



BOARD OF TRUSTEES
Regular Meeting
February 13, 2019
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Planning Commission Appointments
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 23, 2019- regular meeting
 - C. Minutes – January 31, 2019 – special meeting
 - D. Accounts Payable
 - E. Payroll
 - F. Meeting Pay
 - G. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (K. Smith) Award Bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems
 - B. Discussion (Stuhldreher): Proposal to provide wholesale sanitary sewer treatment and billing services to Nottawa Township
11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT



Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squattrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
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	2/18/2021
3-Secretary	Jake	Hunter	12/31/2019
4- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
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	12/31/2019
2	Richard	Jakubiec	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2019
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	1/13/2023
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
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	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2019



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: Doug LaBelle II Date: 10-15-18

Address: 955 Meadowbrook Rd.

Phone (home) _____ (cell) 989-854-9126 (work) _____

Email: doug@labellerealty.net

Occupation: Associate Broker at LaBelle Realty

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

- Zoning Board of Appeals **Must be a Union Township Resident**
- 2 Board of Review **Must be a Union Township Resident**
- 1 **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: _____

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

To make a difference in the community that I live and work in.

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):

Currently serving on the following boards/committees: Union Township Planning Commission, Union Township Board of Review, City of Mt. Pleasant DDA Board, MP Chamber of Commerce Board of Directors, MP Community Church Trustee

Signature:  Date: 10-16-18

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Michael Darin Date: 11/21/18

Address: 2075 Amber Lane

Phone (home) _____ (cell) 9895603742 (work) 9896365254

Email: mjdarin@dow.com and mike.darin@corteva.com

Occupation: Project Manager and engineering gatekeeper

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

- 2 Zoning Board of Appeals Must be a Union Township Resident
- _____ Board of Review Must be a Union Township Resident
- 1 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: _____

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

Continue providing influential leadership to the Board of Trustees

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):

Long time member of the Union Township Planning Commission

Past member of the ZBA for Union Township

Signature: Michael Darin Digitally signed by Michael Darin
Date: 2018.11.21 09:49:33 -05'00' Date: 11/21/18

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

RECEIVED
JAN - 8 2019
BY: _____

Name: Ryan Buckley Date: 12/21/18
Address: 3978 McGuirk Street, Mount Pleasant, MI 48858
Phone (home) (989) 600-5941 (cell) (989)600-5941 (work) (989)774-1489
Email: buckl1rm@cmich.edu
Occupation: Higher Education - Advancement

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

- | | | |
|-------------------------------------|-----------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/> | OTHER *Specify Board: _____ | |

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

I am a current planning commissioner for the township and would like
to continue to serve for another term to see through the zoning ordinance overhaul.

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):

I have participated in the master planning process as a planning commissioner
and have the experience, knowledge and skills to assist in the next step of the process.

Signature:  Date: 12/21/18

December 21, 2018

Board of Trustees
Charter Township of Union
2010 South Lincoln Road
Mount Pleasant, MI 48858

Dear Trustees:

Thank you for your thoughtful consideration of the enclosed application for reappointment to the Union Township Planning Commission.

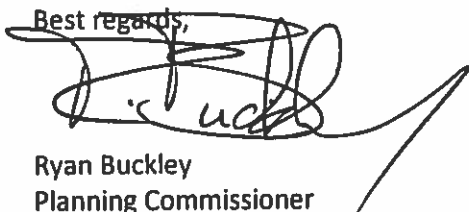
Over the past two years, I have worked with my fellow planning commissioners to develop and publish Union Township's newest master plan – a continually-evolving, exciting new blueprint intended to guide the development of our community in the coming years. My participation in the process has provided invaluable experience into this critically-important community planning process, and has equipped me with the knowledge, skills and relationships necessary to help the township work through its next major challenge: a complete review and overhaul of our zoning ordinance.

Moving forward, it is crucial for the sake of this process that we maintain a level of consistency and continuity amongst our planning commission. The knowledge of issues and concerns that I and my fellow commissioners have acquired represents a strong foundation for the comprehensive review and update to our zoning ordinance at a time when the township must carefully consider such zoning challenges as the continued growth and expansion of wind and solar energy, the legalization and distribution of both medical and recreational marijuana, and more.

In my approach to serving our community in this capacity, I am committed to the notion that the planning commission is the instrument by which we chart the course of our community for decades to come. The decisions that we make today can and will impact our community for generations, and I am fully-aware of the responsibility that we shoulder as the administrators of this process. That is why I consider each and every issue that comes before the planning commission without passion or prejudice, relying instead upon the guidance of our master plan and zoning ordinance to ensure the fair and equitable administration of our duties for businesses and residents alike.

With a decade of service as a firefighter in the Mount Pleasant community, as well as two decades of service at Central Michigan University where my work routinely puts me in contact with business and civic leaders, as well as residents throughout our community, I bring a unique and valuable set of skills and experience to this board. Thank you for your willingness to reappoint me to the Union Township Planning Commission. I look forward to working with each of you in 2019 and beyond.

Best regards,

A handwritten signature in black ink, appearing to read "Ryan Buckley", with a long, sweeping underline that extends to the right.

Ryan Buckley
Planning Commissioner

RYAN M. BUCKLEY

3978 McGuirk Street, Mount Pleasant, MI 48858 * (989) 600-5941 * Ryan.Buckley@cmich.edu

PROFESSIONAL PROFILE

- Senior level professional specializing in the development of charitable gift proposals, endowment and annual gift agreements and the oversight of grants management within the Office of Advancement at Central Michigan University.
- Adept at written communications, both technical and persuasive.
- Possess comprehensive knowledge of editing, publishing, design and gifts management software applications.
- Regularly serves in a leadership capacity to work with other divisions and units at Central Michigan University toward the continuous improvement of processes and protocols in the area of fundraising, endowment and scholarship awards and management.

PROFESSIONAL EXPERIENCE

CENTRAL MICHIGAN UNIVERSITY

Senior Director, Endowment and Proposal Development; April 2018 to Present

- Charged with identifying, developing and pursuing and the strategic fundraising priorities of Central Michigan University.
- Oversees proposal development process for all charitable fundraising requests on behalf of the university, working with development officers in each academic college to achieve fundraising goals.
- Serves on the leadership team for the Vice President for Advancement to carry out the strategic initiatives of the Office of Advancement.
- Manage the preparation and development of all university endowment agreements and annual gift agreements.
- Work with senior leaders throughout the university, including deans, vice presidents, the president and trustees, to develop and refine Advancement policies, procedures, collaborative partnerships, funding opportunities, and more.
- Monitor, address and resolve charitable gift accounts identified as problematic, due to lack of spending, improper expenses, and more.
- Work with the Office of Scholarships and Financial Aid, the Office of the Treasury, and more to develop scholarship policies and processes designed to ensure the successful administration of student scholarships and endowed awards each year.

CENTRAL MICHIGAN UNIVERSITY

Director, Proposal Development; October 2016 to April 2018

- Oversees proposal development for all charitable fundraising requests on behalf of the university, including corporate, foundation and individual donor requests.
- Works with the Associate Vice President of Advancement to develop policies and processes designed to maximize fundraising effectiveness of development officers throughout each academic college and division on campus.
- Collaborate with development officers to assist in the development of fundraising initiatives for their respective areas and programs on campus.
- Ensure the documentation of all facets of the proposal submission and award process are satisfactorily documented for both the donor and university alike.
- Provide expert guidance and training as needed to both Advancement staff and university faculty regarding the fundraising processes and best practices at CMU.
- Compile donor research and other data, preparing reports and assessments as needed to the Vice President of Advancement.

CENTRAL MICHIGAN UNIVERSITY

Assistant Director, Corporate and Foundation Relations; September 2012 to October 2016

- Compile prospect research for corporate and foundation donors in the pursuit of external charitable grants.
- Support the Director of Corporate and Foundation Relations in the preparation of materials and communications related to donor cultivation and engagement activities.
- Work with Advancement team members, faculty, and staff in the development and submission of all corporate and foundation charitable grant requests.
- Track and monitor the development and progress of charitable grant requests, beginning at the donor cultivation stage and continuing through the funding award stage.

ADDITIONAL PRIOR EXPERIENCE

- Grant Writer; Office of Corporate and Foundation Relations; Central Michigan University; 2004 to 2012
- Communication Specialist; Office of Information Technology; Central Michigan University; 2000 to 2004
- Planning Commissioner; Charter Township of Union; February 2017 to Present
- Firefighter; Deerfield Township Fire Department, Mount Pleasant, MI; 2004 to 2014

EDUCATION

Central Michigan University; Mount Pleasant, MI

- Bachelor of Science, Journalism (Advertising) and Art (Graphic Design); May 1998
- Master of Science in Administration (General Administration); May 2001

ADDITIONAL BOARDS AND COMMITTEES

- Professional & Administrative Council; Central Michigan University
- Police Oversight Committee; Central Michigan University
- University Diversity Council; Central Michigan University

CERTIFICATIONS & TRAINING

- Dimensions of Professional Selling: Carew International
- Principles and Techniques of Fundraising: Center on Philanthropy at Indiana University
- Supervisory Leadership: University of Notre Dame
- Firefighter I & II; Emergency First Responder; HAZMAT Ops; Emergency Driving; Techniques of Wildland Firefighting; Fire Investigation I: State of Michigan

RECEIVED
OCT 22 2018
BY: JL

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

Name: Robert Bacon Date: 10-21-2018

Address: 2142 First Mt. Pleasant MI 48858

Phone (home) 989-772-1633 (cell) _____ (work) _____

Email: bacon.robert936@hotmail.com

Occupation: Retired State of Michigan Dept. of Corrections

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 |
| <u>1</u> | Planning Commission | Must be a Union Township Resident |
| <u>2</u> | 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: _____

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

Strong Communities are The result of Our Choices Today

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):

Past Member of ZBA and Planning Commission

Signature: Robert Bacon Date: 10-21-2018

2019 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on January 23, 2019 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 7:03 p.m.

Roll Call

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

Excused: Treasurer Rice, Trustee Mikus, and Trustee Woerle

Approval of Agenda

Hauck moved **Cody** supported as presented. **Vote: Ayes: 4 Nays: 0. Motion carried.**

Presentations

Public Hearings

Public Comment - open 7:04 p.m.

Bill Deckett, representing Halt Fire, shared history between Halt Fire and the Mt. Pleasant Fire Department

Reports/Board Comments

Cody – City of Mt. Pleasant updates

Lannen – Isabella County Commission and Isabella County MTA updates

Gunning – EDA updates

Consent Agenda

- A. Communications
- B. Minutes January 9, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Policy Governance 2.1 Treatment of Consumers
- H. Policy Governance 2.5.10 Cash Flow Ratio
- I. Policy Governance 2.5 Financial Condition & Activities

Cody moved **Hauck** supported to approve the consent agenda as presented. **Vote: Ayes: 4 Nays: 0. Motion carried.**

BOARD AGENDA

A. Discussion/Action: (Smith) Award the contract for the purchase of a Pierce Commercial Chassis Top Mount pumper fire truck to Halt Fire, Inc.

Cody moved Lannen supported to approve awarding the contract for the purchase of a Pierce Commercial Chassis Top Mount pumper fire truck to Halt Fire, Inc. in the not to exceed amount of \$447,573.00 and authorize the Township Manager to execute a purchase agreement. **Vote: Ayes: 4 Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Consider approval of the job description for the position of Accounting Specialist

Lannen moved Hauck supported the approval of the job description for the position of Accounting Specialist. **Vote: Ayes: 4 Nays: 0. Motion carried.**

C. Discussion/Action: (Stuhldreher) Policy Governance 3.1 Governing Style

Discussion was held by the Board.

EXTENDED PUBLIC COMMENT - Open 8:00 p.m.

Jim Horton of the 4th District Cnty Commission updated the board on the county government.

MANAGER COMMENTS

- Attended the Grand Opening of the Holiday Inn
- Township employees received training from BS&A in the Building Module
- Attended an E-Waste meeting held at the MRF
- Commented on accident on Lincoln and Pickard Rd. that ended up in Township parking lot

FINAL BOARD MEMBER COMMENTS

Cody – Discussion to cover legal fees of assessor while performing Township duties, due to lack of required number of board members needed to go into closed session, the board requested a special meeting to be held on 1/28/19 at 6pm.

Hauck – Asked about the status of Nottawa Township discussions

ADJOURNMENT

Hauck moved Cody supported to adjourn the meeting at 8:51 p.m. **Vote: Ayes: 4 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

2019 CHARTER TOWNSHIP OF UNION
Board of Trustees
Special Meeting

A special meeting of the Charter Township of Union Board of Trustees was held on January 31, 2019 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 6:31 p.m.

Roll Call

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

Excused: Treasurer Rice

Approval of Agenda

Hauck moved **Cody** supported as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Public Hearings

Public Comment - open 6:33 p.m.

No comments were offered.

Reports/Board Comments

Consent Agenda

BOARD AGENDA

EXTENDED PUBLIC COMMENT - Open 6:34 p.m.

Charles Lawler introduced himself

MANAGER COMMENTS

FINAL BOARD MEMBER COMMENTS

Lannen – commented on Hannah’s Dog Park activity and announced the new restroom facilities are now open.

CLOSED SESSION

6:37p.m.

Lannen moved **Woerle** supported that the Board meet in closed session under Section 8(e) of the Open Meetings Act to consult with our attorney regarding trial or settlement strategy in connection with the case of Lux Family Properties CZA, LLC v. Charter Township of Union-as an open meeting would have detrimental financial effect on the litigating or settlement position of the Township. **Roll call vote: Ayes: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle Nays: 0. Motion carried.**

7:19 p.m.

Mikus moved **Lannen** supported to come out of closed session. **Roll call vote: Ayes: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle Nays: 0. Motion carried.**

7:26 p.m.

Woerle moved **Cody** supported the Board meet in closed session under Section 8(h) of the Open Meetings act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act.

9:07pm

Hauck moved **Cody** supported to come out of closed session. **Roll call vote: Ayes: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle Nays: 0. Motion carried.**

9:08p.m. **Woerle** moved **Hauck** supported to take a short recess. **Vote: Ayes 6 Nays: 0. Motion carried.**

9:15p.m. Discussion by the Board.

Cody moved **Mikus** supported The Township shall cover up to \$10,000 for legal defenses in case number 18-cv-1334 Patricia DePriest in her personal compacity. Should that cap be reached the Township Board of Trustees will reconsider. If insurance covers legal fees this motion is null and void. All bills shall be reviewed by staff members of the Township for payment. Ms. DePriest shall choose her own legal representation. **Roll call vote: Ayes: Supervisor Gunning, Clerk Cody, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle Nays: 0. Motion carried.**

ADJOURNMENT

Mikus moved **Woerle** supported to adjourn the meeting at 10:05 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Clerk Cody)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
01/24/2019	101	236 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN STREET LIGHTS 2010 S LINCOLN	54.51 1,822.86 1,195.21 <u>3,072.58</u>
02/01/2019	101	237 (E)	01186	COYNE PROPANE LLC	PROPANE - ISABELLA TRTMT PLANT MOBILUX EP 0 - WWTP	1,399.20 429.79 <u>1,828.99</u>
02/06/2019	101	238 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	900 MULBERRY 5240 E BROOMFIELD 5228 ISABELLA 2270 NORTHWAY 2055 ENTERPRISE 5525 E REMUS 5537 E BROADWAY 1933 S ISABELLA 5144 BUDD 5142 BUDD 1660 BELMONT 4511 E RIVER 800 CRAIG HILL 4520 E RIVER 2279 S MERIDIAN PUMP HOUSE 1633 S LINCOLN 2279 S MERIDIAN 5319 E AIRPORT 1046 S MISSION 1605 SCULLY 5076 S MISSION 4795 S MISSION 4797 S MISSION BARN 4822 ENCORE 4244 E BLUE GRASS 2188 E PICKARD 1776 E PICKARD 1876 E PICKARD 2180 S LINCOLN 2495 E DEERFIELD 2424 W MAY 3998 E DEERFIELD 5369 S CRAWFORD 3248 S CONCOURSE	54.21 955.09 6,331.89 30.28 268.00 67.64 493.88 584.04 25.40 224.87 88.69 11,484.40 63.99 586.76 180.44 278.54 885.11 35.45 141.35 86.72 942.74 2,301.05 560.51 108.81 92.30 79.98 31.09 198.69 25.40 450.03 394.88 137.95 78.00 131.05 <u>28,399.23</u>
02/06/2019	101	239 (E)	00146	VOID	VOID Reason: Created From Check Run Process	
02/06/2019	101	240 (E)	00146	VOID	VOID Reason: Created From Check Run Process	
02/06/2019	101	241 (E)	01105	MASTERCARD	MASTERCARD CRAWFORD MASTERCARD RADAR MASTERCARD FUSSMAN	102.92 124.34 53.97

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD HOHLBEIN	68.67
					MASTERCARD TEALL	475.94
					MASTERCARD THEISEN	335.08
					MASTERCARD WALDRON	222.89
					MASTERCARD WALDRON	360.33
					MASTERCARD BEBOW	84.93
					MASTERCARD BEBOW	354.82
					MASTERCARD OCKERT	494.46
					MASTERCARD DEPRIEST	18.00
					MASTERCARD COFFELL	15.14
					MASTERCARD COFFELL	280.13
					MASTERCARD DEARING	240.50
					MASTERCARD DEARING	549.94
					MASTERCARD ROCKAFELLOW	212.14
					MASTERCARD ROCKAFELLOW	74.90
					MASTERCARD MCBRIDE	755.00
					MASTERCARD MCBRIDE	290.05
						<u>5,114.15</u>
02/06/2019	101	242 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
02/13/2019	101	20807	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING/BOR ADS	1,655.18
					CLASSIFIED JOB POSTING-ASSESSING SPECIAL	1,231.00
						<u>2,886.18</u>
02/13/2019	101	20808	00020	JAMES ALWOOD	WELL SITE LEASE - JAN 2019	325.08
02/13/2019	101	20809	00072	BLOCK ELECTRIC	TWP PARKING LOT-LIGHTING UP TOP	3,200.00
					ELECTRICAL WIRE WORK	747.60
					WIRING FOR NEW CHLORINE EQUIPMENT	1,692.00
					TROUBLESHOOT VOLTAGE LEVELS	260.00
						<u>5,899.60</u>
02/13/2019	101	20810	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - DEC 2018	1,782.00
					LUX MATTER - DEC 2018	450.00
						<u>2,232.00</u>
02/13/2019	101	20811	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - TWP HALL	234.00
					JANITORIAL SUPPLIES - WWTP	83.00
						<u>317.00</u>
02/13/2019	101	20812	00129	CMS INTERNET, LLC	BATTERY REPLACEMENTS	257.37
					MANAGED IT, EMAIL & PHONE SERVICE - FEB	5,113.45
					REPLACEMENT TABLET FOR JOHN BEBOW	1,599.00
						<u>6,969.82</u>
02/13/2019	101	20813	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JAN 2019	471.56
					FUEL IN TOWNSHIP VEHICLES - DEC 2018	417.28
					FUEL IN TOWNSHIP VEHICLES	650.77
						<u>1,539.61</u>
02/13/2019	101	20814	01621	DAKOTA SAFETY	FAIL KIT FOR ROOF SAFETY	3,003.00
02/13/2019	101	20815	01171	DBI BUSINESS INTERIORS	OFFICE SUPPLIES - GENERAL/BLDG & TONER/O	245.86

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/13/2019	101	20816	00171	MIKE DEARING	CLOTHING ALLOWANCE - DEARING	100.00
02/13/2019	101	20817	00183	DIXON ENGINEERING, INC.	WARRANTY INSPECTION - DEERFIELD TOWER	1,850.00
02/13/2019	101	20818	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	2,076.00
02/13/2019	101	20819	00209	ETNA SUPPLY COMPANY	MTR 3/4" IPERL 1,000 GAL ECR MXU SMARTPOINT 510M TC 1-PORT	2,160.00 4,050.00
						<u>6,210.00</u>
02/13/2019	101	20820	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,780.75
02/13/2019	101	20821	01593	FISHBECK, THOMPSON, CARR & HUBER	TOWNSHIP 2018 WATER SYSTEMS STUDY	12,864.85
02/13/2019	101	20822	00257	GOURDIE-FRASER, INC.	PUMP #14 BIDDING SERVICES & CONSTRUCTION WATER MAIN LOOP CLOSE OUT PUMP #1 PRELIMINARY & FINAL ENGINEERING	2,909.15 1,520.00 9,546.25
						<u>13,975.40</u>
02/13/2019	101	20823	00261	GRAINGER	STD CAP PLEATED FILTER MULTIPLE V-BELT, COGGED	103.62 584.85
						<u>688.47</u>
02/13/2019	101	20824	00266	HACH COMPANY	IRON TNT+ SENSOR CAP REPLACEMENT & PHOSPHORUS TNT KIT, SENSOR CAP REPLACEMENT	58.25 557.44 255.89
						<u>871.58</u>
02/13/2019	101	20825	01094	ISABELLA COUNTY RECYCLING CENTER	RECYCLE USED MOTOR OIL	6.25
02/13/2019	101	20826	01143	JBS CONTRACTING	WATER PLANT RENO - PROGRESS BILLING 1	68,256.00
02/13/2019	101	20827	00362	KRAPOHL FORD & LINCOLN	2009 FORD F150 OIL CHANGE	63.73
02/13/2019	101	20828	01455	JENNIFER LOVEBERRY	HRA REIMBURSEMENT	223.76
02/13/2019	101	20829	00391	MAPPING SOLUTIONS, LLC	MAP INFO SINGLE USER LICENSE	2,145.00
02/13/2019	101	20830	01506	MCKENNA ASSOCIATES	ZONING ORDINANCE REVISION	908.50
02/13/2019	101	20831	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN - FUSSMAN CONSORTIUM FEE 3RD Q 2018	70.00 142.50
						<u>212.50</u>
02/13/2019	101	20832	00402	MEDLER ELECTRIC CO	32W BALLAST PROGRAM START	24.31
02/13/2019	101	20833	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 1ST Q 2019	300.00
02/13/2019	101	20834	01067	MMTA	MEMBERSHIP DUES - K RICE	50.00
02/13/2019	101	20835	00128	CITY OF MT. PLEASANT	DOG PARK OPERATING COSTS - 2019	1,625.00
02/13/2019	101	20836	00497	NORTHERN INDUSTRIAL SUPPLY	10 INPUT SEAL/SECONDARY TREATMENT	357.33
02/13/2019	101	20837	00131	PERCEPTIVE CONTROLS, INC	HMI/PC PROGRAMMING DERAGGING PUMPS - PUMP STATION	4,020.00 2,160.00
						<u>6,180.00</u>
02/13/2019	101	20838	00525	PICKARD STREET CAR WASH	DECEMBER CAR WASHES	64.00
02/13/2019	101	20839	01595	ROMANOW BUILDING SERVICES	DEC JANITORIAL SERV - WATER PLANT DEC JANITORIAL SERV - WWTP DEC JANITORIAL SERV - TWP HALL	204.64 306.96 511.58
						<u>1,023.18</u>
02/13/2019	101	20840	01542	SHRED-IT US JV LLC	PAPER SHREDDING ON 1/2/19	54.41
02/13/2019	101	20841	01254	LARRY M SOMMER	NMCOA MEAL REIMBURSEMENT - NOV/DEC	50.35

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					NMCOA MEAL REIMBURSMENT - JAN 19	15.56
						<u>65.91</u>
02/13/2019	101	20842	00609	STANDARD ELECTRIC COMPANY	SHOP LIGHTING	4.77
02/13/2019	101	20843	00720	UNION TOWNSHIP LITTLE LEAGUE	CHAIN LINK FENCE REIMBURSEMENT	4,250.00
02/13/2019	101	20844	00668	UNITED PARCEL SERVICE	SHIPPING TO JONES AND HENRY & HIGH COMPA	54.23
02/13/2019	101	20845	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11 - WATER/SEWER BILLI	2,000.00
02/13/2019	101	20846	01013	USA BLUE BOOK	VACU-GUARD/HACK 5-IN-1 TEST STRIPS/ INDI	340.48
					DATALOGGING THERMOMETER	106.43
					HOIST EQUIPMENT	594.52
					WALL MOUNT BASE/CRANE BASES	2,467.02
					DPD DISPENSERS & IRON FERROVER	587.12
						<u>4,095.57</u>
02/13/2019	101	20847	01314	VERIZON WIRELESS	CELL PHONES 12-16-18 TO 1-15-19	506.11
02/13/2019	101	20848	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - MCDONALD FEB 2019	195.15
					DUMPSTER SERVICE - SHOP FEB 2019	51.38
					DUMPSTER SERVICE - TWP HALL FEB 2019	65.92
					DUMPSTER SERVICE - ISABELLA FEB 2019	78.89
					DUMPSTER SERVICE - JAMESON JAN 2019	129.10
					DUMPSTER SERVICE -WWTP FEB 2019	836.55
						<u>1,356.99</u>
02/13/2019	101	20849	00723	WINN TELECOM	PHONE SERVICE 2/1/19 - 2/28/19	161.54
02/13/2019	101	20850	01246	WOLVERINE POWER SYSTEMS	OIL FILTER/FUEL FILTER/COOLANT	542.90
					OIL FILTER	210.00
					OIL FILTER/FUEL FILTER/ COOLANT	472.35
					OIL FILTER/FILTERS	565.00
						<u>1,790.25</u>
02/13/2019	101	20851	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - JAN 2019	1,500.76
						<u><u>1,500.76</u></u>
101 TOTALS:						
Total of 52 Checks:						207,530.25
Less 3 Void Checks:						<u>0.00</u>
Total of 49 Disbursements:						<u><u>207,530.25</u></u>

Charter Township of Union Payroll
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CHECK DATE: January 24, 2019

PPE: January 19, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	24,058.39
EDDA		-
WDDA		-
Sewer Fund		34,020.99
Water Fund		22,772.25
Total To Transfer from Pooled Savings	\$	80,851.63

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	52,454.42
Employer Share Med		756.96
Employer Share SS		3,236.57
SUI		1,979.23
Pension-Employer Portion		3,525.93
Workers' Comp		560.81
Life/LTD		-
Dental		1,086.33
Health Care		16,612.68
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		638.70
PCORI Fee		-
Total Transfer to Payroll Checking	\$	80,851.63

Charter Township of Union Payroll
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CHECK DATE: February 7, 2019

PPE: February 2, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	25,699.73
EDDA		-
WDDA		-
Sewer Fund		33,612.90
Water Fund		22,654.68
Total To Transfer from Pooled Savings	\$	81,967.31

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	55,530.30
Employer Share Med		768.39
Employer Share SS		3,285.34
SUI		1,792.77
Pension-Employer Portion		3,704.54
Workers' Comp		588.62
Life/LTD		556.37
Dental		1,086.33
Health Care		16,612.68
Vision		329.56
Vision Contribution		(164.78)
Health Care Contribution		(2,122.81)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	81,967.31

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2019**

BOARD MEMBER: Tim Lannen

MONTH: January

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1.2.19	Isabella County Board of Commissioners	✓		\$50
1.15.19	Isabella County BOC	✓		\$50
1.16.19	MTA County Chapter Meeting		✓	\$75

SIGNATURE: Tim Lannen Date: 1.23.19

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 - January 14, 2019 through January 20, 2019

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				
	130	Mobile Property Fire, Other				
	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)	200	Overpressure rupture, explosion, overheat			
		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	
	321	EMS Call excluding Veh. Accident	1	3		
	322	Motor Vehicle Acc. W/ Injuries	2	4		
	323	Motor Vehicle Acc/Pedestrian	1	2		
	324	Motor Vehicle Acc. W/no Injuries	2	4	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)			3	
	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			1
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	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			1
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction	1	2	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			1
	9003	Affidavit Issued			
		Total Response for Union Twp/City	7		12
		YTD Response for Union Twp/City	24		33

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

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 21, 2019 through January 27, 2019


Category	Code	Description	Twp	Resp	City	
Fire	100	Fire, Other				
	111	Building Fire				
	112	Fires in Structures other than a Building			1	
	113	Cooking Fire				
	114	Chimney or Flue Fire				
	116	Fuel Burner/Boiler Malfunction				
	130	Mobile Property Fire, Other				
	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)	200	Overpressure rupture, explosion, overheat			
		251	Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel				
Rescue & EMS Incident	300	Rescue, EMS incident, other			1	
	311	Medical Assist to EMS Crew			1	
	321	EMS Call excluding Veh. Accident	1	15	2	
	322	Motor Vehicle Acc. W/ Injuries	1	3	4	
	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			1	
	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			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other	1	3	
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak	1	3	1
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			1
	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	1	2	1
	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			1
	736	CO detector activation due to malfunction			1
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6		17
		YTD Response for Union Twp/City	30		50

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 28, 2019 through February 3, 2019


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			1
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
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			2
	321	EMS Call excluding Veh. Accident	1	2	2
	322	Motor Vehicle Acc. W/ Injuries			
	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)	3	9	
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			

	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	2	
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit	1	14	
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter	1	3	
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			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	1	2	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	1	2	
	736	CO detector activation due to malfunction	1	2	
	740	Unintentional transmission of alarm, other			

	741	Sprinkler activation, no fire	1	2	
	743	Smoke Det. Activation - Unintentional	1	2	1
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional			2
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			1
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	12		13
		YTD Response for Union Twp/City	42		63

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher – Township Manager **DATE:** February 4, 2019

FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** February 13, 2019

ACTION REQUESTED: Award Bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems in the amount of \$13,512.00.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-975.000 & 590-536-975.000 No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The FY 2019, Water and Sewer Budget includes funds to purchase office furniture for the Public Services Administration Offices, located at the Isabella Treatment Facility. Township wide, additional office space is needed to facilitate increased staffing levels across the entire organization. Current Public Services Department personnel from the Township Hall will be relocated to the remodeled facility. The remodel and relocation is necessary to alleviate some of the Township’s need for additional office space for current and new employees.

The bids are as follows:

Bidder	Amount
Custom Office Systems	\$13,512.00
NBS	\$18,619.00
Space, Inc.	\$13,670.34

The furniture bids were higher than estimated due to the purchase of four additional 42” wide lateral file cabinets for the facility. The initial furniture estimate done in early 2018, did not include the purchase of the four lateral file cabinets. The Public Service Department anticipated moving the current cabinets from the Township Hall to the new facility.

Listed below for your review is a project summary including changes in scope and cost.

Item	Original Estimated Cost	Changes in scope/cost	Revised Estimated Cost	Item Progress
General Filter Demolition and Removal Change in scope – removal of cement slab	\$10,160.00	\$2,300.00	\$12,460.00	100 %
Partial Roof Replacement (Otter Skin Flat Roof)	\$4,800.00		\$4,800.00	100%
Electrical upgrade and relocation (relocate well drives, new transformer installed, new main breaker installed, new panel installed)	\$10,250.00		\$10,250.00	100%
Architectural Design/Bidding/Construction Observation Services Change in scope – structural engineer	\$17,387.00	\$3,850.00	\$21,237.00	95%
Estimated Office Furniture/Supplies Purchase Change in scope – purchase of file cabinets	\$10,000.00	\$3,512.00	\$13,512.00	
Estimated Construction Cost	\$92,000.00	\$18,548.00	\$110,548.00	95%
Estimated IT Cost (install IT equipment/work station drops/camera installation)	\$5,000.00	(\$523.00)	\$4,477.00	85%
10% Contingency	\$9,200.00		\$9,200.00	
Estimated Total Project Cost	\$158,797.00	\$28,733.00	\$187,530.00	

SCOPE OF SERVICES

Purchase of office furniture for Public Service Department Administration Offices

JUSTIFICATION

It is recommended that the Township Board of Trustees award the bid for the purchase of office furniture for the Public Service Department Administrative Offices at the Isabella Treatment Facility to Custom Office Systems in the amount of \$13,512.00.

This recommendation is based on the following factors:

- Proposed purchase meets space and function needs
- Suppliers past performance – Township has purchased office furniture from supplier on at least three other occasions
- Cost

PROJECT IMPROVEMENTS

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

1. Community well-being and common good

COSTS

\$13,512.00

The amount of this purchase will be paid from the Water & Sewer Funds as follows:

591-536-975.000	\$6,756.00
590-536-975.000	\$6,756.00

PROJECT TIME TABLE

Four to Six weeks after award

RESOLUTION

Approval of the bid for the purchase of office furniture for the Public Service Department Administrative Offices to Custom Office Systems in the amount of \$13,512.00.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**Isabella Treatment Plant
Furniture Quotes - 2019**

Jan-19

<u>Location</u>	<u>Custom Office Systems</u>	<u>NBS</u>	<u>Space Inc.</u>
Back Offices (2) remodeled area	\$ 4,319.00	\$ 5,729.74	\$ 3,557.84
Front Office (1) existing area	\$ 3,193.00	\$ 3,854.70	\$ 2,333.68
Desk Chairs (3)	\$ 600.00	\$ 1,199.46	\$ 1,170.00
Side Chairs (6)	\$ 600.00	\$ 1,462.86	\$ 1,133.82
File Cabinets (3)	\$ 3,600.00	\$ 3,777.18	\$ 4,025.00
File Cabinets (1)	\$ 1,200.00	\$ 1,259.06	\$ -
Installation	included above	\$ 1,336.00	\$ 1,450.00
Total	\$ 13,512.00	\$ 18,619.00	\$ 13,670.34

Items not included in original project estimated furniture budget

Custom Office Systems

233 W Main St
P.O. Box 17
Ionia, MI 48846
Phone: 616-527-1160
Email: todd@customofficesystems.com

QUOTATION

Name:	Township of Union	Quote No.	#6995
	2010 S. Lincoln Road	Date:	1/15/2019
	Mt. Pleasant, MI 48858		

Qty.	Description	Unit	TOTAL
	Front Office		
1	96x24 Bullet	\$260.00	\$260.00
1	96x24 Worksurface	\$249.00	\$249.00
1	42x24 Worksurface	\$135.00	\$135.00
1	Column Post	\$75.00	\$75.00
1	42" Open Shelf	\$75.00	\$75.00
1	42" Tackboard	\$99.00	\$99.00
1	Task Light	\$75.00	\$75.00
1	36" Flipper Door Unit	\$175.00	\$175.00
1	Span Bar for Support	\$50.00	\$50.00
1	Center Drawer	\$50.00	\$50.00
3	28" Wall Track	\$45.00	\$135.00
4	61" Wall Track	\$75.00	\$300.00
1	36" Tack Board	\$65.00	\$65.00
1	12-12 File Drawer	\$200.00	\$200.00
1	4drawer 42" Wide Lateral File Cabinet	\$900.00	\$900.00
	Upcharge for non Standard Laminate and it will take 4 weeks to get.		\$150.00
	Total		\$2,993.00
	Installation		\$200.00
	Total		\$3,193.00
	<i>Thank you for your consideration</i>		

Front Office

Terms: 75% deposit with order & balance due upon receipt of invoice.

Custom Office Systems

233 W Main St
 P O Box 17
 Ionia, MI 48846
 Phone: 616-527-1160
 Email: toid@customofficesystems.com

QUOTATION

Name:	Township of Union 2010 S. Lincoln Road Mt. Pleasant, MI 48858	Quote No.	#6995
		Date:	1/15/2019

Qty.	Description	Unit	TOTAL
	Back Office One and Two		
		\$220.00	\$440.00
2	60x30 Bullet	\$249.00	\$498.00
2	90x24 Worksurface	\$125.00	\$250.00
2	42x24 Worksurface	\$75.00	\$150.00
2	Column Post	\$99.00	\$198.00
2	42" Open Shelf	\$75.00	\$150.00
2	42" Tackboard	\$75.00	\$150.00
2	Task Light	\$175.00	\$350.00
2	36" Flipper Door Unit		
		\$50.00	\$100.00
2	Center Drawer	\$45.00	\$270.00
6	28" Wall Track	\$75.00	\$375.00
8	61" Wall Track	\$65.00	\$130.00
2	36" Tack Board	\$349.00	\$698.00
2	2 Drawer Lateral File Cabinet 42" Wide		
1	Upcharge for non Standard Laminate		\$300.00
	Total		\$4,019.00
	Installation		\$300.00
			\$4,319.00
	<i>Thank you for your consideration</i>		

Back office - Remodeled area

Terms: 75% deposit with order & balance due upon receipt of invoice.

Custom Office Systems

233 W Main St
 P.O. Box 17
 Ionia, MI 48846
 Phone: 616-527-1160 •
 Email: todd@customofficesystems.com

QUOTATION

Name:	Township of Union	Quote No.	#6995
	2010 S. Lincoln Road	Date:	1/17/2019
	Mt. Pleasant, MI 48858		

Qty.	Description	Unit	TOTAL
	Chairs and Lateral File Cabinets		
3	CMP 98551 Desk Chair	\$200.00	\$600.00
6	CMP 808B-30 Side Chair	\$100.00	\$600.00
3	5dr 42" Wide Lateral File Cabinets Metal Arc Cabinets, Very Good Quality Painted to Match Systems Furniture	\$1,200.00	\$3,600.00
10	CMP8482-30 Silver Nesting Chair Armless Black Fabric This supplier only has so many of this chair in stock at this price, if they are out of stock at the time of order we will have to look at a different price.	\$140.00	\$1,400.00
			<i>Top Hall Small Conference Room</i>
	Total		\$6,200.00
	Installation Chage		\$250.00
	<i>Thank you for your consideration</i>		
	Total		\$6,450.00

Terms: 75% deposit with order & balance due upon receipt of invoice.

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
1	2749- UNV	5	S-LATJ5D42 LATERAL FILES ...	Lateral File L Series Sq. (top Pull Out Shelf) 5 Drawer 42" Skipped Option	805.00	4025.00
2			SUBTOTAL	LATERAL FILES		4025.00
3	DIV	1	WFS-EPDV18 OFFICE 1 EDGE ... LAMAISA	Standard End Panel - 18" 2mm Grade A Skipped Option AIS GRADE B LAMINATES Skipped Option Skipped Option	75.24	75.24
4	DIV	2	WPS-FP OFFICE 1	Flat Plate	5.53	11.06
5	DIV	1	WPS-SSSAL OFFICE 1 ...	Side/Support Rear Bracket - Left SKIPPED OPTION	11.78	11.78
6	DIV	1	WPS-SSSAR OFFICE 1 ...	Side/Support Rear Bracket - Right Skipped Option	11.78	11.78
7	DIV	3	WPS-UNCT24S OFFICE 1 ...	Shared Cantilever - Single - 24D SKIPPED OPTION	23.80	71.40

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
8	DIV	1	WPS-VC60 OFFICE 1	U-Channel - 60W	28.37	28.37
9	UNV	1	A-PDRWP OFFICE 1	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87
10	UNV	1	A-TACKDV1936 OFFICE 1 ...	Fabric Tackboard - 19H x 36W Skipped Option	65.62	65.62
11	UNV	1	A-TACKDV1942 OFFICE 1 ...	Fabric Tackboard - 19H x 42W Skipped Option	69.23	69.23
12	UNV	5	A-WTRK60 OFFICE 1 ...	Wall Track - 60H SKIPPED OPTION	31.49	157.45
13	UNV	1	S-FDUDV42 OFFICE 1 RS-FDFFC42 FABRICTF	Type C Flipper Unit - Solid Face - 42W <i>Fabric Doors - Flipper Unit</i> Fabric Door Tackboard/FDU - Fabric Selection Skipped Option Skipped Option Skipped Option	150.48	150.48

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
14	UNV	1	A-LEDTL-61540 OFFICE 1	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00
15	UNV	1	S-PEDFFJ24 OFFICE 1 PAINTHA-15 ??	Pedestal - F/F - 24D Paint Grade A INCOMPLETE OPTIONS	191.35	191.35
16	UNV	1	S-LATJ4D42 PAINTHA-15 ??	Lateral File L Series Sq. Front 4 Drawer 42" Paint Grade A INCOMPLETE OPTIONS	630.00	630.00
17	UNV	1	S-SHFLDV36 OFFICE 1 ...	Linear End Shelf 36W - Divi Skipped Option	57.93	57.93
18	UNV	1	W-WS2442 OFFICE 1 EDGE ... RW-GRRB GROMMETC	Rectangular - 2mm Edge - 24D x 42W 2mm Grade A Skipped Option B - Location 1 Grommet Cover Color Selection Skipped Option Skipped Option	98.08	98.08

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 2	Tag 3	
			Option Note	Option Description Note		
19	UNV	1	W-WSD2496 OFFICE 1	D-Top - 2mm Edge - 24D x 96W	224.76	224.76
			RW-GRDB GROMMETC W-GRC3B LAMAISMO RO-L0316 EDGE RO-E100 EDGE RO-E029-V2	B - Location 1 Grommet Cover Color Selection Grommet Cover - Black AIS Grade A Laminates Laminate - Cabinet Almond - (A-T-S) 2mm T-Mold Edge - Grade A - Curved Edging 2MM T-Mold - Cabinet Almond 2mm Grade A EDGE DETAIL 2MM BLACK RIGID SMOOTH		
20	UNV	1	W-WSD2484 OFFICE 1	D-Top - 2mm Edge - 24D x 84W	201.68	201.68
			EDGE ... EDGE ... RW-GRDB GROMMETC	2mm Grade A Skipped Option 2mm T-Mold Edge - Grade A - Curved Edging Skipped Option B - Location 1 Grommet Cover Color Selection Skipped Option Skipped Option		
21	UNV	1	WFS-LEG OFFICE 1	Combination Leg	72.60	72.60
			...	Skipped Option		
22	HSS	1	SJT-20-411A5A OFFICE 1	Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled	390.00	390.00
			(3A) ,3A-18 ,XT-1 ,TR-F ,TR-F	TELLURE GRD A BLACK GRD A CARBON GRD A BLACK GRD A BLACK GRD A		OFFICE chair

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Option Note	Option Description Note Description		
23	HAE	2	M600-2110	Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides,	188.97	377.94
			OFFICE 1			
			(3A) .3A-18 .TR-F	TELLURE GRD A BLACK GRD A BLACK GRD A		
24			SUBTOTAL	OFFICE 1 - LARGER OFFICE		3101.62
			<i>Chairs: 767.94</i>	<i>2333.63</i>		<i>Front office Existing Bldg.</i>
25	DIV	1	WFS-EPDV12 OFFICE 2	Standard End Panel - 12"	63.94	63.94
			EDGE ... LAMAISA	2mm Grade A Skipped Option AIS GRADE B LAMINATES Skipped Option Skipped Option		
26	DIV	2	WPS-FP OFFICE 2	Flat Plate	5.53	11.06
27	DIV	1	WPS-SSSAL OFFICE 2	Side/Support Rear Bracket - Left	11.78	11.78
			...	SKIPPED OPTION		
28	DIV	1	WPS-SSSAR OFFICE 2	Side/Support Rear Bracket - Right	11.78	11.78
			...	Skipped Option		
29	DIV	3	WPS-UNCT24S OFFICE 2	Shared Cantilever - Single - 24D	23.80	71.40
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
30	UNV	1	A-PDRWP OFFICE 2	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87
31	UNV	1	A-TACKDV1936 OFFICE 2 ...	Fabric Tackboard - 19H x 36W Skipped Option	65.62	65.62
32	UNV	1	A-TACKDV1942 OFFICE 2 ...	Fabric Tackboard - 19H x 42W Skipped Option	69.23	69.23
33	UNV	5	A-WTRK60 OFFICE 2 ...	Wall Track - 60H SKIPPED OPTION	31.49	157.45
34	UNV	1	S-FDUDV42 OFFICE 2 RS-FDFFC42 FABRICTF	Type C Flipper Unit - Solid Face - 42W Fabric Door Tackboard/FDU - Fabric Selection Skipped Option Skipped Option Skipped Option	150.48	150.48
35	UNV	1	A-LEDTL-61540 OFFICE 2	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
36	UNV	1	S-LATJJ2D42 OFFICE 2	Lateral File L Series Sq. Front 2 Drawer 42" (no top)	391.35	391.35
			...	Skipped Option		
37	UNV	1	S-SHFLDV36 OFFICE 2	Linear End Shelf 36W - Divi	57.93	57.93
			...	Skipped Option		
38	UNV	1	W-WS2442 OFFICE 2	Rectangular - 2mm Edge - 24D x 42W	98.08	98.08
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
39	UNV	1	W-WS2490 OFFICE 2	WORKSURFACE RECT 24"D X 90"W X 1 1/8"TH	180.29	180.29
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
40	UNV	1	W-WSD3060 OFFICE 2	D-Top - 2mm Edge - 30D x 60W	161.06	161.06
			EDGE	2mm Grade A		
			...	Skipped Option		
			EDGE C	2mm T-Mold Edge - Grade A - Curved		
			...	Edging		
			RW-GRDB	Skipped Option		
			GROMMET C	B - Location 1		
			...	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
41	UNV	1	WFS-LEG OFFICE 2	Combination Leg	72.60	72.60
			...	Skipped Option		
42	HSS	1	SJT-20-411A5A OFFICE 2	Soji Task, Fab St / Mesh Bk, Hgt Adj Arm, Lum, Bk Lock, Adj Seat, Plst Base, Hrd Cstr, Assembled	390.00	390.00
			(3A)	TELLURE GRD A		
			,3A-18	BLACK GRD A		
			,XT-1	CARBON GRD A		
			,TR-F	BLACK GRD A		
			,TR-F	BLACK GRD A		
43	HAE	2	M600-2110 OFFICE 2	Improv, 4Leg, Side chair, Uph Plstc Bk, Arm, Glides,	188.97	377.94
			(3A)	TELLURE GRD A		
			,3A-18	BLACK GRD A		
			,TR-F	BLACK GRD A		

OFFICE chairs

Side chairs

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
44			SUBTOTAL	OFFICE 2		2546.86
			<i>Chairs: 767.94</i>			
				<i>Back office - Remodeled Area</i>		
				<i>1779.92</i>		
45	DIV	1	WFS-EPDV12 OFFICE 3	Standard End Panel - 12"	63.94	63.94
			EDGE	2mm Grade A		
			...	Skipped Option		
			LAMAISA	AIS GRADE B LAMINATES		
			...	Skipped Option		
			...	Skipped Option		
46	DIV	2	WPS-FP OFFICE 3	Flat Plate	5.53	11.06
47	DIV	1	WPS-SSSAL OFFICE 3	Side/Support Rear Bracket - Left	11.78	11.78
			...	Skipped Option		
48	DIV	1	WPS-SSSAR OFFICE 3	Side/Support Rear Bracket - Right	11.78	11.78
			...	Skipped Option		
49	DIV	3	WPS-UNCT24S OFFICE 3	Shared Cantilever - Single - 24D	23.80	71.40
			...	SKIPPED OPTION		
50	UNV	1	A-PDRWP OFFICE 3	Plastic Pencil Drawer 21 1/4W x 16 1/4D x 2H - Black	46.87	46.87

Rec#	Mfg	Qty	Part Number Tag 1 Tag 2 Option Note	Part Description Tag 3 Option Description Note Description	Cust\$	EXT Cust\$
51	UNV	1	A-TACKDV1936 OFFICE 3	Fabric Tackboard - 19H x 36W	65.62	65.62
			...	Skipped Option		
52	UNV	1	A-TACKDV1942 OFFICE 3	Fabric Tackboard - 19H x 42W	69.23	69.23
			...	Skipped Option		
53	UNV	5	A-WTRK60 OFFICE 3	Wall Track - 60H	31.49	157.45
			...	Skipped Option		
54	UNV	1	S-FDUDV42 OFFICE 3	Type C Flipper Unit - Solid Face - 42W	150.48	150.48
			RS-FDFFC42 FABRICTF	Fabric Door Tackboard/FDU - Fabric Selection		
			...	Skipped Option		
			...	Skipped Option		
			...	Skipped Option		
55	UNV	1	A-LEDTL-61540 OFFICE 3	40 Led Task Light, W/ Dimmer & Transformer	158.00	158.00
56	UNV	1	S-LATJJ2D42 OFFICE 3	Lateral File L Series Sq. Front 2 Drawer 42" (no top)	391.35	391.35
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
57	UNV	1	S-SHFLDV36 OFFICE 3	Linear End Shelf 36W - Divi	57.93	57.93
			...	Skipped Option		
58	UNV	1	W-WS2442 OFFICE 3	Rectangular - 2mm Edge - 24D x 42W	98.08	98.08
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
59	UNV	1	W-WS2490 OFFICE 3	WORKSURFACE RECT 24"D X 90"W X 1 1/8"TH	180.29	180.29
			EDGE	2mm Grade A		
			...	Skipped Option		
			RW-GRRB	B - Location 1		
			GROMMETC	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		
60	UNV	1	W-WSD3060 OFFICE 3	D-Top - 2mm Edge - 30D x 60W	161.06	161.06
			EDGE	2mm Grade A		
			...	Skipped Option		
			EDGE	2mm T-Mold Edge - Grade A - Curved		
			...	Edging		
			RW-GRDB	Skipped Option		
			GROMMETC	B - Location 1		
			...	Grommet Cover Color Selection		
			...	Skipped Option		
			...	Skipped Option		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1	Tag 3		
			Tag 2	Option Description		
			Option Note	Note Description		
61	UNV	1	WFS-LEG OFFICE 3	Combination Leg	72.60	72.60
			...	Skipped Option		
62	HSS	1	SJT-20-411A5A OFFICE 3 (3A) ,3A-18 ,XT-1 ,TR-F ,TR-F	Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled TELLURE GRD A BLACK GRD A CARBON GRD A BLACK GRD A BLACK GRD A	390.00	390.00
63	HAE	2	M600-2110 OFFICE 3 (3A) ,3A-18 ,TR-F	Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides, TELLURE GRD A BLACK GRD A BLACK GRD A	188.97	377.94
64			SUBTOTAL	OFFICE 3		2546.86
			Chairs: 767.94		1778.92	
65	ZM5	1	PM	PROJECT MANAGEMENT - VALUE ADD TO CLIENT	0.00	0.00
66	ZPA	1	LABOR	INSTALLATION - BUDGET ONLY	1450.00	1450.00
				QUOTED AS NORMAL DAYTIME HOURS MON - FRI 8:00 - 5:00. NO STAIR CARRY		

Rec#	Mfg	Qty	Part Number	Part Description	Cust\$	EXT Cust\$
			Tag 1			
			Tag 2	Tag 3		
			Option	Option Description		
			Note	Note Description		
67			SUBTOTAL	INSTALLATION FOR ALL		1450.00
					Total Customer:	\$13,670.34



2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax
 1332 Anderson Rd. • Clawson, MI 48017 • 248.244.9015 • 248.244.8496 Fax
 3201 Pine Tree Rd. Suite 30A • Lansing, MI 48911 • 517.886.0072 • 517.886.0014 Fax
 5160 Alliance Dr • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax
 4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 419.662.2041 Fax

Quotation 300225

Quote Date 01/23/19

Customer Order

Project

Customer ZZZZZZ

Terms Due Upon Receipt

Expiration Date

Account Representative HOUSE - TROY

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Quote To

Future Customer
 Customer to advise
 Troy, MI, 48083

Ship To

Kim Smith
 Union Township
 2010 S. Lincoln Rd
 Mount Pleasant, MI, 48858

*Painted top Doors VS. Fabric
 (Fabric Not available)*

Phone +1 (989) 772-4600

Sales Location GLBR

Description	Quantity	Unit Price	Extended Price
OFFICE 1			
1 ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W STEELCASE Tag For OFFICE 1 CD	1*	51.45	51.45
2 RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS NOOPTBKT: STD:NO OPTIONAL BRACKETS STEELCASE Tag For OFFICE 1 OH/42/16	1*	354.28	354.28
3 RDS36TAK - Shelf-Personal, Answer / Kick application, 36W BASIC: 7236 FOG STEELCASE Tag For OFFICE 1 SH/36	1*	113.49	113.49

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____



2595 Bellingham • Troy, MI 48063 • 248.823.5400 • 248.823.5401 Fax
 1332 Anderson Rd. • Clawson, MI 48017 • 248.244.9015 • 248.244.8496 Fax
 3201 Pine Tree Rd. Suite 30A • Lansing, MI 48911 • 517.886.0072 • 517.886.0014 Fax
 5160 Alliance Dr. • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax
 4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 419.662.2041 Fax

Quotation 300225

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yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
4 RLF18422F - Universal; Lateral file, 2 drawers, Flush steel front, 18D x 42W x 28H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS NO TOP: NO TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S CNTRWT: *OPT:COUNTERWEIGHT PKG UNIV: UNIVERSAL COUNTERWEIGHT BASE OPT: *OPT:BASE OPTIONS UNIVBASE: UNIVERSAL BASE STEELCASE Tag For OFFICE 1 LF/2/42	1*	633.05	633.05
5 TS714WSP - Support-Plate, 14D STEELCASE Tag For OFFICE 1 14	2*	36.01	72.02
6 TS71836TB - Tackboard, 18H x 36W SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 1 TB/36	1*	82.39	82.39
7 TS71842TB - Tackboard, 42W x 18H SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 1 TB/42	1*	90.29	90.29
8 TS7BSWHC - Wall hanging channel, 66H BASIC: 7236 FOG	2*	60.20	120.40

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
8 STEELCASE Tag For OFFICE 1 WC			
9 UCOL - Column support-Worksurface BASIC: 7236 FOG STEELCASE Tag For OFFICE 1 COL	1*	142.59	142.59
10 UDPL - Post leg, Double, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 1 DLD	2*	180.59	361.18
11 UPBC3060 - Worksurface-Bullet peninsula, Plastic edge, Laminate, Curved, 30D x 59 1/2W EDGE: 6053 SEAGULL TOP-SURF: 2883 SEAGULL WKSF OPT: *OPT:WORKSURFACE OPTION OMIT: OMIT SCALLOPS STEELCASE Tag For OFFICE 1 30/60	1*	295.07	295.07
12 UPL - Post leg, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 1 PL	2*	64.14	128.28
13 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 42.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: With Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000	1*	116.93	116.93

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Description	Quantity	Unit Price	Extended Price
13 STEELCASE Tag For OFFICE 1 24/42			
14 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 90.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 1 24/90	1*	303.45	303.45
Sub Total <i>W - Office</i> MICHIGAN 6% TAX <i>New Space / Back Area</i> Total			2,864.87 171.89 3,036.76
OFFICE 2			
15 ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W STEELCASE Tag For OFFICE 2 CD	1*	51.45	51.45
16 RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS	1*	354.28	354.28

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Description	Quantity	Unit Price	Extended Price
16 NOOPTBKT: STD:NO OPTIONAL BRACKETS STEELCASE Tag For OFFICE 2 OH/42/16			
17 RDS36TAK - Shelf-Personal, Answer / Kick application, 36W BASIC: 7236 FOG STEELCASE Tag For OFFICE 2 SH/36	1*	113.49	113.49
18 RLF18422F - Universal; Lateral file, 2 drawers, Flush steel front, 18D x 42W x 28H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS NO TOP: NO TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S CNTRWT: *OPT:COUNTERWEIGHT PKG UNIV: UNIVERSAL COUNTERWEIGHT BASE OPT: *OPT:BASE OPTIONS UNIVBASE: UNIVERSAL BASE STEELCASE Tag For OFFICE 2 LF/2/42	1*	633.05	633.05
19 TS714WSP - Support-Plate, 14D STEELCASE Tag For OFFICE 2 14	2*	36.01	72.02
20 TS71836TB - Tackboard, 18H x 36W SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 2 TB/36	1*	82.39	82.39
21 TS71842TB - Tackboard, 42W x 18H TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.	1*	90.29	90.29

ACCEPTED BY _____ TITLE _____ DATE _____



**commercial
interiors**

2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax
 1332 Anderson Rd. • Clawson, MI 48017 • 248.244.9015 • 248.244.8496 Fax
 3201 Pine Tree Rd. Suite 30A • Lansing, MI 48911 • 517.886.0072 • 517.886.0014 Fax
 5160 Alliance Dr. • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax
 4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 419.662.2041 Fax

Quotation 300225

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Description	Quantity	Unit Price	Extended Price
21 SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 2 TB/42			
22 TS7BSWHC - Wall hanging channel, 66H BASIC: 7236 FOG STEELCASE Tag For OFFICE 2 WC	2*	60.20	120.40
23 UCOL - Column support-Worksurface BASIC: 7236 FOG STEELCASE Tag For OFFICE 2 COL	1*	142.59	142.59
24 UDPL - Post leg, Double, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 2 DLD	2*	180.59	361.18
25 UPBC3060 - Worksurface-Bullet peninsula, Plastic edge, Laminate, Curved, 30D x 59 1/2W EDGE: 6053 SEAGULL TOP-SURF: 2883 SEAGULL WKSF OPT: *OPT:WORKSURFACE OPTION OMIT: OMIT SCALLOPS STEELCASE Tag For OFFICE 2 30/60	1*	295.07	295.07
26 UPL - Post leg, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 2 PL	2*	64.14	128.28
27 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 42.00000	1*	116.93	116.93

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Description	Quantity	Unit Price	Extended Price
27 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scalloped: With Scalloped Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 2 24/42			
28 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 90.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scalloped: No Scalloped Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 2 24/90	1*	303.45	303.45
Sub Total			2,864.87
MICHIGAN 6% TAX			171.89
Total			3,036.76
OFFICE 3			
29 ASHC1921X1 - Drawer-Center, Black, Plastic, 19D x 21W STEELCASE Tag For OFFICE 3 ASHC1921X1	1*	51.45	51.45
30 RBB42QTAK - Universal; Bin-Over the case, Technology / Answer / Kick application, 42W BASIC: 7236 FOG	1*	354.28	354.28

*E-OFFICE
 New area/Back*

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Description	Quantity	Unit Price	Extended Price
30 LOCK: 9201 POLISHED CHROME KEYS: SK RAND DOOR: *OPT:DOOR OPTIONS STD DOOR: STD:STANDARD DOOR NO ASST: STD:NO ASSIST LOCK OPT: *OPT:LOCK OPTIONS LOCK: STD:LOCK BRACKETS: *OPT:OPTIONAL BRACKETS NOOPTBKT: STD:NO OPTIONAL BRACKETS STEELCASE Tag For OFFICE 3 OH/42/16			
31 RDS36TAK - Shelf-Personal, Answer / Kick application, 36W BASIC: 7236 FOG STEELCASE Tag For OFFICE 3 SH/36	1*	113.49	113.49
32 RLF18424F - Universal; Lateral file, 4 drawers, Flush steel front, 18D x 42W x 52H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND TOP OPT: *OPT:TOP OPTIONS STL TOP: STD:1" STEEL TOP LOCK OPT: *OPT:DRAWER LOCK OPTIONS CENTRAL: STD:CENTRAL LOCKING DWR DWR ACC: *OPT:FILE DWR ACCESSORIES HF: STD:DRAWERS WITH HF'S WGHT PKG: *OPT:COUNTERWEIGHT PKG WEIGHT: COUNTERWEIGHT PKG STEELCASE Tag For OFFICE 3 LF/4/42	1*	1,135.86	1,135.86
33 RPF2427BF - Pedestal-Fixed, 2 file, Flush steel front, 22 5/8D x 15W x 27H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK RAND	1*	322.70	322.70

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
33 PULLS: *OPT:PULL OPTIONS INT PULL: STD:INTEGRAL J, PULL LOCK OPT: *OPT:LOCK OPTIONS SINGLELK: STD:SINGLE LOCK STEELCASE Tag For OFFICE 3 FF/15			
34 TS714WSP - Support-Plate, 14D STEELCASE Tag For OFFICE 3 14	1*	36.01	36.01
35 TS71836TB - Tackboard, 18H x 36W SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 3 TB/36	1*	82.39	82.39
36 TS71842TB - Tackboard, 42W x 18H SURFACE: P200 NEW RICE FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For OFFICE 3 TB/42	1*	90.29	90.29
37 TS720WSP - Support plate, 20D STEELCASE Tag For OFFICE 3 20	1*	36.01	36.01
38 TS7BSWHC - Wall hanging channel, 66H BASIC: 7236 FOG STEELCASE Tag For OFFICE 3 WC	2*	60.20	120.40
39 TS7WKSPT39 - Reinforcing channel, 39W STEELCASE Tag For OFFICE 3 RC	1*	25.66	25.66
40 UCOL - Column support-Worksurface	1*	142.59	142.59

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
40 BASIC: 7236 FOG STEELCASE Tag For OFFICE 3 COL			
41 UDPL - Post leg, Double, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 3 DLD	1*	180.59	180.59
42 UFC24T - Leg-Universal, Table, Closed, 24D BASIC: 7236 FOG STEELCASE Tag For OFFICE 3 CL-TB/24	1*	330.59	330.59
43 UPBC2472 - Worksurface-Bullet peninsula, Curved, 24D x 71 1/2W EDGE: 6053 SEAGULL TOP-SURF: 2883 SEAGULL WKSF OPT: *OPT:WORKSURFACE OPTION OMIT: OMIT SCALLOPS STEELCASE Tag For OFFICE 3 24/72	1*	266.45	266.45
44 UPL - Post leg, Glides, 28 1/2H LEGS: 7236 FOG STEELCASE Tag For OFFICE 3 PL	1*	64.14	64.14
45 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 66.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop	1*	177.13	177.13

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Description	Quantity	Unit Price	Extended Price
45 Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 3 24/66			
46 USWS - Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 96.00000 Top Surface Finish: Solid HPL 2883 - SEAGULL Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6053 - SEAGULL Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 23.50000 STEELCASE Tag For OFFICE 3 24/96	1*	324.67	324.67
Sub Total			3,854.70
MICHIGAN 6% TAX			231.28
Total			4,085.98
47 LOT - Installation NBS GLBR	1*	1,336.00	1,336.00
48 RLF18425F - Universal; Lateral file, 1 lift up door / fixed shelf, 4 drawers, Flush steel front, 18D x 42W x 65 1/2H BASIC: 7236 FOG LOCK: 9201 POLISHED CHROME KEYS: SK PLUG WGHT PKG: *OPT.COUNTERWEIGHT PKG WEIGHT: COUNTERWEIGHT PKG STEELCASE	3*	1,259.06	3,777.18
49 435A00 - Steelcase Series 1; Chair-Task Back Finish: 3D Microknit 5T20 - NICKEL Back Color Scheme: Non-Contrasting Outer Back Outer Back Finish: Plastic - PG1 6249 - PLATINUM SOLID Seat Finish: Cogent: Connect 5S25 - GRAPHITE	3*	399.82	1,199.46

*Front Office
Existing Space*

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Description	Quantity	Unit Price	Extended Price
49 Frame Finish: Plastic - PG1 6053 - SEAGULL Arm Type: Height,Width,Pivot,Depth Arm Cylinder Type: Standard Range Base Type: Plastic Base Base Finish: Plastic - PG1 6053 - SEAGULL Lumbar Option: Adjustable Lumbar Caster or Glide Type: Hard Casters Soil Retardant Option: No Soil Retardant Sewn Upholstery Type: Non Sewn STEELCASE			
50 475410M - Player; Chair-Leg base, No arms, Glides BACK: 5S25 GRAPHITE FRAME: 6249 PLATINUM SOLID SEAT: 5S25 GRAPHITE STEELCASE	6*	243.81	1,462.86

Quotation Totals		
Sub Total		17,359.94
MICHIGAN 6% TAX		1,041.60
Grand Total		18,401.54

End of Quotation

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