



BOARD OF TRUSTEES
Regular Meeting
June 28, 2023
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Jim McBride – Annual Middle Michigan Development Corporation (MMDC) Updates
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
 - C. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director – Remote
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – June 14, 2023 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Teall) Policy Governance 2.5.10 Cash Flow Ratio
- B. Discussion/Action: (Stuhldreher) Policy Governance 2.7 End Focus of Grants and Contracts
- C. Discussion/Action: (Board of Trustees) Policy Governance 3.5 Board Commission and Community Linkage
- D. Discussion/Action: (Board of Trustees) Policy Governance 3.6 Supervisor's Role in the Board's Process
- E. 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

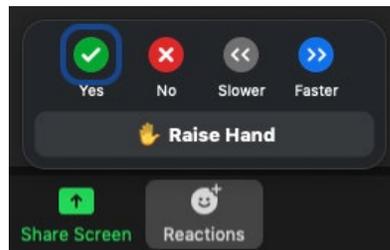
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate during public comment, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “861 1599 5624” Password enter “926394”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “861 1599 5624” and the “#” sign at the “Meeting ID” prompt, and then enter “926394” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, 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.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been received, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can 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.

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	2/15/2026
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	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2- PC Rep	Ryan	Buckley	2/15/2025
3 -	Richard	Barz	12/31/2025
4 -	Vacant		12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Representative)	Jeff	Brown	11/20/2024
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
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	12/31/2024
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-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
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	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
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	vacant seat		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	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: SARVJIT CHOWDHARY Date: 5/16/23
Address: 774 SIDNERIDGE DRIVE
Phone (home) (989) 779-2900 (cell) (989) 400-2688 (work) _____
Email: savichowdhary@yahoo.com
Occupation: Retired

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Resident in Union Township

OTHER *Specify Board: ZONING Board of Appeal

Please state reason for interest in above board:

I am interested in this position. I want to
involved with this position

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):

AS I am involved with other Boards of
the Union T/ship and want to serve This Board Also

Signature: [Signature] Date: 5/16/23



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: June 2023

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

Future Board of Trustee Meeting Agenda Items

Finance

- Budget Amendment – 2nd meeting in July
- FY '24 recommended budget – late September

Community and Economic Development

- Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a public hearing.
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.
- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the City and the Township.
- 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
- Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.

- Resolution in support of Chippewa River Master Plan

Public Services

- Consider amendments to water/sewer ordinance to
 - Consider elimination of REU basis for variable cost billing component and move to actual usage
 - Consider updates due to age of existing Ordinance
- Pump Station #2 Engineering Agreement
- 2023 Manhole Rehabilitation

Significant Items of Interest Longer Term

Finance

- July Board of Review July 18th at 9:00 a.m.
- Implement BS&A Purchase Orders
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Contract for Cost Allocation Study
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties

Community and Economic Development

- Develop soil erosion control process to integrate with site plan review process more seamlessly
- Economic Development – The Department Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.
- Consider ways to maximize the usefulness, readability, and functionality of the Township website’s Announcements, Public Notices, and News features
- The Department Director will expand information on the Township’s website related to development approval processes and pre-application meeting options to further assist the development community
- The Department Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations and other periods when the Township’s Building Official is temporarily absent, which would be subject to approval by the Township Board of Trustees and the county Board of Commissioners.
- Economic Development - Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the limited scope allowed under the current the AG (Agricultural) district.
- Economic Development – Follow up again with the county Road Commission about the East DDA District development plan priorities and conceptual economic development proposal for road improvements in the Township’s industrial area north of Corporate Drive.
- Economic Development - Possible request to consider selling approximately 3.55 acres of vacant Township-owned land at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development, after necessary water and sewer system easements have been recorded on the parcels by the Public Services Department.
- The Department Director continues to work with MDOT project team members and contractors during the planned 2023 project to reconstruct E. Pickard Rd. (M-20) from the US-127 interchange

area west to Packard St. to coordinate storage and re-installation of streetlights, park benches, etc. removed by the contractor.

- In the early stages of document digitization project. Initial focus will be on building construction plans and EDA documents. This is a multi-year project to digitize documents in the basement of Township Hall
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Rental Housing – staff have begun a process to evaluate options for potentially holding a series of educational opportunities for local landlords on topics related to inspections, safety, applicable codes, and other landlord/tenant topics.
- The Department Director will work with the City staff to develop a proposal for a viable, City DDA-funded 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.
- Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways.

Public Services

- WWTP - Sludge Storage Tank installation
- Meridian Road iron removal filter maintenance approval – (re-bidding – due to lack of bids)
- New township hall feasibility study continues
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (2023) 43 years old
- Lead and copper service line replacement as identified
- The Department Director continues to work with MDOT project team members and contractors during the planned 2023 project to reconstruct E. Pickard Rd. (M-20) from the US-127 interchange area west to Packard St.

Ordinance Enforcement Activities

- 5715 S Lincoln Rd. – Unlawful rental unit. The owner responded promptly to the Rental Inspector’s notice of violation to apply for the required inspection and certification. This matter is now closed.
- 894 S. Mission Rd. – Unlawful rental units. The owner responded promptly to an initial contact by Rental Inspector. The property is now in the rental inspection program and all units have received the required certifications. This matter is now closed
- Complaints of tall grass at 306 E. Pickard, 1954 E. River, 2181 S. Lincoln, 2025 S. Lincoln, the undeveloped road right-of-way known as Edward Street in the Beltinck Subdivision off of S. Lincoln Road, and the Consumers Energy City Gate site on E. Pickard Road. Owners notified that lawns must be cut
- 5281 Jonathon Ln. Complaint about garbage bags piled up in rear yard and a dilapidated privacy fence falling down in the rear yard. The foreclosure agent, Guardian Asset Management from Pennsylvania has removed all junk and debris from the site. Follow up action to repair or remove the fence is still pending.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits and in violation of maximum allowable height and floor area limitations. The ZBA approved a variance for the height violation with a plan to correct the total floor area violation. The owner is working on updated

building plans for the modification. Upon receipt of updated plans and issuance of the required building permit, this matter will be closed.

- 898 S. Mission Road. Site Plan enforcement complaint due to unlawful change of use without the required minor site plan approval. Cluster of cars all over the lot, including unlawful parking on the lawn areas and in the front yard. The owner submitted a parking layout of the property and cleared the cluster of vehicles from the front yard. Township staff plans to meet with the owners to discuss remaining steps to resolve the violation.
- Meyers Road south of E. Ward Street. Complaint about the dilapidated condition. Township staff has contacted the Road Commission for more information.
- 2366 Jenchris Lane. Complaint about inoperable snowmobile in front yard. The owner notified that the snowmobile must be removed or stored in garage.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. This property has been the subject of previous code enforcement activity. Owner responded to additional notice sent via email to confirm that he wants the roof completed but does not have the funds. The Building Official spoke with a contractor who is looking into options to help the owner resolve the violations.
- 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.

Staff Training, Continuing Education and Safety Related Activity

- Finance Director set up and attended training for Pivot Point – the field assessing software
- The Community and Economic Development Director participated in a “Fiscally Ready Communities” webinar hosted by the Michigan Dept. of Treasury and MSU Extension for professional development purposes.
- The Township Manager and department directors received an interactive tour and presentation on BS&A Cloud Services as a long-term (12-18 months lead time) solution to improve interactivity between departments, increase efficiency, expand financial and productivity oversight opportunities for department heads.
- The Community and Economic Development Director attended the two-day “Building Michigan” conference on housing and homelessness topics hosted by the Michigan State Housing Development Authority (MSHDA) in Lansing.
- The Building Official attended the annual Code Officials Conference of Michigan for professional development.
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- Tested all pump station alarms (monthly operation and maintenance)
- Attended EPA Proposed Changes to the Consumer Confidence Report webinar conducted by AWWA (Kim Smith).
- Attended one day math review for State of Michigan Drinking Water Licenses testing (Josh Waldron & Nolan Ockert).
- Josh Waldron D-4 Water License test taken, and certification received.
- Nolan Ockert S-3 Water License test taken, and certification received
- Andy Fussman B WWTP License test taken.
- Attended EOC Tabletop Meeting (Kim Smith).
- Attended Addressing Public Water System Cybersecurity in Sanitary Survey Webinar (Kim Smith).
- Met with Kone Elevator for elevator inspection at pump station # 2

Miscellaneous

- The Township Manager and Community and Economic Development Director met with a representative from Central Michigan University to discuss options for a potential facilitation by CMU of a new survey of Township residents.
- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- On-boarding activities and UT specific training ongoing for new Assessor
- Monthly bank account reconciliation completed timely along with recurring reconciliation of various subsidiary ledgers to general ledger within various funds
- Annual reporting to State Treasurer regarding East and West DDA activities and financials
- File form 5176 with the State for reimbursement of personal property TIF losses in the East DDA and West DDA
- During their regular May 16, 2023, meeting, the EDA Board:
 - Received the Yeo and Yeo audit presentation for the FY2022 East and West DDA Funds
 - Election of officers: Tom Kequom re-elected as Chair and Bryan Mielke as Vice-Chair
 - Approved an application for a \$5,000.00 East DDA Fund freestanding sign replacement project reimbursement grant to Mid Valley Structures (Denny Mitchell), 5152 E. Pickard Rd. for replacement of a pole sign with a new monument-style ground sign.
 - Accepted a bid from J. Ranck Electric to replace streetlight pole foundations and underground wiring on the south side of E. Pickard Rd. (M-20) in the East DDA District to fix deteriorating conditions found when the poles were removed for the road construction
- The Department Director continues to participate and have conversations with CMU officials and representatives from various agencies regarding plans for private “micro-mobility E-Scooter” companies to begin operating in the area.
- The Building Services Clerk provided the following services during the month:
 - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
 - 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.
 - Administrative support for Rental Inspector
 - Prepared monthly Census and HBA reports for building permits
- The Building Services Clerk met with Michigan Department of Technology, Management & Budget Analyst and Graphic Sciences to discuss labeling of test documents for scanning of historical documents and files in basement.
- The Building Official provided the following services during the month:
 - 41 Inspections
 - 25 Permits issued
 - 8 Certificate of Occupancy
 - 1 Temporary Certificate of Occupancy
 - Issued Temporary Certificate of Occupancy to Dunkin Donuts
- Rental inspector conducted site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 58 units) including Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- The Zoning Administrator provided the following services:
 - (11) Zoning review approval letters for building permit applications.
 - (6) Miss Dig notifications for various projects. Owners contacted for permits on projects.
 - Met with Ervin Family members regarding a follow-up to the Land Division application.

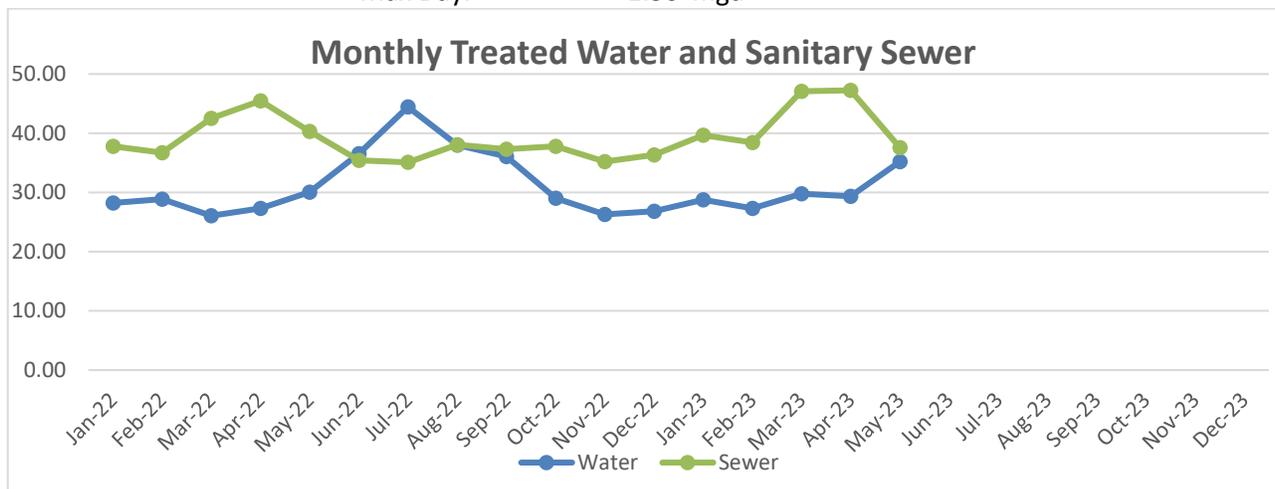
- The Zoning Administrator received and reviewed the PMINORSPR23-07 Minor Site Plan application for approval of revisions to the approved landscape and exterior lighting plans for the Dunkin Donuts/Marathon Gas station located at 4962 E. Broomfield Road. Due to the scope of proposed changes, the plan was referred to the Planning Commission for approval.
- During their regular May 16, 2023, meeting, the Planning Commission approved the PRES23-01 Preliminary Site Plan for the Isabella County Road Commission (ICRC) Salt Barns located at 2100 Transportation Drive.
- The Community and Economic Development Director worked with league and tournament representatives to coordinate field reservations for the 2023 baseball and softball seasons in McDonald Park.
- Parks Rentals
 - Jameson Hall Rental – 6
 - Pavilions - 1
- Jameson Park general cleaning, maintenance, and ball field preparation
- McDonald Park, general cleaning, maintenance, and ball field preparation
- Worked with park staff on repair and start-up of ballfield irrigation systems
- Repaired leak in one inch (1”) water service line inside concession stand at McDonald Park.
- Public Services Department provided support for Driller’s Baseball Tournament.
- Public Services Department received/processed (268) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries, (13) Transfers of Service/Final Bills and 4 ACH requests
- Public Services Department Provided cost estimate to Potter’s House Church for paving of Deerfield Road.
- Continued with updating Lead and Copper Service Line Inventory data
- Reviewed delinquent quarterly utility accounts and mailed (193) shut off notices in the amount \$50,845.84.
- GIS: Future Land Use and Zoning - Responded to a request from the Community and Economic Development Director to create a modified version of the future land use map for possible display as a layer on Isabella County's GIS website in addition to the Township's zoning map layer.
- GIS: Land Divisions - Assisted Union Township’s new Assessor by locating and obtaining the certified survey for the Klumpp property (14-034-20-005-00, 5450 S. Mission Rd. at the intersection of Mission and Wing roads). Used the Klumpp survey to do the necessary land divisions to update the parcel layer in the GIS.
- GIS: Fire Hydrants - Responded to a request from the Mt. Pleasant Fire Department for an updated map of Township parcels and hydrant locations. Created two versions of the updated Township hydrants map (PDF and JPEG formats) so that the Fire Department can see the locations of all 740 hydrants currently in Union Township’s water distribution system. Also sent an updated hydrant list in Excel format, including hydrant ID, address, and GPS location (latitude/longitude).
- GIS: Water & Sewer Plans and Drawings - Continued working on migrating scanned plans and drawings from MapInfo to ArcGIS, the GIS system that the Township's asset management software uses for its GIS Map Viewer.
- GIS: Sanitary Sewer Manholes - Created a map showing the location, diameter, and depth of the 16 sanitary sewer manholes to be relined in 2023, with the map to be included by the Public Services Director in her Request for Proposals (RFP).
- Daily water plant reads, and tri-weekly backwashing completed.

- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township.
- (212) 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.
- Prepared the following RFBA:
 - 2023 Lawnmower Purchase
- Coordinated two water flow tests.
 - Saginaw Chippewa Indian Tribal College
 - Walmart
- Reviewed water extension plans for Isabella County Road Commission.
- Reviewed preliminary site plan for Isabella County Road Commission salt barn project.
- Continued working with contractors on construction of the new high service pump being installed at River Road PRV building.
- Worked with Consumers Energy on new route for three-phase electric service for River Road High Service Pump Project.
- Review/Completion of DWSRF Project Plan, PowerPoint Presentation, BOT Resolution, Public Meeting Advertisement, and submittal to EGLE.
- Completed Spring Fire Hydrant Flushing program.
- Completed repair/relocation of eight-inch water main on River Road west of US 127 overpass with assistance of Isabella Corporation.
 - Contacted and scheduled ICRC, Best Barricading, K & H Concrete Cutting, OHM Soil Testing, Rite-Way Asphalt, and Isabella Corporation for the water main repair/relocation on River Road at the US 127 Overpass
 - With the assistance of The Isabella Corporation the water main In River Road was repaired/relocated. The City of Mt. Pleasant’s old water main was encountered during the repair and was capped off for safety reasons. During this repair/relocation a main line valve was found in front of D Clare Services and was repaired, and an old chlorination tap was removed and sleeved off.
- Completed and posted RFP for 2023 Manhole Rehabilitation Project.
- WWTP - Performed EGLE Additional Monitoring Requirement sampling
- WWTP - Emptied and Cleaned Oxidation Ditch #1
- WWTP - Replaced Aerator #2 opposite end tail shaft (ongoing)
- WWTP - Replaced Impeller and wear plate in RAS Pump 1 and 3
- WWTP - Checked influent and effluent flow meter calibration
- WWTP - Installed flow meters for station #2 capacity evolution
- WWTP - Biosolids PFAS Sampling
- Inspected damaged water shut off at Citizens for Health: shut off will be replaced by onsite contractor who caused damage.
- Issued Boil Water Notice at Community Recreation Center (CRC). Union Township was required to shut down water main after on-site contractor broke the main during construction. Township then took two consecutive water samples and lifted boil water on Saturday after sample results were received.
- Fire hydrant relocation inspection at Cultural and Recreation Center (CRC) Gymnastic Center completed.
- Rebuilt three phase pump motor starter, and replaced three phase thermal and pump alternating relay at pump station # 5

- VFD drive fail at pump station # 14. Had Square D Drive technician trouble shoot and found that drive had changed its program from our settings to default settings
- Investigated sewer lead hit by boring contractor at 4639 East Pickard.
- Pulled and de-ragged pump at pump station # 20
- Started brush hogging cross country sewer easements.
- Replaced 2" irrigation meter on EDDA irrigation system east of Tractor Supply.
- Took delivery of three Wet Well Wizard systems to be installed at pump stations # 3, #6, and # 11.
- Compiled list for the next round of lead service line inspections, prepared and mailed notices to customers.
- Provided support to MDOT on Pickard Street Road Project.
 - Joint meet with MDOT and all contractors involved with the M-20 road project
 - Considerable amount of time spent on M-20 road project remarking water and sewer mains as the marks are often removed by heavy equipment
 - Numerous question and answer meetings with K & R, the road contractor, about working around our water and sewer mains.
- Water hydrant leaking at Arboretum Apartments was repaired, flushed, and shut back off.
- Well #8 cleaning completed by Peerless Midwest. The well was sampled and put back in service after work was completed.
- Televised and inspected well #10 due to well pumping sand. Sampled and returned to service one inspection was completed.
- Worked with CMS staff on relocated of internet equipment at Broadway Water Tower.
- Worked with Perceptive Controls on installing new opto-22 program at River Road High Service Station.
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- May 2023 – Treated Potable Water

Total Month:	35.222 mg
Average Day:	1.174 mgd
Max Day:	1.519 mgd
- May 2023 – Treated Sanitary Sewer

Total Month:	37.58 mg
Average Day:	1.25 mgd
Max Day:	1.36 mgd



2023 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 14, 2023, 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, Trustee Smith, and Trustee Thering

Approval of Agenda

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

Presentation

Public Hearing

Public Comment

Open: 7:01 p.m.

No comments were offered

Closed: 7:01 p.m.

Reports/Board Comments

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

B. Board Member Reports

Brown – Gave an update on the June 12th City Commissioners meeting.

Bills – Gave an update on the June 6th Isabella County Board of Commissioners meeting.

Smith – Gave an update on the May 17th Council of Governance meeting.

Rice – Gave updates on Summer Taxes.

Consent Agenda

- A. Communications
- B. Minutes – May 10, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. 1796 Mamie Street Water Service Franchise Agreement

Smith moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 7. Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Smith) Approval of the Bid from Peerless Midwest for Well Exploration Activities

Brown moved **Bills** supported to approve the Bid from Peerless-Midwest in the amount of \$72,073 for the completion of well exploration activities. **Vote: Ayes: 7. Nays: 0. Motion carried.**

B. Discussion/Action: (Board of Trustees) Resumption of the Global Ends Discussion from the April 26th Meeting

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:00 p.m.

No comments were offered.

Closed: 8:00 p.m.

MANAGER COMMENTS

- A refund has been issued to the appeal applicant from Morey Courts
- The building permit for the Isabella County Jail has been issued.
- The concrete pad for the Outdoor Fitness Court at McDonald Park is scheduled to be poured next week. The sidewalks around the Township Hall, Kay Street and Jonathan Lane will follow.

FINAL BOARD MEMBER COMMENTS

Smith – Thanked the manager for sending out an email on the new voting bills going before the State and Senate.

Bills – Echoed Trustees Smith comment. Gave an update on her mom’s emergency surgery and commented on needing some rain.

Brown – gave positive feedback on the distracted driving bill that was signed by the Governor.

Mielke – Commented on the Board of Review discussing holding a training session for property owners on how to appeal their property’s taxes.

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 8:11 p.m. **Vote: Ayes: 7 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						
06/15/2023	101	616 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
06/21/2023	101	617 (E)	01186	COYNE PROPANE LLC	DIESEL FOR WWTP@ 4511 E RIVER RD	538.85
06/22/2023	101	618 (E)	00146	CONSUMERS ENERGY	900 MULBERRY LANE	60.92
					5240 E BROOMFIELD RD	983.84
					2279 S MRIDIAN RD	3,611.02
					2279 S MERIDIAN RD PUMP HOUSE	49.49
					5076 S MISSION RD	1,033.60
					4822 ENCORE BLVD	105.06
					4244 E BLUE GRASS RD	61.99
					4795 S MISSION ST	2,657.21
					4797 S MISSION ST BARN	387.21
					5369 S CRAWFORD RD	53.17
					3248 S CONCOURSE DR	138.39
					3998 E DEERFIELD RD	73.83
					2180 S LINCOLN RD	58.94
					2010 S LINCOLN RD	770.60
					1876 E PICKARD RD	96.68
					1876 S LINCOLN RD	20.43
					2495 E DEERFIELD RD	94.12
					2188 E PICKARD RD	75.08
					1776 E PICKARD RD	140.98
					2055 ENTERPRISE DR TEMP	272.31
					2270 NORTHWAY DR	35.65
					5537 E BROADWAY RD	157.26
					5525 E REMUS RD	60.17
					5144 BUDD ST	34.44
					5142 BUDD ST	92.80
					1660 BELMONT DR	187.09
					1933 S ISABELLA RD	513.22
					4511 E RIVER RD	13,557.87
						<u>25,383.37</u>
06/22/2023	101	619 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
06/16/2023	101	24654	00337	ISABELLA COUNTY TREASURER	TRANSFER TAX TO RECORD EASEMENT PURCH-WT	202.00
06/21/2023	101	24655	01858	TINA EIBLING	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
06/28/2023	101	24656	01703	AMAZON CAPITAL SERVICES	TONER CARTRIDGE FOR WWTP	96.00
06/28/2023	101	24657	01738	ANDREW PATTERSON PLUMBING INC	REPLACE 2" NIPPLE @WWTP	250.00
06/28/2023	101	24658	01788	BEST BARRICADING INC	BARRICADE FOR WATER MAIN BREAK-RIVER RD	2,985.00
06/28/2023	101	24659	00072	BLOCK ELECTRIC	MCDONALD PARK-PAV&RESTROOM LIGHT REPAIR	441.62
06/28/2023	101	24660	00095	C & C ENTERPRISES, INC.	CAN LINERS/TOILET TISSUE/PAPER TOWELS	275.00
06/28/2023	101	24661	00129	CMS INTERNET, LLC	REPLACE NETWORK SWITCHES-WWTP & SHOP	5,645.00
06/28/2023	101	24662	01626	DANNY COFFELL	MILEAGE TO MCDONALD PARK & HOME	10.48
06/28/2023	101	24663	00209	ETNA SUPPLY COMPANY	4" WTR METER FOR ISABELLA CO JAIL	4,470.00
06/28/2023	101	24664	00257	GOURDIE-FRASER, INC.	SIDEWALK DESIGN-TWP HALL/JONTHN LN-MAR 2	1,592.50
06/28/2023	101	24665	00266	HACH COMPANY	DISPLAY & PROBE	1,414.50
06/28/2023	101	24666	01541	HEINTZ LIFTING INC	TRACTOR LIFT RENTAL	875.00
06/28/2023	101	24667	00324	ISABELLA CORPORATION	8" TAP-FIRE HYDRANT INSTALL	5,000.00
06/28/2023	101	24668	01821	JACK DOHENY COMPANY	VACTOR GASKETS/TUBE GASKETS	224.55
06/28/2023	101	24669	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2016 FORD F150	86.60
06/28/2023	101	24670	01860	SHANE LEWIS	RETURNED SEC DEP-JAMESON HALL RENTAL	250.00
06/28/2023	101	24671	01300	LINDSAY SOFT WATER	TWP HALL SALT DELIVERY	12.00
06/28/2023	101	24672	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	2.5" HOSE PORT	408.00
06/28/2023	101	24673	00128	CITY OF MT. PLEASANT	BACTERIAL TESTING ON SAMPLE TAPS-FIRE HY	150.00
06/28/2023	101	24674	01789	OHM ADVISORS	DENSITY TESTING-RIVER RD WATERMAIN REPAI	04712.50

v

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/28/2023	101	24675	00518	PEERLESS-MIDWEST, INC.	WELL 8 - CLEANING AND REHAB TEST & SERVICE 5 WELLS&PUMPS	16,373.00 <u>1,625.00</u> 17,998.00
06/28/2023	101	24676	01542	STERICYCLE, INC.	PAPER SHREDDING-MAY 2023	75.74
06/28/2023	101	24677	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	1,352.50
06/28/2023	101	24678	01013	USA BLUE BOOK	SURGE PROTECTION BARRIER PAINT/FLAGS/WIRE TRANSMITTER	849.90 <u>1,662.40</u> 2,512.30
06/28/2023	101	24679	01861	JOSEPH K & ALICIA A VANBUSKIRK	JAMESON HALL RENTAL-SEC DEP RETURN	250.00
06/28/2023	101	24680	01760	VEGA AMERICAS, INC.	VEGA RADAR LEVEL SENSORS	2,540.98
06/28/2023	101	24681	00732	YEO & YEO, PC	AUDIT SERVICES THRU 5/31/2023	<u>2,970.00</u>

101 TOTALS:

Total of 32 Checks:

82,272.49

Less 1 Void Checks:

0.00

Total of 31 Disbursements:

82,272.49

Charter Township of Union Payroll
--

CHECK DATE: June 22, 2023

PPE: June 17, 2023

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	40,216.68
Fire Fund		
EDDA		
WDDA		
Sewer Fund		32,720.24
Water Fund		31,072.34
Total To Transfer from Pooled Savings	\$	104,009.26

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	71,455.46
Employer Share Medicare		991.24
Employer Share SS		4,238.42
SUI		29.02
Pension-Employer Portion		5,644.04
Workers' Comp		502.91
Life/LTD		-
Dental		1,287.79
Health Care		22,033.97
Vision		-
Vision Contribution		-
Health Care Contribution		(2,453.59)
Flex Administrators		50.00
Cobra/Flex Administration		230.00
PCORI Fee		-
Total Transfer to Payroll Checking	\$	104,009.26



Union Township Report

Date: Tuesday, June 13, 2023



Alarm Date between 2023-06-04 and 2023-06-10

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000369						
		6/4/2023 10:39:54 AM	151	Outside rubbish, trash or waste fire	ENG 32	2	1
						Total Responding 2	
Union Township	0000370						
		6/4/2023 2:30:57 PM	352	Extrication of victim(s) from vehicle	ENG 31	2	2
		6/4/2023 2:30:57 PM	352	Extrication of victim(s) from vehicle	POV	6	2
						Total Responding 8	
Union Township	0000371						
		6/5/2023 10:58:00 PM	611	Dispatched & canceled en route	ENG 32	2	1

							Total Responding 2
Union Township	0000375						
		6/6/2023 4:09:26 PM	611	Dispatched & canceled en route	ENG 32	2	1
						Total Responding 2	
Union Township	0000376						
		6/6/2023 6:06:48 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000379						
		6/7/2023 3:19:18 PM	140	Natural vegetation fire, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000382						

		6/8/2023 10:30:10 AM	100	Fire, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000383						
		6/9/2023 6:44:00 AM	444	Power line down	ENG 32	3	1
		6/9/2023 6:44:00 AM	444	Power line down	SQ 31	1	1
						Total Responding 4	
Union Township	0000385						
		6/9/2023 3:20:32 PM	322	Motor vehicle accident with injuries	ENG 32	2	2
		6/9/2023 3:20:32 PM	322	Motor vehicle accident with injuries	POV	4	2
						Total Responding 6	
	Total Runs 9					Total Responding 30	

Note: Alarms

- 1=Duty Crew**
- 2=Paged Off Duty Full-time**
- 3=Paged Paid-on-Call Firefighters**
- 4=Paged All**



Union Township Report

Date: Tuesday, June 20, 2023



Alarm Date between 2023-06-11 and 2023-06-17

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000388						
		6/11/2023 10:30:38 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000393						
		6/12/2023 6:30:00 PM	424	Carbon monoxide incident	ENG 33	3	1
						Total Responding 3	
Union Township	0000402						
		6/14/2023 8:44:15 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	4	1
						Total Responding 4	

Union Township	0000405						
		6/16/2023 12:15:35 PM	740	Unintentional transmission of alarm, other	ENG 33	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 12	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Charter Township Of Union



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: June 22, 2023

Policy Review: 2.5.10 Cash Flow Adequacy
Type of Review: Internal
Review Interval: Annually
Review Month: June 2023

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 accounts for about 50% of General Fund Revenue are collected semimonthly.

For the Fire Fund, the combined amount of 3 quarterly contract payments is required to meet the obligations that are due in July, October, and January; all of which are due prior to the collection of the property taxes, which begin in 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>
General Fund Total	\$ 6,453,695	\$1,049,297	Yes
Fire Fund Total	\$ 1,359,995	\$ 622,575	Yes
East DDA Fund	\$ 2,360,803	\$ 47,846	Yes
West DDA Fund	\$ 1,246,720	\$ 21,366	Yes
Sewer Fund	\$ 3,925,397		
2011 Bond Reserve	\$ (50,000)		
2011 Bond RRI Reserve	\$ (10,205)		
2013 Bond Reserve	\$ (200,000)		
2013 Bond RRI Reserve	\$ (8,507)		
Sewer Fund Net	\$ 3,656,685	\$ 835,700	Yes
Water Fund	\$ 3,926,301	\$ 489,811	Yes

Compliance

All funds are in compliance with the policy.

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: June 26, 2023

Policy Review: 2.7 End Focus of Grant and Contracts
Type of Review: Internal
Review Interval: Annual
Review Month: June 2023

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

The 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 projects are executed 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 \$10,492 for fire protection on State owned buildings in the Township. Fire protection is consistent with End Policy 1.3.3
3. Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenues for the East DDA and received \$62,500 for the East and West 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
4. The following item 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 an agreement to pay Art Reach \$4,500.00 for East DDA District participation in the 2023 Art Reach Festival of Banners program.
- b. Approved agreements with The Isabella Corporation totaling \$479,410.50 to construct concrete sidewalks and ramps in the West DDA District along both sides of E. Remus Rd. (M-20) from Bradley St. through the S. Lincoln Rd. intersection, and to construct a concrete sidewalk along the west side of S. Lincoln Rd. from the Lux Funeral Home north to the Township Hall parking lot. These projects are consistent with End Policies 1.3, 1.3.1, 1.3.3, 1.4.1, and 1.6.
- c. Approved an agreement with the Isabella County Treasurer to purchase the lot at 2120 Yats Drive in the East DDA District out of tax foreclosure for \$4,956.31, and an agreement to pay The Isabella Corporation \$23,850.00 to demolish the dilapidated dwelling, remove junk and debris from the yard, and restore the lot for purposes of neighborhood stabilization. These projects are consistent with End Policies 1.1, 1.2.1, 1.3, and 1.3.2.
- d. Approved an agreement with J Ranck Electric to replace the East DDA District's streetlight foundations and underground wiring along the south side of M-20 within the road construction area for a fee not to exceed \$171,186.75 (MDOT is paying for the equivalent work along the north side of the road where they removed the lights for a temporary lane paving; MDOT also funded the cost to have the existing foundations and wiring removed on the south side of the road). These projects are consistent with End Policies 1.1, 1.1.1.3, 1.3, 1.3.1, and 1.6.
- e. Approved an agreement with Graphic Sciences in the amount of \$20,700 for digitization EDA Board items. This project is consistent with Ends Policies 1.1.2, 1.5
5. Successfully applied for and was awarded \$424,875 in grant funding from the Saginaw Chippewa Indian Tribe for funding to assist with the Broomfield Rd (Lincoln to Crawford), Lincoln/Broomfield intersection, and pump station #1 projects. These projects are consistent with End Policies 1.3, 1.3.1, 1.3.4, 1.3.4.1, 1.4.3
6. ARPA Revenue-Recognized in 2022 were spent totaling \$228,500 on 1. Broomfield Rd. 2. Outdoor Fitness Center. These projects are consistent with End Policies 1.2, 1.3.1, 1.3.4, 1.4.4
7. 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 26, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/28/2023
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 later amendments in the intervening years with the most recent being 2023. The purpose of the Policy is to aid 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, Union Township Economic Development Authority, 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, 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 local units of government, 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 about 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 28, 2023.

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?

- 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 2023

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 26, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 06/28/2023
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 later amendments in the intervening years with the most recent being 2023. The purpose of the Policy is to aid 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 2023

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

