

**Notice of an Electronically Conducted  
Regular Meeting of the Charter Township of Union  
Board of Trustees**

Notice is hereby given that the Charter Township of Union Board of Trustees will conduct their regularly scheduled July 22, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

The Township Hall remains closed to the public, so there will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Board of Trustees members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/87243116560?pwd=ZlIING8veFlONGRSazBtNkITaHM4UT09> (Meeting ID Enter "872 4311 6560" Password enter "616232"). Access to the electronic meeting will open at 6:30 p.m. All participants will be placed in a virtual waiting room until the meeting moderator opens the meeting at 7:00 p.m.

To participate via telephone conference call, please call (312-626-6799). Enter "872 4311 6560" and the "#" sign at the "Meeting ID" prompt, and then enter "616232" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the "Raise Your Hand" icon. First, click on the "Participants" button at the bottom center of the screen, and then click on the "Raise Your Hand" icon near the bottom right corner of the screen. To rise your hand for telephone dial-in participants, press \*9. The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Supervisor may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Board of Trustees may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 7/22/2020 will be read aloud to the Board of Trustees.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

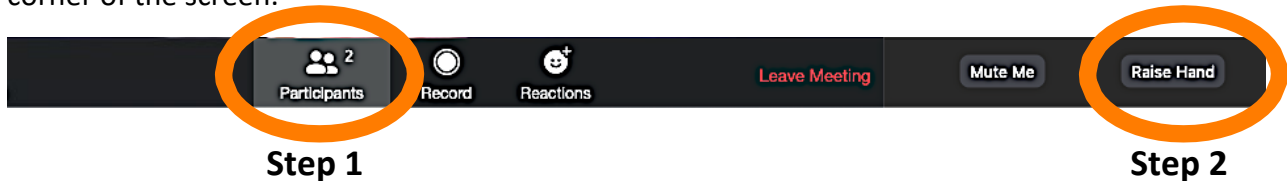
## Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Board of Trustees

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### “Raise Your Hand” for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Board of Trustees, please use the “Raise Your Hand” icon. **First, click on the “Participants” icon** at the bottom of your screen. **Next, click on the “Raise Your Hand” icon** near the bottom right corner of the screen.



Click “Lower Hand” to lower it if needed. If you are accessing via computer, you can also use the Alt+Y (Windows) or Option+Y (Apple) to raise or lower your hand. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To rise your hand for telephone dial-in participants, press \*9.** The Supervisor will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

**Leaving the Meeting:** Click the “Leave Meeting” link at the bottom of the screen at any time to leave the meeting.



**BOARD OF TRUSTEES**

**Regular Electronic Meeting. Instructions for access will be posted and available on website (uniontownshipmi.com) home page**

**July 22, 2020**

**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. July Monthly Activity Report – under separate cover
  - C. Planning Commission and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes – July 8, 2020 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Approval of two Residential Water Franchise Agreements for parcel numbers 14-010-30-003-09 (1A) & 14-010-30-003-10 (1B) located at 1368 N. Harris Street

10. NEW BUSINESS

- A. Discussion/Action: (Teall) Board approval of the FY 2020 Budget Amendment No. 1 for the General fund and the Building Zoning and Assessing section of the Fee Schedule
- B. Discussion/Action: (Smith) Board of Trustees requested to approve bid from Mt. Pleasant Heating and Airconditioning for the replacement of 2 five-ton air conditioning units and one heating unit at Township Hall
- C. Discussion/Action: (Smith) Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Broadway and Isabella Roads Intersection Design Phase
- D. Discussion/Action: (Smith) Consideration to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Mary McGuire School Zone Signal/Signage Upgrades
- E. Discussion/Action: (Stuhldreher) Introduce and conduct a First Reading for proposed revisions to the Housing Licensing Code Ordinance, which regulates rental housing in the Township
- F. Discussion/Action: (Stuhldreher) Policy Governance 2.0 Global Executive Constraint
- G. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition and Activities
- H. Discussion/Action (Board of Trustees): Policy Governance 4.4 Monitoring Township Manager and Management Team Performance

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	James	Thering Jr.	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- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	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, Jr.	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	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
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	Robert	Sommerville	12/31/2022
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

**2020 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular - Electronic Meeting Minutes**

A regular-electronic meeting of the Charter Township of Union Board of Trustees was held on July 8, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

**Cody** moved **Mielke** supported to nominate Treasurer Rice as Chair for tonight's meeting in the absence of the Supervisor. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, and Mielke**  
**Nays: 0. Motion carried.**  
Technical issues - Woerle

**Roll Call**

Present: Treasurer Rice, Clerk Cody, Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle  
Excused: Supervisor Gunning  
Technical issues – Woerle

**Approval of Agenda**

**Cody** moved **Mielke** supported to approve the Agenda as amended, adding Presentation by Assessor Ed VanderVries. **Roll Call Vote: Ayes: Rice, Cody Hauck, Lannen, and Mielke**  
**Nays: 0. Motion carried.**

**Presentations**

Township Manager acknowledged and thanked Pat DePriest for her many years' service to the Township. He then introduced of Ed VanderVries, Assessor of record appointed by the Board at the June 24<sup>th</sup> Board of Trustees meeting. Mr. VanderVries also thanked Pat DePriest for the smooth transition to Union Township.

**Public Hearings**

**Public Comment**

Open: 7:10 p.m.  
No comments were offered.  
Closed 7:11 p.m.

**Reports/Board Comments**

- **Current List of Boards and Commissions – Appointments as needed**
- **Board Member Reports**

Rice – Sidewalk Committee updates  
Hauck – Road Commission updates

## **Consent Agenda**

- Communications
- Minutes – June 24, 2020 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

**Hauck** moved **Cody** supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion Carried.**

## **BOARD AGENDA**

- A. **Discussion/Action: Consider approval of a Special Assessment Policy regarding total project cost, number of annual installments and interest rate for citizen initiated public improvement paving projects, using PA 188 of 1954 as the underlying statute**

**Mielke** moved **Woerle** supported to approve the Special Assessment Policy regarding total project cost, number of annual installments and interest rate for citizen initiated public improvement paving projects, using PA 188 of 1954 as the underlying statute. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- B. **Discussion/Action: (Nanney) To conduct a Second Reading for and consider adoption of the proposed PTXT20-01 Text Amendments to Sections 13.2 and 30.4 of the Zoning Ordinance to update the standards and approval process requirements for sand and gravel pits and other extraction operations.**

**Woerle** moved **Cody** supported to conduct a Second Reading and adopt the proposed PTXT20-01 Text Amendments to Sections 13.2 and 30.4 of the Zoning Ordinance to update the standards and approval process requirements for sand and gravel pits and other extraction operations. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- C. **Discussion/Action: (Nanney) To conduct a Second Reading for and consider adoption of the proposed PTXT20-01 Text Amendments to Section 3.41 of the Zoning Ordinance to revise the definition of lot**

**Hauck** moved **Woerle** supported to conduct a Second Reading and adopt the proposed PTXT20-01 Text Amendments to Section 3.41 of the Zoning Ordinance to revise the definition of lot. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

- D. **Discussion/Action: (Board of Trustees) Election Inspector pay**

**Cody** moved **Hauck** supported to increase the Election Inspector pay to \$14 regular /\$16 Chair effective 7/8/2020. **Roll Call Vote: Ayes: Rice, Cody, Hauck, Mielke, and Woerle. Nays: Lannen. Motion Carried.**



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

Open 7:48 p.m.

Jim Horton of the 4<sup>th</sup> District County Commission updated the board on county government mentioning that the County Buildings are delaying opening for another couple of weeks and wished everyone a Happy 4<sup>th</sup> of July (late).

Closed 7:51 p.m.

**MANAGER COMMENTS**

- Shared logistics regarding plans for traffic flow of citizens and safety of citizen's and staff during the August 4, 2020 election, as of right now, Management plans on closing Township Hall for regular business on the day of the election
- Commented that there may be a closed session at the next meeting to discuss the Pung matter

**FINAL BOARD MEMBER COMMENTS**

Cody – Thank you to Pat DePriest for her years of service to Union Township and hopes she enjoys retirement

Hauck – Asked about why Union Township doesn't have cemeteries. Also asked if this Board could hold meetings at the Commission on Aging.

Mielke – Commented that he supports the election pay increase for this election but would like to reevaluate pay before the next election cycle.

Woerle – Commented that COVID-19 is real not political. We all need to work together so we will see the numbers go down – Wear a mask – Social Distance – Wash your hands

**ADJOURNMENT**

**Hauck moved Mielke supported to adjourn the meeting at 8:04 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						
07/17/2020	101	361 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5076 S MISSION 4795 S MISSION 4797 S MISSION BARN 4822 ENCORE 4244 E BLUE GRASS 48858 LED LIGHT 2010 S LINCOLN L4 LIGHT STREET LIGHTS 5228 S ISABELLA 2270 NORTHWAY 2055 ENTERPRISE 5525 E REMUS 5537 E BROADWAY 1933 S ISABELLA 5144 BUDD 5142 BUDD 1660 BELMONT 900 MULBERRY 3998 E DEERFIELD 5369 S CRAWFORD 3248 S CONCOURSE	634.50 2,582.87 238.35 91.93 46.15 42.84 60.16 1,874.48 6,468.79 29.02 251.24 53.58 108.67 507.40 26.58 63.12 165.77 58.84 67.66 46.96 122.57
						<u>13,541.48</u>
07/17/2020	101	362 (E)	00146	VOID Void Reason: Created From Check Run Process		
07/22/2020	101	22072	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	TALL GRASS ENFORCEMENT- 2185 CARTER TALL GRASS ENFORCEMENT- 2177 CARTER	60.75 81.00 <u>141.75</u>
07/22/2020	101	22073	00095	C & C ENTERPRISES, INC.	DISINFECTING WIPES - TWP HALL DISINFECTING WIPES-TWP HALL	53.75 53.75 <u>107.50</u>
07/22/2020	101	22074	00722	CHARTER TOWNSHIP OF UNION	Q2 UTILITY BILLING - TWP HALL	147.90
07/22/2020	101	22075	00129	CMS INTERNET, LLC	NEW MONITORS FOR CLERK/SUPERVISOR MANAGED IT, EMAIL, PHONE SERVICE-JUL 202	299.98 5,316.11 <u>5,616.09</u>
07/22/2020	101	22076	00162	CUMMINS BRIDGEWAY, LLC	CONTROL ASSEMBLY/LABOR FOR GENERATOR	1,126.97
07/22/2020	101	22077	01171	DBI BUSINESS INTERIORS	ELECTION SUPPLIES - CLERK ELECTION SUPPLIES - CLERK ELECTION SUPPLIES - CLERK ELECTION SUPPLIES - CLERK BATTERY/TAPE/CLIPS-TWP HALL	144.79 269.22 94.35 271.90 17.83 <u>798.09</u>
07/22/2020	101	22078	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-JULY 2020	40.00
07/22/2020	101	22079	00324	ISABELLA CORPORATION	SCREENED TOPSOIL	300.00
07/22/2020	101	22080	00001	M T A	EMPLOYMENT ADVERTISING-ASSESSOR	80.00
07/22/2020	101	22081	00398	MCGUIRK SAND - GRAVEL INC	SCREENED TOP SOIL	525.00
07/22/2020	101	22082	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SERV-JUNE 2020	8,750.00

V

07/16/2020 02:00 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 07/09/2020 - 07/22/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/22/2020	101	22083	01356	MCLAREN CENTRAL MICHIGAN	RANDOM DRUG SCREENS	81.00
					CONSORTIUM FEE 2ND Q 2020	157.50
						<u>238.50</u>
07/22/2020	101	22084	00142	MICHIGAN OFFICE SOLUTIONS	COLOR COPY OVERAGE CHARGE 3/18/20-6/17/2	269.61
07/22/2020	101	22085	01255	MID MICHIGAN SECURITY	ANNUAL ALARM MONITORING AUG 20-AUG 21	156.00
07/22/2020	101	22086	00128	CITY OF MT. PLEASANT	DOG PARK OPERATING COST 2020	825.00
07/22/2020	101	22087	00472	MUNICIPAL CODE CORPORATION	ONLINE ADMIN SUPPORT 6/1/20 TO 5/31/21	275.00
07/22/2020	101	22088	01691	LIBBY MURCH	REFUND MCDONALD PAVILION RENT FEE	60.00
07/22/2020	101	22089	01489	PFM FINANCIAL ADVISORS LLC	2020 ANNUAL BOND DISCLOSURE	1,100.00
07/22/2020	101	22090	01642	PIVOT POINT PARTNERS LLC	ANNUAL LICENSE FEE-FIELD ASSESSING SOFTW	1,030.40
07/22/2020	101	22091	01610	PREMIER SAFETY	SENSOR LEL COMBUSTIBLE DIRECT	263.06
					H2S SENSOR PLUG IN TYPE	208.06
						<u>471.12</u>
07/22/2020	101	22092	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASE - JUNE 2020	1,498.50
07/22/2020	101	22093	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT-2ND Q 2020	45.00
07/22/2020	101	22094	01542	SHRED-IT US JV LLC	PAPER SHREDDING 6/17/20	56.20
07/22/2020	101	22095	01032	UNITED STATES POSTAL SERVICE	REFLENISH PERMIT #11-WTR/SWR BILLINGS	1,200.00
07/22/2020	101	22096	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,426.04
07/22/2020	101	22097	00723	WINN TELECOM	PHONE SERVICE 7/1/20 - 7/31/20	333.29

101 TOTALS:

Total of 28 Checks:	44,159.44
Less 1 Void Checks:	0.00
Total of 27 Disbursements:	<u>44,159.44</u>

<b>Charter Township of Union</b> <b>Payroll</b>
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**CHECK DATE: July 9, 2020**

**PPE: July 4, 2020**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	32,733.40
Fire Fund		-
EDDA		-
WDDA		-
Sewer Fund		31,989.74
Water Fund		22,931.08
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>87,654.22</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	60,049.29
Employer Share Med		816.53
Employer Share SS		3,491.17
SUI		39.94
Pension-Employer Portion		4,695.88
Workers' Comp		610.66
Life/LTD		568.75
Dental		1,153.99
Health Care		19,196.94
Vision		327.48
Vision Contribution		(163.74)
Health Care Contribution		(3,132.67)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>87,654.22</b>

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

**BOARD MEMBER:** Bill Huck

**MONTH:** June 2020

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-11	TCRC		X	75.00
6-25	TCRC		X	75.00

**SIGNATURE:** Bill Huck **Date:** 7-8-2020

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.



# Copy of Union Township Report

Date: Monday, July 13, 2020



Alarm Date between 2020-07-06 and 2020-07-12

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000112</b>						
		7/6/2020 8:16:00 PM	410	Combustible/flammable gas/liquid condition, other	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000114</b>						
		7/8/2020 2:17:34 AM	622	No incident found on arrival at dispatch address	ENG 32	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000117</b>						
		7/8/2020 5:42:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	2
		7/8/2020 5:42:00 PM	321	EMS call, excluding vehicle accident with injury	POV	4	2

							<b>Total Responding 6</b>
<b>Union Township</b>	<b>0000118</b>						
		7/8/2020 9:48:00 PM	151	Outside rubbish, trash or waste fire	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000122</b>						
		7/9/2020 4:50:31 PM	113	Cooking fire, confined to container	C 31	1	3
		7/9/2020 4:50:31 PM	113	Cooking fire, confined to container	CHIEF	1	3
		7/9/2020 4:50:31 PM	113	Cooking fire, confined to container	POV	8	3
		7/9/2020 4:50:31 PM	113	Cooking fire, confined to container	ENG 32	2	3
						<b>Total Responding 12</b>	
<b>Union Township</b>	<b>0000123</b>						

		7/9/2020 5:15:43 PM	210	Overpressure rupture from steam, other	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000124</b>						
		7/9/2020 5:44:56 PM	143	Grass fire	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000129</b>						
		7/11/2020 12:45:21 AM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 8</b>					<b>Total Responding 31</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



**Highlighted Yellow Indicates an Emergency Call**

<b>To:</b> Mark Stuhldreher - Township Manager	<b>DATE:</b> July 14, 2020
<b>FROM:</b> Kim Smith – Public Service Director	<b>DATE FOR BOARD CONSIDERATION:</b> July 22, 2020
<b>ACTION REQUESTED:</b> Approval of two Residential Water Franchise Agreements for parcel numbers 14-010-30-003-09 (1A) & 14-010-30-003-10 (1B) located at 1368 N. Harris Street	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

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

**BACKGROUND INFORMATION**

In August of 2018, the Charter Township of Union Board approved a Residential Water Franchise Agreement for parcel number 14-101-30-003-02, located at 1368 N. Harris Street, Mt. Pleasant MI.

In July of 2020, the Township approved a land division for this property, thus creating three new parcels, parcel numbers, and corresponding property descriptions. The creation of three new parcels/property descriptions requires that a new Water Franchise Agreement be approved for parcel number 14-010-30-003-09 (1A) and a new Water Franchise Agreement be approved for parcel number 14-010-30-003-10 (1B).

The owner of the property currently has a residential home located on one of the parcels and intends to construct a detached garage with living quarters on the other parcel. The Charter Township of Union does not have water service available in this area. The City of Mt. Pleasant does have water service available to this property. Because the City of Mt. Pleasant has water service available to these properties the owner has requested that the City of Mt. Pleasant provide municipal water service.

In order for one municipality to provide water service to a property located within the boundaries of another municipality a Franchise Agreement must be executed between the parties. The Township and City have approved franchise agreements for other properties in the past. To facilitate franchise agreements between the City of Mt. Pleasant and Union Township a template has been established for Residential Franchise Agreements.

**SCOPE OF SERVICES**

Execute two agreements for the City of Mt. Pleasant to provide municipal water service for residential purposes to two properties located within the boundaries of the Charter Township of Union.

**JUSTIFICATION**

Approval of the Residential Franchise Agreements will provide municipal water service to two parcels located within the Township that otherwise would not have access to municipal water. Providing municipal water service allows for the development of these parcels.

**PROJECT IMPROVEMENTS**

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

**1. Community well-being and common good**

**COSTS**

na

**PROJECT TIME TABLE**

NA

**RESOLUTION**

Approve two Residential Water Franchise Agreements for parcel numbers 14-010-30-003-09 (1A) & 14-010-30-003-10 (1B) located at 1368 N. Harris Street.

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

Yes:  
No:  
Absent:

# City of Mt. Pleasant Charter Township of Union

## Water Service Franchise Agreement

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between The Charter Township of Union, a Municipal Corporation, located in the County of Isabella, State of Michigan, hereinafter referred to as “**GRANTOR**”, and the City of Mt. Pleasant, a Municipal Corporation located in the County of Isabella, State of Michigan, hereinafter referred to as “**GRANTEE**”.

### ARTICLE I Purpose and Intent

The Township of Union has a water supply and distribution system; however, is unable to supply water to every premises in the Township. The City of Mt. Pleasant also has a water supply and distribution system which in many instances can supply water to premises located within the Township much more readily than the Township can at the time this Agreement is executed. In order to facilitate the delivery of water service to premises located with the Township this Agreement is being entered into. It is the express intent of the parties that this is an interim agreement which shall remain in effect only so long as the Township is unable to deliver water service.

In consideration of the grant of this Franchise, the **GRANTEE** hereby promises to comply with the provisions of this Franchise Agreement in supplying a water line and water to the premises located at Parcel 1A, Parcel Number 37-14-010-30-003-09, 1368 N. Harris St., Mt. Pleasant, Michigan, which premises is located within Union Township, Isabella County, Michigan.

### ARTICLE II Grant of Authority

The **GRANTOR** hereby grants to the **GRANTEE** a non-exclusive right, privilege, and franchise to construct, operate, and maintain a water line and supply water to the property set forth in Article I hereof for a term of twenty (20) years from the date of this Agreement or such earlier date as **GRANTOR** may give **GRANTEE** notice pursuant to Article III herein. It is understood that this Agreement is subject to Article VII, Section 19, of the Michigan Constitution of 1963, and therefore is revocable at the will of **GRANTOR**.

Prior to commencing any construction, **GRANTEE** shall notify and consult with **GRANTOR**. Any construction of water mains, transmission lines, or other water supply line or pipe shall be according to Township specifications and shall be located within any easements or rights-of-way as specified or approved by the **GRANTOR's** water department. Approval of the exact location of the main, line or pipe within the easement or right-of-way by the **GRANTOR'S** water department shall be obtained prior to **GRANTEE** commencing any excavation or construction. **GRANTEE** shall be liable to **GRANTOR** for any costs **GRANTOR** may incur by

**GRANTEE'S** failure to construct water mains, transmission lines or other water supply lines or pipe to **GRANTOR'S** specification or for **GRANTEE'S** failure to locate such mains, line or pipe in the easements or rights-of way as specified by **GRANTOR**.

### **ARTICLE III Authority Not Exclusive**

The **GRANTOR** reserves the right to grant one or more franchises for similar uses to any person, partnership, or corporation at any time. **GRANTEE** agrees to disconnect from its water main, transmission line, or other water supply lines or pipe the premises subject to this Agreement and further agrees to cease supplying water to said premises at such time as **GRANTOR** makes available water to said premises through **GRANTOR'S** own distribution system or otherwise. Available shall mean **GRANTOR** has a water main or line within 200 feet of the property line of the premises being served by **GRANTEE'S** water system. **GRANTOR** shall give **GRANTEE** written notice by first class mail of the availability of **GRANTOR'S** water supply to the premises subject to this Franchise Agreement and upon receipt of such notice, **GRANTEE** shall then cease supplying water and disconnect the premises from its water supply system.

### **ARTICLE IV Conveyance of Water Lines**

Upon termination of this Agreement for any reason, any water lines laid by **GRANTEE** pursuant to this Franchise Agreement shall become the sole property of **GRANTOR**. Should the **GRANTEE** have a water main or transmission line which is existing at the time of execution of this Agreement, and to which the owner of the premises being served with water taps into for water service, then, in such an event, such water main or transmission line shall not be conveyed to **GRANTOR** upon termination of the Agreement and shall remain the sole and exclusive property of **GRANTEE**.

### **ARTICLE V Maintenance**

**GRANTEE** shall be solely responsible for all maintenance and the cost there of on the water line serving the premises subject to this Franchise Agreement during the term of this Agreement.

### **ARTICLE VI Indemnity**

The **GRANTEE** shall indemnify, save, and hold harmless the **GRANTOR** from all liability for any injury or damage occurring to any person or property from any cause arising from the use, operation, or construction of the **GRANTEE'S** water line. The **GRANTEE** also agrees to indemnify the **GRANTOR** for any and all costs and attorney fees arising from any cause of action which results from the use, operation, or construction of **GRANTEE'S** water line or any intentional, malicious, or torturous activity of any employee or agent of **GRANTEE**. Further, **GRANTEE** agrees to indemnify the **GRANTOR** for any and all costs and attorney fees arising from any cause of action which results from **GRANTOR** having to enforce the terms and conditions of this Franchise Agreement.

**ARTICLE VII**  
**Fees**

GRANTEE shall not charge the owner of the premises being served by water under this Franchise Agreement an unreasonable amount for water and in any event, not more than an amount which exceeds 1.325 times the rate charged by GRANTEE to its residents for water consumption.

**ARTICLE VIII**  
**Property Owner's Consent and Approval**

The undersigned being the owner of the premises which is the subject matter hereof, hereby consents to all of the terms and conditions set forth in this Franchise Agreement and acknowledges that he/she has fully read and understands the terms and conditions of this Franchise Agreement.

PROPERTY OWNER

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

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

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 2020, appeared before me, presented a valid photograph identification, and acknowledged signature on this document.

\_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

CITY OF MT. PLEASANT

By: \_\_\_\_\_  
William L. Joseph, Mayor

By: \_\_\_\_\_  
Jeremy Howard, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On \_\_\_\_\_, 2020, \_\_\_\_\_ William L. Joseph and Jeremy Howard, personally known to me as the Mayor and Clerk of the City of Mt. Pleasant, appeared before me and acknowledged their signatures on this document.

\_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

CHARTER TOWNSHIP OF UNION

By: \_\_\_\_\_  
Ben Gunning, Supervisor

By: \_\_\_\_\_  
Lisa Cody, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On \_\_\_\_\_, 2020, Ben Gunning and Lisa Cody, personally known to me as the Supervisor and Clerk of the Charter Township of Union, appeared before me and acknowledged their signatures on this document.

\_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

**Exhibit A**  
**Property Description**

PARCEL 1-A

37-14-010-30-003-09

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1456.22 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 159.00 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 209.89 FEET; THENCE N.57°-47'-36"E., 65.05 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 213.69 FEET; THENCE S.00°-33'-37"E., PARALLEL WITH SAID WEST SECTION LINE, 326.33 FEET; THENCE S.89°-24'-55"W., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 198.86 FEET; THENCE N.00°-33'-37"W., PARALLEL WITH SAID WEST SECTION LINE, 97.91 FEET; THENCE N.83°-32'-54"W., 282.21 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 2.66 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.



**City of Mt. Pleasant  
Charter Township of Union**

**Water Service Franchise Agreement**

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between The Charter Township of Union, a Municipal Corporation, located in the County of Isabella, State of Michigan, hereinafter referred to as “**GRANTOR**”, and the City of Mt. Pleasant, a Municipal Corporation located in the County of Isabella, State of Michigan, hereinafter referred to as “**GRANTEE**”.

**ARTICLE I  
Purpose and Intent**

The Township of Union has a water supply and distribution system; however, is unable to supply water to every premises in the Township. The City of Mt. Pleasant also has a water supply and distribution system which in many instances can supply water to premises located within the Township much more readily than the Township can at the time this Agreement is executed. In order to facilitate the delivery of water service to premises located with the Township this Agreement is being entered into. It is the express intent of the parties that this is an interim agreement which shall remain in effect only so long as the Township is unable to deliver water service.

In consideration of the grant of this Franchise, the **GRANTEE** hereby promises to comply with the provisions of this Franchise Agreement in supplying a water line and water to the premises located at **Parcel 1B, 37-14-010-30-003-11, 1368 N. Harris St.**, Mt. Pleasant, Michigan, which premises is located within Union Township, Isabella County, Michigan.

**ARTICLE II  
Grant of Authority**

The **GRANTOR** hereby grants to the **GRANTEE** a non-exclusive right, privilege, and franchise to construct, operate, and maintain a water line and supply water to the property set forth in Article I hereof for a term of twenty (20) years from the date of this Agreement or such earlier date as **GRANTOR** may give **GRANTEE** notice pursuant to Article III herein. It is understood that this Agreement is subject to Article VII, Section 19, of the Michigan Constitution of 1963, and therefore is revocable at the will of **GRANTOR**.

Prior to commencing any construction, **GRANTEE** shall notify and consult with **GRANTOR**. Any construction of water mains, transmission lines, or other water supply line or pipe shall be according to Township specifications and shall be located within any easements or rights-of-way as specified or approved by the **GRANTOR’s** water department. Approval of the exact location of the main, line or pipe within the easement or right-of-way by the **GRANTOR’S** water department shall be obtained prior to **GRANTEE** commencing any excavation or construction. **GRANTEE** shall be liable to **GRANTOR** for any costs **GRANTOR** may incur by **GRANTEE’S** failure to construct water mains, transmission lines or other water supply lines or

pipe to **GRANTOR'S** specification or for **GRANTEE'S** failure to locate such mains, line or pipe in the easements or rights-of way as specified by **GRANTOR**.

### **ARTICLE III Authority Not Exclusive**

The **GRANTOR** reserves the right to grant one or more franchises for similar uses to any person, partnership, or corporation at any time. **GRANTEE** agrees to disconnect from its water main, transmission line, or other water supply lines or pipe the premises subject to this Agreement and further agrees to cease supplying water to said premises at such time as **GRANTOR** makes available water to said premises through **GRANTOR'S** own distribution system or otherwise. Available shall mean **GRANTOR** has a water main or line within 200 feet of the property line of the premises being served by **GRANTEE'S** water system. **GRANTOR** shall give **GRANTEE** written notice by first class mail of the availability of **GRANTOR'S** water supply to the premises subject to this Franchise Agreement and upon receipt of such notice, **GRANTEE** shall then cease supplying water and disconnect the premises from its water supply system.

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### **ARTICLE VII**

## **Fees**

GRANTEE shall not charge the owner of the premises being served by water under this Franchise Agreement an unreasonable amount for water and in any event, not more than an amount which exceeds 1.325 times the rate charged by GRANTEE to its residents for water consumption.

## **ARTICLE VIII Property Owner's Consent and Approval**

The undersigned being the owner of the premises which is the subject matter hereof, hereby consents to all of the terms and conditions set forth in this Franchise Agreement and acknowledges that he/she has fully read and understands the terms and conditions of this Franchise Agreement.

PROPERTY OWNER

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

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

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 2020, appeared before me, presented a valid photograph identification, and acknowledged signature on this document.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

CITY OF MT. PLEASANT

By: \_\_\_\_\_  
William L. Joseph, Mayor

By: \_\_\_\_\_  
Jeremy Howard, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On \_\_\_\_\_, 2020, \_\_\_\_\_ William L. Joseph and Jeremy Howard, personally known to me as the Mayor and Clerk of the City of Mt. Pleasant, appeared before me and acknowledged their signatures on this document.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

CHARTER TOWNSHIP OF UNION

By: \_\_\_\_\_  
Ben Gunning, Supervisor

By: \_\_\_\_\_  
Lisa Cody, Clerk

STATE OF MICHIGAN  
COUNTY OF ISABELLA

On \_\_\_\_\_, 2020, Ben Gunning and Lisa Cody, personally known to me as the Supervisor and Clerk of the Charter Township of Union, appeared before me and acknowledged their signatures on this document.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission expires: \_\_\_\_\_  
Acting in Isabella County, Michigan

**Exhibit A**  
**Property Description**

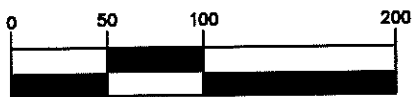
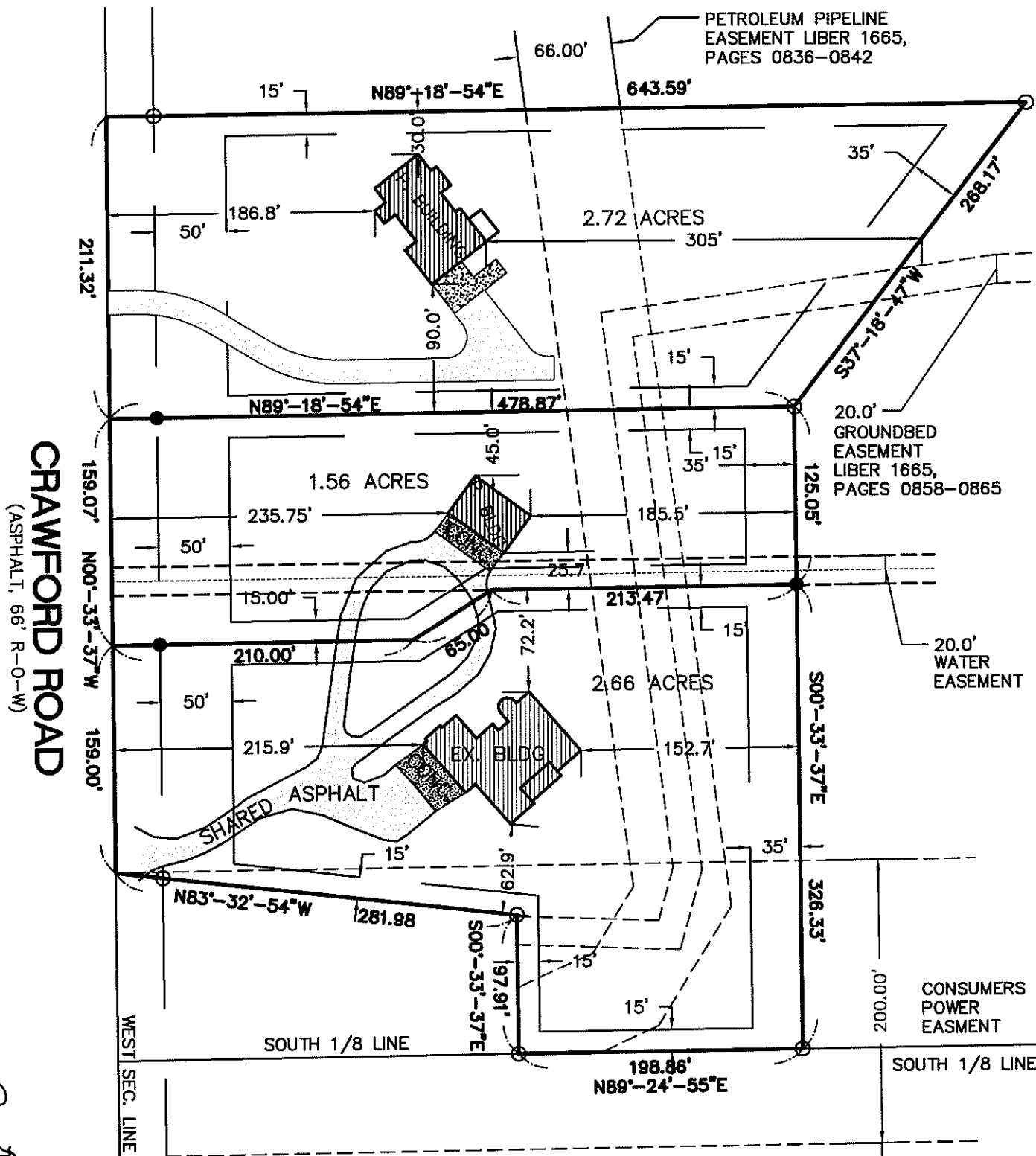
PARCEL 1-B

37-14-010-30-003-11

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1615.22 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 159.07 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 478.96 FEET; THENCE S.00°-33'-37"E., PARALLEL WITH SAID WEST SECTION LINE, 125.05 FEET; THENCE S.89°-18'-54"W., PARALLEL WITH SAID NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, 213.69 FEET; THENCE S.57°-47'-36"W., 65.05 FEET; THENCE S.89°-18'-54"W., PARALLEL WITH SAID NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, 209.89 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 1.56 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

# SKETCH DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4  
OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



1 inch = 100 ft.

- R - RECORDED
- M - MEASURED
- - SET WOOD STAKE

- - FOUND IRON
- - SET IRON
- ⊙ - CONCRETE MONUMENT

- ⊕ - SECTION CORNER
- ⊙ - 1/8 CORNER



**CMS & D**  
SURVEYING / ENGINEERING

2257 E BROOMFIELD ROAD  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

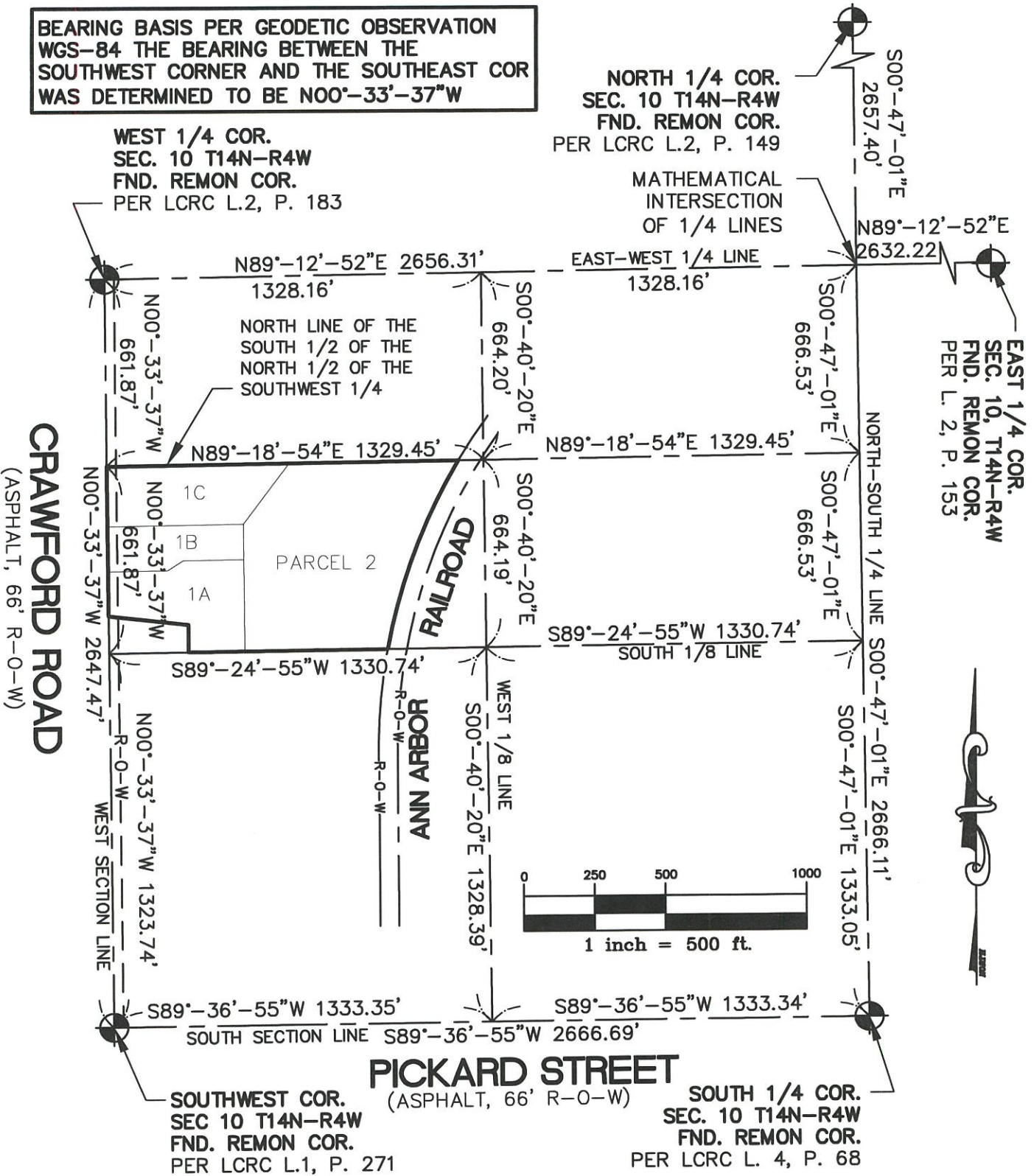
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SURVEY DATE: N/A	CHECKED BY: TELB
DATE: 6-26-20	JOB NUMBER: 2005-037
REVISED:	SHEET NUMBER: N/A

# CERTIFICATE OF SURVEY

## DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

BEARING BASIS PER GEODETIC OBSERVATION  
WGS-84 THE BEARING BETWEEN THE  
SOUTHWEST CORNER AND THE SOUTHEAST COR  
WAS DETERMINED TO BE  $N00^{\circ}-33'-37''W$



I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY HEREIN DESCRIBED ON 12-11-17 AND THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970, AS AMENDED. THE RATIO OF CLOSURE OF THIS SURVEY IS 1:5000 OR LESS.

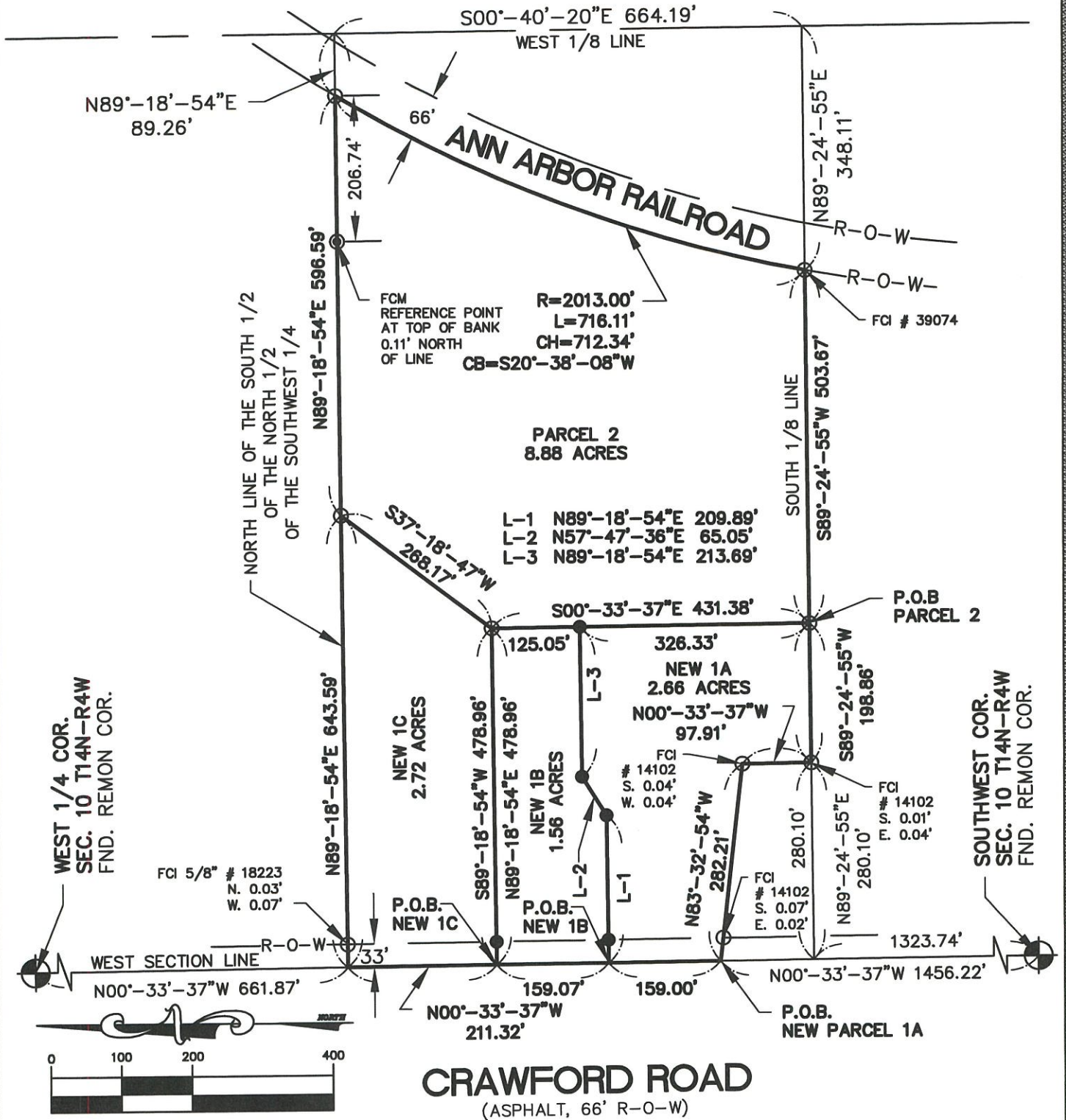
*Timothy E. Bebee*  
TIMOTHY E. BEBEE P.S. #39074

<p>R - RECORDED M - MEASURED □ - SET WOOD STAKE</p>	<p>○ - FOUND IRON ● - SET IRON ⊙ - CONCRETE MONUMENT</p>	<p>⊕ - SECTION CORNER ⊙ - 1/8 CORNER</p>									
<h2 style="margin: 0;">CMS &amp; D</h2> <p style="margin: 0;">SURVEYING / ENGINEERING</p> <p style="margin: 0; font-size: small;">2257 E BROOMFIELD ROAD MT. PLEASANT, MICHIGAN 48858 PHONE: (989) 775-0756 FAX: (989) 775-5012 EMAIL: info@cms-d.com</p>		<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td>SCALE: 1" = 500'</td> <td>DRAWN BY: BTM/WRE</td> </tr> <tr> <td>SURVEY DATE: 12-11-17</td> <td>CHECKED BY: TEL B</td> </tr> <tr> <td>DATE: 6-12-20</td> <td>JOB NUMBER: 2005-037C</td> </tr> <tr> <td>REVISED: 6-26-20</td> <td>SHEET NUMBER: 1 OF 6</td> </tr> </table>	SCALE: 1" = 500'	DRAWN BY: BTM/WRE	SURVEY DATE: 12-11-17	CHECKED BY: TEL B	DATE: 6-12-20	JOB NUMBER: 2005-037C	REVISED: 6-26-20	SHEET NUMBER: 1 OF 6	
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REVISED: 6-26-20	SHEET NUMBER: 1 OF 6										

# CERTIFICATE OF SURVEY

DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY HEREIN DESCRIBED ON 12-11-17 AND THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970, AS AMENDED. THE RATIO OF CLOSURE OF THIS SURVEY IS 1:5000 OR LESS.

*Timothy E. Bebee*  
TIMOTHY E. BEBEE P.S. #39074

- R - RECORDED
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MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
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SCALE: 1" = 200'	DRAWN BY: BTM/TELB
SURVEY DATE: 12-11-17	CHECKED BY: TELB
DATE: 6-12-20	JOB NUMBER: 2005-037C
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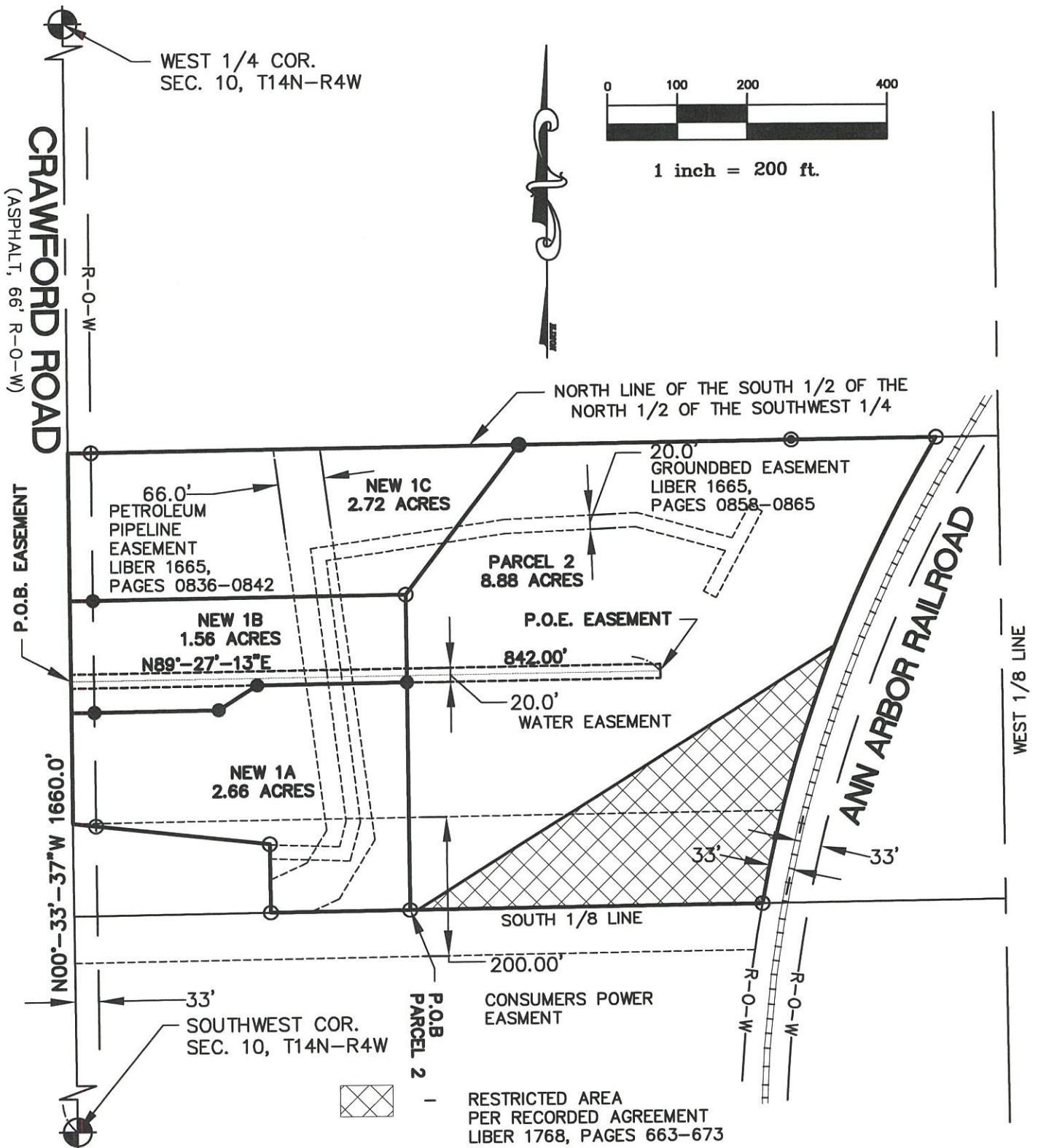




# CERTIFICATE OF SURVEY

DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY HEREIN DESCRIBED ON 12-11-17 AND THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970, AS AMENDED. THE RATIO OF CLOSURE OF THIS SURVEY IS 1:5000 OR LESS.

*Timothy E. Bebee*  
TIMOTHY E. BEBEE P.S. #39074



- |                    |                       |                    |
|--------------------|-----------------------|--------------------|
| R - RECORDED       | ○ - FOUND IRON        | ⊕ - SECTION CORNER |
| M - MEASURED       | ● - SET IRON          | ⊙ - 1/8 CORNER     |
| □ - SET WOOD STAKE | ⊙ - CONCRETE MONUMENT |                    |

## CMS & D

### SURVEYING / ENGINEERING

2257 E BROOMFIELD ROAD  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
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SCALE: 1" = 200'	DRAWN BY: BTM/TEL B
SURVEY DATE: 12-11-17	CHECKED BY: TEL B
DATE: 6-12-20	JOB NUMBER: 2005-037C
REVISED: 6-26-20	SHEET NUMBER: 3 OF 6

# CERTIFICATE OF SURVEY

## DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

**OVERALL PARCEL 1**

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1456.22 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 529.39 FEET; THENCE N.89°-18'-54"E., ON AND ALONG THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 643.60 FEET; THENCE S.37°-18'-47"W., 268.17 FEET; THENCE S.00°-33'-37"E., PARALLEL WITH SAID WEST SECTION LINE, 451.40 FEET; THENCE S.89°-24'-55"W., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 198.86 FEET; THENCE N.00°-33'-37"W., PARALLEL WITH SAID WEST SECTION LINE, 97.91 FEET; THENCE N.83°-32'-54"W., 282.21 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 6.95 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHT OF WAYS RECORDED.

**NEW PARCEL 1-A**

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1456.22 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 159.00 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 209.89 FEET; THENCE N.57°-47'-36"E., 65.05 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 213.69 FEET; THENCE S.00°-33'-37"E., PARALLEL WITH SAID WEST SECTION LINE, 326.33 FEET; THENCE S.89°-24'-55"W., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 198.86 FEET; THENCE N.00°-33'-37"W., PARALLEL WITH SAID WEST SECTION LINE, 97.91 FEET; THENCE N.83°-32'-54"W., 282.21 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 2.66 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

**NEW PARCEL 1-B**

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1615.22 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 159.07 FEET; THENCE N.89°-18'-54"E., PARALLEL WITH THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 478.96 FEET; THENCE S.00°-33'-37"E., PARALLEL WITH SAID WEST SECTION LINE, 125.05 FEET; THENCE S.89°-18'-54"W., PARALLEL WITH SAID NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, 213.69 FEET; THENCE S.57°-47'-36"W., 65.05 FEET; THENCE S.89°-18'-54"W., PARALLEL WITH SAID NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, 209.89 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 1.56 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY HEREIN DESCRIBED ON 12-11-17 AND THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970, AS AMENDED. THE RATIO OF CLOSURE OF THIS SURVEY IS 1:5000 OR LESS.

*Timothy E. Bebee*  
TIMOTHY E. BEBEE P.S. #39074

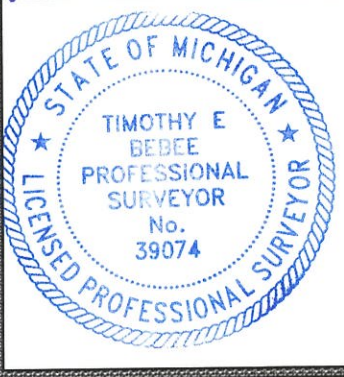
- |                    |                       |
|--------------------|-----------------------|
| R - RECORDED       | ○ - FOUND IRON        |
| M - MEASURED       | ● - SET IRON          |
| □ - SET WOOD STAKE | ⊙ - CONCRETE MONUMENT |

- ⊕ - SECTION CORNER
- ⊗ - 1/8 CORNER



**CMS & D**  
SURVEYING / ENGINEERING  
2257 E BROOMFIELD ROAD  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

SCALE: N/A	DRAWN BY: BTM/TEL B
SURVEY DATE: 12-11-17	CHECKED BY: TEL B
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# CERTIFICATE OF SURVEY

DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

**NEW PARCEL 1-C**

A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1774.29 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING N.00°-33'-37"W., ON AND ALONG SAID WEST SECTION LINE, 211.32 FEET; THENCE N.89°-18'-54"E., ON AND ALONG THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 643.59 FEET; THENCE S.37°-18'-47"W., 268.17 FEET; THENCE S.89°-18'-54"W., PARALLEL WITH SAID NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, 478.96 FEET; BACK TO THE POINT OF BEGINNING, CONTAINING 2.72 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE WESTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

**PARCEL 2**



A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1323.74 FEET; THENCE N.89°-24'-55"E., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 478.96 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N.00°-33'-37"W., PARALLEL WITH SAID WEST SECTION LINE, 451.40 FEET; THENCE N.37°-18'-47"E., 268.17 FEET; THENCE N89°-18'-54"E., ON AND ALONG THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION, 596.59 FEET TO A POINT ON A CURVE TO THE LEFT HAVING A RADIUS OF 2013.00 FEET; THENCE SOUTHWESTERLY, ALONG THE ARC OF SAID CURVE, 716.11 FEET TO A POINT ON SAID CURVE, TO SAID ARC BEING SUBTENDED BY A CHORD BEARING S.20°-38'-08"W., 712.34 FEET TO SAID POINT; THENCE S.89°-24'-55"W., ON AND ALONG THE SOUTH 1/8 LINE OF SAID SECTION, 503.67 FEET; BACK TO THE POINT OF BEGINNING, CONTAINING 8.88 ACRES OF LAND AND BEING SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

**PUBLIC WATER MAIN EASEMENT DESCRIPTION:**

A 20 FOOT WIDE EASEMENT FOR PUBLIC WATER MAIN BEING A STRIP OF LAND 20.00 FEET IN WIDTH, BEING 10.00 FEET EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, ACROSS THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY MICHIGAN, DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 1660.00 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N.89°-27'-13"E., 842.00 FEET TO THE POINT OF ENDING. THE SIDELINES OF SAID STRIP TO BE EXTENDED OR SHORTENED TO MEET AT THEIR RESTECTIVE INTERSECTIONS.

I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY, HEREIN DESCRIBED ON XX-XX-XX AND THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970, AS AMENDED. THE RATIO OF CLOSURE OF THIS SURVEY IS 1:5000 OR LESS.

*Timothy E. Bebee*  
TIMOTHY E BEBEE P.S. #39074

<p>R - RECORDED M - MEASURED ☐ - SET WOOD STAKE</p>	<p>○ - FOUND IRON ● - SET IRON ◎ - CONCRETE MONUMENT</p>	<p>⊕ - SECTION CORNER ⊕ - 1/8 CORNER</p>									
 <p style="font-size: 24pt; font-weight: bold; margin: 0;">CMS &amp; D</p> <p style="font-weight: bold; margin: 0;">SURVEYING / ENGINEERING</p> <p style="font-size: 10pt; margin: 0;">2257 E BROOMFIELD ROAD MT. PLEASANT, MICHIGAN 48858 PHONE: (989) 775-0756 FAX: (989) 775-5012 EMAIL: info@cms-d.com</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SCALE: N/A</td> <td style="width: 50%;">DRAWN BY: BTM/TELB</td> </tr> <tr> <td>SURVEY DATE: 12-11-17</td> <td>CHECKED BY: TELB</td> </tr> <tr> <td>DATE: 6-12-20</td> <td>JOB NUMBER: 2005-037C</td> </tr> <tr> <td>REVISED: 6-26-20</td> <td>SHEET NUMBER: 5 OF 6</td> </tr> </table>		SCALE: N/A	DRAWN BY: BTM/TELB	SURVEY DATE: 12-11-17	CHECKED BY: TELB	DATE: 6-12-20	JOB NUMBER: 2005-037C	REVISED: 6-26-20	SHEET NUMBER: 5 OF 6
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# CERTIFICATE OF SURVEY

## DAVE COYNE

PART OF THE SOUTH 1/2 OF THE NORTH 1/2  
OF THE SOUTHWEST 1/4 OF SECTION 10, T14N-R4W  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

**WITNESSES:**

**WEST 1/4 COR**  
**SECTION 10, T.14N.-R.4W.,**  
FND. REMON COR.  
PER LCRC L. 2, P. 183  
N.65°W. 33.99'  
S.65°W. 45.38'  
S.30°E. 48.95'  
EAST 37.79'

TOP C/L OF A HYDRANT (OBT)  
FND. N&T 20" MAPLE TREE  
FND. N&T 28" MAPLE TREE  
FND. N&T WOOD FENCE POST

**SOUTHWEST 1/4 COR**  
**SECTION 10, T.14N.-R.4W.,**  
FND. REMON COR.  
PER LCRC L. 1, P. 271  
S.60°W. 93.17'  
N.65°E. 79.26'  
S.20°E. 55.77'  
SSW 66.04'  
NE 50.94'

NE. COR OF CREDIT UNION BUILDING  
S. FACE OF S. LEG OF COYNE OIL SIGN  
FND. N&T DROP POLE  
TOP C/L OF FIRE HYDRANT  
TO NEAREST EDGE OF 4" GAS VENT PIPE

**SOUTH 1/4 COR**  
**SECTION 10, T.14N-R.4W.,**  
FND. REMON COR  
PER LCRC L. 4, P. 68  
SOUTH 7.8'  
S.04°E. 33.23'  
N.28°E. 51.66'  
S.72°E. 104.72'  
S.62°W. 123.15'  
NORTH 70.00'

BACK OF CURB  
FND. N&T POWER POLE  
TOP C/L OF HYDRANT  
FND. N&T POWER POLE  
NW. CORNER ALUMINUM BUILDING  
FND. "T" IRON

**NORTH 1/4 COR.**  
**SECTION 10, T.14N-R.4W.,**  
FND. REMON COR.  
PER LCRC L. 2, P. 149  
S.35°E. 67.15'  
N.30°W. 86.48'  
S.64°E. 72.63'  
S.45°W. 35.29'  
N.70°W. 126.97'  
N.45°E. 46.14'



NW. CORNER HOUSE FOUNDATION  
SE. CORNER HOUSE FOUNDATION  
FND. N&T 32" ELM TREE  
FND. NAIL N&T POWER POLE  
FND. NAIL N&T POWER POLE  
FND. N&T POWER POLE

**EAST 1/4 COR.**  
**SECTION 10, T.14N-R.4W.,**  
FND. REMON COR.  
PER LCRC L. 2, P. 153  
N.25°W. 64.46'  
N.85°W. 31.93'  
S.65°W. 35.37'  
S.70°E. 63.45'

FND. N&T POWER POLE  
FCM (ASSESSOR'S PLAT NO. 7)  
TOP C/L OF A HYDRANT  
FND N&T POWER POLE

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# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher **DATE:** July 16, 2020  
**FROM:** Sherrie Teall, Finance Director **DATE FOR BOARD CONSIDERATION:** 7/22/2020  
**ACTION REQUESTED:** Board approval of the FY 2020 Budget Amendment No. 1 for the General fund and the Building Zoning and Assessing section of the Fee Schedule

Current Action  Emergency

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

Finance Approval Sherrie Teall

### BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2020 budget be amended by the Board of Trustees per the attached for the funds listed above. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows.

#### Fee Schedule Amendment

As part of the implementation of the new Extraction Ordinance 20-01, an amendment to the Township’s Fee Schedule is necessary. Staff has evaluated the scope of work and anticipated Township costs for processing Extraction Permit applications. The following application and fee are to be inserted under the “Building, Zoning, and Assessing” section of the Fee Schedule:

Extraction Permit (Ord. 20-01)	\$1,350.00
--------------------------------	------------

#### General Fund

- Revenue
  - Decreased zoning permit revenue of \$6,000 is recognized
  - Decreased State aid revenue from the Local Community Stabilization Authority in the amount of \$2,460 is being recognized
  - Decreased State revenue sharing of \$100,000 is being recognized based on amounts estimated by the State of Michigan
  - Increased State Grant revenue of \$13,190 is recognized for the special election costs reimbursement requested by Clerk Cody
  - Decreased revenue from use fees for the baseball fields in the amount of \$1,320 are being recognized
  - Decreased interest earnings in the amount of \$11,000 are recognized
  - Decreased Rent for Jameson Hall in the amount of \$3,500 is recognized
  - Total net revenue from all adjustments is a decrease of \$109,490 for the General fund
  
- Expenditures

- Increased budget \$7,504 in the Manager’s department is recognized: including an increase of \$3,000 for the Township Manager’s car allowance approved by the Board in 2019, \$3,134 for retirement which was inadvertently left out of the original budget and \$800 for a zoom meeting software subscription
- Reduced budget \$11,674 in the Accounting department for an unfilled full-time staff position
- Increased Clerk’s budget \$3,500 for new Office desk and storage configuration and \$2,744 for increased hours worked by deputy clerk on larger numbers of absentee ballots
- Increased budget in the Information Technology department \$2,650 to cover new computer/set up for Planning and Economic Development Director
- Decreased budget in Assessing department \$44,345 based on Assessor’s retirement and replacement with contracted labor
- Increased election department budget \$16,883 for the costs of running 3 elections this year, increased number of absentee ballots to process and maintaining/programming tabulator machines
- Increased budget is needed in the Township hall department \$3,000 for new storage/shelving in the Township Hall basement and COVID-19 related items for the Township Hall lobby
- Increased budget \$36,557 in the Legal Department is recognized for \$6,557 in legal fees approved by the Board for the Township Assessor and an additional amount of \$30,000 for extraction ordinance related lawsuits
- Increased Building Department budget \$2,476 for classified ads related to the building official search and blueprint filing system for building department office staff and net adjustments related to cost of salaries/wages/benefits/contracted building official costs
- Public Works Department increase of \$14,000 for gravel road improvement contracts with the Isabella County Road Commission is recognized
- The Planning Department budget is being increased by \$22,047, which includes \$18,297 for wage and benefit costs associated with a new hire in the department and collectively bargained wages and benefits, a blue print filing system pf \$750 and final amounts due on the zoning code rewrite of \$3,000
- Parks and Recreation Professional & Contractual Services budget is being increased by \$8,000 for fertilizer, weed control & turf growth regulator applied at McDonald Park & baseball fields
- Increased Capital Outlay budget of \$28,629 is recognized for a new furnace and two air conditioning units at the Township Hall in the amount of \$12,129 and \$16,500 for engineering fees approved by the Board in May for the Jameson Hall improvement project
- Total net expenditures from all adjustments result in an increase of \$93,471 in spending for the general fund

The budget amendment for the General Fund is:

Revenues:		(\$109,490)
Expenditures:		
172-Township Manager	7,504	
191-Accounting	(11,674)	
215-Clerk	6,244	
228-Information Technology	2,650	
253-Treasurer	1,500	
257-Assessor	(44,345)	
262-Elections	16,883	

265-Twp Hall & Grounds	3,000
266-Legal/Attorney	36,557
371-Building	2,476
441-Public Works	14,000
701-Planning	22,047
751-Parks & Recreation	8,000
901-Capital Outlay	28,629
 Total Expenditures	 \$ 93,471

- The resulting net impact of budget amendment No. 1 is to decrease the projected year end fund balance by \$202,961 in the general fund compared to the existing budget.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

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

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in these budget amendments (From Policy 1.0: Global End)

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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

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

**RESOLUTION**

Authorization is hereby given to amend the FY 2020 budget for the General Fund and the Building, Zoning and Assessing section of the Fee Schedule per the attached.

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

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

Yes:  
No:  
Absent:



## 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
Extraction Permit (Ord. 20-01)	\$1,350 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

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
<b>Re-Inspection Fees</b>	
1st re-inspection	\$25
2nd re-inspection	\$200
3rd re-inspection	\$500
4th re-inspection	\$750
<b>Violation Inspection Fees</b>	
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
<b>Rental Re-Certification</b>	
Prior to Last Certificate Expiration	\$40
After Last Certification	\$60
<b>Misc. Fees</b>	
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
<b>Referral</b>	
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  
101 - General Fund  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
<b>Fund 101 - GENERAL FUND</b>						
101-000-402.000	CURRENT PROPERTY TAX	304,828.14	302,500.00	293,382.21	302,500.00	0.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(4,827.60)	(5,000.00)	0.00	(5,000.00)	0.00
101-000-402.002	PILOT TAX	3,182.43	3,000.00	0.00	3,000.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	1,448.80	0.00	0.00	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	202.64	1,000.00	0.00	1,000.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,447.00	2,400.00	0.00	2,400.00	0.00
101-000-445.000	INTEREST ON TAXES	263.17	100.00	0.00	100.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	6,835.42	6,600.00	3,685.33	3,700.00	(2,900.00)
	*Penalties for the 2019 Tax Year Were Lower Than 2018 Tax Year					
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,214.34	146,000.00	99,486.25	146,000.00	0.00
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(2,430.74)	(4,000.00)	0.00	(4,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,775.00	7,700.00	0.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	757.53	0.00	0.00	0.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	129,216.83	130,000.00	30,300.00	130,000.00	0.00
101-000-476.000	BUILDING PERMITS	55,173.00	50,000.00	11,995.80	50,000.00	0.00
101-000-477.000	RENTAL INSPECTION FEES	81,977.00	80,000.00	56,097.00	80,000.00	0.00
101-000-479.000	ZONING PERMITS	15,492.00	18,000.00	1,625.00	12,000.00	(6,000.00)
	*Reduced Budget Based on Actual YTD Revenues which are Lower Due to the Public Reaction to COVID-19					
101-000-573.000	STATE AID REVENUE-LCSA	4,496.13	4,500.00	2,039.64	2,040.00	(2,460.00)
	*State Aid Revenue Was Lower Than Expected					
101-000-574.000	STATE REVENUE SHARING	1,187,793.00	1,140,000.00	0.00	1,040,000.00	(100,000.00)
	*Reduced Amount Expected for State Revenue Sharing due to Economic Downturn Related to COVID-19					
101-000-574.100	LIQUOR STATE REVENUE SHARING	13,193.40	11,500.00	27.50	11,500.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	7,514.27	7,500.00	0.00	7,500.00	0.00
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIMBURSEMENT	0.00	0.00	0.00	13,190.00	13,190.00
	*Increased Budget for State Reimbursement requested for Special Election Costs					
101-000-582.000	CONTRIBUTION FROM TRIBE	0.00	34,000.00	0.00	34,000.00	0.00
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	107,000.00	0.00	107,000.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	2,016.00	3,000.00	1,435.00	3,000.00	0.00
101-000-613.000	APPLICATION FEES	500.00	500.00	0.00	500.00	0.00
101-000-625.000	ELECTION FILING FEES	0.00	0.00	1,200.00	500.00	500.00
	*Election Filing Fees Are Higher than Expected Due to Public Reaction to COVID-19					
101-000-628.000	LAND DIVISIONS/CONDO CONV	2,100.00	1,500.00	500.00	1,500.00	0.00
101-000-630.000	WEED ABATEMENT SERVICES	243.00	500.00	769.50	500.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	1,680.00	2,000.00	0.00	680.00	(1,320.00)
	*Fees for Use of the Baseball Fields are Lower Than Expected Due to COVID-19					
101-000-655.000	FINES & FORFEITURES	248.70	800.00	60.00	800.00	0.00
101-000-665.000	INTEREST EARNED	120,392.34	100,000.00	36,861.25	89,000.00	(11,000.00)
	*Reduced Budget due to Extremely Low Interest Rates Caused by Public Reaction to COVID-19					
101-000-667.000	RENT - JAMESON HALL	7,350.00	7,000.00	900.00	3,500.00	(3,500.00)
	*Rent for Jameson Hall Lower Than Expected Due to Upgrade Project/Covid-19					
101-000-667.100	RENT - McDONALD PARK PAVILION	1,092.00	1,500.00	588.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	528.00	500.00	60.00	500.00	0.00
101-000-667.300	LEASES	900.00	900.00	900.00	900.00	0.00
101-000-671.000	OTHER REVENUE	1,102.08	5,000.00	179.15	5,000.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	19,990.66	14,000.00	5,512.59	18,000.00	4,000.00
	*Increased Budget for Costs Related to Street Lights in the Subdivisions					
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	0.00	500.00	0.00
		2,123,694.54	2,180,500.00	547,604.22	2,071,010.00	(109,490.00)
<b>Dept 101 - TRUSTEES</b>						
101-101-702.000	SALARIES & WAGES	29,538.31	30,115.00	8,423.00	30,115.00	0.00
101-101-707.000	PER MEETING	3,800.00	4,000.00	1,225.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	2,066.98	2,108.00	598.19	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	483.41	493.00	139.88	493.00	0.00
101-101-724.000	WORKER'S COMP	66.25	80.00	21.73	80.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	6,337.04	4,000.00	3,307.50	4,000.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	309.36	500.00	133.40	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	0.00	600.00	0.00	600.00	0.00
101-101-910.000	PROFESSIONAL DEVELOPMENT	2,252.12	5,100.00	394.00	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	0.00	2,500.00	0.00	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	0.00	500.00	0.00	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	16,236.58	16,400.00	10,000.00	16,400.00	0.00
101-101-955.000	MISC.	14.00	500.00	0.00	500.00	0.00

**Charter Township of Union  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Net - Dept 101 - TRUSTEES		61,104.05	66,896.00	24,242.70	66,896.00	0.00
Dept 171 - SUPERVISOR						
101-171-702.000	SALARIES & WAGES	15,379.01	15,320.00	4,301.37	15,320.00	0.00
101-171-707.000	PER MEETING	(25.00)	1,000.00	0.00	1,000.00	0.00
101-171-709.000	EMPLR FICA CONTR	998.38	1,012.00	266.67	1,012.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	233.61	237.00	62.39	237.00	0.00
101-171-724.000	WORKER'S COMP	31.78	40.00	9.71	40.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	350.00	0.00	350.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	0.00	1,000.00	0.00
101-171-910.100	SEMINAR LODGING	0.00	750.00	0.00	750.00	0.00
101-171-910.200	SEMINAR MEALS	0.00	200.00	0.00	200.00	0.00
101-171-915.000	MEMBERSHIP & DUES	0.00	275.00	0.00	275.00	0.00
Net - Dept 171 - SUPERVISOR		16,617.78	20,184.00	4,640.14	20,184.00	0.00
Dept 172 - TWP MANAGER						
101-172-702.000	SALARIES & WAGES	34,877.91	34,820.00	9,758.73	34,820.00	0.00
101-172-702.600	CAR ALLOWANCE	0.00	0.00	1,000.00	3,000.00	3,000.00
*Increased Budget for New Car Allowance Approved by the Board in 2019						
101-172-708.000	UNEMPLOYMENT	122.72	123.00	54.33	55.00	(68.00)
*Reduced Budget Based on Reduced Unemployment Rate						
101-172-709.000	EMPLR FICA CONTR	2,159.98	2,159.00	649.96	2,159.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	505.24	510.00	152.00	510.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	2,628.75	0.00	945.30	3,134.00	3,134.00
*Increased Retirement, amount was inadvertently not entered in original budget						
101-172-718.500	HEALTH INSURANCE	6,469.99	6,847.00	2,587.82	7,520.00	673.00
*Increased Budget Related to Larger than Expected Increase in Health Care Costs						
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(180.80)	(194.00)	(99.60)	(269.00)	(75.00)
*Change in Budget Related to Negotiated Collective Bargaining Agreements						
101-172-719.000	DENTAL INSURANCE	165.87	171.00	61.73	175.00	4.00
*Increased Budget Related to Actual Rates/Employee Elections for 2020						
101-172-719.800	VISION INSURANCE	44.40	48.00	43.95	120.00	72.00
*Increased Budget Related to Actual Rates/Employee Elections for 2020						
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(22.28)	(24.00)	(22.01)	(60.00)	(36.00)
*Increased Budget Related to Actual Rates/Employee Elections for 2020						
101-172-724.000	WORKER'S COMP	132.31	150.00	45.68	150.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	119.68	150.00	44.60	150.00	0.00
101-172-752.000	OFFICE SUPPLIES	0.00	300.00	0.00	300.00	0.00
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	800.00	800.00
*Increased Budget for Zoom Meetings Subscription-Standard Pro Monthly and MTA Red Books						
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,394.00	0.00	0.00	0.00	0.00
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	51,686.73	54,000.00	0.00	54,000.00	0.00
101-172-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	223.88	250.00	0.00	250.00	0.00
101-172-880.000	COMMUNITY PROMOTION	5,938.65	8,800.00	0.00	8,800.00	0.00
101-172-900.000	PRINTING & PUBLISHING	0.00	600.00	0.00	600.00	0.00
101-172-910.000	PROFESSIONAL DEVELOPMENT	1,111.76	1,500.00	90.00	1,500.00	0.00
101-172-910.100	SEMINAR LODGING	234.85	800.00	0.00	800.00	0.00
101-172-910.200	SEMINAR MEALS	19.63	200.00	0.00	200.00	0.00
101-172-915.000	MEMBERSHIP & DUES	580.00	600.00	75.00	600.00	0.00
101-172-955.000	MISC.	382.73	300.00	71.50	300.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	0.00	500.00	0.00
Net - Dept 172 - TWP MANAGER		112,596.00	112,610.00	15,458.99	120,114.00	7,504.00
Dept 191 - ACCOUNTING/GEN ADMIN						
101-191-702.000	SALARIES & WAGES	75,522.02	116,240.00	23,754.57	109,386.00	(6,854.00)
*Reduced Budget Based on Delayed Hiring of Accounting Specialist						
101-191-702.500	OVERTIME	4,106.59	3,900.00	1,021.75	3,900.00	0.00
101-191-708.000	UNEMPLOYMENT	858.95	1,443.00	285.81	410.00	(1,033.00)
*Reduced Budget Based on Reduced Unemployment Rate						
101-191-709.000	EMPLR FICA CONTR	4,715.05	7,809.00	1,450.17	7,809.00	0.00
101-191-711.000	EMPLR MEDICARE CONTR	1,102.81	1,742.00	339.17	1,742.00	0.00
101-191-716.000	EMPLR RETIREMENT CONTR	4,827.42	8,464.00	1,826.23	8,464.00	0.00
101-191-718.500	HEALTH INSURANCE	25,948.24	47,847.00	9,805.07	41,500.00	(6,347.00)
*Reduced Budget Based on Delayed Hiring of Accounting Specialist						
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,652.85)	(2,978.00)	(815.33)	(3,544.00)	(566.00)

**Charter Township of Union  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
	*Change in Budget Related to Negotiated Collective Bargaining Agreements					
101-191-719.000	DENTAL INSURANCE	1,788.74	2,793.00	614.53	2,680.00	(113.00)
	*Reduced Budget Based on Delayed Hiring of Accounting Specialist					
101-191-719.800	VISION INSURANCE	384.72	692.00	133.31	580.00	(112.00)
	*Reduced Budget Based on Delayed Hiring of Accounting Specialist					
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(192.43)	(346.00)	(66.67)	(290.00)	56.00
	*Reduced Budget Based on Delayed Hiring of Accounting Specialist					
101-191-724.000	WORKER'S COMP	295.51	518.00	105.40	487.00	(31.00)
	*Reduced Budget Based on Delayed Hiring of Accounting Specialist					
101-191-725.000	LIFE & DISABILITY BENEFIT	406.37	765.00	145.82	591.00	(174.00)
	*Reduced Budget Based on Delayed Hiring of Accounting Specialist					
101-191-752.000	OFFICE SUPPLIES	1,112.25	2,000.00	685.91	2,000.00	0.00
101-191-767.000	UNIFORMS	100.00	100.00	0.00	100.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	314.00	600.00	0.00	600.00	0.00
101-191-801.020	EXTERNAL AUDIT	15,850.00	16,500.00	0.00	16,500.00	0.00
101-191-851.000	MAIL/POSTAGE	1,725.66	6,000.00	3,271.00	6,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	289.88	2,000.00	186.77	2,000.00	0.00
101-191-900.000	PRINTING & PUBLISHING	0.00	0.00	1,458.80	2,000.00	2,000.00
	*Increased Budget for Employment Advertising for Accounting Specialist					
101-191-910.000	PROFESSIONAL DEVELOPMENT	428.00	1,200.00	123.00	1,200.00	0.00
101-191-910.100	SEMINAR LODGING	613.82	2,500.00	0.00	2,500.00	0.00
101-191-910.200	SEMINAR MEALS	27.97	300.00	0.00	300.00	0.00
101-191-915.000	MEMBERSHIP & DUES	452.25	500.00	75.00	500.00	0.00
101-191-955.000	MISC.	0.40	100.00	0.00	100.00	0.00
101-191-955.001	BANK FEES	372.00	240.00	64.00	240.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	5,614.00	4,000.00	3,460.06	5,500.00	1,500.00
	*Increased for New Chairs for Finance Office					
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	475.94	500.00	99.99	500.00	0.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN		145,487.31	225,429.00	48,024.36	213,755.00	(11,674.00)
Dept 215 - CLERK						
101-215-702.000	SALARIES & WAGES	23,832.10	28,000.00	9,685.40	30,000.00	2,000.00
	*Increased for Extra Hours worked by Deputy Clerk for Absentee Applications/Ballots because of COVID					
101-215-707.000	PER MEETING	1,875.00	1,700.00	175.00	1,700.00	0.00
	*Increased for Extra Hours worked by Deputy Clerk for Absentee Applications/Ballots because of COVID					
101-215-709.000	EMPLR FICA CONTR	1,593.84	1,785.00	611.34	1,970.00	185.00
	*Increased for Extra Hours worked by Deputy Clerk for Absentee Applications/Ballots because of COVID					
101-215-711.000	EMPLR MEDICARE CONTR	372.75	418.00	142.97	465.00	47.00
	*Increased for Extra Hours worked by Deputy Clerk for Absentee Applications/Ballots because of COVID					
101-215-724.000	WORKER'S COMP	56.08	58.00	29.78	70.00	12.00
	*Increased for Extra Hours worked by Deputy Clerk for Absentee Applications/Ballots because of COVID					
101-215-752.000	OFFICE SUPPLIES	215.86	500.00	68.45	500.00	0.00
101-215-754.000	OPERATING SUPPLIES	0.00	500.00	22.47	500.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	148.31	600.00	275.83	600.00	0.00
101-215-900.000	PRINTING & PUBLISHING	2,499.63	2,000.00	2,738.09	2,500.00	500.00
	*Increased Budget based on 2019 Actuals					
101-215-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	0.00	1,000.00	0.00
101-215-910.100	SEMINAR LODGING	0.00	750.00	0.00	750.00	0.00
101-215-910.200	SEMINAR MEALS	0.00	200.00	0.00	200.00	0.00
101-215-915.000	MEMBERSHIP & DUES	0.00	150.00	0.00	150.00	0.00
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	0.00	2,448.75	3,500.00	3,500.00
	*Increased Budget for New Desk/Storage in Clerk's Office					
Net - Dept 215 - CLERK		30,593.57	37,661.00	16,198.08	43,905.00	6,244.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY						
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,293.76	43,425.00	7,637.97	43,425.00	0.00
101-228-950.000	HARDWARE REPLACEMENTS	12,222.13	6,350.00	0.00	9,000.00	2,650.00
	*Increase for New Computer/Set up for Planning and Economic Development Director					
Net - Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		49,515.89	49,775.00	7,637.97	52,425.00	2,650.00
Dept 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	21,271.50	24,102.00	5,949.50	24,102.00	0.00
101-253-707.000	PER MEETING	0.00	500.00	0.00	500.00	0.00
101-253-709.000	EMPLR FICA CONTR	1,318.83	1,525.00	368.87	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	308.44	357.00	86.27	357.00	0.00

**Charter Township of Union  
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101-253-724.000	WORKER'S COMP	42.23	51.00	13.43	51.00	0.00
101-253-729.000	TAX BILLS	997.10	0.00	0.00	0.00	0.00
101-253-752.000	OFFICE SUPPLIES	988.50	1,500.00	0.00	1,500.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	0.00	2,000.00	1,500.00
	*Increased Budget for Tax Bill Printing Costs-Summer and Winter					
101-253-851.000	MAIL/POSTAGE	3,728.66	4,000.00	0.00	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	0.00	250.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	485.00	1,000.00	0.00
101-253-910.100	SEMINAR LODGING	0.00	750.00	0.00	750.00	0.00
101-253-910.200	SEMINAR MEALS	0.00	200.00	0.00	200.00	0.00
101-253-915.000	MEMBERSHIP & DUES	50.00	50.00	75.00	50.00	0.00
101-253-955.000	MISC.	0.00	200.00	0.00	200.00	0.00
Net - Dept 253 - TREASURER		28,705.26	34,985.00	6,978.07	36,485.00	1,500.00
Dept 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	94,728.23	109,750.00	22,607.36	44,500.00	(65,250.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-702.500	OVERTIME	81.34	0.00	0.00	0.00	0.00
101-257-705.000	LEAVE TIME PAYOUT-VACATION TIME	0.00	0.00	0.00	15,120.00	15,120.00
	*Increased Budget Based on Assessor's Retirement					
101-257-707.000	PER DIEM	3,500.00	4,125.00	1,750.00	4,125.00	0.00
101-257-708.000	UNEMPLOYMENT	1,098.94	866.00	153.00	153.00	(713.00)
	*Reduced Budget Based on Assessor's Retirement and reduced rate for 2020					
101-257-709.000	EMPLR FICA CONTR	6,556.40	7,060.00	1,464.32	3,941.00	(3,119.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-711.000	EMPLR MEDICARE CONTR	1,533.36	1,651.00	342.46	922.00	(729.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-712.000	TEMPORARY LABOR	7,620.00	0.00	0.00	0.00	0.00
101-257-716.000	EMPLR RETIREMENT CONTR	6,728.00	8,300.00	2,025.11	5,350.00	(2,950.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-718.500	HEALTH INSURANCE	21,862.39	35,900.00	7,353.43	12,200.00	(23,700.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS	(730.18)	(1,487.00)	(267.32)	(500.00)	987.00
	*Reduced Budget Based on Assessor's Retirement					
101-257-719.000	DENTAL INSURANCE	650.84	1,226.00	174.80	250.00	(976.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-719.800	VISION INSURANCE	195.36	350.00	46.08	81.00	(269.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-719.900	VISION INS-EE CONTRIBUTIONS	(97.68)	(175.00)	(23.04)	(41.00)	134.00
	*Reduced Budget Based on Assessor's Retirement					
101-257-724.000	WORKER'S COMP	758.49	900.00	189.13	490.00	(410.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-725.000	LIFE & DISABILITY BENEFIT	229.20	570.00	76.40	150.00	(420.00)
	*Reduced Budget Based on Assessor's Retirement					
101-257-754.000	OPERATING SUPPLIES	1,253.24	1,050.00	43.05	1,050.00	0.00
101-257-759.000	GAS/FUEL	211.94	200.00	25.03	200.00	0.00
101-257-767.000	UNIFORMS	0.00	200.00	0.00	200.00	0.00
101-257-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	400.00	0.00	400.00	0.00
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,626.28	16,000.00	772.00	61,000.00	45,000.00
	*Increased for Contracted Assessor-Ed Vandervries					
101-257-850.000	COMMUNICATIONS	1,144.17	1,500.00	285.79	1,500.00	0.00
101-257-851.000	MAIL/POSTAGE	1,729.00	2,250.00	1,729.00	2,250.00	0.00
101-257-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	356.23	1,000.00	404.72	500.00	(500.00)
	*Reduced Budget based on Assessor's Retirement					
101-257-900.000	PRINTING & PUBLISHING	2,053.21	1,500.00	179.36	1,500.00	0.00
101-257-910.000	PROFESSIONAL DEVELOPMENT	5,019.75	3,500.00	50.00	100.00	(3,400.00)
	*Reduced Budget based on Assessor's Retirement/Replaced with Contracted Assessor					
101-257-910.100	SEMINAR LODGING	209.43	1,750.00	0.00	0.00	(1,750.00)
	*Reduced Budget based on Assessor's Retirement/Replaced with Contracted Assessor					
101-257-910.200	SEMINAR MEALS	58.62	300.00	0.00	0.00	(300.00)
	*Reduced Budget based on Assessor's Retirement/Replaced with Contracted Assessor					
101-257-915.000	MEMBERSHIP & DUES	190.00	1,500.00	375.00	400.00	(1,100.00)
	*Reduced Budget based on Assessor's Retirement/Replaced with Contracted Assessor					
101-257-955.000	MISC.	478.82	1,000.00	144.91	1,000.00	0.00
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE	670.30	750.00	0.00	750.00	0.00

**Charter Township of Union  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
Net - Dept 257 - ASSESSOR		181,715.68	201,936.00	39,900.59	157,591.00	(44,345.00)
Dept 262 - ELECTIONS						
101-262-702.000	SALARIES & WAGES	0.00	100.00	272.27	1,000.00	900.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-708.000	UNEMPLOYMENT	0.00	0.00	2.09	20.00	20.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-709.000	EMPLR FICA CONTR	0.00	5.00	16.83	60.00	55.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-711.000	EMPLR MEDICARE CONTR	0.00	2.00	3.93	20.00	18.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-712.000	ELECTION WORKERS	0.00	10,000.00	5,944.00	18,000.00	8,000.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-716.000	EMPLR RETIREMENT CONTR	0.00	10.00	24.50	100.00	90.00
	*Increased Budget for Costs of Running 3 Elections this Year/Absentee Ballots					
101-262-718.500	HEALTH INSURANCE	0.00	25.00	129.28	25.00	0.00
101-262-719.000	HEALTH INSURANCE	0.00	2.00	8.06	2.00	0.00
101-262-724.000	WORKER'S COMP	0.00	2.00	6.49	2.00	0.00
101-262-754.000	OPERATING SUPPLIES	312.48	10,000.00	934.93	10,000.00	0.00
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	2,000.00	3,870.00	8,000.00	6,000.00
	*Increased Budget for Maintaining/Programming Tabulator Machines					
101-262-851.000	MAIL/POSTAGE	0.00	50.00	2.24	50.00	0.00
101-262-900.000	PRINTING & PUBLISHING	0.00	100.00	0.00	1,600.00	1,500.00
	*Increased Budget for Classified Employment Ads Related to Election Workers					
101-262-910.000	PROFESSIONAL DEVELOPMENT	0.00	0.00	29.41	300.00	300.00
	*Increased Budget for Training Costs for Election Workers					
101-262-955.000	MISC.	0.00	400.00	0.00	400.00	0.00
Net - Dept 262 - ELECTIONS		312.48	22,696.00	11,244.03	39,579.00	16,883.00
Dept 265 - TWP HALL & GROUNDS						
101-265-702.000	SALARIES & WAGES	0.00	0.00	561.13	0.00	0.00
101-265-708.000	UNEMPLOYMENT	0.00	0.00	7.80	0.00	0.00
101-265-709.000	EMPLR FICA CONTR	0.00	0.00	34.56	0.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	0.00	0.00	8.10	0.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	0.00	0.00	50.50	0.00	0.00
101-265-718.500	HEALTH INSURANCE	0.00	0.00	321.89	0.00	0.00
101-265-719.000	DENTAL INSURANCE	0.00	0.00	15.56	0.00	0.00
101-265-724.000	WORKER'S COMP	0.00	0.00	12.86	0.00	0.00
101-265-754.000	OPERATING SUPPLIES	3,560.31	4,500.00	1,375.87	6,000.00	1,500.00
	*Increased Budget for New Storage Units/Shelving in the Township Hall Basement					
101-265-776.100	HALL CLEANING	6,597.56	6,900.00	1,534.74	6,900.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	18,144.68	21,000.00	1,628.91	21,000.00	0.00
101-265-850.000	COMMUNICATIONS	2,809.52	3,200.00	985.88	3,200.00	0.00
101-265-890.000	SAFETY	433.50	1,000.00	335.50	1,000.00	0.00
101-265-917.000	WATER & SEWER CHARGES	591.60	700.00	147.90	700.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	10,402.61	12,000.00	2,973.26	12,000.00	0.00
101-265-930.001	MAINT-EQUIPMENT	0.00	500.00	0.00	500.00	0.00
101-265-930.200	MAINT-GROUNDS	421.46	500.00	29.43	500.00	0.00
101-265-930.300	MAINT-BUILDINGS	1,448.56	2,000.00	1,672.05	3,500.00	1,500.00
	*Increased Budget for Maintenance Needed at Twp Hall and Front Entrance COVID-19 Related Items					
101-265-935.000	PROPERTY/LIABILITY INSURANCE	11,030.67	11,500.00	0.00	11,500.00	0.00
101-265-940.100	POSTAGE METER LEASE	1,816.56	2,000.00	454.14	2,000.00	0.00
101-265-955.000	MISC.	44.93	250.00	1.68	250.00	0.00
101-265-980.000	NEW OFFICE EQUIPMENT & FURNITURE	12,613.25	3,000.00	0.00	3,000.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS		69,915.21	69,050.00	12,151.76	72,050.00	3,000.00
Dept 266 - LEGAL/ATTORNEY						
101-266-826.000	LEGAL FEES	64,670.86	60,000.00	11,707.05	90,000.00	30,000.00
	*Increased Budget Due to Extraction Ordinance Related Law Suits					
101-266-826.500	LEGAL FEES-ASSESSOR	18,443.76	0.00	6,220.00	6,557.00	6,557.00
	*Budget increased for the Pung Matter based on Board Approved Total \$25,000/\$18,443.76 was spent in 2019					
Net - Dept 266 - LEGAL/ATTORNEY		83,114.62	60,000.00	17,927.05	96,557.00	36,557.00
Dept 371 - BUILDING						
101-371-702.000	SALARIES & WAGES	83,314.59	112,508.00	26,269.37	93,350.00	(19,158.00)



**Charter Township of Union  
101 - General Fund  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-702.500	OVERTIME	2,009.71	1,500.00	507.69	1,500.00	0.00
101-371-708.000	UNEMPLOYMENT	736.20	1,299.00	306.00	306.00	(993.00)
	*Reduced Budget Based on Reduced Unemployment Rate					
101-371-709.000	EMPLR FICA CONTR	5,007.44	7,037.00	1,555.76	5,885.00	(1,152.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-711.000	EMPLR MEDICARE CONTR	1,171.10	1,646.00	363.86	1,380.00	(266.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-716.000	EMPLR RETIREMENT CONTR	6,410.78	8,513.00	2,399.62	8,513.00	0.00
101-371-718.500	HEALTH INSURANCE	39,195.15	51,250.00	14,688.86	45,000.00	(6,250.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(2,944.08)	(3,940.00)	(1,452.40)	(4,360.00)	(420.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-719.000	DENTAL INSURANCE	3,245.89	4,180.00	1,112.48	3,340.00	(840.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-719.800	VISION INSURANCE	382.56	555.00	204.48	620.00	65.00
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(191.28)	(277.00)	(102.24)	(310.00)	(33.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-724.000	WORKER'S COMP	488.27	777.00	170.64	600.00	(177.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-725.000	LIFE & DISABILITY BENEFIT	601.44	840.00	217.28	640.00	(200.00)
	*Decreased Budget Based on Delayed Hiring of Building Official					
101-371-752.000	OFFICE SUPPLIES	433.92	400.00	743.96	1,200.00	800.00
	*Increased Budget for Blue Print Filing System and Calculator for Bldg Dept Office Staff					
101-371-754.000	OPERATING SUPPLIES	8.81	500.00	0.00	500.00	0.00
101-371-759.000	GAS/FUEL	881.95	1,200.00	161.78	1,200.00	0.00
101-371-767.000	UNIFORMS	174.50	200.00	0.00	200.00	0.00
101-371-775.100	VEHICLE CLEANING	12.00	125.00	0.00	125.00	0.00
101-371-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	0.00	500.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	131,062.72	70,900.00	27,460.00	100,000.00	29,100.00
	*Increased Budget for Full Year Contracted Building Official/Reduced by COVID lay-off					
101-371-850.000	COMMUNICATIONS	609.67	800.00	187.48	800.00	0.00
101-371-851.000	MAIL/POSTAGE	0.00	35.00	0.00	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	81.44	250.00	0.00	250.00	0.00
101-371-880.000	COMMUNITY PROMOTION	595.00	600.00	0.00	600.00	0.00
101-371-900.000	PRINTING & PUBLISHING	0.00	0.00	849.00	2,000.00	2,000.00
	*Increased Budget for Classified Ads Related to Building Official Search					
101-371-910.000	PROFESSIONAL DEVELOPMENT	5,292.50	4,000.00	0.00	4,000.00	0.00
101-371-910.100	SEMINAR LODGING	406.98	500.00	0.00	500.00	0.00
101-371-910.200	SEMINAR MEALS	646.94	1,000.00	20.19	1,000.00	0.00
101-371-915.000	MEMBERSHIP & DUES	890.00	1,100.00	431.00	1,100.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	1,640.73	400.00	219.78	400.00	0.00
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	670.30	1,000.00	0.00	1,000.00	0.00
Net - Dept 371 - BUILDING		282,835.23	269,398.00	76,314.59	271,874.00	2,476.00
Dept 441 - PUBLIC WORKS						
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	18,360.81	31,500.00	0.00	31,500.00	0.00
101-441-920.000	STREET LIGHTING	23,625.17	23,000.00	5,972.20	23,000.00	0.00
101-441-962.000	DRAINS AT LARGE	28,155.34	29,000.00	26,667.61	29,000.00	0.00
101-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	37,002.97	475,000.00	0.00	489,000.00	14,000.00
	*Increased Budget for Gravel Road Refresh Projects, From \$40,000 to \$54,000 Estimated Costs					
101-441-967.100	CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00	10,000.00	0.00	10,000.00	0.00
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	0.00	100,000.00	0.00	100,000.00	0.00
Net - Dept 441 - PUBLIC WORKS		107,144.29	668,500.00	32,639.81	682,500.00	14,000.00
Dept 701 - PLANNING						
101-701-702.000	SALARIES & WAGES	62,132.87	123,475.00	37,966.37	135,000.00	11,525.00
	*Increased Budget Based on Actual Wages for New Hire and Collective Bargaining Agreements					
101-701-707.000	PER DIEM	11,770.00	16,255.00	2,630.00	16,255.00	0.00
101-701-708.000	UNEMPLOYMENT	368.10	914.00	332.41	323.00	(591.00)
	*Reduced Budget Based on Reduced Unemployment Rate					
101-701-709.000	EMPLR FICA CONTR	4,416.15	8,670.00	2,369.13	9,644.00	974.00
	*Increased Budget Based on Actual Wages for New Hire and Collective Bargaining Agreements					
101-701-711.000	EMPLR MEDICARE CONTR	1,032.86	2,050.00	554.04	2,255.00	205.00

**Charter Township of Union  
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
	*Increased Budget Based on Actual Wages for New Hire and Collective Bargaining Agreements					
101-701-716.000	EMPLR RETIREMENT CONTR	4,379.03	9,190.00	3,289.48	12,050.00	2,860.00
	*Change in Budget Related to Negotiated Collective Bargaining Agreement					
101-701-718.500	HEALTH INSURANCE	19,459.96	41,000.00	12,849.50	45,000.00	4,000.00
	*Increased Budget Related to Larger than Expected Increase in Health Care Costs					
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,386.06)	(3,152.00)	(1,270.85)	(4,358.00)	(1,206.00)
	*Change in Budget Related to Negotiated Collective Bargaining Agreements					
101-701-719.000	DENTAL INSURANCE	1,506.12	2,622.00	973.42	3,340.00	718.00
	*Increased Budget Related to Actual Rates/Employee Elections for 2020					
101-701-719.800	VISION INSURANCE	325.20	742.00	117.92	708.00	(34.00)
	*Increased Budget Related to Actual Rates/Employee Elections for 2020					
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(162.60)	(370.00)	(58.96)	(354.00)	16.00
	*Increased Budget Related to Actual Rates/Employee Elections for 2020					
101-701-724.000	WORKER'S COMP	480.56	1,060.00	300.17	890.00	(170.00)
	*Decreased Budget Based on Readjusted Wage Estimates					
101-701-725.000	LIFE & DISABILITY BENEFIT	349.44	785.00	118.16	785.00	0.00
101-701-752.000	OFFICE SUPPLIES	0.00	250.00	517.58	1,000.00	750.00
	*Increased Budget for Blue Print Organization					
101-701-767.000	UNIFORMS	46.00	100.00	0.00	100.00	0.00
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	100.00	0.00	100.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	27,538.75	12,000.00	6,991.50	15,000.00	3,000.00
	*Increased Budget for Remaining Expenditures due on the Zoning Code Rewrite					
101-701-851.000	MAIL/POSTAGE	125.82	150.00	0.00	150.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	636.01	600.00	86.83	600.00	0.00
101-701-900.000	PRINTING & PUBLISHING	7,135.46	8,000.00	3,252.88	8,000.00	0.00
101-701-910.000	PROFESSIONAL DEVELOPMENT	4,760.50	2,000.00	1,345.00	2,000.00	0.00
101-701-910.100	SEMINAR LODGING	29.50	400.00	0.00	400.00	0.00
101-701-910.200	SEMINAR MEALS	323.53	600.00	0.00	600.00	0.00
101-701-915.000	MEMBERSHIP & DUES	812.50	1,000.00	0.00	1,000.00	0.00
101-701-955.000	MISC.	7.00	250.00	0.00	250.00	0.00
Net - Dept 701 - PLANNING		146,086.70	228,691.00	72,364.58	250,738.00	22,047.00
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARIES & WAGES	21,295.84	27,338.00	1,658.78	27,338.00	0.00
101-751-702.500	OVERTIME	1,929.23	3,000.00	0.00	3,000.00	0.00
101-751-708.000	UNEMPLOYMENT	424.09	1,400.00	38.32	1,400.00	0.00
101-751-709.000	EMPLR FICA CONTR	1,891.68	2,552.00	94.30	2,552.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	442.43	600.00	22.06	600.00	0.00
101-751-712.000	TEMPORARY LABOR	8,260.50	10,816.00	0.00	10,816.00	0.00
101-751-716.000	EMPLR RETIREMENT CONTR	1,703.84	2,215.00	146.02	2,215.00	0.00
101-751-718.500	HEALTH INSURANCE	11,156.20	16,400.00	1,394.26	16,400.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(825.86)	(1,261.00)	(211.70)	(1,261.00)	0.00
101-751-719.000	DENTAL INSURANCE	900.96	1,338.00	93.89	1,338.00	0.00
101-751-719.800	VISION INSURANCE	182.14	297.00	31.41	297.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(91.08)	(148.00)	(15.70)	(148.00)	0.00
101-751-724.000	WORKER'S COMP	797.21	1,190.00	47.95	1,190.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	160.32	246.00	33.65	246.00	0.00
101-751-754.000	OPERATING SUPPLIES	3,123.82	4,000.00	181.53	4,000.00	0.00
101-751-759.000	GAS/FUEL	1,148.05	1,500.00	0.00	1,500.00	0.00
101-751-767.000	UNIFORMS	0.00	500.00	0.00	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,950.57	19,200.00	1,223.77	19,200.00	0.00
101-751-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00
101-751-890.000	SAFETY	362.69	4,000.00	106.00	4,000.00	0.00
101-751-900.000	PRINTING & PUBLISHING	223.68	500.00	126.75	500.00	0.00
101-751-910.000	PROFESSIONAL DEVELOPMENT	0.00	800.00	0.00	800.00	0.00
101-751-917.000	WATER & SEWER CHARGES	4,813.65	4,000.00	369.66	4,000.00	0.00
101-751-920.000	ELECTRIC/NATURAL GAS	3,849.28	6,250.00	1,026.72	6,250.00	0.00
101-751-930.000	REPAIRS	0.00	5,000.00	0.00	5,000.00	0.00
101-751-930.001	MAINT-EQUIPMENT	1,324.70	2,000.00	0.00	2,000.00	0.00
101-751-930.200	MAINT-GROUNDS	6,262.44	2,500.00	0.00	10,500.00	8,000.00
	*Increased Budget for Fertilizer, Weed Control & Turf Growth Regulator-McDonald Park & Ball Fields					
101-751-930.250	MAINT-DOG PARK	3,250.00	4,000.00	453.00	4,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	1,488.74	2,500.00	129.86	2,500.00	0.00
101-751-933.000	MAINT-VEHICLES	154.10	500.00	0.00	500.00	0.00
101-751-955.000	MISC.	19.49	200.00	0.00	200.00	0.00

**Charter Township of Union  
101 - General Fund  
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 YTD BALANCE 4/22/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
101-751-977.000	NEW EQUIPMENT PURCHASE	6,106.06	11,500.00	748.74	11,500.00	0.00
Net - Dept 751 - PARKS & RECREATION		84,304.77	135,033.00	7,699.27	143,033.00	8,000.00
Dept 901 - CAPITAL OUTLAY						
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	6,534.00	7,000.00	0.00	19,129.00	12,129.00
*Increased Budget for a New Furnace and Air Conditioning Units at the Township Hall						
101-901-976.304	CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	31,363.75	25,000.00	0.00	25,000.00	0.00
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	5,000.00	211,000.00	0.00	227,500.00	16,500.00
*Increased Budget for Engineering Fees for Jameson Hall Project Approved by the Board 5-27-20						
Net - Dept 901 - CAPITAL OUTLAY		42,897.75	243,000.00	0.00	271,629.00	28,629.00
Dept 910 - DEBT SERVICE-LEASES						
101-910-991.500	LEASE PAYABLE PRINCIPAL	11,446.92	11,448.00	3,099.27	11,448.00	0.00
101-910-992.500	LEASE PAYABLE INTEREST	1,842.96	1,845.00	223.02	1,845.00	0.00
Net - Dept 910 - DEBT SERVICE-LEASES		13,289.88	13,293.00	3,322.29	13,293.00	0.00
TOTAL REVENUES		2,123,694.54	2,180,500.00	547,604.22	2,071,010.00	(109,490.00)
TOTAL EXPENDITURES		1,456,236.47	2,459,137.00	396,744.28	2,552,608.00	93,471.00
NET OF REVENUES & EXPENDITURES		667,458.07	(278,637.00)	150,859.94	(481,598.00)	(202,961.00)
BEGINNING FUND BALANCE		4,147,177.50	4,814,634.00	4,814,634.00	4,814,634.00	
ENDING FUND BALANCE		4,814,635.57	4,535,997.00	4,965,493.94	4,333,036.00	

**To:** Mark Stuhldreher - Township Manager

**DATE:** July 15, 2020

**FROM:** Kim Smith – Public Services Director

**DATE FOR BOARD CONSIDERATION:** July 22, 2020

**ACTION REQUESTED:** The Township Board of Trustees is requested to approve the bid from Mt. Pleasant Heating and Air Conditioning in the amount of \$12,129.00 for the replacement of two five-ton air conditioning units and one heating unit at the Township Hall.

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

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

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

**BACKGROUND INFORMATION**

The Township Hall has two air conditioning units and one furnace which provide the cooling and heating in the original portion of the Township Hall. This is primarily the front offices, lobby, and front restroom area of the hall. These areas are the original section of the Township Hall. There are other units that heat and cool the addition that was done in the mid 1990’s. All of the units at the Township Hall are inspected and serviced yearly by Mt. Pleasant Heating and Air Conditioning.

The two original air conditioning units are currently leaking freon. One of which is leaking worse than the other and requires that freon be added approximately every two to three weeks. The other unit has a smaller leak that is filled each year as part of the yearly HVAC inspection and service. These units are outdated, not efficient, and we are no longer able to get parts for the units.

The furnace which services the same portion of the Hall is the same age as the two air conditioning units. The furnace is currently working but is not considered efficient. This unit is also outdated and we will not be able to get parts for the unit once it begins to have mechanical issues.

The cost to replace the one air conditioning unit that has the largest freon leak is \$5,396.00. The cost to replace all three HVAC units at the same time is \$12,129.00.

**SCOPE OF SERVICES**

Labor, material, and permit for the installation of two Trane five-ton air conditioning systems, one new air handler, line set, condenser pad, three phase condenser and another three-phase condenser with condenser pad, line set, evaporator coil, and drain.

Labor, material, permit for the installation of one Trane 96% efficient two stage furnace.

**JUSTIFICATION**

It is recommended that due to the condition and the age of all three units we replace all three of the units at the same time. It will be more cost effective to replace all of the units at once than individually. If nothing is done then Mt. Pleasant Heating will have to be called every two to three weeks to replace freon in the units until they stop working completely.

**PROJECT IMPROVEMENTS**

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

1. Community well-being and common good

**COSTS**

<b><u>ITEM</u></b>	<b><u>COST</u></b>
2 - five-ton Trane air conditioning units and appurtenances	\$8,913.00
1 - Trane 96% efficient two-stage furnace and appurtenances	\$3,216.00
<b>Total Project Cost</b>	<b>\$12,129.00</b>

The FY2020 Budget does not include funds for the replacement of these units. A budget adjustment will be required if this item is approved.

**PROJECT TIME TABLE**

Installation expected – two/ three weeks after approval of quote – dependent upon delivery of systems

**RESOLUTION**

Approval of the bid from Mt. Pleasant Heating and Air Conditioning in the amount of \$12,129.00 for the replacement of two five-ton air conditioning units and one heating unit at the Township Hall.

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

Yes:

No:

Absent:

Mt. Pleasant Heating & Air Conditioning  
502 Industrial Avenue  
Mt. Pleasant, MI 48858  
(989) 772-2881 Fax (989) 773-4965

6/11/20

To: Union Township

**We hereby submit specifications and estimates for:**

For installation of two Trane five-ton air conditioning systems, one new air handler, line set, condenser pad, three phase condenser, another three phase condenser with condenser pad, line set, evaporator coil, drain and all materials, labor and permit--\$8,913.00

To change out the furnace at the same time of the air conditioning, and install a Trane 96% efficient two stage furnace, including all materials, labor and permit--\$3,216.00

**Payment to be made as follows:**

Mt. Pleasant Heating must have a signed copy of this proposal before beginning any work. Full payment will be due upon job completion.

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

Customer Signature \_\_\_\_\_

Price is good for 60 days from date.

Mt. Pleasant Heating & Air Conditioning  
502 Industrial Avenue  
Mt. Pleasant, MI 48858  
(989) 772-2881 Fax (989) 773-4965

6/2320

To: Union Township

**We hereby submit specifications and estimates for:**

The front air conditioning unit has a leak in the evaporator coil, we had to add R-22 freon to it again. R-22 has been replaced by 410A refrigerant and parts for this unit are unavailable, we recommend replacing this unit.

Both units have leaks.

To replace only the front unit with an air handler and condenser, including all materials and labor--\$5,396.00

**Payment to be made as follows:**

Mt. Pleasant Heating must have a signed copy of this proposal before beginning any work. Full payment will be due upon job completion.

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

Customer Signature \_\_\_\_\_

Price is good for 60 days from date.





**JUSTIFICATION**

Over the last decade Isabella Road has become established as a major traffic route for the Mt. Pleasant Community. The high concentration of residential and business commuters to locations in the area has dictated the need to enhance Isabella Road and the intersections located along the route. Isabella and Broadway Road both serve as critical routes for residents and visitors to major attractions and essential services located in the area. These include the Soaring Eagle Casino, Soaring Eagle Water Park, Zibwing Center, Children’s Discovery Museum, the Community Recreation Center, two schools, and Mid-Michigan Health.

The implementation of all intersection improvements including Broadway, will service to moderate and improve traffic flow, and therefore contribute to improved safety for travelers for the current situation and future growth.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

**COSTS**

The funding partners cost share for this contract is as follows:

Funding Partner	Cost Share
Spring 2020 Saginaw Chippewa Indian Tribe 2% funding	\$20,000.00
Charter Township of Union	\$10,000.00
Isabella County Road Commission	\$ 10,000.00
Project Total	\$40,000.00

**PROJECT TIME TABLE**

Time table will be established between the Isabella County Road Commission and the design firm.

**RESOLUTION**

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission (ICRC) for the Broadway and Isabella Roads Intersection Design Phase in the amount of \$30,000.00, and authorize the Township Manager to sign said contracts.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

## TOWNSHIP PARTICIPATION CONTRACT

**This Agreement** is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the “**Road Commission**” and **Union Township**, hereinafter referred to as the “**Township**”, for the following improvements:

Project No. 465 – 014 – 031404	Broadway – Isabella Intersection	Design Phase
	Estimated Cost	\$40,000.00
	Less ICRC Share	<u>-10,000.00</u>
	Total to bill Union Township	\$30,000.00
	Spring 2020 SCIT 2%	\$20,000.00
	Union Township Share	<u>+10,000.00</u>
	<b>Total Due from Union Township</b>	<b>\$30,000.00</b>

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

### UNION TOWNSHIP

### ISABELLA COUNTY ROAD COMMISSION

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

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

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

By: \_\_\_\_\_  
Board Secretary

Board Approval on: \_\_\_\_\_

Board Approval on: \_\_\_\_\_



**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

**COSTS**

The funding partners cost share for this contract is as follows:

Funding Partner	Cost Share
Spring 2020 Saginaw Chippewa Indian Tribe 2% funding	\$15,669.94
Charter Township of Union	\$ 3,000.00
Isabella County Road Commission	\$ 3,000.00
Mt. Pleasant Public Schools	\$ 1,000.00
Project Total	\$22,669.94

Mt. Pleasant Public Schools will be billed for their portion of the project funding by Union Township upon completion of project.

**PROJECT TIME TABLE**

Summer 2020

**RESOLUTION**

It is Resolved to approve the Township Participation Contract with the Isabella County Road Commission for the Mary McGuire School Zone Signal/Signage Upgrades in the amount of \$19,669.94, and authorize the Township Manager to sign said contract.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

**TOWNSHIP PARTICIPATION CONTRACT**

**This Agreement** is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the “**Road Commission**” and **Union Township**, hereinafter referred to as the “**Township**”, for the following improvements:

<b>Project No. 465 – 014 – 031412 Mary McGuire School Zone Signal/Signage Upgrades</b>	
Estimated Cost	\$22,669.94
Less ICRC Share	<u>-3,000.00</u>
Total to bill Union Township	\$19,669.94
Spring 2020 SCIT 2%	\$15,669.94
Mt. Pleasant School District Share	+ 1,000.00
Union Township Share	<u>+ 3,000.00</u>
<b>Total Due from Union Township</b>	<b>\$19,669.94</b>

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

**UNION TOWNSHIP**

**ISABELLA COUNTY ROAD COMMISSION**

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

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

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

By: \_\_\_\_\_  
Board Secretary

Board Approval on: \_\_\_\_\_

Board Approval on: \_\_\_\_\_



needed for consistency with Michigan law and established case law related to rental housing. The scope of rental housing in Section 004 has also been updated to clarify that short term rental housing (AirBNB, etc.) and bed and breakfast inns are types of rental housing subject to inspection and licensing under this Ordinance.

5. **Updates to applicable standards.** Section 008 has been updated to reflect changes in the applicable building and property maintenance codes referenced by the Ordinance, including updates to provisions for smoke alarms and carbon monoxide detectors.
6. **Housing Board of Appeals.** Section 012 has been updated to confirm in the Ordinance the current practice to have the Construction Board of Appeals also serve as the Housing Board of Appeals under this Ordinance.
7. **Hearing notice updates.** The hearing notice requirements in Section 012 have been updated to require a minimum of ten days' notice to all parties (the current ordinance allows only five days' notice to the owner), and to require notice to the immediate neighboring property owners (within 100 feet) for any matter subject to a hearing.
8. **Hearing procedure updates.** Procedures and requirements for hearings are duplicated in part in two separate sections of the current Ordinance. The proposed updates include consolidation of all hearing-related provisions into an updated Section 012. Updates include confirmation of the rights of any owner called before the Housing Board of Appeals to be represented, to present testimony and evidence, and to ask questions of the Rental Inspector and other persons presenting testimony or evidence on behalf of the Township.
9. **License suspension.** Inconsistencies in the suspension, revocation, and appeal process in Section 013 have been clarified. The process for suspension of a housing license has been updated to include action by the Community and Economic Development Director after the Rental Inspector has made all necessary efforts to secure compliance. Any suspension of a license by the Director remains subject to appeal by the owner to the Housing Board of Appeals following the process outlined in Section 012.
10. **Penalties for violation.** The current Ordinance states that any violation would be a misdemeanor (criminal) offense, potentially subjecting a violator to jail time if convicted. The proposed updates include replacement of the misdemeanor language with Municipal Civil Infraction penalties (fines and costs), while preserving the rights of the Township to seek other legal remedies in Circuit Court to correct serious violations. The penalty provisions in subsections (A) through (E) of the updated Section 015 are the same as what was recently included in the new Extraction Ordinance 20-01. Provisions for loss of occupancy and orders to vacate the subject premises have been added under subsection (F) consistent with the Housing Law of Michigan (Public Act 167 of 1917, as amended).
11. **Repeal of Ordinance 2012-08.** If adopted, this proposed Ordinance would replace the current Housing Licensing Code Ordinance 2012-08 in its entirety.
12. **Other technical corrections and updates.** The proposed revisions include updated definitions, correction of typographical errors, clarification of vague language, elimination of duplicate provisions, removal of provisions now incorporated into the International Property Maintenance Code, and removal of outdated Code references.

**SCOPE OF SERVICES**

Introduction and First Reading of the proposed updates to the Housing Licensing Code Ordinance.

**JUSTIFICATIONS**

The proposed updates to the Housing Licensing Code Ordinance are necessary to address technical issues and outdated provisions, and to ensure that the Township can continue to proactively work with property owners and managers to enable all residents of rental housing and their neighbors to enjoy a safe environment.

**GOALS ADDRESSED**

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

- 1. Community well-being and common good**
- 3. Safety**

Updating the Township’s Housing Licensing Code Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), ensure fair and nondiscriminatory code enforcement (1.1.1.2), and enable all residents of rental housing and their neighbors to enjoy a safe environment (1.3).

**COSTS**

NA

**TIMETABLE**

After a Second Reading and adoption by the Board of Trustees, the Ordinance would take effect on the day immediately following publication of the required notice of adoption.

**RESOLUTION**

Introduce and conduct a First Reading of the updated Housing Licensing Code Ordinance.

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

Yes:  
No:  
Absent:



CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

HOUSING LICENSING CODE ORDINANCE NO. \_\_\_\_\_

[An ordinance adopted under the provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34) to protect the general health, safety and welfare by establishing standards and licensing requirements for all rented or leased buildings that are used or intended to be used for human habitation, by updating applicable standards, appeal processes, and licensing requirements; by providing for severability, repeal, publication, and an effective date; and for other purposes.]

CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN HEREBY ORDAINS:

~~801.~~SECTION 001 TITLE.

This Code shall be known as the “Housing Licensing Code” and may be cited as such and will be referred to herein as “this Code” or “this Ordinance.”

~~801.~~SECTION 002 PURPOSE.

The purpose of this Code is to provide minimum requirements for the health, safety and welfare of the general public and the owners and occupants of certain residential buildings.

~~801.~~SECTION 003 INTERNATIONAL PROPERTY MAINTENANCE CODE.

The current edition of the International Property Maintenance Code, including any and all future amendments to said International Property Maintenance Code, is hereby adopted and incorporated by reference in its entirety, together with and subject to the additional ~~definitions described in Section 801.004, the modifications and amendments provisions described in Section 801.007, and the provisions of the other Sections~~ of this Code.

~~801.~~SECTION 004 SCOPE.

- (A) **Application.** This Code shall apply to all rented or leased buildings, including manufactured homes, or any portions thereof, that are used or intended to be used for human habitation as a two-family dwelling, a multi-family dwelling, a rooming dwelling, a boarding dwelling, a lodging dwelling, ~~or a hotel or motel.~~ This Code shall also apply to, any bed and breakfast inn or short term rental housing as authorized by the Township’s Zoning Ordinance, and any single-family dwellings which are leased or rented by the owner for more than one hundred and eighty (180) days during any twelve (12) month period. In addition, if a building that is licensed under this Code but does not comply with all of the provisions of the Code is thereafter unlicensed for one year or more, the building must thereafter comply with this Code before it acquires a new license.
- (B) **Alterations.** Existing licensed buildings that are subject to this Code, but that do not comply with this Code shall, at the time of alteration or repair, and with respect to this new work, be altered or repaired to conform to this Code, the Michigan Building Code- current edition, and the laws of the state of Michigan.
- (C) **Relocation.** Buildings which are moved or relocated shall be considered new buildings and shall comply with all of the requirements of this Code.

~~(D) — **Severability.** If a section, subsections, sentence, clause or phrase of this Code is, for any reason, held to be unconstitutional or a violation of the laws of the State of Michigan, such decision shall not affect the validity of the remaining portions of this Code.~~

~~801.~~SECTION 005      **DEFINITIONS.**

Bed and breakfast inn. A dwelling unit where the owners or live-in operators provide or offer overnight accommodations for temporary guests for compensation, including provisions for a morning meal for overnight guests only.

~~(A) — **Boarding dwelling.** A rooming dwelling where meals are provided.~~

~~(B) — **Building, existing.** A building constructed prior to this Code or one which was built pursuant to a valid building permit.~~

~~(C) — **Ceiling height.** The clear vertical distance from finished floor to the finished ceiling.~~

~~(D) — **Designated Agent.** A person, firm or corporation acting on behalf of, representing, or caring for the property on behalf of the owner.~~

Community and Economic Development Director. The head of the Township’s Community and Economic Development Department and the Rental Inspector’s departmental supervisor.

~~(E) — **Dwelling.** A building including manufactured homes, used in whole or in part for human habitation.~~

~~(F) — **Dwelling Unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.~~

~~(G) — **Exit.** A continuous and unobstructed means of egress to a public way, and shall include intervening, doorways, corridors, ramps, stairways, smoke proof enclosures, horizontal exits, exit courts, and yards.~~

~~(H) — **Family.** A family is defined as either:~~

~~(A1)    Up to three unrelated persons living together as a single dwelling unit.~~

~~(B2)    Parents (or persons legally married), with their direct lineal descendants, whether natural or adopted; and including domestic employees thereof, together with not more than two persons not so related, living together in the whole or part of the dwelling comprising a single dwelling unit.~~

~~(H)      **Functional Family.** A Functional family shall mean a collective number of individuals living together in a dwelling unit whose relationship is of a regular and permanent nature and having a distinct domestic character or a demonstrable and recognizable bond where each party is responsible for the basic material needs of the other and all are living and cooking as a single housekeeping unit. A functional family shall be given the same rights and privileges and shall have the same duties and responsibilities as a family, as defined herein for purposes of construing and interpreting ~~the Zoning this~~ Ordinance.~~

This definition of a functional family shall not include any society, club, fraternity, sorority, association, lodge, combine, federation, group, coterie, or organization, nor include a group of individuals whose association is temporary or seasonal in character or nature, or for the limited duration of their education,

nor a group whose sharing of a dwelling unit is not to function as a family, but merely for convenience and economics. Nor shall it include residents of a state-licensed residential facility except to the extent permitted by the law. ~~b.~~ Any person seeking the rights and privileges afforded a member of a functional family by this chapter shall have the burden of proof by clear and convincing evidence of each of the elements of a functional family.

~~(J)~~ — **Good Repair.** Suitable general condition after repair.

~~(K)~~ — **Guest Room.** Any room or rooms used or intended to be used by a guest which is a person sharing a rooming or dwelling unit in a non-permanent status for not more than 72 hours, for sleeping purposes. Every 100 square feet of superficial floor area in a guest room.

~~(L)~~ — **Habitable room.** Any room meeting the requirements of this Code for sleeping, living, cooking or dining purposes excluding such enclosed places as closets, pantries, bath or toilet rooms, services rooms connecting corridors, laundries, foyers, storage spaces, unfinished attics, utility rooms, cellars and similar spaces.

~~(M)~~ — **Home Day Care.** Any dwelling to include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians or relatives by blood, marriage, or adoption, and in a place other than the home of the person cared for.

~~(N)~~ — **Hotel and Motel.** A building containing six or more guest rooms used for the accommodation of transient guests, whether rented or hired out to be occupied or are occupied for sleeping purposes by guests whether rent is paid in money, goods, labor, or otherwise. If used or intended to be used or designed primarily for accommodation of transient or non-transient guest, the designation given by the owner (such as hotel, motel, motor inn, or similar) may (but is not required) be used in determining its classification. It does not include any jail, hospital, or institution in which human beings are housed and detained under legal restraint.

~~(O)~~ — **Human habitation.** Living quarters used by people whether for a portion of a day or longer, containing certain provisions for sleeping and may include provisions for living, cooking, dining, and sanitation.

~~(P)~~ — **Manufactured Home.** A structure, transportable in one or more sections, which, in the traveling mode, is 8 body-ft. (2.4m) or more in width or 40 body-ft. {12.2m) or more in length or, when erected on site, is 320 ft<sup>2</sup> {29.7 m<sup>2</sup>) or more and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes plumbing, heating and electrical systems contained therein; except that such terms shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the regulatory agency. Calculations used to determine the number of square feet in a structure is based on the structure's exterior dimensions, measured at the largest horizontal projections when erected on site. These dimensions include all expandable rooms, cabinets, and other projections containing interior space, but do not include bay windows.

~~(A)~~ ~~a.~~ Single wide units in a mobile home park will comply with [the Mobile Home Commission Act, Public Act 215 of 2009-96 of 1987, as amended.](#)

~~(B)~~ ~~b.~~ Single wide units outside mobile home parks will comply as a single-family dwelling unit.

~~(Q)~~ — **Multi-Family dwelling.** A building containing three or more dwelling units.

~~(R)~~ — **Rental Inspector.** The person(s) as delegated by the Director of the Township's Community and Economic Development Department to have responsibility for inspections, investigation of violations, and the general administration and enforcement of this Ordinance ~~duly appointed Union Township Rental Inspector or a regularly authorized assistant.~~

~~(S)~~ — **Rental Unit.** Any dwelling unit rented or leased, or any dwelling occupied as a home or family unit containing certain rooms in excess of those occupied by members of the immediate family.

~~(T)~~ — **Rooming dwelling.** A building containing one or more units that is approved for use by three or more person, not meeting the definition of a family, per dwelling unit. This is also known as a Rooming House.

Short term rental housing. A dwelling unit that is available for use or is used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than thirty (30) nights at a time.

~~(U)~~ — **Superficial floor area.** Is the net floor area within the enclosing walls of the room in which the ceiling height is not less than five feet excluding built-in equipment such as wardrobes, cabinets, kitchen units, or fixtures.

~~(V)~~ — **Tenant.** Any person, other than a legal or equitable title holder, occupying or possessing a dwelling or part thereof.

~~(W)~~ — **Two-family dwelling.** A building used exclusively or designed for occupancy of two individual families living independently from each other.

~~801.~~ SECTION 006      **RESPONSIBILITIES OF OWNERS.**

Every owner shall comply with the following provisions.

- (A) At the time a new tenant occupies a vacant dwelling unit, the new tenant shall be provided with a clean, healthful, and safe dwelling unit, free of visible mold and mildew.
- (B) Maintain the public or shared areas of a dwelling or the premises in a clean, safe, and sanitary condition.
- (C) Maintain in good repair every dwelling and premises and all parts thereof, including, but not limited to, plumbing, heating, ventilating, and electrical systems, and the interiors and exteriors of dwelling and dwelling units.
- (D) Maintain all fixtures, furniture, and furnishings that are furnished by the owner in a safe condition and in good repair, compliant with the manufacturer's requirements.
- (E) Display in a conspicuous place in a common way of the dwelling or dwelling unit a copy of the housing license or attach a copy of the then current Housing License to the holder at the time of execution of the lease, or include the following provisions in the lease:

"The Charter Township of Union regulates rental properties within the Township. Your Landlord will provide you a copy of the current housing license for your property without charge upon your written request to the Landlord. You may also acquire a copy of the current housing license for your property by contacting the Charter Township of Union Rental Inspector at 989-772-4600 ~~x242.~~"

- (F) Include within the terms of every written lease the provisions set forth in the Township's Nuisance

Party Ordinance being part 61 of the Charter Township of Union's Compilation of Ordinances.

- (G) Cooperate with and assist the township in the enforcement of the Township's Nuisance Party Ordinance ~~being part 61 of the Charter Township of Union's Compilation of Ordinances.~~
- (H) An owner or agent shall not allow a dwelling unit to be occupied by more persons than such dwelling unit is licensed for or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this Code are violated.
- (I) Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this Code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions with the required permits.
- (J) Equipment, systems, devices, and safeguards required by this Code or a previous regulation or Code under which the building was constructed, altered, or repaired shall be maintained in good working order. No owner, operator or occupant shall cause any service, facility, equipment or utility which is required by applicable law to be removed from or shut off for any occupied dwelling or dwelling unit, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this Code are not intended to provide the basis for removal or abrogation of fire protections and safety systems and devices in existing buildings.
- (K) All water leaks shall be property repaired.
- (L) All locations within the building for which the Landlord is responsible for under the Lease, shall be kept free of visible mold, mildew, and other environmental hazards.
- (M) In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), the owner shall provide the Rental Inspector access to unit(s) for inspection during reasonable hours if any of the following apply:
  - (1) The lease authorizes entry to the unit(s) for inspection purposes.
  - (2) A tenant has made a complaint to the Rental Inspector.
  - (3) The unit is vacant.
  - (4) The Township serves an administrative warrant ordering the owner to provide access.
  - (5) A tenant has consented to the inspection. The owner shall notify the tenant of the Rental Inspector's request to inspect the tenant's unit and shall make a good-faith effort to obtain the tenant's consent for the inspection. If a tenant is not present during the inspection, the Rental Inspector will accept the owner's representation that a tenant has consented to the inspection.
- (N) The owner shall also provide the Rental Inspector access to all public, utility, and other service and common areas of the building(s) and premises for inspection.
- ~~(O)-(M)~~ Comply with other applicable provisions of this Code.

~~801-~~**SECTION 007 REPONSIBILITIES OF OCCUPANTS.**

Every occupant shall cooperate with and assist the owner to keep and maintain the building, dwelling

unit, and premises to meet the minimum requirements of this Code. In addition:

- (A) Every occupant shall notify the owner or his/her agent in writing of any water leaks or of any condition believed to be in violation of this Code which directly affects the dwelling unit within a reasonable time of discovery of any leaks or condition.
- (B) Every occupant may at any time notify the Rental Inspector of any condition believed to be a violation of this Code.
- (C) Every occupant shall properly use all facilities, including bathroom and kitchen facilities, and shall maintain them in a manner that is sufficiently clean and sanitary as not to place other occupants within that building at risk for safety or health reasons.
- (D) An occupant shall not sublet or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this Code are violated.
- (E) Every occupant shall properly use the designated parking area provided by the applicable lease and shall not park across sidewalks or lawns.
- (F) Occupants of any dwelling unit shall be responsible jointly and/or severally for any violation of this section of this Code.
- (G) Every occupant shall assist the owner and cooperate with the township in compliance with and enforcement of the Township's Nuisance Party Ordinance ~~being part 61 of the Charter Township of Union's Compilation of Ordinances.~~
- (H) Occupants shall not place any article of furniture and/or an appliance manufactured for and intended primarily for indoor use out of doors, in yards, on open porches, or patios.
- (I) No occupant of any dwelling unit or building shall cause intentional destruction nor allow the intentional destruction by others to the dwelling unit or building or any part thereof.
- (J) No occupant shall access, nor permit access by others, to the rooftop of any structure. Exception: access by property maintenance personnel shall be permitted for necessary repairs.
- (K) Every occupant shall properly use all facilities and maintain them in a clean and sanitary manner free of excessive accumulations of waste product or clutter, unwashed clothing and unclean dishware or cookware. All areas, for which the Tenant is responsible for under the Lease, shall be kept free of visible mold or mildew.
- (L) No occupant of any dwelling unit or building shall allow refuse, debris or other substance to accumulate in the dwelling unit or building or any other area, which said occupant has use or possession thereof, which puts other occupants of that building at risk for health or safety reasons.
- (M) In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), tenant(s) shall provide the Rental Inspector access to the unit for an inspection during reasonable hours if any of the following apply:
  - (1) The lease authorizes entry to the unit(s) for inspection purposes.
  - (2) A tenant has made a complaint to the Rental Inspector.

(3) The Township serves an administrative warrant ordering a tenant to provide access.

(4) A tenant has consented to the inspection.

**801-SECTION 008 REFERENCED CODES AND STANDARDS IN ADDITION TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE.**

~~The following sections and subsections of are in~~ In addition to the requirements of the International Property Maintenance Code ~~enforced by the Township are revised, amended and/or replaced by~~, the following ~~sections~~ requirements shall apply:

(A) 301.4 Owner occupied rental. Owner occupied portions of residential dwelling buildings shall be inspected annually to ensure that a non-owner occupant of that residential dwelling building will not be subject to risk because of safety or sanitary conditions existing in the owner-occupied portion of the residential dwelling building.

(B) 301.5 New rental properties. Each dwelling added to the housing licensing program after June 1, 2012, shall be considered as new construction with respect to fire resistance rate construction, fire protection systems and means of egress and shall comply with all sections of this Code and all other applicable Codes.

(C) 301.14 Insect screens. Every door, window and other outside opening required for ventilation ~~(see 403.1)~~ of habitable rooms, food preparations areas, food service areas or any area where products to be included or utilized in for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25mm) and every swinging screen or storm door shall have a self-closing device in good working condition.

(D) 304.18.1 Doors. Each dwelling added to the housing licensing program after the adoption date of this Code, shall provide that all doors providing access to a dwelling unit that is equipped with a deadbolt lock ~~shall meet the meeting~~ specification set forth herein. Such deadbolt locks shall in be installed according to manufacturer's specifications and maintained in good working order. All deadbolt locks shall be designed and installed in such a manner so as to be operable inside of the dwelling unit without the use of a key, tool, combination thereof or any other special knowledge or effort.

(E) 307.4 Garbage facilities shall be constructed and maintained in compliance with the Township's Zoning Ordinance requirements and the International Property Maintenance Code.

(F) 307.5 Occupant Responsibilities. Occupants of all dwellings are required to comply with the International Property Maintenance Code.

(G) 403.1 Habitable spaces. Every habitable space shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the ~~minimum total~~ glazed area of the window ~~required in Section 402.1.~~

(1) Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least ~~8~~ eight percent (8%) of the floor area of the interior room or space, but not less than 25 square feet (2.33 m<sup>2</sup>). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.

- (2) Exception: Where rooms and spaces without openings to the outdoors comply with the Michigan Residential Building Code for light and ventilation in habitable rooms.
- (H) ~~403.6~~ **Sleeping rooms with two doors.** Sleeping rooms with an exterior door in lieu of a window shall be provided with a screen door at the exterior for ventilation.
- (I) ~~404.3.2~~ **Elevated sleeping surface.** Lofts, bunk beds or other elevated sleeping surfaces shall be installed not closer than 30 inches from the top of the sleeping surface to the ceiling of the room. Lofts, bunk beds or other elevated sleeping surfaces shall not block any opening or windows that are required means of egress by any applicable code.
- (J) ~~404.4.2~~ **Access from bedrooms.** Each dwelling added to the housing licensing program after the adoption date of this Code shall not have bedrooms which constitute the only means of access to other bedrooms or habitable spaces and shall not service as the only means of egress from other habitable spaces.
- (K) ~~404.8~~ **Minimum floor area.** Each dwelling subject to this Code shall have the minimum number of square feet of total floor area as ~~set forth in Chapter 21 of~~ required by the Charter Township's of Union's Zoning Ordinance 1991-5 1995 as amended, except as provided in 154.007 and other referenced standards.
- (L) ~~702.5~~ **Under-stair protections.** Enclosed accessible spaces under stairs shall have the walls, under stair surface and any soffit protected on the enclosed side with minimum ~~one-half (0.5)~~ 1/2 inch gypsum wallboard, taped and finished. Use of under stair storage areas, which pose difficulty for compliance with his Code, shall be discontinued and permanently sealed from future use. Under stair mechanical areas, which pose difficulty for compliance with this Code, may be protected by the installation of domestic water sprinkler head(s) to completely protect the area.
- (M) ~~702.6~~ **Emergency escape.** Emergency escape and rescue openings shall be provided and installed in accordance with this Code, as follows:
- (1) ~~702.6.1~~ Emergency escape space and rescue openings for existing rental dwellings shall be provided and installed in accordance with the Michigan Rehabilitation Code for Existing Buildings.
- (2) ~~702.6.2~~ Emergency escape and rescue openings for each dwelling added to the rental housing licensing program after the adoption date of the Code shall be provided and installed in accordance with the Michigan Residential Building Code.
- (N) ~~703.3~~ **Separation required.** Each dwelling subject to this Code with attached garage or storage areas shall have a fire separation extending the full width and height of the common wall(s) with the living portion of the structure. All separations shall be designed and installed in accordance with the Michigan Residential Building Code. If the living space of the structure is located above a garage space, the common floor/ceiling between the two spaces shall be separated in accordance with the garage separations section of this and all applicable codes. Fire resistance-rated floor-ceiling and all assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend tight to and be sealed to the underside of the roof sheathing.
- (O) ~~704.2~~ **Smoke Alarms.** Each dwelling ~~added to the housing licensing program after the adoption of this Code~~ shall have smoke alarms installed in accordance with the Michigan Residential Building Code. ~~Dwellings licensed on or before the adoption date of the Code shall comply with State of~~



~~Michigan law as amended for the Michigan Building Code (R408.30446), the Michigan Residential Code (R408.30546) and the Michigan Rehabilitation Code.~~ When any new smoke alarm is installed in any dwelling licensed under this Code ~~after this date~~, the smoke alarm shall comply with the following provisions:

(1) All requirements of the International Property Maintenance Code.

~~There needs to be smoke detectors~~

- ~~1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;~~
- ~~2. In each room used for sleeping purposes;~~
- ~~3. In each story within a dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics.~~

~~If a unit does not have smoke detectors in ALL the above locations, then a violation will be issued allowing 30 days for the smoke detectors to be installed. Only wired (preferred) or sealed (non-removable) non-rechargeable 10-year battery devices can be installed.~~

~~If a unit has battery smoke detectors (9v style) it will be allowed (not noted as a violation), BUT a **Recommendation** for upgrading all detectors to be wired (interconnected) (preferred) or sealed (non-removable) battery, non-rechargeable 10-year battery will be made. This recommendation is allowed to be made twice with the expectation that the detector(s) be upgraded by the third annual inspection cycle.~~

(2) New rentals after June 1, 2012 will need to meet current code regardless of the age of the property.

(3) 704.2.1A smoke alarm shall receive its primary power from the building wiring (provided that such wiring is served from a commercial source) and shall be equipped with a back-up battery, or

(4) 704.2.2A smoke alarm shall be sealed and have a non-removable, non-not-rechargeable batteries which will last ten (10) years.

(P) 704.6 **Smoke alarm maintenance.** Smoke alarms shall be maintained in good working condition and shall be replaced in accordance with the manufacturer's recommendations and the detector listing. Smoke alarms shall be maintained free of accumulations of dirt, dust and other materials that may impede operation. Covers shall be maintained on all alarm units for proper testing.

~~The following test is not found in the housing code, it is referenced in the NFPA standards located within the Rental Inspector's office.~~

~~NFPA 72 2013 14.4.7.1~~ Unless otherwise recommended by the manufacturer's published instructions, single- and multiple-station smoke alarms ~~installed in one and two family dwellings~~ shall be replaced when they fail to respond to operability tests, but shall not remain in service longer than 10 years from the date of manufacture.

~~NFPA 72 1999 Edition Section 8-3.5 recommends following manufacturer recommendations for replacing smoke alarms but states, [smoke alarms] "shall not remain in service longer than 10 years from the date of installation."~~

(Q) 704.7 **Carbon Monoxide Detectors.** There needs to be a minimum of at least one battery unit in the dwelling unit. It needs to be located near a register (if available) in the vicinity of the bedrooms. Plug-in battery back-up is the best option, but battery only is acceptable.

(R) ~~704.8~~ **Egress Windows.** All bedrooms need to have at least one egress window.

- (1) On current rentals if an existing window is operational and is a viable and ~~have~~ **have** a reasonable means of escape but does not meet egress requirements, it ~~will can~~ **will** comply ~~contingent upon a requirement that, But a recommendation to upgrade the window(s) will be made. This recommendation is allowed to be made with the expectation~~ when the property is upgraded (permit required), the window(s) will be upgraded to comply with the Michigan Building Code requirement for installation ~~of~~ **of** an egress window.
- (2) On current rentals if the current window is not operational or viable and have a reasonable means of escape, then a violation will be issued, allowing 30 days for the window to be altered to manufacturer's specifications, or ~~for~~ **for** an egress window to be installed ~~ed~~ according to the Michigan Building Code requirement for installation of an egress window.

(S) **Supremacy clause.** Where differences occur between provisions of this ~~Code-Section~~ and ~~the other~~ referenced ~~code~~ standards, the provisions of this ~~Code-Section~~ shall apply. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of this Code and the ~~codes described other referenced code standards in this Ordinance.~~

~~801-SECTION 008.1-807.008.1~~ **OTHER REFERENCED STANDARDS.**

~~The~~ Michigan Residential Building Code, Michigan Rehabilitation Code for Existing Buildings, ~~The~~ International Property Maintenance Code, ~~The Codes~~ and ~~other codes and~~ standards referenced in this Ordinance are considered part of the requirements of this Code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the referenced standards, the provisions of this Code shall apply. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of this Code and the codes described in this Ordinance.

~~801-SECTION 009~~ **HOUSING LICENSE APPLICATION; FEE.**

- (A) No person shall operate or permit occupancy of a dwelling covered by this Code unless a current, unrevoked housing license has been issued by the Rental Inspector, ~~or~~ ~~designee~~, in said person's name for the specific named dwelling.
- (B) The following shall apply to the issuance of any housing license:
  - (1) Application for housing license or for renewal shall be made in writing by the Owner to the Rental Inspector on forms furnished by the Rental Inspector and shall be accompanied by an inspection fee.
    - (a) If after inspection(s) by the Rental Inspector, or designee, the dwelling is found to be in accordance with all provisions of this Code, and all applicable fees have been paid, a housing license will be issued.
    - (b) A housing license shall be valid for a period of one year from the date of issuance (unless sooner revoked) and may be renewed for successive periods of one year, except the Rental Inspector is authorized, for the

first such housing license issued for a dwelling, to issue the housing license for a period of up to one year for the purpose of adjusting the time when such housing license expires.

- (2) Applicants shall designate in writing with each application or renewal, an agent upon whom service or notice under this Code and service or process for violation of this Code may ~~many~~ be made in the absence of the owner. The agent designated must reside within one hour of Charter Township of Union to receive such notice. This designated agent must give written approval for the use of his/her name as the designated agent. A violation of this section is a misdemeanor.
- (3) Every person holding a housing license shall provide in the lease, with a written provision that the tenant or roomer will allow the Rental Inspector ~~or his/her designee,~~ access to the dwelling and/or dwelling unit for the purpose of inspection required as to prerequisite to granting or renewal of a housing license, or for the purpose of investigating a complaint.
- (4) No housing license is transferable to another dwelling, and each person issued a housing license shall give notice in writing to the Rental Inspector within (7) seven calendar days after having transferred or otherwise disposed of legal control of any licensed dwelling. Such notice shall include the name and address of persons succeeding to the ownership or control of such dwelling, and to whom the housing license is to be transferred. ~~Within ten (10) days of any transfer of ownership, the assigned shall comply with division 801.003.~~
- (5) Application for the transfer of a license to a new owner and/or renewal of a housing license shall be made at least 30 calendar days prior to the expiration date of the existing housing license. Late applications will be charged a late fee.
- (6) A record of all housing licenses issued shall be kept on file in the offices of the Rental Inspector, and copies will be furnished upon request.
- (7) Housing license fees shall be set by resolution of the Board.
- (8) Unpaid fees.
  - (a) Housing licensing related fees to the property that are unpaid by the due date will be charged a late fee set by resolution of the Board of Trustees on a per-month basis. If the amount due or any portion thereof is unpaid after the due date, the unpaid balance plus accrued late fees may be charged to the owner of such property on the next regular tax bill forwarded to the owner by the Township. The charge shall be due and payable by the owner at the time of the payment of the tax bill.
  - (b) If the full amount due is not paid by such owner within 60 calendar days of the due date, then, the Township administration will cause to be recorded in the Township Treasurer's office a sworn statement showing the fees applied and due dates. The recording of this statement shall constitute a lien on the property, and shall remain in full force and effect for the amount due in principal and interest, plus cost of court, if any, for

collection until final payment has been made. The cost and expenses shall be collected in the manner fixed by law for the collection of taxes, and shall further be subject to delinquent penalty of 1% per month in the event it is not paid in full on or before the date on the tax bill upon which said charge appears become delinquent. This recorded statement shall be prima facie evidence that all legal formalities have been complied with and that the work has been properly and satisfactorily done, and shall constitute a charge against the property designated or described in the statement that is due and collectible as provided by law.

**~~801.~~SECTION 010      TEMPORARY LICENSE.**

The Rental Inspector may issue a temporary housing license for all or part of a dwelling in the process of erection or alteration if the dwelling or part thereof to be occupied complies with the provision of this Code. No temporary housing license may be issued for longer than six (6) months, and no temporary housing license shall be effective more than (5) five calendar days after the erection or alteration of the dwelling is completed.

**~~801.~~SECTION 011      ENFORCEMENT.**

- (A) **General.** The Rental Inspector shall enforce the provisions of this Code under the general supervision of the Director of the Township’s Community and Economic Development Department.
- (B) **Inspections.** The Rental Inspector, ~~or designee,~~ shall make all required inspections or shall accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible Officer of such approved agency or by the responsible individual. The Rental Inspector is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise.
- (C) **Right of Entry.** The Rental Inspector, ~~or designee,~~ is authorized to enter all buildings or structures subject to this Code at reasonable times in order to inspect the buildings or structures, subject to the constitutional restrictions on unreasonable searches and seizures. If entry is refused or not obtained, the Rental Inspector is authorized to pursue recourse as provided by law.
- (D) **Additional inspection provisions.** Inspection shall be conducted in the manner best calculated to secure compliance with this Code and maintain efficient use of Township resources. In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), inspections may include one (1) or more of the following methods as determined by the Community and Economic Development Director and Rental Inspector:
  - (1) Inspection on a compliance basis prior to issuance or renewal of annual licenses.
  - (2) Inspection on a percentage basis, under which the Community and Economic Development Director and Rental Inspector may establish a percentage of units on the premises or in a building to be inspected before issuance of a license.
  - (3) Inspection ordered in response to a complaint received by the Township.

(4) More frequent inspections may be ordered in response to a pattern of violations or a high incidence of recurrent or uncorrected violations for a subject premises or licensee.

**801.012 HOUSING BOARD OF APPEALS.**

(A) **Creation.** A Housing Board of Appeals is hereby created to provide a reasonable interpretation of this provisions of this Code and to give relief where unnecessary hardship would result from carrying out the strict letter of this Code. The duty of the Board shall be to consider appeals from decisions of the officials charged with the enforcement of this Code and to determine in particular cases whether any deviation from the strict enforcement of this Code will violate the intent of this Code or jeopardize the public health, safety and welfare.

(B) **Membership and appointment.** ~~A Housing~~ The Construction Board of Appeals, which is established under the Michigan Residential Building Code and appointed by the Board of Trustees, is hereby designated ~~Board of Appeals shall be appointed to also~~ perform the duties of the Housing Board of Appeals under this Code.

(C) **Public meetings.**

~~(1)~~ — The Housing Board of Appeals shall meet in a fixed place, and all meetings shall be open to the public in compliance with the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 et seq.

(D) Required notices.

~~(2)~~ — When ~~an appeal~~ any request for Housing Board of Appeals review and action has been properly filed and is to be considered, the Housing Board of Appeals shall give at least (10) ten calendar days' notice of the time and place of the hearing through publication of a notice in a ~~daily~~ newspaper of general circulation in the Township. ~~The Housing Board of Appeals shall also give (5) five days notice, posting of the notice on the Township's website, and delivery~~ by personal service or by mail to the applicant, Community and Economic Development Director, and Rental Inspector, and, ~~When an appeal applies to the condition or appearance of the outside of a building or to conduct by an occupant which the Housing Board of Appeals reasonable believes may adversely impact neighboring properties,~~ to any person to whom real property is assessed that is within 100 feet of the premises of the appeal, ~~and such.~~ The notice will be addressed to the respective owners at the address given on the last assessment roll. Any party may appear at such hearings in person or by agent.

~~(E)-(D)~~ **Rules, minutes, and records.** The Housing Board of Appeals shall adopt its own rules or procedures and keep a record of its proceedings showing the action of the Board. Such records shall be considered public records.

~~(F)-(E)~~ **Appeal cases.** Any person affected by any notice or order which has been issued in connection with the enforcement of this Code who has not otherwise been offered a hearing under this Code may require and shall be granted a hearing on the matter before the Housing Board of Appeals, provided that such person shall file in the office of the Rental Inspector a written petition requesting such hearing and setting forth the name, address, and phone number of the petitioner and a brief statement of the grounds for

such hearing. Petition shall be filed within ten (10) calendar days after the day the notice of order is served. Upon receipt of such a petition, the Community and Economic Development Director or Rental Inspector shall set a time for the hearing before the Housing Board of Appeals and shall ~~give the petitioner written notice thereof~~ provide the notices required by this Ordinance.

~~(G)-(F)~~ **Fee required for appeal cases.** A fee shall be paid to the Township ~~Treasurer before at~~ the time of filing a petition as set forth in division € above for any request for Housing Board of Appeals review and action. The amount of the required fee shall be established and may be adjusted from time to time ~~Board shall set this fee~~ by resolution of the Township Board of Trustees.

~~(H)-(G)~~ **Stay of order.** Any determination made by the Rental Inspector which is appealed to the Housing Board of Appeals under division shall be stayed until a disposition of the appeals is made by the Housing Board of Appeals unless there is a health or safety issue.

(I) **Hearing procedures.** All hearings held by the Housing Board of Appeals shall be in accordance with the following requirements:

(1) Notice of the date, time, and place of the hearing shall be provided in accordance with the requirements of this Ordinance.

(2) The hearing shall be opened and closed at the call of the Chairperson and shall be confirmed by majority votes of the members present via roll call vote.

(3) The owner shall have the right to present testimony and evidence, to be represented by their attorney during the hearing, to present witnesses and expert testimony, and to ask questions of the Rental Inspector and any other person(s) presenting evidence on behalf of the Township.

(4) The Rental Inspector and/or any other person(s) designated for this purpose by the Community and Economic Development Director or otherwise requested by the Housing Board of Appeals or the Township Attorney shall present testimony and evidence on behalf of the Township.

~~(J)-(H)~~ **Actions of the Board.** ~~After a~~ Following the closure of the hearing and deliberations, the Housing Board of Appeals shall make any determination(s) by a preponderance of the evidence and a majority vote of the total Housing Board of Appeals membership.

(1) For any appeal, the Housing Board of Appeals may sustain, modify, or withdraw the notice and order depending upon its findings and determinations in the case.

(2) If it clearly appears that, by reason of special conditions, undue hardship would result from the strict application of any section of this Code, the Housing Board of Appeals may permit a variance from the mandatory provisions thereof in such a manner that the public safety shall be secured, substantial justice done, and the spirit of the provisions of this Code upheld. ~~All decisions to permit a variance under this section shall be by a majority vote of the total membership of the Board, excluding the alternate member.~~

(3) The Housing Board of Appeals may postpone action on a matter under review to a date certain for the purpose of requesting additional information, seeking legal

or other expert counsel, or for other purposes identified in the motion to postpone.

(4) Within seven (7) calendar days after the meeting where the action is taken, a written record of any Housing Board of Appeals determination(s) shall be provided to the Rental Inspector and to the Owner.

~~(K)-(H)~~ **Appeals of ~~Rental Board of Appeals Final~~ Decisions.** Any appeals after a final decision is made under this Ordinance must ~~will~~ be brought to the Circuit Court within 30 calendar days of the final decision date.

**801-SECTION 013      ~~DETERMINATION AND NOTICE OF VIOLATION; CORRECTIONS; SUSPENSION OF~~  
LICENSE.**

(A) If upon inspection the Rental Inspector finds a violation of this Code, he/she shall issue a notice and order directed to the owner of record stating the date of inspection, the name of the inspector, and nature of the violation, and the time within which the correction shall be completed.

(B) A violation which is determined by the Rental Inspector to constitute a hazard to health or the occupants or the community as a whole, shall be ordered corrected within the shortest reasonable time, and notice of having begun compliance shall be given to the Rental Inspector by the owner within 48 hours. All other violations shall be corrected within 30 calendar days from the date of notice.

(C) At the end of the period of time the Rental Inspector has allowed for the correction of any violation notice as provided, the Rental Inspector shall reinspect the licensed dwelling, ~~and if he/she determines.~~ Upon written notice from the Rental Inspector that the conditions requiring corrections set forth in the notice sent have not been corrected, the ~~Rental Inspector-Community and Economic Development Director~~ may issue an Order notifying the owner of the continuing violation(s) and ~~schedule a hearing to suspend an immediate suspension of~~ the housing license ~~under the following procedure.~~

- ~~(1) The hearing will be held before the Housing Board of Appeals.~~
- ~~(2) Notice of the continuing violation(s) and the date and place of the hearing will be provided to the owner at least five (5) days before the hearing.~~
- ~~(3) At the hearing, the Rental Inspector, or designee, shall present evidence to establish that a violation of the Code exists.~~
- ~~(4) The owner shall have the right to present evidence and ask questions of the Rental Inspector, or designee.~~
- ~~(5) The Rental Inspector, or designee, shall have the right to ask questions of the owner.~~
- ~~(6) The hearing panel shall determine, by a preponderance of the evidence, if a violation of the Code exists and if the housing license is suspended.~~
- ~~(7) Within seven (7) days after the hearing, the hearing panel shall present a written decision to the Rental Inspector and the Owner.~~

(D) Any person whose housing license under this section has been suspended shall be entitled to an appeal to the Housing Board of Appeals. If no appeal is properly presented within 21 calendar days following the issuance of the order of suspension, the housing license shall be revoked except that if prior to the revocation of the housing license any person whose housing license has been ordered suspended may request re-inspection, upon a showing that the violations cited in the notice have been corrected.

- (E) If, upon re-inspection pursuant to the request of the person whose housing license has been ordered suspended but not yet revoked, the Rental Inspector finds the dwelling in connection with which notice was issued is now in compliance with this Code and with applicable rules and regulations issued pursuant thereto; ~~he/she~~ Community and Economic Development Director shall reinstate the housing license. A request for reinspection shall not extend the suspension period.
- (F) If an appeal to the Housing Board of Appeals is taken, and if the Housing Board of Appeals does not reverse the decision, the Community and Economic Development Director shall revoke the housing license ~~shall be revoked~~ within ten (10) calendar days following the denial of the appeal by the Housing Board of Appeals.
- (G) ~~If Failure of~~ an owner or occupant ~~fails to~~ maintain a valid housing license, or to comply with an order of suspension which has not been appealed or which the Housing Board of Appeals has sustained, ~~the Rental Inspector or his/her agent may take action to abate or enjoin the violation and enforce provisions of this Code~~ shall constitute a violation of this Ordinance subject to the penalties thereof.
- (H) When an uncorrected violation creates an imminent danger to the health and safety of the occupants of the dwelling or premises, the Township may file an action seeking a preliminary injunction or other temporary relief appropriate to remove such danger during the pendency of any action.

**801.SECTION 014 NOTICE OF VIOLATION; SERVICE AND TERMS.**

- (A) All notices of violation shall be in writing and shall be deemed given when one of the following is done:
  - (1) Personal service.
  - (2) A copy of such notice is sent by certified mail. Postage prepaid, return receipt requested.
  - (3) If no address so appears nor is known to the Rental Inspector, a copy of the notice shall be mailed to the owner at the address of the building or structure and a copy of the notice and order shall be posted in a conspicuous place on the building or structure.
  - (4) Service by certified mail in the manner herein provided shall be effective on the date of mails; proof of service of the notices and the manner of such service shall be made by affidavit sworn to by the person affecting such service, declaring time, date, and the manner in which the service was made. The affidavit, together with a receipt for mailing and any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to the copy of the notice retained by the Rental Inspector.
- (B) Service by certified mail in the manner herein provided shall be effective on the date of mailings; proof of service of the notices and the manner of such service shall be made by affidavit sworn to by the person affecting such service, declaring time, date, and the manner in which the service was made. The affidavit, together with a receipt for mailing and any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to the copy of the notice retained by the Rental Inspector.



- (C) The failure of any person to receive notice as provided for above shall not affect the validity of any proceedings taken under this Code.

**~~801-SECTION 015~~      VIOLATIONS; PENALTIES-PENALTY.**

Any person, firm, corporation, or agent, or any employee, contractor, or subcontractor of same, who fails to comply with any of the provisions of this Ordinance, or who impedes or interferes with the enforcement of this Ordinance, shall be deemed in violation of this Ordinance and shall be subject to the following:

- (A) **Public nuisance.** Violations of any provision of this Ordinance are hereby declared to be a nuisance per se and shall be subject to abatement or other action by a court of appropriate jurisdiction.
- (B) **Violators.** Each owner or other person who commits, participates in, assists in, or maintains any violation of the Ordinance may be held responsible for a separate offense and may be subject to the penalties provided in this Section. The cost of prosecution shall also be assessed against each violator. The imposition of any penalty shall not exempt the offense from compliance with the requirement of this Ordinance.
- (C) **Municipal civil infraction.** Any person who violates or permits the violation of this Ordinance shall be responsible for a municipal civil infraction and shall be subject to a fine not to exceed the limits specified in the Township’s Municipal Ordinance Violation Bureau Ordinance. Proceedings for the municipal civil infraction shall proceed as provided in that ordinance.
  - (1) The imposition of a municipal civil infraction fine for any violation shall not excuse the violation or permit it to continue.
  - (2) A person who violates or permits the violation of this Ordinance shall also be subject to additional sanctions, remedies, injunctions, judicial orders, penalties, enforcement costs and expenses as provided for under Chapter 87 of the Revised Judicature Code, being MCL §600.8701, et. seq., as amended. Each day a violation of this Ordinance continues to exist constitutes a separate violation.
- (D) **Other remedies.** The rights and remedies set forth above shall not preclude the use of other remedies provided by law, including any additional rights of the Township to initiate proceedings in an appropriate court of law to restrain or prevent any noncompliance with any provisions of this Ordinance, or to correct, remedy or abate such non-compliance.
- (E) **Rights and remedies preserved.** Any failure or omission to enforce provisions of this Ordinance or to prosecute a violation of this Ordinance shall not constitute a waiver of any rights and remedies provided by this Ordinance or by law, and shall not constitute a waiver nor prevent any further prosecution of violations of this Ordinance.
- (F) **Loss of occupancy and orders to vacate.** In compliance with provisions of the Housing Law of Michigan (Public Act 167 of 1917, as amended, being MCL 125.401 – MCL 125.543), the following additional penalties shall apply:
  - (1) When a license under this Code has been revoked by the Township or is being

withheld pending corrective action needed to comply with this Code, the subject premises shall be kept vacant and the Rental Inspector may order occupied premises to be vacated pending completion of corrective actions and re-inspection to confirm compliance.

- (2) Upon determination that conditions exist which constitute an immediate hazard to health or safety, the Rental Inspector may order the subject premises to be vacated pending completion of corrective actions and re-inspection to confirm compliance.

~~Any person knowingly or intentionally violating a provision of this Code shall be held responsible for and prosecuted as a misdemeanor in accordance with the Municipal Ordinance Violation Bureau (Part 3 of the Charter Township of Union's Compilation of Ordinances) and MCLA 600.8701et seq.~~

~~The Rental Inspector, or designee, may issue citations pursuant to the Municipal Ordinance Violation Bureau (Part 3 of the Charter Township of Union's Compilation of Ordinances) and/or MCLA 600.8701et seq. and may issue appearance tickets in accordance with MCLA 764.9 (C), or take any other legal action necessary to enforce this Code for uncorrected violations, including, but not limited to, initiation legal proceedings in District Court or Circuit Court.~~

~~**SECTION 016 SEVERABILITY.**~~

The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

~~**SECTION 017 REPEAL.**~~

All Ordinances or parts of Ordinances in conflict with this Ordinance, including ~~Ordinance Number 2010-03~~ the Township's Housing Licensing Ordinance Number 2012-08, are hereby repealed, except that this Ordinance shall not be construed to repeal any provision in the Township Zoning Ordinance, the Township Subdivision Control Ordinance, or the Township Building Code.

**SECTION 018 PUBLICATION.**

The Clerk for the Township shall cause this Ordinance to be published in the manner required by law.

**SECTION 019 EFFECTIVE DATE.**

This Ordinance was approved and adopted by the Township Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, after a first reading by the Township Board of Trustees on \_\_\_\_\_, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall become effective immediately upon publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager/MDS  
Subject: Policy Governance Review  
Date: July 13, 2020

Policy Review: 2.0 Global Executive Constraint  
Type of Review: Internal  
Review Interval: Annual  
Review Month: July 2020

## **Policy Wording**

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

## **Manager Interpretation**

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

## **Justification for reasonability**

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

## **Data**

1. 2019 Audit, per Yeo & Yeo: " In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"
2. No corrective action measures issued in 2019 Audit
3. Board approved Investment and Credit Card Usage policies are followed
4. The Finance Office refers to and incorporates "Best Practices" as published by the Government Finance Officers Association as applicable

5. The water and wastewater divisions operate under rules promulgated by EPA, MDEQ and Ten State Standards. No violations of these rules have been reported in the past year. Staff is members of American Water Works Association (AWWA) and the Michigan Water Environment Association (MWEA). To remain in good standing, members must adhere to the organizations published Code of Conduct.
6. Township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics
7. The Township is in the process of having a water and wastewater cost of service study done to ensure rate methodology currently utilized meets with best practice standards.
8. A Classification and Compensation Study was done in 2019 to help inform collective bargaining agreement negotiations and to help ensure compliance with other aspects of Policy Governance
9. General and Zoning related Ordinances are updated as situations change, and discovery is made of outdated or no-longer valid existing ordinances are made.
10. The Township Management Team is in the process of creating a Performance Review Policy to guide the organization in establishing and formalizing a performance monitoring program.

### **Compliance**

In compliance with policy as indicated.

**Policy Governance Executive Limitations Evaluation Form**

*A tool to be used by individual Board members as they evaluate the internal monitoring reports*

Policy being monitored: 2.3-Compensation and Benefits

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

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Comments regarding further policy development:

- 1. Is there any area regarding this policy that you worry about that is not clearly addressed in existing policy?

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

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Signature and date of Board member \_\_\_\_\_

# Charter Township of Union



To: Township Board of Trustees  
From: Sherrie Teall, Finance Director  
Subject: Policy Governance Review  
Date: July 15, 2020

Policy Review: 2.5 Financial Condition and Activities  
Type of Review: Internal  
Review Interval: Quarterly  
Review Month: June 30, 2020

## **Policy Wording**

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

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

2.5.1 Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

2.5.1 .1 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

2.5.2 Use any long-term reserves except for purposes and amounts specifically released by the Board.

2.5.3 Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

2.5.4 Fail to settle payroll and debts in a timely manner.

2.5.5 Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

2.5.6 Make a single unbudgeted emergency purchase or commitment, to maintain township operations, of greater than \$10,000 for the Township Hall and/or \$50,000 for the water and sewer systems.

2.5.7 Make a single purchase or commitment of greater than \$10,000. Purchases over \$5,000 shall not be made without timely notification to the Board.

2.5.8 Acquire, encumber or dispose of real property.

2.5.9 Fail to aggressively pursue receivables after a reasonable grace period.

2.5.10 Fail to maintain an adequate level of cash flow.

### **Manager Interpretation**

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

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

### **Justification for Reasonability**

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

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

### **Data**

- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in April, May, June 2020
- All payroll taxes and benefits were paid on schedule and on time
- All Funds of the Township are in good financial shape
- The Annual Audit was filed on time with the State of Michigan
- The F65 financial report was filed on time with the State of Michigan
- No emergency purchases were made in the 2<sup>nd</sup> Quarter 2020
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills. The General Fund cash on June 30th was just over \$5.0 million

### **Compliance**

In compliance with policy as stated.

## Policy Governance Executive Limitations Evaluation Form

*A tool to be used by individual Board members as they evaluate the internal monitoring reports*

Policy being monitored: **2.5 – Financial Conditions & Activities**

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

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

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

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Signature and date of Board member \_\_\_\_\_



User: SHERRIE

PERIOD ENDING 06/30/2020

DB: Union

% Fiscal Year Completed: 49.73

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE	
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)
				% BDGT USED
Fund 101 - GENERAL FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	304,828.14	302,500.00	293,382.21	96.99
402.001 PROPERTY TAX REFUNDS-MTT	(4,827.60)	(5,000.00)	0.00	0.00
402.002 PILOT TAX	3,182.43	3,000.00	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	1,448.80	0.00	0.00	0.00
420.000 DELQ PERSONAL PROPERTY TAXES	202.64	1,000.00	91.58	9.16
425.000 MOBILE HOME PARK TAX	2,447.00	2,400.00	655.50	27.31
445.000 INTEREST ON TAXES	263.17	100.00	17.59	17.59
446.000 3% OR 4% PENALTY ON TAX	6,835.42	6,600.00	3,828.55	58.01
447.000 ADMIN FEE-PROPERTY TAX	150,214.34	146,000.00	99,486.25	68.14
447.001 ADMIN FEES-REFUNDS MTT BOR	(2,430.74)	(4,000.00)	0.00	0.00
447.050 ADMIN FEE-STATE EDUC TAX(SET)	7,775.00	7,700.00	0.00	0.00
447.100 ADMIN FEE-PRIOR YEARS	757.53	0.00	47.60	100.00
475.000 CABLE FRANCHISE FEES	129,216.83	130,000.00	57,595.22	44.30
476.000 BUILDING PERMITS	55,173.00	50,000.00	50,639.59	101.28
477.000 RENTAL INSPECTION FEES	81,977.00	80,000.00	63,647.00	79.56
479.000 ZONING PERMITS	15,492.00	18,000.00	2,825.00	15.69
573.000 STATE AID REVENUE-LCSA	4,496.13	4,500.00	2,039.64	45.33
574.000 STATE REVENUE SHARING	1,187,793.00	1,140,000.00	364,231.00	31.95
574.100 LIQUOR STATE REVENUE SHARING	13,193.40	11,500.00	27.50	0.24
574.200 METRO ACT REVENUE SHARING-LCSA	7,514.27	7,500.00	8,205.36	109.40
582.000 CONTRIBUTION FROM TRIBE	0.00	34,000.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	0.00	107,000.00	0.00	0.00
609.000 CONSTR PLAN REVIEW FEES	2,016.00	3,000.00	3,075.00	102.50
613.000 APPLICATION FEES	500.00	500.00	0.00	0.00
625.000 ELECTION FILING FEES	0.00	0.00	1,200.00	100.00
628.000 LAND DIVISIONS/CONDO CONV	2,100.00	1,500.00	700.00	46.67
630.000 WEED ABATEMENT SERVICES	243.00	500.00	769.50	153.90
651.000 USE FEES-BASEBALL FIELDS	1,680.00	2,000.00	80.00	4.00
655.000 FINES & FORFEITURES	248.70	800.00	100.00	12.50
665.000 INTEREST EARNED	120,392.34	100,000.00	52,398.36	52.40
667.000 RENT - JAMESON HALL	7,350.00	7,000.00	900.00	12.86
667.100 RENT - McDONALD PARK PAVILION	1,092.00	1,500.00	696.00	46.40
667.200 RENT - JAMESON PAVILION	528.00	500.00	60.00	12.00
667.300 LEASES	900.00	900.00	900.00	100.00
671.000 OTHER REVENUE	1,102.08	5,000.00	1,112.20	22.24
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	19,990.66	14,000.00	5,512.59	39.38
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	0.00	0.00
<b>Net - Dept 000 - NONE</b>	<b>2,123,694.54</b>	<b>2,180,500.00</b>	<b>1,014,223.24</b>	
Dept 101 - TRUSTEES				
702.000 SALARIES & WAGES	29,538.31	30,115.00	14,192.20	47.13
707.000 PER MEETING	3,800.00	4,000.00	1,325.00	33.13
709.000 EMPLR FICA CONTR	2,066.98	2,108.00	962.07	45.64
711.000 EMPLR MEDICARE CONTR	483.41	493.00	224.98	45.63
724.000 WORKER'S COMP	66.25	80.00	34.96	43.70
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	6,337.04	4,000.00	3,407.50	85.19
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	309.36	500.00	133.40	26.68
900.000 PRINTING & PUBLISHING	0.00	600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	2,252.12	5,100.00	41.00	0.80
910.100 SEMINAR LODGING	0.00	2,500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	500.00	0.00	0.00
915.000 MEMBERSHIP & DUES	16,236.58	16,400.00	15,957.82	97.30
955.000 MISC.	14.00	500.00	0.00	0.00
<b>Net - Dept 101 - TRUSTEES</b>	<b>(61,104.05)</b>	<b>(66,896.00)</b>	<b>(36,278.93)</b>	
Dept 171 - SUPERVISOR				
702.000 SALARIES & WAGES	15,379.01	15,320.00	7,247.52	47.31
707.000 PER MEETING	(25.00)	1,000.00	0.00	0.00
709.000 EMPLR FICA CONTR	998.38	1,012.00	449.32	44.40
711.000 EMPLR MEDICARE CONTR	233.61	237.00	105.13	44.36
724.000 WORKER'S COMP	31.78	40.00	16.36	40.90
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	275.00	0.00	0.00
<b>Net - Dept 171 - SUPERVISOR</b>	<b>(16,617.78)</b>	<b>(20,184.00)</b>	<b>(7,818.33)</b>	
Dept 172 - TWP MANAGER				
702.000 SALARIES & WAGES	34,877.91	34,820.00	16,442.77	47.087
702.600 CAR ALLOWANCE	0.00	0.00	1,500.00	100.00

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
708.000 UNEMPLOYMENT		122.72	123.00		54.33	44.17
709.000 EMPLR FICA CONTR		2,159.98	2,159.00		1,091.60	50.56
711.000 EMPLR MEDICARE CONTR		505.24	510.00		255.28	50.05
716.000 EMPLR RETIREMENT CONTR		2,628.75	0.00		1,591.85	100.00
718.500 HEALTH INSURANCE		6,469.99	6,847.00		3,891.60	56.84
718.700 HEALTH INS-EE CONTRIBUTIONS		(180.80)	(194.00)		(149.39)	77.01
719.000 DENTAL INSURANCE		165.87	171.00		77.16	45.12
719.800 VISION INSURANCE		44.40	48.00		65.92	137.33
719.900 VISION INS-EE CONTRIBUTIONS		(22.28)	(24.00)		(33.01)	137.54
724.000 WORKER'S COMP		132.31	150.00		76.69	51.13
725.000 LIFE & DISABILITY BENEFIT		119.68	150.00		66.89	44.59
752.000 OFFICE SUPPLIES		0.00	300.00		0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS		0.00	0.00		692.67	100.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		5,394.00	0.00		0.00	0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM		51,686.73	54,000.00		11,518.09	21.33
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT		223.88	250.00		0.00	0.00
880.000 COMMUNITY PROMOTION		5,938.65	8,800.00		5,600.00	63.64
900.000 PRINTING & PUBLISHING		0.00	600.00		0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT		1,111.76	1,500.00		90.00	6.00
910.100 SEMINAR LODGING		234.85	800.00		0.00	0.00
910.200 SEMINAR MEALS		19.63	200.00		0.00	0.00
915.000 MEMBERSHIP & DUES		580.00	600.00		75.00	12.50
955.000 MISC.		382.73	300.00		71.50	23.83
980.000 NEW OFFICE EQUIPMENT & FURNITURE		0.00	500.00		0.00	0.00
<b>Net - Dept 172 - TWP MANAGER</b>		<b>(112,596.00)</b>	<b>(112,610.00)</b>		<b>(42,978.95)</b>	
<b>Dept 191 - ACCOUNTING/GEN ADMIN</b>						
702.000 SALARIES & WAGES		75,522.02	116,240.00		40,477.97	34.82
702.500 OVERTIME		4,106.59	3,900.00		1,530.63	39.25
708.000 UNEMPLOYMENT		858.95	1,443.00		342.38	23.73
709.000 EMPLR FICA CONTR		4,715.05	7,809.00		2,463.25	31.54
711.000 EMPLR MEDICARE CONTR		1,102.81	1,742.00		576.12	33.07
716.000 EMPLR RETIREMENT CONTR		4,827.42	8,464.00		3,077.78	36.36
718.500 HEALTH INSURANCE		25,948.24	47,847.00		14,739.13	30.80
718.700 HEALTH INS-EE CONTRIBUTIONS		(1,652.85)	(2,978.00)		(1,222.99)	41.07
719.000 DENTAL INSURANCE		1,788.74	2,793.00		768.16	27.50
719.800 VISION INSURANCE		384.72	692.00		199.96	28.90
719.900 VISION INS-EE CONTRIBUTIONS		(192.43)	(346.00)		(100.00)	28.90
724.000 WORKER'S COMP		295.51	518.00		178.99	34.55
725.000 LIFE & DISABILITY BENEFIT		406.37	765.00		213.54	27.91
752.000 OFFICE SUPPLIES		1,112.25	2,000.00		1,397.52	69.88
767.000 UNIFORMS		100.00	100.00		0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		314.00	600.00		290.00	48.33
801.020 EXTERNAL AUDIT		15,850.00	16,500.00		16,950.00	102.73
851.000 MAIL/POSTAGE		1,725.66	6,000.00		4,485.00	74.75
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT		289.88	2,000.00		186.77	9.34
900.000 PRINTING & PUBLISHING		0.00	0.00		1,458.80	100.00
910.000 PROFESSIONAL DEVELOPMENT		428.00	1,200.00		243.00	20.25
910.100 SEMINAR LODGING		613.82	2,500.00		0.00	0.00
910.200 SEMINAR MEALS		27.97	300.00		0.00	0.00
915.000 MEMBERSHIP & DUES		452.25	500.00		75.00	15.00
955.000 MISC.		0.40	100.00		0.00	0.00
955.001 BANK FEES		372.00	240.00		64.00	26.67
980.000 NEW OFFICE EQUIPMENT & FURNITURE		5,614.00	4,000.00		3,460.06	86.50
980.100 NEW COMPUTER HARDWARE & SOFTWARE		475.94	500.00		99.99	20.00
<b>Net - Dept 191 - ACCOUNTING/GEN ADMIN</b>		<b>(145,487.31)</b>	<b>(225,429.00)</b>		<b>(91,955.06)</b>	
<b>Dept 215 - CLERK</b>						
702.000 SALARIES & WAGES		23,832.10	28,000.00		13,844.40	49.44
707.000 PER MEETING		1,875.00	1,700.00		175.00	10.29
709.000 EMPLR FICA CONTR		1,593.84	1,785.00		869.20	48.69
711.000 EMPLR MEDICARE CONTR		372.75	418.00		203.28	48.63
724.000 WORKER'S COMP		56.08	58.00		39.34	67.83
752.000 OFFICE SUPPLIES		215.86	500.00		330.70	66.14
754.000 OPERATING SUPPLIES		0.00	500.00		22.47	4.49
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT		148.31	600.00		275.83	45.97
900.000 PRINTING & PUBLISHING		2,499.63	2,000.00		1,315.09	65.75
910.000 PROFESSIONAL DEVELOPMENT		0.00	1,000.00		0.00	0.00
910.100 SEMINAR LODGING		0.00	750.00		0.00	0.00
910.200 SEMINAR MEALS		0.00	200.00		0.00	0.00
915.000 MEMBERSHIP & DUES		0.00	150.00		0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE		0.00	0.00		3,415.00	100.00

User: SHERRIE

PERIOD ENDING 06/30/2020

DB: Union

% Fiscal Year Completed: 49.73

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE	
	12/31/2019 NORMAL (ABNORMAL)			06/30/2020 NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Net - Dept 215 - CLERK	(30,593.57)		(37,661.00)	(20,490.31)	
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	37,293.76		43,425.00	23,778.22	54.76
950.000 HARDWARE REPLACEMENTS	12,222.13		6,350.00	1,680.99	26.47
Net - Dept 228 - DATA PROCESSING, INFORMATION	(49,515.89)		(49,775.00)	(25,459.21)	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,271.50		24,102.00	10,024.50	41.59
707.000 PER MEETING	0.00		500.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,318.83		1,525.00	621.52	40.76
711.000 EMPLR MEDICARE CONTR	308.44		357.00	145.36	40.72
724.000 WORKER'S COMP	42.23		51.00	22.63	44.37
729.000 TAX BILLS	997.10		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	988.50		1,500.00	179.70	11.98
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	0.00	0.00
851.000 MAIL/POSTAGE	3,728.66		4,000.00	1,946.00	48.65
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		250.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	50.00		50.00	75.00	150.00
955.000 MISC.	0.00		200.00	0.00	0.00
Net - Dept 253 - TREASURER	(28,705.26)		(34,985.00)	(13,014.71)	
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	94,728.23		109,750.00	38,100.61	34.72
702.500 OVERTIME	81.34		0.00	0.00	0.00
707.000 PER DIEM	3,500.00		4,125.00	2,500.00	60.61
708.000 UNEMPLOYMENT	1,098.94		866.00	153.00	17.67
709.000 EMPLR FICA CONTR	6,556.40		7,060.00	2,442.33	34.59
711.000 EMPLR MEDICARE CONTR	1,533.36		1,651.00	571.20	34.60
712.000 TEMPORARY LABOR	7,620.00		0.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	6,728.00		8,300.00	3,419.51	41.20
718.500 HEALTH INSURANCE	21,862.39		35,900.00	11,053.78	30.79
718.700 HEALTH INS-EE CONTRIBUTIONS	(730.18)		(1,487.00)	(400.98)	26.97
719.000 DENTAL INSURANCE	650.84		1,226.00	218.50	17.82
719.800 VISION INSURANCE	195.36		350.00	69.12	19.75
719.900 VISION INS-EE CONTRIBUTIONS	(97.68)		(175.00)	(34.56)	19.75
724.000 WORKER'S COMP	758.49		900.00	316.82	35.20
725.000 LIFE & DISABILITY BENEFIT	229.20		570.00	114.60	20.11
754.000 OPERATING SUPPLIES	1,253.24		1,050.00	221.93	21.14
759.000 GAS/FUEL	211.94		200.00	25.03	12.52
767.000 UNIFORMS	0.00		200.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		400.00	150.00	37.50
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	23,626.28		16,000.00	23,272.00	145.45
850.000 COMMUNICATIONS	1,144.17		1,500.00	656.36	43.76
851.000 MAIL/POSTAGE	1,729.00		2,250.00	1,729.00	76.84
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	356.23		1,000.00	404.72	40.47
900.000 PRINTING & PUBLISHING	2,053.21		1,500.00	368.72	24.58
910.000 PROFESSIONAL DEVELOPMENT	5,019.75		3,500.00	50.00	1.43
910.100 SEMINAR LODGING	209.43		1,750.00	0.00	0.00
910.200 SEMINAR MEALS	58.62		300.00	0.00	0.00
915.000 MEMBERSHIP & DUES	190.00		1,500.00	375.00	25.00
955.000 MISC.	478.82		1,000.00	233.11	23.31
980.100 NEW COMPUTER HARDWARE & SOFTWARE	670.30		750.00	0.00	0.00
Net - Dept 257 - ASSESSOR	(181,715.68)		(201,936.00)	(86,009.80)	
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	0.00		100.00	272.27	272.27
708.000 UNEMPLOYMENT	0.00		0.00	2.09	100.00
709.000 EMPLR FICA CONTR	0.00		5.00	16.83	336.60
711.000 EMPLR MEDICARE CONTR	0.00		2.00	3.93	196.50
712.000 ELECTION WORKERS	0.00		10,000.00	5,944.00	59.44
716.000 EMPLR RETIREMENT CONTR	0.00		10.00	24.50	245.00
718.500 HEALTH INSURANCE	0.00		25.00	129.28	517.12
719.000 HEALTH INSURANCE	0.00		2.00	8.06	403.00
724.000 WORKER'S COMP	0.00		2.00	6.49	324.50
754.000 OPERATING SUPPLIES	312.48		10,000.00	3,019.12	30.19
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00		2,000.00	3,870.00	193.50
851.000 MAIL/POSTAGE	0.00		50.00	2.24	4.48

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2020 AMENDED BUDGET	06/30/2020	
Fund 101 - GENERAL FUND					
900.000 PRINTING & PUBLISHING	0.00		100.00	1,503.00	1,503.00
910.000 PROFESSIONAL DEVELOPMENT	0.00		0.00	29.41	100.00
955.000 MISC.	0.00		400.00	0.00	0.00
<b>Net - Dept 262 - ELECTIONS</b>	<b>(312.48)</b>		<b>(22,696.00)</b>	<b>(14,831.22)</b>	
Dept 265 - TWP HALL & GROUNDS					
702.000 SALARIES & WAGES	0.00		0.00	561.13	100.00
708.000 UNEMPLOYMENT	0.00		0.00	7.80	100.00
709.000 EMPLR FICA CONTR	0.00		0.00	34.56	100.00
711.000 EMPLR MEDICARE CONTR	0.00		0.00	8.10	100.00
716.000 EMPLR RETIREMENT CONTR	0.00		0.00	50.50	100.00
718.500 HEALTH INSURANCE	0.00		0.00	321.89	100.00
719.000 DENTAL INSURANCE	0.00		0.00	15.56	100.00
724.000 WORKER'S COMP	0.00		0.00	12.86	100.00
754.000 OPERATING SUPPLIES	3,560.31		4,500.00	3,801.66	84.48
776.100 HALL CLEANING	6,597.56		6,900.00	2,662.90	38.59
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	18,144.68		21,000.00	3,142.10	14.96
850.000 COMMUNICATIONS	2,809.52		3,200.00	1,677.56	52.42
890.000 SAFETY	433.50		1,000.00	655.28	65.53
917.000 WATER & SEWER CHARGES	591.60		700.00	295.80	42.26
920.000 ELECTRIC/NATURAL GAS	10,402.61		12,000.00	5,178.65	43.16
930.001 MAINT-EQUIPMENT	0.00		500.00	0.00	0.00
930.200 MAINT-GROUNDS	421.46		500.00	40.61	8.12
930.300 MAINT-BUILDINGS	1,448.56		2,000.00	2,572.77	128.64
935.000 PROPERTY/LIABILITY INSURANCE	11,030.67		11,500.00	9,450.24	82.18
940.100 POSTAGE METER LEASE	1,816.56		2,000.00	916.89	45.84
955.000 MISC.	44.93		250.00	1.68	0.67
980.000 NEW OFFICE EQUIPMENT & FURNITURE	12,613.25		3,000.00	0.00	0.00
<b>Net - Dept 265 - TWP HALL &amp; GROUNDS</b>	<b>(69,915.21)</b>		<b>(69,050.00)</b>	<b>(31,408.54)</b>	
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	64,670.86		60,000.00	31,532.05	52.55
826.500 LEGAL FEES-ASSESSOR	18,443.76		0.00	6,556.24	100.00
<b>Net - Dept 266 - LEGAL/ATTORNEY</b>	<b>(83,114.62)</b>		<b>(60,000.00)</b>	<b>(38,088.29)</b>	
Dept 371 - BUILDING					
702.000 SALARIES & WAGES	83,314.59		112,508.00	44,270.87	39.35
702.500 OVERTIME	2,009.71		1,500.00	764.33	50.96
708.000 UNEMPLOYMENT	736.20		1,299.00	306.00	23.56
709.000 EMPLR FICA CONTR	5,007.44		7,037.00	2,622.53	37.27
711.000 EMPLR MEDICARE CONTR	1,171.10		1,646.00	613.34	37.26
716.000 EMPLR RETIREMENT CONTR	6,410.78		8,513.00	4,042.86	47.49
718.500 HEALTH INSURANCE	39,195.15		51,250.00	22,080.57	43.08
718.700 HEALTH INS-EE CONTRIBUTIONS	(2,944.08)		(3,940.00)	(2,178.60)	55.29
719.000 DENTAL INSURANCE	3,245.89		4,180.00	1,390.60	33.27
719.800 VISION INSURANCE	382.56		555.00	306.72	55.26
719.900 VISION INS-EE CONTRIBUTIONS	(191.28)		(277.00)	(153.36)	55.36
724.000 WORKER'S COMP	488.27		777.00	287.04	36.94
725.000 LIFE & DISABILITY BENEFIT	601.44		840.00	317.52	37.80
752.000 OFFICE SUPPLIES	433.92		400.00	856.79	214.20
754.000 OPERATING SUPPLIES	8.81		500.00	169.63	33.93
759.000 GAS/FUEL	881.95		1,200.00	195.22	16.27
767.000 UNIFORMS	174.50		200.00	0.00	0.00
775.100 VEHICLE CLEANING	12.00		125.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	131,062.72		70,900.00	36,090.64	50.90
850.000 COMMUNICATIONS	609.67		800.00	426.15	53.27
851.000 MAIL/POSTAGE	0.00		35.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	81.44		250.00	0.00	0.00
880.000 COMMUNITY PROMOTION	595.00		600.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00		0.00	1,436.28	100.00
910.000 PROFESSIONAL DEVELOPMENT	5,292.50		4,000.00	0.00	0.00
910.100 SEMINAR LODGING	406.98		500.00	0.00	0.00
910.200 SEMINAR MEALS	646.94		1,000.00	39.53	3.95
915.000 MEMBERSHIP & DUES	890.00		1,100.00	1,051.00	95.55
930.000 VEHICLE REPAIRS & MAINTENANCE	1,640.73		400.00	219.78	54.95
980.100 NEW COMPUTER HARDWARE & SOFTWARE	670.30		1,000.00	0.00	0.00
<b>Net - Dept 371 - BUILDING</b>	<b>(282,835.23)</b>		<b>(269,398.00)</b>	<b>(115,155.44)</b>	
Dept 441 - PUBLIC WORKS					

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ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	18,360.81		31,500.00	6,120.27		19.43
920.000 STREET LIGHTING	23,625.17		23,000.00	11,925.11		51.85
962.000 DRAINS AT LARGE	28,155.34		29,000.00	26,667.61		91.96
967.000 CONTRIBUTIONS TO ROAD COMMISSION	37,002.97		475,000.00	0.00		0.00
967.100 CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00		10,000.00	0.00		0.00
970.100 SIDEWALKS AND NON MOTORIZED PATHS	0.00		100,000.00	0.00		0.00
<b>Net - Dept 441 - PUBLIC WORKS</b>	<b>(107,144.29)</b>		<b>(668,500.00)</b>	<b>(44,712.99)</b>		
<b>Dept 701 - PLANNING</b>						
702.000 SALARIES & WAGES	62,132.87		123,475.00	64,315.97		52.09
707.000 PER DIEM	11,770.00		16,255.00	5,000.00		30.76
708.000 UNEMPLOYMENT	368.10		914.00	334.53		36.60
709.000 EMPLR FICA CONTR	4,416.15		8,670.00	4,051.51		46.73
711.000 EMPLR MEDICARE CONTR	1,032.86		2,050.00	947.51		46.22
716.000 EMPLR RETIREMENT CONTR	4,379.03		9,190.00	5,601.53		60.95
718.500 HEALTH INSURANCE	19,459.96		41,000.00	20,246.83		49.38
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,386.06)		(3,152.00)	(1,997.05)		63.36
719.000 DENTAL INSURANCE	1,506.12		2,622.00	1,251.54		47.73
719.800 VISION INSURANCE	325.20		742.00	176.88		23.84
719.900 VISION INS-EE CONTRIBUTIONS	(162.60)		(370.00)	(88.44)		23.90
724.000 WORKER'S COMP	480.56		1,060.00	464.94		43.86
725.000 LIFE & DISABILITY BENEFIT	349.44		785.00	236.20		30.09
752.000 OFFICE SUPPLIES	0.00		250.00	517.58		207.03
767.000 UNIFORMS	46.00		100.00	0.00		0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00		100.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	27,538.75		12,000.00	8,419.50		70.16
851.000 MAIL/POSTAGE	125.82		150.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	636.01		600.00	178.26		29.71
900.000 PRINTING & PUBLISHING	7,135.46		8,000.00	5,208.18		65.10
910.000 PROFESSIONAL DEVELOPMENT	4,760.50		2,000.00	1,694.00		84.70
910.100 SEMINAR LODGING	29.50		400.00	0.00		0.00
910.200 SEMINAR MEALS	323.53		600.00	0.00		0.00
915.000 MEMBERSHIP & DUES	812.50		1,000.00	412.50		41.25
955.000 MISC.	7.00		250.00	0.00		0.00
<b>Net - Dept 701 - PLANNING</b>	<b>(146,086.70)</b>		<b>(228,691.00)</b>	<b>(116,971.97)</b>		
<b>Dept 751 - PARKS &amp; RECREATION</b>						
702.000 SALARIES & WAGES	21,295.84		27,338.00	4,410.98		16.13
702.500 OVERTIME	1,929.23		3,000.00	42.80		1.43
708.000 UNEMPLOYMENT	424.09		1,400.00	54.74		3.91
709.000 EMPLR FICA CONTR	1,891.68		2,552.00	318.80		12.49
711.000 EMPLR MEDICARE CONTR	442.43		600.00	74.55		12.43
712.000 TEMPORARY LABOR	8,260.50		10,816.00	965.50		8.93
716.000 EMPLR RETIREMENT CONTR	1,703.84		2,215.00	397.57		17.95
718.500 HEALTH INSURANCE	11,156.20		16,400.00	2,809.96		17.13
718.700 HEALTH INS-EE CONTRIBUTIONS	(825.86)		(1,261.00)	(337.98)		26.80
719.000 DENTAL INSURANCE	900.96		1,338.00	141.84		10.60
719.800 VISION INSURANCE	182.14		297.00	46.46		15.64
719.900 VISION INS-EE CONTRIBUTIONS	(91.08)		(148.00)	(23.22)		15.69
724.000 WORKER'S COMP	797.21		1,190.00	156.22		13.13
725.000 LIFE & DISABILITY BENEFIT	160.32		246.00	52.63		21.39
754.000 OPERATING SUPPLIES	3,123.82		4,000.00	596.38		14.91
759.000 GAS/FUEL	1,148.05		1,500.00	107.44		7.16
767.000 UNIFORMS	0.00		500.00	71.51		14.30
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,950.57		19,200.00	2,231.97		11.62
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		100.00	0.00		0.00
890.000 SAFETY	362.69		4,000.00	106.00		2.65
900.000 PRINTING & PUBLISHING	223.68		500.00	126.75		25.35
910.000 PROFESSIONAL DEVELOPMENT	0.00		800.00	0.00		0.00
917.000 WATER & SEWER CHARGES	4,813.65		4,000.00	907.18		22.68
920.000 ELECTRIC/NATURAL GAS	3,849.28		6,250.00	1,537.67		24.60
930.000 REPAIRS	0.00		5,000.00	129.50		2.59
930.001 MAINT-EQUIPMENT	1,324.70		2,000.00	580.81		29.04
930.200 MAINT-GROUNDS	6,262.44		2,500.00	7,976.00		319.04
930.250 MAINT-DOG PARK	3,250.00		4,000.00	1,278.00		31.95
930.300 MAINT-BUILDINGS	1,488.74		2,500.00	129.86		5.19
933.000 MAINT-VEHICLES	154.10		500.00	7.00		1.40
955.000 MISC.	19.49		200.00	0.00		0.00
977.000 NEW EQUIPMENT PURCHASE	6,106.06		11,500.00	748.74		6.51
<b>Net - Dept 751 - PARKS &amp; RECREATION</b>	<b>(84,304.77)</b>		<b>(135,033.00)</b>	<b>(25,645.66)</b>		
<b>Dept 901 - CAPITAL OUTLAY</b>						

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	6,534.00		0.00		0.00
976.304 CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	31,363.75		0.00		0.00
976.306 CAPITAL OUTLAY-PARKS DEPT	5,000.00		0.00		0.00
Net - Dept 901 - CAPITAL OUTLAY	(42,897.75)		0.00		
Dept 910 - DEBT SERVICE-LEASES					
991.500 LEASE PAYABLE PRINCIPAL	11,446.92		6,198.54		54.15
992.500 LEASE PAYABLE INTEREST	1,842.96		446.04		24.18
Net - Dept 910 - DEBT SERVICE-LEASES	(13,289.88)		(6,644.58)		
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,123,694.54		1,014,223.24		46.51
TOTAL EXPENDITURES	1,456,236.47		717,463.99		29.18
NET OF REVENUES & EXPENDITURES	667,458.07		296,759.25		106.50

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND					
Dept 000 - NONE					
402.000 CURRENT REAL PROPERTY TAX	609,379.70		586,772.67		96.19
402.001 PROPERTY TAX REFUNDS-MTT	(9,655.24)	(10,000.00)	0.00		0.00
402.002 PILOT TAX	6,364.86	6,200.00	0.00		0.00
402.100 PRIOR YEARS PROPERTY TAXES	2,897.60	(200.00)	0.00		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	405.40	500.00	183.19		36.64
445.000 INTEREST ON TAXES	44.39	350.00	35.22		10.06
543.000 STATE GRANT-PUBLIC SAFETY	11,811.67	6,000.00	0.00		0.00
573.000 STATE AID REVENUE-LCSA	8,992.25	9,000.00	4,079.28		45.33
600.200 FIRE PROTECTION - EDDA	66,311.00	66,000.00	0.00		0.00
600.300 FIRE PROTECTION - WDDA	49,152.00	49,100.00	0.00		0.00
665.000 INTEREST EARNED	32,646.88	20,000.00	11,246.95		56.23
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	30,000.00	30,000.00		100.00
<b>Net - Dept 000 - NONE</b>	<b>778,350.51</b>	<b>786,950.00</b>	<b>632,317.31</b>		
Dept 336 - FIRE DEPARTMENT					
702.000 SALARIES & WAGES	1,364.57	0.00	1,093.75		100.00
709.000 EMPLR FICA CONTR	82.81	0.00	61.53		100.00
711.000 EMPLR MEDICARE CONTR	19.37	0.00	14.40		100.00
716.000 EMPLR RETIREMENT CONTR	102.32	0.00	98.44		100.00
718.500 HEALTH INSURANCE	214.86	0.00	565.76		100.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(27.66)	0.00	(95.27)		100.00
719.000 DENTAL INSURANCE	14.68	0.00	0.00		0.00
719.800 VISION INSURANCE	1.90	0.00	5.51		100.00
719.900 VISION INS-EE CONTRIBUTIONS	(0.95)	0.00	(2.76)		100.00
724.000 WORKER'S COMP	32.83	0.00	26.43		100.00
725.000 LIFE & DISABILITY BENEFIT	6.56	0.00	13.27		100.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	731,400.00	763,800.00	572,850.00		75.00
801.025 HYDRANT FLUSHING	0.00	45,000.00	0.00		0.00
934.000 FIRE HYDRANT REPAIRS	0.00	5,150.00	0.00		0.00
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(733,211.29)</b>	<b>(813,950.00)</b>	<b>(574,631.06)</b>		
Dept 901 - CAPITAL OUTLAY					
976.312 CAPITAL OUTLAY-FIRE TRUCK	0.00	478,000.00	447,031.00		93.52
<b>Net - Dept 901 - CAPITAL OUTLAY</b>	<b>0.00</b>	<b>(478,000.00)</b>	<b>(447,031.00)</b>		
<b>Fund 206 - FIRE FUND:</b>					
<b>TOTAL REVENUES</b>	<b>778,350.51</b>	<b>786,950.00</b>	<b>632,317.31</b>		<b>80.35</b>
<b>TOTAL EXPENDITURES</b>	<b>733,211.29</b>	<b>1,291,950.00</b>	<b>1,021,662.06</b>		<b>79.08</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>45,139.22</b>	<b>(505,000.00)</b>	<b>(389,344.75)</b>		<b>77.10</b>

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	408,606.73		434,701.18		99.93
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00		0.00		0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		0.00		0.00
420.000 DELQ PERSONAL PROPERTY CAPT	334.44		67.85		22.62
445.000 INTEREST ON TAXES	185.91		631.16		126.23
573.000 STATE AID REVENUE-LCSA	59,242.81		0.00		0.00
665.000 INTEREST EARNED	23,801.02		11,461.43		63.67
671.000 OTHER REVENUE	12,734.89		158.72		158.72
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,611.82		3,560.75		36.33
801.001 MAINT- BENCHES/TRASH RECEPTACLES	0.00		782.25		7.82
801.003 SIDEWALK SNOWPLOWING	10,100.00		3,700.00		37.00
801.004 RIGHT OF WAY LAWN CARE	17,760.00		2,267.00		13.74
801.005 IRRIGATION / LIGHTING REPAIRS	34,076.99		22,608.15		75.36
801.007 FLOWER / LANDSCAPE MAINTENANCE	20,758.50		4,761.00		25.74
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,958.16		5,745.00		28.73
826.000 LEGAL FEES	0.00		0.00		0.00
880.000 COMMUNITY PROMOTION	8,170.00		0.00		0.00
900.000 PRINTING & PUBLISHING	0.00		0.00		0.00
917.000 WATER & SEWER CHARGES	15,686.45		1,979.20		13.94
920.000 ELECTRIC/NATURAL GAS	10,763.48		5,282.24		44.02
935.000 PROPERTY/LIABILITY INSURANCE	1,514.72		1,297.69		86.51
940.000 LEASE/RENT	550.00		0.00		0.00
955.000 MISC.	5.58		17.97		35.94
967.000 PROJECTS	44,479.25		0.00		0.00
Net - Dept 000 - NONE	311,470.85		395,019.09		
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	66,311.00		0.00		0.00
Net - Dept 336 - FIRE DEPARTMENT	(66,311.00)		0.00		
Dept 728 - ECONOMIC DEVELOPMENT					
967.200 WATER SYSTEM PROJECTS	3,996.88		0.00		0.00
967.300 SEWER SYSTEM PROJECTS	7,951.87		0.00		0.00
967.600 PARKS PROJECTS	0.00		0.00		0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(11,948.75)		0.00		
Fund 248 - EAST DDA FUND:					
TOTAL REVENUES	504,905.80		447,020.34		88.58
TOTAL EXPENDITURES	271,694.70		52,001.25		10.90
NET OF REVENUES & EXPENDITURES	233,211.10		395,019.09		1,442.20



ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	304,611.31		322,342.57		100.73
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	0.00		0.00
420.000 DELQ PERSONAL PROPERTY CAPT	1,538.94	200.00	405.44		202.72
445.000 INTEREST ON TAXES	284.23	250.00	108.19		43.28
665.000 INTEREST EARNED	22,468.26	14,000.00	9,660.58		69.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,115.63	4,200.00	2,867.50		68.27
967.400 STREET/ROAD PROJECTS	162,293.14	330,000.00	0.00		0.00
Net - Dept 000 - NONE	161,493.97	(3,750.00)	329,649.28		
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	49,152.00	49,000.00	0.00		0.00
Net - Dept 336 - FIRE DEPARTMENT	(49,152.00)	(49,000.00)	0.00		
Dept 728 - ECONOMIC DEVELOPMENT					
967.300 SEWER SYSTEM PROJECTS	107,209.74	0.00	73,533.91		100.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00	70,000.00	0.00		0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(107,209.74)	(70,000.00)	(73,533.91)		
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	328,902.74	330,450.00	332,516.78		100.63
TOTAL EXPENDITURES	323,770.51	453,200.00	76,401.41		16.86
NET OF REVENUES & EXPENDITURES	5,132.23	(122,750.00)	256,115.37		208.65

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND						
Dept 000 - NONE						
582.000 CONTRIBUTION FROM TRIBE	213,120.00		0.00	54,009.94		100.00
665.000 INTEREST EARNED	5,984.48		5,000.00	4,047.57		80.95
Net - Dept 000 - NONE	219,104.48		5,000.00	58,057.51		
Dept 728 - ECONOMIC DEVELOPMENT						
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	0.00		34,000.00	0.00		0.00
965.500 CONTRIBUTION TO WATER FUND	43,773.40		0.00	0.00		0.00
967.400 STREET/ROAD PROJECTS	0.00		180,000.00	0.00		0.00
967.600 PARKS PROJECTS	25,082.12		0.00	0.00		0.00
967.700 PUBLIC HEALTH/SAFETY PROJECTS	7,100.00		0.00	0.00		0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(75,955.52)		(214,000.00)	0.00		
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES	219,104.48		5,000.00	58,057.51		1,161.15
TOTAL EXPENDITURES	75,955.52		214,000.00	0.00		0.00
NET OF REVENUES & EXPENDITURES	143,148.96		(209,000.00)	58,057.51		27.78

User: SHERRIE

PERIOD ENDING 06/30/2020

DB: Union

% Fiscal Year Completed: 49.73

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BGD USED
	12/31/2019 NORMAL (ABNORMAL)			06/30/2020 NORMAL (ABNORMAL)		
<b>Fund 590 - SEWER FUND</b>						
<b>Dept 000 - NONE</b>						
456.000 CONNECTION FEE	74,197.35		100,000.00	5,350.00		5.35
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	115,161.61		215,000.00	73,533.91		34.20
627.000 SERVICE	1,306,493.08		1,320,000.00	336,445.76		25.49
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00		0.00
628.000 INSPECTION FEE	0.00		500.00	0.00		0.00
655.000 FINES & FORFEITURES	32,981.74		28,000.00	6,073.58		21.69
665.000 INTEREST EARNED	84,471.61		60,000.00	33,822.35		56.37
665.100 INTEREST EARNED-SPEC ASSESS	1,415.07		5,600.00	(10.93)		(0.20)
670.000 DEBT RETIREMENT	1,107,229.40		1,093,000.00	284,205.56		26.00
670.100 DEBT SERVICE (SEWER 1) CITY ANNEX	0.00		300.00	0.00		0.00
671.000 OTHER REVENUE	2,966.40		3,200.00	2,895.90		90.50
672.500 REVENUE-SPECIAL ASSESS	0.00		20,000.00	3,430.08		17.15
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	15,000.00		0.00	0.00		0.00
<b>Net - Dept 000 - NONE</b>	<b>2,739,916.26</b>		<b>2,844,100.00</b>	<b>745,746.21</b>		
<b>Dept 536 - WATER/SEWER SYSTEMS</b>						
702.000 SALARIES & WAGES	238,596.20		241,125.00	119,238.45		49.45
702.500 OVERTIME	7,121.87		6,050.00	4,048.92		66.92
705.000 LEAVE TIME PAYOUT	0.00		0.00	1,281.50		100.00
708.000 UNEMPLOYMENT	1,825.33		2,380.00	741.18		31.14
709.000 EMPLR FICA CONTR	15,133.99		15,577.00	7,617.09		48.90
711.000 EMPLR MEDICARE CONTR	3,539.75		3,643.00	1,781.60		48.90
712.000 TEMPORARY LABOR	3,666.50		8,736.00	1,503.50		17.21
716.000 EMPLR RETIREMENT CONTR	17,429.36		17,168.00	10,516.09		61.25
718.500 HEALTH INSURANCE	75,040.88		77,244.00	42,144.73		54.56
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,268.16)		(4,408.00)	(3,016.08)		68.42
719.000 DENTAL INSURANCE	4,306.69		4,224.00	1,872.05		44.32
719.800 VISION INSURANCE	528.14		529.00	277.18		52.40
719.900 VISION INS-EE CONTRIBUTIONS	(264.11)		(265.00)	(138.57)		52.29
724.000 WORKER'S COMP	2,495.80		2,832.00	1,561.40		55.13
725.000 LIFE & DISABILITY BENEFIT	1,225.41		1,505.00	623.09		41.40
726.000 COMPENSATED ABSENCES	5,732.24		0.00	0.00		0.00
752.000 OFFICE SUPPLIES	1,039.63		1,500.00	62.04		4.14
754.000 OPERATING SUPPLIES	3,709.28		10,000.00	1,624.91		16.25
759.000 GAS/FUEL	7,659.99		10,000.00	1,870.14		18.70
767.000 UNIFORMS	559.14		2,000.00	676.33		33.82
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	34,465.40		41,025.00	10,716.94		26.12
826.000 LEGAL FEES	2,078.00		5,000.00	0.00		0.00
850.000 COMMUNICATIONS	1,323.88		3,000.00	1,652.68		55.09
851.000 MAIL/POSTAGE	2,756.67		3,300.00	1,860.00		56.36
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	841.16		1,200.00	404.21		33.68
890.000 SAFETY	3,903.98		8,000.00	980.12		12.25
900.000 PRINTING & PUBLISHING	1,343.08		1,500.00	559.55		37.30
910.000 PROFESSIONAL DEVELOPMENT	630.00		5,000.00	87.50		1.75
910.100 SEMINAR LODGING	0.00		1,000.00	0.00		0.00
910.200 SEMINAR MEALS	0.00		450.00	28.48		6.33
915.000 MEMBERSHIP & DUES	500.50		1,200.00	409.00		34.08
920.000 ELECTRIC/NATURAL GAS	67,884.42		82,000.00	36,444.48		44.44
930.000 REPAIRS	1,798.83		150,000.00	149.36		0.10
930.001 MAINT-EQUIPMENT	7,455.19		27,000.00	3,917.85		14.51
930.200 MAINT-GROUNDS	3,556.53		8,000.00	0.00		0.00
930.300 MAINT-BUILDINGS	907.17		27,000.00	36.25		0.13
933.000 MAINT-VEHICLES	5,940.04		8,000.00	817.27		10.22
933.500 MAINT-LIFT STATIONS	9,821.05		315,000.00	73,823.43		23.44
934.300 OPTO 22 MAINTENANCE	3,799.14		40,000.00	3,442.24		8.61
934.500 MAINT. AGREEMENT ON EQUIPMENT	3,176.27		7,000.00	4,054.61		57.92
935.000 PROPERTY/LIABILITY INSURANCE	18,863.31		19,000.00	16,255.92		85.56
955.000 MISC.	43.50		0.00	0.00		0.00
972.013 HOOKUP LABOR & MATERIAL	36,264.77		10,000.00	525.00		5.25
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		240,000.00	21,245.60		8.85
977.000 NEW EQUIPMENT PURCHASE	169.67		14,500.00	76.98		0.53
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,151.72		1,000.00	52.47		5.25
980.100 NEW COMPUTER HARDWARE & SOFTWARE	5,893.36		13,273.00	6,230.38		46.94
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>	<b>(599,645.57)</b>		<b>(1,432,288.00)</b>	<b>(378,055.87)</b>		
<b>Dept 540 - WWTP</b>						
702.000 SALARIES & WAGES	277,835.41		274,577.00	136,223.19		49.61
702.500 OVERTIME	13,464.34		11,200.00	5,256.81		46.94
708.000 UNEMPLOYMENT	1,841.83		1,732.00	763.83		44.10
709.000 EMPLR FICA CONTR	17,595.56		17,235.00	8,489.39		49.26
711.000 EMPLR MEDICARE CONTR	4,115.09		4,031.00	1,985.43		49.25
712.000 TEMPORARY LABOR	0.00		500.00	0.00		0.00
716.000 EMPLR RETIREMENT CONTR	21,885.46		21,433.00	12,696.36		59.24

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND					
718.500 HEALTH INSURANCE	97,107.69		55,381.45		54.03
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,670.64)	(7,144.00)	(4,937.22)		69.11
719.000 DENTAL INSURANCE	6,714.94		2,915.97		42.16
719.800 VISION INSURANCE	1,179.18	1,290.00	436.56		33.84
719.900 VISION INS-EE CONTRIBUTIONS	(589.59)	(643.00)	(218.28)		33.95
724.000 WORKER'S COMP	4,715.51	5,263.00	2,573.56		48.90
725.000 LIFE & DISABILITY BENEFIT	1,644.03	1,825.00	829.56		45.46
743.000 CHEMICALS	39,857.34	50,000.00	17,497.28		34.99
744.000 LAB EQUIPMENT & SUPPLIES	15,602.07	25,000.00	14,601.72		58.41
752.000 OFFICE SUPPLIES	1,013.99	500.00	294.40		58.88
754.000 OPERATING SUPPLIES	9,631.33	11,500.00	3,801.13		33.05
759.000 GAS/FUEL	2,076.48	3,000.00	809.79		26.99
767.000 UNIFORMS	569.96	2,000.00	261.08		13.05
774.100 BIOXIDE	62,452.35	70,000.00	32,656.93		46.65
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	35,911.90	41,110.00	17,090.03		41.57
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	22,231.90	32,000.00	0.00		0.00
801.300 CONT. SERV. - LAB ANALYSIS	8,916.00	6,000.00	558.40		9.31
850.000 COMMUNICATIONS	3,100.65	3,500.00	2,238.88		63.97
851.000 MAIL/POSTAGE	142.16	750.00	212.59		28.35
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	0.00		0.00
890.000 SAFETY	6,251.45	5,000.00	642.23		12.84
900.000 PRINTING & PUBLISHING	286.95	500.00	126.75		25.35
910.000 PROFESSIONAL DEVELOPMENT	3,795.00	5,000.00	724.95		14.50
910.100 SEMINAR LODGING	0.00	500.00	0.00		0.00
910.200 SEMINAR MEALS	0.00	250.00	28.48		11.39
915.000 MEMBERSHIP & DUES	233.00	500.00	0.00		0.00
917.000 WATER & SEWER CHARGES	10,986.90	12,000.00	3,895.80		32.47
920.000 ELECTRIC/NATURAL GAS	144,843.58	176,000.00	61,363.58		34.87
923.000 PROPANE	2,875.12	0.00	812.21		100.00
930.001 MAINT-EQUIPMENT	1,961.67	11,500.00	4,123.02		35.85
930.200 MAINT-GROUNDS	2,468.64	7,000.00	2,385.89		34.08
930.300 MAINT-BUILDINGS	902.90	5,000.00	854.51		17.09
933.000 MAINT-VEHICLES	1,346.19	2,500.00	262.62		10.50
934.300 OPTO 22 MAINTENANCE	2,267.80	6,000.00	209.04		3.48
934.981 SAMPLING EQUIPMENT MAINT.	1,610.15	4,000.00	3,891.63		97.29
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	12,230.44	15,000.00	4,832.92		32.22
934.983 SECONDARY TREAT EQUIP. MAINT.	7,320.98	25,000.00	2,633.25		10.53
934.984 SOLIDS EQUIPMENT MAINT.	5,905.77	15,000.00	4,293.85		28.63
934.985 DISINFECTION EQUIPMENT MAINT.	5,835.43	6,000.00	68.14		1.14
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,855.89	6,000.00	15.98		0.27
934.987 TERTIARY FILTER MAINT.	6,297.26	15,000.00	924.80		6.17
935.000 PROPERTY/LIABILITY INSURANCE	14,110.90	12,000.00	12,089.12		100.74
949.000 IPP	0.00	500.00	0.00		0.00
958.100 PERMITS & FEES	5,760.00	13,000.00	7,384.26		56.80
977.000 NEW EQUIPMENT PURCHASE	1,573.82	314,000.00	3,335.55		1.06
980.000 NEW OFFICE EQUIPMENT & FURNITURE	25.47	750.00	0.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	1,513.34	16,120.00	3,138.92		19.47
Net - Dept 540 - WWTP	(884,603.59)	(1,360,695.00)	(430,456.34)		
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	0.00		0.00
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	41,976.21	45,000.00	15,705.00		34.90
996.001 BOND - PAYING AGENT FEES	750.00	800.00	0.00		0.00
996.003 BOND INTEREST-RURAL DEVELOPMENT	150,462.37	150,500.00	74,608.93		49.57
Net - Dept 906 - DEBT SERVICE	(233,036.34)	(236,150.00)	(90,313.93)		
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	292.08	400.00	70.98		17.75
Net - Dept 910 - DEBT SERVICE-LEASES	(292.08)	(400.00)	(70.98)		
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	676,548.13	700,000.00	0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(676,548.13)	(700,000.00)	0.00		
Fund 590 - SEWER FUND:					

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2019			06/30/2020		
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
TOTAL REVENUES	2,739,916.26		2,844,100.00	745,746.21		26.22
TOTAL EXPENDITURES	2,394,125.71		3,729,533.00	898,897.12		24.10
NET OF REVENUES & EXPENDITURES	345,790.55		(885,433.00)	(153,150.91)		17.30

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND					
Dept 000 - NONE					
450.000 WATER SALES	1,387,389.30		1,304,000.00	338,217.99	25.94
450.100 BULK WATER SALES	240.00		1,000.00	0.00	0.00
450.200 FINAL READ	1,805.00		1,700.00	705.00	41.47
450.300 TURN-OFF	1,930.00		2,000.00	390.00	19.50
452.000 LATERALS	1,458.00		5,000.00	4,680.00	93.60
454.000 BENEFIT FEES	29,475.92		30,000.00	2,860.00	9.53
459.000 CONNECTION FEES	58,119.00		50,000.00	19,421.00	38.84
479.000 REVENUE-REPLACEMENT METERS	4,600.00		500.00	0.00	0.00
539.000 STATE GRANTS	13,750.00		0.00	0.00	0.00
582.000 CONTRIBUTION FROM TRIBE	43,773.40		0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	3,996.88		0.00	0.00	0.00
628.000 INSPECTION FEE	1,100.00		1,000.00	900.00	90.00
655.000 FINES & FORFEITURES	18,018.71		16,000.00	3,368.90	21.06
665.000 INTEREST EARNED	75,331.68		65,000.00	30,083.07	46.28
665.100 INTEREST EARNED-SPEC ASSESS	3,759.28		4,000.00	0.00	0.00
667.300 LEASES - TOWER RENTAL	53,090.25		51,850.00	27,743.40	53.51
671.000 OTHER REVENUE	19,970.22		8,000.00	2,375.83	29.70
672.500 REVENUE-SPECIAL ASSESS	0.00		10,000.00	9,625.07	96.25
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	10,000.00		0.00	0.00	0.00
<b>Net - Dept 000 - NONE</b>	<b>1,727,807.64</b>		<b>1,550,050.00</b>	<b>440,370.26</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	366,976.83		360,849.00	177,448.38	49.18
702.500 OVERTIME	24,641.36		26,950.00	8,951.38	33.21
705.000 LEAVE TIME PAYOUT	0.00		0.00	1,281.52	100.00
708.000 UNEMPLOYMENT	2,599.96		3,258.00	966.56	29.67
709.000 EMPLR FICA CONTR	24,011.91		24,089.00	11,421.37	47.41
711.000 EMPLR MEDICARE CONTR	5,615.01		5,634.00	2,670.85	47.41
712.000 TEMPORARY LABOR	4,111.00		8,736.00	1,594.25	18.25
716.000 EMPLR RETIREMENT CONTR	28,161.48		27,715.00	16,089.42	58.05
718.500 HEALTH INSURANCE	114,149.17		118,250.00	60,215.99	50.92
718.700 HEALTH INS-EE CONTRIBUTIONS	(7,233.39)		(7,560.00)	(4,949.45)	65.47
719.000 DENTAL INSURANCE	7,515.40		9,240.00	3,019.52	32.68
719.800 VISION INSURANCE	869.12		900.00	439.53	48.84
719.900 VISION INS-EE CONTRIBUTIONS	(434.36)		(450.00)	(219.72)	48.83
724.000 WORKER'S COMP	8,059.54		9,883.00	4,468.67	45.22
725.000 LIFE & DISABILITY BENEFIT	1,911.18		2,103.00	907.60	43.16
726.000 COMPENSATED ABSENCES	7,203.95		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	1,290.63		1,500.00	150.06	10.00
753.000 PROCESS CHEMICALS/CHLORINE	42,166.42		55,000.00	19,893.56	36.17
754.000 OPERATING SUPPLIES	9,196.72		13,000.00	5,830.48	44.85
759.000 GAS/FUEL	8,715.69		9,000.00	2,397.51	26.64
767.000 UNIFORMS	659.14		2,000.00	676.33	33.82
774.100 MXU	4,050.00		14,000.00	4,050.00	28.93
800.000 WELL HEAD PROTECTION	27,500.00		2,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	41,453.29		72,377.00	19,640.47	27.14
801.002 LAB FEES	5,686.40		10,000.00	6,803.65	68.04
801.025 HYDRANT FLUSHING	0.00		(30,000.00)	0.00	0.00
801.800 WATER STUDY	1,993.00		15,000.00	863.00	5.75
826.000 LEGAL FEES	2,078.00		5,000.00	0.00	0.00
850.000 COMMUNICATIONS	5,248.08		9,000.00	4,425.73	49.17
851.000 MAIL/POSTAGE	2,766.39		3,300.00	924.00	28.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	964.14		1,200.00	379.70	31.64
890.000 SAFETY	3,485.42		8,000.00	2,136.40	26.71
900.000 PRINTING & PUBLISHING	3,489.80		3,700.00	3,031.88	81.94
910.000 PROFESSIONAL DEVELOPMENT	2,720.00		5,000.00	632.50	12.65
910.100 SEMINAR LODGING	482.89		1,000.00	0.00	0.00
910.200 SEMINAR MEALS	40.48		450.00	28.48	6.33
915.000 MEMBERSHIP & DUES	670.50		1,000.00	569.00	56.90
920.000 ELECTRIC/NATURAL GAS	124,158.27		170,000.00	76,533.81	45.02
930.000 REPAIRS	3,991.77		20,000.00	7,948.20	39.74
930.001 MAINT-EQUIPMENT	9,218.21		15,000.00	5,201.94	34.68
930.200 MAINT-GROUNDS	4,199.54		6,000.00	0.00	0.00
930.300 MAINT-BUILDINGS	6,899.50		10,000.00	671.92	6.72
933.000 MAINT-VEHICLES	23,053.18		6,000.00	938.98	15.65
933.100 MAINT-WATER WELLS	4,097.68		65,000.00	0.00	0.00
933.200 MAINT-TREATMENT PLANTS	9,083.95		60,000.00	3,877.66	6.46
933.300 MAINT-WATER TOWERS	8,953.44		20,000.00	3,218.77	16.09
934.300 OPTO 22 MAINTENANCE	4,616.68		8,000.00	2,620.48	32.76
934.500 MAINT. AGREEMENT ON EQUIPMENT	4,885.28		6,500.00	2,976.05	45.79
935.000 PROPERTY/LIABILITY INSURANCE	21,145.90		17,750.00	18,116.20	102.06
940.500 ROYALTIES	5,153.96		5,000.00	1,905.84	38.12
955.000 MISC.	28.50		0.00	5.00	100.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	50.00		276,049.00	1,576.25	0.50
972.013 HOOKUP LABOR & MATERIAL	12,653.83		50,000.00	14,233.00	28.47

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND					
977.000 NEW EQUIPMENT PURCHASE		734.67		5,431.37	108.63
977.600 METER REPLACEMENT PROGRAM		11,500.00		3,240.00	16.20
980.000 NEW OFFICE EQUIPMENT & FURNITURE		1,193.33		52.47	5.25
980.100 NEW COMPUTER HARDWARE & SOFTWARE		6,433.33		6,230.38	46.94
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>		<b>(1,014,866.17)</b>		<b>(511,516.94)</b>	
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION		1,578.75		0.00	0.00
996.001 BOND - PAYING AGENT FEES		750.00		0.00	0.00
996.002 BOND INTEREST - (2010 WATER)		57,036.78		27,376.25	47.61
<b>Net - Dept 906 - DEBT SERVICE</b>		<b>(59,365.53)</b>		<b>(27,376.25)</b>	
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST		351.96		85.50	17.10
<b>Net - Dept 910 - DEBT SERVICE-LEASES</b>		<b>(351.96)</b>		<b>(85.50)</b>	
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE		373,211.73		0.00	0.00
<b>Net - Dept 960 - DEPRECIATION EXPENSE</b>		<b>(373,211.73)</b>		<b>0.00</b>	
<b>Fund 591 - WATER FUND:</b>					
TOTAL REVENUES		1,727,807.64		440,370.26	28.41
TOTAL EXPENDITURES		1,447,795.39		538,978.69	27.14
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>280,012.25</b>		<b>(98,608.43)</b>	<b>22.62</b>
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>8,422,681.97</b>		<b>3,670,251.65</b>	<b>44.75</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>6,702,789.59</b>		<b>3,305,404.52</b>	<b>31.15</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,719,892.38</b>		<b>364,847.13</b>	<b>15.14</b>



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> July 13, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/22/2020
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action  Emergency

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

Finance Approval MDS

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019 and 2020. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

#### Board Policy 4.4 – Monitoring Township Manager Performance

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

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

Related to the review of policy 4.4, at the August 26, 2020 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please fill this out prior to the August 28<sup>th</sup> board meeting as the evaluation Township Manager’s performance should take place at that meeting.

#### SCOPE OF SERVICES

Not applicable

#### JUSTIFICATION



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

### **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.4 – Monitoring Township Manager Performance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** July 2020

### Policy:

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

Accordingly:

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

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

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

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

## Monitoring Schedule by Policy

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

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

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

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

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

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

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

Accordingly:

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

**Evaluation**

**Global Ends**

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

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

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1.1 Residents engage in a vibrant community life.

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

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

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

1.3 All residents enjoy a safe environment.

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

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

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

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

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

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

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

**Executive Limitations**

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

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

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

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

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

2.2 POLICY TITLE: *TREATMENT OF STAFF*

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

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

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

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

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

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

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

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

2.6 POLICY TITLE: *ASSET PROTECTION*

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

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

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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

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

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

Score \_\_\_\_\_

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

Score \_\_\_\_\_

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

Score \_\_\_\_\_

What things does the Manager do well?

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What areas could the Manager improve on?

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General Comments

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**Total Points**

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

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

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

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