



BOARD OF TRUSTEES
Regular Meeting
March 26, 2025
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. March Monthly Activity Report (provided under separate cover)
 - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – March 12, 2025 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
11. NEW BUSINESS
 - A. Discussion/Action: (Stuhldreher) Policy Governance 1.0 – 1.5 Annual Report of Ends Accomplishments
 - B. Discussion/Action: (Board of Trustees) Policy Governance 3.3 Board Member’s Code of Conduct

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

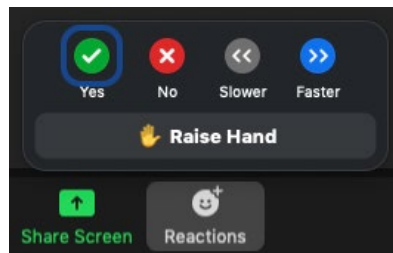
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “829 4309 7870” Password enter “300757”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “829 4309 7870” and the “#” sign at the “Meeting ID” prompt, and then enter “300757” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

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

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2028
7	Everette	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Jacob	Trudell-Lozano	12/31/2026
Alt #1	Vacant		12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2026
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025



Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Miranda	Ley	12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028

2025 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on March 12, 2025, at 7:00 p.m. at the Union Township Hall.

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

Thering moved **Rogers** supported Trustee Ley as temporary Clerk. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Roll Call

Present:

Supervisor Mielke, Clerk Cody, Treasurer Rogers, Trustee Brown, Trustee Ley, and Trustee Thering

Excused: Clerk Cody (arrived at 7:10 p.m.) and Trustee Lannen

Approval of Agenda

Thering moved **Rogers** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Presentation

Public Hearing

Public Comment

Open: 7:08 p.m.

Jim Engler, 2303 Amber Lane, expressed he is not in favor of a new building for the Township Hall and urged the Trustees to seek input from the constituents before moving forward. Additionally, he shared his opinion that the Township is among the worst areas to develop in the State of Michigan.

***7:10 p.m. Clerk Cody arrived**

Bill Hauck, 1304 E Baseline Rd., agreed that he was the one to motion that the Township look into expansion of the Township Hall but is not in favor of the proposed building size presented in the feasibility study and hopes that the Trustees seeks input of the public.

Rick McGuirk, 4171 E. Bluegrass Rd., giving the current situation with the loss of the County Road Patrol, the timing of this project is not ideal. The Township should instead focus on exploring solutions like a softening system for the water.

Cheryl Hunter, 500 Meadowbrook and 4855 E Bluegrass Rd., believes the Township should prioritize establishing a Sheriff's department over building a larger facility. She expressed concerns about safety and emphasized the need to focus on improving sidewalks and lighting on Bluegrass Road.

Carla Baumann, 2250 Rosewood North Dr., commented on the quality of the water.

John Chatfield, 2250 Rosewood North Dr., followed up the previous comment of the concern with the quality of the water.

Sue Hahn, 2280 W. Deerfield Rd. Deerfield Township, is concerned that tax dollars would go toward funding a new building and would want money spent toward public safety as a priority.

Closed: 7:21 p.m.

Reports/Board Comments

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

B. Board Member Reports

Brown gave an update on the March 10th City Commission meeting.

Mielke gave an update on the ongoing March Board of Review meeting.

Consent Agenda

- A. Communications
- B. Minutes – February 26, 2025 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

New Business

A. Discussion/Action: (Board of Trustees) Board discussion of next steps on the township Hall Feasibility Study

Discussion by the Board

B. Discussion/Action: (Stuhldreher) 2% Grant Application Discussion

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:07 p.m.

Cheryl Hunter, 4855 E Bluegrass and 500 Meadowbrook, spoke on public safety, over taxing, lighting, and sidewalk issues on East Bluegrass Rd.

Tim Sprague, 158 E Bluegrass, asked if the building would be voted on by the public.

John Hayes, 1540 S. Bamber Rd., addressed the concerns raised during public comment, emphasizing that a good governance requires funding and collaboration. He stressed the importance of working together to build a better community to help the township grow.

Closed: 8:15 p.m.

MANAGER'S COMMENTS

FINAL BOARD MEMBER COMMENT

Brown – Thanked the public for coming

Ley – Happy for the public's civil engagement and is proud to be elected to serve the residents.

Rogers – Encourage the public to voice their concerns and can look at the issues coming up on our board packets that are posted on our website.

Thering – Agreed with the public comment regarding Bluegrass Road lighting and spoke on the sidewalk easement issue.

Cody – Clerk meeting tomorrow evening. The clerk's office is preparing for the May election.

Mielke – Spoke on concerns raised during public comments

ADJOURNMENT

Rogers moved Ley supported to adjourn the meeting at 8:31 p.m. Vote: Ayes: 6. Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
03/26/2025	101	24 (S)	01622	SCIENTIFIC BRAKE - MT. PLEASANT	MOTOR RELAY KIT CREDIT MEMO FOR MOTOR RELAY KIT	31.73 <u>(31.73)</u> 0.00
03/21/2025	101	778 (E)	00146	CONSUMERS ENERGY	2055 ENTERPRISE 1876 S LINCOLN 2279 S MERIDIAN PUMP HOUSE 4511 E RIVER 5537 E BROADWAY 2495 E DEERFIELD 5240 E BROOMFIELD 1605 SCULLY 900 MULBERRY 2188 E PICKARD 1776 E PICKARD 1046 S MISSION 4795 S MISSION 4797 S MISSION ST BARN 5228 S ISABELLA 4822 ENCORE 1633 S LINCOLN 4244 E BLUEGRASS 5369 S CRAWFORD 3248 S CONCOURSE 3998 E DEERFIELD 2180 S LINCOLN 2010 S LINCOLN 2424 W MAY 5319 E AIRPORT 2279 S MERIDIAN 1876 E PICKARD 2270 NORTHWAY 800 CRAIG HILL 5076 S MISSION 1660 BELMONT 5142 BUDD 5144 BUDD 1933 S ISABELLA 4520 E RIVER 5525 E REMUS	216.46 19.92 252.66 13,937.36 357.43 423.01 1,152.01 70.51 56.47 89.21 39.37 133.89 2,852.74 722.91 7,905.83 139.83 233.04 177.98 92.57 322.45 168.85 29.96 1,226.14 640.56 88.72 1,877.16 210.54 35.71 64.71 1,359.39 130.85 214.16 28.69 791.30 443.49 <u>63.66</u> 36,569.54
03/21/2025	101	779 (E)	00146	VOID	Void Reason: Created From Check Run Process	V
03/21/2025	101	780 (E)	00146	VOID	Void Reason: Created From Check Run Process	V
03/20/2025	101	781 (E)	01186	COYNE PROPANE LLC	BULK PROPANE	1,283.36
03/17/2025	101	26239	00337	ISABELLA COUNTY TREASURER	2024 DOG LICENSE SALES/SETTLEMENT	145.00
03/26/2025	101	26240	01703	AMAZON CAPITAL SERVICES	CERAMIC FUSE NICKEL PLATED FUSE	13.97 <u>23.66</u> 37.63

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					GENERATOR PREVENTATIVE MAINTENANCE-TRAIL	390.00
					GENERATOR PREVENTATIVE MAINTENANCE-WATER	360.00
					GENERATOR PREVENTATIVE MAINTENANCE-WELL	750.00
					GENERATOR PREVENTATIVE MAINTENANCE-WELL	400.00
					GENERATOR PREVENTATIVE MAINTENANCE-LIFT	810.00
					GENERATOR PREVENTATIVE MAINTENANCE-LIFT	390.00
					GENERATOR PREVENTATIVE MAINTENANCE-LIFT	400.00
					GENERATOR PREVENTATIVE MAINTENANCE-WWTP	750.00
					GENERATOR PREVENTATIVE MAINTENANCE-MERID	430.00
					GENERATOR PREVENTATIVE MAINTENANCE-DEERF	740.39
					GENERATOR PREVENTATIVE MAINTENANCE-BROAD	368.98
					GENERATOR PREVENTATIVE MAINTENANCE-LIFT	390.00
						<u>8,922.87</u>

03/26/2025 101 26272 01246 VOID

Void Reason: Created From Check Run Process

V

101 TOTALS:

Total of 39 Checks:

309,759.13

Less 3 Void Checks:

0.00

Total of 36 Disbursements:

309,759.13

Charter Township of Union Payroll
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Check Date: 03/13/2025
Pay Period End Date:03/08/2025

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	44,390.90
Fire Fund		
EDDA		
WDDA		
Sewer Fund		41,861.16
Water Fund		35,938.35
Total To Transfer from Pooled Savings	\$	<u>122,190.41</u>

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	80,171.23
Employer Share Medicare		1,097.55
Employer Share SS		4,692.96
SUI		12.34
Pension-Employer Portion		7,454.95
Workers' Comp		423.46
Dental		1,573.70
Health Care		29,315.43
Vision		478.09
Vision Contribution		(239.03)
Flex Admin Fee		-
Health Care Contribution		(3,587.40)
Life/LTD		797.13
Cobra/Flex Administration		
PCORI Fee		-
Total Transfer to Payroll Checking	\$	<u>122,190.41</u>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____


ACH NUMBER: _____ **TIME:** _____

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**
(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Lori Rogers

MONTH, YEAR: February/March 2025

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
2/13	Road commission	✓		\$ 50
3/13	Road commission	✓		\$ 50

Signature:  **Date:** 3/13/25

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



Union Township Report

Date: Monday, March 10, 2025



Alarm Date between 2025-03-02 and 2025-03-08

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000189						
		3/2/2025 11:57:59 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000193						
		3/4/2025 4:28:54 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000198						
		3/7/2025 7:46:09 PM	424	Carbon monoxide incident	ENG 33	2	1
						Total Responding 2	

	Total Runs 3						Total Responding 6
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Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Monday, March 17, 2025



Alarm Date between 2025-03-09 and 2025-03-15

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000206						
		3/9/2025 6:27:22 PM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 32	1	1
						Total Responding 1	
Union Township	0000209						
		3/10/2025 4:16:30 AM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000217						
		3/12/2025 7:47:41 PM	611	Dispatched & canceled en route	ENG 33	2	1
						Total Responding 2	

Union Township	0000219						
		3/12/2025 9:49:26 PM	440	Electrical wiring/equipment problem, other	ENG 33	2	1
						Total Responding 2	
Union Township	0000220						
		3/13/2025 11:47:11 AM	740	Unintentional transmission of alarm, other	ENG 33	3	1
						Total Responding 3	
Union Township	0000224						
		3/12/2025 6:45:14 AM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 33	3	1
						Total Responding 3	
Union Township	0000225						
		3/14/2025 11:58:43 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1

							Total Responding 2	
Union Township	0000227							
		3/14/2025 4:51:05 PM	141	Forest, woods or wildland fire	ENG 33	2	4	
		3/14/2025 4:51:05 PM	141	Forest, woods or wildland fire	Brush 31	1	4	
		3/14/2025 4:51:05 PM	141	Forest, woods or wildland fire	POV	6	4	
							Total Responding 9	
Union Township	0000229							
		3/14/2025 6:54:00 PM	611	Dispatched & canceled en route	ENG 33	2	1	
							Total Responding 2	
	Total Runs 9						Total Responding 26	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: March 19, 2025

Policy Review: 1.1-1.5 Global Ends – 2024 Accomplishments
Type of Review: Internal
Review Interval: Annual
Review Month: March 2025

Policy Wording

The specific policies are listed in the data report

Manager Interpretation

Township Manager interprets this policy to be the primary driver that directs all activities of the Township administration. The goal of the administration is to focus efforts on advancing the various Ends articulated in the policy.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the subsections of the policy which are clearly written and approved by the Board of Trustees.

Data

See attached report

Compliance

Based on the data presented, the Township Management Team is in compliance with the policy as stated.

Global Ends 2024 Accomplishment and Data Report

Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

Ends

The highest quality of life encompasses sustained or enhanced:

1. Community well-being and the common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Health and Safety
4. Natural environment
6. Commerce

1. Community well-being and the common good

- Community and Economic Development Department staff participated in various professional training events throughout the year to stay up-to-date related to specific areas of expertise.
- The appointed members of the Planning Commission and Zoning Board of Appeals are regularly notified of and encouraged by staff to participate in training opportunities related to their responsibilities.
- The Community and Economic Development Director led a brief weekly departmental staff gathering to coordinate activities, ask questions, address issues of concern, and plan ahead. The Director also meets regularly in a one-on-one format with departmental staff members.
- The Township Hall administrative staff organized several special events for staff, including a holiday gathering, to help make the Township an even more cohesive workplace, which benefits all who interact with any staff member.
- Sealcoating of parking lots at WWTP, River Road Booster Pump Station, Meridian Treatment Plant, Broadway Tower, Township Hall Upper Parking Lot.
- FY 2023 Annual Audit received the highest opinion by the auditors and provided financial information free from material misstatements.
- FY 2024 annual budgets were amended as needed with the general fund ending the year \$703,000 under budget
- Completed FY2025 Public Service Department Budget Request, FY2025 Fees, and FY2025 Capital Improvements for water, sewer, parks, roads, and building maintenance.
- Completed Township Hall Feasibility Study

1. 1 Residents engage in a vibrant community life.

- The Community and Economic Development Director met periodically with the Mt. Pleasant City Planner to discuss community planning-related issues of mutual interest.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.

- The Community and Economic Development Department staff are continually focused on the desired outcome of creating the best possible customer service experience for our residents, building contractors, landlords, tenants, and all others who interact with any member of our departmental team.
- The Economic Development Authority (EDA) Board continued to provide annual financial support for the Mt. Pleasant Municipal Airport's crew car courtesy vehicle that is available for use by flight crews on layover to visit East DDA and West DDA District businesses and other local amenities, which was initiated in June of 2022 with EDA Board support and has proven to be very popular

1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations, and economic status.

- The Community and Economic Development Department does not discriminate based on race, wealth, knowledge, or ability, and we strive to work through language and cultural barriers. Everyone is treated with respect and professionalism.
- Township staff coordinators Tera Green and Amy Peak initiated, organized, and managed the second annual Union Township donation drive to support The Care Store located in the William & Janet Strickler Nonprofit Center (1114 W. High St. in Mt. Pleasant), which provides personal and hygiene items and household cleaning products that are not eligible for retail purchase through Bridge Cards to anyone in Isabella County that has a referral from one of their partnering agencies. With the generous support of many community members and Township staff, a truckload of donated deodorant, feminine hygiene products, hairbrushes/combs/nail clippers, lotion, shaving supplies, shampoo/conditioner, toothbrushes, toothpaste, bathroom cleaners, brooms/mops/dustpans, laundry detergent, fabric softener, paper towels, toilet paper, trash bags and much more was delivered to The Care Store.

1.1.1.2 Fair and nondiscriminatory code enforcement

- The Community and Economic Development Department staff provides for consistent building, property maintenance, and rental housing code enforcement by utilizing inspection checklists, with documentation of inspection results recorded in the BS&A Building Module application to allow for quick reference.
- When a resident or property owner is found in violation of a Zoning Ordinance requirement, the Zoning Administrator sends a letter to

inform them of the violation and potential penalties, provide direction for corrective action, and establish a reasonable time period for completion. In the event of a failure to make necessary corrections, follow up enforcement actions are taken until the violation is resolved.

- The Community and Economic Development Director worked closely with the Township Attorney to prepare an ordinance to repeal several outdated and unenforceable ordinances that were still in the Code of Ordinances. The repeal ordinance was subsequently adopted by the Board of Trustees.

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

- The Community and Economic Development Director oversees the work of department staff and contractors to implement and maintain the East Downtown Development Authority Board-funded displays of banners, flowers, and holiday decorations along the E. Pickard Rd. corridor, along with grass-cutting, weed control, tree-trimming, and irrigation services that together establish a distinct visual character for this business district which is attractive for residents, welcoming to visitors, and supportive of local business investment and growth.

1.1.2 Residents look to the township as a key information source for community activities, services, and resources in the region.

- Community and Economic Development Department staff promptly responds to all questions from residents, business owners, landlords, tenants, and others about the building code, Zoning Ordinance, rental inspection program, and ordinance enforcement issues in the Township.
- Community and Economic Development Department staff responded to 28 Freedom of Information Act (FOIA) requests for building and zoning-related parcel and permit information.
- The Community and Economic Development Department staff and Tera Green, Administrative Assistant, regularly update the Township's website to keep the planning, zoning, building, community information, and economic development content current. The Rental Inspector used his photography skills to capture scenes from around the Township to update the website's photo galleries. The website is also regularly updated with announcements and hearing notices. The schedules and meeting packets for all regular Economic Development Authority (EDA) Board, Planning Commission, and Zoning Board of Appeals meetings are posted online to allow for public notice and review of meeting agendas and application materials well ahead of their meetings.
- The Finance Director and Community and Economic Development Director prepared and posted the Economic Development Authority (EDA) Board's annual report on the updated EDA page of the Township's website, filed the required

financial reports with the Michigan Department of Treasury, and participated with the EDA Board in two (2) special EDA informational meetings required by Public Act 57 of 2018 to inform the public of accomplishments, current contracts, and planned improvement projects in the DDA Districts.

- Community and Economic Development Department staff continued to expand the scope of digitized files in the BS&A Building Module software to improve accessibility and availability of the information for staff and the public.
- Public Services staff processed
 - 233 Transfers of Service/Final Bills/ACH Request.
 - 3,008 miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/REU letter inquiries/cross connection program inquiries
 - Prepared 29 cost estimates/permits for new residential/commercial water and sewer services.
 - 514 yearly REU evaluations for all commercial water customer accounts
 - Completed 103 inspection/replacement of meter reading equipment and or meter replacements.
 - Quarterly meter reads/rereads/billing:
 - \$4,877,276.43 billed.
 - Applied penalties to customer water and sewer accounts in the amount of \$48,826.58 and prepared/mailed quarterly Shut-off/past-due reminders in the amount of \$289,381.47.
 - Completed 1,791 MISDIG marking request for water and sewer and Completed 17 MISDIG design ticket request for water and sewer.
- Preparation and distribution of 2023 Consumer Confidence Report – completed and submitted Certification of Delivery to EGLE via MIEDWHIS.
- GIS services provided:
 - Community and Economic Development - The GIS specialist provided water, sewer, parcels, planning, zoning, and other data to Gourdie-Fraser, for a project to help the Township identify infrastructure improvements needed for "potential new industrial/research/business park development along the US-127 corridor" (to quote the Community and Economic Development Director).
 - Streetlight Project - Completed a streetlight project to develop an East DDA streetlight mapping workspace by creating GIS data layers for streetlight electric distribution lines and poles owned by Union Township's Economic Development Authority. Uploaded a new electric station-code Area of Interest (AOI) layer file to the MISS DIG 811 Damage Prevention Portal.
 - Gravel Road Map Update - As part of the ongoing road maintenance program, the GIS specialist created a map using the Isabella County Road Commission's certified road maps as a basemap source. Updated the gravel road rehabilitation map to show completions in 2023 and previously

(roads graveled and grader ditched). The map also included the 2024 gravel roads recommendations.

- GIS: Parcels and Land Divisions - Worked with the Assessor's surveys and legal descriptions to do a two-acre parcel split for a new duplex on Crawford.
- GIS: Road Paving Special Assessment Districts - Created a map for a Paving Special Assessment District for the Stone Ridge and Meadowbrook subdivisions.
- GIS: Plans and Drawings Data Management: PDF to TIFF (Conversion) - PDF maps and drawings contain no spatial information. Succeeded in applying a method to convert PDFs to TIFFs to create higher quality images for mapping and archiving.
- Assisted Clerk with elections setup.
- Attended Administrative Support Professional Training August 12-14 Comfort Inn Mt. Pleasant – Jennifer Loveberry
- Worked with Civic Clarity Website Service for Public Service Department new website page.
- Completed Spectrum Franchise Agreement Renewal

1.1.2.1 Create more frequent opportunities for citizen/Board dialogue

- The Township received the final Report of Findings for the most recent (late 2023) Township survey of residents, which included several parks and recreation, planning, and economic development-related questions, from Dr. Senter and her team from CMU

2. Prosperity through economic diversity, cultural diversity, and social diversity

- The Township collected \$16.3 million in taxes and special assessments on behalf other entities in 2024 which creates efficiencies in tax collection for those entities.
- The Planning Commission considered and acted on seven (7) site plan and special use permit applications during 2024. For smaller development projects that no longer require a Planning Commission action, the Zoning Administrator reviewed and acted on thirteen (13) minor site plan approval applications.
- Community and Economic Development Department staff and the Planning Commission continued work on updates to the Township Master Plan and Parks and Recreation Plan

1.2 All residents can thrive and achieve more than their basic needs.

- The Community and Economic Development Director worked in conjunction with the Finance Director and Township Assessor to provide oversight of the Township's payment in lieu of taxes (PILOT) program to support affordable housing options for low-income residents

1.2.1 Diverse and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- Community and Economic Development Director served as a member and the elected Chair of the Mt. Pleasant Airport's Joint Operations and Management Board, with a focus on working together with the City of Mt. Pleasant, the Saginaw Chippewa Indian Tribe, Isabella County, and the Middle Michigan Development Corporation representatives to identify and implement innovative ideas to increase corporate aircraft traffic and to promote airport growth as a regional resource to attract new airport-oriented businesses, business owners, and residents.

3. Health and Safety

- Successfully applied for fire protection reimbursement from the State of Michigan receiving \$10,200 for fire protection on State owned buildings in the Township
- Checked fire hydrants in remote areas and shoveled snow away from hydrants as needed.
- Respirator safety and fit test training held for appropriate staff at Public Services.
- Arranged CPR Training for all township employees
- Held forklift safety training and certification for Public Service Department employees.
- Submitted application for AED Grant through the Saginaw Chippewa Indian Tribe and Emergency Operations.
- Public Services Director completed MISDIG training modules required for maintaining streetlight MISDIG marking option available. Marking of streetlights is still pending in the MISDIG system.
- OSHA Safety Compliance Training completed
- Replacement of cameras at WWTP, Isabella Treatment Plant, Water Towers, and Mission Road Treatment Plant. Township hall camera replacements scheduled for 2024
- Sonic wall replacement for township computer network to address network security
- Following a determination in August of 2023 by the Rental Inspector and Building Official that six (6) staircases between the second and third floors of four (4) apartment buildings in the Village of Bluegrass development (4300 Collegiate Way) had deteriorated and were unsafe, the stairways were ordered closed and the apartment management company ultimately moved all affected tenants out these buildings. All necessary repairs and safety improvements were completed by the owner in 2024 and the buildings were reopened for occupancy.
- WWTP – Annual Stormwater Operator Training and inspections completed.

1.3 All residents may enjoy a safe and healthy environment and resources that are essential for their well-being and quality of life

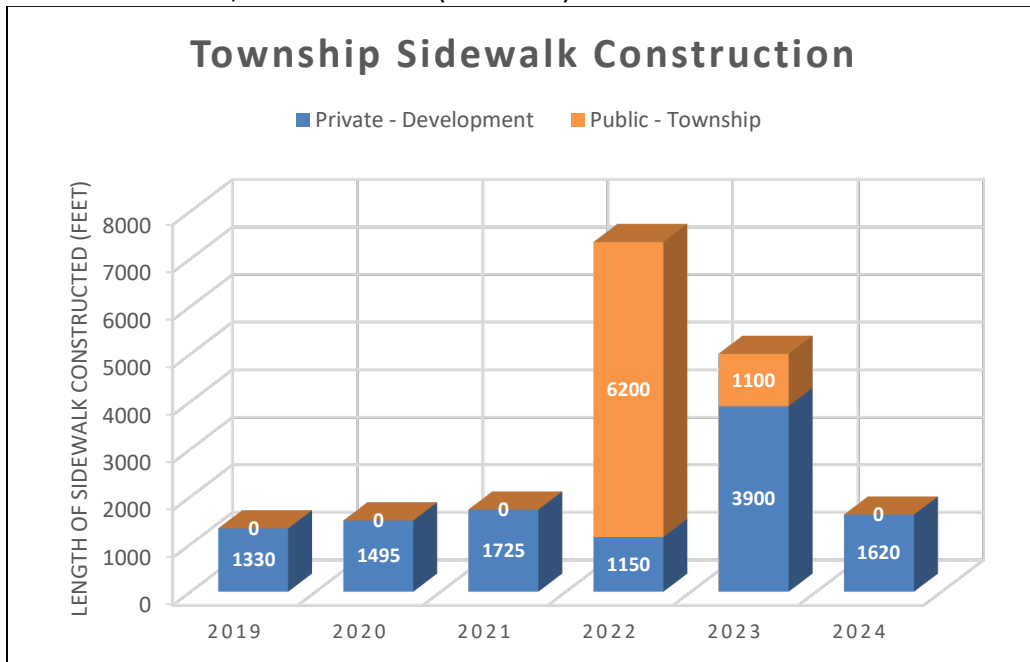
- Daily water plant reads, and tri-weekly backwashing completed.
- MOR-DEQ-22 Monthly water samples conducted timely
- Completed various fire protection flow test throughout water system.

- Investigated customer complaints throughout water system, low water pressure complaints, brown water complaints, and chlorine smell complaints
- Completed Spring and Fall Fire Hydrant Flushing and maintenance
- Renewal of Hydro Corp Cross Connection & Lead Service Line Identification Contract.
- Yearly maintenance test performed on wells by Peerless Midwest per EGLE requirements.
- Meridian Treatment Plant filter media replacement and air wash scour installation project completed
- Twenty percent (20%) Lead service line exterior identification completed and required reporting sent to EGLE

1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.

- Adopted new Private Road Ordinance No. 24-01 designed to eliminate regulatory conflicts and ambiguities in the previous, outdated private road ordinance, to establish minimum maintenance and safety standards for existing private roads and shared driveways, and to establish reasonable standards for construction and maintenance of new private roads in the Township. The updated standards reflect current engineering and design specifications for these types of roads.
- Winter maintenance (snowplowing) of the Economic Development Authority Board's network of public sidewalks along E. Pickard Rd. and S. Isabella Rd. in the East DDA District and along portions of E. Remus Rd. and S. Lincoln Rd. in the West DDA District ensures year-round accessibility for pedestrians and bicyclists seeking to access businesses in these areas. Winter snowplowing is also provided for sidewalks around the Township Hall and into McDonald Park to the outdoor fitness court.
- The Township's new Sidewalk and Pathway Ordinance No. 24-01 is designed to resolve some regulatory ambiguities in the ordinance it replaced, to update basic standards for sidewalks and pathway design and construction consistent with current practices, and to clearly state the authority and scope for sidewalk and pathway construction policy preparation and implementation within the ordinance. The new ordinance provides requirements for sidewalk easements where needed and clarifies requirements for connector sidewalks from building entrances to the public sidewalk, which will help to improve barrier-free access and pedestrian connectivity across the Township as new projects are constructed.
- Updated and expanded policies for temporary relief from construction of sidewalk and pathways as part of new development were approved by the Board of Trustees following review and recommendation by the Planning Commission. The Community and Economic Development Department staff continue to work to implement these adopted policies as new developments are proposed in the Township.

- Approximately 1,620 linear feet of new sidewalks were constructed as part of private development projects in the Township during 2024. Since 2019, a total of 18,520 linear feet (3.5 miles) of new sidewalk have been added in the Township.



- Ongoing maintenance and repair of the Economic Development Authority Board’s streetlighting system, benches, and other streetscape improvements ensure that the Township’s investments into these public improvements are protected and functional for residents and visitors.
- Completed Fox Meadows Paving Special Assessment District.
- Provided petitions and support to citizens for the Stoneridge and Meadowbrook Paving Special Assessment District.

1.3.2 Safe drinking water and wastewater systems that meet or exceed Michigan standards.

- Managed the four Divisions of the ARPA Grant Project- Division A – Well #12, Division B – Watermain Installation, Division C – Water Treatment Plant Upgrades Division D – Lead Service Line Project
 - Approval of Engineering Contract
 - Design, Permitting, Bidding, Bid Award, Well Drilling, and Well Report to EGLE completed.
 - Design, Permitting, Bidding, Bid Award, commencement of water main installation
 - Design, Permitting, Bidding, Bid Award, completed on water treatment plant upgrades and lead service line components
- GIS: Water and Sewer Infrastructure - Continued updating water mains, service lines, and curb stop valves in the GIS system to help manage and visualize the data associated with the service line verification project.

- GIS: Water and Sewer Plans and Drawings - Continued working on migrating scanned plans and drawings from MapInfo to ArcGIS, the GIS system that the Township's asset management software uses for its GIS Map Viewer. Both MapInfo and ArcGIS support hyperlinks using a field in a database table.
- GIS: PubWorks Asset Management - Synchronized 1,087 water laterals and continued developing and maintaining GIS data for asset management. Continued using MapInfo and ArcGIS to edit and update parcels and utilities for the GIS Map Viewer in PubWorks asset management.
- Solicited bids and completed water tower cleaning project in the amount of
- Pump station, manhole, and sanitary sewer main maintenance and cleaning completed throughout collection system
 - Manhole Rehabilitation Project completed nineteen (19) manholes completed
- Prepared and submitted annual EPA and State of Michigan Sanitary Sewer Asset Management Report
- Completed Annual EGLE Required Total Coliform Testing for Drinking Water Lab Certification Renewal.
- Submitted annual Pollutant Minimization Progress Report to EGLE.
- Attended SRF FY2025 Overburdened and Significantly Overburdened Seminar. Completed report and submitted to EGLE for resubmission of CWSRF Project Plan.
- GIS: Sanitary Sewer Map – Created a map from a list of manholes and their estimated depths for sanitary sewer manhole relining project.
- GIS: Wastewater surveillance for tracking COVID-19 2024 – Worked on a geospatial data request from Rebecca Uzarski, CMU's Director of Environmental Health, and Safety, for sewer shed boundary polygons for sample sites for the CDC.
- Reviewed and submitted CWSRF Project Plan for next funding cycle.
- Perform WS-331 Study for Drinking Water QA/QC
- WWTP –
 - Completed flow study for station #14.
 - Completed 2024 Biosolids Land Application.
 - Drained and cleaned Digester #1 along with repairs and cleaning to air header and diffusers
 - Completed collection system mercury sampling.
 - Power washed and crack sealed sludge storage tank repaired digester roof.
 - Installed new motor bearings and new belt guard and mounting hardware Screw Pump #2 and changed gear box screw grease pump gearbox
 - Rebuilt screw pumps 1-3 grease pumps
 - Completed NPDES required additional monitoring requirements effluent sampling

- Completed NPDES required Whole Effluent Toxicity Testing
- Replaced screw pump #1 electric motor
- Replaced dissolved oxygen meter on oxidation ditch #1
- Repair broken backwash pump shoe on tertiary filter #1
- WWTP - Updated lab SOP manual for 2025.

**Treated Water -
Monthly**

Month	Total Monthly Treated Water
January	28.041
February	25.555
March	26.330
April	26.866
May	33.298
June	38.756
July	40.830
August	40.953
September	38.506
October	31.620
November	26.592
December	26.933
Total	384.28

Waste Water Treatment Plant Monthly Flow

Month	Total Monthly Wastewater Influent
January	42.33
February	39.97
March	42.42
April	40.79
May	37.53
June	36.34
July	37.53
August	36.58
September	35.97
October	36.29
November	35.04
December	35.70
Total	456.49

above numbers in million gallons

1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle

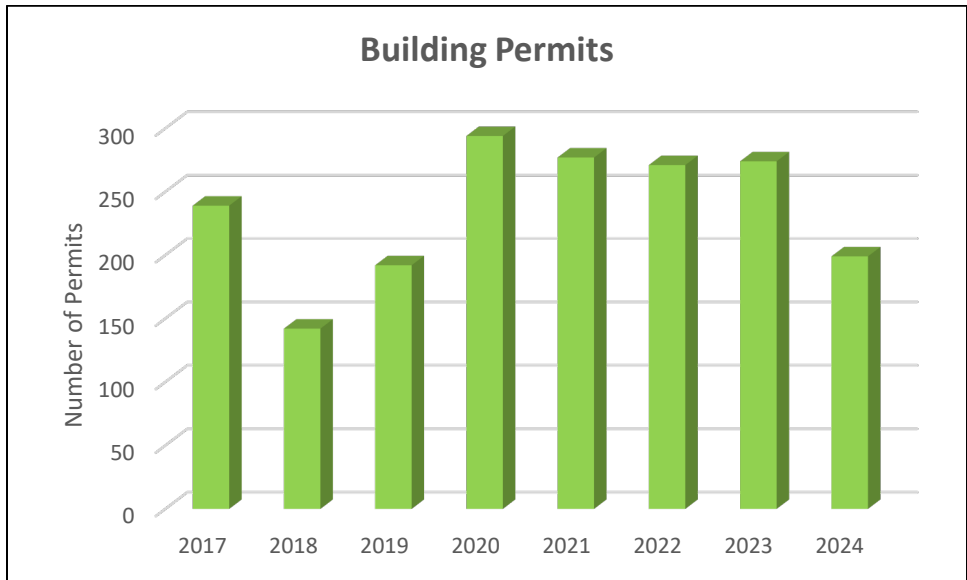
- The Community and Economic Development Department verifies that accessibility rules are followed to make sure all people can enjoy and access the community regardless of mobility or disability issues. We also ensure that

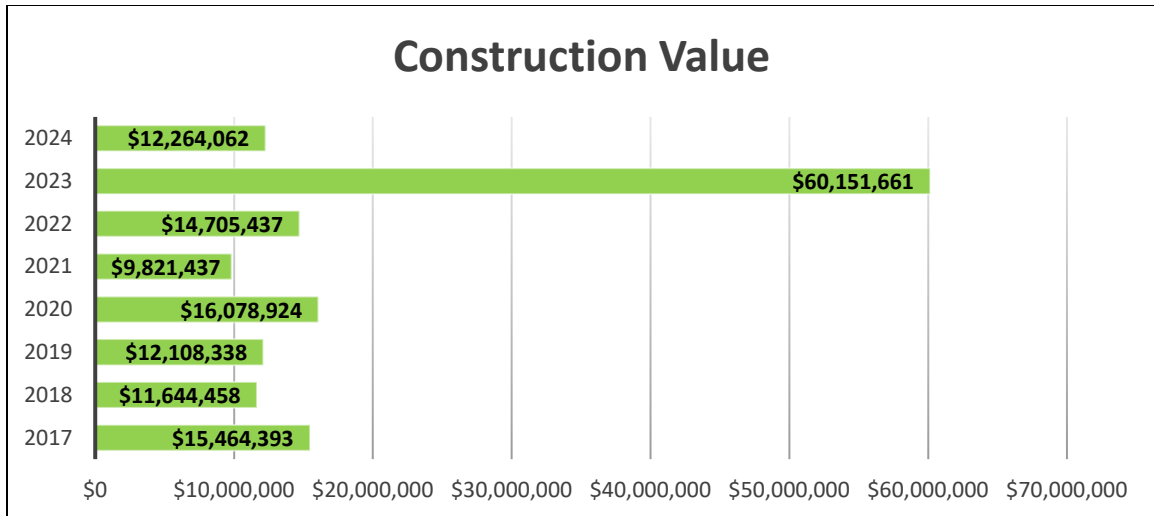
construction of new structures or alterations to existing structures are barrier free accessible.

- The Public Services Department and Community and Economic Development Department staff worked together to support the use of McDonald Park ballfields for the 2024 seasons of the area Little League, Softball League, and Pony League practices and games between April and July, and to support the Little League’s tournament games held in June.
- The Township Hall’s exit and emergency lights, and smoke/carbon monoxide detectors were regularly tested for function and repaired or replaced as needed to maintain full operation.
- The Economic Development Authority (EDA) Board utilized services provided by local Mid-Michigan Industries (MMI) to remove trash and clean-up the public sidewalks and seating areas along the E. Pickard Rd. corridor in the East DDA District.
- The Township maintains the outdoor fitness court facility within McDonald Park in collaboration with the National Fitness Campaign.

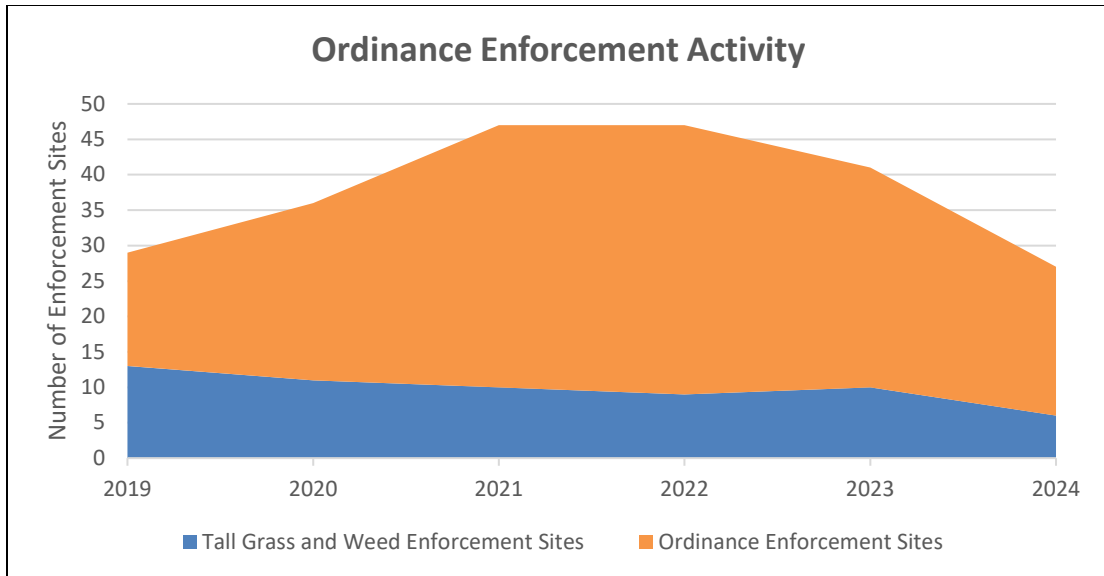
1.3.4 Code enforcement to original specifications for all properties

- The Community and Economic Development Department’s enforcement efforts help to ensure that all applicable code and ordinance requirements are satisfied, and public safety is protected.
- The Building Official issued 199 building permits and 55 certificates of occupancy and conducted 464 inspections during 2023, for a total construction value of \$12,264,062.





- The Rental Inspector conducted site visits with inspections and follow up as needed for 3,856 rental housing units in the Township, including hotels, apartment buildings, townhouses, duplexes, single-family rentals, and bed & breakfast/short-term rental housing units.
 - The Rental Inspector engaged the landlord/tenant community in a cooperative effort to successfully complete the annual inspection cycle with limited issues.
 - With some units requiring more than one inspection (to verify corrections to violations noted in the initial inspection, the Rental Inspector conducted a total of 4,431 inspections in 2024.
 - During the course of his work, the Rental Inspector observed multiple issues of concern (high weeds, construction without permits, and other potential ordinance violations), which were referred to the appropriate Township departments for further review and action as needed.
- The Community and Economic Development Department was able to successfully on-board and integrate a new Rental Inspector (Tim Muller) into the code enforcement team with minimal disruption in rental inspection services after the departure of Eric Miller from this position in early August.
- The Zoning Administrator issued a total of 54 zoning approval actions, including sign permits, yard sale permits, and zoning approval letters for building permits.
- The Zoning Administrator investigated complaints and responded to violations of Township ordinances on 21 separate sites in the Township, and also issued 6 notices of excessively tall grass in violation of the Noxious Weeds Ordinance. It is the opinion of the Township Administration that the downward trend in both tall grass/weed enforcement and general ordinance enforcement is due in part to the Township’s consistency in the areas of code and ordinance enforcement, including building, rental housing, zoning, noxious weeds, and other blight-related ordinances – and the expanded general awareness of these activities as Township enforcement personnel continue to work daily to educate the public on code and ordinance compliance.



- The Zoning Administrator typically is able to work with residents and/or property owners to successfully resolve most ordinance violations within 30 to 90 calendar days. The Rental Inspector has a similar success rate related to resolving rental housing-related code violations.
- The Community and Economic Development Department staff worked together in collaboration with outside agencies with jurisdiction to provide effective code and ordinance enforcement. These other agencies include the Mt. Pleasant Fire Department, the Isabella County Drain Commissioner’s Office, and the County’s plumbing, mechanical, and electrical inspectors.

4. Natural Environment

- For the 2024 tax year, 317 online tax payments were received for \$748,380 while 301 tax payments for \$736,510 were received during the 2023 tax year. This was an increase of 5.3%, saving paper and resources
- In 2024, 1,420 Utility bills were paid online, that is an increase of 6.6% over the prior year, saving paper and resources
- The Township’s Zoning Ordinance No. 20-06 includes robust protections for natural features, agricultural area, and the environment as new development takes place in areas of the Township that are planned for development in the Master Plan.
- The Township’s new Stormwater Management Ordinance, adopted in 2023, is designed to reduce hazards to public health and safety and the potential for economic losses to individuals and the community at large caused by excessive stormwater runoff, to enhance broader social and economic objectives, and to protect, conserve, and promote the orderly development of land and water resources.

1.4 Residents can enjoy the natural resources and green space of the township.

1.4.1 Air, water and soil meet or exceed Michigan’s quality standards.

- The Community and Economic Development Department monitors new and existing building construction and verifies prior to the commencement of construction work that soil erosion protection measures (subject to county permit approval) have been properly employed to stop dirt and sediment from leaving the job site. This helps to protect our natural waterways from contaminants and sedimentation.

1.4.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.

- The Community and Economic Development Director monitored the work of an intergovernmental committee developing a plan for improving water quality in the Chippewa River watershed.

1.4.3 Natural corridors optimized for enhanced commercial and residential districts.

1.4.4 increased use of alternative forms of energy within Township facilities and operations

5. Commerce

- Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenue for the East and West DDA. In 2024, the Township received \$73,000 for the East DDA and \$3,000 for the West DDA.
- The Community and Economic Development Director was appointed to the Board of Directors of the Michigan Downtowns Association, a statewide organization focused on supporting strong downtowns and Downtown Development Authorities (DDA) across the state. From this role and his associated position as a member of the organization’s legislative advocacy committee, the Director was able to help educate legislators on the benefits of downtowns, business districts, brownfield redevelopment, and tax increment financing; and to help influence DDA- and brownfield-related legislation moving through the state legislature during their 2024 lame duck session for the benefit of local governments like the Township.
- The Community and Economic Development Director and Township Assessor worked in partnership with Jim McBryde, President of the Middle Michigan Development Corporation, to help guide the owners of Michael Engineering, an advanced manufacturing and research facility in our East DDA District and Enterprise Industrial Park, about the requirements and details for preparation of a complete application for an industrial facilities tax abatement related to their recent building expansion. The tax abatement application received final acceptance from the State Tax Commission for the abatement as approved by the Board of Trustees.
- The Community and Economic Development Director worked with the Mister Car Wash management team to help them prepare a complete request to the EDA Board for removal of street trees that had grown to the point of partially obscuring visibility of their freestanding sign. The EDA Board approved the request to authorize removal of two of the trees.

1.5 New and innovative commercial establishments and advance manufacturing, distribution, engineering, and research facilities are drawn to Union Township through commerce-friendly economic development policies consistent with MEDC Redevelopment Ready Communities program best practices

- The Community and Economic Development Department staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances, to review and address any deficiencies or issues, and to minimize re-design during the construction process.
- Township-initiated Zoning Ordinance No. 20-06 amendments were adopted to:
 - Further streamline site plan approval procedures by allowing for administrative approval only of final site plans determined to fully conform to applicable Township ordinances;
 - Expand the applicability of the nonconforming sites provisions that limit the scope of site plan review for improvements planned for older developed sites in the Township to include minor site plans subject only to administrative approval; and
 - Revise the Township’s sign regulations to expand options for temporary signs, increase the size range for new freestanding signs, and make it easier to modernize older freestanding signs in the Business Districts.
- The Economic Development Authority (EDA) Board continued to implement the East and West DDA District’s grant programs for beautification, pedestrian access improvements, and signs with additional outreach to eligible businesses and approval of their first grant award for a monument-style sign update at Mid Valley Structures.
- Ongoing maintenance and repair of the Economic Development Authority’s streetlight decorations, irrigation systems, flowers, banners, mowing of the lawn areas within the E. Pickard Rd. (M-20) right-of-way, and other public improvements within the DDA districts ensure that the Township’s investments are protected and offer the maximum economic benefit for local businesses and potential investors.
- Township staff held numerous in-person and electronic meetings via telephone and Zoom with local business representatives, developers, and prospective investors to discuss potential development projects in the Township.

1.5.1 Controlled establishment of potentially undesirable businesses

- The Community and Economic Development Department monitors and controls what type of construction takes place in full compliance with all applicable state building codes and Township ordinance requirements for the site.

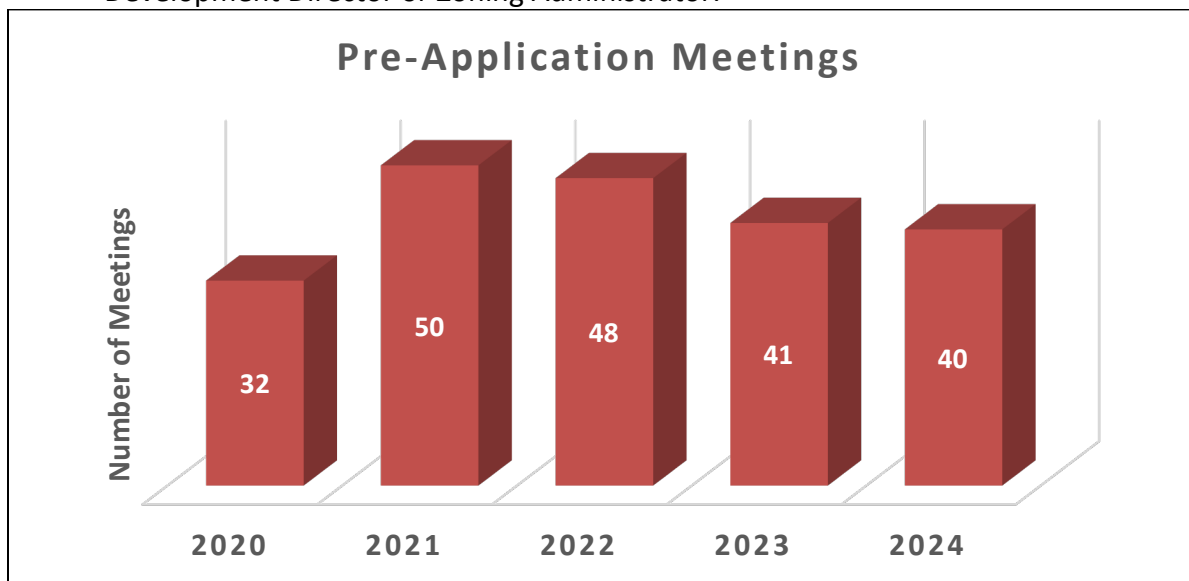
1.5.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits

- Economic Development Authority (EDA) Board members have emphasized the importance of encouraging local purchase of services in their review of bids as

part of their decision-making criteria for projects and services in the DDA Districts.

1.5.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

- The Community and Economic Development Director met with and maintained communication throughout the year with leadership and staff from the Middle Michigan Development Corporation, Convention and Visitors Bureau, and Chamber of Commerce to expand the Township’s influence in the area of local economic development.
- The Community and Economic Development Director met or communicated with the owners or management of various businesses in the Township, with a focus on businesses in the DDA Districts.
- The Community and Economic Development Director and Zoning Administrator regularly host and participate in informal “pre-application” meetings with business owners, developers, and contractors seeking more information or answers to questions about options for potential development projects in the Township. These meetings are held both in-person and remotely via Zoom as needed for the convenience of the participants. The following is a summary of the pre-scheduled meetings attended by Community and Economic Development Director or Zoning Administrator:





REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: March 20, 2025
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 03/26/2025
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members’ Code of Conduct	

Current Action Emergency

Funds Budgeted: If Yes Account # _____ No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in following years with the most recent update occurring earlier this year. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to *focus on long term organizational outputs and the discharge of its fiduciary responsibilities.*

Certain policies, such as Policy 3.3 (Board Members Code of Conduct), are to be reviewed and monitored for compliance on an annual basis.

Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

Board Policy 3.3 - Board Members’ Code of Conduct

At the highest level, the policy states:

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Due to length, the complete policy is attached to this memo. Also attached is an evaluation form that can be used for the review/discussion of Policy No. 3.3.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy Name: 3.3 Board Members' Code of Conduct
Type of Review: Internal by the Board
Review Occurrence: Annual
Date: March 2025

Policy Wording

3.3 POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

- 3.3.1 Members must have loyalty to the ownership, unconflicted by loyalties to staff, other Union Township Boards, organizations, and any personal interest as a consumer.
- 3.3.2 Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - 3.3.2.1 There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - 3.3.2.2 When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall abstain herself or himself without comment from not only the vote, but also from the deliberation.
 - A. Exception: Where a board member has special expertise and has a conflict of interest, the board may choose to allow the member with the conflict to participate in the discussion, but not the vote.
 - 3.3.2.3 Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates.
- 3.3.3 Board members may not attempt to exercise individual authority over the organization.
 - 3.3.3.1 Members' interaction with the Township Manager or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 - 3.3.3.2 Member interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - 3.3.3.2.1 When interacting with public, media or other entities, Board members must recognize explicitly stated board decisions.
 1. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
 2. Board members may discuss CONTENT issues with the media but not personal attacks on other Board member(s).

3. Preceding any comment to the media, board members will make it clear that their comments are personal opinion as an individual member of the board and citizen of the township and not the position of the board.
4. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, board members will direct media questions on the specific lawsuit to the Township Manager.

3.3.3.3 Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the Township Manager, members will not express individual judgments of performance of employees of the Township Manager.

3.3.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.

3.3.5 Members will be properly prepared for board deliberation.

Use this evaluation form for discussion at the Board of Trustees Meeting on March 26, 2025.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

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

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by its' policies more completely?