



BOARD OF TRUSTEES
Regular Meeting
January 25, 2023
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed (see applications in packet)
 - B. January Monthly Activity Report
 - C. Planning Commission and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 11, 2023 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Mission Creek Park Pathway Project Resolution of Intent

11. NEW BUSINESS

- A. Discussion/Action: (Nanney) Adoption of the Redevelopment Ready Communities Program Participation Resolution
- B. Discussion/Action: (Nanney) Introduction and First Reading of the 2022 Zoning Ordinance Text Amendment
- C. Discussion/Action: (Smith) Source Water Grant Agreement
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.1 Treatment of Consumers
- E. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition & Activities
- F. Discussion/Action: (Stuhldreher) Policy Governance 3.1 Governing Style

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

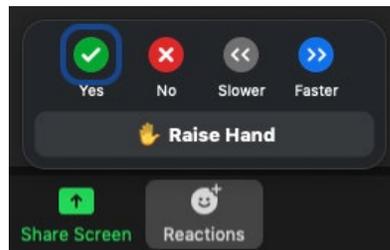
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate during public comment, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “829 4309 7870” Password enter “300757”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “829 4309 7870” and the “#” sign at the “Meeting ID” prompt, and then enter “300757” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be received during the Public Comment section of the Agenda and any issue not on the agenda will be received during the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been received, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

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 -	Richard	Barz	12/31/2025
3 -	Liz	Presnell	12/31/2025
4 -	Brandon	LaBelle	12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Representative)	Jeff	Brown	11/20/2024
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
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	12/31/2024
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	1/13/2027
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	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
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	vacant seat		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	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

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



Name: Brian Smith Date: 11-22-22

Address: 2284 Sandstone Drive, Mount Pleasant MI 48858

Phone (home) _____ (cell) 989-330-4753 (work) _____

Email: bsalsmith@gmail.com

Occupation: Economic Development Director

Please select the board you are applying for:

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

OTHER *Specify Board: Board of Trustees

Please state reason for interest in above board:

I want to make a difference within the community that I live in. Utilizing my professional
experience will allow me that opportunity by serving on the Board of Trustees.

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 resume

Signature:  Date: 11-22-22

BRIAN ALAN SMITH
2284 Sandstone Drive
Mount Pleasant, Michigan 48858
Cell: (989) 330-4753
Email: bsalsmith@gmail.com

EDUCATION

CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, Michigan
Master of Public Administration, August 2007
Bachelor of Science, May 2004

PROFESSIONAL EXPERIENCE

SAGINAW CHIPPEWA INDIAN TRIBE Mount Pleasant Michigan
Economic Development Director, January 2016 - Present

CHARTER TOWNSHIP OF UNION Mount Pleasant, Michigan
Township Manager, September 2009 – December 2015

GRATIOT COUNTY Ithaca, Michigan
County Administrator, May 2006 – September 2009

SOARING EAGLE CASINO AND RESORT Mount Pleasant, Michigan
Casino Administrator, February 2001 – May 2006

CURRENT AFFILIATIONS

Arenac County Economic Development Corporation Board of Directors

Midwest Tribal Energy Resources Association

East Michigan Council of Governments

Mid-Michigan Development Corporation Board of Directors

PREVIOUS AFFILIATIONS

Michigan Association of County Administrative Officers

Treasurer Gratiot Geographic Information System (GIS) Authority

Vice President of Sacred Heart Academy School Board

Greater Gratiot Development Corporation Board of Directors

Michigan Local Government Managers Association

Chairperson Cultural and Recreation Commission of Isabella County

Gratiot Area Chamber of Commerce

Great Lakes Bay Regional Alliance Institute for Leaders

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



Name: MARGIE R. HENRY Date: Nov 9, 2022

Address: 3155 S. Meridian Rd.

Phone (home) 989-773-3075 (cell) 989-330-0358 (work) ---

Email: margie.henry@icloud.com

Occupation: Retired

Please select the board you are applying for:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications
 - Yes Property owner in East or West DDA
 - Yes Resident in Union Township

Election 2020
 J. Thuring 2246-D
 J. Brown 2226-R
 C. Bello 2204-D
 B. Haupt 2154-R
 T. Lannon 2137-D
 M. Henry 1997-R
 B. Smith 1834-R
 D. Zernberg 1789-R
 I am the next Republican after Bill Haupt, with the most votes.

OTHER *Specify Board: the Board of trustees

Please state reason for interest in above board: Worked on elections for 40 yrs.
I have served on Union Township: Planning Commission, Clerk, I am a property owner in West DDA, and I have been a resident of Union Township for 48 yrs (1974)
 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):
also I have worked the elections for 46 yrs.

Reference: Jim Horton 3089 Hunters Rd 989-621-1534
Mark McDonald 3495 S. Nottawa Rd 989-773-3879

Signature: Margie R. Henry Date: Nov 9, 2022

★ My internet is down, sorry for my penmanship, but I wanted to get my application in as soon as possible. - 008
 Thank you Margie Henry



January 5, 2023

Dear Union Township Board of Trustees,

It is with a promise of dedicated and committed work for the advancement of the township that I submit my application to fill the vacant board seat. My approach as a trustee is to be a team player, always looking for positive impacts for the citizens as a whole, and not individuals or personal interest. Fair and ethical behavior should be a trustees gold standard of operation.

My previous township board votes should demonstrate that I work towards unified board decisions by consensus building discussion. I believe my strongest communication skill is "active listening" which helps develop further my understanding when listening to others points of view and perspectives.

I do not thrive on chaos but prefer calm and rational thought and fact based discussion. My personal demeanor along with my training in education has offered techniques on defusing disruptive, adversarial, hostile or threatening situations.

For twelve years (2008-2020) I enjoyed the privilege of sitting as a trustee on the Union Township board and representing the citizen owners/consumers and visitors. During this tenure I attended many educational trainings, conferences, and events designed to help be a professional and effective trustee. Many emphasized our main purpose and responsibility of assuring fiscal health of the township.

Professional development programs I participated in include:

-MTA Annual Conferences, Detroit, Grand Rapids, Lansing and Traverse City
+Purpose was to attend relevant and current program topics to help us maximize understanding and effectiveness as board members and to network with township officials from across the state.

-MTA Capital Conference, Lansing
+Purpose was to gain understanding on the latest legislative issues, at the state level, impacting townships and to meet face to face with state officials and leaders.

-National Association of Towns and Townships, Washington D.C.
+Purpose was to give a strong voice and champion the value of smaller communities to our U.S. Senators and Representatives.

-Policy Governance Boot Camp, Grand Rapids and In-house P.G. sessions
+Purpose was to understand and efficiently utilize this model of board governance. The policy governance model was adopted in 2010 to be followed by the township board and administration.

-MTA Township Governance Academy,
+Purpose was to attend/participate and receive certification as a graduate of this two-year MTA sponsored program and to become increasingly proficient and effective in my role as a Union Township Trustee.

Required curriculum classes included:

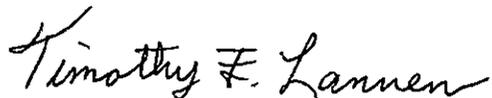
1. Board Roles and Relations
2. How Boards Make Decisions
3. Creating a Vision For Your Township
4. Utilizing Strategic Planning
5. Making Meetings Work
6. Linking with Your Community
7. At Your Service - Meeting Township Needs
8. Land Use - Defining Your Township Future
9. Township Finances
10. Managing Your Township Team
11. Fundamentals of Assessment and Taxation

Other involvement as a trustee include:

- Transitioning from the Superintendent to the Manager model of township administration
- Recreation Master Plan - Update, Board Representative,
- Hannah Bark Park multi-jurisdictional project
- MTA Township of Excellence program for Union Township
- Township Master Plan -Update
- Policy Governance adoption
- Global Ends development
- Township Annual Budget and solid understanding the budgeting process
- One vote of the board as a whole

I hope this snapshot of my experiences and qualifications will promote positive conversation and you find them sufficient to be selected to fill the vacant seat on the township board.

Best Regards,



Tim Lannen

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

Name: TIM LANNEN Date: 12.19.2022

Address: 1129 Meadow Dr. Mt. Pleasant MI 48858

Phone (home) _____ (cell) (989) 289-8267 (work) _____

Email: TIMLANNEN@Yahoo.COM

Occupation: Retired: Safety Director - BANDIT Ind.
Active: Firefighter / Medical First Responder POC - City of Mt. Pleasant

Please select the board you are applying for:

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

OTHER *Specify Board: Board of Trustees

Please state reason for interest in above board: To build upon my past 12 years as a Trustee of Union Township by maximizing services, safety and well-being of the citizens while ensuring fiscal stability.

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): Union Township Trustee 2008-2020 Township Governance Academy Credential 2012, Policy Governance Boot Camp, Central Michigan University, Bachelor of Science in Education, -1986 Mid-Michigan College, Associates in Fire Science, -2005

Signature: Timothy F. Lannen Date: 12.19.2022



Timothy F. Lannen
1129 Meadow Dr
Mt. Pleasant, MI 48858
Phone: (989)289-8267
Email:timlannen@yahoo.com

Objective

Utilize my education, training, work-life experiences, and 12 year tenure as a Union Township Trustee to be selected to fill the vacant seat on the Charter Township of Union Board of Trustees and become an integral and valued member of this board.

Education

Central Michigan University, Mt. Pleasant, MI
Bachelor of Science in Education, December, 1986

Mid-Michigan College, Mt. Pleasant, MI
Associates in Fire Science, May 2005

Employment

Bandit Industries Inc, 2014-2021 Retired
Safety Director

State of Michigan, DCH, August 2002 – 2014
Fire Safety Officer

City of Mt. Pleasant, Public Safety Department, September 1992 – Present
Firefighter / Emergency Medical First Responder

Charter Township of Union, November 2008-2020
Board Member – Trustee, Elected Position

Westinghouse Electric Supply Company, January 1996 – August 2002 Branch Sales
Manager, Lansing, MI

Champion, Inc., Electrical Division, September 1987 – December 1995
Inside / Field Sales, Mt. Pleasant, MI

Certification

Michigan Teacher Provisional, State of Michigan
Firefighter I & II, Michigan Fire Fighters Training Council
Leadership I, II, & III, FEMA U.S. Department of Homeland Security
Emergency Vehicle Driver License, Michigan Fire Fighters Training Council
Chauffeur Driver License, State Of Michigan
Michigan Concealed Pistol License, County of Isabella
Medical First Responder Licensed
Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider
Hazardous Materials First Responder, Operations Level
Ropes Technical Rescue, Technician Level
IS-100 Incident Command System, FEMA Emergency Management Institute IS-700
National Incident Management System, FEMA Emergency Management Health and
Safety Officer, FEMA U.S. Department of Homeland Security
Incident Safety Officer, Fire Fighters Training Council

Computer Experience

Microsoft Access
Microsoft PowerPoint
Microsoft Excel
Microsoft Word
Microsoft Office

References

Fire Chief Doug Lobsinger
Mt. Pleasant Fire Department
(989) 779-5152

Jim Conway
(989) 621-5371

Rick Barz
(989) 560-5050

Jim Horton
(989) 621-1534

Kathy Backus
(989) 330-1191

Amy Ouellette
(989) 560-9970

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Jim Zalud Date: 1-17-23
Address: 6422 S. Whiteville Rd, Mt. Pleasant
Phone (home) 772-3249 (cell) 989-317-5121 (work) 772-5890
Email: jzalud@isabella.com
Occupation: CEO

Please select the board you are applying for:

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

OTHER *Specify Board: _____

Please state reason for interest in above board:
Have served on DDA Board for 20+ years

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

Signature: Jim Zalud Date: 1-17-2023

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



Name: Jessica Lapp Date: 12/20/2022

Address: 2113 McDonald Drive, Mount Pleasant, MI 48858

Phone (home) _____ (cell) 989-944-1163 (work) 989-774-4401

Email: jlapp500@yahoo.com

Occupation: program coordinator, Central Michigan University

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

X _____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I have served on the Planning Commission for one term now and would like to continue serving the township in this way. I feel I offer a useful point of view for this group, as a resident and property owner.

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

I have served on the Commission on Aging Advisory Board for the county and on the Sex Ed Advisory Board for the Mount Pleasant Public Schools. I have attached a résumé.

Signature: Jessica Lapp Date: 12/20/2022

JESSICA W. LAPP
jlapp500@yahoo.com

Home

2113 McDonald Drive
Mount Pleasant, MI 48858
989-944-1163

Office

CSE Dean's Office
Brooks 219
989-774-4401

Education:

1995	M.A., University of Notre Dame, English
1986	B.A., Goshen College, Major: English Minor: Journalism

Employment:

**Interdisciplinary Program Coordinator, College of Science and Engineering,
Central Michigan University, Mount Pleasant, Michigan**

August 2008 - present

Responsibilities: Administrative coordinator for the Science of
Advanced Materials PhD Program (established 2008); the Institute for Great
Lakes Research (established 2010); the Earth and Ecosystem Science PhD
Program (established 2014) and the Neuroscience Program (moved to CSE
January 2019, and then to Health Affairs in July 2020)

**Program Coordinator, Advanced Materials Research Initiative, College of
Science and Technology, Central Michigan University, Mount Pleasant,
Michigan**

March 2007 to August 2008

Responsibilities: Administrative coordinator for research initiative in materials
science, including the development of a new PhD program

**Instructor, English Department, Central Michigan University, Mount
Pleasant, Michigan**

August 2005 to May 2007

Responsibilities: Taught sections of English 101, 136 and 201

**Instructor, McNair Research Writing and Communication Seminar,
College of Graduate Studies, Central Michigan University, Mount Pleasant,
Michigan**

Spring Semesters: 2005-2007

Responsibilities: Led writing and communication seminar for students in the
Ronald E. McNair Post Baccalaureate Achievement Program, providing
instruction on research writing and culminating in the research proposal for the
summer research experience

**Research and Program Officer, Office of Research and Sponsored
Programs, Central Michigan University, Mount Pleasant, Michigan**

August 1999 – March 2004

Responsibilities: Assisted with all aspects of proposal development and
submission, processing of awards and grant management; assisted with
development of policies and procedures related to proposal submission and grant
management

Co-Instructor, MUS 597: External Funding for Arts Education, School of Music, Central Michigan University, Mount Pleasant, Michigan

June 16-18, 2003

Responsibilities: Team-taught course for music educators on funding sources for the arts. Co-instructor with Randy L'Hommedieu, Chair, School of Music.

Instructor, Ronald E. McNair Post Baccalaureate Achievement Program, Central Michigan University, Mount Pleasant, Michigan

May to June 2000

Responsibilities: Taught Research Writing Course for students participating in this federally funded program to prepare underrepresented and first generation, low-income students for graduate studies

Instructor, English Department, Central Michigan University, Mount Pleasant, Michigan

August 1998 to May 1999

Responsibilities: Taught two sections of English Composition in fall semester 1998, tutored six students in writing skills during fall and spring semesters

Assistant Professor of English, Goshen College, Goshen, Indiana

July 1995 to June 1997

Responsibilities: Taught a variety of courses in composition and literature, including Expository Writing, Romanticism and Criticism, Major Author: Toni Morrison, International Literature, American Literature Survey. Departmental duties included advising incoming first-year students and English majors, developing curricula for shared courses, chairing publications board for the Pinchpenny Press

Department Chairperson: Dr. Ervin Beck

Sales Assistant, Little Professor Book Center, Durham, NC

September 1994 to July 1995

Instructor, University of Notre Dame, Notre Dame, Indiana

Fall 1992 to Spring 1994

Responsibilities: Taught four sections of Freshman Composition and Literature Freshman Writing Program Director: Dr. Edward Kline

Teaching Assistant, University of Notre Dame, Notre Dame, Indiana

August 1991 to May 1992

Responsibilities: Served as the teaching assistant to the upper level survey course, American Literary Traditions, assisting with lectures and grading assignments

Supervising Professors: Dr. Jacqueline Vaught Brogan

Dr. Robert Slabey

Research Assistant, University of Notre Dame, Notre Dame, Indiana

Spring 1991

English Teacher, Lancaster Mennonite High School, Lancaster, Pennsylvania

August 1986 to June 1990

Responsibilities: Full time teaching of a variety of classes; Adviser to the *Laurel Wreath*, the school yearbook from August 1987 to June 1990

Principal: J. Richard Thomas

**Administrative Assistant, East Asia Desk, Mennonite Central Committee,
Akron, Pennsylvania**

June 1988 to August 1988

Program Directors: Earl Martin and Pat Hostetter Martin

Community Service:

Union Township Planning Commission, January 2021 – present (3 year term)

**Isabella County Commission on Aging Advisory Board, January 2019 -
present (3 year term)**

Sex Education Advisory Board, Mount Pleasant Public Schools, September

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Kayla Archer (Slezak) Date: 12-4-23

Address: 1465 S. Lincoln

Phone (home) _____ (cell) 989.560 (work) _____

Email: Kayla.slezak@gmail.com

Occupation: Faculty (Business) and Local Business owner of Fitness coach Kayla

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

X _____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason for interest in above board:

I've always been involved in my community in one way or another, this seems like the next suitable act of service.

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):

As a faculty member, research & analysis is key - in teaching, speaking / communication / listening is key. All seem relevant for this board.

Signature: [Signature] Date: 12-4-23

SUMMARY OF SKILLS AND QUALIFICATIONS

- Full time teaching of MGT 373 Recruiting and Selection, MGT 320 Introduction to Human Resources, MGT 312 Introduction to Management, MGT 258 Effective Management of Human Resource Organizations, MGT 447 Business Ethics, MGT BIS 101 Business Communication, BUS 100 Introduction to Business and FYE 101 First Year Experience Central Michigan University, on-campus
- Online development and teaching of undergraduate and graduate business courses (Management, Business Ethics, Recruitment and Selection, Compensation, Organizational Behavior, Human Resource Management, Personnel)
- Strong knowledge with Engineering and Automotive management recruitment, Entrepreneurship (owning and managing several fitness businesses) and Law Enforcement.
- Expert level knowledge and skill with Blackboard, Captivate and Collaborate software systems
- Excellent relationships with Michigan based companies for recruitment, intern and placement of Management and HR graduating students
- Active in yearly business conference presentations and panel work
- Seven years of instruction as a corporate trainer and presenter
- Nine years of managerial experience
- Fifteen years of experience a faculty member, advisor, and mentor to college students
- Recruiting experience for professional positions in Engineering, Procurement, Human Resources, and Logistics
- Assessment Center Coordinator/Administrator for Michigan Law Enforcement agencies
- Entrepreneurial experience and operational management with the fitness industry
- Human Resource Management SAP Certified
- Currently enrolled and actively partaking to complete a Certified Manager Certification (2020)

EDUCATION

Ed.D	Central Michigan University , Mt. Pleasant, Michigan Educational Leadership Concentration: Higher Educational Policy Dissertation: <i>Perceptions of tenure/tenure-track organizational culture: An organizational culture profile for human resource management</i>
MBA	Argosy University , Schaumburg, Illinois Concentration: Leadership
BSBA	Central Michigan University , Mt. Pleasant, Michigan Major: Human Resource Management Minor: Sociology/Research Methods

PUBLICATIONS/PRESENTATIONS/PROCEEDINGS

Love, K.G., Slezak, K., & Moon, A. *An application-exercise approach to the teaching of human resource management: Incorporating adult learning theory assumptions*. Presented at the annual meeting of the North American Management Society, Chicago, IL, 2009.

Love, K.G., Slezak, K., & Moon, A. (2009) *An application-exercise approach to the teaching of human resource management: Incorporating adult learning theory assumptions*. Proceedings of the North American Management Society Annual Meeting, Chicago, IL.

McGinnis, A., Slezak, K. *Top 5 Ideas for an Interactive Approach to the Teaching of Human Resource (HR) Management*. Western Journal of Human Resource Management. Spring 2009.

Bentley, J. M., & Slezak, K. (2011, June). *Intrusive supports: A model for understanding and enhancing first-year persistence initiatives*. 24th International Conference on the First-Year Experience, Manchester, UK.

MAJOR GRANTS AND FUNDING

2008-2011 "Consulting, Safety, and Security Services: Personnel Resource Allocation Study and Projection Model for the Michigan Department of State Police," State of Michigan - \$192,000 (funded) (CMU)

CURRENT RESEARCH AND WORK IN PROGRESS

The role of tenure-track faculty organizational culture in shaping bargaining strategy and behavior (manuscript accepted for national conference presentation)

The use of cell phones in the classroom: Distraction, toleration, complaints, and purposes

A working human resource recruitment/selection and retention model for faculty in the university setting

UNIVERSITY TEACHING EXPERIENCE

2016-Present **Full-Time Lecturer**
Ferris State University, Big Rapids, MI

2008-2016 **Full-Time Lecturer II**
Central Michigan University, Mt. Pleasant, MI

Instructed undergraduate and graduate students participating in face-to-face and online Management, Human Resources, Management, MBA and MSA degree programs. Developed classroom philosophy and management plans. Created daily lessons and units incorporating creative uses of learning technologies consistent with master course syllabi and university priorities. Administered formative and summative assessments to measure mastery of course concepts. Facilitated experiential learning activities for kinesthetic application of course concepts. Incorporated public service opportunities providing practical application of course content. Guided undergraduate research, creative endeavors, and internships.

PROFESSIONAL EXPERIENCE

2012-Present **Personal Trainer/Nutrition Counselor/Fitness Instructor/Owner**
Fitness Coach Kayla LLC., Mt. Pleasant, MI

- Current Personal Training and Nutrition Counseling business yields 13-15 Clients trained twice per week and averages 8-10 nutrition clients with weekly nutritional guides utilizing Evolution Nutrition software.
- CPR/AED trained; over 10 years of fitness certifications in various forms such as Group, TRX, Kickboxing, P90X, Bars, Bootcamps, Spinning and Nutrition.
- 9 years of group fitness training (groups of 4-75), fitness instructor trainer, and gym manager.
- Maintaining a working knowledge of human anatomy and the concepts of functional exercise, basic nutrition and fundamental principles of exercise science
- Ability to design and execute individual and small group exercise fitness programs, tailored to the needs and attainable goals of the individual, in a safe and effective way
- Desire to help clients reach their health and fitness goals through appropriate cardiovascular, flexibility and resistance exercise
- Motivate others in an encouraging and uplifting way towards improving their overall fitness and health
- Dedication to maintaining personal integrity, client confidentiality and professional standards for best practice

2008-Present

Law Enforcement Assessment Center Administrator

Kevin G. Love, PhD, Industrial Psychologist, PC, Mt. Pleasant, MI

Provide human resource management consulting and training services to private and public sector agencies. Duties include planning and coordinating assessment center events, completing the evaluation and scoring of participants, and producing written scored reports for clients. Selected clients and projects include:

- Michigan Department of State Police, East Lansing, MI: Development of an interactive staffing model for uniform posts and districts (2008-2010)
- Law Enforcement Supervisor Assessment Center – Police Sergeant promotional system development. Central Michigan University Police (2010, 2011, 2016, 2019)
- Law Enforcement Supervisor Assessment Center – Sergeant (Road Patrol and Jail) promotional system development. Isabella County Sheriff's Department (2009, 2010, 2011, 2015)

2007-2008

Human Resources Service Manager

Kelly Engineering Resources, Sterling Heights, MI

- Managed a service staff and 400+ temporary employees
- Administered all employee orientations upon placement by recruiters
- Responsible for facilitation and administration of all employee benefit activities
- Prepared time cards for payroll processing, produced compensation reports and resolved inconsistencies
- Review/managed internal reports, managed quality initiatives, assisted in budget development and management, audited bills, and completed Corporate-requested reports.
- Monitored and analyzed employee turnover/absenteeism and took appropriate action, conducted performance reviews, solicited employee feedback, investigated customer/employee complaints, counseled/coached employees and conducted exit interviews
- Developed and maintained recognition, professional development, and retention programs

2005-2007

Recruiter/HR Generalist

Kelly Engineering Resources, Downers Grove, IL

- Served as an Human Resource generalist for 150+ contract employees
- Managed and tracked applicants and employees using Human Resource Information Systems (HRIS) and Applicant Tracking Systems (ATS)
- Hired, counseled, and terminated employees as needed
- Determined fair compensation levels for contract and direct hire employees
- Conducted behavioral-based phone interviews to screen for qualified individuals
- Presented offer/welcome letters to new hires, administered I-9, tax, background disclosure forms, etc.
- Educated employees regarding medical/dental/life insurance, 401(k) programs, and sick/vacation pay policies
- Addressed unemployment issues through state facilitated telephone arbitrations
- Built and maintained consultative relationships with Kelly employees, as well as with HR professionals and clients
- Supported contract negotiations with new or potential clients
- Resolved billing, invoice, and tax discrepancies
- Maintained thorough documentation for ISO 9001-9002 Certification

2004-2005

Intern-Needs Assessment Consultant

Isabella County Sheriff Department, Mt. Pleasant, MI

- Completed department needs assessment for incoming Sheriff and Undersheriff
- Interviewed staff of 60 employees through one-on-one interviews and focus groups
- Compiled and distributed a department-wide survey and summary report highlighting areas for continued improvement and resolution options

2003-2005

Student Program Supervisor

Central Michigan University Police Department, Mt. Pleasant, MI

- Supervised 30 student employees in the areas of police dispatch, building security, parking enforcement and campus escorts
- Recruited, interviewed and selected new employees
- Implemented performance appraisals, training modules and conducted on and off the job training, team building exercises, and classroom mock scenarios to improve skills and productivity

2001-2005

Michigan Certified Dispatcher

Central Michigan University Police Department, Mt. Pleasant, MI

- Handled 911 emergency calls and any other police related phone calls
- Dispatched police, fire, and ambulance as needed

AWARDS/HONORS

- Central Michigan University Excellence in Teaching Award 2011
- Central Michigan University First-Year Advocate Award 2011
- Nominated for the Kelly Services Character Award 2006
- Top 10 Recruiter of the Year 2006

SERVICE ORGANIZATIONS

- Society for Human Resource Management 2004-Present
- MMHRA (Mid Michigan Human Resource Association) 2007-2014
- Mid-Michigan Cycling Club (Vice-President) 2010-2013
- Mt. Pleasant Community Foundation Scholarship Committee 2015-2016
- Committee Member, Mt. Pleasant Discovery Museum Board 2015-2017
- Co-Chair, Mid-Michigan Aquatic Committee 2016-Present
- Core Curriculum Committee FSU 2018-Present
- COB Diversity Committee FSU 2017-Present
- Crystal Mountain Ski Patrol Host 2019-Present

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



Name: Philip Squatrito Date: December 20, 2022

Address: 1797 James Court

Phone (home) 989-772-5450 (cell) 989-941-7260 (work) 989-774-4407

Email: p.squatrito@cmich.edu

Occupation: professor

Please select the board you are applying for:

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

OTHER *Specify Board: _____

Please state reason for interest in above board:
I have served on the Planning Commission since 2009 and wish to continue this service
through the next Master Plan revision, continuing Zoning Ordinance updates, etc.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):
I have participated in continuing education through MAP and MTA workshops almost every
year and believe my experience will be an asset to the commission during a new term.

Signature: *Philip J Squatrito* Date: December 20, 2022

PHILIP J. SQUATTRITO

I. Personal

Current Position: Professor, Department of Chemistry and Biochemistry
Central Michigan University
Office: Dow Science Complex 356
Phone: 989-774-4407
E-mail: p.squattrito@cmich.edu

II. Education

Brown University, Providence, RI Sc.B. in chemistry, magna cum laude, June 1982
Northwestern University, Evanston, IL M.S. in chemistry, August 1983; Ph.D. in inorganic
chemistry, June 1987

III. Employment History

Central Michigan University, Mt. Pleasant, Michigan
Professor, August 1998 to present
Associate Professor, August 1994 to July 1998
Assistant Professor, August 1989 to July 1994

Texas A & M University, College Station, Texas
Postdoctoral Research Associate, September 1986 to August 1989
Robert A. Welch Foundation Postdoctoral Fellow, 1988-89; Lecturer, Spring 1988

IV. Scholarly Activity

Eighty-One Peer-Reviewed Publications in Academic Journals between 1984 and 2022

V. Leadership

President, CMU Faculty Association (2005-2006)
Co-Chair, CMU Faculty Association Bargaining Team (2008, 2011, 2014, 2019)
Co-Chair, CMU Faculty Association Grievance Committee (2013-)
Chair, CMU Academic Senate (2009-2011)
American Chemical Society Central Region 2013 Meeting General Chair (2010-2013)
Chair, Charter Township of Union Planning Commission (2010-)

VI. Honors and Awards

Provost's Award for Outstanding Research and Creative Activity, CMU (1997)
ACS Midland Section Award for Outstanding Achievement in College Chemistry Teaching (1997)
ACS Midland Section Award for Outstanding Service to the American Chemical Society (2006)
Marquis Who's Who in America (2011-)
College of Science and Technology Outstanding Service Award, Central Michigan University (2013)



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: January 2023

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

Future Board of Trustee Meeting Agenda Items

Finance

- FY 2022 Audited Financial Statement presentation – May 2023

Community and Economic Development

- PTXT22-01 Zoning Ordinance Text Amendments – a set of amendments to address details that have come up through application of the Ordinance and recent changes to state law.
- Consideration of an updated Stormwater Management Ordinance for adoption.
- Consideration of bids for the planned sidewalk construction projects across the 5243 Jonathan Lane lot and at the Township Hall across and into McDonald Park
- 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 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.
- Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations

- Consider updates to the Township’s ordinance on open burning
- Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Resolution in support of Chippewa River Master Plan

Public Services

- Consider amendments to water/sewer ordinance to
 - Consider elimination of REU basis for variable cost billing component and move to actual usage
- Approval of Metro Permit Application – Winn Telecom
- CWSRF and DWSRF Project Plan Contracts – Gourdie Frasier
- Source Water Protection Grant Award Contract
- Pump Station #5 Engineering Agreement

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Contract for Cost Allocation Study
- Cross-train for invoice entry and cash receipting
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- The CPI for 2023 has been established for property assessment purposes and will be capped for the first time at 5%. The actual inflation rate was 7.9%. Also, for the first time since Proposal A passed in 1994, the actual inflation rate will be used in determining all Headlee Millage Reduction Fractions. What this means is that the 7.9% CPI will be used to allow the revenue generated by all taxing jurisdictions to increase by 7.9% over 2022 revenues before a millage reduction would lower the maximum allowable millage rates.
- Current MTT docket is as follows:

22-001170-TT	PEP-CMU, LLC	Valuation Due March 20, 2023
22-001550-TT	SZ Mount Pleasant Apartments East LLC	Valuation Due July 5, 2023
22-001551-TT	SZ Mount Pleasant Apartments West LLC	Valuation Due July 19, 2023
22-001745-TT	Deerfield Village, LLC	TBD
22-001757-TT	Union Square Apartments LLC	TBD
22-002203-TT	Lexington Ridge Apartments LLC	TBD
22-002673-TT	Patrick & Nancy McGuirk	TBD

Community and Economic Development

- The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.

- 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.
- 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 working 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 neighborhoods
- 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.
- Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the limited scope allowed under the current the AG (Agricultural) district.
- 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.
- The Community and Economic Development Director will prepare a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr. The EDA Board will evaluate responding contractors, with the selected finalist(s) to be invited to submit bids for planned projects.
- Moving old, scanned prints to proper location within BS&A.
- Develop monitoring system for approved home occupation permits, special use permits, and site plans.
- The Planning Commission will resume discussion of Master Plan implementation and review of the Master Plan
- Consider updates to the ZBA bylaws to coordinate with Zoning Ordinance 20-06
- The Community and Economic Development Director will work with the City staff to develop 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.
- Initiation of a process to identify and evaluate potential options and capital improvements program priorities for Township Hall facilities

- Consider ways to maximize the usefulness, readability, and functionality of the Township website’s Announcements, Public Notices, and News features.

Public Services

- WWTP - Sludge Storage Tank installation
- Pump Station #5 upgrade
- Pump station #5 service area smoke and dye testing
- Pump station #1 replacement/upgrade
- Lead and copper service line replacement as identified
- Meridian Road iron removal filter maintenance approval – (rebiting – due to lack of bids)
- New township hall feasibility study continues
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (2023) 43 years old

Miscellaneous

- Adopted FY 2023 budget posted to BSA General Ledger
- 1099 and W-2 to be distributed by end of January
- Winter Taxes due mid-February without penalty
- Payroll processed in January in compliance with newly adopted CBA
- Conducted annual open enrollment for 2023 health care benefit plan year
- Accounting Specialist attended an online training session for IRS 1099 reporting updates
- Accounting Specialist attended BS&A Year-end payroll training online
- Rural Development bond payment for the Sewer Fund made
- Finance Director and Accounting Specialist attended December Board of Review
- The following is the updated Federal Poverty Guidelines to be used for the 2023 Poverty Exemption Applications from STC Bulletin 19 of 2022.

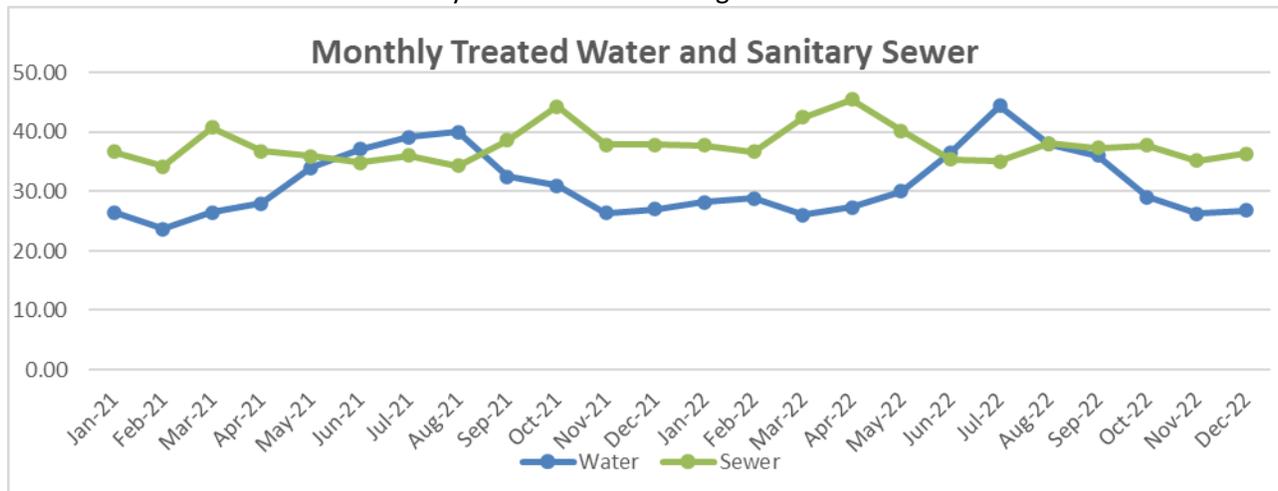
Size of Family Unit	Poverty Guidelines
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For each additional person	\$4,720

- Legal Matters
 - Settlements have been reached regarding the Zalud/CC matters
- The Community and Economic Development Director worked with Jeff Harrison from Burch Tank to assist with questions related to their industrial facilities tax abatement (IFT) and future plans.
- The Community and Economic Development Department Director completed the Michigan Infrastructure Council’s Asset Management Champions professional development program.
- The Building Official provided the following services during the month:
 - 26 Inspections

- 5 Permits issued
- 5 Certificate of Occupancy
- Issued Final for Crumbl Cookie Permit
- Finalized Kuji Hibatchi permit
- The Zoning Administrator provided the following services:
 - (5) Zoning review approval letters for building permit applications.
- Parks Rentals
 - Jameson Hall Rental – 4
- Coordinated (33) shut offs, monitored payments, and scheduled turn-ons
- Calculated/print/mailed fourth quarter billing in the amount of \$1,033,638.54
- Coordinated cross connection notices and inspections with Hydro Corp.
- DPW crew attended the second training for new vector truck with training being done in the field in our sewer system and the hydro excavation being done at the DPW shop.
- Cleared sewer backage on Independence Drive traced to Fisher Companies truck wash.
- GIS: Fire Hydrants - Responding to a request for GIS information from the Mt. Pleasant Fire Department for a wall-display reference map, created an Excel list with latitude/longitude coordinates and a large-format map of the 738 hydrants currently in Union Township’s water distribution system.
- Ordered PFAS, and partial chemistry sampling supplies for 2023 year
- Review of the Mid Michigan Community College water and sewer plans for athletic and maintenance facilities.
- Complete annual Asset Management Reporting and submit to EGLE
- Monthly fire extinguisher, AED, and eye wash inspections
- Attended ICRC regular board meetings
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- Dec 2022 – Treated Potable Water

Total Month:	26.828 mg
Average Day:	.865 mgd
Max Day:	1.005 mgd
- Dec2022 – Treated Sanitary Sewer

Total Month:	36.35 mg
Average Day:	1.17 mgd
Max Day:	1.32 mgd



Ordinance Enforcement Activities

- 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. New owners have completed the demolition and removal of concrete flatwork, wading pool, and the blighted building on the property. This matter is now closed.
- 849 S. Isabella Road – Complaint of fence installed without permit. Township staff contacted property owner. Installation of fence was prior to Township requiring fence permits, but the fence was observed to be consistent with ordinance standards at the time. This matter is now closed.
- 954 E. Remus Rd. (Green Scene Landscaping). – Unlawful fill and drainage alterations. The owner requested and was granted a short extension to 12/31/2022 to complete all required corrective actions to the parking lot and site grading. The Zoning Administrator is in process of verifying whether the required corrections have been completed.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits. The owner responded to the initial notice to acknowledge responsibility. An after-the-fact building permit application was submitted with conflicting specifications. Following a site visit to verify actual site and building-related conditions and measurements, the application was denied due to the significant encroachments beyond maximum allowable height and floor area limitations for detached accessory buildings in the zoning district. The owner is considering options for correction.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. This property has been the subject of previous code enforcement activity. Owner responded to additional notice sent via email to confirm that he wants the roof completed but does not have the funds. The Building Official is working with the owner related to potential assistance options to resolve the violations.
- 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). The Zoning Administrator is assisting the owner with questions about the minor site plan requirements.
- 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.

PLANNING COMMISSION ANNUAL REPORT FOR 2022

TO:	Board of Trustees	DATE:	January 24, 2023
FROM:	Planning Commission		
PROJECT:	Annual Report for 2022		
ACTION REQUESTED: To receive the annual report to the Board of Trustees as prepared per the Michigan Zoning Enabling Act and the Planning Commission Bylaws.			

2022 Meetings

The Planning Commission met on the 3rd Tuesday of each month in 2022 with only one exception in August when the meeting was rescheduled one week later from the 16th to the 23rd.

Special Use Permits

1. PSUP22-02 Self Storage Facility located in the B-4 District at 5252 S. Mission Road. **A total of eleven storage facilities proposed. (APPROVED)**
2. PSUP22-01 New Agri-Tourism business Heirloom Grove located at 5297 S. Whiteville Road. **An Agri-tourism business that would allow patrons to pick flowers and other items grown on site. (APPROVED)** **First time Agri-Tourism use under NEW Zoning Ordinance.*
3. PSUP22-03 Wireless Communication Facility (cell tower) located at 5450 S. Mission Road. **A proposed 195-foot cell tower located adjacent to existing cell tower. (APPROVED)** **First time new cell tower use under NEW Zoning Ordinance.*

Site Plans

1. PSPR21-19 GrafX Central Addition - Revised Final Site Plan. **A proposed 6,000 SF addition to existing building. (APPROVED)**
2. PSPR22-03 Self Storage Facility located at 5252 S. Mission Road - Preliminary Site Plan. **A total of eleven storage facilities proposed (APPROVED)**
3. PSPR22-05 Self Storage Facility located at 5252 S. Mission Road - Final Site Plan. **A total of eleven storage facilities proposed (APPROVED)**
4. PSPR22-04 Krist Oil - Final Site Plan. **A new Krist Oil Filling Station located on the corner of E. Pickard Road and S. Isabella Road. (APPROVED)**
5. PSPR22-06 Isabella Citizens for Health Expansion - Combined Preliminary/Final Site Plan. **Phase 2 of an existing medical facility modified from a previous site plan approval. Planning Commission granted preliminary and final approval at first review. (APPROVED)**

6. PSPR22-07 Fullerton Engineering with Parallel/AT&T Wireless Communication facility (cell tower) - Preliminary Site Plan. **A 195-foot cell tower located adjacent to an existing cell tower (APPROVED)**
7. PSPR22-09 Fullerton Engineering with Parallel/AT&T Wireless Communication facility (cell tower) - Final Site Plan. **A new Wireless Communication Tower (cell tower) located at 5450 S. Mission Road. (APPROVED)**
8. PSPR22-02 Heirloom Grove Agri-tourism at 5297 S. Whiteville Road - Combined Preliminary/Final Site Plan. **Preliminary approval was granted at first review. (APPROVED)**
9. PSPR22-13 Heirloom Grove Agri-tourism at 5297 S. Whiteville Road - Revised Final Site Plan. **A Farmers Market with and orchard, berry fields and a perineal garden (APPROVED)**
10. PSPR22-10 Michael Engineering Expansion at 5625 Venture Way - Preliminary Site Plan. **Improvements included an 11,760SF phase one addition and an 8,400SF phase 2 expansion. (APPROVED)**
11. PSPR22-14 Michael Engineering Expansion at 5625 Venture Way - Final Site Plan. **A two-phased expansion of 11,760SF and 8,400SF. (APPROVED)**
12. PSPR22-11 Clint's Autobody Expansion at 5598 S. Mission Road - Preliminary Site Plan. **A 3,200SF addition to the rear of the existing auto shop. (APPROVED)**
13. PSPR22-15 Mid-Michigan College Athletic Fields at 2600 S. Summerton Road - Combined Preliminary and Final Site Plan. **For Construction of a new maintenance building and athletic fields for the College. Application was broken up and separately approved as a preliminary plan and then a final site plan. (APPROVED)**
14. PSPR22-17 Sam's Club Filling Station Amendment to Final Site Plan. **For the re-location of underground storage tanks. (APPROVED)**
15. PSPR22-19 Prestige Center at 5785 E. Broadway Road - Combined Preliminary and Final Site Plan. **An assisted living and memory care facility expansion. Plan was broken up into separate approvals for the preliminary plan and final site plan. (APPROVED)**

Rezone Applications and Text Amendments

1. PREZ21-03 Rezone 5785 E. Broadway Road from B-4 to PUD and Concept Plan. **The rezoning request would end up being for expansion of an existing assisted living facility. (RECOMMENDED APPROVAL) **First time using a P.U.D project under NEW Zoning Ordinance.***
2. PREZ22-01 Rezone property on E. Broomfield and Sweeny Roads from B-5 to PUD **The rezoning request would end up being for the expanded Den on Broomfield mixed use residential/commercial buildings. Public hearing held; application subsequently withdrawn by the applicant (NO ACTION)**
3. PREZ22-02 Rezone property located at 2600 S. Summerton Road from R-1 to B-4. **The request was from Mid-Michigan College for the purpose of constructing a new maintenance building and athletic fields. (RECOMMENDED APPROVAL)**

4. PTXT21-02 Zoning Ordinance Text Amendment. Amendments to increase total height of Solar Energy Facility from 20 feet to 25 feet and to adjust setback requirements. (RECOMMENDED APPROVAL)
5. PTXT22-01 Zoning Ordinance Amendment Punchlist Amendment #2. Planning Commission deliberated and recommended approval to the Board of Trustees. (RECOMMENDED APPROVAL)

Other items of Business

- Commissioners Gross, Albrecht, Lapp, Shingles, Williams, LaBelle, Squattrito, and Thering attended training sessions held over the course of the year. A video recording of trainings in 2022 were available to all Commissioners whether they were able to attend a training in person or not.
- Appointed Ryan Buckley as liaison from the Planning Commission to the Zoning Board of Appeals.
- Due to health concerns, the Commission utilized the Lincoln Reception Center located at 2300 S. Lincoln Road for Planning Commission meetings in the first half of 2022. Meeting were moved back to the Township Hall for the second half of 2022.
- Discussed ways to implement Township Master Plan policy recommendations.
- Discussed updating the Township Parks and Recreation Master Plan.
- Elected Officers of the Planning Commission for the year 2022.
- Reviewed and considered language for a Parks and Recreation Township Survey.
- Reviewed Parks and Recreation Master Plan.
- Adopted 2023 Meeting Calendar.
- Granted site plan extension for Sam's Club Filling Site Plan that was set to expire prior to construction for a building permit.
- Discussed Township initiated rezoning proposal along S. Lincoln Road south of E Broomfield Road.
- Agreed to participate by resolution in the State of Michigan Redevelopment Ready Communities Program.
- Appointed Stan Shingles to the Sidewalk Committee to replace outgoing Planning Commission member Mike Darin.
- Commissioners Mike Darin and Alex Fuller concluded their Planning Commission service.
- Welcomed new Commissioners Jack Williams and Paul Gross.

TO:	Planning Commission	DATE:	January 20, 2023
FROM:	Rodney C. Nanney, AICP Community and Economic Development Director		
SUBJECT:	Update on current and anticipated Township sidewalk projects		

List of Recently Completed Sidewalk and Pathway Projects

The following sidewalk and pathway projects in the Township were completed in 2022:

Location and Description	Township Funded?	Length	Status
Jameson Park. The site and building improvements within Jameson Park are now complete, including a new public sidewalk across the Bud St. frontage of the property, and new internal sidewalks and improved barrier-free accessibility to the building.	Yes	approx. 1,100 feet of new sidewalk	Completed in 2022
E. Remus Road (M-20). The Township’s West Downtown Development Authority (West DDA) project to install new six-foot wide sidewalks along both sides of E. Remus Rd. between Bradley St. and S. Lincoln Rd. is complete.	Yes	approx. 4,000 feet of new sidewalk	Completed in 2022
S. Lincoln Road. The West DDA project to install new five-foot wide sidewalks along the west side of S. Lincoln Rd. from the Lux Funeral Home north to the Township Hall parking lot is also complete.	Yes	approx. 1,100 feet of new sidewalk	Completed in 2022
S. Broomfield Rd. and S. Isabella Rd. intersection. The new Dunkin’ Donuts/Marathon Filling Station project includes recently completed public sidewalks along both road frontages, plus an internal sidewalk connector to the building.	No	approx. 1,150 feet of new sidewalk	Completed in 2022

Total length of new public sidewalks constructed in 2022: approx. 7,350 feet

List of Anticipated Sidewalk and Pathway Projects

The following is a list of anticipated sidewalk and pathway projects in the Township:

Location and Description	Township-Funded?	Status
Township Hall – McDonald Park. New sidewalks are planned across the remaining S. Lincoln Rd. frontage of the Township Hall property, with a connection to the Township Hall and a further extension of new sidewalks west along Pickard Rd. and into McDonald Park.	FY2023 General Fund	Planned for 2023

Location and Description	Township-Funded?	Status
5243 Jonathan Lane. A short connector sidewalk is planned across this Township-owned lot from E. Kay St./3 rd St. to Jonathan Lane to connect two adjacent neighborhoods.	FY2023 General Fund	Planned for 2023
Honey Bear Lane connector. A short connector sidewalk is planned across a Township-owned lot to connect two adjacent neighborhoods. This lot was a planned but never built road connection that was acquired by the East DDA from the county Treasurer's office earlier this year.	FY2023 East DDA Fund	Planned for 2023
CMU – Deerfield Rd. Connector. A connector pathway project by Central Michigan University with funding support from the Township is planned to connect from the student/workforce housing area in the Township along Deerfield Rd. east of Crawford Rd. north into the CMU campus. This would include a paved and lighted pathway with security cameras.	FY2023 General Fund	Planned for 2023
Crawford Rd./N. Harris St. A project by the City of Mt. Pleasant with the active support of the Township Board of Trustees to complete a new paved pathway from Pickard St north along the east side of Crawford Rd./N. Harris St. through Mission Creek Park to N. River Rd. is currently in the preliminary planning/engineering phase of development. The Township has committed to assist with the portions of this project located in the Township, with the City also seeking additional grant funding from various sources. This is part of the further extension of the regional pathway system planned to ultimately connect from Ithaca north through Mt. Pleasant to the Pere Marquette Rail Trail in Clare.	FY2023 General Fund	City Seeking Additional State Grant Funding Currently Planned for 2024
Pickard Rd. east of S. Lincoln Rd. New sidewalks are planned along the north side of Pickard Rd. eastward from S. Lincoln Rd. to connect to the existing regional sidewalk network that currently ends near Ashland Dr.	FY2023 General Fund	Easements needed
Bud St. from E. Pickard Rd. (M-20) north to Jameson Park.	FY2023 East DDA Fund	Easements needed
West side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.	FY2023 East DDA Fund	Easements needed
E. Broomfield Rd. and E. Bluegrass Rd. Funds have been included in the adopted FY2023 General Fund budget to continue efforts to complete missing links in the public sidewalk networks along both of these roads in the areas of the Township between S. Mission Rd. and S. Isabella Rd. These projects have been in the works since at least 2015, but the narrow road rights-of-way and associated challenges with securing sidewalk easements have stymied the Township's efforts.	FY2023 General Fund	Easements needed

Location and Description	Township-Funded?	Status
Encore Blvd. (Sam’s Club and Wal-Mart). The long-planned development project to add a new filling station to the Sam’s Club property on Encore Blvd. south of E. Bluegrass Rd. is now planned for construction in the Spring of 2023. This project will include construction of close to 1,900 feet of new public sidewalk across the entire Encore Blvd. frontage of both Wal-Mart and Sam’s Club, along with completion of the internal sidewalk connection to Wal-Mart.	Private Development Project	Anticipated Completion in 2023
Westwood Condominium (Chuck McGuirk). Mr. McGuirk came to an agreement with the Township to install approximately 650 feet of new five-foot wide concrete sidewalks along portions of E. Remus Rd. and S. Lincoln Rd. in front of his Westwood Condominium commercial development, based on a deadline of the end of the 2022 construction season. The Township’s West DDA District helped to ease completion of this project by constructing the necessary curb ramps at each corner of the intersection in 2022. Mr. McGuirk is aware of his obligation to complete construction of these sidewalks.	Private Development Project	Anticipated Completion in 2023
S. Summerton Rd. (Mid Michigan College). A project by the College to develop new athletic fields on their campus at E. Broadway Rd. and S. Summerton Rd. is anticipated to include construction of approximately 950 feet of new public sidewalk along the west side of S. Summerton Rd. south of E. Broadway Rd.	Private Development Project	Anticipated Completion in 2023 or 2024

Other Pathway-Related Projects

The following are major road projects in the Township which include the addition of new paved shoulders, which provide significant safety benefits to bicyclists in particular by allowing for some additional separation from traffic lanes:

1. **S. Lincoln Rd. and E. Broomfield Rd.** The road improvement project centered around this intersection and extending north on S. Lincoln Rd. to the Chippewa River bridge and east on E. Broomfield Rd. to Crawford Rd. includes installation of paved shoulders on both sides of each road along the entire length of the project area. These improvements were funded by substantial Township contributions, both from the General Fund and the West DDA Fund. The project was completed by 11/15/2022.
2. **Mission Road.** The road improvement project on Mission Road north of the roundabout to the north Township boundary (and extending beyond towards Rosebush) also includes installation of paved shoulders on both sides of each road along the entire length of the project area. This project is currently in process.

2023 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 January 11, 2023, at 7:00 p.m. at the Union Township Hall.

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

Bills moved **Rice** supported to appoint Trustee Bills as temporary Clerk. **Vote: Ayes: 4 Nays: 0.**
Motion carried.

Roll Call

Present:

Supervisor Mielke, Treasurer Rice, Trustee Bills, and Trustee Thering

Excused:

Trustee Brown and Clerk Cody (pre-excused late arrival)

Approval of Agenda

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

Presentation

Frank Engler, Isabella County Commissioner, gave an update on the Isabella County Board's reorganization.

Public Hearings

Public Comment

Open: 7:06 p.m.

Ben Gunning, 2270 E. Broomfield Rd., expressed his sympathy for Dick Figg; commented on the Zalud v Charter Township of Union litigation case.

Closed: 7:09 p.m.

Reports/Board Comments

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

B. Board Member Reports

Bills– gave an update on the Isabella County Board of Commissioners meeting held on December 20th.

Rice – reminded taxpayers that winter taxes are due February 14th.

Consent Agenda

- A. Communications
- B. Minutes – December 14, 2022 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Consumers Energy River Road High Service Pump Three Phase Three Phase Power Easement

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

New Business

A. Discussion/Consideration/Action: (Stuhldreher) Consideration of Tentative Agreements Between AFSCME Council 25 and Union Township

Closed Session

7:20 p.m.:

Thering moved **Bills** supported to move that the Board meet in closed session pursuant to MCL 15.268(1)(c) for strategy related to the negation of collective bargaining agreements with AFSCME Council 25, both Supervisory and Non-Supervisory Bargaining Units. **Roll Call Vote: Ayes: Mielke, Rice, Bills, and Thering. Nays: 0. Motion carried.**

*Clerk Cody arrived at 7:45 p.m.

7:59 p.m.:

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

Rice moved **Thering** supported to accept and ratify the tentative agreements between the Township and AFSCME Council 25 Supervisory Unit as presented and further moved that the Township Supervisor and Township Clerk are authorized and directed to execute collective bargaining agreements consistent with such tentative agreements. *Clerk Cody recused herself from voting on the Supervisory Bargaining Unit Agreement because of a conflict of interest. **Roll Call Vote: Ayes: Mielke, Rice, Bills, and Thering. Nays: 0. Motion carried.**

Rice moved **Bills** supported to accept and ratify the tentative agreements between the Township and AFSCME Council 25 Non-Supervisory Unit as presented and further moved that the Township Supervisor and Township Clerk are authorized and directed to execute collective bargaining agreements consistent with such tentative agreements. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, and Thering. Nays: 0. Motion carried.**

B. Discussion/Consideration/Action: (Stuhldreher) Closed session with Township counsel to discuss confidential correspondence from the Township's counsel, subject to discuss confidential correspondence from the Township's counsel, subject to the attorney client privilege

Closed Session

8:04 p.m.:

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

8:38 p.m.:

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

Thering moved **Cody** supported to pay legal fees capped at \$5,770 for Pat DePriest in regard to the Pung Matter. **Roll Call Vote: Ayes: Cody, Rice, and Thering. Nays: Mielke and Bills. Motion carried.**

C. Discussion/Consideration/Action: (Board of Trustees) Closed session with Township counsel regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ

Closed Session

8:44 p.m.:

Thering moved **Cody** supported to move that the Board meet in closed session regarding the cases of James and Jeremy Zalud v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK, and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016292-CZ for the following reasons: (1) to consult with the Township's attorney regarding trial or settlement strategy in connection with specific pending litigation because an open meeting would have a detrimental financial effect on the litigating or settlement position of the Township and (2) under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by Section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, and Thering. Nays: 0. Motion carried.**

9:06 p.m.:

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

Cody moved **Rice** supported to authorize the Township Manager to proceed with the finalization of the proposed settlement of the Zalud litigation in the form and manner discussed during closed session including (1) execution of the Consent Judgement discussed during closed session and (2) the making of any changes to the Consent Judgement which are non-substantive or typographical in nature, should the Township Manager and the Township Counsel agree that such changes are necessary and in the best interest of the Township. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, and Thering. Nays: 0. Motion carried.**

D. Discussion/Action: (Stuhldreher) Adoption of the Revised Extraction Ordinance 23-01

Bills moved **Cody** supported to adopt the revised Extraction Ordinance No. 23-01 as presented, which repeals and replaces the current Extraction Ordinance 20-01. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, and Thering. Nays: 0. Motion carried.**

E. Discussion/Action: (Board of Trustees) Clerk's Compensation Level Discussion

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 9:38 p.m.

No comments were offered.

Closed: 9:39 p.m.

MANAGER COMMENTS

- Thanked Ms. Smith and Mr. Nanney for their leadership while the Township Manager was

out of the country and for the support that was provided to them by the organization.

- Thanked the Board for the work done at the meeting and leading up to the meeting regarding, not only the budget, but the collective bargaining agreements and legal matters as a result of ordinances. The work done at the meeting will result in a positive action allowing the administration to move forward and achieving their Global Ends.

FINAL BOARD MEMBER COMMENTS

Bills – commented that she will be on vacation for the next two board meetings. Mentioned she would like to discuss the need for a grant writer.

Mielke – Expressed his thanks to Mr. Figg for his service to the community and offered his condolences to the family.

ADJOURNMENT

Rice moved **Thering** supported to adjourn the meeting at 9:45 p.m. **Vote: Ayes: 5 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						
01/19/2023	101	585 (E)	00146	CONSUMERS ENERGY	5525 E REMUS RD	73.31
					48858 LED LIGHT	216.10
					2010 S. LINCOLN RD L4 LIGHT	56.76
					STREET LIGHTS	1,644.36
					5240 E BROOMFIELD RD	1,159.26
					900 MULBERRY LN	62.66
					2270 NORTHWAY DR	34.28
					2055 ENTERPRISE DR	248.04
					5144 BUDD ST	31.56
					5142 BUDD ST	305.61
					1660 BELMONT DR	144.87
					5537 E BROADWAY RD	567.53
					1933 S ISABELL RD	854.55
					5228 S. ISABELLA RD	8,813.02
					4244 E BLUE GRASS RD	106.51
					1876 S LINCOLN RD	18.14
					1876 E PICKARD RD	220.16
					1776 E PICKARD RD	38.96
					2180 S. LINCOLN RD	28.81
					2010 S. LINCOLN RD	1,306.31
					2188 E PICKARD RD	101.34
					2498 E DEERFIELD RD	546.50
					3248 S CONCOURSE DR	183.56
					5369 S CRAWFORD RD	93.29
					3998 E DEERFIELD RD	197.78
					4795 S MISSION ST	3,198.93
					4797 S MISSION ST BARN	836.30
					5076 S MISSION RD	1,215.69
					4822 ENCORE BLVD	118.43
						<u>22,422.62</u>
01/19/2023	101	586 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
01/25/2023	101	24296	01703	AMAZON CAPITAL SERVICES	FIRE EXT/AED INSP RECORD BOOKS	40.43
01/25/2023	101	24297	00072	BLOCK ELECTRIC	ISABELLA WELL SITE-REPLACE GFI BREAKER	323.77
01/25/2023	101	24298	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING-WWTP Q4 2022	1,630.46
					UTILITY BILLING-PARKS Q4 2022	408.13
						<u>2,038.59</u>
01/25/2023	101	24299	00129	CMS INTERNET, LLC	BATTERY REPLACED@LINCOLN WATER TOWER	73.57
					MANAGED IT, EMAIL&PHONE SERV-FEB 2023	5,659.41
						<u>5,732.98</u>
01/25/2023	101	24300	01626	DANNY COFFELL	MILEAGE FOR ALARMS 1/15&1/16-HOME TO WOR	20.96
01/25/2023	101	24301	00155	COYNE OIL CORPORATION	FUEL IN TWP VEHICLES-DEC 2022	579.13
01/25/2023	101	24302	01242	CULLIGAN WATER	WATER COOLER - SHOP DEC 2022	62.00
					COOLER RENT@ISABELLA-JAN 2023	37.86
						<u>99.86</u>
01/25/2023	101	24303	00188	DOUG'S SMALL ENGINE	V-BELT FOR PARKS	37.99
					DECK BELT FOR ZERO TURN LAWN MOWER	125.00
						<u>038 162.99</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						162.99
01/25/2023	101	24304	00098	ELECTION SOURCE	ICP/ICX ANNUAL MAINTENANCE CONTRACT	2,220.00
01/25/2023	101	24305	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE/LIQUID AQUADENE	4,875.00
01/25/2023	101	24306	00209	ETNA SUPPLY COMPANY	OMNI+C2 WATER METER	415.00
01/25/2023	101	24307	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMNT-JAN 2023	40.00
01/25/2023	101	24308	01221	ANDREW FUSSMAN	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
01/25/2023	101	24309	00249	GILL-ROY'S HARDWARE	KEYS MADE FOR TWP HALL FRONT DOOR	3.98
					LINT ROLLER FOR RENTAL INSPECTOR	5.58
					FLASHLIGHT FOR RENTAL INSPECTOR	34.99
						<u>44.55</u>
01/25/2023	101	24310	01369	GRANGER	LATE FEE FOR CLEAN-UP DAY PMT	10.00
01/25/2023	101	24311	00266	HACH COMPANY	ISABELLA WELL SITE, CHLORINE & IRON TEST	849.66
01/25/2023	101	24312	00328	ISABELLA COUNTY DRAIN COMMISSION	TWP PORTION - DRAIN ASSESSMENT	59,636.13
01/25/2023	101	24313	00333	ISABELLA COUNTY ROAD COMMISSION	BROOMFIELD RD PAVING-CRAWFORD TO LINCOLN	306,048.48
01/25/2023	101	24314	00360	KIMBALL MIDWEST	CLEANER/ADHESIVE/GLOVES	244.62
01/25/2023	101	24315	01356	MCLAREN CENTRAL MICHIGAN	CONSORTIUM FEE - Q4 2022	168.00
					RANDOM DRUG SCREENS	584.00
						<u>752.00</u>
01/25/2023	101	24316	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - Q1 2023	420.00
01/25/2023	101	24317	01067	MMTA	2023 MEMBERSHIPS-TREAS/FIN DIRECTOR	198.00
01/25/2023	101	24318	00128	CITY OF MT. PLEASANT	DOG PARK OPERATING COSTS - 2023	675.00
01/25/2023	101	24319	01191	NMCOA TREASURER	2023 CODE OFFICIALS ASSOC DUES-RENTAL IN	100.00
01/25/2023	101	24320	01191	NMCOA TREASURER	2023 CODE OFFICIALS ASSOC DUES-BLDG INSP	100.00
01/25/2023	101	24321	01631	NOLAN OCKERT	MILEAGE FOR ALARM-1/14/23 HOME TO WORK	24.37
01/25/2023	101	24322	00512	PARKSON CORPORATION	BRUSH KIT & GUIDE SHOE ASSY	1,820.63
01/25/2023	101	24323	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES@WTR PLANT-DEC 2022	316.29
					JANITORIAL SERVICES@WWTP-DEC 2022	316.29
					JANITORIAL SERVICES@TWP HALL-DEC 2022	527.14
						<u>1,159.72</u>
01/25/2023	101	24324	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT - Q4 2022	40.00
01/25/2023	101	24325	01771	SMART SOURCE LLC	W-2/1099 FORMS	285.12
01/25/2023	101	24326	01542	STERICYCLE, INC.	PAPER SHREDDING - DEC 2022	157.98
01/25/2023	101	24327	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	24.00
01/25/2023	101	24328	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11-WTR/SWR BILLING	1,200.00
01/25/2023	101	24329	01257	JOSH WALDRON	HRA HEALTH COSTS REIMBURSEMENT	1,390.00
01/25/2023	101	24330	00723	WINN TELECOM	PHONE SERVICE 1/1/23-1/31/23	366.63

101 TOTALS:

Total of 37 Checks:
 Less 1 Void Checks:

414,618.22
 0.00

Total of 36 Disbursements:

414,618.22

Charter Township of Union Payroll
--

CHECK DATE: January 19, 2023

PPE: January 14, 2023

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	36,393.64
Fire Fund		
EDDA		
WDDA		
Sewer Fund		38,444.55
Water Fund		26,950.35
Total To Transfer from Pooled Savings	\$	101,788.54

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	67,187.72
Employer Share Medicare		965.63
Employer Share SS		4,128.86
SUI		309.56
Pension-Employer Portion		5,557.08
Workers' Comp		409.43
Life/LTD		-
Dental		1,265.96
Health Care		21,859.14
Vision		22.52
Vision Contribution		(11.26)
Health Care Contribution		-
Flex Administrators		40.00
Cobra/Flex Administration		53.90
PCORI Fee		-
Total Transfer to Payroll Checking	\$	101,788.54



Union Township Report

Date: Tuesday, January 10, 2023



Alarm Date between 2023-01-01 and 2023-01-07

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000002						
		1/1/2023 7:02:11 AM	736	CO detector activation due to malfunction	ENG 33	2	1
						Total Responding 2	
Union Township	0000004						
		1/2/2023 9:24:01 AM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						Total Responding 3	
Union Township	0000007						
		1/3/2023 11:26:12 AM	311	Medical assist, assist EMS crew	ENG 33	3	1
						Total Responding 3	

Union Township	0000008						
		1/3/2023 4:39:07 PM	745	Alarm system activation, no fire - unintentional	ENG 33	3	1
						Total Responding 3	
Union Township	0000012						
		1/4/2023 4:14:14 PM	131	Passenger vehicle fire	ENG 32	3	3
		1/4/2023 4:14:14 PM	131	Passenger vehicle fire	POV	6	3
						Total Responding 9	
Union Township	0000014						
		1/5/2023 4:27:41 PM	743	Smoke detector activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000015						

		1/6/2023 7:44:47 AM	322	Motor vehicle accident with injuries	ENG 33	2	4
		1/6/2023 7:44:47 AM	322	Motor vehicle accident with injuries	SQ 31	1	4
		1/6/2023 7:44:47 AM	322	Motor vehicle accident with injuries	POV	12	4
						Total Responding 15	
	Total Runs	7				Total Responding 37	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

To: Board of Trustees **DATE:** January 17, 2023
FROM: Mark Stuhldreher, Township Manager **DATE FOR CONSIDERATION:** 1/25/2023
ACTION REQUESTED: To adopt a resolution of intent of the Board of Trustees to support the City of Mount Pleasant’s application for a Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation and to collaborate with the City to fund the Mid-Michigan/GKB Pathway North Connection Project.

Current Action Emergency
 Funds Budgeted: If Yes Account # 101-441-970.100

BACKGROUND INFORMATION

The City of Mount Pleasant is planning to link City parks by adding a one-mile paved pathway connecting the GKB Riverwalk Trail to Mission Creek Park, in part through land within the Township’s boundaries along N. Harris Street/Crawford Road north of W. Pickard Road. The City will be responsible for hiring of a professional engineering consultant, preliminary pathway design, and pathway engineering, construction and maintenance. In 2022, the Township provided \$9,000.00 to support City preparation of the preliminary pathway design.

In collaboration with the City, the Township has further proposed to have this pathway extended north of Mission Creek Park along Crawford Road in the Township to establish a new northerly connection point for the Mid-Michigan regional pathway system at or near the Crawford. Road - E. River Road intersection. However, destination-related requirements of MDNR grant funding require the scope of the current project to focus on Mission Creek Park as the initial pathway destination.

Project-related activities and applications in 2022

On March 23, 2022, the Board of Trustees adopted the initial Resolution of Intent to collaborate with the City of Mount Pleasant for this pathway project, which also included a statement of support for the City’s 2022 application for a Michigan Natural Resources Trust Fund Grant from the Michigan Department of Natural Resources (MDNR). Unfortunately, the City was not awarded funding in 2022, but they have rolled this grant application over to seek funding for the project as a MDNR SPARK Grant. The City also plans to reapply for a Natural Resources Trust Fund Grant during the 2023 funding cycle for this program.

Purpose of the proposed Resolution of Intent

This updated resolution of intent would indicate Board of Trustees support for the City’s current application for a 2023 Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation.

Summary of anticipated funding sources

The following is a summary of anticipated project funding amounts and sources, with the Township's support subject to an annual appropriation action and to a cost allocation plan approved by the Township Manager:

Mid-Michigan/GKB Pathway North Connection Project – Anticipated Funding Sources and Cost

Michigan Natural Resources Trust Fund or SPARK Grant:	\$300,000.00
MDOT Transportation Alternatives Program Grant:	\$400,000.00
City of Mount Pleasant Funding Commitment:	\$525,000.00
Charter Township of Union – FY2023 Budgeted Funds:	Up to \$375,000.00
Estimated Total Project Cost to Mission Creek Park:	\$1,200,000.00

SCOPE OF ACTIVITY

To review and consider for adoption a proposed resolution of intent to support the City of Mount Pleasant's application for a Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation and to collaborate with the City to fund the Mid-Michigan/GKB Pathway North Connection Project.

JUSTIFICATION

The scope and location of the pathway is consistent with the Township Master Plan and the Greater Mt. Pleasant Area Non-Motorized Plan for development of a regional pathway system.

BOARD OF TRUSTEES GOALS ADDRESSED

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

1. **Community well-being and common good**
2. **Prosperity through economic diversity, cultural diversity, and social diversity**
3. **Safety**
4. **Health**

Construction of the pathway will help residents and visitors to engage in a vibrant community life (1.1) and take pride in our community (1.1.1.3). Expansion of the Mid-Michigan regional pathway system can further enhance the quality of life in this community that is attractive to a diverse population (1.2.1).

The new pathway will help to provide safe, accessible routes for pedestrians and bicyclists (1.3.1) and enhanced access to park facilities that enable an active, healthy lifestyle (1.4). Support for this project will help to facilitate a more active and healthier lifestyle for area residents that make use of Mission Creek Park (1.4.4) and a more accessible, walkable, and bikeable community consistent with the Greater Mt. Pleasant Area Non-Motorized Plan (1.4.1).

COSTS

The Township’s anticipated allocation to support completion of the portions of this pathway project in the Township would be \$375,000.00.

TIMETABLE

The City plans to submit an application for MDOT TAP Grant funding by the February 22, 2023 deadline. If approved, the grant is expected to be awarded in the Fall of 2023. Construction of the pathway project is currently planned to take place during 2024.

RESOLUTION

To adopt a resolution of intent of the Board of Trustees to support the City of Mount Pleasant’s application for a Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation and to collaborate with the City to fund the Mid-Michigan/GKB Pathway North Connection Project.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

**RESOLUTION OF INTENT OF THE BOARD OF TRUSTEES TO
COLLABORATE WITH THE CITY OF MOUNT PLEASANT TO FUND THE
2023 MID-MICHIGAN/GKB PATHWAY NORTH CONNECTION PROJECT**

At a regular meeting of the Board of Trustees for the Charter Township of Union, Isabella County, Michigan held on the _____ day of _____, 2023:

WHEREAS, in collaboration with the Charter Township of Union (Township), the City of Mount Pleasant, Michigan (City) has initiated a project to link City parks by adding a one-mile paved pathway connecting the GKB Riverwalk Trail to Mission Creek Park that would extend along N. Harris Street/Crawford Road in part through land within the boundaries of the Charter Township of Union (Township); and

WHEREAS, in collaboration with the City, the Township has further proposed to extend this paved pathway north of Mission Creek Park along Crawford Road through land in the Township to establish a new northerly connection point for the Mid-Michigan regional pathway system at or near the Crawford. Road - E. River Road intersection; and

WHEREAS, the City will be responsible for hiring of a professional engineering consultant, preliminary pathway design, and pathway engineering and construction; and

WHEREAS, the City plans to apply for a Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation for to help fund this pathway project; and

WHEREAS, this pathway project is consistent with the Township’s Master Plan and the Greater Mt. Pleasant Area Non-Motorized Plan for development of a regional pathway system.

NOW, THEREFORE, LET IT BE RESOLVED that the Charter Township of Union Board of Trustees fully supports completion of a paved pathway through land in the Township along N. Harris Street/Crawford Road to Mission Creek Park and further north along Crawford Road to establish a new northerly connection point for the Mid-Michigan regional pathway system at or near the Crawford. Road - E. River Road intersection.

BE IT FURTHER RESOLVED that the Board of Trustees fully supports the City’s application for a Transportation Alternatives Program (TAP) Grant from the Michigan Department of Transportation to help fund this pathway project.

BE IT FURTHER RESOLVED that the Board of Trustees commits to the inclusion of an amount not to exceed \$375,000.00 in the Township budget to support completion of the portions of this pathway project in the Township, subject to an annual appropriation action and to a cost allocation plan approved by the Township Manager.

The foregoing resolution was offered by _____ and supported by _____.

Upon roll call vote, the following voted:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Kim Rice	_____	_____	_____	_____
Trustee Connie Bills	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Bill Hauck	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

RESOLUTION DECLARED ADOPTED.

Bryan Mielke, Supervisor

Date

CERTIFICATION

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the foregoing is a true and complete copy of the action taken by the Board of Trustees at a regular meeting held on the _____ day of _____, 2023. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

Lisa Cody, Clerk

Certification Date



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: January 12, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 1/25/2023
ACTION REQUESTED: To adopt the Resolution of Intent to Participate in the Michigan Economic Development Corporation’s Redevelopment Ready Communities Program and to pursue a Redevelopment Ready Communities certification, as recommended by the Planning Commission.	

Current Action Emergency
 Funds Budgeted: If Yes Account # No N/A

BACKGROUND INFORMATION

The Redevelopment Ready Communities (RRC) program is a voluntary, no-cost certification program made available to communities across the state and overseen by the Michigan Economic Development Corporation (MEDC). The RRC Program was substantially updated in 2021 and is designed to promote effective redevelopment strategies through a set of best practices. The program measures and then certifies local government that integrate transparency, predictability, and efficiency into their land use and land development/redevelopment ordinances, processes, plans, and policies.

To be “redevelopment ready” involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources to attract and retain businesses, offer superior customer service and have a streamlined development approval process making pertinent information available around-the-clock for anyone to view. The foundation of the program begins with the RRC Best Practices, which are the standard to achieve RRC certification.

Although the Township has not previously sought to formally engage with this MEDC initiative, redevelopment ready best practices related to development review and various development-related requirements have been incorporated by staff and the Township’s project consultants into the current Zoning Ordinance No. 20-06 and the adopted 2018 Master Plan. Best practices related to public participation, conceptual plan review, training, and economic development are also part of the daily work of Community and Economic Development Department staff.

The Planning Commission reviewed the RRC Best Practices and the proposed Resolution of Intent during their November and December regular meetings, and then took the following action:

Williams moved Thering supported the Township’s participation in the Michigan Economic Development Corporation’s updated statewide Redevelopment Ready Communities Program and pursuit of a Redevelopment Ready Communities certification, and to recommend to the Board of Trustees that the proposed resolution of intent be adopted.

Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, Squattrito, Thering, and Williams. Nays: 0. Motion carried

A summary of the RRC Program and outline of the RRC Best Practices by subject area are attached to the proposed resolution for reference. More information on the RRC Program and Best Practices can be found at: <https://www.miplace.org/>

JUSTIFICATION

Formal participation in the RRC Program with the intent to pursue a Redevelopment Ready Communities certification from the MEDC would provide additional opportunities to improve public participation and engagement, and to refine development-related ordinances and plans to further promote redevelopment of older commercial and industrial sites in the Township.

Certification as a Redevelopment Ready Community would also have the benefit of making the Township eligible for some additional state grant programs open only to RRC certified communities.

GOALS ADDRESSED

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

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

Participation in the Redevelopment Ready Communities program will help to support a sustainable community through the most effective use of resources (1.0), and to ensure fair and nondiscriminatory code enforcement (1.1.1.2). Expanded implementation of RRC Program best practices related to public participation and community engagement can help the Township to best serve as a key information source (1.1.2) and to provide for more citizen/Board dialogue (1.1.2.1).

Certification as a Redevelopment Ready Community would further highlight the Township's commerce –friendly economic development policies (1.6).

COSTS

The Redevelopment Ready Communities (RRC) program is a voluntary, no-cost certification program made available to communities across the state and overseen by the Michigan Economic Development Corporation (MEDC).

TIMETABLE

If adopted by the Board of Trustees, the resolution would take immediate effect. A copy of the signed resolution of intent would then be sent by staff to the RRC Program representative responsible for our region of the state.

REQUESTED ACTION

To adopt the Resolution of Intent to Participate in the Michigan Economic Development Corporation's Redevelopment Ready Communities Program and to pursue a Redevelopment Ready Communities certification, as recommended by the Planning Commission.

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

**RESOLUTION OF INTENT TO PARTICIPATE IN THE MICHIGAN ECONOMIC DEVELOPMENT
CORPORATION'S REDEVELOPMENT READY COMMUNITIES PROGRAM**

At a regular meeting of the Board of Trustees for the Charter Township of Union, Isabella County, Michigan held on the _____ day of _____, 2023:

WHEREAS, the Michigan Economic Development Corporation (MEDC) has established an updated statewide Redevelopment Ready Communities (RRC) Program and developed a comprehensive set of recommended best practices to empower local governments to shape their future and to retain and attract businesses, investment and talent; and

WHEREAS, The RRC program is available to provide technical assistance to Michigan communities seeking to improve their redevelopment readiness by ensuring transparency, predictability, and efficiency in their development review processes, and through refinement of policies in the Master Plan and other local planning documents that provide a clear framework for prioritizing redevelopment and growth areas, resource allocation, and public improvement projects; and

WHEREAS, RRC Program best practices related to streamlining development review processes and expectations were incorporated into the new Zoning Ordinance No. 20-06, which went into effect in September of 2020; and

WHEREAS, the Township Planning Commission also included several redevelopment-related best practices into the adopted 2018 Master Plan, which is due for a five-year review in 2023 as required by the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended); and

WHEREAS, participation in the RRC Program would provide additional opportunities to improve public participation and engagement, and to refine development-related ordinances and plans to further promote redevelopment of older commercial and industrial sites in the Township; and

WHEREAS, during their regular meeting on December 20, 2022 the Planning Commission adopted a motion to support the Township's participation in the RRC Program and pursuit of a Redevelopment Ready Communities certification from the MEDC, and to recommend to the Board of Trustees that this resolution be adopted; and

WHEREAS, participation in the RRC Program would be consistent with the following Board of Trustees goals (from Policy 1.0: Global End):

- 1.0 *Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.*
 - 1.1.1.2 *Fair and nondiscriminatory code enforcement*
 - 1.1.2 *Residents look to the township as a key information source for community activities, quality public services and resources in the region.*
 - 1.1.2.1 *Create more frequent opportunities for citizen/Board dialogue*
 - 1.6 *Commercial establishments, including new, innovative, and traditional, are drawn to Union Township through commerce –friendly economic development policies.*

NOW, THEREFORE, LET IT BE RESOLVED that it is the intention of the Charter Township of Union to participate in the RRC Program, to further incorporate RRC best practices into the Township’s development-related ordinances and planning documents, and to proceed toward implementation of the recommendations received during the RRC Program’s evaluation process to receive a Redevelopment Ready Communities certification from the MEDC.

The foregoing resolution was offered by _____ and supported by _____.

Upon roll call vote, the following voted:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Kim Rice	_____	_____	_____	_____
Trustee Connie Bills	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Bill Hauck	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

RESOLUTION DECLARED ADOPTED.

Bryan Mielke, Supervisor

Date

CERTIFICATION

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the foregoing is a true and complete copy of the action taken by the Board of Trustees at a regular meeting held on the _____ day of _____, 2023. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

Lisa Cody, Clerk

Certification Date



If your community plans for future investment, invites public input, and offers superior customer service, then Redevelopment Ready Communities certification® is for you!

The Michigan Economic Development Corporation's Redevelopment Ready Communities® (RRC) program works with Michigan communities seeking to streamline the development approval process by integrating transparency, predictability and efficiency into their daily development practices. RRC is a statewide program that certifies communities who actively engage stakeholders and plan for the future. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

Through RRC, communities commit to improving redevelopment readiness by agreeing to undergo a rigorous assessment, and work to achieve a set of criteria as described in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, document review and data analysis. After the evaluation, a community is presented with a baseline report that highlights successes and

outlines recommended actions for implementation of missing best practice criteria. The expectations listed with each evaluation criteria are what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To be awarded certification, a community must meet all RRC best practice criteria.

Redevelopment Ready Communities certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Once certified, RRC communities gain access to a series of additional benefits and tools, including a specialized Redevelopment Services Team, to assist with site marketing and development. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

In this document, parts of the best practices will have further explanation. If a word is in **orange**, hover your mouse over it and a yellow box will appear with more information. If a word is orange and **underlined**, it contains a hyperlink.

Contact the RRC team at RRC@michigan.org with questions or visit www.miplace.org for additional resources.

Conclusion

The Redevelopment Ready Communities® program looks to foster communities that creatively reuse space, embrace economic innovation and proactively plan for the future, making them more attractive for investments that create places where talent wants to

live, work and play. RRC certification signals to business owners, developers and investors that the community has removed barriers by building deliberate, fair and consistent processes.



Communities not formally engaged in the RRC program, but wanting to work toward certification are encouraged to compare their current policies and procedures to the best practice standards by completing RRC self-evaluations. The self-evaluations are available to assist any community interested in being more redevelopment ready. Completion of the self-evaluation documents does not replace the formal evaluation process conducted by the RRC team. In addition to the self-evaluations, guides have been developed to act as resources for communities working on RRC best practice components. Each guide is a tool describing recommended processes and sample language. Every community has different needs and capacities, so the process and document can be tailored to fit individual community requirements.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment, identifying assets and opportunities and focusing limited resources. Communities must create the types of places where talent and businesses want to locate, invest and expand.

Certified Redevelopment Ready Communities® signal that locating a new business or growing an existing one is straightforward. Certified communities have removed barriers to development including eliminating uncertainties surrounding project timelines and approvals by implementing and executing the RRC best practices.

[Contact the RRC team](mailto:rrc@michigan.org) at rrc@michigan.org or your [CA Team specialist](#) with questions.

redevelopment ready
communities®
BEST PRACTICES

Best Practice One: Community Plans and Public Outreach

- 1.1—The plans
- 1.2—Public participation

Best Practice Two: Zoning Regulations

- 2.1—Zoning regulations

Best Practice Three: Development Review Process

- 3.1—Development review procedures
- 3.2—Guide to Development

Best Practice Four: Recruitment and Education

- 4.1—Recruitment and orientation
- 4.2—Education and training

Best Practice Five: Community Prosperity

- 5.1—Economic development strategy
- 5.2—Marketing and promotion

Best Practice Six: Redevelopment Ready Sites®

- 6.1—Redevelopment Ready Sites®

Summary of Proposed Amendments

The following is a summary of the proposed changes to the Zoning Ordinance:

Correcting Gaps in the Allowable Uses.

The definition of “Public and Institutional Buildings and Uses” is proposed to be revised, and “Dwelling, Accessory,” “Bakeries,” “Printing, Copying, and Bookbinding Operations,” and various recreation facilities are proposed to be added to eliminate staff-identified gaps in our current list of allowable uses in various zoning districts. Where needed, appropriate standards for these uses have been added or updated in Section 6.

Correcting Errors and Regulatory Conflicts.

Several typographical errors are proposed to be corrected, and outdated references in a number of sections to Township Board approval of special uses will be removed. Changes in state law require us to amend the licensed capacity limits for family and group day care homes, and to insert “qualified residential treatment programs for 10 or fewer individuals” as an allowable use in districts where single-family dwellings are allowed.

A regulatory conflict identified by the Zoning Administrator related to provisions for nonconforming single-family dwellings is proposed to be resolved by inserting a new Section 12.6 to more properly and completely address the concerns of mortgage companies and insurance companies related to replacement of a damaged or destroyed nonconforming dwelling. The responsibilities of the Zoning Administrator (listed in Section 13.5.B.) are also proposed to be updated to remove inconsistencies between the provisions of this subsection and the established job description for this position.

Planned Unit Development (PUD) Updates

The eligibility criteria and provisions for permitted uses in a PUD project (Section 3.19) are proposed to be updated to clarify and expand the criteria for consideration of a potential project for PUD review, to expand land use options that can be considered on a PUD Concept Plan, and to better integrate the Master Plan into the land use review component of the PUD review process. An additional amendment to the “regulatory flexibility” subsection is intended to allow proposed “limited deviations” to signage standards to also be considered as part of a PUD application.

Per the Commission’s recommendation to “*eliminate subsections ‘e.’ and ‘g.’ from (the proposed amendments to) Section 3.19.C.1.,*” these subsections are shown as deleted (red strikethrough) text in the as-recommended set of proposed amendments for Board of Trustees review.

Self-Storage Buildings.

To correct a regulatory conflict, self-storage buildings are proposed to be added back into the table in Section 3.4 (to match the reference in Section 3.13). To minimize impacts on a vibrant business district and to maximize the economic development potential of the limited amount of vacant industrial land in the Township, additional location and site arrangement standards are proposed to be added to Section 6.38 and these facilities are proposed to be moved to require special use permit approval in the Industrial Districts. The minimum parking standard is also proposed to be revised to eliminate the potential for excessive or unnecessary required parking.

Zoning Board of Appeals

Amendments are proposed to consolidate all Zoning Board of Appeals-related provisions into one section (these provisions are currently incomplete and divided between Sections 13.4 and 14.4), to correct inconsistencies in the current text with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to “substantial justice.” As part of the updates, a clarification is also proposed to be made related to the timing of application or appeal. For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing after the conclusion of that administrative process.

Additional Proposed Amendments

On 12/7/2022, the Zoning Board of Appeals (ZBA) held a hearing to consider a request from Thrive Community Church for a Zoning Ordinance interpretation to determine if all the uses that included in their Statement of Use are consistent with the definition of “religious institution” in Section 2.2 (Definitions) and the allowable land uses listed in Section 3.15 (B-7, Retail and Highway Service Business District) of the Zoning Ordinance.

The application to the ZBA highlighted the fact that religious institutions are allowed in the B-7 District, but theaters, concert halls, and similar non-religious or secular places of public assembly are not. This is different from the other two business districts, where both religious and secular places of public assembly are allowable uses. Following the hearing and extensive deliberations, the ZBA adopted a motion to broadly interpret the definition of “religious institution” in Section 2.2. Although the church intended the request to only apply to their proposed parcel and project, the interpretation is broad and can apply to religious institutions in many other zoning districts.

In response, staff prepared an update to the religious institutions definition to remove ambiguities cited by the applicant and ZBA members during the hearing and deliberations, and also proposed to add “Theaters, Assembly Halls, Concert Halls, and Similar Places of Public Assembly” to the list of allowable Principal Uses in the B-7 District. These additional amendments were added to the set posted for public review prior to the 12/20/2022 public hearing, and were included by the Planning Commission in their recommendation for adoption. These changes would not affect the scope of the ZBA decision as it applies specifically to the Thrive Church project.

SCOPE OF SERVICES

Introduction and First Reading of the proposed set of Zoning Ordinance amendments.

JUSTIFICATION

The Zoning Ordinance is an important regulatory tool for implementation of the Township Master Plan’s future land use and development policies. An up-to-date Zoning Ordinance is also necessary to ensure that the Township remains in compliance with applicable state laws and

established case law. Adoption of the Zoning Ordinance amendments is also justified by the community benefits to be gained through application of the updated and corrected standards.

GOALS ADDRESSED

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

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

The proposed set of amendments will help to ensure that the Township’s Zoning Ordinance supports a sustainable community (1.0) and provides for fair and nondiscriminatory code enforcement (1.1.1.2). The updated provisions are intended in part to help ensure that all residents of all ages and abilities may enjoy a safe environment (1.3), have access to facilities that enable an active, healthy lifestyle (1.4), and can take pride in their community (1.1.1.3). The commerce-friendly changes proposed to the standards for the Business Districts and Industrial Districts are intended to support economic development and further encourage innovative and traditional commercial establishments to locate in the Township (1.6), while also providing for reasonable regulation of potentially undesirable businesses designed to minimize adverse impacts on neighboring properties and land uses (1.6.1).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the Zoning Ordinance amendments would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

RESOLUTION

To introduce and conduct a First Reading of the proposed PTXT 22-01 set of Zoning Ordinance Amendments as recommended by the Planning Commission.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend the Charter Township of Union Zoning Ordinance No. 20-06 by amending Sections 2 (Definitions), 3 (Zoning Districts and Maps), 5 (Supplemental Zoning District Standards), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 12 (Nonconformities), 13 (Administrative Organization), and 14 (Administrative Procedures) by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for repeal; to provide for severability; to provide for publication; and to provide an effective date.

Proposed additions to the current text of the Zoning Ordinance are highlighted below in blue underlined text and proposed deletions are shown using ~~red strikethrough text~~. Where an entirely new section or sub-section is proposed, this is stated in the header, with the new text left unhighlighted for readability.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

PART ONE – Title

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number _____, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

PART TWO – Amendments to Section 2.2 (Definitions)

Section 2.2 (Definitions) is hereby amended to Delete “Unit” from “Dwelling, Accessory;” to revise the definition; to delete the duplicative “Dwelling, Accessory Apartment” definition; to amend the “public and institutional buildings and uses” to include K-12 school buildings in the definition; to amend and clarify the “religious institutions” definition; and to amend the state-licensed capacities of family and group child day care homes consistent with recent changes to state law.

Section 2.2 Definitions

~~**Dwelling, Accessory Apartment:** A dwelling unit that is accessory to and contained within a principal single family dwelling, and which is occupied by either persons related to the occupant of the principal residence by blood, marriage, or legal adoption; domestic servants; or gratuitous guests. An ‘accessory apartment’ commonly has its own kitchen, bath, living area, sleeping area, and usually a separate entrance.~~

Dwelling-Unit, Accessory: A secondary dwelling unit that is accessory to and located on the same ~~property~~ premises as a the principal dwelling-unit, ~~included in the same deed, title,~~

~~parcel/tax identification number as the principal dwelling unit, and which cannot be sold or leased separately from the principal dwelling unit, and which does not contain a kitchen.~~

Public and Institutional Buildings and Uses: Principal structures dedicated to the use by the public or government operations. For the purposes of this Ordinance, Public and Institutional Buildings shall include libraries, museums, municipal offices, County, State, or Federal Offices, police and fire stations, K-12 schools, and other buildings used by the public or government. Exceptions: ~~K-12 Schools, Colleges, universities~~ Institutions of Higher Education, and publicly-owned recreational facility buildings shall be defined as described in this section, and shall not be considered Public and Institutional Buildings.

Religious Institution: ~~Any structure~~ A type of building or site that has been consecrated, dedicated or otherwise set apart primarily and regularly used for religious assembly and/or activity for the regular assembly of persons for the conducting of services, ordinances, and activities within a particular system of faith and worship. If designed, constructed, operated, and maintained in a manner that is clearly incidental and subordinate to the principal use, the following are acknowledged as acceptable accessory uses and structures ~~commonly~~ associated with religious institutions ~~include, but are not necessarily limited to:~~ the hosting of weddings, baptisms, funerals, and other ceremonies, celebrations, and social or outreach events within a particular system of faith and worship; classrooms for religious education; church offices and meeting rooms; parsonages, convents, and similar living arrangements for ministry and other members of a religious order who carry out their duties primarily on the site; assembly halls; a kitchens, food pantryies, and or similar food preparation facilityies; a multi-purpose room or fellowship hall space ~~classrooms; gyms;~~ and a small playgrounds ~~area.~~

State-Licensed Residential Facility: Any structure constructed for residential purposes and licensed by the State of Michigan pursuant to Michigan Public Act 116 of 1973 (the Child Care Licensing Act) or Michigan Public Act 218 of 1979 (the Adult Foster Care Facility Licensing Act), including **adult foster care facilities, foster family homes, foster family group homes, family day care homes, and group day care homes.**

- B. Child day care: The care and supervision for periods of less than 24 hours a day of minor children, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption.
- (1) *Family child day care home:* A **private home** in which ~~one but fewer than~~ up to seven (7) minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.
 - (2) *Group child day care home:* A **private home** in which ~~more than six but not more than 12~~ up to 14 minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.

PART THREE – Amendments to Section 3.4 (Permitted Uses by District)

Section 3.4 (Permitted Uses by District) is hereby amended to remove a regulatory conflict by specifying the zoning districts where “Dwelling, Accessory” would be an allowable use, to insert “qualified residential treatment programs” as an allowable use consistent with recent state law changes, to correct a typographical error by inserting “universities” into the table, to clarify and expand provisions for recreation facilities in certain zoning districts, to add “Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly” as an allowable Principal Permitted Uses in the B-7 zoning district, and to add bakeries and printing, copying, and bookbinding facilities into the business and industrial districts, as follows:

**Key: A=Accessory Use
P=Principal Permitted Use
S=Special Use
[blank]=Use Not Permitted**

Land Use	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS	Use Standards
Residential Uses														
Child or Day Care, Family Home	P	P	P	P	P	P	P							Section 6.14
Dwelling, Accessory	S	S	S	S										Section 6.56
Qualified residential treatment program for 10 or fewer individuals	P	P	P	P										Section 6.42
Public, Quasi-Public, and Recreational Uses														
Airports, Public or Private	S													Section 6.3
Amusement Parks								S						Section 6.4
Amusement Enterprises									P					
Bus, Train, and other Forms of Transportation Systems, Passenger Stations								P	P	P				
Business Schools, Colleges, Universities , and Private Schools Operated for Profit								P	P	P				
Campgrounds or Recreation Grounds	S													Section 6.10
Cemeteries, Public or Private, including Mausoleums	P													Section 6.11
Conservation Areas, Public or Private	S													
Country Clubs and Golf Courses	S	S	S	S	S	S								Section 6.12
Health, Exercise Club, or Spa								P	P	P				
Indoor Commercial or Privately-Owned Recreation Facilities								P	P	P			S	
Indoor Publicly-Owned Recreation Facilities	S	S	P	P	P	P		P	P	P			S	Section 6.34
Indoor Gun and Archery Range	S							P	P	P				
Miniature Golf and/or Driving Ranges	S							S						Section 6.23
Municipal Public Utility Uses, such as Water Treatment Plants and Reservoirs, Sewage Treatment Plants, including outdoor storage												P		
Outdoor Commercial or Privately Owned Recreation Facilities	S							S						
Outdoor Publicly-Owned Recreation Facilities	S	S	P	P	P	P							P	
Private Clubs, Fraternal Organizations, and Lodge Halls								P	P	P				
Public and Institutional Buildings and Uses	S	S	S	P	S	P	S	P					S-P	Section 6.34
Religious Institutions	S	S	P	P	P	P		P	P	P			P	Section 6.34
Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly								P	P	P				

Land Use	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS	Use Standards
Trade or Industrial Schools											P	P		
Commercial and Retail Uses														
Bakeries								P	P	P	P	P		Section 6.43
Printing, Copying, and Bookbinding Operations								P	P	P	P	P		Section 6.43
Other Uses														
Self-storage Facilities (Mini-Warehouse, Mini-Storage)								S	S		P-S	P-S		Section 6.38

PART FOUR – Amendments to Section 3.6 (AG, Agricultural District)

The lists of Principal Permitted Uses and Special Uses in Section 3.6 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the AG zoning district:
 - Qualified residential treatment programs for 10 or fewer individuals
- B. Add the following as allowable Special Uses in the AG zoning district:
 - Dwelling, Accessory
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Commercial or Privately-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities

PART FIVE – Amendments to Section 3.7 (R-1, Rural Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.7 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-1 zoning district:
 - Qualified residential treatment programs for 10 or fewer individuals
- B. Add the following as allowable Special Uses in the R-1 zoning district:
 - Dwelling, Accessory
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities

PART SIX – Amendments to Section 3.8 (R-2A, One- and Two-Family, Low-Density Residential District) and to Section 3.9 (R-2B, One- and Two-Family, Medium-Density Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.8 and Section 3.9 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-2A and R-2B zoning districts:
 - Qualified residential treatment programs for 10 or fewer individuals
 - Indoor Publicly-Owned Recreation Facilities

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- Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the R-2A and R-2B zoning districts:
 - Dwelling, Accessory
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-2A and R-2B zoning districts.

PART SEVEN – Amendments to Section 3.10 (R-3A, Multiple-Family Residential District) and Section 3.11 (R-3B, Medium-Density Multiple-Family Residential District)

The lists of Principal Permitted Uses and Special Uses in Section 3.10 and Section 3.11 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-3A and R-3B zoning districts:
 - Qualified residential treatment programs for 10 or fewer individuals
 - Indoor Publicly-Owned Recreation Facilities
 - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the R-3A and R-3B zoning districts:
 - Dwelling, Accessory
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-3A and R-3B zoning districts.

PART EIGHT – Amendments to Section 3.13 (B-4, General Business District), Section 3.14 (B-5, Highway Business District, and Section 3.15 (B-7, Retail and Service Highway Business District)

The lists of Principal Permitted Uses and Special Uses in Section 3.13, Section 3.14, and Section 3.15 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
 - Indoor Publicly-Owned Recreation Facilities
 - Bakeries
 - Printing, Copying, and Bookbinding Operations
- B. Add the following as allowable Special Uses only in the B-4 zoning district:
 - Outdoor Commercial or Privately-Owned Recreation Facilities
- C. Revise the titles of the following allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
 - Business Schools, Colleges, [Universities](#), and Private Schools Operated for Profit
 - Indoor Commercial [or Privately-Owned Recreation Facilities](#)
- D. Add the following as allowable Principal Permitted Uses in the B-7 zoning district:
 - Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly

PART NINE – Amendments to Section 3.16 (I-1, Light Industrial District), 3.17 (I-2, General Industrial District)

The lists of Principal Permitted Uses and Special Uses in Section 3.16 and Section 3.17 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the I-1 and I-2 zoning districts:
 - Bakeries
 - Printing, Copying, and Bookbinding Operations
- B. Move “Self-storage Facilities (Mini-Warehouse, Mini-Storage)” from the list of allowable Principal Permitted Uses to the list of Special Uses in the I-1 and I-2 zoning districts.

PART TEN – Amendments to Section 3.18 (OS, Office Service District)

The lists of Principal Permitted Uses and Special Uses in Section 3.18 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the OS zoning district:
 - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the OS zoning district:
 - Indoor Commercial or Privately-Owned Recreation Facilities
 - Indoor Publicly-Owned Recreation Facilities
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the OS zoning district.

PART ELEVEN – Amendments to Section 3.19 (PUD, Planned Unit Development District)

Section 3.19 (PUD, Planned Unit Development District) is hereby amended to update subsection “A.” (Eligibility Criteria) to clarify and expand the criteria for consideration of a potential project for PUD review, to update subsection “B.2.” to also allow limited sign-related deviations to be proposed on the PUD Concept Plan, and to update subsection “C.1.” (Permitted Uses) to expand land use options and replace references to underlying zoning and better integrate the Master Plan into the land use review process.

Section 3.19 PUD, Planned Unit Development District

A. Eligibility Criteria

To be eligible for Planned Unit Development approval, the applicant must demonstrate that the following criteria will be met:

1. Sufficient land area for proposed uses. The proposed PUD site includes sufficient contiguous land area to comply with all applicable regulations of this Ordinance, to adequately serve the needs of all permitted uses in the PUD project, and to ensure compatibility between uses and the surrounding area. ~~Minimum Size.~~ The minimum size of a Planned Unit Development site shall be five (5) acres of contiguous land, unless the Planning Commission determines that at least one (1) of the following conditions exists:

- a. The proposed PUD site is located in the [East or the West](#) Downtown Development Authority [District](#) or [within the Mixed-Use](#) Bluegrass [Center](#) area [as described in the Master Plan](#), in which case the site size may be less than five (5) acres.
- b. ~~Furthermore, in the interest of maximizing the use of Planned Unit Development as a tool to promote high quality planning and development, the Planning Commission may permit a smaller Planned Unit Development outside of the DDA or Bluegrass area if: (a)~~ The proposed project has unique characteristics and [recognizable and material](#) benefits ~~(including historic and/or architectural value), and/or (b)~~ [that will be realized by the future users of the development and the Township as a whole, where such benefits would otherwise be unachievable under this Ordinance.](#)
- c. The parcel in question has unique characteristics that significantly impact development, such as [significant blight, environmental contamination or obsolete buildings that would be fully resolved by the PUD project](#), unusual topography, [or significant historical, cultural or archeological features](#) ~~tree stands, wetlands, poor soil conditions on portions of the parcel, water courses, unusual shape or proportions, or utility easements which cross the parcel.~~

~~In such case, the applicant shall submit a letter to the Township requesting a waiver of the minimum Planned Unit Development size requirements. The request shall be submitted prior to submittal of a site plan and application for Planned Unit Development approval. The Planning Commission shall review the request and make the final decision concerning a request to waive the Planned Unit Development size requirements.~~

2. **Unified Control.** The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project, in conformity with this Ordinance. The property owner must have a physical street address. The applicant shall provide legal documentation of single ownership or control ~~in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans~~ [as part of the PUD application](#). ~~These legal documents shall bind all development successors in title to any commitments made as a part of the documents.~~ This provision shall not prohibit a transfer of ownership or control, provided notice of such transfer is given to the ~~Township Clerk~~ [Zoning Administrator](#).
3. [Consistent with the purpose for the PUD District.](#) The proposed PUD is consistent with the Statement of Purpose for the PUD District in Section 3.19.
4. [Compatibility with the Master Plan.](#) The intent and all of the proposed uses within the requested PUD zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.

5. Availability and capacity of services. The proposed type and intensity of use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police and fire protection services, refuse disposal, municipal water or sewerage systems, other utilities, drainage facilities, and public or private wells. The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.

B. Regulatory Flexibility

2. Such deviations may include limited modifications to specific requirements found in Sections 4 through ~~10~~ 11 of this Ordinance that apply to the PUD project, and to specific PUD project design standards found in this Section.

C. Permitted Uses and Density

1. **Permitted Uses.** The following uses shall be permitted in a Planned Unit Development, ~~unless a broader mixture of uses is called for on the land in question in the Master Plan~~ subject to Planning Commission recommendation and Township Board approval:

- ~~a. If the underlying zoning is R-1, R-2A, R-2B, R-3A, or R-3B: any use allowed as principal permitted use or special use within the specified district.~~
- ~~b. If the underlying zoning is B-4: any use allowed as principal permitted use or special use within the B-4 district, housing for the elderly, and shopping centers.~~
- ~~c. If the underlying zoning is B-5: any use allowed as principal permitted use or special use within the B-5 district and shopping centers.~~
- ~~d. If the underlying zoning is B-7: any use allowed as principal permitted use within the B-7 district, one and two family dwellings, and multiple family dwellings.~~
- ~~e. If the underlying zoning is I-1 or I-2: any use allowed as principal permitted use within the specified district and industrial parks.~~
- ~~f. If the underlying zoning is OS: any use allowed as principal permitted use within the OS district.~~

a. Uses in a PUD District shall be limited to those specific uses included in the listing of uses shown on the approved PUD Concept Plan, along with customary accessory uses and structures. All other uses shall be prohibited, unless otherwise permitted by this Ordinance.

b. Uses in a PUD District shall be compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.

c. Uses in a PUD District shall not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage, pollution or other adverse impacts.

- d. A residential area as designated on the approved PUD Concept Plan may contain one (1) or more types of dwelling units, provided that such combination of dwelling unit types and location and arrangement of the residential development will not interfere with orderly and reasonable planning, development, and use of an area.
- ~~e. The Planning Commission may require that a variety of housing types be provided as part of a residential PUD project.~~
- e. f. Home occupations shall be permitted in single-family dwellings in a PUD District.
- ~~g. To support the inclusion of a specified use in a PUD project, the applicant may be required to provide documentation, such as a professional market study, that a demand exists for the proposed use within the market area.~~

PART TWELVE – Amendments to Section 5.5 (Wireless Communication Facilities)

Section 5.5 (Wireless Communication Facilities) is hereby amended to clarify approval procedures by deleting errant references to Township Board approvals from subsections “B,” “C,” and “G.”

Section 5.5 Wireless Communications Facilities

B. Approval Procedures.

The following procedures have been established to achieve approval of a proposed wireless communications facility:

- 1. Standard A. Standard A Wireless communication equipment proposals require no zoning approval. However, plans for Standard A improvements shall be submitted to the Township.
- 2. Standard B. Standard B wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures in Section 14.3 and the following ~~special procedures~~additional requirements:

Steps Action

- 1. Applicant submits plan and \$1,000 fee.
- 2. Within 14 days Township administration determines if application is complete.
- 3. If application is incomplete, administration notifies applicant.
- 4. If application is complete, administration initiates SLU review by scheduling special use public hearing. Special use review must be complete (60) days after the application is considered complete.
- ~~5. Township Planner reviews plan, transmits letter to Planning Commission.~~
- ~~6. Planning Commission reviews plan, makes recommendation to Township Board.~~
- ~~7. Township Board approves or denies application.~~
- 3. Standard C. Standard C wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures

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outlined for Standard B, except that in Step 4 the special use review must be complete not more than ninety (90) days after the application is considered complete.

C. Requirements.

All applications for wireless communication facilities that require special use approval shall be reviewed in accordance with the following standards and conditions. If approved, such facilities shall be constructed and maintained in accordance with such standards and conditions and any additional conditions imposed by the Planning Commission ~~and Township Board~~.

G. Summary of Review Requirements.

The following chart summarizes review requirements for wireless communications facilities:

Type of Wireless Communications Facility		Required Review and Approval		
		Township Board Planning Commission	Zoning Administrator	Exempt
ANTENNAE & ANTENNA STRUCTURES				
Installation of any amateur radio transmission or reception antenna or antenna structure, short wave facility, contractor's business antenna structure, television reception antenna, wireless Internet antenna, citizen's band base station antenna or similar antennae or antenna structure:	Exceeding 130.0 feet in height	•		
	Up to 130.0 feet in height		•	
SATELLITE DISH ANTENNAE				
Installation of a satellite dish antenna with a diameter of:	1.5 meters or larger		•	
	Less than 1.5 meters			•
OTHER ANTENNAE MOUNTED ON A STRUCTURE				
Antenna(e) installation on an existing principal building or accessory structure that also includes use of an outside ground equipment enclosure area.		•		
Antenna(e) installation on an existing principal building or accessory structure where all accessory equipment is installed within the building or structure		•		
OTHER WIRELESS COMMUNICATION FACILITIES				
Construction of a new wireless communication facility not otherwise addressed in this table.		•		
Alteration or enlargement of an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. Also see Sections 5.5(A) and (B)	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Construction or expansion of equipment building(s) within an approved ground equipment enclosure			•	
Expansion of a previously approved ground equipment enclosure to a total area greater than 2,500 square feet. Also see Sections 5.5 (A) and (B)		•		

Type of Wireless Communications Facility		Required Review and Approval		
		Township Board Planning Commission	Zoning Administrator	Exempt
Collocation of new antennae on an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. Also see Sections 5.5 (A) and (B)	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Expansion of a previously approved ground equipment enclosure area to a total area less than or equal to 2,500 square feet			•	
Installation of new ground equipment within an approved ground equipment building or enclosure			•	
OTHER PROJECTS EXEMPT FROM TOWNSHIP REVIEW				
Installation of municipal and other facilities subject to federal or state preemption of local authority				•
Repair, service or maintenance of an existing wireless communications facility, provided that all work conforms to approved plans and applicable codes				•

PART THIRTEEN – Amendments to Section 6.13 (Group Day Care Home....)

Section 6.13 (Group Day Care Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:

Section 6.13 Group Day Care Home ~~(for 7 to 12 Children)~~

PART FOURTEEN – Amendments to Section 6.14 (Day Care, Family Home....)

Section 6.14 (Day Care, Family Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:

Section 6.14 Day Care, Family Home ~~(for 1 to 6 Children)~~

PART FIFTEEN – Amendments to Section 6.28 (Extraction Operations)

Section 6.28 (Extraction Operations) is hereby deleted and replaced in its entirety to amend the Section as follows:

Section 6.28 Extraction Operations

Extraction operations shall conform to all applicable federal, state, and county regulations and the requirements of the Township’s adopted Extraction Ordinance ~~No. 20-01~~.

PART SIXTEEN – Amendments to Section 6.35 (Biofuel Production Facility)

Section 6.35 (Biofuel Production Facility) is hereby amended to delete the errant references to the Township Board from subsection “E.6.” as follows:

Section 6.35 Biofuel Production Facility

- E. **Special Use Application Requirements.** An application for special use approval for a biofuel production facility shall include all of the following:
 - 6. Information Requested by the Planning Commission ~~or Township Board~~. Any additional information requested by the Planning Commission ~~or Township Board~~ that is necessary to make a determination on the special use application.

PART SEVENTEEN – Amendments to Section 6.38 (Self-Storage Buildings)

Section 6.38 (Self-Storage Buildings) is hereby amended to add new subsections “E.” entitled “Additional Standards for the Business Districts” and “F.” entitled “Additional Standards for the Industrial Districts” to establish additional requirements for new self-storage buildings designed to preserve the character, purpose, and function of these districts.

Section 6.38 Self-Storage Buildings

- E. **Additional Standards for the Business Districts.** In the B-4 and B-5 zoning districts, self-storage buildings shall be accessory to Principal Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s).
- F. **Additional Standards for the Industrial Districts.** Self-storage buildings shall only be allowed in the I-1 and I-2 zoning districts where they are either accessory to Principal Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s), or shall be limited to lots that the Planning Commission has determined to be unsuitable by size, location or configuration for development of Principal Permitted Use(s) as allowed in the zoning district.

PART EIGHTEEN – Amendments to Section 6.39 (Solar Energy Systems)

Section 6.39 (Solar Energy Systems) is hereby amended to correct a typographical error in subsection “G.6.d.” as follows:

Section 6.39 Solar Energy Systems

- G. **Primary Use Solar Energy Facilities.**
 - 6. Decommissioning Plan.
 - d. Surety:
 - i. The owner(s) and/or operator of the SEFs shall post a surety in a form acceptable to the Township, such as security bond,

irrevocable letter of credit, escrow, or other form deemed acceptable by the Township equal to one-hundred fifty (150) percent of the total estimated decommissioning and reclamation costs, prior to issuance of a building permit. The cost of decommissioning shall be reviewed between the operator and the Township ~~Board~~-Planner every five (5) years to ensure adequate funds are allocated for decommissioning; the surety shall be appropriately adjusted to reflect the current decommissioning estimate.

PART NINETEEN – Add a New Section 6.42 (Qualified Residential Treatment Programs)

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.42 entitled “Qualified Residential Treatment Programs” as follows:

Section 6.42 Qualified Residential Treatment Programs

Consistent with Section 206(1)(c) of the Michigan Zoning Enabling Act, A qualified residential treatment program that provides services for 10 or fewer individuals is a residential use of property for the purposes of zoning, to which all of the following apply:

1. The program has a trauma-informed treatment model, evidenced by the inclusion of trauma awareness, knowledge, and skills into the program’s culture, practices, and policies.
2. The program has registered or licensed nursing and other licensed clinical staff on-site or available 24 hours a day, seven days a week, who provide care in the scope of their practice as provided in Part 170 (Medicine), Part 172 (Nursing), Part 181 (Counseling), Part 182 (Psychology), Part 182A (Applied Behavior Analysis), and Part 185 (Social Work) of the Public Health Code.
3. The program integrates families into treatment, including maintaining sibling connections.
4. The program provides aftercare services for at least six months post discharge.
5. The program is accredited by an independent not-for-profit organization as described in 42 USC 672(k)(4)(G).
6. The program does not include a detention facility, forestry camp, training school, or other facility operated primarily for detaining minor children who are determined to be delinquent.

PART TWENTY – Add a New Section 6.43 (Bakeries)

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.43 entitled “Bakeries” as follows:

Section 6.43 Bakeries and Printing, Copying, and Bookbinding Operations

Bakeries and Printing, Copying, and Bookbinding Operations shall be subject to the following standards by zoning district:

1. In the I-1 and I-2 zoning districts, the principal use of the premises shall be for the preparation and manufacturing of products to be distributed and sold at off-site locations. Any area(s) for sales of products prepared on the premises shall be limited to no more than twenty percent (20%) of the usable floor area occupied by the principal use.
2. In the B-4, B-5, and B-7 zoning districts, the principal use of the premises shall be the preparation and on-site sales of products. Distribution of products to off-site locations shall be permitted as an accessory use, provided that such activities remain incidental and subordinate to the principal use of the premises.

PART TWENTY-ONE – Amendments to Section 6.56 (Accessory Apartment)

Section 6.56 (Accessory Apartment) is hereby deleted and replaced in its entirety with a new Section 6.56 entitled “Accessory Dwelling” to revise the title and change the references in the text to match defined terms, to revise the maximum floor area limitation, and to add a reference to the Township’s Housing Licensing Ordinance, as follows:

Section 6.56 Accessory ~~Apartment~~ Dwelling

An accessory ~~apartments~~ dwelling shall comply with the following regulations:

~~1. Accessory Apartment Defined. An accessory apartment is a dwelling unit that is accessory to and contained within a principal single-family dwelling, and which is occupied by either persons related to the occupant of the principal residence by blood, marriage, or legal adoption; domestic servants; or gratuitous guests. An accessory apartment typically has its own kitchen, bath, living area, sleeping area, and usually a separate entrance.~~

1. **Residence an Incidental Use.** The accessory apartment dwelling shall be clearly incidental to the principal ~~residence~~ single-family dwelling on the site. Accordingly, the following conditions shall be met:
 - a. An accessory ~~apartments~~ dwelling shall be established in and attached to an owner-occupied ~~homes~~ single-family dwelling only by means of a fully enclosed, insulated and heated space.
 - b. Only one (1) such accessory ~~residence~~ dwelling shall be permitted on each parcel.
 - c. The ~~total gross~~ floor area of the accessory ~~apartment~~ dwelling shall not exceed ~~eight hundred (800)~~ square feet or fifty percent (50%) of the principal single-family dwelling’s gross floor area, whichever is less.
2. **Setbacks and Placement on the Parcel.** Accessory ~~residences~~ dwellings shall comply with all setback requirements for the zoning district in which they are located.
3. **Compatibility with Surrounding Land Use.** The design of the accessory ~~residence~~ dwelling shall not detract from the single-family character and appearance of the principal ~~residence~~ dwelling on the lot, or the surrounding neighborhood. The accessory ~~residence~~ dwelling shall not have a front entrance visible from the front yard, other than the entrance that serves the principal ~~residence~~ dwelling on the lot. When viewed from the outside, it shall appear that only one (1) household occupies the site.

4. **Parking and Access.** In addition to [the minimum](#) required parking for the principal [dwelling residence](#), one [\(1\)](#) additional [required](#) parking space shall be provided for the accessory [dwelling-residence](#).
5. **Termination.** An accessory ~~apartment-dwelling~~ that is no longer needed for the purposes outlined herein shall be incorporated into and become a part of the [principal](#) single-family ~~home-dwelling~~ to which it is attached.
6. **Rental Certification.** [The accessory dwelling shall be subject to the applicable requirements of the Township’s Housing Licensing Ordinance.](#)

PART TWENTY-TWO – Amendments to Section 7.14 (Trash Removal and Collection)

Subsection “C” (Screening) of Section 7.14 (Trash Removal and Collection) is hereby amended to clarify that durable and opaque non-wood fence materials can be used for trash enclosure screening (subject to Planning Commission approval).

Section 7.14 Trash Removal and Collection

C. Screening.

Dumpsters shall be screened from view from adjoining property and public streets and thoroughfares. Dumpsters shall be screened on three sides with a permanent building, decorative masonry wall, or solid, [durable, and opaque](#) ~~wood~~-fencing, not less than six (6) feet in height or at least one foot above the height of the enclosed dumpster, whichever is taller. Durable, lockable and visually opaque gates of equivalent height shall be provided on the fourth side of the enclosure.

PART TWENTY-THREE – Amendments to Section 9.2 (Schedule of Required Parking)

Subsection “F.” (Schedule of Off-Street Parking by Use) of Section 9.2 (Schedule of Required Parking) is hereby amended to revise the parking standard for self-storage buildings, as follows:

Section 9.2 (Schedule of Required Parking)

F. Schedule of Required Parking by Use

Land Use	Minimum Required Off-Street Parking Standard
Other Uses	
Self-storage Facilities-Buildings (Mini-Warehouse, Mini-Storage)	0.1 spaces per storage unit, plus R required parking for any office or other uses accessory to the facility .

PART TWENTY-FOUR – Amendments to Section 12.2 (General Requirements)

Section 12.2 (General Requirements) is hereby amended to delete and replace the text of subsection “J.” as follows:

Section 12.2 General Requirements

- J. **Nonconforming Single-Family Uses.** ~~Notwithstanding the limitations outlined in Section 12, any structure used for single family residential purposes and maintained as a~~

~~nonconforming use may be enlarged or replaced with a similar structure of a larger size, so long as the enlargement or replacement does not create new nonconformities or increase the extent of existing nonconformities with respect to such matters as setback and parking requirements~~ See Section 12.6 (Nonconforming Single-Family Dwellings).

PART TWENTY-FIVE – Amendments to Section 12.4 (Modifications to Nonconforming Uses or Structures)

Subsection “A.” (Applicability) of Section 12.4 (Modifications to Nonconforming Uses or Structures) is hereby amended to revise subsection “A.5.” for clarity, and to add new subsections “A.6.” to reference the new Section 12.6 and “A.7.” to reference the existing Section 11.14.

Section 12.4 Modifications to Nonconforming Uses or Structures

A. **Applicability.** The following regulations shall apply to any nonconforming use or structure, including:

1. Nonconforming uses of open land.
2. Nonconforming use of buildings designed for a conforming use.
3. Nonconforming use of buildings specifically designed for the type of use which occupies them but not suitable for a conforming use.
4. Buildings designed and used for a conforming use but not in conformance with area and bulk, parking, loading, or landscaping requirements.
5. Nonconforming buildings and structures, including accessory structures ~~such as fences and signs.~~
6. Nonconforming single-family dwellings shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 12.6.
7. Nonconforming signs shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 11.14.

PART TWENTY-SIX – Add a New Section 12.6 (Nonconforming Single-Family Dwellings)

Section 12 (Nonconformities) is hereby amended to add a new Section 12.6 entitled “Nonconforming Single-Family Dwellings” to eliminate regulatory conflicts in the existing regulations and to expand protections for nonconforming single-family dwellings, as follows:

Section 12.6 Nonconforming Single-Family Dwellings.

It is the intent of this Section to regulate the alteration and reconstruction of nonconforming single-family dwellings consistent with the intent and purposes of Section 12 and this Ordinance, and in a manner that avoids unnecessary hardship for homeowners seeking mortgage financing or homeowner’s insurance coverage for a nonconforming dwelling. Accordingly, the provisions of Section 12.4 (Modifications to Nonconforming Uses or Structures) shall not apply to nonconforming dwellings as regulated under this Section. Nonconforming single-family dwellings may be used, repaired, expanded, altered, or replaced if destroyed, subject to the following:

- A. **Dwelling as a Nonconforming Use.** A nonconforming single-family dwelling and nonconforming customary accessory structures located in a zoning district in which single-family dwellings are not an allowable use may be repaired, altered, or replaced if destroyed, provided that:
1. Such work shall conform to all applicable standards of this Ordinance as if the property and use were located in the residential zoning district for which the lot area and lot width dimensional standards most closely align with that of the subject lot. Accessory structures shall conform to the requirements of Section 7.5 for the applicable residential zoning district.
 2. The use, dwelling, and accessory structures shall be maintained in conformance with all other applicable federal, state, and local laws, ordinances, regulations and rules.
- B. **Dwelling as a Nonconforming Structure.** Where a single-family dwelling is an allowable use in the zoning district but is nonconforming with respect to the zoning district's dimensional standards or Section 6.16 (Residential Design Requirements) the following standards shall apply:
1. Structural alterations to a nonconforming single-family dwelling that decrease or do not affect the degree of nonconformity shall be permitted. The dwelling may be expanded, provided that:
 - a. The addition shall conform to the dimensional standards and other requirements of the zoning district in which it is located.
 - b. The expanded dwelling shall not exceed the ground floor coverage and floor area ratio limits of the district in which it is located.
 2. A nonconforming single-family dwelling may be repaired, reconstructed or replaced if damaged or destroyed, provided that:
 - a. All repairs and maintenance shall conform to the State Construction Code and all other applicable code requirements.
 - b. A damaged dwelling shall be adequately secured, and shall be protected against further damage from the elements.
 - c. Any replacement dwelling shall conform to the dimensional standards of the zoning district where it is located, except where, in the determination of the Zoning Administrator, existing site conditions would prevent reasonable conformance. In such cases, the dwelling may be reconstructed on the existing location.
 - d. Application for a building permit shall be made within 365 calendar days of the date of such damage, and all work shall be completed within the building permit approval period. Where pending insurance claims require an extension of time, the Zoning Administrator may grant one (1) extension of up to 365 calendar days, provided that the property owner submits a certification from the insurance company attesting to the delay.

As recommended by the Planning Commission: December 20, 2022

3. A nonconforming dwelling moved within a lot or to another lot shall thereafter conform to the regulations of the district in which it is located.
4. If the dwelling became physically unsafe or unlawful due to a lack of repairs or unsecured exposure to the elements, or is declared to be unsafe or unlawful by reason of physical condition under the State Construction Code or applicable fire or property maintenance codes, it shall not thereafter be restored, repaired or rebuilt except in conformity with all Ordinance requirements.

PART TWENTY-SEVEN – Amendments to Section 13.2 (Township Board of Trustees)

Section 13.2 (Township Board of Trustees) is hereby amended to correct the references to required Township Board approvals, as follows:

Section 13.2 Township Board of Trustees

B. Review and Approval of Plans.

1. Township Board review and approval shall be required for all ~~Special Uses rezoning applications~~, in accordance with Section ~~14.5 (Amendments) 14.3~~.
2. Township Board review and approval shall be required for all Planned Unit Development (~~PUD~~) ~~applications~~, in accordance with Section ~~3.19 (PUD, Planned Unit Development District) 3.18~~.

PART TWENTY-EIGHT – Amendments to Section 13.4 (Zoning Board of Appeals)

Section 13.4 (Zoning Board of Appeals) is hereby amended to delete and consolidate all provisions for establishment, authority, and general rules in an updated Section 14.4.

Section 13.4 Zoning Board of Appeals

The Township Zoning Board of Appeals (hereinafter referred to as "ZBA") is created pursuant to Michigan Public Act 110 of 2006, as amended.

~~A. **Membership and Operation.** The ZBA shall consist of five (5) members who shall be appointed in accordance with Section 601(3) of Michigan Public Act 110 of 2006, as amended, as follows:~~

- ~~1. The first member shall be a member of the Planning Commission.~~
- ~~2. The remaining members (including any alternate members) shall be electors of the Township residing outside of incorporated cities and villages and shall be representative of the population distribution and of the various interests present in the Township.~~
- ~~3. No employee or contractor of the Township may be a member or employee of the Board of Appeals. No elected officer of the Township may serve as chairperson of the Board of Appeals.~~

- ~~4. The qualifications of members, the term of each member, filling of vacancies, compensation of members, and operation of the ZBA shall be in accordance with Act 110. The ZBA shall not conduct business unless a majority of the members of the Board are present.~~
- ~~5. The Township Board may appoint up to 2 alternate members for the same term as regular members to the ZBA. An alternate member may be called to serve as a member of the ZBA in the absence of a regular member if the regular member will be unable to attend one (1) or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. The alternate member has the same voting rights as a regular member of the ZBA.~~
- ~~B. **Meetings.** Meetings of the ZBA shall be held in accordance with an adopted schedule, or at the call of the Chairperson, or at such other times as the ZBA may specify in its rules and procedures. The ZBA shall state the grounds of each determination, and shall maintain a record of its proceedings, which shall be filed in the office of the Township Clerk.~~
- ~~C. **Removal of Members.** A member of the ZBA may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.~~
- ~~D. **Jurisdiction.** The ZBA shall have the authority outlined in Section 14.4 ([Zoning Board of Appeals](#))~~

PART TWENTY-NINE – Amendments to Section 13.5 (Enforcement Officials)

Subsection “B.” (Responsibilities of the Zoning Administrator) of Section 13.5 (**Enforcement Officials**) is hereby amended to remove inconsistencies between the provisions of this subsection and the established job description for this position, as follows:

Section 13.5 Enforcement Officials

- A. **Overview.** As specified throughout this Ordinance, certain actions necessary for the implementation of this Ordinance shall be administered by the Zoning Administrator, the Township Planner, and other Township administrative officials, or their duly authorized assistants or representatives. In carrying out their designated duties, all such enforcement officers shall administer the Ordinance precisely as it is written and shall not make changes or vary the terms of the Ordinance. The positions of Zoning Administrator and Township Planner may be filled by one person.

B. Responsibilities of the Zoning Administrator. The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator, under the direction of the Township Planner. In addition to specific responsibilities outlined elsewhere in this Ordinance, the Zoning Administrator ~~or his/her duly authorized assistants~~ shall have the following responsibilities:

1. The Zoning Administrator shall administer and enforce this Ordinance precisely as written, and shall not modify, vary or ignore the terms of this Ordinance nor grant exceptions to the actual meaning of any clause, order or regulation.
2. The Zoning Administrator shall have the authority to interpret this Ordinance in such a way as to preserve and promote the character of the zoning district in question, and carry out the intent and purposes of this Ordinance and Township Master Plan. Such interpretations shall be subject to appeal to the Zoning Board of Appeals in accordance with Section 14.4 (Zoning Board of Appeals).
- ~~1.3.~~ The Zoning Administrator shall provide citizens and public officials with information relative to this Ordinance and related matters.
- ~~2.4.~~ The Zoning Administrator shall assist applicants in determining and completing appropriate forms and procedures related to site plan review, special use, rezoning, and other zoning matters.
- ~~3.5.~~ The Zoning Administrator shall review and investigate permit applications to determine compliance with the provisions of the Zoning Ordinance.
- ~~4.6.~~ The Zoning Administrator shall issue zoning permits upon compliance with provisions of this Ordinance and other applicable ordinances.
- ~~5.7.~~ The Zoning Administrator shall perform inspections of buildings, structures, and premises to ensure proposed land use changes or improvements are and will remain in compliance with this Ordinance.
- ~~6.8.~~ The Zoning Administrator shall investigate alleged violations of this Ordinance and enforce appropriate corrective measures when required, including issuance of violation notices, issuance of orders to stop work, and revoking of permits.
9. The Zoning Administrator shall order the discontinuance of unlawful uses of land or structures, removal of unlawful structures or alterations, discontinuance of work performed in violation of this Ordinance, and shall take such action(s) authorized by this Ordinance to ensure compliance with this Ordinance.
- ~~7.10.~~ The Zoning Administrator shall perform other related duties required to administer this Ordinance.

PART THIRTY – Amendments to Section 14.3 (Special Use Permits)

Section 14.3 (Special Use Permits) is hereby amended to correct a typographical error by removing “or Township Board” from subsection “J.3.” as follows:

Section 14.3 Special Use Permits

J. Standards for Special Use Approval.

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

PART THIRTY-ONE – Amendments to Section 14.4 (Variances and Appeals)

Section 14.4 (Variances and Appeals) is hereby deleted and replaced in its entirety with a new Section 14.4 entitled “Zoning Board of Appeals” to correct inconsistencies with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to substantial justice, as follows:

Section 14.4 Zoning Board of Appeals

There is hereby established a Zoning Board of Appeals (ZBA), which shall perform its duties and exercise its powers as provided for in the Michigan Zoning Enabling Act and this Ordinance, in such a way that the objectives of this Ordinance are observed, public health and safety secured, and substantial justice done.

A. Membership.

The Zoning Board of Appeals shall consist of five (5) regular members, appointed by the Township Board. One (1) member of the ZBA shall also be a member of the Planning Commission. The remaining two (2) members shall be selected from the electors of the Township. One (1) member may also be a member of the Township Board. In the event a member is elected to the Township Board and such election increases the number of Township Board members serving on the ZBA to more than one (1), then such member’s seat on the ZBA shall be deemed vacant.

The members selected shall be representative of the population distribution, and of the various interests present in the Township. Employees and contractors of the Township shall be prohibited from serving as ZBA members.

B. Alternates.

The Township Board may appoint not more than two (2) alternate ZBA members for the same term as regular members. An alternate may be called to serve as a regular member for the ZBA in the absence of a regular member if the regular member is absent from or will be unable to attend one (1) or more ZBA meetings. An alternate may also be called to serve as a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons described in subsection 14.4.D. (Abstaining). The alternate member appointed shall serve in the case until a final decision is made, and shall have the same voting rights as a regular ZBA member.

C. Terms and Vacancies.

The term of each member shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board where terms shall be limited to the time they are members of those bodies. If multiple members are appointed at the same time, the appointments may be for less than three (3) years to provide for staggered terms. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. Vacancies for unexpired terms shall be filled for the remainder of the term.

D. Abstaining.

A member shall abstain from participating in a public hearing or voting on any question in which he or she has a conflict of interest, subject to the following:

1. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the remaining members of the ZBA.
2. The member is disqualified from voting on the matter if:
 - a. A majority vote of the remaining members of the ZBA agree that a conflict exists; or if
 - b. A ZBA member who is also a member of the Township Board or Planning Commission previously voted on the same matter as a member of the Board or Commission. The member may consider and vote on other unrelated matters involving the same property.
3. The ZBA may define "conflict of interest" in its bylaws, or the Township Board may adopt a conflict of interest policy for the Township by resolution.
4. Failure of a member to disclose a potential conflict of interest or to abstain as required by this subsection shall constitute malfeasance in office.

E. Removal From Office.

The Township Board may remove a member from office for misfeasance, malfeasance or nonfeasance in office, upon written charges and following a public hearing held in accordance with Section 14.6 (Public Hearing Notice). Minutes of the meeting at which the hearing is held shall record the reasons for the hearing, any motions or resolutions, and the roll call vote of the Township Board.

F. General Rules.

The following general rules shall apply to the Zoning Board of Appeals:

1. **Officers.** The ZBA shall annually elect a Chair, Vice-Chair, Secretary, and Vice-Secretary from its membership. The Township Board Representative shall not serve as ZBA Chair. Such election shall be held at the first regular ZBA meeting of each calendar year, or at the first regular meeting of the ZBA following departure of an existing officer from the ZBA.
 - a. The Chair shall preside at and conduct ZBA meetings; and shall have the power to subpoena and require attendance of witnesses, administer oaths, compel

testimony and production of books, papers, files, and other evidence pertinent to matters before the ZBA. The Chair shall also decide all points of order or procedure. In the absence of the Chair, the Vice-Chair shall exercise all powers and authority of the Chair.

- b. The Secretary shall be responsible for ensuring that complete and accurate written records are kept of all ZBA proceedings.
2. **Meetings.** Meetings of the ZBA shall be held at the call of the Chair and at such other times as any ZBA bylaws may specify. All ZBA meetings shall be open to the public. Three (3) ZBA members shall constitute a quorum, without which the ZBA shall not conduct business other than to open and close the meeting. The concurring vote of a minimum of three (3) ZBA members shall be necessary for any decision.
3. **Timing of application or appeal.** For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing subsequent to the conclusion of that administrative process.
4. **Stay of action.** An application or appeal stays all proceedings in the furtherance of the action subject to the application or appeal, unless the Zoning Administrator, Township Planner, Township Engineer, or Building Official certifies to the Zoning Board of Appeals that, in their opinion and by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Zoning Board of Appeals or by the Circuit Court upon due cause shown.
5. **Hearing.** After receipt of a complete and accurate application, a reasonable time and date for public hearing shall be established. Notice shall be given and the hearing shall be held per Section 14.6 (Public Hearing Notice). All hearings shall be open to the public.
6. **Representation.** An applicant may appear or be represented by an agent or attorney.
7. **Motions.** A motion for action on an application shall include specific findings of fact and conclusions made by the ZBA in the case. Approved motions, including findings of fact and conclusions, shall be incorporated into the written record for the case. A copy shall be provided to the applicant of the approved written record of the meeting, or a written decision signed by the Chair or acting Chair.
8. **Postponement and dismissal.** The ZBA may postpone consideration of an application until a later meeting upon request by the applicant, failure of the applicant to attend the meeting, or determination that the application is not sufficiently complete or accurate for action. Failure of the applicant to attend two (2) or more meetings where the application is on the agenda shall constitute grounds for dismissal of the application without further consideration.
9. **Record of Proceedings.** The Township administrative staff, under the supervision of the secretary of the ZBA, shall prepare and keep minutes of the ZBA proceedings,

showing the findings, decisions, conditions, if any, and votes of each member in each case, including a member's absence or failure to vote. The minutes shall be within the ultimate authority, and shall be the responsibility, of the secretary of the ZBA, and shall be subject to approval of the ZBA.

To the extent that a written decision statement in a case is prepared and issued in accordance with Section 606(3)(a) of the Michigan Zoning Enabling Act, it shall include the date of the meeting when the decision was made, it shall include the full text of the adopted motion, the signature of the Chair or acting Chair, and the date the written decision statement was signed.

10. Period of Validity. A decision of the ZBA shall have immediate validity, subject to the provisions of subsection 14.4.M. (Appeals to Circuit Court).

- a. Any decision of the ZBA favorable to the applicant shall remain valid only as long as the information and data relating to such decision are found to be correct, and the conditions upon which the decision was based are maintained.
- b. Relief granted by the ZBA shall be valid for a period not longer than 365 calendar days, unless otherwise specified by the ZBA. Within such period of effectiveness any required permits must be secured and any actual on-site improvement of property in accordance with the approved plan and the relief granted must be commenced or the grant of relief shall be deemed void.

11. Bylaws. The ZBA may also adopt bylaws to govern its procedures.

G. Powers and Duties of the ZBA.

The Zoning Board of Appeals shall hear, decide, and rule on the following:

1. **Interpretations.** The ZBA shall hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of the text and the Official Zoning Map, subject to the provisions of subsection 14.4.I.
2. **Administrative appeals.** The ZBA shall hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of this Ordinance, subject to the provisions of subsection 14.4.J.
3. **Variances.** The ZBA shall hear and decide requests for variances for relief from the strict application of one (1) or more non-use provisions of this Ordinance, subject to the provisions of subsection 14.4.I.K.
4. **Other matters.** The ZBA shall have the authority to hear and decide on other matters referred to them upon which this Ordinance or Michigan Zoning Enabling Act specifically authorizes the ZBA to act.
5. **Prohibited actions.** The ZBA shall not alter or change the zoning district classification of any property, or make any change in the terms of this Ordinance, and shall not take any action that would result in making a legislative change. The ZBA shall not hear and shall have no authority regarding use variances or any issue involving a special use permit or planned unit development approval or denial.

H. Applications.

All applications to the ZBA shall be made by filing at least ten (10) paper copies and two (2) digital copies (in a format compatible with Township systems) of a complete and accurate application with the Zoning Administrator or designee, on forms provided by the Township, and shall be accompanied by the applicable fee and any required escrow deposit as established by Township Board resolution. In addition to the applicable fee and any required escrow deposit, a complete and accurate application shall at a minimum include the following:

1. Name, address, telephone and facsimile numbers, and other contact information for the applicant and owners of record, along with proof of ownership.
2. The applicant's interest in the property, and if the applicant is not the property owner of record, a signed authorization of the owner(s) for the application.
3. Address, location, legal description, and tax identification number of the parcel.
4. Zoning classification of the subject parcel(s) and all abutting parcels.
5. A letter from the applicant stating the reasons for the request, and addressing the applicable criteria specified in this Article for the type of request.
6. Copies of all plans, studies and other information and data to be relied upon by the applicant.
7. Any additional information required by this Article or deemed necessary by the ZBA to make a determination on the issue in question.
8. For variance requests, the following additional requirements shall apply:
 - a. The applicant shall submit a plot plan drawn to scale and including lot boundaries, easements, dimensions, setbacks, locations of septic systems and wells where applicable, significant natural features, and all existing and proposed structures and improvements.
 - b. The ZBA shall have the authority to require a certified survey prepared by a registered land surveyor when determined necessary to verify the accuracy of the plot plan.
 - c. For projects subject to site plan approval per Section 14.2, a complete site plan shall be provided.

I. Interpretations.

The ZBA shall have the power to hear and decide questions that arise in the interpretation of the text of the Zoning Ordinance in a manner consistent with the intents and purposes stated in the Ordinance, and in such a way as to preserve and promote the character of the zoning district in question. The ZBA shall also have the power to hear and decide questions that arise in the interpretation of the Official Zoning Map in such a way as to carry out the intents and purposes of this Ordinance and the Master Plan, subject to the standards of Section 10.105.E (Rules for Interpretation).

Applications for questions that arise from an interpretation of the text of the Zoning Ordinance or of the Official Zoning Map made by the Planning Commission, Zoning Administrator or other Township official shall be reviewed by the ZBA as an administrative appeal subject to subsection 14.4.J. (Administrative Appeals).

J. Administrative Appeals.

Consideration of administrative appeals shall be subject to the following:

1. **Standing to Appeal.** Appeals shall be taken to the ZBA through submittal of a complete and accurate application to the Township Clerk by a person, firm or corporation aggrieved by the order, requirement, decision or determination; or by an officer, department, board, commission or bureau of the Township, county, state, or federal governments. Such appeals shall be filed within 60 calendar days of the order, requirement, decision or determination in question.
 - a. The appellant shall submit a clear description of the order, requirement, decision, or determination from which the appeal is made and the grounds of the appeal. The appellant may be required by the ZBA to submit additional information to clarify the appeal.
 - b. The Township Clerk shall compile and transmit to the ZBA copies of all relevant papers constituting the record upon which the action appealed from was taken.
2. **Determinations.** The ZBA shall reverse an administrative decision only upon determining that the order, requirement, decision or determination:
 - a. Constituted an abuse of discretion;
 - b. Was arbitrary or capricious;
 - c. Was based upon an erroneous finding of a material fact; or
 - d. Was based upon an erroneous interpretation of the Zoning Ordinance.

After making such a determination, the ZBA may, reverse or affirm wholly or in part; modify the order, requirement, decision or determination; or make such order, requirement, decision, or determination as ought to be made, and may issue or direct the issuance of a permit. To that end, the ZBA shall have all of the powers of the official(s) from whom the appeal is taken.

K. Variances.

The ZBA shall have the authority to grant non-use variances where, owing to special conditions, strict enforcement of this Ordinance would result in unnecessary hardship or practical difficulty, subject to Michigan Zoning Enabling Act requirements and the following:

1. **Standards for Review.** A variance shall not be granted unless all of the following standards are met:
 - a. **Practical difficulties.** Strict compliance with the specified dimensional standard(s) will deprive the applicant of rights commonly enjoyed by other

- property owners in the same zoning district, create an unnecessary burden on the applicant, or unreasonably prevent the owner from using the property for a permitted purpose.
- b. **Substantial justice.** The variance will give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
 - c. **Unique circumstances.** The need for the variance is due to unique circumstances peculiar to the land or structures involved, that are not applicable to other land or structures in the same district.
 - d. **Preservation of property rights.** The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property owners in the same zoning district.
 - e. **Public safety and welfare.** The requested variance can be granted in such fashion that the spirit of this Ordinance will be observed and public safety and welfare secured. In addition:
 - i. The granting of a variance will not increase the hazard of fire or otherwise endanger public safety.
 - ii. The granting of a variance will not unreasonably diminish or impair the value of surrounding properties.
 - iii. The granting of a variance will not alter the essential character of the area or surrounding properties.
 - iv. The granting of a variance will not impair the adequate supply of light and air to any adjacent property.
 - f. **Not self-created.** The problem and resulting need for the variance has not been self-created by the applicant or the applicant's predecessors.
 - g. **More than mere inconvenience.** The alleged hardship and practical difficulties that will result from a failure to grant the variance include substantially more than mere inconvenience or an inability to attain a higher financial return.
 - h. **Minimum necessary action.** The reasons set forth in the application justify the granting of the variance, and the variance is the minimum necessary relief to allow reasonable use of the land, building, or structure. The granting of a lesser variance will not give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
2. **Use Variances Prohibited.** Under no circumstances shall the ZBA grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

3. **Reapplication for Variance.** No application for a variance that has been denied wholly or in part by the ZBA shall be resubmitted for a period of 365 calendar days from the date of denial, except on grounds of new evidence of changed conditions found by the ZBA to be valid.

L. Conditions of Approval.

The ZBA may impose conditions or limitations upon any affirmative decision, as it may deem reasonable and necessary in accordance with the purposes of this Ordinance and the Michigan Zoning Enabling Act. Such conditions shall be consistent with procedures, requirements, standards, and policies of the Township, where applicable. Violation of any condition imposed shall be deemed a violation of this Ordinance.

M. Appeals to Circuit Court.

Any person aggrieved by a decision of the ZBA in a particular case shall have the right to appeal to the Circuit Court as permitted by Section 606 of the Michigan Zoning Enabling Act [MCL125.3606(1)]. The appeal shall be filed within 30 calendar days after the Zoning Board of Appeals issues its written decision signed by the Chair or acting Chair, or within 21 calendar days after the Zoning Board of Appeals approves the minutes of its decision, whichever comes first.

PART THIRTY-TWO – Repeal

All ordinances or parts of ordinances in conflict with the provisions of this amendatory ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this amendatory ordinance full force and effect.

PART THIRTY-THREE – Severability

If any section, subsection, clause, phrase or portion of this amendatory ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

PART THIRTY-FOUR – Publication

The Clerk for the Charter Township of Union shall cause this amendatory ordinance to be published in the manner required by law.

As recommended by the Planning Commission: December 20, 2022

PART THIRTY-THREE – Effective Date

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on _____, 202__, after initiation and a public hearing by the Planning Commission on _____, 202__ as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Township Board on _____, 202__ and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on _____, 202__, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing amendatory ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 202__, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

- (a) Voting in favor of the Ordinance: _____
- (b) Voting against adoption of the Ordinance: _____
- (c) Absent: _____ (d) Abstain: _____

I further certify that a notice of adoption of this amendatory ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the _____ day of _____, 202__ and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: _____, 202__

Lisa Cody, Clerk

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** January 17, 2023
FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** January 25, 2023
ACTION REQUESTED: Approval of the Source Water Grant Agreement between the Charter Township of Union and EGLE for the completion of well exploration activities, naming Kim Smith, Public Services Director as the grant representative.

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union’s 2017 and 2022 Water Reliability Studies both indicate that the water system will have a need for additional water supply capacity within the next five years. In November of 2021 Gourdie Frasier the Township’s Engineers completed a Type I Well Feasibility Study to assist the Township in the first step of determining the ideal locations for future wells.

Several sources were used to help determine possible future well locations. These sources are as follows:

- Township Zoning and Future Land Use Maps
- State of Michigan Geographic Information Systems (GIS)
- Site Access/Utility Service Proximity, accessibility, and access to utility services
- Local Health Department records
- Historical Aquifer Testing Results

Based on the information derived from these sources potential well location sites were identified in the study. One of these potential sites is located on Mission Road just south of Deerfield Road. The site is currently owned by Union Township and located in close proximity to our Mission Road Treatment Plant. The location and ownership make this an ideal site for the possible location of an additional well.

The next step in the process is to complete preliminary well exploration activities to determine if the site is a viable location for a Type 1 Water Well. In June of 2022, with the assistance of the Township’s Engineers, the Public Services Department applied for a Source Water Protection Grant to help fund the preliminary well exploration work for the Mission Road Site. The application included activities allowable under the Source Water Protection Grant Program. The grant program is a 50/50 matching program and requires that an Agreement be signed between EGLE and the Township. The Township has been awarded funding through this program for two previous projects. The previous funding was used to establish and then update the Township’s Wellhead Protection Program.

The items fundable under the Source Water Protection Grant program are as follows:

- Preliminary Investigation (Water Usage / Availability) – completed as part of Type 1 Well Feasibility Study
- Drilling of a test well
- Test well pump testing and aquifer analysis

The Township received notification in October of 2022 that our grant application was awarded. EGLE then followed up with the Source Water Grant Agreement in late December for approval by the Township Board. Approval of the Agreement will allow the Township to move forward with our well exploration project.

SCOPE OF SERVICES

**Source Water Protection Grant Demonstration of Funding
(PROJECT BUDGET)**

CHARTER TOWNSHIP OF UNION

Grant Activity	Deliverable	Activity Cost	Requested Grant Assistance	Local Match	
				Local Funds	Previous Expenditures
Task 1 : Research	Delineation : Research, Work Plan, and Report	\$8,500.00	\$8,500.00		\$8,500.00
Task 2 : Field Work	Delineation : Field Work, including 72 hour pump testing, SWL monitoring and water samples	\$49,000.00	\$10,200.00	\$38,800.00	
Task 3 : Report	Delineation : Groundwater Modeling and Report	\$20,000.00	\$20,000.00		
TOTAL		\$77,500.00	\$38,700.00	\$38,800.00	\$8,500.00

JUSTIFICATION

Approval of the Grant Agreement will help to fund the completion of the Well Installation Project which will directly benefit the water users by providing exceptional quality and quantity of safe drinking water.

PROJECT IMPROVEMENTS

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

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

COSTS

EGLE Source Water Protection Grant Funding	\$38,750.00
Charter Township of Union Matching Funds	<u>\$38,750.00</u>
Project Total	\$77,500.00

Funds for the 50/50 grant match and for the Well Installation Project are included in the FY2023 Budget.

PROJECT TIME TABLE

October 1, 2022 – August 31, 2023

RESOLUTION

Approval of the Source Water Grant Agreement between the Charter Township of Union and EGLE for the completion of well exploration activities, naming Kim Smith, Public Services Director as the grant representative.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:



WELLHEAD PROTECTION PROGRAM GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
AND **CHARTER TOWNSHIP OF UNION**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Drinking Water and Environmental Health Division** ("State"), and **Charter Township of Union** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to **Michigan Safe Drinking Water Act, 1076, PA 399**, as amended. Legislative appropriation of Funds for grant assistance is set forth in **Public Act 166 of 2022**. This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: Wellhead Protection Program

Amount of grant: \$38,750

% of grant federal: 100

Total Match: \$38,750 = 50%

PROJECT TOTAL: \$77,500 (grant plus match)

Amount of new match: \$38,750

Match from previous expenditures: \$0

Start Date: 10/1/2022

End Date: 8/31/2023

GRANTEE CONTACT INFORMATION:

Name/Title: Kim Smith, Director of Public Works

Organization: Charter Township of Union

Address: 2010 South Lincoln Road

City, State, ZIP: Mt Pleasant, MI 48858

Phone Number: 989-772-4600

E-Mail Address: ksmith@uniontownshipmi.com

Federal ID Number (Required for Federal Funding): 39-1993373

Grantee UEI Number (Required for Federal Funding): J7BGKTAF56N4

SIGMA Vendor Number: CV0023386

SIGMA Vendor Address ID: 28F

STATE'S CONTACT INFORMATION:

Name/Title: Jason Berndt, Environmental Quality Specialist

Division/Bureau/Office: Drinking Water and Environmental Health Division

Address: 2100 West M-52

City, State, ZIP: Gaylord, MI 49735-9282

Phone Number: 517-203-9631

E-Mail Address: BerndtJ1@michigan.gov

General Program E-Mail Address: EGLE-DWEHD-Source-Water-Protection-Grants@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature	Kim Smith, Director of Public Works	Date
	Name/Title	

FOR THE STATE:

Signature	Eric Oswald, Director, EGLE DWEHD	Date
	Name/Title	

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line-item revisions less than 10 percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State. These reports shall be due according to the following:

Reporting Period	Due Date
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – August 31	September 15

The forms provided by the State shall be submitted to the State's contact at the General Program E-Mail address on page 1. All required supporting documentation (invoices) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State.

(C) The Grantee must provide all products and deliverables in accordance with Appendix A.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

Federal Funds Only

Each eligible applicant must obtain a Unique Entity Identifier (UEI) and maintain an active registration with the Federal System for Award Management (SAM). The SAM website is: www.SAM.gov.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of three years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;

- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XXIII. DISCLOSURE OF INFORMATION

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

XXIV. QUALITY ASSURANCE/QUALITY CONTROL

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the EGLE project administrator. Monitoring conducted prior to final EGLE approval of the QAPP will not be reimbursed.

XXV. PREVAILING WAGE

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over \$2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

FEDERALLY FUNDED PROGRAM-SPECIFIC BOILERPLATE

A maximum of **\$38,750** is funded with Federal funding. The Catalog of Federal Domestic Assistance (CFDA) title is **Capitalization Grants for Drinking Water State Revolving Funds** and the CFDA number is **66.468**. The federal grant number is **FS97548722**, and this grant is funded with federal funds from the **United States Environmental Protection Agency**. For a detailed breakdown of Federal funding by Program, please see Appendix B.

By accepting this contract, the grantee agrees to comply with the requirements of the **Safe Drinking Water Act: Sec. 1452** and the requirements found in the **2 CFR 200, 2 CFR 1500, 40 CFR 33, and 40 CFR 35 Subpart K**. These regulations include, but are not limited to the following:

(A) Single Audit Report/Schedule of Expenditures of Federal Awards (SEFA)

Grantees expending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed within nine months from the end of the grantee's fiscal year and uploaded to the Federal Audit Clearinghouse.

The grantee may also submit the single audit report electronically to the Michigan Department of Treasury website (http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html.)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) Hatch Political Activity Act

The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) Consultant Cap/Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Sub-agreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

(D) Establishing and Managing Subawards

The recipient agrees to:

- (1) Establish all subaward agreements in writing;
- (2) Ensure that any subawards comply with the standards in Subpart D of 2 CFR 200 and are not used to acquire commercial goods or services for the recipient;
- (3) Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
- (4) Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- (5) Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- (6) Obtain EGLE's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
- (7) Obtain approval from EGLE for any new subaward work that is not outlined in the approved work plan

(E) General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2021-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Recipients are subject to the same requirements as those that apply to the pass-through entity's EPA award as required by 2 CFR 200.332(a)(2). These requirements include, among others:

- (1) Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.
- (2) Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Condition pass-through entity's agreement with EPA entitled "Reporting Subawards and Executive Compensation."
- (3) Limitations on individual consultant fees as set forth in 2 CFR 1500.10 and the General Condition of the pass-through entity's agreement with EPA entitled "Consultant Fee Cap."
- (4) EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled "Management Fees."
- (5) The Procurement Standards in 2 CFR Part 200 including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants).

(F) Disadvantages Business Enterprise (DBEs)

UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA 's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (1) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (3) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to , or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

(G) Signage

The recipient agrees to comply with the SRF Signage Guidelines in order to enhance public awareness of EPA assistance agreements nationwide. (See Memo, "Guidelines for Enhancing Public Awareness of SRF Assistance Agreements," June 3, 2015.)

(H) Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

(I) State Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any sub-awards it makes under this agreement will require the sub-recipient to comply with the requirements in (b)(1) if the sub-recipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in sub-award agreements; and during sub-recipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the sub-recipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a sub-recipient or to be involved in the negotiation of an Interconnection Service Agreement between the sub-recipient and EPA.

(J) Quality Management Plan

In accordance with 2 CFR 1500.11, the recipient shall continue to implement and adhere to the Quality Management Plan (QMP) submitted to EPA. The QMP should be updated annually or as necessary based on the EPA QA/R-2: EPA Requirements for Quality Management Plans. This quality assurance requirement applies to all grants, cooperative agreements, contracts, and interagency agreements that involve the use of environmental data. If not included under the approved QMP, a

stand-alone QAPP is required for those projects/activities that result in the collection, production and/or use of environmental information, metrics, or data. The recipient agrees to ensure that an approved site specific QAPP is completed for each project. No environmental data collection, production, or use may occur until the QAPP is reviewed and approved by the EPA Project Officer and Quality Assurance Regional Manager or through authorized delegation under an EPA approved recipient QMP based on procedures documented in the QMP. A copy of the approved QAPPs must be retained with the recipient's official records for this Agreement.

(K) Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

This term and condition implements 2 CFR 200.216 and is effective for obligations and expenditures of EPA financial assistance funding on or after 8/13/2021.

As required by 2 CFR 200.216, EPA recipients and subrecipients, including borrowers under EPA funded revolving loan fund programs, are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Recipients, subrecipients, and borrowers also may not use EPA funds to purchase:

- a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- b. Telecommunications or video surveillance services provided by such entities or using such equipment.
- c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Consistent with 2 CFR 200.471, costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

- a. Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR 200.216 to:
 - (1) Procure or obtain, extend or renew a contract to procure or obtain;
 - (2) Enter into a contract (or extend or renew a contract) to procure; or
 - (3) Obtain the equipment, services, or systems.

Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management exclusion list.

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Responsibilities – Grantee

The Grantee, in accordance with the general purposes and objectives of this agreement, will:

- A. Provide for oversight of the project.
- B. Meet with the Wellhead Protection (WHP) Team quarterly as a minimum team requirement.
- C. Utilize all report forms and reporting formats required by the State.
- D. Complete for State approval the items listed in your workplan.
- E. Submit all quarterly progress reports, financial status reports, and deliverables through the Michigan Environmental Health and Drinking Water Information System (MiEHDWIS) web application (<https://MiEHDWIS.Michigan.gov/water/login>) for the Source Water Protection Grant Reporting activity.

To get started, please send an e-mail to EGLE-DWEHD-ITApplicationSupport@michigan.gov or contact the Environmental Assistance Center at 800-662-9278 between 8:00 a.m. and 4:30 p.m., Monday through Friday. To utilize MiEHDWIS, a MILogin Third Party account must be created.

The contact person is the Wellhead Protection Program Coordinator, Jason Berndt, who can be reached at 517-203-9631 or by e-mail at berndtj1@michigan.gov.

- F. For questions about filling out the Financial Status Report form, please contact Lloyd Foust at 517-449-8755 or foustl@michigan.gov or Lisa Hoeh at 517-898-2622 or hoehl@michigan.gov.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

Proposed Workplan Summary							
Activity Code	Description	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total Est. Cost	Metric
2815	Research, Work Plan and Report	8,500				8,500	Well Study Report
2815	Field Work		49,000			49,000	Field work including drilling, 72-hour pump testing, SWL monitoring and sampling
2815	Report			20,000		20,000	Groundwater Modeling and Report

Budget

TASK	Task Number	Amount
Activities that do not clearly fall within another code	2800	
Development and Implementation of Partnership Agreements	2814	
Delineation and Designation Activities	2815	\$ 77,500
Contaminant Source and Land Use Inventory Activities	2816	
Management Activities	2817	
Contingency Plan and Emergency Response Protocol Activities	2818	
New Well and New Surface Water Intake Activities	2819	
Public Participation, Education, and Outreach	2820	
Task Subtotal		\$ 77,500
CURRENT MATCH BUDGET		
Total		\$ 38,750
PREVIOUS MATCH BUDGET		
Total		
TOTAL MATCH BUDGET		
Total		\$ 38,750
TOTAL PROJECT BUDGET		
Total		\$ 77,500
GRANT BUDGET		
Total		\$ 38,750

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: January 18, 2023

Policy Review: 2.1 Treatment of Consumers
Type of Review: Internal
Review Interval: Annual
Review Month: January 2023

Policy Wording

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

Further, without limiting the scope of the foregoing by this enumeration, the Management shall not:

1. Use application forms that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.
3. Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.
4. Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.
5. Fail to post and keep a regular schedule of office hours so that citizens have reasonable opportunity to take care of township business.

Manager Interpretation

The Township Manager interprets this policy such that the Board of Trustees seeks to ensure application forms only elicit information that is necessary, and that the information obtained will be appropriately protected from unauthorized access. Further, that consumers can expect to have a clear understanding of the service(s) to be provided and if unclear, a mechanism should exist to gain a complete understanding; and, that regular office hours will be maintained to sufficiently serve the public.

Justification for reasonability

The interpretations are reasonable in that a balance needs to exist when interacting with the public that ensures adequate information is obtained to service the public and at the same time, as allowed by law, privacy is protected. Further, access to Township officials is required for the public to take care of their Township business.

Data

- Applications for services are reviewed to ensure they remain relevant and accurate. Various land use related applications continue to be identified and updated to reflect the new zoning ordinance, to add a summary of what can be expected at each stage of the development approval process, and to improve readability.
- Service options, applications and ordinances are posted on the Township web site.
 - The Township website is reviewed annually to keep posted information current. In 2021, the Rental Inspection, Planning and Zoning, and Community Information sections received significant updates.
 - Current information on quarterly billing charges, water and sewer connection fees, water leak detection, service change forms, and bill pay options are available on the Public Service Department website page
 - Township water and sewer Design Specifications are available on the Public Service Department website page.
 - Many property assessment applications are available on the website
- Water and sewer staff are on-call and respond to customer calls promptly twenty-four hours per day, seven days per week. Information on the Township's after hour emergency call number is available on our website and is included in the township's phone messaging system.
- Sensitive information such as social security numbers are handled per federal and state guidelines.
 - Another way we protect customer information is through our IT efforts to protect the Township's servers, computers, and email from hacking and phishing attacks
- Citizen complaints are taken seriously by the Township Manager and when they occur, the Manager seeks to obtain information from all parties before promptly responding to the complainant.
- Direct contact was and is made with utility customers regarding the cross-connection/lead pipe survey program as the program continued during 2022
- Boil water advisories were issued as appropriate and, in some instances, hand delivered to the customers

Compliance

The Township Management Team is in compliance with the policy as stated

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.1 Treatment of Consumers

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: January 19, 2023

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: December, 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 4th Quarter 2022
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in October, November, & December 2022
- All payroll taxes and benefits were paid on schedule
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of without approval by the Board of Trustees
- 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 12/31/2022

DB: Union

% Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
Dept 000 - NONE					
402.000	CURRENT PROPERTY TAX	314,882.69	314,000.00	314,000.00	311,819.62 99.31
402.001	PROPERTY TAX REFUNDS-MTT	(1,253.16)	(5,000.00)	(5,000.00)	(2,608.54) 52.17
402.002	PILOT TAX	3,396.97	3,000.00	3,000.00	0.00 0.00
402.100	PRIOR YEARS PROPERTY TAXES	0.00	0.00	0.00	(697.80) 100.00
420.000	DELQ PERSONAL PROPERTY TAXES	137.75	250.00	250.00	149.70 59.88
425.000	MOBILE HOME PARK TAX	3,032.00	2,600.00	2,600.00	2,519.50 96.90
445.000	INTEREST ON TAXES	938.51	600.00	600.00	47.58 7.93
446.000	3% OR 4% PENALTY ON TAX	4,220.13	4,000.00	6,200.00	6,327.56 102.06
447.000	ADMIN FEE-PROPERTY TAX	154,047.32	150,000.00	150,000.00	159,978.04 106.65
447.001	ADMIN FEES-REFUNDS MTT BOR	(1,360.44)	(1,000.00)	(1,000.00)	(1,753.00) 175.30
447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,762.50	7,700.00	7,700.00	7,745.00 100.58
447.100	ADMIN FEE-PRIOR YEARS	215.79	200.00	200.00	(211.76) (105.88)
475.000	CABLE FRANCHISE FEES	113,716.00	109,000.00	109,000.00	115,825.58 106.26
476.000	BUILDING PERMITS	59,556.00	55,000.00	70,000.00	69,140.00 98.77
477.000	RENTAL INSPECTION FEES	94,696.00	94,000.00	94,000.00	95,198.00 101.27
478.000	DOG LICENSE REVENUE	0.00	0.00	0.00	130.00 100.00
479.000	ZONING PERMITS	24,575.00	18,000.00	18,000.00	20,150.00 111.94
573.000	STATE AID REVENUE-LCSA	2,702.21	2,500.00	4,500.00	4,561.27 101.36
574.000	STATE REVENUE SHARING	1,375,571.00	1,180,000.00	1,350,000.00	1,339,664.00 99.23
574.100	LIQUOR STATE REVENUE SHARING	13,682.35	11,500.00	13,800.00	13,877.05 100.56
574.200	METRO ACT REVENUE SHARING-LCSA	8,228.20	8,200.00	8,800.00	8,815.79 100.18
576.000	STATE GRANTS-SPECIAL ELECTION REIMB	35,039.39	0.00	0.00	0.00 0.00
582.000	CONTRIBUTION FROM TRIBE	272,226.97	0.00	179,504.00	179,504.00 100.00
583.000	CONTRIBUTION FROM EDA FOR PROJECTS	211,000.00	10,000.00	460,600.00	460,594.00 100.00
584.000	CONTRIBUTION FROM SCHOOL SYSTEM	7,803.90	0.00	0.00	0.00 0.00
613.000	APPLICATION FEES	0.00	500.00	500.00	500.00 100.00
628.000	LAND DIVISIONS/CONDO CONV	400.00	1,500.00	1,500.00	1,200.00 80.00
630.000	WEED ABATEMENT SERVICES	760.25	1,200.00	1,200.00	695.00 57.92
651.000	USE FEES-BASEBALL FIELDS	1,590.00	1,600.00	1,600.00	760.00 47.50
655.000	FINES & FORFEITURES	626.50	800.00	4,000.00	3,890.00 97.25
665.000	INTEREST EARNED	26,007.91	10,500.00	24,000.00	27,486.82 114.53
667.000	RENT - JAMESON HALL	0.00	5,000.00	5,000.00	1,975.00 39.50
667.100	RENT - McDONALD PARK PAVILION	1,332.00	1,500.00	1,500.00	1,260.00 84.00
667.200	RENT - JAMESON PAVILION	1,296.00	1,500.00	1,500.00	1,104.00 73.60
667.300	LEASES	900.00	900.00	900.00	900.00 100.00
671.000	OTHER REVENUE	19,512.54	5,000.00	5,000.00	1,769.61 35.39
672.400	REVENUE-STREET LIGHTS SPEC ASSESS	18,199.41	18,000.00	18,000.00	18,884.97 104.92
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	13,000.00	0.00	0.00 0.00
687.000	REFUNDS & REBATES	0.00	0.00	10,050.00	10,100.16 100.50
Total Dept 000 - NONE		2,775,441.69	2,025,550.00	2,861,504.00	2,861,301.15 99.99
TOTAL REVENUES		2,775,441.69	2,025,550.00	2,861,504.00	2,861,301.15 99.99
Expenditures					
Dept 101 - TRUSTEES					
702.000	SALARIES & WAGES	30,115.24	30,200.00	30,200.00	29,999.84 99.34
707.000	PER MEETING	4,650.00	4,000.00	4,000.00	4,425.00 110.63
709.000	EMPLR FICA CONTR	2,155.46	2,108.00	2,108.00	2,081.65 98.75
711.000	EMPLR MEDICARE CONTR	504.10	493.00	493.00	486.82 98.75
724.000	WORKER'S COMP	27.22	51.00	51.00	22.61 44.33
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,507.50 81.38
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	500.00	500.00	170.00 34.00
900.000	PRINTING & PUBLISHING	0.00	600.00	600.00	0.00 0.00
910.000	PROFESSIONAL DEVELOPMENT	915.00	5,100.00	5,100.00	825.00 16.18
910.100	SEMINAR LODGING	237.85	2,500.00	2,500.00	390.22 15.61
910.200	SEMINAR MEALS	141.82	500.00	500.00	63.69 12.74
915.000	MEMBERSHIP & DUES	16,489.85	16,400.00	17,900.00	17,491.12 97.72
955.000	MISC.	366.00	500.00	500.00	0.00 0.00
Total Dept 101 - TRUSTEES		59,110.04	67,262.00	68,762.00	59,463.45 86.48
Dept 171 - SUPERVISOR					
702.000	SALARIES & WAGES	6,274.14	6,250.00	6,250.00	6,250.06 100.00
707.000	PER MEETING	500.00	1,000.00	1,000.00	1,375.00 137.50
709.000	EMPLR FICA CONTR	420.09	450.00	450.00	472.85 105.08
711.000	EMPLR MEDICARE CONTR	98.34	105.00	105.00	110.68 105.41
724.000	WORKER'S COMP	10.18	12.00	12.00	10.00 83.33
767.000	UNIFORMS	0.00	100.00	100.00	0.00 0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	350.00	350.00	0.00 0.00
910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00 0.00
910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00 0.00
910.200	SEMINAR MEALS	0.00	200.00	200.00	0.11 0.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
915.000 MEMBERSHIP & DUES	0.00	275.00	275.00	0.00	0.00
Total Dept 171 - SUPERVISOR	7,302.75	10,492.00	10,492.00	8,218.59	78.33
Dept 172 - TWP MANAGER					
702.000 SALARIES & WAGES	34,891.08	35,864.00	35,864.00	35,800.06	99.82
702.600 CAR ALLOWANCE	3,250.00	3,000.00	3,000.00	3,050.00	101.67
708.000 UNEMPLOYMENT	40.36	150.00	150.00	43.91	29.27
709.000 EMPLR FICA CONTR	2,329.30	2,387.00	2,387.00	2,384.38	99.89
711.000 EMPLR MEDICARE CONTR	544.85	558.00	558.00	557.63	99.93
716.000 EMPLR RETIREMENT CONTR	3,412.36	3,500.00	3,500.00	3,496.39	99.90
718.500 HEALTH INSURANCE	8,206.90	8,249.00	8,249.00	8,374.99	101.53
718.700 HEALTH INS-EE CONTRIBUTIONS	(313.62)	(331.00)	(331.00)	(366.33)	110.67
719.000 DENTAL INSURANCE	185.25	180.00	180.00	183.22	101.79
719.800 VISION INSURANCE	51.64	50.00	50.00	53.42	106.84
719.900 VISION INS-EE CONTRIBUTIONS	(25.85)	(25.00)	(25.00)	(26.78)	107.12
724.000 WORKER'S COMP	110.55	117.00	117.00	98.33	84.04
725.000 LIFE & DISABILITY BENEFIT	133.82	150.00	150.00	133.36	88.91
752.000 OFFICE SUPPLIES	43.10	300.00	300.00	0.00	0.00
767.000 UNIFORMS	90.00	0.00	0.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	415.36	800.00	800.00	984.78	123.10
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	161.95	0.00	0.00	0.00	0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	45,486.40	44,500.00	44,500.00	34,730.23	78.05
880.000 COMMUNITY PROMOTION	5,000.00	7,000.00	7,500.00	7,838.33	104.51
910.000 PROFESSIONAL DEVELOPMENT	40.00	1,000.00	1,000.00	60.00	6.00
910.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	100.00	100.00	101.60	101.60
915.000 MEMBERSHIP & DUES	150.00	600.00	600.00	150.00	25.00
955.000 MISC.	149.50	300.00	300.00	459.38	153.13
967.150 CONTRIBUTION TO AQUATIC CENTER	10,000.00	0.00	0.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
Total Dept 172 - TWP MANAGER	114,352.95	109,449.00	109,949.00	98,106.90	89.23
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	105,353.01	121,410.00	121,410.00	119,046.34	98.05
702.500 OVERTIME	3,979.05	4,000.00	4,000.00	4,893.92	122.35
705.000 LEAVE TIME PAYOUT	656.04	0.00	0.00	0.00	0.00
708.000 UNEMPLOYMENT	459.30	1,050.00	1,050.00	411.70	39.21
709.000 EMPLR FICA CONTR	6,475.88	7,785.00	7,785.00	7,188.62	92.34
711.000 EMPLR MEDICARE CONTR	1,514.64	1,737.00	1,737.00	1,681.27	96.79
716.000 EMPLR RETIREMENT CONTR	9,826.67	11,377.00	11,377.00	11,152.89	98.03
718.500 HEALTH INSURANCE	46,582.55	57,700.00	57,700.00	54,148.59	93.85
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,553.04)	(6,225.00)	(6,225.00)	(5,605.08)	90.04
719.000 DENTAL INSURANCE	2,993.63	3,618.00	3,618.00	2,874.27	79.44
719.800 VISION INSURANCE	679.70	825.00	825.00	695.97	84.36
719.900 VISION INS-EE CONTRIBUTIONS	(325.21)	(411.00)	(411.00)	(348.26)	84.73
724.000 WORKER'S COMP	316.87	380.00	380.00	307.70	80.97
725.000 LIFE & DISABILITY BENEFIT	532.41	850.00	850.00	637.80	75.04
752.000 OFFICE SUPPLIES	2,497.77	2,000.00	2,000.00	2,701.27	135.06
767.000 UNIFORMS	179.00	200.00	200.00	53.22	26.61
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,300.00	11,200.00	11,200.00	925.00	8.26
801.020 EXTERNAL AUDIT	16,100.00	17,500.00	17,500.00	17,300.00	98.86
850.000 COMMUNICATIONS	(12.99)	0.00	0.00	0.00	0.00
851.000 MAIL/POSTAGE	3,384.37	7,000.00	7,000.00	7,777.62	111.11
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	163.29	500.00	500.00	57.75	11.55
900.000 PRINTING & PUBLISHING	2,796.60	1,500.00	1,500.00	676.40	45.09
910.000 PROFESSIONAL DEVELOPMENT	838.00	3,500.00	3,500.00	4,013.88	114.68
910.100 SEMINAR LODGING	0.00	1,500.00	1,500.00	163.30	10.89
910.200 SEMINAR MEALS	120.22	200.00	200.00	89.28	44.64
915.000 MEMBERSHIP & DUES	1,004.50	800.00	800.00	802.38	100.30
955.000 MISC.	16.50	100.00	800.00	1,108.47	138.56
955.001 BANK FEES	82.00	250.00	250.00	234.00	93.60
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	1,000.00	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	49.99	10.00
Total Dept 191 - ACCOUNTING/GEN ADMIN	202,960.76	251,846.00	252,546.00	233,038.29	92.28
Dept 215 - CLERK					
702.000 SALARIES & WAGES	30,239.89	30,000.00	30,000.00	30,195.50	100.65
707.000 PER MEETING	0.00	2,000.00	2,000.00	450.00	22.50
709.000 EMPLR FICA CONTR	1,874.86	2,000.00	2,000.00	1,893.83	94.69
711.000 EMPLR MEDICARE CONTR	438.48	475.00	475.00	442.14	93.24
724.000 WORKER'S COMP	57.85	65.00	65.00	50.92	78.34

User: SHERRIE

PERIOD ENDING 12/31/2022

DB: Union

% Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
752.000 OFFICE SUPPLIES	44.88	1,000.00	1,000.00	0.00	0.00
754.000 OPERATING SUPPLIES	204.06	800.00	800.00	1,075.75	134.47
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	300.00	300.00	228.03	76.01
900.000 PRINTING & PUBLISHING	3,381.73	2,500.00	2,500.00	1,682.68	67.31
910.000 PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	150.00	150.00	60.00	40.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	589.99	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 215 - CLERK	36,831.74	42,240.00	42,240.00	36,079.62	85.42
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	41,193.67	46,669.00	46,669.00	37,263.20	79.85
950.000 HARDWARE REPLACEMENTS	9,545.41	24,000.00	18,000.00	3,837.29	21.32
Total Dept 228 - DATA PROCESSING, INFORMATION TE	50,739.08	70,669.00	64,669.00	41,100.49	63.56
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,460.49	24,102.00	24,102.00	21,480.50	89.12
707.000 PER MEETING	50.00	500.00	500.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,333.65	1,525.00	1,525.00	1,331.79	87.33
711.000 EMPLR MEDICARE CONTR	311.90	357.00	357.00	311.47	87.25
724.000 WORKER'S COMP	32.36	44.00	44.00	28.47	64.70
752.000 OFFICE SUPPLIES	856.41	1,000.00	1,000.00	1,068.78	106.88
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00	1,000.00	1,000.00	0.00	0.00
851.000 MAIL/POSTAGE	3,735.34	4,000.00	4,000.00	1,969.98	49.25
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	250.00	250.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	365.00	1,000.00	1,000.00	0.00	0.00
910.100 SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	200.00	200.00	0.00	0.00
915.000 MEMBERSHIP & DUES	0.00	50.00	50.00	75.00	150.00
955.000 MISC.	0.00	200.00	200.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	474.99	500.00	500.00	0.00	0.00
Total Dept 253 - TREASURER	28,620.14	35,978.00	35,978.00	26,265.99	73.01
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	0.00	0.00	0.00	524.16	100.00
707.000 PER DIEM	1,625.00	4,125.00	4,125.00	2,500.00	60.61
709.000 EMPLR FICA CONTR	100.75	256.00	256.00	187.50	73.24
711.000 EMPLR MEDICARE CONTR	23.57	60.00	60.00	43.86	73.10
724.000 WORKER'S COMP	4.72	13.00	13.00	7.77	59.77
754.000 OPERATING SUPPLIES	96.98	500.00	500.00	448.22	89.64
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	111,925.00	110,500.00	110,500.00	93,750.00	84.84
850.000 COMMUNICATIONS	509.52	600.00	600.00	509.39	84.90
851.000 MAIL/POSTAGE	1,493.29	2,000.00	2,500.00	2,534.45	101.38
900.000 PRINTING & PUBLISHING	852.75	2,000.00	2,000.00	884.00	44.20
910.000 PROFESSIONAL DEVELOPMENT	143.00	0.00	650.00	647.50	99.62
955.000 MISC.	0.00	250.00	250.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,360.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 257 - ASSESSOR	118,134.58	121,304.00	122,454.00	102,036.85	83.33
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	310.59	1,500.00	1,500.00	1,874.91	124.99
708.000 UNEMPLOYMENT	0.00	20.00	400.00	324.79	81.20
709.000 EMPLR FICA CONTR	17.51	150.00	150.00	115.30	76.87
711.000 EMPLR MEDICARE CONTR	4.10	30.00	30.00	26.96	89.87
712.000 ELECTION WORKERS	7,961.50	18,000.00	18,000.00	15,532.00	86.29
716.000 EMPLR RETIREMENT CONTR	27.95	150.00	150.00	51.22	34.15
718.500 HEALTH INSURANCE	129.70	700.00	700.00	350.54	50.08
718.700 HEALTH INS-EE CONTRIBUTIONS	(26.71)	(100.00)	(100.00)	(11.58)	11.58
719.000 DENTAL INSURANCE	8.37	50.00	50.00	16.63	33.26
719.800 VISION INSURANCE	1.62	15.00	15.00	0.51	3.40
719.900 VISION INS-EE CONTRIBUTIONS	(0.81)	(7.00)	(7.00)	(0.25)	3.57
724.000 WORKER'S COMP	5.24	30.00	30.00	11.34	37.80
725.000 LIFE & DISABILITY BENEFIT	3.45	20.00	20.00	1.51	7.55
754.000 OPERATING SUPPLIES	9,102.74	12,000.00	12,000.00	4,563.15	38.03
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	4,368.75	10,800.00	10,800.00	8,160.00	75.56

ACCOUNT DESCRIPTION	END BALANCE 12/31/2021 RMAL (ABNORMAL)	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022 RMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
851.000 MAIL/POSTAGE	6,623.20	4,000.00	12,000.00	7,529.45	62.75
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	49.95	0.00	0.00	145.50	100.00
900.000 PRINTING & PUBLISHING	0.00	1,600.00	1,600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00	300.00	300.00	0.00	0.00
955.000 MISC.	78.86	400.00	400.00	498.34	124.59
Total Dept 262 - ELECTIONS	28,666.01	49,658.00	58,038.00	39,190.99	67.53
Dept 265 - TWP HALL & GROUNDS					
702.000 SALARIES & WAGES	1,203.49	1,200.00	1,200.00	2,017.03	168.09
708.000 UNEMPLOYMENT	3.89	10.00	10.00	0.93	9.30
709.000 EMPLR FICA CONTR	71.97	70.00	70.00	119.10	170.14
711.000 EMPLR MEDICARE CONTR	16.85	20.00	20.00	27.84	139.20
716.000 EMPLR RETIREMENT CONTR	108.31	100.00	100.00	181.50	181.50
718.500 HEALTH INSURANCE	364.06	500.00	500.00	927.72	185.54
718.700 HEALTH INS-EE CONTRIBUTIONS	(42.35)	(30.00)	(30.00)	(77.47)	258.23
719.000 DENTAL INSURANCE	15.79	30.00	30.00	47.44	158.13
719.800 VISION INSURANCE	1.50	5.00	5.00	3.95	79.00
719.900 VISION INS-EE CONTRIBUTIONS	(0.74)	0.00	0.00	(1.97)	100.00
724.000 WORKER'S COMP	14.68	30.00	30.00	22.81	76.03
725.000 LIFE & DISABILITY BENEFIT	7.32	10.00	10.00	9.45	94.50
754.000 OPERATING SUPPLIES	4,558.82	6,500.00	6,500.00	4,434.80	68.23
776.100 HALL CLEANING	10,126.68	11,100.00	11,100.00	9,151.68	82.45
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	16,443.10	21,400.00	21,400.00	23,907.15	111.72
850.000 COMMUNICATIONS	2,979.13	3,000.00	3,000.00	3,071.59	102.39
890.000 SAFETY	1,018.23	1,100.00	1,550.00	1,595.45	102.93
917.000 WATER & SEWER CHARGES	656.60	700.00	700.00	940.76	134.39
920.000 ELECTRIC/NATURAL GAS	11,059.14	12,000.00	12,000.00	12,219.10	101.83
930.001 MAINT-EQUIPMENT	61.76	500.00	500.00	37.99	7.60
930.200 MAINT-GROUNDS	142.95	1,000.00	1,000.00	367.95	36.80
930.300 MAINT-BUILDINGS	2,164.96	3,500.00	3,500.00	1,441.89	41.20
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.88	4,000.00	4,000.00	4,121.76	103.04
935.000 PROPERTY/LIABILITY INSURANCE	12,360.02	12,000.00	14,000.00	13,614.94	97.25
940.100 POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	1,851.00	92.55
955.000 MISC.	96.81	200.00	200.00	19.47	9.74
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	0.00	0.00	536.21	100.00
Total Dept 265 - TWP HALL & GROUNDS	67,557.85	80,945.00	83,395.00	80,590.07	96.64
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	101,298.06	100,000.00	100,000.00	50,461.25	50.46
826.500 LEGAL FEES-ASSESSOR	24,865.20	0.00	0.00	0.00	0.00
Total Dept 266 - LEGAL/ATTORNEY	126,163.26	100,000.00	100,000.00	50,461.25	50.46
Dept 371 - BUILDING					
702.000 SALARIES & WAGES	124,755.95	163,600.00	163,600.00	165,510.01	101.17
702.500 OVERTIME	1,219.82	2,500.00	2,500.00	1,722.06	68.88
708.000 UNEMPLOYMENT	342.00	1,350.00	1,350.00	370.50	27.44
709.000 EMPLR FICA CONTR	7,290.61	9,720.00	9,720.00	9,602.14	98.79
711.000 EMPLR MEDICARE CONTR	1,705.08	2,280.00	2,280.00	2,245.68	98.49
716.000 EMPLR RETIREMENT CONTR	11,335.18	15,000.00	15,000.00	15,050.86	100.34
718.500 HEALTH INSURANCE	56,248.48	74,100.00	74,100.00	71,545.85	96.55
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,046.79)	(8,841.00)	(8,841.00)	(8,795.88)	99.49
719.000 DENTAL INSURANCE	4,032.74	5,160.00	5,160.00	5,006.56	97.03
719.800 VISION INSURANCE	760.89	1,060.00	1,060.00	1,094.60	103.26
719.900 VISION INS-EE CONTRIBUTIONS	(380.26)	(528.00)	(528.00)	(522.24)	104.59
724.000 WORKER'S COMP	542.80	750.00	750.00	642.99	85.73
725.000 LIFE & DISABILITY BENEFIT	700.66	1,070.00	1,070.00	963.36	90.03
752.000 OFFICE SUPPLIES	908.05	900.00	900.00	418.23	46.47
754.000 OPERATING SUPPLIES	614.96	600.00	600.00	313.68	52.28
759.000 GAS/FUEL	1,010.07	1,000.00	2,000.00	1,801.98	90.10
767.000 UNIFORMS	264.25	300.00	300.00	286.52	95.51
775.100 VEHICLE CLEANING	0.00	200.00	200.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	381.34	150.00	150.00	381.34	254.23
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	44,591.72	25,000.00	25,000.00	0.00	0.00
850.000 COMMUNICATIONS	961.08	800.00	1,500.00	1,239.44	82.63
851.000 MAIL/POSTAGE	0.00	35.00	35.00	17.90	51.14
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	100.00	100.00	128.75	128.75
900.000 PRINTING & PUBLISHING	1,795.32	1,500.00	1,500.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	715.00	5,000.00	5,000.00	1,243.00	24.86
910.100 SEMINAR LODGING	454.86	500.00	500.00	444.60	88.92
910.200 SEMINAR MEALS	71.94	750.00	750.00	385.16	51.36
915.000 MEMBERSHIP & DUES	1,125.00	1,200.00	1,200.00	1,010.00	84.17

User: SHERRIE

PERIOD ENDING 12/31/2022

DB: Union

% Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
930.000 VEHICLE REPAIRS & MAINTENANCE	857.61	800.00	2,500.00	3,223.54	128.94
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,475.00	2,475.00	2,458.50	99.33
980.000 NEW OFFICE EQUIPMENT & FURNITURE	3,085.00	2,600.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,843.92	3,775.00	3,775.00	3,394.39	89.92
Total Dept 371 - BUILDING	262,187.28	314,906.00	316,206.00	281,153.53	88.91
Dept 441 - PUBLIC WORKS					
920.000 STREET LIGHTING	25,404.39	24,000.00	24,000.00	22,376.93	93.24
962.000 DRAINS AT LARGE	28,195.30	59,000.00	59,000.00	50,527.01	85.64
967.000 CONTRIBUTIONS TO ROAD COMMISSION	451,843.62	247,000.00	877,000.00	763,488.17	87.06
970.100 SIDEWALKS AND NON MOTORIZED PATHS	0.00	300,000.00	309,000.00	18,562.50	6.01
Total Dept 441 - PUBLIC WORKS	505,443.31	630,000.00	1,269,000.00	854,954.61	67.37
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	148,685.49	150,604.00	150,604.00	150,489.82	99.92
707.000 PER DIEM	9,978.00	17,000.00	10,000.00	8,905.00	89.05
708.000 UNEMPLOYMENT	255.78	950.00	950.00	255.27	26.87
709.000 EMPLR FICA CONTR	9,183.69	10,260.00	10,260.00	9,237.49	90.03
711.000 EMPLR MEDICARE CONTR	2,147.79	2,400.00	2,400.00	2,160.43	90.02
716.000 EMPLR RETIREMENT CONTR	12,746.61	13,450.00	13,450.00	13,446.42	99.97
718.500 HEALTH INSURANCE	46,621.97	49,400.00	49,400.00	47,699.29	96.56
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,004.24)	(5,894.00)	(5,894.00)	(5,863.92)	99.49
719.000 DENTAL INSURANCE	3,337.44	3,440.00	3,440.00	3,337.98	97.03
719.800 VISION INSURANCE	353.76	386.00	386.00	366.96	95.07
719.900 VISION INS-EE CONTRIBUTIONS	(176.88)	(193.00)	(193.00)	(184.08)	95.38
724.000 WORKER'S COMP	592.89	651.00	651.00	520.40	79.94
725.000 LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	717.60	89.70
752.000 OFFICE SUPPLIES	157.05	1,000.00	1,000.00	231.03	23.10
759.000 GAS/FUEL	0.00	400.00	400.00	261.55	65.39
767.000 UNIFORMS	67.50	200.00	200.00	52.00	26.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	153.99	325.00	325.00	24.00	7.38
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,944.36	35,750.00	20,000.00	8,634.36	43.17
804.000 CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	100.00
850.000 COMMUNICATIONS	604.89	250.00	250.00	173.90	69.56
851.000 MAIL/POSTAGE	0.00	150.00	150.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	234.98	200.00	500.00	763.01	152.60
900.000 PRINTING & PUBLISHING	4,808.80	5,500.00	5,500.00	4,203.98	76.44
910.000 PROFESSIONAL DEVELOPMENT	3,640.00	5,000.00	5,000.00	3,571.00	71.42
910.100 SEMINAR LODGING	475.70	750.00	750.00	149.23	19.90
910.200 SEMINAR MEALS	25.00	400.00	400.00	0.00	0.00
915.000 MEMBERSHIP & DUES	792.50	1,600.00	1,600.00	1,205.00	75.31
932.000 VEHICLE REPAIRS & MAINTENANCE	0.00	500.00	500.00	0.00	0.00
940.000 LEASE/RENT	0.00	0.00	950.00	950.00	100.00
955.000 MISC.	35.00	250.00	250.00	24.40	9.76
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	2,875.00	2,875.00	1,755.43	61.06
Total Dept 701 - PLANNING	253,379.67	308,404.00	286,904.00	263,087.55	91.70
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	17,793.18	34,791.00	34,791.00	23,498.17	67.54
702.500 OVERTIME	1,620.85	2,000.00	2,000.00	1,779.76	88.99
708.000 UNEMPLOYMENT	178.19	1,204.00	1,204.00	213.55	17.74
709.000 EMPLR FICA CONTR	1,956.35	3,060.00	3,060.00	2,377.34	77.69
711.000 EMPLR MEDICARE CONTR	457.55	715.00	715.00	556.02	77.77
712.000 TEMPORARY LABOR	13,289.50	15,080.00	15,080.00	15,708.87	104.17
716.000 EMPLR RETIREMENT CONTR	1,747.27	2,780.00	2,780.00	2,167.05	77.95
718.500 HEALTH INSURANCE	9,808.32	19,760.00	19,760.00	11,884.91	60.15
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,165.48)	(2,950.00)	(2,950.00)	(1,284.32)	43.54
719.000 DENTAL INSURANCE	682.01	1,375.00	1,375.00	803.11	58.41
719.800 VISION INSURANCE	160.00	309.00	309.00	155.58	50.35
719.900 VISION INS-EE CONTRIBUTIONS	(79.99)	(154.00)	(154.00)	(77.71)	50.46
724.000 WORKER'S COMP	657.55	1,100.00	1,100.00	689.83	62.71
725.000 LIFE & DISABILITY BENEFIT	143.58	280.00	280.00	135.17	48.28
754.000 OPERATING SUPPLIES	4,102.94	3,500.00	3,500.00	3,947.86	112.80
759.000 GAS/FUEL	1,697.16	1,500.00	2,500.00	2,203.78	88.15
767.000 UNIFORMS	418.87	500.00	500.00	222.49	44.50
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,757.87	7,800.00	7,800.00	3,278.34	42.03
890.000 SAFETY	377.00	1,500.00	1,500.00	1,275.35	85.02
900.000 PRINTING & PUBLISHING	240.00	500.00	500.00	264.61	52.92
910.000 PROFESSIONAL DEVELOPMENT	0.00	400.00	400.00	0.00	0.00
917.000 WATER & SEWER CHARGES	5,656.99	6,000.00	6,000.00	4,378.17	72.98
920.000 ELECTRIC/NATURAL GAS	3,408.60	4,000.00	4,000.00	3,774.06	94.35

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
930.001 MAINT-EQUIPMENT	1,530.53	1,500.00	5,500.00	5,464.73	99.36
930.200 MAINT-GROUNDS	8,920.09	12,000.00	12,000.00	11,259.81	93.83
930.250 MAINT-DOG PARK	2,800.00	3,000.00	3,000.00	1,497.00	49.90
930.300 MAINT-BUILDINGS	1,446.18	1,500.00	1,500.00	839.22	55.95
933.000 MAINT-VEHICLES	129.66	500.00	500.00	225.77	45.15
955.000 MISC.	0.00	200.00	200.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	7,565.97	4,000.00	4,000.00	356.76	8.92
Total Dept 751 - PARKS & RECREATION	89,300.74	127,750.00	132,750.00	97,596.09	73.52
Dept 901 - CAPITAL OUTLAY					
976.301 CAPITAL OUTLAY-DATA PROCESSING	0.00	0.00	18,400.00	0.00	0.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	17,536.00	132,000.00	132,000.00	94,940.28	71.92
976.303 CAPITAL OUTLAY-PROPERTY	2,429.84	38,000.00	38,000.00	18,919.37	49.79
976.306 CAPITAL OUTLAY-PARKS DEPT	220,446.61	16,000.00	128,000.00	127,593.26	99.68
976.309 CAPITAL OUTLAY-VEHICLES	0.00	96,000.00	0.00	0.00	0.00
976.313 CAPITAL OUTLAY-ALTERNATIVE ENERGY	0.00	30,000.00	30,000.00	0.00	0.00
976.314 CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	0.00	20,000.00	20,000.00	4,800.00	24.00
Total Dept 901 - CAPITAL OUTLAY	240,412.45	332,000.00	366,400.00	246,252.91	67.21
Dept 910 - DEBT SERVICE-LEASES					
991.500 LEASE PAYABLE PRINCIPAL	3,250.00	0.00	0.00	0.00	0.00
992.500 LEASE PAYABLE INTEREST	72.29	0.00	0.00	0.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES	3,322.29	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,194,484.90	2,652,903.00	3,319,783.00	2,517,597.18	75.84
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,775,441.69	2,025,550.00	2,861,504.00	2,861,301.15	99.99
TOTAL EXPENDITURES	2,194,484.90	2,652,903.00	3,319,783.00	2,517,597.18	75.84
NET OF REVENUES & EXPENDITURES	580,956.79	(627,353.00)	(458,279.00)	343,703.97	75.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED	
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)		
Fund 206 - FIRE FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT REAL PROPERTY TAX	708,317.49	701,000.00	701,000.00	701,604.03	100.09
402.001	PROPERTY TAX REFUNDS-MTT	(3,013.61)	(10,000.00)	(10,000.00)	(5,869.19)	58.69
402.002	PILOT TAX	7,643.15	7,000.00	7,000.00	0.00	0.00
402.100	PRIOR YEARS PROPERTY TAXES	0.00	(200.00)	(200.00)	(1,570.05)	785.03
420.000	DELQ PERSONAL PROPERTY TAXES	289.53	500.00	500.00	336.82	67.36
445.000	INTEREST ON TAXES	38.13	300.00	300.00	15.90	5.30
543.000	STATE GRANT-PUBLIC SAFETY	19,273.36	12,000.00	12,000.00	10,492.69	87.44
573.000	STATE AID REVENUE-LCSA	5,404.43	5,000.00	10,200.00	10,262.82	100.62
600.200	FIRE PROTECTION - EDDA	81,150.00	81,200.00	81,200.00	78,174.73	96.27
600.300	FIRE PROTECTION - WDDA	59,515.99	59,000.00	59,000.00	63,255.49	107.21
665.000	INTEREST EARNED	3,546.30	3,000.00	3,000.00	2,809.53	93.65
Total Dept 000 - NONE		882,164.77	858,800.00	864,000.00	859,512.77	99.48
TOTAL REVENUES		882,164.77	858,800.00	864,000.00	859,512.77	99.48
Expenditures						
Dept 336 - FIRE DEPARTMENT						
702.000	SALARIES & WAGES	2,152.67	0.00	0.00	1,645.47	100.00
709.000	EMPLR FICA CONTR	128.76	0.00	0.00	96.90	100.00
711.000	EMPLR MEDICARE CONTR	30.13	0.00	0.00	22.67	100.00
716.000	EMPLR RETIREMENT CONTR	193.74	0.00	0.00	148.09	100.00
718.500	HEALTH INSURANCE	1,032.23	0.00	0.00	564.89	100.00
718.700	HEALTH INS-EE CONTRIBUTIONS	(62.12)	0.00	0.00	(72.76)	100.00
719.000	DENTAL INSURANCE	58.11	0.00	0.00	46.37	100.00
719.800	VISION INSURANCE	5.02	0.00	0.00	4.67	100.00
719.900	VISION INS-EE CONTRIBUTIONS	(2.51)	0.00	0.00	(2.34)	100.00
724.000	WORKER'S COMP	34.81	0.00	0.00	20.13	100.00
725.000	LIFE & DISABILITY BENEFIT	9.63	0.00	0.00	9.23	100.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	742,210.00	812,900.00	812,900.00	812,900.00	100.00
801.025	HYDRANT FLUSHING	0.00	30,000.00	30,000.00	0.00	0.00
934.000	FIRE HYDRANT REPAIRS	0.00	5,150.00	5,150.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		745,790.47	848,050.00	848,050.00	815,383.32	96.15
TOTAL EXPENDITURES		745,790.47	848,050.00	848,050.00	815,383.32	96.15
Fund 206 - FIRE FUND:						
TOTAL REVENUES		882,164.77	858,800.00	864,000.00	859,512.77	99.48
TOTAL EXPENDITURES		745,790.47	848,050.00	848,050.00	815,383.32	96.15
NET OF REVENUES & EXPENDITURES		136,374.30	10,750.00	15,950.00	44,129.45	276.67

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED	
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)		
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT PROPERTY TAX	447,562.57	468,000.00	506,000.00	506,459.10	100.09
402.001	PROPERTY TAX REFUNDS-BOR MTT	(504.39)	(4,000.00)	(9,900.00)	(9,873.09)	99.73
402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
420.000	DELQ PERSONAL PROPERTY CAPT	76.47	300.00	300.00	0.00	0.00
445.000	INTEREST ON TAXES	7.16	500.00	500.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	56,127.27	56,000.00	56,000.00	62,229.26	111.12
665.000	INTEREST EARNED	4,340.17	4,800.00	4,800.00	6,027.67	125.58
671.000	OTHER REVENUE	0.00	100.00	15,000.00	14,820.00	98.80
Total Dept 000 - NONE		507,609.25	525,450.00	572,450.00	579,662.94	101.26
TOTAL REVENUES		507,609.25	525,450.00	572,450.00	579,662.94	101.26
Expenditures						
Dept 000 - NONE						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	24,224.69	15,270.00	15,270.00	10,300.00	67.45
801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	1,000.00	0.00	0.00
801.003	SIDEWALK SNOWPLOWING	5,900.00	11,000.00	11,000.00	7,000.00	63.64
801.004	LAWN CARE	28,557.00	23,000.00	23,000.00	25,454.00	110.67
801.005	IRRIGATION / LIGHTING REPAIRS	13,196.92	35,000.00	35,000.00	28,035.46	80.10
801.007	FLOWER / LANDSCAPE MAINTENANCE	14,634.70	21,000.00	21,000.00	14,403.75	68.59
801.015	STREET LIGHT BANNERS/CHRISTMAS	18,695.00	21,960.00	21,960.00	21,509.57	97.95
826.000	LEGAL FEES	713.00	2,000.00	2,000.00	0.00	0.00
851.000	MAIL/POSTAGE	469.58	0.00	0.00	0.00	0.00
880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,500.00	5,500.00	52.38
883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	0.00	0.00	0.00
900.000	PRINTING & PUBLISHING	554.30	250.00	250.00	11.97	4.79
915.000	MEMBERSHIP & DUES	405.00	500.00	500.00	315.00	63.00
917.000	WATER & SEWER CHARGES	13,595.90	17,000.00	17,000.00	24,385.21	143.44
920.000	ELECTRIC/NATURAL GAS	12,628.91	14,000.00	14,000.00	10,236.77	73.12
935.000	PROPERTY/LIABILITY INSURANCE	1,697.25	1,800.00	1,800.00	1,869.58	103.87
940.000	LEASE/RENT	600.00	700.00	1,175.00	1,135.00	96.60
955.000	MISC.	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE		140,872.25	218,580.00	175,555.00	150,156.31	85.53
Dept 336 - FIRE DEPARTMENT						
830.000	PUBLIC SAFETY - FIRE PROTECTION	81,150.00	81,200.00	78,175.00	78,174.73	100.00
Total Dept 336 - FIRE DEPARTMENT		81,150.00	81,200.00	78,175.00	78,174.73	100.00
Dept 728 - ECONOMIC DEVELOPMENT						
967.300	SEWER SYSTEM PROJECTS	0.00	435,000.00	160,000.00	0.00	0.00
967.400	STREET/ROAD PROJECTS	0.00	250,000.00	0.00	0.00	0.00
967.500	SIDEWALK/PATHWAY PROJECTS	0.00	175,000.00	0.00	0.00	0.00
967.600	PARKS PROJECTS	211,000.00	10,000.00	10,200.00	10,060.00	98.63
971.000	CAPITAL OUTLAY-LAND	197,705.13	0.00	48,000.00	0.00	0.00
974.000	LAND IMPRVMENTS-GENERAL	7,041.50	90,000.00	50,000.00	15,858.82	31.72
974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	3,432.61	100.00
974.203	LAND IMPRVMENTS-JONATHON LANE	0.00	0.00	0.00	180.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		415,746.63	960,000.00	268,200.00	29,531.43	11.01
TOTAL EXPENDITURES		637,768.88	1,259,780.00	521,930.00	257,862.47	49.41
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		507,609.25	525,450.00	572,450.00	579,662.94	101.26
TOTAL EXPENDITURES		637,768.88	1,259,780.00	521,930.00	257,862.47	49.41
NET OF REVENUES & EXPENDITURES		(130,159.63)	(734,330.00)	50,520.00	321,800.47	636.98

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND					
Revenues					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	341,992.49	359,000.00	397,000.00	397,780.60	100.20
402.001 PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	20.93	20.00	20.00	26.60	133.00
445.000 INTEREST ON TAXES	2.89	200.00	200.00	2.66	1.33
573.000 STATE AID REVENUE-LCSA	37.50	0.00	0.00	321.24	100.00
665.000 INTEREST EARNED	4,881.92	4,400.00	4,400.00	7,329.00	166.57
Total Dept 000 - NONE	346,935.73	359,620.00	397,620.00	405,460.10	101.97
TOTAL REVENUES	346,935.73	359,620.00	397,620.00	405,460.10	101.97
Expenditures					
Dept 000 - NONE					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	15,604.69	8,270.00	8,270.00	3,167.50	38.30
801.003 SIDEWALK SNOWPLOWING	0.00	0.00	0.00	1,000.00	100.00
826.000 LEGAL FEES	975.00	0.00	0.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,000.00	5,000.00	5,500.00	5,500.00	100.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	0.00	0.00	0.00
900.000 PRINTING & PUBLISHING	554.30	0.00	0.00	0.00	0.00
915.000 MEMBERSHIP & DUES	405.00	400.00	400.00	315.00	78.75
967.400 STREET/ROAD PROJECTS	0.00	330,000.00	450,600.00	450,594.00	100.00
Total Dept 000 - NONE	22,538.99	383,670.00	464,770.00	460,576.50	99.10
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	59,515.99	59,000.00	63,255.00	63,255.49	100.00
Total Dept 336 - FIRE DEPARTMENT	59,515.99	59,000.00	63,255.00	63,255.49	100.00
Dept 728 - ECONOMIC DEVELOPMENT					
940.000 LEASE/RENT	0.00	0.00	475.00	475.00	100.00
967.500 SIDEWALK/PATHWAY PROJECTS	12,840.00	320,000.00	584,000.00	524,940.36	89.89
Total Dept 728 - ECONOMIC DEVELOPMENT	12,840.00	320,000.00	584,475.00	525,415.36	89.90
TOTAL EXPENDITURES	94,894.98	762,670.00	1,112,500.00	1,049,247.35	94.31
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	346,935.73	359,620.00	397,620.00	405,460.10	101.97
TOTAL EXPENDITURES	94,894.98	762,670.00	1,112,500.00	1,049,247.35	94.31
NET OF REVENUES & EXPENDITURES	252,040.75	(403,050.00)	(714,880.00)	(643,787.25)	90.06

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA)					
Revenues					
Dept 000 - NONE					
539.000 STATE GRANTS	0.00	0.00	172,350.00	228,469.23	132.56
665.000 INTEREST EARNED	155.71	0.00	5,300.00	5,880.77	110.96
674.000 PRIVATE CONTRIBUTIONS & DONATIONS	0.00	0.00	50,000.00	50,000.00	100.00
Total Dept 000 - NONE	155.71	0.00	227,650.00	284,350.00	124.91
Dept 930 - TRANSFER IN					
699.288 TRANSFER IN FROM TRIBAL 2% GRANT FUND	0.00	0.00	170,000.00	170,000.00	100.00
Total Dept 930 - TRANSFER IN	0.00	0.00	170,000.00	170,000.00	100.00
TOTAL REVENUES	155.71	0.00	397,650.00	454,350.00	114.26
Expenditures					
Dept 441 - PUBLIC WORKS					
967.000 CONTRIBUTIONS TO ROAD COMMISSION	0.00	0.00	250,000.00	306,048.48	122.42
Total Dept 441 - PUBLIC WORKS	0.00	0.00	250,000.00	306,048.48	122.42
Dept 901 - CAPITAL OUTLAY					
976.306 CAPITAL OUTLAY-PARKS EQUIPMENT	0.00	0.00	142,350.00	142,420.75	100.05
Total Dept 901 - CAPITAL OUTLAY	0.00	0.00	142,350.00	142,420.75	100.05
TOTAL EXPENDITURES	0.00	0.00	392,350.00	448,469.23	114.30
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA):					
TOTAL REVENUES	155.71	0.00	397,650.00	454,350.00	114.26
TOTAL EXPENDITURES	0.00	0.00	392,350.00	448,469.23	114.30
NET OF REVENUES & EXPENDITURES	155.71	0.00	5,300.00	5,880.77	110.96

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND					
Revenues					
Dept 000 - NONE					
582.000 CONTRIBUTION FROM TRIBE	38,226.97	0.00	424,875.00	424,875.17	100.00
665.000 INTEREST EARNED	531.01	550.00	550.00	700.44	127.35
Total Dept 000 - NONE	38,757.98	550.00	425,425.00	425,575.61	100.04
TOTAL REVENUES	38,757.98	550.00	425,425.00	425,575.61	100.04
Expenditures					
Dept 728 - ECONOMIC DEVELOPMENT					
965.000 CONTRIBUTION TO OTHER UNITS OF GOVT	34,000.00	0.00	0.00	0.00	0.00
965.600 CONTRIBUTION TO SEWER FUND	0.00	50,000.00	125,371.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	238,226.97	0.00	179,504.00	179,504.00	100.00
967.600 PARKS PROJECTS	13,295.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT	285,521.97	50,000.00	304,875.00	179,504.00	58.88
Dept 965 - TRANSFER OUT					
995.285 TRANSFER OUT TO ARPA FUND	0.00	0.00	170,000.00	170,000.00	100.00
Total Dept 965 - TRANSFER OUT	0.00	0.00	170,000.00	170,000.00	100.00
TOTAL EXPENDITURES	285,521.97	50,000.00	474,875.00	349,504.00	73.60
Fund 288 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES	38,757.98	550.00	425,425.00	425,575.61	100.04
TOTAL EXPENDITURES	285,521.97	50,000.00	474,875.00	349,504.00	73.60
NET OF REVENUES & EXPENDITURES	(246,763.99)	(49,450.00)	(49,450.00)	76,071.61	153.84

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PERIOD ENDING 12/31/2022

DB: Union

% Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BGDG USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	2022 AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Revenues					
Dept 000 - NONE					
456.000 CONNECTION FEE	80,451.32	75,000.00	75,000.00	63,510.17	84.68
582.000 CONTRIBUTION FROM TRIBE	0.00	50,000.00	125,371.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	0.00	160,000.00	160,000.00	0.00	0.00
627.000 SERVICE	1,383,941.01	1,466,744.00	1,466,744.00	1,461,243.98	99.63
627.100 DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	0.00
628.000 INSPECTION FEE	2,150.00	3,000.00	3,000.00	490.00	16.33
655.000 FINES & FORFEITURES	32,235.50	33,000.00	33,000.00	39,220.42	118.85
665.000 INTEREST EARNED	16,346.01	7,200.00	7,200.00	14,555.31	202.16
670.000 DEBT RETIREMENT	1,157,824.46	1,215,384.00	1,215,384.00	1,221,832.68	100.53
671.000 OTHER REVENUE	718.99	3,000.00	3,000.00	2,378.62	79.29
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	0.00	0.00	7,500.00	100.00
687.000 REFUNDS & REBATES	2,043.58	0.00	0.00	3,075.61	100.00
Total Dept 000 - NONE	2,675,710.87	3,011,828.00	3,087,199.00	2,813,806.79	91.14
TOTAL REVENUES	2,675,710.87	3,011,828.00	3,087,199.00	2,813,806.79	91.14
Expenditures					
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	257,118.77	269,577.00	269,577.00	268,781.58	99.70
702.500 OVERTIME	10,840.69	10,000.00	10,000.00	8,500.51	85.01
702.700 LUMP SUM IN LIEU OF STEP	3,592.45	4,332.00	4,332.00	4,331.79	100.00
708.000 UNEMPLOYMENT	507.23	2,604.00	2,604.00	609.18	23.39
709.000 EMPLR FICA CONTR	16,659.46	17,681.00	17,681.00	17,133.06	96.90
711.000 EMPLR MEDICARE CONTR	3,896.51	4,135.00	4,135.00	4,007.41	96.91
712.000 TEMPORARY LABOR	6,482.16	10,088.00	10,088.00	5,170.14	51.25
716.000 EMPLR RETIREMENT CONTR	23,263.53	24,000.00	24,000.00	24,106.86	100.45
718.500 HEALTH INSURANCE	85,526.17	93,062.00	93,062.00	90,317.02	97.05
718.700 HEALTH INS-EE CONTRIBUTIONS	(6,985.57)	(7,538.00)	(7,538.00)	(8,375.06)	111.10
719.000 DENTAL INSURANCE	4,180.71	4,386.00	4,386.00	4,298.86	98.01
719.800 VISION INSURANCE	554.39	601.00	601.00	429.59	71.48
719.900 VISION INS-EE CONTRIBUTIONS	(277.27)	(300.00)	(300.00)	(215.33)	71.78
724.000 WORKER'S COMP	2,129.52	2,131.00	2,131.00	1,870.60	87.78
725.000 LIFE & DISABILITY BENEFIT	1,238.07	1,381.00	1,381.00	1,235.46	89.46
726.000 COMPENSATED ABSENCES	1,657.70	0.00	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	919.39	1,500.00	1,500.00	1,477.59	98.51
754.000 OPERATING SUPPLIES	3,717.06	5,000.00	5,000.00	5,013.02	100.26
759.000 GAS/FUEL	9,339.19	10,000.00	10,000.00	10,724.72	107.25
767.000 UNIFORMS	1,241.01	2,000.00	2,000.00	923.93	46.20
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	22,247.10	37,600.00	42,600.00	23,004.29	54.00
826.000 LEGAL FEES	0.00	0.00	20,000.00	1,740.00	8.70
850.000 COMMUNICATIONS	2,093.21	3,000.00	3,000.00	2,300.77	76.69
851.000 MAIL/POSTAGE	1,315.56	4,000.00	4,000.00	1,828.81	45.72
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	687.17	750.00	750.00	685.59	91.41
890.000 SAFETY	3,327.10	6,000.00	6,000.00	2,530.92	42.18
900.000 PRINTING & PUBLISHING	413.80	1,500.00	1,500.00	401.70	26.78
910.000 PROFESSIONAL DEVELOPMENT	512.50	2,500.00	2,500.00	392.50	15.70
910.100 SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	0.00
910.200 SEMINAR MEALS	31.08	100.00	100.00	0.00	0.00
915.000 MEMBERSHIP & DUES	459.00	500.00	500.00	432.50	86.50
920.000 ELECTRIC/NATURAL GAS	75,635.79	87,000.00	87,000.00	83,941.61	96.48
930.000 REPAIRS	1,858.33	180,000.00	180,000.00	129,371.23	71.87
930.001 MAINT-EQUIPMENT	1,532.90	27,000.00	27,000.00	2,842.50	10.53
930.200 MAINT-GROUNDS	567.00	2,000.00	2,000.00	786.62	39.33
930.300 MAINT-BUILDINGS	3,988.00	5,000.00	5,000.00	2,698.45	53.97
933.000 MAINT-VEHICLES	4,201.87	6,000.00	6,000.00	1,521.72	25.36
933.500 MAINT-LIFT STATIONS	18,835.25	195,000.00	214,500.00	93,130.66	43.42
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,450.00	2,450.00	2,421.31	98.83
934.300 OPTO 22 MAINTENANCE	14,218.71	15,000.00	15,000.00	8,807.09	58.71
934.500 MAINT. AGREEMENT ON EQUIPMENT	3,393.14	8,700.00	8,700.00	5,747.31	66.06
935.000 PROPERTY/LIABILITY INSURANCE	21,006.48	21,000.00	23,000.00	22,820.59	99.22
955.000 MISC.	0.00	0.00	0.00	20.00	100.00
972.013 HOOKUP LABOR & MATERIAL	95.62	10,000.00	10,000.00	587.50	5.88
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,470,000.00	1,669,000.00	424,118.76	25.41
977.000 NEW EQUIPMENT PURCHASE	1,232.92	437,750.00	431,250.00	423,976.07	98.31
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,841.44	1,000.00	1,000.00	437.67	43.77
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,087.22	21,500.00	21,500.00	1,841.12	8.56
980.400 SECURITY	0.00	2,670.00	2,670.00	2,670.00	100.00
981.000 NEW VEHICLE PURCHASE	0.00	0.00	35,000.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS	613,182.36	3,003,660.00	3,277,660.00	1,681,398.22	51.30
Dept 540 - WWTP					

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PERIOD ENDING 12/31/2022

DB: Union

% Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Expenditures					
702.000 SALARIES & WAGES	294,627.88	298,443.00	298,443.00	283,106.53	94.86
702.500 OVERTIME	13,073.03	11,200.00	11,200.00	9,830.97	87.78
702.700 LUMP SUM IN LIEU OF STEP	7,075.90	6,122.00	6,122.00	5,285.94	86.34
705.000 LEAVE TIME PAYOUT	0.00	0.00	0.00	16,889.09	100.00
708.000 UNEMPLOYMENT	580.76	2,250.00	2,250.00	617.50	27.44
709.000 EMPLR FICA CONTR	18,739.05	18,710.00	18,710.00	18,734.26	100.13
711.000 EMPLR MEDICARE CONTR	4,387.39	4,375.00	4,375.00	4,381.39	100.15
716.000 EMPLR RETIREMENT CONTR	28,329.93	28,420.00	28,420.00	28,360.18	99.79
718.500 HEALTH INSURANCE	116,169.16	123,490.00	123,490.00	112,191.23	90.85
718.700 HEALTH INS-EE CONTRIBUTIONS	(11,491.09)	(13,550.00)	(13,550.00)	(12,649.96)	93.36
719.000 DENTAL INSURANCE	6,951.44	7,167.00	7,167.00	6,654.52	92.85
719.800 VISION INSURANCE	873.12	954.00	954.00	995.17	104.32
719.900 VISION INS-EE CONTRIBUTIONS	(436.24)	(477.00)	(477.00)	(490.33)	102.79
724.000 WORKER'S COMP	3,577.86	3,600.00	3,600.00	3,053.67	84.82
725.000 LIFE & DISABILITY BENEFIT	1,612.74	1,800.00	1,800.00	1,537.97	85.44
743.000 CHEMICALS	40,835.13	50,000.00	50,000.00	61,622.40	123.24
744.000 LAB EQUIPMENT & SUPPLIES	27,720.22	35,000.00	35,000.00	31,434.64	89.81
752.000 OFFICE SUPPLIES	480.92	500.00	500.00	589.99	118.00
754.000 OPERATING SUPPLIES	11,420.73	12,000.00	12,000.00	12,139.16	101.16
759.000 GAS/FUEL	2,918.22	3,200.00	3,200.00	5,501.08	171.91
767.000 UNIFORMS	618.88	2,000.00	2,000.00	864.79	43.24
774.100 BIOXIDE	66,500.06	80,000.00	80,000.00	65,773.64	82.22
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	25,122.62	45,450.00	45,450.00	24,943.12	54.88
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	26,661.18	37,400.00	37,400.00	28,111.20	75.16
801.300 CONT. SERV. - LAB ANALYSIS	5,032.34	6,000.00	6,000.00	3,548.93	59.15
850.000 COMMUNICATIONS	4,588.50	3,500.00	3,500.00	4,401.30	125.75
851.000 MAIL/POSTAGE	159.08	750.00	750.00	168.50	22.47
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	209.44	500.00	500.00	108.09	21.62
890.000 SAFETY	4,748.56	5,000.00	5,000.00	2,115.17	42.30
900.000 PRINTING & PUBLISHING	177.80	500.00	500.00	155.45	31.09
910.000 PROFESSIONAL DEVELOPMENT	1,117.80	3,000.00	3,000.00	2,404.20	80.14
910.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
910.200 SEMINAR MEALS	31.08	100.00	100.00	0.00	0.00
915.000 MEMBERSHIP & DUES	83.00	500.00	500.00	307.00	61.40
917.000 WATER & SEWER CHARGES	9,527.20	12,000.00	12,000.00	6,624.72	55.21
920.000 ELECTRIC/NATURAL GAS	149,727.41	176,000.00	176,000.00	148,585.50	84.42
923.000 PROPANE	0.00	3,000.00	3,000.00	2,225.28	74.18
930.001 MAINT-EQUIPMENT	2,326.86	6,000.00	6,000.00	4,496.88	74.95
930.200 MAINT-GROUNDS	1,385.22	3,500.00	3,500.00	1,822.40	52.07
930.300 MAINT-BUILDINGS	1,670.98	5,000.00	5,000.00	2,834.91	56.70
933.000 MAINT-VEHICLES	1,597.73	2,500.00	2,500.00	1,265.68	50.63
934.300 OPTO 22 MAINTENANCE	4,124.94	10,000.00	10,000.00	5,610.52	56.11
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,273.83	5,000.00	5,000.00	2,582.74	51.65
934.981 SAMPLING EQUIPMENT MAINT.	34.19	4,000.00	4,000.00	132.25	3.31
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	15,049.89	35,000.00	15,000.00	13,374.23	89.16
934.983 SECONDARY TREAT EQUIP. MAINT.	22,152.44	25,500.00	25,500.00	17,614.49	69.08
934.984 SOLIDS EQUIPMENT MAINT.	10,516.60	15,000.00	15,000.00	36,785.25	245.24
934.985 DISINFECTION EQUIPMENT MAINT.	943.98	6,000.00	6,000.00	373.45	6.22
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,346.35	6,000.00	6,000.00	1,238.77	20.65
934.987 TERTIARY FILTER MAINT.	9,277.05	15,000.00	15,000.00	13,984.91	93.23
935.000 PROPERTY/LIABILITY INSURANCE	15,811.47	15,000.00	17,500.00	17,416.82	99.52
949.000 IPP	0.00	500.00	500.00	0.00	0.00
958.100 PERMITS & FEES	8,284.40	13,000.00	13,000.00	6,275.48	48.27
977.000 NEW EQUIPMENT PURCHASE	195.00	5,000.00	5,000.00	853.38	17.07
980.000 NEW OFFICE EQUIPMENT & FURNITURE	225.74	750.00	750.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	1,231.64	7,670.00	7,670.00	2,670.00	34.81
Total Dept 540 - WWTP	960,199.41	1,149,824.00	1,132,324.00	1,009,454.45	89.15
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	39,847.68	0.00	0.00	0.00	0.00
995.000 BOND INTEREST-2009 WWTP & 2004 SEWER	16,200.00	0.00	0.00	0.00	0.00
996.003 BOND INTEREST-RURAL DEVELOPMENT	142,944.28	143,650.00	143,650.00	142,082.80	98.91
Total Dept 906 - DEBT SERVICE	198,991.96	143,650.00	143,650.00	142,082.80	98.91
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	10.46	0.00	0.00	0.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES	10.46	0.00	0.00	0.00	0.00
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	731,996.80	700,000.00	760,000.00	0.125	0.00

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Expenditures					
Total Dept 960 - DEPRECIATION EXPENSE	731,996.80	700,000.00	760,000.00	0.00	0.00
TOTAL EXPENDITURES	2,504,380.99	4,997,134.00	5,313,634.00	2,832,935.47	53.31
Fund 590 - SEWER FUND:					
TOTAL REVENUES	2,675,710.87	3,011,828.00	3,087,199.00	2,813,806.79	91.14
TOTAL EXPENDITURES	2,504,380.99	4,997,134.00	5,313,634.00	2,832,935.47	53.31
NET OF REVENUES & EXPENDITURES	171,329.88	(1,985,306.00)	(2,226,435.00)	(19,128.68)	0.86

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2022 12/31/2022 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Revenues					
Dept 000 - NONE					
450.000 WATER SALES	1,467,085.94	1,424,306.00	1,424,306.00	1,544,655.31	108.45
450.100 BULK WATER SALES	445.00	1,000.00	1,000.00	3,527.65	352.77
450.200 FINAL READ	2,859.00	4,000.00	4,000.00	4,446.00	111.15
450.300 TURN-OFF	4,141.00	4,000.00	4,000.00	7,128.00	178.20
452.000 LATERALS	23,295.50	5,000.00	5,000.00	4,631.04	92.62
454.000 BENEFIT FEES	53,882.52	50,000.00	50,000.00	31,835.23	63.67
459.000 CONNECTION FEES	80,624.85	54,000.00	54,000.00	45,010.50	83.35
479.000 REVENUE-REPLACEMENT METERS	675.00	1,000.00	1,000.00	0.00	0.00
628.000 INSPECTION FEE	3,450.00	1,300.00	1,300.00	3,993.50	307.19
655.000 FINES & FORFEITURES	16,879.70	20,000.00	20,000.00	20,452.98	102.26
665.000 INTEREST EARNED	15,087.06	8,100.00	8,100.00	14,556.33	179.71
665.100 INTEREST EARNED-SPEC ASSESS	1,782.20	4,000.00	4,000.00	867.21	21.68
667.300 LEASES - TOWER RENTAL	52,371.45	56,000.00	56,000.00	56,387.41	100.69
671.000 OTHER REVENUE	2,115.23	8,000.00	8,000.00	9,296.22	116.20
672.500 REVENUE-SPECIAL ASSESS	0.00	10,000.00	10,000.00	0.00	0.00
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	0.00	0.00	7,500.00	100.00
687.000 REFUNDS & REBATES	2,006.09	0.00	0.00	1,649.11	100.00
Total Dept 000 - NONE	1,726,700.54	1,650,706.00	1,650,706.00	1,755,936.49	106.37
TOTAL REVENUES	1,726,700.54	1,650,706.00	1,650,706.00	1,755,936.49	106.37
Expenditures					
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	403,044.73	408,370.00	408,370.00	414,589.65	101.52
702.500 OVERTIME	36,577.77	30,000.00	30,000.00	35,904.40	119.68
702.700 LUMP SUM IN LIEU OF STEP	5,457.95	6,263.00	6,263.00	6,262.63	99.99
708.000 UNEMPLOYMENT	809.61	3,506.00	3,506.00	886.11	25.27
709.000 EMPLR FICA CONTR	27,129.86	27,784.00	27,784.00	27,580.12	99.27
711.000 EMPLR MEDICARE CONTR	6,344.24	6,498.00	6,498.00	6,449.52	99.25
712.000 TEMPORARY LABOR	7,426.88	6,200.00	6,200.00	5,128.71	82.72
716.000 EMPLR RETIREMENT CONTR	38,836.07	39,243.00	39,243.00	39,728.77	101.24
718.500 HEALTH INSURANCE	138,895.44	142,458.00	142,458.00	142,445.71	99.99
718.700 HEALTH INS-EE CONTRIBUTIONS	(12,156.88)	(15,595.00)	(15,595.00)	(14,772.42)	94.73
719.000 DENTAL INSURANCE	7,924.25	7,824.00	7,824.00	7,855.16	100.40
719.800 VISION INSURANCE	936.01	987.00	987.00	842.30	85.34
719.900 VISION INS-EE CONTRIBUTIONS	(467.87)	(493.00)	(493.00)	(422.07)	85.61
724.000 WORKER'S COMP	7,325.99	8,243.00	8,243.00	6,558.85	79.57
725.000 LIFE & DISABILITY BENEFIT	1,948.84	2,151.00	2,151.00	1,994.46	92.72
726.000 COMPENSATED ABSENCES	4,511.09	0.00	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	904.96	1,500.00	1,500.00	1,562.00	104.13
753.000 PROCESS CHEMICALS/CHLORINE	52,209.29	60,000.00	60,000.00	67,646.94	112.74
754.000 OPERATING SUPPLIES	9,401.40	13,000.00	13,000.00	10,335.24	79.50
759.000 GAS/FUEL	9,331.09	9,000.00	9,000.00	15,043.93	167.15
767.000 UNIFORMS	1,241.04	2,000.00	2,000.00	1,023.92	51.20
774.100 MXU	8,640.00	10,000.00	10,000.00	5,920.00	59.20
800.000 WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	72,902.92	102,259.00	107,259.00	81,392.54	75.88
801.002 LAB FEES	12,268.43	15,600.00	15,600.00	10,693.73	68.55
801.025 HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	0.00
801.800 WATER STUDY	25,500.00	22,500.00	22,500.00	12,500.00	55.56
826.000 LEGAL FEES	0.00	0.00	25,000.00	1,260.00	5.04
850.000 COMMUNICATIONS	5,989.40	6,000.00	6,000.00	7,645.01	127.42
851.000 MAIL/POSTAGE	2,162.62	5,400.00	5,400.00	2,051.49	37.99
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	542.47	1,200.00	1,200.00	611.55	50.96
890.000 SAFETY	3,374.36	6,000.00	6,000.00	3,639.19	60.65
900.000 PRINTING & PUBLISHING	2,824.58	4,300.00	4,300.00	4,625.84	107.58
910.000 PROFESSIONAL DEVELOPMENT	822.50	5,000.00	5,000.00	1,617.50	32.35
910.100 SEMINAR LODGING	0.00	1,000.00	1,000.00	0.00	0.00
910.200 SEMINAR MEALS	31.07	450.00	450.00	16.96	3.77
915.000 MEMBERSHIP & DUES	619.00	1,000.00	1,000.00	1,067.50	106.75
920.000 ELECTRIC/NATURAL GAS	140,634.19	165,000.00	165,000.00	141,658.35	85.85
930.000 REPAIRS	27,674.65	50,000.00	50,000.00	60,999.32	122.00
930.001 MAINT-EQUIPMENT	6,871.26	15,000.00	15,000.00	6,540.87	43.61
930.200 MAINT-GROUNDS	3,572.98	3,000.00	3,000.00	1,297.28	43.24
930.300 MAINT-BUILDINGS	4,730.47	5,000.00	5,000.00	4,994.48	99.89
933.000 MAINT-VEHICLES	5,691.05	6,000.00	6,000.00	1,559.47	25.99
933.100 MAINT-WATER WELLS	155.45	70,000.00	70,000.00	32,776.09	46.82
933.200 MAINT-TREATMENT PLANTS	19,605.41	60,800.00	60,800.00	30,958.87	50.92
933.300 MAINT-WATER TOWERS	4,130.79	33,000.00	33,000.00	22,086.24	66.93
933.700 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	2,450.00	2,450.00	2,421.29	98.83
934.300 OPTO 22 MAINTENANCE	12,484.42	16,000.00	16,000.00	12,938.03	80.86
934.500 MAINT. AGREEMENT ON EQUIPMENT	8,265.16	13,950.00	13,950.00	7,078.84	50.74
935.000 PROPERTY/LIABILITY INSURANCE	23,694.28	19,500.00	26,500.00	26,099.98	98.49

ACCOUNT DESCRIPTION	END BALANCE	2022		YTD BALANCE	% BDGT USED
	12/31/2021 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	12/31/2022 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Expenditures					
940.500 ROYALTIES	4,973.09	5,000.00	5,000.00	5,390.00	107.80
955.000 MISC.	10.00	0.00	0.00	0.00	0.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	155.45	719,000.00	848,000.00	102,951.78	12.14
972.013 HOOKUP LABOR & MATERIAL	35,157.18	50,000.00	50,000.00	81,702.64	163.41
977.000 NEW EQUIPMENT PURCHASE	868.12	14,750.00	8,250.00	4,801.12	58.20
977.600 METER REPLACEMENT PROGRAM	31,000.00	30,000.00	30,000.00	47,336.61	157.79
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,481.45	1,000.00	1,000.00	437.67	43.77
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,177.64	24,170.00	24,170.00	4,721.97	19.54
981.000 NEW VEHICLE PURCHASE	0.00	0.00	35,000.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS	1,222,642.15	2,213,768.00	2,408,268.00	1,508,436.14	62.64
Dept 906 - DEBT SERVICE					
990.000 BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	1,578.75	99.98
996.001 BOND - PAYING AGENT FEES	750.00	800.00	800.00	750.00	93.75
996.002 BOND INTEREST - (2010 WATER)	50,538.77	47,780.00	47,780.00	46,792.79	97.93
Total Dept 906 - DEBT SERVICE	52,867.52	50,159.00	50,159.00	49,121.54	97.93
Dept 910 - DEBT SERVICE-LEASES					
992.500 LEASE PAYABLE INTEREST	15.41	0.00	0.00	0.00	0.00
Total Dept 910 - DEBT SERVICE-LEASES	15.41	0.00	0.00	0.00	0.00
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	393,918.50	400,000.00	400,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	393,918.50	400,000.00	400,000.00	0.00	0.00
TOTAL EXPENDITURES	1,669,443.58	2,663,927.00	2,858,427.00	1,557,557.68	54.49
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,726,700.54	1,650,706.00	1,650,706.00	1,755,936.49	106.37
TOTAL EXPENDITURES	1,669,443.58	2,663,927.00	2,858,427.00	1,557,557.68	54.49
NET OF REVENUES & EXPENDITURES	57,256.96	(1,013,221.00)	(1,207,721.00)	198,378.81	16.43
TOTAL REVENUES - ALL FUNDS	8,953,476.54	8,432,504.00	10,256,554.00	10,155,605.85	99.02
TOTAL EXPENDITURES - ALL FUNDS	8,132,285.77	13,234,464.00	14,841,549.00	9,828,556.70	66.22
NET OF REVENUES & EXPENDITURES	821,190.77	(4,801,960.00)	(4,584,995.00)	327,049.15	7.13

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: January 25, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 1/18/2023
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.1 – Governing Style	

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 the intervening years and as recently as 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 3.1 (Governing Style), are to be reviewed and monitored for compliance on an annual basis. Policy 3.1 is to be reviewed annually in January.

Board Policy 3.1– Governing Style

At the highest level, the Policy states:

The Board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

Attached is a complete copy of Policy 3.1 and an evaluation form that can be used for the review/discussion of Policy No. 3.1

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to existing policies that apply to the Board of Trustees and to review if the policy itself needs any updating.

PROJECT IMPROVEMENTS

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

- Community well-being and common good

- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on January 25, 2023.

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

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board not in compliance.

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by the policies more completely?

3.1 POLICY TITLE: *GOVERNING STYLE*

The board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

On any issue, the Board must insure that all divergent views are considered in making decisions yet must resolve into a single organizational position.

Accordingly:

- 3.1.1 The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in *governing*. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board may use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute the individual judgments for the board's values.
- 3.1.2 The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.
- 3.1.3 The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
 - 3.1.3.1 In accordance with this discipline, the board will only allow itself to address a topic after it has answered these questions:
 - A. Whose issue is this? Is it the Board's or the Township Manager's?
 - B. Has the board dealt with this subject in a policy? If so, what has the board already said on this subject and how is this issue related? If the board has already addressed the matter, does the board wish to change what it has already said?
 - C. If the matter is several levels below board level, what is the broadest way to address this issue so that it is still under existing board policy? Does that policy suffice to deal with our concern?
 - 3.1.3.2 It is out of order for board members to talk about content until these questions of appropriateness are settled.
- 3.1.4 Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.
- 3.1.5 The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling its commitments.

- 3.1.6 The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Township Management Linkage categories.