



BOARD OF TRUSTEES
Regular Meeting
September 27, 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
 - A. Discuss Pending Litigation Legal Strategy
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 13, 2017- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. 2.10 Communication & Support to the Board
 - H. 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
 - A. Discussion/ Action: (Stuhldreher) Policy Governance – 4.0 Global Board – Twp Mgmt Linkage
 - B. Discussion/ Action: (Stuhldreher) Policy Governance – 4.1 Unity of Control
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

Board Expiration Dates

| Planning Commission Board Members (9 Members) 3 year term | | | |
|---|-----------|---------------|-----------------|
| # | F Name | L Name | Expiration Date |
| 1-BOT Representative | Norm | Woerle | 11/20/2020 |
| 2-Chair | Phil | Squatrito | 2/15/2020 |
| 3- Vice Chair | Bryan | Mielke | 2/15/2018 |
| 4-Secretary | Alex | Fuller | 2/15/2020 |
| 5-Vice Secretary | John | Zerbe | 2/15/2018 |
| 6 | Ryan | Buckley | 2/15/2019 |
| 7 | Denise | Webster | 2/15/2020 |
| 8 | Erik | Robinette | 2/15/2018 |
| 9 | Dwayne | Strachan | 2/15/2018 |
| Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1-Chair | Tim | Warner | 12/31/2019 |
| 2-PC Rep / Vice Chair | Bryan | Mielke | 2/18/2018 |
| 3-Vice Secretary | Jake | Hunter | 12/31/2019 |
| 4-Secretary | Mike | Darin | 12/31/2019 |
| 5 | Paul | Gross | 12/31/2018 |
| Alt. #1 | Andy | Theisen | 12/31/2019 |
| Alt. #2 | Taylor | Sheahan-Stahl | 2/15/2018 |
| Board of Review (3 Members) 2 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Doug | LaBelle II | 12/31/2018 |
| 2 | James | Thering | 12/31/2018 |
| 3 | Brian | Neyer | 12/31/2018 |
| Alt #1 | Mary Beth | Orr | 1/25/2019 |
| Citizens Task Force on Sustainability (4 Members) 2 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Laura | Coffee | 12/31/2018 |
| 2 | Mike | Lyon | 12/31/2018 |
| 3 | Jay | Kahn | 12/31/2018 |
| 4 | Phil | Mikus | 11/20/2020 |
| Construction Board of Appeals (3 Members) 2 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Colin | Herron | 12/31/2017 |
| 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 |



Board Expiration Dates

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

2017 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on September 13, 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, Treasurer Rice, Clerk Cody, Trustees B. Hauck, Lannen, Mikus, and Woerle

Approval of Agenda

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

Public Hearings

- A. 2017-07 Zoning Map Amendment - Open 7:03 p.m.**
No comments were offered.

Public Comment - open 7:04 p.m.
No comments were offered.

Reports/Board Comments

Lannen –Updates from Isabella County Board of Commissions.
Gunning – Updates from Joint Board Meeting
Cody- Updates from City of Mt. Pleasant meeting.
Hauck – Road Commission updates.
Woerle – Updates from Planning Commission.

Consent Agenda

- A. Communications
- B. Minutes August 23, 2017 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/ Action: (Gallinat) Vote to adopt Ordinance 2017-07 along with publishing notice of adoption.

Cody moved B. Hauck supported to adopt Ordinance 2017-07 along with publishing a notice of adoption of Ordinance 2017-07 in the newspaper. **Roll Call Vote: Ayes: Supervisor Gunning, Clerk Cody, Treasurer Rice, Trustees: B. Hauck, Lannen, Mikus, and Woerle. Nays 0. Motion carried.**

B. Discussion/ Action: (Stuhldreher) FY 2017 Mid Year Budget Amendment for the General Fund, Fire Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund

Lannen moved Rice supported to approve the FY 2017 midyear Budget Amendment for the General Fund, Fire Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund. **Vote: Ayes: 7 Nays: 0. Motion carried.**

C. Discussion / Action: State Disaster Contingency Grant Resolution

Woerle moved Cody supported to approve the State Disaster Contingency Fund Grant Resolution as part of the application process for reimbursement of expenses incurred as a result of the 2017 flood and authorize the Township Manager to execute any related documents. **Roll Call Vote: Ayes: Supervisor Gunning, Clerk Cody, Treasurer Rice, Trustees: B. Hauck, Lannen, Mikus, and Woerle. Nays 0. Motion carried.**

EXTENDED PUBLIC COMMENT - Open 8:33 p.m.

No comments were offered.

MANAGER COMMENTS

- Water Tower painting has been completed.
- ICCU sent response regarding sidewalk wavier, installation of sidewalk to be completed spring/summer 2018.
- Mentioned Timer for Board Room specifically for the public comment section of Agenda's.
- Mission Creek update.
- Met with Burch Tank in regards to an agreement that will be brought before the Board regarding an Industrial Tax Abatement.

FINAL BOARD MEMBER COMMENTS

Gunning – Commented on having another camera facing the table designated for public comment for recorded meetings.

Woerle – Commented on utilizing Trustee office and extension as a way of communication with residents.

Lannen – Stated all the work our Township Manager does is greatly appreciated.

Hauck – Inquired on Building Official job posting.

Mikus – **Mikus** moved **Woerle** supported to establish a Manager Compensation Committee comprised of the Township Supervisor, Treasurer, and Clerk to review/consider annual compensation as the Manager Review as been completed and make recommendation to the Board of Trustees at the 10-11-17 meeting. **Vote: Ayes: 7 Nays: 0. Motion carried.** Noted to Trustees that follow up on the recommendation for board/commissions compensation was referred to the Township Manager.

ADJOURNMENT

Rice moved **Cody** supported to adjourn the meeting at 9:28 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|--------------------------|------|---------|--------|-------------------------------------|---|---|
| Bank 101 POOLED CHECKING | | | | | | |
| 09/27/2017 | 101 | 139 (E) | 00527 | PITNEY BOWES GLOBAL FINANCIAL LLC | LEASE POSTAGE METER 3RD Q 2017 | 454.14 |
| 09/22/2017 | 101 | 140 (E) | 00146 | CONSUMERS ENERGY PAYMENT CENTER | STREET LIGHTS 2010 S LINCOLN RD #GUL | 1,659.70 49.65 |
| | | | | | | <u>1,709.35</u> |
| 09/27/2017 | 101 | 19589 | 01358 | 21ST CENTURY MEDIA-MICHIGAN | ZBA AD | 236.79 |
| 09/27/2017 | 101 | 19590 | 00020 | JAMES ALWOOD | WELL SITE LEASE-SEP 2017 | 699.40 |
| 09/27/2017 | 101 | 19591 | 01549 | BAUCKHAM, SPARKS, THALL, SEEBER & K | MTT CASE LEGAL FEES-AUG 2017 | 4,432.50 |
| 09/27/2017 | 101 | 19592 | 00066 | BILL'S CUSTOM FAB, INC. | DEFLECTOR UNITS FOR WWTP | 6,910.00 |
| 09/27/2017 | 101 | 19593 | 00095 | C & C ENTERPRISES, INC. | JANITORIAL SUPPLIES-WWTP JANITORIAL SUPPLIES-PARKS GLOVES FOR PARKS-BRUSH REMOVAL | 202.50 64.00 7.11 |
| | | | | | | <u>273.61</u> |
| 09/27/2017 | 101 | 19594 | 00129 | CMS INTERNET, LLC | REPAIR SHARED FIBER NETWORK FROM FLOOD TECH SUPPORT - ACCOUNTING CMS SERVER & PHONE SERVICE-OCT 2017 | 906.25 166.25 483.15 |
| | | | | | | <u>1,555.65</u> |
| 09/27/2017 | 101 | 19595 | 01515 | LISA M CODY | MTA CONFERENCE-MILEAGE REIMB | 147.66 |
| 09/27/2017 | 101 | 19596 | 01242 | CULLIGAN WATER | WWTP WATER COOLER REFILLS | 39.00 |
| 09/27/2017 | 101 | 19597 | 01171 | DBI BUSINESS INTERIORS | COPY PAPER, FASTENERS, WTR SWR NOTEBOOK FOLDERS & TIME CLOCK-PARKS DEPT FOLDERS, LASER, MOISTENER, FANFOLD FOLDERS - FRONT OFFICE CR MEMO FOR FOLDER RETURN | 189.94 341.78 79.23 27.29 (17.31) |
| | | | | | | <u>620.93</u> |
| 09/27/2017 | 101 | 19598 | 00188 | DOUG'S SMALL ENGINE | FUSES - PARKS JUMPER HARNESS FOR PARKS GRASS BLADE ATTACHMENT FOR TRIMMER-PARKS BRUSH KNIFE FOR PARKS OIL FILTER FOR PARKS | 9.00 24.99 38.05 32.95 10.30 |
| | | | | | | <u>115.29</u> |
| 09/27/2017 | 101 | 19599 | 00201 | ELHORN ENGINEERING COMPANY | BULK CHLORINE | 2,547.50 |
| 09/27/2017 | 101 | 19600 | 00231 | FOUR SEASON'S EXTERMINATING | TWP HALL EXT TREATMENT | 40.00 |
| 09/27/2017 | 101 | 19601 | 01555 | FREDRICKSON SUPPLY | CAMERA SYSTEM FOR SEWER TELEVISION | 6,900.00 |
| 09/27/2017 | 101 | 19602 | 00249 | GILL-ROY'S HARDWARE | TIRE CHUCK FOR PARKS DEPT NUTS, BOLTS, SCREWS | 6.98 1.30 |
| | | | | | | <u>8.28</u> |
| 09/27/2017 | 101 | 19603 | 00261 | GRAINGER | ELBOWS FOR WWTP HEX HEAD BULL PLUG FOR WWTP | 46.08 46.90 |
| | | | | | | <u>92.98</u> |
| 09/27/2017 | 101 | 19604 | 00324 | ISABELLA CORPORATION | ASPHALT MILLINGS FOR WTR SWR SHOP | 400.00 |
| 09/27/2017 | 101 | 19605 | 00333 | ISABELLA COUNTY ROAD COMMISSION | ROAD REPAIRS DUE TO FLOOD EVENT | 30,730.63 |
| 09/27/2017 | 101 | 19606 | 01324 | KENEWELL GROUP | ORANGE DOOR HANGERS - BLDG | 142.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-----------------------------------|--|---|
| 09/27/2017 | 101 | 19607 | 00356 | KENNEDY INDUSTRIES, INC. | PUMP REPAIR AT CONCOURSE DRIVE | 1,057.00 |
| 09/27/2017 | 101 | 19608 | 00360 | KIMBALL MIDWEST | CUTTER FOR LIFT STATION CABLE TIE AND CUTTER FOR LIFT STATION | 14.99 62.31 <hr/> 77.30 |
| 09/27/2017 | 101 | 19609 | 00362 | KRAPOHL FORD & LINCOLN | 2012 F250 TAILGATE MOULDING 2006 F150 OIL CHANGE | 94.49 39.74 <hr/> 134.23 |
| 09/27/2017 | 101 | 19610 | 01506 | MCKENNA ASSOCIATES | BLDG OFFICIAL & INSP SERV - AUG 2017 | 12,144.00 |
| 09/27/2017 | 101 | 19611 | 00420 | MICHIGAN MUNICIPAL LEAGUE | EMPLOYMENT AD - BLDG OFFICIAL MEMBER DUES 7/1/17 THRU 6/30/18 | 183.60 175.00 <hr/> 358.60 |
| 09/27/2017 | 101 | 19612 | 00422 | MICHIGAN PIPE & VALVE | SEWER PIPE FOR WWTP VALVE BOX REPAIRS DEERFIELD RD PLUG FOR WATER DEPT HOOKUP PUMP STATION #5-PARTS FOR PUMP INSTALL LIFT STATION #5-VALVE REPLACEMENT | 111.50 216.00 60.00 30.00 665.00 <hr/> 1,082.50 |
| 09/27/2017 | 101 | 19613 | 01199 | MID MICHIGAN ANSWERING SERVICE | ANSWERING SERVICE-3RD Q 2017 | 300.00 |
| 09/27/2017 | 101 | 19614 | 00128 | CITY OF MT. PLEASANT | ADDL FIRE SERVICES DURING FLOOD EVENT | 8,260.00 |
| 09/27/2017 | 101 | 19615 | 00494 | NORTH CENTRAL LABORATORIES | AMBER LATEX TUBG FOR WWTP CHEMICAL INDICATOR & BUFFER SOLUTION | 472.95 177.51 <hr/> 650.46 |
| 09/27/2017 | 101 | 19616 | 00397 | PAT MCGUIRK EXCAVATING INC | SCREENED BLACK DIRT | 722.75 |
| 09/27/2017 | 101 | 19617 | 01438 | PATTERSON PLUMBING SERVICE INC. | REPLACE TOILETS - PARKS | 629.00 |
| 09/27/2017 | 101 | 19618 | 00131 | PERCEPTIVE CONTROLS, INC | OPTO 22 UPDATED EQUIPMENT | 1,134.00 |
| 09/27/2017 | 101 | 19619 | 00788 | POLLARDWATER.COM | OPERATING SUPPLIES - WATER | 239.59 |
| 09/27/2017 | 101 | 19620 | 00544 | PUMMILL PROMARK | CHECK STOCK - PAYROLL | 224.26 |
| 09/27/2017 | 101 | 19621 | 01542 | SHRED-IT US JV LLC | PAPER SHREDDING - SEPT 2017 | 64.80 |
| 09/27/2017 | 101 | 19622 | 00637 | SWEENEY SEED CO. | HERBICIDE FOR PARKS DEPT | 47.00 |
| 09/27/2017 | 101 | 19623 | 01554 | UNIFIRST CORPORATION | UNIFORMS UNIFORMS UNIFORMS UNIFORMS UNIFORMS UNIFORMS | 36.31 36.31 78.63 211.72 36.31 81.13 <hr/> 480.41 |
| 09/27/2017 | 101 | 19624 | 01013 | USA BLUE BOOK | BLOWER - WWTP REPLACEMENT PROPELLER FOR WWTP PADLOCKS FOR WTR DEPT | 6,640.64 136.54 106.59 <hr/> 6,883.77 |
| 09/27/2017 | 101 | 19625 | 00703 | WASTE MANAGEMENT OF MICHIGAN, INC | DUMPSTER SERVICE - ISABELLA DUMPSTER SERVICE - WWTP DUMPSTER SERVICE - SHOP | 70.26 783.75 46.35 <hr/> 846.35 |

09/21/2017 01:22 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 09/14/2017 - 09/27/2017

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|----------------------------|------|-------|--------|--------------|-----------------------------------|------------------|
| | | | | | DUMPSTER SERVICE - TWP HALL | 57.40 |
| | | | | | DUMPSTER SERVICE - JAMESON PARK | 112.38 |
| | | | | | DUMPSTER SERVICE - MCDONALD PARK | 173.78 |
| | | | | | | <u>1,243.92</u> |
| 09/27/2017 | 101 | 19626 | 00723 | WINN TELECOM | PHONE SERVICE 9/15/17 TO 10/14/17 | <u>203.34</u> |
| 101 TOTALS: | | | | | | |
| Total of 40 Checks: | | | | | | 93,564.64 |
| Less 0 Void Checks: | | | | | | 0.00 |
| Total of 40 Disbursements: | | | | | | <u>93,564.64</u> |

| |
|--|
| Charter Township of Union Payroll |
|--|

CHECK DATE: September 21, 2017

PPE: September 16, 2017

NOTE: CHECK TOTAL FOR TRANSFER

| | | |
|---|-----------|------------------|
| Gross Payroll | \$ | 49,566.22 |
| Employer Share Med | | 712.86 |
| Employer Share SS | | 3,048.15 |
| SUI | | 77.39 |
| Pension-Employer Portion | | 3,228.45 |
| Workers' Comp | | 584.09 |
| Life/LTD | | - |
| Dental | | - |
| Health Care | | - |
| Cobra/Flex Administration | | - |
| PCORI Fee | | - |
| | | |
| Total Transfer to Payroll Checking | \$ | 57,217.16 |

NOTE: PAYROLL TRANSFER NEEDED

| | | |
|--|-----------|------------------|
| General Fund | \$ | 21,157.05 |
| EDDA | | - |
| WDDA | | - |
| Sewer Fund | | 18,238.25 |
| Water Fund | | 17,821.86 |
| | | |
| Total To Transfer from Pooled Savings | \$ | 57,217.16 |

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - September 4, 2017 through September 10, 2017


| Category | Code | Description | Twp | Resp | City | |
|-------------------------------|-----------------------------------|---|---|------|------|--|
| Fire | 100 | Fire, Other | | | | |
| | 111 | Building Fire | | | | |
| | 112 | Fires in Structures other than a Building | | | | |
| | 113 | Cooking Fire | | | 1 | |
| | 114 | Chimney or Flue Fire | | | | |
| | 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 | 2 | 3 | |
| | 322 | Motor Vehicle Acc. W/ Injuries | | | | |
| | 323 | Motor Vehicle Acc/Pedestrian | | | | |
| | 324 | Motor Vehicle Acc. W/no Injuries | 1 | 2 | | |
| | 331 | Lock-In (If lock out use 551) | | | | |
| | 342 | Search for Person in Water | | | | |
| | 352 | Extrication of Victim (s) from vehicle | | | | |
| | 353 | Remove Victim from Stalled Elevator | | | | |
| | 360 | Water & Ice-related Rescue, Other | | | | |
| | 361 | Swimming /recreational water area rescue | | | | |
| 363 | Swift Water Rescue | | | | | |
| 3811 | Technical rescue standby | | | | | |
| Hazardous Condition (No Fire) | 400 | Hazard condition other | | | | |
| | 410 | Combustible/Flammable Gas Condition | | | | |
| | 411 | Gasoline or Other Flammable Spill | | | | |
| | 412 | Gas Leak (natural gas or LPG) | | | | |
| | 413 | Oil of Combustible Liquid Spill | | | | |
| | 420 | Toxic Condition, Other | | | | |
| | 421 | Chemical Hazard (No Spill or Leak) | | | | |
| | 422 | Chemical Spill or Leak | 1 | 5 | | |
| | 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 | | | 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 | | | 1 |
| | 561 | Unauthorized Burning | 1 | 2 | |
| | 571 | Cover assignment, standby, moveup | | | |
| | | | | | |
| Good Intent Call | 600 | Good Intent Call, Other | | | |
| | 611 | Dispatched and Cancelled en route | | | 1 |
| | 622 | No Incident Found on Arrival | | | |
| | 631 | Authorized controlled burning | | | |
| | 650 | Steam, gas mistaken for smoke, | | | |
| | 651 | Smoke Scare, Odor of Smoke | | | |
| | 661 | EMS call, party already transported | | | |
| | 671 | HazMat Investigation, no HazMat | | | |
| | | | | | |
| False Alarm & False Call | 700 | False Alarm, Other | | | |
| | 710 | Malicious, mischievous false call, other | | | |
| | 715 | Local Alarm System, Malicious False Alarm | | | |
| | 721 | Bomb Scare - No Bomb | | | |
| | 730 | System Malfunction | | | |
| | 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 | | | |
| | 745 | Alarm System Act. - Unintentional | | | |
| | 746 | Carbon Monoxide Activation, NO CO | | | |

| | | | | | |
|-----------------------|------|--|---|----|----|
| | | | | | |
| Severe Weather | 812 | Flood Assessment | | | |
| | 813 | Wind Storm, Tornado/Hurricane Assessment | | | |
| Special Incident Type | | | | | |
| | 911 | Citizen Complaint | | | |
| | 9003 | Affidavit Issued | | | |
| | | | 5 | 23 | 10 |
| | | Total Response for Union Twp/City | | | |

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - September 11, 2017 through September 17, 2017


| Category | Code | Description | Twp | Resp | City | |
|-------------------------------|-----------------------------------|---|---|------|------|--|
| Fire | 100 | Fire, Other | | | | |
| | 111 | Building Fire | | | | |
| | 112 | Fires in Structures other than a Building | | | | |
| | 113 | Cooking Fire | | | 1 | |
| | 114 | Chimney or Flue Fire | | | | |
| | 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 | 1 | 2 | 1 | |
| | 160 | Special Outside Fire, Other | | | | |
| | Overpressure Rupture, (No Fire) | 251 | Excessive heat, scorch burns with no fire | | | |
| | | 231 | Chemical reaction rupture of process vessel | | | |
| Rescue & EMS Incident | 300 | Rescue, EMS incident, other | | | | |
| | 311 | Medical Assist to EMS Crew | 1 | 4 | 1 | |
| | 321 | EMS Call excluding Veh. Accident | | | 1 | |
| | 322 | Motor Vehicle Acc. W/ Injuries | 1 | 9 | | |
| | 323 | Motor Vehicle Acc/Pedestrian | | | | |
| | 324 | Motor Vehicle Acc. W/no Injuries | 1 | 3 | | |
| | 331 | Lock-In (If lock out use 551) | | | | |
| | 342 | Search for Person in Water | | | | |
| | 352 | Extrication of Victim (s) from vehicle | | | | |
| | 353 | Remove Victim from Stalled Elevator | | | | |
| | 360 | Water & Ice-related Rescue, Other | | | | |
| | 361 | Swimming /recreational water area rescue | | | | |
| 363 | Swift Water Rescue | | | | | |
| 3811 | Technical rescue standby | | | | | |
| Hazardous Condition (No Fire) | 400 | Hazard condition other | | | | |
| | 410 | Combustible/Flammable Gas Condition | | | | |
| | 411 | Gasoline or Other Flammable Spill | | | | |
| | 412 | Gas Leak (natural gas or LPG) | | | 1 | |
| | 413 | Oil of Combustible Liquid Spill | | | | |
| | 420 | Toxic Condition, Other | | | | |
| | 421 | Chemical Hazard (No Spill or Leak) | | | | |
| | 422 | Chemical Spill or Leak | | | | |
| | 423 | Refrigeration Leak | | | | |
| | 424 | Carbon Monoxide Incident | 1 | 2 | | |
| 440 | Electric Wiring/Equipment Problem | | | | | |

| | | | | | |
|--------------------------|------|---|---|---|---|
| | 441 | Heat from Short Circuit | | | 1 |
| | 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 | | | |
| | 542 | Animal Rescue | | | |
| | 552 | Police Matter | | | |
| | 553 | Public Service | | | |
| | 561 | Unauthorized Burning | | | 1 |
| | 571 | Cover assignment, standby, moveup | | | |
| | | | | | |
| Good Intent Call | 600 | Good Intent Call, Other | | | |
| | 611 | Dispatched and Cancelled en route | | | 1 |
| | 622 | No Incident Found on Arrival | | | |
| | 631 | Authorized controlled burning | | | |
| | 650 | Steam, gas mistaken for smoke, | | | |
| | 651 | Smoke Scare, Odor of Smoke | | | |
| | 661 | EMS call, party already transported | | | |
| | 671 | HazMat Investigation, no HazMat | | | |
| | | | | | |
| False Alarm & False Call | 700 | False Alarm, Other | | | |
| | 710 | Malicious, mischievous false call, other | | | |
| | 715 | Local Alarm System, Malicious False Alarm | | | |
| | 721 | Bomb Scare - No Bomb | | | |
| | 730 | System Malfunction | | | |
| | 731 | Sprinkler activation due to malfunction | 2 | 4 | |
| | 732 | Extinguishing System Activation - Malfunction | | | |
| | 733 | Smoke Det. Activation - Malfunction | 1 | 2 | |
| | 734 | Heat Detector Activation - Malfunction | | | |
| | 735 | Alarm system sounded due to malfunction | 2 | 4 | |
| | 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 | | | |

| | | | | | |
|-----------------------|------|--|----|----|---|
| | | | | | |
| Severe Weather | 812 | Flood Assessment | | | |
| | 813 | Wind Storm, Tornado/Hurricane Assessment | | | |
| Special Incident Type | | | | | |
| | 911 | Citizen Complaint | | | |
| | 9003 | Affidavit Issued | | | |
| | | | 10 | 30 | 9 |
| | | Total Response for Union Twp/City | | | |

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: September 21, 2017

Policy Review: 2.10 Communications and Support to the Board
Type of Review: Internal
Review Interval: Annual
Review Month: September, 2017

Policy Wording

The Township Manager shall not permit the board to be uniformed or unsupported in its work.

Manager Interpretation

The Township Manager interprets this policy to mean the Board of Trustees in its entirety, shall be made aware of any material information that would impact the policy making role of the board. The manager shall also gather all relevant information and present it to the board in a concise way that will assist the board in its policy making capacity. The manager shall also prepare and submit monitoring reports according to the approved schedule and include data that the board deems important. The manager shall also advise the board if, in the manager's opinion, the board is not in compliance with its own governance process. The manager shall also deal with the board as a whole.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

Data

The Township Manager through the use of the agenda submits all information that would be relevant to assisting the Board of Trustees when making a policy decision.

The Township Manager, whether by email, copies of emails, or personal conversations, tries to ensure that all members of the board are kept up to date concerning policy or adverse actions concerning the township.

Monitoring reports are presented as called for in the Governing Policy schedule.

Compliance

In compliance with policy as indicated.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: September 2017

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 expenditures for the current fiscal year

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

East and West DDA Funds – 4 months of normal operational expenditures

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

Justification for reasonability

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 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 | \$ 3,133,158 | | |
| <u>GF Unrestricted</u> | <u>\$ 3,133,158</u> | <u>\$ 712,848</u> | <u>Yes</u> |
| Fire Fund | \$ 1,282,186 | | |
| (Fire Truck Reserve) | \$ (400,000) | | |
| <u>FF Unrestricted</u> | <u>\$ 882,186</u> | <u>\$ 513,000</u> | <u>Yes</u> |
| EDDA | \$ 1,100,996 | | |
| Projects | \$ -0- | | |
| <u>EDDA Unrestricted</u> | <u>\$ 1,100,996</u> | <u>\$ 58,650</u> | <u>Yes</u> |
| WDDA | \$ 847,783 | | |
| Projects | \$ -0- | | |
| <u>WDDA Unrestricted</u> | <u>\$ 847,783</u> | <u>\$ 85,772</u> | <u>Yes</u> |
| Sewer Fund | \$ 2,822,857 | | |
| 2011 Bond Reserve | \$ (35,000) | | |
| 2011 Bond RRI Reserve | \$ (71,435) | | |
| 2013 Bond Reserve | \$ (80,000) | | |
| 2013 Bond RRI Reserve | \$ (14,028) | | |
| <u>Sewer Fund Net</u> | <u>\$ 2,622,394</u> | <u>\$ 510,123</u> | <u>Yes</u> |
| <u>Water Fund</u> | <u>\$ 2,998,040</u> | <u>\$ 334,288</u> | <u>Yes</u> |

Compliance

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 08/31/2017

DB: Union

% Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE | | YTD BALANCE | | % BDGT USED |
|--------------------------------|--------------------------------------|--------------|------------|---------------------|-------------------|-------------|
| | | NORMAL | (ABNORMAL) | 2017 AMENDED BUDGET | NORMAL (ABNORMAL) | |
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| 101-000-402.000 | CURRENT PROPERTY TAX | 301,614.13 | | 305,000.00 | 300,190.72 | 98.42 |
| 101-000-402.001 | PROPERTY TAX REFUNDS-MTT | (837.26) | | (3,000.00) | (5,956.96) | 198.57 |
| 101-000-402.002 | PILOT TAX | 3,083.81 | | 3,000.00 | 0.00 | 0.00 |
| 101-000-402.100 | PRIOR YEARS PROPERTY TAXES | (2,103.68) | | (1,000.00) | 0.00 | 0.00 |
| 101-000-420.000 | DELO PERSONAL PROPERTY TAXES | 922.30 | | 1,000.00 | 1,182.19 | 118.22 |
| 101-000-425.000 | MOBILE HOME PARK TAX | 2,548.50 | | 2,500.00 | 1,211.50 | 48.46 |
| 101-000-445.000 | INTEREST ON TAXES | (823.29) | | 0.00 | 142.39 | 100.00 |
| 101-000-446.000 | 3% OR 4% PENALTY ON TAX | 21,236.26 | | 4,000.00 | 5,485.97 | 137.15 |
| 101-000-447.000 | ADMIN FEE-PROPERTY TAX | 147,587.97 | | 145,000.00 | 118,516.51 | 81.74 |
| 101-000-447.001 | ADMIN FEES-REFUNDS MTT BOR | (586.88) | | (300.00) | (2,925.44) | 975.15 |
| 101-000-447.050 | ADMIN FEE-STATE EDUC TAX (SET) | 7,765.00 | | 7,765.00 | 0.00 | 0.00 |
| 101-000-447.100 | ADMIN FEE-PRIOR YEARS | (33.86) | | 0.00 | (4.35) | 100.00 |
| 101-000-475.000 | CABLE TV | 79,670.85 | | 79,900.00 | 66,046.67 | 82.66 |
| 101-000-476.000 | BUILDING PERMITS | 70,873.93 | | 75,000.00 | 31,651.75 | 42.20 |
| 101-000-477.000 | RENTAL INSPECTION FEES | 78,556.50 | | 79,000.00 | 80,271.00 | 101.61 |
| 101-000-478.000 | DOG LICENSE REVENUE | 4.00 | | 0.00 | 1.50 | 100.00 |
| 101-000-479.000 | ZONING PERMITS | 10,795.00 | | 40,000.00 | 7,960.00 | 19.90 |
| 101-000-573.000 | STATE AID REVENUE | 1,061.94 | | 0.00 | 0.00 | 0.00 |
| 101-000-574.000 | STATE REVENUE SHARING | 1,030,739.00 | | 1,017,548.00 | 352,650.00 | 34.66 |
| 101-000-574.100 | LIQUOR STATE REVENUE SHARING | 11,748.55 | | 11,000.00 | 330.00 | 3.00 |
| 101-000-574.200 | METRO ANNUAL MAINT. FEE | 7,749.49 | | 7,700.00 | 7,537.91 | 97.89 |
| 101-000-609.000 | CONSTR PLAN REVIEW FEES | 875.00 | | 0.00 | 125.00 | 100.00 |
| 101-000-613.000 | APPLICATION FEES | 0.00 | | 0.00 | 500.00 | 100.00 |
| 101-000-626.000 | COPIES | 0.00 | | 0.00 | 20.44 | 100.00 |
| 101-000-628.000 | LAND DIVISIONS | 500.00 | | 500.00 | 500.00 | 100.00 |
| 101-000-630.000 | WEED ABATEMENT SERVICES | 1,345.63 | | 500.00 | 0.00 | 0.00 |
| 101-000-655.000 | FINES & FORFEITURES | 1,088.67 | | 1,500.00 | 501.27 | 33.42 |
| 101-000-665.000 | INTEREST EARNED | 21,706.74 | | 10,000.00 | 22,836.88 | 228.37 |
| 101-000-667.000 | RENT - JAMESON HALL | 6,040.00 | | 5,000.00 | 5,200.00 | 104.00 |
| 101-000-667.100 | RENT - McDONALD PARK PAVILION | 1,360.00 | | 1,500.00 | 1,560.00 | 104.00 |
| 101-000-667.200 | RENT - JAMESON PAVILION | 420.00 | | 750.00 | 300.00 | 40.00 |
| 101-000-667.300 | LEASES | 900.00 | | 900.00 | 900.00 | 100.00 |
| 101-000-671.000 | OTHER REVENUE | 14,241.91 | | 1,000.00 | 17,815.44 | 1,781.54 |
| 101-000-672.400 | REVENUE-STREET LIGHTS SPEC ASSESS | 21,918.85 | | 15,000.00 | 6,042.03 | 40.28 |
| 101-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | 6,500.00 | | 500.00 | 0.00 | 0.00 |
| 101-000-695.000 | CAPITAL LEASE PROCEEDS | 54,619.00 | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 1,903,088.06 | | 1,811,263.00 | 1,020,592.42 | 56.35 |
| Expenditures | | | | | | |
| 101 | TRUSTEES | 81,776.39 | | 67,981.00 | 34,854.68 | 51.27 |
| 171 | SUPERVISOR | 31,048.17 | | 20,418.00 | 10,481.00 | 51.33 |
| 172 | TWP MANAGER | 51,977.17 | | 79,079.00 | 54,015.61 | 68.31 |
| 191 | ACCOUNTING/GEN ADMIN | 141,928.67 | | 154,945.00 | 94,079.07 | 60.72 |
| 215 | CLERK | 50,403.76 | | 38,506.00 | 17,582.41 | 45.66 |
| 228 | INFORMATION TECHNOLOGY | 35,112.67 | | 55,000.00 | 14,726.74 | 26.78 |
| 247 | BOARD OF REVIEW | 4,939.70 | | 0.00 | 0.00 | 0.00 |
| 253 | TREASURER | 31,887.39 | | 38,606.00 | 18,546.77 | 48.04 |
| 257 | ASSESSOR | 216,986.11 | | 208,070.00 | 135,952.42 | 65.34 |
| 262 | ELECTIONS | 28,365.59 | | 9,100.00 | 0.00 | 0.00 |
| 265 | TWP HALL & GROUNDS | 43,954.91 | | 67,200.00 | 44,330.82 | 65.97 |
| 266 | LEGAL/ATTORNEY | 27,023.85 | | 41,000.00 | 48,520.63 | 118.34 |
| 330 | LIQUOR CONTROL | 10,760.94 | | 0.00 | 0.00 | 0.00 |
| 371 | BUILDING | 109,676.11 | | 253,440.00 | 159,382.73 | 62.89 |
| 372 | ZONING | 51,946.68 | | 0.00 | 0.00 | 0.00 |
| 373 | RENTAL INSPECTIONS | 118,430.81 | | 0.00 | 0.00 | 0.00 |
| 441 | PUBLIC WORKS | 446,212.41 | | 681,950.00 | 207,270.64 | 30.39 |
| 721 | PLANNING | 19,193.51 | | 196,843.00 | 71,663.63 | 36.41 |
| 722 | ZONING BOARD OF APPEALS | 3,140.82 | | 0.00 | 0.00 | 0.00 |
| 751 | PARKS & RECREATION | 117,344.70 | | 179,406.00 | 87,487.88 | 48.77 |
| 901 | CAPITAL OUTLAY | 98,940.13 | | 47,000.00 | 4,353.00 | 9.26 |
| 910 | DEBT SERVICE-LEASES | 9,967.32 | | 0.00 | 8,859.84 | 100.00 |
| 999 | MONTHLY CLEARING ACCOUNT | 0.00 | | 0.00 | 930.71 | 100.00 |
| TOTAL EXPENDITURES | | 1,731,017.81 | | 2,138,544.00 | 1,013,038.58 | 47.37 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 1,903,088.06 | | 1,811,263.00 | 1,020,592.42 | 56.35 |
| TOTAL EXPENDITURES | | 1,731,017.81 | | 2,138,544.00 | 1,013,038.58 | 47.37 |
| NET OF REVENUES & EXPENDITURES | | 172,070.25 | | (327,281.00) | 7,553.84 | 2.31 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 | YTD BALANCE | | % BDGT USED |
|--------------------------------|------------------------------|-------------|------------|------------|-------------|-------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 206 - FIRE FUND | | | | | | | |
| Revenues | | | | | | | |
| 206-000-402.000 | CURRENT REAL PROPERTY TAX | 603,580.60 | | 605,000.00 | | 600,390.30 | 99.24 |
| 206-000-402.001 | PROPERTY TAX REFUNDS-MTT | (1,686.96) | | (500.00) | | (11,913.93) | 2,382.79 |
| 206-000-402.002 | PILOT TAX | 6,167.61 | | 0.00 | | 0.00 | 0.00 |
| 206-000-402.100 | PRIOR YEARS PROPERTY TAXES | (39.04) | | 0.00 | | 0.00 | 0.00 |
| 206-000-420.000 | DELQ PERSONAL PROPERTY TAXES | 989.61 | | 500.00 | | 2,398.58 | 479.72 |
| 206-000-445.000 | INTEREST ON TAXES | 58.72 | | 0.00 | | 330.50 | 100.00 |
| 206-000-543.000 | STATE GRANT-PUBLIC SAFETY | 6,347.24 | | 0.00 | | 0.00 | 0.00 |
| 206-000-573.000 | STATE AID REVENUE | 2,123.88 | | 0.00 | | 0.00 | 0.00 |
| 206-000-600.200 | FIRE PROTECTION - EDDA | 60,775.00 | | 60,775.00 | | 61,665.00 | 101.46 |
| 206-000-600.300 | FIRE PROTECTION - WDDA | 37,316.28 | | 37,300.00 | | 39,506.00 | 105.91 |
| 206-000-665.000 | INTEREST EARNED | 7,329.87 | | 4,500.00 | | 7,060.21 | 156.89 |
| TOTAL REVENUES | | 722,962.81 | | 707,575.00 | | 699,436.66 | 98.85 |
| Expenditures | | | | | | | |
| 336 | FIRE DEPARTMENT | 669,300.00 | | 684,000.00 | | 684,000.00 | 100.00 |
| TOTAL EXPENDITURES | | 669,300.00 | | 684,000.00 | | 684,000.00 | 100.00 |
| Fund 206 - FIRE FUND: | | | | | | | |
| TOTAL REVENUES | | 722,962.81 | | 707,575.00 | | 699,436.66 | 98.85 |
| TOTAL EXPENDITURES | | 669,300.00 | | 684,000.00 | | 684,000.00 | 100.00 |
| NET OF REVENUES & EXPENDITURES | | 53,662.81 | | 23,575.00 | | 15,436.66 | 65.48 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 | YTD BALANCE | | % BDGT USED |
|--------------------------------|-----------------------------|--------------|------------|------------|-------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 248 - EDDA OPERATING | | | | | | | |
| Revenues | | | | | | | |
| 248-000-402.000 | CURRENT PROPERTY TAX | 426,383.74 | | 430,000.00 | | 441,993.16 | 102.79 |
| 248-000-402.001 | PROPERTY TAX REFUNDS-MTT | (1,872.89) | | (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 | 2,149.37 | | 2,000.00 | | 1,860.58 | 93.03 |
| 248-000-445.000 | INTEREST ON TAXES | 0.00 | | 0.00 | | 1,029.32 | 100.00 |
| 248-000-573.000 | STATE AID REVENUE | 70,565.75 | | 0.00 | | 0.00 | 0.00 |
| 248-000-665.000 | INTEREST EARNED | 1,883.75 | | 1,000.00 | | 2,668.74 | 266.87 |
| 248-000-671.000 | OTHER REVENUE | 101.09 | | 200.00 | | 67.55 | 33.78 |
| TOTAL REVENUES | | 499,210.81 | | 428,450.00 | | 447,619.35 | 104.47 |
| Expenditures | | | | | | | |
| 000 | NONE | 560,354.31 | | 66,300.00 | | 71,785.50 | 108.27 |
| 336 | FIRE DEPARTMENT | 60,775.00 | | 60,775.00 | | 61,665.00 | 101.46 |
| TOTAL EXPENDITURES | | 621,129.31 | | 127,075.00 | | 133,450.50 | 105.02 |
| Fund 248 - EDDA OPERATING: | | | | | | | |
| TOTAL REVENUES | | 499,210.81 | | 428,450.00 | | 447,619.35 | 104.47 |
| TOTAL EXPENDITURES | | 621,129.31 | | 127,075.00 | | 133,450.50 | 105.02 |
| NET OF REVENUES & EXPENDITURES | | (121,918.50) | | 301,375.00 | | 314,168.85 | 104.25 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 AMENDED BUDGET | YTD BALANCE | | % BDGT USED |
|--------------------------------|-----------------------------|-------------|------------|------------------------|-------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 250 - WDDA OPERATING | | | | | | | |
| Revenues | | | | | | | |
| 250-000-402.000 | CURRENT PROPERTY TAX | 457,662.49 | | 460,000.00 | | 494,598.66 | 107.52 |
| 250-000-402.001 | PROPERTY TAX REFUNDS-MTT | (8,337.74) | | (4,000.00) | | 0.00 | 0.00 |
| 250-000-402.100 | PRIOR YEARS PROPERTY TAXES | 0.00 | | 250.00 | | 0.00 | 0.00 |
| 250-000-420.000 | DELQ PERSONAL PROPERTY CAPT | 641.12 | | 300.00 | | 279.02 | 93.01 |
| 250-000-445.000 | INTEREST ON TAXES | 0.00 | | 0.00 | | 219.52 | 100.00 |
| 250-000-573.000 | STATE AID REVENUE | 6,837.57 | | 0.00 | | 0.00 | 0.00 |
| 250-000-665.000 | INTEREST EARNED | 1,734.91 | | 1,500.00 | | 1,067.31 | 71.15 |
| TOTAL REVENUES | | 458,538.35 | | 458,050.00 | | 496,164.51 | 108.32 |
| Expenditures | | | | | | | |
| 000 | NONE | 0.00 | | 300,500.00 | | 200,400.00 | 66.69 |
| 336 | FIRE DEPARTMENT | 37,316.28 | | 37,300.00 | | 39,506.00 | 105.91 |
| 996 | TRANSFER OUT | 220,000.00 | | 265,000.00 | | 260,000.00 | 98.11 |
| TOTAL EXPENDITURES | | 257,316.28 | | 602,800.00 | | 499,906.00 | 82.93 |
| Fund 250 - WDDA OPERATING: | | | | | | | |
| TOTAL REVENUES | | 458,538.35 | | 458,050.00 | | 496,164.51 | 108.32 |
| TOTAL EXPENDITURES | | 257,316.28 | | 602,800.00 | | 499,906.00 | 82.93 |
| NET OF REVENUES & EXPENDITURES | | 201,222.07 | | (144,750.00) | | (3,741.49) | 2.58 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 AMENDED BUDGET | YTD BALANCE | | % BDGT USED |
|-----------------------------------|----------------------|--------------|------------|------------------------|-------------|------------|----------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 288 - TRIBAL 2% GRANTS FUND | | | | | | | |
| Revenues | | | | | | | |
| 288-000-665.000 | INTEREST EARNED | 931.01 | | 0.00 | | 81.52 | 100.00 |
| TOTAL REVENUES | | 931.01 | | 0.00 | | 81.52 | 100.00 |
| Expenditures | | | | | | | |
| 728 | ECONOMIC DEVELOPMENT | 570,125.00 | | 0.00 | | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 570,125.00 | | 0.00 | | 0.00 | 0.00 |
| Fund 288 - TRIBAL 2% GRANTS FUND: | | | | | | | |
| TOTAL REVENUES | | 931.01 | | 0.00 | | 81.52 | 100.00 |
| TOTAL EXPENDITURES | | 570,125.00 | | 0.00 | | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | (569,193.99) | | 0.00 | | 81.52 | 100.00 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--------------------------------------|-------------|--------------|--------------|-------------|--------------|-------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 590 - SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| 590-000-456.000 | CONNECTION FEE | | 210,002.73 | 100,000.00 | | 96,278.00 | 96.28 |
| 590-000-627.000 | SERVICE | | 1,253,544.84 | 1,265,581.00 | | 637,080.41 | 50.34 |
| 590-000-627.100 | DELINQUENT SEWER | | (2,341.07) | 4,500.00 | | (435.16) | (9.67) |
| 590-000-628.000 | INSPECTION FEE | | 1,200.00 | 0.00 | | 0.00 | 0.00 |
| 590-000-655.000 | FINES & FORFEITURES | | 30,349.61 | 12,500.00 | | 17,070.47 | 136.56 |
| 590-000-665.000 | INTEREST EARNED | | 17,841.79 | 6,000.00 | | 19,178.21 | 319.64 |
| 590-000-665.003 | INTEREST EARNED - BOND RESERVES | | 637.71 | 0.00 | | 37.48 | 100.00 |
| 590-000-665.100 | INTEREST EARNED-SPEC ASSESS | | 26,051.18 | 7,101.00 | | 3,316.29 | 46.70 |
| 590-000-670.000 | DEBT RETIREMENT | | 1,061,282.67 | 1,076,087.00 | | 541,869.51 | 50.36 |
| 590-000-670.100 | DEBT SERVICE (SEWER 1) CITY ANNEX | | 1,050.00 | 1,000.00 | | 1,050.00 | 105.00 |
| 590-000-671.000 | OTHER REVENUE | | 15,295.83 | 500.00 | | 1,396.42 | 279.28 |
| 590-000-672.500 | REVENUE-SPECIAL ASSESS | | 0.00 | 22,292.00 | | 0.00 | 0.00 |
| 590-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | | 0.00 | 250.00 | | 0.00 | 0.00 |
| TOTAL REVENUES | | | 2,614,915.29 | 2,495,811.00 | | 1,316,841.63 | 52.76 |
| Expenditures | | | | | | | |
| 529 | O & M EXPENDITURES | | 429,139.89 | 1,147,524.00 | | 353,869.15 | 30.84 |
| 530 | SEWER LIFT STATIONS | | 53,930.01 | 0.00 | | 0.00 | 0.00 |
| 588 | VEHICLE EXPENDITURES | | 12,298.92 | 0.00 | | 0.00 | 0.00 |
| 611 | WWTP | | 765,060.90 | 924,084.00 | | 528,374.21 | 57.18 |
| 906 | DEBT SERVICE | | 303,537.27 | 289,134.00 | | 203,191.67 | 70.28 |
| 910 | DEBT SERVICE-LEASES | | 440.21 | 0.00 | | 391.28 | 100.00 |
| 960 | DEPRECIATION EXPENSE | | 635,219.63 | 700,000.00 | | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | | 2,199,626.83 | 3,060,742.00 | | 1,085,826.31 | 35.48 |
| Fund 590 - SEWER FUND: | | | | | | | |
| TOTAL REVENUES | | | 2,614,915.29 | 2,495,811.00 | | 1,316,841.63 | 52.76 |
| TOTAL EXPENDITURES | | | 2,199,626.83 | 3,060,742.00 | | 1,085,826.31 | 35.48 |
| NET OF REVENUES & EXPENDITURES | | | 415,288.46 | (564,931.00) | | 231,015.32 | 40.89 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2017 | YTD BALANCE | | % BDGT USED |
|--------------------------------|--------------------------------------|--------------|------------|----------------|-------------|--------------|-------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 591 - WATER FUND | | | | | | | |
| Revenues | | | | | | | |
| 591-000-450.000 | WATER SALES | 1,337,229.27 | | 1,222,804.00 | | 641,740.21 | 52.48 |
| 591-000-450.100 | BULK WATER SALES | 3,132.13 | | 2,500.00 | | 1,000.00 | 40.00 |
| 591-000-450.200 | FINAL READ | 1,755.00 | | 1,250.00 | | 1,260.00 | 100.80 |
| 591-000-450.300 | TURN-OFF | 2,550.00 | | 1,500.00 | | 1,450.00 | 96.67 |
| 591-000-452.000 | LATERALS | 5,946.96 | | 5,000.00 | | 19,521.60 | 390.43 |
| 591-000-454.000 | BENEFIT FEES | 44,474.25 | | 30,000.00 | | 36,158.75 | 120.53 |
| 591-000-459.000 | REVENUE-HOOK UP FEE | 89,831.40 | | 50,000.00 | | 49,139.00 | 98.28 |
| 591-000-479.000 | REVENUE-REPLACEMENT METERS | 0.00 | | 500.00 | | 0.00 | 0.00 |
| 591-000-628.000 | INSPECTION FEE | 1,800.00 | | 1,250.00 | | 0.00 | 0.00 |
| 591-000-655.000 | FINES & FORFEITURES | 19,885.66 | | 12,500.00 | | 10,217.58 | 81.74 |
| 591-000-665.000 | INTEREST EARNED | 17,781.61 | | 10,000.00 | | 18,619.73 | 186.20 |
| 591-000-665.100 | INTEREST EARNED-SPEC ASSESS | 16,221.52 | | 500.00 | | 4,658.17 | 931.63 |
| 591-000-667.300 | LEASES - TOWER RENTAL | 40,846.09 | | 40,000.00 | | 24,683.70 | 61.71 |
| 591-000-671.000 | OTHER REVENUE | 3,433.86 | | 1,000.00 | | 6,377.95 | 637.80 |
| 591-000-672.500 | REVENUE-SPECIAL ASSESS | 0.00 | | 9,682.00 | | 0.00 | 0.00 |
| 591-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | (4,449.58) | | 500.00 | | 5,000.00 | 1,000.00 |
| TOTAL REVENUES | | 1,580,438.17 | | 1,388,986.00 | | 819,826.69 | 59.02 |
| Expenditures | | | | | | | |
| 536 | WATER O & M | 938,746.06 | | 1,640,453.00 | | 714,737.88 | 43.57 |
| 538 | TREATMENT PLANT | 51,671.36 | | 0.00 | | 0.00 | 0.00 |
| 539 | WATER TOWER | 17,380.15 | | 0.00 | | 0.00 | 0.00 |
| 588 | VEHICLE EXPENDITURES | 11,656.16 | | 0.00 | | 0.00 | 0.00 |
| 906 | DEBT SERVICE | 66,755.41 | | 65,279.00 | | 65,158.75 | 99.82 |
| 910 | DEBT SERVICE-LEASES | 529.47 | | 0.00 | | 470.64 | 100.00 |
| 960 | DEPRECIATION EXPENSE | 328,988.60 | | 300,000.00 | | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,415,727.21 | | 2,005,732.00 | | 780,367.27 | 38.91 |
| Fund 591 - WATER FUND: | | | | | | | |
| TOTAL REVENUES | | 1,580,438.17 | | 1,388,986.00 | | 819,826.69 | 59.02 |
| TOTAL EXPENDITURES | | 1,415,727.21 | | 2,005,732.00 | | 780,367.27 | 38.91 |
| NET OF REVENUES & EXPENDITURES | | 164,710.96 | | (616,746.00) | | 39,459.42 | 6.40 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | |
| | | 7,780,084.50 | | 7,290,135.00 | | 4,800,562.78 | 65.85 |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | | |
| | | 7,464,242.44 | | 8,618,893.00 | | 4,196,588.66 | 48.69 |
| NET OF REVENUES & EXPENDITURES | | 315,842.06 | | (1,328,758.00) | | 603,974.12 | 45.45 |



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|---|---|
| TO: Board of Trustees | DATE: September 20, 2017 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 09/27/2017 |
| ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection | |

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.0 (Global Governance-Management Connection), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.0 – Global Governance-Management Connection

The Policy states:

The board’s primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.

However, because of the nature of township government and its election of department heads in the titles of township clerk and township treasurer, policies of the board shall reflect the term township management, intending the inclusion of the township manager, clerk and treasurer within the scope of their duties as defined by law.

In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the township budget. (MCL 141.422b (e)).

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.0.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on September 27, 2017.

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?



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|--|---|
| TO: Board of Trustees | DATE: September 20, 2017 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 09/27/2017 |
| ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control | |

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.1 (Unity of Control), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.1 – Unity of Control

The Policy states: Only officially passed motions of the board are binding on Township Management.

Accordingly:

4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Management except in rare instances when the board has specifically authorized such exercise of authority.

4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager’s opinion, a material amount of staff time, or funds, or is disruptive.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.1.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on September 27, 2017.

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?