



BOARD OF TRUSTEES
Regular Meeting
December 18, 2017
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – December 4, 2017- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.4 Financial Planning/Budgeting
 - H. Policy Governance 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
 - A. Discussion/ Action: (Woerle) Trustees (4) Annual Salary Discussion
 - B. Discussion/Action: (Stuhldreher) FY 2018 Budget Adoption
 - C. Discussion/ Action: (Smith) West Condo Waiver
 - D. Discussion/Action: (Stuhldreher) Board of Trustees Annual Review of Policy Governance 3.0 - Global Governance Process
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	Bryan	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
2	Lynn	Laskowsky	12/31/2021



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	12/31/2020
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	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019

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

RECEIVED
NOV - 7 2017
BY: _____

Name: Andy Theisen Date: 11-7-17

Address: 1520 East Deerfield rd Mt. Pleasant MI 48858

Phone (home) _____ (cell) 989-621-0325 (work) 989-773-2906

Email: andy@konwinskicosnt.com

Occupation: General Contractor

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

- | | | |
|-------|--------------------------------|---|
| _____ | Zoning Board of Appeals | Must be a Union Township Resident |
| _____ | Board of Review | Must be a Union Township Resident |
| _____ | Planning Commission | Must be a Union Township Resident |
| _____ | EDA | Must meet one of the following qualifications: |
| | | ___ Property owner in East or West DDA |
| | | ___ Property owner in East or West DDA |
| | | ___ Resident in Union Township |

1 OTHER *Specify Board: Construction Board of Appeals

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

Continue to have a positive impact on the community by offering a fair and insightful outlook
on the building process.

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

Current CBA member (Since 2012) / Current President and Board Member of Home Builders Association
of Central Michigan / Current Zoning Board of Appeals member / Current Park Review Board Member Mt.
Pleasant Industrial Park South

Signature: ANDYTHEISEN Date: 11-7-17

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
DEC 07 2017
BY: _____

Name: COLIN HERREN Date: 12-7-17
Address: 4349 E WING
Phone (home) _____ (cell) 989 621 5477 (work) 989 772-2202
Email: COLIN@GREENWALDBY.COM
Occupation: BUILDER

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

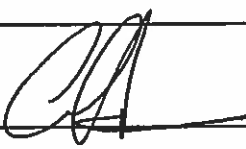
- _____ Zoning Board of Appeals Must be a Union Township Resident
- _____ Board of Review Must be a Union Township Resident
- _____ Planning Commission Must be a Union Township Resident
- _____ EDA Must meet one of the following qualifications:
 - _____ Property owner in East or West DDA
 - _____ Property owner in East or West DDA
 - _____ Resident in Union Township
- OTHER *Specify Board: CONSTRUCTION BOARD OF APPEALS

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

TO HELP RESIDENTS + THE COMMUNITY FAIRLY AND EQUALLY
MEDIATE GREY AREAS OF THE CODE.

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

BUILDER, DEVELOPER

Signature:  Date: 12-7-17

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 December 4, 2017 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Excused: Mikus

Approval of Agenda

Gunning moved Woerle supported to approve the agenda with the addition of item E. Trustee Compensation Increase. **Vote: Ayes: 3 Nays: 3. Motion failed.**

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

Presentations

Public Hearings

- A. Public Hearing for FY 2018 Proposed Budget
Open at 7:05 p.m. – No comments were offered. Closed at 7:05 p.m.
- B. Public Hearing for Ordinance 2017-08
Open at 7:07 p.m. – No comments were offered. Closed at 7:07 p.m.

Public Comment - open 7:07 p.m.

No comments offered.

Reports/Board Comments

Gunning – Commented on openings on Boards / Commissions.

Lannen – Updates Isabella County Commission.

Cody – Updates from the City of Mt. Pleasant.

Hauck – Road Commission updates.

Woerle – Planning Commission updates.

Consent Agenda

- A. Communications
- B. Minutes December 4, 2017 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/ Action: (Stuhldreher) Approval of the Special Use Permit (SUP) 2017-05 application for self storage buildings at 1982 E. Remus Rd.

As a body, The Board of Trustees reviewed each of the General Requirements in Section 30.3(A) of the Zoning Ordinance and found the planned use met these requirements. Bradley Wierda, Attorney for Union Township and the applicants Attorney, Joseph Quandt both suggested also assessing Section 30.4(U) Self-Storage Buildings of the Zoning Ordinance, which the Township Manager read through the section, referencing the special conditions required for the special use finding the planned use met these requirements as well.

Cody moved Hauck supported to approve the Special Use Permit (SUP) 2017-05 application for self storage buildings at 1982 E. Remus Rd. on the condition that all requirements of Section 30 of the Zoning Ordinance and the conditions stated in the Mediation Settlement dated November 29, 2017 are adhered to. Roll Call Vote: Ayes: Gunning, Cody, Rice, Hauck, and Lannen. Nays: Woerle. Motion carried.

B. Discussion/ Action: (Stuhldreher) FY 2017 Budget Amendment #2 for the General Fund, Fire Fund, East DDA Fund, and Water Fund

Woerle moved Cody supported to approve FY 2017 Budget Amendment #2 for the General Fund, Fire Fund, East DDA Fund, Sewer Fund and Water Fund. Ayes: 6 Nays: 0. Motion carried.

C. Discussion/ Action: (Gallinat) Adoption of Ordinance 2017-08, Rezone PID #14-034-40-001-01 R5 to AG

Woerle moved Cody supported to adopt Ordinance 2017-08 along with publishing a notice of adoption of Ordinance 2017-08 in the newspaper. Roll Call Vote: Ayes: Gunning, Cody, Rice, Hauck, Lannen, and Woerle. Nays: 0. Motion carried.

D. Discussion/ Action: (Cody) Consider approval to increase the Township Manager's annual base pay

Hauck moved Rice supported to approve to increase the Township Manager's annual base salary by \$1,000 effective January 1, 2018. Ayes: 6 Nays: 0. Motion carried.

EXTENDED PUBLIC COMMENT - Open 8:09 p.m.

No comments were offered.

MANAGER COMMENTS

- Mentioned security awareness training program to be completed by staff and elected officials to help defend against cybercrime.

- EDA Project subcommittee met to discuss future projects.
- Building Official resigned, Steve Krotzer from McKenna will be named the Township's new Building Official, a future Agenda Item to follow.
- Received letter stating that the Township will be receiving grant money from the June flood.
- Next Scheduled Board of Trustee Meeting will be Monday, December 18, 2017.
- The Board confirmed that Union Township will be observing Christmas Eve and Christmas Day on Friday 12/22/17 and Monday 12/25/17.

FINAL BOARD MEMBER COMMENTS

Woerle – Brought up increasing Trustee compensation, discussion by Board of Trustees.

Rice – Stated that she will not be attending the December 18th Board of Trustees Meeting.

Gunning - Talked about 12 month accomplishments.

Hauck – Asked about how many residents have a membership to the bark park.

ADJOURNMENT

Cody moved **Rice** supported to adjourn the meeting at 8:19 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						
12/07/2017	101	155 (E)	01105	MASTERCARD	MASTERCARD BEBOW MASTERCARD WALDRON MASTERCARD DEARING MASTERCARD RADAR MASTERCARD MCBRIDE MASTERCARD ROCKAFELLOW MASTERCARD FUSSMAN MASTERCARD SMITH K MASTERCARD STUHLBREHER MASTERCARD HOHLBEIN MASTERCARD DEPRIEST	630.20 98.34 621.57 74.73 4,662.49 45.93 11.70 99.00 31.18 252.18 454.91 <u>6,982.23</u>
12/06/2017	101	156 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	STREET LIGHTS 2010 S. LINCOLN #GUL	1,681.68 50.50 <u>1,732.18</u>
12/18/2017	101	157 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	LEASE POSTAGE METER 3RD Q 2017	454.14
12/18/2017	101	19801	01358	21ST CENTURY MEDIA-MICHIGAN	PLANNING & BOT ADS	2,048.76
12/18/2017	101	19802	00020	JAMES ALWOOD	WELL SITE LEASE-NOV 2017	337.32
12/18/2017	101	19803	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES-NOV 2017	175.00
12/18/2017	101	19804	00072	BLOCK ELECTRIC	INSTALL EMERGENCY LIGHTS/BOARDROOM CLOCK	474.12
12/18/2017	101	19805	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES-JAMESON HALL SAFETY ORANGE HOODED SWSHIRTS W TWP LOGO JANITORIAL SUPPLIES - W/S T SHIRTS FOR WWTP OPERATING SUPPLIES - WWTP JANITORIAL SUPPLIES-WATER DEPT	42.00 200.00 319.75 85.50 141.00 25.00 <u>813.25</u>
12/18/2017	101	19806	00155	COYNE OIL CORPORATION	GAS & FUEL GAS & FUEL	741.56 653.81 <u>1,395.37</u>
12/18/2017	101	19807	01186	COYNE PROPANE LLC	ISABELLA WELL SITE PROPANE PROPANE - WWTP	710.86 547.25 <u>1,258.11</u>
12/18/2017	101	19808	01242	CULLIGAN WATER	WATER - NOV 2017 WWTP	6.50
12/18/2017	101	19809	01171	DBI BUSINESS INTERIORS	BINDERS FOR JAMESON HALL RESERVATIONS RETURN INK REFILL	15.19 (2.64) <u>12.55</u>
12/18/2017	101	19810	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	2,866.00
12/18/2017	101	19811	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT	40.00
12/18/2017	101	19812	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE-FUSSMAN	100.00
12/18/2017	101	19813	00257	GOURDIE-FRASER, INC.	ENGINEERING SERVICES WCAD-NOV 2017	1,125.00
12/18/2017	101	19814	00261	GRAINGER	STAIN REMOVER & INFRARED CAMERA	1,280.82
12/18/2017	101	19815	00266	HACH COMPANY	PHOSPHORUS TNT	317.46

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					DISSOLVED OXYGEN PROBE SCREEN	2,841.72
					SENSOR CAP REPLACEMENT	128.00
					KIT, SENSOR CAP REPLACEMENT	912.77
						<u>4,199.95</u>
12/18/2017	101	19816	01567	JEFF HOHLBEIN	CLOTHING ALLOWANCE-HOHLBEIN	100.00
12/18/2017	101	19817	00324	ISABELLA CORPORATION	CRUSHED CONCRETE DELIVERY TO MISSION RD	440.00
					CLEAR TREES FOR NEW WELL SITE	887.50
						<u>1,327.50</u>
12/18/2017	101	19818	01324	KENEWELL GROUP	FIELD CORRECTION NOTICES - BLDG	97.00
					BLUE SHUT OFF NOTICES	150.00
						<u>247.00</u>
12/18/2017	101	19819	00360	KIMBALL MIDWEST	SUPPLIES	270.45
12/18/2017	101	19820	01455	JENNIFER LOVEBERRY	MILEAGE REIMBURSMNT FOR BANKING	36.06
12/18/2017	101	19821	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - NOV 2017	11,220.00
12/18/2017	101	19822	01268	MICH LABOR LAW POSTER SERVICE	5TH ADDITIONAL LABOR LAW POSTER	89.50
12/18/2017	101	19823	00753	MICHIGAN ASSESSORS ASSOCIATION	RENEW MEMBERSHIP-CHAFFEE	100.00
					RENEW MEMBERSHIP-DEPREIST	90.00
						<u>190.00</u>
12/18/2017	101	19824	01569	MICHIGAN CRITICAL POWER	80KW DIESEL TRAILER MOUNTED GENERATOR	46,592.00
12/18/2017	101	19825	00422	MICHIGAN PIPE & VALVE	FIRE HYDRANT REPAIR	390.00
					RAISED MANHOLES ON OCONNER DR	54.00
					RAISED MANHOLES ON OCONNER DR	326.00
					RAISE HYDRANT IN FRONT OF LUX	325.00
						<u>1,095.00</u>
12/18/2017	101	19826	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 4TH Q 2017	300.00
12/18/2017	101	19827	00128	CITY OF MT. PLEASANT	1ST Q 2018 FIRE CONTRACT PAYMENT	174,750.00
12/18/2017	101	19828	00506	MEEKHOF TIRE SALES & SERVICE INC	BLDG TRUCK TIRE REPAIR	15.00
					2006 F150-RECON WHEELS	189.00
						<u>204.00</u>
12/18/2017	101	19829	00131	PERCEPTIVE CONTROLS, INC	PAC V9.6 UPGRADE AND DIGESTER BLOWER REW	1,548.33
12/18/2017	101	19830	00532	PLUMMER'S ENVIRONMENTAL SERV.	REPAIR OF SANITARY SEWER LINE	4,977.50
12/18/2017	101	19831	00559	RENT-RITE	PORTA POTTIES FOR MCDONALD & JAMESON	296.80
12/18/2017	101	19832	01560	SAFEBUILT STUDIO	MASTER PLAN SERVICES-FINAL DRAFT EDITS	292.80
12/18/2017	101	19833	00601	KIMBERLY SMITH	FLEX MEDICAL REIMB 11-30-17	605.50
12/18/2017	101	19834	01254	LARRY M SOMMER	MEAL REIMB FOR NMCOA MEETINGS	41.17
12/18/2017	101	19835	00859	STATE OF MICHIGAN	MCAT TRAINING-FIN DIRECTOR	150.00
12/18/2017	101	19836	01229	STATE OF MICHIGAN	CERTIFICATION RENEWAL FOR PAT DEPRIEST	175.00
12/18/2017	101	19837	01238	STATE OF MICHIGAN - DEQ	NPDES ANNUAL PERMIT FEE	5,500.00
12/18/2017	101	19838	01566	STRATEGIC VALUE MEDIA	AD IN MICHIGAN BUILDER MAGAZINE	595.00
12/18/2017	101	19839	01554	UNIFIRST CORPORATION	UNIFORMS	43.70
					UNIFORMS	79.63
					UNIFORMS	235.68
					UNIFORMS	43.70
					UNIFORMS	44.42
					UNIFORMS	79.63
						<u>526.76</u>

12/13/2017 02:44 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 12/05/2017 - 12/18/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/18/2017	101	19840	00668	UNITED PARCEL SERVICE	UPS SHIPPING DOCUMENT	10.12
					SHIPPING FROM WWTP TO HACH	31.48
						<u>41.60</u>
12/18/2017	101	19841	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11-WTR/SWR BILLINGS	1,200.00
12/18/2017	101	19842	01013	USA BLUE BOOK	IRON FERROVER, FIRST AID, & BINDER	410.62
					ISABELLA WELL SITE FILTER WATER SUPPLY	131.84
					TERTIARY FILTER	472.22
					TERTIARY FLOAT AND ODOR CONTROL	1,077.66
						<u>2,092.34</u>
12/18/2017	101	19843	01314	VERIZON WIRELESS	CELL PHONES 10-16-17 TO 11-15-17	368.48
12/18/2017	101	19844	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-MISSION	47.93
					DUMPSTER SERVICE-JAMESON	118.58
					DUMPSTER SERVICE-WWTP	799.72
					DUMPSTER SERVICE-ISABELLA	72.65
					DUMPSTER SERVICE-TWP HALL	60.56
					DUMPSTER SERVICE-MCDONALD PARK	179.68
						<u>1,279.12</u>
12/18/2017	101	19845	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	4,901.29
12/18/2017	101	19846	01246	WOLVERINE POWER SYSTEMS	GENERATOR SHOP REPAIR	350.00
12/18/2017	101	19847	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT-NOV 2017	1,500.76
						<u><u>1,500.76</u></u>
101 TOTALS:						
Total of 50 Checks:						288,165.26
Less 0 Void Checks:						0.00
Total of 50 Disbursements:						<u><u>288,165.26</u></u>

Charter Township of Union Payroll
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CHECK DATE: December 14, 2017

PPE: December 9, 2017

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	47,334.75
Employer Share Med		677.04
Employer Share SS		2,894.89
SUI		98.88
Pension-Employer Portion		3,172.90
Workers' Comp		531.74
Life/LTD		449.07
Dental		1,800.78
Health Care		27,736.34
Cobra/Flex Administration		139.00
PCORI Fee		-
Total Transfer to Payroll Checking	\$	84,835.39

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	29,235.89
EDDA		
WDDA		
Sewer Fund		30,259.66
Water Fund		25,339.84
Total To Transfer from Pooled Savings	\$	84,835.39

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017**

BOARD MEMBER: Lisa Cody

MONTH: Aug thru Dec.

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
8-28-17	city Commission		X	75
9-11-17	city Commission		X	75
9-25-17	city commission		X	75
10-9-17	city commission	X		50
10-23-17	city commission		X	75
11-13-17	city commission		X	75
11-27-17	city commission		X	75
11-28-17	city commission		X	75
12-11-17	city commission		X	75

Total \$650.00

SIGNATURE: Lisa Cody

Date: 12-12-17

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**

2017

BOARD MEMBER: Bill Hancock

MONTH: Nov. 17

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
11-30	I.C.R.C.	X		\$50.00

SIGNATURE: Bill Hancock **Date:** 12-4-17

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3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017**

BOARD MEMBER: Tim Lannen

MONTH: November

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
11.7.17	County BOC	✓		\$50
11.15.17	Isabella Council of Governments		✓	\$75
11.21.17	County Board of Commissioners	✓		\$50

SIGNATURE: Tim Lannen Date: 12.4.17

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3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

12-18-17
Meeting

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017

BOARD MEMBER: NORMAN WOERLE

MONTH: NOVEMBER

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
11-27-17	INTERGOVT LIAISON COMMITTEE		✓	75 ⁰⁰

SIGNATURE: Norman Woerle Date: 11/30/17

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - November 27, 2017 through December 3, 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
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			
	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)			
	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
440	Electric Wiring/Equipment Problem				

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal	1	2	
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			1
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning	1	2	
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			2
	653	Smoke from Barbecue, Tar Kettle			
	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			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	4	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			
			5	11	9
		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 - December 4, 2017 through December 10, 2017**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	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	3	12	2
	321	EMS Call excluding Veh. Accident	1	2	1
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	9	
	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	1	2	
440	Electric Wiring/Equipment Problem				

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			2
	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	2	2
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	2	
	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			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	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			
	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	1	3	
	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			
			10	34	10
		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: December 12, 2017

Policy Review: 2.4 Financial Planning / Budgeting
Type of Review: Internal
Review Interval: Annual
Review Month: December, 2017

Policy Wording

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Manager Interpretation

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds, EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

Justification for reasonability

The interpretations are reasonable in that conservative budgeting, with an eye to the longer term, will limit the financial impact of unanticipated events; the existence of an adequate fund balance will allow for continued operations while response plans are developed; and that a trained and educated Board of Trustees cost less than poor governance.

Data

- Current budget and proposed 2018 budgets were developed with conservative assumptions follow State statutes.
- Monthly cash flow data as found in monitoring report 2.5.10 show cash balances meet minimum guidelines.
- Budget amendments are presented to the Board of Trustees on a timely basis.
- 2016 financial audit shows no risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.

Compliance

With the exception of lacking a formal long term financial forecasting model, the organization is in compliance with policy

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: December 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) 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 – 2 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 15% 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 2 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	\$ 3,190,355		
GF Unrestricted	\$ 3,190,355	\$ 589,573	Yes
Fire Fund	\$ 1,114,636		
(Fire Truck Reserve)	\$ (400,000)		
FF Unrestricted	\$ 714,636	\$ 524,250	Yes
EDDA	\$ 1,106,862		
Projects	\$ -0-		
EDDA Unrestricted	\$ 1,106,862	\$ 28,785	Yes
WDDA	\$ 744,243		
Projects	\$ -0-		
WDDA Unrestricted	\$ 744,243	\$ 52,169	Yes
Sewer Fund	\$ 3,004,156		
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	\$ 2,803,693	\$ 524,289	Yes
Water Fund	\$ 3,095,671	\$ 257,427	Yes

Compliance

All funds are found to be in compliance.



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: December 10, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/17
ACTION REQUESTED: Board adoption of the FY 2018 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, West DDA Debt Service, Sewer and Water	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Uniform Budget Act and PA 359 of 1947 require that the budget for the next fiscal year be adopted no later December 31, 2017 for the following fiscal year. The Township has properly posted and held a public hearing for the budget. This final recommended budget, based on input from the meetings with the Board of Trustees, differs from the original recommendation as describe below.

General Fund

- An additional \$3,666 was added to the General Fund for a wage study to be completed in 2018 (Total study estimated at \$11k to be split with Water Fund and Sewer Fund)

Sewer Fund

- An additional \$3,666 was added to the Sewer Fund for a wage study to be completed in 2018 (Total study estimated at \$11k to be split with General Fund and Water Fund)

Water Fund

- An additional \$3,666 was added to the Water Fund for a wage study to be completed in 2018 (Total study estimated at \$11k to be split with General Fund and Sewer Fund)
- An additional \$75k was added to the Water Fund budget to support remodeling costs associated with creating additional work space for the new positions throughout the organization

SCOPE OF SERVICES

Adoption of the FY 2018 budget(s) as per the attached

JUSTIFICATION

Budget adoption is required under the Uniform Budget Act and PA 359 of 1947

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (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

January 1, 2018 - December 31, 2018

RESOLUTION

See attached Resolution

**CHARTER TOWNSHIP OF UNION
FY 2018 - GENERAL APPROPRIATIONS
RESOLUTION**

At a meeting held of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant Michigan 48858 on the 18th day December, 2017:

Present

Absent

The following budget resolution was offered by _____; and supported by _____

WHEREAS, the Township Board received the proposed 2018 Township Budget prior to October 11, 2017; and

WHEREAS, the Township Board deliberated over the FY 2018 budget throughout the fall of 2017 and set the public hearing on November 20, 2017; and

WHEREAS, the Township Board held a public hearing on December 4, 2017; and

WHEREAS, this resolution serves as the General Appropriation Act for the Township;

NOW THEREFORE, BE IT RESOLVED that the Township Board of the Charter Township of Union, Isabella County Michigan hereby adopts the 2018 budget for the various funds as shown in the attached budget document at the department level and subject to all Township policies regarding the expenditure of funds and technical typographical corrections, if any.

BE IT FURTHER RESLOVED that the attached fee scheduled is hereby established for FY 2018

BE IT FURTHER RESOLVED that the following millage is to be levied for the fiscal year 2018:

General Operating	1.0000 mills
Fire Millage	2.0000 mills

BE IF FURTHER RESOLEVED that the 2018 elected officials salary and per meeting pay is as follows:

Supervisor	\$30,640
Clerk	\$21,190
Treasurer	\$21,190
Trustee	\$ 4,335
Board Member Extra Meeting Pay	\$75 per meeting over one hour \$50 per meeting one hour or less

ADOPTED:

AYES:

NAYES:

ABSENT: -

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Monday, December 18, 2017

Lisa Cody, Clerk

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
101-000-402.000	CURRENT PROPERTY TAX	301,614	300,191	300,191	300,191	300,000	300,000
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(837)	(7,000)	(6,347)	(7,000)	(5,000)	(5,000)
101-000-402.002	PILOT TAX	3,084	3,000		3,000	3,000	3,000
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(2,104)					
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	922	1,400	1,473	1,400	1,200	1,200
101-000-425.000	MOBILE HOME PARK TAX	2,549	2,500	1,729	2,500	2,500	2,500
101-000-445.000	INTEREST ON TAXES	(823)	200	227	200		
101-000-446.000	3% OR 4% PENALTY ON TAX	21,236	5,400	5,692	5,400	5,400	5,400
101-000-447.000	ADMIN FEE-PROPERTY TAX	147,588	150,000	150,737	150,000	145,000	145,000
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(587)	(4,000)	(3,206)	(4,000)	(4,000)	(4,000)
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,765	7,765	7,770	7,765	7,800	7,800
101-000-447.100	ADMIN FEE-PRIOR YEARS	(34)	200	16	200		
101-000-475.000	CABLE TV	79,671	130,000	132,153	130,000	130,000	130,000
101-000-476.000	BUILDING PERMITS	70,874	50,000	47,482	50,000	50,000	50,000
101-000-477.000	RENTAL INSPECTION FEES	78,557	80,000	80,569	80,000	80,000	80,000
101-000-478.000	DOG LICENSE REVENUE	4		2			
101-000-479.000	ZONING PERMITS	10,795	11,000	10,305	11,000	11,000	11,000
101-000-539.000	STATE GRANTS		56,000		56,000		
101-000-573.000	STATE AID REVENUE	1,062					
101-000-574.000	STATE REVENUE SHARING	1,030,739	1,060,000	735,256	1,060,000	1,045,000	1,045,000
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,749	11,000	11,271	11,000	11,500	11,500
101-000-574.200	METRO ANNUAL MAINT. FEE	7,749	7,500	7,538	7,500	7,500	7,500
101-000-609.000	CONSTR PLAN REVIEW FEES	875	500	125	500	500	500
101-000-613.000	APPLICATION FEES		500	500	500		
101-000-626.000	COPIES		20	24	20		
101-000-628.000	LAND DIVISIONS	500	700	700	700	500	500
101-000-630.000	WEED ABATEMENT SERVICES	1,346	500	235	500	500	500
101-000-655.000	FINES & FORFEITURES	1,089	800	617	800	1,000	1,000
101-000-665.000	INTEREST EARNED	21,707	41,000	36,638	41,000	36,000	36,000
101-000-667.000	RENT - JAMESON HALL	6,040	8,000	7,200	8,000	7,000	7,000
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360	1,500	1,680	1,500	1,500	1,500
101-000-667.200	RENT - JAMESON PAVILION	420	500	300	500	500	500
101-000-667.300	LEASES	900	900	900	900	900	900
101-000-671.000	OTHER REVENUE	14,242	30,000	28,033	30,000	30,000	30,000
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	21,919	15,000	6,090	15,000	15,000	15,000
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE	6,500	500		500	500	500
101-000-695.000	CAPITAL LEASE PROCEEDS	54,619					
Totals for dept 000-NONE		1,903,090	1,965,576	1,565,900	1,965,576	1,884,800	1,884,800
TOTAL ESTIMATED REVENUES		1,903,090	1,965,576	1,565,900	1,965,576	1,884,800	1,884,800

		Calculations as of 12/31/2017					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
101	TRUSTEES	81,778	54,098	44,010	54,098	53,773	53,773
171	SUPERVISOR	31,047	20,418	14,928	20,418	20,422	20,422
172	TWP MANAGER	51,978	132,856	78,743	132,856	103,794	107,460
191	ACCOUNTING/GEN ADMIN	141,928	154,134	124,179	154,134	176,547	176,547
215	CLERK	50,403	33,306	26,103	33,306	30,331	30,331
228	INFORMATION TECHNOLOGY	35,113	55,000	20,118	55,000	20,180	20,180
247	BOARD OF REVIEW	4,941					
253	TREASURER	31,888	31,866	26,605	31,866	31,481	31,481
257	ASSESSOR	216,984	214,475	184,561	214,475	218,719	218,719
262	ELECTIONS	28,365	3,100		3,100	6,100	6,100
265	TWP HALL & GROUNDS	43,956	68,200	59,167	68,200	53,250	53,250
266	LEGAL/ATTORNEY	27,024	95,000	74,987	95,000	80,000	80,000
330	LIQUOR CONTROL	10,761					
371	BUILDING	109,678	260,124	217,514	260,124	263,926	263,926
372	ZONING	51,947					
373	RENTAL INSPECTIONS	118,430					
441	PUBLIC WORKS	446,213	434,100	316,292	434,100	284,300	284,300
721	PLANNING	19,192	130,157	101,907	130,157	219,748	219,748
722	ZONING BOARD OF APPEALS	3,141					
751	PARKS & RECREATION	117,343	143,987	108,800	143,987	210,712	210,712
901	CAPITAL OUTLAY	98,940	5,000	4,353	5,000		
910	DEBT SERVICE-LEASES	9,967	13,300	11,075	13,300	13,300	13,300
TOTAL APPROPRIATIONS		1,731,017	1,849,121	1,413,342	1,849,121	1,786,583	1,790,249
NET OF REVENUES/APPROPRIATIONS - FUND 101		172,073	116,455	152,558	116,455	98,217	94,551
BEGINNING FUND BALANCE		2,942,418	3,114,488	3,114,488	3,114,488	3,230,943	3,230,943
ENDING FUND BALANCE		3,114,491	3,230,943	3,267,046	3,230,943	3,329,160	3,325,494

		Calculations as of 12/31/2017						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET	
ESTIMATED REVENUES								
Dept 000-NONE								
206-000-402.000	CURRENT REAL PROPERTY TAX	603,581	600,390	600,390	600,390	600,000	600,000	
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,687)	(14,000)	(12,693)	(14,000)	(10,000)	(10,000)	
206-000-402.002	PILOT TAX	6,168	6,000		6,000			
206-000-402.100	PRIOR YEARS PROPERTY TAXES	(39)						
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	990	2,500	2,981	2,500	1,000	1,000	
206-000-445.000	INTEREST ON TAXES	59	350	362	350	350	350	
206-000-543.000	STATE GRANT-PUBLIC SAFETY	6,347	6,500		6,500			
206-000-573.000	STATE AID REVENUE	2,124						
206-000-600.200	FIRE PROTECTION - EDDA	60,775	61,600	61,665	61,600	61,000	61,000	
206-000-600.300	FIRE PROTECTION - WDDA	37,316	39,500	39,506	39,500	39,500	39,500	
206-000-665.000	INTEREST EARNED	7,330	11,500	10,675	11,500	10,000	10,000	
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE					30,000	30,000	
Totals for dept 000-NONE		722,964	714,340	702,886	714,340	731,850	731,850	
TOTAL ESTIMATED REVENUES		722,964	714,340	702,886	714,340	731,850	731,850	

		Calculations as of 12/31/2017					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
336	FIRE DEPARTMENT	669,300	684,000	684,000	684,000	699,000	699,000
901	CAPITAL OUTLAY					450,000	450,000
TOTAL APPROPRIATIONS		669,300	684,000	684,000	684,000	1,149,000	1,149,000
NET OF REVENUES/APPROPRIATIONS - FUND 206		53,664	30,340	18,886	30,340	(417,150)	(417,150)
BEGINNING FUND BALANCE		1,042,087	1,095,750	1,095,750	1,095,750	1,126,090	1,126,090
ENDING FUND BALANCE		1,095,751	1,126,090	1,114,636	1,126,090	708,940	708,940

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
245-000-665.000	INTEREST EARNED	143		692		200	200
245-000-672.102	REVENUE-CORVALLIS SPEC ASSESS	11,413	8,277	4,792	8,277	7,000	7,000
245-000-672.103	REVENUE-MEADOWBROOK SPEC ASSESS	7,694	4,706	2,008	4,706	7,000	7,000
245-000-672.104	REVENUE-STONERIDGE SPEC ASSESS	7,662	4,329	866	4,329	4,000	4,000
245-000-672.105	REVENUE-COMMON MEADOW/STONE SPEC ASSESS	3,240	1,958	613	1,958	1,500	1,500
245-000-672.106	REVENUE-MCDONALD DRIVE SPEC ASSESS	7,934	5,667	3,117	5,667	4,000	4,000
245-000-672.107	REVENUE-GREEN ACRES SPEC ASSESS	7,000	3,921	1,194	3,921	4,000	4,000
245-000-672.108	REVENUE-THE OAKS SPEC ASSESS	8,916	6,368	2,293	6,368	7,000	7,000
245-000-672.109	REVENUE-BLGRAS/ISB SIDEWALK	9,282	5,000	3,178	5,000	5,000	5,000
Totals for dept 000-NONE		63,284	40,226	18,753	40,226	39,700	39,700
TOTAL ESTIMATED REVENUES		63,284	40,226	18,753	40,226	39,700	39,700
NET OF REVENUES/APPROPRIATIONS - FUND 245		63,284	40,226	18,753	40,226	39,700	39,700
BEGINNING FUND BALANCE		45,386	108,670	108,670	108,670	148,896	148,896
ENDING FUND BALANCE		108,670	148,896	127,423	148,896	188,596	188,596

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
248-000-402.000	CURRENT PROPERTY TAX	426,384	442,000	441,993	442,000	387,500	387,500
248-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,873)	(5,000)		(5,000)	(4,000)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)		(250)	(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	2,149	2,000	1,861	2,000	2,000	2,000
248-000-445.000	INTEREST ON TAXES		1,000	1,029	1,000	500	500
248-000-573.000	STATE AID REVENUE	70,566	50,000	55,909	50,000	30,000	30,000
248-000-665.000	INTEREST EARNED	1,884	6,300	5,752	6,300	6,300	6,300
248-000-671.000	OTHER REVENUE	101	200	68	200	100	100
Totals for dept 000-NONE		499,211	496,250	506,612	496,250	422,150	422,150
TOTAL ESTIMATED REVENUES		499,211	496,250	506,612	496,250	422,150	422,150

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
000	NONE	560,356	162,750	97,703	162,750	257,720	257,720
336	FIRE DEPARTMENT	60,775	61,700	61,665	61,700	61,600	61,600
TOTAL APPROPRIATIONS		621,131	224,450	159,368	224,450	319,320	319,320
NET OF REVENUES/APPROPRIATIONS - FUND 248		(121,920)	271,800	347,244	271,800	102,830	102,830
BEGINNING FUND BALANCE		882,744	760,825	760,825	760,825	1,032,625	1,032,625
ENDING FUND BALANCE		760,824	1,032,625	1,108,069	1,032,625	1,135,455	1,135,455

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
250-000-402.000	CURRENT PROPERTY TAX	457,662	494,600	494,599	494,600	490,000	490,000
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(8,338)	(4,000)		(4,000)	(4,000)	(4,000)
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	641	600	279	600	600	600
250-000-445.000	INTEREST ON TAXES		250	220	250	250	250
250-000-573.000	STATE AID REVENUE	6,838					
250-000-665.000	INTEREST EARNED	1,735	1,700	1,456	1,700	1,700	1,700
Totals for dept 000-NONE		458,538	493,150	496,554	493,150	488,550	488,550
TOTAL ESTIMATED REVENUES		458,538	493,150	496,554	493,150	488,550	488,550

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
000	NONE		300,500	300,400	300,500	150,870	150,870
336	FIRE DEPARTMENT	37,316	39,500	39,506	39,500	39,500	39,500
996	TRANSFER OUT	220,000	260,000	260,000	260,000	272,642	272,642
TOTAL APPROPRIATIONS		<u>257,316</u>	<u>600,000</u>	<u>599,906</u>	<u>600,000</u>	<u>463,012</u>	<u>463,012</u>
NET OF REVENUES/APPROPRIATIONS - FUND 250		201,222	(106,850)	(103,352)	(106,850)	25,538	25,538
BEGINNING FUND BALANCE		646,373	847,596	847,596	847,596	740,746	740,746
ENDING FUND BALANCE		847,595	740,746	744,244	740,746	766,284	766,284

		Calculations as of 12/31/2017					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
396-000-665.000	INTEREST EARNED	49	30	31	30	30	30
Totals for dept 000-NONE		49	30	31	30	30	30
Dept 961-TRANSFER IN							
396-961-699.250	TRANSFER IN FROM WDDA	220,000	260,000	260,000	260,000	272,642	272,642
396-961-699.398	TRANSFER IN FROM WDDA SPEC ASSESS	9,926					
Totals for dept 961-TRANSFER IN		229,926	260,000	260,000	260,000	272,642	272,642
TOTAL ESTIMATED REVENUES		229,975	260,030	260,031	260,030	272,672	272,672

		Calculations as of 12/31/2017					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
906	DEBT SERVICE	250,800	265,800	265,800	265,800	275,800	275,800
TOTAL APPROPRIATIONS		250,800	265,800	265,800	265,800	275,800	275,800
NET OF REVENUES/APPROPRIATIONS - FUND 396		(20,825)	(5,770)	(5,769)	(5,770)	(3,128)	(3,128)
BEGINNING FUND BALANCE		29,724	8,898	8,898	8,898	3,128	3,128
ENDING FUND BALANCE		8,899	3,128	3,129	3,128		

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
590-000-456.000	CONNECTION FEE	210,003	150,000	149,448	150,000	100,000	100,000
590-000-539.000	STATE GRANTS		1,150		1,150	429,000	429,000
590-000-627.000	SERVICE	1,253,545	1,274,000	956,915	1,274,000	1,296,000	1,296,000
590-000-627.100	DELINQUENT SEWER	(2,341)	(1,500)	(435)	(1,500)	(1,500)	(1,500)
590-000-628.000	INSPECTION FEE	1,200	5,000	5,000	5,000		
590-000-655.000	FINES & FORFEITURES	30,350	30,000	22,993	30,000	20,500	20,500
590-000-665.000	INTEREST EARNED	17,842	32,000	29,312	32,000	30,000	30,000
590-000-665.003	INTEREST EARNED - BOND RESERVES	638					
590-000-665.100	INTEREST EARNED-SPEC ASSESS	26,051	5,600	3,316	5,600	5,600	5,600
590-000-670.000	DEBT RETIREMENT	1,061,283	1,083,000	815,854	1,083,000	1,074,000	1,074,000
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	1,050	1,000	1,050	1,000		
590-000-671.000	OTHER REVENUE	15,296	5,200	5,312	5,200	500	500
590-000-672.500	REVENUE-SPECIAL ASSESS		23,000		23,000	23,000	23,000
590-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE		250		250	250	250
Totals for dept 000-NONE		2,614,917	2,608,700	1,988,765	2,608,700	2,977,350	2,977,350
TOTAL ESTIMATED REVENUES		2,614,917	2,608,700	1,988,765	2,608,700	2,977,350	2,977,350

		Calculations as of 12/31/2017						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET	
APPROPRIATIONS								
529	O & M EXPENDITURES	429,142	940,812	577,242	940,812	1,160,817	1,164,483	
530	SEWER LIFT STATIONS	53,930						
588	VEHICLE EXPENDITURES	12,301						
611	WWTP	765,062	905,333	719,709	905,333	1,030,868	1,030,868	
906	DEBT SERVICE	303,537	282,006	280,444	282,006	253,450	253,450	
910	DEBT SERVICE-LEASES	440	600	489	600	600	600	
960	DEPRECIATION EXPENSE	635,220	700,000		700,000	700,000	700,000	
TOTAL APPROPRIATIONS		2,199,632	2,828,751	1,577,884	2,828,751	3,145,735	3,149,401	
NET OF REVENUES/APPROPRIATIONS - FUND 590		415,285	(220,051)	410,881	(220,051)	(168,385)	(172,051)	
BEGINNING FUND BALANCE		12,622,910	13,038,198	13,038,198	13,038,198	12,818,147	12,818,147	
ENDING FUND BALANCE		13,038,195	12,818,147	13,449,079	12,818,147	12,649,762	12,646,096	

Calculations as of 12/31/2017

GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000-NONE							
591-000-450.000	WATER SALES	1,337,229	1,325,000	1,025,886	1,325,000	1,284,443	1,284,443
591-000-450.100	BULK WATER SALES	3,132	2,500	1,280	2,500	2,500	2,500
591-000-450.200	FINAL READ	1,755	1,700	1,575	1,700	1,700	1,700
591-000-450.300	TURN-OFF	2,550	2,500	1,970	2,500	2,000	2,000
591-000-452.000	LATERALS	5,947	20,000	19,522	20,000	5,000	5,000
591-000-454.000	BENEFIT FEES	44,474	62,000	62,146	62,000	30,000	30,000
591-000-459.000	REVENUE-HOOK UP FEE	89,831	115,600	116,283	115,600	50,000	50,000
591-000-479.000	REVENUE-REPLACEMENT METERS		500		500	500	500
591-000-539.000	STATE GRANTS		1,150		1,150	14,000	14,000
591-000-628.000	INSPECTION FEE	1,800	5,000	5,000	5,000		
591-000-655.000	FINES & FORFEITURES	19,886	16,000	13,999	16,000	16,000	16,000
591-000-665.000	INTEREST EARNED	17,782	32,500	29,163	32,500	29,000	29,000
591-000-665.100	INTEREST EARNED-SPEC ASSESS	16,222	5,800	4,658	5,800	5,700	5,700
591-000-667.300	LEASES - TOWER RENTAL	40,846	40,000	39,403	40,000	40,000	40,000
591-000-671.000	OTHER REVENUE	3,434	10,000	9,923	10,000	1,000	1,000
591-000-672.500	REVENUE-SPECIAL ASSESS		12,700		12,700	9,800	9,800
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE	(4,450)	5,000	5,000	5,000	500	500
Totals for dept 000-NONE		1,580,438	1,657,950	1,335,808	1,657,950	1,492,143	1,492,143
TOTAL ESTIMATED REVENUES		1,580,438	1,657,950	1,335,808	1,657,950	1,492,143	1,492,143

		Calculations as of 12/31/2017					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2016 ACTIVITY	2017 AMENDED BUDGET	2017 ACTIVITY THRU 12/31/17	2017 PROJECTED ACTIVITY	2018 RECOMMENDED BUDGET	2018 APPROVED BUDGET
APPROPRIATIONS							
536	WATER O & M	938,747	1,638,132	1,069,967	1,638,132	1,480,962	1,559,628
538	TREATMENT PLANT	51,672					
539	WATER TOWER	17,381					
588	VEHICLE EXPENDITURES	11,656					
906	DEBT SERVICE	66,756	65,279	65,159	65,279	62,879	62,879
910	DEBT SERVICE-LEASES	529	720	588	720	720	720
960	DEPRECIATION EXPENSE	328,989	300,000		300,000		
TOTAL APPROPRIATIONS		1,415,730	2,004,131	1,135,714	2,004,131	1,544,561	1,623,227
NET OF REVENUES/APPROPRIATIONS - FUND 591		164,708	(346,181)	200,094	(346,181)	(52,418)	(131,084)
BEGINNING FUND BALANCE		10,294,664	10,459,375	10,459,375	10,459,375	10,113,194	10,113,194
ENDING FUND BALANCE		10,459,372	10,113,194	10,659,469	10,113,194	10,060,776	9,982,110
ESTIMATED REVENUES - ALL FUNDS		8,072,417	8,236,222	6,875,309	8,236,222	8,309,215	8,309,215
APPROPRIATIONS - ALL FUNDS		7,144,926	8,456,253	5,836,014	8,456,253	8,684,011	8,770,009
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		927,491	(220,031)	1,039,295	(220,031)	(374,796)	(460,794)
BEGINNING FUND BALANCE - ALL FUNDS		28,506,305	29,433,800	29,433,800	29,433,800	29,213,769	29,213,769
ENDING FUND BALANCE - ALL FUNDS		29,433,796	29,213,769	30,473,095	29,213,769	28,838,973	28,752,975

Building Rental

McDonald Park Pavilion	\$40 per day \$60 per day non-resident
Jameson Park Pavilion	\$40 per day \$60 per day non-resident
Jameson Hall	\$200 deposit \$100 rental fee resident of township \$150 rental fee non-resident

Building and Zoning

Building Permits - Residential	\$72 per sq. ft.
Building Permits - Commercial	(Based on current Bldg. & Safety Journal sq. ft. Construction cost)
Basement Permit - Residential Finished	\$20 sq. ft.
Basement Permit - Residential Unfinished	\$17 sq. ft.
Demolition Permit - Residential	\$100
Demolition Permit - Commercial	\$.04 cents per sq. ft.
Construction Plan Review	Per Bldg. & Safety Journal Rates
Home Moving Permits	\$220
Text Amendments	\$750
Zoning Variances	\$350
Zoning Appeals	\$350
Rezoning Request	\$750
Site Plan Review	\$225 per application
Special Use Permit	\$350
ZBA Special Meeting	\$475 per application
Planning Commission Special Meeting	\$600 per application
Construction Board of Appeals Special Meeting	\$300 per application
Construction Board of Appeals	\$200 per request
Home Occupation Permit	\$250 Initial & \$50 Renewal
In Ground Swimming Pool	\$100 per application
Zoning Permit, no Bldg. Permit	\$100 per application
B & B Permit	\$130 per application
Subdivision and Site Condo	\$450
Sign Permit	\$50
Temporary Permit	\$50 per application
Zoning Letter of Compliance	\$50 per letter
Land Division	\$100 per # of new parcels
Lot Line Adjustment	\$100 per adjustment
Industrial Facilities Tax Abatement	\$500 per application

Adopted Union Township Fee Schedule 2018

Unregulated Permit Activity

Any regulated activity started prior to applicant securing the necessary permit will be charged an additional administrative charge at the same rate as required permit not to exceed \$100. This shall be paid prior to the issuance of the required permit.

Rental Inspections

Single Family	\$46 per unit
Duplex	\$68 per duplex
Multiple Units	\$21 per unit
Hotel / Motels	\$13 per unit
Daycare Centers	\$62 per unit
Re-Inspection Fees	
1st re-inspection	\$25
2nd re-inspection	\$200
3rd re-inspection	\$500
4th re-inspection	\$750
Violation Inspection Fees	
Compliant Violation Notice	\$75
No Show for Inspection Appointment	\$50
Notice to Vacate	\$75
Housing Board of Appeals	\$75
Unregistered Rental Violation	\$250
Enforcement Letter	\$50
Non Compliance with Address Change	\$50
Non Compliance Admin Fee (Certified Letter)	\$25
Late Fee (per unit)	\$10 or 10% whichever is greater plus an additional \$10 or 10% for every 30 days the fees are late
Rental Re-Certification	
Prior to Last Certificate Expiration	\$40
After Last Certification	\$60
Misc. Fees	
Occupant Load License	\$7
Copying Cost (1st page + Additional)	\$1 +.20
Owner Search	\$50
Township Attorney Case Review	\$150 + Court and Legal Fees
Referral	
Initial Hearing	\$150
Re-Hearing	\$100

Water & Sewer

Water Service Rate	\$52.00 minimum per quarter Per equivalent up to \$15,000 gallons \$2.10 per 1,000 gallons over 15,000 gallons per quarter
Bulk Water Rate	\$5.00 per 1,000 gallons (\$500 deposit)
Water Hook-Up Rate 5/8 meter	\$1,275 for 1" service
Benefit Fee	\$1,150
Inspection Fees (Water & Sewer)	\$50 per hour
Turn on/off Rate	\$20 each
Turn on/off Rate (after hours)	\$50 each
Final Read Charge	\$15
Fire Flow Test	\$150
Sewer Hook-Up	\$2,625 per REU
Sewer Service Quarter Rate	
Operation and Maintenance	\$52.45 per quarter Sew. 2
Capital Charge	\$43.45 per quarter Sew. 1 (D-1)



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: December 5, 2017
FROM: Kim Smith – Public Works Coordinator	DATE FOR BOARD CONSIDERATION: December 18, 2017
ACTION REQUESTED: Deny the request to waive quarterly water bill penalties for three West Union Condos irrigation systems accounts in the amount of \$493.04 – (Account Numbers 03896, 04037, and 03897).	

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Township received a written request to waive the late fees for account numbers 03896, 04037, and 03897 in the amount of \$493.04.

Township Ordinance 1987-9, Article 10, Section 2 stipulates that quarterly water bills are payable without penalty within 35 days of the mailing date. Payments received after such period shall bear a penalty of 15% of the amount of the bill. Payment for the July 1, 2017 – September 30, 2017 quarterly water bills were due without penalties on November 5, 2017. Penalties were applied to all water and sewer quarterly bill customers accounts with an outstanding balance on November 6, 2017.

Payment for the full amount of the bills including the penalties was received on November 10, 2017 for the account numbers 03896, 04037, and 03897.

SCOPE OF SERVICES

JUSTIFICATION

Support to waive the penalties would be precedent setting and result in unfair treatment of those customers that pay on time and those customers that pay late and also pay the penalties. Denial of the request to waive the penalties will maintain fair treatment among all water and sewer customers and support fair and non-discriminatory code enforcement.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

1. Community well-being and common good

COSTS

\$493.00	Late Fee
<u>\$ 49.30</u>	Administrative Cost
\$542.30	Total

This amount would be deducted from the Water Fund Revenue account number 591-000-655.000.

PROJECT TIME TABLE

NA

RESOLUTION

Deny the request to waive the penalties for account numbers 03896, 04037, and 03897 in the amount of \$493.03.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

RECEIVED
NOV 16 2017
BY: JL

November 13, 2017

RE: West Union Condos

Board of Directors

Charter Township of Union

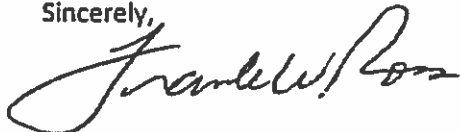
2010 S Lincoln Road

Mt. Pleasant, MI 48858

Dear Board:

This letter is a request for abatement of late fees paid on the November, 2017 water bills for West Union Condominium Association. I was 4 days late in paying the bill total of 3,286.90. The total I paid with late fees was 3,779.94. This was late fees of 493.04. It was my error, and hopefully you will be able to abate these this one time. I am sorry for the mistake, and will not let that happen again. Thank you for your consideration to the above request.

Sincerely,



Frank W. Ross, CPA

Receipt Register

Monday, December 04, 2017

1/2

Account #	Status	Service Address	Customer Name
Posted	Received	Receipt #	Section
Billing Item	Rate Name	Payment Type	Transaction Type
		Check #	Amount Paid
03896	Active	SABLE CT - SPRINKLER	CONDOS WEST UNION
11/10/17	11/10/17	R17-064937	K 1490
Water	15.00% Penalty	Penalty	\$143.70
Water	W1	Billing	\$958.00
			\$1101.70

Receipt Register

Monday, December 04, 2017

1/2

Account #	Status	Service Address	Customer Name		
Posted	Received	Receipt #	Payment Type	Check #	Section
Billing Item	Rate Name	Transaction Type	Amount Paid		
04037	Active	ELAND DRIVE - SPRINK	CONDOS - SPRINKLER SYST		
11/10/17	11/10/17	R17-064936	K	1490	
Water	15.00% Penalty	Penalty	\$54.60		
Water	W1	Billing	\$364.00		
			\$418.60		

Receipt Register

Monday, December 04, 2017

1/2

Account #	Status	Service Address	Customer Name
Posted	Received	Receipt #	Section
Billing Item	Rate Name	Payment Type	Transaction Type
		Check #	Amount Paid
03897	Active	SABLE CT. SPRINKLER	CONDOS WEST UNION
11/10/17	11/10/17	R17-064938	K 1490
Water	15.00% Penalty	Penalty	\$294.74
Water	W1	Billing	\$1964.90
			\$2259.64

PROPERTY ADDRESS

SABLE CT - SPRINKLER PB
ACCOUNT NO WA

\$0.00
\$958.00

03896

BEG BILLING DATE END BILLING DATE USAGE
DAYS

07/01/17 09/30/17 92

LAST PAYMENT DATE LAST PAYMENT AMOUNT

07/10/2017 \$852.00

AFTER	PAY THIS LATE AMT
11/05/17	\$1101.70

DUE DATE 11/05/2017

TOTAL AMOUNT DUE \$958.00

MAIL TO:

CONDOS WEST UNION
C/O: FRANK ROSS
127 S. UNIVERSITY
MOUNT PLEASANT, MI 48858

ACH PAYMENT WITHDRAWALS
AVAILABLE PLEASE SEE
WEBSITE FOR THE FORM
WWW.UNIONTOWNSHIPMI.CO

PROPERTY ADDRESS

ELAND DRIVE - SPRINK PB
ACCOUNT NO WA

CODE	BEG BILLING DATE	TYPE	END BILLING DATE	TYPE	USAGE	AMOUNT
3420000 A			3320000 A		100000	\$0.00
						\$364.00

\$0.00
\$364.00

04037

BEG BILLING DATE END BILLING DATE USAGE
DAYS

07/01/17 09/30/17 92

LAST PAYMENT DATE LAST PAYMENT AMOUNT

07/10/2017 \$384.00

AFTER	PAY THIS LATE AMT
1/05/17	\$418.60

DUE DATE 11/05/2017

TOTAL AMOUNT DUE \$364.00

MAIL TO:

CONDOS - SPRINKLER SYSTEM WE
C/O: FRANK ROSS
127 S. UNIVERISTY
MOUNT PLEASANT, MI 48858

ACH PAYMENT WITHDRAWALS
AVAILABLE PLEASE SEE
WEBSITE FOR THE FORM
WWW.UNIONTOWNSHIPMI.CO

PROPERTY ADDRESS

SABLE CT. SPRINKLER PB
ACCOUNT NO WA

\$0.00
\$1,964.90

03897

BEG BILLING DATE END BILLING DATE USAGE
DAYS

07/01/17 09/30/17 92

LAST PAYMENT DATE LAST PAYMENT AMOUNT

07/10/2017 \$1820.00

AFTER	PAY THIS LATE AMT
11/05/17	\$2259.64

DUE DATE 11/05/2017

TOTAL AMOUNT DUE 1964.90

MAIL TO:

CONDOS WEST UNION
C/O: FRANK ROSS
127 S. UNIVERISTY
MOUNT PLEASANT, MI 48858

ACH PAYMENT WITHDRAWALS
AVAILABLE PLEASE SEE
WEBSITE FOR THE FORM
WWW.UNIONTOWNSHIPMI.CO



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: December 11, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/2017
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

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 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

Board Policy 3.0– Global Governance Commitment

The Policy states:

The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

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 December 18, 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?