



BOARD OF TRUSTEES
Regular Meeting
June 22, 2022
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. June Monthly Activity Report (to be supplied under a separate cover)
 - C. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – June 8, 2022 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Nanney) Gourdie Fraser – Township Sidewalk Projects Service Agreement
- B. Discussion/Action: (Teall) Policy Governance 2.5.10 Cash Flow Ratio
- C. Discussion/Action: (Stuhldreher) Policy Governance 2.7 End Focus of Grants and Contracts
- D. Discussion/Action: (Board of Trustees) Policy Governance 3.5 Board Commission and Community Linkage
- E. Discussion/Action: (Board of Trustees) Policy Governance 3.6 Supervisor’s Role in the Board’s Process
- F. Discussion/Action: (Board of Trustees) Policy Governance 3.7 Duties of the Elected Department Heads

12. 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)

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	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	2/15/2025
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		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	Herren	12/31/2023
2	Joseph	Schafer	12/31/2023
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
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	6/22/2026
7	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
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	Stan	Shingles	2/15/2024
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
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	12/31/2022

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: Breanne Moegeberg Date: 3-12-22
Address: 6011 S Bamber Rd Mt Pleasant
Phone (home) — (cell) 989-309-9118 (work) —
Email: bmoeggy@yahoo.com
Occupation: Self-employed childcare business owner

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


- | | | |
|------------|--------------------------------|---|
| <u>X 2</u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u>—</u> | Board of Review | Must be a Union Township Resident |
| <u>X 1</u> | Planning Commission | Must be a Union Township Resident |
| <u>—</u> | EDA | Must meet one of the following qualifications:
<u>—</u> Property owner in East or West DDA
<u>—</u> Property owner in East or West DDA
<u>—</u> Resident in Union Township |
| <u>—</u> | OTHER *Specify Board: <u>—</u> | |

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

As a community activist and a business owner, I have a passion and desire to help our county grow in a positive manner.

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

Please see attached.

Signature:  Date: 3-12-22

Breanne Moeggenberg

611 S Bamber Rd
Mt Pleasant, MI 48858
989.309.9118
bmoeggy@yahoo.com

12th March 2022

Charter Township of Union

Zoning Board of Appeals
2010 S Lincoln Rd
Mt Pleasant, MI 48858

To Whom It May Concern,

As a community activist and a small business owner here in Union Township, I have a passion and desire to help our area grow in a positive fashion so that the residents are empowered with economic opportunities that safely and effectively lead to county growth. Thus, I am providing an application for an appointment to the Zoning Board of Appeals or Planning Commission.

In the attached Resume you will find that I have past experience working on various Boards including the writing and proposals of bylaws. Beyond this, reading and understanding rules and ordinances has been a necessity as a childcare business owner but has also become useful on many avenues recently as we stretched through the last two years of pandemic promulgations.

While I realize my personal life views may vary from some of those that review this application, it is my belief that diversity in representation and decisions brings the most inclusion to the table. If my past and recent experience would be beneficial to a position on the Zoning Board of Appeals or Planning Commission, I would greatly appreciate an opportunity to meet with you and discuss my applicability.

Sincerely,

Breanne Moeggenberg

Breanne Moeggenberg

611 S BAMBER RD
MT PLEASANT, MI 48858
989.309.9118
BMOEGGY@YAHOO.COM

EDUCATION

Alma College, Alma, MI

— *Exercise and Health Science*

September 1997 - April 2001

WORK EXPERIENCE

Aunt Bree's Day Care

Midland to Mt Pleasant, MI

— *Owner/SOM Licensed Childcare Provider*

February 2017 - PRESENT

January 2003 - September 2010

Starting as a State of Michigan family sized childcare business, operated from the home, now a group sized childcare business serving and caring for up to twelve children daily and contracting five staff.

BOARD EXPERIENCE

Moms for Liberty - Isabella County, MI

Mt Pleasant, MI

— *Chapter Chair*

2022 - PRESENT

A recently formed group, to the National Organization Moms for Liberty, that is dedicated to fighting for the survival of America by unifying, educating and empowering parents to defend their parental rights at all levels of government.

Amateur Hockey Association of Mt Pleasant

Mt Pleasant, MI

— *Secretary*

2009 - 2012

An association intended to promote and organize hockey teams while maintaining the programs.

SKILLS

- Public Speaking
- Organizing fundraising, marketing and rally events
- Creating, organizing and implementing procedures and bylaws

REFERENCES

Jeff Bean

6675 N Whiteville Rd
Rosebush, MI
517.202.9421
jeff@jeffbean.net

Dawn Betha

407 W Drive
Mt Pleasant, MI
760.519.1215
dawnbetha@yahoo.com

Jim Horton

3089 Hunters Trail
Mt Pleasant, MI
989.621.1534
jim@rxlegalpc.com

2022 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on June 8, 2022, at 7:00 p.m. at the Union Township Hall.

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

Roll Call

Present:

Supervisor Mielke, Clerk Cody, Treasurer Rice, Trustee Bills, Trustee Brown, and Trustee Hauck,

Excused:

Trustee Thering

Approval of Agenda

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

Presentation

Public Hearings

Public Comment

Open: 7:01 p.m.

Jerry Neyer, 1455 E. Walton Rd., Shepherd, introduced himself and announced that he is running for State Representative.

Kevin Willis, MCAP Senior Vice President of Construction and Development, commented on the PREZ21-03 Planned Unit Development-Prestige Center Assisted Living Facility Expansion.

Closed: 7:03 p.m.

Closed Session

Reports/Board Comments

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

B. Board Member Reports

Hauck – Gave updates on the Isabella County Road Commission meeting.

Rice – Gave an update on summer taxes.

Bills – Gave updates on the Isabella County Commissioner meeting.

Mielke – Gave updates on the Management Team meeting and the Saginaw Chippewa Indian Tribe of Michigan’s Annual Honoring, Healing, and Remembering event.

Consent Agenda

- A. Communications
- B. Minutes – May 25, 2022 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

New Business

A. Discussion/Action: (Nanney) Second Reading and Adoption of the PREZ21-03 Planned Unit Development (PUD) Rezoning and Concept Plan – Prestige Center Assisted Living Facility Expansion

Bills moved **Brown** supported to conduct a Second Reading for and adopt the PREZ21-03 request to rezone parcels 14-013-20-043-02 & -043-08 at 5785 E. Broadway Road from the B-4 (General Business) District to PUD (Planned Unit Development), which also includes the associated PUD Concept Plan for the Prestige Center Assisted Living Facility Expansion dated March 14, 2022. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, and Hauck. Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Policy Governance 2.3 Compensation & Benefits

Discussion by the Board

C. Discussion/Action: (Stuhldreher) Policy Governance 3.10 Cost of Governance

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 7:27 p.m.

Erin Zimmer, 517 E. Grand Ave, Mt. Pleasant, introduced herself and announced that she is running for State Representative.

Closed: 7:29 p.m.

MANAGER COMMENTS

FINAL BOARD MEMBER COMMENTS

Bills – Looking forward to warmer weather.

Hauck – Requested an update on legal matters at the next Board meeting.

ADJOURNMENT

Rice moved **Bills** supported to adjourn the meeting at 7:31 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
06/22/2022	101	533 (E)	00146	CONSUMERS ENERGY	2010 S LINCOLN RD L4 LIGHT STREETLIGHTS	50.74
					5228 S ISABELLA RD	1,539.40
					LED LIGHT STREET LIGHTING	7,273.33
					5537 E. BROADWAY	216.26
					5525 E. REMUS	67.86
					1933 S. ISABELLA RD	59.70
					5144 BUDD ST	1,292.36
					5142 BUDD ST	35.87
					1660 BELMONT DR	110.26
					2010 S. LINCOLN RD	95.68
					2270 NORTHWAY DR	957.04
					2055 ENTERPRISE DR	33.67
					5240 E. BROOMFIELD	301.87
					900 MULBERRY LN	964.32
					4797 S. MISSION ST - BARN	61.49
					4244 E. BLUE GRASS	315.23
					5076 S. MISSION RD	65.24
					4822 ENCORE BLVD	992.28
					4795 S. MISSION ST	110.22
					3248 S. CONCOURSE DR	2,539.08
					3998 E. DEERFIELD RD	173.20
					5369 S. CRAWFORD	177.79
						62.45
						<u>17,495.34</u>
06/22/2022	101	534 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
06/22/2022	101	23750	MISC	HOMETOWNE BUILDERS	BD Payment Refund	200.00
06/22/2022	101	23751	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING ADS	347.60
06/22/2022	101	23752	01703	AMAZON CAPITAL SERVICES	HDMI WALL PLATE-TWP HALL UPGRADES	14.78
					AIR PURIFIER FOR TOWNSHIP HALL	426.29
						<u>441.07</u>
06/22/2022	101	23753	01738	ANDREW PATTERSON PLUMBING INC	BACKFLOW TESTS & REPAIRS	795.00
06/22/2022	101	23754	00038	APEX SOFTWARE	SKETCHING SOFTWARE ANNUAL FEE 7/1/22-6/3	470.00
06/22/2022	101	23755	01600	BE GREEN LAWN SERVICES CO, INC.	LAWN FERTILIZER FOR MCDONALD PARK	4,841.00
06/22/2022	101	23756	00059	JOHN BEBOW	CLOTHING RECEIPT REIMBURSEMENT	100.00
06/22/2022	101	23757	01780	LEWIS BENDER	ADMIN SUPPORT TRAINING-BLDG DEPT CLERK	395.00
					ADMIN SUPPORT TRAINING-ADMIN ASSISTANT	395.00
					ADMIN SUPPORT TRAINING-PUBLIC SERVICES A	395.00
						<u>1,185.00</u>
06/22/2022	101	23758	00099	CENTRAL CONCRETE PRODUCTS CO. INC	FILL SAND&CRUSHED CONCRETE-CLEAN UP RIVE	270.30
06/22/2022	101	23759	01309	CGS, INC	RESPIRATOR & FIT TRAINING	1,018.50
06/22/2022	101	23760	00129	CMS INTERNET, LLC	WIRELESS KEYBOARD & MOUSE (AMY)	49.99
					MANAGED IT EMAIL & PHONE SERV-JUL 2022	5,541.51
						<u>5,591.50</u>
06/22/2022	101	23761	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-MAY 2022	2,439.78
06/22/2022	101	23762	01242	CULLIGAN WATER	WATER COOLER - SHOP	16.00
					WATER COOLER - SHOP	62.00

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					COOLER RENT 6/01/2022-06/30/2022	9.50
					BOTTLED WATER/BOTTLE DEPOSIT/DELIVERY	59.25
						<u>146.75</u>
06/22/2022	101	23763	00994	CUSTOM HEATING & PLUMBING, INC	INSTALL MAIN WATER FEED-PUMP STN #2	1,560.00
					INSTL ATMOSPHERIC VENT ON BOILER@TWP HAL	385.00
						<u>1,945.00</u>
06/22/2022	101	23764	01171	DBI BUSINESS INTERIORS	WALL CALENDAR FOR ACCNTNG SPECIALIST	17.24
					COPY PAPER FOR TWP HALL	251.94
						<u>269.18</u>
06/22/2022	101	23765	00207	E & S GRAPHICS, INC	CONSUMER CONFIDENCE REPORTS 2022	3,090.73
06/22/2022	101	23766	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE/LIQUID AQUADENE	4,068.50
06/22/2022	101	23767	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INS/TREATMENT-JUN 2022	40.00
06/22/2022	101	23768	00249	GILL-ROY'S HARDWARE	NEW AIR COMPRESSOR FOR LIFTSTN #14	193.98
					KEYS MADE FOR TRAILER HITCH LOCKS	5.97
						<u>199.95</u>
06/22/2022	101	23769	00257	GOURDIE-FRASER, INC.	PUMP STATION #7/COLLECTION SYSTEM UPGRAD	13,120.50
06/22/2022	101	23770	00333	ISABELLA COUNTY ROAD COMMISSION	BROADWAY/ISABELLA INTERSCTN-FINAL BILLIN	4,135.35
06/22/2022	101	23771	01324	KENEWELL GROUP	BUSINESS CARDS FOR ASSTNT ASSESSOR	80.00
06/22/2022	101	23772	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK EXT IMPROVEMENTS-DRAW #5	57,101.17
06/22/2022	101	23773	01300	LINDSAY SOFT WATER	TWP HALL SALT DELIVERY	36.00
06/22/2022	101	23774	00001	M T A	ANNUAL MEMBERSHIP DUES 7/1/22-6/30/23	8,752.61
06/22/2022	101	23775	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREENS	34.00
06/22/2022	101	23776	00402	MEDLER ELECTRIC CO	VFD DRIVE FOR SLUDGE THICKENER	1,552.27
06/22/2022	101	23777	00420	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD FOR ACCTNG SPECIALIST	242.40
06/22/2022	101	23778	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT-JUN 2022	1,052.01
06/22/2022	101	23779	00424	MICHIGAN RURAL WATER ASSN.	MEMBERSHIP DUES 7/1/2022 - 6/30/2023	780.00
06/22/2022	101	23780	00494	NORTH CENTRAL LABORATORIES	CLASS 1 WEIGHT SET	1,582.51
					FECAL THERMOMETER	107.14
						<u>1,689.65</u>
06/22/2022	101	23781	00518	PEERLESS-MIDWEST, INC.	NEW PUMP & MOTOR-WELL #3	32,196.09
06/22/2022	101	23782	00131	PERCEPTIVE CONTROLS, INC	NEW ISABELLA CONTROL PROGRAMMING	2,733.75
					INDUCTIVE AUTOMATION BASIC CARE RENEWAL	1,512.00
						<u>4,245.75</u>
06/22/2022	101	23783	00559	RENT-RITE OF ALMA	PORTA POTTY RENTAL-MCDONALD PARK	133.96
					PORTA POTTY RENTAL-MCDONALD PARK	133.96
						<u>267.92</u>
06/22/2022	101	23784	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE FOR TWP HALL BREWER	129.00
06/22/2022	101	23785	01773	STAR OF THE WEST MILLING CO.	BROADLEAF HERBICIDE FOR WWTP	178.08
06/22/2022	101	23786	00637	SWEENEY SEED CO.	SEED/FERTILIZER FOR HYDROSEEDER	613.75
06/22/2022	101	23787	01462	TERA GREEN (PETTY CASH)	REPLENISH PETTY CASH	17.90
06/22/2022	101	23788	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	22.00
06/22/2022	101	23789	00732	YEO & YEO, PC	F65/AUDIT SERVICES THRU 5/31/2022	1,925.00

101 TOTALS:

Total of 42 Checks:

012
 173,126.65

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Less 1 Void Checks:						0.00
Total of 41 Disbursements:						<u>173,126.65</u>

Charter Township of Union Payroll
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CHECK DATE: June 09, 2022

PPE: June 04, 2022

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	34,829.10
Fire Fund		
EDDA		
WDDA		
Sewer Fund		33,536.20
Water Fund		24,531.96
Total To Transfer from Pooled Savings	\$	92,897.26

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	63,882.28
Employer Share Med		844.22
Employer Share SS		3,609.88
SUI		36.55
Pension-Employer Portion		5,244.07
Workers' Comp		602.09
Life/LTD		601.92
Dental		1,274.08
Health Care		21,494.26
Vision		391.68
Vision Contribution		(195.84)
Health Care Contribution		(4,887.93)
Flex Administrators		-
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	92,897.26

CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill Hauck

MONTH, YEAR: May 2022

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
5-12	ICRC	X		50. ⁰⁰
5-18	Council of Government	X		50. ⁰⁰
5-26	ICRC		X	75. ⁰⁰

Signature: Bill Hauck

Date: 6-8-22

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: Friday, June 17, 2022



Alarm Date between 2022-05-30 and 2022-06-12

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000414						
		6/5/2022 2:46:57 PM	424	Carbon monoxide incident	ENG 33	3	1
						Total Responding 3	
Union Township	0000417						
		6/9/2022 1:03:52 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000421						
		6/10/2022 6:46:31 AM	424	Carbon monoxide incident	ENG 33	2	1
						Total Responding 2	

Union Township	0000427						
		6/11/2022 6:47:32 AM	444	Power line down	ENG 33	2	1
						Total Responding 2	
Union Township	0000429						
		6/11/2022 4:32:27 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
	Total Runs						
	5					Total Responding 11	

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

To: Board of Trustees	DATE: June 14, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 6/22/2022
Action Requested: To approve the agreement with Gourdie-Fraser, Inc. in the amount not to exceed \$28,250.00 to provide civil engineering and construction administration services for sidewalk construction around the northern and eastern perimeter of the Township Hall and west into McDonald Park, and through the Township-owned lot at 5243 Jonathon Lane to provide a pedestrian connection between Jonathon Lane and E. Kay Street; and to authorize the Township Manager to sign the agreement.	

Current Action Emergency

Funds Budgeted: Yes Account #101-441-970.100 and #101-901-976.303

Finance Approval: MDS

BACKGROUND INFORMATION

This proposed agreement for sidewalk engineering and construction administration services is a new project that would be implemented under the Township’s current master agreement with Gourdie-Fraser, Inc. The proposed scope of work includes civil engineering, design, bidding and permitting assistance, and construction administration and inspection services for completion of approximately 1,050 linear feet of new sidewalk construction around the northern and eastern perimeter of the Township Hall and west into McDonald Park, and through the Township-owned lot at 5243 Jonathon Lane to provide a pedestrian connection between Jonathon Lane and E. Kay Street.

This is the first of the sidewalk engineering projects that are being transferred to Gourdie-Fraser for implementation as part of the transition away from ROWE Professional Services. Staff is continuing to work with ROWE to complete the E. Remus Road (M-20) and S. Lincoln Rd. (Lux Funeral Home to the Twp. Hall) sidewalk projects, and to facilitate the full transfer of all digital and paper data files and plans for the uncompleted E. Broomfield Rd. and E. Bluegrass Rd. sidewalk improvements to Gourdie-Fraser for future implementation.

SCOPE OF SERVICES

Civil engineering, design, bidding and permitting assistance, and construction administration and inspection services for new sidewalk construction around the perimeter of the Township Hall and west into McDonald Park, and through the Township-owned lot at 5243 Jonathon Lane.

JUSTIFICATION

The new sections of public sidewalks will improve overall safety for pedestrians in this area, and will improve barrier-free accessibility for all Township residents.

GOALS ADDRESSED

Board of Trustees goals addressed by this Ordinance (From Policy 1.0: Global End):

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

The sidewalk improvements expand the pedestrian pathway network for an accessible, walkable and bikeable community (1.4.1). This project will help to all residents to enjoy a safe environment (1.3), including safe, accessible routes for pedestrians and bicyclists (1.3.1) and safety in parks and township property (1.3.3). The improved pedestrian access can be used by residents of all ages to engage in a vibrant community life (1.1) and to maintain an active and healthy lifestyle (1.4).

COSTS

\$28,250.00

PROJECT FUNDING

The FY2022 Public Works – Sidewalks and Non-Motorized Pathways budget includes a total of \$300,000.00 (account #101-441-970.100) for the completion of sidewalk improvements, including \$125,000 earmarked for sidewalks around the Township Hall and into McDonald Park. In addition, \$38,000.00 is included in the FY2022 Capital Outlay – Property budget (account #101-901-976.303) for improvements to the Township-owned lot at 5243 Jonathan Lane, of which approximately \$21,000.00 remains available for the connector sidewalk project across the lot (after factoring in funding reserved for demolition and site restoration work that is currently wrapping up).

TIMETABLE

The Township Engineer from Gourdie-Fraser is prepared to begin work on this project promptly following a Board of Trustees authorization. It is hoped that the proposed scope of work may be completed in time for sidewalk construction prior the end of the 2022 construction season.

RESOLUTION

To approve the agreement with Gourdie-Fraser, Inc. in the amount not to exceed \$28,250.00 to provide civil engineering and construction administration services for sidewalk construction around the northern and eastern perimeter of the Township Hall and west into McDonald Park, and through the Township-owned lot at 5243 Jonathon Lane to provide a pedestrian connection between Jonathon Lane and E. Kay Street; and to authorize the Township Manager to sign the agreement.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:



June 3, 2022

Mr. Rodney Nanney, AICP
Township Planner
Charter Township of Union
2010 South Lincoln Road
Mt. Pleasant, MI 48858

RE: Proposal for Survey, Engineering and Construction Services
2010 South Lincoln Road Township Hall & 5243 Jonathon Lane, Sidewalk Extensions
Proposal# 22-144

Dear Rodney:

Thank you for the opportunity to submit this proposal for Civil Engineering services for the Sidewalk Extension Project around the Township Hall Parcel and Jonathon Lane. This letter along with the attached "Standard Terms and Conditions" represents our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Description

Charter Township of Union has been implementing and integrating non-motorized amenities throughout the Township over the past several years. To be proactive and promote walkability the Township would like to install sidewalk around the northern and eastern perimeter of the Township Hall Parcel (located at the corner of East Pickard and South Lincoln Road) and through 5243 Jonathon Lane (located between Jonathon Lane and East Kay Street). The Township is currently in the process of completing improvements to the existing parking lot and it is our understanding the sidewalk work (design and construction) would be integrated after completion. At the request of the Township, GFA was requested to provide civil engineering services including design, permitting and construction services to facilitate the completion of these two (2) projects. The proposal scope and fee are based upon the conceptual site plan and email dated May 10, 2022 and verbal discussion on June 6, 2022. The scope of work would include the following items:

Township Hall Parcel

- Extension of 5' wide sidewalk along Pickard from McDonald Park to existing sidewalk on South Lincoln Road
- Four (4) Cross walks at the intersection of South Lincoln and Pickard
- Access connectors to the McDonald Park and Township Hall

5243 Jonathon Lane Parcel

- 6' wide sidewalk across the lot to connect East Kay Street and Jonathan Lane.
- Stormwater improvements to close an existing open ditchline
- Motorized vehicle access restriction including bollards

Scope of Services

I. SURVEYING AND TESTING

During the surveying phase, Gourdie-Fraser, Inc. (GFA) will develop an Existing Conditions drawing to be utilized for the engineering design.

Surveying Included:

1. Boundary and Topographic Survey: GFA will complete a boundary survey of the property that will include all easements and rights-of-way shown in the current Title Commitment provided by the Owner.
2. Topographic Survey: GFA will conduct a complete topographic survey which will be used to validate the available "LIDAR Tracking" topography of the property. This survey will include:
 - Boundary Survey of both parcels
 - Elevation shots for the entire site sufficient to generate 1' contours for design purposes.
 - A detailed topography of Pickard, South Lincoln Road, East Kay Street and Jonathon Lane ROW to ROW
 - Location and sizes of utilities and easements adjacent to the property, as applicable
 - Location and sizes of trees, 6" diameter and larger within the grading limits of the proposed project.
 - Location of all existing physical features on the property such as existing drives, fence lines, buildings, easements, etc.
 - Site benchmarks and survey control points to be used during construction.
3. Utility Research: GFA will request that the various utility providers (phone, gas, electric, CATV) provide us records of their facilities in this area to be included on the plans. In addition, we will facilitate Miss Dig to flag utilities to located during our survey.

Sub-Total Surveying Cost \$6,500.00

II. FINAL DESIGN AND PERMITTING

1. Engineering Plan Development: Utilizing the topographic data completed, GFA will prepare a complete set of final engineering plans to be used to apply for approval from the various agencies having jurisdiction over the project. Comments from agencies will be incorporated into the engineering plans. Once all approvals have been obtained, the plans will be finalized and issued for construction. Engineered Plans will include:
 - Grading and Drainage Plans providing grading of improved areas, stormwater control facilities, stormwater conveyance channels, and temporary and permanent soil erosion measures.
 - Sidewalk Plans providing plan and profile design, alignments, and entryway geometries.
 - * We have assumed that there will be no need to improve existing roadways; there will be no requirement for traffic or level of service studies, sufficient site distances exist at the entry and tie-in locations; and that there will be no major revisions of roadway locations subject to Road Commission and Township feedback.
 - Construction details and specifications

2. Permitting Support and Meetings: GFA will attend as needed meetings with the Owner as the design progresses to coordinate specifics of design and permitting requirements. We anticipate the following permits will be required:
 - Union Township Land Use Permit, as applicable
 - Isabella County SESC
 - Isabella County Road Commission
3. Final Plan Set: GFA will incorporate all agency review comments and conditions into the plans and provide a set of approved plans for construction. Deliverable will include paper and pdf copies of all documents.

Sub-Total Final Design and Permitting Cost \$12,250.00

III. **CONSTRUCTION PHASE**

During the construction phase, GFA will provide services to assure that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories and the following services are provided for each of these subcategories:

Bidding:

- Reproduce sets of plans, specifications, and bid documents.
- Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of contract and construction Agreement.

Administration:

- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
- Review change order documents as required.
- Review Contractor's payment requests and approve periodic estimates for partial payment each month.
- Provide four (4) sets of plans and specifications to Contractor for construction.
- Address resident concerns as they may arise.

Construction Staking/Layout

Construction staking and layout will include survey crew services to field locate the project features to be constructed in accordance with the final engineering plans. Survey stakes will provide the contractor with instructions regarding, location, alignment, and grade of the components to be constructed.

Construction Inspection and Oversight

GFA will provide construction engineering services for the construction of the sidewalk. This proposal assumes approximately 1050 linear feet of sidewalk. This proposal assumes no Sunday and holiday work and assumes 45 construction observation work hours to complete construction. However, it should be noted that the actual time required for construction will be highly dependent upon the Contractor's staff ability to complete the work in a reasonable and timely manner and weather. As a result, construction observation time required may exceed the hours assumed in this proposal. In this event, GFA would provide observation services on an hourly as-needed basis for completion of the work compliant with our 2022 hourly rates. To complete this Phase:

- GFA will perform construction observation for the installation of sidewalk. GFA will maintain communication between the Contractor and Client and will provide the Client construction updates with copies of the Inspector's Daily Reports that include detailed daily work completed and construction quantities.
- GFA will perform density testing on the subgrade to ensure proper compaction is achieved.
- GFA will observe and/or evaluate possible utility, subgrade, or drainage conditions that may differ from subsurface information available during design. If such conditions are exposed during construction, construction observation staff will consult with contractor personnel and developer's engineer to make appropriate recommendations.
- GFA will perform supplier concrete to ensure materials meet the specifications.
- GFA will perform concrete testing on concrete

Closeout

- Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Owner the following documents from the Contractor:
 - One-Year Maintenance bond.
 - Letter of Guarantee.
 - Affidavit of Completion.
 - Waiver of Lien.

Sub-Total Construction Services Costs: \$9,500.00

Clarifications and Assumptions

The project fee budget is based on the following assumptions, and that specific work items listed in this section will NOT be included in the scope of services:

- Wetland location, determination, mitigation, and permitting.
- Geotechnical Evaluation
- Preparation of easements, rights-of-way, or boundary documents.
- Title Work / Easement or right-of-way acquisition.
- Permit fees to be paid by the Owner
- Environmental Impact Statements or Reports.

Responsibilities of Client/Owner

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Property description where the Project lies outside public rights-of-way or similar lands where creation of this information is not part of the Consultants Services as specifically stated herein or previously provided.
- Deed or other land use restriction information where the Project lies outside public rights-of-ways unless the Consultant's services include research and/or preparation of such information as specifically stated herein or previously provided.
- Property boundary, easement, right-of-way, or other information associated with the Project and not part of the Consultants Services as specifically stated herein or previously provided.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, about hazardous environmental conditions or materials that might affect the Project or Project site.

Additional Services

Any work desired by the Township in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with the attached 2022 Rate Schedule (Exhibit 2), or as a revision to this proposal.

Time Schedule

Gourdie Fraser, Inc. can commence services immediately upon completion of the parking lot improvements. Once complete we anticipate 60 days to finalize final design and submission for permits.

Fee

GFA will perform the services described above for a fee of **\$28,250.00 (Not to Exceed)***

***Unless construction inspection hours exceed allowance as noted on page 4**

This proposal will remain valid for a period of 30 calendar days from the date of submission.

Contract Terms and Conditions

Exhibit 1 (attached), "Standard Terms and Conditions," dated January 2007 is incorporated into this proposal by reference.

Acceptance

If this proposal is acceptable to you, your signature on the enclosed copy of this will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Union
CLIENT/OWNER

_____	(Signature)	_____
Jennifer Hodges, P.E.	(Name)	Mark Stuhldreher
_____	(Title)	_____
Director of Engineering	(Title)	Township Manager
_____	(Date)	_____

(Date) _____

Attachments: Exhibit 1 – Terms and Conditions
Exhibit 2 – 2022 Rate Schedule

T:\Proposals\2022 Proposals\22-144 Union Township Sidewalk\contract.docx

Charter Township of Union



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: June 22, 2022

Policy Review: 2.5.10 Cash Flow Adequacy
Type of Review: Internal
Review Interval: Annually
Review Month: June 2022

Policy Wording

The Township shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement) should not 1) fall below the thresholds defined in Governance Policy 2.4.3 and; 2) other considerations as defined below:

- **General Fund** – 4 months of budgeted expenditures for the current fiscal year
- **Fire Fund** – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services
- **East and West DDA Funds** – 2 months of normal operational expenditures
- **Water and Sewer Funds** – 2 months of budgeted expenses for the current fiscal year

Justification of Reasonability of Interpretation

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because revenues are not collected evenly throughout the fiscal year. Property taxes, which account for 17% of General Fund revenue are not collected until December, January, and February of each year and State Revenue Sharing, which account for 50% of General Fund Revenue are collected semimonthly.

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

For the East and West DDA districts 2 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the second quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the payments for the water and sewer bills are received in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data

Data used for this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 5,926,380		
GF Unassigned	\$ 5,926,380	\$892,152	Yes
Fire Fund	\$ 1,220,366		
FF Unassigned	\$ 1,220,366	\$609,675	Yes
EDDA	\$ 1,535,299		
EDDA Unassigned	\$ 1,535,299	\$ 49,963	Yes
WDDA	\$ 1,472,916		
WDDA Unassigned	\$ 1,472,916	\$ 18,778	Yes
Sewer Fund	\$ 4,119,281		
2011 Bond Reserve	\$ (50,000)		
2011 Bond RRI Reserve	\$ (20,410)		
2013 Bond Reserve	\$ (180,000)		
2013 Bond RRI Reserve	\$ (17,014)		
Sewer Fund Net	\$ 3,851,857	\$832,855	Yes
Water Fund	\$ 3,740,838	\$443,987	Yes

Compliance

All funds are in compliance with policy.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: June 16, 2022

Policy Review: 2.7 End Focus of Grant and Contracts
Type of Review: Internal
Review Interval: Annual
Review Month: June 2022

Policy Wording

The Township Manager may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

Further, without limiting the foregoing, the Manager shall not:

- 2.7.1 Submit a Saginaw Chippewa Indian Tribe 2% grant application without prior approval by the Board of Trustees

Manager Interpretation

Township Manager interprets this policy to indicate that all grant applications and contractual arrangements must be executed with the goal of contributing to the accomplishment of and be consistent with, the approved Global End Policies 1.0 through 1.6. Additionally, as it relates to 2% grant applications, this sub-policy is interpreted to indicate the Board is to approve all grant applications prior to submission.

Justification for reasonability

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

Data

1. Participation Agreements for various road project contracts signed with Isabella County Road Commission. Road projects are consistent with End Policies 1.3.1 and 1.3.4. Collaboration efforts are consistent with Governance Policy 2.9
2. Successfully applied for and received a fire protection reimbursement grant from the State of Michigan in the amount of \$19,273 for fire protection on State owned buildings in the Township. Fire protection is consistent with End Policy 1.3.3
3. Successfully applied for and received the ARPA grant from the State of Michigan/US Treasury. This grant will support all the Ends outlined in the Policy
4. Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East DDA and received \$56,000 for the East DDA. EDA initiatives are consistent with End Policies 1.1.1, 1.2.1, 1.3.3, 1.3.4, 1.4 and 1.6

5. The following items were approved by the EDA and are instrumental in contributing to the accomplishment of the approved Global End Policies 1.0 through 1.6
 - a. Approved a new East DDA District Tax Revenue Sharing Agreement with the Board of Trustees and Isabella County.
 - b. Approved a new Fire Protection Services Agreement with the Board of Trustees for the East and West DDA Districts.
 - c. Approved an agreement to pay Art Reach \$4,500.00 for East DDA District participation in the 2022 Art Reach Festival of Banners program.
 - d. Approved a new three-year agreement with Hometown Decoration & Display, LLC. To provide holiday lighting displays on E. Pickard Rd. streetlights in the East DDA District.
 - e. Approved participation agreements with the Board of Trustees to help fund the Jameson Park Phase 1 (\$19,714.91) and Phase 2 (\$191,285.09) improvement projects in the East DDA District.
 - f. Approved a contract with ROWE Professional Services to provide engineering, design, and construction administration services for the E. Remus Rd. (M-20) Sidewalk Project in the West DDA District for a fee of \$71,600.00.
 - g. Authorized an appropriation of up to \$250,000.00 which was used to subsequently purchase two (2) parcels at 5800 E. Pickard Rd. in the East DDA District to facilitate construction of an upgraded sewer pumping station #1 and demolition and removal of a functionally obsolete office building.
6. Successfully applied for and was awarded \$38,227 in grant funding from the Saginaw Chippewa Indian Tribe for funding to assist with the chip/seal road project. This project is consistent with End Policies 1.3.1, 1.3.4.
7. Memorandum of Understandings with the bargaining groups created extra ordinary sick bank to use for specific COVID 19 qualifying reasons consistent with Governance Policy 2.2.1
8. Contracted with various firms for rehabilitation of sewer manholes, pump station improvements, sewer pipe cleaning and an expanded cross connection monitoring program
These projects are consistent with End Policies 1.4.2, 1.4.3 and 1.5.1

Compliance: In compliance with policy as indicated.

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: **2.7 End Focus of Grant and Contracts**

- 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?

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

Signature and date of Board member _____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** June 16, 2022
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 06/22/2022
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.5 – Board Commission and Community Linkage

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 3.5 (Board Commission and Community Linkage), are to be reviewed and monitored for compliance on an annual basis. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.5.

Board Policy 3.5 – Board Commission and Community Linkage

The Policy states:

Annually, the Board will host the Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation to share Ends and promote alignment within the community.

Accordingly,

- 3.5.1 To keep the Board fully informed, Planning Commission, Zoning Board of Appeals, Citizens Task Force on Sustainability, Hannah’s Bark Park Advisory Board, Chippewa River District Library, Union Township Economic Development Authority, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, Sidewalks and Pathways Prioritization Committee and the Mid-Michigan Development Corporation will be invited to give an annual report to the Board in the first quarter of each year.

- 3.5.2 To promote regional linkage, the Township Board will attempt to meet periodically with bordering municipalities, county authorities, and the Saginaw Chippewa Nation.

3.5.3 The Township Board will name a liaison to each of these groups to establish and maintain communication with these authorities and report back to the Township Board.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on June 22, 2022.

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

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

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** June 16, 2022

FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 06/22/2022

ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.6 – Supervisor’s Role in the Board’s Process

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 3.6 (Supervisor’s Role in the Board’s Process), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.6 – Supervisor’s Role in the Board’s Process

The Policy states: “The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.6.

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: 3.6 Supervisor's Role in the Board's Process
Type: Direct Inspection
Occurrence: Annual
Date: June 2022

Policy:

The Supervisor assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties.

Accordingly:

- 3.6.1 The job result of the Supervisor is that the board abides consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - 3.6.1.1 Meeting discussion content will be only those issues which, according to board policy, clearly belong to the board to decide, not the Township Manager.
 - 3.6.1.2 Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
- 3.6.2 The authority of the Supervisor consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Linkage, with the exception of (a) employment or termination of the Township Manager and (b) where the board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - 3.6.2.1 The Supervisor is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
 - 3.6.2.2 The Supervisor has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Supervisor has no authority to supervise or direct the Township Manager.
 - 3.6.2.3 The Supervisor may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
 - 3.6.2.4 The Supervisor may delegate this authority but remains accountable for its use.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: June 16, 2022
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/22/2022
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.7 – Duties of the Elected Department Heads	

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 3.7 (Duties of the Elected Department Heads), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 3.7 – Duties of the Elected Department Heads

The Policy states: “The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.” Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 3.7.

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: 3.7 Duties of the Elected Department Heads
Type: Direct Inspection
Occurrence: Annual
Date: June 2022

Policy:

The Township Clerk and Township Treasurer serve the township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected department heads, responsible for designated department operations under the advisory supervision of the township manager.

Accordingly:

- 3.7.1 The role of the elected Township Clerk is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Clerk's responsibilities include: Voter registration and election administrator; Township records management; secretary to the Township Board and the Zoning Board of Appeals as well as other responsibilities as delineated in State Law, unless otherwise delegated.
 - 3.7.1.1 The Township Clerk is responsible for carrying out the responsibilities as prescribed in State Law; those responsibilities historically accepted by the Clerk's Office and meeting all statutory deadlines.
 - 3.7.1.2 The Township Clerk will observe and meet all statutory deadlines as prescribed by State Law.
 - 3.7.1.3 The Township Clerk will cooperate with the Township Manager, complete budget recommendations, department accomplishments, annual reports and other general department head administrative responsibilities. The Township Clerk will provide the Township Manager with periodic checklist reports indicating completion of department head responsibilities.
- 3.7.2 The role of the elected Township Treasurer is to serve the dual role of Department Head and voting member of the Union Township policymaking board. The Treasurer's responsibilities include: serving as the township tax collector, bill payer, investor and supervisor of his/her department.
 - 3.7.2.1 The Township Treasurer is responsible for carrying out all statutory duties.
 - 3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.
 - 3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures

