



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**December 15, 2021**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed (see applications in packet)
  - B. December Monthly Activity Report
  - C. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – November 23, 2021 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
11. NEW BUSINESS
  - A. Discussion/Action: Adopt FY' 2022 Appropriations Resolution

- B. Discussion/Action: Adopt FY' 2022 Board of Trustees meeting schedule
- C. Discussion/Action: (Stuhldreher) Policy Governance 2.4 Financial Planning/Budgeting
- D. Discussion/Action: (Stuhldreher) Policy Governance 3.0 Global Governance Commitment

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

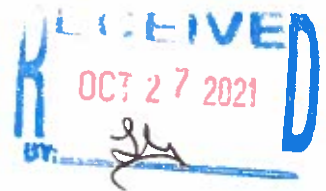
Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squattrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	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	11/202024
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

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



Name: SARVJIT CHOWDHARY Date: 10/27/20  
Address: 774 STONERIDGE DRIVE  
Phone (home) (989) 779-2900 (cell) (989) 400-2686 (work) \_\_\_\_\_  
Email: sarvichowdhary@yahoo.com  
Occupation: RETIRED

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

<u>3rd</u>	Zoning Board of Appeals	Must be a Union Township Resident
<u>2nd</u>	Board of Review	Must be a Union Township Resident
<u>4th</u>	<del>Planning Commission</del>	Must be a Union Township Resident
<u>1st</u>	EDA	Must meet one of the following qualifications: <input checked="" type="checkbox"/> Property owner in East or West DDA <input checked="" type="checkbox"/> Property owner in East or West DDA <input checked="" type="checkbox"/> Resident in Union Township

\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

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

Retired and want to serve the community for Empowerment.

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

I am board member of EDA since 2015.

Signature: [Signature] Date: 10/27/21

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

Name: David D Coyne Date: 10/21/21

Address: 1368 N Harris St. , Mt. Pleasant , Michigan 48858

Phone (home) \_\_\_\_\_ (cell) 989 330 2984 (work ) 989772 2270

Email: david.d.coyne@gmail.com

Occupation: Petroleum Distribution

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

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

\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

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

Seek another Term \_\_\_\_\_

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

Signature: David D Coyne Date: 10/21/21

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

Name: Doug LaBelle II Date: 10-30-21

Address: 955 Meadowbrook Drive, Mt. Pleasant, MI 48858

Phone (home) \_\_\_\_\_ (cell) 989-854-9126 (work) \_\_\_\_\_

Email: doug@labellerealty.net

Occupation: Real Estate Broker

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

_____	Zoning Board of Appeals	Must be a Union Township Resident
<u>2</u>	Board of Review	Must be a Union Township Resident
<u>1</u>	Planning Commission	Must be a Union Township Resident
_____	EDA	Must meet one of the following qualifications: ____ Property owner in East or West DDA ____ Property owner in East or West DDA ____ Resident in Union Township


\_\_\_\_\_ OTHER \*Specify Board: \_\_\_\_\_

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

To serve the needs of our community.  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:  Date: 10-30-21

Name: Ryan Buckley Date: 11/29/2021

Address: 3978 McGuirk Street

Phone (home) 9896005941 (cell) same (work ) same

Email: buckl1rm@gmail.com

Occupation: higher education (financial aid)

<input type="checkbox"/>	Zoning Board of Appeals	Must be a Union Township Resident
<input type="checkbox"/>	Board of Review	Must be a Union Township Resident
<input checked="" type="checkbox"/>	Planning Commission	Must be a Union Township Resident
<input type="checkbox"/>	EDA	Must meet one of the following qualifications: <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Resident in Union Township
<input type="checkbox"/>	OTHER *Specify Board: _____	

I have served on the planning commission for a number of years now, and most recently have served as the  
vice chair of the commission. I am very much looking forward to continuing my service to the community.

With several years of service on the planning commission, in addition to the zoning board of appeals, I served my community with 10 years as a firefighter. With new members having been added, it is important to maintain leadership continuity.

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# Ryan M. Buckley

buckl1rm@gmail.com • Mount Pleasant, MI • 989.600.5941

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## Professional Profile

**24 years of professional experience in • Leadership, communication,** data analysis, technical and persuasive writing, and project management • **Public engagement, project and budget development and management** • Leading and implementing strategic planning efforts • Writing proposals, policy and process development and implementation, **leading team-based initiatives** • Interfacing with the highest levels of organizational leadership • **Successfully collaborating with multiple departments, organizations, agencies and individuals in pursuit of project development and completion.**

*Direct experience in the soliciting, negotiating and securing of more than \$30m in corporate, foundation and major gifts. Supported the achievement of two successful capital campaigns at the \$80m (first-ever CMU capital campaign) and \$100m levels.*

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## Education

**Master of Science in Administration, General Administration, 2001**

Central Michigan University, Mount Pleasant, MI

**Bachelor of Science in Journalism (advertising major) and Art (graphic design major), 1998**

Central Michigan University, Mount Pleasant, MI

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## Career Experience

**Strategic Projects Consultant, Rockford University**

2020 to Present

- Works directly with the Vice President of Advancement to identify, develop and pursue the strategic fundraising priorities of Rockford University.
- Works jointly with Advancement staff and other University faculty and staff to develop and submit corporate, foundation and major gifts proposals.
- Assists communications staff in preparing and editing print and electronic communications to alumni, donors and friends of the University.
- Provides consultation and support to the Advancement Office in the research, drafting and development of fundraising policies, processes, agreements and more.

**Senior Director, Endowment & Proposal Development, Central Michigan University**

2018 to 2020

- Worked directly with the Vice President of Advancement to identify, develop and pursue the strategic fundraising priorities of Central Michigan University.
- Worked jointly with development officers and other University faculty and staff to request and negotiate corporate, foundation and major gifts at the \$25,000 level and higher.
- Supervised an administrative assistant.
- Led and oversaw the proposal development process for all charitable fundraising requests (corporate, foundation and major gifts) on behalf of the university, collaborating with development officers and university leadership in each college, division and unit on campus.
- Served on the leadership team for the Vice President of Advancement to carry out the strategic initiatives of the division.
- Managed the preparation and development of all university endowment and annual gift agreements, working with senior leadership throughout the University to develop and refine Advancement policies, procedures, collaborative partnerships, and funding opportunities.

- Worked with the Office of Scholarships and Financial Aid, Office of the Treasury, General Counsel to develop scholarship policies and processes designed to ensure the successful administration of student scholarships and endowed funds each year.

**Director, Proposal Development, Central Michigan University**

2016 to 2018

- Worked directly with the Associate Vice President of Advancement, serving on the leadership team, to develop policies and processes designed to maximize fundraising effectiveness of development officers throughout each academic college and division on campus.
- Directly supervised an administrative assistant.
- Worked jointly with development officers and other University faculty and staff to request and negotiate corporate, foundation and major gifts at the \$25,000 level and higher.
- Collaborated with development officers, faculty and staff to assist in developing fundraising initiatives for their respective departments and programs on campus.
- Provided expert guidance and training to Advancement staff and University faculty regarding fundraising processes and best practices at CMU.
- Investigated, documented and proposed solutions to the Vice President of Advancement regarding charitable gift accounts identified as problematic due to lack of spending, improper expenses and more.
- Compiled and analyzed corporate and foundation donor data, preparing reports and assessments as needed to the Vice President of Advancement.
- Served as a liaison to the Office of Research and Sponsored programs, collaborating to coordinate the development, oversight and submission of philanthropic and non-philanthropic grants.

**Assistant Director, Office of Corporate and Foundation Relations, Central Michigan University** 2012 to 2016

- Compiled prospect research for corporate and foundation donors in the pursuit of external charitable grants.
- Supported the Director of Corporate and Foundation Relations in preparing materials and communications for donor cultivation and engagement activities.
- Worked with Advancement team members, faculty and staff to develop and submit all corporate and foundation charitable grant requests.
- Tracked and monitored the progress of charitable grant requests, beginning at the donor cultivation stage and continuing through the funding award stage.

*Additional experience as:*

- *Grant Writer: Office of Corporate and Foundation Relations, Central Michigan University; 2004 – 2012*
- *Communication Specialist: Office of Information Technology; Central Michigan University; 2000 – 2004*
- *Marketing and Public Relations Specialist: Central Michigan Healthcare System; 1998 – 2000*
- *Boards and Committees:*  
*Professional & Administrative Council, Central Michigan University*  
*Police Oversight Committee, Central Michigan University*  
*University Diversity Council, Central Michigan University*

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## Community Leadership

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<b>Planning Commissioner,</b> Union Township, MI	2017 to Present
<b>Zoning Board of Appeals,</b> Union Township, MI	2019 to Present
<b>Firefighter,</b> Deerfield Township, MI	2004 to 2014

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## Certifications and Skills

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Dimensions of Professional Selling: Carew International  
Principles and Techniques of Fundraising: Center on Philanthropy at Indiana University  
Supervisory Leadership: University of Notre Dame  
Advanced Skills in M.S. Word, Excel & Powerpoint, as well as design and publication software  
including Adobe InDesign, Illustrator and Photoshop  
Additional skills in DSLR photography and photo editing

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## References

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Mr. Stephen Kull, Vice President for Advancement, Rockford University; (314) 303-6354 (current supervisor)

Mrs. Megan Moreno, Senior Director of Development; (989) 289-6623 (professional peer)

Mr. Mike Dabbs, Director of Development; (989) 621-9040 (professional peer)

Mr. Mike Zehnder, Senior Director of Development; (989) 714-2468 (professional peer)

Mrs. Morgan Hales; Director of Development; (989) 506-7133 (professional peer)

Mrs. Rosa Best, Executive Secretary, (989) 506-7563 (former employee)

Mr. Paul Lauria, Director of Public Safety; (989) 330-4378 (professional peer)

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

Name: Brandon LaBelle Date: 12/1/2021  
Address: 1835 Chadwick Ct., Mt. Pleasant, MI 48858  
Phone (home) \_\_\_\_\_ (cell) 989-621-3025 (work) 989-817-4921  
Email: brandon@labellerealty.net  
Occupation: Real Estate Broker

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

<u>X</u>	<u>Zoning Board of Appeals</u>	<u>Must be a Union Township Resident</u>
_____	<u>Board of Review</u>	<u>Must be a Union Township Resident</u>
_____	<u>Planning Commission</u>	<u>Must be a Union Township Resident</u>
_____	<u>EDA</u>	<u>Must meet one of the following qualifications:</u> _____ <u>Property owner in East or West DDA</u> _____ <u>Property owner in East or West DDA</u> _____ <u>Resident in Union Township</u>
_____	<u>OTHER *Specify Board: _____</u>	

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

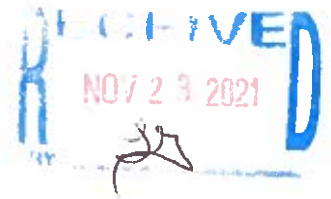
I am currently the 1st alternate on the ZBA.

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

I have served twice on the Union Township Planning Commission and have a good  
understanding of zoning and planning.

Signature:  Date: 12/1/2021

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



Name: Andy Theisen Date: 11-22-21

Address: 1520 East Deerfield

Phone (home) \_\_\_\_\_ (cell) 989-621-0325 (work ) \_\_\_\_\_

Email: andy@konwinskiconst.com

Occupation: Genral Contractor

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

2

         Zoning Board of Appeals

         Must be a Union Township Resident

         Board of Review

         Must be a Union Township Resident

         Planning Commission

         Must be a Union Township Resident

         EDA

         Must meet one of the following qualifications:

         Property owner in East or West DDA

         Property owner in East or West DDA

         Resident in Union Township

1

         OTHER \*Specify Board: Construction Board of Appeals

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

I enjoy being involved in the community and helping to make UT a great place to live.

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

Long time ZBA member, and Construction Board of appeals member

Signature: Andy Theisen Date: 11-22-21

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



**Name:** John Dinse **Date:** November 21, 2021

**Address:** 1206 E. High St., Mt. Pleasant, MI 48858

**Phone (home)** 989 772-8927 **(cell)** 989 854-1306 **(work)** \_\_\_\_\_

**Email:** dinse1jh@cmich.edu

**Occupation:** Retired

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

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

**1** \_\_\_\_\_ **OTHER \*Specify Board:** Dog Park Advisory Board

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

I currently serve on the DPAB and am a devoted past and present dog owner. I am committed to the continued  
maintenance and improvement of the Mission Creek facilities.

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

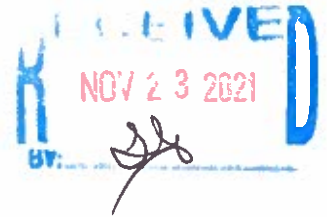
I have experience with the establishment of the Hannah's Bark Park as a past Union Twp Trustee and current Friends of the Dog Park Board Member.

**Signature:** John Dinse

Digitally signed by John Dinse  
DN: cn=John Dinse, o=Union Township, ou=Dog Park  
Advisory Board, email=dinse1jh@cmich.edu, c=US  
Date: 2021.11.21 15:39:58 -0500

**Date:** November 21, 2021

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



Name: Lynn F. Laskowsky Date: Nov. 21, 2021

Address: 349 S. Lincoln Rd.

Phone (home) 772-4977 (cell) 989-802-1932 (work )

Email: izzylask@hotmail.com

Occupation: Retired Educator

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

- |         |                                |   |
|---------|--------------------------------|---|
| <u></u> | <b>Zoning Board of Appeals</b> | <b>Must be a Union Township Resident</b>              |
| <u></u> | <b>Board of Review</b>         | <b>Must be a Union Township Resident</b>              |
| <u></u> | <b>Planning Commission</b>     | <b>Must be a Union Township Resident</b>              |
| <u></u> | <b>EDA</b>                     | <b>Must meet one of the following qualifications:</b> |
|         |                                | <u>Property owner in East or West DDA</u>             |
|         |                                | <u>Property owner in East or West DDA</u>             |
|         |                                | <u>Resident in Union Township</u>                     |

X **OTHER** \*Specify Board: Representative to the Chippewa District Library Bd.

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

See Page 2.

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

I have served on the CRDL as a Union Township representative for at least six years.

Signature: \_\_\_\_\_ Date: Nov. 21, 2021

Lynn F. Laskowsky

349 S. Lincoln Rd.

Mt. Pleasant, Michigan

I am requesting that my roll as a Union Township representative to the Chippewas River District Libraries be extended for a third term. Libraries continue to be excellent assets for all communities, and the CRDL is a vital part of the central Michigan area. I believe that libraries generate education, recreation, inspiration, and revelation through a wide variety of offerings. It is my goal to preserve the offerings and help generate creative and significant programs and development for the present and future patrons. Libraries are important elements of everyday life, with programs open to all age groups.

**Education:**

Lansing Community College – Associates in Arts

Central Michigan University – BS in Education

Central Michigan University – Master of Arts – Major: English Minor: History

**Employment history:**

Clare Public Schools: 1968 – 2000

Classes taught: All areas of English, American History

Mt. Pleasant Public Schools: 2000-2005

Classes taught: All areas of English

Central Michigan University: 2002 – 2017

Classes taught: EDU 280 Early Childhood Ed., EDU 432/EDU 454 Student Teaching and Seminar



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

Name: Colin Herren Date: 12/14/2021

Address: 4349 E Wing Rd.

Phone (home) \_\_\_\_\_ (cell) 989-621-5477 (work ) 989-772-2202

Email: colin@greenwaldbc.com

Occupation: Greenwald & B.C. Inc.

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

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

1 **OTHER \*Specify Board:** Construction board of appeals

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

To serve the community as an educated and reasonable minded person to settle disputes that  
might arise related to building & inspection issues.

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

Previous board member, 29 year licensed builder, very involved with code promulgation, and  
have been a life long volunteer for the non profit Home Builders association for over 25 years.

Signature: Colin Herren Date: 12/14/2021



To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: December 10, 2021  
Re: December Monthly Activity Report

Attached is the monthly activity report for December.

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:** December 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
- Spoke with several citizens and others regarding a variety of issues
- Worked with staff in preparation of winter tax billing
- Attended CMU Master Plan review meeting with Community/Economic Development Director
- Met new Mt. Pleasant City Manager
- Attended Community Foundation Annual Breakfast
- Attended Council of Government meetings. Peter Gallinat provided presentation on blight management
- 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**

- Completed the proposed Request for Board Action and spreadsheets for the 4th Budget Amendment of 2021 for Board approval on November 23rd

#### **Tax**

- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Prepared the spreadsheet for annual electricity charges from Consumers Energy for streetlights in the subdivisions that are assessed on the Winter tax bill
- Transferred unpaid weed abatement invoices to the tax bills
- Checked all drain special assessments on the tax roll to ensure the accounting is set up for each one
- Set up the accounting and the DDA captures in Tax for receipt of new tax millage for Mid-Michigan College
- Assisted Treasurer and Tax Assessor with tax bill prep

#### **Payroll**

- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly
- Reviewed Longevity pay calculations and collective bargaining agreements to get ready for lump sum payments to certain employees in December
- 2 Payroll Processes during November – 78 Payroll checks and checks to pay for benefits issued during November

#### **Human Resources**

- Reviewed benefit renewal rates for 2021
- Worked with 44North to get ready for open enrollment and prepared employee notification documentation
- Emailed notices to employees for benefits open enrollment
- Benefits Administration – Prepared paperwork to set up new account with Flex Administrators to replace TASC, so we can improve the administrative process for the Flex Spending accounts.

#### **Cash Receipting**

- Received and recorded the fire protection reimbursement ACH from the State of Michigan for State owned buildings in the Township in the amount of \$19,273
- Post any online payments made to the general ledger in November: 120 online utility billing payments totaling \$25,277, 12 online building department payments totaling \$1,484
- During the Summer tax billing season, online tax payments increased 9% in 2021 over 2020, increasing the number of tax bills paid online from 112 to 122.
- 2 cashiers entered 411 receipts in November totaling over \$1 million
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier

#### **Accounts Payable**

- 10 Accounts payable check runs during November

- Payments issued for DDA's – 12 invoices reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two people before submitting payment, checks issued, one check run for East DDA, 10 checks were issued totaling over **\$14,300** and one check was issued for the West DDA for **\$554**
- 2 Payments Issued for Tax - Disburse funds for the summer taxes collected October 16 – November 15, 10 invoices created and entered, checks issued totaling over \$51,000 -- Submitted on Bank's positive pay website for fraud prevention--\$\$transfer requested of Treasurer
- 2 Accounts Payable Check Runs for General/Fire Funds & Water/Sewer Funds –
  1. November 10 - 69 invoices reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 43 disbursement checks totaling over \$83,400, submitted on bank's website for Positive Pay fraud prevention
  2. November 23 – 37 invoices for election worker payments reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy before issuing 29 disbursement checks totaling over \$191,100, submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 53 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment, reports reviewed for accuracy and two online payments submitted, one payment for the East DDA Lights along Pickard and one payment for the Township itself.
- Mastercard Payment – 15 Mastercard statements reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before submitting payment and payment submitted online for over \$7,550
- United States of America – Recorded automatic payment withdrawal for the Rural Development Loan payment for the Sewer Fund \$15,275
- After each check run or online payment is issued, notified, and submitted form to Treasurer requesting appropriate bank accounts and \$\$ transfer needed to cover the payments issued.
- Entered W-9 information into the system to prepare for 1099nec issuance

#### Recurring Monthly

- Reconciled 11 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FI
- 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 and interest earned on checking accounts and record said interest earned in the BS&A financial software.
- Received Water/Sewer bill ACH payment rejections from Point & Pay or Isabella Bank for closed accounts or insufficient funds, reversed in utility billing and notified Water department and/or asked Treasurer to resubmit with corrected account number
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Handle all meeting pay requests submitted by the Board of Trustees:
- Finance Director attended the EDA meeting and presented the Accounts Payable and Financial Information
- Reconciled mobile home tax general ledger account

- Reconciled prepaid expenses in the funds

#### Miscellaneous

- Completed the financial reports required for the Cities, Villages and Townships revenue sharing due December 1<sup>st</sup>---enabling the receipt of \$46,621 in additional revenue sharing annually---the updated data required is available on the Township's website---
- Provide ICTC tax information related to Union Township tax collections to ICTC's auditors per the request of the ICTC's accounting office.
- Prepared and submitted financial information requested by Rural Development for the Sewer Fund loans

#### Assessing Administration

- Set up in person meetings with the Township's Assessor
- Posted Notice for the December Board of Review online

#### Assessor's Report

- Responded to all assessing phone messages
- 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
- Preparation is in progress for December board of review
- Finalizing the December construction list of properties to visit in order to wrap up the 2021 year of new construction
- Moving forward
  - We will continue to keep up to date with sales and data entry.
  - Sectional preparation for 2022's 20% inspection. Planned sections are 36, 1, 2, 13, 24, 25

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

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

- After reviewing bids received for demolition of the functionally obsolete office building at 5800 E. Pickard Rd. purchased by the East DDA District earlier this year, Mid-State Asbestos Removal Services was hired to perform the required pre-demolition asbestos abatement survey of the building. Once this survey report is available, an updated invitation to bid on the demolition work will be shared with all of the contractors who responded to the initial request.
- The Community and Economic Development Director attended the Michigan Downtowns Association's annual business meeting remotely and was appointed to the MDA's legislative committee
- The Building Services Clerk compiled and printed the as-adopted East and West DDA Districts' development and tax increment financing plan documents to distribute to the EDA Board and staff following electronic delivery of the final work product files for the project by the project consultants (CIB Planning).
- The Building Services Clerk provided the following additional economic development support services during the month:
  - Coordinated the seasonal replacement of the gateway banners around the M-20/US-127 interchange for the East DDA District.

- Coordinated the 2021 Holiday Lighting installation along the E. Pickard St corridor
- Supported the Community and Economic Development Director and Economic Development Authority Board with board packets and minutes.
- Eric Miller, Rental Inspector, applied his graphic design and photography skills in preparation of a new promotional ad for the Township that will be included in the annual Chamber of Commerce directory publication. The project also included digitization of the Township's logo for future use, and preparation of several logo design alternatives.
- The Community and Economic Development Director served as the acting Chair for the monthly meeting of the Mt. Pleasant Airport Joint Operations Board, which included extensive discussion of potential ways to promote future airport growth.
- The Community and Economic Development Director followed up with MDOT project team members regarding details of the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) from E. Mission Rd. eastward through the US-127 interchange area.
- The Community and Economic Development Director participated in a tour of the William and Janet Strickler Non-Profit Center, including the Community Compassion Network's food pantries, The Care Store, and Clothing, Inc. facilities for individuals and families in need of basic necessities, as part of a day-long Chamber of Commerce's 2021-2022 Leadership Institute program event.
- The Community and Economic Development Director attended the quarterly meeting of the East Michigan Council of Governments regional economic development (RED) team, held remotely
- The Community and Economic Development Director participated in a New Economy Roundtable Discussion about the Governor's plans for improving economic opportunity and shared prosperity with Susan Corbin, Director of the state Dept. of Labor and Economic Opportunity and about 20 other local business and local, county, and tribal government representatives, which was held at the Middle Michigan Development Corporation office.

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

- The Building Official provided the following services during the month:
  - 46 Inspections.
  - 1 Site Inspection.
  - 1 Enforcement Visit.
  - 16 Permits issued
  - 3 Certificate of Occupancies issued
  - Finalized permit for Amazon Distribution Center (2266 Northway Dr.)
  - 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.
  - Coordinated the processing of six (6) new Freedom of Information Act (FOIA) requests.
- Building Official attended a one (1) day professional development training session.

#### Rental Inspection Services

- 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. 272 units).

- Expired certificate scheduling.
- Fielded concerns and questions about the rental program in the Township from the community, potential/current landlords, and tenants.
- 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

- The Zoning Administrator gave a presentation to the Isabella County Council of Governments about blight in the Township and how the Township resolves violations through ordinance enforcement.
- The Zoning Administrator also provided the following services:
  - (2) Zoning review approval letters for building permit applications.
  - (1) Zoning Verification Letter for Union Square Apartments.

#### Ordinance Enforcement Activities

- 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) responded to the notices of violations and follow up contacts by the Zoning Administrator and has removed all unlawful signage. This matter is now closed.
- 5281 Jonathan Lane. Complaint of excessive noise from a generator. The problem has been corrected and this matter is now closed.
- Transportation Dr. – Isabella County Road Commission property. – Complaint about ponding of water associated with a berm constructed by the ICRC on their land to the east of the West Union Condominium development in accordance with an approved grading permit. The ICRC responded promptly to staff notification of the problem to correct a minor grading defect that was impeding some surface water drainage. This matter is now closed.
- 5400 E. Kay St. (Broadway Acres Mobile Home Park) - Complaint of trash left uncollected on a mobile home park site. The Park Manager responded promptly to a contact from the Zoning Administrator to correct the problem. This matter is now closed.
- Silverberry Lane – Complaint received about large items of junk left out by the road in front of several properties for an extended period of time. This appears to be a private trash collection issue. The landlord of a rental property was notified with a request for removal. A follow up site visit is planned, and notices of violation will be issued if the junk items have not been removed.
- 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. 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 attended a 11/23/2021 court hearing remotely via Zoom. A second site inspection by all parties is anticipated to take place in mid-December, per an order by Judge Janes.
- 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. The person camping on site is looking at options to either scrap or transport to another site in excess of what is allowed. The current tenant has made progress but not enough to resolve the violations. Civil infraction tickets are in the process of being issued to the owner and to the occupant of the property.

#### Planning Commission Activities

- Approved the PSPR21-19 preliminary site plan for the Grafx Central building addition, parking expansion, and improved storm water management at 1580 S. Park Place, subject to three (3) conditions.
- Introduction and initial discussion of a proposal to update the Private Road Ordinance
- Introduction and initial discussion of a proposal to update the Sidewalk and Pathway Ordinance.

#### Zoning Board of Appeals Activities

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

#### Sidewalks and Pathways Prioritization Committee Activities

- No meeting in November.

#### Other Activities:

- The Community and Economic Development Director prepared a and forwarded several adopted general ordinances to the Municipal Code Corporation (Municode) for codification and posting on the Township's online ordinances webpage.
- The Zoning Administrator and Community and Economic Development Director prepared a memo outlining a set of recommended updates to the Sidewalk and Pathway Ordinance No. 2009—03 to incorporate current practices, update width and design standards, update maintenance/repair provisions, and make other necessary changes. This memo and current ordinance are currently under review by the Planning Commission for their input prior to preparation of a draft ordinance for Board of Trustees consideration.
- The Community and Economic Development Director prepared a memo outlining a set of recommended updates to the Private Road Ordinance No. 2000-09 to incorporate current practices, design standards, and basic maintenance provisions for existing private roads. This memo and current ordinance are currently under review by the Planning Commission for their input prior to preparation of a draft ordinance for Board of Trustees consideration
- The Township Manager and Community and Economic Development Director met with representatives from Mid-Michigan College to discuss Township ordinance requirements and approval processes that would apply to several potential future projects on their local campus.
- The Township Manager and Community and Economic Development Director attended a meeting with CMU officials and consultants for the university's Master Plan update project to learn more about and offer comments on their long-term plans for the campus.

- The Community and Economic Development Director met with the Mt. Pleasant Area Convention and Visitors Bureau's Sports Committee (with members from the City of Mt. Pleasant, CMU, and other organizations) to continue discussion of regional sports tournament needs for potential consideration as part of the Township's Parks and Recreation Master Plan update.
- The Community and Economic Development Director attended the Mt. Pleasant Small Urban task force meeting with Isabella County Road Commission staff and representatives from the City of Mt. Pleasant, Isabella County Transit Commission, and Saginaw Chippewa Indian Tribe. The purpose of this meeting was to learn more about the anticipated 2024-2026 road construction program involving Federal Small Urban Program funding for major collector or minor arterial roads.
- The Community and Economic Development Director prepared a set of requested updates to information on the Planning and Zoning Services section of the Township website, which was subsequently updated by Tera Green, Administrative Assistant
- 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.

## **Public Services Department**

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

- Jameson Hall Rental – closed during November 2021 – construction ongoing
- Processed (2) ACH Request and (22) Transfers of Service/Final Bills
- Prepared (1) Misc. Invoice – Alwood Nursery
- Completed repairs and processed work orders for (11) touchpad/meter repairs
- Received/Processed (251) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Prepared (1) cost estimate 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
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Completed Delinquent Utility Bill Transfer to Taxes provided to Treasurer and Assessor
- Completed annual REU Adjustment Analysis of (496) Commercial Accounts: Adjusted as necessary, prepared/mailed customer notifications
- Reviewed Delinquent Accounts/Mailed out (216) Shut Off Notices

### **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
- (168) Miss Dig underground markings completed throughout Township
- (2) Miss Dig Design Tickets and plan request completed
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Continued working on 2021 Capital Improvement Projects/Purchases
- Monthly fire extinguisher, AED, and eye wash inspections

- Coordination with Hydro Corp regarding Cross Connection Control inspections/notifications
- Final fire hydrant installation inspection completed at Menards
- GPS data collection of fire hydrants at Dollar General, Burch Tank, and Independence Drive
- Completed cross connection inspection (with HydroCorp) at Township Hall
- Collected generator information for Goudie Fraser for PRV project
- Broadway Tower – removed gantry crane and installed stone in front of tank door
- Boil water notice issued for three homes on Pickard east of Meridian due to repair of main line valve
- Repaired 125 KW generator at Isabella Treatment Plant
- Installed new hot water heater and Meridian Well Site
- WWTP - Routine plant maintenance
- WWTP - Routine lab maintenance
- Jameson Park Phase II Construction continued, exterior faux stone is being installed, and door on south side of building has been infilled. 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.
- Continued to work with LC Painting on Broadway Tower painting and repairs at Lincoln Tower and Deerfield Tower.
- Water live tap, hydrant, and domestic water service installed and inspected at Dollar General.
- Completed twelve-inch fill line repair at Broadway Tower with contractor. Leak found when pit was exposed as part of painting/maintenance job – Rays Welding braced, removed 90-degree fitting from concrete thrust blocking and installed a new 90-degree fitting and new concrete thrust blocking in pit.
- WWTP - Cleaned and winterized tertiary filters
- WWTP - Changed brushes on fine screen
- WWTP - Cleaned UV bulbs
- WWTP - Winterized seasonal yard equipment
- WWTP - Routine plant maintenance
- WWTP – Reviewed final State of Michigan NPDES Permit received October 26, 2021
- WWTP – Submitted revised Facility Monitoring Program to EGLE via MIWaters
- WWTP – Submitted completed EPA NPDES Application
- GIS: Continued working on parcel mapping quality-control issues, verifying property class and zoning classifications, as well as land use codes, updating GIS database tables as needed.
- GIS: Responded to requests for information for two projects currently under development on the south side of Pickard:
  - 1) Dollar General - Provided the Fire Department with GIS information about the fire hydrant for the Dollar General which is currently under construction;
  - 2) Krist Food Mart & Filling Station – located and provided engineering drawing for the section of 8" water main on the south side of Pickard (M-20) between Belmont and Isabella showing the water main.
- GIS: Continued making progress on a project to update the BS&A Assessing Module with current zoning classifications by parcel.
- GIS: Attended an online seminar (webinar) on mapping Per- and Polyfluoroalkyl Substances (PFAS) - "Geo PFAS: Mapping and Visualizing PFAS Across the Nation."
- GIS: Completed work on a detailed topographic map needed by the WWTP Superintendent for the Township's National Pollutant Discharge Elimination System (NPDES) permit application.
- Set up barricades and cones at Jameson Hall for Election due to construction project
- Inspected and approved sewer lead connection at the new Dollar General Store on Pickard

- Picked up voting equipment, tables, barricades, and cones from Jameson Hall and returned to the Township Hall and the DPW shop after election.
- Met with Plummer's Environmental to go over Sewer Manhole relining and the measuring of each manhole
- Kerr Pump re-installed pump #1 at pump station # 14 on 11/09/21
- Kerr Pump pulled pump # 2 at pump station # 14 on 11/29/21
- New 6" trailer mounted by-pass / trash pump was delivered and tested
- Pulled failed pump at pump station # 15 and installed new pump
- Rebuilt bottom end of sewage pump that was pulled from pump station # 15
- Repaired broken fire hydrant hit by trash truck at Spring Brook Townhomes - completed invoice and mailed to Spring Brook Townhomes for repair work
- Isabella Corporation completed the installation of the by-pass assembly at pump station # 12. Awaiting pump bases and pump rails to complete project – inspection completed by Township
- Met with Consumers Energy at pump station #7 on McDonald Drive to discuss new transformer installation.
- Plummer's Environmental began the lining of 19 sewer manholes on 11/29/21
- Repaired four fire hydrants found defective during fall flushing program
- Excavated fire hydrant valve located on Meridian Road and installed new valve box
- Winterized two sample stations at the Deerfield Water Tower
- Completed fire hydrant fall winterization/flushing program
- Checked and serviced snowplows and truck mounted parking lot salter
- Installed new brakes pads on 2012 plow/fuel truck
- Installed new brake pads and rotors on front of 2015 service / crane truck
- Pulled and de-ragged pump at pump station #13
- Misc. snow plowing and salting as need at township facilities
- Adjusted and sealed sewer manhole frame and cover on Billbrael Drive
- Mowed all well sites one more time for season
- Ball field sprinkler systems blown out and winterized by Thielen Turf
- Performed road bore and installed water service at 758 Deer Run
- Review final draft of Chippewa River Master Plan with steering committee

### **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
- Submit FY 2022 annual budget for consideration and approval
- 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
- Elected to MMDC Executive Committee
- Attend County Administrator's retirement open house
- 2022 health care benefit plan open enrollment scheduled

- Township will be closed 12/24, 12/31 in observance of Christmas Holiday and New Year's

#### **Finance Department**

- Complete payroll related Status Change forms for the Union employees before the end of the year
- Ensure payroll is set up properly for 2022, prior to the 1<sup>st</sup> payroll in 2022 to include pay increases, new benefit rates etc.
- Check for the new business mileage rate for 2022 issued by the IRS and notify Township employees
- 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
- Continue to track prepaid expenses needed for year-end purposes
- Continue to track legal expenses needed for year-end audit purposes
- Continue to review and learn documentation/submission requirements for the ARPA funding
- Attend BS&A payroll year-end training and

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

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

- 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.
- The Community and Economic Development Director will attend the monthly meeting of the Airport Joint Operations Board, which will be held via Zoom.
- 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.

##### **Building Services**

- Start of construction for the new Summerhill Village Mobile Home Park Clubhouse
- Beginning of work at Days Inn
- Permit applications and plan reviews for Isabella County Correctional Facility and Sherriff's Station.
- Start of Dunkin Donuts/Marathon Gas Station on E. Broomfield Rd. at S. Isabella Rd.
- Progress on the new Dollar General store on E. Pickard Rd. east of S. Isabella Rd.
- Progress on the Walmart Restroom remodel.
- Follow up phone calls.
- Continue to do site visits, inspections, Issue permits, plan reviews.
- Continued work on expired permit list

##### **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.
- The Rental Inspector will review the Rental Housing Information section of the Township website and will work with Tera Green, Administrative Assistant, to complete updates as needed.

#### Zoning Administration Activities

- 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

- 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 expects to receive the grading permit application shortly.
- 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.
- 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 the estate of Brad Wood 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

- The regular December 21, 2021 Planning Commission meeting is anticipated to include:
  - Annual Report from the Planning Commission to the Board of Trustees.
  - Further consideration of proposed updates to the Sidewalk and Pathway Ordinance
  - Further consideration of proposed updates to the Private Road Ordinance
  - Parks and Recreation Master Plan update - discussion
  - Parks and Recreation Plan update - discussion.

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

- The regular December 1, 2021, Board of Appeals meeting included:
  - A variance request for location of an accessory building on the commercial/office lot at 2257 E. Broomfield Rd. Action was postponed until the next regular meeting where a full board of five members are present, after a motion to deny the requested variance failed on a 2 -2 tie vote.
  - Adoption of the 2022 schedule of meetings
  - Approval of the 2021 annual report of ZBA activities to the Planning Commission

#### Sidewalks and Pathways Prioritization Committee Activities

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

#### Other Activities:

- The Community and Economic Development Director prepared requested updates to information posted under Projects, Links, and information for New Residents on the Township website, which will be completed by Tera Green, Administrative Assistant
- Planned public sidewalk construction projects along portions of E. Bluegrass Rd., E. Broomfield Rd., S. Lincoln Rd., and E. Remus Rd. E. Broomfield Rd. and E. Bluegrass Rd are hindered by inadequate public road right-of-way width and challenges with securing easements. The Community and Economic Development Director and project engineer from Rowe will continue to try to secure necessary easements and road authority approvals
- 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.

#### Public Services Department

- Install stainless pump pull chains at pump station # 12
- Continue work on updating data on Lead & Copper Spreadsheet
- WWTP - Set up lab QA/QC calendar for 2022
- WWTP - Stormwater Operator Training review
- WWTP - Complete Annual Stormwater Report – submit via MIWaters
- WWTP - Install radar transducer on digester #1 (waiting on part to arrive)
- WWTP - Inventory lab supplies
- WWTP - Order hardware for Tertiary Filter #3 Scada Integration
- WWTP - Clean and straighten up all plant buildings
- WWTP - Routine plant maintenance

#### Future Board of Trustee Meeting Agenda Items

- Poverty Exemption Update Resolution for 2022-January
- Resolution to allow Assessment Appeals by Letter to the Board of Review for 2022-January
- 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
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.
- Consideration of options for an updated Township logo and letterhead graphic
- 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
- High service pump installation – River Road- 2022
- Coyne Franchise Agreement – Commercial Building
- Carriage Hill Estates #1 & #2 Paving Special Assessment District (2022)

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

- Implement Positive Pay on the Payroll Account
- Consider Invoice Cloud instead of Point and Pay for online payment processing
- Implement BS&A Purchase Orders
- BSA Payroll year-end training for Finance
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Measure and price all exempt properties
- Economic Development – The Community and Economic Development Director will prepare a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr.
- Economic Development - The Community and Economic Development Director will work with MDOT project team members regarding details of the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) from E. Mission Rd. eastward through the US-127 interchange area to coordinate the timing of the deactivation of affected sections of streetlighting, salvaging of affected irrigation system elements for later re-use, protection, storage, and re-installation of streetlights, park benches, and other improvements removed by the contractor, and reinstallation of underground irrigation systems prior to re-seeding of disturbed lawn areas.
- Building Services – Preparation and approval of a reciprocal agreement with Isabella County to provide for residential and commercial building inspection services from the other jurisdiction during vacations and other periods when the regular Building Official is temporarily absent. (1.3)
- Rental Housing – Consider an evaluation of possible regulatory and other options to address mold-related issues more effectively in Township rental housing
- Rental Housing – Consider an evaluation of possible regulatory and other options to address inequities for tenants associated with a relatively recent but still escalating trend among landlords in college towns to pressure tenants to renew leases many months before the term ends



- Building Services – Moving old, scanned prints to proper location within BS&A.
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- 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.
- Planning Commission – The Commission will resume discussion of Master Plan implementation and review of the Master Plan as soon as Township-level population, housing, and economic data is available from the 2020 U.S. Census.
- 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.
- Other Activities – bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- 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.
- Other Activities - Develop soil erosion control process to integrate with site plan review process more seamlessly.
- Other Activities – Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities.
- 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.
- Other Activities - Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds.
- 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.
- 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
- Update Cross Connection Plan – submit to State of Michigan EGLE
- Meridian Road iron removal filter maintenance approval – (re-bidding – due to lack of bids)

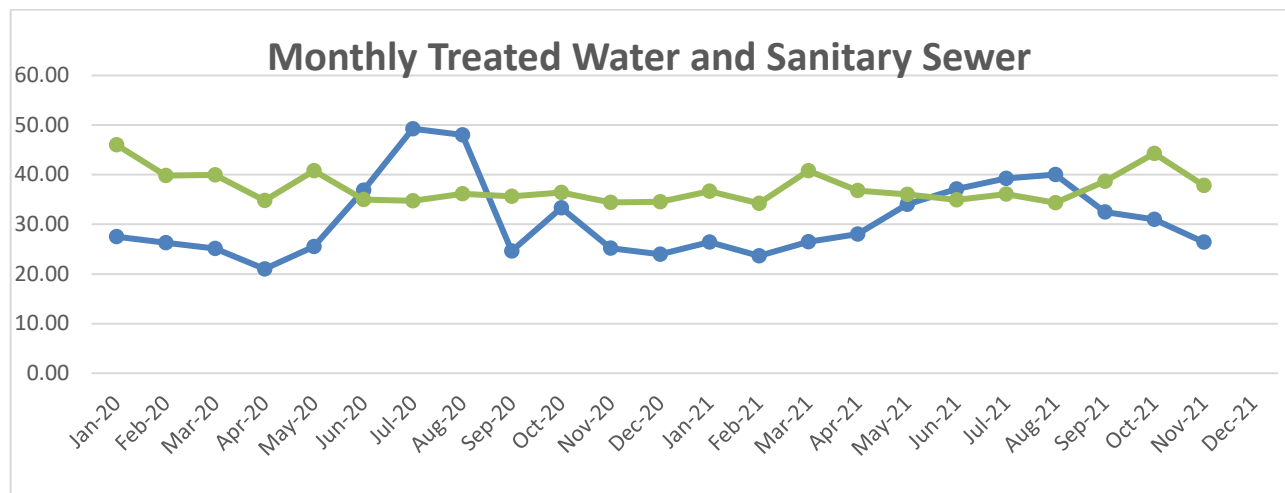
## Other

- 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-installed demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. Hearing held November 23<sup>rd</sup>

- Monthly Water MOR submitted – no violations
- November 2021 – Treated Potable Water
 

Total Month:	26.401 mg
Average Day:	.880 mgd
Max Day:	1.018 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- November 2021 – Treated Sanitary Sewer
 

Total Month:	37.85 mg
Average Day:	1.26 mgd
Max Day:	1.36 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 23, 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, Clerk Cody, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering

Excused:

Treasurer Rice

**Approval of Agenda**

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

**Public Hearings**

A. FY' 2022 Budget Recommendations

**Open: 7:02 p.m.**

No comments offered

**Closed: 7:03 p.m.**

**Presentation**

N/A

**Public Comment**

Open: 7:03 p.m.

No comments offered

Closed: 7:03 p.m.

**Reports/Board Comments**

- A. Current List of Boards and Commissions – Appointments as needed**
- B. November Monthly Activity Report**
- C. Planning Commission, EDA, Sidewalks and ZBA updates by Community and Economic Development Director**
- D. Board Member Reports**

Hauck – Gave updates on the Road Commission.

Cody – Reported that Union Township was selected and submitted the State audit for the November election.

Brown – Reported that the Mt. Pleasant Mayor, Will Joseph will be resigning and moving to Paw Paw, MI.

Mielke – Gave updates on taxes in Treasurer Rice's absence.

**Consent Agenda**

- Communications

- Minutes – November 10, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

**Hauck** moved **Bills** supported to approve the consent agenda with an amendment to item B – Minutes - November 10, 2021, under Board Comments. **Vote: Ayes: 6 Nays: 0. Motion carried.**

### **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**

**Hauck** moved **Brown** supported to approve the 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 benefits year of 2022. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

#### **B. Discussion/Action: (Stuhldreher) Approval of the Township Manager's Employment Agreement for Calendar Year 2022**

**Bills** moved **Brown** supported approve the Township Manager's Employment Agreement for calendar year 2022. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

#### **C. Discussion/Action: (Teall) Board approval of FY' 21 Budget Amendment #4**

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

#### **D. Discussion/Action (Board of Trustees) Policy Governance 3.8 Board Committee Principles and Policy Governance 3.9 Committee Structure**

Discussion by the Board

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

Open 7:55 p.m.

No comments were offered.

Closed: 7:55 p.m.

### **MANAGER COMMENTS**

We are in the process of ordering the Board magnetic name tags

Union Township received its first ARPA Fund payment.

Union Township applied for two Fall 2% grants from the Saginaw Chippewa Indian Tribe.

Unfortunately, we were not awarded those grants.

Reported on the hearing held at Isabella County Court regarding the Tolas case.

**FINAL BOARD MEMBER COMMENTS**

Bills – Commented on the rise in Covid cases and wished everyone a Happy Thanksgiving.

Thering – Thanked Township Manager Stuhldreher and Finance Director Teall's for their time and patience explaining the budget.

Hauck – Commented on general labor shortage.

Cody – Clarified statement made during Board Member Reports

Mielke – Expressed concern over the rising Covid-19 impacts, asked to keep Treasurer Rice in our thoughts and wished everyone a Happy Holiday.

**ADJOURNMENT**

**Brown** moved **Bills** supported to adjourn the meeting at 8:12 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)*

12/08/2021 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/24/2021 - 12/15/2021

Page: 1/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
11/30/2021	101	483 (E)	01186	COYNE PROPANE LLC	PROPANE FOR 5228 ISABELLA	687.03
12/06/2021	101	484 (E)	00146	CONSUMERS ENERGY	2279 S MERIDIAN	1,409.46
					2279 S MERIDIAN PUMP HOUSE	127.94
					4511 E RIVER	12,215.21
					2010 S LINCOLN L4	71.49
					48858 LED LIGHT	135.21
					STREET LIGHTS	1,905.66
						<hr/> 15,864.97
12/07/2021	101	485 (E)	01105	MASTERCARD	MASTERCARD-STUHLBREHER	551.29
					MASTERCARD-RICE	290.00
					MASTERCARD-NANNEY	289.99
					MASTERCARD-CODY	199.62
					MASTERCARD-GALLINAT	730.00
					MASTERCARD-TEALL	733.90
					MASTERCARD-BEBOW	756.36
					MASTERCARD-WALDRON	392.54
					MASTERCARD-DEARING	478.91
					MASTERCARD-RADAR	86.10
					MASTERCARD-MCBRIDE	1,049.49
					MASTERCARD-HOHLBEIN	6.72
					MASTERCARD-OCKERT	232.77
					MASTERCARD-FUSSMAN	27.22
					MASTERCARD-COFFELL	99.66
					MASTERCARD-HOHLBEIN	(10.00)
						<hr/> 5,914.57
12/07/2021	101	486 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
12/08/2021	101	487 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	POSTAGE METER LEASE-Q4 2021	462.75
12/15/2021	101	23312	01358	21ST CENTURY MEDIA-MICHIGAN	BOT/ZONING/BIDS	1,291.06
12/15/2021	101	23313	00020	JAMES ALWOOD	WELL SITE LEASE-OCT & NOV 2021	830.40
12/15/2021	101	23314	01703	AMAZON CAPITAL SERVICES	BLUEPRINT STORAGE RACK	1,026.00
					USB TO ETHERNET ADAPTER	52.45
					LUBRICANT 5 GALLON PAIL	731.48
					WALL MOUNT OPEN FRAME RACK	112.39
					FORD BUMPER REPAIR	171.92
						<hr/> 2,094.24
12/15/2021	101	23315	00066	BILL'S CUSTOM FAB, INC.	FIRE HYDRANT TOOL REPAIR	203.46
12/15/2021	101	23316	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-OCTOBER 2021	5,029.36
					ZALUD LITIGATION-OCTOBER 2021	3,268.50
					CONCERNED CITIZENS-OCTOBER 2021	3,559.00
						<hr/> 11,856.86
12/15/2021	101	23317	00095	C & C ENTERPRISES, INC.	MULTIFOLD TOWELS-TWP HALL	64.00
					CLOTHING ALLOWANCE-ECONOMIC DEV DIRECTOR	18.50
					CLOTHING ALLOWANCE-BUILDING CLERK	73.50
						<hr/> 156.00

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 11/24/2021 - 12/15/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/15/2021	101	23318	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING-5243 JONATHON LANE DRAIN ASSESSMENT FOR TWP HALL	45.67 21.83 <hr/> 67.50
12/15/2021	101	23319	00129	CMS INTERNET, LLC	SHOULDER STRAP FOR RENT INSP COMPUTER NEW COMPUTER FOR RENTAL INSPECTOR	25.00 2,388.95 <hr/> 2,413.95
12/15/2021	101	23320	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-SEPTEMBER 2021 FUEL IN TOWNSHIP VEHICLES-NOVEMBER 2021 FUEL IN TOWNSHIP VEHICLES-NOVEMBER 2021	1,147.81 826.06 810.90 <hr/> 2,784.77
12/15/2021	101	23321	01171	DBI BUSINESS INTERIORS	PRINTER PAPER FOR TWP HALL	174.50
12/15/2021	101	23322	00183	DIXON ENGINEERING, INC.	WATER TOWER MAINT-PROG PMT #2	10,750.00
12/15/2021	101	23323	00201	ELHORN ENGINEERING COMPANY	LIQUIFIED AQUADENE/BULK CHLORINE	4,846.00
12/15/2021	101	23324	00788	FERGUSON ENTERPRISES-POLLARDWATER	MISSDIG MARKING PAINT	196.89
12/15/2021	101	23325	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-DEC 21	40.00
12/15/2021	101	23326	00249	GILL-ROY'S HARDWARE	FIRE HYDRANT BOLTS	54.28
12/15/2021	101	23327	00257	GOURDIE-FRASER, INC.	PUMP STATION #1 ENGINEERING-PROG PMT PUMP STATION #7 UPGRADE-PROG PMT	5,497.00 1,445.15 <hr/> 6,942.15
12/15/2021	101	23328	00261	GRAINGER	GRAY SPRAY PAINT BATTERY CHARGER	85.05 113.82 <hr/> 198.87
12/15/2021	101	23329	00266	HACH COMPANY	SPECTROPHOTO METER SERVICE CONTRACT	793.00
12/15/2021	101	23330	01721	HYDROCOP	CROSS CONNECTION PROG-NON RESIDENTIAL-NO CROSS CONNECTION PROG-RESIDENTIAL-NOV 21	950.00 2,650.00 <hr/> 3,600.00
12/15/2021	101	23331	01237	KONE, INC	SPECTROPHOTO METER-MAINT AGREEMENT	480.16
12/15/2021	101	23332	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK EXT IMPROVEMENTS-DRAW #2	37,211.82
12/15/2021	101	23333	00402	MEDLER ELECTRIC CO	OVERLOAD RELAY ETHERNET COMMUNICATION CARD ALTIVAR DRIVE	328.94 258.18 4,270.74 <hr/> 4,857.86
12/15/2021	101	23334	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGREEMNT-NOV 2021	974.51
12/15/2021	101	23335	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	TAPPING SLEEVE TANK REPAIR PARTS REPAIR CLAMP BOLT & GASKET PACK/MECHANICAL JOINT FITT LIVE TAP-FIRE HYDRANT	900.00 668.00 165.00 131.00 (790.00) <hr/> 1,074.00
12/15/2021	101	23336	00907	MID MICHIGAN CABLE CONSORTIUM	FRANCHISE FEES 3RD QUARTER 2021	11,554.13
12/15/2021	101	23337	00446	MISS DIG SYSTEM, INC	MISS DIG FEES-2022	1,811.15
12/15/2021	101	23338	00128	CITY OF MT. PLEASANT	1ST QUARTER 2022 FIRE CONTRACT PAYMENT	203,225.00

12/08/2021 06:00 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/24/2021 - 12/15/2021

Page: 3/3

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/15/2021	101	23339	00494	NORTH CENTRAL LABORATORIES	HYDROCHLORIC ACID & FIBER FILTERS	818.76
					BUFFER SOLUTION	64.21
					ETHYL ALCOHOL/MAGNESIUM CHLORIDE	105.34
					NALGENE 500 ML BOTTLE W/ SCREWCAP	239.47
						<u>1,227.78</u>
12/15/2021	101	23340	01631	NOLAN OCKERT	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
12/15/2021	101	23341	00131	PERCEPTIVE CONTROLS, INC	WWTP SUPPORT SERVICES	378.00
12/15/2021	101	23342	01758	RAY'S WELDING CO, INC	WATER TOWER MAINTENANCE	7,400.00
12/15/2021	101	23343	01137	MARK ROCKAFELLOW	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
12/15/2021	101	23344	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES OCT 2021-WTR	316.29
					JANITORIAL SERVICES OCT 2021-WWTP	316.29
						<u>632.58</u>
12/15/2021	101	23345	01090	SIMPLY ENGRAVING	MAGNETIC NAME TAGS FOR BOARD OF TRUSTEES	49.00
12/15/2021	101	23346	01316	STATE OF MICHIGAN	ELEVATOR CERTIFICATE-PUMP STATION #2	180.00
12/15/2021	101	23347	01238	STATE OF MICHIGAN - DEQ	NPDES ANNUAL PERMIT FEE 2022	5,500.00
12/15/2021	101	23348	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE, & DISPOSAL	20.00
					SAMPLE HANDLING, STORAGE, & DISPOSAL	1,007.00
						<u>1,027.00</u>
12/15/2021	101	23349	01603	UTILITY FINANCIAL SOLUTIONS, LLC	WATER & WASTEWATER FP UPDATES/BOND ANALY	5,438.75
12/15/2021	101	23350	01314	VERIZON WIRELESS	CELL PHONES 10/16/21 T0 11/15/21	446.25
12/15/2021	101	23351	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE WTR-DEC 21	40.54
					DUMPSTER SERVICE WWTP-DEC 21	214.00
					DUMPSTER SERVICE TWP-DEC 21	62.39
					DUMPSTER SERVICE MCDONALD-DEC 21	127.25
					DUMPSTER SERVICE SHOP DEC 21	46.00
					DUMPSTER SERVICE JAMESON-NOV 21	105.48
						<u>595.66</u>
12/15/2021	101	23352	00723	WINN TELECOM	PHONE SERVICE 12/1/21-12/31/21	364.53
101 TOTALS:						
Total of 46 Checks:						356,851.43
Less 1 Void Checks:						0.00
Total of 45 Disbursements:						<u>356,851.43</u>



<p style="text-align: center;"><b>Charter Township of Union</b> <b>Payroll</b></p>
--

**CHECK DATE: November 24, 2021**

**PPE: November 20, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 33,024.56
Fire Fund	
EDDA	
WDDA	
Sewer Fund	35,877.60
Water Fund	25,568.66
<b>Total To Transfer from Pooled Savings</b>	<b><u>\$ 94,470.82</u></b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 60,449.74
Employer Share Med	869.87
Employer Share SS	3,719.43
SUI	-
Pension-Employer Portion	4,992.31
Workers' Comp	553.59
Life/LTD	-
Dental	1,340.73
Health Care	22,337.60
Vision	-
Vision Contribution	-
Health Care Contribution	-
Cobra/Flex Administration	207.55
PCORI Fee	-
<b>Total Transfer to Payroll Checking</b>	<b><u>\$ 94,470.82</u></b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

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

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

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

**CHECK DATE: December 9, 2021**

**PPE: December 4, 2021**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$ 32,191.14
Fire Fund	
EDDA	
WDDA	
Sewer Fund	34,218.75
Water Fund	26,003.04
<b>Total To Transfer from Pooled Savings</b>	<b>\$ 92,412.93</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$ 62,033.62
Employer Share Med	828.86
Employer Share SS	3,544.15
SUI	-
Pension-Employer Portion	5,143.69
Workers' Comp	570.72
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>\$ 92,412.93</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:** JEFF BROWN

**MONTH, YEAR:** 11 - 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than 1hr	
11/8	Mt. Pleasant City Commission		X	75. <sup>00</sup>

**Signature:**  **Date:** 11/23/2021

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. 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:**

Bryan Mielke

**MONTH, YEAR:**

Oct-Dec 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
10/19	EDA Special & Regular		✓	\$ 75
11/30	EDA		✓	\$ 75

**Signature:**

*Bryan Mielke*

**Date:** 12/1/21

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  
2021**

**BOARD MEMBER:** Lisa Cody

**MONTH:** April/May/August/October

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
4-12-2021	Election Commission	X		50.00
5-27-2021	Election Commission	x		50.00
8-16-2021	Election Commission	X		50.00
8-18-2021	Council of Governments	x		50.00
10-11-2021	Election Commission	x		50.00
				250.00

**SIGNATURE:**



**Date:** 12/8/2021

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.



# Union Township Report-1

Date: Tuesday, November 23, 2021



Alarm Date between 2021-11-15 and 2021-11-21

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000978						
		11/15/2021 1:39:26 PM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000985						
		11/18/2021 11:52:35 AM	311	Medical assist, assist EMS crew	ENG 32	3	1
						Total Responding 3	
Union Township	0000987						
		11/19/2021 2:56:15 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	

<b>Union Township</b>	<b>0000988</b>						
		11/19/2021 3:01:28 PM	743	Smoke detector activation, no fire - unintentional	Assistant Chief	1	1
						<b>Total Responding 1</b>	
<b>Union Township</b>	<b>0000989</b>						
		11/19/2021 5:52:04 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	4
		11/19/2021 5:52:04 PM	322	Motor vehicle accident with injuries	POV	8	4
		11/19/2021 5:52:04 PM	322	Motor vehicle accident with injuries	ENG 32	2	4
						<b>Total Responding 11</b>	
<b>Union Township</b>	<b>0000990</b>						
		11/19/2021 10:13:46 PM	671	HazMat release investigation w/no HazMat	ENG 32	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b>					<b>Total</b>	

	6						Responding 21	
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**Note: Alarms**

- 1=Duty Crew
- 2=Paged Off Duty Full-time
- 3=Paged Paid-on-Call Firefighters
- 4=Paged All

**Highlighted Yellow Indicates an Emergency Call**





# Union Township Report-1

Date: Tuesday, November 30, 2021



Alarm Date between 2021-11-22 and 2021-11-28

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000996						
		11/23/2021 8:46:52 AM	735	Alarm system sounded due to malfunction	C 31	1	1
		11/23/2021 8:46:52 AM	735	Alarm system sounded due to malfunction	ENG 32	2	1
						Total Responding 3	
Union Township	0000997						
		11/23/2021 9:00:00 AM	424	Carbon monoxide incident	ENG 32	2	1
						Total Responding 2	
Union Township	0000999						
		11/24/2021 3:08:42 PM	711	Municipal alarm system, malicious false alarm	C 31	1	1

		11/24/2021 3:08:42 PM	711	Municipal alarm system, malicious false alarm	ENG 32	2	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0001001</b>						
		11/25/2021 10:02:49 PM	424	Carbon monoxide incident	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0001003</b>						
		11/26/2021 7:19:10 AM	743	Smoke detector activation, no fire - unintentional			1
						<b>Total Responding</b>	
<b>Union Township</b>	<b>0001005</b>						
		11/27/2021 10:55:38 AM	322	Motor vehicle accident with injuries	ENG 33	2	2
		11/27/2021 10:55:38 AM	322	Motor vehicle accident with injuries	POV	6	2
						<b>Total Responding 8</b>	

	<b>Total Runs</b> 6					<b>Total Responding 18</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**



# Union Township Report-1

Date: Tuesday, December 7, 2021



Alarm Date between 2021-11-29 and 2021-12-05

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0001008						
		11/29/2021 7:23:20 AM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0001013						
		11/30/2021 3:38:01 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0001018						
		12/3/2021 11:47:50 AM	321	EMS call, excluding vehicle accident with injury	C 31	1	1

		12/3/2021 11:47:50 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0001023</b>						
		12/4/2021 12:39:44 PM	322	Motor vehicle accident with injuries	ENG 33	9	4
		12/4/2021 12:39:44 PM	322	Motor vehicle accident with injuries	Assistant Chief	1	4
						<b>Total Responding 10</b>	
	<b>Total Runs 4</b>					<b>Total Responding 17</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

<b>TO:</b> Board of Trustees	<b>DATE:</b> December 7, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/15/21
<b>ACTION REQUESTED:</b> Board adoption of the FY 2022 Appropriations Resolution covering the following funds: General, Fire, Special Assessment, East DDA, West DDA, 2% Grant, Sewer and Water; approval of the 2022 fee schedule and millage rates	

Current Action   X   Emergency       

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

Finance Approval                     MDS                    

### BACKGROUND INFORMATION

The Uniform Budget Act and PA 359 of 1947 require that the budget for the next fiscal year be adopted no later December 31, 2021 for the following fiscal year. The Township has properly posted and held a public hearing for the budget.

The Appropriations Resolution states that the budget for the various funds are adopted at the departmental level, approves the 2022 fee schedule and set the millage rates for 2022. Further, the Resolution states that budget is subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies. This final recommended budget is as described in the attached.

The following is a summary of the activities related to review of the FY 2022 budget recommendation:

Activity	Date
Board receives Managers Recommended Budget	October 2021
Budget is available for public inspection at township hall and on township website	October - current
Board holds budget study session	November 10, 2021
Public Hearing held	November 23, 2021

### SCOPE OF SERVICES

Adoption of the FY 2022 budget for various funds, approval of the fee schedule and approval of the 2022 millage rates all as reflected in or referenced by the Appropriation Resolution.

### JUSTIFICATION

The 2022 budget directs resources toward the advancement of the Ends Policies as outlined in the Union Township Board Policy Manual. Further, budget adoption is required under the Uniform Budget Act and PA 359 of 1947.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (From Policy 1.0: Global Ends)

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

**COSTS**

As reflected in the attached budget reports

**PROJECT TIME TABLE**

January 1, 2022 - December 31, 2022

**RESOLUTION**

See attached Resolution

**CHARTER TOWNSHIP OF UNION**  
**FY 2022 - GENERAL APPROPRIATIONS RESOLUTION**

At a meeting held of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant Michigan 48858 on the 15<sup>th</sup> day December 2021:

Present

-

Absent

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

**WHEREAS**, the Township Board received the proposed 2022 Township Budget in October, 2021; and

**WHEREAS**, the Township Board deliberated over the FY 2022 budget throughout the fall of 2021 and set the public hearing on November 10, 2021; and

**WHEREAS**, the Township Board held a public hearing on November 23, 2021; and

**WHEREAS**, this resolution serves as the General Appropriation Act for the Township;

**NOW THEREFORE, BE IT RESOLVED** that the Township Board of the Charter Township of Union, Isabella County, Michigan, hereby adopts the 2022 budget for the various funds as shown in the attached budget document at the department level subject to all Township policies regarding the expenditure of funds, budget management, budget reporting, other financial related policies, and technical typographical corrections, if any.

**BE IT FURTHER RESLOVED** that the attached fee scheduled is hereby established for FY 2022;

**BE IT FURTHER RESOLVED** that the following millage subject to reduction by the Headlee Millage Reduction Fraction is to be levied for the fiscal year 2022:

General Operating	1.0000 mills
Fire Millage	2.2500 mills

ADOPTED: AYES: NAYES: 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 Wednesday, December 15, 2021

---

Lisa Cody, Clerk



		Calculations as of 12/31/2021					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 RECOMMENDED BUDGET	2022 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
101-000-402.000	CURRENT PROPERTY TAX	312,583	314,000	313,852	314,000	314,000	
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,066)	(5,000)	(1,799)	(2,000)	(5,000)	
101-000-402.002	PILOT TAX	3,219	3,000		3,000	3,000	
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	247	1,000	104	500	250	
101-000-425.000	MOBILE HOME PARK TAX	2,647	2,400	2,252	2,400	2,600	
101-000-445.000	INTEREST ON TAXES	602	100	936	1,500	600	
101-000-446.000	3% OR 4% PENALTY ON TAX	3,948	4,000	4,179	4,500	4,000	
101-000-447.000	ADMIN FEE-PROPERTY TAX	150,108	154,000	153,969	153,000	150,000	
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(565)	(4,000)	(954)	(1,000)	(1,000)	
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,753	7,700	7,763	7,800	7,700	
101-000-447.100	ADMIN FEE-PRIOR YEARS	210		202	210	200	
101-000-475.000	CABLE FRANCHISE FEES	115,510	109,000	84,451	109,000	109,000	
101-000-476.000	BUILDING PERMITS	78,413	52,000	58,200	50,000	55,000	
101-000-477.000	RENTAL INSPECTION FEES	83,357	95,000	94,696	95,000	94,000	
101-000-479.000	ZONING PERMITS	9,300	23,000	22,275	20,000	18,000	
101-000-528.000	OTHER FEDERAL GRANTS	6,571					
101-000-573.000	STATE AID REVENUE-LCSA	2,040	2,500	2,702	2,700	2,500	
101-000-574.000	STATE REVENUE SHARING	1,182,364	1,180,000	900,749	1,180,000	1,180,000	
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,814	11,700	11,359	11,500	11,500	
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	8,205	8,200	8,228	8,200	8,200	
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIM	13,189	34,230	35,039	34,230		
101-000-580.100	CONTRIBUTION FROM CITY	1,407					
101-000-582.000	CONTRIBUTION FROM TRIBE	165,670	290,567	272,227	272,227		
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS		211,000	211,000	211,000	10,000	
101-000-584.000	CONTRIBUTION FROM SCHOOL SYSTEM	2,099					
101-000-609.000	CONSTR PLAN REVIEW FEES	3,425					
101-000-613.000	APPLICATION FEES		500			500	
101-000-626.000	COPIES	10					
101-000-628.000	LAND DIVISIONS/CONDO CONV	1,400	1,500	400	500	1,500	
101-000-630.000	WEED ABATEMENT SERVICES	1,223	1,000	760	1,000	1,200	
101-000-651.000	USE FEES-BASEBALL FIELDS		1,600	1,590	1,600	1,600	
101-000-655.000	FINES & FORFEITURES	503	800	537	800	800	
101-000-665.000	INTEREST EARNED	99,110	27,000	22,363	25,000	10,500	
101-000-667.000	RENT - JAMESON HALL	1,075				5,000	
101-000-667.100	RENT - McDONALD PARK PAVILION	264	1,500	1,332	1,500	1,500	
101-000-667.200	RENT - JAMESON PAVILION	120	1,500	1,296	1,500	1,500	
101-000-667.300	LEASES	900	900	900	900	900	
101-000-671.000	OTHER REVENUE	22,185	30,000	21,686	30,000	5,000	
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	15,821	18,000	7,298	18,000	18,000	
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE		500		500	13,000	
101-000-674.000	PRIVATE CONTRIBUTIONS & DONATIONS	10,417					
101-000-687.000	REFUNDS & REBATES	1,654					
Totals for dept 000 - NONE		2,317,732	2,579,197	2,239,592	2,559,067	2,025,550	
TOTAL ESTIMATED REVENUES		2,317,732	2,579,197	2,239,592	2,559,067	2,025,550	

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 101 GENERAL FUND

		Calculations as of 12/31/2021						
GL NUMBER AND DEPARTMENT	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 RECOMMENDED BUDGET	2022 APPROVED BUDGET	
APPROPRIATIONS								
101	TRUSTEES	56,072	67,186	56,333	62,336	67,262		
171	SUPERVISOR	15,963	10,530	6,783	8,455	10,492		
172	TWP MANAGER	110,031	117,858	77,248	106,883	109,449		
191	ACCOUNTING/GEN ADMIN	191,460	240,898	188,971	237,758	251,846		
215	CLERK	47,999	40,991	32,728	36,191	42,240		
228	DATA PROCESSING, INFORMATION TECH	42,024	58,480	42,270	58,480	70,669		
253	TREASURER	29,073	35,478	26,572	33,028	35,978		
257	ASSESSOR	136,635	120,929	113,759	122,704	121,304		
262	ELECTIONS	46,550	30,021	26,130	28,721	49,658		
265	TWP HALL & GROUNDS	69,657	78,550	61,868	78,665	80,945		
266	LEGAL/ATTORNEY	122,068	119,865	97,646	102,262	100,000		
371	BUILDING	255,447	280,498	240,689	280,898	314,906		
441	PUBLIC WORKS	343,806	670,540	503,309	698,040	630,000		
701	PLANNING	240,167	256,684	233,484	265,839	308,404		
751	PARKS & RECREATION	59,785	111,905	86,549	130,148	127,750		
901	CAPITAL OUTLAY	100,477	255,000	198,707	250,000	332,000		
910	DEBT SERVICE-LEASES	13,289	3,325	3,322	3,325			
TOTAL APPROPRIATIONS		1,880,503	2,498,738	1,996,368	2,503,733	2,652,903		
NET OF REVENUES/APPROPRIATIONS - FUND 101		437,229	80,459	243,224	55,334	(627,353)		
BEGINNING FUND BALANCE		4,814,636	5,251,876	5,251,876	5,251,876	5,307,210	5,307,210	
ENDING FUND BALANCE		5,251,865	5,332,335	5,495,100	5,307,210	4,679,857	5,307,210	

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 206 FIRE FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
206-000-402.000	CURRENT REAL PROPERTY TAX	624,888	708,000	705,999	708,000	701,000		
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(2,132)	(10,000)	(4,048)	(10,000)	(10,000)		
206-000-402.002	PILOT TAX	7,242	6,200		6,200	7,000		
206-000-402.100	PRIOR YEARS PROPERTY TAXES		(200)		(200)	(200)		
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	495	500	214	500	500		
206-000-445.000	INTEREST ON TAXES	53	300	34	300	300		
206-000-543.000	STATE GRANT-PUBLIC SAFETY	11,795	12,000	19,273	12,000	12,000		
206-000-573.000	STATE AID REVENUE-LCSA	4,079	5,400	5,404	5,400	5,000		
206-000-600.200	FIRE PROTECTION - EDDA	70,484	81,150	81,150	81,200	81,200		
206-000-600.300	FIRE PROTECTION - WDDA	52,068	59,000	59,516	59,000	59,000		
206-000-665.000	INTEREST EARNED	16,800	3,600	3,323	5,600	3,000		
206-000-671.000	OTHER REVENUE		54,100	54,090	54,100			
206-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSE	30,000						
Totals for dept 000 - NONE		815,772	920,050	924,955	922,100	858,800		
TOTAL ESTIMATED REVENUES		815,772	920,050	924,955	922,100	858,800		

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 206 FIRE FUND

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		Calculations as of 12/31/2021					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 RECOMMENDED BUDGET	2022 APPROVED BUDGET
APPROPRIATIONS							
336	FIRE DEPARTMENT	769,538	806,450	799,895	831,450	848,050	
901	CAPITAL OUTLAY	447,031					
TOTAL APPROPRIATIONS		1,216,569	806,450	799,895	831,450	848,050	
NET OF REVENUES/APPROPRIATIONS - FUND 206		(400,797)	113,600	125,060	90,650	10,750	
BEGINNING FUND BALANCE		1,224,756	823,958	823,958	823,958	914,608	914,608
ENDING FUND BALANCE		823,959	937,558	949,018	914,608	925,358	914,608

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 245 SPECIAL ASSESSMENTS FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
245-000-665.000	INTEREST EARNED	3,455	500	444	500	400		
245-000-672.102	REVENUE-CORVALLIS SPEC ASSESS	3,607						
245-000-672.103	REVENUE-MEADOWBROOK SPEC ASSESS	690						
245-000-672.104	REVENUE-STONERIDGE SPEC ASSESS	1,732						
245-000-672.105	REVENUE-COMMON MEADOW/STONE SPEC ASSESS	470						
245-000-672.106	REVENUE-MCDONALD DRIVE SPEC ASSESS	5,667	5,400	2,550	5,400	5,000		
245-000-672.107	REVENUE-GREEN ACRES SPEC ASSESS	3,751	3,200	1,194	3,200	3,200		
245-000-672.108	REVENUE-THE OAKS SPEC ASSESS	4,049	5,800	2,830	5,800	4,000		
245-000-672.109	REVENUE-BLGRAS/ISB SIDEWALK	3,581	7,000	4,861	7,000	5,000		
245-000-672.110	REVENUE-MCGUIRK PAVING-PRINCIPAL			35,667	35,667	3,800		
245-000-672.111	REVENUE-MCGUIRK PAVING-INTEREST					100		
245-000-672.112	REVENUE-CARRIAGE PAVING PRINCIPAL					10,000		
Totals for dept 000 - NONE		27,002	21,900	47,546	57,567	31,500		
TOTAL ESTIMATED REVENUES		27,002	21,900	47,546	57,567	31,500		

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 245 SPECIAL ASSESSMENTS FUND

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		Calculations as of 12/31/2021					
GL NUMBER		2020	2021	2021	2021	2022	2022
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
APPROPRIATIONS							
000	NONE		91,000	57,207	91,000	103,000	
TOTAL APPROPRIATIONS			91,000	57,207	91,000	103,000	
NET OF REVENUES/APPROPRIATIONS - FUND 245		27,002	(69,100)	(9,661)	(33,433)	(71,500)	
BEGINNING FUND BALANCE		242,030	269,030	269,030	269,030	235,597	235,597
ENDING FUND BALANCE		269,032	199,930	259,369	235,597	164,097	235,597

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 248 EAST DDA FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	434,701	466,000	466,609	466,000	468,000		
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(504)		(4,000)		
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)			(250)		
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	68	300		300	300		
248-000-445.000	INTEREST ON TAXES	631	500		500	500		
248-000-573.000	STATE AID REVENUE-LCSA	62,006	56,000	56,127	56,000	56,000		
248-000-665.000	INTEREST EARNED	19,093	6,700	3,940	6,700	4,800		
248-000-671.000	OTHER REVENUE	159	100		100	100		
Totals for dept 000 - NONE		516,658	525,350	526,172	529,600	525,450		
TOTAL ESTIMATED REVENUES		516,658	525,350	526,172	529,600	525,450		

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 248 EAST DDA FUND

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		Calculations as of 12/31/2021					
GL NUMBER		2020	2021	2021	2021	2022	2022
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
<hr/>							
APPROPRIATIONS							
000	NONE	123,521	175,105	133,815	182,700	218,580	
336	FIRE DEPARTMENT	70,484	81,150	81,150	81,150	81,200	
728	ECONOMIC DEVELOPMENT		461,000	408,874	411,000	960,000	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL APPROPRIATIONS		194,005	717,255	623,839	674,850	1,259,780	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET OF REVENUES/APPROPRIATIONS - FUND 248		322,653	(191,905)	(97,667)	(145,250)	(734,330)	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
BEGINNING FUND BALANCE		1,358,413	1,681,066	1,681,066	1,681,066	1,535,816	1,535,816
ENDING FUND BALANCE		1,681,066	1,489,161	1,583,399	1,535,816	801,486	1,535,816



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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 250 WEST DDA FUND

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		Calculations as of 12/31/2021					
GL NUMBER		2020	2021	2021	2021	2022	2022
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	322,343	341,900	341,992	341,900	359,000	
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT					(4,000)	
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	574	20	21	25	20	
250-000-445.000	INTEREST ON TAXES	163	250	3	100	200	
250-000-573.000	STATE AID REVENUE-LCSA			38			
250-000-665.000	INTEREST EARNED	14,269	5,400	4,281	5,400	4,400	
Totals for dept 000 - NONE		337,349	347,570	346,335	347,425	359,620	
TOTAL ESTIMATED REVENUES		337,349	347,570	346,335	347,425	359,620	

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 250 WEST DDA FUND

Page: 10/16

		Calculations as of 12/31/2021					
GL NUMBER		2020	2021	2021	2021	2022	2022
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
<hr/>							
APPROPRIATIONS							
000	NONE	10,487	36,605	21,920	34,605	383,670	
336	FIRE DEPARTMENT	52,068	59,000	59,516	60,000	59,000	
728	ECONOMIC DEVELOPMENT	73,534	13,000	12,840	13,000	320,000	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL APPROPRIATIONS		136,089	108,605	94,276	107,605	762,670	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET OF REVENUES/APPROPRIATIONS - FUND 250		201,260	238,965	252,059	239,820	(403,050)	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
BEGINNING FUND BALANCE		1,021,197	1,222,457	1,222,457	1,222,457	1,462,277	1,462,277
ENDING FUND BALANCE		1,222,457	1,461,422	1,474,516	1,462,277	1,059,227	1,462,277

		Calculations as of 12/31/2021					
GL NUMBER		2020	2021	2021	2021	2022	2022
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
288-000-582.000	CONTRIBUTION FROM TRIBE	104,010	38,227	38,227	38,227		
288-000-665.000	INTEREST EARNED	5,339	1,500	499	1,500	550	
Totals for dept 000 - NONE		109,349	39,727	38,726	39,727	550	
TOTAL ESTIMATED REVENUES		109,349	39,727	38,726	39,727	550	

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 288 TRIBAL 2% GRANTS FUND

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		Calculations as of 12/31/2021					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 RECOMMENDED BUDGET	2022 APPROVED BUDGET
APPROPRIATIONS							
728	ECONOMIC DEVELOPMENT	170,715	290,567	282,502	290,567	50,000	
TOTAL APPROPRIATIONS		170,715	290,567	282,502	290,567	50,000	
NET OF REVENUES/APPROPRIATIONS - FUND 288		(61,366)	(250,840)	(243,776)	(250,840)	(49,450)	
BEGINNING FUND BALANCE		389,867	328,501	328,501	328,501	77,661	77,661
ENDING FUND BALANCE		328,501	77,661	84,725	77,661	28,211	77,661

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 590 SEWER FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
590-000-456.000	CONNECTION FEE	22,470	100,000	80,451	75,000	75,000		
590-000-528.000	OTHER FEDERAL GRANTS	2,720						
590-000-539.000	STATE GRANTS	42,075						
590-000-582.000	CONTRIBUTION FROM TRIBE					50,000		
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	73,534				160,000		
590-000-627.000	SERVICE	1,316,115	1,386,000	1,045,600	1,386,000	1,466,744		
590-000-627.100	DELINQUENT SEWER		(1,500)			(1,500)		
590-000-628.000	INSPECTION FEE	4,500	3,000	2,150	3,000	3,000		
590-000-655.000	FINES & FORFEITURES	17,421	33,000	32,236	33,000	33,000		
590-000-665.000	INTEREST EARNED	66,356	16,000	15,371	27,000	7,200		
590-000-665.100	INTEREST EARNED-SPEC ASSESS	118						
590-000-670.000	DEBT RETIREMENT	1,107,717	1,146,000	874,788	1,146,000	1,215,384		
590-000-671.000	OTHER REVENUE	2,925	3,200	719	2,000	3,000		
590-000-687.000	REFUNDS & REBATES	52,053		38				
Totals for dept 000 - NONE		2,708,004	2,685,700	2,051,353	2,672,000	3,011,828		
TOTAL ESTIMATED REVENUES		2,708,004	2,685,700	2,051,353	2,672,000	3,011,828		

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 590 SEWER FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
APPROPRIATIONS								
536	WATER/SEWER SYSTEMS	647,026	1,403,256	632,086	1,505,316	3,003,660		
540	WWTP	922,456	1,144,977	909,174	1,140,777	1,149,824		
906	DEBT SERVICE	213,955	203,311	144,553	195,211	143,650		
910	DEBT SERVICE-LEASES	142	20	11	20			
960	DEPRECIATION EXPENSE	689,912	700,000		700,000	700,000		
TOTAL APPROPRIATIONS		2,473,491	3,451,564	1,685,824	3,541,324	4,997,134		
NET OF REVENUES/APPROPRIATIONS - FUND 590		234,513	(765,864)	365,529	(869,324)	(1,985,306)		
BEGINNING FUND BALANCE		14,435,218	14,669,730	14,669,730	14,669,730	13,800,406	13,800,406	
ENDING FUND BALANCE		14,669,731	13,903,866	15,035,259	13,800,406	11,815,100	13,800,406	

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 591 WATER FUND

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		Calculations as of 12/31/2021						
GL NUMBER		2020	2021	2021	2021	2022	2022	
AND		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	RECOMMENDED	APPROVED	
DEPARTMENT	DESCRIPTION		BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET	
ESTIMATED REVENUES								
Dept 000 - NONE								
591-000-450.000	WATER SALES	1,413,003	1,382,764	1,126,675	1,382,764	1,424,306		
591-000-450.100	BULK WATER SALES	1,384	1,000	445	1,000	1,000		
591-000-450.200	FINAL READ	1,620	4,000	2,751	4,000	4,000		
591-000-450.300	TURN-OFF	1,940	4,000	2,910	4,000	4,000		
591-000-452.000	LATERALS	8,280	6,500	20,776	6,500	5,000		
591-000-454.000	BENEFIT FEES	9,940	50,000	51,443	50,000	50,000		
591-000-459.000	CONNECTION FEES	49,172	54,000	78,615	54,000	54,000		
591-000-479.000	REVENUE-REPLACEMENT METERS		800	675	800	1,000		
591-000-528.000	OTHER FEDERAL GRANTS	2,557						
591-000-628.000	INSPECTION FEE	900	2,400	3,450	2,400	1,300		
591-000-655.000	FINES & FORFEITURES	10,890	20,000	16,880	20,000	20,000		
591-000-665.000	INTEREST EARNED	59,265	15,000	14,111	25,000	8,100		
591-000-665.100	INTEREST EARNED-SPEC ASSESS	2,545	4,000	1,590	4,000	4,000		
591-000-667.300	LEASES - TOWER RENTAL	52,933	53,000	52,371	53,000	56,000		
591-000-671.000	OTHER REVENUE	3,066	8,000	1,962	8,000	8,000		
591-000-672.500	REVENUE-SPECIAL ASSESS		10,000		10,000	10,000		
Totals for dept 000 - NONE		1,617,495	1,615,464	1,374,654	1,625,464	1,650,706		
TOTAL ESTIMATED REVENUES		1,617,495	1,615,464	1,374,654	1,625,464	1,650,706		

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 591 WATER FUND

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		Calculations as of 12/31/2021					
GL NUMBER AND DEPARTMENT	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 RECOMMENDED BUDGET	2022 APPROVED BUDGET
APPROPRIATIONS							
536	WATER/SEWER SYSTEMS	1,084,655	1,635,958	1,205,247	1,681,018	2,213,768	
906	DEBT SERVICE	56,261	53,832	53,782	53,832	50,159	
910	DEBT SERVICE-LEASES	171	20	14	20		
960	DEPRECIATION EXPENSE	385,704	400,000		400,000	400,000	
TOTAL APPROPRIATIONS		1,526,791	2,089,810	1,259,043	2,134,870	2,663,927	
NET OF REVENUES/APPROPRIATIONS - FUND 591							
		90,704	(474,346)	115,611	(509,406)	(1,013,221)	
BEGINNING FUND BALANCE		11,293,426	11,384,132	11,384,132	11,384,132	10,874,726	10,874,726
ENDING FUND BALANCE		11,384,130	10,909,786	11,499,743	10,874,726	9,861,505	10,874,726
ESTIMATED REVENUES - ALL FUNDS							
APPROPRIATIONS - ALL FUNDS		8,449,361	8,734,958	7,549,333	8,752,950	8,464,004	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		7,598,163	10,053,989	6,798,954	10,175,399	13,337,464	
		851,198	(1,319,031)	750,379	(1,422,449)	(4,873,460)	
BEGINNING FUND BALANCE - ALL FUNDS							
ENDING FUND BALANCE - ALL FUNDS		34,779,543	35,630,751	35,630,751	35,630,751	34,208,302	34,208,302
		35,630,741	34,311,720	36,381,130	34,208,302	29,334,842	34,208,302



## Community and Economic Development Department

BUILDING AND ZONING PERMITS		
<i>Note: The total cost of improvement for calculation of building permit fees is based on the most recently adopted state Bureau of Construction Codes Square Foot Construction Cost Table, which can be found at <a href="http://mi.gov/lara">http://mi.gov/lara</a>. Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee.</i>		
Type of Application	Construction Cost	Fee
Building Permit	Up to \$1,000.00	\$60.00
	\$1,000.00 to \$10,000.00	\$65.00 plus \$10.00 per \$1,000.00 of construction cost
	\$10,000.01 to \$100,000.00	\$125.00 plus \$4.00 per \$1,000.00 of construction cost
	\$100,000.01 to \$500,000.00	\$185.00 plus \$3.40 per \$1,000.00 of construction cost
	\$500,000.01 to \$1,000,000.00	\$285.00 plus \$3.20 per \$1,000.00 of construction cost
	\$1,000,000.01 or Higher	\$485.00 plus \$3.00 per \$1,000.00 of construction cost
	All work not involving a square foot computation	\$125.00 for the permit, plus \$100.00 for each inspection required for the project
	Additional inspections	\$100.00 per additional inspection or re-inspection beyond that included in the original permit fee
Demolition Permit	Agricultural or single-family/ two-family residential	\$100.00 per building to be demolished
	Multiple-family or non- residential	\$100.00; plus \$0.07 per square foot on demolition
Building Relocation		\$250.00
Construction Plan Review		Included in the building permit fee
Construction Board of Appeals		\$500.00 per application
Certificate of Occupancy		\$50.00
Type of Application		Fee
Zoning Permit	Zoning review of a building permit, demolition permit, building relocation or grading permit application <i>Note: No zoning review required for siding, window or roof replacements, interior only renovations without a change of use, and mobile/modular home installations in a previously approved mobile home park.</i>	\$25.00
	Shed or other accessory structure not subject to a building permit	\$0.00
	Fence or wall not subject to a building permit	\$0.00
	Temporary signs	\$0.00
	Building-mounted signs	\$75.00
	Freestanding or ground signs not subject to a building permit	\$75.00
	Other signs subject to a permit	\$75.00
	Administrative review and acceptance of cell tower/antennae collocations and alterations not subject to special land use approval	\$0.00
	Other zoning permit applications	\$75.00
Zoning Letter of Compliance		\$50.00 per letter

## Community and Economic Development Department

PLANNING COMMISSION, ZONING BOARD OF APPEALS, AND OTHER REQUESTS				
Type of Application			Review Fee	Additional Escrow Deposit
Site Plan Review (per contiguous tract of land)	Minor Site Plan		\$225.00	--
	Preliminary Condominium Site Plan		\$650.00	--
	Other Preliminary Site Plan		\$650.00	--
	Final Condominium Site Plan and Condominium Master Deed and Bylaws		\$750.00	\$1,000.00
	Other Final Site Plan		\$650.00	--
	Amendment to an approved site plan		Same as new application	
Special Use Permit (per contiguous tract of land)	Adult foster care large group home, group child day care home, and home-based limited business		\$325.00	\$500.00
	New cell towers and “Standard B” tower projects		\$1,000.00	--
	All other new applications		\$950.00	\$500.00
	Amendment to an approved permit		Same as new application	
Subdivision Plat	Preliminary Plat		\$750.00	\$1,000.00
	Final Plat		\$650.00	\$1,000.00
Private Road Plan Approval for projects not otherwise subject to site plan or subdivision plat approval.			\$750.00	\$1,000.00
Stormwater Management Plan Approval for projects not otherwise subject to site plan or subdivision plat approval.			\$650.00	\$500.00
Rezoning			\$950.00	\$900.00
Text Amendment			\$850.00	\$900.00
Planned Unit Development (PUD) (per contiguous tract of land)			\$1,350.00	\$1,000.00
Home Occupation Permit	New Application (Planning Commission)		\$325.00	--
	Annual Renewal (Zoning Administrator)		\$25.00	--
Extraction Permit (per contiguous tract of land)			\$1,350.00	\$1,000.00
Planning Commission Special Meeting Request			\$825.00	--
Zoning Board of Appeals	Variances (per variance)	Agricultural or single/two-family residential	\$350.00	--
		Multiple-family or non-residential	\$450.00	--
	Administrative appeal		\$350.00	--
	Interpretation		\$750.00	--
	Other applications		\$750.00	--
	Special meeting request		\$650.00	--

## Community and Economic Development Department

HOUSING LICENSING AND RENTAL INSPECTIONS		
Housing Licensing and Rental Inspection Services		Fee
<b>Rental Certification and Inspection Fees</b> (includes up to two visits)	Single-family	\$53.00 per unit
	Two-family or duplex	\$78.00 per two-family or duplex building
	Multiple-family (3+ units)	\$24.00 per unit
	Hotel or motel	\$15.00 per unit
	Fee for certification and inspection of a rental unit operating without certification in violation of the Rental Housing Code.	\$250.00 per unit
<b>Re-Inspection Fees</b>	Each re-inspection (after two initial visits)	\$30.00 per re-inspected unit
<b>Violations, Late Fees, and Appeals</b>	Civil infraction notices and citations	Per the Fee Schedule and the Municipal Ordinance Violations Bureau Ordinance
	Late fee	\$10.00 per unit per month
	Housing Board of Appeals application	\$500.00 per application
OTHER PERMITS AND APPROVALS		
Type of Application		Fee
<b>Grading Permit</b>	per an approved site plan	\$50.00
	other grading activities	\$450.00
<b>Unregulated Permit Activity and After-the-Fact Permits and Approvals</b>	Applicants for after-the-fact permits or approvals for any regulated activity that is:	Started but not completed without the required permit or approval will be charged 150% of the applicable fee.
		Completed without the required permit or approval will be charged 200% of the applicable fee.
<b>Temporary Use or Structure</b>	Temporary structure	\$200.00
	Yard/garage sale or non-profit event	\$0.00
	Other temporary use or event	\$25.00
MUNICIPAL ORDINANCE VIOLATIONS BUREAU SCHEDULE OF CIVIL FINES AND COSTS		
Offense		Fine or Cost
First violation within a three (3) year period		\$50.00
Second violation within a three (3) year period		\$100.00
Third violation within a three (3) year period		\$250.00
Fourth violation and any subsequent violation within a three (3) year period		\$500.00
Late fee for any fine paid to the Bureau more than ten (10) calendar days after the date of service for the civil infraction notice		\$20.00

## Finance Department

ASSESSING REQUESTS	
Type of Application	Fee
Land Division	\$100.00 per parcel created
Lot Line Adjustment or Combination	\$100.00 per adjustment
Condominium Parcel Created within an Existing Building	\$100.00 per condominium unit created
Industrial Facilities Tax Abatement	\$500.00 per application

## Public Services Department

WATER AND SEWER		
Type of Service		Rate
Water Service Quarterly Rate		\$57.22 minimum per quarter up to 15,000 gallons/per residential equivalent
		\$2.30 per 1,000 gallons over 15,000 gallons per quarter
Bulk Water Rate		\$5.00 per 1,000 gallons (\$500.00 deposit)
Water Hook-Up Rate 5/8 Meter		\$1,545.00 for one-inch service
Water Benefit Fee		\$2,501.00 per residential equivalency unit (REU)
Inspection Fees (Water and Sewer)		\$98.00 per hour
Turn On/Off Rate	Regular business hours	\$68.00 each
	After hours	\$146.00 each
	For non-payment	\$120.00 each (Turn off and back on)
Final Read Charge		\$57.00
Fire Flow Test		\$240.00
Sewer Hook-Up		\$3,610.00 per residential equivalent (REU)
Meter Purchase – 5/8" meter/1" meter		\$575/\$675
Sewer Service Quarterly Rate	Operation and Maintenance	\$57.94 per quarter/per residential equivalent (REU)
	Capital Charge	\$48.00 per quarter/ per residential equivalent (REU)
OTHER REQUESTS		
Facility Rentals	Resident Fee	Non-resident Fee
McDonald Park Pavilion	\$60.00 per day	\$84.00 per day
Jameson Park Pavilion	\$60.00 per day	\$84.00 per day
Jameson Hall	\$250 deposit plus \$125.00 per day	\$250 deposit plus \$175.00 per day



## REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> December 7, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/15/2021
<b>ACTION REQUESTED:</b> Consider approval of the proposed Board of Trustee meeting schedule for the 2022 calendar year in accordance with the Open Meetings Act.	

Current Action   X   Emergency           

Funds Budgeted: If Yes    Account #:                                    N/A:   X  

Finance Approval                   MDS                                  

### BACKGROUND INFORMATION

The Open Meetings Act requires the Board of Trustees schedule and post the annual meeting schedule prior to the start of the calendar year.

### SCOPE OF SERVICES

To set the 2022 Board of Trustees business meeting schedule.

### JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when Board meeting will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- 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

RESOLVED that the regular Board of Trustee meeting dates for the 2022 calendar year through December 31, 2022, scheduled for 7:00 p.m., on the second and fourth Wednesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

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

Yes:

No:

Absent:

# CHARTER TOWNSHIP OF UNION

## Scheduled Meetings for 2022



### **BOARD OF TRUSTEES:** *(Second and Fourth Wednesday of each Month)*

January 12	March 29 ( <i>Joint Meeting</i> )	June 22	September 28
January 26	April 13	July 13	October 12
February 9	April 27	July 27	October 26
February 23	May 11	August 10	November 9
March 9	May 25	August 24	November 22 ( <i>Tuesday</i> )
March 23	June 8	September 14	December 21

### **BOARD OF REVIEW:**

TBD

### **EDA** *(Third Tuesday of each Month)* All meetings begin at 4:30p.m.

January 18	April 19	July 26 <i>Informational</i>	September 20
February 15	May 17	August 16 <i>Informational</i>	October 18
March 15	June 21	<i>**regular meeting to follow</i>	November 15
March 29 ( <i>Joint Meeting</i> )	July 19	August 16	December 20

### **PLANNING COMMISSION:** *(Third Tuesday of each Month)*

*\*Sidewalks and Pathways Prioritization Committee invited to January 18<sup>th</sup> meeting*

January 18*	April 19	August 16	December 20
February 15	May 17	September 20	
March 15	June 21	October 18	
March 29 ( <i>Joint Meeting</i> )	July 19	November 15	

### **SIDEWALKS AND PATHWAYS PRIORITIZATION COMMITTEE:** *(Meets Quarterly)*

January 18	February 22	April 26	October 27
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### **ZONING BOARD OF APPEALS:** *(First Wednesday of each Month)*

January 5	April 6	August 3	December 7
February 2	May 4	September 7	
March 2	June 1	October 5	
March 29 ( <i>Joint Meeting</i> )	July 6	November 2	

### **JOINT MEETING DATE:** *(Board of Trustees, ZBA, Planning Commission, EDA, and Sidewalks and Pathways Prioritization Committee)* Date March 29 7:00pm

All the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review and EDA start at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: December 7, 2021

Policy Review: 2.4 Financial Planning / Budgeting  
Type of Review: Internal  
Review Interval: Annual  
Review Month: December 2021

## **Policy Wording**

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

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

- 2.4.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.4.2 Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- 2.4.3 Plan for the Fund Balance to drop below a safety reserve of these operating expense requirements:
  - A. Less than four (4) months expenses for General Fund and Fire Fund and
  - B. Two (2) months expenses for Utility Funds, EDDA District Fund, and WDDA District Fund.
- 2.4.4 Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

## **Manager Interpretation**

Township Manager interprets this policy to indicate that the Board of Trustees seeks to ensure financial stability by requiring that the Township Manager shall not fail to include reasonable revenue and expenditure projections when developing, monitoring and amending the budget; that the Township Manager shall not budget more expenditures than what revenues can conservatively support; that the fund balances of the general fund and fire fund shall not fall below 4 months of budgeted expenses and, sewer and water funds, EDDA and WDDA funds shall not fall below 2 months of budgeted expenses; or provide less for board prerogatives than is set forth in the Cost of Governance Policy (3.10). Additionally, a multi-year focus shall be applied to budgeting in the current year.



### **Justification for reasonability**

The interpretations are reasonable in that conservative budgeting, with an eye toward the long term, will limit the financial impact of unanticipated events; that the existence of an adequate fund balance will allow for continued operations while response plans are developed; and that a trained and educated Board of Trustees cost less than poor governance.

### **Data**

- Current budget and proposed 2022 budgets were developed, approved, and monitored with conservative assumptions and following State statutes.
- Monthly cash flow data as reported in the annual monitoring report 2.5.10 and quarterly monitoring report 2.5 show cash balances met minimum guidelines.
- The FY 2021 budget was amended several times throughout the fiscal year.
- 2020 financial audit shows no risk of fiscal jeopardy with an overall clean audit as reported by the Township Auditors.
- The administration included long term budget projections for the General, Fire funds, West and EAST DDA funds in the FY 2022 budget recommendation book.
- A new addition to the FY 2022 budget recommendation book was the inclusion of a 5-year Capital Improvement Plan. This document will continue to be refined in subsequent fiscal years.

### **Compliance**

The organization is adhering to policy 2.4.

## Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.4 (Financial Planning/Budgeting)

Date: December 2021

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

Comments regarding further policy development:

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

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

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Signature and date of Board member

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## REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> December 7, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 12/15/2021
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.0 – Global Governance Commitment	

Current Action   X   Emergency           

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

Finance Approval                   MDS                          

### **BACKGROUND INFORMATION**

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

Certain policies, such as Policy 3.0 (Global Governance Commitment), are to be reviewed and monitored for compliance on an annual basis. Policy 3.0 is to be reviewed annually in December.

### **Board Policy 3.0– Global Governance Commitment**

The Policy states:

*The purpose of the board, on behalf of residents of Charter Township of Union, is to see to it that Union Township (a) achieves appropriate results for appropriate persons at an appropriate cost, and (b) avoids unacceptable actions and situations.*

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

### **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

**Use this evaluation form for discussion at the Board of Trustees Meeting on December 15, 2021.**

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

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