



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**November 23, 2021**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
  - A. FY' 2022 Budget Recommendations
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. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. November Monthly Activity Report
  - C. Planning Commission, EDA, Sidewalks and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – November 10, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Stuhldreher) Resolution to approve the Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2022.
- B. Discussion/Action: (Stuhldreher) Approval of the Township Manager's Employment Agreement for Calendar Year 2022
- C. Discussion/Action: (Teall) Board approval of FY' 21 Budget Amendment #4
- D. Discussion/Action: (Board of Trustees) Policy Governance 3.8 Board Committee Principles and Policy Governance 3.9 Board Committee Structure

12. 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)*

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

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	Judy	Lannen	12/31/2022
5 -	vacant seat		12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Jeff	Sweet	2/13/2025
10	vacant seat		2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2022
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
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: November 19, 2021  
Re: November Monthly Activity Report

Attached is the monthly activity report for November.

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:** November 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 and in person
- Attended either in person/Zoom the monthly Middle Michigan Development Corp Board, Emergency Operation Center, and several internal Board/Commission/Authority meetings during the month.
- Hannah's Bark Park Advisory Board meeting held. Related, cut check in support of the outdoor light installation at the Bark Park.
- Meetings held regarding FY 2021 Budget Amendment development and FY 22 Budget Recommendation
- Met with Clerk and staff to prepare for November election
- Attended Area Convention and Visitor Bureau award ceremony where they presented Tourism Award to Mid-Michigan Development Corp.
- Attended lunch with area leaders and MEDC's new President/CEO Quintin Messer
- Spoke with several citizens and others regarding a variety of issues
- Met new Mt. Pleasant City Manager
- Continue to review of American Rescue Plan Act as it relates to funding provided to the Township
  - Project eligibility rules
  - Periodic reporting rules
  - Attended several webinars on this subject

## Finance Department

### 1.1 Community well-being and the common good

#### Budget

- Attended 3 departmental meetings for 2022 Budget review
- Prepared 10-year forecasts for the 2022 Budget
- Prepared graphs for the 2022 Budget
- Updated Capital Improvement Plan for the General Fund Budget

#### Audit

- Update file on legal fees that we prepare throughout year for the 2022 audit
- Began tracking prepaids on spreadsheet for year-end end audit

#### Tax

- Worked on the spreadsheet for annual electricity charges from Consumers Energy for streetlights in the subdivisions that will be assessed on the Winter tax bills, reviewed then emailed to Assessor
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.

#### Payroll

- Payroll – 92 Payroll checks and checks to pay for benefits issued during October
- Entered employment status changes into payroll module
- Reviewed, finalized, and mailed 3<sup>rd</sup> quarter payroll tax reports, paid unemployment tax
- Handle all meeting pay requests submitted by the Board of Trustees

#### Human Resources

- Submitted paperwork to 44North to change flex spending administration from TASC to Flex Administrators
- Reviewed benefit renewal rates for 2022 and worked on a plan for scheduling open enrollment
- Scheduled employee open enrollment with 44North on December 9, 2021, employees have until December 16th to elect their benefits for the 2022 fiscal year
- Planned and held MERS retirement education session for full-time employees

#### Training

- Accounting Specialist- MGFOA back to basics Session III
- Accounting Specialist-Governmental Budgeting webinar
- Michigan Dept of Treasury – Updates and Resources for local governments webinar
- GFOA – ARPA Funds: Non-Entitlement Units

#### Cash Receipting

- Review receipts daily, post receipts by cashier and create the daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Post any online payments made to the general ledger in October: 11 online tax payments totaling \$14,695, 21 online building dept payments totaling \$2,844 and 98 online utility billing payments totaling \$16,848
- During the month of October 2021, online payments increased by 22% over October last year

#### Account Payable

- Recorded electronic rural development loan payment

- Refilled postage meter and recorded electronic payment in accounts payable
- Payments issued for DDA's – 7 invoices reviewed, entered, and scanned in the BS&A system for payment. One check run for West DDA and then one check run for East DDA, combined total over \$24,900
- Disburse funds twice for the summer taxes collected September 1 – October 15, 10 invoices created and entered, 4 checks issued totaling over \$1,921,000
- Disburse funds collected for mobile home tax in the 3<sup>rd</sup> quarter, 3 Invoices created and entered, 2 checks issued totaling \$4,600
- 2 Accounts payable check runs during Oct –
  1. 107 invoices reviewed, entered, and scanned in the BS&A system for payment. 59 disbursement checks issued totaling over \$433,000
  2. 33 invoices reviewed, entered, and scanned in the BS&A system for payment. 23 disbursement checks issued totaling over \$406,000
- Mastercard Pmt – 16 Mastercard invoices reviewed, entered, and scanned in the BS&A system for payment for over \$5,600
- Consumers Invoices – 63 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment

#### Recurring Monthly

- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Reviewed and approved voided receipts for the month
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Reconciled CD interest for September & October
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG,PO,FI
- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record said interest earned in the BS&A financial software.

#### Miscellaneous

- Calculated Revenue Loss For 2020 for ARPA funding

#### Assessing Administration

- Reviewed the Assessor's new Contract
- Oversee the installation of new office desk in Assessing
- Spent a considerable amount of time trying to get CMS to allow remote access for the Assessing Department

#### Assessor's Report

- Responded to all assessing phone messages left in our office
- Deputy Assessor has continued scanning the deeds and all mailed paperwork.
- Up to date on all assessor reviews for permit being issued and up to date with current sales
- Continuation with 2021 inspections for our 20% is in progress
- Moving forward
  - We will continue to keep up to date with sales and data entry.
  - We will continue with inspections
  - Plan to have December Board of Review schedule planned and set



- MTT Case Update
  - 14-011-40-022-06 JACK LOEKS THEATRES INC, petition filed 05/20/2021, answer filed 07/09/2021
  - 14-026-10-005-02 UNION SQUARE APARTMENTS LLC, answer filed 09/22/2021
  - 14-034-10-001-00 DEERFIELD VILLAGE LLC, answer filed 07/09/2021
  - 14-034-10-002-00 DEERFIELD VILLAGE, LLC, answer filed 07/09/2021
  - 14-151-00-019-00 FRANSTED RUTH TRUST, answer filed 09/22/2021

## **Community and Economic Development Department**

### **Economic Development Activities (1.1, 1.2, 1.6):**

- The Community and Economic Development Director participated in the monthly meeting of the Airport Joint Operations Board, which included extensive discussion of potential ways to promote future airport growth. (1.1, 1.6)
- The Community and Economic Development Director participated two remote (Microsoft Teams) meetings, and several follow up phone calls with MDOT project team members regarding various details for the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) from E. Mission Rd. in the City through the US-127 interchange area in the Township. (1.1, 1.2, 1.3, 1.6)
- The Community and Economic Development Director participated in an overnight group event at Eagle Village in Hershey, Michigan as part of the Chamber of Commerce’s 2021-2022 Leadership Institute program. (1.1, 1.6)
- The Community and Economic Development Directors attended the annual conference of the Michigan Downtowns Association) remotely via Zoom (1.1, 1.6).
- The Community and Economic Development Director attended an International City/County Management Association (ICMA) professional development webinar on planning for economic recovery from disasters and other catastrophic events (1.1, 1.2, 1.3, 1.4, 1.6)
- The Building Services Clerk coordinated removal of the Art Reach banners along E. Pickard Rd. for the East DDA District. (1.1, 1.6)

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

- The Building Official provided the following services during the month:
  - 36 Inspections (1.3)
  - 31 Permits issued (1.3)
  - 7 Certificate of Occupancies (6 Final / 1 Temporary) (1.1, 1.3)
  - Issued Building Permit for Dollar General (1.1, 1.3)
  - Finaled permit for Coyne Commercial building (1.1, 1.3)
  - Issued permit for the new Summerhill Village mobile home park clubhouse (1.1, 1.3)
  - Follow up phone calls
- The Building Services Clerk provided the following services during the month:
  - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
  - 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 Community and Economic Development Director and Economic Development Authority Board with board packets and minutes.
  - Helped with processing of six (6) Freedom of Information Act (FOIA) requests.

- Building Official attended Northern Michigan Code Officials 1 day conference/training in Gaylord (1.1, 1.3)
- Building Official attended 4-day Code Officials of Michigan conference (1.1, 1.3)

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. 602 units).
- Expired certificate scheduling.
- 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, site plan verifications, etc.).
- Contacts with local inspectors, enforcement, and fire personal.
- 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.

Zoning Administration Activities (1.1):

- The Building Official, Zoning Administrator, Community and Economic Development Director, and Fire Lieutenant Brad Doepker from the Mt. Pleasant Fire Dept. met on-site at the request of representatives from the Potter’s House Worship Center (5346 E. Deerfield Rd.) to discuss codes and ordinances that would apply to a potential K-5 school on the site that would be operated by the church. (1.1, 1.3, 1.4)
- Community and Economic Development Director and Zoning Administrator met with Tim Bebee of Central Michigan Survey & Development to discuss Township ordinance requirements and approval processes related to conceptual plans for three potential development projects.
- The Community and Economic Development Director attended an online webinar on content-based sign regulations; follow up discussion with the Zoning Administrator.
- The Zoning Administrator also provided the following services:
  - (13) Zoning review approval letters for building permit applications.
  - (2) sign permits.
  - (1) Temporary use zoning permit for Hot Dog cart at corner of S. Isabella Road and E. Pickard Road.
  - (2) Zoning Verification Letters.
  - (2) Minor site plan applications for administrative approval.
  - (3) Miss Dig notification projects without Building or Zoning Permits that were caught.

Ordinance Enforcement Activities (1.1):

- 5281 Jonathan Lane. Complaint of excessive noise from a generator. Owner contacted. Owner claims they have paid electric bill - power to be restored by 11/5/2021. Owner confirmed that the generator will not be used between 11pm and 5am in the interim (as required by the Anti-Noise and Anti Nuisance Ord. No. 1991-10.

- 4585 E. Pickard Road. Complaint of illegal and unsafe temporary signs located adjacent to the public sidewalk and driveway, and within the road right-of-way. Owner contacted and instructed to remove unsafe signage.
- 898 S. Mission Road. Site Plan enforcement complaint due to unlawful change of use without the required minor site plan approval. Cluster of cars all over lot, including unlawful parking on the lawn areas and in front yard. Owner contacted with direction to submit a minor site plan for the major auto repair business change of use as required per Section 14.2.C. (Site Plan Approval Required) to ensure site is used safely and effectively.
- 2120 Yats Dr. - Junk and excessively tall grass complaints. Home is not occupied; staff was able to track down the owner who currently lives in the City of Mt. Pleasant. The owner responded to a follow-up notice to confirm that the dilapidated dwelling and junk will be demolished and removed by 12/31/2021.
- 1727 E. Pickard Rd. Complaint of multiple campers located. A relative of the family has been contacted and notified of the problem. The violation is that a person who is not the owner has been living on site in a camper and brought multiple campers on site to renovate as a “hobby.” This individual is now working to either scrap or transport the excess vehicles and campers to another site where they can lawfully conduct their activities. A follow up site visit is planned for November and a civil infraction ticket will be issued to the owner and current “tenant” if violations are not resolved.
- 4585 E. Pickard Road. Unlawful temporary signs in the road right-of-way. The business owner of the temporary signage installed between the sidewalk and the curb on the north side of E. Pickard Rd. (M-20) has been notified of the violations and the request for removal of the unlawful signage. A follow up site visit is planned for early November and a civil infraction ticket will be issued to the business and property owner if the violations are not resolved.

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

- Presentation to the Planning Commission about Dual Axis Tracker Solar Energy Systems by Dave Coyne and Jason Bloomquist.
- Approved the final site plan for the Isabella County Jail and Sheriff’s Office, subject to three (3) conditions.

Zoning Board of Appeals Activities (1.1):

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

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

- Met on October 26, 2021, with a focus on:
  - Discussion of longer-term priorities for regional sidewalk and pathway connections.
  - Review of list of designated streets for sidewalk construction. Committee clarified language in the sidewalk policy.
  - Adopted their 2022 meeting schedule: January 18, February 22, April 26, and October 27. All meetings will continue to be at 6:30pm.

Other Activities:

- The Community and Economic Development Director, Zoning Administrator, and two (2) Planning Commission members attended the three (3) day 2021 Michigan Association of Planning annual conference training and professional development sessions held remotely via Zoom. (1.1)

- The Zoning Administrator also participated in the MSU-Extension Master Citizen Planner program as part of annual conference in preparation for pursuing further professional development through the MSU-E Zoning Administrator Certificate program in 2022. (1.1)
- The Community and Economic Development Director worked actively with Michigan State Housing Development Authority (MSHDA) officials and sponsors of the four (4) eligible low income (PILOT) housing projects to secure written verification of continuing eligibility for 2022 per the requirements of the Tax Exemption Ordinance and adopted PILOT resolutions. These verifications were forwarded to the Finance Director and Twp. Assessor for their records. (1.1, 1.6)
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues. (1.1)
- Sidewalks - The Township's project engineer from Rowe for the 2021 sidewalk construction projects has completed draft construction plans for proposed sidewalks along E. Remus Rd. in the West DDA District and 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. The Community and Economic Development 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. (1.1, 1.2, 1.3, 1.4)

## **Public Services Department**

### **Community well-being and the common good:**

- Jameson Hall Rental – closed during October 2021 – construction ongoing
- Processed (2) ACH Request; (27) Transfers of Service/Final Bills; prepared (1) Misc. Invoice – Alwood Nursery; scheduled and sent notice of (41) meter repair/touchpad appointments; completed and processed work orders for (23) touchpad/meter repairs
- Updated Annual REU Analysis spreadsheet and working on letters for October 1, 2021 – September 30, 2022, updated water REU's
- Prepared/Reconciled/Transmitted Utility ACH payment file to Township Treasurer in the amount of \$195,936.14
- Prepared and mailed (27) Delinquent Utility Account Customer notifications
- Set-up (2) new customer account; received/Processed (276) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Prepared (1) cost estimate and (2) permits for residential/commercial water and sewer services/meter purchases
- Prepared and coded department credit card and accounts payable statements/bills
- Jameson Park & McDonald Park general cleaning, maintenance, and groundskeeping
- Jameson Park & McDonald Park winterization completed – restrooms shut-down for season
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project

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

- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout township
- (136) Miss Dig underground markings completed throughout Township and completed (4) Miss Dig Design Tickets

- 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
- Department review and/or approval of (4) site plan, (3) building permits, (0) demolition permit
- Continued working on 2021 Capital Improvement Projects/Purchases
- Monthly fire extinguisher, AED, and eye wash inspections
- Coordination with Hydro Corp regarding Cross Connection Control inspections/notifications
- WWTP - Routine plant maintenance and lab maintenance
- WWTP - Installed seals and new slide gates on Oxidation Ditch 1 & 2; installed new air diffusers in Digester #2 and installed hard suction line oxidation ditch #3
- WWTP - Completed Biosolids Land Application
- WWTP – Completed State of Michigan Biosolids Report and submitted via MIWaters
- WWTP - Conducted sampling for Additional Monitoring Requirements EGLE NPDES Permit
- WWTP - Finished EPA NPDES Renewal Application
- WWTP - Conducted second round of mercury sampling in collection system
- WWTP - Added tertiary filters 1 & 2 to Ignition Scada System
- WWTP - Repaired gate next to final effluent flume
- Completed contract documents for 2021 Manhole Rehabilitation Project; well #4 Maintenance Project and Pump Station #12 Bypass Manhole Project
- Attended October Isabella County Road Commission Meetings and provided meeting notes to Township Manager
- Attended November 2021 election meeting with Township Manager, Clerk, and Finance Department Assistant
- Attended township hall debrief meeting with Township Manager and Community and Economic Director
- Attended Lux Sidewalk meeting with Township Manager and Community and Economic Director
- Coordinated with Dawn Lund with UFS regarding 2022 Water and Sewer Budget Request and fees
- Attended FY2022 Budget Review Meeting with Manager and Finance Department Assistant regarding water, sewer, parks, roads, and facilities capital projects budgets
- Pump Station #12 Bypass Assembly and Pump Station #7 bid openings held
- Waterous pressure gauge demo conducted
- Jameson Park Phase II Construction continued, new sidewalks have been installed, majority of the site work completed, parking lot lighting installed, and dugout and exterior door painting completed. Awaiting materials to complete remaining exterior improvements and site work. Fencing will not be available until spring of 2022. Landscaping will be completed in spring once fence is installed. Shingles for dugouts are on backorder.
- Revised plan review completed for Isabella County Jail – provided second review letter to design firm.
- Water and sewer plan review for Summerhill Estates completed – two review letters provided.
- Worked with Peerless Midwest Well #4 was cleaned with acid and a new pump and motor was installed. The well was sampled and put back in service.
- Worked with LC Painting on Broadway Tower painting and repairs at Lincoln Tower and Deerfield Tower.
- Water live tap materials ordered for Dollar General for installation of new fire hydrant and domestic water service.
- Fire hydrant repair completed on M-20 at Isabella County Road Commission.

- Inspection of 18-inch drain crossing on Pickard Rd. (Isabella County Drain project)
- GPS Florence Street and Meridian Well Site.
- Meeting with GFA regarding River Rd. PRV Project – having difficulty getting information from pump suppliers to complete plans and specifications for plans and permitting.
- Changed battery generator at Mission Well Site.
- Installed new cap in valve box on Isabella Rd. - homeowner complaint of road noise on Isabella Road - Daniel Baily.
- Flushed and sampled fire line at 2100 Commerce Dr.
- 2308 Rosewood high water pressure complaint. Installed pressure gauge on fire hydrant pressure reading was 74 PSI which is within normal range.
- Inspection of proposed culvert installation on Bamber Rd. – contractor (Crawford Contracting) exposed water main and other utilities to determine conflicts with new culvert. (Isabella County Drain project)
- Inspection of Broadway tower 12- inch fill line with contractors. Leak found when pit was exposed as part of painting/maintenance job - obtaining a price from contractors to remove 90-degree from concrete thrust blocking and install a new 90-degree bend and concrete thrust blocking in pit.
- Installed new heater at River Road PRV building.
- GIS: Continued working on a project to update the BS&A Assessing Module with current zoning classifications by parcel.
- GIS: Began working on a detailed topographic map needed by the WWTP Superintendent for the Township's National Pollutant Discharge Elimination System (NPDES) permit application.
- GIS: Tried to restore interest in a Zoning Index database management application that hasn't been updated since the former Zoning Administrator retired in October 2014.
- GIS: In response to a MISS DIG 811 design ticket, provided water and sewer drawings to a Krist Oil Company contractor, where the work type is for the design of a stormwater management plan for the southwest corner of Pickard and Isabella.
- Raised to grade three water main valve boxes located in front of Isabella Road Commission to accommodate new sidewalk.
- Replaced pumps off control float at pump station # 1.
- Repaired 4" x 6" check valve at pump station # 14.
- Reviewed sewer manhole rehab project for the Mission Creek area with Jennifer Hodges from GFA.
- Checked on manhole overflow complaint at Graff Chevrolet. Overflow was from county drain manhole.
- Installed new manhole frame & cover in easement on O'Connor Drive.
- Kerr Pump pulled pump # 1 at pump station # 14 to complete warranty work.
- Began Fall Fire Hydrant Flushing Program with an expected finish date of Nov. 4<sup>th</sup>. This process includes flushing all 733 fire hydrants and then pumping the hydrants dry to eliminate freezing.
- Installed water service at 2727 River Road.
- Attended Township Board Meeting in support of new vector truck
- Performed road bore and installed water service at 1926 Belmont Dr.
- Replaced diesel engine block heater on Cummins portable generator.
- Shut off sprinkler system at 4 Hacks condos.
- Pulled and de-ragged pump at Pump Station # 13.
- Moved election equipment to Jameson Hall.
- Assisted Peerless Midwest with backhoe to gain access to and from well at Meridian Well Site due to soft and muddy ground.
- Hydro seeded construction area after installation of lift station at public works facilities located on Mission Road.

- Hydro seeded 1926 Belmont after water service install.

### **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, 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
- Present Manager's FY 2022 budget recommendation
- Work with the Mid-Michigan Aquatic Center Recreational Authority Board to assist them in acquiring liability insurance as called for in the Articles of Incorporation
- Met with Treasurer and staff in preparation for winter tax billing
- With CMU leadership to review their update Master Plan
- Attend Community Foundation Annual Breakfast

#### **Finance Department**

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Prepare documentation required for the CVTRS revenue sharing, post on the Township website and submit to the State of Michigan (due Dec 1<sup>st</sup>)
- Reconcile escrow deposits in the General Fund
- Prepare and submit annual financial reports required by Rural Development
- Reconcile Worker's Comp in the payroll fund-as of workers' comp year end 6-30-21
- Special Assessment payment splits and reconciliations for payments collected during the 2020 Winter tax season
- Read ARPA reporting guidance issued by the U.S. Department of Treasury
- Reconcile flex spending amounts collected/disbursed/balances YTD
- Prepare for W-2 and 1099 production for year end
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees and EDA Board
- Issue accounts payable checks
- Post any online payments made to the general ledger
- Work on the final Budget Amendment for 2021
- Continue to track prepaid expenses needed for year-end purposes

### **Community and Economic Development Department**

#### **Economic Development Activities:**

- Completion and delivery of the final, as-adopted East and West DDA Districts' development plan and tax increment financing plan work product files and documents by the project consultant, CIB Planning, which will bring this plan update project to a very satisfactory conclusion.

- 5243 Jonathon Lane property – The Building Official and Community and Economic Development Director are developing a request for bids to remove the remaining foundation elements and dilapidated wood fencing, and to close and cap utilities. (1.1, 1.2, 1.3)
- 5800 E. Pickard Rd. – The Building Official and Community and Economic Development Director are developing a request for bids to demolish the functionally obsolete single-story office building and nonconforming front parking lot in preparation for marketing this East DDA District purchased property for redevelopment after the Public Services Department completes the relocation and expansion of sewer pump station #1 to the rear of the lot. (1.1, 1.3, 1.6)
- The Community and Economic Development Director will attend the monthly meeting of the Airport Joint Operations Board, which will be held via Zoom. (1.1, 1.6)
- Eric Miller, our Rental Inspector, is applying his graphic design and photography skills to preparation of the promotional ad that the Township provides each year in the annual Chamber of Commerce directory publication.
- The Community and Economic Development Director will attend the final quarterly meeting of the East Michigan Council of Governments regional economic development (RED) team. (1.1, 1.6)
- The Community and Economic Development 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 Community and Economic Development Director will continue business retention contacts as COVID19 protocols allow. (1.1, 1.6)

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

- Issuance of Final Certificate of Occupancy for the Amazon Distribution Center (2266 Northway Dr.) (1.1, 1.6)
- Start of construction for the new Summerhill Village Mobile Home Park Clubhouse (1.1,1.6)
- Continued progress at The Crossings on Broadway, Pleasant Ridge (Summerhill) (1.3, 1.4, 1.6)
- Beginning of work at Days Inn (1.1, 1.3, 1.4)
- Permit applications and plan reviews for Isabella County Correctional Facility and Sherriff's Station. (1.3, 1.6)
- Start of Dunkin Donuts, Dollar General, Walmart Restroom remodel. (1.1, 1.3, 1.5, 1.6)
- Follow up phone calls. (1.3)
- Continue to do site visits (1.3), inspections, Issue permits, plan reviews. (1.3, 1.4, 1.6)
- Continued work on expired permit list (1.3)

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

- 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.



#### Zoning Administration Activities (1.1):

- 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
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups

#### 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. Owner's representative responded to a follow-up notice of violation to confirm intent to submit grading plan for approval. Staff reviewed a conceptual plan in October with the project engineer and expects to receive the grading permit application by mid-November.
- 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 Community and Economic Development Director to resolve the matter. The Township Attorney initiated legal action to seek a court order for completion of the work. The Building Official and Community and Economic Development Director inspected current conditions on 10/25/2021 and found the site to be in an unsafe and dangerous condition.
- 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.
- Bilbrael Dr. (PID 14-028-40-003-00). The Building Official and Community and Economic Development Director are developing a request for bids for clean-up of a blighted property at the west end of Bilbrael Dr. (the former Mt. Pleasant community swimming pool) owned by Brad Wood (recently deceased), 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 November 16, 2021, Planning Commission meeting is anticipated to include:
  - PSPR21-19 GrafX Central Building Addition (1580 S. Park Place) combined preliminary – final site plan application.
  - Consideration of potential updates to the Sidewalk and Pathway Ordinance
  - Consideration of potential updates to the Private Road Ordinance
  - Master Plan implementation - 2020 U.S. Census data discussion

#### Zoning Board of Appeals Activities (1.1):

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

- Variance request for location of an accessory building on the commercial/office lot at 2257 E. Broomfield Rd. was received on 11/3/2021, but the application was missing required documentation and is considered to be incomplete. The applicant is working to correct the deficiencies. A decision related to the timing of a ZBA hearing will be made once a complete and accurate application has been received.

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

- Next meeting scheduled for January 18, 2022, as a joint meeting with the Planning Commission.

Other Activities:

- The Community and Economic Development Director plans to meet again in November 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. (1.1, 1.2, 1.3, 1.4)
- The Community and Economic Development 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. (1.1, 1.2, 1.3, 1.4).
- The Community and Economic Development Director and Jacob Kain (City Planner) plan to continue to meet monthly to discuss planning-related issues of mutual interest. (1.1)

**Public Services Department**

- Install stainless pump pull chains at pump station # 12
- Work on updating data on Lead & Copper Spreadsheet
- WWTP - Clean and winterize tertiary filters
- WWTP - Change brushes on fine screen
- WWTP - Clean UV Bulbs
- WWTP - Winterize seasonal yard equipment
- WWTP - Prep Winter equipment
- WWTP - Install radar transducer digester #1
- WWTP - Routine Plant Maintenance
- WWTP – Review of final State of Michigan NPDES Permit received October 26, 2021
- WWTP – Submit revised Facility Monitoring Program to EGLE via MIWaters
- WWTP – Submit completed EPA NPDES Application
- Continue updating data on Lead & Copper Spreadsheet
- Complete Delinquent Utility Bill Transfer to Taxes provide to Treasurer and Assessor
- Continue Annual REU Analysis and prepare notification letters

**Future Board of Trustee Meeting Agenda Items**

- Budget Amendment #4, Final BA for 2021 -- November 23rd
- General Fund Reserve Policy recommendation
- Adoption of an updated resolution to identify Township employees that can apply to MDOT for right-of-way permits (to add the Community and Economic Development Director).
- Possible request to consider selling approximately 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development. (1.1, 1.6)

- Possible Planned Unit Development (PUD) application for a museum and petting farm located at 981 Craig Hill Road.
- Possible Planned Unit Development (PUD) application for expansion of and improvements to an existing assisted senior living center at 5785 E. Broadway Rd.
- Possible rezoning request from B-5 (Highway Business District) to I-1 (Light Industrial) for 1033, 1017, and 905 S. Mission Road.
- 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
- Resolution in support of Chippewa River Master Plan
- Consider amendments to water/sewer ordinance to implement Cost of Service Study recommendations and update cross connection requirements
- Cross Connection Ordinance update
- Carriage Hill Estates #1 & #2 Paving Special Assessment District (2022)

### **Significant Items of Interest Longer Term**

- Implement BS&A Purchase Orders
- BSA Payroll year-end training for Finance
- Schedule BSA Special Assessment trainings
- Finance Director - renew assessing MCAT certification for 2022 (online training was completed earlier)
- Set up the entire General Ledger to comply with the State of Michigan's new chart of accounts
- Measure and price all exempt properties
- 2021 assessing field work goal is 20% of parcels and completion of backlog from prior year
- 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. (1.1, 1.3)
- Building Services - continuing open lines of communication to build relationships between Township and County inspectors (1.1, 1.3, 1.4, 1.5, 1.6)
- Building Services – Moving old, scanned prints to proper location within BS&A. (1.1, 1.3)
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans. (1.1)
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects. (1.1, 1.6)
- Other Activities - 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. (1.1, 1.3, 1.4)
- Other Activities - Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations (1.1)
- Other Activities – bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage. (1.1)
- Other Activities - Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions. (1.1, 1.3)
- Other Activities - Develop soil erosion control process to integrate with site plan review process more seamlessly. (1.5)

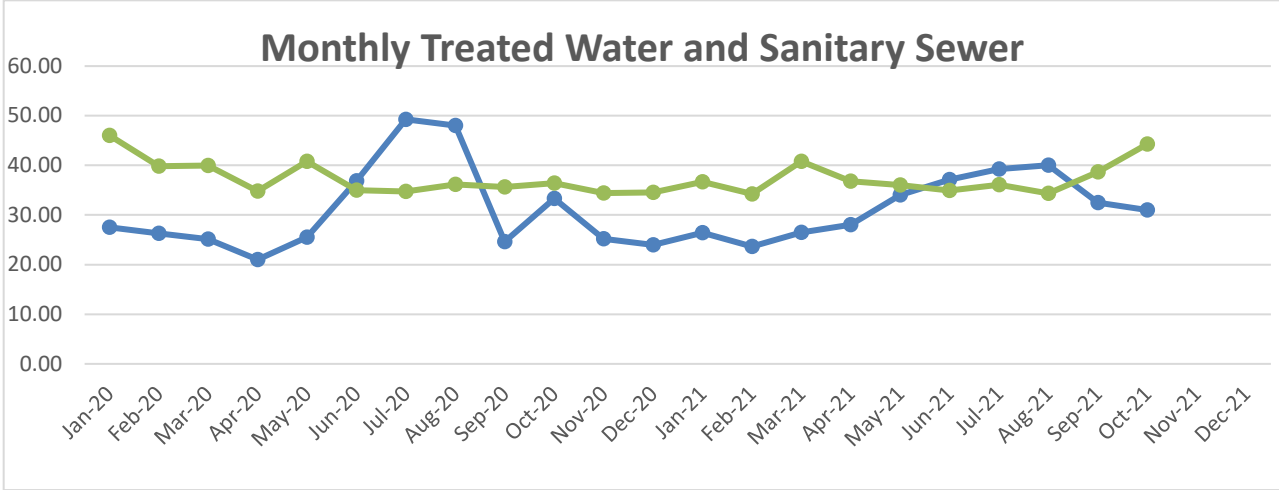
- Other Activities – Consider updates to the Township’s ordinance on open burning. (1.1, 1.3, 1.4)
- Other Activities – Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities. (1.1)
- Other Activities – Consider updates to the Private Road Ordinance No. 2000-09 to incorporate current practices, design standards, and basic maintenance provisions for existing private roads. (1.1, 1.3)
- Other Activities – Consider updates to the Stormwater Management Ordinance No. 1992-9 to incorporate current practices and standards and develop an administrative process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed. (1.1, 1.3, 1.5)
- Other Activities - Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds. (1.1, 1.3, 1.5)
- Other Activities – Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways. (1.1, 1.2, 1.3, 1.6)
- WWTP - Sludge Storage Tank installation (2023)
- Third rebid pump station # 1 in the EDDA
- Installation of generator transfer switch and receptacle at pump station #8
- EPA Water Emergency Plan – due in December 2021
- Water system new monthly MOR reports – EGLE requirement
- Pump station #5 service area smoke and dye testing (2022)
- High service pump installation – River Road (2021)
- Update Cross Connection Plan – submit to State of Michigan EGLE
- Meridian Road iron removal filter maintenance approval – (re-bidding – due to lack of bids)

**Other**

- Legal Matters
  - Settlement discussions continued Re: Zalud/CC matters
  - 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. Hearing scheduled for November 23<sup>rd</sup>
- Monthly Water MOR submitted – no violations
- October 2021 – Treated Potable Water
 

Total Month:	30.984 mg
Average Day:	1.033 mgd
Max Day:	1.438 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- October 2021 – Treated Sanitary Sewer
 

Total Month:	44.30 mg
Average Day:	1.43 mgd
Max Day:	1.79 mgd



**2021 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on November 10, 2021, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present: Supervisor Mielke, Treasurer Rice, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering

Excused: Clerk Cody

**Approval of Agenda**

**Hauck** moved **Brown** supported to approve the agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**Public Hearings**

N/A

**Presentation**

N/A

**Public Comment**

Open: 7:02 p.m.

No comments offered

Closed: 7:02 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

Brown – Gave updates on the City Commission meeting

Bills – Gave updates on the Isabella County Board of Commissioners meeting.

Rice – Winter taxes are in progress. They will be in mailboxes December 1, 2021.

Hauck – Gave updates on the Road Commission.

Mielke – EDA postponed the November 16<sup>th</sup> meeting and was moved to November 30<sup>th</sup>.

**Consent Agenda**

- Communications
- Minutes – October 27, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports
- Resolution to set Public Hearing Date for the FY' 22 Budget Recommendations
- 2021 Pump Station #7 Rehabilitation Construction Contract Award

- First Reading and Introduction of the Consumers Energy Franchise Agreement Ordinance

**Bills** moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

### **New Business**

#### **A. Discussion/Action: (Stuhldreher) Second Reading and Adoption of the PTXT21-01 Zoning Ordinance Amendments**

**Hauck** moved **Brown** supported to conduct a Second Reading and Adoption of the PTXT 21-01 Zoning Ordinance Amendments. **Vote: Ayes: 6 Nays: 0. Motion carried.**

#### **B. Discussion/Action: (Board of Trustees) FY' 22 Budget Recommendations Discussion**

Discussion by the Board

**Brown** moved **Bills** supported for staff to invite the Isabella County Road Commission to a Board of Trustees meeting to discuss Lincoln & Broomfield Road and various projects. **Vote: Ayes: 6 Nays: 0. Motion carried.**

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

Open 8:24 p.m.

No comments were offered.

Closed: 8:24 p.m.

#### **MANAGER COMMENTS**

N/A

#### **FINAL BOARD MEMBER COMMENTS**

**Brown** – Thanked Mark and staff for putting together and presenting the FY' 22 Budget Recommendation Book.

**Bills** – Echoed Browns comment.

**Mielke** – Echoed Brown and Bills comment on the budget recommendation process.

**Hauck** – The Council of Governments meeting will be held at the Township Hall Wednesday November 17<sup>th</sup> at 7:00 p.m. and is happy to see Roger Hauck is running for State Representative.

#### **ADJOURNMENT**

**Brown** moved **Bills** supported to adjourn the meeting at 8:31 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

**APPROVED BY:**

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**Lisa Cody, Clerk**

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**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

**DRAFT**



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
11/17/2021	101	480 (E)	00146	CONSUMERS ENERGY	5240 E BROOMFIELD 900 MULBERRY 5142 BUDD 5144 BUDD 1660 BELMONT 1933 S ISABELLA 5537 E BROADWAY 5525 E REMUS 2055 ENTERPRISE 2270 NORTHWAY 5076 S MISSION 4795 S MISSION 4797 S MISSION BARN 4822 ENCORE 4244 E BLUE GRASS 3998 E DEERFIELD 5369 S CRAWFORD 3248 S CONCOURSE 1776 E PICKARD 2180 S LINCOLN 1876 S LINCOLN 2188 E PICKARD 1876 E PICKARD 2495 E DEERFIELD 2424 W MAY 1605 SCULLY 1046 S MISSION 5319 E AIRPORT 1633 S LINCOLN 4520 E RIVER 800 CRAIG HILL 2010 S LINCOLN	1,203.44 53.51 123.84 35.75 123.81 616.15 114.52 84.60 312.84 35.00 996.65 2,483.68 408.82 120.56 95.84 83.75 76.45 183.02 49.07 30.87 16.79 121.75 47.89 167.27 585.18 71.13 218.41 78.37 383.88 249.05 67.49 960.75
						10,200.13
11/17/2021	101	481 (E)	00146	VOID	VOID Reason: Created From Check Run Process	V
11/17/2021	101	482 (E)	00146	VOID	VOID Reason: Created From Check Run Process	V
11/23/2021	101	23283	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING/HYDRANT FLUSING PUBLIC NOTICE	691.08
11/23/2021	101	23284	01476	A LOT A CLEAN	TWP HALL WINDOW CLEANING	113.00
11/23/2021	101	23285	01278	BERENDS, HENDRICKS, STUIT INSURANCE	PROP/LIABILITY INS RENEWAL	78,073.14
11/23/2021	101	23286	00072	BLOCK ELECTRIC	HANNAH'S BARK PARK-LIGHTING PROJECT REPLACE FLAG LIGHTS W/ LED-TWP HALL	1,500.00 330.22
						1,830.22
11/23/2021	101	23287	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-SEPTEMBER 2021 ZALUD LITIGATION-SEPTEMBER 2021 CONCERNED CITIZENS-SEPTEMBER 2021	2,025.33 2,160.00 2,685.00
						6,870.33
11/23/2021	101	23288	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL, & PHONE SERVICE-DEC.	5,355.61
11/23/2021	101	23289	01597	COMPREENEW	ELECTRONICS RECYCLING-CLEAN UP DAY	6,719.91
11/23/2021	101	23290	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-OCT 2021	1,007.68

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/23/2021	101	23291	01242	CULLIGAN WATER	WATER COOLER SHOP-NOV 2021	7.50
11/23/2021	101	23292	01171	DBI BUSINESS INTERIORS	COLORED PAPER FOR WINTER TAXES-TWP HALL TWP HALL SUPPLIES PRINTER INK & PAPER	64.90 11.90 128.74
						<u>205.54</u>
11/23/2021	101	23293	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-NOV 21	40.00
11/23/2021	101	23294	01609	FOX SEALCOATING	ASPHALT CLEAN & SEAL @ WATER PLANT ASPHALT CLEAN & SEAL-DRIVE ON MERIDIAN	2,500.00 325.00
						<u>2,825.00</u>
11/23/2021	101	23295	01657	FRONTIER COMMUNICATIONS	DAMAGE CLAIM-BLUEGRASS & ISABELLA	462.86
11/23/2021	101	23296	00249	GILL-ROY'S HARDWARE	BOOT & SNOW BRUSH	40.38
11/23/2021	101	23297	00261	GRAINGER	TANK LIQUID LEVEL SWITCH	93.28
11/23/2021	101	23298	01369	GRANGER	ANNUAL CLEAN UP DAY-2021	3,012.84
11/23/2021	101	23299	00324	ISABELLA CORPORATION	6" LIVE TAP-DOLLAR GENERAL	4,700.00
11/23/2021	101	23300	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK EXT IMPROVEMENTS-DRAW #1	43,641.00
11/23/2021	101	23301	01136	OPTO SOLUTIONS, INC	GROOV EPIC CONTROLLER & POWER SUPPLY	2,311.75
11/23/2021	101	23302	00518	PEERLESS-MIDWEST, INC.	NEW PUMP AND MOTOR-WELL #4	23,899.00
11/23/2021	101	23303	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES OCT 2021-TWP HALL	527.14
11/23/2021	101	23304	01542	STERICYCLE, INC.	PAPER SHREDDING 10/06/21	64.67
11/23/2021	101	23305	00637	SWEENEY SEED CO.	HYDRO SEEDER SUPPLIES	191.25
11/23/2021	101	23306	01660	MARK THEISEN	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
11/23/2021	101	23307	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION-MCDONALD PARK	150.00
11/23/2021	101	23308	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	12.00
11/23/2021	101	23309	01013	USA BLUE BOOK	GLASS SAMPLE CELLS/DISPOSABLE GLOVES/DRU HAND SANITIZER SAMPLE TESTS & FEMALE CONNECTOR	1,674.18 40.68 380.92
						<u>2,095.78</u>
11/23/2021	101	23310	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	5,794.16
11/23/2021	101	23311	00723	WINN TELECOM	PHONE SERVICE 11/1/21-11/30/21	338.51

101 TOTALS:

Total of 32 Checks:  
 Less 2 Void Checks:

201,373.76  
 0.00

Total of 30 Disbursements:

201,373.76

<b>Charter Township of Union</b> <b>Payroll</b>
--

**CHECK DATE: November 10, 2021**

**PPE: November 6, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	33,015.75
Fire Fund		785.91
EDDA		
WDDA		
Sewer Fund		31,325.99
Water Fund		25,725.11
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>90,852.76</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	60,711.59
Employer Share Med		809.71
Employer Share SS		3,462.16
SUI		-
Pension-Employer Portion		5,017.86
Workers' Comp		559.55
Life/LTD		629.62
Dental		1,340.73
Health Care		22,337.60
Vision		394.29
Vision Contribution		(197.14)
Health Care Contribution		(4,213.21)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>90,852.76</b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

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

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** Bryan Mielke

**MONTH, YEAR:** Jul-Sep 2021

Date MM/DD	Meeting	Time Attended		Total
		1 hr or less	More than Hr	
7/20	Board of Review	✓		\$ 50
7/20	EDA		✓	\$ 75
8/17	EDA		✓	\$ 75
9/20	Intergovernmental		✓	\$ 75
9/28	EDA Special	✓		\$ 50

**Signature:** *Bryan Mielke* **Date:** 10/12/21

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

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

(See Governance Policy 3.10 for additional details)

**BOARD MEMBER:** James Thering

**MONTH, YEAR:** October, 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than 1hr	
10/20	Council of Governments	✓		\$50.00

**Signature:** James Thering **Date:** 10/10/21

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



# Union Township Report-1

Date: Tuesday, November 9, 2021



Alarm Date between 2021-11-01 and 2021-11-07

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000931</b>						
		11/2/2021 3:21:27 PM	745	Alarm system activation, no fire - unintentional	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000935</b>						
		11/3/2021 11:32:19 PM	154	Dumpster or other outside trash receptacle fire	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000936</b>						
		11/4/2021 9:31:35 AM	311	Medical assist, assist EMS crew	ENG 32	3	1
						<b>Total Responding 3</b>	

<b>Union Township</b>	<b>0000941</b>						
		11/6/2021 6:51:56 PM	100	Fire, other	ENG 32	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 4					<b>Total Responding 9</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

**Highlighted Yellow Indicates an Emergency Call**



# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Board of Trustees **DATE:** November 17, 2021  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 11/24/2021  
**ACTION REQUESTED:** Consider approval of the attached resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2022

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

Under Public Act 152, the State of Michigan requires government employers to establish employer/employee cost sharing standards for medical plan benefits provided to employees. There are three alternatives available to employers under the Act:

1. The employer’s cost share of a health care benefit plan must be cost competitive with the state preferred provider plan on a per-employee basis, otherwise known as “hard-caps”
2. Via a *majority vote* of the governing body, the employer can declare that the employer’s share of health care benefit plan expenses will not exceed 80% of total plan costs, otherwise known as the “80/20” rule
3. The local unit of government can “opt out” of the cost share requirements by *two thirds vote* of the governing body

The election of option 2 or 3 must be made on an annual basis. Consistent with past Board action, the administration recommends option 3.

The Township has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage limited resources. Toward that end, the Township, with the collaboration of the Township union and nonunion employees, agreed to a 94/6 percent cost share of health care plan expenses effective with plan years 2018 and 2019, a 92/8 cost share for plan year 2020 and a 91/9 cost share for plan year 2021. Prior to the 2018 plan year, 100% of the health plan expenses were paid by the employer.

The current collective bargaining agreements continue the trend of sharing more of the health care benefit plan costs with employees by agreeing to a 90/10 percent split for plan year 2022. It is the intent of all parties to continue the collaboration by exploring cost sharing strategies with the shared goal of efficiently managing the limited resources. The next opportunity to explore this issue with the bargaining units will be via collective bargaining when negotiating a new agreement as the current agreement expires 12/31/2022.

### SCOPE OF SERVICES

Not applicable



**JUSTIFICATION**

Since the employer expenses are likely to exceed those allowed under either the “hard cap” or “80/20” rule for plan year 2022, approval of the Resolution will enable the Township to be compliant with PA 152 and therefore avoid any reductions in state shared revenues that may be imposed under the Act.

**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

**COSTS**

Compared to the current plan year, an additional 1% of the cost of the annual health care benefit premium cost that would have been borne by the employer is transferred to the employees.

**PROJECT TIME TABLE**

If approved, the Resolution will be effective for the plan year starting January 1, 2022, and concluding December 31, 2022.

**RESOLUTION**

See attached

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

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

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION**  
**A RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN**  
**2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT FOR**  
**THE PERIOD FROM JANUARY 1, 2022, TO DECEMBER 31, 2022**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held at 2010 South Lincoln Road, Mt. Pleasant, MI 48858 on the 23<sup>rd</sup> day of November 2021:

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_

**WHEREAS**, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 (“Act 152”), became effective in the State of Michigan; and

**WHEREAS**, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

1. Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Charter Township of Union has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

**WHEREAS**, the Charter Township of Union, with the collaboration of the Township bargaining and non-bargaining employees, agreed to share in the cost of health care insurance; and

**WHEREAS**, the Charter Township of Union believes that, as the elected representatives for the Township and answerable directly to the Township’s voters, it is best positioned to determine what benefits (including medical benefits) ought to be offered to recruit and retain the best Township employees at the lowest overall costs.

**NOW THEREFORE, BE IT RESOLVED that:** The Board of Trustees of the Charter Township of Union elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2022, through December 31, 2022.

**ADOPTED:**

**AYES:**

**NAYS:**

**ABSENT:**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on November 23, 2022.

---

Lisa Cody, Clerk



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> November 19, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/23/2021
<b>ACTION REQUESTED:</b> Consider approval of the Township Manager’s Employment Agreement for calendar year 2022	

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

The Township Manager’s Employment Agreement was originally approved in July 2016. Since that time, several Board approved changes have been made to salary levels, authorities, and benefits.

At the September 9, 2021, Board meeting discussions were held between the Board of Trustees and the Manager regarding compensation and benefit levels for the 2022 calendar year. At that meeting, a 3% salary increase was approved for calendar year 2022. Also, during the meeting discussion occurred regarding the severance payment should the Manager be discharged without cause. It was requested that a draft Agreement be created that incorporated this discussion for additional consideration by the Board.

To assist the Board in tracking the changes since inception, please see Exhibits 1 through 3. In order to create a clean document that reflects all prior changes, ministerial changes, and the incorporation of the severance payment discussion, the Board is being requested to consider the attached contract labeled as Clean Copy in the attached.

### SCOPE OF SERVICES

If approved, this Agreement will define the wage and benefits that would be applicable for calendar year 2022.

### JUSTIFICATION

Approval of the Employment Agreement will create a clean copy of the Agreement incorporating all prior approved changes, ministerial changes and the updated language in the Termination Section, paragraph 4.

### 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**

Approval of this Agreement will increase the cost should the Manager be discharged without cause compared to the existing Employment Agreement should the clause be activated. If not activated, there are no additional costs

**PROJECT TIME TABLE**

If approved, the Employment Agreement would be effective January 1, 2022

**RESOLUTION**

It is hereby resolved that the Employment Agreement between the Township Manager and the Charter Township of Union is approved.

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

Yes:

No:

Absent:

This is the original Agreement. It is unsigned as it is the Word version. The .PDF version was signed but a clean copy doesn't exist.  
MDS 11/18/21

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”), made and entered into this June 8, 2016, by and between the Charter Township of Union, a municipal corporation, herein after called the “Township”

AND

Mark D. Stuhldreher, of 1027 Lynn, Kalamazoo, Kalamazoo County, Michigan, hereinafter called “Stuhldreher”

**WITNESSETH:**

**WHEREAS:**

Township desires to employ Stuhldreher in the management position of Township Manager under the terms of this Agreement.

Now, therefore, intending to be legally bound hereby and in consideration of mutual covenants and obligations set forth in this Agreement, the Township and Stuhldreher agree as follows:

**Term**

1. The Township agrees to employ Stuhldreher in the position of Township Manager, subject to the direction by and through the Township Board of Trustees (“Township Board”).
2. The term of this Agreement shall be for an initial period from July 25, 2016 to December 31, 2016. This Agreement shall automatically be renewed on January 1<sup>st</sup> each year for successive 1 year terms unless either party provides to the other written notice of non-renewal at least 90 days before the expiration of the then current term.

**Duties and Authority**

1. Township agrees to employ Stuhldreher as Manager to perform the functions and duties specified in the Township Manager position description, Township’s charter and/or ordinances, and the Township’s Board Policy Manual, together with such other legally permissible and proper duties and functions as the Township Board from time to time may

assign. Stuhldreher shall perform such functions and duties with reasonable care, diligence, skill and expertise, and shall do so in compliance with applicable law, the Township charter, and lawful Township directives, policies, rules and ordinances as they exist or may hereafter be amended.

2. Stuhldreher shall be responsible to hire, supervise, direct, assign, reassign and evaluate all Township employees in a manner consistent with applicable policies, ordinances, charter provisions, state and federal law.
3. Stuhldreher shall be further responsible to develop and establish internal regulations, rules and procedures which Stuhldreher deems necessary for the efficient and effective operation of the Township consistent with applicable law, the Township charter, and lawful Township directives, policies, rules and ordinances as they exist or may hereafter be amended.
4. Stuhldreher or designee shall attend, and shall be permitted to attend, all meetings of the Township Board, both public and closed, with the exception of those closed meetings devoted to the subject of this Agreement, or any amendment thereto or Stuhldreher's evaluation as consistent with applicable law.
5. The Township Board, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to Stuhldreher for study and/or appropriate action.

### **Compensation**

1. Base Salary: Township agrees to pay Stuhldreher an annual base salary of \$99,000, payable in biweekly installments in accordance with Township's customary payroll practices.
2. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by Township's compensation policies.
3. In addition, consideration shall be given on an annual basis to an increase in compensation. Increased compensation can be in the form of a salary increase and/or performance incentive and/or an increase in benefits.

### **Health, Disability and Life Insurance Benefits**

1. Township agrees to provide and to pay the premiums for health, hospitalization, surgical, dental and comprehensive medical insurance for Stuhldreher and his dependents, at a

minimum, equal to that which is provided to all other employees of the Township. Vision coverage is also available at Stuhldreher's expense.

2. Township offers a Section 125 health flexible spending account (FSA) which can be elected by Stuhldreher on an annual calendar year basis.
3. Township agrees to put into force and to make required premium payments for long term disability coverage for Stuhldreher.
4. Township agrees to put into force and to make required premium payments for short term disability coverage for Stuhldreher.
5. Township shall pay the amount of premium due for term life insurance in the amount of \$40,000 including an accidental death & dismemberment policy in the amount of \$40,000.

#### **Vacation, Sick and Personal Leave**

1. Upon commencing employment, Stuhldreher shall be credited with 40 accrued sick leave hours and 80 accrued vacation leave hours. In addition, Stuhldreher shall accrue 80 hours of sick leave, 16 hours of personal leave and 160 hours of vacation leave on an annual basis each January 1st, beginning January 1, 2017.
2. The maximum vacation leave that may be rolled over from one calendar year to the next is 280 hours. The maximum sick leave that may be rolled over from one calendar year to the next is 480 hours. There shall be no rollover of personal leave from one calendar year to the next. Except as otherwise provided in this Agreement, in the event Stuhldreher's employment is terminated, either voluntarily or involuntarily, Stuhldreher shall be compensated for all accrued, unused, vacation and personal leave. Stuhldreher shall not be entitled to be compensated for accrued, unused, sick leave.

#### **Retirement**

1. Township agrees to enroll Stuhldreher in the MERS defined contribution retirement system and to make all the appropriate contributions on Stuhldreher's behalf.
2. Township offers a qualified 401(a) defined contribution plan to which Township shall contribute 7.5% of compensation annually. The 401(a) plan is established as an employer paid plan with non-discretionary contributions by Township and Stuhldreher shall have no right to receive such contributions in cash. The 401(a) plan has been established under a



written plan document that meets the requirements of the Internal Revenue Code and such document is hereby incorporated herein by reference. The funds for the 401(a) plan shall be invested in such investment vehicles as are allowable under the Internal Revenue Code and Stuhldreher shall make the sole determination as to how the funds are invested. Stuhldreher shall be required to contribute 2.5% of base salary annually on a pre-tax basis as a condition of participation.

3. In addition to Township's payment to the MERS retirement system referenced above, Township agrees to execute and keep in force all necessary agreements provided by MERS Section 457 deferred compensation plan for Stuhldreher's participation in said supplementary retirement plan.

### **General Business Expenses**

1. Township agrees to budget and pay for reasonable professional dues and subscriptions of Stuhldreher reasonably necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for Stuhldreher's continued professional participation, growth, and advancement, and for the good of Township.
2. Township agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for professional and official travel, meetings, and occasions to adequately continue the professional development of Stuhldreher and the necessary official functions for Township.
3. Township also agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for short courses, institutes, and seminars that are necessary for Stuhldreher's professional development and for the good of Township.
4. Township recognizes that certain expenses of a job related nature may be incurred by Stuhldreher, and agrees to reimburse or to pay said reasonable general expenses. Such expenses may include meals where Township business is being discussed or conducted and participation in social events of various organizations when representing Township. Such expenditures are subject to annual budget constraints as well as state and Township ethics and purchasing policies. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.
5. Recognizing the importance of constant communication and maximum productivity, Township shall provide Stuhldreher, for business and personal use, a mobile phone and

tablet computer for Stuhldreher to perform his duties and to maintain communication with Township's staff and officials as well as other individuals who are doing business with Township. The equipment described herein shall remain the property of Township at all times, and upon termination or expiration of Stuhldreher's employment for any reason Stuhldreher shall immediately return the same to the Township.

6. All above referenced expenditures and reimbursements cannot exceed the annual budgeted appropriation(s) for such activities. The Township Board shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations.

### **Termination**

For the purposes of this agreement, Stuhldreher's employment shall terminate upon occurrence of the following:

1. The majority of the Township Board votes to terminate Stuhldreher in accordance with the Union Township Board Policy Manual at a properly posted and duly authorized public meeting, with or without cause.
2. Stuhldreher may voluntarily resign from his employment at any time and for any reason. In the event that Stuhldreher voluntarily resigns his position with Township, Stuhldreher shall provide a minimum of 30 calendar days written notice unless Township and Stuhldreher agree otherwise. If Stuhldreher provides less than said 30 calendar days written notice without the parties' agreement to the contrary, he shall not be entitled to any payment for unused annual vacation and personal leave unless the parties otherwise agree in writing. The written resignation must be filed with the Township Board.
3. Breach of contract declared by either party and the breaching party fails to cure such breach within 30 days of written notice thereof provided by the non-breaching party. Stuhldreher shall not be entitled to any payment for accrued, unused, annual vacation and personal leave if the Township Board terminates his employment for cause as defined as (1) a conviction for embezzlement of Township funds; (2) violation of the Township charter, Township ordinances, or other law regarding public officers; (3) a violation of this Agreement; (4) conviction of a felony; (5) conviction of a misdemeanor resulting in a term of incarceration; (6) conviction of any crime involving moral turpitude; intentional insubordination regarding a directive legally approved by the Township Board; or (7) repeated tardiness or poor attendance for reasons other than his health or family emergency.

4. Should the Township terminate Stuhldreher's employment without cause prior to the completion of a contract term, he shall be entitled to a severance equal to six months of his then-current rate of pay and benefits. After three years of employment, should the Township choose not to enter into an annual renewal of his contract, Stuhldreher shall be entitled to a severance payment of one month's pay and benefits at his then current rate for each year of employment up to a maximum of six months.

### **Performance Evaluation**

Township shall annually review the performance of Stuhldreher in August each year, subject to a process, form, criteria and format for the evaluation per the Union Township Board Policy Manual Section 4.4. Upon Stuhldreher's request, the evaluation of Stuhldreher shall be conducted in closed session in accordance with applicable state law. Nothing herein shall prohibit Township or Stuhldreher from sharing the content of Stuhldreher's evaluation with their respective legal counsel.

### **Hours of Work**

It is recognized that Stuhldreher must devote a great deal of time outside the normal office hours on business for Township, and to that end Stuhldreher shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of Township and shall allow Stuhldreher to faithfully perform his assigned duties and responsibilities.

### **Ethical Commitments**

Stuhldreher will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Stuhldreher shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund raising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

Township shall support Stuhldreher in keeping these commitments by refraining from any order, direction or request that would require Stuhldreher to violate the ICMA Code of Ethics. Specifically, neither the Township Board nor any individual member thereof shall request Stuhldreher to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

### **Outside Activities**

The employment provided for by the Agreement shall be Stuhldreher's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to Township and the community, Stuhldreher may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference nor a conflict of interest with his or her responsibilities under this Agreement.

### **Moving and Relocation Expenses**

Township shall provide to Stuhldreher reimbursement of actual direct moving expenses up to Two Thousand and 00/100 Dollars (\$2,000.00). Stuhldreher shall provide Township with copies of receipts, invoices or other documentation in support of expenses incurred.

### **Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

(a) EMPLOYER: Charter Township of Union

2010 S. Lincoln Rd.

Mount Pleasant, MI 48858

(b) EMPLOYEE: Mark D. Stuhldreher

1027 Lynn

Kalamazoo, MI 49008

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### **General Provisions**

Integration. This Agreement sets forth and establishes the entire understanding between Township and Stuhldreher relating to the employment of Stuhldreher by Township. Any prior discussions or representations by or between Township and Stuhldreher are merged into and rendered null and void by this Agreement. Township and Stuhldreher by mutual written agreement may amend any

provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

**Binding Effect.** This Agreement shall be binding on Township and Stuhldreher as well as their respective heirs, assigns, executors, personal representatives and successors in interest.

**Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both Township and Stuhldreher subsequent to the expungement or judicial modification of the invalid provision.

**Conflict.** In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of Council's policies, or Township's ordinance or Township's rules and regulations, or any state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of Council's policies, or Township's ordinances, or Township's rules and regulations or any such law during the term of this Agreement.

**Indemnification and Defense.** Beyond that required under Federal, State or Local Law, Township shall defend, save harmless and indemnify Stuhldreher against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Stuhldreher's duties as Township Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. Stuhldreher may request and the Township shall not unreasonably refuse to provide legal representation at Township's expense. Legal representation, provided by Township for Stuhldreher, shall extend until a final determination of the legal action including any appeals brought by either party. The Township shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available. Further, Township agrees to pay all reasonable litigation expenses of Stuhldreher throughout the pendency of any litigation to which he

is a party, witness or advisor to the Township. Such expense payments shall continue beyond Stuhldreher's service to the Township as long as litigation is pending. Further, Township agrees to pay Stuhldreher reasonable consulting fees and travel expenses when Stuhldreher serves as a witness, advisor or consultant to Township regarding pending litigation for any period of time post-employment.

**Charter Township of Union**

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

Township Board Representative

Executed the 8th day of June 2016 (insert date at appropriate time).

**Employee**

Signature: \_\_\_\_\_

Executed the 8th day of June 2016 (insert date at appropriate time).

This is a redlined version of the original Agreement that depicts changes made and effective between inception and until 12/31/20 as approved by the Board. MDS 11/18/21

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), made and entered into this June 8, 2016, by and between the Charter Township of Union, a municipal corporation, herein after called the "Township"

AND

Mark D. Stuhldreher, of 1027 Lynn, Kalamazoo, Kalamazoo County, Michigan, hereinafter called "Stuhldreher"

WITNESSETH:

WHEREAS:

Township desires to employ Stuhldreher in the management position of Township Manager under the terms of this Agreement.

Now, therefore, intending to be legally bound hereby and in consideration of mutual covenants and obligations set forth in this Agreement, the Township and Stuhldreher agree as follows:

**Term**

- 1. The Township agrees to employ Stuhldreher in the position of Township Manager, subject to the direction by and through the Township Board of Trustees ("Township Board").
- 2. The term of this Agreement shall be for an initial period from July 25, 2016 to December 31, 2016. This Agreement shall automatically be renewed on January 1<sup>st</sup> each year for successive 1 year terms unless either party provides to the other written notice of non-renewal at least 90 days before the expiration of the then current term.

**Duties and Authority**

- 1. Township agrees to employ Stuhldreher as Manager to perform the functions and duties specified in the Township Manager position description, Township's charter and/or ordinances, and the Township's Board Policy Manual, together with such other legally permissible and proper duties and functions as the Township Board from time to time may

assign. Stuhldreher shall perform such functions and duties with reasonable care, diligence, skill and expertise, and shall do so in compliance with applicable law, the Township charter, and lawful Township directives, policies, rules and ordinances as they exist or may hereafter be amended.

2. Stuhldreher shall be responsible to hire, supervise, direct, assign, reassign, terminate and evaluate all Township employees in a manner consistent with applicable policies, ordinances, charter provisions, state and federal law.
3. Stuhldreher shall be further responsible to develop and establish internal regulations, rules and procedures which Stuhldreher deems necessary for the efficient and effective operation of the Township consistent with applicable law, the Township charter, and lawful Township directives, policies, rules and ordinances as they exist or may hereafter be amended.
4. Stuhldreher or designee shall attend, and shall be permitted to attend, all meetings of the Township Board, both public and closed, with the exception of those closed meetings devoted to the subject of this Agreement, or any amendment thereto or Stuhldreher's evaluation as consistent with applicable law.
5. The Township Board, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to Stuhldreher for study and/or appropriate action.

**Commented [MS1]:** Approved 4/8/20

### **Compensation**

1. Base Salary: Township agrees to pay Stuhldreher an annual base salary of ~~\$99,000~~ \$104,250, payable in biweekly installments in accordance with Township's customary payroll practices.
2. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by Township's compensation policies.
3. In addition, consideration shall be given on an annual basis to an increase in compensation. Increased compensation can be in the form of a salary increase and/or performance incentive and/or an increase in benefits.

**Commented [MS2]:** Effective 1/1/19 as approved by BOT on 10/24/18. Other salary changes had been made prior to 1/1/19 but are not presented here to aid in readability

### **Health, Disability and Life Insurance Benefits**



1. Township agrees to provide and to pay the premiums for health, hospitalization, surgical, dental and comprehensive medical insurance for Stuhldreher and his dependents, at a minimum, equal to that which is provided to all other employees of the Township. Vision coverage is also available at Stuhldreher's expense.
2. Township offers a Section 125 health flexible spending account (FSA) which can be elected by Stuhldreher on an annual calendar year basis.
3. Township agrees to put into force and to make required premium payments for long term disability coverage for Stuhldreher.
4. Township agrees to put into force and to make required premium payments for short term disability coverage for Stuhldreher.
5. Township shall pay the amount of premium due for term life insurance in the amount of \$40,000 including an accidental death & dismemberment policy in the amount of \$40,000.

**Vacation, Sick and Personal Leave**

1. Upon commencing employment, Stuhldreher shall be credited with 40 accrued sick leave hours and 80 accrued vacation leave hours. In addition, Stuhldreher shall accrue 80 hours of sick leave, 16 hours of personal leave and ~~160~~<sup>200</sup> hours of vacation leave on an annual basis each January 1st, beginning January 1, 2017.
2. The maximum vacation leave that may be rolled over from one calendar year to the next is 280 hours. The maximum sick leave that may be rolled over from one calendar year to the next is 480 hours. There shall be no rollover of personal leave from one calendar year to the next. Except as otherwise provided in this Agreement, in the event Stuhldreher's employment is terminated, either voluntarily or involuntarily, Stuhldreher shall be compensated for all accrued, unused, vacation and personal leave. Stuhldreher shall not be entitled to be compensated for accrued, unused, sick leave.

**Commented [MS3]:** Effective 1/1/20 - 1 week of vacation added per BOT action on 10/23/19

**Retirement**

1. Township agrees to enroll Stuhldreher in the MERS defined contribution retirement system and to make all the appropriate contributions on Stuhldreher's behalf.
2. Township offers a qualified 401(a) defined contribution plan to which Township shall contribute ~~7.5%~~<sup>9%</sup> of compensation annually. The 401(a) plan is established as an

**Commented [MS4]:** Effective 1/1/20 as part of CBA negotiations that change % . This change applied to all non-bargaining unit employees as well

employer paid plan with non-discretionary contributions by Township and Stuhldreher shall have no right to receive such contributions in cash. The 401(a) plan has been established under a written plan document that meets the requirements of the Internal Revenue Code and such document is hereby incorporated herein by reference. The funds for the 401(a) plan shall be invested in such investment vehicles as are allowable under the Internal Revenue Code and Stuhldreher shall make the sole determination as to how the funds are invested. Stuhldreher shall be required to contribute 2.5% of base salary annually on a pre-tax basis as a condition of participation.

3. In addition to Township's payment to the MERS retirement system referenced above, Township agrees to execute and keep in force all necessary agreements provided by MERS Section 457 deferred compensation plan for Stuhldreher's participation in said supplementary retirement plan.

#### **General Business Expenses**

##### **1. Township agrees to pay a \$250.00/month car allowance**

1. Township agrees to budget and pay for reasonable professional dues and subscriptions of Stuhldreher reasonably necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for Stuhldreher's continued professional participation, growth, and advancement, and for the good of Township.
2. Township agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for professional and official travel, meetings, and occasions to adequately continue the professional development of Stuhldreher and the necessary official functions for Township.
3. Township also agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for short courses, institutes, and seminars that are necessary for Stuhldreher's professional development and for the good of Township.
4. Township recognizes that certain expenses of a job related nature may be incurred by Stuhldreher, and agrees to reimburse or to pay said reasonable general expenses. Such expenses may include meals where Township business is being discussed or conducted and participation in social events of various organizations when representing Township. Such expenditures are subject to annual budget constraints as well as state and Township ethics and purchasing policies. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

**Commented [MS5]:** Effective 1/1/20 - Car allowance added per BOT action on 10/23/19

5. Recognizing the importance of constant communication and maximum productivity, Township shall provide Stuhldreher, for business and personal use, a mobile phone and tablet computer for Stuhldreher to perform his duties and to maintain communication with Township's staff and officials as well as other individuals who are doing business with Township. The equipment described herein shall remain the property of Township at all times, and upon termination or expiration of Stuhldreher's employment for any reason Stuhldreher shall immediately return the same to the Township.
6. All above referenced expenditures and reimbursements cannot exceed the annual budgeted appropriation(s) for such activities. The Township Board shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations.

#### **Termination**

For the purposes of this agreement, Stuhldreher's employment shall terminate upon occurrence of the following:

1. The majority of the Township Board votes to terminate Stuhldreher in accordance with the Union Township Board Policy Manual at a properly posted and duly authorized public meeting, with or without cause.
2. Stuhldreher may voluntarily resign from his employment at any time and for any reason. In the event that Stuhldreher voluntarily resigns his position with Township, Stuhldreher shall provide a minimum of 30 calendar days written notice unless Township and Stuhldreher agree otherwise. If Stuhldreher provides less than said 30 calendar days written notice without the parties' agreement to the contrary, he shall not be entitled to any payment for unused annual vacation and personal leave unless the parties otherwise agree in writing. The written resignation must be filed with the Township Board.
3. Breach of contract declared by either party and the breaching party fails to cure such breach within 30 days of written notice thereof provided by the non-breaching party. Stuhldreher shall not be entitled to any payment for accrued, unused, annual vacation and personal leave if the Township Board terminates his employment for cause as defined as (1) a conviction for embezzlement of Township funds; (2) violation of the Township charter, Township ordinances, or other law regarding public officers; (3) a violation of this Agreement; (4) conviction of a felony; (5) conviction of a misdemeanor resulting in a term of incarceration; (6) conviction of any crime involving moral turpitude; intentional insubordination regarding a directive legally approved by the Township Board; or (7)

repeated tardiness or poor attendance for reasons other than his health or family emergency.

4. Should the Township terminate Stuhldreher's employment without cause prior to the completion of a contract term, he shall be entitled to a severance equal to six months of his then-current rate of pay and benefits. After three years of employment, should the Township choose not to enter into an annual renewal of his contract, Stuhldreher shall be entitled to a severance payment of one month's pay and benefits at his then current rate for each year of employment up to a maximum of six months.

#### **Performance Evaluation**

Township shall annually review the performance of Stuhldreher in August each year, subject to a process, form, criteria and format for the evaluation per the Union Township Board Policy Manual Section 4.4. Upon Stuhldreher's request, the evaluation of Stuhldreher shall be conducted in closed session in accordance with applicable state law. Nothing herein shall prohibit Township or Stuhldreher from sharing the content of Stuhldreher's evaluation with their respective legal counsel.

#### **Hours of Work**

It is recognized that Stuhldreher must devote a great deal of time outside the normal office hours on business for Township, and to that end Stuhldreher shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of Township and shall allow Stuhldreher to faithfully perform his assigned duties and responsibilities.

#### **Ethical Commitments**

Stuhldreher will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Stuhldreher shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund raising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

Township shall support Stuhldreher in keeping these commitments by refraining from any order, direction or request that would require Stuhldreher to violate the ICMA Code of Ethics. Specifically, neither the Township Board nor any individual member thereof shall request Stuhldreher to

endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

**Outside Activities**

The employment provided for by the Agreement shall be Stuhldreher’s primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to Township and the community, Stuhldreher may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference nor a conflict of interest with his or her responsibilities under this Agreement.

**Moving and Relocation Expenses**

Township shall provide to Stuhldreher reimbursement of actual direct moving expenses up to Two Thousand and 00/100 Dollars (\$2,000.00). Stuhldreher shall provide Township with copies of receipts, invoices or other documentation in support of expenses incurred.

**Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

(a) EMPLOYER: Charter Township of Union

2010 S. Lincoln Rd.

Mount Pleasant, MI 48858

(b) EMPLOYEE: Mark D. Stuhldreher

1027 Lynn

Kalamazoo, MI 49008

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**General Provisions**

Integration. This Agreement sets forth and establishes the entire understanding between Township and Stuhldreher relating to the employment of Stuhldreher by Township. Any prior discussions or representations by or between Township and Stuhldreher are merged into and rendered null and void by this Agreement. Township and Stuhldreher by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

Binding Effect. This Agreement shall be binding on Township and Stuhldreher as well as their respective heirs, assigns, executors, personal representatives and successors in interest.

Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both Township and Stuhldreher subsequent to the expungement or judicial modification of the invalid provision.

Conflict. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of Council's policies, or Township's ordinance or Township's rules and regulations, or any state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of Council's policies, or Township's ordinances, or Township's rules and regulations or any such law during the term of this Agreement.

Indemnification and Defense. Beyond that required under Federal, State or Local Law, Township shall defend, save harmless and indemnify Stuhldreher against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Stuhldreher's duties as Township Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. Stuhldreher may request and the Township shall not unreasonably refuse to provide legal representation at Township's expense. Legal representation, provided by Township for Stuhldreher, shall extend until a final determination of the legal action including any appeals brought by either party. The Township shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or

threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available. Further, Township agrees to pay all reasonable litigation expenses of Stuhldreher throughout the pendency of any litigation to which he is a party, witness or advisor to the Township. Such expense payments shall continue beyond Stuhldreher's service to the Township as long as litigation is pending. Further, Township agrees to pay Stuhldreher reasonable consulting fees and travel expenses when Stuhldreher serves as a witness, advisor or consultant to Township regarding pending litigation for any period of time post-employment.

**Charter Township of Union**

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

Township Board Representative

Executed the 8th day of June 2016 (insert date at appropriate time).

**Employee**

Signature: \_\_\_\_\_

Executed the 8th day of June 2016 (insert date at appropriate time).

This is the current version redlined with changes for Board consideration at the November 23 BOT Meeting- MDS 11/18/21

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), originally made and entered into this June 8, 2016, by and between the Charter Township of Union, a municipal corporation, herein after called the "Township"

AND

Mark D. Stuhldreher, of 1820 S. Crawford Rd, Apt F6, Mt. Pleasant, Isabella County, Michigan, ~~1027 Lynn, Kalamazoo, Kalamazoo County, Michigan~~, hereinafter called "Stuhldreher"

WITNESSETH:

WHEREAS:

Township desires to employ Stuhldreher in the management position of Township Manager under the terms of this Agreement.

Now, therefore, intending to be legally bound hereby and in consideration of mutual covenants and obligations set forth in this Agreement, the Township and Stuhldreher agree as follows:

**Term**

- 1. The Township agrees to employ Stuhldreher in the position of Township Manager, subject to the direction by and through the Township Board of Trustees ("Township Board").
- 2. The term of this Agreement shall be for a ~~n initial~~ period from ~~July 25, 2016~~ January 1, 2022, to December 31, ~~2022~~16. This Agreement shall automatically be renewed on January 1<sup>st</sup> each year for successive 1-year terms unless either party provides to the other written notice of non-renewal at least 90 days before the expiration of the then current term.

**Duties and Authority**

- 1. Township agrees to employ Stuhldreher as Manager to perform the functions and duties specified in the Township Manager position description, Township's charter and/or ordinances, and the Township's Board Policy Manual, together with such other legally permissible and proper duties and functions as the Township Board from time to time may



assign. Stuhldreher shall perform such functions and duties with reasonable care, diligence, skill, and expertise, and shall do so in compliance with applicable law, the Township charter, and lawful Township directives, policies, rules, and ordinances as they exist or may hereafter be amended.

2. Stuhldreher shall be responsible to hire, supervise, direct, assign, reassign, terminate, and evaluate all Township employees in a manner consistent with applicable policies, ordinances, charter provisions, state, and federal law.
3. Stuhldreher shall be further responsible to develop and establish internal regulations, rules, and procedures which Stuhldreher deems necessary for the efficient and effective operation of the Township consistent with applicable law, the Township charter, and lawful Township directives, policies, rules, and ordinances as they exist or may hereafter be amended.
4. Stuhldreher or designee shall attend, and shall be permitted to attend, all meetings of the Township Board, both public and closed, with the exception of those closed meetings devoted to the subject of this Agreement, or any amendment thereto or Stuhldreher's evaluation as consistent with applicable law.
5. The Township Board, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to Stuhldreher for study and/or appropriate action.

**Compensation**

1. Base Salary: Township agrees to pay Stuhldreher an annual base salary of \$107,377, payable in biweekly installments in accordance with Township's customary payroll practices.
2. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by Township's compensation policies.
3. In addition, consideration shall be given on an annual basis to an increase in compensation. Increased compensation can be in the form of a salary increase and/or performance incentive and/or an increase in benefits.

Commented [MS1]: Approved by BOT on 9/8/21 and effective 1/1/22

**Health, Disability and Life Insurance Benefits**

1. Township agrees to provide and to pay the premiums for health, hospitalization, surgical, dental, and comprehensive medical insurance for Stuhldreher and his dependents, at a

minimum, equal to that which is provided to all other employees of the Township. Vision coverage is also available at Stuhldreher's expense.

2. Township offers a Section 125 health flexible spending account (FSA) which can be elected by Stuhldreher on an annual calendar year basis.
3. Township agrees to put into force and to make required premium payments for long term disability coverage for Stuhldreher.
4. Township agrees to put into force and to make required premium payments for short term disability coverage for Stuhldreher.
5. Township shall pay the amount of premium due for term life insurance in the amount of \$40,000 including an accidental death & dismemberment policy in the amount of \$40,000.

#### **Vacation, Sick and Personal Leave**

1. Upon commencing employment, Stuhldreher shall be credited with 40 accrued sick leave hours and 80 accrued vacation leave hours. In addition, Stuhldreher shall accrue 80 hours of sick leave, 16 hours of personal leave and 200 hours of vacation leave on an annual basis each January 1st, beginning January 1, 2017.
2. The maximum vacation leave that may be rolled over from one calendar year to the next is 280 hours. The maximum sick leave that may be rolled over from one calendar year to the next is 480 hours. There shall be no rollover of personal leave from one calendar year to the next. Except as otherwise provided in this Agreement, in the event Stuhldreher's employment is terminated, either voluntarily or involuntarily, Stuhldreher shall be compensated for all accrued, unused, vacation and personal leave. Stuhldreher shall not be entitled to be compensated for accrued, unused, sick leave.

#### **Retirement**

1. Township agrees to enroll Stuhldreher in the MERS defined contribution retirement system and to make all the appropriate contributions on Stuhldreher's behalf.
2. Township offers a qualified 401(a) defined contribution plan to which Township shall contribute 9% of compensation annually. The 401(a) plan is established as an employer paid plan with non-discretionary contributions by Township and Stuhldreher shall have no right to receive such contributions in cash. The 401(a) plan has been established under a

written plan document that meets the requirements of the Internal Revenue Code and such document is hereby incorporated herein by reference. The funds for the 401(a) plan shall be invested in such investment vehicles as are allowable under the Internal Revenue Code and Stuhldreher shall make the sole determination as to how the funds are invested. Stuhldreher shall be required to contribute 2.5% of base salary annually on a pre-tax basis as a condition of participation.

3. In addition to Township's payment to the MERS retirement system referenced above, Township agrees to execute and keep in force all necessary agreements provided by MERS Section 457 deferred compensation plan for Stuhldreher's participation in said supplementary retirement plan.

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7. All above referenced expenditures and reimbursements cannot exceed the annual budgeted appropriation(s) for such activities. The Township Board shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations.

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For the purposes of this agreement, Stuhldreher's employment shall terminate upon occurrence of the following:

1. The majority of the Township Board votes to terminate Stuhldreher in accordance with the Union Township Board Policy Manual at a properly posted and duly authorized public meeting, with or without cause.
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repeated tardiness or poor attendance for reasons other than his health or family emergency.

4. Should the Township terminate Stuhldreher's employment without cause prior to the completion of a contract term, he shall be entitled to a severance equal to 1.5 months of pay and benefits for each year worked up to a maximum of 12 months of his then current rate of pay and benefits. ~~six months of his then current rate of pay and benefits. After three years of employment, should the Township choose not to enter into an annual renewal of his contract, Stuhldreher shall be entitled to a severance payment of one month's pay and benefits at his then current rate for each year of employment up to a maximum of six months.~~

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Mount Pleasant, MI 48858

(b) EMPLOYEE: Mark D. Stuhldreher

~~1027 Lynn~~ 1820 S. Crawford Apt F6

~~Kalamazoo~~ Mt. Pleasant, MI 49008 ~~48858~~

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**General Provisions**

Integration. This Agreement sets forth and establishes the entire understanding between Township and Stuhldreher relating to the employment of Stuhldreher by Township. Any prior discussions or representations by or between Township and Stuhldreher are merged into and rendered null and void by this Agreement. Township and Stuhldreher by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

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Conflict. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of Council's policies, or Township's ordinance or Township's rules and regulations, or any state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of Council's policies, or Township's ordinances, or Township's rules and regulations or any such law during the term of this Agreement.

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Township shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available. Further, Township agrees to pay all reasonable litigation expenses of Stuhldreher throughout the pendency of any litigation to which he is a party, witness, or advisor to the Township. Such expense payments shall continue beyond Stuhldreher's service to the Township as long as litigation is pending. Further, Township agrees to pay Stuhldreher reasonable consulting fees and travel expenses when Stuhldreher serves as a witness, advisor, or consultant to Township regarding pending litigation for any period of time post-employment.

**Charter Township of Union**

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

Township Board Representative

Executed the \_\_\_\_\_ ~~8th day of June 2016~~.

**Employee**

Signature: \_\_\_\_\_

Executed the \_\_\_\_\_ ~~8th day of June 2016~~



EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”), originally made and entered into this June 8, 2016, by and between the Charter Township of Union, a municipal corporation, herein after called the “Township”

AND

Mark D. Stuhldreher, of 1820 S. Crawford Rd, Apt F6, Mt. Pleasant, Isabella County, Michigan, hereinafter called “Stuhldreher”

**WITNESSETH:**

**WHEREAS:**

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**Term**

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2. The term of this Agreement shall be for a period from January 1, 2022, to December 31, 2022. This Agreement shall automatically be renewed on January 1<sup>st</sup> each year for successive 1-year terms unless either party provides to the other written notice of non-renewal at least 90 days before the expiration of the then current term.

**Duties and Authority**

1. Township agrees to employ Stuhldreher as Manager to perform the functions and duties specified in the Township Manager position description, Township’s charter and/or ordinances, and the Township’s Board Policy Manual, together with such other legally permissible and proper duties and functions as the Township Board from time to time may

assign. Stuhldreher shall perform such functions and duties with reasonable care, diligence, skill, and expertise, and shall do so in compliance with applicable law, the Township charter, and lawful Township directives, policies, rules, and ordinances as they exist or may hereafter be amended.

2. Stuhldreher shall be responsible to hire, supervise, direct, assign, reassign, terminate, and evaluate all Township employees in a manner consistent with applicable policies, ordinances, charter provisions, state, and federal law.
3. Stuhldreher shall be further responsible to develop and establish internal regulations, rules, and procedures which Stuhldreher deems necessary for the efficient and effective operation of the Township consistent with applicable law, the Township charter, and lawful Township directives, policies, rules, and ordinances as they exist or may hereafter be amended.
4. Stuhldreher or designee shall attend, and shall be permitted to attend, all meetings of the Township Board, both public and closed, with the exception of those closed meetings devoted to the subject of this Agreement, or any amendment thereto or Stuhldreher's evaluation as consistent with applicable law.
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### **Compensation**

1. Base Salary: Township agrees to pay Stuhldreher an annual base salary of \$107,377 payable in biweekly installments in accordance with Township's customary payroll practices.
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minimum, equal to that which is provided to all other employees of the Township. Vision coverage is also available at Stuhldreher's expense.

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3. Township agrees to put into force and to make required premium payments for long term disability coverage for Stuhldreher.
4. Township agrees to put into force and to make required premium payments for short term disability coverage for Stuhldreher.
5. Township shall pay the amount of premium due for term life insurance in the amount of \$40,000 including an accidental death & dismemberment policy in the amount of \$40,000.

#### **Vacation, Sick and Personal Leave**

1. Upon commencing employment, Stuhldreher shall be credited with 40 accrued sick leave hours and 80 accrued vacation leave hours. In addition, Stuhldreher shall accrue 80 hours of sick leave, 16 hours of personal leave and 200 hours of vacation leave on an annual basis each January 1st, beginning January 1, 2017.
2. The maximum vacation leave that may be rolled over from one calendar year to the next is 280 hours. The maximum sick leave that may be rolled over from one calendar year to the next is 480 hours. There shall be no rollover of personal leave from one calendar year to the next. Except as otherwise provided in this Agreement, in the event Stuhldreher's employment is terminated, either voluntarily or involuntarily, Stuhldreher shall be compensated for all accrued, unused, vacation and personal leave. Stuhldreher shall not be entitled to be compensated for accrued, unused, sick leave.

#### **Retirement**

1. Township agrees to enroll Stuhldreher in the MERS defined contribution retirement system and to make all the appropriate contributions on Stuhldreher's behalf.
2. Township offers a qualified 401(a) defined contribution plan to which Township shall contribute 9% of compensation annually. The 401(a) plan is established as an employer paid plan with non-discretionary contributions by Township and Stuhldreher shall have no right to receive such contributions in cash. The 401(a) plan has been established under a

written plan document that meets the requirements of the Internal Revenue Code and such document is hereby incorporated herein by reference. The funds for the 401(a) plan shall be invested in such investment vehicles as are allowable under the Internal Revenue Code and Stuhldreher shall make the sole determination as to how the funds are invested. Stuhldreher shall be required to contribute 2.5% of base salary annually on a pre-tax basis as a condition of participation.

3. In addition to Township's payment to the MERS retirement system referenced above, Township agrees to execute and keep in force all necessary agreements provided by MERS Section 457 deferred compensation plan for Stuhldreher's participation in said supplementary retirement plan.

### **General Business Expenses**

1. Township agrees to pay a \$250.00/month car allowance
2. Township agrees to budget and pay for reasonable professional dues and subscriptions of Stuhldreher reasonably necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for Stuhldreher's continued professional participation, growth, and advancement, and for the good of Township.
3. Township agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for professional and official travel, meetings, and occasions to adequately continue the professional development of Stuhldreher and the necessary official functions for Township.
4. Township also agrees to budget and pay for reasonable travel and subsistence expenses of Stuhldreher for short courses, institutes, and seminars that are necessary for Stuhldreher's professional development and for the good of Township.
5. Township recognizes that certain expenses of a job-related nature may be incurred by Stuhldreher and agrees to reimburse or to pay said reasonable general expenses. Such expenses may include meals where Township business is being discussed or conducted and participation in social events of various organizations when representing Township. Such expenditures are subject to annual budget constraints as well as state and Township ethics and purchasing policies. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

6. Recognizing the importance of constant communication and maximum productivity, Township shall provide Stuhldreher, for business and personal use, a mobile phone and tablet computer for Stuhldreher to perform his duties and to maintain communication with Township's staff and officials as well as other individuals who are doing business with Township. The equipment described herein shall remain the property of Township at all times, and upon termination or expiration of Stuhldreher's employment for any reason Stuhldreher shall immediately return the same to the Township.
7. All above referenced expenditures and reimbursements cannot exceed the annual budgeted appropriation(s) for such activities. The Township Board shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations.

### **Termination**

For the purposes of this agreement, Stuhldreher's employment shall terminate upon occurrence of the following:

1. The majority of the Township Board votes to terminate Stuhldreher in accordance with the Union Township Board Policy Manual at a properly posted and duly authorized public meeting, with or without cause.
2. Stuhldreher may voluntarily resign from his employment at any time and for any reason. In the event that Stuhldreher voluntarily resigns his position with Township, Stuhldreher shall provide a minimum of 30 calendar days written notice unless Township and Stuhldreher agree otherwise. If Stuhldreher provides less than said 30 calendar days written notice without the parties' agreement to the contrary, he shall not be entitled to any payment for unused annual vacation and personal leave unless the parties otherwise agree in writing. The written resignation must be filed with the Township Board.
3. Breach of contract declared by either party and the breaching party fails to cure such breach within 30 days of written notice thereof provided by the non-breaching party. Stuhldreher shall not be entitled to any payment for accrued, unused, annual vacation and personal leave if the Township Board terminates his employment for cause as defined as (1) a conviction for embezzlement of Township funds; (2) violation of the Township charter, Township ordinances, or other law regarding public officers; (3) a violation of this Agreement; (4) conviction of a felony; (5) conviction of a misdemeanor resulting in a term of incarceration; (6) conviction of any crime involving moral turpitude; intentional insubordination regarding a directive legally approved by the Township Board; or (7)

repeated tardiness or poor attendance for reasons other than his health or family emergency.

4. Should the Township terminate Stuhldreher's employment without cause prior to the completion of a contract term, he shall be entitled to a severance payment equal to 1.5 months of pay and benefits for each year worked up to a maximum of 12 months of his then current rate of pay and benefits.

### **Performance Evaluation**

Township shall annually review the performance of Stuhldreher in August each year, subject to a process, form, criteria, and format for the evaluation per the Union Township Board Policy Manual Section 4.4. Upon Stuhldreher's request, the evaluation of Stuhldreher shall be conducted in closed session in accordance with applicable state law. Nothing herein shall prohibit Township or Stuhldreher from sharing the content of Stuhldreher's evaluation with their respective legal counsel.

### **Hours of Work**

It is recognized that Stuhldreher must devote a great deal of time outside the normal office hours on business for Township, and to that end Stuhldreher shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of Township and shall allow Stuhldreher to faithfully perform his assigned duties and responsibilities.

### **Ethical Commitments**

Stuhldreher will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Stuhldreher shall not endorse candidates, make financial contributions, sign, or circulate petitions, or participate in fund raising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

Township shall support Stuhldreher in keeping these commitments by refraining from any order, direction or request that would require Stuhldreher to violate the ICMA Code of Ethics. Specifically, neither the Township Board nor any individual member thereof shall request Stuhldreher to endorse any candidate, make any financial contribution, sign, or circulate any petition, or

participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit.

### **Outside Activities**

The employment provided for by the Agreement shall be Stuhldreher's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to Township and the community, Stuhldreher may elect to accept limited teaching, consulting, or other business opportunities with the understanding that such arrangements must neither constitute interference nor a conflict of interest with his or her responsibilities under this Agreement.

### **Moving and Relocation Expenses**

Township shall provide to Stuhldreher reimbursement of actual direct moving expenses up to Two Thousand and 00/100 Dollars (\$2,000.00). Stuhldreher shall provide Township with copies of receipts, invoices, or other documentation in support of expenses incurred.

### **Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

(a) EMPLOYER: Charter Township of Union

2010 S. Lincoln Rd.

Mount Pleasant, MI 48858

(b) EMPLOYEE: Mark D. Stuhldreher

1820 S. Crawford Apt F6

Mt. Pleasant, MI 48858

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### **General Provisions**

Integration. This Agreement sets forth and establishes the entire understanding between Township and Stuhldreher relating to the employment of Stuhldreher by Township. Any prior discussions or representations by or between Township and Stuhldreher are merged into and rendered null and void by this Agreement. Township and Stuhldreher by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

Binding Effect. This Agreement shall be binding on Township and Stuhldreher as well as their respective heirs, assigns, executors, personal representatives, and successors in interest.

Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both Township and Stuhldreher subsequent to the expungement or judicial modification of the invalid provision.

Conflict. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of Council's policies, or Township's ordinance or Township's rules and regulations, or any state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of Council's policies, or Township's ordinances, or Township's rules and regulations or any such law during the term of this Agreement.

Indemnification and Defense. Beyond that required under Federal, State or Local Law, Township shall defend, save harmless and indemnify Stuhldreher against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Stuhldreher's duties as Township Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. Stuhldreher may request and the Township shall not unreasonably refuse to provide legal representation at Township's expense. Legal representation, provided by Township for Stuhldreher, shall extend until a final determination of the legal action including any appeals brought by either party. The Township shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or



threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available. Further, Township agrees to pay all reasonable litigation expenses of Stuhldreher throughout the pendency of any litigation to which he is a party, witness, or advisor to the Township. Such expense payments shall continue beyond Stuhldreher's service to the Township as long as litigation is pending. Further, Township agrees to pay Stuhldreher reasonable consulting fees and travel expenses when Stuhldreher serves as a witness, advisor, or consultant to Township regarding pending litigation for any period of time post-employment.

**Charter Township of Union**

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

Township Board Representative

Executed this date \_\_\_\_\_

**Employee**

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

Township Manager

Executed this date \_\_\_\_\_



# REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher

DATE: November 16, 2021

FROM: Sherrie Teall, Finance Director

DATE FOR BOARD CONSIDERATION: 11/23/2021

**ACTION REQUESTED:** Board approval of the FY 2021 Budget Amendment No. 4 for the General fund, Fire 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 on November 30, 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 description of the significant amendments follows.

#### General Fund

- Revenue
  - Increased Revenue for Administrative Fee for Property Tax are recognized \$4,000
  - Increased Rental Inspection revenue of \$6,000 is recognized
  - Increased Zoning Permit revenue of \$5,000 is recognized
  - Increased Budget for Special Election Reimbursement Revenue \$5,155 for the County’s 911 election
  - Decreased the Contribution from EDA \$10,000 for the Parks Master Plan that was moved from 2021 to 2022
  - Decreased Interest Earned is Recognized in the amount of \$9,800 mostly due to lower interest rates overall
  - Total net revenue from all adjustments is an increase of \$2,355 for the General fund
  
- Expenditures
  - Increased Manager’s budget \$10,000 for the Contribution to the Aquatic Center approved by the Board of Trustees on 10-13-21
  - Decreased the Assessing Department budget \$2,125 for Board of Review pay not needed and \$2,000 for the new office desk space coming in lower than expected
  - Increased Budget \$1,300 in the Elections Department is recognized for additional operating supplies, postage, etc. for three elections in 2021 that were not in the original budget
  - Increased Budget \$1,500 for Salaries and Wages in the Township Hall & Grounds department that was not in the original budget
  - Increased budget \$17,603 in the Legal Department is recognized for legal fees approved by the Board for the Township Assessor’s Pung Matter.

- Decreased Budget in the Building Department \$15,500 based on bulk scanning project being moved from 2021 to 2022
- Public Works Department Net Decrease of \$308,500 is based on a decrease of \$14,000 in Professional and Contractual Services for technical project support not used, Lincoln Road upgrade project delayed until 2022 (\$167,000), the Chip Seal project coming in \$10,000 less than expected, the Meridian Road project coming in \$20,000 less than expected and the Broomfield and Bluegrass sidewalks for \$100,000 being delayed until 2022.
- The Planning Department budget is being decreased \$26,855, part of this decrease is \$9,955 for Zoning Board of Appeals meetings not needed in 2021 and \$15,500 for a bulk scanning project that is delayed until 2022.
- Parks and Recreation Budget is being decreased by \$11,153 for full-time wages not needed due to temporary labor working longer into the fall season.
- Parks and Recreation Budget is being increased \$4,000 for temporary labor working longer into the fall season.
- Parks and Recreation Budget is being decreased for \$5,000 in Professional & Contractual Services because the parks master plan update is being delayed until 2022
- Parks and Recreation Budget is being decreased by \$3,700 for the purchase of tables, chairs and equipment for Jameson Hall delayed until 2022
- Decreased Capital Outlay budget of \$100,500 is recognized due to several items being moved to fiscal year 2022:
  - \$40,000 for carpet/tile in the back offices at the Township Hall
  - \$10,000 for office furniture upgrades
  - \$15,000 for painting the interior of the Township Hall
  - \$7,000 for electronics upgrade to the board room
  - \$30,500 for improvements to the property owned by the Township on Jonathon Lane
- Total net expenditures from all adjustments result in a decrease of \$454,505 in spending for the general fund

The budget amendment for the General Fund is:

Revenues: \$ 2,355

Expenditures:

172-Township Manager	\$ 8,675	
191-Accounting	500	
257-Assessor	( 3,975)	
262-Elections	1,300	
265-Twp Hall & Grounds	1,500	
266-Legal/Attorney	17,603	
371-Building	( 21,150)	
441-Public Works	(308,500)	
701-Planning	( 26,855)	
751-Parks & Recreation	( 23,103)	
901-Capital Outlay	(100,500)	
Total Expenditures		(\$454,505)

- The resulting net impact of budget amendment No. 4 is to increase the projected year end fund balance by \$456,860 in the general fund compared to the existing budget.

**Fire Fund**

- Revenue
  - A decrease in Fire Protection from the East DDA of \$23,950 is recognized based on actual amounts received—the original budget was overestimated
  - A decrease in revenue earned from Interest Earned is recognized for \$2,000 based on very low interest rates for 2021
  - Total net revenue from all adjustments is a decrease of \$25,950 for the Fire fund
- Expenditures
  - A decrease in Hydrant Flushing costs of \$25,000 is recognized based on actual wages and benefits charged to the fire fund for hydrant flushing

The budget amendment for the Fire Fund is:

Revenues:	(\$ 25,950)
Expenditures:	(\$ 25,000)

- The resulting impact of the budget amendment #4 is to decrease the projected year end fund balance by \$950 compared to the existing original budget

**East DDA Fund**

- Revenue
  - No Revenues are amended
- Expenditures
  - Decreased Professional & Contractual Services budget \$22,500 based on mapping streetlighting/electrical/irrigation system for Miss Dig not being done due to major MDOT project on Pickard Street coming
  - Decreased budget \$5,000 for Maintenance to Benches/Trash Receptacles-will not be done due to major MDOT project on Pickard Street coming in 2023-24
  - Decreased budget \$15,000 due to the number of irrigation/lighting repairs decreasing over the prior year
  - Decreased budget \$5,000 for the business communications project moved from fiscal year 2021 to fiscal year 2022
  - Decreased budget \$40,000 due to delaying the Community Improvement Grant project until 2022
  - Decreased the Sewer System Projects budget for Pump Station #1 (\$160,260) and the Sanitary Sewer project on Summerton Road (\$275,000) delayed until 2022

- Decreased the budget \$10,000 for the Parks Master Plan delayed until 2022
- Total net expenditures from all adjustments is a decrease of \$529,115 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:		-0-
Expenditures:	000-General Operating	(\$ 83,855)
	728-Economic Development	( 445,260)
	Total Expenditures	(\$529,115)

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$529,115 compared to the existing amended budget

**West DDA Fund**

- Revenue
  - An Increased Budget for Property Tax revenue of \$4,000 is recognized
- Expenditures
  - Decreased budget \$40,000 due to delaying the Community Improvement Grant project until 2022
  - Decreased budget \$330,000 for the Lincoln Road project being delayed until 2022
  - Decreased budget \$307,000 for sidewalk projects being delayed until 2022
  - Total net expenditures from all adjustments is a decrease of \$674,855 in the WDDA Fund

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 4,000
Expenditures	000-General Operating	(\$ 367,855)
	728-Economic Development	(\$ 307,000)
	Total Expenditures	(\$674,855)

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$678,855 compared to the existing original budget

## Sewer Fund

- Revenue
  - Decreased the Contribution from EDA for Projects \$160,000 because upgrade project for Pump Station #1 has been delayed
  - Decreased Revenue for Interest Earned \$11,000 due to lower interest rates staying down
  - Total net revenue from all adjustments is a decrease of \$171,000 for the Sewer Fund
  
- Expenses
  - Decreased Equipment Maintenance \$17,000 is recognized because maintenance was not needed in 2021
  - Decreased Lift Station Maintenance \$50,000 based on YTD actuals
  - Decreased the Capital Projects Budget \$870,000 for projects delayed until 2022
    - Pump Station #18
    - Service Area #5
    - Pump Station #1
  - Decreased Budget \$435,000 for New Equipment purchased delayed until 2022
    - Vactor Truck \$425,000
    - Bypass Pump \$10,000
  - Decreased Budget \$35,000 for a new truck purchase that was in the 2021 budget that will not be received until 2022
  - Increase Budget in the Waste Water Treatment Plant \$10,000 for additional Secondary Treatment Equipment maintenance
  - Increased Bond Interest \$8,100 which was understated in the original budget
  - Total net expenses budgeted are decreasing by \$1,409,160 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		( \$171,000)
Expenses:	536-Water/Sewer Systems	(\$1,419,360)
	540-Waste Water Treatment	2,100
	910-Debt Service	8,100
	Total Expenditures	(\$1,409,160)

- The resulting impact of budget amendment #4 is to increase the projected year end fund balance of the Sewer Fund by \$1,238,160 compared to the existing amended budget

## Water Fund

- Revenue
  - Decreased Budget for Interest Earned revenue of \$10,000 is recognized based on lower interest rates staying down
  - Increased Revenue from Laterals \$1,500 based on YTD actual amounts
  - Total net revenue from all adjustments is a decrease of \$8,200 for the Water Fund
  
- Expenses
  - Increased Budget for Overtime of \$1,600 is recognized due to necessity

- Increased Budget of \$25,000 is recognized for Hydrant Flushing based on actual wages/benefits charged in the fire fund
- Decreased Budget of \$4,450 is recognized for Professional Development costs coming in much lower than expected
- Decreased Budget of \$8,700 is recognized in Water Well Maintenance for a pitless adapter that was planned in 2021 but replaced in 2020 as an emergency repair
- Decreased Budget for Capital Projects \$404,000
  - River Road Project & Iron Removal Filter delayed until 2022-\$379,000
  - Isabella Ground Tank Cathodic Protection Replacement-\$25,000
- Decreased Budget \$35,000 for a new truck purchase that was in the 2021 budget that will not be received until 2022
- Total net expenses are decreasing by \$413,510 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:		(\$ 8,200)
Expenses:	536-Water/Sewer Systems	(\$428,510)
	Total Expenses	(\$428,510)

- The resulting net impact of budget amendment #4 is to increase projected year end fund balance of the Water Fund by \$420,310 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, 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 on November 30, 2021

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

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

Yes:  
No:  
Absent:



**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Revenues:							
101-000-402.000	CURRENT PROPERTY TAX	312,582.63	314,000.00	314,000.00	313,852.47	314,000.00	0.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,066.05)	(5,000.00)	(5,000.00)	(801.57)	(5,000.00)	0.00
101-000-402.002	PILOT TAX	3,218.79	3,000.00	3,000.00	0.01	3,000.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	247.34	1,000.00	1,000.00	104.26	1,000.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,646.50	2,400.00	2,400.00	1,480.50	2,400.00	0.00
101-000-445.000	INTEREST ON TAXES	601.68	100.00	100.00	1,046.38	100.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	3,948.19	4,000.00	4,000.00	4,179.30	4,000.00	0.00
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,107.98	150,000.00	150,000.00	132,112.09	154,000.00	4,000.00
	*Increased Budget for higher than expected Administrative Fees collected in 2021						
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(565.15)	(4,000.00)	(4,000.00)	(387.62)	(4,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,752.50	7,700.00	7,700.00	7,762.50	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	209.98	0.00	0.00	202.21	0.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	115,509.98	115,000.00	109,000.00	82,565.87	109,000.00	0.00
101-000-476.000	BUILDING PERMITS	78,412.59	72,000.00	50,000.00	39,675.00	52,000.00	2,000.00
	*Increased Budget for higher than expected building permits in 2021						
101-000-477.000	RENTAL INSPECTION FEES	83,357.00	89,000.00	89,000.00	94,565.00	95,000.00	6,000.00
	*Increased Budget for higher than expected rental inspection fees in 2021						
101-000-479.000	ZONING PERMITS	9,300.00	18,000.00	18,000.00	19,400.00	23,000.00	5,000.00
	*Increased Budget for higher than expected zoning permits in 2021						
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	1,180,000.00	656,191.00	1,180,000.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,814.00	11,700.00	11,700.00	11,359.15	11,700.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	8,205.36	8,200.00	8,200.00	8,228.20	8,200.00	0.00
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIMB	13,189.45	0.00	29,075.00	29,084.06	34,230.00	5,155.00
	*Increased Budget for Special Election Reimbursement \$5,155.00 (County 911)						0.00
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	290,567.00	272,226.97	290,567.00	0.00
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	117,000.00	221,000.00	19,714.91	211,000.00	(10,000.00)
	*\$10,000.00 from Parks Master Plan moved from 2021 to 2022						0.00
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	760.25	1,000.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	0.00	1,600.00	1,600.00	1,590.00	1,600.00	0.00
101-000-655.000	FINES & FORFEITURES	502.50	800.00	800.00	456.50	800.00	0.00
101-000-665.000	INTEREST EARNED	99,110.20	36,800.00	36,800.00	19,975.09	27,000.00	(9,800.00)
	*Decreased Budget due to lower interest rates overall						
101-000-667.000	RENT - JAMESON HALL	1,075.00	7,000.00	0.00	0.00	0.00	0.00
101-000-667.100	RENT - McDONALD PARK PAVILION	264.00	1,000.00	1,500.00	1,332.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	120.00	500.00	1,500.00	1,296.00	1,500.00	0.00
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	30,000.00	18,547.08	30,000.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	15,821.36	18,000.00	18,000.00	7,297.78	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	2,576,842.00	1,747,817.60	2,579,197.00	2,355.00

Expenditures:

Dept 101 - TRUSTEES

101-101-702.000	SALARIES & WAGES	30,230.56	30,115.00	30,115.00	22,038.36	30,115.00	0.00
101-101-707.000	PER MEETING	1,725.00	4,000.00	4,000.00	2,800.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	1,965.60	2,108.00	2,108.00	1,540.00	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	459.67	493.00	493.00	360.18	493.00	0.00
101-101-724.000	WORKER'S COMP	60.07	60.00	60.00	20.74	60.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,507.50	4,310.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	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

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 BUDGET AMENDMENT
101-101-910.000	PROFESSIONAL DEVELOPMENT	1,482.55	5,100.00	5,100.00	915.00	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	0.00	2,500.00	2,500.00	237.85	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	0.00	500.00	500.00	141.82	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	16,337.82	16,400.00	16,400.00	16,109.85	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	47,982.30	67,186.00	0.00
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	14,376.35	6,250.00	6,250.00	4,591.41	6,250.00	0.00
101-171-707.000	PER MEETING	425.00	1,000.00	1,000.00	500.00	1,000.00	0.00
101-171-709.000	EMPLR FICA CONTR	917.65	450.00	450.00	315.73	450.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	214.72	105.00	105.00	73.91	105.00	0.00
101-171-724.000	WORKER'S COMP	29.26	150.00	150.00	8.03	150.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	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	5,489.08	10,530.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	35,024.51	34,850.00	34,850.00	25,533.36	34,850.00	0.00
101-172-702.600	CAR ALLOWANCE	3,000.00	3,000.00	3,000.00	2,250.00	3,000.00	0.00
101-172-708.000	UNEMPLOYMENT	54.33	150.00	150.00	40.36	150.00	0.00
101-172-709.000	EMPLR FICA CONTR	2,338.18	2,321.00	2,321.00	1,694.43	2,321.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	546.86	543.00	543.00	396.35	543.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	3,419.46	3,404.00	3,404.00	2,480.18	3,404.00	0.00
101-172-718.500	HEALTH INSURANCE	7,600.57	7,821.00	7,821.00	6,224.54	7,821.00	0.00
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(291.41)	(317.00)	(317.00)	(235.22)	(317.00)	0.00
101-172-719.000	DENTAL INSURANCE	169.78	175.00	175.00	138.95	175.00	0.00
101-172-719.800	VISION INSURANCE	131.83	129.00	129.00	38.74	129.00	0.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(66.01)	(64.00)	(64.00)	(19.39)	(64.00)	0.00
101-172-724.000	WORKER'S COMP	144.13	121.00	121.00	84.03	121.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	133.75	150.00	150.00	100.40	150.00	0.00
101-172-752.000	OFFICE SUPPLIES	0.00	300.00	300.00	39.21	300.00	0.00
101-172-767.000	UNIFORMS	74.00	0.00	0.00	0.00	100.00	100.00
	*Increased Budget for annual clothing allowance with Union Township logo						
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	838.40	800.00	800.00	280.45	800.00	0.00
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	0.00	0.00	161.95	175.00	175.00
	*Increased Budget for notary application and filing fee						
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	46,204.00	45,800.00	45,800.00	22,226.35	45,800.00	0.00
101-172-880.000	COMMUNITY PROMOTION	5,600.00	7,000.00	7,000.00	5,000.00	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	0.00	(1,000.00)
	*Decreased Budget due to professional development not needed in 2021						
101-172-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00	(500.00)
	*Decreased Budget due to professional development not needed in 2021						
101-172-910.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00	(100.00)
	*Decreased Budget due to professional development not needed in 2021						
101-172-915.000	MEMBERSHIP & DUES	75.00	600.00	600.00	150.00	600.00	0.00
101-172-955.000	MISC.	671.50	300.00	300.00	84.50	300.00	0.00
101-172-967.150	CONTRIBUTION TO AQUATIC CENTER	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	*Contribution Approved by the Board of Trustees on 10-13-21						
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	66,669.19	117,858.00	8,675.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	99,197.47	123,600.00	123,600.00	73,465.71	123,600.00	0.00
101-191-702.500	OVERTIME	4,730.75	5,000.00	5,000.00	2,916.88	5,000.00	0.00
101-191-705.000	LEAVE TIME PAYOUT	0.00	0.00	0.00	656.04	700.00	700.00
	*Paid out Leave time for resigning Accounting Specialist in June 2021						
101-191-708.000	UNEMPLOYMENT	510.08	1,050.00	1,050.00	459.14	1,050.00	0.00
101-191-709.000	EMPLR FICA CONTR	6,068.79	8,000.00	8,000.00	4,560.19	8,000.00	0.00
101-191-711.000	EMPLR MEDICARE CONTR	1,421.05	1,800.00	1,800.00	1,066.59	1,800.00	0.00

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 BUDGET AMENDMENT
101-191-716.000	EMPLR RETIREMENT CONTR	8,360.99	11,600.00	11,600.00	6,878.79	11,600.00	0.00
101-191-718.500	HEALTH INSURANCE	35,405.36	54,700.00	54,700.00	33,370.60	54,700.00	0.00
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(3,068.13)	(5,465.00)	(5,465.00)	(3,231.81)	(5,465.00)	0.00
101-191-719.000	DENTAL INSURANCE	2,229.47	3,515.00	3,515.00	2,115.55	3,515.00	0.00
101-191-719.800	VISION INSURANCE	510.73	825.00	825.00	491.28	825.00	0.00
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(255.42)	(411.00)	(411.00)	(230.94)	(411.00)	0.00
101-191-724.000	WORKER'S COMP	379.24	411.00	411.00	231.27	411.00	0.00
101-191-725.000	LIFE & DISABILITY BENEFIT	448.29	933.00	933.00	320.99	933.00	0.00
101-191-752.000	OFFICE SUPPLIES	2,523.75	2,000.00	2,000.00	1,877.95	2,000.00	0.00
101-191-767.000	UNIFORMS	200.00	200.00	200.00	98.25	200.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,131.00	1,200.00	1,200.00	1,050.00	1,200.00	0.00
101-191-801.020	EXTERNAL AUDIT	16,950.00	17,100.00	17,100.00	16,100.00	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	6,947.50	6,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	240.82	500.00	500.00	124.99	500.00	0.00
101-191-900.000	PRINTING & PUBLISHING	1,458.80	500.00	1,500.00	2,796.60	2,800.00	1,300.00
	*Increased Budget for classified advertising for open Accounting Specialist position						
101-191-910.000	PROFESSIONAL DEVELOPMENT	1,786.74	2,000.00	2,000.00	589.00	2,000.00	0.00
101-191-910.100	SEMINAR LODGING	0.00	1,500.00	1,500.00	0.00	0.00	(1,500.00)
	*Decreased Budget due to all professional development being online in 2021						
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	522.25	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	127.00	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
Net - Dept 191 - ACCOUNTING/GEN ADMIN		191,460.25	239,398.00	240,398.00	153,299.33	240,898.00	500.00
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	35,097.01	27,014.00	30,014.00	21,843.39	30,014.00	0.00
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	1,354.29	1,800.00	0.00
101-215-711.000	EMPLR MEDICARE CONTR	518.31	421.00	421.00	316.72	421.00	0.00
101-215-724.000	WORKER'S COMP	88.27	56.00	56.00	43.39	56.00	0.00
101-215-752.000	OFFICE SUPPLIES	848.92	500.00	500.00	35.88	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 REIMBURSEMENT	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	2,087.18	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	40,991.00	25,685.29	40,991.00	0.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,695.87	51,480.00	51,480.00	31,599.20	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	32,628.68	58,480.00	0.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,514.01	24,102.00	24,102.00	15,653.99	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	973.65	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	314.13	357.00	357.00	227.71	357.00	0.00
101-253-724.000	WORKER'S COMP	42.64	44.00	44.00	24.61	44.00	0.00
101-253-752.000	OFFICE SUPPLIES	179.70	1,000.00	1,000.00	791.51	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	1,949.34	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	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

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
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	500.00	474.99	500.00	0.00
Net - Dept 253 - TREASURER		29,072.82	34,978.00	35,478.00	20,220.80	35,478.00	0.00
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	1,375.00	2,000.00	(2,125.00)
*Decreased Budget for Board of Review pay not needed							
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	85.25	256.00	0.00
101-257-711.000	EMPLR MEDICARE CONTR	873.24	60.00	60.00	19.95	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	4.25	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	107,925.00	110,000.00	0.00
101-257-850.000	COMMUNICATIONS	1,074.17	1,500.00	1,500.00	339.68	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 REIMBURSEMENT	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	150.00	150.00
*Increased Budget for Board of Review guides							
101-257-915.000	MEMBERSHIP & DUES	375.00	0.00	0.00	0.00	0.00	0.00
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	1,020.00	1,500.00	(2,000.00)
*New Assessing office desk space came in less than expected							
Net - Dept 257 - ASSESSOR		136,634.71	124,904.00	124,904.00	113,258.17	120,929.00	(3,975.00)
Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	1,130.88	1,000.00	1,000.00	143.20	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	8.04	60.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	27.05	20.00	20.00	1.88	20.00	0.00
101-262-712.000	ELECTION WORKERS	17,795.50	5,000.00	8,000.00	5,192.50	8,000.00	0.00
101-262-716.000	EMPLR RETIREMENT CONTR	133.53	100.00	100.00	12.89	100.00	0.00
101-262-718.500	HEALTH INSURANCE	699.22	200.00	200.00	61.36	200.00	0.00
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS	(96.47)	0.00	0.00	(13.16)	0.00	0.00
101-262-719.000	DENTAL INSURANCE	45.81	1.00	1.00	4.39	1.00	0.00
101-262-719.800	VISION INSURANCE	12.85	0.00	0.00	0.54	0.00	0.00
101-262-719.900	VISION INS-EE CONTRIBUTIONS	(6.42)	0.00	0.00	(0.27)	0.00	0.00
101-262-724.000	WORKER'S COMP	18.88	20.00	20.00	2.98	20.00	0.00
101-262-725.000	LIFE & DISABILITY BENEFIT	14.40	0.00	0.00	1.65	0.00	0.00
101-262-754.000	OPERATING SUPPLIES	11,412.27	2,000.00	7,000.00	4,665.03	8,000.00	1,000.00
*Increased Budget needed for 3 elections in 2021							
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,729.20	2,000.00	6,000.00	4,368.75	7,000.00	1,000.00
*Increased Budget needed for 3 elections in 2021							
101-262-851.000	MAIL/POSTAGE	2,658.55	50.00	4,000.00	2,315.65	4,800.00	800.00
*Increased Budget needed for 3 elections in 2021							
101-262-900.000	PRINTING & PUBLISHING	1,423.00	1,600.00	1,600.00	0.00	100.00	(1,500.00)
*Decreased Budget based on no employment classified ads were needed in 2021							
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

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Net - Dept 262 - ELECTIONS		46,548.13	12,771.00	28,721.00	16,765.43	30,021.00	1,300.00
Dept 265 - TWP HALL & GROUNDS							
101-265-702.000	SALARIES & WAGES	1,079.33	0.00	0.00	925.77	1,500.00	1,500.00
	*Increased Budget for wages coming in higher than expected						
101-265-708.000	UNEMPLOYMENT	7.80	0.00	0.00	3.89	0.00	0.00
101-265-709.000	EMPLR FICA CONTR	65.57	0.00	0.00	55.98	0.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	15.34	0.00	0.00	13.11	0.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	97.12	0.00	0.00	83.31	0.00	0.00
101-265-718.500	HEALTH INSURANCE	478.66	0.00	0.00	280.96	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	10.81	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	11.62	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	2,819.14	6,000.00	0.00
101-265-776.100	HALL CLEANING	8,770.28	11,050.00	11,050.00	6,930.12	11,050.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	19,648.87	20,500.00	20,500.00	3,682.67	20,500.00	0.00
101-265-850.000	COMMUNICATIONS	2,959.79	3,000.00	3,000.00	2,231.56	3,000.00	0.00
101-265-890.000	SAFETY	1,026.78	1,000.00	1,000.00	606.20	1,000.00	0.00
101-265-917.000	WATER & SEWER CHARGES	602.10	700.00	700.00	321.70	700.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	10,222.84	12,000.00	12,000.00	8,102.42	12,000.00	0.00
101-265-930.001	MAINT-EQUIPMENT	0.00	500.00	500.00	61.76	500.00	0.00
101-265-930.200	MAINT-GROUNDS	317.00	500.00	500.00	92.95	500.00	0.00
101-265-930.300	MAINT-BUILDINGS	4,632.86	3,500.00	3,500.00	1,420.17	3,500.00	0.00
101-265-934.500	MAINT. AGREEMENT ON EQUIPMENT	0.00	0.00	2,600.00	1,299.36	2,600.00	0.00
101-265-935.000	PROPERTY/LIABILITY INSURANCE	11,477.08	11,500.00	13,500.00	10,134.21	13,500.00	0.00
101-265-940.100	POSTAGE METER LEASE	1,842.39	2,000.00	2,000.00	1,388.25	2,000.00	0.00
101-265-955.000	MISC.	17.56	200.00	200.00	74.98	200.00	0.00
101-265-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	3,000.00	0.00	0.00	0.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS		69,655.31	75,450.00	77,050.00	40,528.81	78,550.00	1,500.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES-GENERAL	55,501.94	50,000.00	50,000.00	28,128.83	50,000.00	0.00
101-266-826.000-020	LEGAL FEES-ZALUD MATTER	11,858.40	20,000.00	25,000.00	10,965.00	25,000.00	0.00
101-266-826.000-021	LEGAL FEES-CONCERNED CITIZENS MATTER	27,412.72	20,000.00	20,000.00	23,007.07	20,000.00	0.00
101-266-826.500	LEGAL FEES-ASSESSOR	27,294.97	0.00	7,262.00	24,865.20	24,865.00	17,603.00
	*Increased Budget to account for legal fees for the Pung matter approved by the Board of Trustees						
Net - Dept 266 - LEGAL/ATTORNEY		122,068.03	90,000.00	102,262.00	86,966.10	119,865.00	17,603.00
Dept 371 - BUILDING							
101-371-702.000	SALARIES & WAGES	94,233.13	97,590.00	127,734.00	82,258.31	127,734.00	0.00
101-371-702.500	OVERTIME	2,713.92	2,300.00	2,300.00	1,013.28	1,500.00	(800.00)
	*Decreased Budget due to overtime not needed the remainder of the year						
101-371-708.000	UNEMPLOYMENT	306.00	900.00	1,190.00	300.49	1,190.00	0.00
101-371-709.000	EMPLR FICA CONTR	5,633.75	5,855.00	7,640.00	4,863.69	7,640.00	0.00
101-371-711.000	EMPLR MEDICARE CONTR	1,317.57	1,370.00	1,787.00	1,137.49	1,787.00	0.00
101-371-716.000	EMPLR RETIREMENT CONTR	8,714.92	9,000.00	11,703.00	7,494.39	11,703.00	0.00
101-371-718.500	HEALTH INSURANCE	43,034.79	46,850.00	58,540.00	39,207.38	58,540.00	0.00
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,231.43)	(5,150.00)	(6,435.00)	(4,170.20)	(6,435.00)	0.00
101-371-719.000	DENTAL INSURANCE	3,052.26	3,340.00	4,175.00	2,781.20	4,175.00	0.00
101-371-719.800	VISION INSURANCE	610.45	780.00	965.00	519.06	965.00	0.00
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(305.22)	(386.00)	(483.00)	(259.36)	(483.00)	0.00
101-371-724.000	WORKER'S COMP	529.28	450.00	609.00	365.14	609.00	0.00
101-371-725.000	LIFE & DISABILITY BENEFIT	632.52	725.00	913.00	486.09	913.00	0.00
101-371-752.000	OFFICE SUPPLIES	856.79	900.00	900.00	834.11	900.00	0.00
101-371-754.000	OPERATING SUPPLIES	575.00	500.00	500.00	351.05	500.00	0.00
101-371-759.000	GAS/FUEL	505.25	1,000.00	1,000.00	434.48	1,000.00	0.00
101-371-767.000	UNIFORMS	150.75	200.00	200.00	0.00	300.00	100.00
	*Increased Budget for one additional employee added in the department						
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	69,000.00	43,591.72	53,500.00	(15,500.00)

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
	*Decreasing Budget by \$15,500.00 for bulk scanning being moved from 2021 to 2022						0.00
101-371-850.000	COMMUNICATIONS	750.66	800.00	800.00	570.68	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	3,000.00	1,795.32	2,000.00	(1,000.00)
	*Decreased Budget for publishing not needed						
101-371-910.000	PROFESSIONAL DEVELOPMENT	49.37	5,000.00	5,000.00	710.00	2,000.00	(3,000.00)
	*Decreased Budget based on fewer trainings offered offsite in 2021						
101-371-910.100	SEMINAR LODGING	0.00	500.00	500.00	160.32	200.00	(300.00)
	*Decreased Budget based on fewer trainings offered offsite in 2021						
101-371-910.200	SEMINAR MEALS	39.53	750.00	750.00	0.00	100.00	(650.00)
	*Decreased Budget based on fewer trainings offered offsite in 2021						
101-371-915.000	MEMBERSHIP & DUES	1,051.00	1,100.00	1,100.00	1,125.00	1,100.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	442.21	400.00	900.00	794.47	900.00	0.00
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	0.00	3,000.00	2,201.25	3,000.00	0.00
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,758.98	1,000.00	3,000.00	429.97	3,000.00	0.00
Net - Dept 371 - BUILDING		255,445.06	302,134.00	301,648.00	188,995.33	280,498.00	(21,150.00)
Dept 441 - PUBLIC WORKS							
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	18,360.81	14,000.00	14,000.00	0.00	0.00	(14,000.00)
	*Decreased Budget for technical project support not needed in 2021						
101-441-920.000	STREET LIGHTING	23,641.58	23,000.00	23,000.00	17,113.85	25,500.00	2,500.00
	*Increased Budget for electrical rates increasing in 2021						
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	792,200.00	6,560.05	595,200.00	(197,000.00)
	*Decreased Budget by \$167,000.00 due to Lincoln Rd upgrade being moved from 2021 to 2022						
	*Decreased Budget by \$10,000 due to Chip Seal project coming in lower than expected						
	*Decreased Budget by \$20,000 due to Meridian Rd-M20 to Bluegrass 2" overlay billing coming in lower than estimated						
101-441-967.100	CONTRIBUTION TO AIRPORT IMPROVEMENTS	0.00	10,000.00	0.00	0.00	0.00	0.00
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	209,767.31	20,840.00	120,840.00	0.00	20,840.00	(100,000.00)
	*Decreased Budget by \$100,000 due to Broomfield and Bluegrass sidewalks being moved from 2021 to 2022 Budget						0.00
Net - Dept 441 - PUBLIC WORKS		343,805.27	814,340.00	979,040.00	51,869.20	670,540.00	(308,500.00)
Dept 701 - PLANNING							
101-701-702.000	SALARIES & WAGES	138,196.95	142,550.00	142,550.00	108,890.69	142,550.00	0.00
101-701-707.000	PER DIEM	9,557.00	20,955.00	20,955.00	5,093.00	11,000.00	(9,955.00)
	*Decreased Budget for Zoning Board of Appeals meetings not needed in 2021						
101-701-708.000	UNEMPLOYMENT	334.53	950.00	950.00	255.78	950.00	0.00
101-701-709.000	EMPLR FICA CONTR	8,627.96	9,800.00	9,800.00	6,610.46	9,800.00	0.00
101-701-711.000	EMPLR MEDICARE CONTR	2,017.80	2,300.00	2,300.00	1,545.98	2,300.00	0.00
101-701-716.000	EMPLR RETIREMENT CONTR	12,031.45	12,720.00	12,720.00	9,340.16	12,720.00	0.00
101-701-718.500	HEALTH INSURANCE	41,321.15	46,850.00	46,850.00	35,361.23	46,850.00	0.00
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,068.31)	(5,148.00)	(5,148.00)	(3,753.18)	(5,148.00)	0.00
101-701-719.000	DENTAL INSURANCE	2,920.26	3,340.00	3,340.00	2,503.08	3,340.00	0.00
101-701-719.800	VISION INSURANCE	353.76	772.00	772.00	265.32	772.00	0.00
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(176.88)	(386.00)	(386.00)	(132.66)	(386.00)	0.00
101-701-724.000	WORKER'S COMP	803.29	671.00	671.00	447.65	671.00	0.00
101-701-725.000	LIFE & DISABILITY BENEFIT	592.00	800.00	800.00	538.20	800.00	0.00
101-701-752.000	OFFICE SUPPLIES	945.58	1,000.00	1,000.00	157.05	500.00	(500.00)
	*Decreased Budget due to office supplies coming in lower than expected						
101-701-759.000	GAS/FUEL	0.00	0.00	600.00	0.00	100.00	(500.00)
	*Decreased Budget due to gas spending coming in lower than expected						
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	153.00	265.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	12,044.67	21,000.00	21,000.00	2,361.86	5,500.00	(15,500.00)
	*Decreasing Budget by \$15,500.00 due to Bulk Scanning being moved from 2021 to 2022						
101-701-804.000	CONTRIBUTION TO LOCAL AIRPORT	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00
101-701-850.000	COMMUNICATIONS	0.00	700.00	700.00	439.92	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 REIMBURSEMENT	178.26	600.00	600.00	119.28	600.00	0.00
101-701-900.000	PRINTING & PUBLISHING	11,109.05	8,500.00	5,000.00	3,718.08	5,000.00	0.00
101-701-910.000	PROFESSIONAL DEVELOPMENT	2,268.37	5,000.00	5,000.00	2,440.00	5,000.00	0.00
101-701-910.100	SEMINAR LODGING	0.00	400.00	400.00	475.70	400.00	0.00

**Charter Township of Union  
101 - General Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
101-701-910.200	SEMINAR MEALS	0.00	600.00	600.00	25.00	200.00	(400.00)
	*Seminar meals not needed due to most training being electronic						
101-701-915.000	MEMBERSHIP & DUES	925.00	1,280.00	1,600.00	792.50	1,600.00	0.00
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	283,539.00	187,718.10	256,684.00	(26,855.00)
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	17,851.13	33,153.00	33,153.00	15,957.06	22,000.00	(11,153.00)
	*Decreased Budget for full-time wages due to temporary labor working longer into the fall season						
101-751-702.500	OVERTIME	595.53	2,500.00	2,500.00	1,583.49	1,700.00	(800.00)
	*Decreased Budget for overtime in parks department which was overestimated in the original budget						
101-751-708.000	UNEMPLOYMENT	88.14	918.00	918.00	169.65	918.00	0.00
101-751-709.000	EMPLR FICA CONTR	1,250.12	2,650.00	2,650.00	1,807.21	2,650.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	292.31	615.00	615.00	422.67	615.00	0.00
101-751-712.000	TEMPORARY LABOR	2,912.88	9,360.00	9,360.00	12,578.50	13,360.00	4,000.00
	*Increased Budget for temporary labor working longer into the fall season						
101-751-716.000	EMPLR RETIREMENT CONTR	(1,600.31)	2,675.00	2,675.00	1,578.65	2,675.00	0.00
101-751-718.500	HEALTH INSURANCE	9,480.76	18,735.00	18,735.00	8,807.30	18,735.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,075.93)	(2,575.00)	(2,575.00)	(1,003.15)	(2,575.00)	0.00
101-751-719.000	DENTAL INSURANCE	661.14	1,338.00	1,338.00	609.66	1,338.00	0.00
101-751-719.800	VISION INSURANCE	155.84	309.00	309.00	136.93	309.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(77.90)	(154.00)	(154.00)	(68.45)	(154.00)	0.00
101-751-724.000	WORKER'S COMP	501.74	954.00	954.00	618.31	954.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	165.55	280.00	280.00	122.60	280.00	0.00
101-751-754.000	OPERATING SUPPLIES	1,271.97	3,000.00	3,500.00	4,010.71	4,300.00	800.00
	*Increased Budget for dry erase board, markers, new trash cans, dolly for Jameson Hall						
101-751-759.000	GAS/FUEL	402.24	1,500.00	1,500.00	1,318.08	1,500.00	0.00
101-751-767.000	UNIFORMS	71.51	500.00	500.00	353.75	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,285.10	9,200.00	9,200.00	2,969.95	4,200.00	(5,000.00)
	*Decreased Budget for parks master plan update moved from 2021 to 2022						
101-751-890.000	SAFETY	359.38	2,000.00	2,000.00	27.00	500.00	(1,500.00)
	*Decreased Budget for parks safety items not purchased						
101-751-900.000	PRINTING & PUBLISHING	126.75	500.00	500.00	240.00	500.00	0.00
101-751-910.000	PROFESSIONAL DEVELOPMENT	0.00	400.00	400.00	0.00	0.00	(400.00)
	*Decreased Budget for professional development not needed						
101-751-917.000	WATER & SEWER CHARGES	4,894.95	4,000.00	7,500.00	3,731.24	7,500.00	0.00
101-751-920.000	ELECTRIC/NATURAL GAS	2,858.35	6,250.00	6,250.00	2,635.47	3,400.00	(2,850.00)
	*Decreased Budget due to original budget being overestimated						
101-751-930.000	REPAIRS	0.00	1,000.00	1,000.00	0.00	0.00	(1,000.00)
	*Decreased Budget based on account number no longer needed						
101-751-930.001	MAINT-EQUIPMENT	661.69	1,000.00	1,000.00	1,336.11	1,500.00	500.00
	*Increased Budget for additional maintenance on lawn mowers needed in 2021						
101-751-930.200	MAINT-GROUNDS	9,113.75	12,000.00	12,000.00	8,770.09	10,000.00	(2,000.00)
	*Decreased Budget based on actual spending trends						
101-751-930.250	MAINT-DOG PARK	1,789.00	4,000.00	4,000.00	1,300.00	4,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	391.65	1,500.00	1,500.00	1,320.26	1,500.00	0.00
101-751-933.000	MAINT-VEHICLES	108.60	500.00	500.00	45.00	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	12,700.00	6,626.04	9,000.00	(3,700.00)
	*Decreasing Budget by \$3,700.00 due to moving Jameson Hall tables, chairs, & equipment from 2021 to 2022						
Net - Dept 751 - PARKS & RECREATION		59,782.58	124,808.00	135,008.00	78,004.13	111,905.00	(23,103.00)
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	87,500.00	16,636.00	17,500.00	(70,000.00)
	*Decreased Budget for Carpet/Tile back Offices in Township Hall moved to 2022 Budget -- \$40,000						
	*Decreased Budget for Office Furniture upgrades Moved from 2021 to 2022 -- \$10,000						
	*Decreased Budget for Painting Back Offices, General Area moved from 2021 to 2022 -- \$15,000						
	*Decreased Budget for Electronic's Upgrade to the Board Room - Moved from 2021 to 2022 -- \$7,000						
101-901-976.303	CAPITAL OUTLAY-PROPERTY	7,379.85	40,500.00	40,500.00	2,321.31	10,000.00	(30,500.00)
	*Decreasing Budget by \$38,000 for Jonathon Lane moved from 2021 to 2022						
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	124,190.14	227,500.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		100,477.02	340,000.00	355,500.00	143,147.45	255,000.00	(100,500.00)

**Charter Township of Union**  
**101 - General Fund**  
**2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/07/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
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		<u>13,289.16</u>	<u>3,325.00</u>	<u>3,325.00</u>	<u>3,322.29</u>	<u>3,325.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>1,880,489.39</u>	<u>2,721,597.00</u>	<u>2,953,243.00</u>	<u>1,262,549.68</u>	<u>2,498,738.00</u>	<u>(454,505.00)</u>
TOTAL REVENUES		2,317,729.48	2,294,040.00	2,576,842.00	1,747,817.60	2,579,197.00	2,355.00
TOTAL EXPENDITURES		<u>1,880,489.39</u>	<u>2,721,597.00</u>	<u>2,953,243.00</u>	<u>1,262,549.68</u>	<u>2,498,738.00</u>	<u>(454,505.00)</u>
NET OF REVENUES & EXPENDITURES		437,240.09	(427,557.00)	(376,401.00)	485,267.92	80,459.00	456,860.00
BEGINNING FUND BALANCE		<u>4,814,629.00</u>	<u>5,251,869.09</u>	<u>5,251,869.09</u>	<u>5,251,869.09</u>	<u>5,251,869.09</u>	
ENDING FUND BALANCE		<u>5,251,869.09</u>	<u>4,824,312.09</u>	<u>4,875,468.09</u>	<u>5,737,137.01</u>	<u>5,332,328.09</u>	



**Charter Township of Union  
206 - Fire Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/7/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
206-000-402.000	CURRENT REAL PROPERTY TAX	624,888.05	708,000.00	708,000.00	705,999.47	708,000.00	0.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(2,132.11)	(10,000.00)	(10,000.00)	(1,803.58)	(10,000.00)	0.00
206-000-402.002	PILOT TAX	7,242.29	6,200.00	6,200.00	0.00	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	214.22	500.00	0.00
206-000-445.000	INTEREST ON TAXES	53.10	300.00	300.00	33.59	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	5,400.00	5,404.43	5,400.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	70,484.04	105,100.00	105,100.00	81,150.00	81,150.00	(23,950.00)
	*Decreased Budget by \$23,950.00 because original budget was overestimated						
206-000-600.300	FIRE PROTECTION - WDDA	52,067.68	59,000.00	59,000.00	59,515.99	59,000.00	0.00
206-000-665.000	INTEREST EARNED	16,799.54	5,600.00	5,600.00	3,102.84	3,600.00	(2,000.00)
	*Decreased Budget due to lower interest rates overall						
206-000-671.000	OTHER REVENUE	0.00	0.00	54,100.00	54,090.00	54,100.00	0.00
206-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	30,000.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>815,771.52</b>	<b>890,500.00</b>	<b>946,000.00</b>	<b>907,706.96</b>	<b>920,050.00</b>	<b>(25,950.00)</b>
<b>Expenditures</b>							
<b>Dept 336 - FIRE DEPARTMENT</b>							
206-336-702.000	SALARIES & WAGES	2,520.40	0.00	0.00	338.12	0.00	0.00
206-336-709.000	EMPLR FICA CONTR	142.35	0.00	0.00	19.58	0.00	0.00
206-336-711.000	EMPLR MEDICARE CONTR	33.32	0.00	0.00	4.58	0.00	0.00
206-336-716.000	EMPLR RETIREMENT CONTR	226.84	0.00	0.00	30.43	0.00	0.00
206-336-718.500	HEALTH INSURANCE	1,261.11	0.00	0.00	99.44	0.00	0.00
206-336-718.700	HEALTH INS-EE CONTRIBUTIONS	(210.72)	0.00	0.00	(21.34)	0.00	0.00
206-336-719.000	DENTAL INSURANCE	43.50	0.00	0.00	7.11	0.00	0.00
206-336-719.800	VISION INSURANCE	13.37	0.00	0.00	1.88	0.00	0.00
206-336-719.900	VISION INS-EE CONTRIBUTIONS	(6.67)	0.00	0.00	(0.94)	0.00	0.00
206-336-724.000	WORKER'S COMP	52.77	0.00	0.00	5.98	0.00	0.00
206-336-725.000	LIFE & DISABILITY BENEFIT	32.67	0.00	0.00	2.79	0.00	0.00
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	763,800.00	796,300.00	796,300.00	796,300.00	796,300.00	0.00
206-336-801.025	HYDRANT FLUSHING	0.00	30,000.00	30,000.00	0.00	5,000.00	(25,000.00)
	*Decreased Budget based on actual wages/benefits to the fire fund						
206-336-934.000	FIRE HYDRANT REPAIRS	1,629.50	5,150.00	5,150.00	0.00	5,150.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>769,538.44</b>	<b>831,450.00</b>	<b>831,450.00</b>	<b>796,787.63</b>	<b>806,450.00</b>	<b>(25,000.00)</b>
<b>Dept 901 - CAPITAL OUTLAY</b>							
206-901-976.312	CAPITAL OUTLAY-FIRE TRUCK	447,031.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 901 - CAPITAL OUTLAY</b>		<b>447,031.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,216,569.44</b>	<b>831,450.00</b>	<b>831,450.00</b>	<b>796,787.63</b>	<b>806,450.00</b>	<b>(25,000.00)</b>
<b>TOTAL REVENUES</b>		<b>815,771.52</b>	<b>890,500.00</b>	<b>946,000.00</b>	<b>907,706.96</b>	<b>920,050.00</b>	<b>(25,950.00)</b>
<b>TOTAL EXPENDITURES</b>		<b>1,216,569.44</b>	<b>831,450.00</b>	<b>831,450.00</b>	<b>796,787.63</b>	<b>806,450.00</b>	<b>(25,000.00)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(400,797.92)</b>	<b>59,050.00</b>	<b>114,550.00</b>	<b>110,919.33</b>	<b>113,600.00</b>	<b>(950.00)</b>
<b>BEGINNING FUND BALANCE</b>		<b>1,224,756.00</b>	<b>823,959.00</b>	<b>823,959.00</b>	<b>823,959.00</b>	<b>823,959.00</b>	
<b>ENDING FUND BALANCE</b>		<b>823,959.00</b>	<b>883,009.00</b>	<b>938,509.00</b>	<b>934,878.33</b>	<b>937,559.00</b>	

**Charter Township of Union  
248 - East DDA Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/7/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
GL #	Description						
248-000-402.000	CURRENT PROPERTY TAX	434,701.18	458,000.00	466,000.00	466,608.87	466,000.00	0.00
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	56,000.00	0.00	56,000.00	0.00
248-000-665.000	INTEREST EARNED	19,092.72	6,700.00	6,700.00	3,440.31	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	525,350.00	470,049.18	525,350.00	0.00
<b>Expenditures</b>							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,574.25	82,500.00	62,500.00	20,774.25	40,000.00	(22,500.00)
	*Decreased Budget for mapping streetlighting/electrical/irrigation system for Miss Dig-will not be done due to major MDOT project on Pickard Street coming in 2023						0.00
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	11,000.00	5,000.00	0.00	0.00	(5,000.00)
	*Decreased Budget for extra maintenance to streetscape-will not be done due to major MDOT project on Pickard Street coming in 2023						
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	17,042.00	23,000.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	33,244.34	35,000.00	35,000.00	11,962.92	20,000.00	(15,000.00)
	*Decreased Budget due to irrigation/lighting repairs not needed as much as the prior year						
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,410.50	21,000.00	21,000.00	12,235.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	17,630.00	20,000.00	20,000.00	6,270.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	1,500.00	1,000.00
	*Increased Budget for Phase 1 environmental study/report/review closing documents and correspondence with title company related to purchase of property						
248-000-880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,000.00	5,000.00	5,000.00	(5,000.00)
	*Decreased Budget for business communication project moved from 2021 to 2022						
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*Decreased Budget by \$40,000.00 due to delaying the Community Improvement Grant project until 2022						
248-000-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	1,250.00	1,000.00
	*Increased Budget for notices in the paper for the new tax increment financing plan						
248-000-915.000	MEMBERSHIP & DUES	0.00	260.00	260.00	405.00	405.00	145.00
	*Increased Budget by \$145.00 due to Manager's MEDA dues being split between EDDA and WDDA						
248-000-917.000	WATER & SEWER CHARGES	9,109.80	16,000.00	16,000.00	4,347.15	16,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	11,586.89	12,000.00	12,000.00	8,621.79	13,500.00	1,500.00
	*Increased Budget due to electrical for streetlights on Pickard/Christmas lighting coming in higher than expected						
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,576.01	1,700.00	1,700.00	1,391.61	1,700.00	0.00
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	600.00	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	258,960.00	94,549.72	175,105.00	(83,855.00)
<b>Dept 336 - FIRE DEPARTMENT</b>							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	70,484.04	105,100.00	81,150.00	81,150.00	81,150.00	0.00
Total Dept 336 - FIRE DEPARTMENT		70,484.04	105,100.00	81,150.00	81,150.00	81,150.00	0.00
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>							
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	435,260.00	435,260.00	0.00	0.00	(435,260.00)
	*Decreased Budget by \$435,260.00-Pump Station #1 (\$160,260) and Summertown Road (\$275,000) Water Sanitary Sewer moved from 2021 to 2022						
248-728-967.600	PARKS PROJECTS	0.00	117,000.00	221,000.00	19,714.91	211,000.00	(10,000.00)
	*Decreased Budget by \$10,000.00-Parks Master Plan Project moved from 2021 to 2022						
248-728-971.000	CAPITAL OUTLAY-LAND	0.00	0.00	200,000.00	197,697.09	200,000.00	0.00
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	0.00	0.00	50,000.00	0.00	50,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	552,260.00	906,260.00	217,412.00	461,000.00	(445,260.00)
TOTAL EXPENDITURES		194,004.79	942,320.00	1,246,370.00	393,111.72	717,255.00	(529,115.00)
TOTAL REVENUES		516,657.38	524,350.00	525,350.00	470,049.18	525,350.00	0.00
TOTAL EXPENDITURES		194,004.79	942,320.00	1,246,370.00	393,111.72	717,255.00	(529,115.00)
NET OF REVENUES & EXPENDITURES		322,652.59	(417,970.00)	(721,020.00)	76,937.46	(191,905.00)	529,115.00
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	960,045.59	1,758,003.05	1,489,160.59	

**Charter Township of Union  
250 - West DDA Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	2021 YTD BALANCE 10/8/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
250-000-402.000	CURRENT PROPERTY TAX	322,342.57	334,000.00	341,900.00	341,992.49	341,900.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	0.00	4,000.00
	*Decreased Budget due to no BOR or MTT cases in the West DDA						
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	3,568.17	5,400.00	0.00
<b>TOTAL REVENUES</b>		<b>337,348.76</b>	<b>335,670.00</b>	<b>343,570.00</b>	<b>345,584.48</b>	<b>347,570.00</b>	<b>4,000.00</b>
<b>Expenditures</b>							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,487.07	54,200.00	29,200.00	14,714.75	29,200.00	0.00
250-000-826.000	LEGAL FEES	0.00	0.00	0.00	975.00	1,000.00	1,000.00
	*Increased Budget for legal fees related to sidewalks/eminent domain analysis						
250-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*Decreasing Budget by \$40,000.00 due to Improvement Grant being moved from 2021 to 2022						
250-000-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	*Increased Budget for notices in the paper for the new tax increment financing plan						
250-000-915.000	MEMBERSHIP & DUES	0.00	260.00	260.00	405.00	405.00	145.00
	*Increasing Budget by \$145.00 due to Manager's MEDA dues being split between EDDA and WDDA						
250-000-967.400	STREET/ROAD PROJECTS	0.00	330,000.00	330,000.00	0.00	0.00	(330,000.00)
	*Decreasing Budget by \$330,000.00 due to Lincoln Rd. Project being moved from 2021-2022						
		10,487.07	429,460.00	404,460.00	21,094.75	36,605.00	(367,855.00)
<b>Dept 336 - FIRE DEPARTMENT</b>							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	52,067.68	59,000.00	59,000.00	59,515.99	59,000.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>52,067.68</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>59,515.99</b>	<b>59,000.00</b>	<b>0.00</b>
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>							
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	320,000.00	12,840.00	13,000.00	(307,000.00)
	*Decreasing Budget by \$307,000.00 for sidewalk projects being moved from 2021 to 2022						
<b>Total Dept 728 - ECONOMIC DEVELOPMENT</b>		<b>73,533.91</b>	<b>250,000.00</b>	<b>320,000.00</b>	<b>12,840.00</b>	<b>13,000.00</b>	<b>(307,000.00)</b>
<b>TOTAL EXPENDITURES</b>		<b>136,088.66</b>	<b>738,460.00</b>	<b>783,460.00</b>	<b>93,450.74</b>	<b>108,605.00</b>	<b>(674,855.00)</b>
<b>TOTAL REVENUES</b>		<b>337,348.76</b>	<b>335,670.00</b>	<b>343,570.00</b>	<b>345,584.48</b>	<b>347,570.00</b>	<b>4,000.00</b>
<b>TOTAL EXPENDITURES</b>		<b>136,088.66</b>	<b>738,460.00</b>	<b>783,460.00</b>	<b>93,450.74</b>	<b>108,605.00</b>	<b>(674,855.00)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>201,260.10</b>	<b>(402,790.00)</b>	<b>(439,890.00)</b>	<b>252,133.74</b>	<b>238,965.00</b>	<b>678,855.00</b>
<b>BEGINNING FUND BALANCE</b>		<b>1,021,196.00</b>	<b>1,222,457.00</b>	<b>1,222,457.00</b>	<b>1,222,457.00</b>	<b>1,222,457.00</b>	
<b>ENDING FUND BALANCE</b>		<b>1,222,456.10</b>	<b>819,667.00</b>	<b>782,567.00</b>	<b>1,474,590.74</b>	<b>1,461,422.00</b>	

**Charter Township of Union**  
**590 - Sewer Fund**  
**2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
590-000-456.000	CONNECTION FEE	22,470.00	100,000.00	100,000.00	55,505.00	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	0.00	(160,000.00)
	*Decreased Budget because Pump Station #1 project is delayed						
590-000-627.000	SERVICE	1,316,114.50	1,386,000.00	1,386,000.00	1,037,924.50	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	3,000.00	2,150.00	3,000.00	0.00
590-000-655.000	FINES & FORFEITURES	17,421.07	28,000.00	33,000.00	26,818.81	33,000.00	0.00
590-000-665.000	INTEREST EARNED	66,356.24	27,000.00	27,000.00	14,746.25	16,000.00	(11,000.00)
	*Decreased Budget due to lower interest rates overall						
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	868,520.43	1,146,000.00	0.00
590-000-671.000	OTHER REVENUE	2,924.50	3,200.00	3,200.00	718.99	3,200.00	0.00
590-000-687.000	REFUNDS & REBATES	52,053.15	0.00	0.00	37.50	0.00	0.00
TOTAL REVENUES		2,708,003.33	2,849,200.00	2,856,700.00	2,006,421.48	2,685,700.00	(171,000.00)
<b>Expenditures</b>							
<b>Dept 536 - WATER/SEWER SYSTEMS</b>							
590-536-702.000	SALARIES & WAGES	241,508.68	257,100.00	257,100.00	191,861.04	257,100.00	0.00
590-536-702.500	OVERTIME	11,254.35	7,500.00	10,000.00	8,768.02	11,500.00	1,500.00
	*Increased Budget for more Overtime required in 2021						
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	502.09	2,570.00	0.00
590-536-709.000	EMPLR FICA CONTR	15,820.97	16,630.00	16,630.00	12,252.11	16,630.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	3,700.41	3,900.00	3,900.00	2,865.60	3,900.00	0.00
590-536-712.000	TEMPORARY LABOR	4,478.66	9,360.00	9,360.00	3,077.16	3,500.00	(5,860.00)
	*Decreased Budget for temp labor not needed in the remainder of 2021						
590-536-716.000	EMPLR RETIREMENT CONTR	21,037.13	22,750.00	22,750.00	16,887.96	22,750.00	0.00
590-536-718.500	HEALTH INSURANCE	76,811.47	88,230.00	88,230.00	64,975.51	88,230.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,371.61)	(7,200.00)	(7,200.00)	(5,099.25)	(7,200.00)	0.00
590-536-719.000	DENTAL INSURANCE	3,619.77	5,100.00	5,100.00	3,105.84	5,100.00	0.00
590-536-719.800	VISION INSURANCE	481.77	628.00	628.00	395.69	628.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(240.85)	(314.00)	(314.00)	(197.90)	(314.00)	0.00
590-536-724.000	WORKER'S COMP	2,782.81	2,260.00	2,260.00	1,642.89	2,260.00	0.00
590-536-725.000	LIFE & DISABILITY BENEFIT	1,166.32	1,602.00	1,602.00	920.71	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	956.63	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	3,931.01	5,000.00	5,000.00	3,137.92	5,000.00	0.00
590-536-759.000	GAS/FUEL	7,232.93	10,000.00	10,000.00	6,096.17	10,000.00	0.00
590-536-767.000	UNIFORMS	826.33	2,000.00	2,000.00	927.39	2,000.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	48,124.66	20,850.00	20,850.00	16,798.38	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	1,769.66	3,000.00	0.00
590-536-851.000	MAIL/POSTAGE	3,060.00	4,000.00	4,000.00	1,315.56	4,000.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	839.53	750.00	750.00	429.77	750.00	0.00
590-536-890.000	SAFETY	2,183.55	8,000.00	8,000.00	2,076.38	5,000.00	(3,000.00)
	*Decreased Budget based YTD actuals						
590-536-900.000	PRINTING & PUBLISHING	559.55	1,500.00	1,500.00	413.80	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	419.00	1,200.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	68,912.59	82,000.00	82,000.00	54,990.47	82,000.00	0.00
590-536-930.000	REPAIRS	34,172.35	150,000.00	150,000.00	1,564.33	150,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	4,818.42	27,000.00	27,000.00	567.06	10,000.00	(17,000.00)
	*Decreased Budget for maintenance not needed in 2021						
590-536-930.200	MAINT-GROUNDS	1,100.00	2,000.00	2,000.00	567.00	2,000.00	0.00
590-536-930.300	MAINT-BUILDINGS	2,285.19	10,000.00	10,000.00	975.00	10,000.00	0.00
590-536-933.000	MAINT-VEHICLES	1,623.30	8,000.00	8,000.00	3,284.24	8,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	9,126.54	195,000.00	195,000.00	27,659.60	145,000.00	(50,000.00)
	*Decreased Budget based on YTD actuals						
590-536-934.300	OPTO 22 MAINTENANCE	23,921.55	15,000.00	15,000.00	14,218.71	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	21,000.00	17,334.35	21,000.00	0.00
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	5,000.00	(5,000.00)
	*Decreased Budget due to no hookups year to date						
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,413,500.00	1,313,500.00	30,750.00	443,500.00	(870,000.00)
	*Decreased Budget by \$870,000.00-Moving Pump Station #18, Service Area #5, and Pump Station #1 Upgrade from 2021 to 2022						
590-536-977.000	NEW EQUIPMENT PURCHASE	6,859.54	30,000.00	455,000.00	732.93	20,000.00	(435,000.00)
	*Decreased Budget by \$425,000.00 due to Vactor Truck Purchase being moved from 2021 to 2022						
	*Decreased Budget by \$10,000 for the bypass pump						
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	52.47	3,500.00	3,500.00	1,071.94	3,500.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,684.90	10,500.00	10,500.00	5,387.73	10,500.00	0.00
590-536-981.000	NEW VEHICLE PURCHASE	0.00	35,000.00	35,000.00	0.00	0.00	(35,000.00)
	*Truck will not be received until 2022, ordered in 2021						

**Charter Township of Union  
590 - Sewer Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Total Dept 536 - WATER/SEWER SYSTEMS		647,024.60	2,494,116.00	2,822,616.00	499,219.63	1,403,256.00	(1,419,360.00)
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	288,853.17	291,000.00	291,000.00	215,552.32	291,000.00	0.00
590-540-702.500	OVERTIME	11,269.76	11,200.00	13,000.00	9,705.25	13,000.00	0.00
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	580.76	2,250.00	0.00
590-540-709.000	EMPLR FICA CONTR	18,337.88	18,500.00	18,500.00	13,446.34	18,500.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	4,332.47	4,350.00	4,350.00	3,149.56	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	20,273.18	27,900.00	0.00
590-540-718.500	HEALTH INSURANCE	107,677.69	117,075.00	117,075.00	88,079.83	117,075.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(9,631.19)	(11,670.00)	(11,670.00)	(8,614.60)	(11,670.00)	0.00
590-540-719.000	DENTAL INSURANCE	6,376.18	6,960.00	6,960.00	5,211.74	6,960.00	0.00
590-540-719.800	VISION INSURANCE	873.12	954.00	954.00	654.84	954.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(436.56)	(477.00)	(477.00)	(327.10)	(477.00)	0.00
590-540-724.000	WORKER'S COMP	4,779.12	4,050.00	4,050.00	2,693.91	4,050.00	0.00
590-540-725.000	LIFE & DISABILITY BENEFIT	1,628.88	1,850.00	1,850.00	1,209.09	1,850.00	0.00
590-540-743.000	CHEMICALS	28,225.10	50,000.00	50,000.00	35,040.97	50,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	24,133.72	25,000.00	25,000.00	21,073.98	25,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	315.12	500.00	500.00	309.15	500.00	0.00
590-540-754.000	OPERATING SUPPLIES	10,174.73	11,500.00	11,500.00	9,880.47	11,500.00	0.00
590-540-759.000	GAS/FUEL	1,521.25	3,000.00	3,000.00	1,959.76	3,000.00	0.00
590-540-767.000	UNIFORMS	451.12	2,000.00	2,000.00	453.75	2,000.00	0.00
590-540-774.100	BIOXIDE	64,681.63	75,000.00	75,000.00	43,890.82	75,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	35,824.37	37,680.00	37,680.00	20,921.55	37,680.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	21,029.40	32,000.00	32,000.00	26,661.18	27,500.00	(4,500.00)
*Decreased Budget due to Biosolids Land Appl being overestimated in the original budget							
590-540-801.300	CONT. SERV. - LAB ANALYSIS	1,118.80	6,000.00	6,000.00	1,429.10	6,000.00	0.00
590-540-850.000	COMMUNICATIONS	4,502.45	3,500.00	3,500.00	3,716.54	4,600.00	1,100.00
*Increased Budget due to the original budget being underestimated							
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	3,344.75	5,000.00	0.00
590-540-900.000	PRINTING & PUBLISHING	126.75	500.00	500.00	177.80	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	944.95	5,000.00	5,000.00	1,117.80	2,500.00	(2,500.00)
*Decreased Budget due to professional development being overestimated in the original budget							
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	8,042.62	12,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	144,433.98	176,000.00	176,000.00	111,809.39	176,000.00	0.00
590-540-923.000	PROPANE	812.21	3,000.00	3,000.00	0.00	0.00	(3,000.00)
*Decreased Budget due to Propane purchases not being coded to this account							
590-540-930.001	MAINT-EQUIPMENT	4,829.25	6,000.00	6,000.00	1,933.32	6,000.00	0.00
590-540-930.200	MAINT-GROUNDS	6,483.94	3,500.00	3,500.00	1,252.16	3,500.00	0.00
590-540-930.300	MAINT-BUILDINGS	1,180.22	5,000.00	5,000.00	1,670.98	5,000.00	0.00
590-540-933.000	MAINT-VEHICLES	503.54	2,500.00	2,500.00	703.59	2,500.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	5,594.88	6,000.00	6,000.00	4,124.94	6,000.00	0.00
590-540-934.500	MAINT. AGREEMENT ON EQUIPMENT	0.00	0.00	2,275.00	1,624.17	2,275.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	3,961.15	4,000.00	4,000.00	34.19	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIP. MAINT.	9,489.77	15,000.00	15,000.00	14,549.89	15,000.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	7,454.36	15,000.00	15,000.00	20,527.49	25,000.00	10,000.00
Increased Budget for increased charges for equipment maintenance							
590-540-934.984	SOLIDS EQUIPMENT MAINT.	7,902.74	15,000.00	15,000.00	5,384.59	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	1,331.36	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	9,949.19	15,000.00	15,000.00	1,264.29	15,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	14,681.94	15,000.00	15,000.00	12,964.12	16,000.00	1,000.00
*Increased Budget for the increased premium in 2021							
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	8,284.40	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	3,673.20	35,000.00	73,000.00	38,068.00	73,000.00	0.00
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	225.74	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	1,142,877.00	756,619.08	1,144,977.00	2,100.00
Dept 906 - DEBT SERVICE							
590-906-990.000	BOND ISSUE COST AMORTIZATION	39,847.76	39,850.00	39,850.00	39,847.68	39,850.00	0.00
590-906-995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	25,614.34	8,100.00	8,100.00	16,200.00	16,200.00	8,100.00
*Increased Budget for bond interest understated in the original budget							
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	73,230.18	146,461.00	0.00
Total Dept 906 - DEBT SERVICE		213,955.31	195,211.00	195,211.00	129,277.86	203,311.00	8,100.00
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

**Charter Township of Union  
590 - Sewer Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/08/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	689,911.69	700,000.00	700,000.00	0.00	700,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		689,911.69	700,000.00	700,000.00	0.00	700,000.00	0.00
TOTAL EXPENDITURES		<u>2,473,490.93</u>	<u>4,490,149.00</u>	<u>4,860,724.00</u>	<u>1,385,127.79</u>	<u>3,451,564.00</u>	<u>(1,409,160.00)</u>
TOTAL REVENUES		2,708,003.33	2,849,200.00	2,856,700.00	2,006,421.48	2,685,700.00	(171,000.00)
TOTAL EXPENDITURES		<u>2,473,490.93</u>	<u>4,490,149.00</u>	<u>4,860,724.00</u>	<u>1,385,127.79</u>	<u>3,451,564.00</u>	<u>(1,409,160.00)</u>
NET OF REVENUES & EXPENDITURES		234,512.40	(1,640,949.00)	(2,004,024.00)	621,293.69	(765,864.00)	1,238,160.00
BEGINNING FUND BALANCE		<u>14,435,218.00</u>	<u>14,669,730.40</u>	<u>14,669,730.40</u>	<u>14,669,730.40</u>	<u>14,669,730.40</u>	
ENDING NET POSITION		<u>14,669,730.40</u>	<u>13,028,781.40</u>	<u>12,665,706.40</u>	<u>15,291,024.09</u>	<u>13,903,866.40</u>	

**Charter Township of Union  
591 - Water Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/18/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
591-000-450.000	WATER SALES	1,413,003.48	1,382,764.00	1,382,764.00	1,122,789.25	1,382,764.00	0.00
591-000-450.100	BULK WATER SALES	1,384.00	1,000.00	1,000.00	445.00	1,000.00	0.00
591-000-450.200	FINAL READ	1,620.00	4,000.00	4,000.00	2,319.00	4,000.00	0.00
591-000-450.300	TURN-OFF	1,940.00	4,000.00	4,000.00	2,910.00	4,000.00	0.00
591-000-452.000	LATERALS	8,280.00	5,000.00	5,000.00	6,120.00	6,500.00	1,500.00
	*Increased Budget due to more laterals in this fiscal year						0.00
591-000-454.000	BENEFIT FEES	9,940.00	50,000.00	50,000.00	39,040.00	50,000.00	0.00
591-000-459.000	CONNECTION FEES	49,171.75	54,000.00	54,000.00	36,160.85	54,000.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	500.00	500.00	675.00	800.00	300.00
	*Increased Budget due to more replacement meters this year						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	2,400.00	2,850.00	2,400.00	0.00
591-000-655.000	FINES & FORFEITURES	10,890.46	16,000.00	20,000.00	14,265.19	20,000.00	0.00
591-000-665.000	INTEREST EARNED	59,264.74	25,000.00	25,000.00	13,530.03	15,000.00	(10,000.00)
	*Decreased Budget due to lower interest rates overall						0.00
591-000-665.100	INTEREST EARNED-SPEC ASSESS	2,545.39	4,000.00	4,000.00	1,590.15	4,000.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	52,932.80	53,000.00	53,000.00	43,254.87	53,000.00	0.00
591-000-671.000	OTHER REVENUE	3,065.83	8,000.00	8,000.00	1,901.85	8,000.00	0.00
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
<b>TOTAL REVENUES</b>		<b>1,617,495.94</b>	<b>1,618,564.00</b>	<b>1,623,664.00</b>	<b>1,287,851.19</b>	<b>1,615,464.00</b>	<b>(8,200.00)</b>

Expenditures

Dept 536 - WATER/SEWER SYSTEMS

591-536-702.000	SALARIES & WAGES	371,682.45	389,300.00	389,300.00	309,314.01	389,300.00	0.00
591-536-702.500	OVERTIME	24,975.26	26,000.00	33,600.00	28,324.28	35,200.00	1,600.00
	*Increased Budget due to necessity						0.00
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	807.88	3,440.00	0.00
591-536-709.000	EMPLR FICA CONTR	24,608.52	25,800.00	25,800.00	20,521.63	25,800.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	5,755.54	6,050.00	6,050.00	4,799.01	6,050.00	0.00
591-536-712.000	TEMPORARY LABOR	4,967.38	9,360.00	9,360.00	4,147.88	6,000.00	(3,360.00)
	*Decreased Budget due to temp labor originally budgeted not needed						0.00
591-536-716.000	EMPLR RETIREMENT CONTR	34,727.99	36,500.00	36,500.00	29,084.72	36,500.00	0.00
591-536-718.500	HEALTH INSURANCE	115,985.65	135,100.00	135,100.00	108,707.39	135,100.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(9,341.66)	(13,633.00)	(13,633.00)	(9,936.86)	(13,633.00)	0.00
591-536-719.000	DENTAL INSURANCE	6,461.61	7,605.00	7,605.00	6,123.33	7,605.00	0.00
591-536-719.800	VISION INSURANCE	823.95	1,014.00	1,014.00	758.53	1,014.00	0.00
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(411.90)	(507.00)	(507.00)	(379.16)	(507.00)	0.00
591-536-724.000	WORKER'S COMP	8,526.49	7,900.00	7,900.00	5,817.65	7,900.00	0.00
591-536-725.000	LIFE & DISABILITY BENEFIT	1,770.03	2,215.00	2,215.00	1,597.74	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	942.20	1,500.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	49,913.89	55,000.00	55,000.00	40,411.19	55,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	12,876.61	13,000.00	13,000.00	6,370.99	13,000.00	0.00
591-536-759.000	GAS/FUEL	5,279.12	9,000.00	9,000.00	6,616.38	9,000.00	0.00
591-536-767.000	UNIFORMS	826.33	2,000.00	2,000.00	927.41	2,000.00	0.00
591-536-774.100	MXU	4,050.00	10,000.00	10,000.00	4,320.00	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	55,111.97	87,914.00	0.00
591-536-801.002	LAB FEES	11,352.65	19,600.00	19,600.00	10,728.40	19,600.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	(5,000.00)	25,000.00
	*Decreased Budget based on actual wages/benefits charged in the fire fund						0.00
591-536-801.800	WATER STUDY	21,113.00	31,500.00	31,500.00	13,400.00	31,500.00	0.00
591-536-850.000	COMMUNICATIONS	6,049.64	6,000.00	6,000.00	5,095.04	6,000.00	0.00
591-536-851.000	MAIL/POSTAGE	4,164.58	5,400.00	5,400.00	2,162.62	5,400.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	601.94	1,200.00	1,200.00	309.71	1,200.00	0.00
591-536-890.000	SAFETY	4,061.54	6,000.00	6,000.00	2,123.62	6,000.00	0.00
591-536-900.000	PRINTING & PUBLISHING	3,198.72	4,000.00	4,000.00	2,655.95	3,400.00	(600.00)
	*Decreased Budget for printing & publishing overestimated in the original budget						0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	652.19	5,000.00	5,000.00	735.00	2,000.00	(3,000.00)
	*Decreased Budget due to professional development overestimated in 2021						0.00
591-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	0.00	(1,000.00)
	*Decreased Budget due to Seminar Lodging overestimated in 2021						0.00
591-536-910.200	SEMINAR MEALS	28.48	450.00	450.00	0.00	0.00	(450.00)
	*Decreased Budget due to Seminar Meals overestimated in 2021						0.00

**Charter Township of Union  
591 - Water Fund  
2021 Budget Amendment #4**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2020	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	YTD BALANCE 10/18/2021	2021 PROPOSED AMENDED BUDGET	2021 PROPOSED BUDGET AMENDMENT
591-536-915.000	MEMBERSHIP & DUES	569.00	1,000.00	1,000.00	579.00	1,000.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	130,348.37	150,000.00	150,000.00	114,194.92	150,000.00	0.00
591-536-930.000	REPAIRS	19,028.91	50,000.00	50,000.00	24,876.03	50,000.00	0.00
591-536-930.001	MAINT-EQUIPMENT	6,079.08	15,000.00	15,000.00	12,000.15	15,000.00	0.00
591-536-930.200	MAINT-GROUNDS	1,815.62	7,000.00	7,000.00	747.98	7,000.00	0.00
591-536-930.300	MAINT-BUILDINGS	2,054.42	5,000.00	5,000.00	1,717.47	5,000.00	0.00
591-536-933.000	MAINT-VEHICLES	2,112.44	6,000.00	6,000.00	4,773.41	6,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	3,167.55	73,700.00	73,700.00	28,791.87	65,000.00	(8,700.00)
	Decreased Budget \$8,700 for pitless adapter replaced in 2020 as an emergency repair						
591-536-933.200	MAINT-TREATMENT PLANTS	21,570.25	30,000.00	30,000.00	15,044.87	30,000.00	0.00
591-536-933.300	MAINT-WATER TOWERS	6,360.81	30,000.00	30,000.00	6,577.11	30,000.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	8,037.94	15,000.00	15,000.00	12,043.42	15,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,976.05	12,000.00	12,000.00	7,615.48	12,000.00	0.00
591-536-935.000	PROPERTY/LIABILITY INSURANCE	22,001.68	18,500.00	23,000.00	19,427.38	24,000.00	1,000.00
	*Increased Budget for the increased premium in 2021						
591-536-940.500	ROYALTIES	5,010.44	5,000.00	5,000.00	3,790.01	5,000.00	0.00
591-536-955.000	MISC.	5.00	0.00	0.00	5.00	0.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	0.00	615,000.00	615,000.00	29,953.45	211,000.00	(404,000.00)
	*Decreased budget by \$379,000.00-River Road Project & Iron Removal Filter moved from 2021 to 2022						
	*Decreased budget by \$25,000 for Isabella ground tank cathodic protection replacement						
591-536-972.013	HOOKUP LABOR & MATERIAL	47,674.07	50,000.00	50,000.00	28,358.15	50,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	5,431.37	13,500.00	13,500.00	7,822.44	13,500.00	0.00
591-536-977.600	METER REPLACEMENT PROGRAM	16,130.00	20,000.00	35,000.00	27,840.00	35,000.00	0.00
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	52.47	3,500.00	3,500.00	1,224.95	3,500.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,519.68	10,500.00	10,500.00	5,425.71	10,500.00	0.00
591-536-981.000	NEW VEHICLE PURCHASE	0.00	35,000.00	35,000.00	0.00	0.00	(35,000.00)
	*Truck will not be received until 2022, ordered in 2021						
<b>Total Dept 536 - WATER/SEWER SYSTEMS</b>		<b>1,084,654.86</b>	<b>2,037,368.00</b>	<b>2,064,468.00</b>	<b>1,014,407.31</b>	<b>1,635,958.00</b>	<b>(428,510.00)</b>
<b>Dept 906 - DEBT SERVICE</b>							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	1,578.75	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	750.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	53,932.01	51,453.00	51,453.00	51,452.50	51,453.00	0.00
<b>Total Dept 906 - DEBT SERVICE</b>		<b>56,260.76</b>	<b>53,832.00</b>	<b>53,832.00</b>	<b>53,781.25</b>	<b>53,832.00</b>	<b>0.00</b>
<b>Dept 910 - DEBT SERVICE-LEASES</b>							
591-910-992.500	LEASE PAYABLE INTEREST	171.00	20.00	20.00	13.50	20.00	0.00
<b>Total Dept 910 - DEBT SERVICE-LEASES</b>		<b>171.00</b>	<b>20.00</b>	<b>20.00</b>	<b>13.50</b>	<b>20.00</b>	<b>0.00</b>
<b>Dept 960 - DEPRECIATION EXPENSE</b>							
591-960-969.000	DEPRECIATION EXPENSE	385,703.51	400,000.00	400,000.00	0.00	400,000.00	0.00
<b>Total Dept 960 - DEPRECIATION EXPENSE</b>		<b>385,703.51</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,526,790.13</b>	<b>2,491,220.00</b>	<b>2,518,320.00</b>	<b>1,068,202.06</b>	<b>2,089,810.00</b>	<b>(428,510.00)</b>
<b>TOTAL REVENUES</b>		<b>1,617,495.94</b>	<b>1,618,564.00</b>	<b>1,623,664.00</b>	<b>1,287,851.19</b>	<b>1,615,464.00</b>	<b>(8,200.00)</b>
<b>TOTAL EXPENDITURES</b>		<b>1,526,790.13</b>	<b>2,491,220.00</b>	<b>2,518,320.00</b>	<b>1,068,202.06</b>	<b>2,089,810.00</b>	<b>(428,510.00)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>90,705.81</b>	<b>(872,656.00)</b>	<b>(894,656.00)</b>	<b>219,649.13</b>	<b>(474,346.00)</b>	<b>420,310.00</b>
<b>BEGINNING NET POSITION</b>		<b>11,293,426.00</b>	<b>11,384,131.81</b>	<b>11,384,131.81</b>	<b>11,384,131.81</b>	<b>11,384,131.81</b>	
<b>ENDING NET POSITION</b>		<b>11,384,131.81</b>	<b>10,511,475.81</b>	<b>10,489,475.81</b>	<b>11,603,780.94</b>	<b>10,909,785.81</b>	





# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> November 17, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 11/23/2021
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.8 – Board Committee Principles and; Policy No. 3.9 – Board Committee Structure	

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 earlier this year. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Attached to this memo are complete copies of Policy No’s 3.8 and 3.9

#### Board Policy 3.8 – Board Committee Principles

At its’ highest level, the Policy states:

“Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to Township Manager.”

#### Board Policy 3.9 - Board Committee Structure

The Policy states:

“A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.”

To my knowledge, there are no committees that currently exist. The only committee that currently exists is the Sustainability Committee. The Advisory Committee on Community Sustainability was initially created on Jan 14, 2009 via Board action. The minutes of that meeting do not indicate what the original charge of the Committee was to be and so it is unclear whether the original charge of the committee has been met and therefore, whether the Committee should cease to exist as contemplated in Policy 3.9.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.8 and 3.9.

**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:** 3.8 – Board Committee Principles; 3.9 Board Committee Structure  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** November 2021

### Policy:

#### 3.8 POLICY TITLE: BOARD COMMITTEE PRINCIPLES

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.

3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.

3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.

3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

#### 3.9 POLICY TITLE: BOARD COMMITTEE STRUCTURE

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

**Use this evaluation form for discussion at the Board of Trustees Meeting on November 23, 2021.**

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

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