



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**April 27, 2022**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
  - a. Rodney Nanney, Community & Economic Development Director, Sidewalk Activity presentation
6. PUBLIC HEARINGS
  - a. Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. April Monthly Activity Report
  - C. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – April 6, 2022 – Joint Meeting and April 13, 2022 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay

F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Smith) Pump Station #1 Construction Contract
- B. Discussion/Action: (Smith) MDOT Good Faith Offer easement documents sign-off
- C. Discussion/Action: (Smith) 2022 MDOT Performance Resolution for Municipalities
- D. Discussion/Action: (Smith) Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #5
- E. Discussion/Action: (Nanney) Demolition – Clean-Up of 5243 Jonathan Lane award
- F. Discussion/Action: (Stuhldreher) Policy Governance 2.5 Financial Condition & Activities
- G. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection
- H. Discussion/Action: (Stuhldreher) Policy Governance 3.4 Agenda Planning

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		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	Herren	12/31/2023
2	Joseph	Schafer	12/31/2023
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
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	Stan	Shingles	2/15/2024
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	12/31/2022

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

Name: Breanne Moegeberg Date: 3-12-22  
Address: 6011 S Bamber Rd Mt Pleasant  
Phone (home) — (cell) 989-309-9118 (work) —  
Email: bmoeggy@yahoo.com  
Occupation: Self-employed childcare business owner

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


- |            |                                |                                                                                                                                                                                     |
|------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>X 2</u> | Zoning Board of Appeals        | Must be a Union Township Resident                                                                                                                                                   |
| <u>—</u>   | Board of Review                | Must be a Union Township Resident                                                                                                                                                   |
| <u>X 1</u> | Planning Commission            | Must be a Union Township Resident                                                                                                                                                   |
| <u>—</u>   | EDA                            | Must meet one of the following qualifications:<br><u>—</u> Property owner in East or West DDA<br><u>—</u> Property owner in East or West DDA<br><u>—</u> Resident in Union Township |
| <u>—</u>   | OTHER *Specify Board: <u>—</u> |                                                                                                                                                                                     |

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

As a community activist and a business owner, I have a passion and desire to help our county grow in a positive manner.

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):

Please see attached.

Signature:  Date: 3-12-22

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**Breanne Moeggenberg**

611 S Bamber Rd  
Mt Pleasant, MI 48858  
989.309.9118  
bmoeggy@yahoo.com

12th March 2022

**Charter Township of Union**

Zoning Board of Appeals  
2010 S Lincoln Rd  
Mt Pleasant, MI 48858

To Whom It May Concern,

As a community activist and a small business owner here in Union Township, I have a passion and desire to help our area grow in a positive fashion so that the residents are empowered with economic opportunities that safely and effectively lead to county growth. Thus, I am providing an application for an appointment to the Zoning Board of Appeals or Planning Commission.

In the attached Resume you will find that I have past experience working on various Boards including the writing and proposals of bylaws. Beyond this, reading and understanding rules and ordinances has been a necessity as a childcare business owner but has also become useful on many avenues recently as we stretched through the last two years of pandemic promulgations.

While I realize my personal life views may vary from some of those that review this application, it is my belief that diversity in representation and decisions brings the most inclusion to the table. If my past and recent experience would be beneficial to a position on the Zoning Board of Appeals or Planning Commission, I would greatly appreciate an opportunity to meet with you and discuss my applicability.

Sincerely,

Breanne Moeggenberg

# Breanne Moeggenberg

611 S BAMBER RD  
MT PLEASANT, MI 48858  
989.309.9118  
BMOEGGY@YAHOO.COM

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## EDUCATION

### **Alma College, Alma, MI**

— *Exercise and Health Science*

September 1997 - April 2001

## WORK EXPERIENCE

### **Aunt Bree's Day Care**

Midland to Mt Pleasant, MI

— *Owner/SOM Licensed Childcare Provider*

February 2017 - PRESENT

January 2003 - September 2010

Starting as a State of Michigan family sized childcare business, operated from the home, now a group sized childcare business serving and caring for up to twelve children daily and contracting five staff.

## BOARD EXPERIENCE

### **Moms for Liberty - Isabella County, MI**

Mt Pleasant, MI

— *Chapter Chair*

2022 - PRESENT

A recently formed group, to the National Organization Moms for Liberty, that is dedicated to fighting for the survival of America by unifying, educating and empowering parents to defend their parental rights at all levels of government.

### **Amateur Hockey Association of Mt Pleasant**

Mt Pleasant, MI

— *Secretary*

2009 - 2012

An association intended to promote and organize hockey teams while maintaining the programs.

## SKILLS

- Public Speaking
- Organizing fundraising, marketing and rally events
- Creating, organizing and implementing procedures and bylaws

## REFERENCES

### **Jeff Bean**

6675 N Whiteville Rd  
Rosebush, MI  
517.202.9421  
jeff@jeffbean.net

### **Dawn Betha**

407 W Drive  
Mt Pleasant, MI  
760.519.1215  
dawnbetha@yahoo.com

### **Jim Horton**

3089 Hunters Trail  
Mt Pleasant, MI  
989.621.1534  
jim@rxlegalpc.com



# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: April 27, 2022  
Re: April Monthly Activity Report

Attached is the monthly activity report for April.

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:** April 2022

### **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.
- Spoke with several citizens and others regarding a variety of issues
- 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
- Township Manager was out of the office 2/28 – 3/5
- Attended Intergovernmental Liaison meeting
- Attended luncheon with Mr. Quentin Messer, MEDC Executive Director and Jim McBryde from MMDC
- Attended CMU Master Plan update meeting

#### **Finance Department**

- 1.1 Community well-being and the common good

## Audit

- Recorded GASB 84 entries for 2021
- Calculated and recorded deferred revenues for 2021
- Prepare 2021 Fixed Asset change schedule
- Disburse PILOT taxes collected for tax year 2021 and prepare year-end adjustments accordingly
- External auditors working on the annual audit the week of March 28<sup>th</sup>.
- Load 125 files to the Yeo & Yeo portal
- Audited tax remittance report for year-end
- Reconciled escrow account
- Prepared outstanding projects list as of the end 2021
- Answered questions and provided documents for the annual audit the week of March 28<sup>th</sup>

## Payroll

- Monitored Payroll Fund to ensure benefits are charging to the general ledger correctly and adjusting any balances remaining at year-end
- Handle all meeting pay requests submitted by the Board of Trustees: email to Administrative Assistant to add to board packet, wait for board meeting, after approval at board meeting, enter for payment during the next payroll process.
- Payroll – 133 Payroll checks and checks to pay for benefits issued during March
- Processed 1<sup>st</sup> Quarter 2022 unemployment reports

## Account Payable

### 7 Accounts payable check runs during March:

- 1 Payment issued for DDA's – 1 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, 1 check was issued for \$307
- 1 Payment issued for Tax -Disburse funds for the summer/winter taxes collected February 16 – February 28; 29 invoices created and entered; 9 checks issued totaling over **\$88,000** -- Submitted on Bank's positive pay website for fraud prevention--\$\$transfer requested of Treasurer
- 2 Accounts payable check runs during March – 198 invoices reviewed, entered, and scanned in the BS&A system for payment, invoices & computer reports reviewed for accuracy by two different people before issuing 55 disbursement checks totaling over \$571,000, submitted on bank's website for Positive Pay fraud prevention
- Consumers Invoices – 45 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 totaling over \$32,000.
- Mastercard Pmt – 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 \$5,600
- After each check run or online payment is issued, notify, and submit form to Treasurer requesting appropriate bank accounts and \$\$ transfer needed to cover the payments issued.

- After Treasurer submits the \$\$ transfer and marks the confirmation number on the form, Finance Director enters the cash transfer in the accounting system and posts to the General Ledger.
- (3) Transfer requests processed in March

### Training

- Finance Director attended Coronavirus State & Local Fiscal Recovery Funds Reporting Overview Webinar

### Treasury

- 2 cashiers entered 108 receipts in March totaling over **\$91,000**.

### Recurring Monthly

- Prepared monthly financial reports for the Board of Trustees and EDA Board
- Review receipts daily, post receipts by cashier and create the (2-4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Reconciled daily credit card deposit with cash receipt reports and the bank
- Reviewed and approved voided receipts for the month
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger
- Inquire on Bank's website and record monthly CD interest earned, money market interest earned, and interest earned on checking accounts and record interest earned in the BS&A financial software.
- Reconciled Accounts Payable
- 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, and FI
- Reviewed and approved voided receipts for the month

### Miscellaneous

- Post any online payments made to the general ledger in March: 42 online utility billing payments totaling \$44,481 and 11 Building/Planning Department payments totaling \$1,892
- Accounting Specialist cross trained Administrative Assistant on accounts payable invoice entry, Administrative Assistant cross trained Accounting Specialist on cash receipting

### Assessing Administration

- Finance Director and Accounting Specialist attended 3 Board of Review meetings and provided administrative assistance to the Assessor and the Board of Review during meetings
- Ordered large TV/computer monitor for use at the Board of Review meeting. Set up and tested prior to Board of Review.

### Assessors Report

- Answered taxpayer questions for assessing

- Provided the 2022 Carriage Hill Estates Paving Special Assessment Roll
- Assessor has continued scanning the deeds and paperwork in order to get everything digitized for ease of access. We have begun to shred documents once they have been scanned in and attached.
- Up to date on all permit entries and sales
- Handled some clerical errors ranging from PREs to land division errors and communicated well with all taxpayers involved
- Handled and are up to date on all deed maintenance
- Processed all Personal Property and Small Business exemptions
- Held March BOR meetings
- Finalized the Assessment roll
- Will soon roll over the assessment roll to the 2023 database
- Mailed out all BOR decision notices
- MTT Cases
  - Union Square Apartments
    - Needs Appraisal
  - Deerfield Village
    - Needs Appraisal
  - PEP-CMU
    - Needs Appraisal – May withdraw because it was sold recently
  - Fransted Ruth Trust
    - Special Assessment – Road Paving
  - Garglio Randy & Sarah K
    - Special Assessment – Road Paving

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

#### Economic Development Activities (1.1, 1.2, 1.3, 1.6):

- The Department Director met several times 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. During one meeting, the MDOT team shared news that the proposed roundabout improvements at the interchange have been postponed to 2026 due to a need for additional time to resolve design and easement issues.
- The Department Director attended the quarterly breakfast meeting of the Middle Michigan Development Corporation.
- The Department Director participated in a day-long Chamber of Commerce’s 2021-2022 Leadership Institute program event held at CMU and focused on education and diversity-related topics.
- The Department Director participated in an online seminar program to introduce an upcoming “Connected Nation Michigan” initiative to improve rural broadband Internet access, in partnership with the Michigan Economic Development Corporation, Michigan Public Service Commission, and Michigan Department of Technology, Management, and Budget. The Connected Nation Michigan partnership is funding the cost of sending teams out statewide to accurately map the locations of coaxial cable and fiber optic cable lines in rural areas, which will allow the state to create a more accurate map of areas not currently served by broadband Internet. This data will be used to

maximize Michigan's potential award of federal funds earmarked for expanding access across the country.

- The Building Services Clerk supported The Department Director and Economic Development Authority Board with distribution of an attendance letter, preparation of a draft grant application and press release, and preparation and distribution of board packets and minutes; and served as the initial contact person for coordination with East DDA District service contractors.
- The Department Director served as the Chair for the regular March meeting of the Mt. Pleasant Airport Joint Operations and Management Board, which was held in the Squirrel Room of the Soaring Eagle Casino and Resort.
- The Department Director is working with the contractor, McGuirk Sand & Gravel, and Consumers Energy to complete the remaining tasks needed prior to demolition of the functionally obsolete office building at 5800 E. Pickard Rd. in the East DDA District.
- The Building Services Clerk supported The Department Director by attending and reporting back on a professional development webinar entitled, "How to Build Change Agility."

#### Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- To provide for adequate social distancing for this 11-member board plus staff and other attendees, the regular March 15, 2022, EDA Board meeting was held in the Lincoln Reception Center (2300 S. Lincoln Road). During the meeting, the EDA Board:
  - Received the annual presentation and report by Jim McBryde from the Middle Michigan Development Corporation about his agency's economic development activities for the benefit of the DDA Districts.
  - Discussed the Chair's attendance letter.
  - Reviewed the grant funding program application form for beautification, pedestrian access improvements, and freestanding sign improvements in the DDA Districts.

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

- The Building Official provided the following services during the month:
  - 24 Inspections
  - 37 Permits issued
  - 4 Certificate of Occupancies including Dollar General
  - Start of Jersey Mike's
  - Follow up phone calls
- Building Official attended an all-day NMCOA conference for professional development.
- 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.

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

- The Rental Inspector is continuing to implement a modified inspection protocol subject to necessary safety precautions consistent with the Township's COVID 19 Response Plan.
- The Rental Inspector attended an all-day NMCOA conference and the Michigan Association of Code Enforcement Officials (MACEO) Spring Conference for professional development and presented a summary of findings and key takeaways from the MACEO event to the Community and Economic Development Department staff and the Township Manager.

- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 364 units).
- Expired certificate scheduling.
- Fielding 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 personnel. Trying to start our monthly meeting back up.
- Working through tenant complaints; working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.

#### Zoning Administration Activities (1.1, 1.3, 1.4, 1.5, 1.6)):

- The Department Director and Zoning Administrator met in-person with a development team to discuss the application review process and applicable Township ordinance requirements for a proposed self-storage warehouse project.
- The Department Director and Zoning Administrator met via Zoom with the development team for the Prestige Center Assisted Living Center PUD project to discuss applicable ordinance requirements and options.
- The Department Director and Zoning Administrator met via Zoom with the development team for a proposed commercial entertainment and food service operation to discuss applicable ordinance requirements and options.
- The Department Director and Zoning Administrator communicated via email and phone with the owner's representative for Stonecrest Apartments re: options for potential expansion.
- The Zoning Administrator also provided the following services:
  - Three (3) Zoning review and approval actions for building permit applications.
  - Discussed potential expanded use of auto part sales with owner at 1315 ½ S. Mission Road.
  - Met with prospective residents exploring idea of pole barn house on Crawford Rd.

#### Ordinance Enforcement Activities (1.1, 1.3)):

- 2697 Bilbrael Dr. (PID 14-028-40-003-00). Blighted property at the west end of Bilbrael Dr. (the former Mt. Pleasant community swimming pool site), formerly owned by the estate of Brad Wood. The Department Director received a call from the new owners, who indicated that they are actively pursuing the building and swimming pool demolition, and plan to have the property cleaned up before the end of the summer. Their intent to eventually redevelop the property for one or two new single-family homes.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe residential building. This property has been the subject of previous code enforcement activity. The owner has responded to an updated notice of violation of the property maintenance code with a request for a response and corrective action issued by the Building Official with tentative plans for corrective actions.
- 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. Owner responded to confirm that they will prepare and submit a minor site plan application as required. No new information.

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

- To provide for adequate social distancing for this 9-member commission plus staff, applicants, and other attendees, the regular March 15, 2022, Planning Commission meeting was held in the Lincoln Reception Center (2300 S. Lincoln Road). During the meeting, the Planning Commission:
  - Held their annual meeting for election of officers: Chair (Squatrito), Vice-Chair (Buckley), Secretary (LaBelle), Vice-Secretary (Albrecht), ZBA Representative (Buckley), and Sidewalks and Pathways Prioritization Committee representative (Shingles).
  - Held a hearing on the PSUP22-02 Special Use Permit Application - Proposed Self-Storage Facility in the B-4 District, 5252 S Mission Rd. (Darwin Blanshan), and took action following the hearing to approve the requested special use permit.
  - Approved the PSPR22-03 Preliminary Site Plan for the proposed Self-Storage Facility in the B-4 District, 5252 S Mission Rd. (Darwin Blanshan).
  - Introduction and preliminary review of the PSUP22-01 Special Use Permit Application – Proposed Agri-Tourism/Farm Market, 5297 S. Whiteville Rd. (Michael & Jaime Klumpp). A motion was adopted to postpone action because the application is incomplete and missing information required by Section 6.51 (Agri-Tourism).
  - Received updates from staff and the project engineer about the PREZ21-03 Planned Unit Development (PUD) Area Plan/Rezoning Application - Prestige Center Assisted Living Facility Expansion. A motion was adopted to postpone action until the municipal sewer system capacity concerns for the phase 2 project can be resolved.
  - Reviewed the updated survey questions for the Parks and Recreation Plan update project.

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

- The regular 3/2/2022 meeting the Board of Appeals was cancelled due to a lack of agenda items

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

- No meeting in March. Next meeting is scheduled for 4/26/2022

#### Parks and Recreation Plan/Program Activities (1.1, 1.2, 1.3, 1.4):

- For the Parks and Recreation Master Plan update project, The Department Director is working with the consulting firm McKenna Associates under our current agreement to refine and initiate a plan for distribution of the survey to maximize the return rate.
- The Department Director communicated with representatives of the three leagues that use our park ballfields and the Public Services Director to coordinate field reservations, collection of required documentation, and necessary preparation for the 2022 season.
- The Department Director prepared a draft Board of Trustees resolution of intent to support the extension of a paved pathway to Mission Creek Park and further north to E. River Rd. and to collaborate on funding the project in the FY2023 budget.
- The Department Director and Township Manager attended a meeting of the Chippewa River Water Trail Master Plan steering committee to discuss potential implementation strategies. The Department Director also attended a meeting of the Chippewa River Watershed Alliance to learn more about their areas of focus.

#### Other Activities:

- Tera Green and Amy Peak created a new Fire Suppression webpage to assist commercial developers; and also completed substantial updates to the Community Information section of the Township website, including refreshing information and verifying links to external sites.



- The Department Director worked with Bob Balzer, Community Affairs Manager for Consumers Energy, to identify and resolve an internal problem in the Consumers Energy maintenance process that had impeded prompt replacement of a damaged streetlight in the E. Remus Rd. (M-20) – S. Lincoln Rd. intersection. This issue had been raised by Mr. Rick McGuirk during public comment at the 2/23/2022 Board of Trustees meeting. Consumers Energy confirmed completion of the fixture replacement on 4/7/2022.
- 5243 Jonathon Lane property – The Department Director completed and issued a request for bids to remove the remaining foundation elements and dilapidated wood fencing, and to close and cap utilities on this site. Bid responses are due 4/13/2022.
- The Department Director, Public Services Director, and a Vice-President at Rowe (who stepped in to serve as their new project manager at the Township’s request) worked to resolve final details needed for the E. Remus Rd. (M-20) and S. Lincoln Rd. sidewalk projects to be ready for construction bids.
- The Community and Economic Development Department received and responded to three (3) Freedom of Information Act (FOIA) requests during the month.
- The Department Director and Jacob Kain (City Planner) met via Zoom to discuss planning-related issues of mutual interest.
- 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 March 2022 – construction ongoing
- Processed (4) ACH Request; (24) Transfers of Service/Final Bills; (1) Misc. Invoice – Alwood Nursery; and set-up (1) new customer account
- Received/Processed (296) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; prepared (2) cost estimates and (2) permits for residential/commercial water and sewer services/meter purchases; prepared and coded department credit card and accounts payable statements/bills.
- Continued to obtain estimates for Township Hall painting and floorcovering project. Received two painting estimates, one flooring estimate, two flooring contractors declined to bid project based on availability. Have contacted three others for bids.
- Jameson Park & McDonald Park general cleaning, and maintenance
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Updated 2021 Consumers Energy use spreadsheet.
- Prepared RFBA for Carriage Hill Estates Resolution #4; RFBA for ICRC Brine Contract; RFBA for 2022 Manhole Rehabilitation Project; RFBA for Well #3 Maintenance Project; RFBA for Water Reliability Study Professional Engineering Services and an RFBA for ICRC Participation Contract for the Lincoln Road Project south of bridge including Broomfield Road intersection.
- Prepared Spring 2022 two-percent request
  - Township Hall Interactive Meeting Board Room Updates (\$6,610.00)
  - Pump Station #1 Upgrades (\$245,000.00)
  - Renewable Energy Development and Building Efficiency Study (\$50,000.00)

- Coordinated with ICRC on Lincoln Road from Bridge/Broomfield Intersection (\$179,504.00)
- Continued to work with MACTV on board room AV updates.
- Attended ICRC regular board meetings and provided meeting notes to Township Manager.
- Completed (29) shut-off/turn-on for non-payment.
- Prepared handheld for quarterly billing, read water meters, analyzed usage reports, and completed re-reads.
- Calculated, reviewed, printed, and mailed quarterly billing in the amount of \$1,017,474.98.
- Coordinated cross connection notices and inspections with Hydro Corp.
- Attended MDOT M20 Reconstruction Project update meeting.
- Placed advertisement for Seasonal Employees (have received three applications to date)
- Prepared and provided information to Braun Kendrick for Cross Connection Ordinance Update and Water and Sewer Rate Ordinances.
- Conducted bid openings for the following projects:
  - Public Service Department and parks lawnmower purchase (received three bids – moving purchase to 2023 due to availability of equipment)
  - River Road High Service Pump Installation (received three bids)
  - Pump Station #1 – Redesign/Rebid (received one bid)
  - 2022 Manhole Rehabilitation Project (received two bids – one met project specifications)
  - Well #3 Maintenance (received two bids)
  - WWTP Screw Pump Bid Opening (received three bids – bids **extremely** high – postponing project)
- Attended virtual EOC Hazard Mitigation kickoff meeting; virtual Electric Vehicle Planning Resources for Communities and attended virtual MIEHDWIS system EGLE online training.
- Conducted progress/EGLE reporting meeting with Hydro Corp.
- CPR safety training held March 9, 2022.
- Attended Clerk voting precinct update meeting March 10, 2022.
- Attended virtual Tokio Marine HHC Cyber Risk Seminar March 29, 2022.
- Submitted yearly Cross Connection Report to EGLE.
- GIS: Worked with the Township Clerk to create an updated Voting Precinct Boundary Map showing the new precinct boundaries as altered by Township Election Commission Resolution EC 2022-01. This project involved moving the parcels in section 35 and the southern half of section 26 from Precinct 2 to Precinct 3. Updating this map took more than the expected amount of time, however, because many of the GIS layers that the State of Michigan wants to see on the updated voting precinct map have gone through changes in recent years – parcels, city and township boundaries, and others. This GIS project also took more than the expected amount of time because existing voting precinct mapping files had to be completely revised to conform to current Michigan Bureau of Elections and other GIS data standards.
- GIS: In response to a MISS DIG 811 design ticket, provided water and sanitary sewer drawings to Rowe Professional Services for MidMichigan College's plans for a proposed Athletic Complex south of the MidMichigan College campus.
- GIS: Continued working on a data management project to increase access to water and sanitary sewer plans and drawings, especially utility record drawings (AKA as-built or red-line drawings). The goal of the project is to find a better way to index the geographic extent of record plans (as-builts) and drawings.
- Coordinated quarterly random drug testing.
- Provided Metro Act Permit information to Planning Department for FOIA request.
- Reviewed and provided input on updated website page regarding various board duties and applications.

- Coordinated 2022 Parks Weed Control Program/Spraying and provided information to the three leagues regarding program.
- Reviewed Lincoln Road sidewalk project in regard to fire hydrant/water main conflicts in project area.
- Updated Emergency Operations Plan for City of Mt. Pleasant/EOC.
- Completed sewer/water assessment and provided review letter for proposed rezoning and PUD located on Broadway Road at current Prestige Place location.
- Assisted Planning Department with scanning of plans/documents for fulfillment of FOIA request.

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
- (174) Miss Dig underground markings completed throughout Township
- Completed three (2) Miss Dig Design tickets/as-built request.
- Daily water plant reads, and tri-weekly backwashing completed
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Monthly maintenance of chlorine injectors and pump tubes
- Department review and/or approval of (0) site plan, (4) building permits, (0) demolition permit
- Monthly fire extinguisher, AED, and eye wash inspections
- WWTP - Routine plant maintenance
- WWTP - Routine lab maintenance
- WWTP - Replaced flow meters on thickening unit polymer system
- WWTP - Replaced piping on thickener unit polymer system calibration chambers
- WWTP - Completed Drinking Water Lab Certification Inspection (certification renewal should arrive in April)
- WWTP - Finished epoxy coating in RAS pump room
- WWTP - Changed controls of tertiary filter #3 from outdated Allen Bradley to OPTO 22
- WWTP - Repaired water line piping in Headworks Building
- WWTP - Unwinterized Tertiary Filters
- WWTP - Provided after-hours tour of WWTP to boy scout troop
- WWTP - Completed first round of EPA stormwater sampling
- Conducted Pump Station #7 Service Area Manhole Rehabilitation preconstruction meeting on March 23, 2022.
- Reviewed water/sewer conflicts - MDOT M-20 / Pickard Rd. construction project John Bebow/Kim Smith/Shawn McBride. Located several locations and marked for MDOT Engineers.
- Met with two contractors to view/inspect 24 sanitary sewer manholes being bid as part of the 2022 Manhole Rehabilitation project.
- Consumers Power outage Sunday 03/06/2022 at Pump Station # 1, hooked up generator.
- Motor contactor and ISR relay failed at Pump Station # 15, replaced both.
- Ordered (8) eight sewer force main replacement air release valves.
- Emergency repair of two sanitary sewer manhole covers and frames knocked off of manholes in farm field on Makawa Drive. Raised both manhole frames six-inches, reinstalled frames, covers, and sealed manhole. Issue was causing infiltration lead/lag issues at Pump Station #18.
- Replaced battery and charger in 1979 65KW portable generator

- Consumers Energy hit water service at 2120 East Remus Rd, shut off at road and completed emergency Miss Dig, contractor repaired following day and service was turned back on
- Repaired fire hydrant at the Holiday Inn
- Summit Fire Protection serviced all fire extinguishers at all township facilities, including those located in vehicles and equipment.
- Installed rubber rain flap on ballot box at the Township Hall.
- Replaced pump control float at Pump Station # 9.
- Completed demo of storage room/mechanical room closet at Jameson Hall, insulated, and filled in windows that were hidden behind closet, laid floor tile in closet area (box of tile was donated by Percha Paint and Wallpaper), built shelves, and installed cabinet around water meter, primed and painted all new installed materials.
- Prepared 2021 Consumer Confidence Report.
- Flushed fire hydrants on Jen's Way, Betty Lane, and in the Crossings on Broadway (Brown water complaints).
- Emergency Response Plan tasks created tags for bypass filters at Meridian, Mission, Isabella, and ground storage tank.
- Isabella high service pump room, repaired Cal-valve PRV.
- Isabella filter room installed and replaced filter sample tap line.
- Filled out sample reports and sampled Isabella, and Meridian Well Sites for Pesticides, Herbicides, Carbamates, Volatile Organic Compounds, and Cyanide.
- River Road High Service Pump installation meetings and review held with contractors bidding project.
- Sampled water to check chlorine levels at 764 E. Pickard. Chlorine levels are within a normal range when tested.
- Water Department and WWTP operator worked on completing Union Township Drinking Water Lab Inspection Survey.
- Assisted CMS with the installation of new cameras at Broadway Water Tower, River Road PRV Building, and WWTP.
- Meter reads and or repair Jamestown, Sable Court, and Eagle Crest.
- Reviewed Well Location and met with GFA regarding study.
- New conduit was installed at Lincoln Water Tower for new camera installation.
- Reviewed and provided review letter for Kirst Oil's revised drawings for proposed project located on southwest corner of Pickard and Isabella Road.
- Completed sanitary sewer pressure test inspection for Dunkin Donuts/Gas Station project located on Isabella Road.

### **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
- Assisted with preparations for annual joint meeting between BOT and various boards and commissions.

- Began work on annual Prior Year Ends Accomplishments report

### **Finance Department**

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

- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Prepared and submitted estimates to the Michigan Municipal League for the Workers' Compensation Fund renewal 22/23
- Prepared Finance Department's annual global ends information for the Board Report
- After finalizing the tax settlement with the County, need to roll the delinquent personal property taxes to the BS&A DPP module and bill the delinquents.
- Review Financial Statement drafts
- Prepare Management's Discussion & Analysis for the Financial Statements
- 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
- Accounting Specialist submitted her resignation; have begun hiring process and will be conducting interviews
- Submit 1<sup>st</sup> annual ARPA report – no activity to report but report still due

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

#### Economic Development Activities:

- The Department Director will serve as Chair for the April meeting of the Airport Joint Operations and Management Board, to be held in-person.
- The Department 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. The EDA Board will evaluate the responding contractors, with the selected finalist(s) to be invited to submit bids for the planned projects
- The Department Director is working with the City Planner and the City's Economic Development Director to develop a response to the invitation of the Target Corp. representative to submit a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District.
- The Department Director will continue business retention contacts as COVID19 protocols allow.

#### Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular April 19, 2022, EDA Board meeting will be held in-person at the Lincoln Reception Center (2300 S. Lincoln Road), and is anticipated to include:
  - A request for EDA Board action to increase West DDA District funding support for the E. Broomfield Rd. – S. Lincoln Rd. intersection, roadway, paved shoulder, and stormwater management improvement project.
  - E. Pickard Rd. irrigation – discussion of options post 2023/2024 MDOT road reconstruction.

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

- Continued progress on work at Days Inn and Summerhill Village Clubhouse
- Start of Dunkin Donuts
- Start of T-Mobile
- Minor interior renovations to Sam's Club.
- 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:
  - 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.
  - Assist the Building Official as needed with specific elements on plan reviews.
- The Rental Inspector will continue using the modified inspection protocol established under the COVID19 response plan for rental housing inspections in 2022, with adaptations as needed in consultation with the Director.

Zoning Administration Activities (1.1):

- The Department Director will attend a regional gathering hosted by Consumers Energy on 4/11/2022 to learn more about the details and scope of their announced intention to expand the scope of commercial solar energy production facility development in mid-Michigan.
- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups

Ordinance Enforcement Activities (1.1, 1.3):

- 4957 E Valley Rd. – Township-initiated legal action to seek a court order for Tolas Bros., Inc. to complete long-stalled demolition and site restoration work consistent with a Construction Board of Appeals order for demolition. The owner claims to have completed removal of at least the foundation's top three rows of block and filling in of the hole level with the existing grade of the property but has blocked Township officials to verify this. The owner's attorney has submitted site photos, which are under review to confirm completion of the required corrective actions.
- 2120 Yats Dr. - Junk and excessively tall grass complaints. Home is not occupied. The owner had previously committed demolition and removal of the dilapidated dwelling and junk by 12/31/2021 but failed to do so. Staff recently learned that the owner passed away in January and are attempting to contact her children to discuss next steps to resolve this matter.

- 954 E. Remus Rd. (Green Scene Landscaping). Owner has contracted with CMS&D (Tim Bebee, project engineer) to prepare a grading permit application and plan to correct non-compliance regarding parking lot improvements and grading changes. The required grading permit application and plans for the necessary corrective actions were recently received by the Township and are currently under review.
- 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.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

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

- The regular April 19, 2022, Planning Commission meeting will be held in-person at the Lincoln Reception Center (2300 S. Lincoln Road), and is anticipated to include:
  - PREZ21-03 Planned Unit Development (PUD) Area Plan/Rezoning Application - Prestige Center Assisted Living Facility Expansion – public hearing and review/recommendation on the proposed rezoning and revised PUD Concept Plan
  - PSPR22-04 Final Site Plan Application –Krist Oil Filling Station located on the SW corner of S. Isabella Rd. and E. Pickard Rd.
  - Parks and Recreation Plan update.
  - Discussion of meeting location preferences for after the June regular meeting at the Lincoln Reception Center.

Zoning Board of Appeals Activities (1.1):

- The next regular Board of Appeals meeting date is scheduled for June 1, 2022 (the regular May meeting has been cancelled due to a lack of agenda items).

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

- Next meeting is scheduled for April 26, 2022, which will be an organizational meeting and also an opportunity to discuss and finalize any recommendations for FY2023 sidewalk improvements.

Parks and Recreation Plan/Program Activities (1.1, 1.3, 1.4):

- For the Parks and Recreation Master Plan update project, The Department Director will continue with technical updates to the document, distribution of the survey, and planning for public input opportunities.

Other Activities:

- The Department Director will make a presentation to the Board of Trustees on sidewalk projects in the Township.
  - Rick Freeman, a Vice-President at Rowe who stepped in to serve as their new project manager at The Department Director’s request, has secured the last remaining easements needed for the E. Remus Rd. (M-20) sidewalk project, and expects to send the project out for construction bids in April.
  - The Department Director is working to secure the services of a new civil engineering firm to move forward with completing the planned public sidewalk construction projects along portions of E. Bluegrass Rd. and E. Broomfield Rd. hindered by inadequate public road right-of-way width and challenges with securing easements. The current firm (Rowe) has confirmed that they will fully cooperate and support a smooth transfer of the project data and plans

- The Department Director and Jacob Kain (City Planner) plan to continue to meet monthly to discuss planning-related issues of mutual interest.
- The Rental Inspector is using his photography skills to capture scenes from around the Township for the purpose of updating the Township website's photo gallery.

### **Public Services Department**

- Install stainless pump pull chains at pump station # 12
- Continue work on updating data on Lead & Copper Spreadsheet
- Schedule quarterly meter replacement and touchpad appointments.
- WWTP - Clean tertiary filters
- WWTP - Clean UV disinfection bulbs
- WWTP - Perform 2<sup>nd</sup> quarter low level Mercury Sampling
- WWTP - Get winter seasonal equipment prepared for long term storage
- WWTP - Get summer seasonal equipment out of storage and ready for use
- Begin full-time parks maintenance – League season begins April 4, 2022
- Interview seasonal employees
- Repair water service to DPW garage located at 4795 South Mission
- Depending on the weather, begin clean ups with black dirt, hydro seeding, and asphalt repair.
- Remove frame from old filter backwash pit, fill in with sand, compact, and pour 6" concrete cap at Mission Road Well Site.
- Anticipate delivery of service truck in April truck was ordered in 2021.
- Installation of pump rails and pump bases at pump station #12 anticipated in April – project continued from 2021 – awaiting materials to complete project.

### **Future Board of Trustee Meeting Agenda Items**

- General Fund Reserve Policy recommendation
- Audit Presentation is scheduled for May 11th
- 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.
- PREZ21-03 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.
- Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a required public hearing.
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.
- Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the City and the Township.
- 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
- 2022 Manhole Relining Project Bid Award



- Carriage Hill Estates #1 & #2 Paving Special Assessment District (2022)
- Carriage Ln SA Participation Agreement with ICRC
- EDA/UT Participation Agreement – Lincoln Rd Paved Shoulders
- Resolution to ICRC supporting paved shoulders when doing road work in UT
- Closed session to secure CBA negotiation authorization parameters
- Budget amendment #1

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

- Implement BS&A Purchase Orders
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Prepare financial information to comply with P.A. 57
- Cross-train for invoice entry and cash receipting
- Measure and price all exempt properties
- Economic Development - The Department 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.
- Rental Housing – Consider an evaluation of possible regulatory and other options to address inequities for tenants associated with a 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 Department 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.
- Zoning Board of Appeals – Consider updates to the ZBA bylaws to coordinate with Zoning Ordinance 20-06.
- 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 - Repeal of the outdated and unenforceable Ordinance 2011-4 for marijuana dispensaries and growing operations
- Other Activities – bulk digitization of building plans, site plans, subdivision plats, and associated permit and approval documents in long-term storage.
- Other Activities – Consider updates to the Township’s ordinance on open burning
- 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.

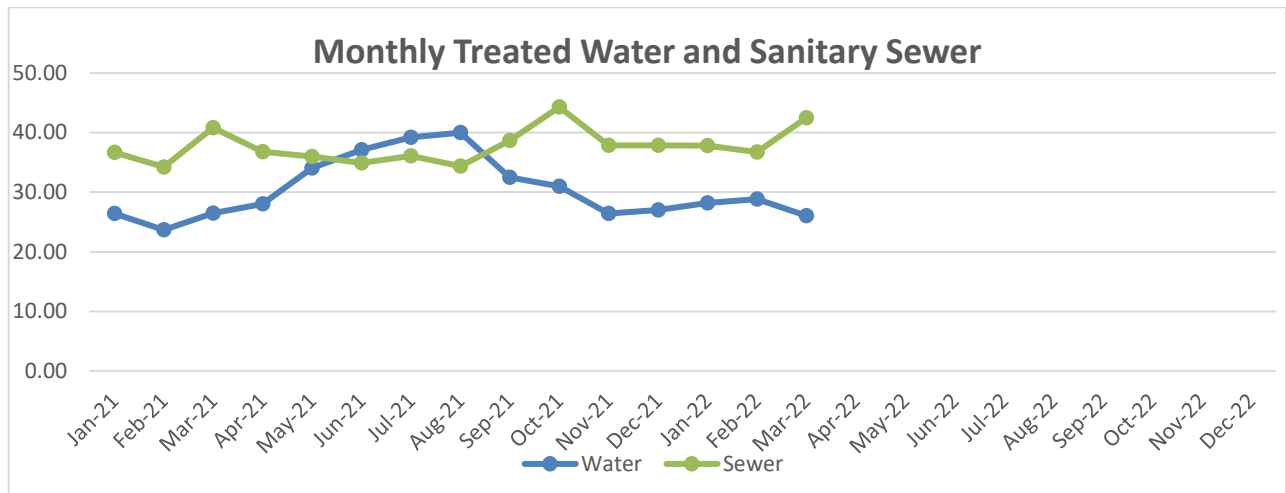
- Other Activities – Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities.
- Other Activities – Consider updates to the Stormwater Management Ordinance No. 1992-9 to incorporate current practices and standards and 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 updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state’s subdivision plat approval requirements.
- 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.
- Other Activities – Consider ways to maximize the usefulness, readability, and functionality of the Township website’s Announcements, Public Notices, and News features.
- WWTP - Sludge Storage Tank installation (2023)
- EPA Water Emergency Plan – due in December 2021
- Pump Station #7 Construction – awaiting equipment/materials – Construction 2022
- Pump Station #5 upgrade (2022/2023)
- Pump station #5 service area smoke and dye testing
- 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
  - Submitted brief in response to an appeal of a ZBA decision to the courts
- Monthly Water MOR submitted – no violations
- March 2022 – Treated Potable Water
 

Total Month:	26.065 mg
Average Day:	.899 mgd
Max Day:	.968 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- March 2022 – Treated Sanitary Sewer
 

Total Month:	42.5 mg
Average Day:	1.37 mgd
Max Day:	1.91 mgd



**2022 CHARTER TOWNSHIP OF UNION  
Annual Joint Meeting  
Regular Meeting Minutes**

A regular Annual Joint meeting of the Charter Township of Union hosted by the Board of Trustees was held on April 6, 2022, at 7:00 p.m. at the Commission on Aging.

**Meeting was called to order at 7:01 p.m.**

**Bills** moved **Brown** supported to appoint Treasurer Rice as Recording Secretary for the Annual Joint meeting in the absence of the Clerk. **Vote: Ayes: 17 Nays 0. Motion carried.**

**Roll Call**

Present: **Board of Trustees:** Supervisor Mielke, Treasurer Rice, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering; **Planning Commission:** Squatrito, Albrecht, Gross, LaBelle, Lapp, Thering, Williams; **EDA:** Kequom, Sweet; **ZBA:** Theisen, Presnell.

Excused: **Board of Trustees:** Clerk Cody,

Absent: **Planning Commission:** Buckley, Shingles; **EDA:** Zalud, Barz, Bacon, Figg, Hunter Coyne; **Sidewalk & Pathways:** Siler, MacDonald, Hertzler.

**Approval of Agenda**

**Hauck** moved **Bills** supported to approve the agenda as presented. **Vote: Ayes: 17 Nays: 0. Motion carried.**

**New Business**

**A. Discussion to promote alignment within the community in accordance with Governance Policy 3.5.**

1. Board of Trustees Introduction  
Supervisor Mielke gave an introduction and explained the Policy Governance.
2. Planning Commission Annual Report  
Chair Squatrito gave updates from the Planning Commission
3. Zoning Board of Appeals Annual Report  
Chair Theisen gave updates from the Zoning Board of Appeals
4. Economic Development Authority Annual Report  
Chair Kequom gave updates from the Economic Development Authority Board
5. Sidewalk and Pathways Prioritization Committee Annual Report  
Township Treasurer Rice gave updates from the Sidewalk and Pathways Prioritization Committee

**PUBLIC COMMENT: RESTRICTED TO THREE MINUTES REGARDING ANY ISSUE**

Open 8:00 p.m.

No comments were offered

Closed: 8:00 p.m.

**FINAL BOARD MEMBER COMMENTS**

Hauck – Commented on the need for a park on the south side; commented on the importance of attendance and applying for the 2% grant.

Bills – Thanked everyone that serves on the various board.

Brown – Welcomed the new Planning Commissioners and thanked the various boards.

Thering – Asked for input from the various boards while the Board of Trustees develop their Global Ends.

Mielke – Commented on the huge strides the staff makes to support the various boards.

**ADJOURNMENT**

**Brown** moved **Rice** supported to adjourn the meeting at 8:15 p.m. **Vote: Ayes: 17 Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

DRAFT

**2022 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 April 13, 2022, 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, Treasurer Rice, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering

**Approval of Agenda**

**Bills** moved **Brown** supported to approve the agenda with one amendment to move item 8 – Closed Session to item 11.5. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Public Hearings**

N/A

**Presentation**

N/A

**Public Comment**

Open: 7:03 p.m.

Norm Woerle, 5685 Carriage Ln, commented in support of the Carriage Hill Estates Paving Special Assessments District Resolution.

Closed: 7:06 p.m.

**Reports/Board Comments**

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

Trustee Bills stepped down from the Tribal Liaison due to conflicts in schedule.

**Bills** moved **Hauck** supported to appoint Supervisor Mielke as the Tribal Liaison and Norm Woerle as the Deputy Tribal Liaison. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**B. Board Member Reports**

Cody – Gave updates on the Election Committee meeting held on March 28<sup>th</sup>.

Hauck – Gave updates on the Isabella County Road Commission meeting held on March 24<sup>th</sup> and reported that the Joint Meeting with all boards went well.

Bills – Gave updates on the Isabella County Board of Commissioners meeting held on April 5<sup>th</sup>.

Mielke – Gave updates on the Board of Review meeting held on March 16<sup>th</sup> and 17<sup>th</sup>.

**Consent Agenda**

- A. Communications
- B. Minutes – April 13, 2022 – Regular Meeting
- C. Accounts Payable

- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. 2022 Township Brine Participation Contract with Isabella County Road Commission
- H. 2022 Sanitary Sewer Manhole Rehabilitation Award
- I. 2022 Isabella County Road Commission (ICRC) Gravel Road Contract

**Hauck** moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

### **New Business**

#### **A. Discussion/Action: (Smith) Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #4**

**Hauck** moved **Brown** supported the adoption of Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #4 which sets the Second Public Hearing date and time for the establishment of a Paving Special Assessment District. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

#### **B. Discussion/Action: (Smith) River Road Control Valve Station Booster Pump Installation Construction Contract**

**Bills** moved **Cody** supported to approve the construction contract with Countyline Power LLC, in the amount of \$339,574.00 for the installation of high service pumps at the River Road Control Valve Station. **Vote: Ayes: 7 Nays: 0. Motion carried.**

#### **C. Discussion/Action: (Nanney) Second Reading and Adoption of the PTXT21-02 Zoning Ordinance Amendments**

**Brown** moved **Bills** supported to conduct a Second Reading of the proposed PTXT21-02 Zoning Ordinance text amendments to increase the maximum allowable height and to adjust the minimum setback standards for ground-mounted solar energy facilities, and to adopt the amendatory ordinance as Township Ordinance Number 22-02. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**Hauck** moved **Cody** supported to move item 11.5 – Closed Session to 12.5. **Vote: Ayes: 7 Nays: 0. Motion carried.**

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

Open 7:41 p.m.

Norm Woerle, 5685 Carriage Ln, thanked the board for approving the Carriage Hill Estates Resolution and appointing him as Deputy Tribal Liaison.

Jennifer Hodges, Gourdie-Fraser Engineer, introduced herself and thanked the Board for supporting the high service pumps project.

Closed: 7:43 p.m.

**Closed Session**

7:44 p.m.

**Rice** moved **Cody** supported to move that the Board meet in closed session regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ, I move to go into closed session to consult with the Township’s attorney regarding trial or settlement strategy in connection with specific pending litigation because an open meeting would have a detrimental financial effect on the litigation or settlement position of the Township. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

8:22 p.m.

**Hauck** moved **Bills** supported to come out of closed session. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

8:26 p.m.

**Rice** moved **Bills** supported to move that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township’s attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

8:38 p.m.

**Bills** moved **Hauck** supported to come out of closed session. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

**MANAGER COMMENTS**

- Request for bids on the demolition of the Jonathan Lane property were due back today.
- Gave update on the now resolved Tolas case.

**FINAL BOARD MEMBER COMMENTS**

Rice – Complimented the secretaries for updates on the Township website.  
 Cody – Thanked Hannah Fitzpatrick for her time with the Township.  
 Thering – Asked the status of the Vac Truck.  
 Mielke – Commented on how well the Joint Meeting went with all Boards.

**ADJOURNMENT**

**Rice** moved **Hauck** supported to adjourn the meeting at 8:51 p.m. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
04/21/2022	101	517 (E)	00146	CONSUMERS ENERGY	4244 E BLUE GRASS	106.53
					4822 ENCORE BLVD	127.66
					4797 S MISSION ST BARN	636.59
					4795 S MISSION	2,794.68
					5076 S MISSION	1,427.50
					5142 BUDD	234.59
					5144 BUDD	32.62
					900 MULBERRY	65.99
					5240 E BROOMFIELD	1,188.34
					1660 BELMONT	119.34
					1933 S ISABELLA	738.12
					5537 E BROADWAY	420.32
					5525 E REMUS RD	83.86
					2055 ENTERPRISE	407.19
					2270 NORTHWAY	35.99
					2010 S LINCOLN	1,058.19
					2180 S LINCOLN	30.36
					1776 E PICKARD	39.52
					2424 W MAY	531.23
					2495 E DEERFIELD	319.41
					1876 E PICKARD	187.67
					2188 E PICKARD	129.50
					1876 S LINCOLN	16.83
					2279 S MERIDIAN RD PUMP HOUSE	194.17
					2279 S. MERIDIAN RD.	1,303.96
					4511 E RIVER RD.	12,765.36
					800 CRAIG HILL RD.	63.47
					4520 E RIVER RD.	321.56
					1633 S LINCOLN RD	362.26
					5319 E AIRPORT RD.	81.34
					1046 S MISSION ST	178.10
					1605 SCULLY RD.	81.78
						<u>26,084.03</u>
04/21/2022	101	518 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		
04/21/2022	101	519 (E)	00146	VOID		
				VOID Reason: Created From Check Run Process		
04/21/2022	101	520 (E)	01233	UNITED STATES OF AMERICA	RURAL DEV I BOND PMT (92-04)	34,274.99
04/27/2022	101	23602	01476	A LOT A CLEAN	TOWNSHIP HALL WINDOW CLEANING	56.00
04/27/2022	101	23603	00021	ALWOOD LANDSCAPING NURSERY, INC	WELL SITE LEASE-MERIDIAN RD	322.52
04/27/2022	101	23604	01703	AMAZON CAPITAL SERVICES	KEYBOARD & MOUSE-ASSESSING OFFICE	53.84
					SCREEN PROTECTORS-RENTAL INSP.	25.98
						<u>79.82</u>
04/27/2022	101	23605	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE-NANNEY (2021)	52.00
					JANITORIAL SUPPLIES - ISABELLA WELL SITE	84.75
						<u>136.75</u>
04/27/2022	101	23606	00129	CMS INTERNET, LLC	SURFACE PRO CASES-CLRK & BLDG CLERK	99.98
					MOUSE & SURFACE PEN-THERING	99.98
						<u>014 99.98</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						199.96
04/27/2022	101	23607	01024	CODE OFFICIALS CONFERENCE-MI	2022 COCM SPRING CONFERENCE-SOMMER	185.00
04/27/2022	101	23608	01242	CULLIGAN WATER	WATER COOLER-ISABELLA	38.00
					WATER COOLER-SHOP	8.00
					WATER COOLER-SHOP	23.25
						<u>69.25</u>
04/27/2022	101	23609	00162	CUMMINS BRIDGEWAY, LLC	GENERATOR REPAIR PUMP STATION #7	6,723.12
04/27/2022	101	23610	01171	DBI BUSINESS INTERIORS	BINDERS	11.12
					FILE FOLDERS/PAPER PADS	35.35
						<u>46.47</u>
04/27/2022	101	23611	01579	ESRI	FIELD ASSESSING-ONLINE CREATOR ANNUAL FE	500.00
04/27/2022	101	23612	01219	ERC ASSOCIATES, LLC	FOUR DRUMS CATIONIC POLYMER	7,380.00
04/27/2022	101	23613	00209	ETNA SUPPLY COMPANY	SDR35 GASKETED CAP	52.02
					WATER METER	2,240.00
					PRIMER, CEMENT, COTTON LUBE SWAB, RAYON	250.20
						<u>2,542.22</u>
04/27/2022	101	23614	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-APR 2022	40.00
04/27/2022	101	23615	00249	GILL-ROY'S HARDWARE	NUTS AND BOLTS	3.79
					KEY-LIFT STATION PANEL	1.99
						<u>5.78</u>
04/27/2022	101	23616	00290	HOTSY OF MID-MICHIGAN	PUMP MAINTENANCE	269.00
04/27/2022	101	23617	00324	ISABELLA CORPORATION	FIRE HYDRANT INSTALLATION	7,450.00
04/27/2022	101	23618	01520	KONWINSKI CONSTRUCTION INC	JAMESON PARK EXT UPGRADES-DRAW #4	28,129.91
04/27/2022	101	23619	00362	KRAPOHL FORD & LINCOLN	2014 F150-NEW FRONT WIPERS	27.96
04/27/2022	101	23620	01356	MCLAREN CENTRAL MICHIGAN	CONSORTIUM FEE- 1ST Q 2022	176.00
					RANDOM DRUG SCREENS	244.00
						<u>420.00</u>
04/27/2022	101	23621	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	FLANGE, PVC, BUSHING & FLANGE KIT	7,861.00
					BLIND FLANGE, FLG SET KIT, BRASS NIPPLE,	237.00
					TAP SLEEVE, TAPPING FLANGE GASKET, GATE	2,480.00
					POLYLOK GRATE	55.00
						<u>10,633.00</u>
04/27/2022	101	23622	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-Q2 2022	390.00
04/27/2022	101	23623	01643	MT PLEASANT AREA COMMUNITY FOUNDATI	EPICENTER UNDERWRITING/SPONSORSHIP	7,500.00
04/27/2022	101	23624	00494	NORTH CENTRAL LABORATORIES	WEIGHING PAPER, PREWASHED/PREWEIGHED TSS	1,081.97
					STEAMSCRUBBER GLASSWARE WASHER	9,110.35
						<u>10,192.32</u>
04/27/2022	101	23625	00131	PERCEPTIVE CONTROLS, INC	WATER PLANT SCADA UPGRADES	11,256.65
04/27/2022	101	23626	01758	RAY'S WELDING CO, INC	INSTALL COUPLINGS ON WATER TOWER BASE BE	3,200.00
04/27/2022	101	23627	01325	ROBINSON ELECTRICAL & MECH INC	RELAY FOR MOTOR CONTROL	600.00
04/27/2022	101	23628	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES FEBRUARY 2022-TWP	852.14
					JANITORIAL SERVICES- WWTP FEB 2022	015316.29

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					JANITORIAL SERVICES-WTR FEB 2022	316.29
						<u>1,484.72</u>
04/27/2022	101	23629	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT Q1-2022	45.00
04/27/2022	101	23630	01090	SIMPLY ENGRAVING	NAME PLATES FOR PLANNING COMM	14.00
04/27/2022	101	23631	01495	MARK STUHLBREHER	ROTARY LUNCH & ANNUAL DUES	153.00
04/27/2022	101	23632	01633	SUMMIT FIRE PROTECTION	EXTINGUISHER ANNUAL INSPECTION-TWP HALL	559.50
					EXTINGUISHER ANNUAL INSP.-ISABELLA	591.50
					EXTINGUISHER ANNUAL INSP.-SHOP	264.50
					EXTINGUISHER ANNUAL INSP.-WWTP	537.50
						<u>1,953.00</u>
04/27/2022	101	23633	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	374.45
					SAMPLE HANDLING, STORAGE & DISPOSAL	359.45
					SAMPLE HANDLING, STORAGE & DISPOSAL	359.45
					SAMPLE HANDLING, STORAGE & DISPOSAL	359.45
					SAMPLE HANDLING, STORAGE & DISPOSAL	359.45
					SAMPLE HANDLING, STORAGE & DISPOSAL	374.45
						<u>2,186.70</u>
04/27/2022	101	23634	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	42.15
04/27/2022	101	23635	01013	USA BLUE BOOK	MICROBIOLOGICAL INCUBATOR	3,879.88
					HARNES VEST/SHOCKWAVE LANYARD	738.76
						<u>4,618.64</u>
04/27/2022	101	23636	00732	YEO & YEO, PC	AUDIT SERVICES THROUGH 3/31/2022	10,000.00
						<u><u>10,000.00</u></u>
101 TOTALS:						
Total of 39 Checks:						179,211.96
Less 2 Void Checks:						0.00
Total of 37 Disbursements:						<u>179,211.96</u>

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

**CHECK DATE: April 14, 2022**

**PPE: April 9, 2022**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	32,774.80
Fire Fund		
EDDA		
WDDA		
Sewer Fund		35,682.40
Water Fund		24,889.92
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>93,347.12</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	62,640.98
Employer Share Med		826.36
Employer Share SS		3,533.56
SUI		9.37
Pension-Employer Portion		5,240.90
Workers' Comp		576.12
Life/LTD		629.62
Dental		1,343.81
Health Care		23,283.44
Vision		399.84
Vision Contribution		(199.92)
Health Care Contribution		(4,936.96)
Flex Administrators		-
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>93,347.12</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: Bill Hauck

MONTH, YEAR: March 2022

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
3-10	JCRC	X		\$50
3-16	COG	X		50
3-24	JCRC	X		50
3-28	Elections Commission	X		50

Signature: Bill Hauck Date: 4-6-22

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



# Union Township Report-1

Date: Tuesday, April 12, 2022



Alarm Date between 2022-04-04 and 2022-04-10

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000233</b>						
		4/4/2022 1:41:39 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000243</b>						
		4/8/2022 11:32:56 AM	622	No incident found on arrival at dispatch address	C 31	0	1
		4/8/2022 11:32:56 AM	622	No incident found on arrival at dispatch address	Assistant Chief	1	1
		4/8/2022 11:32:56 AM	622	No incident found on arrival at dispatch address	ENG 32	2	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000244</b>						

		4/8/2022 1:44:38 PM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
		4/8/2022 1:44:38 PM	745	Alarm system activation, no fire - unintentional	C 31	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000248</b>						
		4/9/2022 5:33:14 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 4					<b>Total Responding 10</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> Mark Stuhldreher - Township Manager	<b>DATE:</b> April 5, 2022
<b>FROM:</b> Kim Smith – Public Services Director	<b>DATE FOR BOARD CONSIDERATION:</b> April 27, 2022
<b>ACTION REQUESTED:</b> Approval of construction contract with The Isabella Corporation in the amount of \$958,000.00 for the replacement of Pump Station #1 located on Enterprise Drive.	

Current Action  Emergency

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

Finance Approval \_\_\_\_\_ MS \_\_\_\_\_

## BACKGROUND INFORMATION

In FY2018, the Sanitary Sewer Capital Improvement Plan included a project to rehabilitate and upgrade Pump Station #1, which is located on Enterprise Drive and originally constructed in 1988. Due to the age and the extent of necessary improvements it was determined both a complete replacement and capacity increase was necessary in order to sufficiently provide service to the service district.

Pump station #1 is located in the East Downtown Development Association (EDDA) District. In 2018/2019 the EDA created and approved a Project Plan List. As part of this list a project to rehabilitate, and expand Pump Station #1, was approved. Based on the EDA Plan List and Township Capital Improvement Plans a funding partnership between the Economic Development Association (EDA) and the Township Sewer Fund was established to fund the project.

In 2018 a contract to design the upgraded station was awarded to Gourdie Frasier. The current station is located within a 30 x 60-foot easement and the new station which was to be built next to the existing station utilizing sheet piling and shoring to facilitate installation. Bid results received both in 2019 and 2020 reflected very high prices and research from respective bidders cited these high costs were predominantly attributed to the lack of available construction limits.

Based on this information attempts were made to contact the property owner in order to obtain a construction easement and secure a larger permanent easement. While in the process of pursuing a larger permanent easement the parcel that the existing station is located on became available for sale. The Public Service Department expressed an interest to purchase the property in order to facilitate the construction and maintenance of pump station #1. The proposed property purchase included a secondary parcel that adjoins directly to the south on Enterprise Drive. It was proposed that the station would be relocated to the south of the secondary parcel to facilitate the safe installation compliant with OSHA guidelines of the pump station, wet well, associated infrastructure, and approximately 160 LF of additional gravity sewer and force main. The layout proposed would allow for the retention and addition of the necessary easements so the construction of the station could be completed in the most cost-effective manner, ensuring safe and adequate access for installation without the need of additional sheet piling, shoring, and trench box, and provide for safe operation and maintenance in the future. It was proposed that once the project was complete the necessary easements would be retained on the parcels and the project would allow for resale of the parcels.



In 2021 Township Administration proposed to the EDA Board that they purchase the two parcels. The proposal was made because the planned station improvements provide reliable and adequate infrastructure to the EDDA District, provide sanitary sewer capacity for economic growth within the district, and would help to sustain the business community within the EDDA by removing old facilities and allowing the property to be remarketed without the sanitary sewer pump station located between the two parcels. The EDA Board agreed and the purchase of the two parcels was completed in September of 2021.

After the purchase of the property the redesign of the project was completed in late 2021 and the revised EGLE permits were received in early 2022. Upon receipt of the revised EGLE permits the project was rebid in March of 2022. One bid was received for the project. This bid is as follows:

Isabella Corporation \$958,000.00

Upon review of the bid prices, the total project came in higher than anticipated. The most recent cost estimate which was completed in 2021 when Township Administration was considering the purchase of the property was \$702,075.00. It has been determined that the current bidding market, equipment availability, increased equipment prices, labor availability, recent increased fuel prices, and increased labor cost all contributed to the increased bid price received. This has been evident in other projects and purchases bid in late 2021 and 2022.

### **SCOPE OF SERVICES**

The project includes abandoning the existing station and installing a new submersible station including pumps, motors, variable frequency drives, piping, flow meter, installing transducer, replacing control panel, and SCADA updates within an easement on the south portion of the property and installing approximately 160 LF of sanitary sewer gravity main and force main within a 20- foot easement on the west side of the parcel. The project is being completed to create additional capacity (200 REU) for existing and future users in the stations currently zoned service area as well as to rehabilitate existing aging components of the station.

### **JUSTIFICATION**

The station upgrade has been identified in the Township's Sanitary Sewer Asset Management Plan and Capital Improvement Plan for several years as essential. Completion of this project will allow for improved reliability in the service area, benefit the EDDA District, and benefit the overall township sewer system by increasing the capacity of the pump stations for the currently zoned service area for existing and future users. The improvements will provide staff and contractors with a safer location for the installation, operation, maintenance, and increase reliability through rehabilitation of aging station components. Further delay of this project may result in system component failures, and impact growth and development within the service area.

**PROJECT IMPROVEMENTS**

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

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

**COSTS**

**Project Cost:**

Engineering Cost (Station Design, SCADA Design, Construction Observation, Close-out, & start-up services – previously approved)	\$96,860.00
Construction Cost (if approved)	\$958,000.00
<b>Total</b>	<b>\$1,054,860.00</b>

**PROJECT FUNDING**

**FY2022 Budget Project Funding:**

Township Sewer Fund	\$710,000.00
EDA Funding (EDDA)	\$160,000.00
SCIT 2% Funding (received fall 2020)	\$50,000.00
<b>Total Project Funding</b>	<b>\$920,000.00</b>

Approval of the construction contract will require a budget adjustment in the sanitary sewer fund in the amount of \$134,860.00.

**PROJECT TIME TABLE**

Construction 2022- Dependent on availability of equipment and materials.

**RESOLUTION**

Approval of construction contract with The Isabella Corporation in the amount of \$958,000.00 for the replacement of Pump Station #1 located on Enterprise Drive.

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

Yes:  
No:  
Absent:



March 24, 2022

Union Township Board of Trustees  
Charter Township of Union  
2010 South Lincoln Road  
Mt. Pleasant, MI 48858

Re: Charter Township of Union  
Letter of Recommendation for PS # 1 Upgrades  
GFA #18113

Dear Township Board:

We have reviewed the bids received on Wednesday March 23<sup>rd</sup>, 2022 for the above referenced project. The one (1) responsive bidder to the project and their base bid price are summarized as follows:

- |                          | <b>Bid</b>          |
|--------------------------|---------------------|
| 1. Isabella Corporation. | <b>\$958,000.00</b> |

Upon review of the bid prices, the total project came in exceptionally higher than anticipated as the original engineer estimate was \$702,075.00. The most recent cost estimate was generated in May 2021 with a corresponding memo that pertained to the property purchase and station relocation.

Gourdie-Fraser evaluated the received bid and inquired with the bidder to provide some explanation for price discrepancy and high prices. From our experience in the current bidding market, equipment prices have risen across the board and prices are only valid for days, sometimes hours in some cases. More importantly, lack of available labor and materials and recent fuel price increases also are contributing to the increased bid price received. This was supported by the lack of bids submitted for this project. Typically, the Township receives on average two (2) to three (3) competitive bids from local contractors whereas this project there was one (1).

Therefore, considering the information presented above and unpredictability the market has presented, it is our recommendation that the Township accept the received bid to complete the project. This project has been identified as essential in the capital improvements list for the last 4 years. Furthermore, the new location will provide staff a safer location to implement operations and maintenance and leave the parcel more marketable for future use.

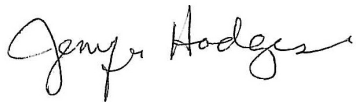
March 29, 2022

Page 2 of 2

Based upon our past experiences with Isabella Corp., it is our recommendation to the board that you approve Isabella Corporation as the low bidder for the bid price amount of \$958,000.00. GFA will be providing all construction administration and oversight to ensure compliance with Township standards and evaluate for cost saving measures as the project progresses.

Please contact me if you have any questions.

Very truly yours,  
GFA

A handwritten signature in black ink that reads "Jennifer Hodges". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

JENNIFER HODGES, P.E.  
Project Manager

**Bid Results**  
**Charter Township of Union**  
**Lift Station No. 1 Upgrades**  
**GFA Project No. 18113**

**The Isabella Corporation**

No.	Item	Unit	Est. Qty.	Unit Price	Item Cost
1	Submersible Sanitary Sewer Lift Station No. 1 (For payment purposes the contractor must provide the following breakdown of itemized costs)	LS	1		\$735,400.00
	A. Wet Well	LS	1	\$425,000.00	\$425,000.00
	B. Pump/Motor	LS	1	\$55,000.00	\$55,000.00
	C. Mechanical Piping, Valves, Fittings	LS	1	\$100,000.00	\$100,000.00
	D. Level Control System	LS	1	\$10,000.00	\$10,000.00
	E. Valve / Meter Vault	LS	1	\$70,000.00	\$70,000.00
	F. Spare Pump/Motor	LS	1	\$17,000.00	\$17,000.00
	G. Pump Control Panel	LS	\$58,400.00	\$58,400.00	\$58,400.00
2	Sanitary Sewer Lift Station Abandonment	LS	1	\$40,000.00	\$40,000.00
3	Bypass Manhole Abandonment	LS	1	\$5,000.00	\$5,000.00
4	Sanitary Sewer, 12-inch Truss	LF	180	\$200.00	\$36,000.00
5	Force Main, 6-inch SDR 21	LF	180	\$75.00	\$13,500.00
6	Doghouse Manhole, 4' Diameter	EA	1	\$15,000.00	\$15,000.00
7	Connect to Existing Forcemain, 6-inch	EA	1	\$13,000.00	\$13,000.00
8	Driveway, Gravel	SY	120	\$20.00	\$2,400.00
9	Bypass Pumping / Transfer of Sewer Flows	LS	1	\$35,000.00	\$35,000.00
10	Site Electrical Allowance	LS	\$30,000.00	\$30,000.00	\$30,000.00
11	SCADA and Programming Allowance	LS	\$15,700.00	\$15,700.00	\$15,700.00
12	Site Restoration	LS	1	\$15,000.00	\$15,000.00
13	Evergreen Plantings	EA	4	\$500.00	\$2,000.00
	<b>TOTAL BIDS</b>				<b>\$958,000.00</b>

**Bid Results**  
**Charter Township of Union**  
**Lift Station No. 1 Upgrades**  
**GFA Project No. 18113**

**The Isabella Corporation**

No.	Item	Unit	Est. Qty.	Unit Price	Item Cost
1	Submersible Sanitary Sewer Lift Station No. 1 (For payment purposes the contractor must provide the following breakdown of itemized costs)	LS	1		\$735,400.00
	A. Wet Well	LS	1	\$425,000.00	\$425,000.00
	B. Pump/Motor	LS	1	\$55,000.00	\$55,000.00
	C. Mechanical Piping, Valves, Fittings	LS	1	\$100,000.00	\$100,000.00
	D. Level Control System	LS	1	\$10,000.00	\$10,000.00
	E. Valve / Meter Vault	LS	1	\$70,000.00	\$70,000.00
	F. Spare Pump/Motor	LS	1	\$17,000.00	\$17,000.00
	G. Pump Control Panel	LS	\$58,400.00	\$58,400.00	\$58,400.00
2	Sanitary Sewer Lift Station Abandonment	LS	1	\$40,000.00	\$40,000.00
3	Bypass Manhole Abandonment	LS	1	\$5,000.00	\$5,000.00
4	Sanitary Sewer, 12-inch Truss	LF	180	\$200.00	\$36,000.00
5	Force Main, 6-inch SDR 21	LF	180	\$75.00	\$13,500.00
6	Doghouse Manhole, 4' Diameter	EA	1	\$15,000.00	\$15,000.00
7	Connect to Existing Forcemain, 6-inch	EA	1	\$13,000.00	\$13,000.00
8	Driveway, Gravel	SY	120	\$20.00	\$2,400.00
9	Bypass Pumping / Transfer of Sewer Flows	LS	1	\$35,000.00	\$35,000.00
10	Site Electrical Allowance	LS	\$30,000.00	\$30,000.00	\$30,000.00
11	SCADA and Programming Allowance	LS	\$15,700.00	\$15,700.00	\$15,700.00
12	Site Restoration	LS	1	\$15,000.00	\$15,000.00
13	Evergreen Plantings	EA	4	\$500.00	\$2,000.00
	<b>TOTAL BIDS</b>				<b>\$958,000.00</b>

**To:** Mark Stuhldreher - Township Manager      **DATE:** April 18, 2022

**FROM:** Kim Smith – Public Services Director      **DATE FOR BOARD CONSIDERATION:** April 27, 2022

**ACTION REQUESTED:** Approval of the sign-off of two (2) MDOT Good Faith Offer easements located on north west corner of Pickard Road and Carter Street and the north west corner of Pickard Road and Betty Lane in association with the M-20 reconstruction project from Mission Street to US-127, and direct the Township Clerk to execute the Good Faith Offer documents.

Current Action       Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

As part of the M-20 reconstruction project from Mission Street to US-127 MDOT is requesting that Union Township sign-off on two (2) Good Faith Offer easements located along the Pickard Road corridor. The township is being asked to sign-off because an existing 10-foot (10') township easement is located in the requested locations. The township easements are for the construction and maintenance of water and/or sanitary sewer in the area. MDOT is in need of the easement area to facilitate placement of twelve-inch (12") storm sewer and to increase the turning radius at these two corners.

The township Public Service Department and the township Attorney met with MDOT on April 6, 2022, to discuss the improvements and determine if any of the township's existing water and/or sanitary sewer located within the easement area would conflict with the proposed MDOT facilities. MDOT provided the township project plans, profiles, and utility conflict sheets for review. These have been reviewed and the Public Service Department found no conflicts between our existing utilities and MDOT's proposed facilities.

The easement location information is as follows:

- **4868 E Pickard Street – 24 square foot easement**  
**north west corner of Pickard Road and Carter Street**
  - Union Township 10" force main
  - Union Township 8" water main
  - Above proposed 12" MDOT storm drain
  
  - Union Township 8" gravity sewer
  - Below proposed 12" MDOT storm drain
  
- **4906 E Pickard Road – 32 square foot easement**  
**north west corner of Pickard Road and Betty Lane**
  - Union Township 10" force main
  - Union Township 8" gravity sewer
  - Union Township 8" water main
  - Below proposed 12" MDOT storm drain

**SCOPE OF SERVICES**

Sign-off of two (2) MDOT easements located along the Pickard Road/M20 corridor.

**JUSTIFICATION**

Based on the information provided by MDOT and that the township’s existing easements and facilities will not be impacted the administration recommends that the Board of Trustees sign-off on the two Good Faith Offer easement documents.

**PROJECT IMPROVEMENTS**

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

- 1. Community well-being and common good**

**COSTS**

NA

**PROJECT TIME TABLE**

NA

**RESOLUTION**

Approval of the sign-off of two (2) MDOT Good Faith Offer easements located on north west corner of Pickard Road and Carter Street and the north west corner of Pickard Road and Betty Lane in association with the M-20 reconstruction project from Mission Street to US-127, and direct the Township Clerk to execute the Good Faith Offer documents.

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

Yes:  
No:  
Absent:





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

PAUL C. AJEGBA  
DIRECTOR

**Good Faith Offer**

February 24, 2022

Peffer LLC  
Attn: Grant Peffer  
48 E. Deerfield Road  
Mt. Pleasant, Michigan, 48858

Charter Township of Union  
Attn: County Clerk  
2010 South Lincoln  
Mt. Pleasant, Michigan, 48858

Isabella Bank  
Attn: Commercial Loan Department  
P. O. Box 100  
Mt. Pleasant, Michigan, 48804-0100

CS: 37022, JN: 201005, Parcel: 7039, Address: 4868 E Pickard Rd, City: Mt Pleasant, County: Isabella

Dear Owner(s):

The Michigan Department of Transportation (MDOT) has an upcoming project along M-20 and has reviewed your property as it relates to the needs of the project. MDOT has determined that it is necessary to acquire a portion of your property as described in the attached addendum(a), legal description(s), and/or exhibit(s).

MDOT is authorized to acquire Highway Easement by purchase or condemnation. In accordance with state laws and federal regulations governing the acquisition of property by MDOT, this letter is MDOT's Good Faith Offer.

MDOT has established just compensation for the property rights to be acquired. This Good Faith Offer is based upon the valuation set forth in the enclosed market study report. This report is to be considered part of this Good Faith Offer. It outlines the items for which you are entitled to be paid, based on the facts known at this time, along with the state of the market and condition of the property as the date of the valuation.

MDOT's Good Faith Offer for the property rights to be acquired are itemized below:

Type	Amount
Highway Easement	\$1,000.00
<b>TOTAL</b>	<b>\$1,000.00</b>

Accordingly, the total amount that MDOT is offering to you is \$1,000.00. Please note that this offer is valid only until 03/26/2022, after which time MDOT may pursue a condemnation case if we have not reached an agreement.

Please review all the materials carefully and let us know in writing if you believe anything of significance has been omitted with respect to the amount of money you should be paid. MDOT will review the items you identify and will respond accordingly if any changes will be made to its Good Faith Offer. We are also available to discuss this offer with you and answer any questions you may have related to this Good Faith Offer and the Eminent Domain process.

This Good Faith Offer is for the property rights for all individuals and entities that may have a property interest in the parcel. If there is more than one person or entity with an interest in the property, you can decide amongst yourselves how to divide the amount MDOT is offering you, or you can request a court to decide.

Please note that as part of this offer, MDOT reserves the right to bring federal or state cost recovery actions against you (the present owners) and/or any other potentially responsible parties relating to any release of hazardous substances on the property. If you have any questions regarding this provision, please let us know.

If you are willing to accept MDOT's Good Faith offer and, also agree to the terms and conditions set forth in the following Addendum(a), please sign and date the Acceptance of the Good Faith Offer below in the presence of a witness. Be sure the witness also signs and dates the Acceptance. Please return this letter and Acceptance to my attention.

Thank you in advance for your consideration of MDOT's Good Faith Offer. If you have any questions, please contact me at 989-297-0593 or Email [WilliamsK34@michigan.gov](mailto:WilliamsK34@michigan.gov).

Sincerely,

Digitally signed by Kelcy Williams  
DN: cn = Kelcy Williams, email = kelcy.williams@mdot.michigan.gov, o = Michigan Department of Transportation, ou = Road State  
Date: 2022.02.24 16:16:21 -0500  
Kelcy Williams  
Property Analyst  
Michigan Department of Transportation

Attachments: Acceptance of Good Faith Offer, Addendum(a) & Legal Description(s)  
Market Study, Plan Sheets, PR&PP Booklet

## Acceptance of Good Faith Offer

The undersigned accept(s) the Michigan Department of Transportation's (MDOT's) Good Faith Offer of \$1,000.00 for the property described in MDOT's Good Faith Offer dated 02/24/2022. Furthermore, the undersigned agree(s) to the following terms and conditions set forth in the attached Addendum(a):

Peffer LLC

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

Signatory Name: Grant Peffer

Signatory Title: Member

Witness Signature: \_\_\_\_\_ Witness Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Charter of Union

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

Signatory Name: \_\_\_\_\_

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

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

Witness Name: \_\_\_\_\_

Isabella Bank

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

Signatory Name: \_\_\_\_\_

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

Witness Name: \_\_\_\_\_ Witness Date: \_\_\_\_\_

Control Section: 37022	Map ID: 251035	Parcel: 7039
Owner Of Record: Peffer LLC		
Property Tax Code: 14-052-00-003-00		

## Addendum for Easement

**PRICE:** The Grantor(s) will grant an Easement described in the attached legal description(s) to the Michigan Department of Transportation for the sum of \$1,000.00, and to deliver to the Michigan Department of Transportation an Easement in accordance with and subject to the provisions within the attached easement instrument as well as the following:

1. The conveyance will include the consent of the Grantor(s) to the removal at any time of such trees, shrubs, and vegetation as is, in the judgment of the MDOT, necessary to construct and maintain the easement.
2. Notice to the Grantor(s) of the removal of the items in provision 1, is not required. The Grantor(s) agrees that no trees, shrubs, or vegetation shall be cut or removed from the easement area by the Grantor(s), their heirs, successors, and assigns without the written permission of MDOT.

**TITLE:** The Grantor(s) shall not sell, convey, mortgage, or otherwise encumber the title to the property or any part thereof, or permit any act or deed to diminish the value of the property described in the attached legal description(s) prior to recordation of Easement.

**IMPROVEMENTS:** This sale includes all buildings, structures, trees, and other improvements located within the Easement and when necessary, the right to enter upon the remaining lands of the Grantor(s) to remove said improvements.

**OCCUPANCY:** The Grantor(s) agree that MDOT will become the owner of the Easement upon payment of the sum listed above. The owner(s) shall have the right to occupy the improvements on the property for a period of 0 days after the closing. However, if the improvements on the property are vacated after the execution of this Acceptance of the Good Faith Offer, they cannot be reoccupied. Any personal property or fixtures that have not been removed by the date specified in a Notice to Quit issued by MDOT will become the property of MDOT. This provision does not apply to hazardous material.

**ESCROW AGENT:** The Grantor(s) agree(s) that CB/IBT TITLE AGENCY LLC (DBA-CORPORATE SETTLEMENT SOLUTIONS) - MOUNT PLEASANT (Commitment # MI-479718) may act as escrow agent in closing this transaction.

**SPECIAL PROVISIONS:** NONE

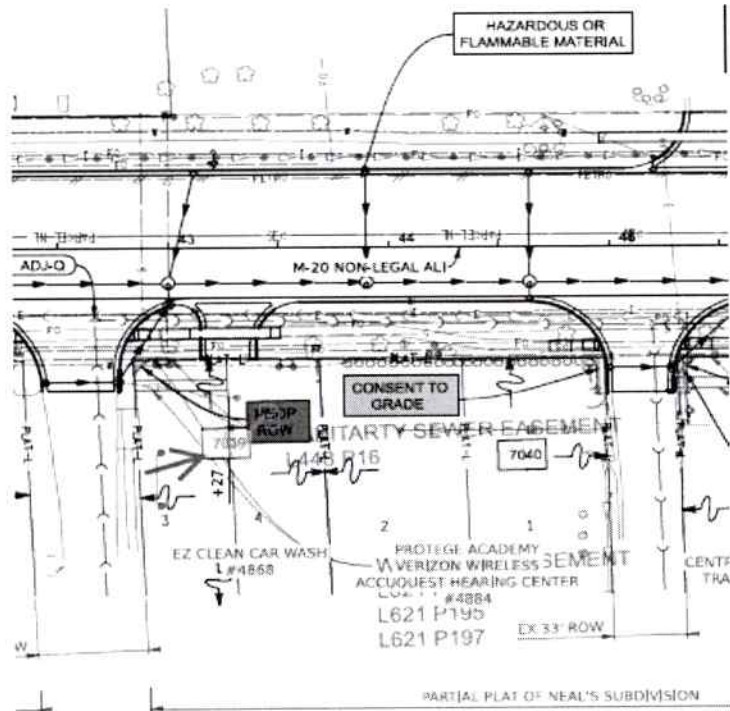
Contract Serial 17022	Job # 201606	Price 1000
Owner of Record Pattler LLC		
Property Tax Code 14-052-00-003-00		

**Legal Description: Highway Easement**

**EASEMENT DESCRIPTION**

MDOT PARCEL 7039, CONTROL SECTION 37022

Part of the Northeast 1/4 of the Northeast 1/4 of Section 14, Town 14 North, Range 4 West, Union Township, Isabella County, Michigan, being more particularly described as follows: Commencing at the Northeast Corner of said Section 14; thence North 88°26'01" West, along the North line of said Section 14 and the Survey Alignment of M-20, 861.40 feet; thence South 01°33'59" West, 60.00 feet, to a found concrete monument on the Southerly Right of Way line of M-20, said point being the Northeast corner of Lot 4 of the Plat of Carter's Addition (Liber 5 of Plats, Page 271); thence North 88°26'01" West, along said Southerly Right of Way line of M-20 and also along the North line of Lots 3 and 4 of said Plat of Carter's Addition, 77.60 feet, to a point on the North line of said Lot 3 of said Plat of Carter's Addition and the Point of Beginning; thence South 45°17'33" West, 9.68 feet, to a point on the West line of said Lot 3 and the Easterly Right of Way line of Carter St; thence North 00°59'01" West, 7.00 feet, along said West line of said Lot 3 and said Easterly Right of Way line of Carter St to the Northwest corner of said Lot 3 and said Southerly Right of Way line of M-20; thence South 88°26'01" East, 7.00 feet, along said Southerly Right of Way line of M-20 and along the North line of said Lot 3 to the Point of Beginning. The lands described above in easement contain an area of 24 square feet (0.0005 acres), more or less and are subject to any easement of record.

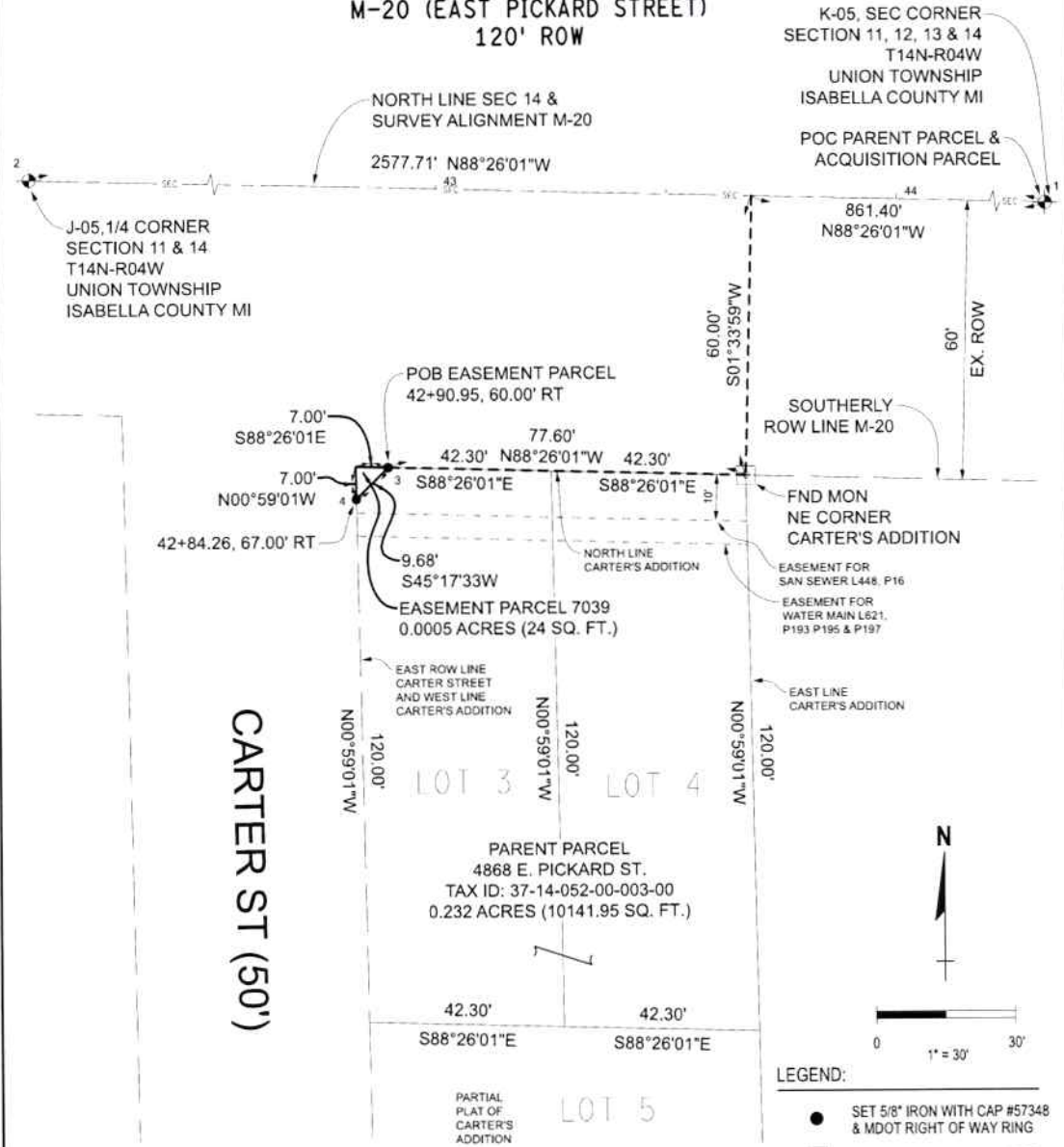


Control Section 17022	Lot # 7039	Parcel 7039
Owner Of Record Petter LLC		
Property Tax Code 4052.60-003-01		

# CERTIFICATE OF SURVEY

THIS SURVEY WAS PERFORMED FOR A FOR A PERMANENT  
EASEMENT ACQUISITION FOR MDOT.

**M-20 (EAST PICKARD STREET)  
120' ROW**



COORDINATES (MCS SOUTH ZONE)				
POINT #	NORTHING	STD. DEV. N	EASTING	STD. DEV. E
1	769826.47	0.05	13022363.95	0.05
2	769896.93	0.05	13019787.20	0.05
3	769792.16	0.05	13021423.66	0.05
4	769785.35	0.05	13021416.78	0.05

- LEGEND:**
- SET 5/8" IRON WITH CAP #57348 & MDOT RIGHT OF WAY RING
  - FOUND SURVEY MONUMENT
  - ⊕ FOUND PLSS CORNER
  - ↔ CONTIGUOUS OWNERSHIP
  - POB POINT OF BEGINNING
  - POC POINT OF COMMENCEMENT

I, David J. LaCross, being a Surveyor Licensed in the State of Michigan, hereby certify that I have surveyed and mapped the above parcel of land, and that I have complied with the regulations of P.A. 132 of 1970 as:

FOR: **MDOT**  
Michigan Department of Transportation

PRELIMINARY

CS: 37022	JN: 201005
ROUTE: M-20	DATE: 2/2/2022
DRAWN BY: DJL	SHEET
CHECKED BY: KDT	1 OF 2
PREPARED BY: MDOT BAY REGION DESIGN SURVEYS 5859 SHERMAN ROAD SAGINAW, MI 48604	

DAVID J. LACROSS, P.S. DATE  
LICENSED PROFESSIONAL SURVEYOR  
MICHIGAN LICENSE NO. 4001057348

# CERTIFICATE OF SURVEY

## PARENT PARCEL LEGAL DESCRIPTION

AS RECORDED IN LIBER 1888, PAGE 5089, ISABELLA COUNTY RECORDS

Vesting Deed per Chicago Title Insurance Company, File Number MI-479718  
Commonly known as 4868 East Pickard St, Mount Pleasant, MI 48858  
Tax ID Number 37-14-052-00-003-00

Lots 3 and 4 of Carter's Addition, according to the plat recorded in Liber 5 of Plats, Page 271, Union Township, Isabella County, Michigan.

## EASEMENT DESCRIPTION

MDOT PARCEL 7039, CONTROL SECTION 37022

Part of Lots 3 and 4 of Carter's Addition, according to the plat recorded in Liber 5 of Plats, Page 271, Union Township, Isabella County, Michigan, being more particularly described as follows: Commencing at the Northeast Corner of said Section 14; thence North 88°26'01" West, along the North line of said Section 14 and the Survey Alignment of M-20, 861.40 feet; thence South 01°33'59" West, 60.00 feet, to a found concrete monument on the Southerly Right of Way line of M-20, said point being the Northeast corner of Lot 4 of the Plat of Carter's Addition; thence North 88°26'01" West, along said Southerly Right of Way line of M-20 and the North line of Lots 3 and 4 of said Plat of Carter's Addition, 77.60 feet, to a point on the North line of said Lot 3 of said Plat of Carter's Addition and the **Point of Beginning**; thence South 45°17'33" West, 9.68 feet, to a point on the West line of said Lot 3 and the Easterly Right of Way line of Carter St; thence North 00°59'01" West, along said West line of said Lot 3 and said Easterly Right of Way line of Carter St, 7.00 feet, to the Northwest corner of said Lot 3 and said Southerly Right of Way line of M-20; thence South 88°26'01" East, along said Southerly Right of Way line of M-20 and along the North line of said Lot 3, 7.00 feet, to the **Point of Beginning**. The lands described above in easement contain an area of 24 square feet (0.0005 acres), more or less and are subject to any easement of record.

## NOTES:

1. Bearings are based on Grid North for Michigan Coordinate System, South Zone (2113). Please note that the bearing system for this survey is not relative to the bearings of the Parent Parcel description.
2. Legal Alignment of M-20 is the Survey Alignment line as established based on MDOT Design Survey CS 37022 JN 201005 by SSI (2021).
3. Alignment Stationing of MDOT Route M-20 established from ROW Map C.S. 37022 Sheet 36-2.
4. The measured distances shown on this survey and expressed in the Acquisition Parcel Description are **Grid**.
5. Average Combined Scale Factor for the Survey is 0.999956864591.
6. The coordinate system NAD 83 (CORS 2011) was established by Real-Time Kinematic GPS Methods using MDOT CORS Network.
7. Parcels are subject to any right-of-ways, easements or restrictions recorded or un-recorded, if any.

## REFERENCES:

1. MDOT Design Survey CS 37022 JN 201005 by SSI (2021)
2. MDOT Right of Way map Isabella County Right of Way, CS 37022, Sheet 36-2.
3. This survey is based upon title commitment MI-479718 (Chicago Title Insurance Company)
4. Fee simple interest lies, at the time of the commitment, with Peffer LLC, a Michigan Limited Liability Company
5. Current property identification number: 37-14-052-00-003-00

## GOVERNMENT CORNER INFORMATION:

**K-05:** T14N-R04W, UNION TOWNSHIP, ISABELLA COUNTY  
DESCRIPTION: FOUND REMON CAP PS #21567 IN MONUMENT BOX.  
WITNESSES:  
N30W 71.80' FOUND NAIL AND TAG IN WEST SIDE UTILITY POLE  
N30E 79.65' FOUND NAIL AND TAG IN NE SIDE UTILITY POLE  
S45E 96.30' TOP CENTER OF HYDRANT  
S64E 66.71' FOUND NAIL AND TAG IN SE SIDE UTILITY POLE

**J-05:** T14N-R04W, UNION TOWNSHIP, ISABELLA COUNTY  
DESCRIPTION: FOUND REMON CAP PS #21567 IN MONUMENT BOX  
WITNESSES:  
S45E 83.31' FOUND NAIL IN SIDEWALK JOINT  
N48E 72.12' FOUND NAIL AND TAG IN SE SIDE 6" MULBERRY  
N05W 52.14' FOUND NAIL AND TAG IN WEST SIDE UTILITY POLE  
S05W 47.75' FOUND NAIL AND TAG IN NW SIDE UTILITY POLE

PRELIMINARY

FOR: 	
CS: 37022	JN: 201005
ROUTE: M-20	DATE: 2-2-2022
DRAWN BY: DJL	SHEET
CHECKED BY: KDT	2 OF 2
PREPARED BY: MDOT BAY REGION DESIGN SURVEYS 5859 SHERMAN ROAD SAGINAW, MI 48604	



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

PAUL C. AJEGBA  
DIRECTOR

**Good Faith Offer**

March 10, 2022

Philip A. Lundquist  
PO Box 947  
Mt. Pleasant, Michigan, 48804-0947

Charter Township of Union  
Attn: Supervisor  
2010 South Lincoln  
Mt. Pleasant, Michigan, 48858

Priscilla Lundquist  
P O Box 947  
Mt. Pleasant, Michigan, 48804

CS: 37022, JN: 201005, Parcel: 7041, Address: 4906 E Pickard Rd, City: Mt Pleasant, County: Isabella

Dear Owner(s):

The Michigan Department of Transportation (MDOT) has an upcoming project along M-20 and has reviewed your property as it relates to the needs of the project. MDOT has determined that it is necessary to acquire a portion of your property as described in the attached addendum(a), legal description(s), and/or exhibit(s).

MDOT is authorized to acquire Highway Easement, Consent to Grade by purchase or condemnation. In accordance with state laws and federal regulations governing the acquisition of property by MDOT, this letter is MDOT's Good Faith Offer.

MDOT has established just compensation for the property rights to be acquired. This Good Faith Offer is based upon the valuation set forth in the enclosed market study report. This report is to be considered part of this Good Faith Offer. It outlines the items for which you are entitled to be paid, based on the facts known at this time, along with the state of the market and condition of the property as the date of the valuation.

MDOT's Good Faith Offer for the property rights to be acquired are itemized below:



Philip Lundquist  
Page 2  
March 10, 2022

Type	Amount
Highway Easement	\$1,000.00
Consent to Grade	\$300.00
<b>TOTAL</b>	<b>\$1,300.00</b>

Accordingly, the total amount that MDOT is offering to you is \$1,300.00. Please note that this offer is valid only until 04/09/2022, after which time MDOT may pursue a condemnation case if we have not reached an agreement.

Please review all the materials carefully and let us know in writing if you believe anything of significance has been omitted with respect to the amount of money you should be paid. MDOT will review the items you identify and will respond accordingly if any changes will be made to its Good Faith Offer. We are also available to discuss this offer with you and answer any questions you may have related to this Good Faith Offer and the Eminent Domain process.

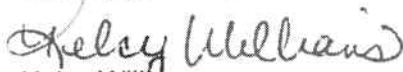
This Good Faith Offer is for the property rights for all individuals and entities that may have a property interest in the parcel. If there is more than one person or entity with an interest in the property, you can decide amongst yourselves how to divide the amount MDOT is offering you, or you can request a court to decide.

Please note that as part of this offer, MDOT reserves the right to bring federal or state cost recovery actions against you (the present owners) and/or any other potentially responsible parties relating to any release of hazardous substances on the property. If you have any questions regarding this provision, please let us know.

If you are willing to accept MDOT's Good Faith offer and, also agree to the terms and conditions set forth in the following Addendum(a), please sign and date the Acceptance of the Good Faith Offer and enclosed instruments in the presence of a witness. Be sure the witness also signs and dates the Acceptance. Please return this letter, signed Acceptance page and enclosed instruments back to my attention.

Thank you in advance for your consideration of MDOT's Good Faith Offer. If you have any questions, please contact me at 989-297-0593 or [WilliamsK34@michigan.gov](mailto:WilliamsK34@michigan.gov).

Sincerely,



Kelcy Williams  
Property Analyst  
Michigan Department of Transportation

Attachments: Acceptance of Good Faith Offer, Addendum(a), Instrument(s), Legal Description(s), Market Study, Plan Sheets, PR&PP Booklet

### Acceptance of Good Faith Offer

The undersigned accept(s) the Michigan Department of Transportation's (MDOT's) Good Faith Offer of \$1,300.00 for the property described in MDOT's Good Faith Offer dated 03/10/2022. Furthermore, the undersigned agree(s) to the following terms and conditions set forth in the attached Addendum(a):

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

Signatory Name: Philip A. Lundquist

Signatory Title: Property Owner

Witness Signature: \_\_\_\_\_ Witness Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

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

Signatory Name: Priscilla Lundquist

Signatory Title: Property Owner

Witness Signature: \_\_\_\_\_ Witness Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Charter Township of Union

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

Signatory Name: Charter Township of Union

Signatory Title: Supervisor

Witness Signature: \_\_\_\_\_ Witness Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Control Section 37022	Job ID 201005	Parcel 7041
Owner Of Record Lundquist Philip a & Priscilla		
Property Tax Code 14-104-00-002-00		

### Addendum for Easement

**PRICE:** The Grantor(s) will grant an Easement described in the attached legal description(s) to the Michigan Department of Transportation for the sum of \$1,000.00, and to deliver to the Michigan Department of Transportation an Easement in accordance with and subject to the provisions within the attached easement instrument as well as the following:

1. The conveyance will include the consent of the Grantor(s) to the removal at any time of such trees, shrubs, and vegetation as is, in the judgment of the MDOT, necessary to construct and maintain the easement.
2. Notice to the Grantor(s) of the removal of the items in provision 1, is not required. The Grantor(s) agrees that no trees, shrubs, or vegetation shall be cut or removed from the easement area by the Grantor(s), their heirs, successors, and assigns without the written permission of MDOT.

**TITLE:** The Grantor(s) shall not sell, convey, mortgage, or otherwise encumber the title to the property or any part thereof, or permit any act or deed to diminish the value of the property described in the attached legal description(s) prior to recordation of Easement.

**IMPROVEMENTS:** This sale includes all buildings, structures, trees, and other improvements located within the Easement and when necessary, the right to enter upon the remaining lands of the Grantor(s) to remove said improvements.

**OCCUPANCY:** The Grantor(s) agree that MDOT will become the owner of the Easement upon payment of the sum listed above. The owner(s) shall have the right to occupy the improvements on the property for a period of 0 days after the closing. However, if the improvements on the property are vacated after the execution of this Acceptance of the Good Faith Offer, they cannot be reoccupied. Any personal property or fixtures that have not been removed by the date specified in a Notice to Quit issued by MDOT will become the property of MDOT. This provision does not apply to hazardous material.

**ESCROW AGENT:** The Grantor(s) agree(s) that CB/IBT TITLE AGENCY LLC (DBA-CORPORATE SETTLEMENT SOLUTIONS) - MOUNT PLEASANT (Commitment # MI-479719) may act as escrow agent in closing this transaction.

**SPECIAL PROVISIONS:** NONE

Control Section 37022	Job ID 201005	Parcel 7041
Owner Of Record Lundquist Philip a & Priscilla		
Property Tax Code 14-104-00-002-00		

**Legal Description: Highway Easement**

**EASEMENT DESCRIPTION**

**MDOT PARCEL 7041, CONTROL SECTION 37022**

Part of Lot 2, Block 1, NEAL'S SUBDIVISION, according to the plat recorded in Liber 3 of Plats, Page 151, Union Township, Isabella County, Michigan., being more particularly described as follows: Commencing at the Northeast Corner of said Section 14; thence North 88°26'01" West, along the North line of said Section 14 and the Survey Alignment of M-20, 691.00 feet; thence South 01°33'59" West, 60.00 feet, to a point on the Southerly Right of Way line of M-20 and the North line of Lot 2 of Neil's Subdivision and the Point of Beginning; thence South 45°48'14" West, 11.16 feet, to a point on the West line of said Lot 2 and the Easterly Right of Way line of Betty Lane; thence North 00°02'24" East, along said West line of Lot 2 and said Easterly Right of Way line of Betty Lane, 8.00 feet, to the Northwest corner of said Lot 2 and said Southerly Right of Way line of M-20; thence South 88°26'01" East, along said Southerly Right of Way line of M-20 and the North line of said Lot 2, 8.00 feet, to the Point of Beginning. The lands described above in easement contain an area of 32 square feet (0.0007 acres), more or less and are subject to any easements of record.

Control Section 37022	Job ID 201005	Parcel 7041
Owner Of Record Lundquist Philip a & Priscilla		
Property Tax Code 14-104-00-002-00		

### Addendum for Consent(s)

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**PRICE:** The owner(s) agree(s) to grant the property described in the attached legal description(s) to the Michigan Department of Transportation for the sum of \$300.00 via the appropriate instrument(s).

**CONSENT TYPE(S):** Consent to Grade

**OCCUPANCY:** The owner(s) agree(s) to grant the Michigan Department of Transportation occupancy of the described property upon payment of the price listed above effective from start of project through completion of project.

**CONVEYANCE:** The owner(s) agree to deliver to MDOT the above cited consents subject to the following provision: This conveyance includes, but is not limited to, the right to any drainage structure replacement or repair; the right to remove trees, shrubs, and vegetation as necessary in the judgement of the Michigan Department of Transportation and the right of temporary occupancy by public utilities.

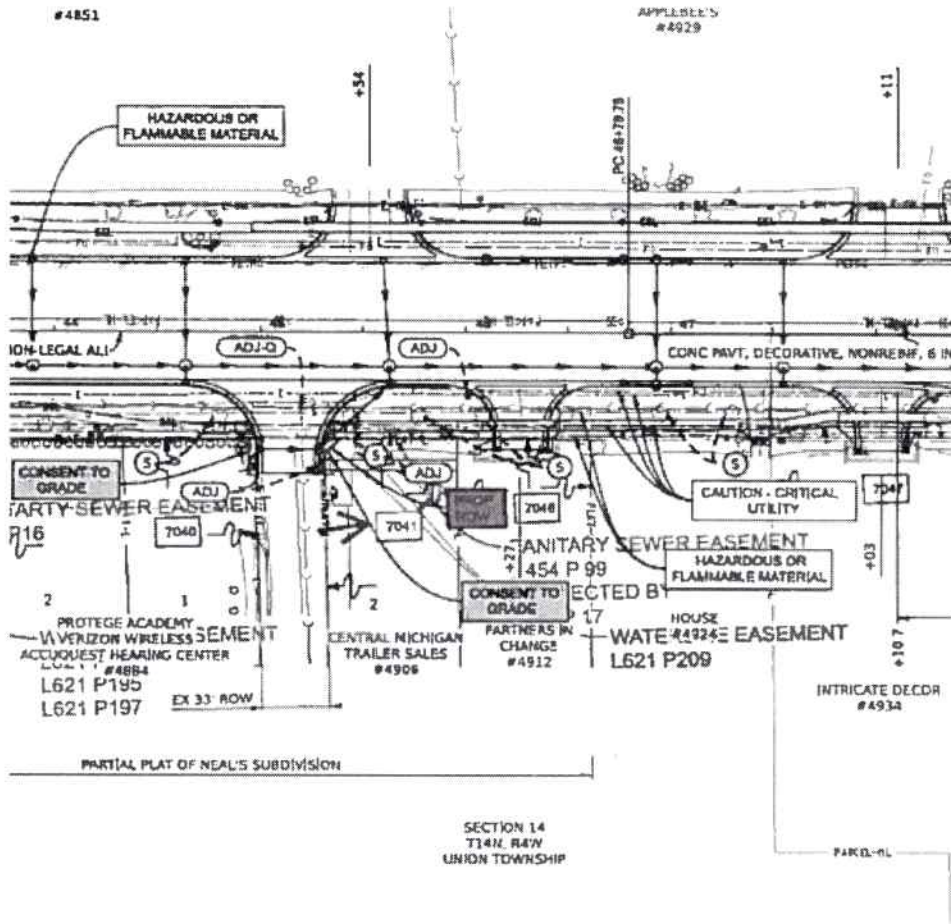
**SPECIAL PROVISIONS:** NONE

Control Section 37022	Job ID 201005	Parcel 7041
Owner Of Record Lundquist Philip a & Priscilla		
Property Tax Code 14-104-00-002-00		

**Legal Description: Consent to Grade**

**Station # 45+30.75 RT**

See attached sketch



Control Section 37022	Job ID 201005	Parcel 7041
Owner Of Record Lundquist Philip a & Priscilla		
Property Tax Code 14-104-00-002-00		

COMPENSATION SUMMARY

	Area (Sqft)	Price/Sqft	Subtotal	Factor	Line Total	EJC Amount
Highway Easement	32	\$12.00	\$384.00	100%	\$384.00	\$1,000
Consent to Grade	35	\$12.00	\$420.00	10%	\$42.00	\$300

Total \$426

\$1,300

Total Estimated Just Compensation

Parcel: 7041 CS: 37022 Job ID: 201005  
 Owner of Record: Lundquist Philip a & Priscilla

**REQUEST FOR TOWNSHIP BOARD ACTION****To:** Mark Stuhldreher – Township Manager**DATE:** April 18, 2022**FROM:** Kim Smith – Public Services Director**DATE FOR BOARD CONSIDERATION:** April 27, 2022**ACTION REQUESTED:** Adoption of the MDOT Performance Resolution for Municipalities for working within MDOT road rights-of-ways.Current Action Emergency Funds Budgeted: If Yes  Account #  No  N/A Finance Approval **BACKGROUND INFORMATION**

The Charter Township of Union has water and sewer mains located within the State of Michigan rights-of-ways along US127 and M20. Each year the Township is required to apply for a yearly MDOT Right-of-Way Permit from the State of Michigan in order to perform maintenance and construction on these lines as well as complete work associated with the EDAs on Pickard Road and Remus Road (M20). The permit application requires that an approved State of Michigan Performance Resolution for Municipalities be attached to the application.

Although the Township already applied and received our 2022 MDOT Permit the State of Michigan recently issued an updated MDOT Performance Resolution. This update requires that the Charter Township of Union adopt the new resolution and submit it to MDOT.

**SCOPE OF SERVICES**

Adoption of attached MDOT Performance Resolution for Municipalities.

**JUSTIFICATION**

Approval of this document will allow for the Township to apply for our annual MDOT right-of-way permit giving the township the ability to maintain our infrastructure located within the State of Michigan rights-of-ways in accordance with State of Michigan Rules.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with this request (from Policy 1.0: Global Ends)

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



**COSTS**

NA

**PROJECT TIME TABLE**

April 2022

**RESOLUTION**

Adoption of the MDOT Performance Resolution for Municipalities for working within MDOT road rights-of-ways.

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

Yes:  
No:  
Absent:

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
 of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher, Township Manager                      **DATE:** April 18, 2022  
**FROM:** Kim Smith, Public Service Director                      **DATE FOR BOARD CONSIDERATION:** April 27, 2022  
**ACTION REQUESTED:** Adoption of Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments.

Current Action  Emergency

Funds Budgeted: If Yes  Account # 245-000-973.110 No  N/A

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

Michigan state statute authorizes townships to make public improvements and provide services to their residents and taxpayers. The special assessment process is one way a township can expend public money for improvements. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain types of improvements. One of the improvements authorized by the act is the construction, improvement, and maintenance of public roads. While the statute allows for townships to initiate a special assessment district, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. The township acts in an administrative capacity to establish the district, gather cost estimates, plan the improvement, provide financing, levy and collect special assessment funds to pay off the debt.

The residents of Carriage Hill Estates #1 and #2 Subdivision have met the first and second requirement of the special assessment process by submitting an informal and formal petition. The informal and formal petitions were reviewed for sufficiency, the Certificate of Validity was certified by the Township Supervisor, and Resolution #1 was presented and approved by the Township Board of Trustees at their August 11, 2021 regular meeting.

After approval of Resolution #1 the next step in the special assessment process was that a cost estimate and description of the project be requested from the Isabella County Road Commission. Upon receipt of the cost estimate and project description Resolution #2 was presented and approved by the Township Board of Trustees on September 8, 2021.

The purpose of Resolution #2 was as follows:

- Tentatively approving the Board of Trustees intention to make the improvement.
- Tentatively designating the special assessment district.
- Setting a date and time of September 22, 2021 at 7:00 p.m. for the first of two public hearings.
- Direct that the completed cost estimate be given to the Township Clerk and made available for public inspection prior to the first public hearing

The first of two public hearings was held on September 22, 2021 to hear input from residents on the establishment of the special assessment district.

Resolution #3 was presented and adopted by the Township Board of Trustees on September 22, 2021.

The purpose of Resolution #3 was as follows:

- Describing the improvement and determining to complete the improvements
- Approving the plans and cost estimates as presented
- Designating the boundaries of the district
- Confirming the petition for sufficiency
- Specifying the amount of the improvement costs to be paid by the Township, if any
- Designating the term of the special assessment district's existence
- Directing the Supervisor (Assessor) to prepare the special assessment roll

The final construction cost estimate was completed by the Isabella County Road Commission on February 14, 2022, and the Special Assessment Roll was completed by the Township Assessor on March 21, 2022.

Resolution #4 was approved by the Township Board of Trustees on April 13, 2022.

The purpose of Resolution #4 was as follows:

- Confirm that the completed Special Assessment Roll be given to the Township Clerk and made available for public inspection prior to the second public hearing
- Set the date and time for the Second Public Hearing
- Directs the Township Clerk to give proper notice of such hearing by mailing and publication.

The Second Public Hearing was held on April 27, 2022 to hear input from residents on the establishment of the special assessment district.

The next step in the special assessment process is the consideration and adoption of Resolution #5 by the Township Board of Trustees.

The purpose of Resolution #5 is as follows:

- Confirm the Special Assessment Roll
- Determine the number of annual installments
- Determine the interest rate to be charged on future installments

### **SCOPE OF SERVICES**

Establishment of a Paving Special Assessment District for Carriage Hill Estates #1 and #2 Subdivision to complete a grind, 2 ½ "paved overlay, and 1" shoulders on Carriage Lane.

**JUSTIFICATION**

It is recommended that the Township Board of Trustees adopt Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #5.

Upon approval of Resolution #5 the next step in the process can be initiated. The next step in the process is for the Township Clerk to endorse the Special Assessment Roll with the date of its confirmation, deliver to the Township Treasurer, and to mail Notice of Special Assessment to affected property owners within 20 days after confirmation of the special assessment roll.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

**COSTS**

Special Assessment District Cost Estimate \$102,539.00

**PROJECT TIME TABLE**

**Public Hearing #2** – April 27, 2022 - set by Resolution #4

**Resolution #5** – April 27, 2022 - confirm special assessment roll, determine number of annual installments, and interest rate

**Isabella County Road Commission Participation Contract** – May 11, 2022

**Notice of Assessment** – mail to all property owners within 20 days after confirmation of special assessment roll by the Township Clerk

**Construction** – 2022 Construction Season

Adoption of Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District Resolution #5 to confirm the Special Assessment Roll, determine the number of annual installments, and determine the interest rate to be charged on future installments.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

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

**Carriage Hill Estates #1 & #2 Subdivision Paving  
Special Assessment District Resolution #5**

At a regular meeting of the Charter Township of Union Board of Trustees (“Township Board”) held on the \_\_\_\_\_ day of \_\_\_\_\_ 2022, the following Resolution was adopted.

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Township Board of the Charter Township of Union, Isabella County, Michigan (the “Township”), after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by the Township Supervisor and assessing officer of the Township for the purpose of defraying the costs of grind, 2.5” paved overlay, and 1” shoulders proposed to be installed within the Carriage Hill Estates #1 and #2 Subdivision Paving Special Assessment District;

**AND WHERAS**, such public hearing was preceded by proper notice in the Morning Sun newspaper, a newspaper of general circulation in the Township, and by first-class mail notice to each property owner of record within said district and upon said assessment roll;

**AND WHERAS**, comments were received from those present at such hearing concerning said assessment roll and opportunity was given to all present to be heard in the matter;

**AND WHEREAS**, a record of those present to protest, and of any written protests submitted at or before the public hearing will be made a part of the minutes of the hearing;

**AND WHEREAS**, it is the opinion of the Township Board that no further time should be granted for the consideration of the matter; and

**AND WHEREAS**, the Township Board has duly inspected the proposed assessment roll has found the proposed assessment roll to be correct, just and reasonable.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The assessment roll submitted by the Township Supervisor and assessing officer of the Township in the amount of \$102,539.00 shall hereafter be designated as Carriage Hill Estates # 1 & #2 Subdivision Paving Special Assessment Roll.
2. The Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment Roll, as submitted by the Township Supervisor and assessing officer of the Township, is hereby confirmed and approved as the assessment roll for the Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District.

3. The assessments in said Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment Roll shall be divided into ten (10) equal annual installments of principal with the first installment to be due on or before September 1, 2022 and the following installments to be due on or before the 1st day of the same month of each and every year thereafter. All unpaid installments prior to their transfer to the tax roll as provided by Michigan Public Act 188 of 1954, as amended, (“PA 188”) shall bear interest payable annually on each installment due date at the rate of 6.5% percent per annum commencing on the first installment due date hereinbefore set forth. Any payments made before such first installment due date shall not bear any such interest.
4. Future due installments of an assessment against any parcel of land may be paid to the Township Treasurer at any time in full with interest accrued through the month in which the final installment is paid in accordance with PA 188. If any installment of a special assessment is not paid when due, then the installment shall be considered to be delinquent and there shall be collected, in addition to interest as provided by this section, a penalty at the rate of one percent (1%) for each month, or fraction of a month, that the installment remains unpaid before being reported to the Township Board for reassessment upon the Township tax roll, also in accordance with PA 188.
5. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer. The Township Clerk shall endorse the special assessment roll with the date of its confirmation and deliver said special assessment roll to the Township Treasurer with his/her warrant attached, commanding the Township Treasurer to collect such assessments in accordance with the direction of the Township Board and PA 188.
6. The Township Clerk’s warrant shall also direct the Township Treasurer to submit annually, by September 1, to the Township Board a sworn statement setting forth the persons delinquent, if known, a description of the parcels of land upon which there are delinquent assessments and the amount of such delinquency, including accrued interest and penalties computed to September 1 of such year.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.



Upon roll call vote, the following voted:

**Ayes:**

**Nays:**

**Abstentions:**

**Resolution declared adopted.**

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

\_\_\_\_\_  
Bryan Mielke, Supervisor

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

\_\_\_\_\_  
Lisa Cody, Clerk

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, hereby certifies that foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan, held on the \_\_\_\_\_ day of \_\_\_\_\_ 2022, at which meeting \_\_\_\_\_ members of the Township Board were present and voted as indicated in said minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan; and the foregoing excerpt contains all materials pertinent to confirmation of the Carriage Hill Estates #1 & #2 Subdivision Paving Assessment Roll.

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

\_\_\_\_\_  
Lisa Cody, Clerk

# Charter Township of Union

## Isabella County, Michigan

### 2022 Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment Roll

Parcel ID	Owner of Record	Property Address	Benefit Cost/Parcel
14-035-30-012-00	SMITH MICHAEL J & CINDY A	5740 GRANT RD	\$ 6,408.69
14-051-00-001-00	SALEM WILLIAM J	4311 E MILLBROOK RD	\$ 6,408.69
14-051-00-002-00	D & D REAL ESTATE	4381 E MILLBROOK RD	\$ 6,408.69
14-053-00-009-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	\$ 6,408.69
14-053-00-010-00	WARNER TIMOTHY & JULIE	5690 CARRIAGE LANE	\$ 6,408.69
14-053-00-011-00	PARTIE BRIAN & JEANINE	5730 CARRIAGE LANE	\$ 6,408.69
14-053-00-012-00	LAPHAM DAVID & CAROLYN TRUST	5770 CARRIAGE LANE	\$ 6,408.69
14-053-00-013-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	\$ 6,408.69
14-053-00-014-00	DOLE BRYAN & JILL	5840 CARRIAGE LANE	\$ 6,408.69
14-053-00-015-00	D & D REAL ESTATE INVEST, LLC	CARRIAGE LANE	\$ 6,408.69
14-053-00-016-00	COVARRUBIAS MICHAEL G & JOAN M	5920 CARRIAGE LANE	\$ 6,408.69
14-053-00-017-00	FLORIAN ADAM W & TRACI A	CARRIAGE LANE	\$ 6,408.69
14-053-00-018-00	MUNLEY VINCENT P & JENNIFER L	5905 CARRIAGE LANE	\$ 6,408.69
14-053-00-019-00	MCDONALD BRIAN & LARA L	5865 CARRIAGE LANE	\$ 6,408.69
14-053-00-020-00	PETERSON ROBERT P	5775 CARRIAGE LANE	\$ 6,408.69
14-053-00-021-00	WOERLE NORMAN & SUSAN	5685 CARRIAGE LANE	\$ 6,408.69
Special Assessment District Total			\$ 102,539.04

*Edward K. VanderVries*

Prepared by:

Edward VanderVries, Assessor - Union Charter Township - 3/21/2022

**To:** Board of Trustees **DATE:** April 20, 2022  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR CONSIDERATION:** 4/27/2022

**ACTIONS REQUESTED:** To approve the bid from Greenscape General Contracting not to exceed \$16,750.00 to demolish and remove the building foundation and existing wood fencing on lot 61 in the Country Squire Estates Subdivision No. 2, which is 5243 Jonathon Lane (PID 14-059-00-061-00), along with permanent removal and capping of utilities, removal and disposal of debris, refuse, and materials from the parcel, and associated site restoration; and to authorize the Township Manager to sign an authorization for services agreement with the successful bidder.

Current Action   X        Emergency       

Funds Budgeted in 2022: If Yes   X        Account #101-901-976.303

**BACKGROUND INFORMATION**

Lot 61 in the Country Squire Estates Subdivision (5243 Jonathon Lane) was purchased by the Township from the County Treasurer, where the lot had been in tax foreclosure. The public purposes for the purchase were to facilitate establishment of a key pedestrian connection between adjacent neighborhoods; to protect and improve access to an existing 30 foot wide sanitary sewer easement for sewer infrastructure that runs through the lot; to facilitate removal of dilapidated structures and fencing; and to resolve an ongoing ordinance enforcement issues on the lot (tall grass, junk).

An abandoned vehicle and the dilapidated dwelling and shed were removed from the site in 2021. In March, the Township initiated a request for bids for the following scope of remaining clean-up and site restoration work, with a deadline date for responses of April 13, 2022:

1. Demolition and complete removal of the existing concrete block foundation.
2. Permanent removal and capping of municipal water and municipal sanitary sewer leads.
3. Permanent removal and capping of all other utility service leads.
4. Removal and disposal of all remaining wood fencing on the east side of the lot.
5. Removal and disposal of the portion of existing wood fencing on the north side of the lot to the existing post nearest to the northwest corner of the lot.
6. Removal and disposal of the electric post light in the yard and associated wiring.
7. Removal and disposal of all debris and refuse from the lot.
8. Restoration of disturbed areas, including clean fill and finish grading of foundation area, post holes, and all other disturbed areas to existing grade, to include at least three (3) inches of topsoil to match existing grades; and hydroseeding of all disturbed areas with a

spray-on mixture of water, high quality residential grass seed blend similar to the existing lawn, and appropriate tackifier, mulch, and fertilizer.

Two (2) bids were received by the deadline, one of which was not fully responsive to the request:

Bidder	Cost Proposal	Responsiveness to Bid Request
<b>Greenscape General Contracting</b> Brian Cataldo, license #2101197111 Lake, Michigan	\$16,750.00	Yes
<b>Robbin Harsh Excavating, Inc.</b> Aaron Harsh, license #2101199437 Clare, Michigan	\$15,750.00	Missing copy of the requested certificate of insurance

A copy of each bid is included in the agenda packet for your review.

### EVALUATION

Staff has evaluated the bids based on the specifications included in the invitation to bid document. Robbin Harsh Excavating, Inc. provided the low bid at \$15,750.00, but as noted above they did not provide the requested documentation of insurance coverage. This deficiency could be addressed prior to signing of an authorization for services agreement. Based on the results of this evaluation, staff recommends that Greenscape General Contracting be awarded the work, as they were fully responsive to our bid request.

### JUSTIFICATION

Implementation of neighborhood improvement projects like this is supported by the policies of the Township’s adopted Master Plan, which includes the following policy statements about housing best practices, preservation, and maintenance:

“The success of Union Township neighborhoods still relies in large part on the creation, preservation and rehabilitation of the housing stock, the availability of home ownership, the proximity to community facilities and services, and housing options for all segments of the population. People looking for a place to live, or deciding whether to stay within a geographic area, typically focus on several factors. These factors include the character of the neighborhood/immediate area, quality of the public-school system, distance from the workplace, perceptions of home value appreciation, the diversity of housing available to meet changing needs and income levels, among other issues.” (page 26)

“Residents who take pride in their homes, whether rented or owned, can contribute positively to a neighborhood’s image and reinvestment opportunities. Therefore, home stewardship should be supported broadly, beyond owner-occupied residences to include rental home and apartment maintenance.” (page 28)

**GOALS ADDRESSED**

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

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

The requested demolition, clean-up, and site restoration work is necessary to prepare the site for development of a new pedestrian connection between the two adjacent neighborhoods (1.3.1), which would help residents of all ages engage in a vibrant community life (1.1) and take pride in their neighborhood (1.1.1.3). This new connection would also improve neighborhood access to the E. Pickard Rd. business district (1.6).

**COSTS**

Adequate funds are included in the FY2022 General Fund budget to cover the cost of the requested work. The successful bidder would be expected to complete the project for the amount of their cost proposal.

**PROJECT TIMETABLE**

The requested work would be completed during the 2022 construction season, with the specific timeframe to be coordinated between Township staff and the contractor.

**RESOLUTION**

Motion approve the bid from Greenscape General Contracting not to exceed \$16,750.00 to demolish and remove the building foundation and existing wood fencing on lot 61 in the Country Squire Estates Subdivision No. 2, which is 5243 Jonathon Lane (PID 14-059-00-061-00), along with permanent removal and capping of utilities, removal and disposal of debris, refuse, and materials from the parcel, and associated site restoration; and to authorize the Township Manager to sign an authorization for services agreement with the successful bidder.

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

Yes:  
No:  
Absent:



**GREENSCAPE**  
GENERAL CONTRACTING

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Brian Cataldo  
P.O. Box 133  
Lake, MI 48632  
PH: (989) 544-2489  
Lic.#2101197111

**"5243 Jonathon Lane Site Restoration Project"**

We propose to furnish labor materials and equipment to perform cleanup and restoration at 5243 Jonathon Lane Union Township per specifications.

Total Cost. \$16,750.00

Quoted by.

Brian Cataldo April 11, 2022



**GREENSCAPE**  
GENERAL CONTRACTING

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Brian Cataldo  
P.O. Box 133  
Lake, MI 48632  
PH: (989) 544-2489  
Lic.#2101197111

### Project Work Plan

Greenscape General Contracting proposes to perform work and complete within 10 days of notice to proceed. Natural gas will be cut and capped by DTE. Greenscape will cut and permanently cap water and sewer. Removal and disposal of wood fencing, concrete block foundation, light pole, and debris. Backfill to existing grade with sand, topsoil (3 inches ) fine grade and hydroseed.



**GREENSCAPE**

Brian Cataldo  
P.O. Box 133  
Lake, MI 48632  
PH: (989) 544-2489  
FX: (989) 544-2817  
Lic.#2101197111

## **SAFETY AND HEALTH MANAGEMENT SYSTEM**

Establishment Name: GREENSCAPE  
Address: P.O. BOX 133  
City: LAKE, MI 48632  
Phone: (989) 544-2489                      Type of Business: CONSTRUCTION  
Chief Executive Officer: BRIAN CATALDO  
Employer Safety and Health Representative: DEBORAH L. SWEARS  
Employee Safety and Health Representative: DEBORAH L. SWEARS

### **MANAGEMENT COMMITMENT AND PLANNING**

The organization's culture can directly influence the success of the safety and health management system. Our management will play a major role to ensure its success. Management commitment requires managing safety and health like other organizational concerns, integrating safety and health into the entire organization, becoming personally involved, and establishing accountability for safety and health at all levels in the organization.

### **SAFETY AND HEALTH POLICY STATEMENT**

*“Every employee at GREENSCAPE is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. We will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote safe and healthful workplace at all times. Nurturing a positive employee environment with open communication, employee involvement, participation, accountability, and respect will help GREENSCAPE achieve a high level of safety and health performance.”*

  
\_\_\_\_\_  
Signature/Chief Executive Officer





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Peterson McGregor Insurance 1573 N Mitchell Street Cadillac MI 49601		<b>CONTACT NAME:</b> Mandy Hamilton <b>PHONE (A/C No. Ext):</b> 231-775-1293 <b>E-MAIL ADDRESS:</b> mhamilton@team-pma.com <b>FAX (A/C No.):</b> 231-775-1339	
<b>INSURED</b> Greenscape General Contracting LLC PO BOX 133 Lake MI 48632		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hastings Mutual Insurance Co. NAIC # 14176 <b>INSURER B:</b> Markel Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 24460708 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	CPP5115159	7/20/2021	7/20/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	ACV6115161	7/25/2021	7/25/2022	COMBINED SINGLE LIMIT (Ea Acc/Event) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		ULC6121627	8/1/2021	8/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	0006115162	8/8/2021	8/8/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Pollution		CPLMOL105434	2/14/2021	2/14/2022	General Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
State of Michigan is covered as an additional insured under Form PD 02 62 1015 Blanket Additional Insured

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Charkeey Blair</i>

9395 S. Clare Ave  
Clare, MI 48617

# Robbin Harsh Excavating, Inc.

Phone: 989-386-2752 Fax: 989-386-2639

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## QUOTE

Date: Wednesday, April 13, 2022

The charter township of union  
2010 south Lincoln road  
Mt. Pleasant, Michigan 48858

RE: Site restoration @  
5243 Jonathan lane  
Mt. Pleasant, Michigan 48858

Remove foundation wall and haul off site

Backfill and compact foundation

Cut and cap water and sewer

**(\*\*gas to be done by others\*\*)**

Remove approx. 50' of wood fence and debris and haul off site

Remove light pole and wire and haul off site

Topsoil and hydroseed all disturbed areas

Total Estimate: \$ 15,750.00

Thank you,

Aaron Harsh  
Robbin Harsh Excavating, Inc.  
[aaron@harshexcavating.com](mailto:aaron@harshexcavating.com)  
Cell # 989.429.2597

### Notes:

No permits other than stated, no soil erosion permits or control, no traffic control or signage included, no landscaping, no maintenance to seeding (mowing, watering, etc.), no compaction testing, no utilities of any kind included other than stated, no concrete or asphalt included, No staking or testing of any kind included. no allowances included, no fence removal and replacement included other than stated, no winter time conditions (snow removal, ground thawing, or frost laws, etc.), prevailing wages are not included, can only hold prices for ten days and pipe and catch basins have a 6-8 week lead time so orders have to be placed ahead of time

Prices are likely to increase during Michigan frost law season. These prices do not include any frost laws in the pricing. Terms are net 30 days. A service charge of 1.5 % per month will be added to all past due accounts, with an annual percentage rate of 18%. Bid based on current fuel prices, if fuel increases past 3.85 per gallon prices quoted, for every .05 increase in fuel a 1% charge will be added to the remainder of the work not completed.

Some projects might not have printed weight slips. Also Testing of aggregate is not included in prices. The aggregate may not be coming from an MDOT Certified pit if the aggregate happens to fail testing this will not result from reduction in pricing.

Robbin Harsh Excavating, Inc. is not responsible for any hit utilities / lines that are not visually marked by Miss Dig, City, Village, Township, school system or Private Party, etc..



To: Township Board of Trustees  
From: Sherrie Teall, Finance Director  
Subject: Policy Governance Review  
Date: April 21, 2022

Policy Review: 2.5 Financial Condition and Activities  
Type of Review: Internal  
Review Interval: Quarterly  
Review Month: April, 2022

### **Policy Wording**

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

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

2.5.1 Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

2.5.1 .1 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

2.5.2 Use any long-term reserves except for purposes and amounts specifically released by the Board.

2.5.3 Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

2.5.4 Fail to settle payroll and debts in a timely manner.

2.5.5 Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

2.5.6 Make a single unbudgeted emergency purchase or commitment, to maintain township operations, of greater than \$10,000 for the Township Hall and/or \$50,000 for the water and sewer systems.

2.5.7 Make a single purchase or commitment of greater than \$10,000. Purchases over \$5,000 shall not be made without timely notification to the Board.

2.5.8 Acquire, encumber or dispose of real property.

2.5.9 Fail to aggressively pursue receivables after a reasonable grace period.

2.5.10 Fail to maintain an adequate level of cash flow.

### **Manager Interpretation**

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore, all tax payments to other governmental entities are paid according to state statute, payroll is paid bi-weekly, and accounts payable invoices are processed and ready for board approval as soon as they are received, verified, and coded for payment.

### **Justification for Reasonability**

The interpretations are reasonable in that when the budget is approved by the Board of Trustees, it is left to the management team to operate within the guidelines established and to follow all state and federal statutes. The Township Board is to function as a policy making body and the management team is to function as implementer of that policy as indicated in the approved budget.

Attachments from BS&A system include General Fund departmental revenue and expenditure reports, special revenue fund and enterprise fund revenue and expenditure reports.

### **Data**

- Expenditures support Global Ends Policies
- No new debts were acquired in the 1st Quarter 2022
- No long-term General Fund reserves have been used for several years
- Current tax collections were distributed timely; Checks were issue on January 14<sup>th</sup>, January 27<sup>th</sup>, February 10<sup>th</sup>, February 23<sup>rd</sup>, and March 10<sup>th</sup>
- All payroll was paid timely in January, February, and March, 2022
- All payroll taxes and benefits were paid on schedule and on time
- W-2s and 1099 forms were filed accurately and on time to the Federal Government as well as the State of Michigan
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

### **Compliance**

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 03/31/2022

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021 NORMAL (ABNORMAL)			03/31/2022 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
Dept 000 - NONE						
402.000 CURRENT PROPERTY TAX	314,882.69		314,000.00	293,290.66		93.40
402.001 PROPERTY TAX REFUNDS-MTT	(1,253.16)		(5,000.00)	0.00		0.00
402.002 PILOT TAX	3,396.97		3,000.00	0.00		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	137.75		250.00	0.00		0.00
425.000 MOBILE HOME PARK TAX	3,032.00		2,600.00	0.00		0.00
445.000 INTEREST ON TAXES	938.51		600.00	0.00		0.00
446.000 3% OR 4% PENALTY ON TAX	4,220.13		4,000.00	6,212.92		155.32
447.000 ADMIN FEE-PROPERTY TAX	154,047.32		150,000.00	108,014.98		72.01
447.001 ADMIN FEES-REFUNDS MTT BOR	(1,360.44)		(1,000.00)	0.00		0.00
447.050 ADMIN FEE-STATE EDUC TAX(SET)	7,762.50		7,700.00	0.00		0.00
447.100 ADMIN FEE-PRIOR YEARS	215.79		200.00	0.00		0.00
475.000 CABLE FRANCHISE FEES	113,716.00		109,000.00	0.00		0.00
476.000 BUILDING PERMITS	59,556.00		55,000.00	9,435.00		17.15
477.000 RENTAL INSPECTION FEES	94,696.00		94,000.00	62,898.00		66.91
478.000 DOG LICENSE REVENUE	0.00		0.00	30.00		100.00
479.000 ZONING PERMITS	24,575.00		18,000.00	4,375.00		24.31
573.000 STATE AID REVENUE-LCSA	2,702.21		2,500.00	4,561.27		182.45
574.000 STATE REVENUE SHARING	1,375,571.00		1,180,000.00	0.00		0.00
574.100 LIQUOR STATE REVENUE SHARING	13,682.35		11,500.00	27.50		0.24
574.200 METRO ACT REVENUE SHARING-LCSA	8,228.20		8,200.00	0.00		0.00
576.000 STATE GRANTS-SPECIAL ELECTION REIMB	35,039.39		0.00	0.00		0.00
582.000 CONTRIBUTION FROM TRIBE	272,226.97		0.00	0.00		0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	211,000.00		10,000.00	0.00		0.00
584.000 CONTRIBUTION FROM SCHOOL SYSTEM	7,803.90		0.00	0.00		0.00
613.000 APPLICATION FEES	0.00		500.00	0.00		0.00
628.000 LAND DIVISIONS/CONDO CONV	400.00		1,500.00	100.00		6.67
630.000 WEED ABATEMENT SERVICES	760.25		1,200.00	240.00		20.00
651.000 USE FEES-BASEBALL FIELDS	1,590.00		1,600.00	40.00		2.50
655.000 FINES & FORFEITURES	626.50		800.00	3,650.00		456.25
665.000 INTEREST EARNED	26,007.91		10,500.00	4,863.60		46.32
667.000 RENT - JAMESON HALL	0.00		5,000.00	0.00		0.00
667.100 RENT - McDONALD PARK PAVILION	1,332.00		1,500.00	432.00		28.80
667.200 RENT - JAMESON PAVILION	1,296.00		1,500.00	264.00		17.60
667.300 LEASES	900.00		900.00	900.00		100.00
671.000 OTHER REVENUE	19,512.54		5,000.00	97.76		1.96
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	18,199.41		18,000.00	8,622.93		47.91
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		13,000.00	0.00		0.00
687.000 REFUNDS & REBATES	0.00		0.00	2,212.02		100.00
<b>Net - Dept 000 - NONE</b>	<b>2,775,441.69</b>		<b>2,025,550.00</b>	<b>510,267.64</b>		
Dept 101 - TRUSTEES						
702.000 SALARIES & WAGES	30,115.24		30,200.00	6,923.04		22.92
707.000 PER MEETING	4,650.00		4,000.00	800.00		20.00
709.000 EMPLR FICA CONTR	2,155.46		2,108.00	478.84		22.72
711.000 EMPLR MEDICARE CONTR	504.10		493.00	112.00		22.72
724.000 WORKER'S COMP	27.22		51.00	6.07		11.90
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50		4,310.00	3,407.50		79.06
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		500.00	0.00		0.00
900.000 PRINTING & PUBLISHING	0.00		600.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	915.00		5,100.00	0.00		0.00
910.100 SEMINAR LODGING	237.85		2,500.00	0.00		0.00
910.200 SEMINAR MEALS	141.82		500.00	0.00		0.00
915.000 MEMBERSHIP & DUES	16,489.85		16,400.00	13,114.82		79.97
955.000 MISC.	366.00		500.00	0.00		0.00
<b>Net - Dept 101 - TRUSTEES</b>	<b>(59,110.04)</b>		<b>(67,262.00)</b>	<b>(24,842.27)</b>		
Dept 171 - SUPERVISOR						
702.000 SALARIES & WAGES	6,274.14		6,250.00	1,442.32		23.08
707.000 PER MEETING	500.00		1,000.00	500.00		50.00
709.000 EMPLR FICA CONTR	420.09		450.00	120.44		26.76
711.000 EMPLR MEDICARE CONTR	98.34		105.00	28.19		26.85
724.000 WORKER'S COMP	10.18		12.00	2.91		24.25
767.000 UNIFORMS	0.00		100.00	0.00		0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		350.00	0.00		0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,000.00	0.00		0.00
910.100 SEMINAR LODGING	0.00		750.00	0.00		0.00
910.200 SEMINAR MEALS	0.00		200.00	0.00		0.00
915.000 MEMBERSHIP & DUES	0.00		275.00	0.00		0.00
<b>Net - Dept 171 - SUPERVISOR</b>	<b>(7,302.75)</b>		<b>(10,492.00)</b>	<b>(2,093.86)</b>		
Dept 172 - TWP MANAGER						

User: SHERRIE

PERIOD ENDING 03/31/2022

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2022 AMENDED BUDGET	03/31/2022 (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>					
702.000 SALARIES & WAGES	34,891.08		35,864.00	8,261.53	23.04
702.600 CAR ALLOWANCE	3,250.00		3,000.00	500.00	16.67
708.000 UNEMPLOYMENT	40.36		150.00	43.91	29.27
709.000 EMPLR FICA CONTR	2,329.30		2,387.00	539.18	22.59
711.000 EMPLR MEDICARE CONTR	544.85		558.00	126.10	22.60
716.000 EMPLR RETIREMENT CONTR	3,412.36		3,500.00	788.52	22.53
718.500 HEALTH INSURANCE	8,206.90		8,249.00	2,135.53	25.89
718.700 HEALTH INS-EE CONTRIBUTIONS	(313.62)		(331.00)	(91.65)	27.69
719.000 DENTAL INSURANCE	185.25		180.00	46.21	25.67
719.800 VISION INSURANCE	51.64		50.00	13.24	26.48
719.900 VISION INS-EE CONTRIBUTIONS	(25.85)		(25.00)	(6.70)	26.80
724.000 WORKER'S COMP	110.55		117.00	25.61	21.89
725.000 LIFE & DISABILITY BENEFIT	133.82		150.00	33.37	22.25
752.000 OFFICE SUPPLIES	43.10		300.00	0.00	0.00
767.000 UNIFORMS	90.00		0.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	415.36		800.00	515.74	64.47
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	161.95		0.00	0.00	0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	45,486.40		44,500.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00		7,000.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	40.00		1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		100.00	41.60	41.60
915.000 MEMBERSHIP & DUES	150.00		600.00	0.00	0.00
955.000 MISC.	149.50		300.00	0.00	0.00
967.150 CONTRIBUTION TO AQUATIC CENTER	10,000.00		0.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		500.00	0.00	0.00
<b>Net - Dept 172 - TWP MANAGER</b>	<b>(114,352.95)</b>		<b>(109,449.00)</b>	<b>(12,972.19)</b>	
<b>Dept 191 - ACCOUNTING/GEN ADMIN</b>					
702.000 SALARIES & WAGES	105,353.01		121,410.00	28,171.24	23.20
702.500 OVERTIME	3,979.05		4,000.00	1,316.14	32.90
705.000 LEAVE TIME PAYOUT	656.04		0.00	0.00	0.00
708.000 UNEMPLOYMENT	459.30		1,050.00	288.20	27.45
709.000 EMPLR FICA CONTR	6,475.88		7,785.00	1,746.53	22.43
711.000 EMPLR MEDICARE CONTR	1,514.64		1,737.00	408.49	23.52
716.000 EMPLR RETIREMENT CONTR	9,826.67		11,377.00	2,653.87	23.33
718.500 HEALTH INSURANCE	46,582.55		57,700.00	14,147.14	24.52
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,553.04)		(6,225.00)	(1,548.15)	24.87
719.000 DENTAL INSURANCE	2,993.63		3,618.00	880.36	24.33
719.800 VISION INSURANCE	679.70		825.00	195.53	23.70
719.900 VISION INS-EE CONTRIBUTIONS	(325.21)		(411.00)	(98.04)	23.85
724.000 WORKER'S COMP	316.87		380.00	84.83	22.32
725.000 LIFE & DISABILITY BENEFIT	532.41		850.00	186.82	21.98
752.000 OFFICE SUPPLIES	2,497.77		2,000.00	742.65	37.13
767.000 UNIFORMS	179.00		200.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,300.00		11,200.00	0.00	0.00
801.020 EXTERNAL AUDIT	16,100.00		17,500.00	10,000.00	57.14
850.000 COMMUNICATIONS	(12.99)		0.00	0.00	0.00
851.000 MAIL/POSTAGE	3,384.37		7,000.00	5,095.72	72.80
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	163.29		500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	2,796.60		1,500.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	838.00		3,500.00	1,552.50	44.36
910.100 SEMINAR LODGING	0.00		1,500.00	0.00	0.00
910.200 SEMINAR MEALS	120.22		200.00	42.37	21.19
915.000 MEMBERSHIP & DUES	1,004.50		800.00	97.38	12.17
955.000 MISC.	16.50		100.00	5.00	5.00
955.001 BANK FEES	82.00		250.00	74.00	29.60
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		500.00	0.00	0.00
<b>Net - Dept 191 - ACCOUNTING/GEN ADMIN</b>	<b>(202,960.76)</b>		<b>(251,846.00)</b>	<b>(66,042.58)</b>	
<b>Dept 215 - CLERK</b>					
702.000 SALARIES & WAGES	30,239.89		30,000.00	6,874.50	22.92
707.000 PER MEETING	0.00		2,000.00	250.00	12.50
709.000 EMPLR FICA CONTR	1,874.86		2,000.00	441.72	22.09
711.000 EMPLR MEDICARE CONTR	438.48		475.00	103.31	21.75
724.000 WORKER'S COMP	57.85		65.00	13.48	20.74
752.000 OFFICE SUPPLIES	44.88		1,000.00	0.00	0.00
754.000 OPERATING SUPPLIES	204.06		800.00	7.00	0.88
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00		300.00	130.46	43.49
900.000 PRINTING & PUBLISHING	3,381.73		2,500.00	448.25	17.93
910.000 PROFESSIONAL DEVELOPMENT	0.00		1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00		200.00	0.00	0.00

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2022 AMENDED BUDGET	03/31/2022	
Fund 101 - GENERAL FUND					
915.000 MEMBERSHIP & DUES		0.00	150.00	60.00	40.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE		589.99	500.00	(589.99)	(118.00)
980.100 NEW COMPUTER HARDWARE & SOFTWARE		0.00	500.00	0.00	0.00
<b>Net - Dept 215 - CLERK</b>		<b>(36,831.74)</b>	<b>(42,240.00)</b>	<b>(7,738.73)</b>	
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		41,193.67	46,669.00	12,203.62	26.15
950.000 HARDWARE REPLACEMENTS		9,545.41	24,000.00	1,899.00	7.91
<b>Net - Dept 228 - DATA PROCESSING, INFORMATION</b>		<b>(50,739.08)</b>	<b>(70,669.00)</b>	<b>(14,102.62)</b>	
Dept 253 - TREASURER					
702.000 SALARIES & WAGES		21,460.49	24,102.00	4,890.00	20.29
707.000 PER MEETING		50.00	500.00	0.00	0.00
709.000 EMPLR FICA CONTR		1,333.65	1,525.00	303.18	19.88
711.000 EMPLR MEDICARE CONTR		311.90	357.00	70.90	19.86
724.000 WORKER'S COMP		32.36	44.00	7.32	16.64
752.000 OFFICE SUPPLIES		856.41	1,000.00	65.90	6.59
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		0.00	1,000.00	0.00	0.00
851.000 MAIL/POSTAGE		3,735.34	4,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT		0.00	250.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT		365.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING		0.00	750.00	0.00	0.00
910.200 SEMINAR MEALS		0.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES		0.00	50.00	0.00	0.00
955.000 MISC.		0.00	200.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE		0.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE		474.99	500.00	0.00	0.00
<b>Net - Dept 253 - TREASURER</b>		<b>(28,620.14)</b>	<b>(35,978.00)</b>	<b>(5,337.30)</b>	
Dept 257 - ASSESSOR					
707.000 PER DIEM		1,625.00	4,125.00	1,625.00	39.39
709.000 EMPLR FICA CONTR		100.75	256.00	100.75	39.36
711.000 EMPLR MEDICARE CONTR		23.57	60.00	23.56	39.27
724.000 WORKER'S COMP		4.72	13.00	4.78	36.77
754.000 OPERATING SUPPLIES		96.98	500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		111,925.00	110,500.00	45,000.00	40.72
850.000 COMMUNICATIONS		509.52	600.00	127.38	21.23
851.000 MAIL/POSTAGE		1,493.29	2,000.00	2,534.45	126.72
900.000 PRINTING & PUBLISHING		852.75	2,000.00	494.91	24.75
910.000 PROFESSIONAL DEVELOPMENT		143.00	0.00	647.50	100.00
955.000 MISC.		0.00	250.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE		1,360.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE		0.00	500.00	0.00	0.00
<b>Net - Dept 257 - ASSESSOR</b>		<b>(118,134.58)</b>	<b>(121,304.00)</b>	<b>(50,558.33)</b>	
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES		310.59	1,500.00	912.60	60.84
708.000 UNEMPLOYMENT		0.00	20.00	11.86	59.30
709.000 EMPLR FICA CONTR		17.51	150.00	56.58	37.72
711.000 EMPLR MEDICARE CONTR		4.10	30.00	13.23	44.10
712.000 ELECTION WORKERS		7,961.50	18,000.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR		27.95	150.00	0.00	0.00
718.500 HEALTH INSURANCE		129.70	700.00	0.00	0.00
718.700 HEALTH INS-EE CONTRIBUTIONS		(26.71)	(100.00)	0.00	0.00
719.000 DENTAL INSURANCE		8.37	50.00	0.00	0.00
719.800 VISION INSURANCE		1.62	15.00	0.00	0.00
719.900 VISION INS-EE CONTRIBUTIONS		(0.81)	(7.00)	0.00	0.00
724.000 WORKER'S COMP		5.24	30.00	2.66	8.87
725.000 LIFE & DISABILITY BENEFIT		3.45	20.00	0.00	0.00
754.000 OPERATING SUPPLIES		9,102.74	12,000.00	2,879.49	24.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES		4,368.75	10,800.00	0.00	0.00
851.000 MAIL/POSTAGE		6,623.20	4,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT		49.95	0.00	0.00	0.00
900.000 PRINTING & PUBLISHING		0.00	1,600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT		0.00	300.00	0.00	0.00
955.000 MISC.		78.86	400.00	0.00	0.00
<b>Net - Dept 262 - ELECTIONS</b>		<b>(28,666.01)</b>	<b>(49,658.00)</b>	<b>(3,876.42)</b>	

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2022 AMENDED BUDGET	03/31/2022	
Fund 101 - GENERAL FUND					
Dept 265 - TWP HALL & GROUNDS					
702.000 SALARIES & WAGES	1,203.49		1,200.00	259.91	21.66
708.000 UNEMPLOYMENT	3.89		10.00	0.93	9.30
709.000 EMPLR FICA CONTR	71.97		70.00	15.52	22.17
711.000 EMPLR MEDICARE CONTR	16.85		20.00	3.63	18.15
716.000 EMPLR RETIREMENT CONTR	108.31		100.00	23.39	23.39
718.500 HEALTH INSURANCE	364.06		500.00	97.36	19.47
718.700 HEALTH INS-EE CONTRIBUTIONS	(42.35)		(30.00)	(12.19)	40.63
719.000 DENTAL INSURANCE	15.79		30.00	3.94	13.13
719.800 VISION INSURANCE	1.50		5.00	0.00	0.00
719.900 VISION INS-EE CONTRIBUTIONS	(0.74)		0.00	0.00	0.00
724.000 WORKER'S COMP	14.68		30.00	2.96	9.87
725.000 LIFE & DISABILITY BENEFIT	7.32		10.00	1.55	15.50
754.000 OPERATING SUPPLIES	4,558.82		6,500.00	329.06	5.06
776.100 HALL CLEANING	10,126.68		11,100.00	852.14	7.68
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	16,443.10		21,400.00	520.95	2.43
850.000 COMMUNICATIONS	2,979.13		3,000.00	939.39	31.31
890.000 SAFETY	1,018.23		1,100.00	506.17	46.02
917.000 WATER & SEWER CHARGES	656.60		700.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	11,059.14		12,000.00	4,189.74	34.91
930.001 MAINT-EQUIPMENT	61.76		500.00	0.00	0.00
930.200 MAINT-GROUNDS	142.95		1,000.00	238.79	23.88
930.300 MAINT-BUILDINGS	2,164.96		3,500.00	47.98	1.37
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.88		4,000.00	978.50	24.46
935.000 PROPERTY/LIABILITY INSURANCE	12,360.02		12,000.00	11,129.05	92.74
940.100 POSTAGE METER LEASE	1,851.00		2,000.00	462.75	23.14
955.000 MISC.	96.81		200.00	0.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS	(67,557.85)		(80,945.00)	(20,591.52)	
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	101,298.06		100,000.00	6,973.88	6.97
826.500 LEGAL FEES-ASSESSOR	24,865.20		0.00	0.00	0.00
Net - Dept 266 - LEGAL/ATTORNEY	(126,163.26)		(100,000.00)	(6,973.88)	
Dept 371 - BUILDING					
702.000 SALARIES & WAGES	124,755.95		163,600.00	38,180.00	23.34
702.500 OVERTIME	1,219.82		2,500.00	403.97	16.16
708.000 UNEMPLOYMENT	342.00		1,350.00	370.50	27.44
709.000 EMPLR FICA CONTR	7,290.61		9,720.00	2,252.82	23.18
711.000 EMPLR MEDICARE CONTR	1,705.08		2,280.00	526.87	23.11
716.000 EMPLR RETIREMENT CONTR	11,335.18		15,000.00	3,472.55	23.15
718.000 HEALTH & DENTAL BENEFIT	0.00		0.00	5.00	100.00
718.500 HEALTH INSURANCE	56,248.48		74,100.00	18,192.38	24.55
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,046.79)		(8,841.00)	(2,198.97)	24.87
719.000 DENTAL INSURANCE	4,032.74		5,160.00	1,255.02	24.32
719.800 VISION INSURANCE	760.89		1,060.00	266.24	25.12
719.900 VISION INS-EE CONTRIBUTIONS	(380.26)		(528.00)	(138.06)	26.15
724.000 WORKER'S COMP	542.80		750.00	172.09	22.95
725.000 LIFE & DISABILITY BENEFIT	700.66		1,070.00	240.84	22.51
752.000 OFFICE SUPPLIES	908.05		900.00	80.67	8.96
754.000 OPERATING SUPPLIES	614.96		600.00	11.87	1.98
759.000 GAS/FUEL	1,010.07		1,000.00	335.57	33.56
767.000 UNIFORMS	264.25		300.00	0.00	0.00
775.100 VEHICLE CLEANING	0.00		200.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	381.34		150.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	44,591.72		25,000.00	1,188.16	4.75
850.000 COMMUNICATIONS	961.08		800.00	292.50	36.56
851.000 MAIL/POSTAGE	0.00		35.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		100.00	0.00	0.00
900.000 PRINTING & PUBLISHING	1,795.32		1,500.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	715.00		5,000.00	260.00	5.20
910.100 SEMINAR LODGING	454.86		500.00	0.00	0.00
910.200 SEMINAR MEALS	71.94		750.00	70.78	9.44
915.000 MEMBERSHIP & DUES	1,125.00		1,200.00	515.00	42.92
930.000 VEHICLE REPAIRS & MAINTENANCE	857.61		800.00	2,066.23	258.28
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENT	0.00		2,475.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	3,085.00		2,600.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,843.92		3,775.00	1,339.97	35.50
Net - Dept 371 - BUILDING	(262,187.28)		(314,906.00)	(69,162.00)	
Dept 441 - PUBLIC WORKS					
920.000 STREET LIGHTING	25,404.39		24,000.00	5,299.12	22.08

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ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
962.000 DRAINS AT LARGE	28,195.30		59,000.00	50,527.01	85.64
967.000 CONTRIBUTIONS TO ROAD COMMISSION	451,843.62		247,000.00	0.00	0.00
970.100 SIDEWALKS AND NON MOTORIZED PATHS	0.00		300,000.00	0.00	0.00
<b>Net - Dept 441 - PUBLIC WORKS</b>	<b>(505,443.31)</b>		<b>(630,000.00)</b>	<b>(55,826.13)</b>	
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	148,685.49		150,604.00	35,114.34	23.32
707.000 PER DIEM	9,978.00		17,000.00	2,275.00	13.38
708.000 UNEMPLOYMENT	255.78		950.00	255.27	26.87
709.000 EMPLR FICA CONTR	9,183.69		10,260.00	2,194.12	21.39
711.000 EMPLR MEDICARE CONTR	2,147.79		2,400.00	513.15	21.38
716.000 EMPLR RETIREMENT CONTR	12,746.61		13,450.00	3,103.02	23.07
718.500 HEALTH INSURANCE	46,621.97		49,400.00	12,137.03	24.57
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,004.24)		(5,894.00)	(1,465.98)	24.87
719.000 DENTAL INSURANCE	3,337.44		3,440.00	836.76	24.32
719.800 VISION INSURANCE	353.76		386.00	90.84	23.53
719.900 VISION INS-EE CONTRIBUTIONS	(176.88)		(193.00)	(46.02)	23.84
724.000 WORKER'S COMP	592.89		651.00	140.78	21.63
725.000 LIFE & DISABILITY BENEFIT	717.60		800.00	179.40	22.43
752.000 OFFICE SUPPLIES	157.05		1,000.00	0.00	0.00
759.000 GAS/FUEL	0.00		400.00	0.00	0.00
767.000 UNIFORMS	67.50		200.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	153.99		325.00	12.00	3.69
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,944.36		35,750.00	1,498.94	4.19
804.000 CONTRIBUTION TO LOCAL AIRPORT	10,000.00		10,000.00	10,000.00	100.00
850.000 COMMUNICATIONS	604.89		250.00	161.90	64.76
851.000 MAIL/POSTAGE	0.00		150.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	234.98		200.00	144.29	72.15
900.000 PRINTING & PUBLISHING	4,808.80		5,500.00	2,239.60	40.72
910.000 PROFESSIONAL DEVELOPMENT	3,640.00		5,000.00	515.00	10.30
910.100 SEMINAR LODGING	475.70		750.00	0.00	0.00
910.200 SEMINAR MEALS	25.00		400.00	0.00	0.00
915.000 MEMBERSHIP & DUES	792.50		1,600.00	1,155.00	72.19
932.000 VEHICLE REPAIRS & MAINTENANCE	0.00		500.00	0.00	0.00
940.000 LEASE/RENT	0.00		0.00	950.00	100.00
955.000 MISC.	35.00		250.00	19.20	7.68
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		2,875.00	1,618.96	56.31
<b>Net - Dept 701 - PLANNING</b>	<b>(253,379.67)</b>		<b>(308,404.00)</b>	<b>(73,642.60)</b>	
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	17,793.18		34,791.00	1,505.37	4.33
702.500 OVERTIME	1,620.85		2,000.00	0.00	0.00
708.000 UNEMPLOYMENT	178.19		1,204.00	9.31	0.77
709.000 EMPLR FICA CONTR	1,956.35		3,060.00	90.54	2.96
711.000 EMPLR MEDICARE CONTR	457.55		715.00	21.17	2.96
712.000 TEMPORARY LABOR	13,289.50		15,080.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	1,747.27		2,780.00	135.48	4.87
718.500 HEALTH INSURANCE	9,808.32		19,760.00	762.14	3.86
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,165.48)		(2,950.00)	(25.66)	0.87
719.000 DENTAL INSURANCE	682.01		1,375.00	35.08	2.55
719.800 VISION INSURANCE	160.00		309.00	2.34	0.76
719.900 VISION INS-EE CONTRIBUTIONS	(79.99)		(154.00)	(1.11)	0.72
724.000 WORKER'S COMP	657.55		1,100.00	31.20	2.84
725.000 LIFE & DISABILITY BENEFIT	143.58		280.00	3.48	1.24
754.000 OPERATING SUPPLIES	4,102.94		3,500.00	15.09	0.43
759.000 GAS/FUEL	1,697.16		1,500.00	0.00	0.00
767.000 UNIFORMS	418.87		500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,757.87		7,800.00	1,004.51	12.88
890.000 SAFETY	377.00		1,500.00	419.69	27.98
900.000 PRINTING & PUBLISHING	240.00		500.00	66.28	13.26
910.000 PROFESSIONAL DEVELOPMENT	0.00		400.00	0.00	0.00
917.000 WATER & SEWER CHARGES	5,656.99		6,000.00	408.13	6.80
920.000 ELECTRIC/NATURAL GAS	3,408.60		4,000.00	1,077.38	26.93
930.001 MAINT-EQUIPMENT	1,530.53		1,500.00	0.00	0.00
930.200 MAINT-GROUNDS	8,920.09		12,000.00	161.45	1.35
930.250 MAINT-DOG PARK	2,800.00		3,000.00	0.00	0.00
930.300 MAINT-BUILDINGS	1,446.18		1,500.00	230.65	15.38
933.000 MAINT-VEHICLES	129.66		500.00	183.77	36.75
955.000 MISC.	0.00		200.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	7,565.97		4,000.00	0.00	0.00
<b>Net - Dept 751 - PARKS &amp; RECREATION</b>	<b>(89,300.74)</b>		<b>(127,750.00)</b>	<b>(6,136.29)</b>	

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND						
Dept 901 - CAPITAL OUTLAY						
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	17,536.00		132,000.00		0.00	0.00
976.303 CAPITAL OUTLAY-PROPERTY	2,429.84		38,000.00		48.00	0.13
976.306 CAPITAL OUTLAY-PARKS DEPT	220,446.61		16,000.00		27,433.80	171.46
976.309 CAPITAL OUTLAY-VEHICLES	0.00		96,000.00		0.00	0.00
976.313 CAPITAL OUTLAY-ALTERNATIVE ENERGY	0.00		30,000.00		0.00	0.00
976.314 CAPITAL OUTLAY-NEW TWP HALL/RENO STUD	0.00		20,000.00		0.00	0.00
Net - Dept 901 - CAPITAL OUTLAY	(240,412.45)		(332,000.00)		(27,481.80)	
Dept 910 - DEBT SERVICE-LEASES						
991.500 LEASE PAYABLE PRINCIPAL	3,250.00		0.00		0.00	0.00
992.500 LEASE PAYABLE INTEREST	72.29		0.00		0.00	0.00
Net - Dept 910 - DEBT SERVICE-LEASES	(3,322.29)		0.00		0.00	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	2,775,441.69		2,025,550.00		510,267.64	25.19
TOTAL EXPENDITURES	2,194,484.90		2,652,903.00		447,378.52	16.86
NET OF REVENUES & EXPENDITURES	580,956.79		(627,353.00)		62,889.12	10.02

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND					
Dept 000 - NONE					
402.000 CURRENT REAL PROPERTY TAX	708,317.49		659,912.97		94.14
402.001 PROPERTY TAX REFUNDS-MTT	(3,013.61)		0.00		0.00
402.002 PILOT TAX	7,643.15		0.00		0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		0.00		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	289.53		0.00		0.00
445.000 INTEREST ON TAXES	38.13		0.00		0.00
543.000 STATE GRANT-PUBLIC SAFETY	19,273.36		0.00		0.00
573.000 STATE AID REVENUE-LCSA	5,404.43		10,262.82		205.26
600.200 FIRE PROTECTION - EDDA	81,150.00		0.00		0.00
600.300 FIRE PROTECTION - WDDA	59,515.99		0.00		0.00
665.000 INTEREST EARNED	3,546.30		484.06		16.14
671.000 OTHER REVENUE	54,090.00		0.00		0.00
<b>Net - Dept 000 - NONE</b>	<b>936,254.77</b>	<b>858,800.00</b>	<b>670,659.85</b>		
Dept 336 - FIRE DEPARTMENT					
702.000 SALARIES & WAGES	2,152.67		0.00		0.00
709.000 EMPLR FICA CONTR	128.76		0.00		0.00
711.000 EMPLR MEDICARE CONTR	30.13		0.00		0.00
716.000 EMPLR RETIREMENT CONTR	193.74		0.00		0.00
718.500 HEALTH INSURANCE	1,032.23		0.00		0.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(62.12)		0.00		0.00
719.000 DENTAL INSURANCE	58.11		0.00		0.00
719.800 VISION INSURANCE	5.02		0.00		0.00
719.900 VISION INS-EE CONTRIBUTIONS	(2.51)		0.00		0.00
724.000 WORKER'S COMP	34.81		0.00		0.00
725.000 LIFE & DISABILITY BENEFIT	9.63		0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	796,300.00		406,450.00		50.00
801.025 HYDRANT FLUSHING	0.00		0.00		0.00
934.000 FIRE HYDRANT REPAIRS	0.00		0.00		0.00
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(799,880.47)</b>	<b>(848,050.00)</b>	<b>(406,450.00)</b>		
<b>Fund 206 - FIRE FUND:</b>					
TOTAL REVENUES	936,254.77	858,800.00	670,659.85		78.09
TOTAL EXPENDITURES	799,880.47	848,050.00	406,450.00		47.93
NET OF REVENUES & EXPENDITURES	136,374.30	10,750.00	264,209.85		2,457.77

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	447,562.57		468,000.00	0.00	0.00
402.001 PROPERTY TAX REFUNDS-BOR MTT	(504.39)		(4,000.00)	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	76.47		300.00	0.00	0.00
445.000 INTEREST ON TAXES	7.16		500.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	56,127.27		56,000.00	0.00	0.00
665.000 INTEREST EARNED	4,340.17		4,800.00	622.07	12.96
671.000 OTHER REVENUE	0.00		100.00	14,820.00	4,820.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	24,224.69		15,270.00	3,720.50	24.36
801.001 MAINT- BENCHES/TRASH RECEPTACLES	0.00		5,000.00	0.00	0.00
801.003 SIDEWALK SNOWPLOWING	5,900.00		11,000.00	0.00	0.00
801.004 RIGHT OF WAY LAWN CARE	28,557.00		23,000.00	0.00	0.00
801.005 IRRIGATION / LIGHTING REPAIRS	13,196.92		35,000.00	6,644.70	18.98
801.007 FLOWER / LANDSCAPE MAINTENANCE	14,634.70		21,000.00	0.00	0.00
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,695.00		21,960.00	4,630.00	21.08
826.000 LEGAL FEES	713.00		2,000.00	0.00	0.00
851.000 MAIL/POSTAGE	469.58		0.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00		10,000.00	0.00	0.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	554.30		250.00	0.00	0.00
915.000 MEMBERSHIP & DUES	405.00		500.00	0.00	0.00
917.000 WATER & SEWER CHARGES	13,595.90		17,000.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	12,628.91		14,000.00	3,841.38	27.44
935.000 PROPERTY/LIABILITY INSURANCE	1,697.25		1,800.00	1,528.22	84.90
940.000 LEASE/RENT	600.00		700.00	475.00	67.86
955.000 MISC.	0.00		100.00	0.00	0.00
Net - Dept 000 - NONE	366,737.00		306,870.00	(5,397.73)	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	81,150.00		81,200.00	0.00	0.00
Net - Dept 336 - FIRE DEPARTMENT	(81,150.00)		(81,200.00)	0.00	
Dept 728 - ECONOMIC DEVELOPMENT					
967.300 SEWER SYSTEM PROJECTS	0.00		435,000.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	0.00		250,000.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00		175,000.00	0.00	0.00
967.600 PARKS PROJECTS	211,000.00		10,000.00	0.00	0.00
971.000 CAPITAL OUTLAY-LAND	197,705.13		0.00	0.00	0.00
974.000 CAPITAL OUTLAY-LAND IMPROVEMENTS	7,041.50		90,000.00	73.82	0.08
Net - Dept 728 - ECONOMIC DEVELOPMENT	(415,746.63)		(960,000.00)	(73.82)	
Fund 248 - EAST DDA FUND:					
TOTAL REVENUES	507,609.25		525,450.00	15,442.07	2.94
TOTAL EXPENDITURES	637,768.88		1,259,780.00	20,913.62	1.66
NET OF REVENUES & EXPENDITURES	(130,159.63)		(734,330.00)	(5,471.55)	0.75

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND						
Dept 000 - NONE						
402.000 CURRENT PROPERTY TAX	341,992.49		359,000.00	0.00		0.00
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	0.00		0.00
420.000 DELQ PERSONAL PROPERTY CAPT	20.93		20.00	0.00		0.00
445.000 INTEREST ON TAXES	2.89		200.00	0.00		0.00
573.000 STATE AID REVENUE-LCSA	37.50		0.00	0.00		0.00
665.000 INTEREST EARNED	4,881.92		4,400.00	1,059.44		24.08
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	15,604.69		8,270.00	2,867.50		34.67
826.000 LEGAL FEES	975.00		0.00	0.00		0.00
880.000 COMMUNITY PROMOTION	5,000.00		5,000.00	0.00		0.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	0.00		0.00
900.000 PRINTING & PUBLISHING	554.30		0.00	0.00		0.00
915.000 MEMBERSHIP & DUES	405.00		400.00	0.00		0.00
967.400 STREET/ROAD PROJECTS	0.00		330,000.00	0.00		0.00
<b>Net - Dept 000 - NONE</b>	<b>324,396.74</b>		<b>(24,050.00)</b>	<b>(1,808.06)</b>		
Dept 336 - FIRE DEPARTMENT						
830.000 PUBLIC SAFETY - FIRE PROTECTION	59,515.99		59,000.00	0.00		0.00
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(59,515.99)</b>		<b>(59,000.00)</b>	<b>0.00</b>		
Dept 728 - ECONOMIC DEVELOPMENT						
940.000 LEASE/RENT	0.00		0.00	475.00		100.00
967.500 SIDEWALK/PATHWAY PROJECTS	12,840.00		320,000.00	0.00		0.00
<b>Net - Dept 728 - ECONOMIC DEVELOPMENT</b>	<b>(12,840.00)</b>		<b>(320,000.00)</b>	<b>(475.00)</b>		
<b>Fund 250 - WEST DDA FUND:</b>						
TOTAL REVENUES	346,935.73		359,620.00	1,059.44		0.29
TOTAL EXPENDITURES	94,894.98		762,670.00	3,342.50		0.44
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>252,040.75</b>		<b>(403,050.00)</b>	<b>(2,283.06)</b>		<b>0.57</b>

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND						
Dept 000 - NONE						
582.000 CONTRIBUTION FROM TRIBE	38,226.97		0.00	0.00	0.00	0.00
665.000 INTEREST EARNED	531.01		550.00	30.03	5.46	
Net - Dept 000 - NONE	38,757.98		550.00	30.03		
Dept 728 - ECONOMIC DEVELOPMENT						
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	34,000.00		0.00	0.00	0.00	0.00
965.600 CONTRIBUTION TO SEWER FUND	0.00		50,000.00	0.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	238,226.97		0.00	0.00	0.00	0.00
967.600 PARKS PROJECTS	13,295.00		0.00	0.00	0.00	0.00
Net - Dept 728 - ECONOMIC DEVELOPMENT	(285,521.97)		(50,000.00)	0.00		
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES	38,757.98		550.00	30.03	5.46	
TOTAL EXPENDITURES	285,521.97		50,000.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES	(246,763.99)		(49,450.00)	30.03	0.06	

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND					
Dept 000 - NONE					
456.000 CONNECTION FEE	80,451.32			13,375.05	17.83
582.000 CONTRIBUTION FROM TRIBE	0.00			0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	0.00			0.00	0.00
627.000 SERVICE	1,383,941.01		1,466,744.00	364,610.29	24.86
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00	0.00
628.000 INSPECTION FEE	2,150.00			0.00	0.00
655.000 FINES & FORFEITURES	32,235.50		33,000.00	14,952.43	45.31
665.000 INTEREST EARNED	16,346.01		7,200.00	1,459.92	20.28
670.000 DEBT RETIREMENT	1,157,824.46		1,215,384.00	305,163.48	25.11
671.000 OTHER REVENUE	718.99		3,000.00	0.00	0.00
687.000 REFUNDS & REBATES	2,043.58		0.00	0.00	0.00
<b>Net - Dept 000 - NONE</b>	<b>2,675,710.87</b>		<b>3,011,828.00</b>	<b>699,561.17</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	257,118.77		269,577.00	64,722.02	24.01
702.500 OVERTIME	10,840.69		10,000.00	2,380.87	23.81
702.700 LONGEVITY PAY	3,592.45		4,332.00	0.00	0.00
708.000 UNEMPLOYMENT	507.23		2,604.00	525.02	20.16
709.000 EMPLR FICA CONTR	16,659.46		17,681.00	4,028.37	22.78
711.000 EMPLR MEDICARE CONTR	3,896.51		4,135.00	942.24	22.79
712.000 TEMPORARY LABOR	6,482.16		10,088.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	23,263.53		24,000.00	5,726.31	23.86
718.500 HEALTH INSURANCE	85,526.17		93,062.00	24,206.95	26.01
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,985.57)		(7,538.00)	(2,289.34)	30.37
719.000 DENTAL INSURANCE	4,180.71		4,386.00	1,194.44	27.23
719.800 VISION INSURANCE	554.39		601.00	132.92	22.12
719.900 VISION INS-EE CONTRIBUTIONS	(277.27)		(300.00)	(66.90)	22.30
724.000 WORKER'S COMP	2,129.52		2,131.00	495.68	23.26
725.000 LIFE & DISABILITY BENEFIT	1,238.07		1,381.00	330.00	23.90
726.000 COMPENSATED ABSENCES	1,657.70		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	919.39		1,500.00	421.82	28.12
754.000 OPERATING SUPPLIES	3,717.06		5,000.00	989.37	19.79
759.000 GAS/FUEL	9,339.19		10,000.00	2,278.39	22.78
767.000 UNIFORMS	1,241.01		2,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	22,247.10		37,600.00	8,394.78	22.33
850.000 COMMUNICATIONS	2,093.21		3,000.00	335.11	11.17
851.000 MAIL/POSTAGE	1,315.56		4,000.00	1,052.14	26.30
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	687.17		750.00	115.54	15.41
890.000 SAFETY	3,327.10		6,000.00	907.32	15.12
900.000 PRINTING & PUBLISHING	413.80		1,500.00	203.36	13.56
910.000 PROFESSIONAL DEVELOPMENT	512.50		2,500.00	0.00	0.00
910.100 SEMINAR LODGING	0.00		1,000.00	0.00	0.00
910.200 SEMINAR MEALS	31.08		100.00	0.00	0.00
915.000 MEMBERSHIP & DUES	459.00		500.00	42.50	8.50
920.000 ELECTRIC/NATURAL GAS	75,635.79		87,000.00	22,508.08	25.87
930.000 REPAIRS	1,858.33		180,000.00	0.00	0.00
930.001 MAINT-EQUIPMENT	1,532.90		27,000.00	464.91	1.72
930.200 MAINT-GROUNDS	567.00		2,000.00	201.67	10.08
930.300 MAINT-BUILDINGS	3,988.00		5,000.00	25.48	0.51
933.000 MAINT-VEHICLES	4,201.87		6,000.00	211.77	3.53
933.500 MAINT-LIFT STATIONS	18,835.25		195,000.00	5,054.01	2.59
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMEN'	0.00		2,450.00	0.00	0.00
934.300 OPTO 22 MAINTENANCE	14,218.71		15,000.00	1,317.63	8.78
934.500 MAINT. AGREEMENT ON EQUIPMENT	3,393.14		8,700.00	3,643.29	41.88
935.000 PROPERTY/LIABILITY INSURANCE	21,006.48		21,000.00	18,360.63	87.43
972.013 HOOKUP LABOR & MATERIAL	95.62		10,000.00	0.00	0.00
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00		1,470,000.00	7,244.73	0.49
977.000 NEW EQUIPMENT PURCHASE	1,232.92		437,750.00	1,810.65	0.41
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,841.44		1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,087.22		21,500.00	450.00	2.09
980.400 SECURITY	0.00		2,670.00	0.00	0.00
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>	<b>(613,182.36)</b>		<b>(3,003,660.00)</b>	<b>(178,361.76)</b>	
Dept 540 - WWTP					
702.000 SALARIES & WAGES	294,627.88		298,443.00	69,590.92	23.32
702.500 OVERTIME	13,073.03		11,200.00	2,956.51	26.40
702.700 LONGEVITY PAY	7,075.90		6,122.00	0.00	0.00
708.000 UNEMPLOYMENT	580.76		2,250.00	617.50	27.44
709.000 EMPLR FICA CONTR	18,739.05		18,710.00	4,353.16	23.27
711.000 EMPLR MEDICARE CONTR	4,387.39		4,375.00	1,018.08	23.27
716.000 EMPLR RETIREMENT CONTR	28,329.93		28,420.00	6,529.30	22.97
718.500 HEALTH INSURANCE	116,169.16		123,490.00	30,276.076	24.52
718.700 HEALTH INS-EE CONTRIBUTIONS	(11,491.09)		(13,550.00)	(3,370.77)	24.88

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND					
719.000 DENTAL INSURANCE	6,951.44		1,743.18		24.32
719.800 VISION INSURANCE	873.12		277.68		29.11
719.900 VISION INS-EE CONTRIBUTIONS	(436.24)		(131.58)		27.58
724.000 WORKER'S COMP	3,577.86		815.53		22.65
725.000 LIFE & DISABILITY BENEFIT	1,612.74		403.65		22.43
743.000 CHEMICALS	40,835.13		21,250.22		42.50
744.000 LAB EQUIPMENT & SUPPLIES	27,720.22		11,216.42		32.05
752.000 OFFICE SUPPLIES	480.92		222.07		44.41
754.000 OPERATING SUPPLIES	11,420.73		5,455.56		45.46
759.000 GAS/FUEL	2,918.22		625.29		19.54
767.000 UNIFORMS	618.88		362.50		18.13
774.100 BIOXIDE	66,500.06		22,512.68		28.14
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	25,122.62		6,602.68		14.53
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	26,661.18		0.00		0.00
801.300 CONT. SERV. - LAB ANALYSIS	5,032.34		339.00		5.65
850.000 COMMUNICATIONS	4,588.50		1,125.74		32.16
851.000 MAIL/POSTAGE	159.08		124.27		16.57
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	209.44		0.00		0.00
890.000 SAFETY	4,748.56		955.42		19.11
900.000 PRINTING & PUBLISHING	177.80		155.45		31.09
910.000 PROFESSIONAL DEVELOPMENT	1,117.80		2,261.40		75.38
910.100 SEMINAR LODGING	0.00		0.00		0.00
910.200 SEMINAR MEALS	31.08		0.00		0.00
915.000 MEMBERSHIP & DUES	83.00		152.00		30.40
917.000 WATER & SEWER CHARGES	9,527.20		1,840.32		15.34
920.000 ELECTRIC/NATURAL GAS	149,727.41		37,326.37		21.21
923.000 PROPANE	0.00		0.00		0.00
930.001 MAINT-EQUIPMENT	2,326.86		269.00		4.48
930.200 MAINT-GROUNDS	1,385.22		40.19		1.15
930.300 MAINT-BUILDINGS	1,670.98		954.69		19.09
933.000 MAINT-VEHICLES	1,597.73		676.52		27.06
934.300 OPTO 22 MAINTENANCE	4,124.94		1,165.37		11.65
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.83		1,543.49		30.87
934.981 SAMPLING EQUIPMENT MAINT.	34.19		46.63		1.17
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	15,049.89		512.20		1.46
934.983 SECONDARY TREAT EQUIP. MAINT.	22,152.44		791.25		3.10
934.984 SOLIDS EQUIPMENT MAINT.	10,516.60		5,403.27		36.02
934.985 DISINFECTION EQUIPMENT MAINT.	943.98		0.00		0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,346.35		0.00		0.00
934.987 TERTIARY FILTER MAINT.	9,277.05		5,310.00		35.40
935.000 PROPERTY/LIABILITY INSURANCE	15,811.47		14,236.76		94.91
949.000 IPF	0.00		0.00		0.00
958.100 PERMITS & FEES	8,284.40		6,275.48		48.27
977.000 NEW EQUIPMENT PURCHASE	195.00		319.95		6.40
980.000 NEW OFFICE EQUIPMENT & FURNITURE	225.74		0.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	1,231.64		0.00		0.00
Net - Dept 540 - WWTP	(960,199.41)		(265,152.33)		
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	39,847.68	0.00	0.00		0.00
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	16,200.00	0.00	0.00		0.00
996.003 BOND INTEREST-RURAL DEVELOPMENT	142,944.28	143,650.00	15,274.99		10.63
Net - Dept 906 - DEBT SERVICE	(198,991.96)	(143,650.00)	(15,274.99)		
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	10.46	0.00	0.00		0.00
Net - Dept 910 - DEBT SERVICE-LEASES	(10.46)	0.00	0.00		
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	731,996.80	700,000.00	0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE	(731,996.80)	(700,000.00)	0.00		
Fund 590 - SEWER FUND:					
TOTAL REVENUES	2,675,710.87	3,011,828.00	699,561.17		23.23
TOTAL EXPENDITURES	2,504,380.99	4,997,134.00	458,789.077		9.18



ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
NET OF REVENUES & EXPENDITURES	171,329.88		(1,985,306.00)		240,772.09	12.13

User: SHERRIE

PERIOD ENDING 03/31/2022

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021 NORMAL (ABNORMAL)			03/31/2022 NORMAL (ABNORMAL)		
Fund 591 - WATER FUND						
Dept 000 - NONE						
450.000 WATER SALES	1,467,085.94		1,424,306.00	347,452.04		24.39
450.100 BULK WATER SALES	445.00		1,000.00	0.00		0.00
450.200 FINAL READ	2,859.00		4,000.00	1,140.00		28.50
450.300 TURN-OFF	4,141.00		4,000.00	1,888.00		47.20
452.000 LATERALS	23,295.50		5,000.00	0.00		0.00
454.000 BENEFIT FEES	53,882.52		50,000.00	14,268.21		28.54
459.000 CONNECTION FEES	80,624.85		54,000.00	14,915.00		27.62
479.000 REVENUE-REPLACEMENT METERS	675.00		1,000.00	0.00		0.00
628.000 INSPECTION FEE	3,450.00		1,300.00	0.00		0.00
655.000 FINES & FORFEITURES	16,879.70		20,000.00	6,389.79		31.95
665.000 INTEREST EARNED	15,087.06		8,100.00	1,434.00		17.70
665.100 INTEREST EARNED-SPEC ASSESS	1,782.20		4,000.00	0.00		0.00
667.300 LEASES - TOWER RENTAL	52,371.45		56,000.00	16,712.28		29.84
671.000 OTHER REVENUE	2,115.23		8,000.00	1,163.15		14.54
672.500 REVENUE-SPECIAL ASSESS	0.00		10,000.00	11,708.15		117.08
687.000 REFUNDS & REBATES	2,006.09		0.00	0.00		0.00
Net - Dept 000 - NONE	1,726,700.54		1,650,706.00	417,070.62		
Dept 536 - WATER/SEWER SYSTEMS						
702.000 SALARIES & WAGES	403,044.73		408,370.00	97,385.55		23.85
702.500 OVERTIME	36,577.77		30,000.00	7,863.18		26.21
702.700 LONGEVITY PAY	5,457.95		6,263.00	0.00		0.00
708.000 UNEMPLOYMENT	809.61		3,506.00	805.01		22.96
709.000 EMPLR FICA CONTR	27,129.86		27,784.00	6,328.31		22.78
711.000 EMPLR MEDICARE CONTR	6,344.24		6,498.00	1,479.85		22.77
712.000 TEMPORARY LABOR	7,426.88		6,200.00	0.00		0.00
716.000 EMPLR RETIREMENT CONTR	38,836.07		39,243.00	9,195.10		23.43
718.500 HEALTH INSURANCE	138,895.44		142,458.00	37,423.25		26.27
718.700 HEALTH INS-EE CONTRIBUTIONS	(12,156.88)		(15,595.00)	(3,808.17)		24.42
719.000 DENTAL INSURANCE	7,924.25		7,824.00	2,067.87		26.43
719.800 VISION INSURANCE	936.01		987.00	220.73		22.36
719.900 VISION INS-EE CONTRIBUTIONS	(467.87)		(493.00)	(111.35)		22.59
724.000 WORKER'S COMP	7,325.99		8,243.00	1,751.17		21.24
725.000 LIFE & DISABILITY BENEFIT	1,948.84		2,151.00	509.75		23.70
726.000 COMPENSATED ABSENCES	4,511.09		0.00	0.00		0.00
752.000 OFFICE SUPPLIES	904.96		1,500.00	421.82		28.12
753.000 PROCESS CHEMICALS/CHLORINE	52,209.29		60,000.00	18,161.06		30.27
754.000 OPERATING SUPPLIES	9,401.40		13,000.00	2,220.00		17.08
759.000 GAS/FUEL	9,331.09		9,000.00	1,617.46		17.97
767.000 UNIFORMS	1,241.04		2,000.00	0.00		0.00
774.100 MXU	8,640.00		10,000.00	0.00		0.00
800.000 WELL HEAD PROTECTION	0.00		500.00	0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	72,902.92		102,259.00	28,309.48		27.68
801.002 LAB FEES	12,268.43		15,600.00	6,575.09		42.15
801.025 HYDRANT FLUSHING	0.00		(30,000.00)	0.00		0.00
801.800 WATER STUDY	25,500.00		22,500.00	0.00		0.00
850.000 COMMUNICATIONS	5,989.40		6,000.00	2,450.93		40.85
851.000 MAIL/POSTAGE	2,162.62		5,400.00	1,226.10		22.71
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	542.47		1,200.00	159.06		13.26
890.000 SAFETY	3,374.36		6,000.00	1,467.72		24.46
900.000 PRINTING & PUBLISHING	2,824.58		4,300.00	344.71		8.02
910.000 PROFESSIONAL DEVELOPMENT	822.50		5,000.00	60.00		1.20
910.100 SEMINAR LODGING	0.00		1,000.00	0.00		0.00
910.200 SEMINAR MEALS	31.07		450.00	0.00		0.00
915.000 MEMBERSHIP & DUES	619.00		1,000.00	42.50		4.25
920.000 ELECTRIC/NATURAL GAS	140,634.19		165,000.00	46,571.02		28.22
930.000 REPAIRS	27,674.65		50,000.00	4,927.52		9.86
930.001 MAINT-EQUIPMENT	6,871.26		15,000.00	935.92		6.24
930.200 MAINT-GROUNDS	3,572.98		3,000.00	201.65		6.72
930.300 MAINT-BUILDINGS	4,730.47		5,000.00	382.83		7.66
933.000 MAINT-VEHICLES	5,691.05		6,000.00	212.28		3.54
933.100 MAINT-WATER WELLS	155.45		70,000.00	0.00		0.00
933.200 MAINT-TREATMENT PLANTS	19,605.41		60,800.00	4,499.05		7.40
933.300 MAINT-WATER TOWERS	4,130.79		33,000.00	1,164.04		3.53
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMEN'	0.00		2,450.00	0.00		0.00
934.300 OPTO 22 MAINTENANCE	12,484.42		16,000.00	2,010.50		12.57
934.500 MAINT. AGREEMENT ON EQUIPMENT	8,265.16		13,950.00	3,935.59		28.21
935.000 PROPERTY/LIABILITY INSURANCE	23,694.28		19,500.00	21,334.50		109.41
940.500 ROYALTIES	4,973.09		5,000.00	1,009.88		20.20
955.000 MISC.	10.00		0.00	0.00		0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	155.45		719,000.00	6,255.00		0.87
972.013 HOOKUP LABOR & MATERIAL	35,157.18		50,000.00	4,885.00		9.77
977.000 NEW EQUIPMENT PURCHASE	868.12		14,750.00	1,810.66		12.28
977.600 METER REPLACEMENT PROGRAM	31,000.00		30,000.00	4,327.07		14.43
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,481.45		1,000.00	0.00		0.00

ACCOUNT DESCRIPTION	END BALANCE 12/31/2021		2022 AMENDED BUDGET	YTD BALANCE 03/31/2022		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND						
980.100 NEW COMPUTER HARDWARE & SOFTWARE		8,177.64	24,170.00	660.86		2.73
Net - Dept 536 - WATER/SEWER SYSTEMS		(1,222,642.15)	(2,213,768.00)	(329,290.04)		
Dept 906 - DEBT SERVICE						
990.000 BOND ISSUE COST AMORTIZATION		1,578.75	1,579.00	0.00		0.00
996.001 BOND - PAYING AGENT FEES		750.00	800.00	0.00		0.00
996.002 BOND INTEREST - (2010 WATER)		50,538.77	47,780.00	23,888.75		50.00
Net - Dept 906 - DEBT SERVICE		(52,867.52)	(50,159.00)	(23,888.75)		
Dept 910 - DEBT SERVICE-LEASES						
992.500 LEASE PAYABLE INTEREST		15.41	0.00	0.00		0.00
Net - Dept 910 - DEBT SERVICE-LEASES		(15.41)	0.00	0.00		
Dept 960 - DEPRECIATION EXPENSE						
969.000 DEPRECIATION EXPENSE		393,918.50	400,000.00	0.00		0.00
Net - Dept 960 - DEPRECIATION EXPENSE		(393,918.50)	(400,000.00)	0.00		
<b>Fund 591 - WATER FUND:</b>						
TOTAL REVENUES		1,726,700.54	1,650,706.00	417,070.62		25.27
TOTAL EXPENDITURES		1,669,443.58	2,663,927.00	353,178.79		13.26
NET OF REVENUES & EXPENDITURES		57,256.96	(1,013,221.00)	63,891.83		6.31
<b>TOTAL REVENUES - ALL FUNDS</b>						
TOTAL REVENUES - ALL FUNDS		9,007,410.83	8,432,504.00	2,314,090.82		27.44
TOTAL EXPENDITURES - ALL FUNDS		8,186,375.77	13,234,464.00	1,690,052.51		12.77
NET OF REVENUES & EXPENDITURES		821,035.06	(4,801,960.00)	624,038.31		13.00

**Policy Governance Executive Limitations Evaluation Form**

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

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

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

Comments regarding further policy development:

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

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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 \_\_\_\_\_

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: April 21, 2022

Policy Review: 2.6 Asset Protection  
Type of Review: Internal by Manager  
Review Interval: Annual  
Review Month: April 2022

## **Policy Wording**

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

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

- 2.6.1 Fail to insure against theft and casualty losses to at least 80% percent replacement value and against liability losses to board members, staff, and the organization itself in an amount greater than the average for comparable organizations.
- 2.6.2 Allow un-bonded personnel access to material amounts of funds.
- 2.6.3 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 2.6.4 Operate without proper risk management toward continuous operations and services.
- 2.6.5 Unnecessarily expose the organization, its board, or staff to claims of liability.
- 2.6.6 Make any asset purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) without having obtained comparative prices and quality; (c) without a stringent method of assuring the balance of long-term quality and cost.
  - A. Exception: sole source vendors
  - B. Exception: emergency purchases
- 2.6.7 Fail to protect intellectual property, information and files from loss or significant damage.

- 2.6.8 Receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 2.6.9 Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in noninterest-bearing accounts except where necessary to facilitate ease in operational transactions.
- 2.6.10 Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
- 2.6.11 Fail to operate without seeking best practices and continuous improvement in operations.

**Manager Interpretation**

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is appropriate and timely maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's and generally accepted accounting standards, 5) that the township, when making purchase ensures that proper procurement practices have been followed, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a manner consistent with best practices.

**Justification of Reasonability of Interpretation**

The Township Manager's interpretation utilizes the subunits of the policy that is clearly written and approved by the Board of Trustees.

**Data**

- The Manager acknowledges the excellent job that all township staff have done during the ongoing COVID19 pandemic to maintain service levels and serve the needs of business community, residents, and others while following the Township's COVID19 Response Plan protocols
- Township physical assets are currently insured under the Michigan Township Association PAR Plan which is updated annually-see attached 2022 Renewal Certificate of Insurance
- Prepared and submitted Annual State of Michigan Emergency Action Plan
- Removed non-operational windmills at Township Hall as a preventive safety measure
- Rolling stock fleet is regularly maintained and/or replaced to ensure employee safety.
- Training to reduce risk of injury in the Public Services Department included:
  - Forklift training and certification held June 8, 2021
  - MIOSHA Safety Training held September 21, 2021
  - Excavation, Trenching, and Shoring Awareness safety training conducted in December 2021
  - Lab QA/QC operator review and training

- Community and Economic Development Department staff participated in various professional training events covering a variety of procedural and technical topics throughout the year to stay up-to-date related to specific areas of expertise
- Approximately 1,725 feet of new public sidewalks and sidewalk connections were constructed as part of projects subject to site plan approval in 2021
- Ongoing maintenance and repair of the Economic Development Authority's streetlighting system, benches, and other streetscape improvements ensure that the Township's investments into these public improvements are protected and functional for residents and visitors
- Each month the Township Hall exit, and emergency lights are tested for function and repaired or replaced as needed to maintain full operation.
- All of the Township Hall's smoke/carbon monoxide detectors were inspected in 2021
- The Community and Economic Development Department staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances, to review and address any deficiencies or issues, and to minimize re-design during the construction process
- Water and Wastewater infrastructure and equipment are maintained on a regular basis per an Asset Management Plan, which is update annually.
  - Sanitary Survey Inspection completed
  - Repairs of water shut off boxes, fire hydrants, and water valves throughout township distribution system
  - Installation inspection, pressure testing, and sampling of new water mains and fire hydrants at necessary
  - Completed touchpad, meter, and mxu maintenance throughout the year
  - Monthly maintenance of chlorine injectors and pump tubes
  - Serviced and cleaned sewer vac truck, trucks, generators, backhoe, and other township equipment throughout year
  - Sanitary sewer collection system maintenance conducted including the rehabilitation and relining of nineteen (19 Manholes), manhole repair, sanitary sewer line cleaning, pump station alarm testing, sewer line repairs, and wet well cleaning
  - Yearly generator inspections and service by Wolverine Power – follow up maintenance completed by township staff
  - Broadway Water Tower 2021 Maintenance Project completed
  - Well #3 Cleaning and Maintenance Project completed
  - Cathodic Protection elevated storage tank inspections completed by Corpo Waterworks
- Purchases are made following a procurement process that requires board approval and competitive bidding
- Computer backups are performed daily, and testing is performed three times per year to ensure the process of restoring data using backup files is working properly
- IT security awareness training occurs throughout the year
- Auditors are contacted on a regular basis when questions arise related to proper internal controls
- Cash is invested in appropriate securities to promote safety of principal while also attempting to maximize yield. See attached 2021 YE investment report.

- Successfully applied for fire protection reimbursement from the State of Michigan receiving \$19,200 for fire protection on State owned buildings in the Township
- For the 2021 tax year, 264 online tax payments were received for \$1,458,589 while 221 tax payments for \$453,413 were received during the 2020 tax year. This was an increase of 19% in the number of transactions
- Hired full-time Accounting Specialist to improve financial processes, internal controls, transparency, and service to the public
- Finance Director maintains list of assets that is verified by auditors
- Filed and posted the Township's financial information timely to meet the State's requirements for continued receipt of CVTRS State Revenue Sharing dollars
- Finance Director attends training regularly through the Michigan Government Finance Officers Association and other sources to seek out advice in best practices and continuous improvements in financial operations
- FY 2020 Audited Financial Statements by external auditors received an opinion that statements fairly reflected the financial condition of the organization in all material respects

### **Compliance**

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



## Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.6 – Asset Protection

Date: April 2022

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

Comments regarding further policy development:

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

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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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U.S. SPECIALTY INSURANCE COMPANY

RENEWAL CERTIFICATE



TOKIOMARINE  
HCC

Michigan Township Participating Plan



Master Policy No. HMTP-0110000  
Certificate No. **HMTP-302160**  
Renewal of HMTP-292160

**NAMED INSURED AND ADDRESS:**  
UNION CHARTER TOWNSHIP  
2010 S. LINCOLN ROAD

MT. PLEASANT, MI 48858  
ISABELLA COUNTY

**AGENT NAME AND ADDRESS:**  
BERENDS HENDRICKS STUIT INSURANCE  
AGENCY, INC.  
3055 44th STREET SW

GRANDVILLE, MI 49418  
**AGENT NO.** 99900

**POLICY PERIOD:** From: **11/01/2021** To: **11/01/2022**  
at 12:01 a.m. Standard Time at your mailing address shown above.

**PAYMENT PLAN:** ANNUAL

**BUSINESS DESCRIPTION:** GOVERNMENTAL SUBDIVISION

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in the policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment. Please note that the various coverage parts are afforded by different risk carriers.

**The following COVERAGE PARTS are provided by U.S. SPECIALTY INSURANCE COMPANY ("USSIC"):**

	<b>PREMIUM</b>
Commercial Property Coverage Part	\$ INCLUDED
Equipment Breakdown Coverage Part	\$ INCLUDED
Commercial Inland Marine Coverage Part	\$ INCLUDED
Commercial Crime Coverage Part	\$ INCLUDED
Commercial General Liability Coverage Part	\$ INCLUDED
Employee Benefits Liability Coverage Part	\$ INCLUDED
Law Enforcement Liability Coverage Part	\$ INCLUDED
Public Officials Liability Coverage Part	\$ INCLUDED
Commercial Auto Coverage Part	\$ INCLUDED
Commercial EDP Coverage Part	\$ INCLUDED
TRIA Coverage	\$ EXCLUDED
<b>TOTAL ANNUAL USSIC PREMIUM</b>	<b>\$ 79,907</b>

*This policy is exempt from the filing requirements of section 2236 of the insurance code of 1956, 1956 PA 218, MCL 500.2236.*

**The following COVERAGE PARTS are provided by the MICHIGAN TOWNSHIP PARTICIPATING PLAN ("MTPP"):**

MTPP Cyber Liability Coverage Part	\$ EXCLUDED
<b>TOTAL ANNUAL MTPP PREMIUM:</b>	<b>\$ 0</b>

*The MTPP cyber coverage part is written pursuant to MCL section 124.5 et al.*

**FORMS APPLICABLE TO ALL COVERAGE PARTS:**

- No changes from previous Policy Period.
- Changes on the attached endorsements shown below are effective as of the inception date of the Policy period specified above.

Refer to PKGILH0002 2020 Schedule of Forms and Endorsements

**COUNTERSIGNED** 12/2/2021 **BY** \_\_\_\_\_  
DATE AUTHORIZED REPRESENTATIVE

02/01/2020

**Charter Township of Union  
Investments with Isabella Bank  
December 31, 2021**

<b>Investment</b>	<b>Original Purchase Date</b>	<b>Last Renewal Date</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Original Amount</b>	<b>Balance 12/31/2021</b>
General Fund CD -	11/21/2017	2/21/2021	12 months	0.20%	2/21/2022	750,000	800,914
General Fund CD - CDARS	1/25/2021	1/28/2021	12 months	0.20%	1/28/2022	577,684	577,684
General Fund CD	10/8/2021	10/8/2021	48 months	0.50%	10/8/2025	2,000,000	2,001,672
Fire Fund CD	3/13/2019	3/13/2021	12 months	0.20%	3/13/2022	425,000	447,163
East DDA CD	11/21/2017	2/21/2021	12 months	0.20%	2/21/2022	500,000	533,942
West DDA CD	7/16/2018	7/16/2021	12 months	0.350%	7/16/2022	601,422	634,756
West DDA CD	7/16/2019	7/16/2021	12 months	0.350%	7/16/2022	304,691	314,658
Water Fund CD	11/21/2017	2/21/2021	12 months	0.20%	2/21/2022	500,000	533,942
Sewer Fund CD	11/21/2017	2/21/2021	12 months	0.20%	2/21/2022	500,000	533,942
Sewer Fund Reserve CD	3/13/2019	3/13/2021	12 months	0.20%	3/13/2022	277,887	228,712
<b>Total Investments</b>						<b><u>6,436,685</u></b>	<b><u>6,607,386</u></b>

<b>To:</b> Board of Trustees	<b>DATE:</b> April 22, 2022
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 04/27/2022
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action  Emergency

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

Finance Approval  N/A

**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 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

**Board Policy 3.4 – Agenda Planning**

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.

3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.

3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.

3.4.2.2 Governance education and education related to Ends determination, (e.g., presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.

3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

3.4.3.1 The Board will include as an agenda item for a regular board meeting in June and January discussion regarding upcoming Saginaw Chippewa Indian Tribe 2% application options

3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

**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 April 27, 2022.**

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

1. Indicate item by item if you believe the Board 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 its' policies more completely?