



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

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Clean Water Revolving Fund (CWRP) and Drinking Water Revolving Fund (DWRP) Project Plan Application Presentation by Kim Smith, Public Services Department Director
 - b. Manager FY 2024 Budget Recommendation by Mark Stuhldreher, Township Manager
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. October Monthly Activity Report – under separate cover
 - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – October 11, 2023 – Regular Meeting
 - C. Accounts Payable

- D. Payroll
- E. Meeting Pay
- F. Fire Reports

11. NEW BUSINESS

- A. Discussion/Action: (Teall) Certify Delinquent Special Assessments from McGuirk Subdivision and Carriage Hill Estates
- B. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition and Activities
- C. Discussion/Action: (Board of Trustees) 4.3 Delegation to the Township Manager & Management Team

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

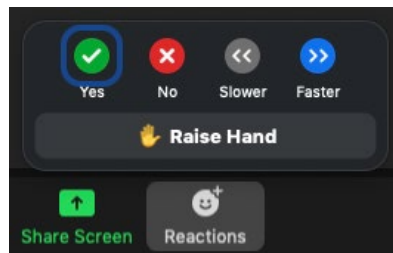
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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

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

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

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



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

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

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

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
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	12/31/2027
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: John Dinse Date: Oct. 13, 2023

Address: 1206 E. High St.

Phone (home) 989 772-8927 (cell) 989 854-1306 (work) _____

Email: dinse1jh@cmich.edu

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: Dog Park Advisory Board

Please state reason for interest in above board:

I have a continuing interest in providing the opportunity of area dog owners to have a safe off leash opportunity for their dogs

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

As a former member of the Union Twp Bd. I helped establish the Dog Park. I am currently on the DPAB and want to continue working on improvements to Hannah's Bark Park.

Signature: John Dinse Date: 10/13/23

FORM EXP-12-31-20

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



Name: William Stuart Gallaher Date: 10/13/23

Address: 1346 South Lincoln Road

Phone (home) _____ (cell) (989) 330-1561 (work) _____

Email: wsgarchitect@gmail.com

Occupation: Architect

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: Construction Board of Appeals

Please state reason for interest in above board:

I have been an Architect practicing in central Michigan for 35 years and have an abiding interest in helping to improve the quality of our built environment.

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):

My experience as project architect in institutional, commercial & residential projects have provided me a broad understanding of how regulations & needs interact and can succeed.

Signature:  Date: 10/12/23

WILLIAM S. GALLAHER

(989) 330-1561 | wsgarchitect@gmail.com

THE SKINNY

Architectural management professional with 22 years as architectural project manager plus 9 years of experience in quotations, project management and departmental management. Also sole proprietor of WSG Architect, an architectural service providing design and construction documentation for residences, offices, clinics, retail commercial and schools. Combining extensive construction knowledge and design experience with client communications, contractor coordination, budgetary discipline and team management.

SKILLS & EXPERTISE

- Project Management
- Needs/Wants Assessments
- Contractor/Customer Relations
- Personnel Management
- Space Planning/Design
- Excel Spreadsheet Customization
- AutoCAD/3D Rendering
- Discipline Coordination
- Microsoft Outlook Scheduling

EXPERIENCE

MEDLER ELECTRIC COMPANY

April 2011- August 2020

Quotations Manager/Quotations

Manager of Central Quotes (2 directs) coordinating electrical contractor bidding for 15 Medler branches. Responsible for quotations, department scheduling, intrabranch communications and quotations policies. Duties included project management of successful quotes: creating and administrating purchase orders, coordination with customers, material delivery scheduling and invoicing review.

WSG ARCHITECT

2013- Present

Architect/Sole Proprietor

Sole proprietor of architectural practice (design and document production) including school remodelings, clinics, commercial buildings, new residences and residential additions.

ALTA CONSTRUCTION COMPANY

April 2004 – September 2009

Architect

Architect and designer in design/build firm specializing in commercial work (renovation and new construction). Responsible for client meetings, full design and construction document development and coordination with construction department/subcontractors in bidding and field phases. Projects include 114,000 square foot fitness center, a multistory office building in downtown setting, numerous outpatient clinics and professional buildings.

WAKELY ASSOCIATES MT. PLEASANT

July 1987 – March 2004

Project Manager

Project manager and designer in architectural services firm specializing in schools and institutional work. Responsible for client interaction, full spectrum project development, specification writing and oversight of field construction and budgets. Projects managed include a new \$28M high school.

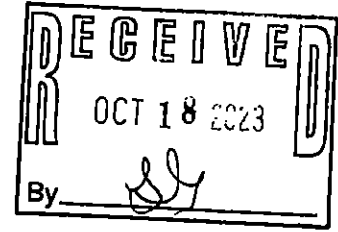
LICENSES

ARCHITECT/STATE OF WISCONSIN #7993-5

EDUCATION

B.S CONSTRUCTION ADMINISTRATION/University of Wisconsin - Madison

term expires 12/31/2023



APPOINTMENT TO BOARDS & COMMISSIONS OF CHARTER TOWNSHIP OF UNION APPLICATION

Name: Stan Shingles Date: 10-17-23

Address: 1575 Scully Road Mount Pleasant, MI 48858

Phone (home) 989-7739037 (cell) 909 400-1982 (work) 989 774-4695

Email: shing1sl@cmich.edu

Occupation: CMU University Administrator

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

X OTHER *Specify Board: Mid-Michigan Aquatic Recreation Authority

Please state reason for interest in above board: I have served on the Commission for several terms. I enjoy serving our community and bringing my skills to the commission. I would like to continue this work.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application): I have served on several boards locally, regionally and nationally.

Signature: Stan Shingles Date: 10-17-23

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: SARVJIT CHOWDHARY Date: 5/16/23
Address: 774 SIDNERIDGE 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: October 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 Health and Safety
- 1.4 Natural environment
- 1.5 Commerce

Future Board of Trustee Meeting Agenda Items

Finance

- Certify delinquent Special Assessments for inclusion on the winter tax bill – October 25th
- Board set FY '24 budget public hearing– November 8th
- Hold FY '24 Budget public hearing – November 29th
- 2023 Budget amendment #5-November 29th
- Adopt FY '24 budget – December 13th
- Annual PA 152 Exemption from Statutory Limit Contribution
- Approve TM 2024 Employment Contract
- CMS Master Service Agreement Renewal

Community and Economic Development

- Consider issuing Michael Engineering an IFT Certificate
- 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 for adoption of a resolution of support for an application by D Clare Services (north side of River Rd. west of US-127) to correct the Federal Emergency Management Agency (FEMA) flood hazard maps to match the accurate 100-year floodplain boundary on the subject lot.
- 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.
- Consider updates to the Township’s ordinance on open burning
- 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.
- Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process.

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
- Meridian Rd iron filter removal rehab contract
- Fox Meadow SA – Receipt of Informal Petition

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- 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
- December Board of Review - December 12th
- City/Village/Township Revenue Sharing reporting - to be completed by Dec 1, 2023
- Replace vacant Accounting Specialist position
- Prepare a Budget Amendment request form

Community and Economic Development

- Zoning Administration - The Community and Economic Development Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06.
- Develop soil erosion control process to integrate with site plan review process more seamlessly
- At the invitation of the City of Mt. Pleasant’s Recreation Director, the Community and Economic Development Director participated in a focus group meeting of community leaders to discuss recreation needs in the community
- Economic Development - 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 future grant funding 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 collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.

- The Community and Economic Development Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations and other periods when the Township’s Building Official is temporarily absent, which would be subject to approval by the Township Board of Trustees and the county Board of Commissioners.
- The Community and Economic Development Director 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.
- The Community and Economic Development Director will continue to work with the County Community Development Director and the City Planner to create a unified “regional planning/zoning” theme on the County’s FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.
- 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.

Public Services

- WWTP - Sludge Storage Tank installation
- 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

Ordinance Enforcement Activities

- Completed 37 water shut-offs/turn-ons for non-payment
- Mailed out (13) delinquent utility account customer notifications & emailed initial list of delinquent accounts to Township Assessor for inclusion in the winter tax bill
- 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, and has removed and replaced the dilapidated fence. This matter is now closed.
- 5196 Bertshire Drive. - Junk in yard. The owner was notified and took advantage of the Township Clean-up Day to dispose of the remaining items on the front lawn. This matter is now closed.
- 386 Bluegrass Road. - Excessively tall grass and junk in the yard. The owner was notified of the violations and mowed the grass. The owner is working with Township staff to complete the removal of junk from the premises.
- 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. A building permit has been issued but the owner’s contractor has not yet completed the required modifications. The Zoning Administrator plans to follow up again in 30 days.
- The Community and Economic Development Director will follow up again with representatives from the Saginaw Chippewa Indian Tribe about building code and local ordinance enforcement

questions related to the property at 5805 and 5935 E. Pickard Rd. recently acquired by the Tribe to become the new home of the Tribal College.

- 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

- Accounting Specialist attended GFOA Financial Policy Webinar
- Accounting Specialist attended MTA’s Now you know: The Art of the Agenda
- Finance Director attended the MERS retirement conference in Detroit
- Finance submitted the Municipal Fire Protection Questionnaire to the State of Michigan so the Township can receive funding for fire protection services on State owned properties in the Township
- Finance followed up with MERS to receive forfeited retirement funds that were not vested (~\$5k)
- Finance Director submitted required training for the 2024 MCAT certification renewal
- Review mobile home tax collections for timeliness
- Rental Inspector site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 97 units).
- Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- Inspections and follow up as needed for the new Isabella County Jail project
- Expired certificate scheduling.
- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 595 units) to also include Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- The Building Official participated in the monthly professional development activities
- Prepared (2) New Water/Sewer Permits – 1” meter purchase for Wildfire Credit Union
- Public Services received and distributed AED recall replacements for adult pads to Township Hall, WWTP, Jameson Hall, McDonald Park, Shop-Mission, and Isabella Treatment Plant
- Used vac truck to excavate broken curb stop box on Health Parkway and 5277 Jonathan Ln. Removed and replaced curb stop boxes excavated down to broken curb stop box removed damaged curb stop box and replaced with new.
- Conducted Meridian Road Filter Maintenance Bid Opening
- Public Services staff attended Confined Space Training at Jameson Hall
- Shut down old lift station # 1, removed all useable components and pumped down old wet well pit. Demolition to be completed by Isabella Corporation after Consumers Energy removes electrical service and transformer.
- Completed EGLE Biosolids Audit – No issues found
- Public Services Director Attend 40+ hours of MISDIG Skill builder training so that Township water and sewer MISDIG account can be updated to include EDA streetlights - ongoing
- Monthly maintenance of chlorine injectors and pump tubes completed
- Monthly fire extinguisher, AED, and eye wash inspections completed.
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results

- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout 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.
- Updating Lead and Copper Service Line Inventory spreadsheet – ongoing project

Economic Development Activities

- 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 Community and Economic Development Director participated in a site selection trends webinar hosted by the Michigan Economic Developers Association.
- The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects
- 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.
- Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district.
- 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 participated in the quarterly meeting of the regional economic development (RED) team hosted by the East Michigan Council of Governments, which was held in the Middle Michigan Development Corporation (MMDC) offices in Mt. Pleasant
- The Community and Economic Development Director will continue business retention contacts.
- On 9/29/2023, the Michigan Department of Agriculture and Rural Development’s Office of Rural Development announced that the Township has been awarded a \$45,000 Rural Readiness Grant to support pre-development activities to expand our Master Plan update project to include more detailed evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor.
- The Community and Economic Development Director and Zoning Administrator met with the owner of an existing medical office building to discuss options for further development

Community Development Activities

- Community and Economic Development 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.

- 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 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
- Began Fall Hydrant Flushing Program
- Begin Annual REU Analysis
- Cleaned up, spread black dirt, and seeded water main break site on Broadway
- The Building Official provided the following services during the month:
 - 62 Building Inspections
 - 25 Permits issued
 - 6 Certificate of Occupancy
- Jameson and McDonald Park - general cleaning, maintenance, and ball field preparation

Organizational and Stakeholder Support Services

- Continued 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
- Budget Development/recommendations work continued across the organization
- Made corrections to parcels with misapplied tax payments and refunded tax overpayments
- Organizational leadership met with 44North to discuss employee healthcare benefit options
- Prepared monthly financial reports for the EDA board
- Reconciled 10 bank statements and scanned in BS&A for future reference
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG, PO, FI
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Assessor reviewing building permits from 2020 through 2023 to identify omitted property. Any parcels having omitted property will receive a letter making them aware of the problem and explaining to them the process of adding it to the assessment roll.
- Assessor working on splits or combinations done in the past which did not get forwarded to the Township or County GIS. All past land changes will need reviewing for correct assessment roll descriptions and will be sent to both GIS departments.
- The Zoning Administrator provided the following services:
 - (6) Zoning review approval letters for building permit applications.
 - Zoning permit for grill pads and bike racks at Jamestown Apartments.
 - Met with owner of 4950 E. Bluegrass Road about condominium project.
 - Met with Dr. Kelley Raab about a potential pole barn office project.
 - Met with buyer of 20 E. Remus Road for potential uses permitted for the property.
 - Met with owner of 5945 Millbrook Road about potential barn project on property.
- The Building Official provided the following services during the month:

- 36 Building Inspections
- 33 Permits issued
- 5 Certificate of Occupancy issued
- Follow up phone calls
- The Community and Economic Development Director and Zoning Administrator met with representatives of a potential private school development project to discuss approval procedures and applicable ordinance standards.
- The Community and Economic Development Department received and responded to five (5) Freedom of Information Act (FOIA) requests during the month.
- The Administrative Assistant helped to organize and run the Annual Union Township Cleanup Day Event on 9/30/2023 in the parking lot of the Commission on Aging. Many hands helped on the event day, and it was a great success
- The Township is serving as the sponsor for the October 19, 2023, Chamber of Commerce Business After Hours networking event and facility tour to be held at 5:00pm at the Mt. Pleasant Airport
- (217) Miss Dig underground markings completed throughout Township. Completed (1) Miss Dig Design tickets/as-built request
- Calculated/Printed/Mailed 3rd quarter water and sewer bills 9/30/23 in the amount of \$1,184,916.74
- Morning Sun advertisement for Hydrant Flushing Notice prepared and sent and posted on web page
- Public Services received/processed (275) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries
- Processed (3) ACH Request and (18) Transfers of Service/Final Bills
- Installed two one- inch water services for Central Concrete’s main office and adjacent mechanic shop.
- Inspected new sewer lead connection at the IBEW Hall on Airport Road.
- Replaced 2” meter at Village of Bluegrass located at 4300 Collegiate Way.
- Repaired service lead at 1520 Bamber Road.
- Turned off EDA sprinkler systems east of US 127
- Installed water meter reading device at Mid-Michigan College maintenance garage; Replaced 2” water meter at 5195 Broadway apartments and replaced water meter at the Diner Restaurant on South Mission Rd
- Water samples on four- inch water line at 2600 Summerton Mid-Michigan College completed.
- GIS: Isabella County Jail Project - Used GPS observations to georeference utility plans. Began adding utility features to the layers in the GIS system, including water mains and sewer gravity mains and force mains.
- GIS: MDOT M-20 Pickard Project - In order to show change over time in the construction phase of the MDOT project, the GIS specialist collected a set of August 2023 Google Street View images along Pickard -- streetlights, paving, and other construction activity
- The Community and Economic Development Director attended the 40th anniversary celebration events for Bandit Industries, Inc.

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- Sept 2023 – Treated Potable Water

Total Month: 32.956 mg

Average Day: 1.099 mgd

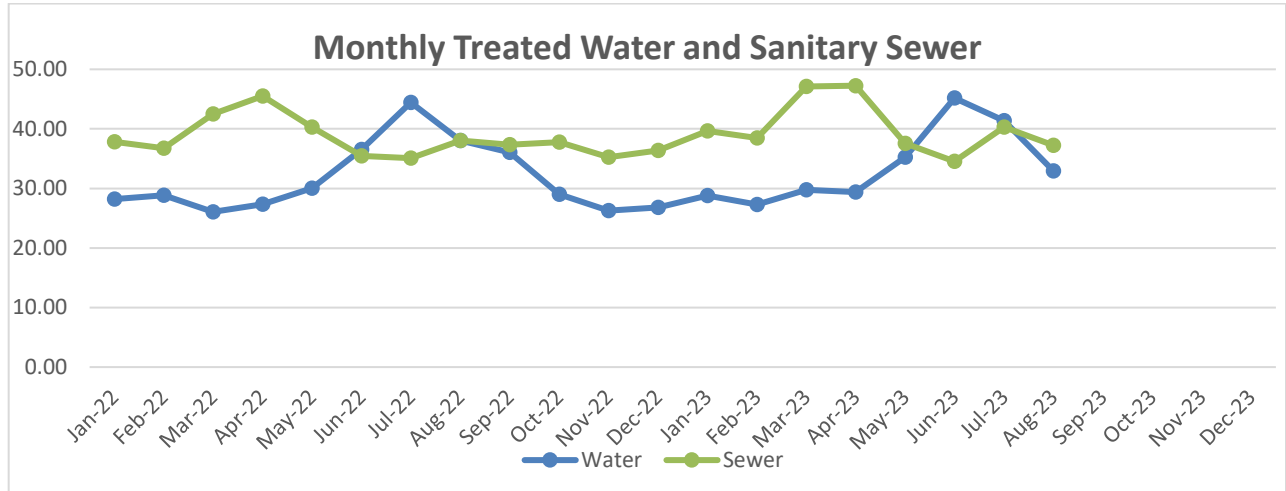
Max Day: 1.511 mgd

- Sept 2023 – Treated Sanitary Sewer

Total Month: 37.24 mg

Average Day: 1.24 mgd

Max Day: 2.151.33 mgd



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

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

Roll Call

Present:

Supervisor Mielke, Clerk Cody, Trustee Bills, Trustee Brown, Trustee Smith, and Trustee Thering

Excused:

Treasurer Rice

Approval of Agenda

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

Presentation

- a. Frank Engler, Isabella County Commissioner, spoke on the county receiving the Sparks Grant for upgrades to Herrick Park.

Public Hearing

- a. Application to Transfer the Industrial Facilities Tax Exemption Certificate 2018-003 from Burch Tank and Truck, Inc. to Bandit Industries, Inc.

Open: 7:01 p.m.

James McBryde, 2130 Flagstone, expressed strong support on behalf of Middle Michigan Development Corporation (MMDC) for the Bandit Industries expansion.

Bill Zehnder, Bandit Industries CFO, is looking forward to a long term relationship with Union Township.

Closed: 7:03 p.m.

Public Comment

Open: 7:03 p.m.

No comments were offered

Closed: 7:04 p.m.

Reports/Board Comments

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

1. Appointment to the Chippewa River District Library Board for a 4-year term

Bills moved **Smith** supported to reappoint Ruth Helwig for a 4-year term to the Chippewa River District Library Board with a term ending 12/31/2027. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Board Member Reports

Bills – gave an update on the October 3rd Isabella County Board of Commission meeting.

C. Memo from Treasurer Rice: List of Delinquent Assessments (Step 1 to get them on the winter

tax roll)

Consent Agenda

- A. Communications
- B. Minutes – September 27, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Bills moved **Smith** supported to approve the consent agenda as presented. **Vote: Ayes: 6. Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Nanney) Application to Transfer the Industrial Facilities Tax Exemption Certificate 2018-003 from Burch Tank and Truck, Inc. to Bandit Industries, Inc.

Brown moved **Bills** supported to open and hold a hearing for and to adopt a resolution to authorize transfer of the previously approved Industrial Facilities Tax Exemption Certificate 2018-003 to Bandit Industries, Inc., and to approve the associated Agreement of Understanding with Bandit Industries, Inc. and authorize the Township Manager to sign the agreement. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Township Clerk) Consideration to approve a joint 9-day early voting agreement between City/UT

Brown moved **Bills** supported to adopt a Resolution Designating Early Voting Center and consider approval of an Early Voting Agreement for Election Services between the City of Mt. Pleasant and Charter Township of Union. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

C. Discussion/Action: (Board of Trustees) Negotiation of the Manager 2024 Employment Agreement

Smith moved **Thering** supported to approve the Township Manager Evaluation form for 2023 as presented with comments. **Vote: Ayes: 6. Nays: 0. Motion carried.**

Discussion by the Board.

Smith moved **Brown** supported to approve contract language that would include an 11% pay increase to the Manager's pay, increase the managers vacation leave from 5 weeks to 6 weeks, increase the Township's retirement contribution to the manager's MERS to 9.5% which corresponds with the Township employees, and to increase the personal leave time from 2 days to 3 days to reflect what the Township employees get. **Vote: Ayes: 6. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:20 p.m.

No comments were offered

Closed: 8:21 p.m.

MANAGER COMMENTS

- Thanked the Board for the discussion and support in tonight’s exercise.
- Commented on how well the annual Clean-up Day went on September 30th.

FINAL BOARD MEMBER COMMENTS

Bills – commented on negative feedback she received regarding connection fees to Township utilities.

Smith – Apologize on how his tone came across in the discussions.

Cody – Commented on the clean-up day. Tera and the volunteers did a great job.

Thering – Commented on the great job Tera did and the perfect number of volunteers.

Mielke – Commented on how great clean-up day went and how much the residents appreciate the event.

ADJOURNMENT

Smith moved **Thering** supported to adjourn the meeting at 8:30 p.m. **Vote: Ayes: 6 Nays: 0.**

Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
10/19/2023	101	642 (E)	00146	CONSUMERS ENERGY	48858 LED LIGHT RD STREET LIGHT(S) 2010 S LINCOLN RD L4 LIGHT 5228 S ISABELLA RD 1876 S LINCOLN RD. 2279 S MERIDIAN RD. PUMP HOUSE	338.39 1,685.57 64.15 6,722.75 17.87 65.57 <u>8,894.30</u>
10/25/2023	101	24946	00095	C & C ENTERPRISES, INC.	HAND SOAP FOR TWP HALL TOILET PAPER FOR WTR/SWR DEPTS PAPER TOWELS FOR WWTP	140.50 63.00 74.75 <u>278.25</u>
10/25/2023	101	24947	00116	CENTRAL PLUMBING	VALVE KIT FOR PARKS BATHROOM REPAIR	191.00
10/25/2023	101	24948	01626	DANNY COFFELL	MILEAGE TO AND FROM HOME FOR LEAK CALL-I	11.79
10/25/2023	101	24949	01597	COMPREENEW	CLEAN UP DAY ELECTRONICS RECYCLING	5,384.89
10/25/2023	101	24950	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - SEP 2023 FUEL IN TOWNSHIP VEHICLES - SEP 2023	1,330.45 1,243.52 <u>2,573.97</u>
10/25/2023	101	24951	01891	STARR DAVIDSON	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
10/25/2023	101	24952	00171	MIKE DEARING	HRA HEALTH COSTS REIMBURSEMENT	4,026.54
10/25/2023	101	24953	00188	DOUG'S SMALL ENGINE	DRIVE SHEAVE FOR TORO LAWN MOWER	40.99
10/25/2023	101	24954	01219	ERC ASSOCIATES, LLC	4 DRUMS OF CATIONIC POLYMER	7,506.00
10/25/2023	101	24955	01848	JENAE FINNEY	JAMESON HALL RENTAL-SEC DEP REFUND	250.00
10/25/2023	101	24956	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-OCT 2023	40.00
10/25/2023	101	24957	00257	GOURDIE-FRASER, INC.	ENGINEERING SERVICES-(RCN) GRANT APPLICA	3,500.00
10/25/2023	101	24958	00333	ISABELLA COUNTY ROAD COMMISSION	LINCOLN ROAD-BROOMFIELD TO BRIDGE-PMT #3 LINCOLN ROAD-BROOMFIELD TO BRIDGE-PMT #4 GRAVEL REFRESH-DEERFIELD RD-ISABELLA TO	32,772.69 46,333.80 12,079.50 <u>91,185.99</u>
10/25/2023	101	24959	00362	KRAPOHL FORD & LINCOLN	2023 F-150 FORD TRUCK 1FTFW1E57PKF55268	46,103.06
10/25/2023	101	24960	00362	KRAPOHL FORD & LINCOLN	2023 F-150 FORD TRUCK 1FTFW1E53PKF57311	47,303.06
10/25/2023	101	24961	00362	KRAPOHL FORD & LINCOLN	2023 F-150 FORD TRUCK 1FTFW1E52PKF62578	48,103.06
10/25/2023	101	24962	01892	CORY & CASANDRA LOBDELL	JAMESON HALL RENTAL-SEC DEPOSIT REFUND	250.00
10/25/2023	101	24963	01698	MICHIGAN DOWNTOWN ASSOCIATION	MDA ANNUAL CONFERENCE-NANNEY	150.00
10/25/2023	101	24964	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-Q4 2023	428.00
10/25/2023	101	24965	01638	NOVO PRINT USA	CLEAN UP DAY AD IN CHAMBER COMMUNITY GUI	1,895.00
10/25/2023	101	24966	01631	NOLAN OCKERT	MILEAGE TO AND FROM HOME FOR LEAK CALL-I	24.37
10/25/2023	101	24967	00559	RENT-RITE OF MT PLEASANT LLC	COMBIHAMMER - DEMI/DRILL RENTAL & BITS CHAIR RENTAL-FITNESS COURT RIBBON CUTTIN	215.06 78.96 <u>294.02</u>
10/25/2023	101	24968	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES @ TWP HALL - SEP 202 JANITORIAL SERVICES @ WWTP - SEP 2023 JANITORIAL SERVICES @ WTR PLANT - SEP 20	527.14 316.29 316.29 <u>1,159.72</u>
10/25/2023	101	24969	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	022 252.17

10/19/2023 03:47 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 10/12/2023 - 10/25/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/25/2023	101	24970	00629	STU'S ELECTRIC MOTOR	REPLACE BALL BEARINGS	668.00
10/25/2023	101	24971	01495	MARK STUHLDTREHER	MILEAGE TO MTA STRATEGY RETREAT-HARBOR S	201.74
10/25/2023	101	24972	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE & DISPOSAL	203.00
					SAMPLE HANDLING, STORAGE & DISPOSAL	28.00
						<u>231.00</u>
101 TOTALS:						
Total of 28 Checks:						271,196.92
Less 0 Void Checks:						0.00
Total of 28 Disbursements:						<u>271,196.92</u>

Charter Township of Union Payroll
--

CHECK DATE: October 12, 2023

PPE: October 7, 2023

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	43,606.55
Fire Fund		
EDDA		
WDDA		
Sewer Fund		32,143.34
Water Fund		28,936.50
Total To Transfer from Pooled Savings	\$	104,686.39

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	71,182.55
Employer Share Medicare		984.26
Employer Share SS		4,208.63
SUI		
Pension-Employer Portion		5,690.25
Workers' Comp		402.42
Life/LTD		655.92
Dental		1,217.94
Health Care		22,590.91
Vision		414.20
Vision Contribution		(207.10)
Health Care Contribution		(2,453.59)
Flex Administrators		-
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	104,686.39

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: JEFF BROWN

MONTH, YEAR: September 27, 2023

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
9/27	Mt. Pleasant City Commission Meeting		75.00	

Signature:  **Date:** 10/11/2023

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



Union Township Report

Date: Thursday, October 19, 2023



Alarm Date between 2023-10-08 and 2023-10-14

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000750						
		10/9/2023 9:23:00 PM	900	Special type of incident, other	ENG 32	2	3
		10/9/2023 9:23:00 PM	900	Special type of incident, other	POV	6	3
						Total Responding 8	
Union Township	0000751						
		10/10/2023 1:25:00 AM	311	Medical assist, assist EMS crew	ENG 32	2	1
						Total Responding 2	
Union Township	0000753						
		10/10/2023 5:02:00 PM	324	Motor vehicle accident with no injuries.	ENG 32	3	1

							Total Responding 3
Union Township	0000754						
		10/11/2023 2:21:53 PM	412	Gas leak (natural gas or LPG)	ENG 32	2	1
						Total Responding 2	
Union Township	0000755						
		10/11/2023 3:47:00 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	
Union Township	0000757						
		10/12/2023 2:09:58 AM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	1
						Total Responding 2	
	Total Runs						Total Responding 19
	6						

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: Board of Trustees **DATE:** October 19, 2023
FROM: Kimberly Rice, Township Treasurer **DATE FOR BOARD CONSIDERATION:** 10/25/2023
ACTION REQUESTED: To certify Delinquent Special Assessments from both the McGuirk and Carriage Lane paving Special Assessment Rolls in order to place said delinquencies on the winter tax bill as allowed under State of Michigan Public Act 188 of 1954.

Current Action Emergency

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

Finance Approval _____ *Sherrie Teall, Finance Director* _____

BACKGROUND INFORMATION

The Warrant for Collection of the above referenced Special Assessment Rolls requires the township to comply with certain provisions of PA 188 of 1954 in order for delinquent installments to be collected via the winter tax bill.

The first provision requires a report be presented to the Board listing the accounts that are delinquent. This report was presented to the Board at the October 11, 2023, Board meeting. The next step is for the Board to certify that the accounts are delinquent. The certification will allow the Treasurer to place the delinquent installment on the winter tax bill.

The attached reports, current as of October 19, 2023, reflect delinquent installments that if remain unpaid, will be placed on the winter tax roll assuming Board certification.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Certifying the delinquent special assessments and placing them on the tax roll is a collection method that will help ensure the Township recoup funds that the Township provided at the front end that allowed the work to proceed. Recouping these funds will reestablish fund balances in the Special Assessment fund that can be used as a source of cash flow for future paving projects.

PROJECT IMPROVEMENTS

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

- Community well-being and common good
- Health and Safety
- Natural Environment

COSTS

If not certified the delinquencies do not get added to the roll. This will make it much more difficult to enforce payment for delinquent special assessment installments that currently total \$6,771.95.

PROJECT TIME TABLE

These would be placed on the winter tax bills that go out December 1st, 2023 and are due February 14th, 2024.

RESOLUTION

Be it resolved that the attached delinquent special assessment installment report is duly certified for the purposes of PA 188 of 1954 and therefore, said amounts will be placed on the tax year 2023 winter tax roll to the extent the amount(s) remain delinquent as of the creation of the winter tax roll.

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:

No:

Absent:

Sp. Assessment	Parcel #	Name	2023 Installment	2023 Payments	2023 Balance Due	La Pmt Da
109 (MCGUIRK SUB PAVING)	14-151-00-011-00	MCFALL PAUL & JENNIFER	338.61	0.00	338.61	/ /
109 (MCGUIRK SUB PAVING)	14-151-00-013-00	WHEELER CHRISTOPHER	338.61	0.00	338.61	/ /
109 (MCGUIRK SUB PAVING)	14-151-00-022-00	GARIGLIO RANDY L & SARAH	338.61	0.00	338.61	/ /
109 (MCGUIRK SUB PAVING)	14-151-00-024-00	COORAY KAHADAWALA S	338.61	0.00	338.61	/ /
109 (MCGUIRK SUB PAVING)	14-151-00-029-00	SMITH GARY & KATHLEEN	338.61	0.00	338.61	/ /
110 (CARRIAGE HILL PAVIN)	14-035-30-012-00	TRAVIS SHELLY	1,015.78	0.00	1,015.78	/ /
110 (CARRIAGE HILL PAVIN)	14-051-00-001-00	SALEM WILLIAM J	1,015.78	0.00	1,015.78	/ /
110 (CARRIAGE HILL PAVIN)	14-053-00-016-00	COVARRUBIAS MICHAEL G &	1,015.78	0.00	1,015.78	/ /
110 (CARRIAGE HILL PAVIN)	14-053-00-017-00	FLORIAN ADAM W & TRACY A	1,015.78	0.00	1,015.78	/ /
110 (CARRIAGE HILL PAVIN)	14-053-00-019-00	MCDONALD BRIAN & LARA L	1,015.78	0.00	1,015.78	/ /
Totals....	10 Parcels		6,771.95	0.00	6,771.95	

Charter Township of Union



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

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: October, 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 3rd Quarter 2023
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in July, August, and September, 2023
- All payroll taxes and benefits were paid on schedule and on time
- 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.

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
101-000-402.000	CURRENT PROPERTY TAX	329,727	335,500	330,000
101-000-402.100	PRIOR YEARS PROPERTY TAXES	3,355		
101-000-404.000	425 AGREEMENT	165		
101-000-412.000	DELQ PERSONAL PROPERTY TAXES	622	250	250
101-000-414.000	PROPERTY TAX REFUNDS-MTT	8	(5,000)	(5,000)
101-000-432.000	PILOT TAX		3,000	3,000
101-000-434.000	MOBILE HOME PARK TAX	1,869	3,000	3,000
101-000-445.000	INTEREST ON TAXES	26	600	600
101-000-445.100	3% OR 4% PENALTY ON TAX	15,655	5,000	12,000
101-000-447.000	ADMIN FEE-PROPERTY TAX	167,977	156,000	161,000
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(55)	(1,000)	(1,000)
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,705	7,700	7,700
101-000-447.100	ADMIN FEE-PRIOR YEARS	1,679	200	200
101-000-467.000	REVENUE-STREET LIGHTS SPEC ASSESS	9,001	18,000	18,000
101-000-476.000	BUILDING PERMITS	198,807	70,000	205,000
101-000-476.500	ZONING PERMITS	11,590	18,000	18,000
101-000-477.000	CABLE TV FRANCHISE FEES	75,086	109,000	109,000
101-000-478.000	DOG LICENSE REVENUE	(55)		
101-000-573.000	STATE AID REVENUE-LCSA	4,641	4,500	4,500
101-000-574.000	STATE REVENUE SHARING	844,375	1,350,000	1,350,000
101-000-574.100	LIQUOR STATE REVENUE SHARING	12,891	13,800	13,800
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	12,028	8,800	12,000
101-000-626.000	LAND DIVISIONS/ZONING REVIEW FEES	2,425	1,000	1,000
101-000-628.000	RENTAL INSPECTION FEES	95,259	95,000	95,000
101-000-637.000	APPLICATION FEES		500	500
101-000-637.500	WEED ABATEMENT SERVICES		1,000	1,000
101-000-651.000	USE FEES-BASEBALL FIELDS	520	1,600	1,600
101-000-655.000	FINES & FORFEITURES	930	2,500	2,500
101-000-665.000	INTEREST EARNED	178,523	23,200	182,000
101-000-667.000	RENT - JAMESON HALL	5,925	3,000	8,000
101-000-667.100	RENT - McDONALD PARK PAVILION	1,416	1,500	1,500
101-000-667.200	RENT - JAMESON PAVILION	1,308	1,500	1,500
101-000-671.000	LEASES	900	900	900
101-000-672.000	OTHER REVENUE	264	5,000	5,000
101-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSE	3,500	13,000	13,000
101-000-685.000	OPIOID SETTLEMENT REVENUE	97		
101-000-687.000	REFUNDS & REBATES	490		500
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		1,988,654	2,247,050	2,556,050
Dept 101 - TRUSTEES				
101-101-702.000	SALARIES & WAGES	21,119	30,200	30,200
101-101-707.000	PER MEETING	1,025	4,000	4,000
101-101-710.000	EMPLR FICA CONTR	1,426	2,108	2,108
101-101-711.000	EMPLR MEDICARE CONTR	333	493	493
101-101-724.000	WORKER'S COMP	11	37	37
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	3,508	4,310	4,310
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN		500	500
101-101-900.000	PRINTING & PUBLISHING		600	600
101-101-955.000	MISC.	87	500	500
101-101-957.000	PROFESSIONAL DEVELOPMENT	114	5,100	5,100
101-101-957.100	SEMINAR LODGING		2,500	2,500
101-101-957.200	SEMINAR MEALS		500	500
101-101-957.300	MEMBERSHIP & DUES	19,633	17,900	17,900
NET OF REVENUES/APPROPRIATIONS - 101 - TRUSTEES		(47,256)	(68,748)	(68,748)
Dept 171 - SUPERVISOR				
101-171-702.000	SALARIES & WAGES	4,567	6,250	6,250
101-171-707.000	PER MEETING	500	1,000	1,000
101-171-710.000	EMPLR FICA CONTR	314	450	450
101-171-711.000	EMPLR MEDICARE CONTR	74	105	105
101-171-724.000	WORKER'S COMP	5	8	8
101-171-767.000	UNIFORMS		100	100
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN		350	350
101-171-957.000	PROFESSIONAL DEVELOPMENT	43	1,000	1,000
101-171-957.100	SEMINAR LODGING		750	750
101-171-957.200	SEMINAR MEALS		200	200
NET OF REVENUES/APPROPRIATIONS - 171 - SUPERVISOR		(5,503)	(10,213)	(10,213)
Dept 172 - TWP MANAGER				
101-172-702.000	SALARIES & WAGES	27,090	36,150	37,600
101-172-702.600	CAR ALLOWANCE	2,400	3,600	3,600
101-172-710.000	EMPLR FICA CONTR	1,813	2,387	2,600
101-172-711.000	EMPLR MEDICARE CONTR	424	558	600
101-172-711.500	UNEMPLOYMENT	17	47	47
101-172-716.000	EMPLR RETIREMENT CONTR	2,654	3,500	3,750
101-172-718.500	HEALTH INSURANCE	6,392	8,612	8,612

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 172 - TWP MANAGER				
101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(266)	(356)	(356)
101-172-719.000	DENTAL INSURANCE	140	185	185
101-172-719.800	VISION INSURANCE	41	50	51
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(20)	(25)	(25)
101-172-724.000	WORKER'S COMP	57	82	90
101-172-725.000	LIFE & DISABILITY BENEFIT	102	150	150
101-172-752.000	OFFICE SUPPLIES		300	300
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICE		16,000	16,000
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	20,034	45,500	45,500
101-172-880.000	COMMUNITY PROMOTION	8,342	7,500	7,500
101-172-916.000	SUBSCRIPTIONS & PUBLICATIONS	564	800	800
101-172-955.000	MISC.	311	300	300
101-172-957.000	PROFESSIONAL DEVELOPMENT	540	1,000	1,000
101-172-957.100	SEMINAR LODGING	176	500	500
101-172-957.200	SEMINAR MEALS	95	100	100
101-172-957.300	MEMBERSHIP & DUES	75	600	600
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE		500	500
NET OF REVENUES/APPROPRIATIONS - 172 - TWP MANAGER		(70,981)	(128,040)	(130,004)
Dept 191 - ACCOUNTING/GEN ADMIN				
101-191-702.000	SALARIES & WAGES	95,491	121,410	129,800
101-191-702.500	OVERTIME	3,731	5,000	5,600
101-191-710.000	EMPLR FICA CONTR	5,780	7,799	7,799
101-191-711.000	EMPLR MEDICARE CONTR	1,352	1,740	1,740
101-191-711.500	UNEMPLOYMENT	111	333	333
101-191-716.000	EMPLR RETIREMENT CONTR	8,930	11,380	11,380
101-191-718.500	HEALTH INSURANCE	42,106	60,182	60,182
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,263)	(6,053)	(6,053)
101-191-719.000	DENTAL INSURANCE	2,121	2,940	2,940
101-191-719.800	VISION INSURANCE	515	720	720
101-191-719.900	VISION INS-EE CONTRIBUTIONS	(257)	(360)	(360)
101-191-724.000	WORKER'S COMP	189	263	263
101-191-725.000	LIFE & DISABILITY BENEFIT	580	805	805
101-191-752.000	OFFICE SUPPLIES	1,330	2,500	2,500
101-191-767.000	UNIFORMS		200	200
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	1,154	11,300	11,300
101-191-801.020	EXTERNAL AUDIT	20,165	18,000	20,200
101-191-851.000	MAIL/POSTAGE	4,118	7,500	7,500
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN	834	500	500
101-191-900.000	PRINTING & PUBLISHING	373	1,500	1,500
101-191-955.000	MISC.	44	200	200
101-191-955.001	BANK FEES	114	250	250
101-191-957.000	PROFESSIONAL DEVELOPMENT	2,069	3,500	3,500
101-191-957.100	SEMINAR LODGING	103	1,500	1,500
101-191-957.200	SEMINAR MEALS	55	200	200
101-191-957.300	MEMBERSHIP & DUES	99	800	800
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE		1,000	1,000
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE		500	500
NET OF REVENUES/APPROPRIATIONS - 191 - ACCOUNTING/GEN		(186,844)	(255,609)	(266,799)
Dept 215 - CLERK				
101-215-702.000	SALARIES & WAGES	19,329	30,000	35,500
101-215-707.000	PER MEETING		2,000	2,000
101-215-710.000	EMPLR FICA CONTR	1,205	2,000	2,250
101-215-711.000	EMPLR MEDICARE CONTR	282	475	525
101-215-724.000	WORKER'S COMP	23	44	52
101-215-752.000	OFFICE SUPPLIES		1,000	1,000
101-215-754.000	OPERATING SUPPLIES	831	800	800
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN		300	300
101-215-900.000	PRINTING & PUBLISHING	1,941	2,500	2,500
101-215-957.000	PROFESSIONAL DEVELOPMENT	50	1,000	1,000
101-215-957.100	SEMINAR LODGING		750	750
101-215-957.200	SEMINAR MEALS		200	200
101-215-957.300	MEMBERSHIP & DUES	75	150	150
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE		500	500
101-215-980.100	NEW COMPUTER HARDWARE & SOFTWARE		500	500
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(23,736)	(42,219)	(48,027)
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY				
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	34,484	44,000	61,100
101-228-950.000	HARDWARE REPLACEMENTS	5,307		14,000
NET OF REVENUES/APPROPRIATIONS - 228 - DATA PROCESSIN		(39,791)	(44,000)	(75,100)
Dept 253 - TREASURER				
101-253-702.000	SALARIES & WAGES	15,695	24,102	24,102
101-253-707.000	PER MEETING		500	500

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 253 - TREASURER				
101-253-710.000	EMPLR FICA CONTR	973	1,525	1,525
101-253-711.000	EMPLR MEDICARE CONTR	228	357	357
101-253-724.000	WORKER'S COMP	16	30	30
101-253-752.000	OFFICE SUPPLIES	137	1,000	1,000
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICE		1,000	1,000
101-253-851.000	MAIL/POSTAGE	2,093	4,000	4,000
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN		250	250
101-253-955.000	MISC.		200	200
101-253-957.000	PROFESSIONAL DEVELOPMENT		1,000	1,000
101-253-957.100	SEMINAR LODGING		750	750
101-253-957.200	SEMINAR MEALS		200	200
101-253-957.300	MEMBERSHIP & DUES	99	75	75
101-253-980.000	NEW OFFICE EQUIPMENT & FURNITURE		500	500
101-253-980.100	NEW COMPUTER HARDWARE & SOFTWARE	1,008	500	500
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(20,249)	(35,989)	(35,989)
Dept 257 - ASSESSOR				
101-257-702.000	SALARIES & WAGES	30,982		56,900
101-257-707.000	PER DIEM	1,375	4,125	4,125
101-257-710.000	EMPLR FICA CONTR	1,941	256	3,484
101-257-711.000	EMPLR MEDICARE CONTR	454	60	815
101-257-711.500	UNEMPLOYMENT	48		143
101-257-716.000	EMPLR RETIREMENT CONTR	2,717		5,122
101-257-718.500	HEALTH INSURANCE	9,895		19,339
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS	(372)		(661)
101-257-719.000	DENTAL INSURANCE	218		410
101-257-719.800	VISION INSURANCE	60		100
101-257-719.900	VISION INS-EE CONTRIBUTIONS	(30)		(50)
101-257-724.000	WORKER'S COMP	96	9	203
101-257-725.000	LIFE & DISABILITY BENEFIT	60		200
101-257-754.000	OPERATING SUPPLIES	249	500	1,000
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	30,100	111,000	32,000
101-257-850.000	COMMUNICATIONS	382	600	600
101-257-851.000	MAIL/POSTAGE	2,214	2,600	2,600
101-257-900.000	PRINTING & PUBLISHING	1,515	2,000	2,000
101-257-955.000	MISC.	396	100	100
101-257-957.000	PROFESSIONAL DEVELOPMENT		650	650
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE		500	500
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE		500	500
NET OF REVENUES/APPROPRIATIONS - 257 - ASSESSOR		(82,300)	(122,900)	(130,080)
Dept 262 - ELECTIONS				
101-262-702.000	SALARIES & WAGES		1,000	1,000
101-262-702.200	ELECTION WORKERS		8,000	8,000
101-262-710.000	EMPLR FICA CONTR		100	100
101-262-711.000	EMPLR MEDICARE CONTR		20	20
101-262-711.500	UNEMPLOYMENT		200	200
101-262-716.000	EMPLR RETIREMENT CONTR		100	100
101-262-718.500	HEALTH INSURANCE		400	400
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS		(50)	(50)
101-262-719.000	DENTAL INSURANCE		50	50
101-262-719.800	VISION INSURANCE		15	15
101-262-719.900	VISION INS-EE CONTRIBUTIONS		(7)	(7)
101-262-724.000	WORKER'S COMP		10	10
101-262-725.000	LIFE & DISABILITY BENEFIT		20	20
101-262-754.000	OPERATING SUPPLIES		8,000	8,000
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	2,220	5,000	5,000
101-262-851.000	MAIL/POSTAGE		7,600	7,600
101-262-900.000	PRINTING & PUBLISHING		1,600	1,600
101-262-955.000	MISC.		400	400
101-262-957.000	PROFESSIONAL DEVELOPMENT		300	300
NET OF REVENUES/APPROPRIATIONS - 262 - ELECTIONS		(2,220)	(32,758)	(32,758)
Dept 265 - BUILDING & GROUNDS				
101-265-702.000	SALARIES & WAGES	571	1,200	1,200
101-265-710.000	EMPLR FICA CONTR	34	70	70
101-265-711.000	EMPLR MEDICARE CONTR	8	20	20
101-265-711.500	UNEMPLOYMENT	1	10	10
101-265-716.000	EMPLR RETIREMENT CONTR	51	100	100
101-265-718.500	HEALTH INSURANCE	189	500	500
101-265-718.700	HEALTH INS-EE CONTRIBUTIONS	(21)	(30)	(30)
101-265-719.000	DENTAL INSURANCE	8	30	30
101-265-719.800	VISION INSURANCE	1	5	5
101-265-719.900	VISION INS-EE CONTRIBUTIONS	(1)		
101-265-724.000	WORKER'S COMP	5	30	30
101-265-725.000	LIFE & DISABILITY BENEFIT	4	10	10

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 265 - BUILDING & GROUNDS				
101-265-754.000	OPERATING SUPPLIES	2,584	6,500	6,500
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	11,279	22,450	22,450
101-265-801.003	SIDEWALK SNOWPLOWING		2,000	2,000
101-265-801.401	HALL CLEANING	4,857	11,500	11,500
101-265-850.000	COMMUNICATIONS	2,654	3,100	3,100
101-265-920.000	ELECTRIC/NATURAL GAS	8,577	14,000	14,000
101-265-920.200	WATER & SEWER CHARGES	694	750	750
101-265-930.200	MAINT-GROUNDS	374	1,000	1,000
101-265-930.300	MAINT-BUILDINGS	779	3,500	3,500
101-265-933.050	MAINT-EQUIPMENT	229	500	500
101-265-934.500	MAINT. AGREEMENT ON EQUIPMENT	3,365	4,000	4,000
101-265-940.100	POSTAGE METER LEASE	1,388	2,000	2,000
101-265-955.000	MISC.	62	100	100
101-265-962.000	SAFETY		1,550	1,550
101-265-963.000	PROPERTY/LIABILITY INSURANCE	12,429	14,500	14,500
NET OF REVENUES/APPROPRIATIONS - 265 - BUILDING & GRC		(50,121)	(89,395)	(89,395)
Dept 266 - LEGAL/ATTORNEY				
101-266-826.000	LEGAL FEES	20,357	80,000	80,000
101-266-826.600	LEGAL FEES-MTT CASES	8,957		
NET OF REVENUES/APPROPRIATIONS - 266 - LEGAL/ATTORNEY		(29,314)	(80,000)	(80,000)
Dept 371 - BUILDING INSPECTION				
101-371-702.000	SALARIES & WAGES	130,965	165,500	178,650
101-371-702.500	OVERTIME	2,019	1,800	2,500
101-371-710.000	EMPLR FICA CONTR	7,706	9,740	10,605
101-371-711.000	EMPLR MEDICARE CONTR	1,802	2,280	2,480
101-371-711.500	UNEMPLOYMENT	143	428	428
101-371-716.000	EMPLR RETIREMENT CONTR	11,969	15,042	16,302
101-371-718.500	HEALTH INSURANCE	54,073	77,355	77,355
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(6,692)	(9,500)	(9,500)
101-371-719.000	DENTAL INSURANCE	3,772	5,220	5,220
101-371-719.800	VISION INSURANCE	828	1,160	1,160
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(414)	(580)	(580)
101-371-724.000	WORKER'S COMP	383	523	565
101-371-725.000	LIFE & DISABILITY BENEFIT	758	1,016	1,016
101-371-752.000	OFFICE SUPPLIES	17	900	900
101-371-754.000	OPERATING SUPPLIES	1,138	600	1,000
101-371-759.000	GAS/FUEL	1,377	2,000	2,000
101-371-767.000	UNIFORMS		300	300
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	14,627	22,000	122,000
101-371-801.410	VEHICLE CLEANING	130	200	400
101-371-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMENT	1,671	2,570	2,570
101-371-850.000	COMMUNICATIONS	966	1,500	1,500
101-371-851.000	MAIL/POSTAGE	14	35	35
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	90	100	300
101-371-900.000	PRINTING & PUBLISHING	38	1,000	1,000
101-371-916.000	SUBSCRIPTIONS & PUBLICATIONS		150	150
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	73	2,500	2,500
101-371-957.000	PROFESSIONAL DEVELOPMENT	1,801	5,000	5,000
101-371-957.100	SEMINAR LODGING	233	750	750
101-371-957.200	SEMINAR MEALS	388	500	700
101-371-957.300	MEMBERSHIP & DUES	1,165	1,200	1,200
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE		500	500
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	6,653		7,000
NET OF REVENUES/APPROPRIATIONS - 371 - BUILDING INSPECTION		(237,693)	(311,789)	(436,006)
Dept 441 - PUBLIC WORKS				
101-441-801.000	PROFESSIONAL & CONTRACTUAL SERVICE			20,000
101-441-920.000	STREET LIGHTING	18,730	24,000	26,000
101-441-956.100	DRAINS AT LARGE	59,636	61,000	61,000
101-441-959.500	CONTRIBUTIONS TO ROAD COMMISSION	263,926	246,000	203,300
101-441-967.500	SIDEWALKS AND NON MOTORIZED PATHS	50,623	925,000	769,000
NET OF REVENUES/APPROPRIATIONS - 441 - PUBLIC WORKS		(392,915)	(1,256,000)	(1,079,300)
Dept 701 - PLANNING				
101-701-702.000	SALARIES & WAGES	117,400	150,604	160,717
101-701-707.000	PER DIEM	7,420	12,000	12,000
101-701-710.000	EMPLR FICA CONTR	7,234	10,232	10,860
101-701-711.000	EMPLR MEDICARE CONTR	1,692	2,400	2,540
101-701-711.500	UNEMPLOYMENT	98	303	303
101-701-716.000	EMPLR RETIREMENT CONTR	10,491	13,450	14,360
101-701-718.500	HEALTH INSURANCE	36,040	51,570	51,570
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(4,461)	(6,333)	(6,333)
101-701-719.000	DENTAL INSURANCE	2,375	3,480	3,480
101-701-719.800	VISION INSURANCE	276	386	386

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 701 - PLANNING				
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(138)	(193)	(193)
101-701-724.000	WORKER'S COMP	306	453	480
101-701-725.000	LIFE & DISABILITY BENEFIT	538	800	800
101-701-752.000	OFFICE SUPPLIES		500	500
101-701-759.000	GAS/FUEL	62	600	600
101-701-767.000	UNIFORMS		200	200
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	5,235	106,250	90,250
101-701-850.000	COMMUNICATIONS	150	250	250
101-701-851.000	MAIL/POSTAGE		150	150
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN	1,322	600	1,600
101-701-900.000	PRINTING & PUBLISHING	2,819	5,500	5,500
101-701-916.000	SUBSCRIPTIONS & PUBLICATIONS		300	300
101-701-932.000	VEHICLE REPAIRS & MAINTENANCE		1,000	1,000
101-701-940.000	LEASE/RENT		350	350
101-701-955.000	MISC.	16	250	250
101-701-957.000	PROFESSIONAL DEVELOPMENT	1,695	5,000	5,000
101-701-957.100	SEMINAR LODGING	476	750	750
101-701-957.200	SEMINAR MEALS		400	400
101-701-957.300	MEMBERSHIP & DUES	1,058	1,500	1,500
101-701-959.100	CONTRIBUTION TO LOCAL AIRPORT	10,000	10,000	10,000
101-701-980.100	NEW COMPUTER HARDWARE & SOFTWARE		1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 701 - PLANNING		(202,104)	(373,752)	(370,570)
Dept 751 - PARKS & RECREATION				
101-751-702.000	SALARIES & WAGES	17,725	21,744	23,474
101-751-702.200	TEMPORARY LABOR	21,444	15,912	18,720
101-751-702.500	OVERTIME	1,193	2,000	2,000
101-751-710.000	EMPLR FICA CONTR	2,432	2,355	2,636
101-751-711.000	EMPLR MEDICARE CONTR	569	551	616
101-751-711.500	UNEMPLOYMENT	100	381	423
101-751-716.000	EMPLR RETIREMENT CONTR	1,703	2,137	2,137
101-751-718.500	HEALTH INSURANCE	8,864	12,893	12,893
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,107)	(1,583)	(1,583)
101-751-719.000	DENTAL INSURANCE	612	870	870
101-751-719.800	VISION INSURANCE	138	193	193
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(69)	(97)	(97)
101-751-724.000	WORKER'S COMP	550	613	683
101-751-725.000	LIFE & DISABILITY BENEFIT	122	160	160
101-751-754.000	OPERATING SUPPLIES	4,384	4,200	4,700
101-751-759.000	GAS/FUEL	1,537	1,800	1,800
101-751-767.000	UNIFORMS	183	500	500
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	2,412	7,800	7,800
101-751-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN	62		100
101-751-900.000	PRINTING & PUBLISHING	448	500	500
101-751-920.000	ELECTRIC/NATURAL GAS	3,004	4,200	4,200
101-751-920.200	WATER & SEWER CHARGES	5,675	6,000	6,000
101-751-930.200	MAINT-GROUNDS	8,113	14,000	14,000
101-751-930.250	MAINT-DOG PARK	1,350	3,000	3,000
101-751-930.300	MAINT-BUILDINGS	2,869	1,500	3,000
101-751-933.000	MAINT-VEHICLES	659	850	850
101-751-933.050	MAINT-EQUIPMENT	1,155	2,000	2,000
101-751-962.000	SAFETY	530	1,500	1,500
101-751-977.000	NEW EQUIPMENT PURCHASE	935	4,000	4,000
NET OF REVENUES/APPROPRIATIONS - 751 - PARKS & RECREA		(87,592)	(109,979)	(117,075)
Dept 901 - CAPITAL OUTLAY				
101-901-976.301	CAPITAL OUTLAY-DATA PROCESSING	18,098		43,662
101-901-976.303	CAPITAL OUTLAY-PROPERTY	50		
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	14,581	12,500	15,000
101-901-976.307	CAPITAL OUTLAY-FIBER NETWORK		17,000	17,000
101-901-976.309	CAPITAL OUTLAY-VEHICLES		96,000	96,000
101-901-976.314	CAPITAL OUTLAY-NEW TWP HALL/RENO	9,798	12,000	22,000
NET OF REVENUES/APPROPRIATIONS - 901 - CAPITAL OUTLAY		(42,527)	(137,500)	(193,662)
Dept 930 - TRANSFER IN				
101-930-699.285	TRANSFER IN FROM ARPA FUND	7,013		
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		7,013		
ESTIMATED REVENUES - FUND 101		1,995,667	2,247,050	2,556,050
APPROPRIATIONS - FUND 101		1,521,146	3,098,891	3,163,726
NET OF REVENUES/APPROPRIATIONS - FUND 101		474,521	(851,841)	(607,676)
BEGINNING FUND BALANCE		6,144,191	6,144,191	6,144,191
ENDING FUND BALANCE		6,618,712	5,292,350	5,536,515

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
206-000-402.000	CURRENT REAL PROPERTY TAX	743,321	754,000	754,000
206-000-402.100	PRIOR YEARS PROPERTY TAXES	7,548	(200)	(200)
206-000-412.000	DELQ PERSONAL PROPERTY TAXES	1,399	500	500
206-000-414.000	PROPERTY TAX REFUNDS-MTT	17	(10,000)	(10,000)
206-000-432.000	PILOT TAX		7,500	7,500
206-000-445.000	INTEREST ON TAXES	76	300	300
206-000-543.000	STATE GRANT-PUBLIC SAFETY		19,000	19,000
206-000-573.000	STATE AID REVENUE-LCSA	10,441	10,200	10,200
206-000-665.000	INTEREST EARNED	29,907	4,800	4,800
206-000-677.200	FIRE PROTECTION - EDDA	79,658	80,000	80,000
206-000-677.300	FIRE PROTECTION - WDDA	65,766	64,000	64,000
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		938,133	930,100	930,100
Dept 336 - FIRE DEPARTMENT				
206-336-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	622,575	830,100	830,100
206-336-801.005	FIRE HYDRANT REPAIRS		5,150	5,150
206-336-801.025	HYDRANT FLUSHING		30,000	30,000
NET OF REVENUES/APPROPRIATIONS - 336 - FIRE DEPARTMEN		(622,575)	(865,250)	(865,250)
ESTIMATED REVENUES - FUND 206		938,133	930,100	930,100
APPROPRIATIONS - FUND 206		622,575	865,250	865,250
NET OF REVENUES/APPROPRIATIONS - FUND 206		315,558	64,850	64,850
BEGINNING FUND BALANCE		1,008,573	1,008,573	1,008,573
ENDING FUND BALANCE		1,324,131	1,073,423	1,073,423

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
245-000-451.107	REVENUE-GREEN ACRES SPEC ASSESS	1,364		
245-000-451.108	REVENUE-THE OAKS SPEC ASSESS	2,293		
245-000-451.109	REVENUE-BLGRAS/ISB SIDEWALK	933	5,000	5,000
245-000-451.110	REVENUE-MCGUIRK PAVING-PRINCIPAL	5,192	5,000	5,000
245-000-451.111	REVENUE-MCGUIRK PAVING-INTEREST	1,025	1,000	1,000
245-000-451.112	REVENUE-CARRIAGE PAVING PRINCIPAL	5,273	5,000	5,000
245-000-451.113	REVENUE-CARRIAGE PAVING INTEREST	1,971	1,000	1,000
245-000-665.000	INTEREST EARNED	5,239	400	400
245-000-826.000	LEGAL FEES		3,000	3,000
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		23,290	14,400	14,400
Dept 441 - PUBLIC WORKS				
245-441-460.000	PENALTIES ON SPECIAL ASSESSMENTS		100	100
NET OF REVENUES/APPROPRIATIONS - 441 - PUBLIC WORKS			100	100
ESTIMATED REVENUES - FUND 245		23,290	17,500	17,500
APPROPRIATIONS - FUND 245			3,000	3,000
NET OF REVENUES/APPROPRIATIONS - FUND 245		23,290	14,500	14,500
BEGINNING FUND BALANCE		282,292	282,292	282,292
ENDING FUND BALANCE		305,582	296,792	296,792

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
248-000-402.000	CURRENT PROPERTY TAX	516,935	515,000	515,000
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)	(250)
248-000-412.000	DELQ PERSONAL PROPERTY CAPT	4	300	300
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)
248-000-445.000	INTEREST ON TAXES	1	500	500
248-000-573.000	STATE AID REVENUE-LCSA		60,000	69,000
248-000-665.000	INTEREST EARNED	45,138	8,600	60,000
248-000-672.000	OTHER REVENUE		1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		562,078	581,150	641,550
Dept 336 - FIRE DEPARTMENT				
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	79,658	80,000	80,000
NET OF REVENUES/APPROPRIATIONS - 336 - FIRE DEPARTMEN		(79,658)	(80,000)	(80,000)
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	5,249	12,300	22,800
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	246	5,000	5,000
248-728-801.003	SIDEWALK SNOWPLOWING	4,550	11,000	11,000
248-728-801.004	LAWN CARE	5,631	28,500	28,500
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	5,790	20,000	20,000
248-728-801.007	FLOWER / LANDSCAPE MAINTENANCE	6,329	21,000	21,000
248-728-826.000	LEGAL FEES		4,000	4,000
248-728-851.000	MAIL/POSTAGE		750	750
248-728-880.000	COMMUNITY PROMOTION	5,500	9,000	9,000
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000	40,000
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	5,505	20,000	20,000
248-728-900.000	PRINTING & PUBLISHING		250	250
248-728-920.000	ELECTRIC/NATURAL GAS	5,564	14,000	14,000
248-728-920.200	WATER & SEWER CHARGES	4,621	18,000	18,000
248-728-940.000	LEASE/RENT		875	875
248-728-955.000	MISC.		100	100
248-728-957.300	MEMBERSHIP & DUES	375	500	500
248-728-963.000	PROPERTY/LIABILITY INSURANCE	1,707	1,800	2,100
248-728-967.200	WATER SYSTEM PROJECTS		100,000	100,000
248-728-967.300	SEWER SYSTEM PROJECTS	160,000	100,000	160,000
248-728-967.400	STREET/ROAD PROJECTS	168,572	400,000	572,000
248-728-967.500	SIDEWALK/PATHWAY PROJECTS		340,000	340,000
248-728-974.000	LAND IMPRVMENTS-GENERAL	50	20,000	20,000
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF W/		80,000	5,000
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERI	50	40,000	40,000
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	12,026		13,000
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	50	75,000	75,000
248-728-974.205	LAND IMPRVMENTS-HONEY BEAR LN		25,000	25,000
NET OF REVENUES/APPROPRIATIONS - 728 - ECONOMIC DEVEI		(391,815)	(1,387,075)	(1,567,875)
ESTIMATED REVENUES - FUND 248		562,078	581,150	641,550
APPROPRIATIONS - FUND 248		471,473	1,467,075	1,647,875
NET OF REVENUES/APPROPRIATIONS - FUND 248		90,605	(885,925)	(1,006,325)
BEGINNING FUND BALANCE		1,876,649	1,876,649	1,876,649
ENDING FUND BALANCE		1,967,254	990,724	870,324

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
250-000-402.000	CURRENT PROPERTY TAX	414,116	413,000	413,000
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	47	20	20
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	(409)	(4,000)	(4,000)
250-000-445.000	INTEREST ON TAXES	107	200	200
250-000-573.000	STATE AID REVENUE-LCSA			1,800
250-000-665.000	INTEREST EARNED	24,958	8,600	31,000
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		438,819	417,820	442,020
Dept 336 - FIRE DEPARTMENT				
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	65,766	64,000	65,800
NET OF REVENUES/APPROPRIATIONS - 336 - FIRE DEPARTMEN		(65,766)	(64,000)	(65,800)
Dept 728 - ECONOMIC DEVELOPMENT				
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	3,293	5,270	15,770
250-728-801.003	SIDEWALK SNOWPLOWING	3,500	8,000	8,000
250-728-826.000	LEGAL FEES		1,000	1,000
250-728-851.000	MAIL/POSTAGE		750	750
250-728-880.000	COMMUNITY PROMOTION	5,500	8,000	8,000
250-728-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000	40,000
250-728-900.000	PRINTING & PUBLISHING		500	500
250-728-940.000	LEASE/RENT		175	175
250-728-955.000	MISC.		100	100
250-728-957.300	MEMBERSHIP & DUES	375	400	400
250-728-959.500	CONTRIBUTIONS TO ROAD COMMISSION		40,000	
NET OF REVENUES/APPROPRIATIONS - 728 - ECONOMIC DEVEI		(12,668)	(104,195)	(74,695)
ESTIMATED REVENUES - FUND 250		438,819	417,820	442,020
APPROPRIATIONS - FUND 250		78,434	168,195	140,495
NET OF REVENUES/APPROPRIATIONS - FUND 250		360,385	249,625	301,525
BEGINNING FUND BALANCE		830,973	830,973	830,973
ENDING FUND BALANCE		1,191,358	1,080,598	1,132,498

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
285-000-539.000	STATE GRANTS	195,917	48,000	231,000
285-000-665.000	INTEREST EARNED	3,495	1,600	33,800
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		199,412	49,600	264,800
Dept 901 - CAPITAL OUTLAY				
285-901-976.306	CAPITAL OUTLAY-PARKS EQUIPMENT	195,996	48,000	231,000
NET OF REVENUES/APPROPRIATIONS - 901 - CAPITAL OUTLAY		(195,996)	(48,000)	(231,000)
Dept 996 - TRANSFER OUT				
285-996-995.101	TRANSFER OUT TO GENERAL FUND	7,013		
NET OF REVENUES/APPROPRIATIONS - 996 - TRANSFER OUT		(7,013)		
ESTIMATED REVENUES - FUND 285		199,412	49,600	264,800
APPROPRIATIONS - FUND 285		203,009	48,000	231,000
NET OF REVENUES/APPROPRIATIONS - FUND 285		(3,597)	1,600	33,800
BEGINNING FUND BALANCE		7,013	7,013	7,013
ENDING FUND BALANCE		3,416	8,613	40,813

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
287-000-582.000	CONTRIBUTION FROM TRIBE	100,000		100,000
287-000-665.000	INTEREST EARNED	1,546	350	1,950
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		101,546	350	101,950
Dept 728 - ECONOMIC DEVELOPMENT				
287-728-965.600	CONTRIBUTION TO SEWER FUND	225,371		225,371
NET OF REVENUES/APPROPRIATIONS - 728 - ECONOMIC DEVEI		(225,371)		(225,371)
ESTIMATED REVENUES - FUND 287				
APPROPRIATIONS - FUND 287		101,546	350	101,950
NET OF REVENUES/APPROPRIATIONS - FUND 287		(123,825)	350	(123,421)
BEGINNING FUND BALANCE		157,809	157,809	157,809
ENDING FUND BALANCE		33,984	158,159	34,388

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
590-000-582.000	CONTRIBUTION FROM TRIBE	225,371		225,371
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	160,000	160,000	160,000
590-000-626.000	SEWER INSPECTION FEES	8,680	2,000	9,000
590-000-642.000	SERVICE	1,172,178	1,541,548	1,541,548
590-000-643.850	DELINQUENT SEWER		(1,500)	(1,500)
590-000-644.300	CONNECTION FEE	255,738	76,875	227,000
590-000-655.000	FINES & FORFEITURES	23,288	33,000	33,000
590-000-665.000	INTEREST EARNED	82,717	12,500	100,000
590-000-670.000	DEBT RETIREMENT	980,026	1,277,369	1,277,369
590-000-672.000	OTHER REVENUE	114	3,000	3,000
590-000-687.000	REFUNDS & REBATES	2,969	2,000	3,500
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		2,911,081	3,106,792	3,578,288
Dept 536 - WATER/SEWER SYSTEMS				
590-536-702.000	SALARIES & WAGES	208,683	278,077	278,077
590-536-702.200	TEMPORARY LABOR	11,289	10,608	10,608
590-536-702.500	OVERTIME	10,476	10,800	10,800
590-536-705.000	LEAVE TIME PAYOUT		6,700	6,700
590-536-710.000	EMPLR FICA CONTR	13,833	17,970	17,970
590-536-711.000	EMPLR MEDICARE CONTR	3,235	4,203	4,203
590-536-711.500	UNEMPLOYMENT	275	810	810
590-536-716.000	EMPLR RETIREMENT CONTR	18,717	24,316	24,316
590-536-718.500	HEALTH INSURANCE	68,011	101,026	101,026
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(6,704)	(9,316)	(9,316)
590-536-719.000	DENTAL INSURANCE	3,406	4,697	4,697
590-536-719.800	VISION INSURANCE	446	659	659
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(223)	(329)	(329)
590-536-724.000	WORKER'S COMP	1,190	1,540	1,540
590-536-725.000	LIFE AND DISABILITY INSURANCE	934	1,382	1,382
590-536-752.000	OFFICE SUPPLIES	290	1,500	1,500
590-536-754.000	OPERATING SUPPLIES	3,386	5,500	5,500
590-536-759.000	GAS/FUEL	8,491	12,500	12,500
590-536-767.000	UNIFORMS	472	2,000	2,000
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	50,001	98,210	71,000
590-536-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMENT	2,558	2,530	2,700
590-536-826.000	LEGAL FEES	300	20,000	20,000
590-536-850.000	COMMUNICATIONS	1,941	2,510	2,510
590-536-851.000	MAIL/POSTAGE	1,393	4,000	4,000
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	467	800	800
590-536-900.000	PRINTING & PUBLISHING	572	1,500	1,500
590-536-920.000	ELECTRIC/NATURAL GAS	66,554	102,000	102,000
590-536-930.000	REPAIRS	21,553	180,000	180,000
590-536-930.200	MAINT-GROUNDS	147	2,000	2,000
590-536-930.300	MAINT-BUILDINGS	1,790	5,000	5,000
590-536-933.000	MAINT-VEHICLES	5,265	6,000	6,000
590-536-933.050	MAINT-EQUIPMENT	1,735	25,000	25,000
590-536-933.500	MAINT-LIFT STATIONS	45,995	146,000	146,000
590-536-934.300	OPTO 22 MAINTENANCE	1,709	10,000	10,000
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	8,113	9,700	9,700
590-536-955.000	MISC.	101		101
590-536-957.000	PROFESSIONAL DEVELOPMENT	418	2,500	2,500
590-536-957.100	SEMINAR LODGING	255	1,000	1,000
590-536-957.200	SEMINAR MEALS		100	100
590-536-957.300	MEMBERSHIP & DUES	244	500	500
590-536-962.000	SAFETY	1,820	6,000	6,000
590-536-963.000	PROPERTY/LIABILITY INSURANCE	28,308	23,500	33,000
590-536-969.300	HOOKUP LABOR & MATERIAL	4,616	10,000	10,000
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	929,373	1,789,100	1,789,100
590-536-977.000	NEW EQUIPMENT PURCHASE	639	12,500	18,276
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	560	1,000	1,000
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	2,856		10,000
590-536-981.000	NEW VEHICLE PURCHASE	29	30,000	30,000
NET OF REVENUES/APPROPRIATIONS - 536 - WATER/SEWER SYS		(1,525,519)	(2,966,093)	(2,964,430)
Dept 540 - WWTP				
590-540-702.000	SALARIES & WAGES	191,236	287,927	287,927
590-540-702.500	OVERTIME	7,003	13,000	13,000
590-540-710.000	EMPLR FICA CONTR	11,808	17,720	17,720
590-540-711.000	EMPLR MEDICARE CONTR	2,762	4,144	4,144
590-540-711.500	UNEMPLOYMENT	190	713	713
590-540-716.000	EMPLR RETIREMENT CONTR	17,842	27,083	27,083
590-540-718.500	HEALTH INSURANCE	71,836	128,925	128,925
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(8,470)	(14,562)	(14,562)
590-540-719.000	DENTAL INSURANCE	4,502	7,975	7,975
590-540-719.800	VISION INSURANCE	587	1,105	1,105
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(293)	(553)	(553)

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 540 - WWTP				
590-540-724.000	WORKER'S COMP	1,449	2,425	2,425
590-540-725.000	LIFE AND DISABILITY INSURANCE	1,037	1,760	1,760
590-540-743.000	CHEMICALS	46,130	60,000	65,000
590-540-744.000	LAB EQUIPMENT & SUPPLIES	23,732	30,000	30,000
590-540-752.000	OFFICE SUPPLIES	463	700	700
590-540-754.000	OPERATING SUPPLIES	5,737	12,000	12,000
590-540-759.000	GAS/FUEL	2,989	5,000	5,000
590-540-767.000	UNIFORMS	693	2,000	2,000
590-540-774.100	BIOXIDE	50,188	80,000	80,000
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	19,759	28,450	30,000
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	50,376	37,400	37,400
590-540-801.300	CONT. SERV. - LAB ANALYSIS	6,321	7,000	7,000
590-540-850.000	COMMUNICATIONS	4,235	4,800	4,800
590-540-851.000	MAIL/POSTAGE	156	750	750
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN		500	500
590-540-900.000	PRINTING & PUBLISHING		500	500
590-540-920.000	ELECTRIC/NATURAL GAS	124,601	176,000	176,000
590-540-920.200	WATER & SEWER QUARTERLY BILLING	5,972	10,000	10,000
590-540-923.000	PROPANE	967	3,500	3,500
590-540-930.200	MAINT-GROUNDS	1,698	3,500	3,500
590-540-930.300	MAINT-BUILDINGS	1,607	15,000	5,000
590-540-933.000	MAINT-VEHICLES	304	3,000	3,000
590-540-933.050	MAINT-EQUIPMENT	3,014	6,000	6,000
590-540-934.300	OPTO 22 MAINTENANCE	1,926	10,000	10,000
590-540-934.500	MAINT. AGREEMENT ON EQUIPMENT	750	5,500	5,500
590-540-934.981	SAMPLING EQUIPMENT MAINT.	577	4,000	4,000
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	2,568	25,000	25,000
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	28,283	25,000	30,000
590-540-934.984	SOLIDS EQUIPMENT MAINT.	18,603	25,000	25,000
590-540-934.985	DISINFECTION EQUIPMENT MAINT.		6,000	6,000
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	742	6,000	6,000
590-540-934.987	TERTIARY FILTER MAINT.	569	10,000	10,000
590-540-949.000	IPP		500	500
590-540-957.000	PROFESSIONAL DEVELOPMENT	1,016	5,000	5,000
590-540-957.100	SEMINAR LODGING		500	500
590-540-957.200	SEMINAR MEALS		100	100
590-540-957.300	MEMBERSHIP & DUES	578	500	500
590-540-958.100	PERMITS & FEES	5,500	13,000	13,000
590-540-962.000	SAFETY	1,901	5,000	5,000
590-540-963.000	PROPERTY/LIABILITY INSURANCE	15,900	18,000	18,000
590-540-977.000	NEW EQUIPMENT PURCHASE	3,956	5,000	5,000
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE		750	750
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	5,305		8,000
NET OF REVENUES/APPROPRIATIONS - 540 - WWTP		(738,605)	(1,128,612)	(1,138,162)
Dept 906 - DEBT SERVICE				
590-906-993.350	BOND INTEREST-RURAL DEVELOPMENT	69,859	139,500	139,500
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE		(69,859)	(139,500)	(139,500)
Dept 960 - DEPRECIATION EXPENSE				
590-960-968.000	DEPRECIATION EXPENSE		780,000	780,000
NET OF REVENUES/APPROPRIATIONS - 960 - DEPRECIATION E			(780,000)	(780,000)
ESTIMATED REVENUES - FUND 590		2,911,081	3,106,792	3,578,288
APPROPRIATIONS - FUND 590		2,333,983	5,014,205	5,022,092
NET OF REVENUES/APPROPRIATIONS - FUND 590		577,098	(1,907,413)	(1,443,804)
BEGINNING FUND BALANCE		15,163,691	15,163,691	15,163,691
ENDING FUND BALANCE		15,740,789	13,256,278	13,719,887

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 000 - NONE				
591-000-476.500	REVENUE-REPLACEMENT METERS		1,000	1,000
591-000-539.000	STATE GRANTS	2,163	38,700	38,700
591-000-626.000	WATER INSPECTION FEES	9,834	1,500	11,000
591-000-643.000	WATER SALES	1,244,639	1,495,000	1,495,000
591-000-643.100	BULK WATER SALES	2,144	1,200	1,200
591-000-643.200	FINAL READ	3,120	4,000	4,000
591-000-643.300	TURN-OFF	4,170	4,000	4,000
591-000-644.000	LATERALS		5,000	5,000
591-000-644.200	BENEFIT FEES	89,382	50,000	70,000
591-000-645.000	CONNECTION FEES	22,988	60,000	60,000
591-000-655.000	FINES & FORFEITURES	12,063	20,000	20,000
591-000-665.000	INTEREST EARNED	82,255	10,500	120,000
591-000-671.000	LEASES - TOWER RENTAL	43,830	56,000	56,000
591-000-672.000	OTHER REVENUE	1,842	8,000	8,000
591-000-687.000	REFUNDS & REBATES	3,469	1,500	3,500
NET OF REVENUES/APPROPRIATIONS - 000 - NONE		1,521,899	1,756,400	1,897,400
Dept 536 - WATER/SEWER SYSTEMS				
591-536-702.000	SALARIES & WAGES	326,702	415,205	415,205
591-536-702.200	TEMPORARY LABOR	12,105	10,608	10,608
591-536-702.500	OVERTIME	28,404	41,000	41,000
591-536-705.000	LEAVE TIME PAYOUT		6,700	6,700
591-536-710.000	EMPLR FICA CONTR	22,030	27,940	27,940
591-536-711.000	EMPLR MEDICARE CONTR	5,152	6,534	6,534
591-536-711.500	UNEMPLOYMENT	350	957	957
591-536-716.000	EMPLR RETIREMENT CONTR	30,863	39,375	39,375
591-536-718.500	HEALTH INSURANCE	108,424	152,596	152,596
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(11,437)	(15,649)	(15,649)
591-536-719.000	DENTAL INSURANCE	5,712	8,177	8,177
591-536-719.800	VISION INSURANCE	787	1,045	1,045
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(393)	(522)	(522)
591-536-724.000	WORKER'S COMP	4,100	5,940	5,940
591-536-725.000	LIFE AND DISABILITY INSURANCE	1,559	2,151	2,151
591-536-752.000	OFFICE SUPPLIES	312	1,600	1,600
591-536-753.000	PROCESS CHEMICALS/CHLORINE	55,096	65,000	65,000
591-536-754.000	OPERATING SUPPLIES	7,494	13,000	13,000
591-536-759.000	GAS/FUEL	8,091	12,000	12,000
591-536-767.000	UNIFORMS	472	2,000	2,000
591-536-774.100	MXU	5,120	10,000	10,000
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	61,270	95,200	98,200
591-536-801.010	LAB FEES	8,809	30,000	30,000
591-536-801.025	HYDRANT FLUSHING		(30,000)	(30,000)
591-536-801.750	WELL HEAD PROTECTION		500	500
591-536-801.800	WATER STUDY	23,250	75,000	39,000
591-536-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREI	2,558	2,530	2,700
591-536-826.000	LEGAL FEES	300	10,000	10,000
591-536-850.000	COMMUNICATIONS	3,397	8,750	8,750
591-536-851.000	MAIL/POSTAGE	1,578	5,700	5,700
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN	458	1,200	1,200
591-536-900.000	PRINTING & PUBLISHING	3,952	5,200	5,200
591-536-920.000	ELECTRIC/NATURAL GAS	121,515	173,000	173,000
591-536-930.000	EQUIPMENT REPAIRS	58,259	105,000	105,000
591-536-930.200	MAINT-GROUNDS	147	6,000	6,000
591-536-930.300	MAINT-BUILDINGS	3,914	5,000	5,000
591-536-933.000	MAINT-VEHICLES	6,688	6,000	6,000
591-536-933.050	MAINT-EQUIPMENT	1,277	15,000	15,000
591-536-933.100	MAINT-WATER WELLS	37,714	38,500	48,500
591-536-933.200	MAINT-TREATMENT PLANTS	21,845	74,000	74,000
591-536-933.300	MAINT-WATER TOWERS	1,474	5,000	5,000
591-536-934.300	OPTO 22 MAINTENANCE	2,759	16,000	16,000
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	6,391	4,300	7,300
591-536-940.500	ROYALTIES	3,936	5,000	5,000
591-536-955.000	MISC.	101		101
591-536-957.000	PROFESSIONAL DEVELOPMENT	2,468	5,000	5,000
591-536-957.100	SEMINAR LODGING	255	1,000	1,000
591-536-957.200	SEMINAR MEALS	73	450	450
591-536-957.300	MEMBERSHIP & DUES	244	1,200	1,200
591-536-962.000	SAFETY	1,784	6,000	6,000
591-536-963.000	PROPERTY/LIABILITY INSURANCE	23,827	27,000	31,000
591-536-969.200	METER REPLACEMENT PROGRAM	22,425	30,000	30,000
591-536-969.300	HOOKUP LABOR & MATERIAL	19,964	60,000	60,000
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	253,628	814,000	814,000
591-536-977.000	NEW EQUIPMENT PURCHASE	7,578	28,500	34,276
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	542	1,000	1,000
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	4,102	2,000	7,000
591-536-981.000	NEW VEHICLE PURCHASE	29	30,000	30,000

Calculations as of 09/30/2023

GL NUMBER	DESCRIPTION	2023 ACTIVITY THRU 09/30/23	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET
Dept 536 - WATER/SEWER SYSTEMS				
NET OF REVENUES/APPROPRIATIONS - 536 - WATER/SEWER SY		(1,319,454)	(2,468,687)	(2,463,734)
Dept 906 - DEBT SERVICE				
591-906-993.002	BOND INTEREST - (2010 WATER)	43,818	42,800	42,800
591-906-993.800	BOND ISSUE COST AMORTIZATION	1,579	1,579	1,579
591-906-993.900	BOND - PAYING AGENT FEES	750	800	800
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE		(46,147)	(45,179)	(45,179)
Dept 960 - DEPRECIATION EXPENSE				
591-960-968.000	DEPRECIATION EXPENSE		425,000	425,000
NET OF REVENUES/APPROPRIATIONS - 960 - DEPRECIATION E			(425,000)	(425,000)
ESTIMATED REVENUES - FUND 591		1,521,899	1,756,400	1,897,400
APPROPRIATIONS - FUND 591		1,365,601	2,938,866	2,933,913
NET OF REVENUES/APPROPRIATIONS - FUND 591		156,298	(1,182,466)	(1,036,513)
BEGINNING FUND BALANCE		11,401,492	11,401,492	11,401,492
ENDING FUND BALANCE		11,557,790	10,219,026	10,364,979
ESTIMATED REVENUES - ALL FUNDS		8,691,925	9,106,762	10,429,658
APPROPRIATIONS - ALL FUNDS		6,821,592	13,603,482	14,232,722
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		1,870,333	(4,496,720)	(3,803,064)
BEGINNING FUND BALANCE - ALL FUNDS		36,872,683	36,872,683	36,872,683
ENDING FUND BALANCE - ALL FUNDS		38,743,016	32,375,963	33,069,619

Policy Governance Executive Limitations Evaluation Form

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

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

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

Comments regarding further policy development:

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

- 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:** October 17, 2023

FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 10/25/2023

ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.3 – Delegation to Township Manager and Management Team

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in the intervening years and as recently as 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 4.3 (Delegation to Township Manager and Management Team), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.3 – Delegation to Township Manager and Management Team

The Policy states:

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to produce certain effects, define the intended recipients of those effects to be produced and the intended worth (cost benefit or priority) of the effects. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board’s Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with

Board established policies, all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager's choices.

Attached is an evaluation form that can be used for the review/discussion of Policy No. 4.3.

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
- Health and Safety
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Policy: 4.3 – Delegation to Township Manager and Management Team
Type: Direct Inspection
Occurrence: Annual
Date: October 2023

Policy:

The board will instruct the Township Manager and Management Team through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Township Management to use any reasonable interpretation of these policies.

Accordingly:

- 4.3.1 The board will develop policies instructing the Township Manager to produce certain effects, define the intended recipients of those effects to be produced and the intended worth (cost benefit or priority) of the effects. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies
- 4.3.2 The board will develop policies which limit the latitude the Township Management Team may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
- 4.3.3 As long as the Township Manager uses *any reasonable interpretation* of the board’s Ends and Executive Limitations policies, the Township Manager is authorized to establish, consistent with Board established policies, all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
- 4.3.4 The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and the Township Management Team domains. By doing so, the board changes the latitude of choice given to the Township Manager. But as long as any particular delegation is in place, the board will respect and support the Township Manager’s choices.

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

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

1. Indicate item by item if you believe **(Y/N)** the Board is in strict compliance with the policy as stated.

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

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

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