



BOARD OF TRUSTEES
Regular Meeting
July 26, 2023
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Amanda Brake, Transitional Housing Program presentation
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. July Monthly Activity Report
 - C. Planning Commission, EDA, Sidewalks, and ZBA updates by Community and Economic Development Director
 - D. Correspondence from The Morey Foundation
 - E. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – July 12, 2023 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Teall) FY'23 Budget Amendment #3
- B. Discussion/Action: (Nanney) Michigan Department of Agriculture and Rural Development's (MDARD) Rural Readiness Grant Program Resolution
- C. Discussion/Action: (Board of Trustees) Adoption of Revised Governance Policy Section I: Ends
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.0 Executive Constraints
- E. Discussion/Action: (Teall) Policy Governance 2.5 Financial Conditions and Activities
- F. Discussion/Action: (Board of Trustees) Policy Governance 4.4 Township Management Team Performance

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

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

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

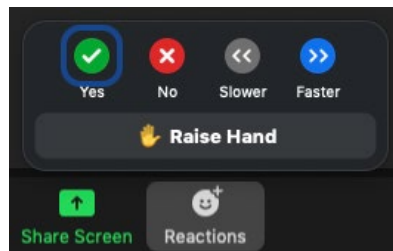
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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	Squattrito	2/15/2026
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	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
4 -	Vacant		12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Repesantive)	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-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
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: SARVJIT CHOWDHARY Date: 5/16/23
Address: 774 STONERIDGE DRIVE
Phone (home) (989) 779-2900 (cell) (989) 400-2688 (work) _____
Email: savichowdhary@yahoo.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:
 ☐ Property owner in East or West DDA
 ☐ Resident in Union Township

☐ OTHER *Specify Board: ZONING Board of Appeal

Please state reason for interest in above board:

I am interested in this position. I want to
involved with this position

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 I am involved with other Boards of
The Union T/ship and want to serve This Board Also

Signature: [Signature] Date: 5/16/23



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: July 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

- Budget Amendment – 2nd meeting in July
- FY '24 recommended budget – late September

Community and Economic Development

- Service Agreement CMU/UT Citizen Survey - August
- 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 Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds
- Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements.

Public Services

- Consider amendments to water/sewer ordinance to
 - Consider elimination of REU basis for variable cost billing component and move to actual usage
 - Consider updates due to age of existing Ordinance
- Pump Station #2 Engineering Agreement
- New Truck(s) purchase

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
- Assessor to offer the citizens Assessment appeal training prior to the Board of Review in March
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Development of FY 2024 budget recommendation

Community and Economic Development

- Develop soil erosion control process to integrate with site plan review process more seamlessly
- Consider ways to maximize the usefulness, readability, and functionality of the Township website's Announcements, Public Notices, and News features
- The Department Director will expand information on the Township's website related to development approval processes and pre-application meeting options to further assist the development community
- The Department 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.
- Economic Development – 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.
- Economic Development - Possible request to consider selling approximately 3.55 acres of vacant Township-owned land 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.
- In the initial stages of document digitization project. Initial focus will be on building construction plans and EDA documents. This is a multi-year project to digitize documents in the basement of Township Hall
- Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions.
- Rental Housing – staff have begun a process to evaluate options for potentially holding a series of educational opportunities for local landlords on topics related to inspections, safety, applicable codes, and other landlord/tenant topics.
- The Department 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.

- Consider partnering with the City of Mt. Pleasant and the Saginaw-Chippewa Indian Tribe to conduct a joint transportation planning project that would include evaluation of options for improvements to the north and south Mission St. interchanges with US-127, routing of heavy truck traffic, public transit improvements, and updated planning for a regional network of interconnected pedestrian/bicycle pathways.

Public Services

- WWTP - Sludge Storage Tank installation
- Meridian Road iron removal filter maintenance approval – (rebidding – 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
- Lead and copper service line replacement as identified
- Pump Station #1 - Project started and was moving along according to schedule. The project is close to being completed. The project is currently paused as there is a problem with getting power to the new station. Consumers Energy is currently having difficulty getting new pad mount transformers

Ordinance Enforcement Activities

- Shut off (34) utility accounts for non-payment, tracked payments, dispatched turn-ons
- 2101 S Lincoln Rd unpermitted work. Building Official visited site and motivated contractor to pull a permit. This matter is closed.
- 5128 E Broadway Rd. Unpermitted demolition. The Isabella County Community Development Department issued a demolition permit in error for a property not in their jurisdiction. The Township's Building Official visited the site, met with contractor and property owner, and explained how to proceed with proper permitting. A Township demolition permit and requests for water/sewer disconnections were subsequently applied for and issued. This matter is closed.
- 5715 S. Lincoln Rd. Complaint regarding an unlawful rental unit. The owner responded to the notice of violation by applying for rental certification and by scheduling the required inspection by the Rental Inspector. This matter is closed.
- 1929 S. Isabella Road. Complaint about sitework being done without permits. The owner was contacted and promptly stopped work pending the necessary site plan and building permit approvals. This matter is closed.
- 306 E. Pickard Rd. Excessively tall grass. The owner corrected the violation. This matter is closed.
- 1954 E. River Rd. Excessively tall grass. The owner corrected the violation. This matter is closed.
- 2025 S. Lincoln Rd. Excessively tall grass. The owner corrected the violation. This matter is closed.
- Undeveloped road right-of-way known as Edward Street in the Beltinck Subdivision off of S. Lincoln Rd. Excessively tall grass. With the assistance of the Zoning Administrator, the owners of the abutting lots met and have agreed to work together to maintain this area. This matter is closed.
- 2181 S. Lincoln Rd. Excessively tall grass. The owner, Randy Golden, was repeatedly notified of the violations but has taken no action to mow the lawn areas that must be cut. Township action to correct the violation at the owner's expense will be ordered if left unresolved after 7/12/2023.
- 5281 Jonathon Ln. - Complaint about garbage bags piled up in rear yard and a dilapidated privacy fence falling down in the rear yard. The foreclosure agent, Guardian Asset Management from Pennsylvania has removed all junk and debris from the site. Follow up action to repair or remove the fence is still pending.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits and in violation of maximum allowable height and floor area limitations. The ZBA approved a variance for the height

violation with a plan to correct the total floor area violation. Despite reminders from staff, the owner has not yet submitted the required building permit with plans for the required modifications. A follow up final notice of violation is in process.

- 898 S. Mission Road. Vehicles parked in the front yard lawn areas and an unlawful change of use. The vehicle-related violations have all been corrected. Community and Economic Development Director and Zoning Administrator met with the owners of the Extreme Garage vehicle repair business about change of use requirements for a minor site plan approval. The owners are working on an updated plan, which will include some limited site improvements needed to satisfy Section 12.5 (Nonconforming Sites) standards.
- 2366 Jenchris Lane. Complaint about inoperable snowmobile in front yard. The owner notified that the snowmobile must be removed or stored in garage.
- 1308 E High St. Complaint about five (5) or more unrelated adults living in a rental dwelling where Township ordinances allow a maximum of three (3) unrelated adults to be in one residence. The owner responded to notification of the violation by the Rental Inspector to confirm that corrections will be made to comply. A follow-up inspection has been scheduled.
- 5360 E. Palmer St. Inoperable vehicles unlawfully stored on the front lawn. The owner responded to the violation notice to confirm the violation will be corrected. A follow up site visit is planned.
- 5053 E. Kay St. Inoperable vehicles unlawfully stored on the front lawn. The owner responded to the violation notice to confirm the violation will be corrected. A follow up site visit is planned.
- 4591 S. Crawford Rd. Unlawful keeping of chickens on a residential lot without the required zoning permit approval for educational purposes, and complaints of chickens wandering neighbors' lots. The owner responded to a notice of violation to initially assert that they complied but invited the Zoning Administrator to inspect the premises. During a site visit, the number of chickens were found to exceed the maximum allowed under Section 6.5 (Animals, keeping of) of the Zoning Ordinance and the location of the chicken coop and outdoor fenced area on the lot also violated the standards of this Section. The owner is working to come into compliance.
- 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.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. This property has been the subject of previous code enforcement activity. The 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 spoke with a contractor who is looking into options to help the owner resolve the violations.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- Finance Director attended an online seminar on new employee Onboarding Essentials
- Finance department staff attend a State Treasury sponsored session titled Fiscally Ready Communities: Managing Internal Controls
- Assessor attended class in Paris, MI. regarding "Dollar Store valuation" and participated in an online class on, "Audit and Database Cleanup."
- The Community and Economic Development Director participated in a "Fiscally Ready Communities" online seminar hosted by the Michigan Dept. of Treasury and MSU Extension for professional development purposes.
- The Building Services Clerk will be attending continuing education for the MCAT certification
- Public Services Director attended Drinking Water Public Water Supply Quarterly Update meeting
- The Township Manager and department directors received an interactive tour and presentation on BS&A Cloud Services as a long-term (12-18 months lead time) solution to improve interactivity

between departments, increase efficiency, expand financial and productivity oversight opportunities for department heads.

- The Community and Economic Development Director participated in an asset management online seminar by the Michigan Infrastructure Council for professional development purposes
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly fire extinguisher, AED, and eye wash inspections completed
- WWTP - Completed EPA DMR QA blind study for lab analysis
- WWTP - Collection System Mercury Testing
- WWTP - Completed Biosolids Sampling for 2023 land application
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Completed 12 lead service line exterior inspections and compiled a list for the next round of lead service line inspections, prepared and mailed notices to customers.
- June 10th Hooked up generators to pump stations # 8, 9 and 15 due to power loss on the north end of the township.
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results.
- Saturday June 24th. Emergency Miss Dig for Consumers Energy (Hit gas line)
- Performed confined space entry to replace pumps off float at pump station # 5
- June 10th Hooked up generators to pump stations # 8, 9 and 15 due to power loss on the north end of the township.

Economic Development Activities

- Department Director prepared a letter of intent to participate in the Michigan Department of Agriculture and Rural Development's (MDARD) Rural Readiness Grant Program funding opportunity. Following a favorable response from MDARD, the Director met with Middle Michigan Development Corporation representatives to coordinate preparation of a grant application to expand upon the Township's current Master Plan update process to plan for and identify potential sites along the US-127 corridor for expanded industrial/business park development. The grant application is due August 3, 2023.
- During their regular June 20, 2023, meeting, the Planning Commission: continued process to update the Master Plan.
- The Community and Economic Development Director attended the quarterly Sports Commission meeting organized by the Mt. Pleasant Area Convention and Visitors Bureau to coordinate timing of and ensure adequate support for sports tournaments and events in the community.
- The Community and Economic Development Director plans to follow up with Middle Michigan Development Corporation representatives for further discussion and evaluation of a potential opportunity to apply for additional grant funding under a new Recompete Pilot Program from the U.S. Economic Development Administration to help support implementation of expanded industrial/business park development along the US-127 corridor. Depending on eligibility, this grant opportunity would require further collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.
- The Community and Economic Development Director plans to follow up with Jim Holton at Mountain Town Brewery and Summit Smokehouse regarding some business-related concerns.
- The Community and Economic Development Director plans to follow up with the Isabella County Community Development Director regarding creation of a unified "regional planning/zoning"

theme on the County's existing Fetch GIS website where the zoning district and future land use maps for the County, City, and Township could be displayed together with other relevant site selection data.

- The Community and Economic Development Director will continue business retention contacts.
- The Community and Economic Development Director will complete and distribute 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
- On July 25, 2023, the EDA Board will also hold the first of two (2) required special informational meetings to answer any questions from the public or representatives from taxing jurisdictions subject to capture in the DDA Districts about the EDA Board's 2022 Annual Report.
- The Community and Economic Development Director served as the Chair for the June meeting of the Mt. Pleasant Airport Joint Operations and Management Board, and supported outreach efforts by participating in a Chamber of Commerce-sponsored Young Professionals tour of Airport facilities.
- The Zoning Administrator reviewed and/or approved (6) Zoning review approval letters for building permit applications.
- Split/combined parcels for Krist Food Mart & Filling Station at 4972 E. Pickard.

Community Development Activities

- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 1,109 units) to also include Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- For the 2023 M-20/E. Pickard Rd. reconstruction project the Community and Economic Development Director and Public Services Directive have continued to meet with and communicate with MDOT representatives and project contractors to address issues of concern.
- The Building Services Clerk worked with East DDA District contractors at Pleasant Thyme Herb Farm, Thielen Turf, and Block Electric to ensure that the banners and flowers are displayed, and the irrigation system is operating where possible along the E. Pickard Rd. corridor, despite the challenges of the current road construction.
- The Zoning Administrator reviewed and/or approved (1) Temp Use permit for meat sales in Menards parking lot and issued (5) Yard sale permits.
- The Township Manager, Community and Economic Development Director and Public Services Director met with representatives from the Mid-Michigan Aquatic Recreational Authority to discuss location and development-related details for planning of a potential future regional aquatic facility in the Township
- The Community and Economic Development Director and Township Engineer held a pre-construction meeting on 6/13/2023 with a representative from The Isabella Corporation for the project to pour the new McDonald Park Outdoor Fitness Court's concrete pad and the new sidewalks around the Township Hall and along Pickard Rd. west into McDonald Park. Paving of the new sidewalks around the Township Hall and along Pickard Rd. west into McDonald Park is scheduled to begin in July
- The Community and Economic Development Director met on 6/8/2023 with Central Michigan University engineering and construction staff to go over details for the planned Fall construction of a new lighted and paved pathway from Deerfield Rd. north to Denison Drive to better connect the

Township's student and workforce housing south of Deerfield Rd. into the CMU Campus and to nearby businesses along S. Mission Rd. and E. Bluegrass Rd.

- The Community and Economic Development Director wrapped up work with league and tournament representatives as the 2023 baseball/softball seasons in McDonald Park came to a successful conclusion in late June.
- The Community and Economic Development Director attended the quarterly Sports Commission meeting organized by the Mt. Pleasant Area Convention and Visitors Bureau to coordinate timing of and ensure adequate support for sports tournaments and events in the community.
- The Township Manager and Community and Economic Development Director met again with a representative from Central Michigan University to discuss details for facilitation by CMU of a new survey of Township residents.
- The Building Official provided the following services during the month:
 - 41 Inspections
 - 25 Permits issued
 - 8 Certificate of Occupancy
 - 1 Temporary Certificate of Occupancy
- Issued Temporary Certificate of Occupancy to Dunkin Donuts
- The Township Manager and Community and Economic Development Director met with a representative from Central Michigan University to discuss options for a potential facilitation by CMU of a new survey of Township residents.
- Jameson and McDonald Park - general cleaning, maintenance, and ball field preparation

Organizational and Stakeholder Support Services

- All year end finance close-out activities have been completed and various reports submitted in a timely manner. This includes among others, the debt financing qualifying statement and annual bond disclosure report
- Prepared the Annual Report on Status of Tax Increment Financing Plan for both the East and West Downtown Development Districts and submitted annual report to State Treasurer regarding East and West DDA activities and financials
- Filed application with the State for reimbursement of personal property TIF losses in the East DDA and West DDA
- Prepared and mailed bills for the McGuirk and Carriage Hill special assessments
- Completed the Non-Discrimination testing of the Flex Spending Account Plan request
- Set up MERS Retirement informational meeting in August and notified employees to request their attendance
- Began planning for implementation of the BSA Purchase Order module
- Monthly bank account reconciliation completed timely along with recurring reconciliation of various subsidiary ledgers to general ledger within various funds
- Regularly monitor the Michigan Tribunal web site for newly filed appeals
- Identified properties eligible to receive a principal residence exemption but did not have one, notified owners
- The Building Services Clerk met again with representatives from the Michigan Department of Technology, Management & Budget Analyst and Graphic Sciences to coordinate labeling of test documents and to discuss other necessary details for the project to scan historical documents and files in basement.
- Rental Inspector working through tenant complaints and working with both tenants and landlords to resolve

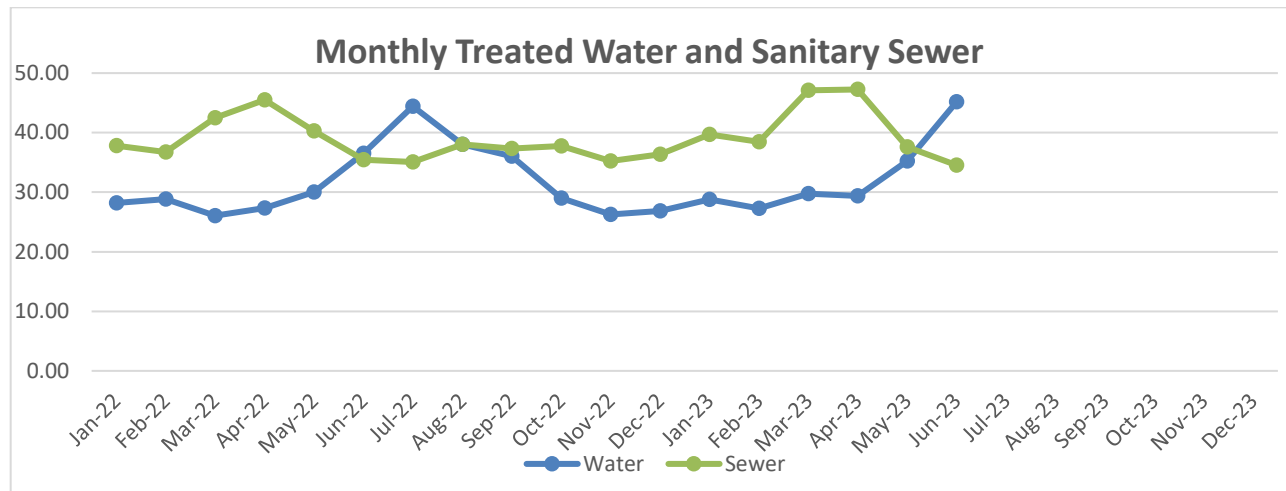
- Public Services processed (4) ACH Requests, (38) Transfers of Service/Final Bills and prepared (1) Misc. Invoice – Alwood Nursery
- Public Services received/processed (261) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- 2nd Quarterly Billing process completed: read water meter routes, analyzed usage reports, prepared rereads and calculated/printed/mailed 2nd quarter utility billing in the amount of \$1,141,254.76
- Scheduled (20) twenty water meter repair and touchpad appointments.
- GIS: Saginaw Chippewa Tribal College: In response to a request from a designer at Wade Trim of Bay City for utility information in the area of the Saginaw Chippewa Indian Tribe parcel at 5805 E. Pickard (former MMCC site purchased by SCIT in 2022), the GIS Specialist sent water and sanitary sewer scanned plans and record drawings needed for building renovations.
- GIS: BS&A Assessing - Created a list for the Assessor of the 300 or so parcels that need to be updated in BS&A Assessing with current zoning classifications. Used a method where parcel centroids are within zoning polygons, working out issues with multi-zoned parcels.
- GIS: Land Divisions - Used certified surveys and legal descriptions to do the necessary land divisions to update the parcel layer in the GIS.
- GIS: Miscellaneous - split four new parcels from Klumpp parcel, 5450 S. Mission Rd.; split three new out lot parcels from a parcel on the south side of Bluegrass west of 4490 E. Bluegrass Rd.
- GIS: Saginaw Chippewa Tribal College: In response to a request from a designer at Wade Trim of Bay City for utility information in the area of the Saginaw Chippewa Indian Tribe parcel at 5805 E. Pickard (former MMCC site purchased by SCIT in 2022), the GIS Specialist sent water and sanitary sewer scanned plans and record drawings needed for building renovations.
- Paving of River Road at US 127 underpass was completed after the water main was repaired as well as the cleanup, black dirt, and hydro seeding of repair location.
- Attended Township Hall Feasibility Study meetings and met with Shayna from Goudreau and Associates regarding study – Kim Smith
- Completed (225) Miss Dig underground markings requests throughout Township.
- Weed whipping and painting of fire hydrants (Seasonal Help).

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- Used Vac truck on M-20 to verify sewer force main location in two spots for road contractor.
- Used Vac truck to dig trench for Block Electric for repair of well # 8 junction box.
- June 2023 – Treated Potable Water

Total Month:	45.176 mg
Average Day:	1.506 mgd
Max Day:	1.784 mgd
- June 2023 – Treated Sanitary Sewer

Total Month:	34.54 mg
Average Day:	1.15 mgd
Max Day:	1.25 mgd





July 14, 2023

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

Board of Trustees:

First and foremost, we would like to express our sincere gratitude for your decision on our appeal of the sewer connection fee on May 24, 2023. As you know, we spent a lot of time preparing, researching, and understanding the process to the best of our ability. We greatly appreciated the opportunity to share our perspective with all of you.

As a follow-up, we would like to share some additional thoughts and concerns. During the board meeting discussion, we were not given an opportunity to defend or provide insight on comments made by Board Members or the Township Manager. We were limited to specific questions and only allowed to speak when asked. We understand that there are policies and procedures in place; however, some items were misrepresented.

We would like to address the calculation error. During the Board meeting, Mr. Stuhldreher downplayed the fact that Ms. Smith made a critical mathematical error in her appraisal. In fact, it was roughly a \$30,000 error based on the letter he sent us on May 1, 2023. In our opinion, this is noteworthy, and it was never addressed by the Board. He more or less brushed aside that she counted the fixtures incorrectly due to inaccurate plans. In our opinion, if fixtures were the only variable, a higher level of effort should have been demonstrated to provide an accurate count. When we questioned Ms. Smith, she would not review or take anything we said into consideration. Instead, she threatened a higher fee based on square footage. Ms. Smith also used her judgment to say that the Ice Arena was a proper comparable, even though Martin Ice Arena detailed exceedingly high water usage in the eighth quarter of the water usage report. This was an extreme outlier and greatly impacted the fee assessed. Based on Ms. Smith's formula, that outlier alone, added nearly \$10,000 to the fee. Ms. Smith and Mr. Stuhldreher led us to believe that they both agreed that the reading was abnormal, yet declined to omit it from the formula. This narrative was included in your original board packet. We were a bit surprised that this wasn't a concern for the Board. There was never any discussion about her handling of the situation. During the Board meeting, not once did Ms. Smith acknowledge us. As customers and community members, we deserved better than that.

Additionally, we would like to address the statement that was made in conclusion of the Board's decision on our appeal. Mr. Mielke addressed us and stated that the Board's decision should not be taken as a

7350 East River Road • Mount Pleasant, Michigan 48858 • PH: 989.317.0198

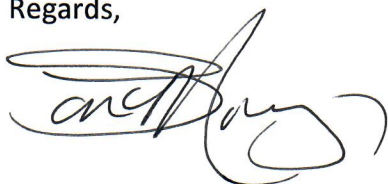
precedent for future concerns. Insinuating that this particular appeal was a special circumstance. Furthermore, Mr. Mielke indicated that the Board does not wish to have owners or contractors negotiate fees. We want to be very clear: this was not a negotiation or an attempt to negotiate a favorable fee. It was an appeal, backed by facts, for a fair and accurate fee. All of which could have been avoided if given proper attention by Township Management. Again, demonstrating to us the lack of accountability for Ms. Smith, Mr. Stuhldreher, and the fee assessment process.

It's important to acknowledge that you as a Board, after discussion and review of the documentation we provided, agreed that Ms. Smith's and Mr. Stuhldreher's judgment on using Martin Ice Arena as a comparable was unreasonable. You also agreed that her calculations were inaccurate. Thankfully, you approved a fair fee of \$6,580.11. The result of that decision was a reduction of \$43,417.99, or 87% of the initial assessment. That is *significant*. In the follow-up letter that we received from Mr. Stuhldreher, dated June 1, 2023, there was no acknowledgment of the mistake, apology, or response to the time and effort we put forth to demonstrate a proper fee. Rather, it was simply noted as a decision approved by the Board.

Bottom line, there is a fundamental concern with how the Township Management, specifically Mr. Stuhldreher and Ms. Smith, handled this issue. We find it a bit concerning that the Board of Trustees didn't discuss or acknowledge that concern to any degree. Honestly, we should have never had to seek an appeal in the first place. In fact, in discussions with Mr. Stuhldreher, he stated more than once that he didn't understand why we were spending so much time on a "fifty-thousand dollar fee when it was such a small percentage of the total project." That was an incomprehensible statement, and, quite frankly, offensive. Furthermore, as noted in your original packet, he also stated that "he gets paid to make judgments on these types of situations." However, we believe there was a lack of attention and a strong desire to push this concern to the Board.

Lastly, we do not believe that this issue is isolated to our project alone. We have spent countless hours speaking with local contractors and developers in the area. The reoccurring theme is that Union Township is incredibly difficult to work with. Mr. Stuhldreher, Ms. Smith, and Mr. Nanney have all been cited as problematic. When we attended the Planning Commission meeting on February 21, 2023, Mr. Nanney attempted to delay our project by stating he didn't have the appropriate information. This was a false statement. A representative from JBS Contracting, Inc., who was in attendance, corrected him and had proof of submission. Fortunately, the Planning Commission approved our site plan against Mr. Nanney's recommendation. Again, just another example of the unnecessary roadblocks that are manifested by an organization that is entrusted to serve the people. We strongly believe that businesses have moved out of the area or have elected to develop elsewhere for this reason. It's simply unfortunate.

Regards,



Lon Morey
President



Erik Spindler
Executive Administrator

cc: Mr. Doug LaBelle, II – Planning Commission, Charter Township of Union

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 July 12, 2023, at 7:00 p.m. at the Union Township Hall.

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

Smith moved **Thering** supported to appoint Treasurer Rice as temporary clerk for the meeting.

Vote: Ayes: 4 Nays: 0. Motion carried.

Roll Call

Present:

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

Excused:

Clerk Cody, Trustee Bills, and Trustee Brown

Approval of Agenda

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

Motion carried.

Presentation

Public Hearing

Public Comment

Open: 7:02 p.m.

No comments were offered

Closed: 7:02 p.m.

Reports/Board Comments

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

B. Board Member Reports

Rice – Taxes were mailed out and in mailboxes July 1st.

Thering – The Planning Commission focuses on updating the Master Plan at the June 20th meeting.

Consent Agenda

- A. Communications
- B. Minutes – June 28, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. 2023 Manhole Rehabilitation Project Bid Award

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

New Business

A. Discussion/Action: (Smith) Pump Station #1 Construction Project Participation Agreement

Smith moved **Rice** supported to approve the Participation Agreement with the Economic Development Association (EDA) for the Pump Station #1 Construction Project and a budget amendment to the FY2023 EDA Budget in the amount of \$160,000.00. **Vote: Ayes: 4 Nays: 0. Motion carried.**

B. Discussion/Action: (Nanney) Review of Bids for Tall Grass and Weed Ordinance Enforcement

Thering moved **Smith** supported to approve Goenner Lawn Care as the successful bidder for mowing services for residential and commercial properties within the township that are in violation of the Township's Noxious Weeds and Tall Grass Ordinance No.1998-5, and to authorize the Township Manager to sign a service agreement with the successful bidder for these services. **Vote: Ayes: 4. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 7:17 p.m.

No comments were offered.

Closed: 7:17 p.m.

MANAGER COMMENTS

- Gave an update on the outdoor fitness court and sidewalks around the hall.
- Informed the Board of the homeless encampment found set up around Jameson Park and the dug outs.

FINAL BOARD MEMBER COMMENTS

N/A

ADJOURNMENT

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

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

07/19/2023 04:41 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 07/13/2023 - 07/26/2023

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/19/2023	101	623 (E)	00146	CONSUMERS ENERGY	5228 S ISABELLA RD	7,856.83
					5525 E REMUS ROAD	66.44
					1933 S ISABELLA RD	498.56
					1660 BELMONT DRIVE	224.67
					5144 BUDD ST	35.23
					5142 BUDD ST	118.26
					5537 E BROADWAY RD	132.41
					2270 NORTHWAY DR	34.93
					2055 ENTERPRISE	261.39
					4244 E BLUE GRASS RD	53.75
					5076 S MISSION RD	992.54
					4822 ENCORE BLVD	108.53
					4797 S MISSION ST BARN	265.89
					4795 S MISSION ST	2,905.11
					5240 E BROOMFIELD RD	920.92
					900 MULBERRY LN	55.14
					5369 S CRAWFORD RD	53.30
					3998 E DEERFIELD RO	73.96
					3248 S CONCOURSE DR	151.22
					1876 S LINCOLN RD	17.83
					2188 E PICKARD RD	100.28
					1776 E PICKARD RD	126.12
					1876 E PICKARD RD	47.16
					2180 S LINCOLN	48.71
					2010 S LINCOLN RD	882.73
					2495 E DEERFIELD RD	75.09
						<u>16,107.00</u>
07/19/2023	101	624 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
07/19/2023	101	625 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	RED INK CARTRIDGES FOR METER	398.37
07/26/2023	101	24723	01358	21ST CENTURY MEDIA-MICHIGAN	NOTICE OF ZBA PUBLIC HEARING	320.60
					BID REQUEST AD-WEED ABATEMENT SERVICES	283.90
					BOARD MEETING SUMMARIES-MAY 2023	192.15
						<u>796.65</u>
07/26/2023	101	24724	01703	AMAZON CAPITAL SERVICES	LAWN MOWER TIRES	205.99
07/26/2023	101	24725	01867	CHRISTIN BAKER	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
07/26/2023	101	24726	00072	BLOCK ELECTRIC	CONDUIT FOR WATER WELLS #8 & #9	1,854.31
07/26/2023	101	24727	01868	JEREMY T & AMY BOND	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
07/26/2023	101	24728	01240	BRAUN KENDRICK FINKBEINER PLC	MTT-SZ MT PLEASANT APTS. WEST-JUN 2023	117.00
					MTT-JAMESTOWN APTS-JUN 2023	487.50
						<u>604.50</u>
07/26/2023	101	24729	00099	CENTRAL CONCRETE PRODUCTS CO. INC	1 YD CEMENT&REINFORCING ROD-LIFT STN MAI	181.00
07/26/2023	101	24730	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING - PARKS - 2ND Q 2023	2,666.40
					UTILITY BILLING - WWTP - 2ND Q 2023	2,353.89
						<u>5,020.29</u>
07/26/2023	101	24731	00129	CMS INTERNET, LLC	FIBER INSTALL - MERIDIAN WELL SITE	2,000.00
					MANAGED IT, EMAIL&PHONE SERV-AUG 2023	6,139.41
						<u>8,139.41</u>

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User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 07/13/2023 - 07/26/2023

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						8,139.41
07/26/2023	101	24732	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JUN 2023	1,236.45
07/26/2023	101	24733	00209	ETNA SUPPLY COMPANY	WATER METER	1,842.73
07/26/2023	101	24734	01131	FORD HALL COMPANY	CLARIFIER BRUSHES PARTS	1,130.76
07/26/2023	101	24735	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT - JUL 2023	40.00
07/26/2023	101	24736	01866	THRESA FRAYER	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
07/26/2023	101	24737	00257	GOURDIE-FRASER, INC.	EGLE SOURCE WATER PROTECTION GRANT	1,725.63
07/26/2023	101	24738	01721	HYDROCORP	CROSS CONNECT CONTROL PRG/NON-RESIDENTIAL	950.00
					CROSS CONNECT CONTROL PRG/RESIDENTIAL -	2,650.00
						3,600.00
07/26/2023	101	24739	00307	IDEXX DISTRIBUTION, INC	QUANTI-CULT FOR WATER LAB TESTING	990.73
					VESSELS FOR WATER LAB TESTING	228.33
						1,219.06
07/26/2023	101	24740	01455	JENNIFER LOVEBERRY	MILEAGE TO/FROM WTR PLANT-TWP HALL	204.36
07/26/2023	101	24741	00405	METTLER-TOLEDO, INC.	MAINTENANCE & CALIBRATION	1,036.10
07/26/2023	101	24742	00142	MICHIGAN OFFICE SOLUTIONS	PRINTER/COPIER SERV AGRMNT-JUL 2023	1,177.56
07/26/2023	101	24743	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	VALVE BOX RISER & VALVE BOX EXTENSION	80.55
					CORP STOP - WATER SERVICE VALVES	564.00
					REPAIR MATERIALS - RIVER RD WATER MAIN	10,342.00
					SOLID SLEEVE-RIVER RD WATER MAIN REPAIR	756.00
					PIPE TAPE - WATER MAIN INSTALLS/REPAIRS	360.00
					RETURNED MATERIALS - RIVER RD REPAIR	(4,476.00)
						7,626.55
07/26/2023	101	24744	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - Q3 2023	460.00
07/26/2023	101	24745	00494	NORTH CENTRAL LABORATORIES	TESTING SUPPLIES	1,674.32
07/26/2023	101	24746	01642	PIVOT POINT PARTNERS LLC	FIELD ASSESSING SUPPORT JUN 2023-JUN 202	1,030.40
07/26/2023	101	24747	01164	KIMBERLY RICE	TAX BILL OFFICE SUPPLIES REIMBURSEMENT	93.78
07/26/2023	101	24748	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES @ TWP HALL-JUN 2023	527.14
					JANITORIAL SERVICES @ WWTP-JUN 2023	316.29
					JANITORIAL SERVICES @ WTR PLANT-JUN 2023	316.29
						1,159.72
07/26/2023	101	24749	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE BREWER RENT - Q2 2023	45.00
07/26/2023	101	24750	01542	STERICYCLE, INC.	PAPER SHREDDING-JUL 2023	75.86
07/26/2023	101	24751	00637	SWEENEY SEED CO.	STRAW BLANKET-WTR SRV INSTALL CLEAN UP-P	24.00
07/26/2023	101	24752	01660	MARK THEISEN	MILEAGE TO PUMP STN #5/HOME	19.65
07/26/2023	101	24753	01013	USA BLUE BOOK	GLOVES & IRON FERROVER FOR TESTING	523.12

101 TOTALS:

Total of 34 Checks:

60,002.57

Less 1 Void Checks:

0.00

Total of 33 Disbursements:

60,002.57

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

CHECK DATE: July 20, 2023

PPE: July 15, 2023

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 44,145.55
Reissued Check	\$ (75.47)
Fire Fund	
EDDA	
WDDA	
Sewer Fund	35,032.93
Water Fund	27,242.97
Total To Transfer from Pooled Savings	\$ 106,345.98

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$ 72,184.54
Reissued Check	\$ (70.00)
Employer Share Medicare	1,001.77
Reissued Check	(1.01)
Employer Share SS	4,283.60
Reissued Check	(4.34)
SUI	22.32
Pension-Employer Portion	5,637.73
Workers' Comp	403.50
Reissued Check	(0.12)
Life/LTD	-
Dental	1,287.79
Health Care	23,704.79
Vision	-
Vision Contribution	-
Health Care Contribution	(2,453.59)
Flex Administrators	50.00
Cobra/Flex Administration	230.00
PCORI Fee	69.00
Total Transfer to Payroll Checking	\$ 106,345.98



Union Township Report

Date: Monday, July 3, 2023



Alarm Date between 2023-06-25 and 2023-07-01

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000425						
		6/26/2023 10:57:00 PM	622	No incident found on arrival at dispatch address	ENG 31	2	1
						Total Responding 2	
Union Township	0000429						
		6/26/2023 8:07:43 PM	744	Detector activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000430						
		6/27/2023 8:52:05 AM	740	Unintentional transmission of alarm, other	ENG 33	2	1
						Total Responding 2	

Union Township	0000435						
		6/30/2023 3:14:29 PM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 31	2	1
						Total Responding 2	
	Total Runs 4					Total Responding 8	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Tuesday, July 11, 2023



Alarm Date between 2023-07-02 and 2023-07-08

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000446						
		7/2/2023 3:43:31 PM	311	Medical assist, assist EMS crew	ENG 31	2	1
						Total Responding 2	
Union Township	0000447						
		7/3/2023 2:00:09 AM	733	Smoke detector activation due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000448						
		7/3/2023 2:48:15 AM	733	Smoke detector activation due to malfunction	ENG 31	2	1
						Total Responding 2	

Union Township	0000449						
		7/3/2023 6:51:00 AM	745	Alarm system activation, no fire - unintentional	ENG 31	2	1
						Total Responding 2	
Union Township	0000450						
		7/3/2023 3:48:57 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000454						
		7/4/2023 2:12:47 PM	424	Carbon monoxide incident	ENG 31	2	1
						Total Responding 2	
Union Township	0000455						
		7/5/2023 10:07:58 AM	733	Smoke detector activation due to malfunction	ENG 31	2	1

						Total Responding 2	
Union Township	0000458						
		7/5/2023 8:05:37 PM	444	Power line down	ENG 31	2	1
						Total Responding 2	
Union Township	0000459						
		7/5/2023 8:32:58 PM	733	Smoke detector activation due to malfunction	ENG 31	2	1
						Total Responding 2	
Union Township	0000465						
		7/7/2023 7:30:40 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
Union Township	0000467						

		7/7/2023 8:15:40 PM	321	EMS call, excluding vehicle accident with injury	ENG 31	2	1
						Total Responding 2	
	Total Runs 11					Total Responding 22	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Tuesday, July 18, 2023



Alarm Date between 2023-07-09 and 2023-07-15

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000470						
		7/9/2023 7:31:31 AM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
Union Township	0000471						
		7/9/2023 7:18:27 PM	744	Detector activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000475						
		7/12/2023 8:49:41 PM	444	Power line down	ENG 32	2	1
						Total Responding 2	

Union Township	0000478						
		7/13/2023 5:47:34 AM	131	Passenger vehicle fire	ENG 32	2	4
		7/13/2023 5:47:34 AM	131	Passenger vehicle fire	POV	13	4
						Total Responding 15	
	Total Runs 4					Total Responding 21	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Mark Stuhldreher, Township Manager

DATE: July 19, 2023

FROM: Sherrie Teall, Finance Director

DATE FOR BOARD

7/26/2023

CONSIDERATION:

ACTION REQUESTED: Board approval of the FY 2023 Budget Amendment No. 3 for the General fund, East DDA Fund, West DDA Fund, Tribal 2% Fund, American Rescue Plan Act (ARPA) Fund, Sewer Fund and Water Fund.

*It should be noted that the EDA Board recommended approval of the budget amendment for the East DDA Fund and the West DDA Fund at their meeting on July 18th, 2023.

Current Action ☒ Emergency ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2023 budget be amended by the Board of Trustees per the attached for the funds listed above. Detailed changes to the respective accounts for all funds are attached. A brief description of the significant amendments follows.

General Fund

- Revenue
 - Decreased Current Property Tax revenue \$5,500 is recognized because tax collections were less than expected due to MTT case settlements
 - Increased Revenue \$7,000 for Penalties on Tax are recognized-Wal-mart/Sam's Club were late paying Winter taxes
 - Increased Admin Fees on tax collections \$5,000 based on higher admin fees estimated based on the prior year's actual amounts
 - Increased Building Permit revenue \$135,000 due to the new County jail building
 - Increased Budget \$3,200 for the Metro Act revenue coming in higher than the previous year
 - Increased Interest Earned Budget \$158,800 due to higher interest rates on certificates of deposit
 - Increased the Jameson Hall Rent Budget \$5,000 now that the Hall is rented out on a regular basis
 - Total net revenue from all adjustments is an increase of \$309,000 for the General Fund

- Expenditures
 - Increased Township Manager dept budget \$1,964 for the pay increase approved by the Board on October 12, 2022
 - Increased Budget for wages and benefits in the Accounting/General Administration Dept, the Building Department, the Planning Department and the Parks Department based on the collective bargaining agreement approved by the Board on January 11, 2023
 - Increased the Accounting Department budget \$2,200 due to additional charges for GASB 87 Implementation related to the water tower leases for use as cell towers
 - Increased the Clerk's budget for the deputy clerk pay increase approved by the Township Manager in February
 - Increased Information Technology budget \$31,100 for hardware replacements and other cost increases, including \$10,000 to upgrade the Township's outdated website software
 - Increased the Assessing Department budget net \$7,180 for the new full-time Assessor hired in April, 2023 to replace the contracted Assessor
 - Increased the Building Department budget \$35,000 for extra professional and contractual services needed by McKenna for the County jail project
 - Increased the Building Department budget \$7,000 for new computers for the Rental Inspector, Building Official and Zoning Administrator because the ram was maxing out on the units they had
 - Increased the Public Works Department budget \$20,000 for grant searching & application monitoring
 - Decreased the Public Works Department budget \$50,000 for the traffic signal at Pickard & Bradley, the Isabella County Road Commission acquired State funding for the project
 - Decreased the Public Works Department budget \$156,000 to move the sidewalk construction along Lincoln and Pickard near the new fitness center and Twp Hall to the ARPA Fund budget
 - Increased Capital Outlay budget of \$20,000 is recognized to cover the General Fund's portion of the new servers/switches/battery backup costs that were shared with the Water and Sewer Funds.
 - Increased the Capital Outlay budget \$10,000 for the new Township Hall renovation study being done in 2023 instead of fiscal year 2022
 - Total net expenditures from all adjustments results in a decrease of \$27,827 in spending for the General Fund

The summary budget amendment for the General Fund is:

Revenues: \$ 309,000

Expenditures:

172-Township Manager	1,964
191-Accounting/Gen Admin	11,190
215-Clerk	5,808
228-Information Technology	31,100
257-Assessor	7,180
371-Building	59,217
701-Planning	12,818
441-Public Works	(196,700)
751-Parks and Rec	7,096
901-Capital Outlay	32,500
Total Expenditures	(\$ 27,827)

- The resulting net impact of budget amendment #3 is to increase the projected year end fund balance by \$336,827 in the general fund compared to the existing budget.

East DDA Fund

- Revenue
 - An Increased Budget for State Aid Revenue of \$9,000 is recognized
 - The Budget for Interest Earned is Increased \$51,400 due to higher interest rates
 - Total net revenue from all adjustments is an increase of \$60,400 for the East DDA fund
- Expenditures
 - Increased budget \$10,500 for the bulk digitization of the historical East DDA records
 - Increased budget \$300 due to rising costs for insurance coverage
 - Decreased budget \$100,000 for the Summerton Rd Sewer Extension engineering plan delayed until fiscal year 2024
 - Increased Budget \$172,000 for the Pickard Streetlight foundation upgrade with J Ranck Electric
 - Decreased Budget \$75,000 for the irrigation reconstruction project because the work has to wait until the construction on Pickard Rd is complete, this will likely commence in 2024
 - Increased Budget \$13,000 is recognized for improvements to the property on Yats Drive that were not completed in 2022, the project was completed in 2023
 - Total net additional expenditures from all adjustments is a net increase of \$20,800 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:		\$ 60,400
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Expenditures:		
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728-Economic Development	20,800	
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Total Expenditures		\$ 20,800
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- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$39,600 compared to the existing amended budget

West DDA Fund

- Revenue

- An Increased Budget for State Aid Revenue of \$1,800 is recognized
- The Budget for Interest Earned is increased \$22,400 due to higher interest rates
- Total net revenue from all adjustments is an increase of \$24,200 for the West DDA Fund

- Expenditures

- Increased budget \$10,500 for the bulk digitization of the historical West DDA records
- Decreased budget \$40,000 for the E. Remus Road Streetscape/Streetlights project likely to begin in 2024 instead of 2023
- Increased the Fire Protection budget \$1,800 to account for the actual amounts captured & returned per the agreement
- Total net expenditures from all adjustments is a decrease of \$27,700 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 24,200
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Expenditures:	728-Economic Development	(\$ 29,500)
	336-Fire Department	\$ 1,800

Total Expenditures		(\$ 27,700)
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- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$51,900 compared to the existing original budget

Tribal 2% Fund

- Revenue
 - An increase of \$100,000 in revenue is recognized based on the Tribe's Spring 2% distribution for the Pump Station #1 upgrade project
- Expenditures
 - Increased budget \$225,371 for the Contribution to the Sewer Fund for the Pump Station #1 upgrade project

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

Revenues: \$ 101,600

Expenditures: 728-Economic Development \$ 225,371

Total Expenditures \$ 225,371

- The resulting net impact of the budget amendment #3 is to decrease projected year end fund balance by \$123,771 compared to the existing original budget

American Rescue Plan Act (ARPA) Fund

- Revenue
 - An increase of \$215,200 in revenue is recognized based on \$32,200 estimated additional interest earned, \$27,000 for artwork and installation of the outdoor fitness center and \$156,000 for the sidewalks leading to and from the outdoor fitness center/Township Hall
- Expenditures
 - Increased budget \$27,000 for the artwork and installation of the outdoor fitness center and \$156,000 for the sidewalks leading to and from the fitness center/Township Hall

The summary budget amendment for the ARPA Fund is:

Revenues: \$ 215,200

Expenditures: 901-Capital Outlay \$ 183,000

Total Expenditures \$ 183,000

- The resulting net impact of the budget amendment #3 is to increase projected year end fund balance by \$32,200 compared to the existing original budget

Sewer Fund

- Revenue
 - Increased Budget for Connection Fees is recognized \$150,125 due to the Isabella County jail project
 - Increased Contribution from Tribe budget of \$225,371 is recognized based on 2% funding amount for the Pump Station #1 Upgrade Project that was not in the original budget
 - Interest Earned budget is increasing \$87,500 due to higher interest rates on CDs
 - Total net revenue from all adjustments is an increase of \$471,496 for the Sewer Fund
- Expenses
 - Decreased Budget \$30,000 for Professional & Contractual Services for the CWSRF Project Plan
 - Increased the Property/Liability Insurance budget \$9,500 due to increased costs for insurance and the addition of the new vector truck
 - Increase the New Computer Hardware & Software budget \$18,000 for new network switches, mobile tablet, APC battery replacements & other projects
 - Increased budget for Chemicals \$5,000 due to increased costs
 - Reduced budget \$10,000 for Maintenance on Buildings to remove the breakroom project delayed until next fiscal year
 - Increased budget \$5,000 for the tail shaft replacement in oxidation ditch #2
 - Total net expenses budgeted are increasing by \$ 2,111 for the sewer fund

The budget amendment for the Sewer Fund is:

Revenues:		\$ 471,496
Expenditures:	536-Water/Sewer Systems	(\$7,439)
	540-Waste Water Treatment	9,550
	Total Expenditures	\$ 2,111

- The resulting impact of budget amendment #3 is to increase the projected year end fund balance by \$469,385 compared to the existing amended budget

Water Fund

- Revenue
 - Increased Budget for Benefit Fees is recognized \$20,000 due to the Isabella County jail project
 - Inspection Fee budget is recognized \$9,500 due to the Isabella County jail project
 - Interest Earned budget is increasing \$109,500 due to higher interest rates on CDs
 - Budget for Refunds & Rebates is increasing \$2,000 due to an insurance claim received on the 2016 Ford F150 and the dividend from the Michigan Twp Participating Plan
 - Total net revenue from all adjustments is an increase of \$141,000 for the Water Fund
- Expenses
 - Increased Budget \$3,000 for Professional & Contractual Services for the increase in dumpster costs and IT related costs
 - Increased the Property/Liability Insurance budget \$4,000 due to increased costs
 - Decreased Water Study Budget \$36,000 for the DWSRF project plan financial analysis
 - Increased Budget \$10,000 for repairs and wire replacement at wells #8 & #9
 - Increased Budget \$3,000 for generator maintenance by Wolverine Power Systems
 - Increased Budget \$5,000 is recognized for new network switches, APC battery replacements, mobile tablet & other computer replacements
 - Total net expenses are decreasing by \$14,929 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:		\$141,000
Expenses:	536-Water/Sewer Systems	(\$ 14,929)
	Total Expenses	(\$ 14,929)

- The resulting net impact of budget amendment #3 is to increase projected year end fund balance by \$151,729 compared to the existing original budget

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

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

RESOLUTION

Authorization is hereby given to amend the FY 2023 budget for the General Fund, East DDA Fund, West DDA Fund, Tribal 2% Fund, American Rescue Plan Act Fund (ARPA), Sewer Fund and Water Fund as presented

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:

No:

Absent:

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-000-402.000	CURRENT PROPERTY TAX	311,819.62	335,500.00	335,500.00	329,726.59	330,000.00	(5,500.00)
	*Decreased Budget for Property Tax revenue because revenue was less than expected due to MTT case settlements						
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(2,608.54)	(5,000.00)	(5,000.00)	7.72	(5,000.00)	0.00
101-000-402.002	PILOT TAX	1,812.29	3,000.00	3,000.00	0.00	3,000.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(697.80)	0.00	0.00	3,670.20	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	149.70	250.00	250.00	192.54	250.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	3,424.50	3,000.00	3,000.00	920.50	3,000.00	0.00
101-000-445.000	INTEREST ON TAXES	47.58	600.00	600.00	(12.99)	600.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	6,327.56	5,000.00	5,000.00	12,000.23	12,000.00	7,000.00
	*Increased Budget due to Wal-mart & Sam's Club late payment penalties on the winter tax billing						
101-000-447.000	ADMIN FEE-PROPERTY TAX	159,978.04	156,000.00	156,000.00	116,922.47	161,000.00	5,000.00
	*Increased Budget for higher admin fees estimated based on the prior year actuals						
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(1,753.00)	(1,000.00)	(1,000.00)	(55.45)	(1,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,745.00	7,700.00	7,700.00	0.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	(211.76)	200.00	200.00	1,685.67	200.00	0.00
101-000-475.000	CABLE FRANCHISE FEES	113,257.91	109,000.00	109,000.00	51,794.56	109,000.00	0.00
101-000-476.000	BUILDING PERMITS	69,140.00	70,000.00	70,000.00	175,607.25	205,000.00	135,000.00
	*Increased Budget due to the building permit for the new County jail building						
101-000-477.000	RENTAL INSPECTION FEES	95,153.00	95,000.00	95,000.00	75,551.00	95,000.00	0.00
101-000-478.000	DOG LICENSE REVENUE	130.00	0.00	0.00	(55.00)	0.00	0.00
101-000-479.000	ZONING PERMITS	20,150.00	18,000.00	18,000.00	9,635.00	18,000.00	0.00
101-000-573.000	STATE AID REVENUE-LCSA	4,561.27	4,500.00	4,500.00	4,640.65	4,500.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,339,068.00	1,350,000.00	1,350,000.00	607,624.00	1,350,000.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	13,877.05	13,800.00	13,800.00	27.50	13,800.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	8,815.79	8,800.00	8,800.00	12,027.88	12,000.00	3,200.00
	*Increased Budget for higher than expected metro act revenue sharing payment from the State of Michigan						
101-000-582.000	CONTRIBUTION FROM TRIBE	179,504.00	0.00	0.00	0.00	0.00	0.00
101-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	460,594.00	0.00	0.00	0.00	0.00	0.00
101-000-613.000	APPLICATION FEES	500.00	500.00	500.00	0.00	500.00	0.00
101-000-628.000	LAND DIVISIONS/CONDO CONV	1,200.00	1,000.00	1,000.00	1,900.00	1,000.00	0.00
101-000-630.000	WEED ABATEMENT SERVICES	695.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	760.00	1,600.00	1,600.00	520.00	1,600.00	0.00
101-000-655.000	FINES & FORFEITURES	3,860.00	2,500.00	2,500.00	40.00	2,500.00	0.00
101-000-665.000	INTEREST EARNED	28,153.61	23,200.00	23,200.00	92,421.22	182,000.00	158,800.00
	*Increased Budget due to higher interest rates on certificates of deposit						
101-000-667.000	RENT - JAMESON HALL	1,975.00	3,000.00	3,000.00	5,425.00	8,000.00	5,000.00
	*Increased Budget due to construction being completed at Jameson Hall so normal rentals of the hall are occurring in 2023						
101-000-667.100	RENT - McDONALD PARK PAVILION	1,260.00	1,500.00	1,500.00	1,272.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	1,104.00	1,500.00	1,500.00	936.00	1,500.00	0.00
101-000-667.300	LEASES	900.00	900.00	900.00	900.00	900.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-000-671.000	OTHER REVENUE	1,769.61	5,000.00	5,000.00	234.53	5,000.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	18,884.97	18,000.00	18,000.00	9,000.73	18,000.00	0.00
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	13,000.00	13,000.00	3,500.00	13,000.00	0.00
101-000-685.000	OPIOD SETTLEMENT REVENUE	0.00	0.00	0.00	97.21	0.00	0.00
101-000-687.000	REFUNDS & REBATES	12,600.16	0.00	0.00	489.91	500.00	500.00
*Increased Budget for the dividends from the Michigan Township Participating Plan							
Total Revenues		2,863,946.56	2,247,050.00	2,247,050.00	1,518,646.92	2,556,050.00	309,000.00
Dept 101 - TRUSTEES							
101-101-702.000	SALARIES & WAGES	29,999.84	30,200.00	30,200.00	14,196.35	30,200.00	0.00
101-101-707.000	PER MEETING	4,425.00	4,000.00	4,000.00	675.00	4,000.00	0.00
101-101-709.000	EMPLR FICA CONTR	2,081.65	2,108.00	2,108.00	974.73	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	486.82	493.00	493.00	227.97	493.00	0.00
101-101-724.000	WORKER'S COMP	22.61	37.00	37.00	7.47	37.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,407.50	4,310.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	170.00	500.00	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	0.00	600.00	600.00	0.00	600.00	0.00
101-101-910.000	PROFESSIONAL DEVELOPMENT	825.00	5,100.00	5,100.00	114.00	5,100.00	0.00
101-101-910.100	SEMINAR LODGING	390.22	2,500.00	2,500.00	0.00	2,500.00	0.00
101-101-910.200	SEMINAR MEALS	63.69	500.00	500.00	0.00	500.00	0.00
101-101-915.000	MEMBERSHIP & DUES	17,491.12	17,900.00	17,900.00	19,633.41	17,900.00	0.00
101-101-955.000	MISC.	0.00	500.00	500.00	79.02	500.00	0.00
Net - Dept 101 - TRUSTEES		59,463.45	68,748.00	68,748.00	39,315.45	68,748.00	0.00
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	6,250.06	6,250.00	6,250.00	3,125.06	6,250.00	0.00
101-171-707.000	PER MEETING	1,375.00	1,000.00	1,000.00	375.00	1,000.00	0.00
101-171-709.000	EMPLR FICA CONTR	472.85	450.00	450.00	217.05	450.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	110.68	105.00	105.00	50.80	105.00	0.00
101-171-724.000	WORKER'S COMP	10.00	8.00	8.00	3.86	8.00	0.00
101-171-767.000	UNIFORMS	0.00	100.00	100.00	0.00	100.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	350.00	350.00	0.00	350.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	43.00	1,000.00	0.00
101-171-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-171-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
Net - Dept 171 - SUPERVISOR		8,218.59	10,213.00	10,213.00	3,814.77	10,213.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	35,800.06	36,150.00	36,150.00	18,745.54	37,600.00	1,450.00

*Budget Increased to account for the Manager's 2023 pay increase approved by the Board of Trustees on October 12, 2022

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-172-702.600	CAR ALLOWANCE	3,050.00	3,600.00	3,600.00	1,800.00	3,600.00	0.00
101-172-708.000	UNEMPLOYMENT	43.91	47.00	47.00	16.85	47.00	0.00
101-172-709.000	EMPLR FICA CONTR	2,384.38	2,387.00	2,387.00	1,262.89	2,600.00	213.00
	*Budget Increased to account for the Manager's 2023 pay increase approved by the Board of Trustees on October 12, 2022						
101-172-711.000	EMPLR MEDICARE CONTR	557.63	558.00	558.00	295.36	600.00	42.00
	*Budget Increased to account for the Manager's 2023 pay increase approved by the Board of Trustees on October 12, 2022						
101-172-716.000	EMPLR RETIREMENT CONTR	3,496.39	3,500.00	3,500.00	1,849.10	3,750.00	250.00
	*Budget Increased to account for the Manager's 2023 pay increase approved by the Board of Trustees on October 12, 2022						
101-172-718.500	HEALTH INSURANCE	8,374.99	8,612.00	8,612.00	4,639.63	8,612.00	0.00
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(366.33)	(356.00)	(356.00)	(193.89)	(356.00)	0.00
101-172-719.000	DENTAL INSURANCE	183.22	185.00	185.00	101.50	185.00	0.00
101-172-719.800	VISION INSURANCE	53.42	50.00	50.00	31.80	51.00	1.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(26.78)	(25.00)	(25.00)	(15.91)	(25.00)	0.00
101-172-724.000	WORKER'S COMP	98.33	82.00	82.00	42.12	90.00	8.00
	*Budget Increased to account for the Manager's 2023 pay increase approved by the Board of Trustees on October 12, 2022						
101-172-725.000	LIFE & DISABILITY BENEFIT	133.36	150.00	150.00	79.16	150.00	0.00
101-172-752.000	OFFICE SUPPLIES	0.00	300.00	300.00	0.00	300.00	0.00
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	984.78	800.00	800.00	371.76	800.00	0.00
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	16,000.00	16,000.00	0.00	16,000.00	0.00
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	45,303.17	45,500.00	45,500.00	10,317.83	45,500.00	0.00
101-172-880.000	COMMUNITY PROMOTION	7,838.33	7,500.00	7,500.00	8,000.00	7,500.00	0.00
101-172-910.000	PROFESSIONAL DEVELOPMENT	60.00	1,000.00	1,000.00	35.00	1,000.00	0.00
101-172-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
101-172-910.200	SEMINAR MEALS	101.60	100.00	100.00	73.94	100.00	0.00
101-172-915.000	MEMBERSHIP & DUES	150.00	600.00	600.00	75.00	600.00	0.00
101-172-955.000	MISC.	459.38	300.00	300.00	175.21	300.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 172 - TWP MANAGER		108,679.84	128,040.00	128,040.00	47,702.89	130,004.00	1,964.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	119,046.34	121,410.00	121,410.00	65,387.99	129,800.00	8,390.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-191-702.500	OVERTIME	4,893.92	5,000.00	5,000.00	2,552.55	5,600.00	600.00
	*Increased Budget due to additional after hours training for the Administrative Assistant for the MCAT Assessing certification						
101-191-708.000	UNEMPLOYMENT	411.70	333.00	333.00	110.86	333.00	0.00
101-191-709.000	EMPLR FICA CONTR	7,188.62	7,799.00	7,799.00	3,956.54	7,799.00	0.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-191-711.000	EMPLR MEDICARE CONTR	1,681.27	1,740.00	1,740.00	925.38	1,740.00	0.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-191-716.000	EMPLR RETIREMENT CONTR	11,152.89	11,380.00	11,380.00	6,114.61	11,380.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-191-718.500	HEALTH INSURANCE	54,148.59	60,182.00	60,182.00	30,433.76	60,182.00	0.00
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,605.08)	(6,053.00)	(6,053.00)	(3,078.73)	(6,053.00)	0.00
101-191-719.000	DENTAL INSURANCE	2,874.27	2,940.00	2,940.00	1,532.18	2,940.00	0.00
101-191-719.800	VISION INSURANCE	695.97	720.00	720.00	400.40	720.00	0.00
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(348.26)	(360.00)	(360.00)	(200.20)	(360.00)	0.00
101-191-724.000	WORKER'S COMP	307.70	263.00	263.00	137.69	263.00	0.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-191-725.000	LIFE & DISABILITY BENEFIT	637.80	805.00	805.00	451.18	805.00	0.00
101-191-752.000	OFFICE SUPPLIES	2,751.26	2,500.00	2,500.00	586.70	2,500.00	0.00
101-191-767.000	UNIFORMS	53.22	200.00	200.00	0.00	200.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	925.00	11,300.00	11,300.00	1,154.00	11,300.00	0.00
101-191-801.020	EXTERNAL AUDIT	17,300.00	18,000.00	18,000.00	20,165.00	20,200.00	2,200.00
	*Increased Budget due to additional charges for GASB 87 Implementation (Water Tower Leases)						
101-191-851.000	MAIL/POSTAGE	7,777.62	7,500.00	7,500.00	6,018.35	7,500.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	57.75	500.00	500.00	454.31	500.00	0.00
101-191-900.000	PRINTING & PUBLISHING	676.40	1,500.00	1,500.00	373.00	1,500.00	0.00
101-191-910.000	PROFESSIONAL DEVELOPMENT	4,013.88	3,500.00	3,500.00	873.94	3,500.00	0.00
101-191-910.100	SEMINAR LODGING	163.30	1,500.00	1,500.00	102.90	1,500.00	0.00
101-191-910.200	SEMINAR MEALS	89.28	200.00	200.00	54.66	200.00	0.00
101-191-915.000	MEMBERSHIP & DUES	802.38	800.00	800.00	99.00	800.00	0.00
101-191-955.000	MISC.	1,108.55	200.00	200.00	43.60	200.00	0.00
101-191-955.001	BANK FEES	234.00	250.00	250.00	104.00	250.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 191 - ACCOUNTING/GEN ADMIN		233,038.37	255,609.00	255,609.00	138,753.67	266,799.00	11,190.00
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	30,195.50	30,000.00	30,000.00	13,363.75	35,500.00	5,500.00
	*Increased Budget for Deputy Clerk pay increase to \$17.00 per hour at 14 hours average hours worked per week						
101-215-707.000	PER MEETING	450.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-215-709.000	EMPLR FICA CONTR	1,893.83	2,000.00	2,000.00	834.75	2,250.00	250.00
	*Increased Budget for Deputy Clerk pay increase to \$17.00 per hour at 14 hours average hours worked per week						
101-215-711.000	EMPLR MEDICARE CONTR	442.91	475.00	475.00	195.23	525.00	50.00
	*Increased Budget for Deputy Clerk pay increase to \$17.00 per hour at 14 hours average hours worked per week						
101-215-724.000	WORKER'S COMP	50.92	44.00	44.00	17.24	52.00	8.00
	*Increased Budget for Deputy Clerk pay increase to \$17.00 per hour at 14 hours average hours worked per week						
101-215-752.000	OFFICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-754.000	OPERATING SUPPLIES	1,075.75	800.00	800.00	507.32	800.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	228.03	300.00	300.00	0.00	300.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-215-900.000	PRINTING & PUBLISHING	2,370.31	2,500.00	2,500.00	1,420.03	2,500.00	0.00
101-215-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-215-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-215-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-215-915.000	MEMBERSHIP & DUES	60.00	150.00	150.00	0.00	150.00	0.00
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-215-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 215 - CLERK		36,767.25	42,219.00	42,219.00	16,338.32	48,027.00	5,808.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,263.20	44,000.00	44,000.00	25,122.98	61,100.00	17,100.00
*Increased Budget \$10,000 to upgrade the Township's website software							
*Increased Budget due to BS&A support costs are up 8% which was higher than estimated in the original budget							
*Increased Budget due to the new data center costs for the new servers that were purchased in 2023							
*Increased Budget for BackBlaze Cloud Storage software recommended by CMS							
*Increased Budget due to costs for several items increasing more than expected such as: APEX sketching software fee, adobe acrobat pro subscriptions, etc.							
101-228-950.000	HARDWARE REPLACEMENTS	3,837.29	0.00	0.00	5,306.97	14,000.00	14,000.00
*Increased Budget for replacement desktops, laptops, network switch upgrades, wireless infrastructure upgrades and APC battery replacements not in original budget							
Net - Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		41,100.49	44,000.00	44,000.00	30,429.95	75,100.00	31,100.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,480.50	24,102.00	24,102.00	10,595.00	24,102.00	0.00
101-253-707.000	PER MEETING	0.00	500.00	500.00	0.00	500.00	0.00
101-253-709.000	EMPLR FICA CONTR	1,331.79	1,525.00	1,525.00	656.89	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	311.47	357.00	357.00	153.63	357.00	0.00
101-253-724.000	WORKER'S COMP	28.47	30.00	30.00	11.42	30.00	0.00
101-253-752.000	OFFICE SUPPLIES	1,068.78	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-851.000	MAIL/POSTAGE	1,969.98	4,000.00	4,000.00	193.33	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-253-910.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-253-910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	200.00	0.00
101-253-915.000	MEMBERSHIP & DUES	75.00	75.00	75.00	99.00	75.00	0.00
101-253-955.000	MISC.	0.00	200.00	200.00	0.00	200.00	0.00
101-253-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-253-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 253 - TREASURER		26,265.99	35,989.00	35,989.00	11,709.27	35,989.00	0.00

Dept 257 - ASSESSOR

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-257-702.000	SALARIES & WAGES	524.16	0.00	0.00	13,927.53	56,900.00	56,900.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-707.000	PER DIEM	2,500.00	4,125.00	4,125.00	1,125.00	4,125.00	0.00
101-257-708.000	UNEMPLOYMENT	0.00	0.00	0.00	47.50	143.00	143.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-709.000	EMPLR FICA CONTR	187.50	256.00	256.00	903.65	3,484.00	3,228.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-711.000	EMPLR MEDICARE CONTR	43.86	60.00	60.00	211.33	815.00	755.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-716.000	EMPLR RETIREMENT CONTR	0.00	0.00	0.00	1,181.94	5,122.00	5,122.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-718.500	HEALTH INSURANCE	0.00	0.00	0.00	4,892.64	19,339.00	19,339.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS	0.00	0.00	0.00	(165.24)	(661.00)	(661.00)
	*Increased Budget for the full-time Assessor hired in April						
101-257-719.000	DENTAL INSURANCE	0.00	0.00	0.00	109.15	410.00	410.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-719.800	VISION INSURANCE	0.00	0.00	0.00	36.00	100.00	100.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-719.900	VISION INSURANCE-EE CONSTRIBUTIONS	0.00	0.00	0.00	(18.00)	(50.00)	(50.00)
	*Increased Budget for the full-time Assessor hired in April						
101-257-724.000	WORKER'S COMP	7.77	9.00	9.00	48.55	203.00	194.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-725.00	LIFE & DISABILITY BENEFIT	0.00	0.00	0.00	0.00	200.00	200.00
	*Increased Budget for the full-time Assessor hired in April						
101-257-754.000	OPERATING SUPPLIES	448.22	500.00	500.00	249.01	1,000.00	500.00
	*Increased Budget for Board of Review and field assessing tablet supplies/costs						
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	93,750.00	111,000.00	111,000.00	30,050.00	32,000.00	(79,000.00)
	*Decreased Budget due to contracted Assessor's resignation in April						
101-257-850.000	COMMUNICATIONS	509.39	600.00	600.00	254.76	600.00	0.00
101-257-851.000	MAIL/POSTAGE	2,534.45	2,600.00	2,600.00	2,214.00	2,600.00	0.00
101-257-900.000	PRINTING & PUBLISHING	884.00	2,000.00	2,000.00	1,043.50	2,000.00	0.00
101-257-910.000	PROFESSIONAL DEVELOPMENT	647.50	650.00	650.00	0.00	650.00	0.00
101-257-955.000	MISC.	4,514.86	100.00	100.00	271.39	100.00	0.00
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Net - Dept 257 - ASSESSOR		106,551.71	122,900.00	122,900.00	56,382.71	130,080.00	7,180.00
Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	1,874.91	1,000.00	1,000.00	0.00	1,000.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-262-708.000	UNEMPLOYMENT	324.79	200.00	200.00	0.00	200.00	0.00
101-262-709.000	EMPLR FICA CONTR	115.30	100.00	100.00	0.00	100.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	26.96	20.00	20.00	0.00	20.00	0.00
101-262-712.000	ELECTION WORKERS	15,532.00	8,000.00	8,000.00	0.00	8,000.00	0.00
101-262-716.000	EMPLR RETIREMENT CONTR	51.22	100.00	100.00	0.00	100.00	0.00
101-262-718.500	HEALTH INSURANCE	350.54	400.00	400.00	0.00	400.00	0.00
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS	(11.58)	(50.00)	(50.00)	0.00	(50.00)	0.00
101-262-719.000	DENTAL INSURANCE	16.63	50.00	50.00	0.00	50.00	0.00
101-262-719.800	VISION INSURANCE	0.51	15.00	15.00	0.00	15.00	0.00
101-262-719.900	VISION INS-EE CONTRIBUTIONS	(0.25)	(7.00)	(7.00)	0.00	(7.00)	0.00
101-262-724.000	WORKER'S COMP	11.34	10.00	10.00	0.00	10.00	0.00
101-262-725.000	LIFE & DISABILITY BENEFIT	1.51	20.00	20.00	0.00	20.00	0.00
101-262-754.000	OPERATING SUPPLIES	6,398.82	8,000.00	8,000.00	0.00	8,000.00	0.00
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	8,160.00	5,000.00	5,000.00	2,220.00	5,000.00	0.00
101-262-851.000	MAIL/POSTAGE	7,529.45	7,600.00	7,600.00	0.00	7,600.00	0.00
101-262-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	145.50	0.00	0.00	0.00	0.00	0.00
101-262-900.000	PRINTING & PUBLISHING	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00
101-262-910.000	PROFESSIONAL DEVELOPMENT	0.00	300.00	300.00	0.00	300.00	0.00
101-262-955.000	MISC.	498.34	400.00	400.00	0.00	400.00	0.00
Net - Dept 262 - ELECTIONS		41,025.99	32,758.00	32,758.00	2,220.00	32,758.00	0.00
Dept 265 - TWP HALL & GROUNDS							
101-265-702.000	SALARIES & WAGES	2,017.03	1,200.00	1,200.00	571.31	1,200.00	0.00
101-265-708.000	UNEMPLOYMENT	0.93	10.00	10.00	0.78	10.00	0.00
101-265-709.000	EMPLR FICA CONTR	119.10	70.00	70.00	34.09	70.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	27.84	20.00	20.00	7.97	20.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	181.50	100.00	100.00	51.41	100.00	0.00
101-265-718.500	HEALTH INSURANCE	927.72	500.00	500.00	189.15	500.00	0.00
101-265-718.700	HEALTH INS-EE CONTRIBUTIONS	(77.47)	(30.00)	(30.00)	(20.80)	(30.00)	0.00
101-265-719.000	DENTAL INSURANCE	47.44	30.00	30.00	8.16	30.00	0.00
101-265-719.800	VISION INSURANCE	3.95	5.00	5.00	1.20	5.00	0.00
101-265-719.900	VISION INS-EE CONTRIBUTIONS	(1.97)	0.00	0.00	(0.61)	0.00	0.00
101-265-724.000	WORKER'S COMP	22.81	30.00	30.00	4.59	30.00	0.00
101-265-725.000	LIFE & DISABILITY BENEFIT	9.45	10.00	10.00	3.61	10.00	0.00
101-265-754.000	OPERATING SUPPLIES	4,434.80	6,500.00	6,500.00	2,423.56	6,500.00	0.00
101-265-776.100	HALL CLEANING	9,151.68	11,500.00	11,500.00	2,748.70	11,500.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,907.15	22,450.00	22,450.00	1,574.93	22,450.00	0.00
101-265-801.003	SIDEWALK SNOWPLOWING	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-265-850.000	COMMUNICATIONS	3,071.59	3,100.00	3,100.00	1,996.39	3,100.00	0.00
101-265-890.000	SAFETY	1,595.45	1,550.00	1,550.00	0.00	1,550.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-265-917.000	WATER & SEWER CHARGES	940.76	750.00	750.00	462.76	750.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	12,219.10	14,000.00	14,000.00	6,183.69	14,000.00	0.00
101-265-930.001	MAINT-EQUIPMENT	37.99	500.00	500.00	229.00	500.00	0.00
101-265-930.200	MAINT-GROUNDS	367.95	1,000.00	1,000.00	248.60	1,000.00	0.00
101-265-930.300	MAINT-BUILDINGS	1,441.89	3,500.00	3,500.00	405.20	3,500.00	0.00
101-265-934.500	MAINT. AGREEMENT ON EQUIPMENT	4,121.76	4,000.00	4,000.00	2,187.72	4,000.00	0.00
101-265-935.000	PROPERTY/LIABILITY INSURANCE	13,614.94	14,500.00	14,500.00	12,429.46	14,500.00	0.00
101-265-940.100	POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	925.50	2,000.00	0.00
101-265-955.000	MISC.	19.47	100.00	100.00	12.00	100.00	0.00
101-265-980.000	NEW OFFICE EQUIPMENT & FURNITURE	536.21	0.00	0.00	0.00	0.00	0.00
Net - Dept 265 - TWP HALL & GROUNDS		80,590.07	89,395.00	89,395.00	32,678.37	89,395.00	0.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES	29,763.85	80,000.00	80,000.00	7,441.80	80,000.00	0.00
101-266-826.000-020	LEGAL FEES	23,522.76	0.00	0.00	3,105.70	0.00	0.00
101-266-826.000-021	LEGAL FEES	2,940.00	0.00	0.00	1,627.35	0.00	0.00
101-266-826.500	LEGAL FEES-ASSESSING	5,770.00	0.00	0.00	0.00	0.00	0.00
101-266-826.600	LEGAL FEES-MTT CASES	0.00	0.00	0.00	4,539.50	0.00	0.00
Net - Dept 266 - LEGAL/ATTORNEY		61,996.61	80,000.00	80,000.00	16,714.35	80,000.00	0.00
Dept 371 - BUILDING							
101-371-702.000	SALARIES & WAGES	165,510.01	165,500.00	165,500.00	89,559.71	178,650.00	13,150.00
*Increased Budget due to new collective bargaining agreement approved on 1-11-23							
101-371-702.500	OVERTIME	1,722.06	1,800.00	1,800.00	1,503.32	2,500.00	700.00
*Increased Budget for professional development opportunities including Assessing certification training for the Bldg Dept Clerk							
101-371-708.000	UNEMPLOYMENT	370.50	428.00	428.00	142.50	428.00	0.00
101-371-709.000	EMPLR FICA CONTR	9,602.14	9,740.00	9,740.00	5,274.50	10,605.00	865.00
*Increased Budget due to new collective bargaining agreement approved on 1-11-23							
101-371-711.000	EMPLR MEDICARE CONTR	2,245.68	2,280.00	2,280.00	1,233.54	2,480.00	200.00
*Increased Budget due to new collective bargaining agreement approved on 1-11-23							
101-371-716.000	EMPLR RETIREMENT CONTR	15,050.86	15,042.00	15,042.00	8,195.64	16,302.00	1,260.00
*Increased Budget due to new collective bargaining agreement approved on 1-11-23							
101-371-718.500	HEALTH INSURANCE	71,645.12	77,355.00	77,355.00	39,076.27	77,355.00	0.00
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(8,795.88)	(9,500.00)	(9,500.00)	(4,832.85)	(9,500.00)	0.00
101-371-719.000	DENTAL INSURANCE	5,006.56	5,220.00	5,220.00	2,724.15	5,220.00	0.00
101-371-719.800	VISION INSURANCE	1,094.60	1,160.00	1,160.00	644.28	1,160.00	0.00
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(552.24)	(580.00)	(580.00)	(322.14)	(580.00)	0.00
101-371-724.000	WORKER'S COMP	642.99	523.00	523.00	280.97	565.00	42.00
*Increased Budget due to new collective bargaining agreement approved on 1-11-23							
101-371-725.000	LIFE & DISABILITY BENEFIT	963.36	1,016.00	1,016.00	589.82	1,016.00	0.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
101-371-752.000	OFFICE SUPPLIES	418.23	900.00	900.00	16.78	900.00	0.00
101-371-754.000	OPERATING SUPPLIES	313.68	600.00	600.00	990.54	1,000.00	400.00
	*Increased Budget for supplies needed for the Rental Inspector to support his inspection work						
101-371-759.000	GAS/FUEL	1,801.98	2,000.00	2,000.00	921.82	2,000.00	0.00
101-371-767.000	UNIFORMS	304.48	300.00	300.00	0.00	300.00	0.00
101-371-775.100	VEHICLE CLEANING	0.00	200.00	200.00	130.00	400.00	200.00
	*Increased Budget to get truck #14 detailed/deep cleaned						
101-371-791.000	SUBSCRIPTIONS & PUBLICATIONS	381.34	150.00	150.00	14,627.15	150.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	22,000.00	87,000.00	0.00	122,000.00	35,000.00
	*McKenna - Estimated Additional Consultations/Reviews Needed for the County Jail Project						
101-371-850.000	COMMUNICATIONS	1,239.44	1,500.00	1,500.00	643.80	1,500.00	0.00
101-371-851.000	MAIL/POSTAGE	17.90	35.00	35.00	13.73	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	128.75	100.00	100.00	90.46	300.00	200.00
	*Increased Budget for professional development related mileage reimbursement to send the Bldg Dept Clerk to Assessing training						
101-371-900.000	PRINTING & PUBLISHING	0.00	1,000.00	1,000.00	37.85	1,000.00	0.00
101-371-910.000	PROFESSIONAL DEVELOPMENT	1,243.00	5,000.00	5,000.00	1,326.00	5,000.00	0.00
101-371-910.100	SEMINAR LODGING	444.60	750.00	750.00	102.90	750.00	0.00
101-371-910.200	SEMINAR MEALS	385.17	500.00	500.00	344.07	700.00	200.00
	*Increased Budget for expanded availability of professional development options this year						
101-371-915.000	MEMBERSHIP & DUES	1,010.00	1,200.00	1,200.00	1,165.00	1,200.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	3,223.54	2,500.00	2,500.00	72.96	2,500.00	0.00
101-371-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,458.50	2,570.00	2,570.00	956.61	2,570.00	0.00
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	3,394.39	0.00	0.00	6,652.88	7,000.00	7,000.00
	*Replacing Surface Pros for Rental Inspector, Building Official & Zoning Administrator-Ram was maxing out on older units-older units to be repurposed						
Net - Dept 371 - BUILDING		281,270.76	311,789.00	376,789.00	172,162.26	436,006.00	59,217.00
Dept 441 - PUBLIC WORKS							
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	*Increased Budget for grant searching & application monitoring						
101-441-920.000	STREET LIGHTING	22,376.93	24,000.00	24,000.00	12,539.92	26,000.00	2,000.00
	*Increased Budget based on actual costs for incandescent lights being higher for the first half of 2023						
101-441-962.000	DRAINS AT LARGE	50,527.01	61,000.00	61,000.00	59,636.13	61,000.00	0.00
101-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	766,465.69	246,000.00	246,000.00	22,198.90	203,300.00	(42,700.00)
	*Reduced Budget for \$50,000 for the traffic signal at Pickard & Bradley due to the ICRC receiving State funding for the project						
	*Increased Budget for \$7,300 for increase in the price of gravel for the gravel road refresh planned for the year						
101-441-970.100	SIDEWALKS AND NON MOTORIZED PATHS	18,562.50	925,000.00	925,000.00	11,782.55	769,000.00	(156,000.00)
	*Decreased Budget \$156,000 to move the sidewalk construction along Lincoln and Pickard near Twp Hall & the new fitness center to the ARPA Fund budget						
Net - Dept 441 - PUBLIC WORKS		857,932.13	1,256,000.00	1,256,000.00	106,157.50	1,059,300.00	(196,700.00)

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Dept 701 - PLANNING							
101-701-702.000	SALARIES & WAGES	150,489.82	150,604.00	150,604.00	80,509.01	160,717.00	10,113.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-701-707.000	PER DIEM	8,905.00	12,000.00	12,000.00	4,720.00	12,000.00	0.00
101-701-708.000	UNEMPLOYMENT	255.27	303.00	303.00	98.35	303.00	0.00
101-701-709.000	EMPLR FICA CONTR	9,237.49	10,232.00	10,232.00	4,937.43	10,860.00	628.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-701-711.000	EMPLR MEDICARE CONTR	2,160.43	2,400.00	2,400.00	1,154.74	2,540.00	140.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-701-716.000	EMPLR RETIREMENT CONTR	13,446.42	13,450.00	13,450.00	7,178.21	14,360.00	910.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-701-718.500	HEALTH INSURANCE	47,699.29	51,570.00	51,570.00	26,036.23	51,570.00	0.00
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,863.92)	(6,333.00)	(6,333.00)	(3,221.90)	(6,333.00)	0.00
101-701-719.000	DENTAL INSURANCE	3,337.98	3,480.00	3,480.00	1,816.10	3,480.00	0.00
101-701-719.800	VISION INSURANCE	366.96	386.00	386.00	214.76	386.00	0.00
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(184.08)	(193.00)	(193.00)	(107.38)	(193.00)	0.00
101-701-724.000	WORKER'S COMP	520.40	453.00	453.00	223.10	480.00	27.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-701-725.000	LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	418.60	800.00	0.00
101-701-752.000	OFFICE SUPPLIES	231.03	500.00	500.00	0.00	500.00	0.00
101-701-759.000	GAS/FUEL	261.55	600.00	600.00	0.00	600.00	0.00
101-701-767.000	UNIFORMS	52.00	200.00	200.00	0.00	200.00	0.00
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	24.00	300.00	300.00	0.00	300.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	11,384.36	106,250.00	90,250.00	950.00	90,250.00	0.00
101-701-804.000	CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
101-701-850.000	COMMUNICATIONS	173.90	250.00	250.00	149.90	250.00	0.00
101-701-851.000	MAIL/POSTAGE	0.00	150.00	150.00	0.00	150.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	763.01	600.00	600.00	709.37	1,600.00	1,000.00
	*Increased Budget for additional professional development activities this year, including extra mileage to the MEDA conference in Marquette						
101-701-900.000	PRINTING & PUBLISHING	4,203.98	5,500.00	5,500.00	2,382.98	5,500.00	0.00
101-701-910.000	PROFESSIONAL DEVELOPMENT	3,571.00	5,000.00	5,000.00	845.00	5,000.00	0.00
101-701-910.100	SEMINAR LODGING	149.23	750.00	750.00	0.00	750.00	0.00
101-701-910.200	SEMINAR MEALS	0.00	400.00	400.00	0.00	400.00	0.00
101-701-915.000	MEMBERSHIP & DUES	1,205.00	1,500.00	1,500.00	1,057.50	1,500.00	0.00
101-701-932.000	VEHICLE REPAIRS & MAINTENANCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-701-940.000	LEASE/RENT	950.00	350.00	350.00	0.00	350.00	0.00
101-701-955.000	MISC.	24.40	250.00	250.00	16.00	250.00	0.00
101-701-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,755.43	1,000.00	1,000.00	0.00	1,000.00	0.00
Net - Dept 701 - PLANNING		265,837.55	373,752.00	357,752.00	140,088.00	370,570.00	12,818.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	23,498.17	21,744.00	21,744.00	7,252.60	23,474.00	1,730.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-751-702.500	OVERTIME	1,779.76	2,000.00	2,000.00	643.27	2,000.00	0.00
101-751-708.000	UNEMPLOYMENT	213.55	381.00	381.00	59.17	423.00	42.00
101-751-709.000	EMPLR FICA CONTR	2,377.34	2,355.00	2,355.00	1,130.15	2,636.00	281.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-751-711.000	EMPLR MEDICARE CONTR	556.02	551.00	551.00	264.33	616.00	65.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-751-712.000	TEMPORARY LABOR	15,708.87	15,912.00	15,912.00	10,839.38	18,720.00	2,808.00
	*Increased Budget due to pay increase for parks dept temps to \$15.00 per hour						
101-751-716.000	EMPLR RETIREMENT CONTR	2,167.05	2,137.00	2,137.00	710.61	2,137.00	0.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-751-718.500	HEALTH INSURANCE	11,884.91	12,893.00	12,893.00	4,050.48	12,893.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,284.32)	(1,583.00)	(1,583.00)	(510.76)	(1,583.00)	0.00
101-751-719.000	DENTAL INSURANCE	803.11	870.00	870.00	276.33	870.00	0.00
101-751-719.800	VISION INSURANCE	155.58	193.00	193.00	81.13	193.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(77.71)	(97.00)	(97.00)	(40.57)	(97.00)	0.00
101-751-724.000	WORKER'S COMP	689.83	613.00	613.00	272.18	683.00	70.00
	*Increased Budget due to new collective bargaining agreement approved on 1-11-23						
101-751-725.000	LIFE & DISABILITY BENEFIT	135.17	160.00	160.00	71.48	160.00	0.00
101-751-754.000	OPERATING SUPPLIES	3,947.86	4,200.00	4,200.00	3,708.71	4,700.00	500.00
	*Increased Budget for increased costs of cleaning supplies for the bathrooms at the parks						
101-751-759.000	GAS/FUEL	2,203.78	1,800.00	1,800.00	499.24	1,800.00	0.00
101-751-767.000	UNIFORMS	222.49	500.00	500.00	182.50	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,278.34	7,800.00	7,800.00	1,654.85	7,800.00	0.00
101-751-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	0.00	0.00	32.75	100.00	100.00
	*Increased Budget for call-in pay for the parks department employee						
101-751-890.000	SAFETY	1,275.35	1,500.00	1,500.00	491.50	1,500.00	0.00
101-751-900.000	PRINTING & PUBLISHING	264.61	500.00	500.00	448.49	500.00	0.00
101-751-917.000	WATER & SEWER CHARGES	4,378.98	6,000.00	6,000.00	428.84	6,000.00	0.00
101-751-920.000	ELECTRIC/NATURAL GAS	3,774.06	4,200.00	4,200.00	2,144.74	4,200.00	0.00
101-751-930.001	MAINT-EQUIPMENT	5,464.73	2,000.00	2,000.00	18.99	2,000.00	0.00
101-751-930.200	MAINT-GROUNDS	11,259.81	14,000.00	14,000.00	7,265.58	14,000.00	0.00
101-751-930.250	MAINT-DOG PARK	1,497.00	3,000.00	3,000.00	675.00	3,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	839.22	1,500.00	1,500.00	2,325.64	3,000.00	1,500.00
	*Increased Budget for lock replacements for the restroom at McDonald Park						
101-751-933.000	MAINT-VEHICLES	225.77	850.00	850.00	505.21	850.00	0.00
101-751-977.000	NEW EQUIPMENT PURCHASE	356.76	4,000.00	4,000.00	935.00	4,000.00	0.00
Net - Dept 751 - PARKS & RECREATION		97,596.09	109,979.00	109,979.00	46,416.82	117,075.00	7,096.00

Charter Township of Union
101 - General Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Dept 901 - CAPITAL OUTLAY							
101-901-976.301	CAPITAL OUTLAY-DATA PROCESSING	0.00	0.00	0.00	18,097.98	20,000.00	20,000.00
	*Increased Budget for new servers/switches/battery backup-cost split equally between General Fund/Water Fund/Sewer Fund						
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	94,940.28	0.00	0.00	0.00	0.00	0.00
101-901-976.303	CAPITAL OUTLAY-PROPERTY	18,919.37	0.00	0.00	50.45	0.00	0.00
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	127,593.26	12,500.00	12,500.00	14,581.00	15,000.00	2,500.00
	*Increased Budget \$2,500 for new 2023 Toro Z master 60" lawn mower price was higher than expected.						
101-901-976.307	CAPITAL OUTLAY-FIBER NETWORK	0.00	17,000.00	17,000.00	0.00	17,000.00	0.00
101-901-976.309	CAPITAL OUTLAY-VEHICLES	0.00	96,000.00	96,000.00	0.00	96,000.00	0.00
101-901-976.314	CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	4,800.00	12,000.00	12,000.00	6,677.87	22,000.00	10,000.00
	*Increased Budget due to the majority of the work on the project (total \$26,800) being done in 2023 instead of 2022						
Net - Dept 901 - CAPITAL OUTLAY		246,252.91	137,500.00	137,500.00	39,407.30	170,000.00	32,500.00
TOTAL REVENUES		2,863,946.56	2,247,050.00	2,247,050.00	1,518,646.92	2,556,050.00	309,000.00
TOTAL EXPENDITURES		2,552,587.80	3,098,891.00	3,147,891.00	900,291.63	3,120,064.00	(27,827.00)
NET OF REVENUES & EXPENDITURES		311,358.76	(851,841.00)	(900,841.00)	618,355.29	(564,014.00)	336,827.00
BEGINNING FUND BALANCE		5,832,834.00	6,144,192.76	6,144,192.76	6,144,192.76	6,144,192.76	
ENDING FUND BALANCE		6,144,192.76	5,292,351.76	5,243,351.76	6,762,548.05	5,580,178.76	

Charter Township of Union
248 - East DDA Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 6/30/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	506,459.10	515,000.00	515,000.00	516,934.75	515,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(9,873.09)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00	300.00	300.00	3.63	300.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.66	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	62,229.26	60,000.00	60,000.00	0.00	69,000.00	9,000.00
	*Increased Budget for Personal Property Tax Loss Reimbursement Filing						
248-000-665.000	INTEREST EARNED	6,537.73	8,600.00	8,600.00	20,726.24	60,000.00	51,400.00
	*Increased Budget for Interest Earned due to Increased Interest Rates						
248-000-671.000	OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	1,000.00	0.00
TOTAL REVENUES		580,173.00	581,150.00	581,150.00	537,665.28	641,550.00	60,400.00
Expenditures							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,300.00	12,300.00	12,300.00	4,328.25	22,800.00	10,500.00
	*Increased the Budget for the Bulk digitization of the historical East DDA records-Total of \$21,000 split equally between East & West DDAs						
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	7,000.00	11,000.00	11,000.00	4,550.00	11,000.00	0.00
248-000-801.004	LAWN CARE	25,454.00	28,500.00	28,500.00	981.00	28,500.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	28,035.46	20,000.00	20,000.00	132.75	20,000.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,403.75	21,000.00	21,000.00	0.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	21,509.57	20,000.00	20,000.00	4,725.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
248-000-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	750.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00	9,000.00	9,000.00	500.00	9,000.00	0.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-000-900.000	PRINTING & PUBLISHING	11.97	250.00	250.00	0.00	250.00	0.00
248-000-915.000	MEMBERSHIP & DUES	315.00	500.00	500.00	162.50	500.00	0.00
248-000-917.000	WATER & SEWER CHARGES	24,385.21	18,000.00	18,000.00	159.63	18,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	10,236.77	14,000.00	14,000.00	4,426.06	14,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,869.58	1,800.00	1,800.00	1,706.79	2,100.00	300.00
	*Increased Budget due to Rising Costs for Insurance Coverage						
248-000-940.000	LEASE/RENT	1,135.00	875.00	875.00	0.00	875.00	0.00
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
Total GENERAL OPERATING		150,156.31	207,075.00	207,075.00	21,671.98	217,875.00	10,800.00

Dept 336 - FIRE DEPARTMENT

Charter Township of Union
248 - East DDA Fund
2023 Budget Amendment #3

248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	78,174.73	80,000.00	80,000.00	79,658.26	80,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		78,174.73	80,000.00	80,000.00	79,658.26	80,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	100,000.00	260,000.00	0.00	160,000.00	(100,000.00)
*Reduced Budget for Summerton Rd Sewer Extension Engineering moved to 2024 Budget							
248-728-967.400	STREET/ROAD PROJECTS	0.00	400,000.00	400,000.00	0.00	572,000.00	172,000.00
*Increased Budget for Pickard Street Streetlighting Foundation Upgrade Contract with J Ranck Electric							
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	340,000.00	340,000.00	0.00	340,000.00	0.00
248-728-967.600	PARKS PROJECTS	10,060.00	0.00	0.00	0.00	0.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	15,858.82	20,000.00	20,000.00	0.00	20,000.00	0.00
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	80,000.00	80,000.00	0.00	5,000.00	(75,000.00)
*Irrigation Reconstruction Project moved to 2024 Budget-Unable to do the work during the construction on Pickard St.							
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRISE	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	11,925.00	13,000.00	13,000.00
*Increased Budget for the improvements to Yats Drive that were not completed in 2022, the work on the project was completed in 2023.							
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	180.00	75,000.00	75,000.00	0.00	75,000.00	0.00
248-728-974.205	LAND IMPRVMENTS-HONEY BEAR LN	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		26,098.82	1,180,000.00	1,340,000.00	11,925.00	1,350,000.00	10,000.00
TOTAL EXPENDITURES		254,429.86	1,467,075.00	1,627,075.00	113,255.24	1,647,875.00	20,800.00
TOTAL REVENUES		580,173.00	581,150.00	581,150.00	537,665.28	641,550.00	60,400.00
TOTAL EXPENDITURES		254,429.86	1,467,075.00	1,627,075.00	113,255.24	1,647,875.00	20,800.00
NET OF REVENUES & EXPENDITURES		325,743.14	(885,925.00)	(1,045,925.00)	424,410.04	(1,006,325.00)	39,600.00
BEGINNING FUND BALANCE		1,550,905.00	1,876,648.14	1,876,648.14	1,876,648.14	1,876,648.14	
ENDING FUND BALANCE		1,876,648.14	990,723.14	830,723.14	2,301,058.18	870,323.14	

Charter Township of Union
250 - West DDA Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 6/30/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	397,780.60	413,000.00	413,000.00	414,115.58	413,000.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	26.60	20.00	20.00	19.11	20.00	0.00
250-000-445.000	INTEREST ON TAXES	2.66	200.00	200.00	106.61	200.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	321.24	0.00	0.00	0.00	1,800.00	1,800.00
	*Increased Budget for Personal Property Tax Loss Reimbursement Filing						
250-000-665.000	INTEREST EARNED	7,591.22	8,600.00	8,600.00	9,923.41	31,000.00	22,400.00
	*Increased Budget for Interest Earned due to Increased Interest Rates						
TOTAL REVENUES		405,722.32	417,820.00	417,820.00	424,164.71	442,020.00	24,200.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50	5,270.00	5,270.00	2,925.00	15,770.00	10,500.00
	*Increased the Budget for the Bulk digitization of the historical West DDA records-Total of \$21,000 split equally between East & West DDAs						
250-000-801.003	SIDEWALK SNOWPLOWING	1,000.00	8,000.00	8,000.00	3,500.00	8,000.00	0.00
250-000-826.000	LEGAL FEES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
250-000-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	750.00	0.00
250-000-880.000	COMMUNITY PROMOTION	5,500.00	8,000.00	8,000.00	500.00	8,000.00	0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
250-000-900.000	PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	500.00	0.00
250-000-915.000	MEMBERSHIP & DUES	315.00	400.00	400.00	162.50	400.00	0.00
250-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
250-000-967.000	PROJECTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*Reduced Budget for the E. Remus Road Streetscape/Streetlights Project likely to begin in 2024 instead of 2023						
250-000-967.400	STREET/ROAD PROJECTS	450,594.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL OPERATING		460,576.50	104,020.00	104,020.00	7,087.50	74,520.00	(29,500.00)
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	63,255.49	64,000.00	64,000.00	65,765.91	65,800.00	1,800.00
	*Increased Budget for the Fire Protection \$1,800 to cover the actual amounts captured & returned per the agreement						
Total Dept 336 - FIRE DEPARTMENT		63,255.49	64,000.00	64,000.00	65,765.91	65,800.00	1,800.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-940.000	LEASE/RENT	475.00	175.00	175.00	0.00	175.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	524,940.36	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		525,415.36	175.00	175.00	0.00	175.00	0.00

Charter Township of Union
250 - West DDA Fund
2023 Budget Amendment #3

TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	72,853.41	140,495.00	(27,700.00)
TOTAL REVENUES	405,722.32	417,820.00	417,820.00	424,164.71	442,020.00	24,200.00
TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	72,853.41	140,495.00	(27,700.00)
NET OF REVENUES & EXPENDITURES	(643,525.03)	249,625.00	249,625.00	351,311.30	301,525.00	51,900.00
BEGINNING FUND BALANCE	1,474,497.00	830,971.97	830,971.97	830,971.97	830,971.97	
ENDING FUND BALANCE	830,971.97	1,080,596.97	1,080,596.97	1,182,283.27	1,132,496.97	

Charter Township of Union
288 - Tribal Grant Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/11/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
REVENUES							
288-000-582.000	CONTRIBUTION FROM TRIBE	424,875.17	0.00	0.00	100,000.00	100,000.00	100,000.00
	*Increased Revenue for the Spring 2% Contribution for the Pump Station #1 upgrade project						
288-000-665.000	INTEREST EARNED	700.44	350.00	350.00	1,309.29	1,950.00	1,600.00
	*Increased Budget due to higher interest rates on certificates of deposit						
TOTAL REVENUES		425,575.61	350.00	350.00	101,309.29	101,950.00	101,600.00
Dept 728 - ECONOMIC DEVELOPMENT							
288-728-967.400	STREET/ROAD PROJECTS	179,504.00	0.00	0.00	0.00	0.00	0.00
288-728-965.600	CONTRIBUTION TO SEWER FUND		0.00	0.00	225,371.17	225,371.17	225,371.17
	*Increased Budget for the Contribution to Sewer Fund for the Pump Station #1 upgrade project						
Net - Dept 728 - ECONOMIC DEVELOPMENT		179,504.00	0.00	0.00	225,371.17	225,371.17	225,371.17
Dept 965 - TRANSFER OUT							
288-965-995.285	TRANSFER OUT TO ARPA FUND	170,000.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 965 - TRANSFER OUT		170,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		349,504.00	0.00	0.00	225,371.17	225,371.17	225,371.17
TOTAL REVENUES		425,575.61	350.00	350.00	101,309.29	101,950.00	101,600.00
TOTAL EXPENDITURES		349,504.00	0.00	0.00	225,371.17	225,371.17	225,371.17
NET OF REVENUES & EXPENDITURES		76,071.61	350.00	350.00	(124,061.88)	(123,421.17)	(123,771.17)
BEGINNING FUND BALANCE		81,737.29	157,808.90	157,808.90	157,808.90	157,808.90	
ENDING FUND BALANCE		157,808.90	158,158.90	158,158.90	33,747.02	34,387.73	

Charter Township of Union
285 - American Rescue Plan Act (ARPA)
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 5/30/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
285-000-539.000	STATE GRANTS	228,469.23	48,000.00	48,000.00	25,000.00	231,000.00	183,000.00
	*Increased the Budget \$27,000 for the revenue recognized related to the artwork installation for the McDonald Park outdoor fitness court \$27,000						
	*Increased Budget \$156,000 for the revenue recognized when the sidewalk constr along Lincoln & Pickard near Twp Hall & fitness center is complete						
285-000-665.000	INTEREST EARNED	6,856.93	1,600.00	1,600.00	9,499.68	33,800.00	32,200.00
	*Increased Budget due to higher interest rates on certificates of deposit						
285-000-674.000	PRIVATE CONTRIBUTIONS & DONATIONS	50,000.00	0.00	0.00	0.00	0.00	0.00
Total General Revenues		285,326.16	49,600.00	49,600.00	34,499.68	264,800.00	215,200.00
285-930-699.288	TRANSFER IN FROM TRIBAL 2% GRANT FUND	170,000.00	0.00	0.00	0.00	0.00	0.00
Total Transfer In		170,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		455,326.16	49,600.00	49,600.00	34,499.68	264,800.00	215,200.00
Expenditures							
Dept 441 - PUBLIC WORKS							
285-441-967.000	CONTRIBUTIONS TO ROAD COMMISSION	306,048.48	0.00	0.00	0.00	0.00	0.00
Total Dept 441 - PUBLIC WORKS		306,048.48	0.00	0.00	0.00	0.00	0.00
Dept 901 - CAPITAL OUTLAY							
285-901-976.306	CAPITAL OUTLAY-PARKS EQUIPMENT	142,420.75	48,000.00	48,000.00	25,000.00	231,000.00	183,000.00
	*Increased the Budget for the cost of the artwork for the McDonald Park outdoor fitness court \$25,000 & \$2,000 for addl amounts needed for the install						
	*Increased Budget \$156,000 to move the sidewalk construction along Lincoln and Pickard near Twp Hall & the new fitness center from the Gen Fund						
Total Dept 901 - CAPITAL OUTLAY		142,420.75	48,000.00	48,000.00	25,000.00	231,000.00	183,000.00
TOTAL EXPENDITURES		448,469.23	48,000.00	48,000.00	25,000.00	231,000.00	183,000.00
TOTAL REVENUES		455,326.16	49,600.00	49,600.00	34,499.68	264,800.00	215,200.00
TOTAL EXPENDITURES		448,469.23	48,000.00	48,000.00	25,000.00	231,000.00	183,000.00
NET OF REVENUES & EXPENDITURES		6,856.93	1,600.00	1,600.00	9,499.68	33,800.00	32,200.00
BEGINNING FUND BALANCE		156.00	7,012.93	7,012.93	7,012.93	7,012.93	
ENDING FUND BALANCE		7,012.93	8,612.93	8,612.93	16,512.61	40,812.93	

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
590-000-456.000	CONNECTION FEE	63,510.17	76,875.00	76,875.00	223,936.51	227,000.00	150,125.00
	*Increased Budget due to the Isabella County jail project						
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	160,000.00	160,000.00	0.00	160,000.00	0.00
590-000-582.000	CONTRIBUTION FROM TRIBE	0.00	0.00	0.00	225,371.17	225,371.17	225,371.17
	* Increased Budget for the Tribal 2% Funding Approved in 2020-\$50,000, 2022-\$75,371 & 2023-\$100,000 for the Pump Stn #1 Project Underway on Pickard St.						
590-000-627.000	SERVICE	1,461,243.98	1,541,548.00	1,541,548.00	778,321.06	1,541,548.00	0.00
590-000-627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00
590-000-628.000	INSPECTION FEE	490.00	2,000.00	2,000.00	8,680.00	9,000.00	7,000.00
	*Increased Budget due to the Isabella County jail project						
590-000-655.000	FINES & FORFEITURES	39,220.42	33,000.00	33,000.00	17,341.16	33,000.00	0.00
590-000-665.000	INTEREST EARNED	16,555.99	12,500.00	12,500.00	47,939.71	100,000.00	87,500.00
	*Increased Budget due to higher interest rates on certificates of deposit						
590-000-670.000	DEBT RETIREMENT	1,221,832.68	1,277,369.00	1,277,369.00	650,836.03	1,277,369.00	0.00
590-000-671.000	OTHER REVENUE	2,378.62	3,000.00	3,000.00	0.00	3,000.00	0.00
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	7,500.00	0.00	0.00	0.00	0.00	0.00
590-000-687.000	REFUNDS & REBATES	3,075.61	2,000.00	2,000.00	2,968.86	3,500.00	1,500.00
	*Increased Budget due to insurance claim received on 2016 F150 and dividend from the Michigan Twp Participating Plan						
TOTAL REVENUES		2,815,807.47	3,106,792.00	3,106,792.00	1,955,394.50	3,578,288.17	471,496.17
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
590-536-702.000	SALARIES & WAGES	268,781.58	278,077.00	278,077.00	144,829.09	278,077.00	0.00
590-536-702.500	OVERTIME	8,500.51	10,800.00	10,800.00	7,190.26	10,800.00	0.00
590-536-702.700	LUMP SUM IN LIEU OF STEP	4,331.79	0.00	0.00	0.00	0.00	0.00
590-536-705.000	LEAVE TIME PAYOUT	0.00	6,700.00	6,700.00	0.00	6,700.00	0.00
590-536-708.000	UNEMPLOYMENT	609.18	810.00	810.00	247.07	810.00	0.00
590-536-709.000	EMPLR FICA CONTR	17,133.06	17,970.00	17,970.00	9,178.79	17,970.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	4,007.41	4,203.00	4,203.00	2,146.86	4,203.00	0.00
590-536-712.000	TEMPORARY LABOR	5,170.14	10,608.00	10,608.00	1,046.25	10,608.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	24,106.86	24,316.00	24,316.00	12,780.71	24,316.00	0.00
590-536-718.500	HEALTH INSURANCE	90,317.02	101,026.00	101,026.00	49,220.44	101,026.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(8,375.06)	(9,316.00)	(9,316.00)	(4,833.64)	(9,316.00)	0.00
590-536-719.000	DENTAL INSURANCE	4,298.86	4,697.00	4,697.00	2,471.51	4,697.00	0.00
590-536-719.800	VISION INSURANCE	429.59	659.00	659.00	359.82	659.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(215.33)	(329.00)	(329.00)	(179.99)	(329.00)	0.00
590-536-724.000	WORKER'S COMP	1,870.60	1,540.00	1,540.00	806.13	1,540.00	0.00
590-536-726.000	COMPENSATED ABSENCES	(4,385.04)	0.00	0.00	0.00	0.00	0.00
590-536-725.000	LIFE & DISABILITY BENEFIT	1,235.46	1,382.00	1,382.00	730.09	1,382.00	0.00
590-536-752.000	OFFICE SUPPLIES	1,477.59	1,500.00	1,500.00	262.73	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	5,027.02	5,500.00	5,500.00	2,986.80	5,500.00	0.00
590-536-759.000	GAS/FUEL	10,724.72	12,500.00	12,500.00	4,936.29	12,500.00	0.00
590-536-767.000	UNIFORMS	968.89	2,000.00	2,000.00	382.50	2,000.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,004.29	98,210.00	98,210.00	43,938.84	71,000.00	(27,210.00)
	*Decreased Budget \$30,000 for the CWSRF Project Plan						
	*Increased Budget \$2,790 for Microsoft Office 365 costs, new server co-location fees, and anticipated increase to CMS Managed IT services for the remainder of the year						

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
590-536-826.000	LEGAL FEES	1,740.00	20,000.00	20,000.00	300.00	20,000.00	0.00
590-536-850.000	COMMUNICATIONS	2,300.77	2,510.00	2,510.00	1,572.99	2,510.00	0.00
590-536-851.000	MAIL/POSTAGE	1,828.81	4,000.00	4,000.00	1,393.33	4,000.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	685.59	800.00	800.00	171.54	800.00	0.00
590-536-890.000	SAFETY	2,530.92	6,000.00	6,000.00	1,067.68	6,000.00	0.00
590-536-900.000	PRINTING & PUBLISHING	401.70	1,500.00	1,500.00	572.08	1,500.00	0.00
590-536-910.000	PROFESSIONAL DEVELOPMENT	392.50	2,500.00	2,500.00	417.50	2,500.00	0.00
590-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	255.39	1,000.00	0.00
590-536-910.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
590-536-915.000	MEMBERSHIP & DUES	432.50	500.00	500.00	243.50	500.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	83,941.61	102,000.00	102,000.00	46,213.10	102,000.00	0.00
590-536-930.000	REPAIRS	5,861.23	180,000.00	180,000.00	21,552.69	180,000.00	0.00
590-536-930.001	MAINT-EQUIPMENT	2,842.50	25,000.00	25,000.00	1,108.52	25,000.00	0.00
590-536-930.200	MAINT-GROUNDS	786.62	2,000.00	2,000.00	146.61	2,000.00	0.00
590-536-930.300	MAINT-BUILDINGS	2,698.45	5,000.00	5,000.00	1,790.00	5,000.00	0.00
590-536-933.000	MAINT-VEHICLES	1,521.72	6,000.00	6,000.00	3,401.93	6,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	17,045.64	146,000.00	146,000.00	41,373.60	146,000.00	0.00
590-536-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,421.31	2,530.00	2,530.00	1,830.05	2,700.00	170.00
	Increased Budget for the BS&A software support increasing 8%						
590-536-934.300	OPTO 22 MAINTENANCE	257.49	10,000.00	10,000.00	1,078.83	10,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	5,747.31	9,700.00	9,700.00	6,935.42	9,700.00	0.00
590-536-935.000	PROPERTY/LIABILITY INSURANCE	22,820.59	23,500.00	23,500.00	28,308.04	33,000.00	9,500.00
	*Increased Budget for the new vector truck insurance						
590-536-955.000	MISC.	20.00	0.00	0.00	101.00	101.00	101.00
	*Increased Budget-Transfer tax to record easement for Water/Sewer 50/50						
590-536-972.013	HOOKUP LABOR & MATERIAL	587.50	10,000.00	10,000.00	0.00	10,000.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,789,100.00	1,789,100.00	880,212.51	1,789,100.00	0.00
590-536-977.000	NEW EQUIPMENT PURCHASE	3,078.07	7,500.00	7,500.00	591.98	7,500.00	0.00
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	437.67	1,000.00	1,000.00	75.00	1,000.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,841.12	0.00	0.00	2,856.29	10,000.00	10,000.00
	*Increased Budget for the new network switches, mobile tablet, APC battery replacements & other projects						
590-536-980.400	SECURITY	2,670.00	5,000.00	5,000.00	0.00	5,000.00	0.00
590-536-981.000	NEW VEHICLE PURCHASE	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		623,910.76	2,966,093.00	2,966,093.00	1,322,070.13	2,958,654.00	(7,439.00)
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	283,106.53	287,927.00	287,927.00	130,878.19	287,927.00	0.00
590-540-702.500	OVERTIME	9,830.97	13,000.00	13,000.00	4,718.56	13,000.00	0.00
590-540-702.700	LUMP SUM IN LIEU OF STEP	5,285.94	0.00	0.00	0.00	0.00	0.00
590-540-705.000	LEAVE TIME PAYOUT	16,889.09	0.00	0.00	0.00	0.00	0.00
590-540-708.000	UNEMPLOYMENT	617.50	713.00	713.00	190.00	713.00	0.00
590-540-709.000	EMPLR FICA CONTR	18,734.26	17,720.00	17,720.00	8,073.72	17,720.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	4,381.39	4,144.00	4,144.00	1,888.21	4,144.00	0.00
590-540-716.000	EMPLR RETIREMENT CONTR	28,360.18	27,083.00	27,083.00	12,203.69	27,083.00	0.00
590-540-718.500	HEALTH INSURANCE	112,500.21	128,925.00	128,925.00	51,919.93	128,925.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(12,649.96)	(14,562.00)	(14,562.00)	(6,121.54)	(14,562.00)	0.00

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
590-540-719.000	DENTAL INSURANCE	6,654.52	7,975.00	7,975.00	3,253.64	7,975.00	0.00
590-540-719.800	VISION INSURANCE	995.17	1,105.00	1,105.00	456.40	1,105.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(490.33)	(553.00)	(553.00)	(228.20)	(553.00)	0.00
590-540-724.000	WORKER'S COMP	3,053.67	2,425.00	2,425.00	1,061.27	2,425.00	0.00
590-540-725.000	LIFE & DISABILITY BENEFIT	1,537.97	1,760.00	1,760.00	806.68	1,760.00	0.00
590-540-743.000	CHEMICALS	61,622.40	60,000.00	60,000.00	28,338.95	65,000.00	5,000.00
	*Increased Budget due to increased costs due to inflation						
590-540-744.000	LAB EQUIPMENT & SUPPLIES	31,434.64	30,000.00	30,000.00	13,445.54	30,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	589.99	700.00	700.00	390.19	700.00	0.00
590-540-754.000	OPERATING SUPPLIES	12,139.16	12,000.00	12,000.00	4,001.64	12,000.00	0.00
590-540-759.000	GAS/FUEL	5,501.08	5,000.00	5,000.00	1,876.77	5,000.00	0.00
590-540-767.000	UNIFORMS	864.79	2,000.00	2,000.00	282.50	2,000.00	0.00
590-540-774.100	BIOXIDE	75,915.28	80,000.00	80,000.00	37,226.79	80,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	24,943.12	28,450.00	28,450.00	14,478.01	30,000.00	1,550.00
	*Increased Budget for increased dumpster costs and new managed IT contract						
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	28,111.20	37,400.00	37,400.00	747.70	37,400.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	3,548.93	7,000.00	7,000.00	6,209.00	7,000.00	0.00
590-540-850.000	COMMUNICATIONS	4,401.30	4,800.00	4,800.00	3,399.06	4,800.00	0.00
590-540-851.000	MAIL/POSTAGE	168.50	750.00	750.00	155.80	750.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	108.09	500.00	500.00	0.00	500.00	0.00
590-540-890.000	SAFETY	2,115.17	5,000.00	5,000.00	1,117.51	5,000.00	0.00
590-540-900.000	PRINTING & PUBLISHING	155.45	500.00	500.00	0.00	500.00	0.00
590-540-910.000	PROFESSIONAL DEVELOPMENT	2,404.20	5,000.00	5,000.00	711.40	5,000.00	0.00
590-540-910.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
590-540-910.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
590-540-915.000	MEMBERSHIP & DUES	307.00	500.00	500.00	83.00	500.00	0.00
590-540-917.000	WATER & SEWER CHARGES	6,624.72	10,000.00	10,000.00	1,932.14	10,000.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	148,585.50	176,000.00	176,000.00	83,530.60	176,000.00	0.00
590-540-923.000	PROPANE	2,225.28	3,500.00	3,500.00	967.29	3,500.00	0.00
590-540-930.001	MAINT-EQUIPMENT	4,496.88	6,000.00	6,000.00	2,872.78	6,000.00	0.00
590-540-930.200	MAINT-GROUNDS	1,822.40	3,500.00	3,500.00	227.02	3,500.00	0.00
590-540-930.300	MAINT-BUILDINGS	2,834.91	15,000.00	15,000.00	269.36	5,000.00	(10,000.00)
	*Decreased Budget \$10,000 to remove breakroom project delayed until next year						
590-540-933.000	MAINT-VEHICLES	1,265.68	3,000.00	3,000.00	134.09	3,000.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	5,610.52	10,000.00	10,000.00	1,925.95	10,000.00	0.00
590-540-934.500	MAINT. AGREEMENT ON EQUIPMENT	2,582.74	5,500.00	5,500.00	750.00	5,500.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	132.25	4,000.00	4,000.00	577.01	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	5,558.43	25,000.00	25,000.00	2,567.94	25,000.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	14,867.49	25,000.00	25,000.00	21,222.10	30,000.00	5,000.00
	*Increased Budget due to tail shaft replacement oxidation ditch #2						
590-540-934.984	SOLIDS EQUIPMENT MAINT.	11,165.17	25,000.00	25,000.00	16,477.35	25,000.00	0.00
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	373.45	6,000.00	6,000.00	0.00	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	1,238.77	6,000.00	6,000.00	741.55	6,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	1,713.12	10,000.00	10,000.00	568.67	10,000.00	0.00
590-540-935.000	PROPERTY/LIABILITY INSURANCE	17,416.82	18,000.00	18,000.00	15,900.31	18,000.00	0.00
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
590-540-958.100	PERMITS & FEES	6,275.48	13,000.00	13,000.00	5,500.00	13,000.00	0.00
590-540-977.000	NEW EQUIPMENT PURCHASE	853.38	5,000.00	5,000.00	2,540.98	5,000.00	0.00
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	0.00	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	2,670.00	0.00	0.00	4,331.49	8,000.00	8,000.00
*Increased Budget for the new network switches, computer replacements & other projects							
Total Dept 540 - WWTP		971,450.40	1,128,612.00	1,128,612.00	484,601.04	1,138,162.00	9,550.00
Dept 906 - DEBT SERVICE							
590-906-996.003	BOND INTEREST-RURAL DEVELOPMENT	142,082.80	139,500.00	139,500.00	69,858.75	139,500.00	0.00
Total Dept 906 - DEBT SERVICE		142,082.80	139,500.00	139,500.00	69,858.75	139,500.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
590-960-969.000	DEPRECIATION EXPENSE	755,733.06	780,000.00	780,000.00	0.00	780,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		755,733.06	780,000.00	780,000.00	0.00	780,000.00	0.00
TOTAL EXPENDITURES		2,493,177.02	5,014,205.00	5,014,205.00	1,876,529.92	5,016,316.00	2,111.00
TOTAL REVENUES		2,815,807.47	3,106,792.00	3,106,792.00	1,955,394.50	3,578,288.17	471,496.17
TOTAL EXPENDITURES		2,493,177.02	5,014,205.00	5,014,205.00	1,876,529.92	5,016,316.00	2,111.00
NET OF REVENUES & EXPENDITURES		322,630.45	(1,907,413.00)	(1,907,413.00)	78,864.58	(1,438,027.83)	469,385.17
BEGINNING FUND BALANCE		14,841,061.00	15,163,691.45	15,163,691.45	15,163,691.45	15,163,691.45	
ENDING FUND BALANCE		15,163,691.45	13,256,278.45	13,256,278.45	15,242,556.03	13,725,663.62	

Charter Township of Union
591 - Water Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
591-000-450.000	WATER SALES	1,544,655.31	1,495,000.00	1,495,000.00	780,881.13	1,495,000.00	0.00
591-000-450.100	BULK WATER SALES	3,527.65	1,200.00	1,200.00	1,545.00	1,200.00	0.00
591-000-450.200	FINAL READ	4,446.00	4,000.00	4,000.00	2,106.00	4,000.00	0.00
591-000-450.300	TURN-OFF	7,128.00	4,000.00	4,000.00	3,015.00	4,000.00	0.00
591-000-452.000	LATERALS	4,631.04	5,000.00	5,000.00	0.00	5,000.00	0.00
591-000-454.000	BENEFIT FEES	31,835.23	50,000.00	50,000.00	63,729.56	70,000.00	20,000.00
	*Increased Budget due to the Isabella County jail project						
591-000-459.000	CONNECTION FEES	45,010.50	60,000.00	60,000.00	17,538.00	60,000.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-539.000	STATE GRANTS	0.00	38,700.00	38,700.00	1,300.00	38,700.00	0.00
591-000-628.000	INSPECTION FEE	3,993.50	1,500.00	1,500.00	9,834.00	11,000.00	9,500.00
	*Increased Budget due to the Isabella County jail project						
591-000-655.000	FINES & FORFEITURES	20,452.98	20,000.00	20,000.00	8,644.86	20,000.00	0.00
591-000-665.000	INTEREST EARNED	16,530.63	10,500.00	10,500.00	48,327.42	120,000.00	109,500.00
	*Increased Budget due to higher interest rates on certificates of deposit						
591-000-665.100	INTEREST EARNED-SPEC ASSESS	867.21	0.00	0.00	0.00	0.00	0.00
591-000-667.300	LEASES - TOWER RENTAL	56,387.41	56,000.00	56,000.00	34,089.65	56,000.00	0.00
591-000-671.000	OTHER REVENUE	9,296.22	8,000.00	8,000.00	1,637.25	8,000.00	0.00
591-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	7,500.00	0.00	0.00	0.00	0.00	0.00
591-000-687.000	REFUNDS & REBATES	1,649.11	1,500.00	1,500.00	3,468.58	3,500.00	2,000.00
	*Increased Budget due to insurance claim received on 2016 F150 and dividend from the Michigan Twp Participating Plan						
TOTAL REVENUES		1,757,910.79	1,756,400.00	1,756,400.00	976,116.45	1,897,400.00	141,000.00
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
591-536-702.000	SALARIES & WAGES	414,589.65	415,205.00	415,205.00	231,395.96	415,205.00	0.00
591-536-702.500	OVERTIME	35,904.40	41,000.00	41,000.00	20,197.21	41,000.00	0.00
591-536-702.700	LUMP SUM IN LIEU OF STEP	6,262.63	0.00	0.00	0.00	0.00	0.00
591-536-705.000	LEAVE TIME PAYOUT	0.00	6,700.00	6,700.00	0.00	6,700.00	0.00
591-536-708.000	UNEMPLOYMENT	886.11	957.00	957.00	320.50	957.00	0.00
591-536-709.000	EMPLR FICA CONTR	27,580.12	27,940.00	27,940.00	15,138.95	27,940.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	6,449.52	6,534.00	6,534.00	3,540.25	6,534.00	0.00
591-536-712.000	TEMPORARY LABOR	5,128.71	10,608.00	10,608.00	1,076.25	10,608.00	0.00
591-536-716.000	EMPLR RETIREMENT CONTR	39,728.77	39,375.00	39,375.00	21,672.30	39,375.00	0.00
591-536-718.500	HEALTH INSURANCE	142,445.71	152,596.00	152,596.00	80,454.26	152,596.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(14,772.42)	(15,649.00)	(15,649.00)	(8,545.37)	(15,649.00)	0.00
591-536-719.000	DENTAL INSURANCE	7,855.16	8,177.00	8,177.00	4,273.91	8,177.00	0.00
591-536-719.800	VISION INSURANCE	842.30	1,045.00	1,045.00	625.61	1,045.00	0.00

Charter Township of Union
591 - Water Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(422.07)	(522.00)	(522.00)	(312.70)	(522.00)	0.00
591-536-724.000	WORKER'S COMP	6,558.85	5,940.00	5,940.00	3,013.73	5,940.00	0.00
591-536-725.000	LIFE & DISABILITY BENEFIT	1,994.46	2,151.00	2,151.00	1,231.52	2,151.00	0.00
591-536-726.000	COMPENSATED ABSENCES	3,795.07	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	1,562.00	1,600.00	1,600.00	262.75	1,600.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	67,646.94	65,000.00	65,000.00	34,390.53	65,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	10,349.23	13,000.00	13,000.00	5,249.20	13,000.00	0.00
591-536-759.000	GAS/FUEL	15,043.93	12,000.00	12,000.00	4,537.04	12,000.00	0.00
591-536-767.000	UNIFORMS	1,068.88	2,000.00	2,000.00	382.50	2,000.00	0.00
591-536-774.100	MXU	5,920.00	10,000.00	10,000.00	0.00	10,000.00	0.00
591-536-800.000	WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	500.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	81,392.54	95,200.00	95,200.00	39,697.45	98,200.00	3,000.00
	*Increased Budget for increases in dumpster costs, Microsoft Office 365, wireless broadband costs, and a new CMS managed IT agreement for remainder of year						
591-536-801.002	LAB FEES	10,693.73	30,000.00	30,000.00	3,453.38	30,000.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00
591-536-801.800	WATER STUDY	12,500.00	75,000.00	75,000.00	20,100.00	39,000.00	(36,000.00)
	*Decreased Budget for the DWSRF Project Plan Financial Analysis						
591-536-826.000	LEGAL FEES	1,260.00	10,000.00	10,000.00	300.00	10,000.00	0.00
591-536-850.000	COMMUNICATIONS	7,645.01	8,750.00	8,750.00	5,945.66	8,750.00	0.00
591-536-851.000	MAIL/POSTAGE	2,051.49	5,700.00	5,700.00	1,504.19	5,700.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	611.55	1,200.00	1,200.00	126.21	1,200.00	0.00
591-536-890.000	SAFETY	3,639.19	6,000.00	6,000.00	895.25	6,000.00	0.00
591-536-900.000	PRINTING & PUBLISHING	4,625.84	5,200.00	5,200.00	3,952.41	5,200.00	0.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	1,617.50	5,000.00	5,000.00	1,549.50	5,000.00	0.00
591-536-910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	255.39	1,000.00	0.00
591-536-910.200	SEMINAR MEALS	16.96	450.00	450.00	0.00	450.00	0.00
591-536-915.000	MEMBERSHIP & DUES	1,067.50	1,200.00	1,200.00	243.50	1,200.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	141,658.35	173,000.00	173,000.00	77,911.40	173,000.00	0.00
591-536-930.000	REPAIRS	60,999.32	105,000.00	105,000.00	25,649.61	105,000.00	0.00
591-536-930.001	MAINT-EQUIPMENT	6,540.87	15,000.00	15,000.00	500.07	15,000.00	0.00
591-536-930.200	MAINT-GROUNDS	1,297.28	6,000.00	6,000.00	146.61	6,000.00	0.00
591-536-930.300	MAINT-BUILDINGS	4,994.48	5,000.00	5,000.00	3,005.06	5,000.00	0.00
591-536-933.000	MAINT-VEHICLES	1,559.47	6,000.00	6,000.00	3,780.28	6,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	580.00	38,500.00	38,500.00	37,714.31	48,500.00	10,000.00
	*Increased Budget for repairs and wire replacement at wells #8 & #9						
591-536-933.200	MAINT-TREATMENT PLANTS	15,158.87	74,000.00	74,000.00	17,990.85	74,000.00	0.00
591-536-933.300	MAINT-WATER TOWERS	7,712.58	5,000.00	5,000.00	0.00	5,000.00	0.00
591-536-933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,421.29	2,530.00	2,530.00	1,830.06	2,700.00	170.00
	Increased Budget for the BS&A software support increasing 8%						

Charter Township of Union
591 - Water Fund
2023 Budget Amendment #3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 7/13/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
591-536-934.300	OPTO 22 MAINTENANCE	4,703.03	16,000.00	16,000.00	2,723.82	16,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	7,078.84	4,300.00	4,300.00	5,213.12	7,300.00	3,000.00
	*Increased Budget for Generator Maintenance-Wolverine Power Systems						
591-536-935.000	PROPERTY/LIABILITY INSURANCE	26,099.98	27,000.00	27,000.00	23,827.40	31,000.00	4,000.00
	*Increased Budget due to increased costs for insurance						
591-536-940.500	ROYALTIES	5,390.00	5,000.00	5,000.00	2,191.68	5,000.00	0.00
591-536-955.000	MISC	0.00	0.00	0.00	101.00	101.00	101.00
	*Increased Budget for the Transfer tax to record easement for Water/Sewer 50/50						
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	0.00	814,000.00	814,000.00	193,925.82	814,000.00	0.00
591-536-972.013	HOOKUP LABOR & MATERIAL	81,702.64	60,000.00	60,000.00	11,435.00	60,000.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	4,801.12	28,500.00	28,500.00	4,582.98	28,500.00	0.00
591-536-977.600	METER REPLACEMENT PROGRAM	47,336.61	30,000.00	30,000.00	7,807.53	30,000.00	0.00
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	437.67	1,000.00	1,000.00	367.10	1,000.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	4,721.97	2,000.00	2,000.00	4,101.78	7,000.00	5,000.00
	*Increased Budget for the new network switches, APC battery replacements, mobile tablet & other computer replacements						
591-536-981.000	NEW VEHICLE PURCHASE	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		1,338,733.63	2,468,687.00	2,468,687.00	921,732.82	2,457,958.00	(10,729.00)
Dept 906 - DEBT SERVICE							
591-906-990.000	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	0.00	1,579.00	0.00
591-906-996.001	BOND - PAYING AGENT FEES	750.00	800.00	800.00	0.00	800.00	0.00
591-906-996.002	BOND INTEREST - (2010 WATER)	46,792.79	42,800.00	42,800.00	21,908.75	42,800.00	0.00
Total Dept 906 - DEBT SERVICE		49,121.54	45,179.00	45,179.00	21,908.75	45,179.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
591-960-969.000	DEPRECIATION EXPENSE	409,951.77	425,000.00	425,000.00	0.00	425,000.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE		409,951.77	425,000.00	425,000.00	0.00	425,000.00	0.00
TOTAL EXPENDITURES		1,797,806.94	2,938,866.00	2,938,866.00	943,641.57	2,928,137.00	(10,729.00)
TOTAL REVENUES		1,757,910.79	1,756,400.00	1,756,400.00	976,116.45	1,897,400.00	141,000.00
TOTAL EXPENDITURES		1,797,806.94	2,938,866.00	2,938,866.00	943,641.57	2,928,137.00	(10,729.00)
NET OF REVENUES & EXPENDITURES		(39,896.15)	(1,182,466.00)	(1,182,466.00)	32,474.88	(1,030,737.00)	151,729.00
BEGINNING FUND BALANCE		11,441,389.00	11,401,492.85	11,401,492.85	11,401,492.85	11,401,492.85	
ENDING FUND BALANCE		11,401,492.85	10,219,026.85	10,219,026.85	11,433,967.73	10,370,755.85	

To: Board of Trustees**DATE:** July 20, 2023**FROM:** Mark Stuhldreher, Township Manager**DATE FOR CONSIDERATION:** 7/26/2023**ACTION REQUESTED:** To adopt a resolution of support for the Township's application for a Rural Readiness Program Grant from the Michigan Department of Agriculture and Rural Development.Current Action X Emergency Funds Budgeted: If Yes Account # No N/A X

BACKGROUND INFORMATION

Earlier this year, the Michigan Department of Agriculture and Rural Development (MDARD) announced the opening of a new Rural Readiness grant funding opportunity, and invited eligible local governments to submit a letter of intent for initial review.

Grant Guidelines

This reimbursement grant program is intended to support collaborative planning and capacity building initiatives to address local needs in areas such as housing, broadband, placemaking, energy, transportation, health, infrastructure, economic development, and workforce or population attraction and retention. The maximum potential grant award is capped at \$50,000.00.

Per the grant guidelines, eligible activities can include:

1. *Cross-sector Collaboration.* *Community and stakeholder engagement activities that foster planning and dialogue across sectors, governments, and agency types.*
2. *Development Readiness.* *Projects include activities that prepare communities or key properties for development or investment, including development of property inventories, site development studies, site material development, site implementation or land assembly activities, feasibility, or market studies, and more.*
3. *Partnerships and Planning.* *Develop plans and implementation structures that build readiness for future projects, collaborative initiatives, development, and investment.*
4. *Rural Capacity Building.* *Eligible activities might include new, enhanced, or scaled fellowship programs or community-based internship programs, development of training curricula, leadership development programs, and shared services or staff dedicated to specific project or planning needs. Projects must demonstrate an innovative, collaborative approach to building long-term capacity.*

Letter of Intent Accepted

After determining that the Township meets the eligibility requirements, staff prepared and submitted a letter of intent in May to partner with the Middle Michigan Development Corporation on a planning project to maximize development readiness and to create new

opportunities for new industrial/research/business park development along the US-127 corridor. This would be done as part of an update to the Township's adopted Master Plan for future land use.

The letter of intent proposed a grant funding request of \$45,000.00 along with a \$50,000.00 local match. Per the grant guidelines, the minimum required local match is 20% but a higher local match amount was strongly recommended to maximize scoring of the grant application. In addition, MDARD staff recommended keeping grant funding requests below the maximum of \$50,000.00, which would also benefit the application scoring.

After review, MDARD informed the Township in June that our letter of intent had been accepted with an invitation to submit a full application for consideration by August 3, 2023.

Master Plan Update and Priority for New Industrial/Research/Business Park Development

The Planning Commission recently began work to review and update the Master Plan, which was adopted in 2018. The Master Plan is a policy document that presents a vision for the future development and character of the Township from a land use planning perspective. The plan includes long-range goals, objectives, and policy priorities for land development, agricultural preservation, housing, economic development, and other land use priorities. Per the requirements of the Michigan Planning Enabling Act, the Planning Commission is required to review the adopted plan at least every five years to consider whether updates are needed. On February 21, 2023, the Planning Commission completed this review process and adopted a motion "to open the 2018 Master Plan for an update in 2023."

As part of their review, the Planning Commission identified a need to consider updates to the plan to expand opportunities for new industrial/research/business park development along the US-127 corridor, with a focus on identifying larger development sites.

SCOPE OF ACTIVITY

To review and consider for adoption a proposed resolution of support for the Township's application for a Rural Readiness Program Grant from the Michigan Department of Agriculture and Rural Development. The proposed resolution would confirm the Board of Trustees' support for the grant application and availability of budgeted funds for the required local match as included in the FY2023 General Fund budget for the Master Plan update.

JUSTIFICATION

The Rural Readiness grant program's focus on collaborative planning to address local economic development needs is consistent with the Township's economic development priorities and plans to update our adopted Master Plan for future land use. A grant award would allow the Township to expand this Master Plan project further to partner with the Middle Michigan Development Corporation (MMDC) on a more detailed evaluation of opportunities for new industrial/research/business park development along the US-127 corridor.

BOARD OF TRUSTEES GOALS ADDRESSED

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

- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 6. Commerce**

Planning to maximize development readiness and to create new opportunities for new industrial/research/business park development in the Township can help to create the conditions necessary to further enhance the community's quality of life to be attractive to a diverse population (1.2.1), and for new industrial and research facility investments consistent with the Township's commerce –friendly economic development policies (1.6).

COSTS

\$75,000.00 is included in the adopted FY2023 General Fund budget for the Master Plan update project. It is expected that unused funds from this appropriation would be included in the recommended FY2024 budget for completion of the project. This recommended funding level will include the proposed \$50,000.00 local match noted in the letter of intent submitted to MDARD in May.

If awarded, the Township would submit quarterly requests to MDARD for reimbursement of eligible project expenses.

TIMETABLE

The Township Administration plans to submit an application for grant funding by the 8/3/2023 deadline. If approved, the grant is expected to be awarded in the Fall of this year. Per the grant guidelines, all project activities eligible for reimbursement under an approved grant would need to take place between January 1 and September 30 of 2024.

RESOLUTION

To adopt a resolution of support for the Township's application for a Rural Readiness Program Grant from the Michigan Department of Agriculture and Rural Development.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

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

**RESOLUTION OF SUPPORT FOR THE
2023 RURAL READINESS GRANT APPLICATION**

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 Planning Commission has initiated a process to update the Township's adopted 2018 Master Plan and has identified as a priority the need to expand opportunities for new industrial, research, and business park development along the US-127 corridor, with a focus on identifying larger development sites; and

WHEREAS, our regional economic development agency partners at the Middle Michigan Development Corporation have also identified a significant deficiency in available land suitable and ready for larger industrial development projects; and

WHEREAS, the Michigan Department of Agriculture and Rural Development (MDARD) announced the Rural Readiness reimbursement grant program to support collaborative planning and capacity building initiatives to address local needs in infrastructure, economic development, and workforce or population attraction and retention; and

WHEREAS, the Township submitted an initial letter of intent to apply for this grant in May and received an invitation from MDARD in June for the Township, in partnership with the MMDC, to prepare and submit a full Rural Readiness grant application for consideration; and

WHEREAS, the Rural Readiness grant program's focus on collaborative planning to address local economic development needs is consistent with the Township's economic development priorities and plans to update our adopted Master Plan for future land use.

NOW, THEREFORE, LET IT BE RESOLVED that the Charter Township of Union Board of Trustees fully supports the application for a Rural Readiness Program Grant from the Michigan Department of Agriculture and Rural Development to help fund a collaborative project in partnership with the Middle Michigan Development Corporation to expand the Township's Master Plan update to maximize development readiness and to create new opportunities for industrial, research, and business park development along the US-127 corridor.

BE IT FURTHER RESOLVED that the Board of Trustees commits to the inclusion of an amount not less than \$50,000.00 in the Township's FY2024 budget to provide the dedicated local match for this grant application as part of the Planning Department funding for the Master Plan update.

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 Brian Smith	_____	_____	_____	_____
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



Office of Rural Development (ORD)
Letter of Intent for Rural Readiness Funding Grant

LEAD APPLICANT

MAILING ADDRESS	CITY	STATE	ZIP CODE
CONTACT PERSON	TELEPHONE NO.	E-MAIL ADDRESS	

CO-APPLICANT/PARTNER ORGANIZATION(S) (IF APPLICABLE) – ATTACH SHEET FOR ADDITIONAL CO-APPLICANT(S)/PARTNER(S)

MAILING ADDRESS	CITY	STATE	ZIP CODE
CONTACT PERSON	TELEPHONE NO.	E-MAIL ADDRESS	

TYPE OF ORD RURAL READINESS GRANT PROJECT (CHECK ALL THAT APPLY):

- | | |
|---|--|
| <input type="checkbox"/> Cross-sector collaboration | <input type="checkbox"/> Partnerships and Planning |
| <input type="checkbox"/> Development Readiness | <input type="checkbox"/> Rural Capacity Building |

BRIEF DESCRIPTION OF RURAL READINESS GRANT PROJECT

--

STREET ADDRESS OR PROJECT LOCATION DESCRIPTION (IF THERE ARE MULTIPLE SITES, PLEASE ATTACH ADDITIONAL SHEETS(S))

--

BRIEFLY DESCRIBE HOW THE PROPOSED PROJECT MEETS THE GRANT GOALS (REFER TO “ELIGIBLE ACTIVITIES” IN THE GRANT GUIDELINES)

--

BUDGET: THE BELOW SECTION MUST BE COMPLETED (a more detailed budget will be requested if invited to submit a full application)

TOTAL PROJECT COST (inclusive of the below Rural Readiness funding request and 20% match)	\$	ANTICIPATED SOURCE(S) OF MATCH:
RURAL READINESS FUNDING REQUEST	\$	
TOTAL MATCH	\$	



Office of Rural Development Rural Readiness Grant Program (RRGP) Frequently Asked Questions (FAQs)

This document will be regularly updated to reflect additional questions.

Definition of “Rural”:

What is the definition of “Rural”?

For the purposes of the RRGp, eligible rural areas are defined as follows:

For counties designated by the U.S. Office of Management and Budget (OMB) as non-metropolitan counties, including those located within micropolitan statistical areas.

In addition to the above-mentioned counties, census tracts with a Rural-Urban Commuting Area (RUCA) score between 4-10, as identified by the Federal Office of Rural Health Policy, are also considered rural for the RRGp.

Eligibility Based on Type of Organization:

Who is eligible to apply?

Projects must serve RRGp eligible rural areas. The following entities are eligible applicants:

- Tax-exempt organizations/nonprofits, including community foundations and statewide associations.
- Local units of government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities). NOTE: Intermediate School Districts (ISDs) and Regional Educational Service Agencies (RESAs) are eligible.
- Federally Recognized Tribes.
- Educational institutions (i.e., universities, community colleges). Note: while the educational institution applying for funding may be in an urban area, the project itself must serve one or more eligible rural areas.
- Regional planning agencies and economic or workforce development organizations.

For a list of eligible rural areas, please see the guidelines and eligibility map online at:

<https://www.michigan.gov/mdard/business-development/grantfund/rural-readiness-grant-program>.

Are child-care organizations available (eligible) if it’s a for-profit status?

The RRGp application criteria currently specifies that this grant program is focused on tax-exempt organizations. A for-profit business would not qualify for a grant. However, there is the potential for partnership(s) between a for-profit business and a tax-exempt organization.

If we provide regional services to ten counties - can we be the applicant or does that need to be county specific?

The regional organization can be the applicant for these grant funds if the project serves an eligible rural area.

What criteria do communities need to meet to receive services/grants?

Eligible activities, eligible geography, and match requirements are included in the RRGp grant guidelines, which are available on the Office of Rural Development (ORD) webpage at:

<https://www.michigan.gov/mdard/business-development/grantfund/rural-readiness-grant-program>.

Available Funding, Funding Maximums/Minimums and Match Requirements:

What is the total amount of funding available for the first round of the Rural Readiness Grant Program?

\$500,000 in total grant funds, which are available through funding appropriated for ORD during the 2022-2023 state budget year, will be awarded in the first round of funding. ORD will be announcing the next round of funding this summer. The funding available for future rounds may increase if there are future appropriations for the grant program.

What are the *maximum* and *minimum* grant requests?

The maximum grant request is \$50,000. The minimum grant request is \$10,000.

Are matching funds required?

Yes, a 20 percent minimum match (of the total requested *grant amount*) is required. This can be in-kind or cash, or a combination thereof. For more information about calculating an in-kind match, please see the RRGp Grant Guidelines at: <https://www.michigan.gov/mdard/business-development/grantfund/rural-readiness-grant-program>.

Can volunteer time be included as match?

Yes, volunteer time can be included as a form of in-kind match to an RRGp grant request.

Will there be additional funding cycles for the Rural Readiness Grant Program?

Yes. The next funding round will be announced in summer 2023.

Eligibility Based on Project Type:

Beyond the types of projects mentioned in your grant guidelines, could you provide a few more examples of types of projects that may be competitive for funding?

The Rural Readiness Grant Program is focused on activities that are preparing your community or organization for longer term solutions, future investment, or larger funding opportunities for priority issues in your community. A list of eligible project types is available online at:

<https://www.michigan.gov/mdard/business-development/grantfund/rural-readiness-grant-program>.

Some examples of potential projects for this funding include:

- predevelopment work, like land assembly activities around a particular housing project in a community or doing feasibility work or the market studies that are needed to attract investment to those key properties in a community
- a community/business incubator
- leadership development or governance programs
- A shared grant writing or project management model, supported by/available to multiple organizations
- planning for infrastructure needs within a particular neighborhood

This is not an exhaustive list and is based on project concepts that have been identified by communities to date.

Can a community apply for a grant with a concept? How worked out does the project need to be to apply? Most grants tend to lean towards shovel-ready, but this is intended more for planning. We would like to know what level of detail will be needed for the application.

Yes, you can apply with a concept, but the proposed concept and the project should have a clear focus and outcomes. The program is intended to support planning for early phase development activities, understanding that concepts can sometimes require additional organization and collaboration around it to move forward.

If you have questions about whether your project is ready for an application, please feel free to reach out to ORD to talk through your idea. If this grant program has triggered some ideas and you have some concepts that have come about as a response to this funding opportunity, please note that another round of funding will be announced in the summer, which will provide some additional time to potential applicants to further develop new and emerging concepts and structure a stronger application in the future. If additional support is needed to further develop a concept, ORD staff is available for discussion on possible resources or next steps to help clarify a potential project or future application.

We want to repair roads. If we ask for too much, can you offer a smaller amount of grant funding?

This grant is intended to focus on planning and capacity building activities rather than bricks and mortar projects. Planning work around road repairs or design or engineering costs may however be eligible.

If combined successful grant applications exceed available funds, we could negotiate with some applicants for a reduced amount of grant funding.

Are you focused primarily on planning for rural economic development, or are projects focused on conservation, land use, and/or climate resilience planning also welcome?

The Rural Readiness Program is intended to help communities address locally- and regionally-identified priorities, which may also include activities like conservation, land use, and climate resiliency planning.

Eligibility Based on Geographic Location:

My organization/community is located outside the listed eligible areas, but has a rural focus: are we still eligible?

Yes, your organization/community *may* be eligible through intentional partnerships. Organizations or communities located outside of designated rural areas may apply if 1) your application includes a formal partnership with an organization or community in an eligible area, **and** 2) if the outcome of the project will address issues in an eligible rural area.

For example, Barry County is considered an eligible rural county, but Eaton County is not. A **joint application** submitted by an organization or community in Barry County and an organization or community in Eaton County providing benefits to communities in both counties is allowable and would be considered for funding.

My community is not included in the designated rural areas, but we are working collaboratively with a community located within the eligible areas and would like to be the lead co-applicant. What constitutes as proof of a ‘formal partnership’?

A memorandum of understanding or resolution can demonstrate the formal nature of the partnership.

My community is in both a designated rural area and non-rural area. Based on this situation, would we still be able to apply for funding?

Yes. Since a portion of the community is located within an eligible rural area, your community is eligible.

Can a project span multi counties?

Yes. Collaboration and regional/multi-jurisdictional planning and partnerships are a strong emphasis of the program.

Letter of Intent:

What are the requirements for the Letter of Intent? Number of pages, font, font size, margins, etc.

Please consult the grant guidelines. The Letter of Intent is a very simple form – a little over one page. There are no minimum or maximum requirements. There are no requirements specific to number of page(s), font, font size, margins, etc. When completing the Letter of Intent, please focus on ensuring that the project and its intended outcomes are *clear* and *focused*.

We did not submit a Letter of Intent during the Letter of Intent phase. Are we still eligible to submit a full application?

No, but you could consider applying in a future grant round.

If we submit a letter of intent, does this automatically mean we can submit a grant application?

No. ORD staff will be reviewing submitted letters of intent for eligibility and competitiveness. Submitters will be notified, via e-mail, if they have been recommended to submit a full grant application or not.

Are we required to submit letters of support with the Letter of Intent, or should we wait until we are invited to submit a full application?

Letters of support are not required to be submitted with a Letter of Intent. If you are selected and invited to submit a full application, then letters of support are required.

After the Letter of Intent is submitted will you send the full application?

Yes, but only to applicants who are invited to submit a full application. We will notify all applicants as to the status of their application and whether they've been selected to move forward with a full application or not. If they are selected for that next round of consideration, we will provide the full application to those applications.

For the Letter of Intent should we include letters of support as "co-applicant/partner organizations"?

Please identify co-applicants in the Letter of Intent. Letters of support are required for the full application, but not for the Letter of Intent.

Reimbursement Grant Program:

Can you clarify what is meant by a "reimbursement grant program" in the grant guidelines? Can we seek funds for work that is already completed?

A reimbursement grant program is one where the grant funds are a reimbursed for the work completed under the grant. Grant recipients pay for the up-front costs/activities in an approved grant application and would be reimburse per a grant agreement between MDARD and your organization.

Please note that the program cannot provide a grant for work that has already been completed outside of the grant program and where an agreement doesn't already exist. Under a grant agreement, your organization completes specified activities, and the grant is provided once invoices and receipts are received showing that the work was done for the grant according to a specified grant agreement.

Collaborations/Multiple Application Submission(s):

Can a community receive more than one grant, even if there are multiple applicants...as an example can an Intermediate School District (ISD) receive one, and the city government receives another grant for the same community?

Multiple organizations within a community could submit for multiple grants for different projects, but because the program includes a strong focus on collaboration across organizations and communities, there is the potential that it could be a stronger application if those organizations work together (versus submitting individual applications). There is not a requirement to collaborate, but it is strongly encouraged.

When collaborating with another organization, can Organization A and Organization B apply individually with the funding used for the same project (i.e., each request \$50,000 to total \$100,000 for the overall project)? Thank you.

With a program focus on collaboration between organizations, it will be a stronger application if that collaboration is shown within the application. Because of the limited amount of funding available through the program, two grants will not be awarded to a single project.

Can one organization, working in multiple rural areas, apply for multiple grants with different regional partners? Ex. Otsego with X partners and Y org and then Lake with Z partner and Y org.

Yes. Multiple partners can act as an applicant or co-applicant in multiple projects. Because some regional partners work with and provide some capacity to multiple counties on multiple projects, ORD expects that they may appear on multiple applications because of those partnerships.

What types of partnerships are preferred?

Different communities have different types of relationships between organizations, and the program is open to partnerships that present important opportunities for communities and regions.

Can we include other organizations that are broader in focus than the priority areas that we have identified?

Yes.

Grant Application Selection/Scoring:

How are grantees selected? Is there a scoring system or other criteria to keep in mind when choosing your project to apply for?

Yes. There is a scoring system, and it is included in the grant guidelines, available online at: <https://www.michigan.gov/mdard/business-development/grantfund/rural-readiness-grant-program>.

Is equitable geographic distribution throughout the state a factor? I don't see that addressed in scoring.

The scoring criteria prioritizes underserved communities, rather than geographic parity.

Grant Timeline/Implementation:

How long do grant recipients have to complete their program/use funds?

Funds must be expended by the end of 2024.

If we are awarded a planning grant, will we be given priority for future grants to implement the projects?

The primary goal of this grant program is to develop readiness, rather than implementation. However, the projects may better prepare your community or organization for funding from other agencies or sources in the future.

Future Grant Funding Rounds:

Do you think this opportunity may be repeated in Fiscal Year 2024 and beyond?

Yes. The next round of funding will be announced in the summer. If additional appropriations are received in the future, we will continue to offer the program beyond fiscal year 2024.

REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: July 21, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 07/26/2023
ACTION REQUESTED: Consider adoption of revised Governance Policy Section I: Ends	

Current Action X Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in the intervening years, the most recent being 2023. 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.

At the April 26th and June 14th Board of Trustees meeting the Board discussed updates to Section I: Ends contained in the Policy Governance Manual. During the discussions, it was agreed that certain parts of Section I were at times both redundant and in some cases lacked clarity. Following these discussions, it was agreed that the Supervisor would draft changes to the document for further consideration by the Board.

Attached is both a redlined and clean version of Section I for Board consideration.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

The Governance Policy is meant to be a “living” document with appropriate review and revisions as dictated by current events and Board priorities.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (from existing Section I: Ends)

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

COSTS

Not applicable

PROJECT TIME TABLE

When in final form, the Policy Governance Manual will be updated and distributed to the Board and throughout the organization.

RESOLUTION

To approve adoption of revised Governance Policy Section I: Ends

Section I: ENDS

1.0 POLICY TITLE: *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.

The highest quality of life encompasses sustained or enhanced:

1. Community well-being and the common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. [Health and](#) Safety
- ~~4. Health~~
- ~~5~~4. Natural environment
- ~~6~~5. Commerce

1.1 Residents engage in a vibrant community life.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.

1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations, and economic status.

1.1.1.2 Fair and nondiscriminatory code enforcement

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

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

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

1.2.1 Diverse and special communities are attracted by the community's creative and innovative spirit and high quality of life.

1.3 All residents may enjoy a safe and healthy environment and resources that are essential for their well-being and quality of life.

1.3.1 Safe and accessible routes for pedestrians, bicyclists, and motorized vehicles.

1.3.2 Safe drinking water and wastewater systems that meet or exceed Michigan standards.

1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle.

1.3.4 Code enforcement to original specifications for all properties.

- ~~1.3 All residents may enjoy a safe environment including:~~
- ~~1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.~~
- ~~1.3.2 Code enforcement to original specifications for commercial, industrial, and residential properties.~~
- ~~1.3.3 Safety in parks and township property.~~
- ~~1.3.4 Safe, well maintained roads~~
 - ~~1.3.4.1 Create bike lanes and cross walks on roads~~
- ~~1.3.5 Safe and secure schools through intergovernmental efforts~~

- ~~1.4 Residents of all ages shall have access to facilities that enable an active, healthy lifestyle.~~
- ~~1.4.1 An accessible, walkable and bikeable community using the Greater Mt. Pleasant Area Non-Motorized Plan and Sidewalk and Pathways Committee recommendations as a guide~~
- ~~1.4.2 Drinking Water that meets or exceeds Michigan standards for quality of water.~~
- ~~1.4.3 Wastewater system meets or exceeds Michigan standards.~~
- ~~1.4.4 Create facilities at parks that can be used to facilitate an active and healthy lifestyle~~

1.54 Residents can enjoy the natural resources and green space of the township.

- 1.54.1 Air, water and soil meet or exceed Michigan's quality standards.
- 1.54.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.
- 1.54.3 Natural corridors optimized for enhanced commercial and residential districts.
- 1.54.4 Increase use of alternative forms of energy within Township facilities and operations.

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

1.65.1 Controlled ~~establishment~~ development through smart growth ~~of potentially undesirable businesses.~~

~~1.6.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits~~

1.65.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

Section I: ENDS

1.0 POLICY TITLE: *GLOBAL END*

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2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Health and Safety
4. Natural environment
5. Commerce

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1.1.1.2 Fair and nondiscriminatory code enforcement

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

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1.3.1 Safe and accessible routes for pedestrians, bicyclists, and motorized vehicles.

1.3.2 Safe drinking water and wastewater systems that meet or exceed Michigan standards.

1.3.3 Ensure safe township spaces with resources for a healthy and active lifestyle.

1.3.4 Code enforcement to original specifications for all properties.

- 1.4 Residents can enjoy the natural resources and green space of the township.
 - 1.4.1 Air, water and soil meet or exceed Michigan's quality standards.
 - 1.4.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.
 - 1.4.3 Natural corridors optimized for enhanced commercial and residential districts.
 - 1.4.4 Increase use of alternative forms of energy within Township facilities and operations.
- 1.5 Commercial establishments, including new, innovative, and traditional, are drawn to Union Township through commerce-friendly economic development policies.
 - 1.5.1 Controlled development through smart growth.
 - 1.5.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager/MDS
Subject: Policy Governance Review
Date: July 20, 2024

Policy Review: 2.0 Global Executive Constraint
Type of Review: Internal
Review Interval: Annual
Review Month: July 2023

Policy Wording

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

Manager Interpretation

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

Justification for reasonability

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

Data

1. 2022 Audit, per Yeo & Yeo: *" In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Union, as of December 31, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"*
2. No corrective action measures issued in 2022 Audit
3. Board approved Investment and Credit Card Usage policies are followed

4. Water and wastewater staff maintain an appropriate level of licensing for operating and maintaining water and wastewater systems as required in the job description.
5. The Finance Office refers to and incorporates as applicable "Best Practices" as published by the Government Finance Officers Association as applicable
6. The water and wastewater divisions operate under rules promulgated by EPA, EGLE and Ten State Standards. No violations of these rules have been reported in the past year.
7. Public Services Director and staff are members of American Water Works Association (AWWA) and the Michigan Water Environment Association (MWEA). To remain in good standing, members must adhere to the organization's published Code of Conduct – See attached Codes.
8. The township Manager is a member in good standing with the Michigan Municipal Executive Association and must follow the International City/County Management Association Code of Ethics – See attached Code.
9. Community and Economic Development Director is a member in good standing with the American Institute of Certified Planners and must follow the AICP Code of Ethics – See attached Code.
10. Finance Director is a member of the Michigan Finance Officers Association (MGFOA), Government Finance Officers Association (GFOA), and the Michigan Treasurer's Association (MMTA) which are sources of knowledge, professional code of ethics and training for the Finance Department – See attached Code.
11. General and Zoning related Ordinances are updated as situations change, and discovery is made of outdated or no-longer valid existing ordinances are made.
 - a. A set of Zoning Ordinance amendments were developed and adopted by the Board of Trustees on 2/8/2023 that included: (1) updates to provisions for the Zoning Board of Appeals; (2) updates to reflect recent changes in state laws and corrections of several regulatory conflicts identified in the Ordinance; and (3) updates to further expand options for use of the Planned Unit Development (PUD) option as part of new development projects.
 - b. A new 30-year DTE Energy natural gas service franchise agreement Ordinance No. 22-05 was developed adopted by the Board of Trustees on 9/28/2022 to replace the existing franchise agreement Ordinance No. 1993-2 that was set to expire in early 2023.
 - c. An updated Extraction Ordinance No. 23-01 was developed by staff and the Township Attorney and adopted by the Board of Trustees on 1/11/2023 to replace the existing Ordinance No. 20-01.
 - d. An updated Stormwater Management Ordinance No. 23-03 was adopted to incorporate current best practices and standards for stormwater management and permit requirements. The new ordinance was adopted by the Board of Trustees on 3/22/2023 to replace the existing Ordinance No. 1992-9.
 - e. The Township's Cross-Connection Ordinance No. 1987-9 was amended by Ordinance No. 22-06 to update state office references and to regulate the testing of backflow prevention devices. Ordinance No. 22-06 was adopted by the Board of Trustees on 11/9/2022.

Compliance - In compliance with policy as indicated.

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.3-Compensation and Benefits

- | | | |
|--|------------------------------|-----------------------------|
| 1. Was this report submitted when due? | <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



Code of Ethics

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

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

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

INTEGRITY AND HONESTY

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

How I Show Integrity and Honesty

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

PRODUCING RESULTS FOR MY COMMUNITY

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

How I Produce Results for My Community

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

TREATING PEOPLE FAIRLY

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

How We Treat People Fairly

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

DIVERSITY AND INCLUSION

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

How We Value Diversity and Foster Inclusion

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

RELIABILITY AND CONSISTENCY

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

How We Show Reliability and Consistency

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

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

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

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

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

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

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

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

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

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

Section 1.6 Member Code of Practice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. RESULTS POLICIES – ASSOCIATION BUSINESS

8.1 Member Code of Conduct

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

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

8.2 Membership Classes and Dues

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

8.2.1 WEF Membership Classes

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

8.2.2 Association Membership Classes

The Association has the following membership classes:

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



ICMA Code of Ethics with Guidelines

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

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

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

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

GUIDELINE

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

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

GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tenet 4. Serve the best interests of the people.

GUIDELINES

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

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

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

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

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

GUIDELINES

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

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

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

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

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

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

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

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

GUIDELINES

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

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

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

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

GUIDELINE

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

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

GUIDELINE

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

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

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

GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



The American Planning Association's
Professional Institute
**American Institute
of Certified Planners**
Creating Great Communities for All

AICP Code of Ethics and Professional Conduct

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

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

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

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

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

Section A: Principles to Which We Aspire

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

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



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

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

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

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



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

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

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

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

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



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

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

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

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

Section B: Our Rules of Conduct

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

Quality and Integrity of Practice



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

Conflict of Interest

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

Improper Influence/Abuse of Position

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



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

Honesty and Fair Dealing

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

Responsibility to Employer

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

Discrimination/Harassment

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

Bringing a Charge/Lack of Cooperation with Ethics Officer



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: July 21, 2023

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: July, 2023

Policy Wording

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

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

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

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

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

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

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

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

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

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

2.5.8 Acquire, encumber or dispose of real property.

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

2.5.10 Fail to maintain an adequate level of cash flow.

Manager Interpretation

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

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

Justification for Reasonability

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

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

Data

- Expenditures support Global Ends Policies
- No new debts were acquired in the 2nd Quarter 2023
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in April, May, June, 2023
- All payroll taxes and benefits were paid on schedule and on time
- The annual audit, F-65, qualifying statements and bond disclosures were filed on time to the appropriate authorities
- All purchases greater than \$10,000 were approved by the Board of Trustees prior to making a purchase with the exception of the following:
 - None
- No real property was acquired or disposed of without approval from the Board
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

Compliance

In compliance with policy as stated.

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022 RMAL (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	311,819.62	335,500.00	335,500.00	329,726.59	98.28
402.001 PROPERTY TAX REFUNDS-MTT	(2,608.54)	(5,000.00)	(5,000.00)	7.72	(0.15)
402.002 PILOT TAX	1,812.29	3,000.00	3,000.00	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	(697.80)	0.00	0.00	3,670.20	100.00
420.000 DELQ PERSONAL PROPERTY TAXES	149.70	250.00	250.00	192.54	77.02
425.000 MOBILE HOME PARK TAX	3,424.50	3,000.00	3,000.00	920.50	30.68
445.000 INTEREST ON TAXES	47.58	600.00	600.00	(12.99)	(2.17)
446.000 3% OR 4% PENALTY ON TAX	6,327.56	5,000.00	5,000.00	12,000.23	240.00
447.000 ADMIN FEE-PROPERTY TAX	159,978.04	156,000.00	156,000.00	116,922.47	74.95
447.001 ADMIN FEES-REFUNDS MTT BOR	(1,753.00)	(1,000.00)	(1,000.00)	(55.45)	5.55
447.050 ADMIN FEE-STATE EDUC TAX(SET)	7,745.00	7,700.00	7,700.00	0.00	0.00
447.100 ADMIN FEE-PRIOR YEARS	(211.76)	200.00	200.00	1,685.67	842.84
475.000 CABLE FRANCHISE FEES	113,257.91	109,000.00	109,000.00	51,794.56	47.52
476.000 BUILDING PERMITS	69,140.00	70,000.00	70,000.00	174,614.25	249.45
477.000 RENTAL INSPECTION FEES	95,153.00	95,000.00	95,000.00	68,755.00	72.37
478.000 DOG LICENSE REVENUE	130.00	0.00	0.00	(55.00)	100.00
479.000 ZONING PERMITS	20,150.00	18,000.00	18,000.00	9,510.00	52.83
573.000 STATE AID REVENUE-LCSA	4,561.27	4,500.00	4,500.00	4,640.65	103.13
574.000 STATE REVENUE SHARING	1,339,068.00	1,350,000.00	1,350,000.00	607,624.00	45.01
574.100 LIQUOR STATE REVENUE SHARING	13,877.05	13,800.00	13,800.00	27.50	0.20
574.200 METRO ACT REVENUE SHARING-LCSA	8,815.79	8,800.00	8,800.00	12,027.88	136.68
582.000 CONTRIBUTION FROM TRIBE	179,504.00	0.00	0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	460,594.00	0.00	0.00	0.00	0.00
613.000 APPLICATION FEES	500.00	500.00	500.00	0.00	0.00
628.000 LAND DIVISIONS/CONDO CONV	1,200.00	1,000.00	1,000.00	1,175.00	117.50
630.000 WEED ABATEMENT SERVICES	695.00	1,000.00	1,000.00	0.00	0.00
651.000 USE FEES-BASEBALL FIELDS	760.00	1,600.00	1,600.00	520.00	32.50
655.000 FINES & FORFEITURES	3,860.00	2,500.00	2,500.00	40.00	1.60
665.000 INTEREST EARNED	28,153.61	23,200.00	23,200.00	93,078.17	401.20
667.000 RENT - JAMESON HALL	1,975.00	3,000.00	3,000.00	5,250.00	175.00
667.100 RENT - McDONALD PARK PAVILION	1,260.00	1,500.00	1,500.00	1,212.00	80.80
667.200 RENT - JAMESON PAVILION	1,104.00	1,500.00	1,500.00	936.00	62.40
667.300 LEASES	900.00	900.00	900.00	900.00	100.00
671.000 OTHER REVENUE	1,769.61	5,000.00	5,000.00	234.53	4.69
672.400 REVENUE-STREET LIGHTS SPEC ASSESS	18,884.97	18,000.00	18,000.00	9,000.73	50.00
673.000 GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	13,000.00	13,000.00	3,500.00	26.92
685.000 OPIOID SETTLEMENT REVENUE	0.00	0.00	0.00	97.21	100.00
687.000 REFUNDS & REBATES	12,600.16	0.00	0.00	489.91	100.00
Total Dept 000 - NONE	2,863,946.56	2,247,050.00	2,247,050.00	1,510,429.87	67.22
TOTAL REVENUES	2,863,946.56	2,247,050.00	2,247,050.00	1,510,429.87	67.22
Expenditures					
Dept 101 - TRUSTEES					
702.000 SALARIES & WAGES	29,999.84	30,200.00	30,200.00	13,042.51	43.19
707.000 PER MEETING	4,425.00	4,000.00	4,000.00	0.00	0.00
709.000 EMPLR FICA CONTR	2,081.65	2,108.00	2,108.00	861.35	40.86
711.000 EMPLR MEDICARE CONTR	486.82	493.00	493.00	201.44	40.86
724.000 WORKER'S COMP	22.61	37.00	37.00	6.95	18.78
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,310.00	4,310.00	3,407.50	79.06
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	170.00	500.00	500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	600.00	600.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	825.00	5,100.00	5,100.00	114.00	2.24
910.100 SEMINAR LODGING	390.22	2,500.00	2,500.00	0.00	0.00
910.200 SEMINAR MEALS	63.69	500.00	500.00	0.00	0.00
915.000 MEMBERSHIP & DUES	17,491.12	17,900.00	17,900.00	19,633.41	109.68
955.000 MISC.	0.00	500.00	500.00	79.02	15.80
Total Dept 101 - TRUSTEES	59,463.45	68,748.00	68,748.00	37,346.18	54.32
Dept 171 - SUPERVISOR					
702.000 SALARIES & WAGES	6,250.06	6,250.00	6,250.00	2,884.67	46.15
707.000 PER MEETING	1,375.00	1,000.00	1,000.00	375.00	37.50
709.000 EMPLR FICA CONTR	472.85	450.00	450.00	202.14	44.92
711.000 EMPLR MEDICARE CONTR	110.68	105.00	105.00	47.31	45.06
724.000 WORKER'S COMP	10.00	8.00	8.00	3.65	45.63
767.000 UNIFORMS	0.00	100.00	100.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	350.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	0.00	1,000.00	1,000.00	43.00	4.30
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
				106	

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 171 - SUPERVISOR	8,218.59	10,213.00	10,213.00	3,555.77	34.82
Dept 172 - TWP MANAGER					
702.000 SALARIES & WAGES	35,800.06	36,150.00	36,150.00	17,354.86	48.01
702.600 CAR ALLOWANCE	3,050.00	3,600.00	3,600.00	1,500.00	41.67
708.000 UNEMPLOYMENT	43.91	47.00	47.00	16.85	35.85
709.000 EMPLR FICA CONTR	2,384.38	2,387.00	2,387.00	1,159.18	48.56
711.000 EMPLR MEDICARE CONTR	557.63	558.00	558.00	271.10	48.58
716.000 EMPLR RETIREMENT CONTR	3,496.39	3,500.00	3,500.00	1,696.94	48.48
718.500 HEALTH INSURANCE	8,374.99	8,612.00	8,612.00	4,249.93	49.35
718.700 HEALTH INS-EE CONTRIBUTIONS	(366.33)	(356.00)	(356.00)	(178.27)	50.08
719.000 DENTAL INSURANCE	183.22	185.00	185.00	93.25	50.41
719.800 VISION INSURANCE	53.42	50.00	50.00	27.26	54.52
719.900 VISION INS-EE CONTRIBUTIONS	(26.78)	(25.00)	(25.00)	(13.64)	54.56
724.000 WORKER'S COMP	98.33	82.00	82.00	39.29	47.91
725.000 LIFE & DISABILITY BENEFIT	133.36	150.00	150.00	67.85	45.23
752.000 OFFICE SUPPLIES	0.00	300.00	300.00	0.00	0.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	984.78	800.00	800.00	371.76	46.47
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00	16,000.00	16,000.00	0.00	0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	45,303.17	45,500.00	45,500.00	10,317.83	22.68
880.000 COMMUNITY PROMOTION	7,838.33	7,500.00	7,500.00	8,000.00	106.67
910.000 PROFESSIONAL DEVELOPMENT	60.00	1,000.00	1,000.00	35.00	3.50
910.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
910.200 SEMINAR MEALS	101.60	100.00	100.00	73.94	73.94
915.000 MEMBERSHIP & DUES	150.00	600.00	600.00	75.00	12.50
955.000 MISC.	459.38	300.00	300.00	175.21	58.40
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
Total Dept 172 - TWP MANAGER	108,679.84	128,040.00	128,040.00	45,333.34	35.41
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	119,046.34	121,410.00	121,410.00	60,376.13	49.73
702.500 OVERTIME	4,893.92	5,000.00	5,000.00	2,321.68	46.43
708.000 UNEMPLOYMENT	411.70	333.00	333.00	110.86	33.29
709.000 EMPLR FICA CONTR	7,188.62	7,799.00	7,799.00	3,654.38	46.86
711.000 EMPLR MEDICARE CONTR	1,681.27	1,740.00	1,740.00	854.70	49.12
716.000 EMPLR RETIREMENT CONTR	11,152.89	11,380.00	11,380.00	5,642.77	49.58
718.500 HEALTH INSURANCE	54,148.59	60,182.00	60,182.00	28,028.86	46.57
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,605.08)	(6,053.00)	(6,053.00)	(2,841.91)	46.95
719.000 DENTAL INSURANCE	2,874.27	2,940.00	2,940.00	1,414.32	48.11
719.800 VISION INSURANCE	695.97	720.00	720.00	343.20	47.67
719.900 VISION INS-EE CONTRIBUTIONS	(348.26)	(360.00)	(360.00)	(171.60)	47.67
724.000 WORKER'S COMP	307.70	263.00	263.00	129.06	49.07
725.000 LIFE & DISABILITY BENEFIT	637.80	805.00	805.00	392.28	48.73
752.000 OFFICE SUPPLIES	2,751.26	2,500.00	2,500.00	586.70	23.47
767.000 UNIFORMS	53.22	200.00	200.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	925.00	11,300.00	11,300.00	1,154.00	10.21
801.020 EXTERNAL AUDIT	17,300.00	18,000.00	18,000.00	20,165.00	112.03
851.000 MAIL/POSTAGE	7,777.62	7,500.00	7,500.00	6,018.35	80.24
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	57.75	500.00	500.00	454.31	90.86
900.000 PRINTING & PUBLISHING	676.40	1,500.00	1,500.00	373.00	24.87
910.000 PROFESSIONAL DEVELOPMENT	4,013.88	3,500.00	3,500.00	873.94	24.97
910.100 SEMINAR LODGING	163.30	1,500.00	1,500.00	102.90	6.86
910.200 SEMINAR MEALS	89.28	200.00	200.00	54.66	27.33
915.000 MEMBERSHIP & DUES	802.38	800.00	800.00	99.00	12.38
955.000 MISC.	1,108.55	200.00	200.00	43.60	21.80
955.001 BANK FEES	234.00	250.00	250.00	104.00	41.60
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	0.00	0.00
Total Dept 191 - ACCOUNTING/GEN ADMIN	233,038.37	255,609.00	255,609.00	130,284.19	50.97
Dept 215 - CLERK					
702.000 SALARIES & WAGES	30,195.50	30,000.00	30,000.00	12,408.50	41.36
707.000 PER MEETING	450.00	2,000.00	2,000.00	0.00	0.00
709.000 EMPLR FICA CONTR	1,893.83	2,000.00	2,000.00	775.53	38.78
711.000 EMPLR MEDICARE CONTR	442.91	475.00	475.00	181.37	38.18
724.000 WORKER'S COMP	50.92	44.00	44.00	16.27	36.98
752.000 OFFICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00
754.000 OPERATING SUPPLIES	1,075.75	800.00	800.00	507.32	63.42
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	228.03	300.00	300.00	0.00	0.00
900.000 PRINTING & PUBLISHING	2,370.31	2,500.00	2,500.00	1,612.18	64.49
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

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

		END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
ACCOUNT	DESCRIPTION	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
910.200	SEMINAR MEALS	0.00	200.00	200.00	0.00	0.00
915.000	MEMBERSHIP & DUES	60.00	150.00	150.00	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	0.00	500.00	500.00	0.00	0.00
Total Dept 215 - CLERK		36,767.25	42,219.00	42,219.00	15,501.17	36.72
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	37,263.20	44,000.00	44,000.00	25,032.98	56.89
950.000	HARDWARE REPLACEMENTS	3,837.29	0.00	0.00	5,306.97	100.00
Total Dept 228 - DATA PROCESSING, INFORMATION TE		41,100.49	44,000.00	44,000.00	30,339.95	68.95
Dept 253 - TREASURER						
702.000	SALARIES & WAGES	21,480.50	24,102.00	24,102.00	9,780.00	40.58
707.000	PER MEETING	0.00	500.00	500.00	0.00	0.00
709.000	EMPLR FICA CONTR	1,331.79	1,525.00	1,525.00	606.36	39.76
711.000	EMPLR MEDICARE CONTR	311.47	357.00	357.00	141.81	39.72
724.000	WORKER'S COMP	28.47	30.00	30.00	10.68	35.60
752.000	OFFICE SUPPLIES	1,068.78	1,000.00	1,000.00	93.78	9.38
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	1,000.00	1,000.00	0.00	0.00
851.000	MAIL/POSTAGE	1,969.98	4,000.00	4,000.00	193.33	4.83
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	250.00	250.00	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	0.00	0.00
915.000	MEMBERSHIP & DUES	75.00	75.00	75.00	99.00	132.00
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	0.00	500.00	500.00	0.00	0.00
Total Dept 253 - TREASURER		26,265.99	35,989.00	35,989.00	10,924.96	30.36
Dept 257 - ASSESSOR						
702.000	SALARIES & WAGES	524.16	0.00	0.00	11,024.51	100.00
707.000	PER DIEM	2,500.00	4,125.00	4,125.00	1,125.00	27.27
708.000	UNEMPLOYMENT	0.00	0.00	0.00	47.50	100.00
709.000	EMPLR FICA CONTR	187.50	256.00	256.00	730.25	285.25
711.000	EMPLR MEDICARE CONTR	43.86	60.00	60.00	170.77	284.62
716.000	EMPLR RETIREMENT CONTR	0.00	0.00	0.00	945.55	100.00
718.500	HEALTH INSURANCE	0.00	0.00	0.00	3,862.00	100.00
718.700	HEALTH INS-EE CONTRIBUTIONS	0.00	0.00	0.00	(123.93)	100.00
719.000	DENTAL INSURANCE	0.00	0.00	0.00	87.32	100.00
719.800	VISION INSURANCE	0.00	0.00	0.00	24.00	100.00
719.900	VISION INS-EE CONTRIBUTIONS	0.00	0.00	0.00	(12.00)	100.00
724.000	WORKER'S COMP	7.77	9.00	9.00	40.86	454.00
754.000	OPERATING SUPPLIES	448.22	500.00	500.00	249.01	49.80
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	93,750.00	111,000.00	111,000.00	30,050.00	27.07
850.000	COMMUNICATIONS	509.39	600.00	600.00	254.76	42.46
851.000	MAIL/POSTAGE	2,534.45	2,600.00	2,600.00	2,214.00	85.15
900.000	PRINTING & PUBLISHING	884.00	2,000.00	2,000.00	1,043.50	52.18
910.000	PROFESSIONAL DEVELOPMENT	647.50	650.00	650.00	0.00	0.00
955.000	MISC.	4,514.86	100.00	100.00	271.39	271.39
980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	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		106,551.71	122,900.00	122,900.00	52,004.49	42.31
Dept 262 - ELECTIONS						
702.000	SALARIES & WAGES	1,874.91	1,000.00	1,000.00	0.00	0.00
708.000	UNEMPLOYMENT	324.79	200.00	200.00	0.00	0.00
709.000	EMPLR FICA CONTR	115.30	100.00	100.00	0.00	0.00
711.000	EMPLR MEDICARE CONTR	26.96	20.00	20.00	0.00	0.00
712.000	ELECTION WORKERS	15,532.00	8,000.00	8,000.00	0.00	0.00
716.000	EMPLR RETIREMENT CONTR	51.22	100.00	100.00	0.00	0.00
718.500	HEALTH INSURANCE	350.54	400.00	400.00	0.00	0.00
718.700	HEALTH INS-EE CONTRIBUTIONS	(11.58)	(50.00)	(50.00)	0.00	0.00
719.000	DENTAL INSURANCE	16.63	50.00	50.00	0.00	0.00
719.800	VISION INSURANCE	0.51	15.00	15.00	0.00	0.00
719.900	VISION INS-EE CONTRIBUTIONS	(0.25)	(7.00)	(7.00)	0.00	0.00
724.000	WORKER'S COMP	11.34	10.00	10.00	0.00	0.00
725.000	LIFE & DISABILITY BENEFIT	1.51	20.00	20.00	0.108	0.00
754.000	OPERATING SUPPLIES	6,398.82	8,000.00	8,000.00	0.00	0.00

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	8,160.00	5,000.00	5,000.00	2,220.00	44.40
851.000 MAIL/POSTAGE	7,529.45	7,600.00	7,600.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	145.50	0.00	0.00	0.00	0.00
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.	498.34	400.00	400.00	0.00	0.00
Total Dept 262 - ELECTIONS	41,025.99	32,758.00	32,758.00	2,220.00	6.78
Dept 265 - BUILDING & GROUNDS					
702.000 SALARIES & WAGES	2,017.03	1,200.00	1,200.00	571.31	47.61
708.000 UNEMPLOYMENT	0.93	10.00	10.00	0.78	7.80
709.000 EMPLR FICA CONTR	119.10	70.00	70.00	34.09	48.70
711.000 EMPLR MEDICARE CONTR	27.84	20.00	20.00	7.97	39.85
716.000 EMPLR RETIREMENT CONTR	181.50	100.00	100.00	51.41	51.41
718.500 HEALTH INSURANCE	927.72	500.00	500.00	189.15	37.83
718.700 HEALTH INS-EE CONTRIBUTIONS	(77.47)	(30.00)	(30.00)	(20.80)	69.33
719.000 DENTAL INSURANCE	47.44	30.00	30.00	8.16	27.20
719.800 VISION INSURANCE	3.95	5.00	5.00	1.20	24.00
719.900 VISION INS-EE CONTRIBUTIONS	(1.97)	0.00	0.00	(0.61)	100.00
724.000 WORKER'S COMP	22.81	30.00	30.00	4.59	15.30
725.000 LIFE & DISABILITY BENEFIT	9.45	10.00	10.00	3.61	36.10
754.000 OPERATING SUPPLIES	4,434.80	6,500.00	6,500.00	2,423.56	37.29
776.100 HALL CLEANING	9,151.68	11,500.00	11,500.00	3,275.84	28.49
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	23,907.15	22,450.00	22,450.00	1,563.29	6.96
801.003 SIDEWALK SNOWPLOWING	0.00	2,000.00	2,000.00	0.00	0.00
850.000 COMMUNICATIONS	3,071.59	3,100.00	3,100.00	1,938.82	62.54
890.000 SAFETY	1,595.45	1,550.00	1,550.00	0.00	0.00
917.000 WATER & SEWER CHARGES	940.76	750.00	750.00	462.76	61.70
920.000 ELECTRIC/NATURAL GAS	12,219.10	14,000.00	14,000.00	6,183.69	44.17
930.001 MAINT-EQUIPMENT	37.99	500.00	500.00	229.00	45.80
930.200 MAINT-GROUNDS	367.95	1,000.00	1,000.00	248.60	24.86
930.300 MAINT-BUILDINGS	1,441.89	3,500.00	3,500.00	405.20	11.58
934.500 MAINT. AGREEMENT ON EQUIPMENT	4,121.76	4,000.00	4,000.00	2,187.72	54.69
935.000 PROPERTY/LIABILITY INSURANCE	13,614.94	14,500.00	14,500.00	12,429.46	85.72
940.100 POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	925.50	46.28
955.000 MISC.	19.47	100.00	100.00	12.00	12.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	536.21	0.00	0.00	0.00	0.00
Total Dept 265 - BUILDING & GROUNDS	80,590.07	89,395.00	89,395.00	33,136.30	37.07
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	56,226.61	80,000.00	80,000.00	12,174.85	15.22
826.500 LEGAL FEES-DEPREIST	5,770.00	0.00	0.00	0.00	0.00
826.600 LEGAL FEES-MTT CASES	0.00	0.00	0.00	5,144.00	100.00
Total Dept 266 - LEGAL/ATTORNEY	61,996.61	80,000.00	80,000.00	17,318.85	21.65
Dept 371 - BUILDING INSPECTION					
702.000 SALARIES & WAGES	165,510.01	165,500.00	165,500.00	82,643.04	49.94
702.500 OVERTIME	1,722.06	1,800.00	1,800.00	1,467.64	81.54
708.000 UNEMPLOYMENT	370.50	428.00	428.00	142.50	33.29
709.000 EMPLR FICA CONTR	9,602.14	9,740.00	9,740.00	4,877.11	50.07
711.000 EMPLR MEDICARE CONTR	2,245.68	2,280.00	2,280.00	1,140.61	50.03
716.000 EMPLR RETIREMENT CONTR	15,050.86	15,042.00	15,042.00	7,569.93	50.33
718.500 HEALTH INSURANCE	71,645.12	77,355.00	77,355.00	35,984.34	46.52
718.700 HEALTH INS-EE CONTRIBUTIONS	(8,795.88)	(9,500.00)	(9,500.00)	(4,461.09)	46.96
719.000 DENTAL INSURANCE	5,006.56	5,220.00	5,220.00	2,514.60	48.17
719.800 VISION INSURANCE	1,094.60	1,160.00	1,160.00	552.24	47.61
719.900 VISION INS-EE CONTRIBUTIONS	(552.24)	(580.00)	(580.00)	(276.12)	47.61
724.000 WORKER'S COMP	642.99	523.00	523.00	263.94	50.47
725.000 LIFE & DISABILITY BENEFIT	963.36	1,016.00	1,016.00	517.50	50.94
752.000 OFFICE SUPPLIES	418.23	900.00	900.00	16.78	1.86
754.000 OPERATING SUPPLIES	313.68	600.00	600.00	730.64	121.77
759.000 GAS/FUEL	1,801.98	2,000.00	2,000.00	921.82	46.09
767.000 UNIFORMS	304.48	300.00	300.00	0.00	0.00
775.100 VEHICLE CLEANING	0.00	200.00	200.00	130.00	65.00
791.000 SUBSCRIPTIONS & PUBLICATIONS	381.34	150.00	150.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00	22,000.00	87,000.00	14,627.15	16.81
850.000 COMMUNICATIONS	1,239.44	1,500.00	1,500.00	643.80	42.92
851.000 MAIL/POSTAGE	17.90	35.00	35.00	13.73	39.23
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	128.75	100.00	100.00	90.46	90.46
900.000 PRINTING & PUBLISHING	0.00	1,000.00	1,000.00	37.109	3.79
910.000 PROFESSIONAL DEVELOPMENT	1,243.00	5,000.00	5,000.00	1,326.00	26.52

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

		END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
ACCOUNT	DESCRIPTION	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
910.100	SEMINAR LODGING	444.60	750.00	750.00	102.90	13.72
910.200	SEMINAR MEALS	385.17	500.00	500.00	344.07	68.81
915.000	MEMBERSHIP & DUES	1,010.00	1,200.00	1,200.00	1,165.00	97.08
930.000	VEHICLE REPAIRS & MAINTENANCE	3,223.54	2,500.00	2,500.00	72.96	2.92
933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,458.50	2,570.00	2,570.00	956.61	37.22
980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100	NEW COMPUTER HARDWARE & SOFTWARE	3,394.39	0.00	0.00	6,652.88	100.00
Total Dept 371 - BUILDING INSPECTION		281,270.76	311,789.00	376,789.00	160,768.89	42.67
Dept 441 - PUBLIC WORKS						
920.000	STREET LIGHTING	22,376.93	24,000.00	24,000.00	12,539.92	52.25
962.000	DRAINS AT LARGE	50,527.01	61,000.00	61,000.00	59,636.13	97.76
967.000	CONTRIBUTIONS TO ROAD COMMISSION	766,465.69	246,000.00	246,000.00	22,198.90	9.02
970.100	SIDEWALKS AND NON MOTORIZED PATHS	18,562.50	925,000.00	925,000.00	11,782.55	1.27
Total Dept 441 - PUBLIC WORKS		857,932.13	1,256,000.00	1,256,000.00	106,157.50	8.45
Dept 701 - PLANNING						
702.000	SALARIES & WAGES	150,489.82	150,604.00	150,604.00	74,373.74	49.38
707.000	PER DIEM	8,905.00	12,000.00	12,000.00	2,740.00	22.83
708.000	UNEMPLOYMENT	255.27	303.00	303.00	98.35	32.46
709.000	EMPLR FICA CONTR	9,237.49	10,232.00	10,232.00	4,463.83	43.63
711.000	EMPLR MEDICARE CONTR	2,160.43	2,400.00	2,400.00	1,043.97	43.50
716.000	EMPLR RETIREMENT CONTR	13,446.42	13,450.00	13,450.00	6,626.04	49.26
718.500	HEALTH INSURANCE	47,699.29	51,570.00	51,570.00	23,974.95	46.49
718.700	HEALTH INS-EE CONTRIBUTIONS	(5,863.92)	(6,333.00)	(6,333.00)	(2,974.06)	46.96
719.000	DENTAL INSURANCE	3,337.98	3,480.00	3,480.00	1,676.40	48.17
719.800	VISION INSURANCE	366.96	386.00	386.00	184.08	47.69
719.900	VISION INS-EE CONTRIBUTIONS	(184.08)	(193.00)	(193.00)	(92.04)	47.69
724.000	WORKER'S COMP	520.40	453.00	453.00	206.96	45.69
725.000	LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	358.80	44.85
752.000	OFFICE SUPPLIES	231.03	500.00	500.00	0.00	0.00
759.000	GAS/FUEL	261.55	600.00	600.00	26.42	4.40
767.000	UNIFORMS	52.00	200.00	200.00	0.00	0.00
791.000	SUBSCRIPTIONS & PUBLICATIONS	24.00	300.00	300.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	11,384.36	106,250.00	90,250.00	1,233.90	1.37
804.000	CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	100.00
850.000	COMMUNICATIONS	173.90	250.00	250.00	149.90	59.96
851.000	MAIL/POSTAGE	0.00	150.00	150.00	0.00	0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	763.01	600.00	600.00	709.37	118.23
900.000	PRINTING & PUBLISHING	4,203.98	5,500.00	5,500.00	2,703.58	49.16
910.000	PROFESSIONAL DEVELOPMENT	3,571.00	5,000.00	5,000.00	845.00	16.90
910.100	SEMINAR LODGING	149.23	750.00	750.00	0.00	0.00
910.200	SEMINAR MEALS	0.00	400.00	400.00	0.00	0.00
915.000	MEMBERSHIP & DUES	1,205.00	1,500.00	1,500.00	1,057.50	70.50
932.000	VEHICLE REPAIRS & MAINTENANCE	0.00	1,000.00	1,000.00	0.00	0.00
940.000	LEASE/RENT	950.00	350.00	350.00	0.00	0.00
955.000	MISC.	24.40	250.00	250.00	16.00	6.40
980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,755.43	1,000.00	1,000.00	0.00	0.00
Total Dept 701 - PLANNING		265,837.55	373,752.00	357,752.00	129,422.69	36.18
Dept 751 - PARKS & RECREATION						
702.000	SALARIES & WAGES	23,498.17	21,744.00	21,744.00	5,532.68	25.44
702.500	OVERTIME	1,779.76	2,000.00	2,000.00	236.99	11.85
708.000	UNEMPLOYMENT	213.55	381.00	381.00	47.07	12.35
709.000	EMPLR FICA CONTR	2,377.34	2,355.00	2,355.00	856.58	36.37
711.000	EMPLR MEDICARE CONTR	556.02	551.00	551.00	200.35	36.36
712.000	TEMPORARY LABOR	15,708.87	15,912.00	15,912.00	8,420.63	52.92
716.000	EMPLR RETIREMENT CONTR	2,167.05	2,137.00	2,137.00	519.25	24.30
718.500	HEALTH INSURANCE	11,884.91	12,893.00	12,893.00	3,069.81	23.81
718.700	HEALTH INS-EE CONTRIBUTIONS	(1,284.32)	(1,583.00)	(1,583.00)	(392.84)	24.82
719.000	DENTAL INSURANCE	803.11	870.00	870.00	209.86	24.12
719.800	VISION INSURANCE	155.58	193.00	193.00	51.94	26.91
719.900	VISION INS-EE CONTRIBUTIONS	(77.71)	(97.00)	(97.00)	(25.97)	26.77
724.000	WORKER'S COMP	689.83	613.00	613.00	216.03	35.24
725.000	LIFE & DISABILITY BENEFIT	135.17	160.00	160.00	50.32	31.45
754.000	OPERATING SUPPLIES	3,947.86	4,200.00	4,200.00	3,708.71	88.30
759.000	GAS/FUEL	2,203.78	1,800.00	1,800.00	627.02	34.83
767.000	UNIFORMS	222.49	500.00	500.00	182.50	36.50
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,278.34	7,800.00	7,800.00	1,654.85	21.22
860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	0.00	0.00	32.10	100.00
890.000	SAFETY	1,275.35	1,500.00	1,500.00	491.50	32.77

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022 RMAL (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
900.000 PRINTING & PUBLISHING	264.61	500.00	500.00	448.49	89.70
917.000 WATER & SEWER CHARGES	4,378.98	6,000.00	6,000.00	3,095.24	51.59
920.000 ELECTRIC/NATURAL GAS	3,774.06	4,200.00	4,200.00	2,144.74	51.07
930.001 MAINT-EQUIPMENT	5,464.73	2,000.00	2,000.00	18.99	0.95
930.200 MAINT-GROUNDS	11,259.81	14,000.00	14,000.00	7,265.58	51.90
930.250 MAINT-DOG PARK	1,497.00	3,000.00	3,000.00	675.00	22.50
930.300 MAINT-BUILDINGS	839.22	1,500.00	1,500.00	2,325.64	155.04
933.000 MAINT-VEHICLES	225.77	850.00	850.00	505.21	59.44
977.000 NEW EQUIPMENT PURCHASE	356.76	4,000.00	4,000.00	935.00	23.38
Total Dept 751 - PARKS & RECREATION	97,596.09	109,979.00	109,979.00	43,103.92	39.19
Dept 901 - CAPITAL OUTLAY					
976.301 CAPITAL OUTLAY-DATA PROCESSING	0.00	0.00	0.00	18,097.98	100.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	94,940.28	0.00	0.00	0.00	0.00
976.303 CAPITAL OUTLAY-PROPERTY	18,919.37	0.00	0.00	50.45	100.00
976.306 CAPITAL OUTLAY-PARKS DEPT	127,593.26	12,500.00	12,500.00	14,581.00	116.65
976.307 CAPITAL OUTLAY-FIBER NETWORK	0.00	17,000.00	17,000.00	0.00	0.00
976.309 CAPITAL OUTLAY-VEHICLES	0.00	96,000.00	96,000.00	0.00	0.00
976.314 CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	4,800.00	12,000.00	12,000.00	6,677.87	55.65
Total Dept 901 - CAPITAL OUTLAY	246,252.91	137,500.00	137,500.00	39,407.30	28.66
TOTAL EXPENDITURES	2,552,587.80	3,098,891.00	3,147,891.00	856,825.50	27.22
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,863,946.56	2,247,050.00	2,247,050.00	1,510,429.87	67.22
TOTAL EXPENDITURES	2,552,587.80	3,098,891.00	3,147,891.00	856,825.50	27.22
NET OF REVENUES & EXPENDITURES	311,358.76	(851,841.00)	(900,841.00)	653,604.37	72.55

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REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION
 PERIOD ENDING 06/30/2023
 % Fiscal Year Completed: 49.59

Page: 7/16

		END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
ACCOUNT	DESCRIPTION	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT REAL PROPERTY TAX	701,604.03	754,000.00	754,000.00	743,320.97	98.58
402.001	PROPERTY TAX REFUNDS-MTT	(5,869.19)	(10,000.00)	(10,000.00)	17.37	(0.17)
402.002	PILOT TAX	4,077.64	7,500.00	7,500.00	0.00	0.00
402.100	PRIOR YEARS PROPERTY TAXES	(1,570.05)	(200.00)	(200.00)	8,257.95	(4,128.98)
420.000	DELQ PERSONAL PROPERTY TAXES	336.82	500.00	500.00	433.21	86.64
445.000	INTEREST ON TAXES	15.90	300.00	300.00	(10.90)	(3.63)
543.000	STATE GRANT-PUBLIC SAFETY	10,492.69	19,000.00	19,000.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	10,262.82	10,200.00	10,200.00	10,441.44	102.37
600.200	FIRE PROTECTION - EDDA	78,174.73	80,000.00	80,000.00	79,658.26	99.57
600.300	FIRE PROTECTION - WDDA	63,255.49	64,000.00	64,000.00	65,765.91	102.76
665.000	INTEREST EARNED	2,842.66	4,800.00	4,800.00	16,436.42	342.43
Total Dept 000 - NONE		863,623.54	930,100.00	930,100.00	924,320.63	99.38
TOTAL REVENUES		863,623.54	930,100.00	930,100.00	924,320.63	99.38
Expenditures						
Dept 336 - FIRE DEPARTMENT						
702.000	SALARIES & WAGES	1,645.47	0.00	0.00	0.00	0.00
709.000	EMPLR FICA CONTR	96.90	0.00	0.00	0.00	0.00
711.000	EMPLR MEDICARE CONTR	22.67	0.00	0.00	0.00	0.00
716.000	EMPLR RETIREMENT CONTR	148.09	0.00	0.00	0.00	0.00
718.500	HEALTH INSURANCE	564.89	0.00	0.00	0.00	0.00
718.700	HEALTH INS-EE CONTRIBUTIONS	(72.76)	0.00	0.00	0.00	0.00
719.000	DENTAL INSURANCE	46.37	0.00	0.00	0.00	0.00
719.800	VISION INSURANCE	4.67	0.00	0.00	0.00	0.00
719.900	VISION INS-EE CONTRIBUTIONS	(2.34)	0.00	0.00	0.00	0.00
724.000	WORKER'S COMP	20.13	0.00	0.00	0.00	0.00
725.000	LIFE & DISABILITY BENEFIT	9.23	0.00	0.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	812,900.00	830,100.00	830,100.00	622,575.00	75.00
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		815,383.32	865,250.00	865,250.00	622,575.00	71.95
TOTAL EXPENDITURES		815,383.32	865,250.00	865,250.00	622,575.00	71.95
Fund 206 - FIRE FUND:						
TOTAL REVENUES		863,623.54	930,100.00	930,100.00	924,320.63	99.38
TOTAL EXPENDITURES		815,383.32	865,250.00	865,250.00	622,575.00	71.95
NET OF REVENUES & EXPENDITURES		48,240.22	64,850.00	64,850.00	301,745.63	465.30

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PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND					
Revenues					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	506,459.10	515,000.00	515,000.00	516,934.75	100.38
402.001 PROPERTY TAX REFUNDS-BOR MTT	(9,873.09)	(4,000.00)	(4,000.00)	0.00	0.00
402.100 PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
420.000 DELQ PERSONAL PROPERTY CAPT	0.00	300.00	300.00	3.63	1.21
445.000 INTEREST ON TAXES	0.00	500.00	500.00	0.66	0.13
573.000 STATE AID REVENUE-LCSA	62,229.26	60,000.00	60,000.00	0.00	0.00
665.000 INTEREST EARNED	6,537.73	8,600.00	8,600.00	25,612.94	297.82
671.000 OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	0.00
Total Dept 000 - NONE	580,173.00	581,150.00	581,150.00	542,551.98	93.36
TOTAL REVENUES	580,173.00	581,150.00	581,150.00	542,551.98	93.36
Expenditures					
Dept 000 - NONE					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	10,300.00	12,300.00	12,300.00	4,695.75	38.18
801.001 MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	0.00
801.003 SIDEWALK SNOWPLOWING	7,000.00	11,000.00	11,000.00	4,550.00	41.36
801.004 LAWN CARE	25,454.00	28,500.00	28,500.00	981.00	3.44
801.005 IRRIGATION / LIGHTING REPAIRS	28,035.46	20,000.00	20,000.00	4,466.75	22.33
801.007 FLOWER / LANDSCAPE MAINTENANCE	14,403.75	21,000.00	21,000.00	2,950.00	14.05
801.015 STREET LIGHT BANNERS/CHRISTMAS	21,509.57	20,000.00	20,000.00	5,355.00	26.78
826.000 LEGAL FEES	0.00	4,000.00	4,000.00	0.00	0.00
851.000 MAIL/POSTAGE	0.00	750.00	750.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,500.00	9,000.00	9,000.00	500.00	5.56
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	11.97	250.00	250.00	0.00	0.00
915.000 MEMBERSHIP & DUES	315.00	500.00	500.00	162.50	32.50
917.000 WATER & SEWER CHARGES	24,385.21	18,000.00	18,000.00	2,290.31	12.72
920.000 ELECTRIC/NATURAL GAS	10,236.77	14,000.00	14,000.00	4,426.06	31.61
935.000 PROPERTY/LIABILITY INSURANCE	1,869.58	1,800.00	1,800.00	1,706.79	94.82
940.000 LEASE/RENT	1,135.00	875.00	875.00	0.00	0.00
955.000 MISC.	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE	150,156.31	207,075.00	207,075.00	32,084.16	15.49
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	78,174.73	80,000.00	80,000.00	79,658.26	99.57
Total Dept 336 - FIRE DEPARTMENT	78,174.73	80,000.00	80,000.00	79,658.26	99.57
Dept 728 - ECONOMIC DEVELOPMENT					
967.200 WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	0.00
967.300 SEWER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	160,000.00	160.00
967.400 STREET/ROAD PROJECTS	0.00	400,000.00	400,000.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00	340,000.00	340,000.00	0.00	0.00
967.600 PARKS PROJECTS	10,060.00	0.00	0.00	0.00	0.00
974.000 LAND IMPRVMENTS-GENERAL	15,858.82	20,000.00	20,000.00	50.45	0.25
974.200 LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	80,000.00	80,000.00	0.00	0.00
974.201 LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	0.00	40,000.00	40,000.00	0.00	0.00
974.202 LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	11,975.45	100.00
974.203 LAND IMPRVMENTS-JONATHON LANE	180.00	75,000.00	75,000.00	0.00	0.00
974.205 LAND IMPRVMENTS-HONEY BEAR LN	0.00	25,000.00	25,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT	26,098.82	1,180,000.00	1,180,000.00	172,025.90	14.58
TOTAL EXPENDITURES	254,429.86	1,467,075.00	1,467,075.00	283,768.32	19.34
Fund 248 - EAST DDA FUND:					
TOTAL REVENUES	580,173.00	581,150.00	581,150.00	542,551.98	93.36
TOTAL EXPENDITURES	254,429.86	1,467,075.00	1,467,075.00	283,768.32	19.34
NET OF REVENUES & EXPENDITURES	325,743.14	(885,925.00)	(885,925.00)	258,783.66	29.21

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022 RMAL (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023 RMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND					
Revenues					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	397,780.60	413,000.00	413,000.00	414,115.58	100.27
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	26.60	20.00	20.00	19.11	95.55
445.000 INTEREST ON TAXES	2.66	200.00	200.00	106.61	53.31
573.000 STATE AID REVENUE-LCSA	321.24	0.00	0.00	0.00	0.00
665.000 INTEREST EARNED	7,591.22	8,600.00	8,600.00	11,864.47	137.96
Total Dept 000 - NONE	405,722.32	417,820.00	417,820.00	426,105.77	101.98
TOTAL REVENUES	405,722.32	417,820.00	417,820.00	426,105.77	101.98
Expenditures					
Dept 000 - NONE					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50	5,270.00	5,270.00	3,292.50	62.48
801.003 SIDEWALK SNOWPLOWING	1,000.00	8,000.00	8,000.00	3,500.00	43.75
826.000 LEGAL FEES	0.00	1,000.00	1,000.00	0.00	0.00
851.000 MAIL/POSTAGE	0.00	750.00	750.00	0.00	0.00
880.000 COMMUNITY PROMOTION	5,500.00	8,000.00	8,000.00	500.00	6.25
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	0.00
915.000 MEMBERSHIP & DUES	315.00	400.00	400.00	162.50	40.63
955.000 MISC.	0.00	100.00	100.00	0.00	0.00
967.000 PROJECTS	0.00	40,000.00	40,000.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	450,594.00	0.00	0.00	0.00	0.00
Total Dept 000 - NONE	460,576.50	104,020.00	104,020.00	7,455.00	7.17
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	63,255.49	64,000.00	64,000.00	65,765.91	102.76
Total Dept 336 - FIRE DEPARTMENT	63,255.49	64,000.00	64,000.00	65,765.91	102.76
Dept 728 - ECONOMIC DEVELOPMENT					
940.000 LEASE/RENT	475.00	175.00	175.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	524,940.36	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT	525,415.36	175.00	175.00	0.00	0.00
TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	73,220.91	43.53
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	405,722.32	417,820.00	417,820.00	426,105.77	101.98
TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	73,220.91	43.53
NET OF REVENUES & EXPENDITURES	(643,525.03)	249,625.00	249,625.00	352,884.86	141.37

07/19/2023 05:25 PM
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 PERIOD ENDING 06/30/2023
 % Fiscal Year Completed: 49.59

Page: 10/16

		END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
ACCOUNT	DESCRIPTION	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA)						
Revenues						
Dept 000 - NONE						
539.000	STATE GRANTS	228,469.23	48,000.00	48,000.00	25,000.00	52.08
665.000	INTEREST EARNED	6,856.93	1,600.00	1,600.00	15,705.98	981.62
674.000	PRIVATE CONTRIBUTIONS & DONATIONS	50,000.00	0.00	0.00	0.00	0.00
Total Dept 000 - NONE		285,326.16	49,600.00	49,600.00	40,705.98	82.07
Dept 930 - TRANSFER IN						
699.288	TRANSFER IN FROM TRIBAL 2% GRANT FUND	170,000.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		170,000.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		455,326.16	49,600.00	49,600.00	40,705.98	82.07
Expenditures						
Dept 441 - PUBLIC WORKS						
967.000	CONTRIBUTIONS TO ROAD COMMISSION	306,048.48	0.00	0.00	0.00	0.00
Total Dept 441 - PUBLIC WORKS		306,048.48	0.00	0.00	0.00	0.00
Dept 901 - CAPITAL OUTLAY						
976.306	CAPITAL OUTLAY-PARKS EQUIPMENT	142,420.75	48,000.00	48,000.00	28,850.00	60.10
Total Dept 901 - CAPITAL OUTLAY		142,420.75	48,000.00	48,000.00	28,850.00	60.10
TOTAL EXPENDITURES		448,469.23	48,000.00	48,000.00	28,850.00	60.10
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA) :						
TOTAL REVENUES		455,326.16	49,600.00	49,600.00	40,705.98	82.07
TOTAL EXPENDITURES		448,469.23	48,000.00	48,000.00	28,850.00	60.10
NET OF REVENUES & EXPENDITURES		6,856.93	1,600.00	1,600.00	11,855.98	741.00

		END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
ACCOUNT	DESCRIPTION	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 288 - TRIBAL 2% GRANTS FUND						
Revenues						
Dept 000 - NONE						
582.000	CONTRIBUTION FROM TRIBE	424,875.17	0.00	0.00	100,000.00	100.00
665.000	INTEREST EARNED	700.44	350.00	350.00	1,309.29	374.08
Total Dept 000 - NONE		425,575.61	350.00	350.00	101,309.29	18,945.51
TOTAL REVENUES		425,575.61	350.00	350.00	101,309.29	18,945.51
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
965.600	CONTRIBUTION TO SEWER FUND	0.00	0.00	0.00	225,371.17	100.00
967.400	STREET/ROAD PROJECTS	179,504.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		179,504.00	0.00	0.00	225,371.17	100.00
Dept 965 - TRANSFER OUT						
995.285	TRANSFER OUT TO ARPA FUND	170,000.00	0.00	0.00	0.00	0.00
Total Dept 965 - TRANSFER OUT		170,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		349,504.00	0.00	0.00	225,371.17	100.00
Fund 288 - TRIBAL 2% GRANTS FUND:						
TOTAL REVENUES		425,575.61	350.00	350.00	101,309.29	18,945.51
TOTAL EXPENDITURES		349,504.00	0.00	0.00	225,371.17	100.00
NET OF REVENUES & EXPENDITURES		76,071.61	350.00	350.00	(124,061.88)	15,446.25

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT	DESCRIPTION	END BALANCE	2023		YTD BALANCE	
		12/31/2022	ORIGINAL	2023	06/30/2023	% BDGT
		RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - NONE						
456.000	CONNECTION FEE	63,510.17	76,875.00	76,875.00	223,936.51	291.30
582.000	CONTRIBUTION FROM TRIBE	0.00	0.00	0.00	225,371.17	100.00
583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	160,000.00	160,000.00	0.00	0.00
627.000	SERVICE	1,461,243.98	1,541,548.00	1,541,548.00	778,313.62	50.49
627.100	DELINQUENT SEWER	0.00	(1,500.00)	(1,500.00)	0.00	0.00
628.000	INSPECTION FEE	490.00	2,000.00	2,000.00	8,680.00	434.00
655.000	FINES & FORFEITURES	39,220.42	33,000.00	33,000.00	17,341.16	52.55
665.000	INTEREST EARNED	16,555.99	12,500.00	12,500.00	47,939.71	383.52
670.000	DEBT RETIREMENT	1,221,832.68	1,277,369.00	1,277,369.00	650,829.86	50.95
671.000	OTHER REVENUE	2,378.62	3,000.00	3,000.00	0.00	0.00
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	7,500.00	0.00	0.00	0.00	0.00
687.000	REFUNDS & REBATES	3,075.61	2,000.00	2,000.00	2,968.86	148.44
Total Dept 000 - NONE		2,815,807.47	3,106,792.00	3,106,792.00	1,955,380.89	62.94
TOTAL REVENUES		2,815,807.47	3,106,792.00	3,106,792.00	1,955,380.89	62.94
Expenditures						
Dept 536 - WATER/SEWER SYSTEMS						
702.000	SALARIES & WAGES	268,781.58	278,077.00	278,077.00	134,112.60	48.23
702.500	OVERTIME	8,500.51	10,800.00	10,800.00	6,721.96	62.24
702.700	LUMP SUM IN LIEU OF STEP	4,331.79	0.00	0.00	0.00	0.00
705.000	LEAVE TIME PAYOUT	0.00	6,700.00	6,700.00	0.00	0.00
708.000	UNEMPLOYMENT	609.18	810.00	810.00	241.84	29.86
709.000	EMPLR FICA CONTR	17,133.06	17,970.00	17,970.00	8,479.84	47.19
711.000	EMPLR MEDICARE CONTR	4,007.41	4,203.00	4,203.00	1,983.36	47.19
712.000	TEMPORARY LABOR	5,170.14	10,608.00	10,608.00	540.00	5.09
716.000	EMPLR RETIREMENT CONTR	24,106.86	24,316.00	24,316.00	11,874.38	48.83
718.500	HEALTH INSURANCE	90,317.02	101,026.00	101,026.00	45,715.92	45.25
718.700	HEALTH INS-EE CONTRIBUTIONS	(8,375.06)	(9,316.00)	(9,316.00)	(4,498.53)	48.29
719.000	DENTAL INSURANCE	4,298.86	4,697.00	4,697.00	2,303.69	49.05
719.800	VISION INSURANCE	429.59	659.00	659.00	318.33	48.31
719.900	VISION INS-EE CONTRIBUTIONS	(215.33)	(329.00)	(329.00)	(159.24)	48.40
724.000	WORKER'S COMP	1,870.60	1,540.00	1,540.00	751.65	48.81
725.000	LIFE & DISABILITY BENEFIT	1,235.46	1,382.00	1,382.00	642.68	46.50
726.000	COMPENSATED ABSENCES	(4,385.04)	0.00	0.00	0.00	0.00
752.000	OFFICE SUPPLIES	1,477.59	1,500.00	1,500.00	262.73	17.52
754.000	OPERATING SUPPLIES	5,027.02	5,500.00	5,500.00	2,986.80	54.31
759.000	GAS/FUEL	10,724.72	12,500.00	12,500.00	5,423.15	43.39
767.000	UNIFORMS	968.89	2,000.00	2,000.00	382.50	19.13
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,004.29	98,210.00	98,210.00	43,938.84	44.74
826.000	LEGAL FEES	1,740.00	20,000.00	20,000.00	300.00	1.50
850.000	COMMUNICATIONS	2,300.77	2,510.00	2,510.00	1,572.99	62.67
851.000	MAIL/POSTAGE	1,828.81	4,000.00	4,000.00	793.33	19.83
860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	685.59	800.00	800.00	273.72	34.22
890.000	SAFETY	2,530.92	6,000.00	6,000.00	1,067.68	17.79
900.000	PRINTING & PUBLISHING	401.70	1,500.00	1,500.00	572.08	38.14
910.000	PROFESSIONAL DEVELOPMENT	392.50	2,500.00	2,500.00	417.50	16.70
910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	255.39	25.54
910.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
915.000	MEMBERSHIP & DUES	432.50	500.00	500.00	243.50	48.70
920.000	ELECTRIC/NATURAL GAS	83,941.61	102,000.00	102,000.00	46,213.10	45.31
930.000	REPAIRS	5,861.23	180,000.00	180,000.00	21,552.69	11.97
930.001	MAINT-EQUIPMENT	2,842.50	25,000.00	25,000.00	1,211.52	4.85
930.200	MAINT-GROUNDS	786.62	2,000.00	2,000.00	146.61	7.33
930.300	MAINT-BUILDINGS	2,698.45	5,000.00	5,000.00	1,790.00	35.80
933.000	MAINT-VEHICLES	1,521.72	6,000.00	6,000.00	3,401.93	56.70
933.500	MAINT-LIFT STATIONS	17,045.64	146,000.00	146,000.00	41,554.60	28.46
933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,421.31	2,530.00	2,530.00	1,830.05	72.33
934.300	OPTO 22 MAINTENANCE	257.49	10,000.00	10,000.00	1,078.83	10.79
934.500	MAINT. AGREEMENT ON EQUIPMENT	5,747.31	9,700.00	9,700.00	6,935.42	71.50
935.000	PROPERTY/LIABILITY INSURANCE	22,820.59	23,500.00	23,500.00	28,308.04	120.46
955.000	MISC.	20.00	0.00	0.00	101.00	100.00
972.013	HOOKUP LABOR & MATERIAL	587.50	10,000.00	10,000.00	0.00	0.00
973.000	CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,789,100.00	1,789,100.00	880,212.51	49.20
977.000	NEW EQUIPMENT PURCHASE	3,078.07	7,500.00	7,500.00	591.98	7.89
980.000	NEW OFFICE EQUIPMENT & FURNITURE	437.67	1,000.00	1,000.00	75.00	7.50
980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,841.12	0.00	0.00	2,856.29	100.00
980.400	SECURITY	2,670.00	5,000.00	5,000.00	0.00	0.00
981.000	NEW VEHICLE PURCHASE	0.00	30,000.00	30,000.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		623,910.76	2,966,093.00	2,966,093.00	1,305,378.26	44.01

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022 RMAL (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Expenditures					
Dept 540 - WWTP					
702.000 SALARIES & WAGES	283,106.53	287,927.00	287,927.00	120,748.71	41.94
702.500 OVERTIME	9,830.97	13,000.00	13,000.00	4,333.04	33.33
702.700 LUMP SUM IN LIEU OF STEP	5,285.94	0.00	0.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	16,889.09	0.00	0.00	0.00	0.00
708.000 UNEMPLOYMENT	617.50	713.00	713.00	190.00	26.65
709.000 EMPLR FICA CONTR	18,734.26	17,720.00	17,720.00	7,453.01	42.06
711.000 EMPLR MEDICARE CONTR	4,381.39	4,144.00	4,144.00	1,743.05	42.06
716.000 EMPLR RETIREMENT CONTR	28,360.18	27,083.00	27,083.00	11,257.34	41.57
718.500 HEALTH INSURANCE	112,500.21	128,925.00	128,925.00	47,797.36	37.07
718.700 HEALTH INS-EE CONTRIBUTIONS	(12,649.96)	(14,562.00)	(14,562.00)	(5,650.65)	38.80
719.000 DENTAL INSURANCE	6,654.52	7,975.00	7,975.00	3,003.36	37.66
719.800 VISION INSURANCE	995.17	1,105.00	1,105.00	391.20	35.40
719.900 VISION INS-EE CONTRIBUTIONS	(490.33)	(553.00)	(553.00)	(195.60)	35.37
724.000 WORKER'S COMP	3,053.67	2,425.00	2,425.00	996.16	41.08
725.000 LIFE & DISABILITY BENEFIT	1,537.97	1,760.00	1,760.00	704.10	40.01
743.000 CHEMICALS	61,622.40	60,000.00	60,000.00	28,338.95	47.23
744.000 LAB EQUIPMENT & SUPPLIES	31,434.64	30,000.00	30,000.00	16,155.96	53.85
752.000 OFFICE SUPPLIES	589.99	700.00	700.00	390.19	55.74
754.000 OPERATING SUPPLIES	12,139.16	12,000.00	12,000.00	4,001.64	33.35
759.000 GAS/FUEL	5,501.08	5,000.00	5,000.00	1,985.30	39.71
767.000 UNIFORMS	864.79	2,000.00	2,000.00	282.50	14.13
774.100 BIOXIDE	75,915.28	80,000.00	80,000.00	37,226.79	46.53
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	24,943.12	28,450.00	28,450.00	14,794.30	52.00
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	28,111.20	37,400.00	37,400.00	747.70	2.00
801.300 CONT. SERV. - LAB ANALYSIS	3,548.93	7,000.00	7,000.00	6,209.00	88.70
850.000 COMMUNICATIONS	4,401.30	4,800.00	4,800.00	3,075.64	64.08
851.000 MAIL/POSTAGE	168.50	750.00	750.00	155.80	20.77
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	108.09	500.00	500.00	0.00	0.00
890.000 SAFETY	2,115.17	5,000.00	5,000.00	1,117.51	22.35
900.000 PRINTING & PUBLISHING	155.45	500.00	500.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	2,404.20	5,000.00	5,000.00	711.40	14.23
910.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
910.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
915.000 MEMBERSHIP & DUES	307.00	500.00	500.00	83.00	16.60
917.000 WATER & SEWER CHARGES	6,624.72	10,000.00	10,000.00	4,286.03	42.86
920.000 ELECTRIC/NATURAL GAS	148,585.50	176,000.00	176,000.00	83,530.60	47.46
923.000 PROPANE	2,225.28	3,500.00	3,500.00	967.29	27.64
930.001 MAINT-EQUIPMENT	4,496.88	6,000.00	6,000.00	2,872.78	47.88
930.200 MAINT-GROUNDS	1,822.40	3,500.00	3,500.00	227.02	6.49
930.300 MAINT-BUILDINGS	2,834.91	15,000.00	15,000.00	269.36	1.80
933.000 MAINT-VEHICLES	1,265.68	3,000.00	3,000.00	134.09	4.47
934.300 OPTO 22 MAINTENANCE	5,610.52	10,000.00	10,000.00	1,925.95	19.26
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,582.74	5,500.00	5,500.00	750.00	13.64
934.981 SAMPLING EQUIPMENT MAINT.	132.25	4,000.00	4,000.00	577.01	14.43
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	5,558.43	25,000.00	25,000.00	2,567.94	10.27
934.983 SECONDARY TREAT EQUIP. MAINT.	14,867.49	25,000.00	25,000.00	21,222.10	84.89
934.984 SOLIDS EQUIPMENT MAINT.	11,165.17	25,000.00	25,000.00	16,477.35	65.91
934.985 DISINFECTION EQUIPMENT MAINT.	373.45	6,000.00	6,000.00	0.00	0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	1,238.77	6,000.00	6,000.00	741.55	12.36
934.987 TERTIARY FILTER MAINT.	1,713.12	10,000.00	10,000.00	568.67	5.69
935.000 PROPERTY/LIABILITY INSURANCE	17,416.82	18,000.00	18,000.00	15,900.31	88.34
949.000 IPP	0.00	500.00	500.00	0.00	0.00
958.100 PERMITS & FEES	6,275.48	13,000.00	13,000.00	5,500.00	42.31
977.000 NEW EQUIPMENT PURCHASE	853.38	5,000.00	5,000.00	2,540.98	50.82
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,670.00	0.00	0.00	4,331.49	100.00
Total Dept 540 - WWTP	971,450.40	1,128,612.00	1,128,612.00	473,437.28	41.95
Dept 906 - DEBT SERVICE					
996.003 BOND INTEREST-RURAL DEVELOPMENT	142,082.80	139,500.00	139,500.00	69,858.75	50.08
Total Dept 906 - DEBT SERVICE	142,082.80	139,500.00	139,500.00	69,858.75	50.08
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	755,733.06	780,000.00	780,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	755,733.06	780,000.00	780,000.00	0.00	0.00
TOTAL EXPENDITURES	2,493,177.02	5,014,205.00	5,014,205.00	1,848,674.29	36.87

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REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

Page: 14/16

PERIOD ENDING 06/30/2023

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022	ORIGINAL	2023	06/30/2023	
	RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Fund 590 - SEWER FUND:					
TOTAL REVENUES	2,815,807.47	3,106,792.00	3,106,792.00	1,955,380.89	62.94
TOTAL EXPENDITURES	2,493,177.02	5,014,205.00	5,014,205.00	1,848,674.29	36.87
NET OF REVENUES & EXPENDITURES	322,630.45	(1,907,413.00)	(1,907,413.00)	106,706.60	5.59

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PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT	DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
		12/31/2022	ORIGINAL	2023	06/30/2023	
		RMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	RMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000 - NONE						
450.000	WATER SALES	1,544,655.31	1,495,000.00	1,495,000.00	793,670.89	53.09
450.100	BULK WATER SALES	3,527.65	1,200.00	1,200.00	1,045.00	87.08
450.200	FINAL READ	4,446.00	4,000.00	4,000.00	2,028.00	50.70
450.300	TURN-OFF	7,128.00	4,000.00	4,000.00	3,015.00	75.38
452.000	LATERALS	4,631.04	5,000.00	5,000.00	0.00	0.00
454.000	BENEFIT FEES	31,835.23	50,000.00	50,000.00	63,729.56	127.46
459.000	CONNECTION FEES	45,010.50	60,000.00	60,000.00	17,538.00	29.23
479.000	REVENUE-REPLACEMENT METERS	0.00	1,000.00	1,000.00	0.00	0.00
539.000	STATE GRANTS	0.00	38,700.00	38,700.00	1,300.00	3.36
628.000	INSPECTION FEE	3,993.50	1,500.00	1,500.00	9,834.00	655.60
655.000	FINES & FORFEITURES	20,452.98	20,000.00	20,000.00	8,644.86	43.22
665.000	INTEREST EARNED	16,530.63	10,500.00	10,500.00	48,327.42	460.26
665.100	INTEREST EARNED-SPEC ASSESS	867.21	0.00	0.00	0.00	0.00
667.300	LEASES - TOWER RENTAL	56,387.41	56,000.00	56,000.00	29,219.70	52.18
671.000	OTHER REVENUE	9,296.22	8,000.00	8,000.00	1,637.25	20.47
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	7,500.00	0.00	0.00	0.00	0.00
687.000	REFUNDS & REBATES	1,649.11	1,500.00	1,500.00	3,468.58	231.24
Total Dept 000 - NONE		1,757,910.79	1,756,400.00	1,756,400.00	983,458.26	55.99
TOTAL REVENUES		1,757,910.79	1,756,400.00	1,756,400.00	983,458.26	55.99
Expenditures						
Dept 536 - WATER/SEWER SYSTEMS						
702.000	SALARIES & WAGES	414,589.65	415,205.00	415,205.00	213,703.04	51.47
702.500	OVERTIME	35,904.40	41,000.00	41,000.00	18,912.88	46.13
702.700	LUMP SUM IN LIEU OF STEP	6,262.63	0.00	0.00	0.00	0.00
705.000	LEAVE TIME PAYOUT	0.00	6,700.00	6,700.00	0.00	0.00
708.000	UNEMPLOYMENT	886.11	957.00	957.00	315.10	32.93
709.000	EMPLR FICA CONTR	27,580.12	27,940.00	27,940.00	13,974.46	50.02
711.000	EMPLR MEDICARE CONTR	6,449.52	6,534.00	6,534.00	3,267.94	50.01
712.000	TEMPORARY LABOR	5,128.71	10,608.00	10,608.00	536.25	5.06
716.000	EMPLR RETIREMENT CONTR	39,728.77	39,375.00	39,375.00	20,071.77	50.98
718.500	HEALTH INSURANCE	142,445.71	152,596.00	152,596.00	74,335.68	48.71
718.700	HEALTH INS-EE CONTRIBUTIONS	(14,772.42)	(15,649.00)	(15,649.00)	(7,929.05)	50.67
719.000	DENTAL INSURANCE	7,855.16	8,177.00	8,177.00	3,967.88	48.52
719.800	VISION INSURANCE	842.30	1,045.00	1,045.00	543.75	52.03
719.900	VISION INS-EE CONTRIBUTIONS	(422.07)	(522.00)	(522.00)	(271.78)	52.07
724.000	WORKER'S COMP	6,558.85	5,940.00	5,940.00	2,822.57	47.52
725.000	LIFE & DISABILITY BENEFIT	1,994.46	2,151.00	2,151.00	1,077.78	50.11
726.000	COMPENSATED ABSENCES	3,795.07	0.00	0.00	0.00	0.00
752.000	OFFICE SUPPLIES	1,562.00	1,600.00	1,600.00	262.75	16.42
753.000	PROCESS CHEMICALS/CHLORINE	67,646.94	65,000.00	65,000.00	34,913.65	53.71
754.000	OPERATING SUPPLIES	10,349.23	13,000.00	13,000.00	5,249.20	40.38
759.000	GAS/FUEL	15,043.93	12,000.00	12,000.00	5,023.90	41.87
767.000	UNIFORMS	1,068.88	2,000.00	2,000.00	382.50	19.13
774.100	MXU	5,920.00	10,000.00	10,000.00	0.00	0.00
800.000	WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	81,392.54	95,200.00	95,200.00	43,613.75	45.81
801.002	LAB FEES	10,693.73	30,000.00	30,000.00	4,672.44	15.57
801.025	HYDRANT FLUSHING	0.00	(30,000.00)	(30,000.00)	0.00	0.00
801.800	WATER STUDY	12,500.00	75,000.00	75,000.00	20,100.00	26.80
826.000	LEGAL FEES	1,260.00	10,000.00	10,000.00	300.00	3.00
850.000	COMMUNICATIONS	7,645.01	8,750.00	8,750.00	5,945.66	67.95
851.000	MAIL/POSTAGE	2,051.49	5,700.00	5,700.00	904.19	15.86
860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	611.55	1,200.00	1,200.00	228.39	19.03
890.000	SAFETY	3,639.19	6,000.00	6,000.00	895.25	14.92
900.000	PRINTING & PUBLISHING	4,625.84	5,200.00	5,200.00	3,952.41	76.01
910.000	PROFESSIONAL DEVELOPMENT	1,617.50	5,000.00	5,000.00	1,549.50	30.99
910.100	SEMINAR LODGING	0.00	1,000.00	1,000.00	255.39	25.54
910.200	SEMINAR MEALS	16.96	450.00	450.00	0.00	0.00
915.000	MEMBERSHIP & DUES	1,067.50	1,200.00	1,200.00	243.50	20.29
920.000	ELECTRIC/NATURAL GAS	141,658.35	173,000.00	173,000.00	77,911.40	45.04
930.000	REPAIRS	60,999.32	105,000.00	105,000.00	33,195.61	31.61
930.001	MAINT-EQUIPMENT	6,540.87	15,000.00	15,000.00	603.06	4.02
930.200	MAINT-GROUNDS	1,297.28	6,000.00	6,000.00	146.61	2.44
930.300	MAINT-BUILDINGS	4,994.48	5,000.00	5,000.00	3,005.06	60.10
933.000	MAINT-VEHICLES	1,559.47	6,000.00	6,000.00	3,780.28	63.00
933.100	MAINT-WATER WELLS	580.00	38,500.00	38,500.00	37,714.31	97.96
933.200	MAINT-TREATMENT PLANTS	15,158.87	74,000.00	74,000.00	19,845.16	26.82
933.300	MAINT-WATER TOWERS	7,712.58	5,000.00	5,000.00	0.00	0.00
933.700	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,421.29	2,530.00	2,530.00	1,830.06	72.33
934.300	OPTO 22 MAINTENANCE	4,703.03	16,000.00	16,000.00	2,723.82	17.02
934.500	MAINT. AGREEMENT ON EQUIPMENT	7,078.84	4,300.00	4,300.00	5,213.12	121.24

User: SHERRIE

PERIOD ENDING 06/30/2023

DB: Union

% Fiscal Year Completed: 49.59

ACCOUNT DESCRIPTION	END BALANCE	2023		YTD BALANCE	% BDGT USED
	12/31/2022 RMAL (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	06/30/2023 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Expenditures					
935.000 PROPERTY/LIABILITY INSURANCE	26,099.98	27,000.00	27,000.00	23,827.40	88.25
940.500 ROYALTIES	5,390.00	5,000.00	5,000.00	2,191.68	43.83
955.000 MISC.	0.00	0.00	0.00	101.00	100.00
972.000 CAPITAL PROJECTS-WATER SYSTEM	0.00	814,000.00	814,000.00	195,651.45	24.04
972.013 HOOKUP LABOR & MATERIAL	81,702.64	60,000.00	60,000.00	11,515.55	19.19
977.000 NEW EQUIPMENT PURCHASE	4,801.12	28,500.00	28,500.00	4,582.98	16.08
977.600 METER REPLACEMENT PROGRAM	47,336.61	30,000.00	30,000.00	7,807.53	26.03
980.000 NEW OFFICE EQUIPMENT & FURNITURE	437.67	1,000.00	1,000.00	367.10	36.71
980.100 NEW COMPUTER HARDWARE & SOFTWARE	4,721.97	2,000.00	2,000.00	4,101.78	205.09
981.000 NEW VEHICLE PURCHASE	0.00	30,000.00	30,000.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS	1,338,733.63	2,468,687.00	2,468,687.00	909,935.71	36.86
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	0.00	0.00
996.002 BOND INTEREST - (2010 WATER)	46,792.79	42,800.00	42,800.00	21,908.75	51.19
Total Dept 906 - DEBT SERVICE	49,121.54	45,179.00	45,179.00	23,487.50	51.99
Dept 960 - DEPRECIATION EXPENSE					
969.000 DEPRECIATION EXPENSE	409,951.77	425,000.00	425,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	409,951.77	425,000.00	425,000.00	0.00	0.00
TOTAL EXPENDITURES	1,797,806.94	2,938,866.00	2,938,866.00	933,423.21	31.76
Fund 591 - WATER FUND:					
TOTAL REVENUES	1,757,910.79	1,756,400.00	1,756,400.00	983,458.26	55.99
TOTAL EXPENDITURES	1,797,806.94	2,938,866.00	2,938,866.00	933,423.21	31.76
NET OF REVENUES & EXPENDITURES	(39,896.15)	(1,182,466.00)	(1,182,466.00)	50,035.05	4.23
TOTAL REVENUES - ALL FUNDS	10,168,085.45	9,089,262.00	9,089,262.00	6,484,262.67	71.34
TOTAL EXPENDITURES - ALL FUNDS	9,760,605.52	13,600,482.00	13,649,482.00	4,872,708.40	35.70
NET OF REVENUES & EXPENDITURES	407,479.93	(4,511,220.00)	(4,560,220.00)	1,611,554.27	35.34

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: July 20, 2023
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 07/26/2023
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.4 – Monitoring Township Manager Performance	

Current Action ☒ Emergency ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Finance Approval ☐ MDS

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in the intervening years, the most recent being 2023. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long-term organizational outputs and the discharge of its fiduciary responsibilities.

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

Board Policy 4.4 – Monitoring Township Manager Performance

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

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

Related to the review of policy 4.4, at the August 23, 2023, Board meeting, Governance Policy 4.5 (Township Manager Performance Review and Contract) will be on the agenda. This is the annual review of the Manager’s performance as required by policy 4.5 and the employment contract between the Manager and the Township. Attached is the evaluation tool that has been used in the past. Please complete this prior to the August 23rd board meeting as the evaluation Township Manager’s performance should take place at that meeting.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.4 – Monitoring Township Manager Performance
Type: Direct Inspection
Occurrence: Annual
Date: July 2023

Policy:

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

Accordingly:

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

Use this evaluation form for discussion at the Board of Trustees Meeting on July 26th, 2023.

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

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

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

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

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

Monitoring Schedule by Policy

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

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

Charter Township of Union – Township Manager Evaluation Form

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

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

4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE

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

Accordingly:

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

Evaluation

Global Ends

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

Score _____

1.1 Residents engage in a vibrant community life.

Score _____

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

Score _____

1.3 All residents enjoy a safe environment.

Score _____

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

Score _____

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

Score _____

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

Score _____

Executive Limitations

2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

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

Score _____

2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

Score _____

2.2 POLICY TITLE: *TREATMENT OF STAFF*

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

Score _____

2.3 POLICY TITLE: COMPENSATION AND BENEFITS

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

Score _____

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

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

Score _____

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

Score _____

2.6 POLICY TITLE: *ASSET PROTECTION*

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

Score _____

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

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

Score _____

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

Score _____

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

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

Score _____

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

Score _____

What things does the Manager do well?

What areas could the Manager improve on?

General Comments

Total Points

Global Ends	_____ Out of 35 Possible Points
Executive Constraints	_____ Out of 55 Possible Points
Total	_____ Out of 90 Possible Points
Average Score	_____ (Total points divided by 18 categories)