



BOARD OF TRUSTEES
Regular Meeting
November 26, 2019
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Chippewa River District Library Presentation by Representatives Ruth Helwig and Lynn Laskowsky
6. PUBLIC HEARINGS
 - A. FY 2020 Budget Public Hearing
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appointment to Planning Commission
 2. Appointments to Zoning Board of Appeals
 3. Appointments to Construction Board of Appeals
 4. Appointment to Hannah’s Bark Park Advisory Board
 5. Appointment to Chippewa River District Library
 - B. Planning Commission and ZBA updates by Township Planner
 - C. November Monthly Activity Report Board of Trustees (under separate cover)
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – November 13, 2019 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action (Stuhldreher): Consider approval to Consent to Revise Plat and approval of a Petition for Abandonment of a portion of May St. to facilitate the development of

property owned by Fisher Transportation Company(s) and to further authorize the Township Manager to sign all documents

- B. Discussion/Action (Stuhldreher): Board approval of the FY 2019 Budget Amendment No. 2 for the General fund, Fire fund, Sewer fund and Water fund
- C. Discussion/Action (Stuhldreher): Resolution to set board Pay FY2020
- D. Discussion/Action (Board of Trustees) Policy Governance 2.8 Emergency Township Manager Succession
- E. Discussion/Action (Board of Trustees) Annual review of Policy Governance 3.8 Board Committee Principles and Policy Governance 3.9 Board Committee Structure

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

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



Name: Andy Theisen Date: 10-15-19
Address: 1520 East Deerfield Mt. Pleasant MI 48858
Phone (home) _____ (cell) 989-621-0325 (work) 989-773-2906
Email: andy@konwinskiconst.com
Occupation: General Contractor/Construction Manager

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

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

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

I have an interest in furthering the goals and objectives of UT to become a better place to live, and the ZBA allows me to have a meaningful impact on the community.

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

ZBA member since 2016, Construction Board of Appeals since 2012
Former President of HBACM, (see attached resume)

Signature: Andy Theisen Digitally signed by Andy Theisen
Date: 2019.10.15 09:19:41 -04'00' Date: 10-15-19



1900 Gover Parkway Mt. Pleasant MI 48858

Andrew Patrick Theisen : Vice President/Partner/Project Manager

Employed by Konwinski Construction Inc. starting in 2002 as a laborer and carpenter, ascending to Foreman, Superintendent, and Project Manager before buying in as a partner in 2013 and becoming Vice President in 2018.

Bachelor of Applied Arts in Construction Management and a Minor in Construction Safety in 2005 from Central Michigan University

State of Michigan Builders License since 2003

Past President of Home Builders Association of Central Michigan

Director HBA of Michigan

Director Nation Association of Home Builders

Member of Union Township Zoning Board of Appeals 2016-present

Member of Union Township Construction Board of Appeals 2012-present

Member of the Mt. Pleasant Industrial Park South Review Board

Operators Equipment Safety Training "Train the Trainer" 2005

AutoCAD operators Training 2006

Michigan Building Code Review Training Seminar 20015

Lead and Asbestos Certification 2017

MDOT Commercial Travel Safety Training 2013

Silica Awareness Training 2018

Project Manager for more than 20) \$1-3 mil. Restaurant projects across Michigan, Ohio and Indiana

Project Manager for more than \$30 mil. Commercial, Institutional, Retail, Office & Industrial projects

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

Name: _____ Date: _____

Address: _____

Phone (home) _____ (cell) _____ (work) _____

Email: _____

Occupation: _____

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

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

_____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:
_____ Property owner in East or West DDA
_____ Property owner in East or West DDA
_____ Resident in Union Township

_____ OTHER *Specify Board: _____

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

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

Signature: _____ Date: _____

Ruth Helwig

Background

Librarian with a diverse background in library settings, such as school, public, private and academic libraries. Experience in a wide variety of library functions including cataloging, interlibrary loan, instruction, and collection development. Skilled in problem resolution with a strong background in library automation. Demonstrated communication skills as a liaison to academic departments, as a team leader and as an instructor. Demonstrated leadership and organizational skills directing project teams to successfully complete their assigned tasks.

Career Accomplishments

- Led the team responsible to implementation of the Primo discovery tool
- Led the team responsible for the creation of the campus institutional repository
- Successfully managed several projects for the Central Michigan University Libraries including two integrated library system migrations
- Actively participated in implementing open-URL technology at the Central Michigan University Libraries
- Actively participated in strategic planning process for a district library
- Actively participated in the creation of a district library
- Developed and delivered workshops on a university campus, around the state and international conferences
- Successfully led committees on a university campus, around the state and in the local community
- Planned, implemented and continue to maintain a church library
- Implemented the Z39.50 federated search standard for the Central Michigan University Libraries
- Served as MeL trainer

Professional Experience

- | | | |
|---|--------------------|----------------|
| MIDWEST COLLABORATIVE FOR LIBRARY SERVICES | LANSING, MI | 2010 – 2011 |
| <ul style="list-style-type: none">• Michigan Electronic Library Database Trainer<ul style="list-style-type: none">○ Conducted in-person and online instruction on Michigan Electronic Library databases | | |
| CHIPPEWA RIVER DISTRICT LIBRARY | MOUNT PLEASANT, MI | 2014 – Present |
| <ul style="list-style-type: none">• Substitute Reference Assistant<ul style="list-style-type: none">○ Staff the Reference Desk○ Run a branch library in the absence of full-time staff○ Perform circulation duties as assigned○ Provide computer support in the computer lab | | |

- CENTRAL MICHIGAN UNIVERSITY MOUNT PLEASANT, MI 1997 - 2014
- Systems Librarian and Subject Librarian
 - System administrator for the discovery tool
 - System administrator for the institutional repository
 - System administrator for integrated library system
 - Project manager for the Primo discovery tool implementation
 - Project manager for the institutional repository (CONDOR) implementation
 - Project manager and team leader for two integrated library system migrations
 - Instructor for Library 197 and bibliographic instruction sessions
 - Collection development responsibilities
 - Library liaison to academic departments
 - Team member of the open-URL software (SFX) target ranking subcommittee
 - Team member of the open-URL software (SFX) implementation project

- CENTRAL MICHIGAN UNIVERSITY MOUNT PLEASANT, MI 1983 - 1997
- Coordinator of Document Access (Interlibrary Loan)
 - Administer the department budget
 - Manage the department operations
 - Supervise up to thirteen staff members

- CENTRAL MICHIGAN UNIVERSITY MOUNT PLEASANT, MI 1975 - 1983
- Library Acquisitions Technician
 - Cataloger
 - Pre-order search team leader

- MOUNT PLEASANT PUBLIC SCHOOLS MOUNT PLEASANT, MI 1974
- Substitute Teacher

EDUCATION

- WAYNE STATE UNIVERSITY DETROIT, MI 1996
- Master of Library and Information Science

- CENTRAL MICHIGAN UNIVERSITY MOUNT PLEASANT, MI 1983
- Master of Arts in Education

- CENTRAL MICHIGAN UNIVERSITY MOUNT PLEASANT, MI 1974
- Bachelor of Arts
 - Major in Library Science
 - Minor in Elementary Education

Skills

ADMINISTRATIVE AND PROFESSIONAL

- Administer university policies and contracts
- Analyze workflow, workload, vendors and policies
- Authorize payments and administer budget
- Catalogue print and non-print materials
- Develop policies and procedures

- Manage projects
- Prepare technical documentation
- Produce project reports on such topics as library automation and new technologies

HUMAN RELATIONS AND COMMUNICATION

- Develop and execute staff training programs on new technologies and library automation
- Leadership role on statewide committees for the Michigan Library Association, the Education Curriculum Interest Group, and the Michigan Innovative Users Group
- Leadership role on the Mideastern Michigan Library Cooperative Board
- Lead two interdepartmental teams that promote continuous quality improvement in the libraries integrated library system
- Organize and execute programs and workshops at the campus and state level
- Provide public service in a high volume, customer oriented environment
- Recruit and evaluate library directors
- Supervise up to thirteen employees
- Teach information literacy in a for-credit course
- Participate in fundraising activities through the Friends of the Library

TECHNICAL

- Administer software and hardware programs
- Create and maintain databases
- Create and maintain websites
- Extend the capabilities of software packages by creatively utilizing existing resources
- Successfully resolve hardware and software problem
- Successfully test and implement new technology

Awards

Eagle Award for volunteerism 2016.

Recipient of the Innovative Interfaces Crystal Award for Conference attendance and participation 2014.

Recipient of the *Staff Excellence Award* for 2011. Presented by Central Michigan University.

Recipient of the *Volunteers Are Central Award* for November 2010. Presented by the Volunteer Center, Central Michigan University.

Committees

CENTRAL MICHIGAN UNIVERSITY LIBRARIES COMMITTEES AND TEAMS

- Member of the LibQual preparation team2014
- Member of the Smart Search (Discovery Tool) Work Group2014
- Member of the institutional repository (CONDOR) team2013 – 2014
- Team leader of the Primo Discovery Tool Implementation Task Force .2012 – 2014
- Co-Chair of the Libraries Professional Development Committee.....2010 – 2012
- Member of the CENTRA Interface Team [Team dissolved]2009 – 2012
- Team leader for the CONDOR Cabinet [Team dissolved].....2008 – 2012

- Member of the AquaBrowser Implementation Team.....2008 – 2010
- Member of the Libraries Marketing Committee.....2007 – 2008
- Team Leader of the Institutional Repository Committee2006 – 2013
- Member of the CENTRA Redesign Committee.....2006 – 2008
- Member of the National Libraries Week Activities Committee.....2006 – 2008
- Member of the Libraries Book Recognition Committee2006 – 2008
- Member of CMU Diversity Champions2005 – 2014
- Co-Chair of the Libraries Professional Development Committee.....2005 – 2009
- Co-Chair of the Librarian’s Forum.....2005 – 2006
- Member of the Libraries Operations Group2004 – 2014
- Member of the Libraries Cataloging Committee.....2004 – 2005
- Member of the EBook Committee.....2000 – 2002
- Team leader of the Innovative Operations Committee1998 – 2014
- Team leader of the III Circulation Team1997 – 2014

BOARDS, COMMITTEES AND ORGANIZATIONS

- Representative from the Chippewa Rivers District Library (CRDL)
Board to the CRDL Strategic Planning Initiative Team2019
- Member of the Library Millage Committee2018
- President of the ZONTA Club of Mt Pleasant.....2017 - Present
- Secretary of the Mt. Pleasant Area League of Women Voters Board2016 - Present
- Vice-President of the ZONTA Club of Mt Pleasant.....2016 – 2017
- Member of the Mt. Pleasant Area League of Women Voters Board.....2015 - 2016
- Co-chair of the Friends of the Library book sale.....2016 - Present
- Member of the KIMC (Kromer Instructional Materials Center)
Advisory Board.....2012 – 2014
- Secretary of the ZONTA Club of Mt Pleasant2014 – 2016
- Member of the ZONTA Club of Mt Pleasant.....2012 – Present
- President of the Mideastern Michigan Library Cooperative
Board.....2015 – 2016
- Vice-President of the Mideastern Michigan Library Cooperative
Board.....2013 – 2015
- Member of the Mideastern Michigan Library Cooperative Board.....2010 – 2013
- Secretary of the Chippewa Valley Audubon Club2010 - Present
- Secretary of the Michigan Innovative Users Group (MIUG).....2009 – 2013
- Member of the Michigan Library Association TechEscape Planning
Team2009 – 2010
- Representative from the Chippewa Rivers District Library (CRDL)
Board to the CRDL Strategic Planning Initiative Team2009
- Member of the CMU Network for Women Program Planning Team2008 – 2013
- Member of the Michigan Library Association Academic Library Day
Team.....2008 – 2009
- Member of the CRDL Library Yes Committee.....2008
- Past-Chair of the Academic and Research Libraries Division of the
Michigan Library Association2007 – 2008
- Vice-Chair of the Chippewa River District Library Board2006 – Present

- Chair of the Academic and Research Libraries Division of the Michigan Library Association2006 – 2007
- Chair of the Chippewa River District Library Board Policy Committee 2004 – Present
- Member of the Education Curriculum Interest Group.....2006 - 2014
- Chair of the Education Curriculum Interest Group of the Michigan Library Association2004 – 2006
- Chair of the Michigan Academy of Science, Arts and Letters, Library and Information Science Section2004 – 2005
- President CMU Women.....2002 – Present
- Central Michigan University Wellness Advocate2002 - 2014
- Board member Veteran’s Memorial Friends of the Library2000 – Present
- Board member of the Chippewa River District Library Board1999 – 2006
- Member of the Central Michigan University P&A Council.....1998 – 2002
- Secretary and Webmaster of the Library Technologies Division of the Michigan Library Association1993 – 2003

Volunteerism

- Library representative to MainStage
- Library representative to Freshman Academic Orientation
- Volunteer at the Isabella Community Soup Kitchen
- Volunteer librarian at Mt Pleasant Community Church
- Team leader for Mt Pleasant Community Church Vacation Bible School

Conferences and Workshops Attended

Data Analysis: Turning Results into Plans for Action and Change. LibQual. March 6, 2014.

Administering Your Survey, Monitoring Progress, and Initial Data Analysis. LibQual. February 27, 2014.

Random Sampling and Communications Planning LibQual. LibQual. February 13, 2014.

Preparing Your Survey. Webinar. LibQual. February 6, 2014.

LibQUAL+ New Features. Webinar. LibQual. January 30, 2014.

Essentials of Primo Functionality: Relevancy Ranking in Primo. Webinar. Ex Libris. January 29, 2014.

OCLC Americas Regional Council Member Meeting and Symposium: The Hope and the Hype of MOOCs. Webinar. American Library Association. January 24, 2014.

The Future of Libraries: What’s Your Vision? Webinar. American Library Association. January 9, 2014.

Maximizing Discipline Searching in Your Discovery Service. Webinar. Indiana University Bloomington. December 3, 2013.

Primo Product Update. Webinar. ExLibris. November 26, 2013.

Tablets and Mobile Applications. Webinar. American Library Association. November 14, 2013.

Sierra: Getting Started with Sierra Direct SQL Access. Webinar. Innovative Interfaces. November 6, 2013.

Millennium Create Lists Advanced. Webinar. Innovative University. October 29, 2013.

Millennium Create Lists Basic. Webinar. Innovative University. October 22, 2013.

Web of Science & EndNote Training. Webinar. Thomson Reuters. October 1, 2013.

SFX Primo Interoperability. Webinar. ExLibris. September 25, 2013.

SFX System. Webinar. ExLibris. September 23, 2013.

SEFLIN Virtual Conference. Webinar. Southeast Florida Library Information Network (SEFLIN). September 20, 2013.

SFX User Interface Configuration. Webinar. ExLibris. September 18, 2013.

SFX Intro and SFX Data Management. Webinar. ExLibris. September 16, 2013.

Improving You Library's Mobile Services. Webinar. American Library Association. September 12, 2013.

New Technologies in Library Equipment. Webinar. American Library Association. June 6, 2013.

On becoming virtual....Moving your EMC/ERC to a stronger online presence. Michigan Education & Curriculum Interest Group (ECIG). Grand Rapids, Michigan. May 17, 2013.

"Inspire, Challenge and Energize: Enhancing the Faculty and Student Experience". Great Lakes Conference of Teaching & Learning. Central Michigan University. Mount Pleasant, Michigan. May 8-10, 2013.

The Present and Future of E-Books. Webinar. American Library Association. April 18, 2013.

Primo Configuring PDS Training. James Tapia. Webinar. ExLibris. November 6, 2012.

Primo System Administration Training. Tony Gibbons. Webinar. ExLibris. November 1, 2012.

Marketing Primo Training. Tony Zanders. Webinar. ExLibris. October 25, 2012.

Primo Duplication and FRBRization Training. Marc Keeper. Webinar. ExLibris. October 18, 2012.

Primo Advanced Publishing Training. Carolyn Sprague. Webinar. ExLibris. October 16, 2012.

Primo Central Training. Webinar. ExLibris. October 11, 2012.

Primo User Interface Training. Laura Pierson. Webinar. ExLibris. October 9, 2012.

Primo Publishing Process Training. Tony Gibbons. Webinar. ExLibris. October 4, 2012.

Primo Administrative Structure and Back Office Training. Carolyn Sprague. Webinar. ExLibris. October 2, 2012.

ERM Webinar. Webinar. Innovative Interfaces Inc. September 27, 2012.

NISO Webinar on Discovery Tools. Webinar. National Information Standards Organization. September 26, 2012.

Primo Introductory Training. Jean Cabaup. Webinar. ExLibris. September 18, 2012.

Amp It Up – Patron Engagement Tech. 2012 Applied Technology and Trends. Michigan Library Association. University of Michigan Harlan Hatcher Graduate Library. Ann Arbor, Michigan. May 18, 2012.

Are Your Students Learning?: Identifying and Building Optimal Learning Environments. Great Lakes Conference of Teaching & Learning. Central Michigan University. Mount Pleasant, Michigan. May 9-11, 2012.

Collection Development and Management in the E-Age. Michigan Education & Curriculum Interest Group (ECIG). Grand Rapids, Michigan. May 4, 2012.

Managing New Title Notifications in OASIS. Webinar by Couatts Library Services. April 5, 2012.

English, Language Arts Common Core State Standards. Central Michigan University. Mount Pleasant, Michigan. March 30, 2012.

Common Core State Standards Transition Resources, Math. Central Michigan University. Mount Pleasant, Michigan. March 23, 2012.

SharePoint Workshop. Central Michigan University Park Library. Mount Pleasant, Michigan. February 28, 2012.

Journal Citation Reports training session. Thomson Reuters. Central Michigan University Libraries. Mount Pleasant, Michigan. February 23, 2012.

The Repository Today: A Necessary Campus Investment? Webinar. Berkeley Electronic Press. February 17, 2011.

Park Library Spring Workshop Series: Resources for Educators. Central Michigan University Park Library. Mount Pleasant, Michigan. February 15, 2011.

Mel Cat Users Day. Midwest Collaborative for Library Services. Lansing, Michigan. November 4, 2011.

2011 LITA National Forum. Library and Information Technology Association (LITA). St. Louis, Missouri. September 30, 2011 – October 1, 2011.

Fall 2011 Meeting. Michigan Innovative Users Group (MIUG). Lansing Community College – West Campus. Lansing, Michigan. September 28, 2011.

21st Century Library Services Webinars Series: Getting It Right the First Time – Building a Digital Preservation System with Ido Peled. Webinar. ExLibris. July 26, 2011.

Evaluating and Implementing Web Scale Discovery Services in Your Library with Jason Vaughan and Tamera Hanken (part 2). Webinar. American Library Association TechSource. July 20, 2011.

2011 P&A Leadership Conference. Central Michigan University, Mount Pleasant, Michigan. July 20, 2011.

Evaluating and Implementing Web Scale Discovery Services in Your Library with Jason Vaughan and Tamera Hanken (part 1). Webinar. American Library Association TechSource. July 13, 2011.

Sierra Webinar. Webinar. Innovative Interfaces Inc. May 25, 2011.

MLA Tech Escape. Michigan State University Library, East Lansing, Michigan. May 20, 2011.

Technology in the Classroom and on the Desk. Education Curriculum Interest Group. University of Detroit – Mercy, Detroit, Michigan. May 13, 2011.

Connexion Enhancements Webinar. OCLC. Central Michigan University, Mount Pleasant, Michigan. April 19, 2011.

Innovative Users Group (IUG) Annual Conference. San Francisco, California. April 14, 2011.

Coutts Training Oasis. Coutts. April 5, 2011.

Yearly Events in Circulation Webinar. Webinar. Innovative Interfaces Inc. March 3, 2011.

Blackboard at Lunch. Faculty Center for Innovations in Teaching, Central Michigan University. February 11, 2011.

Changes from AACR2 to RDA Webinar Part 2. Webinar. American Library Association. February 9, 2011.

Changes from AACR2 to RDA Webinar Part 1. Webinar. American Library Association. February 2, 2011.

Library Analytics: Inspiring Positive Action through Web User Data with Char Booth and Paul Signorelli Webinar. Webinar. American Library Association TechSource. January 27, 2011.

Library Analytics: Inspiring Positive Action through Web User Data with Char Booth and Paul Signorelli Webinar. Webinar. American Library Association TechSource. January 20, 2011.

ContentDM 6 Webinar. Webinar. ContentDM. January 18, 2011.

New to CMU? New to Blackboard? Transition with Us. Faculty Center for Innovations in Teaching, Central Michigan University. January 7, 2011.

Coutts Webinar. Webinar. Coutts. October 2010.

Michigan Innovative Users Group. Lansing, MI, October 15, 2010.

RefWorks Write & Cite Webinar. Webinar. RefWorks. September 29, 2010.

Blackboard at Lunch. Faculty Center for Innovations in Teaching, Central Michigan University. September 21, 2010.

Global Update Training Webinar. Webinar. Innovative Interfaces Inc. April 15, 2010.

Are Digital Textbooks Starting to Click? Webinar. Education Week.
<http://www.edweek.org/ew/events/chats/2010/03/09/index.html>. March 9, 2010.

Advanced Create Lists Training. Innovative Interfaces Inc. January 14th, 2010.

Potential of Partnerships IR Webinar. Webinar. Association for Library Collections & Technical Services. American Library Association. www.ala.org. December 16, 2009.

Academic Librarianship by Design: Enhancing the Libraries Integration into Course/Learning Management Systems. Presented by John Shank, Penn State University. American Library Association. www.ala.org. November 17, 2009.

Basic Create Lists Training Webinar. Webinar. Innovative Interfaces Inc. October 10, 2009.

Michigan Innovative Users Group. Lansing, MI, October 15, 2010.

MeL Users Day 2010. Midwest Collaborative for Library Services, Lansing, Michigan, April 27, 2010.

Innovative Users Group 2008 Conference. Chicago, IL, April 18-21, 2010.

Leadership Excellence Series. Central Michigan University, Mount Pleasant, MI, October-November 2009.

Michigan Innovative Users Group. Lansing, MI, October 1, 2009.

Innovative Users Group 2009 Conference. Anaheim, CA, May 17-20, 2009.

MeL Users Day 2009. Midwest Collaborative for Library Services, Lansing, Michigan, April 13, 2009.

Michigan Library Association Annual Conference. Kalamazoo, MI, October 22-24, 2008.

Innovative Users Group 2008 Conference. Washington D.C., April 27-30, 2008.

Professional and Administrative Leadership Conference. Central Michigan University, Mount Pleasant, MI. January 18, 2008.

Michigan Library Association Annual Conference. Lansing, MI, November 7-9, 2007.

MeL Users Day 2007. Midwest Collaborative for Library Services, Lansing, Michigan, April 25, 2007.

Michigan Library Association Annual Conference. Detroit, MI, October 10-13, 2006.

MeL Users Day 2006. Midwest Collaborative for Library Services, Lansing, Michigan, April 26, 2006.

Michigan Library Association Annual Conference. Grand Rapids, MI, October 25-28, 2005.

Presentations and Articles

Stretching Your Budget and Researching Donations. Mt. Pleasant Kiwanis. Mount Pleasant, Michigan. June 13, 2016.

Stretching Your Budget with Coupons, Rewards and Discounts. Chippewa River District Library. Mount Pleasant, Michigan. March 19, 2016.

Stretching Your Budget by Tapping into Free Services, Promotions, and Safe Giving. Chippewa River. District Library. Mount Pleasant, Michigan. March 19, 2016.

Everything You Have Ever Wanted to Know About Primo and SharePoint But Were Afraid to Ask! Central Michigan University Libraries. Mount Pleasant, Michigan. November 5-6, 2013.

Time Saving Tips: Making Your Work Day Easier. Michigan Innovative Users Group (MIUG). Lansing Community College. Lansing, Michigan. July 26, 2013.

Time Saving Tips: Settings and Functionality That Can Make Your Work Day Easier. Innovative Users Group (IUG). San Francisco, California. April 24-26, 2013.

Sierra Dashboard Presentation. Central Michigan University Libraries. Mount Pleasant, Michigan. March 27, 2013.

Codes Forum. Michigan Innovative Users Group Annual Meeting. Lansing Community College, Lansing, Michigan. July 27, 2012.

Do's and Don'ts for Circulation Tables and Welcoming New Patrons. Innovative Users Group. Chicago, Illinois. April 15 & 18, 2012.

Park Library Fall Workshop Series: Unlocking the Secrets of the Michigan Electronic Library. Central Michigan University Libraries. Mount Pleasant, Michigan. October 5, 2011.

- Millennium Circulation Basics*. Central Michigan University Libraries. Mount Pleasant, Michigan. June 7, 2011.
- Lighting Round: Whacking Your Workflow*. Innovative Users Group (IUG). San Francisco, California. April 15, 2011.
- Millennium Time Savers: Millennium Settings and Functionality That Can Make Your Life Easier*. Innovative Users Group (IUG). San Francisco, California. April 14, 2011.
- Effects of Collection Development Changes on the Circulation of the Education Collection*. Michigan Academy of Science Arts and Letters. Saginaw Valley State University, University Center, Michigan. March 11, 2011.
- Millennium Timesavers*. Central Michigan University Libraries. Mount Pleasant, Michigan. October 20, 2010.
- Millennium Timesavers: Millennium Settings and Functionality That Can Make Your Life Easier*. Michigan Innovative Users Group (MIUG). Lansing Community College-West Campus. Lansing, Michigan. October 15th, 2010.
- Millennium Basics*. Central Michigan University Libraries. Mount Pleasant, Michigan. September 22 and 23, 2010.
- Better Communication Using SharePoint*. Co-presenters: Monica Fox and Eric Willoughby. TechEscape. MLA Offices, Lansing, Michigan. May 21, 2010.
- Effects of Moving the K-12 Textbook and Juvenile Collections to the Park Library*. Co-presenter: Pamela Grudzien. Education Curriculum Interest Group Spring Workshop. Central Michigan University, Mount Pleasant, Michigan. April 30, 2010.
- Loan Rules, the Determiner Table, and How to Make your System Sing for You*. Innovative Users Group, Chicago, Illinois, April 18-21, 2010.
- Create List Training*. Co-presenters: Jan Sterling and Amie Pifer. Central Michigan University Libraries. Mount Pleasant, Michigan, December 17, 2009.
- Integrating AquaBrowser with a Traditional Online Catalog*. Michigan Academic Library Council. Lansing Community College, Lansing, Michigan, October 23, 2009.
- Using SSL Certificates to Secure Your III System*. Co-presenter: Daniel Ferrer. Michigan Innovative Users Group, Lansing Community College, Lansing, Michigan, October 1, 2009.
- Loan Rules, the Determiner Table, and How to Make Your System Sing for You*. Innovative Users Group, Anaheim, California, May 17-20, 2009.
- Making Your Circulation System Work for You*. Innovative Users Group, Anaheim, California, May 17-20, 2009.

Making Your Patron's Life Easier: Activating Patron Holds and Renewals. Innovative Users Group, Anaheim, California, May 17-20, 2009.

CONDOR: A CMU Resource for Faculty. FacIT Take 5 presentation. <http://www.facit.cmich.edu/whats-on/default.html>, April 28, 2009.

Educator's Reference Complete: How does it compare to ERIC and Education Abstracts? Michigan Academy of Science Arts and Letters, Wayne State University, Detroit, Michigan, March 20, 2009.

What you should know about III Millennium. Central Michigan University's Library Staff, Central Michigan University, Mount Pleasant, Michigan, February 17-18, 2009.

Helwig, R. (2009). Implementing an institutional repository at Central Michigan University. *MLA Forum*, 7. Retrieved from <http://www.mlaforum.org/>.

Helwig, R. (2008). Advocacy and Persuasion at Your Library. *Michigan Libraries* 73(6), Pages 11-12.

CMU's Online Digital Object Repository-CONDOR. Co-presenter: Holly Hoffman. Board Faculty Liaison Committee, September 17, 2008.

What Your Mother Never Told You About Loan Rules. Co-presenter: Jason Boland. Innovative Users Group, IUG 16, Washington DC, April 27-30, 2008.

CMU's Online Digital Object Repository: A Best Practice Guide. Co-presenter: Anne Marie Casey. Michigan Academic Library Council, Saginaw Valley State University, April 4, 2008.

Using CONTENTdm at Central Michigan University. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Western Michigan University, Kalamazoo, Michigan, March 7, 2008.

Why Should My Library Be Involved in the Institutional Repository? Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Ferris State University, Big Rapids, Michigan, March 9, 2007.

Which Database Should I Choose? Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Oakland University, Rochester, Michigan, March 3, 2006.

How We Do It Here! The roles of curriculum centers and education librarians. Education Curriculum Interest Group Workshop/Michigan Library Association, Oakland University, Rochester, Michigan, May 25, 2005.

Printing and Circulation Products. Michigan Innovative Users Group, University of Michigan-Dearborn, Dearborn, Michigan, May 20, 2005.

What They Didn't Tell You About Electronic Ordering. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Eastern Michigan University, Ypsilanti, MI, March 3, 2005.

Why Should Libraries Investigate Open URL Technology? Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Grand Valley State University, Allendale, Michigan, March 5, 2004.

Privacy Issues in Michigan Libraries: Ensuring Privacy in the Age of Technology, and After the US Patriot Act. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Hope College, Holland, Michigan, March 21, 2003.

III's Millennium Cataloging Module, Serials Module, and Create Lists Module. Central Michigan University's Library Staff, Central Michigan University, Mount Pleasant, Michigan, Spring 2003.

NetLibrary. Michigan Innovative Users Group, Michigan State University, East Lansing, Michigan, June 5, 2001.

Annual Conference Report. Michigan Innovative Users Group, Michigan State University, East Lansing, Michigan, June 5, 2001.

Do You Know Where Your Books Are? Using the Innovative Interfaces Inventory Module. Innovative Users Group, Santa Clara, California, May 19 - 22, 2001.

New Users Circulation Forum. Innovative Users Group, Santa Clara, California, May 19 - 22, 2001.

E-books and OPACs: Issues related to inclusion of electronic book records in the online catalog. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, University of Michigan – Dearborn, Dearborn, Michigan, March 9, 2001.

Microsoft Access Training Program. Central Michigan University, Mount Pleasant, Michigan, May 2000.

Implementing and Troubleshooting Web Access Management Software. Innovative Users Group, Philadelphia, Pennsylvania, April 29 - May 2, 2000.

Providing Quality Library Service During Building Renovations. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Saginaw Valley State University, University Center, Michigan, March 10 - 11, 2000.

Metadata and today's OPAC. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Saginaw Valley State University, University Center, Michigan, March 10 - 11, 2000.

Migrating from NOTIS LMS to Innopac: A Case Study. Library and Information Science Section, Michigan Academy of Science, Arts and Letters Annual Meeting, Grand Valley State University, Allendale, Michigan, March 12 - 13, 1999.

Changes in Technical Services. Michigan Library Consortium Workshop, Lansing, Michigan, November 19, 1998.

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
OCT 21 2019
BY: _____

Name: John Dinse Date: 10/16/19
Address: 1206 E. High
Phone (home) 989 772-8927 (cell) 989 854-1306 (work) _____
Email: dinsejh@cmich.edu
Occupation: Retired

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

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

OTHER *Specify Board: Dog Park Advisory Bd.

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

I am an active user of the dog park and always have been interested in dogs. I am committed to the continued operation of Hannah's Bark Park in the best interest of all the people who bring their dogs to the park.

I was deeply involved in the creation of the dog park, as a Union Township Trustee during the period of 2008-2012. Since then I have been participating in various capacities as former president and current board member of Friends of the Dog Park.

John Dinse 10/16/19

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



Name: James R. Thering, Jr. Date: 10/21/2019
Address: 1975 Chadwick Court, Mt. Pleasant, MI 48858
Phone (home) _____ (cell) 989-621-0588 (work) _____
Email: jamesthering@yahoo.com
Occupation: Cooler Service Technician, Coca Cola

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

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

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

I am active in service to my community and would like to continue that as a member of the Planning Commission.

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

Please see attached resume.

Signature: Date: 10/21/2019

JAMES THERING

1975 CHADWICK COURT
MT. PLEASANT, MI 48858
(989) 621-0588
jamesthering@yahoo.com

OBJECTIVE

To use my relevant skills and experience to obtain appointment to the Union Township Planning Commission.

EDUCATION

Mid-Michigan Community College, Mt. Pleasant, Michigan
Associates Degree in HVAC, May 1991

KEY SKILLS

- 25 years of customer/technical service in the beverage industry
- Union team negotiator for four union contract agreements, including wages, health insurance and retirement.
- Owner/operator of small business
- Financial planning/strategy as a member of the Sacred Heart Academy School Board
- Property tax assessment review and rulings as a member of the Union Township Board of Review

PROFESSIONAL EXPERIENCE

Service Technician

Coca-Cola Enterprises/Reyes Holdings, Mt. Pleasant/Bay City, MI
June 1994 – Present

- Diagnose/repair fountain, cooler and vending equipment for Coca-Cola customers in the central Michigan area.
- Maintain customer relations by communicating with Coca-Cola sales, business owners and managers regarding service.
- Work with command center for dispatching, scheduling of service and ordering parts in a timely manner.
- Manage parts inventory.

Owner/Operator

Draft Beer Services, Mt. Pleasant, MI

2004 - 2012

- Cleaned, repaired and installed draft beer systems in bars and restaurants.
- Scheduled service for all accounts.
- Ordered and maintained inventory.
- Managed all financial aspects of the business.
- Prepared estimates for complete system installations.

COMMUNITY INVOLEMENT/VOLUNTEER OPPORTUNITIES

- Sacred Heart Academy School Board – 6 years
- Union Township, MI Board of Review – 6 years
- Union-Coca Cola Contract Negotiator – 4 contracts spanning 14 years
- Sacred Heart Parish Lenten Fish Fry Volunteer – 5+ years
- Sacred Heart Alumni Association Volunteer – 10 years
- Sacred Heart Parish Member
- Assisted various youth sports teams
- Awarded Sacred Heart Academy Alumnus of the Year 2019

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



Name: Richard Jakubiec Date: 11-1-19
Address: 1658 East River Rd
Phone (home) _____ (cell) 989-330-2910 (work) 989-330-7701
Email: ryakubiec@hotmail.com
Occupation: Facilities Director for Isabella County

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

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

OTHER *Specify Board: Construction board of Appeals

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

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

Master electrician member Isabella County Construction
BoFA

Signature: [Signature] Date: 11-1-19

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

RECEIVED
NOV 14 2019
BY: _____

Name: SARVJIT CHOWDHARY Date: 11/14/19

Address: 774 STONERIDGE DRIVE, MF PLEASANT, MI 48858

Phone (home) (989) 779-2900 (cell) (989) 400-2686 (work) —

Email: Sarjichowdhary@yahoo.com

Occupation: RETIRED

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

- | | | |
|------------|-------------------------|--|
| <u>2nd</u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u>3rd</u> | Board of Review | Must be a Union Township Resident |
| <u>1st</u> | Planning Commission | Must be a Union Township Resident |
| _____ | EDA | Must meet one of the following qualifications:
<input checked="" type="checkbox"/> Property owner in East or West DDA
<input checked="" type="checkbox"/> Property owner in East or West DDA
<input checked="" type="checkbox"/> Resident in Union Township |

OTHER *Specify Board: _____

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

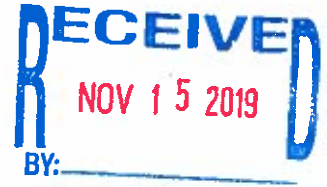
I am retired and will like to serve my community, fellow citizens and families for empowerment

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

I am an experienced professional with training in Planning, reviewing and executing at county, state and Federal levels.

Signature: Sarjichowdhary Date: 11/14/19

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Judy Lannen Date: 11-15-19

Address: 1129 Meadow Drive

Phone (home) _____ (cell) 989 289-8287 (work) 989 774-3048

Email: Judy.Lannen@cmich.edu

Occupation: Senior Buyer, Contracting & Purchasing Services

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

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

OTHER *Specify Board: _____

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

See attached

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

Signature: Judy Lannen Date: 11-15-19

Please state reasons for interest in above board:

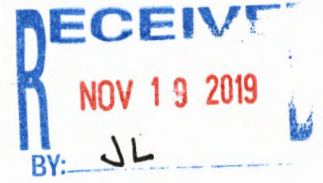
As a lifelong resident of Mt. Pleasant and having lived in Union Township for the past 20 years I feel that my background as well as my work experience and knowledge of Mt. Pleasant and Union Township would make me a good candidate for this Board. I am also interested in becoming more involved in local government and my community and contributing to my fellow citizens.

I am a graduate of Sacred Heart Academy and have a Bachelors Degree in Business Administration from Central Michigan University. I have been employed by Central Michigan University as a Senior Buyer for 30 years where I handle developing contracts and bids for a wide variety of commodities for the University. I have a great deal of experience in interpreting complex agreements and contract language at the Public level.

I believe anyone who knows me would consider me to be a fair-minded unbiased person who looks at all sides of an issue before making a judgement. I consider myself a people person who enjoys getting to know people and working with others to come to a fair resolution to any issues that come before me.

For the reasons stated above, I hope you will consider me for one of the current open positions on the Union Township Zoning Board of Appeals.

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Elisabeth Presnell Date: 11-18-2019
Address: 2430 Sandstone Drive Mt. Pleasant, MI 48858
Phone (home) _____ (cell) 310-291-5520 (work) _____
Email: lizhub@gmail.com
Occupation: Account Manager

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

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

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

Being involved in my community has always been important for me

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

I've been on the ZBA as an alternate for several months

Signature: Liz Presnell Date: 11-18-2019

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 November 13, 2019 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Approval of Agenda

Woerle moved **Cody** supported to approve the Agenda as amended, moving closed session to item 7, and adding 10/23/19 Work Session Minutes to Consent Agenda (Minutes were part of packet, not on Agenda). **Vote: Ayes: 7 Nays: 0. Motion carried.**

Presentations

Public Hearings

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

Closed Session

7:05 p.m. **Rice** moved **Lannen** supported that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

7:25 p.m. **Woerle** moved **Lannen** supported to come out of closed session. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

7:26 p.m. **Lannen** moved **Woerle** supported that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

7:48 p.m. **Lannen** moved **Woerle** supported to come out of close session. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.**

Reports/Board Comments

A. Current List of Boards and Commissions – Appointments as needed

B. Board Member Reports

Cody – Updates from City of Mt. Pleasant

Hauck -Road Commission Updates

Lannen – Isabella County Commission and City of Mt. Pleasant meeting that he attended for Clerk Cody

Rice – Sidewalk and Pathway Prioritization Committee next meeting December 2nd. Taxes will be in mailboxes the first week of December

Woerle – Saginaw Chippewa Indian Tribe fall 2% distribution will be awarded on 11/21/19.

Commented on Morning Sun article written about total Tribal contributions made to the community

Consent Agenda

- A. Communications
- B. Minutes – October 23, 2019 - regular meeting
- C. Minutes – October 23, 2019 – work session
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

***Treasurer Rice stepped out of meeting**

Woerle moved Mielke supported to approve the consent agenda as amended, adding item C. Minutes – October 23, 2019 -work session. **Vote: Ayes: 6 Nays: 0. Motion Carried.**

***Treasurer Rice returned to meeting**

BOARD AGENDA

A. Discussion/Action: (Smith) Consider approving the purchase of one playground structure in collaboration with the City of Mt. Pleasant for Jameson Park

Lannen moved Cody supported to approve the purchase of one playground structure in the amount not to exceed \$32,000 in collaboration with the City of Mt. Pleasant for Jameson Park. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

B. Discussion/Action: (Stuhldreher) Approve to schedule the FY2020 Budget Adoption Public Hearing for Tuesday, November 26, 2019 and to notice same in the Morning Sun as required by statute

Lannen moved Woerle supported the approval to schedule the FY 2020 Budget Adoption Public Hearing for Tuesday, November 26, 2019 and to notice same in the Morning Sun as required by statute. **Vote: Ayes: 7 Nays: 0. Motion Carried.**

C. Discussion/Action (Stuhldreher) Consider approval of the proposed Board of Trustee meeting schedule for the 2020 calendar year in accordance with the Open Meetings Act

Cody moved Hauck supported approval of the proposed Board of Trustee meeting schedule for the 2020 calendar year in accordance with the Open Meetings Act. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**D. Discussion/Action: (Board of Trustees) Board discussion –
Classification/Compensation Study Elected Officials and Boards and Commissions
Per Diem**

Discussion was held by the Trustees.

***Recusal from Clerk Cody as she is the Board of Trustee Representative to the Planning Commission**

Mielke moved Lannen supported to increase the Planning Commission per diem to \$90.00 per Commissioner and \$100.00 for the Chairman of Planning Commission per the adopted meeting schedule per meeting. Any additional meetings added, that are not listed on the adopted schedule, will be \$65.00 for all Commissioners and the Chair per meeting. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Effective 11/2020 Supervisor, Treasurer, Clerk, and Trustee base pay

Lannen moved Woerle supported that the Township Manager draft a resolution for a future Board meeting, addressing the Board's annual base pay effective November 2020 keeping the Treasurer, Clerk, and Trustees' base pay the same. The Board of Trustees suggested changing the Supervisor's position to an annual base pay of \$12,500 and add per diem pay for the Board of Review. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Lannen, Mielke, and Woerle. Nays: Hauck. Motion carried.**

E. Discussion/Action (Board of Trustees) Continued Discussion of 2% Spring Grant Applications

Discussion was held by the Trustees.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:39 p.m.

Rhonda Graham 775 Meadowbrook – Comment made regarding questions to Manager's compensation package / Wage study

Closed 9:41 p.m.

MANAGER COMMENTS

- Holiday lights are up on Pickard
- Mentioned that Union Township received an invite to attend the Fall 2% distribution
- Next meeting will have a closed session to update the Board on the Collective Bargaining Negotiations

FINAL BOARD MEMBER COMMENTS

Gunning – Asked Township Manager about obtaining easements on Bluegrass Rd for sidewalk completion. Received a few calls/questions regarding McGuirk Special Assessment admin fees
Lannen – Commented on very productive meeting
Cody – In agreement with Trustee Mielke
Mielke – Mentioned water/sewer hook-up fees

CLOSED SESSION

ADJOURNMENT

Rice moved **Cody** supported to adjourn the meeting at 9:49 p.m. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
11/14/2019	101	297 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1876 S LINCOLN 800 CRAIG HLL 4520 E RIVER 2188 E PICKARD 1776 E PICKARD 1876 E PICKARD 2180 S LINCOLN 2495 E DEERFIELD 2424 W MAY 1633 S LINCOLN 5319 E AIRPORT 1046 S MISSION 1605 SCULLY 2010 S LINCOLN 3998 E DEERFIELD 5369 S CRAWFORD 3248 S CONCOURSE 48858 LED LIGHT 2010 S LINCOLN STREET LIGHTS 5228 S ISABELLA	14.95 50.73 265.75 85.77 66.84 41.11 26.57 137.44 323.33 195.32 51.77 89.30 44.30 646.61 63.67 57.34 153.32 27.81 59.03 1,881.24 6,182.05
						10,464.25
11/14/2019	101	298 (E)	00146	VOID Void Reason: Created From Check Run Process		V
11/19/2019	101	299 (E)	01186	COYNE PROPANE LLC	PROPANE - 5228 ISABELLA	690.69
11/26/2019	101	21492	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/WATER ADS	439.03
11/26/2019	101	21493	00059	JOHN BEBOW	CLOTHING ALLOWANCE-BEBOW	100.00
11/26/2019	101	21494	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - OCT 2019 LABOR LEGAL SERVICES-OCT 2019	1,528.00 4,560.00
						6,088.00
11/26/2019	101	21495	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - TWP HALL	238.25
11/26/2019	101	21496	01309	CGS, INC	CONFINED SPACE TRAINING	1,498.94
11/26/2019	101	21497	01623	CLARK HILL PLC	LEGAL FEES ASSESSING-OCT 2019	150.00
11/26/2019	101	21498	00129	CMS INTERNET, LLC	COMPUTER REPLACEMENTS- JOY SMITH PORT/SWITCH/CABLING - TERTIARY BLDG WWTP MANAGED IT, EMAIL & PHONE SERVICE-DEC 20	2,038.99 228.34 5,615.25
						7,882.58
11/26/2019	101	21499	00152	CORRPRO COMPANIES, INC	WATER TANK INSPECTION SERVICE	2,400.00
11/26/2019	101	21500	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES	770.43
11/26/2019	101	21501	01171	DBI BUSINESS INTERIORS	WEATHER CARD PAPER - BLDG DEPT MOUSE PAD - TWP STAMP/COPY PAPER & DOOR STOPS - BLDG/TWP	72.19 6.31 180.67
						259.17
11/26/2019	101	21502	00195	EJ USA, INC	4 FIRE HYDRANTS FOR PICKARD TO MERIDIAN	7,681.60
11/26/2019	101	21503	00209	ETNA SUPPLY COMPANY	REPLACEMENT METER-LEXINGTON RIDGE BLDG-R REPLACEMENT METER-4595 JENNIFER WAY	1,580.00 1,580.00
						3,160.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/26/2019	101	21504	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INTERIOR INSPECTION-NOV 2019	40.00
11/26/2019	101	21505	01559	GALLINAT, PETER	FLEX MEDICAL REIMB 11/14/19	1,097.02
11/26/2019	101	21506	00248	GILBOE'S LOCK & SAFE SERVICE	REKEY OFFICE DOOR-TWP HALL	24.00
11/26/2019	101	21507	00261	GRAINGER	SLOW CLOSING SOLENOID VALVE	1,143.89
11/26/2019	101	21508	00266	HACH COMPANY	BNCH SVC-DR3900	762.00
11/26/2019	101	21509	00351	JONES & HENRY LABORATORIES, INC.	MERCURY SAMPLE TESTING	200.00
11/26/2019	101	21510	01133	KAY PARK REC CORP	PICNIC TABLES - PARKS	4,863.00
11/26/2019	101	21511	00360	KIMBALL MIDWEST	DRIVER/SS CS/ANTI SLIP	192.69
11/26/2019	101	21512	01237	KONE, INC	ANNUAL MAINTENANCE AGREEMENT	450.06
11/26/2019	101	21513	00362	KRAPOHL FORD & LINCOLN	2014 F150-REPLACE BRAKES & OIL CHANGE	833.04
11/26/2019	101	21514	01455	JENNIFER LOVEBERRY	FLEX MEDICAL REIMB 11/14/19	126.40
11/26/2019	101	21515	01506	MCKENNA ASSOCIATES	ZONING ORDINANCE REVISION - OCTOBER 2019	671.50
11/26/2019	101	21516	00422	MICHIGAN PIPE & VALVE	TAP MATERIALS FOR RENAISSANCE SCHOOL	2,434.00
					REPAIR PARTS FOR WATER DEPT	660.00
					PVC START GRIP 4000 PVC/MJ BOLT & GASKET	400.00
						<u>3,494.00</u>
11/26/2019	101	21517	00425	MICHIGAN SECTION, AWWA	FALL REGIONAL MEETING - K SMITH	120.00
11/26/2019	101	21518	01102	STATE OF MICHIGAN - DEQ	ANNUAL MICHIGAN SAFE DRINKING WATER ACT	5,859.31
11/26/2019	101	21519	00460	MT. PLEASANT AREA CHMB OF COMMERCE	BASIC MEMBERSHIP DUES	380.00
11/26/2019	101	21520	00494	NORTH CENTRAL LABORATORIES	HYDROCHLORIC ACID/DESICCANT	484.41
11/26/2019	101	21521	00780	PARAGON LABORATORIES, INC.	WHOLE EFFLUENT TOXICITY TESTING	1,876.00
					CYANIDE/NORG B TOT TESTING	116.00
						<u>1,992.00</u>
11/26/2019	101	21522	00518	PEERLESS-MIDWEST, INC.	WELL 8 CLEAN AND PUMP REPLACEMENT	18,613.00
11/26/2019	101	21523	00525	PICKARD STREET CAR WASH	OCTOBER CAR WASHES	47.00
11/26/2019	101	21524	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES WTR PLANT - OCT 2019	204.64
					JANITORIAL SERVICE WWTP - OCT 2019	306.96
					JANITORIAL SERVICES TWP HALL-OCT 2019	511.58
						<u>1,023.18</u>
11/26/2019	101	21525	01542	SHRED-IT US JV LLC	PAPER SHREDDING 10/9/19	125.24
11/26/2019	101	21526	01257	JOSH WALDRON	CLOTHING ALLOWANCE-WALDRON	100.00

101 TOTALS:

Total of 38 Checks:	84,464.68
Less 1 Void Checks:	0.00
Total of 37 Disbursements:	<u>84,464.68</u>

Charter Township of Union Payroll
--

CHECK DATE: November 14, 2019

PPE: November 9, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	24,604.70
Fire Fund		722.41
EDDA		-
WDDA		-
Sewer Fund		30,561.89
Water Fund		22,077.62
Total To Transfer from Pooled Savings	\$	77,966.62

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	53,223.02
Employer Share Med		734.43
Employer Share SS		3,140.33
SUI		-
Pension-Employer Portion		3,546.24
Workers' Comp		753.65
Life/LTD		556.37
Dental		1,115.56
Health Care		16,879.93
Vision		337.12
Vision Contribution		(168.56)
Health Care Contribution		(2,151.47)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	77,966.62

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

BOARD MEMBER: Bill Hauck

MONTH: 10-2019

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10-10-19	JCRC		X	75.00
10-24-19	JCRC	X		50.00

SIGNATURE: Bill Hauck **Date:** 11-12-19

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 Nov 4, 2019 through Nov 10, 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			
	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	
	321	EMS Call excluding Veh. Accident			1
	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)			2
	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	1	2	
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			3
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction	1	2	1
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire	1	2	
	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	4		8
		YTD Response for Union Twp/City	287		457

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

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period Nov 11, 2019 through Nov 17, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			2
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
251		Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	2	3
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries	1	3	
	323	Motor Vehicle Acc/Pedestrian			
	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	1	9	
	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			
	441	Heat from Short Circuit			1
	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			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			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional	2	4	
	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	6		9
		YTD Response for Union Twp/City	293		466

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: November 18, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/26/2019
ACTION REQUESTED: Consider approval to Consent to Revise Plat and approval of a Petition for Abandonment of a portion of May St. to facilitate the development of property owned by Fisher Transportation Company(s) and to further authorize the Township Manager to sign all related documents	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval MDS

BACKGROUND INFORMATION

Fisher Transportation Company(s) is considering the development of property they own within the Quinlan Subdivision Plat that includes a portion of May Street. As noted on the attachment, this is an area bounded by Rogers Rd to the west, High St to the north and Bradley St to the east. To proceed with the development, because a portion of May St. is recorded in the original Plat, the Plat must be revised to vacate portions of the street prior to development.

Michigan Law sets specific requirements to revise the Plat and vacate this street. First, a lawsuit must be filed by the owners asking the court to vacate the sections of the streets and alleys and naming as defendants all persons owning in interest in property within 300 feet of those streets and alleys. The Township’s interest is the result of recorded easements that are within 300 feet of the streets and alleys. By approving the attached Consent to Revise Plat, the Township will be released as a defendant in the Fisher Transportation Company court filing, case #19-15969-CZ, allowing the development to proceed. All recorded easements and enumerated rights, in the name of the Township, will continue to exist.

A related yet distinct action is for the property owners abutting May St. to petition the Isabella County Road Commission to abandon the streets and alleys. For the petition to be brought before the Road Commission in proper form, the approval of the Township is required. The approval of the attached Petition of Abandonment will accomplish this step and allow final consideration by the Road Commission.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Approval of the Consent to Revise Plat and the abandonment of a portion of May St. will facilitate the development of a business expansion which will add to the tax base of the Township and potentially increase tax captures by the West DDA.

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
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Be it resolved that the attached Consent to Revise Plat is approved, and the attached Petition of Abandonment is approved and further, to allow the Township Manager to sign all requisite documents to effectuate this action.

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:

No:

Absent:

CONSENT TO REVISE PLAT

The Charter Township of Union (“Township”) has been named as a Defendant in the legal action filed in the Isabella County Trial Court entitled *Fisher Transportation Company, et al v Union Township, et al*, Case No: 19-15969-CZ.

The Township owns property located within 300 feet of Plaintiffs’ property as described in Plaintiffs’ Complaint, or the Township is required to be named as a Defendant by Michigan Compiled Laws 560.221 *et seq.*

The Township has read Plaintiffs’ Complaint and does not object to the vacation of the streets and alleys in Plaintiffs’ portion of the “Quinlan’s Subdivision Plat,” Union Township, Isabella County, Michigan, as described in Plaintiffs’ Complaint. So long as any Judgment entered in the matter does not alter any of the Township’s easements of record, the Township consents to entry of Judgment as requested by Plaintiffs in their Complaint, and waives all further notice of these proceedings.

CHARTER TOWNSHIP OF UNION

Dated: _____

By: _____

Printed: _____

Its: _____

PETITION FOR ABANDONMENT

TO: The Board of County Road Commissioners of the County of Isabella, 2261 E. Remus Rd, Mt. Pleasant, MI 48858

We, the undersigned 7 or more, Freeholders of the Township of Union (number of freeholders) Isabella County, Michigan:

(Petitioners Signatures – must be seven or more)

Example: *Signature*

Printed Name
Street Address
City, State, Zip Code

1 *[Signature]*
Mt. Pleasant Central Concrete Products Company, Inc.
900 S. Bradley
Mt. Pleasant, MI 48858
14-021-10-012-00

5 *[Signature]*
David Sweet
2112 Cobblestone Court
Mt. Pleasant, MI 48858
14-054-00-050-00

2 *[Signature]*
Fisher Transportation Company, Inc.
900 S. Bradley
Mt. Pleasant, MI 48858
14-125-00-037-01

6 *[Signature]*
The Isabella Corporation
2201 Commerce Dr.
Mt. Pleasant, MI 48858
14-150-00-022-00

3 *[Signature]*
Central Asphalt, Inc.
900 S. Bradley
Mt. Pleasant, MI 48858
14-125-00-020-00

7 *[Signature]*
McQuirk Mini Storages
PO Box 530
Mt. Pleasant, MI 48804
11-096-00-011-01

4 *[Signature]*
River Project, LLC
900 S. Bradley
Mt. Pleasant, MI 48858
14-125-00-015-00

8

respectfully petition as follows:

BE IT HEREBY RESOLVED: That the Board of County Road Commissioners of the County of Isabella shall consider for absolute abandonment and discontinuance, the street or road generally referred to as

May Street

located in Union Township, Isabella County, and State of Michigan.

BE IT HEREBY FURTHER RESOLVED: That the following is a legal description of that portion of street or road to be considered for absolute abandonment and discontinuance.

See attached exhibit A

BE IT HEREBY FURTHER RESOLVED: That we request said portion of May Street
(general name)
be considered for absolute abandonment and discontinuance for the following reasons:

Fisher Transportation Company, MT, Pleasant Central Concrete Products Company, Inc., River Project, LCC, River Project partnership, and Central Asphalt, Inc., all abutting owners of the portion of May Street as shown in the attached exhibit A, wish to develop their property and need the undeveloped portion of May Street abandoned and vacated in order to develop the property.

BE IT HEREBY FURTHER RESOLVED: That the following is the name and address of all owners or occupants of the land abutting which said May Street
(general street or road name)
or the portion thereof that we desire to be discontinued, passes:

Name	Address	Frontage length of subdivision lot number (if applicable)
1.	<u>Fisher Transportation Company, 900 S. Bradley, Ste. A, Mt. Pleasant, MI 48858</u>	
2.	<u>Mt. Pleasant Central Concrete Products Company, Inc., same address as above</u>	
3.	<u>River Project, LLC, same address as above</u>	
4.	<u>River Project partnership, same address as above</u>	
5.	<u>Central Asphalt, Inc., same address as above</u>	
6.	<u>_____</u>	
7.	<u>_____</u>	
8.	<u>_____</u>	

Union Township

Supervisor: _____
Clerk: _____
Treasurer: _____
Trustee: _____
Trustee: _____

Dated: _____

On this 7th day of June 2019 before me a Notary Public in and for the County of Isabella, State of Michigan, personally appeared,

David Sweet who being duly sworn, depose and say that he is a freeholder of the Township of Union, Isabella County.

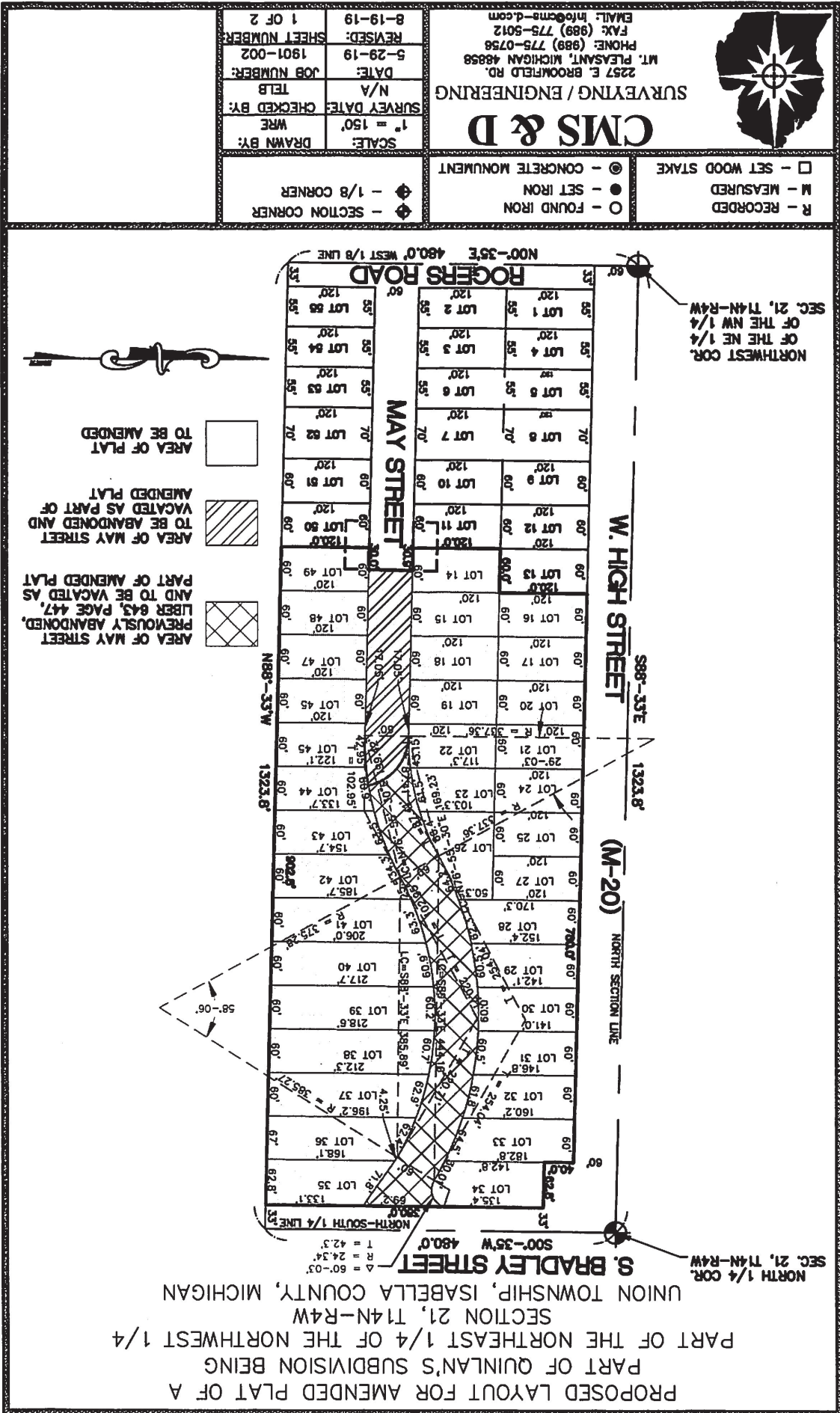
Michigan and that to the best of his knowledge, this petition contains a true and correct list of the names and mailing addresses of each parcel of land abutting the street or road, or portion thereof, sought to be absolutely abandoned and discontinued.


Notary Public, Isabella County, Michigan

Brian J. Rush, Notary Public
State of Michigan, Isabella County
My Commission Expires: 06/01/2023
Acting in the County of _____

My Commission Expires _____

EXHIBIT A



PROPOSED LAYOUT FOR AMENDED PLAT OF A PART OF QUINLAN'S SUBDIVISION BEING PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 SECTION 21, T14N-R4W UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

CMS & D
 SURVEYING / ENGINEERING
 2257 E. BROOMFIELD RD.
 MT. PLEASANT, MICHIGAN 48858
 PHONE: (989) 775-0758
 FAX: (989) 775-5012
 EMAIL: info@cms-d.com



SCALE: 1" = 150'	SCALE: 1" = 150'
DRAWN BY: WRE	CHECKED BY: TELB
JOB NUMBER: N/A	DATE: 5-29-19
REVISIONS: 1801-002	REVISIONS: 8-19-19
SHEET NUMBER: 1 OF 2	

- - SET WOOD STAKE
- - FOUND IRON
- - SET IRON
- ⊙ - CONCRETE MONUMENT
- R - RECORDED
- M - MEASURED

- AREA OF PLAT TO BE AMENDED
- ▨ AREA OF MAY STREET AMENDED PLAT
- ▩ AREA OF MAY STREET PREVIOUSLY ABANDONED, AND TO BE VACATED AS PART OF LIBER 843, PAGE 447
- ▧ PART OF AMENDED PLAT TO BE ABANDONED AND VACATED AS PART OF AMENDED PLAT




PROPOSED LAYOUT FOR AMENDED PLAT OF A
PART OF QUINLAN'S SUBDIVISION BEING
PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4
SECTION 21, T14N-R4W
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

**DESCRIPTION PROVIDED: (LIBER 643, PAGE 447)
PART OF MAY STREET PREVIOUSLY ABANDONED AND TO BE VACATED:**

ALL THAT PORTION OF MAY STREET LYING EAST OF THE WEST LINE OF LOTS 22 AND 45 AND WEST OF THE WEST LINE OF BRADLEY STREET, ACCORDING TO THE RECORDED PLAT OF QUINLAN'S SUBDIVISION (LIBER 4 OF PLATS, PAGE 233, ISABELLA COUNTY, MICHIGAN) EXCEPT THAT PORTION DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF LOT 22; THENCE S.88°-33'E., 17.05 FEET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 70.00 FEET, A CENTRAL ANGLE OF 76°-52'-41", AN ARC LENGTH OF 93.92 FEET AND A CHORD BEARING AND DISTANCE FO S.50°-06'-39"E., 87.04 FEET TO THE SOUTH LINE OF MAY STREET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 397.36 FEET, A CENTRAL ANGLE OF 09°-52'-43", AN ARC LENGTH OF 68.51 FEET AND A CHORD BEARING AND DISTANCE OF S.86°-30'-38"W., 68.43 FEET; THENCE N.88°-33'W., 17.05 FEET TO THE NORTHWEST CORNER OF LOT 45; THENCE N.01°-27'E., 60.0 FEET TO THE POINT OF BEGINNING IN THE PLAT OF QUINLAN'S SUBDIVISION, SECTION 21, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN BE ABSOLUTELY ABANDONED AND DISCONTINUED.

**DESCRIPTION PREPARED:
PART OF MAY STREET TO BE ABANDONED AND VACATED:**

THAT PORTION OF MAY STREET DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF LOT 14 ACCORDING TO THE RECORDED PLAT OF QUINLAN'S SUBDIVISION (LIBER 4 OF PLATS, PAGE 233, ISABELLA COUNTY, MICHIGAN); THENCE S.88°-33'E., ON AND ALONG THE NORTH LINE OF SAID MAY STREET, 226.15 FEET TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 70.00 FEET, A CENTRAL ANGLE OF 76°-52'-41", AN ARC LENGTH OF 93.92 FEET AND A CHORD BEARING AND DISTANCE FO S.50°-06'-39"E., 87.04 FEET TO THE SOUTH LINE OF MAY STREET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 397.36 FEET, A CENTRAL ANGLE OF 09°-52'-43", AN ARC LENGTH OF 68.51 FEET AND A CHORD BEARING AND DISTANCE OF S.86°-30'-38"W., 68.43 FEET; THENCE N.88°-33'W., 22705 FEET; THENCE N.01°-27'E., 60.0 FEET BACK TO THE POINT OF BEGINNING.

<p>R - RECORDED M - MEASURED □ - SET WOOD STAKE</p>	<p>○ - FOUND IRON ● - SET IRON ⊙ - CONCRETE MONUMENT</p>	<p>⬢ - SECTION CORNER ⬢ - 1/8 CORNER</p>									
 <p>CMS & D SURVEYING / ENGINEERING 2257 E. BROOMFIELD RD. MT. PLEASANT, MICHIGAN 48858 PHONE: (989) 775-0756 FAX: (989) 775-5012 EMAIL: info@cms-d.com</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>SCALE: 1" = 150'</td> <td>DRAWN BY: WRE</td> </tr> <tr> <td>SURVEY DATE: N/A</td> <td>CHECKED BY: TELB</td> </tr> <tr> <td>DATE: 5-29-19</td> <td>JOB NUMBER: 1901-002</td> </tr> <tr> <td>REVISED: 8-19-19</td> <td>SHEET NUMBER: 2 OF 2</td> </tr> </table>	SCALE: 1" = 150'	DRAWN BY: WRE	SURVEY DATE: N/A	CHECKED BY: TELB	DATE: 5-29-19	JOB NUMBER: 1901-002	REVISED: 8-19-19	SHEET NUMBER: 2 OF 2	
SCALE: 1" = 150'	DRAWN BY: WRE										
SURVEY DATE: N/A	CHECKED BY: TELB										
DATE: 5-29-19	JOB NUMBER: 1901-002										
REVISED: 8-19-19	SHEET NUMBER: 2 OF 2										

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher **DATE:** November 22, 2019
FROM: Sherrie Teall, Finance Director **DATE FOR BOARD CONSIDERATION:** 11/26/19
ACTION REQUESTED: Board approval of the FY 2019 Budget Amendment No. 2 for the General fund, Fire fund, Sewer fund and Water fund

Current Action Emergency

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

Finance Approval _____ *Sherrie Teall*

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2019 budget be amended by the Board of Trustees per the attached for the funds listed above. This is the second budget amendment for 2019. We do this annually in anticipation of the external audit at the end of the fiscal year. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows.

General Fund

- Revenue
 - Increased property tax revenue of \$4,000 is recognized
 - Decreased zoning permit revenue of \$5,000 is recognized
 - Total net revenue from all adjustments is a decrease of \$1,000 for the General fund

- Expenditures
 - Decreased budget in the Accounting department approximately \$32,000 for unfilled accounting specialist position, Increased budget in the department for Overtime and increased Workers Comp rates.
 - Increased budget in the Clerk’s department \$500 to cover an increase in public notices advertised in the local newspaper
 - Increased budget in Information Technology department \$4,000 for phone changes needed for change of offices internally, new managed I.T. Agreement that took effect November 1st, and new phone/computer set up for the New Community & Economic Development Director position.
 - Decreased budget in the Assessing department \$51,000 related to a personnel vacancy in the department
 - Decreased budget \$3,000 in the Elections department is recognized
 - Increased Building Dept Budget \$10,146 for vehicle brake repairs and maintenance, contracted building official services, and additional overtime needed
 - Public Works department contributions to the Road Commission are decreasing by \$270,000 because the contribution for the Isabella Road intersection improvements are now expected in 2020. The Public Works department budget is also decreased by \$70,000 for sidewalks and the contribution to the airport improvements that have been moved to 2020.

- Reduced Budget in the Planning Department approximately \$80,000 for the Economic & Community Development Director position that will not be filled until the very end of the year
- Parks and Recreation Professional & Contractual Services budget is being reduced by \$30,000 for the sealcoating & fence repair paid with 2% Tribal grants.
- Increased Budget \$39,000 for Capital Outlay is being recognized for parking lot repair at the Township Hall and playground equipment purchased jointly with the City of Mt Pleasant
- Total net expenditures from all adjustments result in a decrease of \$492,912 for the general fund

The budget amendment for the General Fund is:

Revenues:		(\$ 1,000)
Expenditures:		
	191-Accounting	(32,286)
	215-Clerk	500
	228-Information Technology	4,000
	257-Assessor	(51,347)
	262-Elections	(3,000)
	371-Building	10,146
	441-Public Works	(340,000)
	701-Planning	(82,375)
	751-Parks & Recreation	(37,550)
	901-Capital Outlay	39,000
	Total Expenditures	(\$492,912)

- The resulting net impact of budget amendment No. 2 is to increase the projected year end fund balance by \$491,912 in the general fund compared to the existing amended budget

Fire Fund

- Revenue
 - Budget increase of \$5,800 for funds received for fire protection assistance on State owned buildings in the Township from the State’s fire protection program is recognized
 - Decreased budget \$30,000 for sale of the 1998 fire truck now expected in 2020 instead of 2019
 - Increased budget for interest earned by \$3,000 based on higher than expected interest received on funds held awaiting the completion of the new fire truck
 - Total net revenue from all adjustments is a decrease of \$21,200 for the Fire Fund

- Expenditures
 - Decreased budget \$32,300 recognized because the fire contract with the City of Mt. Pleasant was lower for 2019 than was planned for in the original budget.
 - Decreased budget \$478,000 for the purchase of a new fire truck now expected in 2020

- Total net expenditures from all adjustments is a decrease of \$510,300 for the Fire Fund

The budget amendment for the Fire Fund is:

Revenues:	(\$ 21,200)
Expenditures:	(\$510,300)

- The resulting impact of the budget amendment #2 is to increase the projected year end fund balance by \$489,100 compared to the existing amended budget

Sewer Fund

- Revenue
 - Decrease budgeted contribution from EDA for projects \$200,000 for the Pump Station #1 Rehabilitation Project’s participation agreement with the West DDA. This revenue is now in the 2020 Recommended Budget.
 - Increased interest revenue of \$20,000 is recognized based on actual YTD levels
 - Total net revenue from all adjustments is a decrease of \$180,000 for the sewer fund
- Expenses
 - Decreased budget \$7,500 for Electric/Natural Gas costs because original amount budgeted was overestimated
 - Decreased budget for Capital Projects \$215,000 – project work on pump station #1 bids were too high rebid/work to be done in 2020
 - Decreased budget \$4,250 for ground radar equipment purchase now expected in 2020
 - Decreased the Waste Water Treatment Plant budget \$8,320 for temporary labor
 - A decrease to the Waste Water Treatment Plant budget \$183,000 is recognized for the screw pump #3 project being done in 2020 instead of 2019
 - Total net expenses are decreasing by \$430,847 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		(\$180,000)
Expenses:	536-Water/Sewer Systems	(\$244,774)
	540-Waste Water Treatment	(\$186,073)
	Total Expenditures	(\$430,847)

- The resulting impact of budget amendment No. 2 is to increase the projected year end fund balance by \$250,847 compared to the existing amended budget

Water Fund

- Revenue
 - Increased revenue budget for connection fees based on current YTD estimates in the amount of \$10,000

- Increased interest earned revenue of \$6,000 is recognized based on actual YTD levels
- Total net revenue from all adjustments is an increase of \$18,000 for the water fund.
- Expenses
 - Professional & contractual services budget has been increased \$7,000 in the Water Fund. This amount is a combination of \$1,000 for color copy overage charges on the printer and the MDEQ Public Water Fee of \$6,000 that was inadvertently left out the original budget.
 - The electric/natural gas budget is decreased \$24,000 because the original budget was overestimated
 - The property/liability insurance line has been increased by \$4,500 because the original budget was underestimated for the year.
 - Decreased new equipment budget of \$4,250 is recognized for the ground radar equipment that is not being purchased this year but will be purchased in 2020
 - Total net expenses are decreasing by \$21,221 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:		\$ 18,000
Expenses:	536-Water/Sewer Systems	\$ 21,221
	Total Expenses	\$ 21,221

- The resulting net impact of budget amendment #2 is to increase projected year end fund balance by \$39,221 compared to the existing amended budget

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget amendments are required under the Uniform Budget Act when it is known or anticipated that revenue and/or expenses are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Township finances so that any necessary adjustments in operations can be considered.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in these budget amendments (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

Respective budgets will be updated in the accounting system as soon as practical following approval by the Board.

RESOLUTION

Authorization is hereby given to amend the FY 2019 budget for the General, Fire, Sewer and Water Funds as per the attached.

Resolved by _____ Seconded by _____

Date Signed: _____

- Yes:
- No:
- Absent:

Charter Township of Union
101 - General Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Revenues							
101-000-402.000	CURRENT PROPERTY TAX	297,944.15	300,000.00	300,000.00	304,828.14	304,000.00	4,000.00
	*Increased Budget Based on YTD Actual Tax Revenue Received						
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(160.78)	(5,000.00)	(5,000.00)	(4,827.60)	(5,000.00)	0.00
101-000-402.002	PILOT TAX	3,855.07	3,000.00	3,000.00	0.00	3,000.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(91.22)	0.00	0.00	(12.80)	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	327.87	1,200.00	1,200.00	171.58	1,200.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,407.50	2,500.00	2,500.00	1,825.50	2,500.00	0.00
101-000-445.000	INTEREST ON TAXES	79.06	0.00	0.00	257.89	0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	6,700.05	6,500.00	6,500.00	6,800.48	6,500.00	0.00
101-000-447.000	ADMIN FEE-PROPERTY TAX	148,991.78	145,000.00	145,000.00	149,673.18	145,000.00	0.00
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(82.11)	(4,000.00)	(4,000.00)	(2,430.74)	(4,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,735.00	7,700.00	7,700.00	7,775.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	8.51	0.00	0.00	96.24	0.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	134,482.77	130,000.00	130,000.00	100,265.20	130,000.00	0.00
101-000-476.000	BUILDING PERMITS	54,816.00	50,000.00	50,000.00	50,043.00	50,000.00	0.00
101-000-477.000	RENTAL INSPECTION FEES	79,945.00	80,000.00	80,000.00	81,977.00	80,000.00	0.00
101-000-478.000	DOG LICENSE REVENUE	2.50	0.00	0.00	0.00	0.00	0.00
101-000-479.000	ZONING PERMITS	16,875.00	12,000.00	18,000.00	12,142.00	13,000.00	(5,000.00)
	*Decreased Budget Due to Actual Revenues Received for Zoning Permits Being Less Than Expected						
101-000-573.000	STATE AID REVENUE-LCSA	6,931.67	7,000.00	4,500.00	4,496.13	4,500.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,142,031.00	1,100,000.00	1,120,000.00	770,355.00	1,120,000.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,854.70	11,500.00	11,500.00	13,179.65	11,500.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,520.07	7,500.00	7,500.00	7,514.27	7,500.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	2,627.50	2,000.00	3,000.00	2,016.00	3,000.00	0.00
101-000-613.000	APPLICATION FEES	500.00	500.00	500.00	500.00	500.00	0.00
101-000-626.000	COPIES	22.00	0.00	0.00	0.00	0.00	0.00
101-000-628.000	LAND DIVISIONS/CONDO CONV	2,000.00	1,500.00	1,500.00	1,800.00	1,500.00	0.00
101-000-630.000	WEED ABATEMENT SERVICES	303.76	500.00	500.00	162.00	500.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	0.00	0.00	2,000.00	1,680.00	2,000.00	0.00

Charter Township of Union
101 - General Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
101-000-655.000	FINES & FORFEITURES	631.95	1,000.00	1,000.00	248.70	1,000.00	0.00
101-000-665.000	INTEREST EARNED	74,959.51	60,000.00	110,000.00	91,571.45	110,000.00	0.00
101-000-667.000	RENT - JAMESON HALL	7,710.00	7,000.00	7,000.00	5,450.00	7,000.00	0.00
101-000-667.100	RENT - McDONALD PARK PAVILION	1,540.00	1,500.00	1,500.00	1,092.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	400.00	500.00	500.00	528.00	500.00	0.00
101-000-667.300	LEASES	900.00	900.00	900.00	900.00	900.00	0.00
101-000-671.000	OTHER REVENUE	6,739.83	15,000.00	7,000.00	1,107.96	7,000.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	14,834.81	15,000.00	15,000.00	7,313.64	15,000.00	0.00
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	500.00	0.00	500.00	0.00
Total Revenues		2,035,342.95	1,960,800.00	2,029,300.00	1,618,498.87	2,028,300.00	(1,000.00)
Dept 101 - TRUSTEES							
101-101-702.000	SALARIES & WAGES	30,115.24	30,067.00	30,067.00	24,115.23	30,067.00	0.00
101-101-707.000	PER MEETING	2,050.00	4,000.00	4,000.00	3,250.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	1,994.22	2,108.00	2,108.00	1,696.64	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	466.40	493.00	493.00	396.79	493.00	0.00
101-101-724.000	WORKER'S COMP	43.01	60.00	60.00	52.31	60.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,870.00	4,000.00	4,000.00	2,882.50	4,000.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	309.36	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	575.00	600.00	600.00	0.00	600.00	0.00
101-101-910.000	PROFESSIONAL DEVELOPMENT	3,983.14	5,100.00	5,100.00	2,161.12	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	0.00	500.00	500.00	0.00	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	16,030.59	16,400.00	16,400.00	15,856.58	16,400.00	0.00
101-101-955.000	MISC.	113.20	1,000.00	1,000.00	14.00	1,000.00	0.00
Net - Dept 101 - TRUSTEES		58,240.80	67,328.00	67,328.00	50,734.53	67,328.00	0.00
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	15,379.09	15,320.00	15,320.00	12,609.61	15,320.00	0.00
101-171-707.000	PER MEETING	750.00	1,000.00	1,000.00	(25.00)	1,000.00	0.00

Charter Township of Union
101 - General Fund
2019 Budget Amendment #2

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101-171-709.000	EMPLR FICA CONTR	953.43	1,012.00	1,012.00	826.69	1,012.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	223.09	237.00	237.00	193.43	237.00	0.00
101-171-724.000	WORKER'S COMP	20.66	28.00	28.00	25.32	28.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	350.00	350.00	0.00	350.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-171-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-171-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-171-915.000	MEMBERSHIP & DUES	0.00	275.00	275.00	0.00	275.00	0.00
Net - Dept 171 - SUPERVISOR		17,326.27	20,172.00	20,172.00	13,630.05	20,172.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	33,478.07	33,400.00	34,820.00	28,594.84	34,820.00	0.00
101-172-708.000	UNEMPLOYMENT	144.35	145.00	123.00	122.72	123.00	0.00
101-172-709.000	EMPLR FICA CONTR	2,061.68	2,071.00	2,165.00	1,763.00	2,165.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	482.21	484.00	510.00	412.37	510.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	2,510.80	2,510.00	2,620.00	2,144.58	2,620.00	0.00
101-172-718.500	HEALTH INSURANCE	6,410.17	6,747.00	6,747.00	5,411.90	6,747.00	0.00
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(140.66)	(188.00)	(188.00)	(150.67)	(188.00)	0.00
101-172-719.000	DENTAL INSURANCE	157.00	167.00	167.00	138.23	167.00	0.00
101-172-719.800	VISION INSURANCE	52.02	114.00	114.00	37.00	114.00	0.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(26.04)	(57.00)	(57.00)	(18.58)	(57.00)	0.00
101-172-724.000	WORKER'S COMP	84.13	108.00	150.00	103.55	150.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	92.55	134.00	134.00	99.73	134.00	0.00
101-172-752.000	OFFICE SUPPLIES	20.51	300.00	300.00	0.00	300.00	0.00
101-172-767.000	UNIFORMS	41.00	0.00	0.00	0.00	0.00	0.00
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	0.00	5,100.00	5,394.00	5,100.00	0.00
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	53,793.11	54,000.00	54,000.00	26,906.08	54,000.00	0.00
101-172-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	223.88	250.00	0.00
101-172-880.000	COMMUNITY PROMOTION	2,500.00	0.00	8,800.00	5,938.65	8,800.00	0.00
101-172-900.000	PRINTING & PUBLISHING	216.96	600.00	600.00	0.00	600.00	0.00

**Charter Township of Union
101 - General Fund
2019 Budget Amendment #2**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
101-172-910.000	PROFESSIONAL DEVELOPMENT	231.50	1,500.00	1,500.00	1,026.76	1,500.00	0.00
101-172-910.100	SEMINAR LODGING	0.00	800.00	800.00	234.85	800.00	0.00
101-172-910.200	SEMINAR MEALS	135.37	200.00	200.00	19.63	200.00	0.00
101-172-915.000	MEMBERSHIP & DUES	495.00	500.00	500.00	580.00	500.00	0.00
101-172-955.000	MISC.	130.59	100.00	300.00	234.18	300.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 172 - TWP MANAGER		102,870.32	104,385.00	120,155.00	79,216.70	120,155.00	0.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	74,646.25	92,232.00	94,300.00	62,152.47	75,000.00	(19,300.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-702.500	OVERTIME	3,573.21	3,300.00	3,600.00	3,428.40	4,000.00	400.00
	*Increased Budget based on Year to Date Actuals being higher than expected						
101-191-708.000	UNEMPLOYMENT	1,010.14	1,155.00	1,155.00	858.95	1,155.00	0.00
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-709.000	EMPLR FICA CONTR	4,633.94	6,210.00	6,342.00	3,892.36	5,100.00	(1,242.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-711.000	EMPLR MEDICARE CONTR	1,083.84	1,385.00	1,415.00	910.39	1,125.00	(290.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-716.000	EMPLR RETIREMENT CONTR	4,574.89	6,073.00	6,226.00	3,951.05	4,800.00	(1,426.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-718.500	HEALTH INSURANCE	26,350.30	37,047.00	37,047.00	21,704.29	27,000.00	(10,047.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,440.57)	(2,689.00)	(2,689.00)	(1,377.38)	(2,000.00)	689.00
	*Increased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-719.000	DENTAL INSURANCE	1,906.12	2,780.00	2,780.00	1,490.62	2,000.00	(780.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-719.800	VISION INSURANCE	194.21	595.00	595.00	320.60	425.00	(170.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(97.13)	(297.00)	(297.00)	(160.37)	(212.00)	85.00

**Charter Township of Union
101 - General Fund
2019 Budget Amendment #2**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
	*Increased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-724.000	WORKER'S COMP	196.98	297.00	297.00	233.92	350.00	53.00
	*Increased Budget due to increased experience rate for workers comp 2019-2020						
101-191-725.000	LIFE & DISABILITY BENEFIT	398.39	708.00	708.00	338.64	450.00	(258.00)
	*Decreased Budget due to full-time Accounting Specialist not hired in 2019						
101-191-752.000	OFFICE SUPPLIES	2,252.77	2,000.00	2,000.00	602.81	2,000.00	0.00
101-191-767.000	UNIFORMS	100.00	100.00	100.00	0.00	100.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	50.00	0.00	600.00	290.00	600.00	0.00
101-191-801.020	EXTERNAL AUDIT	15,600.00	16,500.00	16,500.00	15,850.00	16,500.00	0.00
101-191-851.000	MAIL/POSTAGE	2,858.15	6,000.00	6,000.00	3,485.00	6,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	1,819.37	2,000.00	2,000.00	289.88	2,000.00	0.00
101-191-910.000	PROFESSIONAL DEVELOPMENT	1,083.64	1,200.00	1,200.00	428.00	1,200.00	0.00
101-191-910.100	SEMINAR LODGING	2,254.12	2,500.00	2,500.00	613.82	2,500.00	0.00
101-191-910.200	SEMINAR MEALS	362.31	300.00	300.00	27.97	300.00	0.00
101-191-915.000	MEMBERSHIP & DUES	692.25	500.00	500.00	310.00	500.00	0.00
101-191-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
101-191-955.001	BANK FEES	170.00	240.00	240.00	372.00	240.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	504.99	2,000.00	6,500.00	5,614.00	6,500.00	0.00
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	0.00	500.00	475.94	500.00	0.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN		144,778.17	182,236.00	190,519.00	126,103.36	158,233.00	(32,286.00)
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	27,994.99	27,014.00	27,014.00	19,551.50	27,014.00	0.00
101-215-707.000	PER MEETING	800.00	1,700.00	1,700.00	1,275.00	1,700.00	0.00
101-215-709.000	EMPLR FICA CONTR	1,785.29	1,780.00	1,780.00	1,291.24	1,780.00	0.00
101-215-711.000	EMPLR MEDICARE CONTR	417.52	416.00	416.00	301.98	416.00	0.00
101-215-724.000	WORKER'S COMP	49.03	58.00	58.00	43.77	58.00	0.00
101-215-752.000	OFFICE SUPPLIES	116.46	500.00	500.00	215.86	500.00	0.00
101-215-754.000	OPERATING SUPPLIES	337.39	500.00	500.00	0.00	500.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	555.03	500.00	500.00	148.31	500.00	0.00

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101-215-900.000	PRINTING & PUBLISHING	1,768.42	1,500.00	2,000.00	1,975.33	2,500.00	500.00
	*Increased Budget for Additional Publishing needed in 2019						
101-215-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-215-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-215-915.000	MEMBERSHIP & DUES	0.00	150.00	150.00	0.00	150.00	0.00
Net - Dept 215 - CLERK		33,824.13	36,068.00	36,568.00	24,802.99	37,068.00	500.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	34,983.65	38,000.00	45,900.00	35,387.26	47,900.00	2,000.00
	*Increased for New Phone/Phone Changes Needed-New Employees and Change of Offices & New Managed I.T. Agreement						
101-228-950.000	HARDWARE REPLACEMENTS	4,705.25	14,500.00	14,500.00	8,313.44	16,500.00	2,000.00
	*Increased Budget-New Computer installed for the New Community & Economic Development Director						
Net - Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		39,688.90	52,500.00	60,400.00	43,700.70	64,400.00	4,000.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,271.49	24,102.00	24,102.00	17,441.00	24,102.00	0.00
101-253-707.000	PER MEETING	0.00	500.00	500.00	0.00	500.00	0.00
101-253-709.000	EMPLR FICA CONTR	1,318.83	1,525.00	1,525.00	1,081.34	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	308.44	357.00	357.00	252.90	357.00	0.00
101-253-724.000	WORKER'S COMP	28.48	51.00	51.00	33.30	51.00	0.00
101-253-752.000	OFFICE SUPPLIES	1,452.27	700.00	700.00	968.51	700.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	500.00	0.00	500.00	0.00
101-253-851.000	MAIL/POSTAGE	3,747.70	4,000.00	4,000.00	1,942.66	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-253-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-253-915.000	MEMBERSHIP & DUES	0.00	50.00	50.00	50.00	50.00	0.00
101-253-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00

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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Net - Dept 253 - TREASURER		28,127.21	34,185.00	34,185.00	21,769.71	34,185.00	0.00
Dept 257 - ASSESSOR							
101-257-702.000	SALARIES & WAGES *Decreased Budget for Vacancy in the Department	125,447.86	123,770.00	123,770.00	80,436.84	90,000.00	(33,770.00)
101-257-702.500	OVERTIME *Decreased Budget for Vacancy in the Department	585.86	900.00	200.00	81.34	100.00	(100.00)
101-257-705.000	LEAVE TIME PAYOUT	4,171.96	0.00	0.00	0.00	0.00	0.00
101-257-707.000	PER DIEM	3,125.00	4,125.00	4,125.00	3,250.00	4,125.00	0.00
101-257-708.000	UNEMPLOYMENT *Decreased Budget for Vacancy in the Department	865.53	866.00	866.00	1,098.94	1,200.00	334.00
101-257-709.000	EMPLR FICA CONTR *Decreased Budget for Vacancy in the Department	7,928.64	7,985.00	7,985.00	5,642.29	6,250.00	(1,735.00)
101-257-711.000	EMPLR MEDICARE CONTR *Decreased Budget for Vacancy in the Department	1,854.27	1,868.00	1,868.00	1,319.57	1,475.00	(393.00)
101-257-712.000	TEMPORARY LABOR *Increased Budget for Part-time Help in the Department	0.00	0.00	0.00	6,990.00	7,000.00	7,000.00
101-257-716.000	EMPLR RETIREMENT CONTR *Decreased Budget for Vacancy in the Department	9,606.25	9,350.00	9,350.00	5,646.39	7,000.00	(2,350.00)
101-257-718.500	HEALTH INSURANCE *Decreased Budget for Vacancy in the Department	38,542.91	40,400.00	40,400.00	18,730.42	25,500.00	(14,900.00)
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS *Increased Budget for Vacancy in the Department	(1,301.17)	(1,738.00)	(1,738.00)	(639.82)	(900.00)	838.00
101-257-719.000	DENTAL INSURANCE *Decreased Budget for Vacancy in the Department	1,349.87	1,401.00	1,401.00	567.96	800.00	(601.00)
101-257-719.800	VISION INSURANCE *Decreased Budget for Vacancy in the Department	130.84	383.00	383.00	173.20	200.00	(183.00)
101-257-719.900	VISION INS-EE CONTRIBUTIONS *Increased Budget for Vacancy in the Department	(65.42)	(191.00)	(191.00)	(86.60)	(100.00)	91.00
101-257-724.000	WORKER'S COMP	659.03	775.00	775.00	632.43	700.00	(75.00)

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	*Decreased Budget for Vacancy in the Department						
101-257-725.000	LIFE & DISABILITY BENEFIT	490.74	553.00	553.00	191.00	350.00	(203.00)
	*Decreased Budget for Vacancy in the Department						
101-257-754.000	OPERATING SUPPLIES	961.12	1,050.00	1,050.00	1,253.24	1,300.00	250.00
	*Increased Budget for Supplies Related to Field Assessing Software						
101-257-759.000	GAS/FUEL	148.33	200.00	200.00	188.03	200.00	0.00
101-257-767.000	UNIFORMS	91.50	200.00	200.00	0.00	100.00	(100.00)
	*Decreased Budget for Vacancy in the Department						
101-257-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	400.00	400.00	0.00	400.00	0.00
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	887.00	16,000.00	24,000.00	21,126.28	24,000.00	0.00
101-257-850.000	COMMUNICATIONS	1,905.68	1,500.00	1,500.00	960.47	1,500.00	0.00
101-257-851.000	MAIL/POSTAGE	1,621.75	2,250.00	2,250.00	1,729.00	2,250.00	0.00
101-257-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	398.93	1,000.00	1,000.00	219.35	500.00	(500.00)
	*Decreased Budget Based on Prior YTD Actuals						
101-257-900.000	PRINTING & PUBLISHING	898.29	800.00	2,500.00	1,934.63	2,500.00	0.00
101-257-910.000	PROFESSIONAL DEVELOPMENT	1,901.88	3,250.00	7,300.00	5,019.75	5,500.00	(1,800.00)
	*Decreased Budget for Vacancy in the Department						
101-257-910.100	SEMINAR LODGING	1,782.55	1,750.00	1,750.00	209.43	500.00	(1,250.00)
	*Decreased Budget for Vacancy in the Department						
101-257-910.200	SEMINAR MEALS	157.65	300.00	300.00	58.62	200.00	(100.00)
	*Decreased Budget for Vacancy in the Department						
101-257-915.000	MEMBERSHIP & DUES	685.46	1,500.00	1,500.00	190.00	700.00	(800.00)
	*Decreased Budget Based on Prior and Current YTD Actuals						
101-257-955.000	MISC.	542.41	1,000.00	1,000.00	416.49	600.00	(400.00)
	*Decreased Budget Based on Prior and Current YTD Actuals						
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE	811.52	600.00	600.00	0.00	0.00	(600.00)
	*Decreased Budget Based on Current YTD Actuals						
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	0.00	750.00	670.30	750.00	0.00
Net - Dept 257 - ASSESSOR		206,186.24	222,247.00	236,047.00	158,009.55	184,700.00	(51,347.00)

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Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	70.40	0.00	0.00	0.00	0.00	0.00
101-262-709.000	EMPLR FICA CONTR	4.37	0.00	0.00	0.00	0.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	1.02	0.00	0.00	0.00	0.00	0.00
101-262-712.000	ELECTION WORKERS	9,996.50	3,000.00	3,000.00	0.00	0.00	(3,000.00)
*Decreased Budget Based on Current YTD Actuals-No Elections in 2019							
101-262-716.000	EMPLR RETIREMENT CONTR	5.28	0.00	0.00	0.00	0.00	0.00
101-262-718.500	HEALTH INSURANCE	21.15	0.00	0.00	0.00	0.00	0.00
101-262-719.000	HEALTH INSURANCE	0.52	0.00	0.00	0.00	0.00	0.00
101-262-724.000	WORKER'S COMP	0.98	0.00	0.00	0.00	0.00	0.00
101-262-754.000	OPERATING SUPPLIES	9,979.31	2,000.00	2,000.00	308.83	2,000.00	0.00
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,178.50	1,000.00	1,000.00	0.00	1,000.00	0.00
101-262-851.000	MAIL/POSTAGE	24.70	0.00	0.00	0.00	0.00	0.00
101-262-900.000	PRINTING & PUBLISHING	54.89	0.00	0.00	0.00	0.00	0.00
101-262-955.000	MISC.	363.41	100.00	100.00	0.00	100.00	0.00
Net - Dept 262 - ELECTIONS		21,701.03	6,100.00	6,100.00	308.83	3,100.00	(3,000.00)
Dept 265 - TWP HALL & GROUNDS							
101-265-754.000	OPERATING SUPPLIES	4,539.44	4,000.00	4,000.00	2,785.90	4,000.00	0.00
101-265-776.100	HALL CLEANING	6,267.06	6,400.00	6,400.00	5,062.82	6,400.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	12,656.50	10,000.00	20,000.00	17,506.09	20,000.00	0.00
101-265-850.000	COMMUNICATIONS	2,780.32	3,200.00	3,200.00	2,563.17	3,200.00	0.00
101-265-890.000	SAFETY	595.77	1,000.00	2,600.00	1,298.29	2,600.00	0.00
101-265-917.000	WATER & SEWER QTR. BILLING	591.60	700.00	700.00	443.70	700.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	11,723.01	12,000.00	12,000.00	8,113.44	12,000.00	0.00
101-265-930.000	REPAIRS	295.00	0.00	0.00	0.00	0.00	0.00
101-265-930.001	MAINT-EQUIPMENT	0.00	500.00	500.00	0.00	500.00	0.00
101-265-930.200	MAINT-GROUNDS	125.67	500.00	500.00	276.57	500.00	0.00
101-265-930.300	MAINT-BUILDINGS	1,154.45	2,000.00	2,000.00	589.37	2,000.00	0.00
101-265-935.000	PROPERTY/LIABILITY INSURANCE	10,617.76	10,000.00	11,500.00	11,030.67	11,500.00	0.00

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101-265-940.100	POSTAGE METER LEASE	1,816.56	2,000.00	2,000.00	1,362.42	2,000.00	0.00
101-265-955.000	MISC.	0.00	250.00	250.00	44.93	250.00	0.00
101-265-980.000	NEW OFFICE EQUIPMENT & FURNITURE	5,353.80	0.00	13,000.00	12,613.25	13,000.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS		58,516.94	52,550.00	78,650.00	63,690.62	78,650.00	0.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES	41,488.49	80,000.00	80,000.00	53,369.84	80,000.00	0.00
101-266-826.500	LEGAL FEES-ASSESSOR	0.00	0.00	20,000.00	12,049.76	20,000.00	0.00
Net - Dept 266 - LEGAL/ATTORNEY		41,488.49	80,000.00	100,000.00	65,419.60	100,000.00	0.00
Dept 371 - BUILDING							
101-371-702.000	SALARIES & WAGES	78,708.67	82,508.00	82,508.00	68,298.15	82,508.00	0.00
101-371-702.500	OVERTIME	1,102.55	1,000.00	1,000.00	1,540.04	2,000.00	1,000.00
*Increased Overtime Budget Based on YTD Actuals							
101-371-708.000	UNEMPLOYMENT	865.80	866.00	866.00	736.20	866.00	0.00
101-371-709.000	EMPLR FICA CONTR	4,779.03	5,177.00	5,177.00	4,111.35	5,177.00	0.00
101-371-711.000	EMPLR MEDICARE CONTR	1,117.65	1,211.00	1,211.00	961.53	1,211.00	0.00
101-371-716.000	EMPLR RETIREMENT CONTR	5,985.87	6,263.00	6,263.00	5,237.85	6,263.00	0.00
101-371-718.500	HEALTH INSURANCE	38,642.98	40,400.00	40,400.00	32,509.77	40,400.00	0.00
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(2,294.70)	(3,062.00)	(3,062.00)	(2,453.40)	(3,062.00)	0.00
101-371-719.000	DENTAL INSURANCE	3,225.54	3,304.00	3,304.00	2,704.93	3,304.00	0.00
101-371-719.800	VISION INSURANCE	175.44	682.00	682.00	318.80	682.00	0.00
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(87.72)	(340.00)	(340.00)	(159.40)	(340.00)	0.00
101-371-724.000	WORKER'S COMP	318.97	404.00	404.00	385.63	550.00	146.00
*Increased Budget Based on Experience Rate Increase 2019/2020							
101-371-725.000	LIFE & DISABILITY BENEFIT	521.73	640.00	640.00	501.20	640.00	0.00
101-371-752.000	OFFICE SUPPLIES	256.97	400.00	400.00	334.20	400.00	0.00
101-371-754.000	OPERATING SUPPLIES	105.84	500.00	500.00	8.81	500.00	0.00
101-371-759.000	GAS/FUEL	1,056.68	1,200.00	1,200.00	664.46	1,200.00	0.00
101-371-767.000	UNIFORMS	183.78	100.00	100.00	0.00	100.00	0.00

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101-371-775.100	VEHICLE CLEANING	16.00	125.00	125.00	12.00	125.00	0.00
101-371-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	500.00	0.00	500.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	129,080.12	119,300.00	130,000.00	112,252.72	137,300.00	7,300.00
	*Increased Budget Based on Prior YTD and Current YTD Actuals for McKenna Building Official Services						
101-371-850.000	COMMUNICATIONS	591.81	800.00	800.00	530.89	800.00	0.00
101-371-851.000	MAIL/POSTAGE	33.50	35.00	35.00	0.00	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	76.30	250.00	250.00	81.44	250.00	0.00
101-371-880.000	COMMUNITY PROMOTION	595.00	600.00	600.00	595.00	600.00	0.00
101-371-910.000	PROFESSIONAL DEVELOPMENT	420.00	500.00	7,000.00	3,210.00	7,000.00	0.00
101-371-910.100	SEMINAR LODGING	412.92	500.00	500.00	406.98	500.00	0.00
101-371-910.200	SEMINAR MEALS	244.65	200.00	1,000.00	503.81	1,000.00	0.00
101-371-915.000	MEMBERSHIP & DUES	1,108.00	1,100.00	1,100.00	890.00	1,100.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	60.85	300.00	300.00	807.69	2,000.00	1,700.00
	*Increased Budget Based on More Vehicle Repairs Needed in 2019, Brake Replacements, Etc.						
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	2,000.00	2,000.00	670.30	2,000.00	0.00
Net - Dept 371 - BUILDING		267,304.23	267,463.00	285,463.00	235,660.95	295,609.00	10,146.00
Dept 441 - PUBLIC WORKS							
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	17,161.41	31,500.00	31,500.00	18,360.81	31,500.00	0.00
101-441-920.000	STREET LIGHTING	22,647.21	22,500.00	23,000.00	17,775.61	23,000.00	0.00
101-441-962.000	DRAINS AT LARGE	26,448.61	27,000.00	28,200.00	28,155.34	28,200.00	0.00
101-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	111,014.39	483,000.00	308,000.00	37,002.97	38,000.00	(270,000.00)
	*Decreased Budget for Isabella Rd Intersection Improvements \$268,000 expected in 2020 Fiscal Year						
101-441-967.100	CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00	10,000.00	10,000.00	0.00	0.00	(10,000.00)
	*Decreased Budget - No Contribution Expected in 2019						
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	0.00	100,000.00	100,000.00	0.00	40,000.00	(60,000.00)
	*Contribution to CMU Connector Pathway Project expected to be \$40,000						
Net - Dept 441 - PUBLIC WORKS		177,271.62	674,000.00	500,700.00	101,294.73	160,700.00	(340,000.00)

Dept 701 - PLANNING

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101-701-702.000	SALARIES & WAGES	58,299.22	120,975.00	120,975.00	50,915.66	65,500.00	(55,475.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-707.000	PER DIEM	11,305.00	16,255.00	16,255.00	8,750.00	16,255.00	0.00
101-701-708.000	UNEMPLOYMENT	530.83	914.00	914.00	368.10	525.00	(389.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-709.000	EMPLR FICA CONTR	4,208.36	8,508.00	8,508.00	3,573.07	4,060.00	(4,448.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-711.000	EMPLR MEDICARE CONTR	984.22	1,990.00	1,990.00	835.66	950.00	(1,040.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-716.000	EMPLR RETIREMENT CONTR	4,065.94	8,998.00	8,998.00	3,598.90	4,840.00	(4,158.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-718.500	HEALTH INSURANCE	19,266.91	40,400.00	40,400.00	16,277.34	22,220.00	(18,180.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(879.44)	(2,705.00)	(2,705.00)	(1,140.72)	(1,327.00)	1,378.00
	*Increased Budget for Vacant Community & Economic Development Director position						
101-701-719.000	DENTAL INSURANCE	879.09	2,602.00	2,602.00	1,235.60	1,115.00	(1,487.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-719.800	VISION INSURANCE	114.48	591.00	591.00	268.48	285.00	(306.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(57.24)	(295.00)	(295.00)	(134.24)	(143.00)	152.00
	*Increased Budget for Vacant Community & Economic Development Director position						
101-701-724.000	WORKER'S COMP	312.74	792.00	792.00	377.89	525.00	(267.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-725.000	LIFE & DISABILITY BENEFIT	339.78	775.00	775.00	291.20	420.00	(355.00)
	*Reduced Budget for Vacant Community & Economic Development Director position						
101-701-752.000	OFFICE SUPPLIES	22.25	250.00	250.00	0.00	250.00	0.00
101-701-767.000	UNIFORMS	49.50	100.00	100.00	46.00	100.00	0.00
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	100.00	100.00	0.00	100.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,298.00	28,000.00	28,000.00	24,773.75	30,000.00	2,000.00
	*Increased Budget for underestimated original budget for zoning code rewrite to be completed in 2020						

Charter Township of Union
101 - General Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
101-701-851.000	MAIL/POSTAGE	12.93	0.00	150.00	118.97	150.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	302.77	600.00	600.00	636.01	800.00	200.00
	*Increased Budget for zoning administrator's mileage to attend MAP Conference						
101-701-900.000	PRINTING & PUBLISHING	7,456.41	10,000.00	12,500.00	6,708.50	12,500.00	0.00
101-701-910.000	PROFESSIONAL DEVELOPMENT	608.00	1,795.00	7,500.00	2,678.00	7,500.00	0.00
101-701-910.100	SEMINAR LODGING	0.00	400.00	400.00	29.50	400.00	0.00
101-701-910.200	SEMINAR MEALS	0.00	150.00	600.00	237.04	600.00	0.00
101-701-915.000	MEMBERSHIP & DUES	800.00	1,000.00	1,000.00	812.50	1,000.00	0.00
101-701-955.000	MISC.	49.66	250.00	250.00	7.00	250.00	0.00
Net - Dept 701 - PLANNING		118,969.41	242,445.00	251,250.00	121,264.21	168,875.00	(82,375.00)
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	19,390.34	27,338.00	27,338.00	19,211.75	27,338.00	0.00
101-751-702.500	OVERTIME	2,831.45	3,800.00	3,800.00	1,929.23	3,800.00	0.00
101-751-708.000	UNEMPLOYMENT	1,010.14	1,421.00	1,421.00	424.09	1,421.00	0.00
101-751-709.000	EMPLR FICA CONTR	1,995.30	3,223.00	3,223.00	1,772.80	3,223.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	466.59	754.00	754.00	414.62	754.00	0.00
101-751-712.000	TEMPORARY LABOR	10,809.50	20,852.00	20,852.00	8,260.50	20,852.00	0.00
101-751-716.000	EMPLR RETIREMENT CONTR	1,630.02	2,238.00	2,238.00	1,543.90	2,238.00	0.00
101-751-718.500	HEALTH INSURANCE	10,406.97	20,200.00	20,200.00	10,457.93	20,200.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(698.53)	(1,531.00)	(1,531.00)	(760.68)	(1,531.00)	0.00
101-751-719.000	DENTAL INSURANCE	865.62	1,652.00	1,652.00	847.73	1,652.00	0.00
101-751-719.800	VISION INSURANCE	115.48	341.00	341.00	170.52	341.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(57.75)	(170.00)	(170.00)	(85.25)	(170.00)	0.00
101-751-724.000	WORKER'S COMP	554.27	1,089.00	1,089.00	731.57	1,089.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	52.95	240.00	240.00	145.87	240.00	0.00
101-751-754.000	OPERATING SUPPLIES	3,594.65	4,000.00	4,000.00	2,863.12	4,000.00	0.00
101-751-759.000	GAS/FUEL	1,584.66	2,000.00	2,000.00	1,083.60	2,000.00	0.00
101-751-767.000	UNIFORMS	330.00	500.00	500.00	0.00	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,737.39	25,500.00	10,500.00	3,473.00	10,500.00	0.00

Charter Township of Union
101 - General Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
101-751-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	100.00	0.00	100.00	0.00
101-751-890.000	SAFETY	62.43	1,500.00	3,500.00	2,391.27	3,500.00	0.00
101-751-900.000	PRINTING & PUBLISHING	126.75	500.00	500.00	223.68	500.00	0.00
101-751-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,800.00	1,800.00	0.00	0.00	(1,800.00)
	*Decreased Budget Based on YTD Actuals						
101-751-917.000	WATER & SEWER QTR. BILLING	3,590.81	4,000.00	4,000.00	4,243.99	4,500.00	500.00
	*Increased Budget Due to More Irrigation in the Parks						
101-751-920.000	ELECTRIC/NATURAL GAS	4,319.20	6,250.00	6,250.00	3,254.50	5,000.00	(1,250.00)
	*Decreased Budget Based on Prior YTD and Current YTD Actuals						
101-751-930.000	REPAIRS	0.00	5,000.00	5,000.00	0.00	0.00	(5,000.00)
	*Decreased Budget Based on Prior YTD and Current YTD Actuals						
101-751-930.001	MAINT-EQUIPMENT	7,442.93	2,000.00	2,000.00	1,324.70	2,000.00	0.00
101-751-930.200	MAINT-GROUNDS	1,316.72	36,900.00	36,900.00	6,262.44	6,900.00	(30,000.00)
	*Reduced Budget for Sealcoating and Fence Repair Paid with 2% Grants						
101-751-930.250	MAINT-DOG PARK	2,735.00	4,000.00	4,000.00	3,250.00	4,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	2,566.33	2,500.00	2,500.00	805.86	2,500.00	0.00
101-751-933.000	MAINT-VEHICLES	104.79	500.00	500.00	154.10	500.00	0.00
101-751-955.000	MISC.	161.11	200.00	200.00	19.49	200.00	0.00
101-751-967.000	PROJECTS	37,000.00	0.00	0.00	0.00	0.00	0.00
101-751-977.000	NEW EQUIPMENT PURCHASE	1,737.00	11,500.00	11,500.00	1,243.06	11,500.00	0.00
Net - Dept 751 - PARKS & RECREATION		119,782.12	190,197.00	177,197.00	75,657.39	139,647.00	(37,550.00)
Dept 901 - CAPITAL OUTLAY							
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	9,025.81	0.00	0.00	6,534.00	7,000.00	7,000.00
	*Budget increase for parking lot repair @ Township Hall						
101-901-976.304	CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	32,000.00	32,000.00
	*Budget Increase for playground equipment purchase jointly with City of Mt. Pleasant						
Net - Dept 901 - CAPITAL OUTLAY		9,025.81	0.00	0.00	6,534.00	39,000.00	39,000.00

Dept 910 - DEBT SERVICE-LEASES

**Charter Township of Union
101 - General Fund
2019 Budget Amendment #2**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/12/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
101-910-991.500	LEASE PAYABLE PRINCIPAL	10,569.84	11,448.00	11,448.00	9,539.10	11,448.00	0.00
101-910-992.500	LEASE PAYABLE INTEREST	2,719.92	1,845.00	1,845.00	1,535.80	1,845.00	0.00
Net - Dept 910 - DEBT SERVICE-LEASES		13,289.76	13,293.00	13,293.00	11,074.90	13,293.00	0.00
TOTAL REVENUES		2,035,342.95	1,960,800.00	2,029,300.00	1,618,498.87	2,028,300.00	(1,000.00)
TOTAL EXPENDITURES		1,458,391.45	2,245,169.00	2,178,027.00	1,198,872.82	1,685,115.00	(492,912.00)
NET OF REVENUES & EXPENDITURES		576,951.50	(284,369.00)	(148,727.00)	419,626.05	343,185.00	491,912.00
BEGINNING FUND BALANCE		3,570,225.00	4,147,178.00	4,147,178.00	4,147,178.00	4,147,178.00	
ENDING FUND BALANCE		4,147,176.50	3,862,809.00	3,998,451.00	4,566,804.05	4,490,363.00	

**Charter Township of Union
206 - Fire Fund
2019 Budget Amendment #2**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/18/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Revenues							
206-000-402.000	CURRENT REAL PROPERTY TAX	595,618.75	600,000.00	607,300.00	609,379.70	607,300.00	0.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(321.57)	(10,000.00)	(10,000.00)	(9,655.24)	(10,000.00)	0.00
206-000-402.002	PILOT TAX	7,710.14	6,200.00	6,200.00	0.00	6,200.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	(182.45)	0.00	(200.00)	(25.60)	(200.00)	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	414.72	500.00	500.00	405.40	500.00	0.00
206-000-445.000	INTEREST ON TAXES	109.06	350.00	350.00	44.39	350.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	6,075.64	5,500.00	6,000.00	0.00	11,800.00	5,800.00
	*Increased Budget for Higher than Expected Revenue from the State's Fire Protection Program						
206-000-573.000	STATE AID REVENUE-LCSA	13,863.35	10,000.00	9,000.00	8,992.25	9,000.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	64,013.00	70,000.00	66,000.00	66,311.00	66,000.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	45,642.00	50,000.00	49,100.00	49,152.00	49,100.00	0.00
206-000-665.000	INTEREST EARNED	20,092.57	7,000.00	30,000.00	27,481.16	33,000.00	3,000.00
	*Increased Budget for Higher than Expected Revenue from Funds Held Awaiting Completion of the New Fire Truck						
206-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	30,000.00	30,000.00	0.00	0.00	(30,000.00)
	*Reduced Budget for Sale of 1998 Fire Truck Expected in 2020						
TOTAL REVENUES		753,035.21	769,550.00	794,250.00	752,085.06	773,050.00	(21,200.00)
Expenditures							
Dept 336 - FIRE DEPARTMENT							
206-336-702.000	SALARIES & WAGES	0.00	0.00	0.00	1,364.57	0.00	0.00
206-336-709.000	EMPLR FICA CONTR	0.00	0.00	0.00	82.81	0.00	0.00
206-336-711.000	EMPLR MEDICARE CONTR	0.00	0.00	0.00	19.37	0.00	0.00
206-336-716.000	EMPLR RETIREMENT CONTR	0.00	0.00	0.00	102.32	0.00	0.00
206-336-718.500	HEALTH INSURANCE	0.00	0.00	0.00	214.86	0.00	0.00
206-336-718.700	HEALTH INS-EE CONTRIBUTIONS	0.00	0.00	0.00	(27.66)	0.00	0.00
206-336-719.000	DENTAL INSURANCE	0.00	0.00	0.00	14.68	0.00	0.00
206-336-719.800	VISION INSURANCE	0.00	0.00	0.00	1.90	0.00	0.00

**Charter Township of Union
206 - Fire Fund
2019 Budget Amendment #2**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	2019 YTD BALANCE 11/18/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
206-336-719.900	VISION INS-EE CONTRIBUTIONS	0.00	0.00	0.00	(0.95)	0.00	0.00
206-336-724.000	WORKER'S COMP	0.00	0.00	0.00	32.83	0.00	0.00
206-336-725.000	LIFE & DISABILITY BENEFIT	0.00	0.00	0.00	6.56	0.00	0.00
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	699,000.00	763,700.00	763,700.00	731,400.00	731,400.00	(32,300.00)
206-336-801.025	HYDRANT FLUSHING	0.00	45,000.00	45,000.00	0.00	45,000.00	0.00
206-336-934.000	FIRE HYDRANT REPAIRS	0.00	5,150.00	5,150.00	0.00	5,150.00	0.00
Total Dept 336 - FIRE DEPARTMENT		699,000.00	813,850.00	813,850.00	733,211.29	781,550.00	(32,300.00)
Dept 901 - CAPITAL OUTLAY							
206-901-976.312	CAPITAL OUTLAY-FIRE TRUCK	0.00	478,000.00	478,000.00	0.00	0.00	(478,000.00)
*Reduced Budget for Purchase of New Fire Truck Now Expected in 2020							
Total Dept 901 - CAPITAL OUTLAY		0.00	478,000.00	478,000.00	0.00	0.00	(478,000.00)
TOTAL EXPENDITURES		699,000.00	1,291,850.00	1,291,850.00	733,211.29	781,550.00	(510,300.00)
TOTAL REVENUES		753,035.21	769,550.00	794,250.00	752,085.06	773,050.00	(21,200.00)
TOTAL EXPENDITURES		699,000.00	1,291,850.00	1,291,850.00	733,211.29	781,550.00	(510,300.00)
NET OF REVENUES & EXPENDITURES		54,035.21	(522,300.00)	(497,600.00)	18,873.77	(8,500.00)	489,100.00
BEGINNING FUND BALANCE		1,125,583.00	1,179,617.00	1,179,617.00	1,179,617.00	1,179,617.00	
ENDING FUND BALANCE		1,179,618.21	657,317.00	682,017.00	1,198,490.77	1,171,117.00	

Charter Township of Union
590 - Sewer Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Revenues							
590-000-456.000	CONNECTION FEE	86,974.12	100,000.00	100,000.00	74,197.35	100,000.00	0.00
590-000-539.000	STATE GRANTS	326,802.49	0.00	0.00	0.00	0.00	0.00
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	38,491.35	0.00	200,000.00	0.00	0.00	(200,000.00)
	*Pump Station #1 Rebid for Expected Project Completion in 2020						
590-000-627.000	SERVICE	1,289,236.80	1,316,667.00	1,316,667.00	981,245.48	1,316,667.00	0.00
590-000-627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00
590-000-628.000	INSPECTION FEE	1,800.00	500.00	500.00	0.00	500.00	0.00
590-000-655.000	FINES & FORFEITURES	27,993.26	20,500.00	28,000.00	32,999.13	28,000.00	0.00
590-000-665.000	INTEREST EARNED	50,588.77	30,000.00	60,000.00	70,390.72	80,000.00	20,000.00
	*Increased Budget Based on YTD Actual Amounts						
590-000-665.100	INTEREST EARNED-SPEC ASSESS	688.58	5,600.00	5,600.00	210.01	5,600.00	0.00
590-000-670.000	DEBT RETIREMENT	1,098,994.85	1,091,503.00	1,091,503.00	831,263.30	1,091,503.00	0.00
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	600.00	300.00	300.00	0.00	300.00	0.00
590-000-671.000	OTHER REVENUE	5,723.47	500.00	3,200.00	2,872.21	3,200.00	0.00
590-000-672.500	REVENUE-SPECIAL ASSESS	0.00	23,000.00	23,000.00	17,152.30	23,000.00	0.00
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	5,500.00	10,000.00	4,500.00	10,000.00	0.00
Total Revenues		2,927,893.69	2,592,570.00	2,837,270.00	2,014,830.50	2,657,270.00	(180,000.00)
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
590-536-702.000	SALARIES & WAGES	220,465.40	256,918.00	256,918.00	203,585.04	256,918.00	0.00
590-536-702.500	OVERTIME	4,940.67	4,950.00	4,950.00	5,815.48	6,000.00	1,050.00
	*Increased Budget for Higher Than Expected Overtime Needed						
590-536-708.000	UNEMPLOYMENT	2,244.64	2,727.00	2,727.00	1,825.33	2,727.00	0.00
590-536-709.000	EMPLR FICA CONTR	14,134.38	16,591.00	16,591.00	12,939.77	16,591.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	3,306.00	3,880.00	3,880.00	3,026.53	3,880.00	0.00
590-536-712.000	TEMPORARY LABOR	6,700.00	11,440.00	11,440.00	3,666.50	11,440.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	15,818.78	18,270.00	18,270.00	14,817.44	18,270.00	0.00

Charter Township of Union
590 - Sewer Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
590-536-718.500	HEALTH INSURANCE	61,955.95	71,314.00	71,314.00	65,488.54	71,314.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(2,897.09)	(4,488.00)	(4,488.00)	(3,897.69)	(4,488.00)	0.00
590-536-719.000	DENTAL INSURANCE	3,522.22	4,262.00	4,262.00	3,740.50	4,262.00	0.00
590-536-719.800	VISION INSURANCE	269.31	763.00	763.00	480.95	763.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(134.65)	(381.00)	(381.00)	(240.51)	(381.00)	0.00
590-536-724.000	WORKER'S COMP	1,700.35	2,274.00	2,274.00	2,065.37	2,500.00	226.00
	*Increased Budget Due to Experience Rate Increase for 2019/2020						
590-536-725.000	LIFE & DISABILITY BENEFIT	1,045.55	1,777.00	1,777.00	1,118.38	1,777.00	0.00
590-536-726.000	COMPENSATED ABSENCES	5,632.01	0.00	0.00	0.00	0.00	0.00
590-536-752.000	OFFICE SUPPLIES	820.23	4,000.00	4,000.00	1,006.16	2,000.00	(2,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-754.000	OPERATING SUPPLIES	4,526.72	10,000.00	10,000.00	2,804.01	5,000.00	(5,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-759.000	GAS/FUEL	9,122.29	10,000.00	10,000.00	6,294.05	10,000.00	0.00
590-536-767.000	UNIFORMS	817.61	3,000.00	3,000.00	429.17	1,000.00	(2,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	42,912.07	23,500.00	37,600.00	33,862.12	37,600.00	0.00
590-536-826.000	LEGAL FEES	21,222.28	10,000.00	10,000.00	2,078.00	5,000.00	(5,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-827.000	LEGAL SETTLEMENT	13,500.00	0.00	0.00	0.00	0.00	0.00
590-536-850.000	COMMUNICATIONS	2,035.64	3,500.00	3,500.00	1,284.48	2,500.00	(1,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-851.000	MAIL/POSTAGE	2,350.00	4,000.00	4,000.00	2,756.67	3,000.00	(1,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	481.63	750.00	750.00	780.26	750.00	0.00
590-536-890.000	SAFETY	7,905.74	6,000.00	7,600.00	4,770.53	7,600.00	0.00
590-536-900.000	PRINTING & PUBLISHING	360.37	750.00	1,500.00	1,343.08	1,500.00	0.00
590-536-910.000	PROFESSIONAL DEVELOPMENT	870.00	5,000.00	5,000.00	630.00	1,000.00	(4,000.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-910.100	SEMINAR LODGING	97.17	1,000.00	1,000.00	0.00	1,000.00	0.00

Charter Township of Union
590 - Sewer Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
590-536-910.200	SEMINAR MEALS	0.00	500.00	500.00	0.00	500.00	0.00
590-536-915.000	MEMBERSHIP & DUES	537.50	1,200.00	1,200.00	500.50	1,200.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	67,044.88	77,500.00	77,500.00	55,660.71	70,000.00	(7,500.00)
	*Decreased Budget because Original Amount Budgeted was Overestimated						
590-536-930.000	REPAIRS	6,790.55	175,000.00	175,000.00	59,701.36	175,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	1,145.32	27,000.00	27,000.00	7,084.34	27,000.00	0.00
590-536-930.200	MAINT-GROUNDS	845.14	5,750.00	5,750.00	3,556.53	5,750.00	0.00
590-536-930.300	MAINT-BUILDINGS	856.62	5,000.00	5,000.00	625.64	5,000.00	0.00
590-536-933.000	MAINT-VEHICLES	2,687.68	6,000.00	8,000.00	5,210.97	8,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	8,740.59	310,000.00	310,000.00	12,555.88	310,000.00	0.00
590-536-934.300	OPTO 22 MAINTENANCE	11,354.90	15,000.00	15,000.00	4,112.89	15,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,890.00	5,500.00	5,500.00	2,862.52	5,500.00	0.00
590-536-935.000	PROPERTY/LIABILITY INSURANCE	18,182.13	16,600.00	18,300.00	18,863.31	19,000.00	700.00
	*Increased Budget because Original Amount Budgeted was Underestimated						
590-536-955.000	MISC.	21.00	0.00	0.00	15.00	0.00	0.00
590-536-972.013	HOOKUP LABOR & MATERIAL	0.00	10,000.00	10,000.00	364.77	10,000.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	215,000.00	306,627.00	23,684.90	91,627.00	(215,000.00)
	*Pump Station #1 to be Rebid/Work Done in 2020						
590-536-975.000	BUILDINGS, BUILDING ADDITIONS & IMPROVE	0.00	0.00	42,000.00	41,172.38	42,000.00	0.00
590-536-977.000	NEW EQUIPMENT PURCHASE	1,417.02	19,750.00	22,000.00	7,688.92	17,750.00	(4,250.00)
	*Decreased Budget for Ground Radar Equipment Purchase now Expected in 2020						
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	344.98	2,000.00	2,000.00	1,151.72	2,000.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	5,305.25	13,645.00	13,645.00	9,890.86	13,645.00	0.00
590-536-981.000	NEW VEHICLE PURCHASE	0.00	0.00	25,183.00	25,183.00	25,183.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		573,888.83	1,377,242.00	1,558,452.00	652,356.36	1,313,678.00	(244,774.00)
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	223,841.27	277,651.00	277,651.00	238,299.33	277,651.00	0.00
590-540-702.500	OVERTIME	10,751.27	11,200.00	11,200.00	11,300.42	13,000.00	1,800.00
	*Increased Budget Due to no Temp Labor at the Waster Water Treatment Plant in 2019						

Charter Township of Union
590 - Sewer Fund
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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
590-540-708.000	UNEMPLOYMENT	1,709.78	2,132.00	2,132.00	1,841.83	2,132.00	0.00
590-540-709.000	EMPLR FICA CONTR	14,356.64	18,063.00	18,063.00	15,085.05	18,063.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	3,357.58	4,224.00	4,224.00	3,527.94	4,224.00	0.00
590-540-712.000	TEMPORARY LABOR	1,739.50	8,320.00	8,320.00	0.00	0.00	(8,320.00)
	*Decreased Budget Due to no Temp Labor at the Waste Water Treatment Plant in 2019						
590-540-716.000	EMPLR RETIREMENT CONTR	17,593.62	21,664.00	21,664.00	18,719.94	21,664.00	0.00
590-540-718.500	HEALTH INSURANCE	72,340.78	101,000.00	101,000.00	85,249.36	101,000.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(3,845.82)	(6,944.00)	(6,944.00)	(6,113.46)	(6,944.00)	0.00
590-540-719.000	DENTAL INSURANCE	4,600.14	6,758.00	6,758.00	5,875.49	6,758.00	0.00
590-540-719.800	VISION INSURANCE	412.23	1,180.00	1,180.00	1,080.86	1,180.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(206.12)	(590.00)	(590.00)	(540.43)	(590.00)	0.00
590-540-724.000	WORKER'S COMP	2,881.80	4,172.00	4,172.00	3,929.07	5,000.00	828.00
	*Increased Budget Due to Experience Rate Increase for 2019/2020						
590-540-725.000	LIFE & DISABILITY BENEFIT	1,241.98	1,431.00	1,431.00	1,506.64	1,550.00	119.00
	*Increased Budget because Original Amount Budgeted was Underestimated						
590-540-743.000	CHEMICALS	39,767.90	45,000.00	45,000.00	34,574.47	45,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	18,341.26	25,000.00	25,000.00	13,166.64	25,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	449.73	500.00	500.00	781.21	500.00	0.00
590-540-754.000	OPERATING SUPPLIES	10,155.02	11,500.00	11,500.00	8,509.45	11,500.00	0.00
590-540-759.000	GAS/FUEL	1,932.79	3,000.00	3,000.00	1,855.94	3,000.00	0.00
590-540-767.000	UNIFORMS	1,579.29	2,000.00	2,000.00	469.96	2,000.00	0.00
590-540-774.100	BIOXIDE	50,252.65	60,000.00	60,000.00	42,146.43	60,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	32,301.90	36,250.00	39,950.00	32,668.92	39,950.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	21,426.60	32,000.00	32,000.00	0.00	32,000.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	5,962.00	5,500.00	5,500.00	7,908.00	8,000.00	2,500.00
	*Increased Budget because Original Amount Budgeted was Underestimated						
590-540-850.000	COMMUNICATIONS	3,517.72	3,500.00	3,500.00	2,672.31	3,500.00	0.00
590-540-851.000	MAIL/POSTAGE	107.95	750.00	750.00	142.16	750.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	0.00	500.00	0.00
590-540-890.000	SAFETY	4,394.51	7,500.00	9,100.00	7,238.74	9,100.00	0.00

Charter Township of Union
590 - Sewer Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
590-540-900.000	PRINTING & PUBLISHING	1,055.85	500.00	500.00	286.95	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	1,880.00	4,000.00	4,000.00	3,465.00	4,000.00	0.00
590-540-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
590-540-910.200	SEMINAR MEALS	0.00	250.00	250.00	0.00	250.00	0.00
590-540-915.000	MEMBERSHIP & DUES	228.00	500.00	500.00	233.00	500.00	0.00
590-540-917.000	PROPANE	3,056.30	12,000.00	12,000.00	0.00	12,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	144,781.21	176,000.00	176,000.00	123,220.39	176,000.00	0.00
590-540-920.200	WATER & SEWER QTR. BILLING	9,387.40	0.00	0.00	8,478.30		0.00
590-540-930.001	MAINT-EQUIPMENT	2,181.59	11,500.00	11,500.00	1,839.87	11,500.00	0.00
590-540-930.200	MAINT-GROUNDS	2,706.89	2,500.00	2,500.00	2,468.64	2,500.00	0.00
590-540-930.300	MAINT-BUILDINGS	3,815.76	5,000.00	5,000.00	809.45	5,000.00	0.00
590-540-933.000	MAINT-VEHICLES	569.72	2,500.00	2,500.00	1,029.43	2,500.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	4,105.35	6,000.00	6,000.00	2,070.34	6,000.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	435.38	4,000.00	4,000.00	1,610.15	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	8,340.27	15,000.00	15,000.00	9,312.39	15,000.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	6,827.86	25,000.00	25,000.00	15,496.08	25,000.00	0.00
590-540-934.984	SOLIDS EQUIPMENT MAINT.	9,173.22	15,000.00	15,000.00	5,905.77	15,000.00	0.00
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	5,496.72	6,000.00	6,000.00	5,835.43	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	1,900.98	6,000.00	6,000.00	842.58	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	6,620.53	38,000.00	38,000.00	26,453.28	38,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	13,582.71	17,500.00	17,500.00	14,110.90	17,500.00	0.00
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00
590-540-958.100	PERMITS & FEES	8,371.40	13,000.00	13,000.00	5,760.00	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	4,373.98	222,000.00	224,250.00	29,933.12	41,250.00	(183,000.00)
	*Decreased Budget Due to Screw Pump #3 Project to be Done in 2020						
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	423.59	750.00	750.00	25.47	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	3,260.31	11,445.00	11,445.00	1,513.34	11,445.00	0.00
Total Dept 540 - WWTP		783,538.99	1,278,956.00	1,286,506.00	792,596.15	1,100,433.00	(186,073.00)

Charter Township of Union
590 - Sewer Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 11/21/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Dept 906 - DEBT SERVICE							
590-906-990.000	BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	39,850.00	39,847.76	39,850.00	0.00
590-906-995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	55,070.95	45,475.00	45,475.00	45,472.50	45,475.00	0.00
590-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	750.00	800.00	0.00
590-906-996.003	BOND INTEREST-RURAL DEVELOPMENT	153,104.71	151,890.00	151,890.00	91,803.92	151,890.00	0.00
Total Dept 906 - DEBT SERVICE		248,773.42	238,015.00	238,015.00	177,874.18	238,015.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
590-910-992.500	LEASE PAYABLE INTEREST	432.16	400.00	400.00	425.90	400.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		432.16	400.00	400.00	425.90	400.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	663,102.75	700,000.00	700,000.00	0.00	700,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		663,102.75	700,000.00	700,000.00	0.00	700,000.00	0.00
TOTAL EXPENSES		2,269,736.15	3,594,613.00	3,783,373.00	1,623,252.59	3,352,526.00	(430,847.00)
TOTAL REVENUES		2,927,893.69	2,592,570.00	2,837,270.00	2,014,830.50	2,657,270.00	(180,000.00)
TOTAL EXPENSES		2,269,736.15	3,594,613.00	3,783,373.00	1,623,252.59	3,352,526.00	(430,847.00)
NET OF REVENUES & EXPENSES		658,157.54	(1,002,043.00)	(946,103.00)	391,577.91	(695,256.00)	250,847.00
BEGINNING FUND BALANCE		13,431,268.00	14,089,427.00	14,089,427.00	14,089,427.00	14,089,427.00	
ENDING FUND BALANCE		14,089,425.54	13,087,384.00	13,143,324.00	14,481,004.91	13,394,171.00	

Charter Township of Union
591 - Water Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END	2019	2019	YTD	2019	2019
		BALANCE	ORIGINAL	AMENDED	BALANCE	PROPOSED	PROPOSED
		12/31/2018	BUDGET	BUDGET	12/31/2019	BUDGET	AMENDMENT
Revenues							
591-000-450.000	WATER SALES	1,370,507.57	1,263,127.00	1,263,127.00	1,047,000.88	1,263,127.00	0.00
591-000-450.100	BULK WATER SALES	605.00	2,000.00	2,000.00	240.00	2,000.00	0.00
591-000-450.200	FINAL READ	1,830.00	1,700.00	1,700.00	1,655.00	1,700.00	0.00
591-000-450.300	TURN-OFF	2,283.00	2,000.00	2,000.00	1,690.00	2,000.00	0.00
591-000-452.000	LATERALS	4,596.00	5,000.00	5,000.00	1,458.00	5,000.00	0.00
591-000-454.000	BENEFIT FEES	32,775.00	30,000.00	30,000.00	29,475.92	30,000.00	0.00
591-000-459.000	CONNECTION FEES	118,270.00	50,000.00	50,000.00	58,119.00	60,000.00	10,000.00
	*Increased Budget Based on Current YTD Estimates						
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	500.00	5,000.00	4,600.00	5,000.00	0.00
591-000-539.000	STATE GRANTS	29,349.00	0.00	14,000.00	0.00	14,000.00	0.00
591-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	159,851.58	0.00	4,000.00	0.00	4,000.00	0.00
591-000-628.000	INSPECTION FEE	1,600.00	1,000.00	1,000.00	1,100.00	1,000.00	0.00
591-000-655.000	FINES & FORFEITURES	16,386.94	16,000.00	16,000.00	18,041.51	18,000.00	2,000.00
	*Increased Budget Based on Current YTD Estimates						
591-000-665.000	INTEREST EARNED	49,562.98	29,000.00	65,000.00	62,483.28	71,000.00	6,000.00
	*Increased Budget Based on Current YTD Estimates						
591-000-665.100	INTEREST EARNED-SPEC ASSESS	4,030.91	5,700.00	4,000.00	0.00	4,000.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	42,493.05	51,850.00	51,850.00	47,171.49	51,850.00	0.00
591-000-671.000	OTHER REVENUE	8,318.69	1,000.00	20,000.00	19,846.02	20,000.00	0.00
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	10,200.00	10,200.00	10,152.63	10,200.00	0.00
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	5,000.00	4,500.00	5,000.00	0.00
Total Revenues		1,842,459.72	1,469,577.00	1,549,877.00	1,307,533.73	1,567,877.00	18,000.00

Charter Township of Union
591 - Water Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END	2019	2019	YTD	2019	2019
		BALANCE	ORIGINAL	AMENDED	BALANCE	PROPOSED	PROPOSED
		12/31/2018	BUDGET	BUDGET	12/31/2019	BUDGET	BUDGET AMENDMENT
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
591-536-702.000	SALARIES & WAGES	349,181.94	376,643.00	376,643.00	314,788.11	376,643.00	0.00
591-536-702.500	OVERTIME	25,121.81	27,950.00	27,950.00	21,259.94	27,950.00	0.00
591-536-708.000	UNEMPLOYMENT	3,506.21	3,593.00	3,593.00	2,599.96	3,593.00	0.00
591-536-709.000	EMPLR FICA CONTR	23,359.83	25,292.00	25,292.00	20,649.84	25,292.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	5,462.44	5,915.00	5,915.00	4,828.86	5,915.00	0.00
591-536-712.000	TEMPORARY LABOR	9,598.50	11,440.00	11,440.00	4,111.00	11,440.00	0.00
591-536-716.000	EMPLR RETIREMENT CONTR	26,813.22	28,974.00	28,974.00	24,102.35	28,974.00	0.00
591-536-718.500	HEALTH INSURANCE	105,047.25	116,514.00	116,514.00	99,552.83	116,514.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,519.79)	(7,552.00)	(7,552.00)	(6,604.23)	(7,552.00)	0.00
591-536-719.000	DENTAL INSURANCE	7,026.09	8,392.00	8,392.00	6,523.06	8,392.00	0.00
591-536-719.800	VISION INSURANCE	463.63	1,105.00	1,105.00	790.90	1,105.00	0.00
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(231.75)	(550.00)	(550.00)	(395.26)	(550.00)	0.00
591-536-724.000	WORKER'S COMP	5,531.96	7,331.00	7,331.00	6,707.89	8,500.00	1,169.00
	*Increased Budget Due to Experience Rate Increase for 2019/2020						
591-536-725.000	LIFE & DISABILITY BENEFIT	1,836.41	2,302.00	2,302.00	1,747.39	2,302.00	0.00
591-536-726.000	COMPENSATED ABSENCES	1,389.17	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	890.54	4,000.00	4,000.00	1,241.58	4,000.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	41,312.11	45,000.00	45,000.00	37,201.69	47,000.00	2,000.00
	*Increased Budget Due to Additional Chlorine to be Ordered before the End of the Year						
591-536-754.000	OPERATING SUPPLIES	10,191.05	12,500.00	12,500.00	6,938.07	12,500.00	0.00
591-536-759.000	GAS/FUEL	9,639.93	10,000.00	10,000.00	5,856.42	10,000.00	0.00
591-536-767.000	UNIFORMS	917.61	3,000.00	3,000.00	529.16	1,000.00	(2,000.00)
	*Decreased Budget Based on Current YTD and Prior YTD Totals						
591-536-774.100	MXU	8,100.00	14,000.00	14,000.00	4,050.00	14,000.00	0.00
591-536-800.000	WELL HEAD PROTECTION	0.00	0.00	28,000.00	27,500.00	28,000.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	34,540.77	23,650.00	35,100.00	40,268.58	42,100.00	7,000.00
	*Increased Budget for Color Copy Overage Charges \$1,000						
	*Increased Budget for MDEQ Public Water Fee \$6,000 not in Original Budget						

Charter Township of Union
591 - Water Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END	2019	2019	YTD	2019	2019
		BALANCE	ORIGINAL	AMENDED	BALANCE	PROPOSED	PROPOSED
		12/31/2018	BUDGET	BUDGET	12/31/2019	BUDGET	BUDGET AMENDMENT
591-536-801.002	LAB FEES	8,825.65	10,000.00	10,000.00	5,686.40	10,000.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(45,000.00)	(45,000.00)	0.00	(45,000.00)	0.00
591-536-801.800	WATER STUDY	58,218.34	0.00	0.00	1,993.00	3,000.00	3,000.00
	*Increased Budget Based on Remaining Balance Due on the Joint Water Systems Study						
591-536-826.000	LEGAL FEES	21,222.29	10,000.00	10,000.00	2,078.00	3,000.00	(7,000.00)
	*Decreased Budget Based on Current YTD Actuals						
591-536-827.000	LEGAL SETTLEMENT	13,500.00	0.00	0.00	0.00	0.00	0.00
591-536-850.000	COMMUNICATIONS	6,318.36	9,000.00	9,000.00	4,969.38	7,000.00	(2,000.00)
	*Decreased Budget because Original Amount Budgeted was overestimated						
591-536-851.000	MAIL/POSTAGE	2,670.33	2,440.00	2,440.00	2,766.39	2,800.00	360.00
	*Increase Budget for Additional Postage Needed in Fiscal Year 2019						
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	479.65	1,000.00	1,000.00	713.58	1,000.00	0.00
591-536-890.000	SAFETY	4,530.95	6,000.00	7,600.00	4,954.34	7,600.00	0.00
591-536-900.000	PRINTING & PUBLISHING	2,229.62	3,500.00	3,500.00	3,489.80	3,500.00	0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	1,880.00	6,000.00	6,000.00	2,720.00	6,000.00	0.00
591-536-910.100	SEMINAR LODGING	97.18	1,000.00	1,000.00	253.05	1,000.00	0.00
591-536-910.200	SEMINAR MEALS	0.00	450.00	450.00	32.01	450.00	0.00
591-536-915.000	MEMBERSHIP & DUES	773.50	900.00	900.00	670.50	900.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	128,768.21	154,000.00	154,000.00	110,353.88	130,000.00	(24,000.00)
	*Decreased Budget because Original Amount Budgeted was overestimated						
591-536-930.000	REPAIRS	2,521.38	62,500.00	62,500.00	11,176.08	62,500.00	0.00
591-536-930.001	MAINT-EQUIPMENT	11,416.28	15,000.00	15,000.00	7,387.10	15,000.00	0.00
591-536-930.200	MAINT-GROUNDS	1,540.52	5,750.00	5,750.00	4,199.54	5,750.00	0.00
591-536-930.300	MAINT-BUILDINGS	2,793.78	10,000.00	10,000.00	5,986.18	10,000.00	0.00
591-536-933.000	MAINT-VEHICLES	3,023.29	6,000.00	25,000.00	22,304.13	25,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	5,015.00	60,000.00	60,000.00	41,978.93	60,000.00	0.00
591-536-933.200	MAINT-TREATMENT PLANTS	11,040.21	37,500.00	62,616.00	43,601.10	62,616.00	0.00
591-536-933.300	MAINT-WATER TOWERS	4,962.11	10,000.00	10,000.00	8,953.44	10,000.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	3,760.10	8,000.00	8,000.00	4,552.43	8,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,204.98	3,700.00	3,700.00	4,571.53	3,700.00	0.00

Charter Township of Union
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GL NUMBER	DESCRIPTION	END	2019	2019	YTD	2019	2019
		BALANCE	ORIGINAL	AMENDED	BALANCE	PROPOSED	PROPOSED
		12/31/2018	BUDGET	BUDGET	12/31/2019	BUDGET	BUDGET AMENDMENT
591-536-935.000	PROPERTY/LIABILITY INSURANCE	20,354.37	17,500.00	17,500.00	21,145.90	22,000.00	4,500.00
	*Increased Budget based on Previous YTD Actuals and Current YTD Actuals						
591-536-940.500	ROYALTIES	4,712.64	4,500.00	4,500.00	4,179.12	4,500.00	0.00
591-536-955.000	MISC.	524.58	0.00	0.00	0.00	0.00	0.00
591-536-965.000	CONTRIBUTION TO OTHER UNITS OF GOVT	12,326.58	0.00	0.00	0.00	0.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	0.00	0.00	108,000.00	51,892.75	108,000.00	0.00
591-536-972.013	HOOKUP LABOR & MATERIAL	172,692.14	50,000.00	50,000.00	12,631.48	50,000.00	0.00
591-536-975.000	BUILDINGS, BUILDING ADDITIONS & IMPROVE	0.00	0.00	42,000.00	41,172.37	42,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	1,396.14	21,250.00	64,000.00	48,255.71	59,750.00	(4,250.00)
	*Decreased Budget for Ground Radar Equipment Purchase now Expected in 2020						
591-536-977.600	METER REPLACEMENT PROGRAM	6,870.00	15,000.00	15,000.00	11,500.00	15,000.00	0.00
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	344.98	2,000.00	2,000.00	1,193.33	2,000.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	7,320.16	13,645.00	13,645.00	10,430.83	13,645.00	0.00
591-536-981.000	NEW VEHICLE PURCHASE	0.00	0.00	25,183.00	25,183.00	25,183.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		1,188,512.25	1,221,134.00	1,524,233.00	1,147,223.42	1,503,012.00	(21,221.00)
Dept 906 - DEBT SERVICE							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	2,578.75	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	750.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	59,821.06	57,500.00	57,500.00	57,792.50	57,500.00	0.00
Total Dept 906 - DEBT SERVICE		62,149.81	59,879.00	59,879.00	61,121.25	59,879.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
591-910-992.500	LEASE PAYABLE INTEREST	519.96	500.00	500.00	293.30	500.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		519.96	500.00	500.00	293.30	500.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
591-960-969.000	DEPRECIATION EXPENSE	353,538.01	350,000.00	350,000.00	0.00	350,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		353,538.01	350,000.00	350,000.00	0.00	350,000.00	0.00

Charter Township of Union
591 - Water Fund
2019 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 12/31/2019	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
TOTAL EXPENSES		1,604,720.03	1,631,513.00	1,934,612.00	1,208,637.97	1,913,391.00	(21,221.00)
TOTAL REVENUES		1,842,459.72	1,469,577.00	1,549,877.00	1,307,533.73	1,567,877.00	18,000.00
TOTAL EXPENSES		1,604,720.03	1,631,513.00	1,934,612.00	1,208,637.97	1,913,391.00	(21,221.00)
NET OF REVENUES & EXPENSES		237,739.69	(161,936.00)	(384,735.00)	98,895.76	(345,514.00)	39,221.00
BEGINNING FUND BALANCE		10,775,672.00	11,013,414.00	11,013,414.00	11,013,414.00	11,013,414.00	
ENDING FUND BALANCE		11,013,411.69	10,851,478.00	10,628,679.00	11,112,309.76	10,667,900.00	

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees **DATE:** November 18, 2019
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 11/26/19
ACTION REQUESTED: Consider the approval of a Resolution setting the FY 2020 annual salary for the officers composing the Township Board

Current Action Emergency

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

Finance Approval *MDS* _____

BACKGROUND INFORMATION

To ensure the electors have plain notice in the event anyone wants to contest the salary levels as allowed under Section 41.95 (3) of Revised Statutes of 1846 - Chapter 16, it is necessary to set the Board of Trustee’s annual salary each fiscal year.

The adoption of the attached Resolution will fulfill this requirement. The annual salary(s) will be as follows:

- Supervisor: \$30,640 per annum¹
- Clerk: \$21,190 per annum
- Treasurer: \$21,190 per annum
- Trustee: \$7,500 per annum

¹In addition to the above, the Resolution reflects a change in the Supervisor’s annual salary effective at 12:00 p.m. on November 20, 2020 following the November general election, at which time the salary for the Supervisor shall be \$12,500 per annum and, the Supervisor will be entitled to a per diem amount for attendance at Board of Review meetings in the same amount as other Board of Review members receive.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

To allow for proper notice should a citizen wants to contest the levels, the attached Resolution should be adopted.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the approval of the Resolution (From Policy 1.0: Global End)

- Community well-being and common good

COSTS

The annual salary for all positions is the same as FY 2019 except for the Supervisor, which will change to \$12,500 per annum following the next general election to be held in November 2020.

PROJECT TIME TABLE

The annual salary will be effective 1/1/20 for all positions. Effective at 12:00 pm on November 20, 2020 the Supervisor's pay will change to \$12,500 per annum and the Supervisor will also be entitled to Board of Review member per diem pay.

RESOLUTION

Attached

**RESOLUTION TO ESTABLISH CHARTER TOWNSHIP OF UNION BOARD OFFICER FISCAL YEAR
2020 SALARY**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the 26th day of November 2019:

Present:

Absent:

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board;

THEREFORE, BE IT RESOLVED that for fiscal year 2020 the salary of the Board Officers shall be as follows:

Supervisor: \$30,640 per annum

Clerk: \$21,190 per annum

Treasurer: \$21,190 per annum

Trustee: \$7,500 per annum

BE IT FURTHER RESOLVED, that effective November 20, 2020 following the November general election, the salary for the Supervisor shall be \$12,500 per annum, and the Supervisor will be entitled to a per diem amount for attendance at Board of Review meetings in the same amount as other Board of Review members receive.

This resolution offered by board member _____

Supported by board member _____

Upon a roll call vote, the following voted: _____ Aye _____ No

The Resolution is declared adopted.

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Tuesday, November 26, 2019

_____ Lisa Cody, Clerk

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: November 20, 2019

Policy Review: 2.8 Emergency Township Manager Succession
Type of Review: Internal
Review Interval: Annual
Review Month: November 2019

Policy Wording

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

Manager Interpretation

The Township Manager interprets this policy to mean that a plan, with named individuals, is critical to continuing to achieve the organization's mission and goals as well as maintaining normal daily operations in case of an unforeseen event, such as death, disability or unplanned extended absence of the Township Manager.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself and the general principles involved with emergency succession planning.

Data

The Township does not currently have a Board approved emergency Township Manager Succession Plan nor have there been two named individuals designated to act in the role of Township Manager in the event of the death, disability or unplanned extended absence of the Township Manager. To rectify this situation, the attached "Township Manager Succession Plan" is offered for consideration.

Compliance

The Township has not been in compliance with the policy. However, if approved compliance will be achieved.

Township Manager Succession Plan

Created: November 2019

Requirement for Plan: Governance Policy 2.8

Board of Trustee Approval: XYZ Date

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Charter Township of Union to be prepared for an eventual change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified.

The Board of Trustees shall be responsible for implementing this. To insure the organization's operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits a permanent replacement, the Board will appoint an Interim Manager as described below.

The Interim Manager shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed and monitored including but not limited to reports due, contracts and other obligations to partners and counter-parties.

Procedures for Succession:

For a temporary change in Manager leadership (i.e. illness, resignation, leave of absence) the Board of Trustees shall, within 3 business days, appoint an Interim Manager according to the following line of succession:

- a. Public Services Department Director
- b. Finance Department Director

In order to ensure the capacity of these positions to assume the role of Interim Manager, the Manager will coach these staff members and expose them to organizational issues beyond their immediate areas of responsibility to ensure they are ready to fulfill this role.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: November 21, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/26/2019
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.8 – Board Committee Principles and; Policy No. 3.9 – Board Committee Structure	

Current Action X Emergency

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

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 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Attached to this memo are complete copies of Policy No’s 3.8 and 3.9

Board Policy 3.8 – Board Committee Principles

At its’ highest level, the Policy states:

“Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to Township Manager.”

Board Policy 3.9 - Board Committee Structure

The Policy states, in part:

“A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.”

To my knowledge, the only committee that currently exists is the Sustainability Committee. The Advisory Committee on Community Sustainability was initially created on Jan 14, 2009 via Board action. The minutes of that meeting do not indicate what the original charge of the Committee was to be and so it is unclear whether the original charge of the committee has been met and therefore, whether the Committee should cease to exist as contemplated in Policy 3.9.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.8 and 3.9.

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: November 2019

Policy:

3.8 POLICY TITLE: *BOARD COMMITTEE PRINCIPLES*

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.

3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.

3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.

3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

3.9 POLICY TITLE: *BOARD COMMITTEE STRUCTURE*

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Use this evaluation form for discussion at the Board of Trustees Meeting on November 26, 2019.

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

1. Indicate item by item if you believe (Yes or No) 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, 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 to live by our policies more completely?