



BOARD OF TRUSTEES

Regular Meeting

April 27, 2016

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
5. REPORTS/BOARD COMMENTS
6. APPROVAL OF AGENDA
7. CONSENT AGENDA
 - A. Communications
 - Planning Commission Minutes
 - EDA Minutes
 - B. Minutes – April 11, 2016 - special meeting
 - C. Minutes – April 13, 2016 - regular meeting
 - D. Bills
 - E. Payroll
 - F. Fire Reports
 - G. 2.5 Financial Conditions and Activities
 - H. 2.5.10 Cash Flow Ratio
 - I. 2.6 Asset Protection
8. BOARD AGENDA
 - A. Middle Michigan Development Corporation / Review 2015 MMDC Annual Report
 - B. Server Upgrade – Township Hall & Isabella Well Site
 - C. Preliminary Plat Review Rosewood Condominium Amendment
 - D. Emergency Operations Plan Discussion
 - E. Permitting Policies and Procedures
 - F. Sidewalk completion Discussion
 - G. Recycling Deerfield Rd. Discussion
 - H. Special Meeting Discussion
 - I. 3.4 Agenda Planning
9. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
10. FINAL BOARD MEMBER COMMENT
11. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Planning Commission
Special Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on April 5, 2016 at the Township Hall.

Meeting was called to order at 7:03 p.m.

Roll Call

Present: Squatrito, Strachan, Zerbe, McGuirk, Robinette, Mielke, Fuller, Woerle and LaBelle

Others Present

Peter Gallinat, Township Planner & Jennifer Loveberry

Approval of Minutes

McGuirk moved Strachan supported the approval of the March 15, 2016 meeting minutes as presented.
Vote: Ayes: 9 Nays: 0. Motion carried.

Correspondence / Reports

No Comments

Approval of Agenda

McGuirk moved Mielke supported approval of the agenda as presented. **Vote: Ayes: 9 Nays 0. Motion carried.**

Public Comment – No comments

New Business –

A. SPR 2016-04: Central Concrete

Location: 900 S. Bradley St.

Tim Beebe, CMS & D, representing Central Concrete presented SPR 2016-04: Site Plan Review, Location: 900 S. Bradley St. proposed rebuilding Central Concrete Products New Batching and Office.

Discussion was held by the Planning Commissioners.

McGuirk moved Mielke supported to recommend approval of SPR 2016-04 with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities, all new site lighting shall be down shielded.

Additional conditions: waive sidewalk requirements. **Vote: Ayes: 9 Nays 0. Motion carried.**

Old Business

Gallinat updated the Planning Commissioners on what he found from past minutes regarding down shield lighting, add Down Shield Lighting to April Agenda.

Gallinat to update Planning Commissioners on Master Plan review guidelines and procedures.

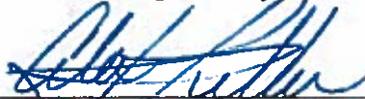
Other Business

Extended Public Comment –open 7:59 p.m.

No comments

Adjournment – Chairman Squatrito adjourned the meeting at 7:59 p.m.

APPROVED BY:



Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, March 15, 2016**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:17 pm.

ROLL CALL

Present: Kequom, Perry, Hunter, Chowdhary, Alwood, Figg, Smith

Excused: Zalud, Johnson, Bacon

Absent: Elmore

Others Present: Randy Robinson, EDA Project Manager; Kim Smith, Twp Public Works Coordinator, Angela Schofield, Clerk

APPROVAL OF AGENDA

MOTION by **Alwood** SUPPORTED by **Perry** to approve the agenda as presented.

MOTION CARRIED 7-0.

APPROVAL OF MINUTES

MOTION by **Perry** SUPPORTED by **Chowdhary** to approve minutes from the February 16, 2016 meeting as presented.

MOTION CARRIED 7-0.

PUBLIC COMMENT – None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Ms. Teall, the Township Accountant sent a message that there were no payments, change in financial statements from previous meeting. No reports were provided, no action was taken. The Board asked that reports be provided regardless of the activity.

EXISTING BUSINESS

A. Festival of Banners Sponsorship

A sample banner was presented, discussed, as well as 2017 sponsorship process.

B. MAC TV Proposal

Ms. Kim Smith provided a revised contract, and explained the MACTV system. Discussion was held.

MOTION by **Perry** SUPPORTED by **Chowdhary** to approve the contract between Charter Township of Union EDA and the Mid Michigan Area Cable Consortium in the amount of \$650.00 to provide video-taping service of the 2016 EDA meetings.

MOTION CARRIED 7-0.

C. General Projects

Mr. Robinson provided an update for the on-going projects:

- Mowing and Irrigation to begin May 1st
- Welcome Banner Issues: (2) Need replacement, will provide bids at upcoming meeting
- Mid Michigan Health Park: Requires moving a light fixture 25', coordinating with MDOT
- Temporary Sign Issues: Art Van and International RV

Discussion was also held on tree issues, and the proposed sign program initially discussed in the summer of 2015.

Chairman Kequom asked the board to review the project list, and that it be placed on the next agenda for discussion.

Chairman Kequom adjourned the meeting at 5:56.

APPROVED BY

Secretary, Mr. Chowdhary

(Recorded by Angela Schofield)

CHARTER TOWNSHIP OF UNION
Board of Trustees
Special Meeting

A special meeting of the Charter Township of Union Board of Trustees was held on April 11, 2016 at 6:00 p.m. at Union Township Hall.

Meeting was called to order at 6:00 p.m.

Roll Call

Supervisor Alwood, Clerk Henry, Treasurer Rice, Trustees Hauck, Lannen, Mielke and Mikus, were present.

Others Present

None

Public Comment

Pat DePriest

Reports/Board Comments

Approval of Agenda

Mikus moved Hauck supported to approve the agenda as presented. Vote: Ayes: 7 Nays: 0. Motion carried.

BOARD AGENDA

A. Closed Session

- Township Manager Search / Short List

6:07 p.m. **Mikus moved Hauck supported to go into closed session. Roll call vote: Ayes: Alwood, Henry, Rice, Hauck, Lannen, Mielke, and Mikus. Motion carried.**

8:20 p.m. **Hauck moved Rice supported to go into closed session. Roll call vote: Ayes: Alwood, Henry, Rice, Hauck, Lannen, Mielke, and Mikus. Motion carried.**

EXTENDED PUBLIC COMMENT

No comments

FINAL BOARD MEMBER COMMENTS

No comments

ADJOURNMENT

Meeting adjourned at 8:26 p.m.

APPROVED BY:

Margie Henry, Clerk

Russ Alwood, Supervisor

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on April 13, 2016 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Supervisor Alwood, Clerk Henry, Treasurer Rice, Trustee Hauck, Lannen, Mielke and Mikus were present.

Others Present

Bill Newkirk, Pat DePriest, Jennifer Loveberry

Public Comment – open 7:01 pm

No comments

Reports/Board Comments

Mikus – Sustainability Committee updates: Clean up day 6/25/16 8 a.m. to 12:00 p.m. (flyer to follow when available) and Isabella County Conservation District Hazardous Waste set for 5/14/16 and 9/10/16 as well as Tire Drop off 5/21/16 at the Isabella County Fair Grounds (Information to be updated on our website when available at uniontownshipmi.com / clean up days.

Mielke – Planning Commission updates.

Approval of Agenda

Mielke moved Mikus supported to approve the agenda as presented. Vote: Ayes: 7 Nays: 0. Motion carried.

Consent Agenda

- A. Communications
- B. Minutes – March 23, 2016-Regular Meeting
- C. Bills
- D. Payroll

Hauck moved Lannen supported to approve the consent agenda with corrections. Vote: Ayes: 7 Nays: 0. Motion carried.

BOARD AGENDA

A. Appointment to the Planning Commission

Hauck moved Alwood supported to reappoint Rick McGuirk to the Planning Commission, new term expiring 2/16/19. Roll Call Vote: Ayes: Alwood, Henry, Hauck Nays: Rice, Lannen, Mielke, and Mikus. Motion failed.

Supervisor Alwood stated that Mr. McGuirk will continue to be held over for the full term of his position on the Planning Commission, per his request.

B. Township Participation Contracts

1. Bluegrass Rd. to Whiteville to Meridian

Mikus moved Henry supported the Agreement made and entered into by and between the Board of County Road Commissioners for the County of Isabella and Union Township. The Township's share is \$192,862.17 for project No. 459-014-611519. Vote: Ayes: 7 Nays: 0. Motion carried.

2. River Rd. – Lincoln To Crawford

Hauck moved Rice supported the Agreement made and entered into by and between the Board of County Road Commissioners for the County of Isabella and Union Township. The Township's share is \$144,947.00 for project No. 459-014-511402. Vote: Ayes: 7 Nays: 0. Motion carried.

3. Broadway Rd., Ruby St.- Isabella Road to the East side of U.S. 127

Lannen moved Mielke supported the Agreement made and entered into by and between the Board of County Road Commissioners for the County of Isabella and Union Township. The Township's share is \$525,178.00 for project No. 459-014-411406. Vote: Ayes: 7 Nays: 0. Motion carried.

C. Policy Governance Review

Discussion by the Board. Add reports to 4/27/16 Agenda

D. Purchase Order policy / process

Henry moved Mikus supported to approve expanding our current use of BS&A software to fully integrate purchase orders, allowing our employees to track their purchases, monitor line item balances, review general fund and special fund line item status, and a number of other functions of value to the management team and Township Board of Trustees. Vote: Ayes: 7 Nays: 0. Motion carried.

E. Ordinance Review

B. Newkirk presented. Discussion was held, no action taken.

EXTENDED PUBLIC COMMENT - Open 8:20 p.m.

Jim Horton of the 4th District County Commission updated the board on the county government. Ben Gunning, 2270-2280 Broomfield Rd. - thanked elected officials for their duties.

FINAL BOARD MEMBER COMMENTS

B. Newkirk –shared with Trustees that the Township has entered into contract with Isabella County that will integrate GIS mapping into the BS&software that our Assessor, Pat DePriest had been working on. Add Sidewalk completion (Bluegrass Rd.) to Agenda.

Alwood –Commented that Crawford Rd. safety is still ongoing; Discussion from Intergovernmental Committee with the City regarding 80 acres of land by airport donated for a park that is in Union Township and owned by the City of Mt. Pleasant. The City is looking for an agreement with Union Township to adopt local rules related to land, instead of relying on state laws, for enforcement by City staff on the land, looking for the Board of Trustees approval to discuss the possibilities at future Intergovernmental Committee Meeting.

Mikus – Would like to Add Recycling (Deerfield Rd.) to Agenda.

Lannen – Comments from citizens for the need of Pathways from Pickard Rd. to N. Crawford Rd. Requested township residents to please complete township survey sent by CMU.
Mielke – looking forward to interviews with candidates from 4/11/16 special meeting’s short list.

ADJOURNMENT

Hauck moved Mikus supported to adjourn the meeting at 8:58 p.m. Ayes: 7 Nays: 0. Motion carried.

APPROVED BY:

Margie Henry, Clerk

Russ Alwood, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
04/19/2016	101	18302	00829	ISABELLA COUNTY	425.00
04/19/2016	101	18303	01410	CINDY SMITH	280.00
04/19/2016	101	18304	01372	JOSEPH W YODER	224.00
04/19/2016	101	18305	01159	SUSAN K YODER	252.00
04/21/2016	101	18306	01358	21ST CENTURY MEDIA-MICHIGAN	1,879.38
04/21/2016	101	18307	00043	ARROW UNIFORM	276.47
04/21/2016	101	18308	01240	BRAUN KENDRICK FINKBEINER PLC	6,265.00
04/21/2016	101	18309	00095	C & C ENTERPRISES, INC.	121.00
04/21/2016	101	18310	00101	CENTRAL CONCRETE PROD	32.50
04/21/2016	101	18311	00104	CENTRAL FIRE PROTECTION	29.00
04/21/2016	101	18312	00722	CHARTER TOWNSHIP OF UNION	970.10
04/21/2016	101	18313	00128	CITY OF MT. PLEASANT	11.82
04/21/2016	101	18314	00129	CMS INTERNET, LLC	1,010.87
04/21/2016	101	18315	01242	CULLIGAN WATER	19.50
04/21/2016	101	18316	01171	DBI BUSINESS INTERIORS	7.22
04/21/2016	101	18317	00201	ELHORN ENGINEERING COMPANY	1,360.00
04/21/2016	101	18318	01353	EVOQUA WATER TECHNOLOGIES LLC	9,388.08
04/21/2016	101	18319	00249	GILL-ROY'S HARDWARE	14.34
04/21/2016	101	18320	00316	INSTITUTE OF CONT LEGAL ED.	103.50
04/21/2016	101	18321	01094	ISABELLA COUNTY RECYCLING CENTER	21.00
04/21/2016	101	18322	01462	JENNIFER LOVEBERRY (PETTY CASH)	72.83
04/21/2016	101	18323	00360	KIMBALL MIDWEST	141.44
04/21/2016	101	18324	00362	KRAPOHL FORD & LINCOLN	389.15
04/21/2016	101	18325	01356	MCLAREN CENTRAL MICHIGAN	160.00
04/21/2016	101	18326	00405	METTLER-TOLEDO, INC.	789.48
04/21/2016	101	18327	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	270.00
04/21/2016	101	18328	00422	MICHIGAN PIPE & VALVE	4,924.00
04/21/2016	101	18329	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	2,500.00
04/21/2016	101	18330	01274	MORRISON INDUSTRIAL EQUIPMENT CO	113.51
04/21/2016	101	18331	00494	NORTH CENTRAL LABORATORIES	1,210.46
04/21/2016	101	18332	00544	PUMMILL PROMARK	467.60
04/21/2016	101	18333	01440	RESERVE ACCOUNT	3,000.00
04/21/2016	101	18334	01479	SHELLY BLIZZARD	60.00
04/21/2016	101	18335	01254	LARRY M SOMMER	298.54
04/21/2016	101	18336	00613	STATE INDUSTRIAL PRODUCTS	1,020.00
04/21/2016	101	18337	01111	STATE OF MICHIGAN - DEQ	26.00
04/21/2016	101	18338	01480	STATE OF MICHIGAN-DEQ	260.00
04/21/2016	101	18339	01013	USA BLUE BOOK	442.22

101 TOTALS:

Total of 38 Checks:	38,836.01
Less 0 Void Checks:	0.00
Total of 38 Disbursements:	38,836.01

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/21/2016	101	18329	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	2ND QUARTER 2016 CLIENT FEE	2,500.00
04/21/2016	101	18330	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FORK LIFT REPAIR	113.51
04/21/2016	101	18331	00494	NORTH CENTRAL LABORATORIES	SUPPLIES	1,210.46
04/21/2016	101	18332	00544	PUMMILL PROMARK	WATER BILLS	467.60
04/21/2016	101	18333	01440	RESERVE ACCOUNT	REPLENISH POSTAGE METER RESERVE ACCOUNT	3,000.00
04/21/2016	101	18334	01479	SHELLY BLIZZARD	REFUND RENTAL FEE	60.00
04/21/2016	101	18335	01254	LARRY M SOMMER	FLEX MED REIMBURSEMENT 4-14-16	106.23
					FLEX REIMBURSEMENT 4-21-16	192.31
						<u>298.54</u>
04/21/2016	101	18336	00613	STATE INDUSTRIAL PRODUCTS	FAT AND GREASE CONTROL OF LIFTSTATIONS	1,020.00
04/21/2016	101	18337	01111	STATE OF MICHIGAN - DEQ	LEAD AND COPPER SAMPLES	26.00
04/21/2016	101	18338	01480	STATE OF MICHIGAN-DEQ	STORMWATER ANNUAL PERMIT FEE 2016	260.00
04/21/2016	101	18339	01013	USA BLUE BOOK	SUPPLIES	442.22

101 TOTALS:

Total of 38 Checks:

Less 0 Void Checks:

Total of 38 Disbursements:

38,836.01

0.00

38,836.01

Charter Township of Union Payroll
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**CHECK DATE: Apr 21, 2016
PPE: Apr 16, 2016**

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 53,288.89
Employer Share Med	766.82
Employer Share SS	3,278.76
SUI	300.34
Pension-Employer Portion	3,436.22
Workers' Comp	564.38
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	105.20
Total Transfer to Payroll checking	<u>\$ 61,740.61</u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 26,567.72
Building Fund	-
EDDA	-
WDDA	-
Sewer Fund	18,466.78
Water Fund	16,706.11
Workers Comp	-
Health Care	-
Total To Transfer from Pooled Savings	<u>\$ 61,740.61</u>

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 7, 2016 through March 13, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			1
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			1
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire		12	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew	2	6	1
	321	EMS Call excluding Veh. Accident	2	7	2
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
4441	Utility Line Down			1	

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal		2	
	542	Animal Rescue			
	552	Police Matter			1
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other		2	
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire		4	
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	8	33	11

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 14, 2016 through March 20, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew	2	6	3
	321	EMS Call excluding Veh. Accident	1	3	3
	322	Motor Vehicle Acc. W/ Injuries	1	3	
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	463	Vehicle Accident, general cleanup			
480	Attempted burning, illegal action, other				
4441	Utility Line Down				

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other		2	
	710	Malicious, mischievous false call, other		3	
	715	Local Alarm System, Malicious False Alarm			1
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction		2	
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire		2	
	745	Alarm System Act. - Unintentional			1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	8	21	9

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 20, 2016 through March 27, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			1
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew	1	3	2
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries	1	3	
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			1
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			1
	463	Vehicle Accident, general cleanup			
480	Attempted burning, illegal action, other				
4441	Utility Line Down		3		

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			3
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	3	9	18

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 28, 2016 through April 3, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			1
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew	1	3	1
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	14	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	3	
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment		3	
	463	Vehicle Accident, general cleanup			
480	Attempted burning, illegal action, other				
4441	Utility Line Down				

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			1
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			1
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional		2	3
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	5	25	10

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 4, 2016 through April 10, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew			1
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries	1	15	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle	1	17	
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	463	Vehicle Accident, general cleanup			
480	Attempted burning, illegal action, other				
4441	Utility Line Down			1	

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			1
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route		4	
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			1
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction		3	1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction		3	
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional		2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			1
		Total Response for Union Twp/City	6	44	8

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 11, 2016 through April 17, 2016

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire	1	13	
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			1
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire	3	3	
	160	Special Outside Fire, Other			1
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	311	Medical Assist to EMS Crew	2	5	
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			
	413	Oil of Combustible Liquid Spill			1
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
4441	Utility Line Down				

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			2
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			1
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	4	21	9

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

Non - Emergency

Policy: 2.5 Financial Conditions and Activities
Type: Internal
Occurrence: Quarterly
Date: March 2016

Policy Wording

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

Manager Interpretation

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year at the activity level unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be processed and ready for board approval as soon as they are received, verified, and coded for payment.

Justification for reasonability

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Data

<u>Amt.</u>	<u>Vendor</u>	<u>Approved/Informed?</u>	<u>Emergency?</u>	<u>Compliance?</u>
*	*	*	*	*

Attachments from BS&A system include General Fund Departmental revenue and Expenditure reports, major fund revenue and expenditure reports, balance sheet for all major funds.

Compliance

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 03/31/2016

DB: Union

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND				
0402	PROPERTY TAXES	295,237.00	235,845.49	79.88
0420	OTHER TAXES	6,250.00	0.00	0.00
0445	PENALTIES & INTEREST	4,050.00	20,746.70	512.26
0447	ADMINISTRATION FEE	143,000.00	87,261.89	61.02
0450	LICENSES & PERMITS	190,015.00	9,228.00	4.86
0574	STATE REVENUE SHARING	1,010,395.00	192.50	0.02
0600	CHARGES FOR SERVICES	80,125.00	77,094.50	96.22
0655	FINES AND FORFEITURES	1,500.00	155.10	10.34
0664	INTEREST INCOME	10,000.00	5,914.29	59.14
0667	RENTAL INCOME	7,400.00	2,250.00	30.41
0671	OTHER REVENUE	27,755.00	12,539.14	45.18
101	TOWNSHIP BOARD	115,643.00	20,325.42	17.58
171	SUPERVISOR	28,598.00	8,695.59	30.41
172	TOWNSHIP MANAGER	34,385.00	2,229.89	6.49
191	ACCOUNTING/GEN ADMINISTRATION	131,637.00	32,188.76	24.45
215	CLERK	31,854.00	8,947.98	28.09
223	INTERNAL OR EXTERNAL AUDIT	21,000.00	0.00	0.00
228	INFORMATION TECHNOLOGY	45,000.00	4,063.19	9.03
247	BOARD OF REVIEW	5,949.00	1,079.41	18.14
253	TREASURER	31,521.00	6,303.90	20.00
257	ASSESSOR	201,852.00	44,120.24	21.86
262	ELECTIONS	12,620.00	5,649.23	44.76
265	TOWNSHIP HALL & GROUNDS	52,600.00	9,703.60	18.45
266	LEGAL/ATTORNEY	10,000.00	6,294.85	62.95
299	PROPERTY & LIABILITY INSURANCE	10,000.00	0.00	0.00
330	LIQUOR CONTROL	11,753.00	2,460.17	20.93
371	BUILDING INSPECTOR	52,109.00	11,099.97	21.30
372	ZONING INSPECTOR	45,663.00	9,445.69	20.69
373	RENTAL INSPECTIONS	171,663.00	36,727.51	21.40
401	CAPITAL IMPROVEMENTS	74,500.00	6,064.80	8.14
444	SIDEWALKS	125,000.00	0.00	0.00
445	DRAINS-PUBLIC BENEFIT	5,000.00	11,439.59	228.79
446	HIGHWAYS, STREETS, BRIDGES	620,750.00	0.00	0.00
448	STREET LIGHTING	20,000.00	3,188.01	15.94
721	PLANNING COMMISSION	28,607.00	1,689.19	5.90
722	ZONING BOARD OF APPEALS	4,788.00	0.00	0.00
751	PARKS & RECREATION	133,457.00	17,464.52	13.09
901	CAPITAL OUTLAY	100,000.00	25,200.00	25.20
966	CONTINGENCY	20,000.00	0.00	0.00
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		1,775,727.00	451,227.61	25.41
TOTAL EXPENDITURES		2,145,949.00	274,381.51	12.79
NET OF REVENUES & EXPENDITURES		(370,222.00)	176,846.10	47.77

REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION
PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016	AVAILABLE BALANCE
Fund 206 - FIRE FUND:				
	TOTAL REVENUES	695,128.00	488,171.85	206,956.15
	TOTAL EXPENDITURES	695,128.00	0.00	695,128.00
	NET OF REVENUES & EXPENDITURES	0.00	488,171.85	
Fund 248 - EDDA OPERATING:				
	TOTAL REVENUES	422,849.00	452.19	422,396.81
	TOTAL EXPENDITURES	422,849.00	12,984.30	409,864.70
	NET OF REVENUES & EXPENDITURES	0.00	(12,532.11)	
Fund 250 - WDDA OPERATING:				
	TOTAL REVENUES	595,598.00	400.57	595,197.43
	TOTAL EXPENDITURES	595,598.00	0.00	595,598.00
	NET OF REVENUES & EXPENDITURES	0.00	400.57	
Fund 590 - SEWER FUND:				
	TOTAL REVENUES	3,113,961.00	615,016.72	2,498,944.28
	TOTAL EXPENDITURES	3,113,961.00	357,995.22	2,755,965.78
	NET OF REVENUES & EXPENDITURES	0.00	257,021.50	
Fund 591 - WATER FUND:				
	TOTAL REVENUES	1,667,945.00	338,763.06	1,329,181.94
	TOTAL EXPENDITURES	1,667,945.00	252,047.44	1,415,897.56
	NET OF REVENUES & EXPENDITURES	0.00	86,715.62	
	TOTAL REVENUES - ALL FUNDS	6,530,707.00	1,473,357.03	5,057,349.97
	TOTAL EXPENDITURES - ALL FUNDS	6,530,707.00	623,026.96	5,907,680.04
	NET OF REVENUES & EXPENDITURES	0.00	850,330.07	

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
 Period Ending 03/31/2016

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000-001.000	CASH	100,504.38
101-000-002.000	SAVINGS	1,735,654.38
101-000-003.001	CERTIFICATE OF DEPOSIT	1,262,509.07
101-000-004.000	PETTY CASH	400.00
101-000-018.000	TAXES RECEIVABLE - WINTER TAX	214,154.73
101-000-040.000	ACCOUNTS RECEIVABLE	2,585.93
101-000-084.703	DUE FROM CURRENT TAX FUND	129,894.17
101-000-084.704	DUE FROM PAYROLL	57,804.23
101-000-100.000	PROPERTIES HELD FOR SALE	7,571.83
101-000-123.000	PREPAID EXPENSES	24,285.03
	Total Assets	3,535,363.75
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	12,550.75
101-000-231.100	FLEX MEDICAL PAYABLE	(1,093.03)
101-000-231.101	FLEX DEPENDENT CARE PAYABLE	192.31
101-000-339.000	DEFERRED REVENUE - TAXES	404,449.96
	Total Liabilities	416,099.99
*** Fund Balance ***		
101-000-365.369	NONSPENDABLE FUND BALANCE	23,401.83
101-000-370.379	RESTRICTED FUND BALANCE	32,028.89
101-000-390.000	UNASSIGNED FUND BALANCE	2,483,119.32
101-000-393.000	ASSIGNED FUND BALANCE	2,060.44
	Total Fund Balance	2,540,610.48
	Beginning Fund Balance - 2015	2,508,581.59
	Net of Revenues VS Expenditures - 2015	401,807.18
	Fund Balance Adjustments - 2015	32,028.89
	*2015 End FB/2016 Beg FB	2,942,417.66
	Net of Revenues VS Expenditures - Current Year	176,846.10
	Fund Balance Adjustments	0.00
	Ending Fund Balance	3,119,263.76
	Total Liabilities And Fund Balance	3,535,363.75

* Year Not Closed

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
 Period Ending 03/31/2016

GL Number	Description	Balance
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001.000	CASH	1,071.74
206-000-002.000	SAVINGS	766,795.50
206-000-003.001	CERTIFICATE OF DEPOSIT	505,003.63
206-000-018.000	TAXES RECEIVABLE - WINTER TAX	377,664.54
206-000-040.000	ACCOUNTS RECEIVABLE	5,250.46
206-000-084.703	DUE FROM CURRENT TAX FUND	141,457.40
206-000-123.000	PREPAID EXPENSES	334,650.00
	Total Assets	2,131,893.27
*** Liabilities ***		
206-000-339.000	DEFERRED REVENUE - TAXES	601,634.61
	Total Liabilities	601,634.61
*** Fund Balance ***		
206-000-365.369	NONSPENDABLE FUND BALANCE	167,325.00
206-000-370.379	RESTRICTED FUND BALANCE	531,950.16
206-000-393.000	ASSIGNED FUND BALANCE	300,000.00
	Total Fund Balance	999,275.16
	Beginning Fund Balance - 2015	999,275.16
	Net of Revenues VS Expenditures - 2015	42,811.65
	*2015 End FB/2016 Beg FB	1,042,086.81
	Net of Revenues VS Expenditures - Current Year	488,171.85
	Ending Fund Balance	1,530,258.66
	Total Liabilities And Fund Balance	2,131,893.27

* Year Not Closed

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
Period Ending 03/31/2016

GL Number	Description	Balance
Fund 248 - EDDA OPERATING		
*** Assets ***		
248-000-001.000	CASH	1,656.76
248-000-002.000	SAVINGS	867,292.56
248-000-018.000	TAXES RECEIVABLE - WINTER TAX	101,850.69
248-000-084.703	DUE FROM CURRENT TAX FUND	332,932.77
248-000-123.000	PREPAID EXPENSES	1,262.50
	Total Assets	1,304,995.28
*** Liabilities ***		
248-000-339.000	DEFERRED REVENUE	434,783.46
	Total Liabilities	434,783.46
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,786,320.66
	Total Fund Balance	1,786,320.66
	Beginning Fund Balance - 2015	<u>1,786,320.66</u>
	Net of Revenues VS Expenditures - 2015	(903,576.73)
	*2015 End FB/2016 Beg FB	882,743.93
	Net of Revenues VS Expenditures - Current Year	(12,532.11)
	Ending Fund Balance	870,211.82
	Total Liabilities And Fund Balance	<u>1,304,995.28</u>

* Year Not Closed

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
 Period Ending 03/31/2016

GL Number	Description	Balance
Fund 250 - WDDA OPERATING		
*** Assets ***		
250-000-001.000	CASH	1,838.39
250-000-002.000	SAVINGS	644,881.94
250-000-002.001	SHARES	53.70
250-000-018.000	TAXES RECEIVABLE - WINTER TAX	172,228.39
250-000-084.703	DUE FROM CURRENT TAX FUND	285,585.01
	Total Assets	1,104,587.43
*** Liabilities ***		
250-000-339.000	DEFERRED REVENUE	457,813.40
	Total Liabilities	457,813.40
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	405,252.39
	Total Fund Balance	405,252.39
	Beginning Fund Balance - 2015	405,252.39
	Net of Revenues VS Expenditures - 2015	241,121.07
	*2015 End FB/2016 Beg FB	646,373.46
	Net of Revenues VS Expenditures - Current Year	400.57
	Ending Fund Balance	646,774.03
	Total Liabilities And Fund Balance	1,104,587.43

* Year Not Closed

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
 Period Ending 03/31/2016

GL Number	Description	Balance
Fund 590 - SEWER FUND		
*** Assets ***		
590-000-001.000	CASH	30,181.88
590-000-002.000	SAVINGS-WWTP	1,190,923.07
590-000-002.001	SAVINGS-RURAL DEV-CONSTRUCTION	386.04
590-000-002.004	SAVINGS-2004 SEWER BOND-RESERVE	175,871.00
590-000-002.011	SAVINGS-2011 RURAL DEV-RESERVE	25,000.00
590-000-002.012	SAVINGS-2011 RURAL DEV-RRI RESERVE	51,025.00
590-000-002.013	SAVINGS-2013 RURAL DEV-RESERVE	40,000.00
590-000-002.014	SAVINGS-2013 RURAL DEV-RRI RESERVE	7,014.00
590-000-003.001	CERTIFICATE OF DEPOSIT	1,262,509.07
590-000-033.000	UTILITY RECEIVABLE	315,828.47
590-000-033.100	UTILITY RECEIVABLE-DEBT SERVICE	267,491.07
590-000-034.000	UTILITY RECEIVABLE-DELINQ SWR	2,360.17
590-000-045.003	SPEC ASSESS RECEIVABLE-AIRPORT	30,623.84
590-000-045.004	SPEC ASSESS RECEIVABLE-ISAB/BLUEGRASS	57,066.70
590-000-123.000	PREPAID EXPENSES	29,959.63
590-000-127.002	2004 DISCOUNT ON BONDS	5,144.13
590-000-127.003	2009 DISCOUNT ON BONDS	6,608.00
590-000-129.003	2009 DEFERRED LOSS ON REFUNDING	232,478.48
590-000-130.000	LAND	258,680.00
590-000-132.000	LAND IMPROVEMENTS	9,927.00
590-000-133.000	ACCUM DEPR - LAND IMPROVEMENTS	(9,648.70)
590-000-136.000	BUILDING & IMPROVEMENTS	161,962.32
590-000-137.000	ACCUM DEPR - BUILDING & IMPROVEMENTS	(69,893.07)
590-000-138.000	EQUIPMENT	892,958.62
590-000-139.000	ACCUM DEPR - EQUIPMENT	(506,791.20)
590-000-148.000	VEHICLES	169,930.20
590-000-149.000	ACCUM DEPR - VEHICLES	(86,778.64)
590-000-154.000	INFRASTRUCTURE - SEWER SYSTEM	13,480,115.47
590-000-154.001	WASTE WATER TREATMENT PLANT	12,567,029.46
590-000-155.000	ACCUM DEPR - SEWER SYSTEM/WWTP	(9,169,556.47)
	Total Assets	21,428,405.54

***** Liabilities *****

590-000-202.000	ACCOUNTS PAYABLE	36,279.76
590-000-253.000	ACCRUED BOND INTEREST PAYABLE	29,870.67
590-000-300.001	BONDS PAYABLE-2004 SEWER BOND	620,000.00
590-000-300.002	BONDS PAYABLE-2009 WWTP BOND	2,230,000.00
590-000-300.003	BONDS PAYABLE-RURAL DEV I (92-04)	1,042,000.00
590-000-300.004	BONDS PAYABLE-RURAL DEV II (92-05)	4,568,650.71
590-000-343.000	ACCRUED VAC LEAVE PAYABLE-LT	21,673.13

Total Liabilities	8,548,474.27
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*** Fund Balance ***

590-000-345.000	NET INVESTMENT IN CAPITAL ASSETS	9,355,396.00
590-000-370.379	RESTRICTED FUND BALANCE	298,910.00
590-000-390.000	UNASSIGNED FUND BALANCE	2,585,323.32

Total Fund Balance	12,239,629.32
--------------------	---------------

Beginning Fund Balance - 2015	12,239,629.32
Net of Revenues VS Expenditures - 2015	383,280.45
*2015 End FB/2016 Beg FB	12,622,909.77
Net of Revenues VS Expenditures - Current Year	257,021.50
Ending Fund Balance	12,879,931.27
Total Liabilities And Fund Balance	21,428,405.54

* Year Not Closed

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION
Period Ending 03/31/2016

GL Number	Description	Balance
Fund 591 - WATER FUND		
*** Assets ***		
591-000-001.000	CASH	30,628.58
591-000-002.000	SAVINGS	1,176,495.10
591-000-003.001	CERTIFICATE OF DEPOSIT	1,262,509.07
591-000-033.000	UTILITY RECEIVABLE	297,816.62
591-000-045.007	SPEC ASSESS RECEIVABLE-POINTE ROYALE	71,919.65
591-000-123.000	PREPAID EXPENSES	22,884.07
591-000-127.000	2010 DISCOUNT ON BONDS	22,102.50
591-000-130.000	LAND	17,100.00
591-000-132.000	LAND IMPROVEMENTS	32,037.00
591-000-133.000	ACCUM DEPR - LAND IMPROVEMENTS	(16,905.15)
591-000-136.000	BUILDING & IMPROVEMENTS	40,965.00
591-000-137.000	ACCUM DEPR - BUILDING & IMPROVEMENTS	(24,907.00)
591-000-138.000	EQUIPMENT	531,523.56
591-000-139.000	ACCUM DEPR - EQUIPMENT	(199,244.95)
591-000-148.000	VEHICLES	180,227.27
591-000-149.000	ACCUM DEPR - VEHICLES	(97,075.72)
591-000-152.000	INFRASTRUCTURE-WATER SYSTEM	12,912,086.79
591-000-153.000	ACCUM DEPR - WATER SYSTEM	(4,103,560.00)
	Total Assets	12,156,602.39
*** Liabilities ***		
591-000-202.000	ACCOUNTS PAYABLE	2,230.96
591-000-253.000	ACCRUED BOND INTEREST PAYABLE	16,150.01
591-000-300.001	BONDS PAYABLE-2010 WATER SYSTEM	1,740,000.00
591-000-343.000	ACCRUED VAC LEAVE PAYABLE-LT	16,841.49
	Total Liabilities	1,775,222.46
*** Fund Balance ***		
591-000-345.000	NET INVESTMENT IN CAPITAL ASSETS	7,387,888.00
591-000-390.000	UNASSIGNED FUND BALANCE	2,655,431.10

Total Fund Balance	----- 10,043,319.10
Beginning Fund Balance - 2015	10,043,319.10
Net of Revenues VS Expenditures - 2015	----- 251,345.21
*2015 End FB/2016 Beg FB	10,294,664.31
Net of Revenues VS Expenditures - Current Year	86,715.62
Ending Fund Balance	10,381,379.93
Total Liabilities And Fund Balance	----- 12,156,602.39

* Year Not Closed

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: March 2016

Policy Wording

He or she 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 or special revenue funds) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows: **General Fund** – 4 months of budgeted expenses 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** – 4 months of normal operational expenses; **Water and Sewer Funds** – 2 months of budgeted expenses for the current fiscal year;

Justification for reasonability

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 property taxes are collected in December, January, and February, and that accounts for 20% of the revenues for the General Fund. State Revenue Sharing (60% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 4 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 first quarter of each year.

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

Data used from 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.

Policy 2.5.10 continued

Data

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 3,098,668		
(Restricted-Const)	\$ (32,029)		
GF Unrestricted	\$ 3,066,639	\$ 536,487	Yes
Fire Fund	\$ 1,272,871		
(Fire Truck Reserve)	\$ (350,000)		
FF Unrestricted	\$ 747,891	\$ 501,975	Yes
EDDA	\$ 868,949		
Projects	\$ -0-		
EDDA Unrestricted	\$ 868,949	\$ 140,950	Yes
WDDA	\$ 646,774		
Projects	\$ -0-		
WDDA Unrestricted	\$ 646,774	\$ 98,533	Yes
Sewer Fund	\$ 2,782,910		
Savings 2004 Bond Reserve		\$ (175,871)	
Savings 2011 Bond Reserve		\$ (25,000)	
Savings 2011 Bond RPI Reserve		\$ (51,025)	
Savings 2013 Bond Reserve		\$ (40,000)	
Savings 2013 Bond RPI Reserve		\$ (7,014)	
Sewer Fund Net	\$ 2,484,000	\$ 364,057	Yes
Water Fund	\$ 2,469,633	\$ 197,998	Yes

Compliance

All funds are found to be in compliance.

Policy: 2.6 Asset Protection

Type: Internal

Occurrence: Annual

Date: April 2016

Policy Wording

Township Management shall not allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

Manager Interpretation

The Township Manager is charged, by this policy, with taking those steps necessary to maintain the security of the Township's resources. It is the responsibility of the Township Manager to either take action to protect the assets of the Township, or, when appropriate, recommend to the Board actions that may be necessary to support the protection of all of the townships assets. These assets include, but are not limited to, our physical assets, financial assets, information and data, and human resources.

Justification for Reasonability

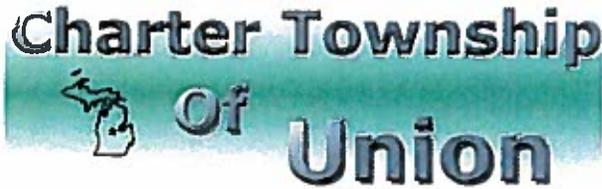
The interpretations are reasonable in light of the fact that the Township Manager is charged with implementing those safeguards put in place by the Township Board, Michigan State law, and any applicable Federal mandates. The Township Board establishes their expectations through the adoption of specific policies relative to the protection of Township assets, and the management team is charged with implementing those policies in the most effective manner possible.

Data Reviewed

- * Township insurance policies/coverage levels
- * Practices implemented by previous managers/management team members
- * Historical and recent relevant Township Board action

Compliance

We are in compliance with all aspects of this policy except 2.6.2. We are in the process of securing surety bonding for those individual handling cash and checks to become fully compliant.



2010 South Lincoln Road
Mt. Pleasant, MI 48858

Phone (989) 772 4600 ext. 224
Fax (989) 773 1988
E Mail ksmith@uniontownshipmi.com

Memo

To: Charter Township of Union Board of Trustees
From: Kim Smith – Public Works Coordinator
Date: April 20, 2016
RE: Server Upgrade – Township Hall & Isabella Well Site

Attached please find a quote to purchase two servers, software, and the necessary labor to set up and configure the equipment/programs. With the addition of the Township's fiber line we are in a position to install one primary server at the Township Hall and a backup server at the Isabella Well Site. The hall server will be used for daily operations while the server at the Isabella Well Site will be used as backup for the primary server. These two servers will eliminate the need for additional servers at the WWTP and the South Mission Road Shop.

The servers will be configured so that each hour a backup file from the Township Hall will be sent to the Isabella Well Site. In the event of a server failure at the Township Hall the recovery of programs and data can be achieved in an hour or less.

The major advantage of changing our current server configuration is the ability of onsite backups. Onsite backups will increase the Township's ability to recover from a server failure in both time and expense. Last fall we experienced a server failure at the Isabella Well Site and it took a week to repair the server, and reinstall/configure all programs and data that operate from that location. The new configuration will also eliminate the need to replace and maintain two of our current servers at the WWTP and the South Mission Shop. The new configuration also enhances our ability to share programs and files between sites.

The purchase of these servers was included in the 2016 budget and is split as follows:

Water	\$12,500.00
Sewer	\$12,500.00
WWTP	\$12,500.00
General Fund	<u>\$12,500.00</u>
Total	\$50,000.00

If you have any questions please give me a call.

Thank you



Quote Prepared For

Kim Smith
Charter Township of Union
2010 S Lincoln Rd
Mt Pleasant, MI 48858
Phone:989-772-4600
ksmith@uniontownshipmi.com

Quote Prepared By

Jeff Wardrope
CMS Internet LLC
131 South Main Street
Mt. Pleasant, MI 48858
United States
Phone:
Fax:989-779-2300
jeff@cmsinter.net

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	2	SAS SuperMicro SuperServer There are two servers. One of the servers is the primary server that you will work from each day. Backups will automatically be ran from the primary to the backup server. In the event there is an issue with one of the servers we can quickly change over to the backup server for maximum up time.	\$13,999.99	\$0.00	\$13,999.99	\$27,999.98
		Server Specifications: - 2x Eight Core 2.6Ghz Xeon Processor - 128GB Memory (8x 16GB) - 2TB RAID 1 Operating system drive (2x 1TB SAS 7.2k HDD) - 5.5TB RAID 10 Storage drive (6x 1.8TB SAS 10k HDD) - Microsoft Windows Server 2012 R2 - 10Gb/s Fiber SFP Adapter for dedicated backups - 12Gb/s RAID Controller for redundant drives				
2)	1	Labor for Installation and Configuration of Server This labor covers the technicians time onsite while we configure and install both servers onsite. This includes configuration changes that are needed to the network to allow for the dedicated backup channel between the Township office and the Isabella location. This also includes migration of your existing physical and virtual servers to this new server. While we are moving things we will also have the opportunity to perform maintenance on each of the servers to help them run more efficiently. *estimate only, actual hours will be billed	\$3,800.00	\$0.00	\$3,800.00	\$3,800.00
3)	2	Veeam Backup Solution Veeam gives us the ability to run image level backups of all virtual servers. In the event of a server failure we can very quickly have a good backup started on the backup server.	\$1,450.00	\$0.00	\$1,450.00	\$2,900.00
4)	2	APC Smart-UPS 1000VA 120V	\$0.00	\$0.00	\$0.00	\$0.00
5)	5	Fiber Patch Cable SingleMode fiber patch cable for connecting the backup servers together and looping the fiber network through.	\$15.00	\$0.00	\$15.00	\$75.00
6)	1	Windows Server 2012 R2 Additional Server 2012 R2 license to accommodate the additional 2 server upgraded needed	\$704.00	\$0.00	\$704.00	\$704.00
7)	40	Windows Server 2012 R2 CAL Client Access License - One CAL is required for each network user accessing the server	\$31.00	\$0.00	\$31.00	\$1,240.00
8)	25	Windows Server 2012 R2 Remote Desktop License	\$106.00	\$0.00	\$106.00	\$2,650.00

Required for each user remotely accessing a terminal server.

One-Time Total	\$39,368.98
Subtotal	\$39,368.98
Total Taxes	\$0.00
Total	\$39,368.98

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Current Configuration

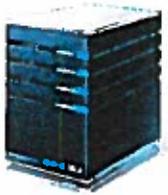
Town Hall

- Domain Control
- Terminal Server
- File Server
- BSA-Web
- BSA-Database



WWTP

- Terminal Server
- File Server



Shop

- Terminal Server
- File Server



Isabella

- Terminal Server
- File Server

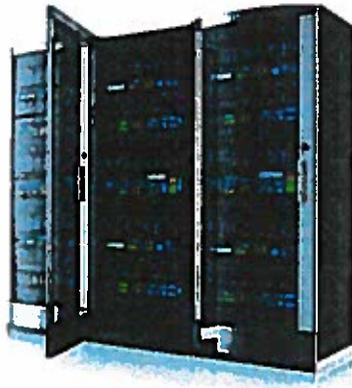


New Configuration

- Domain Control
- Terminal Server (Hall)
- Terminal Server (Public Works)
- File Server (Everyone)

- BSA-Web
- BSA-Database

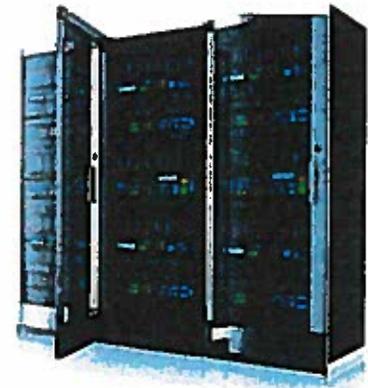
Town Hall



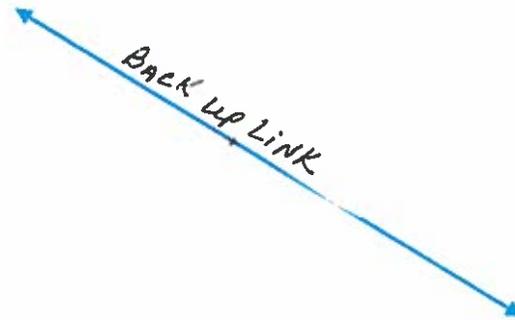
WWTP



Isabella



Shop



**SUBDIVISION / SITE CONDO CHECKLIST
CHARTER TOWNSHIP OF UNION**

Authority: Ordinance 1994-06, Subdivision of Land
Zoning Ordinance 1991-05

File # 2016 Amendment #3, Subdivision Name Rosewood North I Condominium

Engineering / Surveying Firm CMS&D, Phone # 989-775-0756
 Contact Name Timothy Bebee
 Address 510 West Pickard, Suite C, Mt. Pleasant, MI 48858
 Email tbebee@cms-d.com FAX 989-775-5012

Property owner / developer Rosewood Development Co. LLC., Phone # 989-773-5804
 Address P.O. Box 982, Mt. Pleasant, MI 48858
 Email rosewoodwel@journey.com FAX 9-773-7805

Zoning District R3A, MINIMUMS: Lot Width -, Lot Area --
 Side Yard 30, Front Yard 35, Rear Yard 25

Development options (cluster / open space, private roads, PUD, Site Condo / plat, etc.)
Site Condo 3rd Amendment

<input checked="" type="checkbox"/>	Preliminary Review	\$ 200.00	Receipt #
<input type="checkbox"/>	Final Review	\$ 200.00	Receipt #

The following section outlines the submittal sequence and preliminary review considerations for subdivisions and site condominiums.

<input checked="" type="checkbox"/>	Section	Description	Comment
<input checked="" type="checkbox"/>	201.003	Preliminary Plat	
<input type="checkbox"/>	3.01	File Preliminary plan with Clerk	Submit to Zoning Administrator who will give plan to Clerk
<input type="checkbox"/>	3.01.A	Scale < 200' / Inch	
<input type="checkbox"/>	3.01.B	Show platted / Dedicated streets in area	
<input type="checkbox"/>	3.01.C	North Arrow and Date, Revisions	
<input type="checkbox"/>	3.01.D	Dimension Lots, Out lots and parks	
<input type="checkbox"/>	3.01.E	Location, Size, Inverts for Sewer, Storm and Water, Existing and proposed	
<input type="checkbox"/>	3.01.F	Lot Numbers- Sequential, no gaps or duplicates	
<input type="checkbox"/>	3.01.G	No Block numbers or letters	
<input type="checkbox"/>	3.01.H	Road Plan (see also Private Road Ordinance)	
<input type="checkbox"/>	3.01.I	Written statement of Intent for installation of Roads and Utilities	
<input type="checkbox"/>	3.01.J	Show any future phases	

√	Section	Description	Comment
	201.302	Preliminary approval by Planning Commission and Board	
	3.02.A	Planning Commission Review	List Conditions, Changes and Comments
	3.02.B	Township Board accepts review	List Conditions, Changes and Comments
	201.303	Final Plat Specs The developer shall revise the preliminary plan and Submit to Clerk	Note: Submission to clerk made through the township Zoning Administrator
	3.03.A	Statement by twp engineer that proposed water, sanitary and stormwater on preliminary are feasible and adequate.	Note: Submit through Townships Utility Coordinator. Maybe submitted concurrently with preliminary plan review by Planning Commission.
	3.03.B&C	Financial assurance for Water and Sewer	Cash Deposit, Letter of Credit, Bond or other such assurance
	3.03.D	Plat Restrictions, if any.	Note: Township does not enforce these
	201.004	Final Plat Approval	
	4.01.A	Final Platt has been submitted	
	4.01.B	Engineer has checked and approved plans	
	4.01.C	Subdivider has installed all improvements, or provided assurances per ordinance.	
	4.02	Planning Commission Reviews and makes approval with any final changes or restrictions.	
	4.03	Action by Township Board	
	4.03.A	Disapproval	
		a. Note all reasons to Planning Commission and Developer in writing	
		b. Resubmit\with changes addressing disapprovals to Planning Commission.	
	4.03.B	Approval, upon approval of final plat, Clerk to forward plat and restrictions to County Clerk	

The following section details specific requirements of a Platted Subdivision or Site Condominium.

√	Section #	Description	Comments
	201.005	General Specifications and Design Standards	
	5.01	Streets and Alleys	
	5.01.A.	Location and Arraignment	
	a	Continue existing streets into Plat	
	b	Take new streets to edge for future	
	c	Show contours	
	d	Where ½ street is dedicated on adjoining plat, other ½ must be platted	
	5.01.B	Right of Way widths shown	For Public road, see Isabella County Road Commission Standards, For private see Union Township Private Road Ordinance.
	a	Roads – 66ft	
	b	Alleys and Service Drives – 40 ft	
	c	Walkways – 10 ft	
	d	Cul-de-Sacs	Meet requirements of ICRC Standards.
	5.01.C	Alleys not acceptable unless specifically required by Planning Commission	
	5.01.D	Street Names are Unique in Isabella County and have been approved by Isabella County. Apply directly to Isabella County (989) 772-0911, ext 227.	Applicant is advised to check with both County Road Commission and County Inspections, Union Twp does not assign road names and assumes the developer has properly named roads prior to final approval.
	5.02	Blocks	
	5.02.A	Length – 1320 Ft Max	
	5.02.B	Easements- Blocks >559 Ft may require utility easements mid-way	
	5.02.C	Intersection of subdivision and major streets held to minimum.	
	5.03	Lots	
	5.03.A	Accessible to Public Street	
	5.03.B	Side lot lines perpendicular or radial to street	
	5.03.C	Corporate Boundaries – May not go through a lot, Maybe lot line of Center line of street or alley	
	5.03.D	Conform to zone district for width and area.	
	5.03.E	Corner Lots shall be given front yard setbacks towards all roads, adequate	
	5.03.F	Restrict Lots from accessing from Arterial streets by covenant	
	5.03.G	Splits - Not applicable to new plat	Requires conformance to Ord 1991-11

The following applies only to Site Condominiums
See Union Township Zoning Ordinance 1991-05

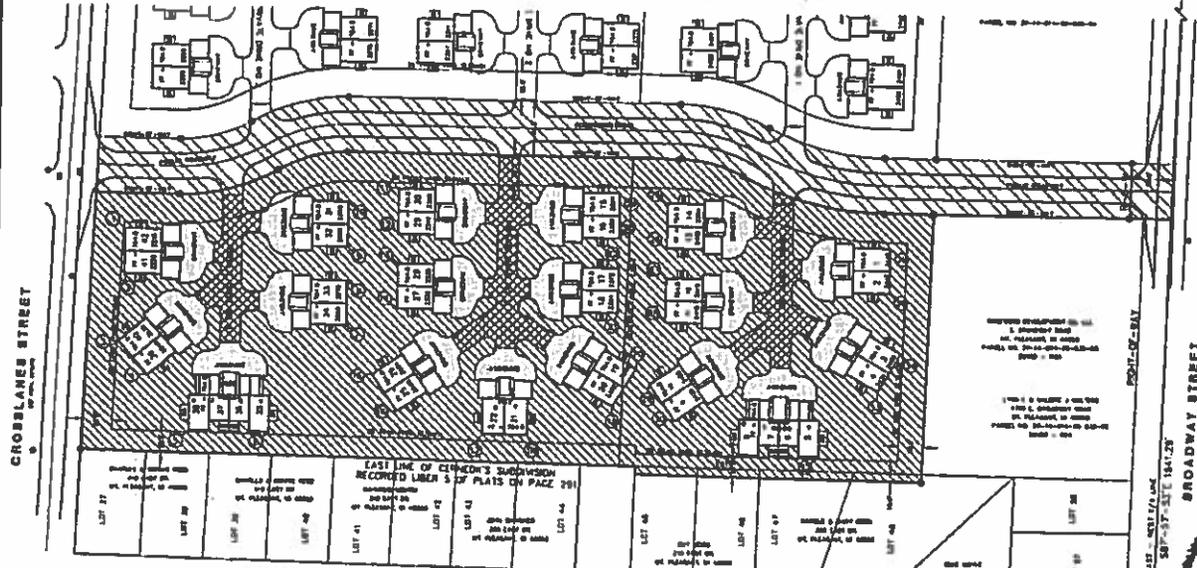
√	Section #	Description	Comments
	8.33.A.1	Site plan per Sect 66 of Condo Act	
	8.33.A.3	Documents of review from ICRC, County Drain Commissioner, Health Department if private septic or water, MDNR (MDEQ)	
	8.33.B	Conforms to zoning district lots	
	8.33.D	Submit copy of recorded master deed to Twp Clerk, review for:	
		• Township not responsible for maintenance	
		• Snow removal provided for	
		• Access and turn around for Emergency vehicles	
		• Storm water maintenance	
		• Drain easements & Maintenance	
		• Lawn maintenance	
		• General maintenance of common areas	
	8.33.E	Provide township clerk with (2) "as-build's drawings	
		Township Engineer to review for compliance prior to issuance of any Building Permit	
	12.1.F	Site Condominiums subject to site plan review requirements of section 12 in addition to other requirements.	Only items not addressed above are included here in
	12.2.B	Corner lots to have building setback lines shown	
	12.2.C	Location of all and existing:	
		• Drives	
		• Signs, location and elevation plan	
		• Exterior Lighting	
		• Parking areas, including handicapped	
	12.2.E	Stormwater Management Plan Approval	
	12.2.H	If Dumpsters provided, screened	
	12.2.I	Location and right of way widths of all abutting roads, streets, alleys and easements	
	12.2.K	Location sketch, include section number and nearest cross streets	
	12.2.L	Zoning of all abutting properties	
	12.2.M	Location height and type of fences and walls	
	12.2..M	Location and description of landscaping	

**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

EAST 1/4 COR.
SEC. 14, T14N-R4W

EAST SECTION LINE



LEGEND

- 12 - UNIT NUMBER
- 62 - COMMON ELEMENT LOCATION AND NUMBER
- [Hatched Box] - GENERAL COMMON ELEMENT
- [Dotted Box] - LIMITED COMMON ELEMENT
- [White Box] - LIMITED COMMON ELEMENT
- [Double Line] - PUBLIC ROADWAY

LOTS 1 THROUGH 14 MUST BE BUILT

NOTE:
UNITS 23 AND 24
HAVE BEEN DELETED

CROSSLAINE STREET

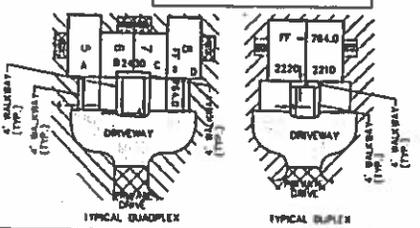
BROADWAY STREET

**CERNEK'S SUBDIVISION
LAND LYING WITHIN THE CITY LIMITS**

NOTE: AS BUILDING DIMENSIONS MAY VARY AS SHOWN
ON THE BUILDING PLAN, THE COORDINATE POINTS
BELOW MAY NOT FIT THE FINAL BUILDING SIZE.

#	CORNER	#	CORNER	#	CORNER	#	CORNER
1	2110.1178	11	2100.2252	21	2100.2252	31	2100.2252
2	2110.1178	12	2100.2252	22	2100.2252	32	2100.2252
3	2110.1178	13	2100.2252	23	2100.2252	33	2100.2252
4	2110.1178	14	2100.2252	24	2100.2252	34	2100.2252
5	2110.1178	15	2100.2252	25	2100.2252	35	2100.2252
6	2110.1178	16	2100.2252	26	2100.2252	36	2100.2252
7	2110.1178	17	2100.2252	27	2100.2252	37	2100.2252
8	2110.1178	18	2100.2252	28	2100.2252	38	2100.2252
9	2110.1178	19	2100.2252	29	2100.2252	39	2100.2252
10	2110.1178	20	2100.2252	30	2100.2252	40	2100.2252

NOTE:
DRIVEWAYS, DECKS AND 4 FT. WALKWAYS
ARE LIMITED COMMON ELEMENTS THAT
BENEFIT THE UNIT THAT THEY ARE
ADJOINED TO

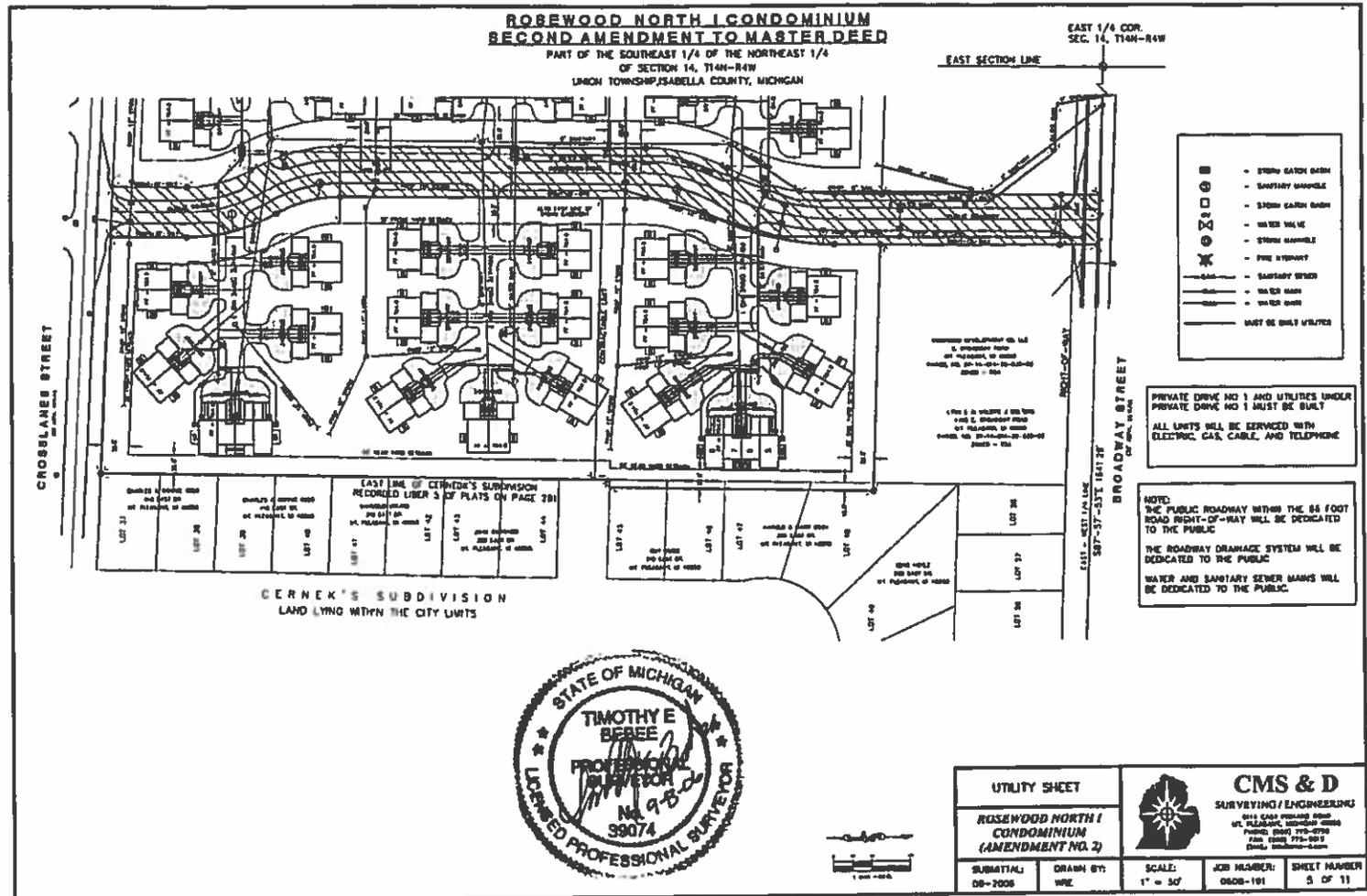


SITE PLAN SHEET		CMS & D SURVEYING / ENGINEERING	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)		 5145 EAST PARKWAY ROAD W. HAZELHURST, MICHIGAN 48850 PHONE: (508) 775-6500 FAX: (508) 775-6501 EMAIL: cms@cms-d.com	
SUBMITTAL: 09-2008	DRAWN BY: WVC	SCALE: 1" = 30'	JOB NUMBER: 0808-101
SHEET NUMBER: 4 OF 11			

LBR 1371P60006

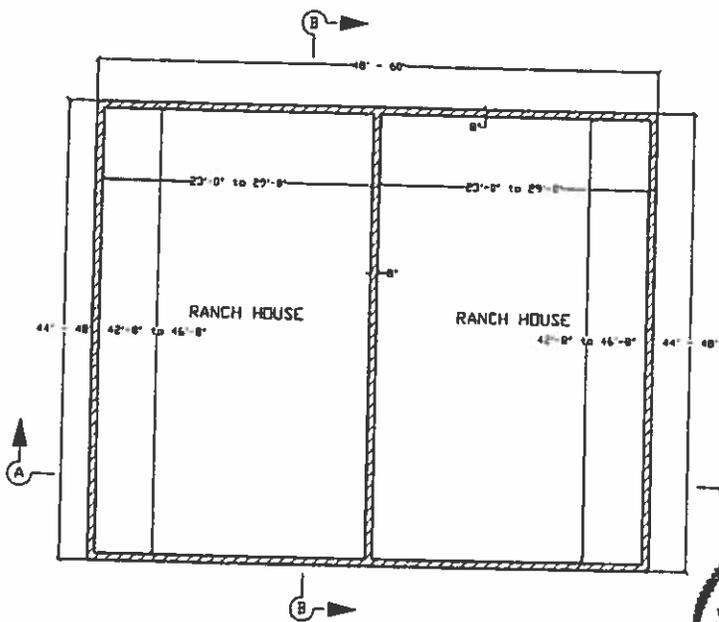


LIBR 1371 PG0007



**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

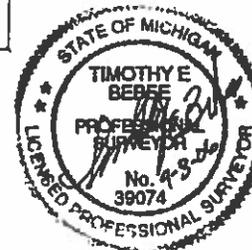
PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, SABELLA COUNTY, MICHIGAN



BASEMENT FLOOR PLAN

NOTE:
ALL WALLS ARE 8" UNLESS OTHERWISE NOTED.
ALL WALLS ARE AT RIGHT ANGLES UNLESS OTHERWISE NOTED.
ADDITIONALLY ALL INTERIOR WALL CONSTRUCTED BY DEVELOPER AT THE TIME OF THE INITIAL CONSTRUCTION ARE GENERAL COMMON ELEMENTS.

 GENERAL COMMON ELEMENT
 LIMITS OF OWNERSHIP

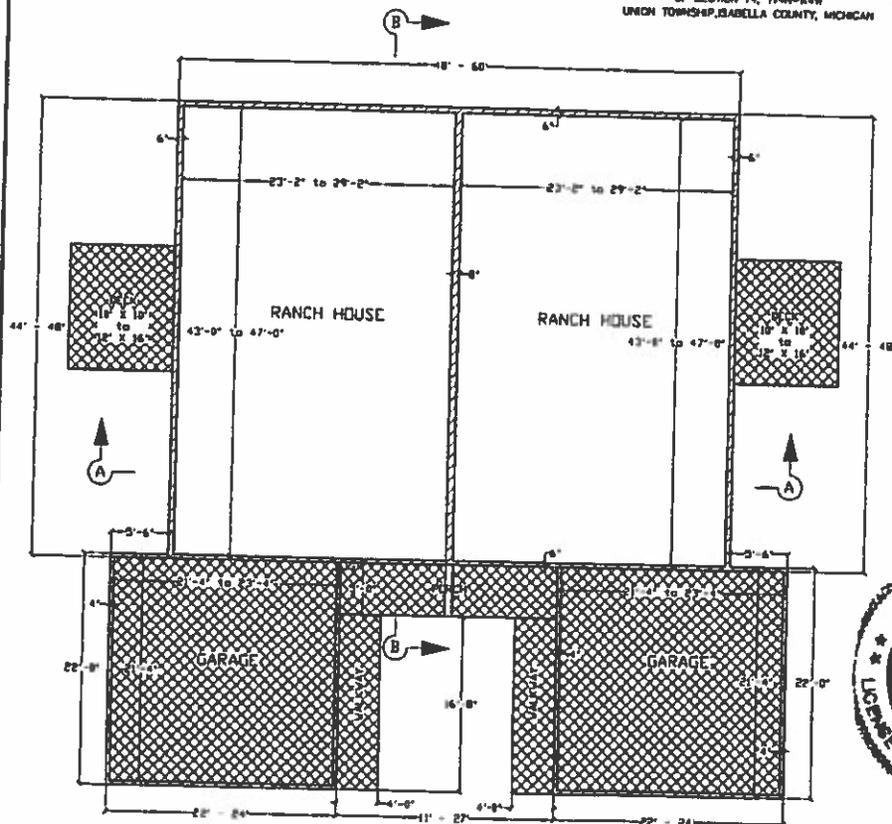


LIBR 1371PG008

RANCH BASEMENT FLOOR PLAN			CMS & D	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			SURVEYING/ENGINEERING ONE EAST PLYMOUTH ROAD ST. PETERSBURG, FLORIDA 33708 PHONE: (813) 370-0900 FAX: (813) 370-0902 EMAIL: cms@cms-d.com	
SUBMITTAL: 09-2008	DRAWN BY: WRC	SCALE: 1/4" = 1'	JOB NUMBER: 0608-191	SHEET NUMBER: 5 OF 11

**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

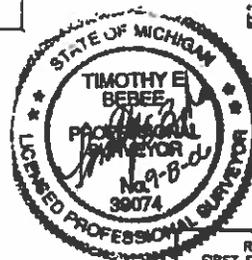
PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



FIRST FLOOR PLAN

NOTED:
ALL WALLS ARE 6" UNLESS OTHERWISE NOTED.
ALL WALLS ARE AT RIGHT ANGLES UNLESS OTHERWISE NOTED.
ADDITIONALLY ALL INTERIOR WALL CONSTRUCTED BY DEVELOPER AT THE TIME OF THE INITIAL CONSTRUCTION ARE GENERAL COMMON ELEMENTS.

-  GENERAL COMMON ELEMENT
-  LIMITED COMMON ELEMENT
-  LIMITS OF OWNERSHIP

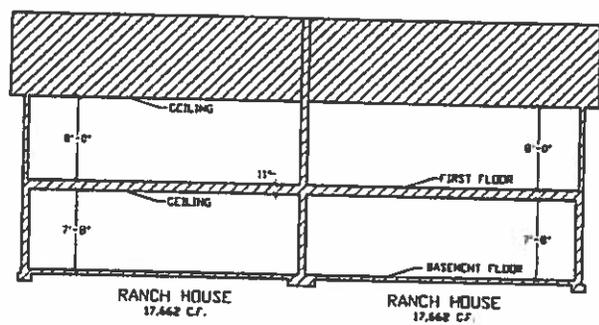


RANCH FIRST FLOOR PLAN			CMS & D	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			SURVEYING / ENGINEERING	
SUBMITTAL: 09-2008	DRAWN BY: TBE	SCALE: 1/4" = 1'	JOB NUMBER: 0608-181	SHEET NUMBER: 7 OF 11

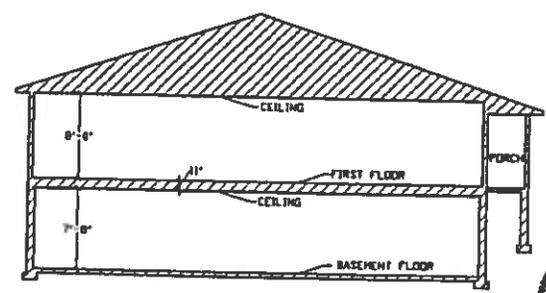
LBR 137160009

**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, OSABELLA COUNTY, MICHIGAN



SECTION A



SECTION B
BUILDING SECTIONS

ALL WALLS ARE AT RIGHT ANGLES
UNLESS OTHERWISE NOTED.
ADDITIONALLY ALL INTERIOR WALL
CONSTRUCTED BY DEVELOPER AT
THE TIME OF THE INITIAL
CONSTRUCTION ARE GENERAL
COMMON ELEMENTS.

GENERAL COMMON ELEMENT
 LIMITS OF OWNERSHIP



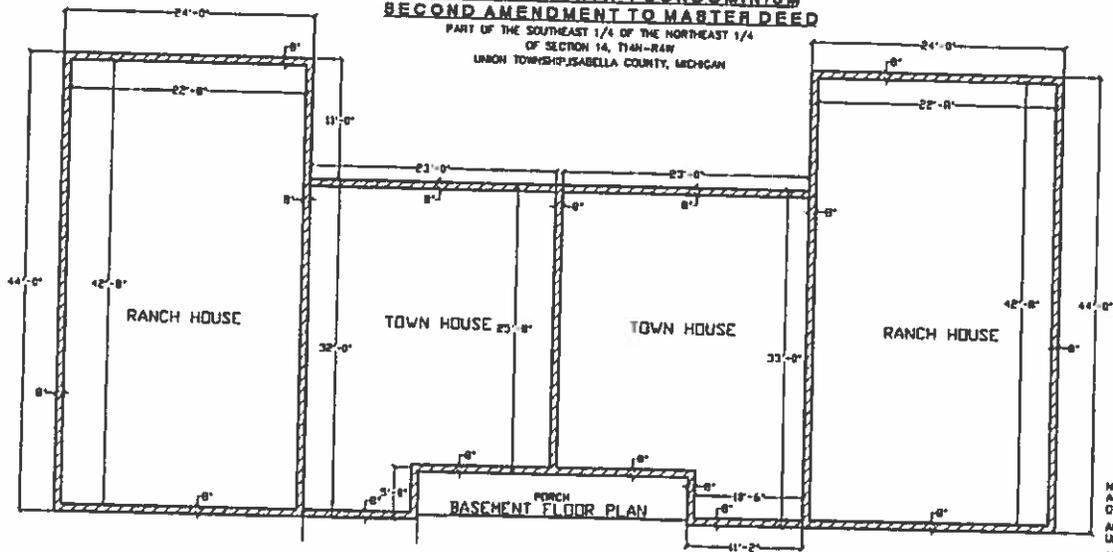
RANCH BUILDING SECTIONS			CMS & D	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			SURVEYING / ENGINEERING	
SUBMITTAL: 08-2008	DRAWN BY: WRE	SCALE: 1/4" = 1'	JOB NUMBER: 0808-181	SHEET NUMBER: 5 OF 11

LBR 131PG0101

LBR 131PG0111

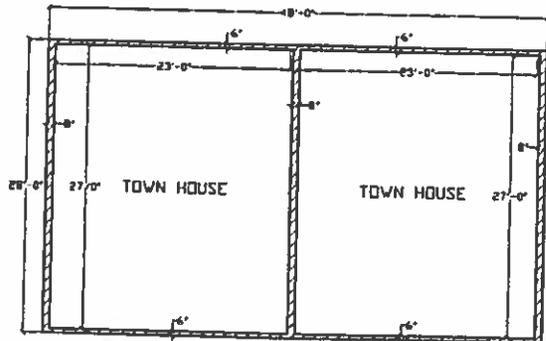
**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



NOTE:
ALL WALLS ARE 6" UNLESS OTHERWISE NOTED.
ALL WALLS ARE AT RIGHT ANGLES UNLESS OTHERWISE NOTED.
ALL BASEMENT WALLS ARE 8" THICK.
ADDITIONALLY ALL INTERIOR WALLS CONSTRUCTED BY DEVELOPER AT THE TIME OF THE INITIAL CONSTRUCTION ARE GENERAL COMMON ELEMENTS.

GENERAL COMMON ELEMENT
 LIGHTS OF OWNERSHIP



SECOND FLOOR PLAN



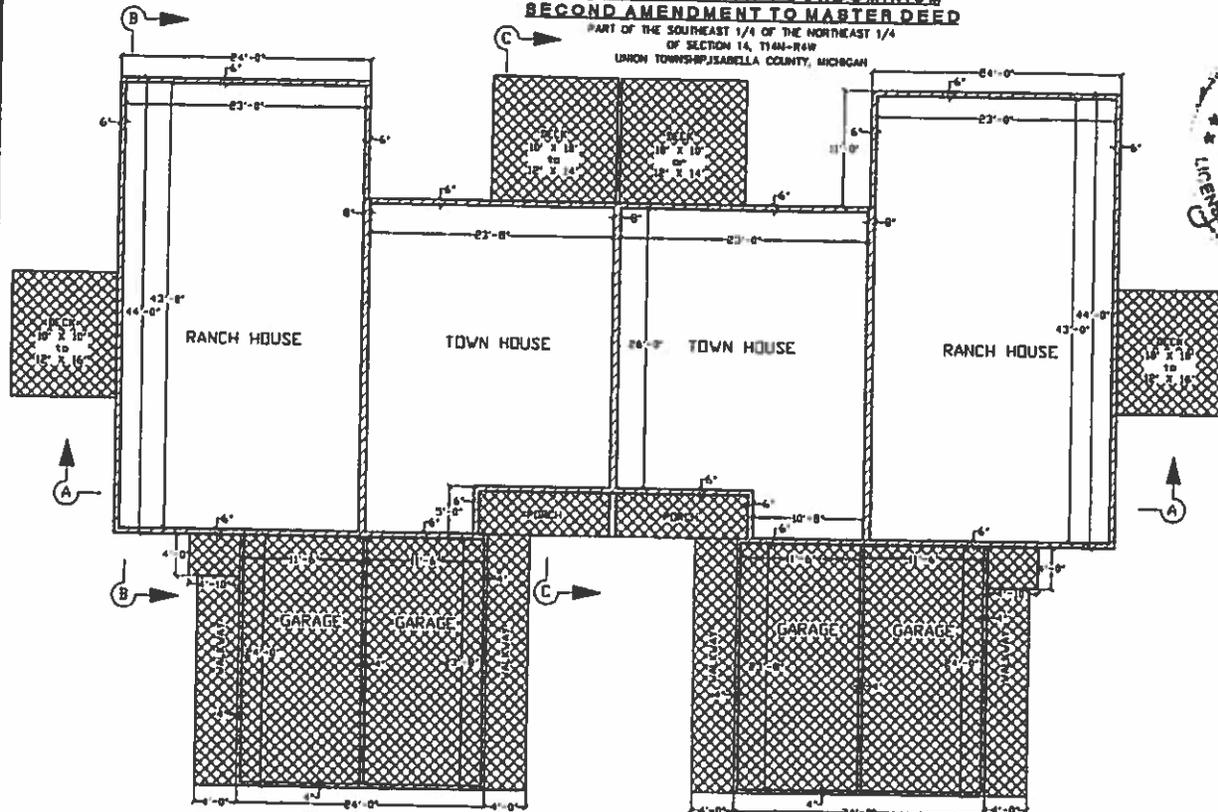
TOWN HOUSE BASEMENT AND SECOND FLOOR PLAN ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			CMS & D SURVEYING / ENGINEERING ONE EAST HIGHLAND AVENUE ANN ARBOR, MICHIGAN 48106 PHONE (313) 763-0070 FAX (313) 763-0072 WWW.CMSANDD.COM	
SUBMITTAL 08-2008	DRAWN BY: SME		SCALE: 1/4" = 1'	JOB NUMBER: 0608-101

**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

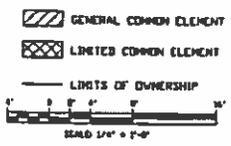
PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



LBR 131PG0012



NOTE:
ALL WALLS ARE 6" UNLESS OTHERWISE NOTED.
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ADDITIONALLY ALL INTERIOR WALL CONSTRUCTED BY DEVELOPER AT THE TIME OF THE INITIAL CONSTRUCTION ARE GENERAL COMMON ELEMENTS.



FIRST FLOOR PLAN

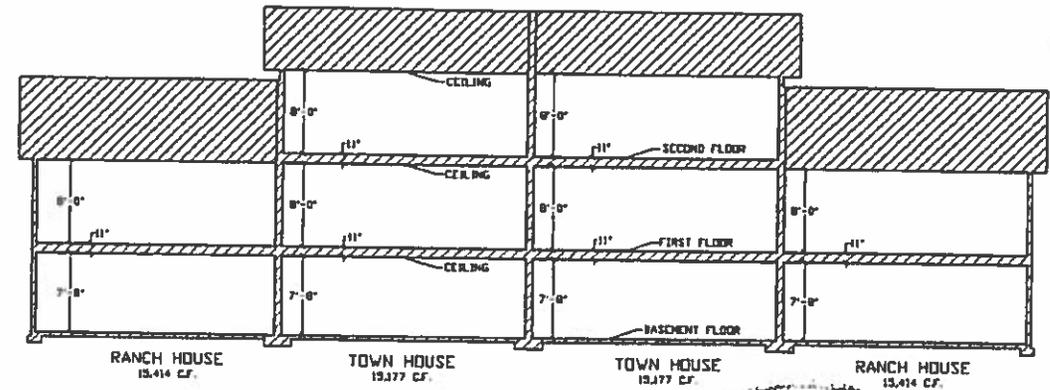
TOWN HOUSE FIRST FLOOR PLAN			CMS & D	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			SURVEYING / ENGINEERING 614 EAST PARKWAY SUITE 100, FARMINGTON, MICHIGAN 48320 PHONE: (517) 775-0275 FAX: (517) 775-0275 WWW: WWW.CMS-D.COM	
SUBMITTAL: 08-2008	DRAWN BY: MRE	SCALE: 1/4" = 1'	JOB NUMBER: 0608-191	SHEET NUMBER: 10 OF 11

RECEIVED

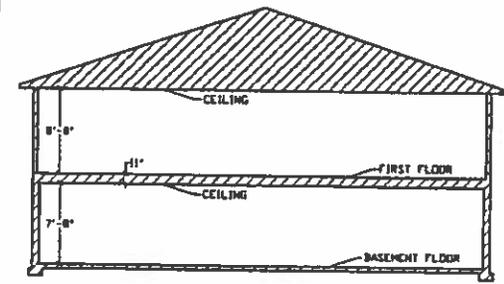
LBR 137160013

**ROSEWOOD NORTH I CONDOMINIUM
SECOND AMENDMENT TO MASTER DEED**

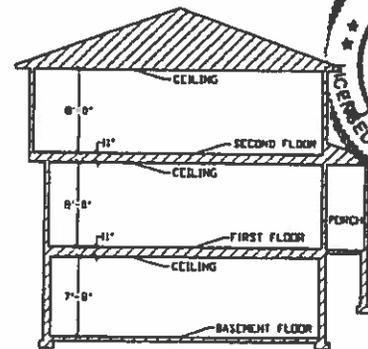
PART OF THE SOUTH-EAST 1/4 OF THE NORTH-EAST 1/4
OF SECTION 14, T14N-R4W
UNION TOWNSHIP, SABELLA COUNTY, MICHIGAN



SECTION A

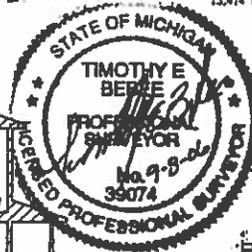


SECTION B



SECTION C

BUILDING SECTIONS



ALL WALLS ARE AT RIGHT ANGLES UNLESS OTHERWISE NOTED.
ADDITIONALLY ALL INTERIOR WALL CONSTRUCTED BY DEVELOPER AT THE TIME OF THE INITIAL CONSTRUCTION ARE GENERAL COMMON ELEMENTS.

▨ GENERAL COMMON ELEMENT
— LIMITS OF OWNERSHIP



TOWN HOUSE BUILDING SECTIONS			CMS & D	
ROSEWOOD NORTH I CONDOMINIUM (AMENDMENT NO. 2)			SURVEYING / ENGINEERING	
SUBMITTAL: 08-2008	DRAWN BY: WMC	SCALE: 1/4" = 1'	JOB NUMBER: 0628-191	SHEET NUMBER: 11 OF 11

ACCESSIBILITY

law enforcement vehicles or vehicular impound and motor pools where lots accessed by the public are provided with an *accessible* passenger loading zone.

1106.2 Groups R-2 and R-3. At least 2 percent, but not less than one, of each type of parking space provided for occupancies in Groups R-2 and R-3, which are required to have *Accessible, Type A* or *Type B dwelling or sleeping units*, shall be *accessible*. Where parking is provided within or beneath a building, *accessible* parking spaces shall also be provided within or beneath the building.

TABLE 1106.1
ACCESSIBLE PARKING SPACES

TOTAL PARKING SPACES PROVIDED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus one for each 100, or fraction thereof, over 1,000

1106.3 Hospital outpatient facilities. At least 10 percent, but not less than one, of care recipient and visitor parking spaces provided to serve hospital outpatient facilities shall be *accessible*.

1106.4 Rehabilitation facilities and outpatient physical therapy facilities. At least 20 percent, but not less than one, of the portion of care recipient and visitor parking spaces serving rehabilitation facilities specializing in treating conditions that affect mobility and outpatient physical therapy facilities shall be *accessible*.

1106.5 Van spaces. For every six or fraction of six *accessible* parking spaces, at least one shall be a van-accessible parking space.

Exception: In Group R-2 and R-3 occupancies, van-accessible spaces located within private garages shall be permitted to have vehicular routes, entrances, parking spaces and access aisles with a minimum vertical clearance of 7 feet (2 134 mm).

1106.6 Location. *Accessible* parking spaces shall be located on the shortest *accessible* route of travel from adjacent parking to an *accessible* building entrance. In parking facilities that do not serve a particular building, *accessible* parking spaces shall be located on the shortest route to an *accessible* pedestrian entrance to the parking facility. Where buildings have multiple *accessible* entrances with adjacent parking,

accessible parking spaces shall be dispersed and located near the *accessible* entrances.

Exceptions:

1. In multilevel parking structures, van-accessible parking spaces are permitted on one level.
2. *Accessible* parking spaces shall be permitted to be located in different parking facilities if substantially equivalent or greater accessibility is provided in terms of distance from an *accessible* entrance or entrances, parking fee and user convenience.

1106.7 Passenger loading zones. Passenger loading zones shall be *accessible*.

1106.7.1 Continuous loading zones. Where passenger loading zones are provided, one passenger loading zone in every continuous 100 linear feet (30.4 m) maximum of loading zone space shall be *accessible*.

1106.7.2 Medical facilities. A passenger loading zone shall be provided at an *accessible* entrance to licensed medical and long-term care facilities where people receive physical or medical treatment or care and where the period of stay exceeds 24 hours.

1106.7.3 Valet parking. A passenger loading zone shall be provided at valet parking services.

1106.7.4 Mechanical access parking garages. Mechanical access parking garages shall provide at least one passenger loading zone at vehicle drop-off and vehicle pick-up areas.

SECTION 1107 DWELLING UNITS AND SLEEPING UNITS

1107.1 General. In addition to the other requirements of this chapter, occupancies having *dwelling units* or *sleeping units* shall be provided with *accessible* features in accordance with this section.

1107.2 Design. *Dwelling units* and *sleeping units* that are required to be *Accessible units, Type A units* and *Type B units* shall comply with the applicable portions of Chapter 10 of ICC A117.1. Units required to be *Type A units* are permitted to be designed and constructed as *Accessible units*. Units required to be *Type B units* are permitted to be designed and constructed as *Accessible units* or as *Type A units*.

1107.3 Accessible spaces. Rooms and spaces available to the general public or available for use by residents and serving *Accessible units, Type A units* or *Type B units* shall be *accessible*. *Accessible* spaces shall include toilet and bathing rooms, kitchen, living and dining areas and any exterior spaces, including patios, terraces and balconies.

Exceptions:

1. Recreational facilities in accordance with Section 1109.15.
2. In Group I-2 facilities, doors to *sleeping units* shall be exempted from the requirements for maneuvering

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on February 16, 2016 at the Township Hall.

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

Roll Call

Present: Squatrito, Strachan, Zerbe, McGuirk, LaBelle, Robinette, and Woerle

Excused: Mielke and Fuller

Others Present

Peter Gallinat, Township Planner; Margie Henry, Jennifer Loveberry

Approval of Minutes

McGuirk moved Strachan supported the approval of the January 19, 2016 meeting minutes as with corrections. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Correspondence / Reports

Peter Gallinat, Township Planner stated that upcoming workshops and training by the Michigan Township Association coming up March 2016 at various locations

Approval of Agenda

McGuirk moved Robinette supported approval of the agenda with corrections. **Vote: Ayes: 7 Nays 0. Motion carried.**

Public Comment – No comments

New Business –

A. Mary Senter / CMU Township Survey Discussion

Mary Senter CARRS, presented to the Planning Commission updates to the survey, suggesting that the Planning Commission email comments and/or corrections to Peter Gallinat, Township Planner copying the group with all correspondence.

B. Roger Hammer Lighting Ordinance Discussion

Roger Hammer presented lighting presentation.

C. HOP 2016-01 - Home Occupation Permit

Location: 3446 S. Lincoln Rd.

Recusal -McGuirk removed himself from participation in the decision so as to avoid a conflict of interest.

Toto Budiyoou, presented plans to conduct a landscaping business and office space at his home. All equipment will be kept in the work trailer and there will be no chemicals kept on the premises.

Woerle moved Strachan supported to approve HOP 2016-01 - Home Occupation Permit. **Vote: Ayes: 6 Nays 0. Motion carried.**

D. SPR 2016-01: Lux Family Properties (Expansion)

Location: 2300 S. Lincoln Rd.

Pete Lorenz representing Lux Family Properties presented SPR 2016-01: Site Plan Review, Location: 2300 S. Lincoln Rd. adding an addition for assembly use to existing building to be used for after funeral dinners and rentals.

Discussion was held by the Planning Commissioners.

Zerbe moved LaBelle supported to recommend approval of SPR 2016-01 with or without the bid alternate of 22ft building expansion as well as the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities and any others that may be pertinent. **Vote: Ayes: 7 Nays 0. Motion carried.**

E. SPR 2016-02 Malley Construction

Location: 1565 Park

Pete Lorenz representing Malley Construction presented SPR 2016-02: Site Plan Review, Location 1565 S. Park adding an addition to the existing building, a concrete slab for a fuel tank and dumpster.

Discussion was held by the Planning Commissioners.

LaBelle moved Woerle supported to approve SPR 2016-02: Site Plan Review, with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities and any others that may be pertinent.. **Vote: Ayes: 7 Nays 0. Motion carried.**

F. Rosewood North I Condominium Amendment #3

Tim Beebe, CMS & D presented Rosewood North I Condominium Amendment #3 preliminary plan Robinette moved Woerle supported to recommend approval of Rosewood North I Condominium Amendment #3 to the Board of Trustees. **Vote: Ayes: 7 Nays 0. Motion carried.**

Old Business

Other Business

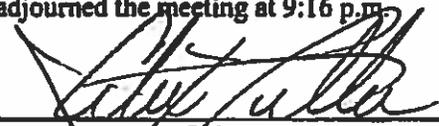
Gallinat updated the Commissioners that his plans are to consult with Mr. Newkirk, Interim Manager, and draft a RFP with an outside consultant for updating the Master Plan and Zoning.

Extended Public Comment open – 9:11 p.m.

Margie Henry – commented on down shield lighting

Adjournment – Chairman Squattrito adjourned the meeting at 9:16 p.m.

APPROVED BY:



Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

March 14, 2016

Union Township
2010 S Lincoln Rd
Mt Pleasant, MI 48858

Dear Chief Executive Official:

Following a declaration of disaster or emergency by the Governor under the provisions of the Michigan Emergency Management Act (1976 Public Act 390, as amended), your municipality may qualify for reimbursement of up to \$100,000 if a current Support Emergency Operation Plan is maintained and in accordance with the County Emergency Operations Plan. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is asking you to ensure that your municipality maintains a current plan.

If your municipality does not maintain a current Support Emergency Operations Plan, your municipality is not eligible for potential financial disaster assistance under Section 19 of Public Act 390. Section 19 assistance is funding or direct state assistance that may be provided to eligible counties and municipalities when the Governor determines that local efforts to protect the health and welfare of the public have been exhausted as a result of a disaster event.

Support Emergency Operation Plans are developed by municipalities with populations of more than 10,000 residents and should be filed with the County Emergency Management Program. Information on planning requirements and a plan template are available in the MSP/EMHSD Publication 204 – Support Emergency Operations Plan Guide (<http://www.michigan.gov/emd>).

For questions regarding plan requirements and development, please contact Mr. Henrik Hollaender, Local Planning Specialist, at Hollaenderh@michigan.gov or 517-284-3970. If your municipality maintains a current Support Emergency Operations Plan, no action is required on your part.

Sincerely,

A handwritten signature in cursive script that reads "Chris A. Kelenske".

Chris A. Kelenske, Commander
Deputy State Director of Emergency Management
and Homeland Security

cc: Gregory L. Walterhouse, Isabella County Emergency Management Coordinator
Lt. Mark Russo, MSP/EMHSD District Coordinator, District 6

Board Compliance Monitoring Tool

Policy: 3.4 Agenda Planning

Type: Direct Inspection

Occurrence: Annual

Date: April 2016

Policy:

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

- 3.4.1 The cycle will conclude each year on the last day of May so that Administrative planning and budgeting can be based accomplishing a one year segment of the boards most recent statement of long term ends.
- 3.4.2 The cycle will start in June with the board's development of its agenda for the next year.
 - 3.4.2.1 Consultations with select groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.
 - 3.4.2.2 Governance education and education related to Ends determination (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.
- 3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.
- 3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

Use this evaluation form for discussion at the Board of Trustees Meeting on April 27, 2016.

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

1. Indicate item by item if you believe, **Yes** or **No**, are we in strict compliance with the policy as stated?

2. If you indicated that the board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are not in compliance.

3. How do you think we could improve our process to be in full compliance?

4. What do we need to learn or discuss in order to live by our policies more completely?

5. Does this policy remain in compliance with the Policy Governance model in terms of content and format? For example, do all the subsections of this policy relate to prudence and ethics? Do the sub-policies further enlighten the language of the broader policy?