

**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 October 28, 2020 meeting electronically at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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=ZlIING8veFlONGRSazBtNklTaHM4UT09> (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 10/28/20 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.



Step 1 Step 2

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
(unionshipmi.com) home page October 28, 2020
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Township Manager presentation of the FY2021 Budget
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Re-appointment to Mid-Michigan Area Cable Consortium (MMACC)
 2. Re-appointment to Hannah's Bark Park
 - B. Monthly Report
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – September 17, 2020 – Special Meeting
 - C. Minutes – September 21, 2020 – Special Meeting
 - D. Minutes – September 23, 2020 – Regular Meeting
 - E. Accounts Payable
 - F. Payroll
 - G. Meeting Pay
 - H. Fire Reports
 - I. Approval of Residential Water Franchise Agreement for parcel number 14-010-30-003-11 (1C) located at 1384 N. Harris Street

10. NEW BUSINESS

- A. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on November 24, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District
- B. Discussion/Action: (Smith) Adoption of Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements
- C. Discussion/Action: (Stuhldreher) Rec Authority Articles and Resolution-add clause that it is void if both school and city don't approve
- D. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed new Municipal Ordinance Violations Bureau Ordinance
- E. Discussion/Action: (Stuhldreher) Policy Governance 2.5 Financial Condition and Activities
- F. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team

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	Squattrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	vacant seat		2/15/2020
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 -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Matt	Mertz	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Connie	Bills	8/15/2021

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



Name: Kim Smith Date: October 16, 2020

Address: 1122 South Loomis Road Mt. Pleasant MI 48858

Phone (home) _____ (cell) 989-330-8664 (work) 989-772-4600

Email: ksmith@uniontownshipmi.com

Occupation: Public Services Director – Charter Township of Union

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

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

x _____ **OTHER *Specify Board:** Mid-Michigan Area Cable Consortium (MMACC)

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

I am proud to be a representative to an organization which communities from three counties in the Mid-Michigan are members of. MMACC and is a wonderful example of a successful governmental collaboration that brings important resources to the community.

Over that past twenty-three years I have enjoyed representing the township and working with the other member communities to expand the services that MMACC provides. My work with the MMACC has afforded me the opportunity to learn about the cable and telecommunication industries. Working with the consortium has been personally rewarding as I have established lasting professional relationships with individuals from other communities that have enhanced my position as Public Services Director. I would be honored to continue my representation of Union Township on the MMACC Board.

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

I have served as Union Township's representative on the MMACC Board since 1997. I am currently the Chair of this Board and have also served as Vice-Chair.

Signature: Kim Smith Date: 10-16-2020



To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: October 22, 2020
Re: October Monthly Activity Report

Attached is the monthly activity report for October.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization accomplishes throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the "Ends" that are articulated in the Policy Governance Document. It is segregated by department.



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: October 2020

Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

Prior Month Activities

Township Manager

- Provided direction, support and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs; and Governor press conferences
- Continued addressing operational changes resulting from the various Executive Orders related to the pandemic
- Spoke with several citizens and others and regarding a variety of issues
- Coordinating with the Township Clerk, worked on programs for handling election day voting logistic, especially as it relates to anticipated increase in absentee voting.
- Coordinated with Treasurer and staff regarding winter tax billing process
- Submitted FY '21 recommended budget
- Meetings held with Department Directors developing a Performance Review Monitoring Policy for organization
- Coordinated final Cost of Service Presentation to Board
- Presentation made to school district board of education, city commission, board of trustees Re: Aquatic Center Recreational Authority

- Facilitated Intergovernmental Liaison meeting
- Prepare for annual Clean Up Day
- 2% grant applications submitted

Finance Department

1.1 Community well-being and the common good

Budget

- Reviewed the 2021 Budget for the General Fund, Fire Fund, East DDA Fund, West DDA Fund, Tribal Grant Fund, Water Fund and Sewer Fund
- Recalculated tax increment revenues for East and West DDA funds after corrections made in assessing database and tax database
- Prepared 10-year forecasts for the 2021 budget document
- Finalized graphs for the 2021 budget document

Tax

- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Worked with Assessor to correct DDA parcel flags in the 2020 tax database and made corrections to tax that had already been captured during Summer tax collections.
- Made corrections to parcels with misapplied tax payments
- Refunded tax overpayments

Payroll

- Complete Annual Workers' Comp Audit scheduled for August 25th
- 2 Payroll processes during September – 81 Payroll checks and checks to pay for benefits issued during September.
- Reconciling flex spending account funding and spending
- Handle all meeting pay requests submitted by the Board of Trustees: email to Administrative Assistant to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.

Human Resources

- Attended unemployment hearing on behalf of the Township
- Prepared and sent union representatives an updated seniority list
- Continued on-boarding and training activities for recently hired Accounting Specialist

Cash Receipting

- Post any online payments made to the general ledger in September:
 - 15 online payments for building/zoning totaling \$1,278
 - 20 online utility billing payments totaling \$3,937
 - 59 online tax payments totaling \$52,137
 - Number of online payments in September 2020 increased 42% over September 2019
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier

Accounts Payable

- 10 Accounts payable check runs during September

- Payments Issued for Tax –
 - Disburse funds for the summer taxes collected September 1 – 15, 3 invoices created and entered, 2 checks issued totaling over \$2,314,700
 - Disburse funds for the summer taxes collected August 16 – 31, 3 invoices created and entered, 2 checks issued totaling over \$565,000
 - Disburse funds to refund Sam's Club after a settlement on the Michigan Tax Tribunal filing, 1 check issued for \$7,753
 - Disburse funds for delinquent personal property taxes collected in the 3rd quarter 2020, 67 invoices created and entered, 10 checks issued totaling over \$3,800
- Payments Issued for DDA's – 5 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two people before submitting payment, 3 checks issued, one check run for East DDA, combined total over **\$5,715**
- Payments for General/Fire Funds & Water/Sewer Funds –
 - 46 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports review for accuracy by two different people before issuing 28 disbursement checks totaling over \$71,800
 - 43 invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports review for accuracy by two different people before issuing 34 disbursement checks totaling over \$126,100
- Mastercard Payment – 17 Mastercard invoices reviewed, entered and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and then online payment submitted for over \$3,100
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted, one payment for the East DDA Lights along Pickard and one payment for the Township as a whole other than the DDA's. These payments total over \$31,400
- Postage Meter Reserve Account – Record and ensure funding in the correct bank account for the automatic payment to the postage meter reserve account.

Recurring Monthly

- Prepared monthly financial reports for the EDA board
- Reconciled 10 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FI
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Prepared monthly financial reports for the Board of Trustees
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.

Miscellaneous

- Submitted the Municipal Fire Protection Questionnaire to the State of Michigan so the Township can receive funding for fire protection services on State owned properties in the Township
- Submitted the required Grant Opening Certification to the State of Michigan for the Coronavirus Relief Local Government Grant (CRLGG) program

- Attended training offered by the Government Finance Officers Association (GFOA) in September: Reviewing Your Investing Portfolio and Government Wide Financial Statements & Consolidations

Assessing Administration

- Finance Director to finish required training and testing for the 2021 MCAT certification

Assessor's Report

- Answered taxpayer questions for assessing and tax information.
- Assessor has continued scanning the deeds and paperwork to get everything digitized for ease of access. Have begun to shred documents once they have been scanned in and attached.
 - It is important to note, Deeds and other recorded documents may not be copied and/or provided to anyone. These are for the Assessors use only. The register of deeds is required to provide the Assessor's office with this. Copies or deed searches should be directed to the County Register.
- Current on all permit entries and sales
- Field inspections began this month and by Tuesday October 6th, Mary will have completed 523 inspections out of the 20% (560).
- Mary has received access to APEX just last week and has already started updating sketches from both field inspections as well as outdated sketches that were never updated.
- Moving forward
 - preparing for the December Board of Review
 - new construction site visits
 - continue to keep up to date with sales and data entry.

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities (1.2, 1.6):

- Department Director continued to work with the MDOT engineer and contractor to ensure that lighting under the US-127 overpass that was removed for the bridge reconstruction project is reinstalled and the landscaping and decorative stonework under and around the overpass is repaired to pre-construction condition.
- Department Director continued to closely monitor Wilson Lawncare's mowing activities along the Pickard Rd. corridor for the 2020 growing season.
- Department Director attended the quarterly breakfast meeting of the Middle Michigan Development Corporation, which was held as an electronic meeting.
- Department Director participated in an educational webinar about successful coworking facilities presented by the Michigan Economic Developers Association.
- Department Director maintains regular communication with Jim McBryde from the Middle Michigan Development Corporation and met briefly with Doug Wallace from the Chamber of Commerce regarding economic development topics of mutual interest.
- Department Director prepared and distributed a request for proposals (RFP) to the two finalist consulting firms selected by the EDA Board to potentially assist with updating the East and West DDA Development/Tax Increment Financing Plans. Bids are due on 10/13/2020.
- Department Director prepared a set of recommended updates to the Middle Michigan Development Corporation's online site selector database entry for the former Mid-Michigan

College building at 5805 E. Pickard Rd. to improve potential for private investment and adaptive re-use of the facility.

- East DDA flowers on street poles are down and the East DDA irrigation system is winterized.
- The initial special EDA informational meeting required by Public Act 57 of 2018 was held on 9/22/2020 as an electronic meeting. Nicole Frost with Isabella County was in attendance and commented as a capture district that she is interested in the goals and the plans of the EDA.

Building Services (1.1, 1.3):

- The Building Official and building services staff provided the following services:
 - 94 Inspections
 - 2 Plan Review
 - 25 Permits issued
 - 27 Final Certificates of Occupancy, 1 Temporary Certificate of Occupancy
 - Follow up phone calls
 - Completion of Kuji Hibatchi
 - Completion of Yacisen Medical Facility
 - Start of condos on Four Hacks Dr River Rd
 - Completion of Sumo Hibatchi

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector is continuing to implement a modified inspection protocol for 2020 subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 62 units).
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants. Many from landlords/ managers wondering about how inspections will continue. Understanding of the limits and working with us.
- Investigation of rentals with blight/grass/neighbor/parent concern issue complaints.
- The Rental Inspector referred potential ordinance enforcement issues observed to the Building Official and Zoning Administrator for review and action (grass, construction, working without permit, potential pot operation, potential dirt work on Isabella, Airway home interior work, Pleasant valley barn work)
- Expired certificate scheduling.
- Contacts with local inspectors, enforcement, and fire personal. Working on setting up a remote electronic meeting for all.
- Working through tenant complaints, working with both parties to get relief.
- Rental unit billing complete, only item left is a late fee on one address.
- Sharing with contacts about our updated Rental Housing Information webpage.
- Letter to be sent out to all licensees to inform them of the new Rental Housing Information webpage and new Housing Licensing Code Ordinance, and to provide a reminder about common issues and violations.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall, which resulted in the replacement of an outdated smoke detector with a new Smoke/CO combination unit by Block Electric.
- Ordered and received 2015 IPMC and 2018 IPMC code books for reference.
- The following apartment complexes have been certified for 2020 based on inspections performed on vacant units under the modified inspection protocol, with the final percentages of completed inspections for each complex as follows: Timbercreek 6%, Reserve 3%, Stonecrest 3%, Lexington

16% (Eastgate 10%), Village at Bluegrass 27%, Springbrook 11%, Deerfield 34%, Union Square 10%, Jamestown 27%, Northwinds 8%, Arbor II 8%, Cambridge Terrace 20%, University Meadows 9%, and Copper Beech 15%. For each apartment complex, the Rental Inspector made an informed judgement regarding suitability for certification based on inspected units, the management team's responsiveness, and the Inspector's knowledge of maintenance operations in the complex.

- Attended NMCOA training.

Zoning Administration Activities (1.1):

- The new Township Zoning Ordinance No. 20-06 went into effect on 9/21/2020.
- Site plan review, rezoning, special use, planned unit development, subdivision plat, and other land development applications forms have been updated and posted on the Township's website. Most updated forms are now available as fillable .PDF documents.
- A New Zoning Ordinance webpage has been established under the Planning and Zoning Services section of the Township website.
- Department Director, Building Official, and Zoning Administrator met with a local developer on 9/10/2020 to discuss a potential project.
- Department Director met with two local developers and a local civil engineer at the developer's office on 9/17/2020 to discuss the Township's land development approval procedures and the new Zoning Ordinance.
- Department Director and Zoning Administrator communicated the procedural adjustments and other changes associated with the new Zoning Ordinance to the local land development community through meetings, telephone conversations, and emails.
- The Zoning Administrator also provided the following services in September:
 - (9) Zoning review approval letters for building permit applications
 - Temporary Sign enforcement - 5760 and 5768 E. Pickard Rd.
 - PSPR 20-10 Mister Car Wash Administrative site plan for new Dumpster enclosure location.
 - (2) Zoning Compliance Letters

Ordinance Enforcement Activities (1.1):

- 5116 Kay St. - trailers and remaining junk items. Final notice for extension for compliance October. More progress made. Only large camper RV remains along with smaller junk items such as tires. All other vehicles have been removed.
- 1546 E. River Rd. - Removal of Junk Vehicles. Owner partially complied with notice of violation. Still pending final compliance.
- 4935 E. Valley Rd. Motor home as a temporary dwelling removed. Additional accessory buildings added, junk vehicles still on-site. FINAL notice sent to owner of additional violation of junk yard. Ticket issued to owner after FINAL notice. Owner paid ticket. Met with Township staff and agreed to timeline to have items removed from property and certain accessory buildings removed.
- 3841 Green Acre Dr. - Complaint of junk vehicles and number of household pets. Partially complied with order for corrective action. Pending final compliance.
- 954 E. Remus Rd. (Green Scene Landscaping). Notice sent to owner for site plan non-compliance regarding parking lot improvements and grading changes. Met with Owner over ZOOM. Owner has contracted with CMS&D for a site plan to be submitted later this year.
- 2442 Joseph Dr. - Junk Vehicles. Owner sent letter of violation. Issue RESOLVED.
- 5121 Silverberry Dr. - Automobile repair shop complaint. Different vehicles found onsite on different dates. Owner sent letter of violation. Owner in violation has submitted and agreed to a timeline with Township staff for compliance.

- Road Commission - Complaint of noise and dust from berm created by Road Commission for screening related to a grading permit on Transportation Dr (Vacant Lot). Road Commission contacted about complaint.
- 5771 E. Remus Rd. - Complaint of Commercial Bussing operation. Owner contacted and agreed buses would be removed by October 2, 2020.
- Site Plan required for expansion of Malley Construction located on Park Place. Grading of nearby property found after inspection. Owner contacted. Owner stated a site plan will be turned in for review and approval.

Planning Commission Activities (1.1):

- Discussed the Master Plan goals and plan implementation priorities, with a focus on action items under the topic areas of housing, non-motorized transportation, and access management.
- Appointed Matt Mertz and re-appointed Jeremy McDonald to the Sidewalk and Pathways Prioritization Committee as Township resident representatives.

Zoning Board of Appeals Activities (1.1):

- September meeting cancelled due to a lack of agenda items.

Sidewalk and Pathways Prioritization Committee Activities 1.1, 1.4):

- No meeting in September.

Other Activities (1.1):

- Peter Gallinat did an excellent job of stepping in to cover the Township's front office duties during two periods in September when the office was short-staffed.
- Department received, processed, and responded in a timely manner to four (4) Freedom of Information Act requests during the month.
- Department Director and Zoning Administrator met via Zoom with Jacob Kain (City Planner) to continue discussion of possible options for solving a city-township boundary discrepancy identified by the U.S. Census Bureau and other planning-related issues of mutual interest.
- Department Director completed the set of proposed revisions to the Township's fee schedule for building services, zoning permits, rezoning, special use, and other land development applications to better align with the actual cost of providing the service (1.2).

Public Services Department

1.1 Community well-being and the common good

- Jameson Hall Rental – closed during September 2020 in response to COVID-19
- Processed (6) ACH Request
- Processed (32) Transfers of Service/Final Bills
- Prepared (1) Misc. Invoice – Alwood Nursery
- Received/Processed (385) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails
- Water turn-on/off request throughout township
- Prepared (5) cost estimates/permits for new residential/commercial water and sewer services
- Prepared and coded department credit card statements/bills
- Quarterly meter reads/rereads/billing completed
 - Water: \$433,020.69
 - Sewer: \$602,854.05

- Total: \$1,035,874.74
- Worked on SAW Grant Rate Methodology Plan and Resolution with State of Michigan and Township Attorney

1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Tested all pump station alarms (monthly operation and maintenance)
- (197) Miss Dig underground markings completed throughout Township
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Hydrant flushing – Summit Smokehouse, Isabella Road area – brown water complaints – followed up with residents in person to monitor issue
- Continued EPA UCMR water samples logged on EPA UCMR on-line portal
- Grounds maintenance for all water, sewer, parks facilities
- WWTP – collection system hydrogen sulfide sampling
- WWTP, Water, & Sewer- worked with Perceptive Controls on Ignition/Opto22 software change over (ongoing project)
- WWTP - Plant Preventative Maintenance
- Cleaned manholes on Enterprise Drive & easement to Broadway Road
- 2021 Budget review with Manager Water, Sewer, WWTP, Parks, Township Hall Capital Projects
- Project update/plan review meeting with Goudreau & Associates regarding Jameson Hall project
- Discussion with attorney regarding sewer location on Lincoln Road – proposed four (4) unit condo development
- Disinfection byproducts water samples (TTHM & HHA5)
- Pump Station #14 Upgrade project completion (panel installation, VFD installation, and start-up)
- Black dirt and hydro seed back wash berm/pond Meridian Road Treatment Plant
- Cost of Service Study rate structure meeting – September 21, 2020 @ 6:00 p.m.
- Three phase power issue at pump station # 9, working with Consumers Energy on a solution – maintaining portable generator onsite for power
- Worked with Kerr Pump & Perceptive controls on alarms and controlling of VFD drives at # 14
- Spread 15 yards of washed play sand around existing playscape at Jameson Hall
- Attended Nottawa Township pre-construction meeting for sewer force main that will be installed in the Union Township right-away
- Inspected & approved air test / deflection test of new sanitary sewer at ICRC
- Demonstration by Jack Doheny Companies of a combo sewer vacator / sewer jetter truck
- 09/03 Assisted Isabella County & the Fire Dept with setting up barricades to block off Broadway West of Isabella Rd. due to downed tree & power lines in the road
- Cleaned gravity sewer mains on Bertshire Drive, Jenchris Lane and Ruby Street in Country Squire Estates
- Replaced curb stop & box with No Lead fitting while contractor was hooking up new water service at 916 Mulberry lane
- Spread black dirt & hydro seeded water service retirement site on Enterprise Drive and Nature Wood drive
- Repaired 2- inch water line break at Graff Chevrolet
- Turned off both sprinkler systems in Oak Condos

- Installed ADA sink trap covers in bathrooms at the Township Hall
- Lift Station # 14 is substantially completed with only a few minor issues left to resolve
- Grinder lift station ordered for Public Works Office located at 4795 S Mission Road
- WWTP - Update Plant control system inventory (Ongoing)
- WWTP - Cleaned Digester #1
- WWTP - Completed 2020 Land Application of Biosolids (624,000 gallons applied)
- WWTP - Repaired solenoid valve de-gritter
- WWTP - Collection system H₂S monitoring
- WWTP - Cleaned all three tertiary filters
- WWTP - Replaced trunnion wheel tertiary filter #2
- WWTP - Installed new brushes on Fine Screen
- WWTP - Pre-con meeting for installation of screw pump 3
- WWTP - Put oxidation ditch #1 back into service
- Replaced curb stop box 5035 Corvallis Drive - turned water on 9-25-2020.
- Mercantile Banks fire line sampled and put in service.
- Miss-dig Isabella Road 12" water line new construction into City of Mt. Pleasant lot & meeting with onsite contractor for same project
- Began working on EGLE checklist for water system Sanitary Survey Inspection being conducted on October 8 & 9, 2020
- Completed Isabella County Road Commission water samples, pressure test, bulk water meter, and water main tie in
- 4-Hacks River Rd. pressure test, and water samples of 12" x 8" tap
- UCMR-4 water samples. Mission, Isabella, and Meridian well sites
- PFAS sample report
- Installed stainless steel blots at well heads Meridian well site, Mission well site, and well 10 Isabella well sites.
- New bray backwash valve installed Meridian well site
- Block electric installed new heaters in filter room, and chlorine room at Isabella well site
- Installed water tap for installation of onsite hydrant at Isabella Well Site
- Preparation of list and notices of delinquent water and sewer bills for 2020 tax statements
- Inspection after water service installation at 1308 High Street
- Department review and approval of four (4) site plans and ten (10) building permits
- GIS -Worked with the Assessor to help resolve a parcel-count discrepancy, using GIS layers and a DDA/LDFA Assessing Report to identify GIS parcels within each DDA District not listed as such in BS&A Assessing.
- GIS- Worked with Department Director to update the official Zoning Map to reflect the set of zoning map amendments adopted by the Board of Trustees on 9/9/2020.
- GIS - MISS DIG Design Tickets: Provided water and sewer plans and drawings in response to three design tickets (Goodwill Store on Bluegrass, River Road development, and Isabella intersection improvements).
- GIS - Hydrant Flushing Map: Updated map for Fall 2020 hydrant flushing (October 12 through November 6, 2020)
- Worked with ICRC and Township Attorney on McGuirk Estates Paving Special Assessment District
- Drafted RFBA for Resolution #2 – McGuirk Estates Paving Special Assessment District
- Completed two (2) – 2% Request for fall submittal
 - Jameson Park Improvements
 - Pump Station #1 Upgrade

- Worked with Sam's Club Fueling Station consultant on site and building issues
- Worked with GFA on cost estimates for EDA proposed projects at the request of Planning & Economic Development Department

Current Month Anticipated Activities

Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Recreational Authority Committee and several internal Board/Commission/Authority meetings during the month. Attend local census advisory committee meeting
- Participate in Annual Clean Up Day event
- Significant time still being spent on all things COVID related to understand requirements/impacts from Executive Orders and relief bills on operations, staff, facilities, etc.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Attend Inter-Governmental Liaison meeting
- Meet with Clerk and staff to continue November election planning efforts and with Treasurer and staff to continue winter tax billing planning efforts
- Attend UIA hearing regarding denial of former employee benefit claim
- Review impacts of Supreme Court ruling on prior Executive Orders and adjust as appropriate
- Attend School Board and City Commission meeting as they consider approval of Recreation Authority Articles of Incorporation
- Begin preparing new Board of Trustees on-boarding activities for newly elected Trustees
- Attended Leadership webinar facilitated by Mid-Michigan College

Finance Department

1.1 Community well-being and the common good

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Begin to work on Budget Amendment #2 for 2020
- Prepare refunds for Summer tax overpayments
- Prepare and mail reminder tax due notices for Summer tax
- Review mobile home tax collections for timeliness
- Disburse mobile home taxes collected in the 3rd quarter
- Continue to train new Accounting Specialist-941 filing etc.
- Reconcile bank CD balances to the general ledger
- Prepare spreadsheet to calculate annual streetlighting costs in the subdivision neighborhoods for allocation on the upcoming tax bills
- Review the Families First Coronavirus Response Act for paid leave entitlement rules
- Reconcile 10 bank statements and scan in BS&A for future reference
- Post any online payments made to the general ledger
- Meet with Manager, Treasurer, and Assessing departments to be sure the tax bill issuance runs smoothly and that everyone is on the same page
- Work with 44North on benefits open enrollment for employees

- Prepare check registers and financial reports required for the monthly EDA board meeting
- Schedule onsite BS&A training/set up for new Zoning/Building Department fees in January

Community and Economic Development Department

1.2/1.3/1.6 Prosperity through economic diversity, cultural diversity, and social diversity/Safety/Commerce

Economic Development Activities:

- Detailed cost proposals to update the East and West DDA Development/Tax Increment Financing Plans consistent with Public Act 57 of 2018 requirement will be evaluated and the successful bidder selected by the EDA Board during their 10/20/2020 meeting.
- Rowe Professional Services Company is running about three weeks behind their original planned schedule. Invitations to contractors to bid for construction of the 2020 sidewalk improvement projects are anticipated by 10/13/2020.
- The final special EDA informational meeting required by Public Act 57 of 2018 is scheduled for 10/27/2020 at 4:30 p.m. as an electronic meeting
- Updated agreements with Doug's Small Engine Repair for East DDA sidewalk snow removal services and with MMI for park bench and corridor maintenance services will be presented to the EDA Board for consideration and action during their 10/20/2020 regular meeting.
- Follow up with BeGreen regarding updated service agreement.
- Department Director will continue business retention contacts where possible under COVID19 restrictions
- Department Director is scheduled to participate in the virtual Michigan Economic Developers Association Annual Meeting's training sessions remotely via video conferencing October 18-21, 2020.
- Department Director attended the 10/2/2020 open house and ribbon cutting ceremony for the renovated Summerhill Village Mobile Home Park, which provided an opportunity to acknowledge the new owner's progress with property improvement efforts.
- Department Director plans to meet with Doug Wallace, President of the Mt. Pleasant Area Chamber of Commerce to discuss economic development priorities.

Building Services (1.1, 1.3, 1.4, 1.6):

- Follow up phone calls.
- Continue to do site visits inspections, Issue permits, plan reviews.
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerhill), Broadway Acres, Isabella Village Mobile Home Parks.
- Start of renovations to Walmart Vision Center
- Start of Coyne new residential
- Start of Paul new residential
- Continued work on expired permit list
- Progress on McGuirk Mini Storage Buildings G & H, ICRC, Graff & Animal Health

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- Investigate and follow up on any rental complaints as needed
- Schedule complexes, hotels, as well as other single-family units, starting into occupied units
- Follow-up inspections to verify correction of violations found on previous inspections
- Expired certificate scheduling as needed
- Site visits as needed for compliance or informational

- Attend NMCOA training

Zoning Administration Activities (1.1):

- Department Director and Zoning Administrator will continue to work to raise awareness of procedural adjustments and other changes associated with the new Zoning Ordinance among local engineering and architectural firms and prospective applicants.
- Department Director and Zoning Administrator are scheduled to participate in the virtual Michigan Association of Planning Annual Conference's training sessions and group gatherings remotely via video conferencing October 7-9, 2020.
- The Zoning Administrator will continue to review and update PZE Process files in BS&A to ensure accuracy and completeness and of current and completed planning/zoning project files.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance
- Zoning compliance Letters
- Sign permits

Ordinance Enforcement Activities (1.1, 1.3, 1.4):

- Ordinance enforcement follows up on current matters and investigation of any new complaints.
- Issuance of requests for bids for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work at 4957 E Valley Rd. (parcel #14-002-20-011-01) consistent with a Construction Board of Appeals order for demolition - issuance of a civil infraction citation has been temporarily held in abeyance as the Building Official is seeking a potential resolution to the matter as part of the owner's planned demolition work on an adjacent property.

Planning Commission Activities:

- Special meeting scheduled for 10/8/2020 in response to requests from two (2) different developers to review and act on site plan review applications for building addition, parking lot, and private road projects under tight timelines:
 - Expanded medical office and parking area lot located at Rosewood Dr and 2480 Rosewood Dr. PSPR 20-08 and 20-09.
 - Expanded commercial office buildings West Wood Condominiums and proposed extension of Jen's Way PSPR 20-11 and 20-12.
- Continuation of Commission discussion of Master Plan implementation and review of the Action Plan elements of the Master Plan planned for the regular 10/20/2020 meeting.
- Sam's Club Filling Station site plan possible for regular 10/20/2020 meeting.
- Dunkin Donuts Filling Station, convenience store and drive thru site plan possible for regular 10/20/2020 meeting.
- Farmers Market for outdoor retail site plan on corner of Bud St. and Isabella Rd. possible for regular 10/20/2020 meeting.

Zoning Board of Appeals Activities (1.1):

- Staff-led training on the new Zoning Ordinance planned for the 10/7/2020 regular meeting.

Sidewalk and Pathways Prioritization Committee Activities (1.1, 1.2, 1.3, 1.4):

- The Sidewalk and Pathways Prioritization Committee members will meet on 10/5/2020 to consider longer term priorities for recommended regional sidewalk and pathway connections, and to review the list of Designated Streets for Sidewalk Construction and consider any recommendations for changes or additions.

Other Activities:

- Department Director is holding monthly meetings via Zoom with Jacob Kain (City Planner) to discuss land use planning and development issues of mutual interest or concern. (1.1, 1.2).
- Department Director will meet with county Road Commission staff and will contact the Michigan Department of Transportation's project engineers to begin discussion of potential 2021 sidewalk construction projects along the Remus Road (M-20) and S. Lincoln Rd. corridors in the West DDA District.

Public Services Department

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

- 2020 Manhole Rehabilitation Project to begin (contractor delayed due to COVID-19)
- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision
- Raise sanitary sewer manhole at the west entrance of The Reserve
- Replace interior components and install new fire hydrant head at intersection of Isabella & Crosslanes (waiting on parts)
- WWTP -Screw Pump #3 installation (scheduled to arrive around October 7)
- WWTP - 4th quarter Mercury sampling of final effluent
- WWTP - 2nd round of Mercury sampling of collection system
- WWTP - Rebuild plug valves on sludge storage tank
- WWTP - Clean UV Bulbs
- WWTP - Winterize Tertiary Filter
- State of Michigan – EGLE – Sanitary Survey to be conducted
- Quarterly PFAS Testing to be conducted
- Fire Hydrant Flushing (October 12, 2020 – November 6, 2020)

Future Board of Trustee Meeting Agenda Items

- Consider Recreational Authority Sub-Committee recommendation on Aquatic Center
- McGuirk SA - Set date and hold Public Hearing consider approval of district
- Municipal Violation Bureau Ordinance amendment
- EDA Participation Agreement – Jameson Park
- Sanitary Sewer Rate Resolution – SAW Grant Rate Methodology
- General Fund Reserve Policy recommendation
- Consider approval of changes by MERS related to employee DC retirement program –
- 2020 Budget Amendment #2-November 24th
- 2021 Budget hearing-November 24th
- 2021 Budget adoption-December 16th
- Approve 2021 BOT meeting calendar
- Jameson Hall improvements-Bid award
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations
- Consider amend/rescind Crisis Center PILOT General Ordinance due to them purchasing an apartment complex that does not qualify under the PILOT Ordinance –

Significant Items of Interest Longer Term

- Economic Development - Amendments to the East and West DDA Development/Tax Increment Financing Plans to update the development plans and proposed lists of projects consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues to allow for completion of development plan projects.
- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Planning – Site plan approval for a new filling station planned to be added to the Sam’s Club site on Encore Blvd.
- Planning – Special use permit and site plan approval for a new County Jail, which has been confirmed by the Board of Commissioners to be planned for a in the Township
- Planning – Site plan approval for a new mixed-use commercial-residential building or buildings on E. Broomfield Rd. at Sweeney Rd.
- Planning – Preparation of an updated Master Plan for Parks and Recreation consistent with Michigan Dept. of Natural Resources (MDNR) eligibility requirements for state recreation grants
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Rental Inspections - Procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session.
- Rental Inspections - Research options for smoke detector and or battery support/grants for township residents
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- FY2021 - bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Working on new Joint Airport Operations Agreement with several units of government
- Lead the tax team to collect delinquent personal property taxes outstanding
- CVTRS reporting coming in November required by the State of Michigan for revenue sharing
- Implement BS&A Purchase Orders
- Finance Director to attend training offered by the American Society of Employers in November: Principles and Practices of Supervision
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- Conduct onsite BS&A training/set up for new Zoning/Building Department fees in January if
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist
- Create new land values for all classes of property
- Measure and price all exempt properties

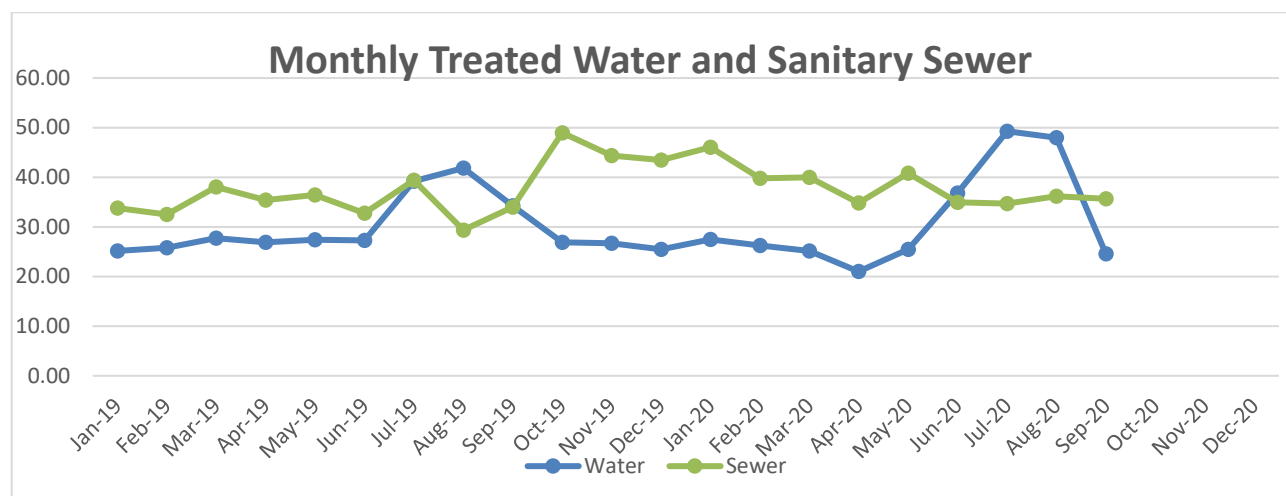
- 2020 assessing field work goal is 20% of parcels and completion of backlog from last year
- WWTP - Sludge Storage Tank installation (2023)
- Operator Prep for upcoming exams (water and sewer exams - postponed)
- Purchase of new sewer vac truck (2021)
- Bypass Manhole Rehab Pump Station #9 (2020)
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA (2020/2021 Construction) (Due to COVID-19)
- EPA Water System Risk Assessment Plan – due in 2021
- McGuirk Estates Paving District Petition/Assessment District
- Clean and televise McDonald Park storm sewer

Other

- Legal Matters
 - Anticipate increase in student apartment MTT's in response to new CMU rule requiring undergraduate students to live in dorms
 - Various documents and information being exchanged by both parties relative to the Concerned Citizen and Zalud matters
- All department personnel required to wear a face mask in public facilities, while working in close proximity, and maintain six feet of distance when possible. Additional touch surface cleaning taking place at all sites and in vehicles. Discontinued use of drinking fountains at all locations.
- Monthly Water MOR submitted – no violations
- September 2020 – Treated Potable Water

Total Month:	24.587 mg
Average Day:	1.235 mgd
Max Day:	1.487 mgd (new max day high – 2.127 raw water max day)
- Monthly Sanitary Sewer DMR submitted – no violations
- September 2020 – Treated Sanitary Sewer

Total Month:	35.67 mg
Average Day:	1.19 mgd
Max Day:	1.37 mgd



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

A special-electronic joint meeting for the Charter Township of Union Board of Trustees, City of Mt. Pleasant, and Mt. Pleasant Schools was held on September 17, 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.

Roll Call

Present: Trustee Lannen, Trustee Mielke, and Trustee Woerle

Absent: Supervisor Gunning Treasurer Rice, Clerk Cody, and Trustee B. Hauck

Others Present

Union Township: Township Manager Stuhldreher

City of Mt. Pleasant: City Manager Ridley, Commissioner Ronan, Commissioner Tolas, Commissioner Perschbacher, and Commissioner Alsager

Mt. Pleasant Schools: Superintendent Verleger, President Odykirk, Vice-President Bond, Trustee Murphy, Trustee Stegman, and Trustee Pangle

Swim Friends – Lisa Diaz

Approval of Agenda

Murphy moved **Ronan** supported to approve the Agenda as presented. **Vote: Ayes: 12 Nays: 0. Motion carried.**

Presentations

Presentation by Mark Stuhldreher on behalf of the Recreation Authority Study Committee followed by questions/answers of elected officials

Lisa Diaz commented on behalf of the Swim Friends

Public Comment

Open: 7:41 p.m.

Residents expressed their support for this project.

Closed 7:45 p.m.

ADJOURNMENT

Alsager moved **Murphy** supported to adjourn the meeting at 7:46 p.m. **Vote: Ayes: 12 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

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

A special-electronic meeting for the Charter Township of Union Board of Trustees was held on September 21, 2020 at 6:00 p.m. as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 6:03 p.m.

Cody Chaired the meeting in the absence of the Supervisor.

Roll Call

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

Excused: Supervisor Gunning and Treasurer Rice

Others Present

Mark Stuhldreher, Kim Smith, Sherrie Teall, Rodney Nanney, and Dawn Lund

Presentations

Cost of Service Presentation by Dawn Lund followed by discussion and questions.

Public Hearings

Public Comment

Open: 7:11 p.m.

No comments were offered.

Closed 7:11 p.m.

FINAL BOARD MEMBER COMMENTS

Board of Trustees thanked Dawn for her presentation.

ADJOURNMENT

The Chair adjourned the meeting at 7:18 p.m.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

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 September 23, 2020 at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

Hauck nominated Mielke to Chair the meeting in the absence of the Supervisor

Meeting was called to order at 7:03 p.m.

Roll Call

Present: Trustee B. Hauck, Trustee Lannen, Trustee Mielke, and Trustee Woerle

Excused: Supervisor Gunning, Treasurer Rice, and Clerk Cody

Approval of Agenda

Hauck moved **Woerle** supported to approve the Agenda as amended, pulling the September 9th minutes from the consent agenda and adding them as Item A under New Business. **Roll Call**

Vote: Ayes: Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion carried.

Presentations

Mid Michigan College Annexation Presentation by Scott Mertes

Public Hearings

Public Comment

Open: 7:25 p.m.

James Horton, 4th District County Commissioner gave updates from the County

Closed 7:32 p.m.

Reports/Board Comments

- **Current List of Boards and Commissions – Appointments as needed**
- **Planning Commission and ZBA updates by Community and Economic Development Director**
- **Board Member Reports**

Hauck – Road Commission updates

Woerle – Commented that the Fall 2% applications are due by the end of September, he stated projects for submittal from the Boards list

Consent Agenda

- Communications
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Lannen moved **Woerle** supported to approve the consent agenda as amended, pulling the minutes out and adding as Item A New Business. **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion Carried.**

BOARD AGENDA

A. Discussion/Action: (Board of Trustees) September 9, 2020 Board of Trustee Draft Minutes

Woerle moved **Hauck** supported to amend the draft minutes for the September 9, 2020 Board of Trustee meeting to reflect that **Woerle** abstained from the vote. **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) To conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority."

Lannen moved **Woerle** supported to conduct a Second Reading for and to adopt an amendatory ordinance to correct a scrivener's error in Section 5 of Ordinance No. 1991-4 entitled, "Ordinance Approving Amendments to Development and Tax Increment Finance Plan of the Union Township West Downtown Development Authority.". **Roll Call Vote: Ayes: Hauck, Lannen, Mielke, and Woerle. Nays: 0. Motion Carried.**

C. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication & Support to the Board

Discussion by the Board.

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

Discussion by the Board.

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

Discussion by the Board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:29 p.m.

No comments were offered.

Closed 8:30 p.m.

MANAGER COMMENTS

- Planning Commission filled vacant seats on the Sidewalk and Pathways Prioritization Committee appointing Matt Mertz and reappointing Jeremy MacDonald
- Commented that the Township recently issued a municipal violation notice under the Municipal Violation Bureau Ordinance

- Reminder the Annual Clean Up Day is set for October 10, 2020 from 8am-12pm at the Commission on Aging.

FINAL BOARD MEMBER COMMENTS

Hauck – Commented that the Census Forms are due and reminder that the Annual Clean Up Day is for Township Residents

Lannen – Commented how important it is for Township Board members to attend policy governance training Workshops. Congratulations to Treasurer Rice and family with the arrival of their baby. Suggested that this board continue discussion from the Cost of Service Study and form a decision. Mentioned State of California’s recent executive order regarding gas powered cars. Commented on the recent Jameson Park playground upgrade. Commented on the safety of pathways to the community.

Mielke – Thanked the board for their support of his chairing the meeting.

Woerle – Commented that he wasn’t criticizing anyone regarding his motion to amend the September 9, 2020 minutes.

ADJOURNMENT

Hauck moved Woerle supported to adjourn the meeting at 8:40 p.m. Vote: Ayes: 4 Nays: 0. Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

10/07/2020 03:07 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 09/24/2020 - 10/14/2020

Page: 1/4

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/25/2020	101	374 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2279 S MERIDIAN PUMP HOUSE 2279 S MERIDIAN 2010 S LINCOLN 800 CRAIG HILL 5319 E AIRPORT 1046 S MISSION 4520 E RIVER 1605 SCULLY 1633 S LINCOLN 4511 E RIVER	39.55 2,381.94 721.31 52.55 46.46 39.44 104.48 36.13 189.98 13,073.09
						16,684.93
10/01/2020	101	375 (E)	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
10/02/2020	101	376 (E)	01105	MASTERCARD	MASTERCARD - STUHLBREHER MASTERCARD - MCBRIDE MASTERCARD - SMITH K MASTERCARD - ROCKAFELLOW MASTERCARD - OCKERT MASTERCARD - WALDRON MASTERCARD - THEISEN MASTERCARD - BEBOW MASTERCARD - HOHLBEIN MASTERCARD - CRAWFORD MASTERCARD - DEARING MASTERCARD - RADAR MASTERCARD - FUSSMAN MASTERCARD - CODY MASTERCARD - GALLINAT MASTERCARD - TEALL MASTERCARD - NANNEY	311.21 578.57 43.59 124.77 22.00 66.17 63.12 840.00 104.64 15.00 306.92 102.12 7.15 49.23 36.00 120.00 379.99
						3,170.48
10/02/2020	101	377 (E)	01105	VOID		
Void Reason: Created From Check Run Process						
10/02/2020	101	378 (E)	01186	COYNE PROPANE LLC	PROPANE FOR 4511 E RIVER	521.27
10/07/2020	101	379 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	48858 LED LIGHT STREET LIGHTS 5010 S LINCOLN L4 LIGHT	45.81 1,853.68 59.00
						1,958.49
10/14/2020	101	22255	00020	JAMES ALWOOD	WELL SITE LEASE-SEPT 2020	679.20
10/14/2020	101	22256	01703	AMAZON CAPITAL SERVICES	SURFACE PRO CHARGER/CASE, VALVE BOXS	135.76
10/14/2020	101	22257	00072	BLOCK ELECTRIC	REPLACE SMOKE DETECTOR-TWP HALL REPLACE CHLORINE ROOM HEATER-WTR PLANT REPLACE FILTER ROOM HEATER-WTR PLANT	145.65 1,775.00 3,450.00
						5,370.65
10/14/2020	101	22258	01240	BRAUN KENDRICK FINKBEINER PLC	CONCERNED CITIZENS - AUG 2020 CONCERNED CITIZENS - JUL 2020 CONCERNED CITIZENS - JUN 2020 ZALUD LITIGATION - JUNE 2020	635.00 2,149.00 4,798.80 6,750.80

V

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 09/24/2020 - 10/14/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					ZALUD LITIGATION - JULY 2020	1,906.60
					ZALUD LITIGATION - AUG 2020	150.00
					GENERAL LEGAL FEES - JUNE 2020	2,495.00
					GENERAL LEGAL FEES - JULY 2020	5,540.33
					GENERAL LEGAL FEES - AUG 2020	872.14
						<u>25,297.67</u>
10/14/2020	101	22259	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES WWTP	124.50
10/14/2020	101	22260	01107	CENTRAL MICHIGAN UNIVERSITY	CMU CONNECTOR PATHWAY	188,867.31
10/14/2020	101	22261	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING - PARKS	2,438.11
					5243 JONATHON LANE SUMMER TAX	253.07
						<u>2,691.18</u>
10/14/2020	101	22262	00129	CMS INTERNET, LLC	NEW BATTERIES@TWP HLL&ISAB WELL SITE	210.00
10/14/2020	101	22263	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - SEPT 2020	1,214.86
					FUEL IN TONWSHIP VEHICLES - SEPT 2020	1,109.62
						<u>2,324.48</u>
10/14/2020	101	22264	01242	CULLIGAN WATER	WATER COOOLER - SHOP OCT 2020	9.00
10/14/2020	101	22265	01171	DBI BUSINESS INTERIORS	PRINTER CARTRIDGES	287.96
					STAMP - PLANNING	59.79
					STICKY NOTES/SHARPIE MARKERS/3 HOLE PUNC	121.60
					DISINFECTANT SPRAY - TWP	65.29
					CHAIR ASSEMBLY - ACCOUNTING SPECIALIST	16.00
						<u>550.64</u>
10/14/2020	101	22266	01704	DOMINION VOTING SYSTEMS INC	HIGH SPEED ABSENTEE BALLOT TABULATOR	35,428.51
10/14/2020	101	22267	00188	DOUG'S SMALL ENGINE	BUSHINGS FOR MOWER	10.10
10/14/2020	101	22268	00209	ETNA SUPPLY COMPANY	POLYETHELENE TUBING AND FITTINGS	859.70
10/14/2020	101	22269	00222	FISHER SCIENTIFIC LLC	PIPETTE TIPS	289.79
10/14/2020	101	22270	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSPECTION/TREATMENT-OCT 2020	40.00
10/14/2020	101	22271	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMBURSEMENT	90.05
10/14/2020	101	22272	01702	GAME TIME	JAMESON PRK PLAYGROUND EQUIP INSTALL	20,066.44
10/14/2020	101	22273	01514	GAWNE TRUCKING, INC.	HAULING AND LAND APPLICATION OF BIOSOLID	21,029.40
10/14/2020	101	22274	00249	GILL-ROY'S HARDWARE	NUTS/BOLTS/SCREWS - SUMP PUMP REPAIR	15.87
10/14/2020	101	22275	01583	GOUDREAU & ASSOCIATES INC.	JAMESON PARK UPGRADES-PRE-BID WORK	15,878.00
10/14/2020	101	22276	00261	GRAINGER	PIPE PLUGS FOR SLUDGE STORAGE TANK	121.14
10/14/2020	101	22277	00262	GRAND TRAVERSE RUBBER SUPPLY	REDUCER FOR BYPASS PUMPING-LIFT STN #14	119.28
10/14/2020	101	22278	00333	ISABELLA COUNTY ROAD COMMISSION	MARY MCGUIRE SCHOOL SIGNAGE	18,485.22
					GRAVEL ON CONCOURSE DR	6,597.51
						<u>25,082.73</u>
10/14/2020	101	22279	00337	ISABELLA COUNTY TREASURER	TAX REFUNDS FOR 2018/2019-CRISIS CENTER,	3,763.31
10/14/2020	101	22280	00347	JOHNSON DOOR & CENTRAL VAC SYS, INC	JACKSHAFT OPERTR INSTALL@ISAB WELL SITE	700.00
					TROLLEY STYLE OPERATOR INSTALLED/REMOTE	985.00
						<u>1,685.00</u>
10/14/2020	101	22281	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2016 FORD F-150	93.65
10/14/2020	101	22282	01356	MCLAREN CENTRAL MICHIGAN	DRUG SCREENS-RANDOM EMPLOYEE	81.00
					CONSORTIUM FEE 3RD Q 2020	157.50
						<u>238.50</u>
10/14/2020	101	22283	00506	MEEKHOF TIRE SALES & SERVICE INC	TIRE REPAIR - 1 TON SERVICE TRUCK	16.00

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 09/24/2020 - 10/14/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/14/2020	101	22284	00418	MICHIGAN ELECTION RESOURCES	VOTER STICKERS/ELECTION INSPECTOR CERTIF	86.20
10/14/2020	101	22285	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	16X2 SADDLE BODY FIRE HYDRANT ECLIPSE FIRE HYDRANT ECLIPSE REPAIR CLAMP FOR LEAK AT GRAFF CHEVROLET	665.00 1,365.00 2,730.00 26.00
						<u>4,786.00</u>
10/14/2020	101	22286	01682	MICHIGAN PIPE & VALVE-TRAVERSE CITY	HYDRANT REPAIRS	557.25
10/14/2020	101	22287	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-4TH Q 2020	330.00
10/14/2020	101	22288	01662	CAR WASH PARTNERS INC	AUG 2020 CAR WASHES	65.00
10/14/2020	101	22289	00739	THE MORNING SUN	MORNING SUN SUBSCRIPTION NOV 20 TO APRIL	373.50
10/14/2020	101	22290	00462	MT. PLEASANT FENCE, SASH & DOOR	GARAGE DOOR REPAIR WWTP	65.00
10/14/2020	101	22291	00128	CITY OF MT. PLEASANT	RECREATION AUTH CONSULTING COST SHARE	1,183.00
10/14/2020	101	22292	00472	MUNICIPAL CODE CORPORATION	ONLINE CODE HOSTING 10/01/20 TO 09/30/21	900.00
10/14/2020	101	22293	00494	NORTH CENTRAL LABORATORIES	TSS FIL/ROSOLIC ACID/FILTERS/GLOVES	1,876.49
10/14/2020	101	22294	01631	NOLAN OCKERT	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	20.70 41.40
						<u>62.10</u>
10/14/2020	101	22295	01136	OPTO SOLUTIONS, INC	RADIO MODEM-LIFT STN #19	1,415.00
10/14/2020	101	22296	00512	PARKSON CORPORATION	FINE SCREEN BRUSHES	2,336.42
10/14/2020	101	22297	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT WWTP KEPWARE SUPPORT WWTP KEPWARE SUPPORT FOR LIFT STATION 19	126.00 2,520.00 4,685.50
						<u>7,331.50</u>
10/14/2020	101	22298	00544	PUMMILL PROMARK	CHECK STOCK - POOLED CHECKING	149.10
10/14/2020	101	22299	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICE WTR - AUG 2020 JANITORIAL SERVICE WWTP - AUG 2020	316.29 316.29
						<u>632.58</u>
10/14/2020	101	22300	00612	STAPLES	GLOVES FOR ELECTIONS SANITIZING PROD & MASKS FOR ELECTIONS	12.87 465.06
						<u>477.93</u>
10/14/2020	101	22301	00637	SWEENEY SEED CO.	HYDRO SEED MATERIAL	712.20
10/14/2020	101	22302	01364	SHERRIE TEALL	MILEAGE TO PRIN OF SUPERVISION TRAINING-	54.05
10/14/2020	101	22303	01660	MARK THEISEN	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	34.50 17.25
						<u>51.75</u>
10/14/2020	101	22304	01654	TRACE ANALYTICAL LABORATORIES, INC.	HG T LOW LEVEL 1631 E	206.00
10/14/2020	101	22305	01013	USA BLUE BOOK	DDI DISPENSERS/POWER PILLOWS/SHUT OFF TO	1,317.79
10/14/2020	101	22306	01653	EDWARD K. VANDERVRIES II	ASSESSING CONTRACT-4TH Q 2020	22,500.00
10/14/2020	101	22307	01314	VERIZON WIRELESS	CELL PHONE 08-16-20 TO 09-15-20	413.89
10/14/2020	101	22308	01257	JOSH WALDRON	MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT MILEAGE REIMBURSMENT	10.35 39.10 5.75 11.50 11.50
						<u>78.20</u>

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User: SHERRIE

DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION

CHECK DATE FROM 09/24/2020 - 10/14/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/14/2020	101	22309	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - WWTP OCT 2020	927.32
					DUMPSTER SERVICE - JAMESON SEP 2020	137.45
					DUMPSTER SERVICE - SHOP OCT 2020	55.94
					DUMPSTER SERVICE - TWP HALL OCT 2020	70.22
					DUMPSTER SERVICE - MCDONALD OCT 2020	215.24
					DUMPSTER SERVICE - WTR OCT 2020	87.02
						<u>1,493.19</u>
10/14/2020	101	22310	01236	WEB ASCENDER	WEBSITE Q4 HOSTING 2020	90.00
10/14/2020	101	22311	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,320.30
10/14/2020	101	22312	00723	WINN TELECOM	PHONE SERVICE 10/01/20 - 10/31/20	336.38
10/14/2020	101	22313	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - SEPT 2020	1,500.76
10/14/2020	101	22314	01159	SUSAN K YODER	ELECTION PREP WORK 09/21/20	96.00
						<u><u>96.00</u></u>

101 TOTALS:

Total of 66 Checks:

433,220.61

Less 1 Void Checks:

0.00

Total of 65 Disbursements:

433,220.61

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DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 10/15/2020 - 10/28/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
10/21/2020	101	381 (E)	01186	COYNE PROPANE LLC	MOBILUX GREASE	461.25
10/28/2020	101	382 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5228 S ISABELLA	6,179.62
					1660 BELMONT	92.85
					5144 BUDD ST	30.85
					5142 BUDD ST	67.66
					1933 S ISABELLA	425.75
					2270 NORTHWAY	33.12
					2055 ENTERPRISE	233.58
					5537 E BROADWAY	124.51
					5525 E REMUS	52.99
					900 MULBERRY	55.52
					5240 E BROOMFIELD	945.97
					4795 S MISSION	2,020.05
					4797 S MISSION - BARN	220.41
					4244 E BLUE GRASS	57.27
					5076 S MISSION	774.09
					4822 ENCORE	96.18
					5369 S CRAWFORD	50.18
					3248 S CONCOURSE	114.19
					3998 E DEERFIELD	68.27
					1876 E PICKARD	44.32
					2180 S LINCOLN	32.05
					1876 S LINCOLN	14.48
					2188 E PICKARD	71.12
					1776 E PICKARD	49.38
					2495 E DEERFIELD	122.17
					2424 W MAY	414.93
					1046 S MISSION	60.85
					5319 E AIRPORT	55.65
					4520 E RIVER	113.32
					1633 S LINCOLN	212.25
					1605 SCULLY	36.05
					800 CRAIG HILL	58.65
					2279 S MERIDIAN	1,576.78
					2279 S MERIDIAN PUMP HOUSE	96.65
					4511 E RIVER	11,474.27
						<u>26,075.98</u>
10/28/2020	101	383 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
10/28/2020	101	384 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
10/28/2020	101	22315	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING ORDINANCE/MAP ADS	1,517.57
10/28/2020	101	22316	01476	A LOT A CLEAN	TWP HALL WINDOW CLEANING	113.00
					CREDIT MEMO FOR INVOICE AMT ERROR	(53.00)
						<u>60.00</u>
10/28/2020	101	22317	01240	BRAUN KENDRICK FINKBEINER PLC	ZALUD LITIGATION - SEPT 2020	951.00
					GENERAL LEGAL FEES - SEPT 2020	1,530.00
					CONCERNED CITIZENS - SEPT 2020	2,210.00
						<u>4,691.00</u>

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 10/15/2020 - 10/28/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/28/2020	101	22318	00095	C & C ENTERPRISES, INC.	CLEAN UP DAY SUPPLIES - GLOVES CLOTHING ALLOWANCE-BUILDING CLERK CLOTHING ALLOWANCE-ECON DEV DIRECTOR JANITORIAL SUPPLIES FOR TWP HALL	74.40 50.75 30.00 233.00 <u>388.15</u>
10/28/2020	101	22319	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING-5243 JONATHON LANE Q3 UTILITY BILLING - TWP HALL	336.75 154.20 <u>490.95</u>
10/28/2020	101	22320	00129	CMS INTERNET, LLC	USB DRIVE FOR CLERK MANAGED IT, EMAIL & PHONE SERVICE-NOV 20	24.99 9,492.11 <u>9,517.10</u>
10/28/2020	101	22321	01597	COMPREENEW	ELECTRONICS RECYCLING CLEAN UP DAY	8,138.30
10/28/2020	101	22322	01171	DBI BUSINESS INTERIORS	PENS FOR TWP HALL STAMP AND INK FOR TWP CLERK DISINFECTANT SPRAY FOR TWP HALL	56.46 4.62 87.99 <u>149.07</u>
10/28/2020	101	22323	00209	ETNA SUPPLY COMPANY	PVC ADAPTER FOR WWTP COUPLINGS/PVC ADAPTERS/CEMENT/PURPLE PRI	19.00 172.00 <u>191.00</u>
10/28/2020	101	22324	01492	GOVERNMENT FINANCE OFFICERS ASSOC	CAPITAL ASSETS TRAINING - FINANCE DEPT	85.00
10/28/2020	101	22325	00249	GILL-ROY'S HARDWARE	WIRE BASKET FOR CLEAN UP DAY BASE ASEMBLY FOR PUMP STN @ MERIDIAN WEL BUSHING FOR SUMP PUMP@ LIFT STATION #14 CAULK AND CAULK GUN FOR MCDONALD PARK	5.18 8.31 4.19 16.57 <u>34.25</u>
10/28/2020	101	22326	00261	GRAINGER	FUSES FOR WWTP	73.00
10/28/2020	101	22327	01447	INTERSTATE BILLING SERVICE, INC	HOTSY MACHINE SERVICE	348.30
10/28/2020	101	22328	00324	ISABELLA CORPORATION	8" LIVE TAPS FILL SAND FOR WATER MAIN REPAIR	15,000.00 120.00 <u>15,120.00</u>
10/28/2020	101	22329	00356	KENNEDY INDUSTRIES, INC.	PUMP ACTUATOR-MERDIAN WELL SITE	1,991.01
10/28/2020	101	22330	00360	KIMBALL MIDWEST	REAMER TOOL FOR WWTP	199.00
10/28/2020	101	22331	00362	KRAPOHL FORD & LINCOLN	OIL CHANGE-2006 FORD F-150	80.55
10/28/2020	101	22332	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSPECTION SERVICES-AUG BLDG OFFICIAL & INSPECTION SERVICE-SEP 2	7,500.00 7,875.00 <u>15,375.00</u>
10/28/2020	101	22333	00418	MICHIGAN ELECTION RESOURCES	VOTER CARDS	145.02
10/28/2020	101	22334	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FIRE HYD REPLACEMENT PARTS - WWTP COUPLINGS FOR WATER DEPT	81.00 138.00 <u>219.00</u>
10/28/2020	101	22335	01706	MICHIGAN STATE UNIVERSITY	AERIAL IMAGES FOR PLANNING DEPT	90.00

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CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 10/15/2020 - 10/28/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/28/2020	101	22336	00466	MT. PLEASANT RENTAL CENTER	TRENCHER RENTAL FOR PUMP INSTALL @ LAGOO	196.24
10/28/2020	101	22337	00494	NORTH CENTRAL LABORATORIES	BROTH AMPULES FOR WWTP	434.67
					PIPET BULBS/BUFFER SOLUTIONS/DESICCANT S	581.11
						<u>1,015.78</u>
10/28/2020	101	22338	00559	RENT-RITE	PORTA POTY RENTAL-CLEAN UP DAY	93.40
10/28/2020	101	22339	01007	RITE-WAY ASPHALT PAVING	ASPHALT PATCHING ON PICKARD	1,650.00
10/28/2020	101	22340	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT - 3RD Q 2020	45.00
10/28/2020	101	22341	01542	SHRED-IT US JV LLC	PAPER SHREDDING	59.40
10/28/2020	101	22342	00612	STAPLES	COUNTERTOP SHIELDS - CLERK	224.40
10/28/2020	101	22343	01495	MARK STUHLBREHER	CLEAN UP DAY WATER/DONUTS	21.16
10/28/2020	101	22344	01013	USA BLUE BOOK	INTAKE FILTER	390.01
					PAPER FILTER	90.46
					LOG BOOK - TREATMENT PLANT	116.79
					INTAKE FILTER	(364.95)
						<u>232.31</u>
10/28/2020	101	22345	01603	UTILITY FINANCIAL SOLUTIONS, LLC	WTR-COST OF SERVICE STUDY & CONNECTION F	18,000.00
					SEWER-COST STUDY AND CONNECTION FEES	25,500.00
					WTR&SEWER COST OF SERVICE STUDY-MISC FEE	4,500.00
						<u>48,000.00</u>
101 TOTALS:						
Total of 35 Checks:						136,978.19
Less 2 Void Checks:						<u>0.00</u>
Total of 33 Disbursements:						<u>136,978.19</u>

<p style="text-align: center;">Charter Township of Union Payroll</p>
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CHECK DATE: October 10, 2020

PPE: September 26, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 34,602.13
Fire Fund	
EDDA	
WDDA	
Sewer Fund	31,293.92
Water Fund	20,921.92
Total To Transfer from Pooled Savings	\$ 86,817.97

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 58,870.71
Employer Share Med	797.56
Employer Share SS	3,410.39
SUI	34.01
Pension-Employer Portion	4,564.35
Workers' Comp	573.73
Life/LTD	549.65
Dental	1,201.67
Health Care	19,941.81
Vision	345.44
Vision Contribution	(172.72)
Health Care Contribution	(3,298.63)
Cobra/Flex Administration	-
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 86,817.97

Charter Township of Union Payroll
--

CHECK DATE: October 15, 2020

PPE: October 10, 2020

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 31,070.75
Fire Fund	
EDDA	
WDDA	
Sewer Fund	31,017.62
Water Fund	25,752.81
Total To Transfer from Pooled Savings	\$ 87,841.18

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 56,917.18
Employer Share Med	819.63
Employer Share SS	3,504.45
SUI	35.84
Pension-Employer Portion	4,623.78
Workers' Comp	597.12
Life/LTD	-
Dental	1,201.67
Health Care	19,941.81
Vision	-
Vision Contribution	-
Health Care Contribution	-
Cobra/Flex Administration	199.70
PCORI Fee	-
Total Transfer to Payroll Checking	\$ 87,841.18



Copy of Union Township Report

Date: Tuesday, September 29, 2020



Alarm Date between 2020-09-14 and 2020-09-20

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000290						
		9/15/2020 6:51:00 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
		9/15/2020 6:51:00 PM	322	Motor vehicle accident with injuries	C 31	1	1
						Total Responding 3	
Union Township	0000291						
		9/15/2020 9:17:00 PM	322	Motor vehicle accident with injuries	ENG 33	3	1
						Total Responding 3	
Union Township	0000294						
		9/17/2020 6:49:12 PM	151	Outside rubbish, trash or waste fire	ENG 33	2	1

						Total Responding 2	
Union Township	0000297						
		9/18/2020 3:08:41 AM	150	Outside rubbish fire, other	ENG 33	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 10	

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



Copy of Union Township Report

Date: Tuesday, September 29, 2020



Alarm Date between 2020-09-21 and 2020-09-27

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000306						
		9/21/2020 5:03:00 PM	440	Electrical wiring/equipment problem, other	ENG 31	2	1
						Total Responding 2	
Union Township	0000312						
		9/23/2020 6:50:06 PM	735	Alarm system sounded due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000314						
		9/24/2020 12:33:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	3	1
		9/24/2020 12:33:00 PM	321	EMS call, excluding vehicle accident with injury	Assistant Chief	1	1

						Total Responding 4	
Union Township	0000315						
		9/24/2020 6:48:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 31	3	1
						Total Responding 3	
Union Township	0000316						
		9/24/2020 10:21:00 PM	561	Unauthorized burning	ENG 31	3	1
						Total Responding 3	
Union Township	0000321						
		9/26/2020 9:10:20 AM	322	Motor vehicle accident with injuries	ENG 31	2	1
						Total Responding 2	
	Total Runs 6					Total Responding 16	

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



Copy of Union Township Report

Date: Tuesday, October 20, 2020



Alarm Date between 2020-09-28 and 2020-10-04

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000326						
		9/29/2020 11:41:17 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
		9/29/2020 11:41:17 AM	745	Alarm system activation, no fire - unintentional	C 31	1	1
						Total Responding 3	
Union Township	0000327						
		9/30/2020 2:23:55 AM	733	Smoke detector activation due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000330						
		9/30/2020 7:22:00 PM	113	Cooking fire, confined to container	ENG 31	2	1

						Total Responding 2	
Union Township	0000331						
		10/1/2020 10:48:13 AM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000333						
		10/2/2020 11:54:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000336						
		10/3/2020 10:12:00 AM	322	Motor vehicle accident with injuries	ENG 31	2	1
						Total Responding 2	
	Total Runs 6					Total Responding 13	

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



Copy of Union Township Report

Date: Tuesday, October 20, 2020



Alarm Date between 2020-10-05 and 2020-10-11

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000338						
		10/7/2020 10:10:42 PM	650	Steam, other gas mistaken for smoke, other	ENG 32	2	1
						Total Responding 2	
Union Township	0000340						
		10/8/2020 7:40:36 PM	445	Arcing, shorted electrical equipment	ENG 32	2	1
						Total Responding 2	
Union Township	0000341						
		10/9/2020 12:31:27 AM	445	Arcing, shorted electrical equipment	ENG 32	2	1
						Total	

						Responding 2	
Union Township	0000342						
		10/9/2020 6:35:00 AM	733	Smoke detector activation due to malfunction	ENG 32	2	1
						Total Responding 2	
Union Township	0000343						
		10/9/2020 12:24:00 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
		10/9/2020 12:24:00 PM	322	Motor vehicle accident with injuries	Rescue 31	1	1
		10/9/2020 12:24:00 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	1
		10/9/2020 12:24:00 PM	322	Motor vehicle accident with injuries	C 31	1	1
		10/9/2020 12:24:00 PM	322	Motor vehicle accident with injuries	POV	11	1
						Total Responding 16	
	Total Runs 5					Total Responding 24	

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



Copy of Union Township Report

Date: Tuesday, October 20, 2020



Alarm Date between 2020-10-12 and 2020-10-18

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000351						
		10/12/2020 1:34:00 PM	611	Dispatched & canceled en route	ENG 32	2	1
		10/12/2020 1:34:00 PM	611	Dispatched & canceled en route	C 31	1	1
						Total Responding 3	
Union Township	0000352						
		10/12/2020 3:18:00 PM	744	Detector activation, no fire - unintentional	ENG 32	3	1
						Total Responding 3	
Union Township	0000355						
		10/13/2020 10:52:00 AM	740	Unintentional transmission of alarm, other	ENG 32	2	1

						Total Responding 2	
Union Township	0000356						
		10/13/2020 12:42:00 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000358						
		10/14/2020 4:26:41 AM	113	Cooking fire, confined to container	ENG 32	2	1
		10/14/2020 4:26:41 AM	113	Cooking fire, confined to container	ENG 33	1	1
						Total Responding 3	
Union Township	0000359						
		10/14/2020 1:37:33 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	

Union Township	0000360						
		10/14/2020 10:25:47 AM	711	Municipal alarm system, malicious false alarm	C 31	1	1
						Total Responding 1	
Union Township	0000361						
		10/14/2020 2:50:00 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
		10/14/2020 2:50:00 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	1
		10/14/2020 2:50:00 PM	322	Motor vehicle accident with injuries	Rescue 31	1	1
		10/14/2020 2:50:00 PM	322	Motor vehicle accident with injuries	POV	8	1
						Total Responding 12	
Union Township	0000362						
		10/14/2020 10:31:57 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	

Union Township	0000365						
		10/15/2020 1:11:00 PM	131	Passenger vehicle fire	C 31	1	2
		10/15/2020 1:11:00 PM	131	Passenger vehicle fire	CHIEF	1	2
		10/15/2020 1:11:00 PM	131	Passenger vehicle fire	ENG 32	3	2
		10/15/2020 1:11:00 PM	131	Passenger vehicle fire	POV	8	2
						Total Responding 13	
Union Township	0000372						
		10/17/2020 11:57:00 AM	743	Smoke detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000373						
		10/17/2020 11:05:00 AM	131	Passenger vehicle fire	ENG 32	10	4
		10/17/2020 11:05:00 AM	131	Passenger vehicle fire	SQ 32	1	4
						Total	

						Responding 11	
	Total Runs 12					Total Responding 56	

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

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager

DATE: October 20, 2020

FROM: Kim Smith – Public Service Director

DATE FOR BOARD CONSIDERATION: October 28, 2020

ACTION REQUESTED: Approval of Residential Water Franchise Agreement for parcel number 14-010-30-003-11 (1C) located at 1384 N. Harris Street

Current Action X Emergency _____

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

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 14-010-30-003-11 (1C).

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 a Water Service Franchise Agreement for the City of Mt. Pleasant to provide municipal water service for residential purposes to one parcel located within the boundaries of the Charter Township of Union.

JUSTIFICATION

Approval of the Residential Franchise Agreement will provide municipal water service to a parcel located within the Township that otherwise would not have access to municipal water. Providing municipal water service allows for the development of this parcel.

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

It is Resolved to approve the Residential Water Franchise Agreements for parcel numbers 14-010-30-003-11 (1C) located at 1384 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 20 day of October, 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 1C, 37-14-010-30-003-11, 1384 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: Michael D. Loyne

By: _____

STATE OF MICHIGAN

COUNTY OF Isabella

On October 21, 2020, appeared before me, presented a valid photograph identification, and acknowledged signature on this document.

John D. McDonald

Notary Public, Isabella County, Michigan

My Commission expires: 02/25/24

Acting in Isabella County, Michigan

CITY OF MT. PLEASANT

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

By: Chris Saladine
Chris Saladine, Clerk

STATE OF MICHIGAN

COUNTY OF ISABELLA

On 21, 2020, October William L. Joseph and Chris Saladine, 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.

Addie Pritchard

Addie Pritchard
Notary Public, Isabella County, Michigan

My Commission expires: 2-8-2022

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-C

Parcel # 37-14-010-30-003-11

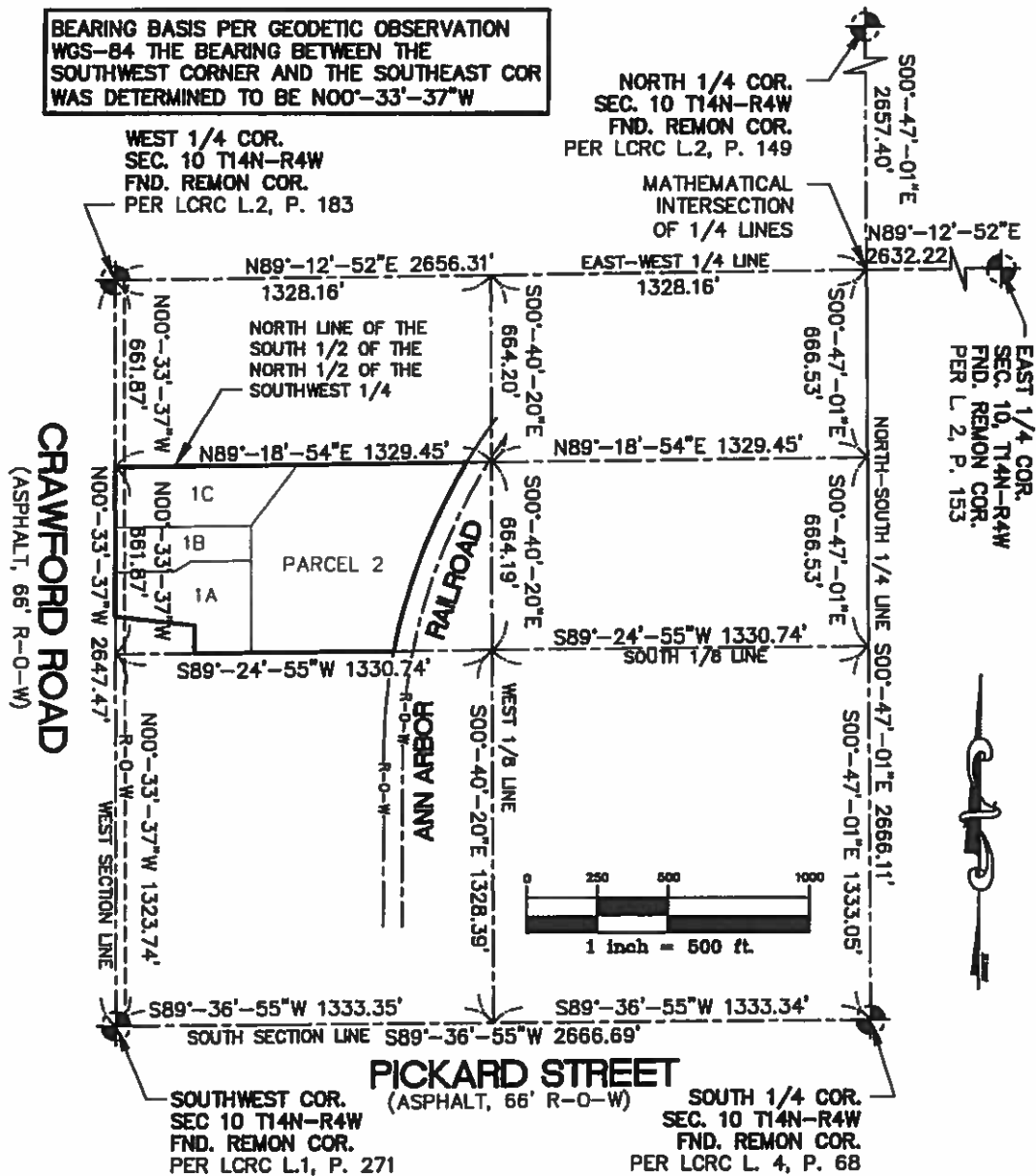
A PARCEL OF LAND IN THE SOUTH 1/2 OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 10, T.14 N.-R4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: TO FIX THE POINT OF BEGINNING, COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N.00°-33'-37"W., ON AND ALONG THE WEST LINE OF SAID SECTION, 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.

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°-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 P.S. #39074

R - RECORDED
M - MEASURED
□ - SET WOOD STAKE

○ - FOUND IRON
● - SET IRON
⊙ - CONCRETE MONUMENT

⬢ - SECTION CORNER
⬢ - 1/8 CORNER



CMS & D
SURVEYING / ENGINEERING

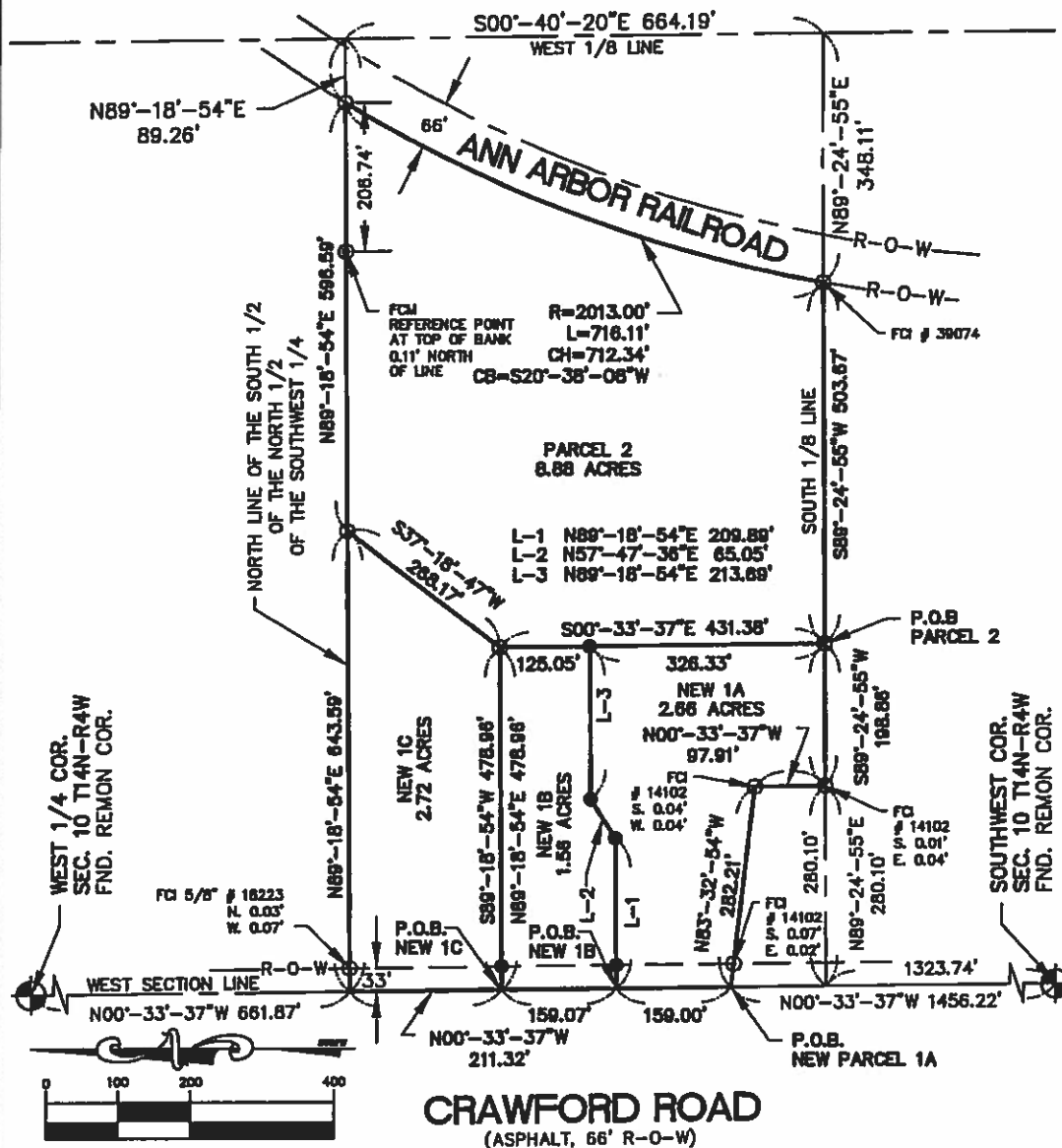
2257 E BROOMFIELD ROAD
MT. PLEASANT, MICHIGAN 48858
PHONE: (989) 775-0756
FAX: (989) 775-5012
EMAIL: info@cms-d.com

SCALE: 1" = 500'	DRAWN BY: BTM/WRE
SURVEY DATE: 12-11-17	CHECKED BY: TEB
DATE: 6-12-20	JOB NUMBER: 2005-037C
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
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2257 E BROOMFIELD ROAD
MT. PLEASANT, MICHIGAN 48858
PHONE: (989) 775-0756
FAX: (989) 775-5012
EMAIL: info@cms-d.com

SCALE:

1" = 200'

SURVEY DATE:

12-11-17

DATE:

6-12-20

REVISED:

6-28-20

DRAWN BY:

BTM/TELB

CHECKED BY:

TELB

JOB NUMBER:

2005-037C

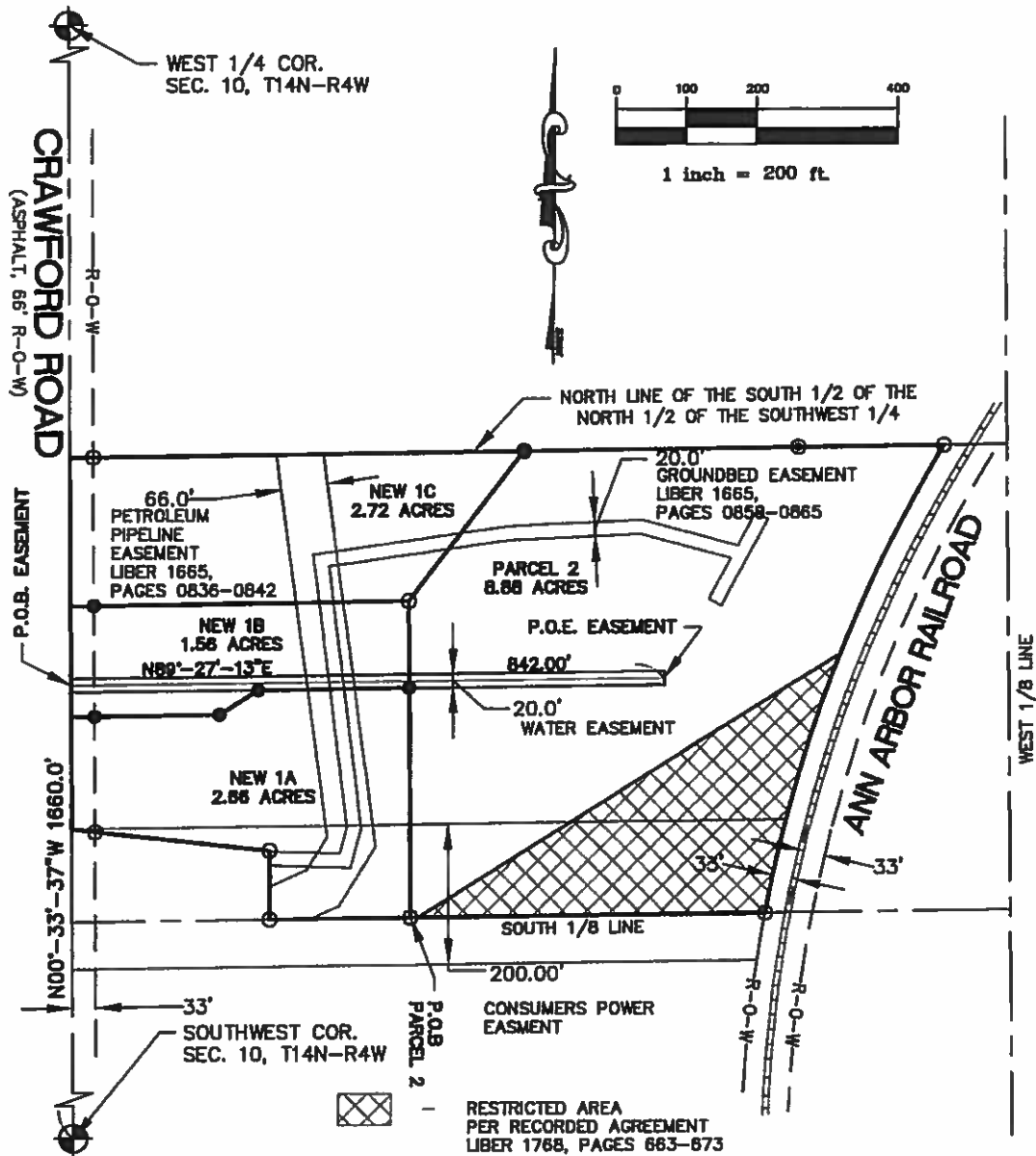
SHEET NUMBER:

2 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 P.S. #38074

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SURVEY DATE:
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JOB NUMBER:
2005-037C

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 P.S. #39074

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PHONE: (888) 775-0756
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EMAIL: info@cms-d.com

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:

4 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

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.-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, 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.-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, 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 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, 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 P.S. #39074

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

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

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'

TOP C/L OF A HYDRANT (OBT)

S.65°W. 45.38'

FND. N&T 20" MAPLE TREE

S.30°E. 48.95'

FND. N&T 28" MAPLE TREE

EAST 37.79'

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'

NE. COR OF CREDIT UNION BUILDING

N.65°E. 79.26'

S. FACE OF S. LEG OF COYNE OIL SIGN

S.20°E. 55.77'

FND. N&T DROP POLE

SSW 66.04'

TOP C/L OF FIRE HYDRANT

NE 50.94'

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'

BACK OF CURB

S.04°E. 33.23'

FND. N&T POWER POLE

N.28°E. 51.66'

TOP C/L OF HYDRANT

S.72°E. 104.72'

FND. N&T POWER POLE

S.62°W. 123.15'

NW. CORNER ALUMINUM BUILDING

NORTH 70.00'

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'

NW. CORNER HOUSE FOUNDATION

N.30°W. 86.48'

SE. CORNER HOUSE FOUNDATION

S.64°E. 72.63'

FND. N&T 32" ELM TREE

S.45°W. 35.29'

FND. NAIL N&T POWER POLE

N.70°W. 126.97'

FND. NAIL N&T POWER POLE

N.45°E. 46.14'

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'

FND. N&T POWER POLE

N.85°W. 31.93'

FCM (ASSESSOR'S PLAT NO. 7)

S.65°W. 35.37'

TOP C/L OF A HYDRANT

S.70°E. 63.45'

FND N&T POWER POLE

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 P.S. #39074

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⬢ - SECTION CORNER

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EMAIL: info@cms-d.com

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:
6 OF 6

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



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°-33'-37"W

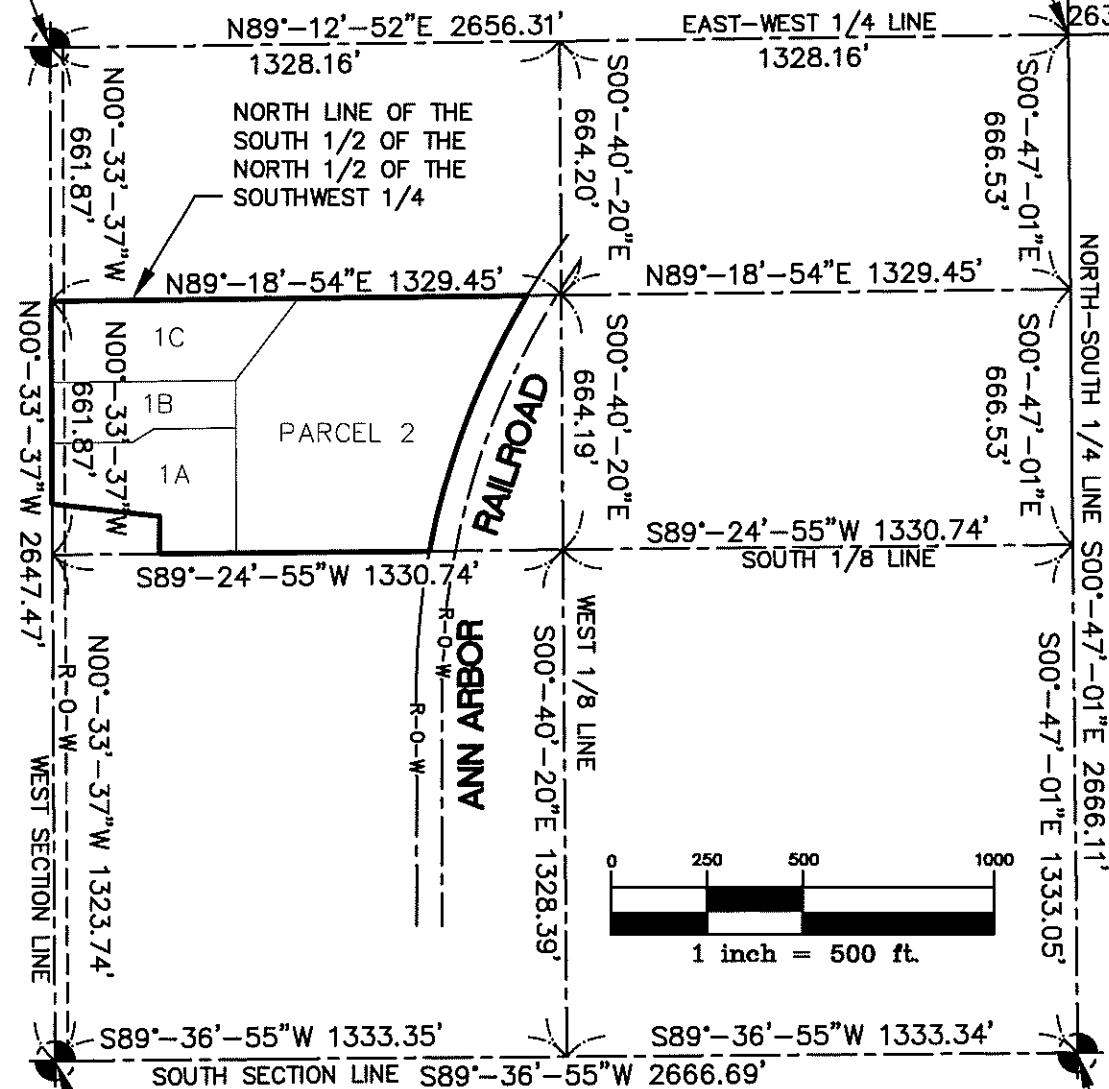
WEST 1/4 COR.
SEC. 10 T14N-R4W
FND. REMON COR.
PER LCRC L.2, P. 183

NORTH 1/4 COR.
SEC. 10 T14N-R4W
FND. REMON COR.
PER LCRC L.2, P. 149

MATHEMATICAL
INTERSECTION
OF 1/4 LINES

EAST 1/4 COR.
SEC. 10, T14N-R4W
FND. REMON COR.
PER L. 2, P. 153

CRAWFORD ROAD
(ASPHALT, 66' R-O-W)



PICKARD STREET

SOUTHWEST COR.
SEC 10 T14N-R4W
FND. REMON COR.
PER LCRC L.1, P. 271

SOUTH 1/4 COR.
SEC. 10 T14N-R4W
FND. REMON COR.
PER LCRC L. 4, P. 68

I HEREBY CERTIFY THAT A BOUNDARY SURVEY WAS COMPLETED UNDER MY SUPERVISION ON THE PROPERTY
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TIMOTHY E BEBEE P.S. #39074

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

SCALE:
1" = 500'

SURVEY DATE:
12-11-17

DATE:
6-12-20

REVISED:
6-26-20

DRAWN BY:
BTM/WRE

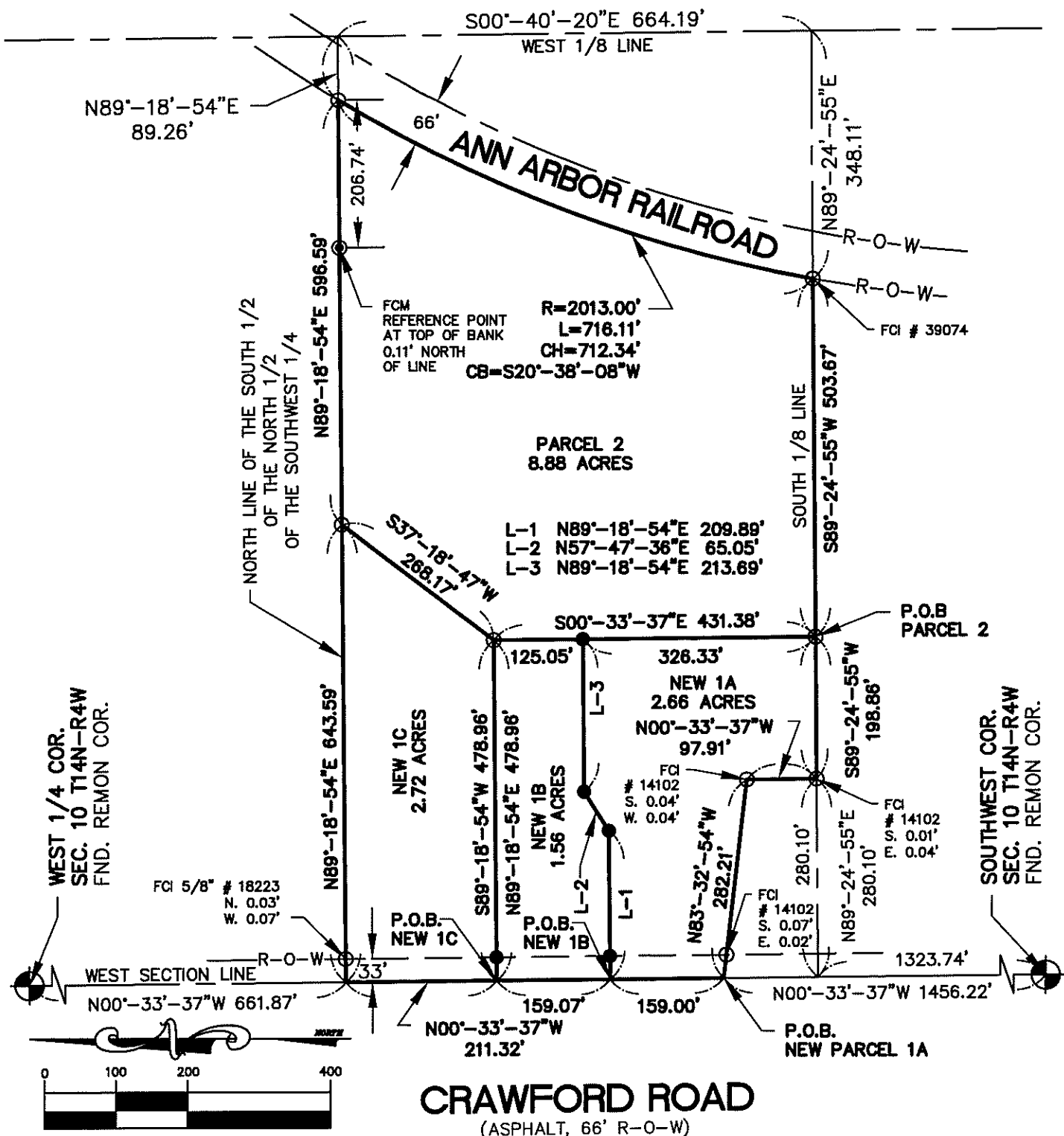
CHECKED BY:
TELB

JOB NUMBER:
2005-037C

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
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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: 2 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.

J. 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 P.S. #39074

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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: 4 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

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 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, 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.

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REVISED: 6-26-20	SHEET NUMBER: 5 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

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

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 P.S. #39074

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

SCALE:

N/A

DRAWN BY:

BTM/TELB

SURVEY DATE:

12-11-17

CHECKED BY:

TELB

DATE:

6-12-20

JOB NUMBER:

2005-037C

REVISED:

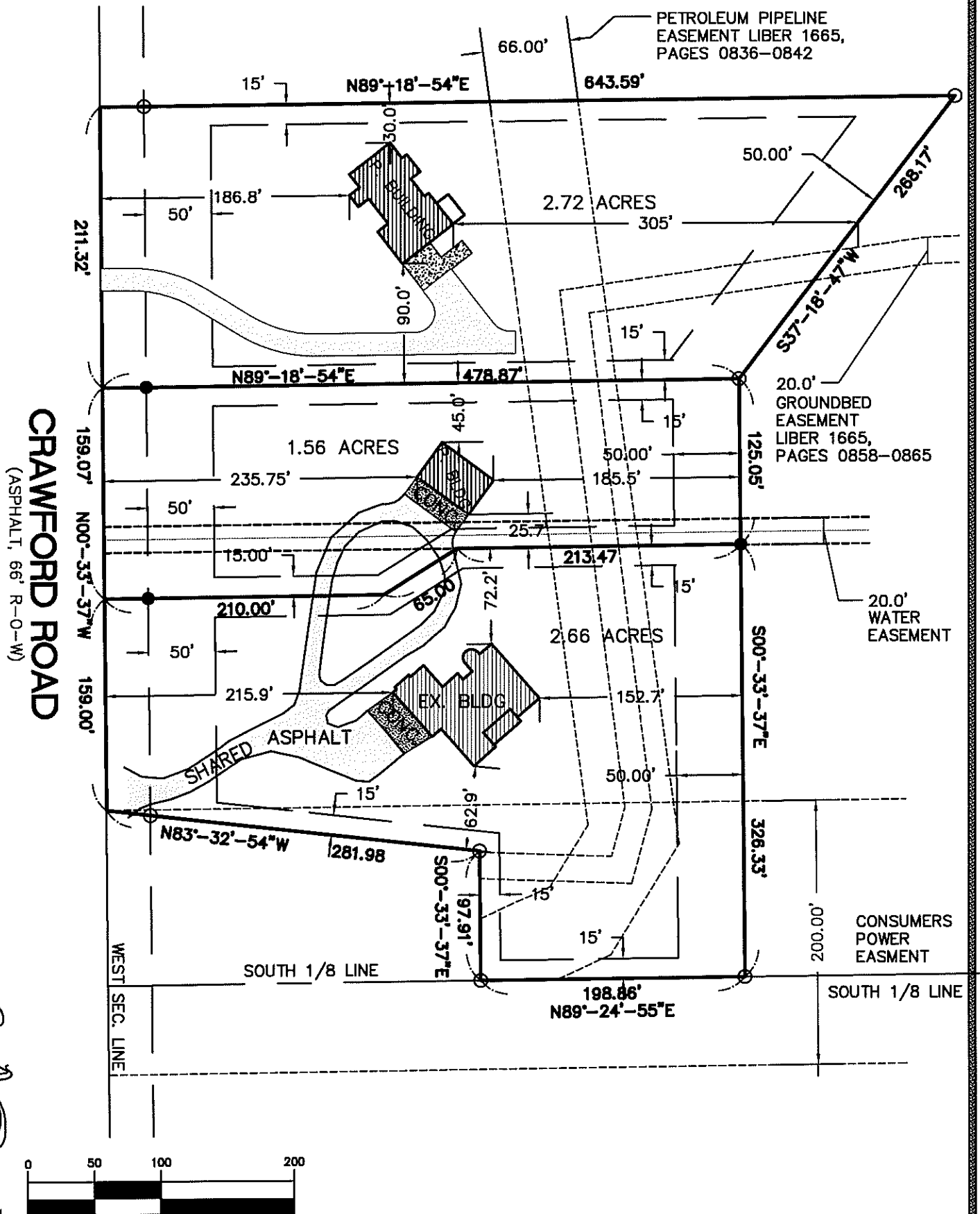
6-26-20

SHEET NUMBER:

6 OF 6

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



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

SCALE: 1" = 100'	DRAWN BY: BTM/TELB
SURVEY DATE: N/A	CHECKED BY: TELB
DATE: 6-26-20	JOB NUMBER: 2005-037
REVISED: 7-13-20	SHEET NUMBER: N/A

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for McGuirk Estates to complete a 1 ½ "overlay on Rose Marie Lane, Mamie Street, McGuirk Street, and James Court.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt McGuirk Subdivision Paving Special Assessment District Resolution #2 and set the date and time of the first of two Public Hearings for November 24, 2020 at 7:00 p.m.

Upon approval of Resolution #2 the next step in the process can be initiated. The next step in the process is to mail notice of the special assessment district and public hearing to all property owners included in the district, and publish the notice in the local newspaper. Notification must be done at least ten days prior to the first public hearing.

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

TBD

PROJECT TIME TABLE

2021 Construction

RESOLUTION

It is Resolved to adopt McGuirk Subdivision Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on November 24, 2020 at 7:00 p.m. for the establishment of a Paving Special Assessment District.

Moved by _____ Seconded by _____

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN**

**McGuirk Subdivision Paving
Special Assessment District Resolution #2**

At a regular meeting of the Charter Township of Union Board of Trustees ("Township Board") held on the _____ day of _____ 2020, the following Resolution was adopted.

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Township Board of the Charter Township of Union, County of Isabella, State of Michigan, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, has received a Petition for Public Improvement by Special Assessment dated June 9, 2020;

WHEREAS, the Township Board is in receipt of a cost estimate describing the improvement and its estimated cost;

WHEREAS, the Township Board is in receipt of a description of the proposed special assessment district;

WHEREAS, these shall be received by the Township Board, filed with the Township Clerk and made available to the public; and

WHEREAS, these shall be presented at the first of two public hearings.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a cost estimate describing the improvement and its estimated cost. The cost estimate is attached hereto as **Exhibit A**.
2. The Township Board is in receipt of a description of the proposed special assessment district. The description of the proposed special assessment is attached hereto as **Exhibit B**.
3. The Township Board tentatively approves its intention to make the improvement as described in **Exhibit A** hereto.
4. The Township Board tentatively approves its intention to designate the special assessment district as described in **Exhibit B** hereto.
5. The first of two public hearings on the proposed improvement and special assessment district will be held on _____ at _____.

6. The Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with MCL § 41.724a.
7. The cost estimate and description of the proposed special assessment district are to be filed with the Township Clerk.
8. The Township Clerk is directed to make the cost estimate, petition, and description of the proposed special assessment district available for public examination.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Ben Gunning, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the _____ day of _____ 2020.

Date: _____

Lisa Cody, Clerk

McGuirk Estates Paving Special Assessment District

Exhibit A

Union Township Cost Estimate

Project Description:

TYPE OF WORK: 1.5" Hot Mix Asphalt Overlay

STREETS IMPROVED: McGuirk Street, Mamie Street, James Court, Rose Marie Lane

TOTAL LENGTH: 2445 ft total all streets

TOTAL PARCELS 32

PROJECT COST*:

ITEM	AMOUNT
Engineering	\$0
Construction 1.5" HMA Overlay	\$ 75,353.30
Administration	\$ -
Legal, Publishing, Postage	\$ 6,781.77
TOTAL PROJECT COST	\$ 82,135.07
TOTAL ASSESSMENT*	\$ 82,135.07

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM	PER YEAR
Front Lot	\$ 2,566.72	

***Notes:**

Costs are approximate, actual costs may be more or less based upon 2021 bid unit prices
Publishing, and legal cost estimate - 9% of estimated construction cost
Construction cost estimate - 10% increase over amount provided by ICRC
in anticipation of inflationary increases over 2020 construction cost

McGuirk Estates Special Assessment District Description
Exhibit B

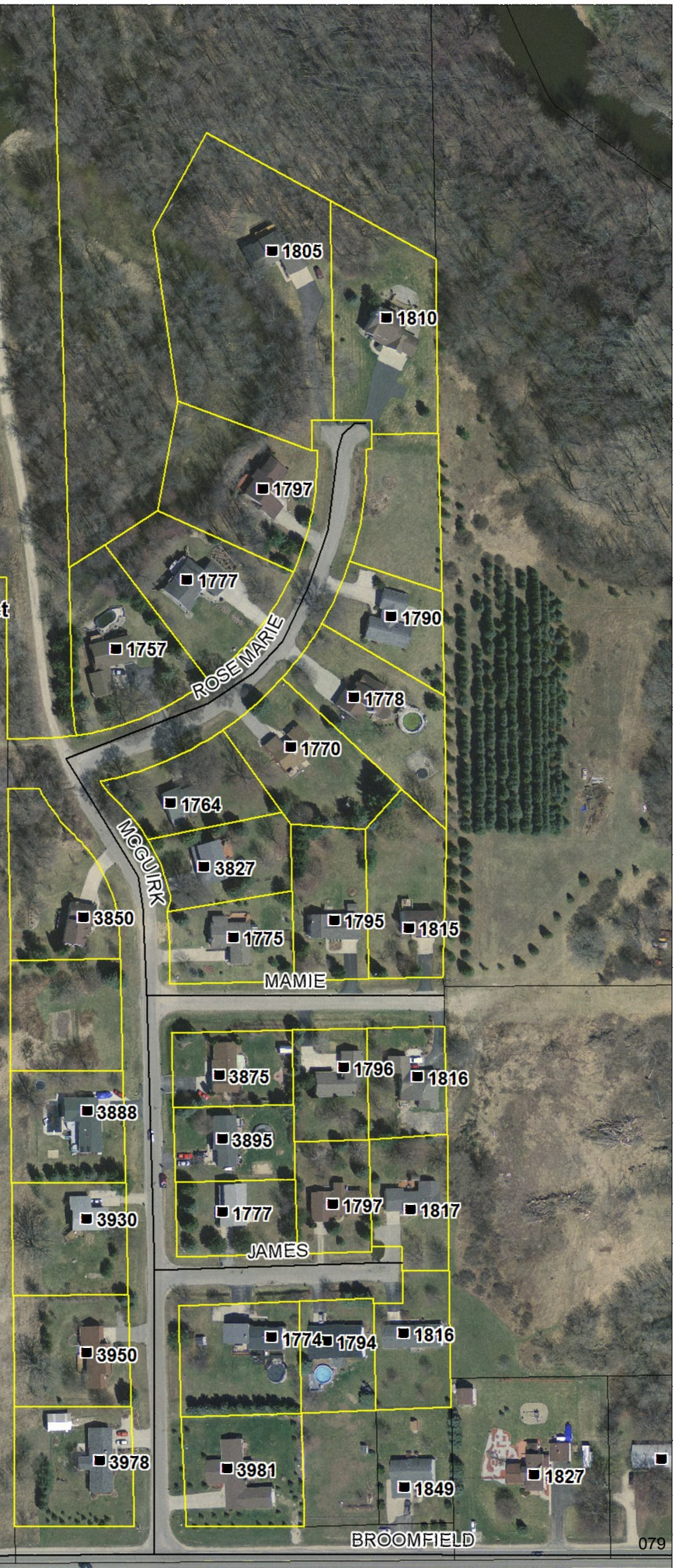
PARCEL NUMBER	PROPERTY ADDRESS	TOTAL FRONT FEET
14-020-40-001-04	1796 Mamie Street	200.00
14-020-40-001-05	1816 Mamie Street	103.96
14-020-40-001-06	3875 McGuirk Street	261.37
14-020-40-003-00	E Broomfield Road	137.55
14-151-00-003-00	3981 McGuirk Street	100.00
14-151-00-005-00	1774 James Court	261.36
14-151-00-006-00	1794 James Court	100.00
14-151-00-007-00	1816 James Court	80.00
14-151-00-008-00	1817 James Court	80.00
14-151-00-009-00	1797 James Court	100.00
14-151-00-010-00	1777 James Court	261.36
14-151-00-011-00	3895 McGuirk Street	100.00
14-151-00-012-00	1815 Mamie Street	100.00
14-151-00-013-00	1795 Mamie Street	100.00
14-151-00-014-00	1775 Mamie Street	263.53
14-151-00-015-00	3827 McGuirk Street	95.18
14-151-00-016-00	1764 Rose Marie Lane	258.40
14-151-00-017-00	1770 Rose Marie Lane	92.20
14-151-00-018-00	1778 Rose Marie Lane	92.20
14-151-00-019-00	1790 Rose Marie Lane	92.20
14-151-00-020-00	Rose Marie Lane	171.26
14-151-00-021-00	1810 Rose Marie Lane	70.00
14-151-00-022-00	1805 Rose Marie Lane	70.00
14-151-00-023-00	1797 Rose Marie Lane	165.88
14-151-00-024-00	1777 Rose Marie Lane	185.04
14-151-00-025-00	1757 Rose Marie Lane	190.37
14-151-00-026-00	3850 McGuirk Street	227.54
14-151-00-027-00	McGuirk Street	150.00
14-151-00-028-00	3888 McGuirk Street	150.00
14-151-00-029-00	3930 McGuirk Street	150.00
14-151-00-030-00	3950 McGuirk Street	150.00
14-151-00-031-00	3978 McGuirk Street	160.00
Total Front Feet		4719.40

All parcels with frontage on the portion of McGuirk Street between Broomfield Road and Rose Marie lane, all parcels with frontage on Rose Marie Lane, all parcels with frontage on James Court, and the first three parcels on each side of Mamie Street moving east from McGuirk Street, all lying within the Charter Township of Union, Isabella County.”

14-020-40-003-00
CITY OF MT PLEASANT

Proposed Road Paving Special Assessment District
McGuirk Estates Subdivision Area
Map Date: September 17, 2019

PID	PropertyAddress
14-020-40-003-00	CITY OF MT PLEASANT
14-151-00-005-00	1774 JAMES COURT
14-151-00-010-00	1777 JAMES COURT
14-151-00-006-00	1794 JAMES COURT
14-151-00-009-00	1797 JAMES COURT
14-151-00-007-00	1816 JAMES COURT
14-151-00-008-00	1817 JAMES COURT
14-151-00-014-00	1775 MAMIE ST
14-151-00-013-00	1795 MAMIE ST
14-020-40-001-04	1796 MAMIE ST
14-151-00-012-00	1815 MAMIE ST
14-020-40-001-05	1816 MAMIE ST
14-151-00-027-00	MCGUIRK ST
14-151-00-015-00	3827 MCGUIRK ST
14-151-00-026-00	3850 MCGUIRK ST
14-020-40-001-06	3875 MCGUIRK ST
14-151-00-028-00	3888 MCGUIRK ST
14-151-00-011-00	3895 MCGUIRK ST
14-151-00-029-00	3930 MCGUIRK ST
14-151-00-030-00	3950 MCGUIRK ST
14-151-00-031-00	3978 MCGUIRK ST
14-151-00-003-00	3981 MCGUIRK ST
14-151-00-020-00	ROSE MARIE LANE
14-151-00-025-00	1757 ROSE MARIE LANE
14-151-00-016-00	1764 ROSE MARIE LANE
14-151-00-017-00	1770 ROSE MARIE LANE
14-151-00-024-00	1777 ROSE MARIE LANE
14-151-00-018-00	1778 ROSE MARIE LANE
14-151-00-019-00	1790 ROSE MARIE LANE
14-151-00-023-00	1797 ROSE MARIE LANE
14-151-00-022-00	1805 ROSE MARIE LANE
14-151-00-021-00	1810 ROSE MARIE LANE



ICRC INFORMATION SHEET

McGuirk Subdivision

September 22, 2020

TYPE OF WORK: 1.5" Hot Mix Asphalt Overlay

STREETS IMPROVED: McGuirk Street, Mimi Street, James Ct, Rose Marie Lane

TOTAL LENGTH: 2445 ft total all streets

NUMBER OF LOTS:

SUBDIVISION NAME	NO. LOTS
McGuirk Street	12
James Ct	6
Mamie Street	4
Rose Marie Lane	10
32 Total Lots	

PROJECT COST*:

ITEM	AMOUNT
Engineering	\$0
Construction 1.5" HMA Overlay	\$68,503
Administration	\$0
Bonding, Legal	\$0
TOTAL PROJECT COST	\$68,503
Less Road Comm Share	\$0
Less Union Twp Share	\$0
TOTAL ASSESSMENT*	\$68,503

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM	PER YEAR
Front Lot	\$2,141	

*Notes:

Costs are approximate, actual costs may be more or less based upon 2021 bid unit prices



DATE: October 6, 2020

DATE FOR BOARD CONSIDERATION: October 14, 2020

ACTION REQUESTED: Adoption of Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements.

Current Action X Emergency

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

Finance Approval

BACKGROUND INFORMATION

In August of 2017 the Charter Township of Union was awarded a SAW Grant in the amount of \$429,555. The SAW Grant was awarded to fund the completion of a Sanitary Sewer Asset Management Plan. The purpose of the Sanitary Sewer Asset Management Plan is to provide utility managers with critical information on capital assets contained within the sanitary sewer system. Some of the key steps in completing an Asset Management Plan are making an inventory of critical assets, evaluation of asset condition and performance, developing plans to maintain, repair, and replace assets, and to fund these activities. The Township's Asset Management Plan was approved by the State of Michigan in January of 2019.

One of the conditions of accepting the SAW Grant is the completion of a Sanitary Sewer Rate Methodology Plan. The Rate Methodology Plan is required to identify if a gap exist between current revenues and expenses. If a gap is identified a five-year rate plan must be implemented to eliminate the gap.

In February of 2020, the Township engaged the services of Utility Financial Solutions, LLC (UFS) to complete a full Cost of Service Study (COS) of the sanitary sewer system. In conjunction with the COS Study the SAW Grant Rate Methodology plan was completed. The results of the Rate Methodology Plan are contained in the SAW Grant Rate Methodology Report. Below is a summary of the Revenue Gap Rate Plan as outlined in the Rate Methodology Report.

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue from Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cumulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:	\$ 95.90					
Billed Quarterly						
First Year Recovery		18.3%				

The Revenue Gap Rate Plan will be reviewed on an annual basis by the Township so that any changes in revenues, expenses, capital, and bonding requirements can be reflected in the annual sanitary sewer rate. The annual rate adjustment may be either higher or lower depending on the yearly requisite.

SCOPE OF SERVICES

The Implementation of a Rate Methodology Plan to eliminate a gap the sanitary sewer system funding within five years, which was identified as a part of the Township’s Asset Management Plan.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt the Sanitary Sewer Rate Plan Resolution to eliminate the funding gap between revenue and expenses within five years as required by the SAW Grant.

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

NA

PROJECT TIME TABLE

FY 2021 – FY 2025

RESOLUTION

It is Resolved to adopt the Sanitary Sewer Rate Plan Resolution in accordance with State of Michigan Stormwater, Asset Management, Wastewater (SAW) Grant requirements.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

**CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN**

**Sanitary Sewer Rate Plan Resolution
Resolution No. [Insert Number]**

At a regular meeting of the Charter Township of Union Board of Trustees held on the _____ day of _____ 2020, the following Resolution was adopted.

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Township Board of the Charter Township of Union (the “Township”), County of Isabella, State of Michigan, was awarded a Stormwater, Asset Management, Wastewater (SAW) Grant.

WHEREAS, a requirement of the SAW Grant is to complete a Sanitary Sewer Rate Methodology Plan and identify if a gap exists between current revenues and expenses. If a gap is identified, a five-year rate plan must be implemented to eliminate the gap.

WHEREAS, the SAW Grant Sanitary Sewer Rate Methodology Plan identified a gap between revenues and expenses. In order to resolve this gap, the following sanitary sewer rate plan is being adopted.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Township Board is in receipt of a copy of the SAW Grant Rate Methodology Report prepared by Utility Financial Solution, LLC. A copy of this SAW Grant Rate Methodology Report is attached hereto as Exhibit A.
2. The SAW Grant Rate Methodology Report identifies a funding gap between current revenues and expenses.
3. The Saw Grant Rate Methodology Report proposes the following five-year revenue gap rate plan (“Revenue Gap Rate Plan”) to eliminate this funding gap:

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue from Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cumulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:	\$ 95.90					
Billed Quarterly						
First Year Recovery		18.3%				

4. Pursuant to the Township's Sewer Rate and Mandatory Connection Ordinance, No. 1979-4 as amended, and pursuant to SAW Grant requirements, the Township hereby adopts the Revenue Gap Rate plan outlined herein and more fully described in Exhibit A.
5. This Revenue Gap Rate Plan includes a minimum of a 5.1% rate increase for the next five years (beginning in Fiscal Year 2021) to resolve the existing funding gap.
6. The Revenue Gap Rate Plan will be reviewed annually as changes in revenues, expenses, capital and bonding requirements may change.

Ayes:

Nays:

Abstentions:

Resolution declared adopted.

Date: _____

Ben Gunning, Supervisor

Date: _____

Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certify that this is a true and correct copy of Resolution No. _____ adopted by the Board of Trustees of the Charter Township of Union, Isabella County, Michigan, on the _____ day of _____ 2020.

Date: _____

Lisa Cody, Clerk

CHARTER TOWNSHIP OF UNION, MI
SAW Grant Rate Methodology
June 2, 2020

Exhibit 1



Submitted Respectfully by:
Dawn Lund
Vice-President, Utility Financial Solutions, LLC

INTRODUCTION

SAW Grant and Asset Management Plan (AMP)

The Charter Township of Union Wastewater Department was awarded a SAW Grant through EGLE for completion of an Asset Management Plan (AMP). The AMP requires completion of five key areas:

1. Asset Inventory
2. Level of Service
3. Critical Assets
4. O&M Strategies (Rate Methodology)
5. Capital Improvement Planning

Utility Financial Solutions, LLC (UFS) was contracted to complete number 4 above “Rate Methodology”.

The Township is currently under contract for a full cost of service study. A cost of service study should be completed on the utility basis every three to five years. The EGLE rate methodology requires an analysis of the current budget on a cash basis to determine if there is a revenue gap. The following page shows the gap to be (\$672,433) for 2020. A rate track is provided on page 6 to fully recover the revenue gap within five years.

Charter Township of Union SAW Grant Rate Methodology



		Budget 2020
REVENUES		
	Connection Fee	100,000
	Service	1,320,000
	Delinquent Sewer	(1,500)
	Inspection Fee	500
	Fines & Forfeitures	28,000
	Debt Retirement	1,093,000
	Debt Service Sewer 1 City Annex	300
	Other Revenue	3,200
	Revenue - Special Assess	20,000
TOTAL REVENUE		2,563,500
EXPENSES		
WATER/SEWER SYSTEMS	Salary	241,125
	Overtime	6,050
	Unemployment	2,380
	FICA	15,577
	Medicare	3,643
	Temp Labor	8,736
	Emplr Retirement	17,168
	Health Insurance	77,244
	Health Ins-EE Contributions	(4,408)
	Dental Insurance	4,224
	Vision Insurance	529
	Vision Ins-EE Contributions	(265)
	Worker's Comp	2,832
	Life & Disab	1,505
	Compensated Absences	-
	Office Supplies	1,500
	Operating Supplies	10,000
	Gas/Fuel	10,000
	Uniforms	2,000
	Professional & Contractual Services	41,025
	Legal Fees	5,000
	Legal Settlement	-
	Communications	3,000
	Mail/Postage	3,300
	Transportation/Mileage Reimb	1,200
	Safety	8,000
	Printing & Pub	1,500
	Professional Development	5,000
	Seminar Lodging	1,000
	Seminar Meals	450
	Membership & Dues	1,200
	Electric/Natural Gas	82,000
	Repairs	150,000
	Maint Equip	27,000
	Maint Grounds	8,000
	Maint Buildings	27,000
	Maint Vehicles	8,000
	Maint Lift Stations	315,000

Charter Township of Union SAW Grant Rate Methodology



	Budget 2020
	OPTO 22 Maint
	40,000
	Maint Agreement on Equipment
	7,000
	Property/Liab Insurance
	19,000
	Misc
	-
	Hookup Labor & Material
	10,000
	Building, Building Additions
	-
	New Equip Purch
	14,500
	New Office Equip & Furn
	1,000
	New Comput Hard & Soft
	13,273
	New Vehicle Purchase
	-
WWTP	Salary
	274,577
	Overtime
	11,200
	Unemployment
	1,732
	FICA
	17,235
	Medicare
	4,031
	Temp Labor
	500
	Emplr Retirement
	21,433
	Health Insurance
	102,500
	Health Ins-EE Contributions
	(7,144)
	Dental Insurance
	6,916
	Vision Insurance
	1,290
	Vision Ins-EE Contributions
	(643)
	Worker's Comp
	5,263
	Life & Disab
	1,825
	Chemicals
	50,000
	Lab Equip & Supplies
	25,000
	Office Supplies
	500
	Operating Supplies
	11,500
	Gas/Fuel
	3,000
	Uniforms
	2,000
	Bioxide
	70,000
	Professional & Contractual Services
	41,110
	Cont. Serv - Biosolids Land Appl
	32,000
	Cont Serv - Lab Analysis
	6,000
	Communications
	3,500
	Mail/Postage
	750
	Transportation/Mileage Reimb
	500
	Safety
	5,000
	Printing & Pub
	500
	Professional Development
	5,000
	Seminar Lodging
	500
	Seminar Meals
	250
	Membership & Dues
	500
	Propane
	12,000
	Electric/Natural Gas
	176,000
	Water & Sewer Qtr Billing
	-
	Maint Equip
	11,500
	Maint Grounds
	7,000

Charter Township of Union
SAW Grant Rate Methodology



	Budget 2020
Maint Buildings	5,000
Maint Vehicles	2,500
OPTO 22 Maint	6,000
Sampling Equip Maint	4,000
Preliminary Treat Equipm Maint	15,000
Secondary Treat Equip Maint	25,000
Solids Equip Maint	15,000
Disinfection Equip Maint	6,000
Instrumentation Equip Maint	6,000
Tertiary Filter Maint	15,000
Property/Liab Insurance	12,000
IPP	500
Permits & Fees	13,000
New Equip Purch	314,000
New Office Equip & Furn	750
New Comput Hard & Soft	16,120
Depreciation Expense	-
Pilot Payment to City	
TOTAL EXPENSES	2,552,983
OTHER INCOME (EXPENSES)	
FEDERAL AND STATE GRANTS	-
INTEREST INCOME	65,600
PRINCIPAL ON DEBT	(487,000)
INTEREST EXPENSE	(236,550)
TRANSFER OUT	
Capital Projects - Sewer System	(240,000)
Gain/Loss on Sales of Disposal of Assets	-
Contribution from EDA for Projects	215,000
BOND PROCEEDS	
TOTAL OTHER INCOME (EXPENSES)	(682,950)
REVENUE OVER OR (GAP) UNDER SAW METHODOLOGY	\$ (672,433)

REVENUE PROOF

The 2020 budgeted revenues were verified using actual billing data and current rates in the table below. The line item "Service" was budgeted at \$1.320 million and calculates to \$1.321. The line item "Debt Retirement" was budgeted at \$1.093 and calculates to \$1.094.

Description	Number of REU	(Service) Charge	Service Revenue	(Debt Retirement) Charge	Debt Retirement Revenue	Billing Months	Total Customer Revenue	Total Costs
						4		
All REU	6,297	\$ 52.45	\$ 1,321,086	\$ 43.45	\$ 1,094,398		2,415,484	\$ 2,415,484
TOTAL	6,297						\$ 2,415,484	\$ 2,415,484

REVENUE GAP RATE PLAN

The rate plan for the 2020 revenue gap of (\$672,433) is listed below. The revenue recovery with 5.1% rate increases for the next five years is approximately an additional \$123,000 per year, or approximately 18% of the gap per year, with the full gap recouped by 2025.

Charter Township of Union						
Wastewater Department						
Revenue Gap Rate Plan						
	Current 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue Gap From 2020	\$ (672,433)					
Revenue From Increase		\$ 123,190	\$ 129,472	\$ 136,075	\$ 143,015	\$ 150,309
Cummulative Revenue Gap	\$ (672,433)	\$ (549,243)	\$ (419,771)	\$ (283,696)	\$ (140,680)	\$ 9,629
Rate Increase		5.1%	5.1%	5.1%	5.1%	5.1%
Proposed Rates:						
Monthly Billed QRTLY						
REU	\$ 95.90	\$ 100.79	\$ 105.93	\$ 111.33	\$ 117.01	\$ 122.98
First Year Recovery		18.3%				

APPROVED RATE RESOLUTION

Union Township will submit the new rate resolution when approved later this month or ASAP. COVID-19 has delayed Council meetings.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: October 22, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 10/28/2020
ACTION REQUESTED: Consider approval of the Mid-Michigan Aquatic Recreational Authority Isabella County, Michigan Resolution to Adopt Articles of Incorporations	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

In September 2019, the City of Mt Pleasant, Mt Pleasant School District and Union Township adopted a resolution "In Support of Exploring the Creation of a Recreational Authority as a Means to Advance Community Dialogue Regarding an Aquatic Center". The resolution requested that area stakeholders, including local units of government and educational institutions "work together to determine the feasibility of creating a Recreational Authority and to Create a report outlining a proposed framework to include governance options, geographic boundaries, the size and composition of the board of the authority, and other matters required of an authority to oversee the building and operations of a community aquatic center".

The resolution also appointed members to a Study Committee from each of the jurisdictions and provided funding should the Committee need it to do its's work. The Committee first met in November 2019 and met monthly through July 2020. When necessary, the Committee was supported by legal counsel as appropriate. The Committee presented their report at a joint meeting of the three governing bodes on September 17, 2020.

To continue to move the process forward, the next step is the adoption of the attached Mid-Michigan Aquatic Recreational Authority Isabella County, Michigan Resolution to Adopt Articles of Incorporation by each of the participating jurisdictions. The Mt. Pleasant School District approved the Resolution (and associated Articles) at their meeting held on October 19, 2020. The City of Mt Pleasant will consider this item at their meeting scheduled for October 26, 2020. The Resolution must be adopted by all three entities in order to create the Mid-Michigan Aquatic Recreational Authority. As required, the Articles were published in the Morning Sun.

Attached is the Resolution, the referenced Articles of Incorporation and the report issued by the Study Committee.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Approval of the Resolution and referenced Articles of Incorporation will allow process of creating an aquatic center to continue.

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

The Study Committee recommended that should the Authority fail to construct and operate an aquatic center within 3 years from approval of the Articles, the Authority be disbanded or as mutually agreed, extended

RESOLUTION

Attached

MID-MICHIGAN AQUATIC RECREATIONAL AUTHORITY ISABELLA COUNTY, MICHIGAN

RESOLUTION TO ADOPT ARTICLES OF INCORPORATION

WHEREAS, the Charter Township of Union, Isabella County, and State of Michigan has determined that it wishes to participate in a recreational authority with certain powers as provided for at MCL 123.1131 et. seq. and

WHEREAS, Articles of Incorporation have been drafted and are attached as Exhibit One and

WHEREAS, the proposed articles have been published one time in The Morning Sun, a newspaper of general circulation within the Charter Township of Union, County of Isabella and State of Michigan and

WHEREAS, MCL 123.1135 (3) directs that the articles of incorporation, "shall be adopted and may be amended by an affirmative vote of majority of the members serving on the legislative body of each participating municipality",

NOW THEREFORE BE IT RESOLVED that the Charter Township of Union, Isabella County and State of Michigan resolves to adopt the Articles of Incorporation attached as Exhibit One.

IT IS FURTHER RESOLVED THAT in accordance to MCL 123.1135 (5)(6) "Upon adoption of the articles or amendments to the articles by each of the participating municipalities, a printed copy of the articles or the amended articles shall be filed with the secretary of the state by the clerk of the last participating municipality to adopt the articles or amendments. The authority's articles of incorporation, or amendments to the articles, take effect upon filing with the secretary of state."

IT IS FURTHER RESOLVED THAT if all of the participating entities do not adopt these articles they shall be void as to any entity that has adopted them.

Upon roll call vote on the adoption of the resolution, the following voted "Aye":

The following voted "Nay: _____

The Supervisor declared the resolution duly adopted.

Clerk

The undersigned clerk for the Charter Township of Union hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of minutes of a meeting of the Charter Township of Union, Isabella County, and State of Michigan, held on and voted as indicated by said minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Clerk

Articles of Incorporation

Mid-Michigan Aquatic Recreational Authority

ARTICLE I

NAME

The name of the Authority shall be “Mid-Michigan Aquatic Recreational Authority”, hereafter referred to as the Authority.

ARTICLE II

DEFINITIONS

Expressly Defined Terms: The terms “authority,” “board,” “participating municipality,” “recreational purposes,” “and territory of the Authority” as used in these Articles of Incorporation shall be as defined in MCL 123.1131, et seq. Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation and shall otherwise have the meaning customarily ascribed to them, considering the context and subject matter of these Articles of Incorporation.

Any reference to Michigan statutes shall be construed to include any amendment to those statutes that become law after these articles are enacted.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating and creating municipalities of the Authority shall be the Charter Township of Union, the City of Mt. Pleasant, and the Mt. Pleasant Public-School District all of which are designated in these Articles as the “participating municipalities.” The territory of the Authority shall include all of the combined territory of the participating municipalities. A municipality may become a participating municipality in the Authority only upon an affirmative vote of the Recreation Authority and the proposed participating municipality. If the Authority has been authorized to levy a tax, the addition of another participating municipality shall be contingent upon approval by the electors of the proposed municipality of a tax, equivalent to that which is being levied by the municipalities in millage rate and term at the time the proposed municipality becomes a participating municipality.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be to construct, operate, maintain, rent, and/or improve an aquatic center or public swimming pool as defined at MCL123.1131 (k) which shall include, but not be limited to all equipment, structures, areas, and enclosures intended for the use of individuals using or operating a swimming pool such as equipment, dressing, locker, shower, and toilet room.

ARTICLE V

POWERS

The Authority shall possess the power specified at MCL 123.1139 including the power to:

1. Acquire and hold, by purchase, lease with or without option to purchase, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of authority. The property may include franchises, easements, or rights of way on, under or above any property. The authority may pay for the property from, or pledge for the payment of the property revenue of the authority.
2. Apply for and accept grants or contributions from individuals, the federal government or any of its agencies, this state, a municipality, or other public or private agencies to be used for any of the purposes of the authority.
3. Hire full-time or part-time employees and retain professional services.
4. Provide for the maintenance of all of the real and personal property of the authority.
5. Assess and collect fees for services provided by and the expenses incurred by the authority.
6. Receive revenue as appropriated by the legislature of this state or a participating municipality.
7. Enter into contracts incidental to or necessary for the accomplishment of the purposes of the authority.

ARTICLE VI

TERM

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw

from the Authority during the period of which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of January in each year and shall end on the last day of December of that year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by an odd number Board of Trustees, known as the “Mid-Michigan Aquatic Recreational Authority Board”, hereafter referred to as the “Board”, which shall be made up of five (5) to seven (7) members. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality.

The initial governing board shall be comprised of:

Two (2) members who shall serve for three (3) year terms. One (1) of these members shall reside in the City of Mt. Pleasant and shall be appointed by the City of Mt. Pleasant and one (1) shall reside in Union Township and shall be appointed by Union Township.

Two (2) members who shall serve for two (2) year terms. One (1) of these members shall reside in the City of Mt. Pleasant and shall be appointed by the City of Mt. Pleasant and one (1) shall reside in Union Township and shall be appointed by Union Township.

One (1) member who shall serve for a one (1) year term shall reside within the Mt. Pleasant Public-School District and shall be appointed by the Mt. Pleasant Public- School District.

The recreation authority board, in its sole discretion, may also appoint two (2) additional at large members who reside within the boundaries of the Authority if they so choose and in any manner they may choose.

After serving these initial terms all board members shall be appointed for staggered three (3) year terms and there shall be no term limits on board membership.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of MCL 123.1131 et seq., members of the Board shall not be compensated for their service to the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

A vacancy occurs on the Board on the happening of any of the events set forth in MCL. 201.3. Appointed members of the Board, if any, may be removed by the appointing authority for good cause after a public hearing. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. In the event of a vacancy on the Board, the appointing authority selecting such representative shall fill the vacancy as expeditiously as possible.

ARTICLE XI

MEETINGS

The business of the Authority and all meetings of the Authority shall be conducted in compliance with the Open Meetings Act MCL 15.261 et. seq. but only if required by the FOIA. Any writing not subject to disclosure under MCL 15.231 et. seq. need not be disclosed.

The Board of the Authority shall determine the frequency of their meetings and shall establish this at their first meeting and thereafter at the first meeting of the Board for each calendar year.

At its first meeting, a board shall elect a chairperson, a secretary, a treasurer, and any other officers it considers necessary. A board shall meet at least quarterly.

The board may adopt bylaws to govern its procedures.

ARTICLE XII

DUTIES OF BOARD AND OFFICERS

The Chairperson of the Board shall be the presiding officer and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

The Secretary shall be the recording officer for the Board. The Board shall establish qualifications for such office, such as the capability of carrying out the duties of office, including, without limitation, compliance with the Freedom of Information Act and other state laws relating to record keeping and management.

The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal shall be signed by two (2) persons, which shall be the Secretary, the Treasurer or their respective designees, as approved by the Board of Directors. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds. The Board shall establish qualifications for such office, including the capability of carrying out the duties of office as provided by law and these Articles of Incorporation.

The Board shall function as a governing body and shall not manage or administer the day to day operations of the facilities owned, rented, or managed by the Authority.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

Revenue Sources

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and to issue revenue bonds in accordance with the provisions of MCL 141.101 et. seq. as amended; to borrow money and issue bonds on the credit of the Authority in a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a public swimming pool and to appropriate money annually for Authority purposes and to levy and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in MCL 123.1131 et. seq., and to raise revenue by any other levy or bond issuance authorized by that statute. The term of any bond, note, land contract, installment purpose contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

All revenue from whatever source shall be public funds.

Financing the Authority

A. Property Tax Levy

The Authority may levy a tax on all taxable property within the territory of the Authority as authorized by MCL 123.1131 et. seq.

The Authority may levy the tax only upon the approval of a majority of the electors in each of the participating municipalities of the Authority.

B. Borrow Money/Issue Bonds or Notes

The Authority may borrow money and issue bonds or notes in accordance with the provisions of MCL 123.1153 and approved by the electors in each of the participating municipalities of the authority in full accordance with the provisions of MCL 123.1131 et seq to finance the acquisition, construction and improvement of a public swimming pool, including the acquisition of sites and the acquisition and installation of furnishings and equipment. The Authority shall not borrow money or issue bonds or notes for a sum that, together with the total outstanding bonded indebtedness of the Authority, exceeds 2 mills of the taxable value of the taxable property within the district as determined under MCL 211.27a. Bonds or notes issued by the Authority are a debt of the Authority and not of the participating municipalities.

Budgeting

The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning January 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to January 1 of the year it is to commence. The Board's approval by a majority vote shall be the final approval required for the budget. The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV

LIABILITIES

The Authority may contract for all appropriate insurance with an insurance company or may contract for inclusion by a participating municipality in the municipality's insurance coverage.

Notwithstanding the above, the Authority's participation in any program of self-insurance will require approval of all participating municipalities.

The Authority must secure and maintain comprehensive general liability insurance, business automobile liability insurance, and if it employs any personnel, workers compensation and employer's liability insurance. The minimum liability level limits for such insurance shall be as follows:

- Workers' Compensation
 - \$500,000 Employers Liability: Each Accident
 - \$500,000 Employers Liability: Disease – Policy Limit
 - \$500,000 Employers Liability: Disease – Each Employee
 - Statutory Benefit: Included
- Commercial Auto
 - \$1,000,000 Combined Single Limit
 - \$1,000,000 Uninsured/Underinsured Motorists Liability
 - \$1,000,000 Hired/Borrowed Auto Liability
 - \$1,000,000 Non-Owned Auto Liability
 - Personal Injury Protection (PIP) – “UNLIMITED”
- Public Officials/Wrongful Acts
 - \$5,000,000 – Limit of Liability Per Occurrence

The Authority must indemnify and hold harmless any participating municipality against any general losses, damages or liabilities due to the service and activities of the Authority or participation in the Authority up to the Authority's liability insurance policy limits.

ARTICLE XV

PARTICIPATING MUNICIPALITY WITHDRAWAL

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal. A certified copy of the resolution shall be provided to the Board at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall

be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XVI

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of a majority of the participating municipalities of the Authority at the time of such dissolution. Prior to dissolution of the Authority, any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed evenly to the participating municipalities of the Authority at the time of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to their general fund.

ARTICLE XVII

EMPLOYEES

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

ARTICLE XVIII

AUDIT

The Board shall obtain an annual audit of the Authority pursuant to MCL 123.1157. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XIX

STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private organizations or foundations; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321

ARTICLE XX

INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds by the Authority. The Board must approve the Treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan. This authority may be delegated to staff, but the board shall adopt appropriate policies and procedures to assure compliance with the laws of the State of Michigan.

ARTICLE XXI

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXII

PUBLICATION

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption

of these Articles of Incorporation by each of these participating municipalities, a printed copy shall be filed with the Secretary of the State by the City Clerk of the City of Mount Pleasant.

ARTICLE XXIII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXIV

AMENDMENTS

Amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (3) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXV

MISCELLANEOUS

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provision hereof.

These Articles have been adopted by the governing bodies of the (TO BE DETERMINED) as set forth in the following endorsements, and in witness of (TO BE DETERMINED).

The foregoing Articles of Incorporation were adopted by (TO BE DETERMINED) at a meeting duly held on (TO BE DETERMINED).



Mount Pleasant Public Schools

To: Mt Pleasant City Commission, Mt Pleasant Public Schools Board of Education, Union Township Board of Trustees
From: Recreation Authority Feasibility Study Committee
Date: August 2020
Subject: Recreation Authority Feasibility Study Committee Final Report

Background

Swim Friends of Mid-Michigan is an advocacy group of aquatic stakeholders and interested citizens founded to explore the development of a multi-purpose community oriented competitive aquatic center in Mt. Pleasant, Michigan. In the spring of 2017, the Swim Friends retained the Isaac Sports Group to conduct a Feasibility Study for an aquatic center in the area. A summary of the full report is attached.

Following receipt of the report, community dialogue continued and culminated with the City, Township and School District adopting resolutions in the summer of 2019 in support of exploring the creation of a recreational authority as a means to advance community dialogue regarding an aquatic center. The resolution expressed a desire that area stakeholders, including area local governments and educational Institutions work together to determine the feasibility of creating a recreational authority and to create a report outlining a proposed framework to include governance options, geographic boundaries, the size and composition of the board of the authority, and other matters required of an recreational authority. See attached resolutions.

To effectuate the resolution a Recreation Authority Feasibility Study Committee ("Committee) was formed consisting of the following members:

1. Jennifer Verleger, Mt Pleasant School District Superintendent
2. Nancy Ridley, Mt Pleasant City Manager
3. Mark Stuhldreher, Union Township Manager
4. Shelia Murphy, Mt Pleasant School District Board of Education
5. Will Joseph, Mt Pleasant Mayor
6. Ben Gunning, Union Township Supervisor
7. Lisa Diaz-Sytsema, Swim Friends of Mid-Michigan

The Committee held its' first meeting in November 2019 and met monthly through July 2020. When necessary, the Committee was supported by Mr. Gordon Bloem, Esq. for general legal matters and Mr. Roger Swets, Esq. for legal matters regarding debt financing.

Recommendation

The Committee recommends that a Mid-Michigan Aquatic Recreational Authority (“Authority”) be created to construct, operate and maintain an aquatic center. The governance, geographic boundaries, size and composition of the Authority along with other relevant aspects are outlined in the attached Articles of Incorporation (“Articles”). Key highlights of the Articles include:

- The participating and creating jurisdictions of the Authority shall be the Charter Township of Union, the City of Mt. Pleasant, and the Mt. Pleasant Public-School District
- The territory of the Authority shall include all of the combined territory of the three participating jurisdictions.
- Other governmental entities can join the Authority at a later time, if desired
- The Authority board will be comprised two (2) members appointed by the City of Mt. Pleasant, two (2) members appointed by Union Township, one (1) member appointed by the Mt. Pleasant Public-School District. Each appointee must reside within the relevant appointing jurisdiction. Initial terms will be staggered and after those terms have expired, members will be appointed to three (3) year terms. The Authority, in its’ sole discretion, may appoint two (2) additional at large board members who reside within the geographic boundaries of the Authority.
- Authority board meetings are subject to the Open Meetings Act and will meet at least quarterly and shall elect a chairperson, secretary and treasurer.
- The board shall function as a governing body and shall not administer the day to day operations of the aquatic center.
- To provide resources to operate the aquatic center, The Authority may levy a tax of up to one (1) mill only upon the approval of a majority of the electors in each of the participating jurisdictions of the Authority as required by statute. The revenues from the millage can be used for lease payments and operations, if needed.

To finance the acquisition of real estate and the construction of the aquatic center, the Committee recommends that the City of Mt. Pleasant and Union Township create a Joint Building Authority (“Building Authority”). This joint authority spreads the debt risk among the two entities instead of one entity bearing all of the risk. The Building Authority would issue debt and own the aquatic center and lease same to the Authority. Lease payments would be in an amount sufficient to service the debt payments. Once the debt was fully repaid, the Authority would purchase the aquatic center from the Building Authority for a nominal sum.

The Committee recommends the Authority hire a professional project manager to administer the execution of steps necessary to bring the creation and operation of an aquatic center to fruition. Since the Authority will have no resources initially, funding for project management will need to be provided via grants and donations and possibly by the participating jurisdictions.

The Committee recommends that should the Authority fail to construct and operate an aquatic center within three (3) years from approval of the Articles, the Authority be disbanded or as mutually agreed, extended.

Next Steps

1. Adoption of the Resolution and Articles by each of the participating jurisdictions prior to November 1, 2020
2. Authority board membership appointments
3. Authority research and hire a project manager

Once the Authority is created and a project manager retained, work will need to commence to create the Joint Building Authority, secure voter approval of up to a one (1) mill operating tax levy, secure a building site, design and construct an aquatic center and create operating policies and an operational design necessary for a fully functioning and staffed aquatic center. This work will not necessarily occur in this order.

The Committee will be scheduling a joint meeting with the City Commission, Township Board of Trustees and the School District Board of Education to collectively to discuss this recommendation in greater detail.

Attachments

- 1 - Swim Friends Feasibility Study Summary
- 2a-2c - Local Government Resolutions
- 3 - Articles of Incorporation
- 4 - Resolution to adopt Articles
- 5 - Authority Boundary Map

INTRODUCTION

Swim Friends of Mid-Michigan (“Swim Friends”) is an advocacy group of aquatic stakeholders and interested citizens founded to explore the development of a multi-purpose community oriented competitive aquatic center (the “Aquatic Center”) in Mt. Pleasant, Michigan. In the spring of 2017 the Swim Friends retained the Isaac Sports Group (“ISG”) to conduct a Feasibility Study for an aquatic center in the area. This Feasibility Study includes an analysis of existing aquatic facilities and programs in the Mt. Pleasant area and the region. It also included an analysis of community aquatic program and facility needs, partnership opportunities, event potential, and a detailed analysis of projected operating costs and revenue. The study focused on the impact of the recent closing of Central Michigan University’s Rose Pool on the already inadequate pool time and space available for all types of community aquatic programming. The study addresses the unmet need of current aquatic programs but the opportunity and potential for expanded programs, enhanced programs, and new programs that do not currently exist in the local or regional market.

The initial study began in the summer of 2017 with several trips to Mt. Pleasant for community and stakeholder meetings and the presentation of initial findings in November 13, 2017. Additional input and follow up meetings based on the initial findings resulted in the final presentation to Swim Friends, stakeholders and a public meeting of interested parties on February 19, 2018. The Swim Friends provided some additional input and questions following this meeting with the final report submitted in July, 2018.

The report addresses the following key elements and questions:

- What are the aquatic needs of the community
 - All areas of programming
 - Program and space demand of current programs
 - Potential for growth of existing programs and participation
 - Multi-generational aquatic programming and access for the entire community
 - New aquatic programs and trends that are not currently offered in existing area aquatic facilities
- Potential for community partnerships
 - Central Michigan University
 - City of Mt. Pleasant
 - Mt. Pleasant Community Schools
 - Saginaw Chippewa Tribe
 - Health care providers
- Potential for growth of area competitive programs and events
 - Growth in participation, opportunity, and success
 - Potential to host events in all aquatic sports
 - Potential economic impact on the community
 - Sport tourism, especially during slower tourism periods
 - Job creation

- Design options that best support the aquatic program and usage needs and the goals of the community
- Analysis of operating financials, including annual and long-term operating costs and sources of revenue
 - Can an Aquatic Center in the area financially sustain its operation?
- Best practice examples of successful aquatic centers in the region

The report of our research, findings, analysis, and recommendations is a critical tool in planning for, designing, and managing the Aquatic Center. It identifies the goals and objectives of the stakeholders and offers programming recommendations to meet these goals. The facility design concept options are developed to provide the facilities, features, and amenities to support the programming. It provides examples of other facilities as well as comparative program analysis. This report is intended to be a usable tool throughout the next steps in developing the Aquatic Center. These steps include building public support, developing project partnerships, exploring funding options and ultimately funding a game changing Aquatic Center in the region.

CONCLUSION & SUMMARY

The major questions addressed in this study for the Swim Friends of Mid-Michigan and the Mt. Pleasant Aquatic Center has focused on the following:

- What is the need for a new multi-purpose and multi-generational aquatic center in Mt. Pleasant, MI and Isabella County
- What is the right sized aquatic center and the optimum design and scope the an aquatic center that would meet these needs
- What would the cost be to build this aquatic center
- How could this aquatic center be funded
- Can a well designed, programmed and managed aquatic center generate enough revenue to cover the costs of annual operations and long term maintenance and be financially sustainable?
 - Can the aquatic demand, market, and demographics in Isabella County and the City of Mt. Pleasant support this program and revenue model?

Based on the research completed in the study, significant engagement with stakeholders and the study of best practice facilities in comparable communities in the region and nationally the answer to these questions is YES. The need for an aquatic center is great and the demand for aquatic programming and access is large, especially following the closing of the Rose Pool at Central Michigan University in 2017.

The analysis of community needs and demand has generated a program model and scheduling matrix that provides significantly enhanced pool time access for user groups, creates new and enhanced multi-generational aquatic programs for all residents of the area, and provides aquatic facilities and amenities that are not currently available in any other aquatic facility in Mt. Pleasant, Isabella County and the surrounding region.

The revenue projections are based on conservative participation numbers with mid-market rates and fees appropriate to the Mt. Pleasant market and competitive with best practice aquatic center regionally.

The Aquatic Center can provide space and programs to fuel and support long term growth in participation and involvement in aquatics for years to come, creating more opportunities for fitness, recreation, health, training, competition, and family fun for generations to come.

Five designs were initially developed and then reduced to three options during the course of the study. These options are:

- Option #1: 116' x 25 yard stretch 25 yard pool with warm-water teaching/fitness pool
- Option #4: 25 yard x 67' pool with warm-water teaching/fitness pool
- Option #5: 50 meter x 25 yard pool with warm-water teaching/fitness pool

The research points to the optimum sustainable design for a Mt. Pleasant Aquatic Center to be a “stretch” 25 yard main pool (25 yards x 116’ with moveable bulkhead) plus a 60’ x 30’ warm-water teaching pool.

The projected project cost of the preferred Option #1 is \$12,000,000 in 2019 dollars. The smaller Option #4 basic 25 yard pool cost is \$8,800,000 and the 50 meter Option #5 projected project cost is \$15,600,000.

Potential site options were identified, but further research and engagement is needed on determining the availability and suitability of the site options. These options included:

- School District land on Bamber Rd
- Current Site of Morey Courts and ICE Arena (no open or available land at this point)
- City Property: Mt. Pleasant Center adjacent to Indian School site and Tribe land
- Potential for land purchase

Option #1 is the most sustainable option, and the only option that could operate without a net operating loss. By Year Two of operation Option #2 can operate at a breakeven level and can generate a small operating surplus of \$67,000 by Year Five. Option #4 never projects to meet operating costs, running an average operating deficit that ranges from \$214,000 in Year One to \$125,000 by Year Five. Option #5, the 50 meter option, also never sustains its operation, but the increased event and training potential limits the operating deficit to \$155,000 in Year One decreasing to \$27,600 in Year Five. This operating deficit does not reflect any higher debt service for the added cost of Option #5, assuming the upgrade to 50 meters would be driven largely by private fundraising.

The funding of the facility is based on a combination of public and private funding. The funding model of Option #1 targets \$9.5M of public funding and \$2.5M of private funding to meet the \$12M capital project cost. One potential funding mechanism was based on the establishment of a Recreation Authority with borrowing and taxing authority similar to the model used to fund the Public Library. A 0.75 mill property tax on assessed value of the School District boundaries generated enough annual revenue to support the debt service on a \$9,500,000 bond with surplus revenue to support the pre-opening year and Year One, a long term cash reserve for future capital maintenance and replacement, and some additional funds for additional recreation projects.

The events hosted at the Aquatic Center also generate hotel room nights and visitor spending, creating positive economic impact for the city and county. The economic impact is as follows:

Annual Hotel Rooms Nights:

	Option #1 Projection	Option #4 Projection	Option #5 Projection
Year 1	600	300	1,000
Year 2	900	450	1,500
Year 3	1,000	500	2,500

Economic Impact: Year Three

OPTION	DIRECT SPEND	TOTAL ECON IMPACT
Option #1	\$ 850,000	\$1,360,000
Option #4	\$ 425,000	\$ 680,000

Option #5

\$2,006,000

\$3,209,600

A multi-purpose, multi-generational Aquatic Center, based on Design Option #1, would effectively meet city, country and regional aquatic needs for the all residents. The cost is within the potential capacity for private/public funding and the annual operational costs can be self-sustaining after Year One. The aquatic center will not only meet current pent up demand for pool programs, time, space and access but will bring new program, health, fitness, recreation, and competitive opportunities to all residents of Mt. Pleasant and Isabella County which are not available in the region today.

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED: We, as members of the Mt. Pleasant City Commission support the exploration of creating a Recreational Authority and request that area stakeholders, including area local governments and educational institutions:

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

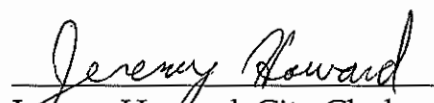
FURTHER: The Mt. Pleasant City Commission appoint the following two individuals to a study committee to accomplish the above tasks

- 1) City Manager Nancy Ridley
- 2) City Commissioner to be appointed by the Mayor

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

I, Jeremy Howard, Clerk for the City of Mt. Pleasant, Michigan, do hereby certify that the foregoing is a true and complete copy of action taken by the City Commission at a regular meeting held August 12, 2019.

Dated: August 13, 2019


Jeremy Howard, City Clerk

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED: We, as members of the Mt Pleasant Public Schools Board of Education support the exploration of creating a Recreational Authority and request that area stakeholders, including local governments and educational institutions:

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

FURTHER: The Mt Pleasant Public Schools Board of Education appoint the following two individuals to a study committee to accomplish the above tasks

- 1) Current Superintendent
- 2) Board of Education Trustee to be appointed by the Board

FURTHER: The Mt Pleasant Public Schools commits up to \$5,000 as requested and board approved to provide funding for outside professional support (e.g. legal, financial advice) to the committee, if needed, in creating the above mentioned report. This funding commitment is contingent upon at least two additional parties who commit to form the committee providing similar amounts of funding.

I, John Mozurkewich, Secretary of the Mt Pleasant Public Schools Board of Education, do hereby certify that the foregoing is a true and complete copy of action taken by the Mt Pleasant Public Schools Board of Education at a regular meeting held on September 16, 2019.

Dated: September 16, 2019


John Mozurkewich,
Secretary of MPPS Board of Education

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

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

Present: Supervisor Gunning, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle
Absent: Clerk Cody and Treasurer Rice

The following resolution was offered by Woerle and supported by Lannen

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

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

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

- 1) Charter Township of Union Township Manager
- 2) [insert name of individual]

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

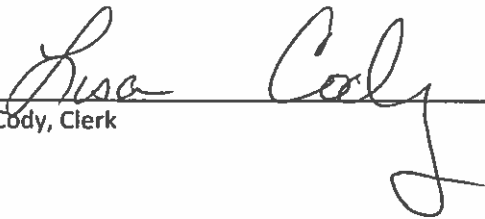
ADOPTED: July 24, 2019

AYES: Supervisor Gunning, Trustee Hauck, Trustee Lannen, Trustee Mikus, and Trustee Woerle

NAYES: 0

ABSENT: Clerk Cody and Treasurer Rice

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, July 24, 2019.



Lisa Cody, Clerk

Articles of Incorporation

Mid-Michigan Aquatic Recreational Authority

ARTICLE I

NAME

The name of the Authority shall be “Mid-Michigan Aquatic Recreational Authority”, hereafter referred to as the Authority.

ARTICLE II

DEFINITIONS

Expressly Defined Terms: The terms “authority,” “board,” “participating municipality,” “recreational purposes,” “and territory of the Authority” as used in these Articles of Incorporation shall be as defined in MCL 123.1131, et seq. Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation and shall otherwise have the meaning customarily ascribed to them, considering the context and subject matter of these Articles of Incorporation.

Any reference to Michigan statutes shall be construed to include any amendment to those statutes that become law after these articles are enacted.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating and creating municipalities of the Authority shall be the Charter Township of Union, the City of Mt. Pleasant, and the Mt. Pleasant Public-School District all of which are designated in these Articles as the “participating municipalities.” The territory of the Authority shall include all of the combined territory of the participating municipalities. A municipality may become a participating municipality in the Authority only upon an affirmative vote of the Recreation Authority and the proposed participating municipality. If the Authority has been authorized to levy a tax, the addition of another participating municipality shall be contingent upon approval by the electors of the proposed municipality of a tax, equivalent to that which is being levied by the municipalities in millage rate and term at the time the proposed municipality becomes a participating municipality.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be to construct, operate, maintain, rent, and/or improve an aquatic center or public swimming pool as defined at MCL123.1131 (k) which shall include, but not be limited to all equipment, structures, areas, and enclosures intended for the use of individuals using or operating a swimming pool such as equipment, dressing, locker, shower, and toilet room.

ARTICLE V

POWERS

The Authority shall possess the power specified at MCL 123.1139 including the power to:

1. Acquire and hold, by purchase, lease with or without option to purchase, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of authority. The property may include franchises, easements, or rights of way on, under or above any property. The authority may pay for the property from, or pledge for the payment of the property revenue of the authority.
2. Apply for and accept grants or contributions from individuals, the federal government or any of its agencies, this state, a municipality, or other public or private agencies to be used for any of the purposes of the authority.
3. Hire full-time or part-time employees and retain professional services.
4. Provide for the maintenance of all of the real and personal property of the authority.
5. Assess and collect fees for services provided by and the expenses incurred by the authority.
6. Receive revenue as appropriated by the legislature of this state or a participating municipality.
7. Enter into contracts incidental to or necessary for the accomplishment of the purposes of the authority.

ARTICLE VI

TERM

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw

from the Authority during the period of which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of January in each year and shall end on the last day of December of that year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by an odd number Board of Trustees, known as the “Mid-Michigan Aquatic Recreational Authority Board”, hereafter referred to as the “Board”, which shall be made up of five (5) to seven (7) members. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality.

The initial governing board shall be comprised of:

Two (2) members who shall serve for three (3) year terms. One (1) of these members shall reside in the City of Mt. Pleasant and shall be appointed by the City of Mt. Pleasant and one (1) shall reside in Union Township and shall be appointed by Union Township.

Two (2) members who shall serve for two (2) year terms. One (1) of these members shall reside in the City of Mt. Pleasant and shall be appointed by the City of Mt. Pleasant and one (1) shall reside in Union Township and shall be appointed by Union Township.

One (1) member who shall serve for a one (1) year term shall reside within the Mt. Pleasant Public-School District and shall be appointed by the Mt. Pleasant Public- School District.

The recreation authority board, in its sole discretion, may also appoint two (2) additional at large members who reside within the boundaries of the Authority if they so choose and in any manner they may choose.

After serving these initial terms all board members shall be appointed for staggered three (3) year terms and there shall be no term limits on board membership.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of MCL 123.1131 et seq., members of the Board shall not be compensated for their service to the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

A vacancy occurs on the Board on the happening of any of the events set forth in MCL. 201.3. Appointed members of the Board, if any, may be removed by the appointing authority for good cause after a public hearing. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. In the event of a vacancy on the Board, the appointing authority selecting such representative shall fill the vacancy as expeditiously as possible.

ARTICLE XI

MEETINGS

The business of the Authority and all meetings of the Authority shall be conducted in compliance with the Open Meetings Act MCL 15.261 et. seq. but only if required by the FOIA. Any writing not subject to disclosure under MCL 15.231 et. seq. need not be disclosed.

The Board of the Authority shall determine the frequency of their meetings and shall establish this at their first meeting and thereafter at the first meeting of the Board for each calendar year.

At its first meeting, a board shall elect a chairperson, a secretary, a treasurer, and any other officers it considers necessary. A board shall meet at least quarterly.

The board may adopt bylaws to govern its procedures.

ARTICLE XII

DUTIES OF BOARD AND OFFICERS

The Chairperson of the Board shall be the presiding officer and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

The Secretary shall be the recording officer for the Board. The Board shall establish qualifications for such office, such as the capability of carrying out the duties of office, including, without limitation, compliance with the Freedom of Information Act and other state laws relating to record keeping and management.

The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal shall be signed by two (2) persons, which shall be the Secretary, the Treasurer or their respective designees, as approved by the Board of Directors. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds. The Board shall establish qualifications for such office, including the capability of carrying out the duties of office as provided by law and these Articles of Incorporation.

The Board shall function as a governing body and shall not manage or administer the day to day operations of the facilities owned, rented, or managed by the Authority.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

Revenue Sources

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and to issue revenue bonds in accordance with the provisions of MCL 141.101 et. seq. as amended; to borrow money and issue bonds on the credit of the Authority in a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a public swimming pool and to appropriate money annually for Authority purposes and to levy and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in MCL 123.1131 et. seq., and to raise revenue by any other levy or bond issuance authorized by that statute. The term of any bond, note, land contract, installment purpose contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

All revenue from whatever source shall be public funds.

Financing the Authority

A. Property Tax Levy

The Authority may levy a tax on all taxable property within the territory of the Authority as authorized by MCL 123.1131 et. seq.

The Authority may levy the tax only upon the approval of a majority of the electors in each of the participating municipalities of the Authority.

B. Borrow Money/Issue Bonds or Notes

The Authority may borrow money and issue bonds or notes in accordance with the provisions of MCL 123.1153 and approved by the electors in each of the participating municipalities of the authority in full accordance with the provisions of MCL 123.1131 et seq to finance the acquisition, construction and improvement of a public swimming pool, including the acquisition of sites and the acquisition and installation of furnishings and equipment. The Authority shall not borrow money or issue bonds or notes for a sum that, together with the total outstanding bonded indebtedness of the Authority, exceeds 2 mills of the taxable value of the taxable property within the district as determined under MCL 211.27a. Bonds or notes issued by the Authority are a debt of the Authority and not of the participating municipalities.

Budgeting

The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning January 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to January 1 of the year it is to commence. The Board's approval by a majority vote shall be the final approval required for the budget. The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV

LIABILITIES

The Authority may contract for all appropriate insurance with an insurance company or may contract for inclusion by a participating municipality in the municipality's insurance coverage.

Notwithstanding the above, the Authority's participation in any program of self-insurance will require approval of all participating municipalities.

The Authority must secure and maintain comprehensive general liability insurance, business automobile liability insurance, and if it employs any personnel, workers compensation and employer's liability insurance. The minimum liability level limits for such insurance shall be as follows:

- Workers' Compensation
 - \$500,000 Employers Liability: Each Accident
 - \$500,000 Employers Liability: Disease – Policy Limit
 - \$500,000 Employers Liability: Disease – Each Employee
 - Statutory Benefit: Included
- Commercial Auto
 - \$1,000,000 Combined Single Limit
 - \$1,000,000 Uninsured/Underinsured Motorists Liability
 - \$1,000,000 Hired/Borrowed Auto Liability
 - \$1,000,000 Non-Owned Auto Liability
 - Personal Injury Protection (PIP) – “UNLIMITED”
- Public Officials/Wrongful Acts
 - \$5,000,000 – Limit of Liability Per Occurrence

The Authority must indemnify and hold harmless any participating municipality against any general losses, damages or liabilities due to the service and activities of the Authority or participation in the Authority up to the Authority's liability insurance policy limits.

ARTICLE XV

PARTICIPATING MUNICIPALITY WITHDRAWAL

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal. A certified copy of the resolution shall be provided to the Board at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall

be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XVI

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of a majority of the participating municipalities of the Authority at the time of such dissolution. Prior to dissolution of the Authority, any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed evenly to the participating municipalities of the Authority at the time of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to their general fund.

ARTICLE XVII

EMPLOYEES

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

ARTICLE XVIII

AUDIT

The Board shall obtain an annual audit of the Authority pursuant to MCL 123.1157. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XIX

STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private organizations or foundations; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321

ARTICLE XX

INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds by the Authority. The Board must approve the Treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan. This authority may be delegated to staff, but the board shall adopt appropriate policies and procedures to assure compliance with the laws of the State of Michigan.

ARTICLE XXI

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXII

PUBLICATION

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption

of these Articles of Incorporation by each of these participating municipalities, a printed copy shall be filed with the Secretary of the State by the City Clerk of the City of Mount Pleasant.

ARTICLE XXIII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXIV

AMENDMENTS

Amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (3) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXV

MISCELLANEOUS

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provision hereof.

These Articles have been adopted by the governing bodies of the (TO BE DETERMINED) as set forth in the following endorsements, and in witness of (TO BE DETERMINED).

The foregoing Articles of Incorporation were adopted by (TO BE DETERMINED) at a meeting duly held on (TO BE DETERMINED).

MID-MICHIGAN AQUATIC RECREATIONAL AUTHORITY ISABELLA COUNTY, MICHIGAN

RESOLUTION TO ADOPT ARTICLES OF INCORPORATION

WHEREAS, the _____, Isabella County and State of Michigan has determined that it wishes to participate in a recreational authority with certain powers as provided for at MCL 123.1131 et. seq. and

WHEREAS, Articles of Incorporation have been drafted and are attached as Exhibit One and

WHEREAS, the proposed articles have been published one time in The Morning Sun, a newspaper of general circulation within the _____, County of Isabella and State of Michigan and

WHEREAS, MCL 123.1135 (3) directs that the articles of incorporation, "shall be adopted and may be amended by an affirmative vote of majority of the members serving on the legislative body of each participating municipality",

NOW THEREFORE BE IT RESOLVED that the _____, Isabella County and State of Michigan resolves to adopt the Articles of Incorporation attached as Exhibit One.

IT IS FURTHER RESOLVED THAT in accordance to MCL 123.1135 (5)(6) "Upon adoption of the articles or amendments to the articles by each of the participating municipalities, a printed copy of the articles or the amended articles shall be filed with the secretary of the state by the clerk of the last participating municipality to adopt the articles or amendments. The authority's articles of incorporation, or amendments to the articles, take effect upon filing with the secretary of state."

Upon roll call vote on the adoption of the resolution, the following voted "Aye":

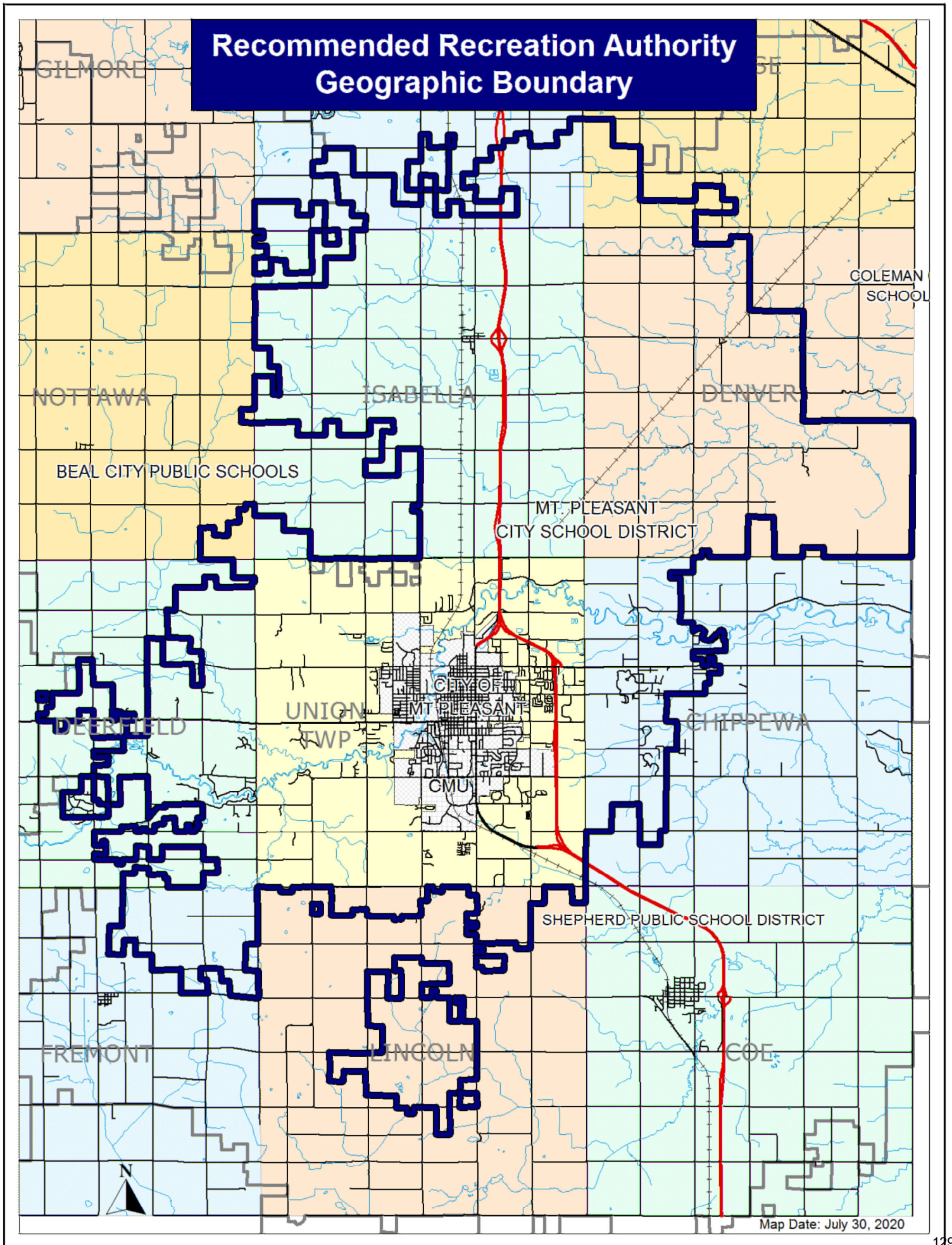
The following voted "Nay: _____

The Supervisor/Mayor/Board President declared the resolution duly adopted.

_____ Clerk

The undersigned clerk for the _____ hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of minutes of a meeting of the _____, Isabella County, and State of Michigan, held on and voted as indicated by said minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Clerk



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** October 20, 2020
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 10/28/2020
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed new Municipal Ordinance Violations Bureau Ordinance.

Current Action X Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

A general update to the Township's Municipal Ordinance Violations Bureau Ordinance 1999-02 has been initiated by Township staff in consultation with the Township Attorney, from which a proposed new ordinance has been developed that includes the following key elements:

1. Reaffirms that the Charter Township of Union has authority to issue municipal civil infraction notices and citations for violations of Township ordinances that reference civil infractions as a penalty for violation.
2. Reaffirms the establishment of the Township's Municipal Ordinance Violations Bureau for acceptance of admissions of responsibility and collecting civil fines and costs associated with issuance of a municipal civil infraction notice.
3. Updates the requirements for civil infraction *notices* (Section 5 of the proposed ordinance), which are a type of "ticket" with a penalty that does not go to court for resolution.
4. Adds a new Section 6 that establishes the requirements for civil infraction *citations* (which do require court action), consistent with state law.
5. Adds a new Section 3 to identify the officials authorized to issue and serve municipal civil infraction notices and citations as the Township Manager, Community and Economic Development Director, Building Official, Zoning Administrator, and Rental Inspector; other Township ordinance enforcement official(s) as designated by the Township Manager; and law enforcement officers with jurisdiction in the Township.
6. Replaces the schedule of civil fines and costs in Ord. No. 1999-02 with a provision (Section 7 of the proposed ordinance) to establish and amend this schedule by resolution of the Board of Trustees. The updated schedule of civil fines and costs for 2021 is included in the proposed fee schedule that is part of the FY2021 recommended budget.
7. Repeals and replaces the current Municipal Ordinance Violations Bureau Ordinance 1999-02 in its entirety.
8. Other technical changes, including a new definitions section consistent with state law.

SCOPE OF SERVICES

Introduction and First Reading of the proposed new Municipal Ordinance Violations Bureau Ordinance.

JUSTIFICATIONS

The updates included in the proposed new Municipal Ordinance Violations Bureau Ordinance are necessary to update the schedule of civil fines and costs and ensure that the Township can continue to make effective use of the municipal civil infraction as an enforcement tool to help resolve ordinance violations.

GOALS ADDRESSED

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

1. Community well-being and common good

Updating the Township's Municipal Ordinance Violations Bureau Ordinance will help to support a sustainable community through the most effective use of Township resources (1.0), and to help ensure fair and nondiscriminatory ordinance enforcement (1.1.1.2).

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 for the proposed new Municipal Ordinance Violations Bureau Ordinance.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN**

MUNICIPAL ORDINANCE VIOLATIONS BUREAU ORDINANCE NO. _____

[An ordinance adopted under provisions of the Revised Judicature Act (Public Act 236 of 1961, as amended), being MCL 600.101 – MCL 600.9948, and the Charter Township Act (Public Act 359 of 1947, as amended), being MCL 42.1 – MCL 42.34, to protect the general health, safety, and welfare by providing for municipal civil infractions of certain Township ordinances, and procedures and penalties pursuant thereto; authorizing which Township officials can issue civil infraction notices and citations; establishing and defining the authority of the Municipal Ordinance Violations Bureau; and providing for severability, repeal, publication, and an effective date.]

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

Section 1. Title.

This ordinance shall be known as the “Municipal Ordinance Violations Bureau Ordinance” and referred to herein as “this Ordinance.”

Section 2. Municipal Ordinance Violations Bureau.

The Municipal Ordinance Violations Bureau is hereby established for the purposes of accepting admissions of responsibility and collecting civil fines and costs for ordinance violations designated as municipal civil infractions for which municipal civil infraction notices have been issued by authorized officials.

- A. The Bureau shall be located at the Township Hall, or other such location in the Township as may be designated by resolution of the Board of Trustees, and under the supervision and control of the Township Manager.
- B. All personnel of the Bureau shall be designated by the Township Manager and shall be Township employees.
- C. The scope of the Bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The Bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.
- D. No person shall be required to dispose of a municipal civil infraction violation at the Bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice the person or in any way diminish the person's right, privileges and protection accorded by law.

Section 3. Authorized Officials.

Unless prohibited by state law or unless otherwise provided by specific provisions of a particular Township ordinance to the contrary, the following officials are hereby designated as the authorized officials to issue and serve municipal civil infraction notices and citations for violations of Township ordinances which provide for a municipal civil infraction for a violation thereof:

- A. The Township Manager, Community and Economic Development Director, Building Official, Zoning Administrator, and Rental Inspector.
- B. Other Township ordinance enforcement official(s) as designated by the Township Manager.
- C. Law enforcement officers with jurisdiction in the Township.

Section 4. Initiating a Municipal Civil Infraction Action.

A municipal civil infraction action may be commenced upon the issuance by an authorized official of a municipal civil infraction notice in accordance with Section 5 of this Ordinance, directing the alleged violator to appear at the Municipal Ordinance Violations Bureau; or a municipal civil infraction citation in accordance with Section 6 of this Ordinance, directing the alleged violator to appear in court.

Section 5. Municipal Civil Infraction Notices.

Municipal civil infraction notices shall be numbered consecutively, shall be in the form approved by the state court administrator, and shall be issued and served by authorized officials as provided by law.

- A. A municipal civil infraction notice shall include, at a minimum, all of the following:
 - 1. The municipal civil infraction alleged.
 - 2. The name and the address of the alleged violator.
 - 3. The timeframe within which the alleged violator must contact the Bureau for purposes of admitting or denying responsibility for the violation.
 - 4. The amount of the fine for the violation.
 - 5. The methods by which the violation may be admitted or denied.
 - 6. The consequences of failing to pay the fine or contact the Bureau within the timeframe.
 - 7. Contact information for the Bureau.
- B. If an authorized official issues and serves a municipal civil infraction notice and if an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the schedule of fines for the violation are not paid at the Bureau, a municipal civil infraction citation may be filed with the court having jurisdiction of the matter and a copy of the citation may be served by first-class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the court does not need to comply in all particulars with the requirements for citations as provided by Sections 8705 and 8709 of Public Act 236, but shall consist of a sworn complaint containing the allegations stated in the municipal civil infraction notice and shall fairly inform the alleged violator how to respond to the citation.

Section 6. Municipal Civil Infraction Citations.

Municipal civil infraction violation citations shall be numbered consecutively, shall be in the form approved by the state court administrator, and shall be issued and served by authorized officials as provided by law.

- A. A municipal civil infraction citation shall include, at a minimum, all of the following:
 - 1. The municipal civil infraction alleged.
 - 2. The name and the address of the alleged violator.
 - 3. Contact information for the court where the alleged violator shall appear in court and timeframe within which the appearance shall be made.
 - 4. The amount of the fine for the violation.
 - 5. The consequences of failing to pay the fine or make an appearance within the timeframe.

- B. A municipal civil infraction citation shall inform the alleged violator that he or she may do one of the following:
1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 2. Admit responsibility for the municipal civil infraction with explanation by mail by the time specified for appearance, in person or by representation.
 3. Deny responsibility for the municipal civil infraction by doing either of the following:
 - (a) Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the Township.
 - (b) Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
- C. The citation shall also inform the alleged violator of all of the following:
1. That if the alleged violator desires to admit responsibility with explanation in person or by representation, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 2. That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified to appear for a hearing, unless a hearing date is specified on the citation.
 3. That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.
 4. That at an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
 5. That at a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.
- D. The citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.
- E. Municipal civil infraction citations shall be issued and served by authorized officials as follows:
1. The original, which is a complaint and notice to appear, shall be filed with the court.
 2. The first copy shall be retained by the Township.
 4. The second copy shall be issued to the alleged violator if the violation is a misdemeanor.
 3. The third copy shall be issued to the alleged violator if the violation is a civil infraction.
- F. Except as provided below, an authorized official shall personally serve a copy of the citation upon the alleged violator.
1. If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the municipal civil infraction citation does not need to be personally served upon the alleged violator, but may be served upon an owner or

occupant of the land, building or structure by posting the copy on the land or attaching the copy to the building or structure.

2. A copy of the citation shall also be sent by first-class mail to the owner of the land, building, or structure at the owner's last known address. A citation served in accordance with this subsection for a violation involving the use or occupancy of land or a building or other structure shall be processed in the same manner as a citation served personally upon a defendant.
- G. A citation for a municipal civil infraction signed by an authorized official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the authorized official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."

Section 7. Schedule of Civil Fines and Costs.

Unless a different schedule of civil fines is provided for by an applicable ordinance, the fee schedule for the following civil infraction violation fines and costs shall be established and amended from time to time by resolution of the Board of Trustees:

- A. First violation within a three-year period.
- B. Second violation within a three-year period.
- C. Third violation within a three-year period.
- D. Fourth or subsequent violation within a three-year period.
- E. Additional cost for fines paid more than ten (10) days after the date of service of the municipal civil infraction.

Section 8. Additional Provisions.

- A. Nothing in this Ordinance shall be deemed to require the Township to initiate its municipal civil infraction ordinance enforcement activity through the issuance of municipal civil infraction notice. As to each ordinance violation designated as a municipal civil infraction, the Township may, at its discretion, proceed directly with the issuance of a municipal civil infraction citation.
- B. The imposition of a municipal civil infraction fine for any violation shall not excuse the violation or permit it to continue.
- C. Each day a violation of this Ordinance continues to exist constitutes a separate violation.
- D. The rights and remedies set forth in this Ordinance 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, prevent, correct, remedy or abate noncompliance with a Township ordinance.
- E. The civil fines and costs collected shall be deposited in the general fund of the Township.

Section 9. Definitions.

For purposes of their use in this Ordinance, the following words and terms are herein defined. Any word or term not herein defined shall be defined in accordance with its common or standard definition.

Public Act 236 means the Revised Judicature Act (Public Act 236 of 1961, as amended), being MCL

600.101 – MCL 600.9948.

Authorized official means a person authorized by this Ordinance to issue municipal civil infraction notices or citations.

Board of Trustees means the elected Board of Trustees for the Charter Township of Union, Isabella County, Michigan.

Bureau means the Municipal Ordinance Violations Bureau of the Charter Township of Union as established by this Ordinance.

Municipal civil infraction means a violation of a Township ordinance for which civil sanctions, including without limitation, fines, damages, expenses, and costs, may be ordered as authorized by Public Act 236.

Municipal civil infraction action means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

Municipal civil infraction citation means a written complaint prepared by an authorized official, directing a person to appear at a court of law regarding the occurrence or existence of a municipal civil infraction violation by the person cited.

Municipal civil infraction notice means a written complaint prepared by an authorized official, directing a person to appear at the Municipal Ordinance Violations Bureau and to pay the fine and costs, if any, prescribed for the violation by the adopted schedule of civil fines and costs, as authorized by MCL 600.8707(6).

Township means the Charter Township of Union, Isabella County, Michigan.

Section 10. 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 11. Repeal.

The Municipal Ordinance Violations Bureau Ordinance No. 1999-02 is hereby repealed in its entirety. This Ordinance shall not repeal the penalty or enforcement sections of existing Township ordinances. All other ordinances or parts of ordinances in conflict with the provisions of this Ordinance are, to the extent necessary to resolve the conflict, hereby repealed.

Section 12. Publication.

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

Section 13. 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: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: October 22, 2020

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

- Expenditures support Global Ends Policies
- The full-time Accounting Specialist position was filled in August improving the Township's ability to monitor finances and prevent deviation from sound financial policies
- No new debts were acquired in the 3rd Quarter 2020
- A budget amendment for the 2020 fiscal year was prepared and approved by the Board of Trustees in July/August
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in July, August, September 2020
- All payroll taxes and benefits were paid on schedule and on time
- Completed and mailed the 2019 MSHDA Annual Return due to the State of Michigan in July
- Filed the 2019 Industrial Facilities Tax Exemption (IFT) Report due to the State of Michigan in July
- Prepared and mailed the Annual Patient Centered Outcomes Research Institute (PCORI) filing due to the IRS in July as required by the Affordable Care Act
- No emergency purchases were made in the 3rd 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 that wasn't approved by the Board of Trustees-purchase of 5243 Jonathon Lane was approved by the board for public use to improve a neighborhood in the Township
- 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 September 30th was over \$4.7 million

Compliance

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 09/30/2020

DB: Union

% Fiscal Year Completed: 74.86

		END BALANCE		YTD BALANCE	
		12/31/2019	2020	09/30/2020	% BDGT
ACCOUNT	DESCRIPTION	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
Dept 000 - NONE					
402.000	CURRENT PROPERTY TAX	304,828.14	302,500.00	312,439.70	103.29
402.001	PROPERTY TAX REFUNDS-MTT	(4,827.60)	(5,000.00)	(1,066.05)	21.32
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	232.23	23.22
425.000	MOBILE HOME PARK TAX	2,447.00	2,400.00	1,286.00	53.58
445.000	INTEREST ON TAXES	263.17	100.00	25.20	25.20
446.000	3% OR 4% PENALTY ON TAX	6,835.42	3,700.00	3,932.76	106.29
447.000	ADMIN FEE-PROPERTY TAX	150,214.34	146,000.00	149,099.40	102.12
447.001	ADMIN FEES-REFUNDS MTT BOR	(2,430.74)	(4,000.00)	(565.15)	14.13
447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,775.00	7,700.00	7,752.50	100.68
447.100	ADMIN FEE-PRIOR YEARS	757.53	0.00	82.32	100.00
475.000	CABLE FRANCHISE FEES	129,216.83	130,000.00	84,978.05	65.37
476.000	BUILDING PERMITS	55,173.00	50,000.00	66,162.59	132.33
477.000	RENTAL INSPECTION FEES	81,977.00	80,000.00	82,437.00	103.05
479.000	ZONING PERMITS	15,492.00	12,000.00	6,450.00	53.75
573.000	STATE AID REVENUE-LCSA	4,496.13	2,040.00	2,039.64	99.98
574.000	STATE REVENUE SHARING	1,187,793.00	1,040,000.00	762,491.00	73.32
574.100	LIQUOR STATE REVENUE SHARING	13,193.40	11,500.00	11,690.25	101.65
574.200	METRO ACT REVENUE SHARING-LCSA	7,514.27	7,500.00	8,205.36	109.40
576.000	STATE GRANTS-SPECIAL ELECTION REIMB	0.00	13,190.00	13,189.45	100.00
582.000	CONTRIBUTION FROM TRIBE	0.00	34,000.00	165,669.94	487.26
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	3,425.00	114.17
613.000	APPLICATION FEES	500.00	500.00	0.00	0.00
625.000	ELECTION FILING FEES	0.00	500.00	1,200.00	240.00
626.000	COPIES	0.00	0.00	10.00	100.00
628.000	LAND DIVISIONS/CONDO CONV	2,100.00	1,500.00	1,200.00	80.00
630.000	WEED ABATEMENT SERVICES	243.00	500.00	1,123.25	224.65
651.000	USE FEES-BASEBALL FIELDS	1,680.00	680.00	0.00	0.00
655.000	FINES & FORFEITURES	248.70	800.00	420.00	52.50
665.000	INTEREST EARNED	120,392.34	89,000.00	75,590.97	84.93
667.000	RENT - JAMESON HALL	7,350.00	3,500.00	1,075.00	30.71
667.100	RENT - McDONALD PARK PAVILION	1,092.00	1,500.00	264.00	17.60
667.200	RENT - JAMESON PAVILION	528.00	500.00	120.00	24.00
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	18,000.00	5,747.23	31.93
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	0.00	0.00
Net - Dept 000 - NONE		2,123,694.54	2,071,010.00	1,768,719.84	
Dept 101 - TRUSTEES					
702.000	SALARIES & WAGES	29,538.31	30,115.00	21,115.24	70.12
707.000	PER MEETING	3,800.00	4,000.00	1,600.00	40.00
709.000	EMPLR FICA CONTR	2,066.98	2,108.00	1,408.36	66.81
711.000	EMPLR MEDICARE CONTR	483.41	493.00	329.36	66.81
724.000	WORKER'S COMP	66.25	80.00	46.44	58.05
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	6,337.04	4,000.00	3,507.50	87.69
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	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
Net - Dept 101 - TRUSTEES		(61,104.05)	(66,896.00)	(44,139.12)	
Dept 171 - SUPERVISOR					
702.000	SALARIES & WAGES	15,379.01	15,320.00	10,782.90	70.38
707.000	PER MEETING	(25.00)	1,000.00	0.00	0.00
709.000	EMPLR FICA CONTR	998.38	1,012.00	668.50	66.06
711.000	EMPLR MEDICARE CONTR	233.61	237.00	156.42	66.00
724.000	WORKER'S COMP	31.78	40.00	22.00	55.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	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
Net - Dept 171 - SUPERVISOR		(16,617.78)	(20,184.00)	(11,629.82)	

User: SHERRIE

PERIOD ENDING 09/30/2020

DB: Union

% Fiscal Year Completed: 74.86

		END BALANCE		YTD BALANCE	
		12/31/2019	2020	09/30/2020	% BDGT
ACCOUNT	DESCRIPTION	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
702.000	SALARIES & WAGES	34,877.91	34,820.00	24,463.70	70.26
702.600	CAR ALLOWANCE	0.00	3,000.00	2,250.00	75.00
708.000	UNEMPLOYMENT	122.72	55.00	54.33	98.78
709.000	EMPLR FICA CONTR	2,159.98	2,159.00	1,630.20	75.51
711.000	EMPLR MEDICARE CONTR	505.24	510.00	381.28	74.76
716.000	EMPLR RETIREMENT CONTR	2,628.75	3,134.00	2,381.25	75.98
718.500	HEALTH INSURANCE	6,469.99	7,520.00	5,629.00	74.85
718.700	HEALTH INS-EE CONTRIBUTIONS	(180.80)	(269.00)	(216.72)	80.57
719.000	DENTAL INSURANCE	165.87	175.00	123.48	70.56
719.800	VISION INSURANCE	44.40	120.00	98.88	82.40
719.900	VISION INS-EE CONTRIBUTIONS	(22.28)	(60.00)	(49.51)	82.52
724.000	WORKER'S COMP	132.31	150.00	104.09	69.39
725.000	LIFE & DISABILITY BENEFIT	119.68	150.00	100.32	66.88
752.000	OFFICE SUPPLIES	0.00	300.00	0.00	0.00
791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	800.00	778.44	97.31
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	22,791.22	42.21
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	139.37	9.29
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
Net - Dept 172 - TWP MANAGER		(112,596.00)	(120,114.00)	(66,405.83)	
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000	SALARIES & WAGES	75,522.02	109,386.00	63,266.49	57.84
702.500	OVERTIME	4,106.59	3,900.00	2,887.23	74.03
708.000	UNEMPLOYMENT	858.95	410.00	420.92	102.66
709.000	EMPLR FICA CONTR	4,715.05	7,809.00	3,877.21	49.65
711.000	EMPLR MEDICARE CONTR	1,102.81	1,742.00	906.90	52.06
716.000	EMPLR RETIREMENT CONTR	4,827.42	8,464.00	4,961.27	58.62
718.500	HEALTH INSURANCE	25,948.24	41,500.00	22,569.21	54.38
718.700	HEALTH INS-EE CONTRIBUTIONS	(1,652.85)	(3,544.00)	(1,955.83)	55.19
719.000	DENTAL INSURANCE	1,788.74	2,680.00	1,368.14	51.05
719.800	VISION INSURANCE	384.72	580.00	329.43	56.80
719.900	VISION INS-EE CONTRIBUTIONS	(192.43)	(290.00)	(164.76)	56.81
724.000	WORKER'S COMP	295.51	487.00	252.73	51.90
725.000	LIFE & DISABILITY BENEFIT	406.37	591.00	320.35	54.20
752.000	OFFICE SUPPLIES	1,112.25	2,000.00	1,125.42	56.27
767.000	UNIFORMS	100.00	100.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	314.00	600.00	1,131.00	188.50
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	2,000.00	1,458.80	72.94
910.000	PROFESSIONAL DEVELOPMENT	428.00	1,200.00	1,241.74	103.48
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	345.00	69.00
955.000	MISC.	0.40	100.00	0.00	0.00
955.001	BANK FEES	372.00	240.00	69.00	28.75
980.000	NEW OFFICE EQUIPMENT & FURNITURE	5,614.00	5,500.00	3,460.06	62.91
980.100	NEW COMPUTER HARDWARE & SOFTWARE	475.94	500.00	99.99	20.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN		(145,487.31)	(213,755.00)	(129,592.07)	
Dept 215 - CLERK					
702.000	SALARIES & WAGES	23,832.10	30,000.00	22,293.90	74.31
707.000	PER MEETING	1,875.00	1,700.00	175.00	10.29
709.000	EMPLR FICA CONTR	1,593.84	1,970.00	1,393.07	70.71
711.000	EMPLR MEDICARE CONTR	372.75	465.00	325.81	70.07
724.000	WORKER'S COMP	56.08	70.00	58.09	82.99
752.000	OFFICE SUPPLIES	215.86	500.00	465.31	93.06
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	2,500.00	2,386.11	95.44
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	3,500.00	3,415.00	97.57

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% Fiscal Year Completed: 74.86

		END BALANCE		YTD BALANCE	
		12/31/2019	2020	09/30/2020	% BDGT
ACCOUNT	DESCRIPTION	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
Net - Dept 215 - CLERK		(30,593.57)	(43,905.00)	(30,810.59)	
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,293.76	43,425.00	30,372.99	69.94
950.000	HARDWARE REPLACEMENTS	12,222.13	9,000.00	2,727.61	30.31
Net - Dept 228 - DATA PROCESSING, INFORMATION		(49,515.89)	(52,425.00)	(33,100.60)	
Dept 253 - TREASURER					
702.000	SALARIES & WAGES	21,271.50	24,102.00	14,914.50	61.88
707.000	PER MEETING	0.00	500.00	0.00	0.00
709.000	EMPLR FICA CONTR	1,318.83	1,525.00	924.70	60.64
711.000	EMPLR MEDICARE CONTR	308.44	357.00	216.26	60.58
724.000	WORKER'S COMP	42.23	51.00	30.43	59.67
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	2,000.00	767.03	38.35
851.000	MAIL/POSTAGE	3,728.66	4,000.00	1,946.00	48.65
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	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)	(36,485.00)	(19,053.62)	
Dept 257 - ASSESSOR					
702.000	SALARIES & WAGES	94,728.23	44,500.00	41,818.99	93.98
702.500	OVERTIME	81.34	0.00	0.00	0.00
702.700	LONGEVITY PAY	0.00	0.00	1,040.08	100.00
705.000	LEAVE TIME PAYOUT	0.00	15,120.00	15,105.95	99.91
707.000	PER DIEM	3,500.00	4,125.00	2,875.00	69.70
708.000	UNEMPLOYMENT	1,098.94	153.00	153.00	100.00
709.000	EMPLR FICA CONTR	6,556.40	3,941.00	3,689.65	93.62
711.000	EMPLR MEDICARE CONTR	1,533.36	922.00	862.91	93.59
712.000	TEMPORARY LABOR	7,620.00	0.00	0.00	0.00
716.000	EMPLR RETIREMENT CONTR	6,728.00	5,350.00	5,207.31	97.33
718.500	HEALTH INSURANCE	21,862.39	12,200.00	11,980.56	98.20
718.700	HEALTH INS-EE CONTRIBUTIONS	(730.18)	(500.00)	(416.57)	83.31
719.000	DENTAL INSURANCE	650.84	250.00	218.52	87.41
719.800	VISION INSURANCE	195.36	81.00	80.64	99.56
719.900	VISION INS-EE CONTRIBUTIONS	(97.68)	(41.00)	(40.32)	98.34
724.000	WORKER'S COMP	758.49	490.00	423.65	86.46
725.000	LIFE & DISABILITY BENEFIT	229.20	150.00	133.70	89.13
754.000	OPERATING SUPPLIES	1,253.24	1,050.00	353.93	33.71
759.000	GAS/FUEL	211.94	200.00	25.03	12.52
767.000	UNIFORMS	0.00	200.00	67.00	33.50
791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	400.00	150.00	37.50
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,626.28	61,000.00	48,272.00	79.13
850.000	COMMUNICATIONS	1,144.17	1,500.00	946.79	63.12
851.000	MAIL/POSTAGE	1,729.00	2,250.00	1,729.00	76.84
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	356.23	500.00	404.72	80.94
900.000	PRINTING & PUBLISHING	2,053.21	1,500.00	626.96	41.80
910.000	PROFESSIONAL DEVELOPMENT	5,019.75	100.00	50.00	50.00
910.100	SEMINAR LODGING	209.43	0.00	0.00	0.00
910.200	SEMINAR MEALS	58.62	0.00	0.00	0.00
915.000	MEMBERSHIP & DUES	190.00	400.00	375.00	93.75
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)	(157,591.00)	(136,366.61)	
Dept 262 - ELECTIONS					
702.000	SALARIES & WAGES	0.00	1,000.00	348.36	34.84
708.000	UNEMPLOYMENT	0.00	20.00	2.09	10.45
709.000	EMPLR FICA CONTR	0.00	60.00	21.48	35.80
711.000	EMPLR MEDICARE CONTR	0.00	20.00	5.02	25.10
712.000	ELECTION WORKERS	0.00	18,000.00	10,915.50	60.64
716.000	EMPLR RETIREMENT CONTR	0.00	100.00	31.35	31.35
718.500	HEALTH INSURANCE	0.00	25.00	174.30	697.20
719.000	DENTAL INSURANCE	0.00	2.00	9.12	456.00
724.000	WORKER'S COMP	0.00	2.00	7.44	372.00

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		END BALANCE		YTD BALANCE		
		12/31/2019		2020	09/30/2020	% BDGT
ACCOUNT	DESCRIPTION	NORMAL	(ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
754.000	OPERATING SUPPLIES		312.48	10,000.00	9,175.87	91.76
801.000	PROFESSIONAL & CONTRACTUAL SERVICES		0.00	8,000.00	4,469.60	55.87
851.000	MAIL/POSTAGE		0.00	50.00	4.34	8.68
900.000	PRINTING & PUBLISHING		0.00	1,600.00	1,503.00	93.94
910.000	PROFESSIONAL DEVELOPMENT		0.00	300.00	29.41	9.80
955.000	MISC.		0.00	400.00	0.00	0.00
Net - Dept 262 - ELECTIONS			(312.48)	(39,579.00)	(26,696.88)	
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	6,000.00	5,210.91	86.85
776.100	HALL CLEANING		6,597.56	6,900.00	5,301.27	76.83
801.000	PROFESSIONAL & CONTRACTUAL SERVICES		18,144.68	21,000.00	4,215.31	20.07
850.000	COMMUNICATIONS		2,809.52	3,200.00	2,418.29	75.57
890.000	SAFETY		433.50	1,000.00	770.78	77.08
917.000	WATER & SEWER CHARGES		591.60	700.00	450.00	64.29
920.000	ELECTRIC/NATURAL GAS		10,402.61	12,000.00	7,765.56	64.71
930.000	REPAIRS		0.00	0.00	164.00	100.00
930.001	MAINT-EQUIPMENT		0.00	500.00	0.00	0.00
930.200	MAINT-GROUNDS		421.46	500.00	120.55	24.11
930.300	MAINT-BUILDINGS		1,448.56	3,500.00	3,891.87	111.20
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	1,379.64	68.98
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
Net - Dept 265 - TWP HALL & GROUNDS			(69,915.21)	(72,050.00)	(42,152.50)	
Dept 266 - LEGAL/ATTORNEY						
826.000	LEGAL FEES		64,670.86	90,000.00	63,907.22	71.01
826.500	LEGAL FEES-ASSESSOR		18,443.76	6,557.00	10,360.00	158.00
Net - Dept 266 - LEGAL/ATTORNEY			(83,114.62)	(96,557.00)	(74,267.22)	
Dept 371 - BUILDING						
702.000	SALARIES & WAGES		83,314.59	93,350.00	65,890.52	70.58
702.500	OVERTIME		2,009.71	1,500.00	1,539.41	102.63
708.000	UNEMPLOYMENT		736.20	306.00	306.00	100.00
709.000	EMPLR FICA CONTR		5,007.44	5,885.00	3,924.89	66.69
711.000	EMPLR MEDICARE CONTR		1,171.10	1,380.00	917.93	66.52
716.000	EMPLR RETIREMENT CONTR		6,410.78	8,513.00	6,058.38	71.17
718.500	HEALTH INSURANCE		39,195.15	45,000.00	31,940.65	70.98
718.700	HEALTH INS-EE CONTRIBUTIONS		(2,944.08)	(4,360.00)	(3,160.56)	72.49
719.000	DENTAL INSURANCE		3,245.89	3,340.00	2,224.96	66.62
719.800	VISION INSURANCE		382.56	620.00	460.08	74.21
719.900	VISION INS-EE CONTRIBUTIONS		(191.28)	(310.00)	(230.04)	74.21
724.000	WORKER'S COMP		488.27	600.00	385.09	64.18
725.000	LIFE & DISABILITY BENEFIT		601.44	640.00	476.28	74.42
752.000	OFFICE SUPPLIES		433.92	1,200.00	856.79	71.40
754.000	OPERATING SUPPLIES		8.81	500.00	462.82	92.56
759.000	GAS/FUEL		881.95	1,200.00	335.40	27.95
767.000	UNIFORMS		174.50	200.00	100.00	50.00
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	100,000.00	69,597.96	69.60
850.000	COMMUNICATIONS		609.67	800.00	589.20	73.65
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	2,000.00	3,018.17	150.91
910.000	PROFESSIONAL DEVELOPMENT		5,292.50	4,000.00	49.37	1.23
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	323.68	80.92
980.100	NEW COMPUTER HARDWARE & SOFTWARE		670.30	1,000.00	1,758.98	175.94

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
Net - Dept 371 - BUILDING	(282,835.23)	(271,874.00)	(188,916.49)		
Dept 441 - PUBLIC WORKS					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	18,360.81	31,500.00	18,360.81		58.29
920.000 STREET LIGHTING	23,625.17	23,000.00	17,830.82		77.53
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	489,000.00	65,367.96		13.37
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	188,867.31		188.87
Net - Dept 441 - PUBLIC WORKS	(107,144.29)	(682,500.00)	(317,094.51)		
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	62,132.87	135,000.00	95,713.49		70.90
707.000 PER DIEM	11,770.00	16,255.00	5,000.00		30.76
708.000 UNEMPLOYMENT	368.10	323.00	334.53		103.57
709.000 EMPLR FICA CONTR	4,416.15	9,644.00	5,872.86		60.90
711.000 EMPLR MEDICARE CONTR	1,032.86	2,255.00	1,373.46		60.91
716.000 EMPLR RETIREMENT CONTR	4,379.03	12,050.00	8,375.99		69.51
718.500 HEALTH INSURANCE	19,459.96	45,000.00	30,120.41		66.93
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,386.06)	(4,358.00)	(2,979.01)		68.36
719.000 DENTAL INSURANCE	1,506.12	3,340.00	2,085.90		62.45
719.800 VISION INSURANCE	325.20	708.00	265.32		37.47
719.900 VISION INS-EE CONTRIBUTIONS	(162.60)	(354.00)	(132.66)		37.47
724.000 WORKER'S COMP	480.56	890.00	593.97		66.74
725.000 LIFE & DISABILITY BENEFIT	349.44	785.00	414.10		52.75
752.000 OFFICE SUPPLIES	0.00	1,000.00	933.92		93.39
767.000 UNIFORMS	46.00	100.00	64.50		64.50
791.000 SUBSCRIPTIONS & PUBLICATIONS	0.00	100.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	27,538.75	15,000.00	9,148.75		60.99
851.000 MAIL/POSTAGE	125.82	150.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	636.01	600.00	178.26		29.71
900.000 PRINTING & PUBLISHING	7,135.46	8,000.00	9,840.40		123.01
910.000 PROFESSIONAL DEVELOPMENT	4,760.50	2,000.00	2,538.37		126.92
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	925.00		92.50
955.000 MISC.	7.00	250.00	0.00		0.00
Net - Dept 701 - PLANNING	(146,086.70)	(250,738.00)	(170,667.56)		
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	21,295.84	27,338.00	11,700.44		42.80
702.500 OVERTIME	1,929.23	3,000.00	486.16		16.21
708.000 UNEMPLOYMENT	424.09	1,400.00	88.14		6.30
709.000 EMPLR FICA CONTR	1,891.68	2,552.00	891.05		34.92
711.000 EMPLR MEDICARE CONTR	442.43	600.00	208.33		34.72
712.000 TEMPORARY LABOR	8,260.50	10,816.00	2,912.88		26.93
716.000 EMPLR RETIREMENT CONTR	1,703.84	2,215.00	1,081.21		48.81
718.500 HEALTH INSURANCE	11,156.20	16,400.00	6,441.20		39.28
718.700 HEALTH INS-EE CONTRIBUTIONS	(825.86)	(1,261.00)	(750.77)		59.54
719.000 DENTAL INSURANCE	900.96	1,338.00	445.79		33.32
719.800 VISION INSURANCE	182.14	297.00	109.82		36.98
719.900 VISION INS-EE CONTRIBUTIONS	(91.08)	(148.00)	(54.89)		37.09
724.000 WORKER'S COMP	797.21	1,190.00	355.89		29.91
725.000 LIFE & DISABILITY BENEFIT	160.32	246.00	119.57		48.61
754.000 OPERATING SUPPLIES	3,123.82	4,000.00	1,269.98		31.75
759.000 GAS/FUEL	1,148.05	1,500.00	364.44		24.30
767.000 UNIFORMS	0.00	500.00	71.51		14.30
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,950.57	19,200.00	4,224.70		22.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	0.00		0.00
890.000 SAFETY	362.69	4,000.00	359.38		8.98
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	3,345.29		83.63
920.000 ELECTRIC/NATURAL GAS	3,849.28	6,250.00	2,192.60		35.08
930.000 REPAIRS	0.00	5,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	1,324.70	2,000.00	580.81		29.04
930.200 MAINT-GROUNDS	6,262.44	10,500.00	8,933.75		85.08
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	306.65		12.27
933.000 MAINT-VEHICLES	154.10	500.00	48.50		9.70
955.000 MISC.	19.49	200.00	0.00		0.00
977.000 NEW EQUIPMENT PURCHASE	6,106.06	11,500.00	1,246.64		10.84

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REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

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 % Fiscal Year Completed: 74.86

ACCOUNT DESCRIPTION	END BALANCE 12/31/2019		2020 AMENDED BUDGET	YTD BALANCE 09/30/2020		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
Net - Dept 751 - PARKS & RECREATION	(84,304.77)		(143,033.00)	(48,383.82)		
Dept 901 - CAPITAL OUTLAY						
976.299 CAPITAL OUTLAY-ELECTION EQUIPMENT	0.00		0.00	35,428.51		100.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	6,534.00		19,129.00	12,129.00		63.41
976.303 CAPITAL OUTLAY-PROPERTY	0.00		0.00	6,559.51		100.00
976.304 CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	31,363.75		25,000.00	20,066.44		80.27
976.306 CAPITAL OUTLAY-PARKS DEPT	5,000.00		227,500.00	18,478.00		8.12
Net - Dept 901 - CAPITAL OUTLAY	(42,897.75)		(271,629.00)	(92,661.46)		
Dept 910 - DEBT SERVICE-LEASES						
991.500 LEASE PAYABLE PRINCIPAL	11,446.92		11,448.00	9,297.81		81.22
992.500 LEASE PAYABLE INTEREST	1,842.96		1,845.00	669.06		36.26
Net - Dept 910 - DEBT SERVICE-LEASES	(13,289.88)		(13,293.00)	(9,966.87)		
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	2,123,694.54		2,071,010.00	1,768,719.84		85.40
TOTAL EXPENDITURES	1,456,236.47		2,552,608.00	1,441,905.57		56.49
NET OF REVENUES & EXPENDITURES	667,458.07		(481,598.00)	326,814.27		67.86

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PERIOD ENDING 09/30/2020

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% Fiscal Year Completed: 74.86

ACCOUNT DESCRIPTION	END BALANCE 12/31/2019		2020 YTD BALANCE 09/30/2020		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND					
Dept 000 - NONE					
402.000 CURRENT REAL PROPERTY TAX	609,379.70		624,000.00	624,888.05	100.14
402.001 PROPERTY TAX REFUNDS-MTT	(9,655.24)		(10,000.00)	(2,132.11)	21.32
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	464.49	92.90
445.000 INTEREST ON TAXES	44.39		350.00	50.44	14.41
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		4,000.00	4,079.28	101.98
600.200 FIRE PROTECTION - EDDA	66,311.00		70,400.00	70,484.04	100.12
600.300 FIRE PROTECTION - WDDA	49,152.00		52,000.00	52,067.68	100.13
665.000 INTEREST EARNED	32,646.88		15,000.00	13,893.13	92.62
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		30,000.00	30,000.00	100.00
Net - Dept 000 - NONE	778,350.51		798,250.00	793,795.00	
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	763,800.00	100.00
801.025 HYDRANT FLUSHING	0.00		45,000.00	0.00	0.00
934.000 FIRE HYDRANT REPAIRS	0.00		5,150.00	129.50	2.51
Net - Dept 336 - FIRE DEPARTMENT	(733,211.29)		(813,950.00)	(765,710.56)	
Dept 901 - CAPITAL OUTLAY					
976.312 CAPITAL OUTLAY-FIRE TRUCK	0.00		448,000.00	447,031.00	99.78
Net - Dept 901 - CAPITAL OUTLAY	0.00		(448,000.00)	(447,031.00)	
Fund 206 - FIRE FUND:					
TOTAL REVENUES	778,350.51		798,250.00	793,795.00	99.44
TOTAL EXPENDITURES	733,211.29		1,261,950.00	1,212,741.56	96.10
NET OF REVENUES & EXPENDITURES	45,139.22		(463,700.00)	(418,946.56)	90.35

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ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND						
Dept 000 - NONE						
402.000 CURRENT PROPERTY TAX	408,606.73		435,000.00	434,701.18		99.93
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	0.00		0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	0.00		0.00
420.000 DELQ PERSONAL PROPERTY CAPT	334.44		300.00	67.85		22.62
445.000 INTEREST ON TAXES	185.91		500.00	631.16		126.23
573.000 STATE AID REVENUE-LCSA	59,242.81		63,000.00	0.00		0.00
665.000 INTEREST EARNED	23,801.02		18,000.00	15,446.14		85.81
671.000 OTHER REVENUE	12,734.89		100.00	158.72		158.72
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,611.82		9,800.00	7,269.50		74.18
801.001 MAINT- BENCHES/TRASH RECEPTACLES	0.00		10,000.00	0.00		0.00
801.003 SIDEWALK SNOWPLOWING	10,100.00		10,000.00	3,700.00		37.00
801.004 RIGHT OF WAY LAWN CARE	17,760.00		19,000.00	7,757.00		40.83
801.005 IRRIGATION / LIGHTING REPAIRS	34,076.99		34,000.00	26,789.26		78.79
801.007 FLOWER / LANDSCAPE MAINTENANCE	20,758.50		21,000.00	13,198.00		62.85
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,958.16		20,000.00	5,895.00		29.48
826.000 LEGAL FEES	0.00		500.00	0.00		0.00
880.000 COMMUNITY PROMOTION	8,170.00		5,000.00	5,000.00		100.00
900.000 PRINTING & PUBLISHING	0.00		250.00	0.00		0.00
917.000 WATER & SEWER CHARGES	15,686.45		15,000.00	9,109.80		60.73
920.000 ELECTRIC/NATURAL GAS	10,763.48		12,000.00	6,941.63		57.85
935.000 PROPERTY/LIABILITY INSURANCE	1,514.72		1,500.00	1,297.69		86.51
940.000 LEASE/RENT	550.00		700.00	550.00		78.57
955.000 MISC.	5.58		50.00	49.97		99.94
967.000 PROJECTS	44,479.25		0.00	0.00		0.00
Net - Dept 000 - NONE	311,470.85		353,850.00	363,447.20		
Dept 336 - FIRE DEPARTMENT						
830.000 PUBLIC SAFETY - FIRE PROTECTION	66,311.00		66,000.00	70,484.04		106.79
Net - Dept 336 - FIRE DEPARTMENT	(66,311.00)		(66,000.00)	(70,484.04)		
Dept 728 - ECONOMIC DEVELOPMENT						
967.200 WATER SYSTEM PROJECTS	3,996.88		0.00	0.00		0.00
967.300 SEWER SYSTEM PROJECTS	7,951.87		160,260.00	0.00		0.00
967.600 PARKS PROJECTS	0.00		107,000.00	0.00		0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(11,948.75)		(267,260.00)	0.00		
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES	504,905.80		512,650.00	451,005.05		87.98
TOTAL EXPENDITURES	271,694.70		492,060.00	158,041.89		32.12
NET OF REVENUES & EXPENDITURES	233,211.10		20,590.00	292,963.16		1,422.84

PERIOD ENDING 09/30/2020
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ACCOUNT DESCRIPTION	END BALANCE 12/31/2019		2020 YTD BALANCE 09/30/2020		% 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	571.68		285.84
445.000 INTEREST ON TAXES	284.23	250.00	161.83		64.73
665.000 INTEREST EARNED	22,468.26	14,000.00	12,752.78		91.09
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,115.63	4,200.00	3,601.32		85.75
880.000 COMMUNITY PROMOTION	0.00	5,000.00	5,000.00		100.00
967.400 STREET/ROAD PROJECTS	162,293.14	330,000.00	0.00		0.00
Net - Dept 000 - NONE	161,493.97	(8,750.00)	327,227.54		
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	49,152.00	49,000.00	52,067.68		106.26
Net - Dept 336 - FIRE DEPARTMENT	(49,152.00)	(49,000.00)	(52,067.68)		
Dept 728 - ECONOMIC DEVELOPMENT					
967.300 SEWER SYSTEM PROJECTS	107,209.74	73,600.00	73,533.91		99.91
967.500 SIDEWALK/PATHWAY PROJECTS	0.00	70,000.00	0.00		0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(107,209.74)	(143,600.00)	(73,533.91)		
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	328,902.74	330,450.00	335,828.86		101.63
TOTAL EXPENDITURES	323,770.51	531,800.00	134,202.91		25.24
NET OF REVENUES & EXPENDITURES	5,132.23	(201,350.00)	201,625.95		100.14

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REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION
 PERIOD ENDING 09/30/2020
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ACCOUNT DESCRIPTION	END BALANCE 12/31/2019		2020 YTD BALANCE 09/30/2020		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND					
Dept 000 - NONE					
582.000 CONTRIBUTION FROM TRIBE	213,120.00		54,010.00	54,009.94	100.00
665.000 INTEREST EARNED	5,984.48		5,000.00	5,074.30	101.49
Net - Dept 000 - NONE	219,104.48		59,010.00	59,084.24	
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		215,670.00	15,669.94	7.27
967.600 PARKS PROJECTS	25,082.12		168,340.00	150,000.00	89.11
967.700 PUBLIC HEALTH/SAFETY PROJECTS	7,100.00		0.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(75,955.52)		(418,010.00)	(165,669.94)	
Fund 288 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES	219,104.48		59,010.00	59,084.24	100.13
TOTAL EXPENDITURES	75,955.52		418,010.00	165,669.94	39.63
NET OF REVENUES & EXPENDITURES	143,148.96		(359,000.00)	(106,585.70)	29.69

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PERIOD ENDING 09/30/2020

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ACCOUNT	DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND							
Dept 000 - NONE							
456.000	CONNECTION FEE	74,197.35		100,000.00	13,107.50		13.11
583.000	CONTRIBUTION FROM EDA FOR PROJECTS	115,161.61		288,600.00	73,533.91		25.48
627.000	SERVICE	1,306,493.08		1,320,000.00	987,329.10		74.80
627.100	DELINQUENT SEWER	0.00		(1,500.00)	0.00		0.00
628.000	INSPECTION FEE	0.00		500.00	4,500.00		900.00
655.000	FINES & FORFEITURES	32,981.74		20,000.00	12,948.92		64.74
665.000	INTEREST EARNED	84,471.61		60,000.00	48,977.65		81.63
665.100	INTEREST EARNED-SPEC ASSESS	1,415.07		118.00	118.26		100.22
670.000	DEBT RETIREMENT	1,107,229.40		1,093,000.00	832,233.34		76.14
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		3,800.00	0.00		0.00
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	15,000.00		0.00	0.00		0.00
Net - Dept 000 - NONE		2,739,916.26		2,888,018.00	1,975,644.58		
Dept 536 - WATER/SEWER SYSTEMS							
702.000	SALARIES & WAGES	238,596.20		255,200.00	173,005.21		67.79
702.500	OVERTIME	7,121.87		6,050.00	6,855.08		113.31
702.700	LONGEVITY PAY	0.00		3,350.00	0.00		0.00
705.000	LEAVE TIME PAYOUT	0.00		1,300.00	1,281.50		98.58
708.000	UNEMPLOYMENT	1,825.33		900.00	789.92		87.77
709.000	EMPLR FICA CONTR	15,133.99		16,519.00	11,209.73		67.86
711.000	EMPLR MEDICARE CONTR	3,539.75		3,863.00	2,621.86		67.87
712.000	TEMPORARY LABOR	3,666.50		8,736.00	4,299.63		49.22
716.000	EMPLR RETIREMENT CONTR	17,429.36		22,000.00	15,289.51		69.50
718.500	HEALTH INSURANCE	75,040.88		84,100.00	58,436.99		69.49
718.700	HEALTH INS-EE CONTRIBUTIONS	(4,268.16)		(6,100.00)	(4,141.02)		67.89
719.000	DENTAL INSURANCE	4,306.69		5,100.00	2,754.46		54.01
719.800	VISION INSURANCE	528.14		580.00	378.11		65.19
719.900	VISION INS-EE CONTRIBUTIONS	(264.11)		(290.00)	(189.03)		65.18
724.000	WORKER'S COMP	2,495.80		2,832.00	2,079.63		73.43
725.000	LIFE & DISABILITY BENEFIT	1,225.41		1,505.00	894.43		59.43
726.000	COMPENSATED ABSENCES	5,732.24		0.00	0.00		0.00
752.000	OFFICE SUPPLIES	1,039.63		1,500.00	277.86		18.52
754.000	OPERATING SUPPLIES	3,709.28		10,000.00	2,941.60		29.42
759.000	GAS/FUEL	7,659.99		10,000.00	5,580.19		55.80
767.000	UNIFORMS	559.14		2,000.00	726.33		36.32
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	34,465.40		41,025.00	45,003.21		109.70
826.000	LEGAL FEES	2,078.00		5,000.00	0.00		0.00
850.000	COMMUNICATIONS	1,323.88		3,000.00	1,734.21		57.81
851.000	MAIL/POSTAGE	2,756.67		3,300.00	2,460.00		74.55
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	841.16		1,200.00	585.91		48.83
890.000	SAFETY	3,903.98		8,000.00	1,718.22		21.48
900.000	PRINTING & PUBLISHING	1,343.08		1,500.00	559.55		37.30
910.000	PROFESSIONAL DEVELOPMENT	630.00		5,000.00	112.18		2.24
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	51,632.82		62.97
930.000	REPAIRS	1,798.83		150,000.00	674.36		0.45
930.001	MAINT-EQUIPMENT	7,455.19		27,000.00	4,114.77		15.24
930.200	MAINT-GROUNDS	3,556.53		8,000.00	1,100.00		13.75
930.300	MAINT-BUILDINGS	907.17		27,000.00	6,156.25		22.80
933.000	MAINT-VEHICLES	5,940.04		8,000.00	1,018.43		12.73
933.500	MAINT-LIFT STATIONS	9,821.05		315,000.00	75,547.98		23.98
934.300	OPTO 22 MAINTENANCE	3,799.14		40,000.00	25,811.65		64.53
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	5.00		100.00
972.013	HOOKUP LABOR & MATERIAL	36,264.77		10,000.00	262.50		2.63
973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00		240,000.00	26,285.60		10.95
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	6,684.90		50.36
Net - Dept 536 - WATER/SEWER SYSTEMS		(599,645.57)		(1,461,593.00)	(557,436.99)		
Dept 540 - WWTP							
702.000	SALARIES & WAGES	277,835.41		285,000.00	201,677.30		70.76
702.500	OVERTIME	13,464.34		11,200.00	7,997.39		71.41
702.700	LONGEVITY PAY	0.00		9,050.00	0.00		0.00
708.000	UNEMPLOYMENT	1,841.83		820.00	763.83		93.15
709.000	EMPLR FICA CONTR	17,595.56		18,300.00	12,572.73		68.75
711.000	EMPLR MEDICARE CONTR	4,115.09		4,300.00	2,940.40		68.38

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		END BALANCE		YTD BALANCE		
		12/31/2019	2020	09/30/2020	% BDGT	
ACCOUNT	DESCRIPTION	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED	
Fund 590 - SEWER FUND						
712.000	TEMPORARY LABOR	0.00	500.00	0.00	0.00	
716.000	EMPLR RETIREMENT CONTR	21,885.46	27,400.00	18,833.90	68.74	
718.500	HEALTH INSURANCE	97,107.69	111,500.00	79,743.34	71.52	
718.700	HEALTH INS-EE CONTRIBUTIONS	(6,670.64)	(9,900.00)	(7,162.58)	72.35	
719.000	DENTAL INSURANCE	6,714.94	6,960.00	4,636.48	66.62	
719.800	VISION INSURANCE	1,179.18	1,214.00	654.84	53.94	
719.900	VISION INS-EE CONTRIBUTIONS	(589.59)	(610.00)	(327.42)	53.68	
724.000	WORKER'S COMP	4,715.51	5,263.00	3,410.43	64.80	
725.000	LIFE & DISABILITY BENEFIT	1,644.03	1,825.00	1,229.22	67.35	
743.000	CHEMICALS	39,857.34	50,000.00	22,817.58	45.64	
744.000	LAB EQUIPMENT & SUPPLIES	15,602.07	25,000.00	18,459.71	73.84	
752.000	OFFICE SUPPLIES	1,013.99	500.00	315.12	63.02	
754.000	OPERATING SUPPLIES	9,631.33	11,500.00	6,342.53	55.15	
759.000	GAS/FUEL	2,076.48	3,000.00	1,151.38	38.38	
767.000	UNIFORMS	569.96	2,000.00	351.13	17.56	
774.100	BIOXIDE	62,452.35	70,000.00	43,278.73	61.83	
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	35,911.90	41,110.00	24,751.24	60.21	
801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	22,231.90	32,000.00	21,029.40	65.72	
801.300	CONT. SERV. - LAB ANALYSIS	8,916.00	6,000.00	764.40	12.74	
850.000	COMMUNICATIONS	3,100.65	3,500.00	3,368.03	96.23	
851.000	MAIL/POSTAGE	142.16	750.00	212.59	28.35	
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	500.00	0.00	0.00	
890.000	SAFETY	6,251.45	5,000.00	2,952.57	59.05	
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	4,417.07	36.81	
920.000	ELECTRIC/NATURAL GAS	144,843.58	176,000.00	110,166.43	62.59	
923.000	PROPANE	2,875.12	3,000.00	812.21	27.07	
930.001	MAINT-EQUIPMENT	1,961.67	11,500.00	4,560.31	39.65	
930.200	MAINT-GROUNDS	2,468.64	7,000.00	3,589.44	51.28	
930.300	MAINT-BUILDINGS	902.90	5,000.00	1,115.40	22.31	
933.000	MAINT-VEHICLES	1,346.19	2,500.00	308.62	12.34	
934.300	OPTO 22 MAINTENANCE	2,267.80	6,000.00	594.88	9.91	
934.981	SAMPLING EQUIPMENT MAINT.	1,610.15	4,000.00	3,906.21	97.66	
934.982	PRELIMINARY TREAT EQUIPM. MAINT.	12,230.44	15,000.00	7,176.25	47.84	
934.983	SECONDARY TREAT EQUIP. MAINT.	7,320.98	25,000.00	5,772.51	23.09	
934.984	SOLIDS EQUIPMENT MAINT.	5,905.77	15,000.00	6,576.81	43.85	
934.985	DISINFECTION EQUIPMENT MAINT.	5,835.43	6,000.00	4,971.69	82.86	
934.986	INSTRUMENTATION EQUIPMENT MAINT.	1,855.89	6,000.00	1,837.93	30.63	
934.987	TERTIARY FILTER MAINT.	6,297.26	15,000.00	9,792.20	65.28	
935.000	PROPERTY/LIABILITY INSURANCE	14,110.90	15,000.00	12,089.12	80.59	
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	3,998.55	1.27	
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)	(1,398,802.00)	(665,853.26)		
Dept 906 - DEBT SERVICE						
990.000	BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	39,847.76	99.99	
995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	41,976.21	45,000.00	31,410.00	69.80	
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)	(145,866.69)		
Dept 910 - DEBT SERVICE-LEASES						
992.500	LEASE PAYABLE INTEREST	292.08	400.00	106.47	26.62	
Net - Dept 910 - DEBT SERVICE-LEASES		(292.08)	(400.00)	(106.47)		
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:

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 DB: Union

REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION
 PERIOD ENDING 09/30/2020
 % Fiscal Year Completed: 74.86

Page: 13/15

ACCOUNT DESCRIPTION	END BALANCE		2020 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	12/31/2019 (ABNORMAL)		NORMAL	09/30/2020 (ABNORMAL)	
Fund 590 - SEWER FUND						
TOTAL REVENUES	2,739,916.26		2,888,018.00	1,975,644.58		68.41
TOTAL EXPENDITURES	2,394,125.71		3,796,945.00	1,369,263.41		36.06
NET OF REVENUES & EXPENDITURES	345,790.55		(908,927.00)	606,381.17		66.71

User: SHERRIE

PERIOD ENDING 09/30/2020

DB: Union

% Fiscal Year Completed: 74.86

		END BALANCE		YTD BALANCE		
		12/31/2019	2020	09/30/2020	% BDGT	
ACCOUNT	DESCRIPTION	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	USED	
Fund 591 - WATER FUND						
Dept 000 - NONE						
450.000	WATER SALES	1,387,389.30	1,304,000.00	1,090,409.70	83.62	
450.100	BULK WATER SALES	240.00	1,000.00	500.00	50.00	
450.200	FINAL READ	1,805.00	1,700.00	1,155.00	67.94	
450.300	TURN-OFF	1,930.00	2,000.00	1,560.00	78.00	
452.000	LATERALS	1,458.00	5,000.00	8,280.00	165.60	
454.000	BENEFIT FEES	29,475.92	30,000.00	8,740.00	29.13	
459.000	CONNECTION FEES	58,119.00	50,000.00	47,846.75	95.69	
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	12,000.00	6,991.65	58.26	
665.000	INTEREST EARNED	75,331.68	65,000.00	43,653.01	67.16	
665.100	INTEREST EARNED-SPEC ASSESS	3,759.28	4,000.00	1,986.15	49.65	
667.300	LEASES - TOWER RENTAL	53,090.25	51,850.00	40,937.04	78.95	
671.000	OTHER REVENUE	19,970.22	8,000.00	2,855.83	35.70	
672.500	REVENUE-SPECIAL ASSESS	0.00	10,000.00	0.00	0.00	
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	10,000.00	0.00	0.00	0.00	
Net - Dept 000 - NONE		1,727,807.64	1,546,050.00	1,255,815.13		
Dept 536 - WATER/SEWER SYSTEMS						
702.000	SALARIES & WAGES	366,976.83	382,445.00	260,579.24	68.14	
702.500	OVERTIME	24,641.36	26,950.00	16,022.09	59.45	
702.700	LONGEVITY PAY	0.00	5,200.00	0.00	0.00	
705.000	LEAVE TIME PAYOUT	0.00	1,300.00	1,281.52	98.58	
708.000	UNEMPLOYMENT	2,599.96	1,200.00	1,014.80	84.57	
709.000	EMPLR FICA CONTR	24,011.91	25,598.00	17,035.80	66.55	
711.000	EMPLR MEDICARE CONTR	5,615.01	5,987.00	3,983.76	66.54	
712.000	TEMPORARY LABOR	4,111.00	8,736.00	4,365.13	49.97	
716.000	EMPLR RETIREMENT CONTR	28,161.48	35,584.00	23,844.32	67.01	
718.500	HEALTH INSURANCE	114,149.17	128,626.00	86,392.10	67.17	
718.700	HEALTH INS-EE CONTRIBUTIONS	(7,233.39)	(11,541.00)	(7,033.59)	60.94	
719.000	DENTAL INSURANCE	7,515.40	7,605.00	4,728.47	62.18	
719.800	VISION INSURANCE	869.12	931.00	630.09	67.68	
719.900	VISION INS-EE CONTRIBUTIONS	(434.36)	(465.00)	(314.97)	67.74	
724.000	WORKER'S COMP	8,059.54	9,883.00	6,102.40	61.75	
725.000	LIFE & DISABILITY BENEFIT	1,911.18	2,103.00	1,341.71	63.80	
726.000	COMPENSATED ABSENCES	7,203.95	0.00	0.00	0.00	
752.000	OFFICE SUPPLIES	1,290.63	1,500.00	365.89	24.39	
753.000	PROCESS CHEMICALS/CHLORINE	42,166.42	55,000.00	40,156.57	73.01	
754.000	OPERATING SUPPLIES	9,196.72	13,000.00	11,314.80	87.04	
759.000	GAS/FUEL	8,715.69	9,000.00	4,169.86	46.33	
767.000	UNIFORMS	659.14	2,000.00	726.33	36.32	
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	26,868.50	37.12	
801.002	LAB FEES	5,686.40	10,000.00	7,816.65	78.17	
801.025	HYDRANT FLUSHING	0.00	(30,000.00)	0.00	0.00	
801.800	WATER STUDY	1,993.00	15,000.00	21,113.00	140.75	
826.000	LEGAL FEES	2,078.00	5,000.00	0.00	0.00	
850.000	COMMUNICATIONS	5,248.08	9,000.00	5,232.21	58.14	
851.000	MAIL/POSTAGE	2,766.39	3,300.00	1,524.00	46.18	
860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	964.14	1,200.00	390.05	32.50	
890.000	SAFETY	3,485.42	8,000.00	2,847.50	35.59	
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	657.19	13.14	
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	99,289.00	58.41	
930.000	REPAIRS	3,991.77	20,000.00	18,047.03	90.24	
930.001	MAINT-EQUIPMENT	9,218.21	15,000.00	5,398.26	35.99	
930.200	MAINT-GROUNDS	4,199.54	6,000.00	1,600.00	26.67	
930.300	MAINT-BUILDINGS	6,899.50	10,000.00	671.92	6.72	
933.000	MAINT-VEHICLES	23,053.18	6,000.00	1,522.80	25.38	
933.100	MAINT-WATER WELLS	4,097.68	65,000.00	2,646.47	4.07	
933.200	MAINT-TREATMENT PLANTS	9,083.95	60,000.00	13,862.28	23.10	
933.300	MAINT-WATER TOWERS	8,953.44	20,000.00	5,726.73	28.63	
934.300	OPTO 22 MAINTENANCE	4,616.68	8,000.00	7,802.74	97.53	
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	4,122.56	82.45	
955.000	MISC.	28.50	0.00	5.00	100.00	
972.000	CAPITAL PROJECTS-WATER SYSTEM	50.00	276,049.00	100,486.25	36.40	

User: SHERRIE

PERIOD ENDING 09/30/2020

DB: Union

% Fiscal Year Completed: 74.86

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
		12/31/2019		09/30/2020	
					2020
					AMENDED BUDGET
Fund 591 - WATER FUND					
972.013 HOOKUP LABOR & MATERIAL	12,653.83		15,813.07		31.63
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		6,519.68		49.12
Net - Dept 536 - WATER/SEWER SYSTEMS	(1,014,866.17)		(864,164.66)		
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,578.75		99.98
996.001 BOND - PAYING AGENT FEES	750.00		0.00		0.00
996.002 BOND INTEREST - (2010 WATER)	57,036.78		54,752.50		99.91
Net - Dept 906 - DEBT SERVICE	(59,365.53)		(56,331.25)		
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	351.96		128.25		25.65
Net - Dept 910 - DEBT SERVICE-LEASES	(351.96)		(128.25)		
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	373,211.73		0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(373,211.73)		0.00		
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,727,807.64		1,255,815.13		81.23
TOTAL EXPENDITURES	1,447,795.39		920,624.16		45.04
NET OF REVENUES & EXPENDITURES	280,012.25		335,190.97		67.32
TOTAL REVENUES - ALL FUNDS	8,422,681.97		6,639,892.70		80.92
TOTAL EXPENDITURES - ALL FUNDS	6,702,789.59		5,402,449.44		48.68
NET OF REVENUES & EXPENDITURES	1,719,892.38		1,237,443.26		42.79

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did the report lay out the Manager's interpretation or an operational definition of the policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is the interpretation justified or is proof provided to explain why the interpretation is reasonable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Was I convinced that the interpretation is justified and reasonable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Did the interpretation address all aspects of the policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Does the data show compliance with the Manager's interpretation of our policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
-

Comments regarding further policy development:

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

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

Signature and date of Board member _____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: October 22, 2020
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 10/28/2020
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

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

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

Board Policy 4.3 – Delegation to Township Manager and Management Team

The Policy states:

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

Accordingly:

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

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

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

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

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.3 – Delegation to Township Manager and Management Team
Type: Direct Inspection
Occurrence: Annual
Date: October 2020

Policy:

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

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

Use this evaluation form for discussion at the Board of Trustees Meeting on October 28, 2020.

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

1. Indicate item by item if you believe **(Y/N)** the Board is in strict compliance with the policy as stated.

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

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

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