



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

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. July 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 – July 13, 2022 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: FY 2022 Budget Amendment #1
- B. Discussion/Action: (Teall) Policy Governance 2.0 Global Executive Constraint
- C. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition and Activities
- D. Discussion/Action: (Board of Trustees) Policy Governance 4.4 Monitoring Township Manager Performance

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	2/15/2025
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	6/22/2026
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: July 22, 2022  
Re: July Monthly Activity Report

Attached is the monthly activity report for July.

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



## **Monthly Activity Report**

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** July 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, Bark Park, and several internal Board/Commission/Authority meetings during the month.
- Attended monthly meeting with leaders from City, CMU, and County
- 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
- Met with representatives from Renaissance School Academy regarding school signage on Isabella Rd.
- Held several meetings with department directors to review budget to actual reports for 1<sup>st</sup> quarter
- Attended demonstration on new AV set up in Board room as part of installing a Hybrid board meeting environment
- Met with John Zang, Chairperson of the MMARA, regarding site location questions.
- Attended meeting with County and other local agencies regarding the upcoming study related to the ICMRF

## **Finance Department – No Report**

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

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

- The Community and Economic Development Director completed the state’s Redevelopment Ready Communities (RRC) Best Practices Training Series online to help ensure that the Township is well-positioned for future redevelopment opportunities and to make the Township eligible for potential future Redevelopment Ready certification through the state program.
- The Community and Economic Development Director participated in a 6/16/2022 meeting with the Mt. Pleasant Area Convention and Visitors Bureau’s Sports Committee for coordination of activities associated with upcoming sports tournaments at various venues.
- The Finance Director and Community and Economic Development Director completed preparation, posting, and outside agency notifications for the annual East and the West DDA Districts financial and EDA Board activity reports for 2021 as required per Public Act 57 of 2018.
- The Community and Economic Development Director met twice 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 to the US-127 interchange.
- The Community and Economic Development Director and Township Manager attended the first Annual Meeting of the Middle Michigan Development Corporation on 6/21/2022.
- The Building Services Clerk supported the Community and Economic Development Director and Economic Development Authority Board with preparation and distribution of board packets and minutes; and served as the initial contact person for coordination with East DDA District service contractors.
- The Community and Economic Development Director served as the Chair for the regular June meeting of the Mt. Pleasant Airport Joint Operations and Management Board. In this role, the Director also assisted the Airport Manager by preparing a draft letter of intent for the Mt. Pleasant Municipal Airport to use to apply to the Mt. Pleasant Area Convention and Visitors Bureau for a “destination marketing” grant to support the complete vinyl vehicle wrap of the airport’s new Crew Car courtesy vehicle.
- The Rental Inspector completed compilation of a current inventory and directory (photographs and mapping) of East DDA District streetlight poles, trash cans, park benches, and related improvements in anticipation of the 2023-2024 MDOT road construction project.

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

- The regular June 21, 2022, EDA Board meeting was held in the Lincoln Reception Center (2300 S. Lincoln Road). During the meeting, the EDA Board:
  - Authorized an appropriation of \$48,000.00 for the purchase of the lot at 2120 Yats Drive and associated demolition and site restoration as a neighborhood stabilization project in the East DDA District.
  - Authorized an appropriation of \$1,000.00 (\$500.00 from east DDA District) to support the maintenance and operation of the new crew car/courtesy vehicle for flight crews on layover at the Mt. Pleasant Municipal Airport to use to access area businesses.

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

- The Building Official provided the following services during the month:
  - 72 Inspections

- 59 Permits issued
- 6 Certificate of Occupancies issued
- Follow up phone calls
- Finalized Jersey Mikes restaurant on E. Pickard Rd. and Issued a Certificate of Occupancy
- Start of Marathon Filling Station/Dunkin Donuts project
- Krist Oil Filling Station on E. Pickard Rd. - Plan Review
- Plan Review for Remodel of Pickard St. Shell Station
- The Building Services Clerk provided the following services during the month:
  - Created and implemented a workflow in the BS&A Building Module to notify Building Services Clerk when an online payment has been made.
  - 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.
  - Administrative support for Rental Inspector
  - Prepared monthly Census and HBA reports for building permits

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.
- As of June 2022, there are a total of 3,740 rental units in our database for annual inspections and certifications.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 906 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 (working with landlord and tenants on 2 complaints: 1 resolved and 1 outstanding).
- 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.
- The Rental Inspector visited the Yats Drive rental properties on 6/29/2022 for possible violations in response to comments from EDA Board members (Yats Drive is in the East DDA District). No Housing Licensing Code Ordinance violations were observed.

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

- The Community and Economic Development Director attended a Michigan Association of Planning led training webinar on renewable energy facilities in Michigan.
- The Community and Economic Development Director and Zoning Administrator met with the development team for a new church/public assembly/concert hall facility project to discuss applicable ordinance requirements and options.

- The Community and Economic Development Director met with the Township Manager, Public Services Director, and Chair of the Mid-Michigan Aquatic Recreational Authority to discuss applicable ordinance requirements and options for development of a regional aquatics facility if it were to be proposed in the Township.
- The Community and Economic Development Director and Zoning Administrator met via Zoom with the representative of a local group exploring options for development of transitional housing for homeless families and individuals in the County. Discussion focused on the PUD option as the appropriate development review process for this project if it were to be proposed in the Township. The Community and Economic Development Director attended a follow up meeting with the group.
- The Zoning Administrator also provided the following services:
  - (4) Zoning review approval letters for building permit applications.
  - (1) temporary use permit for meat sales in Menards parking lot
  - Building sign permit for new Jersey Mike’s restaurant on E. Pickard Road.
  - (7) Miss Dig notifications for various projects. Owners contacted for permits on projects.

Ordinance Enforcement Activities (1.1, 1.3):

- 5025 E Pickard Rd. – Dilapidated warehouse building. Necessary repairs and replacement of missing roofing and siding materials promptly completed following an initial notice of violations. This matter is now closed.
- 2185 Carter St – excessively tall grass. Violation corrected after notice. This matter is now closed.
- 2129 S. Isabella Rd. – excessively tall grass. Violation corrected. This matter is now closed.
- 2025 S. Lincoln Rd. – excessively tall grass. Violation corrected. This matter is now closed.
- 1753 Airway Dr. – excessively tall grass. Violation corrected after notice. This matter is now closed.
- 4475 S. Whiteville Rd. – excessively tall grass. Violation corrected. This matter is now closed.
- 1911 E. Broomfield Rd. – excessively tall grass. Violation corrected. This matter is now closed.
- 5655 E. Pickard Rd. - Illegal placement of Jersey Mikes temporary signs in the road right-of-way. Owner contacted and signs were promptly removed and relocated. This matter is now closed.
- 5594 S Mission Rd. – Unlawful residential rental unit in a commercial building. In response to a tenant complaint, the Rental Inspector inspected the premises and determined that the rental dwelling unit was not in compliance with Housing Licensing Code requirements and does not have a current rental certification. A notice of violation has been issued and the owner has confirmed their intent to resolve the violations.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits. The owner has not yet responded to the initial notice of violation. Follow up code enforcement activity is in process.
- 981 Craig Hill Rd. – Unlawful portable sign at location of proposed Dog Town Museum site. This property has been the subject of previous ordinance enforcement activity. The Zoning Administrator contacted the owner to notify her of the sign violation and to request removal or replacement with a sign conforming to the Township’s sign regulations. The owner was also reminded again about conflicts between the announced plans to use the site as a museum and the requirements of the existing B-5 zoning classification, and of the necessity for submittals and Township approvals of rezoning and site plan applications for the proposed change of use before the project could proceed. The owner has also been repeatedly reminded that State Construction Code, barrier-free accessibility, and building permit requirements apply to the proposed conversion of the existing dwelling into a place of public assembly (museum). If the proposed museum were to open without resolving these ordinance and code deficiencies, it would become

necessary for the Township to issue stop work orders and potentially to seek a court order to vacate the premises until the violations are resolved.

- 475 S. Meridien Road – Unlawful business in the AG (Agricultural) District. In response to a complaint and follow up staff investigation, an initial notice of violation was issued, and the business owner was invited to meet with staff to discuss options. The Community and Economic Development Director and Zoning Administrator met with the business owner in-person on 5/25/2022 to discuss the Township’s home occupation and home-based limited business requirements, and to discuss options for correcting the violations. The Director also connected the business owner with the Chamber of Commerce and Middle Michigan Development Corporation for additional help with managing growth and potential relocation assistance. During a follow up conversation with the Zoning Administrator in late June, the business owner asked for additional time and was granted an additional 100 days (to mid-October) to resolve the violations by moving all activities off-site.
- 5279-5281 E. Pickard Rd. – Unlawful vehicle display for sale on the lawn areas in the front yard of the Pawn Shop. Owner notified of the violation with a request to limit vehicle parking/display to the existing parking lot.
- 5351 E. Pickard Rd. – Unlawful recreational vehicle (RV) displays on the lawn areas in the front yard of the RV dealership. Owner notified of the violation with a request to limit RV parking/display to the dealership’s established parking and sales lot.
- 954 E. Remus Rd. (Green Scene Landscaping). – Unlawful fill and drainage alterations. The required grading permit application and plans for the necessary corrective actions to correct non-compliance regarding parking lot improvements and grading changes was approved and a grading permit issued by the Township. Upon completion of the corrective actions, a final inspection will be conducted to verify compliance. The grading permit is valid through to November of this year, so all work must be completed prior to the end of the 2022 construction season.
- 5281 Jonathon Ln. Received complaint about noise and condition of a fence. Owner contacted with door knocker notices and by phone messages. The Zoning Administrator met with current occupant on-site and learned that the owner is unavailable until June 21, 2022. Sent follow up letter from site visit to both the occupant and to the owner at their temporary off-site address.
- 5351 E. Pickard Rd. – Complaint about unlawful use of the About Time Transport offices in an existing commercial office/warehouse building as a residence in violation of B-5 zoning district standards. Investigation of possible ordinance violations is in process.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe residential building. This property has been the subject of previous code enforcement activity. A follow up reminder notice sent via email generated no response from the owner. Site visits found the property unoccupied at the time. Follow up code enforcement is in process

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

- The regular June 21, 2022, Planning Commission meeting was held in the Lincoln Reception Center (2300 S. Lincoln Road). During the meeting, the Planning Commission:
  - Opened and held a public hearing on the PSUP22-01 Special Use Permit application for Agri-Tourism Business known as Heirloom Grove located at 5297 S. Whiteville Road. The special use permit was subsequently approved subject to several conditions.
  - Approved the PSPR22-02 Preliminary Site Plan 22-02 application for Agri-Tourism Business known as Heirloom Grove located at 5297 S. Whiteville Road as presented.
  - Approved the PSPR22-06 Combined Preliminary/Final Site Plan application for Isabella Citizens for Health Phase II medical office facility located at 2790 Health Parkway subject to two conditions.

- Re-opened the public hearing on the PREZ 22-01 Planned Unit Development Rezoning/PUD Concept Plan Application for the updated 4-story Den on Broomfield mixed use (commercial/residential) development on E. Broomfield Road at Sweeney Road. Following the hearing and deliberation, the Commission adopted a motion to postpone action with a request for submittal of an updated PUD Concept Plan for further review.
- Approved a request for a 365-calendar day extension of final site plan approval for the Sam’s Club Filling Station project after finding that the applicant had satisfied the provisions for granting an extension.
- Parks and Recreation Plan update – discussion

Zoning Board of Appeals Activities (1.1):

- The regular June 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):

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

- The Community and Economic Development Director prepared a draft map and memo outlining existing park facilities in the Township and some potential locations for new Township parks for Planning Commission consideration.
- The Community and Economic Development Director worked with representatives of the three leagues that use our park ballfields, tournament organizers, and the Public Services Director to coordinate use of the Township’s ballfields and to resolve problems.
- The Community and Economic Development Director attended the 6/2/2022 quarterly meeting of the Chippewa River Watershed Alliance group, which is focused on *“Working as a community to improve water quality, protect and restore natural resources, and enhance outdoor recreational opportunities within the Chippewa River watershed.”*

Other Activities:

- The Community and Economic Development Director hosted a 6/3/2022 pre-construction meeting with representatives from the contractor (The Isabella Corporation) and Township engineering consultants (ROWE Professional Services) for the E. Remus Rd. (M-20) sidewalk project. The project has received MDOT Permit approval for work in the M-20 right-of-way. Construction is anticipated to begin in mid-July. (1.1, 1.2, 1.3, 1.4)
- The Community and Economic Development Director and City Planner met with the County Administrator on 6/6/2022 to informally discuss county buildings from a land use planning and community development perspective. (1.1)
- The Community and Economic Development Director and Township Manager met on 6/16/2022 with a small group of representatives from the Renaissance Public Charter Academy and a parent of a student at the school to discuss their plans and priorities for traffic control during peak pick-up and drop-off periods. (1.1, 1.3)
- 5243 Jonathon Lane property – The contractor completed the demolition and site clean-up/restoration work on this site, and also provided temporary fencing along the E. Kay St. frontage of the lot to prevent encroachments while the new groundcover is taking hold. (1.1, 1.2, 1.3)
- The Community and Economic Development Department received and responded to four (4) Freedom of Information Act (FOIA) request during the month.
- The Community and Economic Development Director met with Jacob Kain (City Planner) to discuss planning-related issues of mutual interest. (1.1)

- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues. (1.1)

## **Public Services Department**

Community well-being and the common good:

- Jameson Hall Rental –opened rentals as of June 1, 2022 – two rentals in June
- Processed (1) ACH Request; (25) Transfers of Service/Final Bills
- Prepared (1) Misc. Invoice – Alwood Nursery; Set-up (1) new customer accounts; Prepared (2) cost estimates and (1) permit for residential/commercial water and sewer services/meter purchases.
- Received/Processed (260) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Shut-off/turned-on (49) accounts for non-payment.
- Worked with Administrative Assistant preparing text file/PDF tax bills for mortgage companies.
- Prepared and coded department credit card and accounts payable statements/bills.
- Jameson Park general cleaning and maintenance
- McDonald Park field preparation, general cleaning, maintenance, and mowing
- Provided support for Little League tournament June 24, 2022 – June 26, 2022
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Attended ICRC regular board meetings and provided meeting notes to Township Manager.
- Coordinated cross connection notices and inspections with Hydro Corp.
- Read water meters, completed rereads, and prepared and mailed 1,891 quarterly water and sewer bills in the amount of \$1,049,989.44.
- Updated Construction Progress Reporting Survey for the US Census Bureau – Jameson Park Project
- Completed the following RFBA
  - Township Hall Feasibility Report
- Hauled recycling from the Township Hall to recycling center
- Reviewed updated Township Hall Feasibility Study
- Updated Citizens Guide to Special Assessments in accordance to PA95 of 2022
- Worked with MacTV and CMS to complete board room AV updates
  - Installation of two televisions and new HDMI connection boxes at Township Hall for Board Room Updates project completed by Public Service Department Staff
- Removal of brush from fence at Jameson Park.
- Installed new plastic guard on ballfield fence at Jameson Park.
- Installed water meters at ballfields at McDonald Park and setup irrigation controllers.

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
- (187) Miss Dig underground markings completed throughout Township
- Completed (3) 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 (3) site plan, (1) building permits, (0) demolition permit, (0) PUD
- Monthly fire extinguisher, AED, and eye wash inspections
- WWTP - Routine plant maintenance
- WWTP - Routine lab maintenance
- In anticipation of M20 Reconstruction Project completed and submitted lead and copper service replacement reporting for MDOT
- Utility personnel assisted parks as needed.
- Completed project to seal, repair, and adjust 20 sanitary sewer manholes in the Mission Creek collection area – township staff completed inspections
- Pump Station #7 upgrade construction substantially complete – awaiting fence delivery so fence installation can be completed
- Continued project to scan and organize as-built drawings and blueprints located at the Isabella Well Site.
- Conducted preconstruction meetings for the following projects:
  - Pump Station #1
  - River Road High Service Pump Installation
- Submitted yearly Consumer Confidence Report Certification to EGLE
- Daily organization and training of seasonal employees
- Attended Michigan Water Withdrawal Assessment and Permitting Process Webinar on June 21, 2022.
- Worked with Gourdie Frasier to complete and submit Source Water Assessment Grant Application in the amount of \$77,500 - 50/50 match for new well exploration activities
- Working with Gourdie Frasier to complete project list for Notice of Intent to Apply for State Revolving Fund (SRF) and Drinking Water Revolving Fund (DWRP) which are the funding sources being used for Infrastructure and Jobs Act (IJA) Funding
- 2022 Service Truck was delivered the week of June 13, 2022. Information on new truck and trade-in was provided to insurance carrier and Finance Department. Truck was approved and ordered in 2021.
- Inspection of installation of water main and fire hydrant at Summerhill Village located on Mission Road.
- Inspection and sampling of fire hydrant installation at GrafX Central.
- GIS: In response to a request from PubWorks asset-management software development, the GIS & Mapping Specialist used GIS and SQL Server database management tools to change the attribute tables in Union Township's geodatabase.
- GIS: Responding to a request for GIS information from the Mt. Pleasant Fire Department, provided a spreadsheet giving the GPS locations and other details for eight (8) hydrants recently added to Union Township's water system.
- GIS: In response to a MISS DIG 811 design ticket, the GIS & Mapping Specialist provided water and sanitary sewer drawings to Rowe Professional Services for a Consumers Energy electric-main replacement project, with the area of interest being along the Ann Arbor Railroad tracks beginning 200 feet southeast of Isabella Road, across Mission Road and to West Campus Drive.
- GIS: Scanned and georeferenced engineering drawings for the Copper Beech Townhomes on Bluegrass. Used the drawings to make major changes to the sanitary collection and water distribution systems in the GIS.

- Removed failed battery charger from Cummins generator at pump station # 7 ordered replacement and installed.
- Removed and replaced failed 8"x 6" fire hydrant tee, reinstalled fire hydrant at 501 Crawford Road. Issued boil water notice and completed bacti sampling.
- Installed 480-volt three phase breaker, disconnect, conduit and wiring for installation of wet well aerator (Wet Well Wizard) at pump station # 14.
- Installed updated de-ragger control screen at pump station # 7.
- Removed piece of shut down 12" water main on River Road to verify which valves were seated and holding. Installed two repair sleeves and reassembled.
- Took delivery of spare pump for pump station # 7 (Included in bid price for station upgrade)
- Repaired leaking fire hydrant at the WWTP.
- Repaired sewer force main leak on River Road. Cut force main and re-routed into manhole in front of WWTP.
- Removed sediment from WWTP oxidation ditch with backhoe and hauled away.
- Dug up water main on Joseph Drive to turn on service that was left off by contractor during installation of water main.
- WWTP - Completed EPA DMR QC blind lab sample analysis
- WWTP - Finished grit removal from Oxidation Ditch 4
- WWTP - Replaced old Opto controller with updated Groov unit in Solids Building
- WWTP - Installed variable frequency drive (VFD) on thickener sludge pump
- Installed conduit for radar transducer power on digesters
- Training/Review old method for phosphorus analysis due to HACH method supply issues
- Inspected recently cleaned oxidation ditch #4
- Installed Davit Crane Bases for Aerators 7 and 8 motor and gear boxes
- Customer complaint 3700 River Road sand in water – build up in water heater - hard water issue (worked with plumber to resolve problem).
- Analyzed free and total chlorine throughout the distribution system.
- Material pricing for Krist Oil hydrant installation.
- Access to Broadway tank for AT&T repairs.
- Water shut off irrigation system Pickard Road for DDA.
- Gathered GPS points for Crawford Rd, Park Place, and Mission Rd.
- Organized and held meetings to have the sewer leads, sewer laterals, and water laterals added to Pub Works mapping.
- Inspected the installation of 6-inch water main, fire hydrant, pressure test, and water samples for Summer Hill Trailer Park.
- Customer complaint dirty water 834 E Pickard Rd. (flushed fire hydrants).
- Customer complaint dirty water 5935 E. Pickard Rd. (flushed fire hydrant).
- Corpro Waterworks cathodic protection inspections completed on Lincoln, and Deerfield elevated water towers.
- Installed new touchpad at Bioilife on Bluegrass Road.
- Water meter inspection 3700 Deerfield Building V – Lexington Ridge.
- Participated in online training video on chlorine and chloramines in drinking water.

## **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.
- Meet with Kari Cotter, Accounting Specialist, to provide overview of Township government, internal organizational structure, and other related topics so she had context that would assist in performing the duties of the position
- Meet with Finance Director to review BA #2 agenda item
- Meet with representatives from Renaissance School Academy and ICRC regarding school signage on Isabella Rd. New solar powered LED enhance signage will be installed in Aug/Sept along Isabella Rd. north and south of the school. Total cost ~\$9.5k to be split three ways between school, ICRC, and UT
- Attend monthly meeting with leaders from City, CMU, and County
- Hold quarterly meeting with Departments and CMS regarding IT related issues
- Begin preparation of FY '23 budget development
- Township Manager will be out of office last week in July

### **Finance Department – No Report**

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

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

- The Community and Economic Development Director expects to meet again 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 to the US-127 interchange.
- The Community and Economic Development Director will serve as Chair for the July meeting of the Airport Joint Operations and Management Board, to be held in-person.
- The Community and Economic Development Director and Jim McBryde, President of the Middle Michigan Development Corporation, plan to follow up again with the county Road Commission about the East DDA District development plan priorities and conceptual economic development proposal for road improvements in the Township's industrial area north of Corporate Drive.
- The Community and Economic Development Director is preparing 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 responding contractors, with the selected finalist(s) to be invited to submit bids for planned projects
- The Community and Economic Development Director is working with the City's Economic Development Director to develop a response to the invitation of the Target Corp. representative to submit a proposal for a viable, City DDA-funded cross-access between the Target property in the Township and the shopping center property to the north in the City's Downtown Development Authority District.

- The Community and Economic Development Director will continue business retention contacts as COVID19 protocols allow.

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

- The regular July 19, 2022, EDA Board meeting will be held in-person in the Twp. Hall Board Room and is anticipated to include:
  - Consideration and action on budget amendment #1 for the East & West DDA District funds
  - Approval of a contractor and bid for the S. Lincoln Rd. (Lux Funeral Home north to the Twp. Hall) Sidewalk Project
  - Approval of a request from the Finance Director to remove Jim Zalud as a signer on the DDA checking accounts since he is no longer the EDA Board's Treasurer.
- The first of two EDA Board Special Informational Meetings required per Public Act 57 of 2018 as part of the annual reporting of EDA Board activity reports for the East and the West DDA Districts will be held on July 26, 2022, at 4:30pm in the Twp. Hall Board Room. All required notices for these informational meetings have been posted and delivered to the taxing jurisdictions.

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

- The Community and Economic Development Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations and other periods when the Township's Building Official is temporarily absent, which would be subject to approval by the Township Board of Trustees and the county Board of Commissioners.
- Continued progress on work at Summerhill Village Clubhouse and T-Mobile store improvements
- Minor interior renovations to Sam's Club.
- Plan Review for Isabella Citizen's for Health – phase 2 building
- 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.
- 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):

- 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
- Yard sales.
- Tall weeds and grass enforcement.

Ordinance Enforcement Activities (1.1, 1.3):

- 2120 Yats Dr. - Junk and excessively tall grass. Based on the EDA Board’s authorization from their 6/21/2022 meeting, the Community and Economic Development Director will work with the county Treasurer’s Office to arrange for the Township to purchase this lot out of tax foreclosure for the minimum bid amount. Upon completion of that purchase, the Director will distribute requests for bids for asbestos abatement, building demolition, and site clean-up and restoration.
- 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 new owners 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 possibly two new single-family homes.
- 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 per Section 14.2.C. (Site Plan Approval Required). Owner confirmed that they will prepare and submit a minor site plan application as required. In process.
- 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 July 19, 2022, Planning Commission meeting will be held in-person in the Twp. Hall Board Room and is anticipated to include:
  - PREZ22-02 Rezoning Application for the Mid-Michigan College Athletic Complex located at 2600 S. Summerton Road
  - PSPR22-09 Final Site Plan Application from Fullerton Engineering with Parallel/AT&T for a new wireless communications facility (cell tower)
  - PSPR22-10 Preliminary Site Plan Application for an expansion of the Clint’s Auto Body Repair facility and associated site improvements at 5598 S. Mission Rd.
  - PSPR22-11 Preliminary Site Plan Application for an expansion of the Michael Engineering building and associated site improvements at 5625 Venture Way.
  - Parks and Recreation Plan update – discussion

Zoning Board of Appeals Activities (1.1):

- The regular Board of Appeals meeting in July 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 Thursday, October 27, 2022, which will be an opportunity to consider regional and long-term recommendations for 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 Community and Economic Development Director will work with the Twp. Engineer (Gourdie-Fraser) to complete design, permitting, bidding, and construction processes for new sidewalks around the east and north sides of the Township Hall and into McDonald Park, as well as a new sidewalk across the Township-owned lot at 5243 Jonathon Lane from E. Kay St. to Jonathan Lane to connect the adjacent neighborhoods. Survey work for this project is anticipated to begin in mid-August following completion of planned repaving of the Township Hall parking lot. (1.1, 1.2, 1.3, 1.4)
- The Community and Economic Development Director will continue to work with ROWE Professional Services to complete the county Road Commission permitting and bid award and construction processes for the S. Lincoln Rd. sidewalk project from Lux Funeral Home north to the Township Hall parking lot. (1.1, 1.2, 1.3, 1.4)
- The Community and Economic Development Director will continue to work with the project manager at ROWE to arrange for transfer of E. Broomfield Rd. and E. Bluegrass Rd. sidewalk project data and plans to Gourdie Fraser for implementation (1.1, 1.2, 1.3, 1.4)
- 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.
- The Community and Economic Development Director is working with the Twp. Engineer (Gourdie-Fraser) to develop an updated Stormwater Management Ordinance for Board of Trustees review and consideration. (1.1, 1.3, 1.5)

**Public Services Department**

- Continue work on updating data on Lead & Copper Inventory Spreadsheet
- Finish building shelves in storage room at Jameson Hall
- Repair of water main and valve on Bluegrass Road (July – awaiting parts)
- Repair/Replace water main and fittings under US 127 at River Road (July – awaiting parts)
- Pour concrete cap in old backwash pit at Mission water plant
- Asphalt repairs at DPW Shop, Kay Street leak repair, and PRV building on River Rd.
- WWTP - PFAS/PFOS, Metals Sampling for Biosolids Application
- WWTP - Samples set up and scheduled for EPA/EPA Additional Monitoring Event in August
- WWTP - Empty, Clean, Inspect Clarifier #1
- WWTP - finish installation of gear box operators for oxidation ditch 1 & 2 splitter box valves
- WWTP - Clear Brush from around plant perimeter fencing.
- WWTP - Inspect screw pumps repair and paint any bad on surface coating.

**Future Board of Trustee Meeting Agenda Items**

- General Fund Reserve Policy recommendation
- PREZ22-02 Rezoning Application for the Mid-Michigan College Athletic Complex located at 2600 S. Summerton Road.
- PREZ22-01 Planned Unit Development (PUD) Area Plan/Rezoning application for an expanded 4-story tall "Den on Broomfield" Mixed-Use (commercial/residential) development located on the southwest corner of E. Broomfield Rd. and Sweeney Rd.

- Consideration of an updated Stormwater Management Ordinance for adoption.
- Possible request to consider selling approximately 3.55 acres of vacant Township-owned land (PID 14-011-20-008-02 & -03) at the west end of the Ric Rach Dr. private road in the I-1 (Light Industrial) zoning district for private development, after necessary water and sewer system easements have been recorded on the parcels by the Public Services Department.
- Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a public hearing.
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of an updated Private Road Ordinance for adoption.
- Consideration of options for an updated Township logo and letterhead graphic.
- 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.
- Possible future Planned Unit Development (PUD) application for the Mt. Pleasant Airport to establish a plan for future airport improvements and to expand options for airport-related business activities beyond the limited scope currently allowed under the current the AG (Agricultural) zoning district designation.
- 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
- 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
- Cross-train for invoice entry and cash receipting
- Measure and price all exempt properties
- Economic Development - The Community and Economic Development Director will work with MDOT project team members regarding details of the planned (2023-2024) project to reconstruct E. Pickard Rd. (M-20) from E. Mission Rd. eastward through the US-127 interchange area to coordinate the timing of the deactivation of affected sections of streetlighting, salvaging of affected irrigation system elements for later re-use, protection, storage, and re-installation of streetlights, park benches, and other improvements removed by the contractor, and reinstallation of underground irrigation systems prior to re-seeding of disturbed lawn areas.
- Building Services – Moving old, scanned prints to proper location within BS&A.
- Rental Housing – Consider an evaluation of possible regulatory and other options to address inequities for tenants associated with a relatively recent but still escalating trend among landlords in college towns to pressure tenants to renew leases many months before the term ends
- Zoning Administration - Develop monitoring system for approved home occupation permits, special use permits, and site plans
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects.

- Planning Commission – The Commission will resume discussion of Master Plan implementation and review of the Master Plan as soon as Township-level population, housing, and economic data is available from the 2020 U.S. Census.
- Zoning Board of Appeals – Consider updates to the ZBA bylaws to coordinate with Zoning Ordinance 20-06.
- Other Activities - Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana 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 - 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 – Consider updates to the Township’s ordinance on open burning.
- 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 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
- Zoning Administration - Possible future rezoning request from B-5 (Highway Business District) to I-1 (Light Industrial) for 1033, 1017, and 905 S. Mission Road.
- WWTP - Sludge Storage Tank installation (2023)
- 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)
- Delivery of Vac Truck delayed until October of 2022

**Other**

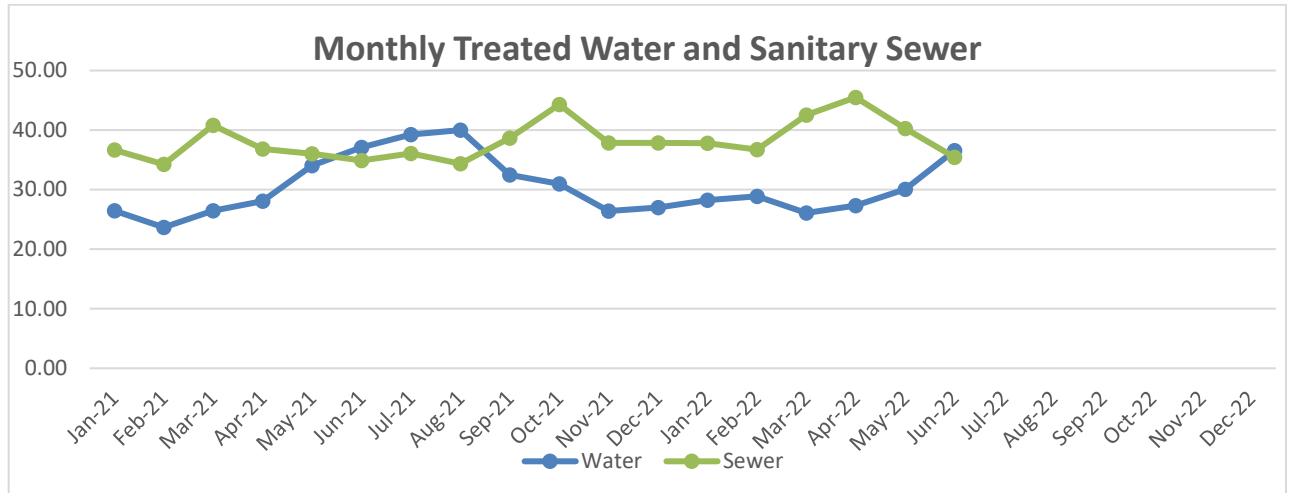
- Legal Matters
  - Settlement discussions continued Re: Zalud/CC matters
- Monthly Water MOR submitted – no violations
- June 2022 – Treated Potable Water
 

Total Month:	36.548 mg
Average Day:	1.305 mgd
Max Day:	1.608 mgd
- Monthly Sanitary Sewer DMR submitted – no violations
- March 2022 – Treated Sanitary Sewer
 

Total Month:	35.44 mg
Average Day:	1.18 mgd



Max Day: 1.29 mgd



**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 July 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, Trustee Hauck, and Trustee Thering

Excused:

Treasurer Rice, Trustee Bills, and Trustee Brown

**Approval of Agenda**

**Hauck** moved **Thering** supported to approve the agenda as presented. **Vote: Ayes: 4 Nays: 0.**  
**Motion carried.**

**Presentation**

**Public Hearings**

**Public Comment**

Open: 7:01 p.m.

No comments were offered.

Closed: 7:01 p.m.

**Closed Session**

**Reports/Board Comments**

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

**B. Board Member Reports**

Hauck – gave an update on the Isabella County Road Commission meeting held on June 23<sup>rd</sup>.

Cody – gave an update on the Gratiot, Isabella, RESD reimbursement from the May 2022 election.

Mielke – gave an update on the sidewalk project on High/Remus Rd. between Bradley and Lincoln.

**Consent Agenda**

- A. Communications
- B. Minutes – June 22, 2022 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. WWTP Submersible Chopper Pump Purchase

**Hauck** moved **Cody** supported to approve the consent agenda with one amendment to Accounts Payable to void check 23811 and reissue two checks in the correct amounts to the respective payees. **Vote: Ayes: 4 Nays: 0. Motion carried.**

**New Business**

**A. Discussion/Action: (Smith) Township Hall Feasibility Study**

**Hauck** moved **Cody** supported to approve the proposal from Goudreau Associates in the amount of \$24,400 for the completion of a Township Hall Preliminary Architectural Feasibility Report and for the Township Manager to approve all requisite documents. **Vote: Ayes: 4 Nays: 0. Motion carried.**

**B. Discussion/Action: (Stuhldreher) Draft of changes to Governance Policy 3.5 subsections**

**Thering** moved **Hauck** supported the Board of Trustees approval of recommended changes to the Board Governance Policy No. 3.5 – Board Commission and Community Linkage. **Vote: Ayes: 4 Nays: 0. Motion carried.**

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

Open 7:19 p.m.

No comments were offered.

Closed: 7:19 p.m.

**MANAGER COMMENTS**

- Manager is targeting August 24<sup>th</sup> to launch the hybrid platform for the Board of Trustee meetings.
- Construction has begun for the new sidewalk on Lincoln from Lux Funeral Home to the Township Hall.

**FINAL BOARD MEMBER COMMENTS**

No comments were offered

**ADJOURNMENT**

**Hauck** moved **Thering** supported to adjourn the meeting at 7:21 p.m. **Vote: Ayes: 4 Nays: 0. Motion carried.**

**APPROVED BY:**

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

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

*(Recorded by Tera Green)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/20/2022	101	542 (E)	00146	CONSUMERS ENERGY	2010 S LINCOLN RD L4 LIGHT	50.67
					5228 S ISABELLA RD	7,347.16
					48858 LED LIGHT RD	216.16
					STREET LIGHTS	1,538.02
					5537 E BROADWAY	57.76
					1933 S ISABELLA RD	457.73
					5144 BUDD ST	33.94
					5142 BUDD ST	88.39
					1660 BELMONT DR	84.60
					5525 E REMUS RD	58.72
					2270 NORTHWAY DR	33.52
					2055 ENTERPRISE DR	257.58
					900 MULBERRY LN	54.17
					5240 E BROOMFIELD RD	942.58
					5076 S MISSION RD	936.92
					4822 ENCORE BLVD	111.47
					4795 S MISSION ST	3,000.65
					4797S MISSION ST -BARN	250.58
					4244 E BLUEGRASS RD	59.00
					3998 E DEERFIELD RD	61.95
					5369 S. CRAWFORD RD	51.39
					3248 S CONCOURSE DR	139.97
					2495 E DEERFIELD RD	67.64
					2424 W MAY ST	567.64
					2010 S LINCOLN RD	849.86
					2180 S LINCOLN RD	59.97
					1876 E PICKARD RD	44.61
					1776 E PICKARD RD	139.02
					2188 E PICKARD RD	74.64
					1876 S LINCOLN RD	17.00
					1046 S MISSION	103.57
					5319 E AIRPORT RD	48.47
					1605 SCULLY RD	40.73
					1633 S LINCOLN RD	191.15
					4520 E RIVER RD	114.05
					800 CRAIG HILL RD	64.53
					2279 S MERIDIAN RD	24.32
					2279 S MERIDIAN RD	3,223.64
						<u>21,463.77</u>
07/20/2022	101	543 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
07/20/2022	101	544 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
07/14/2022	101	23846	00257	GOURDIE-FRASER, INC.	PUMP STN #7 UPGRADES-CONSTR ADMIN	5,642.00
					RIVER RD CONTROL BLDG-PUMP INSTALL-PROG	2,077.56
					PUMP STATION #1 REPLACEMNT-CONSTR ADMIN	5,727.03
						<u>13,446.59</u>
07/14/2022	101	23847	01785	MUNICIPAL & CONTRACTOR SEALING PROD	MANHOLE WATERPROOFING-PROG PMT #1	60,210.00
07/27/2022	101	23848	01703	AMAZON CAPITAL SERVICES	LEATHERMAN MULTITOOLO	155.94
					DIGITAL CAMERA WITH SD CARDS	387.91
						<u>028 543.85</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2022	101	23849	00084	B S & A SOFTWARE	BS&A SUPPORT SRVCS FEE 8/1/22-7/31/23	8,010.00
07/27/2022	101	23850	01240	BRAUN KENDRICK FINKBEINER PLC	ZALUD LITIGATION - JUN 2022	375.00
07/27/2022	101	23851	00095	C & C ENTERPRISES, INC.	CENTER PULL TOWELS - PARKS JANITORIAL SUPPLIES - PARKS JANITORIAL SUPPLIES	218.50 589.45 161.00
						<u>968.95</u>
07/27/2022	101	23852	00099	CENTRAL CONCRETE PRODUCTS CO. INC	FILL SAND FOR RIVER RD SEWER REPAIR	277.60
07/27/2022	101	23853	01784	CIVIC PLUS	MUNICODE ANNUAL SUPPORT 6-1-22 - 5-31-23	275.00
07/27/2022	101	23854	00129	CMS INTERNET, LLC	ELECTRONICS UPGRADE TO BOARD ROOM MANAGED IT, EMAIL & PHONE SERVICE-AUG 22	3,507.98 5,541.51
						<u>9,049.49</u>
07/27/2022	101	23855	00152	CORRPRO COMPANIES, INC	WATER TANK INSPECTION SERVICE	1,720.00
07/27/2022	101	23856	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JUN 2022	2,230.81
07/27/2022	101	23857	01786	CUMMINS SALES & SERVICE	GENERATOR REPAIR-1633 S LINCOLN BATTERY CHARGER FOR GENERATOR @ STN #7	2,472.60 1,253.94
						<u>3,726.54</u>
07/27/2022	101	23858	01171	DBI BUSINESS INTERIORS	RECEIVED STAMPER & SUPPLIES-CLERK WEATHERCARD PAPER FOR BLDG DEPT NEW FOR DEPOSIT ONLY STAMP TONER/NOTEBOOKS/HANGING WALL FILES	75.58 72.19 25.38 136.92
						<u>310.07</u>
07/27/2022	101	23859	00195	EJ USA, INC	SEATING VALVE - O RING	831.76
07/27/2022	101	23860	00209	ETNA SUPPLY COMPANY	PVC COUPLING	62.52
07/27/2022	101	23861	01131	FORD HALL COMPANY	CLARIFIER #1 BRUSH SET	278.67
07/27/2022	101	23862	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-JUL 2022	40.00
07/27/2022	101	23863	00261	GRAINGER	2 DEVICE BOXES FOR SOLIDS EQUIPMENT	448.46
07/27/2022	101	23864	00287	HOME BUILDERS ASSOCIATION	ANNUAL DUES 2022-2023	470.00
07/27/2022	101	23865	01356	MCLAREN CENTRAL MICHIGAN	RANDOM DRUG SCREENS CONSORTIUM FEE - Q2 2022	298.00 176.00
						<u>474.00</u>
07/27/2022	101	23866	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	PVC STAR GRIPS-12MJ SOLID SLEEVE LONG	816.00
07/27/2022	101	23867	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE -Q3 2022	390.00
07/27/2022	101	23868	01783	MIDWEST V LLC	BD BOND REFUND-WRK COMPLETE-LIGHT POLE D BD BOND REFUND-WORK COMPLETE-FENCE BD BOND REFUND-WRK COMPLETE-LIGHTING BD BOND REFUND-WRK COMPLETE-LANDSCAPING	1,000.00 16,821.54 4,500.00 22,645.00
						<u>44,966.54</u>
07/27/2022	101	23869	01266	MOREYS LOGO.COM	EMBLEMS FOR NEW SERVICE TRUCK & TRUCK 5	135.00
07/27/2022	101	23870	00131	PERCEPTIVE CONTROLS, INC	BLOWER PANE UPGRADES-UPDATE HARDWARE	4,306.80
07/27/2022	101	23871	01598	POWDER COAT OF CENTRAL MICHIGAN	SANDBLAST/PRIME/PAINT/BELT GUARD	700.00
07/27/2022	101	23872	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES JUNE 2022-WTR JANITORIAL SERVICES JUNE 2022-TWP HALL JANITORIAL SERVICES JUN 2022-WWTP	316.29 852.14 316.29
						<u>1,484.72</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2022	101	23873	01689	LYNN SEPPI	ELECTION/OFFICE SUPPLIES	94.25
07/27/2022	101	23874	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT-Q2 2022	45.00
07/27/2022	101	23875	00597	SHERWIN WILLIAMS	PAINT-JAMESON PARK BARRICADE POST	240.90
07/27/2022	101	23876	01013	USA BLUE BOOK	HACH SWIFTEST/IRON FERROVER/PUMP CLEANIN	598.72

101 TOTALS:

Total of 34 Checks:

178,991.01

Less 2 Void Checks:

0.00

Total of 32 Disbursements:

178,991.01

**CHECK DATE: July 21, 2022**

**PPE: July 16, 2022**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	39,412.61
Fire Fund		
EDDA		
WDDA		
Sewer Fund		35,668.52
Water Fund		24,811.91
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b>99,893.04</b>

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	66,134.92
Employer Share Medicare		950.60
Employer Share SS		4,064.81
SUI		59.65
Pension-Employer Portion		5,248.06
Workers' Comp		468.25
Life/LTD		-
Dental		1,314.76
Health Care		21,494.26
Vision		-
Vision Contribution		-
Health Care Contribution		-
Flex Administrators		40.00
Cobra/Flex Administration		56.35
PCORI Fee		61.38
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b>99,893.04</b>

### CHARTER TOWNSHIP OF UNION MEETING PAY REQUEST FORM

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bill Huck

MONTH, YEAR: June 2022

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
6-9	ICRC	X		50.00
6-15	C.O.G.		X	75.00
6-23	ICRC		X	75.00

Signature: Bill Huck

Date: 7-13-22

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, July 19, 2022



Alarm Date between 2022-07-04 and 2022-07-17

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000511</b>						
		7/4/2022 4:02:25 PM	445	Arcing, shorted electrical equipment	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000515</b>						
		7/4/2022 10:33:07 PM	111	Building fire	ENG 33	1	1
		7/4/2022 10:33:07 PM	111	Building fire	ENG 32	2	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000519</b>						
		7/5/2022 8:33:15 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	2

							<b>Total Responding 2</b>
<b>Union Township</b>	<b>0000520</b>						
		7/5/2022 9:49:39 PM	561	Unauthorized burning	ENG 32	2	2
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000522</b>						
		7/6/2022 4:20:21 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000525</b>						
		7/6/2022 8:34:18 PM	321	EMS call, excluding vehicle accident with injury	POV	4	2
						<b>Total Responding 4</b>	
<b>Union Township</b>	<b>0000532</b>						

		7/8/2022 4:17:29 AM	611	Dispatched & canceled en route	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000534</b>						
		7/8/2022 4:47:59 PM	700	False alarm or false call, other	ENG 32	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000535</b>						
		7/8/2022 10:30:48 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000539</b>						
		7/9/2022 9:26:38 PM	142	Brush or brush-and-grass mixture fire	ENG 32	1	4
		7/9/2022 9:26:38 PM	142	Brush or brush-and-grass mixture fire	POV	9	4
		7/9/2022 9:26:38 PM	142	Brush or brush-and-grass mixture fire	Brush 31	1	4

						<b>Total Responding 11</b>	
<b>Union Township</b>	<b>0000543</b>						
		7/11/2022 9:59:29 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000552</b>						
		7/13/2022 2:25:21 AM	510	Person in distress, other	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000554</b>						
		7/13/2022 6:55:06 PM	631	Authorized controlled burning	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000560</b>						

		7/15/2022 3:37:00 PM	744	Detector activation, no fire - unintentional	ENG 33	3	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000564</b>						
		7/16/2022 12:42:01 PM	322	Motor vehicle accident with injuries	ENG 31	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 15</b>					<b>Total Responding 43</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

**Highlighted Yellow Indicates an Emergency Call**

# REQUEST FOR TOWNSHIP BOARD ACTION

**To:** Mark Stuhldreher, Township Manager

**DATE:** July 18, 2022

**FROM:** Sherrie Teall, Finance Director

**DATE FOR BOARD CONSIDERATION:** 7/27/2022

**ACTION REQUESTED:** Board approval of the FY 2022 Budget Amendment No. 1 for the General fund, Fire Fund, East DDA Fund, West DDA Fund, Tribal 2% Fund, Sewer Fund and Water Fund.

\*It should be noted that the EDA Board recommended approval of the budget amendment for the East DDA Fund and the West DDA Fund at their meeting on July 19<sup>th</sup>, 2022.

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval Sherrie Teall

## BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2022 budget be amended by the Board of Trustees per the attached for the funds listed above. Detailed changes to the respective accounts for all funds are attached. A brief description of the significant amendments follows.

### General Fund

- Revenue
  - Increased Membership & Dues \$1,500 for MTA premium training annual subscription
  - Increased Revenue for Penalties on Tax are recognized \$2,200
  - Increased State Aid Revenue of \$2,000 is recognized
  - Increased Budget \$179,504 for the Spring 2% Tribal Award for the Lincoln Rd Improvement/Broomfield Rd Intersection Project
  - Increased the Contribution from the Tribe revenue \$179,504 for amounts received Spring '22 for the Lincoln Rd Improvement/Broomfield Rd Intersection Project request
  - Increased the Contribution from EDA \$330,000 for the Lincoln Rd/Broomfield Rd project that was delayed until 2022 and \$120,600 for paved shoulders that were added to the Lincoln Rd/Broomfield Intersection Project
  - Increased the Refunds & Rebates Budget \$10,050 due to the reimbursements from Mount Pleasant Public Schools for election costs \$9,000, \$650 refund from Consumers Energy for the publication costs for ordinance #21-01, and \$400 for Property/Liability Insurance dividend refund.
  - Total net revenue from all adjustments is an increase of \$648,154 for the General fund
  
- Expenditures
  - Increased Township Hall and Grounds budget \$2,450 for Air Purifier for the Township Hall and increased costs for Property/Liability Insurance
  - Public Works Department Net Increase of \$639,000 is based on an Increase of \$300,000 for road improvement contracts with the Isabella County Road Commission for the Board approved

contribution from the General Fund to the Lincoln Rd/Broomfield intersection project, South of the bridge on Lincoln, and \$330,000 Contribution from the West DDA for the same project, plus \$9,000 for a Contribution to the City of Mt. Pleasant for Engineering/Design work on a pathway on Crawford Rd to Mission Creek Park

- Increased Capital Outlay budget of \$102,000 is recognized to cover the portion Jameson Hall Upgrade Project that was not completed in 2021, now moved to 2022, also decreased Capital Outlay budget for \$11,000 for a lawnmower purchase moving to the 2023 budget
- Total net expenditures from all adjustments result in an increase of \$739,230 in spending for the general fund

The budget amendment for the General Fund is:

Revenues: \$648,154

Expenditures:

101-Trustees	1,500	
172-Township Manager	500	
191-Accounting/Gen Admin	700	
257-Assessor	1,150	
262-Elections	380	
265-Township Hall & Grounds	2,450	
371-Building	1,300	
441-Public Works	639,000	
701-Planning	1,250	
901-Capital Outlay	91,000	
Total Expenditures		\$739,230

- The resulting net impact of budget amendment #1 is to decrease the projected year end fund balance by \$91,076 in the general fund compared to the existing budget.

**Fire Fund**

- Revenue
  - An increase in State Aid Revenue of \$5,200 is recognized based on actual amounts received by the State of Michigan
  - Total net revenue from all adjustments is an increase of \$5,200 for the Fire fund
- Expenditures
  - No Changes

The budget amendment for the Fire Fund is:

Revenues:		\$ 5,200
Expenditures:		-0-

- The resulting impact of the budget amendment #1 is to increase the projected year end fund balance by \$5,200 compared to the existing original budget

**East DDA Fund**

- Revenue
  - An Increased Budget for Current Property Tax revenue of \$38,000 is recognized
  - The Budget for Other Revenue is Increased \$14,900 for the insurance reimbursement for a light pole on Pickard that was damaged in an accident
  - Total net revenue from all adjustments is an increase of \$52,900 for the East DDA fund
- Expenditures
  - Increased budget \$500 for Contribution to the Airport Car
  - Increased budget \$475 for the rental of the Lincoln Reception Hall meeting room space
  - Increased budget \$48,000 for the EDA Board’s approved property purchase/improvements @ 2120 Yats Drive/Honey Bear Lane
  - Total net additional expenditures from all adjustments is an increase of \$48,975 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:			\$ 52,900
Expenditures:	000-General Operating	\$	975
	728-Economic Development		48,000
	Total Expenditures		\$ 48,975

- The resulting net impact of budget amendment #1 is to increase projected year end fund balance by \$3,925 compared to the existing amended budget

**West DDA Fund**

- Revenue
  - An Increased Budget for Current Property Tax revenue of \$38,000 is recognized
- Expenditures
  - Increased budget \$500 for Contribution to the Airport Car
  - Increased budget \$475 for the rental of the Lincoln Reception Hall meeting room space
  - Increased the Street/Road Projects budget \$120,600 to account for the additional contribution to the General Fund for the paved shoulders on the Lincoln Road project south of the bridge
  - Increased Sidewalk/Pathway Project budget \$264,000 is recognized for sidewalk engineering and construction costs for \$119,000 on Remus Road and sidewalk engineering and construction costs for \$145,000 for Lux Funeral Home to the Township Hall
  - Total net expenditures from all adjustments is an increase of \$385,575 in the WDDA



The summary budget amendment for the West DDA Fund is:

Revenues:			\$ 38,000
Expenditures	000-General Operating	\$121,100	
	728-Economic Development	\$264,475	
	Total Expenditures		\$385,575

- The resulting net impact of the budget amendment #1 is to decrease projected year end fund balance by \$347,575 compared to the existing original budget

### **Tribal 2% Fund**

- Revenue
  - An increase of \$254,875 in revenue is recognized based on the Tribe's Spring 2% distribution for the Lincoln Rd/Broomfield intersection project and the additional \$75,371 for the sewer pump station #1 project
- Expenditures
  - Increased budget \$254,875 for the Lincoln Rd/Broomfield intersection project and the additional \$75,371 for the sewer pump station #1 project

The summary budget amendment for the Tribal 2% Fund is:

Revenues:		\$ 254,875
Expenditures:	728-Economic Development	\$ 254,875
Total Expenditures		\$ 254,875

- The resulting net impact of the budget amendment #1 is to increase projected year end fund balance by \$0 compared to the existing original budget

### **Sewer Fund**

- Revenue
  - Increased Contribution from Tribe revenue of \$75,371 is recognized based on additional spring 2% funding amount awarded for the Pump Station #1 Upgrade Project
  - Total net revenue from all adjustments is an increase of \$75,371 for the Sewer Fund
- Expenses
  - Increased Budget \$5,000 for Professional & Contractual Services and \$20,000 for Legal Fees for Ordinance Updates that were not in the original budget
  - Increased the Maintenance-Lift Stations budget \$19,500 for the portion of the upgrades to pump station #12 not completed in 2021

- Increased the Property/Liability Insurance budget \$2,000 due to increased costs for insurance
- Increased the Capital Projects-Sewer System \$199,000 net
  - \$274,000 Pump Station #1
  - \$420,000 Upgrade to Pump Stn #7 moved to 2022
  - (\$435,000) for Pump Stn #5 delayed until 2023
  - (\$60,000) for Dye Testing-Pump Stn #5 delayed until 2023
- Reduced Budget \$6,500 for Lawn Mower purchase delayed until 2023
- Increased Vehicle Purchase budget for new pickup truck \$35,000-moved from 2021 budget
- Reduced budget \$20,000 for Preliminary Treatment Equipment Maintenance in the Waste Water Treatment Plant-moved to fiscal year 2023 due to screw pump painting cost increases
- Increased the Property/Liability Insurance budget \$2,500 due to increased costs for insurance for the Waste Water Treatment Plant
- Increased budget \$60,000 for depreciation expense originally estimated too low
- Total net expenses budgeted are increasing by \$316,500 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		\$ 75,371
Expenses:	536-Water/Sewer Systems	\$ 274,000
	540-Waste Water Treatment	( 17,500)
	960-Depreciation Expense	60,000
	<b>Total Expenditures</b>	<b>\$ 316,500</b>

- The resulting impact of budget amendment #1 is to decrease the projected year end fund balance by \$241,129 compared to the existing amended budget

**Water Fund**

- Revenue
  - No budget adjustments for revenue
- Expenses
  - Increased Budget \$5,000 for Professional & Contractual Services and \$25,000 for Legal Fees for Ordinance Updates that were not in the original budget
  - Increased the Property/Liability Insurance budget \$7,000 due to increased costs for insurance
  - Increased the Capital Projects-Water System \$129,000 due to the contract for the installation of high service pumps at River Road coming in higher than expected
  - Reduced Budget \$6,500 for Lawn Mower purchase delayed until 2023
  - Increased Vehicle Purchase budget for new pickup truck \$35,000-moved from 2021 budget
  - Total net expenses are increasing by \$194,500 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:		\$ -0-
Expenses:	536-Water/Sewer Systems	\$194,500
	<b>Total Expenses</b>	<b>\$194,500</b>

- The resulting net impact of budget amendment #1 is to decrease projected year end fund balance by \$194,500 compared to the existing original budget

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

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

**PROJECT IMPROVEMENTS**

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

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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

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

**RESOLUTION**

Authorization is hereby given to amend the FY 2022 budget for the General Fund, Fire Fund, Tribal 2% Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund

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

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

Yes:  
No:  
Absent:

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-000-402.000	CURRENT PROPERTY TAX	314,882.69	314,000.00	314,000.00	293,290.66	314,000.00	0.00
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,253.16)	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00
101-000-402.002	PILOT TAX	3,396.97	3,000.00	3,000.00	0.00	3,000.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	137.75	250.00	250.00	0.00	250.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	3,032.00	2,600.00	2,600.00	0.00	2,600.00	0.00
101-000-445.000	INTEREST ON TAXES	938.51	600.00	600.00	0.00	600.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	4,220.13	4,000.00	4,000.00	6,212.92	6,200.00	2,200.00
	*Increased Budget for actual amounts received in 2022 for penalties						
101-000-447.000	ADMIN FEE-PROPERTY TAX	154,047.32	150,000.00	150,000.00	108,014.98	150,000.00	0.00
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(1,360.44)	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,762.50	7,700.00	7,700.00	0.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	215.79	200.00	200.00	0.00	200.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	113,716.00	109,000.00	109,000.00	0.00	109,000.00	0.00
101-000-476.000	BUILDING PERMITS	59,556.00	55,000.00	55,000.00	14,263.00	55,000.00	0.00
101-000-477.000	RENTAL INSPECTION FEES	94,696.00	94,000.00	94,000.00	62,976.00	94,000.00	0.00
101-000-478.000	DOG LICENSE REVENUE	0.00	0.00	0.00	30.00	0.00	0.00
101-000-479.000	ZONING PERMITS	24,575.00	18,000.00	18,000.00	8,900.00	18,000.00	0.00
101-000-573.000	STATE AID REVENUE-LCSA	2,702.21	2,500.00	2,500.00	4,561.27	4,500.00	2,000.00
	*Increased Budget for actual amounts received in 2022						
101-000-574.000	STATE REVENUE SHARING	1,375,571.00	1,180,000.00	1,180,000.00	0.00	1,180,000.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	13,682.35	11,500.00	11,500.00	41.25	11,500.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	8,228.20	8,200.00	8,200.00	0.00	8,800.00	600.00
	*Increased Budget for actual amounts received in 2022						
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIMB	35,039.39	0.00	0.00	0.00	0.00	0.00
101-000-582.000	CONTRIBUTION FROM TRIBE	272,226.97	0.00	0.00	0.00	179,504.00	179,504.00
	*Increased Budget for Spring 2% Tribal Award for the Lincoln Road Improvement/Broomfield Rd Intersection Project						
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	211,000.00	10,000.00	10,000.00	0.00	460,600.00	450,600.00
	*Increased Budget for Contribution from West DDA \$120,600 for the Paved Shoulders on Lincoln Road/Broomfield Intersection Project South of t						
	*Contribution from the West DDA for \$330,000 originally planned for the Lincoln Rd project						
101-000-584.000	CONTRIBUTION FROM SCHOOL SYSTEM	7,803.90	0.00	0.00	0.00	0.00	0.00
101-000-613.000	APPLICATION FEES	0.00	500.00	500.00	0.00	500.00	0.00
101-000-628.000	LAND DIVISIONS/CONDO CONV	400.00	1,500.00	1,500.00	300.00	1,500.00	0.00
101-000-630.000	WEED ABATEMENT SERVICES	760.25	1,200.00	1,200.00	240.00	1,200.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	1,590.00	1,600.00	1,600.00	40.00	1,600.00	0.00
101-000-655.000	FINES & FORFEITURES	626.50	800.00	800.00	3,690.00	4,000.00	3,200.00
	*Increased Budget for late Fees on Rental Inspection fees						
101-000-665.000	INTEREST EARNED	26,007.91	10,500.00	10,500.00	5,724.21	10,500.00	0.00
101-000-667.000	RENT - JAMESON HALL	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-000-667.100	RENT - McDONALD PARK PAVILION	1,332.00	1,500.00	1,500.00	876.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	1,296.00	1,500.00	1,500.00	492.00	1,500.00	0.00
101-000-667.300	LEASES	900.00	900.00	900.00	900.00	900.00	0.00
101-000-671.000	OTHER REVENUE	19,512.54	5,000.00	5,000.00	1,697.76	5,000.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	18,199.41	18,000.00	18,000.00	8,622.93	18,000.00	0.00
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	13,000.00	13,000.00	0.00	13,000.00	0.00
101-000-687.000	REFUNDS & REBATES	0.00	0.00	0.00	645.79	10,050.00	10,050.00
	*Increased Budget for Refund of election costs for the Mt Pleasant Public Schools election on May 3rd \$9,000						
	*Increased Budget for Property/Liability Insurance Dividend(Refund) \$400						
	*Increased Budget for refund from Consumers Energy for the publication costs for ordinance #21-01 \$650						
<b>Total Revenues</b>		<b>2,775,441.69</b>	<b>2,025,550.00</b>	<b>2,025,550.00</b>	<b>521,518.77</b>	<b>2,673,704.00</b>	<b>648,154.00</b>
<b>Dept 101 - TRUSTEES</b>							
101-101-702.000	SALARIES & WAGES	30,115.24	30,200.00	30,200.00	9,230.72	30,200.00	0.00
101-101-707.000	PER MEETING	4,650.00	4,000.00	4,000.00	800.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	2,155.46	2,108.00	2,108.00	621.92	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	504.10	493.00	493.00	145.45	493.00	0.00
101-101-724.000	WORKER'S COMP	27.22	51.00	51.00	7.79	51.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,407.50	4,310.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	0.00	600.00	600.00	0.00	600.00	0.00
101-101-910.000	PROFESSIONAL DEVELOPMENT	915.00	5,100.00	5,100.00	0.00	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	237.85	2,500.00	2,500.00	0.00	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	141.82	500.00	500.00	0.00	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	16,489.85	16,400.00	16,400.00	13,114.82	17,900.00	1,500.00
	*Increased Budget for MTA Premium Training Annual Subscription						
101-101-955.000	MISC.	366.00	500.00	500.00	0.00	500.00	0.00
<b>Net - Dept 101 - TRUSTEES</b>		<b>59,110.04</b>	<b>67,262.00</b>	<b>67,262.00</b>	<b>27,328.20</b>	<b>68,762.00</b>	<b>1,500.00</b>
<b>Dept 171 - SUPERVISOR</b>							
101-171-702.000	SALARIES & WAGES	6,274.14	6,250.00	6,250.00	1,923.10	6,250.00	0.00
101-171-707.000	PER MEETING	500.00	1,000.00	1,000.00	500.00	1,000.00	0.00
101-171-709.000	EMPLR FICA CONTR	420.09	450.00	450.00	150.26	450.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	98.34	105.00	105.00	35.17	105.00	0.00
101-171-724.000	WORKER'S COMP	10.18	12.00	12.00	3.63	12.00	0.00
101-171-767.000	UNIFORMS	0.00	100.00	100.00	0.00	100.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	350.00	350.00	0.00	350.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-171-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-171-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-171-915.000	MEMBERSHIP & DUES	0.00	275.00	275.00	0.00	275.00	0.00
Net - Dept 171 - SUPERVISOR		7,302.75	10,492.00	10,492.00	2,612.16	10,492.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	34,891.08	35,864.00	35,864.00	11,015.40	35,864.00	0.00
101-172-702.600	CAR ALLOWANCE	3,250.00	3,000.00	3,000.00	750.00	3,000.00	0.00
101-172-708.000	UNEMPLOYMENT	40.36	150.00	150.00	43.91	150.00	0.00
101-172-709.000	EMPLR FICA CONTR	2,329.30	2,387.00	2,387.00	723.40	2,387.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	544.85	558.00	558.00	169.18	558.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	3,412.36	3,500.00	3,500.00	1,058.85	3,500.00	0.00
101-172-718.500	HEALTH INSURANCE	8,206.90	8,249.00	8,249.00	2,849.91	8,249.00	0.00
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(313.62)	(331.00)	(331.00)	(122.17)	(331.00)	0.00
101-172-719.000	DENTAL INSURANCE	185.25	180.00	180.00	61.60	180.00	0.00
101-172-719.800	VISION INSURANCE	51.64	50.00	50.00	17.70	50.00	0.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(25.85)	(25.00)	(25.00)	(8.93)	(25.00)	0.00
101-172-724.000	WORKER'S COMP	110.55	117.00	117.00	34.40	117.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	133.82	150.00	150.00	44.48	150.00	0.00
101-172-752.000	OFFICE SUPPLIES	43.10	300.00	300.00	0.00	300.00	0.00
101-172-767.000	UNIFORMS	90.00	0.00	0.00	0.00	0.00	0.00
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	415.36	800.00	800.00	560.71	800.00	0.00
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	161.95	0.00	0.00	0.00	0.00	0.00
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	45,486.40	44,500.00	44,500.00	0.00	44,500.00	0.00
101-172-880.000	COMMUNITY PROMOTION	5,000.00	7,000.00	7,000.00	7,500.00	7,500.00	500.00
	*Increased Budget for Increased Contribution to Epicenter						
101-172-910.000	PROFESSIONAL DEVELOPMENT	40.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-172-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
101-172-910.200	SEMINAR MEALS	0.00	100.00	100.00	101.60	100.00	0.00
101-172-915.000	MEMBERSHIP & DUES	150.00	600.00	600.00	75.00	600.00	0.00
101-172-955.000	MISC.	149.50	300.00	300.00	78.00	300.00	0.00
101-172-967.150	CONTRIBUTION TO AQUATIC CENTER	10,000.00	0.00	0.00	0.00	0.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 172 - TWP MANAGER		114,352.95	109,449.00	109,449.00	24,953.04	109,949.00	500.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	105,353.01	121,410.00	121,410.00	37,482.13	121,410.00	0.00
101-191-702.500	OVERTIME	3,979.05	4,000.00	4,000.00	1,578.70	4,000.00	0.00
101-191-705.000	LEAVE TIME PAYOUT	656.04	0.00	0.00	0.00	0.00	0.00
101-191-708.000	UNEMPLOYMENT	459.30	1,050.00	1,050.00	288.20	1,050.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-191-709.000	EMPLR FICA CONTR	6,475.88	7,785.00	7,785.00	2,301.52	7,785.00	0.00
101-191-711.000	EMPLR MEDICARE CONTR	1,514.64	1,737.00	1,737.00	538.28	1,737.00	0.00
101-191-716.000	EMPLR RETIREMENT CONTR	9,826.67	11,377.00	11,377.00	3,515.49	11,377.00	0.00
101-191-718.500	HEALTH INSURANCE	46,582.55	57,700.00	57,700.00	18,890.51	57,700.00	0.00
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,553.04)	(6,225.00)	(6,225.00)	(2,064.20)	(6,225.00)	0.00
101-191-719.000	DENTAL INSURANCE	2,993.63	3,618.00	3,618.00	1,173.81	3,618.00	0.00
101-191-719.800	VISION INSURANCE	679.70	825.00	825.00	260.89	825.00	0.00
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(325.21)	(411.00)	(411.00)	(130.72)	(411.00)	0.00
101-191-724.000	WORKER'S COMP	316.87	380.00	380.00	112.54	380.00	0.00
101-191-725.000	LIFE & DISABILITY BENEFIT	532.41	850.00	850.00	249.09	850.00	0.00
101-191-752.000	OFFICE SUPPLIES	2,497.77	2,000.00	2,000.00	832.57	2,000.00	0.00
101-191-767.000	UNIFORMS	179.00	200.00	200.00	0.00	200.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,300.00	11,200.00	11,200.00	0.00	11,200.00	0.00
101-191-801.020	EXTERNAL AUDIT	16,100.00	17,500.00	17,500.00	10,000.00	17,500.00	0.00
101-191-850.000	COMMUNICATIONS	(12.99)	0.00	0.00	0.00	0.00	0.00
101-191-851.000	MAIL/POSTAGE	3,384.37	7,000.00	7,000.00	5,095.72	7,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	163.29	500.00	500.00	0.00	500.00	0.00
101-191-900.000	PRINTING & PUBLISHING	2,796.60	1,500.00	1,500.00	0.00	1,500.00	0.00
101-191-910.000	PROFESSIONAL DEVELOPMENT	838.00	3,500.00	3,500.00	1,552.50	3,500.00	0.00
101-191-910.100	SEMINAR LODGING	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
101-191-910.200	SEMINAR MEALS	120.22	200.00	200.00	42.37	200.00	0.00
101-191-915.000	MEMBERSHIP & DUES	1,004.50	800.00	800.00	172.38	800.00	0.00
101-191-955.000	MISC.	16.50	100.00	100.00	5.00	800.00	700.00
	*Increased Budget for direct deposit fraud						
101-191-955.001	BANK FEES	82.00	250.00	250.00	74.00	250.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN		202,960.76	251,846.00	251,846.00	81,970.78	252,546.00	700.00
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	30,239.89	30,000.00	30,000.00	9,292.00	30,000.00	0.00
101-215-707.000	PER MEETING	0.00	2,000.00	2,000.00	250.00	2,000.00	0.00
101-215-709.000	EMPLR FICA CONTR	1,874.86	2,000.00	2,000.00	591.61	2,000.00	0.00
101-215-711.000	EMPLR MEDICARE CONTR	438.48	475.00	475.00	138.36	475.00	0.00
101-215-724.000	WORKER'S COMP	57.85	65.00	65.00	18.22	65.00	0.00
101-215-752.000	OFFICE SUPPLIES	44.88	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-754.000	OPERATING SUPPLIES	204.06	800.00	800.00	7.00	800.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	300.00	300.00	130.46	300.00	0.00
101-215-900.000	PRINTING & PUBLISHING	3,381.73	2,500.00	2,500.00	448.25	2,500.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-215-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-215-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-215-915.000	MEMBERSHIP & DUES	0.00	150.00	150.00	60.00	150.00	0.00
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE	589.99	500.00	500.00	(589.99)	500.00	0.00
101-215-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 215 - CLERK		36,831.74	42,240.00	42,240.00	10,345.91	42,240.00	0.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	41,193.67	46,669.00	46,669.00	17,693.68	46,669.00	0.00
101-228-950.000	HARDWARE REPLACEMENTS	9,545.41	24,000.00	24,000.00	2,546.96	24,000.00	0.00
Net - Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		50,739.08	70,669.00	70,669.00	20,240.64	70,669.00	0.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,460.49	24,102.00	24,102.00	6,520.00	24,102.00	0.00
101-253-707.000	PER MEETING	50.00	500.00	500.00	0.00	500.00	0.00
101-253-709.000	EMPLR FICA CONTR	1,333.65	1,525.00	1,525.00	404.24	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	311.90	357.00	357.00	94.54	357.00	0.00
101-253-724.000	WORKER'S COMP	32.36	44.00	44.00	9.76	44.00	0.00
101-253-752.000	OFFICE SUPPLIES	856.41	1,000.00	1,000.00	65.90	1,000.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-851.000	MAIL/POSTAGE	3,735.34	4,000.00	4,000.00	0.00	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT	365.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-253-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-253-915.000	MEMBERSHIP & DUES	0.00	50.00	50.00	75.00	50.00	0.00
101-253-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00
101-253-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-253-980.100	NEW COMPUTER HARDWARE & SOFTWARE	474.99	500.00	500.00	0.00	500.00	0.00
Net - Dept 253 - TREASURER		28,620.14	35,978.00	35,978.00	7,169.44	35,978.00	0.00
Dept 257 - ASSESSOR							
101-257-707.000	PER DIEM	1,625.00	4,125.00	4,125.00	1,625.00	4,125.00	0.00
101-257-709.000	EMPLR FICA CONTR	100.75	256.00	256.00	100.75	256.00	0.00
101-257-711.000	EMPLR MEDICARE CONTR	23.57	60.00	60.00	23.56	60.00	0.00
101-257-724.000	WORKER'S COMP	4.72	13.00	13.00	4.78	13.00	0.00
101-257-752.000	OFFICE SUPPLIES	0.00	0.00	0.00	28.41	0.00	0.00
101-257-754.000	OPERATING SUPPLIES	96.98	500.00	500.00	253.79	500.00	0.00



**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	111,925.00	110,500.00	110,500.00	45,000.00	110,500.00	0.00
101-257-850.000	COMMUNICATIONS	509.52	600.00	600.00	169.84	600.00	0.00
101-257-851.000	MAIL/POSTAGE	1,493.29	2,000.00	2,000.00	2,534.45	2,500.00	500.00
	*Increased Budget for Mailing of Assessment Notices in 2022						
101-257-900.000	PRINTING & PUBLISHING	852.75	2,000.00	2,000.00	494.91	2,000.00	0.00
101-257-910.000	PROFESSIONAL DEVELOPMENT	143.00	0.00	0.00	647.50	650.00	650.00
	*Increased Budget for Required Board of Review Training						
101-257-955.000	MISC.	0.00	250.00	250.00	0.00	250.00	0.00
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,360.00	500.00	500.00	0.00	500.00	0.00
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 257 - ASSESSOR		118,134.58	121,304.00	121,304.00	50,882.99	122,454.00	1,150.00
Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	310.59	1,500.00	1,500.00	1,305.72	1,500.00	0.00
101-262-708.000	UNEMPLOYMENT	0.00	20.00	20.00	16.97	400.00	380.00
	*Increased Budget for election workers being subject to unemployment tax						
101-262-709.000	EMPLR FICA CONTR	17.51	150.00	150.00	80.95	150.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	4.10	30.00	30.00	18.93	30.00	0.00
101-262-712.000	ELECTION WORKERS	7,961.50	18,000.00	18,000.00	4,063.50	18,000.00	0.00
101-262-716.000	EMPLR RETIREMENT CONTR	27.95	150.00	150.00	0.00	150.00	0.00
101-262-718.500	HEALTH INSURANCE	129.70	700.00	700.00	0.00	700.00	0.00
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS	(26.71)	(100.00)	(100.00)	0.00	(100.00)	0.00
101-262-719.000	DENTAL INSURANCE	8.37	50.00	50.00	0.00	50.00	0.00
101-262-719.800	VISION INSURANCE	1.62	15.00	15.00	0.00	15.00	0.00
101-262-719.900	VISION INS-EE CONTRIBUTIONS	(0.81)	(7.00)	(7.00)	0.00	(7.00)	0.00
101-262-724.000	WORKER'S COMP	5.24	30.00	30.00	3.81	30.00	0.00
101-262-725.000	LIFE & DISABILITY BENEFIT	3.45	20.00	20.00	0.00	20.00	0.00
101-262-754.000	OPERATING SUPPLIES	9,102.74	12,000.00	12,000.00	2,899.99	12,000.00	0.00
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,368.75	10,800.00	10,800.00	860.00	10,800.00	0.00
101-262-851.000	MAIL/POSTAGE	6,623.20	4,000.00	4,000.00	0.00	4,000.00	0.00
101-262-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	49.95	0.00	0.00	0.00	0.00	0.00
101-262-900.000	PRINTING & PUBLISHING	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00
101-262-910.000	PROFESSIONAL DEVELOPMENT	0.00	300.00	300.00	0.00	300.00	0.00
101-262-955.000	MISC.	78.86	400.00	400.00	0.00	400.00	0.00
Net - Dept 262 - ELECTIONS		28,666.01	49,658.00	49,658.00	9,249.87	50,038.00	380.00
Dept 265 - TWP HALL & GROUNDS							
101-265-702.000	SALARIES & WAGES	1,203.49	1,200.00	1,200.00	311.01	1,200.00	0.00
101-265-708.000	UNEMPLOYMENT	3.89	10.00	10.00	0.93	10.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-265-709.000	EMPLR FICA CONTR	71.97	70.00	70.00	18.44	70.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	16.85	20.00	20.00	4.31	20.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	108.31	100.00	100.00	27.99	100.00	0.00
101-265-718.500	HEALTH INSURANCE	364.06	500.00	500.00	115.62	500.00	0.00
101-265-718.700	HEALTH INS-EE CONTRIBUTIONS	(42.35)	(30.00)	(30.00)	(16.02)	(30.00)	0.00
101-265-719.000	DENTAL INSURANCE	15.79	30.00	30.00	4.86	30.00	0.00
101-265-719.800	VISION INSURANCE	1.50	5.00	5.00	0.00	5.00	0.00
101-265-719.900	VISION INS-EE CONTRIBUTIONS	(0.74)	0.00	0.00	0.00	0.00	0.00
101-265-724.000	WORKER'S COMP	14.68	30.00	30.00	3.54	30.00	0.00
101-265-725.000	LIFE & DISABILITY BENEFIT	7.32	10.00	10.00	2.03	10.00	0.00
101-265-754.000	OPERATING SUPPLIES	4,558.82	6,500.00	6,500.00	579.26	6,500.00	0.00
101-265-776.100	HALL CLEANING	10,126.68	11,100.00	11,100.00	2,937.42	11,100.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	16,443.10	21,400.00	21,400.00	624.44	21,400.00	0.00
101-265-850.000	COMMUNICATIONS	2,979.13	3,000.00	3,000.00	1,245.79	3,000.00	0.00
101-265-890.000	SAFETY	1,018.23	1,100.00	1,100.00	506.17	1,550.00	450.00
	*Increased Budget for Air Purifier for Township Hall						
101-265-917.000	WATER & SEWER CHARGES	656.60	700.00	700.00	0.00	700.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	11,059.14	12,000.00	12,000.00	5,247.93	12,000.00	0.00
101-265-930.001	MAINT-EQUIPMENT	61.76	500.00	500.00	0.00	500.00	0.00
101-265-930.200	MAINT-GROUNDS	142.95	1,000.00	1,000.00	238.79	1,000.00	0.00
101-265-930.300	MAINT-BUILDINGS	2,164.96	3,500.00	3,500.00	152.98	3,500.00	0.00
101-265-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,273.88	4,000.00	4,000.00	1,667.07	4,000.00	0.00
101-265-935.000	PROPERTY/LIABILITY INSURANCE	12,360.02	12,000.00	12,000.00	11,129.05	14,000.00	2,000.00
	*Increased Budget due to Increased Actual Costs for Insurance						
101-265-940.100	POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	462.75	2,000.00	0.00
101-265-955.000	MISC.	96.81	200.00	200.00	0.00	200.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS		67,557.85	80,945.00	80,945.00	25,264.36	83,395.00	2,450.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES	50,508.49	100,000.00	100,000.00	5,240.36	100,000.00	0.00
101-266-826.000-020	LEGAL FEES	17,233.50	0.00	0.00	6,315.00	0.00	0.00
101-266-826.000-021	LEGAL FEES	33,556.07	0.00	0.00	2,775.00	0.00	0.00
101-266-826.500	LEGAL FEES-ASSESSOR	24,865.20	0.00	0.00	0.00	0.00	0.00
Net - Dept 266 - LEGAL/ATTORNEY		126,163.26	100,000.00	100,000.00	14,330.36	100,000.00	0.00
Dept 371 - BUILDING							
101-371-702.000	SALARIES & WAGES	124,755.95	163,600.00	163,600.00	50,914.00	163,600.00	0.00
101-371-702.500	OVERTIME	1,219.82	2,500.00	2,500.00	567.73	2,500.00	0.00
101-371-708.000	UNEMPLOYMENT	342.00	1,350.00	1,350.00	370.50	1,350.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-371-709.000	EMPLR FICA CONTR	7,290.61	9,720.00	9,720.00	2,989.93	9,720.00	0.00
101-371-711.000	EMPLR MEDICARE CONTR	1,705.08	2,280.00	2,280.00	699.26	2,280.00	0.00
101-371-716.000	EMPLR RETIREMENT CONTR	11,335.18	15,000.00	15,000.00	4,633.35	15,000.00	0.00
101-371-718.000	HEALTH & DENTAL BENEFIT	0.00	0.00	0.00	5.00	0.00	0.00
101-371-718.500	HEALTH INSURANCE	56,248.48	74,100.00	74,100.00	24,293.65	74,100.00	0.00
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(6,046.79)	(8,841.00)	(8,841.00)	(2,931.96)	(8,841.00)	0.00
101-371-719.000	DENTAL INSURANCE	4,032.74	5,160.00	5,160.00	1,673.36	5,160.00	0.00
101-371-719.800	VISION INSURANCE	760.89	1,060.00	1,060.00	358.28	1,060.00	0.00
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(380.26)	(528.00)	(528.00)	(184.08)	(528.00)	0.00
101-371-724.000	WORKER'S COMP	542.80	750.00	750.00	229.54	750.00	0.00
101-371-725.000	LIFE & DISABILITY BENEFIT	700.66	1,070.00	1,070.00	321.12	1,070.00	0.00
101-371-752.000	OFFICE SUPPLIES	908.05	900.00	900.00	107.92	900.00	0.00
101-371-754.000	OPERATING SUPPLIES	614.96	600.00	600.00	57.84	600.00	0.00
101-371-759.000	GAS/FUEL	1,010.07	1,000.00	1,000.00	635.51	2,000.00	1,000.00
	*Increased Budget for cost of gas for full-time building official&rental inspector for a full fiscal year vs. the contract labor/higher gas prices as well						
101-371-767.000	UNIFORMS	264.25	300.00	300.00	0.00	300.00	0.00
101-371-775.100	VEHICLE CLEANING	0.00	200.00	200.00	0.00	200.00	0.00
101-371-791.000	SUBSCRIPTIONS & PUBLICATIONS	381.34	150.00	150.00	0.00	150.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	44,591.72	25,000.00	25,000.00	1,188.16	25,000.00	0.00
101-371-850.000	COMMUNICATIONS	961.08	800.00	800.00	389.96	1,500.00	700.00
	*Increased Budget for additional phone line for full-time building official employee						
101-371-851.000	MAIL/POSTAGE	0.00	35.00	35.00	0.00	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	100.00	0.00	100.00	0.00
101-371-900.000	PRINTING & PUBLISHING	1,795.32	1,500.00	1,500.00	0.00	1,500.00	0.00
101-371-910.000	PROFESSIONAL DEVELOPMENT	715.00	5,000.00	5,000.00	445.00	5,000.00	0.00
101-371-910.100	SEMINAR LODGING	454.86	500.00	500.00	0.00	500.00	0.00
101-371-910.200	SEMINAR MEALS	71.94	750.00	750.00	70.78	750.00	0.00
101-371-915.000	MEMBERSHIP & DUES	1,125.00	1,200.00	1,200.00	515.00	1,200.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	857.61	800.00	800.00	2,094.19	2,500.00	1,700.00
	*Increased Budget for the catalytic converter replacement that was stolen from the building dept truck while parked at the Township Hall						
101-371-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,475.00	2,475.00	608.00	2,475.00	0.00
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE	3,085.00	2,600.00	2,600.00	0.00	500.00	(2,100.00)
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	2,843.92	3,775.00	3,775.00	1,339.97	3,775.00	0.00
Net - Dept 371 - BUILDING		262,187.28	314,906.00	314,906.00	91,392.01	316,206.00	1,300.00
Dept 441 - PUBLIC WORKS							
101-441-920.000	STREET LIGHTING	25,404.39	24,000.00	24,000.00	7,116.22	24,000.00	0.00
101-441-962.000	DRAINS AT LARGE	28,195.30	59,000.00	59,000.00	50,527.01	59,000.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	451,843.62	247,000.00	247,000.00	0.00	877,000.00	630,000.00
	*Increased Budget for Board Approved Increased Contribution \$300,000 for the Lincoln Rd/Broomfield Intersection Project-South of the Bridge on Lincoln						
	*Increased Budget \$330,000 for the Funding Amount for the Project Originally Committed by the West DDA/Revenue from West DDA which is in revenue line item 101-000-583.000 above						
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	0.00	300,000.00	300,000.00	0.00	309,000.00	9,000.00
	*Increased Budget for Contribution to City of Mt Pleasant for Engineering/Design Work on a pathway on Crawford to Mission Creek Park						
Net - Dept 441 - PUBLIC WORKS		505,443.31	630,000.00	630,000.00	57,643.23	1,269,000.00	639,000.00
Dept 701 - PLANNING							
101-701-702.000	SALARIES & WAGES	148,685.49	150,604.00	150,604.00	46,606.96	150,604.00	0.00
101-701-707.000	PER DIEM	9,978.00	17,000.00	17,000.00	2,275.00	17,000.00	0.00
101-701-708.000	UNEMPLOYMENT	255.78	950.00	950.00	255.27	950.00	0.00
101-701-709.000	EMPLR FICA CONTR	9,183.69	10,260.00	10,260.00	2,854.91	10,260.00	0.00
101-701-711.000	EMPLR MEDICARE CONTR	2,147.79	2,400.00	2,400.00	667.69	2,400.00	0.00
101-701-716.000	EMPLR RETIREMENT CONTR	12,746.61	13,450.00	13,450.00	4,137.36	13,450.00	0.00
101-701-718.500	HEALTH INSURANCE	46,621.97	49,400.00	49,400.00	16,211.23	49,400.00	0.00
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,004.24)	(5,894.00)	(5,894.00)	(1,954.64)	(5,894.00)	0.00
101-701-719.000	DENTAL INSURANCE	3,337.44	3,440.00	3,440.00	1,115.68	3,440.00	0.00
101-701-719.800	VISION INSURANCE	353.76	386.00	386.00	121.52	386.00	0.00
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(176.88)	(193.00)	(193.00)	(61.36)	(193.00)	0.00
101-701-724.000	WORKER'S COMP	592.89	651.00	651.00	185.00	651.00	0.00
101-701-725.000	LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	239.20	800.00	0.00
101-701-752.000	OFFICE SUPPLIES	157.05	1,000.00	1,000.00	0.00	1,000.00	0.00
101-701-759.000	GAS/FUEL	0.00	400.00	400.00	0.00	400.00	0.00
101-701-767.000	UNIFORMS	67.50	200.00	200.00	52.00	200.00	0.00
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	153.99	325.00	325.00	12.00	325.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,944.36	35,750.00	35,750.00	1,498.94	35,750.00	0.00
101-701-804.000	CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
101-701-850.000	COMMUNICATIONS	604.89	250.00	250.00	173.90	250.00	0.00
101-701-851.000	MAIL/POSTAGE	0.00	150.00	150.00	0.00	150.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	234.98	200.00	200.00	144.29	500.00	300.00
	*Increased Budget due to more in person meetings being attended by the Director						
101-701-900.000	PRINTING & PUBLISHING	4,808.80	5,500.00	5,500.00	2,239.60	5,500.00	0.00
101-701-910.000	PROFESSIONAL DEVELOPMENT	3,640.00	5,000.00	5,000.00	664.00	5,000.00	0.00
101-701-910.100	SEMINAR LODGING	475.70	750.00	750.00	0.00	750.00	0.00
101-701-910.200	SEMINAR MEALS	25.00	400.00	400.00	0.00	400.00	0.00
101-701-915.000	MEMBERSHIP & DUES	792.50	1,600.00	1,600.00	1,155.00	1,600.00	0.00
101-701-932.000	VEHICLE REPAIRS & MAINTENANCE	0.00	500.00	500.00	0.00	500.00	0.00
101-701-940.000	LEASE/RENT	0.00	0.00	0.00	950.00	950.00	950.00

**Charter Township of Union  
101 - General Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
	*Increased Budget for the rental of Lincoln Reception Center for Planning Commission meeting space						
101-701-955.000	MISC.	35.00	250.00	250.00	(200.80)	250.00	0.00
101-701-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	2,875.00	2,875.00	1,663.95	2,875.00	0.00
Net - Dept 701 - PLANNING		253,379.67	308,404.00	308,404.00	91,006.70	309,654.00	1,250.00
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	17,793.18	34,791.00	34,791.00	2,968.92	34,791.00	0.00
101-751-702.500	OVERTIME	1,620.85	2,000.00	2,000.00	54.88	2,000.00	0.00
101-751-708.000	UNEMPLOYMENT	178.19	1,204.00	1,204.00	10.79	1,204.00	0.00
101-751-709.000	EMPLR FICA CONTR	1,956.35	3,060.00	3,060.00	190.75	3,060.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	457.55	715.00	715.00	44.61	715.00	0.00
101-751-712.000	TEMPORARY LABOR	13,289.50	15,080.00	15,080.00	114.00	15,080.00	0.00
101-751-716.000	EMPLR RETIREMENT CONTR	1,747.27	2,780.00	2,780.00	272.16	2,780.00	0.00
101-751-718.500	HEALTH INSURANCE	9,808.32	19,760.00	19,760.00	1,653.69	19,760.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,165.48)	(2,950.00)	(2,950.00)	(37.56)	(2,950.00)	0.00
101-751-719.000	DENTAL INSURANCE	682.01	1,375.00	1,375.00	91.68	1,375.00	0.00
101-751-719.800	VISION INSURANCE	160.00	309.00	309.00	3.84	309.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(79.99)	(154.00)	(154.00)	(1.85)	(154.00)	0.00
101-751-724.000	WORKER'S COMP	657.55	1,100.00	1,100.00	64.66	1,100.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	143.58	280.00	280.00	4.70	280.00	0.00
101-751-754.000	OPERATING SUPPLIES	4,102.94	3,500.00	3,500.00	174.99	3,500.00	0.00
101-751-759.000	GAS/FUEL	1,697.16	1,500.00	1,500.00	23.23	1,500.00	0.00
101-751-767.000	UNIFORMS	418.87	500.00	500.00	0.00	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,757.87	7,800.00	7,800.00	1,245.02	7,800.00	0.00
101-751-890.000	SAFETY	377.00	1,500.00	1,500.00	419.69	1,500.00	0.00
101-751-900.000	PRINTING & PUBLISHING	240.00	500.00	500.00	66.28	500.00	0.00
101-751-910.000	PROFESSIONAL DEVELOPMENT	0.00	400.00	400.00	0.00	400.00	0.00
101-751-917.000	WATER & SEWER CHARGES	5,656.99	6,000.00	6,000.00	408.13	6,000.00	0.00
101-751-920.000	ELECTRIC/NATURAL GAS	3,408.60	4,000.00	4,000.00	1,414.47	4,000.00	0.00
101-751-930.001	MAINT-EQUIPMENT	1,530.53	1,500.00	1,500.00	0.00	1,500.00	0.00
101-751-930.200	MAINT-GROUNDS	8,920.09	12,000.00	12,000.00	161.45	12,000.00	0.00
101-751-930.250	MAINT-DOG PARK	2,800.00	3,000.00	3,000.00	0.00	3,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	1,446.18	1,500.00	1,500.00	230.65	1,500.00	0.00
101-751-933.000	MAINT-VEHICLES	129.66	500.00	500.00	183.77	500.00	0.00
101-751-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00
101-751-977.000	NEW EQUIPMENT PURCHASE	7,565.97	4,000.00	4,000.00	0.00	4,000.00	0.00
Net - Dept 751 - PARKS & RECREATION		89,300.74	127,750.00	127,750.00	9,762.95	127,750.00	0.00

Dept 901 - CAPITAL OUTLAY

**Charter Township of Union**  
**101 - General Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	ENDING BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	17,536.00	132,000.00	132,000.00	1,009.22	132,000.00	0.00
101-901-976.303	CAPITAL OUTLAY-PROPERTY	2,429.84	38,000.00	38,000.00	48.00	38,000.00	0.00
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	220,446.61	16,000.00	16,000.00	58,689.26	107,000.00	91,000.00
	*Increased Budget for Jameson Hall Upgrade Project \$102,000-project was not completed in 2021 as expected, \$102,000 moved to 2022						
	*Decreased Budget \$11,000 for Planned Lawnmower Purchase moving to 2023						
101-901-976.309	CAPITAL OUTLAY-VEHICLES	0.00	96,000.00	96,000.00	0.00	96,000.00	0.00
101-901-976.313	CAPITAL OUTLAY-ALTERNATIVE ENERGY	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
101-901-976.314	CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		240,412.45	332,000.00	332,000.00	59,746.48	423,000.00	91,000.00
Dept 910 - DEBT SERVICE-LEASES							
101-910-991.500	LEASE PAYABLE PRINCIPAL	3,250.00	0.00	0.00	0.00	0.00	0.00
101-910-992.500	LEASE PAYABLE INTEREST	72.29	0.00	0.00	0.00	0.00	0.00
Net - Dept 910 - DEBT SERVICE-LEASES		(3,322.29)	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,775,441.69	2,025,550.00	2,025,550.00	521,518.77	2,673,704.00	648,154.00
TOTAL EXPENDITURES		2,194,484.90	2,652,903.00	2,652,903.00	583,899.12	3,392,133.00	739,230.00
NET OF REVENUES & EXPENDITURES		580,956.79	(627,353.00)	(627,353.00)	(62,380.35)	(718,429.00)	(91,076.00)
BEGINNING FUND BALANCE		5,251,877.00	5,832,833.79	5,832,833.79	5,832,833.79	5,832,833.79	
ENDING FUND BALANCE		5,832,833.79	5,205,480.79	5,205,480.79	5,770,453.44	5,114,404.79	

**Charter Township of Union  
206 - Fire Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
206-000-402.000	CURRENT REAL PROPERTY TAX	708,317.49	701,000.00	701,000.00	659,912.97	701,000.00	0.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(3,013.61)	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00
206-000-402.002	PILOT TAX	7,643.15	7,000.00	7,000.00	0.00	7,000.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(200.00)	(200.00)	0.00	(200.00)	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	289.53	500.00	500.00	0.00	500.00	0.00
206-000-445.000	INTEREST ON TAXES	38.13	300.00	300.00	0.00	300.00	0.00
206-000-543.000	STATE GRANT-PUBLIC SAFETY	19,273.36	12,000.00	12,000.00	0.00	12,000.00	0.00
206-000-573.000	STATE AID REVENUE-LCSA	5,404.43	5,000.00	5,000.00	10,262.82	10,200.00	5,200.00
	*Increased Budget Based on Actual Amount Received from the State of Michigan						
206-000-600.200	FIRE PROTECTION - EDDA	81,150.00	81,200.00	81,200.00	0.00	81,200.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	59,515.99	59,000.00	59,000.00	0.00	59,000.00	0.00
206-000-665.000	INTEREST EARNED	3,546.30	3,000.00	3,000.00	552.69	3,000.00	0.00
206-000-671.000	OTHER REVENUE	54,090.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>936,254.77</b>	<b>858,800.00</b>	<b>858,800.00</b>	<b>670,728.48</b>	<b>864,000.00</b>	<b>5,200.00</b>
<b>Expenditures</b>							
206-336-702.000	SALARIES & WAGES	2,152.67	0.00	0.00	0.00	0.00	0.00
206-336-709.000	EMPLR FICA CONTR	128.76	0.00	0.00	0.00	0.00	0.00
206-336-711.000	EMPLR MEDICARE CONTR	30.13	0.00	0.00	0.00	0.00	0.00
206-336-716.000	EMPLR RETIREMENT CONTR	193.74	0.00	0.00	0.00	0.00	0.00
206-336-718.500	HEALTH INSURANCE	1,032.23	0.00	0.00	0.00	0.00	0.00
206-336-718.700	HEALTH INS-EE CONTRIBUTIONS	(62.12)	0.00	0.00	0.00	0.00	0.00
206-336-719.000	DENTAL INSURANCE	58.11	0.00	0.00	0.00	0.00	0.00
206-336-719.800	VISION INSURANCE	5.02	0.00	0.00	0.00	0.00	0.00
206-336-719.900	VISION INS-EE CONTRIBUTIONS	(2.51)	0.00	0.00	0.00	0.00	0.00
206-336-724.000	WORKER'S COMP	34.81	0.00	0.00	0.00	0.00	0.00
206-336-725.000	LIFE & DISABILITY BENEFIT	9.63	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	796,300.00	812,900.00	812,900.00	406,450.00	812,900.00	0.00
206-336-801.025	HYDRANT FLUSHING	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
206-336-934.000	FIRE HYDRANT REPAIRS	0.00	5,150.00	5,150.00	0.00	5,150.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>799,880.47</b>	<b>848,050.00</b>	<b>848,050.00</b>	<b>406,450.00</b>	<b>848,050.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>936,254.77</b>	<b>858,800.00</b>	<b>858,800.00</b>	<b>670,728.48</b>	<b>864,000.00</b>	<b>5,200.00</b>
<b>TOTAL EXPENDITURES</b>		<b>799,880.47</b>	<b>848,050.00</b>	<b>848,050.00</b>	<b>406,450.00</b>	<b>848,050.00</b>	<b>0.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>136,374.30</b>	<b>10,750.00</b>	<b>10,750.00</b>	<b>264,278.48</b>	<b>15,950.00</b>	<b>5,200.00</b>
<b>BEGINNING FUND BALANCE</b>		<b>823,958.00</b>	<b>960,332.30</b>	<b>960,332.30</b>	<b>960,332.30</b>	<b>960,332.30</b>	
<b>ENDING FUND BALANCE</b>		<b>960,332.30</b>	<b>971,082.30</b>	<b>971,082.30</b>	<b>1,224,610.78</b>	<b>976,282.30</b>	

**Charter Township of Union  
248 - East DDA Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
248-000-402.000	CURRENT PROPERTY TAX	447,562.57	468,000.00	468,000.00	0.00	506,000.00	38,000.00
	*Increased Budget for actual amounts received for tax captures						
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(504.39)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	76.47	300.00	300.00	0.00	300.00	0.00
248-000-445.000	INTEREST ON TAXES	7.16	500.00	500.00	0.00	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	56,127.27	56,000.00	56,000.00	0.00	56,000.00	0.00
248-000-665.000	INTEREST EARNED	4,340.17	4,800.00	4,800.00	683.53	4,800.00	0.00
248-000-671.000	OTHER REVENUE	0.00	100.00	100.00	14,820.00	15,000.00	14,900.00
	*Increased Budget for insurance reimbursement to pay for light pole damaged in an accident						
<b>TOTAL REVENUES</b>		<b>507,609.25</b>	<b>525,450.00</b>	<b>525,450.00</b>	<b>15,503.53</b>	<b>578,350.00</b>	<b>52,900.00</b>
<b>Expenditures</b>							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	24,224.69	15,270.00	15,270.00	3,720.50	15,270.00	0.00
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	5,900.00	11,000.00	11,000.00	0.00	11,000.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	28,557.00	23,000.00	23,000.00	0.00	23,000.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	13,196.92	35,000.00	35,000.00	6,644.70	35,000.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,634.70	21,000.00	21,000.00	0.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,695.00	21,960.00	21,960.00	4,630.00	21,960.00	0.00
248-000-826.000	LEGAL FEES	713.00	2,000.00	2,000.00	0.00	2,000.00	0.00
248-000-851.000	MAIL/POSTAGE	469.58	0.00	0.00	0.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,000.00	0.00	10,500.00	500.00
	*Increased Budget \$500 for Contribution to Airport Car						
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-000-900.000	PRINTING & PUBLISHING	554.30	250.00	250.00	0.00	250.00	0.00
248-000-915.000	MEMBERSHIP & DUES	405.00	500.00	500.00	0.00	500.00	0.00
248-000-917.000	WATER & SEWER CHARGES	13,595.90	17,000.00	17,000.00	0.00	17,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	12,628.91	14,000.00	14,000.00	4,447.16	14,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,697.25	1,800.00	1,800.00	1,528.22	1,800.00	0.00
248-000-940.000	LEASE/RENT	600.00	700.00	700.00	475.00	1,175.00	475.00
	*Increased Budget \$475 for rental of Lincoln Reception Hall meeting room space						
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
<b>Total Dept 000 - GENERAL OPERATING</b>		<b>140,872.25</b>	<b>218,580.00</b>	<b>218,580.00</b>	<b>21,445.58</b>	<b>219,555.00</b>	<b>975.00</b>



**Charter Township of Union  
248 - East DDA Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	81,150.00	81,200.00	81,200.00	0.00	81,200.00	0.00
Total Dept 336 - FIRE DEPARTMENT		81,150.00	81,200.00	81,200.00	0.00	81,200.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	435,000.00	435,000.00	0.00	435,000.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	0.00	250,000.00	250,000.00	0.00	250,000.00	0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	175,000.00	175,000.00	0.00	175,000.00	0.00
248-728-967.600	PARKS PROJECTS	211,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
248-728-971.000	CAPITAL OUTLAY-LAND	197,705.13	0.00	0.00	0.00	48,000.00	48,000.00
	*Increased Budget for 2120 Yats Drive/Honey Bear Lane purchase/clean-up and restoration						
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	7,041.50	90,000.00	90,000.00	73.82	90,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		415,746.63	960,000.00	960,000.00	73.82	1,008,000.00	48,000.00
TOTAL EXPENDITURES		637,768.88	1,259,780.00	1,259,780.00	21,519.40	1,308,755.00	48,975.00
TOTAL REVENUES		507,609.25	525,450.00	525,450.00	15,503.53	578,350.00	52,900.00
TOTAL EXPENDITURES		637,768.88	1,259,780.00	1,259,780.00	21,519.40	1,308,755.00	48,975.00
NET OF REVENUES & EXPENDITURES		(130,159.63)	(734,330.00)	(734,330.00)	(6,015.87)	(730,405.00)	3,925.00
BEGINNING FUND BALANCE		1,681,067.00	1,550,907.37	1,550,907.37	1,550,907.37	1,550,907.37	
ENDING FUND BALANCE		1,550,907.37	816,577.37	816,577.37	1,544,891.50	820,502.37	

**Charter Township of Union  
250 - West DDA Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	341,992.49	359,000.00	359,000.00	0.00	397,000.00	38,000.00
	*Increased Budget for actual amounts received for tax captures						
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	20.93	20.00	20.00	0.00	20.00	0.00
250-000-445.000	INTEREST ON TAXES	2.89	200.00	200.00	0.00	200.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	37.50	0.00	0.00	0.00	0.00	0.00
250-000-665.000	INTEREST EARNED	4,881.92	4,400.00	4,400.00	1,314.50	4,400.00	0.00
TOTAL REVENUES		346,935.73	359,620.00	359,620.00	1,314.50	397,620.00	38,000.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	15,604.69	8,270.00	8,270.00	2,867.50	8,270.00	0.00
250-000-826.000	LEGAL FEES	975.00	0.00	0.00	0.00	0.00	0.00
250-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,000.00	0.00	5,500.00	500.00
	*Increased Budget \$500 for Contribution to Airport Car						
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
250-000-900.000	PRINTING & PUBLISHING	554.30	0.00	0.00	0.00	0.00	0.00
250-000-915.000	MEMBERSHIP & DUES	405.00	400.00	400.00	0.00	400.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00	330,000.00	330,000.00	0.00	450,600.00	120,600.00
	*Increased Budget for Contribution to General Fund for the paved shoulders on the Lincoln Road project south of the bridge						
Total Dept 000 - GENERAL OPERATING		22,538.99	383,670.00	383,670.00	2,867.50	504,770.00	121,100.00
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	59,515.99	59,000.00	59,000.00	0.00	59,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		59,515.99	59,000.00	59,000.00	0.00	59,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-940.000	LEASE/RENT	0.00	0.00	0.00	475.00	475.00	475.00
	*Increased Budget \$475 for rental of Lincoln Reception Hall meeting room space						
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	12,840.00	320,000.00	320,000.00	0.00	584,000.00	264,000.00
	*Increased Budget for sidewalk engineering and construction costs \$119,000 higher than expected on Remus Road						
	*Increased Budget for sidewalk engineering and construction costs for sidewalk project (Lux Funeral Home to Twp Hall) coming in \$145,000 higher than expected						
Total Dept 728 - ECONOMIC DEVELOPMENT		12,840.00	320,000.00	320,000.00	475.00	584,475.00	264,475.00
TOTAL EXPENDITURES		94,894.98	762,670.00	762,670.00	3,342.50	1,148,245.00	385,575.00

**Charter Township of Union  
250 - West DDA Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
TOTAL REVENUES		346,935.73	359,620.00	359,620.00	1,314.50	397,620.00	38,000.00
TOTAL EXPENDITURES		94,894.98	762,670.00	762,670.00	3,342.50	1,148,245.00	385,575.00
NET OF REVENUES & EXPENDITURES		252,040.75	(403,050.00)	(403,050.00)	(2,028.00)	(750,625.00)	(347,575.00)
BEGINNING FUND BALANCE		1,222,457.00	1,474,497.75	1,474,497.75	1,474,497.75	1,474,497.75	
ENDING FUND BALANCE		1,474,497.75	1,071,447.75	1,071,447.75	1,472,469.75	723,872.75	

**Charter Township of Union  
288 - Tribal Grant Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 7/30/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
288-000-582.000	CONTRIBUTION FROM TRIBE	38,226.97	0.00	0.00	254,875.17	254,875.00	254,875.00
	*Increased Budget for the Spring 2% Award from Saginaw Chippewa Indian Tribe for the Lincoln Rd/Broomfield Intersection Proj \$179,504						
	*Increased Budget for the Spring 2% Award from Saginaw Chippewa Indian Tribe for the Pump Station #1 Upgrade \$75,371						
288-000-665.000	INTEREST EARNED	531.01	550.00	550.00	90.90	550.00	0.00
TOTAL REVENUES		38,757.98	550.00	550.00	254,966.07	255,425.00	254,875.00
<b>Expenditures</b>							
Dept 728 - ECONOMIC DEVELOPMENT							
288-728-965.000	CONTRIBUTION TO OTHER UNITS OF	34,000.00	0.00	0.00	0.00	0.00	0.00
288-728-965.600	CONTRIBUTION TO SEWER FUND	0.00	50,000.00	50,000.00	0.00	125,371.00	75,371.00
	* Increased Budget \$75,371 for the additional contribution to the Sewer Fund for the upgrades to Pump Station #1						
288-728-967.400	STREET/ROAD PROJECTS	238,226.97	0.00	0.00	0.00	179,504.00	179,504.00
	*Increased Budget for the contribution to General Fund for the Lincoln Road/Broomfield Intersection Project						
288-728-967.600	PARKS PROJECTS	13,295.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		285,521.97	50,000.00	50,000.00	0.00	304,875.00	254,875.00
TOTAL REVENUES		38,757.98	550.00	550.00	254,966.07	255,425.00	254,875.00
TOTAL EXPENDITURES		285,521.97	50,000.00	50,000.00	0.00	304,875.00	254,875.00
NET OF REVENUES & EXPENDITURES		(246,763.99)	(49,450.00)	(49,450.00)	254,966.07	(49,450.00)	0.00
BEGINNING FUND BALANCE		328,501.00	81,737.01	81,737.01	81,737.01	81,737.01	
ENDING FUND BALANCE		81,737.01	32,287.01	32,287.01	336,703.08	32,287.01	

**Charter Township of Union**  
**590 - Sewer Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
590-000-456.000	CONNECTION FEE	80,451.32	75,000.00	75,000.00	13,375.05	75,000.00	0.00
590-000-582.000	CONTRIBUTION FROM TRIBE	0.00	50,000.00	50,000.00	0.00	125,371.00	75,371.00
	*Increased Budget \$75,371.00 for Additional Spring 2% Tribal Funding Amount Awarded for the Pump Station #1 Upgrade Project						
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	160,000.00	160,000.00	0.00	160,000.00	0.00
590-000-627.000	SERVICE	1,383,941.01	1,466,744.00	1,466,744.00	364,611.58	1,466,744.00	0.00
590-000-627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00
590-000-628.000	INSPECTION FEE	2,150.00	3,000.00	3,000.00	0.00	3,000.00	0.00
590-000-655.000	FINES & FORFEITURES	32,235.50	33,000.00	33,000.00	21,902.03	33,000.00	0.00
590-000-665.000	INTEREST EARNED	16,346.01	7,200.00	7,200.00	1,556.47	7,200.00	0.00
590-000-670.000	DEBT RETIREMENT	1,157,824.46	1,215,384.00	1,215,384.00	305,212.55	1,215,384.00	0.00
590-000-671.000	OTHER REVENUE	718.99	3,000.00	3,000.00	2,200.00	3,000.00	0.00
590-000-687.000	REFUNDS & REBATES	2,043.58	0.00	0.00	783.12	0.00	0.00
TOTAL REVENUES		2,675,710.87	3,011,828.00	3,011,828.00	709,640.80	3,087,199.00	75,371.00
<b>Expenditures</b>							
<b>Dept 536 - WATER/SEWER SYSTEMS</b>							
590-536-702.000	SALARIES & WAGES	257,118.77	269,577.00	269,577.00	85,664.91	269,577.00	0.00
590-536-702.500	OVERTIME	10,840.69	10,000.00	10,000.00	2,796.51	10,000.00	0.00
590-536-702.700	LONGEVITY PAY	3,592.45	4,332.00	4,332.00	0.00	4,332.00	0.00
590-536-708.000	UNEMPLOYMENT	507.23	2,604.00	2,604.00	530.31	2,604.00	0.00
590-536-709.000	EMPLR FICA CONTR	16,659.46	17,681.00	17,681.00	5,287.44	17,681.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	3,896.51	4,135.00	4,135.00	1,236.75	4,135.00	0.00
590-536-712.000	TEMPORARY LABOR	6,482.16	10,088.00	10,088.00	0.00	10,088.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	23,263.53	24,000.00	24,000.00	7,590.32	24,000.00	0.00
590-536-718.500	HEALTH INSURANCE	85,526.17	93,062.00	93,062.00	32,174.37	93,062.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(6,985.57)	(7,538.00)	(7,538.00)	(3,125.07)	(7,538.00)	0.00
590-536-719.000	DENTAL INSURANCE	4,180.71	4,386.00	4,386.00	1,575.17	4,386.00	0.00
590-536-719.800	VISION INSURANCE	554.39	601.00	601.00	179.04	601.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(277.27)	(300.00)	(300.00)	(89.99)	(300.00)	0.00
590-536-724.000	WORKER'S COMP	2,129.52	2,131.00	2,131.00	652.46	2,131.00	0.00
590-536-725.000	LIFE & DISABILITY BENEFIT	1,238.07	1,381.00	1,381.00	449.68	1,381.00	0.00
590-536-726.000	COMPENSATED ABSENCES	1,657.70	0.00	0.00	0.00	0.00	0.00
590-536-752.000	OFFICE SUPPLIES	919.39	1,500.00	1,500.00	427.38	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	3,717.06	5,000.00	5,000.00	1,439.21	5,000.00	0.00
590-536-759.000	GAS/FUEL	9,339.19	10,000.00	10,000.00	2,614.82	10,000.00	0.00

**Charter Township of Union  
590 - Sewer Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
590-536-767.000	UNIFORMS	1,241.01	2,000.00	2,000.00	0.00	2,000.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	22,247.10	37,600.00	37,600.00	10,689.59	42,600.00	5,000.00
	*Increased Budget for Ordinance Updates						
590-536-826.000	LEGAL FEES	0.00	0.00	0.00	780.00	20,000.00	20,000.00
	*Increased Budget for Ordinance Updates						
590-536-850.000	COMMUNICATIONS	2,093.21	3,000.00	3,000.00	1,481.81	3,000.00	0.00
590-536-851.000	MAIL/POSTAGE	1,315.56	4,000.00	4,000.00	1,052.14	4,000.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	687.17	750.00	750.00	127.24	750.00	0.00
590-536-890.000	SAFETY	3,327.10	6,000.00	6,000.00	907.32	6,000.00	0.00
590-536-900.000	PRINTING & PUBLISHING	413.80	1,500.00	1,500.00	203.36	1,500.00	0.00
590-536-910.000	PROFESSIONAL DEVELOPMENT	512.50	2,500.00	2,500.00	65.00	2,500.00	0.00
590-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
590-536-910.200	SEMINAR MEALS	31.08	100.00	100.00	0.00	100.00	0.00
590-536-915.000	MEMBERSHIP & DUES	459.00	500.00	500.00	42.50	500.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	75,635.79	87,000.00	87,000.00	30,453.80	87,000.00	0.00
590-536-930.000	REPAIRS	1,858.33	180,000.00	180,000.00	90.34	180,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	1,532.90	27,000.00	27,000.00	576.40	27,000.00	0.00
590-536-930.200	MAINT-GROUNDS	567.00	2,000.00	2,000.00	201.67	2,000.00	0.00
590-536-930.300	MAINT-BUILDINGS	3,988.00	5,000.00	5,000.00	25.48	5,000.00	0.00
590-536-933.000	MAINT-VEHICLES	4,201.87	6,000.00	6,000.00	227.27	6,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	18,835.25	195,000.00	195,000.00	39,618.43	214,500.00	19,500.00
	*Increased Budget \$19,500 for the Portion of Pump Station #12 Upgrades not Completed in 2021						
590-536-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,450.00	2,450.00	560.61	2,450.00	0.00
590-536-934.300	OPTO 22 MAINTENANCE	14,218.71	15,000.00	15,000.00	1,317.63	15,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	3,393.14	8,700.00	8,700.00	3,643.29	8,700.00	0.00
590-536-935.000	PROPERTY/LIABILITY INSURANCE	21,006.48	21,000.00	21,000.00	18,360.63	23,000.00	2,000.00
	*Increased Budget Due to Increased Costs for Insurance						
590-536-972.013	HOOKUP LABOR & MATERIAL	95.62	10,000.00	10,000.00	0.00	10,000.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,470,000.00	1,470,000.00	7,244.73	1,669,000.00	199,000.00
	*Increased Budget \$274,000 Due to Increased Costs to Upgrade/Replace Pump Station #1						
	*Increased Budget \$420,000 Due to Upgrade to Pump Station #7 Project Approved in 2021, but not completed in Fiscal Year 2021						
	*Decreased Budget \$435,000 for Pump Station #5 Construction Delayed until 2023						
	*Decreased Budget \$60,000 for Dye Testing & Smoke Testing Pump Station #5 Service Area to 2023						
590-536-977.000	NEW EQUIPMENT PURCHASE	1,232.92	437,750.00	437,750.00	1,810.65	431,250.00	(6,500.00)
	*Reduced Budget \$6,500 for Lawn Mower Purchase Delayed until 2023, 1/2 Sewer Fund, 1/2 Water Fund						
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,841.44	1,000.00	1,000.00	0.00	1,000.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	8,087.22	21,500.00	21,500.00	450.00	21,500.00	0.00

**Charter Township of Union**  
**590 - Sewer Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
590-536-980.400	SECURITY	0.00	2,670.00	2,670.00	2,670.00	2,670.00	0.00
590-536-981.000	VEHICLE PURCHASE	0.00	0.00	0.00	0.00	35,000.00	35,000.00
	*Pickup Truck with Snowplow (split 1/2 Water, 1/2 Sewer) - Trade 2012 F250 with 2008 Plow - was moved from 2021 Budget						
Total Dept 536 - WATER/SEWER SYSTEMS		613,182.36	3,003,660.00	3,003,660.00	262,003.20	3,277,660.00	274,000.00
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	294,627.88	298,443.00	298,443.00	92,776.89	298,443.00	0.00
590-540-702.500	OVERTIME	13,073.03	11,200.00	11,200.00	3,790.59	11,200.00	0.00
590-540-702.700	LONGEVITY PAY	7,075.90	6,122.00	6,122.00	0.00	6,122.00	0.00
590-540-708.000	UNEMPLOYMENT	580.76	2,250.00	2,250.00	617.50	2,250.00	0.00
590-540-709.000	EMPLR FICA CONTR	18,739.05	18,710.00	18,710.00	5,770.03	18,710.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	4,387.39	4,375.00	4,375.00	1,349.44	4,375.00	0.00
590-540-716.000	EMPLR RETIREMENT CONTR	28,329.93	28,420.00	28,420.00	8,691.11	28,420.00	0.00
590-540-718.500	HEALTH INSURANCE	116,169.16	123,490.00	123,490.00	40,412.51	123,490.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(11,491.09)	(13,550.00)	(13,550.00)	(4,494.36)	(13,550.00)	0.00
590-540-719.000	DENTAL INSURANCE	6,951.44	7,167.00	7,167.00	2,324.24	7,167.00	0.00
590-540-719.800	VISION INSURANCE	873.12	954.00	954.00	365.40	954.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(436.24)	(477.00)	(477.00)	(175.44)	(477.00)	0.00
590-540-724.000	WORKER'S COMP	3,577.86	3,600.00	3,600.00	1,086.08	3,600.00	0.00
590-540-725.000	LIFE & DISABILITY BENEFIT	1,612.74	1,800.00	1,800.00	538.20	1,800.00	0.00
590-540-743.000	CHEMICALS	40,835.13	50,000.00	50,000.00	21,327.72	50,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	27,720.22	35,000.00	35,000.00	14,647.77	35,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	480.92	500.00	500.00	265.06	500.00	0.00
590-540-754.000	OPERATING SUPPLIES	11,420.73	12,000.00	12,000.00	6,523.08	12,000.00	0.00
590-540-759.000	GAS/FUEL	2,918.22	3,200.00	3,200.00	1,333.87	3,200.00	0.00
590-540-767.000	UNIFORMS	618.88	2,000.00	2,000.00	362.50	2,000.00	0.00
590-540-774.100	BIOXIDE	66,500.06	80,000.00	80,000.00	22,512.68	80,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	25,122.62	45,450.00	45,450.00	10,737.15	45,450.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	26,661.18	37,400.00	37,400.00	0.00	37,400.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	5,032.34	6,000.00	6,000.00	339.00	6,000.00	0.00
590-540-850.000	COMMUNICATIONS	4,588.50	3,500.00	3,500.00	1,815.51	3,500.00	0.00
590-540-851.000	MAIL/POSTAGE	159.08	750.00	750.00	124.27	750.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	209.44	500.00	500.00	0.00	500.00	0.00
590-540-890.000	SAFETY	4,748.56	5,000.00	5,000.00	955.42	5,000.00	0.00
590-540-900.000	PRINTING & PUBLISHING	177.80	500.00	500.00	155.45	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	1,117.80	3,000.00	3,000.00	2,261.40	3,000.00	0.00
590-540-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00

**Charter Township of Union**  
**590 - Sewer Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
590-540-910.200	SEMINAR MEALS	31.08	100.00	100.00	0.00	100.00	0.00
590-540-915.000	MEMBERSHIP & DUES	83.00	500.00	500.00	152.00	500.00	0.00
590-540-917.000	WATER & SEWER CHARGES	9,527.20	12,000.00	12,000.00	1,840.32	12,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	149,727.41	176,000.00	176,000.00	50,091.73	176,000.00	0.00
590-540-923.000	PROPANE	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
590-540-930.001	MAINT-EQUIPMENT	2,326.86	6,000.00	6,000.00	399.51	6,000.00	0.00
590-540-930.200	MAINT-GROUNDS	1,385.22	3,500.00	3,500.00	40.19	3,500.00	0.00
590-540-930.300	MAINT-BUILDINGS	1,670.98	5,000.00	5,000.00	1,309.33	5,000.00	0.00
590-540-933.000	MAINT-VEHICLES	1,597.73	2,500.00	2,500.00	712.46	2,500.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	4,124.94	10,000.00	10,000.00	1,165.37	10,000.00	0.00
590-540-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,273.83	5,000.00	5,000.00	2,232.07	5,000.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	34.19	4,000.00	4,000.00	46.63	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	15,049.89	35,000.00	35,000.00	512.20	15,000.00	(20,000.00)
	*Reduced Budget Due to Screw Pump Painting Cost Increases-Project Delayed until 2023						
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	22,152.44	25,500.00	25,500.00	791.25	25,500.00	0.00
590-540-934.984	SOLIDS EQUIPMENT MAINT.	10,516.60	15,000.00	15,000.00	5,465.66	15,000.00	0.00
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	943.98	6,000.00	6,000.00	0.00	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	1,346.35	6,000.00	6,000.00	0.00	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	9,277.05	15,000.00	15,000.00	5,512.50	15,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	15,811.47	15,000.00	15,000.00	14,236.76	17,500.00	2,500.00
	*Increased Budget Due to Increased Costs for Insurance						
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00
590-540-958.100	PERMITS & FEES	8,284.40	13,000.00	13,000.00	6,275.48	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	195.00	5,000.00	5,000.00	319.95	5,000.00	0.00
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	225.74	750.00	750.00	0.00	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,231.64	7,670.00	7,670.00	2,670.00	7,670.00	0.00
Total Dept 540 - WWTP		960,199.41	1,149,824.00	1,149,824.00	330,186.48	1,132,324.00	(17,500.00)
Dept 906 - DEBT SERVICE							
590-906-990.000	BOND ISSUE COST AMORTIZATION	39,847.68	0.00	0.00	0.00	0.00	0.00
590-906-995.000	BOND INTEREST-2009 WWTP & 2004 SEWER	16,200.00	0.00	0.00	0.00	0.00	0.00
590-906-996.003	BOND INTEREST-RURAL DEVELOPMENT	142,944.28	143,650.00	143,650.00	15,274.99	143,650.00	0.00
Total Dept 906 - DEBT SERVICE		198,991.96	143,650.00	143,650.00	15,274.99	143,650.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
590-910-992.500	LEASE PAYABLE INTEREST	10.46	0.00	0.00	0.00	0.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		10.46	0.00	0.00	0.00	0.00	0.00



**Charter Township of Union  
590 - Sewer Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	731,996.80	700,000.00	700,000.00	0.00	760,000.00	60,000.00
	*Increased Budget for Depreciation Expense Originally Estimated too Low						
Total Dept 960 - DEPRECIATION EXPENSE		731,996.80	700,000.00	700,000.00	0.00	760,000.00	60,000.00
TOTAL EXPENDITURES		2,504,380.99	4,997,134.00	4,997,134.00	607,464.67	5,313,634.00	316,500.00
TOTAL REVENUES		2,675,710.87	3,011,828.00	3,011,828.00	709,640.80	3,087,199.00	75,371.00
TOTAL EXPENDITURES		2,504,380.99	4,997,134.00	4,997,134.00	607,464.67	5,313,634.00	316,500.00
NET OF REVENUES & EXPENDITURES		171,329.88	(1,985,306.00)	(1,985,306.00)	102,176.13	(2,226,435.00)	(241,129.00)
BEGINNING NET POSITION		14,669,728.00	14,841,057.88	14,841,057.88	14,841,057.88	14,841,057.88	
ENDING NET POSITION		14,841,057.88	12,855,751.88	12,855,751.88	14,943,234.01	12,614,622.88	

**Charter Township of Union**  
**591 - Water Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
591-000-450.000	WATER SALES	1,467,085.94	1,424,306.00	1,424,306.00	347,453.31	1,424,306.00	0.00
591-000-450.100	BULK WATER SALES	445.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-450.200	FINAL READ	2,859.00	4,000.00	4,000.00	1,311.00	4,000.00	0.00
591-000-450.300	TURN-OFF	4,141.00	4,000.00	4,000.00	1,752.00	4,000.00	0.00
591-000-452.000	LATERALS	23,295.50	5,000.00	5,000.00	4,631.04	5,000.00	0.00
591-000-454.000	BENEFIT FEES	53,882.52	50,000.00	50,000.00	16,769.21	50,000.00	0.00
591-000-459.000	CONNECTION FEES	80,624.85	54,000.00	54,000.00	17,035.00	54,000.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	675.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-628.000	INSPECTION FEE	3,450.00	1,300.00	1,300.00	0.00	1,300.00	0.00
591-000-655.000	FINES & FORFEITURES	16,879.70	20,000.00	20,000.00	10,192.09	20,000.00	0.00
591-000-665.000	INTEREST EARNED	15,087.06	8,100.00	8,100.00	1,495.46	8,100.00	0.00
591-000-665.100	INTEREST EARNED-SPEC ASSESS	1,782.20	4,000.00	4,000.00	0.00	4,000.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	52,371.45	56,000.00	56,000.00	22,791.45	56,000.00	0.00
591-000-671.000	OTHER REVENUE	2,115.23	8,000.00	8,000.00	7,063.15	8,000.00	0.00
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	10,000.00	10,000.00	11,708.15	10,000.00	0.00
591-000-687.000	REFUNDS & REBATES	2,006.09	0.00	0.00	783.11	0.00	0.00
<b>TOTAL REVENUES</b>		<b>1,726,700.54</b>	<b>1,650,706.00</b>	<b>1,650,706.00</b>	<b>442,984.97</b>	<b>1,650,706.00</b>	<b>0.00</b>
<b>Expenditures</b>							
<b>Dept 536 - WATER/SEWER SYSTEMS</b>							
591-536-702.000	SALARIES & WAGES	403,044.73	408,370.00	408,370.00	128,723.26	408,370.00	0.00
591-536-702.500	OVERTIME	36,577.77	30,000.00	30,000.00	10,721.04	30,000.00	0.00
591-536-702.700	LONGEVITY PAY	5,457.95	6,263.00	6,263.00	0.00	6,263.00	0.00
591-536-708.000	UNEMPLOYMENT	809.61	3,506.00	3,506.00	811.46	3,506.00	0.00
591-536-709.000	EMPLR FICA CONTR	27,129.86	27,784.00	27,784.00	8,360.14	27,784.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	6,344.24	6,498.00	6,498.00	1,954.97	6,498.00	0.00
591-536-712.000	TEMPORARY LABOR	7,426.88	6,200.00	6,200.00	0.00	6,200.00	0.00
591-536-716.000	EMPLR RETIREMENT CONTR	38,836.07	39,243.00	39,243.00	12,206.40	39,243.00	0.00
591-536-718.500	HEALTH INSURANCE	138,895.44	142,458.00	142,458.00	49,480.50	142,458.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(12,156.88)	(15,595.00)	(15,595.00)	(5,001.86)	(15,595.00)	0.00
591-536-719.000	DENTAL INSURANCE	7,924.25	7,824.00	7,824.00	2,730.08	7,824.00	0.00
591-536-719.800	VISION INSURANCE	936.01	987.00	987.00	292.69	987.00	0.00
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(467.87)	(493.00)	(493.00)	(147.31)	(493.00)	0.00

**Charter Township of Union**  
**591 - Water Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
591-536-724.000	WORKER'S COMP	7,325.99	8,243.00	8,243.00	2,313.69	8,243.00	0.00
591-536-725.000	LIFE & DISABILITY BENEFIT	1,948.84	2,151.00	2,151.00	669.98	2,151.00	0.00
591-536-726.000	COMPENSATED ABSENCES	4,511.09	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	904.96	1,500.00	1,500.00	427.38	1,500.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	52,209.29	60,000.00	60,000.00	21,026.56	60,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	9,401.40	13,000.00	13,000.00	3,170.11	13,000.00	0.00
591-536-759.000	GAS/FUEL	9,331.09	9,000.00	9,000.00	2,454.83	9,000.00	0.00
591-536-767.000	UNIFORMS	1,241.04	2,000.00	2,000.00	0.00	2,000.00	0.00
591-536-774.100	MXU	8,640.00	10,000.00	10,000.00	0.00	10,000.00	0.00
591-536-800.000	WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	500.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	72,902.92	102,259.00	102,259.00	34,837.28	107,259.00	5,000.00
	*Increased Budget for Ordinance Updates						
591-536-801.002	LAB FEES	12,268.43	15,600.00	15,600.00	7,499.09	15,600.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00
591-536-801.800	WATER STUDY	25,500.00	22,500.00	22,500.00	0.00	22,500.00	0.00
591-536-826.000	LEGAL FEES	0.00	0.00	0.00	780.00	25,000.00	25,000.00
	*Increased Budget for Ordinance Updates						
591-536-850.000	COMMUNICATIONS	5,989.40	6,000.00	6,000.00	3,910.62	6,000.00	0.00
591-536-851.000	MAIL/POSTAGE	2,162.62	5,400.00	5,400.00	1,226.10	5,400.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	542.47	1,200.00	1,200.00	159.06	1,200.00	0.00
591-536-890.000	SAFETY	3,374.36	6,000.00	6,000.00	1,467.72	6,000.00	0.00
591-536-900.000	PRINTING & PUBLISHING	2,824.58	4,300.00	4,300.00	344.71	4,300.00	0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	822.50	5,000.00	5,000.00	255.00	5,000.00	0.00
591-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-910.200	SEMINAR MEALS	31.07	450.00	450.00	0.00	450.00	0.00
591-536-915.000	MEMBERSHIP & DUES	619.00	1,000.00	1,000.00	402.50	1,000.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	140,634.19	165,000.00	165,000.00	58,690.61	165,000.00	0.00
591-536-930.000	REPAIRS	27,674.65	50,000.00	50,000.00	5,360.31	50,000.00	0.00
591-536-930.001	MAINT-EQUIPMENT	6,871.26	15,000.00	15,000.00	1,047.40	15,000.00	0.00
591-536-930.200	MAINT-GROUNDS	3,572.98	3,000.00	3,000.00	231.70	3,000.00	0.00
591-536-930.300	MAINT-BUILDINGS	4,730.47	5,000.00	5,000.00	437.83	5,000.00	0.00
591-536-933.000	MAINT-VEHICLES	5,691.05	6,000.00	6,000.00	227.78	6,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	155.45	70,000.00	70,000.00	130.00	70,000.00	0.00
591-536-933.200	MAINT-TREATMENT PLANTS	19,605.41	60,800.00	60,800.00	20,498.32	60,800.00	0.00

**Charter Township of Union**  
**591 - Water Fund**  
**2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
591-536-933.300	MAINT-WATER TOWERS	4,130.79	33,000.00	33,000.00	5,587.94	33,000.00	0.00
591-536-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,450.00	2,450.00	560.59	2,450.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	12,484.42	16,000.00	16,000.00	2,010.50	16,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	8,265.16	13,950.00	13,950.00	4,624.15	13,950.00	0.00
591-536-935.000	PROPERTY/LIABILITY INSURANCE	23,694.28	19,500.00	19,500.00	21,334.50	26,500.00	7,000.00
	*Increased Budget Due to Increased Costs for Insurance						
591-536-940.500	ROYALTIES	4,973.09	5,000.00	5,000.00	1,332.40	5,000.00	0.00
591-536-955.000	MISC.	10.00	0.00	0.00	0.00	0.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	155.45	719,000.00	719,000.00	17,511.65	848,000.00	129,000.00
	*Increased Budget Due to the Contract for the Installation of High Service Pumps at River Road coming in Higher than Expected						
591-536-972.013	HOOKUP LABOR & MATERIAL	35,157.18	50,000.00	50,000.00	14,815.00	50,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	868.12	14,750.00	14,750.00	1,810.66	8,250.00	(6,500.00)
	*Reduced Budget \$6,500 for Lawn Mower Purchase Delayed until 2023, 1/2 Sewer Fund, 1/2 Water Fund						
591-536-977.600	METER REPLACEMENT PROGRAM	31,000.00	30,000.00	30,000.00	6,567.56	30,000.00	0.00
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,481.45	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	8,177.64	24,170.00	24,170.00	3,330.86	24,170.00	0.00
591-536-981.000	NEW VEHICLE PURCHASE	0.00	0.00	0.00	0.00	35,000.00	35,000.00
	*Pickup Truck with Snowplow (split 1/2 Water, 1/2 Sewer) - Trade 2012 F250 with 2008 Plow - was moved from 2021 Budget						
Total Dept 536 - WATER/SEWER SYSTEMS		1,222,642.15	2,213,768.00	2,213,768.00	457,185.76	2,408,268.00	194,500.00
Dept 906 - DEBT SERVICE							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	1,578.75	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	50,538.77	47,780.00	47,780.00	23,888.75	47,780.00	0.00
Total Dept 906 - DEBT SERVICE		52,867.52	50,159.00	50,159.00	25,467.50	50,159.00	0.00
Dept 910 - DEBT SERVICE-LEASES							
591-910-992.500	LEASE PAYABLE INTEREST	15.41	0.00	0.00	0.00	0.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES		15.41	0.00	0.00	0.00	0.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
591-960-969.000	DEPRECIATION EXPENSE	393,918.50	400,000.00	400,000.00	0.00	400,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		393,918.50	400,000.00	400,000.00	0.00	400,000.00	0.00
TOTAL EXPENDITURES		1,669,443.58	2,663,927.00	2,663,927.00	482,653.26	2,858,427.00	194,500.00

**Charter Township of Union  
591 - Water Fund  
2022 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 5/6/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
TOTAL REVENUES		1,726,700.54	1,650,706.00	1,650,706.00	442,984.97	1,650,706.00	0.00
TOTAL EXPENDITURES		1,669,443.58	2,663,927.00	2,663,927.00	482,653.26	2,858,427.00	194,500.00
NET OF REVENUES & EXPENDITURES		57,256.96	(1,013,221.00)	(1,013,221.00)	(39,668.29)	(1,207,721.00)	(194,500.00)
BEGINNING NET POSITION		11,384,133.00	11,441,389.96	11,441,389.96	11,441,389.96	11,441,389.96	
ENDING NET POSITION		11,441,389.96	10,428,168.96	10,428,168.96	11,401,721.67	10,233,668.96	

# Charter Township of Union



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

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

## **Policy Wording**

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

## **Manager Interpretation**

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

## **Justification for reasonability**

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

## **Data**

1. 2021 Audit, per Yeo & Yeo: *“ In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America”*
2. No corrective action measures issued in 2021 Audit
3. Board approved Investment and Credit Card Usage policies are followed

4. The Finance Office refers to and incorporates "Best Practices" as published by the Government Finance Officers Association as applicable
5. Finance Director is a member of the Michigan Finance Officers Association (MGFOA), Government Finance Officers Association (GFOA), and the Michigan Treasurer's Association (MMTA) which are sources of knowledge, professional code of ethics and training for the Finance Department – See attached Code.
6. The water and wastewater divisions operate under rules promulgated by EPA, EGLE and Ten State Standards. No violations of these rules have been reported in the past year. Staff are members of American Water Works Association (AWWA) and the Michigan Water Environment Association (MWEA). To remain in good standing, members must adhere to the organizations published Code of Conduct – See attached Codes.
7. Water and wastewater staff maintain appropriate level of licensing for operating and maintaining water and wastewater systems
8. Township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics – See attached Code.
9. Community and Economic Development Director is a member in good standing with the American Institute of Certified Planners and must follow the AICP Code of Ethics – See attached Code.
10. The Township completed a water and wastewater cost of service study in 2020 to ensure rate methodology currently utilized meets with best practice standards. Implementation of the study began in 2020 and will continue until fully implemented
11. General and Zoning related Ordinances are updated as situations change, and discovery is made of outdated or no-longer valid existing ordinances are made.
  - A “punch list” set of Zoning Ordinance amendments were developed by staff and adopted by the Board of Trustees on 11/10/2021 that included: (1) updates to the special use permit and home occupation permit requirements to streamline the approval process; (2) updates to the Business zoning districts’ standards to respond to changing retail and office development needs and to expand opportunities to maximize use of available land in these districts for development; and (3) necessary revisions to respond to a Michigan Supreme Court decision that altered how local governments can regulate medical marihuana caregivers as authorized under the 2008 voter-approved Michigan Medical Marihuana Act.
  - A new 30-year Consumers Energy natural gas and electric services franchise agreement ordinance was developed by staff and the Township Attorney and adopted by the Board of Trustees on 1/12/2022 to replace the existing franchise agreement Ordinance No. 1992-1 that was set to expire in February.

## **Compliance**

In compliance with policy as indicated.

**Policy Governance Executive Limitations Evaluation Form**

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

Policy being monitored: 2.3-Compensation and Benefits

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

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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 \_\_\_\_\_





# Code of Ethics

Public service is a special trust. The finance office plays an important role in the public service. The finance office has stewardship over citizens' shared financial resources. These resources make possible the services that are essential to the safety, livability, and vitality of our communities.

We, the government finance officers of the United States and Canada, have a deep and abiding desire to show that we are worthy of the trust that has been bestowed upon us. We strive to show it to the citizens of the communities we serve and to their elected representatives. We strive to remain true to the values that drive our work as public servants.

Trust is an asset as important as any that can be found on our balance sheets. But how can we maintain and grow this asset? This GFOA Code of Ethics shows us how to live these values. It recognizes that people are imperfect and that we are all subject to biases that can challenge ethical behavior. Our Code asks the members of government finance offices to confront these challenges in order to serve our communities to the best of our abilities.

## INTEGRITY AND HONESTY

Integrity and honesty are the foundation on which trustworthiness is built. I, as a member of a public finance office, am in a unique position where my influence over the allocation of limited resources and the fiscal future of my community requires the highest standard of integrity and honesty. It means people can believe what I say, I act in accordance with my deepest values, I put principle ahead of my own ego, and I do the right thing even when it is hard.

### How I Show Integrity and Honesty

- A. Manage public finances honestly and transparently.** I will: *exercise prudence in the management of public funds; disclose the information needed for local officials and the public to understand the financial condition of their community; uphold the letter and the spirit of the law; avoid conflicts of interest; refuse gifts or favors that could be perceived to influence my professional duties; and not seek personal gain in conduct of the public's business.* I will develop the policies, procedures, and systems necessary to ensure honest and transparent financial management in my government.
- B. Stand for my values.** Integrity is the integration of my values with my behavior. I will define the values that drive how I conduct financial management in service to my community and be prepared to give voice to those values when faced with pressure to do the wrong thing. I will also be prepared to give voice to those values when I see others conducting themselves in a way that is detrimental to the future of the community I serve.
- C. Be open to new ideas.** Openness is essential to integrity. Openness means I am willing to admit that I may not always be right. I am willing to consider new information or ideas – they could prove essential to the continued safety, livability, and vitality of my community.

## PRODUCING RESULTS FOR MY COMMUNITY

Public finance offices have an important job. Doing that job well honors the trust the public has placed in me. When I show I am well informed and knowledgeable and can produce the results my community expects, I build trust.

### How I Produce Results for My Community

- A. Do high-quality work.** When I produce results that meet the needs of my local government, I gain the confidence of the public and my colleagues.
- B. Hone my expertise.** Continually refining my knowledge, skills, and abilities assures people that I can produce results for my community now and in the future.
- C. Exercise good judgment.** Judgment is the application of my knowledge, skills, and abilities. Sound judgment requires testing my intentions, motivations, and exercising constant self-awareness. By paying attention to the effect that conflicting demands, pressing deadlines, and other biasing factors may have on my decision-making, I am more likely to choose in the best interest of the community I serve rather than my own personal interest.

## TREATING PEOPLE FAIRLY

Local governments depend on trusting relationships between people. If people feel unfairly treated, relationships break down, and citizens may withhold their support from my local government. This makes it more difficult for my local government to maintain a strong financial foundation. Therefore, I will treat people fairly and develop processes and procedures that are fair.

### How We Treat People Fairly

- A. Respect the rights of others.** Public finance offices are in a position of power. When using that power, the rights of other people must be respected. This includes providing equal treatment and opposing discrimination, harassment, or other unfair practices.
- B. Develop processes and procedures that are fair.** When employees and citizens believe that decisions are fact based and take all concerns into consideration, they are more likely to support those decisions – even if a decision is not in favor of their preferred outcome.

## DIVERSITY AND INCLUSION

Communities across the country are constantly changing. Embracing diversity and fostering inclusiveness helps finance offices cultivate organizations and promote policies that reflect the communities they serve. When people feel included, they will see that I am concerned for their wellbeing, and that shows I am worthy of their trust.

### How We Value Diversity and Foster Inclusion

- A. Provide people with opportunities to be part of decisions that impact them.** Public finance decisions often have big implications for people outside the finance office. If these people are part of the decision-making process, they are more likely to feel fairly treated and thereby regard the people who work in the finance office as trustworthy.
- B. Support equity in service provision.** Local government services are critical to the lives of our citizens. Finance offices, because of their resource allocation role, can impact the quality of services and how and where services are provided. I commit to valuing diversity within my organization and within my community, recognizing my own biases, and calling out unfair discrimination of any kind.

## RELIABILITY AND CONSISTENCY

When others can count on me, I prove my trustworthiness. When I consistently apply my standards –especially to myself– I honor my commitment to the community I serve and make it easier to do the right thing even when faced with challenging circumstances.

### How We Show Reliability and Consistency

- A. Develop strong financial policies.** Financial policies provide the “rules of the road” and a standard of performance against which my community can judge its finances.
- B. Produce reliable information.** People rely on information produced by the finance office to make important decisions for the community. That information should be accurate and free of material misstatements or omissions. It should also be objective and free from personal biases.
- C. Provide timely information.** Set clear expectations for when work will be accomplished and live up to those expectations. Timely financial information allows decisions that rely on that information to also be timely.

Directors in office after such member has been provided a written statement of charges proffered and accorded the opportunity of a hearing before the Board of Directors.

(1) Any member suspended or expelled for causes stated in Subsection 1.5.2 may be readmitted upon endorsement of the Chief Executive Officer, recommendation of the Executive Committee, and approval by the Board of Directors.

(2) The definitions of suspend and expel are as follows:

- a. Suspend – To make a membership ineffective for a period.
- b. Expel – To dismiss from membership in the Association.

1.5.3 The rights of members of the Association to vote, and their right, title, and interest in or to membership in the Association, and any rights and privileges arising therefrom, shall cease upon their resignation, suspension, expulsion, or removal from membership. Members may not transfer their membership or any rights arising therefrom to other individuals or organizations. Suspension or expulsion shall not entitle a member to a refund of dues.

1.5.4 A member whose dues, or any portion thereof, are in arrears shall be suspended after notice from the Association, and all rights and privileges of membership shall be withheld. After three months of nonpayment, the member shall be removed from membership after notice from the Association.

1.5.5 Members who fail to pay charges for products or services ordered on their behalf from the Association may be suspended with 30 days notice from the Association.

1.5.6 A member who has been suspended for nonpayment of dues and/or other financial charges to the Association shall not be reinstated until all such outstanding charges are paid in full.

1.5.7 A member who has been removed from membership for nonpayment of dues and/or other financial charges to the Association shall not be reinstated until all such outstanding charges are paid in full and the member's application for readmission is endorsed by the Association pursuant to Section 1.1.

## **Section 1.6 Member Code of Practice**

Recognizing that it is a privilege to be a member of AWWA, as members of the Association:

1.6.1 We shall act to provide the best possible water service while preserving public health, ensuring public safety, being responsible stewards of our precious water resources, and holding the public interest superior to personal interests. We understand our essential public health and safety obligations to our community and accept these responsibilities; we shall always strive to do our best to meet them.

1.6.2 We shall perform our duties in accordance with laws and regulations and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable



substantiated information. We are encouraged to go beyond the minimum required for legal compliance and to advance social and environmental responsibility.

1.6.3 We shall encourage methods that are economically sound and in the public interest for water operations, including, but not limited to, construction of water infrastructure, materials selection, management practices, and operating procedures.

1.6.4 We shall encourage the application of new concepts and innovative technologies to address practical problems and will assist the users of innovative technology in performing balanced technical evaluations and promoting cost-effectiveness.

1.6.5 We shall fully disclose to our employer or client any financial or personal interests that could be construed as a conflict of interest in the purchase of goods or services. In addition to disclosing any interests, we shall not participate in decisions related to such purchasing activities.

1.6.6 We shall not allow our personal ambitions to either unfairly affect our associates or interfere with fair competition for advancement.

1.6.7 We shall strive to advance the public's appreciation of the services provided by water professionals and uphold the concept that employment in the water industry is a legitimate long-term career for well-trained and responsible citizens. We shall discourage exaggerated, unfair, or untrue statements concerning public water supplies and promote an understanding of professional standards for water utility operations and materials.

1.6.8 We shall strive to advance the knowledge of our colleagues and the general public by providing presentations at public forums and participating in other professional associations, civic organizations, and volunteer activities.

1.6.9 We shall promote employment and volunteer opportunities with commitment to nondiscrimination and shall make it clear that unlawful discrimination is not acceptable and should not be tolerated. We shall not engage in or condone discrimination on the basis of race, color, sex (including pregnancy), age, religion, national origin, sexual orientation, disability, gender identity, veteran or military status, or any other characteristic protected by local, state, provincial, or federal law.

1.6.10 We shall not engage in or tolerate unlawful harassment based on any of the protected classes identified in Section 1.6.9 above, including, but not limited to, verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. This prohibition applies to employees, volunteers, members, consultants, vendors, suppliers, and others. We strictly prohibit sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including jokes and innuendo, when: (a) submission to such conduct is made explicitly or implicitly a term or condition of employment

or other status; (b) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or other status; (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

1.6.11 We are committed to conducting business affairs with integrity and in accordance with the highest standards of business ethics.

1.6.12 We believe in the dignity and safety of workers producing goods and services for the water industry; the use of environmentally-responsible processes to produce those goods and services; and the highest legal, moral, and ethical standards of conduct in the business of delivering those goods and services to end users.

1.6.13 Any person who believes a violation of the Member Code of Practice or other misconduct has occurred should immediately make a report to the AWWA Director of Human Resources, Deputy Chief Executive Officer or any Presidential Officer. The Association prohibits retaliation against any employee, volunteer, member, or other person for making a complaint under this policy or for assisting in a complaint investigation.

## 8. RESULTS POLICIES – ASSOCIATION BUSINESS

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### 8.1 Member Code of Conduct

As members of the MWEA engaged in water resource activities and related environmental field:

- We shall act to provide the best possible service while preserving the public health, ensuring public safety, and being responsible stewards of our precious water resources.
- We shall perform our duties in accordance with local, state and federal laws and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information.
- We shall discourage exaggerated, unfair, or untrue statements concerning the MWEA and water resources issues and promote an understanding of professional standards for water, water pollution control, and other water resources systems operations and materials.
- We shall abide by all applicable ethics policies while at work, in our communities and in our volunteer service to MWEA.
- We shall perform the duties entrusted to us to the best our ability. We shall hold the public interest superior to personal interests and shall endeavor to ensure, through actions and leadership, that service to clean water environment is maintained under all conditions.
- We understand our essential public health and environmental stewardship obligations to our community, state and nation. We accept these obligations and we shall always strive to do our best as we discharge them.

### 8.2 Membership Classes and Dues

Membership classes shall include all classes of membership designated by WEF and other classes of membership established by the Association.

#### 8.2.1 WEF Membership Classes

Available WEF membership classes and privileges are as defined in the WEF Bylaws.

#### 8.2.2 Association Membership Classes

The Association has the following membership classes:

- WEF/MWEA Membership
  - Shall be persons with membership in both WEF and MWEA.
  - Shall be eligible voting members.



## ICMA Code of Ethics with Guidelines

**The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in June 2020. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in June 2020.**

The mission of ICMA is to advance professional local government through leadership, management, innovation, and ethics. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

**Tenet 1.** We believe professional management is essential to efficient and democratic local government by elected officials.

**Tenet 2.** Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.

### GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities in order to uphold local government professionalism.

**Tenet 3.** Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

### GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their position and profession, the integrity of their local government, and in their responsibility to uphold the public trust.

Length of Service. For chief administrative/executive officers appointed by a governing body or elected official, a minimum of two years is considered necessary to render a professional service to the local government. In limited circumstances, it may be in the best interests of the local government and the member to separate before serving two years. Some examples include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or significant personal issues. It is the responsibility of an applicant for a position to understand conditions of employment, including expectations of service. Not understanding the terms of employment prior to accepting does not justify

premature separation. For all members a short tenure should be the exception rather than a recurring experience, and members are expected to honor all conditions of employment with the organization.

Appointment Commitment. Members who accept an appointment to a position should report to that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time. However, once a member has accepted a formal offer of employment, that commitment is considered binding unless the employer makes fundamental changes in the negotiated terms of employment.

Credentials. A member's resume for employment or application for ICMA's Voluntary Credentialing Program shall completely and accurately reflect the member's education, work experience, and personal history. Omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a position should show professional respect for persons formerly holding the position, successors holding the position, or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report possible violations to ICMA. In reporting the possible violation, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members shall not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position that has an incumbent who has not announced his or her separation or been officially informed by the appointive entity that his or her services are to be terminated. Members should not initiate contact with representatives of the appointive entity. Members contacted by representatives of the appointive entity body regarding prospective interest in the position should decline to have a conversation until the incumbent's separation from employment is publicly known.

Relationships in the Workplace. Members should not engage in an intimate or romantic relationship with any elected official or board appointee, employee they report to, one they appoint and/or supervise, either directly or indirectly, within the organization.

This guideline does not restrict personal friendships, professional mentoring, or social interactions with employees, elected officials and Board appointees.

Influence. Members should conduct their professional and personal affairs in a manner that demonstrates that they cannot be improperly influenced in the performance of their official duties.

Conflicting Roles. Members who serve multiple roles – either within the local government organization or externally – should avoid participating in matters that create either a conflict of interest or the perception of one. They should disclose any potential conflict to the governing body so that it can be managed appropriately.

Conduct Unbecoming. Members should treat people fairly, with dignity and respect and should not engage in, or condone bullying behavior, harassment, sexual harassment or discrimination on the basis of race, religion, national origin, age, disability, gender, gender identity, or sexual orientation.

**Tenet 4.** Serve the best interests of the people.

#### **GUIDELINES**

Impacts of Decisions. Members should inform their governing body of the anticipated effects of a decision on people in their jurisdictions, especially if specific groups may be disproportionately harmed or helped.

Inclusion. To ensure that all the people within their jurisdiction have the ability to actively engage with their local government, members should strive to eliminate barriers to public involvement in decisions, programs, and services.

**Tenet 5.** Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.

**Tenet 6.** Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.

**Tenet 7.** Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

#### **GUIDELINES**

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.



Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

**Tenet 8.** Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

## **GUIDELINES**

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

**Tenet 9.** Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

**Tenet 10.** Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

## GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

**Tenet 11.** Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

## GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

**Tenet 12.** Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

## GUIDELINES

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties. Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties.

In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be interpreted as speculation for quick profit should be avoided (see the guideline on "Confidential Information"). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a local government. Should the conflict of interest arise during employment, the member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member's family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. In any instance where there is a conflict of interest, appearance of a conflict of interest, or personal financial gain of a member by virtue of a relationship with any individual, spouse/partner, group, agency, vendor or other entity, the member shall disclose the relationship to the organization. For example, if the member has a relative that works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements,

marketing materials, social media, or other documents, whether the member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.



The American Planning Association's  
Professional Institute  
**American Institute  
of Certified Planners**

*Creating Great Communities for All*

## **AICP Code of Ethics and Professional Conduct**

Adopted March 19, 2005,  
Effective June 1, 2005,  
**Revised April 1, 2016**  
Revised November 2021

This AICP Code of Ethics and Professional Conduct serves three purposes: first, defining the aspirational principles for all those who participate in the planning process, whether as planners, as advisory bodies, or as decision-makers (Section A); second, defining the rules of practice and behavior to which all members of the American Institute of *Certified Planners* are held accountable (Section B); and third, defining the procedures for enforcement of these rules (Sections C, D, and E). Please refer to a [glossary of frequently](#) used terms in the Code located at the bottom of this page.

Our primary obligation as planners and active participants in the planning process is to **serve the public interest** and these principles further that purpose. All who engage in the planning process should seek to achieve high standards of integrity, proficiency, and knowledge. As the basic values of society can come into competition with each other, so can the values we espouse under this Code. For AICP planners, both the principles and the rules are intended to be used together. The aspirational principles, while not enforceable, present the foundation for the profession's shared values, and the basis for the rules.

All those who participate in planning should commit themselves to making ethical judgments in the public interest balancing the many competing agendas with careful consideration of the facts and context, informed by continuous, open debate.

To meet our obligation to the public, we aspire to the following principles:

### **Section A: Principles to Which We Aspire**

#### **1. People who participate in the planning process shall continuously pursue and faithfully serve the public interest.**

1. Examine our own cultures, practices, values, and professional positions in an effort to reveal and understand our conscious and unconscious biases and privileges as an essential first step so we can better serve a truly inclusive public interest promoting a sense of belonging.
2. Be conscious of the rights of others. Develop skills that enable better communication and more effective, respectful, and compassionate planning efforts with all communities, especially underrepresented communities and marginalized people, so that they may



fully participate in planning. Respect the experience, knowledge, and history of all people.

3. Have special concern for the long-range consequences of past and present actions.
4. Pay special attention to the interrelatedness of decisions and their unintended consequences.
5. Incorporate equity principles and strategies as the foundation for preparing plans and implementation programs to achieve more socially just decision-making. Implement, for existing plans, regulations, policies and procedures, changes which can help overcome historical impediments to racial and social equity. Develop metrics and track plan implementation over time to measure and report progress toward achieving more equitable outcomes.
6. Systematically and critically analyze ethical issues in the practice of planning. Strengthen organizational capabilities to apply ethical principles in serving the public, including establishing procedures that promote ethical behavior, mentoring emerging professionals in ethical behavior and holding individuals and organizations accountable for their conduct.

## **2. People who participate in the planning process shall do so with integrity.**

1. Provide timely, adequate, clear, accessible, and accurate information on planning issues to all affected persons, to governmental bodies, to the public, to clients and to decision makers.
2. Facilitate the exchange of ideas and ensure that people have the opportunity for meaningful, timely, and informed participation in the development of plans and programs that may affect them. Participation should be broad enough to include those who lack formal organization or influence, especially underrepresented communities and marginalized people. Attention and resources should be given to issues of equity, diversity, and inclusion and should reflect the diversity of the community.
3. Promote excellence in design. Conserve and preserve the integrity and heritage of the natural and built environment. Use principles of sustainability and resilience as guiding influences in our work.
4. Identify the human and environmental consequences of alternative actions including the short and long-term costs and benefits. Identify social and cultural values which should be preserved as well as natural elements.
5. Enhance our professional education and training in our career as well as in our ability to work as a participant in the planning process and with allied professionals.
6. Educate and seek to empower the public about planning issues and their relevance to everyone's lives.
7. Describe and comment on the work and views of other professionals in a fair and professional manner.



8. Respect the rights of all persons and groups and do not discriminate against or harass others.

### **3. People who participate in the planning process shall work to achieve economic, social and racial equity.**

1. Create plans that ensure equitable access to resources and opportunities which, in turn, structure prospects for upward economic mobility, a sense of belonging, and an enhanced quality of life. Recognize our unique responsibility to eliminate historic patterns of inequity tied to planning decisions represented in documents such as zoning ordinances and land use plans
2. Seek social justice by identifying and working to expand choice and opportunity for all persons, emphasizing our special responsibility to plan with those who have been marginalized or disadvantaged and to promote racial and economic equity. Urge the alteration of policies, institutions, and decisions that do not help meet their needs.
3. Recognize and work to mitigate the impacts of existing plans and procedures that result in patterns of discrimination, displacement, or environmental injustice. Plan for anticipated public and private sector investment in historically low-income neighborhoods to ensure benefits defined by the local community. Promote an increase in the supply and quality of affordable housing and improved services and facilities with equal access for all residents, including people with disabilities.
4. Promote the inherent rights of indigenous people and -work with indigenous peoples on developments affecting them and their lands and resources

### **4. People who participate in the planning process shall safeguard the public trust.**

1. Deal fairly with all participants in the planning process.
2. Exercise fair, honest, skilled, informed and independent professional judgment.
3. Do not let any official action be influenced by personal relationships.
4. Serve as advocates for the public or private sector only when the client's objectives are legal and consistent with the public interest.
5. Avoid a conflict of interest or even the appearance of a conflict of interest in accepting assignments from clients or employers.
6. Disclose to the public all personal and pecuniary interests, considered broadly, that a participant, serving as an advisor or decision-maker, may have regarding any planning process decision to be made. If at all possible, abstain completely from direct or indirect participation as an advisory or decision-maker in any matter in which there is a personal or pecuniary interest, and leave any chamber in which such a matter is under deliberation
7. Neither seek nor accept any gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to



influence a participant's objectivity as an advisor or decision-maker in the planning process.

8. Do not participate in any matter unless adequately prepared and able to render thorough and diligent services.
9. Do not deliberately commit a wrongful act which reflects adversely on the planning process.
10. Do not seek business by stating or implying the ability or willingness to influence decisions by improper means.
11. Expose corruption wherever discovered.

### **5. Practicing planners shall improve planning knowledge and increase public understanding of planning activities.**

1. Contribute to the development of, and respect for, our profession by improving knowledge and techniques, and sharing the results of experience and research that contribute to the body of planning knowledge. Make work relevant to solving community problems and increase the public's understanding of planning activities.
2. Examine the applicability of planning theories, methods, research, and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation.
3. Strive to achieve high standards of professionalism, including integrity, knowledge, and professional development. Obtain professional education throughout one's planning career and for those that are Members of AICP, comply with Certification Maintenance requirements.
4. Expand recognition of the value of AICP and FAICP credentials and acknowledge those who achieve and maintain it.
5. Commit to the advancement of the planning profession. Contribute time and resources to the professional development of students, interns, beginning professionals, and other colleagues. Increase the opportunities for members of underrepresented groups to enter and succeed in the profession, and to achieve AICP certification.
6. Contribute time and effort to our communities, particularly to those groups lacking in adequate planning resources, through pro bono planning activities.

## **Section B: Our Rules of Conduct**

We adhere to the following Rules of Conduct informed by the Aspirational Principles, and we understand that our Institute will enforce compliance with these rules. If we fail to adhere to these Rules we could receive sanctions, the ultimate being the loss of our certification:

### **Quality and Integrity of Practice**





1. We shall not deliberately fail to provide adequate, timely, clear and accurate information on planning issues.
2. We shall not accept an assignment from a client or employer when the services to be performed involve conduct that we know to be illegal or in violation of this Code.
3. We shall not accept work beyond our professional competence, but may with the understanding and agreement of the client or employer, accept such work to be performed under the direction of, another professional competent to perform the work and acceptable to the client or employer.
4. We shall not accept work for a fee, or pro bono, that we know cannot be performed with the promptness required by the prospective client, or that is required by the circumstances of the assignment.
5. We shall not direct or pressure other professionals to make analyses or reach findings not supported by available evidence.
6. We shall not deliberately commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness or the planning profession.

### **Conflict of Interest**

7. We shall not, as public officials or employees, accept from anyone other than our public employer any compensation, commission, rebate, or other advantage that may be perceived as related to our public office or employment.
8. We shall not perform work on a project for a client or employer if, in addition to the agreed upon compensation from our client or employer, there is a possibility for direct personal or financial gain to us, our family members, or persons living in our household, unless: a) our client or employer, after full prior written disclosure from us, consents in writing to the arrangement; and b) we make full disclosure of the potential conflict part on the public record at every public meeting and in all written reports related to the work.

### **Improper Influence/Abuse of Position**

9. As public officials or public employees, we shall not engage in private communications with planning process participants if the discussions relate to a matter over which we have authority to make a binding, final determination.
10. We shall not engage in private communications with decision makers in the planning process in any manner prohibited by law or by agency rules, procedures, or custom.
11. We shall not solicit prospective clients or employment through use of false or misleading claims, nor shall we, in the conduct of our work, imply an ability to improperly influence decisions.



12. We shall not use the power of any office to seek or obtain a special advantage that is not a matter of public knowledge or is not in the public interest.

### **Honesty and Fair Dealing**

13. We shall not disclose or use to our advantage, nor that of a subsequent client or employer, information gained in a professional relationship that the client or employer has requested be held inviolate or that we should recognize as confidential because its disclosure could result in detriment to the client or employer., except when disclosure is required: (1) by process of law, or (2) to prevent a clear violation of law, or (3) to prevent a substantial injury to the public.
14. We shall not deliberately misrepresent the qualifications, views and findings of other professionals.
15. We shall not misstate our education, experience, training, or any other facts which are relevant to our professional qualifications.
16. We shall not use the product of others' efforts to seek professional recognition, credit, or acclaim intended for producers of original work.
17. We shall not fail to disclose the interests of our client or employer when participating in the planning process. Nor shall we participate in an effort to conceal the true interests of our client or employer.

### **Responsibility to Employer**

18. We shall not, as employees, undertake other employment in planning or a related profession, whether or not for financial remuneration, without having made full written disclosure to the employer who furnishes our pay and having received subsequent written permission to undertake additional employment, unless our employer has a written policy permitting such employment without consent. In no case shall a planner engage in any outside work that would create an actual conflict of interest.
19. We shall not accept an assignment from a client or employer to publicly advocate a position on a planning issue that is significantly different to a position we publicly advocated for a previous client or employer within the past three years unless (1) we determine in good faith our change of position will not cause present detriment to our previous client or employer, and (2) we make full written disclosure of the conflict to our previous and current client or employer.

### **Discrimination/Harassment**

20. We shall not commit or ignore an act of discrimination or harassment.

### **Bringing a Charge/Lack of Cooperation with Ethics Officer**

# Charter Township of Union



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

Policy Review: 2.5 Financial Condition and Activities  
Type of Review: Internal  
Review Interval: Quarterly  
Review Month: July, 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 2nd Quarter 2022
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in April, May, June, 2022
- All payroll taxes and benefits were paid on schedule and on time
- The annual audit, F-65, qualifying statements and bond disclosures were filed on time to the appropriate authorities
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase with the exception of the following:
  - Emergency Repair to Well #8 on Mission Road on April 4<sup>th</sup> for \$19,350.87
  - Carpeting order for the Township Hall in the amount of \$17,379.00, the carpeting purchase is in the 2022 budget, placing the order was needed quickly to get the carpet before the end of the fiscal year
- No real property was acquired or disposed of without approval from the Board
- 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 06/30/2022

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021 NORMAL (ABNORMAL)			06/30/2022 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
Dept 000 - NONE						
402.000 CURRENT PROPERTY TAX	314,882.69		314,000.00	311,819.62		99.31
402.001 PROPERTY TAX REFUNDS-MTT	(1,253.16)		(5,000.00)	(1,972.02)		39.44
402.002 PILOT TAX	3,396.97		3,000.00	0.00		0.00
420.000 DELQ PERSONAL PROPERTY TAXES	137.75		250.00	44.05		17.62
425.000 MOBILE HOME PARK TAX	3,032.00		2,600.00	798.50		30.71
445.000 INTEREST ON TAXES	938.51		600.00	1.31		0.22
446.000 3% OR 4% PENALTY ON TAX	4,220.13		4,000.00	6,246.56		156.16
447.000 ADMIN FEE-PROPERTY TAX	154,047.32		150,000.00	110,737.25		73.82
447.001 ADMIN FEES-REFUNDS MTT BOR	(1,360.44)		(1,000.00)	(1,339.66)		133.97
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	10.88		5.44
475.000 CABLE FRANCHISE FEES	113,716.00		109,000.00	56,807.70		52.12
476.000 BUILDING PERMITS	59,556.00		55,000.00	33,383.00		60.70
477.000 RENTAL INSPECTION FEES	94,696.00		94,000.00	67,290.00		71.59
478.000 DOG LICENSE REVENUE	0.00		0.00	30.00		100.00
479.000 ZONING PERMITS	24,575.00		18,000.00	13,450.00		74.72
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	412,985.00		35.00
574.100 LIQUOR STATE REVENUE SHARING	13,682.35		11,500.00	41.25		0.36
574.200 METRO ACT REVENUE SHARING-LCSA	8,228.20		8,200.00	8,815.79		107.51
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	10,000.00		100.00
584.000 CONTRIBUTION FROM SCHOOL SYSTEM	7,803.90		0.00	0.00		0.00
613.000 APPLICATION FEES	0.00		500.00	500.00		100.00
628.000 LAND DIVISIONS/CONDO CONV	400.00		1,500.00	600.00		40.00
630.000 WEED ABATEMENT SERVICES	760.25		1,200.00	695.00		57.92
651.000 USE FEES-BASEBALL FIELDS	1,590.00		1,600.00	760.00		47.50
655.000 FINES & FORFEITURES	626.50		800.00	3,690.00		461.25
665.000 INTEREST EARNED	26,007.91		10,500.00	7,322.07		69.73
667.000 RENT - JAMESON HALL	0.00		5,000.00	250.00		5.00
667.100 RENT - McDONALD PARK PAVILION	1,332.00		1,500.00	1,200.00		80.00
667.200 RENT - JAMESON PAVILION	1,296.00		1,500.00	924.00		61.60
667.300 LEASES	900.00		900.00	900.00		100.00
671.000 OTHER REVENUE	19,512.54		5,000.00	1,689.61		33.79
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	18,199.41		18,000.00	9,020.11		50.11
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	1,047.46		100.00
<b>Net - Dept 000 - NONE</b>	<b>2,775,441.69</b>		<b>2,025,550.00</b>	<b>1,062,308.75</b>		
Dept 101 - TRUSTEES						
702.000 SALARIES & WAGES	30,115.24		30,200.00	13,846.08		45.85
707.000 PER MEETING	4,650.00		4,000.00	1,875.00		46.88
709.000 EMPLR FICA CONTR	2,155.46		2,108.00	974.73		46.24
711.000 EMPLR MEDICARE CONTR	504.10		493.00	227.96		46.24
724.000 WORKER'S COMP	27.22		51.00	11.83		23.20
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	17,491.12		106.65
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>(37,834.22)</b>		
Dept 171 - SUPERVISOR						
702.000 SALARIES & WAGES	6,274.14		6,250.00	2,884.64		46.15
707.000 PER MEETING	500.00		1,000.00	500.00		50.00
709.000 EMPLR FICA CONTR	420.09		450.00	209.89		46.64
711.000 EMPLR MEDICARE CONTR	98.34		105.00	49.13		46.79
724.000 WORKER'S COMP	10.18		12.00	5.07		42.25
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>(3,648.73)</b>		
Dept 172 - TWP MANAGER						

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
702.000 SALARIES & WAGES	34,891.08		16,523.08		46.07
702.600 CAR ALLOWANCE	3,250.00		1,250.00		41.67
708.000 UNEMPLOYMENT	40.36		43.91		29.27
709.000 EMPLR FICA CONTR	2,329.30		1,091.82		45.74
711.000 EMPLR MEDICARE CONTR	544.85		255.34		45.76
716.000 EMPLR RETIREMENT CONTR	3,412.36		1,599.52		45.70
718.500 HEALTH INSURANCE	8,206.90		4,247.88		51.50
718.700 HEALTH INS-EE CONTRIBUTIONS	(313.62)		(183.21)		55.35
719.000 DENTAL INSURANCE	185.25		92.39		51.33
719.800 VISION INSURANCE	51.64		26.63		53.26
719.900 VISION INS-EE CONTRIBUTIONS	(25.85)		(13.39)		53.56
724.000 WORKER'S COMP	110.55		51.95		44.40
725.000 LIFE & DISABILITY BENEFIT	133.82		66.70		44.47
752.000 OFFICE SUPPLIES	43.10		0.00		0.00
767.000 UNIFORMS	90.00		0.00		0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	415.36		650.65		81.33
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	161.95		0.00		0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	45,486.40		11,523.08		25.89
880.000 COMMUNITY PROMOTION	5,000.00		7,500.00		107.14
910.000 PROFESSIONAL DEVELOPMENT	40.00		0.00		0.00
910.100 SEMINAR LODGING	0.00		0.00		0.00
910.200 SEMINAR MEALS	0.00		101.60		101.60
915.000 MEMBERSHIP & DUES	150.00		75.00		12.50
955.000 MISC.	149.50		78.00		26.00
967.150 CONTRIBUTION TO AQUATIC CENTER	10,000.00		0.00		0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		0.00		0.00
<b>Net - Dept 172 - TWP MANAGER</b>	<b>(114,352.95)</b>	<b>(109,449.00)</b>	<b>(44,980.95)</b>		
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	105,353.01		53,012.78		43.66
702.500 OVERTIME	3,979.05		2,123.19		53.08
705.000 LEAVE TIME PAYOUT	656.04		0.00		0.00
708.000 UNEMPLOYMENT	459.30		353.18		33.64
709.000 EMPLR FICA CONTR	6,475.88		3,228.80		41.47
711.000 EMPLR MEDICARE CONTR	1,514.64		755.15		43.47
716.000 EMPLR RETIREMENT CONTR	9,826.67		4,962.26		43.62
718.500 HEALTH INSURANCE	46,582.55		26,071.63		45.18
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,553.04)		(2,802.94)		45.03
719.000 DENTAL INSURANCE	2,993.63		1,563.18		43.21
719.800 VISION INSURANCE	679.70		352.77		42.76
719.900 VISION INS-EE CONTRIBUTIONS	(325.21)		(176.66)		42.98
724.000 WORKER'S COMP	316.87		158.93		41.82
725.000 LIFE & DISABILITY BENEFIT	532.41		318.23		37.44
752.000 OFFICE SUPPLIES	2,497.77		1,272.38		63.62
767.000 UNIFORMS	179.00		0.00		0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,300.00		925.00		8.26
801.020 EXTERNAL AUDIT	16,100.00		17,300.00		98.86
850.000 COMMUNICATIONS	(12.99)		0.00		0.00
851.000 MAIL/POSTAGE	3,384.37		7,137.03		101.96
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	163.29		0.00		0.00
900.000 PRINTING & PUBLISHING	2,796.60		676.40		45.09
910.000 PROFESSIONAL DEVELOPMENT	838.00		2,362.50		67.50
910.100 SEMINAR LODGING	0.00		0.00		0.00
910.200 SEMINAR MEALS	120.22		42.37		21.19
915.000 MEMBERSHIP & DUES	1,004.50		292.38		36.55
955.000 MISC.	16.50		789.42		789.42
955.001 BANK FEES	82.00		106.00		42.40
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00		0.00		0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		49.99		10.00
<b>Net - Dept 191 - ACCOUNTING/GEN ADMIN</b>	<b>(202,960.76)</b>	<b>(251,846.00)</b>	<b>(120,873.97)</b>		
Dept 215 - CLERK					
702.000 SALARIES & WAGES	30,239.89		13,780.50		45.94
707.000 PER MEETING	0.00		350.00		17.50
709.000 EMPLR FICA CONTR	1,874.86		876.10		43.81
711.000 EMPLR MEDICARE CONTR	438.48		204.89		43.13
724.000 WORKER'S COMP	57.85		26.84		41.29
752.000 OFFICE SUPPLIES	44.88		0.00		0.00
754.000 OPERATING SUPPLIES	204.06		565.08		70.64
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00		228.03		76.01
900.000 PRINTING & PUBLISHING	3,381.73		759.15		30.37
910.000 PROFESSIONAL DEVELOPMENT	0.00		0.00		0.00
910.100 SEMINAR LODGING	0.00		0.00		0.00
910.200 SEMINAR MEALS	0.00		0.00		0.00

User: SHERRIE

PERIOD ENDING 06/30/2022

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021 NORMAL (ABNORMAL)			06/30/2022 NORMAL (ABNORMAL)		
<b>Fund 101 - GENERAL FUND</b>						
915.000 MEMBERSHIP & DUES	0.00		150.00	60.00		40.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	589.99		500.00	0.00		0.00
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>(16,850.59)</b>		
<b>Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY</b>						
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	41,193.67		46,669.00	23,608.42		50.59
950.000 HARDWARE REPLACEMENTS	9,545.41		24,000.00	1,956.97		8.15
<b>Net - Dept 228 - DATA PROCESSING, INFORMATION</b>	<b>(50,739.08)</b>		<b>(70,669.00)</b>	<b>(25,565.39)</b>		
<b>Dept 253 - TREASURER</b>						
702.000 SALARIES & WAGES	21,460.49		24,102.00	9,780.00		40.58
707.000 PER MEETING	50.00		500.00	0.00		0.00
709.000 EMPLR FICA CONTR	1,333.65		1,525.00	606.36		39.76
711.000 EMPLR MEDICARE CONTR	311.90		357.00	141.81		39.72
724.000 WORKER'S COMP	32.36		44.00	14.64		33.27
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	1,962.66		49.07
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	75.00		150.00
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>(12,646.37)</b>		
<b>Dept 257 - ASSESSOR</b>						
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	362.20		72.44
767.000 UNIFORMS	0.00		0.00	14.50		100.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	111,925.00		110,500.00	71,250.00		64.48
850.000 COMMUNICATIONS	509.52		600.00	254.76		42.46
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>(77,312.41)</b>		
<b>Dept 262 - ELECTIONS</b>						
702.000 SALARIES & WAGES	310.59		1,500.00	1,305.72		87.05
708.000 UNEMPLOYMENT	0.00		20.00	16.97		84.85
709.000 EMPLR FICA CONTR	17.51		150.00	80.95		53.97
711.000 EMPLR MEDICARE CONTR	4.10		30.00	18.93		63.10
712.000 ELECTION WORKERS	7,961.50		18,000.00	4,063.50		22.58
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	3.81		12.70
725.000 LIFE & DISABILITY BENEFIT	3.45		20.00	0.00		0.00
754.000 OPERATING SUPPLIES	9,102.74		12,000.00	4,021.05		33.51
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	4,368.75		10,800.00	1,555.00		14.40
851.000 MAIL/POSTAGE	6,623.20		4,000.00	2,172.69		54.32
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	115.38		28.85
<b>Net - Dept 262 - ELECTIONS</b>	<b>(28,666.01)</b>		<b>(49,658.00)</b>	<b>(13,354.00)</b>		



User: SHERRIE

PERIOD ENDING 06/30/2022

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2022 AMENDED BUDGET	06/30/2022	
Fund 101 - GENERAL FUND					
Dept 265 - TWP HALL & GROUNDS					
702.000 SALARIES & WAGES	1,203.49		1,200.00	621.07	51.76
708.000 UNEMPLOYMENT	3.89		10.00	0.93	9.30
709.000 EMPLR FICA CONTR	71.97		70.00	37.38	53.40
711.000 EMPLR MEDICARE CONTR	16.85		20.00	8.74	43.70
716.000 EMPLR RETIREMENT CONTR	108.31		100.00	55.88	55.88
718.500 HEALTH INSURANCE	364.06		500.00	254.82	50.96
718.700 HEALTH INS-EE CONTRIBUTIONS	(42.35)		(30.00)	(18.15)	60.50
719.000 DENTAL INSURANCE	15.79		30.00	11.30	37.67
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	7.61	25.37
725.000 LIFE & DISABILITY BENEFIT	7.32		10.00	2.30	23.00
754.000 OPERATING SUPPLIES	4,558.82		6,500.00	1,150.24	17.70
776.100 HALL CLEANING	10,126.68		11,100.00	5,550.84	50.01
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	16,443.10		21,400.00	1,207.85	5.64
850.000 COMMUNICATIONS	2,979.13		3,000.00	1,697.67	56.59
890.000 SAFETY	1,018.23		1,100.00	1,262.12	114.74
917.000 WATER & SEWER CHARGES	656.60		700.00	200.86	28.69
920.000 ELECTRIC/NATURAL GAS	11,059.14		12,000.00	7,014.13	58.45
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	1,190.93	34.03
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.88		4,000.00	2,017.74	50.44
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	925.50	46.28
955.000 MISC.	96.81		200.00	0.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS	(67,557.85)		(80,945.00)	(34,567.60)	
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	101,298.06		100,000.00	22,705.66	22.71
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)	(22,705.66)	
Dept 371 - BUILDING					
702.000 SALARIES & WAGES	124,755.95		163,600.00	76,392.72	46.69
702.500 OVERTIME	1,219.82		2,500.00	764.05	30.56
708.000 UNEMPLOYMENT	342.00		1,350.00	370.50	27.44
709.000 EMPLR FICA CONTR	7,290.61		9,720.00	4,456.66	45.85
711.000 EMPLR MEDICARE CONTR	1,705.08		2,280.00	1,042.29	45.71
716.000 EMPLR RETIREMENT CONTR	11,335.18		15,000.00	6,944.11	46.29
718.500 HEALTH INSURANCE	56,248.48		74,100.00	36,229.69	48.89
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,046.79)		(8,841.00)	(4,397.94)	49.74
719.000 DENTAL INSURANCE	4,032.74		5,160.00	2,510.04	48.64
719.800 VISION INSURANCE	760.89		1,060.00	542.36	51.17
719.900 VISION INS-EE CONTRIBUTIONS	(380.26)		(528.00)	(276.12)	52.30
724.000 WORKER'S COMP	542.80		750.00	344.15	45.89
725.000 LIFE & DISABILITY BENEFIT	700.66		1,070.00	481.68	45.02
752.000 OFFICE SUPPLIES	908.05		900.00	107.92	11.99
754.000 OPERATING SUPPLIES	614.96		600.00	130.03	21.67
759.000 GAS/FUEL	1,010.07		1,000.00	1,142.75	114.28
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	594.78	74.35
851.000 MAIL/POSTAGE	0.00		35.00	17.90	51.14
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	888.00	17.76
910.100 SEMINAR LODGING	454.86		500.00	0.00	0.00
910.200 SEMINAR MEALS	71.94		750.00	164.44	21.93
915.000 MEMBERSHIP & DUES	1,125.00		1,200.00	985.00	82.08
930.000 VEHICLE REPAIRS & MAINTENANCE	857.61		800.00	2,094.19	261.77
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENT	0.00		2,475.00	608.00	24.57
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	1,389.96	36.82
Net - Dept 371 - BUILDING	(262,187.28)		(314,906.00)	(134,715.32)	
Dept 441 - PUBLIC WORKS					
920.000 STREET LIGHTING	25,404.39		24,000.00	10,727.096	44.70
962.000 DRAINS AT LARGE	28,195.30		59,000.00	50,527.01	85.64



User: SHERRIE

PERIOD ENDING 06/30/2022

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND					
967.000 CONTRIBUTIONS TO ROAD COMMISSION	451,843.62		247,000.00	23,815.51	9.64
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>(85,069.99)</b>	
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	148,685.49		150,604.00	69,667.08	46.26
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	4,181.13	40.75
711.000 EMPLR MEDICARE CONTR	2,147.79		2,400.00	977.85	40.74
716.000 EMPLR RETIREMENT CONTR	12,746.61		13,450.00	6,206.04	46.14
718.500 HEALTH INSURANCE	46,621.97		49,400.00	24,175.21	48.94
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,004.24)		(5,894.00)	(2,931.96)	49.74
719.000 DENTAL INSURANCE	3,337.44		3,440.00	1,673.52	48.65
719.800 VISION INSURANCE	353.76		386.00	182.88	47.38
719.900 VISION INS-EE CONTRIBUTIONS	(176.88)		(193.00)	(92.04)	47.69
724.000 WORKER'S COMP	592.89		651.00	273.65	42.04
725.000 LIFE & DISABILITY BENEFIT	717.60		800.00	358.80	44.85
752.000 OFFICE SUPPLIES	157.05		1,000.00	37.08	3.71
754.000 OPERATING SUPPLIES	0.00		0.00	68.99	100.00
759.000 GAS/FUEL	0.00		400.00	0.00	0.00
767.000 UNIFORMS	67.50		200.00	52.00	26.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	153.99		325.00	24.00	7.38
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,944.36		35,750.00	1,659.36	4.64
804.000 CONTRIBUTION TO LOCAL AIRPORT	10,000.00		10,000.00	10,000.00	100.00
850.000 COMMUNICATIONS	604.89		250.00	173.90	69.56
851.000 MAIL/POSTAGE	0.00		150.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	234.98		200.00	249.01	124.51
900.000 PRINTING & PUBLISHING	4,808.80		5,500.00	3,099.95	56.36
910.000 PROFESSIONAL DEVELOPMENT	3,640.00		5,000.00	838.00	16.76
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	24.40	9.76
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00		2,875.00	1,743.94	60.66
<b>Net - Dept 701 - PLANNING</b>	<b>(253,379.67)</b>		<b>(308,404.00)</b>	<b>(127,278.06)</b>	
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	17,793.18		34,791.00	11,074.83	31.83
702.500 OVERTIME	1,620.85		2,000.00	1,168.23	58.41
708.000 UNEMPLOYMENT	178.19		1,204.00	48.02	3.99
709.000 EMPLR FICA CONTR	1,956.35		3,060.00	911.06	29.77
711.000 EMPLR MEDICARE CONTR	457.55		715.00	213.07	29.80
712.000 TEMPORARY LABOR	13,289.50		15,080.00	2,977.98	19.75
716.000 EMPLR RETIREMENT CONTR	1,747.27		2,780.00	1,101.89	39.64
718.500 HEALTH INSURANCE	9,808.32		19,760.00	6,205.31	31.40
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,165.48)		(2,950.00)	(472.96)	16.03
719.000 DENTAL INSURANCE	682.01		1,375.00	412.12	29.97
719.800 VISION INSURANCE	160.00		309.00	58.61	18.97
719.900 VISION INS-EE CONTRIBUTIONS	(79.99)		(154.00)	(29.23)	18.98
724.000 WORKER'S COMP	657.55		1,100.00	305.89	27.81
725.000 LIFE & DISABILITY BENEFIT	143.58		280.00	50.42	18.01
754.000 OPERATING SUPPLIES	4,102.94		3,500.00	2,243.39	64.10
759.000 GAS/FUEL	1,697.16		1,500.00	927.36	61.82
767.000 UNIFORMS	418.87		500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,757.87		7,800.00	1,951.14	25.01
890.000 SAFETY	377.00		1,500.00	443.09	29.54
900.000 PRINTING & PUBLISHING	240.00		500.00	264.61	52.92
910.000 PROFESSIONAL DEVELOPMENT	0.00		400.00	0.00	0.00
917.000 WATER & SEWER CHARGES	5,656.99		6,000.00	1,557.24	25.95
920.000 ELECTRIC/NATURAL GAS	3,408.60		4,000.00	2,100.50	52.51
930.001 MAINT-EQUIPMENT	1,530.53		1,500.00	1,031.13	68.74
930.200 MAINT-GROUNDS	8,920.09		12,000.00	5,242.15	43.68
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	197.77	39.55
955.000 MISC.	0.00		200.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	7,565.97		4,000.00	339.18	8.48
<b>Net - Dept 751 - PARKS &amp; RECREATION</b>	<b>(89,300.74)</b>		<b>(127,750.00)</b>	<b>(40,553.45)</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	28,014.09		21.22
976.303 CAPITAL OUTLAY-PROPERTY	2,429.84		38,000.00	18,871.37		49.66
976.306 CAPITAL OUTLAY-PARKS DEPT	220,446.61		16,000.00	119,873.68		749.21
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)	(166,759.14)		
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	1,062,308.75		52.45
TOTAL EXPENDITURES	2,194,484.90		2,652,903.00	964,715.85		36.36
NET OF REVENUES & EXPENDITURES	580,956.79		(627,353.00)	97,592.90		15.56

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		701,000.00	701,604.03	100.09
402.001 PROPERTY TAX REFUNDS-MTT	(3,013.61)		(10,000.00)	(4,437.03)	44.37
402.002 PILOT TAX	7,643.15		7,000.00	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00		(200.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY TAXES	289.53		500.00	99.10	19.82
445.000 INTEREST ON TAXES	38.13		300.00	2.94	0.98
543.000 STATE GRANT-PUBLIC SAFETY	19,273.36		12,000.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	5,404.43		5,000.00	10,262.82	205.26
600.200 FIRE PROTECTION - EDDA	81,150.00		81,200.00	0.00	0.00
600.300 FIRE PROTECTION - WDDA	59,515.99		59,000.00	0.00	0.00
665.000 INTEREST EARNED	3,546.30		3,000.00	899.43	29.98
<b>Net - Dept 000 - NONE</b>	<b>882,164.77</b>		<b>858,800.00</b>	<b>708,431.29</b>	
Dept 336 - FIRE DEPARTMENT					
702.000 SALARIES & WAGES	2,152.67		0.00	0.00	0.00
709.000 EMPLR FICA CONTR	128.76		0.00	0.00	0.00
711.000 EMPLR MEDICARE CONTR	30.13		0.00	0.00	0.00
716.000 EMPLR RETIREMENT CONTR	193.74		0.00	0.00	0.00
718.500 HEALTH INSURANCE	1,032.23		0.00	0.00	0.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(62.12)		0.00	0.00	0.00
719.000 DENTAL INSURANCE	58.11		0.00	0.00	0.00
719.800 VISION INSURANCE	5.02		0.00	0.00	0.00
719.900 VISION INS-EE CONTRIBUTIONS	(2.51)		0.00	0.00	0.00
724.000 WORKER'S COMP	34.81		0.00	0.00	0.00
725.000 LIFE & DISABILITY BENEFIT	9.63		0.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	742,210.00		812,900.00	609,675.00	75.00
801.025 HYDRANT FLUSHING	0.00		30,000.00	0.00	0.00
934.000 FIRE HYDRANT REPAIRS	0.00		5,150.00	0.00	0.00
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(745,790.47)</b>		<b>(848,050.00)</b>	<b>(609,675.00)</b>	
<b>Fund 206 - FIRE FUND:</b>					
TOTAL REVENUES	882,164.77		858,800.00	708,431.29	82.49
TOTAL EXPENDITURES	745,790.47		848,050.00	609,675.00	71.89
NET OF REVENUES & EXPENDITURES	136,374.30		10,750.00	98,756.29	918.66

ACCOUNT DESCRIPTION	END BALANCE		2022		% BDGT USED
	NORMAL	(ABNORMAL)	AMENDED BUDGET	YTD BALANCE	
	12/31/2021			06/30/2022	
Fund 248 - EAST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	447,562.57		468,000.00	506,459.10	108.22
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	1,205.04	25.11
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	5,977.50	39.15
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	5,600.00	50.91
801.004 RIGHT OF WAY LAWN CARE	28,557.00		23,000.00	10,314.00	44.84
801.005 IRRIGATION / LIGHTING REPAIRS	13,196.92		35,000.00	8,257.66	23.59
801.007 FLOWER / LANDSCAPE MAINTENANCE	14,634.70		21,000.00	8,028.25	38.23
801.015 STREET LIGHT BANNERS/CHRISTMAS	18,695.00		21,960.00	8,717.00	39.69
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	5,500.00	55.00
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	157.50	31.50
917.000 WATER & SEWER CHARGES	13,595.90		17,000.00	8,880.83	52.24
920.000 ELECTRIC/NATURAL GAS	12,628.91		14,000.00	5,568.45	39.77
935.000 PROPERTY/LIABILITY INSURANCE	1,697.25		1,800.00	1,528.22	84.90
940.000 LEASE/RENT	600.00		700.00	1,135.00	162.14
955.000 MISC.	0.00		100.00	0.00	0.00
Net - Dept 000 - NONE	366,737.00		306,870.00	452,819.73	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	81,150.00		81,200.00	78,174.73	96.27
Net - Dept 336 - FIRE DEPARTMENT	(81,150.00)		(81,200.00)	(78,174.73)	
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	10,000.00	100.00
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	15,858.82	17.62
Net - Dept 728 - ECONOMIC DEVELOPMENT	(415,746.63)		(960,000.00)	(25,858.82)	
Fund 248 - EAST DDA FUND:					
TOTAL REVENUES	507,609.25		525,450.00	522,484.14	99.44
TOTAL EXPENDITURES	637,768.88		1,259,780.00	173,697.96	13.79
NET OF REVENUES & EXPENDITURES	(130,159.63)		(734,330.00)	348,786.18	47.50

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	341,992.49		359,000.00	397,780.60	110.80
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	2,243.98	51.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	15,604.69		8,270.00	3,167.50	38.30
826.000 LEGAL FEES	975.00		0.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00		5,000.00	5,500.00	110.00
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	157.50	39.38
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>391,199.58</b>	
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	59,515.99		59,000.00	63,255.49	107.21
<b>Net - Dept 336 - FIRE DEPARTMENT</b>	<b>(59,515.99)</b>		<b>(59,000.00)</b>	<b>(63,255.49)</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	400,024.58	111.24
TOTAL EXPENDITURES	94,894.98		762,670.00	72,555.49	9.51
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>252,040.75</b>		<b>(403,050.00)</b>	<b>327,469.09</b>	<b>81.25</b>

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
<b>Fund 288 - TRIBAL 2% GRANTS FUND</b>						
Dept 000 - NONE						
582.000 CONTRIBUTION FROM TRIBE	38,226.97		0.00	254,875.17		100.00
665.000 INTEREST EARNED	531.01		550.00	90.90		16.53
<b>Net - Dept 000 - NONE</b>	<b>38,757.98</b>		<b>550.00</b>	<b>254,966.07</b>		
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>						
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	34,000.00		0.00	0.00		0.00
965.600 CONTRIBUTION TO SEWER FUND	0.00		50,000.00	0.00		0.00
967.400 STREET/ROAD PROJECTS	238,226.97		0.00	0.00		0.00
967.600 PARKS PROJECTS	13,295.00		0.00	0.00		0.00
<b>Net - Dept 728 - ECONOMIC DEVELOPMENT</b>	<b>(285,521.97)</b>		<b>(50,000.00)</b>	<b>0.00</b>		
<b>Fund 288 - TRIBAL 2% GRANTS FUND:</b>						
TOTAL REVENUES	38,757.98		550.00	254,966.07		16,357.47
TOTAL EXPENDITURES	285,521.97		50,000.00	0.00		0.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(246,763.99)</b>		<b>(49,450.00)</b>	<b>254,966.07</b>		<b>515.60</b>

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		75,000.00	20,595.05	27.46
582.000 CONTRIBUTION FROM TRIBE	0.00		50,000.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	0.00		160,000.00	0.00	0.00
627.000 SERVICE	1,383,941.01		1,466,744.00	729,751.46	49.75
627.100 DELINQUENT SEWER	0.00		(1,500.00)	0.00	0.00
628.000 INSPECTION FEE	2,150.00		3,000.00	0.00	0.00
655.000 FINES & FORFEITURES	32,235.50		33,000.00	21,902.03	66.37
665.000 INTEREST EARNED	16,346.01		7,200.00	2,906.88	40.37
670.000 DEBT RETIREMENT	1,157,824.46		1,215,384.00	610,375.77	50.22
671.000 OTHER REVENUE	718.99		3,000.00	2,200.00	73.33
673.000 GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	0.00		0.00	7,500.00	100.00
687.000 REFUNDS & REBATES	2,043.58		0.00	1,979.61	100.00
<b>Net - Dept 000 - NONE</b>	<b>2,675,710.87</b>		<b>3,011,828.00</b>	<b>1,397,210.80</b>	
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	257,118.77		269,577.00	126,395.97	46.89
702.500 OVERTIME	10,840.69		10,000.00	4,578.51	45.79
702.700 LONGEVITY PAY	3,592.45		4,332.00	0.00	0.00
708.000 UNEMPLOYMENT	507.23		2,604.00	565.47	21.72
709.000 EMPLR FICA CONTR	16,659.46		17,681.00	7,931.86	44.86
711.000 EMPLR MEDICARE CONTR	3,896.51		4,135.00	1,855.30	44.87
712.000 TEMPORARY LABOR	6,482.16		10,088.00	1,807.32	17.92
716.000 EMPLR RETIREMENT CONTR	23,263.53		24,000.00	11,154.63	46.48
718.500 HEALTH INSURANCE	85,526.17		93,062.00	46,134.27	49.57
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,985.57)		(7,538.00)	(4,393.02)	58.28
719.000 DENTAL INSURANCE	4,180.71		4,386.00	2,232.93	50.91
719.800 VISION INSURANCE	554.39		601.00	234.81	39.07
719.900 VISION INS-EE CONTRIBUTIONS	(277.27)		(300.00)	(117.90)	39.30
724.000 WORKER'S COMP	2,129.52		2,131.00	984.82	46.21
725.000 LIFE & DISABILITY BENEFIT	1,238.07		1,381.00	639.15	46.28
726.000 COMPENSATED ABSENCES	1,657.70		0.00	0.00	0.00
752.000 OFFICE SUPPLIES	919.39		1,500.00	719.50	47.97
754.000 OPERATING SUPPLIES	3,717.06		5,000.00	1,856.19	37.12
759.000 GAS/FUEL	9,339.19		10,000.00	6,163.56	61.64
767.000 UNIFORMS	1,241.01		2,000.00	200.00	10.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	22,247.10		37,600.00	14,981.85	39.85
826.000 LEGAL FEES	0.00		0.00	915.00	100.00
850.000 COMMUNICATIONS	2,093.21		3,000.00	1,619.04	53.97
851.000 MAIL/POSTAGE	1,315.56		4,000.00	1,228.81	30.72
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	687.17		750.00	286.71	38.23
890.000 SAFETY	3,327.10		6,000.00	1,393.49	23.22
900.000 PRINTING & PUBLISHING	413.80		1,500.00	401.70	26.78
910.000 PROFESSIONAL DEVELOPMENT	512.50		2,500.00	262.50	10.50
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	432.50	86.50
920.000 ELECTRIC/NATURAL GAS	75,635.79		87,000.00	44,724.34	51.41
930.000 REPAIRS	1,858.33		180,000.00	1,840.43	1.02
930.001 MAINT-EQUIPMENT	1,532.90		27,000.00	671.36	2.49
930.200 MAINT-GROUNDS	567.00		2,000.00	630.00	31.50
930.300 MAINT-BUILDINGS	3,988.00		5,000.00	580.47	11.61
933.000 MAINT-VEHICLES	4,201.87		6,000.00	433.00	7.22
933.500 MAINT-LIFT STATIONS	18,835.25		195,000.00	68,364.86	35.06
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENT	0.00		2,450.00	560.61	22.88
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	358,035.26	24.36
977.000 NEW EQUIPMENT PURCHASE	1,232.92		437,750.00	2,060.64	0.47
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,841.44		1,000.00	62.99	6.30
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,087.22		21,500.00	450.00	2.09
980.400 SECURITY	0.00		2,670.00	2,670.00	100.00
<b>Net - Dept 536 - WATER/SEWER SYSTEMS</b>	<b>(613,182.36)</b>		<b>(3,003,660.00)</b>	<b>(734,870.48)</b>	
Dept 540 - WWTP					
702.000 SALARIES & WAGES	294,627.88		298,443.00	136,898.92	45.87
702.500 OVERTIME	13,073.03		11,200.00	5,405.85	48.27
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	8,464.34	45.24
711.000 EMPLR MEDICARE CONTR	4,387.39		4,375.00	1,979.10	45.25
716.000 EMPLR RETIREMENT CONTR	28,329.93		28,420.00	12,807.47	45.06

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND					
718.500 HEALTH INSURANCE	116,169.16		59,166.30		47.91
718.700 HEALTH INS-EE CONTRIBUTIONS	(11,491.09)		(6,689.62)		49.37
719.000 DENTAL INSURANCE	6,951.44		3,414.39		47.64
719.800 VISION INSURANCE	873.12		536.41		56.23
719.900 VISION INS-EE CONTRIBUTIONS	(436.24)		(260.95)		54.71
724.000 WORKER'S COMP	3,577.86		1,601.16		44.48
725.000 LIFE & DISABILITY BENEFIT	1,612.74		801.26		44.51
743.000 CHEMICALS	40,835.13		28,542.47		57.08
744.000 LAB EQUIPMENT & SUPPLIES	27,720.22		22,396.31		63.99
752.000 OFFICE SUPPLIES	480.92		523.04		104.61
754.000 OPERATING SUPPLIES	11,420.73		8,359.84		69.67
759.000 GAS/FUEL	2,918.22		2,429.61		75.93
767.000 UNIFORMS	618.88		362.50		18.13
774.100 BIOXIDE	66,500.06		33,758.32		42.20
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	25,122.62		15,856.93		34.89
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	26,661.18		0.00		0.00
801.300 CONT. SERV. - LAB ANALYSIS	5,032.34		561.34		9.36
850.000 COMMUNICATIONS	4,588.50		2,280.05		65.14
851.000 MAIL/POSTAGE	159.08		157.94		21.06
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	209.44		0.00		0.00
890.000 SAFETY	4,748.56		1,328.92		26.58
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		3,515.04		29.29
920.000 ELECTRIC/NATURAL GAS	149,727.41		75,527.70		42.91
923.000 PROPANE	0.00		1,543.60		51.45
930.001 MAINT-EQUIPMENT	2,326.86		399.51		6.66
930.200 MAINT-GROUNDS	1,385.22		491.03		14.03
930.300 MAINT-BUILDINGS	1,670.98		1,508.96		30.18
933.000 MAINT-VEHICLES	1,597.73		743.45		29.74
934.300 OPTO 22 MAINTENANCE	4,124.94		1,165.37		11.65
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.83		2,582.74		51.65
934.981 SAMPLING EQUIPMENT MAINT.	34.19		46.63		1.17
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	15,049.89		2,349.60		6.71
934.983 SECONDARY TREAT EQUIP. MAINT.	22,152.44		3,134.48		12.29
934.984 SOLIDS EQUIPMENT MAINT.	10,516.60		8,837.64		58.92
934.985 DISINFECTION EQUIPMENT MAINT.	943.98		373.45		6.22
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,346.35		0.00		0.00
934.987 TERTIARY FILTER MAINT.	9,277.05		5,512.50		36.75
935.000 PROPERTY/LIABILITY INSURANCE	15,811.47		14,236.76		94.91
949.000 IPP	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		2,670.00		34.81
Net - Dept 540 - WWTP	(960,199.41)		(475,102.60)		
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	71,823.93		50.00
Net - Dept 906 - DEBT SERVICE	(198,991.96)	(143,650.00)	(71,823.93)		
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:					



ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021			06/30/2022		
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND						
TOTAL REVENUES	2,675,710.87		3,011,828.00	1,397,210.80		46.39
TOTAL EXPENDITURES	2,504,380.99		4,997,134.00	1,281,797.01		25.65
NET OF REVENUES & EXPENDITURES	171,329.88		(1,985,306.00)	115,413.79		5.81

User: SHERRIE

PERIOD ENDING 06/30/2022

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE		2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
	12/31/2021 NORMAL (ABNORMAL)			06/30/2022 NORMAL (ABNORMAL)		
Fund 591 - WATER FUND						
Dept 000 - NONE						
450.000 WATER SALES	1,467,085.94		1,424,306.00	730,634.64		51.30
450.100 BULK WATER SALES	445.00		1,000.00	500.00		50.00
450.200 FINAL READ	2,859.00		4,000.00	2,280.00		57.00
450.300 TURN-OFF	4,141.00		4,000.00	4,368.00		109.20
452.000 LATERALS	23,295.50		5,000.00	4,631.04		92.62
454.000 BENEFIT FEES	53,882.52		50,000.00	19,270.21		38.54
459.000 CONNECTION FEES	80,624.85		54,000.00	19,390.00		35.91
479.000 REVENUE-REPLACEMENT METERS	675.00		1,000.00	0.00		0.00
628.000 INSPECTION FEE	3,450.00		1,300.00	980.00		75.38
655.000 FINES & FORFEITURES	16,879.70		20,000.00	10,192.09		50.96
665.000 INTEREST EARNED	15,087.06		8,100.00	2,790.32		34.45
665.100 INTEREST EARNED-SPEC ASSESS	1,782.20		4,000.00	867.21		21.68
667.300 LEASES - TOWER RENTAL	52,371.45		56,000.00	27,501.83		49.11
671.000 OTHER REVENUE	2,115.23		8,000.00	7,093.15		88.66
672.500 REVENUE-SPECIAL ASSESS	0.00		10,000.00	0.00		0.00
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00		0.00	7,500.00		100.00
687.000 REFUNDS & REBATES	2,006.09		0.00	1,553.11		100.00
<b>Net - Dept 000 - NONE</b>	<b>1,726,700.54</b>		<b>1,650,706.00</b>	<b>839,551.60</b>		
Dept 536 - WATER/SEWER SYSTEMS						
702.000 SALARIES & WAGES	403,044.73		408,370.00	192,197.48		47.06
702.500 OVERTIME	36,577.77		30,000.00	16,490.46		54.97
702.700 LONGEVITY PAY	5,457.95		6,263.00	0.00		0.00
708.000 UNEMPLOYMENT	809.61		3,506.00	842.47		24.03
709.000 EMPLR FICA CONTR	27,129.86		27,784.00	12,582.99		45.29
711.000 EMPLR MEDICARE CONTR	6,344.24		6,498.00	2,942.47		45.28
712.000 TEMPORARY LABOR	7,426.88		6,200.00	1,772.26		28.58
716.000 EMPLR RETIREMENT CONTR	38,836.07		39,243.00	18,200.08		46.38
718.500 HEALTH INSURANCE	138,895.44		142,458.00	72,867.23		51.15
718.700 HEALTH INS-EE CONTRIBUTIONS	(12,156.88)		(15,595.00)	(7,438.60)		47.70
719.000 DENTAL INSURANCE	7,924.25		7,824.00	4,018.28		51.36
719.800 VISION INSURANCE	936.01		987.00	425.73		43.13
719.900 VISION INS-EE CONTRIBUTIONS	(467.87)		(493.00)	(213.81)		43.37
724.000 WORKER'S COMP	7,325.99		8,243.00	3,468.59		42.08
725.000 LIFE & DISABILITY BENEFIT	1,948.84		2,151.00	1,003.78		46.67
726.000 COMPENSATED ABSENCES	4,511.09		0.00	0.00		0.00
752.000 OFFICE SUPPLIES	904.96		1,500.00	719.50		47.97
753.000 PROCESS CHEMICALS/CHLORINE	52,209.29		60,000.00	31,771.97		52.95
754.000 OPERATING SUPPLIES	9,401.40		13,000.00	5,403.57		41.57
759.000 GAS/FUEL	9,331.09		9,000.00	6,003.58		66.71
767.000 UNIFORMS	1,241.04		2,000.00	100.00		5.00
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	46,962.94		45.93
801.002 LAB FEES	12,268.43		15,600.00	10,119.83		64.87
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
826.000 LEGAL FEES	0.00		0.00	915.00		100.00
850.000 COMMUNICATIONS	5,989.40		6,000.00	4,673.77		77.90
851.000 MAIL/POSTAGE	2,162.62		5,400.00	1,402.77		25.98
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	542.47		1,200.00	266.02		22.17
890.000 SAFETY	3,374.36		6,000.00	2,205.25		36.75
900.000 PRINTING & PUBLISHING	2,824.58		4,300.00	3,862.62		89.83
910.000 PROFESSIONAL DEVELOPMENT	822.50		5,000.00	452.50		9.05
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	877.50		87.75
920.000 ELECTRIC/NATURAL GAS	140,634.19		165,000.00	81,110.37		49.16
930.000 REPAIRS	27,674.65		50,000.00	10,254.37		20.51
930.001 MAINT-EQUIPMENT	6,871.26		15,000.00	1,178.08		7.85
930.200 MAINT-GROUNDS	3,572.98		3,000.00	773.78		25.79
930.300 MAINT-BUILDINGS	4,730.47		5,000.00	2,312.82		46.26
933.000 MAINT-VEHICLES	5,691.05		6,000.00	572.31		9.54
933.100 MAINT-WATER WELLS	155.45		70,000.00	33,726.09		48.18
933.200 MAINT-TREATMENT PLANTS	19,605.41		60,800.00	22,100.95		36.35
933.300 MAINT-WATER TOWERS	4,130.79		33,000.00	7,307.94		22.15
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMEN'	0.00		2,450.00	560.59		22.88
934.300 OPTO 22 MAINTENANCE	12,484.42		16,000.00	4,744.25		29.65
934.500 MAINT. AGREEMENT ON EQUIPMENT	8,265.16		13,950.00	4,974.82		35.66
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	2,239.64		44.79
955.000 MISC.	10.00		0.00	0.00		0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	155.45		719,000.00	52,575.08		7.31
972.013 HOOKUP LABOR & MATERIAL	35,157.18		50,000.00	55,493.10		110.99
977.000 NEW EQUIPMENT PURCHASE	868.12		14,750.00	3,860.66		26.17

ACCOUNT DESCRIPTION	END BALANCE		2022		% BDGT USED
	NORMAL	(ABNORMAL)	AMENDED BUDGET	YTD BALANCE 06/30/2022	
				NORMAL (ABNORMAL)	
Fund 591 - WATER FUND					
977.600 METER REPLACEMENT PROGRAM	31,000.00		30,000.00	8,147.56	27.16
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,481.45		1,000.00	63.00	6.30
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,177.64		24,170.00	3,330.86	13.78
Net - Dept 536 - WATER/SEWER SYSTEMS	(1,222,642.15)		(2,213,768.00)	(751,556.95)	
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	1,578.75		1,579.00	1,578.75	99.98
996.001 BOND - PAYING AGENT FEES	750.00		800.00	0.00	0.00
996.002 BOND INTEREST - (2010 WATER)	50,538.77		47,780.00	23,888.75	50.00
Net - Dept 906 - DEBT SERVICE	(52,867.52)		(50,159.00)	(25,467.50)	
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	
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,726,700.54		1,650,706.00	839,551.60	50.86
TOTAL EXPENDITURES	1,669,443.58		2,663,927.00	777,024.45	29.17
NET OF REVENUES & EXPENDITURES	57,256.96		(1,013,221.00)	62,527.15	6.17
TOTAL REVENUES - ALL FUNDS	8,953,320.83		8,432,504.00	5,184,977.23	61.49
TOTAL EXPENDITURES - ALL FUNDS	8,132,285.77		13,234,464.00	3,879,465.76	29.31
NET OF REVENUES & EXPENDITURES	821,035.06		(4,801,960.00)	1,305,511.47	27.19

### 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 \_\_\_\_\_



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> July 21, 2022
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 07/27/2022
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action  Emergency

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

Finance Approval MDS

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020, 2021 and 2022. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

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

#### Board Policy 4.4 – Monitoring Township Manager Performance

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

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

Related to the review of policy 4.4, at the August 24, 2022 Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please complete this prior to the August 24<sup>th</sup> board meeting as the evaluation Township Manager’s performance should take place at that meeting.

#### SCOPE OF SERVICES

Not applicable

#### JUSTIFICATION

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

### **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.4 – Monitoring Township Manager Performance  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** July 2022

### Policy:

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

Accordingly:

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





## Monitoring Schedule by Policy

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

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

**Charter Township of Union – Township Manager Evaluation Form**

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

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

**4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE**

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

Accordingly:

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

**Global Ends**

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

**Score** \_\_\_\_\_

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1.1 Residents engage in a vibrant community life.

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

1.3 All residents enjoy a safe environment.

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

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

**Score** \_\_\_\_\_

**Executive Limitations**

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

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

**Score** \_\_\_\_\_

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

**Score** \_\_\_\_\_

2.2 POLICY TITLE: *TREATMENT OF STAFF*

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

**Score** \_\_\_\_\_

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

**Score** \_\_\_\_\_

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

**Score** \_\_\_\_\_

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

**Score** \_\_\_\_\_

2.6 POLICY TITLE: *ASSET PROTECTION*

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

**Score** \_\_\_\_\_

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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

**Score** \_\_\_\_\_

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

**Score** \_\_\_\_\_

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

**Score** \_\_\_\_\_

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

**Score** \_\_\_\_\_

What things does the Manager do well?

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What areas could the Manager improve on?

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General Comments

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**Total Points**

Global Ends \_\_\_\_\_ Out of 35 Possible Points

Executive Constraints \_\_\_\_\_ Out of 55 Possible Points

Total \_\_\_\_\_ Out of 90 Possible Points

Average Score \_\_\_\_\_ (Total points divided by 18 categories)