameson Park Phase I Upgrade Project Management – project closeout
- Provided utility information to MDOT for River Road/US127 overpass for upcoming improvement project
- Provided information/answered questions for a Carriage Lane resident regarding establishment of a Paving Special Assessment District
- Jameson Park Upgrade Phase II – meeting held with Goudreau and Associates to discuss Phase II Schedule/Project
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping

Safety, Health, Natural Environment & Community well-being and the common good:

- Continued working on RFP for Meridian Road Well Site Media Replacement Project – 2021 Budget
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- (289) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes

- Department review and approval of ten (10) building permits, one (1) cancelled permit– Menards Building Permit cancelled
- Continued working on 2021 Capital Improvement Projects/Purchases
- Monthly fire extinguisher, AED, and eye wash inspections
- Continued working on specifications for vector truck
- PFAS water sample received
- Opened parks restrooms for season
- Scheduled thirty-two (32) meter/meter reading equipment repairs for first quarter billing – began repairs
- Review and approval of fire hydrant relocation – Menard’s expansion
- Completed AMI/Shut-off fees/Water loss/Water tracking report per Board of Trustees request
- Attended M-20 Rebuild and Roundabouts Stakeholder meeting
- Installation of fire hydrant D. Clare Services – River Road
- Attended MDOT Road Safety Audit meeting
- Township Hall landscaping bids
- Attended Consumers Energy solar program meeting April 20, 2021
- Met with Gourdie Frasier for project update/coordination/informational meeting
- Joint utility meeting MDOT signal project Mission & Broomfield Road
- Attended CDSMI Guidance: Service Line Material Verification Requirements – EGLE
- Part-time seasonal interviews conducted
- Moved election equipment April 29, 2021 to Jameson Hall
- Reviewed bids for 2021 Service Truck and bids for 2021 6” Trash Pump
- Provided information to auditors pertaining to water and sewer billing and usage for 2020 Audit
- Coordination with Hydro Corp – Cross Connection Inspections
- Review and approval of revised Nottawa Township sanitary sewer force main location
- Provided utility information to MDOT for upcoming M20 project and to Mt. Pleasant Schools regarding future project at Vision Building located on Bamber Road
- Coordination with Union Township Little League, Pony League, and Girls Softball regarding upcoming 2021 Season
- Reviewed draft Cross Connection Ordinance update
- 4650 Isabella Road - 8” meter inspection/replacement
- Spring Fire Hydrant Flushing Program began
- GIS - Parcels and Zoning: Made appropriate mapping adjustments to accurately show the status of Saginaw Chippewa Indian Tribal and Trust Lands, including fee-simple properties.
- GIS - Parcels and Land Divisions: Split a hundred-acre piece of farmland into two new child parcels to be mapped for the 2022 assessment roll.
- GIS - Water & Sewer Facilities Map: Created an updated water and sewer map for inclusion in an information packet so that newly elected and other Township officials can become more familiar with Township utilities operations.
- GIS - Hydrant Map: Provided the Mt. Pleasant Fire Department with the GPS coordinates of all 729 Township fire hydrants so that the Fire Department can update the locations of Township hydrants in their mobile mapping software.
- GIS - City-Township Boundary Agreement: Completed edits to boundaries, parcels, and zoning, making sure that the City-Township boundary matches the State of Michigan's record of the boundary.
- WWTP - Cleaned blower room
- WWTP - Changed air solenoid valve on de-gritter



- WWTP - Added wheel operator to WAS Pump 4 valve
- WWTP - Prep and store winter seasonal equipment
- WWTP - 2<sup>nd</sup> Quarter mercury testing
- WWTP - Operator training (Exam Prep)
- WWTP – Replaced opposite end bearing aerator 4 torque tube
- WWTP – Continued alarm testing for SCADA System changeover
- WWTP – Completed screen room painting
- WWTP – Repaired De-gritter bypass channel gate valve
- Repaired and replaced the tube and housing assembly on phosphate pump - Isabella well site
- Worked on Pubworks mapping configuration for mobile version
- Removed discontinued computers from Isabella server network
- Painted floors in Isabella filter room and high service room
- Carbamates, Herbicides, Pesticides, and PFAS water samples taken at 4795 S. Mission well Site
- Flushed fire hydrant Yates Drive – customer request
- Isabella Rd and Remus Rd. Inspection - Malley Construction installing storm drains around water main as part of intersection improvements
- Water inspection and water softener test 1535 Shagbark – customer complaint issue found within home
- Organized seasonal help schedule and work duties
- Installed new 1” water meters Sacco and Sullivan Fields McDonald Park
- Customer complaint from Woodland Hospice Maintenance staff/Mid-Michigan health Systems low chlorine residual as part of an onsite maintains program HOH Water Technology test for free and total chlorine residual. On April 28, 2021 Township Staff tested water at the outside irrigation system; readings are as follows Free 0.62 Total 0.76. The second sample site was at the kitchen sink after the water softeners readings are as follows; Free 0.09 Total 0.13. No issue with Township’s chlorine residual levels. Advised Woodland Hospice to contact HOH Water Technology regarding sampling procedures.
- Worked with Holiday Inn staff during hydrant flushing keeping them informed when Township staff would be done flushing in the immediate area
- Trouble shoot # 2 pump VFD motor drive at pump station #6 ( Needs replaced , ordered new )
- Replaced pump motor alternating relay at pump station #4
- Pulled and de-ragged pump # 2 at pump station #8
- Worked with Perceptive Controls installing new Opto radios and programs for pump stations # 4 , # 8 & # 20 and programed flow meter information for lift pump #7 into Opto control
- Attended a total of seven Administrative assistant interviews via Zoom – John Bebow
- Pulled Home Depot pump four times to de-rag
- Pumps air locked at pump station #1, pumps did not shut down (bad relay ) bled air off system
- Replaced water main valve box on corner of High & Isabella
- Kerr Pump re-installed pump # 2 at pump station # 14 (repaired under warranty)
- Took delivery of new 25 hp pump for pump station # 7, pump cord was damaged during first shipment and was returned for factory replacement

### **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 via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, DDA Plan Rewrite Kick-off meeting and several internal Board/Commission/Authority meetings during the month.
- Significant time spent on all things COVID related to understand requirements/impacts from various Stater of MI department Orders and relief bills on operations, staff, facilities, etc.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Chip River Master Plan meeting scheduled for May
- Work to facilitate Little League Play at McDonald Park within COVID constraints
- Offered position to Tera Green for Administrative Assistant opening-Tera starts May 17
- Submit 2020 Ends Accomplishment Report
- Held tour of township facilities and began discussion with BOT on ENDS
- Order BOT electronic devices
- Began preparations for summer tax billings
- Attend meeting with city and CMU re: deployment of electronic scooters

### **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
- Reverse the 2020 prepaid expenses in the General Ledger for 2021
- Updated BS&A Fixed Asset Software with audited fixed asset information
- Update the Township's website with the final 2020 audited financial information
- Prepare Form 5176 for the East and West DDA for the tax increment personal property tax loss due June 15<sup>th</sup>
- Provide financial information for 2020 to Rural Development
- Work on reconciling the Tax Settlement from the County
- Work with PFM (Public Financial Management) for the Municipal Annual Filing for Debt Disclosures due by June 30th
- File the Qualifying Statement for the Township, East DDA and West DDA due by June 30th
- 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 for approved invoices
- Post any payments made online to the general ledger

### **Community and Economic Development Department**

#### 1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

#### Economic Development Activities:

- The Department Director and Finance Director will continue work to compile and prepare annual reporting of activities, projects, and financial data for the East and West DDA Districts per Public Act 57 of 2018 requirements.

- 5243 Jonathon Lane property – The Department Director will continue to proceed with securing a contractor to remove the remaining foundation elements and utilities, and to install a new perimeter fence and a new sidewalk to connect Third St. and Jonathan Lane.
- The Department Director plans to meet with leadership from Mid-Michigan College to discuss potential re-use of the college’s former location at 5805 E. Pickard Rd. as a business innovation center to support new business development in the area.
- The Department Director is continuing to gather information related to the status of existing roads in the Packard St./East Airport Rd./Corporate Dr. industrial area north of E. Pickard Rd. and west of S. Isabella Rd., and to evaluate options for potential road improvements to maximize the economic development potential of this area.
- The Department Director will attend the second meeting of the Airport Joint Operations Board.
- The Department Director plans to meet with the Mt. Pleasant Area Convention and Visitors Bureau’s Sports Committee (with members from the City of Mt. Pleasant, CMU, and other organizations) to continue discussion of regional sports tournament needs for potential consideration as part of the Township’s Parks and Recreation Master Plan update.
- The Department Director will continue to work with CIB Planning, the consultant for the DDA Development/Tax Increment Financing Plans update project, to:
  - Develop information to share with the East DDA District’s affected taxing jurisdictions to build support for proposed DDA District boundary adjustments to facilitate neighborhood improvements and economic development projects in an older industrial area adjacent to the current boundaries.
  - Complete distribution of the EDA Board’s business surveys to the East and West DDA District business owners.
- The Department Director will continue business retention contacts when possible, under COVID19 restrictions.

Building Services (1.1, 1.3, 1.4, 1.6):

- Continued work on expired permit list
- Continue to do site visits, inspections, Issue permits, and plan reviews.
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerhill)
- Continued progress on Four Hacks Condos, D Clare, Coyne & Paul new residential and Rosewood addition.
- Demolition of ICRC
- Issue Final C of O for ICRC
- Start of Solar Array for Jump Station Building
- Interior Remodel of Tractor Supply
- Start of Fisher Transport Project
- Beginning of work at Days Inn
- Building Department Stickers and notifications
- The Department Director will review applications received in response to the Building Official job posting after the posting closes on 5/11/2021.

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- Continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2021, with adaptations as needed in consultation with the Director.
- Investigate and follow up on any rental complaints as needed.
- Schedule complexes, hotels, as well as duplex and single-family units for inspections.
- Follow-up inspections to verify correction of violations found on previous inspections.

- Expired certificate scheduling as needed.
- Site visits as needed for compliance or informational.
- Attend NMCOA and SVCICC training.

Zoning Administration Activities (1.1):

- The Zoning Administrator will continue to review and update PZE Process files in BS&A.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Enforcement follow ups
- Yard sale permits
- Weed Ordinance enforcement.

Ordinance Enforcement Activities (1.1, 1.3):

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D to prepare a grading permit application and plan to correct non-compliance regarding parking lot improvements and grading changes.
- 5500 E. Pickard Rd. (Quality Inn) and 5770 E. Pickard Rd. (Days Inn) - two (2) large shipping containers unlawfully installed (one at each location) as storage units on the lots. The Zoning Administrator continues to work with the owner to secure relocation of both containers to the rear yard of the Day's Inn property per an approved zoning permit that authorizes temporary use for up to 365 days. Once the containers are relocated, this matter will be closed.
- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit based on a claim that he is protected by the Right to Farm Act. This matter is under review by the Township Attorney.
- 4957 E Valley Rd. (parcel #14-002-20-011-01) - Failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Mr. Tolas failed to respond to efforts by the Building Official and Department Director to resolve the matter. The Township Attorney has initiated legal action to seek a court order for completion of the work.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use. This matter is under review by the Township Attorney.
- Issuance of requests for bids in process for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular May 18, 2021 Planning Commission meeting is anticipated to include:
  - Review of the final site plan application for Phase 2 of the McGuirk Mini-Storage project.
  - Review of the final site plan application for the Den on Broomfield mixed-use (commercial-residential) development on E. Broomfield Road at Sweeney Rd.

- Review of the combined preliminary/final site plan application for modifications to an existing building and related site improvements for a new distribution center at 2266 Northway Dr.
- Review of the combined preliminary/final site plan application for the next phase of commercial/office building development within the Broomfield Commons Condominium on E. Broomfield Rd. east of S. Lincoln Rd.
- Possible review of an initial draft set of “punch list” Zoning Ordinance text amendments.
- Continue the Master Plan implementation discussion

#### Zoning Board of Appeals Activities :

- The regular May meeting was cancelled due to a lack of agenda items.

#### Sidewalks and Pathways Prioritization Committee Activities

- Next meeting scheduled for May 25, 2021, which will focus on finalizing a list of priority projects to recommend for FY2022.

#### Other Activities:

- Sidewalks - The Department Director will continue to oversee the work of the new project engineer from Rowe to develop the construction plans and secure easements necessary for the planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd.
- Policy Governance – The Department Director participated in a two-day Policy Governance Boot Camp held at the Amway Grand Plaza Hotel in Grand Rapids.

### **Public Services Department**

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

- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision and at the west entrance of The Reserve
- Install new pumps at pump station # 7 -received in February of 2021/damage to power cord expect back from manufacturer in early April
- Continue Public Service Department Assistant Training
- WWTP – drain and clean Oxidation Ditch 1 to repair transfer valve concrete damage
- WWTP- clean tertiary filter
- WWTP – Complete EPA required DMR QA-41 Testing (Lab Quality Control)
- WWTP – True-up Aerator #3 drive shaft
- WWTP – PFAS sampling of Biosolids
- WWTP – Routine plant maintenance
- Clean-up , black dirt & hydro seed eight locations from service leaks , service installs etc.
- Secure bids for replacement of four entrance doors at Public Works building on S Mission Road (shop)
- Retire 2” water service to the old ICRC Building
- Install new 1” water service to the new Bigby Coffee B-Cubed on Pickard

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

- Audit Presentation is scheduled for May 12
- Budget amendment scheduled for July 28

- Final review and action on a special use permit application for the new Isabella County Jail and Sheriff's Office facility following a Planning Commission public hearing and recommendation.
- McGuirk Estates Paving District -Public hearing #2 and Resolution #5 to confirm SA Roll
- Consideration and adoption of "punch list" amendments to the Zoning Ordinance No. 20-06 following a Planning Commission public hearing and recommendation, and County Planning Commission review and comment.
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations and update cross connection requirements
- Report on monitoring water usage and fee levels
- Jameson Hall Phase II Improvements-Bid award
- General Fund Reserve Policy recommendation
- Bidding & Purchase of ¾ ton service truck with snowplow (2021)
- Vactor truck recommendation
- 2021 6" bypass pump purchase approval
- Cross Connection Ordinance update
- Meridian Road iron removal filter maintenance approval
- Purchase of budgeted ¾ ton service truck
- Bidding & Purchase of 6" bypass pump (2021)
- Rezoning of 2266 Northway Dr. from B-7 to I-2.
- Rezoning of 5048 E. Pickard from split B-7/R-2B to all B-7
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Township's ordinance on open burning

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

- Economic Development - Amendments to the East and West DDA Development/Tax Increment Financing Plans to update the development plans and proposed lists of projects consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues to allow for completion of development plan projects.
- Submit the Annual Report on the Status of the Tax Increment Financing Plan for the East and West Downtown Development Authorities to comply with Public Act 57 of 2018. This is to be submitted to the State Treasury by June 30<sup>th</sup>.
- Economic Development - The Department Director plans to meet with Doug Wallace, President of the Mt. Pleasant Area Chamber of Commerce to discuss economic development priorities.
- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Sidewalks - The Department Director will coordinate with Michigan Department of Transportation and county Road Commission staff regarding anticipated 2021 sidewalk construction projects.
- Sidewalks – Consider updates to the Sidewalk and Pathway Ordinance to incorporate current practices, update width and design standards, and consider the option of allowing payment into a sidewalk fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Rental Inspections - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.

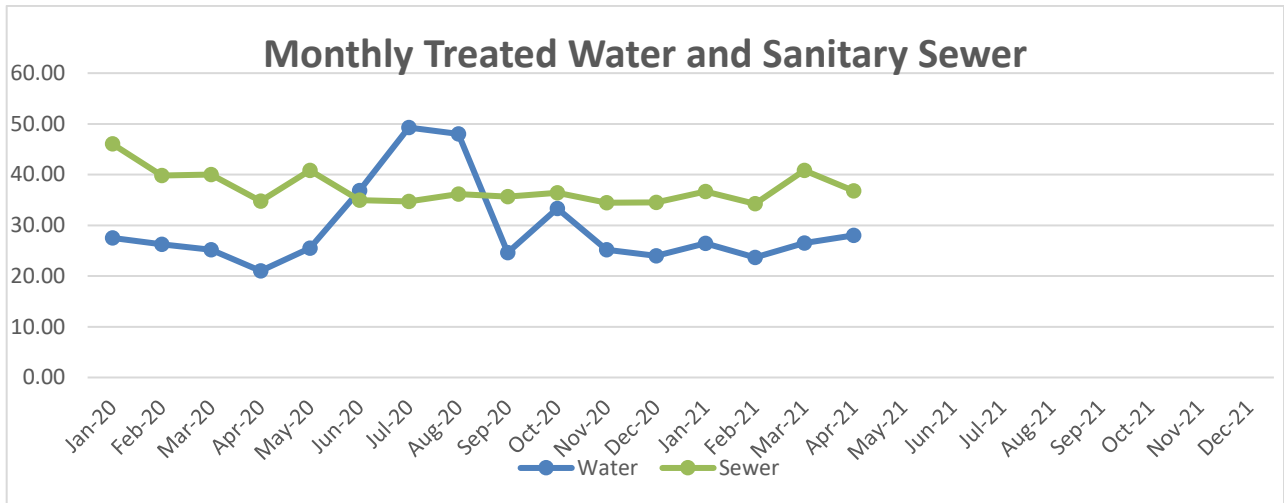
- Consider updates to the Private Road Ordinance to incorporate current practices, design standards, and basic maintenance provisions for existing private roads.
- Bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly and develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Building services – updates to the building permit application form
- Rental Inspector – Plans to attend the Code Officials Conference of Michigan spring conference in May.
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- Installation of generator transfer switch and receptacle at pump station #8
- Water system new monthly MOR reports – EGLE requirement
- EPA Water System Risk Assessment Plan – due in 2021
- EPA Water Emergency Plan – due in December 2021
- Rehabilitation of pump station #7 (2021)
- High service pump installation – River Road (2021)
- Pump station #5 service area smoke and dye testing (2021)
- Broadway Tower maintenance – interior and exterior coating, cathodic protection (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Bidding & Award of Jameson Park Upgrades Phase II Project
- Bidding & Award to purchase new vector truck
- Hydrant Flushing Late April/Early May
- Bidding & Purchase of 6” bypass pump (2021)
- Water system new monthly MOR reports – EGLE requirement
- Update Cross Connection Plan – submit to State of Michigan EGLE

## **Other**

- Legal Matters
  - Approximately \$1.6k remain under the Pung matter defense cost authorization limits
  - Settlement discussions underway Zalud/CC
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water MOR submitted – no violations
- April 2021 – Treated Potable Water

Total Month: 28.048 mg  
Average Day: .935 mgd  
Max Day: 1.210 mgd

- Monthly Sanitary Sewer DMR submitted – no violations





**2021 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 May 12, 2021 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 Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Bills (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Brown (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Hauck (location Union Township, Isabella County, Mt. Pleasant, MI)  
Trustee Thering (location Union Township, Isabella County, Mt. Pleasant, MI)

**Approval of Agenda**

**Bills moved Hauck supported to approve the Agenda as presented. Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**Presentations**

- A. John Dinse – Representative of Hannah’s Bark and Friends of the Bark Park
- B. FY 2020 Audit Presentation by Ali Barns from Yeo & Yeo

**Public Hearings**

- A. McGuirk Subdivision Special Assessment Public Hearing #2 for the purpose

**Open - 7:41 p.m.**

Pat Mayfield, 1796 Mammie St. – Stated that she was the lead in getting the petition started. Has two concerns: 1) The corners of the road are falling apart, will a 1 ½ ” overlay be enough to support the edges of the road? 2) Feels that there hasn’t been much information shared regarding payment if a person chooses to amortize over ten years what the cost would be spelled out (prime plus 3%), doesn’t want anyone in the subdivision to be caught off guard

Phil Squattrito, 1797 James Court – Thought that the price was reasonable and does not have any objections to the assessment roll, has concerns about the corners and the deep ruts on the side of the road, especially James Court, primarily due to the path of the postal vehicles as they are driving on the edge daily rather than going back and forth onto the pavement. Made mention of the Road Commission packing sand on the edge of the Roads in other areas to support the edge of the pavement. Also mentioned the yearly freeze and thaw how will the 1 ½” overlay hold up? Commented that he presumes that the payment options and cost information will be forth coming under new business

William Fransted, representing the estate of Ruth Fransted, 1790 Rose Marie Lane - Not in favor of project, in protest of the special assessment, feels that the road is not in that bad of shape. Stated that there are two places where repairs were made to the city water system that have caused dips in the road, if this overlay is completed what is there to stop them from chopping another hole in it? Feels that the road could possibly use a seal coat or chip coat. Stated that the McGuirk Subdivision is not a private

subdivision, feels there should be more entities involved in the payment of the project.

**Closed – 7:56 p.m.**

### **Public Comment**

Open: 7:57 p.m.

No comments were offered.

Closed 7:57 p.m.

### **Reports/Board Comments**

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

#### **B. Board Member Reports**

Mielke – Commented on the Ends meeting held on May 5, 2021

Rice – Shared the Summer 2021 Summer Tax Team met 5/12/21 and that 2021 Summer Tax Bills will be in property owners' mailboxes July 1, 2021

Bills – Shared that the flower baskets are starting to go up along the EDA Pickard Road corridor

Brown – Updates from the May 5, 2021 City of Mt. Pleasant meeting

Hauck – Will attend the Isabella County Road Commission tomorrow morning (May 13, 2021)

### **Consent Agenda**

- Communications
- Minutes – April 28, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

**Bills moved Rice supported to approve the consent agenda as presented. Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

### **BOARD AGENDA**

#### **A. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments**

**Hauck moved Bills supported to approve the adoption of McGuirk Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments. Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, and Thering. Nays: Hauck. Motion carried.**

#### **B. Discussion/Action: (Nanney) Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the McGuirk Subdivision Paving Special Assessment District 1 ½" overlay in the amount of \$65,389.79 and authorize the Township Manager to sign said contracts.**

**Bills moved Brown supported to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the McGuirk Subdivision Paving Special Assessment District 1 ½" overlay in the amount of \$65,389.79 and authorize the Township Manager to sign said contracts.**

**Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**C. Discussion/Action (Nanney) To conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PIO #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District).**

Rice moved **Cody** supported to conduct a Second Reading for and adopt the amendatory ordinance for the proposed PREZ 21-01 request to rezone the easterly 79.0-foot by 240.47-foot portion of the 1.16-acre parcel at 5048 E. Pickard Road (PIO #14-146-00-003-00) located on the south side of E. Pickard Road and west side of Florence Street from R-2B (One and Two Family, Medium Density Residential District) to B-7 (Retail and Service Highway Business District). **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

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

Open 8:25 p.m.

No comments were offered.

Closed 8:25 p.m.

**MANAGER COMMENTS**

- Stated that the deadline for receiving applications for the Building Official ended and that there were four applications
- Shared with the Board that there will be upcoming presentations from the Finance Director, Community and Economic Development Director, and Public Services Director
- Commented on scheduling Ends discussion #2
- Acknowledged the Board of Trustees interest in a future presentation from Sheriff Main

**FINAL BOARD MEMBER COMMENTS**

Mielke – Commented on email received from Sheriff Main regarding a COPS grant to Clerk and Trustee Hauck, gathered consensus that the board would like a presentation from Sheriff Main. Also mentioned possible doodle poll to obtain the boards availability for Discussion of Ends meeting #2

Cody – In support of having presentation from Sheriff Main at the either the 5/26/21 or the 6/9/21 meeting, she will email the board the grant information she received from Sheriff Main

Bills – “Thank you to the township staff for everything you do, you guys are awesome”. Commented on her thoughts for the end’s discussion

Brown – Expressed the need for a Township electronic device. Thank you to Sherrie Teall for her involvement in the FY2020 Audit and thanked Kim Smith/Mark Stuhldreher for facilitating the Township Facilities Tour and Ends meeting. Asked when the board might be able to meet for in person meetings. In support of having Sheriff Main for a presentation.

Hauck – Mentioned not having any discussion on the stimulus money the township will be receiving, mentioned that he felt this tour of the facilities was better than last year, made a statement regarding having a park at Deerfield and Mission, stated that he wondered what we are waiting for? Stated that he would like to encourage residents/developers/business owners to come to speak at Board of Trustees meetings so all seven members of the board can hear their concerns

Thering – Attended Policy Governance Boot Camp by Susan Radwan and encourages all board members to do so as well

**ADJOURNMENT**

Rice moved **Brown** supported to adjourn the meeting at 8:47 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

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

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Jennifer Loveberry)*

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
05/25/2021	101	437 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5228 S ISABELLA	8,816.17
					5537 E BROADWAY	250.20
					2270 NORTHWAY	36.08
					2055 ENTERPRISE	277.11
					5525 E REMUS	62.85
					1933 S ISABELLA	605.39
					1660 BELMONT	111.91
					5144 BUDD	31.06
					5142 BUDD	140.16
					900 MULBERRY	55.59
					4822 ENCORE BLVD	107.19
					4244 BLUEGRASS	82.21
					4795 S MISSION	2,291.48
					4797 S MISSION	443.85
					5076 S MISSION	832.98
					5369 CRAWFORD	76.44
					3998 E DEERFIELD	76.42
					3248 S CONCOURSE	159.23
					2495 E DEERFIELD	257.61
					1876 S LINCOLN	16.41
					2188 E PICKARD	119.46
					1776 E PICKARD	52.49
					1876 E PICKARD	183.03
					2180 S LINCOLN	36.08
					2424 W MAY	525.48
					4520 E RIVER	125.88
					1605 SCULLY	60.77
					5319 E AIRPORT	99.21
					1633 S LINCOLN	312.58
					1046 S MISSION	139.41
					800 CRAIG HILL	55.28
					2279 S MERDIAN PUMP HOUSE	98.01
					2279 S MERDIAN	1,620.97
						<u>18,158.99</u>
05/25/2021	101	438 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		
05/25/2021	101	439 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		
05/26/2021	101	22847	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING AD	283.90
					ZONING AD	216.10
					ZONING/HYDRANT FLUSHING/PAVING ADS	1,305.45
						<u>1,805.45</u>
05/26/2021	101	22848	01358	21ST CENTURY MEDIA-MICHIGAN	SEASONAL EMPLOYMENT AD	695.00
05/26/2021	101	22849	01738	ANDREW PATTERSON PLUMBING INC	BREAKROOM MECHANICAL INSTALLATION	695.00
05/26/2021	101	22850	00072	BLOCK ELECTRIC	ELECTRICAL REPAIR - WELL #11	13,850.00
					WINDMILL REMOVAL/LIGHT INSTALL - TWP	6,500.00
						<u>20,350.00</u>
05/26/2021	101	22851	01240	BRAUN KENDRICK FINKBEINER PLC	ZALUD LITIGATION - APR 2021	3,090.00
					CONCERNED CITIZENS - APR 2021	7,325.20

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					GENERAL LEGAL FEES - APR 2021	1,639.09
						<u>12,054.29</u>
05/26/2021	101	22852	00095	C & C ENTERPRISES, INC.	UNIFORMS - UTILITY/SEASONAL EMPLOYEES	1,180.00
05/26/2021	101	22853	01528	CENTRAL MICHIGAN SURVEYING & DEV	JAMESON PARK SURVEYING FEES	6,400.00
05/26/2021	101	22854	00722	CHARTER TOWNSHIP OF UNION	Q1 UTILITY BILLING - WWTP	2,620.41
					Q1 UTILITY BILLING - PARKS	446.71
						<u>3,067.12</u>
05/26/2021	101	22855	00129	CMS INTERNET, LLC	MONITOR & STAND - PW FOREMAN	360.00
					MANAGED IT, EMAIL & PHONE SERVICE - JUNE	5,336.61
					OFFICE 365 - PRO RATED CATCHUP	50.40
						<u>5,747.01</u>
05/26/2021	101	22856	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - APR 2021	677.15
05/26/2021	101	22857	01171	DBI BUSINESS INTERIORS	LABELS FOR BLDG DEPT	72.19
					FOLDERS - ACCOUNTING	16.47
						<u>88.66</u>
05/26/2021	101	22858	00188	DOUG'S SMALL ENGINE	MOWER REPAIR	532.20
05/26/2021	101	22859	00195	EJ USA, INC	HYDRANT REPAIR	8,850.40
05/26/2021	101	22860	00209	ETNA SUPPLY COMPANY	BALL STOPS	119.00
05/26/2021	101	22861	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT - MAY 2021	40.00
05/26/2021	101	22862	00248	GILBOE'S LOCK & SAFE SERVICE	LOCK REPAIR - WWTP	143.00
05/26/2021	101	22863	00261	GRAINGER	OVERLOAD RELAY	248.98
05/26/2021	101	22864	00266	HACH COMPANY	POLYSEED BOND INNOCULUM	236.22
05/26/2021	101	22865	00324	ISABELLA CORPORATION	FILL SAND - WATERMAIN REPAIR	600.00
05/26/2021	101	22866	01116	ISABELLA COUNTY COMMUNITY DEVELOPME	GIS DATA PARTNERSHIP PARCELS	425.00
05/26/2021	101	22867	00356	KENNEDY INDUSTRIES, INC.	PUMP REPAIR - ISABELLA WELL	1,271.25
05/26/2021	101	22868	01506	MCKENNA ASSOCIATES	BUILDING OFFICIAL & INSPEC SERVICES - AP	6,000.00
05/26/2021	101	22869	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREENS - ELLIS, GREEN, MC	81.00
05/26/2021	101	22870	00399	MCMaster-CARR SUPPLY CO	AERATOR LOVER HANDLE	21.01
					RINGS FOR AERATOR #3	278.69
						<u>299.70</u>
05/26/2021	101	22871	00506	MEEKHOF TIRE SALES & SERVICE INC	LAWN MOWER REPAIR	21.50
05/26/2021	101	22872	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	GASKETS & BOLTS	796.00
05/26/2021	101	22873	01255	MID MICHIGAN SECURITY	TROUBLESHOOT SECURITY SYSTEM - TWP HALL	188.30
05/26/2021	101	22874	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT - MERIDIAN PUMP	2,803.50
05/26/2021	101	22875	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - APR 2021	1,036.00
05/26/2021	101	22876	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL - APR 2021	852.14
05/26/2021	101	22877	01542	SHRED-IT US JV LLC	PAPER SHREDDING 04/30/21	62.55
05/26/2021	101	22878	01577	JAMES THERING JR	REIMBURSEMENT FOR POLICY GOVERNANCE BOOT C	600.00
05/26/2021	101	22879	01013	USA BLUE BOOK	BOOTS	143.20
						<u>96,268.61</u>
<b>101 TOTALS:</b>						
Total of 36 Checks:						96,268.61
Less 2 Void Checks:						0.00
Total of 34 Disbursements:						<u>96,268.61</u>

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: May 13, 2021**

**PPE: May 8, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	27,043.91
Fire Fund		397.41
EDDA		
WDDA		
Sewer Fund		32,151.16
Water Fund		28,702.52
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>88,295.00</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	59,962.92
Employer Share Med		806.32
Employer Share SS		3,447.54
SUI		7.28
Pension-Employer Portion		4,889.75
Workers' Comp		620.39
Life/LTD		583.79
Dental		1,201.67
Health Care		20,403.81
Vision		335.32
Vision Contribution		(167.60)
Health Care Contribution		(3,796.19)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>88,295.00</b>


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

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** JEFFERY W. BROWN

**MONTH, YEAR:** MARCH AND MAY

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3/8/21	City Commission Meeting		75 <sup>00</sup>	75 <sup>00</sup>
5/10/21	City Commission Meeting		75 <sup>00</sup>	75 <sup>00</sup>
			Total	150 <sup>00</sup>

**Signature:** 

**Date:** 5-13-2021

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. Meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.



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

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill Hawk

MONTH, YEAR: April 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-7	Elections Commission		X	\$75.00
4-12	<del>Elections</del> Elections Commission	X		50.00

Signature: Bill Hawk

Date: 5-8-21

1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.
2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.
3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.



# Union Township Report-1

Date: Tuesday, May 11, 2021



Alarm Date between 2021-05-03 and 2021-05-09

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000307</b>						
		5/4/2021 3:58:15 AM	311	Medical assist, assist EMS crew	ENG 32	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000308</b>						
		5/3/2021 11:24:00 PM	311	Medical assist, assist EMS crew	ENG 32	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000310</b>						
		5/4/2021 9:47:08 AM	700	False alarm or false call, other	ENG 31	2	1
		5/4/2021 9:47:08 AM	700	False alarm or false call, other	T 31	1	1

							<b>Total Responding 3</b>
<b>Union Township</b>	<b>0000313</b>						
		5/6/2021 3:10:00 PM	911	Citizen complaint	ENG 33		3 1
							<b>Total Responding 3</b>
<b>Union Township</b>	<b>0000314</b>						
		5/6/2021 10:27:24 PM	111	Building fire	C 31		2 4
		5/6/2021 10:27:24 PM	111	Building fire	ENG 31		1 4
		5/6/2021 10:27:24 PM	111	Building fire	ENG 33		3 4
		5/6/2021 10:27:24 PM	111	Building fire	POV		7 4
		5/6/2021 10:27:24 PM	111	Building fire	Assistant Chief		1 4
		5/6/2021 10:27:24 PM	111	Building fire	SQ 31		1 4
							<b>Total Responding 15</b>

<b>Union Township</b>		<b>0000316</b>					
		5/7/2021 11:20:00 AM	700	False alarm or false call, other	ENG 33	2	1
		5/7/2021 11:20:00 AM	700	False alarm or false call, other	T 31	1	1
						<b>Total Responding 3</b>	
	<b>Total Runs</b> 6					<b>Total Responding 30</b>	

**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**



# Union Township Report-1

Date: Tuesday, May 18, 2021



Alarm Date between 2021-05-10 and 2021-05-16

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000326</b>						
		5/11/2021 7:03:34 PM	424	Carbon monoxide incident	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000328</b>						
		5/13/2021 5:02:32 PM	551	Assist police or other governmental agency	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000330</b>						
		5/13/2021 8:28:00 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
		5/13/2021 8:28:00 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	1

							<b>Total Responding 3</b>
<b>Union Township</b>	<b>0000331</b>						
		5/14/2021 12:15:09 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000334</b>						
		5/15/2021 2:43:18 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	3	1
						<b>Total Responding 3</b>	
	<b>Total Runs</b>						<b>Total Responding 12</b>
	<b>5</b>						

**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**

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: May 19, 2021

Policy Review: 2.3 Compensation and Benefits  
Type of Review: Internal  
Review Interval: Annual  
Review Month: May 2021

## **Policy Wording**

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

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

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

## **Manager Interpretation**

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

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

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

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

#### **Data**

- Manager's compensation package is a result of Board approval. No changes to this package have been made since 1/1/2020. At that time, approval for a \$250/mo. car allowance and an additional week of vacation was added to the compensation package. The last change to base salary was effective 1/1/2019.
- No promise of guaranteed employment has been made or implied by the Manager.
- Members of Collective Bargaining unit's compensation package is a result of negotiated agreements that are effective January 1, 2020 thru December 31, 2022. These received Board of Trustee approval. The compensation and benefit items that were negotiated followed the recommendations contained in the classification/compensation study received in 2019.
- Per the Collective Bargaining Agreement, premium expenses for health insurance benefit plans are shared between the employer and employee at a percentage ratio of 91/9 in 2021 and increasing to 90/10 in 2022.
- MERS 457 plan offers additional retirement options for employees at no cost to the Township
- In January of 2021, a Memorandum of Understanding was executed with the bargaining groups that provides for an additional 80 hours of sick leave to use for qualifying reasons related to COVID-19. This additional benefit expires on 6/30/2021. The Board was informed of this at that time.
- All positions that came open during 2020 were filled via a competitive process using an interview team composed of members of the organization from across various departments.

#### **Compliance**

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



**Policy Governance Executive Limitations Evaluation Form**

*A tool to be used by individual Board members as they evaluate the internal monitoring reports*

Policy being monitored: 2.3-Compensation and Benefits

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

Comments regarding further policy development:

- 1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?

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

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Signature and date of Board member \_\_\_\_\_

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** May 19, 2021

**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 05/26/2021

**ACTION REQUESTED:** Board of Trustees annual review of Board Governance Policy No. 3.10 – Cost of Governance

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and 2021. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

### Board Policy 3.10 – Cost of Governance

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

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

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

### PROJECT IMPROVEMENTS

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

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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

**Policy:** 3.10 Cost of Governance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** May 2021

**Policy:**

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

Accordingly:

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

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

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

3.10.1.3 Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values. For Township provided electronic devices, see appendix G.

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

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

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

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

1. In addition to township boards and committees, the board shall decide what meetings are

important to have a representative attend and appoint a board member to attend in person or virtually those meetings.

- In the event, the original assigned member is unable to attend, they should attempt to fill the position by asking another board member to attend the meeting.
- Board/committee assignments may be changed from time to time by a majority vote of the Board of Trustees
- Board members not assigned to represent the Board at a meeting may attend the meeting without compensation.

2. The Board may appoint a member or members to form a temporary committee for a specific task, such as a negotiating team or a task force. Examples of this include: negotiating a lawsuit or a contract with another entity, or a task force such as the County Recycling Task Force. These committees are considered temporary and all members assigned may be compensated.

3. All board members shall be paid to attend Council of Governance. MTA Ad Hoc Meetings, the Annual MTA Conference, the Annual Road Commission Meeting and the two Road Commission Ad Hoc meetings.

4. The township supervisor, clerk, and treasurer shall not receive any meeting pay for attending meetings not identified in sections 10 or 11 that are during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.

5. Education and professional development of its Board members is important to the Township. All board members shall be allowed meeting pay for up to eight educational sessions/classes/conferences per calendar year. Additional educational sessions and or class attendance may be paid with board approval.

6. Travel expenses shall only be paid for meetings approved for meeting pay under this policy. Meetings attended by the supervisor, clerk or treasurer during township business hours shall be eligible for travel expenses.

7. A board member wishing to attend a meeting that does not qualify under this meeting pay policy, may ask the board for permission to be paid for attending said meeting and shall be paid for attendance after a majority of the board approves the request. Board members who have the opportunity to attend a meeting between Board Meetings, may receive compensation after the fact if approved by a majority of the board present at the Board Meeting.

8. The Board by majority vote may decline to pay some specific meeting attendance requests submitted by any board member if the Board believes the request to be in violation of this policy.

9. Any meeting of the Board is not eligible for additional compensation. This includes all regularly scheduled Board Meetings, special or emergency called Board Meetings and Board Work Sessions.

10. The following is a list of meetings the Board shall assign representatives to attend:

- Union Township Planning Commission

- Union Township Economic Development Authority
- Union Township Sustainability Committee
- Union Township Intergovernmental Liaison Team
- Election Commission
- Board of Review (By statute, Supervisor is Secretary)

11. The following is a list of meetings the Board may assign a representative to attend:

- Road Commission regular monthly meetings
- Sidewalks and Pathways Prioritization Committee
- Temporary Committees (See Section 2)
- Isabella County Commission regular meetings
- City of Mt. Pleasant Board of Commissioners
- Middle Michigan Development Corporation
- Saginaw Chippewa Indian Tribe of Michigan (Tribal meetings are not open to the public. This assignment will primarily act in a Liaison capacity)
- Others to be added from time to time per approval of the Board.

**Use this evaluation form for discussion at the Board of Trustees Meeting on May 26, 2021.**

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are not in compliance.
3. How do you think the Board could improve the process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its policies more completely?