



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

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - A. Mission Creek Update with the County Drain Commissioner
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – October 11, 2017- regular meeting
  - C. Accounts Payable
  - 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: Set Burch Tank Public Hearing
  - B. Discussion/ Action: 4.3 Delegation to the Township Manager
12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

**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 October 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, Treasurer Rice, Clerk Cody, Trustees B. Hauck, Lannen, and Woerle

Excused: Trustee Mikus

**Approval of Agenda**

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

**Presentations**

Ryan Griffus, Isabella County Restoration House, is going into its 5<sup>th</sup> season. He gave a presentation describing the rotating shelter that is in partnership with local churches, business, agencies, and student groups. For more information, access [icrhouse.org](http://icrhouse.org)

**Public Hearings**

**Public Comment** - open 7:29 p.m.

No comments were offered.

**Reports/Board Comments**

A. Re-appoint Lynn Laskowsky to the Chippewa River District Library Board, term expiring 12/31/2017.

**Woerle** moved **Rice** supported to re-appoint Lynn Laskowsky to the Chippewa River District Library Board, new four year term expiring 12/31/2021. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Lannen –Updates from Isabella County Board of Commissions.

Cody- Updates from City of Mt. Pleasant meeting.

Woerle – Updates from Planning Commission.

**Consent Agenda**

- A. Communications
- B. Minutes September 27, 2017 – Regular Meeting
- C. Bills
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

**BOARD AGENDA**

**A. Discussion/ Action: (Stuhldreher) Boards and Commission Per Diem Pay**

**Lannen** moved **Rice** supported to follow the administrations’ recommendation for Boards and Commissions per meeting pay levels; with the only recommended change for the Construction Board of Appeals appointees would be paid \$65 per meeting, \$70 to Chair and Secretary. Alternates would only be paid if they are called to serve and vote at a particular meeting. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**B. Discussion/ Action: (Stuhldreher) FY 2018 Managers Recommended Budget**

Discussion by the Board.

**EXTENDED PUBLIC COMMENT** - Open 8:43 p.m.

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

**MANAGER COMMENTS**

- Sidewalk / Pathway Prioritization Committee met 10/10/2017.
- Three Building Official applications were received.
- Joint RFP with City of Mt. Pleasant pertaining to water study expected to be sent next week.

**FINAL BOARD MEMBER COMMENTS**

Woerle – Mentioned Master Plan Open House will be on Tuesday, October 24, 2017 from 5 – 6:00 p.m. at the Commission on Aging. A public hearing has been set for the 2017 Master Plan on October 24, 2017 at 7 p.m. at Union Township Hall.

Rice – Support the Broadway Theatre Friday, October 13, 2017.

**ADJOURNMENT**

**Rice** moved **Woerle** supported to adjourn the meeting at 8:57 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	Description	Amount
Bank 101 POOLED CHECKING						
10/13/2017	101	145 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD #GUL STREET LIGHTS	49.33 <u>1,651.47</u> 1,700.80
10/25/2017	101	19663	01358	21ST CENTURY MEDIA-MICHIGAN	EMPLOYMENT ADS-BLDG/WWTP REZONING NOTICES	2,144.00 <u>907.24</u> 3,051.24
10/25/2017	101	19664	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	MOWING-5243 JONATHON LANE MOWING-4520 COLLEGIATE WAY MOWING-1596 BELMONT DR MOWING-1596 BELMONT DR	60.75 234.50 151.88 <u>91.13</u> 538.26
10/25/2017	101	19665	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL SERVICES ON 9-12-17	700.00
10/25/2017	101	19666	01278	BERENDS, HENDRICKS, STUIT INSURANCE	ANNUAL PAR PLAN RENEWAL EFFECTIVE 11-1-1	63,110.00
10/25/2017	101	19667	01240	BRAUN KENDRICK FINKBEINER PLC	NEW GRASS CIVIL - AUG 2017 MT PLEASANT INVESTMENT PROPERTIES - AUG GEN/SWR FUND LEGAL FEES AUG 2017 GENERAL LEGAL FEES - SEPT 2017 NEW GRASS CIVIL - SEPT 2017	2,790.00 1,277.00 3,525.00 3,254.00 <u>1,949.88</u> 12,795.88
10/25/2017	101	19668	00095	C & C ENTERPRISES, INC.	TWP HALL - BATHROOM SUPPLIES JANITORIAL WWTP JANITORIAL WWTP TWP HALL BATHROOM SUPPLIES	100.75 50.00 100.00 <u>77.00</u> 327.75
10/25/2017	101	19669	00722	CHARTER TOWNSHIP OF UNION	TWP HALL-3RD Q WATER/SEWER BILLING WWTP - Q3 UTILITY BILLING WWTP SOLIDS BUILDING - Q3 UTILITY BILLIN PARKS CONCESSION - Q3 UTILITY BILLING MCDONALD PARK - Q3 UTILITY BILLING JAMESON PARK - Q3 UTILITY BILLING RESTROOMS & PAVILION - Q3 UTILITY BILLIN SPRINKLER SACCO - Q3 UTILITY BILLING 2010 S LINCOLN - Q3 UTILITY BILLING PARK POLE BARN - Q3 UTILITY BILLING MCDONALD PARK SPRINKLER - Q3 UTILITY BIL JAMESON PARK - Q3 UTILITY BILLING	147.90 3,371.90 304.60 63.45 20.00 195.86 147.90 228.00 147.90 52.00 332.00 <u>168.90</u> 5,180.41
10/25/2017	101	19670	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE-OCT/NO	8,934.25
10/25/2017	101	19671	00209	ETNA SUPPLY COMPANY	NOZZLE O-RINGS	292.20
10/25/2017	101	19672	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT	40.00
10/25/2017	101	19673	01559	GALLINAT, PETER	FLEX MEDICAL SPENDING REIMB-10-12-17	20.00
10/25/2017	101	19674	00261	GRAINGER	LIFTING MAGNET FOR WWTP	565.62
10/25/2017	101	19675	00266	HACH COMPANY	AMMONIA FOR WWTP	250.05
10/25/2017	101	19676	00324	ISABELLA CORPORATION	CRUSHED CONCRETE FOR PARKING LOT & MCDON	1,760.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/25/2017	101	19677	00351	JONES & HENRY LABORATORIES, INC.	SAMPLE TESTING FOR WWTP	210.00
10/25/2017	101	19678	01324	KENEWELL GROUP	DANGER SIGNS FOR BLDG DEPT	90.00
10/25/2017	101	19679	01517	L S L PLANNING	MASTER PLAN SERVICES - JUNE 2017	1,518.75
10/25/2017	101	19680	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - SEPT 2017	9,900.00
10/25/2017	101	19681	00420	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD FOR WWTP OPERATOR	220.80
10/25/2017	101	19682	00422	MICHIGAN PIPE & VALVE	MISSION WELL SITE ITEM RESTOCK	3,420.00
10/25/2017	101	19683	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	CLIENT FEE 4TH QUARTER 2017	2,500.00
10/25/2017	101	19684	00128	CITY OF MT. PLEASANT	MAP TRAINING - PLANNING	432.30
10/25/2017	101	19685	00472	MUNICIPAL CODE CORPORATION	CODE BANK ARCHIVES WEB HOSTING	900.00
10/25/2017	101	19686	00506	MEEKHOF TIRE SALES & SERVICE INC	FLAT TIRE REPAIR - PARKS F150	15.00
10/25/2017	101	19687	00131	PERCEPTIVE CONTROLS, INC	CHANGE IP ADDRESSING ON VFD'S	981.50
10/25/2017	101	19688	00532	PLUMMER'S ENVIRONMENTAL SERV.	SANITARY SEWER CLEANING	23,178.82
10/25/2017	101	19689	00788	POLLARDWATER.COM	DOWSING ROD FOR WWTP	57.77
10/25/2017	101	19690	01560	SAFEBUILT STUDIO	MASTER PLAN SERVICES - JULY 2017	606.14
10/25/2017	101	19691	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - QUARTERLY RENTAL	45.00
10/25/2017	101	19692	01542	SHRED-IT US JV LLC	PAPER SHREDDING 9-27-17	65.40
10/25/2017	101	19693	01254	LARRY M SOMMER	MEALS & GAS REIMBURSEMENT	40.14
10/25/2017	101	19694	01495	MARK STUHLREHER	MILEAGE REIMB-FOR NEW GRASS MEDIATION	88.81
					MEAL REIMB-LUNCH W/COUNTY ADMINISTRATOR	25.17
						<u>113.98</u>
10/25/2017	101	19695	01554	UNIFIRST CORPORATION	UNIFORMS	37.03
					UNIFORMS	81.13
					UNIFORMS	228.03
					UNIFORMS	39.89
					UNIFORMS	82.19
						<u>468.27</u>
10/25/2017	101	19696	00668	UNITED PARCEL SERVICE	SAMPLE SHIPPING	10.12
10/25/2017	101	19697	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE	4,786.76
10/25/2017	101	19698	00723	WINN TELECOM	PHONE SERVICE 10/15/17 - 11/14/17	204.12
						<u><u>204.12</u></u>

101 TOTALS:

Total of 37 Checks:	149,031.33
Less 0 Void Checks:	0.00
Total of 37 Disbursements:	<u>149,031.33</u>

User: SHERRIE

PERIOD ENDING 09/30/2017

DB: Union

% Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	09/30/2017	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	CURRENT PROPERTY TAX	301,614.13		300,191.00	300,190.72	100.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(837.26)		(8,000.00)	(5,956.96)	74.46
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)		0.00	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	922.30		1,200.00	1,182.19	98.52
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		5,400.00	5,485.97	101.59
101-000-447.000	ADMIN FEE-PROPERTY TAX	147,587.97		145,000.00	149,497.82	103.10
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(586.88)		(4,000.00)	(2,925.44)	73.14
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,765.00		7,765.00	7,770.00	100.06
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		130,000.00	66,046.67	50.81
101-000-476.000	BUILDING PERMITS	70,873.93		50,000.00	35,477.48	70.95
101-000-477.000	RENTAL INSPECTION FEES	78,556.50		80,000.00	80,409.00	100.51
101-000-478.000	DOG LICENSE REVENUE	4.00		0.00	1.50	100.00
101-000-479.000	ZONING PERMITS	10,795.00		11,000.00	8,225.00	74.77
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		1,044,708.00	537,750.00	51.47
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,748.55		11,000.00	11,271.15	102.47
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		500.00	125.00	25.00
101-000-613.000	APPLICATION FEES	0.00		500.00	500.00	100.00
101-000-626.000	COPIES	0.00		9.00	23.64	262.67
101-000-628.000	LAND DIVISIONS	500.00		500.00	600.00	120.00
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		1,000.00	565.95	56.60
101-000-665.000	INTEREST EARNED	21,706.74		36,000.00	28,397.55	78.88
101-000-667.000	RENT - JAMESON HALL	6,040.00		7,000.00	5,850.00	83.57
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360.00		1,500.00	1,680.00	112.00
101-000-667.200	RENT - JAMESON PAVILION	420.00		500.00	300.00	60.00
101-000-667.300	LEASES	900.00		900.00	900.00	100.00
101-000-671.000	OTHER REVENUE	14,241.91		20,000.00	17,715.44	88.58
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		1,871,873.00	1,266,012.16	67.63
Expenditures						
101	TRUSTEES	81,776.39		54,098.00	36,541.44	67.55
171	SUPERVISOR	31,048.17		20,418.00	11,751.19	57.55
172	TWP MANAGER	51,977.17		132,856.00	57,281.78	43.12
191	ACCOUNTING/GEN ADMIN	141,928.67		156,513.00	103,070.61	65.85
215	CLERK	50,403.76		40,071.00	19,986.16	49.88
228	INFORMATION TECHNOLOGY	35,112.67		55,000.00	15,254.99	27.74
247	BOARD OF REVIEW	4,939.70		0.00	0.00	0.00
253	TREASURER	31,887.39		38,621.00	20,303.60	52.57
257	ASSESSOR	216,986.11		212,953.00	150,304.25	70.58
262	ELECTIONS	28,365.59		5,100.00	0.00	0.00
265	TWP HALL & GROUNDS	43,954.91		62,400.00	45,740.46	73.30
266	LEGAL/ATTORNEY	27,023.85		80,000.00	60,275.13	75.34
330	LIQUOR CONTROL	10,760.94		0.00	0.00	0.00
371	BUILDING	109,676.11		253,610.00	171,541.25	67.64
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		584,683.00	310,878.58	53.17
721	PLANNING	19,193.51		130,007.00	81,685.95	62.83
722	ZONING BOARD OF APPEALS	3,140.82		0.00	0.00	0.00
751	PARKS & RECREATION	117,344.70		165,206.00	99,302.14	60.11
901	CAPITAL OUTLAY	98,940.13		47,000.00	4,353.00	9.26
910	DEBT SERVICE-LEASES	9,967.32		13,300.00	9,967.32	74.94
TOTAL EXPENDITURES		1,731,017.81		2,051,836.00	1,198,237.85	58.40
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,903,088.06		1,871,873.00	1,266,012.16	67.63
TOTAL EXPENDITURES		1,731,017.81		2,051,836.00	1,198,237.85	58.40
NET OF REVENUES & EXPENDITURES		172,070.25		(179,963.00)	67,774.31	37.66

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BGD USED
		12/31/2016 NORMAL (ABNORMAL)			09/30/2017 NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND							
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	603,580.60		600,390.00		600,390.30	100.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,686.96)		(15,000.00)		(11,913.93)	79.43
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		2,500.00		2,398.58	95.94
206-000-445.000	INTEREST ON TAXES	58.72		350.00		330.50	94.43
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		61,600.00		61,665.00	100.11
206-000-600.300	FIRE PROTECTION - WDDA	37,316.28		39,500.00		39,506.00	100.02
206-000-665.000	INTEREST EARNED	7,329.87		11,500.00		8,288.47	72.07
TOTAL REVENUES		722,962.81		700,840.00		700,664.92	99.98
Expenditures							
336	FIRE DEPARTMENT	669,300.00		684,000.00		692,260.00	101.21
TOTAL EXPENDITURES		669,300.00		684,000.00		692,260.00	101.21
Fund 206 - FIRE FUND:							
TOTAL REVENUES		722,962.81		700,840.00		700,664.92	99.98
TOTAL EXPENDITURES		669,300.00		684,000.00		692,260.00	101.21
NET OF REVENUES & EXPENDITURES		53,662.81		16,840.00		8,404.92	49.91

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BGD USED
		12/31/2016 NORMAL (ABNORMAL)			09/30/2017 NORMAL (ABNORMAL)		
Fund 248 - EDDA OPERATING							
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	426,383.74		442,000.00		441,993.16	100.00
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		1,000.00		1,029.32	102.93
248-000-573.000	STATE AID REVENUE	70,565.75		50,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	1,883.75		6,300.00		3,755.00	59.60
248-000-671.000	OTHER REVENUE	101.09		200.00		67.55	33.78
TOTAL REVENUES		499,210.81		496,250.00		448,705.61	90.42
Expenditures							
000	NONE	560,354.31		159,950.00		83,829.03	52.41
336	FIRE DEPARTMENT	60,775.00		61,600.00		61,665.00	100.11
TOTAL EXPENDITURES		621,129.31		221,550.00		145,494.03	65.67
Fund 248 - EDDA OPERATING:							
TOTAL REVENUES		499,210.81		496,250.00		448,705.61	90.42
TOTAL EXPENDITURES		621,129.31		221,550.00		145,494.03	65.67
NET OF REVENUES & EXPENDITURES		(121,918.50)		274,700.00		303,211.58	110.38



GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2016 NORMAL (ABNORMAL)			09/30/2017 NORMAL (ABNORMAL)		
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	457,662.49		494,600.00		494,598.66	100.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(8,337.74)		(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	641.12		600.00		279.02	46.50
250-000-445.000	INTEREST ON TAXES	0.00		250.00		219.52	87.81
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		1,700.00		1,204.92	70.88
TOTAL REVENUES		458,538.35		493,150.00		496,302.12	100.64
Expenditures							
000	NONE	0.00		300,500.00		300,400.00	99.97
336	FIRE DEPARTMENT	37,316.28		39,500.00		39,506.00	100.02
996	TRANSFER OUT	220,000.00		260,000.00		260,000.00	100.00
TOTAL EXPENDITURES		257,316.28		600,000.00		599,906.00	99.98
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		458,538.35		493,150.00		496,302.12	100.64
TOTAL EXPENDITURES		257,316.28		600,000.00		599,906.00	99.98
NET OF REVENUES & EXPENDITURES		201,222.07		(106,850.00)		(103,603.88)	96.96

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDC USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-665.000	INTEREST EARNED	931.01		0.00		111.26	100.00
TOTAL REVENUES		931.01		0.00		111.26	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		111.26	100.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(569,193.99)		0.00		111.26	100.00

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BGD 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		1,274,000.00		953,092.25	74.81
590-000-627.100	DELINQUENT SEWER	(2,341.07)		(1,500.00)		(435.16)	29.01
590-000-628.000	INSPECTION FEE	1,200.00		0.00		0.00	0.00
590-000-655.000	FINES & FORFEITURES	30,349.61		30,000.00		17,042.38	56.81
590-000-665.000	INTEREST EARNED	17,841.79		30,000.00		22,542.30	75.14
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		5,600.00		3,316.29	59.22
590-000-670.000	DEBT RETIREMENT	1,061,282.67		1,083,000.00		812,731.05	75.04
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		1,500.00		1,486.87	99.12
590-000-672.500	REVENUE-SPECIAL ASSESS	0.00		23,000.00		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		2,546,850.00		1,907,141.46	74.88
Expenditures							
529	O & M EXPENDITURES	429,139.89		1,147,374.00		462,026.47	40.27
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		905,378.00		605,351.55	66.86
906	DEBT SERVICE	303,537.27		282,006.00		203,191.67	72.05
910	DEBT SERVICE-LEASES	440.21		600.00		440.19	73.37
960	DEPRECIATION EXPENSE	635,219.63		700,000.00		0.00	0.00
TOTAL EXPENDITURES		2,199,626.83		3,035,358.00		1,271,009.88	41.87
Fund 590 - SEWER FUND:							
TOTAL REVENUES		2,614,915.29		2,546,850.00		1,907,141.46	74.88
TOTAL EXPENDITURES		2,199,626.83		3,035,358.00		1,271,009.88	41.87
NET OF REVENUES & EXPENDITURES		415,288.46		(488,508.00)		636,131.58	130.22

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		1,021,667.47	83.55
591-000-450.100	BULK WATER SALES	3,132.13		2,500.00		2,000.00	80.00
591-000-450.200	FINAL READ	1,755.00		1,700.00		1,395.00	82.06
591-000-450.300	TURN-OFF	2,550.00		2,500.00		1,970.00	78.80
591-000-452.000	LATERALS	5,946.96		20,000.00		19,521.60	97.61
591-000-454.000	BENEFIT FEES	44,474.25		40,000.00		37,283.75	93.21
591-000-459.000	REVENUE-HOOK UP FEE	89,831.40		50,000.00		57,377.00	114.75
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		16,000.00		10,217.58	63.86
591-000-665.000	INTEREST EARNED	17,781.61		29,000.00		22,159.32	76.41
591-000-665.100	INTEREST EARNED-SPEC ASSESS	16,221.52		5,800.00		4,658.17	80.31
591-000-667.300	LEASES - TOWER RENTAL	40,846.09		40,000.00		28,332.75	70.83
591-000-671.000	OTHER REVENUE	3,433.86		7,000.00		6,842.87	97.76
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00		12,700.00		0.00	0.00
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	(4,449.58)		5,000.00		5,000.00	100.00
TOTAL REVENUES		1,580,438.17		1,456,754.00		1,218,425.51	83.64
Expenditures							
536	WATER O & M	938,746.06		1,646,453.00		897,814.67	54.53
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		720.00		529.47	73.54
960	DEPRECIATION EXPENSE	328,988.60		300,000.00		0.00	0.00
TOTAL EXPENDITURES		1,415,727.21		2,012,452.00		963,502.89	47.88
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,580,438.17		1,456,754.00		1,218,425.51	83.64
TOTAL EXPENDITURES		1,415,727.21		2,012,452.00		963,502.89	47.88
NET OF REVENUES & EXPENDITURES		164,710.96		(555,698.00)		254,922.62	45.87
TOTAL REVENUES - ALL FUNDS							
		7,780,084.50		7,565,717.00		6,037,363.04	79.80
TOTAL EXPENDITURES - ALL FUNDS							
		7,464,242.44		8,605,196.00		4,870,410.65	56.60
NET OF REVENUES & EXPENDITURES		315,842.06		(1,039,479.00)		1,166,952.39	112.26

<b>Charter Township of Union Payroll</b>
--

**CHECK DATE: October 19, 2017**

**PPE: October 14, 2017**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 47,829.09
Employer Share Med	687.71
Employer Share SS	2,940.40
SUI	24.96
Pension-Employer Portion	3,201.14
Workers' Comp	562.53
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	-
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b><u>\$ 55,245.83</u></b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 20,209.87
EDDA	
WDDA	
Sewer Fund	17,792.86
Water Fund	17,243.10
<b>Total To Transfer from Pooled Savings</b>	<b><u>\$ 55,245.83</u></b>

## Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - October 2, 2017 through October 8, 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			1	
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
		231	Chemical reaction rupture of process vessel			
	Rescue & EMS Incident	300	Rescue, EMS incident, other			
311		Medical Assist to EMS Crew	1	3	1	
321		EMS Call excluding Veh. Accident			1	
322		Motor Vehicle Acc. W/ Injuries				
323		Motor Vehicle Acc/Pedestrian				
324		Motor Vehicle Acc. W/no Injuries				
331		Lock-In (If lock out use 551)				
342		Search for Person in Water				
352		Extrication of Victim (s) from vehicle				
353		Remove Victim from Stalled Elevator				
360		Water & Ice-related Rescue, Other				
361		Swimming /recreational water area rescue				
363		Swift Water Rescue				
3811	Technical rescue standby					
Hazardous Condition (No Fire)	400	Hazard condition other				
	410	Combustible/Flammable Gas Condition				
	411	Gasoline or Other Flammable Spill			1	
	412	Gas Leak (natural gas or LPG)				
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)			1	
	422	Chemical Spill or Leak				
	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	1	5	
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			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	2	
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction	1	2	
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional	1	3	
	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			
			6	17	7
		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 - October 9, 2017 through October 15, 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	11	1	
	114	Chimney or Flue Fire				
	116	Fuel Burner/Boiler Malfunction				
	131	Passenger Vehicle Fire	1	18		
	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	2	2	
	321	EMS Call excluding Veh. Accident	1	2	4	
	322	Motor Vehicle Acc. W/ Injuries			1	
	323	Motor Vehicle Acc/Pedestrian				
	324	Motor Vehicle Acc. W/no Injuries			1	
	331	Lock-In (If lock out use 551)				
	342	Search for Person in Water				
	352	Extrication of Victim (s) from vehicle				
	353	Remove Victim from Stalled Elevator				
	360	Water & Ice-related Rescue, Other				
	361	Swimming /recreational water area rescue				
	363	Swift Water Rescue				
3811	Technical rescue standby					
Hazardous Condition (No Fire)	400	Hazard condition other				
	410	Combustible/Flammable Gas Condition				
	411	Gasoline or Other Flammable Spill				
	412	Gas Leak (natural gas or LPG)				
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	422	Chemical Spill or Leak				
	423	Refrigeration Leak				
	424	Carbon Monoxide Incident				
440	Electric Wiring/Equipment Problem					

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			2
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			1
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			1
	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	2	
	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	2	6	3

	746	Carbon Monoxide Activation, NO CO			
Severe Weather	812	Flood Assessment			
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			8	43	17
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

**Policy:** 2.5 Financial Condition and Activities  
**Type:** Internal  
**Occurrence:** Quarterly  
**Date:** September 2017

**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: October 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	\$ 3,255,785		
GF Unrestricted	\$ 3,255,785	\$ 712,848	Yes
Fire Fund	\$ 1,104,154		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 704,154	\$ 513,000	Yes
EDDA	\$ 1,075,432		
Projects	\$ -0-		
EDDA Unrestricted	\$ 1,075,432	\$ 58,650	Yes
WDDA	\$ 843,992		
Projects	\$ -0-		
WDDA Unrestricted	\$ 843,992	\$ 85,772	Yes
Sewer Fund	\$ 2,735,129		
2011 Bond Reserve	\$ (35,000)		
2011 Bond RRI Reserve	\$ (71,435)		
2013 Bond Reserve	\$ (80,000)		
2013 Bond RRI Reserve	\$ (14,028)		
Sewer Fund Net	\$ 2,534,666	\$ 510,123	Yes
Water Fund	\$ 2,939,279	\$ 334,288	Yes

**Compliance**

All funds are found to be in compliance.



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Township Board of Trustees  
**FROM:** Patricia M DePriest, Assessor  
**DATE FOR BOARD CONSIDERATION:** 10/25/17

**ACTION REQUESTED:** Schedule a Public Hearing for November 8, 2017 and approval to place a legal ad in the Morning Sun as required for an application for an Industrial Facilities Tax Exemption Certificate by Burch Tank & Truck, Inc.

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

Funds Budgeted: If Yes   X   Account # 101-257-900-000 No \_\_\_\_\_ N/A \_\_\_\_\_

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

Burch Tank & Truck, Inc is a third-generation family run business, founded in 1990. Burch Tank has its headquarters located in Union Township, with an additional facility located in Midland. The facility is located in the East Downtown Development District. Over the last 27 years they have grown into a 20-bay facility for original equipment manufacturing of cargo tanks as well as a complete repair, alteration, maintenance, and inspection facility that employs on staff a design certified engineers, several registered inspectors recognized by the Department of Transportation as certified code welders and other production and administrative staff. The company currently employs approximately 45 individuals.

In 2012 Burch Tank & Truck built a 6,000-square foot addition investing more than \$400,000. In 2014 they purchased new equipment totaling approximately \$200,000 for which they applied for and were granted an Industrial Facilities Exemption Certificate for a period of six years (6) which expires December 30, 2020.

The Planning Commission approved the site plan in August of 2017. The new addition will include a 22,000 square foot building with two new pieces of equipment, an 8 foot x 20 foot fiber laser as well and a 550-ton press brake. The expansion of the facility is expected to add approximately 15 new jobs. Total investment associated with this expansion is valued at over \$1,000,000.00.

Burch Tank has applied for an Industrial Facilities Tax Exemption Certificate for this project. If approved the Certificate would exist for 12 years. As part of the application, an Agreement of Understanding is to be executed between the parties as required by Act 334 of the Public Acts of 1993, as amended, which is an amendment to Act 198 of the Public Acts of 1974, which provides that a new industrial facilities exemption certificate shall not be approved by a local

unit unless a written agreement is entered into between the local unit of government and the Company. The attached Agreement of Understanding, negotiated with the applicant, sets the conditions upon which the Township shall rely on in approving the tax abatement application. Highlights of the Agreement include:

- Annual reporting requirements to the Township
- Consequences of not completing or abandoning the project and nonpayment of taxes
- A timeline for project completion

The increased property tax revenue impact of the new investment is shown below.

	Tax Revenue impact in the first year	Tax Revenue impact over the 12 year life of the exemption certificate
Township	\$750.00	\$9,000
All other Units	\$11,527	\$138,324
Total	\$12,277	\$147,324

**Scope of Services**

Set the date of November 8, 2017 for a Public Hearing to seek public input on the Industrial Facilities Tax Exemption application and associated Agreement of Understanding. The exemption provides for a fifty percent (50%) reduction of the Township and all other entities millages for which taxes are levied.

**Justification**

The approval of the Industrial Facilities Exemption application and associated Agreement of Understanding will facilitate the retention a valued industry; increase the tax base and add approximately 15 jobs needed to the community.

**Project Improvements**

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Commerce



**Costs**

The property tax revenue impact of approving the Industrial Facilities Tax Exemption is shown below. As this is a 50% tax abatement, the reduction in tax revenue from the new investment is the same amount as shown in the table above.

	Tax Revenue impact in the first year	Tax Revenue impact over the 12 year life of the exemption certificate
Township	\$750.00	\$9,000
All other Units	\$11,527	\$138,324
Total	\$12,277	\$147,324

**Project Time Table**

The completion date for the new construction is estimated to be February 1, 2018. It is estimated the increased production capacity will be on line by June 1, 2018. The new jobs creation target is estimated to be met by December 31, 2020.

Following the public hearing on November 8, 2017, the next step will be to consider for approval the granting of the Industrial Facilities Tax Exemption application and associated Agreement of Understanding.

**Resolution**

Authorization is hereby given to set the date for a Public Hearing and approval to place a legal ad in the Morning Sun as required for an application for the Industrial Facilities Tax Exemption Certificate made by Burch Tank & Truck, Inc.

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

- Yes:
- No:
- Absent:

Burch Tank & Truck, Inc.  
2113 Enterprise Drive  
Mt. Pleasant, MI 48858

August 24, 2017

Union Township Board  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858

Dear Board Members,

We are excited to announce that Burch Tank & Truck, Inc. will soon be expanding its manufacturing facilities at 2113 Enterprise Drive in Mt. Pleasant. This expansion will include an additional building and two large pieces of manufacturing equipment.

We are requesting an Industrial Facilities Tax Exemption for this building addition. In addition to the real estate and equipment addition, new jobs will be created.

Thank you in advance for your consideration on this matter. If you have any questions or concerns, please feel free to contact myself or Chad Payton, CPA at Roslund, Prestage & Company (#989-463-6123).

Thank you,

A handwritten signature in black ink, appearing to read "Jeffrey Harrison", with a long horizontal line extending to the right.

Jeffrey Harrison, President  
Burch Tank & Truck, Inc.  
#517-204-5491

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Burch Tank &amp; Truck Inc.</b>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3443</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>2253 Enterprise Dr</b>	1d. City/Township/Village (indicate which) <b>Township</b>	1e. County <b>Isabella</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment	3a. School District where facility is located <b>Mt Pleasant Public Schools</b>	3b. School Code <b>37010</b>
	4. Amount of years requested for exemption (1-12 Years) <b>12</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Manufacturing tank trailers building will be 200 feet x 110 feet.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <b>\$1,000,000.</b> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ _____ Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <b>\$1,000,000.</b> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	▶ 10/1/2017	2/1/2018	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	▶ _____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.     Yes     No

9. No. of existing jobs at this facility that will be retained as a result of this project. <b>45</b>	10. No. of new jobs at this facility expected to create within 2 years of completion. <b>20</b>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) _____	
b. TV of Personal Property (excluding inventory) _____	
c. Total TV _____	


12a. Check the type of District the facility is located in:  
 Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <b>4/10/2013</b>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws, and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.


13a. Preparer Name <b>Patricia M DePriest</b>	13b. Telephone Number <b>(989)772-4600 ext 230</b>	13c. Fax Number <b>(989) 773-1988</b>	13d. E-mail Address <b>DePriest@uniantownshipmi.com</b>
14a. Name of Contact Person <b>Jeff Harrison</b>	14b. Telephone Number <b>(989)772-6266</b>	14c. Fax Number <b>(989)773-8143</b>	14d. E-mail Address <b>Jeffharrison@uniantownshipmi.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Jeffery Harrison</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>(989)773-8143</b>	15d. Date <b>9/6/2017</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>2253 Enterprise Dr Mt. Pleasant, MI 48858</b>		15f. Telephone Number <b>(989)772-6266</b>	15g. E-mail Address

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code <b>37-14</b>	16d. School Code <b>37010</b>
17. Name of Local Government Body <b>Charter Township of Union</b>	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk 	19b. Name of Clerk <b>Lisa Cody</b>	19c. E-mail Address <b>lcody@uniantownshipmi.com</b>
19d. Clerk's Mailing Address (Street, City, State, ZIP Code) <b>2010 S Lincoln Rd. Mt. Pleasant, MI 48858</b>		
19e. Telephone Number <b>989-772-4600</b>	19f. Fax Number <b>(989)773-1988</b>	

State Tax Commission Rule Number 57. Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

## Attachment I.

### Description of Burch Tank & Truck INC.

Burch Tank & Truck is a third-generation family run business, founded in 1990. Burch Tank has its headquarters located Mt. Pleasant, MI with an additional facility located in Midland, MI. Over the last 27 years we have grown into a 20-bay facility for OEM of Cargo Tanks as well as a complete Repair, Alteration, Maintenance, and Inspection facility that employs on staff, a Design Certifying Engineer as well as several Registered Inspectors, recognized by the Department of Transportation, and Code Welders certification.

Burch is recognized for their attention to detail and high-quality workmanship, which provides for lower maintenance costs. This is accomplished utilizing highly skilled and artistic craftsmen to produce a superior product in our industry. Based on the workmanship and superior end product, Burch has the ability and confidence to support their cargo tanks with an industry leading 10-year warranty.

In addition to the main manufacturing and repair facilities in Mt. Pleasant, Burch has a separate truck and trailer parts business here as well. It is located at the end of Enterprise Drive, where Burch offers a complete line of truck, semi-trailer, tank, agricultural and safety parts open to the general public.

Burch Tank & Truck employs over 45 people at its Mt. Pleasant facilities.

The owner and CEO of Burch Tank & Truck INC is Mr. Jeffrey Harrison.

## Attachment 2.

### Project for Which Exemption is Sought

Burch Tank has an opportunity for a 25,000-sq. ft. expansion on the north end of the current south manufacturing shop located at 2253 Enterprise Dr. This will give us the capability to run two new state of the art manufacturing lines to manufacture cargo tanks simultaneously from start to finish without having to relocate the cargo tanks at different stages of manufacturing. In addition to the expansion we will be adding additional manufacturing equipment including a 8' x 20' fiber laser as well as a 550-ton press brake to assist in manufacturing at this new expansion.

To handle both the construction and equipment aspects of this project we will require a capital investment of over two million dollars. We will add 15-20 new employees after the expansion and equipment purchase.

We have options to move this project to locations that would be more convenient to our customer base, but due to our history of operating at this location our preference is to manufacture our product here in our Mt. Pleasant site.

**INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE (IFT)  
AGREEMENT OF UNDERSTANDING**

**THIS AGREEMENT.** Is entered into as of the 19 day of OCT, 2017 between the CHARTER TOWNSHIP OF UNION, a local governmental unit whose business offices are located at 2010 South Lincoln Road, Mt. Pleasant, Michigan hereinafter referred to as the "Township", and BURCH TANK AND TRUCK, INC., 2113 Enterprise Drive, Mt. Pleasant, Michigan, hereinafter referred to as the "Company", is made pursuant to the requirements of Section 22, PA 334 of 1993, being Michigan Compiled Laws 207.572.

**Underlying Facts**

The Company, has requested that the Township approve the Company's tax abatement application filed pursuant to Act 198 of the Public Acts of 1974, as amended, and/or Act 328 of the Public Acts of 1998, as amended, wherein certain property taxes otherwise payable by the Company would be reduced pursuant to the application so filed; and

The Township has approved the Company's application for tax abatement, subject only to Company and the Township entering into a written agreement, as required by Act 334 of the Public Acts of 1993, as amended, which is an amendment to Act 198 of the Public Acts of 1974, which provides that a new industrial facilities exemption certificate shall not be approved by a local unit unless a written agreement is entered into between the local unit of government and the Company, and a copy thereof filed with the Department of Treasury of the State of Michigan; and

The Township and the Company now desire to enter into such a written agreement.

**NOW, THEREFORE,** the parties hereto agree as follows:

1. This Agreement constitutes the written agreement required by Section 22 of Act 198 of the Public Acts of 1974, as amended (Michigan Compiled Laws Section 207.572), with respect to the Company's application to the Township for tax abatement, and shall satisfy the requirement for a written agreement which is a condition of approval of the Company's request for the tax abatement
2. The following are the conditions upon which the Township shall be deemed to have approved the Company's application for tax abatement
  - a) Definition of the Project. The Company's project (the "Project") subject to the application, shall consist of the following

New construction of (200' x 110' = 22,000 square feet of Building)	
The estimated cost of construction	\$1,000,000.

New equipment is not part of the tax abatement and the Company will file Michigan Department of Treasury form 5278 (revised 11-15) Affidavit and Statement for Eligible Manufacturing Personal Property and Essential Services Assessment to be billed by the Michigan Department of Treasury.	
Estimated cost of equipment	\$1,000,000.

New jobs created by December 31, 2020	15
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Existing jobs retained

45

The completion date for new construction

February 1, 2018

The completion date for the installation of new equipment

June 1, 2018

**b) Consequences of Vacation of Plant.**

(i) Except as provided in subparagraph (ii) below, if after approval of the Company's application for tax Exemption and during the term of the tax abatement the Company vacates its' facility in Charter Township of Union, Michigan or fails to complete construction within two (2) years or fails to add stated number of jobs; then (a) the Company will repay the Township portion of the abated taxes for all periods for which the tax abatement shall have been received, and (b) the Township may adopt a resolution requesting the State Tax Commission to revoke the tax abatement previously approved for all subsequent periods.

(ii) For purposes of this paragraph 2 (b), if the Company vacates its facility after approval of the Company's application for tax exemption and such action is economically justified, beyond the Company's control, due to such things as, loss of contracts, unable to obtain the material for the product, or, as determined in good faith by it's Board of Directors and supported by an independent report, (i.e. a report, certificate or opinion of an independent professional consultant familiar with the Company's industry and whose business regularly includes financial analysis of the type in question – which may be the Company's independent public accountants) then there shall be no obligation on the part of the Company to repay any portion of the abated taxes, but the Township may adopt a resolution requesting the State Tax Commission to revoke the tax abatement previously approved for all subsequent periods. In the event the Company intends to vacate its facility within such period, and if it's Board of Directors believes that it is based upon economic justification, it will so notify the Township within Thirty (30) days after its determination to vacate and at the time of such notice shall provide the Township the details of its economic analysis of the situation, including the supporting independent report

**Consequences of Non-Payment of Taxes.**

In the event the taxes are not paid by the due date, the Company will repay the Township the portion of taxes that were abated for all periods for which the tax abatement shall have been received.

**c) Reporting.**

Not later than the 10<sup>th</sup> day of January, beginning in 2020 in each of the years following the original issuance of the IFT Certificate, the Company shall inform the Township of:

- 1) the number of new jobs created since the last report
- 2) the number of employees at the time of the application  
And the current number of employees, both full and part-time, and the number of Township Residents employed
- 3) an explanation if the projected retention and creation of jobs has not been reached
- 4) the original estimate of costs versus the actual costs incurred to date
- 5) an explanation if the actual project costs differ from the projected costs



**d) Definitions**

For purposes of the Agreement, the following definitions shall apply

(i) The "Target Date" shall mean the end of the second tax year after approval by the Township of the Company's application for tax abatement which is December 31, 2020. However, in the event the Company requests the Township to extend the "Target Date" for good cause shown, the Township will request the State Tax Commission to authorize the extension requested. When any such extension is granted, the extended date shall automatically become the "Target Date" as contemplated herein;

(ii) Substantial Compliance: shall mean the Company will comply with the objectives set forth in the agreement to construct One Hundred Percent (100%) of the square feet of new construction, at least One Hundred Percent (100%) of the new machinery and equipment and at least One Hundred Percent of the new jobs;

(iii) The Township portion of the abated taxes shall mean the abated portion of the property tax, determined as indicated below:

The Township General Fund and Fire Millage currently levied as shown below is 1.000 mill, as a Charter Township additional General Fund millage could be levied in the future. The Fire millage is currently 2.000 mills but they are authorized to levy up to 2.25 mills.

Current General Fund Millage	1.0000 Mills
Fire Protection	2.0000 Mills
Total	3.0000 Mills
Abated Portion	1.5000 Mills
Maximum Portion	3.0000 Mills

3. **Failure to Pay Taxes.** Failure to timely pay all applicable real and personal property taxes shall be good Cause for revocation of the exemption certificate and repayment of abated taxes. Revocation of the exemption certificate under Act 198 shall constitute and have the same effect as a revocation of any exemption granted under Act 328 and the repayment of abated taxes.

4. **Failure of Other terms and Conditions.** Failure to timely complete the construction as outlined herein, failure to timely purchase and install the new machinery and equipment as set forth herein, and/or failure to timely create the new jobs as set forth herein, shall be good cause for revocation of the exemption certificate and the repayment of abated taxes. Revocation of the exemption certificate under Act 198 shall constitute and have the same effect as a revocation of any exemption granted under Act 328.

5. **Binding Effect.** This agreement shall be binding upon, and shall insure to the benefit of, the parties hereto and their successors and assigns.

6. **Amendment.** This agreement may be amended only in writing and by execution thereof by both parties hereto.

7. **Notice.** Notice shall be deemed to have been properly given hereunder if delivered by hand and date-stamped by the recipient or mailed certified mail, return receipt requested, with the date of notice for purposes hereof being the date of the date-stamp or the date shown on the certified receipt as the date of delivery.

8. In compliance with the State Tax Commission Bulletin No. 3, January 16, 1998 no payment of any kind has been made or promised in exchange for favorable consideration by the Township of the Company's application for the Industrial Facilities Exemption Certificate.

9. **Counterparts.** This agreement may be executed in any number of copies, each of which shall be considered an original.

**IN WITNESS WHEREOF,** the parties hereto have executed the agreement as of the day and year first written above, and a true copy hereof shall be filed with Department of Treasury of the State of Michigan pursuant to Public Act 337 of Public Acts of 1993 and/or Public Act 328 of the Public Acts of 1998.

In subscribing to the Agreement, the Persons so subscribing represent that they are duly authorized on behalf of the parties.

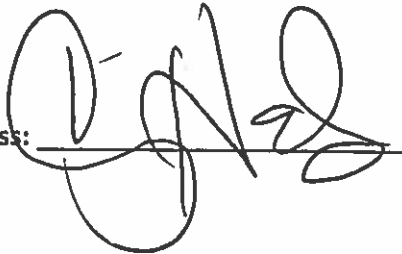
CHARTER TOWNSHIP OF UNION


Witness: \_\_\_\_\_

By: \_\_\_\_\_  
Lisa Cody, Clerk

Witness: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Stuhldreher, Manager

Witness:  \_\_\_\_\_

BURCH TANK & TRUCK, INC.  
By:  \_\_\_\_\_  
Jeffery Harrison, President



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> October 19, 2017
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 10/25/2017
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team	

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 4.3 (Delegation to Township Manager and Management Team), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 4.3 – Delegation to Township Manager and Management Team

The Policy states:

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

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board’s Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.

4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.3.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

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

**PROJECT IMPROVEMENTS**

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- 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 October 25, 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?