

**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 April 14, 2021 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 4/14/2021 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
(uniontownshipmi.com) home page**

April 14, 2021

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – March 24, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS
 - A. Discussion/Action: (Stuhldreher) To approve the Contribution Addendum for MERS (Municipal Employees’ Retirement System) Defined Contribution, the MERS Defined Contribution Plan Adoption Agreement including the Letters of Understanding Regarding Retirement Vesting, and the Defined Contribution Plan Adoption Agreement Addendum to

correspond with the MERS retirement benefits currently being provided to all fulltime employees

- B. Discussion/Action: (Nanney) To introduce and conduct a First Reading for the proposed PREZ 21-02 request from Avenue A Properties LLC to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District)
- C. Discussion/Action: (Stuhldreher) Policy Governance Review 2.5 Financial Condition and Activities
- D. Discussion/Action: (Stuhldreher) Policy Governance Review 1.1-1.6 Global Ends

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	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5	Alex	Fuller	2/15/2023
6	Jessica	Lapp	2/15/2023
7	Mike	Darin	2/15/2022
8	Stan	Shingles	2/15/2024
9	Tera	Albrecht	2/15/2024
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
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	12/31/2022
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	Bryan	Mielke	11/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
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	Jeff	Sweet	2/13/2025
10	vacant seat		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	12/31/2022
2	vacant seat		
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	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	vacant seat		8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	vacant seat		8/15/2021
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

2021 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 March 24, 2021 at 7:01 p.m. as a virtual meeting through the Zoom meeting platform.

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

Roll Call

Present:

Supervisor Mielke (location: Union Township, Isabella County, Mt. Pleasant, MI)

Treasurer Rice (location: Union Township, Isabella County, Mt. Pleasant, MI)

Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Bills (location Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Brown (location Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Hauck (location Union Township, Isabella County, Mt. Pleasant, MI)

Trustee Thering (location Union Township, Isabella County, Mt. Pleasant, MI)

Approval of Agenda

Cody moved **Rice** supported to approve the Agenda as presented. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

Presentations

Public Hearings

Public Comment

Open: 7:03 p.m.

No comments offered.

Closed 7:04 p.m.

Reports/Board Comments

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

B. Board Member Reports

Mielke – EDA updates

Rice – Sidewalk and Pathways Prioritization Committee rescheduled for April 7, 2021 at 6:30 p.m.

Bills – Update from Saginaw Chippewa Indian Tribe

Brown – Update from City of Mt. Pleasant

Hauck – Road Commission updates

Consent Agenda

- Communications
- Minutes – March 10, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay

- Fire Reports

Rice moved **Brown** supported to approve the consent agenda as presented. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

BOARD AGENDA

A. Discussion/Action (Smith) Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$43,500.00 for the installation of high service pumps at the River Road Control Valve Station

Hauck moved **Cody** supported to approve the Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$43,500.00 for the installation of high service pumps at the River Road Control Valve Station. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Smith) Approval of Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$61,300.00 for the upgrade/rehabilitation of Pump Station #7 and Collection System upgrades on McDonald Drive

Hauck moved **Brown** supported to approve the Engineering & Construction Services Contract with Gourdie Fraser in the amount of \$61,300.00 for the upgrade/rehabilitation of Pump Station #7 and Collection System upgrades on McDonald Drive. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

C. Discussion/Action: (Smith) Adoption of McGuirk Subdivision Paving Special Assessment District Resolution #4 which sets the Second Public Hearing date and time for the establishment of a Paving Special Assessment District

Bills moved **Brown** supported to adopt the McGuirk Subdivision Paving Special Assessment District Resolution #4 which sets the Second Public Hearing date and time for the establishment of a Paving Special Assessment District. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

D. Discussion/Action: (Nanney) To approve an Agreement for Annexation and Detachment of Property with the City of Mount Pleasant to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club

Bills moved **Cody** supported to approve an Agreement for Annexation and Detachment of Property with the City of Mount Pleasant to resolve uncertainty as to the precise location of the jurisdictional boundary line between the City and the Township in the area of the former CSX railroad grade and the City's Public Works Department facilities (north of W. Pickard Road at N. Washington Street), the Calvary Cemetery (west of N. Fancher Street), and a small area of land near the southeast corner of the Mount Pleasant County Club. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

E. Discussion/Action: (Stuhldreher) To consider approval of a Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials

Hauck moved **Rice** supported to approve the Charter Township of Union Electronic Device (computer/tablet) Use Policy for Elected Officials. **Roll Call Vote: Ayes: Mielke, Rice, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

F. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members’ Code of Conduct

Discussion was held by the board.

G. Discussion/Action: (Board of Trustees) Board of Trustees annual review of Board Governance Policy No. 3.3 – Board Members’ Code of Conduct

Discussion was held by the board.

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 8:19 p.m.

No comments were offered.

Closed 8:19 p.m.

CLOSED SESSION

MANAGER COMMENTS

- Looking for summer Part-Time Seasonal help, information can be found on our website at: [Charter Township of Union > Departments > Human Resources > Employment Opportunities \(uniontownshipmi.com\)](http://uniontownshipmi.com)
- Preparing to schedule the Facilities Tour and Global Ends Discussion Special Meeting between April 19 – 30, 2021
- Commented that the ZBA have had minimal cases since the Zoning Ordinance update
- The township has been in contact with Block Electric and will share the report with the board when it is available

FINAL BOARD MEMBER COMMENTS

Mielke – Supports connecting to the Mid-Michigan Pathways, suggested having a broad solar policy, and commented on the collaboration of the City, Township, and Friends of the Bark Park for the Hannah’s Bark Park

Cody – Asked about status of interviewing for the Administrative Assistant position

Rice- Hopes the board will help find people to fill various vacant board seats

Bills – Supports connecting to Mid MI Pathways to Shepherd, mentioned the lack of signage at Mission Creek Park, and suggested completing township pending infrastructure projects with stimulus money

Hauck – Mentioned possibly using stimulus money for a park on Deerfield & Mission Rd. and for a connector bridge at the end of McDonald Drive to connect the two subdivisions; asked for the status of a building official; and is still waiting for analysis from Block Electric, for solar panels at the Water Plant and Waste Water Treatment Plant

Thering – Inquired about the Assessing Department change/contract termination with the township manager.

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 8:46 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
03/30/2021	101	423 (E)	01105	MASTERCARD	MASTERCARD - CRAWFORD	48.09
					MASTERCARD - BEBOW	2,523.57
					MASTERCARD - WALDRON	41.53
					MASTERCARD - DEARING	392.95
					MASTERCARD - RADAR	30.36
					MASTERCARD - MCBRIDE	849.71
					MASTERCARD - GALLINAT	65.00
					MASTERCARD - ROCKAFELLOW	206.95
					MASTERCARD - FUSSMAN	289.80
					MASTERCARD - SMITH K	813.11
					MASTERCARD - STUHLREHER	34.81
					MASTERCARD - HOHLBEIN	34.52
					MASTERCARD - OCKERT	184.93
					MASTERCARD - COFFELL	15.00
					MASTERCARD - THEISEN	126.29
					MASTERCARD - NANNEY	104.99
					MASTERCARD - TEALL	171.41
					MASTERCARD - CODY	257.35
						<u>6,190.37</u>
03/30/2021	101	424 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
04/07/2021	101	425 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5319 E AIRPORT	77.22
					1633 S LINCOLN	338.75
					1605 SCULLY RD	68.37
					1046 S MISSION	136.59
					2010 S LINCOLN	989.14
					800 CRAIG HILL	60.58
					4520 E RIVER	522.10
					2279 S MERIDIAN	1,128.46
					2279 S MERIDIAN PUMP HOUSE	155.66
					4511 RIVER RD	11,664.62
					STREET LIGHTS	1,931.18
					48858 LED LIGHT	130.78
					2010 S LINCOLN L4 LIGHT	67.85
						<u>17,271.30</u>
04/07/2021	101	426 (E)	01186	COYNE PROPANE LLC	PROPANE FOR 5228 S ISABELLA	706.12
04/14/2021	101	22714	00020	JAMES ALWOOD	WELL SITE LEASE - MAR 2021	324.68
04/14/2021	101	22715	01462	AMANDA GILLESPIE (PETTY CASH)	ADDTL CASH FOR TILL FOR CHANGE	100.00
04/14/2021	101	22716	01703	AMAZON CAPITAL SERVICES	SURFACE PRO CASE AND ADAPTER	155.81
04/14/2021	101	22717	01738	ANDREW PATTERSON PLUMBING INC	BLDING REPAIRS - WWTP	215.00
04/14/2021	101	22718	00084	B S & A SOFTWARE	UTILITY BILLING TRAINING 2/12 & 2/19	850.00
04/14/2021	101	22719	00066	BILL'S CUSTOM FAB, INC.	FINE SCREEN REPAIR	258.60
					FINE SCREEN REPAIR	48.74
					FINE SCREEN REPAIR	69.24
					FINE SCREEN REPAIR	16.71
						<u>393.29</u>
04/14/2021	101	22720	00072	BLOCK ELECTRIC	TRANSFER SWITCHES - WATER	760.95
04/14/2021	101	22721	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - TWP HALL	205.00
					JANITORIAL SUPPLIES - WTR/SWR	138.38

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					JANITORIAL SUPPLIES - WWTP	319.50
					JANITORIAL SUPPLIES - WWTP	64.25
						<u>727.13</u>
04/14/2021	101	22722	00722	CHARTER TOWNSHIP OF UNION	Q1 UTILITY BILLING 5243 JONATHON LANE	95.64
					Q1 UTILITY BILLING - TWP HALL	155.35
						<u>250.99</u>
04/14/2021	101	22723	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - MAR 2021	723.53
04/14/2021	101	22724	01415	KEVIN CRAWFORD	MILEAGE REIMBURSEMENT	53.76
04/14/2021	101	22725	01171	DBI BUSINESS INTERIORS	TONER - WTR/SWR	62.99
					BATTERIES & STAMPS - WTR/SWR	19.96
					TONER - WTR/SWR	73.99
					CALENDAR - CLERK	4.44
						<u>161.38</u>
04/14/2021	101	22726	00098	ELECTION SOURCE	ABSENTEE VOTER ENVELOPES	649.94
04/14/2021	101	22727	01579	ESRI	FIELD ASSESSING-ONLINE CREATOR ANNUAL FE	500.00
04/14/2021	101	22728	00209	ETNA SUPPLY COMPANY	RADIO TRANSCEIVERS	4,320.00
04/14/2021	101	22729	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE EQUIPMENT PARTS	3,158.92
04/14/2021	101	22730	00213	FASTENAL COMPANY	MATERIALS FOR WATER MAIN SERVICE PLUGS	17.52
04/14/2021	101	22731	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT - APR 2021	40.00
04/14/2021	101	22732	01221	ANDREW FUSSMAN	MILEAGE REIMBURSEMENT	57.12
04/14/2021	101	22733	00261	GRAINGER	RELAY SENSOR	193.34
04/14/2021	101	22734	01737	HAMMOND DRIVES & EQUIPMENT INC	FINE SCREEN	2,639.46
04/14/2021	101	22735	01567	JEFF HOHLBEIN	MILEAGE REIMBURSEMENT	53.76
04/14/2021	101	22736	01721	HYDROCORP	CROSS CONNECTION CONTR PROG-MAR 2021 RES	2,650.00
					CROSS CONNECTION CONTR PROG-MAR 2021 NON	950.00
						<u>3,600.00</u>
04/14/2021	101	22737	01324	KENEWELL GROUP	BUSINESS CARDS - BOT	304.00
04/14/2021	101	22738	00360	KIMBALL MIDWEST	PAINT	52.86
04/14/2021	101	22739	00402	MEDLER ELECTRIC CO	SENSOR MAINTENANCE	132.62
					TERMINAL BLOCK RAIL	49.42
						<u>182.04</u>
04/14/2021	101	22740	00142	MICHIGAN OFFICE SOLUTIONS	COLOR COPY OVERAGES 12/18/20 - 3/17/21	317.68
04/14/2021	101	22741	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	WATER MAIN TAPPING BITS	426.00
04/14/2021	101	22742	00907	MID MICHIGAN CABLE CONSORTIUM	2021 VIDEO RECORDING CONTRACT-BOT MEETIN	3,307.50
04/14/2021	101	22743	00739	THE MORNING SUN	MORNING SUN SUBSCRIPTION MAY 2021 TO OCT	373.50
04/14/2021	101	22744	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FINE SCREEN REPAIR	302.82
04/14/2021	101	22745	00463	MT. PLEASANT HEATING & AIR COND	FURNACE REPAIR-4795 S MISSION	167.00
04/14/2021	101	22746	00128	CITY OF MT. PLEASANT	CONTRIBUTION TO AIRPORT FOR 2021	10,000.00
04/14/2021	101	22747	00494	NORTH CENTRAL LABORATORIES	PETRI DISH/GLOVES/BOD SEEDS	776.25
04/14/2021	101	22748	01631	NOLAN OCKERT	MILEAGE REIMBURSEMENT	20.16
					MILEAGE REIMBURSEMENT	20.83
						<u>40.99</u>
04/14/2021	101	22749	00131	PERCEPTIVE CONTROLS, INC	KEPWARE SUPPORT - WWTP	1,260.00
					KEPWARE SUPPORT - WWTP	220.50
					KEPWARE SUPPORT - WWTP	1,008.00
						<u>2,488.50</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/14/2021	101	22750	00539	PRINTING SYSTEMS, INC	ELECTION FORMS VOTER ID CARDS & ELECTION FORMS	96.81 647.65 <u>744.46</u>
04/14/2021	101	22751	00549	CHRIS RADER	MILEAGE REIMBURSMET	16.80
04/14/2021	101	22752	00805	RCL CONSTRUCTION CO., INC.	FINE SCREEN REPAIR	575.00
04/14/2021	101	22753	01651	REVORE LAW FIRM, P.L.C.	LEGAL FOR MTT CASES - MAR 2021	1,369.00
04/14/2021	101	22754	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-FEB 2021 JANITORIAL SERVICES WWTP - FEB 2021 JANITORIAL SERVICES WTR - FEB 2021	852.14 316.29 316.29 <u>1,484.72</u>
04/14/2021	101	22755	00629	STU'S ELECTRIC MOTOR	FINE SCREEN MOTOR	1,060.99
04/14/2021	101	22756	01013	USA BLUE BOOK	DIGESTER PRESSURE TRANSDUCER DPD DISPENSERS/IRON PHOSPHATE PUMP	1,508.57 792.41 209.79 <u>2,510.77</u>
04/14/2021	101	22757	01723	V&V ASSESSING LLC	ASSESSING SERVICES - 2ND Q 2021	22,500.00
04/14/2021	101	22758	01739	VAL-MATIC VALVE AND MANUFACTURING	HANDWHEELS	359.80
04/14/2021	101	22759	01314	VERIZON WIRELESS	CELL PHONES 2-16-21 TO 03-15-21	433.27
04/14/2021	101	22760	01257	JOSH WALDRON	MILEAGE REIMBURSMET MILEAGE REIMBURSMET MILEAGE REIMBURSMET MILEAGE REIMBURSMET	11.20 11.20 11.20 11.20 <u>44.80</u>
04/14/2021	101	22761	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE JAMESON - MAR 2021 DUMPSTER SERVICE WWTP - APR 2021 DUMPSTER SERVICE SHOP - APR 2021 DUMPSTER SERVICE TWP HALL - APR 2021 DUMPSTER SERVICE MCDONALD - MAR 2021 DUMPSTER SERVICE WTR - APR 2021	144.27 949.48 55.94 73.70 215.24 87.02 <u>1,525.65</u>
04/14/2021	101	22762	01236	WEB ASCENDER	WEBSITE Q2 HOSTING 2021/WEBSITE MAINTENA	117.00
04/14/2021	101	22763	00723	WINN TELECOM	PHONE SERVICE 04/01/21-04/30/21	334.89
04/14/2021	101	22764	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - MAR 2021	1,500.76 <u><u>1,500.76</u></u>

101 TOTALS:

Total of 55 Checks:
 Less 1 Void Checks:

97,431.42
 0.00

Total of 54 Disbursements:

97,431.42

Charter Township of Union Payroll
--

CHECK DATE: April 1, 2021

PPE: March 27, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	29,025.55
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		35,413.32
Water Fund		25,463.19
Total To Transfer from Pooled Savings	\$	89,902.06

NOTE: CHECK TOTAL FOR TRANSFER


Gross Payroll	\$	61,540.81
Employer Share Med		829.13
Employer Share SS		3,545.31
SUI		15.90
Pension-Employer Portion		4,802.26
Workers' Comp		607.85
Life/LTD		583.79
Dental		1,201.67
Health Care		20,403.81
Vision		335.32
Vision Contribution		(167.60)
Health Care Contribution		(3,796.19)
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	89,902.06

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**
(See Governance Policy 3.10 for additional details)

BOARD MEMBER: James Thering

MONTH, YEAR: March 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3/2	Isabella County Board Meeting	✓		\$ 50
3/16	Isabella County Board Meeting	✓		\$ 50

Signature:  **Date:** 3/30/20

- 1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.**
- 2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.**
- 3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.**



Union Township Report-1

Date: Tuesday, April 6, 2021



Alarm Date between 2021-03-29 and 2021-04-04

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000213						
		3/29/2021 4:21:00 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000217						
		3/29/2021 7:31:00 PM	322	Motor vehicle accident with injuries	ENG 32	18	4
		3/29/2021 7:31:00 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	4
						Total Responding 19	
Union Township	0000219						
		3/31/2021 4:16:20 PM	111	Building fire	C 31	1	4

		3/31/2021 4:16:20 PM	111	Building fire	Rescue 31	1	4
		3/31/2021 4:16:20 PM	111	Building fire	Assistant Chief	1	4
		3/31/2021 4:16:20 PM	111	Building fire	ENG 31	1	4
		3/31/2021 4:16:20 PM	111	Building fire	ENG 33	2	4
		3/31/2021 4:16:20 PM	111	Building fire	POV	11	4
		3/31/2021 4:16:20 PM	111	Building fire	SCH 31	1	4
						Total Responding 18	
Union Township	0000220						
		3/31/2021 7:05:29 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000221						
		3/31/2021 6:27:47 PM	320	Emergency medical service incident, other	ENG 33	2	1
						Total	

								Responding 2
	Total Runs 5							Total Responding 43

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: Board of Trustees

DATE: 4/6/2021

FROM: Sherrie Teall, Finance Director

DATE FOR BOARD CONSIDERATION: 4/14/2021

ACTION REQUESTED: To approve the Contribution Addendum for MERS (Municipal Employees' Retirement System) Defined Contribution, the MERS Defined Contribution Plan Adoption Agreement including the Letters of Understanding Regarding Retirement Vesting, and the Defined Contribution Plan Adoption Agreement Addendum to correspond with the MERS retirement benefits currently being provided to all full-time employees.

Current Action _____

Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Municipal Employee's Retirement System (MERS) administers and manages the Township's full-time employee's retirement plan. In December 2019, the Township Finance Director contacted MERS to inquire about the documentation needed to update the Plan Document for the Employer's contribution to the retirement system for each employee from 7.5% to 9.0% effective January 1, 2020 per the newly negotiated collective bargaining agreements.

At the time, it was learned that the Township has 2 divisions in the retirement plan, one with 20-month vesting (110016) and one with 24-month vesting (110199). All full-time employees have been and currently are enrolled in the plan with 20-month vesting (110016).

Back in 2012, the Board of Trustees approved a MERS restated Defined Contribution Plan Adoption Agreement with 24 months vesting (110199) effective January 1, 2012. This retirement plan was created so employees hired after 1-1-12 would be enrolled in the plan, while employees hired prior to 1-1-12 would stay in the 20-month vesting plan. When this new plan was set up, MERS inadvertently sent the approval letter and documents for the (110199) plan to another Township on the West side of the State. Therefore, by oversight, the 24 months vesting plan (110199) has never had any employees enrolled in it.

MERS and the Township's Administration is requesting that the "Contribution Addendum for MERS Defined Contribution" be approved by the Board of Trustees to reflect the 9% Employer Contribution the Township is currently providing full-time employees for retirement benefits, and that the Board of Trustees agree that the 2 plans be merged to one plan with 20-month vesting. To help facilitate the merging of the 24-month vesting division to the 20-month vesting division, the Township Manager and the AFSCME Supervisory and Non-Supervisory Units have agreed to a Letter of Understanding Regarding Retirement Vesting. These letters of understanding are included as attachments to the MERS Defined Contribution Plan Adoption Agreement.

MERS is also requesting a completed "Defined Contribution Plan Adoption Agreement Addendum" from the Township as part of a request to all municipalities in the MERS retirement system to better define and formalize Plan Eligibility, Leaves of Absence, Compensation, and Forfeiture. The completed Defined Contribution Plan Adoption Agreement Addendum does not change the administration of the Township's retirement plan, but rather puts in writing what is occurring in practice.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The plan documents with the MERS retirement system for all full-time employees should reflect what the Township is providing the employees. The plan documents with MERS should also reflect the retirement sections of the collective bargaining agreements. The retirement sections of the current collective bargaining agreements with the AFSCME Supervisory and Non-Supervisory Units that are effective January 1, 2020 through December 31, 2022 read as follows:

“Section 1 – Retirement”

“The employees covered by this Agreement are eligible to participate in the retirement plan under the terms and conditions set forth in the plan documents establishing that plan. If an employee contributes 2.5% of gross wages, the Township shall contribute 9% of gross wages. Employees are vested at 100% after twenty (20) months of employment.”

To summarize, this request for board action will accomplish the following three (3) items:

1. Make the Employer’s “non-matching” contribution of 9.0% that was effective January 1, 2020 official in the MERS documents.
2. Merge the 24-month vesting division with the 20-month vesting division so there is only one division (110016) with 20-months vesting effective January 1, 2020.
3. Satisfy the request from MERS to update the “Defined Contribution Plan Agreement Addendum” effective January 1, 2021 which includes Plan Eligibility, Leaves of Absence, Compensation, and forfeiture definitions. (this reflects no actual change from current practice, only formalizes current practice in writing)

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Natural Environment
6. Commerce

COSTS

N/A

PROJECT TIME TABLE

MERS Agreements and Agreement Addendums will be submitted to MERS for updating as soon as possible following approval by the Board of Trustees.

RESOLUTION

To approve the Contribution Addendum for MERS (Municipal Employees' Retirement System) Defined Contribution, the MERS Defined Contribution Plan Adoption Agreement including the Letters of Understanding Regarding Retirement Vesting, and the Defined Contribution Plan Adoption Agreement Addendum to correspond with the MERS retirement benefits currently being provided to all full-time employees.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Contribution Addendum for MERS Defined Contribution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Union Charter Township
Name of Participating Employer
for Full Time Employees of 110016
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer contributions to the Program. Employer contributions may be considered a "match" to the employee's elected contribution upon enrollment in the plan, or non-matching; regardless of employee contributions. Contributions may not exceed IRS maximums for combined employee and employer contributions.

Required **Employee Contribution** Structure to DC (subject to Internal Revenue Code 415(c) limitations).
Select one:

- Employees are required to contribute per payroll period, the percentage 2.5 %
OR
flat dollar amount \$ _____
- Employees are required to contribute within the following range for each payroll: Percentage range from _____% to _____% OR
dollar amount range \$ _____ to \$ _____
- Direct Required Employee Contributions pre-tax

The Participating Employer will make **matching contributions** into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

Contribution Addendum for MERS Defined Contribution

The Participating Employer elects to make contributions as follows (check and complete *Matching, Non-Matching*, or both as applicable):

A. **Matching Contributions**

The Employer elects the following matching contribution formula:

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute _____% of the Employee contribution amount.

For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.

- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute no more than \$_____ per payroll period.

Employer Cap: The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

- Flat Dollar Cap:** In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$_____ per _____.
- (pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of a participant exceed _____% of the participant's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of participant's income).

B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the participants' accounts without regard to a participant's contribution amount (check one):

- Annual Contributions:** A one-time annual contribution of \$_____ or _____% of compensation per participant.
- \$ _____ or _____% of compensation per participant for each payroll period.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Union Charter Township Municipality #: 3710 01

Division name Full Time Employees

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see Plan Document, Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: ___/___/___

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number 110016), the effective date shall be the first day of January, 2020.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** 110199 into division(s) 110016, the effective date shall be the first of January, 2020.
- E. If this is an amendment to close Defined Benefit division(s) # _____ or Hybrid division(s) _____ with new hires, rehires, and transfers going into existing Defined Contribution division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit or Hybrid division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS and earn time toward vesting. Some excluded classifications require additional information below.

This Division includes **public safety employees**: Yes No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>12</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>35</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from <u>Jan</u> to <u>Dec</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other : _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	

MERS Defined Contribution Plan Adoption Agreement

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.
The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages and any associated contributions must be submitted to MERS.

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*, IRC 414(u), effective January 1, 2007, IRC 401(a) (37). Military reporting requires historical wage and contribution reporting for Defined Contribution as applicable.

MERS Defined Contribution Plan Adoption Agreement

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="checkbox"/> Base Wages	<input type="checkbox"/> Box 1 Wages	<input type="checkbox"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments (most common below; list is not inclusive of all types) PTO payouts Longevity Bonuses Merit pay Job certifications Payment for education Moving expenses Sick payouts Hazard pay Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

MERS Defined Contribution Plan Adoption Agreement

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input checked="" type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO payouts | <input type="checkbox"/> Payment for education |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input checked="" type="checkbox"/> Bonuses | <input checked="" type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input checked="" type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input checked="" type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input checked="" type="checkbox"/> Other: 457 Employee Contributions |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

MERS Defined Contribution Plan Adoption Agreement

4. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize any available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

5. Vesting

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

Vesting schedule will be (check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years 20 Months of Service
- Graded Vesting (the % of vesting acquired after employment for the designated number of years)
_____ % after 1 year of service
_____ % after 2 years of service
_____ % after 3 years of service (min 25%)
_____ % after 4 years of service (min 50%)
_____ % after 5 years of service (min 75%)
_____ % after 6 years of service (min 100%)

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) 65

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

MERS Defined Contribution Plan Adoption Agreement

6. Contributions

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
- Weekly
 - Bi-Weekly (every other week)
 - Semi-Monthly (twice each month)
 - Monthly
 - Other (must specify) _____
- b. **Employer Contributions**
Required Employee Contributions and Employer Contributions are outlined using associated *Contribution Addendum for MERS Defined Contribution (MD-073)*.
- c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

7. Loans: shall be permitted shall not be permitted
If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

8. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

III. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

IV. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

MERS Defined Contribution Plan Adoption Agreement

V. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

VI. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

CHARTER TOWNSHIP OF UNION

-and-

COUNCIL 25, AFSCME (Supervisory and Non-Supervisory Units)

Letter of Understanding Regarding Retirement Vesting

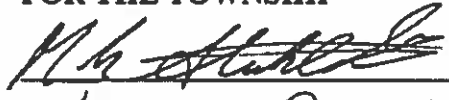
The Charter Township of Union ("Employer") and Council 25, American Federation of State, County and Municipal Employees (AFL-CIO) (Supervisory and Non-Supervisory Units) ("Union") entered into a series of collective bargaining agreements effective between January 1, 2012 and December 31, 2017, which provided that employees shall be 100% vested in the employer contributions in their MERS Defined Contribution Plan accumulated benefit account after 24 months of participation.

By oversight, employees continued to be reported and enrolled in the Employer's MERS Defined Contribution Plan in the Employer's employee division that provided that employees shall be 100% vested in the employer contributions in their MERS Defined Contribution Plan accumulated benefit account after 20 months of participation.

Effective June 13, 2018, the Employer and the Union entered into a collective bargaining agreement that provides that employees shall be 100% vested in the employer contributions in their MERS Defined Contribution Plan accumulated benefit account after 20 months of participation. The collective bargaining agreement entered into between Employer and Union effective January 1, 2020 includes an identical provision regarding vesting.

Therefore, the Employer and the Union do hereby agree that the collective bargaining agreements between them effective between January 1, 2012 and December 31, 2017, are amended to provide that employees hired on and after January 1, 2012, shall be 100% vested in the employer contributions in their MERS Defined Contribution Plan accumulated benefit account after 20 months of participation, all other terms of such agreements being unchanged hereby.

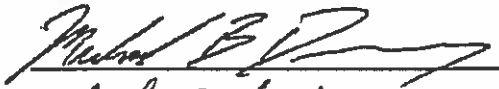
FOR THE TOWNSHIP



Kimberly Smith

Date: 4-6-21

FOR THE UNION



John C. Belkum

Date: 4-6-21

CHARTER TOWNSHIP OF UNION

-and-

COUNCIL 25, AFSCME (Supervisory and Non-Supervisory Units)

Letter of Understanding Regarding Retirement Vesting


The Charter Township of Union ("Employer") and Council 25, American Federation of State, County and Municipal Employees (AFL-CIO) (Supervisory and Non-Supervisory Units) ("Union") entered into a series of collective bargaining agreements effective between January 1, 2012 and December 31, 2017, which provided that employees shall be 100% vested in the employer contributions in their MERS Defined Contribution Plan accumulated benefit account after 24 months of participation.

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FOR THE TOWNSHIP

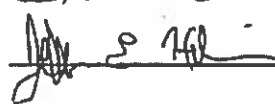


TOWNSHIP MANAGER

Date: 4/7/21

FOR THE UNION





Date: 4-6-21

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Union, Chtr Twp of

Municipality number 371001

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 371001110016

Division name 110016

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

All Full-time Employees

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Union, Chtr Twp of

DIV: 371001110016

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>12</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>35</u> per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from <u>January</u> to <u>December</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Union, Chtr Twp of

DIV: 371001110016

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Union, Chtr Twp of

DM: 371001110016

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Union, Chtr Twp of

DN: 371001110016

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input checked="" type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input checked="" type="checkbox"/> Bonuses | <input checked="" type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input checked="" type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input checked="" type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input checked="" type="checkbox"/> Other: <u>457 Employee Contributions</u> |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Union, Chtr Twp of

DIV: 371001110016

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Charter Township of Union

at a Board Meeting which took place on: 04/14/2021
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** April 5, 2021
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 4/14/2021
ACTION REQUESTED: To introduce and conduct a First Reading for the proposed PREZ 21-02 request from Avenue A Properties LLC to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

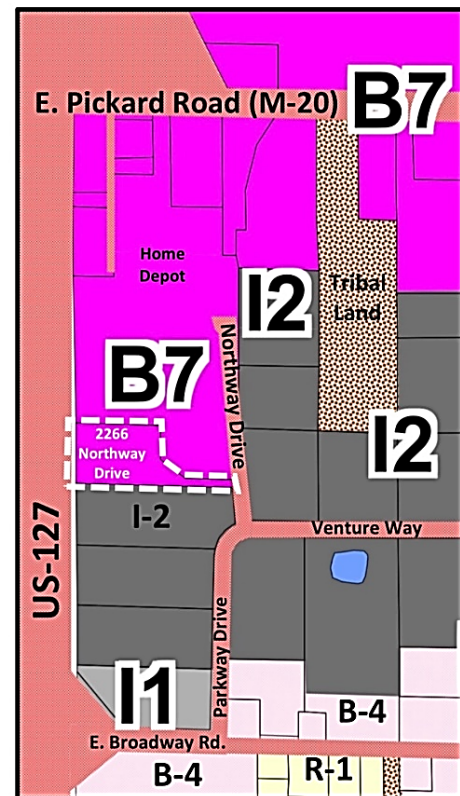
BACKGROUND INFORMATION

In February, the Community and Economic Development Director and Zoning Administrator met with Ryan Smith, a member-agent for Avenue A Properties LLC, which is the owner of 2266 Northway Dr. The purpose of the meeting was to discuss potential re-use of the existing building and applicable Zoning Ordinance requirements. The current commercial (B-7) zoning and the historical industrial use and character of the building were noted. Mr. Smith subsequently submitted a rezoning request to facilitate future use of the building and site consistent with its location in the Enterprise Park industrial development.

Development and Zoning History

The subject site is part of lot 5 of the original Enterprise Park industrial park subdivision development, which was developed in the late 1970s. Township assessing records indicate that, at the time the existing principal building was constructed, the lot was included in the I-2 zoning that matches most of the other Enterprise Park lots. The design and historic use of the existing building for office, warehouse, and light manufacturing activities is far more consistent with the character of the I-2 District than the regional commercial character of the B-7 District.

In conjunction with development of the adjacent land to the north for a new Home Depot building and parking lot, the front portion of "lot 5" was divided off and approved for use as a stormwater detention basin to receive runoff from the Home Depot site. It appears that action was undertaken at around this same time period to rezone the entirety of "lot 5" to the B-7 District, including both the detention basin area and the existing building at 2266 Northway Dr.



Public Hearing and Planning Commission Recommendation

The Planning Commission held a public hearing on the rezoning request during a March 30, 2021

special meeting. Following the hearing, the Commission evaluated the request as required by Section 14.5.G. of the Zoning Ordinance to “*identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board.*” This Section includes a set of factors to consider, including an evaluation of existing and proposed zoning districts, apparent demand, availability of public services and infrastructure, and consistency with the Master Plan. Following their deliberation, the Commission adopted the following motion by a unanimous roll call vote:

Motion by Commissioner Buckley supported by Commissioner Lapp to recommend to the Township Board of Trustees that the PREZ21-02 Zoning Map Amendment to rezone the 1.92-acre parcel at 2266 Northway Drive (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District) be adopted based on the following findings and conclusions:

- 1. This site is located in the East Downtown Development Authority District and in Enterprise Park, an industrial park development.**
- 2. There is no demand for the building at 2266 Northway Dr. to be used for retail, service or other commercial uses.**
- 3. The design and historic use of the existing building for office, warehouse, and light manufacturing activities is far more consistent with the character of the I-2 District than the regional commercial character of the B-7 District.**
- 4. There is a pressing need for “flex space” buildings suitable for office, warehouse, and light manufacturing business development, and for additional land zoned for industrial uses in locations with easy access to state highways.**
- 5. It appears that the existing industrial building at 2266 Northway Dr. may have inadvertently been included in the B-7 rezoning to support use of the front portion of the Enterprise Park’s “lot 5” for the Home Depot’s stormwater management facilities. This commercial classification was later carried over into the updated Master Plan.**
- 6. The proposed rezoning will not create any special privilege, result in unlawful exclusionary zoning, or set an inappropriate precedent.**

County Planning Commission Review

In accordance with the requirements of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the rezoning request and draft Planning Commission meeting minutes were forwarded to the Isabella County Planning Commission for their review and comment. This request will be on their on their April 8, 2021 regular meeting agenda for consideration. Based on past practices, the County is expected to have no comments on the request.

SCOPE OF SERVICES

Introduction and First Reading of the proposed PREZ 21-02 request to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

JUSTIFICATIONS

In their 3/30/2021 motion to recommend to the Township Board of Trustees that the PREZ 21-02 Zoning Map Amendment be adopted, the Planning Commission identified six (6) specific findings of fact and conclusions, based on the rezoning criteria found in Section 14.5.G. of the Zoning Ordinance, which justify and support their recommendation.

GOALS ADDRESSED

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

- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 6. Commerce**

Adoption of the requested rezoning would allow the existing building to be used for office, warehouse, and light manufacturing activities, which would help to foster employment opportunities for residents to be able to thrive and achieve more than their basic needs (1.2), and would be consistent with commerce –friendly economic development policies (1.6).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the proposed amendatory ordinance would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

RESOLUTION

Introduce and conduct a First Reading for the proposed PREZ 21-02 request from Avenue A Properties LLC to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

ORDINANCE NO. 21-02

An ordinance to amend the Charter Township of Union’s Official Zoning Map by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for severability; to provide for publication; and to provide an effective date.

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

Section 1 – PREZ 20-03 Rezoning Request

The Official Zoning Map shall be amended to rezone the 1.92-acre parcel at 2266 Northway Dr. (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District).

Section 2 – Severability

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect validity of the remaining portion thereof.

Section 3 – Publication

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

Section 4 – Effective Date

This Ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on the _____ day of _____, 2021, after initiation and a public hearing by the Planning Commission on March 30, 2021 as required pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.);, and after introduction and a first reading by the Township Board on _____, 2021 and publication after such first reading as required by the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL42.34).

This Ordinance shall be effective on the _____ day of _____, 2021, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted after a Second Reading at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 2021, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

(a) Voting in favor of the Ordinance: _____

(b) Voting against adoption of the Ordinance: _____

I further certify that a summary and notice of adoption of this Ordinance were published in The Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 2021 and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 2021

Lisa Cody, Clerk

I, Bryan Mielke, the duly elected Supervisor of the Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

Bryan Mielke, Supervisor

Date: _____, 2021

Charter Township of Union

APPLICATION FOR REZONING APPROVAL

A completed application will contain all information required per the Zoning Ordinance, Section 14.5 (Amendments); including:

Response to Rezoning Criteria (Section 14.5.G.)

Vicinity Map and Survey/Drawing (Section 14.5.F.1.d.)

Name of Proposed Development/Project _____	
Common Description of Property & Address (if issued) _____	
Applicant's Name(s) _____	
Phone/Fax numbers _____	Email _____
Address _____ City: _____ Zip: _____	

Legal Description:	Attached	Included on Survey	Tax Parcel ID Number(s):
Existing Zoning:	Land Acreage:	Existing Use(s):	
ATTACHED: Letter describing the proposed land uses and reasons for the requested zoning change.			

Firm(s) or Individuals(s) who prepared the Land Survey/Drawing	1. Name: _____ Phone: _____ Email _____ 2. Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Phone _____
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Signature: _____ Interest in Property: _____ 2. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Signature: _____ Interest in Property: _____

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all the owners of the property. False or inaccurate information may be cause for rejection of the application. Approval of any requested zoning change shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.



Signature of Applicant

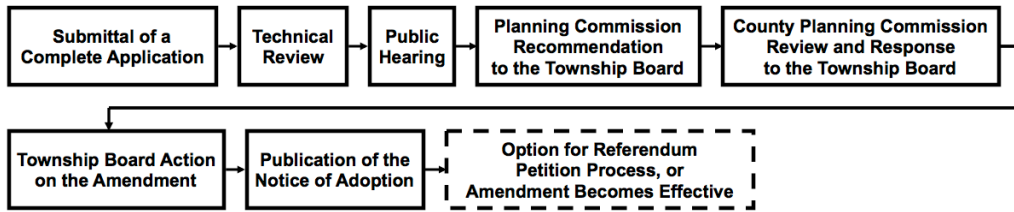
Date

Office Use Only

Application Received By: _____ Fee Paid: \$ _____

Date Received: _____ Escrow Deposit Paid: \$ _____

Section 14.5 Amendments (excerpts)



Amendment Review Process

F. Application Information. The following information shall be required with any application for amendment to this Ordinance or Official Zoning Map submitted by a Township property owner or person acting on behalf of and with authorization from the property owner:

1. **Zoning map amendment.** When the application involves an amendment to the Official Zoning Map, the applicant shall submit the following information:
 - a. The name, address, and contact information for the applicant, and the applicant's legal interest in the property. If the applicant is not the owner, the name, address, and contact information for the owner(s) and the signed consent of the owner(s) shall also be required.
 - b. Signature(s) of the applicant(s) and owner(s), certifying the accuracy of the information.
 - c. A legal description of the property, including street address(es) and tax code number(s).
 - d. A survey drawing or plan view of the subject property drawn to a standard engineer's scale and correlated with the legal description and clearly showing the property's location, lot boundaries, road rights-of-way, easements, existing structures, fences, and other improvements, regulated wetlands, watercourses, and all known physical, geological, hydrological, historical, and archeological features.
 - e. Identification of the existing and proposed zoning classifications for the subject property.
 - f. Vicinity map showing the property location, adjacent land uses, and existing zoning classifications for the subject property and surrounding area.
 - g. A letter stating the applicant's reasons for the requested change.
2. **Zoning Ordinance text amendment.** When an application involves a change in the text of the Zoning Ordinance, the applicant shall submit a detailed statement on the application, clearly and completely setting forth all proposed provisions and regulations, including all changes in the Zoning Ordinance necessary to accommodate the proposed amendment; the name and address of the applicant; and the reasons for the proposed amendment. For an application submitted by a Township property owner or resident, their name, address, and contact information and their reasons for the application shall also be required.

G. Findings of Fact Required. In reviewing any proposed zoning amendment, the Planning Commission shall identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board. The following factors shall apply to Township review of any proposed amendment to the Official Zoning Map:

1. **Evaluation of existing and proposed zoning districts.** Consider the following factors:
 - a. Compatibility of existing zoning, proposed zoning, and all land uses allowed in each zoning district with site characteristics, Master Plan policies, the intent and purposes of the existing and proposed districts, and anticipated land use impacts on the surrounding area and anticipated future development.
 - b. Compatibility of the boundaries, size, and arrangement of the existing and proposed zoning districts with the surrounding area and anticipated future development.
 - c. Whether there are conditions or circumstances that warrant a change or reasonably prevent the site from being developed or used as currently zoned.

2. **Apparent demand.** Consider the following factors:
 - a. Apparent demand for the types of uses permitted in the existing and proposed zoning districts in relation to the amount of land currently zoned and available in the Township and surrounding communities to accommodate the demand.
 - b. Whether there is a demonstrated market demand for more land to be classified in the proposed district, and whether this is the appropriate location.
 - c. Availability of land already planned and/or zoned for the types of land uses and intensity of development possible under the proposed zoning district classification.
 - d. The amount of land in the Township or adjoining jurisdictions that is already prepared and/or ready for development consistent with the proposed zoning district's intent and list of permitted land uses.

3. **Availability of public services and infrastructure.** Rezoning of undeveloped land to a more intensive zoning district should only take place in conjunction with the availability of public services and infrastructure to serve all of the allowable land uses in the proposed district. Factors to consider include:
 - a. Capacity of available utilities and public services to accommodate the uses permitted in the district without compromising the health, safety, and welfare of Township residents or burdening public entities or the Township with unplanned capital improvement or operational costs.
 - b. Capacity of the existing road system to safely and efficiently accommodate the expected traffic generated by uses permitted in the zoning district.
 - c. Capacity of existing police, fire, ambulance, schools, and other public services to serve all potential land uses on the site.

4. **Consistency with the Master Plan.** Consider the following:
 - a. Determine whether the intent and all of the allowable uses within the requested zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site.
 - b. A rezoning inconsistent with the Master Plan should only be considered where specific findings are made that demonstrate conditions have changed significantly since the Plan was prepared, and/or new information supports a change. In such cases, the Township may first consider an amendment to the Plan.
 - c. The future land use recommendations of the Master Plan are based upon a ten- to twenty-year timeframe. Consider whether the timing of the proposed rezoning is appropriate, given trends in the area, infrastructure capacity, and other factors.

5. **Additional factors.** Additional factors to consider include, but shall not be limited to:
 - a. Are all allowable uses and development allowed in the proposed zoning district compatible with physical, geological, hydrological, historical, and archeological features of the site and area, and any applicable laws governing their protection or preservation?
 - b. Have conditions changed since the Zoning Ordinance was adopted or was there a mistake in the Zoning Ordinance that justifies the amendment?
 - c. Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?
 - d. Will the amendment result in unlawful exclusionary zoning?
 - e. Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?



March 02, 2021

Charter Township of Union
Mr. Peter Gallinat
Zoning Administrator
2010 South Lincoln Road
Mt. Pleasant MI 48858

Dear Mr. Gallinat –

I would like to formally apply & request that the property located at 2266 Northway Drive in the Charter Township of Union with property Tax ID Number 14-152-00-005-02 be rezoned from the current classification of B7 to I2.

Under Section 14.50, a zoning amendment may be applied for in any zoning district and may be requested by the property Owner(s). Sections 14.50 (A-J) outline the process for the requested amendment and are outlined below.

- A. Initiating Amendments
 - a. Avenue A Properties, LLC the owner of the subject property formally requests a zoning amendment from B7 to I2.
- B. Fees
 - a. All necessary and applicable fees have been submitted and paid to Charter Township of Union zoning administrator Peter Gallinat via paper check delivery through USPS. A copy of the check is enclosed as Exhibit D.
- C. Pre-application Meeting
 - a. A pre-application (informal) meeting was held via Zoom with Peter Galliant and Rodney Nanney on February 17, 2021 at 12:00pm (Noon).
- D. Amendment Procedure.
 - a. Avenue A Properties, LLC understands the amendment review procedures as outlined. We also understand that time is of the essence and request that this request be reviewed as quickly as possible.
- E. Re-Application
 - a. Not Applicable
- F. Application Information - Zoning map amendment. When the application involves an amendment to the Official Zoning Map, the applicant shall submit the following information:
 - a. The name, address, and contact information for the applicant, and the applicant's legal interest in the property. If the applicant is not the owner, the name, address, and



contact information for the owner(s) and the signed consent of the owner(s) shall also be required.

- i. This information can be found on the Union Township Rezoning Application.
 - b. Signature(s) of the applicant(s) and owner(s), certifying the accuracy of the information.
 - i. Enclosed as Exhibit C
 - c. A legal description of the property, including street address(es) and tax code number(s)
 - i. Enclosed as Exhibit A
 - d. A survey drawing or plan view of the subject property drawn to a standard engineer's scale and correlated with the legal description and clearly showing the property's location, lot boundaries, road rights-of-way, easements, existing structures, fences, and other improvements, regulated wetlands, watercourses, and all known physical, geological, hydrological, historical, and archeological features.
 - i. A GIS plan view is enclosed as Exhibit D.
 - e. Identification of the existing and proposed zoning classifications for the subject property.
 - i. Enclosed as Exhibit F
 - f. Vicinity map showing the property location, adjacent land uses, and existing zoning classifications for the subject property and surrounding area.
 - i. Current Land Use Map enclosed as Exhibit G
 - ii. Future Land Use Map enclosed as Exhibit H
 - g. A letter stating the applicant's reasons for the requested change.
 - i. Enclosed as Exhibit B
- G. Findings of Fact Required. In reviewing any proposed zoning amendment, the Planning Commission shall identify and evaluate all relevant factors in preparing its report of findings of fact, conclusions, and recommendation to the Township Board. The following factors shall apply to Township review of any proposed amendment to the Official Zoning Map:
 - a. Evaluation of existing and proposed zoning districts. Consider the following factors:
 - i. Compatibility of existing zoning, proposed zoning, and all land uses allowed in each zoning district with site characteristics, Master Plan policies, the intent and purposes of the existing and proposed districts, and anticipated land use impacts on the surrounding area and anticipated future development.
 1. The compatibility of the existing zoning is not historically accurate. The property is located within the Enterprise Industrial Park and has had industrial uses since 1979. Furthermore, the original developer Mr. Roger Card recorded a "Declaration of Restrictions on Use and Occupancy" covenant that runs in perpetuity with the subject property that superficially details that the property should be used of industrial, manufacturing, warehousing, distribution as allowed by Union Township and agreed to and recorded with Isabella County.



- a. Enclosed as Exhibit J.
- ii. Compatibility of the boundaries, size, and arrangement of the existing and proposed zoning districts with the surrounding area and anticipated future development.
 1. The subject parcel is adjacent to and shares a property boundary with a parcel(s) that is currently zoned I2. Therefore, the requested change is compatible with existing surrounding uses.
- iii. Whether there are conditions or circumstances that warrant a change or reasonably prevent the site from being developed or used as currently zoned.
 1. There are a number of conditions that warrant the change. First and foremost, the document enclosed as Exhibit J. Second, the long historical use of the property and Union Township's acceptance of this previous use via Exhibit J and their subsequent allowance of various manufacturing uses since 1979. Third, we have a large Fortune Top 5 Company that would like to lease the space and use it for permitted purposes consistent with I2 classification.
- b. Apparent demand. Consider the following factors:
 - i. Apparent demand for the types of uses permitted in the existing and proposed zoning districts in relation to the amount of land currently zoned and available in the Township and surrounding communities to accommodate the demand.
 1. The demand is apparent via the future tenant that wishes to occupy the space. Furthermore, the request is consistent with the Future Land Use Map dated 2018 as promoted on the Township's website. Specifically, that Enterprise Park is to be zoned a mix of "Community Commercial" and "Commercial/Industrial Mix".
 - ii. Whether there is a demonstrated market demand for more land to be classified in the proposed district, and whether this is the appropriate location.
 1. There is a demonstrated demand via the future tenant.
 - iii. Availability of land already planned and/or zoned for the types of land uses and intensity of development possible under the proposed zoning district classification.
 1. Not Applicable, no development is planned. Building already exists.
 - iv. The amount of land in the Township or adjoining jurisdictions that is already prepared and/or ready for development consistent with the proposed zoning district's intent and list of permitted land uses.
 1. Not Applicable.
- c. Availability of public services and infrastructure. Rezoning of undeveloped land to a more intensive zoning district should only take place in conjunction with the availability



of public services and infrastructure to serve all of the allowable land uses in the proposed district.

- i. Not Applicable. The subject property is already developed and serviced by adequate municipal services. The requested zoning change will not adversely affect the existing public services nor will it hinder adjacent property owners.
- d. Consistency with the Master Plan. Consider the following:
 - i. Determine whether the intent and all of the allowable uses within the requested zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site.
 1. The requested I2 zoning district is consistent with the Master Plan as evidenced by the future land use map. In addition, the requested classification helps achieve the Township's goal of promoting the region as a destination for industry (Page 33 Master Plan) and to contribute to the attractiveness of the region for industry.
 - ii. Objective 3.4. - Encourage sensible, sustainable, diverse, high-quality office, commercial and industrial development in designated areas to ensure employment opportunities remain supported by the community's existing and reasonably anticipated future infrastructure.
 1. The request I2 zoning district helps achieve objective 3.4 as shown in the Township's master plan. Specifically, addressing the need to ensure employment opportunities and promote industrial uses in designated areas.
 - a. The future tenant anticipates creating 40-50 new jobs and the subject property is located within the Enterprise Industrial Park which is a designated area for this type of use.
 - iii. A rezoning inconsistent with the Master Plan should only be considered where specific findings are made that demonstrate conditions have changed significantly since the Plan was prepared, and/or new information supports a change. In such cases, the Township may first consider an amendment to the Plan.
 1. The requested change is consistent with the master plan.
- e. Additional factors. Additional factors to consider include, but shall not be limited to:
 - i. Are all allowable uses and development allowed in the proposed zoning district compatible with physical, geological, hydrological, historical, and archeological features of the site and area, and any applicable laws governing their protection or preservation?
 1. All allowable uses of the I2 zoning district are compatible as evidenced by the adjacent property currently having a zoning classification of I2.



- ii. Have conditions changed since the Zoning Ordinance was adopted or was there a mistake in the Zoning Ordinance that justifies the amendment?
 - 1. Our opinion is that the subject property was incorrectly zoned to B7 when the Home Depot development occurred. The subject parcel was never intended to be designated with this classification as evidenced by Exhibit J.
- iii. Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?
 - 1. Yes, and furthermore we do not believe that this request is related to any time of special privileges.
- iv. Will the amendment result in unlawful exclusionary zoning?
 - 1. No
- v. Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?
 - 1. No

ENTERPRISE PARK

MT. PLEASANT, MICHIGAN

Pickard Road (M-20)

US-27 & M-20
Expressway
Interchange

U.S. 27 Expressway

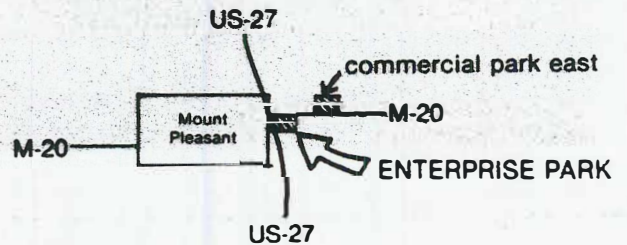
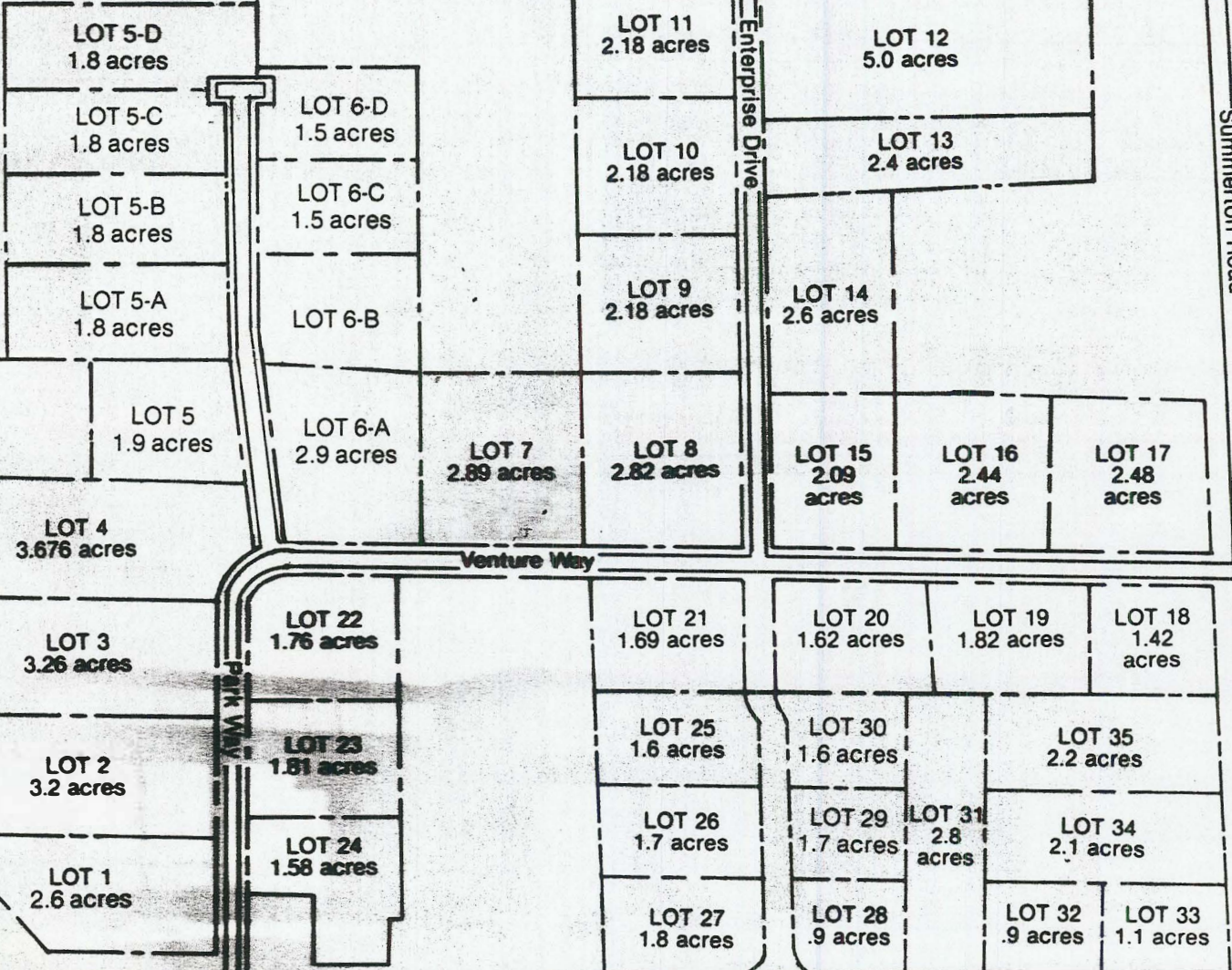
Summerton Road

Enterprise Drive

Park Way

Venture Way

Broadway Road



STATE OF MICHIGAN
COUNTY OF ISABELLA
REGISTERED

1900 MAY 23 AM 10 28

Charles J. Southworth
REGISTER OF DEEDS

COPY

ENTERPRISE PARK
DECLARATION OF RESTRICTIONS ON USE AND OCCUPANCY

This Declaration of Restrictions is made on this 26th day of November, 1979, by Roger R. Card and Annilie Card of 1001 Glenwood Place, Mt.Pleasant, Michigan; T.D. Provins Drilling Co., Inc., P.O. Box 642, Mt.Pleasant, Michigan; Independent Well Rig Supply, Inc., 1208 N. Mission, Mt.Pleasant, Michigan; Angela G. Hanselmann, Rt. 4, Kalkaska, Michigan; Gordon R. Gauld and Janice L. Gauld, 5735 E. Broadway, Mt. Pleasant, Michigan; Schwartz & Howard Real Estate, Partnership of Saginaw, Saginaw, Michigan; Orah Courtney and Anna Courtney, 5877 E. Broadway, Mt.Pleasant, Michigan; Pauline Mummy, 1016 PlainView, Marietta, Georgia; Richard Mummy and Doris A. Mummy, 2240 S. Summerton Rd., Mt.Pleasant, Michigan, hereinafter jointly referred to as Grantors, in order to provide for the most beneficial development of the Enterprise Park Subdivision and to prevent such use thereof as might tend to diminish the value and operation of said Enterprise Park Subdivision for the purposes hereinafter stated, does hereby adopt, declare and constitute the following restrictions, conditions and limitations upon said land which shall be covenants running with the land and binding upon the purchase or purchasers, and his or their heirs, successors, assignees, devisees and administrators of any part, parcel, tract, tracts or lots of said land within the Enterprise Park Subdivision, being a part of the NE $\frac{1}{4}$, Section 13, T14N-R4W, Union Township, Isabella County, Michigan.

1. INTENDED USE

A. The property herein conveyed shall be used only for industrial, manufacturing, warehousing, distribution as allowed by Union Township Zoning Ordinance. The property shall not be used for residential purposes, except those required on the plat premises for watchman or police purposes.

2. COMPLETION OF CONSTRUCTION

A. The Grantee agrees to complete construction substantially in accordance with plans and specifications as approved by Roger R. Card and Union Township or its approved agent within eighteen (18) months from the date of commencement, provided that in the event the Grantee is prevented from completing construction within the time herein provided, by cause or causes beyond its control, the period allowed for completing construction may be extended for a period equal to the time lost as a result of such cause or causes beyond its control at the discretion of Roger R. Card.

3. REQUIRED CONDITIONS

Any building or uses permitted in the Industrial Subdivision shall comply with the following conditions:

A. CONSTRUCTION AND APPEARANCE

(1) All building, site and landscape plans and specifications for initial construction, and all similar plans for alterations and additions which affect the exterior of any buildings, or the site, shall be submitted to Roger R. Card and Union Township or its appointed agent for approval.

(2) All wires, utilities and service facilities shall be located underground.

(3) Sanitary sewer facilities shall be connected to the Union Township sewer system upon completion of same. Purchaser shall pay all applicable fees.

(4) The temporary storm water retention easements are temporary private easements and are to be released to lot owners upon authorization by the Isabella County Drain Commission.

(5) On site water supply systems shall conform with requirements of the local Department of Health having jurisdiction. Due to extraordinary hydro-geographical conditions it may be difficult to obtain a satisfactory quantity of potable water at a specified location on a lot. Therefore, prior to initiating site development plans the purchaser should develop a water supply which will adequately meet his needs.

(6) Building Construction: All buildings shall be basically of steel or other metal, masonry and glass construction. No wood frame building shall be permitted. All sides of any building facing upon a public street must be of finished material. Finished materials are defined as face brick, colored steel panels, glass, ornamental stone or other decorative materials and shall not include concrete or cinder block, whether or not painted, unless such blocks are designed especially as ornamental facing or veneer. In the event of dispute as to whether or not a particular material qualifies as "finished material" the decision of Roger R. Card shall be final. All exposed concrete block or metal must be painted within 60 days from the date of occupancy except those materials not normally painted or those materials which have been pre-finished. All buildings shall be constructed in accordance with applicable Union Township codes and ordinances of local governmental bodies but shall in addition be constructed with high quality materials and in a manner so as to have the ability to withstand the normal causes of deterioration with normal maintenance procedures. No used material shall be incorporated within any building without the express permission of Roger R. Card.

No pole building structure, covering garage, barn or other outbuilding of a temporary nature shall be situated, erected or maintained on any parcel of the subject property, but this shall not apply to construction building or storage facilities used in the course of construction of any permanent building.

(7) No old buildings may be moved to this property. No trailer, tent or other temporary buildings shall be occupied.

B. SETBACKS

(1) No building or structure shall be located within 50 feet of the public street right-of-way, ingress - egress easements, or rear property lines, except existing buildings.

(2) All building or structures shall be set back a minimum of 25 feet from all interior side property lines, unless there is common ownership of adjacent lots and the lots are combined to provide a single building site, in which case Grantor may waive the requirements of this paragraph.

(3) Buildings located on the same site shall be separated from other buildings by at least 15 feet.

(4) Any lot which is bounded on two or more sides by a public street for the purposes of these restrictions shall be deemed to front on all such streets.

C. STORAGE

All goods, equipment, supplies or other material shall be stored in completely enclosed buildings except raw materials used in the ordinary course of business and finished or semi-finished products may be located outside of buildings on the rear of said property. Such storage must be contained in bins and/or screened by a wall or fence at least 6 feet in height as may be determined by Union Township or its appointed agent to adequately screen such storage area and material stored from view from outside of the lot boundaries.

D. FENCING

All fencing for screening, security or other purposes shall be attractive in appearance and shall be of an industrial type fence of galvanized metal with colored screen inserts of non-ferrous material, or of decorative masonry.

E. LANDSCAPING

(1) Land areas outside the building lines or parking areas shall be landscaped and maintained at the expense of the Grantee. Plans for both landscaping and parking areas must be included and approved by Union Township.

(2) The Grantee agrees that he will maintain existing trees and wooded areas to the extent that it does not affect the desired development of his buildings or parking area.

F. OFF-STREET LOADING AND UNLOADING

No loading or unloading shall be permitted on any public or private street or road or any other place except as provided in accordance with the following: Loading and unloading areas shall comply with the requirements of the Union Township Zoning Ordinance except that all industrial uses must have a minimum one (1) loading and unloading area.

G. OFF-STREET PARKING

(1) No parking shall be permitted on any public or private street or road or any other place than prepared parking areas. Each owner shall be required to provide off-street parking areas for all their employees, customers and visitors.

(2) Off-street parking shall be permitted in the front setback areas which abut a public dedicated street, except that not more than 75 percent of such required front or side setback area may be used for customer or visitor parking to within a distance of 5 feet of the street right-of-way line.

(3) Off-street parking areas shall be used for the parking of passenger vehicles or commercial and other vehicles incidental to the operation conducted on the property.

4. SIGNS

A. Billboard posters and other advertising signs are prohibited except for those signs which provide for direction of traffic or which advertise the property, or owner's business or product.

B. The total aggregate amount of signs shall be one (1) square foot for each front foot of property or three (3) square feet for each front foot of building, whichever is greatest.

C. All signs, except standard direction signs for traffic, shall be wall signs firmly attached to the outside wall of the principal building, or permanent lighted yard signs, and no sign shall extend above the roof line of the building.

5. DIVISION OF LOT AND MINIMUM LOT FRONTAGE

A. No parcel or lot shall be divided without approval of Roger R. Card or his appointed agent.

6. PERFORMANCE STANDARD

No industry or other business shall be established, maintained or permitted on said property which produces objectionable smoke, dust, noise, vibration or waste. Determination of whether an industry or business is objectionable for any of the above reasons shall be based on existing laws and Union Township ordinances and the discretion of Roger R. Card or his appointed agent.

7. MAINTENANCE OF PROPERTY

The owner of said property shall keep the premises, buildings and improvements in a safe, clean, healthful and attractive condition and shall comply in all respects to all government, health, fire and police requirements.

8. EASEMENT

Permanent construction is not allowed within any easement. Parking and storage areas are allowed.

9. ENFORCEMENT OF RESTRICTIONS

Roger R. Card herein, his successors and assignees, may enforce these restrictions by a suit for damages, injunction or any other remedy which Roger R. Card, his successors and assignees may have at law or by this declaration.

10. INVALIDATION

Invalidation of any of the foregoing conditions, restrictions or covenants by a court of competent jurisdiction in no way affects any of the other provisions which shall remain in full force and effect.

IN WITNESS WHEREOF, Roger R. Card and Annilie Card has caused these presents to be signed on NOVEMBER 15, 1979.

In the presence of:

ENTERPRISE PARK SUBDIVISION

Michael Klumpp
Michael Klumpp

Roger R. Card
Roger R. Card

Robert A. Shay
Robert A. Shay

Annilie Card
Annilie Card



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: April 14, 2021

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: March 31, 2021

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
- No new debts were acquired in the 1st Quarter 2021
- No long-term General Fund reserves have been used for several years
- Current tax collections were distributed timely; Checks were issue on January 14th, January 27th, February 10th, February 23rd, and March 10th
- All payroll was paid timely in January, February, March 2021
- All payroll taxes and benefits were paid on schedule and on time
- W-2s and 1099 forms were filed accurately and on time to the Federal Government as well as the State of Michigan
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

Compliance

In compliance with policy as stated.

Policy Governance Executive Limitations Evaluation Form

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

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

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

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 _____

User: SHERRIE

PERIOD ENDING 03/31/2021

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		12/31/2020 NORMAL (ABNORMAL)			03/31/2021 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND							
Dept 000 - NONE							
402.000	CURRENT PROPERTY TAX	312,582.63		314,000.00		295,842.64	94.22
402.001	PROPERTY TAX REFUNDS-MTT	(1,066.05)		(5,000.00)		0.00	0.00
402.002	PILOT TAX	3,218.79		3,000.00		1,824.57	60.82
420.000	DELQ PERSONAL PROPERTY TAXES	247.34		1,000.00		0.00	0.00
425.000	MOBILE HOME PARK TAX	2,646.50		2,400.00		0.00	0.00
445.000	INTEREST ON TAXES	601.68		100.00		874.07	874.07
446.000	3% OR 4% PENALTY ON TAX	3,948.19		4,000.00		3,579.56	89.49
447.000	ADMIN FEE-PROPERTY TAX	150,107.98		150,000.00		104,678.95	69.79
447.001	ADMIN FEES-REFUNDS MTT BOR	(565.15)		(4,000.00)		0.00	0.00
447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,752.50		7,700.00		0.00	0.00
447.100	ADMIN FEE-PRIOR YEARS	209.98		0.00		151.72	100.00
475.000	CABLE FRANCHISE FEES	115,509.98		115,000.00		0.00	0.00
476.000	BUILDING PERMITS	78,412.59		72,000.00		7,697.00	10.69
477.000	RENTAL INSPECTION FEES	83,357.00		89,000.00		63,771.00	71.65
479.000	ZONING PERMITS	9,300.00		18,000.00		5,350.00	29.72
528.000	OTHER FEDERAL GRANTS	6,570.86		0.00		0.00	0.00
573.000	STATE AID REVENUE-LCSA	2,039.64		2,500.00		2,702.21	108.09
574.000	STATE REVENUE SHARING	1,182,364.00		1,040,000.00		0.00	0.00
574.100	LIQUOR STATE REVENUE SHARING	11,814.00		11,700.00		0.00	0.00
574.200	METRO ACT REVENUE SHARING-LCSA	8,205.36		8,200.00		0.00	0.00
576.000	STATE GRANTS-SPECIAL ELECTION REIMB	13,189.45		0.00		0.00	0.00
580.100	CONTRIBUTION FROM CITY	1,407.23		0.00		0.00	0.00
582.000	CONTRIBUTION FROM TRIBE	165,669.94		252,340.00		0.00	0.00
583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00		117,000.00		0.00	0.00
584.000	CONTRIBUTION FROM SCHOOL SYSTEM	2,098.70		0.00		0.00	0.00
609.000	CONSTR PLAN REVIEW FEES	3,425.00		0.00		0.00	0.00
613.000	APPLICATION FEES	0.00		500.00		0.00	0.00
626.000	COPIES	10.00		0.00		0.00	0.00
628.000	LAND DIVISIONS/CONDO CONV	1,400.00		1,500.00		400.00	26.67
630.000	WEED ABATEMENT SERVICES	1,223.25		1,000.00		602.00	60.20
651.000	USE FEES-BASEBALL FIELDS	0.00		1,600.00		0.00	0.00
655.000	FINES & FORFEITURES	502.50		800.00		60.00	7.50
665.000	INTEREST EARNED	99,110.20		36,800.00		15,748.66	42.80
667.000	RENT - JAMESON HALL	1,075.00		7,000.00		0.00	0.00
667.100	RENT - McDONALD PARK PAVILION	264.00		1,000.00		204.00	20.40
667.200	RENT - JAMESON PAVILION	120.00		500.00		396.00	79.20
667.300	LEASES	900.00		900.00		900.00	100.00
671.000	OTHER REVENUE	22,184.53		25,000.00		1,702.50	6.81
672.400	REVENUE-STREET LIGHTS SPEC ASSESS	15,821.36		18,000.00		6,996.05	38.87
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		500.00		0.00	0.00
674.000	PRIVATE CONTRIBUTIONS & DONATIONS	10,416.75		0.00		0.00	0.00
687.000	REFUNDS & REBATES	1,653.75		0.00		0.00	0.00
Net - Dept 000 - NONE		2,317,729.48		2,294,040.00		513,480.93	
Dept 101 - TRUSTEES							
702.000	SALARIES & WAGES	30,230.56		30,115.00		5,884.60	19.54
707.000	PER MEETING	1,725.00		4,000.00		200.00	5.00
709.000	EMPLR FICA CONTR	1,965.60		2,108.00		377.28	17.90
711.000	EMPLR MEDICARE CONTR	459.67		493.00		88.25	17.90
724.000	WORKER'S COMP	60.07		60.00		5.02	8.37
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50		4,310.00		0.00	0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	133.40		500.00		0.00	0.00
900.000	PRINTING & PUBLISHING	167.50		600.00		0.00	0.00
910.000	PROFESSIONAL DEVELOPMENT	1,482.55		5,100.00		45.00	0.88
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	16,337.82		16,400.00		10,000.00	60.98
955.000	MISC.	0.00		500.00		311.00	62.20
Net - Dept 101 - TRUSTEES		(56,069.67)		(67,186.00)		(16,911.15)	
Dept 171 - SUPERVISOR							
702.000	SALARIES & WAGES	14,376.35		6,250.00		1,225.97	19.62
707.000	PER MEETING	425.00		1,000.00		0.00	0.00
709.000	EMPLR FICA CONTR	917.65		450.00		76.03	16.90
711.000	EMPLR MEDICARE CONTR	214.72		105.00		17.80	16.95
724.000	WORKER'S COMP	29.26		150.00		1.99	1.33
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		350.00		0.00	0.00
910.000	PROFESSIONAL DEVELOPMENT	0.00		1,000.00		0.00	0.00
910.100	SEMINAR LODGING	0.00		750.00		0.00	0.00
910.200	SEMINAR MEALS	0.00		200.00		0.00	0.00
915.000	MEMBERSHIP & DUES	0.00		275.00		0.00	0.00

User: SHERRIE

PERIOD ENDING 03/31/2021

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ACCOUNT DESCRIPTION	END BALANCE	2021 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)		03/31/2021 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND				
Net - Dept 171 - SUPERVISOR	(15,962.98)	(10,530.00)	(1,321.79)	
Dept 172 - TWP MANAGER				
702.000 SALARIES & WAGES	35,024.51	34,850.00	6,817.71	19.56
702.600 CAR ALLOWANCE	3,000.00	3,000.00	750.00	25.00
708.000 UNEMPLOYMENT	54.33	150.00	38.36	25.57
709.000 EMPLR FICA CONTR	2,338.18	2,321.00	451.56	19.46
711.000 EMPLR MEDICARE CONTR	546.86	543.00	105.61	19.45
716.000 EMPLR RETIREMENT CONTR	3,419.46	3,404.00	660.83	19.41
718.500 HEALTH INSURANCE	7,600.57	7,821.00	2,071.40	26.49
718.700 HEALTH INS-EE CONTRIBUTIONS	(291.41)	(317.00)	(78.40)	24.73
719.000 DENTAL INSURANCE	169.78	175.00	46.29	26.45
719.800 VISION INSURANCE	131.83	129.00	12.90	10.00
719.900 VISION INS-EE CONTRIBUTIONS	(66.01)	(64.00)	(6.45)	10.08
724.000 WORKER'S COMP	144.13	121.00	22.93	18.95
725.000 LIFE & DISABILITY BENEFIT	133.75	150.00	33.45	22.30
752.000 OFFICE SUPPLIES	0.00	300.00	0.00	0.00
767.000 UNIFORMS	74.00	0.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	838.40	800.00	49.80	6.23
852.000 CONTRIBUTION TO CABLE CONSORTIUM	46,204.00	45,800.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,600.00	7,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	4,221.70	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	139.37	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	100.00	0.00	0.00
915.000 MEMBERSHIP & DUES	75.00	600.00	75.00	12.50
955.000 MISC.	671.50	300.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	0.00	0.00
Net - Dept 172 - TWP MANAGER	(110,029.95)	(109,183.00)	(11,050.99)	
Dept 191 - ACCOUNTING/GEN ADMIN				
702.000 SALARIES & WAGES	99,197.47	123,600.00	19,958.62	16.15
702.500 OVERTIME	4,730.75	5,000.00	822.80	16.46
708.000 UNEMPLOYMENT	510.08	1,050.00	222.62	21.20
709.000 EMPLR FICA CONTR	6,068.79	8,000.00	1,223.03	15.29
711.000 EMPLR MEDICARE CONTR	1,421.05	1,800.00	286.07	15.89
716.000 EMPLR RETIREMENT CONTR	8,360.99	11,600.00	1,870.30	16.12
718.500 HEALTH INSURANCE	35,405.36	54,700.00	11,380.29	20.80
718.700 HEALTH INS-EE CONTRIBUTIONS	(3,068.13)	(5,465.00)	(1,145.23)	20.96
719.000 DENTAL INSURANCE	2,229.47	3,515.00	713.49	20.30
719.800 VISION INSURANCE	510.73	825.00	163.56	19.83
719.900 VISION INS-EE CONTRIBUTIONS	(255.42)	(411.00)	(81.81)	19.91
724.000 WORKER'S COMP	379.24	411.00	63.97	15.56
725.000 LIFE & DISABILITY BENEFIT	448.29	933.00	169.34	18.15
752.000 OFFICE SUPPLIES	2,523.75	2,000.00	357.95	17.90
767.000 UNIFORMS	200.00	200.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,131.00	1,200.00	0.00	0.00
801.020 EXTERNAL AUDIT	16,950.00	17,100.00	0.00	0.00
850.000 COMMUNICATIONS	161.46	0.00	(12.99)	100.00
851.000 MAIL/POSTAGE	6,235.20	6,000.00	222.75	3.71
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	240.82	500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	1,458.80	500.00	1,312.68	262.54
910.000 PROFESSIONAL DEVELOPMENT	1,786.74	2,000.00	415.00	20.75
910.100 SEMINAR LODGING	0.00	1,500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	515.00	800.00	282.25	35.28
955.000 MISC.	0.00	100.00	8.50	8.50
955.001 BANK FEES	69.00	240.00	5.00	2.08
980.000 NEW OFFICE EQUIPMENT & FURNITURE	3,685.06	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	564.75	500.00	0.00	0.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN	(191,460.25)	(239,398.00)	(38,238.19)	
Dept 215 - CLERK				
702.000 SALARIES & WAGES	35,097.01	27,014.00	5,344.39	19.78
702.500 OVERTIME	472.50	0.00	0.00	0.00
707.000 PER MEETING	175.00	2,000.00	0.00	0.00
709.000 EMPLR FICA CONTR	2,216.16	1,800.00	331.35	18.41
711.000 EMPLR MEDICARE CONTR	518.31	421.00	77.49	18.41
724.000 WORKER'S COMP	88.27	56.00	10.33	18.45
752.000 OFFICE SUPPLIES	848.92	500.00	0.00	0.00
754.000 OPERATING SUPPLIES	881.67	500.00	4.44	0.89
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	275.83	600.00	0.00	0.00
900.000 PRINTING & PUBLISHING	3,943.92	2,500.00	622.85	24.96

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ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
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	66.00		150.00	0.00		0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	3,415.00		500.00	0.00		0.00
Net - Dept 215 - CLERK	(47,998.59)		(37,991.00)	(6,390.85)		
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	37,695.87		51,480.00	8,973.54		17.43
950.000 HARDWARE REPLACEMENTS	4,327.60		7,000.00	1,029.48		14.71
Net - Dept 228 - DATA PROCESSING, INFORMATION	(42,023.47)		(58,480.00)	(10,003.02)		
Dept 253 - TREASURER						
702.000 SALARIES & WAGES	21,514.01		24,102.00	4,156.49		17.25
707.000 PER MEETING	150.00		500.00	50.00		10.00
709.000 EMPLR FICA CONTR	1,343.17		1,525.00	260.80		17.10
711.000 EMPLR MEDICARE CONTR	314.13		357.00	60.99		17.08
724.000 WORKER'S COMP	42.64		44.00	6.71		15.25
752.000 OFFICE SUPPLIES	179.70		1,000.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,500.18		1,000.00	0.00		0.00
851.000 MAIL/POSTAGE	3,805.99		4,000.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		250.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	148.00		1,000.00	75.00		7.50
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	75.00		50.00	0.00		0.00
955.000 MISC.	0.00		200.00	0.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		0.00	474.99		100.00
Net - Dept 253 - TREASURER	(29,072.82)		(34,978.00)	(5,084.98)		
Dept 257 - ASSESSOR						
702.000 SALARIES & WAGES	42,156.49		0.00	0.00		0.00
702.700 LONGEVITY PAY	1,040.08		0.00	0.00		0.00
705.000 LEAVE TIME PAYOUT	15,105.95		0.00	0.00		0.00
707.000 PER DIEM	3,250.00		4,125.00	1,125.00		27.27
708.000 UNEMPLOYMENT	153.00		0.00	0.00		0.00
709.000 EMPLR FICA CONTR	3,733.83		256.00	69.75		27.25
711.000 EMPLR MEDICARE CONTR	873.24		60.00	16.32		27.20
716.000 EMPLR RETIREMENT CONTR	4,505.73		0.00	0.00		0.00
718.500 HEALTH INSURANCE	10,360.98		0.00	0.00		0.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(416.57)		0.00	0.00		0.00
719.000 DENTAL INSURANCE	218.52		0.00	0.00		0.00
719.800 VISION INSURANCE	80.64		0.00	0.00		0.00
719.900 VISION INS-EE CONTRIBUTIONS	(40.32)		0.00	0.00		0.00
724.000 WORKER'S COMP	438.32		13.00	3.51		27.00
725.000 LIFE & DISABILITY BENEFIT	133.70		0.00	0.00		0.00
754.000 OPERATING SUPPLIES	353.93		1,050.00	0.00		0.00
759.000 GAS/FUEL	25.03		0.00	0.00		0.00
767.000 UNIFORMS	67.00		0.00	0.00		0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	150.00		400.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	48,272.00		110,000.00	35,000.00		31.82
850.000 COMMUNICATIONS	1,074.17		1,500.00	127.38		8.49
851.000 MAIL/POSTAGE	1,729.00		2,000.00	1,493.29		74.66
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	404.72		0.00	0.00		0.00
900.000 PRINTING & PUBLISHING	2,307.16		1,500.00	852.75		56.85
910.000 PROFESSIONAL DEVELOPMENT	50.00		0.00	143.00		100.00
915.000 MEMBERSHIP & DUES	375.00		0.00	0.00		0.00
955.000 MISC.	233.11		500.00	0.00		0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		3,500.00	0.00		0.00
Net - Dept 257 - ASSESSOR	(136,634.71)		(124,904.00)	(38,831.00)		
Dept 262 - ELECTIONS						
702.000 SALARIES & WAGES	1,130.88		1,000.00	0.00		0.00
702.500 OVERTIME	352.72		0.00	0.00		0.00
708.000 UNEMPLOYMENT	2.09		20.00	0.00		0.00
709.000 EMPLR FICA CONTR	115.66		60.00	0.00		0.00
711.000 EMPLR MEDICARE CONTR	27.05		20.00	0.00		0.00
712.000 ELECTION WORKERS	17,795.50		5,000.00	42.00		0.84
716.000 EMPLR RETIREMENT CONTR	133.53		100.00	0.00		0.00
718.500 HEALTH INSURANCE	699.22		200.00	0.00		0.00

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)			03/31/2021 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
718.700 HEALTH INS-EE CONTRIBUTIONS	(96.47)		0.00	0.00		0.00
719.000 DENTAL INSURANCE	45.81		1.00	0.00		0.00
719.800 VISION INSURANCE	12.85		0.00	0.00		0.00
719.900 VISION INS-EE CONTRIBUTIONS	(6.42)		0.00	0.00		0.00
724.000 WORKER'S COMP	18.88		20.00	0.00		0.00
725.000 LIFE & DISABILITY BENEFIT	14.40		0.00	0.00		0.00
754.000 OPERATING SUPPLIES	11,412.27		2,000.00	1,763.05		88.15
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,729.20		2,000.00	0.00		0.00
851.000 MAIL/POSTAGE	2,658.55		50.00	1,833.75		3,667.50
900.000 PRINTING & PUBLISHING	1,423.00		1,600.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	79.41		300.00	0.00		0.00
955.000 MISC.	0.00		400.00	0.00		0.00
Net - Dept 262 - ELECTIONS	(46,548.13)		(12,771.00)	(3,638.80)		
Dept 265 - TWP HALL & GROUNDS						
702.000 SALARIES & WAGES	1,079.33		0.00	501.78		100.00
708.000 UNEMPLOYMENT	7.80		0.00	3.78		100.00
709.000 EMPLR FICA CONTR	65.57		0.00	29.91		100.00
711.000 EMPLR MEDICARE CONTR	15.34		0.00	7.01		100.00
716.000 EMPLR RETIREMENT CONTR	97.12		0.00	45.15		100.00
718.500 HEALTH INSURANCE	478.66		0.00	239.48		100.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(4.38)		0.00	(26.01)		100.00
719.000 DENTAL INSURANCE	22.64		0.00	9.88		100.00
719.800 VISION INSURANCE	0.73		0.00	0.43		100.00
719.900 VISION INS-EE CONTRIBUTIONS	(0.37)		0.00	(0.21)		100.00
724.000 WORKER'S COMP	21.20		0.00	6.35		100.00
725.000 LIFE & DISABILITY BENEFIT	1.14		0.00	4.61		100.00
754.000 OPERATING SUPPLIES	6,352.98		6,000.00	1,384.31		23.07
776.100 HALL CLEANING	8,770.28		11,050.00	1,704.28		15.42
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	19,648.87		20,500.00	1,321.83		6.45
850.000 COMMUNICATIONS	2,959.79		3,000.00	941.24		31.37
890.000 SAFETY	1,026.78		1,000.00	0.00		0.00
917.000 WATER & SEWER CHARGES	602.10		700.00	155.35		22.19
920.000 ELECTRIC/NATURAL GAS	10,222.84		12,000.00	3,224.77		26.87
930.001 MAINT-EQUIPMENT	0.00		500.00	0.00		0.00
930.200 MAINT-GROUNDS	317.00		500.00	0.00		0.00
930.300 MAINT-BUILDINGS	4,632.86		3,500.00	1,405.18		40.15
935.000 PROPERTY/LIABILITY INSURANCE	11,477.08		11,500.00	0.00		0.00
940.100 POSTAGE METER LEASE	1,842.39		2,000.00	462.75		23.14
955.000 MISC.	17.56		200.00	0.00		0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		3,000.00	0.00		0.00
Net - Dept 265 - TWP HALL & GROUNDS	(69,655.31)		(75,450.00)	(11,421.87)		
Dept 266 - LEGAL/ATTORNEY						
826.000 LEGAL FEES	94,773.06		90,000.00	16,003.92		17.78
826.500 LEGAL FEES-ASSESSOR	27,294.97		0.00	1,170.00		100.00
Net - Dept 266 - LEGAL/ATTORNEY	(122,068.03)		(90,000.00)	(17,173.92)		
Dept 371 - BUILDING						
702.000 SALARIES & WAGES	94,233.13		97,590.00	19,193.37		19.67
702.500 OVERTIME	2,713.92		2,300.00	316.54		13.76
708.000 UNEMPLOYMENT	306.00		900.00	216.00		24.00
709.000 EMPLR FICA CONTR	5,633.75		5,855.00	1,140.91		19.49
711.000 EMPLR MEDICARE CONTR	1,317.57		1,370.00	266.83		19.48
716.000 EMPLR RETIREMENT CONTR	8,714.92		9,000.00	1,755.88		19.51
718.500 HEALTH INSURANCE	43,034.79		46,850.00	11,753.54		25.09
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,231.43)		(5,150.00)	(1,251.06)		24.29
719.000 DENTAL INSURANCE	3,052.26		3,340.00	834.36		24.98
719.800 VISION INSURANCE	610.45		780.00	153.36		19.66
719.900 VISION INS-EE CONTRIBUTIONS	(305.22)		(386.00)	(76.62)		19.85
724.000 WORKER'S COMP	529.28		450.00	85.62		19.03
725.000 LIFE & DISABILITY BENEFIT	632.52		725.00	162.03		22.35
752.000 OFFICE SUPPLIES	856.79		900.00	33.65		3.74
754.000 OPERATING SUPPLIES	575.00		500.00	76.00		15.20
759.000 GAS/FUEL	505.25		1,000.00	81.48		8.15
767.000 UNIFORMS	150.75		200.00	0.00		0.00
775.100 VEHICLE CLEANING	0.00		125.00	0.00		0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	126.75		500.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	89,863.96		125,000.00	12,450.00		9.96
850.000 COMMUNICATIONS	750.66		800.00	161.61		20.20
851.000 MAIL/POSTAGE	14.70		35.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		100.00	0.00		0.00

User: SHERRIE

PERIOD ENDING 03/31/2021

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ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
880.000 COMMUNITY PROMOTION		0.00	600.00		0.00	0.00
900.000 PRINTING & PUBLISHING		3,018.17	0.00		0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT		49.37	5,000.00		425.00	8.50
910.100 SEMINAR LODGING		0.00	500.00		0.00	0.00
910.200 SEMINAR MEALS		39.53	750.00		0.00	0.00
915.000 MEMBERSHIP & DUES		1,051.00	1,100.00		430.00	39.09
930.000 VEHICLE REPAIRS & MAINTENANCE		442.21	400.00		367.14	91.79
980.100 NEW COMPUTER HARDWARE & SOFTWARE		1,758.98	1,000.00		0.00	0.00
Net - Dept 371 - BUILDING		(255,445.06)	(302,134.00)		(48,575.64)	
Dept 441 - PUBLIC WORKS						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		18,360.81	14,000.00		0.00	0.00
920.000 STREET LIGHTING		23,641.58	23,000.00		6,384.61	27.76
962.000 DRAINS AT LARGE		26,667.61	29,000.00		28,195.30	97.23
967.000 CONTRIBUTIONS TO ROAD COMMISSION		65,367.96	717,500.00		0.00	0.00
967.100 CONTRIBUTION TO AIRPORT IMPROVEMENTS		0.00	10,000.00		0.00	0.00
970.100 SIDEWALKS AND NON MOTORIZED PATHS		209,767.31	20,840.00		0.00	0.00
Net - Dept 441 - PUBLIC WORKS		(343,805.27)	(814,340.00)		(34,579.91)	
Dept 701 - PLANNING						
702.000 SALARIES & WAGES		138,196.95	142,550.00		29,490.09	20.69
707.000 PER DIEM		9,557.00	20,955.00		383.00	1.83
708.000 UNEMPLOYMENT		334.53	950.00		240.87	25.35
709.000 EMPLR FICA CONTR		8,627.96	9,800.00		1,731.49	17.67
711.000 EMPLR MEDICARE CONTR		2,017.80	2,300.00		404.92	17.61
716.000 EMPLR RETIREMENT CONTR		12,031.45	12,720.00		2,492.20	19.59
718.500 HEALTH INSURANCE		41,321.15	46,850.00		11,767.03	25.12
718.700 HEALTH INS-EE CONTRIBUTIONS		(4,068.31)	(5,148.00)		(1,251.06)	24.30
719.000 DENTAL INSURANCE		2,920.26	3,340.00		834.36	24.98
719.800 VISION INSURANCE		353.76	772.00		88.44	11.46
719.900 VISION INS-EE CONTRIBUTIONS		(176.88)	(386.00)		(44.22)	11.46
724.000 WORKER'S COMP		803.29	671.00		120.92	18.02
725.000 LIFE & DISABILITY BENEFIT		592.00	800.00		179.40	22.43
752.000 OFFICE SUPPLIES		945.58	1,000.00		0.00	0.00
767.000 UNIFORMS		94.50	200.00		49.00	24.50
791.000 SUBSCRIPTIONS & PUBLICATIONS		0.00	265.00		0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		12,044.67	21,000.00		0.00	0.00
804.000 CONTRIBUTION TO LOCAL AIRPORT		0.00	0.00		10,000.00	100.00
850.000 COMMUNICATIONS		0.00	700.00		109.98	15.71
851.000 MAIL/POSTAGE		0.00	150.00		0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT		178.26	600.00		0.00	0.00
900.000 PRINTING & PUBLISHING		11,109.05	8,500.00		837.86	9.86
910.000 PROFESSIONAL DEVELOPMENT		2,268.37	5,000.00		540.00	10.80
910.100 SEMINAR LODGING		0.00	400.00		0.00	0.00
910.200 SEMINAR MEALS		0.00	600.00		0.00	0.00
915.000 MEMBERSHIP & DUES		925.00	1,280.00		380.00	29.69
955.000 MISC.		90.00	250.00		21.00	8.40
Net - Dept 701 - PLANNING		(240,166.39)	(276,119.00)		(58,375.28)	
Dept 751 - PARKS & RECREATION						
702.000 SALARIES & WAGES		17,851.13	33,153.00		605.05	1.83
702.500 OVERTIME		595.53	2,500.00		0.00	0.00
708.000 UNEMPLOYMENT		88.14	918.00		17.90	1.95
709.000 EMPLR FICA CONTR		1,250.12	2,650.00		38.55	1.45
711.000 EMPLR MEDICARE CONTR		292.31	615.00		9.01	1.47
712.000 TEMPORARY LABOR		2,912.88	9,360.00		71.50	0.76
716.000 EMPLR RETIREMENT CONTR		(1,600.31)	2,675.00		54.46	2.04
718.500 HEALTH INSURANCE		9,480.76	18,735.00		853.26	4.55
718.700 HEALTH INS-EE CONTRIBUTIONS		(1,075.93)	(2,575.00)		(158.99)	6.17
719.000 DENTAL INSURANCE		661.14	1,338.00		60.63	4.53
719.800 VISION INSURANCE		155.84	309.00		22.48	7.28
719.900 VISION INS-EE CONTRIBUTIONS		(77.90)	(154.00)		(11.23)	7.29
724.000 WORKER'S COMP		501.74	954.00		14.32	1.50
725.000 LIFE & DISABILITY BENEFIT		165.55	280.00		18.90	6.75
754.000 OPERATING SUPPLIES		1,271.97	3,000.00		0.00	0.00
759.000 GAS/FUEL		402.24	1,500.00		0.00	0.00
767.000 UNIFORMS		71.51	500.00		0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		5,285.10	9,200.00		1,072.55	11.66
890.000 SAFETY		359.38	2,000.00		0.00	0.00
900.000 PRINTING & PUBLISHING		126.75	500.00		8.33	1.67
910.000 PROFESSIONAL DEVELOPMENT		0.00	400.00		0.00	0.00
917.000 WATER & SEWER CHARGES		4,894.95	4,000.00		0.00	0.00

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
920.000 ELECTRIC/NATURAL GAS	2,858.35		1,021.41		16.34
930.000 REPAIRS	0.00		0.00		0.00
930.001 MAINT-EQUIPMENT	661.69		0.00		0.00
930.200 MAINT-GROUNDS	9,113.75		0.00		0.00
930.250 MAINT-DOG PARK	1,789.00		650.00		16.25
930.300 MAINT-BUILDINGS	391.65		0.00		0.00
933.000 MAINT-VEHICLES	108.60		0.00		0.00
955.000 MISC.	0.00		0.00		0.00
977.000 NEW EQUIPMENT PURCHASE	1,246.64		6,210.70		95.55
Net - Dept 751 - PARKS & RECREATION	(59,782.58)	(124,808.00)	(10,558.83)		
Dept 901 - CAPITAL OUTLAY					
976.299 CAPITAL OUTLAY-ELECTION EQUIPMENT	35,428.51		0.00		0.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	12,129.00		0.00		0.00
976.303 CAPITAL OUTLAY-PROPERTY	7,379.85		2,095.64		5.17
976.304 CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	20,066.44		0.00		0.00
976.306 CAPITAL OUTLAY-PARKS DEPT	25,473.22		77,290.64		33.97
Net - Dept 901 - CAPITAL OUTLAY	(100,477.02)	(340,000.00)	(79,386.28)		
Dept 910 - DEBT SERVICE-LEASES					
991.500 LEASE PAYABLE PRINCIPAL	12,397.08		3,250.00		100.00
992.500 LEASE PAYABLE INTEREST	892.08		72.29		96.39
Net - Dept 910 - DEBT SERVICE-LEASES	(13,289.16)	(3,325.00)	(3,322.29)		
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,317,729.48	2,294,040.00	513,480.93		22.38
TOTAL EXPENDITURES	1,880,489.39	2,721,597.00	394,864.79		14.51
NET OF REVENUES & EXPENDITURES	437,240.09	(427,557.00)	118,616.14		27.74

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND					
Dept 000 - NONE					
402.000 CURRENT REAL PROPERTY TAX	624,888.05		665,652.27		94.02
402.001 PROPERTY TAX REFUNDS-MTT	(2,132.11)		0.00		0.00
402.002 PILOT TAX	7,242.29		4,105.27		66.21
402.100 PRIOR YEARS PROPERTY TAXES	0.00		0.00		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	494.71		0.00		0.00
445.000 INTEREST ON TAXES	53.10		0.00		0.00
543.000 STATE GRANT-PUBLIC SAFETY	11,794.94		0.00		0.00
573.000 STATE AID REVENUE-LCSA	4,079.28		5,404.43		135.11
600.200 FIRE PROTECTION - EDDA	70,484.04		0.00		0.00
600.300 FIRE PROTECTION - WDDA	52,067.68		0.00		0.00
665.000 INTEREST EARNED	16,799.54		2,091.76		37.35
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	30,000.00		0.00		0.00
Net - Dept 000 - NONE	815,771.52	890,500.00	677,253.73		
Dept 336 - FIRE DEPARTMENT					
702.000 SALARIES & WAGES	2,520.40		0.00		0.00
709.000 EMPLR FICA CONTR	142.35		0.00		0.00
711.000 EMPLR MEDICARE CONTR	33.32		0.00		0.00
716.000 EMPLR RETIREMENT CONTR	226.84		0.00		0.00
718.500 HEALTH INSURANCE	1,261.11		0.00		0.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(210.72)		0.00		0.00
719.000 DENTAL INSURANCE	43.50		0.00		0.00
719.800 VISION INSURANCE	13.37		0.00		0.00
719.900 VISION INS-EE CONTRIBUTIONS	(6.67)		0.00		0.00
724.000 WORKER'S COMP	52.77		0.00		0.00
725.000 LIFE & DISABILITY BENEFIT	32.67		0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	763,800.00		199,075.00		25.00
801.025 HYDRANT FLUSHING	0.00		0.00		0.00
934.000 FIRE HYDRANT REPAIRS	1,629.50		0.00		0.00
Net - Dept 336 - FIRE DEPARTMENT	(769,538.44)	(831,450.00)	(199,075.00)		
Dept 901 - CAPITAL OUTLAY					
976.312 CAPITAL OUTLAY-FIRE TRUCK	447,031.00		0.00		0.00
Net - Dept 901 - CAPITAL OUTLAY	(447,031.00)	0.00	0.00		
Fund 206 - FIRE FUND:					
TOTAL REVENUES	815,771.52	890,500.00	677,253.73		76.05
TOTAL EXPENDITURES	1,216,569.44	831,450.00	199,075.00		23.94
NET OF REVENUES & EXPENDITURES	(400,797.92)	59,050.00	478,178.73		809.79

ACCOUNT DESCRIPTION	END BALANCE	2021 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)		03/31/2021 NORMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	434,701.18	458,000.00	0.00	0.00
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	67.85	300.00	0.00	0.00
445.000 INTEREST ON TAXES	631.16	500.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	62,005.75	63,000.00	0.00	0.00
665.000 INTEREST EARNED	19,092.72	6,700.00	1,912.51	28.54
671.000 OTHER REVENUE	158.72	100.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,574.25	82,500.00	4,675.00	5.67
801.001 MAINT- BENCHES/TRASH RECEPTACLES	0.00	11,000.00	0.00	0.00
801.003 SIDEWALK SNOWPLOWING	5,100.00	11,000.00	5,200.00	47.27
801.004 RIGHT OF WAY LAWN CARE	14,654.00	23,000.00	0.00	0.00
801.005 IRRIGATION / LIGHTING REPAIRS	33,244.34	35,000.00	86.84	0.25
801.007 FLOWER / LANDSCAPE MAINTENANCE	14,410.50	21,000.00	0.00	0.00
801.015 STREET LIGHT BANNERS/CHRISTMAS	17,630.00	20,000.00	4,700.00	23.50
826.000 LEGAL FEES	0.00	500.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00	10,000.00	0.00	0.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	250.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	260.00	0.00	0.00
917.000 WATER & SEWER CHARGES	9,109.80	16,000.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	11,586.89	12,000.00	4,780.90	39.84
935.000 PROPERTY/LIABILITY INSURANCE	1,576.01	1,700.00	0.00	0.00
940.000 LEASE/RENT	550.00	700.00	0.00	0.00
955.000 MISC.	84.96	50.00	0.00	0.00
Net - Dept 000 - NONE	393,136.63	239,390.00	(17,530.23)	
Dept 336 - FIRE DEPARTMENT				
830.000 PUBLIC SAFETY - FIRE PROTECTION	70,484.04	105,100.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(70,484.04)	(105,100.00)	0.00	
Dept 728 - ECONOMIC DEVELOPMENT				
967.300 SEWER SYSTEM PROJECTS	0.00	435,260.00	0.00	0.00
967.600 PARKS PROJECTS	0.00	221,000.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	0.00	(656,260.00)	0.00	
Fund 248 - EAST DDA FUND:				
TOTAL REVENUES	516,657.38	524,350.00	1,912.51	0.36
TOTAL EXPENDITURES	194,004.79	1,046,320.00	19,442.74	1.86
NET OF REVENUES & EXPENDITURES	322,652.59	(521,970.00)	(17,530.23)	3.36

ACCOUNT DESCRIPTION	END BALANCE	2021 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)		03/31/2021 NORMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	322,342.57	334,000.00	0.00	0.00
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	574.14	20.00	0.00	0.00
445.000 INTEREST ON TAXES	162.66	250.00	0.00	0.00
665.000 INTEREST EARNED	14,269.39	5,400.00	1,076.30	19.93
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,487.07	54,200.00	4,429.00	8.17
880.000 COMMUNITY PROMOTION	5,000.00	5,000.00	0.00	0.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	260.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	0.00	330,000.00	0.00	0.00
Net - Dept 000 - NONE	326,861.69	(93,790.00)	(3,352.70)	
Dept 336 - FIRE DEPARTMENT				
830.000 PUBLIC SAFETY - FIRE PROTECTION	52,067.68	59,000.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(52,067.68)	(59,000.00)	0.00	
Dept 728 - ECONOMIC DEVELOPMENT				
967.300 SEWER SYSTEM PROJECTS	73,533.91	0.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00	250,000.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(73,533.91)	(250,000.00)	0.00	
Fund 250 - WEST DDA FUND:				
TOTAL REVENUES	337,348.76	335,670.00	1,076.30	0.32
TOTAL EXPENDITURES	136,088.66	738,460.00	4,429.00	0.60
NET OF REVENUES & EXPENDITURES	201,260.10	(402,790.00)	(3,352.70)	0.83

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND						
Dept 000 - NONE						
582.000 CONTRIBUTION FROM TRIBE	104,009.94		0.00		0.00	0.00
665.000 INTEREST EARNED	5,339.20		1,500.00		197.13	13.14
Net - Dept 000 - NONE	109,349.14		1,500.00		197.13	
Dept 728 - ECONOMIC DEVELOPMENT						
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	0.00		34,000.00		0.00	0.00
967.400 STREET/ROAD PROJECTS	15,669.94		200,000.00		0.00	0.00
967.600 PARKS PROJECTS	155,045.00		18,340.00		0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(170,714.94)		(252,340.00)		0.00	
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES	109,349.14		1,500.00		197.13	13.14
TOTAL EXPENDITURES	170,714.94		252,340.00		0.00	0.00
NET OF REVENUES & EXPENDITURES	(61,365.80)		(250,840.00)		197.13	0.08

User: SHERRIE

PERIOD ENDING 03/31/2021

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)			03/31/2021 NORMAL (ABNORMAL)		
Fund 590 - SEWER FUND						
Dept 000 - NONE						
456.000 CONNECTION FEE	22,470.00		100,000.00	7,044.00		7.04
528.000 OTHER FEDERAL GRANTS	2,719.65		0.00	0.00		0.00
539.000 STATE GRANTS	42,074.75		0.00	0.00		0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	73,533.91		160,000.00	0.00		0.00
627.000 SERVICE	1,316,114.50		1,386,000.00	346,053.32		24.97
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00		0.00
628.000 INSPECTION FEE	4,500.00		500.00	1,850.00		370.00
655.000 FINES & FORFEITURES	17,421.07		28,000.00	9,453.89		33.76
665.000 INTEREST EARNED	66,356.24		27,000.00	11,405.77		42.24
665.100 INTEREST EARNED-SPEC ASSESS	118.26		0.00	0.00		0.00
670.000 DEBT RETIREMENT	1,107,717.30		1,146,000.00	289,712.91		25.28
671.000 OTHER REVENUE	2,924.50		3,200.00	103.27		3.23
687.000 REFUNDS & REBATES	52,053.15		0.00	0.00		0.00
Net - Dept 000 - NONE	2,708,003.33		2,849,200.00	665,623.16		
Dept 536 - WATER/SEWER SYSTEMS						
702.000 SALARIES & WAGES	241,508.68		257,100.00	48,624.77		18.91
702.500 OVERTIME	11,254.35		7,500.00	1,310.02		17.47
702.700 LONGEVITY PAY	3,319.11		3,600.00	0.00		0.00
705.000 LEAVE TIME PAYOUT	1,281.50		500.00	0.00		0.00
708.000 UNEMPLOYMENT	792.58		2,570.00	393.88		15.33
709.000 EMPLR FICA CONTR	15,820.97		16,630.00	3,023.35		18.18
711.000 EMPLR MEDICARE CONTR	3,700.41		3,900.00	707.10		18.13
712.000 TEMPORARY LABOR	4,478.66		9,360.00	238.97		2.55
716.000 EMPLR RETIREMENT CONTR	21,037.13		22,750.00	4,258.60		18.72
718.500 HEALTH INSURANCE	76,811.47		88,230.00	20,374.41		23.09
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,371.61)		(7,200.00)	(1,532.01)		21.28
719.000 DENTAL INSURANCE	3,619.77		5,100.00	967.32		18.97
719.800 VISION INSURANCE	481.77		628.00	113.03		18.00
719.900 VISION INS-EE CONTRIBUTIONS	(240.85)		(314.00)	(56.53)		18.00
724.000 WORKER'S COMP	2,782.81		2,260.00	405.76		17.95
725.000 LIFE & DISABILITY BENEFIT	1,166.32		1,602.00	282.33		17.62
726.000 COMPENSATED ABSENCES	11,427.30		0.00	0.00		0.00
752.000 OFFICE SUPPLIES	343.32		1,500.00	218.91		14.59
754.000 OPERATING SUPPLIES	3,931.01		5,000.00	787.35		15.75
759.000 GAS/FUEL	7,232.93		10,000.00	1,861.95		18.62
767.000 UNIFORMS	826.33		2,000.00	50.00		2.50
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	48,124.66		20,850.00	6,601.50		31.66
826.000 LEGAL FEES	45.00		0.00	0.00		0.00
850.000 COMMUNICATIONS	1,979.94		3,000.00	296.59		9.89
851.000 MAIL/POSTAGE	3,060.00		4,000.00	552.23		13.81
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	839.53		750.00	85.79		11.44
890.000 SAFETY	2,183.55		8,000.00	999.97		12.50
900.000 PRINTING & PUBLISHING	559.55		1,500.00	8.34		0.56
910.000 PROFESSIONAL DEVELOPMENT	112.18		2,500.00	425.00		17.00
910.100 SEMINAR LODGING	0.00		1,000.00	0.00		0.00
910.200 SEMINAR MEALS	28.48		100.00	0.00		0.00
915.000 MEMBERSHIP & DUES	409.00		1,200.00	0.00		0.00
920.000 ELECTRIC/NATURAL GAS	68,912.59		82,000.00	19,614.76		23.92
930.000 REPAIRS	34,172.35		150,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	4,818.42		27,000.00	2.68		0.01
930.200 MAINT-GROUNDS	1,100.00		2,000.00	0.00		0.00
930.300 MAINT-BUILDINGS	2,285.19		10,000.00	627.50		6.28
933.000 MAINT-VEHICLES	1,623.30		8,000.00	436.58		5.46
933.500 MAINT-LIFT STATIONS	9,126.54		195,000.00	3,526.18		1.81
934.300 OPTO 22 MAINTENANCE	23,921.55		15,000.00	0.00		0.00
934.500 MAINT. AGREEMENT ON EQUIPMENT	4,054.61		7,000.00	3,393.14		48.47
935.000 PROPERTY/LIABILITY INSURANCE	19,599.79		20,000.00	0.00		0.00
955.000 MISC.	5.00		0.00	0.00		0.00
972.013 HOOKUP LABOR & MATERIAL	262.50		10,000.00	0.00		0.00
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		1,413,500.00	0.00		0.00
977.000 NEW EQUIPMENT PURCHASE	6,859.54		455,000.00	0.00		0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	52.47		3,500.00	158.47		4.53
980.100 NEW COMPUTER HARDWARE & SOFTWARE	6,684.90		10,500.00	5,116.91		48.73
981.000 NEW VEHICLE PURCHASE	0.00		35,000.00	0.00		0.00
Net - Dept 536 - WATER/SEWER SYSTEMS	(647,024.60)		(2,919,116.00)	(123,874.85)		
Dept 540 - WWTP						
702.000 SALARIES & WAGES	288,853.17		291,000.00	58,593.40		20.14
702.500 OVERTIME	11,269.76		11,200.00	3,130.51		27.95
702.700 LONGEVITY PAY	9,029.75		7,080.00	0.00		0.00
708.000 UNEMPLOYMENT	763.83		2,250.00	550.76		24.47
709.000 EMPLR FICA CONTR	18,337.88		18,500.00	3,676.52		19.87

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
711.000 EMPLR MEDICARE CONTR	4,332.47		4,350.00	864.70		19.88
712.000 TEMPORARY LABOR	0.00		500.00	0.00		0.00
716.000 EMPLR RETIREMENT CONTR	27,786.89		27,900.00	5,555.15		19.91
718.500 HEALTH INSURANCE	107,677.69		117,075.00	29,888.96		25.53
718.700 HEALTH INS-EE CONTRIBUTIONS	(9,631.19)		(11,670.00)	(2,876.49)		24.65
719.000 DENTAL INSURANCE	6,376.18		6,960.00	1,778.02		25.55
719.800 VISION INSURANCE	873.12		954.00	218.28		22.88
719.900 VISION INS-EE CONTRIBUTIONS	(436.56)		(477.00)	(109.02)		22.86
724.000 WORKER'S COMP	4,779.12		4,050.00	761.46		18.80
725.000 LIFE & DISABILITY BENEFIT	1,628.88		1,850.00	403.65		21.82
743.000 CHEMICALS	28,225.10		50,000.00	5,250.62		10.50
744.000 LAB EQUIPMENT & SUPPLIES	24,133.72		25,000.00	4,869.08		19.48
752.000 OFFICE SUPPLIES	315.12		500.00	198.91		39.78
754.000 OPERATING SUPPLIES	10,174.73		11,500.00	1,273.27		11.07
759.000 GAS/FUEL	1,521.25		3,000.00	712.29		23.74
767.000 UNIFORMS	451.12		2,000.00	0.00		0.00
774.100 BIOXIDE	64,681.63		75,000.00	9,830.70		13.11
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	35,824.37		37,680.00	8,003.99		21.24
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	21,029.40		32,000.00	0.00		0.00
801.300 CONT. SERV. - LAB ANALYSIS	1,118.80		6,000.00	207.00		3.45
850.000 COMMUNICATIONS	4,502.45		3,500.00	1,134.49		32.41
851.000 MAIL/POSTAGE	212.59		750.00	108.01		14.40
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		500.00	181.44		36.29
890.000 SAFETY	3,333.61		5,000.00	214.24		4.28
900.000 PRINTING & PUBLISHING	126.75		500.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	944.95		5,000.00	975.00		19.50
910.100 SEMINAR LODGING	0.00		500.00	0.00		0.00
910.200 SEMINAR MEALS	28.48		100.00	0.00		0.00
915.000 MEMBERSHIP & DUES	235.00		500.00	0.00		0.00
917.000 WATER & SEWER CHARGES	9,241.20		12,000.00	814.37		6.79
920.000 ELECTRIC/NATURAL GAS	144,433.98		176,000.00	34,820.62		19.78
923.000 PROPANE	812.21		3,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	4,829.25		6,000.00	1,297.02		21.62
930.200 MAINT-GROUNDS	6,483.94		3,500.00	67.80		1.94
930.300 MAINT-BUILDINGS	1,180.22		5,000.00	940.91		18.82
933.000 MAINT-VEHICLES	503.54		2,500.00	15.00		0.60
934.300 OPTO 22 MAINTENANCE	5,594.88		6,000.00	2,297.94		38.30
934.981 SAMPLING EQUIPMENT MAINT.	3,961.15		4,000.00	25.93		0.65
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	9,489.77		15,000.00	4,943.67		32.96
934.983 SECONDARY TREAT EQUIP. MAINT.	7,454.36		15,000.00	0.00		0.00
934.984 SOLIDS EQUIPMENT MAINT.	7,902.74		15,000.00	3,423.16		22.82
934.985 DISINFECTION EQUIPMENT MAINT.	5,176.15		6,000.00	0.00		0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	2,972.47		6,000.00	375.38		6.26
934.987 TERTIARY FILTER MAINT.	9,949.19		15,000.00	0.00		0.00
935.000 PROPERTY/LIABILITY INSURANCE	14,681.94		15,000.00	0.00		0.00
949.000 IPP	0.00		500.00	0.00		0.00
958.100 PERMITS & FEES	7,384.26		13,000.00	2,784.40		21.42
977.000 NEW EQUIPMENT PURCHASE	3,673.20		35,000.00	38,068.00		108.77
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		750.00	0.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,232.86		6,000.00	941.65		15.69
Net - Dept 540 - WWTP	(922,457.37)		(1,100,802.00)	(226,210.79)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	39,847.76		39,850.00	0.00		0.00
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	25,614.34		8,100.00	8,100.00		100.00
996.001 BOND - PAYING AGENT FEES	750.00		800.00	0.00		0.00
996.003 BOND INTEREST-RURAL DEVELOPMENT	147,743.21		146,461.00	0.00		0.00
Net - Dept 906 - DEBT SERVICE	(213,955.31)		(195,211.00)	(8,100.00)		
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST	141.96		20.00	11.22		56.10
Net - Dept 910 - DEBT SERVICE-LEASES	(141.96)		(20.00)	(11.22)		
Dept 960 - DEPRECIATION EXPENSE						
969.000 DEPRECIATION EXPENSE	689,911.69		700,000.00	0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(689,911.69)		(700,000.00)	0.00		

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2020			03/31/2021		
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
Fund 590 - SEWER FUND:						
TOTAL REVENUES	2,708,003.33		2,849,200.00	665,623.16		23.36
TOTAL EXPENDITURES	2,473,490.93		4,915,149.00	358,196.86		7.29
NET OF REVENUES & EXPENDITURES	234,512.40		(2,065,949.00)	307,426.30		14.88

User: SHERRIE

PERIOD ENDING 03/31/2021

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND					
Dept 000 - NONE					
450.000 WATER SALES	1,413,003.48		320,109.31		23.15
450.100 BULK WATER SALES	1,384.00		0.00		0.00
450.200 FINAL READ	1,620.00		447.00		11.18
450.300 TURN-OFF	1,940.00		472.00		11.80
452.000 LATERALS	8,280.00		0.00		0.00
454.000 BENEFIT FEES	9,940.00		9,760.00		19.52
459.000 CONNECTION FEES	49,171.75		12,192.00		22.58
479.000 REVENUE-REPLACEMENT METERS	0.00		0.00		0.00
528.000 OTHER FEDERAL GRANTS	2,557.49		0.00		0.00
628.000 INSPECTION FEE	900.00		2,350.00		180.77
655.000 FINES & FORFEITURES	10,890.46		4,294.48		26.84
665.000 INTEREST EARNED	59,264.74		10,351.83		41.41
665.100 INTEREST EARNED-SPEC ASSESS	2,545.39		0.00		0.00
667.300 LEASES - TOWER RENTAL	52,932.80		16,387.12		30.92
671.000 OTHER REVENUE	3,065.83		621.43		7.77
672.500 REVENUE-SPECIAL ASSESS	0.00		10,899.53		109.00
Net - Dept 000 - NONE	1,617,495.94		387,884.70		
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	371,682.45		79,004.13		20.29
702.500 OVERTIME	24,975.26		7,445.58		28.64
702.700 LONGEVITY PAY	5,121.45		0.00		0.00
705.000 LEAVE TIME PAYOUT	1,281.52		0.00		0.00
708.000 UNEMPLOYMENT	1,024.62		669.70		19.47
709.000 EMPLR FICA CONTR	24,608.52		5,217.71		20.22
711.000 EMPLR MEDICARE CONTR	5,755.54		1,220.25		20.17
712.000 TEMPORARY LABOR	4,967.38		316.25		3.38
716.000 EMPLR RETIREMENT CONTR	34,727.99		7,533.63		20.64
718.500 HEALTH INSURANCE	115,985.65		35,023.26		25.92
718.700 HEALTH INS-EE CONTRIBUTIONS	(9,341.66)		(3,069.32)		22.51
719.000 DENTAL INSURANCE	6,461.61		1,965.67		25.85
719.800 VISION INSURANCE	823.95		233.48		23.03
719.900 VISION INS-EE CONTRIBUTIONS	(411.90)		(116.71)		23.02
724.000 WORKER'S COMP	8,526.49		1,549.23		19.61
725.000 LIFE & DISABILITY BENEFIT	1,770.03		497.66		22.47
726.000 COMPENSATED ABSENCES	10,735.65		0.00		0.00
752.000 OFFICE SUPPLIES	431.34		218.91		14.59
753.000 PROCESS CHEMICALS/CHLORINE	49,913.89		10,882.80		19.79
754.000 OPERATING SUPPLIES	12,876.61		1,921.50		14.78
759.000 GAS/FUEL	5,279.12		1,169.02		12.99
767.000 UNIFORMS	826.33		50.00		2.50
774.100 MXU	4,050.00		0.00		0.00
800.000 WELL HEAD PROTECTION	0.00		0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	44,415.13		16,190.74		18.42
801.002 LAB FEES	11,352.65		2,205.22		11.25
801.025 HYDRANT FLUSHING	0.00		0.00		0.00
801.800 WATER STUDY	21,113.00		0.00		0.00
850.000 COMMUNICATIONS	6,049.64		2,310.05		38.50
851.000 MAIL/POSTAGE	4,164.58		471.75		8.74
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	601.94		0.00		0.00
890.000 SAFETY	4,061.54		999.98		16.67
900.000 PRINTING & PUBLISHING	3,198.72		8.33		0.21
910.000 PROFESSIONAL DEVELOPMENT	652.19		355.00		7.10
910.100 SEMINAR LODGING	0.00		0.00		0.00
910.200 SEMINAR MEALS	28.48		0.00		0.00
915.000 MEMBERSHIP & DUES	569.00		77.00		7.70
920.000 ELECTRIC/NATURAL GAS	130,348.37		36,198.85		24.13
930.000 REPAIRS	19,028.91		983.04		1.97
930.001 MAINT-EQUIPMENT	6,079.08		1,810.60		12.07
930.200 MAINT-GROUNDS	1,815.62		0.00		0.00
930.300 MAINT-BUILDINGS	2,054.42		627.50		12.55
933.000 MAINT-VEHICLES	2,112.44		436.59		7.28
933.100 MAINT-WATER WELLS	3,167.55		28,636.42		38.86
933.200 MAINT-TREATMENT PLANTS	21,570.25		4,648.78		15.50
933.300 MAINT-WATER TOWERS	6,360.81		0.00		0.00
934.300 OPTO 22 MAINTENANCE	8,037.94		346.50		2.31
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,976.05		3,471.30		28.93
935.000 PROPERTY/LIABILITY INSURANCE	22,001.68		0.00		0.00
940.500 ROYALTIES	5,010.44		961.08		19.22
955.000 MISC.	5.00		0.00		0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00		2,203.00		0.36
972.013 HOOKUP LABOR & MATERIAL	47,674.07		8,441.76		16.88
977.000 NEW EQUIPMENT PURCHASE	5,431.37		0.00		0.00
977.600 METER REPLACEMENT PROGRAM	16,130.00		26,720.00		133.69
980.000 NEW OFFICE EQUIPMENT & FURNITURE	52.47		158.47		4.53

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND						
980.100 NEW COMPUTER HARDWARE & SOFTWARE	6,519.68		10,500.00	5,154.90		49.09
981.000 NEW VEHICLE PURCHASE	0.00		35,000.00	0.00		0.00
Net - Dept 536 - WATER/SEWER SYSTEMS	(1,084,654.86)		(2,037,368.00)	(295,149.61)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,579.00	0.00		0.00
996.001 BOND - PAYING AGENT FEES	750.00		800.00	0.00		0.00
996.002 BOND INTEREST - (2010 WATER)	53,932.01		51,453.00	25,726.25		50.00
Net - Dept 906 - DEBT SERVICE	(56,260.76)		(53,832.00)	(25,726.25)		
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST	171.00		20.00	13.50		67.50
Net - Dept 910 - DEBT SERVICE-LEASES	(171.00)		(20.00)	(13.50)		
Dept 960 - DEPRECIATION EXPENSE						
969.000 DEPRECIATION EXPENSE	385,703.51		400,000.00	0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(385,703.51)		(400,000.00)	0.00		
Fund 591 - WATER FUND:						
TOTAL REVENUES	1,617,495.94		1,618,564.00	387,884.70		23.96
TOTAL EXPENDITURES	1,526,790.13		2,491,220.00	320,889.36		12.88
NET OF REVENUES & EXPENDITURES	90,705.81		(872,656.00)	66,995.34		7.68
TOTAL REVENUES - ALL FUNDS	8,422,355.55		8,513,824.00	2,247,428.46		26.40
TOTAL EXPENDITURES - ALL FUNDS	7,598,148.28		12,996,536.00	1,296,897.75		9.98
NET OF REVENUES & EXPENDITURES	824,207.27		(4,482,712.00)	950,530.71		21.20

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 9, 2021

Policy Review: 1.1-1.6 Global Ends
Type of Review: Internal
Review Interval: Annual
Review Month: April 2021

Policy Wording

The specific policies are listed in the data report

Manager Interpretation

Township Manager interprets this policy to be the primary driver that directs all activities of the Township administration. The goal of the administration is to focus efforts on advancing the various Ends articulated in the policy.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the subsections of the policy which are clearly written and approved by the Board of Trustees.

Data

See attached report

Compliance

Based on the data presented, the Township Management Team is in compliance with the policy as stated.

Global Ends 2020 Accomplishment and Data Report

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

Ends

The highest quality of life encompasses sustained or enhanced:

1. Community well-being and the common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Natural environment
6. Commerce

1. Community well-being and the common good

- The Poverty Guidelines and application was approved to be used by the Board of Review for the 2021 Assessment Roll.
 - Township staff participated in various professional training events covering a variety of procedural and technical topics throughout the year to stay up-to-date related to specific areas of expertise.
 - The Community and Economic Development Director worked with Jacob Kain (City Planner) to develop an outline for a proposed solution to the longstanding city-township boundary discrepancy identified by the U.S. Census Bureau in the area near the Mt. Pleasant Wastewater Treatment Plant, Mt. Pleasant Country Club, and Calvary Cemetery on Fancher St.
 - The Community and Economic Development Director's outreach to John Jackson, President of McKenna Associates, Inc. resulted in a McKenna decision to submit a contract addendum that reduced the Building Official services rate from \$660.00 to \$500.00 per full day, for an annualized savings of approximately \$33,000.00.
 - The Rental Inspector did an excellent job overseeing a project to improve the Township's long-term file storage capacity and the safety and functionality of the basement storage space, including:
 - Installation of new heavy-duty metal shelving in the basement storage room.
 - Old Finance Department shelving revamped and moved to general basement area for use by other departments.
 - Raising of minimum file storage height to above past floodwater levels.
 - Work began on the creation of a performance monitoring policy which is expected to be completed in 2021
1. 1 Residents engage in a vibrant community life.
- The Community and Economic Development Director and Zoning Administrator met regularly via Zoom with Jacob Kain (City Planner) to discuss community planning-related issues of mutual interest.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.

1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations, and economic status.

1.1.1.2 Fair and nondiscriminatory code enforcement

- The Community and Economic Development Department staff provides for consistent building, property maintenance, and rental housing code enforcement by utilizing inspection checklists, with documentation of inspection results recorded in the BS&A Building Module application to allow for quick reference.
- When a resident or property owner is found in violation of a Zoning Ordinance requirement, the Zoning Administrator sends a letter to inform them of the violation and potential penalties, provide direction for corrective action, and establish a reasonable time period for completion. In the event of a failure to make necessary corrections, follow up enforcement actions are taken until the violation is resolved.
- The Community and Economic Development Director worked in conjunction with the Township Attorney to prepare an updated Municipal Ordinance Violations Bureau Ordinance, which was subsequently adopted by the Board of Trustees.

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

- Staff oversees the work of contractors to implement and maintain the Economic Development Authority-funded displays of banners, flowers, and holiday decorations in the East DDA business district, along with grass-cutting, weed control, tree-trimming, and irrigation services that together establish a distinct visual character for this area, which is attractive for residents, welcoming to visitors, and supportive of local business investment and growth.

1.1.2 Residents look to the township as a key information source for community activities, services, and resources in the region.

- All staff promptly responds to all questions from residents, business owners, landlords, tenants, and others.
 - The Manager would like to acknowledge the excellent job that all staff have done during the COVID19 pandemic to take care of the needs of service needs for contractors, residents, and others while following the Township's COVID19 Preparedness and Response Plan protocols.
 - Staff responded to dozens Freedom of Information Act (FOIA) requests throughout the organization
 - Staff Investigated customer complains throughout water system: low water pressure, brown water, chlorine smell, etc.
- The Community and Economic Development and Public Services Department's webpages were comprehensively updated in 2020

- In collaboration with the Clerk, the Community and Economic Development Director compiled and forwarded a set of all adopted general ordinances and ordinance amendments from 2015 through 2020 to the Municipal Code Corporation (Municode) for codification and posting online for public viewing through the Township's website.
- The Finance Director and Community and Economic Development Director prepared and posted the Economic Development Authority (EDA) annual report on the updated EDA page of the Township's website, filed the required financial reports with the Michigan Department of Treasury, and participated with the EDA Board in two (2) special EDA informational meetings required by Public Act 57 of 2018 to inform the public of accomplishments, current contracts, and planned improvement projects in the DDA Districts.
- Department staff began scanning building permit plans and moving the digitized files over to the BS&A Building Module software to improve accessibility and availability of the information for staff and the public
- Annual Audit provided financial information free from material misstatements. Annual budgets are amended as needed. Financial information provided to the public is accurate and can be relied upon.
- Hired full-time Accounting Specialist to improve financial processes, internal controls, transparency, and service to the public.
- The Township collected \$14.9 million in taxes and special assessments on behalf other entities in 2020 which creates efficiencies in tax collection for those entities.
- Processed (368) Transfers of Service/Final Bills/ACH requests; (3,194) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/REU letter inquiries/cross connection program inquiries.
- Quarterly meter reads/rereads/billing completed in the amount of \$3,795,252.40
- Completed Water and Sewer Cost of Service Study, Connection Fee Study, Fee Schedule Study
- GIS - Zoning Map Updates to support land divisions and rezoning areas based on proposed zoning district changes to reflect the Township's proposed new Zoning Ordinance. Updated zoning maps by making a substantial number of revisions as requested by the Planning Department.
- GIS - 2020 Census Boundary Validation Program (BVP): Finalized work on the Township's response to the 2020 Census BVP. Reviewed the legally defined boundaries of the City and Township. Created map highlighting parcel irregularities needing Assessor's action: showing Township parcels that are actually City parcels (Mission Creek Park & City WWTP former dump & landfill).
- GIS - Michigan Next Generation 9-1-1 (NG911): Prepared data for NG911 (address points and building footprints).
- GIS - Parcels & State Tax Commission (STC) Classification Codes: Updating parcel maps and GIS data to reflect the property classification codes adopted by the STC in 2018.
- EPA Michigan Government Mapping ArcGIS WebMap: Created a web map based on a response layer created by the City of Mt. Pleasant (stormwater catch basins, retention ponds, storm sewer structures).

- GIS - Stormwater Master Plan Study: Collected stormwater information and updated GIS layers related to parcels in Fleis & VandenBrink Engineering's areas of interest.
- Preparation and distribution of 2019 Consumer Confidence Report – completed and submitted Certification of Delivery to EGLE
- GIS - Continued to update the Township's existing land use (ELU) map, which had not been updated since 2010. Continued to recreate and maintain the future land use (FLU) map from the current Master Plan, using mapping files from a former consultant.
- GIS - Added the new 2020 high-resolution 6" orthophotography to Union Township's GIS and began work on the QC necessary to verify the quality of the imagery.
- Prepared boil water notice and distributed to EGLE, CMDHD, EOC, local media outlets – in response to water main breaks

2. Prosperity through economic diversity, cultural diversity, and social diversity

- As part of an evaluation of the Township's payment in lieu of taxes (PILOT) requirements and procedures for low-income housing properties to improve oversight, coordination with MSHDA and property managers, and verification of continuing eligibility; working in conjunction with the Township Attorney an updated low-income housing Tax Exemption Ordinance was adopted by the Board of Trustees in December.
- The Township adopted a new Zoning Ordinance No. 20-06 that took effect in September. This was the first new Zoning Ordinance since 1991. The new Ordinance is intended to better implement the community-building goals and policies of the Master Plan, and to better coordinate new development and mix of allowable land uses with the unique character and heritage of the Township.
- Amendments to the Official Zoning Map in four (4) separate areas of the Township were initiated by Township staff and the Planning Commission as part of implementation of the new Zoning Ordinance
- The Planning Commission considered and acted on two (2) special land use applications, three (3) rezoning applications, two (2) home occupation permit applications, and eleven (11) site plan applications during 2020.

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

- Increased Interest Income Earned
 - 2020 - \$283,687
 - 2019 - \$367,733
 - 2018 - \$225,000
 - 2017 - \$133,600
 - 2016 - \$ 70,000
- In 2020, the Township's General Fund Spending was \$254,000 under budget
- Prepared/Printed/Mailed Quarterly Water and Sewer Billing Statements in the amount of \$3,795,250

1.2.1 Diverse and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- In partnership with the City of Mt. Pleasant and Mt. Pleasant School District, the Mid-Michigan Aquatic Recreational Authority was created to advance the creation of a regional aquatic center

3. Safety

- COVID Related
 - Township facilities closed to public for several weeks due to COVID while still maintaining basic and critical service delivery
 - Created and updated as needed the COVID-19 Preparedness and Response Plan
 - Following the end of the COVID19 pandemic-related shutdown period, all departments implemented the Township's COVID-19 Virus Response Plan to maintain township services while keeping employees and the public safe, including modified inspection protocols, provisions for remote work where possible, and use of electronic meetings via the Zoom app for meetings.
 - The Community and Economic Development Director and Zoning Administrator worked with a local pastor to establish and implement a temporary authorization process for the Mt. Pleasant Speedway to be used for a special drive-in event and several special drive-in religious services during the COVID19-pandemic shutdown period when large indoor gatherings were restricted by state health orders
 - Jameson Hall Rental –Closed during April - December 2020 in response to COVID-19 and construction
 - The Public Services and Community and Economic Development Directors collaborated to establish and implement a procedure and standards for temporary outdoor use of McDonald Park for small fitness classes during the COVID19-pandemic shutdown period when indoor classes were prohibited by state health orders.
 - The Township Manager and Community and Economic Development Director worked with Walmart officials and the Isabella County Sheriff to establish and implement a temporary authorization for the Walmart parking lot on Encore Blvd. to be used as a drive-through COVID19-virus testing site to maximize access to testing during the early stages of the pandemic shutdown period.
 - The Community and Economic Development Director and Zoning Administrator developed and implemented a temporary use approval process and standards for authorization of temporary outdoor seating for restaurants and other food service establishments during the COVID19-pandemic shutdown period when indoor seating capacity was restricted by state health orders.
 - GIS- At the request of the Superintendent, mapped locations where the Mt Pleasant Public Schools delivers breakfast and lunch every day, Monday through Friday, to anyone under 18 years old. These lunch-delivery locations include a number of trailer parks and apartment complexes within Union Township.
 - Participated in bi-weekly EGLE/AWWA Drinking Water and Environmental Health Community Water Supply COVID-19 Updates

- Prepared and submitted water shut-off certification in response to Executive Order 2020-28
- Constructed and installed sneeze guard at Township Hall in response to COVID-19
- Assembled PPE stations and installed ballot box at the Township Hall and Jameson for Elections
- Started working with CMU and Central Michigan Health Department on COVID-19 testing in wastewater
- Public Services staff completed the following training
 - CPR/First Aide/AED/Respiratory Fit/OSHA safety training
 - Lab QA/QC operator review and training
 - Annual Stormwater Operator Training completed
 - Total Coliform/E-Coli training completed
 - WWTP, Water, and Sewer Collection System Operator training
 - Attended PFAS Reverse Osmosis Leachate Treatment and Granulated Activated Carbon Technology webinar – hosted by EGLE
- Attended AWWA Fall Regional Meeting electronically
- Completed various fire protection flow tests throughout water system
- Fire hydrants were repaired as needed throughout the system
- Flushed and pumped down all fire hydrants in the Township Fall 2020 – 724 hydrants
- Quarterly PFAS Samples taken
- Prepared and submitted Annual State of Michigan Emergency Action Plan for continuation of water services

1.3 All residents may enjoy a safe environment including:

- Successfully applied for fire protection reimbursement from the State of Michigan receiving \$11,800 for fire protection on State owned buildings in the Township
- Completion and submittal of State of Michigan DWAM Grant Application in the amount of \$129,600.00 for the cost of completing final Lead and Copper DSMI (Distribution System Material Inventory)

1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.

- Sidewalks were constructed due to site plan approval and/or revocation of previously granted temporary relief from construction at the Union Shoppes (4445 E. Bluegrass Rd.), the McLaren Heart Center (5115 E. Pickard Rd.), and a medical office facility at 2480 Rosewood Dr.
- Winter maintenance (snowplowing) of the Economic Development Authority's network of public sidewalks along E. Pickard Rd. and S. Isabella Rd. in the East DDA District ensures year-round accessibility for pedestrians and bicyclists seeking to access businesses in the area.
- Ongoing maintenance and repair of the Economic Development Authority's streetlighting system, benches, and other streetscape improvements ensure that the

Township's investments into these public improvements are protected and functional for residents and visitors.

- The Sidewalks and Pathways Prioritization Committee established a new quarterly meeting schedule for 2020, with meetings targeted specifically for identification and review of fiscal year 2021 sidewalk project recommendations, consideration of the designated streets policy, and longer-term/regional sidewalk and pathway needs.

1.3.2 Code enforcement to original specifications for commercial, industrial, and residential properties.

- Various department enforcement efforts help to ensure that all applicable code and ordinance requirements are satisfied, and public safety is protected.
- A comprehensively updated Housing Licensing Ordinance was developed and adopted for the Township's rental housing inspection program.
- The Rental Inspector conducted site visits with inspections and follow up as needed for over 1,000 rental unit spaces in hotels, apartment buildings, townhouses, duplexes, and single-family rentals during 2020 under a modified COVID19 inspection protocol. The Rental Inspector engaged the landlord/tenant community in a cooperative effort to successfully complete the annual inspection cycle with limited issues. Overcoming the challenges that COVID-19 presented for inspections in residents' homes could only have been accomplished with teamwork and understanding by all parties involved.
- A new Construction Codes Ordinance was developed and adopted.
- The Building Official work successfully with the Villages at Bluegrass Apartments (4300 Collegiate Way) and Springbrook Townhomes (4650 S. Isabella Road) to ensure that their stairway and deck replacement projects, initiated after the Rental Inspector identified significant deterioration of stairways and porch landings, were completed in compliance with State Construction Code requirements. At the Villages at Bluegrass, the concrete and steel stair and railing systems were removed, landings were leveled and repaired, and new wood stairs, treads, and aluminum railings were installed for all 14 buildings. At Springbrook Townhomes, the work included new decking, stair systems, and aluminum railings that will allow for improved ingress-egress for residents, better weathering in the future, and a longer useful service life for all 96 units.
- During the course of his work in 2020, the Rental Inspector observed multiple issues of concern (high weeds, construction without permits, and other potential ordinance violations), which were referred to the appropriate Township departments for further review and action as needed.
- The Building Official issued 300 building permits and 117 certificates of occupancy, completed 24 plan reviews, and conducted 715 inspections during 2020.
- The Zoning Administrator issued a total of 88 zoning approval actions in 2020, including sign permits, yard sale permits, zoning approval letters for building permits, and administrative site plan approvals.

- The Zoning Administrator investigated complaints and responded to violations of Township ordinances on 25 separate sites in the Township in 2020, and also issued eleven (11) notices of excessively tall grass in violation of the Noxious Weeds Ordinance.

1.3.3 Safety in parks and township property.

- Each month the Township Hall exit, and emergency lights were tested for function and repaired or replaced as needed to maintain full operation.
- All of the Township Hall's smoke/carbon monoxide detectors were inspected and several were replaced in 2020 as they had reached the end of their service life.
- Purchased handicap accessible door jamb covers for Jameson Hall and installed in preparation for elections
- Patched asphalt in front of SW entrance door at Jameson Hall in preparation of election
- Inspected tables and chairs at Jameson Hall and disposed broken/damage, purchased eight- feet, six- feet, and 4 x 4 tables for Jameson Hall/elections
- Routine cleaning and maintenance occur at all township facilities, including parks
- Installed external locks on outside bathrooms at Jameson Park in response to continued vandalism

1.3.4 Safe, well maintained roads

- In 2020 Union Township and the EDA participated with the Isabella County Road Commission by providing funding for road improvement projects, in the effort to provide safe and accessible routes for motorized vehicles.
 - Approved gravel road contract in the approximate amount of \$58,000 to treat approximately 5 mi of gravel roads
 - Approved brine contract in the amount of \$18,360.82
- McGuirk Subdivision Paving Special Assessment
 - Continued work with the neighborhood representative that could culminate in the creation of a special assessment paying districts if finalized in 2021 with resident of McGuirk Subdivision.
- The Community and Economic Development Director, Economic Development Authority Board, and Michigan Department of Transportation officials collaborated to facilitate the removal and replacement of lighting under the US-127 bridges over M-20 during the road construction project. The new LED fixtures are more attractive and functional for providing comfortable but not excessive lighting for the sidewalks under the bridges

1.3.5 Safe and secure schools through intergovernmental efforts

- GIS School District Map: worked with the Mt. Pleasant Public Schools Superintendent to develop a school district map showing attendance zones.
- In partnership with the Mt Pleasant School District and the Isabella County Road Commission, improvements were made to the Mary McGuire school zone signage and signals

4. Health

- Township utilized services provided by local Mid-Michigan Industries (MMI) to remove unsafe material and trash from properties left vacant and unmaintained.

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

- Installation of Playscape at Jameson Park
- Spread 15 yards of washed play sand around existing playscape at Jameson Hall
- Provided support for Drillers Softball Tournament held July 11 & 12 2020 at McDonald Park and the Mt Pleasant Little League Tournament held July 24 - 26 2020 at McDonald Park
- Preparation and distribution of Agreement Regarding Sanctioned Use of Outdoor Baseball/Softball Facility and Safe Play Guidelines in cooperation with the City of Mt. Pleasant

1.4.1 An accessible, walkable and bikeable community.

- The Community and Economic Development Department verifies that accessibility rules are followed to make sure all people can enjoy and access the community regardless of mobility or disability issues. We also ensure construction of new structures or alterations to existing structures are barrier free accessible.
- The Sidewalk and Pathways Prioritization Committee continued to work to plan for and implement the Township's established sidewalk policies.
- The Township Board acquired the tax-foreclosed lot at 5243 Jonathon Lane from the County Treasurer's Office for the purposes of protecting an existing sanitary sewer main easement and developing a new paved pedestrian pathway across the lot to provide adequate pedestrian connectivity between Kay Street and Jonathon Lane in the adjacent neighborhoods. The property had become an eyesore in the neighborhood for several years due to neglect, tall grass, and blighted conditions. In December, the Township's contractor began preparatory work for removal of the blighted structures.
- Snow plowing and salting of all Township facilities as needed

1.4.2 Drinking Water that meets or exceeds Michigan standards for quality of water.

- Water treatment plant and distribution system maintenance/rehabilitation/capital
 - EGLE Sanitary Survey Inspection completed.
 - Repair and maintenance of on-site generators
 - Installation of new chlorine residual testing equipment
 - Excavated Well # 7 to repair casing and install new pitless adapter
 - repairs of water shut off boxes, fire hydrants, and water valves throughout township distribution system
 - Installation inspection, pressure testing, and sampling of new water mains and fire hydrants at necessary
 - Completed touchpad, meter, and mxu maintenance throughout the year
 - Well #11 transmission main project completed
 - Monthly maintenance of chlorine injectors and pump tubes

- Installation of automatic hydrant flushing device on Jens Way – to address water quality issues caused by dead-end watermain
- Installation of new SCADA antenna on Broadway Water Tower
- Repaired water main and service breaks as needed
- Annual Water Asset Management Report Updated
- Cross Connection Program
 - Prepared RFP for Cross Connection Control Program
 - Cross Connection Program kickoff meeting held with Hydro Corp.
 - Prepared customer cross connection, and backflow inspection information for population of cross connection program software.
 - Compiled Cross Connection Stats and prepared Annual State of Michigan Reporting
- Sampling and Reporting Activities
 - Prepared and submitted Annual State of Michigan Sampling Site Plan
 - Annual Water Asset Management Report Update
 - Completed water tower inspections/reports with Dixon Engineering for EGLE Sanitary Survey
 - Daily water plant reads, and tri-weekly backwashing completed
 - MOR-DEQ-22 Monthly water samples
 - Modified monthly MOR reports in response to new EGLE procedures
 - EPS UCMR water samples taken and submitted to lab for analysis – results posted on EPA UCMR website portal
 - Radium 226 and 228 water samples
 - VOC (Volatile Organic Compounds) samples
 - Twelve monthly MOR's submitted to EGLE – zero violations
 - Pesticide, herbicide, and carbamates water sampling completed
 - Administered yearly backflow prevention device testing program and provided reporting on program to EGLE
 - Completed Annual EGLE Required Total Coliform Testing for Drinking Water Lab Certification Renewal.
 - Drinking water lab certification inspection conducted by EGLE

1.4.3 Wastewater system meets or exceeds Michigan standards.

- Wastewater treatment plant and collection system maintenance/rehabilitation/new capital
 - Installation of Third Screw Pump completed
 - SCADA antenna, and radio maintenance and upgrades completed
 - Serviced and cleaned sewer vac truck, trucks, generators, backhoe, and other township equipment throughout year
 - Pumped ground water out of eleven (11) pump station bypass manholes throughout year
 - Completion of pump station #7 bypass manhole rehabilitation project
 - Manhole Rehabilitation Project completed sixteen (16) manholes completed

- Installed and monitored flow meters in Pump Station #5 service area for future pump station/service area upgrade project
- Sanitary sewer collection system maintenance conducted, which includes manhole repair, sanitary sewer line cleaning, pump station alarm testing, sewer line repairs, bioxide station maintenance, and wet well cleaning
- Yearly generator inspections and service by Wolverine Power – follow up maintenance completed by township staff
- Update Plant control system inventory
- Shut down pump station # 3 and assisted Northern Environmental with vactor truck operation using our 6” trash pump to fill 10,000-gallon tankers while Isabella Corporation completed repair on force main leak on located in US 127 right-of-way – temporary repair of force main completed by Township Staff
- Sampling and Reporting Activities
 - Biosolids sampling and fall 2020 Land Application of Biosolids (624,000 gallons applied)
 - Completed and submitted Biosolids Annual Reports (EPA/EGLE)
 - Prepared and submitted annual State of Michigan Sanitary Sewer Asset Management Report
 - Completed NPDES Permit renewal process
 - Completed EGLE inspection and lab split sampling
 - Collection system H2S monitoring
 - Completed and received results from EPA DMR QC Study (Lab Check) all results Acceptable
 - Completed Annual NPDES Additional Monitoring Requirements metals testing.
 - Completed Annual NPDES Whole Effluent Toxicity Testing
 - Prepared and submitted final SAW Grant Executive Summary and disbursement request
 - Worked on SAW Grant Rate Methodology Plan and Resolution with State of Michigan and Township Attorney
 - Completed EPA DMR/QC 40 Study
 - Rural Development Security and Compliance Questionnaire and Inspection completed August 26, 2020
- Facilitated Nottawa Township sewer project by reviewing/editing/approval of a Right-of-Way Agreement with Nottawa Township to allow connection to the City wastewater treatment plant

5. Natural environment

- The new Township Zoning Ordinance No. 20-06 includes more robust protections for natural features, agricultural area, and the environment as new development takes place in areas of the Township that are planned for development in the Master Plan.
- Staff worked in conjunction with the Township Attorney to evaluate the Township’s nearly four-decade old sand and gravel pit regulations, to consider options for modernization, and to prepare and refine a draft Extraction Ordinance and associated Zoning Ordinance amendments that were subsequently adopted by the Board of

Trustees. The new Extraction Ordinance includes additional protections for water quality, mitigation of dust and other impacts, and restoration of a mined site in a manner that reduces impacts on the environment.

- For the 2020 tax year, 221 online tax payments were received for \$453,413 while 122 tax payments for \$215,277 were received during the 2019 tax year. This was an increase of 81%.
- Consumer’s energy audit conducted at Isabella well site

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

- The Township held the Annual Clean Up Day event in conformance with COVID related restrictions

Partner	Qty/Weight	Item Description
COMPRENEW	16,182 lbs. (2019=15,207 lbs.)	E-Waste recycling: PC, laptop/LCDs/printers, copiers, scanners/CRT TV, monitors/batteries. Staffing/transportation/disposal.
Granger	57 yards/23,420 lbs. (2019=35 yards/28,180 lbs.)	Other
Fair Salvage	7,480 lbs. (2019=5,690 lbs.)	Steel/Aluminum/Metals
Mid-Michigan Industries	3 staff members and employment coach	Staffing
Vehicle Count	251 (2019=201; 2018= 215)	NA
# of Volunteers	7	NA

1.5.1 Air, water and soil meet or exceed Michigan’s quality standards.

- Staff monitors new and existing building construction and verifies prior to the commencement of construction work that soil erosion protection measures (subject to county permit approval) have been properly employed to stop dirt and sediment from leaving the job site. This helps to protect our natural waterways from contaminants and sedimentation.

1.5.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.

- Actively participating with community wide group to create a Chippewa River Water Trail Master Plan
- Weekly Chippewa River water quality monitoring upstream & downstream of WWTP outfall completed

1.5.3 Natural corridors optimized for enhanced commercial and residential districts.

6. Commerce

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

- Staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances, to review and address any deficiencies or issues, to minimize re-design during the construction process and is always willing to consider alternative and innovative solutions to common and uncommon problems that arise during the construction process, without compromising code requirements.
- With the assistance of the Community and Economic Development Director and the Public Services Director, the Economic Development Authority Board developed, prioritized, and approved a list of planned future economic development and public infrastructure projects in the DDA Districts designed to support and grow the business community in each district. High priority projects were then incorporated into the FY2021 budget adopted by the EDA Board and approved by the Board of Trustees.
- The Economic Development Authority Board initiated a project to update the East and West DDA Development/Tax Increment Financing Plans consistent with Public Act 57 of 2018 requirements, and to extend authority to capture tax revenues beyond the end of 2021.
- Ongoing maintenance and repair of the Economic Development Authority’s streetlight decorations, irrigation systems, and other public improvements within the DDA districts ensure that the Township’s investments are protected and offer the maximum economic benefit for local businesses and potential investors.
- The Community and Economic Development Director met with and maintained communication throughout the year with leadership and staff from the Middle Michigan Development Corporation, Convention and Visitors Bureau, and Chamber of Commerce to expand the Township’s influence in the area of local economic development.
- The Community and Economic Development Director met or communicated with the owners or management of multiple businesses in the Township in 2020, including Mack Liquid Tank Trailers, Inc., Burch Tank & Truck, Inc., Bigard Huggard Drilling, Inc., Mid-Michigan Industries (MMI), Quality Inn/Days Inn, Mountain Town Brewing Co./Summit Smokehouse, Holiday Inn & Suites, and the Summerhill Village Manufactured Housing Park.
- Township staff held numerous in-person and electronic meetings via telephone and Zoom with local business representatives, developers, and prospective investors to discuss potential development projects in the Township.
- Successfully applied to the State of Michigan for tax increment finance reimbursement for lost personal property tax revenue for the East DDA in the amount of \$62,000.
- Filed and posted the Township’s financial information timely to meet the State’s requirements for continued receipt of State Revenue Sharing dollars
- Review of water and sewer plans for installation of infrastructure for new developments

- Prepared cost estimates/permits for new residential/commercial water and sewer services; completed yearly REU evaluation for all commercial water customer accounts
- Preparation of three (3) Water Franchise Agreements with City of Mt. Pleasant

1.6.1 Controlled establishment of potentially undesirable businesses.

- The Community and Economic Development Department monitors and controls what type of construction takes place in full compliance with all applicable state building code and Township ordinance requirements for the site

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: **2.2 Treatment of Staff**

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____