



BOARD OF TRUSTEES

Regular Meeting

April 24, 2019

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Jim McBryde, President and CEO of the Middle Michigan Development Corporation
 - B. Braun Kendrick introduction of Eric Morris and David Puskar
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
 - B. Planning Commission and ZBA updates by Township Planner
 - C. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 1. Planning Commission minutes
 2. ZBA minutes
 - B. Minutes – April 10, 2019- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.5 Financial Conditions & Activities
 - H. Policy Governance 2.5.10 Cash Flow Ratio
 - I. Policy Governance 2.6 Asset Protection
10. NEW BUSINESS
 - A. Discussion/Action: (Stuhldreher) Policy Governance 3.4 Agenda Planning
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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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	Liz	Presnell	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	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		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	4/14/2023
2	James	Zalud	4/14/2023
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

Charter Township of Union

To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: April 2019
Re: April Monthly Activity Report

Attached is the monthly activity report for April.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: April 2019

Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

Prior Month Activities

Township Manager

- Provided direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, were executed
- Submitted land use, utility and other information requested by the Swim Friends group following meeting with them regarding their community aquatic center initiative
- Held several recurring 1:1 meetings with staff and group staff meetings
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Attended multiple meetings regarding E-Waste long-term collection program initiative
- Observed several interviews for Assessing/General Property Tax Specialist position
- Met with several citizens and others and regarding a variety of issues
- Attended ribbon cutting/open house - Summit Smokehouse & Tap Room
- Planning for annual leadership luncheon meeting and Annual Clean Up Day event
- 2% grant applications submitted
- Held pre-season planning meeting with Little League and Softball League representatives
- Meetings with Township Attorney regarding a variety of issues
- One week of vacation

Finance Department

1.1 Community well-being and the common good

- Finance Director attended the Michigan Government Finance Officers Association Spring Conference in Lansing.
- Attended session on P.A. 57 of 2018 - Reviewed and summarized new DDA requirements and submitted DDA information to the State as required/requested by April 1st.
- Worked with the County Treasurer's office on the 2018 tax settlement, providing the requested reports and information on tax captures, Industrial Facilities Tax parcels etc.
- Scheduled and interviewed candidates for the open position in Assessing Dept.
- Reviewed debt for possible early payoff
- Purchased \$7.2 Million in 12-month CD's at 3.0% interest
- Worked with Treasurer/Bank to resolve reason for unknown chargebacks to bank account for Water/Sewer Ach payments
- Imported the delinquent personal property taxes to the BS&A DPP module and billed the delinquents.
- Prepared benefit information for the Compensation/Classification Study
- Prepared Finance Job Analysis Questionnaires for the Compensation/Classification Study
- Reconciled receivables and calculated deferred revenue on the 11 Special Assessments for 2018 and adjusted general ledger
- Reconciled payroll fund for year end and verified that payroll is charging benefits correctly in the 2019 fiscal year and worked with 44North to ensure the billing for employee benefits is correct since open enrollment.
- Made adjustments for proper grant/project accounting in the East DDA, West DDA, Water and Sewer Funds.
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger
- Held BS&A Building Department Module training onsite – 2 days
- Calculated the accrual for compensated absences needed for fiscal year end
- Post any online payments made to the general ledger in March: 27 online utility billing payments totaling \$5,400
- 2 cashiers entered 121 receipts in March totaling over \$677,000.
- Processed EDA Accounts Payable invoices totaling \$141k
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Disburse funds for the summer/winter taxes collected February 16 – February 28; 43 invoices created and entered, 7 checks issued totaling over **\$74,000** -- Submitted on Bank's positive pay website for fraud prevention
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year end
- Two accounts payable check run during March – 140 invoices processed reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 90 disbursement checks totaling over \$325,000 submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for

accuracy and two online payments submitted, one payment for the East DDA Lights along Pickard and one payment for the Township itself totaling over \$22,000.

- Mastercard Pmt – 12 Mastercard statements reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online for over \$5,300
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.
- Processed all meeting pay requests submitted by the Board of Trustees
- Payroll – 81 Payroll checks and checks to pay for benefits issued during March
- Reviewed and approved voided receipts for the month

Building, Rental Housing Departments

1.3 Safety

- Building Office conducted, 1 plan reviews, issued 9 permits and 4 certificates of occupancy permits; multiple site visits and performed 34 inspections
- Inspections on apartment complex (fire alarm and sprinkle report reviews) and various single-family units
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints
- Site visits with inspections, re-inspections, meetings - apartment complexes, hotels, (approx. 172 units)
- Attended training covering a variety of procedural and technical safety topics and computer software training
- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unkempt lawns and construction sites without an apparent building permit.
- Reviewed local area rental program and communicated with several inspectors on their common practices and fees. Most are similar in practice with much less items on fee schedule

1.6 Commerce

- McGuirk storage building C completed
- Continued inspections on Animal Hospital, Aspen Dental, Isabella Citizens for Health, McGuirk Storage Buildings D,
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords

Assessing Department

1.1 Community well-being and the common good

- Held March Board of Review – 45 petitions processed

1.6 Commerce

Public Services Department

1.1 Community well-being and the common good

- Jameson Hall Rental – Hall used by Art Reach from March 8, 2019 – March 26, 2019 for annual banner painting program
- Responded to 136 phone calls/inquiries/emails regarding water and sewer bills
- Processed 6 Transfers of Service/Final Bills
- Received/Processed 28 Work Orders
- Coordinated (40) Shut-Offs, tracked payments, dispatched turn-ons
- Prepped handheld for meter reading, reviewed and analyzed reads, scheduled re-reads
- Calculated utility bills printed and prepared 1,800+ bills for mailing
- Compiled and submitted Auditor's requested materials for annual audit and answered numerous emails from Finance Department regarding 2018 expenses, projects, and financial questions regarding water and sewer funds
- Met to Develop UT/Internal Community Branding Strategy
- Processed 3 new ACH Accounts
- BSA Building Modular training attended by Public Service Department Assistant
- Participated in Community Branding Meeting
- Participated in Electronic Recycling Meeting

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Conducted 26 cross connection inspections
- 119 Miss Dig underground marking throughout Township
- Completed flow test on six wells
- Installation of repaired high service pump at Isabella Treatment Facility
- Installed new side and rear LED flood lights on 2018 Dodge Ram Truck
- Met with PSI soil boring on core drills around # 6 force main at Mission & Broomfield
- Cleaned manholes on Enterprise Drive & easement to Broadway
- Met with Management at Prestige Center Assisted Living about items that are being disposed of into Township sewers and the problems arising from disposal of large amount of wipes/towels
- Load test/ran generators on pump stations # 1 & # 10
- Conducted phosphate testing at Isabella Treatment Facility
- Calibrated confined space gas detectors
- Reviewed Lincoln Road water main layout for Isabella County Road Commission road expansion project – responded to questions from ICRC
- Woodland Hospice pressure check within building (customer complaint low pressure) – onsite plumbing issue found
- Pumped out flooded backwash lagoon at Meridian Well Site due to heavy rain and snow melt - March 14 & March 15
- Replaced 6" sewer lead clean out caps at Sam's Club
- Worked on sink /drain problem at Jameson Hall, ran sewer camera and power drain cleaner, found problem with vent under concrete floor (crushed), met with Andrew Patterson from Patterson Plumbing regarding problem/repair/cost estimate
- Repaired panel heater at #17 pump station (Airport)
- Pumped out pump station # 14 bypass manhole to measure valve that needs to be replaced

- Installed 110-volt receptacle at DPW shop well site
- Installed manhole cover inserts on Remus Rd. & O’Conner Dr.
- Removed faulty air dryer for large compressor at Isabella Treatment Facility bypassed, ordered new, and replaced two days later
- Daily plant water reads, and tri-weekly backwashing completed
- Removed mats from pump station wet wells
- WWTP - Plant Preventative Maintenance
- WWTP – set-up of screens/tags for SCADA monitoring program – ongoing project
- Water – set-up of screens/tags for SCADA monitoring program – ongoing project
- Test well for Well #1 Replacement drilled
- Continued installation of new chlorine equipment at Isabella Treatment Facility
- MOR-DEQ-13 Monthly water samples
- Joint Water Study conference call held with FTCH/City to review Draft Final Report comments completed by Township and City and submitted to FTCH
- Isabella remodel - carpet installed Certificate of Occupancy received
- Safety Training - Respirator fit and respirator use training
- Pump Station #1 bidding opening held
- WWTP - Completed Annual NPDES Additional Monitoring Requirements metals testing
- WWTP - Completed Annual NPDES Whole Effluent Toxicity Testing
- WWTP - Completed Storm Water Inspections
- WWTP - Operator Training (Activated Sludge Process and Control)
- WWTP - Completed MDEQ Required Total Coliform Testing for Drinking Water Lab Certification Renewal
- WWTP – Drinking Water lab certification inspection held
- Attended Wellhead Protection Team quarterly meeting
- CGAP Grant Funding received from Department of Treasury for the Joint Water Study in the amount of \$29,349
- Tier 3 – MDEQ Reporting Procedure Error Violation received for failure to submit a sample copy of the Consumer Notification of Lead and Copper Sampling Results form used to notify our thirty sample locations of their results. The Township is currently in full compliance with all Drinking Water Standards and will include notice of the Tier 3 Violation in the 2018 Consumer Confidence Report as required.
- Pump Station #14 Pre-Construction Meeting
- Held pre-season meeting with Union Township Little League and Softball
- Participated in Marihuana Production and Processing Operations – Environmental Regulations and Concerns webinar
- Attended Emerging Contaminants PFAS in Water Seminar in Lansing
- Participated in E-Waste Long Term Collection Coalition meetings
- Participated in Road Commission/Township Annual Meeting
- Posted part-time seasonal job openings

Planning & Zoning Department

1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
 - Approved site plan for McDonalds 1963 E. Remus Rd. on the condition that stormwater management approval is obtained from the County Drain Office.

- PC re-elected officers for the 2019 year.
- Approved site plan for 5316 E. Pickard Rd. Medical office on the condition that a variance is obtained from the ZBA for parking area setback requirement.
- Held a special meeting March 20, 2019 with McKenna Consultant Chris Doozan. Reviewed draft part 1 of 3 for Zoning Ordinance update/amend.
- ZBA
 - Held public hearing for a variance for 128.7 additional square feet for wall signage. Aspen Dental located at 4101 E. Bluegrass Rd. Variance request was denied.
 - ZBA re-elected officers for 2019
- Sidewalk Committee
 - Reviewed draft of Committee Rules, continued discussion of 2019 goals for committee and consider meeting with the Mid-Michigan Pathway group quarterly
- (4) Zoning approval letters issued
- Met with homeowner regarding potential options for a group day care home.
- Responded to re-zoning info request from Isabella County Conservation District
- Attended 2-day BS&A module training for the Building Department Module/PZE processing
- Met with representatives from Isabella County Conservation district
- 2 sign permits issue (Aspen Dental revised after denial of variance request and Temp sign for green scene landscaping).
- Attended Planner/ZA training held by MAP in Mt. Pleasant.

Current Month Anticipated Activities

Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Hold quarterly budget monitoring meetings with departments
- Planning for annual leadership luncheon meeting and Annual Clean Up Day event
- Provide data to Municipal Services Consultants Re: Compensation/Classification project
- Attended meeting regarding community project to designate Chippewa River as a "State River Trail"
- Meet with neighborhood representative Re: Billbrael Dr. repaving special assessment
- Attend Mt Pleasant Master Plan input meetings
- Attend Construction Code Commission meeting in Lansing Re: contracted building official
- Attend Local Census Advisory Committee meeting
- Attend Policy Governance Boot Camp Training in Grand Rapids 4/25&26
- EDA to consider the following items at April Meeting
 - Consider request by MMDC for annual partnership contribution of \$5,000 for operational support
 - Consider approval of a one-time Service Agreement with Plante Moran to assist with development of a framework to comply with PA 57 (New legislation with significant impact on DDA which requires expanded reporting to State, other units of government and public covering operations of DDA's)

- Consider Participation Agreement with ICRC for repaving of Lincoln Rd (M20 to Pickard) in approximate amount of \$200,000
- Township to host public input meeting 4/30 at 5:30 seeking public input on Jameson Park improvement project funded by EDA

Finance Department

1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Calculated deferred revenue for audit
- Review and approve all voided receipts
- External Auditors onsite the week of April 8th.
- Prepare and submit estimates to the Michigan Municipal League for the Workers Compensation Fund renewal 19/20
- Disburse additional PILOT payment received end of February
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any payments made online to the general ledger

Building, Rental Housing Departments

1.3 Safety

- Investigate and follow up on any rental complaints as needed
- Follow-up inspections to verify compliance with violations found on previous inspections
- Review of rental registration program as it relates to industry best practices
- Schedule complexes, hotels, as well as other single-family units for rental inspections
- Continue to review of rental program as it relates to best practices of surrounding area programs, including fee schedule and items, possible ordinance changes for remuneration

1.6 Commerce

- Start of McDonalds; Mercantile Bank; New Single-Family Residence 5189 S Whiteville
- Continued inspections on Citizens for Health, TJ Maxx, McGuirk Building B, Deshano Storage Units, Water Treatment Facility and Aspen Dental commercial projects, Walmart online pickup area and animal hospital.

Assessing Department

1.1 Community well-being and the common good

- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unlicensed vehicles and unkempt lawns and construction sites without an apparent building permit.
- Continue review of proper jurisdiction of 16 parcels owned by the city but appearing on both city and township property maps

1.6 Commerce

- Finalize and deliver to County Equalization the Assessment Roll
- Begin planning for 2019 annual field inspections (20% of parcels)
- Processed 1 land combination on E. River Rd and combined 3 parcels at 3295 Isabella

Public Services Department

1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Interior painting of existing hallway and doors at Isabella Treatment Facility
- Update master Cross Connection Spreadsheet for 2018/2019
- Review BSA Letter Templates (11) New Departmental Header, Review Content
- Purge commercial backflow devices (410 entries) and update BSA files
- Schedule touchpad/meter repair appointments
- Replace (8) eight-foot fluorescent lights at Mission Road Shop with LED fixtures
- Repair fire hydrant and hydrant valve on Bluegrass Road
- Upgrade Opto 22 Alarm System at pump stations #11 & #19
- Raise curb stop shut-offs in Oaks Meadows Condos
- Replace 4" bypass valve at pump station #14
- Prepare Specifications for 2019 Utility Tractor – FY 2019 Budget item
- WWTP - ongoing implementation of screw plant #3 installation 2019 project
- WWTP - Tertiary filter panel upgrade ongoing
- Cross Connection Inspections and continue scheduling coordination of appointments
- Public Service Department move to Isabella Treatment Facility
- Facilitate public outreach/input meeting for Jameson Park Planning Document

Planning & Zoning Department

1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
 - Review McDonalds 1963 E. Remus Rd. amended site plan
 - Hold public hearing for Lincoln Rd SUP McGuirk self-storage expansion
 - Rezone request from R-3A to OS on Rosewood for a medical office
 - Rezone request from R-5 to R-2B 5115 Stirrup for seeking a SUP for a group day care home
- ZBA
 - Hold ZBA hearing for parking area setback requirement variance for proposed medical office located at 5316 E. Pickard Rd
- Sidewalk Committee
 - Continued review of Committee Rules. Issue letter of encouragement to the EDA and Board of Trustees to use funds already allocated for a sidewalk located in front of the Township Hall along Lincoln Rd

Future Board of Trustee Meeting Agenda Items

- McGuirk SCU application (May)
- 1st reading and final action on rezone 5115 Stirrup Drive for Group Family Day Care (May)
- Audit presentation (may)

- Ordinance amendments for building additions regarding water/sewer fees (May/June)
- 2% grant app discussion with BOT (June)
- Preliminary Plat Review (June)
- Zoning Text amendment for solar energy (using the solar energy rewrite and put it into place now) (June)
- Policy Governance Update 1) 2% application approval by Board; 2) Township Manager succession plan language (June)
- Budget amendment #1 (July)
- External audit contact (Oct)
- Final Report Presentation - Joint Water Study (FTCH)
- 2019 Tractor Purchase (FY '19 budget execution)
- 2019 locating equipment purchase (FY '19 budget execution)
- Rebuild of Pump Station # 7 by-pass manhole (FY '19 budget execution)

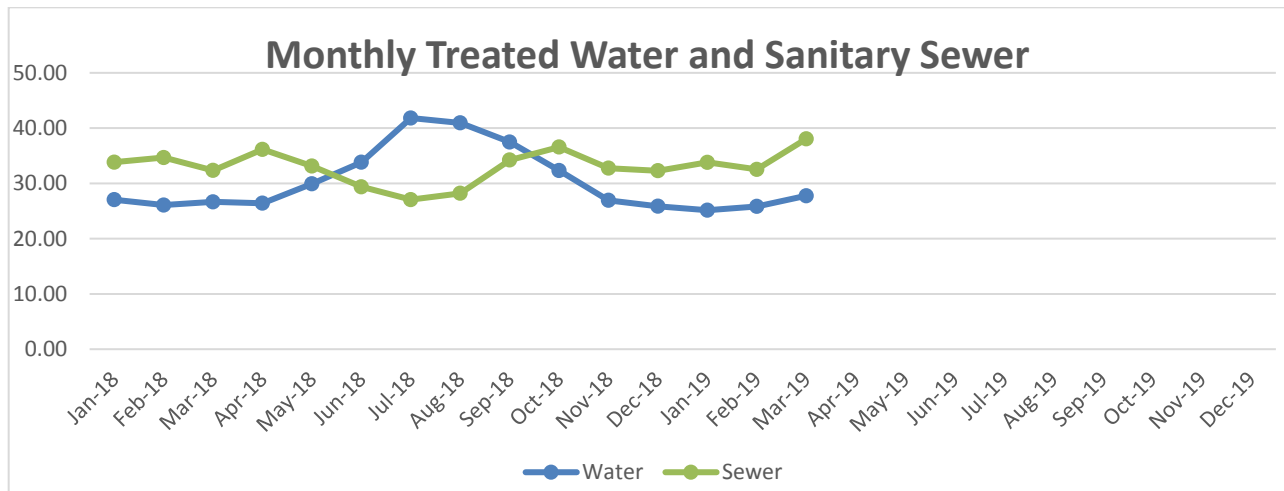
Significant Items of Interest Longer Term

- Planning Commission review/update of zoning ordinance
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Implement land use functions in BSA module
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans
- Working on new Joint Airport Operations Agreement with several units of government
- Lead the tax team to collect delinquent personal property taxes outstanding
- Implement BS&A Purchase Orders
- Planned and scheduled BS&A onsite training for the Building Department module in October, December 2018 and January 2019
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist
- Collect delinquent personal property taxes outstanding
- Fill Accounting Specialist position
- Fill Community/Economic Development Department Director position
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Creating and continuing open lines of communication to build relationships between Township and County inspectors
- Review Building Dept fee schedule
- Review building permit application form
- Implement project tracking features in BSA Building Module
- Review fees and income for zoning
- Set up training with Central Michigan Home Builders Association for Simpson Installation procedures (anchoring/fastener used in construction)
- Train Assessing and General Property Tax Specialist employee

- Rental Inspector to attend NMCOA and COCM spring training
- Rental and Building dept staff to work on file retention and organization
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Replace Opto antenna & cable at pump stations #7 & #10 (spring)
- Well Number 1 replacement – received site specific evaluation from MDEQ & drilled test well
- Design and upgrade of lift station # 14 in the WDDA (Winter 2018/19)
- Rebid upgrade /replace lift station # 1 in the EDDA (Fall 2019 – Spring 2019 Construction)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/20)
- Bypass manhole rebuild pump station # 7 (2019)
- Bypass manhole rehab pump station #9 (2019)
- WWTP - installation of third screw pump (2019)
- Bypass manhole rehab pump station #12 (2020)
- Purchase of new sewer vector truck (2020)
- WWTP - sludge storage tank installation (2023)
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed

Other

- Enforcement Activities
 - Follow-up inspections to verify compliance with violations found on previous inspections
 - 2148 MacDonald Dr. – No certificate of occupancy – coordinating with Saginaw Chippewa Tribal Planning Dept
 - Dilapidated barn on South Isabella Rd
 - Continue enforcement on 4957 E Valley Rd
 - 795 Isabella – unpermitted single wide mobile home installation
 - Removed couch in front yard on Bertshire
 - Letter sent to owner of inoperable vehicle on Greenacre
 - Letter sent to owner of vacant lot multiple vehicles stored outside
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- March 2019 – Treated Potable Water
 - Total Month: 27.758 mg
 - Average Day: .895 mgd
 - Max Day: 1.048 mgd
- March 2019 – Treated Sanitary Sewer
 - Total Month: 38.06 mg
 - Average Day: 1.23 mgd
 - Max Day: 2.82 mgd



- Legal Matters
 - Michigan Tax Tribunal open cases – See attached report
 - Brad Wood – Bilbrael and E Pickard properties- Complaint filed and in process of serving same
 - Four Hacks plat revision completed

2017 - 2018
Statement Of All Open MTT cases as of April 8 2019

Petitioner Name on Assessment Roll	MTT represented by Attorney or Assessor	Representative of Petitioner	Date Filed by Petitioner	Date Township Responded	Docket Number	Taxable Value In Dispute	Township Dollars at Stake	County Wide Dollars at Stake	Status of MTT Appeal	Prehearing General call dates to set hearing date
P & M LLC (Pat McGuirk Excavating new business location S Mission Rd)	Assessor, Patricia DePriest	Randall Goldon	5/31/2017	6/25/2018	17-005078	\$ 35,000	\$ 105	\$ 1,719	I have a meeting with Randy Golden the week of April 8th to work on a settlement agreement	
P & M LLC (Pat McGuirk Excavating new business location S Mission Rd vacant parcel)	Assessor, Patricia DePriest	Randall Goldon	5/1/3117	6/25/2018	17-005078	\$ 18,182	\$ 55	\$ 893	I have a meeting with Randy Golden the week of April 8th to work on a settlement agreement	
Campus Crest @ MP II LLC (Student housing)	Attorney, David Revore	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001774	\$ 4,826,600	\$ 14,480	\$ 237,025	Valuation Disclosure E-filed on April 4, 2019	June 3, - June 14th 2019
Copper Beech Townhomes student housing	Attorney, David Revore	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 2,064,400	\$ 6,193	\$ 101,379	Valuation Disclosure E-filed on April 4, 2019	June 3, - June 14th 2019
Copper Beech Townhomes student housing	Attorney, David Revore	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 3,004,141	\$ 9,012	\$ 147,528	Valuation Disclosure E-filed on April 4, 2019	June 3, - June 14th 2019
Copper Beech Townhomes student housing	Attorney, David Revore	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/24/2018	7/6/2018	18-001777	\$ 702,000	\$ 2,106	\$ 34,474	Valuation Disclosure E-filed on April 4, 2019	June 3, - June 14th 2019
PEP-CMU, LLC (student housing)	Attorney, David Revore	Michelle Silvey, Sean M Mulchay Ryan, LLC	5/31/2018	7/6/2018	18-002031	\$ 1,558,677	\$ 4,676	\$ 76,544	Valuation Disclosure due July 8, 2019	September 3 - 14th 2019
Union Square Apt. LLC (student housing)	Attorney, David Revore	Norman D. Shinkle	5/21/2018	6/21/2018	18-000995	\$ -	\$ -	\$ -	Valuation Disclosure due March 4, 2019.	They accepted our value
									Conference call with Norm Shinkle On Monday to discuss merit of settlement	

2017 - 2018
Statement Of All Open MTT cases as of April 8 2019

State Education Set Tax		\$83,604							
ICTC		\$12,011							
Medical Care Facility		\$9,754							
Commission on Aging		\$12,229							
Parks & Recreation		\$4,877							
Township Operating		\$13,934							
Township Fire		\$27,868							
MPPS Operating		\$250,813							
MPPS Debt 1997		\$36,229							
MPPS Debt 2007		\$22,294							
MPPS Debt 2016		\$20,344							
Grat/Isab RESD		\$3,679							
Grat/Isab Special Ed		\$56,217							
Grat/Isab Vocational		\$13,934							
Chippewa District Library		\$24,385							
Total Tax Dollar Exposure		\$684,274							

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on March 19, 2019 at the Township Hall.

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

Roll Call

Present: Buckley, Clerk Cody, Darin, Fuller, LaBelle, Mielke, Shingles, Squattrito, and Webster

Others Present

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

Approval of Minutes

LaBelle moved Webster supported the approval of the February 19, 2019 regular meeting as presented. **Vote: Ayes: 9 Nays: 0. Motion carried.**

Correspondence / Reports

- Mielke updates from the ZBA
- Clerk Cody updates from the Board of Trustees
- Webster updates from the Sidewalk and Pathway Prioritization Committee
- Squattrito reminded the Planning Commission of the Special PC meeting 3/20/19 @ 6:30pm

Approval of Agenda

Darin moved Buckley supported approval of the agenda as presented. **Vote: Ayes: 9 Nays 0. Motion carried.**

Public Comment – 7:07 p.m.

No comments were offered.

New Business

- A. **SPR 2019-02 McDonald's addition of 2nd drive thru located at 1963 E. Remus Rd. Owner McDonald's USA LLC (Review and approve final site plan)**

Introduction by Township Planner

Applicant John Lorentzen presented request to construct addition of 2nd drive thru on site. Approvals received from Mt. Pleasant Fire Department, Isabella County Transportation Commission, ICRC, MDOT, and Township Utilities have been received. Isabella County Drain Commission for storm water have been submitted. Provisional relief from construction of sidewalks have been requested.

Webster moved Buckley supported to approve SPR 2019-02 McDonald's addition of 2nd drive thru located at 1963 E. Remus Rd. Owner McDonald's USA LLC as presented on the site plan,

provisional relief for sidewalks construction was not granted. The following condition required for approval listed on the site plan: comply with Isabella County Drain Commission review regarding storm water management plan/comments. **Vote: Ayes: 9 Nays: 0 Motion carried.**

B. SPR 2019-03 SOS Holdings LLC located at 5316 E. Pickard Rd. Owner SOS Holdings LLC (Review and approve final site plan)

Introduction by Township Planner, he stated that the applicant is seeking a variance from the ZBA in April for parking area set back requirements

Tim Beebe, CMS & D, on behalf of the applicant, presented request to construct a medical office. Approvals received from Mt. Pleasant Fire Department, Isabella County Transportation Commission, ICRC, Isabella County Drain Commission for storm water, and Township Utilities have been received.

Buckley moved **Fuller** supported to approve SPR 2019-03 SOS Holdings LLC located at 5316 E. Pickard Owner SOS Holdings LLC as presented, with the following condition: obtain approval of variance requested. **Vote: Ayes: 9 Nays: 0 Motion carried.**

C. 2019 Planning Commission Election of Officers

Webster moved **Buckley** supported to re-elect the current officers (Chair Squattrito, Vice Chair Mielke, Secretary Fuller, Vice Secretary Darin) for consecutive terms of the same office, per the Planning Commission Bylaws. **Vote: Ayes: 9 Nays: 0 Motion carried.**

Other Business

Extended Public Comment

Open 8:19 p.m.

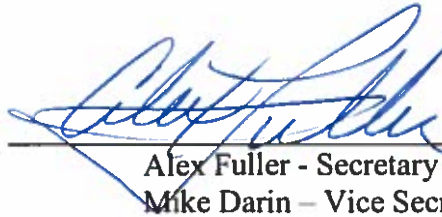
No comments were offered.

Final Board Comment

Darin – Commented on sidewalk policy implementation helping during site plan reviews.

Adjournment – Chairman Squattrito adjourned the meeting at 8:20 p.m.

APPROVED BY:



Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION
Zoning Board of Appeals
Regular Meeting

A regular meeting of the Charter Township of Zoning Board of Appeals was held on March 6, 2019 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 7:01 p.m.

Roll Call

Present: Bryan Mielke, Taylor Sheahan-Stahl, Andy Theisen, and Tim Warner

Excused: Jake Hunter

Others Present

Peter Gallinat and Jennifer Loveberry

Approval of Minutes

Sheahan-Stahl moved Mielke supported the approval of the February 6, 2019 minutes as presented. **Vote: Ayes: 4 Nays 0. Motion carried.**

Correspondence / Board Reports

Mielke updates from the Planning Commission

Approval of Agenda

Mielke moved Sheahan-Stahl supported to approve the agenda as amended. Add election of 2019 Officers, per ZBA bylaws. **Vote: Ayes: 4 Nays 0. Motion carried.**

Public Comment: Restricted to (3) minutes regarding issues not on this Agenda

Open – 7:04 p.m.

No comments were offered.

New Business

- A. VAR 2019-02 - 4101 E. Bluegrass Rd., Mt Pleasant, MI 48858 Owner: Bluegrass Retail Management LLC: A variance from section 11.11.a, 128.7 SF for wall signage

Township Planner, Gallinat read the Public Hearing Notice for Variance 2019-02, a variance from section 11.11.a, requesting 128.7 square feet for wall signage. Background history was given, stating that the applicant currently has an approved permit for a free-standing elevated sign near the road which meets zoning code standards.

Public Hearing

Public Hearing – open 7:07 p.m.

No Comments were offered.

Public Hearing – closed 7:07 p.m.

Applicant Sean Affrica, representative of Bill Carr Signs/Chandler Signs, stated the desire to use 3 wall signs on the Aspen Dental Building, asking for a variance for the square footage exceeding the maximum permitted.

Discussion was held by the ZBA board.

Theisen moved **Sheahan-Stahl** supported denial of VAR 2019-02 for additional wall signage, based on the criteria from section 5.8.C.a-e of the Board of Appeals powers and duties section, outlining the reasons for denial of variance. **Vote: Ayes: 4 Nays 0. Motion carried.**

Township Planner, Gallinat stated that there would be a 21-day appeal period before the decision is final. Starting after the minutes are approved at the next scheduled meeting in April 2019.

B. 2019 ZBA Election of Officers

Theisen moved **Sheahan-Stahl** supported to re-elect the current officers (Chair Warner, Vice Chair Mielke, Secretary Hunter, Vice Secretary Theisen) for consecutive terms of the same office per the ZBA Rules of Procedure. **Vote: Ayes: 4 Nays 0. Motion carried.**

Other Business

Extended Public Comment

Open 7:37 p.m.


No comments were offered.

Final Board Comment

Adjournment

Chair Warner adjourned the meeting at 7:37 p.m.

APPROVED BY:


Jake Hunter – Secretary
Andy Theisen – Vice Secretary

(Recorded by Jennifer Loveberry)

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 April 10, 2019 at 7:01 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

Mikus moved **Hauck** supported to approve the Agenda as amended, adding Discussion on Paved Roads. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Public Hearings

Public Comment - open 7:03 p.m.
No comments were offered.

Reports/Board Comments

A. Board Member Reports

Gunning – Reported on League of Women’s Voter’s meeting he attended
Hauck – Isabella County Road Commission Updates
Lannen – Reported on League of Women’s Voter’s meeting he attended
Woerle – Updated on Tribal matters and discussed defibrillator purchase for the Little League – the Board instructed Administration to make this purchase and to check into providing a defibrillator at all Township locations

Consent Agenda

- A. Communications
- B. Minutes – March 27, 2019- regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

A. Discussion/Action: (Smith) Consideration to approve four (4) contracts with Isabella County Road Commission (ICRC) for the rehabilitation of four (4) miles of gravel roads within the Township

Woerle moved Rice supported to approve seven (7) contracts with the Isabella County Road Commission (ICRC) for the rehabilitation of approximately four (4) miles of gravel roads within the Township approximately in the amount of \$54,000 as described as follows:

Valley Rd. – Mission-Isabella

Wing Rd. – Meridian-Whiteville

Grant Rd. – Millbrook-Wing

Isabella Rd. – Millbrook to End

Wildwood Rd – Deerfield to End

Mulberry Rd – Gaylord North to end of the road (Later discovered that Mulberry Rd. is not in Township’s jurisdiction)

Deerfield – Isabella East to End

Roll Call Vote: Ayes: Gunning, Rice, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion carried.

B. Discussion: (Gunning) Discussion of Paved Roads

Discussion by Board of Trustees.

EXTENDED PUBLIC COMMENT - Open 8:05 p.m.

No comments were offered.

MANAGER COMMENTS

- Question to Board regarding Mobile Home parks and sidewalks – Board recommendation to Planning Commission that topic of sidewalks be referred to the Sidewalk and Pathway Prioritization Committee
- Commented that the Public Services Department move to Isabella Admin. Site in in the process and the Department should be operational on Monday, April 15th

FINAL BOARD MEMBER COMMENTS

Gunning – Shared discussions that he had with Sheriff Main regarding staffing of officers

Rice – Thanked fire fighters for all their hard work, especially the last couple of days

Woerle – Read from Morning Sun Article (4-5-19) regarding opt out of recreational marijuana of surrounding areas.

ADJOURNMENT

Mikus 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						
04/18/2019	101	256 (E)	01186	COYNE PROPANE LLC	PROPANE - ISABELLA	712.72
04/24/2019	101	20976	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/CLERK/ZONING/ASSESSING ADS	1,451.80
04/24/2019	101	20977	01476	A LOT A CLEAN	TWP HALL WINDOW CLEANING	113.00
04/24/2019	101	20978	00084	B S & A SOFTWARE	BUILDING DEPT TRAINING 3/22/19	1,890.00
04/24/2019	101	20979	01240	BRAUN KENDRICK FINKBEINER PLC	LUX FAMILY PROP - MAR 2019 GEN LEGAL FEES - MAR 2019	45.00 2,009.00
						<u>2,054.00</u>
04/24/2019	101	20980	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - TWP HALL JANITORIAL SUPPLIES - WATER PLANT	229.00 89.50
						<u>318.50</u>
04/24/2019	101	20981	01623	CLARK HILL PLC	SERVICES RENDERED THRU 3-31-19	1,980.00
04/24/2019	101	20982	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - MAY TABLET HANDLE & SURFACE PRO COVER - BLDG	4,997.75 292.98
						<u>5,290.73</u>
04/24/2019	101	20983	01024	CODE OFFICIALS CONFERENCE-MI	SPRING CONFERENCE 2019 - L SOMMER	185.00
04/24/2019	101	20984	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - MAR 2019	323.45
04/24/2019	101	20985	01242	CULLIGAN WATER	WATER - WWTP APR 2019	38.00
04/24/2019	101	20986	01171	DBI BUSINESS INTERIORS	STENO PADS - TWP HALL COPY PAPER & BATTERIES/PAPER - TWP HALL/ INTEROFFICE ENVELOPES - ACCOUNTING FILE - CREDIT MEMO	10.80 205.66 54.05 (89.64)
						<u>180.87</u>
04/24/2019	101	20987	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	3,290.50
04/24/2019	101	20988	01131	FORD HALL COMPANY	REPLACEMENT BRUSHES & SPRING ASSEMBLY	716.92
04/24/2019	101	20989	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TRTMTNT APRIL 2019	40.00
04/24/2019	101	20990	01559	GALLINAT, PETER	FLEX MEDICAL REIMB - 4/4/19 MILEAGE REIMBURSEMENT MEDC TRAINING	665.40 91.97
						<u>757.37</u>
04/24/2019	101	20991	00249	GILL-ROY'S HARDWARE	TWP HALL PLANT - SOIL TO RE POT PLANT	9.99
04/24/2019	101	20992	00261	GRAINGER	AIR COMPRESSOR	864.73
04/24/2019	101	20993	01143	JBS CONTRACTING	WATER PLANT RENO - FINAL PMT	40,548.00
04/24/2019	101	20994	00360	KIMBALL MIDWEST	TOOL/GLASSES/SILICONE/WASP SPRAY	181.46
04/24/2019	101	20995	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - MAR 2019 ZONING ORDINANCE REVISION - MAR 2019	11,220.00 4,147.50
						<u>15,367.50</u>
04/24/2019	101	20996	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREENS/BREATHALIZER	97.00
04/24/2019	101	20997	00405	METTLER-TOLEDO, INC.	BALANCE CALIBRATIONS	879.42
04/24/2019	101	20998	00422	MICHIGAN PIPE & VALVE	FLG GASKET/ACC SET ADJUSTING RINGS FOR RAISING SEWER MANHOL CURB STOP SHUT OFF TOPS	130.00 135.00 120.00
						<u>385.00</u>
04/24/2019	101	20999	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 2ND Q 2019	300.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/24/2019	101	21000	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	ANNUAL CLIENT FEE - 2019	10,000.00
04/24/2019	101	21001	00494	NORTH CENTRAL LABORATORIES	SUCTION FLASK/VACUSHIELDS/THERMOMETER	391.84
04/24/2019	101	21002	00780	PARAGON LABORATORIES, INC.	WHOLE EFFLUENT TOXICITY/SAMPLES	1,736.00
04/24/2019	101	21003	01543	AMY PEAK	FLEX MEDICAL REIMB - 4/11/19	665.14
04/24/2019	101	21004	00539	PRINTING SYSTEMS, INC	VOTER ID CARDS	308.83
04/24/2019	101	21005	01595	ROMANOW BUILDING SERVICES	MAR JANITORIAL SERV - TWP HALL	511.58
					MAR JANITORIAL SERV - WWTP	306.96
					MAR JANITORIAL SERV - WATER PLANT	204.64
						<u>1,023.18</u>
04/24/2019	101	21006	00570	RS TECHNICAL SERVICES, INC.	HYPOCHLOITE GENERATOR & ACCESSORIES/1/2	25,380.00
04/24/2019	101	21007	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - 1ST QTR 2019	45.00
04/24/2019	101	21008	01542	SHRED-IT US JV LLC	TWP SHREDDING 3/27/19	53.69
04/24/2019	101	21009	01254	LARRY M SOMMER	NMCOA MEAL REIMBURSEMENT - FEN/MAR/APR 2	64.11
04/24/2019	101	21010	01495	MARK STUHLBREHER	ROTARY LUNCH - 1/2 REIMBURSEMENT- AP - J	60.50
04/24/2019	101	21011	01633	SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION & NEW EXTIN	331.27
					FIRE EXTINGUISHER INSPECTION - ISABELLA	366.14
					FIRE EXTINGUISHER INSPECTION - JAMESON	329.43
					FIRE EXTINGUISHER INSPECTION & NEW EXTIN	294.43
						<u>1,321.27</u>
04/24/2019	101	21012	01634	THE OETZEL-HARTMAN GROUP	APPRAISAL REPORT MTT 18-001777-TT	3,000.00
					APPRAISAL REPORT MTT 18-001777	4,000.00
					APPRAISAL REPORT MTT 18-001774-TT	4,000.00
						<u>11,000.00</u>
04/24/2019	101	21013	01013	USA BLUE BOOK	SAMPLE TESTING SUPPLIES	670.84
101 TOTALS:						
Total of 39 Checks:						130,696.36
Less 0 Void Checks:						0.00
Total of 39 Disbursements:						<u>130,696.36</u>

Charter Township of Union Payroll
--

CHECK DATE: April 18, 2019

PPE: April 13, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	24,699.27
EDDA		-
WDDA		-
Sewer Fund		33,164.60
Water Fund		22,419.58
Total To Transfer from Pooled Savings	\$	80,283.45

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	54,105.65
Employer Share Med		780.86
Employer Share SS		3,338.94
SUI		62.19
Pension-Employer Portion		3,542.50
Workers' Comp		576.26
Life/LTD		-
Dental		1,086.33
Health Care		16,648.17
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		142.55
PCORI Fee		-
Total Transfer to Payroll Checking	\$	80,283.45

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

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

BOARD MEMBER: Bill Hauck

MONTH: March 19

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-14-19	I.C.R.C.	X		50.00
4-28-19	I.C.R.C.		X	75.00

SIGNATURE: Bill Hauck Date: 4-10-19

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.

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2018**

BOARD MEMBER: Lisa Coody

MONTH: Oct Nov Dec 2018

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10-22-18	city meeting		X	75
11-12-18	city meeting		X	75
11-26-18	city meeting		X	75
12-10-18	Policy governance		X	75
				300

SIGNATURE: Lisa Coody Date: 4-16-19

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.

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

2019

BOARD MEMBER: Lisa Coakley

MONTH: Jan - April 2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1-7-19	city meeting	X		50
2-11-19	city meeting		X	75
2-25-19	city meeting		X	75
3-11-19	city meeting	X		50
3-25-19	city meeting	X		50
4-8-19	special city meeting	X		50
4-8-19	city meeting	X		50
2-4-19	policy governance		X	75

SIGNATURE:  Date: 4-16-19

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.

meeting
4-24-19

CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2019

BOARD MEMBER: TIM LANNEN

MONTH: MARCH

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3.5.19	Isabella County Board of Commissioners	✓		\$50
3.6.19	Road Commission meeting	✓		\$50

SIGNATURE: Tim Lannen Date: 3.29.19

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 - April 1, 2019 through April 7, 2019

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			1
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			1
	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	2	4	3
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	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			1
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	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			1
	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	2	
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	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	3		10
		YTD Response for Union Twp/City	87		143

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - April 8, 2019 through April 14, 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			
	118	Trash or Rubbish fire, contained			
	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	1	7	
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire	1	2	
	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	7	2
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	2	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	14	1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1	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			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning	1	2	1
	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	1	2	
	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	1	3	
	743	Smoke Det. Activation - Unintentional			1
	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			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	11		9
		YTD Response for Union Twp/City	95		142

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: April 2019

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 23% of the revenues for the General Fund. State Revenue Sharing (56% 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 second quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the payments for the water and sewer bills are received 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	\$ 4,300,706		
GF Unrestricted	\$ 4,300,706	\$ 748,389	Yes
Fire Fund	\$ 1,584,278		
(Fire Truck Reserve)	\$ (447,573)		
FF Unrestricted	\$ 1,136,705	\$ 548,550	Yes
EDDA	\$ 1,097,391		
Projects	\$ (270,260)		
EDDA Unrestricted	\$ 827,131	\$ 28,403	Yes
WDDA	\$ 1,014,552		
Projects	\$ (570,000)		
WDDA Unrestricted	\$ 444,552	\$ 7,745	Yes
Sewer Fund	\$ 3,596,512		
2011 Bond Reserve	\$ (40,000)		
2011 Bond RRI Reserve	\$ (81,640)		
2013 Bond Reserve	\$ (100,000)		
2013 Bond RRI Reserve	\$ (17,535)		
Sewer Fund Net	\$ 3,357,337	\$ 442,700	Yes
Water Fund	\$ 3,159,941	\$ 203,522	Yes

Compliance

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 03/31/2019

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE	
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)
Fund 101 - GENERAL FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	297,944.15		286,125.63	95.38
402.001 PROPERTY TAX REFUNDS-MTT	(160.78)	(5,000.00)	0.00	0.00
402.002 PILOT TAX	3,855.07	3,000.00	(110.44)	(3.68)
402.100 PRIOR YEARS PROPERTY TAXES	(91.22)	0.00	(12.80)	100.00
420.000 DELQ PERSONAL PROPERTY TAXES	327.87	1,200.00	0.00	0.00
425.000 MOBILE HOME PARK TAX	2,407.50	2,500.00	0.00	0.00
445.000 INTEREST ON TAXES	79.06	0.00	0.00	0.00
446.000 3% OR 4% PENALTY ON TAX	6,700.05	6,500.00	6,543.06	100.66
447.000 ADMIN FEE-PROPERTY TAX	148,991.78	145,000.00	99,599.55	68.69
447.001 ADMIN FEES-REFUNDS MTT BOR	(82.11)	(4,000.00)	0.00	0.00
447.050 ADMIN FEE-STATE EDUC TAX (SET)	7,735.00	7,700.00	0.00	0.00
447.100 ADMIN FEE-PRIOR YEARS	8.51	0.00	(4.74)	100.00
475.000 CABLE FRANCHISE FEES	134,482.77	130,000.00	33,000.00	25.38
476.000 BUILDING PERMITS	54,816.00	50,000.00	3,059.00	6.12
477.000 RENTAL INSPECTION FEES	79,945.00	80,000.00	56,557.00	70.70
478.000 DOG LICENSE REVENUE	2.50	0.00	0.00	0.00
479.000 ZONING PERMITS	16,875.00	12,000.00	4,050.00	33.75
573.000 STATE AID REVENUE-LCSA	6,931.67	7,000.00	4,496.13	64.23
574.000 STATE REVENUE SHARING	1,142,031.00	1,100,000.00	0.00	0.00
574.100 LIQUOR STATE REVENUE SHARING	11,854.70	11,500.00	0.00	0.00
574.200 METRO ACT REVENUE SHARING-LCSA	7,520.07	7,500.00	0.00	0.00
609.000 CONSTR PLAN REVIEW FEES	2,627.50	2,000.00	450.00	22.50
613.000 APPLICATION FEES	500.00	500.00	500.00	100.00
626.000 COPIES	22.00	0.00	0.00	0.00
628.000 LAND DIVISIONS	2,000.00	1,500.00	100.00	6.67
630.000 WEED ABATEMENT SERVICES	303.76	500.00	0.00	0.00
651.000 USE FEES-BASEBALL FIELDS	0.00	0.00	40.00	100.00
655.000 FINES & FORFEITURES	631.95	1,000.00	8.25	0.83
665.000 INTEREST EARNED	74,959.51	60,000.00	21,737.02	36.23
667.000 RENT - JAMESON HALL	7,710.00	7,000.00	1,300.00	18.57
667.100 RENT - McDONALD PARK PAVILION	1,540.00	1,500.00	624.00	41.60
667.200 RENT - JAMESON PAVILION	400.00	500.00	360.00	72.00
667.300 LEASES	900.00	900.00	900.00	100.00
671.000 OTHER REVENUE	6,739.83	15,000.00	438.42	2.92
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	14,834.81	15,000.00	6,906.16	46.04
673.000 GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00	500.00	0.00	0.00
Net - Dept 000 - NONE	2,035,342.95	1,960,800.00	526,666.24	
Dept 101 - TRUSTEES				
702.000 SALARIES & WAGES	30,115.24	30,067.00	6,230.71	20.72
707.000 PER MEETING	2,050.00	4,000.00	600.00	15.00
709.000 EMPLR FICA CONTR	1,994.22	2,108.00	423.52	20.09
711.000 EMPLR MEDICARE CONTR	466.40	493.00	99.05	20.09
724.000 WORKER'S COMP	43.01	60.00	11.36	18.93
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,870.00	4,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	575.00	600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	3,983.14	5,100.00	1,195.12	23.43
910.100 SEMINAR LODGING	0.00	2,500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	500.00	0.00	0.00
915.000 MEMBERSHIP & DUES	16,030.59	16,400.00	10,000.00	60.98
955.000 MISC.	113.20	1,000.00	14.00	1.40
Net - Dept 101 - TRUSTEES	(58,240.80)	(67,328.00)	(18,573.76)	
Dept 171 - SUPERVISOR				
702.000 SALARIES & WAGES	15,379.09	15,320.00	3,181.86	20.77
707.000 PER MEETING	750.00	1,000.00	(25.00)	(2.50)
709.000 EMPLR FICA CONTR	953.43	1,012.00	242.21	23.93
711.000 EMPLR MEDICARE CONTR	223.09	237.00	56.67	23.91
724.000 WORKER'S COMP	20.66	28.00	6.49	23.18
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	275.00	0.00	0.00
Net - Dept 171 - SUPERVISOR	(17,326.27)	(20,172.00)	(3,462.23)	
Dept 172 - TWP MANAGER				
702.000 SALARIES & WAGES	33,478.07	33,400.00	7,205.74	21.57
708.000 UNEMPLOYMENT	144.35	145.00	122.72	84.64
709.000 EMPLR FICA CONTR	2,061.68	2,071.00	444.23	21.45

User: SHERRIE

PERIOD ENDING 03/31/2019

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
			2019	03/31/2019	
Fund 101 - GENERAL FUND					
711.000 EMPLR MEDICARE CONTR	482.21		484.00	103.91	21.47
716.000 EMPLR RETIREMENT CONTR	2,510.80		2,510.00	540.42	21.53
718.500 HEALTH INSURANCE	6,410.17		6,747.00	1,599.49	23.71
718.700 HEALTH INS-EE CONTRIBUTIONS	(140.66)		(188.00)	(45.21)	24.05
719.000 DENTAL INSURANCE	157.00		167.00	41.47	24.83
719.800 VISION INSURANCE	52.02		114.00	11.10	9.74
719.900 VISION INS-EE CONTRIBUTIONS	(26.04)		(57.00)	(5.58)	9.79
724.000 WORKER'S COMP	84.13		108.00	22.45	20.79
725.000 LIFE & DISABILITY BENEFIT	92.55		134.00	29.93	22.34
752.000 OFFICE SUPPLIES	20.51		300.00	0.00	0.00
767.000 UNIFORMS	41.00		0.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00		0.00	612.29	100.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	53,793.11		54,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMENT	0.00		250.00	0.00	0.00
880.000 COMMUNITY PROMOTION	2,500.00		0.00	550.00	100.00
900.000 PRINTING & PUBLISHING	216.96		600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	231.50		1,500.00	30.76	2.05
910.100 SEMINAR LODGING	0.00		800.00	0.00	0.00
910.200 SEMINAR MEALS	135.37		200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	495.00		500.00	210.00	42.00
955.000 MISC.	130.59		100.00	66.00	66.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		500.00	0.00	0.00
Net - Dept 172 - TWP MANAGER	(102,870.32)		(104,385.00)	(11,539.72)	
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	74,646.25		92,232.00	14,853.17	16.10
702.500 OVERTIME	3,573.21		3,300.00	1,070.63	32.44
708.000 UNEMPLOYMENT	1,010.14		1,155.00	609.95	52.81
709.000 EMPLR FICA CONTR	4,633.94		6,210.00	943.19	15.19
711.000 EMPLR MEDICARE CONTR	1,083.84		1,385.00	220.63	15.93
716.000 EMPLR RETIREMENT CONTR	4,574.89		6,073.00	996.48	16.41
718.500 HEALTH INSURANCE	26,350.30		37,047.00	6,415.09	17.32
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,440.57)		(2,689.00)	(413.23)	15.37
719.000 DENTAL INSURANCE	1,906.12		2,780.00	447.20	16.09
719.800 VISION INSURANCE	194.21		595.00	96.18	16.16
719.900 VISION INS-EE CONTRIBUTIONS	(97.13)		(297.00)	(48.13)	16.21
724.000 WORKER'S COMP	196.98		297.00	48.87	16.45
725.000 LIFE & DISABILITY BENEFIT	398.39		708.00	101.16	14.29
752.000 OFFICE SUPPLIES	2,252.77		2,000.00	325.00	16.25
767.000 UNIFORMS	100.00		100.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	50.00		0.00	290.00	100.00
801.020 EXTERNAL AUDIT	15,600.00		16,500.00	0.00	0.00
851.000 MAIL/POSTAGE	2,858.15		6,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMENT	1,819.37		2,000.00	82.36	4.12
910.000 PROFESSIONAL DEVELOPMENT	1,083.64		1,200.00	123.00	10.25
910.100 SEMINAR LODGING	2,254.12		2,500.00	0.00	0.00
910.200 SEMINAR MEALS	362.31		300.00	0.00	0.00
915.000 MEMBERSHIP & DUES	692.25		500.00	0.00	0.00
955.000 MISC.	0.00		100.00	0.00	0.00
955.001 BANK FEES	170.00		240.00	5.00	2.08
980.000 NEW OFFICE EQUIPMENT & FURNITURE	504.99		2,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		0.00	475.94	100.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN	(144,778.17)		(182,236.00)	(26,642.49)	
Dept 215 - CLERK					
702.000 SALARIES & WAGES	27,994.99		27,014.00	4,621.50	17.11
707.000 PER MEETING	800.00		1,700.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,785.29		1,780.00	286.53	16.10
711.000 EMPLR MEDICARE CONTR	417.52		416.00	67.02	16.11
724.000 WORKER'S COMP	49.03		58.00	7.98	13.76
752.000 OFFICE SUPPLIES	116.46		500.00	215.86	43.17
754.000 OPERATING SUPPLIES	337.39		500.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMENT	555.03		500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	1,768.42		1,500.00	1,206.32	80.42
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00		150.00	0.00	0.00
Net - Dept 215 - CLERK	(33,824.13)		(36,068.00)	(6,405.21)	
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,983.65		38,000.00	5,009.61	13.18

User: SHERRIE

PERIOD ENDING 03/31/2019

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019	03/31/2019	
Fund 101 - GENERAL FUND					
950.000 HARDWARE REPLACEMENTS	4,705.25		14,500.00	0.00	0.00
Net - Dept 228 - DATA PROCESSING, INFORMATION	(39,688.90)		(52,500.00)	(5,009.61)	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,271.49		24,102.00	4,401.00	18.26
707.000 PER MEETING	0.00		500.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,318.83		1,525.00	272.86	17.89
711.000 EMPLR MEDICARE CONTR	308.44		357.00	63.82	17.88
724.000 WORKER'S COMP	28.48		51.00	7.29	14.29
752.000 OFFICE SUPPLIES	1,452.27		700.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	0.00	0.00
851.000 MAIL/POSTAGE	3,747.70		4,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		250.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00		50.00	50.00	100.00
955.000 MISC.	0.00		200.00	0.00	0.00
Net - Dept 253 - TREASURER	(28,127.21)		(34,185.00)	(4,794.97)	
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	125,447.86		123,770.00	19,771.71	15.97
702.500 OVERTIME	585.86		900.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	4,171.96		0.00	0.00	0.00
707.000 PER DIEM	3,125.00		4,125.00	1,750.00	42.42
708.000 UNEMPLOYMENT	865.53		866.00	736.20	85.01
709.000 EMPLR FICA CONTR	7,928.64		7,985.00	1,439.41	18.03
711.000 EMPLR MEDICARE CONTR	1,854.27		1,868.00	336.64	18.02
716.000 EMPLR RETIREMENT CONTR	9,606.25		9,350.00	1,342.38	14.36
718.500 HEALTH INSURANCE	38,542.91		40,400.00	4,811.06	11.91
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,301.17)		(1,738.00)	(135.54)	7.80
719.000 DENTAL INSURANCE	1,349.87		1,401.00	124.32	8.87
719.800 VISION INSURANCE	130.84		383.00	33.24	8.68
719.900 VISION INS-EE CONTRIBUTIONS	(65.42)		(191.00)	(16.62)	8.70
724.000 WORKER'S COMP	659.03		775.00	140.23	18.09
725.000 LIFE & DISABILITY BENEFIT	490.74		553.00	57.30	10.36
752.000 OFFICE SUPPLIES	0.00		0.00	39.88	100.00
754.000 OPERATING SUPPLIES	961.12		1,050.00	424.73	40.45
759.000 GAS/FUEL	148.33		200.00	20.04	10.02
767.000 UNIFORMS	91.50		200.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		400.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	887.00		16,000.00	101.28	0.63
850.000 COMMUNICATIONS	1,905.68		1,500.00	274.09	18.27
851.000 MAIL/POSTAGE	1,621.75		2,250.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	398.93		1,000.00	93.96	9.40
900.000 PRINTING & PUBLISHING	898.29		800.00	1,934.63	241.83
910.000 PROFESSIONAL DEVELOPMENT	1,901.88		3,250.00	50.00	1.54
910.100 SEMINAR LODGING	1,782.55		1,750.00	0.00	0.00
910.200 SEMINAR MEALS	157.65		300.00	0.00	0.00
915.000 MEMBERSHIP & DUES	685.46		1,500.00	0.00	0.00
955.000 MISC.	542.41		1,000.00	92.18	9.22
980.000 NEW OFFICE EQUIPMENT & FURNITURE	811.52		600.00	0.00	0.00
Net - Dept 257 - ASSESSOR	(206,186.24)		(222,247.00)	(33,421.12)	
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	70.40		0.00	0.00	0.00
709.000 EMPLR FICA CONTR	4.37		0.00	0.00	0.00
711.000 EMPLR MEDICARE CONTR	1.02		0.00	0.00	0.00
712.000 ELECTION WORKERS	9,996.50		3,000.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	5.28		0.00	0.00	0.00
718.500 HEALTH INSURANCE	21.15		0.00	0.00	0.00
719.000 HEALTH INSURANCE	0.52		0.00	0.00	0.00
724.000 WORKER'S COMP	0.98		0.00	0.00	0.00
754.000 OPERATING SUPPLIES	9,979.31		2,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,178.50		1,000.00	0.00	0.00
851.000 MAIL/POSTAGE	24.70		0.00	0.00	0.00
900.000 PRINTING & PUBLISHING	54.89		0.00	0.00	0.00
955.000 MISC.	363.41		100.00	0.00	0.00
Net - Dept 262 - ELECTIONS	(21,701.03)		(6,100.00)	0.00	

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ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)			03/31/2019 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
Dept 265 - TWP HALL & GROUNDS						
754.000 OPERATING SUPPLIES	4,539.44		4,000.00		844.02	21.10
776.100 HALL CLEANING	6,267.06		6,400.00		1,534.74	23.98
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	12,656.50		10,000.00		1,460.25	14.60
850.000 COMMUNICATIONS	2,780.32		3,200.00		693.45	21.67
890.000 SAFETY	595.77		1,000.00		0.00	0.00
917.000 WATER & SEWER QTR. BILLING	591.60		700.00		147.90	21.13
920.000 ELECTRIC/NATURAL GAS	11,723.01		12,000.00		3,601.38	30.01
930.000 REPAIRS	295.00		0.00		0.00	0.00
930.001 MAINT-EQUIPMENT	0.00		500.00		0.00	0.00
930.200 MAINT-GROUNDS	125.67		500.00		231.62	46.32
930.300 MAINT-BUILDINGS	1,154.45		2,000.00		0.00	0.00
935.000 PROPERTY/LIABILITY INSURANCE	10,617.76		10,000.00		0.00	0.00
940.100 POSTAGE METER LEASE	1,816.56		2,000.00		454.14	22.71
955.000 MISC.	0.00		250.00		0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	5,353.80		0.00		12,253.25	100.00
Net - Dept 265 - TWP HALL & GROUNDS	(58,516.94)		(52,550.00)		(21,220.75)	
Dept 266 - LEGAL/ATTORNEY						
826.000 LEGAL FEES	41,488.49		80,000.00		17,166.16	21.46
826.500 LEGAL FEES-ASSESSOR	0.00		0.00		5,700.16	100.00
Net - Dept 266 - LEGAL/ATTORNEY	(41,488.49)		(80,000.00)		(22,866.32)	
Dept 371 - BUILDING						
702.000 SALARIES & WAGES	78,708.67		82,508.00		17,166.05	20.81
702.500 OVERTIME	1,102.55		1,000.00		347.91	34.79
708.000 UNEMPLOYMENT	865.80		866.00		697.13	80.50
709.000 EMPLR FICA CONTR	4,779.03		5,177.00		1,030.24	19.90
711.000 EMPLR MEDICARE CONTR	1,117.65		1,211.00		240.94	19.90
716.000 EMPLR RETIREMENT CONTR	5,985.87		6,263.00		1,313.54	20.97
718.500 HEALTH INSURANCE	38,642.98		40,400.00		9,608.60	23.78
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,294.70)		(3,062.00)		(736.02)	24.04
719.000 DENTAL INSURANCE	3,225.54		3,304.00		811.50	24.56
719.800 VISION INSURANCE	175.44		682.00		95.64	14.02
719.900 VISION INS-EE CONTRIBUTIONS	(87.72)		(340.00)		(47.82)	14.06
724.000 WORKER'S COMP	318.97		404.00		85.09	21.06
725.000 LIFE & DISABILITY BENEFIT	521.73		640.00		149.34	23.33
752.000 OFFICE SUPPLIES	256.97		400.00		14.48	3.62
754.000 OPERATING SUPPLIES	105.84		500.00		0.00	0.00
759.000 GAS/FUEL	1,056.68		1,200.00		147.34	12.28
767.000 UNIFORMS	183.78		100.00		0.00	0.00
775.100 VEHICLE CLEANING	16.00		125.00		0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		500.00		0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	129,080.12		119,300.00		31,020.00	26.00
850.000 COMMUNICATIONS	591.81		800.00		154.09	19.26
851.000 MAIL/POSTAGE	33.50		35.00		0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	76.30		250.00		0.00	0.00
880.000 COMMUNITY PROMOTION	595.00		600.00		0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	420.00		500.00		2,740.00	548.00
910.100 SEMINAR LODGING	412.92		500.00		0.00	0.00
910.200 SEMINAR MEALS	244.65		200.00		157.60	78.80
915.000 MEMBERSHIP & DUES	1,108.00		1,100.00		420.00	38.18
930.000 VEHICLE REPAIRS & MAINTENANCE	60.85		300.00		145.97	48.66
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		2,000.00		0.00	0.00
Net - Dept 371 - BUILDING	(267,304.23)		(267,463.00)		(65,561.62)	
Dept 441 - PUBLIC WORKS						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	17,161.41		31,500.00		0.00	0.00
920.000 STREET LIGHTING	22,647.21		22,500.00		5,926.72	26.34
962.000 DRAINS AT LARGE	26,448.61		27,000.00		28,155.34	104.28
967.000 CONTRIBUTIONS TO ROAD COMMISSION	111,014.39		483,000.00		0.00	0.00
967.100 CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00		10,000.00		0.00	0.00
970.100 SIDEWALKS AND NON MOTORIZED PATHS	0.00		100,000.00		0.00	0.00
Net - Dept 441 - PUBLIC WORKS	(177,271.62)		(674,000.00)		(34,082.06)	
Dept 701 - PLANNING						
702.000 SALARIES & WAGES	58,299.22		120,975.00		12,924.11	10.68
707.000 PER DIEM	11,305.00		16,255.00		0.00	0.00
708.000 UNEMPLOYMENT	530.83		914.00		368.10	40.24
709.000 EMPLR FICA CONTR	4,208.36		8,508.00		772.88	9.08

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ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)			03/31/2019 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
711.000 EMPLR MEDICARE CONTR	984.22		1,990.00	180.74		9.08
716.000 EMPLR RETIREMENT CONTR	4,065.94		8,998.00	969.30		10.77
718.500 HEALTH INSURANCE	19,266.91		40,400.00	4,811.06		11.91
718.700 HEALTH INS-EE CONTRIBUTIONS	(879.44)		(2,705.00)	(282.03)		10.43
719.000 DENTAL INSURANCE	879.09		2,602.00	230.34		8.85
719.800 VISION INSURANCE	114.48		591.00	62.40		10.56
719.900 VISION INS-EE CONTRIBUTIONS	(57.24)		(295.00)	(31.20)		10.58
724.000 WORKER'S COMP	312.74		792.00	79.56		10.05
725.000 LIFE & DISABILITY BENEFIT	339.78		775.00	86.93		11.22
752.000 OFFICE SUPPLIES	22.25		250.00	0.00		0.00
767.000 UNIFORMS	49.50		100.00	0.00		0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		100.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,298.00		28,000.00	8,966.50		32.02
851.000 MAIL/POSTAGE	12.93		0.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	302.77		600.00	0.00		0.00
900.000 PRINTING & PUBLISHING	7,456.41		10,000.00	1,079.42		10.79
910.000 PROFESSIONAL DEVELOPMENT	608.00		1,795.00	220.00		12.26
910.100 SEMINAR LODGING	0.00		400.00	0.00		0.00
910.200 SEMINAR MEALS	0.00		150.00	0.00		0.00
915.000 MEMBERSHIP & DUES	800.00		1,000.00	0.00		0.00
955.000 MISC.	49.66		250.00	0.00		0.00
Net - Dept 701 - PLANNING	(118,969.41)		(242,445.00)	(30,438.11)		
Dept 751 - PARKS & RECREATION						
702.000 SALARIES & WAGES	19,390.34		27,338.00	1,098.21		4.02
702.500 OVERTIME	2,831.45		3,800.00	0.00		0.00
708.000 UNEMPLOYMENT	1,010.14		1,421.00	55.11		3.88
709.000 EMPLR FICA CONTR	1,995.30		3,223.00	63.87		1.98
711.000 EMPLR MEDICARE CONTR	466.59		754.00	14.94		1.98
712.000 TEMPORARY LABOR	10,809.50		20,852.00	0.00		0.00
716.000 EMPLR RETIREMENT CONTR	1,630.02		2,238.00	82.36		3.68
718.500 HEALTH INSURANCE	10,406.97		20,200.00	703.73		3.48
718.700 HEALTH INS-EE CONTRIBUTIONS	(698.53)		(1,531.00)	(97.07)		6.34
719.000 DENTAL INSURANCE	865.62		1,652.00	56.68		3.43
719.800 VISION INSURANCE	115.48		341.00	20.58		6.04
719.900 VISION INS-EE CONTRIBUTIONS	(57.75)		(170.00)	(10.29)		6.05
724.000 WORKER'S COMP	554.27		1,089.00	23.00		2.11
725.000 LIFE & DISABILITY BENEFIT	52.95		240.00	19.21		8.00
754.000 OPERATING SUPPLIES	3,594.65		4,000.00	151.16		3.78
759.000 GAS/FUEL	1,584.66		2,000.00	0.00		0.00
767.000 UNIFORMS	330.00		500.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,737.39		25,500.00	1,169.36		4.59
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		100.00	0.00		0.00
890.000 SAFETY	62.43		1,500.00	0.00		0.00
900.000 PRINTING & PUBLISHING	126.75		500.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,800.00	0.00		0.00
917.000 WATER & SEWER QTR. BILLING	3,590.81		4,000.00	735.01		18.38
920.000 ELECTRIC/NATURAL GAS	4,319.20		6,250.00	941.89		15.07
930.000 REPAIRS	0.00		5,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	7,442.93		2,000.00	0.00		0.00
930.200 MAINT-GROUNDS	1,316.72		36,900.00	231.61		0.63
930.250 MAINT-DOG PARK	2,735.00		4,000.00	1,625.00		40.63
930.300 MAINT-BUILDINGS	2,566.33		2,500.00	7.98		0.32
933.000 MAINT-VEHICLES	104.79		500.00	0.00		0.00
955.000 MISC.	161.11		200.00	19.49		9.75
967.000 PROJECTS	37,000.00		0.00	0.00		0.00
977.000 NEW EQUIPMENT PURCHASE	1,737.00		11,500.00	169.66		1.48
Net - Dept 751 - PARKS & RECREATION	(119,782.12)		(190,197.00)	(7,081.49)		
Dept 901 - CAPITAL OUTLAY						
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	9,025.81		0.00	0.00		0.00
Net - Dept 901 - CAPITAL OUTLAY	(9,025.81)		0.00	0.00		
Dept 910 - DEBT SERVICE-LEASES						
991.500 LEASE PAYABLE PRINCIPAL	10,569.84		11,448.00	2,861.73		25.00
992.500 LEASE PAYABLE INTEREST	2,719.92		1,845.00	460.74		24.97
Net - Dept 910 - DEBT SERVICE-LEASES	(13,289.76)		(13,293.00)	(3,322.47)		

ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018			NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	2,035,342.95		1,960,800.00		526,666.24	26.86
TOTAL EXPENDITURES	1,458,391.45		2,245,169.00		294,421.93	13.11
NET OF REVENUES & EXPENDITURES	576,951.50		(284,369.00)		232,244.31	81.67

ACCOUNT DESCRIPTION	END BALANCE 12/31/2018		2019 AMENDED BUDGET	YTD BALANCE 03/31/2019		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND						
Dept 000 - NONE						
402.000	CURRENT REAL PROPERTY TAX	595,618.75	600,000.00	572,258.79		95.38
402.001	PROPERTY TAX REFUNDS-MTT	(321.57)	(10,000.00)	0.00		0.00
402.002	PILOT TAX	7,710.14	6,200.00	(220.88)		(3.56)
402.100	PRIOR YEARS PROPERTY TAXES	(182.45)	0.00	(25.60)		100.00
420.000	DELQ PERSONAL PROPERTY TAXES	414.72	500.00	0.00		0.00
445.000	INTEREST ON TAXES	109.06	350.00	0.00		0.00
543.000	STATE GRANT-PUBLIC SAFETY	6,075.64	5,500.00	0.00		0.00
573.000	STATE AID REVENUE-LCSA	13,863.35	10,000.00	8,992.25		89.92
600.200	FIRE PROTECTION - EDDA	64,013.00	70,000.00	0.00		0.00
600.300	FIRE PROTECTION - WDDA	45,642.00	50,000.00	0.00		0.00
665.000	INTEREST EARNED	20,092.57	7,000.00	6,506.41		92.95
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	30,000.00	0.00		0.00
Net - Dept 000 - NONE		753,035.21	769,550.00	587,510.97		
Dept 336 - FIRE DEPARTMENT						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	699,000.00	763,700.00	182,850.00		23.94
801.025	HYDRANT FLUSHING	0.00	45,000.00	0.00		0.00
934.000	FIRE HYDRANT REPAIRS	0.00	5,150.00	0.00		0.00
Net - Dept 336 - FIRE DEPARTMENT		(699,000.00)	(813,850.00)	(182,850.00)		
Dept 901 - CAPITAL OUTLAY						
976.312	CAPITAL OUTLAY-FIRE TRUCK	0.00	478,000.00	0.00		0.00
Net - Dept 901 - CAPITAL OUTLAY		0.00	(478,000.00)	0.00		
Fund 206 - FIRE FUND:						
TOTAL REVENUES		753,035.21	769,550.00	587,510.97		76.34
TOTAL EXPENDITURES		699,000.00	1,291,850.00	182,850.00		14.15
NET OF REVENUES & EXPENDITURES		54,035.21	(522,300.00)	404,660.97		77.48

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	395,403.52		400,000.00	0.00	0.00
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	258.10		1,000.00	0.00	0.00
445.000 INTEREST ON TAXES	372.92		500.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	55,479.69		30,000.00	0.00	0.00
665.000 INTEREST EARNED	17,699.07		10,000.00	4,503.44	45.03
671.000 OTHER REVENUE	11,765.69		100.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,170.75		5,570.00	486.75	8.74
801.003 SIDEWALK SNOWPLOWING	2,350.00		5,500.00	8,700.00	158.18
801.004 RIGHT OF WAY LAWN CARE	11,740.00		13,000.00	0.00	0.00
801.005 IRRIGATION / LIGHTING REPAIRS	17,949.05		12,000.00	241.75	2.01
801.007 FLOWER / LANDSCAPE MAINTENANCE	18,067.00		18,000.00	0.00	0.00
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,851.91		20,000.00	4,500.00	22.50
826.000 LEGAL FEES	0.00		500.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00		5,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00		250.00	0.00	0.00
917.000 WATER TO IRRIGATION SYSTEM	14,093.04		12,500.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	10,193.87		12,000.00	3,507.40	29.23
935.000 PROPERTY/LIABILITY INSURANCE	1,458.03		1,400.00	0.00	0.00
940.000 LEASE/RENT	550.00		700.00	0.00	0.00
955.000 MISC.	39.00		0.00	0.00	0.00
967.000 PROJECTS	2,688.00		110,000.00	19,521.00	17.75
Net - Dept 000 - NONE	372,828.34		220,930.00	(32,453.46)	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	64,013.00		64,000.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(64,013.00)		(64,000.00)	0.00	
Dept 728 - ECONOMIC DEVELOPMENT					
967.200 WATER SYSTEM PROJECTS	159,851.58		0.00	0.00	0.00
967.300 SEWER SYSTEM PROJECTS	19,235.00		160,260.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	107,043.30		0.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(286,129.88)		(160,260.00)	0.00	
Fund 248 - EDDA OPERATING:					
TOTAL REVENUES	480,978.99		437,350.00	4,503.44	1.03
TOTAL EXPENDITURES	458,293.53		440,680.00	36,956.90	8.39
NET OF REVENUES & EXPENDITURES	22,685.46		(3,330.00)	(32,453.46)	974.58

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019	03/31/2019	
Fund 250 - WDDA OPERATING					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	601,336.22		304,000.00	0.00	0.00
402.001 PROPERTY TAX REFUNDS-BOR MTT	(139.29)		(4,000.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	0.00		200.00	0.00	0.00
445.000 INTEREST ON TAXES	86.02		250.00	0.00	0.00
665.000 INTEREST EARNED	8,275.09		7,000.00	3,675.90	52.51
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	0.00		500,000.00	0.00	0.00
Net - Dept 000 - NONE	609,258.04		(193,420.00)	3,675.90	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(45,642.00)		(45,600.00)	0.00	
Dept 728 - ECONOMIC DEVELOPMENT					
967.300 SEWER SYSTEM PROJECTS	19,256.35		0.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(19,256.35)		(70,000.00)	0.00	
Dept 996 - TRANSFER OUT					
999.396 TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,663.31		0.00	0.00	0.00
Net - Dept 996 - TRANSFER OUT	(272,663.31)		0.00	0.00	
Fund 250 - WDDA OPERATING:					
TOTAL REVENUES	609,558.04		307,450.00	3,675.90	1.20
TOTAL EXPENDITURES	337,861.66		616,470.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	271,696.38		(309,020.00)	3,675.90	1.19

ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND						
Dept 000 - NONE						
582.000 CONTRIBUTION FROM TRIBE	256,974.00		0.00		0.00	0.00
665.000 INTEREST EARNED	1,853.37		1,800.00		782.17	43.45
Net - Dept 000 - NONE	258,827.37		1,800.00		782.17	
Dept 728 - ECONOMIC DEVELOPMENT						
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	38,487.00		0.00		0.00	0.00
967.400 STREET/ROAD PROJECTS	0.00		180,000.00		0.00	0.00
967.600 PARKS PROJECTS	3,529.00		38,470.00		6,750.00	17.55
Net - Dept 728 - ECONOMIC DEVELOPMENT	(42,016.00)		(218,470.00)		(6,750.00)	
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES	258,827.37		1,800.00		782.17	43.45
TOTAL EXPENDITURES	42,016.00		218,470.00		6,750.00	3.09
NET OF REVENUES & EXPENDITURES	216,811.37		(216,670.00)		(5,967.83)	2.75

User: SHERRIE

PERIOD ENDING 03/31/2019

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	03/31/2019	
Fund 590 - SEWER FUND					
Dept 000 - NONE					
456.000 CONNECTION FEE	86,974.12		100,000.00	0.00	0.00
539.000 STATE GRANTS	326,802.49		0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	38,491.35		0.00	0.00	0.00
627.000 SERVICE	1,289,236.80		1,316,667.00	326,687.17	24.81
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00	0.00
628.000 INSPECTION FEE	1,800.00		500.00	0.00	0.00
655.000 FINES & FORFEITURES	27,993.26		20,500.00	9,240.32	45.07
665.000 INTEREST EARNED	50,588.77		30,000.00	11,266.41	37.55
665.100 INTEREST EARNED-SPEC ASSESS	688.58		5,600.00	0.00	0.00
670.000 DEBT RETIREMENT	1,098,994.85		1,091,503.00	276,572.62	25.34
670.100 DEBT SERVICE (SEWER 1) CITY ANNEX	600.00		300.00	0.00	0.00
671.000 OTHER REVENUE	5,723.47		500.00	1,962.39	392.48
672.500 REVENUE-SPECIAL ASSESS	0.00		23,000.00	15,422.23	67.05
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		5,500.00	4,500.00	81.82
Net - Dept 000 - NONE	2,927,893.69		2,592,570.00	645,651.14	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	220,465.40		256,918.00	51,156.19	19.91
702.500 OVERTIME	4,940.67		4,950.00	1,514.03	30.59
708.000 UNEMPLOYMENT	2,244.64		2,727.00	1,542.09	56.55
709.000 EMPLR FICA CONTR	14,134.38		16,591.00	3,195.35	19.26
711.000 EMPLR MEDICARE CONTR	3,306.00		3,880.00	747.36	19.26
712.000 TEMPORARY LABOR	6,700.00		11,440.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	15,818.78		18,270.00	3,722.92	20.38
718.500 HEALTH INSURANCE	61,955.95		71,314.00	19,986.32	28.03
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,897.09)		(4,488.00)	(1,186.16)	26.43
719.000 DENTAL INSURANCE	3,522.22		4,262.00	1,200.07	28.16
719.800 VISION INSURANCE	269.31		763.00	150.72	19.75
719.900 VISION INS-EE CONTRIBUTIONS	(134.65)		(381.00)	(75.36)	19.78
724.000 WORKER'S COMP	1,700.35		2,274.00	448.95	19.74
725.000 LIFE & DISABILITY BENEFIT	1,045.55		1,777.00	318.71	17.94
726.000 COMPENSATED ABSENCES	5,632.01		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	820.23		4,000.00	323.23	8.08
754.000 OPERATING SUPPLIES	4,526.72		10,000.00	802.92	8.03
759.000 GAS/FUEL	9,122.29		10,000.00	1,319.98	13.20
767.000 UNIFORMS	817.61		3,000.00	100.00	3.33
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	42,912.07		23,500.00	7,931.07	33.75
826.000 LEGAL FEES	21,222.28		10,000.00	2,078.00	20.78
850.000 COMMUNICATIONS	2,035.64		3,500.00	426.34	12.18
851.000 MAIL/POSTAGE	2,350.00		4,000.00	1,000.00	25.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	481.63		750.00	118.61	15.81
890.000 SAFETY	7,905.74		6,000.00	1,382.34	23.04
900.000 PRINTING & PUBLISHING	360.37		750.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	870.00		5,000.00	430.00	8.60
910.100 SEMINAR LODGING	97.17		1,000.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		500.00	0.00	0.00
915.000 MEMBERSHIP & DUES	537.50		1,200.00	83.00	6.92
920.000 ELECTRIC/NATURAL GAS	67,044.88		77,500.00	19,145.45	24.70
930.000 REPAIRS	6,790.55		175,000.00	0.00	0.00
930.001 MAINT-EQUIPMENT	1,145.32		27,000.00	858.79	3.18
930.200 MAINT-GROUNDS	845.14		5,750.00	231.61	4.03
930.300 MAINT-BUILDINGS	856.62		5,000.00	434.40	8.69
933.000 MAINT-VEHICLES	2,687.68		6,000.00	12,866.65	214.44
933.500 MAINT-LIFT STATIONS	8,740.59		310,000.00	2,552.61	0.82
934.300 OPTO 22 MAINTENANCE	11,354.90		15,000.00	75.34	0.50
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,890.00		5,500.00	2,272.52	41.32
935.000 PROPERTY/LIABILITY INSURANCE	18,182.13		16,600.00	0.00	0.00
955.000 MISC.	21.00		0.00	0.00	0.00
972.013 HOOKUP LABOR & MATERIAL	0.00		10,000.00	0.00	0.00
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		215,000.00	19,820.90	9.22
975.000 BUILDINGS, BUILDING ADDITIONS & IMPRO'	0.00		0.00	22,462.87	100.00
977.000 NEW EQUIPMENT PURCHASE	1,417.02		19,750.00	2,415.42	12.23
980.000 NEW OFFICE EQUIPMENT & FURNITURE	344.98		2,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	5,305.25		13,645.00	3,463.50	25.38
981.000 NEW VEHICLE PURCHASE	0.00		0.00	25,183.00	100.00
Net - Dept 536 - WATER/SEWER SYSTEMS	(560,388.83)		(1,377,242.00)	(210,499.74)	
Dept 540 - WWTP					
702.000 SALARIES & WAGES	223,841.27		277,651.00	57,394.14	20.67
702.500 OVERTIME	10,751.27		11,200.00	3,515.98	31.39
708.000 UNEMPLOYMENT	1,709.78		2,132.00	1,841.83	86.39
709.000 EMPLR FICA CONTR	14,356.64		18,063.00	3,686.27	20.45
711.000 EMPLR MEDICARE CONTR	3,357.58		4,224.00	862.12	20.41

ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
712.000 TEMPORARY LABOR	1,739.50		8,320.00		0.00	0.00
716.000 EMPLR RETIREMENT CONTR	17,593.62		21,664.00		4,568.25	21.09
718.500 HEALTH INSURANCE	72,340.78		101,000.00		24,075.13	23.84
718.700 HEALTH INS-EE CONTRIBUTIONS	(3,845.82)		(6,944.00)		(1,668.09)	24.02
719.000 DENTAL INSURANCE	4,600.14		6,758.00		1,682.17	24.89
719.800 VISION INSURANCE	412.23		1,180.00		294.96	25.00
719.900 VISION INS-EE CONTRIBUTIONS	(206.12)		(590.00)		(147.48)	25.00
724.000 WORKER'S COMP	2,881.80		4,172.00		838.59	20.10
725.000 LIFE & DISABILITY BENEFIT	1,241.98		1,431.00		407.06	28.45
743.000 CHEMICALS	39,767.90		45,000.00		12,008.37	26.69
744.000 LAB EQUIPMENT & SUPPLIES	18,341.26		25,000.00		4,652.02	18.61
752.000 OFFICE SUPPLIES	449.73		500.00		109.94	21.99
754.000 OPERATING SUPPLIES	10,155.02		11,500.00		2,056.84	17.89
759.000 GAS/FUEL	1,932.79		3,000.00		659.98	22.00
767.000 UNIFORMS	1,579.29		2,000.00		100.00	5.00
774.100 BIOXIDE	50,252.65		60,000.00		19,588.99	32.65
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	32,301.90		36,250.00		10,984.90	30.30
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	21,426.60		32,000.00		0.00	0.00
801.300 CONT. SERV. - LAB ANALYSIS	5,962.00		5,500.00		3,641.00	66.20
850.000 COMMUNICATIONS	3,517.72		3,500.00		722.35	20.64
851.000 MAIL/POSTAGE	107.95		750.00		66.63	8.88
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		500.00		0.00	0.00
890.000 SAFETY	4,394.51		7,500.00		1,893.60	25.25
900.000 PRINTING & PUBLISHING	1,055.85		500.00		0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,880.00		4,000.00		2,960.00	74.00
910.100 SEMINAR LODGING	0.00		750.00		0.00	0.00
910.200 SEMINAR MEALS	0.00		250.00		0.00	0.00
915.000 MEMBERSHIP & DUES	228.00		500.00		0.00	0.00
917.000 PROPANE	3,056.30		12,000.00		0.00	0.00
920.000 ELECTRIC/NATURAL GAS	144,781.21		176,000.00		38,810.59	22.05
920.200 WATER & SEWER QTR. BILLING	9,387.40		0.00		2,099.50	100.00
930.001 MAINT-EQUIPMENT	2,181.59		11,500.00		572.50	4.98
930.200 MAINT-GROUNDS	2,706.89		2,500.00		231.61	9.26
930.300 MAINT-BUILDINGS	3,815.76		5,000.00		545.57	10.91
933.000 MAINT-VEHICLES	569.72		2,500.00		231.36	9.25
934.300 OPTO 22 MAINTENANCE	4,105.35		6,000.00		75.33	1.26
934.981 SAMPLING EQUIPMENT MAINT.	435.38		4,000.00		937.18	23.43
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	8,340.27		15,000.00		2,040.53	13.60
934.983 SECONDARY TREAT EQUIP. MAINT.	6,827.86		25,000.00		942.18	3.77
934.984 SOLIDS EQUIPMENT MAINT.	9,173.22		15,000.00		902.49	6.02
934.985 DISINFECTION EQUIPMENT MAINT.	5,496.72		6,000.00		0.00	0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,900.98		6,000.00		167.78	2.80
934.987 TERTIARY FILTER MAINT.	6,620.53		38,000.00		0.00	0.00
935.000 PROPERTY/LIABILITY INSURANCE	13,582.71		17,500.00		0.00	0.00
949.000 IPP	0.00		500.00		0.00	0.00
958.100 PERMITS & FEES	8,371.40		13,000.00		5,760.00	44.31
977.000 NEW EQUIPMENT PURCHASE	4,373.98		222,000.00		2,245.75	1.01
980.000 NEW OFFICE EQUIPMENT & FURNITURE	423.59		750.00		0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	3,259.31		11,445.00		1,513.34	13.22
Net - Dept 540 - WWTP	(783,537.99)		(1,278,956.00)		(213,871.26)	
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	39,847.76		39,850.00		0.00	0.00
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	55,070.95		45,475.00		22,736.25	50.00
996.001 BOND - PAYING AGENT FEES	750.00		800.00		0.00	0.00
996.003 BOND INTEREST-RURAL DEVELOPMENT	153,104.71		151,890.00		0.00	0.00
Net - Dept 906 - DEBT SERVICE	(248,773.42)		(238,015.00)		(22,736.25)	
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST	431.16		400.00		255.52	63.88
Net - Dept 910 - DEBT SERVICE-LEASES	(431.16)		(400.00)		(255.52)	
Dept 960 - DEPRECIATION EXPENSE						
969.000 DEPRECIATION EXPENSE	663,102.75		700,000.00		0.00	0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(663,102.75)		(700,000.00)		0.00	

ACCOUNT DESCRIPTION	END BALANCE 12/31/2018		2019 AMENDED BUDGET	YTD BALANCE 03/31/2019		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
TOTAL REVENUES	2,927,893.69		2,592,570.00	645,651.14		24.90
TOTAL EXPENDITURES	2,256,234.15		3,594,613.00	447,362.77		12.45
NET OF REVENUES & EXPENDITURES	671,659.54		(1,002,043.00)	198,288.37		19.79

User: SHERRIE

PERIOD ENDING 03/31/2019

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE	2019 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)		03/31/2019 NORMAL (ABNORMAL)	
Fund 591 - WATER FUND				
Dept 000 - NONE				
450.000 WATER SALES	1,370,507.57	1,263,127.00	317,000.11	25.10
450.100 BULK WATER SALES	605.00	2,000.00	0.00	0.00
450.200 FINAL READ	1,830.00	1,700.00	275.00	16.18
450.300 TURN-OFF	2,283.00	2,000.00	390.00	19.50
452.000 LATERALS	4,596.00	5,000.00	0.00	0.00
454.000 BENEFIT FEES	32,775.00	30,000.00	924.60	3.08
459.000 CONNECTION FEES	118,270.00	50,000.00	575.00	1.15
479.000 REVENUE-REPLACEMENT METERS	0.00	500.00	0.00	0.00
539.000 STATE GRANTS	29,349.00	0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	159,851.58	0.00	0.00	0.00
628.000 INSPECTION FEE	1,600.00	1,000.00	0.00	0.00
655.000 FINES & FORFEITURES	16,386.94	16,000.00	4,720.48	29.50
665.000 INTEREST EARNED	49,562.98	29,000.00	10,380.83	35.80
665.100 INTEREST EARNED-SPEC ASSESS	4,030.91	5,700.00	0.00	0.00
667.300 LEASES - TOWER RENTAL	42,493.05	51,850.00	12,527.45	24.16
671.000 OTHER REVENUE	8,318.69	1,000.00	17,435.91	1,743.59
672.500 REVENUE-SPECIAL ASSESS	0.00	10,200.00	9,634.05	94.45
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	4,500.00	900.00
Net - Dept 000 - NONE	1,842,459.72	1,469,577.00	378,363.43	
Dept 536 - WATER/SEWER SYSTEMS				
702.000 SALARIES & WAGES	349,181.94	376,643.00	76,709.54	20.37
702.500 OVERTIME	25,121.81	27,950.00	5,777.74	20.67
708.000 UNEMPLOYMENT	3,506.21	3,593.00	2,244.85	62.48
709.000 EMPLR FICA CONTR	23,359.83	25,292.00	5,011.16	19.81
711.000 EMPLR MEDICARE CONTR	5,462.44	5,915.00	1,171.81	19.81
712.000 TEMPORARY LABOR	9,598.50	11,440.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	26,813.22	28,974.00	5,890.46	20.33
718.500 HEALTH INSURANCE	105,047.25	116,514.00	28,805.60	24.72
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,519.79)	(7,552.00)	(1,805.08)	23.90
719.000 DENTAL INSURANCE	7,026.09	8,392.00	1,924.23	22.93
719.800 VISION INSURANCE	463.63	1,105.00	223.86	20.26
719.900 VISION INS-EE CONTRIBUTIONS	(231.75)	(550.00)	(111.86)	20.34
724.000 WORKER'S COMP	5,531.96	7,331.00	1,413.02	19.27
725.000 LIFE & DISABILITY BENEFIT	1,836.41	2,302.00	468.22	20.34
726.000 COMPENSATED ABSENCES	1,389.17	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	890.54	4,000.00	495.45	12.39
753.000 PROCESS CHEMICALS/CHLORINE	41,312.11	45,000.00	6,070.75	13.49
754.000 OPERATING SUPPLIES	10,191.05	12,500.00	1,756.59	14.05
759.000 GAS/FUEL	9,639.93	10,000.00	1,502.54	15.03
767.000 UNIFORMS	917.61	3,000.00	100.00	3.33
774.100 MXU	8,100.00	14,000.00	4,050.00	28.93
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,540.77	23,650.00	6,084.42	25.73
801.002 LAB FEES	8,825.65	10,000.00	2,393.69	23.94
801.025 HYDRANT FLUSHING	0.00	(45,000.00)	0.00	0.00
801.800 WATER STUDY	58,218.34	0.00	0.00	0.00
826.000 LEGAL FEES	21,222.29	10,000.00	2,078.00	20.78
850.000 COMMUNICATIONS	6,318.36	9,000.00	1,188.30	13.20
851.000 MAIL/POSTAGE	2,670.33	2,440.00	1,000.00	40.98
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	479.65	1,000.00	107.01	10.70
890.000 SAFETY	4,530.95	6,000.00	1,382.33	23.04
900.000 PRINTING & PUBLISHING	2,229.62	3,500.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,880.00	6,000.00	730.00	12.17
910.100 SEMINAR LODGING	97.18	1,000.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	450.00	0.00	0.00
915.000 MEMBERSHIP & DUES	773.50	900.00	75.00	8.33
920.000 ELECTRIC/NATURAL GAS	128,768.21	154,000.00	34,911.48	22.67
930.000 REPAIRS	2,521.38	62,500.00	0.00	0.00
930.001 MAINT-EQUIPMENT	11,416.28	15,000.00	2,086.13	13.91
930.200 MAINT-GROUNDS	1,540.52	5,750.00	332.62	5.78
930.300 MAINT-BUILDINGS	2,793.78	10,000.00	291.07	2.91
933.000 MAINT-VEHICLES	3,023.29	6,000.00	12,866.66	214.44
933.100 MAINT-WATER WELLS	5,015.00	60,000.00	7,822.00	13.04
933.200 MAINT-TREATMENT PLANTS	11,040.21	37,500.00	38,689.22	103.17
933.300 MAINT-WATER TOWERS	4,962.11	10,000.00	1,853.44	18.53
934.300 OPTO 22 MAINTENANCE	3,760.10	8,000.00	75.33	0.94
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,204.98	3,700.00	2,017.83	54.54
935.000 PROPERTY/LIABILITY INSURANCE	20,354.37	17,500.00	0.00	0.00
940.500 ROYALTIES	4,712.64	4,500.00	915.84	20.35
955.000 MISC.	524.58	0.00	0.00	0.00
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	12,326.58	0.00	0.00	0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00	0.00	1,520.00	100.00
972.013 HOOKUP LABOR & MATERIAL	172,692.14	50,000.00	0.00	0.00
975.000 BUILDINGS, BUILDING ADDITIONS & IMPRO'	0.00	0.00	22,462.88	100.00
977.000 NEW EQUIPMENT PURCHASE	1,396.14	21,250.00	10,291.28	48.43

ACCOUNT DESCRIPTION	END BALANCE 12/31/2018		2019		% BDGT USED
	NORMAL	(ABNORMAL)	AMENDED	BUDGET	
Fund 591 - WATER FUND					
977.600 METER REPLACEMENT PROGRAM	6,870.00		15,000.00		14.40
980.000 NEW OFFICE EQUIPMENT & FURNITURE	344.98		2,000.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	7,318.16		13,645.00		25.38
981.000 NEW VEHICLE PURCHASE	0.00		0.00		100.00
Net - Dept 536 - WATER/SEWER SYSTEMS	(1,175,010.25)		(1,221,134.00)		(323,679.91)
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,579.00		0.00
996.001 BOND - PAYING AGENT FEES	750.00		800.00		0.00
996.002 BOND INTEREST - (2010 WATER)	59,821.06		57,500.00		50.25
Net - Dept 906 - DEBT SERVICE	(62,149.81)		(59,879.00)		(28,896.25)
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	519.96		500.00		17.60
Net - Dept 910 - DEBT SERVICE-LEASES	(519.96)		(500.00)		(87.99)
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	353,540.01		350,000.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(353,540.01)		(350,000.00)		0.00
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,842,459.72		1,469,577.00		25.75
TOTAL EXPENDITURES	1,591,220.03		1,631,513.00		21.62
NET OF REVENUES & EXPENDITURES	251,239.69		(161,936.00)		15.87
TOTAL REVENUES - ALL FUNDS	8,908,095.97		7,539,097.00		28.48
TOTAL EXPENDITURES - ALL FUNDS	6,843,016.82		10,038,765.00		13.16
NET OF REVENUES & EXPENDITURES	2,065,079.15		(2,499,668.00)		33.05

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 18, 2019

Policy Review: 2.6 Asset Protection
Type of Review: Internal by Manager
Review Interval: Annual
Review Month: April 2019

Policy Wording

Township Management shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 2.6.1 Fail to insure against theft and casualty losses to at least 80% percent replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.
- 2.6.2 Allow un-bonded personnel access to material amounts of funds.
- 2.6.3 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 2.6.4 Operate without proper risk management toward continuous operations and services.
- 2.6.5 Unnecessarily expose the organization, its board or staff to claims of liability.
- 2.6.6 Make any asset purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) without having obtained comparative prices and quality; (c) without a stringent method of assuring the balance of long-term quality and cost.
 - A. Exception: sole source vendors
 - B. Exception: emergency purchases

- 2.6.7 Fail to protect intellectual property, information and files from loss or significant damage.
- 2.6.8 Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 2.6.9 Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in noninterest- bearing accounts except where necessary to facilitate ease in operational transactions.
- 2.6.10 Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
- 2.6.11 Fail to operate without seeking best practices and continuous improvement in operations.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is sufficient maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's standards, 5) that the township, when making purchase ensures that proper procurement practices have been followed, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a manner consistent with best practices.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the sub units of the policy that is clearly written and approved by the Board of Trustees.

Data

- Township assets are currently insured under the Michigan Township Association PAR Plan which is updated annually
- Vehicle fleet is regularly maintained and/or replaced to ensure employee safety
- Water and Wastewater infrastructures and equipment are maintained on a regular basis. For example, considerable money was spent on manhole and lift station rehabilitation and repairs in the sewer system. On the water side, tower and well scheduled maintenance was performed.
- Purchases are made following a procurement process that requires board approval
- Computer backups are performed daily, and testing is performed a few times per year to ensure prevention of information loss or significant damage
- IT security awareness training occurs throughout the year

- Auditors are contacted on a regular basis when questions arise related to proper internal controls
- Cash is invested in appropriate ways to promote safety and soundness along with maximum return on investment
- Finance Director maintains list of assets that is verified by auditors
- Finance Director attends training regularly through the Michigan Government Finance Officers Association to seek out advice in best practices and continuous improvements in financial operations
- Audited Financial Statements by external auditors received an opinion that statement fairly reflected the financial condition of the organization in all material respects

Compliance

The Township Management Team is in compliance with the policy as stated.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 18, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/24/2019
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action Emergency

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

Finance Approval N/A

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014 and 2018. 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 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

Board Policy 3.4 – Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation

3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.

3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.

3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.

3.4.2.2 Governance education and education related to Ends determination, (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.

3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

- 3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

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 April 24, 2019.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe the Board 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 the Board is not in compliance?

3. How do you think the Board could improve our process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by its' policies more completely?