

Charter Township of Union

BOARD OF TRUSTEES
Regular Meeting
July 27, 2016
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
5. REPORTS/BOARD COMMENTS
6. APPROVAL OF AGENDA
7. CONSENT AGENDA
 - A. Communications
 - Planning Commission Minutes
 - EDA Minutes
 - B. Minutes – June 22, 2016 - regular meeting
 - C. Bills
 - D. Payroll
 - E. 2.5 Financial Conditions and Activities
 - F. 2.510 Cash Flow Ratio
8. BOARD AGENDA
 - A. Mary Senter / CARRS Township Resident Presentation
 - B. Indian Hills Ordinance Agreement Public Hearing
 - C. Well #7 – Isabella Road Well Site - Maintenance
 - D. Office Security Project
 - E. Leave Transfer Policy
9. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
10. FINAL BOARD MEMBER COMMENT
11. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on July 19, 2016 at the Township Hall.

Meeting was called to order at 7:02 p.m.

Roll Call

Present: LaBelle, Mielke, Robinette, Squattrito, Woerle, Zerbe

Excused: Fuller, McGuirk, Strachan

Others Present

Peter Gallinat, Township Planner & Jennifer Loveberry

Approval of Minutes

Mielke moved Zerbe supported the approval of the June 21, 2016 meeting minutes with corrections. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Correspondence / Reports

Approval of Agenda

Robinette moved LaBelle supported approval of the agenda as presented. **Vote: Ayes: 6 Nays 0. Motion carried.**

Public Comment – No comments

New Business –

A. SPR 2016-08: Messenger

Location: S. Isabella

Tim Beebe, CMS & D presented SPR 2016-08: Site Plan Review, Messenger Medical Office, Location: S. Isabella. The proposed site plan is building a 9,856.69 sq. ft. medical office building. **Robinette moved Zerbe** supported approval of SPR 2016-08: Messenger site plan review with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities. Additional conditions: sidewalks to be added on High and Isabella unless the parcel is parceled out prior to the certificate of occupancy; in the event a dumpster is ever required, the property owner is to add an enclosed dumpster that complies with section 12.2h of the Township's zoning ordinance. **Vote: Ayes: 6 Nays 0. Motion carried.**

B. SPR 2016-09: Menards

Location: 4615 Encore

Tyler Edwards, Real Estate Representative, 5101 Menard Drive Eau, Claire, WI

54703 presented SPR-09: Site Plan Review, Menards, Location: 4615 Encore. The proposed site plan encloses the warehouse. **Robinette** moved **Zerbe** supported approval of SPR 2016-09: Menards site plan review with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities. Additional conditions: contingent on 40 ft set back met. **Vote: Ayes: 6 Nays 0. Motion carried.**

C. SPR 2016-10: Lexington Ridge

Location: 2700 E. Deerfield Rd.

Tim Lapham, 515 E. 5th, Clare, MI 48617 presented SPR 2016-10: Site Plan Review, Lexington Ridge. The proposed site plan is for Phase 1 and Phase 2 (future development) of additional apartment buildings. **Zerbe** moved **Woerle** supported approval of SPR 2016-10: Lexington Ridge site plan review with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities. **Vote: Ayes: 6 Nays 0. Motion carried.**

D. Master Plan Bids

P. Gallinat presented three bids from RFP for Master Plan.

E. Proposed Lighting Ordinance

Mielke moved **LaBelle** supported to approve the Township Attorney's recommendation using the City of Mt. Pleasants lighting ordinance as a guide to write the Township's Lighting Ordinance making any changes or recommendations as needed. Provide a drafted copy from the Attorney to the Planning Commissioners for their review.

Old Business

Other Business

Extended Public Comment –open 9:05 p.m.

Adjournment – Chairman Squattrito adjourned the meeting at 9:05 p.m.

APPROVED BY:

Alex Fuller - Secretary

(Recorded by Jennifer Loveberry)

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, June 21, 2016**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:16 pm.

ROLL CALL

Present: Kequom, Perry, Alwood, Zalud, Hunter, Bacon, Johnson (late)

Excused: Elmore, Smith

Absent: Chowdhary, Figg

Others Present: Angela Schofield, Building Dept. Clerk

APPROVAL OF AGENDA

MOTION by Zalud SUPPORTED by Perry to approve the agenda as presented. MOTION CARRIED 6-0.

APPROVAL OF MINUTES

MOTION by Alwood SUPPORTED by Perry to approve minutes from the May 5, 2016 meeting as presented.

MOTION CARRIED 6-0.

PUBLIC COMMENT – Mr. Alwood introduced the EDA contractors, Dave Breedlove and Pete Aloe from Central Michigan Irrigation, thanked them for their work.

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

The Board reviewed/discussed the accounts payables.

MOTION by Zalud SUPPORTED by Johnson to approve the East and West Accounts Payable as presented. MOTION CARRIED 7-0.

The Board reviewed the financial statements The Board liked the new executive summary report, but asked that the detail report be made available as well. The Board also asked for the vendor name also be included payables report include the vendor name.

The financial statements were received and filed by Chairman Kequom.

NEW BUSINESS

PROJECT LIST REVIEW

The Board discussed the status of approved projects, the process for prioritizing/updating the list.

ACTION ITEMS: The Board requested the staff update the existing list with completion status for individual projects, and research statutory regulations for reviewing and updating the EDA Project list.

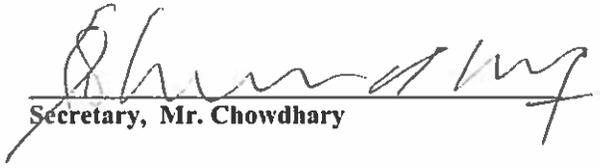
EXISTING BUSINESS

General Projects Update – Mr. Alwood provided an update on the Welcome Banner replacement, stated he was working with CMU to provide graphics file to the banner company.

Chairman Kequom adjourned the meeting at 5:45

APPROVED BY

(Recorded by Angela Schofield)


Secretary, Mr. Chowdhary

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on July 13, 2016 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Supervisor Alwood, Clerk Henry, Trustee Hauck, Lannen, and Mikus were present.

Excused: Treasurer Rice, Trustee Mielke

Others Present

Bill Newkirk, Sherrie Teall, Pat DePriest, and Jennifer Loveberry

Public Comment – open 7:01 p.m.

No Comments

Reports/Board Comments

Alwood – Road updates.

Mikus – 3rd Annual Clean Up day is June 25, 2016 updates as well as thanking all the volunteers for their help.

Approval of Agenda

Mikus moved Lannen supported to approve the agenda adding Item E. Bullet Resistant Glass for Front Lobby. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Consent Agenda

- A. Communications
- B. Minutes – June 22, 2016-Regular Meeting
- C. Bills
- D. Payroll
- E. Fire Reports

Hauck moved Lannen supported to approve the consent agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion carried.**

BOARD AGENDA

A. Mt. Pleasant Pure Michigan Presentation

Presentation by Mt. Pleasant Area Convention & Visitors Bureau.

B. Indian Pines Ordinance Enforcement Agreement

Hauck moved Mikus supported to send Indian Pines Ordinance Enforcement Agreement out to publication. **Roll Call Vote: Ayes: Supervisor Alwood, Clerk Henry, Trustee Hauck, Lannen, and Mikus. Nays: 0. Motion carried.**

C. Interim Manager's Resignation

Mikus moved **Hauck** supported to approve Bill Newkirk's resignation as Interim Manager as of July 24, 2016. **Vote: Ayes: 5 Nays: 0. Motion carried.**

D. Foreclosed Property Discussion and Recommendation

Mikus moved **Henry** supported to approve the recommendation to authorize the sale of the foreclosed property in the sum of \$1,000.00 to John W. Wilcox, after payment is received a quit claim deed would be issued by Isabella County. **Vote: Ayes: 5 Nays: 0. Motion carried.**

E. Bullet Resistant Glass Front Lobby

Discussion was held.

EXTENDED PUBLIC COMMENT - Open 7:57 p.m.

No comments.

FINAL BOARD MEMBER COMMENTS

Lannen – Thank you to Bill Newkirk for the five months of service to Union Township as Interim Manager.

Newkirk – Thanked the Board and Staff as well for the opportunity to help the Township as Interim Manager. Updates: the case against the ZBA has been dismissed.

ADJOURNMENT

Mikus moved **Hauck** supported to adjourn the meeting at 8:02 p.m. **Ayes: 5 Nays: 0. Motion carried.**

APPROVED BY:

Margie Henry, Clerk

Russ Alwood, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
07/27/2016	101	66(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	5144 BUD ST 5142 BUD ST ELECTRIC 1660 BELMONT DR ELECTRIC & GAS 1933 ISABELLA RD ELECTRIC 5537 E BROADWAY RD ELECTRIC 5525 E REMUS RD ELECTRIC 2055 ENTERPRISE DR ELECTRIC 2270 NORTHWAY DR ELECTRIC 5240 BROOMFIELD RD ELECTRIC 900 MULBERRY LN	27.09 132.77 44.39 503.82 43.57 47.79 258.97 26.95 575.95 45.07 <u>1,706.37</u>
07/27/2016	101	18549	00043	ARROW UNIFORM	UNIFORMS/RUGS UNIFORM UNIFORM UNIFORM UNIFORM UNIFORMS	189.23 47.71 113.57 45.57 72.46 46.64 <u>515.18</u>
07/27/2016	101	18550	01240	BRAUN KENDRICK FINKBEINER PLC	SERVICES RENDERED THROUGH JUNE 30, 2016	2,043.00
07/27/2016	101	18551	00095	C & C ENTERPRISES, INC.	FLOOR CLEANER JANITORIAL SUPPLIES JANITORIAL SUPPLIES JANITORIAL SUPPLIES	25.50 134.00 62.00 134.00 <u>355.50</u>
07/27/2016	101	18552	00722	CHARTER TOWNSHIP OF UNION	JAMESON PARK WATER BILL WWTP SOLIDS BLDNG WATER BILL	193.40 824.00 <u>1,017.40</u>
07/27/2016	101	18553	00129	CMS INTERNET, LLC	ANGELA OUT OF OFFICE ASSISTANT HELP ADD SECURED FOLDER FOR ACCNTNG INTERN CMS SERVER AND PHONE SERVICE 8/1/16 TO	190.00 47.50 876.34 <u>1,113.84</u>
07/27/2016	101	18554	00155	COYNE OIL CORPORATION	GAS AND DIESEL GAS & DIESEL	1,410.41 941.33 <u>2,351.74</u>
07/27/2016	101	18555	01242	CULLIGAN WATER	WATER GENERATOR REPAIR	19.50 3,438.75
07/27/2016	101	18556	00162	CUMMINS BRIDGEWAY, LLC	WATER OFFICE TONER WATER OFFICE TONER WATER OFFICE TONER	299.96 74.99 (74.99) <u>299.96</u>
07/27/2016	101	18557	01171	DBI BUSINESS INTERIORS	CONSUMER CONFIDENCE REPORT	1,229.50
07/27/2016	101	18558	00207	E & S GRAPHICS, INC		

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 07/14/2016 - 07/27/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2016	101	18560	00231	FOUR SEASON'S EXTERMINATING	INTERIOR / EXTERIOR TREATMENT	40.00
07/27/2016	101	18561	01221	ANDREW FUSSMAN	MILEAGE REIMBURSEMENT	8.64
07/27/2016	101	18562	01369	GRANGER	COMMUNITY CLEAN UP CHARGE	2,038.50
07/27/2016	101	18563	00307	IDEXX DISTRIBUTION, INC	LAB SUPPLIES	146.56
07/27/2016	101	18564	00337	ISABELLA COUNTY TREASURER	CONTRACTED BLDG INSP - COMMERCIAL	525.00
07/27/2016	101	18565	00360	KIMBALL MIDWEST	SUPPLIES	189.05
07/27/2016	101	18566	01199	MTD MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-2ND Q 2016	300.00
07/27/2016	101	18567	00494	NORTH CENTRAL LABORATORIES	LAB EQUIPMENT & SUPPLIES	140.74
07/27/2016	101	18568	00525	PICKARD STREET CAR WASH	CAR WASH	34.00
07/27/2016	101	18569	01137	MARK ROCKAFELLOW	CLOTHING ALLOWANCE	100.00
07/27/2016	101	18570	01329	ANGELA SCHOFIELD	MILEAGE REIMBURSEMENT	40.50
07/27/2016	101	18571	01090	SIMPLY ENGRAVING	MANAGERS NAME PLATE FOR THE BOARD ROOM	5.00
07/27/2016	101	18572	00601	KIMBERLY SMITH	MILEAGE REIMBURSEMENT	90.77
07/27/2016	101	18573	01254	LARRY M SOMMER	FLEX REIMBURSEMENT-7-14-16	192.31
07/27/2016	101	18574	01032	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #11	1,000.00
07/27/2016	101	18575	01257	JOSH WALDRON	MILEAGE REIMBURSEMENT	10.80
07/27/2016	101	18576	00703	WASTE MANAGEMENT OF MICHIGAN, INC	2 YD DUMPSTER SERVICE	63.43
					2 & 4 YD DUMPSTER SERVICES	719.31
					3 YD DUMPSTER SERVICE	44.14
						<u>826.88</u>
07/27/2016	101	18577	00723	WINN TELECOM	PHONE SERVICE JUL 15 - AUG 14	198.58
101 TOTALS:						
Total of 30 Checks:						21,120.32
Less 0 Void Checks:						0.00
Total of 30 Disbursements:						<u>21,120.32</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
07/27/2016	101	66(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,706.37
07/27/2016	101	18549	00043	ARROW UNIFORM	515.18
07/27/2016	101	18550	01240	BRAUN KENDRICK FINKBEINER PLC	2,043.00
07/27/2016	101	18551	00095	C & C ENTERPRISES, INC.	355.50
07/27/2016	101	18552	00722	CHARTER TOWNSHIP OF UNION	1,017.40
07/27/2016	101	18553	00129	CMS INTERNET, LLC	1,113.84
07/27/2016	101	18554	00155	COYNE OIL CORPORATION	2,351.74
07/27/2016	101	18555	01242	CULLIGAN WATER	19.50
07/27/2016	101	18556	00162	CUMMINS BRIDGEWAY, LLC	3,438.75
07/27/2016	101	18557	01171	DBI BUSINESS INTERIORS	299.96
07/27/2016	101	18558	00207	E & S GRAPHICS, INC	1,229.50
07/27/2016	101	18559	00201	ELHORN ENGINEERING COMPANY	1,142.25
07/27/2016	101	18560	00231	FOUR SEASON'S EXTERMINATING	40.00
07/27/2016	101	18561	01221	ANDREW FUSSMAN	8.64
07/27/2016	101	18562	01369	GRANGER	2,038.50
07/27/2016	101	18563	00307	IDEXX DISTRIBUTION, INC	146.56
07/27/2016	101	18564	00337	ISABELLA COUNTY TREASURER	525.00
07/27/2016	101	18565	00360	KIMBALL MIDWEST	189.05
07/27/2016	101	18566	01199	MID MICHIGAN ANSWERING SERVICE	300.00
07/27/2016	101	18567	00494	NORTH CENTRAL LABORATORIES	140.74
07/27/2016	101	18568	00525	PICKARD STREET CAR WASH	34.00
07/27/2016	101	18569	01137	MARK ROCKAFELLOW	100.00
07/27/2016	101	18570	01329	ANGELA SCHOFIELD	40.50
07/27/2016	101	18571	01090	SIMPLY ENGRAVING	5.00
07/27/2016	101	18572	00601	KIMBERLY SMITH	90.77
07/27/2016	101	18573	01254	LARRY M SOMMER	192.31
07/27/2016	101	18574	01032	UNITED STATES POSTAL SERVICE	1,000.00
07/27/2016	101	18575	01257	JOSH WALDRON	10.80
07/27/2016	101	18576	00703	WASTE MANAGEMENT OF MICHIGAN, INC	826.88
07/27/2016	101	18577	00723	WINN TELECOM	198.58

101 TOTALS:

Total of 30 Checks:	21,120.32
Less 0 Void Checks:	0.00
Total of 30 Disbursements:	21,120.32

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

**CHECK DATE: July 14, 2016
PPE: July 9, 2016**

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 51,732.15
Employer Share Med	740.31
Employer Share SS	3,165.34
SUI	192.82
Pension-Employer Portion	3,257.63
Workers' Comp	544.10
Life/LTD	534.43
Dental	2,146.41
Health Care	32,768.29
Cobra/Flex Administration	-
Total Transfer to Payroll checking	<u><u>\$ 95,081.48</u></u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 37,597.23
EDDA	-
WDDA	-
Sewer Fund	32,080.16
Water Fund	25,404.09
Total To Transfer from Pooled Savings	<u><u>\$ 95,081.48</u></u>

Policy: 2.5 Financial Conditions and Activities
Type: Internal
Occurrence: Quarterly
Date: June 2016

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.

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 at the activity level unless it is an emergency purchase as outlined in 2.5.6. The manager shall also not make a single purchase or commitment (unless it falls under 2.5.6) of greater than \$10,000 or inform the board of purchases over \$5,000 unless the purchase is for materials or services needed for normal operations of township facilities.

Furthermore all tax payments to other governmental entities will be paid according to state statute, payroll will be paid bi-weekly, and accounts payable invoices will be 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.

Data

<u>Amt.</u>	<u>Vendor</u>	<u>Approved/Informed?</u>	<u>Emergency?</u>	<u>Compliance?</u>
*	*	*	*	*

Attachments from BS&A system include General Fund Departmental revenue and Expenditure reports, major fund revenue and expenditure reports, balance sheet for all major funds.

Compliance

In compliance with policy as stated.

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: June 2016

Policy Wording

He or she shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement or special revenue funds) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows: **General Fund** – 4 months of budgeted expenses for the current fiscal year; **Fire Fund** – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services; **East and West DDA Funds** – 4 months of normal operational expenses; **Water and Sewer Funds** – 2 months of budgeted expenses for the current fiscal year;

Justification for reasonability

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 20% of the revenues for the General Fund. State Revenue Sharing (60% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 4 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the first quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the water and sewer bills are paid in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data used from this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

Policy 2.5.10 continued

Data

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 2,961,380		
(Restricted-Const)	\$ (21,025)		
<u>GF Unrestricted</u>	<u>\$ 2,940,355</u>	<u>\$ 536,487</u>	<u>Yes</u>
Fire Fund	\$ 1,107,129		
(Fire Truck Reserve)	\$ (350,000)		
<u>FF Unrestricted</u>	<u>\$ 757,129</u>	<u>\$ 501,975</u>	<u>Yes</u>
EDDA	\$ 857,545		
Projects	\$ -0-		
<u>EDDA Unrestricted</u>	<u>\$ 857,545</u>	<u>\$ 140,950</u>	<u>Yes</u>
WDDA	\$ 418,812		
Projects	\$ -0-		
<u>WDDA Unrestricted</u>	<u>\$ 418,812</u>	<u>\$ 98,533</u>	<u>Yes</u>
Sewer Fund	\$ 3,077,966		
Savings 2004 Bond Reserve	\$ (175,871)		
Savings 2011 Bond Reserve	\$ (30,000)		
Savings 2011 Bond RPI Reserve	\$ (61,230)		
Savings 2013 Bond Reserve	\$ (60,000)		
Savings 2013 Bond RPI Reserve	\$ (10,521)		
<u>Sewer Fund Net</u>	<u>\$ 2,740,344</u>	<u>\$ 364,057</u>	<u>Yes</u>
<u>Water Fund</u>	<u>\$ 2,577,635</u>	<u>\$ 197,998</u>	<u>Yes</u>

Compliance

All funds are found to be in compliance.

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDC USE
Fund 101 - GENERAL FUND				
Revenues				
101-000-402.000	CURRENT PROPERTY TAX	305,187.00	(281,791.10)	92.33
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(10,000.00)	144.60	1.45
101-000-402.002	PILOT TAX	4,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	50.00	0.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	2,250.00	0.00	0.00
101-000-445.000	INTEREST ON TAXES	50.00	0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	4,000.00	(20,746.70)	518.67
101-000-447.000	ADMIN FEE-PROPERTY TAX	135,000.00	(100,026.44)	74.09
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	0.00	202.14	100.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	8,000.00	0.00	0.00
101-000-475.000	CABLE TV	75,000.00	(20,077.09)	26.77
101-000-476.000	BUILDING PERMITS	75,000.00	(13,145.88)	17.53
101-000-477.000	RENTAL INSPECTION FEES	80,125.00	(77,566.50)	96.81
101-000-478.000	DOG LICENSE REVENUE	15.00	(3.00)	20.00
101-000-479.000	ZONING PERMITS	40,000.00	(5,980.00)	14.95
101-000-574.000	STATE REVENUE SHARING	994,145.00	(155,363.00)	15.63
101-000-574.100	LIQUOR STATE REVENUE SHARING	10,000.00	(261.25)	2.61
101-000-574.200	METRO ANNUAL MAINT. FEE	6,250.00	0.00	0.00
101-000-626.000	COPIES	5.00	0.00	0.00
101-000-627.000	SERVICES RENDERED FOR EDDA	11,000.00	0.00	0.00
101-000-628.000	LAND DIVISIONS	500.00	(300.00)	60.00
101-000-630.000	WEED ABATEMENT SERVICES	500.00	(344.25)	68.85
101-000-655.000	FINES & FORFEITURES	1,500.00	(889.35)	59.29
101-000-665.000	INTEREST EARNED	10,000.00	(11,392.70)	113.93
101-000-667.000	RENT - JAMESON HALL	4,500.00	(2,790.00)	62.00
101-000-667.100	RENT - McDONALD PARK PAVILION	1,250.00	(1,080.00)	86.40
101-000-667.200	RENT - JAMESON PAVILION	750.00	(300.00)	40.00
101-000-667.300	LEASES	900.00	(900.00)	100.00
101-000-671.000	OTHER REVENUE	750.00	(4,335.90)	578.12
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	15,000.00	(12,028.61)	80.19
101-000-673.000	GAIN ON SALE OF FIXED ASSETS	0.00	(4,000.00)	100.00
TOTAL Revenues		1,775,727.00	(712,975.03)	40.15
Expenditures				
101	TOWNSHIP BOARD	115,643.00	53,899.55	46.61
171	SUPERVISOR	28,598.00	16,818.85	58.81
172	TOWNSHIP MANAGER	34,385.00	27,055.12	78.66
191	ACCOUNTING/GEN ADMINISTRATION	131,637.00	66,396.03	50.44
215	CLERK	31,854.00	23,483.50	73.72
223	INTERNAL OR EXTERNAL AUDIT	21,000.00	15,420.00	73.43
228	INFORMATION TECHNOLOGY	45,000.00	15,513.43	34.47
247	BOARD OF REVIEW	5,949.00	3,994.90	67.15
253	TREASURER	31,521.00	13,602.71	43.15
257	ASSESSOR	201,852.00	100,047.96	49.57
262	ELECTIONS	12,620.00	10,062.88	79.74
265	TOWNSHIP HALL & GROUNDS	52,600.00	21,682.04	41.22
266	LEGAL/ATTORNEY	10,000.00	17,032.85	170.33
299	PROPERTY & LIABILITY INSURANCE	10,000.00	8,198.33	81.98
330	LIQUOR CONTROL	11,753.00	5,345.36	45.48
371	BUILDING INSPECTOR	52,109.00	32,889.46	63.12
372	ZONING INSPECTOR	45,663.00	25,831.72	56.57
373	RENTAL INSPECTIONS	171,663.00	75,094.47	43.75
444	SIDEWALKS	125,000.00	630.00	0.50
445	DRAINS-PUBLIC BENEFIT	5,000.00	11,439.59	228.79
446	HIGHWAYS, STREETS, BRIDGES	620,750.00	5,273.18	0.85
448	STREET LIGHTING	20,000.00	9,550.55	47.75
721	PLANNING COMMISSION	28,607.00	5,321.62	18.60
722	ZONING BOARD OF APPEALS	4,788.00	637.60	13.32
751	PARKS & RECREATION	133,457.00	61,463.07	46.05
901	CAPITAL OUTLAY	174,500.00	31,264.80	17.92
966	CONTINGENCY	20,000.00	0.00	0.00
TOTAL Expenditures		2,145,949.00	657,949.57	30.64
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		1,775,727.00	712,975.03	40.15
TOTAL EXPENDITURES		2,145,949.00	657,949.57	30.64
NET OF REVENUES & EXPENDITURES		(370,222.00)	55,025.46	14.81

PERIOD ENDING 06/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE	AVAILAB
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2016	BALAN
				NORMAL (ABNORMA	NORMAL (ABNORMA
Fund 206 - FIRE FUND					
Fund 206 - FIRE FUND:					
TOTAL REVENUES		695,128.00		567,005.08	128,122.9
TOTAL EXPENDITURES		695,128.00		501,975.00	193,153.0
NET OF REVENUES & EXPENDITURES		0.00		65,030.08	(65,030.0
Fund 248 - EDDA OPERATING					
Fund 248 - EDDA OPERATING:					
TOTAL REVENUES		422,849.00		427,367.90	(4,518.9
TOTAL EXPENDITURES		422,849.00		37,952.31	384,896.6
NET OF REVENUES & EXPENDITURES		0.00		389,415.59	(389,415.5
Fund 250 - WDDA OPERATING					
Fund 250 - WDDA OPERATING:					
TOTAL REVENUES		595,598.00		450,101.01	145,496.9
TOTAL EXPENDITURES		595,598.00		220,000.00	375,598.0
NET OF REVENUES & EXPENDITURES		0.00		230,101.01	(230,101.0
Fund 590 - SEWER FUND					
Fund 590 - SEWER FUND:					
TOTAL REVENUES		3,113,961.00		1,225,965.78	1,887,995.2
TOTAL EXPENDITURES		3,113,961.00		695,795.40	2,418,165.6
NET OF REVENUES & EXPENDITURES		0.00		530,170.38	(530,170.3
Fund 591 - WATER FUND					
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,667,945.00		707,628.54	960,316.4
TOTAL EXPENDITURES		1,667,945.00		547,633.75	1,120,311.2
NET OF REVENUES & EXPENDITURES		0.00		159,994.79	(159,994.7
TOTAL REVENUES - ALL FUNDS		6,495,481.00		3,378,068.31	3,117,412.6
TOTAL EXPENDITURES - ALL FUNDS		6,495,481.00		2,003,356.46	4,492,124.5
NET OF REVENUES & EXPENDITURES		0.00		1,374,711.85	(1,374,711.8

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.000	CASH	15,775.98
101-000-002.000	SAVINGS	1,678,905.17
101-000-003.001	CERTIFICATE OF DEPOSIT	1,266,298.89
101-000-004.000	PETTY CASH	400.00
101-000-084.206	DUE FROM FIRE FUND	12.62
101-000-084.703	DUE FROM CURRENT TAX FUND	513.48
101-000-084.704	DUE FROM PAYROLL	60,939.59
101-000-100.000	PROPERTIES HELD FOR SALE	7,571.83
101-000-123.000	PREPAID EXPENSES	4,623.84
Total Assets		3,035,041.40
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	37,681.24
101-000-231.100	FLEX MEDICAL PAYABLE	(275.27)
101-000-231.101	FLEX DEPENDENT CARE PAYABLE	192.31
Total Liabilities		37,598.28
*** Fund Balance ***		
101-000-365.369	NONSPENDABLE FUND BALANCE	24,285.03
101-000-370.379	RESTRICTED FUND BALANCE	21,025.04
101-000-390.000	UNASSIGNED FUND BALANCE	2,895,047.15
101-000-393.000	ASSIGNED FUND BALANCE	2,060.44
Total Fund Balance		2,942,417.66
Beginning Fund Balance		2,942,417.66
Net of Revenues VS Expenditures		55,025.46
Fund Balance Adjustments		0.00
Ending Fund Balance		2,997,443.12
Total Liabilities And Fund Balance		3,035,041.40

Fund 206 FIRE FUND

GL Number	Description	Balance
*** Assets ***		
206-000-001.000	CASH	3,443.08
206-000-002.000	SAVINGS	597,166.89
206-000-003.001	CERTIFICATE OF DEPOSIT	506,519.54
Total Assets		1,107,129.51
*** Liabilities ***		
206-000-214.101	DUE TO GENERAL FUND	12.62
Total Liabilities		12.62
*** Fund Balance ***		
206-000-365.369	NONSPENDABLE FUND BALANCE	167,325.00
206-000-370.379	RESTRICTED FUND BALANCE	524,761.81
206-000-393.000	ASSIGNED FUND BALANCE	350,000.00
Total Fund Balance		1,042,086.81
Beginning Fund Balance		1,042,086.81
Net of Revenues VS Expenditures		65,030.08
Ending Fund Balance		1,107,116.89
Total Liabilities And Fund Balance		1,107,129.51

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,722.79
248-000-002.000	SAVINGS	852,822.50
248-000-084.703	DUE FROM CURRENT TAX FUND	426,383.74
Total Assets		1,283,929.03
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	11,769.51
Total Liabilities		11,769.51
*** Fund Balance ***		
248-000-365.369	NONSPENDABLE FUND BALANCE	1,262.50
248-000-370.379	RESTRICTED FUND BALANCE	881,481.43
Total Fund Balance		882,743.93
Beginning Fund Balance		882,743.93
Net of Revenues VS Expenditures		389,415.59
Ending Fund Balance		1,272,159.52
Total Liabilities And Fund Balance		1,283,929.03

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	7,500.65
250-000-002.000	SAVINGS	411,257.63
250-000-002.001	SHARES	53.70
250-000-084.703	DUE FROM CURRENT TAX FUND	457,662.49
Total Assets		876,474.47
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	646,373.46
Total Fund Balance		646,373.46
Beginning Fund Balance		646,373.46
Net of Revenues VS Expenditures		230,101.01
Ending Fund Balance		876,474.47
Total Liabilities And Fund Balance		876,474.47

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000-001.000	CASH	151,958.38
590-000-002.000	SAVINGS-WWTP	1,322,037.08
590-000-002.001	SAVINGS-RURAL DEV-CONSTRUCTION	49.50
590-000-002.004	SAVINGS-2004 SEWER BOND-RESERVE	175,871.00
590-000-002.011	SAVINGS-2011 RURAL DEV-RESERVE	30,000.00
590-000-002.012	SAVINGS-2011 RURAL DEV-RRI RESERVE	61,230.00
590-000-002.013	SAVINGS-2013 RURAL DEV-RESERVE	60,000.00
590-000-002.014	SAVINGS-2013 RURAL DEV-RRI RESERVE	10,521.00
590-000-003.001	CERTIFICATE OF DEPOSIT	1,266,298.89
590-000-033.000	UTILITY RECEIVABLE	315,532.07
590-000-033.100	UTILITY RECEIVABLE-DEBT SERVICE	263,562.92
590-000-034.000	UTILITY RECEIVABLE-DELINQ SWR	1,928.21
590-000-045.003	SPEC ASSESS RECEIVABLE-AIRPORT	30,623.84
590-000-045.004	SPEC ASSESS RECEIVABLE-ISAB/BUEGRASS	57,066.70
590-000-123.000	PREPAID EXPENSES	184.30
590-000-129.003	2009 DEFERRED LOSS ON REFUNDING	232,478.48
590-000-130.000	LAND	258,680.00
590-000-132.000	LAND IMPROVEMENTS	9,927.00
590-000-133.000	ACCUM DEPR - LAND IMPROVEMENTS	(9,648.70)
590-000-136.000	BUILDING & IMPROVEMENTS	161,962.32
590-000-137.000	ACCUM DEPR - BUILDING & IMPROVEMENTS	(69,893.07)
590-000-138.000	EQUIPMENT	892,958.62
590-000-139.000	ACCUM DEPR - EQUIPMENT	(506,791.20)
590-000-148.000	VEHICLES	195,914.40
590-000-149.000	ACCUM DEPR - VEHICLES	(86,778.64)
590-000-154.000	INFRASTRUCTURE - SEWER SYSTEM	13,480,115.47
590-000-154.001	WASTE WATER TREATMENT PLANT	12,567,029.46
590-000-155.000	ACCUM DEPR - SEWER SYSTEM/WWTP	(9,169,556.47)
Total Assets		21,703,261.56
*** Liabilities ***		
590-000-202.000	ACCOUNTS PAYABLE	65,739.03
590-000-253.000	ACCRUED BOND INTEREST PAYABLE	29,870.67
590-000-300.001	BONDS PAYABLE-2004 SEWER BOND	620,000.00
590-000-300.002	BONDS PAYABLE-2009 WWTP BOND	2,230,000.00
590-000-300.003	BONDS PAYABLE-RURAL DEV I (92-04)	1,026,000.00
590-000-300.004	BONDS PAYABLE-RURAL DEV II (92-05)	4,568,650.71
590-000-301.001	DISCOUNT ON BONDS PAYABLE-2004 SEWER	(5,144.13)
590-000-301.002	DISCOUNT ON BONDS PAYABLE-2009 WWTP	(6,608.00)
590-000-343.000	ACCRUED VAC LEAVE PAYABLE-LT	21,673.13
Total Liabilities		8,550,181.41
*** Fund Balance ***		
590-000-345.000	NET INVESTMENT IN CAPITAL ASSETS	9,481,512.00
590-000-370.379	RESTRICTED FUND BALANCE	337,622.00
590-000-390.000	UNASSIGNED FUND BALANCE	2,803,775.77
Total Fund Balance		12,622,909.77
Beginning Fund Balance		12,622,909.77
Net of Revenues VS Expenditures		530,170.38
Ending Fund Balance		13,153,080.15
Total Liabilities And Fund Balance		21,703,261.56

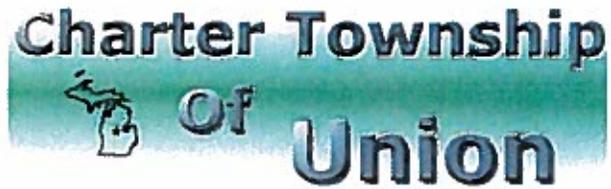
User: SHERRIE

Period Ending 06/30/2016

DB: Union

Fund 591 WATER FUND

GL Number	Description	Balance
*** Assets ***		
591-000-001.000	CASH	17,711.25
591-000-002.000	SAVINGS	1,293,625.06
591-000-003.001	CERTIFICATE OF DEPOSIT	1,266,298.89
591-000-033.000	UTILITY RECEIVABLE	327,527.83
591-000-045.007	SPEC ASSESS RECEIVABLE-POINTE ROYALE	71,919.65
591-000-123.000	PREPAID EXPENSES	184.30
591-000-130.000	LAND	17,100.00
591-000-132.000	LAND IMPROVEMENTS	32,037.00
591-000-133.000	ACCUM DEPR - LAND IMPROVEMENTS	(16,905.15)
591-000-136.000	BUILDING & IMPROVEMENTS	40,965.00
591-000-137.000	ACCUM DEPR - BUILDING & IMPROVEMENTS	(24,907.00)
591-000-138.000	EQUIPMENT	531,523.56
591-000-139.000	ACCUM DEPR - EQUIPMENT	(199,244.95)
591-000-148.000	VEHICLES	180,227.27
591-000-149.000	ACCUM DEPR - VEHICLES	(97,075.72)
591-000-152.000	INFRASTRUCTURE-WATER SYSTEM	12,912,086.79
591-000-153.000	ACCUM DEPR - WATER SYSTEM	(4,103,560.00)
Total Assets		12,249,513.78
*** Liabilities ***		
591-000-202.000	ACCOUNTS PAYABLE	43,965.68
591-000-253.000	ACCRUED BOND INTEREST PAYABLE	16,150.01
591-000-300.001	BONDS PAYABLE-2010 WATER SYSTEM	1,740,000.00
591-000-301.001	DISCOUNT ON BONDS PAYABLE-2010 WATER SYS	(22,102.50)
591-000-343.000	ACCRUED VAC LEAVE PAYABLE-LT	16,841.49
Total Liabilities		1,794,854.68
*** Fund Balance ***		
591-000-345.000	NET INVESTMENT IN CAPITAL ASSETS	7,554,350.00
591-000-390.000	UNASSIGNED FUND BALANCE	2,740,314.31
Total Fund Balance		10,294,664.31
Beginning Fund Balance		10,294,664.31
Net of Revenues VS Expenditures		159,994.79
Ending Fund Balance		10,454,659.10
Total Liabilities And Fund Balance		12,249,513.78



Memo

To: Charter Township of Union Board of Trustees

From: Kim Smith – Public Works Coordinator

Date: July 14, 2016

RE: Well #7 – Isabella Road Well Site - Maintenance

The Charter Township of Union received four (4) bids on July 12, 2016, for the maintenance & cleaning of one (1) 12" diameter well located at the Isabella Well Site.

These bids are as follows:

Bidder	Amount
Raymer	\$33,466.50
Northern Pump & Well	\$19,010.00
Layne	\$23,088.23
Peerless Midwest	\$13,959.25

This work is included in the 2016 budget line items 591-537-966.007 and 591-538-967.001. I recommend that this work be awarded to Peerless Midwest in the amount of \$13,959.25. This recommendation is based on the Township's past experience with this contractor as well as cost.

If you have any questions please let me know.

Thank you



2010 South Lincoln Road
Mt. Pleasant, MI 48858
989-772-4600 ext. 224 (phone)
989-773-1988 (fax)
ksmith@uniontownshipmi.com

Bid Tabulation Sheet

Project: 2016 Well #7 Maintenance

Due Date: 7-12-2016 Time: 11:30 AM

Bidder	Amount
Raymer	33,466.50
Northern Pump & Well	19,010.00
Layne	23,088.23
Peerless Midwest	13,959.25

Kimberly Smith 7-12-16

Sharon White 7-12-16



QUOTATION

w/o motor Bid if we need motor \$4071.45 Additional

Total: \$18,030.70

Charter Township of Union
Attn: Kim Smith - Public Works Coordinator
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858

QUOTE # RWM 2016-0712

DATE July 12, 2016

REFERENCE Isabella Well Site #7 Well Maintenance

Table with 5 columns: item, Unit Cost, Unit, Quantity, Total. Rows include Mobilization/Demobilization, Pull pump, Replace drop pipe, Labor, Pump, Repalce wire, Start-up, Chlorinate well, Labor, Bacteria samples, Chlorine, Clean and treat well, Labor to double disc, Acid, Chlorine, Pre-video well inspection, Site restoration/cleanup, and Total \$13,959.25.

PAYMENT TERMS 30 Days
QUOTE VALID FOR 120 Days
ACCEPTED BY
TITLE
DATE

PEERLESS-MIDWEST, INC.
Bob Masters, Project Manager

Kim Smith

From: Masters, Robert [Robert.Masters@peerlessmidwest.com]
Sent: Tuesday, July 19, 2016 8:44 AM
To: Kim Smith
Subject: RE: Motor Price

\$4,071.45

*Bob Masters | Project Manager | Peerless-Midwest, Inc. |
505 Apple Tree Drive | Ionia, MI 48846 | 616-490-1348*

From: Kim Smith [mailto:ksmith@uniontownshipmi.com]
Sent: Monday, July 18, 2016 5:27 PM
To: Masters, Robert
Subject: Motor Price

Bob,
Can you send me a cost for replacing the motor for well #7 at the Isabella Well Site.

Thanks

Kim Smith



Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
Visit us on the Web at
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."

QUOTATION



Christensen Company

Great Lakes Group, Water Resource Division

WATER • MINERAL • ENERGY

PROFESSIONAL SERVICES FOR WATER SYSTEMS

3126 N. Martin L. King Jr. Blvd./Lansing, Michigan 48906/Phone: (517)323-4931/Fax: (517)323-1619

TO: Union Township, MI
2010 S. Lincoln Road
Mt. Pleasant, MI. 48858

DATE: 7/12/2016

QUOTE #: TB-4

ATTN: Kim Smith

RE: Well 7 Rehab

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Labor		
10	hrs. load and travel to site. Run capacity test. Pull pump. Prep TV	\$ 175.00	1,750.00
8	hrs. TV inspect well. Shock chlorinate, surge with single disk. Leave overnight.	\$ 223.00	1,784.00
8	hrs. Surge and agitate chlorine. Neutralize and pump off. Airlift fill. Mix acid with 500 gallons water. Work into screen. Leave overnight.	\$ 223.00	1,784.00
8	hrs. Surge from well to tank. Agitate with double disk. Neutralize and pump to waste. Repeat acid treatment.	\$ 223.00	1,784.00
8	hrs. Surge from well to tank. Agitate with double disk. Neutralize and pump to waste. Bulk chlorinate.	\$ 223.00	1,784.00
10	Install pumping equipment. Run capacity test. Collect 1st bacti sample. Clean up and demobilize.	\$ 175.00	1,750.00
1	Collect 2nd bacti sample	\$ 150.00	150.00
1	LS. TV inspect well casing and screen.	\$ 1,000.00	1,000.00
	Pump Materials		
1	40hp Franklin Electric submersible motor	\$ 3,700.00	3,700.00
1	(Optional) Grundfos 625S400-2A	\$ 3,700.00	3,700.00
70	ft. 4-3 w/grd flat sub wire	\$ 4.25	297.50
60	ft. 6" x 20' Certa Lock drop pipe	\$ 25.88	1,552.80
2	ea. Splice kit	\$ 17.00	34.00
8	6" certa lock splines	\$ 5.88	47.04
8	6" Certa Lock orings	\$ 4.00	32.00
1	6" Certa Lock SS adapter	\$ 230.00	230.00
	Well Cleaning Materials		
30	gallons of chlorine	\$ 3.64	109.20
330	gallons of HCL acid	\$ 4.55	1,501.50
3	bags. Soda ash	\$ 32.73	98.19
	Total		\$ 23,088.23

→ opt
in future
Below
if need

Layne Christensen Company
Great Lakes Group, Water Resource Division
(CONTRACTOR)

- 3,700.00 optional Alt
if needed
\$19,388.23

The foregoing prices are subject to Federal, State and Local Sales and Use Taxes.

This Quotation will automatically expire if Purchaser does not deliver a written acceptance to contractor by _____

By Ted Batkie

ACCEPTANCE:

The undersigned accepts the above proposal at the prices shown, subject to any necessary revision in the list of estimated quantities, and hereby authorizes and instructs Contractor to proceed with the described work. The undersigned understands and agrees that the Terms and Conditions shown on the reverse are hereby incorporated as part of this contract. Purchaser's pumps, motors, parts and/or accessories may be stored by Contractor for thirty (30) days from date of invoice or other written notice from Contractor. After thirty (30) days, disposal of equipment may be made by Contractor without incurring any liability.

Purchaser _____
By _____

Address _____
Date _____



6837 West Grand River Ave
Lansing, Michigan 48906

Charter Township of Union
Attn: Kim Smith
2010 South Lincoln Rd.
Mt. Pleasant, MI 48858

Proposal

Date	Proposal #
7/5/2016	16-Q987

Description	Qty	Rate	Total
<p>Thank you for the opportunity to present you with this proposal for the repair of your pump and the cleaning of your well pump</p> <p style="text-align: center;">Request For Proposals July 12 - 2016</p>			
Labor, Mobilization, Demobilization,	4	200.00	800.00
Labor, Pull Pump	4	200.00	800.00
6 inch x 20 feet Cert-A-Loc Drop Pipe- 60 Feet	1	2,500.00	2,500.00
Wire for Sub Motor	1	160.00	160.00
Pump New Grundfos 1 Stage 800 GPM at 86 TDH	1	4,100.00	4,100.00
Labor, Set Pump, Start Up, Run a post efficiency well and pump test	8	200.00	1,600.00
Labor, Chlorinate well, Sample well	2	200.00	400.00
Well Cleaning: Chemical Cleaning, Plus the use of Double Disk includes 4 days cleaning	1	6,400.00	6,400.00
Video Log before/after cleaning	1	1,750.00	1,750.00
Site Restoration and clean up	1	500.00	500.00
<p>Warranty: 1 year from date of 'start-up', i.e., pump/well or serviced equipment, being put back online. Includes replaced materials and associated labor.</p> <p style="color: blue; font-style: italic; font-size: 1.2em;">NO motor Included</p>			
If you have any question please feel free to call 877-477-1757 or 517-322-0219	Total		\$19,010.00



1357 COMSTOCK STREET - MARNE, MI 49435 - PHONE (616) 677-2751

ESTIMATE

Quote Number:

2511

Jul 7, 2016

1

Fax: 616-677-2909

Quoted To:
 CHARTER TOWNSHIP OF UNION
 ATTN: KIM SMITH
 2010 S. LINCOLN RD.
 MT. PLEASANT, MI 48858

Location / Description:
 WELL #7
 CLEANING, TELEVISIONING & REHAB

Customer ID	Good Thru	Payment Terms	Sales Rep
UNION TWP.	8/6/16	NET 30 DAYS	

Quantity	Description	Price	Amount
1.00	LS, MOBILIZATION/DEMOBILIZATION	2,500.00	2,500.00
1.00	EA, PULL PUMP	1,600.00	1,600.00
60.00	FT, "Certa-Lok" 6" RISER PIPE W/COUPLINGS & KITS	34.00	2,040.00
2.00	EA, "Certa-Lok" 6" STAINLESS STEEL ADAPTERS	267.00	534.00
1.00	EA, FLOMATIC 6" "Certa-Lok" STAINLESS STEEL RISER CHECK VALVE	2,985.00	2,985.00
1.00	EA, GRUNDFOS, 800S500-2 STAINLESS STEEL SUBMERSIBLE PUMP END, RATED CAPACITY 700GPM@210FT.TDH. LIST PRICE \$6,731.00	5,800.00	5,800.00
1.00	EA, FRANKLIN ELECTRIC 50 HP, 460 VOLT, 3 PHASE, 6" STAINLESS STEEL SUBMERSIBLE ELECTRIC MOTOR. LIST PRICE \$9,873.00	7,600.00	7,600.00
70.00	FT, #4-3W/G DOUBLE JACKET COPPER SUBMERSIBLE ELECTRIC CABLE	7.25	507.50
1.00	LS, START UP SERVICES	600.00	600.00
1.00	LS, CHLORINATE & SAMPLE WELL	1,000.00	1,000.00
1.00	EA, CLEAN & TREAT WELL, 12" X 86 FT. DEEP W/15 FT. OF WELL SCREEN	6,500.00	6,500.00
2.00	EA, TV SURVEY OF WELLBORE	600.00	1,200.00
1.00	LS, SITE RESTORATION AND/OR CLEANUP	600.00	600.00

Motor Included

CONTRACTOR'S GUARANTEE: We guarantee all materials used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

Subtotal	33,466.50
Sales Tax	- 7600.00
TOTAL	25,866.50
	33,466.50

ACCEPTANCE OF PROPOSAL: The above specifications, terms and contract are satisfactory, and (I (we) hereby authorize the performance of this work.

DATE 7/7/16 SIGNED [Signature]

DATE _____ SIGNED _____

ADVERTISEMENT FOR BIDS

Charter Township of Union

2010 S. Lincoln Road

Mount Pleasant, MI 48858

Separate sealed Bids for the maintenance of one (1) 12 " diameter well located in the Charter Township of Union will be received by the Charter Township of Union at the Charter Township of Union Township Hall, 2010 S. Lincoln Road, Mount Pleasant MI 48858 until 11:30 AM Local Time, July 12 , 2016 and then at said location publicly opened and read aloud.

The Contract Documents may be examined at the following locations:

Township Website - www.uniontownshipmi.com/departments/utilities/rfp

Township Hall - 2010 S. Lincoln Road, Mt. Pleasant MI 48858

Bids received after the above date and time will not be considered. Fax transmittals of Bids will not be accepted.

The Owner reserves the right to waive any informalities or to reject any or all Bids.

No Bidder may withdraw their Bid within 90 days after the actual date of Bid opening.

Well Maint
#7 - 2016

MICHIGAN GROUP

AFFIDAVIT OF PUBLICATION

48 West Huron Street • Pontiac, MI 48342

CHARTER TOWNSHIP OF UNION
2010 S Lincoln

Mount Pleasant, MI 48858
Attention: Kathy Blizzard

STATE OF MICHIGAN,
COUNTY OF ISABELLA



The undersigned Lynn Dropping, being duly sworn the he/she is the principal clerk of Morning Sun, morningstarpublishing.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

CHARTER TOWNSHIP OF UNION

Published in the following edition(s):

Morning Sun	06/22/16
morningstarpublishing.com	06/22/16

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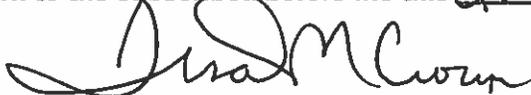
The Owner reserves the right to waive any informalities or to reject any or all Bids.

No Bidder may withdraw their Bid within 90 days after the actual date of Bid opening.

publish June 22, 2016

TINA M CROWN
Notary Public - Michigan
Lapeer County
My Commission Expires Mar 30, 2021
Acting in the County of Isabella

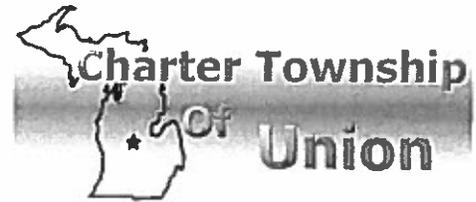
Sworn to the subscribed before me this 24th June 2016



Notary Public, State of Michigan
Acting in County of Isabella

Advertisement Information

Client Id: 531226 Ad Id: 1047095 PO: bid Sales Person: 200307



REQUEST FOR PROPOSALS
Charter Township of Union
Isabella Well Site #7 Well Maintenance

Proposal Due:

July 12, 2016 11:30 a.m.

Address Proposal to:

Charter Township of Union
Attn: Kim Smith – Public Works Coordinator
2010 S. Lincoln Road Mt. Pleasant, MI 48858

Inquiry:

Kim Smith – Public Works Coordinator
ksmith@uniontownshipmi.com (989)772-4600 ext. 224
Shawn McBride – Chief Water Operator
smcbride@uniontownshipmi.com (989)772-4600 ext. 224

Request to:

Peerless Midwest, Inc., Ionia MI
Layne Northern, Lansing MI
Raymer Well Drilling, Marne MI
Northern Pump and Well, Lansing MI

Project Location:

Charter Township of Union Isabella Road Well Site
5228 S. Isabella Road
Mt. Pleasant, MI 48858

Scope of Services:

The Charter Township of Union is seeking a qualified State of Michigan licensed Type I Water Supply Contractor to perform well maintenance, cleaning, and televising for one existing Type I Water Well located in Union Township, Isabella County. The information contained below is specific qualifications each contractor must meet in order to provide an accurate proposal. A site layout is attached for reference. The site layout illustrates the approximate well locations, and existing infrastructure.

The owner reserves the right to accept or reject all bids that are received.

Background Information:

The existing Isabella Well Site contains three of the seven wells Union Township owns and operates to provide municipal water service to our customers. Well #7 was drilled in 2008, and is a 12" diameter well. The well is rated at pumping capacities of 700 gpm. The total well depth is 86 feet.

Requirements:

Contractor shall be responsible for including, but are not limited to, all the labor, materials, and equipment necessary for completing the cleaning, televising, and rehab of well #7. The following items should be included in each detailed proposal:

- Mobilization/Demobilization
- Pull Pumps
- Replace Drop Pipes (Certa Lok Drop Pipe shall be provided)
- Set Pumps (Grundfos stainless steel pumps to be provided if replacement is necessary)
- Replace Wire
- Start-up
- Chlorinate and sample wells
- Clean and Treat wells
- Pre - Video Well Inspections
- Site Restoration and/or Cleanup

All work shall be conducted in accordance with the current State of Michigan Well Construction Codes. All materials in contact with drinking water shall meet ANSI/NSF approval.

Well cleaning and treating shall be completed with a 4 day cleaning program of double disking and airlift, acid, and chlorine.

Contractor is responsible for restoring well performance to rated capacity or better.

Water quality sampling shall be performed in accordance with the State of Michigan DEQ Well Code including documentation of results to Union Township.

All cost incurred for the sampling and testing shall be the contractor's responsibility.

Contractor shall provide site clean-up upon completion of duties including restoration and/or repair.

Documentation of all testing and water level observations shall be provided to owner.

Contractor shall be responsible for discharging water/chemicals to acceptable location that will not cause any soil erosion, contamination, or sediment.

Equipment and Materials:

Contractor shall include, but are not limited to, providing all equipment and materials necessary to complete the work outlined above. Equipment and Materials shall be provided in accordance with Township Specifications.

Warranty:

The contractor shall provide a guarantee for materials and workmanship for a period of not less than one (1) year following substantial completion on any or all work performed above to the owner.

Services/Materials Not to be Included:

The proposal shall not include providing and or installation of the following items:

- Site accessibility (provided by owner)
- Water Supply (provided by owner)
- Site Electrical

Any additional work to be performed will be completed only upon the written approval of Union Township. Any additional repairs or materials needed upon inspection of the wells shall be submitted to Union Township in writing and shall be in accordance with the hourly rates/material cost provided in this proposal. All materials must be provided in accordance with Union Township Specifications and Approval.

Schedule:

The commencement of this project will be coordinated with the individual contractor selected. Bids must include a statement by contractor that all work will commence and be completed by October 30, 2016.

Proposal Cost Breakdown:

It is requested that the proposal submitted be broken out by individual item and hourly labor costs associated with each item to allow the owner the flexibility to adjust the contract as the project progresses.

Contractor References:

Each proposal shall include a brief background of the personnel that will be working on this project as well as their qualifications. Each proposal shall include a list of at least ten references that the contractor has completed similar contracts for within the last five years.

1. MDEQ well construction code rules must be followed at all times
2. All bidders must be a licensed well driller in the state of Michigan under the contractor's company name. Copy of current State of Michigan License must be included with bids.
3. Drilling may not be subcontracted
4. Contractor is responsible for two good bacteria samples at least 24 hours apart

(Revised)
This Page

CHARTER TOWNSHIP OF UNION

Spending Policy

It is the policy of the Charter Township of Union Board that all Township expenditures will conform to the following guidelines:

1. Purchases over one thousand dollars are limited to Board approved items.
2. Expenditures over one thousand dollars not in a budgeted line item must be presented to the Board for prior approval.
3. (a) Expenditures that are necessary for emergency repairs needed to avoid interruption in service at the Township Hall may be authorized by the Clerk or Supervisor up to \$10,000.00.

(b) Expenditures that are necessary for emergency repairs needed to avoid interruption in service for the water or sewer systems may be authorized by the Clerk or Supervisor up to \$20,000.00.
4. Expenditures in a budgeted line item that cost between \$1000.00 and \$4999.00 require at least three bids duly recorded and verifiable, obtained by showing of due diligence. The Township Supervisor and/or Township Superintendent will have signature authority to approve these purchases. In cases where three bids are not available or feasible, the Township Supervisor and/or Township Superintendent may authorize an exception.
5. Expenditures in a budgeted line item that cost between \$5,000.00 and \$14,999.00 require at least three written bids, obtained by showing of due diligence and approval by the Board. Normal budgeted maintenance items for the utility system may be approved by the Township Superintendent/Supervisor.
6. Expenditures over \$15,000.00 require a formal request for proposal that clearly indicates the need for the item and the item specifications desired. The Township Superintendent or designated representative, may advertise that the Township is accepting sealed bids for the proposed item or service. Sealed bids shall be opened by the Township Supervisor or if unavailable his/her designated representative, and department supervisor in a public meeting. A formal award will be made by approval of the Township Board.
7. The Township Board may waive requirements for sealed competitive bids if it should determine that there would be no advantage to the township to do so.
8. Items that are purchased repetitively during the year may be bid on a yearly basis using the above guidelines.

LEAVE TRANSFER POLICY

Employees will be allowed to transfer time to another employee on a case-by-case basis as evaluated by the Charter Township of Union Board. The ultimate decision on whether to allow the transfer shall be left in the sole and absolute discretion of the Charter Township of Union Board. In addition to approval of the Township Board each circumstance must meet the following criteria:

1. Transfers will only be approved for a maximum of a one week request. Additional requests may be submitted thereafter but each shall be for a one week maximum.
2. The employee to whom the time is being transferred shall have exhausted their leave time (vacation, sick, and personal).
3. The requests shall be strictly on a voluntary basis and both transferor and transferee must freely agree to the transaction.
4. Time transferred will be pro-rated according to each employee's hourly wage (i.e. A makes \$10.00 per hour and B makes \$20.00 per hour. When B transfers an hour to A, A will receive 2 hours).

ADOPTED AUGUST 22, 2001