



NOTICE:

The Board of Trustees will begin holding in-person meetings
July 28, 2021.

Electronic meetings will no longer be held.

Date: July 28, 2021

Time: 7:00p.m.

Place: Union Township Hall



BOARD OF TRUSTEES
Regular Meeting
July 28, 2021
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Marc Griffis, Director, Isabella County Office of Emergency Management, 911 Surcharge Renewal presentation
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. July Monthly Activity Report
 - C. Planning Commission, ZBA, and EDA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – July 14, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
10. NEW BUSINESS

- A. Discussion/Action: (Nanney) SUP21-15 Krist Filling Station (Gas Station) - Special Use Permit Application
 - B. Discussion/Action: (Stuhldreher) Updated Global Ends
 - C. Discussion/Action (Smith) Water Tower Painting & Maintenance Contract
 - D. Discussion/Action: (Teall) 2021 Budget Amendment #3
 - E. Discussion/Action: (Stuhldreher) Utilities Billing Late Fee discussion
 - F. Discussion/Action: (Stuhldreher) Policy Governance 2.0 Global Executive Constraint
 - G. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition & Activities
 - H. Discussion/Action: (Board of Trustees) Policy Governance 4.4 Monitoring Township Manager Performance
11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
12. MANAGER COMMENTS
13. FINAL BOARD MEMBER COMMENT
14. CLOSED SESSION
15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	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 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	Alex	Fuller	2/15/2023
9	Jessica	Lapp	2/15/2023
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	11/20/2024
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	Jeff	Siler	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	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

Charter Township of Union



To: Board of Trustees
From: Mark Stuhldreher, Township Manager/*MDS*
Date: July 22, 2021
Re: July Monthly Activity Report

Attached is the monthly activity report for July.

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



Monthly Activity Report

From: Township Manager

To: Board of Trustees

Month/Year: July 2021

Global Ends

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

Prior Month Activities

Township Manager

- Provided direction, support, and advice to the organization as the departmental activities listed below, which advance the accomplishment of the Ends, were executed
- Held several recurring 1:1 meetings with staff and group staff meetings via zoom
- Attended the virtual monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Viewed various webinars related to COVID-19 directly and the potential impacts on municipal finances, FEMA public assistance programs, and Governor press conferences
- COVID related work rules resulting from MDHHS and MIOSHA issued orders related to the pandemic began to be relaxed as a result of elimination of many rules as of 6/24/21
- Spoke with several citizens and others regarding a variety of issues
- Attended Chip River Master Plan meeting
- Began review of American Rescue Plan Act as it relates to funding provided to the Township
 - Application process
 - Project eligibility rules
 - Periodic reporting rules
 - Attended several webinars on this subject
- Attend first Mid-Michigan Aquatic Center Recreational Authority meeting and made presentation of work done by study committee and action taken by the several affiliated local government
- Township Manager on vacation last week in June

Finance Department

- No report submitted

Community and Economic Development Department

Economic Development Activities (1.1, 1.2, 1.6):

- The Department Director and Finance Director completed work to prepare the 2020 annual report of activities, projects, and financial data for the East and West DDA Districts per Public Act 57 of 2018 requirements.
- The Department Director communicated with MDOT officials about planning for the reconstruction of E. Pickard Rd. (M-20) from Mission St. east through the US-127 interchange and addressing potential impacts on East DDA District infrastructure (streetlights and underground irrigation). A follow up meeting is planned.
- The Department Director was elected to serve as Vice-Chair during the third meeting of the Airport Joint Operations Board, held remotely via Zoom
- The Department Director attended the quarterly meeting of the Middle Michigan Development Corporation (MMDC) held remotely via the Blue Jeans app.)
- The Department Director met with Chris Rowley from the Mt. Pleasant Area Convention and Visitors Bureau to discuss the CVB's destination marketing efforts for the East and West DDA Districts, sports tournaments, and other recreation opportunities.
- The Department Director participated in a remote meeting via Zoom with county officials for the purpose of introducing and answering questions about updates to the DDA development and tax increment financing plans to extend the term of the East and West DDA Districts and to expand the boundaries of the East DDA District.
- The Department Director met with Doug Wallace, President of the Mt. Pleasant Area Chamber of Commerce, during the Chamber's 6/16/2021 Business After Hours member event held under the pavilion at Jameson Park.

Building Services (1.1, 1.2, 1.3, 1.4, 1.6):

- Larry Sommer was promoted from Rental Inspector to Building Official, effective June 7, 2021. As the Building Official, he will be responsible for enforcement of the Township's Construction Codes Ordinance, overseeing the Township's building service activities, building permit application and construction plan reviews, issuance of building permits, certificates of occupancy, and associated correspondence, and administering and performing inspections.
- Our McKenna Associates, Inc. contractor for Building Official services, John Lipchik, continued to provide on-site services three days per week through June 30, 2021, to help ensure a smooth transition. McKenna will be available as needed beginning July 1, 2021, to provide commercial construction plan review as an hourly service under our existing agreement.
- The Community and Economic Development Director, Building Official (John Lipchik), and new Mt. Pleasant Fire Lieutenant (Brad Doepker) met via Zoom with the development team for the distribution center project at 2266 Northway Drive to discuss state construction code requirements and to confirm the scope of necessary building plan revisions for building permit approval.
- The Building Official (John Lipchik and Larry Sommer) provided the following services during the month:
 - 36 Inspections (4 – Commercial, 32 – Residential)
 - 2 Commercial Construction Plan Reviews
 - 22 Permits issued (8 permits awaiting approval as more information is needed)

- 3 Certificates of Occupancies
- Follow up phone calls
- Start of TSC interior remodel
- The Building Official (Larry Sommer) issued one (1) stop work order for construction of a new single-family dwelling without a building permit. The contractor responded promptly to acknowledge the error and to take the necessary steps to resolve the violation.
- The Building Services Clerk provided the following services during the month:
 - Served as a second Township Hall contact person for the public.
 - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
 - Supported the Department Director and Economic Development Authority Board with board packets and minutes.
 - Worked with Thielen Turf and Dave Breedlove to get the East DDA District's underground irrigation at the US-127/M-20 interchange in working order.
 - Coordinated with Block Electric and Art Reach for the hanging of the annual Festival of Banners on the E. Pickard Rd. streetlights in the East DDA District.
 - Worked with the Director and potential vendors to identify the best source for new inspection stickers and ordinance violation notification tags.
 - Helped with processing of two (2) Freedom of Information Act (FOIA) requests.

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

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 1,142 units).
- Investigation of rentals with blight/grass/neighbor concerns/complaints for resolution or referral to the Zoning Administrator.
- Inspections on apartment complex (fire alarm and sprinkler report reviews) and various single-family units
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants. Still, some from landlords/managers wondering about how inspections will continue and working with us. Some conversation on the timing with last years "catch-up" and this year's "regular" inspection timing.
- Informing various departments of items that may be of concern or of note that have been observed throughout the Township (tall grass, construction without permits, etc.).
- Contacts with local inspectors, enforcement, and fire personal. Trying to start our usual monthly meeting back up, some able/willing to attend, lower turnout so far.
- Contact with Mt. Pleasant Fire Dept. on a few unique fire alarm issues to ask for their input.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.
- Inspection for functional testing for emergency lights and exit lighting at the Township Hall.

Zoning Administration Activities (1.1):

- The Department Director and Zoning Administrator continued to compile an initial draft set of Zoning Ordinance text amendments to address issues identified over the first ten months of operation under the new Ordinance.

- The Zoning Administrator met with developers for potential outdoor storage at 4531 Corporate Drive via Zoom to discuss Zoning Ordinance requirements, approval processes and standards, or site plan details.
- The Department Director participated in a remote meeting via Zoom with county officials to discuss the status of and next steps for the new county Jail and Sheriff's Office development project.
- The Department Director and Zoning Administrator reviewed four (4) site plan approval applications and two (2) special use permit applications, and prepared corresponding reports and recommendations for the Planning Commission.
- The Department Director reviewed a minor site plan for the planned improvements to Jameson Park, and held follow up meetings with the Public Services Director and Zoning Administrator to address some necessary details and to resolve a question about applicable requirements for the new sign. Plan revisions are in process.
- The Zoning Administrator also provided the following services:
 - Four (4) zoning review approval letters for building permit applications.
 - Six (6) building and fence projects for which the required building or zoning permit had not been secured were identified through Miss Dig notifications. The contractors or homeowners promptly corrected the violations after being contacted.

Ordinance Enforcement Activities

- 5281 Jonathan Lane - Junk in rear yard and people unlawfully living in trailer in rear yard. Property is now in compliance with applicable Township ordinances. This matter is now closed.
- Silverberry Dr. Vacant lot. Tall grass complaint. Owner mowed lawn. This matter is now closed.
- 2125 Cornerstone Dr. Tall grass complaint. Owner mowed lawn. This matter is now closed.
- 1816 Belmont. Tall grass complaint. Owner mowed lawn. This matter is now closed.
- 2160 Betty Ln. Tall grass complaint. Owner mowed lawn. This matter is now closed.
- 5053 Corvallis. Tall grass complaint. Mowed by the Township contractor with cost charged to the owner. This matter is now closed.
- 5277 Jonathon Ln. Tall grass complaint. Owner to mow lawn 4th of July weekend.
- 23 Meridian Road. Owner notified of violations related to excessively tall grass and junk vehicles in yard. Follow up enforcement activity is in process.
- 4935 E. Valley Rd. Owner agreed to a timeline to have certain accessory structures and vehicles that are in violation of Township ordinances removed. Motor home used as a temporary dwelling has been removed. All but two junk cars permitted have been removed. Owner failed to meet his commitment to remove last remaining junk cars and to demolish and remove several dilapidated sheds by June 30, 2021. Follow up enforcement action is planned.
- 2120 Yats Dr. - Junk complaint. Home appears to be abandoned. Staff was able to track down the owner who currently lives in the City of Mt. Pleasant. Owner had agreed to have all items removed from property in April but has not been able to secure a contractor to do the work. In a proactive effort to help resolve the problem, the Zoning Administrator found and shared contact information for a local contractor who could do the work. Follow up enforcement action will be taken if the remaining violations are not promptly resolved.
- 5419 S. Mission Rd. - Complaint of junk. In response to a notice of violation, the owner failed to meet their commitment to remove all junk items from property by June 30, 2021. Follow up enforcement action, including issuance of a civil infraction ticket, is in process.
- 5055 and 5105 E. Kay St. - Junk vehicle at 5055 Kay St. has been removed. The son of the recently deceased owner of 5105 Kay St. is working to remove the remaining junk from the property.
- 5500 E. Pickard Rd. (Quality Inn) and 5770 E. Pickard Rd. (Days Inn) - two (2) large shipping containers unlawfully installed (one at each location) as storage units on the lots. Following

issuance of two (2) civil infraction tickets, the owner took action to relocate the container by the Quality Inn to the rear yard of the Day's Inn property per an approved zoning permit that authorizes temporary use for up to 365 days. A second civil infraction ticket will be issued for failure to take action to relocate the container from the front parking lot of the Day's Inn.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- During their regular June 15, 2021, meeting, the Planning Commission:
 - Held a public hearing, deliberated, and took action to recommend to the Board of Trustees that the PSUP21-01 Isabella County Jail and Sheriff's Office special use permit be approved subject to several conditions.
 - Approved the PSUP21-12 Isabella County Jail and Sheriff's Office preliminary site plan subject to several conditions, including making the approval contingent upon final Board of Trustees approval of the special use permit application.
 - Held a public hearing and, after extensive deliberation, postponed action on the PSUP21-02 Krist Filling Station special use permit application and the PSPR21-15 Krist Filling Station preliminary site plan application until the 7/20/2021 regular meeting.
 - Approved the PSPR21-13 Dollar General (5048-5082 E. Pickard Rd.) preliminary site plan subject to several conditions.
 - Postponed action on the PSPR21-08 Summerhill Village Mobile Home Park New Clubhouse preliminary site plan application due to the absence of the applicant.

Zoning Board of Appeals Activities (1.1):

- The regular June meeting was cancelled due to a lack of agenda items.

Sidewalks and Pathways Prioritization Committee Activities 1.1, 1.3, 1.4):

- No meeting this month

Other Activities (1.1):

- The Department Director prepared and presented an overview of the department to the Board of Trustees.
- The Department Director participated as part of the interview team for the Accounting Specialist position.
- Sidewalks - The Township's project engineer from Rowe for the 2021 sidewalk construction projects is in communication with Michigan Department of Transportation and county Road Commission staff regarding plans and necessary permits or approvals for construction of sidewalks within each agency's road rights-of-way.
- Sidewalks - The Department Director and project engineer from Rowe are continuing to try to secure easements necessary for the planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd. The project engineer also completed the draft construction plans for the planned sidewalk along E. Remus Rd.
- Sidewalks - The Department Director is working with the Twp. Attorney to prepare for the potential need to initiate an eminent domain legal action to procure public sidewalk easements along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd.
- The Department Director attended a Zoom meeting presentation and panel discussion on anticipated changes to the Code of Ethics for members of the American Institute of Certified Planners.
- The Department Director attended the quarterly meeting of the Cultural and Recreational Commission (CRC) of Isabella County held at Morey Courts.

Public Services Department

Community well-being and the common good:

- Jameson Hall Rental – closed during June 2021
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Department Director with Rodney Nanney regarding Jameson Park Phase II Site Plan
- Jameson Hall Phase II renovation walk-through held June 29, 2021
- Processed (25) Transfers of Service/Final Bills; (1) ACH request; (1) Misc. Invoice – Alwood Nursery; (404) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; set up (2) new customer accounts and several water turn-on/off request throughout township
- Prepared (2) cost estimates and (2) permits for residential/commercial water and sewer services/meter purchases along with review/approval of (4) site plans
- (207) Miss Dig underground markings completed throughout Township
- Prepared and coded department credit card and accounts payable statements/bills
- Public Service Department Assistant training continued
- January – March 2021 Quarterly Billing – (49) Water shutoffs for nonpayment
- April – June 2021 Quarterly Billing - meter reading, rereads, billing analysis completed in the amount of \$1,014,907.34
- Public Services Department Assistant supported and has helped train new Administrative Assistant
- Updating Lead and Copper Service Line Inventory – ongoing project
- GIS - Parcels and Land Divisions: Updated a remonumentation mapping workspace. Reviewed Public Land Survey System (PLSS) coordinate locations of survey corners used in land surveying and GIS parcel mapping.
- GIS - Water Distribution System: Created a map of the water distribution system's overall General Plan, as required by the Department of Environment, Great Lakes & Energy (EGLE).
- GIS - BS&A Assessing GIS Map Viewer: Continued updating the parcels and utilities GIS files needed for the BS&A Assessing GIS Map Viewer. Continued trying to help resolve ongoing problems with web-based County parcel alignment, which needs improvement in parts of the City and Township.
- GIS - PubWorks Mobile Asset Management: Continued GIS updates for water and sanitary sewer features so that utility workers out in the field can capture the GPS coordinates of assets, such as hydrants, manholes, valves, and curb stops.
- GIS - MISS DIG Design Tickets: In response to a design ticket for road rehabilitation on Remus Road between Lincoln and Bradley, provided an aerial map and ten (10) engineering drawings, including recent utility plans for the Isabella County Road Commission.

Safety, Health, Natural Environment & Community well-being and the common good:

- Bid opening Broadway Water Tower 2021 Maintenance Project held June 29, 2021 (six bids received)
- Meridian Road Well Site Media Replacement Project bid opening held June 30, 2021 (0 bids received)
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- Daily water plant reads, and tri-weekly backwashing completed

- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued working on 2021 Capital Improvement Projects/Purchases
- Monthly fire extinguisher, AED, and eye wash inspections
- Continued working on RFP for purchase of vector truck
- Met with Gourdie Frasier for project design update/coordination
- Provided support to Union Township Little League, Pony League, and Girls Softball regarding 2021 Season
- Completed 2020 Consumer Confidence Report, distributed to customers, and certified completion and distribution to EGLE
- Coordination, organization, and training of seasonal help schedules and work duties
- WWTP – grounds maintenance and routine plant maintenance
- WWTP - Finished Installation of new cover mounting hardware around Oxidation Ditch 1 & 2 Transfer Valve
- WWTP - Placed Oxidation Ditch #1 back into service
- WWTP - True up aerator #3 input shaft (ongoing)
- WWTP - Complete EPA Required DMR QA-41 Testing (Lab Quality Control)
- WWTP - Completed EGLE Inspection
- WWTP - Repaired broken concrete beam pockets on effluent end of Oxidation Ditch 1 and 2
- WWTP - Replaced basket wash solenoid valve on fine screen
- WWTP - Cleaned plugged grease pit force main
- WWTP - Replace Bearings aerator 3 motor
- WWTP - Replace output shaft seal aerator #2 gearbox
- Coordination with Hydro Corp regarding Cross Connection Control inspections
- Ongoing work with contractor installing Nottawa Township sewer force main to ensure that they are finding and locating our underground utilities - ongoing
- Reviewed Preliminary Site Plan Isabella County Jail
- Prepared RFBA for Carriage Hill Estates #1 & #2 Paving Special Assessment District
- Prepared RFBA for Late Fee Waiver Request – Chips Housing
- Prepared RFBA Biosolids Hauling and Land Application
- Prepared RFBA Copper Beech Estates Late Fee Waiver Request
- Secured bids for replacement of four entrance doors at Public Works building on S Mission Road (shop)
- Retired 2” water service to the old ICRC Building, and inspected sanitary sewer lead abandonment
- Installed new 1” water service to the new Bigby Coffee B-Cubed on Pickard, inspected backflow preventor installation, turned water on to facility
- Working with Braun Kendrick regarding easement issues at Menards
- Forklift training and certification held June 8, 2021
- Met with contractor at the new Bigby Coffee site to discuss water & sewer hook ups
- Finished cleanup of landscaping from water main break at the entrance drive to Cornerstone Subdivision
- Checked on sewer complaint at day care located on Office Parkway (found problem in building)
- Checked sewers on railroad easement (Mission and River Road) and located lead connection for adjacent property
- Put together information for 2021 Sewer Manhole Relining project for the Concourse Drive, Billbrael Drive and Meadowlark Subdivisions

- Cleaned roots out of manhole # 4 on Billbrael Drive
- Used sewer jetter and vactor to clean sewers in easement to pump station # 11 (backing up with grease)
- 06/25/21 Heavy rain and flooding received in area. Bypass pump station # 7 and used sewer vactor at pump station # 15 due to heavy flows, power lines down to pump station # 14 causing vfd motor drive to blow. Station fired back up on generator with one pump. All three stations in high alarm
- Cleaned up, spread black dirt and hydro seeded three locations from service installs or leaks
- Repaired fire hydrant at the Village of Bluegrass
- Raised fire hydrant valve box to grade at Elmers Concrete
- Replaced confined space blower fan at pump station # 5
- Replaced blower fan / light entry switch at pump station # 14
- Jet cleaned and ran sewer camera in 8" sewer main to locate old Carter Lumber sewer lead
- Raised main line valve box for the feed down Independence Drive
- Lead and copper samples program began, required to have 30 lead and copper samples taken by homeowners
- Inspected driveway culvert at 1742 Scully Drive – customer complaint that water installation thirty years ago caused damage to driveway – found damage to driveway being caused by culvert that is plugged
- Completed EGLE construction permit for maintenance work being performed at Broadway Tower in 2021
- Completed and delivered notice, filter, and information to occupant at home located at 1844 Belmont Drive – lead sample exceeded the regulated MCL
- 2107 & 2066 Betty Lane – lead and copper service line inspections completed

Current Month Anticipated Activities

Township Manager

- Provide direction, support, and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Attend via virtual meetings, the monthly Middle Michigan Development Corp Board, Emergency Operation Center, Hannah's Bark Park Advisory Board, Chip River Master Plan Steering Committee, and several internal Board/Commission/Authority meetings during the month.
- Continued development of a performance review program for organization to include 1) policy; 2) tool; 3) training for use
- Facilitate deployment of BOT electronic devices
- Updated COVID Preparedness and Response Plan as a result of State of MI work rules being eliminated/relaxed
- Attended meeting with county and township staff and elected officials regarding sheriff office complex and East and West DDA Development Plan extension and changes to footprint
- Began planning for FY '22 budget development
- Meet with chairperson of the Mid-Michigan Aquatic Center Recreational Authority to provide additional detail on sub-committee's work and thoughts regarding how the Authority should move forward
- Finalize updated Ends Policy and prepare for BOT consideration
- Met with staff and Clerk to plan and prepare for operational consideration related to August Special Election

Finance Department

- No report submitted

Community and Economic Development Department

Economic Development Activities:

- 5243 Jonathon Lane property – The Department Director will continue to proceed with securing a contractor to remove the remaining foundation elements and utilities, and to install a new perimeter fence and a new sidewalk to connect Third St. and Jonathan Lane.
- The Department Director will attend the monthly meeting of the Airport Joint Operations Board.
- The Department Director plans to meet again with the Mt. Pleasant Area Convention and Visitors Bureau’s Sports Committee (with members from the City of Mt. Pleasant, CMU, and other organizations) to continue discussion of regional sports tournament needs for potential consideration as part of the Township’s Parks and Recreation Master Plan update.
- The Department Director will continue to work with CIB Planning, the consultant for the DDA Development/Tax Increment Financing Plans update project, to develop information to share with the East DDA District’s affected taxing jurisdictions to build support for proposed DDA District boundary adjustments to facilitate neighborhood improvements and economic development projects in an older industrial area adjacent to the current boundaries.
- The Department Director is working with the City Planner and the City’s Economic Development Director to develop a response to the invitation of the Target Corp. representative to submit a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City’s Downtown Development Authority District.
- The Department Director will continue business retention contacts, when possible, under COVID19 restrictions.

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

- Follow up phone calls.
- Continue to do site visits, inspections, Issue permits, plan reviews.
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerhill Village) mobile home parks
- Continued work on expired permit list
- Continued progress on Four Hacks Condos, D Clare, Coyne & Paul new residential, Fisher Truck Wash, Menard’s project, and Rosewood addition
- Interior Remodel of Tractor Supply
- Start of 2266 Northway Dr Distribution Center Project
- Permit applications and plan reviews for Dunkin Donuts, Days Inn
- Start of Mt. Pleasant Surgery Center OR remodel.
- Progress on Biggby BCube on E. Pickard Rd.

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

- While transitioning into the Building Official duties since his promotion on June 7, 2021, Larry Sommer will continue to perform scheduled rental inspections until that position is filled, and then will work with the new Rental Inspector to ensure a smooth transition.
- The Community and Economic Development Director, Finance Director, and Building Official served as the interview team for the open Rental Inspector position. The Director will identify one or more finalists for a second interview (1.1)

- The Rental Inspector will:
 - Continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2021, with adaptations as needed in consultation with the Director.
 - Investigate and follow up on any rental complaints as needed.
 - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
 - Conduct follow-up inspections to verify correction of violations found on previous inspections.
 - Work on expired certificate scheduling as needed.
 - Arrange for site visits as needed for compliance or informational.
 - Attend NMCOA and SVCICC training.

Zoning Administration Activities (1.1):

- The Department Director and Zoning Administrator will complete the compilation of a comprehensive set of “punch list” Zoning Ordinance amendments to address issues that have come up as part of implementation of the new Ordinance.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Enforcement follow ups
- Yard sale permits
- Weed Ordinance enforcement.

Ordinance Enforcement Activities (1.1, 1.3):

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D to prepare a grading permit application and plan to correct non-compliance regarding parking lot improvements and grading changes.
- 5297 S. Whiteville Rd. - The owner started construction of an agricultural building for processing/drying industrial hemp on the property without the required zoning permit based on a claim that he is protected by the Right to Farm Act. This matter is under review by the Township Attorney.
- 4957 E Valley Rd. (parcel #14-002-20-011-01) - Failure of Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Mr. Tolas failed to respond to efforts by the Building Official and Department Director to resolve the matter. The Township Attorney has initiated legal action to seek a court order for completion of the work.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor’s storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a “grandfathered” status as a legal nonconforming use. This matter is under review by the Township Attorney.
- Issuance of requests for bids in process for clean-up of two blighted properties for which the Township previously received court authorization to proceed.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular July 20, 2021, Planning Commission meeting is anticipated to include:

- Review of the PSUP21-02 Krist Oil filling station special use permit application and recommendation to the Board of Trustees (postponed from the 6/15/2021 meeting).
- Review of the PSPR21-15 Krist filling station – revised preliminary site plan application.
- Review of the PSPR21-14 Summerhill Village Clubhouse/Parking Improvements – revised combined preliminary-final site plan application.
- Introduction and review of the set of “punch list” Zoning Ordinance amendments to address issues that have come up as part of implementation of the new Ordinance

Zoning Board of Appeals Activities :

- The regular July meeting was cancelled due to a lack of agenda items. Their next regular meeting is scheduled for August 4, 2021.

Sidewalks and Pathways Prioritization Committee Activities

- Next meeting scheduled for October 26, 2021, which will focus on developing a list of sidewalk and pathway priorities beyond FY2022 and on potential regional connections.

Other Activities:

- Sidewalks - The Department Director is continuing to oversee the work of the project engineer from Rowe to develop the construction plans and secure easements necessary for the planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd.
- The Department Director and Jacob Kain (City Planner) are planning to meet informally to discuss planning-related issues of mutual interest.

Public Services Department

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

- Raise sanitary sewer manhole on Remus Road across from the Oaks Subdivision
- Raise sanitary sewer manhole at the west entrance of The Reserve
- Continue Public Service Department Assistant Training
- WWTP - Install Motor and Gearbox on Aerator #3
- WWTP - Replace bearing pit drains mounting hardware in oxidation ditch #3
- WWTP - Place Oxidation Ditch #3 back into service
- WWTP - Remove Oxidation Ditch #4 from Service and Clean
- WWTP - Repair mixing valve on scum pump #1
- WWTP - Remove and Clean check valve on scum pump #1
- Repair broken water main valve box on Meridian Rd. Install grinder lift station at DPW shop
- Begin fire hydrant head replacement program (10) – Lead and Copper Requirement
- Replace sidewalk, clean up and hydro seed Bigby Coffee from service install
- Issue RFP for vactor truck purchase

Future Board of Trustee Meeting Agenda Items

- Budget amendment scheduled for July 28
- Consideration and adoption of “punch list” amendments to the Zoning Ordinance No. 20-06 following a Planning Commission public hearing and recommendation, and County Planning Commission review and comment.

- Final review and action on the special use permit application for a new Krist Oil filling station project on the southwest corner of E. Pickard Rd. and S. Isabella Rd., following the Planning Commission public hearing and recommendation.
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations and update cross connection requirements
- Cross Connection Ordinance update
- Jameson Hall Phase II Improvements-Bid award
- General Fund Reserve Policy recommendation
- Bidding & Purchase of ¾ ton service truck with snowplow (2021)
- Vactor truck recommendation
- Meridian Road iron removal filter maintenance approval
- Purchase of budgeted ¾ ton service truck
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations
- Consider updates to the Township's ordinance on open burning
- Carriage Hill Estates #1 & #2 Paving Special Assessment District

Significant Items of Interest Longer Term

- Economic Development – As part of the DDA development/TIF plan updates, the EDA Board will be considering a proposed expansion of the East DDA District boundary to include the existing Packard St./East Airport Rd./Corporate Dr. industrial area north of E. Pickard Rd. and west of S. Isabella Rd., which would provide additional options for potential improvements to Packard St. and E. Airport Rd. to maximize the economic development potential of this area.
- Economic Development - Begin a preliminary evaluation of potential for development of additional office/warehouse facilities to meet demand for this type of space in the area, in consultation with the Middle Michigan Development Corporation
- Sidewalks - The Department Director will coordinate with Michigan Department of Transportation and county Road Commission staff regarding anticipated 2021 sidewalk construction projects.
- Sidewalks – Consider updates to the Sidewalk and Pathway Ordinance to incorporate current practices, update width and design standards, and consider the option of allowing payment into a sidewalk fund in lieu of construction as an alternative to the current policy of allowing temporary relief from construction in certain lower priority areas.
- Rental Inspections - Would like to procure a meth/drug training for rental owners/managements, possible inclusion of staff with an additional session. Local law enforcement officials are committed to assist when we can safely proceed with this type of gathering.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- Consider updates to the Private Road Ordinance to incorporate current practices, design standards, and basic maintenance provisions for existing private roads.
- Bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Develop soil erosion control process to integrate with site plan review process more seamlessly and develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed.
- Building services – Moving old, scanned prints to proper location within BS&A.

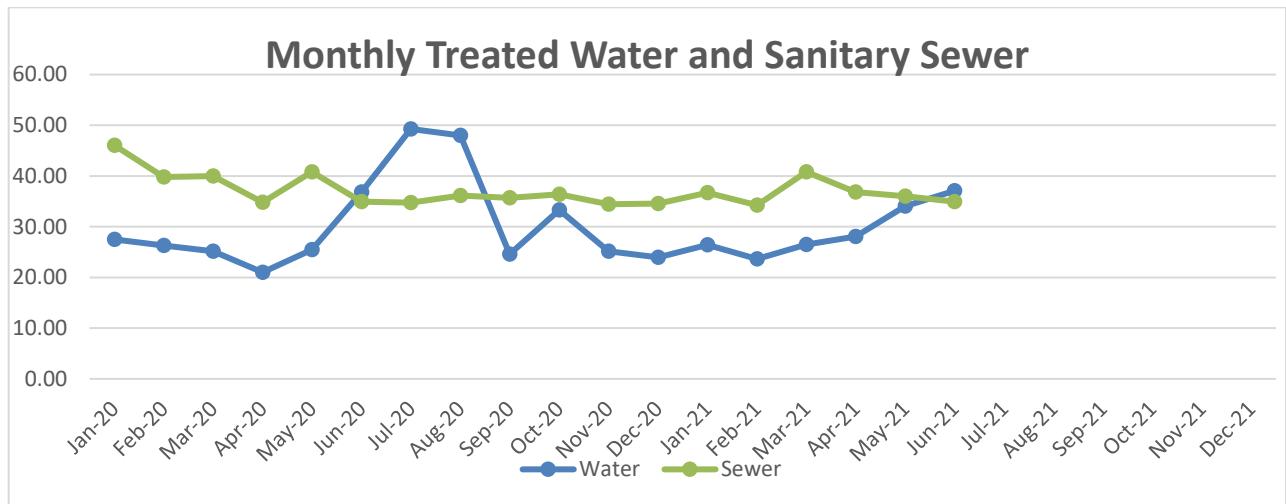
- Building services - continuing open lines of communication to build relationships between Township and County inspectors
- Building services – updates to the building permit application form
- Rental Inspector – Plans to attend the Code Officials Conference of Michigan fall conference.
- Implement BS&A Purchase Orders
- Set up the entire General Ledger to comply with the State of Michigan’s new chart of accounts
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- Bypass Manhole Rehab Pump Station #12 (2021)
- Third rebid pump station # 1 in the EDDA
- Installation of generator transfer switch and receptacle at pump station #8
- Water system new monthly MOR reports – EGLE requirement
- EPA Water Emergency Plan – due in December 2021
- Rehabilitation of pump station #7 (2021)
- High service pump installation – River Road (2021)
- Pump station #5 service area smoke and dye testing (2021)
- Broadway Tower maintenance – interior and exterior coating, cathodic protection (2021)
- WWTP - Sludge Storage Tank installation (2023)
- Bidding & Award of Jameson Park Upgrades Phase II Project
- Bidding & Award to purchase new vector truck
- Re-bidding & Purchase of 6” bypass pump (2021)
- Update Cross Connection Plan – submit to State of Michigan EGLE

Other

- Legal Matters
 - Authorized limits reached with the Pung matter defense cost authorization limits
 - Settlement discussions underway Zalud/CC
- Monthly Water MOR submitted – no violations
- June 2021 – Treated Potable Water

Total Month:	37.110 mg
Average Day:	1.280 mgd
Max Day:	1.575 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- June 2021 – Treated Sanitary Sewer

Total Month:	34.92 mg
Average Day:	1.16 mgd
Max Day:	1.92 mgd



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 July 14, 2021, at 7:00 p.m. as a virtual meeting through the Zoom meeting platform.

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

Roll Call

Present:

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 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)

Excused:

Trustee Bills

Approval of Agenda

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

Presentations

N/A

Public Hearings

N/A

Public Comment

Open: 7:03 p.m.

No comments offered.

Closed: 7:03 p.m.

Reports/Board Comments

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

Sidewalks and Pathways Prioritization Committee has two upcoming vacancies, expiring 8/15/2021.

B. Board Member Reports

Rice – taxes have been mailed.

Hauck – gave Road Commission updates

Mielke – gave EDA updates and reported on residence responses to the Sheriff complex.

Consent Agenda

- Communications
- Minutes – June 9, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

- Bio-Solids Hauler and Land Application Contract Renewal

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

New Business

A. Discussion/Action: (Smith) Copper Beach Townhomes UB Late Fee Waiver Request

Cody moved **Brown** supported to deny the request to waive the quarterly water and sewer bill penalty for Copper Beach Townhomes located at 4750 E. Bluegrass Road, account number 0400 in the amount of \$4,317.88 and 4775 Commons, account number 04275 in the amount of \$2,275.29.

Roll Call Vote: Ayes: Mielke, Cody, Rice, Brown, Hauck, and Thering. Nays: 0. Motion carried.

B. Discussion/Action: (Board of Trustees) Global Ends Follow up discussion #3

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 7:33 p.m.

No comments were offered.

Closed: 7:34 p.m.

MANAGER COMMENTS

- Thanked Kim Smith, Public Services Department Director, for acting as Township Manager June 21-25, 2021.
- Board of Trustees will go back to in-person meetings starting July 28th.
- Updated the Board on the status of the electronic devices.

FINAL BOARD MEMBER COMMENTS

Brown – Excited about the first in-person meeting on July 28th.

Hauck – Landscaping around Union Township Hall looks great.

Thering – Thanked Mark and staff for their work on the Global Ends.

Mielke – Excited about going to in-person meetings.

Closed Session

N/A

ADJOURNMENT

Rice moved **Brown** supported to adjourn the meeting at 7:43 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/21/2021	101	450 (E)	00146	CONSUMERS	5144 BUDD ST 2010 S LINCOLN L4 LIGHT 48858 LED LIGHT STREET LIGHTS 5228 S ISABELLA 1933 S ISABELLA RD 5525 E REMUS RD 5537 E BROADWAY RD 5142 BUDD ST 2270 NORTHWAY DR 2055 ENTERPRISE DR 1660 BELMONT DR 5240 E BROOMFIELD RD 900 MULBERRY LN	33.29 70.09 92.05 1,939.23 8,385.87 547.76 78.70 150.74 72.56 34.61 277.90 88.49 942.65 61.63 <u>12,775.57</u>
07/21/2021	101	451 (E)	00146	CONSUMERS ENERGY	4244 E BLUEGRASS RD 4795 S MISSION ST 4797 S MISSION ST-BARN 4822 ENCORE BLVD 5076 S MISSION RD 2998 E DEERFIELD RD 5369 S CRAWFORD RD 3248 S CONCOURSE DR 2495 E DEERFIELD RD 2424 W MAY ST 2180 S LINCOLN RD 1776 E PICKARD RD 2010 S LINCOLN RD 1876 E PICKARD RD 2188 E PICKARD RD 1876 S LINCOLN RD 1605 SCULLY RD 5319 E AIRPORT RD 4520 E RIVER RD 1046 S MISSION ST 800 CRAIG HILL RD	61.77 2,635.34 252.91 107.48 717.13 72.49 64.73 159.71 107.37 550.94 55.84 136.70 765.60 44.86 123.95 17.33 41.59 47.39 110.81 134.03 56.46 <u>6,264.43</u>
07/21/2021	101	452 (E)	00146	VOID	VOID Void Reason: Created From Check Run Process	
07/28/2021	101	22996	01358	21ST CENTURY MEDIA-MICHIGAN	EMPLYMT AD-ACCT SPEC/RENTAL INSPEC. BOT/PLANNING/ZONING/BIDS/EMPLYMNT ADS BOT MEETING/BID NOTICES	2,400.00 2,328.71 507.05 <u>5,235.76</u>
07/28/2021	101	22997	01703	AMAZON CAPITAL SERVICES	WTR HOSE REEL, AIR HOSE REEL& FURNACE FI	541.90
07/28/2021	101	22998	00066	BILL'S CUSTOM FAB, INC.	LABOR TO REPAIR WELDMENT	20.00
07/28/2021	101	22999	00095	C & C ENTERPRISES, INC.	CLEAN UP DAY SUPPLIES CAN LINER FOR PARKS NITRILE GLOVES FOR WWTP TOILET PAPER & HAND TOWELS	384.00 56.25 425.00 142.00 <u>022 1,007.25</u>

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,007.25
07/28/2021	101	23000	00129	CMS INTERNET, LLC	2 NEW MONITORS-BLDG OFFICIAL CMS MANAGED IT EMAIL & PHONE SERVICE-AUG	379.98 5,347.61
						<u>5,727.59</u>
07/28/2021	101	23001	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JUNE 2021	1,269.24
07/28/2021	101	23002	01242	CULLIGAN WATER	WATER COOLER-SHOP JULY 2021 WATER COOLER-MCDONALD PARK JULY 2021 WATER COOLER-ISABELLA JULY 2021	17.00 52.00 70.00
						<u>139.00</u>
07/28/2021	101	23003	01171	DBI BUSINESS INTERIORS	TIMECARDS & BATTERIES-TWP HALL BATTERIES-TWP HALL TONER-WTR/SWR	47.03 11.34 68.97
						<u>127.34</u>
07/28/2021	101	23004	00207	E & S GRAPHICS, INC	CONSUMER CONFIDENCE REPORT-2021	3,062.78
07/28/2021	101	23005	00249	GILL-ROY'S HARDWARE	DRILL BIT-PARKS FASTENERS-PARKS COUPLNG-PARKS STRIPING PAINT-PARKS LANDSCAPE RAKE/CYCLE OIL-PARKS	35.98 15.92 18.99 48.93 66.73
						<u>186.55</u>
07/28/2021	101	23006	01482	KOPY KORNER	ORDINANCE VIOLATION NOTICE & APPRV'D/NOT	489.89
07/28/2021	101	23007	01455	JENNIFER LOVEBERRY	MILEAGE REIMBURSEMENT 02/21-06/21	152.88
07/28/2021	101	23008	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP SVCS- JUN 2021	9,000.00
07/28/2021	101	23009	01356	MCLAREN CENTRAL MICHIGAN	NEW HIRE DRUG SCREENS	54.00
07/28/2021	101	23010	00415	MICHIGAN CAT	REAR WINDOW GLASS FOR CAT BACKHOE	273.58
07/28/2021	101	23011	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMENT-JULY	974.51
07/28/2021	101	23012	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-3RD Q 2021	360.00
07/28/2021	101	23013	01255	MID MICHIGAN SECURITY	ANNUAL ALARM/CELL MONITORING AUG 21-22	318.00
07/28/2021	101	23014	01274	MORRISON INDUSTRIAL EQUIPMENT CO	SAFETY INSP/OIL CHANGE ON LIFT TRUCK	255.59
07/28/2021	101	23015	00472	MUNICIPAL CODE CORPORATION	MUNICODE ORDINANCE UPDATES	1,171.86
07/28/2021	101	23016	00494	NORTH CENTRAL LABORATORIES	FI-STREAM LPH STILL	4,071.49
07/28/2021	101	23017	00131	PERCEPTIVE CONTROLS, INC	SEWER LIFT STATION SUPPORT	504.00
07/28/2021	101	23018	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES JUNE 2021-TWP HALL	852.14
07/28/2021	101	23019	01622	SCIENTIFIC BRAKE - MT. PLEASANT	OIL CAP FOR CUMMINS TRAILER GENERATOR	12.94
07/28/2021	101	23020	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT-2ND Q 2021	45.00
07/28/2021	101	23021	01542	SHRED-IT US JV LLC	PAPER SHREDDING 6/16/21	65.94
07/28/2021	101	23022	00601	KIMBERLY SMITH	MILAGE REIMBURSEMENT 12/20-06/21	247.92
07/28/2021	101	23023	00629	STU'S ELECTRIC MOTOR	FASCO BLOWER & LABOR	337.30
07/28/2021	101	23024	01746	TERA GREEN	MILEAGE REIMBURSEMENT FOR BANK RUNS-JUNE	42.34
07/28/2021	101	23025	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING WATER SAMPLE SHIPPING	9.39 9.16
						<u>18.55</u>
07/28/2021	101	23026	01745	WHIPPS, INC.	SEAL REPLACEMENT PACKAGE-WWTP	1,070.00
07/28/2021	101	23027	00723	WINN TELECOM	PHONE SERVICE 7/1/21-7/31/21	358.80

101 TOTALS:

Total of 35 Checks:

3034.14

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Less 1 Void Checks:						0.00
Total of 34 Disbursements:						<u>57,034.14</u>

Charter Township of Union Payroll
--

CHECK DATE: July 22, 2021

PPE: July 17, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	34,177.25
Fire Fund		-
EDDA		
WDDA		
Sewer Fund		38,317.25
Water Fund		24,475.24
Total To Transfer from Pooled Savings	\$	96,969.74

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	63,015.31
Employer Share Med		907.97
Employer Share SS		3,882.49
SUI		74.81
Pension-Employer Portion		4,990.29
Workers' Comp		624.77
Life/LTD		-
Dental		1,271.20
Health Care		22,002.44
Vision		-
Vision Contribution		-
Health Care Contribution		-
Cobra/Flex Administration		144.60
PCORI Fee		55.86
Total Transfer to Payroll Checking	\$	96,969.74

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____



Union Township Report-1

Date: Tuesday, July 20, 2021



Alarm Date between 2021-06-28 and 2021-07-04

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000454						
		6/28/2021 5:36:38 AM	735	Alarm system sounded due to malfunction	ENG 33	3	1
						Total Responding 3	
Union Township	0000455						
		6/28/2021 11:31:57 AM	622	No incident found on arrival at dispatch address	ENG 33	3	1
						Total Responding 3	
Union Township	0000459						
		6/29/2021 10:26:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	

Union Township	0000461						
		6/30/2021 10:05:00 AM	622	No incident found on arrival at dispatch address	ENG 32	3	1
						Total Responding 3	
Union Township	0000463						
		6/30/2021 4:42:00 PM	733	Smoke detector activation due to malfunction	ENG 32	2	1
						Total Responding 2	
Union Township	0000464						
		6/30/2021 11:59:00 PM	131	Passenger vehicle fire	ENG 33	2	4
		6/30/2021 11:59:00 PM	131	Passenger vehicle fire	POV	9	4
						Total Responding 11	
Union Township	0000467						

		7/2/2021 12:43:16 AM	440	Electrical wiring/equipment problem, other	ENG 33	3	1
						Total Responding 3	
Union Township	0000469						
		7/3/2021 12:07:00 PM	320	Emergency medical service incident, other	ENG 33	2	1
						Total Responding 2	
Union Township	0000470						
		7/3/2021 3:17:00 PM	324	Motor vehicle accident with no injuries.	ENG 33	2	1
						Total Responding 2	
Union Township	0000471						
		7/3/2021 7:18:00 PM	131	Passenger vehicle fire	ENG 33	2	3
		7/3/2021 7:18:00 PM	131	Passenger vehicle fire	POV	1	3
						Total Responding 3	

Union Township	0000472						
		7/3/2021 8:25:19 PM	111	Building fire	Rescue 31	1	4
		7/3/2021 8:25:19 PM	111	Building fire	ENG 33	2	4
		7/3/2021 8:25:19 PM	111	Building fire	ENG 31	2	4
		7/3/2021 8:25:19 PM	111	Building fire	POV	5	4
		7/3/2021 8:25:19 PM	111	Building fire	Assistant Chief	1	4
		7/3/2021 8:25:19 PM	111	Building fire	Ladder 31	1	4
						Total Responding 12	
	Total Runs 11					Total Responding 46	

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



Union Township Report-1

Date: Tuesday, July 20, 2021



Alarm Date between 2021-07-05 and 2021-07-11

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000475						
		7/5/2021 12:37:43 AM	700	False alarm or false call, other	ENG 33	3	1
						Total Responding 3	
Union Township	0000476						
		7/5/2021 1:09:44 AM	733	Smoke detector activation due to malfunction	ENG 33	3	1
						Total Responding 3	
Union Township	0000477						
		7/5/2021 3:15:42 AM	700	False alarm or false call, other	ENG 33	3	1
						Total Responding 3	

Union Township	0000482						
		7/6/2021 9:50:00 AM	353	Removal of victim(s) from stalled elevator	ENG 33	3	1
		7/6/2021 9:50:00 AM	353	Removal of victim(s) from stalled elevator	C 31	1	1
						Total Responding 4	
Union Township	0000485						
		7/6/2021 8:42:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 33	3	1
		7/6/2021 8:42:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 32	1	1
		7/6/2021 8:42:00 PM	743	Smoke detector activation, no fire - unintentional	POV	5	1
						Total Responding 9	
Union Township	0000486						
		7/6/2021 10:04:00 PM	561	Unauthorized burning	ENG 33	3	1
						Total Responding 3	

Union Township	0000487						
		7/6/2021 10:57:00 PM	743	Smoke detector activation, no fire - unintentional	ENG 33	3	1
						Total Responding 3	
Union Township	0000488						
		7/6/2021 8:49:38 PM	322	Motor vehicle accident with injuries	ENG 33	3	2
						Total Responding 3	
Union Township	0000490						
		7/7/2021 12:57:53 AM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						Total Responding 3	
Union Township	0000491						
		7/7/2021 4:54:38 PM	324	Motor vehicle accident with no injuries.	ENG 33	2	1

							Total Responding 2	
Union Township	0000492							
		7/7/2021 3:50:43 PM	322	Motor vehicle accident with injuries	ENG 33		8	1
							Total Responding 8	
Union Township	0000493							
		7/7/2021 11:38:06 PM	733	Smoke detector activation due to malfunction	ENG 33		2	1
							Total Responding 2	
Union Township	0000494							
		7/7/2021 10:11:51 PM	444	Power line down	ENG 33		2	1
							Total Responding 2	
Union Township	0000496							

		7/8/2021 10:17:22 AM	733	Smoke detector activation due to malfunction	C 31	1	1
		7/8/2021 10:17:22 AM	733	Smoke detector activation due to malfunction	ENG 33	2	1
						Total Responding 3	
Union Township	0000499						
		7/9/2021 5:48:58 AM	424	Carbon monoxide incident	ENG 33	3	1
						Total Responding 3	
Union Township	0000501						
		7/9/2021 4:29:48 PM	200	Overpressure rupture, explosion, overheat other	ENG 33	3	1
						Total Responding 3	
Union Township	0000502						
		7/9/2021 2:08:07 PM	322	Motor vehicle accident with injuries	ENG 32	3	1
		7/9/2021 2:08:07 PM	322	Motor vehicle accident with injuries	C 31	1	1

						Total Responding 4	
	Total Runs 17					Total Responding 61	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher, Township Manager	DATE: July 21, 2021
FROM: Rodney C. Nanney, AICP Community and Economic Development Director	DATE FOR BOARD CONSIDERATION: 7/28/2021
<p>ACTION REQUESTED: To concur with the Planning Commission’s recommendation and approve the PSUP 21-02 Special Use Permit for the new Krist Oil Filling Station (Gas Station) located on the SW corner of E. Pickard Road and S. Isabella Road in the NE 1/4 of Section 14 and in the B-7 (Retail and Service Highway Business) zoning district, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Final site plan approval by the Planning Commission. 2. The hours of operation shall be limited to from 6:00 a.m. to Midnight and no loudspeakers or amplified music will be used outside of the building, as confirmed by the applicant. 3. A decorative masonry wall shall be provided along the south and west sides of the paved area along with required greenbelt buffer or evergreen screen plantings adjacent to the lot boundaries to adequately buffer adjacent residences from visual and noise impacts. 4. As confirmed by the applicant, the applicant shall engage a qualified traffic engineering consultant to conduct a traffic impact study of the proposed use, site plan, and traffic conditions at the East Pickard Road and South Isabella Road intersection, and shall implement recommended mitigation measures identified by the study, if any, on the final site plan for Planning Commission review and action. 	

BACKGROUND INFORMATION

An automobile filling station (gas station) is an allowable use in the B-7 (Retail and Service Highway Business District), subject to special use approval. Krist Oil is a company with more than three dozen locations across Michigan’s Upper Peninsula, plus additional stations in northern Wisconsin and Minnesota. The proposed filling station is part of the company planned expansion into parts of the Lower Peninsula.

Public input opportunities.

The following is a summary of the public meetings and other opportunities for public input associated with the Special Use Permit application:

Date	Event	Actions
May 28, 2021	Public Hearing Notices	Notices mailed to all surrounding addresses within 300 feet of the subject parcels.
May 30, 2021		Publication of the public hearing notice in The Morning Sun newspaper.
June 15, 2021	Planning Commission Public Hearing and Regular Meeting	Public hearing held for the Special Use Permit application as an electronic meeting via Zoom, followed by deliberation and a decision to postpone action until 7/20/2021.

Date	Event	Actions
July 20, 2021	Planning Commission Regular Meeting, held as an electronic meeting via Zoom	Planning Commission review of the public hearing comments, additional written comments received, and additional information provided by the applicant and staff, followed by deliberation and action to recommend conditional approval to the Board of Trustees.
July 28, 2021	Regular in-person meeting of the Board of Trustees	Consideration and action on the Special Use Permit application.

A copy of the draft June 15, 2021 meeting minutes with a record of the public hearing is attached. Several written comments were received, which are also attached.

Planning Commission recommendation.

Following the 6/15/2021 public hearing and an initial question and answer period with the applicant, the Planning Commission chose to postpone deliberation and action to their regular July meeting. On July 20, 2021, the Commission evaluated the application for consistency with Section 14.03J. of the Zoning Ordinance, which establishes the standards for special use approval. This Section includes a set of criteria to consider, including an evaluation of compatibility with the public health, safety or general welfare, the environment, adjacent uses, the Master Plan, and the capacity of public or municipal services or infrastructure. Following extensive deliberation and an initial motion to postpone action again “*pending further information from staff requesting a feasible traffic study,*” which failed to receive a majority vote, the Commission took action to adopt the following motion:

Buckley moved Fuller supported to recommend to the Township Board of Trustees to approve the PSUP21-02 special use permit application for the new Krist Oil Filling Station on approximately 2.6 acres of land on the southwest corner of E. Pickard Road and S. Isabella Road in the northeast quarter of Section 14 and in the B-7 Retail and Service Highway Business) zoning district, finding that it can comply with section 14.3.J. (Standards for Special Use Approval), subject to the following conditions:

- 1. Preliminary and final site plan approval by the Planning Commission.***
- 2. The hours of operation shall be limited to from 6:00 a.m. to Midnight and no loudspeakers or amplified music will be used outside of the building, as confirmed by the applicant.***
- 3. A decorative masonry wall shall be provided along the south and west sides of the paved area along with required greenbelt buffer or evergreen screen plantings adjacent to the lot boundaries to adequately buffer adjacent residences from visual and noise impacts.***
- 4. The Board of Trustees, in consideration of the Special Use, also considers in conjunction with their decision, the pursuit of a traffic study to ease the concerns of the Planning Commission and local residence.***

Roll Call Vote:

Ayes: Albrecht, Buckley, Fuller, LaBelle, Lapp, Shingles, Squatrito, and Thering

Nays: Darin.

Motion carried.

UPDATES FOLLOWING THE PLANNING COMMISSION ACTION TO RECOMMEND APPROVAL

In the time since the Planning Commission's action to recommend the PSUP 21-02 Special Use Permit application the new Krist Oil Filling Station for approval with conditions, there have been two changes or updates that affect the conditions included in the Commission's recommendation:

Preliminary Site Plan Approval.

The Planning Commission subsequently reviewed and took action during their 7/20/2021 meeting to approve the preliminary site plan subject to a number of conditions, including making the approval contingent upon Board of Trustees approval of the special use permit. With this action, part of condition #1 (as recommended in their motion above) has been satisfied. The proposed condition #1 in the Resolution has been updated accordingly.

Recommended Traffic Impact Study.

During their deliberations, the Planning Commission identified traffic impacts from the proposed filling station on the adjacent intersection as a significant concern. In their motion to recommend approval of the special use permit, the Commission included the recommended condition #4 for the Board of Trustees to consider pursuing a traffic study. Traffic impact studies associated with a development project typically include evaluations of:

- Traffic conditions, with an emphasis on existing conditions during peak travel periods;
- The function and capacity of adjacent intersections;
- The location, size, and number of proposed vehicle access points into the development; and
- The anticipated level of traffic to be generated by the proposed use during peak periods.

The professional traffic engineer conducting this study would typically identify potential adverse traffic impacts from the proposed development, and would provide specific recommendations for action by the developer to mitigate those impacts.

On 7/21/2021, the applicant provided a letter confirming their intention to resolve the Commission's concerns about traffic impacts by hiring an outside engineering firm (OHM Advisors) *"to have the site plan and traffic conditions at the corner of Isabella and Pickard evaluated by a qualified consultant to provide recommendations on any improvements to the site plan..."* Staff has no objection to this approach. The proposed condition #4 in the Resolution has been updated accordingly.

SCOPE OF SERVICES

To consider the PSUP 21-02 Special Use Permit application the new Krist Oil Filling Station for approval, denial, or approval with conditions; or to postpone action and refer the application back to the Planning Commission with questions or a request for further review.

JUSTIFICATIONS

In their 7/20/2021 motion to recommend to the Township Board of Trustees that the PSUP 21-02 Special Use Permit application be approved, the Planning Commission determined that the proposed Krist Oil Filling Station can conform to the standards for special use approval found in Section 14.3.J. of the Zoning Ordinance, subject to four (4) conditions that would be satisfied by the applicant as part of the site plan approval process for the project.

GOALS ADDRESSED

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

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

If the Board of Trustees concurs with the Planning Commission's determination that, with the four (4) recommended conditions, the proposed Krist Oil Filling Station can conform to the applicable Zoning Ordinance standards, then approval of the special use permit would be consistent with the Township's policy of fair and nondiscriminatory code enforcement (1.1.1.2) and with ensuring that this development site meets the ordinance and code specifications that apply (1.3.2). An approval would also be consistent with commerce –friendly economic development policies (1.6).

COSTS

With the applicant's decision to resolve the Commission's concerns about traffic impacts by hiring an outside engineering firm to conduct a traffic study, no additional costs are anticipated to be incurred by Board of Trustees action on this special use permit application.

TIMETABLE

The special use permit would go into effect immediately upon adoption of a motion of approval by the Board of Trustees. Per Section 14.3.L. of the Zoning Ordinance, *"An approved special use permit, including all attached conditions, shall run with the parcel in the approval and shall remain unchanged except upon mutual consent of the Township Board and the landowner after review and recommendation by the Planning Commission."*

RESOLUTION

To concur with the Planning Commission's recommendation and approve the PSUP 21-02 Special Use Permit for the new Krist Oil Filling Station located on the SW corner of E. Pickard Road and S. Isabella Road in the NE 1/4 of Section 14 and in the B-7 (Retail and Service Highway Business) zoning district, subject to the following conditions:

1. Final site plan approval by the Planning Commission.
2. The hours of operation shall be limited to from 6:00 a.m. to Midnight and no loudspeakers or amplified music will be used outside of the building, as confirmed by the applicant.
3. A decorative masonry wall shall be provided along the south and west sides of the paved area along with required greenbelt buffer or evergreen screen plantings adjacent to the lot boundaries to adequately buffer adjacent residences from visual and noise impacts.
4. As confirmed by the applicant, the applicant shall engage a qualified traffic engineering consultant to conduct a traffic impact study of the proposed use, site plan, and traffic conditions at the East Pickard Road and South Isabella Road intersection, and shall implement recommended mitigation measures identified by the study, if any, on the final site plan for Planning Commission review and action.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



R. EDWARD KUHN
 TERRY C. ROGERS (LLM, Taxation)
 EDGAR ROY III
 JOSEPH E. QUANDT
 GREGORY J. DONAHUE
 GREGORY L. JENKINS
 TROY W. STEWART
 GINA A. BOZZER
 CHRISTOPHER G. ROGERS
 (also admitted in Illinois)

412 SOUTH UNION STREET
 TRAVERSE CITY, MICHIGAN 49684
 TELEPHONE: 231-947-7900
 FAX: 231-941-5154

LANSING OFFICE:
 2937 ATRIUM DRIVE, STE 200
 OKEMOS, MI 48864

MOUNT PLEASANT OFFICE:
 3046 JEN'S WAY
 MT. PLEASANT, MI 48858

J.D. PRAASTERINK
 (also admitted in Arizona)
 MARC S. McKELLAR II
 DAVID P. GLENN
 PATRICK M. ELLIS
 W. DANE CAREY
 OF COUNSEL:
 LEWIS G. GATCH
 A. BROOKS DARLING

July 21, 2021

VIA EMAIL rnanney@uniontownshipmi.com

Rodney Nanney
 Charter Township of Union
 2010 S. Lincoln Road
 Mt. Pleasant, MI 48858

RE: Krist Food Mart SUP Application

Dear Mr. Nanney:

As we discussed on the phone today, it is my understanding that my client's SUP Application, which has been recommended for approval by the Planning Commission, will be forwarded to the Township Board for action at their meeting on July 28, 2021.

During the Planning Commission meeting on July 20, 2021, there was significant debate and dialogue by the Planning Commission members related to a suggested traffic study which may potentially recommend amendments to the site plan which may facilitate better traffic circulation at this location. My client has agreed to have the site plan and traffic conditions at the corner of Isabella and Pickard evaluated by a qualified consultant to provide recommendations on any improvements to the site plan that would facilitate this objective. We are in the process of engaging OHM Advisors of Midland, Michigan, and tasking them to assist us in this endeavor. Unfortunately, we will not have a study completed prior to the Township Board meeting on July 28th. Accordingly, we believe it would be reasonable to stipulate to a condition as follows:

"The Applicant shall engage OHM Advisors to provide an analysis of the Applicant's site plan and to provide recommendations with respect to any changes to the site plan which may address traffic circulation and access concerns related to the Application. The Applicant agrees that the Applicant will implement any recommended site plan changes which OHM may specify, so long as those changes comply with Township zoning ordinances, MDOT permit requirements, and any requirements of the Isabella County Road Commission and also so long as the recommended changes are reasonably and practically achievable."

KUHN ROGERS PLC

July 21, 2021

Page 2

As you already know, the final site plan will need to be fully approved by the Isabella County Road Commission and the Michigan Department of Transportation. We will expect that those requirements will be the primary consideration in adopting any recommended alteration to the site plan. So long as the recommendations of OHM are consistent with the permit obligations and requirements of the regulatory authorities, my client is willing to make those changes so long as they can be reasonably and practically implemented and are consistent with the Township zoning ordinance.

I hope that this commitment continues to demonstrate my client's good faith in trying to achieve a reasonable accommodation of the Township's concerns with respect to traffic issues. We will look forward to presenting this project for review to the Township Board on July 28, 2021. To the extent that it is achievable, we would appreciate being placed at the beginning of the agenda for the July 28th meeting, as I believe both I and my colleagues from GEI who may be attending the meeting will be traveling from some distance.

Of course, if you have additional questions or comments for me regarding this clarification, please feel free to contact me.

Sincerely,

KUHN ROGERS PLC



Joseph E. Quandt
Direct/Dial: (231) 947-7901 x115
jequandt@krlawtc.com

JEQ:shp
cc : Jim Engler

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular - Electronic Meeting Minutes

A regular-electric meeting of the Charter Township of Union Planning Commission was held on June 15, 2021, as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 7:02 p.m.

Roll Call

Present:

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

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

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

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

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

Shingles (location: Isabella County, Mt. Pleasant, MI)

Squatrito (location: Isabella County, Mt. Pleasant, MI)

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

Excused:

LaBelle

Others Present

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator, Tera Green, Administrative Assistant

Approval of Agenda

Lapp moved **Fuller** supported to approve the agenda as presented. Vote: Ayes: 8 Nays: 0. Motion Carried

Approval of Minutes

Darin moved **Albrecht** supported the approval of the May 18, 2021, regular meeting as presented. **Vote: Ayes: 8 Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- A. Welcomed Board of Trustee James Thering to the Planning Commission
- B. ZBA updates by Buckley – Due to lack of agenda items, the meeting in June was cancelled; there will be no meeting in July
- C. Sidewalks and Pathway Prioritization updates by Darin
- D. Accept Lisa Cody's resignation from the Planning Commission with a vote of thanks

Shingles moved **Darin** supported to accept Lisa Cody's resignation from the Planning Commission and to thank her for her service. **Vote: Ayes: 8 Nays: 0. Motion Carried**

Public Comment

Open 7:15 p.m.

No comments were offered.
Closed 7:16 p.m.

New Business

A. PSUP21-01 New Isabella County Jail and Sheriff's Office – Special Use Permit Application

- a. Introduction
- b. Public Hearing
- c. Updates from staff and applicant
- d. Commission deliberation and action (recommend approval, denial, approval with conditions to the Board of Trustees; or postpone action)

Introduction by Nanney, Community and Economic Development Director, of the PSUP 21-01 Special Use Permit Application for the new Isabella County Jail and Sheriff's Office approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in the R2-A (One- and Two-Family) zoning district.

Public Hearing

Open: 7:20 p.m.

Mark Smith, 3515 Riverbank Trail, Board President of Renaissance Public School Academy, is surprised on the speed in which the Jail and Sheriff's Office is coming before us. The subject matter of a jail and Sheriff's station is unusual and is asking the Commission to table the item until input is gathered and the County and Sheriff's department can answer community questions.

Shelly Smith, 3515 Riverbank Trail, representing Discovery Museum Board, is surprised with the speed in which this is happening. Shelly is concerned on how it will affect their family-oriented business, community support, and the increased traffic.

Lisa Phelps, Executive Director of the Mt. Pleasant Discovery Museum, would like to know what is involved, how this is good for our community and our campus in general, with elementary school, children museum and the Rec Center? What makes this a good idea for our community. Lisa asks that the item be tabled.

One written comment was received via email from neighboring property owners George and Sherry Sponseller, which stated that *"we have no objection to the special use request for the Isabella County Jail."*

Closed: 7:28 p.m.

The applicants, Project Architect, Darrel DeHaan and Sheriff Main gave plan details and answered commissioner questions.

Fuller moved **Buckley** supported to recommend to the Township Board of Trustees to approve the PSUP 21-01 special use permit application from Isabella County for the new

Isabella County Jail and Sheriff's Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in the R2-A (One- and Two-Family) zoning district, finding that it can comply with Section 14.3.J. (Standards for Special Use Approval), subject to the following conditions:

1. A final site plan is approved for the new Isabella County Jail and Sheriff's Office.
2. Township Public Services Department approval of municipal water and municipal sanitary sewer service extensions to the site.
3. Completion of the roadway paving as proposed on the plan, and additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

B. PSPR 21-12 County Jail – Sheriff's Office – Preliminary Site Plan Application

- a. Introduction
- b. Updates from staff and applicant
- c. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Introduction by Nanney of the PSPR 21-12 preliminary site plan from Isabella County for the Isabella County Jail and Sheriff's Office approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in the R2-A (One- and Two-Family) zoning district. The applicants, Project Architect, Darrel DeHaan and Sheriff Main were available to answered questions from the commissioner.

Buckley moved **Lapp** supported to approve the preliminary site plan from Isabella County for the new Isabella County Jail and Sheriff's Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & 003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in the R2A (One – and Two-Family) zoning district, finding that the May 11, 2021 site plan can comply with applicable Zoning Ordinance requirements for preliminary site plan approval, including Sections 14.2.P (Required Site Plan information) and 14.2.S. (Standards for Site Plan Approval), subject to the following conditions:

1. Preliminary site plan approval is contingent upon Board of Trustees final approval of the PSUP 21-01 special use permit for this project.
2. Provide all items of required information on the final site plan per Section 14.2.P.
3. Revise the off-street parking, screening, exterior lighting, and sidewalk details on the final site plan as necessary for compliance with Township ordinance requirements.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

C. PSUP21-02 Krist Filling Station (Gas Station) – Special Use Permit Application

- a. Introduction
- b. Public hearing

- c. Updates from staff and applicant
- d. Commission deliberation and action (recommend approval, denial, approval with conditions to the Board of Trustees; or postpone action)

Introduction by Nanney, of the PSUP 21-02 special use permit application for the new Krist Oil Filling Station on approximately 2.6 acres of land on the southwest corner of E. Pickard Road and S. Isabella Road in the northeast quarter of Section 14 and in the B-7 (Retail and Service Highway Business) zoning district.

Public Hearing

Open: 8:47 p.m.

Joe Foltz, 2094 S. Isabella, has no objection to the sale but, requests that the company include a sound barrier or fence along the southside of the property.

Rick Anderson, property owner on the west side of proposed location, wants to know if the Zoning Commission projected the area to be a filling station or office buildings. Mr. Anderson also sent in written correspondence expressing concerns of another gas station.

Rodney Nanney, Community & Economic Director, relayed a phone conversation from the owner of Burger King, on the southeast corner of Isabella and Pickard, that expressed concern of generated traffic from a filling station on that property.

Closed: 8:54 p.m.

The applicant, Craig Richardson, gave plan details and were available for questions from the commissioners. The following is a summary of comments and concerns noted by commissioners during deliberations:

1. Traffic concerns due to the nature of the existing businesses and the traffic patterns at that particular site, there is concern about accessibility into and out of a filling station in a manner that does not create unnecessary congestion or works against the flow of traffic and potential pedestrian foot traffic crossing those intersections at that location.
2. This project is doing what they can to mitigate traffic conflicts, including consolidating six existing driveways down to two, and also moving the new Pickard Rd. driveway all the way to the west side of the lot well away from the intersection.
3. Each type of business that could go in at that location is going to generate traffic issues, with fueling stations being at the higher end of the spectrum. Other potential businesses would be at the lower end of the spectrum, based on the type of customer and merchandise sold.
4. Concern about the conformance of the proposed use with our master plan. It is important to consider what we envisioned in the Master Plan for this space. Although the B-7 zoning district does allow for this type of business as a special use, the proposed use at this location is inconsistent with our master planning vision for the location.
5. There is a concern about the number of gas stations on Pickard and the potential unfair competition.

6. There does not appear to be a demonstrated need for an additional filling station within a township that has, unless there is evidence presented otherwise, has sufficient number of existing and approved filling stations at a time when some experts say that we've already reached peak gasoline consumption.

Buckley moved **Lapp** supported to postpone action on the PSUP 21-02 special use permit application for the new Krist Oil Filling Station on the southwest corner of E. Pickard Road and S. Isabella Road until July 20, 2021.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

D. PSPR21-15 Krist Filling Station (Gas Station) – Preliminary Site Plan Application

- a. Introduction
- b. Updates from staff and applicant
- c. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Buckley moved **Shingles** supported postpone action on the PSPR 21-15 preliminary site plan for the new Krist Oil Filling Station on approximately 2.6 acres of land on the southwest corner of E. Pickard Road and S. Isabella Road until July 20, 2021, for the following reason:

1. Awaiting a final recommendation from the Planning Commission on the Special Use permit application.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

E. PSPR21-13 5048-5082 E. Pickard Rd. Dollar General Retail Store – Combined Preliminary and Final Site Plan Application

- a. Introduction
- b. Updates from staff and the applicant
- c. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Introduction by Nanney, of PSPR 21-13 Dollar General Retail Store combined preliminary – final site plan review application on parcel numbers 14-146-00-003-00 & -005-00, located on approximately 1.574 acres on the south side of E. Pickard Rd. (M-20) east of S. Isabella Rd. in the northwest quarter of Section 13 and in the B-7 (Retail and Service Highway Business) zoning district. Mr. Nanney reported that the EDA Board, which oversees the East DDA District where this development is located, had discussed the proposal for a land donation, and that a consensus showed no interest to own or maintain this land. Applicants, Scott Jozwiak and Scott Knowlton, were available for commissioner questions.

Buckley moved **Fuller** supported to approve only the PSPR 21-13 preliminary site plan for a new Dollar General retail store on parcel numbers 14-146-00-003-00 & -005-00, located on approximately 1.574 acres on the south side of E. Pickard Rd. (M-20) east of S. Isabella Rd. in

the northwest quarter of Section 13 and in the B-7 (Retail and Service Highway Business) zoning district, finding that the May 21, 2021 site plan can comply with applicable Zoning Ordinance requirements for preliminary site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval), subject to the following conditions:

1. Provide all items of application, site plan, and outside agency approval documentation required per Section 14.2. as part of the revised final site plan submittal.
2. Revise the sidewalk, parking, building, screening, exterior lighting, and landscaping details on the site plan as necessary for compliance with Township ordinance requirements.
3. Township Public Services Department approval of the revised final site plan.
4. Submittal of an updated final site plan for Planning Commission review and approval.
5. Removal of the offer to donate remaining parcel to the Township as it pertains to access management.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

F. PSPR21-14 Summerhill Village Mobile Home Park – New Clubhouse and Parking Lot Improvements – Preliminary Site Plan Application

- a. Introduction
- b. Updates from staff and the applicant
- c. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Lapp moved **Albrecht** supported to postpone action on the PSPR 21-14 preliminary site plan from The Four-Leaf Companies for the Summerhill Village Mobile Home Park – New Clubhouse and Parking Lot Improvements located at 5280 S. Mission Road until July 20, 2021, for the following reason:

1. Applicant not in attendance.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, Lapp, Shingles, Squatrito, and Thering Nays: 0. Motion carried.

Other Business

N/A

Extended Public Comments

Open – 10:21 p.m.

No comments were offered.

Closed – 10:24 p.m.

Final Board Comment

No final comments were offered.

Adjournment – Chairman Squatrito adjourned the meeting at 10:25 p.m.

APPROVED BY:

(Recorded by Tera Green)

Doug LaBelle – Secretary
Stan Shingles – Vice Secretary

DRAFT

Charter Township of Union


APPLICATION FOR SPECIAL USE PERMIT APPROVAL

A completed application will contain all information required per the Zoning Ordinance, Section 14.3 (Special Use Permits); and be accompanied by a separate minor site plan or preliminary site plan application per Section 14.02.C. (Site Plan Approval Required).

Minor Site Plan
 Preliminary Site Plan

Name of Proposed Development/Project	KRIST FOOD MART		
Common Description of Property & Address (if issued)	SOUTHEAST CORNER OF E. PICKARD ROAD AND S. ISABELLA ROAD. 4972 E. PICKARD ROAD MOUNT PLEASANT, MI 48858		
Applicant's Name(s)	KSK, INC.		
Phone/Fax numbers	906.367.2576	Email	kristo@kristoil.com
Address	316 IRIS STREET	City:	IRON RIVER, MI Zip: 49935

Legal Description:	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Included on Site Plan	Tax Parcel ID Number(s):	SEE ATTACHED
Existing Zoning:	B-7	Land Acreage:	3.28	Existing Use(s): VACANT/RESIDENTIAL
<input checked="" type="checkbox"/> ATTACHED: Letter describing the proposed use and how it conforms to Section 14.3.J. (Standards for Special Use Approval)				

Firm(s) or Individuals(s) who prepared site plan(s)	1. Name: CRAIG RICHARDSON Phone: 906.284.3903 Email: ardson@geiconsultants
	2. Address: 990 LALLEY ROAD City: IRON RIVER State: MI Zip: 49935 Contact Person: CRAIG RICHARDSON Phone: 906.284.3903
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: JAMES ENGLER, MICHIGAN RESERVES INC. Phone: 989.330.2473 Address: PO BOX 329 City: MT. PLEASANT State: MI Zip: 48858 Signature:  Interest in Property: VICE-PRESIDENT
	2. Name: JAMES ENGLER Phone: 989 330 2473 Address: 2303 AMBER LN. City: MT. PLEASANT State: MI Zip: 48858 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 revocation of the special use permit approval. Approval of the requested special use shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.



5/20/21

Signature of Applicant

Date

Office Use Only

Application Received By: _____ Fee Paid: \$ _____

Date Received: _____ Escrow Deposit Paid: \$ _____

**Planning Commission– Detailed Use Statement-Revised
Krist Oil Company, Inc.
Proposed Krist Food Mart
4972 E. Pickard Road, Union Township, Michigan**

Krist Oil Company independently owns and operates 73 Convenience Stores across Michigan, Wisconsin, and Minnesota. Krist Oil Company, Inc. (Krist Oil) is intent on purchasing six (6) parcels of property at the corner of E. Pickard Road and S. Isabella Road for development of a Krist Food Mart. All six parcels are owned by Michigan Reserves Inc., totaling approximately 3.28 acres. Three parcels are located along E. Pickard Road and three parcels are located along S. Isabella Road. The three parcels along E. Pickard Road are residential properties, while the three parcels along S. Isabella Road are commercial. N&B Floor Coverings were the tenants of the commercial properties but have since vacated the lots. The existing buildings and site features on the Michigan Reserves Inc. properties are to be demolished for the proposed Krist Food Mart development per the attached Site Plan.

The Krist Food Mart will consist of two (2) canopies, one (1) for gasoline and the other for diesel fuel. Ten (10) pumps will be under the gasoline canopy and four (4) pumps will be under the diesel canopy. The pumps will not have any type or kind of video screen. The Food Mart will be 60' x 92' (5,520 SFT) and located in the middle of the parcel. All utilities will be tied in at the street location with exact locations yet to be determined. The storm water system is proposed to be an underground retention system that will discharge to the existing storm sewer(s) at controlled rates per Isabella County ordinance and Michigan Department of Transportation (MDOT) rules and regulations. There will be a drive entrance on both E. Pickard Road and S. Isabella Road in accordance with the Access Management Plan. A clear vision area will be provided at the corner of Pickard and Isabella.

The filling station will have 43 parking spots available based off the retail square footage (4620 SFT), maximum employee count per shift (3 staff), and number of pump islands (7). Loading and unloading will take place on the west side of the building in the parking lot. A 10' x 10' dumpster enclosure will be located on the westside of the building per the site plan. Landscaping will be planted on all sides of the property as indicated on the preliminary site plan. The makeup of the landscaping will be per the Union Township zoning ordinance. All landscaping will go up to the property line or right of way. Mechanical equipment will be located inside the building. An exception to this will be the air conditioning unit, which will be located on the roof of the building. A parapet wall will be constructed on all sides of the building, hence blocking the view of the air conditioning unit to the public. Internal sidewalks access will be maintained year-round, including winter plowing.

Krist Oil has no intention of selling or leasing any portion of the land or building space. Additionally, except for the six parcels mentioned in this Detailed Use Statement, Krist Oil does not have any further interest in owning or acquiring any adjacent land parcels.

**Responses to Concerns Raised at Planning Commission Meeting
June 15, 2021
Krist Oil Company, Inc.
Proposed Krist Food Mart
4972 E. Pickard Road, Union Township, Michigan**

1. Traffic concerns due to the nature of the existing businesses and the traffic patterns at that particular site, there is a concern about accessibility into and out of a filling station in a manner that does not create unnecessary congestion or works against the flow of traffic and potential pedestrian foot traffic crossing those intersections at that location

Entrances and exits will be constructed per MDOT and Isabella County regulations. The current entrance to the site on Pickard will be moved approximately 150' further away from the intersection. The new entrance will be a right turn only entrance, eliminating a left turn exit. The number of drives connecting to Pickard will be reduced from four (4) to one (1). On Isabella, the current entrance to the site will be moved approximately 140' further away from the intersection and the number of drives connecting onto Isabella will be reduced from three (3) to one (1). Best engineering practices are being implemented in the design of this site to mitigate traffic congestion.

2. Each type of business that could go in at this location is going to generate traffic issues, with fueling stations being on the higher end of the spectrum. Other potential businesses would be at the lower end of the spectrum, based on the type of customer and merchandise sold.

Per the ITE *Trip Generation Handbook, 3rd Edition*, a Super Convenience Market/Gas Station has a pass-by rate of 76 percent. This means that 76 percent of the customers at the Proposed Krist Food Mart would already be driving past the site. The remaining 24 percent could be new customers on the road, possibly coming from US-127, visiting Mount Pleasant for the first time. As stated in concern one, the site is reducing the amount of drives onto both Pickard (4 drives down to 1) and Isabella (3 drives down to 1). Again, we are using the best engineering practices to mitigate traffic congestion from our site.

3. Concern about the conformance of the proposed use with our master plan. It is important to consider what we envisioned in the Master Plan for this space. Although the B-7 zoning district does allow for this type of business as a special use, the proposed use at this location is inconsistent with our master plan for the location.

Per the Special Used Permit Report dated June 7, 2021, it conforms and is consistent with the adopted Master Plan. See quotation below:

“Staff would have no objection to a Planning Commission determination that the proposed use conforms to this standard. Based on a review of the elevation drawings provided in the preliminary site plan, the exterior materials used, and appearance of the building façade are consistent with the policy statements on page 31 of the Master Plan for *Retail Service* area commercial development. The proposed parking facilities are also consistent with Master Plan guidance related to setbacks and landscaped greenbelts.”

4. There is a concern about the number of gas stations on Pickard and the potential unfair competition.

Approval of the proposed Krist Food Mart will not create potential unfair competition, it will provide healthy competition in the market area and provide goods and services that are not currently provided by existing convenience stores. Krist Food Mart's stock over 5,000 different items including everyday grocery items. Currently there is one (1) gas station between Isabella and US-127 and it is across the street from the proposed Krist Food Mart. The next closest gas station is on the eastside of US-127. There is not a gas station on the south side of Pickard, west of US-127, until the corner of Brown St. and Pickard. This is over a mile off US-127.

5. There does not appear to be a demonstrated need for an additional filling station within a township that has, unless there is evidence presented otherwise, has sufficient number of existing and approved filling stations at a time when some experts say that we have already reached peak gasoline consumption.

Constructing the Krist Food Mart will enable the township to remove aged and deteriorated buildings with a \$3 million development with new sidewalks, curb, wooden fencing, and landscaping. Landscaping that will surround the development on all sides except for the entrances and exits. It will give the adjoining property owners brand new landscaping on their property lines with a fence that will be placed 20' inside the property line. Ensuring that their views will not be compromised.

Responses to Special Use Permit Report Comments
Krist Oil Company, Inc.
Proposed Krist Food Mart
4972 E. Pickard Road, Union Township, Michigan

1. The proposed land use is identified in Section 3 as a special use in the zoning district.

No response

2. The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental, or injurious to the environment or the public health, safety, or general welfare by reason of traffic, noise, vibration, dust, glare, odors, drainage, or any other adverse impacts.

The proposed development will have no adverse impacts to the environment or public health and has been designed utilizing best engineering practices. Traffic increases at this site will be minimal as a majority of traffic is already pass-by traffic. There will be no outdoor intercom system or music playing. Fuel canopy lighting will be high-efficiency LED lighting with vertical cutoff and be down-lighting meeting required light levels by ordinance. The hours of operation for the proposed Krist Food Mart development are seven (7) days per week, typically from 6:00 a.m. to 12:00 p.m. Fueling systems are equipped with vapor recovery systems eliminating most odors. Drainage will be collected on and contained on-site in a time-retention system that will discharge to existing storm sewer systems at the pre-development rate per ordinance. Drainage can be routed through oil-water separators if necessary to collect potential contaminants from the surface runoff prior to being retained and discharged. The underground fuel storage tanks are dual-walled fiberglass tanks with drip pans and are continuously interstitially monitored.

3. The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.

This new development will be a significant improvement to the property surrounding the proposed development, six (6) aged and deteriorated structures will be removed and replaced with the proposed 5,520 sq. ft Krist Food Mart. The roads Pickard and Isabella are both designed to be commercial corridors with Pickard being five (5) lanes and Isabella being four (4) lanes. Residents to the south and west of the proposed development will now have access by foot on sidewalks to the new store without having to cross either road. The exterior line of the new store will be screened and fenced as needed to provide buffers from surrounding properties.

4. The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.

See response to #3.

5. The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.

This project will conform will all standards and ordinances set in place by the township.

6. Approval of the special use location will not result in a small residential or nonresidential area being substantially surrounded by incompatible uses.

This development will create 10-15 new jobs both full time and part time for the community with the ability for employees from the neighborhood to walk to work. The current SEV on the combined property is \$551,700. The estimated construction cost of the new property is between \$2,000,000 to \$3,000,000, with an estimated SEV of \$1,250,000. The difference in tax revenue would be a \$33,449 increase to the local community for schools, county, and township services.

7. The impact of the special use will not exceed the existing or planned capacity of public or municipal or infrastructure; including but not limited to fire protection services, municipal water, municipal sewage systems, roads, police protection services, refuse disposal, other utilities, drainage facilities, and public or private wells.

This new project will greatly improve the aesthetics of this corner by removing aged and deteriorated buildings and replacing them with a new modern gas station/convenience store. In the process we will replace the existing eight (8) drive entrances with only one (1) on each street along the property. Both new curb cuts will be located more than two-hundred fifty (250) feet from the intersection. Currently, the Pickard Road curb cut is forty (40) feet from the intersection. On Isabella Road the curb cut is seventy (70) feet from the intersection. Both the State Highway Department and Isabella County Road Commission will be consulted prior to and have approval before construction and drive entrances will be constructed to their specifications.

Planning Commission– Standards for Special Use Approval (Section 14.3 - J)
Krist Oil Company, Inc.
Proposed Krist Food Mart
4972 E. Pickard Road, Union Township, Michigan

1. The proposed Food Mart is an Automobile Filling Station – Gas Station which in the area zoned B-7 (Retail and Service Highway Business District) requires a Special Use Permit.
2. The location, design, activities, processes, materials, equipment, and operational conditions of the proposed Food Mart **WILL NOT** be hazardous, detrimental, or injurious to the environment or the public health, safety, or general welfare of the area. Krist Oil Company will follow the local/state design and construction requirements. Ensuring that no harm will be done to the public or the environment.
3. The proposed Food Mart **WILL** be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Krist Oil Company Inc. **HAS** provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts. Krist Oil intends on providing landscape screening on all four sides of the property. Hence assisting with the minimization of noise being heard from the property as well as providing an aesthetically pleasing site.
4. The proposed Food Mart’s location and character **IS** consistent with the general principles, goals, objectives, and policies of the adopted Master Plan. The proposed landscaping, architecture, and equipment screening for the site is in line with what is required in the “Retail/Service Design Guidelines” of the Master Plan.
5. The proposed Food Mart **CONFORMS** to all applicable requirements or standards of this Ordinance or other Township ordinances.
6. Approval of the proposed Food Mart **WILL NOT** result in a small residential or non-residential area being substantially surrounded by incompatible uses. The design of the site promotes inclusion of the surrounding areas through establishing new sidewalks and accesses to the site.
7. The proposed Food Mart **WILL NOT** exceed the existing or planned capacity of public or municipal services or infrastructure. Additionally, the proposed Food Mart **WILL NOT** create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.

**Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites**

Photo 1 – Charlevoix, MI #1:



Photo 2 – Charlevoix, MI #2:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 3 – Sault Ste. Marie, MI



Photo 4 – Sault Ste. Marie, MI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 5 – Rothschild, WI:



Photo 6 – Rothschild, WI:



**Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites**

Photo 7 – Rothschild, WI:



Photo 8 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 9 – Rothschild, WI:



Photo 10 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 11 – Rothschild, WI:



Photo 12 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 13 – Rothschild, WI:



Photo 14 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 15 – Rothschild, WI:



Photo 16 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 17 – Rothschild, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 18 – De Pere, WI:



Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites

Photo 19 De Pere, WI:



Photo 20 De Pere, WI:



**Krist Oil Company, Inc,
Photos of Existing Krist Food Mart Sites**

Photo 21 De Pere, WI:



Photo 22 De Pere, WI:





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July 13, 2021

HAND DELIVERY

Peter Gallinat
 Planning and Zoning Administrator; and
 Planning Commission
 Charter Township of Union
 2010 South Lincoln Road
 Mt. Pleasant, Michigan 48858

**RE: Krist Food Mart SUP Application
 Supplement to SUP Application ("Supplement")**

Dear Planning Commission ("PC"):

Please be advised that our firm represents the legal interests of the Applicant and land owner ("Applicant") as it relates to the above referenced pending special use permit ("SUP") application to construct a service station/food mart on the corner of Pickard Road and Isabella Road in Union Township, Michigan (the "Proposal"). The Applicant sought our firm's assistance out of an abundance of caution after certain "out of bounds" comments/concerns were raised by the PC at the recent June 15, 2021 meeting. Specifically, the Applicant is concerned that its SUP could be denied based purely on economic/business considerations that should not, and cannot, (as a matter of law) factor into the PC's decision.

We reviewed the materials associated with the June 15, 2021 meeting and found the Applicant's concerns related to this request for SUP approval were reasonable and justified. The materials submitted and the circumstances of this Proposal illustrate that there should be very little doubt that the Proposal meets the requirements for approval. However, the June 15, 2021 meeting minutes are concerning in that the PC appeared at times to be more concerned about addressing economic and commercial inequality, rather than applying the SUP standards expressly set-forth in the subject Zoning Ordinance ("ZO"). That is not to say that the PC did not also raise important and relevant concerns that require attention. Accordingly, the purpose of this "Supplement" is twofold: (1) to focus the PC on the legal scope of its review and discretion; and (2) to address (with revised proposed findings of fact and an amended site plan) the valid concerns raised at the June 15, 2021 meeting. In the end, it is our sincere hope that the information provided in this Supplement (and its enclosures) will guide the PC down the proper path toward an approval, which is clearly the correct result in this circumstance.

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LEGAL SCOPE OF SUP REVIEW

At the June 15, 2021 meeting, the PC voiced concerns relating to the potential negative impacts that a service station in the specified location could have on local economic competition/equality. Put simply, concerns of this nature, to the extent that they factor into the PC's final decision, fall outside of the proper scope of the PC's authority/discretion. While it may be true that the Michigan Zoning Enabling Act ("ZEA") affords townships the authority to adopt discretionary criteria for SUP edibility (*see* MCL 125.286b and MCL 125.286d), once sufficient evidence has been presented showing that the criteria have been met, the approval must be granted. *See Room & Board Homes v. Mayor of Detroit*, 67 Mich App 381; 241 NW2d 216 (1976). In other words, when a landowner qualifies under a township's enumerated standards for a SUP, the permit must be issued to the applicant. The discretionary criteria here are the seven standards for SUP approval set forth in the ZO. There is nothing in the seven standards to suggest that the PC can make determinations as to what they feels is best for the local economy, or what level of competition they deem is "fair." Put another way, the PC cannot deny a SUP simply because they subjectively feel that there are already too many service stations in the area, and/or that it would be unfair to other service station owners to permit this Proposal. The authority conferred to the PC by the ZO simply does not include this power, not to mention the potential Equal Protection concerns that would be raised with such a determination.

What the PC can (and should) consider is whether this Proposal conforms with the seven enumerated standards outlined in the ZO for SUP approval. It is clear (as set forth below) that when these standards are properly applied, the Proposal reasonably meets all of the criteria.

REVISED (PROPOSED) FINDINGS OF FACT

The reasons stated in "Criterion 4" shall be considered incorporated, as applicable, into all the findings of fact.

- 1. The proposed land use is identified in Section 3 as a special use in the zoning district.**

The proposed use of an Automobile Filling Station, Gas Station facility is permitted as a special use in the B-7 zoning district. The application meets this criterion.

- 2. The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage, pollution or other adverse impacts.**

At the June 15, 2021 meeting, there appeared to be great concern over the adequacy of the proposed greenbelt and the Proposal's potential negative impact on area traffic. These two topics deserved, and have since received, great attention in the enclosed updated site plan. You will note from the enclosed (revised) site plan and the analysis below that the Applicant has made numerous substantial improvements related to these valid concerns.

The anticipated vehicular traffic is automobiles, trucks and occasional delivery vehicles. Like many four corner intersections and similar corridors, this proposed use is on the opposite corner to another gas station facility. This intersection is heavily traveled and is identified as a regional artery by many

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people utilizing US-27 and M-20. The reality is that countless travelers utilize this convenient stop in their travels. All outstanding concerns related to noise will be addressed through HVAC screening. Further, any impact related to noise and light is addressed by the added screening on the south and west portions of the property. All lighting for the facility will meet the shielding requirements of Section 8.2 of the ZO. The anticipated stormwater management facilities on-site will adequately address any drainage concerns. The final site plan will have further details of these elements, which further details are not required in the preliminary site plan for the obvious reasons related to potential changes as a result of site plan review by the Planning Commission. The design and layout of the facility and its containment vessels assure compliance with all applicable standards and appropriate permitting will be provided to the Township indicating same. Any impact that could be perceived as hazardous, detrimental or injurious to the environment or the public health, safety or general welfare are only those which are applicable to all development along this corridor, or are customary to the types of uses which are permitted in the zoning district. Therefore, the application meets the criterion as it is located and designed not to have such impacts.

3. The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.

As mentioned above, the proposed use is permitted by special use, and the use is proposed to be designed, constructed, operated and maintained in a manner that is consistent with industry standards and reasonably expected from such a use. The adjacent uses and surrounding area are intended to be bordered by this type of use pursuant to the ZO and the Master Plan. It is consistent with both. Furthermore, the application addresses the concerns raised about screening and buffering for sound and light, including but not limited to additional buffering in the south and west portions of the property. The application meets this criterion.

4. The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.

The Master Plan identifies the property as "Community Commercial," which is defined in pertinent part as:

"...[I]ntended for the widest variety of retail and service businesses. They could range from apparel shops, auto service, and restaurants through small commercial strip centers and office buildings. This district is not intended for heavy commercial/light industrial uses like landscaping or contractor yards, heavy auto repair, or similar uses that may require some form of outside storage. Locations for this district are based on arterial road frontage and the need for high traffic volumes with convenient, well-managed access."

Undoubtedly, this Proposal squarely fits into this Community Commercial plan meaning that it not only fits current zoning standards, but also that it will be compatible with future land uses. The Proposal meets all three goals of the Master Plan by achieving the following objectives: (1.2) by coordinating utility expansion in a way that encourages development along existing arterial roadways and on underutilized sites first, (2.1) it connects schools, parks and other public facilities by upgrading the system pathways and

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sidewalks, (3.2) encourages quality commercial development and redevelopment along corridors, (3.3) assures longevity of the commercial development by being designed to improve the properties' ability to meet new development standards and does so by utilizing existing infrastructure, (3.4) although the proposed development is along a corridor, it nevertheless is designed to provide a reasonable transition between adjacent land uses by mitigating impacts to those properties/uses. The proposed development fits squarely within the growth management plan of the master plan. The proposed use is well within the Growth Management Boundary and satisfies the purpose and achieves the goals of such a growth area plan. It preserves agricultural land and natural resources by utilizing under-developed land within a transportation and commercial corridor (M-20) in lieu of more sensitive or greenfield properties. It avoids leapfrogging development and urban sprawl by developing a property within the commercial corridor that already has utilities available to it.

The Proposal nicely ties into the Master Plan's transportation strategy. At its very core, the Proposal provides a state of the art, updated refueling facility to help serve the need for same in the community. This includes the needs of those traveling through the community that utilize the US-27 and M-20 exchange as a convenient stop along their travels. It further aids in the strategy by upgrading the pathway/sidewalks and provides bicycle parking facilities. Access management is much improved by the Proposal, by the deletion of numerous curb cuts. This further improves the safety, balance and coordination of multi-modal transportation, including elimination of several potential multi-modal interaction sites. This only furthers the goals of the "Complete Streets" approach.

The proposed development satisfies the goals of the Master Plan's land use and character strategy. This Proposal redevelops an aging site that is underutilized. The Proposal not only is a use permitted under the current ZO, which isn't even a year old, it also fits squarely into the future land use Proposals in the 2018 Master Plan. This will provide for greater conformity of the zoning map and the future land use map. The future land use category description includes that the district is intended to provide the widest variety of retail and services businesses. The proposed use does not include any contractor yards, heavy auto repair or outside storage. The application meets this criterion.

5. The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.

The proposed use is proposed to meet all applicable standards of the zoning and police power ordinances of the Township. Specifically, the application meets all the requirements for preliminary site plan approval and the special use permit should be approved conditioned on final site plan approval. Consequently, the application meets this criterion.

6. Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.

The Proposal will not result in small residential or non-residential areas being substantially surrounded by incompatible uses. The application meets this criterion.

7. The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police and fire protection services, refuse disposal, municipal water or sewerage systems, other utilities, drainage facilities, and public or private wells. The proposed use will not create additional requirements at public cost for

KUHN ROGERS PLC

July 13, 2021

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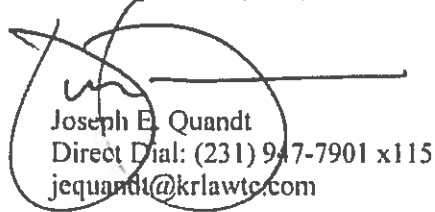
services or infrastructure that will be detrimental to the economic welfare of the community.

The proposed use will utilize existing public and municipal services and infrastructure. The roads are more than capable of handling the proposed traffic. The closure of numerous curb cuts will advance safety along the road ways and calm traffic. The proposed water connections further satisfy fire codes and it is not anticipated that police resources would be necessarily increased by this use as compared to its current or allowable uses. Refuse disposal is managed by private contractors. The needs for water and sewer and other utilities services are also not significant. The proposed use will not create additional requirements at the public cost for services or infrastructure. But, will instead be providing additional revenue for those services. The application meets this criterion.

In sum, our firm respectfully asks that the PC tailor its review to the seven criteria outlined above, and resist the temptation to exceed its discretion by wading into irrelevant and potentially prejudicial considerations beyond the scope of SUP approval. When a proper review is performed, we believe that approval of this Proposal is not only proper, but it is essentially required. Thank you for your consideration and please contact the undersigned with any questions or concerns.

Sincerely,

KUHN ROGERS PLC



Joseph E. Quandt
Direct Dial: (231) 947-7901 x115
jequandt@krlawtc.com

JEQ:shp
enclosures

7-6-21

Dear Planning Commission,

we would like to express our opinion towards the commercial fueling station proposed for the corner of Isabella & Pickard.

We feel we have enough gas stations along Pickard Street. 5 total & 3 of which are commercial fueling all ready.

A different location in town would be fine. Pickard street is saturated.

Sincerely,

Kathy Hendershot (989) 854-2254
Dil Skinabery

2057 Second
Mt. Pleasant, MI

P.S. Also the proposed corner would be dangerous. Large trucks coming in & out of that corner so close to the light will cause accidents & traffic back-ups! Burger King has a hard time let alone big trucks.

Attention: Rodney Nanny - Union Township Planning Commission, July 20th.

Subject: Special Use Permit Request for Krist Oil & Gas Station

My name is Ron Campbell. I live at 5048 Bud Street in Mount Pleasant, Union Township. I oppose changing the zoning from office/medical to gas filling station. Our back yard backs up to a commercial fueling area. The smoke, noise and traffic has been a problem for years. To change the zoning across the street from the location behind us will just add to the issues we are facing. The neighborhood to the south will now start to have an increase in the conditions we already have. That corner is already one of the busiest corners in town. The office/ medical zoning suits the area and goes with the hospital across the street. As you can see in the enclosed pictures these sites have stacking for trucks and already provide a service in the area, all located on Pickard with two other filling stations. How many filling stations are needed in the area? Your commission would be making a big mistake by changing the zoning.

Sincerely,

Ron Campbell





Director's Note:
This is the Shell filling station at
5612 E. Pickard Rd., approximately
0.7 miles to the east.



Director's Note:
This is the Citgo filling station at
910 W. Pickard Rd., approximately
2.0 miles to the west.



Director's Note:

This is the Marathon filling station at 5025 E. Pickard Rd., located diagonally opposite the Krist Oil side at the same intersection



SPECIAL USE PERMIT REPORT

TO:	Planning Commission	DATE:	July 13, 2021
FROM:	Peter Gallinat, Zoning Administrator	ZONING:	B-7 Retail and Service Highway Business District
PROJECT:	PSUP 21-02 Special Use Permit application - Krist Oil Filling Station (Gas Station)		
PARCEL(S):	PID 14-014-20-002-00, 14-014-20-003-00, 14-014-20-001-00, 14-014-20-004-00, 14-014-20-007-00, 14-014-20-008-00, 14-014-20-009-00.		
OWNER(S):	Michigan Reserves Inc.		
LOCATION:	Approximately 2.6 acres located at the SW corner of E. Pickard Road and S. Isabella Road in the NE 1/4 of Section 14.		
EXISTING USE:	One family residential dwellings and commercial building	ADJACENT ZONING:	B-7, B-5
FUTURE LAND USE DESIGNATION: <i>Retail Service:</i> This district is intended for the widest variety of retail and service businesses. They could range from apparel shops, auto service, and restaurants through small commercial strip centers and office buildings. This district is not intended for heavy commercial/light industrial uses like landscaping or contractor yards, heavy auto repair, or similar uses that may require some form of outside storage. Locations for this district are based on arterial road frontage and the need for high traffic volumes with convenient, well-managed access.			
ACTION REQUESTED: To review and make recommendations to the Board of Trustees on the PSUP21-02 Special Use Permit application for the new Krist Oil Filling station (Gas Station) located on the SW corner of E. Pickard Road and S. Isabella Road in the NE 1/4 of Section 14 and in the B-7 (Retail and Service Highway Business) zoning district.			

Background Information

An automobile filling station, gas station is a special use in the B-7 district. The Township Board shall have the authority to grant special use permits, subject to such conditions of design and operation, safeguards, and time limitations as it may determine for all special uses specified in the various provisions of this Ordinance. The Planning Commission shall have authority to review special use applications, hold a public hearing, and make recommendations to the Township Board. The applicant has applied for a special use permit simultaneously with the preliminary site plan for review and approval.

Review Comments

Section 14.03J. of the Zoning Ordinance establishes the standards for special use approval.

Special use permit approval is subject to a Planning Commission public hearing and recommendation to the Board of Trustees. The Board of Trustees retains final authority to approve or deny any special use permit. The Planning Commission’s recommendation should include “*affirmative findings of fact and records adequate data, information, and evidence*” to support a conclusion that the proposed special use conforms to the standards of Section 14.03.J.

Each of the seven (7) standards from this Section are listed below in bold printed text. Staff review comments follow under each standard. Please note that, for clarity and readability purposes, staff has divided standards #2 and #7 into several subsections:

Section 14.3.J. (Standards for Special Use Approval)		Status
1	<p>The proposed land use is identified in Section 3 as a special use in the zoning district.</p> <p>The proposed Automobile Filling Station, Gas Station facility is allowed as a special use in the B-7 (Retail and Service Highway Business R2-A) zoning district (Section 3.15).</p>	Conforms
2(a)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic</p> <p>The proposed use conforms to this standard. Anticipated vehicular traffic would be limited to automobiles, trucks, and delivery vehicles. There is an existing gas station kitty-corner from this proposed site on the NE corner of E. Pickard Road and S. Isabella Road. E. Pickard Road (M-20) and S. Isabella Road are both heavily traveled regional arterial roads in the Township.</p> <p>Based on these conditions, a new filling station would not be detrimental or hazardous to the general welfare by means of traffic generation.</p>	Conforms
2(b)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of...noise, vibration, ...dust, glare (or) light....</p> <p><u>The proposed use can conform to this standard.</u> The predominant sources of potential noise from this facility are associated with HVAC equipment, pump island noise, and vehicles entering and leaving the site. A significant potential source of noise would be amplified sound from pump station video displays or speakers. <u>Unless the applicant provides documentation on their site plan for this type of equipment and shows how it will conform to this standard, amplified exterior sound will be prohibited on this site.</u></p> <p>The HVAC equipment is required to be screened and will be located well away from adjacent residences. Ingress/egress points for the site are also set back from residences.</p> <p>No vibration, dust, glare or light impacts are anticipated from the facility. All exterior lighting for the facility will be required to be fully shielded per Section 8.2 (Exterior Lighting) standards. Potential headlight glare impacts on neighboring residences will be addressed through screening.</p>	Can Conform

Section 14.3.J. (Standards for Special Use Approval)		Status
2(c)	<p>The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of...<u>odors, dust, drainage, pollution or other adverse impacts.</u></p> <p>The proposed use can conform to this standard, subject to submittal of a final site plan that fully conforms to Zoning Ordinance requirements. There is more than sufficient land area to provide for adequate stormwater management on the site in a manner that does not impact neighboring properties or roads. The applicant will also be required to demonstrate compliance with State of Michigan pollution control standards through approved state permits for the project.</p> <p>There could be some odor or fumes impacts from diesel truck exhaust and gasoline, but these are not anticipated to be significantly different from the background conditions along the M-20 state highway.</p>	Can Conform
3	<p>The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission or Township Board, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.</p> <p>The proposed use can conform to this standard, subject to the details of proposed screening and land use buffers being finalized on a final site plan that fully conforms to Zoning Ordinance requirements.</p> <p>No information has been provided about proposed hours of operation. For this type of facility, unless the Planning Commission recommends otherwise, it would be expected that this facility would be open on a 24-hour per day, seven-day per week schedule. Based on the location along the M-20 corridor close to the US-127 interchange, it is the opinion of staff that no restrictions on hours or days of operation are warranted for this facility.</p> <p>Section 3.15 describes the purpose of the B-7 district as <i>“to promote the high quality commercial and office development in the vicinity of M-20 and Pickard Road. Requirements and incentives are provided to promote vehicular and pedestrian safety, control traffic congestion, and improve the visual appearance of the district through proper landscaping, buffering and screening.”</i> Provisions for robust year-round screening along the south and portions of the west lot boundaries will be necessary to ensure land use compatibility.</p> <p>The preliminary site plan as submitted does not fully meet the standards for site plan approval. <u>If constructed as designed on the 5/17/2021 site plan, the filling station would not be operated or maintained in a manner that is fully compatible with adjacent uses, the surrounding area, and the intent of the zoning district.</u></p> <p>However, we would note that there is sufficient land area within the proposed development boundaries to adjust the proposed design and site layout in a manner that would be consistent with this standard.</p>	Can Conform

Section 14.3.J. (Standards for Special Use Approval)		Status
4	<p>The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.</p> <p>Staff would have no objection to a Planning Commission determination that the proposed use conforms to this standard. Based on a review of the elevation drawings provided in the preliminary site plan, the exterior materials used and appearance of the building façade are consistent with the policy statements on page 31 of the Master Plan for <i>Retail Service</i> area commercial development. The proposed parking facilities are also consistent with Master Plan guidance related to setbacks and landscaped greenbelts.</p>	Conforms
5	<p>The proposed special use conforms to all applicable requirements or standards of this Ordinance or other Township ordinances.</p> <p><u>The proposed use can conform to this standard</u>, subject to submittal of a final site plan that fully conforms to Zoning Ordinance requirements.</p> <p>The proposed use, as depicted on the 5/17/2021 preliminary site plan, does not currently conform to all applicable requirements of the Zoning Ordinance and other Township Ordinances. However, it is the opinion of staff that the current design deficiencies can be resolved and corrected without the need to alter or enlarge the land area subject to special use approval.</p> <p>The proposed development will be subject to compliance with applicable site development and other requirements of the Zoning Ordinance, and to the applicable standards of other Township ordinances, including the Sidewalk and Pathway Ordinance No. 2009-02 and the Stormwater Management Ordinance No. 1992-09. These details will be resolved through the site plan approval process.</p>	Can Conform
6	<p>Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.</p> <p>The approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.</p>	Conforms
7(a)	<p>The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to...<u>fire protection services (and) municipal water and sewerage systems....</u></p> <p>The proposed use conforms to this standard. In addition to providing a safe potable water supply to the proposed facility, the proposed connection into the Township's municipal water system is essential to satisfying the Michigan Building Code and state fire code requirements to support the work of the Mt. Pleasant Fire Department during an emergency response.</p> <p>Several existing commercial and residential connections into the municipal water and sanitary sewerage systems will need to be abandoned and removed as part of this project. The details of the proposed water and sewer system connections and abandonment of existing connections will be subject to Public Services Department approval as part of the site plan, demolition permit, and building permit approval processes.</p>	Conforms

Section 14.3.J. (Standards for Special Use Approval)		Status
7(b)	The impact of the special use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police...protection services, (and) refuse disposal, other utilities, drainage facilities, and public or private wells....	Conforms
	<p>The proposed use conforms to this standard. For road impacts, please see our comments under standard 2(a) above. The applicant has provided for a secured trash dumpster enclosure area on the site, which would be serviced by a private contractor. No adverse impacts on the capacity of the Sheriff's Office to provide police protection are anticipated by the proposed development.</p> <p>There are no municipal wells in the immediate area, and the proposed development is not anticipated to adversely impact the capacity of any private wells in the area. Adequate electrical and natural gas services are available. Provided that the stormwater management design conforms to Township ordinance standards, no impacts to off-site drainage facilities are anticipated.</p>	
7(c)	The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.	Conforms
	The proposed use conforms to this standard.	

Objective

The Planning Commission shall review the application materials, together with any reports and recommendations, and any public comments from the 6/15/2021 public hearing record in the meeting minutes. The Planning Commission shall identify and evaluate all relevant factors and shall then take action by motion to recommend to the Township Board approval, approval with conditions, or denial of the special use permit application, or to postpone further consideration of the application to a date certain in accordance with the provisions of Section 14.3.F.4.

Key Findings

The proposed Automobile Filling Station, Gas Station facility is allowed as a special use in the B-7 (Retail and Service Highway Business R2-A) zoning district. The location for the proposed filling station special use is consistent with the Zoning Ordinance and Master Plan. As noted in our separate report, the updated PSPR21-15 preliminary site plan for the project is now generally consistent with the Township Zoning Ordinance standards for preliminary site plan approval, although there are a number of details that will need to be addressed on a final site plan.

Recommendations

Based on the above findings, I would ask that the Planning Commission consider taking action to recommend approval of the PSUP 21-02 Special Use Permit application for the Krist Oil Filling Station (Gas Station) to the Board of Trustees, contingent upon preliminary and final site plan approval by the Planning Commission.

Please contact me at (989) 772-4600 ext. 241, or via email at pgallinat@uniontownshipmi.com, with any questions about this information.

Respectfully submitted,

Peter Gallinat, Zoning Administrator

Community and Economic Development Department

KRIST OIL COMPANIES

KRIST FOOD MART

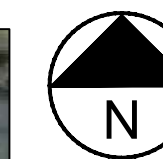
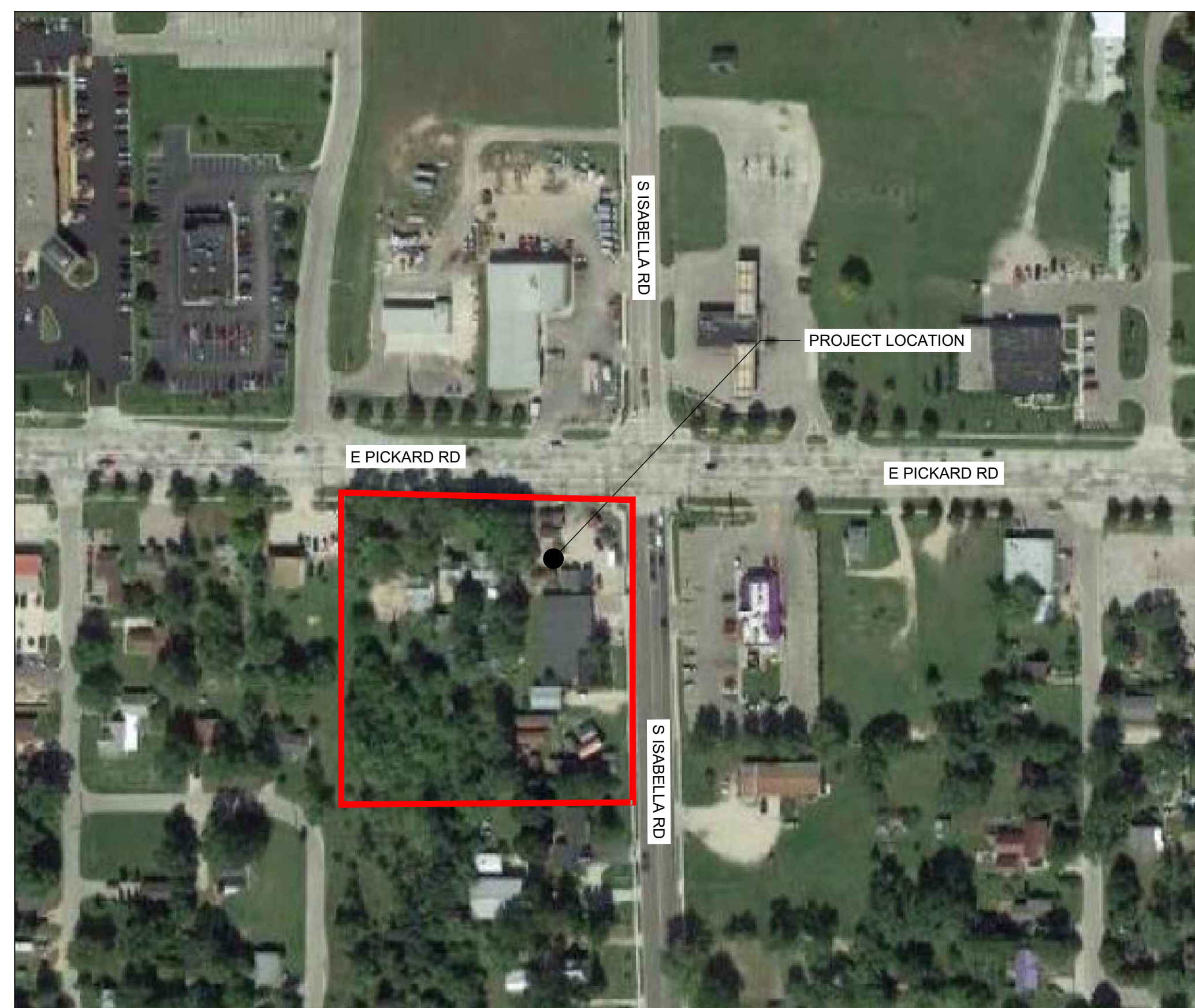
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14-014-20-002-00, 14-014-20-003-00, 14-014-20-004-00

14-014-20-007-00, 14-014-20-008-00, 14-014-20-009-00

UNION TOWNSHIP, MICHIGAN

GEI PROJECT NO.: 1509480



Sheet No.	Drawing No.	Description
1	01-G-01	COVER SHEET
2	02-C-01	EXISTING CONDITIONS PLAN
3	02-C-02	SITE PLAN
4	02-C-03	GRADING PLAN
5	02-C-04	ADJACENT PROPERTY OWNER INFORMATION
6	02-A-01	BUILDING ELEVATIONS
7	02-A-02	CANOPY ELEVATIONS AND SIGN DETAILS
8	02-A-03	FLOOR PLAN
9	99-D-01	STANDARD DETAILS
10	99-D-02	STANDARD DETAILS
Appendix		
		EXISTING TOPOGRAPHY
		EASEMENT SHEET
		CONTECH DETAILS - NORTH DETENTION
		CONTECH DETAILS - SOUTH DETENTION

KRIST OIL COMPANIES
KRIST ATANASOFF
303 SELDEN ROAD
IRON RIVER, MI 49935
906.265.6144

GEI CONSULTANTS OF MICHIGAN, P.C.
CRAIG A. RICHARDSON, P.E.
990 LALLEY ROAD
IRON RIVER, MI 49935
906.214.4151

DESCRIPTION PREPARED:
 A PARCEL OF LAND IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, T.14 N.-R.4 W., UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION; THENCE S.01°-23'-34"E., ON AND ALONG THE EAST LINE OF SAID SECTION, 396.51 FEET; THENCE N.88°-26'-02"W., PARALLEL WITH THE NORTH LINE OF SAID SECTION, 368.78 FEET; THENCE N.01°-01'-58"E., ON A PREVIOUSLY SURVEYED AND DESCRIBED LINE, 396.00 FEET; THENCE S.88°-26'-02"E., ON AND ALONG SAID NORTH SECTION LINE, 352.00 FEET BACK TO THE POINT OF BEGINNING, CONTAINING 3.28 ACRES OF LAND AND BEING SUBJECT TO HIGHWAY USE OF THE NORTHERLY 60.00 FEET AND THE EASTERLY 33.00 FEET THEREOF AND ALSO BEING SUBJECT TO AND TOGETHER WITH ANY OTHER EASEMENTS, RESTRICTIONS OR RIGHTS OF WAY RECORD.

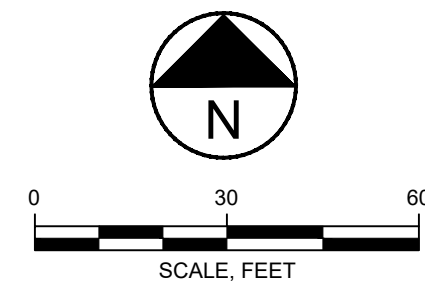
				DWG. NO.
				01-G-01
				REV
				0
				ARCHIVE #
	05/17/2021	PRELIMINARY		

APPLE LP MILLER
 5084 EXCHANGE DR.
 FLINT, MI 48507
 B-5 HIGHWAY BUSINESS DISTRICT

LIBREN MANAGEMENT LLC
 4995 E PICKARD ST.
 MOUNT PLEASANT, MI 48858
 B-6 AUTO-RELATED HIGHWAY BUSINESS DISTRICT

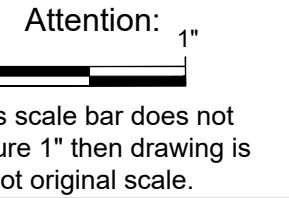
LIBREN MANAGEMENT LLC
 5560 S SHEPHERD RD.
 SHEPHERD, MI 48883
 B-6 AUTO-RELATED HIGHWAY BUSINESS DISTRICT

RI CS4
 11995 EL CAMINO REAL
 SAN DIEGO, CA 92130
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT



Krist Food Mart
 East Pickard Rd. and South Isabella Rd.
 Union Township, MI
 Krist Oil Companies
 303 Selden Road
 Iron River, MI 49935

ADJACENT PROPERTY OWNER INFORMATION



05/17/2021
 PRELIMINARY

Designed By: JRR
 Checked By: CAR
 Drawn By: JRR
 Approved By: CAR

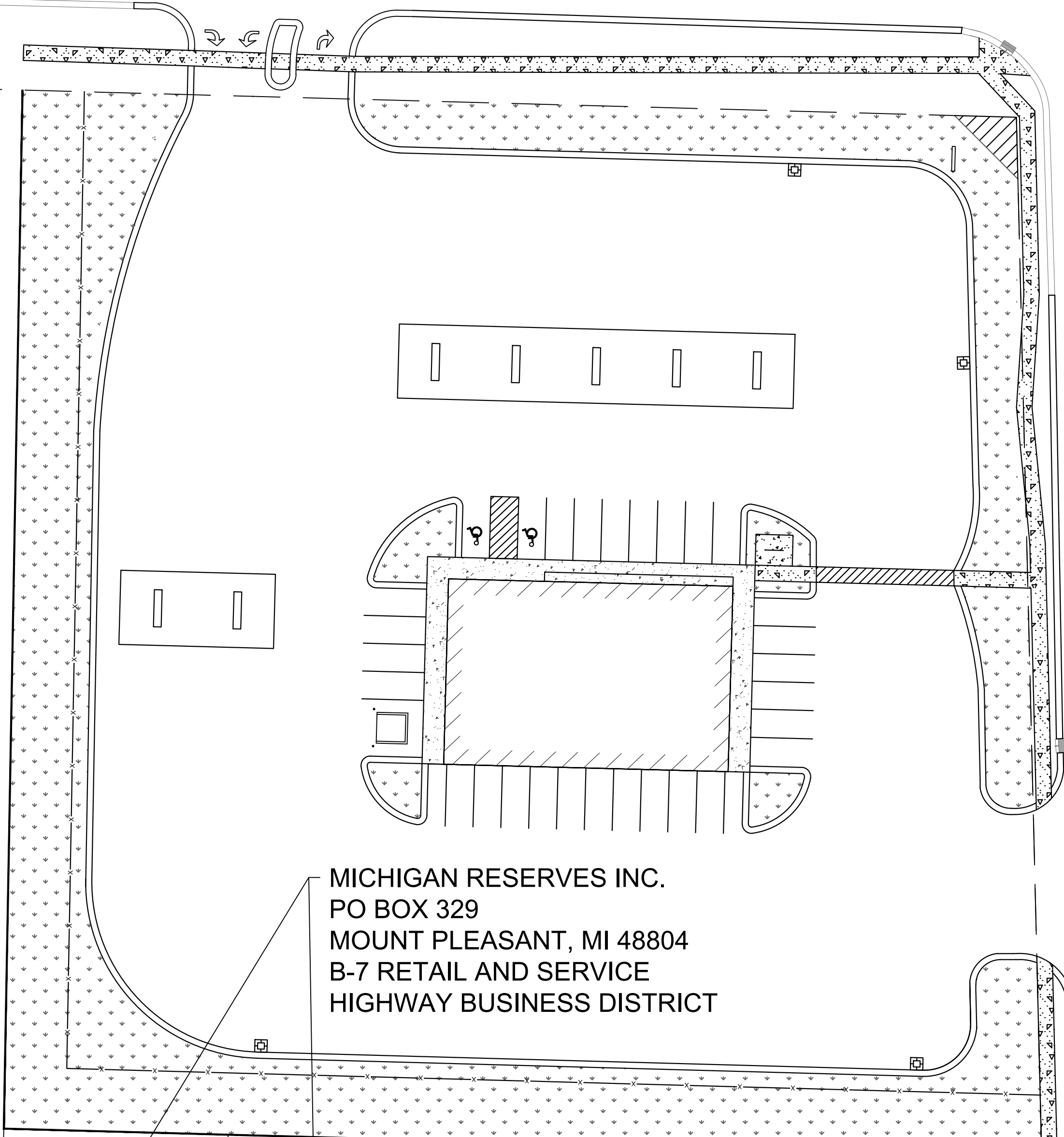
GEI PROJECT: 1509480

DWG. NO.
02-C-04

SHEET 5
 ARCHIVE

JACK LOEKS THEATRES INC.
 2121 CELEBRATION DR. NE
 GRAND RAPIDS, MI 49525
 B-5 HIGHWAY BUSINESS DISTRICT

EAST PICKARD ROAD



RICHARD ANDERSON
 5065 DAKOTA DR.
 WEIDMAN, MI 48893
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT

JEDS PROPERTIES INC.
 471 CEDAR DR.
 MOUNT PLEASANT, MI 48858
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT

ROXANNE POLLARD
 2095 YATS DR.
 MOUNT PLEASANT, MI 48858
 R-2B ONE AND TWO FAMILY DISTRICT

MICHIGAN RESERVES INC.
 PO BOX 329
 MOUNT PLEASANT, MI 48804
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT

ISABELLA ROAD

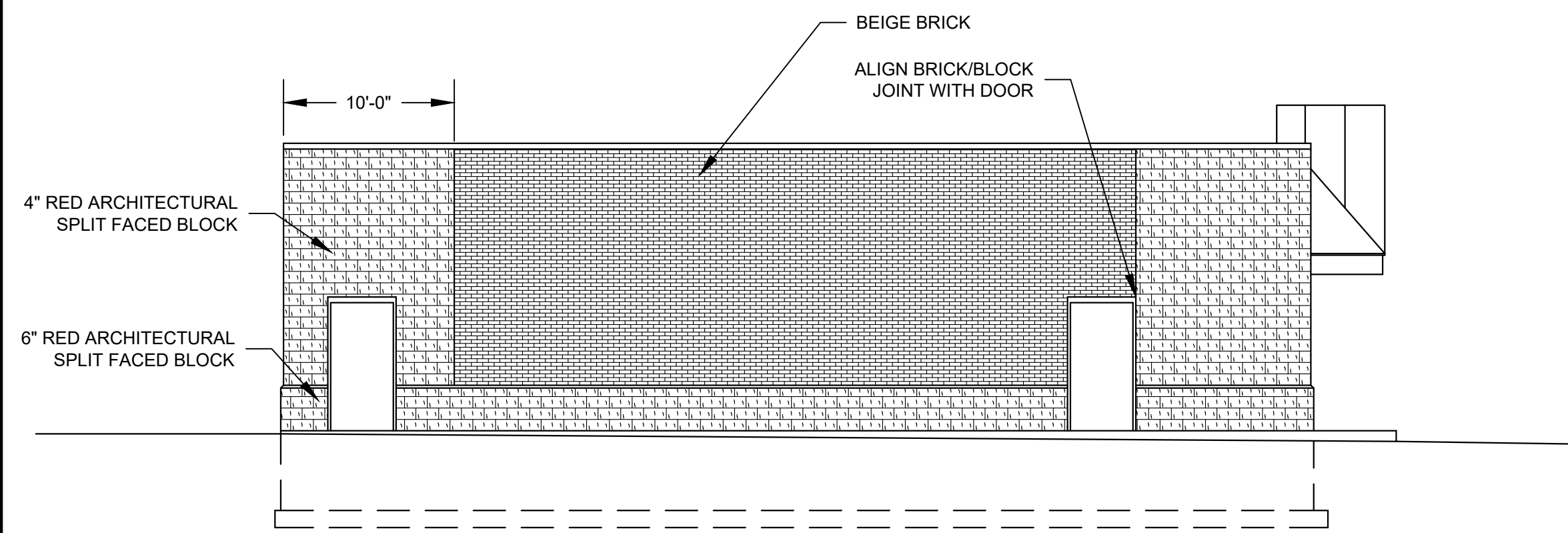
JOE FOLTZ
 2094 S. ISABELLA RD.
 MOUNT PLEASANT, MI 48858
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT

A&G FLOORS INC.
 1970 AIRWAY DR.
 MOUNT PLEASANT, MI 48858
 B-7 RETAIL AND SERVICE HIGHWAY BUSINESS DISTRICT

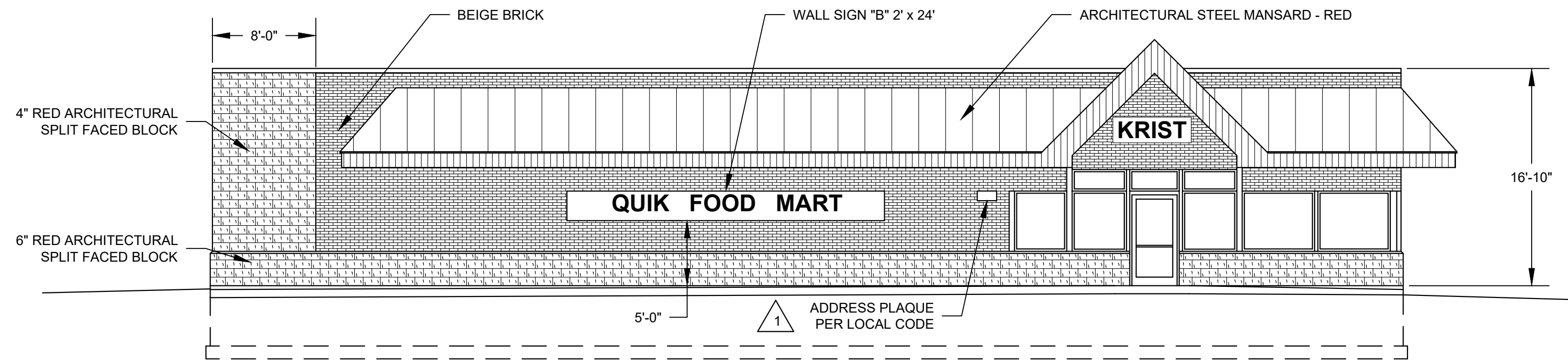
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Krist Food Mart
 East Pickard Rd. and South Isabella Rd.
 Union Township, MI
 Krist Oil Companies
 303 Selden Road
 Iron River, MI 49935

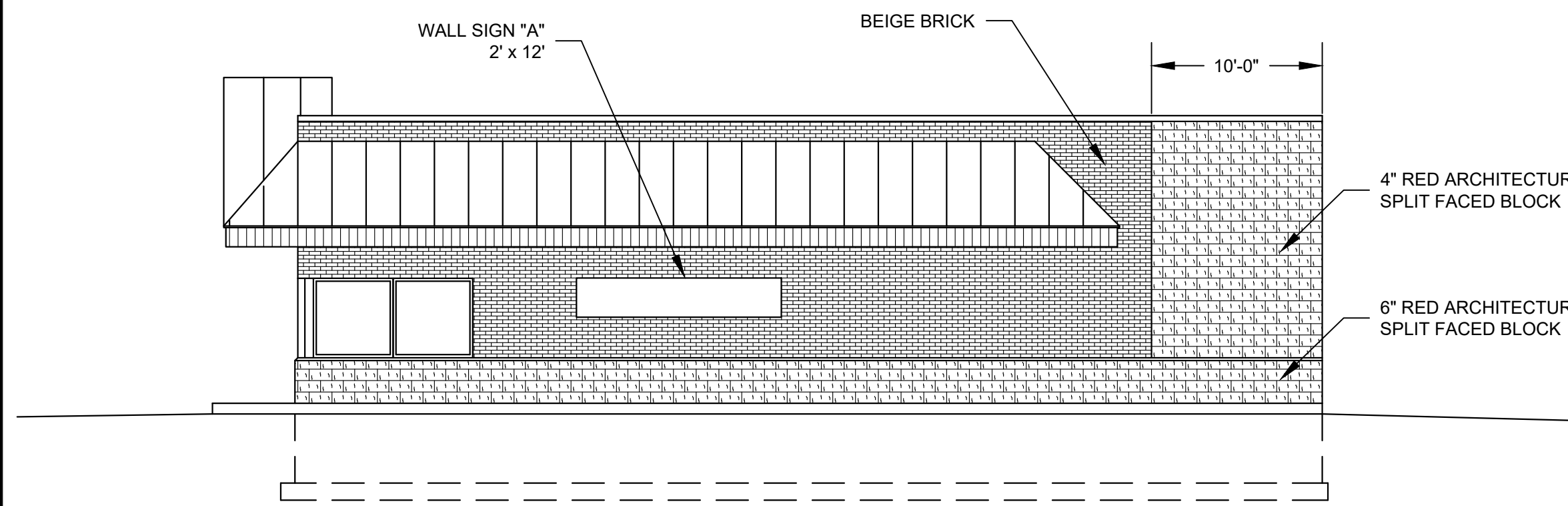
BUILDING ELEVATIONS



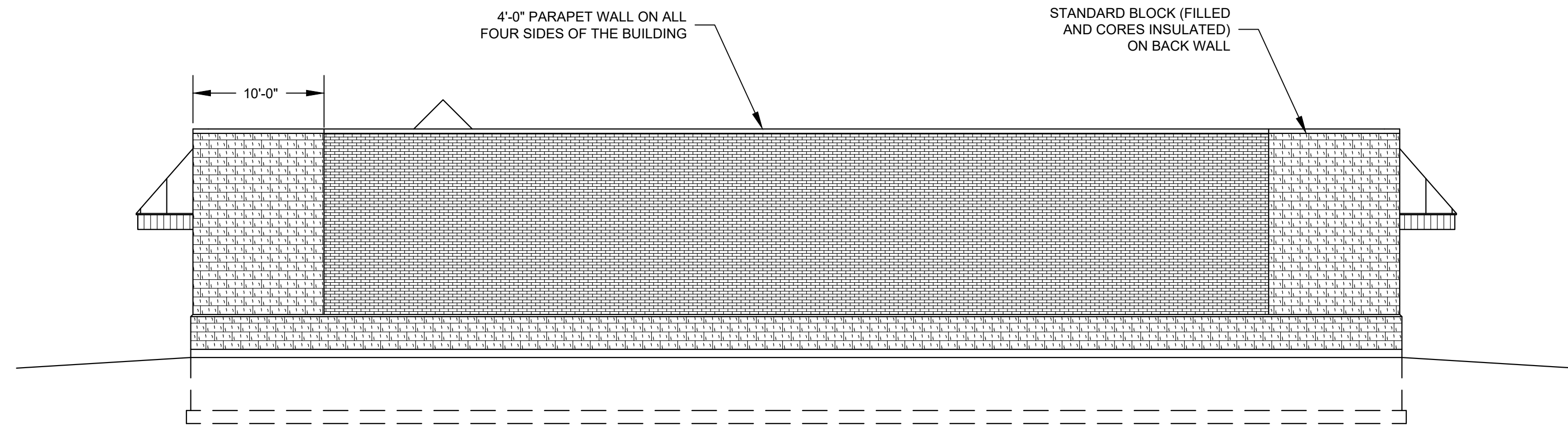
EAST ELEVATION
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NORTH ELEVATION
 SCALE: 1/8" = 1'-0"



WEST ELEVATION
 SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"

Attention:
 0 1"
 If this scale bar does not measure 1" then drawing is not original scale.

05/17/2021
 PRELIMINARY

Designed By: JRR
 Checked By: CAR
 Drawn By: JRR
 Approved By: CAR

GEI PROJECT: 1509480

DWG. NO.
02-A-01
 SHEET 6
 ARCHIVE #

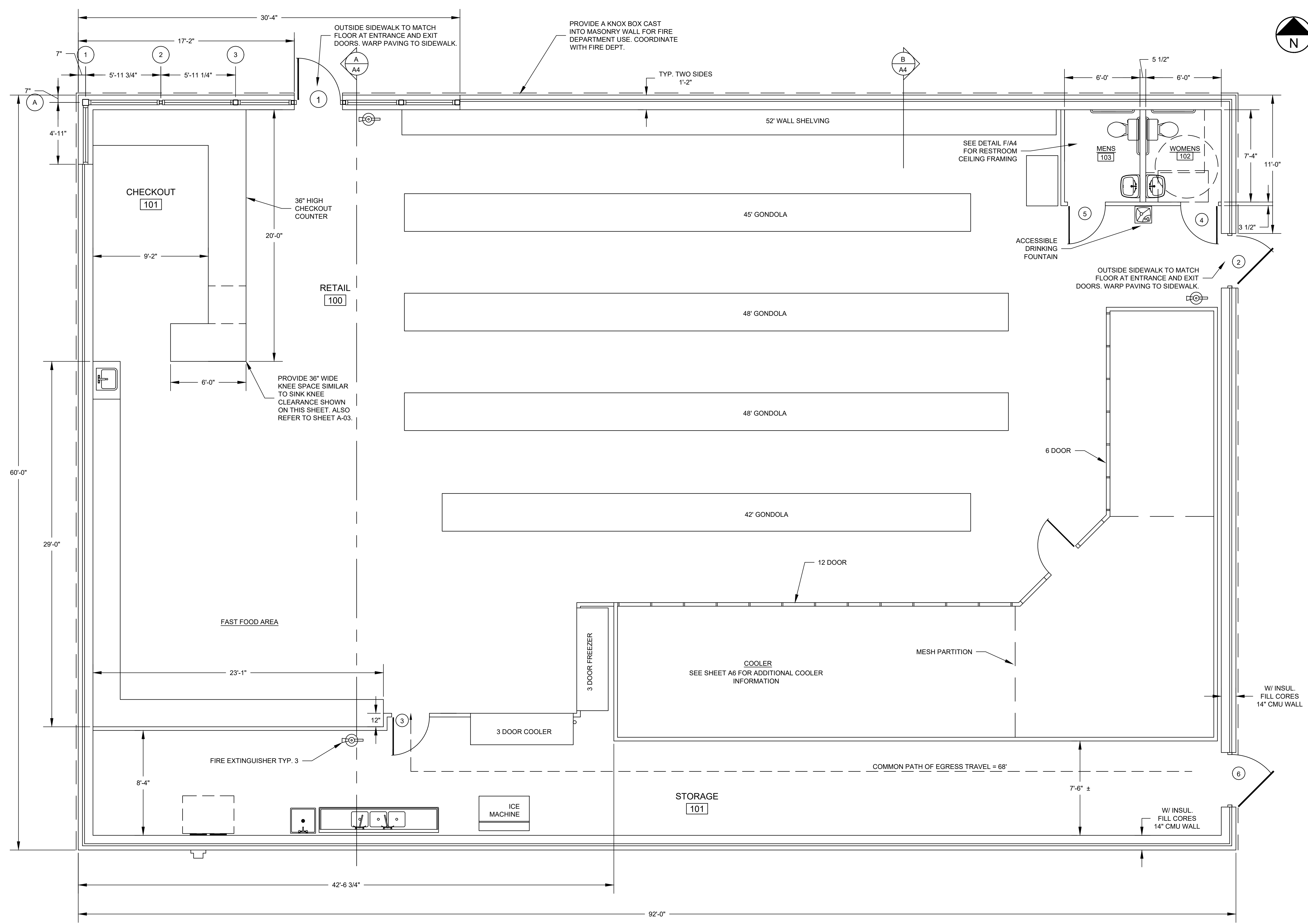
Attention:
 0 1"
 If this scale bar does not measure 1" then drawing is not original scale.

05/17/2021
PRELIMINARY

Designed By: JRR
 Checked By: CAR
 Drawn By: JRR
 Approved By: CAR

GEI PROJECT: 1509480

DWG. NO.
20-A-03
 SHEET 8
 ARCHIVE #



FLOOR PLAN
 SCALE: 1/4" = 1'-0"

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TO: Board of Trustees	DATE: July 21, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 07/28/2021
ACTION REQUESTED: Board of Trustees approval of Section I: Ends of the Board Governance Policy	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and 2021. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Ends Policies define the purpose of the organization, the intended effects to be produced and the intended recipients of those effects.

The Board of Trustees met May 5th and May 26th to review the existing Ends Policy and to consider changes in the existing Ends Policy. From those discussion a draft of an update Ends Policy was presented to the Board at the June 14th Board meeting. Additional changes were desired which produced the Ends Policy that is attached. Both a red-lined and clean copy are attached.

SCOPE OF SERVICES

Changes to the Ends Policies focus on the following areas:

1. Increased opportunities for dialogue between the citizens and their elected officials
2. Increase emphasis on non-motorized transportation be it in the form of pathways, safety cross walks or bike lanes
3. Creating greater opportunities to achieve an active and healthy lifestyle of Township residents
4. Encourage more dialogue between the business community and the organization and create greater opportunities of local business.

JUSTIFICATION

Updates to the Ends Policy will provide the administration with direction in order effectuate the desires of the Board of Trustees.

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable at this time

PROJECT TIME TABLE

If approved, the administration will focus efforts on the additions to the Ends Policy by including funding in the FY '22 recommended budget.

RESOLUTION

Resolved, that the attached Ends Polices are hereby adopted and made part of the Governance Policy.

Draft Updates to Global Ends

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

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

1.1 Residents engage in a vibrant community life.

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

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

1.1.2 Residents look to the township as a key information source for community activities, [quality public](#) services and resources in the region.

[1.1.2.1 Create more frequent opportunities for citizen/Board dialogue](#)

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

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

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

3. Safety

1.3 All residents may enjoy a safe environment including:

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

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

1.3.3 Safety in parks and township property.

1.3.4 Safe, well maintained roads

[1.3.4.1 Create bike lanes and cross walks on roads](#)

1.3.5 Safe and secure schools through intergovernmental efforts

4. Health

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

1.4.1 An accessible, walkable and bikeable community [using the Greater Mt. Pleasant Area Non-Motorized Plan and Sidewalk and Pathways Committee recommendations as a guide](#)

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

1.4.3 Waste water system meets or exceeds Michigan standards.

[1.4.4 Create facilities at parks that can be used by to facilitate an active and healthy lifestyle](#)

5. Natural environment

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

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

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

1.5.3 Natural corridors optimized for enhanced commercial and residential districts.

[1.5.4 Increase use of alternative forms of energy within Township facilities and operations](#)

6. Commerce

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

1.6.1 Controlled establishment of potentially undesirable businesses.

[1.6.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits](#)

[1.6.3 Create mechanism to increase dialogue with business community to ensure quality services are provided](#)

Clean Version of Updates to Global Ends

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1.6.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits

1.6.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

To: Mark Stuhldreher - Township Manager **DATE:** 7-20-2021
FROM: Kim Smith – Public Service Director **DATE FOR BOARD CONSIDERATION:** July 28, 2021
ACTION REQUESTED: Approval of the bid from L.C. United Painting Company of Sterling Heights Michigan in the amount of \$183,500.00 for the interior overcoat, wet interior repaint, dry interior partial painting, overflow modification at the Broadway Road water storage tank, and modification to the overflows and completion of maintenance items at the Deerfield Road and Lincoln Road water storage tanks.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-972.000 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In 2014 a maintenance inspection was completed on the 200,000-gallon Broadway Road elevated water storage tank by Dixon Engineering to determine the condition and needed maintenance of the storage tank. This inspection concluded that several maintenance items would be required on this tank within five to seven years.

In October of 2020 EGLE completed a Water System Sanitary Survey Inspection. One of the findings of the inspection was the need to modify the overflows at each of the water storage tanks. This is in compliance with the updated 2018 edition of the 10-States Standards. The modification of the overflows at each tank is being completed as part of this project. Several other maintenance items identified by Township Staff are being completed at the Deerfield Road Tower and Lincoln Road Tower as part of the project. The Charter Township of Union Public Services Department budgeted for the maintenance items found during these inspections in the 2021 budget. Sealed bids were solicited for this work in June of 2021. Union Township received six bids for the water tower maintenance project.

SCOPE OF SERVICES

The following maintenance items were bid and will be completed as part of the 2021 Water Storage Tank Maintenance project.

Broadway Tower:

- Painting:
 - Exterior cleaning and overcoat (including logos)
 - Dry interior partial overcoat
 - Pit pipe painting
 - Wet Interior cleaning and overcoat
- Repairs:
 - Replace the access tube manway gasket
 - Install deflector bars on the fill/draw pipe
 - Replace the expansion joint
 - Install an aluminum jacket over the fill/draw pipe insulation
 - Replace the condensate drain line
 - Replace the mud valve

- Install cathodic clips and coupling
- Weld steel plates with rigging couplings over the cathodic covers
- Remove the existing cathodic protection system
- Replace dry interior and aviation light bulbs
- Weld a rigging lug on the bowl
- Install antenna cable penetration boots on the basebell
- Remove the light fixture from the wet interior
- Remove an abandoned antenna bracket from the basebell
- Install a sample tap on the fill/draw pipe
- Install a seal at the access tube air gap
- Install a gasket on the wet interior roof hatch
- Replace roof vent screen
- Install a rain shield on the roof vent
- Modify the overflow pipe discharge

Lincoln Tower:

- Repairs
 - Install a gasket on the wet interior roof hatch
 - Replace roof vent screen
 - Install a rain shield on the roof vent
 - Install a flap gate at the overflow pipe discharge

Deerfield Tower:

- Repairs
 - Install a seal at the access tube air gap
 - Install a gasket on the wet interior roof hatch
 - Replace roof vent screen
 - Install a rain shield on the roof vent
 - Modify the overflow pipe discharge
 - Install a catch basin for the overflow

JUSTIFICATION

The repair and maintenance of the water storage tanks will prolong their useful life as well as facilitate the continued delivery of safe and reliable drinking water to the Union Township water users.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Health

COSTS

The bids for this project are as follows:

Bidder	Amount
Viking Painting LLC	\$264,550.00
L.C. United Painting Company	\$183,500.00
L & T Painting	\$191,740.00
Pittsburgh Tank & Tower Maintenance	\$289,865.00
Michael W Cole Construction	\$255,100.00
Fedewa Inc.	\$237,690.00

This amount will be paid from the Water Fund account number 591-536.9972.000 Capital Projects – Water System and is included in the 2021 budget.

PROJECT TIME TABLE

The project time table is as follows:

Work Commencing on or after September 1, 2021
Substantial completion by November 30, 2021

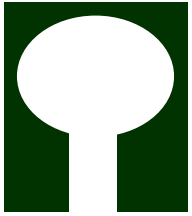
RESOLUTION

Approval of the bid from L.C. United Painting Company of Sterling Heights Michigan in the amount of \$183,500.00 for the interior overcoat, wet interior repaint, dry interior partial painting, overflow modification at the Broadway Road water storage tank, and modification to the overflows and completion of maintenance items at the Deerfield Road and Lincoln Road water storage tanks.

Seconded by _____

Resolved by _____

Yes:
No:
Absent:



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

1104 Third Avenue
Lake Odessa, MI 48849
Telephone: (616) 374-3221
Fax: (616) 374-7116

July 2, 2021

Charter Township of Union
c/o Kim Smith, Department of Public Services Director
5228 S. Isabella Road
Mt. Pleasant, MI 48858

Subject: 200,000 Gallon Spheroid (E. Broadway) Tank Repainting Project – Recommendation for Award

Dear Kim:

Dixon Engineering has reviewed the bids submitted for the exterior overcoat, wet interior repaint, dry interior partial repainting, and repairs of the City's 200,000 gallon elevated tank, and recommends award to the low bidder, L.C. United Painting Company of Sterling Heights, MI for the project alternate bid amount of \$183,500. This is below our pre-project estimate of \$190,000 which did not include the added repairs to the Deerfield and Lincoln tank. Bidding was competitive with 6 bids received and the lowest 2 bidders separated by 5%. L.C. United Painting is a prequalified contractor with Dixon for this scope of work and has successfully completed many similar projects. Their most recent Michigan projects include tank rehabilitations in the City of Montague, Pennfield Twp, New Buffalo, Shanty Creek Resort, and Benzonia Michigan.

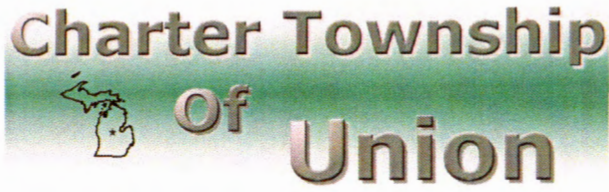
Enclosed for your review and action is a copy of the Notice of Award. After Township approval, please sign and forward a copy to the contractor for signature at lcunited@aol.com. Instruct the contractor to return one copy to you, forward a copy to our office, and retain a copy for his files. Also, please notify the contractor that he is to forward to our office the required bonds and certificate(s) of insurance for inclusion in the contract documents.

If you have any questions regarding our recommendation, please contact me at (616) 374-3221, Ext. 309.

FOR DIXON ENGINEERING, INC.,

Eric Binkowski
Project Manager

**Members: Society of Protective Coatings • American Water Works Association
Consulting Engineers Council**



5228 South Isabella Road
 Mt. Pleasant, MI 48858
 989-772-4600 ext. 224 (phone)
 989-773-1988 (fax)
 ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: 2021 Broadway Tower Maintenance

Due Date: June 29, 2021 @ 2:00 p.m.

Bidder	10 % Bid Bond	Amount
Viking Painting LLC	yes	\$264,550.00
LC United Painting	yes	\$183,500.00
LET Painting	yes	\$191,740.00
Pittsburgh Tank & Tower Maintenance	yes	\$289,865.00
Michael W. Cole Construction ^(MW)	yes	\$255,100.00
Fedewa Inc.	yes	\$237,690.00

Kim Smith 6-29-2021

Shawn McBride 6-29-2021

WESTFIELD INSURANCE COMPANY
One Park Circle, P O Box 5001, Westfield Center, Ohio 44251-5001

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we L.C. United Painting Co., Inc.
3525 Barbara Dr., Sterling Heights, MI 48310

as Principal, hereinafter called the Principal, and WESTFIELD INSURANCE COMPANY, Westfield Center,
Ohio 44251, a corporation duly organized under the laws of the State of Ohio, as Surety, hereinafter called the Surety, are
held and firmly bound unto Charter Township of Union
5228 South Isabella Road, Mt. Pleasant, MI 48858

as Obligee, hereinafter called the Obligee, in the sum of ten percent of amount bid
Dollars (\$ 10%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for 200,000 Gallon Spheroid (E. Broadway) Exterior Overcoat, Wet Interior Repaint,
Dry Interior Repaint & Miscellaneous Repairs

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with
the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the
penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith
contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise
to remain in full force and effect.

Signed and sealed this 29th day of June, 2021



L.C. United Painting Co., Inc.
(Principal) (Seal)
By: [Signature] *(Title)*

Westfield Insurance Company
(Surety) (Seal)
[Signature] *(Title)*
Jane M. Haller, Attorney-in-fact

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Printed in cooperation with the American Institute of Architects (AIA) by the Westfield Insurance Company. The language in this document conforms exactly to the language used in AIA Document A310, February 1970 edition.

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 02/28/21, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 2142412 07

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint DONN JOHNSON, LORI A. POWELL, CASEY D. LOPEZ, THOMAS C. MOGLIA, ROBERT F. MOGLIA, JR., JANE M. HALLER, ASHLEY LAPARL, JENNIFER HUDSON, HALEY GYARMATI, JOINTLY OR SEVERALLY

of BLOOMFIELD HILLS and State of MI its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 26th day of FEBRUARY A.D., 2021 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Handwritten signature of Gary W. Stumper

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 26th day of FEBRUARY A.D., 2021, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



Handwritten signature of David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 29th day of June A.D., 2021



Handwritten signature of Frank A. Carrino

Frank A. Carrino, Secretary

BPOAC2 (combined) (06-02)

SECTION 00 50 00
BID/AGREEMENT FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid/Agreement Form with initial capital letters have the meanings stated in the Instructions to Bidders, Supplemental Instructions to Bidders (if applicable), the General Conditions, and the Supplementary Conditions.

ARTICLE 1 – BID/AGREEMENT SIGNATURES AND BID

1.01 By signing this Bid Proposal, Contractor acknowledges that this Bid Form becomes an Agreement upon acceptance and signature of Owner below in Article 2.

1.02 Receipt of Addenda – Bidder hereby acknowledges receipt of the following Addenda:
Attach sheet if more rows are needed.

Addendum Number	Addendum Date	SIGNATURE -Addendum Received

1.03 Base Bid – Bidder will complete the Work in accordance with the Contract Documents, including all labor and material, for the following Total price which is the Sum of prices from the Schedule of Values. Section 00 54 00:

One Hundred Eighty Three Thousand Five Hundred \$183,500
thousand

Lump Sum Prices are based on the Schedule of Values – Section 00 54 00.

Unit Prices have been computed in accordance with the General Conditions and listed in Schedule of Values.

Bidder acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Bidder acknowledges that Lump Sum bids are actually itemized bids based on the Schedule of Values, and further agrees and acknowledges the alternatives and conditions set forth in the Schedule of Values.

1.04 This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

1.05 BIDDER hereby submits this Bid to:

Owner: Charter Township of Union, Michigan

Owner Address: 5228 South Isabella Rd. Mt. Pleasant, MI 48858

Bidder: L.C. United Painting Co, Inc
(typed or printed name of organization)

By: Kito Lujaj
(individual's signature)

Name: KANTO LULAJ

Title: V. President

Date: 6-25-2021

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: [Signature]
(individual's signature)

Name: Volash Lulaj

Title: Secretary

Date: 6-25-2021

Address for giving notices:
3525 Barbara Dr, Sterling Hts MI 48310

Bidder's Contact and Agent for Service or Process:

Name: _____

Title: _____

Phone: _____

Email: _____

(Email will be used for Electronic Document Transfer Protocol.)

All Business Entities

Date of Qualification to do business in MI 4-15-87 [State Where Project is Located] is
4-15-87

ARTICLE 2 – AGREEMENT SIGNATURES

2.01 Owner’s signature as Party to Agreement, Changes Bidder’s Status to Second Party to Agreement, Contractor.

AGREEMENT: IN WITNESS WHEREOF, Contractor has signed this Agreement as Bidder. Owner has signed Agreement in duplicate and one counterpart each has been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf. (a third copy or original has been delivered to DIXON)

This Agreement will be effective on, _____, _____ (which is the Effective Date of the Agreement)

OWNER: _____

By: _____

Title: _____

ARTICLE 3 – BIDDER TO CONTRACTOR

- 3.01 The above signed Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner by Owner signing above and transforming this Document into a combined Bid/Agreement Form and Bidder:
- A. Agrees to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
 - 1. Bidding Documents include:
 - a. Bid/Agreement Form
 - b. Notice to Bidders
 - c. Instructions to Bidders
 - d. Supplemental Instructions to Bidders
 - e. Schedule of Values
 - f. All Contract Document Sections as defined in Article 13.01A.1
 - B. Agrees to accept all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.
 - C. Accepts all the terms and conditions of the combined Bid/Agreement form. (The Bid/Agreement form is an attempt to shorten the time period between submittal and award.) Bidder’s signature is an acceptance of all terms of the Bid and Agreement sections.

ARTICLE 4 – ATTACHMENTS TO THIS BID

- 4.01 The following documents are submitted with and made a condition of this bid:
- A. Required bid security, including evidence of authority to do business in the state of the project; or a written covenant to obtain such authority within the time for acceptance of bids.
 - B. Contractor’s license number as evidence of bidder’s state contractor’s license or a covenant by bidder to obtain said license within the time for acceptance of bids.

- C. Bidder qualification statement with supporting data (submitted 10 days prior to bid opening), unless contractor is prequalified.

ARTICLE 5 – TIME OF COMPLETION

- 5.01 Bidder agrees that the Work will be substantially complete and will be completed and Ready for Final Payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in this Bid/ Agreement, or in the Project Summary.
- 5.02 Bidder accepts the provisions of the Agreement as to Liquidated Damages, Special Damages, and Set-offs in the event of failure to complete the Work within the Contract Times, or within Milestone dates or in compliance with the specifications and General Conditions.

ARTICLE 6 – BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

- 6.01 Bidder’s Representations
 - A. In submitting this Bid, Bidder represents the following:
 - 1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 - 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings, if any.
 - 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 - 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
 - 7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work in the State required by the Bidding Documents (Project).
12. Bidder has been prequalified for projects of this design, size, and complexity, or submitted Qualification forms ten (10) days prior to Bid Opening.

6.02 Bidder's Certifications

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

6.03 Affirmations of Bidder Transferred to Contractor

- ##### A. All references to Bidder in Paragraph 6.01 and 6.02 in these affirmations, representations, and certifications will change to the term Contractor if this Bid becomes an Agreement.

ARTICLE 7 – TIME REQUIRED TO EXECUTE AGREEMENT

- 7.01 Time Framework for Award Execution – The Owner will open bids on the bid date. After opening, no bid may be withdrawn or altered for sixty days, unless specifically stated elsewhere. The Owner may negotiate with the low Bidder and mutually both parties may alter bid (i.e. partial award of project).

The Bidder will be notified of award within sixty days of bid date, unless stated elsewhere or mutually extended. Notice of Award form will be sent by fax, mail, or email. Within ten business days of Notice of Award, supply the Engineer with three original sets of separate Payment, Performance, and Maintenance Bonds. Supply three original sets of Certificates of Insurance meeting requirements of Supplementary Conditions 6.02 – 6.07. Insurance companies and insurance forms must be standard to the industry and acceptable to the Owner. Failure to submit bonds and/or insurance within the time frame will be considered a default, a failure to perform as required by the Bid Bond. The Owner, at his option, may waive default, delay default, or proceed with capture of the Bid Bond as Liquidated Damages which will become the Owner's property.

Bonds and insurances are to be submitted to the Engineer for review. The Owner will within twenty days of receipt of approved bonds and insurances from the Engineer execute the Agreement and send a signed copy to the Contractor.

The executed copy will be accompanied by three copies of the Notice to Proceed. Within five days of the date on the Notice to Proceed, the Bidder shall sign the Notice to Proceed and return a copy to the Engineer. If the Engineer does not receive the accepted Notice to Proceed in five days, then the Notice to Proceed will be considered accepted by default.

The Notice to Proceed will be dated on or around the Effective Date of Agreement.

ARTICLE 8 – BID ACCEPTANCE

- 8.01 Bid Acceptance:
- A. The above Bid is accepted by the Owner and shall become a Contract Agreement binding on all parties after signing by an authorized representative of the Owner in Article 2 of this Bid/Agreement Form.
 - B. All references in the second portion of this form are Agreement terminology. Bidder is now referred to as Contractor. Where appropriate, the term Bidder in the Bid/Agreement form is changed to Contractor.

ARTICLE 9 – ENGINEER

- 9.01 The Owner has retained Dixon Engineering, Inc. (DIXON) to act as Owner's representative, assume all duties and responsibilities of Engineer, and RPR, and have the rights, limitations of responsibility, and authority assigned to Engineer in the Contract.

ARTICLE 10 – CONTRACT TIMES

- 10.01 Time is of the Essence

- A. All time limits for Milestones, if any, Substantial Completion, and completion and Readiness for Final Payment as stated in the Project Summary and these Contract Documents are of the essence of the Contract.
- B. The Work shall be Substantially Completed, and completed and ready for Final Payment on or before the dates or time period as required by the Project Summary.

10.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified in the Project Summary 00 00 40, plus any extensions thereof allowed in accordance with the General Conditions and approved Change Order. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that Liquidated Damages are for delay (but not as a penalty) and agree to the Liquidated Damages listed in the Project Summary 00 00 40.
- B. If Milestones are identified in the Project Summary 00 00 40 as essential to the proper sequencing/or coordination of work with others, or to the successful compliance with the project Substantial Completion date, Liquidated Damages are identified in the Project Summary.
- C. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are additive, and will be imposed concurrently.

10.03 Special Damages

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in the Project Summary for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), and if necessary to hire other Contractors to complete portions of the Work, until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental, in addition to, any Liquidated Damages for delayed completion established in this Agreement.

ARTICLE 11 – CONTRACT PRICE

- 11.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Schedule of Values and this Bid/Agreement.

- 11.02 As provided in the General Conditions Section 00 72 00, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 12 – PAYMENT PROCEDURES

12.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with the General Conditions. Applications for Payment will be processed by DIXON as provided in the General Conditions.

12.02 Progress Payments; Retainage

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment once each month during performance of the Work as provided in Paragraphs 12.02.A.1 through 12.02.A.5 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established and by protocol as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided in the General Conditions. The following is a protocol used for partial completion of an individually listed lump sum item.
1. The wet interior, surface preparation by abrasive blast cleaning will be considered equal to 40 percent of the line item and each coat of paint 20 percent.
 2. The exterior, surface preparation by high pressure cleaning and power tool cleaning will be considered equal to 40 percent of the line item work and cost and each full coat of paint 15 percent. The remainder will be for lettering, demobilization and cleanup.
 3. Dry interior painting, pit piping repainting, and repairs will not be broken down. 100 percent completion is required before they will be considered for payment.
 4. Mobilization is included in the surface preparation allotment for the items above.
- B. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated above but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to Liquidated Damages, in accordance with the Contract. Retainage to be held as follows: 10% of the dollar value through 50% completion; 5% of the dollar value through 100% completion.
- C. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 90 percent of the Work completed, less such amounts set off by Owner pursuant to the General Conditions, and less 150 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

12.03 Final Payment, Consent of Surety

- A. Upon final completion and acceptance of the Work in accordance with the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer.
- B. Owner reserves the right to not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release. Determination to require Consent will be based on the Engineer's sole decision as to the level of confidence in Contractor's Work practices, their payment of employees, certified payrolls (when required), or the potential of future claims against the Owner or Contractor.
- C. Nothing in this Article 12 imposes a requirement on the Contractor to submit once monthly invoices or statements. This article establishes the protocol to follow if requesting Partial Payments. The Contractor, at their option may submit one final pay request per Article 15 of the General Conditions Section 00 72 00.

ARTICLE 13 - CONTRACT DOCUMENTS

13.01 Contents

- A. The Contract Documents consist of the following:
 - 1. Contractor's Completed Bid/Agreement Form Section 00 50 00 including all certifications and required forms, Schedule of Values Section 00 54 00 and:
 - a) Project Summary.
 - b) Addenda as listed on page 1 of this Contractor's Completed Bid Agreement Form. Prebid meeting (if any) is not part of the Contract Documents. Any changes necessitated because of the Prebid Meeting would result in the issuance of an Addendum.
 - c) General Conditions and Supplementary Conditions.
 - d) Technical Specifications and Drawings (if any) as listed in the table of contents for Technical Specifications.
 - 2. Documents submitted by Contractor as a Condition precedent to award:
 - a) Performance bond.
 - b) Payment bond.
 - c) Maintenance (Warranty) bond.
 - d) Certificate of Insurance.
 - 3. Exhibits to this Agreement which were part of the Bid Documents:
 - Iran linked Business Certification.
 - 4. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a) Notice to Proceed.
 - b) Preconstruction Meeting Minutes
 - c) Work Change Directive(s).
 - d) Change Order(s).
 - e) Field Order(s).
- B. There are no Contract Documents other than those listed above in this Article 13.
- C. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 14 - MISCELLANEOUS

14.01 Assignment of Contract

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

14.02 Successors and Assigns

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

14.03 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IRAN LINKED BUSINESS CERTIFICATION

The undersigned Bidder does hereby certify, pursuant to Michigan Public Act 517 of 2012, that:

Bidder is not a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or

Bidder is not a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

Date: 6-25-2021

L.C. United Painting Co. Inc

By: Kilo Lef

V. President Its:

SECTION 00 54 00
SCHEDULE OF VALUES

PART 1

1.01 LINE ITEMS

A. Bidder agrees to perform all work in the following sections as described in the Contract Documents, including all labor and material for the following Schedule of Values – Section 03 00 00:

1. CATCH BASIN – DEERFIELD
Three Thousand \$ 3,000

B. Bidder agrees to perform all work in the following sections as described in the Contract Documents, including all labor and material for the following Schedule of Values – Section 05 00 00:

1. EXPANSION JOINT REPLACEMENT
Nine Thousand \$ 9,000

2. INSULATION JACKETING
Four Thousand five hundred \$ 4,500

3. CONDENSATE DRAIN LINE
Two Thousand \$ 2,000

4. MUD VALVE
Three Thousand five hundred \$ 3,500

5. CATHODIC CLIPS AND COUPLING
Two Thousand \$ 2,000

6. CATHODIC COVERS
Five hundred \$ 500

7. REMOVE LIGHT FIXTURE
One Thousand \$ 1,000

8. SAMPLE TAP
Two Thousand five hundred \$ 2,500

- | | | |
|--|------------------------------------|-----------------|
| 9. ACCESS TUBE AIR GAP SEAL | <u>Three thousand five hundred</u> | <u>\$ 3,500</u> |
| 10. ROOF VENT RAIN SHIELD | <u>Two thousand</u> | <u>\$ 2,000</u> |
| 11. OVERFLOW PIPE DISCHARGE MODIFICATION | <u>Two thousand five hundred</u> | <u>\$ 2,500</u> |
| 12. ACCESS TUBE AIR GAP SEAL - DEERFIELD | <u>Four thousand</u> | <u>\$ 4,000</u> |
| 13. ROOF VENT RAIN SHIELD - DEERFIELD | <u>Two thousand five hundred</u> | <u>\$ 2,500</u> |
| 14. OVERFLOW PIPE DISCHARGE MODIFICATION - DEERFIELD | <u>Two thousand five hundred</u> | <u>\$ 2,500</u> |
| 15. ROOF VENT RAIN SHIELD - LINCOLN | <u>Two thousand five hundred</u> | <u>\$ 2,500</u> |
| 16. OVERFLOW FLAP GATE - LINCOLN | <u>Two thousand five hundred</u> | <u>\$ 2,500</u> |

TOTAL PRICE SECTION 05 00 00 INCLUDING #1 THROUGH #16:

<u>Forty Seven thousand</u>	<u>\$ 47,000.00</u>
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C. Bidder agrees to perform all work in the following sections as described in the Contract Documents, including all labor and material for the following Schedule of Values – Section 09 00 00:

- | | | |
|-------------------------|----------------------------|------------------|
| 1. EXTERIOR OVERCOAT | <u>Fifty Nine thousand</u> | <u>\$ 59,000</u> |
| 2. WET INTERIOR REPAINT | <u>Fifty five thousand</u> | <u>\$ 55,000</u> |
| 3. SEAM SEALER | <u>Two thousand</u> | <u>\$ 2,000</u> |

4. DRY INTERIOR SPOT REPAINT
Fourteen thousand \$ 14,000

5. PIT PIPING REPAINT
Three thousand five hundred \$ 3,500

TOTAL PRICE SECTION 09 00 00 INCLUDING #1 THROUGH #5:
one hundred thirty three thousand five hundred \$ 133,500

TOTAL PRICE SECTION 03 00 00, 05 00 00 and 09 00 00:

SECTION 03 00 00:	\$ <u>3,000.00</u>
SECTION 05 00 00:	\$ <u>47,000.00</u>
SECTION 09 00 00:	\$ <u>133,500.00</u>
PROJECT TOTAL:	\$ <u>183,500.00</u>

D. ESTIMATED COST ALREADY INCLUDED IN EXTERIOR AND DRY INTERIOR PAINTING FOR THE BROADWAY TANK TO PROTECT AND WORK AROUND ANTENNAS AND CABLES. OWNER RESERVES THE RIGHT TO DELETE THIS AMOUNT IF THE ANTENNAS AND CABLES ARE REMOVED.

one hundred \$ 100

1.02 TOTALS

A. Project Total Base Bid is to match total Base Bid price supplied in Bid/Agreement form.

1.03 MISTAKES

- A. Project Total of Schedule of Values paragraph should equal sum of individual items. If the addition of individual items does not match total, then each individual item will be added again and the math corrected.
- B. A mistake in addition for schedule items cannot be used to increase lump sum bid. If Bid correction results in an increased price, then Owner may accept, may request Bidder to reduce all individual item prices proportionally, or may reject Bid.
- C. Mistakes discovered after Award, even after completion will adjust Price downward only. It is the Contractor/Bidders responsibility to recheck prices prior to Award.
- D. A mistake in Schedule of Values may be used as evidence of error in any request to withdraw bids because of error. Approval of request to withdraw bids is covered in the Information for Bidders. This section is not intended to conflict any portion of the bid package. Approval of bid withdrawal will be based solely on the Owner's interpretation of the severity of the mistake.

1.04 CHANGES in SCHEDULE of VALUES by OWNER

- A. The owner reserves the right to delete any line item of Part 1.01 adjusted line item: except for coating work, at their sole discretion for any reason. All contract general costs (mobilization, demobilization, bonds, etc.) should be evenly distributed over the coating items which are not subject to deletion.
- B. The Bidder/Contractor is advised not to overload any specific deductible line item. It could result in loss of profit if the overload item is deleted.
- C. This deletion of items or not including alternates is an expressly stated reservation (a contractually agreed automatic negotiation). Any deletion of specific line items will be completed before selection of the lowest responsible/responsive Bidder. Change will be reflected in the Notice of Award (NOA).

1.05 NON-DELETABLE WORK BEFORE and AFTER NOA

- A. Bidders are advised that all line items except for base bid coating work may be deleted from the project prior to award. Any deletion of line items, or increase or decrease in unit cost items deemed necessary after the Notice of Award, will be completed through the Change Order procedure. Prices used in the Schedule of Values will be used in the Change Order adjustment.



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher

DATE: July 21, 2021

FROM: Sherrie Teall, Finance Director

DATE FOR BOARD CONSIDERATION: 7/28/2021

ACTION REQUESTED: Board approval of the FY 2021 Budget Amendment No. 3 for the General fund, Fire Fund, East DDA Fund, West DDA Fund, Tribal 2% Fund, Sewer Fund and Water Fund with the approval of the East DDA Fund and the West DDA Fund budget conditional on the EDA Board’s approval at their meeting in August, 2021

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2021 budget be amended by the Board of Trustees per the attached for the funds listed above. Detailed changes to the respective accounts for all funds are attached. A brief description of the significant amendments follows.

General Fund

- Revenue
 - Decreased Revenue for Cable Franchise fees are recognized \$6,000
 - Decreased Building Permit revenue of \$22,000 is recognized for the short-term reduced revenue collected this year due to COVID
 - Increased Budget for State Revenue Sharing \$140,000 to align more with the estimates provided by the State of Michigan
 - Increased Budget for Special Election Reimbursement Revenue \$11,400 received from Mid Michigan College and the Absentee Ballot Tabulator Grant Revenue Received \$17,675
 - Increased the Contribution from the Tribe revenue \$38,227 for amounts received Spring '21 for the Chip Seal Program request
 - Increased the Contribution from EDA \$104,000 for the Jameson Hall upgrade project that was delayed until 2021 due to COVID
 - Decreased Rents and Use fees in the Parks Department is Recognized in the amount of \$5,500 mostly due to the unavailability of Jameson Hall during the Improvement Process and closures due to COVID
 - Increased the Other Revenue Budget due to the reimbursements from insurance claims for legal fees on the Zalud Matter
 - Total net revenue from all adjustments is an increase of \$282,802 for the General fund
- Expenditures
 - Increased Clerk’s budget \$3,000 for increased hours worked by deputy clerk due to three possible elections this year that were not in the original budget

- Increased Budget \$15,950 in the Elections Department is recognized for operating supplies, election worker pay, postage, etc. for three elections in 2021 that were not in the original budget
- Increased budget \$12,262 in the Legal Department is recognized for \$7,262 in legal fees approved by the Board for the Township Assessor’s Pung Matter, and \$5,000 for fees related to the extraction ordinance lawsuits.
- Net Decreased Budget in the Building Department \$3,486 based on the transition from contract labor to full-time Building Official and the hiring of a new Rental Inspector
- Public Works Department Net Increase of \$164,700 is based on an Increase of \$74,700 for road improvement contracts with the Isabella County Road Commission for the Brine Contract and the Chip Seal Project shared with the Tribal 2% Fund and, an Increase for \$100,000 to help fill in the Sidewalk Gaps along Broomfield and Bluegrass Roads, and decreased by \$10,000 for the Contribution to the Local Airport, which is moved to the Planning Department’s Budget
- Parks and Recreation Budget is being Increased by \$10,200 for Water to irrigation systems on Sacco and Sullivan Fields, Increased Water turn-on/turn-off Fees, and the annual purchase of new picnic tables and grills purchased for the parks
- Increased Capital Outlay budget of \$15,500 is recognized to improve the Township Hall grounds by removing windmills that were not working and installing a new light pole for the parking lot, and landscaping improvements near the Township Hall and parking lots
- Total net expenditures from all adjustments result in an increase of \$228,646 in spending for the general fund

The budget amendment for the General Fund is:

Revenues: \$282,802

Expenditures:

191-Accounting	1,000
215-Clerk	3,000
253-Treasurer	500
262-Elections	15,950
265-Twp Hall & Grounds	1,600
266-Legal/Attorney	12,262
371-Building	(3,486)
441-Public Works	164,700
701-Planning	7,420
751-Parks & Recreation	10,200
901-Capital Outlay	15,500
Total Expenditures	\$228,646

- The resulting net impact of budget amendment No. 3 is to increase the projected year end fund balance by \$54,156 in the general fund compared to the existing budget.

Fire Fund

- Revenue
 - An increase in State Aid Revenue of \$1,400 is recognized based on actual amounts received by the State of Michigan
 - An Increase in Other Revenue is recognized based on the COVID Cares Funding the City of Mt. Pleasant shared with the Township’s Fire Fund for Fire Services
 - Total net revenue from all adjustments is an increase of \$55,500 for the Fire fund

- Expenditures
 - No Changes

The budget amendment for the Fire Fund is:

Revenues:	\$ 55,500
Expenditures:	-0-

- The resulting impact of the budget amendment #3 is to increase the projected year end fund balance by \$55,500 compared to the existing original budget

Tribal 2% Fund

- Revenue
 - An increase of \$38,227 in revenue is recognized for the Fall 2% distribution Chip Seal Projects

- Expenditures
 - Increased budget \$38,227 for the Chip Seal Projects on some Roads in the Township

The budget amendment for the Tribal 2% Fund is:

Revenues:	\$ 38,227
Expenditures: 728-Economic Development	\$ 38,227
Total Expenditures	\$ 38,227

- The resulting net impact of the budget amendment #3 is to increase projected year end fund balance by \$0 compared to the existing original budget

East DDA Fund

- Revenue
 - An Increased Budget for Current Property Tax revenue of \$8,000 is recognized
 - Decreased State Aid Revenue budget from LCSA \$7,000 based actual amount submitted for payment from the State of Michigan
 - Total net revenue from all adjustments is an increase of \$1,000 for the East DDA fund

- Expenditures

- Decreased Professional & Contractual Services budget \$20,000 based on TIF/Development Plan Update Bids coming in lower than originally budgeted
- Decreased budget \$6,000 for Maintenance to Benches/Trash Receptacles-not needed in 2021
- Decreased budget \$23,950 for Public Safety-Fire Protection based on actual amounts paid for fire protection in 2021, Original Budget was overestimated
- Increased budget \$250,000 for the EDA Board’s approved property purchase/improvements @ 5800 E. Pickard
- Total net additional expenditures from all adjustments is an increase of \$200,050 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:		\$ 1,000
Expenditures:	000-General Operating	(\$ 26,000)
	336-Fire	(23,950)
	728-Economic Development	250,000
	Total Expenditures	(\$200,050)

- The resulting net impact of the budget amendment is to decrease projected year end fund balance by \$199,050 compared to the existing amended budget

West DDA Fund

- Revenue
 - An Increased Budget for Current Property Tax revenue of \$7,900 is recognized
- Expenditures
 - Decreased Professional & Contractual Services budget \$25,000 based on TIF/Development Plan Update Bids coming in lower than originally budgeted
 - Increased the Sidewalk/Pathways Projects budget \$70,000 to account for the sidewalks planned on Lincoln Rd in past years but left out of the original budget
 - Total net expenditures from all adjustments is an increase of \$45,000 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 7,900
Expenditures	000-General Operating	(\$ 25,000)
	728-Economic Development	\$ 70,000
	Total Expenditures	\$ 45,000

- The resulting net impact of the budget amendment is to decrease projected year end fund balance by \$37,100 compared to the existing original budget

Sewer Fund

- Revenue
 - Increased Inspection Fee revenue of \$2,500 is recognized based on the Four Hacks Development Inspections
 - Increased Revenue for Fines & Forfeitures of \$5,000 is recognized for fees collected when returning to normal operations post-COVID
 - Total net revenue from all adjustments is an increase of \$7,500 for the Sewer Fund

- Expenses
 - Increased Overtime of \$4,300 is recognized in part, due to increased wages
 - Decreased Sewer System Capital Projects work on Pump Station #18 estimated at \$100,000 is moving to 2022 fiscal year
 - Increased Budget \$38,000 for the final work done in January 2021 to complete screw pump #3 for the Waste Water Treatment Plant
 - Total net expenses budgeted are decreasing by \$54,425 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		\$ 7,500
Expenses:	536-Water/Sewer Systems	(\$ 96,500)
	540-Waste Water Treatment	42,075
	Total Expenditures	(\$ 54,425)

- The resulting impact of budget amendment No. 3 is to increase the projected year end fund balance by \$61,925 compared to the existing amended budget

Water Fund

- Revenue
 - Increased Inspection Fee revenue of \$1,100 is recognized based on the Four Hacks Development Inspections
 - Increased Revenue for Fines & Forfeitures of \$4,000 is recognized for fees collected when returning to normal operations post-COVID
 - Total net revenue from all adjustments is an increase of \$5,100 for the Water Fund

- Expenses
 - Increased Budget for Overtime of \$7,600 is recognized due the number of water main break repairs this year
 - Increased Budget of \$4,500 is recognized for property and liability insurance being underestimated in the original budget
 - Increased Budget of \$15,000 is recognized for 8" Meter for Jamestown & 2" Meter replacements due to aging meters
 - Total net expenses are increasing by \$27,100 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:		\$ 5,100
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Expenses: 536-Water/Sewer Systems \$27,100

Total Expenses \$ 27,100

- The resulting net impact of budget amendment #3 is to decrease projected year end fund balance by \$22,000 compared to the existing original budget

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

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

RESOLUTION

Authorization is hereby given to amend the FY 2021 budget for the General Fund, Fire Fund, Tribal 2% Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund with the approval of the East DDA Fund and the West DDA Fund budget conditional on the EDA Board’s approval at their meeting in August, 2021

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:
No:
Absent:

**Charter Township of Union
101 - General Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
GL#	Description						
101-000-402.000	CURRENT PROPERTY TAX	312,582.63	314,000.00	314,000.00	295,842.64	314,000.00	0.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,066.05)	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00
101-000-402.002	PILOT TAX	3,218.79	3,000.00	3,000.00	1,824.57	3,000.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	247.34	1,000.00	1,000.00	0.00	1,000.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,646.50	2,400.00	2,400.00	0.00	2,400.00	0.00
101-000-445.000	INTEREST ON TAXES	601.68	100.00	100.00	874.07	100.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	3,948.19	4,000.00	4,000.00	3,579.56	4,000.00	0.00
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,107.98	150,000.00	150,000.00	104,678.95	150,000.00	0.00
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(565.15)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,752.50	7,700.00	7,700.00	0.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	209.98	0.00	0.00	151.72	0.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	115,509.98	115,000.00	115,000.00	0.00	109,000.00	(6,000.00)
	*Decreased Budget Based on Current Revenue Trends						
101-000-476.000	BUILDING PERMITS	78,412.59	72,000.00	72,000.00	11,441.00	50,000.00	(22,000.00)
	*Budget Decreased for fewer building permits issued so far this year						
101-000-477.000	RENTAL INSPECTION FEES	83,357.00	89,000.00	89,000.00	63,771.00	89,000.00	0.00
101-000-479.000	ZONING PERMITS	9,300.00	18,000.00	18,000.00	5,425.00	18,000.00	0.00
101-000-528.000	OTHER FEDERAL GRANTS	6,570.86	0.00	0.00	0.00	0.00	0.00
101-000-573.000	STATE AID REVENUE-LCSA	2,039.64	2,500.00	2,500.00	2,702.21	2,500.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,182,364.00	1,040,000.00	1,040,000.00	0.00	1,180,000.00	140,000.00
	*Increased Budget to Comport Better with Actual YTD Amounts from the Last Few Years						
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,814.00	11,700.00	11,700.00	0.00	11,700.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	8,205.36	8,200.00	8,200.00	0.00	8,200.00	0.00
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIMB	13,189.45	0.00	0.00	0.00	29,075.00	29,075.00
	*Increased Budget for the Special Election Reimbursement \$11,400 and the absentee ballot tabulator cost share \$17,675						
101-000-580.100	CONTRIBUTION FROM CITY	1,407.23	0.00	0.00	0.00	0.00	0.00
101-000-582.000	CONTRIBUTION FROM TRIBE	165,669.94	252,340.00	252,340.00	0.00	290,567.00	38,227.00
	*Increased Budget for the Tribal 2% Amount Received for the Chip Seal Program-\$38,227						
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	117,000.00	117,000.00	0.00	221,000.00	104,000.00
	*Increased Budget for the Additional Amount (Approved 2-24-2021) East DDA contribution to the Jameson Hall Upgrade Project						
101-000-584.000	CONTRIBUTION FROM SCHOOL SYSTEM	2,098.70	0.00	0.00	0.00	0.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	3,425.00	0.00	0.00	0.00	0.00	0.00
101-000-613.000	APPLICATION FEES	0.00	500.00	500.00	0.00	500.00	0.00
101-000-626.000	COPIES	10.00	0.00	0.00	0.00	0.00	0.00
101-000-628.000	LAND DIVISIONS/CONDO CONV	1,400.00	1,500.00	1,500.00	400.00	1,500.00	0.00
101-000-630.000	WEED ABATEMENT SERVICES	1,223.25	1,000.00	1,000.00	602.00	1,000.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00
101-000-655.000	FINES & FORFEITURES	502.50	800.00	800.00	60.00	800.00	0.00
101-000-665.000	INTEREST EARNED	99,110.20	36,800.00	36,800.00	15,748.66	36,800.00	0.00
101-000-667.000	RENT - JAMESON HALL	1,075.00	7,000.00	7,000.00	0.00	0.00	(7,000.00)
	*Decreased Budget due to Construction on the Hall						
101-000-667.100	RENT - McDONALD PARK PAVILION	264.00	1,000.00	1,000.00	204.00	1,500.00	500.00
	*Increased Budget Due to the Pavilion being Rented More Often						
101-000-667.200	RENT - JAMESON PAVILION	120.00	500.00	500.00	396.00	1,500.00	1,000.00
	*Increased Budget Due to the Pavilion being Rented More Often						
101-000-667.300	LEASES	900.00	900.00	900.00	900.00	900.00	0.00
101-000-671.000	OTHER REVENUE	22,184.53	25,000.00	25,000.00	1,702.50	30,000.00	5,000.00
	*Increased Budget for the Insurance Claims on the Zalud Matter						
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	15,821.36	18,000.00	18,000.00	6,996.05	18,000.00	0.00
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	500.00	500.00	0.00	500.00	0.00
101-000-674.000	PRIVATE CONTRIBUTIONS & DONATIONS	10,416.75	0.00	0.00	0.00	0.00	0.00
101-000-687.000	REFUNDS & REBATES	1,653.75	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,317,729.48	2,294,040.00	2,294,040.00	517,299.93	2,576,842.00	282,802.00
Dept 101 - TRUSTEES							
101-101-702.000	SALARIES & WAGES	30,230.56	30,115.00	30,115.00	7,038.44	30,115.00	0.00
101-101-707.000	PER MEETING	1,725.00	4,000.00	4,000.00	725.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	1,965.60	2,108.00	2,108.00	481.35	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	459.67	493.00	493.00	112.58	493.00	0.00
101-101-724.000	WORKER'S COMP	60.07	60.00	60.00	6.78	60.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,307.50	4,310.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	133.40	500.00	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	167.50	600.00	600.00	0.00	600.00	0.00
101-101-910.000	PROFESSIONAL DEVELOPMENT	1,482.55	5,100.00	5,100.00	45.00	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	0.00	500.00	500.00	0.00	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	16,337.82	16,400.00	16,400.00	10,000.00	16,400.00	0.00
101-101-955.000	MISC.	0.00	500.00	500.00	311.00	500.00	0.00
Net - Dept 101 - TRUSTEES		56,069.67	67,186.00	67,186.00	22,027.65	67,186.00	0.00

Charter Township of Union
101 - General Fund
2021 Budget Amendment #3

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	14,376.35	6,250.00	6,250.00	1,466.36	6,250.00	0.00
101-171-707.000	PER MEETING	425.00	1,000.00	1,000.00	375.00	1,000.00	0.00
101-171-709.000	EMPLR FICA CONTR	917.65	450.00	450.00	114.18	450.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	214.72	105.00	105.00	26.73	105.00	0.00
101-171-724.000	WORKER'S COMP	29.26	150.00	150.00	2.98	150.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	350.00	0.00	350.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-171-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-171-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-171-915.000	MEMBERSHIP & DUES	0.00	275.00	275.00	0.00	275.00	0.00
Net - Dept 171 - SUPERVISOR		15,962.98	10,530.00	10,530.00	1,985.25	10,530.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	35,024.51	34,850.00	34,850.00	8,154.70	34,850.00	0.00
101-172-702.600	CAR ALLOWANCE	3,000.00	3,000.00	3,000.00	1,000.00	3,000.00	0.00
101-172-708.000	UNEMPLOYMENT	54.33	150.00	150.00	38.36	150.00	0.00
101-172-709.000	EMPLR FICA CONTR	2,338.18	2,321.00	2,321.00	548.23	2,321.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	546.86	543.00	543.00	128.24	543.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	3,419.46	3,404.00	3,404.00	803.64	3,404.00	0.00
101-172-718.500	HEALTH INSURANCE	7,600.57	7,821.00	7,821.00	2,433.34	7,821.00	0.00
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(291.41)	(317.00)	(317.00)	(104.56)	(317.00)	0.00
101-172-719.000	DENTAL INSURANCE	169.78	175.00	175.00	54.48	175.00	0.00
101-172-719.800	VISION INSURANCE	131.83	129.00	129.00	17.24	129.00	0.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(66.01)	(64.00)	(64.00)	(8.63)	(64.00)	0.00
101-172-724.000	WORKER'S COMP	144.13	121.00	121.00	27.88	121.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	133.75	150.00	150.00	44.67	150.00	0.00
101-172-752.000	OFFICE SUPPLIES	0.00	300.00	300.00	0.00	300.00	0.00
101-172-767.000	UNIFORMS	74.00	0.00	0.00	0.00	0.00	0.00
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	838.40	800.00	800.00	49.80	800.00	0.00
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	46,204.00	45,800.00	45,800.00	0.00	45,800.00	0.00
101-172-880.000	COMMUNITY PROMOTION	5,600.00	7,000.00	7,000.00	0.00	7,000.00	0.00
101-172-900.000	PRINTING & PUBLISHING	4,221.70	0.00	0.00	0.00	0.00	0.00
101-172-910.000	PROFESSIONAL DEVELOPMENT	139.37	1,000.00	1,000.00	0.00	1,000.00	0.00
101-172-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
101-172-910.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
101-172-915.000	MEMBERSHIP & DUES	75.00	600.00	600.00	75.00	600.00	0.00
101-172-955.000	MISC.	671.50	300.00	300.00	0.00	300.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 172 - TWP MANAGER		110,029.95	109,183.00	109,183.00	13,262.39	109,183.00	0.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	99,197.47	123,600.00	123,600.00	23,135.33	123,600.00	0.00
101-191-702.500	OVERTIME	4,730.75	5,000.00	5,000.00	986.35	5,000.00	0.00
101-191-708.000	UNEMPLOYMENT	510.08	1,050.00	1,050.00	222.62	1,050.00	0.00
101-191-709.000	EMPLR FICA CONTR	6,068.79	8,000.00	8,000.00	1,411.24	8,000.00	0.00
101-191-711.000	EMPLR MEDICARE CONTR	1,421.05	1,800.00	1,800.00	330.09	1,800.00	0.00
101-191-716.000	EMPLR RETIREMENT CONTR	8,360.99	11,600.00	11,600.00	2,170.92	11,600.00	0.00
101-191-718.500	HEALTH INSURANCE	35,405.36	54,700.00	54,700.00	12,830.75	54,700.00	0.00
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(3,068.13)	(5,465.00)	(5,465.00)	(1,410.39)	(5,465.00)	0.00
101-191-719.000	DENTAL INSURANCE	2,229.47	3,515.00	3,515.00	801.40	3,515.00	0.00
101-191-719.800	VISION INSURANCE	510.73	825.00	825.00	201.60	825.00	0.00
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(255.42)	(411.00)	(411.00)	(100.83)	(411.00)	0.00
101-191-724.000	WORKER'S COMP	379.24	411.00	411.00	74.22	411.00	0.00
101-191-725.000	LIFE & DISABILITY BENEFIT	448.29	933.00	933.00	211.18	933.00	0.00
101-191-752.000	OFFICE SUPPLIES	2,523.75	2,000.00	2,000.00	357.95	2,000.00	0.00
101-191-767.000	UNIFORMS	200.00	200.00	200.00	0.00	200.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,131.00	1,200.00	1,200.00	0.00	1,200.00	0.00
101-191-801.020	EXTERNAL AUDIT	16,950.00	17,100.00	17,100.00	0.00	17,100.00	0.00
101-191-850.000	COMMUNICATIONS	161.46	0.00	0.00	(12.99)	0.00	0.00
101-191-851.000	MAIL/POSTAGE	6,235.20	6,000.00	6,000.00	222.75	6,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	240.82	500.00	500.00	0.00	500.00	0.00
101-191-900.000	PRINTING & PUBLISHING	1,458.80	500.00	500.00	1,312.68	1,500.00	1,000.00
	*Increased for Accounting Specialist Employment Ad						
101-191-910.000	PROFESSIONAL DEVELOPMENT	1,786.74	2,000.00	2,000.00	415.00	2,000.00	0.00
101-191-910.100	SEMINAR LODGING	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
101-191-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-191-915.000	MEMBERSHIP & DUES	515.00	800.00	800.00	282.25	800.00	0.00
101-191-955.000	MISC.	0.00	100.00	100.00	8.50	100.00	0.00
101-191-955.001	BANK FEES	69.00	240.00	240.00	5.00	240.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	3,685.06	1,000.00	1,000.00	0.00	1,000.00	0.00
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	564.75	500.00	500.00	0.00	500.00	0.00

Charter Township of Union
101 - General Fund
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GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Net - Dept 191 - ACCOUNTING/GEN ADMIN		191,460.25	239,398.00	239,398.00	43,455.62	240,398.00	1,000.00
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	35,097.01	27,014.00	27,014.00	6,572.39	30,014.00	3,000.00
	*Increased Budget for Additional Deputy Clerk hours needed for three elections in 2021						
101-215-702.500	OVERTIME	472.50	0.00	0.00	0.00	0.00	0.00
101-215-707.000	PER MEETING	175.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-215-709.000	EMPLR FICA CONTR	2,216.16	1,800.00	1,800.00	407.48	1,800.00	0.00
101-215-711.000	EMPLR MEDICARE CONTR	518.31	421.00	421.00	95.29	421.00	0.00
101-215-724.000	WORKER'S COMP	88.27	56.00	56.00	12.92	56.00	0.00
101-215-752.000	OFFICE SUPPLIES	848.92	500.00	500.00	0.00	500.00	0.00
101-215-754.000	OPERATING SUPPLIES	881.67	500.00	500.00	4.44	500.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	275.83	600.00	600.00	0.00	600.00	0.00
101-215-900.000	PRINTING & PUBLISHING	3,943.92	2,500.00	2,500.00	622.85	2,500.00	0.00
101-215-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-215-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-215-915.000	MEMBERSHIP & DUES	66.00	150.00	150.00	0.00	150.00	0.00
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE	3,415.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 215 - CLERK		47,998.59	37,991.00	37,991.00	7,715.37	40,991.00	3,000.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,695.87	51,480.00	51,480.00	9,090.54	51,480.00	0.00
101-228-950.000	HARDWARE REPLACEMENTS	4,327.60	7,000.00	7,000.00	1,029.48	7,000.00	0.00
Net - Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		42,023.47	58,480.00	58,480.00	10,120.02	58,480.00	0.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,514.01	24,102.00	24,102.00	4,971.49	24,102.00	0.00
101-253-707.000	PER MEETING	150.00	500.00	500.00	50.00	500.00	0.00
101-253-709.000	EMPLR FICA CONTR	1,343.17	1,525.00	1,525.00	311.33	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	314.13	357.00	357.00	72.81	357.00	0.00
101-253-724.000	WORKER'S COMP	42.64	44.00	44.00	8.01	44.00	0.00
101-253-752.000	OFFICE SUPPLIES	179.70	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,500.18	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-851.000	MAIL/POSTAGE	3,805.99	4,000.00	4,000.00	0.00	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT	148.00	1,000.00	1,000.00	75.00	1,000.00	0.00
101-253-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-253-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-253-915.000	MEMBERSHIP & DUES	75.00	50.00	50.00	0.00	50.00	0.00
101-253-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00
101-253-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	0.00	0.00	474.99	500.00	500.00
	*Increased for Desktop Scanner						
Net - Dept 253 - TREASURER		29,072.82	34,978.00	34,978.00	5,963.63	35,478.00	500.00
Dept 257 - ASSESSOR							
101-257-702.000	SALARIES & WAGES	42,156.49	0.00	0.00	0.00	0.00	0.00
101-257-702.700	LONGEVITY PAY	1,040.08	0.00	0.00	0.00	0.00	0.00
101-257-705.000	LEAVE TIME PAYOUT	15,105.95	0.00	0.00	0.00	0.00	0.00
101-257-707.000	PER DIEM	3,250.00	4,125.00	4,125.00	1,125.00	4,125.00	0.00
101-257-708.000	UNEMPLOYMENT	153.00	0.00	0.00	0.00	0.00	0.00
101-257-709.000	EMPLR FICA CONTR	3,733.83	256.00	256.00	69.75	256.00	0.00
101-257-711.000	EMPLR MEDICARE CONTR	873.24	60.00	60.00	16.32	60.00	0.00
101-257-716.000	EMPLR RETIREMENT CONTR	4,505.73	0.00	0.00	0.00	0.00	0.00
101-257-718.500	HEALTH INSURANCE	10,360.98	0.00	0.00	0.00	0.00	0.00
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS	(416.57)	0.00	0.00	0.00	0.00	0.00
101-257-719.000	DENTAL INSURANCE	218.52	0.00	0.00	0.00	0.00	0.00
101-257-719.800	VISION INSURANCE	80.64	0.00	0.00	0.00	0.00	0.00
101-257-719.900	VISION INS-EE CONTRIBUTIONS	(40.32)	0.00	0.00	0.00	0.00	0.00
101-257-724.000	WORKER'S COMP	438.32	13.00	13.00	3.51	13.00	0.00
101-257-725.000	LIFE & DISABILITY BENEFIT	133.70	0.00	0.00	0.00	0.00	0.00
101-257-754.000	OPERATING SUPPLIES	353.93	1,050.00	1,050.00	0.00	1,050.00	0.00
101-257-759.000	GAS/FUEL	25.03	0.00	0.00	0.00	0.00	0.00
101-257-767.000	UNIFORMS	67.00	0.00	0.00	0.00	0.00	0.00
101-257-791.000	SUBSCRIPTIONS & PUBLICATIONS	150.00	400.00	400.00	0.00	400.00	0.00
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	48,272.00	110,000.00	110,000.00	57,500.00	110,000.00	0.00
101-257-850.000	COMMUNICATIONS	1,074.17	1,500.00	1,500.00	127.38	1,500.00	0.00
101-257-851.000	MAIL/POSTAGE	1,729.00	2,000.00	2,000.00	1,493.29	2,000.00	0.00
101-257-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	404.72	0.00	0.00	0.00	0.00	0.00
101-257-900.000	PRINTING & PUBLISHING	2,307.16	1,500.00	1,500.00	852.75	1,500.00	0.00
101-257-910.000	PROFESSIONAL DEVELOPMENT	50.00	0.00	0.00	143.00	0.00	0.00
101-257-915.000	MEMBERSHIP & DUES	375.00	0.00	0.00	0.00	0.00	0.00

**Charter Township of Union
101 - General Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
101-257-955.000	MISC.	233.11	500.00	500.00	0.00	500.00	0.00
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	3,500.00	3,500.00	0.00	3,500.00	0.00
Net - Dept 257 - ASSESSOR		136,634.71	124,904.00	124,904.00	61,331.00	124,904.00	0.00
Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	1,130.88	1,000.00	1,000.00	0.00	1,000.00	0.00
101-262-702.500	OVERTIME	352.72	0.00	0.00	0.00	0.00	0.00
101-262-708.000	UNEMPLOYMENT	2.09	20.00	20.00	0.00	20.00	0.00
101-262-709.000	EMPLR FICA CONTR	115.66	60.00	60.00	0.00	60.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	27.05	20.00	20.00	0.00	20.00	0.00
101-262-712.000	ELECTION WORKERS	17,795.50	5,000.00	5,000.00	42.00	8,000.00	3,000.00
*Increased Budget for 3 elections in 2021							
101-262-716.000	EMPLR RETIREMENT CONTR	133.53	100.00	100.00	0.00	100.00	0.00
101-262-718.500	HEALTH INSURANCE	699.22	200.00	200.00	0.00	200.00	0.00
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS	(96.47)	0.00	0.00	0.00	0.00	0.00
101-262-719.000	DENTAL INSURANCE	45.81	1.00	1.00	0.00	1.00	0.00
101-262-719.800	VISION INSURANCE	12.85	0.00	0.00	0.00	0.00	0.00
101-262-719.900	VISION INS-EE CONTRIBUTIONS	(6.42)	0.00	0.00	0.00	0.00	0.00
101-262-724.000	WORKER'S COMP	18.88	20.00	20.00	0.00	20.00	0.00
101-262-725.000	LIFE & DISABILITY BENEFIT	14.40	0.00	0.00	0.00	0.00	0.00
101-262-754.000	OPERATING SUPPLIES	11,412.27	2,000.00	2,000.00	1,763.05	7,000.00	5,000.00
*Increased Budget for 3 elections in 2021							
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,729.20	2,000.00	2,000.00	0.00	6,000.00	4,000.00
*Increased Budget for 3 elections in 2021							
101-262-851.000	MAIL/POSTAGE	2,658.55	50.00	50.00	1,833.75	4,000.00	3,950.00
*Increased Budget for 3 elections in 2021							
101-262-900.000	PRINTING & PUBLISHING	1,423.00	1,600.00	1,600.00	0.00	1,600.00	0.00
101-262-910.000	PROFESSIONAL DEVELOPMENT	79.41	300.00	300.00	0.00	300.00	0.00
101-262-955.000	MISC.	0.00	400.00	400.00	0.00	400.00	0.00
Net - Dept 262 - ELECTIONS		46,548.13	12,771.00	12,771.00	3,638.80	28,721.00	15,950.00
Dept 265 - TWP HALL & GROUNDS							
101-265-702.000	SALARIES & WAGES	1,079.33	0.00	0.00	541.63	0.00	0.00
101-265-708.000	UNEMPLOYMENT	7.80	0.00	0.00	3.78	0.00	0.00
101-265-709.000	EMPLR FICA CONTR	65.57	0.00	0.00	32.21	0.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	15.34	0.00	0.00	7.55	0.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	97.12	0.00	0.00	48.74	0.00	0.00
101-265-718.500	HEALTH INSURANCE	478.66	0.00	0.00	263.00	0.00	0.00
101-265-718.700	HEALTH INS-EE CONTRIBUTIONS	(4.38)	0.00	0.00	(27.71)	0.00	0.00
101-265-719.000	DENTAL INSURANCE	22.64	0.00	0.00	10.41	0.00	0.00
101-265-719.800	VISION INSURANCE	0.73	0.00	0.00	0.71	0.00	0.00
101-265-719.900	VISION INS-EE CONTRIBUTIONS	(0.37)	0.00	0.00	(0.35)	0.00	0.00
101-265-724.000	WORKER'S COMP	21.20	0.00	0.00	6.85	0.00	0.00
101-265-725.000	LIFE & DISABILITY BENEFIT	1.14	0.00	0.00	5.22	0.00	0.00
101-265-754.000	OPERATING SUPPLIES	6,352.98	6,000.00	6,000.00	1,384.31	6,000.00	0.00
101-265-776.100	HALL CLEANING	8,770.28	11,050.00	11,050.00	1,704.28	11,050.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	19,648.87	20,500.00	20,500.00	1,395.53	20,500.00	0.00
101-265-850.000	COMMUNICATIONS	2,959.79	3,000.00	3,000.00	989.66	3,000.00	0.00
101-265-890.000	SAFETY	1,026.78	1,000.00	1,000.00	0.00	1,000.00	0.00
101-265-917.000	WATER & SEWER CHARGES	602.10	700.00	700.00	155.35	700.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	10,222.84	12,000.00	12,000.00	3,224.77	12,000.00	0.00
101-265-930.001	MAINT-EQUIPMENT	0.00	500.00	500.00	0.00	500.00	0.00
101-265-930.200	MAINT-GROUNDS	317.00	500.00	500.00	0.00	500.00	0.00
101-265-930.300	MAINT-BUILDINGS	4,632.86	3,500.00	3,500.00	1,405.18	3,500.00	0.00
101-265-934.500	MAINTENANCE AGREEMENT ON EQUIPMENT	0.00	0.00	0.00	0.00	2,600.00	2,600.00
*Increased Budget for Printer/Copier Maintenance Agreement							
101-265-935.000	PROPERTY/LIABILITY INSURANCE	11,477.08	11,500.00	11,500.00	0.00	13,500.00	2,000.00
*Increased Budget for Increases in the Insurance Premium							
101-265-940.100	POSTAGE METER LEASE	1,842.39	2,000.00	2,000.00	462.75	2,000.00	0.00
101-265-955.000	MISC.	17.56	200.00	200.00	0.00	200.00	0.00
101-265-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	3,000.00	3,000.00	0.00	0.00	(3,000.00)
*Decreased Budget-Moved to Building Department for Building Official Office Upgrades							
Net - Dept 265 - TWP HALL & GROUNDS		69,655.31	75,450.00	75,450.00	11,613.87	77,050.00	1,600.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES	55,501.94	50,000.00	50,000.00	15,179.49	50,000.00	0.00
101-266-826.000-020	LEGAL FEES	11,858.40	20,000.00	20,000.00	495.00	25,000.00	5,000.00
*Budget Increased for additional expenditures on the Zalud legal matter							
101-266-826.000-021	LEGAL FEES	27,412.72	20,000.00	20,000.00	1,698.43	20,000.00	0.00
101-266-826.500	LEGAL FEES-ASSESSOR	27,294.97	0.00	0.00	1,170.00	7,262.00	7,262.00
*Budget Increased for the amount remaining from the \$23,000 the Board of the Trustees approved on 1-13-21							
Net - Dept 266 - LEGAL/ATTORNEY		122,068.03	90,000.00	90,000.00	18,542.92	102,262.00	12,262.00

**Charter Township of Union
101 - General Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Dept 371 - BUILDING							
101-371-702.000	SALARIES & WAGES	94,233.13	97,590.00	97,590.00	22,946.66	127,734.00	30,144.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-702.500	OVERTIME	2,713.92	2,300.00	2,300.00	423.63	2,300.00	0.00
101-371-708.000	UNEMPLOYMENT	306.00	900.00	900.00	216.00	1,190.00	290.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-709.000	EMPLR FICA CONTR	5,633.75	5,855.00	5,855.00	1,350.65	7,640.00	1,785.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-711.000	EMPLR MEDICARE CONTR	1,317.57	1,370.00	1,370.00	315.88	1,787.00	417.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-716.000	EMPLR RETIREMENT CONTR	8,714.92	9,000.00	9,000.00	2,103.31	11,703.00	2,703.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-718.500	HEALTH INSURANCE	43,034.79	46,850.00	46,850.00	13,696.76	58,540.00	11,690.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,231.43)	(5,150.00)	(5,150.00)	(1,668.08)	(6,435.00)	(1,285.00)
	*Decreased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-719.000	DENTAL INSURANCE	3,052.26	3,340.00	3,340.00	973.42	4,175.00	835.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-719.800	VISION INSURANCE	610.45	780.00	780.00	204.48	965.00	185.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(305.22)	(386.00)	(386.00)	(102.16)	(483.00)	(97.00)
	*Decreased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-724.000	WORKER'S COMP	529.28	450.00	450.00	102.47	609.00	159.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-725.000	LIFE & DISABILITY BENEFIT	632.52	725.00	725.00	216.04	913.00	188.00
	*Increased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-752.000	OFFICE SUPPLIES	856.79	900.00	900.00	33.65	900.00	0.00
101-371-754.000	OPERATING SUPPLIES	575.00	500.00	500.00	76.00	500.00	0.00
101-371-759.000	GAS/FUEL	505.25	1,000.00	1,000.00	81.48	1,000.00	0.00
101-371-767.000	UNIFORMS	150.75	200.00	200.00	0.00	200.00	0.00
101-371-775.100	VEHICLE CLEANING	0.00	125.00	125.00	0.00	125.00	0.00
101-371-791.000	SUBSCRIPTIONS & PUBLICATIONS	126.75	500.00	500.00	0.00	500.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	89,863.96	125,000.00	125,000.00	12,450.00	69,000.00	(56,000.00)
	*Decreased Budget because a Permanent Full-time Building Official was Hired in June						
101-371-850.000	COMMUNICATIONS	750.66	800.00	800.00	161.61	800.00	0.00
101-371-851.000	MAIL/POSTAGE	14.70	35.00	35.00	0.00	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	100.00	0.00	100.00	0.00
101-371-880.000	COMMUNITY PROMOTION	0.00	600.00	600.00	0.00	600.00	0.00
101-371-900.000	PRINTING & PUBLISHING	3,018.17	0.00	0.00	0.00	3,000.00	3,000.00
	*Increased Budget for Building Official Classified Ad						
101-371-910.000	PROFESSIONAL DEVELOPMENT	49.37	5,000.00	5,000.00	425.00	5,000.00	0.00
101-371-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
101-371-910.200	SEMINAR MEALS	39.53	750.00	750.00	0.00	750.00	0.00
101-371-915.000	MEMBERSHIP & DUES	1,051.00	1,100.00	1,100.00	430.00	1,100.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	442.21	400.00	400.00	367.14	900.00	500.00
	*Increased Budget for Repairs to older truck in the Building Department						
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,758.98	1,000.00	1,000.00	0.00	3,000.00	2,000.00
	*Increase for Replacing Building Official Computer						
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	*Increase for Replacing Building Official Office Furniture						
Net - Dept 371 - BUILDING		255,445.06	302,134.00	302,134.00	54,803.94	298,648.00	(3,486.00)
Dept 441 - PUBLIC WORKS							
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	18,360.81	14,000.00	14,000.00	0.00	14,000.00	0.00
101-441-920.000	STREET LIGHTING	23,641.58	23,000.00	23,000.00	6,384.61	23,000.00	0.00
101-441-962.000	DRAINS AT LARGE	26,667.61	29,000.00	29,000.00	28,195.30	29,000.00	0.00
101-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	65,367.96	717,500.00	717,500.00	0.00	792,200.00	74,700.00
	*Increased Budget for Brine Contract \$1,200						
	*Chip Seal Program \$76,500 (Chip Seal Project 1/2 paid by Tribal 2%, 1/2 paid Union General Fund)						
	*Decrease Budget for Gravel Road Refurbish not being done (\$54,000)						
	*Increased Budget for 2-inch Overlay on Meridian Rd from M20 to Bluegrass Road \$51,000						
101-441-967.100	CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00	10,000.00	10,000.00	0.00	0.00	(10,000.00)
	*Budget for Airport Improvements moved to Planning Department						
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	209,767.31	20,840.00	20,840.00	0.00	120,840.00	100,000.00
	*Budget Increased for help filling in Sidewalk Gaps along Broomfield and Bluegrass						
Net - Dept 441 - PUBLIC WORKS		343,805.27	814,340.00	814,340.00	34,579.91	979,040.00	164,700.00
Dept 701 - PLANNING							
101-701-702.000	SALARIES & WAGES	138,196.95	142,550.00	142,550.00	35,023.99	142,550.00	0.00
101-701-707.000	PER DIEM	9,557.00	20,955.00	20,955.00	2,663.00	20,955.00	0.00
101-701-708.000	UNEMPLOYMENT	334.53	950.00	950.00	242.06	950.00	0.00

**Charter Township of Union
101 - General Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
101-701-709.000	EMPLR FICA CONTR	8,627.96	9,800.00	9,800.00	2,176.66	9,800.00	0.00
101-701-711.000	EMPLR MEDICARE CONTR	2,017.80	2,300.00	2,300.00	509.05	2,300.00	0.00
101-701-716.000	EMPLR RETIREMENT CONTR	12,031.45	12,720.00	12,720.00	2,981.34	12,720.00	0.00
101-701-718.500	HEALTH INSURANCE	41,321.15	46,850.00	46,850.00	13,710.25	46,850.00	0.00
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,068.31)	(5,148.00)	(5,148.00)	(1,668.08)	(5,148.00)	0.00
101-701-719.000	DENTAL INSURANCE	2,920.26	3,340.00	3,340.00	973.42	3,340.00	0.00
101-701-719.800	VISION INSURANCE	353.76	772.00	772.00	117.92	772.00	0.00
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(176.88)	(386.00)	(386.00)	(58.96)	(386.00)	0.00
101-701-724.000	WORKER'S COMP	803.29	671.00	671.00	150.50	671.00	0.00
101-701-725.000	LIFE & DISABILITY BENEFIT	592.00	800.00	800.00	239.20	800.00	0.00
101-701-752.000	OFFICE SUPPLIES	945.58	1,000.00	1,000.00	0.00	1,000.00	0.00
101-701-759.000	GAS/FUEL	0.00	0.00	0.00	0.00	600.00	600.00
	*Fuel will be needed for Planning Department in 2021						
101-701-767.000	UNIFORMS	94.50	200.00	200.00	49.00	200.00	0.00
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	265.00	265.00	0.00	265.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	12,044.67	21,000.00	21,000.00	0.00	21,000.00	0.00
101-701-804.000	CONTRIBUTION TO LOCAL AIRPORT	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
	*Budget Moved from 441-Public Works Dept to Planning						
101-701-850.000	COMMUNICATIONS	0.00	700.00	700.00	109.98	700.00	0.00
101-701-851.000	MAIL/POSTAGE	0.00	150.00	150.00	0.00	150.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	178.26	600.00	600.00	0.00	600.00	0.00
101-701-900.000	PRINTING & PUBLISHING	11,109.05	8,500.00	8,500.00	837.86	5,000.00	(3,500.00)
	*Budget Decreased for reduced number of public notices needed in 2021						
101-701-910.000	PROFESSIONAL DEVELOPMENT	2,268.37	5,000.00	5,000.00	540.00	5,000.00	0.00
101-701-910.100	SEMINAR LODGING	0.00	400.00	400.00	0.00	400.00	0.00
101-701-910.200	SEMINAR MEALS	0.00	600.00	600.00	0.00	600.00	0.00
101-701-915.000	MEMBERSHIP & DUES	925.00	1,280.00	1,280.00	380.00	1,600.00	320.00
	*Increased Budget for additional Dues						
101-701-955.000	MISC.	90.00	250.00	250.00	21.00	250.00	0.00
Net - Dept 701 - PLANNING		240,166.39	276,119.00	276,119.00	68,998.19	283,539.00	7,420.00
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	17,851.13	33,153.00	33,153.00	605.05	33,153.00	0.00
101-751-702.500	OVERTIME	595.53	2,500.00	2,500.00	0.00	2,500.00	0.00
101-751-708.000	UNEMPLOYMENT	88.14	918.00	918.00	17.90	918.00	0.00
101-751-709.000	EMPLR FICA CONTR	1,250.12	2,650.00	2,650.00	38.55	2,650.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	292.31	615.00	615.00	9.01	615.00	0.00
101-751-712.000	TEMPORARY LABOR	2,912.88	9,360.00	9,360.00	71.50	9,360.00	0.00
101-751-716.000	EMPLR RETIREMENT CONTR	(1,600.31)	2,675.00	2,675.00	54.46	2,675.00	0.00
101-751-718.500	HEALTH INSURANCE	9,480.76	18,735.00	18,735.00	853.26	18,735.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,075.93)	(2,575.00)	(2,575.00)	(158.99)	(2,575.00)	0.00
101-751-719.000	DENTAL INSURANCE	661.14	1,338.00	1,338.00	60.63	1,338.00	0.00
101-751-719.800	VISION INSURANCE	155.84	309.00	309.00	22.48	309.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(77.90)	(154.00)	(154.00)	(11.23)	(154.00)	0.00
101-751-724.000	WORKER'S COMP	501.74	954.00	954.00	14.32	954.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	165.55	280.00	280.00	18.90	280.00	0.00
101-751-754.000	OPERATING SUPPLIES	1,271.97	3,000.00	3,000.00	0.00	3,500.00	500.00
	*Increased Budget for Additional Supplies Needed-Dry Erase Boards, etc for Jameson Hall set-up						
101-751-759.000	GAS/FUEL	402.24	1,500.00	1,500.00	0.00	1,500.00	0.00
101-751-767.000	UNIFORMS	71.51	500.00	500.00	0.00	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,285.10	9,200.00	9,200.00	1,287.79	9,200.00	0.00
101-751-890.000	SAFETY	359.38	2,000.00	2,000.00	0.00	2,000.00	0.00
101-751-900.000	PRINTING & PUBLISHING	126.75	500.00	500.00	8.33	500.00	0.00
101-751-910.000	PROFESSIONAL DEVELOPMENT	0.00	400.00	400.00	0.00	400.00	0.00
101-751-917.000	WATER & SEWER CHARGES	4,894.95	4,000.00	4,000.00	0.00	7,500.00	3,500.00
	*Increased Budget for remainder of Year Irrigation Systems on Sacco and Sullivan Fields-Increased Turn-on/Turn-off Fees						
101-751-920.000	ELECTRIC/NATURAL GAS	2,858.35	6,250.00	6,250.00	1,021.41	6,250.00	0.00
101-751-930.000	REPAIRS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-751-930.001	MAINT-EQUIPMENT	661.69	1,000.00	1,000.00	0.00	1,000.00	0.00
101-751-930.200	MAINT-GROUNDS	9,113.75	12,000.00	12,000.00	0.00	12,000.00	0.00
101-751-930.250	MAINT-DOG PARK	1,789.00	4,000.00	4,000.00	650.00	4,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	391.65	1,500.00	1,500.00	0.00	1,500.00	0.00
101-751-933.000	MAINT-VEHICLES	108.60	500.00	500.00	0.00	500.00	0.00
101-751-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00
101-751-977.000	NEW EQUIPMENT PURCHASE	1,246.64	6,500.00	6,500.00	6,210.70	12,700.00	6,200.00
	*Increased Budget for new Picnic Tables, Grills, Etc.						
Net - Dept 751 - PARKS & RECREATION		59,782.58	124,808.00	124,808.00	10,774.07	135,008.00	10,200.00
Dept 901 - CAPITAL OUTLAY							
101-901-976.299	CAPITAL OUTLAY-ELECTION EQUIPMENT	35,428.51	0.00	0.00	0.00	0.00	0.00
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	12,129.00	72,000.00	72,000.00	0.00	87,500.00	15,500.00
	*Increased Budget for Landscaping to make a distinction between higher parking lot to lower parking lot \$9,000						

**Charter Township of Union
101 - General Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
	*Increased Budget to remove windmills and install light pole \$6,500						
101-901-976.303	CAPITAL OUTLAY-PROPERTY	7,379.85	40,500.00	40,500.00	2,095.64	40,500.00	0.00
101-901-976.304	CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	20,066.44	0.00	0.00	0.00	0.00	0.00
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	25,473.22	227,500.00	227,500.00	77,290.64	227,500.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		100,477.02	340,000.00	340,000.00	79,386.28	355,500.00	15,500.00
Dept 910 - DEBT SERVICE-LEASES							
101-910-991.500	LEASE PAYABLE PRINCIPAL	12,397.08	3,250.00	3,250.00	3,250.00	3,250.00	0.00
101-910-992.500	LEASE PAYABLE INTEREST	892.08	75.00	75.00	72.29	75.00	0.00
Net - Dept 910 - DEBT SERVICE-LEASES		13,289.16	3,325.00	3,325.00	3,322.29	3,325.00	0.00
TOTAL REVENUES							
		2,317,729.48	2,294,040.00	2,294,040.00	517,299.93	2,576,842.00	282,802.00
TOTAL EXPENDITURES							
		1,880,489.39	2,721,597.00	2,721,597.00	451,521.20	2,950,243.00	228,646.00
NET OF REVENUES & EXPENDITURES							
		437,240.09	(427,557.00)	(427,557.00)	65,778.73	(373,401.00)	54,156.00
BEGINNING FUND BALANCE							
		4,814,629.00	5,251,869.09	5,251,869.09	5,251,869.09	5,251,869.09	
ENDING FUND BALANCE							
		5,251,869.09	4,824,312.09	4,824,312.09	5,317,647.82	4,878,468.09	

**Charter Township of Union
206 - Fire Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
206-000-402.000	CURRENT REAL PROPERTY TAX	624,888.05	708,000.00	708,000.00	665,652.27	708,000.00	0.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(2,132.11)	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00
206-000-402.002	PILOT TAX	7,242.29	6,200.00	6,200.00	4,105.27	6,200.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(200.00)	(200.00)	0.00	(200.00)	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	494.71	500.00	500.00	0.00	500.00	0.00
206-000-445.000	INTEREST ON TAXES	53.10	300.00	300.00	0.00	300.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	11,794.94	12,000.00	12,000.00	0.00	12,000.00	0.00
206-000-573.000	STATE AID REVENUE-LCSA	4,079.28	4,000.00	4,000.00	5,404.43	5,400.00	1,400.00
206-000-600.200	FIRE PROTECTION - EDDA	70,484.04	105,100.00	105,100.00	0.00	105,100.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	52,067.68	59,000.00	59,000.00	0.00	59,000.00	0.00
206-000-665.000	INTEREST EARNED	16,799.54	5,600.00	5,600.00	2,091.76	5,600.00	0.00
206-000-671.000	OTHER REVENUE	0.00	0.00	0.00	0.00	54,100.00	54,100.00
	*Increased Revenue Based on Grant Sharing Amount Received from the City of Mt Pleasant for Fire Service Costs-COVID CARES Funding						
206-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	30,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		815,771.52	890,500.00	890,500.00	677,253.73	946,000.00	55,500.00
Expenditures							
Dept 336 - FIRE DEPARTMENT							
206-336-702.000	SALARIES & WAGES	2,520.40	0.00	0.00	0.00	0.00	0.00
206-336-709.000	EMPLR FICA CONTR	142.35	0.00	0.00	0.00	0.00	0.00
206-336-711.000	EMPLR MEDICARE CONTR	33.32	0.00	0.00	0.00	0.00	0.00
206-336-716.000	EMPLR RETIREMENT CONTR	226.84	0.00	0.00	0.00	0.00	0.00
206-336-718.500	HEALTH INSURANCE	1,261.11	0.00	0.00	0.00	0.00	0.00
206-336-718.700	HEALTH INS-EE CONTRIBUTIONS	(210.72)	0.00	0.00	0.00	0.00	0.00
206-336-719.000	DENTAL INSURANCE	43.50	0.00	0.00	0.00	0.00	0.00
206-336-719.800	VISION INSURANCE	13.37	0.00	0.00	0.00	0.00	0.00
206-336-719.900	VISION INS-EE CONTRIBUTIONS	(6.67)	0.00	0.00	0.00	0.00	0.00
206-336-724.000	WORKER'S COMP	52.77	0.00	0.00	0.00	0.00	0.00
206-336-725.000	LIFE & DISABILITY BENEFIT	32.67	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	763,800.00	796,300.00	796,300.00	199,075.00	796,300.00	0.00
206-336-801.025	HYDRANT FLUSHING	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
206-336-934.000	FIRE HYDRANT REPAIRS	1,629.50	5,150.00	5,150.00	0.00	5,150.00	0.00
Total Dept 336 - FIRE DEPARTMENT		769,538.44	831,450.00	831,450.00	199,075.00	831,450.00	0.00
Dept 901 - CAPITAL OUTLAY							
206-901-976.312	CAPITAL OUTLAY-FIRE TRUCK	447,031.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		447,031.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,216,569.44	831,450.00	831,450.00	199,075.00	831,450.00	0.00
TOTAL REVENUES		815,771.52	890,500.00	890,500.00	677,253.73	946,000.00	55,500.00
TOTAL EXPENDITURES		1,216,569.44	831,450.00	831,450.00	199,075.00	831,450.00	0.00
NET OF REVENUES & EXPENDITURES		(400,797.92)	59,050.00	59,050.00	478,178.73	114,550.00	55,500.00
BEGINNING FUND BALANCE		1,224,756.00	823,958.08	823,958.08	823,958.08	823,958.08	
ENDING FUND BALANCE		823,958.08	883,008.08	883,008.08	1,302,136.81	938,508.08	

**Charter Township of Union
288 - Tribal Grant Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Revenues							
288-000-582.000	CONTRIBUTION FROM TRIBE	104,009.94	0.00	0.00	0.00	38,227.00	38,227.00
	*Spring 2% Grant for Chip Seal Projects to Blacktop Roads in the Township						
288-000-665.000	INTEREST EARNED	5,339.20	1,500.00	1,500.00	197.13	1,500.00	0.00
TOTAL REVENUES		109,349.14	1,500.00	1,500.00	197.13	39,727.00	38,227.00
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
288-728-965.000	CONTRIBUTION TO OTHER UNITS OF	0.00	34,000.00	34,000.00	0.00	34,000.00	0.00
288-728-967.400	STREET/ROAD PROJECTS	15,669.94	200,000.00	200,000.00	0.00	238,227.00	38,227.00
	*Increase for Chip Seal Projects-Airport Rd, Remus Rd, Crawford Rd(River to Baseline), and Lincoln(River Rd to Baseline)						
288-728-967.600	PARKS PROJECTS	155,045.00	18,340.00	18,340.00	0.00	18,340.00	0.00
TOTAL EXPENDITURES		170,714.94	252,340.00	252,340.00	0.00	290,567.00	38,227.00
TOTAL REVENUES		109,349.14	1,500.00	1,500.00	197.13	39,727.00	38,227.00
TOTAL EXPENDITURES		170,714.94	252,340.00	252,340.00	0.00	290,567.00	38,227.00
NET OF REVENUES & EXPENDITURES		(61,365.80)	(250,840.00)	(250,840.00)	197.13	(250,840.00)	0.00
BEGINNING FUND BALANCE		389,867.00	328,501.20	328,501.20	328,501.20	328,501.20	
ENDING FUND BALANCE		328,501.20	77,661.20	77,661.20	328,698.33	77,661.20	

**Charter Township of Union
248 - East DDA Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 4/27/21	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
248-000-402.000	CURRENT PROPERTY TAX	434,701.18	458,000.00	458,000.00	0.00	466,000.00	8,000.00
	*Increased Budget based on actual TIF revenue collected in the 2020 tax year less 25% refund						
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	67.85	300.00	300.00	0.00	300.00	0.00
248-000-445.000	INTEREST ON TAXES	631.16	500.00	500.00	0.00	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	62,005.75	63,000.00	63,000.00	0.00	56,000.00	(7,000.00)
	*Decreased Budget based on actual amounts submitted to the State of Michigan for reimbursement						
248-000-665.000	INTEREST EARNED	19,092.72	6,700.00	6,700.00	2,041.47	6,700.00	0.00
248-000-671.000	OTHER REVENUE	158.72	100.00	100.00	0.00	100.00	0.00
TOTAL REVENUES		516,657.38	524,350.00	524,350.00	2,041.47	525,350.00	1,000.00
Expenditures							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,574.25	82,500.00	82,500.00	8,116.00	62,500.00	(20,000.00)
	*Decreased Budget for TIF Plan/Development Plan Update Bids coming in lower than expected						
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	11,000.00	11,000.00	0.00	5,000.00	(6,000.00)
	*Decreased Budget for Maintenance not needed this year						
248-000-801.003	SIDEWALK SNOWPLOWING	5,100.00	11,000.00	11,000.00	5,900.00	11,000.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	14,654.00	23,000.00	23,000.00	0.00	23,000.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	33,244.34	35,000.00	35,000.00	86.84	35,000.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,410.50	21,000.00	21,000.00	0.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	17,630.00	20,000.00	20,000.00	4,700.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	500.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	250.00	0.00
248-000-915.000	MEMBERSHIP & DUES	0.00	260.00	260.00	0.00	260.00	0.00
248-000-917.000	WATER & SEWER CHARGES	9,109.80	16,000.00	16,000.00	0.00	16,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	11,586.89	12,000.00	12,000.00	5,458.33	12,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,576.01	1,700.00	1,700.00	0.00	1,700.00	0.00
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	0.00	700.00	0.00
248-000-955.000	MISC.	84.96	50.00	50.00	0.00	50.00	0.00
Total Dept 000 - NONE		123,520.75	284,960.00	284,960.00	24,261.17	258,960.00	(26,000.00)
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	70,484.04	105,100.00	105,100.00	0.00	81,150.00	(23,950.00)
	*Decreased Budget based on revenues received from Fire Fund millage less the 25% refund						
Total Dept 336 - FIRE DEPARTMENT		70,484.04	105,100.00	105,100.00	0.00	81,150.00	(23,950.00)
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	435,260.00	435,260.00	0.00	435,260.00	0.00
248-728-967.600	PARKS PROJECTS	0.00	117,000.00	221,000.00	0.00	221,000.00	0.00
248-728-971.000	CAPITAL OUTLAY-LAND	0.00	0.00	0.00	0.00	200,000.00	200,000.00
	*Increased Budget based on EDA Board's approval to purchase property @ 5800 E. Pickard						
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	50,000.00	50,000.00
	*Increased Budget based on EDA Board's approval to improve property @ 5800 E. Pickard						
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	552,260.00	656,260.00	0.00	906,260.00	250,000.00
TOTAL EXPENDITURES		194,004.79	942,320.00	1,046,320.00	24,261.17	1,246,370.00	200,050.00
TOTAL REVENUES		516,657.38	524,350.00	524,350.00	2,041.47	525,350.00	1,000.00
TOTAL EXPENDITURES		194,004.79	942,320.00	1,046,320.00	24,261.17	1,246,370.00	200,050.00
NET OF REVENUES & EXPENDITURES		322,652.59	(417,970.00)	(521,970.00)	(22,219.70)	(721,020.00)	(199,050.00)
BEGINNING FUND BALANCE		1,358,413.00	1,681,065.59	1,681,065.59	1,681,065.59	1,681,065.59	
ENDING FUND BALANCE		1,681,065.59	1,263,095.59	1,159,095.59	1,658,845.89	960,045.59	

**Charter Township of Union
250 - West DDA Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 4/27/21	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
250-000-402.000	CURRENT PROPERTY TAX	322,342.57	334,000.00	334,000.00	0.00	341,900.00	7,900.00
	*Increased Budget based on actual TIF revenue collected in the 2020 tax year						
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	574.14	20.00	20.00	20.93	20.00	0.00
250-000-445.000	INTEREST ON TAXES	162.66	250.00	250.00	2.89	250.00	0.00
250-000-665.000	INTEREST EARNED	14,269.39	5,400.00	5,400.00	1,477.40	5,400.00	0.00
TOTAL REVENUES		337,348.76	339,670.00	339,670.00	1,501.22	347,570.00	7,900.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,487.07	54,200.00	54,200.00	7,570.50	29,200.00	(25,000.00)
	*Decreased Budget for TIF Plan/Development Plan Update Bids coming in lower than expected						
250-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
250-000-915.000	MEMBERSHIP & DUES	0.00	260.00	260.00	0.00	260.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00	330,000.00	330,000.00	0.00	330,000.00	0.00
		10,487.07	429,460.00	429,460.00	7,570.50	404,460.00	(25,000.00)
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	52,067.68	59,000.00	59,000.00	0.00	59,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		52,067.68	59,000.00	59,000.00	0.00	59,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-967.300	SEWER SYSTEM PROJECTS	73,533.91	0.00	0.00	0.00	0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	250,000.00	250,000.00	0.00	320,000.00	70,000.00
	*Increased Budget for Sidewalks on Lincoln Rd planned in past years but left out of the original budget						
Total Dept 728 - ECONOMIC DEVELOPMENT		73,533.91	250,000.00	250,000.00	0.00	320,000.00	70,000.00
TOTAL EXPENDITURES		136,088.66	738,460.00	738,460.00	7,570.50	783,460.00	45,000.00
TOTAL REVENUES		337,348.76	339,670.00	339,670.00	1,501.22	347,570.00	7,900.00
TOTAL EXPENDITURES		136,088.66	738,460.00	738,460.00	7,570.50	783,460.00	45,000.00
NET OF REVENUES & EXPENDITURES		201,260.10	(398,790.00)	(398,790.00)	(6,069.28)	(435,890.00)	(37,100.00)
BEGINNING FUND BALANCE		1,021,196.00	1,222,456.10	1,222,456.10	1,222,456.10	1,222,456.10	
ENDING FUND BALANCE		1,222,456.10	823,666.10	823,666.10	1,216,386.82	786,566.10	

Charter Township of Union
590 - Sewer Fund
2021 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
590-000-456.000	CONNECTION FEE	22,470.00	100,000.00	100,000.00	7,044.00	100,000.00	0.00
590-000-528.000	OTHER FEDERAL GRANTS	2,719.65	0.00	0.00	0.00	0.00	0.00
590-000-539.000	STATE GRANTS	42,074.75	0.00	0.00	0.00	0.00	0.00
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	73,533.91	160,000.00	160,000.00	0.00	160,000.00	0.00
590-000-627.000	SERVICE	1,316,114.50	1,386,000.00	1,386,000.00	346,056.38	1,386,000.00	0.00
590-000-627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00
590-000-628.000	INSPECTION FEE	4,500.00	500.00	500.00	1,850.00	3,000.00	2,500.00
*Increased Budget Based on Larger Volume of New Development-Increase for the Four Hacks Development Inspections							
590-000-655.000	FINES & FORFEITURES	17,421.07	28,000.00	28,000.00	9,453.89	33,000.00	5,000.00
*Increased Budget for higher Fines & Forfeitures - Return to Normal Operations Post COVID							
590-000-665.000	INTEREST EARNED	66,356.24	27,000.00	27,000.00	11,405.77	27,000.00	0.00
590-000-665.100	INTEREST EARNED-SPEC ASSESS	118.26	0.00	0.00	0.00	0.00	0.00
590-000-670.000	DEBT RETIREMENT	1,107,717.30	1,146,000.00	1,146,000.00	289,715.45	1,146,000.00	0.00
590-000-671.000	OTHER REVENUE	2,924.50	3,200.00	3,200.00	103.27	3,200.00	0.00
590-000-687.000	REFUNDS & REBATES	52,053.15	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,708,003.33	2,849,200.00	2,849,200.00	665,628.76	2,856,700.00	7,500.00
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
590-536-702.000	SALARIES & WAGES	241,508.68	257,100.00	257,100.00	59,151.37	257,100.00	0.00
590-536-702.500	OVERTIME	11,254.35	7,500.00	7,500.00	1,527.41	10,000.00	2,500.00
*Increased Budget Based on Increases in Wages							
590-536-702.700	LONGEVITY PAY	3,319.11	3,600.00	3,600.00	0.00	3,600.00	0.00
590-536-705.000	LEAVE TIME PAYOUT	1,281.50	500.00	500.00	0.00	500.00	0.00
590-536-708.000	UNEMPLOYMENT	792.58	2,570.00	2,570.00	400.57	2,570.00	0.00
590-536-709.000	EMPLR FICA CONTR	15,820.97	16,630.00	16,630.00	3,648.31	16,630.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	3,700.41	3,900.00	3,900.00	853.28	3,900.00	0.00
590-536-712.000	TEMPORARY LABOR	4,478.66	9,360.00	9,360.00	310.47	9,360.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	21,037.13	22,750.00	22,750.00	5,170.98	22,750.00	0.00
590-536-718.500	HEALTH INSURANCE	76,811.47	88,230.00	88,230.00	24,261.20	88,230.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,371.61)	(7,200.00)	(7,200.00)	(2,174.21)	(7,200.00)	0.00
590-536-719.000	DENTAL INSURANCE	3,619.77	5,100.00	5,100.00	1,164.73	5,100.00	0.00
590-536-719.800	VISION INSURANCE	481.77	628.00	628.00	168.18	628.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(240.85)	(314.00)	(314.00)	(84.10)	(314.00)	0.00
590-536-724.000	WORKER'S COMP	2,782.81	2,260.00	2,260.00	494.95	2,260.00	0.00
590-536-725.000	LIFE & DISABILITY BENEFIT	1,166.32	1,602.00	1,602.00	393.02	1,602.00	0.00
590-536-726.000	COMPENSATED ABSENCES	11,427.30	0.00	0.00	0.00	0.00	0.00
590-536-752.000	OFFICE SUPPLIES	343.32	1,500.00	1,500.00	218.91	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	3,931.01	5,000.00	5,000.00	787.35	5,000.00	0.00
590-536-759.000	GAS/FUEL	7,232.93	10,000.00	10,000.00	1,861.95	10,000.00	0.00
590-536-767.000	UNIFORMS	826.33	2,000.00	2,000.00	50.00	2,000.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	48,124.66	20,850.00	20,850.00	6,657.44	20,850.00	0.00
590-536-826.000	LEGAL FEES	45.00	0.00	0.00	0.00	0.00	0.00
590-536-850.000	COMMUNICATIONS	1,979.94	3,000.00	3,000.00	296.59	3,000.00	0.00
590-536-851.000	MAIL/POSTAGE	3,060.00	4,000.00	4,000.00	552.23	4,000.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	839.53	750.00	750.00	85.79	750.00	0.00
590-536-890.000	SAFETY	2,183.55	8,000.00	8,000.00	999.97	8,000.00	0.00
590-536-900.000	PRINTING & PUBLISHING	559.55	1,500.00	1,500.00	8.34	1,500.00	0.00
590-536-910.000	PROFESSIONAL DEVELOPMENT	112.18	2,500.00	2,500.00	425.00	2,500.00	0.00
590-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
590-536-910.200	SEMINAR MEALS	28.48	100.00	100.00	0.00	100.00	0.00
590-536-915.000	MEMBERSHIP & DUES	409.00	1,200.00	1,200.00	0.00	1,200.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	68,912.59	82,000.00	82,000.00	19,614.76	82,000.00	0.00
590-536-930.000	REPAIRS	34,172.35	150,000.00	150,000.00	0.00	150,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	4,818.42	27,000.00	27,000.00	2.68	27,000.00	0.00
590-536-930.200	MAINT-GROUNDS	1,100.00	2,000.00	2,000.00	0.00	2,000.00	0.00
590-536-930.300	MAINT-BUILDINGS	2,285.19	10,000.00	10,000.00	627.50	10,000.00	0.00
590-536-933.000	MAINT-VEHICLES	1,623.30	8,000.00	8,000.00	436.58	8,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	9,126.54	195,000.00	195,000.00	3,526.18	195,000.00	0.00
590-536-934.300	OPTO 22 MAINTENANCE	23,921.55	15,000.00	15,000.00	0.00	15,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	4,054.61	7,000.00	7,000.00	3,393.14	7,000.00	0.00
590-536-935.000	PROPERTY/LIABILITY INSURANCE	19,599.79	20,000.00	20,000.00	0.00	21,000.00	1,000.00
*Increased Budget Based on Increases in Insurance Premiums							
590-536-955.000	MISC.	5.00	0.00	0.00	0.00	0.00	0.00
590-536-972.013	HOOKUP LABOR & MATERIAL	262.50	10,000.00	10,000.00	0.00	10,000.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,413,500.00	1,413,500.00	0.00	1,313,500.00	(100,000.00)
*Work on Pump Station #18 Moved to Fiscal Year 2022							
590-536-977.000	NEW EQUIPMENT PURCHASE	6,859.54	30,000.00	455,000.00	0.00	455,000.00	0.00
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	52.47	3,500.00	3,500.00	158.47	3,500.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,684.90	10,500.00	10,500.00	5,116.91	10,500.00	0.00

**Charter Township of Union
590 - Sewer Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
590-536-981.000	NEW VEHICLE PURCHASE	0.00	35,000.00	35,000.00	0.00	35,000.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		647,024.60	2,494,116.00	2,919,116.00	140,105.95	2,822,616.00	(96,500.00)
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	288,853.17	291,000.00	291,000.00	69,840.41	291,000.00	0.00
590-540-702.500	OVERTIME	11,269.76	11,200.00	11,200.00	4,571.84	13,000.00	1,800.00
*Increased Budget Based on Increases in Wages							
590-540-702.700	LONGEVITY PAY	9,029.75	7,080.00	7,080.00	0.00	7,080.00	0.00
590-540-708.000	UNEMPLOYMENT	763.83	2,250.00	2,250.00	550.76	2,250.00	0.00
590-540-709.000	EMPLR FICA CONTR	18,337.88	18,500.00	18,500.00	4,401.50	18,500.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	4,332.47	4,350.00	4,350.00	1,034.25	4,350.00	0.00
590-540-712.000	TEMPORARY LABOR	0.00	500.00	500.00	0.00	500.00	0.00
590-540-716.000	EMPLR RETIREMENT CONTR	27,786.89	27,900.00	27,900.00	6,697.11	27,900.00	0.00
590-540-718.500	HEALTH INSURANCE	107,677.69	117,075.00	117,075.00	34,747.01	117,075.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(9,631.19)	(11,670.00)	(11,670.00)	(3,835.32)	(11,670.00)	0.00
590-540-719.000	DENTAL INSURANCE	6,376.18	6,960.00	6,960.00	2,067.97	6,960.00	0.00
590-540-719.800	VISION INSURANCE	873.12	954.00	954.00	291.04	954.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(436.56)	(477.00)	(477.00)	(145.36)	(477.00)	0.00
590-540-724.000	WORKER'S COMP	4,779.12	4,050.00	4,050.00	914.65	4,050.00	0.00
590-540-725.000	LIFE & DISABILITY BENEFIT	1,628.88	1,850.00	1,850.00	538.20	1,850.00	0.00
590-540-743.000	CHEMICALS	28,225.10	50,000.00	50,000.00	5,250.62	50,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	24,133.72	25,000.00	25,000.00	4,869.08	25,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	315.12	500.00	500.00	198.91	500.00	0.00
590-540-754.000	OPERATING SUPPLIES	10,174.73	11,500.00	11,500.00	1,273.27	11,500.00	0.00
590-540-759.000	GAS/FUEL	1,521.25	3,000.00	3,000.00	712.29	3,000.00	0.00
590-540-767.000	UNIFORMS	451.12	2,000.00	2,000.00	0.00	2,000.00	0.00
590-540-774.100	BIOXIDE	64,681.63	75,000.00	75,000.00	9,830.70	75,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	35,824.37	37,680.00	37,680.00	8,953.47	37,680.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	21,029.40	32,000.00	32,000.00	0.00	32,000.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	1,118.80	6,000.00	6,000.00	207.00	6,000.00	0.00
590-540-850.000	COMMUNICATIONS	4,502.45	3,500.00	3,500.00	1,420.96	3,500.00	0.00
590-540-851.000	MAIL/POSTAGE	212.59	750.00	750.00	108.01	750.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	181.44	500.00	0.00
590-540-890.000	SAFETY	3,333.61	5,000.00	5,000.00	214.24	5,000.00	0.00
590-540-900.000	PRINTING & PUBLISHING	126.75	500.00	500.00	0.00	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	944.95	5,000.00	5,000.00	975.00	5,000.00	0.00
590-540-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
590-540-910.200	SEMINAR MEALS	28.48	100.00	100.00	0.00	100.00	0.00
590-540-915.000	MEMBERSHIP & DUES	235.00	500.00	500.00	0.00	500.00	0.00
590-540-917.000	WATER & SEWER CHARGES	9,241.20	12,000.00	12,000.00	814.37	12,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	144,433.98	176,000.00	176,000.00	34,820.62	176,000.00	0.00
590-540-923.000	PROPANE	812.21	3,000.00	3,000.00	0.00	3,000.00	0.00
590-540-930.001	MAINT-EQUIPMENT	4,829.25	6,000.00	6,000.00	1,297.02	6,000.00	0.00
590-540-930.200	MAINT-GROUNDS	6,483.94	3,500.00	3,500.00	67.80	3,500.00	0.00
590-540-930.300	MAINT-BUILDINGS	1,180.22	5,000.00	5,000.00	940.91	5,000.00	0.00
590-540-933.000	MAINT-VEHICLES	503.54	2,500.00	2,500.00	15.00	2,500.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	5,594.88	6,000.00	6,000.00	2,297.94	6,000.00	0.00
590-540-934.500	MAINTENANCE AGREEMENT ON EQUIPMENT	0.00	0.00	0.00	0.00	2,275.00	2,275.00
*Increased Budget for Service Agreement on Printers							
590-540-934.981	SAMPLING EQUIPMENT MAINT.	3,961.15	4,000.00	4,000.00	25.93	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	9,489.77	15,000.00	15,000.00	4,943.67	15,000.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	7,454.36	15,000.00	15,000.00	0.00	15,000.00	0.00
590-540-934.984	SOLIDS EQUIPMENT MAINT.	7,902.74	15,000.00	15,000.00	3,423.16	15,000.00	0.00
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	5,176.15	6,000.00	6,000.00	0.00	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	2,972.47	6,000.00	6,000.00	375.38	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	9,949.19	15,000.00	15,000.00	0.00	15,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	14,681.94	15,000.00	15,000.00	0.00	15,000.00	0.00
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00
590-540-958.100	PERMITS & FEES	7,384.26	13,000.00	13,000.00	2,784.40	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	3,673.20	35,000.00	35,000.00	38,068.00	73,000.00	38,000.00
*Third Screw Pump from RCL Construction							
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	0.00	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	8,232.86	6,000.00	6,000.00	941.65	6,000.00	0.00
Total Dept 540 - WWTP		922,457.37	1,100,802.00	1,100,802.00	246,684.90	1,142,877.00	42,075.00
Dept 906 - DEBT SERVICE							
590-906-990.000	BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	39,850.00	0.00	39,850.00	0.00
590-906-995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	25,614.34	8,100.00	8,100.00	8,100.00	8,100.00	0.00
590-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
590-906-996.003	BOND INTEREST-RURAL DEVELOPMENT	147,743.21	146,461.00	146,461.00	0.00	146,461.00	0.00
Total Dept 906 - DEBT SERVICE		213,955.31	195,211.00	195,211.00	8,100.00	195,211.00	0.00

**Charter Township of Union
590 - Sewer Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 04/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Dept 910 - DEBT SERVICE-LEASES							
590-910-992.500	LEASE PAYABLE INTEREST	141.96	20.00	20.00	11.22	20.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		141.96	20.00	20.00	11.22	20.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	689,911.69	700,000.00	20.00	0.00	20.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		689,911.69	700,000.00	20.00	0.00	20.00	0.00
TOTAL EXPENDITURES		2,473,490.93	4,490,149.00	4,215,169.00	394,902.07	4,160,744.00	(54,425.00)
TOTAL REVENUES		2,708,003.33	2,849,200.00	2,849,200.00	665,628.76	2,856,700.00	7,500.00
TOTAL EXPENDITURES		2,473,490.93	4,490,149.00	4,215,169.00	394,902.07	4,160,744.00	(54,425.00)
NET OF REVENUES & EXPENDITURES		234,512.40	(1,640,949.00)	(1,365,969.00)	270,726.69	(1,304,044.00)	61,925.00
BEGINNING NET POSITION		14,435,220.00	14,669,732.40	14,669,732.40	14,669,732.40	14,669,732.40	
ENDING NET POSITION		14,669,732.40	13,028,783.40	13,303,763.40	14,940,459.09	13,365,688.40	

**Charter Township of Union
591 - Water Fund
2021 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END	2021	2021	YTD	2021	2021
		BALANCE	ORIGINAL	AMENDED	BALANCE	PROPOSED	PROPOSED
		12/31/2020	BUDGET	BUDGET	04/08/2021	BUDGET	BUDGET AMENDMENT
591-000-450.000	WATER SALES	1,413,003.48	1,382,764.00	1,382,764.00	320,112.34	1,382,764.00	0.00
591-000-450.100	BULK WATER SALES	1,384.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-450.200	FINAL READ	1,620.00	4,000.00	4,000.00	483.00	4,000.00	0.00
591-000-450.300	TURN-OFF	1,940.00	4,000.00	4,000.00	472.00	4,000.00	0.00
591-000-452.000	LATERALS	8,280.00	5,000.00	5,000.00	0.00	5,000.00	0.00
591-000-454.000	BENEFIT FEES	9,940.00	50,000.00	50,000.00	9,760.00	50,000.00	0.00
591-000-459.000	CONNECTION FEES	49,171.75	54,000.00	54,000.00	12,192.00	54,000.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	500.00	500.00	0.00	500.00	0.00
591-000-528.000	OTHER FEDERAL GRANTS	2,557.49	0.00	0.00	0.00	0.00	0.00
591-000-628.000	INSPECTION FEE	900.00	1,300.00	1,300.00	2,350.00	2,400.00	1,100.00
	*Increased Budget Based on Larger Volume of New Development-Increase for the Four Hacks Development Inspections						
591-000-655.000	FINES & FORFEITURES	10,890.46	16,000.00	16,000.00	4,294.48	20,000.00	4,000.00
	*Increased Budget for higher Fines & Forfeitures - Return to Normal Operations Post COVID						
591-000-665.000	INTEREST EARNED	59,264.74	25,000.00	25,000.00	10,351.83	25,000.00	0.00
591-000-665.100	INTEREST EARNED-SPEC ASSESS	2,545.39	4,000.00	4,000.00	0.00	4,000.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	52,932.80	53,000.00	53,000.00	16,387.12	53,000.00	0.00
591-000-671.000	OTHER REVENUE	3,065.83	8,000.00	8,000.00	621.43	8,000.00	0.00
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	10,000.00	10,000.00	10,899.53	10,000.00	0.00
TOTAL REVENUES		1,617,495.94	1,618,564.00	1,618,564.00	387,923.73	1,623,664.00	5,100.00
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
591-536-702.000	SALARIES & WAGES	371,682.45	389,300.00	389,300.00	94,950.56	389,300.00	0.00
591-536-702.500	OVERTIME	24,975.26	26,000.00	26,000.00	8,483.27	33,600.00	7,600.00
	*Increased Budget for Broken Water Main-Emergency Repairs						
591-536-702.700	LONGEVITY PAY	5,121.45	5,460.00	5,460.00	0.00	5,460.00	0.00
591-536-705.000	LEAVE TIME PAYOUT	1,281.52	500.00	500.00	0.00	500.00	0.00
591-536-708.000	UNEMPLOYMENT	1,024.62	3,440.00	3,440.00	677.72	3,440.00	0.00
591-536-709.000	EMPLR FICA CONTR	24,608.52	25,800.00	25,800.00	6,202.11	25,800.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	5,755.54	6,050.00	6,050.00	1,450.40	6,050.00	0.00
591-536-712.000	TEMPORARY LABOR	4,967.38	9,360.00	9,360.00	390.50	9,360.00	0.00
591-536-716.000	EMPLR RETIREMENT CONTR	34,727.99	36,500.00	36,500.00	8,997.96	36,500.00	0.00
591-536-718.500	HEALTH INSURANCE	115,985.65	135,100.00	135,100.00	40,959.87	135,100.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(9,341.66)	(13,633.00)	(13,633.00)	(4,137.42)	(13,633.00)	0.00
591-536-719.000	DENTAL INSURANCE	6,461.61	7,605.00	7,605.00	2,305.23	7,605.00	0.00
591-536-719.800	VISION INSURANCE	823.95	1,014.00	1,014.00	317.63	1,014.00	0.00
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(411.90)	(507.00)	(507.00)	(158.78)	(507.00)	0.00
591-536-724.000	WORKER'S COMP	8,526.49	7,900.00	7,900.00	1,845.93	7,900.00	0.00
591-536-725.000	LIFE & DISABILITY BENEFIT	1,770.03	2,215.00	2,215.00	668.73	2,215.00	0.00
591-536-726.000	COMPENSATED ABSENCES	10,735.65	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	431.34	1,500.00	1,500.00	218.91	1,500.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	49,913.89	55,000.00	55,000.00	10,882.80	55,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	12,876.61	13,000.00	13,000.00	1,921.50	13,000.00	0.00
591-536-759.000	GAS/FUEL	5,279.12	9,000.00	9,000.00	1,169.02	9,000.00	0.00
591-536-767.000	UNIFORMS	826.33	2,000.00	2,000.00	50.00	2,000.00	0.00
591-536-774.100	MXU	4,050.00	10,000.00	10,000.00	0.00	10,000.00	0.00
591-536-800.000	WELL HEAD PROTECTION	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	44,415.13	87,914.00	87,914.00	16,277.76	87,914.00	0.00
591-536-801.002	LAB FEES	11,352.65	19,600.00	19,600.00	2,205.22	19,600.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00
591-536-801.800	WATER STUDY	21,113.00	31,500.00	31,500.00	0.00	31,500.00	0.00
591-536-850.000	COMMUNICATIONS	6,049.64	6,000.00	6,000.00	2,310.05	6,000.00	0.00
591-536-851.000	MAIL/POSTAGE	4,164.58	5,400.00	5,400.00	471.75	5,400.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	601.94	1,200.00	1,200.00	0.00	1,200.00	0.00
591-536-890.000	SAFETY	4,061.54	6,000.00	6,000.00	999.98	6,000.00	0.00
591-536-900.000	PRINTING & PUBLISHING	3,198.72	4,000.00	4,000.00	8.33	4,000.00	0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	652.19	5,000.00	5,000.00	355.00	5,000.00	0.00
591-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-910.200	SEMINAR MEALS	28.48	450.00	450.00	0.00	450.00	0.00
591-536-915.000	MEMBERSHIP & DUES	569.00	1,000.00	1,000.00	77.00	1,000.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	130,348.37	150,000.00	150,000.00	36,904.97	150,000.00	0.00
591-536-930.000	REPAIRS	19,028.91	50,000.00	50,000.00	983.04	50,000.00	0.00
591-536-930.001	MAINT-EQUIPMENT	6,079.08	15,000.00	15,000.00	1,810.60	15,000.00	0.00

Charter Township of Union
591 - Water Fund
2021 Budget Amendment #3

GL NUMBER	DESCRIPTION	END	2021	2021	YTD	2021	2021
		BALANCE 12/31/2020	ORIGINAL BUDGET	AMENDED BUDGET	BALANCE 04/08/2021	PROPOSED AMENDED BUDGET	PROPOSED BUDGET AMENDMENT
591-536-930.200	MAINT-GROUNDS	1,815.62	7,000.00	7,000.00	0.00	7,000.00	0.00
591-536-930.300	MAINT-BUILDINGS	2,054.42	5,000.00	5,000.00	627.50	5,000.00	0.00
591-536-933.000	MAINT-VEHICLES	2,112.44	6,000.00	6,000.00	436.59	6,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	3,167.55	73,700.00	73,700.00	28,636.42	73,700.00	0.00
591-536-933.200	MAINT-TREATMENT PLANTS	21,570.25	30,000.00	30,000.00	4,648.78	30,000.00	0.00
591-536-933.300	MAINT-WATER TOWERS	6,360.81	30,000.00	30,000.00	0.00	30,000.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	8,037.94	15,000.00	15,000.00	346.50	15,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,976.05	12,000.00	12,000.00	3,471.30	12,000.00	0.00
591-536-935.000	PROPERTY/LIABILITY INSURANCE	22,001.68	18,500.00	18,500.00	0.00	23,000.00	4,500.00
	*Increased Budget for Increases in Insurance Premiums-Original Budget was underestimated						
591-536-940.500	ROYALTIES	5,010.44	5,000.00	5,000.00	961.08	5,000.00	0.00
591-536-955.000	MISC.	5.00	0.00	0.00	0.00	0.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	0.00	615,000.00	615,000.00	2,203.00	615,000.00	0.00
591-536-972.013	HOOKUP LABOR & MATERIAL	47,674.07	50,000.00	50,000.00	8,441.76	50,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	5,431.37	13,500.00	13,500.00	0.00	13,500.00	0.00
591-536-977.600	METER REPLACEMENT PROGRAM	16,130.00	20,000.00	20,000.00	26,720.00	35,000.00	15,000.00
	*Budget Increased for 8" meter for Jamestown \$9,300 & 2" Meter replacements due to aging meters						
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	52.47	3,500.00	3,500.00	158.47	3,500.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,519.68	10,500.00	10,500.00	5,154.90	10,500.00	0.00
591-536-981.000	NEW VEHICLE PURCHASE	0.00	35,000.00	35,000.00	0.00	35,000.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		1,084,654.86	2,037,368.00	2,037,368.00	321,405.94	2,064,468.00	27,100.00
Dept 906 - DEBT SERVICE							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	0.00	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	53,932.01	51,453.00	51,453.00	25,726.25	51,453.00	0.00
Total Dept 906 - DEBT SERVICE		56,260.76	53,832.00	53,832.00	25,726.25	53,832.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
591-910-992.500	LEASE PAYABLE INTEREST	171.00	20.00	20.00	13.50	20.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		171.00	20.00	20.00	13.50	20.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
591-960-969.000	DEPRECIATION EXPENSE	385,703.51	400,000.00	400,000.00	0.00	400,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		385,703.51	400,000.00	400,000.00	0.00	400,000.00	0.00
TOTAL EXPENDITURES		1,526,790.13	2,491,220.00	2,491,220.00	347,145.69	2,518,320.00	27,100.00
TOTAL REVENUES		1,617,495.94	1,618,564.00	1,618,564.00	387,923.73	1,623,664.00	5,100.00
TOTAL EXPENDITURES		1,526,790.13	2,491,220.00	2,491,220.00	347,145.69	2,518,320.00	27,100.00
NET OF REVENUES & EXPENDITURES		90,705.81	(872,656.00)	(872,656.00)	40,778.04	(894,656.00)	(22,000.00)
BEGINNING NET POSITION		34,779,535.00	34,870,240.81	34,870,240.81	34,870,240.81	34,870,240.81	
ENDING NET POSITION		34,870,240.81	33,997,584.81	33,997,584.81	34,911,018.85	33,975,584.81	



To: Board of Trustees
From: Mark Stuhldreher, Township Manager
Date: July 22, 2021
Re: Water/Sewer Penalty Charges

In April 2021 a report was presented to the Board regarding penalty charges on late water and sewer bills. The report is recapped below to assist in discussions at your July 28, 2021, board meeting.

Penalty Charges

Union Township's fifteen percent (15%) quarterly penalty charge was adopted and is administered in accordance with Article X, Section 2 of the Township's Water Service, Use and Rate Ordinance number 1987-9 and Policy Governance Global Ends Section 1. There have been no changes to the rate or method for administering the penalty charge since the adoption of the 1987 Ordinance. The language is as follows:

Ordinance 1987-9 Article X, Section 2

*Section 2. Billing will be rendered quarterly on the first of January, April, July, and October. Bills are payable without penalty **within 35 days** of the mailing date. Payments received after such period shall bear a penalty of **15%** of the amount of the bill.*

Relevant Governance Policies that may be applicable include:

- *1.1.1.2 - Fair and nondiscriminatory code enforcement*
- *1.3.2 - Code enforcement to original specifications for commercial, industrial, and residential properties*

The purpose of applying a penalty charge is to incentivize customers to pay bills in full and on time. Administration of penalty charges provide cash flow and funding necessary to operate and maintain the water and sewer systems. Penalty charges are applied consistently for all customers. The fair and nondiscriminatory manner in which they are applied is proportional to an individual customer's use and service impact on the systems.

The Township's Public Service Department contacted several municipalities in the area and obtained their current penalty charge. A summary of the penalty charge, how often they are applied, and if there is a cap on the amount of the late charge based on the amount of the customer's bill is follows.



**Charter Township
Of
Union**

Municipality	Penalty/Late Charge Amount	How Often Fees Applied on Total Past Due Balance	Late Fee Cap based on amount of customer bill	Notes
Union Township	15%	Quarterly	No	
City of Big Rapids	3%	Monthly	No	
City of Harrison	10%	Monthly	No	
City of Ithaca	10%	Quarterly	No	Additional 10% if not paid by beginning of next billing cycle
City of Alma	10%	Monthly	No	
City of St. Louis	10%	Monthly	No	Additional 2% the following month if not paid
City of Clare	10%	Monthly	No	
City of Midland	10%	Monthly	No	
City of Mt. Pleasant	5%	Monthly	No	

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager/MDS
Subject: Policy Governance Review
Date: July 21, 2021

Policy Review: 2.0 Global Executive Constraint
Type of Review: Internal
Review Interval: Annual
Review Month: July 2021

Policy Wording

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

Manager Interpretation

Township Manager interprets this policy to indicate that all applicable ordinances, statutes, and laws will be adhered to by all staff and that there shall be no deviation from accepted administrative practices or professional ethics.

Justification for reasonability

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

Data

1. 2020 Audit, per Yeo & Yeo: *" In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"*
2. No corrective action measures issued in 2020 Audit
3. Board approved Investment and Credit Card Usage policies are followed

4. The Finance Office refers to and incorporates "Best Practices" as published by the Government Finance Officers Association as applicable
5. Finance Director is a member of the Michigan Finance Officers Association (MGFOA), Government Finance Officers Association (GFOA), and the Michigan Treasurer's Association (MMTA) which are sources of knowledge, professional code of ethics and training for the Finance Department
6. The water and wastewater divisions operate under rules promulgated by EPA, EGLE and Ten State Standards. No violations of these rules have been reported in the past year. Staff is member of American Water Works Association (AWWA) and the Michigan Water Environment Association (MWEA). To remain in good standing, members must adhere to the organizations published Code of Conduct.
7. Water and wastewater staff maintain appropriate level of licensing for operating and maintaining water and wastewater systems
8. Township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics
9. Community and Economic Development Director is a member in good standing with the American Institute of Certified Planners and must follow the AICP Code of Ethics.
10. The Township implemented all relevant COVID related Executive Orders and Work Rules promulgated by the State of Michigan
11. The Township completed a water and wastewater cost of service study in 2020 to ensure rate methodology currently utilized meets with best practice standards. Implementation of the study began in 2020 and will be finalized in 2021
12. General and Zoning related Ordinances are updated as situations change, and discovery is made of outdated or no-longer valid existing ordinances are made.
 - a. A comprehensive update to the Housing Licensing Code was completed with the adoption of Ord. No. 20-04 to replace the former Ord. No. 2012-08.
 - b. A new Construction Codes Ordinance No. 20-05 was adopted to replace seven existing and outdated building and property maintenance code ordinances.
 - c. A comprehensive update to the Zoning Ordinance was completed with the adoption of Zoning Ordinance No. 20-06 to replace the former Ord. No. 1991-5.
 - d. Corresponding updates to the Official Zoning Map were adopted as Ord. No. 20-07 and Ord. No. 20-08 as part of implementing the new Zoning Ordinance.
 - e. An updated Municipal Ordinance Violations Bureau Ordinance No. 20-09 was adopted to replace the former Ord. No. 1992-02.
 - f. A comprehensive update of the regulations for low-income housing tax exemptions and payments allowed in lieu of taxes for certain low-income housing projects was completed with the adoption of a new, generally applicable Tax Exemption Ordinance No. 20-10 to replaced ten project-based ordinances.
13. The Township Management Team is in the process of completing a Performance Review Policy to guide the organization in establishing and formalizing a performance monitoring program.

Compliance

In compliance with policy as indicated.

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.3-Compensation and Benefits

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

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 _____



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: July 21, 2021

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: June, 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 2nd Quarter 2021
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in April, May, June 2021
- All payroll taxes and benefits were paid on schedule
- The Annual Audit, F-65, Qualifying Statements and Bond Disclosures were filed accurately and on time to the appropriate authorities
- 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 06/30/2021

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2020	(ABNORMAL)		06/30/2021	(ABNORMAL)	
Fund 101 - GENERAL FUND						
Dept 000 - NONE						
402.000 CURRENT PROPERTY TAX	312,582.63		314,000.00	313,774.54		99.93
402.001 PROPERTY TAX REFUNDS-MTT	(1,066.05)		(5,000.00)	(801.57)		16.03
402.002 PILOT TAX	3,218.79		3,000.00	0.01		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	247.34		1,000.00	104.26		10.43
425.000 MOBILE HOME PARK TAX	2,646.50		2,400.00	723.50		30.15
445.000 INTEREST ON TAXES	601.68		100.00	1,046.38		1,046.38
446.000 3% OR 4% PENALTY ON TAX	3,948.19		4,000.00	4,179.30		104.48
447.000 ADMIN FEE-PROPERTY TAX	150,107.98		150,000.00	107,568.37		71.71
447.001 ADMIN FEES-REFUNDS MTT BOR	(565.15)		(4,000.00)	(387.62)		9.69
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	202.21		100.00
475.000 CABLE FRANCHISE FEES	115,509.98		115,000.00	54,525.95		47.41
476.000 BUILDING PERMITS	78,412.59		72,000.00	29,080.00		40.39
477.000 RENTAL INSPECTION FEES	83,357.00		89,000.00	79,101.00		88.88
479.000 ZONING PERMITS	9,300.00		18,000.00	15,475.00		85.97
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	411,868.00		39.60
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	8,228.20		100.34
576.000 STATE GRANTS-SPECIAL ELECTION REIMB	13,189.45		0.00	17,675.00		100.00
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	19,714.91		16.85
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	662.75		66.28
651.000 USE FEES-BASEBALL FIELDS	0.00		1,600.00	800.00		50.00
655.000 FINES & FORFEITURES	502.50		800.00	76.50		9.56
665.000 INTEREST EARNED	99,110.20		36,800.00	18,365.92		49.91
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	1,128.00		112.80
667.200 RENT - JAMESON PAVILION	120.00		500.00	912.00		182.40
667.300 LEASES	900.00		900.00	900.00		100.00
671.000 OTHER REVENUE	22,184.53		25,000.00	7,228.15		28.91
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	15,821.36		18,000.00	7,297.78		40.54
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	1,102,550.75		
Dept 101 - TRUSTEES						
702.000 SALARIES & WAGES	30,230.56		30,115.00	13,961.48		46.36
707.000 PER MEETING	1,725.00		4,000.00	1,325.00		33.13
709.000 EMPLR FICA CONTR	1,965.60		2,108.00	947.79		44.96
711.000 EMPLR MEDICARE CONTR	459.67		493.00	221.67		44.96
724.000 WORKER'S COMP	60.07		60.00	12.82		21.37
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50		4,310.00	3,407.50		79.06
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	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	915.00		17.94
910.100 SEMINAR LODGING	0.00		2,500.00	237.85		9.51
910.200 SEMINAR MEALS	0.00		500.00	141.82		28.36
915.000 MEMBERSHIP & DUES	16,337.82		16,400.00	12,995.02		79.24
955.000 MISC.	0.00		500.00	311.00		62.20
Net - Dept 101 - TRUSTEES	(56,069.67)		(67,186.00)	(34,476.95)		
Dept 171 - SUPERVISOR						
702.000 SALARIES & WAGES	14,376.35		6,250.00	2,908.69		46.54
707.000 PER MEETING	425.00		1,000.00	375.00		37.50
709.000 EMPLR FICA CONTR	917.65		450.00	203.63		45.25
711.000 EMPLR MEDICARE CONTR	214.72		105.00	47.67		45.40
724.000 WORKER'S COMP	29.26		150.00	5.32		3.55
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	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
				152		

User: SHERRIE

PERIOD ENDING 06/30/2021

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2021 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)		06/30/2021 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND				
Net - Dept 171 - SUPERVISOR	(15,962.98)	(10,530.00)	(3,540.31)	
Dept 172 - TWP MANAGER				
702.000 SALARIES & WAGES	35,024.51	34,850.00	16,175.61	46.41
702.600 CAR ALLOWANCE	3,000.00	3,000.00	1,500.00	50.00
708.000 UNEMPLOYMENT	54.33	150.00	40.36	26.91
709.000 EMPLR FICA CONTR	2,338.18	2,321.00	1,073.03	46.23
711.000 EMPLR MEDICARE CONTR	546.86	543.00	250.98	46.22
716.000 EMPLR RETIREMENT CONTR	3,419.46	3,404.00	1,570.50	46.14
718.500 HEALTH INSURANCE	7,600.57	7,821.00	4,144.14	52.99
718.700 HEALTH INS-EE CONTRIBUTIONS	(291.41)	(317.00)	(156.82)	49.47
719.000 DENTAL INSURANCE	169.78	175.00	92.63	52.93
719.800 VISION INSURANCE	131.83	129.00	25.84	20.03
719.900 VISION INS-EE CONTRIBUTIONS	(66.01)	(64.00)	(12.93)	20.20
724.000 WORKER'S COMP	144.13	121.00	54.49	45.03
725.000 LIFE & DISABILITY BENEFIT	133.75	150.00	66.96	44.64
752.000 OFFICE SUPPLIES	0.00	300.00	39.21	13.07
767.000 UNIFORMS	74.00	0.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	838.40	800.00	139.74	17.47
852.000 CONTRIBUTION TO CABLE CONSORTIUM	46,204.00	45,800.00	11,010.38	24.04
880.000 COMMUNITY PROMOTION	5,600.00	7,000.00	5,000.00	71.43
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)	(41,089.12)	
Dept 191 - ACCOUNTING/GEN ADMIN				
702.000 SALARIES & WAGES	99,197.47	123,600.00	43,953.16	35.56
702.500 OVERTIME	4,730.75	5,000.00	1,867.77	37.36
705.000 LEAVE TIME PAYOUT	0.00	0.00	656.04	100.00
708.000 UNEMPLOYMENT	510.08	1,050.00	279.13	26.58
709.000 EMPLR FICA CONTR	6,068.79	8,000.00	2,756.77	34.46
711.000 EMPLR MEDICARE CONTR	1,421.05	1,800.00	644.79	35.82
716.000 EMPLR RETIREMENT CONTR	8,360.99	11,600.00	4,182.88	36.06
718.500 HEALTH INSURANCE	35,405.36	54,700.00	20,618.75	37.69
718.700 HEALTH INS-EE CONTRIBUTIONS	(3,068.13)	(5,465.00)	(1,910.58)	34.96
719.000 DENTAL INSURANCE	2,229.47	3,515.00	1,307.00	37.18
719.800 VISION INSURANCE	510.73	825.00	302.87	36.71
719.900 VISION INS-EE CONTRIBUTIONS	(255.42)	(411.00)	(136.73)	33.27
724.000 WORKER'S COMP	379.24	411.00	143.06	34.81
725.000 LIFE & DISABILITY BENEFIT	448.29	933.00	291.08	31.20
752.000 OFFICE SUPPLIES	2,523.75	2,000.00	617.72	30.89
767.000 UNIFORMS	200.00	200.00	98.25	49.13
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,131.00	1,200.00	1,050.00	87.50
801.020 EXTERNAL AUDIT	16,950.00	17,100.00	16,100.00	94.15
850.000 COMMUNICATIONS	161.46	0.00	(12.99)	100.00
851.000 MAIL/POSTAGE	6,235.20	6,000.00	3,947.50	65.79
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	240.82	500.00	42.34	8.47
900.000 PRINTING & PUBLISHING	1,458.80	500.00	2,796.60	559.32
910.000 PROFESSIONAL DEVELOPMENT	1,786.74	2,000.00	385.00	19.25
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	62.00	25.83
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)	(100,333.16)	
Dept 215 - CLERK				
702.000 SALARIES & WAGES	35,097.01	27,014.00	13,835.39	51.22
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	857.79	47.66
711.000 EMPLR MEDICARE CONTR	518.31	421.00	200.61	47.65
724.000 WORKER'S COMP	88.27	56.00	28.12	50.21
752.000 OFFICE SUPPLIES	848.92	500.00	35.88	7.18
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

User: SHERRIE

PERIOD ENDING 06/30/2021

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BGD USED
	NORMAL	(ABNORMAL)	2021 AMENDED BUDGET	06/30/2021 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
900.000 PRINTING & PUBLISHING	3,943.92		2,500.00	1,739.58	69.58
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)	(16,701.81)	
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	37,695.87		51,480.00	21,651.15	42.06
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)	(22,680.63)	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,514.01		24,102.00	9,861.49	40.92
707.000 PER MEETING	150.00		500.00	50.00	10.00
709.000 EMPLR FICA CONTR	1,343.17		1,525.00	614.51	40.30
711.000 EMPLR MEDICARE CONTR	314.13		357.00	143.71	40.25
724.000 WORKER'S COMP	42.64		44.00	15.81	35.93
752.000 OFFICE SUPPLIES	179.70		1,000.00	60.90	6.09
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	1,949.34	48.73
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)	(13,245.75)	
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	85,425.00	77.66
850.000 COMMUNICATIONS	1,074.17		1,500.00	254.76	16.98
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)	(89,383.38)	
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	1,130.88		1,000.00	143.20	14.32
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	8.04	13.40
711.000 EMPLR MEDICARE CONTR	27.05		20.00	1.88	9.40
712.000 ELECTION WORKERS	17,795.50		5,000.00	2,670.15	53.41
716.000 EMPLR RETIREMENT CONTR	133.53		100.00	12.89	12.89

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
718.500 HEALTH INSURANCE	699.22		200.00	61.36		30.68
718.700 HEALTH INS-EE CONTRIBUTIONS	(96.47)		0.00	(13.16)		100.00
719.000 DENTAL INSURANCE	45.81		1.00	4.39		439.00
719.800 VISION INSURANCE	12.85		0.00	0.54		100.00
719.900 VISION INS-EE CONTRIBUTIONS	(6.42)		0.00	(0.27)		100.00
724.000 WORKER'S COMP	18.88		20.00	2.98		14.90
725.000 LIFE & DISABILITY BENEFIT	14.40		0.00	1.65		100.00
754.000 OPERATING SUPPLIES	11,412.27		2,000.00	4,633.25		231.66
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,729.20		2,000.00	2,193.75		109.69
851.000 MAIL/POSTAGE	2,658.55		50.00	2,315.65		4,631.30
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)	(12,036.65)		
Dept 265 - TWP HALL & GROUNDS						
702.000 SALARIES & WAGES	1,079.33		0.00	925.77		100.00
708.000 UNEMPLOYMENT	7.80		0.00	3.89		100.00
709.000 EMPLR FICA CONTR	65.57		0.00	55.98		100.00
711.000 EMPLR MEDICARE CONTR	15.34		0.00	13.11		100.00
716.000 EMPLR RETIREMENT CONTR	97.12		0.00	83.31		100.00
718.500 HEALTH INSURANCE	478.66		0.00	280.96		100.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(4.38)		0.00	(27.71)		100.00
719.000 DENTAL INSURANCE	22.64		0.00	10.81		100.00
719.800 VISION INSURANCE	0.73		0.00	0.71		100.00
719.900 VISION INS-EE CONTRIBUTIONS	(0.37)		0.00	(0.35)		100.00
724.000 WORKER'S COMP	21.20		0.00	11.62		100.00
725.000 LIFE & DISABILITY BENEFIT	1.14		0.00	5.22		100.00
754.000 OPERATING SUPPLIES	6,352.98		6,000.00	1,891.25		31.52
776.100 HALL CLEANING	8,770.28		11,050.00	5,225.84		47.29
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	19,648.87		20,500.00	2,592.01		12.64
850.000 COMMUNICATIONS	2,959.79		3,000.00	1,484.63		49.49
890.000 SAFETY	1,026.78		1,000.00	535.50		53.55
917.000 WATER & SEWER CHARGES	602.10		700.00	321.70		45.96
920.000 ELECTRIC/NATURAL GAS	10,222.84		12,000.00	5,693.96		47.45
930.001 MAINT-EQUIPMENT	0.00		500.00	61.76		12.35
930.200 MAINT-GROUNDS	317.00		500.00	92.95		18.59
930.300 MAINT-BUILDINGS	4,632.86		3,500.00	1,405.18		40.15
934.500 MAINT. AGREEMENT ON EQUIPMENT	0.00		0.00	649.68		100.00
935.000 PROPERTY/LIABILITY INSURANCE	11,477.08		11,500.00	10,134.21		88.12
940.100 POSTAGE METER LEASE	1,842.39		2,000.00	925.50		46.28
955.000 MISC.	17.56		200.00	74.98		37.49
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)	(32,452.47)		
Dept 266 - LEGAL/ATTORNEY						
826.000 LEGAL FEES	94,773.06		90,000.00	46,134.25		51.26
826.500 LEGAL FEES-ASSESSOR	27,294.97		0.00	7,261.27		100.00
Net - Dept 266 - LEGAL/ATTORNEY	(122,068.03)		(90,000.00)	(53,395.52)		
Dept 371 - BUILDING						
702.000 SALARIES & WAGES	94,233.13		97,590.00	46,043.10		47.18
702.500 OVERTIME	2,713.92		2,300.00	737.26		32.05
708.000 UNEMPLOYMENT	306.00		900.00	228.00		25.33
709.000 EMPLR FICA CONTR	5,633.75		5,855.00	2,734.17		46.70
711.000 EMPLR MEDICARE CONTR	1,317.57		1,370.00	639.45		46.68
716.000 EMPLR RETIREMENT CONTR	8,714.92		9,000.00	4,210.20		46.78
718.500 HEALTH INSURANCE	43,034.79		46,850.00	23,516.96		50.20
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,231.43)		(5,150.00)	(2,502.12)		48.58
719.000 DENTAL INSURANCE	3,052.26		3,340.00	1,668.72		49.96
719.800 VISION INSURANCE	610.45		780.00	306.72		39.32
719.900 VISION INS-EE CONTRIBUTIONS	(305.22)		(386.00)	(153.24)		39.70
724.000 WORKER'S COMP	529.28		450.00	205.98		45.77
725.000 LIFE & DISABILITY BENEFIT	632.52		725.00	324.06		44.70
752.000 OFFICE SUPPLIES	856.79		900.00	105.84		11.76
754.000 OPERATING SUPPLIES	575.00		500.00	109.04		21.81
759.000 GAS/FUEL	505.25		1,000.00	200.19		20.02
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	33,950.15		27.16
850.000 COMMUNICATIONS	750.66		800.00	399.28		49.91

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
851.000 MAIL/POSTAGE		14.70	35.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT		0.00	100.00	0.00		0.00
880.000 COMMUNITY PROMOTION		0.00	600.00	0.00		0.00
900.000 PRINTING & PUBLISHING		3,018.17	0.00	1,520.76		100.00
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	900.00		81.82
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)	(115,937.22)		
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	10,594.05		46.06
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	6,560.05		0.91
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)	(45,349.40)		
Dept 701 - PLANNING						
702.000 SALARIES & WAGES		138,196.95	142,550.00	68,789.89		48.26
707.000 PER DIEM		9,557.00	20,955.00	2,813.00		13.42
708.000 UNEMPLOYMENT		334.53	950.00	255.78		26.92
709.000 EMPLR FICA CONTR		8,627.96	9,800.00	4,150.79		42.36
711.000 EMPLR MEDICARE CONTR		2,017.80	2,300.00	970.73		42.21
716.000 EMPLR RETIREMENT CONTR		12,031.45	12,720.00	5,916.18		46.51
718.500 HEALTH INSURANCE		41,321.15	46,850.00	23,543.95		50.25
718.700 HEALTH INS-EE CONTRIBUTIONS		(4,068.31)	(5,148.00)	(2,502.12)		48.60
719.000 DENTAL INSURANCE		2,920.26	3,340.00	1,668.72		49.96
719.800 VISION INSURANCE		353.76	772.00	176.88		22.91
719.900 VISION INS-EE CONTRIBUTIONS		(176.88)	(386.00)	(88.44)		22.91
724.000 WORKER'S COMP		803.29	671.00	288.96		43.06
725.000 LIFE & DISABILITY BENEFIT		592.00	800.00	358.80		44.85
752.000 OFFICE SUPPLIES		945.58	1,000.00	157.05		15.71
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	2,361.86		11.25
804.000 CONTRIBUTION TO LOCAL AIRPORT		0.00	0.00	10,000.00		100.00
850.000 COMMUNICATIONS		0.00	700.00	274.95		39.28
851.000 MAIL/POSTAGE		0.00	150.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT		178.26	600.00	119.28		19.88
900.000 PRINTING & PUBLISHING		11,109.05	8,500.00	2,480.11		29.18
910.000 PROFESSIONAL DEVELOPMENT		2,268.37	5,000.00	1,690.00		33.80
910.100 SEMINAR LODGING		0.00	400.00	475.70		118.93
910.200 SEMINAR MEALS		0.00	600.00	25.00		4.17
915.000 MEMBERSHIP & DUES		925.00	1,280.00	1,567.50		122.46
955.000 MISC.		90.00	250.00	21.00		8.40
Net - Dept 701 - PLANNING		(240,166.39)	(276,119.00)	(125,564.57)		
Dept 751 - PARKS & RECREATION						
702.000 SALARIES & WAGES		17,851.13	33,153.00	5,397.07		16.28
702.500 OVERTIME		595.53	2,500.00	836.36		33.45
708.000 UNEMPLOYMENT		88.14	918.00	81.28		8.85
709.000 EMPLR FICA CONTR		1,250.12	2,650.00	692.21		26.12
711.000 EMPLR MEDICARE CONTR		292.31	615.00	161.90		26.33
712.000 TEMPORARY LABOR		2,912.88	9,360.00	5,213.50		55.70
716.000 EMPLR RETIREMENT CONTR		(1,600.31)	2,675.00	561.00		20.97
718.500 HEALTH INSURANCE		9,480.76	18,735.00	2,909.84		15.53
718.700 HEALTH INS-EE CONTRIBUTIONS		(1,075.93)	(2,575.00)	(364.32)		14.15
719.000 DENTAL INSURANCE		661.14	1,338.00	197.81		14.78
719.800 VISION INSURANCE		155.84	309.00	47.55		15.39
719.900 VISION INS-EE CONTRIBUTIONS		(77.90)	(154.00)	(23.76)		15.43
724.000 WORKER'S COMP		501.74	954.00	236.44		24.78
725.000 LIFE & DISABILITY BENEFIT		165.55	280.00	44.17		15.78
754.000 OPERATING SUPPLIES		1,271.97	3,000.00	3,260.94		108.70
759.000 GAS/FUEL		402.24	1,500.00	836.65		55.78
767.000 UNIFORMS		71.51	500.00	353.75		70.75
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		5,285.10	9,200.00	2,454.90		26.68
890.000 SAFETY		359.38	2,000.00	27.156		1.35
900.000 PRINTING & PUBLISHING		126.75	500.00	240.00		48.00

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	400.00		0.00	0.00
917.000 WATER & SEWER CHARGES	4,894.95		4,000.00	3,731.24		93.28
920.000 ELECTRIC/NATURAL GAS	2,858.35		6,250.00	1,885.84		30.17
930.000 REPAIRS		0.00	1,000.00		0.00	0.00
930.001 MAINT-EQUIPMENT	661.69		1,000.00	718.72		71.87
930.200 MAINT-GROUNDS	9,113.75		12,000.00	4,900.91		40.84
930.250 MAINT-DOG PARK	1,789.00		4,000.00	1,300.00		32.50
930.300 MAINT-BUILDINGS	391.65		1,500.00	1,208.26		80.55
933.000 MAINT-VEHICLES	108.60		500.00	0.00		0.00
955.000 MISC.		0.00	200.00		0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	1,246.64		6,500.00	6,592.28		101.42
Net - Dept 751 - PARKS & RECREATION	(59,782.58)		(124,808.00)	(43,501.54)		
Dept 901 - CAPITAL OUTLAY						
976.299 CAPITAL OUTLAY-ELECTION EQUIPMENT	35,428.51		0.00	0.00		0.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	12,129.00		72,000.00	16,636.00		23.11
976.303 CAPITAL OUTLAY-PROPERTY	7,379.85		40,500.00	2,321.31		5.73
976.304 CAPITAL OUTLAY-PLAYGROUND EQUIPMENT	20,066.44		0.00	0.00		0.00
976.306 CAPITAL OUTLAY-PARKS DEPT	25,473.22		227,500.00	120,679.30		53.05
Net - Dept 901 - CAPITAL OUTLAY	(100,477.02)		(340,000.00)	(139,636.61)		
Dept 910 - DEBT SERVICE-LEASES						
991.500 LEASE PAYABLE PRINCIPAL	12,397.08		3,250.00	3,250.00		100.00
992.500 LEASE PAYABLE INTEREST	892.08		75.00	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	1,102,550.75		48.06
TOTAL EXPENDITURES	1,880,489.39		2,721,597.00	892,647.38		32.80
NET OF REVENUES & EXPENDITURES	437,240.09		(427,557.00)	209,903.37		49.09

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		708,000.00	705,999.47	99.72
402.001 PROPERTY TAX REFUNDS-MTT	(2,132.11)		(10,000.00)	(1,803.58)	18.04
402.002 PILOT TAX	7,242.29		6,200.00	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		(200.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY TAXES	494.71		500.00	214.22	42.84
445.000 INTEREST ON TAXES	53.10		300.00	33.59	11.20
543.000 STATE GRANT-PUBLIC SAFETY	11,794.94		12,000.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	4,079.28		4,000.00	5,404.43	135.11
600.200 FIRE PROTECTION - EDDA	70,484.04		105,100.00	0.00	0.00
600.300 FIRE PROTECTION - WDDA	52,067.68		59,000.00	0.00	0.00
665.000 INTEREST EARNED	16,799.54		5,600.00	2,626.74	46.91
671.000 OTHER REVENUE	0.00		0.00	54,090.00	100.00
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	30,000.00		0.00	0.00	0.00
Net - Dept 000 - NONE	815,771.52		890,500.00	766,564.87	
Dept 336 - FIRE DEPARTMENT					
702.000 SALARIES & WAGES	2,520.40		0.00	262.37	100.00
709.000 EMPLR FICA CONTR	142.35		0.00	14.88	100.00
711.000 EMPLR MEDICARE CONTR	33.32		0.00	3.48	100.00
716.000 EMPLR RETIREMENT CONTR	226.84		0.00	23.62	100.00
718.500 HEALTH INSURANCE	1,261.11		0.00	99.44	100.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(210.72)		0.00	(21.34)	100.00
719.000 DENTAL INSURANCE	43.50		0.00	7.11	100.00
719.800 VISION INSURANCE	13.37		0.00	1.88	100.00
719.900 VISION INS-EE CONTRIBUTIONS	(6.67)		0.00	(0.94)	100.00
724.000 WORKER'S COMP	52.77		0.00	4.12	100.00
725.000 LIFE & DISABILITY BENEFIT	32.67		0.00	2.79	100.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	763,800.00		796,300.00	597,225.00	75.00
801.025 HYDRANT FLUSHING	0.00		30,000.00	0.00	0.00
934.000 FIRE HYDRANT REPAIRS	1,629.50		5,150.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(769,538.44)		(831,450.00)	(597,622.41)	
Dept 901 - CAPITAL OUTLAY					
976.312 CAPITAL OUTLAY-FIRE TRUCK	447,031.00		0.00	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	766,564.87	86.08
TOTAL EXPENDITURES	1,216,569.44		831,450.00	597,622.41	71.88
NET OF REVENUES & EXPENDITURES	(400,797.92)		59,050.00	168,942.46	286.10

ACCOUNT DESCRIPTION	END BALANCE	2021 AMENDED BUDGET	YTD BALANCE	% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)		06/30/2021 NORMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND				
Dept 000 - NONE				
402.000 CURRENT PROPERTY TAX	434,701.18	458,000.00	466,608.87	101.88
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	2,794.63	41.71
671.000 OTHER REVENUE	158.72	100.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,574.25	82,500.00	15,217.25	18.45
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	5,900.00	53.64
801.004 RIGHT OF WAY LAWN CARE	14,654.00	23,000.00	11,242.00	48.88
801.005 IRRIGATION / LIGHTING REPAIRS	33,244.34	35,000.00	14,092.76	40.27
801.007 FLOWER / LANDSCAPE MAINTENANCE	14,410.50	21,000.00	8,397.00	39.99
801.015 STREET LIGHT BANNERS/CHRISTMAS	17,630.00	20,000.00	6,150.00	30.75
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	152.50	58.65
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	6,713.01	55.94
935.000 PROPERTY/LIABILITY INSURANCE	1,576.01	1,700.00	1,391.61	81.86
940.000 LEASE/RENT	550.00	700.00	600.00	85.71
955.000 MISC.	84.96	50.00	0.00	0.00
Net - Dept 000 - NONE	393,136.63	239,390.00	399,547.37	
Dept 336 - FIRE DEPARTMENT				
830.000 PUBLIC SAFETY - FIRE PROTECTION	70,484.04	105,100.00	81,150.00	77.21
Net - Dept 336 - FIRE DEPARTMENT	(70,484.04)	(105,100.00)	(81,150.00)	
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	19,714.91	8.92
Net - Dept 728 - ECONOMIC DEVELOPMENT	0.00	(656,260.00)	(19,714.91)	
Fund 248 - EAST DDA FUND:				
TOTAL REVENUES	516,657.38	524,350.00	469,403.50	89.52
TOTAL EXPENDITURES	194,004.79	1,046,320.00	170,721.04	16.32
NET OF REVENUES & EXPENDITURES	322,652.59	(521,970.00)	298,682.46	57.22

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	322,342.57		334,000.00	341,992.49	102.39
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	20.93	104.65
445.000 INTEREST ON TAXES	162.66		250.00	2.89	1.16
665.000 INTEREST EARNED	14,269.39		5,400.00	2,459.13	45.54
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	5,487.07		54,200.00	12,714.75	23.46
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	152.50	58.65
967.400 STREET/ROAD PROJECTS	0.00		330,000.00	0.00	0.00
Net - Dept 000 - NONE	326,861.69		(93,790.00)	331,608.19	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	52,067.68		59,000.00	59,515.99	100.87
Net - Dept 336 - FIRE DEPARTMENT	(52,067.68)		(59,000.00)	(59,515.99)	
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	344,475.44	102.62
TOTAL EXPENDITURES	136,088.66		738,460.00	72,383.24	9.80
NET OF REVENUES & EXPENDITURES	201,260.10		(402,790.00)	272,092.20	67.55

ACCOUNT DESCRIPTION	END BALANCE		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	38,226.97	100.00
665.000 INTEREST EARNED	5,339.20		1,500.00	352.98	23.53
Net - Dept 000 - NONE	109,349.14		1,500.00	38,579.95	
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	38,579.95	2,572.00
TOTAL EXPENDITURES	170,714.94		252,340.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	(61,365.80)		(250,840.00)	38,579.95	15.38

User: SHERRIE

PERIOD ENDING 06/30/2021

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		2021 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2020 NORMAL (ABNORMAL)			06/30/2021 NORMAL (ABNORMAL)		
Fund 590 - SEWER FUND						
Dept 000 - NONE						
456.000 CONNECTION FEE	22,470.00		100,000.00	55,505.00		55.51
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	347,862.90		25.10
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00		0.00
628.000 INSPECTION FEE	4,500.00		500.00	2,150.00		430.00
655.000 FINES & FORFEITURES	17,421.07		28,000.00	23,028.86		82.25
665.000 INTEREST EARNED	66,356.24		27,000.00	13,215.78		48.95
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	291,257.64		25.42
671.000 OTHER REVENUE	2,924.50		3,200.00	473.69		14.80
687.000 REFUNDS & REBATES	52,053.15		0.00	37.50		100.00
Net - Dept 000 - NONE	2,708,003.33		2,849,200.00	733,531.37		
Dept 536 - WATER/SEWER SYSTEMS						
702.000 SALARIES & WAGES	241,508.68		257,100.00	116,253.77		45.22
702.500 OVERTIME	11,254.35		7,500.00	3,275.98		43.68
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	449.10		17.47
709.000 EMPLR FICA CONTR	15,820.97		16,630.00	7,232.90		43.49
711.000 EMPLR MEDICARE CONTR	3,700.41		3,900.00	1,691.68		43.38
712.000 TEMPORARY LABOR	4,478.66		9,360.00	798.66		8.53
716.000 EMPLR RETIREMENT CONTR	21,037.13		22,750.00	10,108.72		44.43
718.500 HEALTH INSURANCE	76,811.47		88,230.00	40,990.64		46.46
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,371.61)		(7,200.00)	(3,283.87)		45.61
719.000 DENTAL INSURANCE	3,619.77		5,100.00	1,963.50		38.50
719.800 VISION INSURANCE	481.77		628.00	258.42		41.15
719.900 VISION INS-EE CONTRIBUTIONS	(240.85)		(314.00)	(129.25)		41.16
724.000 WORKER'S COMP	2,782.81		2,260.00	966.73		42.78
725.000 LIFE & DISABILITY BENEFIT	1,166.32		1,602.00	593.39		37.04
726.000 COMPENSATED ABSENCES	11,427.30		0.00	0.00		0.00
752.000 OFFICE SUPPLIES	343.32		1,500.00	556.60		37.11
754.000 OPERATING SUPPLIES	3,931.01		5,000.00	1,472.22		29.44
759.000 GAS/FUEL	7,232.93		10,000.00	4,317.74		43.18
767.000 UNIFORMS	826.33		2,000.00	787.50		39.38
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	48,124.66		20,850.00	11,664.04		55.94
826.000 LEGAL FEES	45.00		0.00	0.00		0.00
850.000 COMMUNICATIONS	1,979.94		3,000.00	1,394.96		46.50
851.000 MAIL/POSTAGE	3,060.00		4,000.00	715.56		17.89
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	839.53		750.00	386.54		51.54
890.000 SAFETY	2,183.55		8,000.00	2,051.38		25.64
900.000 PRINTING & PUBLISHING	559.55		1,500.00	240.00		16.00
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	41.50		3.46
920.000 ELECTRIC/NATURAL GAS	68,912.59		82,000.00	37,584.08		45.83
930.000 REPAIRS	34,172.35		150,000.00	190.00		0.13
930.001 MAINT-EQUIPMENT	4,818.42		27,000.00	306.53		1.14
930.200 MAINT-GROUNDS	1,100.00		2,000.00	567.00		28.35
930.300 MAINT-BUILDINGS	2,285.19		10,000.00	975.00		9.75
933.000 MAINT-VEHICLES	1,623.30		8,000.00	609.86		7.62
933.500 MAINT-LIFT STATIONS	9,126.54		195,000.00	15,406.29		7.90
934.300 OPTO 22 MAINTENANCE	23,921.55		15,000.00	8,312.55		55.42
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	17,334.35		86.67
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	20,500.00		1.45
977.000 NEW EQUIPMENT PURCHASE	6,859.54		455,000.00	164.63		0.04
980.000 NEW OFFICE EQUIPMENT & FURNITURE	52.47		3,500.00	580.94		16.60
980.100 NEW COMPUTER HARDWARE & SOFTWARE	6,684.90		10,500.00	5,387.73		51.31
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)	(316,535.51)		
Dept 540 - WWTP						
702.000 SALARIES & WAGES	288,853.17		291,000.00	137,370.67		47.21
702.500 OVERTIME	11,269.76		11,200.00	6,957.68		62.12
702.700 LONGEVITY PAY	9,029.75		7,080.00	0.00		0.00
708.000 UNEMPLOYMENT	763.83		2,250.00	580.162		25.81
709.000 EMPLR FICA CONTR	18,337.88		18,500.00	8,613.82		46.56

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	2,019.40		46.42
712.000 TEMPORARY LABOR	0.00		500.00	0.00		0.00
716.000 EMPLR RETIREMENT CONTR	27,786.89		27,900.00	12,989.56		46.56
718.500 HEALTH INSURANCE	107,677.69		117,075.00	59,097.83		50.48
718.700 HEALTH INS-EE CONTRIBUTIONS	(9,631.19)		(11,670.00)	(5,738.11)		49.17
719.000 DENTAL INSURANCE	6,376.18		6,960.00	3,506.08		50.37
719.800 VISION INSURANCE	873.12		954.00	436.56		45.76
719.900 VISION INS-EE CONTRIBUTIONS	(436.56)		(477.00)	(218.04)		45.71
724.000 WORKER'S COMP	4,779.12		4,050.00	1,782.07		44.00
725.000 LIFE & DISABILITY BENEFIT	1,628.88		1,850.00	805.44		43.54
743.000 CHEMICALS	28,225.10		50,000.00	22,333.59		44.67
744.000 LAB EQUIPMENT & SUPPLIES	24,133.72		25,000.00	10,370.76		41.48
752.000 OFFICE SUPPLIES	315.12		500.00	198.91		39.78
754.000 OPERATING SUPPLIES	10,174.73		11,500.00	5,278.98		45.90
759.000 GAS/FUEL	1,521.25		3,000.00	1,449.78		48.33
767.000 UNIFORMS	451.12		2,000.00	353.75		17.69
774.100 BIOXIDE	64,681.63		75,000.00	21,315.66		28.42
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	35,824.37		37,680.00	14,889.16		39.51
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	21,029.40		32,000.00	343.18		1.07
801.300 CONT. SERV. - LAB ANALYSIS	1,118.80		6,000.00	414.00		6.90
850.000 COMMUNICATIONS	4,502.45		3,500.00	2,270.04		64.86
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	1,056.42		21.13
900.000 PRINTING & PUBLISHING	126.75		500.00	177.80		35.56
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	5,764.00		48.03
920.000 ELECTRIC/NATURAL GAS	144,433.98		176,000.00	71,559.69		40.66
923.000 PROPANE	812.21		3,000.00	0.00		0.00
930.001 MAINT-EQUIPMENT	4,829.25		6,000.00	1,540.72		25.68
930.200 MAINT-GROUNDS	6,483.94		3,500.00	812.62		23.22
930.300 MAINT-BUILDINGS	1,180.22		5,000.00	1,577.10		31.54
933.000 MAINT-VEHICLES	503.54		2,500.00	45.99		1.84
934.300 OPTO 22 MAINTENANCE	5,594.88		6,000.00	3,116.94		51.95
934.500 MAINT. AGREEMENT ON EQUIPMENT	0.00		0.00	649.68		100.00
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	13,405.62		89.37
934.983 SECONDARY TREAT EQUIP. MAINT.	7,454.36		15,000.00	3,961.64		26.41
934.984 SOLIDS EQUIPMENT MAINT.	7,902.74		15,000.00	3,604.14		24.03
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	710.77		4.74
935.000 PROPERTY/LIABILITY INSURANCE	14,681.94		15,000.00	12,964.12		86.43
949.000 IPP	0.00		500.00	0.00		0.00
958.100 PERMITS & FEES	7,384.26		13,000.00	8,284.40		63.73
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)	(477,328.59)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	39,847.76		39,850.00	39,847.76		99.99
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	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	73,230.18		50.00
Net - Dept 906 - DEBT SERVICE	(213,955.31)		(195,211.00)	(121,177.94)		
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			06/30/2021		
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
Fund 590 - SEWER FUND:						
TOTAL REVENUES	2,708,003.33		2,849,200.00	733,531.37		25.75
TOTAL EXPENDITURES	2,473,490.93		4,915,149.00	915,053.26		18.62
NET OF REVENUES & EXPENDITURES	234,512.40		(2,065,949.00)	(181,521.89)		8.79

User: SHERRIE

PERIOD ENDING 06/30/2021

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2021 AMENDED BUDGET	06/30/2021	
Fund 591 - WATER FUND					
Dept 000 - NONE					
450.000 WATER SALES	1,413,003.48		1,382,764.00	325,453.30	23.54
450.100 BULK WATER SALES	1,384.00		1,000.00	0.00	0.00
450.200 FINAL READ	1,620.00		4,000.00	1,419.00	35.48
450.300 TURN-OFF	1,940.00		4,000.00	652.00	16.30
452.000 LATERALS	8,280.00		5,000.00	0.00	0.00
454.000 BENEFIT FEES	9,940.00		50,000.00	26,840.00	53.68
459.000 CONNECTION FEES	49,171.75		54,000.00	17,092.00	31.65
479.000 REVENUE-REPLACEMENT METERS	0.00		500.00	675.00	135.00
528.000 OTHER FEDERAL GRANTS	2,557.49		0.00	0.00	0.00
628.000 INSPECTION FEE	900.00		1,300.00	2,350.00	180.77
655.000 FINES & FORFEITURES	10,890.46		16,000.00	11,849.67	74.06
665.000 INTEREST EARNED	59,264.74		25,000.00	12,072.64	48.29
665.100 INTEREST EARNED-SPEC ASSESS	2,545.39		4,000.00	1,590.15	39.75
667.300 LEASES - TOWER RENTAL	52,932.80		53,000.00	25,341.12	47.81
671.000 OTHER REVENUE	3,065.83		8,000.00	1,591.85	19.90
672.500 REVENUE-SPECIAL ASSESS	0.00		10,000.00	0.00	0.00
Net - Dept 000 - NONE	1,617,495.94		1,618,564.00	426,926.73	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	371,682.45		389,300.00	191,776.15	49.26
702.500 OVERTIME	24,975.26		26,000.00	18,452.06	70.97
702.700 LONGEVITY PAY	5,121.45		5,460.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	1,281.52		500.00	0.00	0.00
708.000 UNEMPLOYMENT	1,024.62		3,440.00	752.58	21.88
709.000 EMPLR FICA CONTR	24,608.52		25,800.00	12,751.74	49.43
711.000 EMPLR MEDICARE CONTR	5,755.54		6,050.00	2,982.06	49.29
712.000 TEMPORARY LABOR	4,967.38		9,360.00	1,869.38	19.97
716.000 EMPLR RETIREMENT CONTR	34,727.99		36,500.00	18,200.16	49.86
718.500 HEALTH INSURANCE	115,985.65		135,100.00	72,056.06	53.34
718.700 HEALTH INS-EE CONTRIBUTIONS	(9,341.66)	(13,633.00)		(6,256.99)	45.90
719.000 DENTAL INSURANCE	6,461.61		7,605.00	4,062.80	53.42
719.800 VISION INSURANCE	823.95		1,014.00	483.43	47.68
719.900 VISION INS-EE CONTRIBUTIONS	(411.90)	(507.00)		(241.65)	47.66
724.000 WORKER'S COMP	8,526.49		7,900.00	3,715.75	47.03
725.000 LIFE & DISABILITY BENEFIT	1,770.03		2,215.00	1,009.18	45.56
726.000 COMPENSATED ABSENCES	10,735.65		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	431.34		1,500.00	571.51	38.10
753.000 PROCESS CHEMICALS/CHLORINE	49,913.89		55,000.00	28,910.87	52.57
754.000 OPERATING SUPPLIES	12,876.61		13,000.00	4,255.25	32.73
759.000 GAS/FUEL	5,279.12		9,000.00	3,455.19	38.39
767.000 UNIFORMS	826.33		2,000.00	787.53	39.38
774.100 MXU	4,050.00		10,000.00	4,320.00	43.20
800.000 WELL HEAD PROTECTION	0.00		1,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	44,415.13		87,914.00	38,181.09	43.43
801.002 LAB FEES	11,352.65		19,600.00	5,624.69	28.70
801.025 HYDRANT FLUSHING	0.00	(30,000.00)		0.00	0.00
801.800 WATER STUDY	21,113.00		31,500.00	9,150.00	29.05
850.000 COMMUNICATIONS	6,049.64		6,000.00	3,980.55	66.34
851.000 MAIL/POSTAGE	4,164.58		5,400.00	1,506.70	27.90
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	601.94		1,200.00	211.60	17.63
890.000 SAFETY	4,061.54		6,000.00	2,064.64	34.41
900.000 PRINTING & PUBLISHING	3,198.72		4,000.00	2,655.95	66.40
910.000 PROFESSIONAL DEVELOPMENT	652.19		5,000.00	425.00	8.50
910.100 SEMINAR LODGING	0.00		1,000.00	0.00	0.00
910.200 SEMINAR MEALS	28.48		450.00	0.00	0.00
915.000 MEMBERSHIP & DUES	569.00		1,000.00	118.50	11.85
920.000 ELECTRIC/NATURAL GAS	130,348.37		150,000.00	71,592.79	47.73
930.000 REPAIRS	19,028.91		50,000.00	22,680.44	45.36
930.001 MAINT-EQUIPMENT	6,079.08		15,000.00	11,732.85	78.22
930.200 MAINT-GROUNDS	1,815.62		7,000.00	722.00	10.31
930.300 MAINT-BUILDINGS	2,054.42		5,000.00	1,717.47	34.35
933.000 MAINT-VEHICLES	2,112.44		6,000.00	1,391.16	23.19
933.100 MAINT-WATER WELLS	3,167.55		73,700.00	28,636.42	38.86
933.200 MAINT-TREATMENT PLANTS	21,570.25		30,000.00	7,846.41	26.15
933.300 MAINT-WATER TOWERS	6,360.81		30,000.00	6,577.11	21.92
934.300 OPTO 22 MAINTENANCE	8,037.94		15,000.00	11,476.42	76.51
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,976.05		12,000.00	4,120.96	34.34
935.000 PROPERTY/LIABILITY INSURANCE	22,001.68		18,500.00	19,427.38	105.01
940.500 ROYALTIES	5,010.44		5,000.00	2,039.69	40.79
955.000 MISC.	5.00		0.00	0.00	0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00		615,000.00	24,624.45	4.00
972.013 HOOKUP LABOR & MATERIAL	47,674.07		50,000.00	16,938.15	33.88
977.000 NEW EQUIPMENT PURCHASE	5,431.37		13,500.00	7,228.94	53.55
977.600 METER REPLACEMENT PROGRAM	16,130.00		20,000.00	27,840.16	139.20
980.000 NEW OFFICE EQUIPMENT & FURNITURE	52.47		3,500.00	220.95	6.31

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	5,425.71		51.67
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)	(700,071.08)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,579.00	1,578.75		99.98
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)	(27,305.00)		
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	426,926.73		26.38
TOTAL EXPENDITURES	1,526,790.13		2,491,220.00	727,389.58		29.20
NET OF REVENUES & EXPENDITURES	90,705.81		(872,656.00)	(300,462.85)		34.43
TOTAL REVENUES - ALL FUNDS	8,422,355.55		8,513,824.00	3,882,032.61		45.60
TOTAL EXPENDITURES - ALL FUNDS	7,598,148.28		12,996,536.00	3,375,816.91		25.97
NET OF REVENUES & EXPENDITURES	824,207.27		(4,482,712.00)	506,215.70		11.29



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: July 21, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 07/28/2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and 2021. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

Board Policy 4.4 – Monitoring Township Manager Performance

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

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

Related to the review of policy 4.4, at the August 25, 2021 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please complete this prior to the August 25th board meeting as the evaluation Township Manager’s performance should take place at that meeting.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.4 – Monitoring Township Manager Performance
Type: Direct Inspection
Occurrence: Annual
Date: July 2021

Policy:

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

Accordingly:

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

Use this evaluation form for discussion at the Board of Trustees Meeting on July 28th, 2021.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated?
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?
3. How do you think the Board could improve our process to be in full compliance?
4. What does the Board need to learn or discuss in order to live by its' policies more completely?

Monitoring Schedule by Policy

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

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

Charter Township of Union – Township Manager Evaluation Form

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

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

4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE

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

Accordingly:

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

Evaluation

Global Ends

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

Score _____

1.1 Residents engage in a vibrant community life.

Score _____

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

Score _____

1.3 All residents enjoy a safe environment.

Score _____

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

Score _____

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

Score _____

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

Score _____

Executive Limitations

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

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

Score _____

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

Score _____

2.2 POLICY TITLE: *TREATMENT OF STAFF*

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

Score _____

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

Score _____

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

Score _____

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

Score _____

2.6 POLICY TITLE: *ASSET PROTECTION*

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

Score _____

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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

Score _____

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

Score _____

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

Score _____

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

Score _____

What things does the Manager do well?

What areas could the Manager improve on?

General Comments

Total Points

Global Ends _____ Out of 35 Possible Points

Executive Constraints _____ Out of 55 Possible Points

Total _____ Out of 90 Possible Points

Average Score _____ (Total points divided by 18 categories)