



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**July 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. Recreation Authority Presentation to advance community swimming pool – Krystal Campbell
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. July Monthly Activity Report Board of Trustees
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
    1. 6/18/19 approved PC Minutes
    2. 6/5/19 ZBA Minutes
  - B. Minutes – July 10, 2019- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. (Smith) Award bid for 2019 Sanitary Sewer Cleaning and Televising to Perceptive Services
10. NEW BUSINESS
  - A. Discussion/Action: (Stuhldreher) Compensation/Classification Study Presentation

- B. Discussion/Action: (Stuhldreher) Consider Resolution in support of Creation of a recreational authority to advance community dialogue regarding an aquatic center
- C. Discussion/Action: Adopt Zoning Text Amendment Ordinance 2019-04 Solar Energy Systems Regulations and Publish notice of adoption in the Morning Sun Newspaper
- D. Discussion/Action: Policy Governance 2.0 Global Executive Constraint
- E. Discussion/Action: Policy Governance 2.5 Financial Condition and Activities
- F. Discussion/Action: (Board of Trustees) Review Manager Compliance with Policy Governance Policy 2.5.10 - – Cashflow Adequacy
- G. Discussion/Action: (Board of Trustees) Board of Trustees annual Review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance

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	Squatrito	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	6/22/2023
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	7/26/2021
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: July 2019  
Re: July Monthly Activity Report

Attached is the monthly activity report for July.

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:** July 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
- Continued support and providing of 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 meetings regarding E-Waste long-term collection program initiative
- Met with several citizens and others and regarding a variety of issues
- Local Census Advisory Group met to discuss how to ensure a complete count of population
- Attended an MTA sponsored training session on monitoring of assessing function
- Met with Drain Commission on drainage issue on Billbreal

#### Finance Department

##### 1.1 Community well-being and the common good

- Filed Form 5176 (due 6-15) with the State to request personal property tax capture loss reimbursement for the East DDA expected to be approximately \$59,000 in revenue for 2019
- Prepared East and West DDA budget amendments #1 for the EDA board meeting in June

- Submitted the online Qualifying Statement (due 6-30) to the State for the Township, East DDA and West DDA so the entities are authorized to issue municipal securities.
- Filed the F65 with the State of Michigan (due 6-30), providing the required financial information for 2018 so the Township will continue to receive State revenue sharing payments.
- Worked with PFM, Inc. to submit the Annual Disclosure information required for the Township's bond disclosures on EMMA (Electronic Municipal Market Access) a service of the MSRB (due 6-30)
- Completed CMS information technology online security awareness training
- Worked to purchase items needed for the implementation of Pivot Point – field assessing software
- Met with Assessing Dept staff twice during June
- Met with Zoning/Assessing departments related to flow of zoning change information to Assessing
- Worked with Custom Office solutions/CMS to facilitate changing the front counter height to be more ergonomic and to move existing desk/filing cabinet to install new workspace for the Assessing/General Property Tax Specialist and to place new conference room table in the small conference room.
- Post any online payments made to the general ledger in June:
  - 21 online payments for building/zoning totaling \$4,300
  - 16 online utility billing payments totaling \$2,700
- 2 cashiers entered 156 receipts in June totaling **\$258,000**.
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and record interest earned on checking accounts in the BS&A financial software.
- Reconciled 11 bank statements
- Reversed NSF checks in the Utility billing system and notified Utility department
- 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
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FI
- Attended monthly EDA meeting and monthly Board of Trustees meetings
- Worked with Treasurer to troubleshoot an overdraft problem in pooled cash account.
- Worked with Treasurer to update tax bill front and back to promote online payment availability.
- Payroll – 90 Payroll checks and checks to pay for benefits issued during June.
- Consumers Invoices – 52 Consumers invoices reviewed and processed
- Mastercard Pmt – 16 Mastercard invoices reviewed and processed
- 3 regular accounts payable check runs during June -- 150 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports review for accuracy by two different people before issuing 100 disbursement checks totaling over \$490,000
- Payments for DDA's – 6 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two people before submitting payment, 4 checks issued, one check run for West DDA and then one check run for East DDA, combined total over \$24,000
- Provided human resource support in the on-boarding of two new temporary summer employees. Met with each employee to review the required new hire paperwork and entered all information in the BS&A payroll system
- Updated the Township's accounting page on the website with the 2018 financial statements
- Held BS&A Assessing training onsite for one day—received a quick review of the new Pivot Point field assessing software and learned how to consolidate all parcels in an ECF neighborhood into one land table per neighborhood. This is the first step toward the goal of having the current 125 Land Tables in the Assessing software reduced to 37 or less land tables. (One or less per ECF neighborhood). More to come in the upcoming additional training in July/September.

- Scheduled additional BS&A assessing training onsite for July 29<sup>th</sup> and two additional dates in September
- Set up new workers comp rates in the payroll system effective July 1st
- Reported 2 new employees to the Michigan New Hires Operation Center as required by State law.

## Building, Rental Housing Departments

### 1.3 Safety

- Building Office conducted, 2 plan reviews, issued 34 permits and 5 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, Isabella Citizens for Health, Dashano Storage Building, McGuirk Storage Buildings D, completed Messenger building inspections
- 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; Commerce

- Finalized four apartment complex Tax Tribunal appeals
- Working with BS&A to reduce the number of neighborhoods in Residential and Create new land tables matching the neighborhoods.
- Approved one land division
- Met with a taxpayer regarding 2 new land divisions. New survey corrected boundaries on two additional parcels.
- Provided information to abstract offices for closings.
- Provided the tax roll to the treasurer for summer taxes.
- Enrolled Teresa and Assessor in a BS&A class in July.
- Continuing to work on our sales studies and land values.
- Sent letters to the four Mobile home parks requesting a current list of owners in the park. Two have responded and two have yet to respond.
- Processed Principle Residence Exemptions, Property Transfer Affidavits, Principal Residence Rescinds, deeds



- Imported building permits, mechanical, electrical and plumbing permits for a total of 3.717 entries in our system.
- Created the application and letter for exempt properties to be sent in early July.
- Started field work last week of June and inspected 26 properties.
- One new 2019 MTT appeal was received for a hotel.

## Public Services Department

### 1.1 Community well-being and the common good

- Jameson Hall Rental – 12 days June 2019
- Responded to 123 phone calls/inquiries/emails regarding water and sewer bills
- Processed 17 Transfers of Service/Final Bills
- Processed (5) Permits - New Service/Replacement Meters
- Received/Processed 26 Work Orders
- Coordinated (25) Shut-Offs, tracked payments, dispatched turn-ons
- Reviews 2,000+ customer accounts and analyzed consumption/billing reports for second quarter water and sewer billing
- Prepared and distributed 2018 Consumer Confidence Report to all water customers in accordance with EPA/EGLE Requirements
- Completed and submitted required EGLE certification for the 2018 Consumer Confidence Report
- Attended Community Branding Meetings – CMU/Banner Development
- Designed EDA Banners in Coordination with MPCVB, Compiled Project Costs and submitted to EDA for approval, coordinated file submission for final production
- Provided support for Little League, Softball, and Pony League regular league games
- Provided support for Pony League, Little League, USA Softball, and Girls Softball Tournaments held at McDonald Park
- Prepared and submitted legal ads in conjunction with adoption of water and sewer ordinance amendments
- Prepared RFP for Pump Station #7 bypass manhole rehabilitation project
- Conducted bid opening for 2019 Sewer Cleaning and Televising Project
- Conducted bid opening for WWTP Third Screw Pump Installation Project
- Prepared meter reading routes, conducted meter readings, analyzed data, scheduled re-reads for quarterly water and sewer billing
- Met with ICRC regarding sidewalk projects, road projects, and questions received from Cornerstone Estates pertaining to drain issues
- Met with resident from McQuirk Subdivision regarding Special Assessment for paving
- Met with resident regarding proposed water and sewer amendments

### 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Conducted 39 cross connection inspections
- Lead and copper service line inspections
- Daily Jameson Hall, Jameson Park, and McDonald Park cleaning and maintenance
- Tested all pump station alarms
- Pesticide, herbicide, and carbamates water sampling completed
- Flushed hydrants on Jen's way – customer complaint discolored water – problem caused by dead-end line in development

- 187 Miss Dig underground marking throughout Township
- 2 Miss Dig design ticket request completed
- Provided maps and GIS information to Nottawa Township along proposed force main route
- Daily plant water reads, and tri-weekly backwashing completed
- Water – set-up of screens/tags for SCADA monitoring program – ongoing project
- MOR-DEQ-13 Monthly water samples
- Pulled and unplugged #2 pump at pump station #1
- Vacuumed manholes and sewer lines on Enterprise Drive and easement line from Prestige Place due to excessive amount of wipes
- Grounds maintenance at all water and sewer sites
- Replaced 2 Opto22 power supplies at # 10 pump station
- Repaired 1” water service leak on Morgan Lane
- Repaired pump station can flood alarms at # 4 & # 5
- Reviewed utility tractor bids and specifications and selected Tillman’s Hardware bid for recommendation for approval to Township Board of Trustees
- Met with State of Michigan elevator inspector for inspection of pump station # 2 elevator
- Identified and turned all water valves associated with necessary water main shut-down on Bluegrass for the replacement of fire hydrant
- Handed out boiled water notices to affected water customers after fire hydrant replacement and provided notification to EGLE as required
- Flushed fire hydrants in Springbrook due to brown water complaint
- Shut off sprinkler system to Menards due to leak in their 2” line
- Power outage 05/31/19 @ 10 pm, Hooked up generators to stations # 9, # 15, and # 20 06/01/19, unhooked all three generators and put away
- Pulled and unplugged pump at # 13 pump station (Home Depot)
- All department employees completed one-hour course on computer viruses / hacking (Knowbe4.com)
- Repaired hole in dry wall at Township Hall
- Trimmed trees & foliage around Opto 22 Antenna at # 9 pump station
- Replaced battery in Generator at # 7 pump station
- Located main line water valves on both sides of the Chippewa river on Mission Rd. South of Craig Hill Rd. (Michcon Gas boring river for new gas main)
- Located and marked all sanitary sewer manholes associated with the upcoming cleaning and televising project
- WWTP - Plant Preventative Maintenance
- WWTP – set-up of screens/tags for SCADA monitoring program – ongoing project
- WWTP- Cleaned and Inspected Headworks De-gritting Unit
- WWTP - Repaired concrete in flow channel upstream of influent flow meter
- WWTP - Installed Davit Crane Bases throughout plant
- WWTP - Installed new pressure transducers in digester #3 and #4
- WWTP - Replaced 2” yard hydrant by clarifiers (not completed last month due to all the rain)
- WWTP - Collection System hydrogen sulfide monitoring
- WWTP - Finished cleanup of tree removal behind plant control building.
- WWTP - Worked on updating lab Quality Control Quality Assurance Manual
- WWTP - Cleaned and epoxy coated steel on Aerator 1 and 2 Assemblies in Oxidation Ditch #1

- WWTP – SCADA switchover from Opto Display to Ignition Display (approximately ½ complete)
- EGLE Quarterly PFAS Sampling – June 28, 2019

Planning & Zoning Department

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

- Planning Commission
  - Final Site Plan approved for McGuirk/Mitchells Deli Expansion/filling station on the condition that a lighting plan is approved, Township utilities is approved, and dumpster pad location is screened.
  - Held public hearing for SUP for Electronic Waste facility located at S. Mission Rd (Isabella Conservation District) Planning Commission recommended not to approve to the Board of Trustees.
  - Recommended approval of Text Amendment for Solar Energy to Board of Trustees.
  - Recommended Final Plat Review approval to the Board of Trustees for the Village of Isabella City Amendment.
  - Voided Special Use permit for a drive thru associated with Mercantile Bank located at 2000 Parkland Dr per the Applicant’s amended site plan.
- ZBA
  - Held public hearing for accessory building height located at 767 Doe Trl. Postponed decision of variance to give applicant time to conduct further research on request.
  - Held public hearing for outdoor display area setback located at 5172 E. Pickard Rd. Variance was denied. Site must come into compliance by January 1, 2020.
  - July meeting date changed from July 3, 2019 to July 9, 2019.
- Sidewalk Committee
  - Committee rules approved.
  - Process of Sidewalk appeal with Manufactured Housing Commission discussed.
  - Easement draft letter approved
  - Letter recommending incentives for Bluegrass Sidewalks approved for the Board of Trustees.
- (7) Zoning approval letters issued
- Met with MDOT officials and Township Building official regarding sidewalks along M-20 for McGuirk and McDonalds projects.
- 1sign permits issue (McDonalds).

**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
- Attend Construction Code Commission meeting in Lansing Re: contracted building official
- Attend Local Census Advisory Committee meeting
- Meet with CMU and City Re: Inter-Local Pathway

Finance Department

1.1 Community well-being and the common good

- Annual Patient Centered Outcomes Research Institute (PCORI) Fee Filing due to the IRS in July as required by the Affordable Care Act
- 2<sup>nd</sup> Quarter Payroll Tax Reporting, 941, Unemployment Reporting and payment, Michigan withholding
- Work on Budget Amendment #1 for the funds other than East DDA and West DDA
- Pay the Planning Commission and ZBA their 2<sup>nd</sup> Quarter meeting pay in July
- Reconcile the 2018 tax settlement with the County and disburse funds to appropriate Township entities: General Fund, Fire Fund, East DDA, and West DDA.
- Disburse 25% of East DDA captures from East DDA back to the taxing entities
- Implement field assessing software – Pivot Point
- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Disburse Delinquent Personal Property tax payments collected during the 2<sup>nd</sup> quarter 2019
- Disburse funds for the Mobile Home tax collections
- Disburse funds for the summer taxes collected in July
- Post any online payments made to the general ledger
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Make random trips to the Bank to make deposits as needed during tax collection season/cashier time off
- Calculate and send tax abatement amounts to the RESD for the Schools required accounting reports to comply with GASB 77. (GASB = Governmental Accounting Standards Board)

## 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; completion of McGuirk Storage Building E, Mercantile Bank; New Single-Family Residence at 735 S Crawford and 2275 Sandstone
- Continued inspections on Citizens for Health, McGuirk Building B, McGuirk B2 interior build out, Deshano Storage Units

## Assessing Department

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

- Sent the L 40-154 for the Crisis Center to the State Tax Commission for review and disposition to remove PILOT classification.
- File FIOA with the USDA for the tillable acreage reports for all our agricultural class properties.
- File FIOA with the Soil Conservation Department requesting the records of wetlands and woods for farms.

- Run preliminary studies on the Agricultural and Industrial classes. Waiting for information from equalization.
- Meet with County Equalization Director later this month and compare preliminary commercial and Residential studies.
- Attend monthly Michigan Assessor Association directors meeting in Lansing.
- Field work will continue this month. Field work will comprise of 3 days in the field and 2 days in the office. Adjust the schedule for inclement weather.
- Send all exempt properties a questionnaire to insure they qualify as exempt.
- Stipulation agreements for Copper Beech (3 parcels) and Campus Crest were submitted and approved by the Tax Tribunal.
- Stipulation agreement for PEP-CMU was submitted for to the Tax Tribunal.

## Public Services Department

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

- WWTP - Tertiary filter panel upgrade ongoing
- Install 24" manhole inflow inserts for 24" trunk line to WWTP (ongoing)
- Preliminary Distribution System Material Inventory (Lead and Copper Reporting requirement – ongoing project)
- Mail Quarterly Billing Statements
- Schedule touchpad/meter repair appointments
- Input backflow reports and cross connection inspection reports
- Cleanups and hydro seeding for service breaks and service installations
- Install Opto 22 Alarm System upgrade at pump stations #11 & #19 – equipment received
- Prepare and post RFP for 2019 Sanitary Sewer Manhole Rehabilitation project
- WWTP – Repair input shaft seal on aerator #2 gearbox
- WWTP – Repair leak in drain valve on aerator #1 gearbox
- WWTP – Initial Biosolids Sampling in preparation for this year's land application
- WWTP- Complete third quarter mercury sampling
- WWTP – Clean and paint clarifier #3
- WWTP – Repair grease line leak screw pump #1
- Prepare and post RFP for Well #8 maintenance work

## Planning & Zoning Department

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

- Planning Commission
  - Final Site Plan Review Renaissance School addition located at 2797 S. Isabella Rd.
  - Hold Public Hearing for rezone from R-3A to OS located at Rosewood Dr. for a medical office.
  - Hold Public Hearing for SUP for a group day care home located at 5115 Stirrup Ln.
- ZBA
  - Consider postponed variance on accessory building height in R-2A District located at 767 Doe Trail.
  - Hold public hearing for variance for obsolete sign located at 5157 E. Pickard Rd. B-7 District
- Sidewalk Committee
  - July meeting cancelled

### **Future Board of Trustee Meeting Agenda Items**

- Census presentation (August)
- Budget amendment #1 (August)
- SCU permit approval group day care
- Rezoning R3A to OS – Rosewood Dr.
- SUP for Fast-food Restaurant/Filing Station on corner of Broomfield and Isabella Rd. (September)
- External audit contact (Oct)
- Final Report Presentation - Joint Water Study (FTCH)
- 2019 locating equipment purchase
- Rebuild of Pump Station # 7 by-pass manhole (2019)
- Broomfield Commons Unit A Water Franchise Agreement (Awaiting documentation from City of Mt. Pleasant)

### **Significant Items of Interest Longer Term**

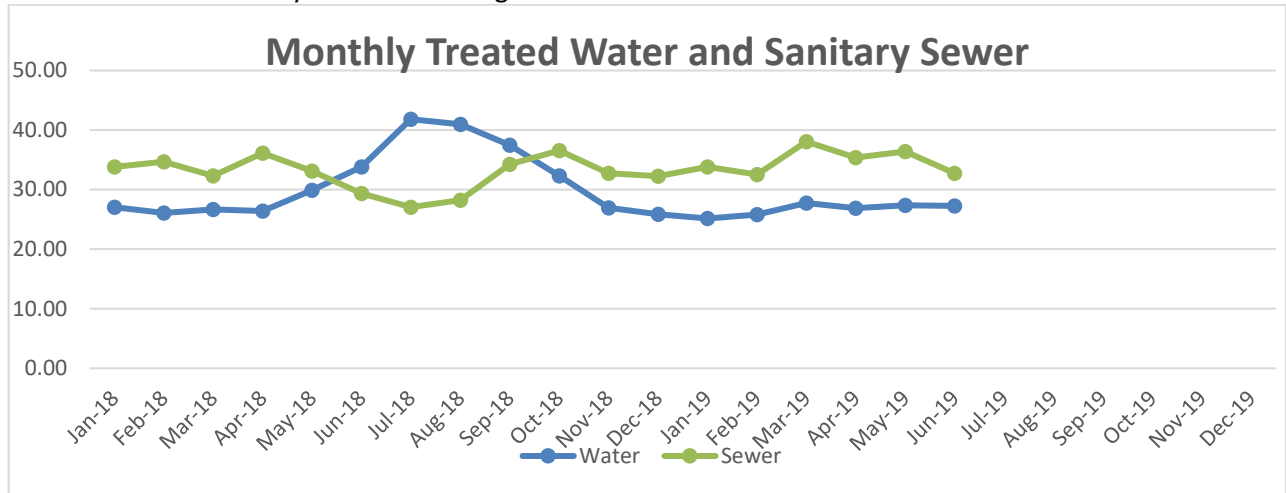
- Planning Commission review/update of zoning ordinance
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Implement 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
- 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
- Finance Director to complete the State's assessing training/testing online for the MCAT certification renewal (4 hours needed)
- Additional BSA staff training scheduled for August
- 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

- Create new land values for all classes of property.
- Cornerstone Condo Association is still considering replacing their current lights with LED lights.
- Finalize last MTT tax appeal for 2018.
- Measure and price all exempt properties.
- Have all 2020 Studies completed by the end of October.
- Learning how to use a new tablet to take in the field to inspect the properties
- Rental and Building dept staff to work on file retention and organization
- Rental Inspector to attend COCM Fall Training
- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- WWTP - Installation of third screw pump (2019)
- Purchase of new sewer vacor truck (2020)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- Rebid lift station # 1 in the EDDA (Fall 2019 – Spring 2020 Construction)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/2020)
- WWTP - Sludge Storage Tank installation (2023)
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- Well Number 1 replacement – Engineering approval, design and approval of transmission main, permitting, transmission main bidding and contract award
- WWTP - Screw Pump #3 Installation Project
- 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
  - (4) Lawn mowing work orders issued
  - (13) Lawn violation notices issued
  - Sent certified letter to Klumpp Management LLC regarding storm water management and grading permits on S. Mission Rd.
  - 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
  -
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- June 2019 – Treated Potable Water
  - Total Month: 27.292 mg
  - Average Day: 1.011 mgd
  - Max Day: 1.494 mgd
- June 2019 – Treated Sanitary Sewer

- Total Month: 32.75 mg
- Average Day: 1.09 mgd
- Max Day: 1.32 mgd



- Legal Matters
  - Brad Wood – Bilbrael and E Pickard properties- Complaint filed and in process of serving same



**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Planning Commission was held on June 18, 2019 at the Township Hall.

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

**Roll Call**

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

Excused: LaBelle

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

**Webster** moved **Cody** supported the approval of the May 21, 2019 regular meeting as presented.

**Vote: Ayes: 8 Nays: 0. Motion carried.**

**Correspondence / Reports**

Cody – Board of Trustee updates.

Mielke – ZBA updates.

**Approval of Agenda**

**Webster** moved **Buckley** supported approval of the agenda as presented. **Vote: Ayes: 8 Nays 0.**

**Motion carried.**

**Public Comment – 7:06 p.m.**

No comments were offered.

**New Business**

**A. SUB 2019-01 Final Plat Review Four Hacks LLC River Rd.**

**Mielke** moved **Cody** supported to approve the final plat review and recommend approval to the Board of Trustees. **Vote: Ayes: 8 Nays 0. Motion carried.**

**B. SUP 2019-04 Public and Institutional use. Isabella Conservation District as authorized by owner Steve Gramza**

Introduction by Township Planner. Stated that the applicant is requesting special use for a public and institutional use for a government building, constructing a 60'x100' building on AG property.

**Public Hearing – Open 7:17 p.m.**

Roger Fuller, 292 S. Mission Rd- Not in favor of project

Mike Walton, 4085 E. Valley Rd. – Not in favor of project

Robert Gilpin, 4103 E. Valley Rd. – Not in favor of project

Gayle Beadle, 208 S. Mission Rd - Not in favor of project  
Melissa Beadle, 208 S. Mission Rd. – Not in favor of project  
Public Hearing-Closed 7:35 p.m.

Pete Lorenz representative of applicant stated reasons for request for need for special use. Crystal Beutler, Isabella County Conservation District was available to answer questions.

The Planning Commission reviewed section 30.3 (1-10) of the zoning ordinance and 30.4.Q Special Uses Permitted – Public and Institutional Uses (1-4), as well as, referencing section 30.4.B.2 (a-d) Driveways and parking areas as specified.

**Fuller** moved **Shingles** supported to deny SUP 2019-04, stating that the application does not comply the General Requirements for special uses section 30.3A.1,2, & 4. Also stating that the parcel is outside the growth boundary and protection of AG property is important, as stated in the Master Plan. **Vote: Ayes: 6 Nays: 2 Motion carried.**

**C. TXT 2019-01 Solar Energy Systems Regulations Lone Maple Development, LLC Property located at 5889 E. Broadway (Recommend text amendment of the Zoning Ordinance to the Board of Trustees)**

**Webster** moved **Darin** supported to recommend adoption of the Solar Text Ordinance, correcting any grammatical or typo errors in the proposed document, to the Board of Trustees. **Vote: Ayes: 8 Nays: 0. Motion carried.**

**D. SPR 2019-06 Mitchell’s Deli/McGuirk Mini Storage. Deli/Convenience Store expansion and Filling Station. (Review and approve final site plan)**

\*Recusal by Fuller, per section VII. Conflict of Interest of the Planning Commissions adopted By-Laws

Mr. Bebee, representative of the applicant presented SPR 2019-06 noting that additional information has been requested by the Township Public Services Department and confirmed that all other outside agencies have been approved.

**Cody** moved **Mielke** supported to recommend approval of SPR 2019-06 with the following conditions: approval is obtained by the Township Public Services Department, a lighting plan is submitted and approved by Township Staff, and the position and enclosure of a dumpster is added to the site plan and approved by Township Staff. **Vote: Ayes: 7 Nays: 0 Motion carried.**

**E. SUP 2018-03 Reconsider Special Use Bank with a Drive Thru located at 2000 Parkland Rd. Owner: Central Development Group LLC**

**Webster** moved **Buckley** supported to revoke SUP 2018-03, per the request of the applicant. **Vote: Ayes: 8 Nays: 0. Motion carried.**

**Other Business**

Township Planner will be email confirmation to the Planning Commissioners of a Special Meeting to be held on June 25<sup>th</sup> 6-8 p.m. to Discuss Sections 6-10 of the Zoning Ordinance rewrite.

**Extended Public Comment**

No comments were offered.

**Final Board Comment**

Mielke – Commented on Commissioner Buckley’s concerns from tonight’s meeting.

Squattrito – Suggested that when applying for SUP’s that applicants talk with neighbors and educate/answer questions about their project.

**Adjournment** – Chairman Squattrito adjourned the meeting at 9:39 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 June 5, 2019 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

Present: Jake Hunter, Bryan Mielke, Andy Theisen, and Tim Warner

Excused: Taylor Sheahan-Stahl

**Others Present**

Peter Gallinat, Jennifer Loveberry, and alternate Liz Presnell

**Chair Warner called Liz Presnell to the table in the absence of Taylor Sheahan-Stahl**

**Approval of Minutes**

**Theisen moved Mielke supported the approval of the May 1, 2019 minutes as presented. Vote: Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

- Planning Commission updates by Mielke

**Approval of Agenda**

**Mielke moved Hunter supported to approve the agenda as presented. Vote: Ayes: 5 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 2019-05 Public Hearing – 767 Deer Run, Owner: Steve Wieczorek: A variance from section 8.1.F Accessory Building Height**

Introduction of Variance request by Township Planner, Gallinat

Public Hearing Notice was read for Variance 2019-05, a height variance of 1 ½ feet requested by the applicant to build an accessory building that in their view better fits the characteristics of the neighborhood, closely resembling a neighboring accessory building.

Public Hearing Open 7:08 p.m.

Paul Rogers, 806 Doe Trail – Questioned the reasoning of the additional height needed.

Public Hearing Closed 7:10 p.m.

Discussion was held by the Zoning Board of Appeals, they went through section 5.8.c.1 a-e of the Zoning Ordinance.

**Mielke** moved **Theisen** supported to table VAR 2019-05 to give the applicant time to bring information the Zoning Board of Appeals is requesting prior to a decision being made. **Vote:** Ayes: 5 Nays: 0 Motion Carried.

**B. VAR 2019-06 5172- E. Pickard Rd., Owner: M-5 Holdings: A variance from Section 24.4.1 Outdoor Display Products**

Introduction of Variance request by Township Planner, Gallinat

Public Hearing Notice was read for Variance 2019-06, a 11' variance requested for the required setback for outdoor area displays regarding an already constructed accessory structure for sale that is too close to the road right of way.

Public Hearing Open 7:46 p.m.  
No comments were offered.  
Public Hearing Closed 7:46 p.m.

Applicant, Denny Mitchell, 8699 Lumberjack Rd, Riverdale acknowledged being in violation of the 20' setback of a temporary building on display in his lot.

Discussion was held by the Zoning Board of Appeals, they went through section 5.8.c.1 a-e of the Zoning Ordinance.

**Theisen** moved **Mielke** supported to deny VAR 2019-06 based on section 5.8c.1c. that the conditions exist due to applicants actions and also from section 7 Administration and Enforcement, citing section 7.5 Additional Remedies that the applicant come into compliance with the ordinance by means of moving the structure back to meet the required setbacks, giving the accessory building in question until January 1, 2020 to either be sold and/or removed. **Vote:** Ayes: 5 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 July 2019.

**C. Consider recommendations from the Township Planner for the upcoming scheduled July 3, 2019 ZBA meeting**

**Theisen** moved **Hunter** supported to move the July ZBA meeting to July 9, 2019 at 7:00 p.m. **Vote:** Ayes: 5 Nays: 0. Motion carried.

**Other Business**

**Extended Public Comment**

Open 8:22 p.m.

No comments were offered.

**Final Board Comment**

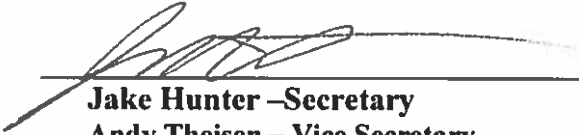
Mielke – Welcomed Liz Presnell to the Zoning Board of Appeals.

Theisen – Looking forward to seeing the zoning ordinance rewrite, specifically the zoning board of appeals section.

**Adjournment**

Chair Warner adjourned the meeting at 8:27 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 July 10, 2019 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

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

**Approval of Agenda**

**Woerle** moved **Mikus** supported to approve the Agenda as amended, moving Closed Session after Agenda Item A. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment** - open 7:04 p.m.

Jerry Jaloszynski – In favor of Conservation District project  
Mike Scherba, 1062 Isabella Dr. – In favor of Conservation District project  
Roger Fuller, 292 S. Mission Rd. – Not in favor of Conservation District project  
Gayle Beadle, 208 S. Mission - Not in favor of Conservation District project  
Ward Forquer, Deerfield Township - In favor of Conservation District project  
Mike Walton, 4085 S. Mission - Not in favor of Conservation District project  
David Gilpin – 4220 E. Baseline – Commented about drainage issue regarding the Conservation District project  
Bob Gilpin, 4103 E. Valley Rd. - Not in favor of Conservation District project  
Nancy Walworth, 4220 E. Baseline / Bed & Biscuit Pet Resort - Not in favor of Conservation District project  
Emma Fuller, 292 S. Mission Rd. - Not in favor of Conservation District project  
Frank Engler, Isabella County Commissioner - In favor of Conservation District project  
Don Hamilton, Lapham Associates - In favor of Conservation District project  
Pete Lorenz, Engineer of Conservation Project – Addressed stormwater management comments  
Heidi Gilpin, Baseline Rd.- Commented about drainage issue regarding the Conservation District project  
Carrie Paquette – Saginaw Chippewa Indian Tribe - In favor of Conservation District project  
Martha Dennis, 4157 E. Valley Rd. - Not in favor of Conservation District project  
Dave Coyne, 1368 N. Harris – In support of Township Assessor  
Crystal Beutler, Isabella Conservation District Administrator – Reported that The Conservation District collected 62,000 lbs. of electronic waste at the event recently held in June.  
Terry Turnwald, 5434 Millbrook - In favor of Conservation District project  
Doug LaBelle – In support of Township Assessor  
Craig Gravette, Saginaw Chippewa Indian Tribe - In favor of Conservation District project  
Jennifer Walton – Would support Conservation District project if it were relocated

Rhonda Graham, 775 Meadowbrook - In favor of Conservation District project  
Closed 7:49 p.m.

### **Reports/Board Comments**

Gunning – Updates from the EDA

Cody – City of Mt. Pleasant Updates

Rice – Reported that Summer Taxes were mailed out by July 1, 2019

Hauck – Road Commission Updates

Mikus – Shared the volume report from the Isabella County Recycling Center October 2018 – June 2019

### **Consent Agenda**

- A. Communications
- B. Minutes – June 26, 2019- regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

### **BOARD AGENDA**

- A. **Discussion/Action: (Gallinat) Final consideration regarding Special Use Permit (SUP) application 2019-04 by the Isabella Conservation District (the District) for a Public and Institutional use located at S. Mission Rd. for operating an electronic waste recycling facility.**

The Board went through Zoning Ordinance Special Use Permit Section 30.3A 1-10 and Public and Institutional Uses Section Q. 1-4.

**Lannen** moved **Cody** supported to deny Special Use Permit (SUP) application 2019-04 by the Isabella Conservation District for a Public and Institutional use located at S. Mission Rd. for the purpose of operating an electronic waste recycling facility. **Roll Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

### **Closed Session**

- A. Review Attorney/Client privileged communication with Township Legal Council  
8:53 p.m.

**Cody** moved **Rice** supported to meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

9:25 p.m.

**Woerle** moved **Hauck** supported to come out of closed session. **Roll Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

**Gunning** moved **Cody** supported that the Township shall continue funding for Patricia DePriest's legal defenses in case number 18-cv-1334, not to exceed \$10,000, bringing the total approved funding to \$20,000. Should this cap be reached, the Township Board will receive an



update for reconsideration. **Roll Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mikus, and Woerle Nays: 0. Motion Carried.**

**B. Board of Trustees annual review of Board Governance Policy No. 3.6 – Supervisor’s Role in the Board’s Process**

Discussion was held by the Board.

**EXTENDED PUBLIC COMMENT** - Open 9:58 p.m.

No comments were offered.

**MANAGER COMMENTS**

**FINAL BOARD MEMBER COMMENTS**

Lannen – Commented on requested work session for water/sewer rate information, asked for marijuana law informational presentations, and asked administration to explore insurance coverages that would cover legal defenses for Township staff.

Hauck – Inquired about Wage and Compensation Study. Little League State Tournament will be July 18<sup>th</sup> – July 24<sup>th</sup>

**ADJOURNMENT**

**Woerle moved Rice supported to adjourn the meeting at 10:02 p.m. Vote: Ayes: 7 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						
07/18/2019	101	21176	01640	FLOYD W & RHONDA GRAHAM TRUST		463.29
07/24/2019	101	21177	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	TALL GRASS ABATEMENTS	162.00
07/24/2019	101	21178	00084	B S & A SOFTWARE	ONSITE TRAINING - ASSESSING	850.00
07/24/2019	101	21179	01600	BE GREEN LAWN SERVICES CO, INC.	WEED N FEED GRASS AT MCDONALD PARK	3,720.00
07/24/2019	101	21180	00066	BILL'S CUSTOM FAB, INC.	REPAIR WELD ON BRUSH HOG	50.00
07/24/2019	101	21181	00072	BLOCK ELECTRIC	NEW ELECTRICAL INSTALLATIONS - WATER PLA	1,780.83
07/24/2019	101	21182	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - PARKS	177.00
07/24/2019	101	21183	01253	CAPITAL EQUIPMENT CLARE LLC	KUBOTA RTV UTILITY VEHICLE	23,160.00
07/24/2019	101	21184	00722	CHARTER TOWNSHIP OF UNION	Q2 UTILITY BILLING - WWTP	3,464.50
					Q2 UTILITY BILLING - PARKS	1,361.92
					Q2 UTILITY BILLING - TWP HALL	147.90
						<u>4,974.32</u>
07/24/2019	101	21185	01623	CLARK HILL PLC	PUNG PROPERTY - JUNE 30, 2019	300.00
07/24/2019	101	21186	01623	CLARK HILL PLC	PUNG PROPERTY - MAY 2019	1,230.00
07/24/2019	101	21187	00129	CMS INTERNET, LLC	ONSITE SUPPORT	281.25
					MANAGED IT, EMAIL & PHONE SERVICE - AUG	5,003.25
						<u>5,284.50</u>
07/24/2019	101	21188	01515	LISA M CODY	MILEAGE TO MTA TRAINING	148.31
07/24/2019	101	21189	01597	COMPREENEW	ELECTRONICS RECYCLING - CLEAN UP DAY	9,863.18
07/24/2019	101	21190	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - JUNE 2019	735.96
07/24/2019	101	21191	01242	CULLIGAN WATER	WATER COOLER-PARKS JUNE 2019	48.00
					WATER COOLER-SHOP MAY 2019	8.00
					WATER COOLER-PARKS JUNE 2019	25.50
					WATER COOLER-SHOP JUNE 2019	9.00
					WATER COOLER-WWTP JUN 2019	49.50
						<u>140.00</u>
07/24/2019	101	21192	00725	CUSTOM OFFICE SYSTEMS	TABLE FOR SMALL CONFERENCE ROOM-FINAL PM	286.25
					OFFICE DESK/STORAGE SET UP FOR ASSESSING	994.75
						<u>1,281.00</u>
07/24/2019	101	21193	01171	DBI BUSINESS INTERIORS	TWP HALL FILE POCKETS	44.50
					TAPE FOR BOARD PACKETS - TWP HALL	3.49
					RETURN PENS - TWP HALL	(26.49)
						<u>21.50</u>
07/24/2019	101	21194	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT JULY 2019	40.00
07/24/2019	101	21195	00249	GILL-ROY'S HARDWARE	PARKS KEY FOR DPW CREW	3.98
07/24/2019	101	21196	00257	GOURDIE-FRASER, INC.	WWTP SCREW PUMP - FINAL DESIGN/CONTRACT	1,012.50
07/24/2019	101	21197	00261	GRAINGER	EPOXY COATING	391.07
07/24/2019	101	21198	01369	GRANGER	2019 ANNUAL CLEAN UP DAY	2,480.65
07/24/2019	101	21199	00287	HOME BUILDERS ASSOCIATION	HOMEBUILDERS ANNUAL MEMBERSHIP - 2019	470.00
07/24/2019	101	21200	01094	ISABELLA COUNTY RECYCLING CENTER	BRUSH RECYCLING	18.00
07/24/2019	101	21201	00333	ISABELLA COUNTY ROAD COMMISSION	BRINE CONTRACT - 2ND PMT 2019	6,120.27
07/24/2019	101	21202	00359	KERR PUMP & SUPPLY	SPARE PUMP FOR #10 LIFTSTATION (MULLBERR)	5,754.00
07/24/2019	101	21203	01455	JENNIFER LOVEBERRY	FLEX MEDICAL REIMB 7-11-19	609.65
07/24/2019	101	21204	00450	M M I	GEN LABOR FOR CLEAN UP DAY	198.00
07/24/2019	101	21205	01506	MCKENNA ASSOCIATES	ZONING ORDINANCE REVISION - JUNE 2019	2,370.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					BLDG OFFICIAL & INSP SERV - JUNE 2019	10,560.00
						<u>12,930.00</u>
07/24/2019	101	21206	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN - T. WARD CONSORTIUM FEE 2ND Q 2019	27.00 165.00
						<u>192.00</u>
07/24/2019	101	21207	00422	MICHIGAN PIPE & VALVE	PUMP REPAIR @ WATER PLANT	45.00
07/24/2019	101	21208	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE 3RD Q 2019	330.00
07/24/2019	101	21209	01255	MID MICHIGAN SECURITY	ANNUAL ALARM MONITORING	156.00
07/24/2019	101	21210	00128	CITY OF MT. PLEASANT	DOG PARK OPERATING COSTS 2ND PMT-2019	1,625.00
07/24/2019	101	21211	01136	OPTO SOLUTIONS, INC	OPTO UPGRADE-LIFT STATION #11 & #19	2,193.20
07/24/2019	101	21212	00131	PERCEPTIVE CONTROLS, INC	FIX STATIONS 4 AND 5 LEVEL ALARMS	252.00
07/24/2019	101	21213	01595	ROMANOW BUILDING SERVICES	JUNE JANITORIAL SERV - WATER PLANT JUNE JANITORIAL SERV - WWTP JUNE JANITORIAL SERV - TWP HALL CARPET CLEANING - TWP HALL	204.64 306.96 511.58 345.60
						<u>1,368.78</u>
07/24/2019	101	21214	01542	SHRED-IT US JV LLC	PAPER SHREDDING 6/19/19	58.22
07/24/2019	101	21215	01633	SUMMIT COMPANIES	FIRE EXTINGUISHER - PARKS	51.00
07/24/2019	101	21216	00943	TILMANN HARDWARE, INC	NEW HOLLAND TRACTOR W/LOADER	10,000.00
07/24/2019	101	21217	01030	TIM LANNEN	MILEAGE TO MTA TRAINING	81.20
07/24/2019	101	21218	01639	TRAVERSE REPRODUCTION & SUPPLY	44" SCANSTATION PRO SCANNING SYSTEM	7,995.00
07/24/2019	101	21219	01013	USA BLUE BOOK	DPD DISPENSER/IRON FERROVER	533.34
07/24/2019	101	21220	01497	VERTALKA & VERTALKA, INC	APPRAISAL REVIEW-UNION SQUARE&DEERFIELD	2,500.00
07/24/2019	101	21221	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WATER PLANT JULY 2019 DUMPSTER SERVICE - WWTP JULY 2019 DUMPSTER SERVICE - SHOP JULY 2019 DUMPSTER SERVICE - JAMESON JUNE 2019 DUMPSTER SERVICE - MCDONALD JULY 2019 DUMPSTER SERVICE-TWP HALL JULY 2019	78.89 902.65 51.38 129.63 195.15 192.29
						<u>1,549.99</u>
07/24/2019	101	21222	01236	WEB ASCENDER	WEBSITE Q3 HOSTING 2019	90.00
07/24/2019	101	21223	00723	WINN TELECOM	PHONE SERVICE 7/1/19 - 7/31/19	164.75
						<u><u>113,555.49</u></u>
<b>101 TOTALS:</b>						
Total of 48 Checks:						113,555.49
Less 0 Void Checks:						0.00
Total of 48 Disbursements:						<u>113,555.49</u>

User: SHERRIE

PERIOD ENDING 06/30/2019

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	06/30/2019	
Fund 101 - GENERAL FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	297,944.15		300,000.00	304,685.72	101.56
402.001 PROPERTY TAX REFUNDS-MTT	(160.78)		(5,000.00)	(3,684.80)	73.70
402.002 PILOT TAX	3,855.07		3,000.00	0.00	0.00
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	137.32	11.44
425.000 MOBILE HOME PARK TAX	2,407.50		2,500.00	609.50	24.38
445.000 INTEREST ON TAXES	79.06		0.00	12.89	100.00
446.000 3% OR 4% PENALTY ON TAX	6,700.05		6,500.00	6,663.89	102.52
447.000 ADMIN FEE-PROPERTY TAX	148,991.78		145,000.00	104,259.02	71.90
447.001 ADMIN FEES-REFUNDS MTT BOR	(82.11)		(4,000.00)	(1,863.54)	46.59
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	34.87	100.00
475.000 CABLE FRANCHISE FEES	134,482.77		130,000.00	66,711.73	51.32
476.000 BUILDING PERMITS	54,816.00		50,000.00	18,141.00	36.28
477.000 RENTAL INSPECTION FEES	79,945.00		80,000.00	74,994.00	93.74
478.000 DOG LICENSE REVENUE	2.50		0.00	0.00	0.00
479.000 ZONING PERMITS	16,875.00		12,000.00	9,442.00	78.68
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	359,843.00	32.71
574.100 LIQUOR STATE REVENUE SHARING	11,854.70		11,500.00	27.50	0.24
574.200 METRO ACT REVENUE SHARING-LCSA	7,520.07		7,500.00	7,514.27	100.19
609.000 CONSTR PLAN REVIEW FEES	2,627.50		2,000.00	2,016.00	100.80
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	400.00	26.67
630.000 WEED ABATEMENT SERVICES	303.76		500.00	0.00	0.00
651.000 USE FEES-BASEBALL FIELDS	0.00		0.00	1,160.00	100.00
655.000 FINES & FORFEITURES	631.95		1,000.00	57.75	5.78
665.000 INTEREST EARNED	74,959.51		60,000.00	52,010.92	86.68
667.000 RENT - JAMESON HALL	7,710.00		7,000.00	4,400.00	62.86
667.100 RENT - McDONALD PARK PAVILION	1,540.00		1,500.00	828.00	55.20
667.200 RENT - JAMESON PAVILION	400.00		500.00	528.00	105.60
667.300 LEASES	900.00		900.00	900.00	100.00
671.000 OTHER REVENUE	6,739.83		15,000.00	1,063.93	7.09
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
<b>Net - Dept 000 - NONE</b>	<b>2,035,342.95</b>		<b>1,960,800.00</b>	<b>1,022,782.46</b>	
Dept 101 - TRUSTEES					
702.000 SALARIES & WAGES	30,115.24		30,067.00	14,307.59	47.59
707.000 PER MEETING	2,050.00		4,000.00	1,600.00	40.00
709.000 EMPLR FICA CONTR	1,994.22		2,108.00	986.28	46.79
711.000 EMPLR MEDICARE CONTR	466.40		493.00	230.65	46.78
724.000 WORKER'S COMP	43.01		60.00	26.46	44.10
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,870.00		4,000.00	2,782.50	69.56
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		500.00	309.36	61.87
900.000 PRINTING & PUBLISHING	575.00		600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	3,983.14		5,100.00	2,161.12	42.37
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	15,856.58	96.69
955.000 MISC.	113.20		1,000.00	14.00	1.40
<b>Net - Dept 101 - TRUSTEES</b>	<b>(58,240.80)</b>		<b>(67,328.00)</b>	<b>(38,274.54)</b>	
Dept 171 - SUPERVISOR					
702.000 SALARIES & WAGES	15,379.09		15,320.00	7,306.50	47.69
707.000 PER MEETING	750.00		1,000.00	(25.00)	(2.50)
709.000 EMPLR FICA CONTR	953.43		1,012.00	497.92	49.20
711.000 EMPLR MEDICARE CONTR	223.09		237.00	116.50	49.16
724.000 WORKER'S COMP	20.66		28.00	13.35	47.68
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
<b>Net - Dept 171 - SUPERVISOR</b>	<b>(17,326.27)</b>		<b>(20,172.00)</b>	<b>(7,909.27)</b>	
Dept 172 - TWP MANAGER					
702.000 SALARIES & WAGES	33,478.07		33,400.00	16,563.50	49.59
708.000 UNEMPLOYMENT	144.35		145.00	122.72	84.028
709.000 EMPLR FICA CONTR	2,061.68		2,071.00	1,021.27	49.31

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ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)			06/30/2019 NORMAL (ABNORMAL)		
<b>Fund 101 - GENERAL FUND</b>						
711.000 EMPLR MEDICARE CONTR	482.21		484.00	238.89		49.36
716.000 EMPLR RETIREMENT CONTR	2,510.80		2,510.00	1,242.24		49.49
718.500 HEALTH INSURANCE	6,410.17		6,747.00	3,207.09		47.53
718.700 HEALTH INS-EE CONTRIBUTIONS	(140.66)		(188.00)	(90.41)		48.09
719.000 DENTAL INSURANCE	157.00		167.00	82.94		49.66
719.800 VISION INSURANCE	52.02		114.00	22.20		19.47
719.900 VISION INS-EE CONTRIBUTIONS	(26.04)		(57.00)	(11.16)		19.58
724.000 WORKER'S COMP	84.13		108.00	51.62		47.80
725.000 LIFE & DISABILITY BENEFIT	92.55		134.00	59.85		44.66
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	3,127.54		100.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	53,793.11		54,000.00	13,484.69		24.97
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		250.00	185.60		74.24
880.000 COMMUNITY PROMOTION	2,500.00		0.00	938.65		100.00
900.000 PRINTING & PUBLISHING	216.96		600.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	231.50		1,500.00	1,026.76		68.45
910.100 SEMINAR LODGING	0.00		800.00	234.85		29.36
910.200 SEMINAR MEALS	135.37		200.00	19.63		9.82
915.000 MEMBERSHIP & DUES	495.00		500.00	210.00		42.00
955.000 MISC.	130.59		100.00	140.11		140.11
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		500.00	0.00		0.00
<b>Net - Dept 172 - TWP MANAGER</b>	<b>(102,870.32)</b>		<b>(104,385.00)</b>	<b>(41,878.58)</b>		
<b>Dept 191 - ACCOUNTING/GEN ADMIN</b>						
702.000 SALARIES & WAGES	74,646.25		92,232.00	35,636.39		38.64
702.500 OVERTIME	3,573.21		3,300.00	2,017.71		61.14
708.000 UNEMPLOYMENT	1,010.14		1,155.00	791.77		68.55
709.000 EMPLR FICA CONTR	4,633.94		6,210.00	2,234.37		35.98
711.000 EMPLR MEDICARE CONTR	1,083.84		1,385.00	522.62		37.73
716.000 EMPLR RETIREMENT CONTR	4,574.89		6,073.00	2,292.86		37.75
718.500 HEALTH INSURANCE	26,350.30		37,047.00	12,862.55		34.72
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,440.57)		(2,689.00)	(826.44)		30.73
719.000 DENTAL INSURANCE	1,906.12		2,780.00	894.38		32.17
719.800 VISION INSURANCE	194.21		595.00	192.36		32.33
719.900 VISION INS-EE CONTRIBUTIONS	(97.13)		(297.00)	(96.24)		32.40
724.000 WORKER'S COMP	196.98		297.00	115.57		38.91
725.000 LIFE & DISABILITY BENEFIT	398.39		708.00	203.19		28.70
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	15,850.00		96.06
851.000 MAIL/POSTAGE	2,858.15		6,000.00	2,271.00		37.85
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	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	37.00		15.42
980.000 NEW OFFICE EQUIPMENT & FURNITURE	504.99		2,000.00	1,664.25		83.21
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		0.00	475.94		100.00
<b>Net - Dept 191 - ACCOUNTING/GEN ADMIN</b>	<b>(144,778.17)</b>		<b>(182,236.00)</b>	<b>(77,959.64)</b>		
<b>Dept 215 - CLERK</b>						
702.000 SALARIES & WAGES	27,994.99		27,014.00	10,942.50		40.51
707.000 PER MEETING	800.00		1,700.00	775.00		45.59
709.000 EMPLR FICA CONTR	1,785.29		1,780.00	726.48		40.81
711.000 EMPLR MEDICARE CONTR	417.52		416.00	169.90		40.84
724.000 WORKER'S COMP	49.03		58.00	20.62		35.55
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 REIMBURSEMENT	555.03		500.00	0.00		0.00
900.000 PRINTING & PUBLISHING	1,768.42		1,500.00	1,485.10		99.01
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
<b>Net - Dept 215 - CLERK</b>	<b>(33,824.13)</b>		<b>(36,068.00)</b>	<b>(14,335.46)</b>		
<b>Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY</b>						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,983.65		38,000.00	22,653.63		59.61

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	NORMAL	(ABNORMAL)	2019	06/30/2019	
Fund 101 - GENERAL FUND					
950.000 HARDWARE REPLACEMENTS	4,705.25		14,500.00	4,282.97	29.54
<b>Net - Dept 228 - DATA PROCESSING, INFORMATION</b>	<b>(39,688.90)</b>		<b>(52,500.00)</b>	<b>(26,936.60)</b>	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,271.49		24,102.00	10,106.00	41.93
707.000 PER MEETING	0.00		500.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,318.83		1,525.00	626.57	41.09
711.000 EMPLR MEDICARE CONTR	308.44		357.00	146.54	41.05
724.000 WORKER'S COMP	28.48		51.00	16.74	32.82
752.000 OFFICE SUPPLIES	1,452.27		700.00	64.90	9.27
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	0.00	0.00
851.000 MAIL/POSTAGE	3,747.70		4,000.00	156.66	3.92
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
<b>Net - Dept 253 - TREASURER</b>	<b>(28,127.21)</b>		<b>(34,185.00)</b>	<b>(11,167.41)</b>	
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	125,447.86		123,770.00	49,984.89	40.39
702.500 OVERTIME	585.86		900.00	44.37	4.93
705.000 LEAVE TIME PAYOUT	4,171.96		0.00	0.00	0.00
707.000 PER DIEM	3,125.00		4,125.00	2,875.00	69.70
708.000 UNEMPLOYMENT	865.53		866.00	970.23	112.04
709.000 EMPLR FICA CONTR	7,928.64		7,985.00	3,345.66	41.90
711.000 EMPLR MEDICARE CONTR	1,854.27		1,868.00	782.47	41.89
716.000 EMPLR RETIREMENT CONTR	9,606.25		9,350.00	3,359.72	35.93
718.500 HEALTH INSURANCE	38,542.91		40,400.00	10,493.48	25.97
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,301.17)		(1,738.00)	(365.09)	21.01
719.000 DENTAL INSURANCE	1,349.87		1,401.00	325.42	23.23
719.800 VISION INSURANCE	130.84		383.00	87.28	22.79
719.900 VISION INS-EE CONTRIBUTIONS	(65.42)		(191.00)	(43.64)	22.85
724.000 WORKER'S COMP	659.03		775.00	329.88	42.57
725.000 LIFE & DISABILITY BENEFIT	490.74		553.00	114.60	20.72
754.000 OPERATING SUPPLIES	961.12		1,050.00	977.55	93.10
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	16,326.28	102.04
850.000 COMMUNICATIONS	1,905.68		1,500.00	453.44	30.23
851.000 MAIL/POSTAGE	1,621.75		2,250.00	1,729.00	76.84
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	398.93		1,000.00	166.85	16.69
900.000 PRINTING & PUBLISHING	898.29		800.00	1,934.63	241.83
910.000 PROFESSIONAL DEVELOPMENT	1,901.88		3,250.00	558.50	17.18
910.100 SEMINAR LODGING	1,782.55		1,750.00	209.43	11.97
910.200 SEMINAR MEALS	157.65		300.00	21.00	7.00
915.000 MEMBERSHIP & DUES	685.46		1,500.00	190.00	12.67
955.000 MISC.	542.41		1,000.00	286.10	28.61
980.000 NEW OFFICE EQUIPMENT & FURNITURE	811.52		600.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		0.00	710.52	100.00
<b>Net - Dept 257 - ASSESSOR</b>	<b>(206,186.24)</b>		<b>(222,247.00)</b>	<b>(95,887.61)</b>	
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	308.83	15.44
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
<b>Net - Dept 262 - ELECTIONS</b>	<b>(21,701.03)</b>		<b>(6,100.00)</b>	<b>(308.83)</b>	

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	06/30/2019 (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>					
<b>Dept 265 - TWP HALL &amp; GROUNDS</b>					
754.000 OPERATING SUPPLIES	4,539.44		4,000.00	1,747.17	43.68
776.100 HALL CLEANING	6,267.06		6,400.00	3,415.08	53.36
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	12,656.50		10,000.00	16,560.81	165.61
850.000 COMMUNICATIONS	2,780.32		3,200.00	1,577.61	49.30
890.000 SAFETY	595.77		1,000.00	106.50	10.65
917.000 WATER & SEWER QTR. BILLING	591.60		700.00	295.80	42.26
920.000 ELECTRIC/NATURAL GAS	11,723.01		12,000.00	5,807.94	48.40
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	9,140.63	91.41
940.100 POSTAGE METER LEASE	1,816.56		2,000.00	908.28	45.41
955.000 MISC.	0.00		250.00	44.93	17.97
980.000 NEW OFFICE EQUIPMENT & FURNITURE	5,353.80		0.00	12,613.25	100.00
<b>Net - Dept 265 - TWP HALL &amp; GROUNDS</b>	<b>(58,516.94)</b>		<b>(52,550.00)</b>	<b>(52,449.62)</b>	
<b>Dept 266 - LEGAL/ATTORNEY</b>					
826.000 LEGAL FEES	41,488.49		80,000.00	30,923.38	38.65
826.500 LEGAL FEES-ASSESSOR	0.00		0.00	9,430.16	100.00
<b>Net - Dept 266 - LEGAL/ATTORNEY</b>	<b>(41,488.49)</b>		<b>(80,000.00)</b>	<b>(40,353.54)</b>	
<b>Dept 371 - BUILDING</b>					
702.000 SALARIES & WAGES	78,708.67		82,508.00	39,538.04	47.92
702.500 OVERTIME	1,102.55		1,000.00	822.87	82.29
708.000 UNEMPLOYMENT	865.80		866.00	736.20	85.01
709.000 EMPLR FICA CONTR	4,779.03		5,177.00	2,376.46	45.90
711.000 EMPLR MEDICARE CONTR	1,117.65		1,211.00	555.78	45.89
716.000 EMPLR RETIREMENT CONTR	5,985.87		6,263.00	3,027.05	48.33
718.500 HEALTH INSURANCE	38,642.98		40,400.00	19,265.84	47.69
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,294.70)		(3,062.00)	(1,472.04)	48.07
719.000 DENTAL INSURANCE	3,225.54		3,304.00	1,623.00	49.12
719.800 VISION INSURANCE	175.44		682.00	191.28	28.05
719.900 VISION INS-EE CONTRIBUTIONS	(87.72)		(340.00)	(95.64)	28.13
724.000 WORKER'S COMP	318.97		404.00	196.07	48.53
725.000 LIFE & DISABILITY BENEFIT	521.73		640.00	300.72	46.99
752.000 OFFICE SUPPLIES	256.97		400.00	120.32	30.08
754.000 OPERATING SUPPLIES	105.84		500.00	0.00	0.00
759.000 GAS/FUEL	1,056.68		1,200.00	395.27	32.94
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	55,532.13	46.55
850.000 COMMUNICATIONS	591.81		800.00	311.25	38.91
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	595.00	99.17
910.000 PROFESSIONAL DEVELOPMENT	420.00		500.00	2,925.00	585.00
910.100 SEMINAR LODGING	412.92		500.00	0.00	0.00
910.200 SEMINAR MEALS	244.65		200.00	396.31	198.16
915.000 MEMBERSHIP & DUES	1,108.00		1,100.00	890.00	80.91
930.000 VEHICLE REPAIRS & MAINTENANCE	60.85		300.00	424.27	141.42
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		2,000.00	0.00	0.00
<b>Net - Dept 371 - BUILDING</b>	<b>(267,304.23)</b>		<b>(267,463.00)</b>	<b>(128,655.18)</b>	
<b>Dept 441 - PUBLIC WORKS</b>					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	17,161.41		31,500.00	6,120.27	19.43
920.000 STREET LIGHTING	22,647.21		22,500.00	9,927.51	44.12
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
<b>Net - Dept 441 - PUBLIC WORKS</b>	<b>(177,271.62)</b>		<b>(674,000.00)</b>	<b>(44,203.12)</b>	
<b>Dept 701 - PLANNING</b>					
702.000 SALARIES & WAGES	58,299.22		120,975.00	28,263.63	23.36
707.000 PER DIEM	11,305.00		16,255.00	2,975.00	18.30
708.000 UNEMPLOYMENT	530.83		914.00	368.10	40.03
709.000 EMPLR FICA CONTR	4,208.36		8,508.00	1,865.99	21.93

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ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
711.000	EMPLR MEDICARE CONTR	984.22	1,990.00	436.41		21.93
716.000	EMPLR RETIREMENT CONTR	4,065.94	8,998.00	2,119.75		23.56
718.500	HEALTH INSURANCE	19,266.91	40,400.00	9,646.42		23.88
718.700	HEALTH INS-EE CONTRIBUTIONS	(879.44)	(2,705.00)	(650.04)		24.03
719.000	DENTAL INSURANCE	879.09	2,602.00	694.56		26.69
719.800	VISION INSURANCE	114.48	591.00	155.04		26.23
719.900	VISION INS-EE CONTRIBUTIONS	(57.24)	(295.00)	(77.52)		26.28
724.000	WORKER'S COMP	312.74	792.00	182.96		23.10
725.000	LIFE & DISABILITY BENEFIT	339.78	775.00	174.72		22.54
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	19,953.50		71.26
851.000	MAIL/POSTAGE	12.93	0.00	82.50		100.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	302.77	600.00	91.97		15.33
900.000	PRINTING & PUBLISHING	7,456.41	10,000.00	2,884.22		28.84
910.000	PROFESSIONAL DEVELOPMENT	608.00	1,795.00	398.00		22.17
910.100	SEMINAR LODGING	0.00	400.00	0.00		0.00
910.200	SEMINAR MEALS	0.00	150.00	171.40		114.27
915.000	MEMBERSHIP & DUES	800.00	1,000.00	400.00		40.00
955.000	MISC.	49.66	250.00	0.00		0.00
<b>Net - Dept 701 - PLANNING</b>		<b>(118,969.41)</b>	<b>(242,445.00)</b>	<b>(70,136.61)</b>		
<b>Dept 722 - ZONING BOARD OF APPEALS</b>						
955.000	MISC.	0.00	0.00	7.00		100.00
<b>Net - Dept 722 - ZONING BOARD OF APPEALS</b>		<b>0.00</b>	<b>0.00</b>	<b>(7.00)</b>		
<b>Dept 751 - PARKS &amp; RECREATION</b>						
702.000	SALARIES & WAGES	19,390.34	27,338.00	8,943.53		32.71
702.500	OVERTIME	2,831.45	3,800.00	1,317.65		34.68
708.000	UNEMPLOYMENT	1,010.14	1,421.00	233.84		16.46
709.000	EMPLR FICA CONTR	1,995.30	3,223.00	781.96		24.26
711.000	EMPLR MEDICARE CONTR	466.59	754.00	182.88		24.25
712.000	TEMPORARY LABOR	10,809.50	20,852.00	2,700.50		12.95
716.000	EMPLR RETIREMENT CONTR	1,630.02	2,238.00	659.80		29.48
718.500	HEALTH INSURANCE	10,406.97	20,200.00	4,053.50		20.07
718.700	HEALTH INS-EE CONTRIBUTIONS	(698.53)	(1,531.00)	(349.80)		22.85
719.000	DENTAL INSURANCE	865.62	1,652.00	332.03		20.10
719.800	VISION INSURANCE	115.48	341.00	76.89		22.55
719.900	VISION INS-EE CONTRIBUTIONS	(57.75)	(170.00)	(38.44)		22.61
724.000	WORKER'S COMP	554.27	1,089.00	262.39		24.09
725.000	LIFE & DISABILITY BENEFIT	52.95	240.00	67.60		28.17
754.000	OPERATING SUPPLIES	3,594.65	4,000.00	1,791.29		44.78
759.000	GAS/FUEL	1,584.66	2,000.00	507.04		25.35
767.000	UNIFORMS	330.00	500.00	0.00		0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,737.39	25,500.00	2,145.44		8.41
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	100.00	0.00		0.00
890.000	SAFETY	62.43	1,500.00	335.69		22.38
900.000	PRINTING & PUBLISHING	126.75	500.00	223.68		44.74
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	2,096.93		52.42
920.000	ELECTRIC/NATURAL GAS	4,319.20	6,250.00	2,045.38		32.73
930.000	REPAIRS	0.00	5,000.00	0.00		0.00
930.001	MAINT-EQUIPMENT	7,442.93	2,000.00	769.90		38.50
930.200	MAINT-GROUNDS	1,316.72	36,900.00	744.11		2.02
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	245.46		9.82
933.000	MAINT-VEHICLES	104.79	500.00	36.00		7.20
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	361.55		3.14
<b>Net - Dept 751 - PARKS &amp; RECREATION</b>		<b>(119,782.12)</b>	<b>(190,197.00)</b>	<b>(32,171.29)</b>		
<b>Dept 901 - CAPITAL OUTLAY</b>						
976.302	CAPITAL OUTLAY-TOWNSHIP HALL	9,025.81	0.00	0.00		0.00
<b>Net - Dept 901 - CAPITAL OUTLAY</b>		<b>(9,025.81)</b>	<b>0.00</b>	<b>0.00</b>		
<b>Dept 910 - DEBT SERVICE-LEASES</b>						
991.500	LEASE PAYABLE PRINCIPAL	10,569.84	11,448.00	5,723.46		50.032
992.500	LEASE PAYABLE INTEREST	2,719.92	1,845.00	921.48		49.94



ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	12/31/2018	2019	06/30/2019		
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
Net - Dept 910 - DEBT SERVICE-LEASES	(13,289.76)		(13,293.00)	(6,644.94)	
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,035,342.95		1,960,800.00	1,022,782.46	52.16
TOTAL EXPENDITURES	1,458,391.45		2,245,169.00	689,279.24	30.70
NET OF REVENUES & EXPENDITURES	576,951.50		(284,369.00)	333,503.22	117.28

ACCOUNT DESCRIPTION	END BALANCE 12/31/2018		2019 AMENDED BUDGET	YTD BALANCE 06/30/2019		% 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	607,379.70		101.23
402.001	PROPERTY TAX REFUNDS-MTT	(321.57)	(10,000.00)	(7,369.62)		73.70
402.002	PILOT TAX	7,710.14	6,200.00	0.00		0.00
402.100	PRIOR YEARS PROPERTY TAXES	(182.45)	0.00	(25.60)		100.00
420.000	DELQ PERSONAL PROPERTY TAXES	414.72	500.00	274.63		54.93
445.000	INTEREST ON TAXES	109.06	350.00	25.77		7.36
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	15,384.78		219.78
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	624,661.91		
Dept 336 - FIRE DEPARTMENT						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	699,000.00	763,700.00	548,550.00		71.83
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)	(548,550.00)		
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	624,661.91		81.17
TOTAL EXPENDITURES		699,000.00	1,291,850.00	548,550.00		42.46
NET OF REVENUES & EXPENDITURES		54,035.21	(522,300.00)	76,111.91		14.57

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	395,403.52		400,000.00	408,606.73	102.15
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	33.21	3.32
445.000 INTEREST ON TAXES	372.92		500.00	156.84	31.37
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	9,543.68	95.44
671.000 OTHER REVENUE	11,765.69		100.00	34.89	34.89
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,170.75		5,570.00	5,382.25	96.63
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	7,080.00	54.46
801.005 IRRIGATION / LIGHTING REPAIRS	17,949.05		12,000.00	29,177.50	243.15
801.007 FLOWER / LANDSCAPE MAINTENANCE	18,067.00		18,000.00	6,956.00	38.64
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,851.91		20,000.00	6,095.00	30.48
826.000 LEGAL FEES	0.00		500.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00		5,000.00	5,120.00	102.40
900.000 PRINTING & PUBLISHING	0.00		250.00	0.00	0.00
917.000 WATER TO IRRIGATION SYSTEM	14,093.04		12,500.00	3,033.15	24.27
920.000 ELECTRIC/NATURAL GAS	10,193.87		12,000.00	5,515.42	45.96
935.000 PROPERTY/LIABILITY INSURANCE	1,458.03		1,400.00	1,255.17	89.66
940.000 LEASE/RENT	550.00		700.00	550.00	78.57
955.000 MISC.	39.00		0.00	5.58	100.00
967.000 PROJECTS	2,688.00		110,000.00	24,505.00	22.28
Net - Dept 000 - NONE	372,828.34		220,930.00	315,000.28	
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 - EAST DDA FUND:					
TOTAL REVENUES	480,978.99		437,350.00	418,375.35	95.66
TOTAL EXPENDITURES	458,293.53		440,680.00	103,375.07	23.46
NET OF REVENUES & EXPENDITURES	22,685.46		(3,330.00)	315,000.28	9,459.47

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	06/30/2019 NORMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	601,336.22		304,000.00	304,611.31	100.20
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	80.01	32.00
665.000 INTEREST EARNED	8,275.09		7,000.00	8,095.43	115.65
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	3,167.50	364.08
967.400 STREET/ROAD PROJECTS	0.00		500,000.00	0.00	0.00
<b>Net - Dept 000 - NONE</b>	<b>609,258.04</b>		<b>(193,420.00)</b>	<b>309,619.25</b>	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	0.00	0.00
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(45,642.00)</b>		<b>(45,600.00)</b>	<b>0.00</b>	
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
<b>Net - Dept 728 - ECONOMIC DEVELOPMENT</b>	<b>(19,256.35)</b>		<b>(70,000.00)</b>	<b>0.00</b>	
Dept 996 - TRANSFER OUT					
999.396 TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,663.31		0.00	0.00	0.00
<b>Net - Dept 996 - TRANSFER OUT</b>	<b>(272,663.31)</b>		<b>0.00</b>	<b>0.00</b>	
<b>Fund 250 - WEST DDA FUND:</b>					
<b>TOTAL REVENUES</b>	<b>609,558.04</b>		<b>307,450.00</b>	<b>312,786.75</b>	<b>101.74</b>
<b>TOTAL EXPENDITURES</b>	<b>337,861.66</b>		<b>616,470.00</b>	<b>3,167.50</b>	<b>0.51</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>271,696.38</b>		<b>(309,020.00)</b>	<b>309,619.25</b>	<b>100.19</b>

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	150,000.00		100.00
665.000 INTEREST EARNED	1,853.37		1,800.00	1,724.80		95.82
Net - Dept 000 - NONE	258,827.37		1,800.00	151,724.80		
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	14,421.60		37.49
Net - Dept 728 - ECONOMIC DEVELOPMENT	(42,016.00)		(218,470.00)	(14,421.60)		
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES	258,827.37		1,800.00	151,724.80		8,429.16
TOTAL EXPENDITURES	42,016.00		218,470.00	14,421.60		6.60
NET OF REVENUES & EXPENDITURES	216,811.37		(216,670.00)	137,303.20		63.37

User: SHERRIE

PERIOD ENDING 06/30/2019

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	06/30/2019	
<b>Fund 590 - SEWER FUND</b>					
<b>Dept 000 - NONE</b>					
456.000 CONNECTION FEE	86,974.12		100,000.00	13,912.50	13.91
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	327,248.84	24.85
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	16,454.51	80.27
665.000 INTEREST EARNED	50,588.77		30,000.00	34,500.30	115.00
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	277,173.29	25.39
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	2,760.40	552.08
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
<b>Net - Dept 000 - NONE</b>	<b>2,927,893.69</b>		<b>2,592,570.00</b>	<b>691,972.07</b>	
<b>Dept 536 - WATER/SEWER SYSTEMS</b>					
702.000 SALARIES & WAGES	220,465.40		256,918.00	115,446.11	44.94
702.500 OVERTIME	4,940.67		4,950.00	3,579.20	72.31
708.000 UNEMPLOYMENT	2,244.64		2,727.00	1,723.28	63.19
709.000 EMPLR FICA CONTR	14,134.38		16,591.00	7,274.05	43.84
711.000 EMPLR MEDICARE CONTR	3,306.00		3,880.00	1,701.31	43.85
712.000 TEMPORARY LABOR	6,700.00		11,440.00	646.00	5.65
716.000 EMPLR RETIREMENT CONTR	15,818.78		18,270.00	8,360.80	45.76
718.500 HEALTH INSURANCE	61,955.95		71,314.00	37,876.95	53.11
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,897.09)		(4,488.00)	(2,198.80)	48.99
719.000 DENTAL INSURANCE	3,522.22		4,262.00	2,226.61	52.24
719.800 VISION INSURANCE	269.31		763.00	278.64	36.52
719.900 VISION INS-EE CONTRIBUTIONS	(134.65)		(381.00)	(139.30)	36.56
724.000 WORKER'S COMP	1,700.35		2,274.00	1,010.25	44.43
725.000 LIFE & DISABILITY BENEFIT	1,045.55		1,777.00	616.11	34.67
726.000 COMPENSATED ABSENCES	5,632.01		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	820.23		4,000.00	509.31	12.73
754.000 OPERATING SUPPLIES	4,526.72		10,000.00	1,539.29	15.39
759.000 GAS/FUEL	9,122.29		10,000.00	3,098.94	30.99
767.000 UNIFORMS	817.61		3,000.00	100.00	3.33
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	42,912.07		23,500.00	25,116.81	106.88
826.000 LEGAL FEES	21,222.28		10,000.00	2,078.00	20.78
827.000 LEGAL SETTLEMENT	13,500.00		0.00	0.00	0.00
850.000 COMMUNICATIONS	2,035.64		3,500.00	860.46	24.58
851.000 MAIL/POSTAGE	2,350.00		4,000.00	1,656.67	41.42
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	481.63		750.00	316.12	42.15
890.000 SAFETY	7,905.74		6,000.00	2,419.22	40.32
900.000 PRINTING & PUBLISHING	360.37		750.00	193.53	25.80
910.000 PROFESSIONAL DEVELOPMENT	870.00		5,000.00	507.50	10.15
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	500.50	41.71
920.000 ELECTRIC/NATURAL GAS	67,044.88		77,500.00	36,178.99	46.68
930.000 REPAIRS	6,790.55		175,000.00	1,199.18	0.69
930.001 MAINT-EQUIPMENT	1,145.32		27,000.00	1,059.35	3.92
930.200 MAINT-GROUNDS	845.14		5,750.00	231.61	4.03
930.300 MAINT-BUILDINGS	856.62		5,000.00	445.64	8.91
933.000 MAINT-VEHICLES	2,687.68		6,000.00	13,365.61	222.76
933.500 MAINT-LIFT STATIONS	8,740.59		310,000.00	9,466.21	3.05
934.300 OPTO 22 MAINTENANCE	11,354.90		15,000.00	3,799.14	25.33
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,890.00		5,500.00	2,862.52	52.05
935.000 PROPERTY/LIABILITY INSURANCE	18,182.13		16,600.00	15,745.13	94.85
955.000 MISC.	21.00		0.00	15.00	100.00
972.013 HOOKUP LABOR & MATERIAL	0.00		10,000.00	25.39	0.25
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		215,000.00	21,500.90	10.00
975.000 BUILDINGS, BUILDING ADDITIONS & IMPRO'	0.00		0.00	41,172.38	100.00
977.000 NEW EQUIPMENT PURCHASE	1,417.02		19,750.00	2,688.92	13.61
980.000 NEW OFFICE EQUIPMENT & FURNITURE	344.98		2,000.00	1,151.72	57.59
980.100 NEW COMPUTER HARDWARE & SOFTWARE	5,305.25		13,645.00	7,917.00	58.02
981.000 NEW VEHICLE PURCHASE	0.00		0.00	25,183.00	100.00
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>	<b>(573,888.83)</b>		<b>(1,377,242.00)</b>	<b>(401,305.25)</b>	
<b>Dept 540 - WWTP</b>					
702.000 SALARIES & WAGES	223,841.27		277,651.00	132,132.71	47.59
702.500 OVERTIME	10,751.27		11,200.00	6,814.56	60.84
708.000 UNEMPLOYMENT	1,709.78		2,132.00	1,841.83	86.08
709.000 EMPLR FICA CONTR	14,356.64		18,063.00	8,412.00	46.57

ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
711.000 EMPLR MEDICARE CONTR	3,357.58		4,224.00	1,967.33		46.58
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	10,421.02		48.10
718.500 HEALTH INSURANCE	72,340.78		101,000.00	48,184.43		47.71
718.700 HEALTH INS-EE CONTRIBUTIONS	(3,845.82)		(6,944.00)	(3,336.18)		48.04
719.000 DENTAL INSURANCE	4,600.14		6,758.00	3,360.13		49.72
719.800 VISION INSURANCE	412.23		1,180.00	589.92		49.99
719.900 VISION INS-EE CONTRIBUTIONS	(206.12)		(590.00)	(294.96)		49.99
724.000 WORKER'S COMP	2,881.80		4,172.00	1,918.61		45.99
725.000 LIFE & DISABILITY BENEFIT	1,241.98		1,431.00	822.12		57.45
743.000 CHEMICALS	39,767.90		45,000.00	17,220.53		38.27
744.000 LAB EQUIPMENT & SUPPLIES	18,341.26		25,000.00	8,839.61		35.36
752.000 OFFICE SUPPLIES	449.73		500.00	109.94		21.99
754.000 OPERATING SUPPLIES	10,155.02		11,500.00	3,467.68		30.15
759.000 GAS/FUEL	1,932.79		3,000.00	1,204.51		40.15
767.000 UNIFORMS	1,579.29		2,000.00	100.00		5.00
774.100 BIOXIDE	50,252.65		60,000.00	31,418.27		52.36
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	32,301.90		36,250.00	21,719.02		59.91
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	4,051.00		73.65
850.000 COMMUNICATIONS	3,517.72		3,500.00	1,447.60		41.36
851.000 MAIL/POSTAGE	107.95		750.00	110.92		14.79
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		500.00	0.00		0.00
890.000 SAFETY	4,394.51		7,500.00	2,524.20		33.66
900.000 PRINTING & PUBLISHING	1,055.85		500.00	286.95		57.39
910.000 PROFESSIONAL DEVELOPMENT	1,880.00		4,000.00	3,325.00		83.13
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	76,321.34		43.36
920.200 WATER & SEWER QTR. BILLING	9,387.40		0.00	5,564.00		100.00
930.001 MAINT-EQUIPMENT	2,181.59		11,500.00	554.50		4.82
930.200 MAINT-GROUNDS	2,706.89		2,500.00	2,468.64		98.75
930.300 MAINT-BUILDINGS	3,815.76		5,000.00	801.47		16.03
933.000 MAINT-VEHICLES	569.72		2,500.00	446.33		17.85
934.300 OPTO 22 MAINTENANCE	4,105.35		6,000.00	1,473.41		24.56
934.981 SAMPLING EQUIPMENT MAINT.	435.38		4,000.00	1,074.13		26.85
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	8,340.27		15,000.00	2,086.00		13.91
934.983 SECONDARY TREAT EQUIP. MAINT.	6,827.86		25,000.00	5,314.67		21.26
934.984 SOLIDS EQUIPMENT MAINT.	9,173.22		15,000.00	4,721.32		31.48
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	185.78		3.10
934.987 TERTIARY FILTER MAINT.	6,620.53		38,000.00	466.45		1.23
935.000 PROPERTY/LIABILITY INSURANCE	13,582.71		17,500.00	11,693.07		66.82
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	29,613.25		13.34
980.000 NEW OFFICE EQUIPMENT & FURNITURE	423.59		750.00	25.47		3.40
980.100 NEW COMPUTER HARDWARE & SOFTWARE	3,260.31		11,445.00	1,513.34		13.22
Net - Dept 540 - WWTP	(783,538.99)		(1,278,956.00)	(458,741.92)		
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	75,943.93		50.00
Net - Dept 906 - DEBT SERVICE	(248,773.42)		(238,015.00)	(98,680.18)		
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST	432.16		400.00	328.54		82.14
Net - Dept 910 - DEBT SERVICE-LEASES	(432.16)		(400.00)	(328.54)		
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		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018			NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
Fund 590 - SEWER FUND:						
TOTAL REVENUES	2,927,893.69		2,592,570.00		691,972.07	26.69
TOTAL EXPENDITURES	2,269,736.15		3,594,613.00		959,055.89	26.68
NET OF REVENUES & EXPENDITURES	658,157.54		(1,002,043.00)		(267,083.82)	26.65



User: SHERRIE

PERIOD ENDING 06/30/2019

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	06/30/2019 (ABNORMAL)	
Fund 591 - WATER FUND					
Dept 000 - NONE					
450.000 WATER SALES	1,370,507.57		1,263,127.00	318,715.65	25.23
450.100 BULK WATER SALES	605.00		2,000.00	565.00	28.25
450.200 FINAL READ	1,830.00		1,700.00	755.00	44.41
450.300 TURN-OFF	2,283.00		2,000.00	470.00	23.50
452.000 LATERALS	4,596.00		5,000.00	1,458.00	29.16
454.000 BENEFIT FEES	32,775.00		30,000.00	4,449.60	14.83
459.000 CONNECTION FEES	118,270.00		50,000.00	5,475.00	10.95
479.000 REVENUE-REPLACEMENT METERS	0.00		500.00	4,600.00	920.00
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	150.00	15.00
655.000 FINES & FORFEITURES	16,386.94		16,000.00	8,778.66	54.87
665.000 INTEREST EARNED	49,562.98		29,000.00	30,906.30	106.57
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	25,490.09	49.16
671.000 OTHER REVENUE	8,318.69		1,000.00	19,426.02	1,942.60
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
<b>Net - Dept 000 - NONE</b>	<b>1,842,459.72</b>		<b>1,469,577.00</b>	<b>435,373.37</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	349,181.94		376,643.00	177,982.65	47.26
702.500 OVERTIME	25,121.81		27,950.00	12,985.94	46.46
708.000 UNEMPLOYMENT	3,506.21		3,593.00	2,484.31	69.14
709.000 EMPLR FICA CONTR	23,359.83		25,292.00	11,658.07	46.09
711.000 EMPLR MEDICARE CONTR	5,462.44		5,915.00	2,726.16	46.09
712.000 TEMPORARY LABOR	9,598.50		11,440.00	803.50	7.02
716.000 EMPLR RETIREMENT CONTR	26,813.22		28,974.00	13,583.62	46.88
718.500 HEALTH INSURANCE	105,047.25		116,514.00	57,399.54	49.26
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,519.79)		(7,552.00)	(3,628.05)	48.04
719.000 DENTAL INSURANCE	7,026.09		8,392.00	3,807.55	45.37
719.800 VISION INSURANCE	463.63		1,105.00	434.79	39.35
719.900 VISION INS-EE CONTRIBUTIONS	(231.75)		(550.00)	(217.30)	39.51
724.000 WORKER'S COMP	5,531.96		7,331.00	3,272.24	44.64
725.000 LIFE & DISABILITY BENEFIT	1,836.41		2,302.00	956.50	41.55
726.000 COMPENSATED ABSENCES	1,389.17		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	890.54		4,000.00	718.45	17.96
753.000 PROCESS CHEMICALS/CHLORINE	41,312.11		45,000.00	19,540.11	43.42
754.000 OPERATING SUPPLIES	10,191.05		12,500.00	4,644.16	37.15
759.000 GAS/FUEL	9,639.93		10,000.00	3,281.51	32.82
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	22,747.32	96.18
801.002 LAB FEES	8,825.65		10,000.00	4,286.40	42.86
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
827.000 LEGAL SETTLEMENT	13,500.00		0.00	0.00	0.00
850.000 COMMUNICATIONS	6,318.36		9,000.00	3,622.15	40.25
851.000 MAIL/POSTAGE	2,670.33		2,440.00	1,656.67	67.90
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	479.65		1,000.00	261.03	26.10
890.000 SAFETY	4,530.95		6,000.00	2,657.02	44.28
900.000 PRINTING & PUBLISHING	2,229.62		3,500.00	193.53	5.53
910.000 PROFESSIONAL DEVELOPMENT	1,880.00		6,000.00	1,117.50	18.63
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	670.50	74.50
920.000 ELECTRIC/NATURAL GAS	128,768.21		154,000.00	64,417.64	41.83
930.000 REPAIRS	2,521.38		62,500.00	2,195.48	3.51
930.001 MAINT-EQUIPMENT	11,416.28		15,000.00	3,667.28	24.45
930.200 MAINT-GROUNDS	1,540.52		5,750.00	332.62	5.78
930.300 MAINT-BUILDINGS	2,793.78		10,000.00	467.30	4.67
933.000 MAINT-VEHICLES	3,023.29		6,000.00	13,412.69	223.54
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	41,003.11	109.34
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	894.33	11.18
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,204.98		3,700.00	2,171.53	58.69
935.000 PROPERTY/LIABILITY INSURANCE	20,354.37		17,500.00	17,522.67	100.13
940.500 ROYALTIES	4,712.64		4,500.00	1,947.88	43.29
955.000 MISC.	524.58		0.00	0.00	0.00
965.000 CONTRIBUTION TO OTHER UNITS OF GOV'T	12,326.58		0.00	0.00	0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00		0.00	7,993.75	100.00
972.013 HOOKUP LABOR & MATERIAL	172,692.14		50,000.00	4,551.12	9.04
975.000 BUILDINGS, BUILDING ADDITIONS & IMPROV	0.00		0.00	41,172.37	100.00

ACCOUNT DESCRIPTION	END BALANCE		2019		% BDGT USED
	NORMAL	(ABNORMAL)	AMENDED BUDGET	YTD BALANCE 06/30/2019	
				NORMAL (ABNORMAL)	
Fund 591 - WATER FUND					
977.000 NEW EQUIPMENT PURCHASE	1,396.14		21,250.00	43,255.71	203.56
977.600 METER REPLACEMENT PROGRAM	6,870.00		15,000.00	2,160.00	14.40
980.000 NEW OFFICE EQUIPMENT & FURNITURE	344.98		2,000.00	1,158.69	57.93
980.100 NEW COMPUTER HARDWARE & SOFTWARE	7,320.16		13,645.00	8,106.98	59.41
981.000 NEW VEHICLE PURCHASE	0.00		0.00	25,183.00	100.00
Net - Dept 536 - WATER/SEWER SYSTEMS	(1,188,512.25)		(1,221,134.00)	(647,163.46)	
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,579.00	0.00	0.00
996.001 BOND - PAYING AGENT FEES	750.00		800.00	0.00	0.00
996.002 BOND INTEREST - (2010 WATER)	59,821.06		57,500.00	28,896.25	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	175.98	35.20
Net - Dept 910 - DEBT SERVICE-LEASES	(519.96)		(500.00)	(175.98)	
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	353,538.01		350,000.00	0.00	0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(353,538.01)		(350,000.00)	0.00	
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,842,459.72		1,469,577.00	435,373.37	29.63
TOTAL EXPENDITURES	1,604,720.03		1,631,513.00	676,235.69	41.45
NET OF REVENUES & EXPENDITURES	237,739.69		(161,936.00)	(240,862.32)	148.74
TOTAL REVENUES - ALL FUNDS	8,908,095.97		7,539,097.00	3,657,676.71	48.52
TOTAL EXPENDITURES - ALL FUNDS	6,870,018.82		10,038,765.00	2,994,084.99	29.83
NET OF REVENUES & EXPENDITURES	2,038,077.15		(2,499,668.00)	663,591.72	26.55

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

**CHECK DATE: July 11, 2019**

**PPE: July 6, 2019**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	34,028.90
EDDA		-
WDDA		-
Sewer Fund		31,650.23
Water Fund		21,566.54
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>87,245.67</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	60,796.66
Employer Share Med		842.59
Employer Share SS		3,602.78
SUI		196.33
Pension-Employer Portion		3,712.26
Workers' Comp		863.28
Life/LTD		556.37
Dental		1,153.96
Health Care		17,577.56
Vision		378.72
Vision Contribution		(189.36)
Health Care Contribution		(2,245.48)
Cobra/Flex Administration		
PCORI Fee		
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>87,245.67</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

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

**BOARD MEMBER:** Bill Hauck

**MONTH:** June 2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-13	T.C.R.C.		X	75.00
6-26	Council of Governance		X	75.00
6-27	T.C.R.C.	X		50.00

**SIGNATURE:** Bill Hauck **Date:** 7-9-19

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 Cody

MONTH: April - June

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-22-19	city commission		X	75
5-13-19	city commission	X		50
5-23-19	mta training		X	75
5-28-19	city commission		X	75
6-10-19	city commission		X	75
6-24-19	city commission		X	75
6-25-19	mta training		X	75

SIGNATURE: Lisa Cody Date: 7-2-19

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  
7/24/19

CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2019

BOARD MEMBER: Tim Lannen

MONTH: June

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6.4.19	Isabella County Board of Commissioners	✓		\$50
6.18.19	County BOC	✓		\$50
6.19.19	Council of Governments		✓	\$75
6.25.19	MTA Assessing Workshop		✓	\$75

SIGNATURE: Tim Lannen Date: 6.26.19

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 - June 24, 2019 through June 30, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other	1	12	
	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	1	2	
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
251		Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			1
	311	Medical Assist to EMS Crew	1	9	1
	321	EMS Call excluding Veh. Accident	1	2	
	322	Motor Vehicle Acc. W/ Injuries	1	2	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			1
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			


	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			1
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			1
	445	Arcing, shorted electrical equipment			1
	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			
	622	No Incident Found on Arrival	1	2	
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			1
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			1



	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	3	3
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	7		15
		YTD Response for Union Twp/City	157		228

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - July 1, 2019 through July 7, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	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			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			1
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
251		Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	3	1
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	2	5	1
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem	1	2	
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	1	2	
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction	1	2	1

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire	1	2	
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			1
	9003	Affidavit Issued			
		Total Response for Union Twp/City	8		11
		YTD Response for Union Twp/City	165		239

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - July 8, 2019 through July 14, 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			
	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			1
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	4	1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	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	
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	2	4	
	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			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction	1	2	
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	1	2	2
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			1
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire	1	2	
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			2
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm,Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	7		10
		YTD Response for Union Twp/City	172		249

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

**To:** Mark Stuhldreher - Township Manager      **DATE:** July 16, 2019  
**FROM:** Kim Smith – Public Service Director      **DATE FOR BOARD CONSIDERATION:** July 24, 2019  
**ACTION REQUESTED:** Request to award bid for 2019 Sanitary Sewer Cleaning and Televising to Perceptive Services in the amount of \$62,688.46.

Current Action       Emergency

Funds Budgeted: If Yes  Account # 590-536-930.000 No  N/A

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

In accordance with MDEQ asset management requirements and Union Township’s Sanitary Sewer Asset Management Plan the Township must clean and televise all 208,526 feet of sanitary sewer mains within five years. As of January of 2019, 170,988 feet of sanitary sewer main have been completed. The remaining 37,538 feet are proposed to be completed in 2019, which will increase our percentage to 100%.

Cleaning and televising is done to clear any areas of the sewer system with a large amount of buildup or blockage as well as to rate the condition of the sanitary sewer mains. The information obtained from televising will be used for future capital improvement planning.

The Township received five bids for this project. These bids are as follows:

Bidder	Amount
Plummers Environmental	\$1.69/foot - \$63,439.22
Perceptive Services	\$1.67/foot - \$62,688.46
Pipetex	\$1.67/foot - \$62,688.46
Advanced Rehabilitation Technology	\$2.98/foot - \$111,863.24
Tunnel Vision Pipeline Services	\$2.79/foot - \$104,731.02

**SCOPE OF SERVICES**

The scope of work for this project is as follows:

- Cleaning and televising of 37,538 feet of various diameter sanitary sewer mains



**JUSTIFICATION**

I recommend that the project be awarded to Perceptive Services in the amount of \$62,688.46. This recommendation is based on the following factors:

- Contractor’s ability to complete the project as specified
- Public Service Department’s past experience working with this contractor
- Cost

The Township’s Public Service Department has worked with Perceptive Services in the past on other projects and has been pleased with the quality of work and the outcome of these projects.

**PROJECT IMPROVEMENTS**

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

1. Community well-being and common good
2. Safety
3. Health
4. Natural Environment

**COSTS**

\$62,688.46

This amount will be paid from the Sanitary Sewer Fund account number 590-536-930.000 - Repairs, and is included in the 2019 budget.

**PROJECT TIME TABLE**

The project time table is as follows:

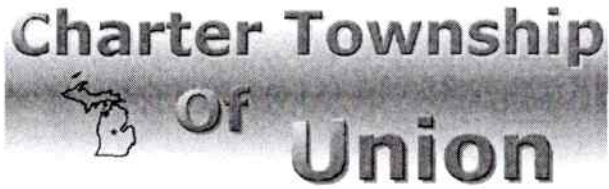
Commencing on or after August 15, 2019  
Completion by October 1, 2019

**RESOLUTION**

Approval of the bid from Perceptive Services in the amount of \$62,688.46 to complete the cleaning and televising of 37,538 feet of sanitary sewer mains.

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

Yes:  
No:  
Absent:



2010 South Lincoln Road  
 Mt. Pleasant, MI 48858  
 989-772-4600 ext. 224 (phone)  
 989-773-1988 (fax)  
 ksmith@uniontownshipmi.com

### Bid Tabulation Sheet

Project: 2019 – Sewer Cleaning and Televising Due Date: June 25, 2019 10:00 a.m. Location: 5228 S. Isabella Road

Bidder	Bid Bond	Amount
Plummeas Environmental	✓	\$ 1.69 / per foot
Perceptive Services	✓	\$ 1.67 / per foot
Pipelex	✓	\$ 1.67 / per foot
Advance Rehabilitation Technology	check	\$ 2.98 / per foot
Tunnel Vision Pipeline Services	✓	2.79 / per foot

Kim Smith 6-26-2019

John Bebau 6-26-2019

**Bid Form**

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising, cleaning, and condition rating in accordance with all NASSCO, local, state, and federal requirements, for the following unit prices:

Approximately 37,538 feet of various size sanitary sewer mains areas of which are included in Attachment A.

\$ 1.69 per foot

\$63,439.22

(written)

Sixty-Three Thousand, Four Hundred Thirty-Nine and Twenty-Two /100 Dollars

RESPECTFULLY SUBMITTED:

Company Name Plummer's Environmental Services

Address 10075 Sedroc Industrial


City Byron Center ST MI Zip Code 49315

Area Code/Telephone Number 616-877-3930

Date 6-26-2019

Fax 616-877-3937

E-Mail jroot@plummersenv.com

Authorized Signature  \_\_\_\_\_

Print of Type Name and Title Dave Van Dyken General Manager

**Bid Form**

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising, cleaning, and condition rating in accordance with all NASSCO, local, state, and federal requirements, for the following unit prices:

Approximately 37,538 feet of various size sanitary sewer mains areas of which are included in Attachment A.

\$ 1.67 per foot

SIXTY-TWO THOUSAND, SIX HUNDRED, THIRTEEN  
(written)

\_\_\_\_\_ and 80 /100 Dollars

RESPECTFULLY SUBMITTED:

Company Name PERCEPTIVE SERVICE AND OPERATIONS, LLC

Address 140 EAST BRIDGE ST.

City PLAINWELL ST MI Zip Code 49080

Area Code/Telephone Number 269-685-3040

Date 6/19/2019

Fax 269-685-3045

E-Mail TREYNOLDS@PERCEPTIVECONTROLS.COM

Authorized Signature 

Print of Type Name and Title TODD REYNOLDS, PRESIDENT

**Bid Form**

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising, cleaning, and condition rating in accordance with all NASSCO, local, state, and federal requirements, for the following unit prices:

Approximately 37,538 feet of various size sanitary sewer mains areas of which are included in Attachment A.

\$ 1.67 per foot

(written) SIXTY TWO THOUSAND SIX HUNDRED AND EIGHTY EIGHT DOLLARS  
AND FORTY SIX CENTS  
62,688 and 46 /100 Dollars

RESPECTFULLY SUBMITTED:

Company Name PIPETEK INFRASTRUCTURE SERVICES

Address 12119 LEVAN ROAD

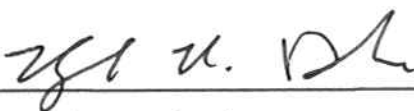
City LIVONIA ST MI Zip Code 48150

Area Code/Telephone Number 248-880-6965

Date 6/20/19

Fax N/A

E-Mail OFFICE@PIPETEKSERVICES.COM

Authorized Signature 

Print of Type Name and Title KYLE N. DEHNE - MANAGING DIRECTOR



**Bid Form**

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising, cleaning, and condition rating in accordance with all NASSCO, local, state, and federal requirements, for the following unit prices:

Approximately 37,538 feet of various size sanitary sewer mains areas of which are included in Attachment A.


\$ 2.98 per foot

Two dollars and 98/100  
(written) \_\_\_\_\_  
\_\_\_\_\_ 2 and 98 /100 Dollars

RESPECTFULLY SUBMITTED:

Company Name Advanced Rehabilitation Technology  
Address 01116 CTY RD 17  
City Bryan ST OH Zip Code 43506  
Area Code/Telephone Number 419-636-2684  
Date 6/24/19  
Fax 419-636-7437

E-Mail KAPPEL @ ART COATING TECH. COM

Authorized Signature 

Print of Type Name and Title KEVIN APPEL - SALES

Tunnel Vision Pipeline

**Bid Form**

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising, cleaning, and condition rating in accordance with all NASSCO, local, state, and federal requirements, for the following unit prices:

Approximately 37,538 feet of various size sanitary sewer mains areas of which are included in Attachment A.

\$ 2.79 \_\_\_\_\_ per foot

ONE HUNDRED FOUR THOUSAND SEVEN HUNDRED THIRTY ONE  
(written)

\_\_\_\_\_ and 02 /100 Dollars

RESPECTFULLY SUBMITTED:

Company Name TUNNEL VISION PIPELINE SERVICES

Address PO Box 541


City ESCANABA ST MI Zip Code 49829

Area Code/Telephone Number 906 786 0460

Date 6/24/19

Fax 231 525 2076

E-Mail info@vprubber.com

Authorized Signature  \_\_\_\_\_

Print of Type Name and Title GABRIEL KLOET PRESIDENT



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> July 16, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/24/2019
<b>ACTION REQUESTED:</b> Consider adopting a resolution in support of exploring the creation of a recreational authority to advance community dialogue regarding an aquatic center	

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

Funds Budgeted: If Yes \_\_\_\_\_ Account # 101-751-801.000 No   X   N/A \_\_\_\_\_

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

### BACKGROUND INFORMATION

Swim Friends of Mid-Michigan formed to explore the need, desire and feasibility of the development of a multipurpose community aquatic center. To aid in this endeavor, they commissioned a feasibility study to understand community and stakeholder interest, needs and goals, explore partnership opportunities, develop design concepts, and develop capital and operating cost projections. The feasibility study, completed in August 2018, concluded there is enough community demand for an aquatic center and that a well-designed, programmed and managed aquatic center can produce annual positive net operating income. The study also recommended the creation of a recreational authority to facilitate examining capital financing options, provide governance to the center and design specific operating revenue and expense budgets.

The attached resolution, if adopted, would commit the Township to participating on a committee the task of which would be to explore the feasibility of creating a recreational authority. It does not create said authority. The primary task of the committee is to create a report outlining a proposed framework that includes governance options, recommendations for geographic boundaries, the size and composition of the board of the authority, and other matters required of an authority to oversee the building and operations of a community aquatic center.

Township involvement consists of two individuals being on the committee and a financial commitment of up to \$5,000 to provide funding for outside professional support (e.g. legal and financial advice). The financial support is contingent on at least two additional parties providing a similar funding commitment.

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

By adopting the resolution, Swim Friends of Mid-Michigan will be able to continue to explore the creation of a multipurpose aquatic center.

### **PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed by adopting the attached Resolution (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**

While funds were not budget specifically for this project, \$5,000 has been identified as available in the Recreation Department's professional and contractual line item.

### **PROJECT TIME TABLE**

Unknown

### **RESOLUTION**

See attached

**CHARTER TOWNSHIP OF UNION**  
**A RESOLUTION IN SUPPORT OF EXPLORING THE CREATION OF A RECREATIONAL AUTHORITY AS A**  
**MEANS TO ADVANCE COMMUNITY DIALOGUE REGARDING AN AQUATIC CENTER**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858 on the 24th day of July 2019:

Present:

Absent:

The following resolution was offered by \_\_\_\_\_; and supported by \_\_\_\_\_

WHEREAS, Swim Friends of Mid Michigan formed to explore the need, desire and feasibility of the development of a multipurpose community aquatic center; and

WHEREAS, Swim Friends of Mid Michigan commissioned a feasibility study to understand community and stakeholder interest, needs and goals, explore partnership opportunities, develop design concepts, and develop capital and operating cost projections; and

WHEREAS, the feasibility study, completed in August 2018, concluded there is enough community demand for an aquatic center; that a well-designed, programmed and managed aquatic center can produce annual positive net operating income; and

WHEREAS, the creation of a Recreational Authority is recommended in the study to facilitate examining capital financing options, provide governance to the center, design specific operating revenue and expense budgets; and

WHEREAS, for all the reasons stated above the continued exploration of achieving the goals of an aquatic center is the logical next step.

NOW, THEREFORE, BE IT RESOLVED:

We, as members of the Charter Township of Union Board of Trustees support the exploration of creating a Recreational Authority and request that area stakeholders, including area local governments and educational institutions:

- (1) Work together to determine the feasibility of creating a recreational authority.
- (2) Create a report outlining a proposed framework to include governance options, geographic boundaries, the size and composition of the board of the authority, and other matters required of an authority to oversee the building and operations of a community aquatic center.

FURTHER: The Charter Township of Union Board of Trustees appoint the following two individuals to a study committee to accomplish the above tasks

- 1) [insert name of individual]
- 2) [insert name of individual]

FURTHER: Charter Township of Union commits up to \$5,000 to provide funding for outside professional support (e.g. legal, financial advice) to the committee, if needed, in creating the above-mentioned report. This funding commitment is contingent upon at least two additional parties who commit to form the committee providing similar amounts of funding.

ADOPTED:

AYES:

NAYES:

ABSENT:

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, \_\_\_\_\_.

---

Lisa Cody, Clerk





# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher Township Manager	<b>DATE:</b> 07/18/2019
<b>FROM:</b> Peter Gallinat Township Planner	<b>DATE FOR BOARD CONSIDERATION:</b> 07/24/2019
<b>ACTION REQUESTED:</b> Adopt Zoning Text Amendment Ordinance 2019-04 Solar Energy Systems Regulations. Move to publish notice of adoption in the Morning Sun Newspaper. (Roll Call Vote)	

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

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A X

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

This past spring Lone Maple Development requested a site plan review for the construction of accessory solar panels in the rear yard of the property. The current Zoning Ordinance only permits solar panels on the roofs of residential structures. After reviewing the application and Zoning Ordinance the application for a site plan review was denied. At the time of the application, McKenna Associates had prepared a Solar Energy Ordinance draft. This draft was intended for consideration as part of the new updated Zoning Ordinance. The Township upon request provided a copy of the draft Solar Energy Ordinance to Lone Maple Development.

After reviewing the draft, Lone Maple Development found their project to be in compliance with the draft and made application to the Planning Commission for a Text Amendment. In May the Township Planning Commission held a public hearing for the text amendment. Following the public hearing the Commission forwarded the request to the County Planning Commission for review but, did not make a recommendation to the Township Board. Earlier this month on June 4, 2019 the Planning Commission at a special meeting reviewed proposed draft sections of the new Zoning Ordinance. Among these was the proposed Solar Energy Ordinance section.

On June 18, 2019 the Planning Commission recommended the adoption of Text Amendment 2019-01 (Zoning Text Amendment 2019-04) to the Board of Trustees. The Commission asked that the draft Ordinance be revised for any grammatical errors before adoption. If adopted this amendment would be added to the current Zoning Ordinance. At the June 26, 2019 Board of Trustees meeting the Township Board introduced Zoning Ordinance 2019-04. The Township Board moved to consider adoption of Zoning Ordinance 2019-04 at the July 24, 2019 Board of Trustees meeting.

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

Following a public hearing the Planning Commission reviewed and recommended approval of Zoning Map Amendment Ordinance 2019-04. The Board of Trustees voted to consider the adoption of the Zoning Map Amendment 2019-03 at the May 22, 2019 meeting. The Text Amendment was reviewed by the Isabella County Planning Commission on June 13, 2019.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goal is addressed with this request.

1. Community well-being and common good.
2. Commerce
3. Natural Environment

**COSTS**

N/A

**PROJECT TIME TABLE**

The first step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to post notice for the adoption of said Ordinance. The second step is to then consider adoption of the Ordinance at the meeting that was noticed. If the Township Board adopts the Ordinance a notice of adoption will be published in the Newspaper.

**RESOLUTION**

Authorization is hereby given to publish notice of the adoption of Ordinance 2019-04 in the Morning Sun Newspaper.

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

Yes:  
No:  
Absent:

**Adoption NOTICE: Charter Township of Union, Isabella County,  
Michigan  
ORDINANCE # 2019-04  
Zoning Amendment**

*SUMMARY: An Ordinance to amend the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, by additions to Section 8. This Amendment sets standards for Solar Energy Systems in all zoning districts.*

**The Charter Township of Union, Isabella County, Michigan, hereby ordains:**

**SECTION 1 – Amendment.**

**SECTION II. – Title.**

**SECTION III- Severability.**

**SECTION IV – Effective Date.**

This proposed Ordinance for the Charter Township of Union was adopted by the Union Township Board of Trustees, at a regular meeting on July 24, 2019 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. A true copy of this Ordinance may be obtained or inspected on the township’s website,

<http://www.uniontownshipmi.com/BoardsandCommissions/PublicNotices.aspx>

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

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***Morning Sun:***            *Please publish in a display ad in 8 pt. type, on Saturday 07/27/2019  
Please send one affidavit of publication.*

# Charter Township of Union Zoning Ordinance

## Section 8.335 Solar Energy Systems Regulations

## **Section 8.335 Solar Energy Systems**

### **A. Purpose**

The purpose of this section is to facilitate the construction, installation and operation of Solar Energy Facilities (SEFs) in Union Township in a manner that protects public health, safety and welfare and avoids significant impacts to protected resources such as important agricultural lands, endangered species, high value biological habitats and other protected resources. It is the intent of this section to encourage solar facilities that reduce reliance on petroleum supplies, increase local economic development and job creation, reduce greenhouse gas emissions, and/or promote economic development diversification.

### **B. Supplementary Definitions**

For purposes of this section the following terms shall have the following meanings:

1. "Applicant" means the Landowner, developer, facility owner, and/or operator with legal control of the project, including heirs, successors and assigns, who has filed an application for development of a Solar Energy Facility under this section.
2. "Landowner" means the person or persons or entities possessing legal title to the Parcel(s) upon which a SEF is located.
3. "Parcel" means all land within a legally established parcel.
4. "Protected Lands" means, for the purpose of this section only, lands containing resources that are protected or regulated by established regulatory standards of local, state, or federal agencies, conservation easements or other contractual instruments in such a way that prohibits or limits development of those lands.
5. "Review Authority" means the Charter Township of Union.
6. "Solar Energy Facility (SEF)" means an energy facility, principally used to convert solar energy to electricity, which includes, but is not limited to, the use of one or more solar energy systems.
7. "Solar Electric System (SES)" means the components and subsystems that, in combination, convert solar energy into electric or thermal energy suitable for use, and may include other appurtenant structures and facilities. The term includes, but is not limited to, photovoltaic power systems, solar thermal systems, and solar hot water systems.
8. "Uses Allowed" means one of the following:
  - a) Direct Use – a SEF designed and installed to provide on-site energy demand for any legally established use of the property.
  - b) Primary Use – a SEF that is devoted to solar electric power generation primarily for use off-site.

### **C. Applicability**

1. This section applies to the construction of any new SEF within the Township.
2. A SEF legally established or permitted prior to the effective date of this section shall not be required to meet the requirements of this section, however:
  - a. Physical modification or alteration to an existing SEF that materially alters the size, type or components of the SEF shall be subject to this section. Only the modification or alteration is

- subject to this section; and
- b. Routine operations and maintenance activities or like-kind replacements do not require a permit.

**D. Parcel Line Setbacks**

The minimum setbacks from the Parcel line to the closest part of the SEF structure, such as panels, racking, or inverters, shall be as shown in Table 1. Fencing, roads, landscaping, and utility interconnection infrastructure may occur within the required setback.

**Table 1. Minimum Setbacks**

	<b>Direct Use Facility</b>	<b>Primary Use Facility</b>
<b>Minimum Setback from All Property Lines</b>	Shall conform to the setbacks per zoning for that district.	75 feet

**E. Height**

For ground mounted systems, height restrictions shall be measured from finished grade below each module in the event the site has topographic changes.

**Table 2. Maximum Height Limits**

<b>Type</b>	<b>Maximum Height</b>
Ground Mounted	15'
Roof Mounted	5' above roof surface not to exceed the roof ridge

**F. General Requirements**

The following requirements apply to all SEF uses unless otherwise noted.

1. Building Permits Are Required
  - a. Nothing in this Section modifies the minimum building requirements to construct a SEF, consistent with applicable building and fire codes. The SEF components and all accessory equipment shall comply with the most recently adopted Building Code as determined by the Building Official and Fire Code as determined by the Fire Official.
  - b. A site plan shall be provided at the time of the Building Permit application demonstrating compliance with the minimum setbacks in Table 1.
  - c. The Building Permit application shall be reviewed by local permitting departments including, but not limited to, the local Fire Authority, for health and safety requirements.
2. Supplemental Information Required for Primary Use SEFs
  - a. The manufacturer's or installer's identification and appropriate warning sign shall be posted on or near the panels in a clearly visible manner.
  - b. On site power lines between solar panels and inverters shall be placed underground, unless site conditions or a utility does not allow.
  - c. If the solar energy facility consists of battery storage, adequate design must be provided to ensure all local, state and federal requirements regulating battery storage have been met.

- d. A copy of the project's interconnection application with the utility shall be provided to the Township.
  - e. An affidavit or evidence of an agreement between the property owner and the facility's owner or operator confirming the owner or operator has permission of the property owner to apply for the necessary permits for construction and operation of the solar energy facility shall be provided to the Township
  - f. A description of the proposed technology to include type of solar panel and system, fixed mounted verses solar tracking, estimated number of panels, and angles of orientation shall be provided to the Township.
  - g. An information sign shall be posted and maintained at the entrance(s) to the site that lists the name and phone number of the operator.
  - h. For ground mounted SEFs, a description of the groundcover beneath and around the solar panels (i.e. grass, plantings) shall be provided, along with a plan for maintaining the groundcover.
3. Off-Site Facilities. When the SEF is located on more than one Parcel, there shall be proper easement agreements or other approved methods for the notification of all impacted parties.
4. Glare. Glass, plastic, or metal panels must not produce excessive glare that is visible from the street or any neighboring home.
5. Septic System Avoidance. SEFs shall not be located over a septic system, leach field area or identified reserve area unless approved by the County Health Department.
6. Conformance with Development Requirements for Underlying Zone. When located on a structure, the SEF shall conform to the development standards for a principal structure in the zone in which the SEF is located, except as otherwise provided herein.
7. Abandonment, Unsafe Facilities, Violations.
- a. A SEF that ceases to produce energy on a continuous basis for 12 months will be considered abandoned unless the current responsible party (or parties) with ownership interest in the SEF provides substantial evidence to the Township of the intent to maintain and reinstate the operation of that facility. It is the responsibility of the responsible party (or parties) to remove all equipment and facilities and restore the Parcel to its condition prior to development of the SEF, unless otherwise approved by the Township.
  - b. Upon determination of abandonment or other violation(s), the Township shall notify the party (or parties) responsible that they must remove the SEF and restore the site to its condition prior to development of the SEF within ninety (90) days of notice by the Township.
  - c. If the responsible party (or parties) fails to comply, the Township may remove the SEF. Primary Use SEFs shall be removed in accordance with the Decommissioning Plan required in Section 6.39.H. The Township may initiate judicial proceedings or take any other steps legally authorized against the responsible parties to recover the costs required to remove the SEF and restore the site to a nonhazardous pre-development condition, including sale of removal materials.
  - d. Facilities deemed by the Township to be unsafe and facilities erected in violation of this section shall also be subject enforcement action. The Zoning Official or any other authorized employee of the Planning or Building Departments shall have the right to request documentation and/or affidavits from the Applicant regarding the system's operation and shall make a determination as to compliance with the regulations in this section.

## **G. Direct Use Solar Energy Facilities**

1. General Requirements. Direct Use Solar Energy Facilities are ground mounted or rooftop SEFs that provide energy primarily for on-site use. Rooftops or ground mounted systems covering developed parking areas or other hardscape areas are encouraged. In addition to the General Requirements in subsection F, and the development requirements for the underlying zone, the following requirements shall apply to all Direct Use SEFs:
  - a. Lot Coverage. Rooftop systems can be any size provided they do not extend beyond the edges of the roof. The size of ground mounted systems shall be limited by the allowable lot coverage of the underlying zoning district.
  - b. Setbacks. Ground mounted structures shall conform to the minimum setbacks for the district in which they are located.
  - c. Height Limits. Facilities shall conform to the height limits of Table 2.
  - d. Floodplain. A Direct Use SEF shall not be located in a Floodplain.
  
2. Biological Resources. The protection of high value biological resources is an important consideration. Direct Use SEF projects shall demonstrate that they have completed due diligence so as to minimize impacts on rare species or features protected by local, state, or federal agencies. If approvals are required, the Applicant shall obtain them from the applicable agency prior to construction.

#### **H. Primary Use Solar Energy Facilities**

1. General Requirements. Primary Use SEFs are required to obtain to a Special Land Use permit. In addition to the General Requirements in sub-section F and the development requirements for the underlying zone, the following requirements shall apply to all Primary SEFs:
  - a. Maximum Lot Coverage. The size of ground mounted structures shall be limited by the maximum lot coverage of the underlying zoning district.
  - b. Setbacks. Ground mounted structures shall conform to the setbacks as shown in Table 1. The buffer may be reduced if the decision-making body determines that the facility will be substantially screened because of topography, vegetation, an operational management plan, or an agricultural easement.
  - c. Height Limits. Facilities shall conform to the height limits of Table 2;
  - d. Grading. Grading within the Township shall be minimized whenever possible.
  - e. Permit Validity. An applicant for a Primary Use SEF shall have up to two (2) years to obtain a building permit and start construction, with options for extension from the Township when progress and need has been demonstrated.
  
2. Biological Resources. The protection of high value biological resources is an important consideration. Primary Use SEF projects shall demonstrate that they have completed due diligence as to minimize impacts on rare species or features protected by local, state, or federal agencies. If approvals are required, the Applicant shall obtain them from the applicable agency prior to construction.
  
3. Soil Stabilization, Erosion Control and Ground Water Management.
  - a. To the extent feasible and compatible with the climate and pre-project landscaping the site shall be restored with native vegetation. The re-vegetation plans shall be reviewed and approved by the Township.
  - b. A storm water management plan shall be submitted, which shall show existing and proposed grading and drainage, demonstrating the project is in compliance with applicable storm water regulations.
  - c. Prior to issuance of a building permit, a maintenance plan shall be submitted for the continuing maintenance of the SEF, which may include, but is not be limited to, planned



maintenance of vegetation or ground cover, equipment maintenance, and plans for cleaning of solar panels if required.

- d. After construction is completed, as-built surveys for the project must be prepared by a licensed professional surveyor or other approved qualified professional. The as-built surveys shall be submitted to the Township Planner for review and record keeping. The surveys shall show that the as-built conditions are substantially the same as those submitted for building permit.

4. Visibility.

- a. Through the Special Land Use review process the Planning Commission may evaluate screening and buffering requirements on a site-by-site basis to assure the proposed SEF is appropriately screened from adjacent land uses. When it is properly demonstrated there exists no need to buffer due to existing natural vegetation or lack of impact on adjoining land uses (for example because the adjoining site is limited to crop production or is occupied by a wood lot), screening and buffering requirements may be waived provided, however, that SEFs located in a residential area shall have a minimum landscape buffer of twenty-five (25) feet. The buffer in a residential area shall contain evergreen trees planted no more than fifteen (15) feet apart. The trees shall be at least eight (8) feet tall at time of planting. A buffer area will not be required between a solar energy facility and an industrial or commercial use. A planted buffer will not be required if an opaque fence is installed. The Planning Commission has the authority to reduce the buffer requirements based on site conditions.

5. Miscellaneous Requirements

- a. If lighting is required for site access or safety, it shall be activated by motion sensors, fully shielded and downcast so that the light does not spill onto the adjacent property.
- b. No display advertising is permitted, except for reasonable identification of the panel, inverter or other equipment manufacturer, warning signs, and the facility owner;
- c. SEFs shall be enclosed by a fence, or other appropriate barriers. Fences or barriers shall work to incorporate wildlife friendly design, when identified as appropriate.

6. Decommissioning Plan.

- a. The SEF project must contain a Decommissioning Plan to ensure it is properly decommissioned upon the end of its project life or facility abandonment.
- b. Decommissioning shall include: Removal of all structures (including transmission equipment and fencing) and equipment to a depth of four (4) feet, restoration of the soil, and restoration of vegetation within ninety (90) days of the end of project life or facility abandonment.
- c. The Decommissioning Plan shall state how the facility will be decommissioned, the Professional Engineer's estimated cost of decommissioning, the financial resources to be used to accomplish decommissioning, and the type of surety to be provided prior to issuance of a building permit.
- d. Surety:
  - i. The owner(s) and/or operator of the SEFs shall post a surety in a form acceptable to the Township, such as security bond, irrevocable letter of credit, escrow, or other form deemed acceptable by the Township equal to one-hundred fifty (150) percent of the total estimated decommissioning and reclamation costs, prior to issuance of a building permit. The cost of decommissioning shall be reviewed between the operator and the Township Board every five (5) years to ensure adequate funds are allocated for decommissioning; the surety shall be appropriately adjusted to reflect the current decommissioning estimate.
  - ii. The surety shall be established and maintained with a company licensed in the State of Michigan and/or a Federal- or State-chartered lending institution acceptable to the

Township.

- iii. The company providing the surety shall provide the Township with 90 days' notice of the expiration of the surety. Lapse of a valid security bond is grounds for the actions defined in subpart v, below.
- iv. In the event of sale or transfer of ownership and/or operation of the SEF, a surety shall be maintained throughout the entirety of the process.
- v. If at any time during the operation of the SEF or prior to, during, or after the sale or transfer of ownership and/or operation of the SEF the surety is not maintained, the Township may take any action permitted by law to revoke the conditional use permit and to order a cessation of operations and order removal of the structure and reclamation of the site in accordance with the decommissioning plan.
- vi. The Township shall have access to surety for the expressed purpose of completing decommissioning if decommissioning is not completed by the owner(s)/operator within ninety (90) days of the end of the project life or facility abandonment.
- vii. The Township is granted right of access to the site, pursuant to reasonable notice, in the event that decommissioning is not completed by the owner(s)/operator within ninety (90) days of the end of the project life or facility abandonment.



**COMMUNITY DEVELOPMENT**  
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 773-4061  
Fax: (989) 775-6681

June 24, 2019

Peter Gallinat  
Union Township Zoning Administrator  
2010 S Lincoln  
MT Pleasant, MI 48858

RE: Union Township Text Amendment

Mr. Gallinat,

Please be advised that the Isabella County Planning Commission reviewed the text amendment relating to solar energy systems in Union Township. The consensus of the Planning Commission at their June 13, 2019 meeting was that there were no comments on this text amendment. Attached is the excerpt of the unapproved minutes of the meeting related to the review.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Ray Johnson  
Planner/Zoning Administrator

## **UNION TOWNSHIP MAP AMENDMENT**

Mr. Johnson reported on a text amendment submitted by Union Township for review. He stated the amendment provides language for Solar Farms within Union Township. The Township Planning Commission voted to table the amendment until the June meeting. Staff has reviewed the language and sees no concerns and assumes Union Township is working with their Attorney to develop the amendment.

Mr. Johnson stated that a letter would be forwarded back to Union Township advising them of the Planning Commission's review with no comment.

**PUBLIC COMMENT** – None

**STAFF COMMENTS** – Mr. Nieporte informed members of the updated by-laws staff sent in their packets and reminded them to keep them in their ordinance binder.

**PLANNING COMMISSIONER'S COMMENTS** –

Mr. Rogers asked if there was any information on the wind turbines.

Mr. Nieporte stated there was not at this time.

Mr. O'Neil asked if a site plan review would take place for each wind turbine.

Mr. Nieporte informed the board that each turbine will have a site plan review and will need meet all ordinance requirements.

Mr. Rogers asked if the members who had a conflict of interest at the public hearing will have a conflict of interest at during site plan review.

Mr. Nieporte stated it was likely they would be conflicted but staff will be verifying this with the County's attorney.

**ADJOURNMENT**

A motion was made by Mr. Horton supported by Mr. O'Neil to adjourn the meeting at 8:07 pm

Yes: Tim O'Neil, Phillip Vogel, Jerry Neyer, Kelly Bean, Bob Campbell, Nathan Rogers, Jim Horton, Ann Silker

No: None

Motion carried

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Tim O'Neil, Secretary

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Subject: Policy Governance Review  
Date: July 16, 2019

Policy Review: 2.0 Global Executive Constraint  
Type of Review: Internal  
Review Interval: Annual  
Review Month: July 2019

## **Policy Wording**

Township Management Team shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that all applicable ordinances, statutes and laws will be adhered to by all staff nor shall there be any deviation from accepted administrative practices or professional ethics.

## **Justification for reasonability**

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

## **Data**

1. 2018 Audit, per Yeo & Yeo: " In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"
2. No corrective action measures issued in 2018 Audit
3. Board approved Investment and Credit Card Usage policies are followed
4. The Finance Office refers to and incorporates "Best Practices" as published by the Government Finance Officers Association as applicable
5. The water and wastewater divisions operate under rules promulgated by EPA, MDEQ and Ten State Standards. No violations of these rules have been reported in the past year. Staff is members of American Water Works Association (AWWA) and the Michigan Water Environment

Association (MWEA). To remain in good standing, members must adhere to the organizations published Code of Conduct.

6. Township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics

### **Compliance**

In compliance with policy as indicated.

Evaluator: \_\_\_\_\_

## Executive Limitations Evaluation Form

*A tool to be used by individual board members as they evaluate the internal monitoring reports designated in Board-Management Delegation.*

Policy being monitored:

*(Insert actual policy)*

1. Was this report submitted when due?  Yes  No
2. Did the report lay out the Manager's interpretation or an operational definition of the policy?  Yes  No
3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?  Yes  No
4. Was I convinced that the interpretation is justified and reasonable?  Yes  No
5. Did the interpretation address all aspects of the policy?  Yes  No
6. Does the data show compliance with the Manager's interpretation of our policy?  Yes  No

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Comments regarding further policy development:

1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?  
What is the value that drives your worry?

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2. What policy language would you like to see incorporated to address your worry?

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**Policy:** 2.5 Financial Condition and Activities  
**Type:** Internal  
**Occurrence:** Quarterly  
**Date:** June 2019

### **Policy Wording**

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in End policies.

### **Manager Interpretation**

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be processed and ready for board approval as soon as they are received, verified, and coded for payment.

### **Justification for reasonability**

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

### **Compliance**

In compliance with policy as stated.



# Charter Township of Union



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

Policy Review: 2.5.10 Cash Flow Adequacy  
Type of Review: Internal  
Review Interval: Monthly  
Review Month: July 2019

## **Policy Wording**

The Township 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 1) fall below the thresholds defined in Governance Policy 2.4.3 and; 2) other considerations as defined below:

- **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 of Reasonability of Interpretation**

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 revenues are not collected evenly throughout the fiscal year. Property taxes, which account of 23% of General Fund revenue are not collected until December, January, and February of each year and State Revenue Sharing, which account for 56% of General Fund Revenue are only collected semimonthly.

For the Fire Fund, quarterly contract payments are due in July, October, and January; all of which are due prior to the collection of the property taxes, which begin of December 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**

Data used for 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.

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 4,388,613		
GF Unassigned	\$ 4,388,613	\$748,389	Yes
Fire Fund	\$ 1,227,997		
(Fire Truck Reserve)	\$ (447,573)		
FF Unassigned	\$ 780,424	\$548,550	Yes
EDDA	\$ 1,060,320		
Projects	\$ (270,260)		
EDDA Unassigned	\$ 790,060	\$ 28,403	Yes
WDDA	\$ 1,021,292		
Projects	\$ (570,000)		
WDDA Unassigned	\$ 451,292	\$ 7,745	Yes
Sewer Fund	\$ 3,780,205		
2011 Bond Reserve	\$ ( 45,000)		
2011 Bond RRI Reserve	\$ ( 91,845)		
2013 Bond Reserve	\$ (120,000)		
2013 Bond RRI Reserve	\$ ( 21,042)		
Sewer Fund Net	\$ 3,502,318	\$442,700	Yes
Water Fund	\$ 3,196,778	\$203,522	Yes

**Compliance**

All funds are in compliance with policy.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> July 16, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/24/2019
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

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

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018 and 2019. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.4 (Monitoring Township Management Performance), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 4.4 – Monitoring Township Manager Performance

The Policy states: “Systematic and rigorous monitoring of Township Manager job performance will be solely against the only expected Township Manager job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.”

Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 4.4

Related to the review of policy 4.4, at the August 28, 2019 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please fill this out prior to the August 28<sup>th</sup> board meeting as the evaluation Township Manager’s performance should take place at that meeting.

### 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

## Board Compliance Monitoring Tool

**Policy:** 4.4 – Monitoring Township Manager Performance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** July 2019

### Policy:

Systematic and rigorous monitoring of Township Manager job performance will be solely against the only expected Township Manager job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
- 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Manager discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
- 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
- 4.4.4 All policies which instruct the Township Manager will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A (attached).

**Use this evaluation form for discussion at the Board of Trustees Meeting on July 24th, 2019.**

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

1. Indicate item by item if you believe Yes or No are we in strict compliance with the policy as stated?
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are not in compliance?
  
3. How do you think we could improve our process to be in full compliance?
  
4. What do we need to learn or discuss in order to live by our policies more completely?

## Monitoring Schedule by Policy

#	Title	Type of Report <sup>1</sup>	Frequency	Report Due
1.0	Global End	Internal	Annual	March
1.1	Community Well-Being	Internal	Annual	March
1.2	Prosperity	Internal	Annual	March
1.3	Safety	Internal	Annual	March
1.4	Health	Internal	Annual	March
1.5	Natural Environment	Internal	Annual	March
1.6	Commerce	Internal	Annual	March
2.0	Global Executive Constraint	Internal	Annual	July
2.1	Treatment of Consumers	Internal	Annual	Jan
2.2	Treatment of Staff	Internal	Annual	Feb
2.3	Compensation & Benefits	Internal	Annual	May
2.4	Financial Planning/Budgeting	Internal	Annual	Dec
2.5	Financial Condition & Activities	Internal	Quarterly	Jan, Apr, July, Oct
2.5	Financial Condition & Activities	External	Annual	June
2.5.10	Cash Flow Ratio	Internal	Monthly	
2.6	Asset Protection	Internal	Annual	Apr
2.7	Ends Focus of Grants and Contracts	Internal	Annual	June
2.8	Emergency Township Manager Succession	Internal	Annual	Nov
2.9	Collaboration with Other Entities	Internal	Annual	Aug
2.10	Communication & Support to the Board	Internal	Annual	Sept
3.0	Global Governance Process	Direct Inspection	Annual	Dec
3.1	Governing Style	Direct Inspection	Annual	Jan
3.2	Board Job Description	Direct Inspection	Annual	Feb
3.3	Board Member's Code of Conduct	Direct Inspection	Annual	Mar
3.4	Agenda Planning	Direct Inspection	Annual	Apr
3.5	Board Commission and Community Linkage	Direct Inspection	Annual	June
3.6	Supervisor's Role	Direct Inspection	Annual	June
3.7	Duties of the Elected Department Heads	Direct Inspection	Annual	June
3.8	Board Committee Principles	Direct Inspection	Annual	Nov
3.9	Board Committee Structure	Direct Inspection	Annual	Nov
3.10	Cost of Governance	Direct Inspection	Annual	May
4.0	Global Board-Twp Mgmt Linkage	Direct Inspection	Annual	Sept
4.1	Unity of Control	Direct Inspection	Annual	Sept
4.2	Accountability of the Township Mgr	Direct Inspection	Annual	Aug
4.3	Delegation to the Township Mgr	Direct Inspection	Annual	Oct
4.4	Monitoring Twp Mgr & Mgmt Team Performance	Direct Inspection	Annual	July
4.5	Township Mgr Compensation & Benefits	Direct Inspection	Annual	Aug

<sup>1</sup>Internal is reporting by Manager to Board and involves Board review of policy applicable to the Manager;  
Direct Inspection is Board review of policy applicable to Board

**Charter Township of Union – Township Manager Evaluation Form**

Please rate the Performance of Mark Stuhldreher for the items below based on the following scale:

- 1 - Unacceptable
  - 2 - Needs improvement
  - 3 - Meets expectations
  - 4 - Exceeds expectations
  - 5 – Excellent
- 

**4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE**

Systematic and rigorous monitoring of Township Management job performance will be solely against the only expected Township Management job outputs: organizational accomplishment of board policies on **Global Ends** and organizational operation within the boundaries established in board policies on **Executive Limitations**.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
  - 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Management discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
  - 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
  - 4.4.4 All policies which instruct the Township Management will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.
- 

**Evaluation**

**Global Ends**

- 1.0 Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

**Score** \_\_\_\_\_

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1.1 Residents engage in a vibrant community life.

**Score** \_\_\_\_\_

1.2 All residents can thrive and achieve more than their basic needs.

**Score** \_\_\_\_\_

1.3 All residents enjoy a safe environment.

**Score** \_\_\_\_\_

1.4 Residents of all ages have facilities that enable an active, healthy lifestyle.

**Score** \_\_\_\_\_

1.5 Residents enjoy the natural resources and green space of the township.

**Score** \_\_\_\_\_

1.6 Commercial establishments, including new, innovative and traditional, are drawn to Union Township through commerce –friendly economic development policies.

**Score** \_\_\_\_\_

**Executive Limitations**

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Township Management shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

**Score** \_\_\_\_\_

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

With respect to interactions with consumers or those applying to be consumers, the Township Management shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unclear, unprofessional, indirect, untimely, inaccurate or unnecessarily intrusive.

**Score** \_\_\_\_\_

2.2 POLICY TITLE: *TREATMENT OF STAFF*

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, and unclear or violate collective bargaining agreements.

**Score** \_\_\_\_\_

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, volunteers and collective bargaining units, the Township Manager shall not cause or allow jeopardy to fiscal integrity or public image.

**Score** \_\_\_\_\_

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

**Score** \_\_\_\_\_

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

With respect to the actual, ongoing financial condition and activities, the Township Management Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies

**Score** \_\_\_\_\_

2.6 POLICY TITLE: *ASSET PROTECTION*

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

**Score** \_\_\_\_\_

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

The Township Management Team may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

**Score** \_\_\_\_\_

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

In order to protect the board from sudden loss of Township Manager services, the Township Manager shall not operate without a written plan identifying no fewer than two other named executives familiar with Board and Township Manager issues and processes.

Score \_\_\_\_\_

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

Score \_\_\_\_\_

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

Score \_\_\_\_\_

What things does the Manager do well?

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What areas could the Manager improve on?

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General Comments

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**Total Points**

Global Ends \_\_\_\_\_ Out of 35 Possible Points

Executive Constraints \_\_\_\_\_ Out of 55 Possible Points

Total \_\_\_\_\_ Out of 90 Possible Points

Average Score \_\_\_\_\_ (Total points divided by 18 categories)