



BOARD OF TRUSTEES
Regular Meeting
April 24, 2024
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. April 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 – April 10, 2024 – Regular Meeting and April 17, 2024 Annual Joint Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

G. Corrected Fox Meadows Subdivision I and II Special Assessment District Parcel List Certificate of Validity

11. NEW BUSINESS

- A. Discussion/Action: (Smith) Fox Meadows Paving Special Assessment Resolution #2
- B. Discussion/Action: (Smith) Request to Waive High Water Usage Charge – 908 Mulberry Lane
- C. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition & Activities
- D. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection
- E. Discussion/Action: (Board of Trustees) Policy Governance 3.4 Agenda Planning

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

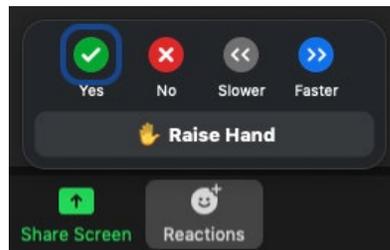
Hybrid Meeting Instructions for the Charter Township of Union Board of Trustees Meeting

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	Jessica	Lapp	2/15/2026
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Thomas	Olver	2/15/2027
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 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
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	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	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
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
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



Monthly Report

From: Township Manager

To: Board of Trustees

Month/Year: April 2024

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

Community and Economic Development

- Consideration of an updated Private Road Ordinance for adoption
- Consideration of an updated Sidewalk and Pathway Ordinance for adoption.
- Consideration of a new Parks and Recreation Master Plan
- Consideration of an updated Master Plan
- 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

- Lincoln Rd (Broomfield to Deerfield) Participation Agreement with ICRC
- Meridian Rd partner project - Participation Agreement with ICRC

- 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
- 2024 Manhole Rehabilitation Project Bids
- Pump Station #2 Engineering Agreement
- Fox Meadow SA – several action items over the course of a few meetings

Significant Items of Interest Longer Term

Finance

- Implement BS&A Purchase Orders
- Measure and price all exempt properties to better understand impact/volume/ of tax-exempt properties
- Replace vacant Accounting Specialist position
- Prepare a Budget Amendment request form for use by organization

Community and Economic Development

- Building Services Clerk working to coordinate with the file scanning contractor Graphic Sciences to transfer historical zoning/planning/site plan documents and files from the basement for scanning
- Consider ways to maximize the usefulness, readability, and functionality of the Township website’s Announcements, Public Notices, and News features.
- Zoning Administration - The Department 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 – The Department 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.
- When the county’s office situation stabilizes, the Community and Economic Development Director, the County’s Community Development Director, and the City Planner will resume work on creating 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.
- 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 - expand information on the Township’s website related to development approval processes and pre-application meeting options to further assist the development community.
- The Community and Economic Development Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended
- Economic Development - The Community and Economic Development Director and Middle Michigan Development Corporation representatives are continuing to evaluate 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.

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
- Lining of 19 sanitary sewer manholes that were identified as most critical for completing leak repairs and liners
- Replacement of insulated overhead door at the DPW garage (April / May)
- Installation of gutters on one pavilion located in McDonald Park and one pavilion located at Jameson Park
- Lead and copper service line replacement as identified and continued managing the ongoing Lead & Copper program

Ordinance Enforcement Activities

- 2514 S. Isabella Road. (Liquor Central) - Complaint about removal of required barrier free parking and signage. The owner responded to an initial notice of violation by reinstalling the signage and has hired Bidwell Painting Inc. to stripe the ADA parking spot asap pending weather conditions.
- 386 Bluegrass Road. - Excessively tall grass and junk in the yard. The owner was notified of the violations and has mowed the grass. The owner is working with Township staff to complete the removal of junk from the premises.
- 5401 S. Lincoln Rd. – An 1,800 square-foot detached accessory building constructed without a building permit and in violation of applicable maximum height and maximum 1,500 square-foot floor area requirements. The owner applied for and was granted a height variance in May 2023 contingent upon completion of alterations to reduce the building floor area by 300 square-feet. The owner’s contractor subsequently secured a building permit for the work, which expired on 1/17/2024 with no activity. Two (2) civil infraction tickets have been issued to the contractor and owner for violation of the conditions of the approved height variance and failure to correct the Zoning Ordinance violation related to maximum floor area for this accessory building. It is anticipated that this matter will be turned over to the Township Attorney if no corrective action is taken in response to the civil infraction tickets.
- Indian Hills Shopping Center - Owner and contractor were notified of a possible violation related to the approved minor site plan for sidewalk, pedestrian access, and parking lot improvements to the Indian Hills Shopping Center property. The owner stated that they will address the issues with management and follow up with the Zoning Administrator. In addition, the Township has received multiple complaints about lighting issues in the parking lot. The owner has been made aware of the complaints and that the parking lot needs to be consistently lit for safety.
- 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. A meeting of the parties was held on 12/12/2023. This matter remains under review by the Township Attorney with additional follow-up anticipated.

Staff Training, Continuing Education, Compliance and Safety Related Activity

- Organizational wide on-line network security training is in process
- Concluded organization wide CPR/AED training
- The Building Official participated in the monthly professional development activities
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues

- The Rental Inspector conducted site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises. This would also include inspections of apartment complexes & hotels (fire alarm and sprinkle report reviews).
- The Building Official inspections and follow up continue as needed for the new Isabella County Jail project
- The Zoning Administrator published the annual noxious weed ordinance enforcement notice in The Morning Sun as required to confirm that the seasonal enforcement of rules against excessively tall grass and noxious weed growth will begin May 1.
- The Building Official provided the following services during the month:
 - 41 Building Inspections
 - 12 Permits issued
 - Issued Certificate of Occupancy for Maintenance Building at MMC
 - Issued Krist Mini Mart Building Permit for canopy
- Continue updating Lead and Copper Service Line Inventory spreadsheet – ongoing project
- Submitted Cross Connection Yearly Report to EGLE
- Yearly maintenance test was performed on wells by Peerless Midwest per EGLE requirement.
- Tested all pump station alarms (monthly operation and maintenance)
- Monthly cleaning of sanitary sewer mains, manholes, and wet wells throughout Township
- Monthly MOR submitted to EGLE – along with 22 monthly distribution system water sample results
- Conducted Whole Effluent Toxicity (WET) testing
- Monthly Water reports submitted – no violations
- Monthly Sanitary Sewer reports submitted – no violations
- Monthly maintenance of chlorine injectors and pump tubes
- Monthly fire extinguisher, AED, and eye wash inspections completed.

Economic Development Activities

- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates continued work on evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor in accordance with the state Rural Readiness Grant awarded to the Township for our Master Plan update project.
- On March 14, 2024, EDA Board Chair Tom Kequom and Township Manager Mark Stuhldreher joined Denny Mitchell from Mid Valley Structures at 5152 East Pickard Road to celebrate the installation of a new freestanding sign for the business and awarding of a \$5,000.00 economic development grant to Mid Valley Structures to support this improvement project.
- The Community and Economic Development Director continues to have business retention contacts.
- Inspected and approved sewer lead connection into manhole for Krist Oil project location.

Community Development Activities

- 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

- Per the Community and Economic Developer's direction, the Rental Inspector is using his graphic design and Adobe Illustrator skills to create an up-to-date graphic element for a replacement Union Township gateway banner intended to be posted at the US-127/M-20 interchange. This is part of a set of four (4) "permanent" display banners that are worn and have become faded. This project is a collaboration of the Mt. Pleasant Area Convention and Visitors Bureau, the Middle Michigan Development Corporation, and the Township
- The Rental Inspector is now scheduling both the initial and follow up inspections at the same time for units in large apartment complexes.
 - Multiple apartment complex managers have responded that it was helpful to have both dates set for maintenance and for tenants that have violations to have a preset deadline date for corrective action
- The Township's engineering consultant at Gourdie-Fraser is in the process of completing preliminary engineering and identification of easements needed to prepare construction plans for new sidewalk projects along the:
 - north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr;
 - east side of Bud St. north from E. Pickard Rd. to connect to Jameson Park;
 - east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd;
 - west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary; and
 - south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel to complete a connection to the Indian Pines Shopping Center.
- The Community and Economic Development Director and the Mt. Pleasant City Planner met informally to discuss planning, zoning, and economic development topics of mutual interest
- Installed gate in driveway to pump station # 11 to eliminate dumping of trash at dead end. Removed trash, couches, and other furniture and took to dump in Alma.

Organizational and Stakeholder Support Services

- 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.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.
- The Community and Economic Development Director will serve as Chair for the April meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- Processed (1) ACH Request; (8) Transfers of Service/Final Bills; Prepared (1) Misc. Invoice – Alwood Nursery; Received/Processed (275) 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;
- Calculate/Review/Print/Mail first quarter Billing for 2,112 accounts in the amount of \$1,186,833.10.
- 125 Miss Dig underground markings completed throughout Township by Public Services Dept
- Installed new water service for Commission on Aging's new pavilion
- Conducted Assistant Water Operator interviews.

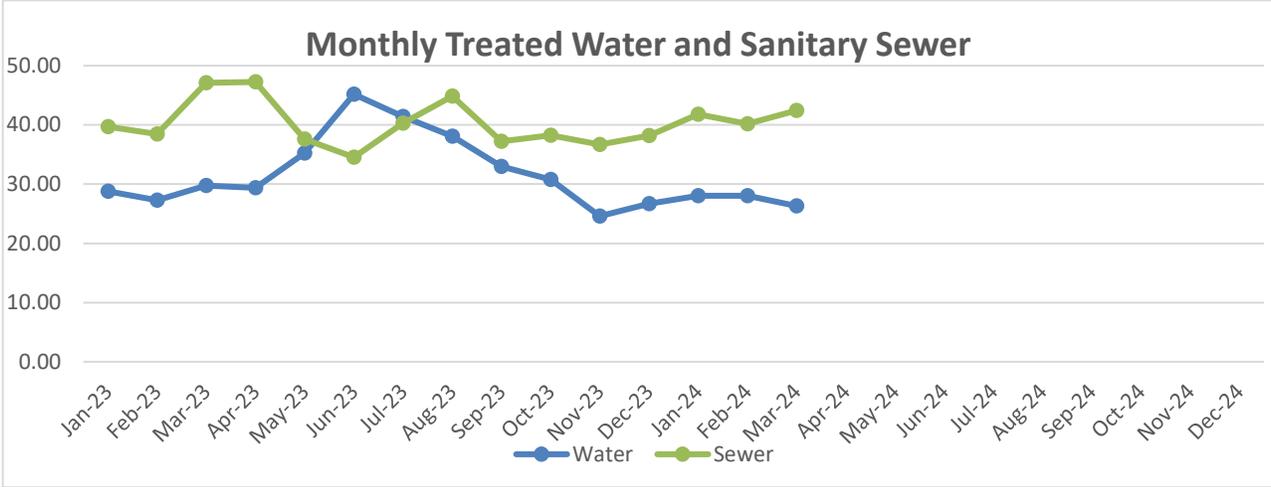
- Interviewed two prospective seasonal employees
- Responded to brown water calls and flushed hydrants on Remus/Lincoln Roads caused by work being completed at Meridian Well Site on filter media replacement.
- Arranged for McDonald Park entrance signs to be updated with street address and fitness equipment identification
- Quality Inn Resort no water complaint. The maintenance department bypassed water softeners causing no water in the building.
- Low water complaint Pickard Car Wash. Worked with plumber and management staff from car wash to replace main water valve inside building.
- Mail Spring Hydrant Flushing notices to Commercial Customers and place notice in Morning Sun and on Township website.
- GIS: Pickard/Summertown to Broadway Watermain Extension - Provided detailed information from the utilities GIS database to the engineer at Gourdie-Fraser who is working on the watermain layout for the planned watermain loop.
- Wellhead Protection - The GIS specialist added Contaminant Source Inventory (CSI) sites to the Wellhead Protection Area map, along with the oil & gas well locations and other data, and sent the combined files to Gourdie-Fraser. This information was requested by engineer who is working on a location for an Industrial Park
- GIS: Water and Sewer Infrastructure - Sent updated GIS data in shapefile format to the GIS specialist at Gourdie-Fraser, providing water, sewer, parcels, planning, zoning, and other data to Gourdie-Fraser, the engineering firm developing several infrastructure-improvement projects for the Township. This information was requested by the Engineer who is working on a location for an Industrial Park.

Miscellaneous

- Assessing fieldwork ongoing with emphasis on inspections to comply with 20% annual reinspection requirements
- March 2024 – Treated Potable Water

Total Month:	26.330 mg
Average Day:	.878 mgd
Max Day:	1.0052 mgd
- March 2024 – Treated Sanitary Sewer

Total Month:	42.42 mg
Average Day:	1.37 mgd
Max Day:	1.62 mgd



2024 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 April 10, 2024, 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. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Roll Call

Present:

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

Excused:

Clerk Cody (arrived at 7:03 p.m.) and Treasurer Rice

Approval of Agenda

Bills moved **Smith** supported to approve the agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Presentation

- a. Commissioner Engler, Isabella County Commissioner, was available for questions regarding the County.

***7:03 p.m. Clerk Cody arrived**

Public Comment

Open: 7:05 p.m.

Lori Rogers, 2248 Cornerstone Dr., announced that she is running for Township Treasurer in the upcoming election.

Closed: 7:06 p.m.

Reports/Board Comments

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

1. Appointment to the Planning Commission for a 3-year term

Meilke moved **Thering** supported to appoint Thomas Olver for a 3-year term to the Planning Commission with a term ending 2/15/2027. **Vote: Ayes: 6. Nays: 0. Motion carried.**

B. Board Member Reports

Brown – gave an update on the Mt. Pleasant City Commissioners meeting.

Smith – gave an update on the Isabella County Board of Commissioners meeting.

Consent Agenda

- A. Communications
- B. Minutes – March 27, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Smith moved **Bills** supported to approve the consent agenda with an amendment to add 2 items under Reports/Board Comments in the March 27th minutes. **Vote: Ayes: 6. Nays: 0. Motion carried.**

New Business – No New Business Items

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 7:17 p.m.

Frank Engler, 1798 W. River Rd, announced that the Conservation District will have trees arriving Friday April 12th. The trees will be distributed at the Fairgrounds.

Closed: 7:18 p.m.

MANAGER COMMENTS

- Reminded the Board and the Public that the Township Hall will be closed April 16th from 8:30 a.m. – 1:30 p.m. for an Organizational CPR Training
- Nolan Ockert was promoted from Skilled Laborer to Assistant Water Operator
- Informed the Board he will be on vacation the week of April 28th. He will name an acting manager.

FINAL BOARD MEMBER COMMENTS

Mielke – Addressed an email the Board received from the Mindy Lux, County Clerk, and informed the Board of the schedule to revisit the Stipend for Township Clerk and the requested wage study is in the works.

Thering – Appreciates the County Clerks comments. Glad the Board is going to look into the Township’s Clerk position to make sure things are set up properly.

Bills – Glad Spring showed up

Mielke – Reminded everyone of the Annual Joint Meeting next week April 17th at 6pm at Jameson Hall

ADJOURNMENT

Smith moved **Brown** supported to adjourn the meeting at 7:25 p.m. **Vote: Ayes: 6. Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

2024 CHARTER TOWNSHIP OF UNION
Annual Joint Meeting
Regular Meeting Minutes

A regular Annual Joint meeting of the Charter Township of Union Board of Trustees was held on April 17, 2024, at 6:00 p.m. at Jameson Hall.

Meeting was called to order at 6:04 p.m.

Smith moved **Brown** supported to appoint Trustee Bills as Recording Secretary for the Annual Joint meeting in the absence of Clerk Cody. **Vote: Ayes: 12 Nays: 0. Motion carried.**

Roll Call

Present: Board of Trustees: Supervisor Mielke, Trustee Bills, Trustee Brown, Trustee Smith, Trustee Thering; **EDA:** Kequom, Bacon; **Planning Commission:** Squattrito, LaBelle; **ZBA:** Presnell, Loose, Rogers

Excused: Board of Trustees: Clerk Cody, Treasurer Rice; **EDA:** Chowdhary (arrived at 6:19 p.m.), Coyne; **Planning Commission:** Lapp (arrived at 6:37 p.m.), Gross, Shingles, Olver **ZBA:** Clark (arrived at 6:57 p.m.)

Absent: EDA: Barz, Figg, Sweet, Zalud; **Planning Commission:** Buckley, McDonald

Approval of Agenda

Smith moved **Brown** supported to approve the agenda as presented. **Vote: Ayes: 12 Nays: 0. Motion carried.**

Presentation

A. Discussion to promote alignment within the community in accordance with Governance Policy 3.5

1. **Board of Trustees Introduction**

Supervisor Mielke introduced Policy Governance 3.5 to promote alignment between various Boards and Commissions. The Annual Meeting is strategically scheduled in April to hear from the various boards and their priorities before budget season. Mielke gave a synopsis of the projects that came before the Board of Trustees in 2023.

***6:19 p.m. Chowdhary arrived.**

2. **Planning Commission Annual Report**

Chair Squattrito highlighted the Planning Commission's 2023 Annual Report. The Commissioners have reviewed the Parks and Recreation Master Plan and currently are reviewing the Township Master Plan. Looking ahead, the Planning Commission would like to review the Sidewalk and Pathways Ordinance and possibly reinstating the Sidewalk and Pathways Committee.

***6:37 p.m. Commissioner Lapp arrived.**

3. **Zoning Board of Appeals Annual Report**

Chair Presnell, provided an update on the activities of the ZBA. It was reported that in 2023, the ZBA deliberated on three (3) variances. Additionally, it was noted that the board has received fewer requests, a trend that is likely attributed to the updates made to the Zoning Ordinance. Notably, there have been no meetings thus far in 2024. Challenges the board face are retaining the training materials due to the lack of meetings.

4. Economic Development Authority Annual Report

Chair Kequom provided an overview of the 2023 activities of the Economic Development Authority (EDA) East and West. The EDA has been actively engaged in various seasonal tasks including holiday banners, sidewalk snow removal, and routine landscaping. The chair noted that there are no significant projects on the horizon, however, the EDA remains open to opportunities. Information regarding projects can be accessed through the Township’s website which is a great resource. The Chair stated that the EDA is looking into funding the underground irrigation system along East Pickard Road and stressed that beautifying this corridor is essential for the community.

PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 6:55 p.m.

No comments were given

Closed: 6:55 p.m.

FINAL BOARD MEMBER COMMENTS

***6:57 p.m. Brian Clark arrived**

Chair Presnell – inquired if the Township has had discussions on how to fill in the gaps regarding the Isabella County workforce cuts.

Trustee Smith – Replied to Chair Presnell’s comment giving updates from the Isabella County Commissioners April 16th Work Session meeting.

Mielke – Replied to Chair Presnell question that the Township has not had any formal discussions in a public setting.

Manager Stuhldreher – Commented that the township is following the developments of the County.

ADJOURNMENT

Brown moved **Smith** supported to adjourn the meeting at 7:05 p.m. **Vote: Ayes: 15 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						
04/17/2024	101	688 (E)	00146	CONSUMERS ENERGY	2010 S LINCOLN RD 48858 LED LIGHT RD 3998 E DEERFIELD RD 1876 S LINCOLN RD STREET LIGHTS 2010 S LINCOLN	948.31 422.99 126.11 17.83 1,907.15 76.30 <u>3,498.69</u>
04/24/2024	101	25392	01358	21ST CENTURY MEDIA-MICHIGAN	HELP WANTED ADS-WTR/SWR NOTICE FOR MAR BOARD OF REVIEW NOTICE FOR PUBLIC HEARING-PLANNING COMM	1,062.00 646.32 201.33 <u>1,909.65</u>
04/24/2024	101	25393	01585	ADVANCED TURF SOLUTIONS	LINE MARKING CHALK FOR BALL FIELDS	400.52
04/24/2024	101	25394	00018	ALMA BOLT CO., FASTENER GROUP	RIVER RD PRV SUPPLIES WATER PIPE TAP AND DRILL	29.42 133.02 <u>162.44</u>
04/24/2024	101	25395	01703	AMAZON CAPITAL SERVICES	FISHING MAGNET NEW WIFI ROUTER & SURFACE PRO CASES	136.98 1,044.34 <u>1,181.32</u>
04/24/2024	101	25396	00066	BILL'S CUSTOM FAB, INC.	BAND SAW BLADES LABOR TO CUT PIPE CUT STEEL MOTOR MOUNT PLATES	155.00 75.00 124.17 <u>354.17</u>
04/24/2024	101	25397	01240	BRAUN KENDRICK FINKBEINER PLC	GENERAL LEGAL FEES-FEB 2024	501.00
04/24/2024	101	25398	01943	CARLSON CONSULTING ENGINEERS INC	ESCROW DEPOSIT REFUND	1,350.00
04/24/2024	101	25399	00479	CENTRAL MICHIGAN UNIVERSITY	SURVEY OF UNION TWP RESIDENTS-FINAL PMT	4,200.00
04/24/2024	101	25400	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING-TWP HALL-1ST Q 2024	184.72
04/24/2024	101	25401	01784	CIVICPLUS LLC.	MUNICODE ANNUAL SUPPORT	275.00
04/24/2024	101	25402	00129	CMS INTERNET, LLC	MANAGED IT EMAIL& PHONE SERV-APR 2024	5,348.50
04/24/2024	101	25403	01626	DANNY COFFELL	MILEAGE TO JAMESON HALL/HOME MILEAGE TO JAMESON HALL/HOME	15.28 15.28 <u>30.56</u>
04/24/2024	101	25404	01597	COMPREENEW	RECYCLING FEES FOR 6 OLDER PRINTERS	669.91
04/24/2024	101	25405	01242	CULLIGAN WATER	BOTTLED WATER FOR WTR PLANT	35.25
04/24/2024	101	25406	01946	KENDRA DAVISON	JAMESON HALL SEC DEPOSIT REFUND	250.00
04/24/2024	101	25407	01171	DBI BUSINESS INTERIORS	ACCOUNTS PAYABLE APPROVAL STAMP OFFICE SUPPLIES	81.89 66.35 <u>148.24</u>
04/24/2024	101	25408	00209	ETNA SUPPLY COMPANY	CABLE COMPOUND SUPPLIES MTR REPLACEMENT 1000 GALLON TRPL 20FT CABLE ISABELLA COUNTY JAIL SPRINKLER METER	1,874.75 1,874.87 <u>017205.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						3,954.62
04/24/2024	101	25409	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-APR 2024	40.00
04/24/2024	101	25410	00257	GOURDIE-FRASER, INC.	SIDEWALK EXT DESIGN-EAST PICKARD RD	13,887.50
04/24/2024	101	25411	00185	JACK DOHENY COMPANIES INC	VAC TRUCK TUBE GASKETS	162.56
04/24/2024	101	25412	01947	TRACY KAUPPI	SEWER REFUND FOR ACCT: 03640	250.18
04/24/2024	101	25413	01945	SAMUEL S & MEGAN M MACHUTA	JAMESON HALL SEC DEPOSIT REFUND	250.00
04/24/2024	101	25414	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	REPAIR CLAMPS DUC LUG PARTS REPAIR CLAMP SUPPLIES FORCEMAIN PIPE & FITTINGS FOR REPAIRS	644.00 24.00 709.00 1,653.60
						<u>3,030.60</u>
04/24/2024	101	25415	00494	NORTH CENTRAL LABORATORIES	ALARM TIMERS W/STOPWATCHES	211.13
04/24/2024	101	25416	00535	POSTMASTER	ANNUAL FEE - POSTAGE PERMIT #11	640.00
04/24/2024	101	25417	01610	PREMIER SAFETY	REPLACED PARTS AND RECALIBRATED	1,102.19
04/24/2024	101	25418	01942	R&L CARRIERS	WET WELL WIZARD SHIPPING	520.10
04/24/2024	101	25419	01897	ROBERT HALF	TEMP WORKER-ACCT SPECIALIST ROLE TEMP WORKER-ACCT SPECIALIST ROLE	1,678.12 2,166.67
						<u>3,844.79</u>
04/24/2024	101	25420	01293	SHAY WATER CO/CUSTOM COFFEE SERV	COFFEE FOR BREAKROOM COFFEE BREWER RENTAL	129.00 45.00
						<u>174.00</u>
04/24/2024	101	25421	00597	SHERWIN WILLIAMS	WELL SITE INTERIOR PAINT	50.95
04/24/2024	101	25422	01542	STERICYCLE, INC.	PAPER SHREDDING 3-21-24	83.57
04/24/2024	101	25423	01944	MARY TAVOLACCI	JAMESON HALL SEC DEPOSIT REFUND	250.00
04/24/2024	101	25424	01654	TRACE ANALYTICAL LABORATORIES, INC	TOXICITY TESTING MONTHLY SELENIUM SAMPLE TESTING 2024 MARCH AMR	1,399.50 29.00 1,454.50
						<u>2,883.00</u>
04/24/2024	101	25425	01086	TAMMY VANORDEN	JAMESON HALL SEC DEPOSIT REFUND	250.00
04/24/2024	101	25426	01246	WOLVERINE POWER SYSTEMS	ANNUAL GENERATOR MAINT-ISABELLA WELL SIT	400.00
04/24/2024	101	25427	00732	YEO & YEO, PC	AUDIT SERVICES THROUGH 3-31-24	7,000.00
						<u><u>7,000.00</u></u>
101 TOTALS:						
Total of 37 Checks:						59,485.16
Less 0 Void Checks:						0.00
Total of 37 Disbursements:						<u>59,485.16</u>

**Charter Township of Union
Payroll**

**CHECK DATE: APRIL 11, 2024
Pay Period End Date: APRIL 6, 2024**

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 38,038.05
Fire Fund	-
EDDA	
WDDA	
Sewer Fund	29,312.82
Water Fund	37,093.33
Total To Transfer from Pooled Savings	<u><u>\$ 104,444.20</u></u>



Union Township Report

Date: Wednesday, April 10, 2024



Alarm Date between 2024-03-31 and 2024-04-06

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000205						
		4/3/2024 11:37:12 PM	424	Carbon monoxide incident	ENG 33	2	1
						Total Responding 2	
Union Township	0000206						
		4/4/2024 5:19:35 PM	651	Smoke scare, odor of smoke	ENG 33	3	1
						Total Responding 3	
	Total Runs					Total Responding 5	
	2						

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, April 16, 2024



Alarm Date between 2024-04-07 and 2024-04-13

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000217						
		4/7/2024 8:44:00 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000221						
		4/8/2024 4:38:09 PM	324	Motor vehicle accident with no injuries.	ENG 33	2	4
		4/8/2024 4:38:09 PM	324	Motor vehicle accident with no injuries.	POV	11	4
						Total Responding 13	
Union Township	0000225						
		4/9/2024 7:02:28 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1

							Total Responding 2
Union Township	0000232						
		4/10/2024 8:40:05 PM	412	Gas leak (natural gas or LPG)	ENG 32		1 1
							Total Responding 1
Union Township	0000241						
		4/12/2024 5:14:29 PM	444	Power line down	ENG 32		1 1
							Total Responding 1
	Total Runs						Total Responding 19
	5						

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 18, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/24/2024
ACTION REQUESTED: To approve a Corrected Certificate of Validity relating to the Fox Meadow Subdivision I and II Special Assessment process, and to approve replacing the original Certificate of Validity referenced in Resolution #1 with the Corrected Certificate of Validity.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval N/A

BACKGROUND INFORMATION

At the March 27, 2024, Board of Trustees business meeting, the Board approved Resolution #1 in relation to the Fox Meadow Special Assessment approval process. Resolution #1, as it relates the Certificate of Validity, resolved the following:

- The Township Board is in receipt of a Certificate of Validity of the submitted petition for the proposed Fox Meadows Estates and Fox Meadows Estates II Paving Special Assessment District prepared by the Township Supervisor (“Certificate of Validity”).
- The Township Board accepts the Certificate of Validity.

Since then, it has come to my attention that the original Certificate of Validity contained an error as it relates to the total road frontage within the proposed District. The total road frontage in the approved Certificate of Validity reflects 6075.92 lineal feet when in fact the corrected total is 6225.92 lineal feet.

This change alters the percentage of record owners of the total frontage within the boundaries of the proposed Special Assessment District that signed the petition. The percentage reflected in the approved Certificate of Validity is shown as 90.02% when in fact the corrected percentage is 90.26%.

Attached is a copy of the Corrected Certificate of Validity as signed by the Township Supervisor.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Approving the Corrected Certificate of Validity that is referenced in Resolution #1 will ensure that all documentation is correct for the file.

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

COSTS

Not applicable

PROJECT TIMETABLE

Not applicable

RESOLUTION

Be it resolved that the Township Board is in receipt of a Corrected Certificate of Validity; that the Board accepts the Corrected Certificate of Validity as it relates to the proposed the Fox Meadow Subdivision I and II Special Assessment District; and further that this Corrected Certificate of Validity replaces the previously accepted Certificate of Validity as referenced in the Resolution #1 approved on March 27, 2024.

Ayes:

Nays:

Abstentions:

Resolution Declared Adopted.

Date: _____

Bryan Milke, Supervisor

Date: _____

Lisa Cody, Clerk

CERTIFICATE
(Corrected Copy)

To the Clerk and Township Board:
Charter Township of Union
Isabella County, Michigan

Dear Officials:

This is to certify that I, Bryan Mielke, the supervisor and assessing officer of The Charter Township of Union, Isabella, County, Michigan, being the person having charge of the assessment roll of said township have checked the attached petition for Fox Meadows Estates and Fox Meadows Estates II Subdivision Paving Special Assessment District and I do hereby certify that said petition has been signed by the record owners of 90.26 percent of the total frontage within the boundaries as described upon the petition.

I further certify that the total road frontage within the district equals 6225.92 lineal feet.

I do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Isabella County, as to the record owners of all property within the Township of Union and within the area set forth in said Petition on the day of filing the Petition.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Mielke", is written over a solid horizontal line.

Bryan Mielke - Supervisor, Charter Township of Union

SCOPE OF SERVICES

Establishment of a Paving Special Assessment District for Fox Meadows Estates and Fox Meadows Estates II Subdivisions for the completion of a cold milling and one-inch Ultra-Thin overlay on Brittany Drive, Meadow Drive, Hunters Trail, and Stoney Creek Lane.

JUSTIFICATION

It is recommended that the Township Board of Trustees adopt Fox Meadows Estates and Fox Meadows Estates II Subdivisions Paving Special Assessment District Resolution #2 and set the date and time of the first of two Public Hearings for May 8, 2024, at 7:00 p.m.

Upon approval of Resolution #2 the next step in the process can be initiated. The next step in the process is to mail notice of the special assessment district and public hearing to all property owners included in the district and publish the notice in the local newspaper. Notification must be done at least ten days prior to the first public hearing.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Safety

COSTS

The estimated project cost, including construction contingency and allowable miscellaneous support services expenses is \$121, 130. This is more fully described in Exhibit A of the Resolution. Cashflow for the project will be provided by the Special Assessment Fund which has a current fund balance of approximately \$335,000 and available cash of approximately \$325,000.

PROJECT TIME TABLE

2024 Construction

RESOLUTION

It is Resolved to adopt the attached Fox Meadows Estates and Fox Meadows Estates No. 2 Subdivisions Paving Special Assessment District Resolution #2, and set the date for the first of two public hearings to be held on May 8, 2024, at 7:00 p.m. for the establishment of a Paving Special Assessment District.

Moved by _____ Seconded by _____

Yes:
No:
Absent:

INFORMATION SHEET

Fox Meadow Estates, Fox Meadow Estates No 2

Exhibit A

April 3, 2024

TYPE OF WORK: Cold Milling and Ultra Thin Overlay (1 inch)

STREETS IMPROVED: Brittany Dr Meadow Dr Hunters Trail Stoney Creek Ln
 TOTAL LENGTH: 1066 Ft 578 Ft 709 Ft 1062 Ft

NUMBER OF LOTS:

SUBDIVISION NAME	NO. LOTS
Fox Meadow Estates	22
Fox Meadow Estates No 2	20
42 Total Lots	

PROJECT COST*:

ITEM	AMOUNT
Engineering	\$0
Construction	\$115,362
Administration	\$0
Bonding, Legal	\$5,768
TOTAL PROJECT COST	\$121,130
Less Road Comm Share	\$0
Less Union Twp Share	\$0
TOTAL ASSESSMENT*	\$121,130

COST PER LOT:

Full assessment to front lots

LOT TYPE	LUMP SUM
Front Lot	\$2,884

*Notes:

Costs are approximate, actual costs may be more or less based upon 2024 bid unit prices. Publishing, and legal cost estimate - 5% of estimated construction cost

**Fox Meadows Estates and Fox Meadows Estates II
Special Assesment District Description
Exhibit B**

Parcel Number	Property Address	Total Front Feet
14-010-10-002-01	3170 HUNTERS TRAIL	214
14-010-10-002-06	STONEY CREEK LN	62
14-010-10-002-07	1025 STONEY CREEK LN	150
14-010-10-002-08	1059 STONEY CREEK LN	145
14-010-10-002-09	3150 HUNTERS TRAIL	206.76
14-010-10-002-10	3160 HUNTERS TRAIL	206.76
14-070-00-002-00	1032 STONEY CREEK LN	150
14-070-00-004-00	1083 STONEY CREEK LN	145
14-070-00-005-00	1111 STONEY CREEK LN	145
14-070-00-006-00	1139 STONEY CREEK LN	145
14-070-00-007-00	1173 STONEY CREEK LN	145
14-070-00-008-00	1181 STONEY CREEK LN	103.62
14-070-00-011-00	1178 STONEY CREEK LN	182.07
14-070-00-012-00	3145 HUNTERS TRAIL	165
14-070-00-013-00	3121 HUNTERS TRAIL	165
14-070-00-014-00	3089 HUNTERS TRAIL	184.36
14-070-00-015-00	3106 HUNTERS TRAIL	155
14-070-00-016-00	3070 HUNTERS TRAIL	129.92
14-070-00-017-00	1068 STONEY CREEK LN	150.35
14-070-00-018-00	1096 STONEY CREEK LN	150
14-070-00-019-00	1114 STONEY CREEK LN	150
14-070-00-020-00	1148 STONEY CREEK LN	156
14-070-00-021-00	1151 MEADOW DR	129.18
14-070-00-022-00	1129 MEADOW DR	130
14-070-00-023-00	1105 MEADOW DR	120
14-070-00-024-00	1110 MEADOW DR	325.05
14-070-00-025-00	1140 MEADOW DR	150
14-070-00-026-00	1168 MEADOW DR	150
14-070-00-027-00	1188 MEADOW DR	118.09
14-070-00-032-00	3026 BRITTANY DR	150
14-070-00-033-00	3021 BRITTANY DR	135
14-070-00-034-00	3047 BRITTANY DR	130
14-070-00-035-00	3071 BRITTANY DR	130.47
14-070-00-036-00	3095 BRITTANY DR	110.54
14-070-00-037-00	BRITTANY DR	127.23
14-070-00-038-00	3139 BRITTANY DR	98.22
14-070-00-039-00	3157 BRITTANY DR	97.73
14-070-00-040-00	BRITTANY DR	153.04
14-070-00-041-00	3213 BRITTANY DR	91.71
14-070-00-042-00	3184 BRITTANY DR	92.02
14-070-00-043-00	3166 BRITTANY DR	116.07
14-070-00-044-00	3124 BRITTANY DR	265.73
		6225.92

"All parcels with frontage on Hunters Trail, all parcels with frontage on Brittany Drive, all parcels with frontage on Stoney Creek Lane, and all parcels with frontage on Meadow Drive all lying within the Charter Township of Union, Isabella County."



REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: April 16, 2024
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: April 24, 2024
ACTION REQUESTED: Deny the request to waive a portion of the quarterly water bill for 908 Mulberry Lane account number 03164 in the amount of \$449.44.	

Current Action X Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

The Township received a written request from Yae Sock ROH on April 12, 2024 , to waive a portion of the quarterly water bill for account number 03164 located at 908 Mulberry Lane in the amount of \$449.44.

Mr. ROH spoke to township staff on April 9, 2024, and acknowledged that a pipe break at his rental property located at the above-mentioned service address caused higher than normal water usage in the amount of 177,000 gallons during the January 1 – March 31, 2024, billing period. Mr. ROH asked township staff to waive the charge for the high-water usage. Staff advised Mr. ROH that the charges for the high water usage are based on the township’s current water rates which all township water customers pay and could not be waived. The establishment of a payment plan was offered to Mr. ROH to give him additional time to pay the amount due. Mr. ROH indicated that a payment plan would not be necessary. Mr. ROH then indicated that he would like to meet with the Township Manager so he could negotiate to pay less because his bill is too high. The Township Manager and Mr. ROH met on Thursday, April 11, 2024. The Manager also denied the request for relief as it was acknowledged by Mr. ROH that the cause of the large bill was a result of a leak in the internal plumbing at the property location.

Township Ordinance 1987-9, Article 10, Section 1, D and the FY2024 Budget Fee Schedule stipulate that there will be a minimum charge of \$63.92 per quarter for 15,00 gallons and an additional charge of \$2.56 per 1,000 gallons for any consumption above 15,000 gallons per residential equivalent. Township Ordinance 1990-1 Article X Section 7, Table 1 establishes that a single- family residence is one (1) Residential Equivalent. The quarterly bill is accurate and in accordance with township ordinances and the FY2024 Fee Schedule. As part of the normal quarterly billing process a letter was sent to Mr. ROH alerting him of the high water usage and suggesting some items to be checked that often cause high usage.

The breakdown of the water bill is as follows:

- \$ 63.92 for the first 15,000 gallons (minimum charge)
- \$414.72 for the additional 162,000 gallons (\$2.56/1,000 gallons above 15,000 gallons)
- \$478.64 Total Quarterly Water Bill

SCOPE OF SERVICES

NA

JUSTIFICATION

Support to waive the charge for high water usage would be precedent setting and result in unfair treatment of those customers that pay for their quarterly water usage. Denial of the request to waive the charge for high water usage will maintain fair treatment among all water customers and support fair and non- discriminatory code enforcement.

PROJECT IMPROVEMENTS

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

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

COSTS

The account holder is asking that their water bill be reduced by \$449.44.

PROJECT TIME TABLE

NA

RESOLUTION

It is resolved to deny the request to waive a portion of the quarterly water bill for 908 Mulberry Lane account number 03164 in the amount of \$449.44.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

April 12, 2024

Dear Mr. Stuhldreher,

The purpose of this letter is to ask you to facilitate my water usage issues to the Board of Trustees at the Union Township. On average, my water usage ranges from 13,000 to 14,000 gallons every three months. However, I have noticed an extremely high level of it during the first quarter of this year. After a careful examination, I have learned that there has been leakage due to a broken pipe resulting from frozen water over the winter. For that reason, 177,000 gallons of water was wasted, and I received a bill of \$599.44.

I believe I am a financially responsible and ethical person. Over the years, I have never been late for paying water bills or property taxes. In fact, I usually paid both bills in full long before the due date. In that regard, I am kindly asking you to forgive my negligence and I am appealing to reduce the water bill by \$449.44 as my typical quarterly water bill runs about \$150. In the future, I will make sure to pay close attention to all fixtures, leaks and pipes before the winter starts.

Thank you so much for taking your time to review my case and I am looking forward to hearing a positive response from you.

Sincerely,



Yae Sock ROH

908 Mulberry Lane, Mt. Pleasant Mi 48858
Account number: 03164



Department of Public Services

2010 South Lincoln Road
Mt. Pleasant, MI 48858

Phone (989) 772 - 4600 ext. 223

Fax (989) 773 - 1988

E Mail jloveberry@uniontownshipmi.com

April 1, 2024

Yae Sock Roh
3951 Hiawatha Meadows Drive
Mt. Pleasant, MI 48858

RE: Account Number 03164 / 908 Mulberry, Mt. Pleasant, MI 48858 - High Usage

Dear Yah Sock Roh:

The quarterly usage at this address for January 1, 2024 – March 31, 2024, was 177,000 gallons. This seems extremely high. Union Township reread the meter in order to verify that the reading was correct. The reading taken seems to be accurate. I would suggest that you check for leaks. Suggestions on what to look for are dripping faucets, bathroom fixtures and pipes, or if you have a water softener make sure it is operating correctly. Often water softeners regenerate more than necessary and causes excessive usage.

If you have any questions, please call.

Sincerely,

Jennifer Loveberry
Department of Public Services Administrative Assistant

Charter Township of Union



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: April 20, 2024

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: March, 2024

Policy Wording

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

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

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

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

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

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

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

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

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

2.5.7 Make a single purchase or commitment of greater than \$20,000. Purchases over \$10,000 shall not be made without timely notification to the Board.

2.5.8 Acquire, encumber or dispose of real property.

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

2.5.10 Fail to maintain an adequate level of cash flow.

Manager Interpretation

Township Manager interprets this policy to indicate that there will be no expenditures made or incurred that will exceed the expenditures budgeted for that current year unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$20,000 or inform the board of purchases over \$10,000 unless the purchase is for materials or services needed for normal operations of township facilities.

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

Justification for Reasonability

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

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

Data

- Expenditures support Global Ends Policies
- No new debts were acquired in the 1st Quarter 2024
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in January, February, & March 2024
- All payroll taxes and benefits were paid on schedule
- All purchases greater than \$20,000 were approved by the Board of Trustees prior to making a purchase
- No real property was acquired or disposed of without approval by the Board of Trustees
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

Compliance

In compliance with policy as stated.

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BGDG USED	
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT PROPERTY TAX	329,726.59	353,000.00	353,000.00	327,530.53	92.78
402.100	PRIOR YEARS PROPERTY TAXES	2,524.81	0.00	0.00	0.00	0.00
404.000	425 AGREEMENT	165.03	100.00	100.00	0.00	0.00
412.000	DELQ PERSONAL PROPERTY TAXES	621.62	600.00	600.00	2.39	0.40
414.000	PROPERTY TAX REFUNDS-MTT	(43.15)	(5,000.00)	(5,000.00)	0.00	0.00
432.000	PILOT TAX	1,832.90	2,000.00	2,000.00	0.00	0.00
434.000	MOBILE HOME PARK TAX	3,244.00	3,400.00	3,400.00	(1,375.00)	(40.44)
445.000	INTEREST ON TAXES	25.71	500.00	500.00	0.31	0.06
445.100	3% OR 4% PENALTY ON TAX	15,654.90	6,000.00	6,000.00	4,490.04	74.83
447.000	ADMIN FEE-PROPERTY TAX	168,549.10	170,000.00	170,000.00	121,556.59	71.50
447.001	ADMIN FEES-REFUNDS MTT BOR	(170.23)	(1,000.00)	(1,000.00)	0.00	0.00
447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,705.00	7,700.00	7,700.00	0.00	0.00
447.100	ADMIN FEE-PRIOR YEARS	1,258.06	200.00	200.00	0.59	0.30
467.000	REVENUE-STREET LIGHTS SPEC ASSESS	19,979.75	19,000.00	19,000.00	19,700.42	103.69
476.000	BUILDING PERMITS	219,073.25	75,000.00	75,000.00	17,093.50	22.79
476.500	ZONING PERMITS	15,845.00	18,000.00	18,000.00	2,560.00	14.22
477.000	CABLE TV FRANCHISE FEES	96,904.78	100,000.00	100,000.00	22,000.00	22.00
478.000	DOG LICENSE REVENUE	(35.00)	100.00	100.00	0.00	0.00
539.000	STATE GRANTS	0.00	975,000.00	975,000.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	4,640.65	4,500.00	4,500.00	5,712.33	126.94
574.000	STATE REVENUE SHARING	1,313,467.00	1,280,000.00	1,280,000.00	206,178.00	16.11
574.100	LIQUOR STATE REVENUE SHARING	12,890.90	13,800.00	13,800.00	41.25	0.30
574.200	METRO ACT REVENUE SHARING-LCSA	12,027.88	12,000.00	12,000.00	0.00	0.00
626.000	LAND DIVISIONS/ZONING REVIEW FEES	2,425.00	2,000.00	2,000.00	700.00	35.00
628.000	RENTAL INSPECTION FEES	95,342.00	103,000.00	103,000.00	63,069.00	61.23
637.000	APPLICATION FEES	750.00	500.00	500.00	0.00	0.00
637.500	WEED ABATEMENT SERVICES	0.00	1,000.00	1,000.00	0.00	0.00
651.000	USE FEES-BASEBALL FIELDS	520.00	500.00	500.00	960.00	192.00
655.000	FINES & FORFEITURES	930.00	800.00	800.00	2,410.00	301.25
665.000	INTEREST EARNED	264,937.23	200,000.00	200,000.00	95,384.10	47.69
667.000	RENT - JAMESON HALL	7,025.00	8,000.00	8,000.00	5,250.00	65.63
667.100	RENT - McDONALD PARK PAVILION	1,416.00	1,500.00	1,500.00	395.00	26.33
667.200	RENT - JAMESON PAVILION	1,308.00	1,500.00	1,500.00	450.00	30.00
671.000	LEASES	900.00	900.00	900.00	900.00	100.00
672.000	OTHER REVENUE	319.23	5,000.00	5,000.00	0.00	0.00
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	5,500.00	5,000.00	5,000.00	0.00	0.00
685.000	OPIOID SETTLEMENT REVENUE	97.21	0.00	0.00	0.00	0.00
687.000	REFUNDS & REBATES	489.91	500.00	500.00	0.00	0.00
Total Dept 000 - NONE		2,607,848.13	3,365,100.00	3,365,100.00	895,009.05	26.60
Dept 930 - TRANSFER IN						
699.285	TRANSFER IN FROM ARPA FUND	7,012.64	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		7,012.64	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,614,860.77	3,365,100.00	3,365,100.00	895,009.05	26.60
Expenditures						
Dept 101 - TRUSTEES						
702.000	SALARIES & WAGES	29,196.27	30,200.00	30,200.00	6,923.04	22.92
707.000	PER MEETING	1,975.00	4,000.00	4,000.00	350.00	8.75
710.000	EMPLR FICA CONTR	1,985.32	2,108.00	2,108.00	450.94	21.39
711.000	EMPLR MEDICARE CONTR	464.29	500.00	500.00	105.47	21.09
724.000	WORKER'S COMP	13.17	32.00	32.00	3.37	10.53
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,300.00	4,300.00	0.00	0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	0.00	0.00
916.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	560.00	100.00
955.000	MISC.	86.52	250.00	250.00	0.00	0.00
957.000	PROFESSIONAL DEVELOPMENT	114.00	1,000.00	1,000.00	35.00	3.50
957.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200	SEMINAR MEALS	0.00	250.00	250.00	0.00	0.00
957.300	MEMBERSHIP & DUES	19,633.41	20,000.00	20,000.00	10,000.00	50.00
Total Dept 101 - TRUSTEES		56,975.48	63,640.00	63,640.00	18,427.82	28.96
Dept 171 - SUPERVISOR						
702.000	SALARIES & WAGES	6,250.12	6,250.00	6,250.00	1,442.33	23.08
707.000	PER MEETING	1,575.00	1,400.00	1,400.00	375.00	26.79
710.000	EMPLR FICA CONTR	485.25	475.00	475.00	112.69	23.72
711.000	EMPLR MEDICARE CONTR	113.57	112.00	112.00	26.38	23.55
724.000	WORKER'S COMP	7.16	10.00	10.00	1.90	16.00

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
767.000 UNIFORMS	0.00	100.00	100.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMENT	0.00	350.00	350.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	43.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
Total Dept 171 - SUPERVISOR	8,474.10	9,297.00	9,297.00	1,958.00	21.06
Dept 172 - TWP MANAGER					
702.000 SALARIES & WAGES	36,824.32	40,250.00	40,250.00	9,261.84	23.01
702.600 CAR ALLOWANCE	3,600.00	3,600.00	3,600.00	600.00	16.67
710.000 EMPLR FICA CONTR	2,480.60	2,700.00	2,700.00	590.29	21.86
711.000 EMPLR MEDICARE CONTR	580.15	630.00	630.00	138.07	21.92
711.500 UNEMPLOYMENT	16.85	47.00	47.00	16.59	35.30
716.000 EMPLR RETIREMENT CONTR	3,646.63	4,170.00	4,170.00	936.90	22.47
718.500 HEALTH INSURANCE	8,543.97	8,600.00	8,600.00	2,300.02	26.74
718.700 HEALTH INS-EE CONTRIBUTIONS	(354.64)	(380.00)	(380.00)	(97.36)	25.62
719.000 DENTAL INSURANCE	186.46	185.00	185.00	46.53	25.15
719.800 VISION INSURANCE	54.50	52.00	52.00	13.36	25.69
719.900 VISION INS-EE CONTRIBUTIONS	(27.27)	(26.00)	(26.00)	(6.70)	25.77
724.000 WORKER'S COMP	69.98	75.00	75.00	16.48	21.97
725.000 LIFE & DISABILITY BENEFIT	135.70	150.00	150.00	33.67	22.45
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	18,010.00	4,000.00	4,000.00	4,200.00	105.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	38,761.92	42,000.00	42,000.00	0.00	0.00
880.000 COMMUNITY PROMOTION	8,891.61	8,000.00	8,000.00	0.00	0.00
916.000 SUBSCRIPTIONS & PUBLICATIONS	1,244.47	800.00	800.00	191.88	23.99
955.000 MISC.	537.70	300.00	300.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	741.52	1,000.00	1,000.00	35.00	3.50
957.100 SEMINAR LODGING	176.32	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	95.02	100.00	100.00	50.60	50.60
957.300 MEMBERSHIP & DUES	75.00	600.00	600.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
Total Dept 172 - TWP MANAGER	124,290.81	117,853.00	117,853.00	18,327.17	15.55
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	121,128.55	137,900.00	137,900.00	19,754.57	14.33
702.500 OVERTIME	4,674.86	6,500.00	6,500.00	831.85	12.80
702.700 LUMP SUM IN LIEU OF STEP	0.00	800.00	800.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	1,606.25	0.00	0.00	0.00	0.00
710.000 EMPLR FICA CONTR	7,417.59	9,000.00	9,000.00	1,205.98	13.40
711.000 EMPLR MEDICARE CONTR	1,734.89	2,006.00	2,006.00	282.05	14.06
711.500 UNEMPLOYMENT	111.53	333.00	333.00	77.11	23.16
716.000 EMPLR RETIREMENT CONTR	617.41	13,720.00	13,720.00	1,955.72	14.25
718.500 HEALTH INSURANCE	51,995.65	60,040.00	60,040.00	10,202.55	16.99
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,277.22)	(6,506.00)	(6,506.00)	(1,113.04)	17.11
719.000 DENTAL INSURANCE	2,634.45	2,975.00	2,975.00	564.50	18.97
719.800 VISION INSURANCE	641.36	722.00	722.00	113.70	15.75
719.900 VISION INS-EE CONTRIBUTIONS	(320.68)	(361.00)	(361.00)	(56.85)	15.75
724.000 WORKER'S COMP	219.03	240.00	240.00	33.94	14.14
725.000 LIFE & DISABILITY BENEFIT	715.87	825.00	825.00	130.45	15.81
752.000 OFFICE SUPPLIES	1,411.79	3,000.00	3,000.00	1,310.82	43.69
767.000 UNIFORMS	0.00	300.00	300.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,462.13	2,000.00	2,000.00	8,415.80	420.79
801.020 EXTERNAL AUDIT	20,165.00	21,000.00	21,000.00	7,000.00	33.33
851.000 MAIL/POSTAGE	6,843.21	8,000.00	8,000.00	3,000.00	37.50
860.000 TRANSPORTATION/MILEAGE REIMBURSMENT	1,003.08	500.00	500.00	119.53	23.91
900.000 PRINTING & PUBLISHING	373.00	1,500.00	1,500.00	0.00	0.00
955.000 MISC.	48.60	200.00	200.00	174.82	87.41
955.001 BANK FEES	221.00	250.00	250.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	2,118.94	4,000.00	4,000.00	544.00	13.60
957.100 SEMINAR LODGING	565.72	1,500.00	1,500.00	0.00	0.00
957.200 SEMINAR MEALS	54.66	200.00	200.00	0.00	0.00
957.300 MEMBERSHIP & DUES	229.00	800.00	800.00	194.76	24.35
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,007.50	1,000.00	1,000.00	1,189.00	118.90
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 191 - ACCOUNTING/GEN ADMIN	224,403.17	272,944.00	272,944.00	55,931.26	20.49
Dept 215 - CLERK					
702.000 SALARIES & WAGES	28,038.50	32,500.00	32,500.00	9,282.00	28.56
707.000 PER MEETING	225.00	2,000.00	2,000.00	0.00	0.00
710.000 EMPLR FICA CONTR	1,758.54	2,200.00	2,200.00	575.48	26.16
711.000 EMPLR MEDICARE CONTR	411.28	520.00	520.00	134.038	25.88
724.000 WORKER'S COMP	30.03	40.00	40.00	11.76	29.40

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
752.000 OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00
754.000 OPERATING SUPPLIES	1,061.52	1,000.00	1,000.00	25.43	2.54
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	300.00	300.00	0.00	0.00
900.000 PRINTING & PUBLISHING	2,984.19	2,500.00	2,500.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	50.00	100.00	100.00	0.00	0.00
957.100 SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
957.300 MEMBERSHIP & DUES	150.00	150.00	150.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 215 - CLERK	34,709.06	43,660.00	43,660.00	10,029.25	22.97
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	50,110.21	53,560.00	53,560.00	10,720.48	20.02
950.000 HARDWARE REPLACEMENTS	11,302.97	19,200.00	19,200.00	499.00	2.60
Total Dept 228 - DATA PROCESSING, INFORMATION TE	61,413.18	72,760.00	72,760.00	11,219.48	15.42
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,536.50	24,102.00	24,102.00	4,890.00	20.29
707.000 PER MEETING	0.00	500.00	500.00	0.00	0.00
710.000 EMPLR FICA CONTR	1,335.26	1,525.00	1,525.00	303.18	19.88
711.000 EMPLR MEDICARE CONTR	312.28	357.00	357.00	70.90	19.86
724.000 WORKER'S COMP	20.10	30.00	30.00	4.44	14.80
752.000 OFFICE SUPPLIES	336.96	500.00	500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	500.00	0.00	0.00
851.000 MAIL/POSTAGE	3,993.33	4,000.00	4,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	0.00	0.00
955.000 MISC.	0.00	100.00	100.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	0.00	250.00	250.00	0.00	0.00
957.300 MEMBERSHIP & DUES	99.00	100.00	100.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 253 - TREASURER	27,633.43	33,214.00	33,214.00	5,268.52	15.86
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	51,410.09	79,700.00	79,700.00	18,385.62	23.07
707.000 PER DIEM	2,000.00	4,125.00	4,125.00	1,250.00	30.30
710.000 EMPLR FICA CONTR	3,204.82	5,120.00	5,120.00	1,202.48	23.49
711.000 EMPLR MEDICARE CONTR	749.52	1,200.00	1,200.00	281.22	23.44
711.500 UNEMPLOYMENT	47.50	143.00	143.00	46.55	32.55
716.000 EMPLR RETIREMENT CONTR	4,569.94	7,570.00	7,570.00	1,746.65	23.07
718.500 HEALTH INSURANCE	15,925.52	25,724.00	25,724.00	6,476.75	25.18
718.700 HEALTH INS-EE CONTRIBUTIONS	(619.65)	(1,135.00)	(1,135.00)	(274.68)	24.20
719.000 DENTAL INSURANCE	349.23	550.00	550.00	131.25	23.86
719.800 VISION INSURANCE	96.00	152.00	152.00	35.58	23.41
719.900 VISION INS-EE CONTRIBUTIONS	(48.00)	(76.00)	(76.00)	(17.81)	23.43
724.000 WORKER'S COMP	152.23	226.00	226.00	52.67	23.31
725.000 LIFE & DISABILITY BENEFIT	149.50	400.00	400.00	89.70	22.43
754.000 OPERATING SUPPLIES	312.60	500.00	500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	30,125.00	10,000.00	10,000.00	2,724.00	27.24
850.000 COMMUNICATIONS	509.52	550.00	550.00	127.38	23.16
851.000 MAIL/POSTAGE	2,214.00	2,800.00	2,800.00	19.50	0.70
900.000 PRINTING & PUBLISHING	1,955.04	2,000.00	2,000.00	646.32	32.32
916.000 SUBSCRIPTIONS & PUBLICATIONS	278.00	0.00	0.00	417.00	100.00
955.000 MISC.	464.21	500.00	500.00	128.69	25.74
957.000 PROFESSIONAL DEVELOPMENT	300.00	500.00	500.00	0.00	0.00
957.300 MEMBERSHIP & DUES	0.00	1,700.00	1,700.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,190.00	500.00	500.00	0.00	0.00
Total Dept 257 - ASSESSOR	116,335.07	143,249.00	143,249.00	33,468.87	23.36
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	237.00	3,000.00	3,000.00	297.88	9.93
702.200 ELECTION WORKERS	0.00	30,000.00	30,000.00	4,678.00	15.59
710.000 EMPLR FICA CONTR	14.69	200.00	200.00	17.33	8.67
711.000 EMPLR MEDICARE CONTR	3.44	40.00	40.00	4.06	10.15
711.500 UNEMPLOYMENT	0.00	400.00	400.00	0.50	0.13
716.000 EMPLR RETIREMENT CONTR	0.00	200.00	200.00	28.039	14.15
718.500 HEALTH INSURANCE	0.00	600.00	600.00	130.67	21.78

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
718.700 HEALTH INS-EE CONTRIBUTIONS	0.00	(100.00)	(100.00)	(14.82)	14.82
719.000 DENTAL INSURANCE	0.00	50.00	50.00	6.44	12.88
719.800 VISION INSURANCE	0.00	15.00	15.00	2.54	16.93
719.900 VISION INS-EE CONTRIBUTIONS	0.00	(7.00)	(7.00)	(1.26)	18.00
724.000 WORKER'S COMP	0.40	20.00	20.00	2.51	12.55
725.000 LIFE & DISABILITY BENEFIT	0.00	20.00	20.00	2.62	13.10
754.000 OPERATING SUPPLIES	2,781.01	8,000.00	8,000.00	827.61	10.35
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	2,220.00	10,000.00	10,000.00	4,380.00	43.80
851.000 MAIL/POSTAGE	1,396.89	9,000.00	9,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	150.00	150.00	99.16	66.11
900.000 PRINTING & PUBLISHING	0.00	1,600.00	1,600.00	0.00	0.00
955.000 MISC.	0.00	600.00	600.00	167.89	27.98
957.000 PROFESSIONAL DEVELOPMENT	0.00	250.00	250.00	0.00	0.00
Total Dept 262 - ELECTIONS	6,653.43	64,038.00	64,038.00	10,629.43	16.60
Dept 265 - BUILDING & GROUNDS					
702.000 SALARIES & WAGES	674.56	1,200.00	1,200.00	524.80	43.73
710.000 EMPLR FICA CONTR	39.93	70.00	70.00	31.66	45.23
711.000 EMPLR MEDICARE CONTR	9.34	20.00	20.00	7.41	37.05
711.500 UNEMPLOYMENT	0.78	10.00	10.00	1.25	12.50
716.000 EMPLR RETIREMENT CONTR	60.70	100.00	100.00	49.86	49.86
718.500 HEALTH INSURANCE	235.32	500.00	500.00	100.42	20.08
718.700 HEALTH INS-EE CONTRIBUTIONS	(26.50)	(40.00)	(40.00)	(10.26)	25.65
719.000 DENTAL INSURANCE	11.37	40.00	40.00	3.81	9.53
719.800 VISION INSURANCE	2.61	10.00	10.00	0.00	0.00
719.900 VISION INS-EE CONTRIBUTIONS	(1.32)	0.00	0.00	0.00	0.00
724.000 WORKER'S COMP	3.90	30.00	30.00	2.72	9.07
725.000 LIFE & DISABILITY BENEFIT	4.91	20.00	20.00	1.73	8.65
754.000 OPERATING SUPPLIES	2,981.38	6,500.00	6,500.00	1,000.00	15.38
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	16,780.32	23,000.00	23,000.00	623.02	2.71
801.003 SIDEWALK SNOWPLOWING	0.00	3,000.00	3,000.00	58.10	1.94
801.401 HALL CLEANING	6,551.68	10,000.00	10,000.00	1,581.42	15.81
850.000 COMMUNICATIONS	3,112.31	2,860.00	2,860.00	687.45	24.04
920.000 ELECTRIC/NATURAL GAS	11,579.67	14,000.00	14,000.00	3,257.10	23.27
920.200 WATER & SEWER CHARGES	865.50	1,000.00	1,000.00	184.72	18.47
930.200 MAINT-GROUNDS	550.21	2,500.00	2,500.00	0.00	0.00
930.300 MAINT-BUILDINGS	778.55	10,000.00	10,000.00	558.73	5.59
933.050 MAINT-EQUIPMENT	229.00	500.00	500.00	0.00	0.00
934.500 MAINT. AGREEMENT ON EQUIPMENT	4,542.84	4,500.00	4,500.00	392.52	8.72
940.100 POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	454.38	22.72
955.000 MISC.	74.00	100.00	100.00	28.00	28.00
962.000 SAFETY	0.00	600.00	600.00	64.98	10.83
963.000 PROPERTY/LIABILITY INSURANCE	15,641.87	16,500.00	16,500.00	(116.76)	(0.71)
Total Dept 265 - BUILDING & GROUNDS	66,553.93	99,020.00	99,020.00	9,487.06	9.58
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	28,218.35	50,000.00	50,000.00	1,665.00	3.33
826.600 LEGAL FEES-MTT CASES	17,088.00	6,000.00	6,000.00	8,489.00	141.48
Total Dept 266 - LEGAL/ATTORNEY	45,306.35	56,000.00	56,000.00	10,154.00	18.13
Dept 371 - BUILDING INSPECTION					
702.000 SALARIES & WAGES	179,169.48	190,979.00	190,979.00	44,144.16	23.11
702.500 OVERTIME	2,661.88	2,100.00	2,100.00	515.04	24.53
710.000 EMPLR FICA CONTR	10,505.23	11,302.00	11,302.00	2,589.02	22.91
711.000 EMPLR MEDICARE CONTR	2,456.85	2,650.00	2,650.00	605.50	22.85
711.500 UNEMPLOYMENT	142.50	428.00	428.00	139.65	32.63
716.000 EMPLR RETIREMENT CONTR	16,399.42	18,350.00	18,350.00	4,242.63	23.12
718.500 HEALTH INSURANCE	72,257.74	77,175.00	77,175.00	19,471.34	25.23
718.700 HEALTH INS-EE CONTRIBUTIONS	(8,922.21)	(10,212.00)	(10,212.00)	(2,471.76)	24.20
719.000 DENTAL INSURANCE	5,029.20	5,283.00	5,283.00	1,260.09	23.85
719.800 VISION INSURANCE	1,104.48	1,161.00	1,161.00	272.88	23.50
719.900 VISION INS-EE CONTRIBUTIONS	(552.24)	(581.00)	(581.00)	(136.44)	23.48
724.000 WORKER'S COMP	467.56	470.00	470.00	109.41	23.28
725.000 LIFE & DISABILITY BENEFIT	1,011.12	1,090.00	1,090.00	257.73	23.64
752.000 OFFICE SUPPLIES	114.77	500.00	500.00	0.00	0.00
754.000 OPERATING SUPPLIES	1,163.99	1,275.00	1,275.00	475.60	37.30
759.000 GAS/FUEL	1,795.34	2,000.00	2,000.00	151.01	7.55
767.000 UNIFORMS	280.00	300.00	300.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	14,627.15	35,000.00	35,000.00	0.00	0.00
801.410 VEHICLE CLEANING	130.00	250.00	250.00	0.00	0.00
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	1,671.22	2,875.00	2,875.00	0.00	0.00

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
850.000 COMMUNICATIONS	1,288.34	1,350.00	1,350.00	322.56	23.89
851.000 MAIL/POSTAGE	27.86	35.00	35.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	90.46	150.00	150.00	0.00	0.00
900.000 PRINTING & PUBLISHING	37.85	500.00	500.00	0.00	0.00
916.000 SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	500.00	0.00	0.00
930.000 VEHICLE REPAIRS & MAINTENANCE	232.02	1,000.00	1,000.00	21.99	2.20
957.000 PROFESSIONAL DEVELOPMENT	1,801.00	5,000.00	5,000.00	395.00	7.90
957.100 SEMINAR LODGING	399.30	750.00	750.00	0.00	0.00
957.200 SEMINAR MEALS	529.59	750.00	750.00	123.02	16.40
957.300 MEMBERSHIP & DUES	1,190.00	1,400.00	1,400.00	200.00	14.29
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	7,059.66	500.00	500.00	(23.02)	(4.60)
Total Dept 371 - BUILDING INSPECTION	314,169.56	354,830.00	354,830.00	72,665.41	20.48
Dept 441 - PUBLIC WORKS					
920.000 STREET LIGHTING	25,003.31	26,000.00	26,000.00	6,628.18	25.49
956.100 DRAINS AT LARGE	59,636.13	61,000.00	61,000.00	59,537.60	97.60
959.500 CONTRIBUTIONS TO ROAD COMMISSION	263,926.29	369,000.00	369,000.00	0.00	0.00
967.500 SIDEWALKS AND NON MOTORIZED PATHS	51,097.55	955,000.00	955,000.00	13,887.50	1.45
Total Dept 441 - PUBLIC WORKS	399,663.28	1,411,000.00	1,411,000.00	80,053.28	5.67
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	160,939.02	168,700.00	168,700.00	40,866.23	24.22
702.700 LUMP SUM IN LIEU OF STEP	1,711.63	4,200.00	4,200.00	0.00	0.00
707.000 PER DIEM	9,760.00	15,000.00	15,000.00	0.00	0.00
710.000 EMPLR FICA CONTR	9,980.00	11,584.00	11,584.00	2,372.21	20.48
711.000 EMPLR MEDICARE CONTR	2,334.08	2,709.00	2,709.00	554.79	20.48
711.500 UNEMPLOYMENT	98.35	303.00	303.00	106.85	35.26
716.000 EMPLR RETIREMENT CONTR	14,541.15	15,912.00	15,912.00	3,672.00	23.08
718.500 HEALTH INSURANCE	48,172.26	51,448.00	51,448.00	12,994.67	25.26
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,948.14)	(6,808.00)	(6,808.00)	(1,483.02)	21.78
719.000 DENTAL INSURANCE	2,945.17	2,790.00	2,790.00	665.04	23.84
719.800 VISION INSURANCE	368.16	390.00	390.00	90.96	23.32
719.900 VISION INS-EE CONTRIBUTIONS	(184.08)	(194.00)	(194.00)	(45.48)	23.44
724.000 WORKER'S COMP	378.68	400.00	400.00	86.16	21.54
725.000 LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	179.40	22.43
752.000 OFFICE SUPPLIES	0.00	250.00	250.00	0.00	0.00
754.000 OPERATING SUPPLIES	0.00	300.00	300.00	0.00	0.00
759.000 GAS/FUEL	62.45	600.00	600.00	0.00	0.00
767.000 UNIFORMS	42.50	200.00	200.00	38.00	19.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	8,156.43	165,250.00	165,250.00	0.00	0.00
850.000 COMMUNICATIONS	229.90	250.00	250.00	149.90	59.96
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	1,665.85	3,000.00	3,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	2,877.38	5,500.00	5,500.00	4.20	0.08
916.000 SUBSCRIPTIONS & PUBLICATIONS	10.00	200.00	200.00	0.00	0.00
932.000 VEHICLE REPAIRS & MAINTENANCE	726.00	1,000.00	1,000.00	0.00	0.00
940.000 LEASE/RENT	0.00	200.00	200.00	0.00	0.00
955.000 MISC.	16.00	100.00	100.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	2,022.95	7,250.00	7,250.00	1,030.00	14.21
957.100 SEMINAR LODGING	957.60	2,650.00	2,650.00	0.00	0.00
957.200 SEMINAR MEALS	10.25	800.00	800.00	0.00	0.00
957.300 MEMBERSHIP & DUES	1,448.50	1,500.00	1,500.00	0.00	0.00
959.100 CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	100.00
Total Dept 701 - PLANNING	274,039.69	466,284.00	466,284.00	71,281.91	15.29
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	21,775.68	25,000.00	25,000.00	1,219.27	4.88
702.200 TEMPORARY LABOR	22,636.89	18,720.00	18,720.00	0.00	0.00
702.500 OVERTIME	1,472.75	2,000.00	2,000.00	0.00	0.00
710.000 EMPLR FICA CONTR	2,755.71	2,721.00	2,721.00	70.59	2.59
711.000 EMPLR MEDICARE CONTR	644.50	636.00	636.00	16.49	2.59
711.500 UNEMPLOYMENT	99.66	423.00	423.00	5.27	1.25
716.000 EMPLR RETIREMENT CONTR	2,094.14	2,562.00	2,562.00	115.83	4.52
718.500 HEALTH INSURANCE	10,925.58	12,862.00	12,862.00	818.82	6.37
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,358.49)	(1,702.00)	(1,702.00)	(102.73)	6.04
719.000 DENTAL INSURANCE	752.33	881.00	881.00	51.65	5.86
719.800 VISION INSURANCE	178.04	194.00	194.00	10.91	5.62
719.900 VISION INS-EE CONTRIBUTIONS	(89.02)	(97.00)	(97.00)	(5.46)	5.63
724.000 WORKER'S COMP	585.58	600.00	600.00	15.82	2.64
725.000 LIFE & DISABILITY BENEFIT	157.25	170.00	170.00	9.04	5.69
754.000 OPERATING SUPPLIES	5,314.00	5,000.00	5,000.00	20.98	0.42

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
759.000 GAS/FUEL	1,649.72	1,800.00	1,800.00	0.00	0.00
767.000 UNIFORMS	182.50	500.00	500.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,040.10	3,500.00	3,500.00	697.72	19.93
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	90.39	100.00	100.00	0.00	0.00
900.000 PRINTING & PUBLISHING	448.49	600.00	600.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	4,004.82	4,200.00	4,200.00	1,034.09	24.62
920.200 WATER & SEWER CHARGES	6,358.95	5,000.00	5,000.00	464.08	9.28
930.000 REPAIRS	994.87	31,000.00	31,000.00	0.00	0.00
930.200 MAINT-GROUNDS	12,014.16	33,000.00	33,000.00	2,132.00	6.46
930.250 MAINT-DOG PARK	1,350.00	3,000.00	3,000.00	0.00	0.00
930.300 MAINT-BUILDINGS	3,478.52	8,500.00	8,500.00	0.00	0.00
933.000 MAINT-VEHICLES	658.79	1,000.00	1,000.00	0.00	0.00
933.050 MAINT-EQUIPMENT	2,361.64	2,000.00	2,000.00	0.00	0.00
962.000 SAFETY	530.16	3,500.00	3,500.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	935.00	13,300.00	13,300.00	0.00	0.00
Total Dept 751 - PARKS & RECREATION	106,042.71	180,970.00	180,970.00	6,575.01	3.63
Dept 901 - CAPITAL OUTLAY					
976.301 CAPITAL OUTLAY-DATA PROCESSING	18,097.98	0.00	0.00	23,070.91	100.00
976.303 CAPITAL OUTLAY-PROPERTY	50.45	0.00	0.00	0.00	0.00
976.306 CAPITAL OUTLAY-PARKS DEPT	14,581.00	0.00	0.00	0.00	0.00
976.307 CAPITAL OUTLAY-FIBER NETWORK	17,549.99	0.00	0.00	1,182.33	100.00
976.309 CAPITAL OUTLAY-VEHICLES	96,491.99	0.00	0.00	0.00	0.00
976.314 CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	13,397.87	0.00	0.00	2,240.00	100.00
Total Dept 901 - CAPITAL OUTLAY	160,169.28	0.00	0.00	26,493.24	100.00
TOTAL EXPENDITURES	2,026,832.53	3,388,759.00	3,388,759.00	441,969.71	13.04
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,614,860.77	3,365,100.00	3,365,100.00	895,009.05	26.60
TOTAL EXPENDITURES	2,026,832.53	3,388,759.00	3,388,759.00	441,969.71	13.04
NET OF REVENUES & EXPENDITURES	588,028.24	(23,659.00)	(23,659.00)	453,039.34	1,914.87

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED	
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)		
Fund 206 - FIRE FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT REAL PROPERTY TAX	743,320.97	794,000.00	794,000.00	736,952.27	92.82
402.100	PRIOR YEARS PROPERTY TAXES	5,680.82	0.00	0.00	0.00	0.00
412.000	DELQ PERSONAL PROPERTY TAXES	1,398.61	500.00	500.00	5.39	1.08
414.000	PROPERTY TAX REFUNDS-MTT	(97.08)	(10,000.00)	(10,000.00)	0.00	0.00
432.000	PILOT TAX	4,124.02	5,000.00	5,000.00	0.00	0.00
445.000	INTEREST ON TAXES	76.20	300.00	300.00	0.70	0.23
543.000	STATE GRANT-PUBLIC SAFETY	10,597.04	12,000.00	12,000.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	10,441.44	10,400.00	10,400.00	12,852.76	123.58
665.000	INTEREST EARNED	42,595.88	50,000.00	50,000.00	13,680.65	27.36
677.200	FIRE PROTECTION - EDDA	79,658.26	81,000.00	81,000.00	0.00	0.00
677.300	FIRE PROTECTION - WDDA	65,765.91	66,000.00	66,000.00	0.00	0.00
Total Dept 000 - NONE		963,562.07	1,009,200.00	1,009,200.00	763,491.77	75.65
TOTAL REVENUES		963,562.07	1,009,200.00	1,009,200.00	763,491.77	75.65
Expenditures						
Dept 336 - FIRE DEPARTMENT						
702.000	SALARIES & WAGES	980.34	0.00	0.00	0.00	0.00
710.000	EMPLR FICA CONTR	56.84	0.00	0.00	0.00	0.00
711.000	EMPLR MEDICARE CONTR	13.29	0.00	0.00	0.00	0.00
716.000	EMPLR RETIREMENT CONTR	88.24	0.00	0.00	0.00	0.00
718.500	HEALTH INSURANCE	475.32	0.00	0.00	0.00	0.00
718.700	HEALTH INS-EE CONTRIBUTIONS	(56.05)	0.00	0.00	0.00	0.00
719.000	DENTAL INSURANCE	29.56	0.00	0.00	0.00	0.00
719.800	VISION INSURANCE	4.67	0.00	0.00	0.00	0.00
719.900	VISION INS-EE CONTRIBUTIONS	(2.34)	0.00	0.00	0.00	0.00
724.000	WORKER'S COMP	7.89	0.00	0.00	0.00	0.00
725.000	LIFE & DISABILITY BENEFIT	4.35	0.00	0.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	830,100.00	871,600.00	871,600.00	209,600.25	24.05
801.005	FIRE HYDRANT REPAIRS	0.00	2,000.00	2,000.00	0.00	0.00
801.025	HYDRANT FLUSHING	0.00	10,000.00	10,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		831,702.11	883,600.00	883,600.00	209,600.25	23.72
TOTAL EXPENDITURES		831,702.11	883,600.00	883,600.00	209,600.25	23.72
Fund 206 - FIRE FUND:						
TOTAL REVENUES		963,562.07	1,009,200.00	1,009,200.00	763,491.77	75.65
TOTAL EXPENDITURES		831,702.11	883,600.00	883,600.00	209,600.25	23.72
NET OF REVENUES & EXPENDITURES		131,859.96	125,600.00	125,600.00	553,891.52	441.00

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED	
	12/31/2023	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024		
	RMAL (ABNORMAL)			RMAL (ABNORMAL)		
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT PROPERTY TAX	516,934.75	557,000.00	557,000.00	0.00	0.00
402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
412.000	DELQ PERSONAL PROPERTY CAPT	3.63	300.00	300.00	0.00	0.00
414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	0.00
445.000	INTEREST ON TAXES	0.66	500.00	500.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	69,776.09	69,000.00	69,000.00	0.00	0.00
665.000	INTEREST EARNED	65,903.71	80,000.00	80,000.00	20,414.99	25.52
672.000	OTHER REVENUE	0.00	1,000.00	1,000.00	0.00	0.00
Total Dept 000 - NONE		652,618.84	703,550.00	703,550.00	20,414.99	2.90
TOTAL REVENUES		652,618.84	703,550.00	703,550.00	20,414.99	2.90
Expenditures						
Dept 336 - FIRE DEPARTMENT						
830.000	PUBLIC SAFETY - FIRE PROTECTION	79,658.26	81,000.00	81,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		79,658.26	81,000.00	81,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	6,340.47	21,300.00	21,300.00	3,648.90	17.13
801.001	MAINT- BENCHES/TRASH RECEPTACLES	246.00	5,000.00	5,000.00	0.00	0.00
801.003	SIDEWALK SNOWPLOWING	4,550.00	15,000.00	15,000.00	5,702.41	38.02
801.004	LAWN CARE	13,086.00	35,000.00	35,000.00	0.00	0.00
801.005	IRRIGATION / LIGHTING REPAIRS	6,477.25	20,000.00	20,000.00	0.00	0.00
801.007	FLOWER / LANDSCAPE MAINTENANCE	7,358.00	47,000.00	47,000.00	3,313.84	7.05
826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	0.00
880.000	COMMUNITY PROMOTION	5,500.00	16,500.00	16,500.00	0.00	0.00
883.000	COMMUNITY IMPROVEMENT GRANTS	5,134.67	40,000.00	40,000.00	0.00	0.00
885.000	STREET LIGHT BANNERS/CHRISTMAS	17,085.00	23,000.00	23,000.00	4,650.00	20.22
900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	0.00
920.000	ELECTRIC/NATURAL GAS	8,403.53	15,000.00	15,000.00	2,662.10	17.75
920.200	WATER & SEWER CHARGES	4,621.02	18,000.00	18,000.00	0.00	0.00
940.000	LEASE/RENT	715.00	1,200.00	1,200.00	0.00	0.00
955.000	MISC.	0.00	100.00	100.00	0.00	0.00
957.300	MEMBERSHIP & DUES	375.00	500.00	500.00	0.00	0.00
963.000	PROPERTY/LIABILITY INSURANCE	2,147.92	2,200.00	2,200.00	2,109.43	95.88
967.200	WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	0.00
967.300	SEWER SYSTEM PROJECTS	160,000.00	0.00	0.00	0.00	0.00
967.400	STREET/ROAD PROJECTS	168,571.77	0.00	0.00	0.00	0.00
967.500	SIDEWALK/PATHWAY PROJECTS	0.00	520,000.00	520,000.00	0.00	0.00
967.600	PARKS PROJECTS	0.00	90,000.00	90,000.00	0.00	0.00
971.000	CAPITAL OUTLAY-LAND	0.00	550,000.00	550,000.00	0.00	0.00
974.000	LAND IMPRVMENTS-GENERAL	50.45	20,000.00	20,000.00	0.00	0.00
974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	450,000.00	450,000.00	0.00	0.00
974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	100.90	40,000.00	40,000.00	54.74	0.14
974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	210.00	210.00	54.74	26.07
974.203	LAND IMPRVMENTS-JONATHON LANE	100.90	210.00	210.00	54.74	26.07
Total Dept 728 - ECONOMIC DEVELOPMENT		410,863.88	2,034,470.00	2,034,470.00	22,250.90	1.09
TOTAL EXPENDITURES		490,522.14	2,115,470.00	2,115,470.00	22,250.90	1.05
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		652,618.84	703,550.00	703,550.00	20,414.99	2.90
TOTAL EXPENDITURES		490,522.14	2,115,470.00	2,115,470.00	22,250.90	1.05
NET OF REVENUES & EXPENDITURES		162,096.70	(1,411,920.00)	(1,411,920.00)	(1,835.91)	0.13

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND					
Revenues					
Dept 000 - NONE					
402.000 CURRENT PROPERTY TAX	414,115.58	438,600.00	438,600.00	0.00	0.00
412.000 DELQ PERSONAL PROPERTY CAPT	47.46	50.00	50.00	0.00	0.00
414.000 PROPERTY TAX REFUNDS-BOR MTT	(409.14)	(4,000.00)	(4,000.00)	0.00	0.00
445.000 INTEREST ON TAXES	106.61	200.00	200.00	0.00	0.00
573.000 STATE AID REVENUE-LCSA	1,884.84	1,800.00	1,800.00	0.00	0.00
665.000 INTEREST EARNED	39,141.10	50,000.00	50,000.00	14,146.12	28.29
Total Dept 000 - NONE	454,886.45	486,650.00	486,650.00	14,146.12	2.91
TOTAL REVENUES	454,886.45	486,650.00	486,650.00	14,146.12	2.91
Expenditures					
Dept 336 - FIRE DEPARTMENT					
830.000 PUBLIC SAFETY - FIRE PROTECTION	65,765.91	66,000.00	66,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT	65,765.91	66,000.00	66,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,370.23	13,300.00	13,300.00	2,500.00	18.80
801.003 SIDEWALK SNOWPLOWING	3,500.00	8,000.00	8,000.00	3,859.80	48.25
880.000 COMMUNITY PROMOTION	5,500.00	16,500.00	16,500.00	0.00	0.00
883.000 COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	0.00
957.300 MEMBERSHIP & DUES	375.00	500.00	500.00	0.00	0.00
967.400 STREET/ROAD PROJECTS	0.00	50,000.00	50,000.00	0.00	0.00
967.500 SIDEWALK/PATHWAY PROJECTS	0.00	175,000.00	175,000.00	0.00	0.00
974.204 LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00	50,000.00	50,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT	12,745.23	353,800.00	353,800.00	6,359.80	1.80
TOTAL EXPENDITURES	78,511.14	419,800.00	419,800.00	6,359.80	1.51
Fund 250 - WEST DDA FUND:					
TOTAL REVENUES	454,886.45	486,650.00	486,650.00	14,146.12	2.91
TOTAL EXPENDITURES	78,511.14	419,800.00	419,800.00	6,359.80	1.51
NET OF REVENUES & EXPENDITURES	376,375.31	66,850.00	66,850.00	7,786.32	11.65

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)	
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA)					
Revenues					
Dept 000 - NONE					
539.000 STATE GRANTS	195,996.01	0.00	0.00	0.00	0.00
665.000 INTEREST EARNED	0.00	0.00	0.00	13,161.82	100.00
Total Dept 000 - NONE	195,996.01	0.00	0.00	13,161.82	100.00
TOTAL REVENUES	195,996.01	0.00	0.00	13,161.82	100.00
Expenditures					
Dept 901 - CAPITAL OUTLAY					
976.306 CAPITAL OUTLAY-PARKS EQUIPMENT	191,001.01	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY	191,001.01	0.00	0.00	0.00	0.00
Dept 996 - TRANSFER OUT					
995.101 TRANSFER OUT TO GENERAL FUND	7,012.64	0.00	0.00	0.00	0.00
Total Dept 996 - TRANSFER OUT	7,012.64	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	198,013.65	0.00	0.00	0.00	0.00
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA) :					
TOTAL REVENUES	195,996.01	0.00	0.00	13,161.82	100.00
TOTAL EXPENDITURES	198,013.65	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	(2,017.64)	0.00	0.00	13,161.82	100.00

User: SHERRIE

PERIOD ENDING 03/31/2024

DB: Union

% Fiscal Year Completed: 24.86

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BGD USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Revenues					
Dept 000 - NONE					
582.000 CONTRIBUTION FROM TRIBE	225,371.17	0.00	0.00	0.00	0.00
583.000 CONTRIBUTION FROM EDA FOR PROJECTS	160,000.00	0.00	0.00	0.00	0.00
626.000 SEWER INSPECTION FEES	7,191.75	2,000.00	2,000.00	0.00	0.00
642.000 SERVICE	1,568,157.33	1,672,580.00	1,672,580.00	430,485.24	25.74
644.300 CONNECTION FEE	272,758.01	78,800.00	78,800.00	0.00	0.00
655.000 FINES & FORFEITURES	34,021.47	33,000.00	33,000.00	13,878.02	42.05
665.000 INTEREST EARNED	127,311.06	120,000.00	120,000.00	48,933.56	40.78
670.000 DEBT RETIREMENT	1,311,238.31	1,385,945.00	1,385,945.00	360,092.14	25.98
672.000 OTHER REVENUE	134.30	3,000.00	3,000.00	0.00	0.00
673.000 GAIN/LOSS ON SALE OF ASSETS	400.00	0.00	0.00	0.00	0.00
687.000 REFUNDS & REBATES	2,968.86	3,500.00	3,500.00	0.00	0.00
Total Dept 000 - NONE	3,709,552.26	3,298,825.00	3,298,825.00	853,388.96	25.87
TOTAL REVENUES	3,709,552.26	3,298,825.00	3,298,825.00	853,388.96	25.87
Expenditures					
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	283,864.57	310,065.00	310,065.00	72,997.83	23.54
702.200 TEMPORARY LABOR	13,918.13	12,480.00	12,480.00	360.00	2.88
702.500 OVERTIME	11,780.65	12,900.00	12,900.00	2,416.49	18.73
702.700 LUMP SUM IN LIEU OF STEP	3,038.07	4,010.00	4,010.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	0.00
710.000 EMPLR FICA CONTR	18,730.52	20,354.00	20,354.00	4,515.51	22.18
711.000 EMPLR MEDICARE CONTR	4,380.87	4,760.00	4,760.00	1,056.17	22.19
711.500 UNEMPLOYMENT	274.86	838.00	838.00	202.44	24.16
716.000 EMPLR RETIREMENT CONTR	25,615.67	29,200.00	29,200.00	6,878.71	23.56
718.500 HEALTH INSURANCE	93,488.85	100,787.00	100,787.00	26,401.92	26.20
718.700 HEALTH INS-EE CONTRIBUTIONS	(8,902.22)	(10,800.00)	(10,800.00)	(2,688.31)	24.89
719.000 DENTAL INSURANCE	4,511.78	4,990.00	4,990.00	1,227.33	24.60
719.800 VISION INSURANCE	603.42	727.00	727.00	114.66	15.77
719.900 VISION INS-EE CONTRIBUTIONS	(301.82)	(364.00)	(364.00)	(57.36)	15.76
724.000 WORKER'S COMP	1,470.97	1,371.00	1,371.00	319.54	23.31
725.000 LIFE AND DISABILITY INSURANCE	1,248.06	1,422.00	1,422.00	331.24	23.29
726.000 COMPENSATED ABSENCES	(2,145.60)	0.00	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	602.61	1,500.00	1,500.00	152.25	10.15
754.000 OPERATING SUPPLIES	4,633.53	5,500.00	5,500.00	722.40	13.13
759.000 GAS/FUEL	11,185.13	12,000.00	12,000.00	3,032.91	25.27
767.000 UNIFORMS	522.25	1,500.00	1,500.00	640.71	42.71
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	68,482.67	53,350.00	53,350.00	6,818.57	12.78
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,558.38	2,840.00	2,840.00	0.00	0.00
826.000 LEGAL FEES	300.00	10,000.00	10,000.00	0.00	0.00
850.000 COMMUNICATIONS	2,439.20	3,320.00	3,320.00	513.82	15.48
851.000 MAIL/POSTAGE	1,993.33	3,000.00	3,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	716.31	800.00	800.00	12.46	1.56
900.000 PRINTING & PUBLISHING	572.08	1,000.00	1,000.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	88,280.08	105,000.00	105,000.00	23,725.12	22.60
930.000 REPAIRS	2,065.19	170,000.00	170,000.00	5,768.39	3.39
930.200 MAINT-GROUNDS	323.25	1,500.00	1,500.00	244.36	16.29
930.300 MAINT-BUILDINGS	2,000.00	20,250.00	20,250.00	0.00	0.00
933.000 MAINT-VEHICLES	6,643.49	6,000.00	6,000.00	2,682.42	44.71
933.050 MAINT-EQUIPMENT	2,100.78	20,000.00	20,000.00	1,175.43	5.88
933.500 MAINT-LIFT STATIONS	15,897.86	110,000.00	110,000.00	11,175.67	10.16
934.300 OPTO 22 MAINTENANCE	1,708.83	10,000.00	10,000.00	4,347.04	43.47
934.500 MAINT. AGREEMENT ON EQUIPMENT	9,290.54	9,500.00	9,500.00	5,085.47	53.53
955.000 MISC.	110.03	150.00	150.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	417.50	2,500.00	2,500.00	205.00	8.20
957.100 SEMINAR LODGING	255.39	1,000.00	1,000.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	150.00	150.00	0.00	0.00
957.300 MEMBERSHIP & DUES	243.50	500.00	500.00	0.00	0.00
962.000 SAFETY	3,489.63	12,000.00	12,000.00	38.47	0.32
963.000 PROPERTY/LIABILITY INSURANCE	33,752.50	38,000.00	38,000.00	(195.70)	(0.52)
969.300 HOOKUP LABOR & MATERIAL	7,218.08	7,500.00	7,500.00	186.44	2.49
973.000 CAPITAL PROJECTS-SEWER SYSTEM	768.48	1,027,000.00	1,027,000.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	1,088.74	15,000.00	15,000.00	15,694.75	104.63
980.000 NEW OFFICE EQUIPMENT & FURNITURE	559.98	1,000.00	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	4,370.28	6,000.00	6,000.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS	726,166.40	2,156,500.00	2,156,500.00	196,102.15	9.09
Dept 540 - WWTP					
702.000 SALARIES & WAGES	260,132.76	334,912.00	334,912.00	63,597.83	18.99
702.500 OVERTIME	9,343.13	10,000.00	10,000.00	2,246.04	22.46

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BGDG USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Expenditures					
702.700 LUMP SUM IN LIEU OF STEP	3,647.13	5,250.00	5,250.00	0.00	0.00
710.000 EMPLR FICA CONTR	16,242.14	20,660.00	20,660.00	3,916.58	18.96
711.000 EMPLR MEDICARE CONTR	3,798.56	4,832.00	4,832.00	916.00	18.96
711.500 UNEMPLOYMENT	190.00	713.00	713.00	186.20	26.12
716.000 EMPLR RETIREMENT CONTR	24,633.03	33,265.00	33,265.00	6,255.20	18.80
718.500 HEALTH INSURANCE	99,308.70	128,620.00	128,620.00	25,906.97	20.14
718.700 HEALTH INS-EE CONTRIBUTIONS	(11,194.36)	(16,339.00)	(16,339.00)	(3,130.86)	19.16
719.000 DENTAL INSURANCE	5,946.42	8,071.00	8,071.00	1,505.13	18.65
719.800 VISION INSURANCE	758.41	1,207.00	1,207.00	193.35	16.02
719.900 VISION INS-EE CONTRIBUTIONS	(379.21)	(604.00)	(604.00)	(96.70)	16.01
724.000 WORKER'S COMP	1,767.51	2,195.00	2,195.00	407.61	18.57
725.000 LIFE AND DISABILITY INSURANCE	1,359.61	1,850.00	1,850.00	352.05	19.03
743.000 CHEMICALS	66,578.71	65,000.00	65,000.00	18,840.16	28.98
744.000 LAB EQUIPMENT & SUPPLIES	28,667.12	38,000.00	38,000.00	7,677.19	20.20
752.000 OFFICE SUPPLIES	758.72	700.00	700.00	21.99	3.14
754.000 OPERATING SUPPLIES	7,641.53	12,000.00	12,000.00	2,695.53	22.46
759.000 GAS/FUEL	3,644.33	5,000.00	5,000.00	310.86	6.22
767.000 UNIFORMS	872.30	2,000.00	2,000.00	100.00	5.00
774.100 BIOXIDE	89,138.31	85,000.00	85,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	23,961.54	33,800.00	33,800.00	6,122.84	18.11
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	50,376.34	50,000.00	50,000.00	0.00	0.00
801.250 WASTE/RUBBISH DISPOSAL	0.00	0.00	0.00	8.45	100.00
801.300 CONT. SERV. - LAB ANALYSIS	7,085.00	7,000.00	7,000.00	3,678.50	52.55
850.000 COMMUNICATIONS	6,439.36	3,250.00	3,250.00	599.40	18.44
851.000 MAIL/POSTAGE	181.20	500.00	500.00	234.14	46.83
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	10.48	250.00	250.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	250.00	250.00	1,535.50	614.20
920.000 ELECTRIC/NATURAL GAS	162,975.72	176,000.00	176,000.00	38,270.51	21.74
920.200 WATER & SEWER QUARTERLY BILLING	7,944.31	10,000.00	10,000.00	2,163.76	21.64
923.000 PROPANE	1,882.24	3,500.00	3,500.00	1,160.33	33.15
930.200 MAINT-GROUNDS	1,697.92	12,100.00	12,100.00	244.36	2.02
930.300 MAINT-BUILDINGS	1,607.35	20,000.00	20,000.00	489.38	2.45
933.000 MAINT-VEHICLES	485.59	3,000.00	3,000.00	548.99	18.30
933.050 MAINT-EQUIPMENT	3,095.73	6,000.00	6,000.00	508.22	8.47
934.300 OPTO 22 MAINTENANCE	1,925.95	6,000.00	6,000.00	3,009.34	50.16
934.500 MAINT. AGREEMENT ON EQUIPMENT	750.00	1,700.00	1,700.00	760.80	44.75
934.981 SAMPLING EQUIPMENT MAINT.	577.01	4,000.00	4,000.00	0.00	0.00
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	9,874.81	500,800.00	500,800.00	2,502.52	0.50
934.983 SECONDARY TREAT EQUIP. MAINT.	32,661.89	25,000.00	25,000.00	9,652.40	38.61
934.984 SOLIDS EQUIPMENT MAINT.	21,019.05	25,000.00	25,000.00	0.00	0.00
934.985 DISINFECTION EQUIPMENT MAINT.	103.50	6,000.00	6,000.00	0.00	0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	4,482.74	3,000.00	3,000.00	0.00	0.00
934.987 TERTIARY FILTER MAINT.	649.78	10,000.00	10,000.00	377.20	3.77
949.000 IPP	0.00	500.00	500.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	1,378.30	5,000.00	5,000.00	0.00	0.00
957.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
957.300 MEMBERSHIP & DUES	578.00	500.00	500.00	86.00	17.20
958.100 PERMITS & FEES	5,500.00	13,000.00	13,000.00	5,500.00	42.31
962.000 SAFETY	2,965.49	5,000.00	5,000.00	0.00	0.00
963.000 PROPERTY/LIABILITY INSURANCE	20,077.02	22,000.00	22,000.00	(149.36)	(0.68)
977.000 NEW EQUIPMENT PURCHASE	4,204.63	5,000.00	5,000.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	150.00	20.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	11,250.83	2,000.00	2,000.00	0.00	0.00
Total Dept 540 - WWTP	998,596.63	1,703,832.00	1,703,832.00	209,354.70	12.29
Dept 906 - DEBT SERVICE					
993.350 BOND INTEREST-RURAL DEVELOPMENT	138,604.87	138,000.00	138,000.00	0.00	0.00
Total Dept 906 - DEBT SERVICE	138,604.87	138,000.00	138,000.00	0.00	0.00
Dept 960 - DEPRECIATION EXPENSE					
968.000 DEPRECIATION EXPENSE	767,733.24	790,000.00	790,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	767,733.24	790,000.00	790,000.00	0.00	0.00
TOTAL EXPENDITURES	2,631,101.14	4,788,332.00	4,788,332.00	405,456.85	8.47
Fund 590 - SEWER FUND:					
TOTAL REVENUES	3,709,552.26	3,298,825.00	3,298,825.00	853,388.98	25.87

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
TOTAL EXPENDITURES	2,631,101.14	4,788,332.00	4,788,332.00	405,456.85	8.47
NET OF REVENUES & EXPENDITURES	1,078,451.12	(1,489,507.00)	(1,489,507.00)	447,932.11	30.07

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2024 03/31/2024 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Revenues					
Dept 000 - NONE					
476.500 REVENUE-REPLACEMENT METERS	0.00	1,000.00	1,000.00	0.00	0.00
539.000 STATE GRANTS	31,137.82	0.00	0.00	0.00	0.00
626.000 WATER INSPECTION FEES	8,695.75	5,000.00	5,000.00	0.00	0.00
643.000 WATER SALES	1,628,851.39	1,592,175.00	1,592,175.00	404,201.04	25.39
643.100 BULK WATER SALES	6,625.00	1,500.00	1,500.00	9,232.00	615.47
643.200 FINAL READ	3,978.00	4,000.00	4,000.00	737.10	18.43
643.300 TURN-OFF	4,575.00	4,000.00	4,000.00	2,475.00	61.88
644.000 LATERALS	0.00	2,500.00	2,500.00	0.00	0.00
644.200 BENEFIT FEES	94,510.38	52,500.00	52,500.00	2,692.00	5.13
645.000 CONNECTION FEES	28,538.00	52,500.00	52,500.00	5,027.00	9.58
655.000 FINES & FORFEITURES	18,305.77	20,000.00	20,000.00	7,315.70	36.58
665.000 INTEREST EARNED	125,251.64	120,000.00	120,000.00	46,916.31	39.10
671.000 LEASES - TOWER RENTAL	58,626.66	56,000.00	56,000.00	18,105.31	32.33
672.000 OTHER REVENUE	2,634.01	8,000.00	8,000.00	699.75	8.75
673.000 GAIN/LOSS ON SALE OF ASSETS	400.00	0.00	0.00	0.00	0.00
687.000 REFUNDS & REBATES	3,468.58	3,500.00	3,500.00	0.00	0.00
Total Dept 000 - NONE	2,015,598.00	1,922,675.00	1,922,675.00	497,401.21	25.87
TOTAL REVENUES	2,015,598.00	1,922,675.00	1,922,675.00	497,401.21	25.87
Expenditures					
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	447,071.32	515,060.00	515,060.00	106,741.47	20.72
702.200 TEMPORARY LABOR	14,973.75	12,480.00	12,480.00	342.00	2.74
702.500 OVERTIME	37,092.25	44,900.00	44,900.00	9,291.05	20.69
702.700 LUMP SUM IN LIEU OF STEP	5,075.07	6,120.00	6,120.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	0.00
710.000 EMPLR FICA CONTR	30,199.41	34,521.00	34,521.00	6,958.30	20.16
711.000 EMPLR MEDICARE CONTR	7,062.16	8,074.00	8,074.00	1,627.19	20.15
711.500 UNEMPLOYMENT	350.01	1,100.00	1,100.00	286.39	26.04
716.000 EMPLR RETIREMENT CONTR	42,670.38	51,900.00	51,900.00	10,687.76	20.59
718.500 HEALTH INSURANCE	150,773.95	177,959.00	177,959.00	38,728.75	21.76
718.700 HEALTH INS-EE CONTRIBUTIONS	(15,359.08)	(21,012.00)	(21,012.00)	(4,102.76)	19.53
719.000 DENTAL INSURANCE	7,684.25	10,273.00	10,273.00	1,862.37	18.13
719.800 VISION INSURANCE	1,065.71	1,501.00	1,501.00	211.06	14.06
719.900 VISION INS-EE CONTRIBUTIONS	(532.70)	(751.00)	(751.00)	(105.51)	14.05
724.000 WORKER'S COMP	5,082.42	6,093.00	6,093.00	1,120.51	18.39
725.000 LIFE AND DISABILITY INSURANCE	2,100.21	2,632.00	2,632.00	515.80	19.60
726.000 COMPENSATED ABSENCES	(3,552.51)	0.00	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	493.09	1,600.00	1,600.00	152.23	9.51
753.000 PROCESS CHEMICALS/CHLORINE	65,820.55	70,000.00	70,000.00	15,877.00	22.68
754.000 OPERATING SUPPLIES	12,093.27	11,000.00	11,000.00	5,087.91	46.25
759.000 GAS/FUEL	10,103.32	12,000.00	12,000.00	1,953.98	16.28
767.000 UNIFORMS	522.24	2,000.00	2,000.00	865.48	43.27
774.100 MXU	6,010.00	7,000.00	7,000.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	67,895.66	116,350.00	116,350.00	16,751.11	14.40
801.010 LAB FEES	10,571.43	25,000.00	25,000.00	3,537.49	14.15
801.025 HYDRANT FLUSHING	0.00	(10,000.00)	(10,000.00)	0.00	0.00
801.750 WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	0.00
801.800 WATER STUDY	0.00	20,000.00	20,000.00	0.00	0.00
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,558.39	2,840.00	2,840.00	0.00	0.00
826.000 LEGAL FEES	300.00	10,000.00	10,000.00	0.00	0.00
850.000 COMMUNICATIONS	4,271.71	4,780.00	4,780.00	918.26	19.21
851.000 MAIL/POSTAGE	2,235.55	3,700.00	3,700.00	14.16	0.38
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	707.12	750.00	750.00	12.46	1.66
900.000 PRINTING & PUBLISHING	4,173.16	5,400.00	5,400.00	1,022.50	18.94
920.000 ELECTRIC/NATURAL GAS	152,213.34	180,000.00	180,000.00	36,105.54	20.06
930.000 EQUIPMENT REPAIRS	32,004.72	60,000.00	60,000.00	2,848.73	4.75
930.200 MAINT-GROUNDS	323.25	15,472.00	15,472.00	279.35	1.81
930.300 MAINT-BUILDINGS	4,123.98	20,250.00	20,250.00	664.45	3.28
933.000 MAINT-VEHICLES	8,268.97	6,000.00	6,000.00	3,164.79	52.75
933.050 MAINT-EQUIPMENT	1,593.94	10,000.00	10,000.00	2,607.56	26.08
933.100 MAINT-WATER WELLS	1,789.62	62,000.00	62,000.00	0.00	0.00
933.200 MAINT-TREATMENT PLANTS	18,037.58	15,000.00	15,000.00	2,082.68	13.88
933.300 MAINT-WATER TOWERS	1,783.99	22,000.00	22,000.00	67.98	0.31
934.300 OPTO 22 MAINTENANCE	6,607.61	15,000.00	15,000.00	4,347.05	28.98
934.500 MAINT. AGREEMENT ON EQUIPMENT	7,568.24	7,700.00	7,700.00	3,513.32	45.63
940.500 ROYALTIES	5,057.36	5,000.00	5,000.00	1,025.92	20.52
955.000 MISC.	101.00	150.00	150.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	2,952.50	5,000.00	5,000.00	895.00	17.90
957.100 SEMINAR LODGING	255.39	1,000.00	1,000.00	0.00	0.00
957.200 SEMINAR MEALS	72.89	450.00	450.00	0.00	0.00
957.300 MEMBERSHIP & DUES	338.50	1,200.00	1,200.00	0.00	0.00

ACCOUNT DESCRIPTION	END BALANCE	2024		YTD BALANCE	% BDGT USED
	12/31/2023 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2024 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Expenditures					
962.000 SAFETY	3,507.29	12,000.00	12,000.00	38.48	0.32
963.000 PROPERTY/LIABILITY INSURANCE	30,045.62	31,000.00	31,000.00	(223.82)	(0.72)
969.200 METER REPLACEMENT PROGRAM	25,109.79	30,000.00	30,000.00	7,319.62	24.40
969.300 HOOKUP LABOR & MATERIAL	20,922.70	60,000.00	60,000.00	10,690.00	17.82
972.000 CAPITAL PROJECTS-WATER SYSTEM	155.45	2,550,154.00	2,550,154.00	18,025.00	0.71
977.000 NEW EQUIPMENT PURCHASE	9,056.73	17,500.00	17,500.00	5,039.00	28.79
980.000 NEW OFFICE EQUIPMENT & FURNITURE	542.10	1,000.00	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	5,615.77	8,500.00	8,500.00	0.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS	1,257,560.42	4,276,046.00	4,276,046.00	318,847.61	7.46
Dept 906 - DEBT SERVICE					
993.002 BOND INTEREST - (2010 WATER)	42,745.26	39,600.00	39,600.00	19,752.50	49.88
993.800 BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	0.00	0.00
993.900 BOND - PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00
Total Dept 906 - DEBT SERVICE	45,074.01	41,929.00	41,929.00	19,752.50	47.11
Dept 960 - DEPRECIATION EXPENSE					
968.000 DEPRECIATION EXPENSE	418,400.19	430,000.00	430,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	418,400.19	430,000.00	430,000.00	0.00	0.00
TOTAL EXPENDITURES	1,721,034.62	4,747,975.00	4,747,975.00	338,600.11	7.13
Fund 591 - WATER FUND:					
TOTAL REVENUES	2,015,598.00	1,922,675.00	1,922,675.00	497,401.21	25.87
TOTAL EXPENDITURES	1,721,034.62	4,747,975.00	4,747,975.00	338,600.11	7.13
NET OF REVENUES & EXPENDITURES	294,563.38	(2,825,300.00)	(2,825,300.00)	158,801.10	5.62
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS	10,607,074.40	10,786,000.00	10,786,000.00	3,057,013.92	28.34
TOTAL EXPENDITURES - ALL FUNDS	7,977,717.33	16,343,936.00	16,343,936.00	1,424,237.62	8.71
NET OF REVENUES & EXPENDITURES	2,629,357.07	(5,557,936.00)	(5,557,936.00)	1,632,776.30	29.38

Policy Governance Executive Limitations Evaluation Form

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

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

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 17, 2024

Policy Review: 2.6 Asset Protection
Type of Review: Internal by Manager
Review Interval: Annual
Review Month: April 2024

Policy Wording

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

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

- 2.6.1 Fail to insure against theft and casualty losses to at least 80% percent replacement value and against liability losses to board members, staff, and the organization itself in an amount greater than the average for comparable organizations.
- 2.6.2 Allow un-bonded personnel access to material amounts of funds.
- 2.6.3 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 2.6.4 Operate without proper risk management toward continuous operations and services.
- 2.6.5 Unnecessarily expose the organization, its board, or staff to claims of liability.
- 2.6.6 Make any asset purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) without having obtained comparative prices and quality; (c) without a stringent method of assuring the balance of long-term quality and cost.
 - A. Exception: sole source vendors
 - B. Exception: emergency purchases
- 2.6.7 Fail to protect intellectual property, information and files from loss or significant damage.

- 2.6.8 Receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 2.6.9 Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in noninterest-bearing accounts except where necessary to facilitate ease in operational transactions.
- 2.6.10 Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.
- 2.6.11 Fail to operate without seeking best practices and continuous improvement in operations.

Manager Interpretation

Township Manager interprets this policy to indicate that the Township Board of Trustees wants to ensure that the township: 1) has adequate theft and casualty insurance, 2) that there is appropriate and timely maintenance on equipment, 3) that the organization is not exposed to claims of liability or operate without proper risk management toward continuous operations, 4) that funds are accounted for according to auditor's and generally accepted accounting standards, 5) that the township, when making purchase ensures that proper procurement practices have been followed, 6) that the organization's public image is not endangered or that the township fails to operate or seek to operate in a manner consistent with best practices.

Justification of Reasonability of Interpretation

The Township Manager's interpretation utilizes the subunits of the policy that is clearly written and approved by the Board of Trustees.

Data

- Township physical assets are currently insured under the Michigan Township Association PAR Plan which is updated annually-see attached 2024 Renewal Certificate of Insurance.
- Rolling stock fleet is regularly maintained and/or replaced to ensure employee safety.
- Training to reduce risk of injury in the Public Services Department included:
 - MIOSHA Safety Training held annually
 - Excavation, Trenching, and Shoring Awareness safety training conducted in annually
 - First aid and CPR training conducted once every two years
- Community and Economic Development Department staff participated in various professional training events covering a variety of procedural and technical topics throughout the year to stay up-to-date related to specific areas of expertise
- Ongoing maintenance and repair of the Economic Development Authority's streetlighting system, benches, and other streetscape improvements ensure that the Township's investments in these public improvements are protected and functional for residents and visitors

- Each month the Township Hall exit, and emergency lights are tested for function and repaired or replaced as needed to maintain full operation.
- The Community and Economic Development Department staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances and if needed addresses any deficiencies or issues.
- Water and Wastewater infrastructure and equipment is maintained on a regular basis per an Asset Management Plan, which is updated annually.
 - Sanitary Survey Inspection completed
 - Repairs of water shut off boxes, fire hydrants, and water valves throughout township distribution system are done as needed
 - Installation inspection, pressure testing, and sampling of new water mains and fire hydrants as necessary
 - Completed touchpad, meter, and mxu maintenance throughout the year
 - Monthly maintenance of chlorine injectors and pump tubes is done
 - Serviced and cleaned generators, backhoe, and other township equipment throughout the year
 - Sanitary sewer collection system maintenance and repairs were completed including the rehabilitation and relining of mains, manholes repaired, sanitary sewer line cleaning, pump station alarm tested, and wet well cleaning
 - Yearly generator inspections and service by Wolverine Power – follow up maintenance completed by township staff
- Purchases are made following a procurement process that requires board approval and competitive bidding
- IT security awareness training occurred throughout the year
- Auditors are contacted on a regular basis when questions arise related to proper internal controls or the handling of unusual financial transactions
- Cash is invested in appropriate securities to promote safety of principal while also attempting to maximize yield. See attached 2024 first quarter investment report.
- Finance Director maintains list of assets that is verified by auditors
- Filed and posted the Township’s financial information timely to meet the State’s requirements for continued receipt of CVTRS State Revenue Sharing dollars
- Finance Director attends training regularly through the Michigan Government Finance Officers Association and other sources to seek out advice in best practices and continuous improvements in financial operations
- FY 2022 Audited Financial Statements by external auditors received an opinion that statements fairly reflected the financial condition of the organization in all material respects

Compliance

Based on the data presented, the Township Management Team is in compliance with the policy as stated.

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.6 – Asset Protection

Date: April 2024

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

Comments regarding further policy development:

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

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

Signature and date of Board member

U.S. SPECIALTY INSURANCE COMPANY

RENEWAL CERTIFICATE



TOKIOMARINE
HCC

Michigan Township Participating Plan



Master Policy No. HMTP-0110000
Certificate No. M23MTP81294-01
Renewal of HMTP-312160

NAMED INSURED AND ADDRESS:
UNION CHARTER TOWNSHIP
2010 S. LINCOLN ROAD
MT. PLEASANT, MI 48858
ISABELLA COUNTY

AGENT NAME AND ADDRESS:
BERENDS HENDRICKS STUIT INSURANCE
AGENCY, INC.
3055 44th STREET SW

GRANDVILLE, MI 49418
AGENT NO. 99900

POLICY PERIOD: From: 11/01/2023 To: 11/01/2024
at 12:01 a.m. Standard Time at your mailing address shown above.

PAYMENT PLAN: ANNUAL

BUSINESS DESCRIPTION: GOVERNMENTAL SUBDIVISION

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in the policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment. Please note that the various coverage parts are afforded by different risk carriers.

The following COVERAGE PARTS are provided by U.S. SPECIALTY INSURANCE COMPANY ("USSIC"):

	PREMIUM
Commercial Property Coverage Part	\$ INCLUDED
Equipment Breakdown Coverage Part	\$ INCLUDED
Commercial Inland Marine Coverage Part	\$ INCLUDED
Commercial Crime Coverage Part	\$ INCLUDED
Commercial General Liability Coverage Part	\$ INCLUDED
Employee Benefits Liability Coverage Part	\$ INCLUDED
Law Enforcement Liability Coverage Part	\$ INCLUDED
Public Officials Liability Coverage Part	\$ INCLUDED
Commercial Auto Coverage Part	\$ INCLUDED
Commercial EDP Coverage Part	\$ INCLUDED
TRIA Coverage	\$ EXCLUDED
TOTAL ANNUAL USSIC PREMIUM	\$ 111,624.00

This policy is exempt from the filing requirements of section 2236 of the insurance code of 1956, 1956 PA 218, MCL 500.2236.

The following COVERAGE PARTS are provided by the MICHIGAN TOWNSHIP PARTICIPATING PLAN ("MTPP"):

MTPP Cyber Liability Coverage Part	\$ EXCLUDED
TOTAL ANNUAL MTPP PREMIUM:	\$ 0

The MTPP cyber coverage part is written pursuant to MCL section 124.5 et al.

FORMS APPLICABLE TO ALL COVERAGE PARTS:

- No changes from previous Policy Period.
- Changes on the attached endorsements shown below are effective as of the inception date of the Policy period specified above.

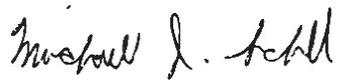
Refer to PKGILH0002 2020 Schedule of Forms and Endorsements

COUNTERSIGNED 11/15/2023 **BY** _____
DATE AUTHORIZED REPRESENTATIVE

02/01/2020

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative

By



USSIC PRESIDENT
Michael J. Schell



USSIC SECRETARY
Alexander Ludlow



MTPP CHAIRMAN
William Walters



MTPP SECRETARY
Linda Preston

**Charter Township of Union
Investments with Isabella Bank
March 31, 2024**

Investment	Original Purchase Date	Last Renewal Date	Term	Interest Rate	Maturity Date	Original Amount	Balance 3/31/2024
General Fund CD	8/31/2022	8/31/2023	12 months	5.368%	8/31/2024	1,500,000.00	1,583,586.58
General Fund CD	10/8/2021	10/8/2021	48 months	3.205%	10/8/2025	2,000,000.00	2,084,930.35
General Fund CD	11/21/2017	2/21/2024	12 months	2.960%	2/21/2025	750,000.00	838,012.66
General Fund IntraFI Network Deposits (FDIC-Insured)	1/27/2022	1/27/2023	12 months	3.000%	1/27/2024	579,083.00	593,081.06
General Fund CD	5/31/2023		12 months	4.700%	5/31/2024	500,000.00	519,904.78
ARPA Fund	8/31/2022	8/31/2023	12 months	5.368%	8/31/2024	1,000,000.00	825,213.60
Fire Fund CD	3/13/2019	3/13/2024	14 months	3.928%	5/13/2024	425,000.00	467,503.17
Fire Fund CD	5/31/2023		12 months	4.700%	5/31/2024	250,000.00	259,952.39
Sewer Fund CD	8/31/2022	8/31/2023	12 months	5.368%	8/31/2024	2,000,000.00	2,111,448.77
Sewer Fund CD	11/21/2017	2/21/2024	12 months	2.960%	2/21/2025	500,000.00	558,675.11
Sewer Fund CD -Reserve Account	3/13/2023	3/13/2023	14 months	3.928%	5/13/2024	268,712.00	268,712.00
Water Fund CD	8/31/2022	8/31/2023	12 months	5.368%	8/31/2024	2,000,000.00	2,111,448.77
Water Fund CD	11/21/2017	2/21/2024	12 months	2.960%	2/21/2025	500,000.00	558,675.11
Water Fund CD	5/31/2023		12 months	4.700%	5/31/2024	500,000.00	519,904.78
East DDA CD	8/31/2022	8/31/2023	12 months	5.368%	8/31/2024	500,000.00	527,862.19
East DDA CD	11/21/2017	2/21/2024	12 months	2.960%	2/21/2025	500,000.00	558,675.11
East DDA CD	5/31/2023		12 months	4.700%	5/31/2024	500,000.00	519,904.78
West DDA CD	7/16/2018	7/16/2023	12 months	5.126%	7/16/2023	601,422.24	670,615.00
West DDA CD	5/31/2023		12 months	4.700%	5/31/2024	414,221.99	430,711.98
Total Investments						15,288,439.23	16,008,818.19

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 17, 2024
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/24/2024
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval N/A

BACKGROUND INFORMATION

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

Certain policies, such as Policy 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

Board Policy 3.4 – Agenda Planning

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.

3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.

3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.

3.4.2.2 Governance education and education related to Ends determination, (e.g., presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.

3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

3.4.3.1 The Board will include as an agenda item for a regular board meeting in June and January discussion regarding upcoming Saginaw Chippewa Indian Tribe 2% application options

3.4.4 Township Management monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

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

Use this evaluation form for discussion at the Board of Trustees Meeting on April 24, 2024.

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

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

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

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

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