



**BOARD OF TRUSTEES  
Regular Meeting  
October 26, 2016  
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PRESENTATIONS
  - A. Commission on Aging Presentation / CLA Millage
5. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
6. REPORTS/BOARD COMMENTS
7. APPROVAL OF AGENDA
8. CONSENT AGENDA
  - A. Communications
    - EDA – September 20, 2016 Minutes
    - Planning Commission – September 20, 2016 Minutes
  - B. Minutes – October 12, 2016 - regular meeting
  - C. Bills
  - D. Payroll
  - E. Fire Reports
  - F. 2.5 Financial Condition & Activities
  - G. 2.5.10 Cash Flow Ratio
9. BOARD AGENDA
  - A. Continued Discussion of FY 2017 Budget Development
  - B. 4.3 Delegation to the Township Manager and Management Team
10. MANAGER COMMENTS
11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
12. FINAL BOARD MEMBER COMMENT
11. ADJOURNMENT

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, September 20, 2016**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 5:19 pm.

**ROLL CALL**

Present: Kequom, Perry, Alwood, Zalud, Elmore, Figg, Chowdhary, Smith, Hunter, Bacon

Excused: Johnson

Others Present: Mark Stuhldreher, Township Manager; Kim Smith, Public Works Coordinator; Angela Schofield, Building Dept. Clerk

**APPROVAL OF AGENDA**

MOTION by Zalud SUPPORTED by Elmore to approve the agenda as presented. MOTION CARRIED 10-0.

**APPROVAL OF MINUTES**

MOTION by Alwood SUPPORTED by Figg to approve minutes from the August 16, 2016 meeting as presented.

MOTION CARRIED 10-0.

**PUBLIC COMMENT** – None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Discussion was held on the accounts payable, the payment of \$337,534.96 to the Isabella Road Commission for the Enterprise Park Project, including the review of certification documents for the project.

MOTION by Elmore SUPPORTED by Zalud to approve the East EDA accounts payable as presented. MOTION CARRIED 10-0.

MOTION by Zalud SUPPORTED by Alwood to approve the West EDA accounts payable as presented. MOTION CARRIED 10-0.

The Board reviewed the financial statements, as well as the reporting format. The Financials were Received and Filed by Chairman Kequom.

**NEW BUSINESS**

Mr. Alwood gave an update on miscellaneous projects regarding installation of the welcome banners, irrigation, etc.

**EXISTING BUSINESS**

**1. BOARD APPOINTMENTS/TERMS – IN PROCESS**

Discussion was held on Board appointments; Mr. Stuhldreher reviewed the process currently under way.

**ACTION ITEM:** Provide Board an updated Roster including terms when the process is complete.

**2. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS**

Discussion held, research work in process. Mr. Zalud suggested identifying /reviewing a few projects this winter and prepping to have them in pipeline for next spring.

**3. MMI CONTRACTS – IN PROCESS**

New contracts received/reviewed and sent back to MMI for signatures, will present to Board at next meeting.

**4. MANHOLE REHABILITATION**

Ms. Smith reviewed Request for Action, answered Board questions regarding project and bid process. Discussion included: contractor to post performance/payment bonds, contractor will be using a spray on application rather than cure in place method, John Bellow will be acting as Inspector, project also to be tested by third-party and witnessed by Township staff .

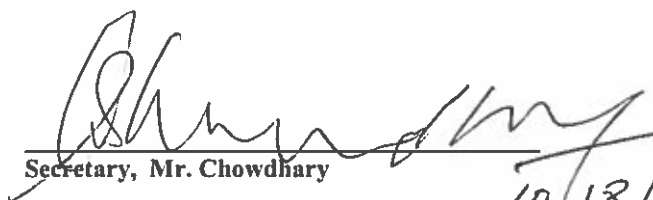
Chairman Kequom stated he liked the new Request for Action form, and hoped it would be a template for all future Board action items.

MOTION by Alwood SUPPORTED by Perry to award bid to Cully Contracting in the amount of \$75,012.00 for the rehabilitation of (16) sanitary sewer manholes as specified in the bid documents. MOTION CARRIED 10-0.

**ACTION ITEM:** Ms. Smith to award bid, prepare contract and send to Mr. Kequom for signature.

Chairman Kequom adjourned the meeting at 5:49

**APPROVED BY**

  
Secretary, Mr. Chowdhary  
10/18/16

(Recorded by Angela Schofield)

**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Planning Commission was held on September 20, 2016 at the Township Hall.

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

**Roll Call**

**Present:** Fuller, Mielke, Strachan, Squattrito, Woerle, Zerbe

**Excused:** LaBelle, McGuirk, and Robinette

**Others Present**

Peter Gallinat, Township Planner, Mark Stuhldreher, Township Manager & Jennifer Loveberry

**Approval of Minutes**

Woerle moved Strachan supported the approval of the August 30, 2016 meeting minutes with corrections. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Correspondence / Reports**

Board of Trustees – Mielke stated that he informed the Board of Trustees additional funds may be needed for Master Plan update.

ZBA – Woerle gave updates from the 9/7/16 meeting.

**Approval of Agenda**

Fuller moved Woerle supported approval of the agenda with changes – moved SPR 2016-12 to Old Business. **Vote: Ayes: 6 Nays 0. Motion carried.**

**Public Comment** – Open 7:07 p.m.

Tim Coscarelly, 1210 Windrow Way –Access Management Plan for long term safety on Isabella and Bluegrass Roads.

**New Business**

**Old Business**

**A. SPR 2016-12: Union Shoppes**  
**Location: 4455 E. Bluegrass Rd.**

This item was tabled at the August 30, 2016 Special Meeting. Fuller recused himself due to a conflict of interest citing section 5.005 (Conflict of interest) item B: member has a business/financial interest in the property involved in the request or has a business/financial interest in the applicant's company, agency or association. The Planning Commission accepted his recusal. In the absence of Fuller, Zerbe was named as Secretary Pro Tem. Zerbe moved Strachan supported to take from the table SPR 2016-12: Union Shoppes. **Vote: Ayes: 5 Nays 0. Motion carried.**

Township Planner Gallinat stated the applicant's site plan review that was approved in May 2016 has now changed, thus requiring a new site plan review for the proposed 10,000 sq. ft. building with three proposed tenants. One tenant being Kay Jewelers and the other two

unknown at this time; however, all three are proposed retail. Gallinat confirmed that he has received approvals from the County Drain Office regarding storm water management, Isabella County Road Commission, Isabella County Transportation Commission, Township Utilities, and the Mt Pleasant Fire Department.

Tim Beebe, CMS& D presented SPR 2016-12 addressing the required missing items: 12.2D Elevation of building front, side and back, 12.2.C Exterior lighting on buildings and parking lots, 12.2.P The location of all existing and proposed structures on and within one hundred feet of the subject properties boundary (if any), 12.2.N The location and detailed description of landscaping (if any), and 12.2.K A locational sketch drawn to scale giving the section number and the nearest crossroads(not to scale and section number not shown). He stated that all items have been corrected. Corrections were also made regarding tenant c parking count from eight (8) to thirteen (13).

Discussion was held by the Planning Commissioners.

Andy Wenzel and his attorney, Dave Smith, and Tim Coscarelly addressed the Planning Commissioners.

Zerbe moved Strachan supported to approve SPR 2016-12 Union Shoppes site plan review with the condition that sidewalks are temporarily waived on the west portion (vacant parcel) until December 31, 2017 or in conjunction with future development of an approved site plan approved by that date; however as part of approval, an ADA landing area is required to be built on the vacant west parcel at the time of construction.. **Vote: Ayes: 5 Nays 0. Motion carried.**

8:11 p.m. Fuller rejoined the Planning Commission.

**B. Master Plan – Recommendation to the Board of Trustees of One of the Three (3) Firms from RFP**

Woerle moved Zerbe supported to accept the bid from LSL, as well as, recommending to the Board of Trustees their proposal for reviewing and revising of the Charter Township of Union's Master Plan. **Vote: Ayes: 6 Nays 0. Motion carried.**

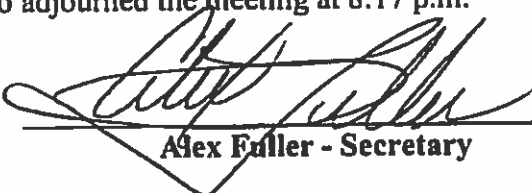
**Other Business**

**Extended Public Comment** –open 8:16 p.m.

No comments.

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:17 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Alex Fuller - Secretary

*(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 October 12, 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

Mark Stuhldreher, Kim Smith, Pat DePriest, Sherrie Teall, Peter Gallinat, and Jennifer Loveberry

#### Presentations

**Public Comment** - open 7:24 p.m.

No comments.

#### Reports/Board Comments

Henry – Commented on November 8, 2016 elections, encouraged voters to call with any questions.

Mielke – Updates from the Planning Commission (Plaza Corp. on Bluegrass Rd.).

Lannen – Commented on safety of pedestrians, still feels strongly on having a pathway on N. Crawford Rd. by the Dog Park.

#### Approval of Agenda

**Hauck** moved **Rice** supported to approve the agenda as presented. **Vote: Ayes: 7 Nays: 0.**

**Motion carried.**

#### Consent Agenda

- A. Communications
- B. Minutes September 20, 2016 – Regular Meeting
- C. Bills
- D. Payroll
- E. Fire Reports
- F. 2.5.10 Cash Flow Ratio

**Mikus** moved **Rice** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays:**

**0. Motion carried.**

#### BOARD AGENDA

##### **A. \$18k Commitment to Trail Way Project connecting Shepherd to Township**

Presented by Mark Stuhldreher. Steve Davidson, Chairman of Mid-MI Pathways Group, was available to answer Board of Trustee questions. **Mikus** moved **Henry** supported to approve the resolution authorizing a commitment of an additional \$18,000.00 to the MMPC Group to facilitate the completion of a paved, non-motorized pathway between Shepherd and Mt. Pleasant in Isabella County with a connection point

in Union Township. **Roll Call Vote: Ayes: Supervisor Alwood, Clerk Henry, Treasurer Rice, Trustees Hauck, Lannen, Mielke, and Mikus Nays: 0. Motion carried.**

**B. Approve Service Agreement with LSL Planning to assist with Union Township Master Plan Update**

**Hauck moved Henry supported to approve the Service Agreement with LSL Planning in the amount of \$19,100.00. Vote: ayes: 7 nays: 0. Motion carried.**

**C. Continued Discussion of FY 2017 Budget Development**

Township Manager, Mark Stuhldreher, distributed the FY 2017 recommended budget to the Board of Trustees. Discussion was held by the Board. **Mielke moved Mikus supported to draft a resolution effective 11/20/2016 the seven elected officials will no longer be eligible for benefits beyond payroll that include the following: health, dental, retirement, life and disability, and clothing allowance. Roll Call Vote: Ayes: Treasurer Rice, Trustees Hauck, Lannen, Mielke, and Mikus Nays: Supervisor Alwood and Clerk Henry. Motion carried.**

**D. Set 2017 Budget Hearing and Advertise – Public Hearing to be held on 11/21/16**

**Mikus moved Lannen supported to set and advertise the public hearing for the proposed 2017 Budget Hearing and the property tax millage rate to be levied to support that budget for November 21, 2016. Vote: ayes: 7 nays: 0. Motion carried.**

**EXTENDED PUBLIC COMMENT** - Open 9:25 p.m.

No comments.

**FINAL BOARD MEMBER COMMENTS**

Lannen – Commended the Board of Trustees during the budget discussions and decisions.

**MANAGER COMMENTS**

Township updates given to the Board of Trustees. FY 2017 budget amendments will be added to future Agenda.

**ADJOURNMENT**

**Hauck moved Rice supported to adjourn the meeting at 9:26 p.m. Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Margie Henry, Clerk**

\_\_\_\_\_  
**Russell V. Alwood, Supervisor**

*(Recorded by Jennifer Loveberry)*

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
10/13/2016	101	81 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,647.31
10/20/2016	101	18793	01358	21ST CENTURY MEDIA-MICHIGAN	317.09
10/20/2016	101	18794	00043	ARROW UNIFORM	404.66
10/20/2016	101	18795	00075	AW DIRECT	671.21
10/20/2016	101	18796	00084	B S & A SOFTWARE	400.00
10/20/2016	101	18797	00066	BILL'S CUSTOM FAB, INC.	3.74
10/20/2016	101	18798	00095	C & C ENTERPRISES, INC.	251.45
10/20/2016	101	18799	00722	CHARTER TOWNSHIP OF UNION	824.00
10/20/2016	101	18800	00129	CMS INTERNET, LLC	522.50
10/20/2016	101	18801	00152	CORRPRO COMPANIES, INC	2,145.00
10/20/2016	101	18802	00155	COYNE OIL CORPORATION	823.26
10/20/2016	101	18803	01171	DBI BUSINESS INTERIORS	405.69
10/20/2016	101	18804	00176	PATRICIA DEPRIEST	1,236.00
10/20/2016	101	18805	00201	ELHORN ENGINEERING COMPANY	1,825.25
10/20/2016	101	18806	00209	ETNA SUPPLY COMPANY	3,002.27
10/20/2016	101	18807	00231	FOUR SEASON'S EXTERMINATING	40.00
10/20/2016	101	18808	01514	GAWNE TRUCKING, INC.	23,316.80
10/20/2016	101	18809	00248	GILBOE'S LOCK & SAFE SERVICE	170.00
10/20/2016	101	18810	00249	GILL-ROY'S HARDWARE	17.18
10/20/2016	101	18811	01512	CRYSTAL HARSH	7.00
10/20/2016	101	18812	01094	ISABELLA COUNTY RECYCLING CENTER	10.00
10/20/2016	101	18813	00333	ISABELLA COUNTY ROAD COMMISSION	158,683.46
10/20/2016	101	18814	00356	KENNEDY INDUSTRIES, INC.	7,154.00
10/20/2016	101	18815	00360	KIMBALL MIDWEST	274.85
10/20/2016	101	18816	01482	KOPY KORNER	21.00
10/20/2016	101	18817	00362	KRAPOHL FORD & LINCOLN	83.90
10/20/2016	101	18818	01206	M T A ISABELLA CO CHAPTER	10.00
10/20/2016	101	18819	01506	MCKENNA ASSOCIATES	8,287.00
10/20/2016	101	18820	00418	MICHIGAN ELECTION RESOURCES	388.86
10/20/2016	101	18821	00422	MICHIGAN PIPE & VALVE	7,584.00
10/20/2016	101	18822	01513	MID MICHIGAN PLUMBING SERVICES	1,750.00
10/20/2016	101	18823	01508	MOUNT PLEASANT HOTELS LLC	10,762.40
10/20/2016	101	18824	00494	NORTH CENTRAL LABORATORIES	770.76
10/20/2016	101	18825	00497	NORTHERN INDUSTRIAL SUPPLY	4,826.70
10/20/2016	101	18826	00506	MEEKHOF TIRE SALES & SERVICE INC	15.06
10/20/2016	101	18827	00131	PERCEPTIVE CONTROLS, INC	6,024.16
10/20/2016	101	18828	00525	PICKARD STREET CAR WASH	94.00
10/20/2016	101	18829	00532	PLUMMER'S ENVIRONMENTAL SERV.	75,179.00
10/20/2016	101	18830	01293	SHAY WATER CO/CUSTOM COFFEE SERV	45.00
10/20/2016	101	18831	01254	LARRY M SOMMER	192.31
10/20/2016	101	18832	01446	THRUN LAW FIRM P.C.	2,465.40
10/20/2016	101	18833	01236	WEB ASCENDER	130.00
10/20/2016	101	18834	00710	WEBB CHEMICAL SERVICE	4,357.06

101 TOTALS:

Total of 43 Checks:	327,139.33
Less 0 Void Checks:	0.00
Total of 43 Disbursements:	327,139.33



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
10/13/2016	101	81 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	STREET LIGHTS 2010 S LINCOLN RD	1,599.99 47.32 <u>1,647.31</u>
10/20/2016	101	18793	01358	21ST CENTURY MEDIA-MICHIGAN	BYPASS PUMP BID AD/ BOARD MTNG MINUTES A	317.09
10/20/2016	101	18794	00043	ARROW UNIFORM	UNIFORMS UNIFORMS UNIFORMS UNIFORMS UNIFORMS	193.21 44.40 47.62 45.44 73.99 <u>404.66</u>
10/20/2016	101	18795	00075	AW DIRECT	OPERATING SUPPLIES	671.21
10/20/2016	101	18796	00084	B S & A SOFTWARE	ASSESSING MAPPING ASSISTANCE	400.00
10/20/2016	101	18797	00066	BILL'S CUSTOM FAB, INC.	OPERATING SUPPLIES	3.74
10/20/2016	101	18798	00095	C & C ENTERPRISES, INC.	PARKS CLEANING SUPPLIES PARKS SUPPLIES OPERATING SUPPLIES	78.00 13.95 159.50 <u>251.45</u>
10/20/2016	101	18799	00722	CHARTER TOWNSHIP OF UNION	WWTP SOLIDS BUILDING	824.00
10/20/2016	101	18800	00129	CMS INTERNET, LLC	SERVER REBOOT/OPTO IP ADDRESS CHANGE	522.50
10/20/2016	101	18801	00152	CORRPRO COMPANIES, INC	WATER TOWER CATHODIC INSPECTIONS	2,145.00
10/20/2016	101	18802	00155	COYNE OIL CORPORATION	GAS/FUEL	823.26
10/20/2016	101	18803	01171	DBI BUSINESS INTERIORS	COPY PAPER WASTE BASKET BOXES, CLIPS, CLEANER, KLEENEX, LABELS CASH REGISTER RECEIPT ROLLS	149.50 8.87 175.26 72.06 <u>405.69</u>
10/20/2016	101	18804	00176	PATRICIA DEPRIEST	FLEX MEDICAL REIMBURSEMENT 10-13-16	1,236.00
10/20/2016	101	18805	00201	ELHORN ENGINEERING COMPANY	CHLORINE	1,825.25
10/20/2016	101	18806	00209	ETNA SUPPLY COMPANY	SENSUS TOUCHPAD 4" METER - HOLIDAY INN HOOKUP CREDIT	407.29 3,450.00 (855.02) <u>3,002.27</u>
10/20/2016	101	18807	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INTERIOR / EXERIOR TREATMENTS	40.00
10/20/2016	101	18808	01514	GAWNE TRUCKING, INC.	SLUDGE HAULING - WWTP	23,316.80
10/20/2016	101	18809	00248	GILBOE'S LOCK & SAFE SERVICE	LOCK REPLACEMENT #5 LIFTSTATION	170.00
10/20/2016	101	18810	00249	GILL-ROY'S HARDWARE	WASP & HORNET SPRAY-PARKS	17.18
10/20/2016	101	18811	01512	CRYSTAL HARSH	DEPUTY TREASURER 1/2 HR WORK	7.00
10/20/2016	101	18812	01094	ISABELLA COUNTY RECYCLING CENTER	WWTP-MOTOR OIL DISPOSAL	10.00
10/20/2016	101	18813	00333	ISABELLA COUNTY ROAD COMMISSION	RIVER RD LINCOLN TO CRAWFORD RUBY ST PROJECT - PROGRESS BILLING #2	126,415.69 32,267.77 <u>158,683.46</u>
10/20/2016	101	18814	00356	KENNEDY INDUSTRIES, INC.	KOHL'S STATION #19 INVOICE #567544 PAID TWICE	7,334.00 (180.00)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						7,154.00
10/20/2016	101	18815	00360	KIMBALL MIDWEST	OPERATING SUPPLIES	274.85
10/20/2016	101	18816	01482	KOPY KORNER	BLDG PLANS FOR ALDI APPRAISAL	21.00
10/20/2016	101	18817	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE AND INSPECTION PARKS TRUCK	43.95 39.95
						83.90
10/20/2016	101	18818	01206	M T A ISABELLA CO CHAPTER	2016 MTA DUES	10.00
10/20/2016	101	18819	01506	MCKENNA ASSOCIATES	BLDG PLAN REVIEW SERVICES SEPT 2016 FEE STUDY AND RECOMMENDATIONS 1ST DRAFT	7,975.00 312.00
						8,287.00
10/20/2016	101	18820	00418	MICHIGAN ELECTION RESOURCES	ABSENTEE VOTER SUPPLIES	388.86
10/20/2016	101	18821	00422	MICHIGAN PIPE & VALVE	HOOKUP LABOR AND MATERIALS LEXINGTON RIDGE / WATER TAP MESSENGER WATER TAP	515.00 3,160.00 3,909.00
						7,584.00
10/20/2016	101	18822	01513	MID MICHIGAN PLUMBING SERVICES	LOCATE SEWER LEAD FOR HOOKUPS LOCATE SEWER LEAD FOR HOOKUPS FREEZE WTR LINE TO REPLACE SHUTOFF-2542 LOCATE SEWER LEAD FOR SEWER HOOKUPS LOCATE SEWER LEAD FOR SEWER HOOKUPS	500.00 500.00 300.00 200.00 250.00
						1,750.00
10/20/2016	101	18823	01508	MOUNT PLEASANT HOTELS LLC	WATER TAP REFUND	10,762.40
10/20/2016	101	18824	00494	NORTH CENTRAL LABORATORIES	LAB EQUIPMENT	770.76
10/20/2016	101	18825	00497	NORTHERN INDUSTRIAL SUPPLY	REPAIR DIGESTER BLOWER #3	4,826.70
10/20/2016	101	18826	00506	MEEKHOF TIRE SALES & SERVICE INC	TIRE REPAIR-PARKS MOWER	15.06
10/20/2016	101	18827	00131	PERCEPTIVE CONTROLS, INC	OPTO 22 ALARM UPGRADE	6,024.16
10/20/2016	101	18828	00525	PICKARD STREET CAR WASH	CAR WASH	94.00
10/20/2016	101	18829	00532	PLUMMER'S ENVIRONMENTAL SERV.	SEWER MANHOLE REHAB PROJECT	75,179.00
10/20/2016	101	18830	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER QUARTERLY RENTAL	45.00
10/20/2016	101	18831	01254	LARRY M SOMMER	FLEX DEP CARE REIMBURSEMENT 10-20-16	192.31
10/20/2016	101	18832	01446	THRUN LAW FIRM P.C.	MTT 15-002181 CHIP'S HOUSING LLC MTT 16-003774 ALDI INC MTT 16-003655 DARDEN RESTAURANT (MENARDS) MTT 16-003406 ARCP RL PORT IV LLC	1,728.80 179.60 324.60 232.40
						2,465.40
10/20/2016	101	18833	01236	WEB ASCENDER	TESTING USER CREDENTIALS / UPDATING	130.00
10/20/2016	101	18834	00710	WEBB CHEMICAL SERVICE	WWTP-CHLORIDE SOLUTION	4,357.06
<b>101 TOTALS:</b>						
Total of 43 Checks:						327,139.33
Less 0 Void Checks:						0.00
Total of 43 Disbursements:						327,139.33

<b>Charter Township of Union Payroll</b>
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**CHECK DATE: October 20, 2016**

**PPE: October 15, 2016**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	51,781.89
Employer Share Med		744.97
Employer Share SS		3,185.30
SUI		77.68
Pension-Employer Portion		4,928.03
Workers' Comp		527.52
Life/LTD		-
Dental		-
Health Care		-
Cobra/Flex Administration		105.20
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b><u>61,350.59</u></b>

**NOTE: PAYROLL TRANSFER NEEDED**




General Fund	\$	23,206.54
EDDA		-
WDDA		-
Sewer Fund		19,338.18
Water Fund		18,805.87
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b><u>61,350.59</u></b>

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - September 26, 2016 through October 2, 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			
	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			
	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	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	2
	321	EMS Call excluding Veh. Accident			18
	322	Motor Vehicle Acc. W/ Injuries			2
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			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 (natural gas or LPG)			2
	413	Oil of Combustible Liquid Spill			
	423	Refrigeration Leak			
	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		3		
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			1
	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		3	1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction		2	
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	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	4	10	34

	Emergency - MPFD
	Emergency - MPFD Secondary to MMR
	Non - Emergency

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - October 3, 2016 through October 9, 2016**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire	1	20	
	112	Fires in Structures other than a Building			
	113	Cooking Fire			2
	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			1
	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	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	3	3
	321	EMS Call excluding Veh. Accident	1	3	3
	322	Motor Vehicle Acc. W/ Injuries	1	2	1
	323	Motor Vehicle Acc/Pedestrian			2
	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 (natural gas or LPG)			2
	413	Oil of Combustible Liquid Spill			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	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			
	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			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			
	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			
	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			
	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	4	28	16
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 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency




## Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - October 10, 2016 through October 16, 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	15		
	114	Chimney or Flue Fire				
	116	Fuel Burner/Boiler Malfunction				
	131	Passenger Vehicle Fire	2	25		
	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				
	Overpressure Rupture, (No Fire)	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				
	321	EMS Call excluding Veh. Accident	1	3	1	
	322	Motor Vehicle Acc. W/ Injuries			2	
	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 (natural gas or LPG)				
	413	Oil of Combustible Liquid Spill				
	423	Refrigeration Leak				
	424	Carbon Monoxide Incident				
	440	Electric Wiring/Equipment Problem	1	2		
	441	Heat from Short Circuit				
	442	Overheated Motor				
443	Breakdown of Light Ballast					
444	Power Line Down			1		

	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			
	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	1	3	
	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			1
	745	Alarm System Act. - Unintentional	2	5	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	53	7
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-  Emergency - MPFD
-  Emergency - MPFD Secondary to MMR
-  Non - Emergency

**Policy:** 2.5 Financial Conditions and Activities  
**Type:** Internal  
**Occurrence:** Quarterly  
**Date:** September 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 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.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

**Compliance**

In compliance with policy as stated.

**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: September 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	\$ 3,010,793		
(Restricted-Const)	\$ (21,025)		
<b>GF Unrestricted</b>	<b>\$ 2,989,768</b>	<b>\$ 536,487</b>	<b>Yes</b>
Fire Fund	\$ 1,080,005		
(Fire Truck Reserve)	\$ (350,000)		
<b>FF Unrestricted</b>	<b>\$ 730,005</b>	<b>\$ 501,975</b>	<b>Yes</b>
EDDA	\$ 859,890		
Projects	\$ -0-		
<b>EDDA Unrestricted</b>	<b>\$ 859,890</b>	<b>\$ 140,950</b>	<b>Yes</b>
WDDA	\$ 839,995		
Projects	\$ -0-		
<b>WDDA Unrestricted</b>	<b>\$ 839,995</b>	<b>\$ 98,533</b>	<b>Yes</b>
Sewer Fund	\$ 3,003,530		
Savings 2004 Bond Reserve	\$ (175,871)		
Savings 2011 Bond Reserve	\$ (30,000)		
Savings 2011 Bond RPI Reserve	\$ (61,230)		
Savings 2013 Bond Reserve	\$ (60,000)		
Savings 2013 Bond RPI Reserve	\$ (10,521)		
<b>Sewer Fund Net</b>	<b>\$ 2,665,908</b>	<b>\$ 364,057</b>	<b>Yes</b>
<b>Water Fund</b>	<b>\$ 2,655,331</b>	<b>\$ 197,998</b>	<b>Yes</b>

**Compliance**

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 09/30/2016

DB: Union

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	USED
<b>Fund 101 - GENERAL FUND</b>					
<b>Revenues</b>					
101-000-402.000	CURRENT PROPERTY TAX	(282,008.53)	305,187.00	(301,614.13)	98.83
101-000-402.001	PROPERTY TAX REFUNDS-MTT	3,244.14	(10,000.00)	262.61	2.63
101-000-402.002	PILOT TAX	(2,927.50)	4,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(79.29)	50.00	2,103.68	4,207.36)
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	(389.38)	0.00	(713.54)	100.00
101-000-425.000	MOBILE HOME PARK TAX	(2,233.00)	2,250.00	(1,333.00)	59.24
101-000-445.000	INTEREST ON TAXES	(19.46)	50.00	1,009.83	2,019.66)
101-000-446.000	3% OR 4% PENALTY ON TAX	(3,234.90)	4,000.00	(20,981.00)	524.53
101-000-447.000	ADMIN FEE-PROPERTY TAX	(137,379.07)	135,000.00	(146,553.40)	108.56
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	1,712.03	0.00	202.14	100.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	(7,800.00)	8,000.00	(7,765.00)	97.06
101-000-447.100	ADMIN FEE-PRIOR YEARS	0.00	0.00	93.85	100.00
101-000-475.000	CABLE TV	(80,463.35)	75,000.00	(39,947.33)	53.26
101-000-476.000	BUILDING PERMITS	(128,839.00)	75,000.00	(61,120.74)	81.49
101-000-477.000	RENTAL INSPECTION FEES	(79,252.50)	80,125.00	(78,464.50)	97.93
101-000-478.000	DOG LICENSE REVENUE	(1.00)	15.00	(3.00)	20.00
101-000-479.000	ZONING PERMITS	(54,876.00)	40,000.00	(8,310.00)	20.78
101-000-574.000	STATE REVENUE SHARING	(1,005,548.00)	994,145.00	(493,561.00)	49.65
101-000-574.100	LIQUOR STATE REVENUE SHARING	(11,567.05)	10,000.00	(11,679.80)	116.80
101-000-574.200	METRO ANNUAL MAINT. FEE	(6,100.56)	6,250.00	(7,749.49)	123.99
101-000-609.000	CONSTR PLAN REVIEW FEES	0.00	0.00	(625.00)	100.00
101-000-626.000	COPIES	(14.75)	5.00	0.00	0.00
101-000-627.000	SERVICES RENDERED FOR EDDA	(8,007.94)	11,000.00	0.00	0.00
101-000-628.000	LAND DIVISIONS	(1,100.00)	500.00	(400.00)	80.00
101-000-630.000	WEED ABATEMENT SERVICES	(344.25)	500.00	(950.75)	190.15
101-000-655.000	FINES & FORFEITURES	(1,356.76)	1,500.00	(919.05)	61.27
101-000-665.000	INTEREST EARNED	(14,712.55)	10,000.00	(16,597.85)	165.98
101-000-667.000	RENT - JAMESON HALL	(9,590.00)	4,500.00	(4,440.00)	98.67
101-000-667.100	RENT - McDONALD PARK PAVILION	(1,180.00)	1,250.00	(1,400.00)	112.00
101-000-667.200	RENT - JAMESON PAVILION	(580.00)	750.00	(420.00)	56.00
101-000-667.300	LEASES	(900.00)	900.00	(900.00)	100.00
101-000-671.000	OTHER REVENUE	(4,478.20)	750.00	(9,127.74)	1,217.03
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	(17,487.34)	15,000.00	(12,577.17)	83.85
101-000-673.000	GAIN ON SALE OF FIXED ASSETS	0.00	0.00	(6,500.00)	100.00
<b>TOTAL Revenues</b>		<b>(1,857,514.21)</b>	<b>1,775,727.00</b>	<b>(1,230,981.38)</b>	<b>69.32</b>
<b>Expenditures</b>					
101	TRUSTEES	90,978.60	115,643.00	66,938.99	57.88
171	SUPERVISOR	27,730.38	28,598.00	24,633.77	86.14
172	TWP MANAGER	40,740.73	34,385.00	38,947.07	113.27
191	ACCOUNTING/GEN ADMINISTRATION	137,063.77	152,637.00	111,934.73	73.33
215	CLERK	27,423.37	31,854.00	35,206.00	110.52
228	INFORMATION TECHNOLOGY	33,765.97	45,000.00	27,085.86	60.19
247	BOARD OF REVIEW	3,649.86	5,949.00	4,400.04	73.96
253	TREASURER	33,598.44	31,521.00	19,286.50	61.19
257	ASSESSOR	214,253.16	201,852.00	156,539.88	77.55
262	ELECTIONS	5,268.89	12,620.00	19,168.45	151.89
265	TWP HALL & GROUNDS	56,899.24	62,600.00	41,957.55	67.02
266	LEGAL/ATTORNEY	2,445.00	10,000.00	18,022.85	180.23
330	LIQUOR CONTROL	10,565.92	11,753.00	7,870.35	66.96
371	BUILDING	48,114.60	52,109.00	50,222.44	96.38
372	ZONING	47,179.91	45,663.00	37,533.56	82.20
373	RENTAL INSPECTIONS	157,320.03	171,663.00	100,004.84	58.26
441	PUBLIC WORKS	268,752.87	770,750.00	344,413.00	44.69
721	PLANNING	18,376.35	28,607.00	5,374.69	18.79
722	ZONING BOARD OF APPEALS	2,980.46	4,788.00	637.84	13.32
751	PARKS & RECREATION	165,700.13	133,457.00	95,823.45	71.80
901	CAPITAL OUTLAY	62,899.35	174,500.00	44,321.13	25.40
966	CONTINGENCY	0.00	20,000.00	0.00	0.00
<b>TOTAL Expenditures</b>		<b>1,455,707.03</b>	<b>2,145,949.00</b>	<b>1,250,322.99</b>	<b>58.26</b>
<b>Fund 101 - GENERAL FUND:</b>					
TOTAL REVENUES		1,857,514.21	1,775,727.00	1,230,981.38	69.32
TOTAL EXPENDITURES		1,455,707.03	2,145,949.00	1,250,322.99	58.26
NET OF REVENUES & EXPENDITURES		401,807.18	(370,222.00)	(19,341.61)	5.22



GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT USED
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	
Fund 206 - FIRE FUND					
Revenues					
206-000-402.000	CURRENT REAL PROPERTY TAX	(592,306.92)	610,374.00	(603,580.60)	98.89
206-000-402.001	PROPERTY TAX REFUNDS-MTT	6,814.31	(25,000.00)	539.68	2.16
206-000-402.002	PILOT TAX	(5,855.01)	7,500.00	0.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	0.00	39.04	100.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	(360.57)	0.00	(561.71)	100.00
206-000-445.000	INTEREST ON TAXES	(40.93)	25.00	0.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	(61,917.40)	60,776.00	(60,775.00)	100.00
206-000-600.300	FIRE PROTECTION - WDDA	(39,022.56)	37,953.00	(37,316.28)	98.32
206-000-665.000	INTEREST EARNED	(5,022.57)	3,500.00	(5,563.55)	158.96
TOTAL Revenues		(697,711.65)	695,128.00	(707,218.42)	101.74
Expenditures					
336	FIRE DEPARTMENT	654,900.00	669,300.00	669,300.00	100.00
966	CONTINGENCY	0.00	25,828.00	0.00	0.00
TOTAL Expenditures		654,900.00	695,128.00	669,300.00	96.28
Fund 206 - FIRE FUND:					
TOTAL REVENUES		697,711.65	695,128.00	707,218.42	101.74
TOTAL EXPENDITURES		654,900.00	695,128.00	669,300.00	96.28
NET OF REVENUES & EXPENDITURES		42,811.65	0.00	37,918.42	100.00

User: SHERRIE

PERIOD ENDING 09/30/2016

DB: Union

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT USED
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	
<b>Fund 248 - EDDA OPERATING</b>					
<b>Revenues</b>					
248-000-402.000	CURRENT PROPERTY TAX	(414,711.78)	426,099.00	(426,383.74)	100.07
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00	(5,000.00)	0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	(67.84)	0.00	(2,143.16)	100.00
248-000-665.000	INTEREST EARNED	(3,607.75)	1,000.00	(1,471.02)	147.10
248-000-671.000	OTHER REVENUE	(263.50)	500.00	(101.09)	20.22
<b>TOTAL Revenues</b>		<b>(418,650.87)</b>	<b>422,849.00</b>	<b>(430,099.01)</b>	<b>101.71</b>
<b>Expenditures</b>					
248-000-702.000	SALARY	0.00	4,556.00	0.00	0.00
248-000-714.000	EMPLR FICA CONTR	0.00	282.00	0.00	0.00
248-000-715.000	EMPLR MEDICARE CONTR	0.00	66.00	0.00	0.00
248-000-716.000	UNEMPLOYMENT	0.00	228.00	0.00	0.00
248-000-717.000	EMPLR RETIREMENT CONTR	0.00	342.00	0.00	0.00
248-000-718.000	WORKER'S COMP	0.00	46.00	0.00	0.00
248-000-728.000	OFFICE SUPPLIES	54.91	75.00	0.00	0.00
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	56,934.99	13,500.00	8,341.67	61.79
248-000-801.003	SIDEWALK SNOWPLOWING	0.00	5,000.00	5,175.00	103.50
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00	5,000.00	0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00	2,500.00	5,314.56	212.58
248-000-801.006	TWP STAFF PROJECT HOURS	0.00	12,000.00	0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	25.00	17,000.00	14,937.50	87.87
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00	5,000.00	5,000.00	100.00
248-000-826.000	LEGAL FEES	330.00	1,000.00	0.00	0.00
248-000-900.000	PUBLISHING & PUBLICATIONS	0.00	250.00	193.00	77.20
248-000-914.000	LIABILITY	1,350.00	1,400.00	1,125.00	80.36
248-000-920.000	UTILITIES	8,627.58	15,000.00	6,941.17	46.27
248-000-920.100	WATER & SEWER QTR. BILLING	11,134.09	12,500.00	10,460.81	83.69
248-000-940.000	LEASE/RENT	595.83	600.00	687.50	114.58
248-000-955.000	MISC.	516.22	500.00	0.00	0.00
248-000-976.200	DISTRICT PROJECTS	0.00	150,228.00	0.00	0.00
248-000-976.204	ENTERPRISE PARK SEWER RELINING	44,978.80	100,000.00	0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	11,620.00	15,000.00	6,988.66	46.59
248-000-976.211	ENTERPRISE PARK DRAINAGE	137,582.00	0.00	0.00	0.00
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	986,560.78	0.00	384,405.04	100.00
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,917.40	60,776.00	60,775.00	100.00
<b>TOTAL Expenditures</b>		<b>1,322,227.60</b>	<b>422,849.00</b>	<b>510,344.91</b>	<b>120.69</b>
<b>Fund 248 - EDDA OPERATING:</b>					
<b>TOTAL REVENUES</b>		<b>418,650.87</b>	<b>422,849.00</b>	<b>430,099.01</b>	<b>101.71</b>
<b>TOTAL EXPENDITURES</b>		<b>1,322,227.60</b>	<b>422,849.00</b>	<b>510,344.91</b>	<b>120.69</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(903,576.73)</b>	<b>0.00</b>	<b>(80,245.90)</b>	<b>100.00</b>

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT USED
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	
<b>Fund 250 - WDDA OPERATING</b>					
<b>Revenues</b>					
250-000-402.000	CURRENT PROPERTY TAX	(499,594.05)	503,698.00	(457,662.49)	90.86
250-000-402.001	PROPERTY TAX REFUNDS-MTT	1,038.41	(4,000.00)	8,337.74	208.44
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	(281.65)	0.00	(333.99)	100.00
250-000-665.000	INTEREST EARNED	(1,306.34)	750.00	(1,278.84)	170.51
250-000-699.100	FUND BALANCE / CARRY OVER	0.00	94,900.00	0.00	0.00
<b>TOTAL Revenues</b>		<b>(500,143.63)</b>	<b>595,598.00</b>	<b>(450,937.58)</b>	<b>75.71</b>
<b>Expenditures</b>					
250-000-702.000	SALARY	0.00	4,556.00	0.00	0.00
250-000-714.000	EMPLR FICA CONTR	0.00	282.00	0.00	0.00
250-000-715.000	EMPLR MEDICARE CONTR	0.00	66.00	0.00	0.00
250-000-716.000	UNEMPLOYMENT	0.00	228.00	0.00	0.00
250-000-717.000	EMPLR RETIREMENT CONTR	0.00	342.00	0.00	0.00
250-000-718.000	WORKER'S COMP	0.00	46.00	0.00	0.00
250-000-728.000	OFFICE SUPPLIES	0.00	125.00	0.00	0.00
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	0.00	0.00
250-000-826.000	LEGAL FEES	0.00	500.00	0.00	0.00
250-000-955.000	MISC.	0.00	250.00	0.00	0.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00	300,000.00	0.00	0.00
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,022.56	37,953.00	37,316.28	98.32
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	220,000.00	250,750.00	220,000.00	87.74
<b>TOTAL Expenditures</b>		<b>259,022.56</b>	<b>595,598.00</b>	<b>257,316.28</b>	<b>43.20</b>
<b>Fund 250 - WDDA OPERATING:</b>					
<b>TOTAL REVENUES</b>		<b>500,143.63</b>	<b>595,598.00</b>	<b>450,937.58</b>	<b>75.71</b>
<b>TOTAL EXPENDITURES</b>		<b>259,022.56</b>	<b>595,598.00</b>	<b>257,316.28</b>	<b>43.20</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>241,121.07</b>	<b>0.00</b>	<b>193,621.30</b>	<b>100.00</b>

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
<b>Fund 288 - TRIBAL 2% GRANTS FUND</b>					
<b>Revenues</b>					
288-000-502.006	RIVER RD-WHITEVILLE TO LINCOLN	(104,717.00)	0.00	0.00	0.00
288-000-502.007	RIVER RD-LINCOLN TO CRAWFORD	(94,947.00)	0.00	0.00	0.00
288-000-665.000	INTEREST EARNED	(1,080.81)	0.00	(888.05)	100.00
288-000-699.005	BROADWAY RD. PROJECT BALANCE	0.00	475,178.00	0.00	0.00
288-000-699.007	RIVER RD. LINCOLN -CRAWFORD BALANCE	0.00	104,717.00	0.00	0.00
<b>TOTAL Revenues</b>		<b>(200,744.81)</b>	<b>579,895.00</b>	<b>(888.05)</b>	<b>0.15</b>
<b>Expenditures</b>					
288-000-971.005	BROADWAY RD. ISABELLA TO 127	0.00	475,178.00	475,178.00	100.00
288-000-971.006	RIVER RD-WHITEVILLE TO LINCOLN	96,135.36	0.00	0.00	0.00
288-000-971.007	RIVER RD. LINCOLN - CRAWFORD	0.00	104,717.00	94,947.00	90.67
<b>TOTAL Expenditures</b>		<b>96,135.36</b>	<b>579,895.00</b>	<b>570,125.00</b>	<b>98.32</b>
<b>Fund 288 - TRIBAL 2% GRANTS FUND:</b>					
<b>TOTAL REVENUES</b>		<b>200,744.81</b>	<b>579,895.00</b>	<b>888.05</b>	<b>0.15</b>
<b>TOTAL EXPENDITURES</b>		<b>96,135.36</b>	<b>579,895.00</b>	<b>570,125.00</b>	<b>98.32</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>104,609.45</b>	<b>0.00</b>	<b>(569,236.95)</b>	<b>100.00</b>

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT USED
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	
<b>Fund 590 - SEWER FUND</b>					
<b>Revenues</b>					
590-000-456.000	HOOKUP FEE	(171,650.50)	50,000.00	(197,252.73)	394.51
590-000-627.000	SERVICE	(1,249,430.11)	1,249,656.00	(939,842.45)	75.21
590-000-627.100	DELINQUENT SEWER	0.00	4,500.00	3,277.87	(72.84)
590-000-628.000	INSPECTIONS	0.00	0.00	(1,200.00)	100.00
590-000-655.000	FINES & FORFEITURES	(35,941.84)	12,500.00	(23,062.39)	184.50
590-000-665.000	INTEREST EARNED	(12,293.58)	6,000.00	(13,412.57)	223.54
590-000-665.003	INTEREST EARNED - BOND RESERVES	(253.35)	0.00	(467.84)	100.00
590-000-669.001	INTEREST EARNED - SPECIAL ASSESSMENTS	(4,699.43)	7,101.00	0.00	0.00
590-000-670.000	DEBT RETIREMENT	(1,059,341.23)	1,060,162.00	(795,786.43)	75.06
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	(2,700.00)	1,000.00	(1,050.00)	105.00
590-000-671.000	OTHER REVENUE	(2,876.08)	500.00	(6,755.83)	1,351.17
590-000-672.500	REVENUE-SPECIAL ASSESS	0.00	22,292.00	(23,761.93)	106.59
590-000-673.000	GAIN ON SALE OF FIXED ASSETS	(554.21)	250.00	(9,138.00)	3,655.20
590-000-699.100	FUND BALANCE / CARRY OVER	0.00	700,000.00	0.00	0.00
<b>TOTAL Revenues</b>		<b>(2,539,740.33)</b>	<b>3,113,961.00</b>	<b>(2,008,452.30)</b>	<b>64.50</b>
<b>Expenditures</b>					
529	O & M EXPENDITURES	452,551.03	604,314.00	381,181.62	63.08
530	SEWER LIFT STATIONS	29,355.77	273,000.00	60,215.69	22.06
588	VEHICLE EXPENDITURES	15,158.96	50,600.00	31,410.32	62.08
611	WWTP	771,227.20	993,210.00	538,695.09	54.24
890	CONTINGENCY	0.00	229,615.00	0.00	0.00
906	DEBT SERVICE	313,552.74	263,222.00	187,520.19	71.24
960	DEPRECIATION EXPENSE	574,614.18	700,000.00	0.00	0.00
<b>TOTAL Expenditures</b>		<b>2,156,459.88</b>	<b>3,113,961.00</b>	<b>1,199,022.91</b>	<b>38.50</b>
<b>Fund 590 - SEWER FUND:</b>					
<b>TOTAL REVENUES</b>		<b>2,539,740.33</b>	<b>3,113,961.00</b>	<b>2,008,452.30</b>	<b>64.50</b>
<b>TOTAL EXPENDITURES</b>		<b>2,156,459.88</b>	<b>3,113,961.00</b>	<b>1,199,022.91</b>	<b>38.50</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>383,280.45</b>	<b>0.00</b>	<b>809,429.39</b>	<b>100.00</b>

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT USED
		12/31/2015 DR (CR)	AMENDED BUDGET	BALANCE DR (CR)	
<b>Fund 591 - WATER FUND</b>					
<b>Revenues</b>					
591-000-450.000	WATER SALES	(1,287,032.18)	1,219,802.00	(1,022,051.27)	83.79
591-000-450.100	BULK WATER SALES	(1,020.00)	2,500.00	(3,229.00)	129.16
591-000-450.200	FINAL READ	(1,785.00)	1,250.00	(1,395.00)	111.60
591-000-450.300	TURN-OFF	(3,150.00)	1,500.00	(1,730.00)	115.33
591-000-452.000	LATERALS	(2,937.60)	5,000.00	(5,946.96)	118.94
591-000-454.000	BENEFIT FEES	(38,955.00)	5,000.00	(39,224.25)	784.49
591-000-459.000	REVENUE-HOOK UP FEE	(78,499.90)	50,000.00	(98,743.80)	197.49
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	50.00	0.00	0.00
591-000-628.000	INSPECTIONS	0.00	1,250.00	(1,700.00)	136.00
591-000-628.100	REVENUE-FIRE HYDRANT MAINT.	0.00	1,000.00	0.00	0.00
591-000-655.000	FINES & FORFEITURES	(21,103.64)	12,500.00	(15,100.41)	120.80
591-000-665.000	INTEREST EARNED	(13,097.10)	10,000.00	(13,284.84)	132.85
591-000-667.300	LEASES - TOWER RENTAL	(40,118.65)	40,000.00	(27,109.52)	67.77
591-000-669.001	INTEREST EARNED-SPEC ASSESS	(9,772.80)	6,911.00	(31.96)	0.46
591-000-671.000	OTHER REVENUE	(21,180.65)	1,000.00	(2,726.21)	272.62
591-000-672.500	REVENUE-SPECIAL ASSESS	(30,817.56)	9,682.00	(15,038.82)	155.33
591-000-673.000	GAIN ON SALE OF FIXED ASSETS	(1,594.79)	500.00	(598.00)	119.60
591-000-699.100	FUND BALANCE / CARRY OVER	0.00	300,000.00	0.00	0.00
<b>TOTAL Revenues</b>		<b>(1,551,064.87)</b>	<b>1,667,945.00</b>	<b>(1,247,910.04)</b>	<b>74.82</b>
<b>Expenditures</b>					
536	WATER O & M	856,339.92	887,285.00	706,220.32	79.59
537	WATER WELLS	8,310.06	37,000.00	39,168.90	105.86
538	TREATMENT PLANT	47,221.20	76,000.00	57,067.13	75.09
539	WATER TOWER	13,550.71	75,000.00	11,675.92	15.57
588	VEHICLE EXPENDITURES	12,768.90	47,000.00	32,158.08	68.42
890	CONTINGENCY	0.00	179,955.00	0.00	0.00
906	DEBT SERVICE	68,786.48	65,705.00	65,705.00	100.00
960	DEPRECIATION EXPENSE	292,742.39	300,000.00	0.00	0.00
<b>TOTAL Expenditures</b>		<b>1,299,719.66</b>	<b>1,667,945.00</b>	<b>911,995.35</b>	<b>54.68</b>
<b>Fund 591 - WATER FUND:</b>					
<b>TOTAL REVENUES</b>		<b>1,551,064.87</b>	<b>1,667,945.00</b>	<b>1,247,910.04</b>	<b>74.82</b>
<b>TOTAL EXPENDITURES</b>		<b>1,299,719.66</b>	<b>1,667,945.00</b>	<b>911,995.35</b>	<b>54.68</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>251,345.21</b>	<b>0.00</b>	<b>335,914.69</b>	<b>100.00</b>

**Policy:** 4.3 Delegation to the Township Manager and Management Team  
**Type:** Internal  
**Occurrence:** Annual  
**Date:** October 2016

**Policy Wording**

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

**Use this evaluation form for discussion at the Board of Trustees Meeting on October 26th 2016.**

**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?