



BOARD OF TRUSTEES
Regular Meeting
December 18, 2019
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appointment to Planning Commission
 2. Appointments to Zoning Board of Appeals
 3. Appointments to Construction Board of Appeals
 - B. Planning Commission and ZBA updates by Township Planner
 - C. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – November 26, 2019 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action (Stuhldreher): Board adoption of the FY 2020 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water and adoption of the 2020 fee schedule
 - B. Discussion/Action (Board of Trustees) Policy Governance 2.4 Financial Planning/Budgeting
 - C. Discussion/Action (Board of Trustees) Annual review of Policy Governance 3.0 Global Governance Process
 - D. Discussion/Action: (Stuhldreher) Consider approval of the Supervisory Unit Collective Bargaining Group Agreement

E. Discussion/Action: (Stuhldreher) Consider approval of the Non-Supervisory Collective Bargaining Group Agreement

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	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
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: 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: Sarjit Chowdhary 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:

- 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):

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:

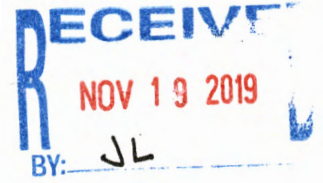
As a lifelong resident of Mt. Pleasant and having lived in Union Township for the past 20 years I feel that my background as well as my work experience and knowledge of Mt. Pleasant and Union Township would make me a good candidate for this Board. I am also interested in becoming more involved in local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



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: Brandon LaBelle Date: 12-4-2019
Address: 1835 Chadwick Ct., Mt. Pleasant, MI 48858
Phone (home) _____ (cell) 989-621-3025 (work) 989-817-4921
Email: brandon@labellerealty.net
Occupation: Real Estate Broker

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):

I have lived in Union Township most of my life and enjoy volunteering in 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):

I have served terms on the Union Township planning commission twice in the last 7 years

Signature: *Brandon LaBelle* Date: 12-4-2019

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: JIM ENGLER Date: 12-4-2019
Address: 2303 AMBER LAKE
Phone (home) 989 3302413 (cell) 989-530 2413 (work) _____
Email: engler220@aol.com
Occupation: REAL ESTATE BROKER

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):

I JUST WANT TO HELP UNION TOWNSHIP MOVE FORWARD.

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

I HAVE SERVED ON WEST DDA, ISABELLA Co. ROAD COMMISSION

Signature: Date: 12-4-2019

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



Name: Colin Herren Date: 12/9/19
Address: 4349 E Wing Road
Phone (home) _____ (cell) 989-621-5477 (work) 989-772-2202
Email: colin@greenwaldbc.com
Occupation: Builder

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 |

1 OTHER *Specify Board: Construction Board of Appeals

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

To serve as a educated, community minded member to resolve building & inspection related disputes
as they might arise.

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):

Previous board member, 25 year licensed builder, very involved in the code promulgation process, have been very involved in the national, state and local rules and political process as it relates to construction industry issues, leadership role for 24 years with the home builders association.

Signature: Colin Herren Date: 12/9/19



APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION APPLICATION

Name: Richard L. McGuirk Date: 12-10-2019

Address: 770 Stoneridge Drive, Mount Pleasant, MI 48858

Phone (home) (cell) 989-621-5000 (work) 989-817-4411

Email: rick@livewithunited.com

Occupation: Real Estate - Property Management

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
X Resident in Union Township
OTHER *Specify Board:

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

I have served on several boards in a variety of capacities. I feel my experience and skill set would allow me to be an asset to Union Township. I feel passionate about being involved in making good choices for the community that I live and serve.

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 the attached qualifications listing.

Signature: Richard L. McGuirk Date: 12/10/2019

APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION
APPLICATION

Richard L. McGuirk (continued)

Qualifications and other information:

- Board of Trustees, Grant Review Committee, Mt. Pleasant Area Community Foundation (2004 to present)
- Advancement Board, Central Michigan University (2005 to present)
- Former Planning Commissioner – Union Township (2001 - 2008, 2012 - 2015)
- Licensed Builder
- Real Estate Broker
- BSBA – Central Michigan University

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

RECEIVED
DEC 12 2019
BY: _____

Name: Philip Squattrito Date: Dec. 10, 2019
Address: 1797 James Court
Phone (home) 772-5450 (cell) 941-7260 (work) 774-4407
Email: p.squattrito@cmich.edu
Occupation: professor

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

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

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

To continue to apply previous experience on 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):

Served on PC since 2009. Participated in two Master Plan revisions and
the current Zoning revision in progress.

Signature: *Philip J. Squattrito* Date: 12/10/19

PHILIP J. SQUATTRITO

I. Personal

Current Position: Professor, Department of Chemistry and Biochemistry
Central Michigan University
Office: Dow Science Complex 356
Phone: 989-774-4407
E-mail: p.squattrito@cmich.edu

II. Education

Brown University, Providence, RI Sc.B. in chemistry, magna cum laude, June 1982
Northwestern University, Evanston, IL M.S. in chemistry, August 1983; Ph.D. in inorganic chemistry, June 1987

III. Employment History

Central Michigan University, Mt. Pleasant, Michigan
Professor, August 1998 to present
Associate Professor, August 1994 to July 1998
Assistant Professor, August 1989 to July 1994

Texas A & M University, College Station, Texas
Postdoctoral Research Associate, September 1986 to August 1989
Robert A. Welch Foundation Postdoctoral Fellow, 1988-89; Lecturer, Spring 1988

IV. Scholarly Activity

Seventy-Nine Peer-Reviewed Publications in Academic Journals between 1984 and 2019

V. Leadership

President, CMU Faculty Association (2005-2006)
Co-Chair, CMU Faculty Association Bargaining Team (2008, 2011, 2014, 2019)
Co-Chair, CMU Faculty Association Grievance Committee (2013-)
Chair, CMU Academic Senate (2009-2011)
American Chemical Society Central Region 2013 Meeting General Chair (2010-2013)
Chair, Charter Township of Union Planning Commission (2010-)

VI. Honors and Awards

Provost's Award for Outstanding Research and Creative Activity, CMU (1997)
ACS Midland Section Award for Outstanding Achievement in College Chemistry Teaching (1997)
ACS Midland Section Award for Outstanding Service to the American Chemical Society (2006)
Marquis Who's Who in America (2011-)
College of Science and Technology Outstanding Service Award, Central Michigan University (2013)



Charter Township of Union Planning
Commission
2010 South Lincoln
Mt. Pleasant, MI 48858
Phone 989-772-4600
Fax 989-773-1988

SUBJECT: ANNUAL PLANNING COMMISSION REPORT

December 2019

Dear Board of Trustees,

The year 2019 has been an active and fulfilling year for the Charter Township of Union Planning Commission. We would like to thank the Board of Trustees for their guidance and financial support in making 2019 what we believe has been a successful year for the future development of our community. In accordance with the Michigan Planning Enabling Act 33 of 2008 section 125.3819(2) the Planning Commission presents its written annual report to the Board of Trustees.

The focus of 2019 has been the new Zoning Ordinance. The new Zoning Ordinance has been organized into fifteen (15) sections. Utilizing both special meetings with our consultant from McKenna and other meetings we have diligently reviewed and commented on each of the fifteen draft sections. Through this process we have taken all the input from other boards into consideration when reviewing the draft sections. In 2020 we look forward in working with the community, stakeholders and other boards in developing a final draft to present to the Board of Trustees for Adoption in 2020.

Highlights of activity from the Planning Commission are:

- Twelve (12) Site Plan Review applications
- Six (6) Special Use Permit applications
- Four (4) Map Rezoning applications
- Seventeen (17) total meetings

In comparison of past years this year has been on par both number of meetings and applications.

The Sidewalk relief policy developed by the Sidewalk and Pathways Prioritization Committee and adopted by the Township Board in 2018 continued to be instrumental for the Planning Commission. In 2019. Perhaps the highlight of the year was the development of a sidewalk at 1963 E. Remus (McDonalds, corner of Remus and Lincoln) The Planning Commission looks forward to working with the Board of Trustees in 2020.

Sincerely,

Phil Squattrito Planning Commission Chair

Alex Fuller Planning Commission Secretary

		2019	2018	2017	2016	2015
SPR		12	9	11	17	20
SUP		6	6	7	1	3
REZ		4	5	6	1	8
TEXT AMENDMENT				1	1	4
HOP				1	1	3
# of meetings		17	14	19	16	12

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 26, 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 Mielke, and Trustee Woerle

Excused: Trustee Lannen

Approval of Agenda

Hauck moved **Cody** supported to approve the Agenda as amended, to table appointments A1-3 on the Consent Agenda until the December 18th Board of Trustees meeting. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

Chippewa River District Library Presentation by Representatives Ruth Helwig and Lynn Laskowsky

Public Hearings

FY 2020 Budget

Public Hearing open 7:20 p.m.

No comments were offered.

Public Hearing closed 7:20 p.m.

Public Comment - open 7:21 p.m.

No comments were offered.

Reports/Board Comments

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

Mielke nominated **Woerle** supported to re-appointment John Dinse to the Hannah’s Bark Park Advisory Board with term ending 12/31/2021. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Woerle nominated **Cody** supported to re-appointment Ruth Helwig to the Chippewa River District Library with term ending 12/31/2023. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Board Member Reports

Cody – Updates from City of Mt. Pleasant, ZBA and Planning Commission updates

Hauck -Road Commission Updates and Council of Governments

Rice – Sidewalk and Pathway Prioritization Committee next meeting December 2nd. Taxes will be at the Post Office 11/27/19, thank you to Township Assessor for helping with help folding.

Woerle – Commented that the Township received full funding from the Saginaw Chippewa Indian Tribe fall 2%. Mentioned March 31 is the deadline to submit for the Spring 2%.

Consent Agenda

- A. Communications
- B. Minutes – November 13, 2019 - regular meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

BOARD AGENDA

- 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**

Hauck moved Mielke supported to approve the 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. **Vote: Ayes: 6 Nays: 0. Motion Carried.**

- 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**

Hauck moved Mielke supported to approve the FY 2019 Budget Amendment No. 2 for the General fund, Fire fund, Sewer fund and Water fund. **Vote: Ayes: 6 Nays: 0. Motion Carried.**

- C. Discussion/Action (Stuhldreher): Resolution to set board Pay FY2020**

Mielke moved Woerle supported to approve the resolution to set Charter Township of Union Board Officer Salary for the office of the Supervisor, effective 11/20/2020 the salary of the Supervisor shall be set at \$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 the other Board of Review members receive. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Mielke, and Woerle Nays: Gunning. Motion carried.**

- D. Discussion/Action (Board of Trustees) Policy Governance 2.8 Emergency Township Manager Succession**

Discussion was held by the Board of Trustees.

Cody moved Hauck supported approve the Township Manager's Succession policy as amended, changing Procedures for Succession: a. Finance Department Director and b. Public Services Department Director. **Vote: Ayes: 6 Nays: 0. Motion carried.**

- E. Discussion/Action (Board of Trustees) Annual review of Policy Governance 3.8 Board Committee Principles and Policy Governance 3.9 Board Committee Structure**

Discussion was held by the Board of Trustees.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:47 p.m.

No comments were offered.

Closed 8:47 p.m.

MANAGER COMMENTS

- Township Administration/Staff will continue to accept applications for the available openings on Township Boards and Commissions
- Commented that the Accounting Intern has moved to the new Finance Department office. A complete move in date is set for December 15, 2019.
- Commented that Management is in the process of completing 2nd interviews for the Community and Economic Director position.

FINAL BOARD MEMBER COMMENTS

Gunning – Asked about updated sidewalk map for obtaining easements on Bluegrass Rd. for sidewalk completion

Cody – Suggested Winter Hours - 6 p.m. Board of Trustee meeting start time to the Board of Trustees

Hauck – Commented on drug enforcement / explore funding for a dedicated deputy in the Township

Mielke – Stated that he still has questions regarding the water/sewer hook-up fees

CLOSED SESSION

ADJOURNMENT

Rice moved **Woerle** supported to adjourn the meeting at 9:02 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/04/2019	101	300 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	4511 E RIVER	11,735.16
					2279 S MERIDIAN PUMP HOUSE	126.76
					2279 S MERIDIAN	984.54
					4520 E RIVER	486.74
					1046 S MISSION	131.74
					5319 E AIRPORT	75.24
					800 CRAIG HILL	58.15
					1633 S LINCOLN	322.68
					1605 SCULLY	74.97
					2188 E PICKARD	94.26
					1776 E PICKARD	50.52
					1876 E PICKARD	162.58
					1876 S LINCOLN	14.00
					2180 S LINCOLN	26.72
					2424 W MAY	375.86
					2495 E DEERFIELD	343.73
					3248 S CONCOURSE	142.39
					5369 S CRAWFORD	78.57
					3998 E DEERFIELD	93.67
					4795 S MISSION	2,144.89
					4797 S MISSION BARN	470.23
					5076 S MISSION	907.44
					4822 ENCORE	110.35
					4244 E BLUEGRASS	71.54
					5240 E BROOMFIELD	1,034.93
					900 MULBERRY	80.30
					2270 NORTHWAY	29.90
					2055 ENTERPRISE	354.59
					5525 E REMUS	101.83
					1933 S ISABELLA	629.28
					5144 BUDD	26.18
					5143 BUDD	108.91
					1660 BELMONT	110.48
					5537 E BROADWAY	270.17
					48858 LED LIGHT	32.53
					2010 S LINCOLN L4	58.95
					STREET LIGHTS	1,878.99
						<u>23,799.77</u>
12/04/2019	101	301 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
12/04/2019	101	302 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		V
12/05/2019	101	303 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-4TH QTR	454.14
					SEALING LIQUID-POSTAGE METER	76.49
						<u>530.63</u>
12/08/2019	101	304 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD	112.57
					MASTERCARD - BEBOW	585.23
					MASTERCARD - WALDRON	478.68
					MASTERCARD - DEARING	69.05
					MASTERCARD - RADAR	5.38
					MASTERCARD - MCBRIDE	461.49

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD - GALLINAT	6.85
					MASTERCARD - ROCKAFELLOW	263.01
					MASTERCARD - FUSSMAN	54.00
					MASTERCARD - STUHLBREHER	85.00
					MASTERCARD - HOHLBIEN	172.81
					MASTERCARD - TEALL	382.66
					MASTERCARD - OCKERT	73.05
					MASTERCARD - COFFELL	63.60
					MASTERCARD - THEISEN	388.46
						<u>3,201.84</u>
12/08/2019	101	305 (E)	01233	UNITED STATES OF AMERICA Void Reason: WRONG DATE ENTERED	RURAL DEV II BOND PMT (92-05)	58,748.94 V
12/12/2019	101	306 (E)	01186	COYNE PROPANE LLC	PROPANE - ISABELLA TRTMNT PLANT GENERATO PROPANE - WATER PLANT GENERATOR PROPANE - LIFT STATION GENERATOR PROPANE - MERIDIAN WELL SITE GENERATOR MOBILUX EPO	1,092.72 353.16 341.84 389.29 445.80
						<u>2,622.81</u>
11/27/2019	101	21527	MISC	MT. PLEASANT ABSTRACT & TITLE	UB refund for account: 04251	318.06
12/18/2019	101	21528	MISC	EAGLE CREST LDHA LLC	UB refund for account: 03724	5,000.00
12/18/2019	101	21529	01358	21ST CENTURY MEDIA-MICHIGAN	BOT AD	76.95
12/18/2019	101	21530	01476	A LOT A CLEAN	TWP HALL WINDOW CLEANING	113.00
12/18/2019	101	21531	00020	JAMES ALWOOD	WELL SITE LEASE - NOV 2019	324.48
12/18/2019	101	21532	00095	C & C ENTERPRISES, INC.	HAND SOAP - W/S CLOTHING ALLOWANCE - PEAK CLOTHING ALLOWANCE - LOVEBERRY JANITORIAL SUPPLIES JANITORIAL SUPPLIES - WWTP	116.00 74.50 100.00 29.50 87.50
						<u>407.50</u>
12/18/2019	101	21533	01253	CAPITAL EQUIPMENT CLARE LLC	SNOW PLOW - WWTP	1,400.00
12/18/2019	101	21534	01623	CLARK HILL PLC	LEGAL SERVICES-PUNG PROPERTY	3,090.00
12/18/2019	101	21535	00129	CMS INTERNET, LLC	NEW COMPUTER-FINANCE DIRECTOR	1,992.22
12/18/2019	101	21536	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - NOV 2019 FUEL IN TOWNSHIP VEHICLES - NOV 2019	692.52 393.38
						<u>1,085.90</u>
12/18/2019	101	21537	01242	CULLIGAN WATER	WWTP-WATER COOLER RENTAL AUG 19 - JULY 2 WATER COOLER - WWTP NOV 2019 WATER COOLER - MCDONALD PARK NOV 2019	112.00 24.45 5.50
						<u>141.95</u>
12/18/2019	101	21538	01171	DBI BUSINESS INTERIORS	TRASH CANS FOR FINANCE OFFICES MONITOR STAND/WALL FILE/MOUSE PAD - ACC/ BATTERIES/WALL FILE - TWP HALL/FINANCE	16.36 234.40 35.06
						<u>285.82</u>
12/18/2019	101	21539	01658	DELUXE	DBA ICR DEPOSIT TICKET BOOKS	225.14
12/18/2019	101	21540	00176	PATRICIA DEPRIEST	MILEAGE TO MAA MEETINGS	136.88
12/18/2019	101	21541	00195	EJ USA, INC	EJ BR7-Y/EJ BR 30"/O-RG I-326/EJ BR17/O-	724.35
12/18/2019	101	21542	00209	ETNA SUPPLY COMPANY	11/2X5 BLK NIPPLE GS	4.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/18/2019	101	21543	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE 10/1/19 BIOXIDE 11/19/19	10,037.76 10,268.16 <u>20,305.92</u>
12/18/2019	101	21544	00231	FOUR SEASON'S EXTERMINATING	DEC 2019 HALL INSPECTION	40.00
12/18/2019	101	21545	01657	FRONTIER COMMUNICATIONS	FRONTIER COMMUNICATIONS LINE REPAIR	729.38
12/18/2019	101	21546	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMB-FUSSMAN	100.00
12/18/2019	101	21547	01514	GAWNE TRUCKING, INC.	HAULING AND LAND APPLICATION OF BIOSOLID	22,231.90
12/18/2019	101	21548	00248	GILBOE'S LOCK & SAFE SERVICE	DL 2800 ALARM LOCK ADD LOCK TO FINANCE OFFICE	631.80 381.94 <u>1,013.74</u>
12/18/2019	101	21549	00249	GILL-ROY'S HARDWARE	1X3/4 GALV BUSHING 5-100 TWP HALL AA BATTERIES LIGHT BULB-FINANCE OFFICE	2.69 12.98 8.49 <u>24.16</u>
12/18/2019	101	21550	00261	GRAINGER	CONTROL TRANSFORMER 750 VA	584.41
12/18/2019	101	21551	00262	GRAND TRAVERSE RUBBER SUPPLY	1/2" WATER VALVE ON SEWER VACTOR SEWER VACTOR SIGHT GLASS TUBE CAMLOCK/PUNCH LOCK CLAMP 7" SS	20.24 4.80 146.32 <u>171.36</u>
12/18/2019	101	21552	00324	ISABELLA CORPORATION	8' LIVE TAP & DRILL	35,900.00
12/18/2019	101	21553	01462	JENNIFER LOVEBERRY (PETTY CASH)	REPLENISH PETTY CASH	30.31
12/18/2019	101	21554	01179	MALLEY CONSTRUCTION	HYDRANTS/CLEAN UP/ CHANGE BOLTS	34,050.00 V
				Void Reason: Voided Check Range Void Utility		
12/18/2019	101	21555	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV-NOV 2019	9,570.00 V
				Void Reason: Voided Check Range Void Utility		
					ZONING ORDINANCE REVISION - NOV 2019	1,303.50 V
				Void Reason: Voided Check Range Void Utility		
						<u>10,873.50</u>
12/18/2019	101	21556	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN - HOHLBEIN	27.00 V
				Void Reason: Voided Check Range Void Utility		
12/18/2019	101	21557	00402	MEDLER ELECTRIC CO	FUSED TFMR	677.54 V
				Void Reason: Voided Check Range Void Utility		
					PAND C2LG6 2-IN GRAY DUCT COVER	26.03 V
				Void Reason: Voided Check Range Void Utility		
						<u>703.57</u>
12/18/2019	101	21558	00422	MICHIGAN PIPE & VALVE	3/4X12 THREADED ROD/VALVE BOX	160.00 V
				Void Reason: Voided Check Range Void Utility		
					DUC LUG S14/ 3/4X12 THREADED ROD	35.40 V
				Void Reason: Voided Check Range Void Utility		
					VALVE BOX TOP/LID/BOTTOM	78.00 V
				Void Reason: Voided Check Range Void Utility		
					8 MJ VALVE/ BLACK TAPE	1,840.00 029

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 11/27/2019 - 12/18/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: Voided Check Range	Void Utility	
					6 MJ VALVE RETURN	(560.00) V
				Void Reason: Voided Check Range	Void Utility	
						<u>1,553.40</u>
12/18/2019	101	21559	00907	MID MICHIGAN CABLE CONSORTIUM	ANNUAL VIDEO PROD SERVICE DEC 19-DEC 20	2,940.00 V
				Void Reason: Voided Check Range	Void Utility	
					FRANCHISE FEE 3RD Q 2019	12,628.39 V
				Void Reason: Voided Check Range	Void Utility	
						<u>15,568.39</u>
12/18/2019	101	21560	00446	MISS DIG SYSTEM, INC	2020 MISSDIG FEES	1,160.98 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21561	00494	NORTH CENTRAL LABORATORIES	3.8 LITER BUFFER SOLUTION. M-COLIBLUE-24	686.78 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21562	00780	PARAGON LABORATORIES, INC.	SAMPLE TESTING - WHOLE EFFLUENT TOXICITY	1,008.00 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21563	01543	AMY PEAK	HRA REIMBURSEMENT 11-21-19	100.00 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21564	00131	PERCEPTIVE CONTROLS, INC	REMOTE IGNITION DEVELOPMENT FOR DEERFIELD	252.00 V
				Void Reason: Voided Check Range	Void Utility	
					IGNITION SCADA SYSTEM SUPPORT	1,570.50 V
				Void Reason: Voided Check Range	Void Utility	
					ADD OPTO22 TAGS TO IGNITION	126.00 V
				Void Reason: Voided Check Range	Void Utility	
						<u>1,948.50</u>
12/18/2019	101	21565	00525	PICKARD STREET CAR WASH	NOVEMBER CAR WASHES	92.00 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21566	00532	PLUMMER'S ENVIRONMENTAL SERV.	SEWER TELEVISIONING/LINER INSTALL	64,340.00 V
				Void Reason: Voided Check Range	Void Utility	
					REPAIRS OF SEWER LEAKS FOUND WHILE TELEV	10,770.00 V
				Void Reason: Voided Check Range	Void Utility	
						<u>75,110.00</u>
12/18/2019	101	21567	01610	PREMIER SAFETY	RKI METHANE IR SENSOR	761.79 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21568	00559	RENT-RITE	AIR COMPRESSOR - PARKS	126.78 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21569	01651	REVORE LAW FIRM, P.L.C.	SERVICES FOR MTT CASES-NOV 2019	703.00 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21570	01329	ANGELA SCHOFIELD	MILEAGE REIMB-INTEROFFICE MAIL/EDA BANNE	75.98 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21571	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	201.26 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21572	01254	LARRY M SOMMER	NMCOA & COCM MEALS REIMBURSEMENT	123.03 V
				Void Reason: Voided Check Range	Void Utility	
					NMCOA MEAL REIMBURSMENT	20.10 030

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: Voided Check Range	Void Utility	<u>143.13</u>
12/18/2019	101	21573	01495	MARK STUHLREHER	COMM/ECON DEV DIR MEAL REIMBURSEMENT	53.37 V
				Void Reason: Voided Check Range	Void Utility	
					ROTARY LUNCH & COMM/ECON DEV MEAL REIMBU	95.18 V
				Void Reason: Voided Check Range	Void Utility	<u>148.55</u>
12/18/2019	101	21574	01656	TASC	FUND NEW FLEX PLAN ADMIN-DEC 2019	1,697.83 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21575	01013	USA BLUE BOOK	BLUE-WHITE TUBE & ROLLER/HYDRANT SAFTEY	1,235.01 V
				Void Reason: Voided Check Range	Void Utility	
					CALGAS 58L 50PPM CO	251.52 V
				Void Reason: Voided Check Range	Void Utility	<u>1,486.53</u>
12/18/2019	101	21576	01314	VERIZON WIRELESS	CELL PHONES 10-16-19 TO 11-15-19	364.85 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21577	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-TWP HALL DEC 2019	69.68 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE - SHOP DEC 2019	53.28 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE-MCDONALD DEC 2019	204.99 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE - JAMESON NOV 2019	136.42 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE-WTR PLANT DEC 2019	82.87 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE-WWTP DEC 2019	916.00 V
				Void Reason: Voided Check Range	Void Utility	<u>1,463.24</u>
12/18/2019	101	21578	00723	WINN TELECOM	PHONE SERVICE 12/1/19 - 12/31/19	326.73 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21579	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - NOV 2019	1,500.76 V
				Void Reason: Voided Check Range	Void Utility	
12/18/2019	101	21580	01179	MALLEY CONSTRUCTION	HYDRANTS/CLEAN UP/ CHANGE BOLTS	34,050.00
12/18/2019	101	21581	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV-NOV 2019	9,570.00
					ZONING ORDINANCE REVISION - NOV 2019	<u>1,303.50</u>
						10,873.50
12/18/2019	101	21582	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREEN - HOHLBEIN	27.00
12/18/2019	101	21583	00402	MEDLER ELECTRIC CO	FUSED TFMR	677.54
					PAND C2LG6 2-IN GRAY DUCT COVER	<u>26.03</u>
						703.57
12/18/2019	101	21584	00422	MICHIGAN PIPE & VALVE	3/4X12 THREADED ROD/VALVE BOX	160.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					DUC LUG S14/ 3/4X12 THREADED ROD	35.40
					VALVE BOX TOP/LID/BOTTOM	78.00
					8 MJ VALVE/ BLACK TAPE	1,840.00
					6 MJ VALVE RETURN	(560.00)
						<u>1,553.40</u>
12/18/2019	101	21585	00907	MID MICHIGAN CABLE CONSORTIUM	ANNUAL VIDEO PROD SERVICE DEC 19-DEC 20 FRANCHISE FEE 3RD Q 2019	2,940.00 <u>12,628.39</u>
						15,568.39
12/18/2019	101	21586	00446	MISS DIG SYSTEM, INC	2020 MISSDIG FEES	1,160.98
12/18/2019	101	21587	00494	NORTH CENTRAL LABORATORIES	3.8 LITER BUFFER SOLUTION. M-COLIBLUE-24	686.78
12/18/2019	101	21588	00780	PARAGON LABORATORIES, INC.	SAMPLE TESTING - WHOLE EFFLUENT TOXICITY	1,008.00
12/18/2019	101	21589	01543	AMY PEAK	HRA REIMBURSEMENT 11-21-19	100.00
12/18/2019	101	21590	00131	PERCEPTIVE CONTROLS, INC	REMOTE IGNITION DEVELOPMENT FOR DEERFIEL IGNITION SCADA SYSTEM SUPPORT ADD OPTO22 TAGS TO IGNITION	252.00 1,570.50 <u>126.00</u>
						1,948.50
12/18/2019	101	21591	00525	PICKARD STREET CAR WASH	NOVEMBER CAR WASHES	92.00
12/18/2019	101	21592	00532	PLUMMER'S ENVIRONMENTAL SERV.	SEWER TELEVISION/LINER INSTALL REPAIRS OF SEWER LEAKS FOUND WHILE TELEV	64,340.00 <u>10,770.00</u>
						75,110.00
12/18/2019	101	21593	01610	PREMIER SAFETY	RKI METHANE IR SENSOR	761.79
12/18/2019	101	21594	00559	RENT-RITE	AIR COMPRESSOR - PARKS	126.78
12/18/2019	101	21595	01651	REVORE LAW FIRM, P.L.C.	SERVICES FOR MTT CASES-NOV 2019	703.00
12/18/2019	101	21596	01329	ANGELA SCHOFIELD	MILEAGE REIMB-INTEROFFICE MAIL/EDA BANNE	75.98
12/18/2019	101	21597	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	201.26
12/18/2019	101	21598	01254	LARRY M SOMMER	NMCOA & COCM MEALS REIMBURSEMENT NMCOA MEAL REIMBURSEMENT	123.03 <u>20.10</u>
						143.13
12/18/2019	101	21599	01495	MARK STUHLBREHER	COMM/ECON DEV DIR MEAL REIMBURSEMENT ROTARY LUNCH & COMM/ECON DEV MEAL REIMBU	53.37 <u>95.18</u>
						148.55
12/18/2019	101	21600	01656	TASC	FUND NEW FLEX PLAN ADMIN-DEC 2019	1,697.83
12/18/2019	101	21601	01013	USA BLUE BOOK	BLUE-WHITE TUBE & ROLLER/HYDRANT SAFTEY CALGAS 58L 50PPM CO	1,235.01 <u>251.52</u>
						1,486.53
12/18/2019	101	21602	01314	VERIZON WIRELESS	CELL PHONES 10-16-19 TO 11-15-19	364.85
12/18/2019	101	21603	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-TWP HALL DEC 2019 DUMPSTER SERVICE - SHOP DEC 2019 DUMPSTER SERVICE-MCDONALD DEC 2019 DUMPSTER SERVICE - JAMESON NOV 2019 DUMPSTER SERVICE-WTR PLANT DEC 2019 DUMPSTER SERVICE-WWTP DEC 2019	69.68 53.28 204.99 136.42 82.87 <u>916.00</u>
						1,463.24

12/12/2019 07:50 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 11/27/2019 - 12/18/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/18/2019	101	21604	00723	WINN TELECOM	PHONE SERVICE 12/1/19 - 12/31/19	326.73
12/18/2019	101	21605	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - NOV 2019	1,500.76
101 TOTALS:						
Total of 86 Checks:						489,127.02
Less 29 Void Checks:						210,631.49
Total of 57 Disbursements:						278,495.53

Charter Township of Union Payroll
--

CHECK DATE: November 27, 2019

PPE: November 23, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	24,713.92
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		31,126.15
Water Fund		23,506.74
Total To Transfer from Pooled Savings	\$	79,346.81

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	53,877.82
Employer Share Med		777.58
Employer Share SS		3,324.77
SUI		-
Pension-Employer Portion		3,564.98
Workers' Comp		774.89
Life/LTD		-
Dental		1,115.56
Health Care		15,773.73
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		137.48
PCORI Fee		-
Total Transfer to Payroll Checking	\$	79,346.81

Charter Township of Union Payroll
--

CHECK DATE: December 12, 2019

PPE: December 7, 2019

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	23,425.78
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		31,087.32
Water Fund		22,104.45
Total To Transfer from Pooled Savings	\$	76,617.55

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	52,940.90
Employer Share Med		730.32
Employer Share SS		3,122.87
SUI		-
Pension-Employer Portion		3,589.78
Workers' Comp		770.93
Life/LTD		556.37
Dental		1,115.56
Health Care		15,773.73
Vision		337.12
Vision Contribution		(168.56)
Health Care Contribution		(2,151.47)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	76,617.55

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



BOARD MEMBER: Lisa Coody

MONTH: July - Nov

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
7-8-19	city commission		75	
8-12-19	city commission		75	
9-9-19	city commission		75	
9-23-19	city commission		75	
10-14-19	city commission		75	
11-11-19	city commission		75	
11-25-19	city commission		75	
				525

SIGNATURE: Lisa Coody Date: 12-5-19

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

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

BOARD MEMBER: Lisa Coody

MONTH: Dec

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
12-9-19	city commission		10	75
				75

SIGNATURE:  **Date:** 12-10-19

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

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

BOARD MEMBER: TIM LANNEN

MONTH: November

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
11.5.2019	Isabella County BOC	✓		\$ 50
11.19.2019	Isabella County BOC	✓		\$ 50
11.20.2019	Council of Governments		✓	\$ 75

SIGNATURE: Tim Lannen **Date:** 11.30.19

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 18, 2019 through Nov 24, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			2
	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			
	321	EMS Call excluding Veh. Accident	3	7	3
	322	Motor Vehicle Acc. W/ Injuries	2	7	1
	323	Motor Vehicle Acc/Pedestrian			1
	324	Motor Vehicle Acc. W/no Injuries			
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
	Hazardous Condition (No Fire)	400	Hazard condition other		
410		Combustible/Flammable Gas Condition			
411		Gasoline or Other Flammable Spill			
412		Gas Leak (natural gas or LPG)			
413		Oil of Combustible Liquid Spill			
420		Toxic Condition, Other			
421		Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	2	
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			1
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			1
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	3	1
	622	No Incident Found on Arrival	1	2	1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm	1	3	
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			1
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			2
	736	CO detector activation due to malfunction			1

	740	Unintentional transmission of alarm, other	1	2	
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	3	
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	814	Lightning Strike (No Fire)			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	11		16
		YTD Response for Union Twp/City	304		482

 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 25, 2019 through Dec 1, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	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	3	
	321	EMS Call excluding Veh. Accident	1	3	2
	322	Motor Vehicle Acc. W/ Injuries	1	3	1
	323	Motor Vehicle Acc/Pedestrian	2	5	
	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			1
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)	1	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	1	2	
	440	Electric Wiring/Equipment Problem	1	3	1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			1
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1		7
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning	1	2	
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival	1	2	
	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			1
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			1
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	11		16
		YTD Response for Union Twp/City	315		498

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period Dec 2, 2019 through Dec 8, 2019**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			1
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	118	Trash or Rubbish fire, contained			
	130	Mobile Property Fire, Other			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat		
251		Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	2	6	
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries	1	3	
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			

	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			2
	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			2
Service Call					
	500	Service Call - Other			1
	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			1
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	3
	622	No Incident Found on Arrival			1
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction	1	3	
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			

	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	1
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional			1
	746	Carbon Monoxide Activation, NO CO			1
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		17
		YTD Response for Union Twp/City	321		515

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



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 8, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/19
ACTION REQUESTED: Board adoption of the FY 2020 Appropriations Resolution for the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water and adoption of the 2020 fee schedule	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Uniform Budget Act and PA 359 of 1947 require that the budget for the next fiscal year be adopted no later December 31, 2019 for the following fiscal year. The Township has properly posted and held a public hearing for the budget. This final recommended budget is as described in the attached.

Changes from the original recommended budget are as follows:

- Added \$25k for installation of playground structure to account 101-901-976.304 - Capital Outlay-Playground Equipment
- At the 10/15 EDA meeting, the EDA voted to add \$10k for maintenance of benches, trash receptacles and sidewalk repairs along Pickard to account 248-000-801-001 - Maintenance-Benches/Trash Receptables

During the budget review meetings, questions were asked regarding the justification of the \$25/REU increase to the water benefit fee and the sewer hook-up fee. The following is provided in response.

Water Benefit Fee

When the 2009 Water Supply Revenue Bonds were issued for the addition of water main and treatment facilities, the Township’s financial advisor, Stauder, Barch & Associates, generated a schedule that reflected an annual \$25 per REU/year increase, through 2041, to ensure adequate revenue was being generated to meet debt service/ratio requirements.

Sewer Hook-Up Fee

In 2009, the Township issued Sewage Disposal System Revenue Bonds to 1) refund the 2001 County Bonds that were issued as part of the original waste water treatment plant, transmission line installation, and pump station upgrade project and; 2) increase the capacity from 1.2 mgd to 2.4 mgd at the waste water treatment plant along with pump station upgrades. As part of that debt issuance, the Township’s financial advisor, Stauder, Barch & Associates, generated a schedule that reflected an annual \$25 per REU/year increase through 2041 to ensure adequate revenue was being generated to meet debt service/ratio requirements.

SCOPE OF SERVICES

Adoption of the FY 2020 budget(s) as per the attached

JUSTIFICATION

Budget adoption is required under the Uniform Budget Act and PA 359 of 1947

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (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

January 1, 2020 - December 31, 2020

RESOLUTION

See attached Resolution

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
101-000-402.000	CURRENT PROPERTY TAX	297,944	300,000	304,828	300,000	302,500	302,500
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(161)	(5,000)	(4,828)	(5,000)	(5,000)	(5,000)
101-000-402.002	PILOT TAX	3,855	3,000		3,000	3,000	3,000
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(91)		(13)			
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	328	1,200	203	1,200	1,000	1,000
101-000-425.000	MOBILE HOME PARK TAX	2,408	2,500	1,826	2,500	2,400	2,400
101-000-445.000	INTEREST ON TAXES	79		263		100	100
101-000-446.000	3% OR 4% PENALTY ON TAX	6,700	6,500	6,835	6,500	6,600	6,600
101-000-447.000	ADMIN FEE-PROPERTY TAX	148,992	145,000	150,065	145,000	146,000	146,000
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(82)	(4,000)	(2,431)	(4,000)	(4,000)	(4,000)
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,735	7,700	7,775	7,700	7,700	7,700
101-000-447.100	ADMIN FEE-PRIOR YEARS	9		108			
101-000-475.000	CABLE FRANCHISE FEES	134,483	130,000	98,836	130,000	130,000	130,000
101-000-476.000	BUILDING PERMITS	54,816	50,000	53,611	50,000	50,000	50,000
101-000-477.000	RENTAL INSPECTION FEES	79,945	80,000	81,977	80,000	80,000	80,000
101-000-478.000	DOG LICENSE REVENUE	3					
101-000-479.000	ZONING PERMITS	16,875	18,000	12,942	18,000	18,000	18,000
101-000-573.000	STATE AID REVENUE-LCSA	6,932	4,500	4,496	4,500	4,500	4,500
101-000-574.000	STATE REVENUE SHARING	1,142,031	1,120,000	770,355	1,120,000	1,140,000	1,140,000
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,855	11,500	13,180	11,500	11,500	11,500
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,520	7,500	7,514	7,500	7,500	7,500
101-000-582.000	CONTRIBUTION FROM TRIBE					34,000	34,000
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS					107,000	107,000
101-000-609.000	CONSTR PLAN REVIEW FEES	2,628	3,000	2,016	3,000	3,000	3,000
101-000-613.000	APPLICATION FEES	500	500	500	500	500	500
101-000-626.000	COPIES	22					
101-000-628.000	LAND DIVISIONS/CONDO CONV	2,000	1,500	2,000	1,500	1,500	1,500
101-000-630.000	WEED ABATEMENT SERVICES	304	500	162	500	500	500
101-000-651.000	USE FEES-BASEBALL FIELDS		2,000	1,680	2,000	2,000	2,000
101-000-655.000	FINES & FORFEITURES	632	1,000	249	1,000	800	800
101-000-665.000	INTEREST EARNED	74,960	110,000	101,203	110,000	100,000	100,000
101-000-667.000	RENT - JAMESON HALL	7,710	7,000	6,300	7,000	7,000	7,000
101-000-667.100	RENT - McDONALD PARK PAVILION	1,540	1,500	1,092	1,500	1,500	1,500
101-000-667.200	RENT - JAMESON PAVILION	400	500	528	500	500	500
101-000-667.300	LEASES	900	900	900	900	900	900
101-000-671.000	OTHER REVENUE	6,740	7,000	1,108	7,000	5,000	5,000
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	14,835	15,000	7,314	15,000	14,000	14,000
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE		500		500	500	500
Totals for dept 000 - NONE		2,035,347	2,029,300	1,632,594	2,029,300	2,180,500	2,180,500
TOTAL ESTIMATED REVENUES		2,035,347	2,029,300	1,632,594	2,029,300	2,180,500	2,180,500

		Calculations as of 11/30/2019					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
101	TRUSTEES	58,240	67,328	53,874	67,328	66,896	66,896
171	SUPERVISOR	17,326	20,172	14,902	20,172	20,184	20,184
172	TWP MANAGER	102,871	120,155	82,923	120,155	112,610	112,610
191	ACCOUNTING/GEN ADMIN	144,776	190,519	134,940	190,519	225,429	225,429
215	CLERK	33,823	36,568	27,116	36,568	37,661	37,661
228	DATA PROCESSING, INFORMATION TECH	39,689	60,400	45,607	60,400	49,775	49,775
253	TREASURER	28,126	34,185	23,529	34,185	34,985	34,985
257	ASSESSOR	206,189	236,047	167,282	236,047	201,936	201,936
262	ELECTIONS	21,701	6,100	309	6,100	22,696	22,696
265	TWP HALL & GROUNDS	58,518	78,650	66,155	78,650	69,050	69,050
266	LEGAL/ATTORNEY	41,488	100,000	71,904	100,000	60,000	60,000
371	BUILDING	267,307	285,463	247,551	285,463	269,398	269,398
441	PUBLIC WORKS	177,271	500,700	105,233	147,700	668,500	668,500
701	PLANNING	118,970	251,250	129,755	241,250	228,691	228,691
751	PARKS & RECREATION	119,781	177,197	82,246	147,197	135,033	135,033
901	CAPITAL OUTLAY	9,026		6,534		218,000	243,000
910	DEBT SERVICE-LEASES	13,290	13,293	11,075	13,293	13,293	13,293
TOTAL APPROPRIATIONS		1,458,392	2,178,027	1,270,935	1,785,027	2,434,137	2,459,137
NET OF REVENUES/APPROPRIATIONS - FUND 101		576,955	(148,727)	361,659	244,273	(253,637)	(278,637)
BEGINNING FUND BALANCE		3,570,226	4,147,178	4,147,178	4,147,178	4,391,451	4,391,451
ENDING FUND BALANCE		4,147,181	3,998,451	4,508,837	4,391,451	4,137,814	4,112,814

		Calculations as of 11/30/2019						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
206-000-402.000	CURRENT REAL PROPERTY TAX	595,619	607,300	609,380	607,300	610,000	610,000	
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(322)	(10,000)	(9,655)	(10,000)	(10,000)	(10,000)	
206-000-402.002	PILOT TAX	7,710	6,200		6,200	6,200	6,200	
206-000-402.100	PRIOR YEARS PROPERTY TAXES	(182)	(200)	(26)	(200)	(200)	(200)	
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	415	500	405	500	500	500	
206-000-445.000	INTEREST ON TAXES	109	350	44	350	350	350	
206-000-543.000	STATE GRANT-PUBLIC SAFETY	6,076	6,000		6,000	6,000	6,000	
206-000-573.000	STATE AID REVENUE-LCSA	13,863	9,000	8,992	9,000	9,000	9,000	
206-000-600.200	FIRE PROTECTION - EDDA	64,013	66,000	66,311	66,000	66,000	66,000	
206-000-600.300	FIRE PROTECTION - WDDA	45,642	49,100	49,152	49,100	49,100	49,100	
206-000-665.000	INTEREST EARNED	20,093	30,000	29,087	30,000	20,000	20,000	
206-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE		30,000			30,000	30,000	
Totals for dept 000 - NONE		753,036	794,250	753,690	764,250	786,950	786,950	
TOTAL ESTIMATED REVENUES		753,036	794,250	753,690	764,250	786,950	786,950	

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION
 Fund: 206 FIRE FUND

		Calculations as of 11/30/2019						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET	
APPROPRIATIONS								
336	FIRE DEPARTMENT	699,000	813,850	733,212	781,550	813,950	813,950	
901	CAPITAL OUTLAY		478,000			478,000	478,000	
TOTAL APPROPRIATIONS		699,000	1,291,850	733,212	781,550	1,291,950	1,291,950	
NET OF REVENUES/APPROPRIATIONS - FUND 206		54,036	(497,600)	20,478	(17,300)	(505,000)	(505,000)	
BEGINNING FUND BALANCE		1,125,582	1,179,617	1,179,617	1,179,617	1,162,317	1,162,317	
ENDING FUND BALANCE		1,179,618	682,017	1,200,095	1,162,317	657,317	657,317	

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
245-000-665.000	INTEREST EARNED	2,102	1,000	5,061	3,000	3,000	3,000
245-000-672.102	REVENUE-CORVALLIS SPEC ASSESS	8,016	7,000	4,362	7,000	7,000	7,000
245-000-672.103	REVENUE-MEADOWBROOK SPEC ASSESS	3,326	3,500	1,380	3,300	3,300	3,300
245-000-672.104	REVENUE-STONERIDGE SPEC ASSESS	2,165	3,800	2,165	2,200	2,200	2,200
245-000-672.105	REVENUE-COMMON MEADOW/STONE SPEC ASSESS	1,253	1,600	242	1,200	1,200	1,200
245-000-672.106	REVENUE-MCDONALD DRIVE SPEC ASSESS	5,384	5,500	3,680	5,400	5,400	5,400
245-000-672.107	REVENUE-GREEN ACRES SPEC ASSESS	3,240	3,700	1,535	3,200	3,200	3,200
245-000-672.108	REVENUE-THE OAKS SPEC ASSESS	5,859	6,000	4,453	5,800	5,800	5,800
245-000-672.109	REVENUE-BLGRAS/ISB SIDEWALK	7,508	7,000	3,178	7,000	7,000	7,000
Totals for dept 000 - NONE		38,853	39,100	26,056	38,100	38,100	38,100
TOTAL ESTIMATED REVENUES		38,853	39,100	26,056	38,100	38,100	38,100
NET OF REVENUES/APPROPRIATIONS - FUND 245		38,853	39,100	26,056	38,100	38,100	38,100
BEGINNING FUND BALANCE		153,198	192,051	192,051	192,051	230,151	230,151
ENDING FUND BALANCE		192,051	231,151	218,107	230,151	268,251	268,251

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
248-000-402.000	CURRENT PROPERTY TAX	395,404	400,000	408,607	400,000	435,000	435,000
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)		(4,000)	(4,000)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)		(250)	(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	258	1,000	334	1,000	300	300
248-000-445.000	INTEREST ON TAXES	373	500	186	500	500	500
248-000-573.000	STATE AID REVENUE-LCSA	55,480	55,000	59,243	55,000	55,000	55,000
248-000-665.000	INTEREST EARNED	17,699	18,000	22,335	18,000	18,000	18,000
248-000-671.000	OTHER REVENUE	11,766	100	12,735	100	100	100
Totals for dept 000 - NONE		480,980	470,350	503,440	470,350	504,650	504,650
TOTAL ESTIMATED REVENUES		480,980	470,350	503,440	470,350	504,650	504,650

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
000	NONE	108,151	261,320	174,783	261,320	134,000	144,000
336	FIRE DEPARTMENT	64,013	64,500	66,311	64,500	66,000	66,000
728	ECONOMIC DEVELOPMENT	286,130	160,260			267,260	267,260
TOTAL APPROPRIATIONS		458,294	486,080	241,094	325,820	467,260	477,260
NET OF REVENUES/APPROPRIATIONS - FUND 248		22,686	(15,730)	262,346	144,530	37,390	27,390
BEGINNING FUND BALANCE		1,102,517	1,125,202	1,125,202	1,125,202	1,269,732	1,269,732
ENDING FUND BALANCE		1,125,203	1,109,472	1,387,548	1,269,732	1,307,122	1,297,122

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	601,336	304,000	304,611	304,000	320,000	320,000
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(139)	(4,000)		(4,000)	(4,000)	(4,000)
250-000-420.000	DELQ PERSONAL PROPERTY CAPT		200	1,539	200	200	200
250-000-445.000	INTEREST ON TAXES	86	250	284	250	250	250
250-000-665.000	INTEREST EARNED	8,275	14,000	17,325	14,000	14,000	14,000
Totals for dept 000 - NONE		609,558	314,450	323,759	314,450	330,450	330,450
TOTAL ESTIMATED REVENUES		609,558	314,450	323,759	314,450	330,450	330,450

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION
 Fund: 250 WEST DDA FUND

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
000	NONE	300	536,370	166,635	206,370	334,200	334,200
336	FIRE DEPARTMENT	45,642	45,600	49,152	45,600	49,000	49,000
728	ECONOMIC DEVELOPMENT	19,256	250,745		250,745	70,000	70,000
996	TRANSFER OUT	272,663					
TOTAL APPROPRIATIONS		337,861	832,715	215,787	502,715	453,200	453,200
NET OF REVENUES/APPROPRIATIONS - FUND 250		271,697	(518,265)	107,972	(188,265)	(122,750)	(122,750)
BEGINNING FUND BALANCE		744,368	1,016,065	1,016,065	1,016,065	827,800	827,800
ENDING FUND BALANCE		1,016,065	497,800	1,124,037	827,800	705,050	705,050

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
288-000-582.000	CONTRIBUTION FROM TRIBE	256,974	150,000	213,120	150,000		
288-000-665.000	INTEREST EARNED	1,853	5,000	4,973	5,000	5,000	5,000
	Totals for dept 000 - NONE	<u>258,827</u>	<u>155,000</u>	<u>218,093</u>	<u>155,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL ESTIMATED REVENUES		258,827	155,000	218,093	155,000	5,000	5,000

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
728	ECONOMIC DEVELOPMENT	42,016	368,470	25,082	188,470	214,000	214,000
TOTAL APPROPRIATIONS		42,016	368,470	25,082	188,470	214,000	214,000
NET OF REVENUES/APPROPRIATIONS - FUND 288		216,811	(213,470)	193,011	(33,470)	(209,000)	(209,000)
BEGINNING FUND BALANCE		29,907	246,718	246,718	246,718	213,248	213,248
ENDING FUND BALANCE		246,718	33,248	439,729	213,248	4,248	4,248

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
590-000-456.000	CONNECTION FEE	86,974	100,000	74,197	100,000	100,000	100,000
590-000-539.000	STATE GRANTS	326,802					
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	38,491	200,000			215,000	215,000
590-000-627.000	SERVICE	1,289,237	1,316,667	981,336	1,316,667	1,320,000	1,320,000
590-000-627.100	DELINQUENT SEWER		(1,500)		(1,500)	(1,500)	(1,500)
590-000-628.000	INSPECTION FEE	1,800	500		500	500	500
590-000-655.000	FINES & FORFEITURES	27,993	28,000	32,985	28,000	28,000	28,000
590-000-665.000	INTEREST EARNED	50,589	60,000	72,504	60,000	60,000	60,000
590-000-665.100	INTEREST EARNED-SPEC ASSESS	689	5,600	210	5,600	5,600	5,600
590-000-670.000	DEBT RETIREMENT	1,098,995	1,091,503	831,339	1,091,503	1,093,000	1,093,000
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	600	300		300	300	300
590-000-671.000	OTHER REVENUE	5,723	3,200	2,872	3,200	3,200	3,200
590-000-672.500	REVENUE-SPECIAL ASSESS		23,000	17,152	23,000	20,000	20,000
590-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE		10,000	4,500	10,000		
Totals for dept 000 - NONE		2,927,893	2,837,270	2,017,095	2,637,270	2,844,100	2,844,100
TOTAL ESTIMATED REVENUES		2,927,893	2,837,270	2,017,095	2,637,270	2,844,100	2,844,100

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
536	WATER/SEWER SYSTEMS	573,890	1,558,452	673,312	1,339,202	1,432,288	1,432,288
540	WWTP	783,542	1,286,506	821,791	1,103,506	1,360,695	1,360,695
906	DEBT SERVICE	248,774	238,015	177,875	238,015	236,150	236,150
910	DEBT SERVICE-LEASES	432	400	426	400	400	400
960	DEPRECIATION EXPENSE	663,103	700,000		700,000	700,000	700,000
TOTAL APPROPRIATIONS		2,269,741	3,783,373	1,673,404	3,381,123	3,729,533	3,729,533
NET OF REVENUES/APPROPRIATIONS - FUND 590		658,152	(946,103)	343,691	(743,853)	(885,433)	(885,433)
BEGINNING FUND BALANCE		13,431,270	14,089,427	14,089,427	14,089,427	13,345,574	13,345,574
ENDING FUND BALANCE		14,089,422	13,143,324	14,433,118	13,345,574	12,460,141	12,460,141

Calculations as of 11/30/2019

GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
591-000-450.000	WATER SALES	1,370,508	1,263,127	1,047,091	1,263,127	1,304,000	1,304,000
591-000-450.100	BULK WATER SALES	605	2,000	240	2,000	1,000	1,000
591-000-450.200	FINAL READ	1,830	1,700	1,700	1,700	1,700	1,700
591-000-450.300	TURN-OFF	2,283	2,000	1,690	2,000	2,000	2,000
591-000-452.000	LATERALS	4,596	5,000	1,458	5,000	5,000	5,000
591-000-454.000	BENEFIT FEES	32,775	30,000	29,476	30,000	30,000	30,000
591-000-459.000	CONNECTION FEES	118,270	50,000	58,119	50,000	50,000	50,000
591-000-479.000	REVENUE-REPLACEMENT METERS		5,000	4,600	5,000	500	500
591-000-539.000	STATE GRANTS	29,349	14,000		14,000		
591-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	159,852	4,000		4,000		
591-000-628.000	INSPECTION FEE	1,600	1,000	1,100	1,000	1,000	1,000
591-000-655.000	FINES & FORFEITURES	16,387	16,000	18,034	16,000	16,000	16,000
591-000-665.000	INTEREST EARNED	49,563	65,000	64,392	65,000	65,000	65,000
591-000-665.100	INTEREST EARNED-SPEC ASSESS	4,031	4,000		4,000	4,000	4,000
591-000-667.300	LEASES - TOWER RENTAL	42,493	51,850	47,171	51,850	51,850	51,850
591-000-671.000	OTHER REVENUE	8,319	20,000	19,846	20,000	8,000	8,000
591-000-672.500	REVENUE-SPECIAL ASSESS		10,200	10,153	10,200	10,000	10,000
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS		5,000	4,500	5,000		
Totals for dept 000 - NONE		1,842,461	1,549,877	1,309,570	1,549,877	1,550,050	1,550,050
TOTAL ESTIMATED REVENUES		1,842,461	1,549,877	1,309,570	1,549,877	1,550,050	1,550,050

		Calculations as of 11/30/2019					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 RECOMMENDED BUDGET
APPROPRIATIONS							
536	WATER/SEWER SYSTEMS	1,188,512	1,524,233	1,175,996	1,519,983	1,565,696	1,565,696
906	DEBT SERVICE	62,150	59,879	60,122	59,879	59,879	59,879
910	DEBT SERVICE-LEASES	520	500	293	500	500	500
960	DEPRECIATION EXPENSE	353,538	350,000		350,000	360,000	360,000
TOTAL APPROPRIATIONS		1,604,720	1,934,612	1,236,411	1,930,362	1,986,075	1,986,075
NET OF REVENUES/APPROPRIATIONS - FUND 591		237,741	(384,735)	73,159	(380,485)	(436,025)	(436,025)
BEGINNING FUND BALANCE		10,775,674	11,013,413	11,013,413	11,013,413	10,632,928	10,632,928
ENDING FUND BALANCE		11,013,415	10,628,678	11,086,572	10,632,928	10,196,903	10,196,903
ESTIMATED REVENUES - ALL FUNDS		(8,946,955	8,189,597	6,784,297	7,958,597	8,239,800	8,239,800
APPROPRIATIONS - ALL FUNDS		(6,870,024	10,875,127	5,395,925	8,895,067	10,576,155	10,611,155
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		2,076,931	(2,685,530)	1,388,372	(936,470)	(2,336,355)	(2,371,355)
BEGINNING FUND BALANCE - ALL FUNDS		30,932,741	33,009,671	33,009,671	33,009,671	32,073,201	32,073,201
ENDING FUND BALANCE - ALL FUNDS		33,009,672	30,324,141	34,398,043	32,073,201	29,736,846	29,701,846

**CHARTER TOWNSHIP OF UNION
FY 2020 - GENERAL APPROPRIATIONS RESOLUTION**

At a meeting held of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant Michigan 48858 on the 18th day December 2019:

Present:

Absent:

The following budget resolution was offered by _____; and supported by _____

WHEREAS, the Township Board received the proposed 2020 Township Budget in September 2019; and

WHEREAS, the Township Board deliberated over the FY 2020 budget throughout the fall of 2019 and set the public hearing on November 13, 2019; and

WHEREAS, the Township Board held a public hearing on November 26, 2019; and

WHEREAS, this resolution serves as the General Appropriation Act for the Township;

NOW THEREFORE, BE IT RESOLVED that the Township Board of the Charter Township of Union, Isabella County Michigan hereby adopts the 2020 budget for the various funds as shown in the attached budget document at the department level and subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies and technical typographical corrections, if any.

BE IT FURTHER RESLOVED that the attached fee scheduled is hereby established for FY 2020;

BE IT FURTHER RESOLVED that the following millage is to be levied for the fiscal year 2020:

General Operating	1.0000 mills
Fire Millage	2.2500 mills

ADOPTED: AYES: NAYES: ABSENT:

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, December 18, 2019

Lisa Cody, Clerk

Facility Rental

McDonald Park Pavilion	\$60 per day \$84 per day non-resident
Jameson Park Pavilion	\$60-per day \$84 per day non-resident
Jameson Hall	\$200 deposit \$125 rental fee resident of township \$175 rental fee non-resident

Building, Zoning and Assessing

Building Permits - Residential	\$72 per sq. ft.
Building Permits - Commercial	(Based on current Bldg. & Safety Journal sq. ft. Construction cost)
Basement Permit - Residential Finished	\$20 sq. ft
Basement Permit - Residential Unfinished	\$17 sq. ft.
Demolition Permit - Residential	\$100
Demolition Permit - Commercial	\$.04 cents per sq. ft.
Construction Plan Review	Per Bldg. & Safety Journal Rates
Home Moving Permits	\$220
Text Amendments	\$750
Zoning Variances	\$350
Zoning Appeals	\$350
Rezoning Request	\$750
Site Plan Review	\$225 per application
Special Use Permit	\$350
ZBA Special Meeting	\$475 per application
Planning Commission Special Meeting	\$600 per application
Construction Board of Appeals Special Meeting	\$300 per application
Construction Board of Appeals	\$200 per request
Home Occupation Permit	\$250 Initial & \$50 Renewal
In Ground Swimming Pool	\$100 per application
Zoning Permit, no Bldg. Permit	\$100 per application
B & B Permit	\$130 per application
Subdivision and Site Condo	\$450
Sign Permit	\$50
Temporary Permit	\$50 per application
Zoning Letter of Compliance	\$50 per letter
Condo Parcel Created Within Existing Structure	\$100 per parcel created
Land Division	\$100 per # of new parcels
Lot Line Adjustment	\$100 per adjustment
Industrial Facilities Tax Abatement	\$500 per application

Union Township 2020 Fee Schedule

Unregulated Permit Activity

Any regulated activity started prior to applicant securing the necessary permit will be charged an additional administrative charge at the same rate as required permit not to exceed \$100. This shall be paid prior to the issuance of the required permit.

Rental Inspections

Single Family	\$46 per unit
Duplex	\$68 per duplex
Multiple Units	\$21 per unit
Hotel / Motels	\$13 per unit
Daycare Centers	\$62 per unit
Re-Inspection Fees	
1st re-inspection	\$25
2nd re-inspection	\$200
3rd re-inspection	\$500
4th re-inspection	\$750
Violation Inspection Fees	
Compliant Violation Notice	\$75
No Show for Inspection Appointment	\$50
Notice to Vacate	\$75
Housing Board of Appeals	\$75
Unregistered Rental Violation	\$250
Enforcement Letter	\$50
Non Compliance with Address Change	\$50
Non Compliance Admin Fee (Certified Letter)	\$25
Rental Re-Certification	
Prior to Last Certificate Expiration	\$40
After Last Certification	\$60
Misc. Fees	
Occupant Load License	\$7
Copying Cost (1st page + Additional)	\$1 +.20
Owner Search	\$50
Township Attorney Case Review	\$150 + Court and Legal Fees
Late Fee (per unit if applicable)	\$10 will be applied monthly if not paid by due date
Referral	
Initial Hearing	\$150
Re-Hearing	\$100

Water & Sewer

Water Service Quarterly Rate	\$52.00 minimum per quarter up to 15,000 gallons \$2.10 per 1,000 gallons over 15,000 gallons per quarter
Bulk Water Rate	\$5.00 per 1,000 gallons (\$500 deposit)
Water Hook-Up Rate 5/8 meter	\$1,325 for 1" service
Water Benefit Fee	\$1,200 per REU
Inspection Fees (Water & Sewer)	\$60.00 per hour
Turn on/off Rate	\$20 each
Turn on/off Rate (after hours)	\$50 each
Turn off/on Rate for non-payment	\$15 each
Final Read Charge	\$15
Fire Flow Test	\$150
Sewer Hook-Up	\$2,675 per REU
Sewer Service Quarterly Rate	
Operation and Maintenance	\$52.45 per quarter
Capital Charge	\$43.45 per quarter Sew

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: December 9, 2019

Policy Review: 2.4 Financial Planning / Budgeting
Type of Review: Internal
Review Interval: Annual
Review Month: December 2019

Policy Wording

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

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

- 2.4.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.4.2 Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- 2.4.3 Plan for the Fund Balance to drop below a safety reserve of these operating expense requirements:
 - A. Less than four (4) months expenses for General Fund and Fire Fund and
 - B. Two (2) months expenses for Utility Funds, EDDA District Fund, and WDDA District Fund.
- 2.4.4 Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Manager Interpretation

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds, EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.

Justification for reasonability

The interpretations are reasonable in that conservative budgeting, with an eye toward the longer term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed; and that a trained and educated Board of Trustees cost less than poor governance.

Data

- Current budget and proposed 2020 budgets were developed, approved, and monitored with conservative assumptions and following State statutes.
- Monthly cash flow data as defined in monthly monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances met minimum guidelines. It is noted that the compliance reporting occurrence for 2.5.10 was changed from monthly to annually in 2019
- The FY 2019 budget was amended twice throughout the fiscal year.
- 2018 financial audit shows no risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General, Fire funds, West and EAST DDA funds in the FY 2020 budget recommendation book.

Compliance

The organization is adhering to policy 2.4.

Evaluator: _____

Executive Limitations Evaluation Form

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

Policy being monitored:

(Insert actual policy)

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

Comments regarding further policy development:

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

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



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: December 11, 2019
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/18/2019
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

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

Certain policies, such as Policy 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

Board Policy 3.0– Global Governance Commitment

The Policy states:

The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety

- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on December 18, 2019.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?

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

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