



**BOARD OF TRUSTEES
Regular Meeting
November 29, 2023
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
 - a. FY 2024 Budget Hearing for the budget
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. November Monthly Activity Report
 - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – November 8, 2023 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Fox Meadows Estates and Fox Meadows Estates #2 Informal Petition

H. Grant Agreement Approval – Union Township and Michigan Department of Agriculture and Rural Development

11. NEW BUSINESS

- A. Discussion/Action: (Teall) FY2023 Final Budget Amendment
- B. Discussion/Action: (Stuhldreher) One-year Extension of the Fire Protection Agreement with the City of Mt. Pleasant
- C. Discussion/Action: (Stuhldreher) Policy Governance 2.8 Emergency Township Manager Succession
- D. Discussion/Action: (Stuhldreher) Policy Governance 3.8 Board Committee Principles
- E. Discussion/Action: (Stuhldreher) Policy Governance 3.9 Board Committee Structure
- F. Discussion/Action: (Board of Trustees) FY2024 Budget Recommendation Discussion

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 |
| *Term begins 1/1/2024 | William | Gallaher | 12/31/2025 |
| Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term | | | |
| 1 | Mark | Stuhldreher | 12/31/2024 |
| 2 | John | Dinse | 12/31/2025 |
| 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 | 12/31/2025 |
| 1-Union Township | Stan | Shingles | 12/31/2026 |
| 2-Union Township | Allison | Chiodini | 12/31/2025 |
| 1-Mt. Pleasant Schools | Lisa | Diaz | 12/31/2024 |
| 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: Rodney C. Nanney Date: 11/20/2023

Address: Charter Twp. of Union, 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858

Phone (home) _____ (cell) _____ (work) 989-772-4600 x232

Email: rnanney@uniontownshipmi.com

Occupation: Community and Economic Development Director

Please select the board you are applying for:

_____ Zoning Board of Appeals Must be a Union Township Resident

_____ Board of Review Must be a Union Township Resident

_____ Planning Commission Must be a Union Township Resident

_____ EDA Must meet one of the following qualifications:

_____ Property owner in East or West DDA

_____ Resident in Union Township

OTHER *Specify Board: Mt. Pleasant Airport Joint Operations and Management Board

Please state reason for interest in above board:

I currently serve as the Chair of this Board, and would be pleased to have the opportunity to serve another

term as the Township's representative. The new term would be for three (3) years ending 12/31/2026.

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):

Per the intergovernmental agreement that created this Board, "members shall be senior

administrators or managers of the party appointing them."

Signature:  Date: 11/20/2023

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Joseph Schefor Date: 11-3-23
Address: 1596 Belmont St ONT Pleasant
Phone (home) 9 (cell) 989 330 0124 (work) _____
Email: JPSchafer2@yahoo.com
Occupation: Self

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: CBA Construction Board of Appeals

Please state reason for interest in above board:

Larry

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

Signature: [Signature] Date: 11-3-23

11-22-23

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



Name: Andrew P Theisen Date: 11-22-23

Address: 1520 E. Deerfield Rd. Mt. Pleasant MI 48858

Phone (home) _____ (cell) 989-621-0325 (work) 989-773-2906

Email: andy@konwinskiconst.com

Occupation: General Contractor

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:
Continue to serve my community in my area of professional expertise.

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):
longtime member of the UT ZBA, and CBA, as well as being a life member of the HBACM

Signature: Andy Theisen Date: 11-22-23

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: David D. Coyne Date: 11/1/23

Address: 1368 N. Harris St

Phone (home) _____ (cell) (919) 330 2984 (work) _____

Email: david.d.coyne@gmail.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: _____

Please state reason for interest in above board:

would like to help Union Township any way I can

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):

ZBA Board now. I've lived in Union Township for over 30 years.

Signature: David D. Coyne Date: 11/1/23

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: November 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

- Hold FY '24 Budget public hearing – November 29th
- 2023 Budget amendment #5-November 29th
- Adopt FY '24 budget – December 13th
- CMS Master Service Agreement Renewal
- Fire service contract extension with city

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

- 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
- DWSRF Grant Agreement with State of MI

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 for use by organization

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.
- Zoning Administration - The Community and Economic Development Director and Zoning Administrator plan to propose some additional updates to the sign regulations of Zoning Ordinance 20-06 to improve consistency in application and to minimize regulatory conflicts.
- Economic Development - 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.
- 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.
- Economic Development – The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.

- Economic Development – The Community and Economic Development 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.
- Rental Housing – Community and Economic Development staff evaluated options for hosting educational opportunities for local landlords on inspections, safety, applicable codes, and other landlord/tenant topics, but determined after input from the rental community that creation of a Township flyer with graphical examples of code requirements and common violations (such as blocked egresses and disabled smoke detectors or carbon monoxide detectors) would be the most effective option.
- Community and Economic 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 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
- Refurbish Pump Station #10 (2024) 30 + years old
- Upgrade motor controls, level controls & electrical at Pump Station # 2 (2023) 43 years old
- Township Hall Feasibility Study – Met with Shayna from Goudreau and Associates, Mark Stuhldreher, and Rodney Nanney to review sites and elevations
- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program

Ordinance Enforcement Activities

- Monitored delinquent utility accounts for payment/preparation for transfer to taxes
- 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.
- 5683 E. Broadway Rd. - Complaint about multiple cars for sale in the front yard and public road right-of-way. The owner was contacted and affirmed they will move the cars off the property. . Additional follow-up is planned.
- 1805 Belmont Dr. – Rental property without required rental housing certification and special use permit for a short-term rental as advertised. The owner has provided an initial response to Township staff to indicate that the unit is not currently rented

- 5339 E. Broadway Rd. – Rental property without required rental housing certification and special use permit for a short-term rental as advertised. The owner met with Township staff to discuss the process of obtaining the necessary certification and special use permit approvals.
- Investigated a complaint of illegal signage at the corner of E. Broadway Rd. and Rosewood Dr., but found no violations of the Township’s sign regulations in the Zoning Ordinance
- 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.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed 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, including follow up with a supplier that is working on a possible donation of materials.
- 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.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- The Community and Economic Development Director participated in a webinar hosted by the Michigan Townships Association to learn more about proposed legislation to pre-empt virtually all local control over development and operation of utility-scale solar and wind energy installations.
- The Community and Economic Development Director attended the annual conference of the Michigan Downtowns Association, which was held in Birmingham, MI, where he was elected to fill the remaining term for an open seat on the association’s Board of Directors
- The Community and Economic Development Director plans to attend the Fall meeting of the Michigan Economic Developers Association in Lansing, MI on 11/17/2023, which will include updates on site selector priorities for new projects and on anticipated economic trends for 2024
- The Rental Inspector conducted site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 684 units). This would also include inspections of apartment complexes & hotels (fire alarm and sprinkle report reviews).
- The Building Official participated in the monthly professional development activities
- The Building Official inspections and follow up continue as needed for the new Isabella County Jail project
- The Zoning Administrator attended the Michigan Association of Planning Annual State Conference October 4-6 for professional development purposes.
- The Community and Economic Development Department received and responded to five (5) Freedom of Information Act (FOIA) requests during the month.
- The Building Official provided the following services during the month:
 - 51 Building Inspections
 - 31 Permits issued
 - 1 Certificate of Occupancy
- The Zoning Administrator provided the following services:
 - (10) Zoning review approval letters for building permit applications.
 - (3) Miss Dig notifications for various projects. Owners contacted for permits on projects.
 - Zoning Compliance letter for 4237 Corporate way.

- Grading permit for 2160 regarding landscaping removal and other grading items approved with a preliminary site plan. No grading near utilities or for stormwater management permitted.
- Minor site plan for additional pole light at 4730 Encore Blvd for Sam's Club Filing Station security lighting.
- Submitted updated Water System Emergency Response Plan – ERP to EGLE. The updated plan was approved by EGLE.
- Attended Fall Regional Meeting in Mt. Pleasant – Shawn McBride
- Public Services Director completed training and testing attending 40+ hours of MISDIG Skill builder training
- Updated Annual REU Analysis spreadsheet and working on letters for updated REU's October 1, 2023 – September 30, 2024, & update REU's in BS&A
- 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
- Complete/submitted Biosolids Annual Report to EGLE
- 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
- WWTP - Cleaned tertiary filter and UV bulbs and completed routine plant maintenance
- WWTP - Replaced variable frequency drive on Screw Pump #3
- Jameson Hall Check List completed by Nolan, approved by Kim – Confirmed with Dan that he has Check List paperwork to complete after Jameson Hall Rentals, also will be taking pictures of any damages and sending them to Public Service Department

Economic Development Activities

- Follow up again with the county Road Commission about the East DDA District development plan priorities and conceptual economic development proposal for road improvements in the Township's industrial area north of Corporate Drive.
- The Community and Economic Development Director is working with State officials to take care of the administrative details for the \$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. A draft agreement for the terms of the grant award is anticipated to be received in early November from MDARD staff.
- The Community and Economic Development Director and Zoning Administrator met with developers remotely via the Zoom app about several potential projects on E. Bluegrass Road and Encore Blvd.
- The Community and Economic Development Director attended and spoke briefly to welcome the many attendees to the Township-sponsored Mt. Pleasant Area Chamber of Commerce "Business After Hours" event held on 10/19/2023 in the corporate hanger at the Mt. Pleasant Airport. The Township's new community promotion display banner was displayed at this event.
- The Community and Economic Development Director continues to have business retention contacts.

Community Development Activities

- 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.
- Rental Housing – Community and Economic Development staff evaluated options for hosting educational opportunities for local landlords on inspections, safety, applicable codes, and other landlord/tenant topics, but determined after input from the rental community that creation of a Township flyer with graphical examples of code requirements and common violations (such as blocked egresses and disabled smoke detectors or carbon monoxide detectors) would be the most effective option.
- The Community and Economic Development Director attended the final quarterly meeting of the Cultural and Recreational Commission (CRC) held in the Morey Courts conference room, where a proposed reorganization and consolidation of the management structure for Morey Courts, the Martin Ice Arena, and the new Gymnastics Addition was presented. This change is intended to reduce administrative and accounting costs, to streamline ordering, and to allow more efficient assignment of employees across the Isabella Sportsplex as needed.
- The Community and Economic Development Director attended the Middle Michigan Development Corporation’s “Coming Home” workforce development event held on 10/19/2023 in conjunction with the CMU Homecoming Week.
- The Community and Economic Development Director attended the Mt. Pleasant Area Convention and Visitors Bureau’s Tourism Awards Luncheon held on 10/19/2023 where various Destination Development grant awards were announced, including additional funding for the Mt. Pleasant Airport’s “Crew Car” courtesy vehicle.
- The Community and Economic Development Director and Township Manager attended the ribbon cutting hosted by Isabella County for the Meridian Park expansion on 10/26/2023.
- The Community and Economic Development Director, Public Services Director, Township Manager, Zoning Administrator, Building Official, and the Mt Pleasant Fire Chief met with the Tiny Homes for the Homeless organization to discuss the organization’s development proposal, applicable code and ordinance requirements, and the Planned Unit Development approval process.
- 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
- The Community and Economic Development Director is working with the Township’s engineering consultant at Gourdie-Fraser to begin preliminary engineering work on new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to connect to the existing sidewalk near Ashland Dr., and along Bud St. north from E. Pickard Rd. to connect to Jameson Park.
- Worked with contractors on three-phase power into River Road high service pump location
- Completed Fall Hydrant Flushing Program
- Jameson and McDonald Park - Winterized and closed facilities

Organizational and Stakeholder Support Services

- 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.

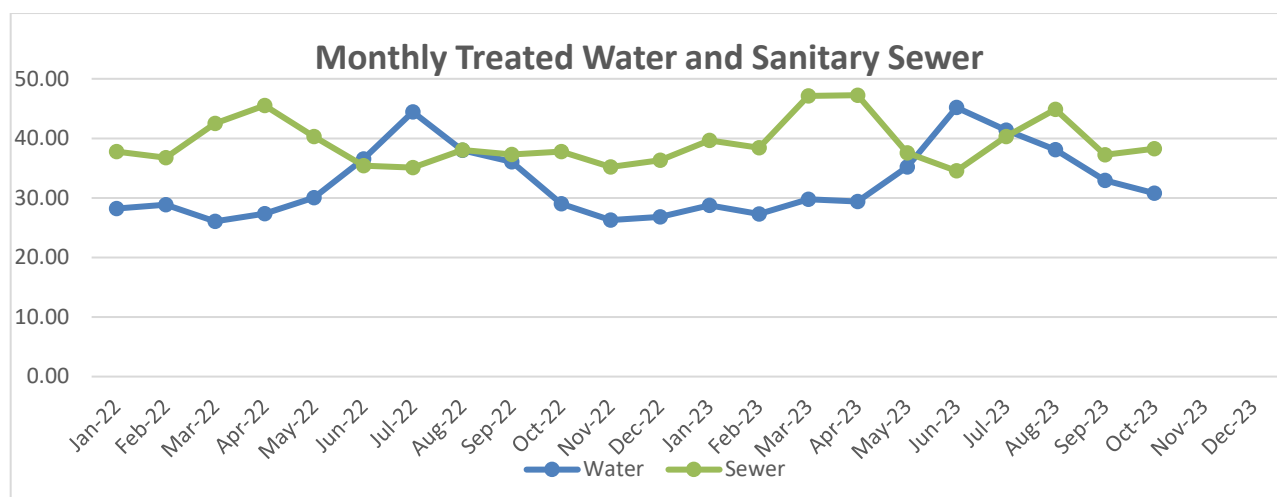
- Assessor working on splits or combinations done in the past which did not get forwarded to the Township or County GIS. All past land changes will need reviewing for correct assessment roll descriptions and will be sent to both GIS departments.
- The Building Services Clerk supported the Community and Economic Development Director and EDA Board and served as contact person for East DDA District service contractors.
- 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
- Processed (2) ACH Request; (33) Transfers of Service/Final Bills; Prepared (3) Misc. Invoice – Alwood Nursery, Waste Management, and Bulk Water Permit; Received/Processed (223) miscellaneous service request/work orders/phone calls/general inquiry /billing inquiries/emails/cross connection program inquiries; Prepared and coded department credit card and accounts payable statements/bills; Set up (2) new customer accounts and Prepared (2) New Water/Sewer Permits
- Prepared/reconciled/transmitted utility ACH payment file to Treasurer in the amount of \$259,377.94
- (144) Miss Dig underground markings completed throughout Township.
- Repaired water service leak at 1520 Bamber Road. Cleaned up, spread black dirt, and seeded.
- Excavated and straightened fire hydrant hit by Waste Management truck at the MERF Facility.
- Completed (9) nine water meter and or reading device repairs or replacements.
- Water samples Isabella County Jail post construction passed. Flushed 8-inch fire line and removed plastic bags from onsite fire hydrants and then turned on four-inch domestic water line to the Isabella County Jail
- Completed review of Isabella County Road Commission salt barn water plans and provided review letter - fire hydrant installation required by Mt. Pleasant Fire Department
- Completed plan review for Isabella County Commission on Aging Pavilion water and sewer plans and provided review letter.
- Took delivery of two new F-150 trucks (one for Planning and one for Public Service Department)
- Pulled pumps at Airport Road pump station due to debris in bottom of wet well. Cleaned wet well with Vac truck and reinstalled pumps
- Problem with wet well aerator at pump station # 3. Shipped back to factory for warranty repair. Repairs have been made and the unit is on its way back.
- Went through punch list items for new pump station # 1 and noted items that have been completed and not completed. Emailed all with pictures to GFA.
- GIS: MISS DIG - In response to design ticket requests, sent water and sewer drawings for: 1) CMU trenching in the area of the intersection of Broomfield and Mission; and 2) SCIT Tribal College driveway in the area of the intersection of Pickard/M-20 and Summerton.
- GIS: Meridian Park Land Acquisition - Split/combined the 4-acre parcel sold by the Whiteheads to Isabella County. Edited the boundary file for Meridian Park in the city, township, and county parks layer of the GIS.
- GIS: Parcels and Land Divisions - The GIS specialist has been working closely with the Assessor on splits and combinations which were done in the past but did not get forwarded to the Township or County GIS

Miscellaneous

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

| | |
|--------------|-----------|
| Total Month: | 30.771 mg |
| Average Day: | .993 mgd |
| Max Day: | 1.319 mgd |
- Oct 2023 – Treated Sanitary Sewer

| | |
|--------------|----------|
| Total Month: | 38.27 mg |
| Average Day: | 1.23 mgd |
| Max Day: | 1.33 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 November 8, 2023, at 7:00 p.m. at the Union Township Hall.

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

Smith moved **Brown** supported to appoint Trustee Bills as temporary clerk until Clerk Cody arrives. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Roll Call

Present:

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

Excused:

Treasurer Rice and Clerk Cody (arrived at 7:15 p.m.)

Approval of Agenda

Smith moved **Bills** supported to approve the agenda with an amendment to remove item 10.H “Public Act 152 (Publicly Funded Health Insurance Contribution Act) Exemption Cost Sharing Resolution” from the Consent Agenda and move it to Item 11.D under New Business. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Presentation

Public Hearing

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.

B. Board Member Reports

Bills – Gave an update from the November 7th Isabella Board of Commission meeting.

Consent Agenda

- A. Communications
- B. Minutes – October 25, 2023 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Phase 1 Topographic Survey and Base Mapping Contract with Gourdie Frasier

Bills moved **Smith** supported to approve the consent agenda with the amendment to remove item H. **Vote: Ayes: 5. Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Stuhldreher) Resolution to set a Public Hearing for the FY 2024 Budget Recommendations.

Smith moved **Bills** supported to approve to schedule the FY 2024 Budget Adoption Public Hearing for Wednesday November 29, 2023, and to notice same in the Morning Sun as required by statute. **Roll Call Vote: Ayes: Mielke, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Consider approval of the 2024 Township Manager Employment Agreement

Brown moved **Bills** supported to approve the Township Manager’s Employment Agreement for calendar year 2024. **Roll Call Vote: Ayes: Mielke, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

C. Discussion/Action: (Board of Trustees) FY 2024 Recommended Budget Discussion

***7:15 p.m. Clerk Cody arrived**

Discussion by the Board.

D. Discussion/Action: (Stuhldreher) Public Act 152 (Publicly Funded Health Insurance Contribution Act) Exemption Cost Sharing Resolution

Bills moved **Smith** supported to approve the resolution opting out of the employer health care benefit plan contribution limits as allowed under State of Michigan Public Act 152 (Publicly Funded Health Insurance Contribution Act) for the benefit year of 2024. Requires two thirds vote of the governing body. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 7:59 p.m.

No comments were offered

Closed: 7:59 p.m.

MANAGER COMMENTS

FINAL BOARD MEMBER COMMENTS

Smith – commented on the House and Senate passing the bill to preempt local control for renewable energy facilities.

Bills – Sorry that the County is dealing with building issues. Feels fortunate to be in Union Township and wishes everyone a Happy Thanksgiving.

Mielke – Questioned where the polling site will be held for the County with the building closed.

ADJOURNMENT

Smith moved **Bills** supported to adjourn the meeting at 8:06 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 | | | | | | |
| 11/27/2023 | 101 | 648 (E) | 01440 | RESERVE ACCOUNT | RELOAD POSTAGE METER RESERVE ACCOUNT | 3,000.00 |
| 11/27/2023 | 101 | 649 (E) | 00146 | CONSUMERS ENERGY | 2279 MERIDIAN RD. PUMP HOUSE 1876 S LINCOLN RD 48858 LED LIGHT RD STREET LIGHT(S) 2010 S LINCOLN RD L4 LIGHT | 120.06 16.00 348.66 1,658.06 64.16 <u>2,206.94</u> |
| 11/29/2023 | 101 | 25043 | 01703 | AMAZON CAPITAL SERVICES | SUPPLIES FOR FRONT COUNTER/STENO PADS-TW ETHICAL PLANNING BOOK-COMM&ECON DEV. DIR | 81.57 42.95 <u>124.52</u> |
| 11/29/2023 | 101 | 25044 | 00084 | B S & A SOFTWARE | BS&A TAX TRAINING FOR ASSESSOR | 300.00 |
| 11/29/2023 | 101 | 25045 | 01903 | HAL & ERIN BANKS | REFUND UNUSED ESCROW DEPOSIT | 1,000.00 |
| 11/29/2023 | 101 | 25046 | 01240 | BRAUN KENDRICK FINKBEINER PLC | MTT-DEERFIELD VILLAGE LLC-OCT 2023 | 234.00 |
| 11/29/2023 | 101 | 25047 | 01240 | BRAUN KENDRICK FINKBEINER PLC | MTT-UNION SQUARE APT-OCT 2023 GENERAL LEGAL FEES-OCT 2023 | 253.50 645.00 <u>898.50</u> |
| 11/29/2023 | 101 | 25048 | 00095 | C & C ENTERPRISES, INC. | CLOTHING ALLOWANCE-RENTAL INSPECTOR HAND SOAP PUMPS/WYPALL TOWELL CLOTHING ALLOWANCE-PUBLIC SERVICES ASSIS C-FOLD TOWELS - WWTP | 90.75 160.25 100.00 144.50 <u>495.50</u> |
| 11/29/2023 | 101 | 25049 | 00129 | CMS INTERNET, LLC | 4 NEW PHONES @ WWTP PBX PHONE SYSTEM UPGRADE MANAGED IT, EMAIL &PHONE SERV-NOV 2023 MANAGED IT, EMAIL &PHONE SERV-DEC 2023 NEW COMPUTER FOR CLERK 3 NEW COMPUTERS-CASH RECEIPTING/ASSESSIN | 926.00 1,360.00 10,629.35 6,166.85 1,499.00 4,497.00 <u>25,078.20</u> |
| 11/29/2023 | 101 | 25050 | 01900 | DAVIDSON, CAROLYN | UB refund for account: 02836 | 171.36 |
| 11/29/2023 | 101 | 25051 | 01171 | DBI BUSINESS INTERIORS | DRY ERASE MARKERS/LARGE ENVELOPES-TWP HA TONER/FILE FOLDERS FOR SWR TONER FOR WTR/SWR TONER FOR WTR/SWR | 69.33 131.51 85.99 195.98 <u>482.81</u> |
| 11/29/2023 | 101 | 25052 | 00201 | ELHORN ENGINEERING COMPANY | BULK CHOLORINE/LIQUID AQUADENE | 5,151.00 |
| 11/29/2023 | 101 | 25053 | 01901 | JENNA FELTMAN | REFUND RENTAL DEPOSIT-JAMESON HALL | 250.00 |
| 11/29/2023 | 101 | 25054 | 00231 | FOUR SEASON'S EXTERMINATING | TWP HALL INSP/TREATMENT-AUG 2023 | 40.00 |
| 11/29/2023 | 101 | 25055 | 00249 | GILL-ROY'S HARDWARE | MASKING TAPE FOR BLDG DEPT MOTOR OIL/GALV STRT ELBOW | 7.99 16.47 <u>24.46</u> |
| 11/29/2023 | 101 | 25056 | 01583 | GOUDREAU & ASSOCIATES INC. | TWP HALL FEASIBILITY STUDY-PRG PMT #4 | 3,600.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-------------------------------------|------------------------------------------|------------------|
| 11/29/2023 | 101 | 25057 | 00257 | GOURDIE-FRASER, INC. | EGLE DWRF PROJECT PLAN CAPITAL IMPROV PR | 14,000.00 |
| | | | | | EGLE CWSRF PROJECT PLAN, CAPITAL IMPROV | 14,000.00 |
| | | | | | SANITARY SEWER PUMP STN #1-CLOSE OUT/STA | 2,550.00 |
| | | | | | ISABELLA COUNTY JAIL SWR MAIN OVERSIGHT | 2,602.00 |
| | | | | | EGLE DWRF PROJECT PLAN, CAPITAL IMPROVEM | 1,875.00 |
| | | | | | 2160 E REMUS RD-SITE PLAN REVIEW | 1,000.00 |
| | | | | | | <u>36,027.00</u> |
| 11/29/2023 | 101 | 25058 | 01369 | GRANGER | ANNUAL CLEAN UP DAY | 3,098.45 |
| 11/29/2023 | 101 | 25059 | 00266 | HACH COMPANY | SENSOR CAP REPLACEMENT LBOD | 402.00 |
| 11/29/2023 | 101 | 25060 | 00337 | ISABELLA COUNTY TREASURER | REFUND WATER INSPECTION FEE | 2,934.75 |
| | | | | | REFUND SEWER INSPECTION FEE | 1,020.25 |
| | | | | | | <u>3,955.00</u> |
| 11/29/2023 | 101 | 25061 | 01237 | KONE, INC | ELEVATOR INSP @ LIFTSTATION #2 | 514.15 |
| 11/29/2023 | 101 | 25062 | 01455 | JENNIFER LOVEBERRY | HRA HEALTH COSTS REIMBURSEMENT | 4,624.51 |
| 11/29/2023 | 101 | 25063 | 00450 | M M I | ANNUAL CLEAN-UP DAY-SEP 2023 | 195.00 |
| 11/29/2023 | 101 | 25064 | 00395 | SHAWN MCBRIDE | HRA HEALTH COST REIMBURSEMENT | 848.13 |
| 11/29/2023 | 101 | 25065 | 01806 | MEDLER ELECTRIC | ELECTRIC VFD FOR PRELIMINARY TREATMENT-W | 4,761.92 |
| 11/29/2023 | 101 | 25066 | 01904 | MICHEAL ENGINEERING, LTD | PERFORMANCE BOND REFUND-WORK COMPLETED | 10,000.00 |
| 11/29/2023 | 101 | 25067 | 01722 | MICHIGAN ASSN OF MUNICIPAL CLERKS | DEPUTY CLERK MEMBERSHIP RENEWAL | 75.00 |
| 11/29/2023 | 101 | 25068 | 01481 | MICHIGAN ECONOMIC DEVELOPERS ASSOC | 2023 FALL CONFERENCE-DIRECTOR | 135.00 |
| 11/29/2023 | 101 | 25069 | 01761 | MID MICHIGAN COLLEGE | SEWER INSPECTION REFUND-OVERPAID | 468.00 |
| 11/29/2023 | 101 | 25070 | 00128 | CITY OF MT. PLEASANT | FIRE CONTRACT 4TH Q 2023 | 207,525.00 |
| 11/29/2023 | 101 | 25071 | 00494 | NORTH CENTRAL LABORATORIES | CITRANOX DET/DESICCANT/ROSOLIC ACID | 952.55 |
| 11/29/2023 | 101 | 25072 | 00512 | PARKSON CORPORATION | BLUE BRUSH W FASTENERS/SUBASSY, GUIDE SH | 2,544.95 |
| 11/29/2023 | 101 | 25073 | 00532 | PLUMMER'S ENVIRONMENTAL SERV. | PREPPED MANHOLES/INSTALLED CIPM LINERS | 102,299.00 |
| 11/29/2023 | 101 | 25074 | 01902 | MARGARET PRATT | REFUND RENTAL DEPOSIT-JAMESON HALL | 250.00 |
| 11/29/2023 | 101 | 25075 | 01897 | ROBERT HALF | TEMP WORKER-ACCT SPECIALIST ROLE | 1,308.13 |
| 11/29/2023 | 101 | 25076 | 00618 | STATE OF MICHIGAN | RENEW ELEVATOR CERTIFICATE OF OPERATION | 285.00 |
| 11/29/2023 | 101 | 25077 | 01542 | STERICYCLE, INC. | PAPER SHREDDING-OCT 2023 | 85.78 |
| 11/29/2023 | 101 | 25078 | 01654 | TRACE ANALYTICAL LABORATORIES, INC. | SAMPLE HANDLING, STORAGE & DISPOSAL | 274.00 |
| 11/29/2023 | 101 | 25079 | 00668 | UNITED PARCEL SERVICE | LATE FEE | 1.88 |
| 11/29/2023 | 101 | 25080 | 01032 | UNITED STATES POSTAL SERVICE | REPLENISH PERMIT #11-WTR/SWR BILLINGS | 1,200.00 |
| 11/29/2023 | 101 | 25081 | 00885 | VALET AUTO CARE, INC. | BED LINER/TONNEAU COVER-NEW FORD F-150 | 2,520.00 |
| 11/29/2023 | 101 | 25082 | 01899 | WEBUILDFUN, INC | REPLACEMENT SWINGS@JAMESON/MCDONALD PARK | 1,179.15 |
| 11/29/2023 | 101 | 25083 | 00723 | WINN TELECOM | PHONE SERVICE 11/1/23-11/30/23 | 341.71 |

101 TOTALS:

| | |
|----------------------------|-------------------|
| Total of 43 Checks: | 428,928.60 |
| Less 0 Void Checks: | 0.00 |
| Total of 43 Disbursements: | <u>428,928.60</u> |

| |
|----------------------------------------------------|
| Charter Township of Union Payroll |
|----------------------------------------------------|

CHECK DATE: November 9, 2023

PPE: November 4, 2023

NOTE: PAYROLL TRANSFER NEEDED

| | | |
|----------------------------------------------|-----------|------------------|
| General Fund | \$ | 35,721.12 |
| Fire Fund | | - |
| EDDA | | |
| WDDA | | |
| Sewer Fund | | 32,404.91 |
| Water Fund | | 29,546.71 |
| Total To Transfer from Pooled Savings | \$ | 97,672.74 |

NOTE: CHECK TOTAL FOR TRANSFER

| | | |
|-------------------------------------------|-----------|------------------|
| BS&A Gross Payroll | \$ | 65,784.03 |
| Employer Share Medicare | | 908.55 |
| Employer Share SS | | 3,884.82 |
| SUI | | |
| Pension-Employer Portion | | 5,445.33 |
| Workers' Comp | | 366.66 |
| Life/LTD | | 627.14 |
| Dental | | 1,206.13 |
| Health Care | | 21,608.70 |
| Vision | | 391.68 |
| Vision Contribution | | (195.84) |
| Health Care Contribution | | (2,354.46) |
| Flex Administrators | | - |
| Cobra/Flex Administration | | - |
| PCORI Fee | | - |
| Total Transfer to Payroll Checking | \$ | 97,672.74 |

| |
|----------------------------------------------------|
| Charter Township of Union Payroll |
|----------------------------------------------------|

CHECK DATE: November 22, 2023

PPE: November 18, 2023

NOTE: PAYROLL TRANSFER NEEDED

| | | |
|----------------------------------------------|-----------|-------------------------|
| General Fund | \$ | 34,956.35 |
| Fire Fund | | - |
| EDDA | | |
| WDDA | | |
| Sewer Fund | | 33,220.08 |
| Water Fund | | 28,055.94 |
| Total To Transfer from Pooled Savings | \$ | <u>96,232.37</u> |

NOTE: CHECK TOTAL FOR TRANSFER

| | | |
|-------------------------------------------|-----------|-------------------------|
| BS&A Gross Payroll | \$ | 65,043.41 |
| Employer Share Medicare | | 900.63 |
| Employer Share SS | | 3,851.05 |
| SUI | | |
| Pension-Employer Portion | | 5,370.29 |
| Workers' Comp | | 348.62 |
| Life/LTD | | - |
| Dental | | 1,206.13 |
| Health Care | | 21,608.70 |
| Vision | | - |
| Vision Contribution | | - |
| Health Care Contribution | | (2,354.46) |
| Flex Administrators | | 38.00 |
| Cobra/Flex Administration | | 220.00 |
| PCORI Fee | | - |
| Total Transfer to Payroll Checking | \$ | <u>96,232.37</u> |

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____



Union Township Report

Date: Tuesday, November 14, 2023



Alarm Date between 2023-11-05 and 2023-11-11

| District | NFIRS Number | Alarm Date | Incident Type Code | Incident Type | Apparatus Name | Personnel Count | Alarms |
|-----------------------|-------------------|--------------------------|--------------------|--------------------------------------------------|----------------|---------------------------|--------|
| Union Township | 0000825 | | | | | | |
| | | 11/9/2023 2:29:59 PM | 321 | EMS call, excluding vehicle accident with injury | ENG 32 | 2 | 1 |
| | | 11/9/2023 2:29:59 PM | 321 | EMS call, excluding vehicle accident with injury | C 31 | 1 | 1 |
| | | | | | | Total Responding 3 | |
| Union Township | 0000829 | | | | | | |
| | | 11/10/2023 4:48:25 PM | 113 | Cooking fire, confined to container | ENG 32 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| | Total Runs | | | | | | |
| | 2 | | | | | Total Responding 5 | |

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Tuesday, November 21, 2023



Alarm Date between 2023-11-12 and 2023-11-18

| District | NFIRS Number | Alarm Date | Incident Type Code | Incident Type | Apparatus Name | Personnel Count | Alarms |
|-----------------------|----------------|---------------------------|--------------------|--------------------------------------------------|----------------|---------------------------|--------|
| Union Township | 0000832 | | | | | | |
| | | 11/12/2023 12:17:53 PM | 622 | No incident found on arrival at dispatch address | ENG 32 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000834 | | | | | | |
| | | 11/12/2023 4:08:00 PM | 311 | Medical assist, assist EMS crew | ENG 32 | 2 | 1 |
| | | | | | | Total Responding 2 | |
| Union Township | 0000841 | | | | | | |
| | | 11/14/2023 4:41:48 PM | 321 | EMS call, excluding vehicle accident with injury | ENG 32 | 2 | 1 |
| | | | | | | Total | |

| | | | | | | | Responding 2 | |
|-----------------------|----------------|---------------------------|-----|--------------------------------------------------------|--------|--|---------------------------|---|
| Union Township | 0000842 | | | | | | | |
| | | 11/15/2023 3:26:01 PM | 251 | Excessive heat, scorch burns with no ignition | ENG 32 | | 2 | 1 |
| | | | | | | | Total Responding 2 | |
| Union Township | 0000844 | | | | | | | |
| | | 11/16/2023 11:40:08 AM | 321 | EMS call, excluding vehicle accident with injury | ENG 32 | | 2 | 1 |
| | | | | | | | Total Responding 2 | |
| Union Township | 0000846 | | | | | | | |
| | | 11/16/2023 3:34:13 PM | 631 | Authorized controlled burning | ENG 32 | | 2 | 1 |
| | | | | | | | Total Responding 2 | |
| Union Township | 0000847 | | | | | | | |

| | | | | | | | | |
|--|------------------------|--------------------------|-----|-------------------------------------------------|--------|--|--------------------------------|---|
| | | 11/16/2023 5:45:40 PM | 733 | Smoke detector activation due to malfunction | ENG 32 | | 2 | 1 |
| | | | | | | | Total Responding 2 | |
| | Total Runs 7 | | | | | | Total Responding 14 | |

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: Township Board of Trustees | DATE: November 13, 2023 |
| FROM: Kim Smith – Public Service Director | DATE FOR BOARD CONSIDERATION: November 29, 2023 |
| ACTION REQUESTED: Consideration/approval to prepare preliminary project cost estimates and develop the formal petition for the establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates #2. | |

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval ST

BACKGROUND INFORMATION

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

The residents of Fox Meadows Estates and Fox Meadows Estates #2 have met the first requirement of this process by submitting an informal petition containing signatures (81% of property owners) in favor of pursuing the establishment of a paving special assessment district for their subdivisions. The special assessment district would include Hunters Trail, Meadow Drive, Stoney Creek Lane, and Brittany Drive.

The next step is to conduct a feasibility review in which the informal petition is reviewed by relevant Township departments. Projects deemed feasible are brought to the Township Board of Trustees for consideration and approval to move forward with the development of preliminary project cost estimates. The petition before you has been reviewed by the Public Service Department and Assessing Department. The Assessing Department has confirmed that over 51% of the property owners receiving benefit from the improvements have signed the informal petition in favor of the establishment of a paving special assessment district. In addition, the Isabella County Road Commission was asked to provide a preliminary construction cost for the project which is \$102,146.60. For citizen initiated public improvement paving projects using PA 188 of 1954 as the underlying statute and when the Township is acting in the role of

lender; total project cost shall include all costs from the time of initial application through the life of the special assessment district except administrative staff time associated with the project.

If authorized by the Township Board of Trustees, notices will be sent to all affected property owners that an informal petition for improvement was received and reviewed, and a formal petition has been created for circulation. The formal petition will be created by Township personnel and delivered to the original applicant for circulation. If the circulation of the formal petition is successful, an additional (15) steps are required to formally create the Special Assessment District. A copy of the Citizens Guide to Special Assessments (SAD) is included for your review.

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates #2 to complete a mill and (1") one-inch ultra-thin overlay.

JUSTIFICATION

It is recommended the Township Board of Trustees authorize Township staff to move forward with the preparation of preliminary project cost estimates and develop the formal petition for the establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates #2.

Preliminary recommendation for the terms of the special assessment district are as follows:

- Cost – not to exceed actual cost of project cost
- Interest – 3% over the local bank prime or 8% - whichever is lower
- Term Length - 10 years

Final terms and cost will be established and approved as part of step (9) of the special assessment process.

PROJECT IMPROVEMENTS

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

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

COSTS

TBD

PROJECT TIME TABLE

2024 Construction

RESOLUTION

Approval to move forward with the preparation of preliminary estimates of project cost and a formal petition for the establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates #2.

Resolved by _____ Seconded by _____

Yes:

No:

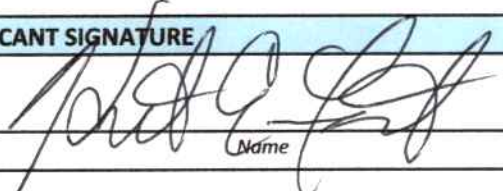
Absent:

CHARTER TOWNSHIP OF UNION - ISABELLA COUNTY, MICHIGAN

INFORMAL PETITION FOR PUBLIC IMPROVEMENT BY SPECIAL ASSESSMENT In accordance with Public Act 188 of 1954, as amended

| APPLICANT INFORMATION | | | |
|-----------------------|------------------------------------------------------|--------------------------------|-----------------------------|
| Name | Kurt Feight, ^{President -} Fox Meadow Assn. | Phone | 989-560-1120 |
| Address | 3213 BETHANY DR. | Email | KURT@MTPLEASANTMICHIGAN.COM |
| City | MI PLEASANT | State | MI |
| | | Zip Code | 48855 |
| | | Property Identification Number | 14-070-00-040-00 |

| PUBLIC IMPROVEMENT INFORMATION | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Type of Improvement: <input checked="" type="checkbox"/> Public/Private Road Lighting System <input type="checkbox"/> Water System <input type="checkbox"/> Sanitary Sewer Other _____ | |
| Location of Improvement: (please give a detailed description of affected subdivisions, streets, and/or properties to be included in the district) Grind approximately 1"-1 1/2" & replace with 1" of asphalt, @ Fox Meadow Subdivision. * Mill & Fill with 1" of Ultrathin - Per Pat Gafney ICRC | |

| APPLICANT SIGNATURE | |
|------------------------------------------------------------------------------------------------------------|----------------------------------|
|  <small>Name</small> | 9/19/2023 <small>Date</small> |

| TOWNSHIP DEPARTMENT REVIEW | INITIAL/DATE AND RETURN TO TOWNSHIP CLERK |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Public Service Comments: | <input type="checkbox"/> Approved as submitted <input type="checkbox"/> Changes required (see comments) <input type="checkbox"/> Not feasible project at this time |
| Township r Comments: | <input type="checkbox"/> Approved as submitted <input type="checkbox"/> Changes required (see comments) |
| Other Staff Comments: | <input type="checkbox"/> Approved as submitted <input type="checkbox"/> Changes required (see comments) <input type="checkbox"/> Not feasible project at this time |

CERTIFICATION OF CIRCULATOR

To the best knowledge, information and belief of the undersigned, he or she is qualified to and did circulate this petition; each signature was signed in his/her presence; each signature is genuine, and the person signing owned the designated property at the time of signing.

X  1110 Meadow Dr 1 9-15-23
SIGNATURE OF CIRCULATOR ADDRESS DATE
Richard S BARRZ

Attach additional sheets as required.

INFORMAL PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the:

- PUBLIC/PRIVATE ROAD WATER SYSTEMS SANITARY SEWERS LIGHTING SYSTEMS OTHER _____

Garino 1" - 1 1/2" existing asphalt a pave with 1" of high quality asphalt - Fox Meadow Subdivision -

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended.

| PRINTED NAME | SIGNATURE | ADDRESS | DATE | PARCEL NUMBER | FOR OFFICE USE ONLY X |
|---------------------------------------|------------------|-----------------|---------|------------------|--------------------------|
| James H Sie, * Tamara Melton | Tamara Melton | 1151 Meadows Dr | 9-15-23 | 14-070-00-021-00 | |
| Tomothy F. * Song M Howard | Tomothy F. Song | 1129 Meadows Dr | 9-14-23 | 14-070-00-022-00 | |
| Kristopher N. * Kristine A. Weir | Kristine A. Weir | 1105 Meadows Dr | 9-14-23 | 14-070-00-023-00 | |
| Mary Catherine Bone Rev Tracy Milburn | Tracy Milburn | 1110 Meadow Dr | 9-14-23 | 14-070-00-024-00 | |
| Romy S. * Cheryl Dickason | Cheryl Dickason | 1140 Meadow Dr | 9-15-23 | 14-070-00-025-00 | |
| Ves * Malczic Sohni | | 1168 Meadow Dr | | 14-070-00-026-00 | |
| Doris S * Mary C. Reetz | Mary C. Reetz | 1188 Meadows Dr | 9-16-23 | 14-070-00-027-00 | |
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INFORMAL PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an improvement to be made to the:

- PUBLIC/PRIVATE ROAD WATER SYSTEMS SANITARY SEWERS LIGHTING SYSTEMS OTHER _____
specifically described as follows:

Carroll 1" - 1 1/2" of existing asphalt & pave with 1" high quality asphalt - For Michigan Subdivision

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with

Public Act 188 of 1954, as amended.

| PRINTED NAME | SIGNATURE | ADDRESS | DATE | PARCEL NUMBER | FOR OFFICE USE ONLY | X |
|-----------------------------------|-----------|------------------|------------|------------------|---------------------|---|
| Dawn - Dawn Forsythe | | 3170 Hawks Tr | 9/15/23 | 14-010-10-002-01 | | |
| Roscoe Charlene Wilson | | 3158 Hawks Trail | 14 SEPT 23 | 14-010-10-002-05 | | |
| Robert - KATHLEEN BROCKS | | 3160 Hawks Trail | 9-14-23 | 14-010-10-002-10 | | |
| Sen. Feaschusa - Carroll Demarcel | | 3145 Hawks Tr | 9/14/2023 | 14-090-00-012-00 | | |
| Nancy Wierka, Trustee of Trust | | 3121 Hawks Tr, | 9/14/23 | 14-070-00-013-00 | | |
| James H. Seward L. HANTEL | | 3089 Hawks Tr | 9/15/23 | 14-070-00-014-00 | | |
| Shari Zobair Ahmed | | 3106 Hawks Tr, | 9/14/23 | 14-070-00-015-00 | | |
| Robert - Emma Powell | | 3070 Hawks Tr | 9/15/23 | 14-070-00-016-00 | | |
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INFORMAL PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an Improvement to be made to the:

- PUBLIC/PRIVATE ROAD
 WATER SYSTEMS
 SANITARY SEWERS
 LIGHTING SYSTEMS
 OTHER _____

Gravel 1-1/2" existing asphalt & pave with 1" of high quality asphalt. For Meow Sub 0101500

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with

Public Act 188 of 1954, as amended.

| PRINTED NAME | SIGNATURE | ADDRESS | DATE | PARCEL NUMBER | FOR OFFICE USE ONLY | X |
|--------------------------------|--------------------|----------------------|---------|------------------|---------------------|---|
| John Wright - Sue Ann Mack | <i>[Signature]</i> | 1025 STONEY CREEK LN | 9/16/23 | 14-010-10-002-02 | | |
| Beird - Emily DESAY | <i>[Signature]</i> | 1059 STONEY CREEK LN | 9-16-23 | 14-010-10-002-01 | | |
| Gleason - Sen, Felicia Garcia | <i>[Signature]</i> | 1032 STONEY CREEK LN | 9-16-23 | 14-020-00-002-00 | | |
| Thomas So Gail A. Moore | <i>[Signature]</i> | 1083 STONEY CREEK LN | 9/14/23 | 14-020-00-004-00 | | |
| SASO - Grayzer Kaufman | | 1111 STONEY CREEK LN | | 14-020-00-005-00 | | |
| Deborah Sophia King Trout | <i>[Signature]</i> | 1139 STONEY CREEK LN | 9/16/23 | 14-020-00-006-00 | | |
| SENGE - Saveria R Trout | <i>[Signature]</i> | 1123 STONEY CREEK LN | 9-16-23 | 14-020-00-007-00 | | |
| ADAMS - Janice M. Tomasi | | 1111 STONEY CREEK LN | | 14-020-00-008-00 | | |
| Tommy R. Joyce V. Shaver Trout | <i>[Signature]</i> | 1178 STONEY CREEK LN | 9-16-23 | 14-020-00-011-00 | | |
| Frank Tackell Cony Roberts | <i>[Signature]</i> | 1068 STONEY CREEK LN | 9-16-23 | 14-020-00-017-00 | | |
| Gene F. Kellie Ann Huse | <i>[Signature]</i> | 1098 STONEY CREEK LN | 9/16/23 | 14-020-00-018-00 | | |
| Jeffrey J. Kison D DeGruene | <i>[Signature]</i> | 1114 STONEY CREEK LN | 9/16/23 | 14-020-00-019-00 | | |
| DEKILWALL Christina Shimizu | | 1148 STONEY CREEK LN | | 14-020-00-020-01 | | |
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INFORMAL PETITION FOR IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT

WE, THE UNDERSIGNED, record owners of the respective properties identified below, petition the Township Board of the Charter Township of Union, Isabella County, Michigan to cause an Improvement to be made to the:

- PUBLIC/PRIVATE ROAD
 WATER SYSTEMS
 SANITARY SEWERS
 LIGHTING SYSTEMS
 OTHER _____

Give no 1-1/2" & existing asphalt & replace (pave) with
 1" & high grade asphalt - Fox Meadow Subdivision

And to defray the cost of such improvement, in whole or any part, by special assessment against the property especially benefitted by the improvement, in accordance with Public Act 188 of 1954, as amended.

| PRINTED NAME | SIGNATURE | ADDRESS | DATE | PARCEL NUMBER | X |
|-------------------------------------|-------------|-----------------------------------------|---------|------------------|---|
| Fox Meadows Est. Homeowners Assn | [Signature] | 3213 Briarway Dr | 9-16-23 | 14-010-10-002-06 | |
| Thomas S. Keith M. White | [Signature] | 3026 Briarway Dr | 9-16-23 | 14-070-00-052-01 | |
| Danny Bishop | [Signature] | 3021 Briarway Dr | | 14-070-00-033-00 | |
| Michael R. DeLam M. Sean | [Signature] | 3002 Briarway Dr | 9-14-23 | 14-070-00-034-00 | |
| Douglas S. Amy | [Signature] | 3071 Briarway Dr | 9-14-23 | 14-070-00-035-00 | |
| Michael R. Canave E. Smith M. Smith | [Signature] | 3095 Briarway Dr | 9-14-23 | 14-070-00-036-00 | |
| Troy & Sharron Abbott | [Signature] | 1982 Kensington Ln 40737 Briarway Dr | | 14-070-00-037-00 | |
| Ernest A. G. St. A. Eugenie | [Signature] | 3135 Briarway Dr | 9-16-23 | 14-070-00-038-00 | |
| Michael B. Heintz | [Signature] | 3157 Briarway Dr | 9-14-23 | 14-070-00-039-00 | |
| Kon Heintz & Truist | [Signature] | 3113 Briarway Dr | 9-16-23 | 14-070-00-040-00 | |
| Kon Heintz & Truist | [Signature] | 3213 Briarway Dr | 9-16-23 | 14-070-00-041-00 | |
| Kyle Schone & Amanda Taylor | [Signature] | 3184 Briarway Dr | | 14-070-00-042-00 | |
| Jason Mahoky & Socinda King | [Signature] | 3166 Briarway Dr | | 14-070-00-043-00 | |
| Shane M. Veilleux | [Signature] | 3124 Briarway Dr | | 14-070-00-044-00 | |

FOR OFFICE USE ONLY

To: Board of Trustees **DATE:** November 16, 2023
FROM: Mark Stuhldreher, Township Manager **DATE FOR CONSIDERATION:** 11/29/2023
ACTION REQUESTED: To approve the Rural Readiness Program Grant agreement with the Michigan Department of Agriculture and Rural Development and to confirm the Township Manager’s authority to sign the agreement.

Current Action X Emergency _____

Funds Budgeted: If Yes X Account #101-701-801.000 No _____ N/A _____

Finance Approval: ST

BACKGROUND INFORMATION

On 9/29/2023, the Michigan Department of Agriculture and Rural Development (MDARD) announced that the Township had been awarded a reimbursable grant of \$45,000.00 through the Rural Readiness grant program to expand our Master Plan update project by partnering with the Middle Michigan Development Corporation (MMDC) on a more detailed evaluation of opportunities for new industrial/research/business park development along the US-127 corridor.

The current Master Plan, which was adopted in 2018, is a policy document that presents a vision for the future development and character of the Township from a land use planning perspective. The plan includes long-range goals, objectives, and policy priorities for land development, agricultural preservation, housing, economic development, and other land use priorities. In accordance with the state Planning Act, the Planning Commission is required to review the adopted plan at least every five years to consider whether updates are needed. As part of their review, the Planning Commission identified a need to consider updates to the plan to expand opportunities for new industrial/research/business park development along the US-127 corridor, with a focus on identifying larger development sites.

On November 8, 2023, the Township received a draft Rural Readiness Grant agreement document for review and authorization. A follow up email from MDARD confirmed that the signed agreement needed to be returned to MDARD by Friday, November 17, 2023. To facilitate this timing, the Township Manager signed the agreement and authorized it to be returned to MDARD as requested.

Once the Rural Readiness Grant agreement has been authorized by all parties and is in effect, the Township can begin working on the scope of work subject to reimbursement by MDARD.

SCOPE OF ACTIVITY

To approve the Rural Readiness Program Grant agreement with the Michigan Department of Agriculture and Rural Development and to confirm the Township Manager’s authority to sign the agreement.

JUSTIFICATION

The Rural Readiness grant program’s focus on collaborative planning to address local economic development needs is consistent with the Township’s economic development priorities and plans to update our adopted Master Plan for future land use. The grant award will allow the Township to expand our Master Plan update project to include a more detailed evaluation of opportunities for new industrial/research/business park development along the US-127 corridor.

BOARD OF TRUSTEES GOALS ADDRESSED

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

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

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

COSTS

\$50,000.00 is included in the recommended FY2024 General Fund budget for the Master Plan update project.

TIMETABLE

Per the grant guidelines, all project activities eligible for reimbursement under an approved grant will need to be completed by September 30, 2024.

RESOLUTION

To approve the Rural Readiness Program Grant agreement with the Michigan Department of Agriculture and Rural Development and to confirm the Township Manager’s authority to sign the agreement.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

GG 24*

Grant Agreement

Regarding the

Industrial Development Readiness – US 127 Corridor

Between the

Michigan Department of Agriculture and Rural Development

And the

Charter Township of Union

**Michigan Department of Agriculture and Rural Development
Industrial Development Readiness – US 127 Corridor**

By authority granted under Act No. 119 of the Public Acts of 2023, the Michigan Department of Agriculture and Rural Development, (hereinafter the “Grantor”) hereby agrees to provide the Charter Township of Union (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The total amount of grant assistance hereby offered is \$45,000.00.

The grant shall be effective from December 1, 2023 to May 31, 2025

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. If the Grantee requires an extension, the Grantee should contact the Grant Administrator as soon as it is evident an extension is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

Dated this 16th day of November, 2023

Mark Stuhldreher

Mark Stuhldreher, Township Manager
Charter Township of Union

Dated this _____ day of _____, 2023

Sarah Lucas, Director
Office of Rural Development

Michigan Department of Agriculture and Rural Development
Grant Agreement

TITLE: Industrial Development Readiness – US 127
Corridor

GRANTEE/ADDRESS: Rodney C. Nanney
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
E-mail: rnanney@uniontownshipmi.com

**GRANT ADMINISTRATOR/
ADDRESS:** Lisa Miller
Michigan Department of Agriculture and Rural
Development
Office of Rural Development
P.O. Box 30017
Lansing, Michigan 48909
Phone: 517-927-0675
E-Mail : MillerL45@michigan.gov

**TOTAL AUTHORIZED
BUDGET:** \$45,000.00

GRANT NUMBER: 24*

Vendor/Customer Number: CV0023386

Address ID: 001

I. GENERAL TERMS AND CONDITIONS

A. Record Retention

Grantee shall retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

B. Procurement

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

C. Grant Changes

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of 20% or more of the grant amount.

D. Regulation Compliance

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

E. Non-Discrimination Clause

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this covenant may be regarded as default under Section P and grounds for cancelling the Grant Agreement.

F. Unfair Labor Practices

The Grantee shall abide by Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*

G. Liability Insurance

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

H. Indemnification

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

I. Use of Material

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

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

J. Assignability

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

K. Iran Sanctions Act

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

L. Prevailing Wage

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

M. Subcontracts

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

N. Anti-Lobbying

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

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

O. Conflict of Interest

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee’s Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

P. Cancellation

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a Final Report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by the Grantee

immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

Q. Closeout

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

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

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

R. Electronic Funds Transfer

Payments under this Agreement are encouraged to be processed by Electronic Funds Transfer (EFT). The Grantee can register to receive payments by EFT at the SIGMA Vendor Self Service web site (www.michigan.gov/SIGMAVSS)

S. Freedom of Information

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

II. SPECIAL TERMS AND CONDITIONS

A. Statement of Purpose

To expand industrial/research/business park development along the US-127 corridor to build community capacity for grant-ready projects.

B. Statement of Work

Project goals:

1. To address a critical shortage of industrial sites within the community.
2. To identify and evaluate specific sites for the land assembly and public infrastructure investments needed to maximize development readiness and to create new opportunities for industrial/research/business park development along the east and west sides of the US-127 expressway corridor within the Charter Township of Union.
3. To complete the preparation and adoption of an updated Master Plan for the Township that satisfies all requirements of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and provides for expanded future land use designations along identified portions of the US-127 corridor for future industrial/research/business park development.
4. To foster sustainable economic development, expand opportunities for a more resilient workforce, and enhance the community's quality of life through planning for and prioritization of implementation projects to be undertaken by the Township and MMDC to further prepare priority sites along the US-127 corridor for development.

| GRANT WORK PLAN | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Tasks to Complete Goals | Projected Completed by (date) |
| Compilation of the initial framework list of Township priorities for the Master Plan update | February 2, 2024 |
| Data collection for the US-127 corridor evaluation | March 15, 2024 |
| Preparation of initial project maps | April 5, 2024 |
| Initial public participation event to invite input on the Master Plan update project | April 12, 2024 |
| Evaluation of the US-127 corridor and identification of priority development sites | May 31, 2024 |
| Analysis and prioritization of land assembly and road, right-of-way, utility, and other infrastructure improvements for development readiness on priority sites | May 31, 2024 |

| GRANT WORK PLAN | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Tasks to Complete Goals | Projected Completed by (date) |
| Completion of the US-127 corridor development readiness site priority report and recommended development readiness implementation plans | June 14, 2024 |
| Preparation of final project maps | June 21, 2024 |
| Public participation event to invite input on the proposed Master Plan | June 28, 2024 |
| Completion of the proposed Master Plan document | July 9, 2024 |
| Distribution of the proposed Master Plan per the Michigan Planning Enabling Act requirements | July 16, 2024 |
| Final revisions, public hearing, and adoption of the updated Master Plan | September 30, 2024 |

C. Budget

This is a cost reimbursement grant funded by state revenue. A detailed budget is included in Appendix A.

D. Payment Schedule

Payments will not be made until reports have been received by the Grant Administrator as required in Section II-F and II-G. Grantee’s invoice must include a reconciliation of actual expenses incurred during the reporting period for reimbursement. Failure to comply with State requirements may delay the processing and reimbursement of grant funding.

E. Audit

The project will be subject to audit by the State who may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

F. Reporting

Progress reports and a verbal status update, in the form of a virtual meeting scheduled with ORD staff, are required quarterly. Each quarterly progress report will include:

- a. A verbal summary and status of the goals and objectives outlined in the proposal, as well as any emerging strategic project needs, opportunities, or resource gaps.
- b. A written financial summary as compared to the budget submitted. Summary must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

A final report is due within 30 days of the end of the grant period. By September 15, 2025, Grantee shall submit an estimated billing for expenditures incurred and not reimbursed for in the fiscal year ending September 30, 2025.

The final report will include:

- a. A virtual meeting with ORD staff summarizing project outcomes.
- b. Completion of a Rural Readiness Grant Program evaluation (survey).
- c. A final written financial summary as compared to the budget submitted. Summary must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.
- d. Written summary of project outcomes, process, and key learning milestones.
- e. Documentation demonstrating the deliverable produced associated with the scope of work (example: a link to completed market studies, needs assessments, feasibility studies, or other critical planning or zoning documentation)
- f. For projects that address housing needs, final reports must include a summary of how the project:
 - 1) Increased readiness for attracting housing developers and increasing housing production in alignment with the Statewide Housing Plan and applicable Regional Housing Partnership goals.
 - 2) Supported advancement of at least two Regional Housing Partnership goals identified for their region.

G. Special Requirements

A project kick-off call is required within thirty days of the commencement of the grant timeline. The kick-off call will be held virtually with ORD staff and will include:

- c. Discussion/development of project charter and action plan.
- d. Identification of key project milestones.
- e. Overview of reporting requirements and formats.

APPENDIX A
BUDGET NARRATIVE

The Charter Township of Union Board of Trustees has committed to including the required local matching funds in the FY2024 General Fund budget (which becomes effective 1/1/2024), along with the additional funds needed for materials, supplies, and other costs as detailed below.

Gourdie-Fraser Associates is a regional engineering and surveying firm in Traverse City, which has served as the Township’s engineering consultants for more than 30 years. The firm’s depth of knowledge of our community, roads, and the Township’s water and sanitary sewer systems will be key to the success of this proposed project. A copy of their rate schedule is attached.

The Gourdie-Fraser team will be responsible for evaluation of the US-127 corridor and identification of priority development sites; analysis and prioritization of land assembly and road, right-of-way, utility, and other infrastructure improvements for development readiness on priority sites; and completion of the US-127 corridor development readiness site priority report and recommended development readiness implementation plans.

The Township’s Community and Economic Development Director is anticipated to commit at least 450 hours during the project term serving as the project manager and the lead planner for preparation of the Master Plan update and coordination of public participation elements.

The Township’s GIS Mapping Specialist is anticipated to commit at least 143 hours during the project term to prepare and update the variety of subject area and detail maps required for the project.

The Township’s Rental Inspector is an experienced architectural draftsman with advanced training in graphics design. He is anticipated to commit at least 160 hours during the project term to prepare and update all graphics and illustrations for the Master Plan.

The current established rates for advertising in The Morning Sun (the daily newspaper serving Isabella County and the surrounding region) and the U.S. Post Office provide the basis for the proposed publication and mailing costs detailed below. Printing costs are based on the rates charged for similar projects by our local print shop.

| Item | Requested Funds | Matching Funds | Project Totals |
|----------------------------------------------------------------------|-----------------|----------------|----------------|
| Materials and Supplies | | | |
| Copies of planning materials for distribution | \$0 | \$0 | \$ 500.00 |
| Printing of final as-adopted plans | \$0 | \$ 1,400.00 | \$1,400.00 |
| Public participation website | \$0 | \$0 | \$4,500.00 |
| Public participation handout materials | \$0 | \$0 | \$ 500.00 |
| Total Materials/Supplies | \$0 | \$ 1,400.00 | \$6,900.00 |
| Contractual | | | |
| Director of Engineering (Gourdie-Fraser Assoc.) \$165.00 per hour | \$23,000.00 | \$0 | \$23,000.00 |
| Project Engineer I (Gourdie-Fraser Assoc.) \$125.00 per hour | \$ 9,000.00 | \$0 | \$ 9,000.00 |

| Item | Requested Funds | Matching Funds | Project Totals |
|----------------------------------------------------------------------------------------------------------------------|-----------------|----------------|----------------|
| Design CAD Technician III (Gourdie-Fraser Assoc.) \$102.00 per hour | \$ 5,000.00 | \$0 | \$ 5,000.00 |
| Professional Surveyor II (Gourdie-Fraser Assoc.) \$140.00 per hour | \$ 8,000.00 | \$0 | \$ 8,000.00 |
| Total Contractual | \$45,000.00 | \$0 | \$45,000.00 |
| Salaries/Fringes | | | |
| J.S., GIS Mapping Specialist (Charter Township of Union) \$24.26 per hour (salary + benefits) | \$0 | \$ 3,500.00 | \$ 3,500.00 |
| E.M. (rental inspector), Graphics and Illustrations (Charter Township of Union) \$40.45 per hour (salary + benefits) | \$0 | \$ 5,500.00 | \$ 5,500.00 |
| R.N., Community and Economic Development Director (Charter Township of Union) \$64.48 per hour (salary + benefits) | \$0 | \$29,000.00 | \$29,000.00 |
| Total Salaries/Fringes | \$0 | \$38,000.00 | \$38,000.00 |
| Other | | | |
| Publication and mailing of required notices | \$0 | \$ 1,600.00 | \$ 1,600.00 |
| Public participation events | \$0 | \$0 | \$ 3,500.00 |
| Total Other | \$0 | \$ 1,600.00 | \$ 5,100.00 |
| Total Project Cost | | | |
| | \$45,000.00 | \$41,000.00 | \$95,000.00 |



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| To: Mark Stuhldreher, Township Manager | DATE: November 22, 2023 |
| FROM: Sherrie Teall, Finance Director | DATE FOR BOARD CONSIDERATION: 11/29/2023 |
| ACTION REQUESTED: Board approval of the FY 2023 Budget Amendment No. 5 for the General fund, East DDA Fund, American Rescue Plan Act (ARPA) Fund, Sewer Fund and Water Fund. | |
| *It should be noted that the EDA Board recommended approval of the budget amendment for the East DDA Fund at their meeting on October 17 th , 2023. | |

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

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

General Fund

- Revenue
 - Increased Budget for Administration Fee for property tax is recognized in the amount of \$7,000 because Fees came in higher than predicted in the original budget
 - State Revenue Sharing Budget is decreasing \$75,000 based on prior year comparisons, amounts received in the first half of the fiscal year are down 5%
 - Increased Interest Earned Budget \$48,000 due to higher interest rates on certificates of deposit
 - Increased the Transfer in from ARPA Fund Budget \$7,013 so the ARPA Funds will be combined with the General Fund
 - Total net revenue from all adjustments is a decrease of \$15,487 for the General Fund

- Expenditures
 - Increased Budget for Membership & Dues \$1,800 for MTA’s premium pass training
 - Increased Budget \$2,010 for citizen’s survey costs being higher than originally budgeted
 - Decreased Budget \$5,000 due to Cable Franchise fees revenue trending lower from year to year
 - Increased the Community Promotion budget \$1,500 for sponsoring the Business After Hours not in the original budget and the EpiCenter sponsorship being higher

- Decreased the Accounting Department Budget \$11,000 for unvested employer retirement contributions forfeited coming back to the Township
- Increased Information Technology budget \$2,000 for one extra computer replacement scheduled in 2023
- Increased the Assessing Department budget \$2,300 for the purchase of a Leica Disto measuring tool and a sales comp listing service subscription
- Decreased the Clerk’s budget \$21,000 due to no elections needed in 2023
- Decreased the Township Hall cleaning budget \$6,550 due to the extra “COVID” cleaning at the Township Hall and random drug screens no longer being done
- Decreased the Public Works Department budget \$615,000 for sidewalk projects moved to 2024
- Reduced the Planning Department Budget \$75,000 for the Master Plan Update Project moved to fiscal year 2024
- Increased the Budget \$4,000 for Parks Department temporary labor wages increasing to \$15.00 per hour
- Increased the Capital Outlay budget \$2,400 for the new Township Hall renovation study being done in 2023
- Total net expenditures from all adjustments results in a decrease of \$714,240 in spending for the General Fund

The summary budget amendment for the General Fund is:

Revenues: (\$ 15,487)

Expenditures:

| | | |
|----------------------------|-----------|--------------|
| 101-Trustees | 1,800 | |
| 172-Township Manager | (1,490) | |
| 191-Accounting/Gen Admin | (11,000) | |
| 215-Clerk | (1,000) | |
| 228-Information Technology | 2,000 | |
| 257-Assessor | 2,300 | |
| 262-Elections | (21,000) | |
| 265-Township Hall | (4,000) | |
| 441-Public Works | (615,000) | |
| 701-Planning | (73,250) | |
| 751-Parks and Rec | 4,000 | |
| 901-Capital Outlay | 2,400 | |
| Total Expenditures | | (\$ 714,240) |

- The resulting net impact of budget amendment #5 is to increase the projected year end fund balance by \$698,753 in the general fund compared to the existing amended budget.

East DDA Fund

- Revenue
 - No amendments to revenue needed

- Expenditures
 - Decreased budget \$2,000 for the implementation consultations for the East DDA development plan moved to fiscal year 2024
 - Decreased budget \$5,000 because no maintenance is needed for the benches or trash receptacles during the road construction underway on E Pickard Road
 - Decreased budget \$16,500 for lawn care because of the road construction underway on E Pickard Road
 - Decreased budget \$8,000 for irrigation/lighting repairs due to the road construction underway on Pickard St.
 - Decreased budget \$9,000 for flowers and landscape maintenance due to the road construction underway on E Pickard Road
 - Decreased budget \$4,000 is recognized for no legal fees needed in the 2023 fiscal year
 - Decreased budget \$4,000 for reduced electrical expenditures while some of the light poles are down during the road construction on E Pickard Road
 - Decreased budget \$8,000 for lower water usage while part of the irrigation system is unusable during road construction underway on E Pickard Road
 - Reduced the budget \$100,000 for S. Summerton water system engineering project not started in 2023
 - Reduced the budget \$403,000 for Packard Rd and Corporate Drive paving/drainage projects that are waiting for Isabella County Road Commission acceptance
 - Reduced the budget \$310,000 for sidewalk and pathway projects on Bud Street and S Isabella Road moved to the 2024 budget
 - Reduced budget \$74,500 for improvements to property at Jonathon Lane not needed in 2023, the General Fund paid for the clean up/sidewalks
 - Reduced budget \$24,500 for improvements to property at Honey Bear Lane not needed in 2023, sidewalk now budgeted in 2024
 - Total net expenditures from all adjustments is a decrease of \$1,029,250 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

| | | |
|---------------|--------------------------|---------------|
| Revenues: | | \$ -0- |
| Expenditures: | | |
| | 728-Economic Development | (1,029,250) |
| | Total Expenditures | (\$1,029,250) |

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$1,029,250 compared to the existing amended budget

American Rescue Plan Act (ARPA) Fund

- Revenue
 - A net decrease of \$14,800 in revenue is recognized based on removing \$33,800 for interest earned, and adding \$19,000 to State Grant Revenue for the engineering fees related to the Outdoor Fitness Center installation and sidewalks nearby in McDonald Park
- Expenditures
 - Increased budget \$19,000 for the engineering fees related to the Outdoor Fitness Center installation and sidewalks nearby in McDonald Park that lead to the Township Hall and \$7,013 for the Transfer Out to General Fund related to interest earned in the ARPA fund in previous years moving to the General Fund

The summary budget amendment for the ARPA Fund is:

| | | | |
|--------------------|--------------------|-----------|-------------|
| Revenues: | | | (\$ 14,800) |
| Expenditures: | 901-Capital Outlay | \$ 19,000 | |
| | 996-Transfer Out | \$ 7,013 | |
| Total Expenditures | | | \$ 26,813 |

- The resulting net impact of the budget amendment #5 is to decrease projected year end fund balance by \$40,813 compared to the existing amended budget

Sewer Fund

- Revenue
 - Increased Budget for Connection Fees is recognized \$33,000 due to several large projects in the Township this year
 - Interest Earned budget is increasing \$20,000 due to higher interest rates on CDs
 - Total net revenue from all adjustments is an increase of \$53,000 for the Sewer Fund
- Expenses
 - Increased Budget \$11,092 for increased Temporary Labor and Lump Sum in Lieu of Step offered to long-term employees in the collective bargaining agreement for 2023

- Reduced Budget \$18,000 for Legal Fees coming in lower than expected in the original budget
- Reduced Budget \$55,000 for Repairs not needed in the 2023 fiscal year
- Reduced Budget \$41,000 for various Maintenance items coming in lower than expected in the original budget
- Reduced Budget \$225,000 for the work on Pump Station #2 Upgrade Project moved to the 2024 Budget
- Reduced Budget \$500,000 for Pump Station #5 Upgrade which was also moved to the 2024 Fiscal Year Budget
- Increased budget \$13,600 for cost increases to biosolids and fuel
- Total net expenses budgeted are decreasing by \$831,558 for the sewer fund

The budget amendment for the Sewer Fund is:

| | | |
|---------------|---------------------------|-------------|
| Revenues: | | \$ 53,000 |
| Expenditures: | 536-Water/Sewer Systems | (\$831,558) |
| | 540-Waste Water Treatment | 17,250 |
| | Total Expenditures | \$ 814,308 |

- The resulting impact of budget amendment #5 is to increase the projected year end fund balance by \$867,308 compared to the existing amended budget

Water Fund

- Revenue
 - Increased Budget \$5,400 for increased bulk water sales
 - Increased Benefit Fee Budget is recognized \$20,000 due to several larger projects in the Township this year, such as, Mid Michigan College, the new Isabella County jail and Central Concrete
 - Total net revenue from all adjustments is an increase of \$25,400 for the Water Fund
- Expenses
 - Increased Budget \$10,492 for increased Temporary Labor and Lump Sum in Lieu of Step offered to long-term employees in the collective bargaining agreement for 2023
 - Decreased Budget \$15,000 for Lab Fees based on lower costs than expected in the original budget
 - Decreased Legal Fees Budget \$9,000 for the Water and Connection Fee Ordinance work moved to the 2024 Budget
 - Decreased Budget \$36,000 for equipment repairs and Opto 22 repairs not needed in 2023
 - Net Decreased Budget \$305,000 is recognized based on an increase of \$45,000 for the Phase I Topographical Survey and Mapping Contract with Gourdie Fraser and a

reduction for the iron removal filter project (\$150,000) and installation of a new well (\$200,000), both moved to the 2024 Budget

- Total net expenses are decreasing by \$354,508 for the Water Fund

The budget amendment for the Water Fund is:

| | | |
|-----------|-------------------------|-------------|
| Revenues: | | \$ 25,400 |
| Expenses: | 536-Water/Sewer Systems | (\$354,508) |
| | Total Expenses | (\$354,508) |

- The resulting net impact of budget amendment #5 is to increase projected year end fund balance by \$379,908 compared to the existing original budget

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

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

RESOLUTION

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

Resolved by _____ Seconded by _____

Date Signed: _____

Yes:

No:

Absent:

**Charter Township of Union
101 - General Fund
2023 Budget Amendment #5**

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------|---------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| Revenues | | | | | | | |
| 101-000-402.000 | CURRENT PROPERTY TAX | 311,819.62 | 335,500.00 | 330,000.00 | 329,726.59 | 330,000.00 | 0.00 |
| 101-000-402.100 | PRIOR YEARS PROPERTY TAXES | (697.80) | 0.00 | 0.00 | 3,354.80 | 0.00 | 0.00 |
| 101-000-404.000 | 425 AGREEMENT | 0.00 | 0.00 | 0.00 | 165.03 | 0.00 | 0.00 |
| 101-000-412.000 | DELQ PERSONAL PROPERTY TAXES | 149.70 | 250.00 | 250.00 | 621.62 | 250.00 | 0.00 |
| 101-000-414.000 | PROPERTY TAX REFUNDS-MTT | (2,608.54) | (5,000.00) | (5,000.00) | (43.15) | (5,000.00) | 0.00 |
| 101-000-432.000 | PILOT TAX | 1,812.29 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 |
| 101-000-434.000 | MOBILE HOME PARK TAX | 3,424.50 | 3,000.00 | 3,000.00 | 1,869.00 | 3,000.00 | 0.00 |
| 101-000-445.000 | INTEREST ON TAXES | 47.58 | 600.00 | 600.00 | 25.71 | 600.00 | 0.00 |
| 101-000-445.100 | 3% OR 4% PENALTY ON TAX | 6,327.56 | 5,000.00 | 12,000.00 | 15,654.90 | 12,000.00 | 0.00 |
| 101-000-447.000 | ADMIN FEE-PROPERTY TAX | 159,978.04 | 156,000.00 | 161,000.00 | 168,274.15 | 168,000.00 | 7,000.00 |
| | *Increased Budget for Tax Admin Fees coming in higher than expected | | | | | | |
| 101-000-447.001 | ADMIN FEES-REFUNDS MTT BOR | (1,753.00) | (1,000.00) | (1,000.00) | (170.23) | (1,000.00) | 0.00 |
| 101-000-447.050 | ADMIN FEE-STATE EDUC TAX(SET) | 7,745.00 | 7,700.00 | 7,700.00 | 7,705.00 | 7,700.00 | 0.00 |
| 101-000-447.100 | ADMIN FEE-PRIOR YEARS | (211.76) | 200.00 | 200.00 | 1,679.26 | 200.00 | 0.00 |
| 101-000-467.000 | REVENUE-STREET LIGHTS SPEC ASSESS | 18,884.97 | 18,000.00 | 18,000.00 | 9,000.73 | 18,000.00 | 0.00 |
| 101-000-476.000 | BUILDING PERMITS | 69,140.00 | 70,000.00 | 205,000.00 | 206,843.25 | 205,000.00 | 0.00 |
| 101-000-476.500 | ZONING PERMITS | 20,150.00 | 18,000.00 | 18,000.00 | 14,210.00 | 18,000.00 | 0.00 |
| 101-000-477.000 | CABLE TV FRANCHISE FEES | 113,257.91 | 109,000.00 | 109,000.00 | 75,085.82 | 109,000.00 | 0.00 |
| 101-000-478.000 | DOG LICENSE REVENUE | 130.00 | 0.00 | 0.00 | (55.00) | 0.00 | 0.00 |
| 101-000-573.000 | STATE AID REVENUE-LCSA | 4,561.27 | 4,500.00 | 4,500.00 | 4,640.65 | 4,500.00 | 0.00 |
| 101-000-574.000 | STATE REVENUE SHARING | 1,339,068.00 | 1,350,000.00 | 1,350,000.00 | 1,088,280.00 | 1,275,000.00 | (75,000.00) |
| | *Decreased Budget for lower than expected State Revenue Sharing coming in 5% lower compared to the prior year | | | | | | |
| 101-000-574.100 | LIQUOR STATE REVENUE SHARING | 13,877.05 | 13,800.00 | 13,800.00 | 12,890.90 | 13,800.00 | 0.00 |
| 101-000-574.200 | METRO ACT REVENUE SHARING-LCSA | 8,815.79 | 8,800.00 | 12,000.00 | 12,027.88 | 12,000.00 | 0.00 |
| 101-000-582.000 | CONTRIBUTION FROM TRIBE | 179,504.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-583.000 | CONTRIBUTION FROM EDA FOR PROJECTS | 460,594.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-626.000 | LAND DIVISIONS/ZONING REVIEW FEES | 1,200.00 | 1,000.00 | 1,000.00 | 2,425.00 | 2,500.00 | 1,500.00 |
| | *Increased Budget for increased land divisions over prior years | | | | | | |
| 101-000-628.000 | RENTAL INSPECTION FEES | 95,153.00 | 95,000.00 | 95,000.00 | 95,289.00 | 95,000.00 | 0.00 |
| 101-000-637.000 | APPLICATION FEES | 500.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-000-637.500 | WEED ABATEMENT SERVICES | 695.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |

| |
|--------------------------------------------------------------------------------------------------|
| Charter Township of Union 101 - General Fund 2023 Budget Amendment #5 |
|--------------------------------------------------------------------------------------------------|

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|------------------------|-------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-000-651.000 | USE FEES-BASEBALL FIELDS | 760.00 | 1,600.00 | 1,600.00 | 520.00 | 600.00 | (1,000.00) |
| | *Decreased Budget for lower than expected baseball field use | | | | | | |
| 101-000-655.000 | FINES & FORFEITURES | 3,860.00 | 2,500.00 | 2,500.00 | 930.00 | 2,500.00 | 0.00 |
| 101-000-665.000 | INTEREST EARNED | 28,153.61 | 23,200.00 | 182,000.00 | 199,913.02 | 230,000.00 | 48,000.00 |
| | *Increased Budget for increased interest rates on CDs | | | | | | |
| 101-000-667.000 | RENT - JAMESON HALL | 1,975.00 | 3,000.00 | 8,000.00 | 6,725.00 | 8,000.00 | 0.00 |
| 101-000-667.100 | RENT - McDONALD PARK PAVILION | 1,260.00 | 1,500.00 | 1,500.00 | 1,416.00 | 1,500.00 | 0.00 |
| 101-000-667.200 | RENT - JAMESON PAVILION | 1,104.00 | 1,500.00 | 1,500.00 | 1,308.00 | 1,500.00 | 0.00 |
| 101-000-671.000 | LEASES | 900.00 | 900.00 | 900.00 | 900.00 | 900.00 | 0.00 |
| 101-000-672.000 | OTHER REVENUE | 1,769.61 | 5,000.00 | 5,000.00 | 264.23 | 2,000.00 | (3,000.00) |
| | *Decreased Budget based on actual amount YTD | | | | | | |
| 101-000-673.000 | GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS | 0.00 | 13,000.00 | 13,000.00 | 5,500.00 | 13,000.00 | 0.00 |
| 101-000-685.000 | OPIOID SETTLEMENT REVENUE | 0.00 | 0.00 | 0.00 | 97.21 | 0.00 | 0.00 |
| 101-000-687.000 | REFUNDS & REBATES | 12,600.16 | 0.00 | 500.00 | 489.91 | 500.00 | 0.00 |
| Totals | | 2,863,946.56 | 2,247,050.00 | 2,556,050.00 | 2,267,564.28 | 2,533,550.00 | (22,500.00) |
| Dept 930 - TRANSFER IN | | | | | | | |
| 101-930-699.285 | TRANSFER IN FROM ARPA FUND | 0.00 | 0.00 | 0.00 | 7,012.64 | 7,013.00 | 7,013.00 |
| | *Increased Budget due to ARPA Fund being combined with the General Fund | | | | | | |
| Totals | | 0.00 | 0.00 | 0.00 | 7,012.64 | 7,013.00 | 7,013.00 |
| TOTAL REVENUES | | 2,863,946.56 | 2,247,050.00 | 2,556,050.00 | 2,274,576.92 | 2,540,563.00 | (15,487.00) |
| Expenditures | | | | | | | |
| Dept 101 - TRUSTEES | | | | | | | |
| 101-101-702.000 | SALARIES & WAGES | 29,999.84 | 30,200.00 | 30,200.00 | 24,580.91 | 30,200.00 | 0.00 |
| 101-101-707.000 | PER MEETING | 4,425.00 | 4,000.00 | 4,000.00 | 1,600.00 | 4,000.00 | 0.00 |
| 101-101-710.000 | EMPLR FICA CONTR | 2,081.65 | 2,108.00 | 2,108.00 | 1,675.92 | 2,108.00 | 0.00 |
| 101-101-711.000 | EMPLR MEDICARE CONTR | 486.82 | 493.00 | 493.00 | 391.96 | 493.00 | 0.00 |
| 101-101-724.000 | WORKER'S COMP | 22.61 | 37.00 | 37.00 | 12.15 | 37.00 | 0.00 |
| 101-101-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 3,507.50 | 4,310.00 | 4,310.00 | 3,507.50 | 4,310.00 | 0.00 |
| 101-101-860.000 | TRANSPORTATION/MILEAGE REIMBURSMENT | 170.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |

Charter Township of Union
101 - General Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-------------------------------------------------|-------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-101-900.000 | PRINTING & PUBLISHING | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 | 0.00 |
| 101-101-955.000 | MISC. | 0.00 | 500.00 | 500.00 | 86.52 | 500.00 | 0.00 |
| 101-101-957.000 | PROFESSIONAL DEVELOPMENT | 825.00 | 5,100.00 | 5,100.00 | 114.00 | 5,100.00 | 0.00 |
| 101-101-957.100 | SEMINAR LODGING | 390.22 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| 101-101-957.200 | SEMINAR MEALS | 63.69 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-101-957.300 | MEMBERSHIP & DUES | 17,491.12 | 17,900.00 | 17,900.00 | 19,633.41 | 19,700.00 | 1,800.00 |
| *Increased Budget for MTA Premium Pass Training | | | | | | | |
| Total Dept 101 - TRUSTEES | | 59,463.45 | 68,748.00 | 68,748.00 | 51,602.37 | 70,548.00 | 1,800.00 |
| Dept 171 - SUPERVISOR | | | | | | | |
| 101-171-702.000 | SALARIES & WAGES | 6,250.06 | 6,250.00 | 6,250.00 | 5,288.56 | 6,250.00 | 0.00 |
| 101-171-707.000 | PER MEETING | 1,375.00 | 1,000.00 | 1,000.00 | 500.00 | 1,000.00 | 0.00 |
| 101-171-710.000 | EMPLR FICA CONTR | 472.85 | 450.00 | 450.00 | 358.97 | 450.00 | 0.00 |
| 101-171-711.000 | EMPLR MEDICARE CONTR | 110.68 | 105.00 | 105.00 | 84.02 | 105.00 | 0.00 |
| 101-171-724.000 | WORKER'S COMP | 10.00 | 8.00 | 8.00 | 5.86 | 8.00 | 0.00 |
| 101-171-767.000 | UNIFORMS | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-171-860.000 | TRANSPORTATION/MILEAGE REIMBURSMENT | 0.00 | 350.00 | 350.00 | 0.00 | 350.00 | 0.00 |
| 101-171-957.000 | PROFESSIONAL DEVELOPMENT | 0.00 | 1,000.00 | 1,000.00 | 43.00 | 1,000.00 | 0.00 |
| 101-171-957.100 | SEMINAR LODGING | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 | 0.00 |
| 101-171-957.200 | SEMINAR MEALS | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Total Dept 171 - SUPERVISOR | | 8,218.59 | 10,213.00 | 10,213.00 | 6,280.41 | 10,213.00 | 0.00 |
| Dept 172 - TWP MANAGER | | | | | | | |
| 101-172-702.000 | SALARIES & WAGES | 35,800.06 | 36,150.00 | 37,600.00 | 31,261.61 | 37,600.00 | 0.00 |
| 101-172-702.600 | CAR ALLOWANCE | 3,050.00 | 3,600.00 | 3,600.00 | 3,000.00 | 3,600.00 | 0.00 |
| 101-172-710.000 | EMPLR FICA CONTR | 2,384.38 | 2,387.00 | 2,600.00 | 2,105.42 | 2,600.00 | 0.00 |
| 101-172-711.000 | EMPLR MEDICARE CONTR | 557.63 | 558.00 | 600.00 | 492.40 | 600.00 | 0.00 |
| 101-172-711.500 | UNEMPLOYMENT | 43.91 | 47.00 | 47.00 | 16.85 | 47.00 | 0.00 |
| 101-172-716.000 | EMPLR RETIREMENT CONTR | 3,496.39 | 3,500.00 | 3,750.00 | 3,083.54 | 3,750.00 | 0.00 |
| 101-172-718.500 | HEALTH INSURANCE | 8,374.99 | 8,612.00 | 8,612.00 | 7,466.21 | 8,612.00 | 0.00 |
| 101-172-718.700 | HEALTH INS-EE CONTRIBUTIONS | (366.33) | (356.00) | (356.00) | (311.48) | (356.00) | 0.00 |
| 101-172-719.000 | DENTAL INSURANCE | 183.22 | 185.00 | 185.00 | 163.65 | 185.00 | 0.00 |

**Charter Township of Union
101 - General Fund
2023 Budget Amendment #5**

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-172-719.800 | VISION INSURANCE | 53.42 | 50.00 | 51.00 | 49.96 | 51.00 | 0.00 |
| 101-172-719.900 | VISION INS-EE CONTRIBUTIONS | (26.78) | (25.00) | (25.00) | (25.00) | (25.00) | 0.00 |
| 101-172-724.000 | WORKER'S COMP | 98.33 | 82.00 | 90.00 | 65.05 | 90.00 | 0.00 |
| 101-172-725.000 | LIFE & DISABILITY BENEFIT | 133.36 | 150.00 | 150.00 | 124.39 | 150.00 | 0.00 |
| 101-172-752.000 | OFFICE SUPPLIES | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| 101-172-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 0.00 | 16,000.00 | 16,000.00 | 18,010.00 | 18,010.00 | 2,010.00 |
| | *Increased Budget for the citizen's survey costs being higher than originally budgeted | | | | | | |
| 101-172-852.000 | CONTRIBUTION TO CABLE CONSORTIUM | 45,303.17 | 45,500.00 | 45,500.00 | 20,034.33 | 40,500.00 | (5,000.00) |
| | *Decreased Budget due to Cable Franchise fees revenue being lower than prior years | | | | | | |
| 101-172-860.000 | TRANSPORTATION/MILEAGE REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 201.74 | 0.00 | 0.00 |
| 101-172-880.000 | COMMUNITY PROMOTION | 7,838.33 | 7,500.00 | 7,500.00 | 8,891.61 | 9,000.00 | 1,500.00 |
| | *Increased Budget for Business After Hours Sponsorship not in original budget, EpiCenter sponsorship being higher | | | | | | |
| 101-172-916.000 | SUBSCRIPTIONS & PUBLICATIONS | 984.78 | 800.00 | 800.00 | 627.60 | 800.00 | 0.00 |
| 101-172-955.000 | MISC. | 459.38 | 300.00 | 300.00 | 522.70 | 300.00 | 0.00 |
| 101-172-957.000 | PROFESSIONAL DEVELOPMENT | 60.00 | 1,000.00 | 1,000.00 | 741.52 | 1,000.00 | 0.00 |
| 101-172-957.100 | SEMINAR LODGING | 0.00 | 500.00 | 500.00 | 176.32 | 500.00 | 0.00 |
| 101-172-957.200 | SEMINAR MEALS | 101.60 | 100.00 | 100.00 | 95.02 | 100.00 | 0.00 |
| 101-172-957.300 | MEMBERSHIP & DUES | 150.00 | 600.00 | 600.00 | 75.00 | 600.00 | 0.00 |
| 101-172-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 172 - TWP MANAGER | | 108,679.84 | 128,040.00 | 130,004.00 | 96,868.44 | 128,514.00 | (1,490.00) |
| Dept 191 - ACCOUNTING/GEN ADMIN | | | | | | | |
| 101-191-702.000 | SALARIES & WAGES | 119,046.34 | 121,410.00 | 129,800.00 | 108,126.77 | 129,800.00 | 0.00 |
| 101-191-702.500 | OVERTIME | 4,893.92 | 5,000.00 | 5,600.00 | 4,422.47 | 5,600.00 | 0.00 |
| 101-191-705.000 | LEAVE TIME PAYOUT | 0.00 | 0.00 | 0.00 | 1,606.25 | 0.00 | 0.00 |
| 101-191-710.000 | EMPLR FICA CONTR | 7,188.62 | 7,799.00 | 7,799.00 | 6,651.52 | 7,799.00 | 0.00 |
| 101-191-711.000 | EMPLR MEDICARE CONTR | 1,681.27 | 1,740.00 | 1,740.00 | 1,555.70 | 1,740.00 | 0.00 |
| 101-191-711.500 | UNEMPLOYMENT | 411.70 | 333.00 | 333.00 | 110.86 | 333.00 | 0.00 |
| 101-191-716.000 | EMPLR RETIREMENT CONTR | 11,152.89 | 11,380.00 | 11,380.00 | (331.48) | 380.00 | (11,000.00) |
| | *Reduced Budget for retirement costs due to forfeited funds from employees not vested | | | | | | |
| 101-191-718.500 | HEALTH INSURANCE | 54,148.59 | 60,182.00 | 60,182.00 | 47,772.38 | 60,182.00 | 0.00 |
| 101-191-718.700 | HEALTH INS-EE CONTRIBUTIONS | (5,605.08) | (6,053.00) | (6,053.00) | (4,864.14) | (6,053.00) | 0.00 |

Charter Township of Union
101 - General Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|---------------------------------------|------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-191-719.000 | DENTAL INSURANCE | 2,874.27 | 2,940.00 | 2,940.00 | 2,484.56 | 2,940.00 | 0.00 |
| 101-191-719.800 | VISION INSURANCE | 695.97 | 720.00 | 720.00 | 606.68 | 720.00 | 0.00 |
| 101-191-719.900 | VISION INS-EE CONTRIBUTIONS | (348.26) | (360.00) | (360.00) | (303.34) | (360.00) | 0.00 |
| 101-191-724.000 | WORKER'S COMP | 307.70 | 263.00 | 263.00 | 213.85 | 263.00 | 0.00 |
| 101-191-725.000 | LIFE & DISABILITY BENEFIT | 637.80 | 805.00 | 805.00 | 680.20 | 805.00 | 0.00 |
| 101-191-752.000 | OFFICE SUPPLIES | 2,751.26 | 2,500.00 | 2,500.00 | 1,330.22 | 2,500.00 | 0.00 |
| 101-191-767.000 | UNIFORMS | 53.22 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-191-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 925.00 | 11,300.00 | 11,300.00 | 1,154.00 | 11,300.00 | 0.00 |
| 101-191-801.020 | EXTERNAL AUDIT | 17,300.00 | 18,000.00 | 20,200.00 | 20,165.00 | 20,200.00 | 0.00 |
| 101-191-851.000 | MAIL/POSTAGE | 7,777.62 | 7,500.00 | 7,500.00 | 7,118.35 | 7,500.00 | 0.00 |
| 101-191-860.000 | TRANSPORTATION/MILEAGE REIMBURSMNT | 57.75 | 500.00 | 500.00 | 886.75 | 500.00 | 0.00 |
| 101-191-900.000 | PRINTING & PUBLISHING | 676.40 | 1,500.00 | 1,500.00 | 373.00 | 1,500.00 | 0.00 |
| 101-191-955.000 | MISC. | 1,108.55 | 200.00 | 200.00 | 43.60 | 200.00 | 0.00 |
| 101-191-955.001 | BANK FEES | 234.00 | 250.00 | 250.00 | 114.00 | 250.00 | 0.00 |
| 101-191-957.000 | PROFESSIONAL DEVELOPMENT | 4,013.88 | 3,500.00 | 3,500.00 | 2,118.94 | 3,500.00 | 0.00 |
| 101-191-957.100 | SEMINAR LODGING | 163.30 | 1,500.00 | 1,500.00 | 565.72 | 1,500.00 | 0.00 |
| 101-191-957.200 | SEMINAR MEALS | 89.28 | 200.00 | 200.00 | 54.66 | 200.00 | 0.00 |
| 101-191-957.300 | MEMBERSHIP & DUES | 802.38 | 800.00 | 800.00 | 229.00 | 800.00 | 0.00 |
| 101-191-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-191-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 191 - ACCOUNTING/GEN ADMIN | | 233,038.37 | 255,609.00 | 266,799.00 | 202,885.52 | 255,799.00 | (11,000.00) |
| Dept 215 - CLERK | | | | | | | |
| 101-215-702.000 | SALARIES & WAGES | 30,195.50 | 30,000.00 | 35,500.00 | 22,169.25 | 35,500.00 | 0.00 |
| 101-215-707.000 | PER MEETING | 450.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| 101-215-710.000 | EMPLR FICA CONTR | 1,893.83 | 2,000.00 | 2,250.00 | 1,380.69 | 2,250.00 | 0.00 |
| 101-215-711.000 | EMPLR MEDICARE CONTR | 442.91 | 475.00 | 525.00 | 322.90 | 525.00 | 0.00 |
| 101-215-724.000 | WORKER'S COMP | 50.92 | 44.00 | 52.00 | 26.34 | 52.00 | 0.00 |
| 101-215-752.000 | OFFICE SUPPLIES | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | (1,000.00) |
| | *Reduced Budget for office supplies not needed | | | | | | |
| 101-215-754.000 | OPERATING SUPPLIES | 1,075.75 | 800.00 | 800.00 | 1,054.64 | 800.00 | 0.00 |
| 101-215-860.000 | TRANSPORTATION/MILEAGE REIMBURSMNT | 228.03 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 |

**Charter Township of Union
101 - General Fund
2023 Budget Amendment #5**

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------------------------------------------------------------------------|-------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-215-900.000 | PRINTING & PUBLISHING | 2,370.31 | 2,500.00 | 2,500.00 | 1,941.43 | 2,500.00 | 0.00 |
| 101-215-957.000 | PROFESSIONAL DEVELOPMENT | 0.00 | 1,000.00 | 1,000.00 | 50.00 | 1,000.00 | 0.00 |
| 101-215-957.100 | SEMINAR LODGING | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 | 0.00 |
| 101-215-957.200 | SEMINAR MEALS | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-215-957.300 | MEMBERSHIP & DUES | 60.00 | 150.00 | 150.00 | 75.00 | 150.00 | 0.00 |
| 101-215-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-215-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 215 - CLERK | | 36,767.25 | 42,219.00 | 48,027.00 | 27,020.25 | 47,027.00 | (1,000.00) |
| Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY | | | | | | | |
| 101-228-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 37,263.20 | 44,000.00 | 61,100.00 | 35,416.87 | 61,100.00 | 0.00 |
| 101-228-950.000 | HARDWARE REPLACEMENTS | 3,837.29 | 0.00 | 14,000.00 | 5,306.97 | 16,000.00 | 2,000.00 |
| *Increased Budget for 7 computer replacements instead of 6 in the original budget | | | | | | | |
| Total Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY | | 41,100.49 | 44,000.00 | 75,100.00 | 40,723.84 | 77,100.00 | 2,000.00 |
| Dept 253 - TREASURER | | | | | | | |
| 101-253-702.000 | SALARIES & WAGES | 21,480.50 | 24,102.00 | 24,102.00 | 18,140.00 | 24,102.00 | 0.00 |
| 101-253-707.000 | PER MEETING | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-253-710.000 | EMPLR FICA CONTR | 1,331.79 | 1,525.00 | 1,525.00 | 1,124.68 | 1,525.00 | 0.00 |
| 101-253-711.000 | EMPLR MEDICARE CONTR | 311.47 | 357.00 | 357.00 | 263.03 | 357.00 | 0.00 |
| 101-253-724.000 | WORKER'S COMP | 28.47 | 30.00 | 30.00 | 18.43 | 30.00 | 0.00 |
| 101-253-752.000 | OFFICE SUPPLIES | 1,068.78 | 1,000.00 | 1,000.00 | 336.96 | 1,000.00 | 0.00 |
| 101-253-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-253-851.000 | MAIL/POSTAGE | 1,969.98 | 4,000.00 | 4,000.00 | 2,093.33 | 4,000.00 | 0.00 |
| 101-253-860.000 | TRANSPORTATION/MILEAGE REIMBURSMNT | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| 101-253-955.000 | MISC. | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-253-957.000 | PROFESSIONAL DEVELOPMENT | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-253-957.100 | SEMINAR LODGING | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 | 0.00 |
| 101-253-957.200 | SEMINAR MEALS | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-253-957.300 | MEMBERSHIP & DUES | 75.00 | 75.00 | 75.00 | 99.00 | 75.00 | 0.00 |
| 101-253-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-253-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 0.00 | 500.00 | 500.00 | 1,007.50 | 500.00 | 0.00 |

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| Charter Township of Union 101 - General Fund 2023 Budget Amendment #5 |
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| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|----------------------------|--------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| Total Dept 253 - TREASURER | | 26,265.99 | 35,989.00 | 35,989.00 | 23,082.93 | 35,989.00 | 0.00 |
| Dept 257 - ASSESSOR | | | | | | | |
| 101-257-702.000 | SALARIES & WAGES | 524.16 | 0.00 | 56,900.00 | 39,736.69 | 56,900.00 | 0.00 |
| 101-257-707.000 | PER DIEM | 2,500.00 | 4,125.00 | 4,125.00 | 1,375.00 | 4,125.00 | 0.00 |
| 101-257-710.000 | EMPLR FICA CONTR | 187.50 | 256.00 | 3,484.00 | 2,464.52 | 3,484.00 | 0.00 |
| 101-257-711.000 | EMPLR MEDICARE CONTR | 43.86 | 60.00 | 815.00 | 576.39 | 815.00 | 0.00 |
| 101-257-711.500 | UNEMPLOYMENT | 0.00 | 0.00 | 143.00 | 47.50 | 143.00 | 0.00 |
| 101-257-716.000 | EMPLR RETIREMENT CONTR | 0.00 | 0.00 | 5,122.00 | 3,504.75 | 5,122.00 | 0.00 |
| 101-257-718.500 | HEALTH INSURANCE | 0.00 | 0.00 | 19,339.00 | 12,855.57 | 19,339.00 | 0.00 |
| 101-257-718.700 | HEALTH INS-EE CONTRIBUTIONS | 0.00 | 0.00 | (661.00) | (495.72) | (661.00) | 0.00 |
| 101-257-719.000 | DENTAL INSURANCE | 0.00 | 0.00 | 410.00 | 283.77 | 410.00 | 0.00 |
| 101-257-719.800 | VISION INSURANCE | 0.00 | 0.00 | 100.00 | 84.00 | 100.00 | 0.00 |
| 101-257-719.900 | VISION INS-EE CONTRIBUTIONS | 0.00 | 0.00 | (50.00) | (42.00) | (50.00) | 0.00 |
| 101-257-724.000 | WORKER'S COMP | 7.77 | 9.00 | 203.00 | 119.96 | 203.00 | 0.00 |
| 101-257-725.000 | LIFE & DISABILITY BENEFIT | 0.00 | 0.00 | 200.00 | 119.60 | 200.00 | 0.00 |
| 101-257-754.000 | OPERATING SUPPLIES | 448.22 | 500.00 | 1,000.00 | 312.60 | 1,000.00 | 0.00 |
| 101-257-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 93,750.00 | 111,000.00 | 32,000.00 | 30,100.00 | 32,000.00 | 0.00 |
| 101-257-850.000 | COMMUNICATIONS | 509.39 | 600.00 | 600.00 | 424.60 | 600.00 | 0.00 |
| 101-257-851.000 | MAIL/POSTAGE | 2,534.45 | 2,600.00 | 2,600.00 | 2,214.00 | 2,600.00 | 0.00 |
| 101-257-900.000 | PRINTING & PUBLISHING | 884.00 | 2,000.00 | 2,000.00 | 1,515.15 | 2,000.00 | 0.00 |
| 101-257-916.000 | SUBSCRIPTIONS & PUBLICATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| | *Increased Budget for Crexi sales comp listing service | | | | | | |
| 101-257-955.000 | MISC. | 4,514.86 | 100.00 | 100.00 | 421.39 | 100.00 | 0.00 |
| 101-257-957.000 | PROFESSIONAL DEVELOPMENT | 647.50 | 650.00 | 650.00 | 0.00 | 650.00 | 0.00 |
| 101-257-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 500.00 | 500.00 | 0.00 | 2,500.00 | 2,000.00 |
| | *Increased Budget for Leica Disto measuring tool | | | | | | |
| 101-257-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 257 - ASSESSOR | | 106,551.71 | 122,900.00 | 130,080.00 | 95,617.77 | 132,380.00 | 2,300.00 |
| Dept 262 - ELECTIONS | | | | | | | |
| 101-262-702.000 | SALARIES & WAGES | 1,874.91 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |

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| Charter Township of Union 101 - General Fund 2023 Budget Amendment #5 |
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| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-------------------------------|------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-262-702.200 | ELECTION WORKERS | 15,532.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 | (8,000.00) |
| | *Reduced budget due to no election workers needed in fiscal year 2023 | | | | | | |
| 101-262-710.000 | EMPLR FICA CONTR | 115.30 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-262-711.000 | EMPLR MEDICARE CONTR | 26.96 | 20.00 | 20.00 | 0.00 | 20.00 | 0.00 |
| 101-262-711.500 | UNEMPLOYMENT | 324.79 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-262-716.000 | EMPLR RETIREMENT CONTR | 51.22 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-262-718.500 | HEALTH INSURANCE | 350.54 | 400.00 | 400.00 | 0.00 | 400.00 | 0.00 |
| 101-262-718.700 | HEALTH INS-EE CONTRIBUTIONS | (11.58) | (50.00) | (50.00) | 0.00 | (50.00) | 0.00 |
| 101-262-719.000 | DENTAL INSURANCE | 16.63 | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 |
| 101-262-719.800 | VISION INSURANCE | 0.51 | 15.00 | 15.00 | 0.00 | 15.00 | 0.00 |
| 101-262-719.900 | VISION INS-EE CONTRIBUTIONS | (0.25) | (7.00) | (7.00) | 0.00 | (7.00) | 0.00 |
| 101-262-724.000 | WORKER'S COMP | 11.34 | 10.00 | 10.00 | 0.00 | 10.00 | 0.00 |
| 101-262-725.000 | LIFE & DISABILITY BENEFIT | 1.51 | 20.00 | 20.00 | 0.00 | 20.00 | 0.00 |
| 101-262-754.000 | OPERATING SUPPLIES | 6,398.82 | 8,000.00 | 8,000.00 | 0.00 | 1,000.00 | (7,000.00) |
| | *Reduced budget due to no elections scheduled in fiscal year 2023 | | | | | | |
| 101-262-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 8,160.00 | 5,000.00 | 5,000.00 | 2,220.00 | 5,000.00 | 0.00 |
| 101-262-851.000 | MAIL/POSTAGE | 7,529.45 | 7,600.00 | 7,600.00 | 0.00 | 1,600.00 | (6,000.00) |
| | *Reduced Budget for Mail/Postage due to no elections scheduled in fiscal year 2023 | | | | | | |
| 101-262-860.000 | TRANSPORTATION/MILEAGE REIMBURSMNT | 145.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-262-900.000 | PRINTING & PUBLISHING | 0.00 | 1,600.00 | 1,600.00 | 0.00 | 1,600.00 | 0.00 |
| 101-262-955.000 | MISC. | 498.34 | 400.00 | 400.00 | 0.00 | 400.00 | 0.00 |
| 101-262-957.000 | PROFESSIONAL DEVELOPMENT | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| Total Dept 262 - ELECTIONS | | 41,025.99 | 32,758.00 | 32,758.00 | 2,220.00 | 11,758.00 | (21,000.00) |
| Dept 265 - BUILDING & GROUNDS | | | | | | | |
| 101-265-702.000 | SALARIES & WAGES | 2,017.03 | 1,200.00 | 1,200.00 | 674.56 | 1,200.00 | 0.00 |
| 101-265-710.000 | EMPLR FICA CONTR | 119.10 | 70.00 | 70.00 | 39.93 | 70.00 | 0.00 |
| 101-265-711.000 | EMPLR MEDICARE CONTR | 27.84 | 20.00 | 20.00 | 9.34 | 20.00 | 0.00 |
| 101-265-711.500 | UNEMPLOYMENT | 0.93 | 10.00 | 10.00 | 0.78 | 10.00 | 0.00 |
| 101-265-716.000 | EMPLR RETIREMENT CONTR | 181.50 | 100.00 | 100.00 | 60.70 | 100.00 | 0.00 |
| 101-265-718.500 | HEALTH INSURANCE | 927.72 | 500.00 | 500.00 | 234.31 | 500.00 | 0.00 |
| 101-265-718.700 | HEALTH INS-EE CONTRIBUTIONS | (77.47) | (30.00) | (30.00) | (26.50) | (30.00) | 0.00 |

Charter Township of Union
101 - General Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-------------------------------------|--------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-265-719.000 | DENTAL INSURANCE | 47.44 | 30.00 | 30.00 | 11.37 | 30.00 | 0.00 |
| 101-265-719.800 | VISION INSURANCE | 3.95 | 5.00 | 5.00 | 2.61 | 5.00 | 0.00 |
| 101-265-719.900 | VISION INS-EE CONTRIBUTIONS | (1.97) | 0.00 | 0.00 | (1.32) | 0.00 | 0.00 |
| 101-265-724.000 | WORKER'S COMP | 22.81 | 30.00 | 30.00 | 4.76 | 30.00 | 0.00 |
| 101-265-725.000 | LIFE & DISABILITY BENEFIT | 9.45 | 10.00 | 10.00 | 4.91 | 10.00 | 0.00 |
| 101-265-754.000 | OPERATING SUPPLIES | 4,434.80 | 6,500.00 | 6,500.00 | 2,736.80 | 6,500.00 | 0.00 |
| 101-265-776.000 | CLEANING SUPPLIES | 0.00 | 0.00 | 0.00 | 113.00 | 0.00 | 0.00 |
| 101-265-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 23,907.15 | 22,450.00 | 22,450.00 | 12,704.69 | 25,000.00 | 2,550.00 |
| | *Increased Budget due to higher expected costs for the Township clean-up day | | | | | | |
| 101-265-801.003 | SIDEWALK SNOWPLOWING | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| 101-265-801.401 | HALL CLEANING | 9,151.68 | 11,500.00 | 11,500.00 | 5,384.40 | 6,500.00 | (5,000.00) |
| | *Reduced Budget for extra "COVID" cleaning at the Township Hall no longer being done | | | | | | |
| 101-265-850.000 | COMMUNICATIONS | 3,071.59 | 3,100.00 | 3,100.00 | 2,654.01 | 3,100.00 | 0.00 |
| 101-265-920.000 | ELECTRIC/NATURAL GAS | 12,219.10 | 14,000.00 | 14,000.00 | 9,476.15 | 14,000.00 | 0.00 |
| 101-265-920.200 | WATER & SEWER CHARGES | 940.76 | 750.00 | 750.00 | 694.14 | 750.00 | 0.00 |
| 101-265-930.200 | MAINT-GROUNDS | 367.95 | 1,000.00 | 1,000.00 | 373.56 | 1,000.00 | 0.00 |
| 101-265-930.300 | MAINT-BUILDINGS | 1,441.89 | 3,500.00 | 3,500.00 | 778.55 | 3,500.00 | 0.00 |
| 101-265-933.050 | MAINT-EQUIPMENT | 37.99 | 500.00 | 500.00 | 229.00 | 500.00 | 0.00 |
| 101-265-934.500 | MAINT. AGREEMENT ON EQUIPMENT | 4,121.76 | 4,000.00 | 4,000.00 | 3,757.80 | 4,000.00 | 0.00 |
| 101-265-940.100 | POSTAGE METER LEASE | 1,851.00 | 2,000.00 | 2,000.00 | 1,388.25 | 2,000.00 | 0.00 |
| 101-265-955.000 | MISC. | 19.47 | 100.00 | 100.00 | 62.00 | 100.00 | 0.00 |
| 101-265-962.000 | SAFETY | 1,595.45 | 1,550.00 | 1,550.00 | 0.00 | 0.00 | (1,550.00) |
| | *Reduced Budget for random drug screens no longer being done | | | | | | |
| 101-265-963.000 | PROPERTY/LIABILITY INSURANCE | 13,614.94 | 14,500.00 | 14,500.00 | 12,429.46 | 14,500.00 | 0.00 |
| 101-265-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 536.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 265 - BUILDING & GROUNDS | | 80,590.07 | 89,395.00 | 89,395.00 | 53,797.26 | 85,395.00 | (4,000.00) |
| Dept 266 - LEGAL/ATTORNEY | | | | | | | |
| 101-266-826.000 | LEGAL FEES | 29,763.85 | 80,000.00 | 80,000.00 | 20,794.30 | 80,000.00 | 0.00 |
| 101-266-826.000-020 | LEGAL FEES | 23,522.76 | 0.00 | 0.00 | 3,105.70 | 0.00 | 0.00 |
| 101-266-826.000-021 | LEGAL FEES | 2,940.00 | 0.00 | 0.00 | 1,627.35 | 0.00 | 0.00 |
| 101-266-826.500 | LEGAL FEES-ASSESSOR | 5,770.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Charter Township of Union
101 - General Fund
2023 Budget Amendment #5**

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|---------------------------------|---------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-266-826.600 | LEGAL FEES-MTT CASES | 0.00 | 0.00 | 0.00 | 8,956.50 | 0.00 | 0.00 |
| Total Dept 266 - LEGAL/ATTORNEY | | 61,996.61 | 80,000.00 | 80,000.00 | 34,483.85 | 80,000.00 | 0.00 |
| Dept 371 - BUILDING INSPECTION | | | | | | | |
| 101-371-702.000 | SALARIES & WAGES | 165,510.01 | 165,500.00 | 178,650.00 | 151,587.92 | 178,650.00 | 0.00 |
| 101-371-702.500 | OVERTIME | 1,722.06 | 1,800.00 | 2,500.00 | 2,460.13 | 2,500.00 | 0.00 |
| 101-371-710.000 | EMPLR FICA CONTR | 9,602.14 | 9,740.00 | 10,605.00 | 8,914.01 | 10,605.00 | 0.00 |
| 101-371-711.000 | EMPLR MEDICARE CONTR | 2,245.68 | 2,280.00 | 2,480.00 | 2,084.72 | 2,480.00 | 0.00 |
| 101-371-711.500 | UNEMPLOYMENT | 370.50 | 428.00 | 428.00 | 142.50 | 428.00 | 0.00 |
| 101-371-716.000 | EMPLR RETIREMENT CONTR | 15,050.86 | 15,042.00 | 16,302.00 | 13,864.26 | 16,302.00 | 0.00 |
| 101-371-718.500 | HEALTH INSURANCE | 71,645.12 | 77,355.00 | 77,355.00 | 62,957.26 | 77,355.00 | 0.00 |
| 101-371-718.700 | HEALTH INS-EE CONTRIBUTIONS | (8,795.88) | (9,500.00) | (9,500.00) | (7,806.93) | (9,500.00) | 0.00 |
| 101-371-719.000 | DENTAL INSURANCE | 5,006.56 | 5,220.00 | 5,220.00 | 4,400.55 | 5,220.00 | 0.00 |
| 101-371-719.800 | VISION INSURANCE | 1,094.60 | 1,160.00 | 1,160.00 | 1,012.44 | 1,160.00 | 0.00 |
| 101-371-719.900 | VISION INS-EE CONTRIBUTIONS | (552.24) | (580.00) | (580.00) | (506.22) | (580.00) | 0.00 |
| 101-371-724.000 | WORKER'S COMP | 642.99 | 523.00 | 565.00 | 434.70 | 565.00 | 0.00 |
| 101-371-725.000 | LIFE & DISABILITY BENEFIT | 963.36 | 1,016.00 | 1,016.00 | 926.86 | 1,016.00 | 0.00 |
| 101-371-752.000 | OFFICE SUPPLIES | 418.23 | 900.00 | 900.00 | 16.78 | 900.00 | 0.00 |
| 101-371-754.000 | OPERATING SUPPLIES | 313.68 | 600.00 | 1,000.00 | 1,163.99 | 1,000.00 | 0.00 |
| 101-371-759.000 | GAS/FUEL | 1,801.98 | 2,000.00 | 2,000.00 | 1,430.18 | 2,000.00 | 0.00 |
| 101-371-767.000 | UNIFORMS | 304.48 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| 101-371-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 0.00 | 22,000.00 | 122,000.00 | 14,627.15 | 122,000.00 | 0.00 |
| 101-371-801.410 | VEHICLE CLEANING | 0.00 | 200.00 | 400.00 | 130.00 | 400.00 | 0.00 |
| 101-371-802.100 | SOFTWARE SUPPORT/MAINTENANCE AGREEMEN | 2,458.50 | 2,570.00 | 2,570.00 | 1,671.22 | 2,570.00 | 0.00 |
| 101-371-850.000 | COMMUNICATIONS | 1,239.44 | 1,500.00 | 1,500.00 | 1,073.30 | 1,500.00 | 0.00 |
| 101-371-851.000 | MAIL/POSTAGE | 17.90 | 35.00 | 35.00 | 13.73 | 35.00 | 0.00 |
| 101-371-860.000 | TRANSPORTATION/MILEAGE REIMBURSMEN | 128.75 | 100.00 | 300.00 | 90.46 | 300.00 | 0.00 |
| 101-371-900.000 | PRINTING & PUBLISHING | 0.00 | 1,000.00 | 1,000.00 | 37.85 | 1,000.00 | 0.00 |
| 101-371-916.000 | SUBSCRIPTIONS & PUBLICATIONS | 381.34 | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| 101-371-930.000 | VEHICLE REPAIRS & MAINTENANCE | 3,223.54 | 2,500.00 | 2,500.00 | 147.72 | 2,500.00 | 0.00 |
| 101-371-957.000 | PROFESSIONAL DEVELOPMENT | 1,243.00 | 5,000.00 | 5,000.00 | 1,801.00 | 5,000.00 | 0.00 |
| 101-371-957.100 | SEMINAR LODGING | 444.60 | 750.00 | 750.00 | 399.30 | 750.00 | 0.00 |

Charter Township of Union
101 - General Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-371-957.200 | SEMINAR MEALS | 385.17 | 500.00 | 700.00 | 443.39 | 700.00 | 0.00 |
| 101-371-957.300 | MEMBERSHIP & DUES | 1,010.00 | 1,200.00 | 1,200.00 | 1,165.00 | 1,200.00 | 0.00 |
| 101-371-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-371-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 3,394.39 | 0.00 | 7,000.00 | 6,652.88 | 7,000.00 | 0.00 |
| Total Dept 371 - BUILDING INSPECTION | | 281,270.76 | 311,789.00 | 436,006.00 | 271,336.15 | 436,006.00 | 0.00 |
| Dept 441 - PUBLIC WORKS | | | | | | | |
| 101-441-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 0.00 | 0.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 |
| 101-441-920.000 | STREET LIGHTING | 22,376.93 | 24,000.00 | 26,000.00 | 18,730.30 | 26,000.00 | 0.00 |
| 101-441-956.100 | DRAINS AT LARGE | 50,527.01 | 61,000.00 | 61,000.00 | 59,636.13 | 61,000.00 | 0.00 |
| 101-441-959.500 | CONTRIBUTIONS TO ROAD COMMISSION | 766,465.69 | 246,000.00 | 203,300.00 | 263,926.29 | 203,300.00 | 0.00 |
| 101-441-967.500 | SIDEWALKS AND NON MOTORIZED PATHS | 18,562.50 | 925,000.00 | 769,000.00 | 50,622.55 | 154,000.00 | (615,000.00) |
| *Reduced Budget due to sidewalk projects in the original budget not being done and moved to 2024 | | | | | | | |
| Total Dept 441 - PUBLIC WORKS | | 857,932.13 | 1,256,000.00 | 1,079,300.00 | 392,915.27 | 464,300.00 | (615,000.00) |
| Dept 701 - PLANNING | | | | | | | |
| 101-701-702.000 | SALARIES & WAGES | 150,489.82 | 150,604.00 | 160,717.00 | 135,805.44 | 160,717.00 | 0.00 |
| 101-701-707.000 | PER DIEM | 8,905.00 | 12,000.00 | 12,000.00 | 7,420.00 | 12,000.00 | 0.00 |
| 101-701-702.700 | LUMP SUM IN LIEU OF STEP | 0.00 | 0.00 | 0.00 | 0.00 | 1,750.00 | 1,750.00 |
| *Increased Budget based on collective bargaining agreement for 2023 | | | | | | | |
| 101-701-710.000 | EMPLR FICA CONTR | 9,237.49 | 10,232.00 | 10,860.00 | 8,287.35 | 10,860.00 | 0.00 |
| 101-701-711.000 | EMPLR MEDICARE CONTR | 2,160.43 | 2,400.00 | 2,540.00 | 1,938.18 | 2,540.00 | 0.00 |
| 101-701-711.500 | UNEMPLOYMENT | 255.27 | 303.00 | 303.00 | 98.35 | 303.00 | 0.00 |
| 101-701-716.000 | EMPLR RETIREMENT CONTR | 13,446.42 | 13,450.00 | 14,360.00 | 12,147.74 | 14,360.00 | 0.00 |
| 101-701-718.500 | HEALTH INSURANCE | 47,699.29 | 51,570.00 | 51,570.00 | 41,966.08 | 51,570.00 | 0.00 |
| 101-701-718.700 | HEALTH INS-EE CONTRIBUTIONS | (5,863.92) | (6,333.00) | (6,333.00) | (5,204.62) | (6,333.00) | 0.00 |
| 101-701-719.000 | DENTAL INSURANCE | 3,337.98 | 3,480.00 | 3,480.00 | 2,613.38 | 3,480.00 | 0.00 |
| 101-701-719.800 | VISION INSURANCE | 366.96 | 386.00 | 386.00 | 337.48 | 386.00 | 0.00 |
| 101-701-719.900 | VISION INS-EE CONTRIBUTIONS | (184.08) | (193.00) | (193.00) | (168.74) | (193.00) | 0.00 |
| 101-701-724.000 | WORKER'S COMP | 520.40 | 453.00 | 480.00 | 345.27 | 480.00 | 0.00 |
| 101-701-725.000 | LIFE & DISABILITY BENEFIT | 717.60 | 800.00 | 800.00 | 657.80 | 800.00 | 0.00 |
| 101-701-752.000 | OFFICE SUPPLIES | 231.03 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |

Charter Township of Union
101 - General Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-------------------------------|--------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-701-759.000 | GAS/FUEL | 261.55 | 600.00 | 600.00 | 62.45 | 600.00 | 0.00 |
| 101-701-767.000 | UNIFORMS | 52.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-701-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 11,384.36 | 106,250.00 | 90,250.00 | 5,235.15 | 15,250.00 | (75,000.00) |
| | *Reduced Budget for the Master Plan Update Project moved to Fiscal Year 2024 | | | | | | |
| 101-701-850.000 | COMMUNICATIONS | 173.90 | 250.00 | 250.00 | 229.90 | 250.00 | 0.00 |
| 101-701-851.000 | MAIL/POSTAGE | 0.00 | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| 101-701-860.000 | TRANSPORTATION/MILEAGE REIMBURSEMENT | 763.01 | 600.00 | 1,600.00 | 1,322.45 | 1,600.00 | 0.00 |
| 101-701-900.000 | PRINTING & PUBLISHING | 4,203.98 | 5,500.00 | 5,500.00 | 2,819.45 | 5,500.00 | 0.00 |
| 101-701-916.000 | SUBSCRIPTIONS & PUBLICATIONS | 24.00 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| 101-701-932.000 | VEHICLE REPAIRS & MAINTENANCE | 0.00 | 1,000.00 | 1,000.00 | 726.00 | 1,000.00 | 0.00 |
| 101-701-940.000 | LEASE/RENT | 950.00 | 350.00 | 350.00 | 0.00 | 350.00 | 0.00 |
| 101-701-955.000 | MISC. | 24.40 | 250.00 | 250.00 | 16.00 | 250.00 | 0.00 |
| 101-701-957.000 | PROFESSIONAL DEVELOPMENT | 3,571.00 | 5,000.00 | 5,000.00 | 1,845.00 | 5,000.00 | 0.00 |
| 101-701-957.100 | SEMINAR LODGING | 149.23 | 750.00 | 750.00 | 957.60 | 750.00 | 0.00 |
| 101-701-957.200 | SEMINAR MEALS | 0.00 | 400.00 | 400.00 | 10.25 | 400.00 | 0.00 |
| 101-701-957.300 | MEMBERSHIP & DUES | 1,205.00 | 1,500.00 | 1,500.00 | 1,057.50 | 1,500.00 | 0.00 |
| 101-701-959.100 | CONTRIBUTION TO LOCAL AIRPORT | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 |
| 101-701-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 1,755.43 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 701 - PLANNING | | 265,837.55 | 373,752.00 | 370,570.00 | 230,525.46 | 297,320.00 | (73,250.00) |
| Dept 751 - PARKS & RECREATION | | | | | | | |
| 101-751-702.000 | SALARIES & WAGES | 23,498.17 | 21,744.00 | 23,474.00 | 20,615.54 | 23,474.00 | 0.00 |
| 101-751-702.200 | TEMPORARY LABOR | 15,708.87 | 15,912.00 | 18,720.00 | 22,636.89 | 22,720.00 | 4,000.00 |
| | *Increased Budget for increase in wages for parks temporary help to \$15.00 per hour | | | | | | |
| 101-751-702.500 | OVERTIME | 1,779.76 | 2,000.00 | 2,000.00 | 1,472.75 | 2,000.00 | 0.00 |
| 101-751-710.000 | EMPLR FICA CONTR | 2,377.34 | 2,355.00 | 2,636.00 | 2,689.18 | 2,636.00 | 0.00 |
| 101-751-711.000 | EMPLR MEDICARE CONTR | 556.02 | 551.00 | 616.00 | 628.94 | 616.00 | 0.00 |
| 101-751-711.500 | UNEMPLOYMENT | 213.55 | 381.00 | 423.00 | 99.66 | 423.00 | 0.00 |
| 101-751-716.000 | EMPLR RETIREMENT CONTR | 2,167.05 | 2,137.00 | 2,137.00 | 1,987.91 | 2,137.00 | 0.00 |
| 101-751-718.500 | HEALTH INSURANCE | 11,884.91 | 12,893.00 | 12,893.00 | 10,450.38 | 12,893.00 | 0.00 |
| 101-751-718.700 | HEALTH INS-EE CONTRIBUTIONS | (1,284.32) | (1,583.00) | (1,583.00) | (1,304.91) | (1,583.00) | 0.00 |
| 101-751-719.000 | DENTAL INSURANCE | 803.11 | 870.00 | 870.00 | 722.14 | 870.00 | 0.00 |

**Charter Township of Union
101 - General Fund
2023 Budget Amendment #5**

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 101-751-719.800 | VISION INSURANCE | 155.58 | 193.00 | 193.00 | 171.99 | 193.00 | 0.00 |
| 101-751-719.900 | VISION INS-EE CONTRIBUTIONS | (77.71) | (97.00) | (97.00) | (85.99) | (97.00) | 0.00 |
| 101-751-724.000 | WORKER'S COMP | 689.83 | 613.00 | 683.00 | 605.89 | 683.00 | 0.00 |
| 101-751-725.000 | LIFE & DISABILITY BENEFIT | 135.17 | 160.00 | 160.00 | 152.02 | 160.00 | 0.00 |
| 101-751-754.000 | OPERATING SUPPLIES | 3,947.86 | 4,200.00 | 4,700.00 | 4,807.59 | 4,700.00 | 0.00 |
| 101-751-759.000 | GAS/FUEL | 2,203.78 | 1,800.00 | 1,800.00 | 1,649.72 | 1,800.00 | 0.00 |
| 101-751-767.000 | UNIFORMS | 222.49 | 500.00 | 500.00 | 182.50 | 500.00 | 0.00 |
| 101-751-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 3,278.34 | 7,800.00 | 7,800.00 | 2,666.13 | 7,800.00 | 0.00 |
| 101-751-860.000 | TRANSPORTATION/MILEAGE REIMBURSEMENT | 0.00 | 0.00 | 100.00 | 75.98 | 100.00 | 0.00 |
| 101-751-900.000 | PRINTING & PUBLISHING | 264.61 | 500.00 | 500.00 | 448.49 | 500.00 | 0.00 |
| 101-751-920.000 | ELECTRIC/NATURAL GAS | 3,774.06 | 4,200.00 | 4,200.00 | 3,378.44 | 4,200.00 | 0.00 |
| 101-751-920.200 | WATER & SEWER CHARGES | 4,378.98 | 6,000.00 | 6,000.00 | 5,674.90 | 6,000.00 | 0.00 |
| 101-751-930.200 | MAINT-GROUNDS | 11,259.81 | 14,000.00 | 14,000.00 | 11,837.51 | 14,000.00 | 0.00 |
| 101-751-930.250 | MAINT-DOG PARK | 1,497.00 | 3,000.00 | 3,000.00 | 1,350.00 | 3,000.00 | 0.00 |
| 101-751-930.300 | MAINT-BUILDINGS | 839.22 | 1,500.00 | 3,000.00 | 3,178.43 | 3,000.00 | 0.00 |
| 101-751-933.000 | MAINT-VEHICLES | 225.77 | 850.00 | 850.00 | 658.79 | 850.00 | 0.00 |
| 101-751-933.050 | MAINT-EQUIPMENT | 5,464.73 | 2,000.00 | 2,000.00 | 1,182.49 | 2,000.00 | 0.00 |
| 101-751-962.000 | SAFETY | 1,275.35 | 1,500.00 | 1,500.00 | 530.16 | 1,500.00 | 0.00 |
| 101-751-977.000 | NEW EQUIPMENT PURCHASE | 356.76 | 4,000.00 | 4,000.00 | 935.00 | 4,000.00 | 0.00 |
| Total Dept 751 - PARKS & RECREATION | | 97,596.09 | 109,979.00 | 117,075.00 | 99,398.52 | 121,075.00 | 4,000.00 |
| Dept 901 - CAPITAL OUTLAY | | | | | | | |
| 101-901-976.301 | CAPITAL OUTLAY-DATA PROCESSING | 0.00 | 0.00 | 43,662.26 | 18,097.98 | 43,662.26 | 0.00 |
| 101-901-976.302 | CAPITAL OUTLAY-TOWNSHIP HALL | 94,940.28 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-901-976.303 | CAPITAL OUTLAY-PROPERTY | 18,919.37 | 0.00 | 0.00 | 50.45 | 0.00 | 0.00 |
| 101-901-976.306 | CAPITAL OUTLAY-PARKS DEPT | 127,593.26 | 12,500.00 | 15,000.00 | 14,581.00 | 15,000.00 | 0.00 |
| 101-901-976.307 | CAPITAL OUTLAY-FIBER NETWORK | 0.00 | 17,000.00 | 17,000.00 | 0.00 | 17,000.00 | 0.00 |
| 101-901-976.309 | CAPITAL OUTLAY-VEHICLES | 0.00 | 96,000.00 | 96,000.00 | 96,206.12 | 96,000.00 | 0.00 |
| 101-901-976.314 | CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY | 4,800.00 | 12,000.00 | 22,000.00 | 9,797.87 | 24,400.00 | 2,400.00 |
| *Increased Budget to match the contract with Goudreau & Associates for the Township reno study | | | | | | | |
| Total Dept 901 - CAPITAL OUTLAY | | 246,252.91 | 137,500.00 | 193,662.26 | 138,733.42 | 196,062.26 | 2,400.00 |

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| Charter Township of Union 101 - General Fund 2023 Budget Amendment #5 |
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| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/9/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------|-------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| TOTAL EXPENDITURES | | 2,552,587.80 | 3,098,891.00 | 3,163,726.26 | 1,767,491.46 | 2,449,486.26 | (714,240.00) |
| TOTAL REVENUES | | 2,863,946.56 | 2,247,050.00 | 2,556,050.00 | 2,274,576.92 | 2,540,563.00 | (15,487.00) |
| TOTAL EXPENDITURES | | 2,552,587.80 | 3,098,891.00 | 3,163,726.26 | 1,767,491.46 | 2,449,486.26 | (714,240.00) |
| NET OF REVENUES & EXPENDITURES | | 311,358.76 | (851,841.00) | (607,676.26) | 507,085.46 | 91,076.74 | 698,753.00 |
| BEGINNING BALANCE | | 5,832,834.00 | 6,144,192.76 | 6,144,192.76 | 6,144,192.76 | 6,144,192.76 | |
| ENDING BALANCE | | 6,144,192.76 | 5,292,351.76 | 5,536,516.50 | 6,651,278.22 | 6,235,269.50 | |

Charter Township of Union
248 - East DDA Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| Revenues | | | | | | | |
| 248-000-402.000 | CURRENT PROPERTY TAX | 506,459.10 | 515,000.00 | 515,000.00 | 516,934.75 | 515,000.00 | 0.00 |
| 248-000-402.100 | PRIOR YEARS PROPERTY TAXES | 0.00 | (250.00) | (250.00) | 0.00 | (250.00) | 0.00 |
| 248-000-412.000 | DELQ PERSONAL PROPERTY CAPT | 0.00 | 300.00 | 300.00 | 3.63 | 300.00 | 0.00 |
| 248-000-414.000 | PROPERTY TAX REFUNDS-BOR MTT | (9,873.09) | (4,000.00) | (4,000.00) | 0.00 | (4,000.00) | 0.00 |
| 248-000-445.000 | INTEREST ON TAXES | 0.00 | 500.00 | 500.00 | 0.66 | 500.00 | 0.00 |
| 248-000-573.000 | STATE AID REVENUE-LCSA | 62,229.26 | 60,000.00 | 69,000.00 | 0.00 | 69,000.00 | 0.00 |
| 248-000-665.000 | INTEREST EARNED | 6,537.73 | 8,600.00 | 60,000.00 | 40,083.53 | 60,000.00 | 0.00 |
| 248-000-672.000 | OTHER REVENUE | 14,820.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| TOTAL REVENUES | | 580,173.00 | 581,150.00 | 641,550.00 | 557,022.57 | 641,550.00 | 0.00 |
| Expenditures | | | | | | | |
| Dept 336 - FIRE DEPARTMENT | | | | | | | |
| 248-336-830.000 | PUBLIC SAFETY - FIRE PROTECTION | 78,174.73 | 80,000.00 | 80,000.00 | 79,658.26 | 80,000.00 | 0.00 |
| Total Dept 336 - FIRE DEPARTMENT | | 78,174.73 | 80,000.00 | 80,000.00 | 79,658.26 | 80,000.00 | 0.00 |
| Dept 728 - ECONOMIC DEVELOPMENT | | | | | | | |
| 248-728-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 10,300.00 | 12,300.00 | 22,800.00 | 5,249.25 | 20,800.00 | (2,000.00) |
| | *Reduced Budget for implementation consultations of the EDDA development plan moved to 2024 fiscal year | | | | | | |
| 248-728-801.001 | MAINT- BENCHES/TRASH RECEPTACLES | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | (5,000.00) |
| | *Reduced Budget as no maintenance needed to benches or receptacles during the road construction underway on Pickard St. | | | | | | |
| 248-728-801.003 | SIDEWALK SNOWPLOWING | 7,000.00 | 11,000.00 | 11,000.00 | 4,550.00 | 11,000.00 | 0.00 |
| 248-728-801.004 | LAWN CARE | 25,454.00 | 28,500.00 | 28,500.00 | 5,631.00 | 12,000.00 | (16,500.00) |
| | *Reduced Budget for Lawn Care due to the road construction underway on Pickard St. | | | | | | |
| 248-728-801.005 | IRRIGATION / LIGHTING REPAIRS | 28,035.46 | 20,000.00 | 20,000.00 | 4,789.75 | 12,000.00 | (8,000.00) |
| | *Reduced Budget for Irrigation and Lighting repairs due to the road construction underway on Pickard St. | | | | | | |
| 248-728-801.007 | FLOWER / LANDSCAPE MAINTENANCE | 14,403.75 | 21,000.00 | 21,000.00 | 6,329.00 | 12,000.00 | (9,000.00) |
| | *Reduced Budget for flowers and landscape maintenance due to the road construction underway on Pickard St. | | | | | | |
| 248-728-826.000 | LEGAL FEES | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 | (4,000.00) |
| | *Reduced Budget as no legal fees are expected for fiscal year 2023 | | | | | | |
| 248-728-851.000 | MAIL/POSTAGE | 0.00 | 750.00 | 750.00 | 0.00 | 0.00 | (750.00) |
| | *Reduced Budget as no mail or postage needed in fiscal year 2023 | | | | | | |
| 248-728-880.000 | COMMUNITY PROMOTION | 5,500.00 | 9,000.00 | 9,000.00 | 5,500.00 | 9,000.00 | 0.00 |
| 248-728-883.000 | COMMUNITY IMPROVEMENT GRANTS | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 40,000.00 | 0.00 |

Charter Township of Union
248 - East DDA Fund
2023 Budget Amendment #5

| | | | | | | | |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|----------------|--------------|--------------|----------------|
| 248-728-885.000 | STREET LIGHT BANNERS/CHRISTMAS | 21,509.57 | 20,000.00 | 20,000.00 | 5,355.00 | 20,000.00 | 0.00 |
| 248-728-900.000 | PRINTING & PUBLISHING | 11.97 | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| 248-728-920.000 | ELECTRIC/NATURAL GAS | 10,236.77 | 14,000.00 | 14,000.00 | 5,564.12 | 10,000.00 | (4,000.00) |
| | *Reduced Budget for electricity not used while some light poles are down during the road construction underway on Pickard St. | | | | | | |
| 248-728-920.200 | WATER & SEWER CHARGES | 24,385.21 | 18,000.00 | 18,000.00 | 2,290.31 | 10,000.00 | (8,000.00) |
| | *Reduced Budget for lower water usage while part of the irrigation system is unusable during road construction underway on Pickard Street | | | | | | |
| 248-728-940.000 | LEASE/RENT | 1,135.00 | 875.00 | 875.00 | 0.00 | 875.00 | 0.00 |
| 248-728-955.000 | MISC. | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 248-728-957.300 | MEMBERSHIP & DUES | 315.00 | 500.00 | 500.00 | 375.00 | 500.00 | 0.00 |
| 248-728-963.000 | PROPERTY/LIABILITY INSURANCE | 1,869.58 | 1,800.00 | 2,100.00 | 1,706.79 | 2,100.00 | 0.00 |
| 248-728-967.200 | WATER SYSTEM PROJECTS | 0.00 | 100,000.00 | 100,000.00 | 0.00 | 0.00 | (100,000.00) |
| | *Reduced Budget for S. Summerton Water System engineering project not started in 2023 | | | | | | |
| 248-728-967.300 | SEWER SYSTEM PROJECTS | 0.00 | 100,000.00 | 160,000.00 | 160,000.00 | 160,000.00 | 0.00 |
| 248-728-967.400 | STREET/ROAD PROJECTS | 0.00 | 400,000.00 | 572,000.00 | 168,571.77 | 169,000.00 | (403,000.00) |
| | *Reduced Budget for Packard Rd and Corporate Drive Paving/Drainage projects that are waiting for ICRC acceptance | | | | | | |
| 248-728-967.500 | SIDEWALK/PATHWAY PROJECTS | 0.00 | 340,000.00 | 340,000.00 | 0.00 | 30,000.00 | (310,000.00) |
| | *Reduced Budget for Sidewalk and Pathway Projects on Bud Street and Isabella Road moved to 2024 Budget | | | | | | |
| 248-728-967.600 | PARKS PROJECTS | 10,060.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-728-974.000 | LAND IMPRVMENTS-GENERAL | 15,858.82 | 20,000.00 | 20,000.00 | 50.45 | 0.00 | (20,000.00) |
| | *Reduced Budget for new gateway entrance sign on the SW corner of E Pickard Rd moved to 2024 Budget | | | | | | |
| 248-728-974.200 | LAND IMPRVMENTS-PICKARD RIGHT OF WAY | 0.00 | 80,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| 248-728-974.201 | LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 0.00 | (40,000.00) |
| | *Reduced Budget for demolition and replacement of the freestanding sign for the Enterprise Industrial Park moved to 2024 budget | | | | | | |
| 248-728-974.202 | LAND IMPRVMENTS-2120 YATS DR | 0.00 | 0.00 | 13,000.00 | 11,975.45 | 13,000.00 | 0.00 |
| 248-728-974.203 | LAND IMPRVMENTS-JONATHON LANE | 180.00 | 75,000.00 | 75,000.00 | 0.00 | 500.00 | (74,500.00) |
| | *Reduced Budget for improvements to property at Jonathon Lane not needed in 2023, General Fund paid for the clean up/sidewalks | | | | | | |
| 248-728-974.205 | LAND IMPRVMENTS-HONEY BEAR LN | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 500.00 | (24,500.00) |
| | *Reduced Budget for improvement to property at Honey Bear Lane not needed in 2023, sidewalk now budgeted in 2024 | | | | | | |
| Total Dept 728 - ECONOMIC DEVELOPMENT | | 176,255.13 | 1,387,075.00 | 1,567,875.00 | 387,937.89 | 538,625.00 | (1,029,250.00) |
| TOTAL EXPENDITURES | | 254,429.86 | 1,467,075.00 | 1,647,875.00 | 467,596.15 | 618,625.00 | (1,029,250.00) |
| TOTAL REVENUES | | 580,173.00 | 581,150.00 | 641,550.00 | 557,022.57 | 641,550.00 | 0.00 |
| TOTAL EXPENDITURES | | 254,429.86 | 1,467,075.00 | 1,647,875.00 | 467,596.15 | 618,625.00 | (1,029,250.00) |
| NET OF REVENUES & EXPENDITURES | | 325,743.14 | (885,925.00) | (1,006,325.00) | 89,426.42 | 22,925.00 | 1,029,250.00 |
| BEGINNING FUND BALANCE | | 1,550,905.00 | 1,876,648.14 | 1,876,648.14 | 1,876,648.14 | 1,876,648.14 | |
| ENDING FUND BALANCE | | 1,876,648.14 | 990,723.14 | 870,323.14 | 1,966,074.56 | 1,899,573.14 | |

Charter Township of Union
285 - American Rescue Plan Act (ARPA)
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 11/22/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------------------|-----------------------------------------|
| Revenues | | | | | | | |
| 285-000-539.000 | STATE GRANTS | 228,469.23 | 48,000.00 | 231,000.00 | 195,996.01 | 250,000.00 | 19,000.00 |
| | *Increased Budget for the engineering fees related to the Outdoor fitness court and sidewalks near it in McDonald Park | | | | | | |
| 285-000-665.000 | INTEREST EARNED | 6,856.93 | 1,600.00 | 33,800.00 | 0.00 | 0.00 | (33,800.00) |
| | *Reduced Budget for interest earned, moving ARPA interest to the General Fund | | | | | | |
| 285-000-674.000 | PRIVATE CONTRIBUTIONS & DONATIONS | 50,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total General Revenues | | 285,326.16 | 49,600.00 | 264,800.00 | 195,917.05 | 250,000.00 | (14,800.00) |
| 285-930-699.288 | TRANSFER IN FROM TRIBAL 2% GRANT FUND | 170,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfer In | | 170,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 455,326.16 | 49,600.00 | 264,800.00 | 195,917.05 | 250,000.00 | (14,800.00) |
| Expenditures | | | | | | | |
| 285-441-959.500 | CONTRIBUTIONS TO ROAD COMMISSION | 306,048.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-901-976.306 | CAPITAL OUTLAY-PARKS EQUIPMENT | 142,420.75 | 48,000.00 | 231,000.00 | 195,996.01 | 250,000.00 | 19,000.00 |
| | *Increased Budget for the engineering fees related to the Outdoor fitness court and sidewalks near it in McDonald Park | | | | | | |
| 285-996-995-101 | TRANSFER OUT TO GENERAL FUND | 0.00 | 0.00 | 0.00 | 7,012.64 | 7,013.00 | 7,013.00 |
| | Increased Budget for the Transfer Out to General Fund for the interest earned in the previous year | | | | | | |
| TOTAL EXPENDITURES | | 448,469.23 | 48,000.00 | 231,000.00 | 203,008.65 | 257,013.00 | 26,013.00 |
| TOTAL REVENUES | | 455,326.16 | 49,600.00 | 264,800.00 | 195,917.05 | 250,000.00 | (14,800.00) |
| TOTAL EXPENDITURES | | 448,469.23 | 48,000.00 | 231,000.00 | 203,008.65 | 257,013.00 | 26,013.00 |
| NET OF REVENUES & EXPENDITURES | | 6,856.93 | 1,600.00 | 33,800.00 | 19,964.18 | (7,013.00) | (40,813.00) |
| BEGINNING FUND BALANCE | | 156.00 | 7,012.93 | 7,012.93 | 7,012.93 | 7,012.93 | |
| ENDING FUND BALANCE | | 7,012.93 | 8,612.93 | 40,812.93 | 26,977.11 | (0.07) | |

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| Revenues | | | | | | | |
| 590-000-582.000 | CONTRIBUTION FROM TRIBE | 0.00 | 0.00 | 225,371.17 | 225,371.17 | 225,371.17 | 0.00 |
| 590-000-583.000 | CONTRIBUTION FROM EDA FOR PROJECTS | 0.00 | 160,000.00 | 160,000.00 | 160,000.00 | 160,000.00 | 0.00 |
| 590-000-626.000 | SEWER INSPECTION FEES | 490.00 | 2,000.00 | 9,000.00 | 8,680.00 | 9,000.00 | 0.00 |
| 590-000-642.000 | SERVICE | 1,461,243.98 | 1,541,548.00 | 1,541,548.00 | 778,850.13 | 1,541,548.00 | 0.00 |
| 590-000-643.850 | DELINQUENT SEWER | 0.00 | (1,500.00) | (1,500.00) | 0.00 | (1,500.00) | 0.00 |
| 590-000-644.300 | CONNECTION FEE | 63,510.17 | 76,875.00 | 227,000.00 | 255,738.01 | 260,000.00 | 33,000.00 |
| | *Increased Budget due to several large construction projects in 2023 in the Township including the new jail | | | | | | |
| 590-000-655.000 | FINES & FORFEITURES | 39,220.42 | 33,000.00 | 33,000.00 | 23,288.14 | 33,000.00 | 0.00 |
| 590-000-665.000 | INTEREST EARNED | 16,555.99 | 12,500.00 | 100,000.00 | 71,235.59 | 120,000.00 | 20,000.00 |
| | *Increased Budget for increased interest rates on CDs | | | | | | |
| 590-000-670.000 | DEBT RETIREMENT | 1,221,832.68 | 1,277,369.00 | 1,277,369.00 | 651,274.39 | 1,277,369.00 | 0.00 |
| 590-000-672.000 | OTHER REVENUE | 2,378.62 | 3,000.00 | 3,000.00 | 114.30 | 3,000.00 | 0.00 |
| 590-000-673.000 | GAIN/LOSS ON SALE OF ASSETS | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 590-000-687.000 | REFUNDS & REBATES | 3,075.61 | 2,000.00 | 3,500.00 | 2,968.86 | 3,500.00 | 0.00 |
| TOTAL REVENUES | | 2,815,807.47 | 3,106,792.00 | 3,578,288.17 | 2,177,520.59 | 3,631,288.17 | 53,000.00 |
| Expenditures | | | | | | | |
| Dept 536 - WATER/SEWER SYSTEMS | | | | | | | |
| 590-536-702.000 | SALARIES & WAGES | 268,781.58 | 278,077.00 | 278,077.00 | 208,683.21 | 278,077.00 | 0.00 |
| 590-536-702.200 | TEMPORARY LABOR | 5,170.14 | 10,608.00 | 10,608.00 | 11,289.38 | 15,000.00 | 4,392.00 |
| | *Increased Budget for increase in wages for all Township temporary help to \$15.00 per hour | | | | | | |
| 590-536-702.500 | OVERTIME | 8,500.51 | 10,800.00 | 10,800.00 | 10,475.74 | 10,800.00 | 0.00 |
| 590-536-702.700 | LUMP SUM IN LIEU OF STEP | 4,331.79 | 0.00 | 0.00 | 0.00 | 3,050.00 | 3,050.00 |
| | *Increased Budget based on collective bargaining agreement for 2023 | | | | | | |
| 590-536-705.000 | LEAVE TIME PAYOUT | 0.00 | 6,700.00 | 6,700.00 | 0.00 | 6,700.00 | 0.00 |
| 590-536-710.000 | EMPLR FICA CONTR | 17,133.06 | 17,970.00 | 17,970.00 | 13,832.98 | 17,970.00 | 0.00 |
| 590-536-711.000 | EMPLR MEDICARE CONTR | 4,007.41 | 4,203.00 | 4,203.00 | 3,235.43 | 4,203.00 | 0.00 |
| 590-536-711.500 | UNEMPLOYMENT | 609.18 | 810.00 | 810.00 | 274.86 | 810.00 | 0.00 |
| 590-536-716.000 | EMPLR RETIREMENT CONTR | 24,106.86 | 24,316.00 | 24,316.00 | 18,716.81 | 24,316.00 | 0.00 |
| 590-536-718.500 | HEALTH INSURANCE | 90,317.02 | 101,026.00 | 101,026.00 | 68,011.25 | 101,026.00 | 0.00 |
| 590-536-718.700 | HEALTH INS-EE CONTRIBUTIONS | (8,375.06) | (9,316.00) | (9,316.00) | (6,703.69) | (9,316.00) | 0.00 |
| 590-536-719.000 | DENTAL INSURANCE | 4,298.86 | 4,697.00 | 4,697.00 | 3,406.23 | 4,697.00 | 0.00 |
| 590-536-719.800 | VISION INSURANCE | 429.59 | 659.00 | 659.00 | 446.44 | 659.00 | 0.00 |

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------|--------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 590-536-719.900 | VISION INS-EE CONTRIBUTIONS | (215.33) | (329.00) | (329.00) | (223.32) | (329.00) | 0.00 |
| 590-536-724.000 | WORKER'S COMP | 1,870.60 | 1,540.00 | 1,540.00 | 1,189.97 | 1,540.00 | 0.00 |
| 590-536-725.000 | LIFE AND DISABILITY INSURANCE | 1,235.46 | 1,382.00 | 1,382.00 | 934.08 | 1,382.00 | 0.00 |
| 590-536-726.000 | COMPENSATED ABSENCES | (4,385.04) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 590-536-752.000 | OFFICE SUPPLIES | 1,477.59 | 1,500.00 | 1,500.00 | 290.16 | 1,500.00 | 0.00 |
| 590-536-754.000 | OPERATING SUPPLIES | 5,027.02 | 5,500.00 | 5,500.00 | 3,265.15 | 5,500.00 | 0.00 |
| 590-536-759.000 | GAS/FUEL | 10,724.72 | 12,500.00 | 12,500.00 | 6,854.89 | 12,500.00 | 0.00 |
| 590-536-767.000 | UNIFORMS | 968.89 | 2,000.00 | 2,000.00 | 422.25 | 2,000.00 | 0.00 |
| 590-536-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 23,004.29 | 98,210.00 | 71,000.00 | 47,939.59 | 71,000.00 | 0.00 |
| 590-536-802.100 | SOFTWARE SUPPORT/MAINTENANCE AGREEMEN | 2,421.31 | 2,530.00 | 2,700.00 | 2,558.38 | 2,700.00 | 0.00 |
| 590-536-826.000 | LEGAL FEES | 1,740.00 | 20,000.00 | 20,000.00 | 300.00 | 2,000.00 | (18,000.00) |
| | *Reduced Budget for legal fees coming in lower than expected in the original budget | | | | | | |
| 590-536-850.000 | COMMUNICATIONS | 2,300.77 | 2,510.00 | 2,510.00 | 1,895.15 | 2,510.00 | 0.00 |
| 590-536-851.000 | MAIL/POSTAGE | 1,828.81 | 4,000.00 | 4,000.00 | 1,393.33 | 4,000.00 | 0.00 |
| 590-536-860.000 | TRANSPORTATION/MILEAGE REIMBURSMENT | 685.59 | 800.00 | 800.00 | 466.75 | 800.00 | 0.00 |
| 590-536-900.000 | PRINTING & PUBLISHING | 401.70 | 1,500.00 | 1,500.00 | 572.08 | 1,500.00 | 0.00 |
| 590-536-920.000 | ELECTRIC/NATURAL GAS | 83,941.61 | 102,000.00 | 102,000.00 | 66,074.61 | 102,000.00 | 0.00 |
| 590-536-930.000 | REPAIRS | 5,861.23 | 180,000.00 | 180,000.00 | 21,552.69 | 125,000.00 | (55,000.00) |
| | *Reduced Budget for Repairs coming in lower than expected in the original budget | | | | | | |
| 590-536-930.200 | MAINT-GROUNDS | 786.62 | 2,000.00 | 2,000.00 | 146.61 | 2,000.00 | 0.00 |
| 590-536-930.300 | MAINT-BUILDINGS | 2,698.45 | 5,000.00 | 5,000.00 | 1,790.00 | 5,000.00 | 0.00 |
| 590-536-933.000 | MAINT-VEHICLES | 1,521.72 | 6,000.00 | 6,000.00 | 5,100.61 | 6,000.00 | 0.00 |
| 590-536-933.050 | MAINT-EQUIPMENT | 2,842.50 | 25,000.00 | 25,000.00 | 1,692.66 | 15,000.00 | (10,000.00) |
| | *Reduced Budget for Maintenance coming in lower than expected in the original budget | | | | | | |
| 590-536-933.500 | MAINT-LIFT STATIONS | 17,045.64 | 146,000.00 | 146,000.00 | 44,873.68 | 120,000.00 | (26,000.00) |
| | *Reduced Budget for Maintenance coming in lower than expected in the original budget | | | | | | |
| 590-536-934.300 | OPTO 22 MAINTENANCE | 257.49 | 10,000.00 | 10,000.00 | 1,708.83 | 5,000.00 | (5,000.00) |
| | *Reduced Budget for Maintenance coming in lower than expected in the original budget | | | | | | |
| 590-536-934.500 | MAINT. AGREEMENT ON EQUIPMENT | 5,747.31 | 9,700.00 | 9,700.00 | 8,112.98 | 9,700.00 | 0.00 |
| 590-536-955.000 | MISC. | 20.00 | 0.00 | 101.00 | 101.00 | 101.00 | 0.00 |
| 590-536-957.000 | PROFESSIONAL DEVELOPMENT | 392.50 | 2,500.00 | 2,500.00 | 417.50 | 2,500.00 | 0.00 |
| 590-536-957.100 | SEMINAR LODGING | 0.00 | 1,000.00 | 1,000.00 | 255.39 | 1,000.00 | 0.00 |
| 590-536-957.200 | SEMINAR MEALS | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 590-536-957.300 | MEMBERSHIP & DUES | 432.50 | 500.00 | 500.00 | 243.50 | 500.00 | 0.00 |

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 590-536-962.000 | SAFETY | 2,530.92 | 6,000.00 | 6,000.00 | 1,819.90 | 6,000.00 | 0.00 |
| 590-536-963.000 | PROPERTY/LIABILITY INSURANCE | 22,820.59 | 23,500.00 | 33,000.00 | 28,308.04 | 33,000.00 | 0.00 |
| 590-536-969.300 | HOOKUP LABOR & MATERIAL | 587.50 | 10,000.00 | 10,000.00 | 3,982.75 | 10,000.00 | 0.00 |
| 590-536-973.000 | CAPITAL PROJECTS-SEWER SYSTEM | 0.00 | 1,789,100.00 | 1,789,100.00 | 929,373.12 | 1,064,100.00 | (725,000.00) |
| | *Reduced Budget for Pump Station #2 Upgrade project \$225,000 and Pump Station #5 Upgrade \$500,000, which were both moved to the 2024 Budget | | | | | | |
| 590-536-977.000 | NEW EQUIPMENT PURCHASE | 5,748.07 | 12,500.00 | 12,500.00 | 639.24 | 12,500.00 | 0.00 |
| 590-536-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 437.67 | 1,000.00 | 1,000.00 | 384.99 | 1,000.00 | 0.00 |
| 590-536-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 1,841.12 | 0.00 | 10,000.00 | 2,856.29 | 10,000.00 | 0.00 |
| 590-536-981.000 | NEW VEHICLE PURCHASE | 0.00 | 30,000.00 | 30,000.00 | 28.96 | 30,000.00 | 0.00 |
| Total Dept 536 - WATER/SEWER SYSTEMS | | 623,910.76 | 2,966,093.00 | 2,958,654.00 | 1,518,990.45 | 2,127,096.00 | (831,558.00) |
| Dept 540 - WWTP | | | | | | | |
| 590-540-702.000 | SALARIES & WAGES | 283,106.53 | 287,927.00 | 287,927.00 | 191,236.13 | 287,927.00 | 0.00 |
| 590-540-702.500 | OVERTIME | 9,830.97 | 13,000.00 | 13,000.00 | 7,003.42 | 13,000.00 | 0.00 |
| 590-540-702.700 | LUMP SUM IN LIEU OF STEP | 5,285.94 | 0.00 | 0.00 | 0.00 | 3,650.00 | 3,650.00 |
| | *Increased Budget based on collective bargaining agreement for 2023 | | | | | | |
| 590-540-705.000 | LEAVE TIME PAYOUT | 16,889.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 590-540-710.000 | EMPLR FICA CONTR | 18,734.26 | 17,720.00 | 17,720.00 | 11,807.95 | 17,720.00 | 0.00 |
| 590-540-711.000 | EMPLR MEDICARE CONTR | 4,381.39 | 4,144.00 | 4,144.00 | 2,761.54 | 4,144.00 | 0.00 |
| 590-540-711.500 | UNEMPLOYMENT | 617.50 | 713.00 | 713.00 | 190.00 | 713.00 | 0.00 |
| 590-540-716.000 | EMPLR RETIREMENT CONTR | 28,360.18 | 27,083.00 | 27,083.00 | 17,841.54 | 27,083.00 | 0.00 |
| 590-540-718.500 | HEALTH INSURANCE | 112,500.21 | 128,925.00 | 128,925.00 | 71,836.22 | 128,925.00 | 0.00 |
| 590-540-718.700 | HEALTH INS-EE CONTRIBUTIONS | (12,649.96) | (14,562.00) | (14,562.00) | (8,469.83) | (14,562.00) | 0.00 |
| 590-540-719.000 | DENTAL INSURANCE | 6,654.52 | 7,975.00 | 7,975.00 | 4,501.57 | 7,975.00 | 0.00 |
| 590-540-719.800 | VISION INSURANCE | 995.17 | 1,105.00 | 1,105.00 | 586.80 | 1,105.00 | 0.00 |
| 590-540-719.900 | VISION INS-EE CONTRIBUTIONS | (490.33) | (553.00) | (553.00) | (293.40) | (553.00) | 0.00 |
| 590-540-724.000 | WORKER'S COMP | 3,053.67 | 2,425.00 | 2,425.00 | 1,449.20 | 2,425.00 | 0.00 |
| 590-540-725.000 | LIFE AND DISABILITY INSURANCE | 1,537.97 | 1,760.00 | 1,760.00 | 1,037.16 | 1,760.00 | 0.00 |
| 590-540-743.000 | CHEMICALS | 61,622.40 | 60,000.00 | 65,000.00 | 38,624.02 | 65,000.00 | 0.00 |
| 590-540-744.000 | LAB EQUIPMENT & SUPPLIES | 31,434.64 | 30,000.00 | 30,000.00 | 20,264.95 | 30,000.00 | 0.00 |
| 590-540-752.000 | OFFICE SUPPLIES | 589.99 | 700.00 | 700.00 | 399.17 | 700.00 | 0.00 |
| 590-540-754.000 | OPERATING SUPPLIES | 12,139.16 | 12,000.00 | 12,000.00 | 5,241.05 | 12,000.00 | 0.00 |
| 590-540-759.000 | GAS/FUEL | 5,501.08 | 5,000.00 | 5,000.00 | 2,162.79 | 5,000.00 | 0.00 |
| 590-540-767.000 | UNIFORMS | 864.79 | 2,000.00 | 2,000.00 | 592.50 | 2,000.00 | 0.00 |

Charter Township of Union
590 - Sewer Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------|--------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 590-540-774.100 | BIOXIDE | 75,915.28 | 80,000.00 | 80,000.00 | 50,188.07 | 80,000.00 | 0.00 |
| 590-540-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 24,943.12 | 28,450.00 | 30,000.00 | 19,166.65 | 30,000.00 | 0.00 |
| 590-540-801.200 | CONT. SERV. - BIOSOLIDS LAND APPL. | 28,111.20 | 37,400.00 | 37,400.00 | 747.70 | 51,000.00 | 13,600.00 |
| | *Increased Budget based on increased biosolids and fuel cost | | | | | | |
| 590-540-801.300 | CONT. SERV. - LAB ANALYSIS | 3,548.93 | 7,000.00 | 7,000.00 | 6,265.00 | 7,000.00 | 0.00 |
| 590-540-850.000 | COMMUNICATIONS | 4,401.30 | 4,800.00 | 4,800.00 | 4,181.74 | 4,800.00 | 0.00 |
| 590-540-851.000 | MAIL/POSTAGE | 168.50 | 750.00 | 750.00 | 155.80 | 750.00 | 0.00 |
| 590-540-860.000 | TRANSPORTATION/MILEAGE REIMBURSEMENT | 108.09 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 590-540-900.000 | PRINTING & PUBLISHING | 155.45 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 590-540-920.000 | ELECTRIC/NATURAL GAS | 148,585.50 | 176,000.00 | 176,000.00 | 111,618.41 | 176,000.00 | 0.00 |
| 590-540-920.200 | WATER & SEWER QUARTERLY BILLING | 6,624.72 | 10,000.00 | 10,000.00 | 4,286.03 | 10,000.00 | 0.00 |
| 590-540-923.000 | PROPANE | 2,225.28 | 3,500.00 | 3,500.00 | 967.29 | 3,500.00 | 0.00 |
| 590-540-930.200 | MAINT-GROUNDS | 1,822.40 | 3,500.00 | 3,500.00 | 277.01 | 3,500.00 | 0.00 |
| 590-540-930.300 | MAINT-BUILDINGS | 2,834.91 | 15,000.00 | 5,000.00 | 1,412.18 | 5,000.00 | 0.00 |
| 590-540-933.000 | MAINT-VEHICLES | 1,265.68 | 3,000.00 | 3,000.00 | 304.08 | 3,000.00 | 0.00 |
| 590-540-933.050 | MAINT-EQUIPMENT | 4,496.88 | 6,000.00 | 6,000.00 | 3,013.76 | 6,000.00 | 0.00 |
| 590-540-934.300 | OPTO 22 MAINTENANCE | 5,610.52 | 10,000.00 | 10,000.00 | 1,925.95 | 10,000.00 | 0.00 |
| 590-540-934.500 | MAINT. AGREEMENT ON EQUIPMENT | 2,582.74 | 5,500.00 | 5,500.00 | 750.00 | 5,500.00 | 0.00 |
| 590-540-934.981 | SAMPLING EQUIPMENT MAINT. | 132.25 | 4,000.00 | 4,000.00 | 577.01 | 4,000.00 | 0.00 |
| 590-540-934.982 | PRELIMINARY TREAT EQUIPM. MAINT. | 5,558.43 | 25,000.00 | 25,000.00 | 2,567.94 | 25,000.00 | 0.00 |
| 590-540-934.983 | SECONDARY TREAT EQUIP. MAINT. | 14,867.49 | 25,000.00 | 30,000.00 | 28,177.60 | 30,000.00 | 0.00 |
| 590-540-934.984 | SOLIDS EQUIPMENT MAINT. | 11,165.17 | 25,000.00 | 25,000.00 | 18,602.50 | 25,000.00 | 0.00 |
| 590-540-934.985 | DISINFECTION EQUIPMENT MAINT. | 373.45 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 |
| 590-540-934.986 | INSTRUMENTATION EQUIPMENT MAINT. | 1,238.77 | 6,000.00 | 6,000.00 | 741.55 | 6,000.00 | 0.00 |
| 590-540-934.987 | TERTIARY FILTER MAINT. | 1,713.12 | 10,000.00 | 10,000.00 | 568.67 | 10,000.00 | 0.00 |
| 590-540-949.000 | IPP | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 590-540-957.000 | PROFESSIONAL DEVELOPMENT | 2,404.20 | 5,000.00 | 5,000.00 | 711.40 | 5,000.00 | 0.00 |
| 590-540-957.100 | SEMINAR LODGING | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 590-540-957.200 | SEMINAR MEALS | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 590-540-957.300 | MEMBERSHIP & DUES | 307.00 | 500.00 | 500.00 | 83.00 | 500.00 | 0.00 |
| 590-540-958.100 | PERMITS & FEES | 6,275.48 | 13,000.00 | 13,000.00 | 5,500.00 | 13,000.00 | 0.00 |
| 590-540-962.000 | SAFETY | 2,115.17 | 5,000.00 | 5,000.00 | 1,900.75 | 5,000.00 | 0.00 |
| 590-540-963.000 | PROPERTY/LIABILITY INSURANCE | 17,416.82 | 18,000.00 | 18,000.00 | 15,900.31 | 18,000.00 | 0.00 |
| 590-540-977.000 | NEW EQUIPMENT PURCHASE | 853.38 | 5,000.00 | 5,000.00 | 3,955.63 | 5,000.00 | 0.00 |

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| Charter Township of Union 590 - Sewer Fund 2023 Budget Amendment #5 |
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| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|---------------------------------------|----------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 590-540-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 | 0.00 |
| 590-540-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 2,670.00 | 0.00 | 8,000.00 | 5,305.49 | 8,000.00 | 0.00 |
| Total Dept 540 - WWTP | | 971,450.40 | 1,128,612.00 | 1,138,162.00 | 658,624.30 | 1,155,412.00 | 17,250.00 |
| Dept 906 - DEBT SERVICE | | | | | | | |
| 590-906-993.350 | BOND INTEREST-RURAL DEVELOPMENT | 142,082.80 | 139,500.00 | 139,500.00 | 69,858.75 | 139,500.00 | 0.00 |
| Total Dept 906 - DEBT SERVICE | | 142,082.80 | 139,500.00 | 139,500.00 | 69,858.75 | 139,500.00 | 0.00 |
| Dept 960 - DEPRECIATION EXPENSE | | | | | | | |
| 590-960-968.000 | DEPRECIATION EXPENSE | 755,733.06 | 780,000.00 | 780,000.00 | 0.00 | 780,000.00 | 0.00 |
| Total Dept 960 - DEPRECIATION EXPENSE | | 755,733.06 | 780,000.00 | 780,000.00 | 0.00 | 780,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 2,493,177.02 | 5,014,205.00 | 5,016,316.00 | 2,247,473.50 | 4,202,008.00 | (814,308.00) |
| TOTAL REVENUES | | 2,815,807.47 | 3,106,792.00 | 3,578,288.17 | 2,177,520.59 | 3,631,288.17 | 53,000.00 |
| TOTAL EXPENDITURES | | 2,493,177.02 | 5,014,205.00 | 5,016,316.00 | 2,247,473.50 | 4,202,008.00 | (814,308.00) |
| NET OF REVENUES & EXPENDITURES | | 322,630.45 | (1,907,413.00) | (1,438,027.83) | (69,952.91) | (570,719.83) | 867,308.00 |
| BEGINNING FUND BALANCE | | 14,841,061.00 | 15,163,691.45 | 15,163,691.45 | 15,163,691.45 | 15,163,691.45 | |
| ENDING FUND BALANCE | | 15,163,691.45 | 13,256,278.45 | 13,725,663.62 | 15,093,738.54 | 14,592,971.62 | |

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| Charter Township of Union 591 - Water Fund 2023 Budget Amendment #5 | | | | | | | |
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| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| Revenues | | | | | | | |
| 591-000-476.500 | REVENUE-REPLACEMENT METERS | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 591-000-539.000 | STATE GRANTS | 0.00 | 38,700.00 | 38,700.00 | 2,162.82 | 38,700.00 | 0.00 |
| 591-000-626.000 | WATER INSPECTION FEES | 3,993.50 | 1,500.00 | 11,000.00 | 9,834.00 | 11,000.00 | 0.00 |
| 591-000-643.000 | WATER SALES | 1,544,655.31 | 1,495,000.00 | 1,495,000.00 | 782,957.08 | 1,495,000.00 | 0.00 |
| 591-000-643.100 | BULK WATER SALES | 3,527.65 | 1,200.00 | 1,200.00 | 2,143.50 | 6,600.00 | 5,400.00 |
| | *Increased Budget for the increased actual sales in 2023 | | | | | | |
| 591-000-643.200 | FINAL READ | 4,446.00 | 4,000.00 | 4,000.00 | 3,120.00 | 4,000.00 | 0.00 |
| 591-000-643.300 | TURN-OFF | 7,128.00 | 4,000.00 | 4,000.00 | 3,015.00 | 4,000.00 | 0.00 |
| 591-000-644.000 | LATERALS | 4,631.04 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| 591-000-644.200 | BENEFIT FEES | 31,835.23 | 50,000.00 | 70,000.00 | 89,382.38 | 90,000.00 | 20,000.00 |
| | *Increased Budget for several new projects in the Township in 2023 such as, Mid Michigan College, the new Isabella County jail, and Central Concrete | | | | | | |
| 591-000-645.000 | CONNECTION FEES | 45,010.50 | 60,000.00 | 60,000.00 | 22,288.00 | 60,000.00 | 0.00 |
| 591-000-655.000 | FINES & FORFEITURES | 20,452.98 | 20,000.00 | 20,000.00 | 12,062.97 | 20,000.00 | 0.00 |
| 591-000-665.000 | INTEREST EARNED | 16,530.63 | 10,500.00 | 120,000.00 | 70,563.63 | 120,000.00 | 0.00 |
| 591-000-665.100 | INTEREST EARNED-SPEC ASSESS | 867.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-000-671.000 | LEASES - TOWER RENTAL | 56,387.41 | 56,000.00 | 56,000.00 | 43,829.55 | 56,000.00 | 0.00 |
| 591-000-672.000 | OTHER REVENUE | 9,296.22 | 8,000.00 | 8,000.00 | 1,841.55 | 8,000.00 | 0.00 |
| 591-000-673.000 | GAIN/LOSS ON SALE OF ASSETS | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-000-687.000 | REFUNDS & REBATES | 1,649.11 | 1,500.00 | 3,500.00 | 3,468.58 | 3,500.00 | 0.00 |
| TOTAL REVENUES | | 1,757,910.79 | 1,756,400.00 | 1,897,400.00 | 1,046,669.06 | 1,922,800.00 | 25,400.00 |
| Expenditures | | | | | | | |
| Dept 536 - WATER/SEWER SYSTEMS | | | | | | | |
| 591-536-702.000 | SALARIES & WAGES | 414,589.65 | 415,205.00 | 415,205.00 | 326,702.01 | 415,205.00 | 0.00 |
| 591-536-702.200 | TEMPORARY LABOR | 5,128.71 | 10,608.00 | 10,608.00 | 12,105.00 | 16,000.00 | 5,392.00 |
| | *Increased Budget for increase in wages for all Township temporary help to \$15.00 per hour | | | | | | |
| 591-536-702.500 | OVERTIME | 35,904.40 | 41,000.00 | 41,000.00 | 28,403.98 | 41,000.00 | 0.00 |
| 591-536-702.700 | LUMP SUM IN LIEU OF STEP | 6,262.63 | 0.00 | 0.00 | 0.00 | 5,100.00 | 5,100.00 |
| | *Increased Budget based on collective bargaining agreement for 2023 | | | | | | |
| 591-536-705.000 | LEAVE TIME PAYOUT | 0.00 | 6,700.00 | 6,700.00 | 0.00 | 6,700.00 | 0.00 |
| 591-536-710.000 | EMPLR FICA CONTR | 27,580.12 | 27,940.00 | 27,940.00 | 22,030.33 | 27,940.00 | 0.00 |
| 591-536-711.000 | EMPLR MEDICARE CONTR | 6,449.52 | 6,534.00 | 6,534.00 | 5,151.79 | 6,534.00 | 0.00 |
| 591-536-711.500 | UNEMPLOYMENT | 886.11 | 957.00 | 957.00 | 350.01 | 957.00 | 0.00 |
| 591-536-716.000 | EMPLR RETIREMENT CONTR | 39,728.77 | 39,375.00 | 39,375.00 | 30,862.96 | 39,375.00 | 0.00 |

Charter Township of Union
591 - Water Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|-----------------|------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 591-536-718.500 | HEALTH INSURANCE | 142,445.71 | 152,596.00 | 152,596.00 | 108,424.22 | 152,596.00 | 0.00 |
| 591-536-718.700 | HEALTH INS-EE CONTRIBUTIONS | (14,772.42) | (15,649.00) | (15,649.00) | (11,437.07) | (15,649.00) | 0.00 |
| 591-536-719.000 | DENTAL INSURANCE | 7,855.16 | 8,177.00 | 8,177.00 | 5,711.56 | 8,177.00 | 0.00 |
| 591-536-719.800 | VISION INSURANCE | 842.30 | 1,045.00 | 1,045.00 | 787.20 | 1,045.00 | 0.00 |
| 591-536-719.900 | VISION INS-EE CONTRIBUTIONS | (422.07) | (522.00) | (522.00) | (393.48) | (522.00) | 0.00 |
| 591-536-724.000 | WORKER'S COMP | 6,558.85 | 5,940.00 | 5,940.00 | 4,100.29 | 5,940.00 | 0.00 |
| 591-536-725.000 | LIFE AND DISABILITY INSURANCE | 1,994.46 | 2,151.00 | 2,151.00 | 1,558.64 | 2,151.00 | 0.00 |
| 591-536-726.000 | COMPENSATED ABSENCES | 3,795.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-752.000 | OFFICE SUPPLIES | 1,562.00 | 1,600.00 | 1,600.00 | 312.16 | 1,600.00 | 0.00 |
| 591-536-753.000 | PROCESS CHEMICALS/CHLORINE | 67,646.94 | 65,000.00 | 65,000.00 | 48,869.36 | 65,000.00 | 0.00 |
| 591-536-754.000 | OPERATING SUPPLIES | 10,349.23 | 13,000.00 | 13,000.00 | 6,821.87 | 13,000.00 | 0.00 |
| 591-536-759.000 | GAS/FUEL | 15,043.93 | 12,000.00 | 12,000.00 | 6,455.63 | 12,000.00 | 0.00 |
| 591-536-767.000 | UNIFORMS | 1,068.88 | 2,000.00 | 2,000.00 | 422.24 | 2,000.00 | 0.00 |
| 591-536-774.100 | MXU | 5,920.00 | 10,000.00 | 10,000.00 | 5,120.00 | 10,000.00 | 0.00 |
| 591-536-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 81,392.54 | 95,200.00 | 98,200.00 | 55,440.35 | 98,200.00 | 0.00 |
| 591-536-801.010 | LAB FEES | 10,693.73 | 30,000.00 | 30,000.00 | 8,458.83 | 15,000.00 | (15,000.00) |
| | *Decreased Budget based on lower costs than expected in the original budget | | | | | | |
| 591-536-801.025 | HYDRANT FLUSHING | 0.00 | (30,000.00) | (30,000.00) | 0.00 | (30,000.00) | 0.00 |
| 591-536-801.750 | WELL HEAD PROTECTION | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 591-536-801.800 | WATER STUDY | 12,500.00 | 75,000.00 | 39,000.00 | 23,250.00 | 39,000.00 | 0.00 |
| 591-536-802.100 | SOFTWARE SUPPORT/MAINTENANCE AGREEMEN | 2,421.29 | 2,530.00 | 2,700.00 | 2,558.39 | 2,700.00 | 0.00 |
| 591-536-826.000 | LEGAL FEES | 1,260.00 | 10,000.00 | 10,000.00 | 300.00 | 1,000.00 | (9,000.00) |
| | *Reduced Budget for the Water and Connection Fee Ordinance work moved to the 2024 Budget | | | | | | |
| 591-536-850.000 | COMMUNICATIONS | 7,645.01 | 8,750.00 | 8,750.00 | 7,171.85 | 8,750.00 | 0.00 |
| 591-536-851.000 | MAIL/POSTAGE | 2,051.49 | 5,700.00 | 5,700.00 | 1,504.19 | 5,700.00 | 0.00 |
| 591-536-860.000 | TRANSPORTATION/MILEAGE REIMBURSEMENT | 611.55 | 1,200.00 | 1,200.00 | 421.41 | 1,200.00 | 0.00 |
| 591-536-900.000 | PRINTING & PUBLISHING | 4,625.84 | 5,200.00 | 5,200.00 | 3,952.41 | 5,200.00 | 0.00 |
| 591-536-920.000 | ELECTRIC/NATURAL GAS | 141,658.35 | 173,000.00 | 173,000.00 | 112,389.49 | 173,000.00 | 0.00 |
| 591-536-930.000 | EQUIPMENT REPAIRS | 60,999.32 | 105,000.00 | 105,000.00 | 57,625.89 | 75,000.00 | (30,000.00) |
| | *Decreased Budget based on lower costs than expected in the original budget | | | | | | |
| 591-536-930.200 | MAINT-GROUNDS | 1,297.28 | 6,000.00 | 6,000.00 | 146.61 | 6,000.00 | 0.00 |
| 591-536-930.300 | MAINT-BUILDINGS | 4,994.48 | 5,000.00 | 5,000.00 | 3,005.06 | 5,000.00 | 0.00 |
| 591-536-933.000 | MAINT-VEHICLES | 1,559.47 | 6,000.00 | 6,000.00 | 6,421.89 | 6,000.00 | 0.00 |
| 591-536-933.050 | MAINT-EQUIPMENT | 6,540.87 | 15,000.00 | 15,000.00 | 1,234.27 | 15,000.00 | 0.00 |
| 591-536-933.100 | MAINT-WATER WELLS | 580.00 | 38,500.00 | 48,500.00 | 37,714.31 | 48,500.00 | 0.00 |

Charter Township of Union
591 - Water Fund
2023 Budget Amendment #5

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| 591-536-933.200 | MAINT-TREATMENT PLANTS | 15,158.87 | 74,000.00 | 74,000.00 | 21,845.16 | 74,000.00 | 0.00 |
| 591-536-933.300 | MAINT-WATER TOWERS | 7,712.58 | 5,000.00 | 5,000.00 | 1,474.00 | 5,000.00 | 0.00 |
| 591-536-934.300 | OPTO 22 MAINTENANCE | 4,703.03 | 16,000.00 | 16,000.00 | 2,758.82 | 10,000.00 | (6,000.00) |
| | *Decreased Budget based on lower costs than expected in the original budget | | | | | | |
| 591-536-934.500 | MAINT. AGREEMENT ON EQUIPMENT | 7,078.84 | 4,300.00 | 7,300.00 | 6,390.68 | 7,300.00 | 0.00 |
| 591-536-940.500 | ROYALTIES | 5,390.00 | 5,000.00 | 5,000.00 | 3,452.20 | 5,000.00 | 0.00 |
| 591-536-955.000 | MISC. | 0.00 | 0.00 | 101.00 | 101.00 | 101.00 | 0.00 |
| 591-536-957.000 | PROFESSIONAL DEVELOPMENT | 1,617.50 | 5,000.00 | 5,000.00 | 1,577.50 | 5,000.00 | 0.00 |
| 591-536-957.100 | SEMINAR LODGING | 0.00 | 1,000.00 | 1,000.00 | 255.39 | 1,000.00 | 0.00 |
| 591-536-957.200 | SEMINAR MEALS | 16.96 | 450.00 | 450.00 | 72.89 | 450.00 | 0.00 |
| 591-536-957.300 | MEMBERSHIP & DUES | 1,067.50 | 1,200.00 | 1,200.00 | 243.50 | 1,200.00 | 0.00 |
| 591-536-962.000 | SAFETY | 3,639.19 | 6,000.00 | 6,000.00 | 1,747.67 | 6,000.00 | 0.00 |
| 591-536-963.000 | PROPERTY/LIABILITY INSURANCE | 26,099.98 | 27,000.00 | 31,000.00 | 23,827.40 | 31,000.00 | 0.00 |
| 591-536-969.200 | METER REPLACEMENT PROGRAM | 47,336.61 | 30,000.00 | 30,000.00 | 20,360.26 | 30,000.00 | 0.00 |
| 591-536-969.300 | HOOKUP LABOR & MATERIAL | 81,702.64 | 60,000.00 | 60,000.00 | 19,272.12 | 60,000.00 | 0.00 |
| 591-536-972.000 | CAPITAL PROJECTS-WATER SYSTEM | 0.00 | 814,000.00 | 814,000.00 | 253,628.45 | 509,000.00 | (305,000.00) |
| | *Increased Budget \$45,000 for the Phase I Topographical Survey and Mapping Contract with Gourdie Fraser approved by the Board of Trustees on 11-8-23 | | | | | | |
| | *Reduced Budget for the iron removal filter project \$150,000 and installation of a new well \$200,000, both moved to the 2024 Budget | | | | | | |
| 591-536-977.000 | NEW EQUIPMENT PURCHASE | 4,801.12 | 28,500.00 | 28,500.00 | 7,578.24 | 28,500.00 | 0.00 |
| 591-536-980.000 | NEW OFFICE EQUIPMENT & FURNITURE | 437.67 | 1,000.00 | 1,000.00 | 367.10 | 1,000.00 | 0.00 |
| 591-536-980.100 | NEW COMPUTER HARDWARE & SOFTWARE | 4,721.97 | 2,000.00 | 7,000.00 | 4,101.78 | 7,000.00 | 0.00 |
| 591-536-981.000 | NEW VEHICLE PURCHASE | 0.00 | 30,000.00 | 30,000.00 | 28.97 | 30,000.00 | 0.00 |
| Total Dept 536 - WATER/SEWER SYSTEMS | | 1,338,733.63 | 2,468,687.00 | 2,457,958.00 | 1,293,036.78 | 2,103,450.00 | (354,508.00) |
| Dept 906 - DEBT SERVICE | | | | | | | |
| 591-906-993.002 | BOND INTEREST - (2010 WATER) | 46,792.79 | 42,800.00 | 42,800.00 | 43,817.50 | 42,800.00 | 0.00 |
| 591-906-993.800 | BOND ISSUE COST AMORTIZATION | 1,578.75 | 1,579.00 | 1,579.00 | 1,578.75 | 1,579.00 | 0.00 |
| 591-906-993.900 | BOND - PAYING AGENT FEES | 750.00 | 800.00 | 800.00 | 750.00 | 800.00 | 0.00 |
| Total Dept 906 - DEBT SERVICE | | 49,121.54 | 45,179.00 | 45,179.00 | 46,146.25 | 45,179.00 | 0.00 |
| Dept 960 - DEPRECIATION EXPENSE | | | | | | | |
| 591-960-968.000 | DEPRECIATION EXPENSE | 409,951.77 | 425,000.00 | 425,000.00 | 0.00 | 425,000.00 | 0.00 |
| Total Dept 960 - DEPRECIATION EXPENSE | | 409,951.77 | 425,000.00 | 425,000.00 | 0.00 | 425,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,797,806.94 | 2,938,866.00 | 2,928,137.00 | 1,339,183.03 | 2,573,629.00 | (354,508.00) |

| |
|------------------------------------------------------------------------------------------------|
| Charter Township of Union 591 - Water Fund 2023 Budget Amendment #5 |
|------------------------------------------------------------------------------------------------|

| GL NUMBER | DESCRIPTION | END BALANCE 12/31/2022 | 2023 ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 9/26/2023 | 2023 PROPOSED AMENDED BUDGET | 2023 PROPOSED BUDGET AMENDMENT |
|--------------------------------|-------------|------------------------------|----------------------------|---------------------------|-----------------------------|---------------------------------------|-----------------------------------------|
| TOTAL REVENUES | | 1,757,910.79 | 1,756,400.00 | 1,897,400.00 | 1,046,669.06 | 1,922,800.00 | 25,400.00 |
| TOTAL EXPENDITURES | | 1,797,806.94 | 2,938,866.00 | 2,928,137.00 | 1,339,183.03 | 2,573,629.00 | (354,508.00) |
| NET OF REVENUES & EXPENDITURES | | (39,896.15) | (1,182,466.00) | (1,030,737.00) | (292,513.97) | (650,829.00) | 379,908.00 |
| BEGINNING FUND BALANCE | | 11,441,389.00 | 11,401,492.85 | 11,401,492.85 | 11,401,492.85 | 11,401,492.85 | |
| ENDING FUND BALANCE | | 11,401,492.85 | 10,219,026.85 | 10,370,755.85 | 11,108,978.88 | 10,750,663.85 | |



REQUEST FOR TOWNSHIP BOARD ACTION

| | |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| To: Board of Trustees | DATE: November 14, 2023 |
| FROM: Mark Stuhldreher, Township Manager | DATE FOR BOARD CONSIDERATION: 11/29/23 |
| ACTION REQUESTED: Consider approval of a one-year extension of the Fire Protection Agreement with the City of Mt. Pleasant | |

Current Action Emergency

Funds Budgeted: If Yes Account # Fire Fund No N/A

Finance Approval MDS

BACKGROUND INFORMATION

Union Township has been receiving fire protection services via a contractual relationship with the city of Mt. Pleasant for decades. The funding for this service has been supported by a dedicated fire millage which was most recently renewed in November 2018 by a 70/30 favorable margin, thus highlighting the community’s support for the arrangement. The Service Agreement has demonstrated a long-term commitment by both the City and Township toward the sharing of services that has benefited both communities economically as well as from a service delivery standpoint. As important, it set the stage for the additional cooperative endeavors that have been undertaken over the years.

The current Agreement, approved in November 2018, expires at the end of 2023.

As previously noted, the city is currently working on a Fire Department Study with the Center for Public Safety Management to assess the current and future needs of the Fire Department. The results of that study will not be available until the beginning of 2024. Any potential changes as a result of that study would not likely take effect until late 2024 or possibly 2025. Any discussion around potential changes will involve Union Township as one of their primary service recipients.

SCOPE OF SERVICES

The City will provide fire suppression services to property in the Township as well as provide fire review, inspections, and enforcement for new commercial construction projects. All aspects of the existing Agreement will remain in effect.

JUSTIFICATION

Approval of extension of the Agreement ensures the continuation of fire protection services at levels the citizens of the Township have come to expect. The provision of these services will facilitate and support the residential and commercial growth of the Township in an economical fashion that benefits both parties.

The one-year extension of the current Agreement allows for the Fire Department Study to be completed after which discussions will occur regarding a multi-year contract for fire suppression and commercial construction fire review services.

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

The current contract pricing history is shown in the table below. The agreed upon 2024 contract payment column has been added.

| 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| \$731,400 | \$763,800 | \$796,300 | \$812,900 | \$830,100 | \$838,401 |
| % Increase from prior year | 4.43% | 4.25% | 2.08% | 2.11% | 1.00% |

PROJECT TIME TABLE

This Agreement will become effective January 1, 2024, and will remain in force until December 31, 2024. Following receipt of the Fire Department Study, the City Manager and Township Manager will meet to discuss a longer-term contract.

RESOLUTION

Authorization is hereby given to approve a one-year extension of the existing Fire Protection Agreement in the amount of \$838,401 and authorize the Township Manager to sign all requisite documents.

Resolved by _____ Seconded by _____

Date Signed: _____

- Yes:
- No:
- Absent:

FIRE PROTECTION AGREEMENT

THIS AGREEMENT, effective January 1, 2019 by and between the City of Mt. Pleasant, Michigan, a Municipal Corporation, hereinafter called the "CITY", and the Charter Township of Union, a Municipal Corporation, hereinafter called the "TOWNSHIP", both situated in Isabella County, Michigan.

WITNESSETH:

WHEREAS, CITY and TOWNSHIP have jointly provided for fire protection through an agreement expiring on December 31, 2018, with the City Fire Department providing fire protection and commercial inspection services as defined in Section 5 below to the TOWNSHIP, and it is mutually agreed by the parties that it is for their common interest that such service be continued to be rendered in the manner hereinafter set forth,

It is acknowledged that the Mt. Pleasant Fire Chief, by virtue of the Township's adoption of the International Fire Code, is the Charter Township of Union Fire Chief and has the powers of the Fire Chief as outlined in the International Fire Code. By virtue of the Township's adoption of Resolution ^{attached} _____ dated 12/19/18, the Charter Township of Union Fire Chief is also the Township's Fire Code Official.

It is further acknowledged and hereby agreed that the authority and scope of responsibility of the City of Mt. Pleasant Fire Chief and personnel of the Fire Department are limited. The authority and duties of the Fire Chief shall be limited to those set forth in the International Fire Code and any potential scope of liability shall be limited to the fullest extent permitted by law, including any limits set forth in the International Fire Code. Further, it is acknowledged that the duties described herein are being assigned to the Fire Chief in his official capacity as a government employee, as part of his job duties, such that it is intended that the Fire Chief and fire department personnel shall be entitled to governmental immunity when performing any of the duties or efforts described in the Agreement, as such duties are within the functions of government and are activities assigned for the purpose of public safety.

NOW, THEREFORE, it is mutually agreed as follows:

1. That upon a call from a location in the TOWNSHIP, one or more pieces of firefighting apparatus and an appropriate number of trained members of the Mt. Pleasant Fire Department shall respond to the scene of the TOWNSHIP fire or emergency.

2. If while fighting a fire in the **TOWNSHIP** the **CITY** receives a call to attend a fire within the city limits or township other than Union, or if while fighting a fire in the **CITY** or a township other than Union, an alarm comes in from the **TOWNSHIP**, the Chief of the City Fire Department shall have full authority in his discretion to respond to the second alarm or fire call with such fire apparatus and personnel as in his opinion may be spared therefore. The **CITY** guarantees that response will be made to every fire alarm or emergency in Union Township either by the Mt. Pleasant Fire Department or by a neighboring fire department with whom the **CITY** maintains a mutual aid agreement.

It is intended by this Agreement that the **CITY** and its personnel, including but not limited to the Fire Chief, fire department personnel/volunteers and the **CITY** itself, shall be entitled to the fullest extent of immunity from liability permitted by law, and it is further intended that in no event shall the **CITY** be liable to the **TOWNSHIP** or any other property owner in the **TOWNSHIP** for damages or loss to property for failure to furnish such fire protection services, nor does the **CITY** or its personnel undertake or agree to be liable for such.

3. The **TOWNSHIP** fire truck is being replaced in 2018. It is expected that a new truck with appropriate equipment replacement consistent with the new truck will be needed in approximately 2033 or at such time as mutually agreed to by the **TOWNSHIP** and the **CITY**, with fire apparatus of a design and specification mutually approved by both parties. The **TOWNSHIP** apparatus will be stored, housed, serviced, repaired, and maintained by the **CITY** without cost to the **TOWNSHIP**. Ownership shall be retained by the **TOWNSHIP**.
4. The **CITY** shall insure the **TOWNSHIP** apparatus in like manner with similar equipment owned by the **CITY** with insurance which shall be effective whenever said apparatus is being used or driven in the performance of duties of the City Fire Department.
5. The **CITY** will also provide fire review, inspections, and enforcement for new commercial construction projects. This review will consist of: site plan review; submittal of fire protection system plans for third party review and approval; rough in inspections for fire protection systems (sprinkler system inspections, hydrostatic test of the sprinkler system, fire alarms systems, kitchen hood suppressions systems,

etc.); witnessing of water flow tests; fire protection system portion of final building inspection; and Firefighter Right to Know inspections. As set forth above in the limitations on liability, which are incorporated herein, the parties agree that the **CITY** and its personnel shall be entitled to immunity from liability to the fullest extent permitted by law for conducting these governmental functions.

6. The **TOWNSHIP** shall pay the **CITY** annually for fire protection and new commercial construction review services. The amount is to be in accordance with the following amounts:

2019 \$731,400

2020 \$763,800

2021 \$796,300

2022 \$812,900

2023 \$830,100

One-quarter of the above amount shall be paid to the **CITY** before the first day of April, July, October, and January during the term of this Agreement.

Interest at the rate of 9 percent per annum shall be added to any payment not received by the **CITY** by the date due.

7. This Agreement shall remain in force until December 31, 2023, unless amended by mutual agreement, or as otherwise set forth herein. The parties may by mutual agreement extend this agreement for an additional five years. In the event of a mutual agreement to extend for five years, the parties will meet by April 2023 to agree upon the annual payment amounts.

Notwithstanding any other provision, either party hereto may terminate this Agreement at any time by giving the opposite party written notice of its intention to do so at least eighteen (18) months prior to the time such party intends such termination to become effective.

8. The **CITY** shall provide to the **TOWNSHIP** Manager its annual proposed and

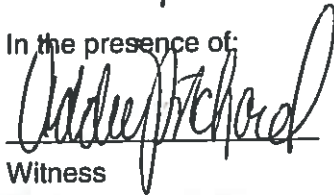
subsequent adopted Fire budget at or prior to the time the proposed and subsequent adopted budget is delivered to City Commissioners for their review and any amended budgets throughout the year.

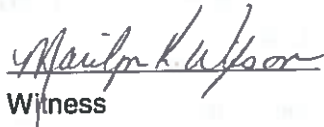
9. The **CITY** shall provide the **TOWNSHIP** Manager a monthly report via e-mail of all emergency runs in the **TOWNSHIP** and the number of staff responding to the emergency run. The **CITY** shall provide to the **TOWNSHIP** an annual report of the Mt. Pleasant Fire Department if requested by the **TOWNSHIP** Manager. If the **TOWNSHIP** should want additional detail including response activity and financial reports, it will be provided upon request.

10. If the **CITY** decides to implement false alarm fees, first responder fees, or other such fees for service during the term of the agreement, the **TOWNSHIP** will also consider implementation of such fees payable to the **CITY**.

DATED: 12/5, 2018

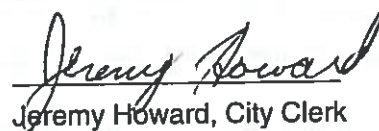
In the presence of:


Witness


Witness

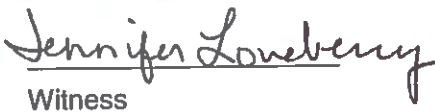
CITY OF MT. PLEASANT


Allison Quast-Lents, Mayor


Jeremy Howard, City Clerk

DATED: 12/4, 2018

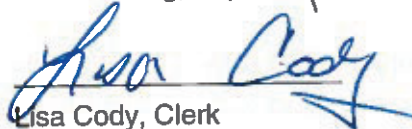
In the presence of:


Witness


Witness

CHARTER TOWNSHIP OF UNION


Ben Gunning, Supervisor


Lisa Cody, Clerk

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: November 14, 2023

Policy Review: 2.8 Emergency Township Manager Succession
Type of Review: Internal
Review Interval: Annual
Review Month: November 2023

Policy Wording

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

Manager Interpretation

The Township Manager interprets this policy to mean that a plan, with named individuals, is critical to continuing to achieve the organization's mission and goals as well as maintaining normal daily operations in case of an unforeseen event, such as death, disability, or unplanned extended absence of the Township Manager.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself and the general principles involved with emergency succession planning.

Data

The Township Succession Policy was adopted in November 2019 and is attached. To provide experience, when the Manager is away for scheduled absences, the individuals listed in the policy are assigned as Acting Township Manager on a rotating basis.

Compliance

The Township is in compliance with Policy.

Recommendation

While compliant with existing policy, it is recommended that instead of choosing from the list of positions in the order noted in the policy, that the Board choose anyone from the positions listed. This recommended change is reflected in the Succession Plan below via the "insertion/deletion" functionality in Word.

Township Manager Succession Plan

Created: November 2019

Requirement for Plan: Governance Policy 2.8

Board of Trustee Approval: November 26, 2019

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Charter Township of Union to be prepared for an eventual change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified.

The Board of Trustees shall be responsible for implementing this. To ensure the organization's operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits a permanent replacement, the Board will appoint an Interim Manager as described below.

The Interim Manager shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed and monitored including but not limited to reports due, contracts and other obligations to partners and counterparties.

Procedures for Succession:

For a temporary change in Manager leadership (i.e., illness, resignation, leave of absence) the Board of Trustees shall, within 3 business days, appoint an Interim Manager [from the list of positions below](#) according to the following line of succession:

- a. Public Services Department Director
- b. Finance Department Director
- c. Community and Economic Development Director

In order to ensure the capacity of these positions to assume the role of Interim Manager, the Manager will coach these staff members and expose them to organizational issues beyond their immediate areas of responsibility to ensure they are ready to fulfill this role.

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** November 14, 2023
FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 11/29/2023
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.8 – Board Committee Principles and Policy No. 3.9 – Board Committee Structure

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 over the intervening years. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long-term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Board Policy 3.8 – Board Committee Principles

At its’ highest level, the Policy states “Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to Township Manager.”

Board Policy 3.9 - Board Committee Structure

At its’ highest level, the Policy states “A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.”

To my knowledge, there are no committees that currently exist.

Attached to this memo are complete copies of Policy No’s 3.8 and 3.9 and an evaluation section that can be used for the review/discussion of the Policies.

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: 3.8 – Board Committee Principles; 3.9 Board Committee Structure
Type: Direct Inspection
Occurrence: Annual
Date: November 2023

Policy:

3.8 POLICY TITLE: BOARD COMMITTEE PRINCIPLES

Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board’s broader focus, board committees will normally not have direct dealings with current staff operations.

3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.

3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.

3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

3.9 POLICY TITLE: BOARD COMMITTEE STRUCTURE

A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

