



**BOARD OF TRUSTEES**

**Regular Meeting**

**October 23, 2019**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Planning Commission and ZBA updates by Township Planner
  - C. October Monthly Activity Report Board of Trustees
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – October 9, 2019 - regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. (Stuhldreher): Managed IT Service Renewal
10. NEW BUSINESS
  - A. Discussion/Action: Board discussion – Classification/Compensation Study
  - B. Discussion/Action (Board of Trustees): Manager 2020 Employment Contract/Compensation Changes
  - C. Discussion/Action (Board of Trustees) Policy Governance 2.5 Financial Condition & Activities
  - D. Discussion/Action (Board of Trustees) Policy Governance 4.3 Delegation to the Township Manager

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	Denise	Webster	2/15/2020
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	vacant seat		2/15/2021
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	Ryan	Buckley	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- BOT Representative	vacant seat		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	Kimberly	Rice	11/20/2020
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2021
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2021

# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: October 17, 2019  
Re: August Monthly Activity Report

Attached is the monthly activity report for October.

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:** October 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 departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Responded to several FOIA requests
- Held several recurring 1:1 meetings with staff and group staff meetings
- Attended the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Park Advisory and several internal Board/Commission/Authority meetings during the month.
- Attended a cyber security workshop sponsored by the MMDC and SBA
- Met with several citizens and others and regarding a variety of issues
- Prepared FY 2020 recommended budget for the Board
- Discussions held with CMU Re: Interlocal Pathway construction
- Prepared for CBA negotiations

#### Finance Department

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

- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Prepared 10-year forecasts for East and West DDA's to be added to the budget document
- Prepared and mailed delinquent tax notices for Summer tax
- Submitted the Municipal Fire Protection Questionnaire to the State of Michigan so the Township can receive funding for fire protection services on State owned properties in the Township

- Prepared employment posting for the Accounting Specialist position
- Held BS&A training onsite 2 days for Assessing Dept, covering GIS issues in the process.
- Annual workers comp audit for 7-1-18 through 6-30-19, completed it online
- Oversee the process of electronic tax payment files the Township receives from the mortgage companies
- Payments issued for DDA's – 13 invoices reviewed, entered and scanned in the BS&A system for payment, **\$29,000**
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Finance Director attended the Michigan Government Finance Officer Association's annual Fall Training Institute in Sept.
- Disburse funds twice for the summer taxes collected August 16 – September 15, 8 invoices created and entered, 4 checks issued totaling just under \$2.7 Million
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- 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, FA
- 2 Accounts payable check runs during Sept –
  1. 54 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 35 disbursement checks totaling over \$81,000, submitted on bank's website for Positive Pay fraud prevention
  2. 28 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 22 disbursement checks totaling over \$96,000, submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 52 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted
- Prepared monthly financial reports for the Board of Trustees
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record said interest earned in the BS&A financial software.
- Received Water/Sewer bill ACH payment rejections from Isabella Bank for closed accounts, reversed in utility billing and notified Water department.
- Mastercard Pmt – 16 Mastercard invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and then online payment submitted for over \$7,000
- Process all meeting pay requests submitted by the Board of Trustees:
- Payroll – 88 Payroll checks and checks to pay for benefits issued during Sept.
- Helped employees with their retirement loans paperwork and automatically payroll deducted and paid for them

## Building, Rental Housing Departments

### 1.3 Safety

- Building Office conducted 1 plan review, issued 15 permits and 2 certificates of occupancy permits; multiple site visits and performed 33 inspections; issued 2 stop work orders

- Inspections of 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 for 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.

#### 1.6 Commerce

- Continued inspections on, Isabella Citizens for Health, McGuirk Storage Buildings B2
- 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

- Working on creating land values/tables for the 13 new neighborhoods that were created.
- 350 property field inspections completed
- Land division approved for McGuirk Mini Storage – 6 new parcels from 3 original parcels
- Provided information to abstract offices for closing
- Processed Principle Residence Exemptions, Property Transfer Affidavits, Principal Residence Rescinds, deeds
- One new MTT appeal received for a hotel. This is only appeal received this year

#### Public Services Department

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

- Jameson Hall rented 3 days; Pavilion rented 3 days
- Responded to 169 phone calls/inquiries/emails regarding water and sewer bills
- Processed (9) Permits - New Service/Replacement Meters
- Scheduled (4) cross connection inspections
- Scheduled (9) touch-pad and meter replacement appointments
- Prepared and mailed (137) residential backflow device testing reminders
- Processed (13) Transfers of Service/Final Bills
- Processed (1) New ACH Authorization Forms
- Received/Processed (51) service requests/work orders
- Prepared (6) cost estimates for new residential water and sewer services
- Water shut-off/on for non-payment – 34 accounts
- Meter reads/prepared/printed/Mailed 1,800+ water and sewer bills in the amount of \$992,165
- Prepared (450) Hydrant Flushing Notices, posted on website, sent for publication in local newspaper
- 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 and installation
- Repaired pump discharge line at pump station #10 (Mulberry Lane)



- Road bore and one-inch water tap at 2337 Lincoln Road
- Coordinated and conducted (1) flow test – Home Depot
- Input of backflow testing reports received from SOM Certified Backflow Inspectors
- Prepared (2) 2% applications – AED & Fire Hydrant Installation
- Coordination and MDOT Permitting for removal of tree in MDOT Right-of-Way on behalf of EDA
- 2020 Budget Development, budget meetings, entry, and submittal – Water, Sewer, WWTP, Parks

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

- Lead and Copper site visits/field work to establish new Lead and Copper Site Plan (Due January 1, 2020) ongoing
- Installed Opto 22 Alarm System upgrade at pump stations #11 & #19 – equipment received/programming of radios
- Daily Jameson Hall, Jameson Park, and McDonald Park cleaning and maintenance
- Weed whipping of fire hydrants Township wide - ongoing
- Tested all pump station alarms (monthly operation and maintenance)
- 151 Miss Dig underground marking throughout Township
- 4 Miss Dig design ticket and water and sewer location request completed
- Daily plant water reads, and tri-weekly backwashing completed
- WWTP - Plant Preventative Maintenance
- WWTP – set-up of screens/tags/displays for SCADA monitoring program – ongoing project
- Water – set-up of screens/tags/displays for SCADA monitoring program – ongoing project
- MOR-DEQ-13 Monthly water samples
- Grounds maintenance at all water and sewer sites
- WWTP – Digester #4 cleaning and air diffuser change out
- WWTP – repaired input shaft seal on aerator gearbox #7
- WWTP – installed pressure transducers in tertiary filter #3 & #4
- WWTP – installed replacement air supply fan in screen room
- WWTP – completed updating controls for tertiary filters 1 & 2
- Installed new piping for bioxide unit at pump station #14
- Citizens for Health final water inspection installation completed – three repairs needed prior to acceptance of water main
- Attended Cyber Security seminar – Mid Michigan College –
- Skype meeting with EGLE – Well #11
- Flushed fire hydrant at Copper Beech – customer complaint “smelly water” – water at hydrant was fine – apartment complex flushed hot water heater – apartment has been vacant
- Well #8 pulled, cleaned, flow test, and sampled
- Renaissance School water plan review
- Dr. Yacisan water and sewer plan review
- Sandstone Drive – 8” cap re-installed on blow-off
- Webinar – EPA Risk Assessment Public Water System – New EPA Requirement – plan required to be completed and submitted to EPA
- Attended Chippewa River Water Trail creation presentation
- GFA surveyed well #11 location – required to be submitted to EGLE for permitting
- Quarterly PFAS testing Mission Road – September 26, 2019
- Repaired water leak and repaired concrete drive at 5201 Bertshire Drive
- Installation of 32 x 10 concrete pad for equipment storage – Mission Road Shop

- Replaced brush hog mounting frame repaired by Bills Custom Fab
- Dug up discharge manhole at WWTP to remove roots that had grown around 24-inch pipe into manhole structure
- Turned off water to irrigation systems at McDonald Park, Pickard Road (EDA), and concession stand
- Bid opening – Pickard Street Fire Hydrants
- Bid opening – 2019 Manhole Rehabilitation Project

#### Planning & Zoning Department

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

- Planning Commission
  - Held public hearing for proposed filling station SUP located on corner of Isabella and Broomfield Rd. Development includes a Dunkin Donuts drive thru. Recommended approval to Township Board.
  - Finished review of sections 9-10 of New Zoning Ordinance.
- ZBA
  - Approved minutes from past meeting to begin appeal period for dimensional variance granted for 5115 Stirrup In. Group Day Care Home
  - Accessory Building height variance application postponed for second month
- Sidewalk Committee
  - No meeting held in Sept
- (6) Zoning approval letters issued; 1-yard sale permit issued
- Attended BSA training and MAP conference

#### **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 quarterly MMDC breakfast meeting
- Attend multi-jurisdictional storm water study kick off meeting
- Attend regional census communication and outreach summit – Bay City
- Attend local census advisory committee meeting
- Attend Water Trail creation stakeholder/consultant meeting
- Attend annual Economic Outlook Luncheon sponsored by Chamber
- Several CBA negotiation sessions scheduled
- Attend State Construction Code Commission meeting
- Budget review meetings with BOT

##### Finance Department

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

- Create 2020 Bond and Contract Payment Schedule to help with 2020 Budget and 2020 fiscal year payments.

- BS&A Onsite four days in October for Building Dept, Planning Dept, Rental Dept set up and training
- As System Administrator Rebuilt database indexes for the BS&A Assessing Module
- Meet with Manager, Treasurer and Assessor Depts to be sure the tax bill issuance runs smoothly and that everyone is on the same page.
- Prepare wage and benefit costing spreadsheet in support of CBA negotiations
- Finance Director to attend several union negotiation meetings in the next month
- Work with 44North on benefits open enrollment for employees and set up new flex spending system with a new company as required by 44North
- Work on the Special Assessment payment splits as part of year end audit prep
- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees
- Issue accounts payable checks
- Post any online payments made to the general ledger
- Issue refunds for Summer tax overpayments
- Move to new Finance Dept offices across the hall
- Begin to consider Budget Amendment #2 for 2019
- Attend special board meeting work session to be scheduled on the 2020 Budget

#### 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 review of rental program with recommended ordinance changes

##### 1.6 Commerce

- Continue inspections of Yacisen Medical Facility, McGuirk building B2; Mercantile Bank, Isabella Citizens for Health; continue monitoring of new single-family Residence at 4175 Wing Rd, 2275 and 2375 Sandstone

#### Assessing Department

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

- Process land and building division applications
- Run preliminary studies on the Agricultural and Industrial classes. Waiting for information from equalization.
- Meeting with county equalization Re: commercial and residential sales study information sharing
- Attend State Tax Commission meeting Re: Crisis Center PILOT revocation
- Field work will continue and will comprise 3 days in the field and 2 days in the office. Adjust the schedule for inclement weather.
- Attended BSA training on land values and economic condition factors

#### Public Services Department

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

- Install 24" manhole inflow inserts for 24" trunk line to WWTP (ongoing)
- Well #11 - 72- hour pump testing at Isabella Well Site (replacement well for existing well #1)
- Replace Opto 22 Antennas at pump stations #7 & #14
- Replacement of manhole frames and covers as needed on Lincoln Road (ongoing project)
- Pump Station #14 construction to begin
- WWTP - Biosolids hauling and land application
- WWTP – install replacement air supply fan in screen room
- WWTP – Tie tertiary filter control panels into SCADA system
- WWTP – Install gearbox on aerator #2
- WWTP – complete second round of metals and whole effluent toxicity testing
- WWTP – Operator Training - ongoing
- Pump Station #7 bypass manhole rebuild
- Sewer main point repair – two locations (identified by sewer cleaning and televising)
- Approval of manhole rehabilitation bids & begin repairs
- Pump Station #2 load test – Kone Elevator
- Raise sanitary sewer manhole frame and cover on Deerfield Road
- Confined Space Training – October 23, 2019
- Fall Regional Meeting – EGLE & AWWA - October 22, 2019
- Complete delinquent utility bill transfer to taxes, send to Finance Department, and Assessing
- Begin annual REU water calculations
- Lead and Copper Sampling Site Plan interior plumbing identification mailer/appointments
- Winterization of Parks

## Planning & Zoning Department

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

- Planning Commission
  - Reviewed sections 11 and 12 of the New Zoning Ordinance with consultant McKenna (special meeting).
  - Approve 2020 regular meeting calendar.
  - Replace vacant PC representative on the ZBA.
- ZBA
  - Variance application for accessory building height in R-2A District located at 767 Doe Trail was withdrawn by applicant after being postponed by ZBA.
  - Approve 2020 regular meeting calendar
  - Show Cause Hearing scheduled for a temporary dwelling. Violation was resolved ahead of meeting.
- Sidewalk Committee
  - Continued work on goals for committee.
  - New member Kimberly Rice, replacing outgoing member Phil Mikus

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

- SUP for Fast-food Restaurant/Filing Station on corner of Broomfield and Isabella Rd. (October)
- Zoning Txt Amendment request for multi-use structure (November)
- Zoning Txt Amendment for Isabella Conservation District SUP on Mission Rd. (November)
- 2020 budget public hearing (November)

- Approve BOT 2020 meeting schedule (November)
- Final BY 2019 budget amendment
- Approve 2020 budget (December)
- Possible filling station SUP – Sam’s Club
- Receipt of formal petition McGuirk Estates Paving Special Assessment District

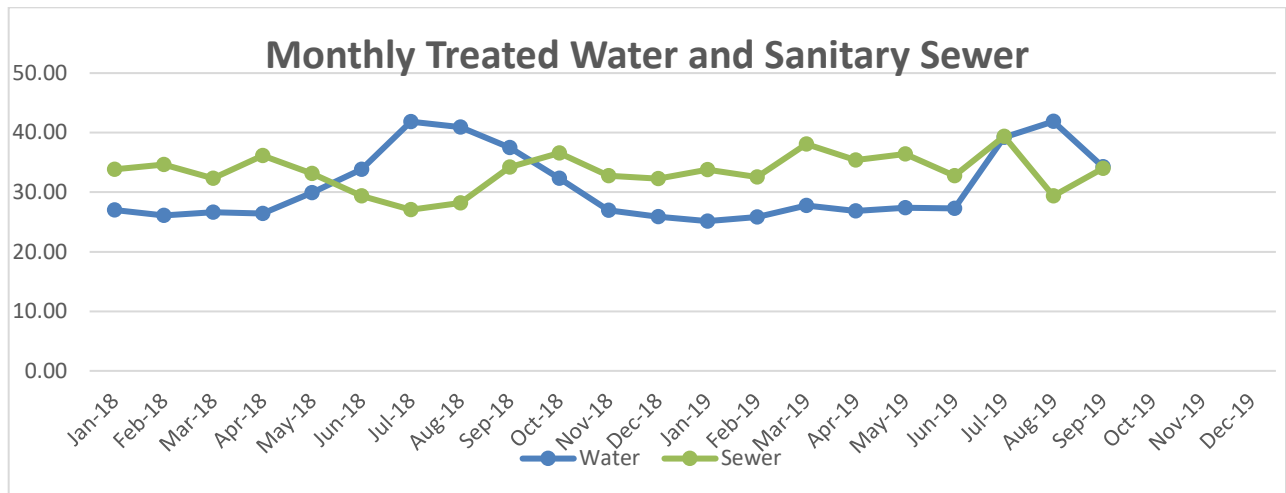
### **Significant Items of Interest Longer Term**

- 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
- Additional BSA staff training scheduled for Oct, Dec and Jan
- 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
- 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
- Create new land values for all classes of property.
- Cornerstone Condo Association is still considering replacing their current lights with LED lights.
- Measure and price all exempt properties.
- Have all 2020 sales studies completed by the end of October.
- WWTP - Rebid screw pump installation (Fall 2019 – Spring 2020 Construction)
- Rebid lift station # 1 in the EDDA (Fall 2019 – Spring 2020 Construction)
- Integration of SCADA from Opto 22 software to Ignition Software (2019/2020)
- Well Number 1 replacement –design and approval of transmission main, permitting, transmission main bidding and contract award
- Purchase of new sewer vector truck (2020)

- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Installation of generator transfer switch and receptacle at pump station #8
- Clean and televise McDonald Park storm sewer
- EPA Water System Risk Assessment Plan
- Water Distribution System Materials Inventory Plan – Lead and Copper
- McGuirk Estates Paving District Petition/Assessment District
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd. (possible others), cost sharing sidewalk plan where easements are needed
- Develop bid specification and bid the clean up of the Brad Wood properties

## Other

- Enforcement Activities
  - Follow-up inspections to verify compliance with violations found on previous inspections
  - Trash issue at 3811 S Lincoln Rd. – removed by MMI
  - 795 Isabella – unpermitted single wide mobile home installation
  - Complaint of trash not collected on curb at 1816 Belmont. Owner Wells Fargo notified. Issue resolved
- Legal Matters
  - Met with township attorney regarding zoning and enforcement related issues
  - Brad Wood – Bilbrael and E Pickard properties- Default Judgement obtained
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- Sept 2019 – Treated Potable Water
  - Total Month: 34.278mg
  - Average Day: 1.182 mgd
  - Max Day: 1.557 mgd
- Sept 2019 – Treated Sanitary Sewer
  - Total Month: 34.00 mg
  - Average Day: 1.13 mgd
  - Max Day: 1.34 mgd



**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 October 9, 2019 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

Present: Treasurer Rice, Clerk Cody, Trustees B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle

Late (Pre-excused): Supervisor Gunning

**Lannen** moved **Woerle** supported nominating Treasurer Rice as Chair Pro tem until Supervisor Gunning arrives. Vote: Ayes: 6 Nays: 0. Motion carried.

**Approval of Agenda**

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

**Presentations**

A. FY 2020 Budget Presentation by Township Manager

Supervisor Gunning arrived at 7:08 p.m.

**Public Hearings**

**Public Comment** - open 7:48 p.m.

**Reports/Board Comments**

A. Board Member Reports

Cody – Updates from Special Planning Commission meeting

Hauck -Road Commission Updates

Lannen – Isabella County Commission updates

Rice – Sidewalk and Pathway Prioritization Committee updates

**Consent Agenda**

A. Communications

B. Minutes – September 24, 2019 - special meeting

C. Minutes – September 25, 2019 - regular meeting

D. Minutes – September 30, 2019 – special joint meeting with City of Mt. Pleasant

E. Accounts Payable

F. Payroll

G. Meeting Pay

H. Fire Reports



I. (Smith) Approval of the bid from Plummer’s Environmental for the rehabilitation of (18) eighteen sanitary sere manhole structures located on Deerfield and River Roads.

J. (Smith) Approval of the bid from Malley Construction for the installation of (4) four fire hydrant assemblies

Rice moved **Cody** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

## **BOARD AGENDA**

**A. Discussion/Action (Gallinat): Approve Special Use Permit 2019-06 for a filling station located at S. Isabella Rd. PID 14-026-20-001-06 on the condition that a site plan is approved by the Township Planning Commission and all required licensing is obtained**

Woerle moved **Lannen** supported to approve Special Use Permit 2019-06 for a filling station located at S. Isabella Rd. PID 14-026-20-001-06 on the condition that a site plan is approved by the Township Planning Commission and all required licensing is obtained. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

**B. Discussion/Action (Board of Trustees) Board discussion on 2020 2% grant Applications**

Discussion was held by the Trustees.

**C. Discussion/Action (Stuhldreher): Policy Governance 2.10 - Communications and Support to the Board**

Discussion was held by the Trustees.

**D. Discussion/Action (Stuhldreher): Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection**

Woerle moved **Hauck** supported directing the Township Manager to get direction from legal counsel, for a later discussion, regarding clarification of Superintendent/Township Manager titles as it pertains to roles/duties and secondly, get legal direction regarding the statutory issues addressing the authority/accountability liability of the assessing function as it pertains to statutory duties. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

**E. Discussion/Action (Stuhldreher): Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control**

**Lannen** moved **Rice** supported to change the wording of policy governance 4.1 (Only officially passed motions of the board are binding on Township *Manager*). **Vote: Ayes: 7 Nays: 0. Motion Carried.**

## **EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE**

Open 9:44 p.m.

No comments were offered.

**MANAGER COMMENTS**

- Upcoming Recreational Authority Committee meeting to be held in November
- Upcoming 10/23 Agenda items: Classification/Compensation Study Discussion, Discussion regarding Manager’s employment agreement renewal and discussion of compensation benefits.

**FINAL BOARD MEMBER COMMENTS**

Lannen – Commented on Rules regarding Recreational Marijuana from the State will be coming out in November

Woerle – Commented on cyber security recommendations made by Trustee Mielke to the Board.

**CLOSED SESSION**

**ADJOURNMENT**

Rice moved Cody supported to adjourn the meeting at 9:50 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						
10/23/2019	101	21408	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING/WATER/SEWER/BOT - ADS EMPLOYMENT AD-COMM & ECON DEV DIRECTOR	1,582.95 1,149.00 <u>2,731.95</u>
10/23/2019	101	21409	00013	AIRGAS USA, LLC	LARGE CYLINDER LEASE RENEWAL - OXYGEN &	627.50
10/23/2019	101	21410	00084	B S & A SOFTWARE	ONSITE ASSESSING TRAINING-LAND VALUES/GI	1,890.00
10/23/2019	101	21411	01617	BACKUS PUBLIC RELATIONS, INC.	2020 CHAMBER MEMBERSHIP	600.00
10/23/2019	101	21412	01278	BERENDS, HENDRICKS, STUIT INSURANCE	PROP/LIABILITY INS RENEWAL	67,853.00
10/23/2019	101	21413	00066	BILL'S CUSTOM FAB, INC.	BRUSH HOG REPAIR WORK	48.55
10/23/2019	101	21414	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - SEP 2019	1,083.00
10/23/2019	101	21415	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE - MCBRIDE CLOTHING ALLOWANCE - SCHOFIELD	100.00 88.00 <u>188.00</u>
10/23/2019	101	21416	00099	CENTRAL CONCRETE PRODUCTS CO. INC	CONCRETE SLAB FOR EQUIP STORAGE	500.00
10/23/2019	101	21417	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING - TWP HALL	147.90
10/23/2019	101	21418	00129	CMS INTERNET, LLC	MANAGE IT, EMAIL & PHONE SERVICE-OCT 201 COMPUTER DOCK/LASER POINTER-MGR/BOARD RO NEW COMPUTER - MANAGER	8,899.25 279.98 <u>1,786.50</u>
10/23/2019	101	21419	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES	1,401.41
10/23/2019	101	21420	01242	CULLIGAN WATER	WATER COOLER - WWTP SEP 2019	41.06
10/23/2019	101	21421	00725	CUSTOM OFFICE SYSTEMS	COUNTER SPACE/STORAGE SET UP FOR FINANCE	738.75
10/23/2019	101	21422	01171	DBI BUSINESS INTERIORS	PAPER FOR TAX BILLS/PENS/KEY TAGS	91.41
10/23/2019	101	21423	01449	ENVIRONMENTAL SALES, INC	UV LAMPS & QUARTZ SLEEVES BALLAST & LED	5,535.65 299.78 <u>5,835.43</u>
10/23/2019	101	21424	00213	FASTENAL COMPANY	MANHOLE COVER BOLTS	34.70
10/23/2019	101	21425	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TRTMT OCT 2019	40.00
10/23/2019	101	21426	01559	GALLINAT, PETER	MILEAGE REIMB TO MAP CONFERENCE-GALLINAT	462.84
10/23/2019	101	21427	00249	GILL-ROY'S HARDWARE	SINGLE CUT KEY - TWP HALL	3.98
10/23/2019	101	21428	00257	GOURDIE-FRASER, INC.	CONTR ADMIN-SEWER PUMP #14 HYDRANT RFP - DETAILS & PLANS PICKARD RD	336.00 130.00 <u>466.00</u>
10/23/2019	101	21429	00261	GRAINGER	SCREW-IN CFL, NON-DIMMABLE	203.58
10/23/2019	101	21430	00324	ISABELLA CORPORATION	SCREENED TOPSOIL	500.00
10/23/2019	101	21431	01324	KENEWELL GROUP	BUSINESS CARDS - ASSESSOR	82.00
10/23/2019	101	21432	00360	KIMBALL MIDWEST	REAMER	188.40
10/23/2019	101	21433	00362	KRAPOHL FORD & LINCOLN	2016 FORD F150 OIL CHANGE 2017 FORD F150 OIL CHANGE	69.70 69.70 <u>139.40</u>
10/23/2019	101	21434	00450	M M I	TRASH REMOVAL - LINCOLN RD	140.00
10/23/2019	101	21435	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV - SEPT 2019	10,560.00
10/23/2019	101	21436	01356	MCLAREN CENTRAL MICHIGAN	RANDOM DRUG SCREENS & BREATHALIZER CONSORTIUM FEE 3RD Q 2019	388.00 157.50

10/17/2019 03:55 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 10/10/2019 - 10/23/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						545.50
10/23/2019	101	21437	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE 4TH Q 2019	330.00
10/23/2019	101	21438	00472	MUNICIPAL CODE CORPORATION	ONLINE CODE HOSTING 10/1/19 TO 9/30/20	900.00
10/23/2019	101	21439	00494	NORTH CENTRAL LABORATORIES	WASTE WATER TESTING SUPPLIES NALGENE 500ML BOTTLE W/SCREW CAP	2,003.48 198.02
						2,201.50
10/23/2019	101	21440	01136	OPTO SOLUTIONS, INC	SNAP MULTIFUNCTION 16 MODULE RACK	184.95
10/23/2019	101	21441	01649	OUDBIER INSTRUMENT CO.	WWTP - METER CALIBRATION	656.80
10/23/2019	101	21442	00518	PEERLESS-MIDWEST, INC.	WELL #7 REPAIR	3,437.68
10/23/2019	101	21443	00131	PERCEPTIVE CONTROLS, INC	TROUBLESHOOT AND REPAIR LCP-A RACK 0 MODIFY TWO TERTIARY FILTER CONTROL PANEL	252.00 23,106.50
						23,358.50
10/23/2019	101	21444	01595	ROMANOW BUILDING SERVICES	SEPT JANITORIAL SERV. - TWP HALL SEPT JANITORIAL SERV - WWTP 2019 SEPT JANITORIAL SERV - WATER PLANT 2019	511.58 306.96 204.64
						1,023.18
10/23/2019	101	21445	00570	RS TECHNICAL SERVICES, INC.	MAINT KIT/ROLLER ASSEMBLY/BLUE-WHITE PUM	642.76
10/23/2019	101	21446	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER - 3RD QTR 2019	45.00
10/23/2019	101	21447	01542	SHRED-IT US JV LLC	PAPER SHREDDING 9-11-19	62.03
10/23/2019	101	21448	00965	JOY SMITH	MILEAGE TO MICAMP GIS CONFERENCE	142.68
10/23/2019	101	21449	01364	SHERRIE TEALL	FLEX MEDICAL REIMBURS 10-17-19 MILEAGE TO MGFOA CONFERENCE & MEALS	236.17 157.89
						394.06
10/23/2019	101	21450	00720	UNION TOWNSHIP LITTLE LEAGUE	REIMB FOR IRRIGATION & FLAG POLES-2% FUN	1,587.85
10/23/2019	101	21451	00723	WINN TELECOM	PHONE SERVICE 10/1/19 - 10/31/19	299.98
10/23/2019	101	21452	01648	Z & L TRANSPORT LLC	CONCRETE BLOCK TRANSFER	800.00

101 TOTALS:

Total of 45 Checks:	144,177.06
Less 0 Void Checks:	0.00
Total of 45 Disbursements:	144,177.06

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
10/04/2019	101	291 (E)	01105	MASTERCARD	MASTERCARD - DEPRIEST	137.70
					MASTERCARD - CRAWFORD	76.36
					MASTERCARD - BEBOW	3,467.85
					MASTERCARD - WALDRON	493.67
					MASTERCARD - DEARING	244.36
					MASTERCARD - RADAR	113.92
					MASTERCARD - MCBRIDE	1,574.72
					MASTERCARD - GALLINAT	24.30
					MASTERCARD - ROCKAFELLOW	55.51
					MASTERCARD - FUSSMAN	151.33
					MASTERCARD - SMITH	222.59
					MASTERCARD - HOHLBIEN	54.41
					MASTERCARD - STUHLDTREHER	10.00
					MASTERCARD - TEALL	297.99
					MASTERCARD - OCKERT	164.09
					MASTERCARD - COFFELL	50.18
						<u>7,138.98</u>
10/04/2019	101	292 (E)	01105	VOID		
					Void Reason: Created From Check Run Process	
						V
101 TOTALS:						
Total of 2 Checks:						7,138.98
Less 1 Void Checks:						0.00
Total of 1 Disbursements:						<u>7,138.98</u>

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

**CHECK DATE: October 17, 2019**

**PPE: October 12, 2019**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	27,700.33
EDDA		-
WDDA		-
Sewer Fund		31,997.20
Water Fund		20,543.54
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>80,241.07</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	53,705.79
Employer Share Med		775.06
Employer Share SS		3,314.09
SUI		-
Pension-Employer Portion		3,542.39
Workers' Comp		768.15
Life/LTD		-
Dental		1,115.56
Health Care		16,879.93
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		140.10
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>80,241.07</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

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

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

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

**BOARD MEMBER:** Bill Hawk

**MONTH:** Sept. 2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
<del>9-12</del>				
9-12	LCRC	X		\$50.00
9-18	Council of Governments		X	\$75.00
9-26	LCRC	X		\$50.00
				\$175.00

**SIGNATURE:** Bill Hawk **Date:** 10-9-19

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.

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period Sept 30, 2019 through Oct 6, 2019**

Category	Code	Description	Twp	Resp	City	
Fire	100	Fire, Other				
	111	Building Fire	2	27		
		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			1
		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	2	3	
	321	EMS Call excluding Veh. Accident			2	
	322	Motor Vehicle Acc. W/ Injuries	1	3	1	
	323	Motor Vehicle Acc/Pedestrian			1	
	324	Motor Vehicle Acc. W/no Injuries	1	2		
	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			
	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			1
	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	1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	2	4	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	1	2	
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			1
	744	Detector activation, no fire			1
	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			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	10		20
		YTD Response for Union Twp/City	257		401

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

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period Oct 7, 2019 through Oct 13, 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			
	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			1
	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			1
	311	Medical Assist to EMS Crew	1	2	
	321	EMS Call excluding Veh. Accident	1	2	3
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			1
	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
	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			1
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			1
	715	Local Alarm System, Malicious False Alarm			1
	721	Bomb Scare - No Bomb			
	730	System Malfunction			1
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	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	2		13
		YTD Response for Union Twp/City	259		414

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** October 17, 2019

**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 10/23/2019

**ACTION REQUESTED:** Approval to renew the Master Service Agreement, Managed IT Services Statement of Work and the Fiber Optic Cable Plant Statement of Work (collectively the "Agreements") with CMS Inter.net LLC and authorize the Township Manager to execute said Agreements

Current Action   X        Emergency       

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

Finance Approval        *MDS*       

### BACKGROUND INFORMATION

Broadly stated, the IT environment includes network hardware and software, business application software, physical devices such as phones, computers, printers, servers, fiber optic cable, switches, monitors and other components.

In 2017 several agreements were approved/executed with CMS for the provision of IT support services to the Township. Prior to these agreements, support services were provided on an as needed basis and within a maintenance environment commonly referred to as a break/fix.

The current arrangement has allowed the Township to be proactive in managing the IT program. Benefits include:

1. Real time server and computer operating system updates and patch management.
2. Monitored deployment of security updates for antivirus, spyware and malware prevention.
3. Live help desk with real time support and job ticketing.
4. Line of business application and vendor interface support (BS&A, Microsoft Office, Pub Works, MapInfo, etc.).
5. Managed Data backup and redundancy for protecting critical data.
6. Logistical support and prioritized troubleshooting of IT issues.
7. Planning and budgeting support for IT asset deployment and replacement.

The renewal of the Agreements with CMS will allow for these benefits to continue.

### SCOPE OF SERVICES

#### Master Service Agreement

This is the umbrella agreement to cover items that pertain to the relationship as a whole. It covers such things as change order procedures, payment time frames, equipment ownership and software licensing definitions, data ownership and confidentiality considerations, warranties, termination procedures and liability issues.

#### Managed IT Services Statement of Work

This Agreement covers the specifics of the relationship for all items except the Fiber Optic Plant and Internet Services. It defines respective responsibilities and applicable coverage and fees. Reference is made to Exhibits

A and B which details such things as response time, service delivery hours, system backup services, security services, network and device management services, and strategic planning and budgeting services. Exhibit A and B also outline the device counts and software support items.

### Fiber Optic Cable Plant Statement of Work

This agreement covers the aspect of the relationship as it pertains to the fiber optic plant. This agreement continues to supersede the “Agreement Regarding Installation and Ownership of High-Speed Fiber Optic Cable Network” executed at the time the fiber ring was originally installed in September 2014. Ownership of the fiber cables, maintenance and repair services of the fiber network, and underground fiber cable locating services are defined in this agreement. Exhibit A and B describe the specifics of the fiber ring and respective endpoints.

### JUSTIFICATION

The Township has at least 42 computer workstations, 6 servers, 26 phones, 31 cameras and more than 25 users spread across multiple locations. A deliberate and rationale IT support program is required for an organization of this size and complexity.

A managed service environment provides real time monitoring of IT assets as a preventative measure that limits disruptions and down time by alerting and addressing basic workstation and server operating system and security issues before they become larger disruptive problems. Additionally, a managed IT service program will provide more experienced staff resources at less cost than the limitations of a 1 or even 2-person IT department. CMS has many staff members with a wide range of skill sets to address specific needs on a faster time table.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by entering into these Agreements (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

The annual fee for Managed Service Statement of Work and Fiber Plant Statement of Work services is \$57,600 payable in monthly installments of \$4,800.

### PROJECT TIME TABLE

The term of the renewal Agreement is 36 months with an automatic renewal on a month to month basis.

### RESOLUTION

It is resolved that the attached Agreements are approved on this day and that the Township Manager is authorized to execute said Agreements on behalf of the Charter Township of Union.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Absent: \_\_\_\_\_





# MANAGED IT SERVICES STATEMENT OF WORK

## Managed IT Services Statement of Work with Charter Township of Union

### Date

November 1, 2019

### Provider:

CMSInter.net LLC  
DBA Journey Managed IT Services  
131 S Main Street  
Mount Pleasant, MI 48858

### Client:

Charter Township of Union  
2010 S Lincoln Rd  
Mount Pleasant, MI 48858

### SERVICE LEVEL: MANAGED

INVOICE START DATE	MONTHLY PAYMENT	TERM OF AGREEMENT	AUTO RENEWAL	OUT OF SCOPE RATE
11/1/2019	\$4500.00	36 Months	Month-to-Month	\$75

This Statement of Work (“SOW”) is issued pursuant to the CMSInter.net LLC Master Services Agreement (“MSA”) between Charter Township of Union (“Client”) and CMSInter.net LLC (“Provider”). This SOW is subject to the terms and conditions contained in the MSA between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the MSA. In the event of any conflict or inconsistency between the terms of the MSA and the terms of this SOW, the terms of this SOW shall govern and prevail.

This SOW, effective as of November 1, 2019 (“Effective Date”), is entered into by and between Provider and Client and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

## 1. Client Responsibilities

- Client assigned Project Manager: Mark Stuhldreher
- Client grants permission to Provider to install remote monitoring and management software, security software, remote backup software and any other management, monitoring or tools needed to perform Provider responsibilities on Client servers, desktops, laptops and mobile devices if included in this agreement; provided the software does not conflict with any current software or monitoring equipment.
- Client acknowledges that requests by Client for software installation, updates, or configurations encompassing any device managed under this agreement in which Provider deems inappropriate or un-safe, that Provider is not responsible for damages or consequences resulting from such action. In event of such occurrence, Client will be charged regular rates for any labor related to such actions. In the event of such Client request, Provider will notify Client before performing any such action.
- Client acknowledges that Provider is not responsible for any damages or consequences resulting from work on Client environment performed by third party providers not engaged or hired by Provider or otherwise approved by Provider. In event of such occurrence, Client will be charged regular rates for any labor related to such actions.
- Client agrees to allow Provider to assign, delegate, and subcontract services to third party competent contractors approved by Provider.

- Client grants Provider authorization to access or view any data as necessary within the regular routine monitoring, repair, or systems improvement. Client also authorizes Provider to reasonably delete, change, and/or rewrite any necessary information to complete system repair or improvement that is consistent with the standards and practices in the industry.

## 2. Applicable Coverage

**2.1 Availability Hours.** Remote Helpdesk and Vendor Management of Client's IT networks will be provided to the Client by Provider through remote means between the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions will fall under the provisions of Exhibit B.

**2.2 Support and escalation.** Provider will respond to Client's trouble tickets under the provisions of Exhibit A, and with best effort after hours or on holidays. Trouble tickets must be opened via the Provider support software, web portal or by phone if internet is unavailable. Each call will be assigned a trouble ticket number for tracking. Provider escalation process is detailed in Exhibit A.

**2.3 Service outside normal working hours.** Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays, shall be subject to provisions of Exhibit B.

**2.4 Hardware and software support.** Provider shall provide support for of all software, systems and services specified in Exhibit B, provided that all software is genuine, currently licensed, and vendor-supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be passed on to the Client after first receiving the Client's authorization to incur them

**2.5 Third Party Network and Device Access.** In the event third party access is required or requested to access networks or devices managed under this agreement, Provider agrees to work constructively with Client and applicable third party(s) to provide reasonable access methods to such equipment without compromising the security of the network.

**2.6 Monitoring.** Provider will provide ongoing monitoring and security services for devices as indicated in Exhibit B. Should a problem be discovered during monitoring, Provider shall make every attempt to rectify the condition in a timely manner through remote means. Provider will provide reports upon Client request for critical alerts, scans and ticket activity and resolutions.

**2.7 Minimum equipment standards.** In order for Client's environment to qualify for Managed IT Services, the following requirements must be met:

- All servers with Microsoft Windows operating systems must be running Windows Server 2012 R2 or later, and have all of the latest Microsoft service packs and critical updates installed.
- All hypervisors must be Microsoft Hyper-V 2012 or later.
- All desktop PC's and Notebooks/Laptops with Microsoft Windows operating systems must be running Windows 10 Pro or later, and have all of the latest Microsoft service packs and critical updates installed.
- All server and desktop software must be genuine, licensed and vendor-supported.
- The environment must have a currently licensed, up-to-date and vendor-supported server-based antivirus solution protecting all servers, desktops, notebooks/laptops, and email.
- The environment must have a currently licensed, vendor-supported backup solution that can be monitored, and send notifications on job failures and successes.
- The environment must have a currently licensed, vendor-supported hardware firewall between the internal network and the internet.
- All wireless data traffic in the environment must be securely encrypted.
- All firewalls and network switch models must be approved by Provider.

**2.8 Failing Equipment.** Experience has shown, equipment belonging to the Client which has initially passed Minimum Standard Requirements for Service can reveal itself to become chronically failing. This means that the equipment repeatedly breaks down and consistently causes user and business interruption even though repairs are accomplished. Should this occur, while rare, Client agrees to work constructively and positively with Provider to replace the equipment at additional cost through Provider.

### 3. Services Not Included

Service rendered under this Agreement does not include the following:

- The cost to bring Client's environment up to minimum standards required for Services.
- Parts, equipment or software for Client's telecommunications systems.
- The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind, except as to Provider Equipment provided under this agreement.
- Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- Service and repair made necessary by the alteration or modification of equipment other than that authorized by Provider, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Provider.
- Maintenance of Applications software packages, whether acquired from Provider or any other source unless specified in Exhibit B.
- Programming (modification of software code) and program (software) maintenance.
- Training Services of any kind unless listed in Exhibit B.
- Replacement of, parts required for repairs or labor on any type of hardware, unless equipment is provided as a hardware service and listed in Exhibit B.
- Consumables such as printer maintenance kits, toner, ink, batteries, paper, etc. are not included or covered.
- Website design, changes or troubleshooting of web content.
- Monitoring and management of cameras, network video recorders and retrieval of video.
- Moves, adds, removals or major changes to devices or networks referenced in Exhibit B.

### 4. Payment Schedule

**4.1 Fees.** Services will be invoiced to Client on a monthly basis for \$4500.00, plus applicable taxes, and will become due and payable on the first day of each month, beginning on Invoice Start Date as first written above. Service, including but not limited to Network Accessibility, will be suspended if payment is not received within 60 days following date due. Refer to Exhibit B for Managed Services covered by the monthly fee under the terms of this Agreement.

**4.2 Taxes.** It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Provider for the state of use. Equipment provided by Provider though Hardware-as-a-Service, will be subtracted from the monthly total above and itemized separately on invoice so any applicable taxes can be applied including state use-tax.

**4.3 Additional Services.** This Service Agreement covers the services, equipment, devices, and subscriptions listed in Exhibit B, or as modified with an addendum which may result in an adjustment to the Client's monthly charges. Should Client wish to acquire additional equipment or services and wants Provider to provide service, prior approval from Provider must be obtained. It is understood that any and all Services requested by Client that fall outside of the terms of this Agreement will be considered out of scope and will be billed at the out of scope rate of \$75 per hour.

### 5. Term and Termination

**5.1 Term.** The term of this SOW ("Term") shall commence upon the Effective Date and shall continue for a period of 36 months.

**5.2 Termination.** This SOW may be terminated by the Client upon thirty (30) days written notice if:

- I. Provider fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
- II. Provider breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
- III. Provider terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

Either party reserves the right to cancel this agreement at any time, with thirty (30) days written notification.

If either party terminates this Agreement, Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Provider the actual costs of rendering such assistance as well as payments in accordance with this agreement during

the transition time, for as long as Provider continues to deliver service. Actual costs could include but are not limited to: training, data transfer, license transfers or equipment de-installation.

**5.3 Renewal.** This agreement will automatically renew for 1 month intervals beginning on the day immediately following the end of the Initial Term, unless either party gives the other thirty (30) day's prior written notice of its intent not to renew this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Managed IT Services Statement of Work to be effective as of the Effective Date first written above.

Charter Township of Union

Journey Managed IT Services

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Managed IT Services Agreement – Exhibit A

### Response and Resolution Plan Times

#### Definitions

<b>Initial Response</b>	Indicates the first contact with a technician working on the support request.
<b>Resolution Plan</b>	Indicates a plan has been developed to address the support request. This does not indicate the resolution of the request.
<b>Priority</b>	Support request priority as set by Provider during triage, based on information given by Client and recognized impact.
<b>Critical</b>	Service not available affecting all users or a critical business process down affecting one or more users.
<b>High</b>	Significant degradation of service affecting many users or a critical business process.
<b>Medium</b>	Limited degradation of service affecting a limited number of users or functions. Business process can continue.
<b>Low</b>	Small degradation of service affecting one user. Business process can continue.
<b>Best Effort</b>	Indicates support requests have no response time guarantees and other requests could take priority.

#### Response and Resolution Times

The following tables show the target response and resolution plan time for each service level and support request priority:

\* Service requests awaiting Client response, pause initial response and resolution plan timers.

SERVICE LEVEL: MANAGED	INITIAL RESPONSE		RESOLUTION PLAN
PRIORITY	IN SCOPE	OUT OF SCOPE	
<b>Critical</b>	Within 1 hour	Within 1 hour	Within 3 hours following initial response.
<b>High</b>	Within 2 hours	Within 2 hours	
<b>Medium</b>	Within 4 hours	Within 4 hours	
<b>Low</b>	Within 1 Business Day	Within 1 Business Day	

SERVICE LEVEL: PROACTIVE	INITIAL RESPONSE		RESOLUTION PLAN
PRIORITY	IN SCOPE	OUT OF SCOPE	
<b>Critical</b>	Within 4 hours	Best Effort	Within 3 hours following in scope initial response.
<b>High</b>	Within 1 Business Day	Best Effort	
<b>Medium</b>	Within 2 Business Days	Best Effort	
<b>Low</b>	Within 4 Business Days	Best Effort	

SERVICE LEVEL: REACTIVE	INITIAL RESPONSE		RESOLUTION PLAN
PRIORITY	IN SCOPE	OUT OF SCOPE	
<b>Critical</b>	Not Applicable	Best Effort	Not Applicable
<b>High</b>	Not Applicable	Best Effort	
<b>Medium</b>	Not Applicable	Best Effort	
<b>Low</b>	Not Applicable	Best Effort	

#### Service Delivery Hours

\*Response and resolution plan times apply during Service Delivery Hours as shown below.

Remote and Onsite Device and Network Management	8am-5pm M-F
Help Desk	8am-2am M-F
Self-Ticket Creation	24x7x365
Device and Network Monitoring	24x7x365
Critical Priority Tickets	24x7x365

## Managed IT Services Agreement – Exhibit A

### Service Request Procedure

1. Support request is received via phone or support application
2. Trouble ticket is created
3. Ticket is triaged to determine priority level
4. Issue is assigned to IT technician

#### If issue can be resolved remotely:

5. Resolution - issue is worked to successful resolution
6. Quality Control –Issue is verified to be resolved
7. Trouble Ticket is closed, after complete problem resolution details have been updated in ticket system

#### If issue cannot be resolved remotely:

8. Escalate to onsite support
9. Onsite Resolution - issue is worked to successful resolution
10. Quality Control –Issue is verified to be resolved
11. Trouble Ticket is closed, after complete problem resolution details have been updated in ticket system

## Managed IT Services Agreement – Exhibit B

### Managed Remote Backup and Disaster Recovery

In Scope

<b>Remote Backup Service</b>	☒
• 24x7x365 Backup Monitoring	☒
• Initial Backup Restoration Test	☒
• Recurring Backup Restoration Testing	☒
• Restoration of Files or System Images	☒
<b>Disaster Recovery Services</b>	☒
• Standby Disaster Recovery Environment	☒
• Monitoring and Maintenance of Standby Environment	☒

### Managed Security Service

In Scope

<b>Endpoint Security</b>	☒
• Security Configuration Management	☒
• Virus, Malware, Ransomware, Vulnerability and Intrusion Detection and Protection	☒
• Automated Definition Updates	☒
• 24x7x365 Monitoring of Security Status	☒
• 24x7x365 Alerting of Detections and Events	☒
• Response to and Cleanup of Virus/Malware/Ransomware/Detected Vulnerabilities <b>*Requires Device Management</b>	☒
<b>Multi-Factor Authentication</b>	☒
• User Account and Configuration Management	☒
• User Device Enrollment Maintenance	☒
• Application and Appliance Integration Maintenance	☒
<b>Security Awareness Training</b>	☒
• User Management	☒
• Configuration of Automated Phishing Policies	☒
• Coordination of Staff Training	☒
• Reporting of Phishing and Training Results	☒
<b>Managed Firewall</b>	☒
• Security Configuration Management	☒
• Remote Access Management	☒
• VPN Management	☒
• 24x7x365 Monitoring	☒
• Licensing	No
<b>Security Information and Event Management (SIEM)</b>	☒
• User Behavior Analysis	☒
• Operating System Patch Monitoring	☒
• Endpoint Security Software Patch Monitoring	☒
• Firewall Intrusion Detection and Prevention Log Monitoring	☒



## Managed IT Services Agreement – Exhibit B

### Network and Device Management

In Scope

<b>Workstation Management</b>	<input checked="" type="checkbox"/>
• Virus, Malware and Ransomware Removal	<input checked="" type="checkbox"/>
• Operating System Patch Management	<input checked="" type="checkbox"/>
• Operating System and Configuration Maintenance	<input checked="" type="checkbox"/>
• Patch Management of Approved Software	<input checked="" type="checkbox"/>
• Performance Alerting and Remediation	<input checked="" type="checkbox"/>
• Reporting	<input checked="" type="checkbox"/>
• End-User Trouble Ticketing	<input checked="" type="checkbox"/>
• 24x7x365 Operational and Performance Monitoring	<input checked="" type="checkbox"/>
• Hardware Repair	No
<b>Server Management</b>	<input checked="" type="checkbox"/>
• Virus, Malware and Ransomware Removal	<input checked="" type="checkbox"/>
• Operating System Patch Management	<input checked="" type="checkbox"/>
• Patch Management of Approved Software	<input checked="" type="checkbox"/>
• Scheduled Off Time Server Maintenance	<input checked="" type="checkbox"/>
• Management of Users, Groups, Directory Structure, Permissions and Security Policies	<input checked="" type="checkbox"/>
• RAID Array Monitoring	<input checked="" type="checkbox"/>
• Event Log Monitoring	<input checked="" type="checkbox"/>
• 24x7x365 Operational and Performance Monitoring	<input checked="" type="checkbox"/>
• Hardware Repair	No
<b>Printer Management</b>	<input checked="" type="checkbox"/>
• Security and Configuration Management	<input checked="" type="checkbox"/>
• Maintain Functional Network Operation	<input checked="" type="checkbox"/>
• Hardware Repair	No
<b>Network Management</b>	<input checked="" type="checkbox"/>
• Internet and Network Capacity Planning	<input checked="" type="checkbox"/>
• Internet Connection Monitoring and Trouble Remediation with ISP	<input checked="" type="checkbox"/>
• Network Security and Configuration Management	<input checked="" type="checkbox"/>
• Wireless LAN Security and Configuration Management	<input checked="" type="checkbox"/>
• Fiber Optic Wide Area Network Configuration Management	<input checked="" type="checkbox"/>
• 24x7x365 Operational and Performance Monitoring	<input checked="" type="checkbox"/>
<b>Telecommunications</b> (Townhall and Isabella FreePBX locations)	<input checked="" type="checkbox"/>
• PBX 24x7x365 Operational and Performance Monitoring	<input checked="" type="checkbox"/>
• PBX Troubleshooting and Maintenance of Operating System and Software	<input checked="" type="checkbox"/>
• PBX Extension Changes	<input checked="" type="checkbox"/>
• PBX Auto-Attendant Updates	<input checked="" type="checkbox"/>
• PBX Ring Group/Queue Modifications	<input checked="" type="checkbox"/>
• PBX System Recordings Accessibility Management	<input checked="" type="checkbox"/>
• PBX Office Hours Changes	<input checked="" type="checkbox"/>
• PBX Call Reporting	<input checked="" type="checkbox"/>
• PBX Endpoint Template Changes	<input checked="" type="checkbox"/>
• PBX Call Quality/Failure Troubleshooting	<input checked="" type="checkbox"/>
• PBX Automated System Configuration Backup	<input checked="" type="checkbox"/>
• Handset Configuration Management	<input checked="" type="checkbox"/>
<b>Fax Management</b>	<input checked="" type="checkbox"/>
• Telco Trouble Remediation	<input checked="" type="checkbox"/>
• Maintain Functional Operation	<input checked="" type="checkbox"/>

## Network and Device Management Cont.

In Scope

Surveillance	<input checked="" type="checkbox"/>
• Configuration Management of Network Video Recorders	<input checked="" type="checkbox"/>
• Configuration Management of Network Cameras	<input checked="" type="checkbox"/>
• Retrieval of Video	No
• Monitoring of Cameras and Recording Status	No

## Virtual CIO

In Scope

Quarterly Business and Technology Reviews	<input checked="" type="checkbox"/>
• Technology Review based on Operational Statistics and Ticket History	<input checked="" type="checkbox"/>
• Technology Solution Design and Planning	<input checked="" type="checkbox"/>
• Technology Budget Planning	<input checked="" type="checkbox"/>
• Creation and Execution of Rolling 5 Year Strategic Technology Plan	<input checked="" type="checkbox"/>

## Regulatory Compliance

In Scope

HIPAA	<input type="checkbox"/>
• Business Associate Agreement	<input type="checkbox"/>
• Annual Risk Assessment	<input type="checkbox"/>
• Change Control Procedures	<input type="checkbox"/>
PCI-DSS	<input type="checkbox"/>

## Included Subscription Services

QTY

Workstation Endpoint Security:	42
Server Endpoint Security:	6
Multi-Factor Authentication - Users:	0
Multi-Factor Authentication - Integrations:	0
Security Awareness Training - Users:	30
Microsoft Office 365 Licenses:	0

## Included Device Counts

QTY

Managed Firewalls:	3
Managed Workstations:	42
Managed Servers:	6
Managed Networks:	1
Managed NVR:	2
Managed Cameras:	31
Managed PBX:	1
Managed Phones:	26

## Included Software Support

BS&A, Office 365 Pro Plus, PubWorks, Groove, MapInfo, Ignition, Exchange & Email
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## Remote Backup and Disaster Recovery Restoration / Failover Testing Schedule

Quarterly
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# FIBER OPTIC CABLE PLANT STATEMENT OF WORK

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## Fiber Optic Cable Plant Statement of Work with **Charter Township of Union**

### Date

November 1, 2019

### Provider:

CMSInter.net LLC  
131 S Main Street  
Mount Pleasant, MI 48858

### Client:

Charter Township of Union  
2010 S Lincoln Rd  
Mount Pleasant, MI 48858

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This Statement of Work (“SOW”) is issued pursuant to the CMSInter.net LLC Master Services Agreement (“MSA”) between Charter Township of Union (“Client”) and CMSInter.net LLC (“Provider”). This SOW is subject to the terms and conditions contained in the MSA between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the MSA. In the event of any conflict or inconsistency between the terms of the MSA and the terms of this SOW, the terms of this SOW shall govern and prevail.

This SOW, effective as of the execution date, is entered into by and between Provider and Client and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

This SOW together with the applicable MSA supersedes the “Agreement Regarding Installation and Ownership of High Speed Fiber Optic Cable Network” originally executed on September 11, 2014. The original agreement is included as Exhibit B.

## 1. Ownership

Subject to the restrictions on transfer and use set forth in section 3, Client will, at all times, hold clear title and ownership and be entitled to the exclusive use of six (6) strands of fiber in the Township Fiber Plant (“Plant”). Provider will, at all times, hold clear title and ownership to, and be entitled to the exclusive use of the remaining strands of fiber installed in the Plant. The Plant and Client endpoints are further described and depicted in Exhibit A.

## 2. Maintenance and Repairs

Provider shall be the responding authority in the event of damage to the fiber optic cable in the Plant. Provider and Client each shall be responsible for its proportionate share of the costs associated with the maintenance and repair of fiber optic cable within the Plant. Proportionate share shall be determined by a fraction, the numerator of which shall be the fiber strands owned, and the denominator shall be the total fiber strands installed.

Underground locating shall be the responsibility of the Provider. Provider will monitor and respond to requests made through the MISS DIG System through reasonable effort 24x7x365. Provider will locate and mark cable within the Plant including cable connecting the Plant to each Client endpoint whereas Provider does not utilize fiber optic strands and cable is wholly owned by Client.

Client acknowledges that Provider cannot guarantee 100% locating and marking accuracy.

Client acknowledges cable cuts due to emergency locate requests that Provider could not respond to in reasonable time do not wave Clients share of repair costs.

Client shall cover costs associated to their proportionate share of fiber optic strands and cables connecting the Plant to each Client endpoint. The cost associated shall be at Provider discretion.

Fees for locating services covering current Plant and Client endpoints connected to the Plant as detailed in Exhibit A, will be invoiced to Client on a monthly basis for \$300, and will become due and payable on the first day of each month.

### 3. Restrictions on Transfer and Use

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Client hereby agrees that the six (6) fiber strands owned by Client shall not (a) be made available for use by retail service providers or to provide internet access to homes, businesses, or other institutional users, and shall not (b) be sold, leased, or otherwise transferred or conveyed to any third party without first giving written notice to Provider of Clients intent to sell, lease, or otherwise transfer its fiber stands. Upon receipt of such written notice, Provider shall have ninety (90) days within which to exercise its option to purchase by paying Client for each fiber strand which Client intends to sell, lease, or otherwise transfer. The purchase price for each such fiber strand shall be \$4,000.00. In the event Client is in violation of the terms of (a) above, then upon Provider learning of such violation, Provider shall have a ninety (90) day option to purchase those fiber strands being used by Client contrary to the provisions of paragraph (a) for the sum of \$4,000.00 for each such fiber strand. Payment to the Client shall be made within (90) days from the date Provider obtains knowledge of the breach.

### 4. Additions

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Costs related to expansion of Plant or addition of endpoints, including those listed in Exhibit A not currently connected to Plant, are not covered under this agreement and such additions would be considered new projects. If Plant expansion or endpoint addition were to occur, an applicable amendment or replacement SOW shall be executed to include additions. Client endpoints and Plant are documented in Exhibit A. Locating service fees under section 2 are subject to change upon Plant expansion and/or Endpoint additions.

### 5. Term and Termination

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**5.1 Term.** The term of this SOW (“Term”) shall commence upon the Effective Date and shall continue in full effect until terminated by either party.

**5.2 Termination.** This SOW may be terminated if:

- I. Client intends to sell, lease, or otherwise transfer its fiber stands under the provisions of section 3 (Restrictions on Transfer and Use) above.
- II. Client violates the provisions set forth in section 3 (Restrictions on Transfer and Use) above.
- III. SOW is amended and re-executed.

**IN WITNESS WHEREOF**, the parties hereto have caused this Fiber Optic Network Statement of Work to be effective as of the execution date written below.

Charter Township of Union

CMSInter.net LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

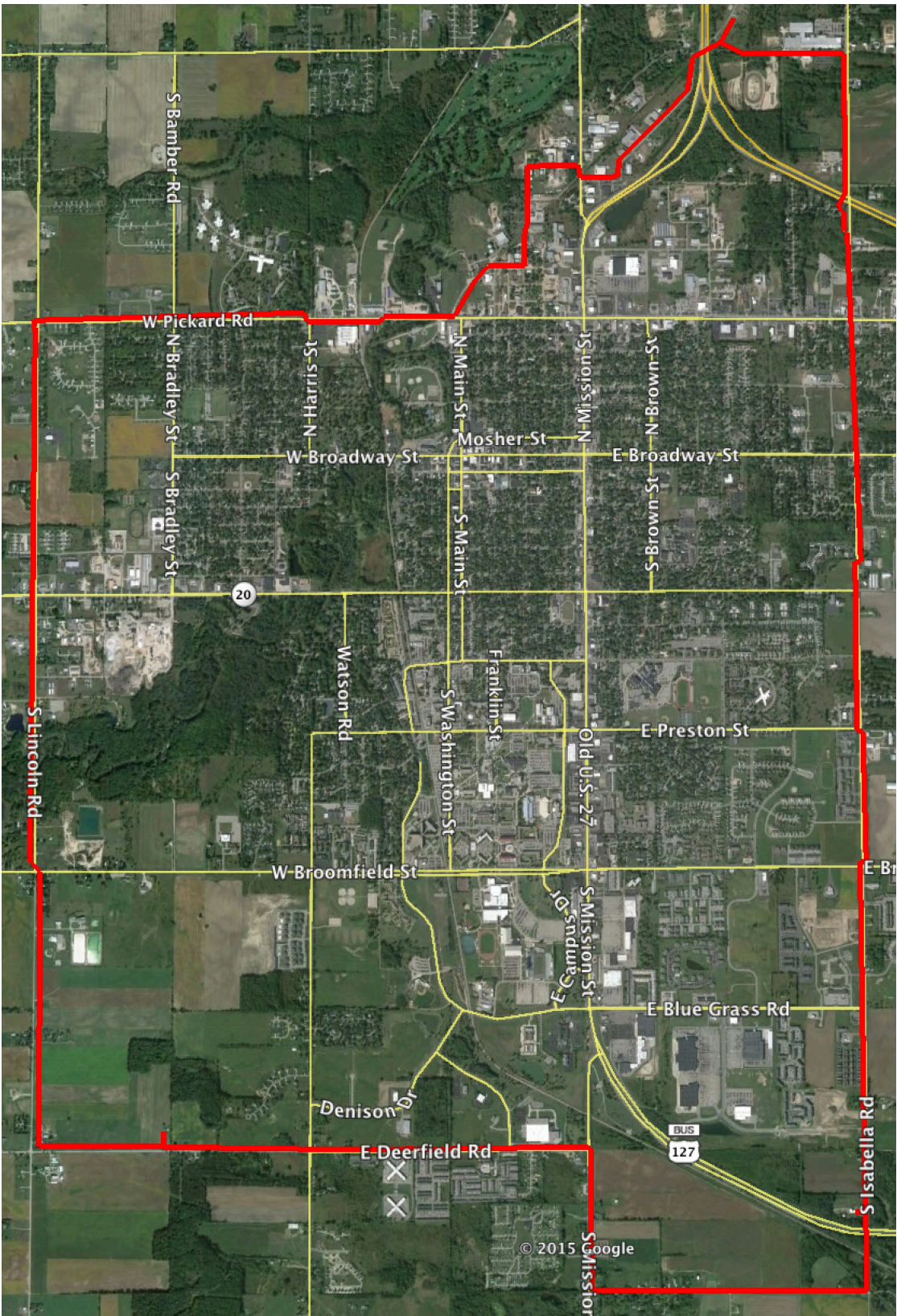
Date: \_\_\_\_\_

## Fiber Optic Cable Plant - Exhibit A

Current and future Client endpoints:

Site Name	Address	Latitude,Longitude	Fiber
Station 1	2055 Enterprise Drive Mt. Pleasant MI 48858	43.606795,-84.731329	no
Station 2	1933 S Isabella Road Mt. Pleasant MI 48858	43.613769,-84.748014	yes
Station 3	5240 E Broomfield Road Mt. Pleasant MI 48858	43.582522,-84.730851	no
Station 4	1660 Belmont Drive Mt. Pleasant MI 48858	43.616433,-84.75227	no
Station 5	3248 Concourse Mt. Pleasant MI 48858	43.574448,-84.782814	no
Station 6	5076 S Mission Mt. Pleasant MI 48858	43.567496,-84.767331	no
Station 7	1633 S Lincoln Mt. Pleasant MI 48858	43.615397,-84.807872	no
Station 8	1605 Scully Drive Mt. Pleasant MI 48858	43.620498,-84.81591	no
Station 9	1046 S Mission Mt. Pleasant MI 48858	43.594081,-84.767545	no
Station 10	900 Mulberry Lane Mt. Pleasant MI 48858	43.595417,-84.76193	no
Station 11	4244 E Bluegrass Mt. Pleasant MI 48858	43.57537,-84.759633	no
Station 12	5369 S Crawford Road Mt. Pleasant MI 48858	43.564798,-84.787308	no
Station 13	2270 Northway Drive Mt. Pleasant MI 48858	43.608015,-84.735339	no
Station 14	2424 May Street Mt. Pleasant MI 48858	43.595914,-84.800251	no
Station 15	2188 E Pickard Mt. Pleasant MI 48858	43.611527,-84.803518	no
Station 17	5319 Airport Road Mt. Pleasant MI 48858	43.61888,-84.74032	no
Station 18	5525 E Remus Road Mt. Pleasant MI 48858	43.597111,-84.73666	no
Station 19	4822 Encore Drive Mt. Pleasant MI 48858	43.571598,-84.757617	no
Station 20	800 Craighill Road Mt. Pleasant MI 48858	43.630599,-84.769173	no
Waste Water Treatment Plant	4511 E River Road Mt. Pleasant MI 48858	43.627238,-84.757065	yes
Tower 1	5537 E Broadway Mt. Pleasant MI 48858	43.604343,-84.737382	no
Tower 2& Valve Station	2495 E Deerfield Road Mt. Pleasant MI 48858	43.568006,-84.784813	yes
Tower 3	1876 S Lincoln Road Mt. Pleasant MI 48858	43.6138,-84.807889	yes
Well Sites 1 & 2	5228 S Isabella Road Mt. Pleasant MI 48858	43.564901,-84.747639	yes
Well Sites 3 & 4	2279 S Meridian Road Mt. Pleasant MI 48858	43.611044,-84.84813	no
Well Sites 5 & 6	4795 S Mission Road Mt. Pleasant MI 48858	43.57018,-84.76733	yes
PRV Valve	4975 Chandler Way Mt. Pleasant MI 48858	43.578531,-84.749155	no
PRV Valve	1190 Mission Road Mt. Pleasant MI 48858	43.657148,-84.768007	no
Valve Station	4520 E River Road Mt. Pleasant MI 48858	43.626411,-84.775142	yes
Overpass Lights	5531 E Pickard Mt. Pleasant MI 48858	43.611571,-84.73614	na
Jameson Hall/Park	5142 Bud Street Mt. Pleasant MI 48858	43.613943,-84.744853	no
Jameson Restrooms	5144 Bud Street Mt. Pleasant MI 48858	43.613167,-84.745612	no
Township Hall	2010 S Lincoln Road Mt. Pleasant MI 48858	43.611175,-84.80844	yes
McDonald Park Pavilion	1776 E Pickard Mt. Pleasant MI 48858	43.611461,-84.812258	no
McDonald Park Ball Field Lights	2180 E Pickard Mt. Pleasant MI 48858	43.611524,-84.803704	na
Pump Storage	3998 E Deerfield Road Mt. Pleasant MI 48858	43.56806,-84.767405	no

## Fiber Optic Cable Plant - Exhibit A



Fiber Optic Cable Plant - Exhibit B



**AGREEMENT REGARDING INSTALLATION AND OWNERSHIP  
OF HIGH SPEED FIBER OPTIC CABLE NETWORK**

This Agreement is effective this 11 day of September, 2014 (Effective Date) between CMSINTER.NET, LLC, a limited liability company, duly authorized and existing under the laws of the State of Michigan, with its principal offices located at 131 South Main Street, Mt. Pleasant, Michigan 48858, hereinafter referred to as "Company", and Charter Township of Union, a Municipal Corporation, duly authorized and existing under the laws of the State of Michigan, with its principal offices located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan 48858, hereinafter referred to as "Municipality", and

WHEREAS, Company owns and operates an existing fiber optic cable network in and around the City of Mt. Pleasant, Michigan, and

WHEREAS, Municipality is desirous of owning a minimum of six (6) fiber optic strands to be installed within the fiber optic cable network route, herein "Township Loop", as depicted by the blue line on the map attached as Exhibit A, and

WHEREAS, Company and Municipality have reached an agreement on the construction, installation, ownership, use, and maintenance of strands of the fiber optic cable within the Township Loop, and

NOW, THEREFORE, in consideration of the above recitals, and the conditions and covenants contained herein, the parties agree as follows:

**1. ACCEPTANCE OF PROPOSAL**

**1.1 Acceptance**

Company's "Proposal" shall mean the bid Proposal of Company submitted to the Union Township Board of Trustees, which Proposal was accepted by the Charter Township of Union's Board of Trustees during its July 23, 2014 regular meeting.

## 1.2 Contract Documents

The Contract Documents (“Contract Documents”) consist of this document and the terms of all permits Company is required to obtain in order to complete the Project, including the terms of all Right-of-Way Telecommunications Permits issued to Company in the form required by the Michigan Metropolitan Extension Telecommunications Right-of-Way Oversight Act (“METRO Act”).

### 1.3 Intent of Contract Documents

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by Company. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

The term “Work” means the construction and services required by the Contract Documents, and includes all labor, materials, equipment, and services to be provided by Company to fulfill Company’s obligations under the Contract Documents.

## II. SCOPE OF WORK

Company agrees that the Company’s Scope of Work includes route engineering, pole agreement, permitting, acquisition of fiber strands and hardware components, installation of the fiber, testing, and documentation of the installation, including route maps. Such installation effort shall hereinafter be referred to as the “Project,” and the construction services required pursuant to this Scope of Work shall hereinafter be referred to as the “Work.”

## III. CONTRACT PRICE

3.1 As specified in Company’s Proposal, the Contract Price of the Project, and Work, to be paid to Company by Municipality shall be a Fixed Fee of Three Hundred Fifty Nine Thousand Five Hundred Forty and No/100 Dollars (\$359,540.00). Contractor shall provide and pay out of the Contract Price for six (6) fiber optic strands, labor, materials and equipment, including tools, construction equipment, machinery and services necessary for the proper completion of the Project, including the following:

- | <u>QTY</u> | <u>Description</u>                      |
|------------|---|
| • (4)      | Cisco 300 Series 20 Port Gigabit Switch |
| • (8)      | Cisco Mini-GBIC SFP Transceiver LH      |
| • (8)      | Fiber Optic Patch Cables SM 3M          |

### 3.2 Payment of Contract Price

Municipality shall be responsible for and shall pay Company thirty percent (30%) of the Contract Price upon the execution of this Agreement. Thirty percent (30%) of the Contract Price shall be paid upon receipt by Company of the fiber strands and equipment. Thirty percent (30%)

of the Contract Price shall be paid upon completion of construction. Ten percent (10%) of the Contract Price shall be paid upon receipt by Municipality of the as-built drawings ("Route Maps") splicing assignments and OTDR testing. Payments shall be by check, payable to CMS Inter.Net, LLC and mailed to the following address: CMS Inter.Net, LLC, Attn: Jeremy Sheets, 131 South Main Street, Mt. Pleasant, Michigan 48858.

#### **IV. CONSTRUCTION SCHEDULE**

##### **4.1 Construction Schedule**

Company intends to commence construction on or about October 1, 2014, and proceed with all reasonable speed as weather permits.

##### **4.2 Sequence of Construction**

The sequence of construction shall be set forth below:

<b><u>Location From</u></b>	<b><u>Location To</u></b>
Township Hall	CMS Splice Point @ Mt. Pleasant Water Tower
Waste Water	CMS Splice Point @ Mt. Pleasant Water Tower
DPW Shop	CMS Splice Point @ West Side of Mission
Isabella Well	CMS Splice Point @ Isabella / Bluegrass
Township Hall	CMS Splice Point @ Three Leaves / Deerfield
Isabella Well	DPW Shop
Waste Water	CMS Splice Point @ Isabella / Broomfield

#### **V. OWNERSHIP**

Subject to the restrictions on transfer and use set forth in paragraph IX, Municipality will, at all times, hold clear title and ownership and be entitled to the exclusive use of six (6) strands of fiber optic cable in the Township Loop. Company will, at all times, hold clear title and ownership to, and be entitled to the exclusive use of the remaining strands of fiber optic cable installed in the Township Loop during this Project.

**VI. MAINTENANCE AND REPAIRS.** Company shall be the responding authority in the event of damage to the fiber optic cable in the Township Loop. Company shall be responsible for its proportionate share of the costs associated with the maintenance and repair of fiber optic cable. Municipality shall be responsible for its proportionate share of the costs associated with the maintenance and repair of fiber optic cable in the Township Loop. Proportionate share shall be determined by a fraction, the numerator of which shall be fiber strands owned, and the denominator shall be the total fiber strands installed under the Project.

#### **VII. MUNICIPALITY'S OPTION TO PURCHASE ADDITIONAL FIBER STRANDS**

For a period ending two (2) years from the Effective Date ("Option Period"), Municipality may purchase from Company up to twelve (12) additional strands of fiber within

the Township Loop, in increments of six (6) strands for a price of \$24,000.00 for six (6) strands (\$4,000.00 per fiber strand). Any time during the Option Period, Municipality may give written notice to Company of Municipality's election to purchase six (6) strands or twelve (12) strands. Payment of the purchase price shall accompany the notice. This Option shall terminate two (2) years from the Effective Date.

#### **VIII. FIBER REELS AND MATERIALS**

All fiber reels and materials will be staged at Municipality's shop at the location depicted as #3 on the map attached as *Exhibit A*.

#### **IX. RESTRICTIONS ON TRANSFER AND USE/OPTION TO PURCHASE**

Municipality hereby agrees that the six (6) fiber strands owned by Municipality and any fiber strands purchased by Municipality under the terms of the Option specified in paragraph VII, shall not (a) be made available for use by retail service providers or to provide internet access to homes, businesses, or other institutional users, and shall not (b) be sold, leased, or otherwise transferred or conveyed to any third party without first giving written notice to Company of Municipality's intent to sell, lease, or otherwise transfer its fiber strands. Upon receipt of such written notice, Company shall have ninety (90) days within which to exercise its option to purchase by paying Municipality for each fiber strand which Municipality intends to sell, lease, or otherwise transfer. The purchase price for each such fiber strand shall be \$4,000.00. In the event Municipality is in violation of the terms of (a) above, then upon Company's learning of such violation, Company shall have a ninety (90) day option to purchase those fiber strands being used by Municipality contrary to the provisions of paragraph (a) for the sum of \$4,000.00 for each such fiber strand. Payment to Municipality shall be made within ninety (90) days from the date Company obtains knowledge of the breach.

#### **X. SEVERABILITY**

Each provision of this Agreement is severable from the whole, and if one provision is declared invalid, the other provisions shall remain in full force and effect.

#### **XI. WAIVER**

Failure or delay of any party to enforce any of the provisions of, or its rights under, this Agreement, or the waiver thereof in any instance, shall not be construed as a general waiver or relinquishment of any rights, nor shall a single or partial exercise of any right preclude any other or further exercise of that right or any other right.

#### **XII. HEADINGS**

The headings used in this Agreement are for convenience only and do not in any way limit or otherwise affect the meaning of any terms of this Agreement.

**XIII. NOTICES**

All notices and other communications provided for hereunder shall be in writing and either mailed by certified or registered mail or delivered by hand or guaranteed overnight delivery to the applicable party, addressed to the party at the address set forth for such party on the signature page of this Agreement or, as to each party, at such other address as shall be designated by such party in a written notice to the other party complying as to delivery with the terms of this Section. All such notices and other communications shall, when mailed or delivered, be effective when received at the following addresses:

- If to Company: CMSInter.Net, LLC  
Attn: Jeremy Sheets  
131 South Main Street  
Mt. Pleasant, MI 48858
  
- With a copy to: William M. McClintic, Attorney  
McClintic & McClintic, P.C.  
1234 E. Broomfield, Suite 4  
Mt. Pleasant, MI 48858
  
- If to Municipality: Charter Township of Union  
Attn: Township Clerk  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858
  
- With a copy to: Township Manager  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858

**XIV. ENTIRE CONTRACT AND AMENDMENT**

This Agreement and any documents to which it refers contain all of the terms of the Contract between the parties with respect to its subject matter. Any amendment or waiver of any term in this Agreement shall be enforceable only if it is in writing and signed by both parties.

**XV. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same instrument. Delivery by a party of executed counterparts of this Agreement by facsimile shall constitute execution and delivery of such counterpart to the same extent as if such counterpart were originally executed and delivered by such party.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

COMPANY:  
CMS INTER.NET, LLC



By: Jeremy Sheets  
Its Member

MUNICIPALITY:  
CHARTER TOWNSHIP OF UNION



By:  
Its Manager

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: October 17, 2019

Policy Review: 2.5 Financial Condition and Activities  
Type of Review: Internal  
Review Interval: Quarterly  
Review Month: September 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.

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE	2019 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)		09/30/2019 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	297,944.15	300,000.00	304,828.14	101.61
402.001 PROPERTY TAX REFUNDS-MTT	(160.78)	(5,000.00)	(4,827.60)	96.55
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	171.58	14.30
425.000 MOBILE HOME PARK TAX	2,407.50	2,500.00	1,216.00	48.64
445.000 INTEREST ON TAXES	79.06	0.00	100.29	100.00
446.000 3% OR 4% PENALTY ON TAX	6,700.05	6,500.00	6,800.48	104.62
447.000 ADMIN FEE-PROPERTY TAX	148,991.78	145,000.00	148,884.29	102.68
447.001 ADMIN FEES-REFUNDS MTT BOR	(82.11)	(4,000.00)	(2,430.74)	60.77
447.050 ADMIN FEE-STATE EDUC TAX (SET)	7,735.00	7,700.00	7,775.00	100.97
447.100 ADMIN FEE-PRIOR YEARS	8.51	0.00	86.31	100.00
475.000 CABLE FRANCHISE FEES	134,482.77	130,000.00	100,265.20	77.13
476.000 BUILDING PERMITS	54,816.00	50,000.00	41,062.00	82.12
477.000 RENTAL INSPECTION FEES	79,945.00	80,000.00	81,931.00	102.41
478.000 DOG LICENSE REVENUE	2.50	0.00	0.00	0.00
479.000 ZONING PERMITS	16,875.00	18,000.00	11,717.00	65.09
573.000 STATE AID REVENUE-LCSA	6,931.67	4,500.00	4,496.13	99.91
574.000 STATE REVENUE SHARING	1,142,031.00	1,120,000.00	561,485.00	50.13
574.100 LIQUOR STATE REVENUE SHARING	11,854.70	11,500.00	13,179.65	114.61
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	3,000.00	2,016.00	67.20
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/CONDO CONV	2,000.00	1,500.00	1,500.00	100.00
630.000 WEED ABATEMENT SERVICES	303.76	500.00	162.00	32.40
651.000 USE FEES-BASEBALL FIELDS	0.00	2,000.00	1,680.00	84.00
655.000 FINES & FORFEITURES	631.95	1,000.00	182.50	18.25
665.000 INTEREST EARNED	74,959.51	110,000.00	82,286.19	74.81
667.000 RENT - JAMESON HALL	7,710.00	7,000.00	5,075.00	72.50
667.100 RENT - McDONALD PARK PAVILION	1,540.00	1,500.00	1,092.00	72.80
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	7,000.00	1,107.96	15.83
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	14,834.81	15,000.00	7,313.64	48.76
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>2,029,300.00</b>	<b>1,388,584.49</b>	
Dept 101 - TRUSTEES				
702.000 SALARIES & WAGES	30,115.24	30,067.00	20,942.17	69.65
707.000 PER MEETING	2,050.00	4,000.00	2,750.00	68.75
709.000 EMPLR FICA CONTR	1,994.22	2,108.00	1,468.93	69.68
711.000 EMPLR MEDICARE CONTR	466.40	493.00	343.54	69.68
724.000 WORKER'S COMP	43.01	60.00	44.02	73.37
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,870.00	4,000.00	2,882.50	72.06
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>(46,772.22)</b>	
Dept 171 - SUPERVISOR				
702.000 SALARIES & WAGES	15,379.09	15,320.00	10,841.91	70.77
707.000 PER MEETING	750.00	1,000.00	(25.00)	(2.50)
709.000 EMPLR FICA CONTR	953.43	1,012.00	717.10	70.86
711.000 EMPLR MEDICARE CONTR	223.09	237.00	167.79	70.80
724.000 WORKER'S COMP	20.66	28.00	21.33	76.18
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	275.00	0.00	0.00
<b>Net - Dept 171 - SUPERVISOR</b>	<b>(17,326.27)</b>	<b>(20,172.00)</b>	<b>(11,723.13)</b>	
Dept 172 - TWP MANAGER				
702.000 SALARIES & WAGES	33,478.07	34,820.00	24,584.41	70.60
708.000 UNEMPLOYMENT	144.35	123.00	122.72	99.79
709.000 EMPLR FICA CONTR	2,061.68	2,165.00	1,515.41	70.00



User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>					
711.000 EMPLR MEDICARE CONTR	482.21		510.00	354.47	69.50
716.000 EMPLR RETIREMENT CONTR	2,510.80		2,620.00	1,843.80	70.37
718.500 HEALTH INSURANCE	6,410.17		6,747.00	4,862.97	72.08
718.700 HEALTH INS-EE CONTRIBUTIONS	(140.66)		(188.00)	(135.61)	72.13
719.000 DENTAL INSURANCE	157.00		167.00	124.41	74.50
719.800 VISION INSURANCE	52.02		114.00	33.30	29.21
719.900 VISION INS-EE CONTRIBUTIONS	(26.04)		(57.00)	(16.73)	29.35
724.000 WORKER'S COMP	84.13		150.00	86.24	57.49
725.000 LIFE & DISABILITY BENEFIT	92.55		134.00	89.76	66.99
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		5,100.00	5,394.00	105.76
852.000 CONTRIBUTION TO CABLE CONSORTIUM	53,793.11		54,000.00	26,906.08	49.83
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		250.00	185.60	74.24
880.000 COMMUNITY PROMOTION	2,500.00		8,800.00	5,938.65	67.48
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	580.00	116.00
955.000 MISC.	130.59		300.00	206.11	68.70
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>(120,155.00)</b>	<b>(73,956.83)</b>	
<b>Dept 191 - ACCOUNTING/GEN ADMIN</b>					
702.000 SALARIES & WAGES	74,646.25		94,300.00	53,683.52	56.93
702.500 OVERTIME	3,573.21		3,600.00	2,984.66	82.91
708.000 UNEMPLOYMENT	1,010.14		1,155.00	858.95	74.37
709.000 EMPLR FICA CONTR	4,633.94		6,342.00	3,361.08	53.00
711.000 EMPLR MEDICARE CONTR	1,083.84		1,415.00	786.13	55.56
716.000 EMPLR RETIREMENT CONTR	4,574.89		6,226.00	3,399.44	54.60
718.500 HEALTH INSURANCE	26,350.30		37,047.00	19,502.93	52.64
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,440.57)		(2,689.00)	(1,239.64)	46.10
719.000 DENTAL INSURANCE	1,906.12		2,780.00	1,341.56	48.26
719.800 VISION INSURANCE	194.21		595.00	288.54	48.49
719.900 VISION INS-EE CONTRIBUTIONS	(97.13)		(297.00)	(144.34)	48.60
724.000 WORKER'S COMP	196.98		297.00	196.14	66.04
725.000 LIFE & DISABILITY BENEFIT	398.39		708.00	304.77	43.05
752.000 OFFICE SUPPLIES	2,252.77		2,000.00	374.70	18.74
767.000 UNIFORMS	100.00		100.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	50.00		600.00	290.00	48.33
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	3,485.00	58.08
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	1,819.37		2,000.00	289.88	14.49
910.000 PROFESSIONAL DEVELOPMENT	1,083.64		1,200.00	428.00	35.67
910.100 SEMINAR LODGING	2,254.12		2,500.00	0.00	0.00
910.200 SEMINAR MEALS	362.31		300.00	27.97	9.32
915.000 MEMBERSHIP & DUES	692.25		500.00	310.00	62.00
955.000 MISC.	0.00		100.00	0.00	0.00
955.001 BANK FEES	170.00		240.00	372.00	155.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	504.99		6,500.00	4,875.25	75.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		500.00	475.94	95.19
<b>Net - Dept 191 - ACCOUNTING/GEN ADMIN</b>	<b>(144,778.17)</b>		<b>(190,519.00)</b>	<b>(112,102.48)</b>	
<b>Dept 215 - CLERK</b>					
702.000 SALARIES & WAGES	27,994.99		27,014.00	16,672.50	61.72
707.000 PER MEETING	800.00		1,700.00	1,275.00	75.00
709.000 EMPLR FICA CONTR	1,785.29		1,780.00	1,112.74	62.51
711.000 EMPLR MEDICARE CONTR	417.52		416.00	260.24	62.56
724.000 WORKER'S COMP	49.03		58.00	36.39	62.74
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	148.31	29.66
900.000 PRINTING & PUBLISHING	1,768.42		2,000.00	1,975.33	98.77
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>(36,568.00)</b>	<b>(21,696.37)</b>	
<b>Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY</b>					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,983.65		45,900.00	31,931.26	69.57

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	09/30/2019	
Fund 101 - GENERAL FUND					
950.000 HARDWARE REPLACEMENTS	4,705.25		14,500.00	6,246.96	43.08
<b>Net - Dept 228 - DATA PROCESSING, INFORMATION</b>	<b>(39,688.90)</b>		<b>(60,400.00)</b>	<b>(38,178.22)</b>	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,271.49		24,102.00	14,996.00	62.22
707.000 PER MEETING	0.00		500.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,318.83		1,525.00	929.75	60.97
711.000 EMPLR MEDICARE CONTR	308.44		357.00	217.44	60.91
724.000 WORKER'S COMP	28.48		51.00	27.78	54.47
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	1,942.66	48.57
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>(18,228.53)</b>	
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	125,447.86		123,770.00	71,322.84	57.63
702.500 OVERTIME	585.86		200.00	81.34	40.67
705.000 LEAVE TIME PAYOUT	4,171.96		0.00	0.00	0.00
707.000 PER DIEM	3,125.00		4,125.00	3,250.00	78.79
708.000 UNEMPLOYMENT	865.53		866.00	1,098.94	126.90
709.000 EMPLR FICA CONTR	7,928.64		7,985.00	4,881.96	61.14
711.000 EMPLR MEDICARE CONTR	1,854.27		1,868.00	1,141.75	61.12
712.000 TEMPORARY LABOR	0.00		0.00	3,637.50	100.00
716.000 EMPLR RETIREMENT CONTR	9,606.25		9,350.00	4,962.84	53.08
718.500 HEALTH INSURANCE	38,542.91		40,400.00	17,079.48	42.28
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,301.17)		(1,738.00)	(594.64)	34.21
719.000 DENTAL INSURANCE	1,349.87		1,401.00	526.52	37.58
719.800 VISION INSURANCE	130.84		383.00	162.12	42.33
719.900 VISION INS-EE CONTRIBUTIONS	(65.42)		(191.00)	(81.06)	42.44
724.000 WORKER'S COMP	659.03		775.00	532.31	68.69
725.000 LIFE & DISABILITY BENEFIT	490.74		553.00	171.90	31.08
754.000 OPERATING SUPPLIES	961.12		1,050.00	1,197.14	114.01
759.000 GAS/FUEL	148.33		200.00	165.89	82.95
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		24,000.00	21,126.28	88.03
850.000 COMMUNICATIONS	1,905.68		1,500.00	868.62	57.91
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	219.35	21.94
900.000 PRINTING & PUBLISHING	898.29		2,500.00	1,934.63	77.39
910.000 PROFESSIONAL DEVELOPMENT	1,901.88		7,300.00	5,019.75	68.76
910.100 SEMINAR LODGING	1,782.55		1,750.00	209.43	11.97
910.200 SEMINAR MEALS	157.65		300.00	35.03	11.68
915.000 MEMBERSHIP & DUES	685.46		1,500.00	190.00	12.67
955.000 MISC.	542.41		1,000.00	395.15	39.52
980.000 NEW OFFICE EQUIPMENT & FURNITURE	811.52		600.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		750.00	670.30	89.37
<b>Net - Dept 257 - ASSESSOR</b>	<b>(206,186.24)</b>		<b>(236,047.00)</b>	<b>(141,934.37)</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>	

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	09/30/2019	
<b>Fund 101 - GENERAL FUND</b>					
<b>Dept 265 - TWP HALL &amp; GROUNDS</b>					
754.000 OPERATING SUPPLIES	4,539.44		4,000.00	2,331.64	58.29
776.100 HALL CLEANING	6,267.06		6,400.00	5,062.82	79.11
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	12,656.50		20,000.00	17,396.46	86.98
850.000 COMMUNICATIONS	2,780.32		3,200.00	2,317.69	72.43
890.000 SAFETY	595.77		2,600.00	1,245.79	47.92
917.000 WATER & SEWER QTR. BILLING	591.60		700.00	443.70	63.39
920.000 ELECTRIC/NATURAL GAS	11,723.01		12,000.00	8,113.44	67.61
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	276.57	55.31
930.300 MAINT-BUILDINGS	1,154.45		2,000.00	585.39	29.27
935.000 PROPERTY/LIABILITY INSURANCE	10,617.76		11,500.00	9,140.63	79.48
940.100 POSTAGE METER LEASE	1,816.56		2,000.00	1,362.42	68.12
955.000 MISC.	0.00		250.00	44.93	17.97
980.000 NEW OFFICE EQUIPMENT & FURNITURE	5,353.80		13,000.00	12,613.25	97.03
<b>Net - Dept 265 - TWP HALL &amp; GROUNDS</b>	<b>(58,516.94)</b>		<b>(78,650.00)</b>	<b>(60,934.73)</b>	
<b>Dept 266 - LEGAL/ATTORNEY</b>					
826.000 LEGAL FEES	41,488.49		80,000.00	51,649.34	64.56
826.500 LEGAL FEES-ASSESSOR	0.00		20,000.00	11,539.76	57.70
<b>Net - Dept 266 - LEGAL/ATTORNEY</b>	<b>(41,488.49)</b>		<b>(100,000.00)</b>	<b>(63,189.10)</b>	
<b>Dept 371 - BUILDING</b>					
702.000 SALARIES & WAGES	78,708.67		82,508.00	58,702.09	71.15
702.500 OVERTIME	1,102.55		1,000.00	1,297.37	129.74
708.000 UNEMPLOYMENT	865.80		866.00	736.20	85.01
709.000 EMPLR FICA CONTR	4,779.03		5,177.00	3,526.85	68.13
711.000 EMPLR MEDICARE CONTR	1,117.65		1,211.00	824.83	68.11
716.000 EMPLR RETIREMENT CONTR	5,985.87		6,263.00	4,499.94	71.85
718.500 HEALTH INSURANCE	38,642.98		40,400.00	29,212.40	72.31
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,294.70)		(3,062.00)	(2,208.06)	72.11
719.000 DENTAL INSURANCE	3,225.54		3,304.00	2,434.45	73.68
719.800 VISION INSURANCE	175.44		682.00	286.92	42.07
719.900 VISION INS-EE CONTRIBUTIONS	(87.72)		(340.00)	(143.46)	42.19
724.000 WORKER'S COMP	318.97		404.00	322.41	79.80
725.000 LIFE & DISABILITY BENEFIT	521.73		640.00	451.08	70.48
752.000 OFFICE SUPPLIES	256.97		400.00	334.20	83.55
754.000 OPERATING SUPPLIES	105.84		500.00	8.81	1.76
759.000 GAS/FUEL	1,056.68		1,200.00	618.06	51.51
767.000 UNIFORMS	183.78		100.00	0.00	0.00
775.100 VEHICLE CLEANING	16.00		125.00	12.00	9.60
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	129,080.12		130,000.00	99,712.72	76.70
850.000 COMMUNICATIONS	591.81		800.00	479.59	59.95
851.000 MAIL/POSTAGE	33.50		35.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	76.30		250.00	81.44	32.58
880.000 COMMUNITY PROMOTION	595.00		600.00	595.00	99.17
910.000 PROFESSIONAL DEVELOPMENT	420.00		7,000.00	3,210.00	45.86
910.100 SEMINAR LODGING	412.92		500.00	119.00	23.80
910.200 SEMINAR MEALS	244.65		1,000.00	438.18	43.82
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	670.30	33.52
<b>Net - Dept 371 - BUILDING</b>	<b>(267,304.23)</b>		<b>(285,463.00)</b>	<b>(207,536.59)</b>	
<b>Dept 441 - PUBLIC WORKS</b>					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	17,161.41		31,500.00	18,360.81	58.29
920.000 STREET LIGHTING	22,647.21		23,000.00	15,788.75	68.65
962.000 DRAINS AT LARGE	26,448.61		28,200.00	28,155.34	99.84
967.000 CONTRIBUTIONS TO ROAD COMMISSION	111,014.39		308,000.00	37,002.97	12.01
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>(500,700.00)</b>	<b>(99,307.87)</b>	
<b>Dept 701 - PLANNING</b>					
702.000 SALARIES & WAGES	58,299.22		120,975.00	42,878.04	35.44
707.000 PER DIEM	11,305.00		16,255.00	6,095.00	37.50
708.000 UNEMPLOYMENT	530.83		914.00	368.10	40.02
709.000 EMPLR FICA CONTR	4,208.36		8,508.00	2,925.77	34.39

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

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ACCOUNT DESCRIPTION	END BALANCE		2019 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)			09/30/2019 NORMAL (ABNORMAL)		
<b>Fund 101 - GENERAL FUND</b>						
711.000 EMPLR MEDICARE CONTR	984.22		1,990.00	684.27		34.39
716.000 EMPLR RETIREMENT CONTR	4,065.94		8,998.00	3,105.85		34.52
718.500 HEALTH INSURANCE	19,266.91		40,400.00	14,626.41		36.20
718.700 HEALTH INS-EE CONTRIBUTIONS	(879.44)		(2,705.00)	(1,018.05)		37.64
719.000 DENTAL INSURANCE	879.09		2,602.00	1,100.34		42.29
719.800 VISION INSURANCE	114.48		591.00	240.12		40.63
719.900 VISION INS-EE CONTRIBUTIONS	(57.24)		(295.00)	(120.06)		40.70
724.000 WORKER'S COMP	312.74		792.00	307.93		38.88
725.000 LIFE & DISABILITY BENEFIT	339.78		775.00	262.08		33.82
752.000 OFFICE SUPPLIES	22.25		250.00	0.00		0.00
767.000 UNIFORMS	49.50		100.00	46.00		46.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		100.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,298.00		28,000.00	23,718.50		84.71
851.000 MAIL/POSTAGE	12.93		150.00	118.97		79.31
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	302.77		600.00	636.01		106.00
900.000 PRINTING & PUBLISHING	7,456.41		12,500.00	6,708.50		53.67
910.000 PROFESSIONAL DEVELOPMENT	608.00		7,500.00	2,288.00		30.51
910.100 SEMINAR LODGING	0.00		400.00	0.00		0.00
910.200 SEMINAR MEALS	0.00		600.00	171.40		28.57
915.000 MEMBERSHIP & DUES	800.00		1,000.00	1,225.00		122.50
955.000 MISC.	49.66		250.00	7.00		2.80
<b>Net - Dept 701 - PLANNING</b>	<b>(118,969.41)</b>		<b>(251,250.00)</b>	<b>(106,375.18)</b>		
<b>Dept 751 - PARKS &amp; RECREATION</b>						
702.000 SALARIES & WAGES	19,390.34		27,338.00	16,168.32		59.14
702.500 OVERTIME	2,831.45		3,800.00	1,867.62		49.15
708.000 UNEMPLOYMENT	1,010.14		1,421.00	424.09		29.84
709.000 EMPLR FICA CONTR	1,995.30		3,223.00	1,585.96		49.21
711.000 EMPLR MEDICARE CONTR	466.59		754.00	370.92		49.19
712.000 TEMPORARY LABOR	10,809.50		20,852.00	8,260.50		39.61
716.000 EMPLR RETIREMENT CONTR	1,630.02		2,238.00	1,311.03		58.58
718.500 HEALTH INSURANCE	10,406.97		20,200.00	9,088.86		44.99
718.700 HEALTH INS-EE CONTRIBUTIONS	(698.53)		(1,531.00)	(678.66)		44.33
719.000 DENTAL INSURANCE	865.62		1,652.00	734.90		44.49
719.800 VISION INSURANCE	115.48		341.00	151.56		44.45
719.900 VISION INS-EE CONTRIBUTIONS	(57.75)		(170.00)	(75.77)		44.57
724.000 WORKER'S COMP	554.27		1,089.00	642.43		58.99
725.000 LIFE & DISABILITY BENEFIT	52.95		240.00	130.34		54.31
754.000 OPERATING SUPPLIES	3,594.65		4,000.00	2,847.12		71.18
759.000 GAS/FUEL	1,584.66		2,000.00	1,022.74		51.14
767.000 UNIFORMS	330.00		500.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,737.39		10,500.00	3,131.67		29.83
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		100.00	0.00		0.00
890.000 SAFETY	62.43		3,500.00	2,391.27		68.32
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	4,243.99		106.10
920.000 ELECTRIC/NATURAL GAS	4,319.20		6,250.00	3,166.91		50.67
930.000 REPAIRS	0.00		5,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	7,442.93		2,000.00	1,133.95		56.70
930.200 MAINT-GROUNDS	1,316.72		36,900.00	6,087.44		16.50
930.250 MAINT-DOG PARK	2,735.00		4,000.00	3,250.00		81.25
930.300 MAINT-BUILDINGS	2,566.33		2,500.00	805.86		32.23
933.000 MAINT-VEHICLES	104.79		500.00	154.10		30.82
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	1,243.06		10.81
<b>Net - Dept 751 - PARKS &amp; RECREATION</b>	<b>(119,782.12)</b>		<b>(177,197.00)</b>	<b>(69,703.38)</b>		
<b>Dept 901 - CAPITAL OUTLAY</b>						
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	9,025.81		0.00	6,534.00		100.00
<b>Net - Dept 901 - CAPITAL OUTLAY</b>	<b>(9,025.81)</b>		<b>0.00</b>	<b>(6,534.00)</b>		
<b>Dept 910 - DEBT SERVICE-LEASES</b>						
991.500 LEASE PAYABLE PRINCIPAL	10,569.84		11,448.00	8,585.19		74.99
992.500 LEASE PAYABLE INTEREST	2,719.92		1,845.00	1,382.22		74.92
<b>Net - Dept 910 - DEBT SERVICE-LEASES</b>	<b>(13,289.76)</b>		<b>(13,293.00)</b>	<b>(9,967.41)</b>		

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	12/31/2018	2019	09/30/2019		
	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND					
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,035,342.95	2,029,300.00	1,388,584.49		68.43
TOTAL EXPENDITURES	1,458,391.45	2,178,027.00	1,088,449.24		49.97
NET OF REVENUES & EXPENDITURES	576,951.50	(148,727.00)	300,135.25		201.80

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND					
Dept 000 - NONE					
402.000 CURRENT REAL PROPERTY TAX	595,618.75		607,300.00	609,379.70	100.34
402.001 PROPERTY TAX REFUNDS-MTT	(321.57)		(10,000.00)	(9,655.24)	96.55
402.002 PILOT TAX	7,710.14		6,200.00	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	(182.45)		(200.00)	(25.60)	12.80
420.000 DELQ PERSONAL PROPERTY TAXES	414.72		500.00	343.26	68.65
445.000 INTEREST ON TAXES	109.06		350.00	33.82	9.66
543.000 STATE GRANT-PUBLIC SAFETY	6,075.64		6,000.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	13,863.35		9,000.00	8,992.25	99.91
600.200 FIRE PROTECTION - EDDA	64,013.00		66,000.00	66,311.00	100.47
600.300 FIRE PROTECTION - WDDA	45,642.00		49,100.00	49,152.00	100.11
665.000 INTEREST EARNED	20,092.57		30,000.00	23,748.68	79.16
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		30,000.00	0.00	0.00
<b>Net - Dept 000 - NONE</b>	<b>753,035.21</b>		<b>794,250.00</b>	<b>748,279.87</b>	
Dept 336 - FIRE DEPARTMENT					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	699,000.00		763,700.00	731,400.00	95.77
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
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(699,000.00)</b>		<b>(813,850.00)</b>	<b>(731,400.00)</b>	
Dept 901 - CAPITAL OUTLAY					
976.312 CAPITAL OUTLAY-FIRE TRUCK	0.00		478,000.00	0.00	0.00
<b>Net - Dept 901 - CAPITAL OUTLAY</b>	<b>0.00</b>		<b>(478,000.00)</b>	<b>0.00</b>	
<b>Fund 206 - FIRE FUND:</b>					
<b>TOTAL REVENUES</b>	<b>753,035.21</b>		<b>794,250.00</b>	<b>748,279.87</b>	<b>94.21</b>
<b>TOTAL EXPENDITURES</b>	<b>699,000.00</b>		<b>1,291,850.00</b>	<b>731,400.00</b>	<b>56.62</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>54,035.21</b>		<b>(497,600.00)</b>	<b>16,879.87</b>	<b>3.39</b>

ACCOUNT DESCRIPTION	END BALANCE	2019 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2018 NORMAL (ABNORMAL)		09/30/2019 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	292.42	29.24
445.000 INTEREST ON TAXES	372.92	500.00	177.00	35.40
573.000 STATE AID REVENUE-LCSA	55,479.69	55,000.00	0.00	0.00
665.000 INTEREST EARNED	17,699.07	18,000.00	16,826.28	93.48
671.000 OTHER REVENUE	11,765.69	100.00	11,414.89	1,414.89
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,170.75	11,070.00	8,556.82	77.30
801.003 SIDEWALK SNOWPLOWING	2,350.00	9,000.00	8,700.00	96.67
801.004 RIGHT OF WAY LAWN CARE	11,740.00	16,500.00	14,420.00	87.39
801.005 IRRIGATION / LIGHTING REPAIRS	17,949.05	30,000.00	32,263.78	107.55
801.007 FLOWER / LANDSCAPE MAINTENANCE	18,067.00	18,000.00	16,381.00	91.01
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,851.91	20,000.00	6,283.00	31.42
826.000 LEGAL FEES	0.00	500.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00	5,000.00	8,170.00	163.40
900.000 PRINTING & PUBLISHING	0.00	250.00	0.00	0.00
917.000 WATER TO IRRIGATION SYSTEM	14,093.04	14,100.00	11,674.45	82.80
920.000 ELECTRIC/NATURAL GAS	10,193.87	12,000.00	7,169.77	59.75
935.000 PROPERTY/LIABILITY INSURANCE	1,458.03	1,500.00	1,255.17	83.68
940.000 LEASE/RENT	550.00	700.00	550.00	78.57
955.000 MISC.	39.00	50.00	5.58	11.16
967.000 PROJECTS	2,688.00	122,650.00	44,479.25	36.27
Net - Dept 000 - NONE	372,828.34	209,030.00	277,408.50	
Dept 336 - FIRE DEPARTMENT				
830.000 PUBLIC SAFETY - FIRE PROTECTION	64,013.00	64,500.00	66,311.00	102.81
Net - Dept 336 - FIRE DEPARTMENT	(64,013.00)	(64,500.00)	(66,311.00)	
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	470,350.00	437,317.32	92.98
TOTAL EXPENDITURES	458,293.53	486,080.00	226,219.82	46.54
NET OF REVENUES & EXPENDITURES	22,685.46	(15,730.00)	211,097.50	1,342.01

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	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	1,538.94	769.47
445.000 INTEREST ON TAXES	86.02		250.00	284.23	113.69
665.000 INTEREST EARNED	8,275.09		14,000.00	13,561.04	96.86
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	300.00		6,370.00	4,341.88	68.16
967.400 STREET/ROAD PROJECTS	0.00		530,000.00	162,293.14	30.62
Net - Dept 000 - NONE	609,258.04		(221,920.00)	153,360.50	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	49,152.00	107.79
Net - Dept 336 - FIRE DEPARTMENT	(45,642.00)		(45,600.00)	(49,152.00)	
Dept 728 - ECONOMIC DEVELOPMENT					
967.300 SEWER SYSTEM PROJECTS	19,256.35		180,745.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(19,256.35)		(250,745.00)	0.00	
Dept 996 - TRANSFER OUT					
999.396 TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,663.31		0.00	0.00	0.00
Net - Dept 996 - TRANSFER OUT	(272,663.31)		0.00	0.00	
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	609,558.04		314,450.00	319,995.52	101.76
TOTAL EXPENDITURES	337,861.66		832,715.00	215,787.02	25.91
NET OF REVENUES & EXPENDITURES	271,696.38		(518,265.00)	104,208.50	20.11



ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BGD USED
	NORMAL	12/31/2018 (ABNORMAL)	2019 AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND					
Dept 000 - NONE					
582.000 CONTRIBUTION FROM TRIBE		256,974.00	150,000.00	150,000.00	100.00
665.000 INTEREST EARNED		1,853.37	5,000.00	3,495.42	69.91
Net - Dept 000 - NONE		258,827.37	155,000.00	153,495.42	
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
967.500 SIDEWALK/PATHWAY PROJECTS		0.00	150,000.00	0.00	0.00
967.600 PARKS PROJECTS		3,529.00	38,470.00	25,082.12	65.20
Net - Dept 728 - ECONOMIC DEVELOPMENT		(42,016.00)	(368,470.00)	(25,082.12)	
Fund 288 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES		258,827.37	155,000.00	153,495.42	99.03
TOTAL EXPENDITURES		42,016.00	368,470.00	25,082.12	6.81
NET OF REVENUES & EXPENDITURES		216,811.37	(213,470.00)	128,413.30	60.16

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND					
Dept 000 - NONE					
456.000 CONNECTION FEE	86,974.12		100,000.00	44,702.85	44.70
539.000 STATE GRANTS	326,802.49		0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	38,491.35		200,000.00	0.00	0.00
627.000 SERVICE	1,289,236.80		1,316,667.00	979,881.19	74.42
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		28,000.00	22,225.93	79.38
665.000 INTEREST EARNED	50,588.77		60,000.00	57,149.83	95.25
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	830,089.66	76.05
670.100 DEBT SERVICE (SEWER 1) CITY ANNEX	600.00		300.00	0.00	0.00
671.000 OTHER REVENUE	5,723.47		3,200.00	2,821.01	88.16
672.500 REVENUE-SPECIAL ASSESS	0.00		23,000.00	17,152.30	74.58
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		10,000.00	4,500.00	45.00
<b>Net - Dept 000 - NONE</b>	<b>2,927,893.69</b>		<b>2,837,270.00</b>	<b>1,958,522.77</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	220,465.40		256,918.00	168,551.58	65.61
702.500 OVERTIME	4,940.67		4,950.00	5,104.19	103.11
708.000 UNEMPLOYMENT	2,244.64		2,727.00	1,825.33	66.94
709.000 EMPLR FICA CONTR	14,134.38		16,591.00	10,773.50	64.94
711.000 EMPLR MEDICARE CONTR	3,306.00		3,880.00	2,519.82	64.94
712.000 TEMPORARY LABOR	6,700.00		11,440.00	3,666.50	32.05
716.000 EMPLR RETIREMENT CONTR	15,818.78		18,270.00	12,286.90	67.25
718.500 HEALTH INSURANCE	61,955.95		71,314.00	56,234.82	78.86
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,897.09)		(4,488.00)	(3,219.35)	71.73
719.000 DENTAL INSURANCE	3,522.22		4,262.00	3,226.69	75.71
719.800 VISION INSURANCE	269.31		763.00	392.49	51.44
719.900 VISION INS-EE CONTRIBUTIONS	(134.65)		(381.00)	(196.25)	51.51
724.000 WORKER'S COMP	1,700.35		2,274.00	1,682.14	73.97
725.000 LIFE & DISABILITY BENEFIT	1,045.55		1,777.00	920.50	51.80
726.000 COMPENSATED ABSENCES	5,632.01		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	820.23		4,000.00	975.17	24.38
754.000 OPERATING SUPPLIES	4,526.72		10,000.00	2,489.12	24.89
759.000 GAS/FUEL	9,122.29		10,000.00	5,630.84	56.31
767.000 UNIFORMS	817.61		3,000.00	285.17	9.51
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	42,912.07		37,600.00	31,171.51	82.90
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	1,099.78	31.42
851.000 MAIL/POSTAGE	2,350.00		4,000.00	2,756.67	68.92
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	481.63		750.00	752.27	100.30
890.000 SAFETY	7,905.74		7,600.00	4,218.39	55.51
900.000 PRINTING & PUBLISHING	360.37		1,500.00	1,343.08	89.54
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	50,213.38	64.79
930.000 REPAIRS	6,790.55		175,000.00	59,554.60	34.03
930.001 MAINT-EQUIPMENT	1,145.32		27,000.00	7,084.34	26.24
930.200 MAINT-GROUNDS	845.14		5,750.00	3,556.53	61.85
930.300 MAINT-BUILDINGS	856.62		5,000.00	625.64	12.51
933.000 MAINT-VEHICLES	2,687.68		8,000.00	5,165.97	64.57
933.500 MAINT-LIFT STATIONS	8,740.59		310,000.00	11,481.12	3.70
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		18,300.00	15,745.13	86.04
955.000 MISC.	21.00		0.00	15.00	100.00
972.013 HOOKUP LABOR & MATERIAL	0.00		10,000.00	114.77	1.15
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		306,627.00	23,180.90	7.56
975.000 BUILDINGS, BUILDING ADDITIONS & IMPRO'	0.00		42,000.00	41,172.38	98.03
977.000 NEW EQUIPMENT PURCHASE	1,417.02		22,000.00	7,688.92	34.95
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	8,871.37	65.02
981.000 NEW VEHICLE PURCHASE	0.00		25,183.00	25,183.00	100.00
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>	<b>(573,888.83)</b>		<b>(1,558,452.00)</b>	<b>(585,043.29)</b>	
Dept 540 - WWTP					
702.000 SALARIES & WAGES	223,841.27		277,651.00	195,805.42	70.52
702.500 OVERTIME	10,751.27		11,200.00	9,751.46	87.07
708.000 UNEMPLOYMENT	1,709.78		2,132.00	1,841.83	86.92
709.000 EMPLR FICA CONTR	14,356.64		18,063.00	12,429.43	68.81

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	2,906.88		68.82
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	15,416.72		71.16
718.500 HEALTH INSURANCE	72,340.78		101,000.00	72,998.15		72.28
718.700 HEALTH INS-EE CONTRIBUTIONS	(3,845.82)		(6,944.00)	(5,001.40)		72.02
719.000 DENTAL INSURANCE	4,600.14		6,758.00	5,036.51		74.53
719.800 VISION INSURANCE	412.23		1,180.00	884.22		74.93
719.900 VISION INS-EE CONTRIBUTIONS	(206.12)		(590.00)	(442.11)		74.93
724.000 WORKER'S COMP	2,881.80		4,172.00	3,127.38		74.96
725.000 LIFE & DISABILITY BENEFIT	1,241.98		1,431.00	1,232.60		86.14
743.000 CHEMICALS	39,767.90		45,000.00	29,323.90		65.16
744.000 LAB EQUIPMENT & SUPPLIES	18,341.26		25,000.00	11,522.21		46.09
752.000 OFFICE SUPPLIES	449.73		500.00	781.21		156.24
754.000 OPERATING SUPPLIES	10,155.02		11,500.00	6,283.29		54.64
759.000 GAS/FUEL	1,932.79		3,000.00	1,653.69		55.12
767.000 UNIFORMS	1,579.29		2,000.00	285.17		14.26
774.100 BIOXIDE	50,252.65		60,000.00	42,146.43		70.24
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	32,301.90		39,950.00	27,737.17		69.43
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	4,461.00		81.11
850.000 COMMUNICATIONS	3,517.72		3,500.00	2,319.86		66.28
851.000 MAIL/POSTAGE	107.95		750.00	132.08		17.61
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		500.00	0.00		0.00
890.000 SAFETY	4,394.51		9,100.00	6,505.89		71.49
900.000 PRINTING & PUBLISHING	1,055.85		500.00	286.95		57.39
910.000 PROFESSIONAL DEVELOPMENT	1,880.00		4,000.00	3,465.00		86.63
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	233.00		46.60
917.000 PROPANE	3,056.30		12,000.00	0.00		0.00
920.000 ELECTRIC/NATURAL GAS	144,781.21		176,000.00	111,258.96		63.22
920.200 WATER & SEWER QTR. BILLING	9,387.40		0.00	8,478.30		100.00
930.001 MAINT-EQUIPMENT	2,181.59		11,500.00	1,270.08		11.04
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	1,029.43		41.18
934.300 OPTO 22 MAINTENANCE	4,105.35		6,000.00	1,553.40		25.89
934.981 SAMPLING EQUIPMENT MAINT.	435.38		4,000.00	1,562.13		39.05
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	8,340.27		15,000.00	4,218.50		28.12
934.983 SECONDARY TREAT EQUIP. MAINT.	6,827.86		25,000.00	6,989.59		27.96
934.984 SOLIDS EQUIPMENT MAINT.	9,173.22		15,000.00	5,151.60		34.34
934.985 DISINFECTION EQUIPMENT MAINT.	5,496.72		6,000.00	5,835.43		97.26
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,900.98		6,000.00	842.58		14.04
934.987 TERTIARY FILTER MAINT.	6,620.53		38,000.00	2,310.88		6.08
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		224,250.00	29,933.12		13.35
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)		(1,286,506.00)	(655,819.93)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	39,847.76		39,850.00	39,847.76		99.99
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	55,070.95		45,475.00	45,472.50		99.99
996.001 BOND - PAYING AGENT FEES	750.00		800.00	750.00		93.75
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)	(162,014.19)		
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST	432.16		400.00	401.56		100.39
Net - Dept 910 - DEBT SERVICE-LEASES	(432.16)		(400.00)	(401.56)		
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		2,837,270.00		1,958,522.77	69.03
TOTAL EXPENDITURES	2,269,736.15		3,783,373.00		1,403,278.97	37.09
NET OF REVENUES & EXPENDITURES	658,157.54		(946,103.00)		555,243.80	58.69

User: SHERRIE

PERIOD ENDING 09/30/2019

DB: Union

% Fiscal Year Completed: 74.79

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019 AMENDED BUDGET	09/30/2019	
Fund 591 - WATER FUND					
Dept 000 - NONE					
450.000 WATER SALES	1,370,507.57		1,263,127.00	1,046,512.60	82.85
450.100 BULK WATER SALES	605.00		2,000.00	240.00	12.00
450.200 FINAL READ	1,830.00		1,700.00	1,400.00	82.35
450.300 TURN-OFF	2,283.00		2,000.00	1,530.00	76.50
452.000 LATERALS	4,596.00		5,000.00	1,458.00	29.16
454.000 BENEFIT FEES	32,775.00		30,000.00	21,626.92	72.09
459.000 CONNECTION FEES	118,270.00		50,000.00	16,035.00	32.07
479.000 REVENUE-REPLACEMENT METERS	0.00		5,000.00	4,600.00	92.00
539.000 STATE GRANTS	29,349.00		14,000.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	159,851.58		4,000.00	0.00	0.00
628.000 INSPECTION FEE	1,600.00		1,000.00	500.00	50.00
655.000 FINES & FORFEITURES	16,386.94		16,000.00	11,743.52	73.40
665.000 INTEREST EARNED	49,562.98		65,000.00	50,724.44	78.04
665.100 INTEREST EARNED-SPEC ASSESS	4,030.91		4,000.00	0.00	0.00
667.300 LEASES - TOWER RENTAL	42,493.05		51,850.00	42,773.61	82.49
671.000 OTHER REVENUE	8,318.69		20,000.00	19,816.02	99.08
672.500 REVENUE-SPECIAL ASSESS	0.00		10,200.00	10,152.63	99.54
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		5,000.00	4,500.00	90.00
<b>Net - Dept 000 - NONE</b>	<b>1,842,459.72</b>		<b>1,549,877.00</b>	<b>1,233,612.74</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	349,181.94		376,643.00	258,919.65	68.74
702.500 OVERTIME	25,121.81		27,950.00	18,164.03	64.99
708.000 UNEMPLOYMENT	3,506.21		3,593.00	2,599.96	72.36
709.000 EMPLR FICA CONTR	23,359.83		25,292.00	17,079.81	67.53
711.000 EMPLR MEDICARE CONTR	5,462.44		5,915.00	3,994.01	67.52
712.000 TEMPORARY LABOR	9,598.50		11,440.00	4,111.00	35.94
716.000 EMPLR RETIREMENT CONTR	26,813.22		28,974.00	19,834.57	68.46
718.500 HEALTH INSURANCE	105,047.25		116,514.00	85,353.98	73.26
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,519.79)		(7,552.00)	(5,369.86)	71.11
719.000 DENTAL INSURANCE	7,026.09		8,392.00	5,591.39	66.63
719.800 VISION INSURANCE	463.63		1,105.00	642.09	58.11
719.900 VISION INS-EE CONTRIBUTIONS	(231.75)		(550.00)	(320.90)	58.35
724.000 WORKER'S COMP	5,531.96		7,331.00	5,360.83	73.13
725.000 LIFE & DISABILITY BENEFIT	1,836.41		2,302.00	1,421.49	61.75
726.000 COMPENSATED ABSENCES	1,389.17		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	890.54		4,000.00	1,210.58	30.26
753.000 PROCESS CHEMICALS/CHLORINE	41,312.11		45,000.00	32,605.40	72.46
754.000 OPERATING SUPPLIES	10,191.05		12,500.00	6,922.31	55.38
759.000 GAS/FUEL	9,639.93		10,000.00	5,193.21	51.93
767.000 UNIFORMS	917.61		3,000.00	385.16	12.84
774.100 MXU	8,100.00		14,000.00	4,050.00	28.93
800.000 WELL HEAD PROTECTION	0.00		28,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,540.77		35,100.00	37,055.74	105.57
801.002 LAB FEES	8,825.65		10,000.00	5,336.40	53.36
801.025 HYDRANT FLUSHING	0.00		(45,000.00)	0.00	0.00
801.800 WATER STUDY	58,218.34		0.00	29,493.00	100.00
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	4,441.99	49.36
851.000 MAIL/POSTAGE	2,670.33		2,440.00	2,766.39	113.38
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	479.65		1,000.00	685.60	68.56
890.000 SAFETY	4,530.95		7,600.00	4,402.19	57.92
900.000 PRINTING & PUBLISHING	2,229.62		3,500.00	3,321.27	94.89
910.000 PROFESSIONAL DEVELOPMENT	1,880.00		6,000.00	1,332.50	22.21
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	94,631.61	61.45
930.000 REPAIRS	2,521.38		62,500.00	2,964.48	4.74
930.001 MAINT-EQUIPMENT	11,416.28		15,000.00	7,258.33	48.39
930.200 MAINT-GROUNDS	1,540.52		5,750.00	4,199.54	73.04
930.300 MAINT-BUILDINGS	2,793.78		10,000.00	5,763.12	57.63
933.000 MAINT-VEHICLES	3,023.29		25,000.00	22,259.13	89.04
933.100 MAINT-WATER WELLS	5,015.00		60,000.00	22,705.93	37.84
933.200 MAINT-TREATMENT PLANTS	11,040.21		62,616.00	42,948.67	68.59
933.300 MAINT-WATER TOWERS	4,962.11		10,000.00	8,953.44	89.53
934.300 OPTO 22 MAINTENANCE	3,760.10		8,000.00	4,238.68	52.98
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	3,765.68	83.68
955.000 MISC.	524.58		0.00	0.00	0.00
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	12,326.58		0.00	0.00	0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00		108,000.00	51,892.75	48.05
972.013 HOOKUP LABOR & MATERIAL	172,692.14		50,000.00	8,937.99	17.88

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2019	09/30/2019	
Fund 591 - WATER FUND					
975.000 BUILDINGS, BUILDING ADDITIONS & IMPRO'		0.00	42,000.00	41,172.37	98.03
977.000 NEW EQUIPMENT PURCHASE		1,396.14	64,000.00	48,255.71	75.40
977.600 METER REPLACEMENT PROGRAM		6,870.00	15,000.00	8,340.00	55.60
980.000 NEW OFFICE EQUIPMENT & FURNITURE		344.98	2,000.00	1,193.33	59.67
980.100 NEW COMPUTER HARDWARE & SOFTWARE		7,320.16	13,645.00	9,411.33	68.97
981.000 NEW VEHICLE PURCHASE		0.00	25,183.00	25,183.00	100.00
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>		<b>(1,188,512.25)</b>	<b>(1,524,233.00)</b>	<b>(993,101.58)</b>	
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION		1,578.75	1,579.00	2,578.75	163.32
996.001 BOND - PAYING AGENT FEES		750.00	800.00	750.00	93.75
996.002 BOND INTEREST - (2010 WATER)		59,821.06	57,500.00	57,792.50	100.51
<b>Net - Dept 906 - DEBT SERVICE</b>		<b>(62,149.81)</b>	<b>(59,879.00)</b>	<b>(61,121.25)</b>	
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST		519.96	500.00	263.97	52.79
<b>Net - Dept 910 - DEBT SERVICE-LEASES</b>		<b>(519.96)</b>	<b>(500.00)</b>	<b>(263.97)</b>	
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE		353,538.01	350,000.00	0.00	0.00
<b>Net - Dept 960 - DEPRECIATION EXPENSE</b>		<b>(353,538.01)</b>	<b>(350,000.00)</b>	<b>0.00</b>	
<b>Fund 591 - WATER FUND:</b>					
TOTAL REVENUES		1,842,459.72	1,549,877.00	1,233,612.74	79.59
TOTAL EXPENDITURES		1,604,720.03	1,934,612.00	1,054,486.80	54.51
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>237,739.69</b>	<b>(384,735.00)</b>	<b>179,125.94</b>	<b>46.56</b>
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>8,908,095.97</b>	<b>8,150,497.00</b>	<b>6,239,808.13</b>	<b>76.56</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>6,870,018.82</b>	<b>10,875,127.00</b>	<b>4,744,703.97</b>	<b>43.63</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,038,077.15</b>	<b>(2,724,630.00)</b>	<b>1,495,104.16</b>	<b>54.87</b>

**REQUEST FOR TOWNSHIP BOARD ACTION**

<b>To:</b> Board of Trustees	<b>DATE:</b> October 17, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 10/23/2019
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team	

Current Action  Emergency

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

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

**BACKGROUND INFORMATION**

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

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

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

The Policy states:

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

Accordingly:

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

Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.

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

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

### **SCOPE OF SERVICES**

Not applicable

### **JUSTIFICATION**

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

### **PROJECT IMPROVEMENTS**

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable



## Board Compliance Monitoring Tool

**Policy:** 4.3 – Delegation to Township Manager and Management Team  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** October 2019

### Policy:

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Accordingly:

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- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

**Use this evaluation form for discussion at the Board of Trustees Meeting on October 23, 2019.**

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

1. Indicate item by item if you believe **(Y/N)** we are 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?