



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**January 25, 2017**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions
10. CONSENT AGENDA
  - A. Communications
    - EDA & Planning Commission Minutes
  - B. Minutes – January 11, 2017- regular meeting
  - C. Bills
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. 2.5 Financial Condition & Activities
  - H. 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
  - A. Discussion / Action: (K. Smith): Adoption of MDOT Performance Resolution for Governmental Agencies
  - B. Discussion / Action: (P. Depriest): Board of Review Appointment
12. MANAGER COMMENTS
13. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT



## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Phil	Squatrito	2/15/2017
2-BOT Representative	Norm	Woerle	11/20/2020
3	Rick	McGuirk	2/15/2016 <sup>1</sup>
4	Brandon	LaBelle	2/15/2017
5	Erik	Robinette	2/15/2018
6	Alex	Fuller	2/15/2017
7	Dwayne	Strachan	2/15/2018
8	Bryan	Mielke	2/15/2018
9	John	Zerbe	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1-Chair	Ronald	Mclvor	12/31/2018
2	James	Thering	12/31/2018
3	Brian	Neyer	12/31/2018
Citizens Task Force on Sustainability (4 Members)			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
1	Colin	Herron	12/31/2017
2	Richard	Klumpp	12/31/2017
3	Andy	Theisen	12/31/2017
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2017
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019

<sup>1</sup> Per section 5.003 of the ordinance, member holds office until successor is appointed

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Wednesday, November 09, 2016**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 12:04 pm.

**ROLL CALL**

Present: Kequom, Perry, Alwood, Elmore, Chowdhary, Johnson, Smith, Zalud

Absent: Figg, Hunter, Bacon

Others Present: Mark Stuhldreher, Township Manager; Angela Schofield, Building Dept. Clerk

**APPROVAL OF AGENDA**

MOTION by Johnson SUPPORTED by Alwood to approve the agenda as presented. MOTION CARRIED 8-0.

**APPROVAL OF MINUTES**

MOTION by Johnson SUPPORTED by Perry to approve minutes from the October 18, 2016 meeting as presented.

MOTION CARRIED 8-0.

**PUBLIC COMMENT** – None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Discussion was held on the accounts payable, vendors and the need for formal service agreements. Manager Stuhldreher stated he was looking to get formal agreements in place for 2017. The following EDA vendors were identified: Doug's Small Engine, Pleasant Thyme, Wilson Lawn Care and Central Michigan Irrigation.

**ACTION ITEM:** The Board requested administration bid out all 2017 contracts.

MOTION by Zalud SUPPORTED by Chowdhary to approve the East EDA payables in the amount of \$19,123.65 as presented. MOTION CARRIED 8-0.

The Board reviewed the financial statements, as well as the report format. Manager Stuhldreher recommended implementing revisions to the balance sheet and income statement report format.

The Financials were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

**1. 2017 EDA BUDGET APPROVAL/RECOMMENDATION TO BOARD OF TRUSTEES**

The 2017 recommended budget was reviewed including discussion of the EDA project list for both the East and West EDA. There were no capital projects budgeted in the East EDA for 2017, as they have not yet been identified. A budget amendment will be made when projects are identified. Mr. Zalud suggested looking at leveraging, seeking available grants for the Lincoln Road project budgeted for the West EDA. Manager Stuhldreher informed the Board that only one contract for the Lincoln Road project has been executed with the County in the amount of \$172,000, \$300,000 has been allocated for the project and additional contracts will be needed.

MOTION by Alwood SUPPORTED by Perry for approval and adoption of the FY 2017 Budget for the East DDA Fund, West DDA Fund, and the West DDA G/O Debt Fund with recommendation of adoption to the Township Board of Trustees. MOTION CARRIED 8-0.

**2. APPROVAL OF FY 2016 BUDGET AMENDMENT**

Manager Stuhldreher outline the proposed 2016 budget amendment, discussion was held on the evolution of the existing project list, and future projects.

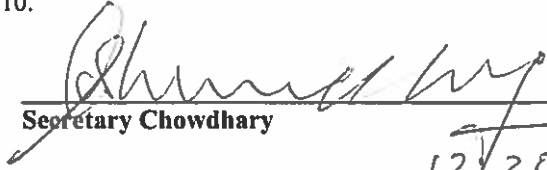
MOTION by Zalud SUPPORTED by Elmore to approve the FY 2016 Budget Amendment for the East DDA Fund, West DDA Fund, and the West DDA G/O Debt Fund and to further recommend approval to the Township Board of Trustees. MOTION CARRIED 8-0.

**PENDING BUSINESS**

1. BOARD APPOINTMENTS/TERMS – IN PROCESS, NO UPDATES
3. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES

Meeting was adjourned by Chairman Kequom at 1:10.

APPROVED BY

  
Secretary Chowdhary  
12/20/16

(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 December 20, 2016 at the Township Hall.

**Meeting was called to order at 7:02 p.m.**

**Roll Call**

**Present:** Fuller, Mielke, Robinette, Squatrito, Strachan, and Woerle

**Excused:** LaBelle, McGuirk & Zerbe

**Others Present**

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

**Approval of Minutes**

**Robinette** moved **Mielke** supported the approval of the November 15, 2016 meeting minutes as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Correspondence / Reports**

Board of Trustees – **Woerle** updated that he was named the Board of Trustee Representative to the Planning Commission and **Bryan Mielke** was named the Planning Commission Representative to the Zoning Board of Appeals.

ZBA – **Mielke** updated on approved sign variance for ICCU at December 14, 2016 meeting.

**Approval of Agenda**

**Fuller** moved **Woerle** supported approval of the agenda as presented. **Vote: Ayes: 6 Nays 0. Motion carried.**

**Public Comment** – Open 7:12 p.m.

No comments.

**New Business**

**A. Public Hearing: REZ 2016-01 Robert Myers / Rezone from R1 to AG**  
**Location: 2260 E. Remus Rd.**

Peter Gallinat gave a brief history: The property is currently zoned is R1 (Rural Residential District). Adjacent zoning of the property (R1 to the North, R1 to the East, I1 to the West across the highway, I1 to the South). The Township's future land use/intent is Agriculture A2.

Public Notice was read by Township Planner, Gallinat

Public Hearing open 7:19 p.m.

No comments.

**B. REZ 2016-01 Robert Myers / Rezone from R1 to AG**  
**Location: 2260 E. Remus Rd.**

Woody Woodruff represented the applicant, Robert Myers, in the rezoning request REZ 2016-01. He stated that the applicant currently has a one family dwelling with an existing accessory building on the property. The applicant desires a second accessory building; he acknowledged section 4.1 from the zoning ordinance allows this convenience.

Discussion was held by the Planning Commissioners.

**Robinette** moved **Strachan** supported to recommend REZ 2016-01 Robert Myers / Rezone from R1 to AG to the Board of Trustees as this rezone remains harmonious to the surrounding property, this convenience is allowed to the property owner found in section 4.1 in the zoning ordinance, and the future land use shows this property to be zoned AG. **Vote: Ayes: 6 Nays 0. Motion carried.**

**A. Adoption of the 2017 Planning Commission Meeting Schedule**

**Woerle** moved **Robinette** supported to approve the 2017 Planning Commission Meeting Schedule. **Vote: Ayes: 6 Nays 0. Motion carried.**

**Old Business**

Down shield Lighting was brought up by the Commissioners requesting to have the Planner, Peter Gallinat, draft an ordinance. Per the request of the Planning Commission, Township Manager, Mark Stuhldreher addressed the Commissioners to answer sub-committee questions. Discussion by Commissioners resulted in a sub-committee (Mielke & Squattrito) to work with Peter Gallinat to draft a lighting ordinance with the anticipation it will presented at the February 2017 meeting.

**Other Business**

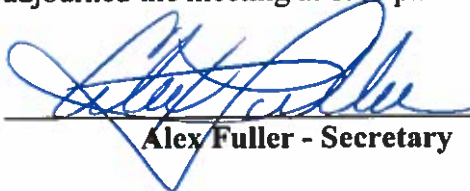
Peter Gallinat mentioned a special meeting to be set up to include LSL (Master Plan update) and the Board of Trustees to work on the Master Plan. Peter will work with LSL and the Board of Trustees to set the Special Meeting.

**Extended Public Comment** –open 8:40 p.m.

No comments.

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:40 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 January 11, 2017 at 7:00 p.m. at Union Township Hall.

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

#### Roll Call

Present: Supervisor Gunning, Clerk Cody, Trustees B. Hauck, Lannen, Mikus and Woerle

Excused: Treasurer Rice

#### Approval of Agenda

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

#### Presentations

#### Public Hearings

No Public Hearings.

#### Public Comment - open 7:16 p.m.

Jim Horton of the 4<sup>th</sup> District County Commission updated the board on the county government.

#### Reports/Board Comments

**Mikus** – Updates from the Sustainability Committee.

**Lannen** – Commented on annual Road Commission Meeting and MTA Meeting.

**Gunning** nominated Jay Kahn to the Sustainability Committee, **Mikus** moved **Woerle** supported to appoint Jay Kahn to the Sustainability Committee, term ending 12/31/2018. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Gunning** nominated Phil Mikus for reappointment to the Sustainability Committee, **Woerle** moved **Lannen** supported to re-appoint Phil Mikus to the Sustainability Committee, term ending 11/20/20. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Gunning** nominated Laura Coffee for reappointment to the Sustainability Committee, **Mikus** moved **Lannen** supported to re-appoint Laura Coffee to the Sustainability Committee, term ending 12/31/2018. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Gunning** nominated Mike Lyon for reappointment to the Sustainability Committee, **Mikus** moved **B. Hauck** supported to re-appoint Mike Lyon to the Sustainability Committee, term ending 12/31/2018. **Vote: Ayes: 6 Nays: 0. Motion carried.**

#### Consent Agenda

- A. Communications
- B. Minutes December 21, 2016 – Regular Meeting
- C. Payroll
- D. Bills
- E. Meeting Pay
- F. Fire Reports

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

## BOARD AGENDA

### **A. Discussion / Action: (Woerle) Appointments of Board Members to serve as Representatives to selected Community Boards**

**B. Hauck** moved **Woerle** supported to appoint Supervisor Gunning to the Economic Development Authority (Meets 2<sup>nd</sup> Tuesday of the month at 4 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Mikus** moved **B. Hauck** supported to appoint Supervisor Gunning to the Intergovernmental Liaison Team (County, City, Township; this group meets on an ad-hoc basis). **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Woerle** moved **Lannen** supported to appoint Trustee B. Hauck to the Isabella County Road Commission (Meets 2<sup>nd</sup> Thursday of the month at 8:30 a.m. and the 4<sup>th</sup> Thursday of the month at 6:00 p.m.). **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Mikus** moved **Woerle** supported to appoint Trustee Lannen to the Isabella County Commission (Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:00 p.m.). **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Lannen** moved **Woerle** supported to appoint Clerk Cody to the Mt. Pleasant City Commission (Meets 2<sup>nd</sup> and 4<sup>th</sup> Monday of the Month at 7:00 p.m.). **Vote: Ayes: 6 Nays: 0. Motion carried.**

### **B. Discussion / Action: (Woerle) Establish goals, objectives, and priorities for projects to be addressed in 2017**

Discussion by the Board of Trustees, no action taken.

## MANAGER COMMENTS

Reminded the Trustees that Agenda items (to be added to upcoming Agendas) need to be received by the Wednesday prior to a Board Meeting; Out of office 1/16/17 to 1/20/17, Sherrie Teall will be the acting Township Manager. Updated the Board on various topics: tree concerns at the Mt. Pleasant airport, awaiting executive summary on completed traffic summary, sending out doodle poll to set date with Sue Radwan to discuss Policy Governance.

## EXTENDED PUBLIC COMMENT - Open 9:11 p.m.

No Comments.

## FINAL BOARD MEMBER COMMENTS

Woerle – Commented on promoting Township goals.

Gunning – Shared Community Foundation presentation on January 24, 2017, inviting Trustees to attend.

## ADJOURNMENT

**Cody** moved **Mikus** supported to adjourn the meeting at 9:11 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

\_\_\_\_\_  
Lisa Cody, Clerk

\_\_\_\_\_  
Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)



Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
01/13/2017	101	96 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2,535.31
01/25/2017	101	19035	00043	ARROW UNIFORM	171.11
01/25/2017	101	19036	00722	CHARTER TOWNSHIP OF UNION	4,305.97
01/25/2017	101	19037	00155	COYNE OIL CORPORATION	1,398.98
01/25/2017	101	19038	00209	ETNA SUPPLY COMPANY	6,353.00
01/25/2017	101	19039	01221	ANDREW FUSSMAN	5.40
01/25/2017	101	19040	00261	GRAINGER	907.65
01/25/2017	101	19041	00266	HACH COMPANY	1,133.80
01/25/2017	101	19042	00318	INTERNATIONAL CODE COUNCIL INC	55.00
01/25/2017	101	19043	01172	LEADING EDGE MENTORING	144.00
01/25/2017	101	19044	01420	MECOSTA CO ASSESSORS ASSOC	50.00
01/25/2017	101	19045	00494	NORTH CENTRAL LABORATORIES	192.49
01/25/2017	101	19046	00497	NORTHERN INDUSTRIAL SUPPLY	163.09
01/25/2017	101	19047	00597	SHERWIN WILLIAMS	38.69
01/25/2017	101	19048	00629	STU'S ELECTRIC MOTOR	68.00
01/25/2017	101	19049	01371	TRACKER SOFTWARE CORPORATION INC	1,977.00
01/25/2017	101	19050	01257	JOSH WALDRON	10.70
01/25/2017	101	19051	00703	WASTE MANAGEMENT OF MICHIGAN, INC	1,093.95
01/25/2017	101	19052	01236	WEB ASCENDER	90.00

101 TOTALS:

Total of 19 Checks:	20,694.14
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	<u>20,694.14</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
01/13/2017	101	96 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD STREET LIGHTS 2010 S LINCOLN RD #GUL	935.91 1,553.87 45.53 <u>2,535.31</u>
01/25/2017	101	19035	00043	ARROW UNIFORM	UNIFORMS UNIFORMS UNIFORMS	76.87 47.12 47.12 <u>171.11</u>
01/25/2017	101	19036	00722	CHARTER TOWNSHIP OF UNION	WWTP WATER MCDONALD PARK SPRINKLER 1776 E PICKARD POLE BL JAMESON PARK 5142 BUD ST PARK JAMESON 5142 BUD ST BATHROOMS UNION TWNSHIP PARK CONCESSIONS 1776 E PICKARD BACK RE 1776 E PICKARD RESTROOMS & PAVILLION 1776 E PICKARD SPRINKLER SACCO MCDONALD PARK SPRINKLER WWTP SOLIDS BUILDING	3,339.10 20.00 125.60 193.40 91.18 62.80 90.87 115.57 20.00 20.00 227.45 <u>4,305.97</u>
01/25/2017	101	19037	00155	COYNE OIL CORPORATION	GAS AND FUEL WWTP PROPANE	659.47 739.51 <u>1,398.98</u>
01/25/2017	101	19038	00209	ETNA SUPPLY COMPANY	SMARTPOINT 510M METER TRANSCEIVER MTR 2" OMNI F2 1000 GALLON	4,563.00 1,790.00 <u>6,353.00</u>
01/25/2017	101	19039	01221	ANDREW FUSSMAN	MILEAGE FOR MISS DIG CALL IN	5.40
01/25/2017	101	19040	00261	GRAINGER	WWTP POWDER STAIN REMOVER BLOWER #1 FLEX COUPLING	576.00 331.65 <u>907.65</u>
01/25/2017	101	19041	00266	HACH COMPANY	PHOSPHORUS, AMMONIA ETC	1,133.80
01/25/2017	101	19042	00318	INTERNATIONAL CODE COUNCIL INC	ANNUAL MEMBER FEES - ICC	55.00
01/25/2017	101	19043	01172	LEADING EDGE MENTORING	8 CARVER GUIDES - POLICY GOVERNANCE	144.00
01/25/2017	101	19044	01420	MECOSTA CO ASSESSORS ASSOC	BOARD OF REVIEW TRAINING	50.00
01/25/2017	101	19045	00494	NORTH CENTRAL LABORATORIES	LAB EQUIPMENT	192.49
01/25/2017	101	19046	00497	NORTHERN INDUSTRIAL SUPPLY	3 INPUT SEALS	163.09
01/25/2017	101	19047	00597	SHERWIN WILLIAMS	JAMESON HALL INTERIOR PAINTING	38.69
01/25/2017	101	19048	00629	STU'S ELECTRIC MOTOR	LAB DRYING OVEN - FAN MOTOR	68.00
01/25/2017	101	19049	01371	TRACKER SOFTWARE CORPORATION INC	ANNUAL SUPPORT AND MAINT - 2017	1,977.00
01/25/2017	101	19050	01257	JOSH WALDRON	AFTER HOURS EMERGENCY CALL IN MILEAGE	10.70
01/25/2017	101	19051	00703	WASTE MANAGEMENT OF MICHIGAN, INC	TOWNSHIP HALL DUMPSTER JAMESON HALL DUMPSTER MCDONALD PARK DUMPSTER	59.45 111.61 172.69

01/18/2017 03:25 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 01/12/2017 - 01/25/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					WWTP DUMPSTER SERVICES	750.20
						<u>1,093.95</u>
01/25/2017	101	19052	01236	WEB ASCENDER	WEBSITE (Q1) HOSTING	90.00
						<u>90.00</u>
101 TOTALS:						
Total of 19 Checks:						20,694.14
Less 0 Void Checks:						0.00
Total of 19 Disbursements:						<u>20,694.14</u>

<b>Charter Township of Union Payroll</b>
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**CHECK DATE: January 12, 2017**

**PPE: January 7, 2017**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 46,925.73
Employer Share Med	670.94
Employer Share SS	2,868.86
SUI	2,989.39
Pension-Employer Portion	3,190.51
Workers' Comp	488.49
Life/LTD	495.52
Dental	2,102.77
Health Care	30,020.03
Cobra/Flex Administration	-
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b><u>\$ 89,752.24</u></b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 29,485.56
EDDA	
WDDA	
Sewer Fund	32,219.84
Water Fund	28,046.84
<b>Total To Transfer from Pooled Savings</b>	<b><u>\$ 89,752.24</u></b>

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - January 1, 2017 through January 8, 2017**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			1
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire	1	5	
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
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	12	2
	321	EMS Call excluding Veh. Accident	1	4	1
	322	Motor Vehicle Acc. W/ Injuries	1	3	1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	2	6	
	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			
	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			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal	1	2	1
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			1
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke	1	9	
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	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			3
	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			1
	746	Carbon Monoxide Activation, NO CO	1	2	
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			

		Total Response for Union Twp/City	9	43	12

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

**Policy:** 2.5 Financial Conditions and Activities  
**Type:** Internal  
**Occurrence:** Quarterly  
**Date:** December 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: December 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	\$ 2,800,015		
(Restricted-Const)	\$ (21,025)		
<b>GF Unrestricted</b>	<b>\$ 2,778,990</b>	<b>\$ 536,487</b>	<b>Yes</b>
Fire Fund	\$ 917,457		
(Fire Truck Reserve)	\$ (350,000)		
<b>FF Unrestricted</b>	<b>\$ 567,457</b>	<b>\$ 501,975</b>	<b>Yes</b>
EDDA	\$ 768,608		
Projects	\$ -0-		
<b>EDDA Unrestricted</b>	<b>\$ 768,608</b>	<b>\$ 140,950</b>	<b>Yes</b>
WDDA	\$ 847,288		
Projects	\$ -0-		
<b>WDDA Unrestricted</b>	<b>\$ 847,288</b>	<b>\$ 98,533</b>	<b>Yes</b>
Sewer Fund	\$ 2,856,360		
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>\$ 2,518,738</b>	<b>\$ 364,057</b>	<b>Yes</b>
<b>Water Fund</b>	<b>\$ 2,722,658</b>	<b>\$ 197,998</b>	<b>Yes</b>

**Compliance**

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 12/31/2016

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE	2016	PERIOD	% BDGT
		12/31/2015	AMENDED BUDGET	BALANCE	
		DR (CR)		DR (CR)	USED
<b>Fund 101 - GENERAL FUND</b>					
<b>Revenues</b>					
101-000-402.000	CURRENT PROPERTY TAX	(282,008.53)	301,614.00	(301,614.13)	100.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	3,244.14	(5,000.00)	262.61	5.25
101-000-402.002	PILOT TAX	(2,927.50)	3,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(79.29)	(2,105.00)	2,103.68	99.94
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	(389.38)	1,000.00	(917.94)	91.79
101-000-425.000	MOBILE HOME PARK TAX	(2,233.00)	2,600.00	(1,941.50)	74.67
101-000-445.000	INTEREST ON TAXES	(19.46)	(800.00)	823.72	102.97
101-000-446.000	3% OR 4% PENALTY ON TAX	(3,234.90)	21,000.00	(21,236.26)	101.13
101-000-447.000	ADMIN FEE-PROPERTY TAX	(137,379.07)	150,000.00	(147,587.97)	98.39
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	1,712.03	(800.00)	202.14	25.27
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	(7,800.00)	7,765.00	(7,765.00)	100.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	0.00	0.00	33.86	100.00
101-000-475.000	CABLE TV	(80,463.35)	80,000.00	(59,676.32)	74.60
101-000-476.000	BUILDING PERMITS	(128,839.00)	65,000.00	(70,873.93)	109.04
101-000-477.000	RENTAL INSPECTION FEES	(79,252.50)	78,465.00	(78,556.50)	100.12
101-000-478.000	DOG LICENSE REVENUE	(1.00)	3.00	(33.00)	1,100.00
101-000-479.000	ZONING PERMITS	(54,876.00)	8,735.00	(10,795.00)	123.58
101-000-574.000	STATE REVENUE SHARING	(1,005,548.00)	1,010,000.00	(851,756.00)	84.33
101-000-574.100	LIQUOR STATE REVENUE SHARING	(11,567.05)	11,680.00	(11,748.55)	100.59
101-000-574.200	METRO ANNUAL MAINT. FEE	(6,100.56)	7,749.00	(7,749.49)	100.01
101-000-609.000	CONSTR PLAN REVIEW FEES	0.00	700.00	(875.00)	125.00
101-000-626.000	COPIES	(14.75)	0.00	0.00	0.00
101-000-627.000	SERVICES RENDERED FOR EDDA	(8,007.94)	0.00	0.00	0.00
101-000-628.000	LAND DIVISIONS	(1,100.00)	600.00	(500.00)	83.33
101-000-630.000	WEED ABATEMENT SERVICES	(344.25)	1,300.00	(950.75)	73.13
101-000-655.000	FINES & FORFEITURES	(1,356.76)	1,200.00	(1,088.67)	90.72
101-000-665.000	INTEREST EARNED	(14,712.55)	21,000.00	(21,706.74)	103.37
101-000-667.000	RENT - JAMESON HALL	(9,590.00)	6,500.00	(6,040.00)	92.92
101-000-667.100	RENT - McDONALD PARK PAVILION	(1,180.00)	1,360.00	(1,360.00)	100.00
101-000-667.200	RENT - JAMESON PAVILION	(580.00)	420.00	(420.00)	100.00
101-000-667.300	LEASES	(900.00)	900.00	(900.00)	100.00
101-000-671.000	OTHER REVENUE	(4,478.20)	14,128.00	(14,241.91)	100.81
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	(17,487.34)	15,577.00	(12,921.40)	82.95
101-000-673.000	GAIN ON SALE OF FIXED ASSETS	0.00	6,500.00	(6,500.00)	100.00
<b>TOTAL REVENUES</b>		<b>(1,857,514.21)</b>	<b>1,810,091.00</b>	<b>(1,636,330.05)</b>	<b>90.40</b>
<b>Expenditures</b>					
101	TRUSTEES	90,978.60	88,187.00	84,145.68	95.42
171	SUPERVISOR	27,730.38	36,677.00	34,021.98	92.76
172	TWP MANAGER	40,740.73	53,555.00	51,569.17	96.29
191	ACCOUNTING/GEN ADMIN	137,063.77	150,787.00	142,852.71	94.74
215	CLERK	27,423.37	50,658.04	50,081.90	98.86
228	INFORMATION TECHNOLOGY	33,765.97	36,500.00	35,112.67	96.20
247	BOARD OF REVIEW	3,649.86	6,168.00	4,939.70	80.09
253	TREASURER	33,598.44	34,328.00	31,900.99	92.93
257	ASSESSOR	214,253.16	219,342.00	216,707.77	98.80
262	ELECTIONS	5,268.89	28,320.00	28,365.59	100.16
265	TWP HALL & GROUNDS	56,899.24	60,450.00	52,377.64	86.65
266	LEGAL/ATTORNEY	2,445.00	20,000.00	19,747.85	98.74
330	LIQUOR CONTROL	10,565.92	11,753.00	10,760.94	91.56
371	BUILDING	48,114.60	101,553.00	103,666.63	102.08
372	ZONING	47,179.91	50,363.00	51,946.68	103.14
373	RENTAL INSPECTIONS	157,320.03	123,725.00	117,916.38	95.31
441	PUBLIC WORKS	268,752.87	499,813.00	431,009.28	86.23
721	PLANNING	18,376.35	20,528.00	18,736.18	91.27
722	ZONING BOARD OF APPEALS	2,980.46	3,635.00	3,140.82	86.40
751	PARKS & RECREATION	165,700.13	128,691.00	117,419.22	91.24
901	CAPITAL OUTLAY	62,899.35	44,800.00	44,321.13	98.93
<b>TOTAL EXPENDITURES</b>		<b>1,455,707.03</b>	<b>1,769,833.04</b>	<b>1,650,740.91</b>	<b>93.27</b>
<b>Fund 101 - GENERAL FUND:</b>					
<b>TOTAL REVENUES</b>		<b>1,857,514.21</b>	<b>1,810,091.00</b>	<b>1,636,330.05</b>	<b>90.40</b>
<b>TOTAL EXPENDITURES</b>		<b>1,455,707.03</b>	<b>1,769,833.04</b>	<b>1,650,740.91</b>	<b>93.27</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>401,807.18</b>	<b>40,257.96</b>	<b>(14,410.86)</b>	<b>35.80</b>

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 206 - FIRE FUND					
Revenues					
206-000-402.000	CURRENT REAL PROPERTY TAX	(592,306.92)	603,580.00	(603,580.60)	100.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	6,814.31	(12,500.00)	539.68	4.32
206-000-402.002	PILOT TAX	(5,855.01)	6,000.00	0.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(100.00)	39.04	39.04
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	(360.57)	1,000.00	(980.89)	98.09
206-000-445.000	INTEREST ON TAXES	(40.93)	25.00	(57.84)	231.36
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)	37,316.00	(37,316.28)	100.00
206-000-665.000	INTEREST EARNED	(5,022.57)	7,300.00	(7,329.87)	100.41
206-000-671.100	REVENUE-STATE REIMBURSEMENT	0.00	0.00	(6,347.24)	100.00
TOTAL REVENUES		(697,711.65)	703,397.00	(715,809.00)	101.76
Expenditures					
336	FIRE DEPARTMENT	654,900.00	669,300.00	669,300.00	100.00
TOTAL EXPENDITURES		654,900.00	669,300.00	669,300.00	100.00
Fund 206 - FIRE FUND:					
TOTAL REVENUES		697,711.65	703,397.00	715,809.00	101.76
TOTAL EXPENDITURES		654,900.00	669,300.00	669,300.00	100.00
NET OF REVENUES & EXPENDITURES		42,811.65	34,097.00	46,509.00	136.40

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 248 - EDDA OPERATING					
Revenues					
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)	2,500.00	(2,149.37)	85.97
248-000-573.000	STATE AID REVENUE	0.00	0.00	(70,565.75)	100.00
248-000-665.000	INTEREST EARNED	(3,607.75)	1,800.00	(1,883.75)	104.65
248-000-671.000	OTHER REVENUE	(263.50)	500.00	(101.09)	20.22
TOTAL REVENUES		(418,650.87)	426,149.00	(501,083.70)	117.58
Expenditures					
000	NONE	1,260,310.20	639,678.00	559,950.05	87.54
336	FIRE DEPARTMENT	61,917.40	60,776.00	60,775.00	100.00
TOTAL EXPENDITURES		1,322,227.60	700,454.00	620,725.05	88.62
Fund 248 - EDDA OPERATING:					
TOTAL REVENUES		418,650.87	426,149.00	501,083.70	117.58
TOTAL EXPENDITURES		1,322,227.60	700,454.00	620,725.05	88.62
NET OF REVENUES & EXPENDITURES		(903,576.73)	(274,305.00)	(119,641.35)	43.62

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 250 - WDDA OPERATING					
Revenues					
250-000-402.000	CURRENT PROPERTY TAX	(499,594.05)	457,663.00	(457,662.49)	100.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	1,038.41	(8,500.00)	8,337.74	98.09
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)	400.00	(754.33)	188.58
250-000-573.000	STATE AID REVENUE	0.00	0.00	(6,837.57)	100.00
250-000-665.000	INTEREST EARNED	(1,306.34)	1,800.00	(1,734.91)	96.38
TOTAL REVENUES		(500,143.63)	451,613.00	(458,651.56)	101.56
Expenditures					
000	NONE	0.00	1,375.00	0.00	0.00
336	FIRE DEPARTMENT	39,022.56	37,317.00	37,316.28	100.00
996	TRANSFER OUT	220,000.00	220,000.00	220,000.00	100.00
TOTAL EXPENDITURES		259,022.56	258,692.00	257,316.28	99.47
Fund 250 - WDDA OPERATING:					
TOTAL REVENUES		500,143.63	451,613.00	458,651.56	101.56
TOTAL EXPENDITURES		259,022.56	258,692.00	257,316.28	99.47
NET OF REVENUES & EXPENDITURES		241,121.07	192,921.00	201,335.28	104.36

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 288 - TRIBAL 2% GRANTS FUND					
Revenues					
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)	950.00	(931.01)	98.00
TOTAL REVENUES		(200,744.81)	950.00	(931.01)	98.00
Expenditures					
728	ECONOMIC DEVELOPMENT	96,135.36	570,125.00	570,125.00	100.00
TOTAL EXPENDITURES		96,135.36	570,125.00	570,125.00	100.00
Fund 288 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES		200,744.81	950.00	931.01	98.00
TOTAL EXPENDITURES		96,135.36	570,125.00	570,125.00	100.00
NET OF REVENUES & EXPENDITURES		104,609.45	(569,175.00)	(569,193.99)	100.00

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
<b>Fund 590 - SEWER FUND</b>					
<b>Revenues</b>					
590-000-456.000	HOOKUP FEE	(171,650.50)	210,000.00	(210,002.73)	100.00
590-000-627.000	SERVICE	(1,249,430.11)	1,249,656.00	(1,253,544.84)	100.31
590-000-627.100	DELINQUENT SEWER	0.00	(2,350.00)	2,341.07	99.62
590-000-628.000	INSPECTIONS	0.00	1,200.00	(1,200.00)	100.00
590-000-655.000	FINES & FORFEITURES	(35,941.84)	25,000.00	(30,349.61)	121.40
590-000-665.000	INTEREST EARNED	(12,293.58)	19,000.00	(17,841.79)	93.90
590-000-665.003	INTEREST EARNED - BOND RESERVES	(253.35)	600.00	(637.71)	106.29
590-000-669.001	INTEREST EARNED - SPECIAL ASSESSMENTS	(4,699.43)	5,000.00	(23,761.93)	475.24
590-000-670.000	DEBT RETIREMENT	(1,059,341.23)	1,060,162.00	(1,061,282.67)	100.11
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)	6,700.00	(6,755.83)	100.83
590-000-673.000	GAIN ON SALE OF FIXED ASSETS	(554.21)	9,138.00	(9,138.00)	100.00
<b>TOTAL REVENUES</b>		<b>(2,539,740.33)</b>	<b>2,585,106.00</b>	<b>(2,613,224.04)</b>	<b>101.09</b>
<b>Expenditures</b>					
529	O & M EXPENDITURES	452,551.03	570,723.00	499,930.83	87.60
530	SEWER LIFT STATIONS	29,355.77	151,000.00	113,964.64	75.47
588	VEHICLE EXPENDITURES	15,158.96	49,700.00	33,465.91	67.34
611	WWTP	771,227.20	937,846.00	775,347.39	82.67
906	DEBT SERVICE	313,552.74	307,432.00	307,169.16	99.91
960	DEPRECIATION EXPENSE	574,614.18	700,000.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>2,156,459.88</b>	<b>2,716,701.00</b>	<b>1,729,877.93</b>	<b>63.68</b>
<b>Fund 590 - SEWER FUND:</b>					
<b>TOTAL REVENUES</b>		<b>2,539,740.33</b>	<b>2,585,106.00</b>	<b>2,613,224.04</b>	<b>101.09</b>
<b>TOTAL EXPENDITURES</b>		<b>2,156,459.88</b>	<b>2,716,701.00</b>	<b>1,729,877.93</b>	<b>63.68</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>383,280.45</b>	<b>(131,595.00)</b>	<b>883,346.11</b>	<b>671.26</b>



GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015 DR (CR)	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
<b>Fund 591 - WATER FUND</b>					
<b>Revenues</b>					
591-000-450.000	WATER SALES	(1,287,032.18)	1,300,000.00	(1,337,229.27)	102.86
591-000-450.100	BULK WATER SALES	(1,020.00)	3,200.00	(3,132.13)	97.88
591-000-450.200	FINAL READ	(1,785.00)	1,650.00	(1,755.00)	106.36
591-000-450.300	TURN-OFF	(3,150.00)	2,200.00	(2,550.00)	115.91
591-000-452.000	LATERALS	(2,937.60)	5,950.00	(5,946.96)	99.95
591-000-454.000	BENEFIT FEES	(38,955.00)	44,000.00	(44,474.25)	101.08
591-000-459.000	REVENUE-HOOK UP FEE	(78,499.90)	104,200.00	(89,831.40)	86.21
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	50.00	0.00	0.00
591-000-628.000	INSPECTIONS	0.00	2,700.00	(1,800.00)	66.67
591-000-655.000	FINES & FORFEITURES	(21,103.64)	20,000.00	(19,885.66)	99.43
591-000-665.000	INTEREST EARNED	(13,097.10)	17,500.00	(17,781.61)	101.61
591-000-667.300	LEASES - TOWER RENTAL	(40,118.65)	40,000.00	(37,395.42)	93.49
591-000-669.001	INTEREST EARNED-SPEC ASSESS	(9,772.80)	6,911.00	(15,070.78)	218.07
591-000-671.000	OTHER REVENUE	(21,180.65)	3,000.00	(3,433.86)	114.46
591-000-672.500	REVENUE-SPECIAL ASSESS	(30,817.56)	9,682.00	0.00	0.00
591-000-673.000	GAIN ON SALE OF FIXED ASSETS	(1,594.79)	500.00	(598.00)	119.60
<b>TOTAL REVENUES</b>		<b>(1,551,064.87)</b>	<b>1,561,543.00</b>	<b>(1,580,884.34)</b>	<b>101.24</b>
<b>Expenditures</b>					
536	WATER O & M	856,339.92	969,645.00	928,170.15	95.72
537	WATER WELLS	8,310.06	50,500.00	39,168.90	77.56
538	TREATMENT PLANT	47,221.20	76,000.00	69,743.73	91.77
539	WATER TOWER	13,550.71	60,000.00	23,757.43	39.60
588	VEHICLE EXPENDITURES	12,768.90	33,550.00	34,224.29	102.01
906	DEBT SERVICE	68,786.48	67,284.00	67,283.75	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>1,556,979.00</b>	<b>1,162,348.25</b>	<b>74.65</b>
<b>Fund 591 - WATER FUND:</b>					
<b>TOTAL REVENUES</b>		<b>1,551,064.87</b>	<b>1,561,543.00</b>	<b>1,580,884.34</b>	<b>101.24</b>
<b>TOTAL EXPENDITURES</b>		<b>1,299,719.66</b>	<b>1,556,979.00</b>	<b>1,162,348.25</b>	<b>74.65</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>251,345.21</b>	<b>4,564.00</b>	<b>418,536.09</b>	<b>9,170.38</b>
<b>TOTAL REVENUES - ALL FUNDS</b>					
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>7,765,570.37</b>	<b>7,538,849.00</b>	<b>7,506,913.70</b>	<b>99.58</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>					
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>7,244,172.09</b>	<b>8,242,084.04</b>	<b>6,660,433.42</b>	<b>80.81</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>521,398.28</b>	<b>(703,235.04)</b>	<b>846,480.28</b>	<b>120.37</b>

**To:** Mark Stuhldreher – Township Manager

**DATE:** 1-10-2017

**FROM:** Kim Smith – Public Works Coordinator

**DATE FOR BOARD CONSIDERATION:** 1-25-2017

**ACTION REQUESTED:** Adoption of MDOT Performance Resolution for Governmental Agencies

Current Action  x

Emergency

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

Finance Approval

**BACKGROUND INFORMATION**

The Charter Township of Union has water and sewer mains located within the State of Michigan right-of-ways along US127 and M20. Each year the Township is required to apply for a yearly MDOT right-of-way permit from the State of Michigan in order to perform maintenance and construction projects on these lines. The permit application requires that the attached resolution be approved by the governing body and submitted with the permit application. A new resolution is required this year because the members of the governing body have changed and MDOT released a new version of the resolution in December of 2016.

**SCOPE OF SERVICES**

Adoption of attached MDOT Performance Resolution for Governmental Agencies.

**JUSTIFICATION**

Approval of this document will allow the Township to apply for our annual MDOT right-of-way permit giving the Township the ability to maintain our infrastructure located within the State of Michigan right-of-ways in accordance with State of Michigan Rules.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with this request (from Policy 1.0: Global Ends)

1. Community well-being and common good
2. Safety
3. Health

**COSTS**

**NA**

**PROJECT TIME TABLE**

JANUARY 2017

**RESOLUTION**

Authorization is hereby given to... Adopt the State of Michigan Performance Resolution for Governmental Agencies.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the Charter Township of Union  
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

- 5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
- 6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name:

Kimberly Smith - Public Works Coordinator

John Bebow - Utility Foreman

Shawn McBride - Chief Water Operator

Mark Stuhldreher - Township Manager

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Charter Township of Union Board of Trustees

(Name of Board, etc)

of the Charter Township of Union

(Name of GOVERNMENTAL AGENCY)

of Isabella

(County)

at a Township Board of Trustees Regular Meeting meeting held on the 25 day

of January A.D. 2017.

Signed \_\_\_\_\_

Title Township Clerk

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Township Board of Trustees **DATE:** January 18, 2017

**FROM:** Patricia M DePriest, Assessor **DATE FOR BOARD CONSIDERATION:**  
**JANUARY 25, 2017**

**ACTION REQUESTED:** Appoint Mary Beth Orr to the Board of Review as an Alternate.

Current Action    X    Emergency \_\_\_\_\_

Funds Budgeted: If Yes X Account # 101-257-707.000 No \_\_\_\_\_ N/A \_\_\_\_\_

Finance Approval SLT\_\_\_\_\_

### BACKGROUND INFORMATION

#### SCOPE OF SERVICES

The alternate fills in when one of the Board Members is unable to attend the meeting.

#### JUSTIFICATION

The Board of Review consists of three (3) members. In two (2) of the last three years, one of our Board of Review members has had a medical issue come up during a session. The first day of our 2014 March Board of Review one of the members had a heart attack and had surgery that afternoon. Our alternate stepped in for the rest of the Board of Review days. In 2015, one of the members came down with a severe case of Shingles.

The alternate is also a good way for someone to gain experience and knowledge on how the Board of Review is conducted. The term is two (2) years and if one of the Board of Review members leaves or becomes ill, we have a person to step into the position with the knowledge needed to sit on the Board.

### PROJECT IMPROVEMENTS

Which of the six (6) Board Goals does this request meet? You may indicate anywhere from one to all six goals, if applicable. Please choose the goal or goals this request meets (From Policy 1.0: Global End).

1. Community well-being and common good

#### COST

#### PROJECT TIME TABLE

#### RESOLUTION

Authorization is hereby given to...

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

**APPOINTMENT TO BOARDS & COMMISSIONS  
OF CHARTER TOWNSHIP OF UNION  
APPLICATION**

**RECEIVED**  
JAN - 5 2017  
BY: \_\_\_\_\_

Name: Mary Beth Orr Date: 12/29/2016

Address: 5274 Bridle Ln

Phone (home) 517-290-0877 (cell) Same (work) \_\_\_\_\_

Email: maryborr@gmail.com

Occupation: 3rd Horn Grand Rapids Symphony

Please State in order of preference, area(s) of interest:

- |          |                         |  |
|----------|-------------------------|--|
| <u>3</u> | Zoning Board of Appeals | Must be a Union Township Resident  |
| <u>1</u> | Board of Review         | Must be a Union Township Resident  |
| <u>2</u> | Planning Commission     | Must be a Union Township Resident  |
| <u>4</u> | EDA                     | Must meet one of the following qualifications:<br>___ Property owner in East or West DDA<br>___ Property owner in East or West DDA<br>___ Resident in Union Township |

OTHER \*Specify Board: \_\_\_\_\_

Please state reason(s) for interest in above board(s):

~~I think it is extremely important to have rational, reasonable, fair community members on the board that value integrity, intelligence, and dilligence. we need people that can diffuse tension to get to the facts underlying each issue and in a way that makes constituents feel valued even though they might not get what they wanted. I feel like I can provide this on the board and feel like it is time to serve ky community.~~

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

~~The essence of my job as a prominent member of a symphony is listening. I am expected to perform independently at a high form of proficiency while still working seamlessly as part of a sometimes volatle group. I have to constantly listen and adapt. I have also been on many negotiation committees resolving orchestra dislutes and negotiating contract terms.~~

Signature: Mary E. Orr Date: 12/29/2016