



BOARD OF TRUSTEES

Regular Meeting

January 24, 2018

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 14, 2017- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
 - A. Discussion: (Gunning) 2018 Board of Trustees Goals and Objectives
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Norm	Woerle	11/20/2020
2-Chair	Phil	Squattrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2018
4-Secretary	Alex	Fuller	2/15/2020
5-Vice Secretary	John	Zerbe	2/15/2018
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Erik	Robinette	2/15/2018
9	Dwayne	Strachan	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2018
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019

2017 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on January 10, 2018 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Present: Supervisor Gunning, Treasurer Rice, Trustees B. Hauck, Lannen, Mikus, and Woerle

Excused: Clerk Cody

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7:03 p.m.

No comments offered.

Reports/Board Comments

A. Appointment to Hannah's Bark Park Advisory Board

Mikus moved **Rice** supported to appoint John Dinse to the Hannah's Bark Park Advisory Board, term expiring 12/31/19. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Woerle – Planning Commission updates. Reported to the Trustees that he is stepping down as the Board of Trustee Representative to the Planning Commission, effective 1/10/18.

Lannen – Isabella County Commission updates.

Mikus – Pending approval from CMU, Clean Up Day is tentatively set for June 9, 2018.

Sidewalk/Pathway Prioritization Committee updates.

Consent Agenda

- A. Communications
- B. Minutes December 18, 2017 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/ Action: (Stuhldreher) Appointment of Steve Krotzer as Building Official

Lannen moved **Rice** supported to appoint Mr. Steve Krotzer as the Charter Township of Union's Building Official. **Roll Call Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Discussion/Action: (Woerle) Trustee Annual Salary Resolution

Woerle moved **Hauck** supported to approve the resolution setting the annual salary for the office of Trustee at \$7,500.00 per annum. **Roll Call Vote: Ayes: Gunning, Rice, Hauck, Lannen, Mikus, and Woerle. Nays: 0. Motion carried.**

C. Discussion: (Gunning) HB 4968

Discussion was held by the Board of Trustees.

EXTENDED PUBLIC COMMENT - Open 7:59 p.m.

No comments were offered.

MANAGER COMMENTS

- Mentioned that he'd continue to monitor HB4968 and report back on any language changes.
- Board of Review will be attending Training in February, also the Assessor/Board of Review will be hosting a meeting Saturday, March 1, 2018 to educate tax payers on the assessment process and to help citizens understand how to the Board of Review.
- Sidewalk / Pathway Committee updates.
- Out of Office 1/14/18 to 1/20/18, Sherrie Teall will be the acting Township Manager.
- Reported that a letter went out to all employees of the organization regarding health care benefit deductions that were discussed at the last meeting. The letter was from Union Township and the AFSCME leadership, giving AFSCME great credit for supporting the letter.

FINAL BOARD MEMBER COMMENTS

Lannen – Made general comments on the medical marijuana topic. Also mentioned that the Federal / State Government are nowhere near being on the same page, believes the Township should tread slowly and lightly on the topic.

ADJOURNMENT

Rice moved **Woerle** supported to adjourn the meeting at 8:10 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

01/17/2018 05:50 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 01/11/2018 - 01/24/2018

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
01/24/2018	101	19894	01358	21ST CENTURY MEDIA-MICHIGAN	BOR & ZONING ADS CLASSIFIED AD-WTR SYSTEM OPERATOR	740.70 379.00 <u>1,119.70</u>
01/24/2018	101	19895	01501	A W O L	TWP HALL CLEANING-NOV 2017 TWP HALL CLEANING-DEC 2017 WWTP CLEANING-NOV 2017 WWTP CLEANING-DEC 2017 WATER PLANT CLEANING-NOV 2017 WATER PLANT CLEANING-DEC 2017	455.00 420.00 273.00 273.00 140.00 245.00 <u>1,806.00</u>
01/24/2018	101	19896	00072	BLOCK ELECTRIC	REPLACE LIGHTS-ISABELLA WELL SITE ELECTRICAL WORK-MERIDIAN WELL SITE	305.00 479.77 <u>784.77</u>
01/24/2018	101	19897	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE-SOMMER CLOTHING ALLOWANCE-PEAK CLOTHING ALLOWANCE-SCHOFIELD TWP HALL-KLEENEX CLOTHING ALLOWANCE-DEPRIEST CLOTHING ALLOWANCE-MCBRIDE JANITORIAL SUPPLIES - WWTP JANITORIAL SUPPLIES-WTR DEPT CLOTHING ALLOWANCE-REED	93.00 90.13 43.00 58.00 100.00 97.00 401.00 82.75 89.96 <u>1,054.84</u>
01/24/2018	101	19898	00791	JANE CHAFFEE	FLEX REIMBURSEMENT 12-31-17	20.00
01/24/2018	101	19899	00722	CHARTER TOWNSHIP OF UNION	JAMESON PARK-Q4 UTILITY BILLING	43.45
01/24/2018	101	19900	00129	CMS INTERNET, LLC	MICROSOFT OFFICE INSTALL-DEARING	229.00
01/24/2018	101	19901	00155	COYNE OIL CORPORATION	GAS & FUEL	739.96
01/24/2018	101	19902	01242	CULLIGAN WATER	WATER FOR WWTP-DEC 2017	14.00
01/24/2018	101	19903	01171	DBI BUSINESS INTERIORS	MISC OFFICE SUPPLIES-TWP HALL	184.08
01/24/2018	101	19904	00201	ELHORN ENGINEERING COMPANY	55 GALLON CHLORINE	3,924.00
01/24/2018	101	19905	01449	ENVIRONMENTAL SALES, INC	UV BULB	3,132.20
01/24/2018	101	19906	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INTERIOR INSPECTION	40.00
01/24/2018	101	19907	00248	GILBOE'S LOCK & SAFE SERVICE	NEW DOOR HANDLE W/CODE	212.70
01/24/2018	101	19908	00257	GOURDIE-FRASER, INC.	INSPECTIONS/WTR INSTALLATION -MT PLEASAN	3,295.00
01/24/2018	101	19909	00261	GRAINGER	COMBINATION CARTRIDGE	229.63
01/24/2018	101	19910	00266	HACH COMPANY	ISABELLA WELL SITE BNCH SVC-DR3900	729.00
01/24/2018	101	19911	01447	INTERSTATE BILLING SERVICE, INC	HOTSYPUMP OIL CHANGE AND INSPECTION	189.90
01/24/2018	101	19912	01324	KENEWELL GROUP	BUSINESS CARDS-KROTZER	56.00
01/24/2018	101	19913	00360	KIMBALL MIDWEST	ELECTRICAL SPLICE CONNECTORS LEVER NUT, MOUNT, GLOVES	69.80 145.78 <u>215.58</u>
01/24/2018	101	19914	00362	KRAPOHL FORD & LINCOLN	2017 FORD F150-OIL CHANGE	41.65
01/24/2018	101	19915	01455	JENNIFER LOVEBERRY	FLEX MEDICAL REIMB 12-31-17	147.00
01/24/2018	101	19916	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - DEC 2017	10,220.00
01/24/2018	101	19917	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREEN-REED	27.00

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User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 01/11/2018 - 01/24/2018

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					CONSORTIUM FEE 1ST Q 2017	135.00
						162.00
01/24/2018	101	19918	00463	MT. PLEASANT HEATING & AIR COND	FURNACE REPAIR-JAMESON HALL	158.00
01/24/2018	101	19919	00506	MEEKHOF TIRE SALES & SERVICE INC	2012 FORD F-250-FLAT REPAIR	15.00
01/24/2018	101	19920	00525	PICKARD STREET CAR WASH	CAR WASHES-DEC 2017	42.00
01/24/2018	101	19921	00570	RS TECHNICAL SERVICES, INC.	SINGLE BALL, EYENUT, VALVE	361.00
01/24/2018	101	19922	01554	UNIFIRST CORPORATION	UNIFORMS	44.32
					UNIFORMS	76.38
						120.70
01/24/2018	101	19923	01013	USA BLUE BOOK	BLACK HDPE DISCHARGE TUBING	452.35
01/24/2018	101	19924	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-JAMESON PARK	119.91
					DUMPSTER SERVICE-WATER	73.60
					DUMPSTER SERVICE-WWTP	808.78
					DUMPSTER SERVICE-SHOP	47.93
						1,050.22
01/24/2018	101	19925	01236	WEB ASCENDER	WEBSITE ASSISTANCE/TRAINING	200.00
					WEBSITE (Q1) HOSTING 2018	90.00
						290.00
01/24/2018	101	19926	01246	WOLVERINE POWER SYSTEMS	GENERATOR SERVICE-ISABELLA WELL SITE	695.00
					REPAIR GENERATOR-ISABELLA	1,328.00
						2,023.00
101 TOTALS:						
Total of 33 Checks:						33,102.73
Less 0 Void Checks:						0.00
Total of 33 Disbursements:						33,102.73

<p style="text-align: center;">Charter Township of Union Payroll</p>
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CHECK DATE: January 11, 2018

PPE: January 6, 2018

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 47,555.44
Employer Share Med	684.93
Employer Share SS	2,928.67
SUI	2,120.26
Pension-Employer Portion	3,207.46
Workers' Comp	527.35
Life/LTD	449.07
Dental	902.25
Health Care	14,358.06
Cobra/Flex Administration	133.40
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 72,866.89

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 26,400.55
EDDA	
WDDA	
Sewer Fund	26,184.07
Water Fund	20,282.27
Total To Transfer from Pooled Savings	\$ 72,866.89

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 1, 2018 through January 7, 2018


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			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	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			
	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	3	2
	321	EMS Call excluding Veh. Accident	2	6	3
	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			
	363	Swift Water 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 (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	3	1
	440	Electric Wiring/Equipment Problem			

	441	Heat from Short Circuit			
	442	Overheated Motor			1
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	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	2	4	1
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			1
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			2
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	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			
	721	Bomb Scare - No Bomb			
	730	System Malfunction	1	3	
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	1	2	1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1
	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			
Severe Weather	812	Flood Assessment			
	813	Wind Storm,Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			8	21	14
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: January 2018

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) 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 expenditures for the current fiscal year

Fire Fund – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services

East and West DDA Funds – 2 months of normal operational expenditures

Water and Sewer Funds – 2 months of budgeted expenses for the current fiscal year

Justification 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 15% 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 2 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the 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	\$ 3,161,209		
GF Unrestricted	\$ 3,161,209	\$ 601,299	Yes
Fire Fund	\$ 1,024,021		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 624,021	\$ 524,250	Yes
EDDA	\$ 1,105,501		
Projects	\$ -0-		
EDDA Unrestricted	\$ 1,105,501	\$ 28,220	Yes
WDDA	\$ 744,368		
Projects	\$ -0-		
WDDA Unrestricted	\$ 744,368	\$ 52,169	Yes
Sewer Fund	\$ 2,803,197		
2011 Bond Reserve	\$ (35,000)		
2011 Bond RRI Reserve	\$ (71,435)		
2013 Bond Reserve	\$ (80,000)		
2013 Bond RRI Reserve	\$ (14,028)		
Sewer Fund Net	\$ 2,602,734	\$ 524,900	Yes
Water Fund	\$ 3,044,592	\$ 270,537	Yes

Compliance

All funds are found to be in compliance.