



BOARD OF TRUSTEES
Regular Meeting
February 14, 2018
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 1. Mid Michigan Community College - Dr. Maggie Magoon
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 1. Appointments to the Planning Commission
 2. Appointments to the ZBA
 3. Appointments to the EDA
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – January 24, 2017- regular meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. Policy Governance 2.1 Treatment of Consumers
 - H. Policy Governance 2.5 Financial Condition & Activities
11. NEW BUSINESS
 - A. Discussion/Action: (Stuhldreher) Service Agreement with ServiceMaster to perform custodial services in Township facilities for 3(three) years and authorize the Township Manager to execute the requisite documents
 - B. Discussion/ Action: (Gallinat) Introduce Rezoning Ordinance 2018-01(N. Harris / Crawford Rd. PID 14-010-30-003-03) and conduct first reading. Vote to publish public hearing for adoption of Ordinance 2018-01 on 3/13/18 as recommended by the Planning Commission
 - C. Discussion/Action: (DePriest) : Approval of the 2018 Poverty Exemption Application and Guidelines used by the Board of Review when considering property tax exemption requests
 - D. Discussion/Action: (Smith) Approval of bid from Peerless Midwest for replacement of pitless adapter and 2018 budgeted well maintenance at the Mission Road Well Site – Well #9
 - E. Discussion/Action: (Stuhldreher) Policy Governance 3.1 Cost of Governance

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
13. MANAGER COMMENTS
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Norm	Woerle	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2018
4-Secretary	Alex	Fuller	2/15/2020
5-Vice Secretary	John	Zerbe	2/15/2018
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Erik	Robinette	2/15/2018
9	Dwayne	Strachan	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2018
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: February 7, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 2/14/2018
ACTION REQUESTED: Board of Trustees consideration of Supervisor Gunning's nominations to the Planning Commission	

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

The Planning Commission is a nine member body created by ordinance and state law. The body is charged with recommending to the Board of Trustees the boundaries of various zoning districts and the enforcement of appropriate regulations regarding land use throughout the community. In addition, the Planning Commission is responsible for periodic review and updates to the Master Plan.

The term of four current members expire in February. Per rule, it is the prerogative of the Supervisor to nominate candidates to fill the seats on the Planning Commission subject to an affirmative vote of the entire Board of Trustees. So that the members terms don't expire all at once, the term of the nominations should be staggered as to create as equally as possible, 3 member terms expiring each year.

The Supervisor's four nominations are as follows:

1. Mr. Stan Shingles - Three year term expiring February 15, 2021
2. Mr. Doug LaBelle II - One year term expiring in February 15, 2019
3. Mr. Bryan Mielke - Three year term expiring February 15, 2021
4. Mr. Mike Darin - One year term expiring February 15, 2019

Each nominee's application is attached to this memo. Additionally, the applications of all individuals that expressed an interest in serving on the Planning Commission are also attached.

Existing members of the Planning Commission will remain in the position until a successor is appointed.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Appointments to the Township Planning Commission will ensure the Township can properly review site plans, special condition use permits, enforce the zoning code and do those things typical of a municipal planning commission.

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
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Members of the Planning Commission are paid a meeting per diem of \$65.00

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
FEB 05 2018
BY: JZ

Name: STAN SHINGLES Date: 2-5-18
Address: 1575 SCULLY ROAD MOUNT PLEASANT
Phone (home) 909 773-9037 (cell) 909 400-1982 (work) 909 774-3686
Email: shingls@cmich.edu
Occupation: CMU ADMINISTRATOR

Please State in order of preference, area(s) of interest:

- | | | |
|----------|-----------------------------|---|
| <u>2</u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u>3</u> | Board of Review | Must be a Union Township Resident |
| <u>1</u> | Planning Commission | Must be a Union Township Resident |
| _____ | EDA | Must meet one of the following qualifications:
____ Property owner in East or West DDA
____ Property owner in East or West DDA
____ Resident in Union Township |
| _____ | OTHER *Specify Board: _____ | |

Please state reason(s) for interest in above board(s):

I AM COMMITTED TO SERVING THE COMMUNITY THAT I LIVE IN. I HAVE PREVIOUSLY SERVED ON THE PLANNING COMMISSION.

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

I HAVE SERVED ON THE CMU MASTER PLANNING AND STRATEGIC PLANNING COMMITTEES.

Signature:  Date: 2-5-18

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

RECEIVED
OCT 16 2017
BY: JL

Name: Doug LaBelle II Date: 10-16-17
Address: 955 Meadowbrook Dr., 48858
Phone (home) _____ (cell) 989.854.9126 (work) _____
Email: Doug@LaBelleRealty.net
Occupation: Realtor

Please State in order of preference, area(s) of interest:

- | | | |
|----------|-------------------------|---|
| <u>2</u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u>3</u> | Board of Review | Must be a Union Township Resident |
| <u>1</u> | Planning Commission | Must be a Union Township Resident |
| _____ | EDA | Must meet one of the following qualifications:
____ Property owner in East or West DDA
____ Property owner in East or West DDA
____ Resident in Union Township |

OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

I am interested in being a part of current and future happenings with Union Township.

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

See attached Resume

Signature:  Date: 10-16-17

Doug LaBelle II
Realtor
955 Meadowbrook Dr.
Mt. Pleasant, MI 48858

Activities-

2017-Present Mt. Pleasant Area Chamber of Commerce Board Member

2016-Present City of Mt. Pleasant DDA Board

2016-Present Central Michigan Association of Realtors Standard Forms Committee

2016-Present Union Township Board of Review

2016-17 Rollie Denison Leadership Institute Graduate

2015-16 Rollie Denison Leadership Institute-Capstone Class Graduate

2015, 2011-2012 Nationwide Tour/Web.com Player Advisory Council

2013 PGA Tour Player Advisory Council

1997 Student Senator at the University of New Mexico

Work History/Education-

2014-Present LaBelle Realty, Realtor, Commercial Property Management, Real Estate Development

2013 -2014 PGA Tour Member

2009-2012 Nationwide/Web.com Tour Member

2007-2008 PGA Tour Member

2003-2006 Nationwide Tour Member

2000-2002 Australian Tour Member

1999-2002 Canadian Tour Member

1993-1998 University of New Mexico
Bachelors Degree in Human Resources and General Management

1989-1993 Mount Pleasant High School

Charity Involvement-

- Fellowship of Christian Athletes
- Christian Family Care Agency
- Ahern Foundation benefiting the Sojourner Women's Shelter in Arizona
- Donations to Mount Pleasant, Michigan Junior Golf
- Donations to Mount Pleasant High School Sports Boosters
- Donations to Sacred Heart Academy
- Donations to the Arizona Scholarship Fund
- The Post Open Pro-Am following the WM Phoenix Open benefiting The First Tee of Phoenix and Desert Voices
- Visits to local Hospitals in cities for which we had tournaments
- Donated blood to local blood drives since 2002
- LaCasa de Christo Lutheran Church-Angel Tree Program (This program allows members of the church to adopt a financially challenged family for Christmas and purchase them their gifts, groceries and toiletry items)
- Make-A-Wish Foundation

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



Name: Bryan Mielke Date: 3 Nov 2017

Address: 3791 Greenacres Dr

Phone (home) (989) 772-7482 (cell) (989) 817-6130 (work) (989) 773-1201

Email: bmielke@dcgtech.com

Occupation: Executive/Small Business Owner

Please State in order of preference, area(s) of interest:

- | | | |
|---------------|--------------------------------|---|
| <u> X </u> | Zoning Board of Appeals | Must be a Union Township Resident |
| <u> </u> | Board of Review | Must be a Union Township Resident |
| <u> X </u> | Planning Commission | Must be a Union Township Resident |
| <u> </u> | EDA | Must meet one of the following qualifications: |
| | | <u> </u> Property owner in East or West DDA |
| | | <u> </u> Property owner in East or West DDA |
| | | <u> </u> Resident in Union Township |

 OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

I have enjoyed serving my community on the PC since 2009 as well as terms on the BOT, ZBA and the EDA.

I believe local government is better when its residents take an interest in shaping it's direction.

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

I feel my background on the various boards and my experience as a small business owner of 26 years
is an asset. I also am passionate about being part of our local government to strengthen our community.

Signature: *Bryan Mielke* Date: 3 Nov 2017

RECEIVED
JAN 11 2018
BY: _____

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: MICHAEL DARIN Date: 1-10-18

Address: 2075 AMBER LANE Mt. PLEASANT MI

Phone (home) _____ (cell) 989 560 3742 (work) 989 636 5254

Email: MIDARIN@DOW.COM

Occupation: PROJECT MANAGER

Please State in order of preference, area(s) of interest:

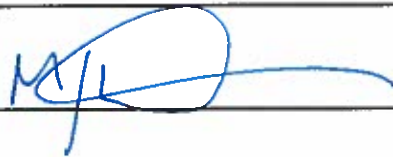
- _____ Zoning Board of Appeals Must be a Union Township Resident
- _____ Board of Review Must be a Union Township Resident
- 1 _____ Planning Commission Must be a Union Township Resident
- _____ EDA Must meet one of the following qualifications:
 - _____ Property owner in East or West DDA
 - _____ Property owner in East or West DDA
 - _____ Resident in Union Township

_____ OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

Recent/PAST Planning Commissioner @ UNION TOWNSHIP
Member of UNION TOWNSHIP ZBA - Would like to be involved
with ordinance development

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

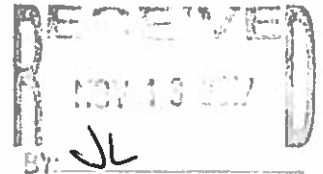
Signature:  Date: 1-10-18

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

Name: John Zerbo Date: 11/13/17
 Address: 419 E. Pickard Rd, Mt Pleasant, MI 48858
 Phone (home) 989-400-9248 (cell) _____ (work) _____
 Email: John.zerbo23@gmail.com
 Occupation: Retired

Please State in order of preference, area(s) of interest:

- | | | |
|-------------------------------------|-----------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/> | OTHER *Specify Board: _____ | |



Please state reason(s) for interest in above board(s):

current member planning commission

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

Two years on planning board. Past experience
Lee Twp, Midland County Planning/Zoning Commission
Bd of Review

Signature: John Zerbo Date: 11/13/17

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Erik Robinette Date: 12-8-2017

Address: 5100 Bridle Lane Mt. Pleasant MI 48858

Phone (home) 989-621-8367 (cell) same _____ (work) 989-774-7551

Email: erikrobinette@yahoo.com

Occupation: Health Care

Please State In order of preference, area(s) of interest:

- | | | |
|-------------------------------------|-------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Resident in Union Township |

OTHER *Specify Board: _____


Please state reason(s) for interest in above board(s):

I'm interested in continuing my position as Planning Commissioner to aid the township in meeting

Ongoing objectives. Sidewalk prioritization, zoning ordinance review, implementation of Master Plan, etc...

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

I have been active in city and township politics for years, and enjoy giving back to my community.

Signature: Erik Robinette  Date: 12-8-2017



APPOINTMENT TO BOARDS, COMMISSIONS & COMMITTEES OF
UNION TOWNSHIP
APPLICATION

Name: Richard L. McGuirk Date: 12/23/16

Principal Residence Address: 770 Stoneridge Dr., Mt. Pleasant

Business/Work Address: 4175 E. Bluegrass Rd., Mt. Pleasant

Telephone: (Home #) 989-621-5000 (Work #) 989-817-4411

Email Address: rick@unitedapts.com Occupation: Real Estate - Property Management

Number in order of preference, area(s) of interest; leave blank if you do not wish to serve on a particular board.

 Zoning Board of Appeals, *Must be a Union Township resident.*

 Board of Review, *Must be a Union Township resident.*

 X Planning Commission, *Must be a Union Township resident.*

 Economic Development Authority(EDA), *Must own or operate a business in one of the DDA districts.*

 Citizens Advisory Board for _____
(Parks, Sustainability)

Please state reason(s) for interest in above board(s), use separate pages as necessary:

I have served on several boards in a variety of capacities. I feel my experience and skill set would allow me to be an asset to Union Township. I feel passionate to be involved in making good choices for the community that I live and do business in.

Qualifications and other information:

Please see the attached qualifications listing.

Signature: Richard L. McGuirk

Richard L McGuirk

770 Stoneridge Drive
Mt. Pleasant, MI 48858
(989) 621-5000
rick@unitedapts.com

RELATED EXPERIENCE

**1/94 - Present Central Management, Inc., Mt. Pleasant, MI
Operations Manager/President**

- Negotiate lease and rental agreements; oversee capital improvements, maintenance, and modifications for 1500 apartment units.
- Manage daily operations for apartment leasing office, including accounting and record management. Negotiate insurance coverage and financing.
- Hire, train, and supervise support staff for apartment leasing office, including maintenance, construction, and clerical.
- Act as facilitator for renovation projects for various apartment complexes in all phases, i.e. budget, bid solicitation, and legal and safety compliance.
- Assist with promotion and public relations for the apartments

**6/90 - Present McGuirk Sand-Gravel, Inc., Mt. Pleasant, MI
Management Consultant**

- Assist with computer applications and billing functions on a management basis for a family-owned excavation business. Assist with customer service, dispatching trucks, and strategic decisions based on the future of the company.
- Negotiate insurance coverage and financing. Assist with the company budget and legal and safety compliance.

EDUCATION

**1999 Certified Lodging Manager, Educational Institute / American Hotel & Motel Association,
East Lansing, MI**

**1994 Bachelor of Science in Business Administration, Central Michigan University,
Mt. Pleasant, MI
Area of Degree: Double Major - Marketing and Management**

**1991-92 Michigan State University, East Lansing, MI
General Education/Business Concentration**

LICENSES

- State of Michigan Real Estate Associate Broker's License
- State of Michigan Licensed Builder
- Notary Public, State of Michigan
- Commercial Driver's License (A.T. CDL Type)

PROFESSIONAL AFFILIATIONS

- Trustee & Grant Review Board Member, Mt. Pleasant Area Community Foundation
- Board Member – Central Michigan University Advancement Board

APPOINTMENT TO BOARDS, COMMISSIONS & COMMITTEES OF UNION TOWNSHIP
APPLICATION

Richard L. McGuirk (continued)

Qualifications and other information:

- Grant Review Committee, Mt. Pleasant Area Community Foundation (2004 to present)
- TIFA/DDA Board of Directors – City of Mt. Pleasant (2011 to present)
- Development Board (Donor Relations & Athletics Development) Central Michigan University (2005 to present)
- Planning Commissioner – Union Township (2001 - 2008, 2012 - present)
- Past Board Member & Treasurer – Pillars for Turf (Turf project for Mt. Pleasant Community Memorial Stadium)
- Licensed Builder
- Real Estate Broker
- BSBA – Central Michigan University

RECEIVED
FEB 07 2017
BY: _____

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: WILLIAM D. WHITEHEAD Date: FEB 7 2017
Address: 1474 E BROOMFIELD
Phone (home) 989-773-9090 (cell) 989-289-7394 (work) _____
Email: wmdwhitehead@gmail.com
Occupation: FARMER, RETIRED TEACHER

Please State in order of preference, area(s) of interest:

<input type="checkbox"/>	Zoning Board of Appeals	Must be a Union Township Resident
<input type="checkbox"/>	Board of Review	Must be a Union Township Resident
<input checked="" type="checkbox"/>	Planning Commission	Must be a Union Township Resident
<input type="checkbox"/>	EDA	Must meet one of the following qualifications: <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Property owner in East or West DDA <input type="checkbox"/> Resident in Union Township
<input type="checkbox"/>	OTHER *Specify Board: _____	

Please state reason(s) for interest in above board(s):

THE PLANNING COMMISSION OF UNION TOWNSHIP
NEEDS A PERSON TO REPRESENT THE FARMING
COMMUNITY.

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

ATTACHED

Signature: William Whitehead Date: FEB 7 2017

**1474 E. Broomfield Rd.
Mt. Pleasant, MI 48858
wmdwhitehead@gmail.com**

**home: (989) 773-9090
cell: (989) 289-7394**

William D. Whitehead

Professional Experience

**Owner and Operator of Whitehead Farms
Lifetime Farmer
Five Generations of farming in Union Township Since 1869**

Teacher (1984-2012) Shepherd Public Schools Shepherd, MI

- Taught Middle School American History, Geography, Industrial Education, and Exploratory Classes.
- Taught High School Architectural & Mechanical Drafting and CAD. General Industrial Technology, Metals, Electricity, and Woods.

Education

**1984 Masters Degree-Central Michigan University
Industrial Education Technology Secondary Education
1980 BS Degree -Central Michigan University
Education Major-Social Studies. Minor- Industrial Education**

1975 Graduated from Mt. Pleasant High School

Other Experiences

2014- Present; 1990-1994 - **Director of Zion Lutheran Church**
2008-2013-**Building Committee Chair** Zion Lutheran Church.
Overseeing PhaseI and PhaseII of the design and construction of Zion Lutheran Church on River Road.
1999-2001; 1987-1989 **Board of Education Director** Zion Lutheran Church
1985-1987- **Assistant Director** of Zion Lutheran Church

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
FEB 03 2017

Name: Kathy Backus Date: 2/3/17

Address: 3160 Hunters Trail

Phone (home) n/a (cell) 989-330-1191 (work) _____

Email: kathy.backus@gmail.com

Occupation: Owner, Backus Public Relations; faculty, CMU

Please State in order of preference, area(s) of interest:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Property owner in East or West DDA
 - Resident in Union Township
- OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

Interested in involvement in the growth, development of our community. Want to play role in strategic growth efforts to enhance our town, making it an even more desirable place to live for residents and businesses

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

UT EDA Board, Veteran Memorial Library Board
resume included

Signature:  Date: 2/3/17

Kathy Backus

3160 Hunters Trail Mt. Pleasant, MI 48858 • 989.330.1191 • kathy.backus@gmail.com

Public Relations, Marketing, Development, Publishing Professional

Extremely creative, innovative and results-driven professional with a strong sense of vision; has extensive experience and expertise generating bold ideas and successfully implementing projects delivered on time and within budget.

AREAS OF EXPERTISE

- Passionate storyteller
 - Strong writing/verbal skills
 - Social Media expertise
 - Early adopter of new technology
 - Strategic planning/implementation
 - Leader/Change maker
 - Media relations
 - Team building
 - Project management
-

CAREER ACHIEVEMENT HIGHLIGHTS

- **Media Relations** – Through early-career training as a journalist, acquired sense of curiosity and ability to grasp the interest angle of a story. Challenged by the quest to generate reporter's interest. Diligent about the research required for successful pitching to generate best media coverage.
 - **Content Development** – Have keen ability to distill information into captivating, concise content, skilled in crafting story to best grab attention of intended target and prompt the desired action from audience. Website, social media, print content development.
 - **Online Communications** – Oversight of the online, website/social media sites of clients; developed/revitalized social sites, provided staff training, implemented campaigns to build audience, brand awareness, engagement and grow business.
 - **Crisis Communications** – Served as member of university crisis response team. Played role as one of leaders directing the communication efforts during several crisis situations impacting the campus community during two-year tenure.
 - **Idea Generation** – Identified opportunity within market for new online media source, focused exclusively on positive news. Developed business model, generated \$60,000 start-up capital to launch visionmidmichigan.com. Generated unique content in line with mission to promote creativity, innovation and economic development throughout the mid-Michigan region.
 - **Project Leadership** – Based on project assignment and budget, established team of professionals with necessary skills to accomplish project goals. Provided direction, oversight and management of professional teams in order to successfully accomplish deadlines and delivery.
 - **Relationship Building** – As Marketing/PR Consultant for 20-plus years, established valuable relationships with business leaders and owners throughout the community and region, resulting in a steady stream of referral business.
 - **Writing Expertise** – Through experience, gained the keen ability to determine the strongest angle of interest in story, skilled in crafting story to best grab attention of intended target and prompt the desired action from audience.
-

PROFESSIONAL EXPERIENCE

Backus Public Relations, Inc.

1995 – Present

Owner/President: Established full-service public relations/marketing firm in 1995 serving a broad base of clients in areas of strategic messaging, campaign creation and implementation, writing/editing/publishing of marketing materials, social media strategy and management, communication auditing and planning.

- Create and manage social media campaigns for a variety of clients, working to fully utilize the social media channels in the marketing mix to further engage the customer-base, spread messaging and ultimately enhance the bottom line.
- Transformed membership newsletter into four-color, 12-page magazine for Potter Park Zoological Society.
- Worked with Humane Animal Treatment Society to strategize and create membership drive campaign.
- Assisted development staff at Central Michigan University and Northwood University with messaging and materials to alumni and donors. Created brochures, newsletters and alumni magazines.
- Redesigned and upgraded Northwood University's alumni magazine; produced/published 72-page, four-color magazine.
- Coordinated, hired, managed creative talent required for successful production of materials.
- Prepared and presented project proposals and RFPs.
- Developed and managed project budgets of up to \$45,000 per project.
- Created and managed timelines and deadline schedules.
- Managed public relations campaigns from start to finish; clients included Mt. Pleasant Area Convention & Visitors Bureau, U.S. Census Bureau/City of Mt. Pleasant, CMU Charter Schools Office.

Central Michigan University

January 2012 - February 2014

Assistant Director of Public Relations: Responsible for media relations, including content development, interviews, writing, distribution and pitching, interaction and relationship building with media. Oversight, management and strategy of the university's official social media channels including Facebook, Twitter and Instagram. Served as liaison between University Communications and all Colleges for media communications. Editor of the College of Business Administration's alumni magazine.

- **Media relations:** Generated communication and relationships with local, regional, national media leading to statewide, national and global coverage, reflecting positively on the university. Achieved national media hits on numerous news releases through successful pitching and relationships built.
- **Public relations:** Established relationships with community members, faculty, staff, students and administrators throughout the university, generating participation and support for projects and programs to enhance the university's brand reputation.
- **Social media:** Overseeing CMU's official social media sites for six months, expanded to a primary marketing tool for the university, established voice for brand and grew audience base by tripling engagement (increased 305%), quadrupled comments (increased 405%) and expanded reach by 85%. Created and implemented several successful campaigns, driving traffic and furthering university goals of recruitment and retention.
- **Publications:** Serving as editor of the College of Business Administration's alumni magazine, coordinated production of the bi-annual publication. Managed team of writers, photographers, designers to successfully meet deadlines and improve the publication process, resulting in a better relationship with the clients in the college.

- **Crisis Communications:** Represented University Communications as member of the university's Crisis Response Team. Serving as one of the leaders in directing the communications efforts during several crisis situations impacting the campus community.

Vision Mid Michigan

2007 – 2011

Founder/Publisher: Founded online magazine – www.visionmidmichigan.com covering growth, progress, innovation for mid-Michigan region. Grew email data base to more than 10,000 in three year period. Generated 65,000 viewers/300,000 hits per month. Managed virtual staff of 20.

- Within three years, produced nearly \$150,000 in business revenue.
- Identified and cultivated clients with advertising capacity.
- Created and wrote editorial content.
- Generated sales through agency and direct clients.
- Worked closely with clients to identify needs, provide solution-oriented campaigns including advertising/branding, editorial and social media.
- Revamped several clients' social media programs resulting in increased customer engagement.
- Utilized strong ability to sell marketing ideas, strategies and tactics to help clients increase market share, and generate new business; sold special marketing opportunities including social media coaching (\$1,200 per package).
- Sold specialized advertising packages to a wide variety of clients including universities, financial institutions, economic development organizations.

Mt Pleasant Public Schools Education Foundation

2008-2009

Consultant: Launched Education Foundation to support excellence in education at Mt. Pleasant Public Schools.

- Secured \$25,000 commitment from alumni of Mt. Pleasant Public Schools to support start-up of MPPS Education Foundation.
- Convened focus groups and facilitated discussion to establish giving options and Foundation goals
- Created messaging and branding materials to promote the Education Foundation
- Identified viable leaders with giving capacity to serve on advisory board
- Developed data base of alumni
- Created Facebook fan page as opportunity to reconnect alumni and gather contact information; generated more than 2,000 fans to alumni page in six month period.

Insight Development Group

2007-2008

Partner: In partnership with two colleagues launched a consulting firm focused on strategic planning and implementation of capital campaigns. Worked with clients to conduct feasibility studies, establish fundraising goals, develop comprehensive campaign plans, create messaging and materials, implement and manage overall campaign programs. Clients included: Waldumar Nature Center, Hospice of Central Michigan.

ADDITIONAL EXPERIENCE

Freelance Writer	1991-1995
Valassis Communications – Public Relations Specialist	1989-1991
K mart Corporation – Corporate Relations Editor	1985-1989

PROFESSIONAL AFFILIATIONS

Union Township EDA Board	Member - Secretary
National School Foundation Association	Past Member
Mt. Pleasant Area Chamber of Commerce	Past Member
Mt. Pleasant Area Community Foundation	Community Relations
Chippewa River District Library	Past Board Member
Ganiard Elementary PTO	Secretary
West Intermediate School	School Improvement Team

EDUCATION

Central Michigan University – Mt. Pleasant, MI
Bachelor of Applied Arts – 1985
Major: Journalism, emphasis Public Relations
Minor: Broadcasting

COMPUTER SKILLS

MS Word, Excel, Powerpoint, Outlook, Data Base Management
Proficient in Social Media – Facebook, Twitter, Google+, Instagram, Foursquare, Wordpress Blogs

REFERENCES

Jeremy Bond

Central Michigan University
Manager, LMS Instructional Support
800-950-1144, ext. 2094
bond1jt@cmich.edu

Jim Wojcik

Central Michigan University – Faculty
989-644-8445 – home
989-621-3672 – cell
wojci1jj@cmich.edu

Marcie Otteman

Central Michigan University – Executive Director of Alumni Relations
989-774-1042 – office
Ottem1mm@cmich.edu

Don Uzarski

Central Michigan University – Director of Institute for Great Lakes Research
989.774-2504 – office
Uzars1dg@cmich.edu

Sherrie Graham

Executive Director, Potter Park Zoological Society
1301 S. Pennsylvania
Lansing, MI 48912
Phone: 517.342.2715
sgraham@ingham.org

WORK SAMPLES -- available upon request

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

Name: Jacob Hicks Date: 2-15-17

Address: 3300 E Deerfield RD Apt D183, Mt. Pleasant, MI 48858

Phone (home) N/A (cell) (269)924-8537 (work) N/A

Email: 86 James J@gmail.com

Occupation: Electronics Sales Associate Wal-Mart (part time)
Full time Student CMU

Please State in order of preference, area(s) of interest:

3 Zoning Board of Appeals Must be a Union Township Resident

2 Board of Review Must be a Union Township Resident

1 Planning Commission Must be a Union Township Resident

4 EDA Must meet one of the following qualifications:
 Property owner in East or West DDA
 Property owner in East or West DDA
 Resident in Union Township

RECEIVED
FEB 15 2017
BY: _____

OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

I am interested in becoming involved in my local townships policies & procedures, as well as familiarizing myself with them.

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

I am familiar with the use of Meeting Minutes due to being Secretary of my 4-H club.

Signature: _____ Date: 2-15-17

Jacob Hicks

3300 E Deerfield Rd Apt D183, Mt Pleasant, MI 48858 • (269) 924-8537 • 86jamesj@gmail.com

February 15, 2017

To whom it may concern,

You need a sharp, upcoming graduate with great attention to detail and excellent skills. My education and training make me an ideal candidate for this position.

My educational background has prepared me for a position on either the Planning Commission. In particular, my study of Anthropology and History has given me a solid background so that I can perform the duties entailed to the best of my ability. I am eager to contribute my enthusiasm and up-to-date skills to the Planning Commission team.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. I'd be happy to provide greater detail about my skills and experience during an interview.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Sincerely,

Jacob Hicks

Jacob Hicks

01/2012-07/2013 Bavv Inv. Dba Subway/ Brother's Express BP Olivet, MI

Sandwich Artist

- Dishwasher
- Food Prep
- Sandwich Artist
- Excellent Customer Service
- Observed Food Safety Guidelines

BP Cashier

- Excellent Customer Service
- Cashier
- Stocking
- Swept/Mopped
- Handled Money Drops

06/2011-07/2014 Fun Service Bellevue, MI

Employee

- Safely Load and Unload Inflatables
- Set up Events
- Run Event stations
- Provide Excellent Customer Service
- Clean Inflatables
- Worked as a Team

Education

08/2014-Current Central Michigan University Mt Pleasant, MI

Bachelor of Science

- Anthropology
- History

08/2011-05/2014 Kellogg Community College Battle Creek, MI

MACRAO Agreement
EMT Certification

09/2009-06/2010 Calhoun Area Career Center Battle Creek, MI

21st Century Medical Program

- Junior Year

09/2007-06/2011 Bellevue High School Bellevue, MI

Diploma

References

References are available on request.

Jacob Hicks

References

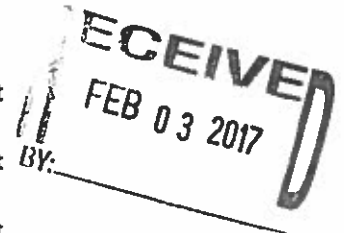
Catherine Willermet (989) 774-3434	Wille2CM@cmich.edu	Central Michigan University Professor Known for 3 years
Jennifer Kennedy (989) 774-3160	Kenne2J@cmich.edu	Central Michigan University Professor Known for 2 years
Kyle Evoy (989) 285-2419	KeaganJ24@gmail.com	Wal-Mart Assistant Manager Known for 2 years
Taylor Hebenstreit (269) 245-9937	Hebenstreit.Taylor@yahoo.com	Former Coworker Known for 8 years
Arthur Chupp (269) 339-8164	Chupp.Arthur@gmail.com	Former 4-H Leader Known for 12 years

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

Name: RON LUTZ Date: 2/3/17
 Address: 723 So METUCLIAN ROAD
 Phone (home) 989 7729 ²⁵⁹ (cell) _____ (work) _____
 Email: RCL9259@EARTHLINK.NET
 Occupation: RETIRED - PROF EMERITUS CMU

Please State in order of preference, area(s) of interest:

- | | | |
|-------------------------------------|-----------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/> | OTHER *Specify Board: _____ | |



Please state reason(s) for interest in above board(s):

WOULD LIKE TO PARTICIPATE AND PROVIDE
INPUT FOR UNION TOWNSHIP PLANNING

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

WAS A PUBLIC SCHOOL SHOP TEACHER FOR 10 YEARS
AND HELPED TO PREPARE SHOP TEACHERS AT CMU FOR 30 YR.

Signature: Ronald J. Lutz Date: 2/3/17

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

Name: Colin Herren Date: 1-19-17
Address: 4349 E Wing Road
Phone (home) _____ (cell) 9896215477 (work) 9897722202
Email: Colin@greenwaldbc.com
Occupation: General Contractor

Please State in order of preference, area(s) of interest:

<u>2</u>	<u>Zoning Board of Appeals</u>	<u>Must be a Union Township Resident</u>
_____	<u>Board of Review</u>	<u>Must be a Union Township Resident</u>
<u>1</u>	<u>Planning Commission</u>	<u>Must be a Union Township Resident</u>
_____	<u>EDA</u>	<u>Must meet one of the following qualifications:</u> _____ <u>Property owner in East or West DDA</u> _____ <u>Property owner in East or West DDA</u> <u>YES</u> <u>Resident in Union Township</u>
_____	<u>OTHER *Specify Board: _____</u>	



Please state reason(s) for interest in above board(s):

To ensure that reasonable guidance is provided by a community member that has experience in the development trades to help ensure
_____ that the community is shaped for the future with a healthy balance of what residents want and the need for affordable housing, and profitable businesses.

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

I have been a licensed builder for 23 years, and an employer in union township for the last 17 years as well as served the Home builders Association on the local, state and national level for 21 years.

My career has caused me to learn to work well with a diverse set of people and to seek consensus based solutions to problems that confront me (us).

Signature:  Date: 1-19-17

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: Matt Mertz Date: 2/3/2017
Address: 1540 S Bamber
Phone (home) 989 317-0371 (cell) same (work) n/a
Email: mmertz01@gmail.com
Occupation: retired

Please State in order of preference, area(s) of interest:

- | | | |
|-------------------------------------|-----------------------------|---|
| <input type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Resident in Union Township |
| <input type="checkbox"/> | OTHER *Specify Board: _____ | |

Please state reason(s) for interest in above board(s):

Concerned about the development of the township, not only in relationship to the businesses, but to the people that live here.

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

Past member of the Isabella County Planning Commission. Original member/vica chair of the Isabella County Handicap Advisory Board, renamed the Human Rights Commission. Currently serving my 8th term on the Isabella County Transportation Commission.

Signature: _____ Date: 2/3/2017

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION



Name: SARVJIT CHOWDHARY Date: 1/17/18
Address: 774 STONERIDGE DRIVE, MP, MI 48858
Phone (home) 779-2900 (cell) 400-2686 (work) _____
Email: Sarvichowdhary@a.yahoo.com
Occupation: RETIRED

Please State in order of preference, area(s) of interest:

- | | | |
|-------------------------------------|-------------------------|--|
| <input checked="" type="checkbox"/> | Zoning Board of Appeals | Must be a Union Township Resident |
| <input type="checkbox"/> | Board of Review | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | Planning Commission | Must be a Union Township Resident |
| <input checked="" type="checkbox"/> | EDA | Must meet one of the following qualifications:
<input type="checkbox"/> Property owner in East or West DDA
<input type="checkbox"/> Property owner in East or West DDA
<input checked="" type="checkbox"/> Resident in Union Township |

OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

I am already serving on EDA Board.
Want to improve the living in Union Township

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

Already serving on EDA Board

Signature: [Signature] Date: 1/17/18

APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

RECEIVED
DEC 06 2017
BY: _____

Name: Taylor Sheahan-Stahl Date: 12-06-2017
Address: 5215 #5 South Eagle Crest, Mt. Pleasant
Phone (home) NA (cell) (989) 330-6783 (work) (989) 773-5616
Email: TaylorSheahanStahl@gmail.com
Occupation: Funeral Director

Please State in order of preference, area(s) of interest:

- Zoning Board of Appeals Must be a Union Township Resident
 Board of Review Must be a Union Township Resident
 Planning Commission Must be a Union Township Resident
 EDA Must meet one of the following qualifications:
 Property owner in East or West DDA
 Property owner in East or West DDA
 Resident in Union Township
 OTHER *Specify Board: _____

Please state reason(s) for interest in above board(s):

Have been on the board for one year and enjoyed working for the zoning board.

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

1st vice President of Lions Club, 1 year on zoning board, 4 years Mt Pleasant School Board, & 2 years working with Sheriff's Department Victim Service Unit.

Signature:  Date: 12-06-2017

2017 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on January 24, 2018 at 7:00 p.m. at Union Township Hall.

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

Roll Call

Present: Supervisor Gunning, Clerk Cody, Treasurer Rice, Trustees B. Hauck, Mikus, and
Excused: Trustees Lannen and Woerle

Approval of Agenda

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

Presentations

Public Hearings

Public Comment - open 7:01 p.m.
No comments offered.

Reports/Board Comments

Mikus –Sidewalk/Pathway Prioritization Committee updates.
Cody – Mt. Pleasant City Commission updates.
Gunning – Appointments will be made at the next Board meeting (2/14/18) for the open
Planning Commission seats.

Consent Agenda

- A. Communications
- B. Minutes January 10, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports
- G. Policy Governance 2.5.10 Cash Flow Ratio

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

BOARD AGENDA

A. Discussion: (Gunning) 2018 Board of Trustees Goals and Objectives

Discussion was held by the Board of Trustees.

EXTENDED PUBLIC COMMENT - Open 8:02 p.m.

Jim Horton of the 4th District County Commission updated the Board on the county government.

MANAGER COMMENTS

- Water Study (Township/City) updates.
- FY 2017 Audit planning has begun.
- Reported on the first meeting of the Union Township fire truck replacement, per the fire service contract with the City of Mt Pleasant.
- Annual meeting with the Isabella County Road Commission & Union Township Board scheduled for February 1, 2018 at 3 p.m.

FINAL BOARD MEMBER COMMENTS

Gunning – Requested the Boards opinion regarding the Master Plan that will be coming before the Board of Trustees at the next meeting.

ADJOURNMENT

Cody moved **Rice** supported to adjourn the meeting at 8:28 p.m. **Vote: Ayes: 5 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
01/29/2018	101	164 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	900 MULBERRY LN 5240E BROOMFIELD RD 2270 NORTHWAY DR 2055 ENTERPRISE DR 5525 E REMUS RD 5537 E BROADWAY RD 1933 S ISABELLA RD 5144 BUDD ST 5142 BUDD ST 1660 BELMONT DR 5076 S MISSION RD 4797 S MISSION ST #BARN 5228 S ISABELLA RD 4822 ENCORE BLVD 4244 E BLUE GRASS RD 2010S LINCOLN RD 4795 S MISSION ST 5369 S CRAWFORD RD 3248 S CONCOURSE DR 2188 E PICKARD RD 1776 E PICKARD RD 1876 E PICKARD RD 2180 S LINCOLN RD 2495 E DEERFIELD RD 2424 W MAY ST 800 CRAIG HILL RD 4520 E RIVER RD 1633 S LINCOLN RD 5319 E AIRPORT RD 1046 S MISSION ST 1605 SCULLY RD 2279 S MERIDIAN RD PUMP HOUSE 2279 S MERIDIAN RD 3998 E DEERFIELD RD 4511 E RIVER RD 2010 S LINCOLN RD	71.49 995.08 31.11 390.88 56.53 624.56 684.66 23.41 260.20 90.48 931.36 752.63 8,538.59 135.77 99.02 856.17 2,564.64 106.37 274.08 122.77 107.14 213.91 27.31 532.14 538.11 58.69 625.05 303.32 36.14 146.40 86.45 260.05 833.52 166.94 13,064.77 1,426.02
						<u>36,035.76</u>
01/29/2018	101	165 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
01/29/2018	101	166 (E)	00146	VOID		V
				Void Reason: Created From Check Run Process		
02/14/2018	101	167 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD #GUL STREET LIGHTS	52.45 <u>1,731.64</u>
						1,784.09
02/07/2018	101	168 (E)	01105	MASTERCARD	MASTERCARD BEBOW MASTERCARD WALDRON MASTERCARD RADAR MASTERCARD MCBRIDE MASTERCARD ROCKAFELLOW MASTERCARD FUSSMAN MASTERCARD DEPRIEST	392.49 194.42 11.66 507.78 25.23 126.00 84.79

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD HOHLBEIN	51.99
					MASTERCARD DEARING	524.68
					MASTERCARD BEBOW	150.00
					MASTERCARD WALDRON	110.83
					MASTERCARD RADAR	10.40
					MASTERCARD HOHLBEIN	36.75
					MASTERCARD ROCKAFELLOW	39.98
					MASTERCARD DEARING	158.66
					MASTERCARD MCBRIDE	87.14
						<u>2,512.80</u>
02/07/2018	101	169 (E)	01105	VOID		
				Void Reason: Created From Check Run Process		
02/05/2018	101	19927	01257	JOSH WALDRON	ALARM #19 PUMP ISSUE-CALL IN MILEAGE REI	10.70
					BACKUP IN PARK-CALL IN MILEAGE REIMB	10.70
					PUMP STN #3 ALARM-CALL IN MILEAGE REIMB	10.70
					WATER TURN OFF-CALL IN MILEAGE REIMB	10.70
					#12 ALARM-CALL IN MILEAGE REIMB	10.70
						<u>53.50</u>
02/14/2018	101	19928	00020	JAMES ALWOOD	WELL SITE LEASE-JAN 2018	272.24
02/14/2018	101	19929	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - JAN 2018	682.50
					MTT CASE LEGAL FEES - DEC 2017	70.00
						<u>752.50</u>
02/14/2018	101	19930	00072	BLOCK ELECTRIC	TWP HALL LIGHT REPAIR	193.01
02/14/2018	101	19931	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - DEC 2017	5,965.00
02/14/2018	101	19932	00095	C & C ENTERPRISES, INC.	CARHARTT JACKET - REED	59.00
					JANITORIAL SUPPLIES - WATER PLANT	54.45
						<u>113.45</u>
02/14/2018	101	19933	00108	CENTRAL MICHIGAN DIST HEALTH DEPT	HEPATITIS B VACCINE - REED	126.00
02/14/2018	101	19934	01309	CGS, INC	RESPIRATOR FIT TESTING AND TRAINING	998.50
02/14/2018	101	19935	00129	CMS INTERNET, LLC	CMS SERVER & PHONE SERVICE - FEB 2018	4,938.25
02/14/2018	101	19936	00155	COYNE OIL CORPORATION	GAS & FUEL	541.17
02/14/2018	101	19937	01186	COYNE PROPANE LLC	PROPANE - ISABELL WELL SITE	1,324.44
02/14/2018	101	19938	01171	DBI BUSINESS INTERIORS	BATTERIES, STICKYNOTES, LYSOL - TWP HALL	67.32
					PENS, BINDER CLIPS, LYSOL - TWP HALL	73.95
					EXT CORD - BUILDING DEPT.	26.99
					CREDIT FOR STAPLER RETURN - GEN ADMIN	(11.65)
						<u>156.61</u>
02/14/2018	101	19939	00183	DIXON ENGINEERING, INC.	WATER TOWER INSPECTION UP TO 9/12/17	5,000.00
02/14/2018	101	19940	01563	ENVIRONMENTAL DYNAMICS INT	DIGESTER #4 DIFFUSER PERMACAP	940.13
02/14/2018	101	19941	00209	ETNA SUPPLY COMPANY	SENSUS ANNUAL SUPPORT 2/13/18 -2/12-19	2,500.00
					3/4" METERS HOOKUPS	81.00
					LEXINGTON RIDGE, MXU, HOOKUPS 3/4" METER	6,449.00
						<u>9,030.00</u>
02/14/2018	101	19942	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT. TREATMENT	40.00
02/14/2018	101	19943	00248	GILBOE'S LOCK & SAFE SERVICE	DEERFIELD TOWER BLDG. VALVE STATION	713.00
02/14/2018	101	19944	00249	GILL-ROY'S HARDWARE	REPLACEMENT PARTS FOR TWP HALL FLAG	9.98
02/14/2018	101	19945	00257	GOURDIE-FRASER, INC.	REMUS & M20 CONSTRUCTION OBSERVATION	525.00
02/14/2018	101	19946	00261	GRAINGER	SKIN CONDITIONER - WWTP	101.87

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/14/2018	101	19947	00266	HACH COMPANY	PHOSPHORUS TNT - WWTP	1,062.81
02/14/2018	101	19948	00307	IDEXX DISTRIBUTION, INC	COLIFORM TESTING - WWTP COLIFORM TESTING - WWTP	1,323.55 222.46
						<u>1,546.01</u>
02/14/2018	101	19949	00351	JONES & HENRY LABORATORIES, INC.	SAMPLE TESTING - WWTP	200.00
02/14/2018	101	19950	01324	KENEWELL GROUP	TAX BILL ENCLOSED ENVELOPES	345.00
02/14/2018	101	19951	00422	MICHIGAN PIPE & VALVE	BEND & SOLID SLEEVE PIPE BURCH TANK UTILITY HOOKUP REPAIR - AIRPORT RD M20 - DEVELOPMENT VALVE BOX BASE ADAPTER #1 CHECK VALVE GASKET	283.00 2,332.00 642.00 4,379.00 88.00 5.00
						<u>7,729.00</u>
02/14/2018	101	19952	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE - 1ST Q 2018	300.00
02/14/2018	101	19953	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	ANNUAL CLIENT FEE FOR 2018	10,000.00
02/14/2018	101	19954	00494	NORTH CENTRAL LABORATORIES	PETRI DISH, FILTERS, BUFFER - WWTP	1,015.66
02/14/2018	101	19955	01542	SHRED-IT US JV LLC	PAPER SHREDDING 12-20-17	66.60
02/14/2018	101	19956	01254	LARRY M SOMMER	NMCOA FIRE SPRINKLER TRAINING-MEAL REIMB	17.12
02/14/2018	101	19957	01364	SHERRIE TEALL	MMTA WINTER WORKSHOP-LANSING	114.91
02/14/2018	101	19958	01554	UNIFIRST CORPORATION	UNIFORMS	48.21
02/14/2018	101	19959	00668	UNITED PARCEL SERVICE	LAB SAMPLE SHIPPING - WWTP	10.06
02/14/2018	101	19960	01013	USA BLUE BOOK	SAFETY GALSSES SAFETY EQUIPMENT & CHLORINE	131.39 1,341.75
						<u>1,473.14</u>
02/14/2018	101	19961	01314	VERIZON WIRELESS	CELL PHONES 12-16-17 TO 1-15-18	589.81
02/14/2018	101	19962	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE-TWP HALL DUMPSTER SERVICE-MCDONALD PARK DUMPSTER SERVICE-WWTP	61.87 182.04 817.12
						<u>1,061.03</u>
02/14/2018	101	19963	00723	WINN TELECOM	PHONE SERVICE 1/15/17 - 2/14/18	166.44
02/14/2018	101	19964	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT-JAN 2018	1,500.76
						<u><u>1,500.76</u></u>
101 TOTALS:						
Total of 44 Checks:						99,373.86
Less 3 Void Checks:						0.00
Total of 41 Disbursements:						<u>99,373.86</u>

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	12/31/2017	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	CURRENT PROPERTY TAX	301,614.13		300,191.00	300,328.56	100.05
101-000-402.001	PROPERTY TAX REFUNDS-MTT	(837.26)		(7,000.00)	(6,346.54)	90.66
101-000-402.002	PILOT TAX	3,083.81		3,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	(2,103.68)		0.00	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	922.30		1,400.00	1,473.31	105.24
101-000-425.000	MOBILE HOME PARK TAX	2,548.50		2,500.00	2,397.84	95.91
101-000-445.000	INTEREST ON TAXES	(823.29)		200.00	226.83	113.42
101-000-446.000	3% OR 4% PENALTY ON TAX	21,236.26		5,400.00	5,691.58	105.40
101-000-447.000	ADMIN FEE-PROPERTY TAX	147,587.97		150,000.00	150,736.66	100.49
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(586.88)		(4,000.00)	(3,206.04)	80.15
101-000-447.050	ADMIN FEE-STATE EDUC TAX (SET)	7,765.00		7,765.00	7,770.00	100.06
101-000-447.100	ADMIN FEE-PRIOR YEARS	(33.86)		200.00	15.67	7.84
101-000-475.000	CABLE TV	79,670.85		130,000.00	132,152.50	101.66
101-000-476.000	BUILDING PERMITS	70,873.93		50,000.00	47,719.48	95.44
101-000-477.000	RENTAL INSPECTION FEES	78,556.50		80,000.00	80,569.00	100.71
101-000-478.000	DOG LICENSE REVENUE	4.00		0.00	1.50	100.00
101-000-479.000	ZONING PERMITS	10,795.00		11,000.00	10,395.00	94.50
101-000-539.000	STATE GRANTS	0.00		56,000.00	0.00	0.00
101-000-573.000	STATE AID REVENUE	1,061.94		0.00	0.00	0.00
101-000-574.000	STATE REVENUE SHARING	1,030,739.00		1,060,000.00	1,106,151.00	104.35
101-000-574.100	LIQUOR STATE REVENUE SHARING	11,748.55		11,000.00	11,271.15	102.47
101-000-574.200	METRO ANNUAL MAINT. FEE	7,749.49		7,500.00	7,537.91	100.51
101-000-609.000	CONSTR PLAN REVIEW FEES	875.00		500.00	125.00	25.00
101-000-613.000	APPLICATION FEES	0.00		500.00	500.00	100.00
101-000-626.000	COPIES	0.00		20.00	23.64	118.20
101-000-628.000	LAND DIVISIONS	500.00		700.00	700.00	100.00
101-000-630.000	WEED ABATEMENT SERVICES	1,345.63		500.00	234.50	46.90
101-000-655.000	FINES & FORFEITURES	1,088.67		800.00	617.10	77.14
101-000-665.000	INTEREST EARNED	21,706.74		41,000.00	42,583.59	103.86
101-000-667.000	RENT - JAMESON HALL	6,040.00		8,000.00	7,750.00	96.88
101-000-667.100	RENT - McDONALD PARK PAVILION	1,360.00		1,500.00	1,680.00	112.00
101-000-667.200	RENT - JAMESON PAVILION	420.00		500.00	300.00	60.00
101-000-667.300	LEASES	900.00		900.00	900.00	100.00
101-000-671.000	OTHER REVENUE	14,241.91		30,000.00	31,393.46	104.64
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	21,918.85		15,000.00	17,463.79	116.43
101-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	6,500.00		500.00	0.00	0.00
101-000-695.000	CAPITAL LEASE PROCEEDS	54,619.00		0.00	0.00	0.00
TOTAL REVENUES		1,903,088.06		1,965,576.00	1,959,156.49	99.67
Expenditures						
101	TRUSTEES	81,776.39		54,098.00	46,211.25	85.42
171	SUPERVISOR	31,048.17		20,418.00	16,516.31	80.89
172	TWP MANAGER	51,977.17		132,856.00	82,718.18	62.26
191	ACCOUNTING/GEN ADMIN	141,928.67		154,134.00	134,615.02	87.34
215	CLERK	50,403.76		33,306.00	29,485.53	88.53
228	INFORMATION TECHNOLOGY	35,112.67		55,000.00	20,217.99	36.76
247	BOARD OF REVIEW	4,939.70		0.00	0.00	0.00
253	TREASURER	31,887.39		31,866.00	28,971.43	90.92
257	ASSESSOR	216,986.11		214,475.00	202,745.71	94.53
262	ELECTIONS	28,365.59		3,100.00	0.00	0.00
265	TWP HALL & GROUNDS	43,954.91		68,200.00	62,571.76	91.75
266	LEGAL/ATTORNEY	27,023.85		95,000.00	88,452.21	93.11
330	LIQUOR CONTROL	10,760.94		0.00	0.00	0.00
371	BUILDING	109,676.11		260,124.00	252,542.96	97.09
372	ZONING	51,946.68		0.00	0.00	0.00
373	RENTAL INSPECTIONS	118,430.81		0.00	0.00	0.00
441	PUBLIC WORKS	446,212.41		434,100.00	319,560.21	73.61
721	PLANNING	19,193.51		130,157.00	114,501.34	87.97
722	ZONING BOARD OF APPEALS	3,140.82		0.00	0.00	0.00
751	PARKS & RECREATION	117,344.70		143,987.00	112,312.85	78.00
901	CAPITAL OUTLAY	98,940.13		5,000.00	4,353.00	87.06
910	DEBT SERVICE-LEASES	9,967.32		13,300.00	13,289.76	99.92
TOTAL EXPENDITURES		1,731,017.81		1,849,121.00	1,529,065.51	82.69
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,903,088.06		1,965,576.00	1,959,156.49	99.67
TOTAL EXPENDITURES		1,731,017.81		1,849,121.00	1,529,065.51	82.69
NET OF REVENUES & EXPENDITURES		172,070.25		116,455.00	430,090.98	369.32

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	2017	12/31/2017	
Fund 206 - FIRE FUND						
Revenues						
206-000-402.000	CURRENT REAL PROPERTY TAX	603,580.60		600,390.00	600,390.30	100.00
206-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,686.96)		(14,000.00)	(12,693.08)	90.66
206-000-402.002	PILOT TAX	6,167.61		6,000.00	0.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	(39.04)		0.00	0.00	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	989.61		2,500.00	2,980.85	119.23
206-000-445.000	INTEREST ON TAXES	58.72		350.00	362.28	103.51
206-000-543.000	STATE GRANT-PUBLIC SAFETY	6,347.24		6,500.00	5,441.23	83.71
206-000-573.000	STATE AID REVENUE	2,123.88		0.00	0.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	60,775.00		61,600.00	61,665.00	100.11
206-000-600.300	FIRE PROTECTION - WDDA	37,316.28		39,500.00	39,506.00	100.02
206-000-665.000	INTEREST EARNED	7,329.87		11,500.00	11,804.04	102.64
TOTAL REVENUES		722,962.81		714,340.00	709,456.62	99.32
Expenditures						
336	FIRE DEPARTMENT	669,300.00		684,000.00	684,000.00	100.00
TOTAL EXPENDITURES		669,300.00		684,000.00	684,000.00	100.00
Fund 206 - FIRE FUND:						
TOTAL REVENUES		722,962.81		714,340.00	709,456.62	99.32
TOTAL EXPENDITURES		669,300.00		684,000.00	684,000.00	100.00
NET OF REVENUES & EXPENDITURES		53,662.81		30,340.00	25,456.62	83.90

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	12/31/2017	
Fund 248 - EDDA OPERATING						
Revenues						
248-000-402.000	CURRENT PROPERTY TAX	426,383.74		442,000.00	441,993.16	100.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,872.89)		(5,000.00)	0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	2,149.37		2,000.00	1,860.58	93.03
248-000-445.000	INTEREST ON TAXES	0.00		1,000.00	1,029.32	102.93
248-000-573.000	STATE AID REVENUE	70,565.75		50,000.00	55,909.05	111.82
248-000-665.000	INTEREST EARNED	1,883.75		6,300.00	7,086.94	112.49
248-000-671.000	OTHER REVENUE	101.09		200.00	67.55	33.78
TOTAL REVENUES		499,210.81		496,250.00	507,946.60	102.36
Expenditures						
000	NONE	560,354.31		162,750.00	104,427.47	64.16
336	FIRE DEPARTMENT	60,775.00		61,700.00	61,665.00	99.94
TOTAL EXPENDITURES		621,129.31		224,450.00	166,092.47	74.00
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		499,210.81		496,250.00	507,946.60	102.36
TOTAL EXPENDITURES		621,129.31		224,450.00	166,092.47	74.00
NET OF REVENUES & EXPENDITURES		(121,918.50)		271,800.00	341,854.13	125.77

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		2017	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING							
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	457,662.49		494,600.00		494,598.66	100.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(8,337.74)		(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	641.12		600.00		279.02	46.50
250-000-445.000	INTEREST ON TAXES	0.00		250.00		219.52	87.81
250-000-573.000	STATE AID REVENUE	6,837.57		0.00		0.00	0.00
250-000-665.000	INTEREST EARNED	1,734.91		1,700.00		1,581.61	93.04
TOTAL REVENUES		458,538.35		493,150.00		496,678.81	100.72
Expenditures							
000	NONE	0.00		300,500.00		300,400.00	99.97
336	FIRE DEPARTMENT	37,316.28		39,500.00		39,506.00	100.02
996	TRANSFER OUT	220,000.00		260,000.00		260,000.00	100.00
TOTAL EXPENDITURES		257,316.28		600,000.00		599,906.00	99.98
Fund 250 - WDDA OPERATING:							
TOTAL REVENUES		458,538.35		493,150.00		496,678.81	100.72
TOTAL EXPENDITURES		257,316.28		600,000.00		599,906.00	99.98
NET OF REVENUES & EXPENDITURES		201,222.07		(106,850.00)		(103,227.19)	96.61

GL NUMBER	DESCRIPTION	END BALANCE		2017 AMENDED BUDGET	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 288 - TRIBAL 2% GRANTS FUND							
Revenues							
288-000-665.000	INTEREST EARNED	931.01		0.00		202.11	100.00
TOTAL REVENUES		931.01		0.00		202.11	100.00
Expenditures							
728	ECONOMIC DEVELOPMENT	570,125.00		0.00		0.00	0.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
Fund 288 - TRIBAL 2% GRANTS FUND:							
TOTAL REVENUES		931.01		0.00		202.11	100.00
TOTAL EXPENDITURES		570,125.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(569,193.99)		0.00		202.11	100.00

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	2017	12/31/2017	
Fund 590 - SEWER FUND						
Revenues						
590-000-456.000	CONNECTION FEE		210,002.73	150,000.00	149,448.00	99.63
590-000-539.000	STATE GRANTS		0.00	1,150.00	0.00	0.00
590-000-627.000	SERVICE		1,253,544.84	1,274,000.00	1,270,280.46	99.71
590-000-627.100	DELINQUENT SEWER		(2,341.07)	(1,500.00)	(435.16)	29.01
590-000-628.000	INSPECTION FEE		1,200.00	5,000.00	5,000.00	100.00
590-000-655.000	FINES & FORFEITURES		30,349.61	30,000.00	22,993.13	76.64
590-000-665.000	INTEREST EARNED		17,841.79	32,000.00	33,003.45	103.14
590-000-665.003	INTEREST EARNED - BOND RESERVES		637.71	0.00	0.00	0.00
590-000-665.100	INTEREST EARNED-SPEC ASSESS		26,051.18	5,600.00	3,316.29	59.22
590-000-670.000	DEBT RETIREMENT		1,061,282.67	1,083,000.00	1,085,064.08	100.19
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX		1,050.00	1,000.00	1,050.00	105.00
590-000-671.000	OTHER REVENUE		15,295.83	5,200.00	5,311.70	102.15
590-000-672.500	REVENUE-SPECIAL ASSESS		0.00	23,000.00	9,307.89	40.47
590-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS		0.00	250.00	0.00	0.00
TOTAL REVENUES			2,614,915.29	2,608,700.00	2,584,339.84	99.07
Expenditures						
529	O & M EXPENDITURES		429,139.89	940,812.00	687,236.55	73.05
530	SEWER LIFT STATIONS		53,930.01	0.00	0.00	0.00
588	VEHICLE EXPENDITURES		12,298.92	0.00	0.00	0.00
611	WWTP		765,060.90	905,333.00	797,090.95	88.04
906	DEBT SERVICE		303,537.27	282,006.00	274,067.89	97.19
910	DEBT SERVICE-LEASES		440.21	600.00	586.92	97.82
960	DEPRECIATION EXPENSE		635,219.63	700,000.00	0.00	0.00
TOTAL EXPENDITURES			2,199,626.83	2,828,751.00	1,758,982.31	62.18
Fund 590 - SEWER FUND:						
TOTAL REVENUES			2,614,915.29	2,608,700.00	2,584,339.84	99.07
TOTAL EXPENDITURES			2,199,626.83	2,828,751.00	1,758,982.31	62.18
NET OF REVENUES & EXPENDITURES			415,288.46	(220,051.00)	825,357.53	375.08

User: SHERRIE

PERIOD ENDING 12/31/2017

DB: Union

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
		12/31/2016	2017	12/31/2017		
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)		
Fund 591 - WATER FUND						
Revenues						
591-000-450.000	WATER SALES	1,337,229.27	1,325,000.00	1,368,098.51		103.25
591-000-450.100	BULK WATER SALES	3,132.13	2,500.00	1,279.50		51.18
591-000-450.200	FINAL READ	1,755.00	1,700.00	1,615.00		95.00
591-000-450.300	TURN-OFF	2,550.00	2,500.00	2,470.00		98.80
591-000-452.000	LATERALS	5,946.96	20,000.00	19,521.60		97.61
591-000-454.000	BENEFIT FEES	44,474.25	62,000.00	62,146.25		100.24
591-000-459.000	REVENUE-HOOK UP FEE	89,831.40	115,600.00	116,282.74		100.59
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	500.00	0.00		0.00
591-000-539.000	STATE GRANTS	0.00	1,150.00	0.00		0.00
591-000-628.000	INSPECTION FEE	1,800.00	5,000.00	5,000.00		100.00
591-000-655.000	FINES & FORFEITURES	19,885.66	16,000.00	13,948.40		87.18
591-000-665.000	INTEREST EARNED	17,781.61	32,500.00	33,028.73		101.63
591-000-665.100	INTEREST EARNED-SPEC ASSESS	16,221.52	5,800.00	4,658.17		80.31
591-000-667.300	LEASES - TOWER RENTAL	40,846.09	40,000.00	39,403.34		98.51
591-000-671.000	OTHER REVENUE	3,433.86	10,000.00	9,923.30		99.23
591-000-672.500	REVENUE-SPECIAL ASSESS	0.00	12,700.00	4,506.22		35.48
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	(4,449.58)	5,000.00	5,000.00		100.00
TOTAL REVENUES		1,580,438.17	1,657,950.00	1,686,881.76		101.75
Expenditures						
536	WATER O & M	938,746.06	1,638,132.00	1,156,727.30		70.61
538	TREATMENT PLANT	51,671.36	0.00	0.00		0.00
539	WATER TOWER	17,380.15	0.00	0.00		0.00
588	VEHICLE EXPENDITURES	11,656.16	0.00	0.00		0.00
906	DEBT SERVICE	66,755.41	65,279.00	64,577.69		98.93
910	DEBT SERVICE-LEASES	529.47	720.00	705.96		98.05
960	DEPRECIATION EXPENSE	328,988.60	300,000.00	0.00		0.00
TOTAL EXPENDITURES		1,415,727.21	2,004,131.00	1,222,010.95		60.97
Fund 591 - WATER FUND:						
TOTAL REVENUES		1,580,438.17	1,657,950.00	1,686,881.76		101.75
TOTAL EXPENDITURES		1,415,727.21	2,004,131.00	1,222,010.95		60.97
NET OF REVENUES & EXPENDITURES		164,710.96	(346,181.00)	464,870.81		134.29
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		7,780,084.50	7,935,966.00	7,944,662.23		100.11
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		7,464,242.44	8,190,453.00	5,960,057.24		72.77
NET OF REVENUES & EXPENDITURES		315,842.06	(254,487.00)	1,984,604.99		779.85

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 15, 2018 through January 21, 2018**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			2
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire		
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	2	6	1
	321	EMS Call excluding Veh. Accident			1
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	2	23	
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	363	Swift Water Rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			1
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			1
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	5	

	746	Carbon Monoxide Activation, NO CO			1
Severe Weather	812	Flood Assessment			
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			6	36	8
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - January 22, 2018 through January 28, 2018**


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	4	11	2
	321	EMS Call excluding Veh. Accident			2
	322	Motor Vehicle Acc. W/ Injuries	2	4	1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	2	20	
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
363	Swift Water Rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	420	Toxic Condition, Other			
	421	Chemical Hazard (No Spill or Leak)			
	422	Chemical Spill or Leak			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident	1	2	
440	Electric Wiring/Equipment Problem				

	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down	1	2	
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	1	2	
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			2
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			2
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional	1	3	

	746	Carbon Monoxide Activation, NO CO			
Severe Weather	812	Flood Assessment			
	813	Wind Storm, Tornado/Hurricane Assessment			
Special Incident Type					
	911	Citizen Complaint			
	9003	Affidavit Issued			
			13	46	9
		Total Response for Union Twp/City			

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: February 5, 2018

Policy Review: 2.1 Treatment of Consumers
Type of Review: Internal
Review Interval: Annual
Review Month: January, 2018

Policy Wording

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

Manager Interpretation

The Township Manager interprets this policy such that the Board of Trustees seeks to ensure application forms only elicits information that is necessary and that the information obtained will be appropriately protected from unauthorized access. Further, that consumers have a clear understanding of the service(s) to be provided and if unclear, a mechanism exists to gain a complete understanding; and, that regular office hours will be maintained to sufficiently serve the public.

Justification for reasonability

The interpretations are reasonable in that a balance needs to exist when interacting with the public that ensures adequate information is obtained to service the public and at the same time, as allowed by law, privacy is protected. Further, access to Township officials is required for the public to take care of their Township business.

Data

- Applications for services are reviewed to ensure they remain relevant and accurate.
- Sensitive information such as social security numbers are handled per federal and state guidelines.
- Citizen complaints are taken seriously by the Township Manager and when they occur, the Manager seeks to obtain information from all parties before responding to the complainant.

Compliance

The Township Management Team is in compliance with the policy as stated

Policy: 2.5 Financial Condition and Activities
Type: Internal
Occurrence: Quarterly
Date: December 2017

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 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.

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

Compliance

In compliance with policy as stated.



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees **DATE:** February 7, 2018

FROM: Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 2/14/2018

ACTION REQUESTED: Board of Trustees approval of a Service Agreement with ServiceMaster to perform custodial services in Township facilities for 3 (three) years and authorize the Township Manager to execute the requisite documents.

Current Action Emergency

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

Finance Approval MDS

BACKGROUND INFORMATION

Custodial services have been provided by an individual for approximately the last year. This individual notified the Township late last year that they were embarking on other endeavors. Since then, AWOL has been providing this service on a temporary basis. To secure a more permanent solution, the Township Administration sought competitive bids through the issuance of a request for proposal seeking firms to provide custodial services for Township facilities.

Two responses were received as follows:

	Year 1	Year 2	Year 3	Total Contact
ServiceMaster	10,199.80	10,199.80	10,199.80	\$30,599.40
Absolute!	12,736.36	13,276.12	13,716.04	\$39,728.52

The responses were reviewed by a three person team from the administration and interviews conducted with staff from ServiceMaster. Based on the responsiveness of the bid to the desired scope of services, price and interviews, it is recommended that the contract be awarded to ServiceMaster.

SCOPE OF SERVICES

The Township Hall and the Wastewater Treatment Plant will be cleaned twice a week. The Isabella Water Treatment plant will be cleaned once per week. Offices, restrooms, public areas, hallways and break rooms will be cleaned.

JUSTIFICATION

A high level of custodial services is necessary for the benefit of both employees and the public

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
- Health

COSTS

The annual expense is \$10,199.80 with the life of the contract expense totaling \$30,599.40. The expense will be allocated between the General, Water and Wastewater Funds as appropriate.

PROJECT TIME TABLE

ServiceMaster will commence providing custodial services on February 26, 2018.

RESOLUTION

RESOLVED, that the Service Agreement with ServiceMaster is approved and the Township Manager is authorized to execute said document(s) on behalf of the Township.

This resolution offered by board member _____

Supported by board member _____

Upon a roll call vote, the following voted: _____ Aye _____ No

The Resolution is declared adopted.

_____ Lisa Cody, Clerk

ServiceMaster

SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT

THIS AGREEMENT made this 14th day of February, 2018 by TNT LLC dba ServiceMaster by SMA and Charter Township of Union, 2010 S Lincoln, Mt Pleasant, Michigan 48858.

Whereas, ServiceMaster conducts a janitorial service rendered on an individual contract basis in commercial facilities, office buildings, schools, stores and other locations, as an independent business licensed by ServiceMaster Company Inc. ("Franchisor") and not as an agent or partner of its Franchisor.

Whereas, Client desires ServiceMaster to supply contract cleaning services to the properties commonly known as Township Hall, 2010 S Lincoln Rd; Waste Water Treatment Plant, 4511 E River Rd; and Isabella Rd. Water Treatment Plant, 5228 S Isabella Rd, Mt Pleasant, Michigan 48858.

NOW THEREFORE, the Parties agree as follows:

1. Task Schedule. Beginning on February 26, 2018, ServiceMaster will provide contract cleaning services for the areas to be serviced described in the "Task Schedule," a true and accurate copy of which is attached to this Agreement as Attachment A. ServiceMaster agrees that the janitorial services to be provided shall be conducted according to the guidelines agreed upon between the Client and ServiceMaster. Access to the facilities by ServiceMaster will be no earlier than 4:30 pm.
2. Personnel. All personnel furnished by ServiceMaster are employees of ServiceMaster, and ServiceMaster will pay all salaries and expenses of, and all applicable federal and state taxes relating to such personnel. For all purposes of this contract, ServiceMaster will be considered an independent contractor of the Client, and will not act as an agent, servant, or employee of the Client, or make any commitments or incur any obligations on behalf of the Client without its express written consent. Client may request the removal of any ServiceMaster employee whose conduct is unsatisfactory to Client. All personnel furnished by ServiceMaster performing work on Township properties will undergo a background check at the expense of ServiceMaster. All personnel furnished by ServiceMaster will have passed said background check per the criteria established by ServiceMaster. In no event will personnel furnished by ServiceMaster be allowed to work on Township property if they have had a felony conviction within the last 7 (seven) years or any felony conviction related to theft, or a violent crime.
3. Covenants. During the term of this Agreement and for one (1) year thereafter, the Client shall not directly or indirectly, hire any person employed by ServiceMaster. Client shall not, at any time disclose to any competitor any pricing or bid information designated as confidential by ServiceMaster.
4. Terms. The terms of the Task Schedule, may be modified at any time by mutual execution of written change orders by the parties. All executed change orders shall become part of this Agreement. ServiceMaster will give the Client thirty (30) days prior notice of any price change for services rendered pursuant to a change in the Task Schedule. Client will notify ServiceMaster of any changes in service times, any alterations to the furnishings, floor, wall or ceiling surfaces at the Client's premises, or any other change which affects the Task Schedule and consequently the contract price. This Agreement shall continue in effect from the date services are to begin, for a period of (1) year, and shall automatically renew for two (2) consecutive (1) one year periods unless terminated per paragraph nine (9).
5. Payment. The Client shall make payment to ServiceMaster for services rendered at the rate of see Exhibit A. The first billing will be made on the first day services are rendered and shall be

payable in fourteen (14) days. Subsequent billings and due dates will be monthly. Client's failure to pay the full amount due within thirty (30) days of any invoice shall, at the election of ServiceMaster, be deemed to be a default and termination without notice by Client. A late charge calculated at 1 ½ % per month will be charged to Client on any overdue unpaid balance. Client shall pay ServiceMaster its costs and expenses, including reasonable attorney's fees paid or incurred in enforcing the terms of this Agreement.

ServiceMaster

- 6. ServiceMaster will perform all services required under this Agreement, except when prevented by strike, lockout, act of God, accident or other circumstances beyond its control.
- 7. Insurance. ServiceMaster shall provide the insurance coverage set forth below, and deliver to Client certificates of insurance upon request:

Comprehensive Liability

Commercial General Liability \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate

Excess/Umbrella Liability of \$1,000,000.00

Workers Compensation Coverage: \$1, 0000,000.00 or as required by law.

Automobile \$1,000,000.00 combined single limit.

8. Termination. This Agreement may be terminated by either party by giving thirty (30) days written notice by certified mail, return receipt requested, addressed to the other party at the address indicated below. In the event thirty (30) days notice is not given, or if Client is deemed to have terminated by default by failing to tender payment when due, or by Client's conduct, which makes ServiceMaster's performance impossible (including a demand for the return of all Client's keys) then ServiceMaster shall have no obligation to continue its performance, and Client shall pay ServiceMaster an amount equal to an additional thirty (30) days of billing as liquidated damages. This additional thirty (30) days of billing shall be calculated from: a) the date upon which Contract Services are last performed; or b) the last date of the billing period during which any default or improper termination occurs, whichever is later.

- 10. This Agreement contains all of the covenants and agreements between the parties, and may not be modified except in writing, signed by both parties.

CLIENT

SERVICEMASTER

Print: _____

Print: __Jim Nosrant

Sign: _____ Date: _____
Authorized Agent

Sign: _____ Date _____
Authorized Agent

Charter Township of Union
2010 S Lincoln
Mt Pleasant, Mi 48858

ServiceMaster by SMA
9415 Northland Drive
Stanwood, Mi 49346

EXHIBIT A

Township Hall.....\$110.50 per week

Waste Water Treatment Plant.....\$42.25 per week

Isabella Road Treatment Plant.....\$43.40 per week



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shepherd Insurance, LLC. 111 Congressional Boulevard Suite 100 Carmel IN 46032	CONTACT NAME: Heather Cox PHONE (A/C, No, Ext): (317) 846-5554 E-MAIL ADDRESS: hcox@shepherdins.com	FAX (A/C, No): (317) 846-5444
	INSURER(S) AFFORDING COVERAGE	
INSURED TNT Central LLC dba ServiceMaster by SMA 9415 Northland Drive Stanwood MI 49346	INSURER A: Colony Specialty Insurance Co NAIC # 39993	
	INSURER B: Secura Insurance NAIC # 22543	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL174355750 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	Y	BNDR432017	4/3/2017	4/3/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY OWNED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Y	CA-3266025	4/3/2017	4/3/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			BNDR432107	4/3/2017	4/3/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC-3266026	4/3/2017	4/3/2018	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	CONTRACTORS POLLUTION LIABILITY			BNDR432107	4/3/2017	4/3/2018	OCCURRENCE 1,000,000 AGGREGATE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Automatic Additional Insured applies to General Liability and Auto Liability when required by written contract. Automatic Waiver of Subrogation applies to General Liability and Auto Liability when required by written contract. Mold is an included coverage.

CERTIFICATE HOLDER mstuhldreher@uniontownship Charter Township of Union 2010 S Lincoln Mt. Pleasant, MI 48858	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Heather Cox/HCOX <i>Heather Cox</i>
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CHARTER TOWNSHIP OF UNION

TASK SCHEDULES:

TOWNSHIP HALL, 2010 S. LINCOLN RD.

(Lobby, offices, hallways, board room and lunch area)

- *collect all waste materials and place trash in designated area
- *replace trash can liners as needed
- *dust all furniture including cabinets, counters, fixtures, etc.
- *vacuum all carpet, wall-to-wall
- *spot clean carpets
- *sweep and wet mop all composition tile floor areas
- *wipe/clean lunch area table/appliance surfaces, sinks and cupboards
- *clean and sanitize all door handles and light switches
- *clean and sanitize all phones (once per week)

(Restrooms)

- *sweep, mop and disinfect composition tile floor areas
- *clean and sanitize fixtures, wash basins, countertops, urinals, toilets, And toilet seats.
- *clean and polish all mirrors.
- *damp wipe walls, doors and partitions
- *replace trash can liners as needed
- *replenish paper and soap supplies as needed
- *clean and sanitize door handles and light switches

WASTE WATER TREATMENT PLANT, 4511 E. RIVER RD

(Lobby, offices, hallways, lab and lunch area)

- *collect all waste materials and place trash in designated receptacles
- *replace trash can liners as needed
- *dust all furniture including cabinets, counters, fixtures, etc. (excluding lab)
- *vacuum all throw rugs
- *wipe/clean lunch area table/appliance surfaces
- *sweep and mop all composition tile floor areas
- *clean and sanitize all door handles and light switches
- *clean and sanitize phones (once per week)

(Restrooms/locker room)

- *sweep, mop and disinfect composition tile floor areas
- *clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and Toilet seats and shower area

- *clean and polish mirrors
- *damp wipe walls, doors and partitions
- *replace trash can liners as needed
- *replenish paper and soap supplies as needed
- *clean and sanitize door handles and light switches

ISABELLA RD. WATER TREATMENT PLANT, 5228 S ISABELLA RD

(Lobby, offices, hallways, lab and lunch area)

- *collect all waste materials and place trash in designated receptacles
- *replace trash can liners as needed
- *dust all furniture including cabinets, counters, fixtures, etc.
- *vacuum all throw rugs
- *clean kitchen area countertops/appliances surfaces
- *sweep and mop all composition tile floor areas
- *clean and sanitize phones (once per week)

(Restroom/locker room)

- *sweep, mop and disinfect composition tile floor areas
- *clean and sanitize fixtures, wash basin, countertop, urinals, toilets, and toilet
Seats and shower area
- *clean and polish mirrors
- *damp wipe walls, doors and partitions
- *replace trash can liners as needed
- *replenish paper and soap supplies as needed
- *clean and sanitize door handles and light switches

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees **DATE:** 02/07/2018
FROM: Peter Gallinat Union Township Planner **DATE FOR BOARD CONSIDERATION:** February 14, 2018
ACTION REQUESTED: Introduce Rezoning Ordinance 2018-01, conduct a first reading. Vote to publish a notice of public hearing for adoption of Rezoning Ordinance 2018-01 on 03/13/2018 as recommended by the Planning Commission. (By roll call vote)

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

Last year this Board approved the rezoning of 6.08 acres of this parcel from I-2 (General Industrial) to R-1(Rural Residential) located on N. Harris (Crawford Rd.) PID 14-010-30-003-03. The purpose for the rezoning was to build a residential single family home. The applicant has applied for an additional 0.68 acres of the same parcel to be rezoned from I2 to R-1. The additional rezoning is needed for the lot to be split and a total of 3 separate single family houses built on 3 separate lots. The Planning Commission held a public hearing for this rezoning request on January 16, 2018. After careful deliberation the Planning Commission voted to recommend adoption of the rezoning application.

The rezoning application has been sent to the County Planning Commission for their review on February 8, 2018. Tonight’s meeting serves as an introduction of first reading of the proposed Ordinance to amend the Zoning Map. If the board does so choose to adopt the amendment the motion would be to publish a notice for a public hearing on the adoption of Ordinance 2018-01 at the March 14, 2018 Board of Trustees meeting.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The rezoning application has been recommended for approval by the Township Planning Commission.

PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with the request.
 (From Policy 1.0: Global End)

1. Community well-being and common good.

COSTS

N/A

PROJECT TIME TABLE

A rezoning application is done in a 3 step process. The first step is to introduce the Ordinance at a board meeting for a 1st reading. At this meeting the board votes to publish in the newspaper a public hearing for the adoption of the Ordinance at a future 2nd meeting. At the next meeting the board conducts the public hearing as advertized and votes to either adopt or reject the Ordinance. If adopted the notice of adoption in the newspaper is the 3rd and final step of the Ordinance rezoning application. The Ordinance takes effect (7) seven days after the publication date in the newspaper.

RESOLUTION

Authorization is hereby given to...

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

NOTICE: Charter Township of Union, Isabella County, Michigan
ORDINANCE # 2018-01
Rezoning

SUMMARY: An Ordinance to amend the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended, so as to rezone a portion of property located at N. Harris St.(Crawford Rd.) Rd.14-010-30-003-03 in Section 10 ,T14N-R4W, Union Township, Isabella County, State of Michigan from I2(General Industrial District) to R-1 (Rural Residential District)

The Charter Township of Union, Isabella County, Michigan, hereby ordains:

SECTION 1 – Amendment. The Zoning Map of the Charter Township of Union, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Union pursuant to Section 2.2, shall be amended so 0.68 acres of the property located at N. Harris St.(Crawford Rd.) Road 14-010-30-003-03, in Section 10, T14N-R4W, Union Township, Isabella County, State of Michigan, shall be rezoned to the R1 (Rural Residential) District.

SECTION II. – Title. This Ordinance shall be known and cited as the Charter Township of Union Ordinance Number 2018-01, amending the Zoning Map of the Charter Township of Union Zoning Ordinance, being Ordinance 1991-5, as amended.

SECTION III- Severability. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

SECTION IV – Effective Date. This Ordinance will take effect seven (7) days after publication.

This proposed Ordinance for the Charter Township of Union will be presented for public hearing and adoption by the Union Township Board of Trustees, at a regular meeting on March 14, 2018 at 7:00 p.m. at the Union Township Hall, 2010 S. Lincoln Rd., Mount Pleasant, Michigan. Comments concerning this Ordinance may be made in writing or in person to the Township Board at this address. A true copy of this Ordinance may be obtained or inspected on the township’s website,

<http://www.uniontownshipmi.com/BoardsandCommissions/PublicNotices.aspx>

Lisa Cody, Township Clerk

Ben Gunning, Supervisor

Morning Sun: *Please publish in a display ad in 8 pt. type, on Saturday 02/17/2018
Please send one affidavit of publication.*

To: Mark Stuhldreher - Township Manager	DATE: February 1, 2018
FROM: Patricia DePriest, Assessor	DATE FOR BOARD CONSIDERATION: February 14, 2018
ACTION REQUESTED: Approval of the 2018 Poverty Exemption Application and Guidelines used by the Board of Review when considering property tax exemption requests.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval _____

BACKGROUND INFORMATION

Each year the Board of Trustees are required to consider the approval of the application for tax exemption under Michigan Compiled Law 211.7u. MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893 states in pertinent part:

The principal residence of persons who, in the judgment of the Township Supervisor and the Board of Review, by reason of poverty are unable to contribute toward the public charges, is eligible for the exemption in whole or in part from taxation for.

In order to qualify, the taxpayer must complete an application each year and must meet the Federal poverty guidelines for total income in the household and an asset test set by the local unit. The board of Review is required to follow the policy and guidelines of Township in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines.

The application and guidelines are attached.

SCOPE OF SERVICES

The Board of Review must consider each poverty exemption application using the guidelines set forth in the poverty exemption application. The applicant can submit the application for consideration at the March, July, or December Board of Review meeting if granted the exemption only applies to the ad valorem property tax. Special Assessments such as, Recycling, drains, paving, water and sewer are still the responsibility of the taxpayer.

JUSTIFICATION

The individuals that are qualified for the exemption avoid the possibility that their residence could be forfeited for delinquent taxes.

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 total taxable value loss for 2018 tax year is estimated at Sixty Seven Thousand One Hundred Ninety-three Dollars (\$67,193) based on prior year applications. The total loss in revenue is Two Thousand One Hundred Eleven Dollars (\$2,111).

PROJECT TIME TABLE

NA

RESOLUTION

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

CHARTER TOWNSHIP OF UNION

Resolution for Adoption of Poverty Exemption and Guidelines

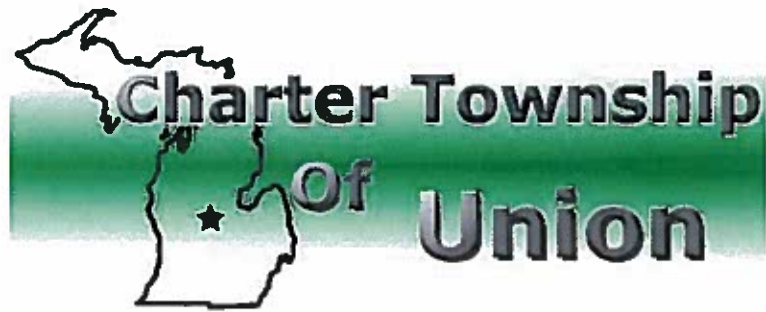
WHEREAS, the adoption of guidelines use by the Board of Review when reviewing applications for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Union, Isabella County adopts the following guidelines for the Board of Review to utilize. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy property as a principal residence for which an exemption is requested.
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence.
- 3) File a claim reporting that the net assets of all persons do not exceed the annual allowable income Guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification as requested.
- 5) Produce, as requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services and as listed herein. The annual allowable income includes income for all persons residing in the principal residence.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.



PETITION NO. _____

PARCEL ID NO. 14-- _____

2018

**APPLICATION FOR TAX EXEMPTION
(POVERTY- MCL 211.7u)**

THIS APPLICATION MUST BE FILLED OUT AS CAREFULLY AND COMPLETELY AS POSSIBLE. A COPY OF YOUR CURRENT FEDERAL AND MICHIGAN INCOME TAX RETURNS, WITH THE PROPERTY HOMESTEAD CREDIT FORM, MUST BE SUBMITTED FOR PROPERTY TAX RELIEF.

ALL INFORMATION SUPPLIED WILL BE KEPT CONFIDENTIAL.

COMPLETED FORMS MUST ACCOMPANY ALL APPLICATIONS.

APPLICATIONS SUBMITTED WITHOUT COMPLETED FORMS OR INCOME TAX INFORMATION WILL NOT BE PROCESSED

PLEASE READ THE FOLLOWING APPLICATION CAREFULLY.

Public Act 390 of 1994, being Michigan Compiled Laws (MCL) 211.7u, has greatly modified the Poverty Exemption Procedure.

The following Poverty Exemption Guidelines and Application were approved for use as the local standard by the Charter Township of Union Board of Trustee's on February 14, 2018

2018 Poverty Exemption Applications will be heard by Appointment Only
on

MARCH 12, 15, 2018

TUESDAY JULY 17, 2018

TUESDAY DECEMBER 11, 2018

Applicants may request a closed hearing due to the confidential nature of their financial affairs, health, status, etc....

**CHARTER TOWNSHIP OF UNION POVERTY
EXEMPTION APPLICATION GUIDELINES and
POLICY FOR APPLICANTS REQUESTING
CONSIDERATION FOR POVERTY EXEMPTIONS**

IMPORTANT- PLEASE READ

1. An applicant shall obtain the proper applications from the Township Assessor's Office. Persons with disabilities who need assistance to participate in Board of Review meetings may call the Assessing Office to make necessary arrangements for assistance. (989-772-4600 Ext. 230). A 48-hour advance notice is necessary for accommodation.
2. An applicant shall meet all of the following qualifications:
 - a. Be the owner of and occupy as a homestead the parcel for which an exemption is requested.
 - b. Produce a valid driver's license or other form of identification if requested by the Township Assessor or Board of Review.
 - c. Produce a deed, land contract, or other evidence of ownership of the property, if requested by the Township Assessor or Board of Review.
 - d. Meet the Federal or Local Poverty Guidelines.

<u>Number of Persons Residing in Homestead</u>	<u>Poverty Threshold</u>
1 person	\$12,140
2 persons	\$16,460
3 persons	\$20,480
4 persons	\$25,420
5 persons	\$29,420
6 Persons	\$33,740
7 persons	\$38,060
8 persons	\$42,380
For each additional person, add	\$ 4,320

- e. Submit current year's copies of the following, if applicable:
 - (1) Federal and State Income Tax Return- 1040, 1040EZ or 1040A.
 - (2) Senior Citizens Homestead Property Tax Form MI-1040CR-1.
 - (3) General Homestead Property Tax Claim MI-1040CR-4.
 - (4) Statement from the Social Security Administration.
 - (5) Statement from the Michigan Department of Social Services.
3. An applicant who is otherwise qualified shall not be granted exemption if the applicant owns any other parcel of real property, whether improved or not, in addition to his/her homestead dwelling.
4. Partial exemptions may be granted.

5. An applicant shall not be eligible for exemption if his/her liquid assets exceed 30% of the value of the homestead.
6. No exemption shall be given unless applicant completely fills out an application form for the year in question and returns it, in person, (except as noted in Item 1, above) to the Township Assessor's Office. If a question or statement does not apply, "N/A," for not applicable, may be written in the appropriate space.
 - a. Application shall not be signed until returned to the Township Assessor's office.
 - b. Application shall be signed in the presence of a staff person of the Charter Township of Union who is a notary public or signed in the presence of the Township Assessor or Board of Review member.
 - c. All requested tax returns must be attached to the application upon return to the Township Assessor's office. Upon approval from the Township Assessor or Board of Review, last year's copies of 10A through E may be acceptable. Upon request of the Township Assessor and/or Board of Review, the applicant shall be requested to provide an official copy of taxes from the Department of Treasury.
7. All applications shall be filed with the Township Assessor's office after January 1st but before the day prior to the last day of the Board of Review.
8. The Township Assessor and Board of Review shall consider applications based on the above items and may approve an application if it agrees with the intent of the above items and applicable governing laws.
9. Applications may be reviewed by the Board of Review without the applicant being present. However, the Board of Review may request that an applicant be physically present to respond to any questions the Board of Review or Township Assessor may have. This means that the applicant could be called to appear on short notice, and be sworn in, under oath, considering laws of perjury.
10. The applicant may need to answer questions regarding his/her financial affairs, health, and the status of people living in applicant's home before the Board of Review at a meeting which is open to and may be attended by the public. A closed session shall be granted upon request.
11. Because of the availability of the Homestead property tax credit and other government assistance programs, a poverty exemption generally will not be given for more than three years for each ownership, provided, however, the Board of Review has the discretion to grant a poverty exemption for more than three years under the provisions of paragraph 12.
12. The Board of Review has the discretion to deviate from the policy and guidelines as set forth upon a showing of substantial and compelling reasons. Any deviation from the policy and guidelines, and the reasons for such deviation, shall be communicated in writing to the applicant.

Adopted by The Charter Township of Union Board of Trustees at the regular meeting of February 14, 2018

CONFIDENTIAL

Charter Township of
Union
Poverty Exemption
Application

I, _____, being the owner and occupant of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act.

Please type or fill the application out in black or blue ink. If a question or statement does not apply, write in the appropriate area "N/A," (not applicable).

Have you applied for and/or received a Homestead Tax Exemption in previous years? Yes _____ No _____

		Exemption Received	
Year Applied	Year Received	Amount	Percentage

SECTION 1 -APPLICANT

Applicant's Name: _____ Age: _____

Driver's License Number or other form of identification _____

Marital Status: _____

Number of Dependents: _____ Ages of Dependents: _____

Property Identification Number: 14- _____

Property Address: _____

Phone: () _____ Current Assessment _____

SECTION 2 – REAL ESTATE

Are you (and/or spouse) the sole owner of the property for which the reduction is requested?
Yes _____ No _____

Is there a mortgage or land contract outstanding on your property? Yes ___ No ___

If so, what is your monthly mortgage or land contract payment?

() With Taxes _____ () Without Taxes _____

When will the mortgage or land contract be paid off? _____ Month ___ Year ___

What is the unpaid balance on the mortgage or land contract? \$ _____

Name of mortgage or land contract holder: _____

Do you use this property as your homestead? Yes _____ No _____

How long have you lived at this residence? _____

Do you own or are you buying any other property? _____

If so, list below:

Property Address	Name of Owner	Assessed Value	Amount and Date of Last Taxes Paid

Income earned from above property: \$ _____

SECTION 3(A) -APPLICANT

Name: _____ Social Security No. _____

Age: _____

Employment Status:

- () Employed Full-Time () Disabled - How Long? _____
() Employed Part-Time () Retired - How Long? _____
() Unemployed - How Long? _____ () Other- Explain _____
() Laid Off - How Long? _____

Occupation: _____
Name of Employer _____
Address: _____
Phone No: _____

Describe any disability or health problems you have. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

Can this be documented by a doctor's statement? If yes, explain. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

SECTION 3(B)- OTHER PERSON LIVING AT THE PROPERTY [Complete for each person living in household.]

Name _____ :- Social Security No. _____
Age: _____ Relationship to applicant: _____

Employment Status:

- | | |
|---|---|
| <input type="checkbox"/> Employed Full-Time | <input type="checkbox"/> Disabled - How Long? _____ |
| <input type="checkbox"/> Employed Part-Time | <input type="checkbox"/> Retired - How Long? _____ |
| <input type="checkbox"/> Unemployed - How Long? _____ | <input type="checkbox"/> Other- Explain _____ |
| <input type="checkbox"/> Laid Off- How Long? _____ | _____ |

Occupation: _____
Name of Employer: _____
Address: _____
Phone No: _____

Describe any disability or health problems you have. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

Can this be documented by a doctor's statement? If yes, explain. [OPTIONAL - Complete only to assist Board of Review if financial criteria not met.]

SECTION 4- LIST ALL INCOME: (Applicant and other person living in household)

SOURCE	MONTHLY AMOUNT	ANNUAL AMOUNT
WAGES/SALARY ESrrIPS		
SOCIAL SECURITY/SSI		
PENSION or RETIREMENT		
INTEREST and/or DIVIDENDS		
RENTAL INCOME		
BUSINESS or ROYALTY INCOME		
DISABILITY PAYMENTS		
GENERAL ASSISTANCEIADC		
ALIMONY		
CHILD SUPPORT		
UNEMPLOYMENT BENEFITS		
CLAIMS and/or JUDGMENTS FROM LAWSUITS		
INCOME FROM LAND CONTRACTS, ETC.		
OTHER INCOME FROM FAMILY		
WORKERS COMPENSATION		
OTHER:		
TOTAL PROJECTED INCOME FOR 2013		

SECTION 5- SAVINGS AND INVESTMENTS:

List all savings owned by applicant and spouse, including savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds or similar investments.

NAME OF FINANCIAL INSTITUTION OR INVESTMENTS	AMOUNT OF DEPOSIT	NAME OF ACCOUNT	VALUE OF INVESTMENT

SECTION 6- LIFE INSURANCE: List all policies held by applicant and spouse.

INSURED	AMOUNT OF POLICY	AMOUNT PAID MONTHLY	PAID UP POLICY	NAME OF BENEFICIARY	RELATIONSHIP TO INSURED

SECTION 7 - MOTOR VEHICLES IN HOUSEHOLD: (Licensed and/or unlicensed)

MAKE	YEAR	MONTHLY PAYMENT	BALANCE OWED

SECTION 8- LIST ALL PERSONS LIVING IN HOUSEHOLD:

LAST NAME	FIRST NAME	AGE	RELATIONSHIP TO CLAIMANT	PLACE OF EMPLOYMENT	CONTRIBUTION TO FAMILY INCOME

SECTION 9 - OTHER ASSETS:

List all other assets and values that are owned or controlled by applicant. (For example, boats, coin collection, antiques, silver, etc.)

TYPE OF ASSET	VALUE	OWNER

SECTION 10- DEBTS:

CREDITOR	PURPOSE OF DEBT	DATE OF DEBT	ORIGINAL AMOUNT	MONTHLY PAYMENT	BALANCE

MONTHLY EXPENSES: (Applicant and other persons living in household)

Utilities: _____ Food: _____ Phone: _____
 Clothing: _____ Heat: _____ Car Expense: _____

Medical/Health: _____
Other (Specify): _____

ATTACH CURRENT YEAR'S COPIES OF THE FOLLOWING FOR THE APPLICANT AND FOR ALL PERSONS LIVING IN HOMESTEAD IF APPLICABLE:

- A. FEDERAL AND STATE INCOME TAX RETURN -1040, 1040ez, OR 1040A.
- B. SENIOR CITIZENS HOMESTEAD PROPERTY TAX FORM MI-1040CR-1.
- C. GENERAL HOMESTEAD PROPERTY TAX CLAIM MI-1040CR-4.
- D. STATEMENT FROM THE SOCIAL SECURITY ADMINISTRATION.
- E. STATEMENT FROM THE MICHIGAN DEPARTMENT OF SOCIAL SERVICES.

REASON FOR REQUESTING EXEMPTION

I (we) feel that payment of the full property taxes on the above-described property will place an unreasonable burden on my (our) personal finances. I (we) am (are) applying for property tax relief in accordance with Section 211.7u, Michigan Compiled Laws. I (we) have read this application and understand it. I (we) declare that the answers provided are complete, true, and correct to the best of my (our) knowledge. I (we) further understand that if any information given is found to be false or incomplete, or if the property is sold within the year, any relief granted by this application may be forfeited and placed back on the assessment roll with the possibility of penalties and/or interest. I (we) also understand that any relief granted by this application is for the **CURRENT YEAR ONLY**

NOTICE: Any willful misstatements or misrepresentations made on this form may constitute perjury, which is a felony punishable by fine and/or imprisonment. Do not sign until witnessed by a Charter Township of Union office staff person; who is a notary public or the Township Assessor or a Board of Review member.

STATE OF MICHIGAN)
)ss
COUNTY OF ISABELLA)

The undersigned, being duly sworn, deposes and says that the statements made in the Application are true and that he/she has no money, income or property other than that mentioned.

Applicant

Applicant

Subscribed and sworn to before me this _____ day of _____ 2018.
Township Assessor, Board of Review Member, or Notary Public
Applications shall be returned before the day prior to the last day of the Board of Review.

Address: Charter Township of Union- Board of Review
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
(989) 772-4600

FOR BOARD OF REVIEW USE

Petition No. _____

Parcel No. _____

Disposition by Board of Review for a 2018 Poverty Exemption _____

Date: _____

Denied: _____

Approved: _____

Assessment Reduced To: _____

Chairperson

Member

Member

Decisions may be appealed to:

Michigan Tax Tribunal
PO Box 30232
611 W. Ottawa
Lansing, MI 48909
(517) 373-3003
www.michigan.gov/taxtrib

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** February 7, 2018
FROM: Kim Smith – Public Works Coordinator **DATE FOR BOARD CONSIDERATION:** February 14, 2018
ACTION REQUESTED: Approval of the bid from Peerless Midwest in the amount of \$39,021.68, for replacement of pitless adapter and 2018 budgeted well maintenance at the Mission Road Well Site - Well #9

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-933.100 No N/A

Finance Approval _____

BACKGROUND INFORMATION

Well #9, which is located at the Mission Road Well Site developed a leak in the pitless adapter. This well is currently out of service and will stay out of service until the pitless adapter is replaced. There is urgency to completing the repair as this well being out of service greatly reduces our overall well capacity and could lead to a critical situation should another well become inoperable.

The 2018, budget includes \$25,000 for the maintenance of one of the wells located at the Mission Road Well Site. This maintenance consists of pulling the well, cleaning, televising, and replacing the pump, motor, wire, and check valve. Our normal procedure for completing the maintenance work on a well would be to send out a RFP to Type 1 water well companies with a 30 day bid return and a two week board approval timeline.

Due to the necessity of pulling the well to complete the pitless repair I would like to complete the repair and maintenance for well #9 at the same time. By completing these together we save approximately \$4,000 for pulling and resetting the well, and more importantly doing them together reduces our overall down time of the well.

The overall cost to repair and perform maintenance on this well is \$39,021.68 and the breakdown is as follows:

Pitless Repair	\$16,676.00
Cleaning & Maintenance	\$22,345.68

Peerless Midwest has been awarded the well maintenance and repair work for the Township’s seven wells for several years. The reason for these awards has been the quality of the work, and lowest bid. In 2016, we received four bids for similar maintenance work done on well #7.

These bids were as follows:

Bidder	Amount
Raymer	\$33,466.50
Northern Pump and Well	\$23,210.00
Layne Northern	\$23,088.23
Peerless Midwest	\$18,030.70

SCOPE OF SERVICES

Pitless adapter replacement and scheduled well maintenance - Well #9, located at 4795 South Mission Road

JUSTIFICATION

I recommend that Peerless Midwest be awarded the pitless adapter repair as well as the scheduled maintenance for well #9 in the amount of \$39,021.68. This recommendation is based on the long history of successful repair and maintenance work performed by Peerless Midwest to the Township’s seven wells, and that their 2018 maintenance proposal cost is lower than the next lowest bid submitted in 2016 for similar work.

PROJECT IMPROVEMENTS

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

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

COSTS

Pitless Repair	\$16,676.00
Cleaning & Maintenance	\$22,345.68

This amount would be deducted from the water fund account number 591-536-933.100.

PROJECT TIME TABLE

2 -3 weeks required for delivery of pitless adapter/work to commence once pitless adapter received

RESOLUTION

Approve the bid from Peerless Midwest in the amount of \$39,021.68 for the replacement of well #9’s pitless adapter and well maintenance.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: February 5, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 2/14/2018
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.1 – Governing Style	

Current Action Emergency

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. 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 3.1 (Governing Style), are to be reviewed and monitored for compliance on an annual basis. Policy 3.1 is to be reviewed annually in January.

Attached to this memo is a complete copy of Policy 3.1

Board Policy 3.1– Governing Style

The Policy states:

The Board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 3.0

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

- Community well-being and common good

- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Use this evaluation form for discussion at the Board of Trustees Meeting on February 14, 2018.

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

1. Indicate item by item if you believe (Yes or No) that we are 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 we are not in compliance.

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

4. What do we need to learn or discuss in order to live by our policies more completely?

3.1 POLICY TITLE: *GOVERNING STYLE*

The board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

On any issue, the Board must insure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

Accordingly:

- 3.1.1 The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in *governing*. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board may use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute the individual judgments for the board's values.
- 3.1.2 The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.
- 3.1.3 The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
 - 3.1.3.1 In accordance with this discipline, the board will only allow itself to address a topic after it has answered these questions:
 - A. Whose issue is this? Is it the Board's or the Township Manager's?
 - B. Has the board dealt with this subject in a policy? If so, what has the board already said on this subject and how is this issue related? If the board has already addressed the matter, does the board wish to change what it has already said?
 - C. If the matter is several levels below board level, what is the broadest way to address this issue so that it is still under existing board policy? Does that policy suffice to deal with our concern?
 - 3.1.3.2 It is out of order for board members to talk about content until these questions of appropriateness are settled.
- 3.1.4 Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.

- 3.1.5 The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling its commitments.
- 3.1.6 The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Township Management Linkage categories.