



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**September 25, 2024**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda  
*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. September Monthly Activity Report (under separate cover)
  - C. Planning Commission, EDA, and ZBA updates by Community and Economic Development Director
  - D. Board Member Reports
10. CONSENT AGENDA
  - A. Communications
  - B. Minutes – September 11, 2024 – Regular Meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Consumers Energy Street Light Resolution

11. NEW BUSINESS

- A. Discussion/Action: (Nanney) Introduction and First Reading of the updated Zoning Ordinance – Signs
- B. Discussion/Action: (Nanney) Approve a Participation Agreement with the EDA Board for FY2025 funding to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the state Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extensions Project
- C. Discussion/Action: (Peters) 2024 Tax Rate Request (Form L4029) Resolution
- D. Discussion/Action: (Teall) FY 2024 Budget Amendment #1
- E. Discussion/Action: (Stuhldreher) Policy Governance 2.10 Communication and Support to the Board
- F. Discussion/Action: (Stuhldreher) Policy Governance 4.0 Global Board -Township Management Linkage
- G. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control
- H. Discussion/Action: (Board of Trustees) Board level Township Manager Performance Review of the Township Manager

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

*Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)*

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

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

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

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

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

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



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

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

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

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	Vacant		2/15/2025
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2025
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Vacant		12/31/2024
Alt #1	Vacant		12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025





## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Vacant		12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026

**2024 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Board of Trustees was held on September 11, 2024, at 7:00 p.m. at the Union Township Hall.

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

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

**Roll Call**

Present:

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

Excused: Treasurer Rice (arrived at 7:18 p.m.) and Clerk Cody (arrived at 7:18 p.m.)

**Approval of Agenda**

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

**Presentation**

**Public Hearing**

**Public Comment**

Open: 7:02 p.m.

No comments were offered.

Closed: 7:03 p.m.

**Reports/Board Comments**

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

**B. Board Member Reports**

Smith gave updates on the September 3<sup>rd</sup> Isabella County Commissioners work session meeting.

Mielke reported that Bryan Neyer, Chair of the Board of Review, has stepped down from the board due to selling his home and no longer living in Union Township.

**Consent Agenda**

- A. Communications
- B. Minutes – August 28, 2024 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

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

**New Business**

**A. Discussion/Action: (Smith) Water Main Extension Bid**

**\*7:18 p.m. Clerk Cody and Treasurer Rice arrived**

**Brown moved Smith supported to approve of the base bid from McGuirk Sand and Gravel Inc. for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA) Grant Division B Water Main Transmission and** <sup>006</sup>

Extensions Project in the amount of \$3,857,325.00 and authorize the Township Manager to sign the contract. **Roll Call Vote: Ayes: Mielke, Cody, Rice, Bills, Brown, Smith, and Thering. Nays: 0. Motion carried.**

**B. Discussion/Action: (Board of Trustees) Individual performance review of the Township Manager (tabled from the August 28, 2024 Meeting)**

Discussion by the Board

**EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE**

Open: 8:20 p.m.

Jennifer Graham from Gourdie Frasier, commented on her appreciation for Kim and her staff.

Closed: 8:22 p.m.

**MANAGER COMMENTS**

- If anyone has any questions, we have contracted a crew that is currently cleaning two (2) water towers and one ground storage tank.
- The Well Production that was approved August 14<sup>th</sup> has begun.

**FINAL BOARD MEMBER COMMENT**

Bills – Inquired about November 6<sup>th</sup> Absentee Voter Ballots.

Cody – commented on the deadlines to send out the absentee voter ballots.

Brown – In honor of 911 gave thanks to every Firefighter and Police officer that serves. We will not forget.

Bills – echoed Trustee Browns comment. Thankful for the good weather

Smith – agreed with Trustee Brown’s comment.

Rice – Taxes are due on September 16<sup>th</sup>. Thanked the Firefighters and Police Officers and thanked their families.

Mielke – September 28<sup>th</sup> is clean-up day for the Township. Asked for anyone available to volunteer their time to contact Tera.

**ADJOURNMENT**

Rice moved **Smith** supported to adjourn the meeting at 8:30 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Bryan Mielke, Supervisor**

*(Recorded by Tera Green)*

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/16/2024	101	732 (E)	00146	CONSUMERS ENERGY	1876 S LINCOLN RD	17.79
					2055 ENTERPRISE DRIVE MAIN	202.64
					4511 E RIVER RD	13,976.21
					2010 S LINCOLN L4	84.93
					STREET LIGHTS	2,019.99
					48858 LED LIGHT	516.37
					2279 S MERIDIAN PUMP HOUSE	24.57
						<u>16,842.50</u>
09/25/2024	101	25766	01358	21ST CENTURY MEDIA-MICHIGAN	PUBLIC NOTICE-TEXT AMENDMENTS ORD	192.15
					PUBLIC NOTICE-REPEAL OUTDATED ORDINANCES	219.68
					SUMMARY OF BOARD MEETINGS-JUL 2024	137.00
					PUBLIC NOTICE-SPECIAL USE PERMIT	201.33
						<u>750.16</u>
09/25/2024	101	25767	01703	AMAZON CAPITAL SERVICES	DESKTOP WHITEBOARD/STICKY NOTES	35.18
					REPLACE FORD ESCAPE TAIL LIGHT	108.23
					BULL FLOAT FINISHING TOOL	175.00
						<u>318.41</u>
09/25/2024	101	25768	01893	ASPLUNDH TREE EXPERT	REFUND SEC DEPOSIT-JAMESON HALL	250.00
09/25/2024	101	25769	00059	JOHN BEBOW	CLOTHING ALLOWANCE REIMBURSEMENT	100.00
09/25/2024	101	25770	00066	BILL'S CUSTOM FAB, INC.	CUT LABOR FOR TERTIARY BLDG	13.93
09/25/2024	101	25771	00072	BLOCK ELECTRIC	FIX TIMER-PAVILION LIGHTS&MOTION SWITCHE	401.06
					POWER TO BRAY VALVE-DEERFIELD WELL SITE	187.50
					POWER TO NEW CPU-MERIDIAN WELL SITE	1,410.00
						<u>1,998.56</u>
09/25/2024	101	25772	00095	C AND C ENTERPRISES INC	PAPER TOWEL/TOILET BOWL CLEANER-TWP HALL	139.85
					JANITORIAL SUPPLIES-TWP HALL	210.75
						<u>350.60</u>
09/25/2024	101	25773	01309	CGS, INC	RESPIRATOR TRAINING & FIT TESTING	1,103.50
					FIRST AID/CPR/AED TRAINING	1,717.40
						<u>2,820.90</u>
09/25/2024	101	25774	00129	CMS INTERNET, LLC	WIRELESS MOUSE-PLANNING/ZONING	22.99
					MICROSOFT 365 ANNUAL LICENSE-ACCT SPECIA	65.95
					MICROSOFT 365 ANNUAL LICENSE-ASSESSING	72.84
						<u>161.78</u>
09/25/2024	101	25775	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-AUG 2024	2,977.98
09/25/2024	101	25776	01242	CULLIGAN WATER	BOTTLED WATER FOR WTR/SWR DEPTS	35.25
					BOTTLED WATER-MCDONALD PARK	19.00
						<u>54.25</u>
09/25/2024	101	25777	00195	EJ USA, INC	FIRE HYDRANTS	1,377.50

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 09/12/2024 - 09/25/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/25/2024	101	25778	00201	ELHORN ENGINEERING COMPANY	BULK CHLORINE	4,193.00
09/25/2024	101	25779	00209	ETNA SUPPLY COMPANY	TILE TAPE/T-BOLTS & GASKETS/MEGALUG FITT RPZ WITH BALL VALVE/REDUCED PRESSURE VES BRASS COUPLING/BRASS NIPPLE/BOILER DRAIN	3,202.51 1,200.00 126.90 <u>4,529.41</u>
09/25/2024	101	25780	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	13,310.86
09/25/2024	101	25781	00261	GRAINGER	SLOW CLOSING SOLENOID VALVE	1,075.57
09/25/2024	101	25782	00262	GRAND TRAVERSE RUBBER SUPPLY	CAMLOCK/PUNCH LOCK CLAMP HD DISCHARGE HOSE/PUNCH LOCK CLAMPS	75.76 359.80 <u>435.56</u>
09/25/2024	101	25783	01746	TERA GREEN	MILEAGE TO/FROM BANK -AUG 2024	43.42
09/25/2024	101	25784	00290	HOTSY OF MID-MICHIGAN	HYDRO TWISTER SURFACE CLEANER	1,095.00
09/25/2024	101	25785	01721	HYDROCORP	LEAD SERVICE LINE IDENTIFICATION LEAD SERVICE LINE IDENTIFICATION	2,286.00 1,354.50 <u>3,640.50</u>
09/25/2024	101	25786	01991	I-DEAL ASPHALT SEALCOATING	BROADWAY WTR TOWER-SEALCOAT MERIDIAN WELL SITE-SEALCOAT RIVER ROAD BLDG-SEALCOAT UPPER PARKING LOT-TWP HALL-SEALCOAT	1,030.00 512.00 388.00 2,186.00 <u>4,116.00</u>
09/25/2024	101	25787	00307	IDEXX DISTRIBUTION, INC	COLISURE/VESSELS FOR WATER LAB TESTING	2,215.42
09/25/2024	101	25788	00324	ISABELLA CORPORATION	PEA STONE-TOPSOIL-FILL SAND FOR CLEANUPS	1,900.00
09/25/2024	101	25789	01455	JENNIFER LOVEBERRY	MILEAGE TO/FROM TWP HALL 1/1/24-8/30/24	313.56
09/25/2024	101	25790	01992	MALLEY CONSTRUCTION INC	GRAVEL-WATER MAIN REPAIR-BELMONT&NATIONA	200.00
09/25/2024	101	25791	00405	METTLER-TOLEDO, INC.	MAINTENANCE & CALIBRATION	1,074.30 V
09/25/2024	101	25792	00420	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES 7/1/24-6/30/25	200.00 V
09/25/2024	101	25793	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	CROSS CONNECTION-ALL TWP SITES	60.00 V
09/25/2024	101	25794	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FORKLIFT MAINTENANCE	236.61 V
09/25/2024	101	25795	01895	ELIZABETH ANNE MURPHY	REFUND SEC DEPOSIT-JAMESON HALL RENTAL	250.00 V
09/25/2024	101	25796	00131	PERCEPTIVE CONTROLS INC	SUPPORT/TESTING/CLEAN-UP/PROGRAMMING	1,332.00 V
09/25/2024	101	25797	01994	JACOB PLONT	MILEAGE TO WTR MAIN BRK/HOME-8/24/24	25.46 V
09/25/2024	101	25798	01993	JULIAN QUEZADA	MILEAGE TO WTR MAIN BRK/HOME-8/24/24	20.10 V
09/25/2024	101	25799	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-AUG 2024	527.14 V

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 09/12/2024 - 09/25/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: Voided Check Range	Void Utility	
					JANITORIAL SERVICES WWTP-AUG 2024	316.29 V
				Void Reason: Voided Check Range	Void Utility	
					JANITORIAL SERVICES WTR PLANT-AUG 2024	316.29 V
				Void Reason: Voided Check Range	Void Utility	
					CARPET CLEANING-TWP HALL FINANCE OFFICE	200.00 V
				Void Reason: Voided Check Range	Void Utility	
						<u>1,359.72</u>
09/25/2024	101	25800	00597	SHERWIN WILLIAMS	TRAILER PAINT	31.44 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25801	01979	SMART BUSINESS SOURCE	TAPE & LABELS	80.21 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25802	01542	STERICYCLE, INC.	PAPER SHREDDING-AUG 2024	89.09 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25803	00629	STU'S ELECTRIC MOTOR	BALL BEARING SHOP SUPPLIES	607.00 V
				Void Reason: Voided Check Range	Void Utility	
					BALL BEARING/SWITCH	138.00 V
				Void Reason: Voided Check Range	Void Utility	
						<u>745.00</u>
09/25/2024	101	25804	01995	KRISTEN TELFOR	ESCROW DEPOSIT REFUND	278.66 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25805	01660	MARK THEISEN	MILEAGE TO WTR MAIN BREAK/HOME 8-24-24	20.10 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25806	01654	TRACE ANALYTICAL LABORATORIES INC	HG MINIMIZATION-ROUND 1	217.00 V
				Void Reason: Voided Check Range	Void Utility	
					MONTHLY SELENIUM SAMPLE-AUG 2024	29.00 V
				Void Reason: Voided Check Range	Void Utility	
						<u>246.00</u>
09/25/2024	101	25807	00668	UNITED PARCEL SERVICE	SHIPPING FOR WATER SAMPLE TESTING-WTR	10.94 V
				Void Reason: Voided Check Range	Void Utility	
09/25/2024	101	25808	01013	USA BLUE BOOK	PEDESTAL BASE POWDER COAT	1,297.90 V
				Void Reason: Voided Check Range	Void Utility	
					WALL MOUNT BASE POWDER COAT	781.17 V
				Void Reason: Voided Check Range	Void Utility	
						<u>2,079.07</u>
09/25/2024	101	25809	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE TWP HALL-SEP 2024	74.88 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE MCDONALD PARK-SEP 2024	150.61 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE WWTP-SEP 2024	287.75 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE SHOP-SEP 2024	49.71 V
				Void Reason: Voided Check Range	Void Utility	
					DUMPSTER SERVICE WTR PLANT-SEP 2024	125.67 V

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 09/12/2024 - 09/25/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
				Void Reason: Voided Check Range Void Utility		
					DUMPSTER SERVICE JAMESON HALL-AUG 2024	120.83 V
				Void Reason: Voided Check Range Void Utility		
						<u>809.45</u>
09/25/2024	101	25810	00405	METTLER-TOLEDO, INC.	MAINTENANCE & CALIBRATION	1,074.30
09/25/2024	101	25811	00420	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES 7/1/24-6/30/25	200.00
09/25/2024	101	25812	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	CROSS CONNECTION-ALL TWP SITES REPAIRS WATER MAIN-BELMONT DR	60.00 <u>1,120.00</u>
						1,180.00
09/25/2024	101	25813	01274	MORRISON INDUSTRIAL EQUIPMENT CO	FORKLIFT MAINTENANCE	236.61
09/25/2024	101	25814	01895	ELIZABETH ANNE MURPHY	REFUND SEC DEPOSIT-JAMESON HALL RENTAL	250.00 V
				Void Reason: NSF CHECK WRITTEN FOR DEPOSIT		
09/25/2024	101	25815	00131	PERCEPTIVE CONTROLS INC	SUPPORT/TESTING/CLEAN-UP/PROGRAMMING	1,332.00
09/25/2024	101	25816	01994	JACOB PLONT	MILEAGE TO WTR MAIN BRK/HOME-8/24/24	25.46
09/25/2024	101	25817	01993	JULIAN QUEZADA	MILEAGE TO WTR MAIN BRK/HOME-8/24/24	20.10
09/25/2024	101	25818	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES TWP HALL-AUG 2024 JANITORIAL SERVICES WWTP-AUG 2024 JANITORIAL SERVICES WTR PLANT-AUG 2024 CARPET CLEANING-TWP HALL FINANCE OFFICE	527.14 316.29 316.29 <u>200.00</u>
						1,359.72
09/25/2024	101	25819	00597	SHERWIN WILLIAMS	TRAILER PAINT	31.44
09/25/2024	101	25820	01979	SMART BUSINESS SOURCE	TAPE & LABELS	80.21
09/25/2024	101	25821	01542	STERICYCLE, INC.	PAPER SHREDDING-AUG 2024	89.09
09/25/2024	101	25822	00629	STU'S ELECTRIC MOTOR	BALL BEARING SHOP SUPPLIES BALL BEARING/SWITCH	607.00 <u>138.00</u>
						745.00
09/25/2024	101	25823	01995	KRISTEN TELFOR	ESCROW DEPOSIT REFUND	278.66
09/25/2024	101	25824	01660	MARK THEISEN	MILEAGE TO WTR MAIN BREAK/HOME 8-24-24	20.10
09/25/2024	101	25825	01654	TRACE ANALYTICAL LABORATORIES INC	HG MINIMIZATION-ROUND 1 MONTHLY SELENIUM SAMPLE-AUG 2024	217.00 <u>29.00</u>
						246.00
09/25/2024	101	25826	00668	UNITED PARCEL SERVICE	SHIPPING FOR WATER SAMPLE TESTING-WTR	10.94
09/25/2024	101	25827	01013	USA BLUE BOOK	PEDESTAL BASE POWDER COAT WALL MOUNT BASE POWDER COAT	1,297.90 <u>781.17</u>
						2,079.07
09/25/2024	101	25828	00703	WASTE MANAGEMENT OF MICHIGAN INC	DUMPSTER SERVICE TWP HALL-SEP 2024 DUMPSTER SERVICE MCDONALD PARK-SEP 2024 DUMPSTER SERVICE WWTP-SEP 2024 DUMPSTER SERVICE SHOP-SEP 2024 DUMPSTER SERVICE WTR PLANT-SEP 2024 DUMPSTER SERVICE JAMESON HALL-AUG 2024	74.88 150.61 287.75 49.71 125.67 <u>120.83</u>
						809.45

101 TOTALS:

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 64 Checks:						85,221.17
Less 20 Void Checks:						10,318.15
Total of 44 Disbursements:						<u>74,903.02</u>



<b>Charter Township of Union</b> <b>Payroll</b>
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**Check Date: 09/12/2024**  
**Pay Period End Date:09/07/2024**

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	43,204.86
Fire Fund		
EDDA		
WDDA		
Sewer Fund		38,180.98
Water Fund		33,519.86
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b><u>114,905.70</u></b>

**NOTE: CHECK TOTAL FOR TRANSFER**

BS&A Gross Payroll	\$	77,021.42
Employer Share Medicare		1,066.02
Employer Share SS		4,558.02
SUI		32.83
Pension-Employer Portion		6,504.86
Workers' Comp		448.49
Life/LTD		606.27
Dental		1,360.64
Health Care		25,861.87
Vision		383.32
Vision Contribution		(191.65)
Health Care Contribution		(2,746.39)
Flex Administrators		
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b><u>114,905.70</u></b>

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CONFIRMATION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACH NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_



# Union Township Report

Date: Tuesday, September 10, 2024



Alarm Date between 2024-09-01 and 2024-09-07

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000666</b>						
		9/1/2024 10:43:56 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000668</b>						
		9/1/2024 11:09:00 AM	311	Medical assist, assist EMS crew	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000669</b>						
		9/1/2024 8:30:00 PM	350	Extrication, rescue, other	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000674</b>						
		9/3/2024 7:06:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
		9/3/2024 7:06:00 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000676</b>						
		9/4/2024 2:51:55 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
		9/4/2024 2:51:55 AM	321	EMS call, excluding vehicle accident with injury	C 31	1	1
						<b>Total Responding 3</b>	
<b>Union Township</b>	<b>0000685</b>						
		9/5/2024 1:10:48 PM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>	<b>0000687</b>						
		9/6/2024 11:41:57 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs</b> 7					<b>Total Responding 16</b>	

**Note: Alarms**

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



# Union Township Report

Date: Tuesday, September 17, 2024



Alarm Date between 2024-09-08 and 2024-09-14

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
<b>Union Township</b>	<b>0000689</b>						
		9/8/2024 6:52:34 PM	561	Unauthorized burning	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000697</b>						
		9/11/2024 12:52:14 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>	<b>0000698</b>						
		9/11/2024 11:57:45 PM	424	Carbon monoxide incident	ENG 33	2	1
						<b>Total Responding 2</b>	

<b>Union Township</b>		<b>0000702</b>					
		9/12/2024 7:29:44 AM	130	Mobile property (vehicle) fire, other	ENG 33	2	4
		9/12/2024 7:29:44 AM	130	Mobile property (vehicle) fire, other	C 31	1	4
		9/12/2024 7:29:44 AM	130	Mobile property (vehicle) fire, other	CHIEF	1	4
		9/12/2024 7:29:44 AM	130	Mobile property (vehicle) fire, other	ENG 31	2	4
		9/12/2024 7:29:44 AM	130	Mobile property (vehicle) fire, other	POV	5	4
						<b>Total Responding 11</b>	
<b>Union Township</b>		<b>0000703</b>					
		9/12/2024 2:50:33 PM	531	Smoke or odor removal	ENG 33	2	1
						<b>Total Responding 2</b>	
<b>Union Township</b>		<b>0000706</b>					
		9/13/2024 9:40:27 AM	323	Motor vehicle/pedestrian accident (MV Ped)	ENG 33	2	1

							<b>Total Responding 2</b>
<b>Union Township</b>	<b>0000708</b>						
		9/13/2024 2:33:15 PM	322	Motor vehicle accident with injuries	ENG 33	2	1
						<b>Total Responding 2</b>	
	<b>Total Runs 7</b>						<b>Total Responding 23</b>

**Note: Alarms**

**1=Duty Crew**

**2=Paged Off Duty Full-time**

**3=Paged Paid-on-Call Firefighters**

**4=Paged All**

**To:** Board of Trustees **DATE:** September 12, 2024  
**FROM:** Mark Stuhldreher, Township Manager **DATE FOR BOARD CONSIDERATION:** 9/25/2024  
**ACTION REQUESTED:** To adopt a resolution to change the Consumers Energy Company streetlighting agreement dated October 24, 2018 to add a new streetlight on an existing pole at the intersection of S. Lincoln Road and E. Broomfield Road, and to authorize the Township Manager to sign the Authorization for Change Form 547.

Current Action  Emergency

Funds Budgeted: If Yes  Account #250-728-967.400 No  N/A

**BACKGROUND INFORMATION**

With funding support from the Township and other sources, the County Road Commission completed the reconstruction and repaving of the S. Lincoln Road – E. Broomfield Road intersection in late 2022. The roadway improvements have been well-received by Township residents and businesses in the area, but the lack of overhead lighting at the intersection has also generated some complaints about poor visibility at night. Several West Downtown Development Authority District businesses that generate regular truck traffic through this intersection have also commented to staff about the lack of light and associated safety concerns at this intersection.

Prior to the reconstruction, the intersection was lit by a wire-mounted overhead light that also served as a traffic control device at this four-way stop intersection. This fixture was removed by the Road Commission during construction and not replaced. Without overhead lighting, there is a significantly increased potential for safety hazards for motorists, pedestrians, and cyclists at the intersection in low-light conditions.

In response to a request by the Community and Economic Development Director, Consumers Energy evaluated the site and prepared a proposal to add a new pole-mounted streetlight at this location. The 16-foot-long streetlight arm and LED light fixture are proposed to be installed on an existing pole on the southeast corner of the intersection, so the installation cost is quite low at \$100.00.

The site is within the E. Broomfield Road right-of-way that is part of the West Downtown Development Authority (WDDA) District. The WDDA Fund budget for Street/Road Projects (#250-728-967.400) has more than sufficient funds available for both the installation and the anticipated operating costs of this streetlight.

In accordance with the Board’s Governance Policy #2.5.6, this would normally be an action subject to authorization by the Township Manager. However, Consumers Energy requires documentation of adoption by the Board of Trustees of a resolution to authorize adding this streetlight to the Township’s account before the company will proceed forward with this project.



**SCOPE OF SERVICES**

Adoption of a resolution to change the Consumers Energy Company streetlighting agreement dated October 24, 2018 to add a new streetlight on an existing pole at the intersection of S. Lincoln Road and E. Broomfield Road.

**JUSTIFICATION**

Adoption of the resolution by the Board of Trustees is a necessary step for Consumers Energy to be able to begin work to prepare for and install a new streetlight on an existing pole at the intersection of S. Lincoln Road and Independence Drive.

**GOALS ADDRESSED**

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

- 3. Health and Safety**
- 5. Commerce**

Adoption of the resolution would help to establish a safer circumstance at this intersection for pedestrians, bicyclists, truck drivers, and motorists (1.3.1), and would help to support a healthy business climate in the West DDA District (1.5).

**COSTS**

\$100.00 for installation, plus customary monthly charges for electricity

**TIMETABLE**

If adopted by the Board of Trustees, a copy of the resolution as certified by the Clerk would be promptly provided to the Consumers Energy Company with the other required documentation of Township authorization for this project.

**RESOLUTION**

To adopt a resolution to change the Consumers Energy Company streetlighting agreement dated October 24, 2018 to add a new streetlight on an existing pole at the intersection of S. Lincoln Road and E. Broomfield Road, and to authorize the Township Manager to sign the Authorization for Change Form 547.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING  
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103034816506

Consumers Energy Company is authorized as of \_\_\_\_\_ by the Charter Township of UNION, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Charter Township of UNION, dated 10/24/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/24/2018 shall remain in full force and effect.

Notification Number(s): 1069404151

Comments: 11666497

Charter Township of UNION

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed)

Its: \_\_\_\_\_

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Charter Township of UNION, dated 10/24/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board; and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Charter Township.

STATE OF MICHIGAN  
COUNTY OF ISABELLA

I, \_\_\_\_\_, clerk of the Charter Township of UNION do hereby certify that the foregoing resolution was duly adopted by the

commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

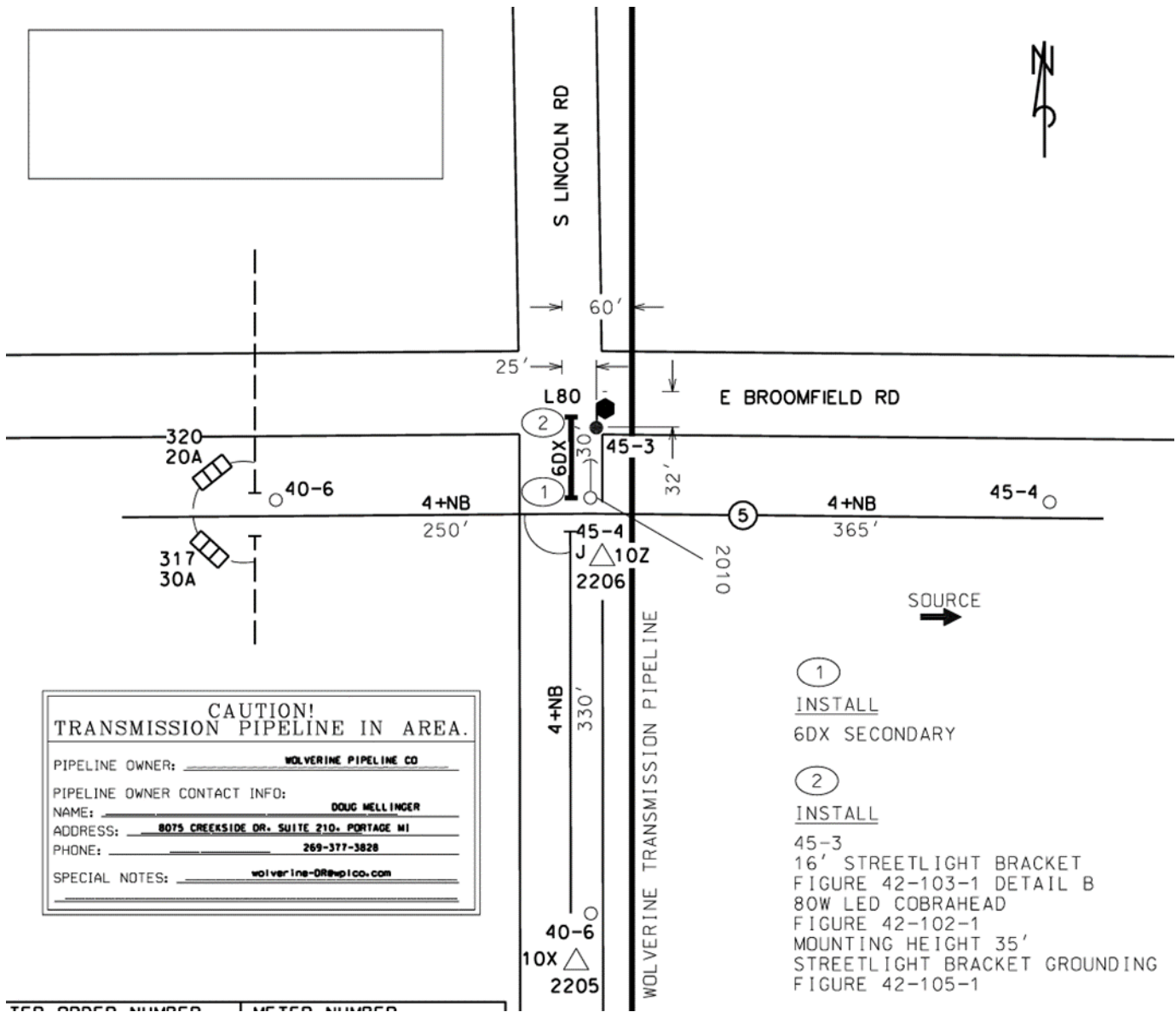
\_\_\_\_\_

\_\_\_\_\_

Municipal Customer Type: Charter Township

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 80 watt LED White Cobrahead NA to Install at location 2;





A CMS Energy Company

**CEM Support Center**

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

September 9, 2024

NOTIFICATION #:  
1069404151

CHARTER TOWNSHIP OF UNION  
2010 S LINCOLN RD  
MOUNT PLEASANT, MI 48858-9036

REFERENCE: S LINCOLN RD E BROOMFIELD RD, MOUNT PLEASANT

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	\$	-
Installation Charge:	\$	100.00
Additional Costs		
<b>Total Estimated Cost:</b>	<b>\$</b>	<b>100.00</b>
Less Prepayment Received:	\$	-
<b>Total Estimated Cost Due:</b>	<b>\$</b>	<b>100.00</b>

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Gabriel Poletti at 810-760-3485



A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have developed the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

- 1) Service Location: A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
- 2) Meter Socket: Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
- 3) Payment: An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
- 4) Site Conditions: The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
- 5) Staking: To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
- 6) Mobile Home or Temporary Service: If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
- 7) Construction Repair: If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
- 8) **ELECTRICAL INSPECTION: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS**
- 9) Additional Charges: Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
- 10) Joint Trenching: Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
- 11) Usage Rate: Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

If you have any questions regarding these requirements please direct inquiries to:

Gabriel Poletti at 810-760-3485

## Customer Site Readiness Photo Instructions Electric Overhead and Underground Service



Before Consumers Energy can install your service, your site must pass the Company's site readiness check. To prepare for this milestone, you must return a signed and completed **GO-READY Checklist** (attached to your invoice) along with site readiness photos.

Submit the checklist and photos to email address: <mailto:poboxservicerequest@cmsenergy.com> or to your assigned project coordinator. In the subject line, include the site address and the Consumers Energy assigned notification number.

**Site readiness photo submission is a regulatory requirement. When submitting, follow the requirements in this document.**

---

### Requirements for Site Readiness

For electric metering requirements, refer to [Electric Service and Metering Information and Requirements, Section 10-12](#).

#### New Business Electric Service

- Meter socket inspection and approval is required. Acceptable approval methods are a sticker on the meter socket, or an email or verbal approval from your inspector.
- Electrical metering equipment shall not be adjacent to gas pipes or closer than 3 feet to a gas meter and/or fuel source.
- If there are multiple meters, the meter sockets must be labeled with the address or unit number using address stickers or Consumers Energy aluminum meter tags.
- Site must be (at a minimum) to rough grade. Meter must be installed 3 feet 6 inches to 5 feet above final grade.
- Permanent services must be installed securely on the residence and temporary power will be removed.
- The customer shall furnish suitable support for CE service drop attachment and in no case will CE be responsible for the damage to any building or structure to which a service drop attachment is made.
- Meter location must maintain 5 feet of horizontal and 3 feet of vertical clearance to decks, fire escapes, or other similar installations.
- Meter and mast location must maintain 3 feet of clearance to windows in any direction for overhead electric service.
- Meter base is to be securely installed at a Consumers Energy approved location on the customer's premise.
- A 12-foot-wide clear proposed service pathway is required from the meter location to the source for direct-buried underground service. If a 12-foot clearance is not possible due to lot size/constraints, identify the maximum width of the clear path and discuss alternate installation methods with your Project Coordinator.
- Customer supplied pedestal must be installed for mobile homes, basement homes and well houses. Pedestal must conform to CE requirements. Contact your Project Coordinator for Consumers Energy's electric meter pedestal requirements.
- Multi-meter/brackets are not to be mounted on customers' switchboards, cubicles, or metal frames without obtaining the Company's approval.
- Meters and customer service equipment for two or more customers occupying apartments or offices in the same building are to be grouped in one location.
- Meters and customer service equipment for two or more customers occupying apartments or offices in the same building are to be grouped in one location.
- The service equipment must be readily accessible and shall not be located in areas where the only entrance is through a trap door, by ladder, or in any location difficult to enter in an emergency, nor in wet, dirty, or cramped areas.
- The customer shall install the metering equipment and pedestal to meet the minimum clearance requirements below unless Consumers Energy requires a greater clearance.
  - 3 feet minimum around the metering pedestal.
  - 5 feet minimum in front of the metering equipment.
- Private utilities must be marked.

#### Electric Meter/Service Relocate

##### Follow the requirements for New Business.

- Meter will not be installed in a new location unless the customer's meter socket is visible in submitted photos. Otherwise, if the Project Coordinator releases the work to be completed by our distribution crews, then only the new service line will be installed.
  - The customer will be without a meter and electric supply to their property until the customer's meter socket is installed and the Project Coordinator is notified of the installation.
- If the meter is not being relocated or coordination is for the same day, communication to be facilitated with Project Coordinator.



### Electric Meter Upgrade

- Meter location to show current meter/meter bracket.
- Photo must be taken at least 5 feet back to show a clear view of the meter location from ground to meter or overhead service to meter depending on the type of service installed at said location.
- If the service wire needs to be upgraded, a 12-foot-wide clear proposed service pathway is required from the meter location to the source for direct-buried underground service. If a 12-foot clearance is not possible due to lot size/constraints, identify the maximum width of the clear path and discuss alternate installation methods with your Project Coordinator.

### Electric Meter Set

#### Follow the requirements for Meter Upgrade.

- The customer must inform Consumers Energy specifically which meter(s) need(s) to be set for the initial request.
- Customer supplied pedestal must be installed for mobile homes, basement homes and well houses. Pedestal must conform to CE requirements. Contact your Project Coordinator for Consumers Energy's electric meter pedestal requirements.
- Multi-meter/brackets are not to be mounted on customer's switchboards, cubicles, or metal frames without obtaining the Company's approval.
  - All newly constructed private families (i.e., single-family homes) and multifamily (i.e. apartments) shall have separately metered households.
  - Multiple meters, the meter socket must be labeled with the address or unit number.
  - The meter bank area is clear of debris.

### Retire/Renew Electric Service

#### Follow the requirements for New Business.

- The meter area and service path must be clear of debris to retire the service. Crews must be able to access the service/meter.

### Temporary Electric Service

#### Follow the requirements for New Business.

- See requirements in [Electric Service and Metering Information and Requirements](#), Section 10-4-3, Temporary Service.

## Photo Instructions – Electric

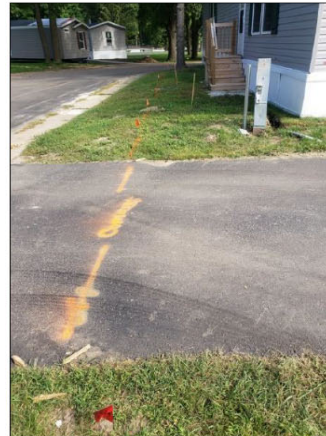
Site readiness photo submission is a regulatory requirement.



Rough grade.



Clear pathway from meter location to street.



Private utilities marked or flagged.





Meter location marked.



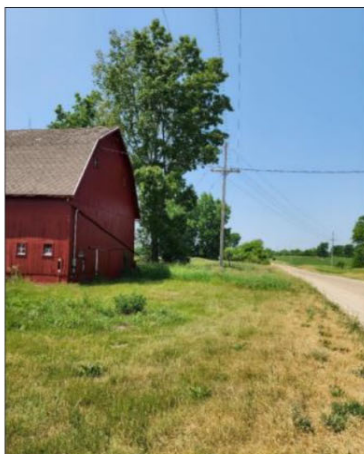
Meter installed 3 feet 6 inches to 5 feet above final grade.



Multiple meter labelling. Meters must be labelled with address or unit number.



Approved overhead service, meter set only.



Approved overhead permanent service and clear path.



Approved overhead temporary service and a clear path.

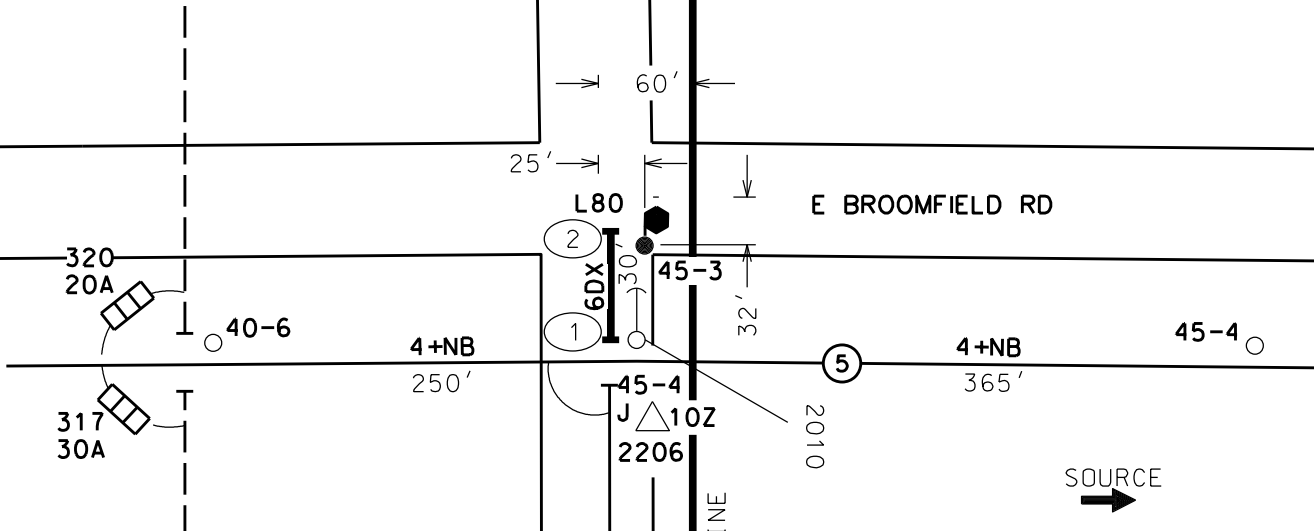


Meter socket inspection sticker.



S LINCOLN RD

E BROOMFIELD RD



**CAUTION!**  
**TRANSMISSION PIPELINE IN AREA.**

PIPELINE OWNER: WOLVERINE PIPELINE CO

PIPELINE OWNER CONTACT INFO:  
 NAME: DOUG MELLINGER  
 ADDRESS: 8075 CREEKSIDE DR. SUITE 210. PORTAGE MI  
 PHONE: 269-377-3828  
 SPECIAL NOTES: wolverine-DR@wplco.com

- ①  
 INSTALL  
 6DX SECONDARY
- ②  
 INSTALL  
 45-3  
 16' STREETLIGHT BRACKET  
 FIGURE 42-103-1 DETAIL B  
 80W LED COBRAHEAD  
 FIGURE 42-102-1  
 MOUNTING HEIGHT 35'  
 STREETLIGHT BRACKET GROUNDING  
 FIGURE 42-105-1

METER ORDER NUMBER	METER NUMBER

READ	METER LOCATION

S LINCOLN RD E BROOMFIELD RD  
 CM NO. 100007703521

CONSUMERS ENERGY CONTACTS			ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
DEPARTMENT	NAME	NUMBER	ECNC	LED	1069404151	11666497	
COORDINATOR	GABRIEL_POLETTI	8107603485					
DESIGNER	MIICH_FARRAR	989-854-5224					

CE STAKING REQ'D <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TLM NUMBER	# OF RODS	OHMS	JOB PURPOSE: CUSTOMER REQUESTED NEW LED BRACKET STREET LIGHT
FORESTRY REQ'D <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	140433			

 A CMS Energy Company <b>ELECTRIC</b>	SUBSTATION	WD NO.	UPSTREAM SECTIONALIZING DEVICE: TLM 2206 LOCATION: SEE PRINT	
	CRAWFORD	1225		
	CIRCUIT	CKT NO.		
SHEET A	SHEET 1 OF 1	SCALE 1"=120'	DEERFIELD	01

ISABELLA CO UNION TWP T 14N R 04W SEC. 33

SA\_BOND\_JS\_PROD\_Design2083426.dgn

08-22-2024 10:40:00

<b>PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED</b>	
<b>TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:</b> <a href="mailto:POBoxCEServiceRequest@cmsenergy.com">POBoxCEServiceRequest@cmsenergy.com</a>	
<input checked="" type="checkbox"/>	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
<input checked="" type="checkbox"/>	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
<input type="checkbox"/>	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
<input checked="" type="checkbox"/>	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK) EMAIL STREETLIGHT CONTRACTS TO: <a href="mailto:street_lighting@cmsenergy.com">street_lighting@cmsenergy.com</a>
<input type="checkbox"/>	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
<input type="checkbox"/>	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <a href="mailto:POBoxCEServiceRequest@cmsenergy.com">POBoxCEServiceRequest@cmsenergy.com</a>
<input type="checkbox"/>	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <a href="mailto:POBoxCEServiceRequest@cmsenergy.com">POBoxCEServiceRequest@cmsenergy.com</a>
<input type="checkbox"/>	OTHER:
ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	1069404151



AGREEMENT FOR MODIFICATIONS OF ELECTRIC FACILITIES (NONREFUNDABLE)

PART I

Effective Date: 8/29/2024 Notification Number: 1069404151 (Drawing Attached, Exhibit A)

Company: CONSUMERS ENERGY COMPANY a Michigan Corporation Customer: CHARTER TOWNSHIP OF UNION (Name)

530 W. Willow St Lansing, MI 48909-7662 (Address)

2010 S LINCOLN RD MOUNT PLEASANT, MI 48858-9036 (Street and Number) (City, State and Zip Code)

Attention: RODNEY NANNEY

Service Location: S LINCOLN RD E BROOMFIELD RD MOUNT PLEASANT

Township UNION County ISABELLA Town 14 Range 04 Section 28

Price: \$ 100.00

NOTE: ADDITIONAL CHARGES MAY BE OWED. SEE PART II, SECTION 2 and 5 FOR DETAILS.

The Price is good for sixty (60) days from the effective date above. Part II, CONSUMERS' FACILITIES AGREEMENT TERMS AND CONDITIONS is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS. CONSUMERS ENERGY COMPANY EXPRESSLY REJECTS ANY ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS SET FORTH IN ANY PURCHASE ORDER ISSUED BY CUSTOMER OR IN ANY OTHER CONTRACT DOCUMENT ISSUED BY CUSTOMER.

CONSUMERS ENERGY COMPANY CHARTER TOWNSHIP OF UNION (Customer)

By (Signature)

By (Signature)

(Print or Type Name)

(Print or Type Name)

(Date Signed)

(Date Signed)

Title

Title



**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS  
PART II**

1. For any new facilities being installed to accommodate new load to the Company's system, a non-refundable contribution pursuant to tariffs filed with the Michigan Public Service Commission (Rule C6) is included in the Price.

In consideration of Customer's request and agreement to pay all the costs of relocation/modification of Consumers' facilities, Consumers hereby agrees to relocate and/or modify its electric facilities. The facilities to be relocated or modified are shown on the drawing attached as Exhibit A. Pursuant to tariffs filed with the Michigan Public Service Commission (Rule C1), when relocation or modification of Consumers' facilities is requested or made necessary by a customer, all costs for the relocation or modification may be charged to the requesting party.

For the above mentioned activities, all costs are non-refundable and are due prior to the start of construction. The Customer shall pay the Price identified in Part I upon execution of this Agreement.

2. After all work is completed, Consumers will invoice the Customer for any additional amounts owed.

The Customer is solely responsible to contact the owner of any phone, cable TV or any other facility that may be attached to Consumers' poles and make arrangements for the removal and/or relocation of those facilities at the Customer's expense. The Price identified in Part I does not include any cost the owner of those facilities may charge for the removal and/or relocation.

The Customer shall also be responsible for additional extraordinary construction costs that result from, but are not limited to site conditions, environmental contamination, underground, or buried obstructions, permit fees or other governmental restrictions. If work is to be completed outside of Consumers' normal working hours at the Customer's request, incremental costs shall apply, and these costs will be the Customer's responsibility.

Any amounts to be paid pursuant to this Agreement are exclusive of federal, state, county, municipal, or local property, license, excise, sales use, gross receipt or similar tax with respect to the work covered hereunder and if Consumers is required by applicable law or regulation to pay or collect any such tax or if any such taxes are assessed against Consumers on account of performance of this Agreement, no matter when such assessment is made, then such tax or taxes shall be paid by the Customer to Consumers in addition to the amounts provided for herein.

3. Prior to the installation of the facilities, and as a condition precedent thereto, the Customer shall provide, at no expense to the Company, recordable easements, on a form provided by the Company, granting all necessary rights of way for installation and maintenance of said facilities. If said facilities are to serve a residential subdivision, said easements shall include, but not be limited to, rights of way for streetlighting in the subdivision by means of underground facilities, even though Consumers does not undertake to provide streetlighting facilities and service as a part of this Agreement. If said easements are not secured and delivered to Consumers within thirty (30) days after execution of this Agreement, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest, after deducting reasonable expenses incurred by Consumers on account of this Agreement, and this Agreement shall thereupon terminate.

4. For any underground facilities included in the work to be performed hereunder, the Customer shall provide, at no expense to Consumers, rough grading (not more than three inches below finished grade) so that the underground facilities can be properly installed in relation to the finished grade level. The Customer shall maintain the average elevation within six feet of any cable, conduit wire, conductor or other underground facility thereafter at a level not to exceed twelve inches above or three inches below the grade level established at the time of installation of said underground facilities. Further, the Customer shall maintain the ground surface elevation in an area four feet wide around any transformer pad, subsurface transformer, junction vault or other support at an elevation of not less than three inches and not more than six inches below the base of any transformer mounted on a pad or other support and not more than six inches below the top of any subsurface transformer or junction vault; provided, however, that changes in the ground surface elevation in excess of the limits herein prescribed may be permitted upon written consent of Consumers. Consumers will backfill and place excavated earth over any area of construction; the Customer is responsible for the final restoration of the construction area.



**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS (CONT.)**

5. If any underground facilities or any portion thereof are to be installed between December 15 and April 15, the Customer shall, prior to installation of said underground facilities or portion thereof, pay Consumers an additional nonrefundable contribution per trench foot as stated in the "Computation of Electric Distribution System Line Extension Deposit and Contribution" for the portion of said facilities installed during said period (Winter construction/practical difficulties charge). The Customer will receive a credit for any part of such winter charge paid by other utilities for joint use of the trench or paid by the Customer for installation, by Consumers, of gas pipe in the same trench. No portion of said facilities will be installed between December 15 and April 15, unless the Customer has paid such additional contribution.

In addition, a further nonrefundable contribution in addition to that provided for herein may be required where, in Consumers' judgment, practical difficulties not considered in determining the Customer's estimate such as water conditions or rock near the surface are encountered during construction. If the Customer does not make such additional contribution within fifteen (15) days after receiving written notice of the necessity for and amount of such additional contribution, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest and deducting reasonable expenses incurred by Consumers, and this Agreement shall thereupon terminate.

6. Consumers shall not be in breach of contract as a result of any delay in performing its obligations if such delay is due to strikes or other labor troubles; inability to obtain labor, materials, components, supplies, for any reason, including default of suppliers or subcontractors; acts of God; fire; flood; storm; earthquake or other natural calamities; war; insurrections; riot; embargoes; curtailment; order; regulations or restriction imposed by governmental authorities; or any other cause which is beyond the reasonable control of Consumers, whether of a similar or dissimilar nature and whether or not existing or foreseeable on the scheduled date of commencement of the work. Consumers shall have no obligation to settle any strike or other labor difficulty in a manner not completely satisfactory to it. Should any such delay occur, the time for the performance of Consumers' obligations shall be extended by a time equal to the length of the delay plus such additional time as is reasonably necessary to enable Consumers to resume performance of its obligations.

7. Consumers warrants that any work performed under this Agreement shall be performed by properly skilled personnel in accordance with generally accepted standards for the work being performed. The sole liability of Consumers for defective work under this warranty or otherwise, shall be limited to reperforming any such work on the same conditions as the original work. The foregoing is the Customer's exclusive remedy and, EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

In no event shall Consumers be liable for any loss or damage whatsoever, by reason of its failure to discover, report or modify latent defect or defects inherent in the subject matter of the work. The aforementioned warranty is subject to the following conditions:

(a) Consumers shall not be responsible for repairs, replacements, or corrections made by others with respect to the work performed by Consumers.

(b) The Customer shall notify Consumers in writing of any breach or warranty with respect to the services performed by Consumers within ten (10) days after completion of the work.

8. THE TOTAL LIABILITY OF CONSUMERS, ITS AGENTS, EMPLOYEES, VENDORS AND CONTRACTORS WITH RESPECT TO ANY AND ALL CLAIMS ARISING OUT OF THIS CONTRACT INCLUDING THE PERFORMANCE OF OBLIGATIONS IN CONNECTION WITH THE WORK HEREUNDER, WHETHER BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED IN AGGREGATE ONE THOUSAND DOLLARS (\$1,000.00) AND SHALL IN NO EVENT INCLUDE INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR ITS USE; LOSS BY REASON OF PLANT OR EQUIPMENT SHUTDOWN OR INABILITY TO OPERATE AT RATED CAPACITY; INCREASED EXPENSE OR OPERATION OF PLANT OR EQUIPMENT; INCREASED COSTS OF PURCHASING OR PROVIDING EQUIPMENT, MATERIALS, SUPPLIES OR SERVICES OUTSIDE CONSUMERS' SCOPE OR SUPPLY; COSTS OR REPLACEMENT POWER OR CAPITAL; CLAIMS OF THE CUSTOMER'S CUSTOMERS; OR INVENTORY OR USE CHARGES, EVEN IF CONSUMERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.





**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS (CONT.)**

This limitation of liability section shall prevail over any conflicting or inconsistent provisions contained herein or in any other applicable document and shall be in effect even if the remedy or remedies set forth herein fail in their essential purpose.

9. The Customer shall indemnify and hold Consumers, its agents, employees, vendors and contractor(s) harmless from and against, and shall at Consumers' option undertake the defense of, any and all claim, losses, liability and damage (including environmental harm) and including reasonable attorney's fees which Consumers might sustain or incur or which might be asserted by any third party against Consumers as a result of the services provided under this Agreement, whether based on warranty, contract, tort (including negligence), strict liability or otherwise, unless caused solely by the negligence of Consumers, its agents or employees.

10. Any assignment or any part thereof by the Customer without the previous written permission of Consumers shall be void and of no effect. Consumers may subcontract any services hereunder.

11. This agreement does not create an employer/employee relationship between the parties. Consumers will retain sole and absolute discretion over the manner and means of carrying out Consumers' responsibilities hereunder.

12. The terms of this Agreement shall not be changed superseded or supplemented, except in writing by an authorized representative of Consumers and by a duly authorized representative of Customer.

13. This Agreement shall be deemed a Michigan contract and shall be construed in accordance with and governed by the laws of the State of Michigan. With respect to the subject matter hereof, this Agreement supersedes all previous representations, understandings and negotiations, either written or oral, between the parties hereto or their representatives and constitutes the entire contract between the parties. This Agreement is intended for the benefit of the parties hereto and does not grant any rights to any third parties unless otherwise specifically stated herein. No part of any purchase order, request for proposal or other documents issued by Customer shall be binding upon Consumers or affect its rights or obligations hereunder unless signed by a duly authorized representative of Consumers.

14. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the Parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither Party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

15. Additional Items

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6. Reducing the complexity of and adding flexibility to the current freestanding (ground) sign regulations through substantial expansion of the scope of potential modifiers to sign height, area, and setbacks based on specific circumstances related to zoning district, lot size, type of development, right-of-way width, and speed of traffic (see Section 11.06).
7. Updating provisions for sign illumination and electronic message boards.
8. Prohibiting new pylon signs and billboards, based on specific findings and conclusions.
9. Updating and adding new sign-related illustrations.
10. Consolidating the sign-related definitions into Section 2.2 (Definitions).

### **Summary of Proposed Amendments**

The Planning Commission reviewed the proposed amendments during their July 16, 2024 meeting, and held a public hearing during their August 20, 2024 meeting. There were no public comments. Following the hearing, the Commission took the following action:

***Olver moved Lapp supported to recommend to the Board of Trustees that the proposed amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 be adopted as presented. Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion carried.***

Per Section 307(1) of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), staff also forwarded the as-recommended amendments to the County for review and comment. The County Planning Commission included the proposed amendments on their 9/12/2024 regular meeting agenda but chose not to offer any comments.

### **SCOPE OF SERVICES**

Introduction and First Reading of the proposed set of Zoning Ordinance amendments.

### **JUSTIFICATION**

The Zoning Ordinance is an important regulatory tool for implementation of the Township Master Plan’s future land use and development policies. The current sign regulations have proven to be cumbersome and not well coordinated with the specific needs of the Township. The current sign regulations also have somewhat inflexible standards for certain types of signs that in particular have made it harder to modernize or update older signs. Updates are also necessary to resolve regulatory conflicts in the current ordinance and to ensure that the Township remains in compliance with established federal and state case law related to signage.

### **GOALS ADDRESSED**

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

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

- 3. Safety and Health**
- 5. Commerce**

The proposed set of amendments will help to ensure that the Township’s Zoning Ordinance supports a sustainable community (1.0) and provides for fair and nondiscriminatory code enforcement (1.1.1.2). The updated provisions for abandoned, damaged, and unsafe signs will help to ensure a safe environment for all Township residents and visitors (1.3). The commerce-friendly changes proposed to the standards for new signs and modernization of older signs are intended in part to support business growth and local economic development in the Business and Industrial zoning districts (1.5).

**COSTS**

NA

**TIMETABLE**

After a Second Reading and adoption by the Board of Trustees, the Zoning Ordinance amendments would take effect on the eighth day following publication of the required notice of adoption under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

**RESOLUTION**

To introduce and conduct a First Reading of the proposed PTXT 24-01 amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 for the purposes of establishing more flexible standards and updated requirements for various types of signs and resolving regulatory conflicts in the current ordinance, as recommended by the Planning Commission.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

- Yes:
- No:
- Absent:

CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

An ordinance to delete and replace in its entirety Section 11 (Signs) of the Charter Township of Union Zoning Ordinance No. 20-06 for the purpose of establishing more flexible standards and updated requirements for various types of signs, and to resolve regulatory conflicts in the current ordinance; to amend Section 2.2 (Definitions) to insert a new definition for “Sign” and associated sub-definitions; and to provide for repeal, severability, publication, and an effective date; all by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.).

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

**PART ONE – Title**

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number \_\_\_\_\_, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

**PART TWO – Delete and Replace Section 11 (Signs) In its Entirety**

The text and illustrations under Section 11 (Signs) are hereby deleted and replaced in their entirety to establish more flexible standards and updated requirements for various types of signs, and to resolve regulatory conflicts in the current ordinance:

## Section 11 Signs

### Section 11.01 Intent and Purposes.

The primary function of signage, as it relates to this Ordinance, is to identify a particular use or business occupying a lot or building in the Township. The Township further finds that reasonable use of signage promotes commerce in the Township. However, a proliferation of signs would unduly distract or endanger motorists and pedestrians; cause the deterioration of business or residential areas; obstruct vision; negatively impact property values; and reduce the effectiveness of private and public signage. The intent and purposes of this Section 11 (Signs) are to:

1. Promote the health, safety, and welfare of the community by allowing for a broad range, scale, and types of signs and other displays that are of an appropriate design, scale, placement, and manner for their intended purposes of identification or communication.
2. Minimize the proliferation of visual clutter and preserve the appearance of the Township by preventing the placement of oversized signs that are out of scale with surrounding buildings and uses.
3. Establish standards for the construction, alteration, repair, and maintenance of all signs with respect to safety, location, dimensions, height, and method of illumination.
4. Provide for the prompt repair or removal of abandoned, damaged, temporary, and unlawful signs.
5. Ensure that, by reason of their size, location, spacing, construction or manner of display, signs do not endanger life or limb, confuse or mislead motorized or non-motorized traffic, obstruct vision necessary for traffic safety, or otherwise endanger the public health or safety.
6. Protect and enhance the aesthetic appeal of the Township, including the preservation of historic and cultural resources, visual character, and the dark night sky; and the prevention of visual clutter and

blighting conditions caused in part by oversized signs or an excessive concentration of signage that would be out-of-scale with surrounding buildings and uses.

7. Establish standards for signs in the Township that are fully consistent with the liberty of speech of every person, as acknowledged in the Michigan Constitution.

## Section 11.02 General Standards.

Signs erected, altered, and maintained in the Township shall conform to the standards of this Ordinance. The following standards shall apply to signs in all zoning districts:

### A. Standards of Measurement.

Dimensional standards and measurements for signs shall be subject to the following:

1. Sign height. The distance from the average level of the ground or pavement directly below the sign to the highest point of the sign structure, including any supportive or decorative elements (see illustration).
2. Sign setback. Setbacks shall be measured from the closest road right-of-way or front lot line to the nearest edge of the sign.
3. Sign area. Measurements of allowed sign area shall be in accordance with the following standards:
  - a. The surface area of a sign shall include the total area within a regular geometric figure (circle, triangle, rectangle or square) enclosing the extreme limits of letters, symbols or other materials forming an integral part of the display, plus the surface area of any board, panel, or similar sign copy area to which the letters, symbols or other materials are attached (see illustration).
  - b. For an internally illuminated sign, the entire illuminated surface area of a sign face shall be included in the measurement of sign area.
  - c. Where a sign has more than two (2) sign faces, then the sign area shall equal the total area of all sign faces.
  - d. Where two (2) sign faces are placed more than 18 inches apart at any point, then the sign area shall equal the total area of all sign faces.
  - e. Where two (2) sign faces with identical sign areas are placed back to back no more than 18 inches apart, then the sign area shall equal the area of one (1) face.
  - f. Where two (2) sign faces with different sign areas are placed back to back no more than 18 inches apart, then the sign area shall equal the area of the larger face.
  - g. Multiple sign faces grouped together shall be treated as one sign face for determination of sign area.
4. Signable area. The signable area of a building shall equal the area of the building's street level façade (see illustration), subject to the following:
  - a. The signable area of each building or structure where building-mounted signage is allowed by this Section 11 (Signs) shall be calculated separately.
  - b. For a filling station pump island canopy, drive-through canopy or equivalent structure, the signable area shall equal the area of each vertical wall surface below the roofline facing a public road.
  - c. Where more than one business or use occupies space on the street level façade, the total signable area allowed for the building shall be divided among the businesses or uses in proportion to the size of each occupied space.
  - d. Where a building has two (2) or more street level facades (such as on a corner lot), each street level façade shall be considered as a separate signable area for purposes of this Section 11 (Signs) [e.g. - a building that faces two (2) road rights-of-way shall have two (2) signable areas].

### B. Construction and Maintenance.

All signs shall be constructed or installed in compliance with the State Construction Code and other applicable building, fire, and electrical codes; shall be maintained in good repair and working order; and shall present a neat and orderly appearance. All signs shall be of sturdy construction to withstand normal natural elements, and shall be properly maintained at all times. All sign copy areas shall be intact, and illuminated signs shall be capable of immediate illumination. Signs with damaged, incomplete or missing sign copy areas or non-functional or damaged illumination elements shall be classified as damaged signs for purposes of this Section 11 (Signs).

**C. Road Rights-of-Way.**

No sign shall be located in, project into or overhang a public or private road right-of-way or easement, except signs provided by local, county, state or federal governments, required legal notices, and mailboxes and delivery boxes.

**D. Hazards and Obstructions.**

Signs shall not be designed or maintained in a manner that would confuse or mislead motorists or pedestrians, create traffic or pedestrian hazards, obstruct free and clear vision or interfere with any traffic control device. No sign shall be erected or maintained so as to prevent ingress or egress from any door, window or emergency exit.

**E. Vehicle Signs.**

Signs painted on, or otherwise affixed to, trucks, trailers or other vehicles shall be subject to the requirements of this Ordinance for temporary signs unless all of the following conditions are met:

1. The vehicle or trailer has a valid license.
2. The vehicle or trailer is operable and used for transportation, deliveries or services related to the principal permitted use that is the subject of the sign.
3. The vehicle or trailer is actively used in such a fashion that requires it to be transported off the site on a daily basis during business hours.

**F. Changeable Copy Area or Electronic Message Board.**

A changeable copy area or electronic message board shall be allowed as part of a permitted building-mounted sign, ground sign or billboard sign, subject to the following:

1. The changeable copy area or electronic message board shall be limited to no more than one (1) revolution or change in the display for each ten (10) seconds of time, and no more than six (6) revolutions or changes per minute.
2. To minimize visual distractions and hazards for motorists, pedestrians, and property, animated copy as defined in Section 2.02 (Definitions) shall be prohibited.
3. The permitted changeable copy area or electronic message board of any sign shall at all times conform to the illumination standards of Section 11.02.G. (Illumination).
4. The permitted changeable copy area or electronic message board of a building-mounted sign or ground sign shall not exceed eighty percent (80%) of the total sign area.

**G. Illumination.**

Internal and external sign illumination shall be allowed, subject to the following:

1. External sign illumination. Where allowed under this Section 11 (Signs), external illumination of signs shall be subject to the following:
  - e. The light source(s) shall be fully shielded to prevent upward illumination or glare, directed towards the sign face, and designed to concentrate all light on the sign copy area (see illustration); and
  - f. The light source(s) shall be arranged and shaded so as not to project onto the public right-of-way, interfere with traffic, or project onto adjacent property.
2. Internal sign illumination. Where allowed under this Section 11 (Signs), internal illumination of signs shall be subject to the following:
  - a. The sign faces shall be more than fifty percent (50%) covered by semi- opaque colors and materials with a color value and saturation of fifty percent (50%) or higher (see illustration).
  - b. Internally illuminated signs shall be equipped with a reduced intensity nighttime setting activated by photocell or timer.
3. Other limitations. Sign illumination shall be provided solely by electrical means or devices, and shall not be of a flashing, intermittent or moving type. Illumination involving searchlights, strings of lights or movement of lights or other devices shall be prohibited.

Section 11.03 Signs Allowed Without a Permit.

The following signs are exempt from Section 11.09 (Sign Permit) requirements, and shall be allowed accessory to a permitted use in any zoning district. Such signs shall be subject to all other applicable standards of this Ordinance:

**A. Address Numbers and Nameplate.**

All principal buildings shall display their assigned address number in a manner legible from the road right-of-way. In addition, one (1) nameplate shall be allowed per principal building to provide for the further identification of the building, use or occupants. The nameplate shall not exceed four (4) square-feet in area, and shall be attached flat against the building wall.

**B. Construction Signs.**

Temporary construction signs shall be subject to the following:

Standards	Construction Signs
Maximum number of allowed signs	One (1) sign per road frontage of the development parcel
Minimum required setbacks	Outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle); and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive
Maximum sign area	32.0 square feet per sign
Maximum sign height	6.0 feet
Method of illumination	External light sources only
Display period	Sign(s) may be erected following a minor site plan, final site plan, or final preliminary plat approval, and shall be removed within 14 calendar days of completion of the project's final phase, or upon expiration of site plan or permit approval.

**C. Other Temporary Signs.**

Temporary signs not otherwise provided for in this Section, subject to the following:

1. Maximum height and sign area. Such temporary signs shall be allowed in accordance with the following table of standards for maximum allowed height and total sign area per lot:

Zoning District or Use	Maximum Total Sign Area	Maximum Sign Height
AG District or customary agricultural operations in any zoning district	32.0 square feet	6.0 feet
All residential zoning districts	16.0 square feet	6.0 feet
B-4, B-5, B-7 or OS Districts	32.0 square feet	8.0 feet
I-1 or I-2 Districts	32.0 square feet	8.0 feet

2. Minimum required setbacks. Such temporary signs shall be located outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle); and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive.
3. Removal. Such signs shall be removed by the property or business owner, agent or person responsible for creating or placing the sign on the lot within five (5) calendar days following completion or discontinuation of the event, action or activity to which the sign pertains.

**D. Other Signs and Sign-Related Activities.**

The following types of signs and sign-related activities shall be allowed accessory to a permitted use in any zoning district:

**Public Hearing Draft**

1. Painting, servicing, cleaning, normal maintenance, and minor repairs of an existing sign, provided that the approved design is not altered and all work is in compliance with applicable Ordinance requirements.\
2. One (1) window sign accessory to a principal non-residential use not exceeding four (4) square-feet in area and may be illuminated. Additional window signs may be allowed in accordance with Section 11.05 (Building Mounted Signs).
3. Memorial signs, tablets or markers that are cut into the face of masonry surfaces or constructed of bronze or other incombustible materials, and are integrated into the façade wall of a building.
4. Signs of a duly constituted governmental body; signs required to be maintained by law or governmental order, rule or regulation; signs identifying public access, municipal facilities, and similar official markers for the direction, safety or convenience of the public.
5. Traffic safety and control and similar signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices; and essential service signs denoting utilities, hazards, and precautions.
6. Signs on the interior of a building that are not legible from the building exterior.
7. Signs displayed within the interior of an outdoor stadium, ballfield, college campus, recreation area, or equivalent space that are not visible from public road rights-of-way.
8. Changes to sign copy within an approved changeable copy area.
9. Signs carried by or affixed to clothing worn by persons.

**Section 11.04 Signs Allowed With a Permit.**

The following signs shall be allowed accessory to a permitted use in any zoning district, subject to sign permit approval per Section 11.09 (Sign Permits) and the following:

**A. Site Entry Features with Signage.**

Site entry features with signage may be erected at the entrance to a residential subdivision, condominium or multiple-family development; manufactured housing park; medical, research, or educational campus; or multi-tenant office, business, or industrial park, subject to sign permit approval per Section 11.09 (Sign Permits) and the following (see illustration):

1. Site entry features may consist of walls, columns, gates, and similar design elements and shall be separate from other permitted signs accessory to uses occupying individual lots.
2. The location and design of any site entry feature with signage shall not interfere with pedestrian, bicycle, or vehicular traffic movement.
3. If the site entry feature is on private property, evidence of a recorded easement shall be provided to the Zoning Administrator as part of any permit application.
4. Site entry features with signage may be located within required yard setback areas, but shall be located outside of any clear vision triangles as defined in Section 4.6 (Clear Vision Triangle).
5. Site entry feature shall be prohibited within any road right-of-way, with the exception of location on a boulevard entrance island in the road right-of-way under the following set of circumstances:
  - a. The nearest edge of the site entry feature with signage shall be set back a minimum of ten (10) feet from the intersecting road right-of-way and shall conform to the requirements of Section 11.02.D. (Hazards and Obstructions). The Zoning Administrator may require additional setback distance to ensure full compliance with Section 11.02.D.
  - b. Documentation of an approved permit from the Isabella County Road Commission, Michigan Department of Transportation or other outside agency with jurisdiction shall be provided to the Zoning Administrator as part of any permit application.
6. A maximum of one (1) sign shall be allowed on a site entry feature per road entrance from a public road classified as a primary roadway by the master transportation plans of the Township, or county or state road authorities, subject to the following:

<b>Standards</b>	<b>Site Entry Features with Signage</b>
Maximum sign area	32.0 square feet per sign
Maximum sign height	6.0 feet
Method of illumination	External light sources only.

**B. Incidental Signs.**

For any land use subject to site plan approval per Section 14.2.C. (Site Plan Approval Required), a limited allowance for incidental signage shall be permitted subject to sign permit approval per Section 11.09 (Sign Permits) and the following limitations:

1. A maximum of four (4) square-feet per sign.
2. For freestanding incidental signs, a maximum of three (3) feet in height.
3. A maximum of six (6) incidental signs shall be allowed per lot.
4. Incidental signs shall be located outside of any road rights-of-way and clear vision triangles as defined in Section 4.6 (Clear Vision Triangle) and shall be set back a minimum of ten (10) feet from all side and rear lot boundaries. The locations shall not interfere with pedestrian, bicycle, or vehicular traffic movement.

**C. Building Directory.**

Where a single building on a single lot is occupied by more than one (1) business, dwelling or other use above the street level façade (such as a multiple-tenant office or commercial building), a building directory sign may be erected on the street level façade for these uses, subject to sign permit approval per Section 11.09 (Sign Permits) and the following limitations (see illustration):

1. The maximum sign area shall not exceed three percent (3%) of the signable area of the building.
2. This allowance for a building directory shall be separate from and in addition to any calculation of the allowable area for other building-mounted signs allowed per Section 11.05 (Building-Mounted Signage)..
3. Illumination of such signs shall be limited to external light sources.

**Section 11.05 Building-Mounted Signs.**

The intent of this Section is to establish consistent and reasonable standards for the location, size and range of permitted types of signs located on buildings in the Township. Building-mounted signs may be erected accessory to non-residential uses in any zoning district, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following:

Standards	Type of Permitted Signs			
	Wall	Awning	Projecting	Window
Permit required?	yes	yes	yes	no
Internal or external illumination allowed?	yes	yes	yes	no
Maximum number of sign faces per building-mounted sign	one (1)	one (1)	Two (2)	one (1)
Minimum sign height	none	7.5 feet	8.0 feet	none
Maximum allowed sign area of all building-mounted signs	10% of the signable area of the building space occupied by the use (see illustration)			10% of the street level window surface area

1. Location. The allowance for building-mounted signage cannot be shared or transferred to another building or structure.
2. Painted wall signs. Signs applied with paint or similar substance on an exterior surface of a structure shall be considered a building-mounted sign subject to the standards of this Section. Prior to painting a sign on a wall, the wall surface shall be freshly painted with a continuous base color.
3. Awning signs. Awning signs shall be restricted to the surface area of the awning’s valance, which is the band of material hanging perpendicular to the ground (see illustration). Awning materials for an internally illuminated awning sign shall be opaque, except for any allowed sign area.
4. Projecting signs. A maximum of one (1) projecting sign shall be allowed per use, which shall be securely anchored to the building, shall be pinned away from the wall at least six (6) inches, and shall project from the wall at an angle of 90 degrees for a distance of no more than five (5) feet (see illustration).
5. Window signs. Window signs shall be restricted to interior window surfaces. No window sign shall be allowed to cover more than 50% of a single window opening. A sign permit shall not be required for permitted window signs under this Section.
6. Residential land uses. Building-mounted signs as authorized by this Section 11.05 shall be prohibited accessory to residential land uses in any zoning district.



Section 11.06 Ground Signs.

The intent of this Section is to establish consistent and reasonable standards for the height, location and size of ground signs in the Township. Ground signs may be erected accessory to multiple-family or non-residential uses in any zoning district, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following:

A. Ground Sign Standards.

Maximum Ground Sign Height	Minimum Sign Setback from Front Lot Boundaries and Road Rights-of-Way	Maximum Sign Area per Ground Sign	Maximum Number of Ground Signs per Lot
10.0 feet	10.0 feet	40.0 square feet	1.0

1. Setbacks shall be measured from the near edge of the road right-of-way.
2. Ground signs shall be set back a minimum of 20 feet from all side or rear lot boundaries, and any lot boundary abutting lots occupied by residential land uses or within a residential zoning district.
3. Ground signs shall be prohibited accessory to any single-family and two-family dwellings, and within clear vision triangles as defined in Section 4.6 (Clear Vision Triangle).
4. Where a site entry feature with signage has been established at an entrance in accordance with Section 11.04.A. (Site Entry Features with Signage), a ground sign at the same entrance shall be prohibited.

B. Permitted Modifications.

The following modifications to the standards of this Section 11.06 (Ground Signs) have been established to preserve the character and appearance of the Township’s lower intensity use districts through more restrictive standards; and ensure that permitted signage is in reasonable proportion to the land use intensity, road right-of-way width, and lot frontage. Modifiers to maximum sign height, minimum setback distance from the front lot boundaries and road rights-of-way, maximum sign area, and maximum number of allowed signs shall be cumulative down each column of the following table, as applied to a particular land use or zoning district:

Permitted Modifiers (cumulative down each column)		Maximum Sign Height	Minimum Sign Setback	Maximum Sign Area per Sign	Maximum Number of Signs
		10.0 feet	10.0 feet	40.0 square feet	1.0
+	Located in the AG District	- 2.0 feet	no change	- 8.0 square feet	no change
	Located in the R-1, R-2A, or R-2B Districts	- 2.0 feet	no change	- 12.0 square feet	no change
	Located in the R-3A, R-3B or R-4 Districts	- 2.0 feet	no change	- 8.0 square feet	no change
	Located in the B-4 or OS Districts	no change	no change	no change	no change
	Located in the B-5 or B-7 Districts	+ 2.0 feet	- 2.0 feet	+ 8.0 square feet	no change
	Located in the I-1 or I-2 Districts	no change	no change	no change	no change
	Sign abuts any public road right-of-way of 43 feet or greater in width as measured back from the centerline to the near edge	+ 2.0 feet	- 2.0 feet	+ 8.0 square feet	no change
	Total lot frontage on all paved public road rights-of-way exceeds 500 feet	no change	no change	no change	+ 1.0 additional sign
	Sign abuts a primary paved road with a 50 miles-per-hour or higher posted speed limit	+ 2.0 feet	no change	+ 8.0 square feet	no change
	Shopping center or similar multi-tenant non-residential building(s) occupied by four (4) or more independent non-residential uses on the lot	no change	no change	+ 8.0 square feet for each independent non-residential use	no change
<b>Total Permitted with Modifiers:</b>		_____ feet	_____ feet	_____ square feet	_____ sign(s)

**C. Pylon Signs Prohibited.**

The Township has made the following determinations related to pylon signs, which are freestanding signs accessory to commercial services and business operations that are of such height and scale as to be visible and legible at a long distance, and particularly from the US-127 expressway:

1. The placement of additional signs on lots or structures in the Township that exceed the maximum allowed sign height and area standards of this Ordinance for ground signs would result in visual pollution and obstructions of light and air for adjoining lots and uses, and would be inappropriate to the intended character and sound development of the Township.
2. Additional pylon signs adjacent to the US-127 expressway and M-20 state highway would lessen the effectiveness of signs allowed under this Ordinance, exacerbate the visual clutter created by existing signs, compete for the visual attention of motorists, and increase hazards for motorists and pedestrians.
3. Alternative means are available to inform the motoring public of the availability of nearby commercial services and business operations, including mobile applications for smartphones and other digital devices; existing billboard signs in the vicinity of the exit; and use of the Michigan Department of Transportation's Specific Services Signing, Logo Signing, or equivalent MDOT signage program that allows eligible businesses to place their logos on MDOT sign panels located within the US-127 right-of-way near an exit to identify available services and businesses.
4. In accordance with the above findings, new pylon signs shall be prohibited in the Township. Pylon signs lawfully existing in the Township on the date of adoption of this Ordinance shall be allowed to continue, subject to the provisions of Section 11.10 (Nonconforming Signs).

**Section 11.07 Billboards.**

Billboard signs, as defined in Section 2.02 (Definitions), shall be subject to the following:

**A. Findings.**

The Township has made the following determinations related to billboard signs:

1. The placement of additional signs on lots or structures in the Township that exceed the maximum allowed sign height and area standards of this Ordinance for ground signs would result in visual pollution and obstructions of light and air for adjoining lots and uses, would lessen the effectiveness of ground signs allowed under this Ordinance, and would be inappropriate to the intended character and sound development of the Township.
2. Billboard signs are not appropriate in the rural areas of the Township and in the AG (Agricultural) zoning district, because they would detract from the visual appearance and rural character that helps to encourage tourism, local sourcing of agricultural food products, and a vibrant rural economy.
3. Billboards are not appropriate in the residential zoning districts, or in the OS (Office Service) zoning district that serves as a transitional zone for adjacent residential areas, because the intense commercial nature of the advertising activity would be harmful to property values and incompatible with quality of life in residential areas.
4. Billboards are not appropriate in B-4, B-5, and B-7 business zoning districts, because such signs would be incompatible with the intended character of the districts, out-of-scale with permitted structures and ground signage, and incompatible with abutting residential and recreational uses.
5. Display of additional billboard signs along the US-127 expressway would lessen the effectiveness of signs under this Ordinance, exacerbate visual clutter created by existing signage, compete for the visual attention of motorists, and increase hazards for motorists.
6. Billboard signs are not appropriate in areas along the M-20 state highway and along E. Broadway Road, E. Broomfield Road, E. Bluegrass Road, E. Deerfield Road, S. Summerton Road, S. Isabella Road, S. Mission Road, S. Lincoln Road, and those portions of E. Pickard Road and E. Remus Road that are not part of the state highway. These road corridors have multiple existing curb cuts and driveways, and are busy routes for motorists, bicyclists, and pedestrians. A proliferation of billboard signs would exacerbate hazards for bicyclists and pedestrians by creating additional visual clutter and competing for the attention of motorists.
7. Typical levels of billboard illumination would exacerbate local light pollution and glare, which would further inhibit the quiet enjoyment of the night sky by Township residents and visitors.
8. The placement of new billboard signs in the Township is contrary to the purpose of this Section 11 (Signs), the intent and purposes of this Ordinance, and the goals and objectives of the Township's Master Plan.

## Public Hearing Draft

### **B. New Billboards Prohibited.**

In accordance with the above findings, new billboard signs shall be prohibited in the Township.

### **C. Existing Billboards.**

Billboard signs lawfully existing in the Township on the date of adoption of this Ordinance shall be allowed to continue, subject to the provisions of Section 11.10 (Nonconforming Signs).

## Section 11.08 Prohibited Signs.

The following types of signs are prohibited in all districts:

1. Signs that resemble and could be confused with an official highway, traffic or government sign, signal or traffic control device; or that obscure a sign, signal or traffic control device displayed by public authority to provide traffic instruction, direction or public information.
2. Signs painted on or attached to trees, utility poles, fences or streetlights.
3. Signs placed upon or across any road or other right-of-way, except as otherwise provided for in this Ordinance.
4. Signs that incorporate string lights; flashing, moving or intermittent lights of changing degrees or intensity; exposed incandescent bulbs; animation; or unshielded luminous tube lighting.
5. Signs that have any visible moving parts, mechanical movement, rotation, or other apparent visible movement achieved by electrical or mechanical means or by action of normal wind currents; and signs that discharge any audible sound, odor or visible matter.
6. Roof signs, inflatable signs, projecting signs, pylon signs, billboard signs, and portable signs.
7. Building-mounted signs that obstruct window or door openings, inhibit ingress or egress, or interfere with building ventilation.
8. Signs displayed without required permits or outside of allowed size, location or time period limitations.
9. Abandoned or unlawful signs, displays of obscene material on any sign, and any other sign not expressly allowed by this Ordinance.

## Section 11.09 Sign Permits.

It shall be unlawful for any person to erect, alter, or relocate any sign, sign structure or sign area subject to permit approval under the provisions of this Section 11 (Signs) without first obtaining all required permits from the Township and paying the required permit fee according to the schedule of fees established by the Board of Trustees. Where a provision of this Ordinance requires approval of a sign permit, such approval shall be subject to the provisions of Section 14.1.A. (Zoning Permit). Other permits may be required in accordance with applicable building and electrical codes. Issuance of a building or electrical permit shall not exempt the permit holder from compliance with the requirements of this Ordinance.

### **A. Additional Required Information.**

In addition to the requirements of Section 14.1.A., the following shall be provided with any sign permit application:

1. Plans of the sign drawn to scale, accurately depicting the sign dimensions, height, location in relation to easements, structures, sidewalks, pathways, and parking areas, and setback distances from lot boundaries and road rights-of-way. If building-mounted signs are proposed, elevation drawings of the building(s) shall be provided showing the height, width, and locations and dimensions of all existing and proposed building-mounted signs.
2. The Zoning Administrator may require a survey of the subject property upon determination that it is necessary to verify lot boundaries, road rights-of-way, easements, setbacks, or other dimensional aspects of the site essential to verifying compliance with the requirements of this Ordinance.
3. Specifications and drawings for the sign showing the materials, design, dimensions, structural supports, and method of illumination.
4. Copies of stress sheets and calculations, if deemed necessary, showing the structure as designed for dead load and wind pressure.
5. Name and address of the person, firm, or corporation owning, erecting, and maintaining the sign.
6. Written consent of the lot or building owner upon which the sign is proposed to be located, or other evidence that the applicant is entitled to erect and maintain the sign as proposed.

**D. Signage on an Approved Site Plan.**

Signage depicted on a site plan approved per Section 14.2 (Site Plan Review) shall remain subject to the requirement for sign permit approval in accordance with this Section 11.09.

**Section 11.10 Nonconforming Signs.**

All existing signs that do not conform to the provisions of this Ordinance shall be allowed to continue as nonconforming signs until abandoned or permanently removed, subject to the following:

**A. Good Working Order.**

Nonconforming signs shall be maintained in accordance with the requirements for all signs specified in Section 11.02 (General Standards), to the maximum extent feasible. Nonconforming signs shall be maintained with all necessary structural and decorative components, including supports, sign frame, and electrical equipment. All sign copy areas shall be intact, and illuminated signs shall be capable of immediate illumination.

**B. Servicing.**

Painting, servicing, cleaning or minor repairs to a nonconforming sign shall be allowed, provided that the sign is restored to its original design and all work is in compliance with the requirements for all signs specified in Section 11.02 (General Standards).

1. Repair or replacement of a damaged structural support element without removal or alteration of the sign copy area shall be an allowable servicing or minor repair, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits).
2. Removal or replacement of the existing foundation and structural support elements shall not be allowed as a servicing or minor repair, but may be a permitted alteration where authorized for the type of sign in accordance with the provisions of Section 11.10.C. (Alterations).

**C. Alterations.**

Alterations to nonconforming signs shall be prohibited, except as follows:

1. Sign copy area. The sign copy area of a nonconforming sign may be altered, including replacement of sign panels and changes to the sign copy, provided that the degree of nonconformity is not increased, and provided that any sign illumination is brought into compliance with the provisions of Section 11.02.G. (Illumination).
2. Sign frame. Alterations to the sign frame of a nonconforming sign shall be allowed, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. Any nonconforming sign area shall be maintained or decreased.
  - b. As part of any sign frame alterations to a nonconforming ground sign, any nonconforming sign height shall be maintained or decreased, and any nonconforming sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination).
  - d. The alterations shall conform to the requirements of Section 4.6 (Clear Vision Triangle).
  - e. A nonconforming sign that is located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle), may be converted to an electronic message board, subject to the requirements of Section 11.02.F. (Changeable Copy Area or Electronic Message Board).
3. Ground sign structure or foundation. Alterations to a nonconforming ground sign that include alterations to or replacement of the foundation or any structural support elements shall be allowed, subject to the following:
  - a. The sign shall be located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle).
  - b. Any nonconforming sign area and sign height shall be maintained or decreased, and any nonconforming sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.

- c. The alterations shall conform to the requirements of Section 11.02.D. (Hazards and Obstructions). The Zoning Administrator may require the alterations to include increasing the setback distance from lot boundaries or road rights-of-way upon determination that the increase is necessary to ensure full compliance with Section 11.02.D.
4. Alteration of a billboard sign. A nonconforming billboard sign may be altered, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. The sign shall be located outside of any existing or planned future road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities, and outside of any corner clearance area as defined by Section 4.6 (Clear Vision Triangle).
  - b. The existing sign height shall be maintained or decreased, and the existing sign setback distance from lot boundaries and road rights-of-way shall be maintained or increased.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination). A nonconforming billboard sign may be converted to an electronic message board billboard sign, subject to the requirements of Section 11.02.F. (Changeable Copy Area or Electronic Message Board).
  - d. Documentation shall be provided consistent with the State Construction Code enforced by the Township to show that the existing foundation and structural support elements are adequate to support the proposed alterations.
5. Replacement of a damaged or destroyed billboard sign. A nonconforming billboard sign that has been damaged or destroyed may be replaced, subject to approval of a sign permit in accordance with Section 11.09 (Sign Permits) and the following requirements:
  - a. A determination by the Zoning Administrator, based on documentation provided by the sign owner and other resources available to the Township, that the damage or destruction was not caused by neglect or otherwise self-created by the sign owner.
  - b. The replacement or reconstructed billboard sign copy area, foundation, and structural support elements shall match to the maximum extent possible the equivalent elements of the original billboard sign.
  - c. Any sign illumination shall be brought into compliance with the provisions of Section 11.02.G. (Illumination).

**D. Loss of Legal Nonconforming Protection.**

A nonconforming sign shall be deemed to have lost its legal nonconforming status if it is determined by the Zoning Administrator to have been abandoned, permanently removed, or altered in a manner beyond that authorized by Section 11.10.C. (Alterations).

## Section 11.11 Sign Removal by Township Action.

Sign removal by Township action shall be subject to the following procedures and standards:

**A. Abandoned, Damaged, and Unlawful Signs.**

The Zoning Administrator shall have the authority to determine whether a sign is unlawful, in a damaged condition, or has been abandoned, as defined in Section 2.02 (Definitions), subject to appeal by an aggrieved person to the Zoning Board of Appeals. The Zoning Administrator may order the removal of such signs in accordance with the following:

1. Determination. Written notification of the determination and any order for removal shall be provided by certified mail to the owner, operator or person having beneficial use of the property upon which the sign is located.
2. Repair or removal. Abandoned or unlawful signs shall be removed within 30 calendar days after written notification of a determination and order for removal by the Zoning Administrator. All support structures and components shall be completely removed. Damaged signs shall be repaired or removed within 15 calendar days after written notification of a determination and order for repair or removal by the Zoning Administrator.
  - a. Failure of the property owner to repair or remove the sign as ordered by the Zoning Administrator shall constitute grounds for the Township to seek Circuit Court approval to remove the sign at the property owner's expense.

- b. The owner shall reimburse the Township for necessary removal costs, or the Township may place a lien on the property for removal expenses.

**B. Unsafe Signs.**

The Zoning Administrator may order the immediate removal of any sign determined in writing by the Building Official, a structural engineer or equivalent professional to be unsafe:

1. Failure of the property owner to remove the sign as ordered by the Zoning Administrator shall constitute grounds for the Township to seek Circuit Court approval to remove the sign at the property owner's expense.
2. The owner shall reimburse the Township for necessary removal costs, or the Township may place a lien on the property for removal expenses.

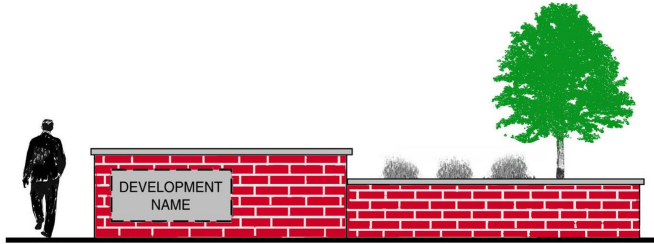
**C. Nonconforming Signs.**

The elimination of nonconforming signs in the Township is hereby declared to be for a public purpose and for a public use. The Township may purchase nonconforming signs for the purpose of removal, or may initiate condemnation proceedings for nonconforming signs determined to be in violation of Section 11.10 (Nonconforming Signs) requirements.

**D. Temporary Signs.**

The owner, agent or person responsible for creating or placing the sign on the lot shall immediately remove such signs determined by the Zoning Administrator to be in a damaged or unsafe condition. Failure to remove a sign in such condition shall be considered a violation of this Ordinance. Temporary signs affixed within a road right-of-way or clear vision triangle may be removed by the Township without notice. Signs removed shall be held by the Township for five (5) calendar days and then may be discarded.

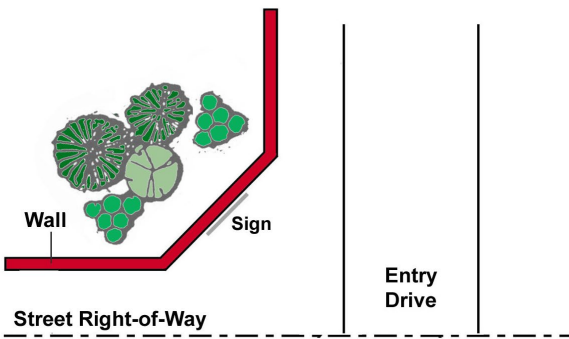
# ILLUSTRATIONS



Single-story Building

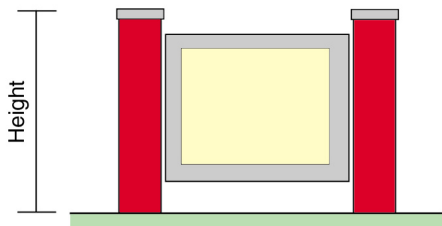


Multiple-story Building

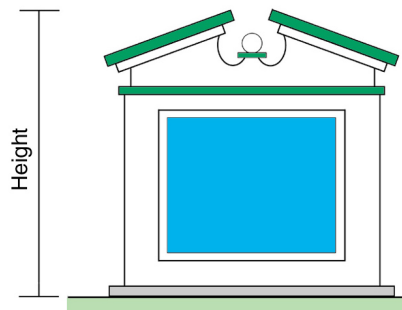


## Signable Area

### Site Entry Feature With Signage

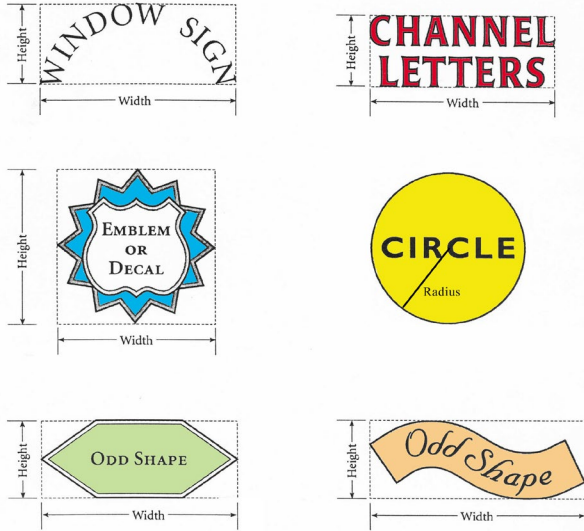


Sign Height

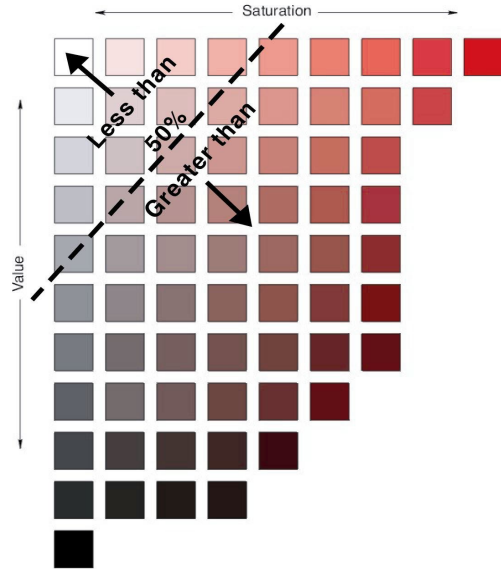


Projecting Sign

# ILLUSTRATIONS



Computation of Sign Area



Color Value and Saturation

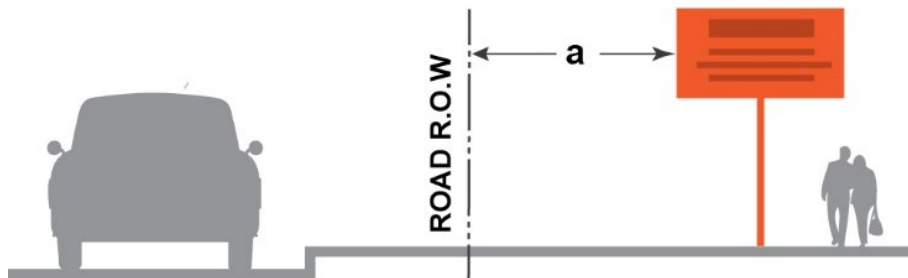


External illumination only



Internal illumination permitted

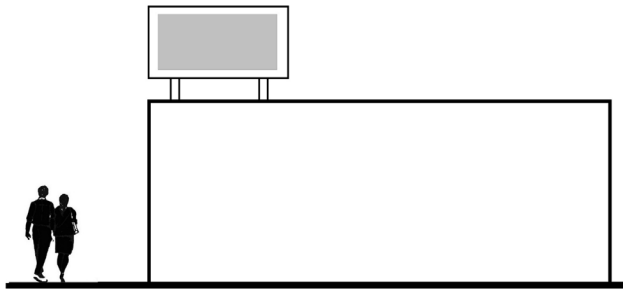
## Sign Illumination



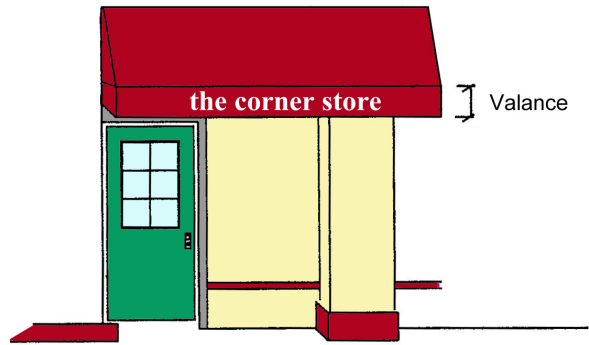
a = required setback



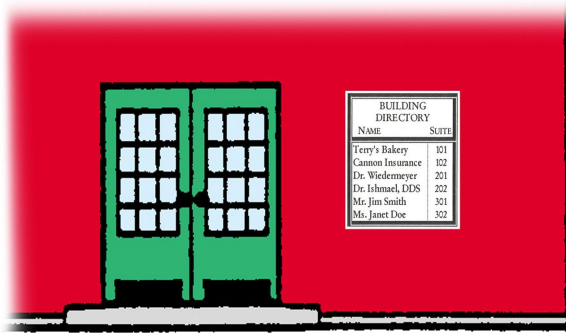
# ILLUSTRATIONS



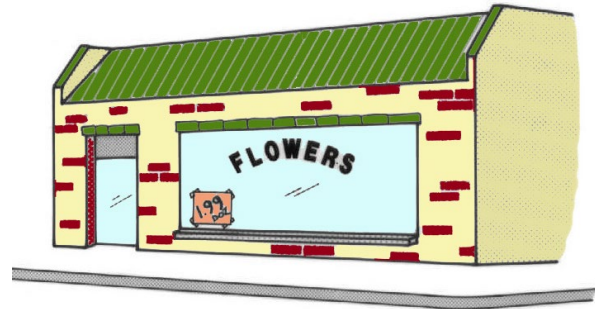
Roof Sign



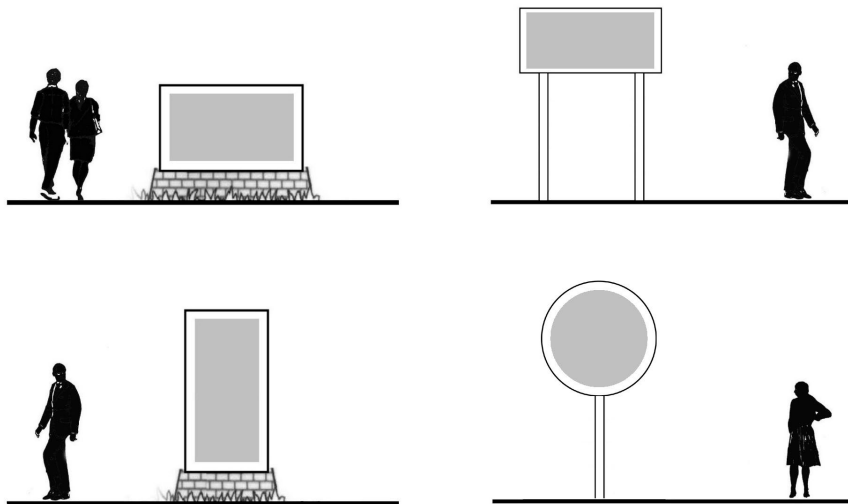
Awning Sign



Building Directory



Window Sign



Various Types of Ground Signs

**PART THREE – Revise Section 2.2 (Definitions) to add new sign-related definitions**

Section 2.2 (Definitions) is hereby revised to insert a new definition for “Sign” and associated sub-definitions, as follows:

**Section 2.2 Definitions.**

**Sign.** Any surface, fabric, device, display, structure, fixture, placard, or similar visual medium, including all component parts, which bears writing, representations, emblems, graphic designs, logos, trademarks, pictorial forms, sculptured matter or any figures of similar character or the purpose of conveying information, or informing or attracting the attention of persons. Signs shall include banners, bulbs, other lighting devices, streamers, pennants, balloons, propellers, flags or similar devices. Unless otherwise indicated, the definition of “sign” includes interior or exterior signs that are visible from any public road, sidewalk, alley, park or public property, but not signs that are primarily directed at persons within the premises where the sign is located.

- A. Abandoned Sign. A sign accessory to or associated with a use that has been discontinued or terminated for more than 365 calendar days.
- B. Accessory Sign. A sign that pertains to the principal use of the premises.
- C. Billboard. Signs that do not pertain to the principal use of the premises, or that advertises businesses, products, services, facilities or events not sold, distributed or furnished on the premises on which the sign is located. Also referred to as “outdoor advertising,” or “off-premises signs.”
- D. Building-Mounted Sign. A display sign that is painted on, adjacent to or attached to a building wall, door, window or related architectural feature.
  - a. Awning Sign. A sign that is painted or printed on, or attached to an awning or canopy.
  - b. Building Directory. A wall sign where individual occupants of a building whose space is not located on the street level façade may display information directing visitors to their portion of the building.
  - c. Projecting Sign. A display sign attached to or hung from a structure projecting from and supported by the building, and extending beyond the building wall, building line or road right-of-way line.
  - d. Roof Sign. Any sign erected or maintained on or above the roof of the building, or that extends above the roofline.
  - e. Wall Sign. A sign painted on, or attached parallel to the exterior surface of a building wall, door, window or related architectural feature and extending not more than two (2) feet from the wall with no copy on the sides or edges.
  - f. Window Sign. A sign affixed to or installed inside a window so as to be observable from the exterior of the building.
- E. Clearance. The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- F. Color Value. The perception of an internally illuminated color’s lightness or darkness or a description of the overall intensity or strength of the light through the illuminated color, expressed as a ratio or percentage.
- G. Damaged Sign. A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized or destroyed.
- H. Decorative Display. A decorative, temporary display designed for the entertainment or cultural enrichment of the public and having no direct or indirect sales or advertising content.
- I. Ground Sign. A freestanding sign supported by one or more columns, uprights or braces in the ground surface, or mounted directly to a base with no clearance between the established grade and the bottom of the sign.

## Public Hearing Draft

- J. Nameplate. A small wall sign accessory to the address numbers of a building for the purpose of identifying the building, occupants or uses.
- K. Noncombustible Material. Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- L. Nonconforming Sign. A sign which was erected legally, but which is not in compliance with current Ordinance provisions for signs. The definition of “nonconforming sign” shall not include any sign located within a road right-of-way, or any sign that is missing necessary structural and functional components.
- M. Saturation. The dominance of hue in the color, expressed as a percentage of the dominant wavelength to other wavelengths in the color.
- N. Sign Area. The gross surface area within a single continuous perimeter enclosing the extreme limits of all sign copy or surface of any internally-illuminated sign, awning or canopy. Such perimeter shall not include any structural or framing elements lying outside the limits of such sign and not forming an integral part of the display.
- O. Signable Area. The area of each street level portion of a principal building’s front facade wall, including doors and windows, facing a public road.
- P. Sign Copy. Writing, representations, emblems, logos, pictorial forms, sculptured matter or any figures of similar character, together with any frame, tower or other materials, color or internally-illuminated area forming an integral part of a display to convey information or attract attention.
  - a. Animated Copy. Sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means at intervals of less than once per minute.
  - b. Changeable Copy. Moveable letters or other forms of sign copy, not including animated copy, which can be altered by manual, mechanical or electrical means without replacing the sign copy area, at intervals of once per minute or longer.
- Q. Sign Height. The vertical distance measured from the average grade at the sign location to the highest point of the sign.
- R. Site Entry Feature with Signage. A sign located at the entrance to a residential development, industrial park or similar development for the purpose of identifying an entrance, defining a gateway or creating a common identity for the development.
- S. Temporary Sign. Display signs, banners, balloons, festoons or other advertising devices constructed of cloth, canvas, fabric, plastic or other light temporary material, with or without a structural frame or any other sign intended for a limited period of display, but not including decorative displays for holidays or public demonstration.
  - a. Banner. A temporary sign made of fabric or other non-rigid material with no enclosing framework.
  - b. Festoons. A string of ribbons, tinsel, small flags or pinwheels.
  - c. Inflatable Sign. Any air filled or gas filled object tethered to a fixed location and used as a means of directing attention to any business, profession, commodity, service, product or entertainment.
  - d. Portable Sign. A type of temporary sign not permanently affixed to the ground or structure and consisting of two vertically-oriented sign faces linked at the top by hinges or similar devices and forming an inverted “V” shape when displayed. Also referred to as a “sandwich board” sign.
- T. Unlawful Sign. A sign for which no valid permit was issued by the Township at the time such sign was erected or a sign that is not in compliance with the current zoning ordinance and does not meet the definition of a nonconforming sign.
- U. Unsafe Sign. A sign that is not properly secured, in danger of falling or otherwise in a condition that is hazardous to the public health, safety or welfare.

**PART FOUR – Repeal**

All ordinances or parts of ordinances in conflict with the provisions of this amendatory ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this amendatory ordinance full force and effect.

**PART FIVE – Severability**

If any section, subsection, clause, phrase or portion of this amendatory ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

**PART SIX – Publication**

The Clerk for the Charter Township of Union shall cause this amendatory ordinance to be published in the manner required by law.

**PART SEVEN – Effective Date**

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, 2024, after initiation and a public hearing by the Planning Commission on \_\_\_\_\_, 2024 as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Board of Trustees on \_\_\_\_\_, 2024 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on \_\_\_\_\_, 2024, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

## Section 11 Signs

### Section 11.1 Purposes

These regulations are intended to promote the health, safety, and welfare of the community by permitting signs and other displays that are needed for the purposes of identification or communication, subject to the following objectives:

- A. **Public Safety.** By reason of their size, location, spacing, construction or manner of display, signs shall not endanger life or limb, confuse or mislead motorized or non-motorized traffic, obstruct vision necessary for traffic safety, or otherwise endanger the public health or safety. The regulations contained in Section 11 are based on a determination that an excessive amount and improper placement of signs results in reduced ability of motorists to see and clearly interpret signs and to safely and efficiently maneuver to their desired destination.
- B. **Community Aesthetics.** Signs should enhance the aesthetic appeal of the Township, including the preservation of its historic and cultural resources, scenic areas and view sheds, and the dark night sky. Therefore, these regulations are intended to regulate oversized signs that are out-of-scale with surrounding buildings and structures, prevent an excessive accumulation of signs which cause visual clutter, and prevent blight.
- C. **Community Character and Property Values.** The placement and design of signs should further the land use planning objectives of the Township and minimize the possible adverse effect of signs on nearby public and private property. Signs should be compatible with neighborhood character and protect the value of surrounding properties.
- D. **Free Speech.** These regulations are intended to ensure that the constitutionally guaranteed right of free speech is protected and allow signs as a means of communication.
- E. **Economic Development.** These regulations recognize that businesses and other land uses in the Township require an amount of signage sufficient to provide awareness to passing motorists of the location and nature of the business. Having clear sign regulations allows for consistent expectations from property owners and promotes the Township's ability to attract sources of economic development and growth.
- F. **Effective Communication.** These regulations are intended to encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.

### Section 11.2 Scope of Requirements

It shall be unlawful for any person, firm, or corporation to erect, construct, or alter any sign in the Township except in conformance with the provisions of Section 11, subject to issuance of a permit, except as otherwise provided herein.

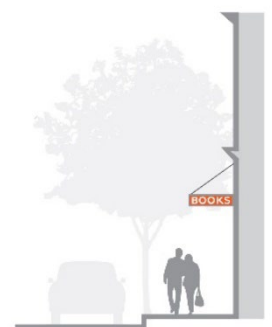
### Section 11.3 Definitions

For the purposes of Section 11, the following definitions shall apply:

**Awning or Canopy Sign:** A sign which is made of non-rigid material such as heavy canvas that is supported by a framework, which is attached to a building's substrate. An awning sign extends outward from the building and so provides shaded cover and protection from weather for customers and pedestrians. For the purposes of this Ordinance, an awning or canopy sign shall be considered a type of wall sign.



Awning Sign



Canopy Sign

# Existing Sign Regulations

**Balloon Sign:** A balloon sign is an inflatable device, regardless of size, that is designed for use as an on-premises advertising device for a commercial promotional event.

**Banner Sign:** A sign made of fabric, cloth, paper, or other non-rigid material.

**Banner, Feather:** A feather banner is a type of banner sign comprised of a metal or plastic frame, pole, and/or base to which a vinyl, nylon, canvas or polyester fabric sign face is attached (see illustration).



Banner Sign

**Changeable Copy Sign (Manual):** A sign, which has a reader board for the display of information (e.g., text, alphanumeric characters, graphics or symbols) that is changed manually.

**Commodity Sign.** A sign advertising a product produced on the property.

**Construction Sign:** A sign that identifies the name of a proposed development project, along with the project developers, contractors, engineers, architects, and landscape architects, and may include a description of lots and other pertinent details regarding a proposed development.

**Courtesy Sign:** A sign that provides information of a non-advertising or courtesy nature, including but not limited to, No Smoking, Restrooms, No Solicitors, Self Service, Vacancy/No Vacancy, Credit Cards Accepted, etc. Also called Incidental Sign.

**Directional Sign:** An on-premises sign that is located and sized in a manner to safely and efficiently direct the flow of vehicular and pedestrian traffic to, from, and within a development site.

**Electronic Display Signs:** A sign that uses changing lights to form a sign message or messages in text or graphic or video display form wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.

**Festoon:** A string of ribbons, tinsel, small flags, pennants, pinwheels or lights, typically strung overhead in loops.

**Flag:** A sign made of cloth, fabric, or other durable, flexible material and attached to a permanent or temporary conforming pole.

**Flashing Sign:** A sign that contains an intermittent or sequential flashing light source. Electronic Display Signs, as defined herein, shall not constitute a flashing sign for the purpose of this ordinance.

**Freestanding Sign:** Any on-site sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure, including the following:

- a. **Pole Sign:** A type of freestanding sign that is elevated above the ground on poles or braces (also known as a **Freestanding Elevated Sign**).



Pole Sign

# Existing Sign Regulations

- b. **Monument Sign:** A three-dimensional, self-supporting, base-mounted freestanding sign, consisting of two (2) or more sides extending up from the base, and upon which a message is painted or posted. A monument sign may also consist of a base-mounted cylindrical structure upon which a message is painted or posted. (Also known as a **Ground Sign**.)



**Illegal Sign:** A sign that does not meet the requirements of this ordinance and which has not received legal nonconforming status.

**Illuminated Sign:** Any sign which contains a mechanism that emits artificial light, including the following:

Ground or Monument Sign

- a. **Externally Illuminated Sign:** Any sign with lights designed for illumination and not located within the sign itself.
- b. **Internally Illuminated Sign:** Any sign with lights designed for illumination from within the sign itself.

**Incidental Sign:** A small sign, emblem, or decal designed and located to be read only by people within the site and generally not visible or legible from the road right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and barrier-free signs. Also called **Courtesy Signs**.

**Inflatable Sign:** A sign consisting of flexible material or fabric that takes on a three-dimensional shape when filled with a sufficient volume of air or other gas. Inflatable signs are commonly used as temporary signs to draw attention to a site.



**Interior Sign:** A sign placed within a building, but not including a window sign as defined herein, that is not visible from any public street, sidewalk, alley, park, or public property.

**Mansard:** A sloped roof or roof-like facade. Signs mounted on the face of a mansard roof shall be considered wall signs.

**Message Center Sign:** A sign that uses an illuminated message board that is capable of being programmed and changed electronically.

**Marquee:** A permanent roof-like structure or canopy, supported by and extending from the face of the building.

**Marquee Sign:** A sign attached to or supported by a marquee structure.

**Moving Sign:** Any sign in which the sign itself or any portion of the sign moves or revolves. A "rotating sign" and a "revolving sign" are types of moving signs. Such motion does not refer to the method of changing the message on the sign.

**Neon Sign:** A sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it.

# Existing Sign Regulations

**Noncommercial Message Sign:** A sign that is not related to or connected with trade or commerce in general, including, but not limited to, signs pertaining to politics, sports, educational institutions, and general messaging.

**Nonconforming Sign:**

- a. A sign which is prohibited under the terms of this Ordinance but was erected lawfully, with a permit and was in use on the date of enactment of this Ordinance, or amendment thereto.
- b. A sign which does not conform to the requirements of this Ordinance, but for which a variance has been granted.

**Off-Premises Advertising Sign (Billboard):** A sign containing a message regarding services or products, activities, persons or events that are not made, produced, assembled, stored, distributed, leased, sold or conducted on the premises upon which the sign is located.

**Parapet:** The extension of a false front or wall above a roof line. Signs mounted on the face of a parapet shall be considered wall signs.

**Permanent Sign:** Any sign constructed and intended to be displayed for an indefinite, or long-term period of time. Any sign, regardless of construction and intention, that is in place for more than six (6) months shall be considered a permanent sign.

**Political Sign:** A type of temporary **Noncommercial Message Sign** relating to matters to be voted on in a local, state, or national election or referendum.

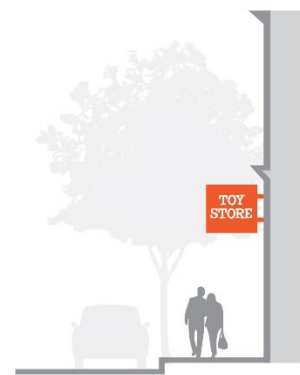
**Portable Sign:** A sign designed to be moved easily and not permanently affixed to the ground or to a structure. This also includes signs worn or carried by a person.

**Portable Message Center Sign:** A sign designed to be transported easily and not permanently affixed to the ground or to a structure. A portable message center sign includes a manual and electronic changeable copy sign, an electronic graphic display sign, a video display sign or multi-vision/tri-vision sign that may be displayed or affixed to a movable object such as but not limited to a car, truck, trailer or similar transportation device. The following are examples of portable message center signs:



**Projected Wall Sign:** A sign, other than a flat wall sign, that projects more than three (3) inches and up to (15) inches from the face of the building or structure upon which it is located

**Projecting Sign:** A sign, other than a flat wall sign, that projects more than fifteen (15) inches from the face of the building or structure upon which it is located and is designed to attract the attention of drivers. A projecting roof sign is one that projects beyond the face or exterior wall surface of the building upon which the roof sign is mounted.



Projecting Sign



# Existing Sign Regulations

**Public Sign:** A sign erected in the public interest by or upon orders from a local, state, county, or federal public official. Examples of public signs include, but are not limited to, legal notices, safety signs, traffic signs, signs of historical interest, and similar signs. (Also known as **Public Agency Signs**.)

**Public Interest Sign:** Signs of a non-commercial nature that address a subject of interest to the general public, examples of which include names of buildings, date of erection, names on monuments, commemorative tablets, memorial plaques, centennial farm or home signs, historical signs, etc.

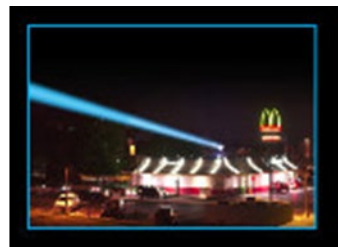
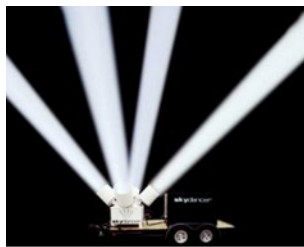
**Residential Entranceway Sign:** A sign that is located at the entrance to a residential development (e.g., subdivision, apartment complex, condominium development, or other residential development) in a residential zoning district.

**Roof Sign:** Any sign that extends above the roofline or is erected over the surface of the roof.

**Rotating or Revolving Sign:** A moving sign that rotates or revolves around an axis driven by wind or electromechanical devices. See "Moving Sign."

**Sandwich Board Sign:** An "A-frame" shaped sign that consists of two sign boards that are hinged together at the top and on which the message has been factory-imprinted, handwritten, or displayed using manual changeable copy display.

**Search lights (portable) :** A search light, sometimes referred to as a spotlight, is a sign that is intended to visually communicate or attract the public's attention to a specific location.



**Setback, Sign:** The distance from the lot line to the nearest part of a sign structure.

**Street Furniture Sign:** A sign applied to or affixed to a bench, trash receptacle, or any other street furniture.

**Support Pole Sign:** A temporary sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.

**Suspended Sign:** A sign suspended from the ceiling of an arcade, marquee, or canopy.

**Temporary Sign:** A sign that is to be displayed for a limited period of time. Temporary signs may include temporary noncommercial message signs, signs posted for the purposes of marketing property for sale or lease, and banners, balloons, festoons, or other advertising devices constructed of cloth, canvas, fabric, cardboard, plastic, or other light temporary material, with or without a structural frame. Temporary signs do not include decorative displays for holidays or public demonstrations. Other types of temporary signs include, for example, garage sale and yard sale signs, grand opening signs, model home signs, and temporary window signs.

**Vehicle Signs:** Signs painted or mounted on the side of a vehicle, including signs on the face of a truck trailer. Vehicle Signs do not include Portable Message Center Signs.

**Wall Sign:** A sign painted on, incorporated in or attached directly to the exterior wall of a building, with the exposed face of the sign in a plane parallel to the building wall, and projecting no more than six (6) inches from the wall face. Permanent signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall also be considered wall signs.



**Window Sign:** A temporary sign located in or on a window which is intended to be viewed from the outside. Permanent window signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall be considered wall signs. Temporary signs affixed to a window for more than thirty (30) days shall be considered wall signs.

**Yard Signs:** Temporary portable signs that are freestanding and temporarily anchored or secured to the ground.

[as amended 11/10/21]

## Section 11.4 Substitution Clause

Any lawful sign that can be displayed under the provisions of Section 11 may contain a noncommercial message.

## Section 11.5 Enforcement

### A. Plans, Specifications and Permits.

1. **Permits.** Any person or entity desiring to construct, reconstruct, replace, modify, or alter any permitted sign shall first obtain a permit authorizing the sign. Written application for a sign permit, on forms provided for such by the Township, shall be submitted to the Zoning Administrator. A permit shall require payment of a fee, which shall be established by the Township Board.
2. **Applications.** Application for a sign permit shall be made upon forms provided by the Zoning Administrator. Where several signs are proposed for the same use, all such signs may be included in a single permit application. The following information shall be required:
  - a. Name, address, and telephone number of the applicant.
  - b. Location of the building, structure, or lot on which the sign is to be attached or erected.
  - c. Position of the sign in relation to nearby buildings, structures, property lines, and right-of-way lines.
  - d. A permit fee in an amount established by resolution of the Township Board.
  - e. Plans of the sign drawn to scale, accurately depicting the sign dimensions, height and location in relation to surrounding lot lines and public rights-of-way.
  - f. Identification of means of illumination of the sign, if any.
  - g. Copies of stress sheets and calculations, if deemed necessary, showing the structure as designed for dead load and wind pressure.

# Existing Sign Regulations

- h. Name and address of the person, firm, or corporation owning, erecting, and maintaining the sign.
- i. Information concerning required electrical connections.
- j. Insurance policy or bond, as required herein.
- k. Written consent of the record owner of the property upon which the sign is proposed to be located, or other evidence that the applicant is entitled to erect and maintain the sign as proposed.
- l. Other information required by the Zoning Administrator to make the determination that the sign is in compliance with all applicable laws and regulations.

### 3. Review of Application.

- a. *Planning Commission Review.* If proposed signs are illustrated on the plans for construction of a new building or addition to an existing building, then the signs shall be reviewed by the Planning Commission as a part of the required site plan review.
- b. *Zoning Administrator Review.* The Zoning Administrator shall be responsible for review of all sign permit applications that are not reviewed by the Planning Commission, including for any sign proposed on a site or existing building where no other new construction is proposed.
- c. *Approval of Application.* An application for a sign permit shall be approved if the application, plans and other supporting information are in conformance with the provisions of Section 11.
- d. *Issuance of Permit.* Following review and approval of a sign application by the Planning Commission or Zoning Administrator, as appropriate, the Zoning Administrator shall have the authority to issue a sign permit.

- 4. Exceptions. A sign shall not be enlarged or relocated except in conformity with the provisions set forth herein for new signs, nor until a proper permit has been secured. However, a new permit shall not be required for ordinary servicing or repainting of an existing sign message, cleaning of a sign, or changing of the message on the sign where the sign is designed for such changes (such as, but not limited to, changeable copy on a marquee or monument sign). Furthermore, a permit shall not be required for certain exempt signs listed in Section 11.6(B).

- 5. Removal Agreement or Bond. The Zoning Administrator may require a performance guarantee to guarantee the future removal of a sign. All signs erected by a business must be removed within thirty (30) days if that business closes. Freestanding sign structures may remain in place, but must be fitted with a blank face or a real estate sign until put in use again by a new business.

## B. **Inspection and Maintenance.**

- 1. Inspection of New Signs. All signs for which a permit has been issued shall be inspected by the Zoning Administrator when erected. Approval shall be granted only if the sign has been constructed in compliance with the approved plans and applicable Zoning Ordinance and Building Code standards.

In cases where fastenings or anchorages are to be eventually bricked in or otherwise enclosed, the sign erector shall advise the Zoning Administrator when such fastenings are to be installed so that inspection may be completed before enclosure.

- 2. Inspection of Existing Signs. The Zoning Administrator shall have the authority to routinely enter onto property to inspect existing signs. In conducting such inspections, the Zoning Administrator shall determine whether the sign is located in the permitted area, adequately supported, painted to prevent corrosion, and so secured to the building or other support as to safely bear the weight of the sign and pressure created by the wind.

# Existing Sign Regulations

3. **Removal of Unsafe or Unlawful Signs.** Signs that are unlawful or deemed to be unsafe by the Zoning Administrator shall be removed or made safe in conformity with the provisions of Section 11.
4. **Notice.**
  - a. When the whole or any part of a sign or sign structure is found to be in a dangerous or unsafe condition or otherwise not in compliance with this Ordinance, the Zoning Administrator shall then issue a notice of noncompliance.
  - b. Such notice shall be directed to the owner, agent or lessee if registered with the Zoning Administrator for that purpose. If no owner, agent or lessee has been registered, then such notice shall be directed to each owner of or party in interest in the property on which the sign is located in whose name that certain real property appears on the last local tax assessment records.
- C. **Removal of Obsolete Signs.** Any sign that no longer identifies a business that is in operation, or that identifies an activity or event that has already occurred shall be considered abandoned and shall be removed by the owner, agent, or person having use of the building or structure. Upon vacating a commercial or industrial establishment, the proprietor shall be responsible for removal of all signs used in conjunction with the business.

However, where a conforming sign structure and frame are typically reused by a current occupant in a leased or rented building, the building owner shall not be required to remove the sign structure and frame in the interim periods when the building is not occupied, provided that the sign structure and frame are maintained in good condition.
- D. **Nonconforming Signs.** See Section 11.14.
- E. **Appeal to the Zoning Board of Appeals.** Any party who has been refused a sign permit for a proposed sign may file an appeal with the Zoning Board of Appeals, in accordance with Section 14.4 of this Ordinance. In determining whether a variance is appropriate, the Zoning Board of Appeals shall study the sign proposal, giving consideration to any extraordinary circumstances, such as those listed below, that would cause practical difficulty in complying with the sign standards. The presence of any of the circumstances listed may be sufficient to justify granting a variance; however, the Zoning Board of Appeals may decline to grant a variance even if certain of the circumstances are present.
  1. Permitted signage could not be easily seen by passing motorists due to the configuration of existing buildings, trees, or other obstructions, which cannot be legally and/or practically removed.
  2. Permitted signage could not be seen by passing motorists in sufficient time to permit safe deceleration and exit. In determining whether such circumstances exist, the Zoning Board of Appeals shall consider the width of the road, the number of moving lanes, the volume of traffic, and speed limits.
  3. Existing signs on nearby parcels would substantially reduce the visibility or advertising impact of a conforming sign on the subject parcel.
  4. Construction of a conforming sign would require removal or severe alteration to natural features on the parcel, such as but not limited to removal of trees, alteration of the natural topography, filling of wetlands, or obstruction of a natural drainage course.
  5. Construction of a conforming sign would obstruct the vision of motorists or otherwise endanger the health or safety of passers-by.
  6. Variance from certain sign regulations would be offset by increased building setback, increased landscaping, or other such enhancements, so that the net effect is an improvement in appearance of the parcel, compared to the result that would be otherwise achieved with construction of a conforming sign.

# Existing Sign Regulations

7. A sign which exceeds the permitted height or area standards of the Ordinance would be more appropriate in scale because of the large size or frontage of the parcel or building or within a building setback significantly greater than required by ordinance.

[as amended 11/10/21]

## Section 11.6 General Provisions

- A. **Permitted Exempt Permanent Signs.** A sign permit shall not be required for the following permanent signs, which shall be permitted subject to applicable provisions herein:
  1. Address numbers with a numeral height no greater than six (6) inches for residences and eighteen (18) inches for businesses.
  2. Memorial signs or tablets.
  3. Signs on a bus, truck, trailer, or other vehicle while operated and used for transport in the normal course of a business, provided that the primary use of the vehicle displaying the sign shall not be for the purpose of advertising a business on the premises where the vehicle is parked.
  4. Public signs, including the authorized signs of a government body or public utility, including traffic signs, legal notices, railroad crossing signs, warnings of a hazard, and similar signs.
  5. Flags bearing the official design of a nation, state, municipality, educational institution, or noncommercial organization.
  6. Incidental signs, provided that the total of all such signs shall not exceed four (4) square feet.
  7. Public and private traffic control signs which conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices.
  8. Permanent signs on vending machines, gas pumps, propane cages, and ice containers, which may indicate only the contents and brand of contents, provided that the sign area of each device shall not exceed four (4) square feet. One such sign shall be permitted on each face of the device.
  9. "Help wanted" signs soliciting employees for the place of business where posted, provided that the maximum area for all such signs shall be four (4) square feet.
  10. Any sign which is located completely within an enclosed building, and which is not visible from outside the building.
  11. Plaques or signs designating a building as a historic structure.
  12. "No Trespassing," "No Hunting," and "No Dumping" signs. Such signs shall not exceed two (2) sq. ft. in area and six (6) feet in height.
  13. Directional signs used to direct vehicular or pedestrian traffic to parking areas, loading areas, or to certain buildings or locations on the site, subject to the following conditions:
    - a. A directional sign may display a logo, which shall not exceed one (1) square foot in area.
    - b. Directional signs shall not exceed six (6) square feet in area, or four (4) feet in height.
    - c. Directional signs may be located in the front setback area, provided they are set back at least fifteen (15) feet from the existing or planned right-of-way line.
    - d. Such signs shall comply with the Unobstructed Sight Distance requirements, as specified in Section 4.6, to maintain visibility for drivers.
- B. **Permitted Exempt Temporary Signs:** A sign permit shall not be required for the following temporary signs, which shall be permitted subject to applicable provisions herein:

# Existing Sign Regulations

1. **Construction Signs.** Temporary construction signs shall be subject to the requirements in the following chart:

Construction Sign Requirements	
<b>Maximum number of signs per parcel</b>	One (1) sign per road front of the development parcel
<b>Minimum setbacks</b>	Signs shall be located outside of any road right-of-way and corner clearance area, as defined and regulated by this Ordinance; and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive.
<b>Maximum sign area</b>	32 square feet per sign
<b>Maximum sign height</b>	10 feet
<b>Method of illumination</b>	External light sources only
<b>Display period</b>	Signs may be erected following final site plan or final preliminary plat approval, and shall be removed within fourteen (14) calendar days after completion of the project's final phase, or upon expiration of site plan or permit approval.

2. **Temporary Window Signs.** Temporary window signs are permitted in the Business, Industrial, and Office districts, subject to the requirements in the following chart:

Temporary Window Sign Requirements	
<b>Maximum Coverage</b>	No more than ten percent (10%) of the total window area on the address side only.
<b>Permitted Location</b>	On ground floor windows on address side only.
<b>Method of Illumination</b>	Illumination not permitted.

3. **Other Temporary Signs.** Temporary signs not otherwise provided for in this subsection, including Noncommercial Message Signs, shall be subject to the following requirements:

- a. Maximum Height and Sign Area. Temporary signs shall comply with the maximum height and sign area requirements specified in the following chart:

Zoning Districts	Maximum Sign Height	Maximum Total Sign Area
<b>Agricultural District (AG)</b>	6 ft.	32 sq. ft.
<b>Residential Districts (R-1, R-2A, R-2B, R-3A, R-3B, R-4)</b>	5 ft.	16 sq. ft.
<b>Business Districts (B-4, B-5, B-7, OS)</b>	10 ft.	32 sq. ft.
<b>Other Districts (I-1, I-2, PUD)</b>	10 ft.	32 sq. ft.

- b. Minimum Setbacks. Temporary signs shall be located outside of any road right-of-way and corner clearance area, as defined and regulated by this Ordinance; and ten (10) feet from any side or rear lot boundary and the edge of pavement for any internal access drive.
- c. Off-premises Temporary Signs. A maximum of two (2) off-premises temporary signs shall be permitted accessory to a property offered for sale in the Township or accessory to an active farm operation in the Township that sells farm products at a lawfully-established roadside stand, or that operates a farm market or agri-tourism business, subject to the following requirements:
  - i. Such signs shall be located on private property, with permission of the property owner, that is within one (1) mile of the property posted for sale or the farm operation.

# Existing Sign Regulations

- ii. Each such sign shall not exceed nine (9) square feet in area and six (6) feet in height.
- iii. Such signs shall be located outside of any road right-of-way and corner clearance area, as defined and regulated by this Ordinance.
- d. Removal. Temporary signs shall be removed by the property or business owner, agent, or person responsible for creating or placing the sign on the lot within five (5) calendar days following completion or discontinuation of the event, action, or activity to which the sign pertains.

C. **Prohibited Signs**. The following signs are prohibited in all districts:

1. Any sign not expressly permitted.
2. Flashing signs.
3. Festoons, spinners, and streamers, unless specifically permitted elsewhere in Section 11.
4. String lights used for commercial purposes, other than holiday decorations.
5. Moving signs, including any sign which has any visible moving parts, visible revolving parts, visible mechanical movement, or other visible movement achieved by electrical, electronic, or mechanical means, including intermittent electric pulsations or movement caused by normal wind current or multi-vision signs, as defined herein.
6. Any sign or sign structure which:
  - a. Is structurally unsafe;
  - b. Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment;
  - c. Is capable of causing electric shock to a person who comes in contact with it; or
  - d. Is not kept in good repair, such that it has broken parts, missing letters, or non-operational lights.
7. Any sign attached to a tree or utility pole, except signs of a government or utility.
8. Obsolete signs, as specified in Section 11.5(C).
9. Portable signs, except where expressly permitted in this Ordinance.
10. Any sign which obstructs free access to or egress from a required door, window, fire escape, or other required exit.
11. Any sign which makes use of the words "Stop", "Look", or "Danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.
12. Any sign containing obscene, indecent, or immoral matter.
13. Any sign unlawfully installed, erected, or maintained.
14. Roof signs.
15. Signs on street furniture, such as benches and trash receptacles.
16. Real estate signs no longer valid due to the sale, rental, or lease of the property.
17. Video display signs.

# Existing Sign Regulations

18. Any sign erected on any property, public or private, without the consent of the property owner.
  19. Signs on a parked bus, truck, trailer, or other vehicle, where the primary use of the vehicle is advertising a business.
- D. **Off-Premises Advertising Signs (Billboards).** Freestanding off-premises advertising signs shall be permitted in the I-1, Light Industrial District, and I-2, General Industrial District, subject to the following regulations:
1. Permit Required. A permit must be obtained from the Township prior to erecting an off-premises advertising sign.
  2. Maximum Size. Off-premises advertising signs shall not exceed three hundred (300) square feet in area per sign face.
  3. Maximum Height. Off-premises advertising signs shall not exceed twenty-five (25) feet in height, measured from grade level at the sign pedestal.
  4. Setbacks. Off-premises advertising signs shall comply with the following minimum setback requirements:
    - a. Off-premises advertising signs shall conform to the front, side, and rear setback requirements for the district in which they are located, except that, at the intersection of any state or federal highway with a major or minor street there shall be a minimum setback of one hundred (100) feet from the established right-of-way of each such highway or street.
    - b. Off-premises advertising signs shall be set back a minimum distance of two hundred fifty (250) feet from any residentially-zoned district.
  5. Distance from Other Signs.
    - a. There shall be a minimum distance of one thousand (1,000) feet between off-premises advertising signs, except that a sign utilizing a digital billboard permit issued by the state of Michigan shall not be closer than 1,750 feet to another sign utilizing a digital billboard permit on either side of the highway facing the same direction of oncoming traffic.
    - b. There shall be a minimum of one hundred (100) feet between any off-premises advertising sign and any other on-premises sign.
  6. Location.
    - a. Off-premises advertising signs shall not be located on or over the roofs of buildings.
    - b. An off-premises advertising sign shall not be placed on any lot that does not have a minimum width of five hundred (500) feet.
  7. Electronic Display Signs. Electronic changeable copy, electronic graphic display, and tri-vision signs shall be permitted.
- E. **Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings.** Signs for religious institutions, other institutional buildings, and public buildings shall be permitted subject to the same standards as other signs in the district in which the institution is located. However, a religious institution in the AG (Agricultural) District or any residential zoning district may erect signs for the purposes of: identification of the religious institutions or affiliated school, parsonage, or other facility; advertising the time or subject of services; or, presenting other related information. Such signs shall be subject to the following standards:
1. Building-Mounted Sign(s). The standards of Section 11.13.B. shall apply.
  2. Freestanding or Ground Sign(s). The standards of Section 11.13.C. shall apply, except that the height shall not exceed 8.0 feet and the allowable sign area shall not exceed



# Existing Sign Regulations

48.0 square-feet. The sign location shall also conform to Section 4.6 (Clear Vision Triangle) requirements.

3. **Electronic Display Technology.** Electronic changeable copy and electronic graphic display may be permitted on freestanding signs.
- F. **Electronic Display Technology.** Electronic changeable copy and electronic graphic display technology is permitted on freestanding signs in office, commercial, and industrial districts, subject to the following regulations:
1. **Message Frequency/Duration.** Copy change shall not be more frequently than once per ten (10) seconds.
  2. **Illumination.** Glare shall be reduced/minimized in such a manner as to maintain an appropriate level of contrast during the day and an automatic dimmer shall be required to control brightness at night, reduce driver distraction and light trespass into residential areas. A photometric plan which identifies the proposed illumination levels (in foot-candles) shall be provided. Illumination levels shall not exceed 0.3 foot-candles over ambient light levels measured at a distance of 150 feet for those sign faces less than or equal to three hundred (300) square feet.
  3. **Area.** An electronic changeable copy or electronic graphic display area shall not exceed more than 80% of the actual sign area of any ground sign face.
  4. **Integration into Sign.** The electronic changeable copy or electronic graphic display areas on ground signs shall be part of the same sign face as a ground sign without electronic display technology and shall be integrated into the face of such sign by use of a border or similar design treatment that provides a visual linkage to the remainder of the sign.
  5. **Motion, Animation and Video.** Video display, animation, scrolling text, flashing, whirling or dissolving transitions, or any other type of motion associated with an electronic sign shall be prohibited.
- G. **Entranceway Signs.** Entranceway signs are permitted for the purposes of identifying the entrances to residential subdivisions or condominium developments, apartment complexes, mobile home parks, industrial subdivisions or condominium developments, office parks, public parks, conservation areas, cemeteries, and similar developments. Such signs shall comply with the following regulations:
1. **Maximum Sign Size.** Entranceway signs may not exceed forty-eight (48) square feet in area except for multi-tenant business parks, where entranceway signs may be up to one hundred (100) sq. ft. in size. However, the structure on which the sign is mounted may exceed forty-eight (48) square feet.
  2. **Height.** Maximum sign height: 6 ft. Maximum structure height: 8 ft.
  3. **Minimum Setback.** No part of an entranceway sign shall be located in the road right-of-way, except that entranceway island signs may be located in the road right-of-way subject to compliance with the regulations in paragraph 6, following.
  4. **Easement Required.** If sign is on private property, evidence of an easement must be submitted.
  5. **Type of sign permitted:** Ground sign only.
  6. **Entranceway Island Option.** An entranceway sign may be located on a landscaped entranceway island, provided that:
    - a. The nearest edge of the sign must be set back a minimum of ten (10) feet from the right-of-way of the intersecting street.
    - b. Such signs shall comply with the requirements related to Unobstructed Sight Distance in Section 4.6, to maintain visibility for drivers.
    - c. If sign is in the road right-of-way, then a copy of the permit from the Isabella County Road

# Existing Sign Regulations

Commission must be submitted.

7. Number. One (1) entranceway sign is permitted per major point of entry.
- H. **Community Organization Signs**. Signs that identify local service clubs, fraternal and veterans' organizations, and religious institutions by name or logo and address shall be permitted in any B-4, B-5, B-7, I-1 or I-2 district, subject to the following requirements:
1. Dimensions. The maximum area of any such sign is one hundred (100) square feet and the maximum height is ten (10) feet.
  2. Application. Any service club, fraternal or veterans' organization, or religious institution may apply for such a sign. The applicant shall notify in writing all service clubs, fraternal and veterans' organizations, and religious institutions in Union Township, including any incorporated areas, to extend an opportunity to have their name or logo placed on the sign. Sixty (60) days after notification, the applicant shall provide the Zoning Administrator with a drawing of the proposed sign and a list of the names and addresses of all organizations notified.
  3. The sign may be composed of individual elements provided by each organization. Lettering shall be uniform.
  4. Space shall be set aside for future organizations.
  5. No slogans, mottos, or products shall be placed on the sign.
  6. Maintenance. The agency applying for the sign shall be responsible for maintenance of the sign, providing space for new organizations to be placed on the sign, and administration of any leases and fees.

[as amended 11/10/21]

## Section 11.7 Sign Design Standards

### A. Construction Standards.

1. General Requirements. All signs shall be designed and constructed in a safe and stable manner in accordance with the Township's Building Code and electrical code. All electrical wiring associated with a freestanding sign shall be installed underground.
2. Building Code. All signs shall be designed to comply with minimum wind pressure and other requirements set forth in the Building Code.
3. Framework. All signs shall be designed so that the supporting framework, other than the supporting poles on a freestanding sign, is contained within or behind the face of the sign or within the building to which it is attached so as to be totally screened from view.

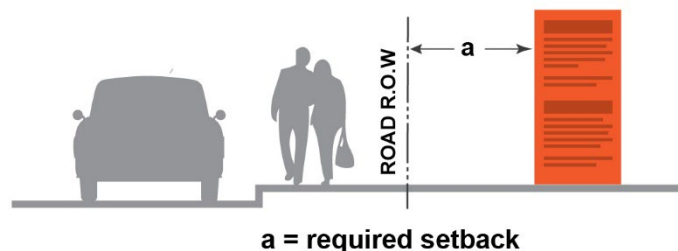
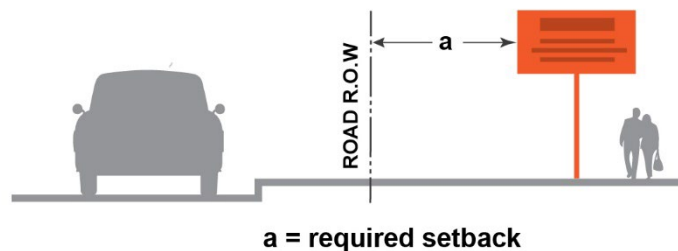
# Existing Sign Regulations

## B. Illumination.

1. General Requirements. Signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign, or internal to it. Temporary signs may be externally illuminated. Permanent signs may be internally or externally illuminated, except where prohibited in Section 11.
2. Non-Glare, Shielded Lighting. Use of glaring undiffused lights or bulbs shall be prohibited. The source of illumination shall not be visible, shall be fully shielded, and shall cause no glare hazardous to pedestrians, motorists or adjacent residential uses or districts.
3. Bare Bulb Illumination. Illumination by bare bulbs or flames is prohibited, except that bare bulbs are permitted on electronic changeable copy signs and theatre marquees.

## C. Location.

1. Within a Public Right-of-Way. No sign shall be located within, project into, or overhang a public right-of-way, except as otherwise permitted herein.
2. Compliance with Setback Requirements. All signs shall comply with the setback requirements for the district in which they are located (as set forth in Sections 11.8 through 11.13), except as otherwise specified herein.



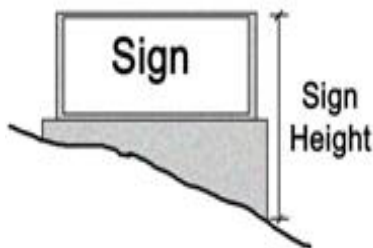
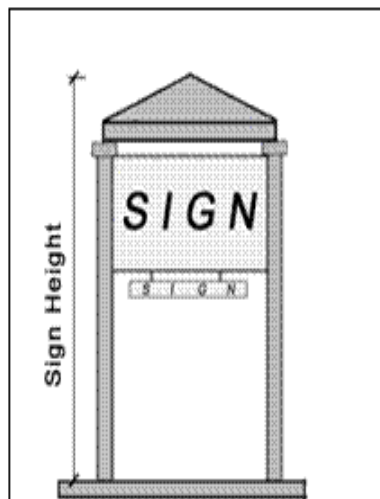
3. Sight Lines for Motorists. Signs shall comply with the requirements for unobstructed motorist visibility in Section 7.4.

## D. Measurement.

1. Sign Area. Sign area shall be computed as follows (see illustration):
  - a. General Requirements. Where a sign consists of a generally flat surface or sign face on which lettering and other information is affixed, the sign area shall be computed by measuring the entire face of the sign.

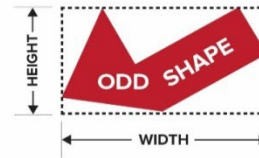
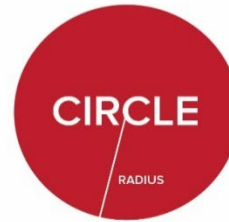
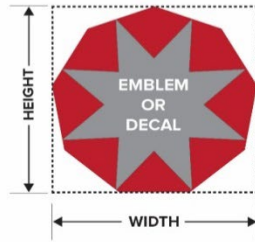
# Existing Sign Regulations

- b. *Individual Letters*. Where a sign consists of individual letters and logo affixed directly to a building, the area of the sign shall be computed by measuring the area of the envelope required to enclose the lettering and logo.
  - c. *Freestanding Sign*. The area of a double-faced freestanding sign shall be computed using only one (1) face of the sign provided that: 1) the outline and dimensions of both faces are identical, and 2) the faces are back-to-back so that only one face is visible at any given time.
  - d. *Ground Sign*. The area of a ground sign shall be computed by measuring the entire vertical surface of a face upon which the letters and logo are attached. In the case of a multi-faced ground sign, the area of the sign shall be computed using only one face of the sign.
  - e. *Cylindrical Sign*. The area of a cylindrical ground sign shall be computed by multiplying the diameter of the cylinder by its height.
2. **Setback and Distance Measurements**. The following guidelines shall be used to determine compliance with setback and distance measurements:
- a. *Distance between Two Signs*. The distance between two signs shall be measured along a straight horizontal line that represents the shortest distance between the two signs.
  - b. *Distance between Sign and Parking Lot or Building*. The distance between a sign and a parking lot or building shall be measured along a straight horizontal line that represents the shortest distance between the outer edge of the parking lot or building and the sign.
  - c. *Distance between Sign and Property Line*. The distance between a sign and a property line shall be measured along a straight horizontal line that represents the shortest distance between the sign and the property line.



**Sign Height**

# Existing Sign Regulations



## COMPUTATION OF SIGN AREA

# Existing Sign Regulations

## Section 11.8 Signs Permitted in Agricultural Districts on Lots Over Ten (10) Acres

- A. Signs listed in the chart that follows are permitted in Agricultural Districts on lots over ten (10) acres in size, subject to the following requirements:
1. Requirements for Permanent Signs that Require a Permit. The total maximum area of all permanent signs that require a permit is sixteen (16) square feet.
  2. Required Setbacks. Signs in the Agricultural District shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than thirty (30) feet to the side property lines, unless otherwise specified.
  3. Illumination. Sign illumination is not permitted in the Agricultural District except for signs for religious institutions, other institutional buildings, and public buildings.
  4. Sign Area on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The area of the additional sign shall be fifty percent (50%) or less in area of the front-facing wall signage.

SIGNS PERMITTED IN AGRICULTURAL DISTRICTS ON LOTS OVER TEN (10) ACRES	
Type of Sign	Sign Specifications
<b>PERMANENT SIGNS – PERMIT REQUIRED</b>	
<b>Wall Sign</b>	Maximum Area: 8 sq. ft. Maximum Ht.: Height of the wall or 5 ft. below the eave, not to exceed 25 ft. Maximum Projection: 6 inches Maximum No.: 1
<b>Suspended</b>	Maximum Area: 4 sq. ft. Maximum Ht.: Height of the wall or 5 ft. below the eave, not to exceed 25 ft. Minimum Distance Underneath: 8 ft.
<b>Entranceway Sign</b>	See Section 11.6(G)
<b>Freestanding or Ground</b>	Maximum Area: 12 sq. ft. Maximum Ht.: 6 ft. Maximum No.: 1
<b>Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings</b>	See Section 11.6(E)
<b>PERMANENT SIGNS – PERMIT NOT REQUIRED</b>	
<b>Courtesy Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Directional Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Public Interest Signs</b>	Maximum Area: 4 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>TEMPORARY SIGNS – SEE SECTION 11.6(B)</b>	

## Section 11.9 Signs Permitted in Agricultural Districts on Lots Ten (10) Acres or Smaller

- A. Signs listed in the chart that follows are permitted in Agricultural Districts on lots ten (10) acres in size or smaller, subject to the following requirements:
1. Requirements for Permanent Signs that Require a Permit. The total maximum area of all permanent signs that require a permit is eight (8) square feet.

# Existing Sign Regulations

2. Required Setbacks. Signs in the Agricultural District shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than thirty (30) feet to the side property lines, unless otherwise specified.
3. Illumination. Sign illumination is not permitted in the Agricultural District except for signs for religious institutions, other institutional buildings, and public buildings.
4. Sign Area on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The area of the additional sign shall be fifty percent (50%) or less in area of the front-facing wall signage.

<b>SIGNS PERMITTED IN AGRICULTURAL DISTRICTS ON LOTS TEN (10) ACRES OR SMALLER</b>	
<b>Type of Sign</b>	<b>Sign Specifications</b>
<b>PERMANENT SIGNS – PERMIT REQUIRED</b>	
<b>Wall Sign</b>	Maximum Area: 4 sq. ft. Maximum Ht.: Height of the wall or 5 ft. below the eave, not to exceed 25 ft. Maximum Projection: 6 inches Maximum No.: 1
<b>Entranceway Sign</b>	See Section 11.6(G)
<b>Freestanding or Ground</b>	Maximum Area: 4 sq. ft. Maximum Ht.: 4 ft. Maximum Projection: 3 inches Maximum No.: 1
<b>Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings</b>	See Section 11.6(E)
<b>PERMANENT SIGNS – PERMIT NOT REQUIRED</b>	
<b>Courtesy Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Directional Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Public Interest Signs</b>	Maximum Area: 4 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>TEMPORARY SIGNS – SEE SECTION 11.6(B)</b>	

# Existing Sign Regulations

## Section 11.10 Signs Permitted in Residential Districts

- A. Signs listed in the chart that follows are permitted in residential districts, including the R-1, Rural Residential District, R-2A, One- and Two-Family, Low-Density Residential District, R-2B, One- and Two-Family, Medium-Density Residential District, R-3A, Multiple-Family Residential District, and R-3B, Medium-Density, Multiple-Family Residential District, subject to the following requirements (see Section 3.11 for sign requirements for the R-4, Mobile Home Park District):
1. Requirements for Permanent Signs that Require a Permit. The total maximum area of all permanent signs that require a permit is twelve (12) square feet.
  2. Number of Permanent Signs Permitted. Only one (1) wall or one (1) freestanding sign is permitted in residential districts.
  3. Required Setbacks. Signs in the residential districts shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than thirty (30) feet to the side property lines, unless otherwise specified.
  4. Illumination. Sign illumination is not permitted in the residential districts except for signs for religious institutions, other institutional buildings, and public buildings.
  5. Sign Area on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The area of the additional sign shall be fifty percent (50%) or less in area of the front-facing wall signage.

<b>SIGNS PERMITTED IN RESIDENTIAL DISTRICTS</b>	
<b>Type of Sign</b>	<b>Sign Specifications</b>
<b>PERMANENT SIGNS – PERMIT REQUIRED</b>	
<b>Wall Sign</b>	Maximum Area: 2 sq. ft. Maximum Ht.: Height of the wall or 5 ft. below the eave, not to exceed 25 ft. Maximum Projection: 3 inches
<b>Entranceway Sign</b>	See Section 11.6(G)
<b>Freestanding or Ground</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 4 ft. Maximum Projection: 6 inches
<b>Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings</b>	See Section 11.6(E)
<b>PERMANENT SIGNS – PERMIT NOT REQUIRED</b>	
<b>Courtesy Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Directional Signs</b>	Maximum Area: 2 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>Public Interest Signs</b>	Maximum Area: 4 sq. ft. Maximum Ht.: 6 ft. Maximum Projection: 3 inches
<b>TEMPORARY SIGNS – SEE SECTION 11.6(B)</b>	

[as amended 11/10/21]

## Section 11.11 Signs Permitted in Business Districts

- A. Signs listed in this section are permitted in business districts, including the B-4, General Business District, B-5, Highway Business District, and B-7, Retail and Service Highway Business District, subject to the following requirements:



# Existing Sign Regulations

1. Additional Sign on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The maximum area of the additional sign shall be fifty percent (50%) of the area of the front-facing wall sign.
2. Rear or Side Entrance Wall Signage. Where a public entrance to a business is also provided in the rear or at the side of the building from an adjoining off-street parking area, one (1) additional wall sign shall be permitted. The maximum area of the additional sign shall be fifty percent (50%) of the area of the front-facing wall sign.
3. Required Setbacks. Signs in the residential districts shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than twenty (20) feet to the side property lines, unless otherwise specified.
4. Illumination. Direct and internal sign illumination is permitted in the business districts.
5. Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings. See Section 11.6(E).
6. Ground Sign Bonus. Where a ground sign is installed in lieu of an elevated freestanding sign, the applicant shall be entitled to an additional thirty-two (32) sq. ft. of signage, subject to the following requirements:
  - a. One (1) additional wall sign up to thirty-two (32) sq. ft. in area may be permitted.
  - b. Alternatively, the thirty-two (32) sq. ft. may be allocated among all permanent wall signs.

## B. Building-Mounted Signs

Building-Mounted Sign Requirements in Business Districts						
	Wall Signs for a Single Business	Wall Signs for Integrated Groups of Businesses	Projecting Signs	Awning or Canopy Signs	Marquee Signs	Suspended Signs
Permit required?	Yes	Yes	Yes	Yes	Yes	Yes
Illumination permitted	Direct or internal	Direct or internal	Direct or internal	Direct or internal	Direct or internal	Direct or internal
Maximum sign area	1 sq. ft. per lineal foot of building width	1 sq. ft. per lineal foot of building width occupied by each business	50 sq. ft.	25 sq. ft.	12 sq. ft.	15 sq. ft.
Maximum Height	Height of the wall or 5 ft. below the eave					
Maximum number	1 in front; on corner lots 1 additional; plus 1 additional for a side or rear entrance		1	1	1	1
Maximum projection	6 in.	6 in.	48 in.	48 in.	48 in.	Not applicable
Minimum distance underneath	Not applicable	Not applicable	8 ft.	8 ft.	8 ft.	8 ft.

## C. Freestanding and Ground Signs

# Existing Sign Regulations

Freestanding and Ground Sign Requirements in Business Districts		
	Freestanding or Ground Signs for a Single Business	Freestanding or Ground Signs for Integrated Group of Businesses
Permit Required?	Yes	Yes
Illumination permitted	Direct or internal	Direct or internal
Maximum sign area	0.5 sq. ft. per lineal foot of lot frontage	0.5 sq. ft. per lineal foot of lot frontage
Maximum number of signs per lot	1 in front; on corner lots 1 additional sign	1 in front; on corner lots 1 additional sign
Maximum sign height	Elevated: 18 ft.; Ground: 8 ft.	Elevated: 18 ft.; Ground: 8 ft.
Minimum setback from right-of-way	10 ft.	10 ft.
Minimum side setback	20 ft.	20 ft.
Ground Sign Bonus	See Section 11.11(A)(7)	See Section 11.11(A)(7)

## D. Additional Permitted Signs

Additional Signs Permitted in Business Districts			
	Courtesy Signs	Directional Signs	Public Interest Signs
Permit required?	No	No	No
Illumination permitted	As needed	As needed	As needed
Maximum sign area	4 sq. ft. per sign	4 sq. ft. per sign	4 sq. ft. per sign
Maximum number of signs per lot	Minimum number required to achieve sign purpose.		
Maximum sign height	6 ft.	6 ft.	6 ft.
Minimum setbacks	Must be located outside of road right-of-way and corner clearance area and at least ten (10) feet from any side or rear lot line.		

## Section 11.12 Signs Permitted in Industrial Districts

- A. Signs listed in the chart that follows are permitted in industrial districts, including the I-1, Light Industrial District, and I-2, General Industrial District, subject to the following requirements:
1. Additional Sign on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The maximum area of the additional sign shall be fifty percent (50%) of the area of the front-facing wall sign.
  2. Rear or Side Entrance Wall Signage. Where a public entrance to a business is also provided in the rear or at the side of the building from an adjoining off-street parking area, one (1) additional wall sign shall be permitted. The maximum area of the additional sign shall be fifty percent (50%) of the area of the front-facing wall sign.
  3. Required Setbacks. Signs in the residential districts shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than thirty (30) feet to the side property lines, unless otherwise specified.
  4. Illumination. Direct and internal sign illumination is permitted in the industrial districts.
  5. Industrial Park Identification Sign. Industrial parks shall be permitted entranceway signage, which shall meet the requirements of Section 11.6(G).

# Existing Sign Regulations

6. Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings. See Section 11.6(E).

## B. Building-Mounted Signs

Building-Mounted Sign Requirements in Industrial Districts			
	Wall Signs	Projected Wall Signs	Awning or Canopy Signs
Permit required?	Yes	Yes	Yes
Illumination permitted	Direct or internal	Direct or internal	Direct or internal
Maximum sign area	1 sq. ft. per lineal foot of building width	60 sq. ft.	1 sq. ft. per lineal foot of building width (considered a wall sign)
Maximum number	1 in front; on corner lots 1 additional; plus 1 additional for a side or rear entrance	1	1
Maximum Height	Height of the wall or 5 ft. below the eave		
Maximum projection	6 in.	6 in.	48 in.
Minimum distance underneath	Not applicable	8 ft.	8 ft.

## C. Freestanding and Ground Signs

Freestanding and Ground Sign Requirements in Industrial Districts		
	Freestanding or Ground Signs	Billboards
Permit Required?	Yes	Yes
Illumination permitted	Direct or internal	See Section 11.6(D)
Maximum sign area	0.5 sq. ft. per lineal foot of lot frontage	
Maximum number of signs per lot	1 in front; on corner lots 1 additional sign	
Maximum sign height	Elevated: 18 ft.; Ground: 8 ft.	
Minimum setback from right-of-way	10 ft.	
Minimum side setback	20 ft.	

## D. Additional Permitted Signs

Additional Signs Permitted in Industrial Districts			
	Courtesy Signs	Directional Signs	Public Interest Signs
Permit required?	No	No	No
Illumination permitted	As needed	As needed	As needed
Maximum sign area	4 sq. ft. per sign	4 sq. ft. per sign	4 sq. ft. per sign
Maximum number of signs per lot	Minimum number required to achieve sign purpose.		
Maximum sign height	6 ft.	6 ft.	6 ft.
Minimum setbacks	Must be located outside of road right-of-way and corner clearance area and at least ten (10) feet from any side or rear lot line.		

[as amended 11/10/21]

# Existing Sign Regulations

## Section 11.13 Signs Permitted in Office Service District

- A. Signs listed in the chart that follows are permitted in OS, Office Service District, subject to the following requirements:
1. Additional Sign on Corner Lots. Buildings on corner lots are considered to have two (2) front faces. One (1) additional wall sign shall be permitted on the non-address face of the building. The area of the additional sign shall be fifty percent (50%) or less in area of the front-facing wall signage.
  2. Rear or Side Entrance Wall Signage. Where a public entrance to a business is also provided in the rear or at the side of the building from an adjoining off-street parking area, one (1) additional wall sign shall be permitted. The area of the additional sign shall be fifty percent (50%) or less in area of the front-facing wall signage.
  3. Required Setbacks. Signs in the residential districts shall be set back a minimum distance of ten (10) feet from the road right-of-way line and shall be no closer than twenty (20) feet to the side property lines, unless otherwise specified.
  4. Illumination. Freestanding ground signs may be internally illuminated. Wall signs may not be illuminated.
  5. Signs for Religious Institutions, Other Institutional Buildings, and Public Buildings. See Section 11.6(E).
  6. Ground Sign Bonus. Where a ground sign is installed in lieu of an elevated freestanding sign, the applicant shall be entitled to an additional thirty-two (32) sq. ft. of signage, subject to the following requirements:
    - a. One (1) additional wall sign up to thirty-two (32) sq. ft. in area may be permitted.
    - b. Alternatively, the thirty-two (32) sq. ft. may be allocated among all permanent wall signs.

### B. Building-Mounted Signs

Building-Mounted Sign Requirements in Office Service Districts				
	Wall Signs for a Single Tenant Building	Wall Signs for Multi-Tenant Building	Projecting Signs	Awning or Canopy Signs
Permit required?	Yes	Yes	Yes	Yes
Illumination permitted	Direct or internal	Direct or internal	Direct or internal	Direct or internal
Maximum sign area	1 sq. ft. per lineal foot of building width	1 sq. ft. per lineal foot of building width	25 sq. ft.	25 sq. ft.
Maximum Height	Height of the wall or 5 ft. below the eave			
Maximum number	1 in front; on corner lots 1 additional; plus 1 additional for a side or rear entrance		1	1
Maximum projection	6 in.	6 in.	48 in.	48 in.
Minimum distance underneath	Not applicable	Not applicable	8 ft.	8 ft.

# Existing Sign Regulations

## C. Freestanding and Ground Signs

Freestanding and Ground Sign Requirements in Office Service Districts		
	Freestanding or Ground Signs for a Single Tenant Building	Freestanding or Ground Signs for Multi-Tenant Building
Permit Required?	Yes	Yes
Illumination permitted	Direct or internal	Direct or internal
Maximum sign area	0.5 sq. ft. per lineal foot of lot frontage	0.5 sq. ft. per lineal foot of lot frontage
Maximum number of signs per lot	1 in front; on corner lots 1 additional sign	1 in front; on corner lots 1 additional sign
Maximum sign height	Elevated: 18 ft.; Ground: 8 ft.	Elevated: 18 ft.; Ground: 8 ft.
Minimum setback from right-of-way	10 ft.	10 ft.
Minimum side setback	20 ft.	20 ft.
Ground Sign Bonus	See Section 11.13(A)(7)	See Section 11.13(A)(7)

## D. Additional Permitted Signs

Additional Signs Permitted in Office Service Districts			
	Courtesy Signs	Directional Signs	Public Interest Signs
Permit required?	No	No	No
Illumination permitted	As needed	As needed	As needed
Maximum sign area	4 sq. ft. per sign	4 sq. ft. per sign	4 sq. ft. per sign
Maximum number of signs per lot	Minimum number required to achieve sign purpose.		
Maximum sign height	6 ft.	6 ft.	6 ft.
Minimum setbacks	Must be located outside of road right-of-way and corner clearance area and at least ten (10) feet from any side or rear lot line.		

[as amended 11/10/21]

## Section 11.14 Nonconforming Signs.

All existing, lawfully established and lawfully maintained signs that do not conform to the provisions of this Ordinance shall be allowed to continue as nonconforming signs until removed or altered, subject to the following limitations:

### A. Good Working Order.

Nonconforming signs shall be maintained in accordance with the requirements for all signs specified in Section 11.7.A. (Construction Standards), to the maximum extent feasible. Nonconforming signs shall be maintained with all necessary structural and decorative components, including supports, sign frame, and electrical equipment. All sign copy areas shall be intact and illuminated signs shall be capable of immediate illumination.

### B. Servicing.

Painting, servicing, cleaning or minor repairs to a nonconforming sign shall be permitted, provided that the sign is restored to its original design and all work is in compliance with the requirements for all signs specified in Section 11.7.A. (Construction Standards).

### C. Alterations.

Alterations to nonconforming signs shall be prohibited, except as follows:

# Existing Sign Regulations

1. Sign copy area. The sign copy area of a nonconforming sign may be altered, including replacement of sign panels and changes to the sign copy, provided that the degree of nonconformity is not increased, and provided that any sign illumination is brought into compliance with the provisions of Section 11.7.B. (Illumination).
2. Billboard signs. A nonconforming billboard sign may be altered, including replacement of sign panels and changes to sign copy, provided that the sign area and height are not increased and provided that sign illumination is brought into compliance with the provisions of Section 11.7.B. (Illumination). A nonconforming billboard sign may be converted to an electronic message board, subject to the requirements of Section 11.06.F. (Electronic Display Technology).
3. Sign frame or structural elements. Alterations to the sign frame or structural elements of a nonconforming sign shall be permitted, subject to the following:
  - a. The sign shall be brought into compliance with the maximum sign height and sign area standards for the location and type of sign.
  - b. Where a sign is nonconforming with respect to a required setback, the existing sign's wiring and support structure(s) may be re-used, subject to the following:
    - i. The sign shall be located outside of any existing or planned road right-of-way, as defined by the master transportation plans for the Township, county or state road authorities.
    - ii. The sign location shall conform to Section 4.6 (Clear Vision Triangle) requirements.
    - iii. The sign setback distance shall be maintained or increased by the allowable alterations.

[as amended 11/10/21]



### **Resolving the Grant Budget and Construction Bid Price Gap**

As a first step to resolve this funding deficit, an exercise of value engineering was initiated by the Public Service Department and the Township’s engineering consultants at Gourdie-Frasier Associates to identify options that could be implemented to reduce the construction cost. The evaluation identified an estimated \$320,000.00 in savings across the two Division B projects that could be instituted, with the least impact on overall project goals, objectives, and quality. In addition, as noted during the 9/11/2024 Board of Trustees meeting, \$420,000.00 from the Township’s Water System Fund balance is available to help resolve the funding deficit.

### **EDA Board Funding Support for the East DDA District Watermain Loop**

During their regular meeting on September 17, 2024, the EDA Board was asked to consider approval of a Participation Agreement with the Board of Trustees to allocate \$500,000.00 in FY2025 funding from the East DDA District Fund to help resolve the remaining gap in funding for this project. The proposed Division B watermain loop project from E. Pickard Road (M-20) and S. Summerton Road to E. Broadway Road is in the East DDA District and has been part of the EDA Board’s project plan list for several years.

Following their deliberations, the EDA Board took the following action:

**Motion by Bacon supported by Zalud to approve a Participation Agreement with the Board of Trustees for FY2025 funding from the East DDA District Fund in the amount of \$500,000.00 to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the state Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extensions Project, subject to the appropriation of funds in the FY2025 East DDA Fund annual budget.**

**Motion carried unanimously.**

### **JUSTIFICATION**

The EDA Board oversees the Township’s East Downtown Development Authority District and has invested substantial resources in the establishment and maintenance of public infrastructure in the East DDA District, including support for previous municipal water and sewer infrastructure improvement projects. Approval of a Participation Agreement to provide funding support for The E. Pickard Road (M-20) and S. Summerton Road to E. Broadway Road watermain loop is consistent with the East DDA District Development Plan and the EDA Board’s approved implementation strategies for East DDA District projects.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

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

- 1. Community well-being and common good**
- 3. Safety and Health**
- 5. Commerce**



The proposed watermain loop would enhance water system reliability and help to ensure safe drinking water availability for the Township’s business customers and residents (1.3.2.), would support a sustainable community through the most effective use of resources (1.0), and would encourage further development of new and expanded commercial establishments and advance manufacturing, distribution, engineering, and research facilities within the East DDA District (1.5).

**PROJECT TIMETABLE**

The Division B scope of work is anticipated to be completed in 2025.

**RESOLUTION**

To approve a Participation Agreement with the EDA Board for FY2025 funding from the East DDA District Fund in the amount of \$500,000.00 to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the state Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extensions Project, subject to the appropriation of funds in the FY2025 East DDA Fund annual budget.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

**Economic Development Authority Board Participation Agreement**

**This Agreement** is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the **“Township Board,”** and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the **“EDA,”** for the following improvements:

**FY2025 funding from the East DDA District Fund in the amount of \$500,000.00 to support completion of the E. Pickard Road and S. Summerton Road watermain loop as part of the state Drinking Water State Revolving Fund ARPA Grant Division B Water Main Transmission and Extensions Project.**

Payment as stated above will be due upon receipt of invoice during the 2025 fiscal year.

The undersigned EDA Board official, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the EDA Board.

**Charter Township of Union  
Economic Development Authority Board**

**Charter Township of Union  
Board of Trustees**

By: Thomas Kequom  
Thomas Kequom, Chair

By: \_\_\_\_\_  
Mark Stuhldreher, Manager

EDA Board Approval on: 9/17/24

Board of Trustees Approval on: \_\_\_\_\_



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher, Township Manager	<b>DATE:</b> 9-17-2024
<b>FROM:</b> Jill Peters, Assessor	<b>DATE FOR BOARD CONSIDERATION:</b> 9-25-2024
<b>ACTION REQUESTED:</b> To approve the Charter Township of Union’s 2024 Tax rate Request, Form 614 (L-4029) for the 2024 tax Year and to authorize the Township Clerk and Supervisor to sign the form.	

Current Action \_\_\_\_\_ Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

Per the General Property Tax Act 206 of 1893, 211.36, (1) “The township clerk of each township, on or before September 30 of each year, shall make and deliver to the supervisor of the clerk's township and to the county clerk, a certified copy of all statements and certificates on file and of all records of any vote or resolution in the clerk's office authorizing or directing money to be raised in the township by taxation for township, school, highway, drain, and all other purposes, together with a statement of the aggregate amount to be raised.”

Therefore, the State of Michigan requires Form 614 Form (L-4029) be submitted each year to the County Board of Commissioners from each taxing jurisdiction. The purpose of the form is to formally request specific millage rates be levied and to certify any applicable reductions to the rates due to Headlee and/or rollbacks that have been applied to the millage rates. The form is used to communicate to the Township Clerk, County Clerk and County Equalization department what tax rates will be used for the next tax year. The due date for the submission is September 30<sup>th</sup> of each year. Prior to submission, it is required that the governing body of each entity approve the Form 614 (L-4029). After approval by the Board of Trustees, the original copy of the L-4029, signed by the Township Clerk and Township Supervisor, is sent to the County Clerk, with a copy going to the County Equalization Department and a copy to the Township Clerk.

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

The Board of Trustees is required to approve the Township’s millage rates for each tax year. Per the Michigan Township’s Association (MTA) a simple majority vote is needed.

**PROJECT IMPROVEMENTS**

This tax rate request allows the Township the opportunity to meet all 5 of the following Board of Trustees goals:

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Health and Safety
4. Natural Environment
5. Commerce

**COSTS**

N/A

**PROJECT TIME TABLE**

The approved form is due to the Isabella County Board of Commissioners by September 30, 2024.

**RESOLUTION**

Authorization is hereby given to approve the 2024 L-4029 Tax Rate Request prepared by the Township’s Assessor, and to have the Township Clerk and Supervisor sign the form.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

**2024 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2024)

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>37- Isabella County</b>	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 <b>439,257,707</b>
Local Government Unit Requesting Millage Levy <b>Charter Township of Union</b>	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating	08/24	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000		1.0000	12/27
Extra voted	Fire	11/18	2.2500	2.2500	1.0000	2.2500	1.0000	2.2500		2.2500	12/28

Prepared by <b>Jill Peters</b>	Telephone Number <b>(989) 772-4600</b>	Title of Preparer <b>Assessor</b>	Date <b>09/25/2024</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date <b>09/25/2024</b>
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

## Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2: Purpose of millage.** Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2023 permanently reduced rate can be found in column 7 of the 2023 Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Mark Stuhldreher, Township Manager	<b>DATE:</b> September 18, 2024
<b>FROM:</b> Sherrie Teall, Finance Director	<b>DATE FOR BOARD CONSIDERATION:</b> 9/25/2024
<b>ACTION REQUESTED:</b> Board approval of the Fiscal Year 2024 Budget Amendment No. 1 for the General fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund.	
*It should be noted that the EDA Board recommended approval of the budget amendment for the East DDA Fund and the West DDA Fund at their meeting on September 17, 2024.	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval Sherrie Teall

### BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2024 budget be amended by the Board of Trustees per the attached for the funds listed above. Detailed changes to the respective accounts for all funds are attached. A brief description of the significant amendments follows.

#### General Fund

- Revenue
  - Decreased Current Property Tax revenue \$3,300 is recognized because tax collections were less than estimated
  - Increased Revenue \$6,500 for Penalties on Tax are recognized for late payment penalties on mobile home tax
  - Decrease to the Cable TV Franchise Fee Budget for \$20,000 is recognized as the franchise fees trend downward
  - Increased Budget \$40,000 for the State Revenue Sharing revenue coming in higher than expected
  - Increased Budget for the contribution from the Tribe \$125,250 for the Lincoln Road project from Deerfield Rd to Broomfield Rd
  - Increased Budget \$20,600 for the Special Election Reimbursement submitted to the State of Michigan by Clerk Cody earlier this year
  - Increased Budget for Fines & Forfeitures account based on higher than expected rental inspection late fees coming in higher than expected \$2,200
  - Increased Interest Earned Budget \$100,000 due to higher interest rates on certificates of deposit
  - Total net revenue from all adjustments is an increase of \$266,300 for the General Fund

- Expenditures
  - Increased Township Manager dept budget \$1,700 to rearrange the front office desk and support needed for the contribution to the online news platform-Epicenter-social media
  - Increased Budget \$1,121 in the Accounting/General Administration department for the vacant full-time position, the cost for temporary labor for 4 months and extra charges from the audit firm to complete the audit.
  - Increased the Clerk's budget \$7,480 for the Clerk's pay increase approved by the Township Board in June, 2024
  - Increased Information Technology budget \$11,000 for Back Blaze backup fees being higher than anticipated and the GIS Orthophotography MiSail partnership upgrade
  - Increased the Assessing Department budget net \$20,312 for the new part-time Assessing Assistant hired in July, 2024, the appraisal services needed for Michigan Tax Tribunal cases and Crexi, a sales look-up service for the Assessor
  - Increased the Budget for the Election Department \$2,000 for election equipment coding and maintenance costs being higher than anticipated
  - Increased the Budget \$6,500 for painting the Board room/small conference room at Township Hall and for cost increases for property and liability insurance coverage
  - Increased the Budget for the Building Department \$6,000 for new computer needed for the Building Department Clerk, the Rental Inspector's final payroll check, and advertising for a new Rental Inspector
  - Increased the Public Works Department budget a net amount of \$114,100
    - Solar Stop Sign @ Isabella/Baseline \$6,700
    - Final Pmt to the Road Commission \$8,300 for the Lincoln Rd to Broomfield project
    - Gravel Road refresh projects coming in lower than budgeted (\$23,600)
    - Lincoln Rd-Deerfield to Broomfield Rd project \$127,500
    - Charges for brine from the Road Commission coming in lower than budgeted amounts (\$4,800)
  - Decreased the Public Works Department budget (\$685,000) for the following projects not being done in 2024:
    - The Deerfield to Denison/CMU Pathway (\$340,000) and
    - The sidewalks on the North side of Pickard Rd/Lincoln Rd/Pickard Rd intersection (\$345,000)
  - Increased Capital Outlay budget of \$70,000 is recognized to cover:
    - The new printer purchases for Township Hall \$23,000 and a new website design \$15,000
    - Engineering for McDonald and Jameson Park improvements \$16,000
    - New infield groomer for the baseball fields \$7,000
    - New Township Hall/Renovation Study \$9,000 that began in fiscal year 2022, final payment to be made in 2024
  - Increased the Debt Service budget \$33,700 for the Mission Creek drain improvements bond issued by the Isabella County Drain Commissioner.



- Total net expenditures from all adjustments results in a decrease of \$443,087 in spending for the General Fund

The summary budget amendment for the General Fund is:

Revenues:		\$ 266,300
Expenditures:		
	172-Township Manager	1,700
	191-Accounting/Gen Admin	1,121
	215-Clerk	7,480
	228-Information Technology	11,000
	257-Assessor	20,312
	262-Elections	2,000
	265-Township Hall	6,500
	371-Building	6,000
	441-Public Works	(602,900)
	901-Capital Outlay	70,000
	906-Debt Service	33,700
	Total Expenditures	(\$ 443,087)

- The resulting net impact of budget amendment #1 is to increase the projected year end fund balance by \$709,387 in the general fund compared to the existing budget.

### **East DDA Fund**

- Revenue
  - An Increased Budget for State Aid Revenue of \$4,000 is recognized
  - The Budget for Current Property Tax is increasing \$4,000
  - Total net revenue from all adjustments is an increase of \$8,000 for the East DDA fund
- Expenditures
  - Decreased budget \$100,000 for the Summerton Rd Sewer Extension engineering plan delayed until fiscal year 2025
  - Reduced the budget \$370,000 for all sidewalk projects road blocked by easement issues-the Bud Street sidewalk should be done in 2024
  - Reduced the budget by \$90,000 for the lighting project from Kay St. to Jonathon Lane which will be in the 2025 fiscal year budget
  - Decreased Budget \$450,000 for the irrigation reconstruction project, this will likely commence in 2025

- Total net additional expenditures from all adjustments is a net decrease of \$1,010,000 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:		\$ 8,000
Expenditures:	728-Economic Development	(1,010,000)
	Total Expenditures	(\$1,010,000)

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$1,018,000 compared to the existing amended budget

**West DDA Fund**

- Revenue
  - The Budget for Current Property Tax is increasing \$3,400
  - An Increased Budget for State Aid Revenue of \$1,100 is recognized
  - Total net revenue from all adjustments is an increase of \$4,500 for the West DDA Fund
- Expenditures
  - Increased the Fire Protection budget \$3,600 to account for the actual amounts captured & returned per the agreement
  - Reduced the Street/Road projects budget by \$49,000 for plan development for storm drainage, sidewalks, etc. from Remus Rd to the Bridge on Lincoln moving to fiscal year 2025
  - Reduced Budget for sidewalks \$155,000 on Bradley St. North from Remus Rd to the Middle School moving to fiscal year 2025 budget
  - Decreased budget \$50,000 for the E. Remus Road Streetscape/Streetlights project likely to begin in 2025 instead of 2024
  - Total net expenditures from all adjustments is a decrease of \$250,400 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 4,500
Expenditures	728-Economic Development	(\$254,000)
	336-Fire Department	\$ 3,600
	Total Expenditures	(\$250,400)

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$254,900 compared to the existing original budget

**Sewer Fund**

- Revenue
  - Interest Earned budget is increasing \$80,000 due to higher interest rates on CDs
  - Total net revenue from all adjustments is an increase of \$80,000 for the Sewer Fund
- Expenses
  - Increased Budget \$5,000 for new Xerox printers delivered in January, 2024
  - Increased the Property/Liability Insurance budget \$3,000 due to increased costs at renewal
  - Increased budget \$25,000 for Depreciation Expense expected to be higher in 2024
  - Total net expenses budgeted are increasing by \$ 33,000 for the Sewer Fund

The budget amendment for the Sewer Fund is:

Revenues:		\$ 80,000
Expenditures:	536-Water/Sewer Systems	\$ 5,000
	540-Waste Water Treatment	3,000
	960-Depreciation Expense	25,000
	Total Expenditures	\$ 33,000

- The resulting net impact of budget amendment #1 is to increase projected year end fund balance by \$47,000 compared to the existing original budget

**Water Fund**

- Revenue
  - Increased Budget for State Grants is recognized for the Drinking Water State Revolving Fund (DWSRF) \$550,000
  - The Bulk Water Sales Budget is increasing \$9,500 due to higher than expected bulk water sales in 2024
  - Interest Earned budget is increasing \$70,000 due to higher interest rates on CDs and other bank accounts
  - Total net revenue from all adjustments is an increase of \$629,500 for the Water Fund
- Expenses

- Increased Budget \$5,000 for new Xerox printers delivered in January, 2024
- Increased the Property/Liability Insurance budget \$5,000 due to increased costs at renewal
- Increased budget \$15,000 for Depreciation Expense expected to be higher in 2024
- Total net expenses are increasing by \$25,100 for the Water Fund

The budget amendment for the Water Fund is:

Revenues:			\$629,500
Expenses:	536-Water/Sewer Systems	\$ 10,000	
	906-Debt Service	100	
	960-Depreciation Expense	15,000	
	Total Expenses		\$ 25,100

- The resulting net impact of budget amendment #1 is to increase projected year end fund balance by \$604,400 compared to the existing original budget

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

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

**PROJECT IMPROVEMENTS**

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

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

**COSTS**

Not applicable

**PROJECT TIME TABLE**

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

**RESOLUTION**

Authorization is hereby given to amend the FY 2024 budget for the General Fund, East DDA Fund, West DDA Fund, Sewer Fund and Water Fund as presented

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Date Signed: \_\_\_\_\_

Yes:

No:

Absent:

**Charter Township of Union**  
**101 - General Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
101-000-402.000	CURRENT PROPERTY TAX	329,726.59	353,000.00	353,000.00	349,406.11	349,700.00	(3,300.00)
	*Decreased Budget because taxes received were less than originally estimated						
101-000-402.100	PRIOR YEARS PROPERTY TAXES	2,524.81	0.00	0.00	0.00	0.00	0.00
101-000-404.000	425 AGREEMENT	165.03	100.00	100.00	0.00	100.00	0.00
101-000-412.000	DELQ PERSONAL PROPERTY TAXES	621.62	600.00	600.00	2.39	600.00	0.00
101-000-414.000	PROPERTY TAX REFUNDS-MTT	(43.15)	(5,000.00)	(5,000.00)	(281.04)	(5,000.00)	0.00
101-000-432.000	PILOT TAX	1,832.90	2,000.00	2,000.00	0.00	2,000.00	0.00
101-000-434.000	MOBILE HOME PARK TAX	3,244.00	3,400.00	3,400.00	2,284.00	3,400.00	0.00
101-000-445.000	INTEREST ON TAXES	25.71	500.00	500.00	106.45	500.00	0.00
101-000-445.100	3% OR 4% PENALTY ON TAX	15,654.90	6,000.00	6,000.00	12,530.04	12,500.00	6,500.00
	*Increased budget for higher than expected penalties on past due mobile home taxes						
101-000-447.000	ADMIN FEE-PROPERTY TAX	168,549.10	170,000.00	170,000.00	137,237.20	170,000.00	0.00
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	(170.23)	(1,000.00)	(1,000.00)	(181.23)	(1,000.00)	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,705.00	7,700.00	7,700.00	7,625.00	7,700.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	1,258.06	200.00	200.00	0.59	200.00	0.00
101-000-467.000	REVENUE-STREET LIGHTS SPEC ASSESS	19,979.75	19,000.00	19,000.00	9,146.58	20,150.00	1,150.00
	*Increased Budget for increase in electrical costs						
101-000-476.000	BUILDING PERMITS	219,073.25	75,000.00	75,000.00	47,178.50	75,000.00	0.00
101-000-476.500	ZONING PERMITS	15,845.00	18,000.00	18,000.00	4,955.00	18,000.00	0.00
101-000-477.000	CABLE TV FRANCHISE FEES	96,904.78	100,000.00	100,000.00	42,696.07	80,000.00	(20,000.00)
	*Reduced Budget based on cable TV franchise fees trending downward						
101-000-478.000	DOG LICENSE REVENUE	(35.00)	100.00	100.00	65.00	100.00	0.00
101-000-539.000	STATE GRANTS	0.00	975,000.00	975,000.00	0.00	975,000.00	0.00
101-000-573.000	STATE AID REVENUE-LCSA	4,640.65	4,500.00	4,500.00	5,712.33	5,700.00	1,200.00
	*Increased budget for higher than expected state aid revenue						
101-000-574.000	STATE REVENUE SHARING	1,313,467.00	1,280,000.00	1,280,000.00	409,088.00	1,320,000.00	40,000.00
	*Increased Budget due to larger amounts received year to date over the 1st half of fiscal year 2023						
101-000-574.100	LIQUOR STATE REVENUE SHARING	12,890.90	13,800.00	13,800.00	14,114.10	13,800.00	0.00
101-000-574.200	METRO ACT REVENUE SHARING-LCSA	12,027.88	12,000.00	12,000.00	8,964.44	9,000.00	(3,000.00)
	*Reduced Budget based on metro act revenue sharing coming in lower than expected compared to last fiscal year						
101-000-582.000	CONTRIBUTION FROM TRIBE	0.00	0.00	0.00	0.00	125,250.00	125,250.00
	*Increased Budget for the Spring 2% Award from the SCIT for the Lincoln Road-Deerfield to Broomfield Road Project						
101-000-576.000	STATE GRANTS-SPECIAL ELECTION REIMBURSEMENT	0.00	0.00	0.00	0.00	20,600.00	20,600.00

**Charter Township of Union**  
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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
	*Increased Budget for the amount requested for the May 2024 presidential primary election						
101-000-626.000	LAND DIVISIONS/ZONING REVIEW FEES	2,425.00	2,000.00	2,000.00	1,400.00	2,000.00	0.00
101-000-628.000	RENTAL INSPECTION FEES	95,342.00	103,000.00	103,000.00	103,340.00	103,000.00	0.00
101-000-637.000	APPLICATION FEES	750.00	500.00	500.00	0.00	500.00	0.00
101-000-637.500	WEED ABATEMENT SERVICES	0.00	1,000.00	1,000.00	276.25	1,000.00	0.00
101-000-651.000	USE FEES-BASEBALL FIELDS	520.00	500.00	500.00	1,080.00	500.00	0.00
101-000-655.000	FINES & FORFEITURES	930.00	800.00	800.00	3,030.00	3,000.00	2,200.00
	*Increased Budget for lates fees on rental inspection fees coming in higher than expected						
101-000-665.000	INTEREST EARNED	264,937.23	200,000.00	200,000.00	235,048.04	300,000.00	100,000.00
	*Increased budget for higher than expected interested earned for the year, interest rates remain higher than expected						
101-000-667.000	RENT - JAMESON HALL	7,025.00	8,000.00	8,000.00	7,350.00	8,000.00	0.00
101-000-667.100	RENT - McDONALD PARK PAVILION	1,416.00	1,500.00	1,500.00	1,495.00	1,500.00	0.00
101-000-667.200	RENT - JAMESON PAVILION	1,308.00	1,500.00	1,500.00	1,150.00	1,500.00	0.00
101-000-671.000	LEASES	900.00	900.00	900.00	900.00	900.00	0.00
101-000-672.000	OTHER REVENUE	319.23	5,000.00	5,000.00	1,291.92	5,000.00	0.00
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	5,500.00	5,000.00	5,000.00	0.00	0.00	(5,000.00)
	*Reduced Budget to zero as no disposal of assets are expected in 2024						
101-000-681.000	ELECTION FILING FEES	0.00	0.00	0.00	700.00	700.00	700.00
101-000-685.000	OPIOID SETTLEMENT REVENUE	97.21	0.00	0.00	79.11	0.00	0.00
101-000-687.000	REFUNDS & REBATES	489.91	500.00	500.00	0.00	500.00	0.00
		2,607,848.13	3,365,100.00	3,365,100.00	1,407,789.85	3,631,400.00	266,300.00
Dept 930 - TRANSFER IN							
101-930-699.285	TRANSFER IN FROM ARPA FUND	7,012.64	0.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		7,012.64	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,614,860.77	3,365,100.00	3,365,100.00	1,407,789.85	3,631,400.00	266,300.00
Expenditures							
Dept 101 - TRUSTEES							
101-101-702.000	SALARIES & WAGES	29,196.27	30,200.00	30,200.00	18,461.44	30,200.00	0.00
101-101-707.000	PER MEETING	1,975.00	4,000.00	4,000.00	1,175.00	4,000.00	0.00

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101-101-710.000	EMPLR FICA CONTR	1,985.32	2,108.00	2,108.00	1,217.49	2,108.00	0.00
101-101-711.000	EMPLR MEDICARE CONTR	464.29	500.00	500.00	284.74	500.00	0.00
101-101-724.000	WORKER'S COMP	13.17	32.00	32.00	9.66	32.00	0.00
101-101-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,300.00	4,300.00	3,407.50	4,300.00	0.00
101-101-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	500.00	500.00	0.00	500.00	0.00
101-101-916.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	560.00	0.00	0.00
101-101-955.000	MISC.	86.52	250.00	250.00	0.00	250.00	0.00
101-101-957.000	PROFESSIONAL DEVELOPMENT	114.00	1,000.00	1,000.00	826.67	1,000.00	0.00
101-101-957.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
101-101-957.200	SEMINAR MEALS	0.00	250.00	250.00	0.00	250.00	0.00
101-101-957.300	MEMBERSHIP & DUES	19,633.41	20,000.00	20,000.00	18,645.87	20,000.00	0.00
Total Dept 101 - TRUSTEES		56,975.48	63,640.00	63,640.00	44,588.37	63,640.00	0.00
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	6,250.12	6,250.00	6,250.00	3,846.22	6,250.00	0.00
101-171-707.000	PER MEETING	1,575.00	1,400.00	1,400.00	625.00	1,400.00	0.00
101-171-710.000	EMPLR FICA CONTR	485.25	475.00	475.00	277.27	475.00	0.00
101-171-711.000	EMPLR MEDICARE CONTR	113.57	112.00	112.00	64.90	112.00	0.00
101-171-724.000	WORKER'S COMP	7.16	10.00	10.00	3.92	10.00	0.00
101-171-767.000	UNIFORMS	0.00	100.00	100.00	0.00	100.00	0.00
101-171-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	350.00	350.00	0.00	350.00	0.00
101-171-957.000	PROFESSIONAL DEVELOPMENT	43.00	500.00	500.00	275.57	500.00	0.00
101-171-957.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
Total Dept 171 - SUPERVISOR		8,474.10	9,297.00	9,297.00	5,092.88	9,297.00	0.00
Dept 172 - TWP MANAGER							
101-172-702.000	SALARIES & WAGES	36,824.32	40,250.00	40,250.00	24,698.34	40,250.00	0.00
101-172-702.600	CAR ALLOWANCE	3,600.00	3,600.00	3,600.00	2,100.00	3,600.00	0.00
101-172-710.000	EMPLR FICA CONTR	2,480.60	2,700.00	2,700.00	1,602.63	2,700.00	0.00
101-172-711.000	EMPLR MEDICARE CONTR	580.15	630.00	630.00	374.87	630.00	0.00
101-172-711.500	UNEMPLOYMENT	16.85	47.00	47.00	16.59	47.00	0.00
101-172-716.000	EMPLR RETIREMENT CONTR	3,646.63	4,170.00	4,170.00	2,545.90	4,170.00	0.00
101-172-718.500	HEALTH INSURANCE	8,543.97	8,600.00	8,600.00	6,143.13	8,600.00	0.00



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101-172-718.700	HEALTH INS-EE CONTRIBUTIONS	(354.64)	(380.00)	(380.00)	(259.32)	(380.00)	0.00
101-172-719.000	DENTAL INSURANCE	186.46	185.00	185.00	123.94	185.00	0.00
101-172-719.800	VISION INSURANCE	54.50	52.00	52.00	35.57	52.00	0.00
101-172-719.900	VISION INS-EE CONTRIBUTIONS	(27.27)	(26.00)	(26.00)	(17.80)	(26.00)	0.00
101-172-724.000	WORKER'S COMP	69.98	75.00	75.00	44.71	75.00	0.00
101-172-725.000	LIFE & DISABILITY BENEFIT	135.70	150.00	150.00	89.59	150.00	0.00
101-172-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	18,010.00	4,000.00	4,000.00	4,700.00	4,700.00	700.00
	*Increased Budget to rearrange the front office desk						
101-172-852.000	CONTRIBUTION TO CABLE CONSORTIUM	38,761.92	42,000.00	42,000.00	9,106.83	42,000.00	0.00
101-172-880.000	COMMUNITY PROMOTION	8,891.61	8,000.00	8,000.00	8,800.00	9,000.00	1,000.00
	Increased Budget \$1,000 needed to support the online news platform-Epicenter-social media						
101-172-916.000	SUBSCRIPTIONS & PUBLICATIONS	1,244.47	800.00	800.00	447.72	800.00	0.00
101-172-955.000	MISC.	537.70	300.00	300.00	153.00	300.00	0.00
101-172-957.000	PROFESSIONAL DEVELOPMENT	741.52	1,000.00	1,000.00	61.20	1,000.00	0.00
101-172-957.100	SEMINAR LODGING	176.32	500.00	500.00	0.00	500.00	0.00
101-172-957.200	SEMINAR MEALS	95.02	100.00	100.00	156.20	100.00	0.00
101-172-957.300	MEMBERSHIP & DUES	75.00	600.00	600.00	0.00	600.00	0.00
101-172-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
Total Dept 172 - TWP MANAGER		124,290.81	117,853.00	117,853.00	60,923.10	119,553.00	1,700.00
Dept 191 - ACCOUNTING/GEN ADMIN							
101-191-702.000	SALARIES & WAGES	121,128.55	137,900.00	137,900.00	49,995.36	110,400.00	(27,500.00)
	*Decreased Budget for Vacant Full-time Accounting Specialist						
101-191-702.500	OVERTIME	4,674.86	6,500.00	6,500.00	2,260.27	6,500.00	0.00
101-191-702.700	LUMP SUM IN LIEU OF STEP	0.00	800.00	800.00	0.00	800.00	0.00
101-191-705.000	LEAVE TIME PAYOUT	1,606.25	0.00	0.00	0.00	0.00	0.00
101-191-710.000	EMPLR FICA CONTR	7,417.59	9,000.00	9,000.00	3,048.35	9,296.00	296.00
	*Decreased Budget for Vacant Full-time Accounting Specialist						
101-191-711.000	EMPLR MEDICARE CONTR	1,734.89	2,006.00	2,006.00	712.93	1,628.00	(378.00)
	*Decreased Budget for Vacant Full-time Accounting Specialist						
101-191-711.500	UNEMPLOYMENT	111.53	333.00	333.00	77.11	333.00	0.00
101-191-716.000	EMPLR RETIREMENT CONTR	617.41	13,720.00	13,720.00	4,964.33	11,100.00	(2,620.00)
	*Decreased Budget for Vacant Full-time Accounting Specialist						

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101-191-718.500	HEALTH INSURANCE *Decreased Budget for Vacant Full-time Accounting Specialist	51,995.65	60,040.00	60,040.00	24,658.82	47,200.00	(12,840.00)
101-191-718.700	HEALTH INS-EE CONTRIBUTIONS *Decreased Budget for Vacant Full-time Accounting Specialist	(5,277.22)	(6,506.00)	(6,506.00)	(2,632.49)	(5,000.00)	1,506.00
101-191-719.000	DENTAL INSURANCE *Decreased Budget for Vacant Full-time Accounting Specialist	2,634.45	2,975.00	2,975.00	1,334.15	2,475.00	(500.00)
101-191-719.800	VISION INSURANCE *Decreased Budget for Vacant Full-time Accounting Specialist	641.36	722.00	722.00	264.89	580.00	(142.00)
101-191-719.900	VISION INS-EE CONTRIBUTIONS *Decreased Budget for Vacant Full-time Accounting Specialist	(320.68)	(361.00)	(361.00)	(132.44)	(290.00)	71.00
101-191-724.000	WORKER'S COMP *Decreased Budget for Vacant Full-time Accounting Specialist	219.03	240.00	240.00	85.90	193.00	(47.00)
101-191-725.000	LIFE & DISABILITY BENEFIT *Decreased Budget for Vacant Full-time Accounting Specialist	715.87	825.00	825.00	312.15	600.00	(225.00)
101-191-752.000	OFFICE SUPPLIES	1,411.79	3,000.00	3,000.00	2,439.49	3,000.00	0.00
101-191-767.000	UNIFORMS	0.00	300.00	300.00	0.00	300.00	0.00
101-191-801.000	PROFESSIONAL & CONTRACTUAL SERVICES *Increase for temporary labor to fill Accounting Specialist role (March - July only)	2,462.13	2,000.00	2,000.00	41,968.23	42,000.00	40,000.00
101-191-801.020	EXTERNAL AUDIT *Increase for extra work needed to complete the audit after the scheduled time frame	20,165.00	21,000.00	21,000.00	24,535.00	24,500.00	3,500.00
101-191-851.000	MAIL/POSTAGE	6,843.21	8,000.00	8,000.00	9,000.00	8,000.00	0.00
101-191-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	1,003.08	500.00	500.00	324.56	500.00	0.00
101-191-900.000	PRINTING & PUBLISHING	373.00	1,500.00	1,500.00	1,261.00	1,500.00	0.00
101-191-955.000	MISC.	48.60	200.00	200.00	27.94	200.00	0.00
101-191-955.001	BANK FEES	221.00	250.00	250.00	377.00	250.00	0.00
101-191-957.000	PROFESSIONAL DEVELOPMENT	2,118.94	4,000.00	4,000.00	544.00	4,000.00	0.00
101-191-957.100	SEMINAR LODGING	565.72	1,500.00	1,500.00	0.00	1,500.00	0.00
101-191-957.200	SEMINAR MEALS	54.66	200.00	200.00	0.00	200.00	0.00
101-191-957.300	MEMBERSHIP & DUES	229.00	800.00	800.00	194.76	800.00	0.00
101-191-980.000	NEW OFFICE EQUIPMENT & FURNITURE	1,007.50	1,000.00	1,000.00	1,189.00	1,000.00	0.00
101-191-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Total Dept 191 - ACCOUNTING/GEN ADMIN		224,403.17	272,944.00	272,944.00	166,810.31	274,065.00	1,121.00

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Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	28,038.50	32,500.00	32,500.00	26,572.68	39,500.00	7,000.00
	*Increased Budget for Clerk Cody salary increase approved by the Board in June, 2024						
101-215-707.000	PER MEETING	225.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-215-710.000	EMPLR FICA CONTR	1,758.54	2,200.00	2,200.00	1,647.51	2,600.00	400.00
	*Increased Budget for Clerk Cody salary increase approved by the Board in June, 2024						
101-215-711.000	EMPLR MEDICARE CONTR	411.28	520.00	520.00	385.30	600.00	80.00
	*Increased Budget for Clerk Cody salary increase approved by the Board in June, 2024						
101-215-724.000	WORKER'S COMP	30.03	40.00	40.00	31.04	40.00	0.00
101-215-752.000	OFFICE SUPPLIES	0.00	500.00	500.00	0.00	500.00	0.00
101-215-754.000	OPERATING SUPPLIES	1,061.52	1,000.00	1,000.00	491.51	1,000.00	0.00
101-215-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	300.00	300.00	0.00	300.00	0.00
101-215-900.000	PRINTING & PUBLISHING	2,984.19	2,500.00	2,500.00	621.81	2,500.00	0.00
101-215-957.000	PROFESSIONAL DEVELOPMENT	50.00	100.00	100.00	0.00	100.00	0.00
101-215-957.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	750.00	0.00
101-215-957.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
101-215-957.300	MEMBERSHIP & DUES	150.00	150.00	150.00	0.00	150.00	0.00
101-215-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-215-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Total Dept 215 - CLERK		34,709.06	43,660.00	43,660.00	29,749.85	51,140.00	7,480.00
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY							
101-228-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	50,110.21	53,560.00	53,560.00	41,813.41	64,560.00	11,000.00
	*Increased Budget for the BackBlaze Backup fees being higher than expected \$1,000						
	*Increased Budget for the GIS Orthophotography MiSail partnership upgrade \$10,000						
101-228-950.000	HARDWARE REPLACEMENTS	11,302.97	19,200.00	19,200.00	2,197.99	19,200.00	0.00
Total Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY		61,413.18	72,760.00	72,760.00	44,011.40	83,760.00	11,000.00
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	21,536.50	24,102.00	24,102.00	13,215.00	24,102.00	0.00
101-253-707.000	PER MEETING	0.00	500.00	500.00	0.00	500.00	0.00
101-253-710.000	EMPLR FICA CONTR	1,335.26	1,525.00	1,525.00	819.33	1,525.00	0.00
101-253-711.000	EMPLR MEDICARE CONTR	312.28	357.00	357.00	191.62	357.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
101-253-724.000	WORKER'S COMP	20.10	30.00	30.00	12.09	30.00	0.00
101-253-752.000	OFFICE SUPPLIES	336.96	500.00	500.00	35.98	500.00	0.00
101-253-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	500.00	0.00	500.00	0.00
101-253-851.000	MAIL/POSTAGE	3,993.33	4,000.00	4,000.00	213.33	4,000.00	0.00
101-253-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
101-253-957.000	PROFESSIONAL DEVELOPMENT	0.00	250.00	250.00	0.00	250.00	0.00
101-253-957.300	MEMBERSHIP & DUES	99.00	100.00	100.00	0.00	100.00	0.00
101-253-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-253-980.100	NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		27,633.43	33,214.00	33,214.00	14,487.35	33,214.00	0.00
Dept 257 - ASSESSOR							
101-257-702.000	SALARIES & WAGES	51,410.09	79,700.00	79,700.00	49,364.07	90,300.00	10,600.00
	*Increased Budget for temporary Assistant Assessor hired in August						
101-257-707.000	PER DIEM	2,000.00	4,125.00	4,125.00	2,250.00	4,125.00	0.00
101-257-710.000	EMPLR FICA CONTR	3,204.82	5,120.00	5,120.00	3,154.93	5,800.00	680.00
	*Increased Budget for temporary Assistant Assessor hired in August						
101-257-711.000	EMPLR MEDICARE CONTR	749.52	1,200.00	1,200.00	737.85	1,375.00	175.00
	*Increased Budget for temporary Assistant Assessor hired in August						
101-257-711.500	UNEMPLOYMENT	47.50	143.00	143.00	48.20	300.00	157.00
	*Increased Budget for temporary Assistant Assessor hired in August						
101-257-716.000	EMPLR RETIREMENT CONTR	4,569.94	7,570.00	7,570.00	4,657.75	7,570.00	0.00
101-257-718.500	HEALTH INSURANCE	15,925.52	25,724.00	25,724.00	17,334.27	25,724.00	0.00
101-257-718.700	HEALTH INS-EE CONTRIBUTIONS	(619.65)	(1,135.00)	(1,135.00)	(732.48)	(1,135.00)	0.00
101-257-719.000	DENTAL INSURANCE	349.23	550.00	550.00	349.95	550.00	0.00
101-257-719.800	VISION INSURANCE	96.00	152.00	152.00	94.88	152.00	0.00
101-257-719.900	VISION INS-EE CONTRIBUTIONS	(48.00)	(76.00)	(76.00)	(47.46)	(76.00)	0.00
101-257-724.000	WORKER'S COMP	152.23	226.00	226.00	138.31	226.00	0.00
101-257-725.000	LIFE & DISABILITY BENEFIT	149.50	400.00	400.00	239.20	400.00	0.00
101-257-754.000	OPERATING SUPPLIES	312.60	500.00	500.00	0.00	500.00	0.00
101-257-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	30,125.00	10,000.00	10,000.00	9,811.00	17,000.00	7,000.00
	*Increased Budget for Appraisal Services for Michigan Tax Tribunal Cases						

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101-257-850.000	COMMUNICATIONS	509.52	550.00	550.00	297.22	550.00	0.00
101-257-851.000	MAIL/POSTAGE	2,214.00	2,800.00	2,800.00	19.50	2,800.00	0.00
101-257-900.000	PRINTING & PUBLISHING	1,955.04	2,000.00	2,000.00	646.32	2,000.00	0.00
101-257-916.000	SUBSCRIPTIONS & PUBLICATIONS	278.00	0.00	0.00	556.00	1,700.00	1,700.00
	*Increased Budget for Crexi, sales look-up service for the Assessor						
101-257-955.000	MISC.	464.21	500.00	500.00	198.74	500.00	0.00
101-257-957.000	PROFESSIONAL DEVELOPMENT	300.00	500.00	500.00	490.00	500.00	0.00
101-257-957.300	MEMBERSHIP & DUES	0.00	1,700.00	1,700.00	281.88	1,700.00	0.00
101-257-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-257-980.100	NEW COMPUTER HARDWARE & SOFTWARE	2,190.00	500.00	500.00	0.00	500.00	0.00
Total Dept 257 - ASSESSOR		116,335.07	143,249.00	143,249.00	89,890.13	163,561.00	20,312.00
Dept 262 - ELECTIONS							
101-262-702.000	SALARIES & WAGES	237.00	3,000.00	3,000.00	405.92	3,000.00	0.00
101-262-702.200	ELECTION WORKERS	0.00	30,000.00	30,000.00	10,781.50	30,000.00	0.00
101-262-702.500	OVERTIME	0.00	0.00	0.00	18.41	0.00	0.00
101-262-710.000	EMPLR FICA CONTR	14.69	200.00	200.00	24.50	200.00	0.00
101-262-711.000	EMPLR MEDICARE CONTR	3.44	40.00	40.00	5.74	40.00	0.00
101-262-711.500	UNEMPLOYMENT	0.00	400.00	400.00	13.15	400.00	0.00
101-262-716.000	EMPLR RETIREMENT CONTR	0.00	200.00	200.00	40.31	200.00	0.00
101-262-718.500	HEALTH INSURANCE	0.00	600.00	600.00	200.92	600.00	0.00
101-262-718.700	HEALTH INS-EE CONTRIBUTIONS	0.00	(100.00)	(100.00)	(23.71)	(100.00)	0.00
101-262-719.000	DENTAL INSURANCE	0.00	50.00	50.00	10.97	50.00	0.00
101-262-719.800	VISION INSURANCE	0.00	15.00	15.00	3.22	15.00	0.00
101-262-719.900	VISION INS-EE CONTRIBUTIONS	0.00	(7.00)	(7.00)	(1.61)	(7.00)	0.00
101-262-724.000	WORKER'S COMP	0.40	20.00	20.00	2.71	20.00	0.00
101-262-725.000	LIFE & DISABILITY BENEFIT	0.00	20.00	20.00	3.23	20.00	0.00
101-262-754.000	OPERATING SUPPLIES	2,781.01	8,000.00	8,000.00	4,097.14	8,000.00	0.00
101-262-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,220.00	10,000.00	10,000.00	8,018.00	12,000.00	2,000.00
	*Increased Budget for election equipment coding and maintenance						
101-262-851.000	MAIL/POSTAGE	1,396.89	9,000.00	9,000.00	0.00	9,000.00	0.00
101-262-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	150.00	150.00	99.16	150.00	0.00
101-262-900.000	PRINTING & PUBLISHING	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
101-262-955.000	MISC.	0.00	600.00	600.00	167.89	600.00	0.00
101-262-957.000	PROFESSIONAL DEVELOPMENT	0.00	250.00	250.00	0.00	250.00	0.00
Total Dept 262 - ELECTIONS		6,653.43	64,038.00	64,038.00	23,867.45	66,038.00	2,000.00
Dept 265 - BUILDING & GROUNDS							
101-265-702.000	SALARIES & WAGES	674.56	1,200.00	1,200.00	524.80	1,200.00	0.00
101-265-710.000	EMPLR FICA CONTR	39.93	70.00	70.00	31.66	70.00	0.00
101-265-711.000	EMPLR MEDICARE CONTR	9.34	20.00	20.00	7.41	20.00	0.00
101-265-711.500	UNEMPLOYMENT	0.78	10.00	10.00	1.25	10.00	0.00
101-265-716.000	EMPLR RETIREMENT CONTR	60.70	100.00	100.00	49.86	100.00	0.00
101-265-718.500	HEALTH INSURANCE	235.32	500.00	500.00	100.42	500.00	0.00
101-265-718.700	HEALTH INS-EE CONTRIBUTIONS	(26.50)	(40.00)	(40.00)	(10.26)	(40.00)	0.00
101-265-719.000	DENTAL INSURANCE	11.37	40.00	40.00	3.81	40.00	0.00
101-265-719.800	VISION INSURANCE	2.61	10.00	10.00	0.00	10.00	0.00
101-265-719.900	VISION INS-EE CONTRIBUTIONS	(1.32)	0.00	0.00	0.00	0.00	0.00
101-265-724.000	WORKER'S COMP	3.90	30.00	30.00	2.72	30.00	0.00
101-265-725.000	LIFE & DISABILITY BENEFIT	4.91	20.00	20.00	1.73	20.00	0.00
101-265-754.000	OPERATING SUPPLIES	2,981.38	6,500.00	6,500.00	2,446.12	6,500.00	0.00
101-265-776.000	CLEANING SUPPLIES	0.00	0.00	0.00	113.00	0.00	0.00
101-265-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	16,780.32	23,000.00	23,000.00	2,024.00	26,500.00	3,500.00
*Increased Budget for painting the Board Room/Small Conference Room at Township Hall							
101-265-801.003	SIDEWALK SNOWPLOWING	0.00	3,000.00	3,000.00	116.20	3,000.00	0.00
101-265-801.401	HALL CLEANING	6,551.68	10,000.00	10,000.00	3,689.98	10,000.00	0.00
101-265-850.000	COMMUNICATIONS	3,112.31	2,860.00	2,860.00	1,374.90	2,860.00	0.00
101-265-920.000	ELECTRIC/NATURAL GAS	11,579.67	14,000.00	14,000.00	6,599.44	14,000.00	0.00
101-265-920.200	WATER & SEWER CHARGES	865.50	1,000.00	1,000.00	369.44	1,000.00	0.00
101-265-930.200	MAINT-GROUNDS	550.21	2,500.00	2,500.00	29.98	2,500.00	0.00
101-265-930.300	MAINT-BUILDINGS	778.55	10,000.00	10,000.00	1,575.85	10,000.00	0.00
101-265-933.050	MAINT-EQUIPMENT	229.00	500.00	500.00	0.00	500.00	0.00
101-265-934.500	MAINT. AGREEMENT ON EQUIPMENT	4,542.84	4,500.00	4,500.00	392.52	4,500.00	0.00
101-265-940.100	POSTAGE METER LEASE	1,851.00	2,000.00	2,000.00	1,363.14	2,000.00	0.00
101-265-955.000	MISC.	74.00	100.00	100.00	28.00	100.00	0.00
101-265-962.000	SAFETY	0.00	600.00	600.00	91.68	600.00	0.00

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101-265-963.000	PROPERTY/LIABILITY INSURANCE	15,641.87	16,500.00	16,500.00	15,945.29	19,500.00	3,000.00
	*Increased Budget for cost increases for insurance coverage						
Total Dept 265 - BUILDING & GROUNDS		66,553.93	99,020.00	99,020.00	36,872.94	105,520.00	6,500.00
Dept 266 - LEGAL/ATTORNEY							
101-266-826.000	LEGAL FEES	23,485.30	50,000.00	50,000.00	5,761.00	50,000.00	0.00
101-266-826.000-020	LEGAL FEES	3,105.70	0.00	0.00	0.00	0.00	0.00
101-266-826.000-021	LEGAL FEES	1,627.35	0.00	0.00	0.00	0.00	0.00
101-266-826.600	LEGAL FEES-MTT CASES	17,088.00	6,000.00	6,000.00	22,759.50	6,000.00	0.00
Total Dept 266 - LEGAL/ATTORNEY		45,306.35	56,000.00	56,000.00	28,520.50	56,000.00	0.00
Dept 371 - BUILDING INSPECTION							
101-371-702.000	SALARIES & WAGES	179,169.48	190,979.00	190,979.00	116,738.66	190,979.00	0.00
101-371-702.500	OVERTIME	2,661.88	2,100.00	2,100.00	1,441.87	2,100.00	0.00
101-371-705.000	LEAVE TIME PAYOUT	0.00	0.00	0.00	3,640.25	3,700.00	3,700.00
	*Increased Budget for the Rental Inspector's final payroll check						
101-371-710.000	EMPLR FICA CONTR	10,505.23	11,302.00	11,302.00	7,044.20	11,302.00	0.00
101-371-711.000	EMPLR MEDICARE CONTR	2,456.85	2,650.00	2,650.00	1,647.44	2,650.00	0.00
101-371-711.500	UNEMPLOYMENT	142.50	428.00	428.00	139.65	428.00	0.00
101-371-716.000	EMPLR RETIREMENT CONTR	16,399.42	18,350.00	18,350.00	11,572.99	18,350.00	0.00
101-371-718.500	HEALTH INSURANCE	72,257.74	77,175.00	77,175.00	49,926.64	77,175.00	0.00
101-371-718.700	HEALTH INS-EE CONTRIBUTIONS	(8,922.21)	(10,212.00)	(10,212.00)	(6,314.26)	(10,212.00)	0.00
101-371-719.000	DENTAL INSURANCE	5,029.20	5,283.00	5,283.00	3,218.84	5,283.00	0.00
101-371-719.800	VISION INSURANCE	1,104.48	1,161.00	1,161.00	697.09	1,161.00	0.00
101-371-719.900	VISION INS-EE CONTRIBUTIONS	(552.24)	(581.00)	(581.00)	(348.54)	(581.00)	0.00
101-371-724.000	WORKER'S COMP	467.56	470.00	470.00	296.44	470.00	0.00
101-371-725.000	LIFE & DISABILITY BENEFIT	1,011.12	1,090.00	1,090.00	687.03	1,090.00	0.00
101-371-752.000	OFFICE SUPPLIES	114.77	500.00	500.00	20.97	500.00	0.00
101-371-754.000	OPERATING SUPPLIES	1,163.99	1,275.00	1,275.00	590.00	1,275.00	0.00
101-371-759.000	GAS/FUEL	1,795.34	2,000.00	2,000.00	842.85	2,000.00	0.00
101-371-767.000	UNIFORMS	280.00	300.00	300.00	12.00	300.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	14,627.15	35,000.00	35,000.00	0.00	35,000.00	0.00
101-371-801.410	VEHICLE CLEANING	130.00	250.00	250.00	0.00	250.00	0.00



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101-371-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	1,671.22	2,875.00	2,875.00	1,769.04	2,875.00	0.00
101-371-850.000	COMMUNICATIONS	1,288.34	1,350.00	1,350.00	752.57	1,350.00	0.00
101-371-851.000	MAIL/POSTAGE	27.86	35.00	35.00	0.00	35.00	0.00
101-371-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	90.46	150.00	150.00	174.20	150.00	0.00
101-371-900.000	PRINTING & PUBLISHING	37.85	500.00	500.00	1,745.00	1,800.00	1,300.00
	*Classified Ad for Rental Inspector/Ad in the Home Builders Magazine						
101-371-916.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	500.00	0.00	500.00	0.00
101-371-930.000	VEHICLE REPAIRS & MAINTENANCE	232.02	1,000.00	1,000.00	21.99	1,000.00	0.00
101-371-957.000	PROFESSIONAL DEVELOPMENT	1,801.00	5,000.00	5,000.00	690.00	5,000.00	0.00
101-371-957.100	SEMINAR LODGING	399.30	750.00	750.00	0.00	750.00	0.00
101-371-957.200	SEMINAR MEALS	529.59	750.00	750.00	267.00	750.00	0.00
101-371-957.300	MEMBERSHIP & DUES	1,190.00	1,400.00	1,400.00	1,360.00	1,400.00	0.00
101-371-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	500.00	0.00
101-371-980.100	NEW COMPUTER HARDWARE & SOFTWARE	7,059.66	500.00	500.00	(23.02)	1,500.00	1,000.00
	*Increase Budget for new computer purchase for the Building Clerk						
Total Dept 371 - BUILDING INSPECTION		314,169.56	354,830.00	354,830.00	198,610.90	360,830.00	6,000.00
Dept 441 - PUBLIC WORKS							
101-441-920.000	STREET LIGHTING	25,003.31	26,000.00	26,000.00	17,160.46	29,000.00	3,000.00
	*Increased Budget for increase in monthly electrical bills with Consumers Energy						
101-441-956.100	DRAINS AT LARGE	25,380.13	61,000.00	61,000.00	25,905.70	26,000.00	(35,000.00)
	*Decreased Budget for the Mission Creek bond payment to the Isabella County Drain Commissioner/Moved to the 906-Bond Department						
101-441-959.500	CONTRIBUTIONS TO ROAD COMMISSION	263,926.29	369,000.00	369,000.00	37,157.96	483,100.00	114,100.00
	*Increased Budget for a Solar Stop Sign @ Isabella/Baseline \$6,700						
	*Increased Budget for the final pmt on the Lincoln Rd to Broomfield project \$8,300						
	*Decreased Budget for gravel road refresh projects being lower than originally budgeted (\$23,600)						
	*Increased Budget for Lincoln Rd-Deerfield to Broomfield Rd project \$127,500-amount received by Tribal 2% funding-see revenue line 101-000-582.000 above						
	*Decreased Budget for brine contract coming in lower than the original budget (\$4,800)						
101-441-967.500	SIDEWALKS AND NON MOTORIZED PATHS	51,097.55	955,000.00	955,000.00	13,887.50	270,000.00	(685,000.00)
	*Decreased Budget for Deerfield to Denison/CMU Pathway (\$340,000)						
	*Decreased Budget for sidewalks on the North side of Pickard Rd and the Lincoln Rd/Pickard Rd intersection (\$345,000)						
Total Dept 441 - PUBLIC WORKS		365,407.28	1,411,000.00	1,411,000.00	94,111.62	808,100.00	(602,900.00)



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Dept 701 - PLANNING							
101-701-702.000	SALARIES & WAGES	160,939.02	168,700.00	168,700.00	105,286.63	168,700.00	0.00
101-701-702.700	LUMP SUM IN LIEU OF STEP	1,711.63	4,200.00	4,200.00	0.00	4,200.00	0.00
101-701-707.000	PER DIEM	9,760.00	15,000.00	15,000.00	2,100.00	15,000.00	0.00
101-701-710.000	EMPLR FICA CONTR	9,980.00	11,584.00	11,584.00	6,200.23	11,584.00	0.00
101-701-711.000	EMPLR MEDICARE CONTR	2,334.08	2,709.00	2,709.00	1,450.05	2,709.00	0.00
101-701-711.500	UNEMPLOYMENT	98.35	303.00	303.00	106.85	303.00	0.00
101-701-716.000	EMPLR RETIREMENT CONTR	14,541.15	15,912.00	15,912.00	9,792.00	15,912.00	0.00
101-701-718.500	HEALTH INSURANCE	48,172.26	51,448.00	51,448.00	34,754.26	51,448.00	0.00
101-701-718.700	HEALTH INS-EE CONTRIBUTIONS	(5,948.14)	(6,808.00)	(6,808.00)	(3,954.72)	(6,808.00)	0.00
101-701-719.000	DENTAL INSURANCE	2,945.17	2,790.00	2,790.00	1,773.35	2,790.00	0.00
101-701-719.800	VISION INSURANCE	368.16	390.00	390.00	242.56	390.00	0.00
101-701-719.900	VISION INS-EE CONTRIBUTIONS	(184.08)	(194.00)	(194.00)	(121.28)	(194.00)	0.00
101-701-724.000	WORKER'S COMP	378.68	400.00	400.00	225.62	400.00	0.00
101-701-725.000	LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	478.40	800.00	0.00
101-701-752.000	OFFICE SUPPLIES	0.00	250.00	250.00	0.00	250.00	0.00
101-701-754.000	OPERATING SUPPLIES	0.00	300.00	300.00	0.00	300.00	0.00
101-701-759.000	GAS/FUEL	62.45	600.00	600.00	83.09	600.00	0.00
101-701-767.000	UNIFORMS	42.50	200.00	200.00	38.00	200.00	0.00
101-701-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	8,156.43	165,250.00	165,250.00	2,368.33	165,250.00	0.00
101-701-850.000	COMMUNICATIONS	229.90	250.00	250.00	149.90	250.00	0.00
101-701-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	1,665.85	3,000.00	3,000.00	485.75	3,000.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,877.38	5,500.00	5,500.00	2,193.16	5,500.00	0.00
101-701-916.000	SUBSCRIPTIONS & PUBLICATIONS	10.00	200.00	200.00	0.00	200.00	0.00
101-701-932.000	VEHICLE REPAIRS & MAINTENANCE	726.00	1,000.00	1,000.00	0.00	1,000.00	0.00
101-701-940.000	LEASE/RENT	0.00	200.00	200.00	0.00	200.00	0.00
101-701-955.000	MISC.	16.00	100.00	100.00	7.75	100.00	0.00
101-701-957.000	PROFESSIONAL DEVELOPMENT	2,022.95	7,250.00	7,250.00	3,049.00	7,250.00	0.00
101-701-957.100	SEMINAR LODGING	957.60	2,650.00	2,650.00	772.17	2,650.00	0.00
101-701-957.200	SEMINAR MEALS	10.25	800.00	800.00	0.00	800.00	0.00
101-701-957.300	MEMBERSHIP & DUES	1,448.50	1,500.00	1,500.00	1,592.04	1,500.00	0.00
101-701-959.100	CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
Total Dept 701 - PLANNING		274,039.69	466,284.00	466,284.00	179,073.14	466,284.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Dept 751 - PARKS & RECREATION							
101-751-702.000	SALARIES & WAGES	21,775.68	25,000.00	25,000.00	14,709.37	25,000.00	0.00
101-751-702.200	TEMPORARY LABOR	22,636.89	18,720.00	18,720.00	16,238.28	18,720.00	0.00
101-751-702.500	OVERTIME	1,472.75	2,000.00	2,000.00	1,476.46	2,000.00	0.00
101-751-710.000	EMPLR FICA CONTR	2,755.71	2,721.00	2,721.00	1,942.72	2,721.00	0.00
101-751-711.000	EMPLR MEDICARE CONTR	644.50	636.00	636.00	454.30	636.00	0.00
101-751-711.500	UNEMPLOYMENT	99.66	423.00	423.00	80.55	423.00	0.00
101-751-716.000	EMPLR RETIREMENT CONTR	2,094.14	2,562.00	2,562.00	1,537.67	2,562.00	0.00
101-751-718.500	HEALTH INSURANCE	10,925.58	12,862.00	12,862.00	8,464.68	12,862.00	0.00
101-751-718.700	HEALTH INS-EE CONTRIBUTIONS	(1,358.49)	(1,702.00)	(1,702.00)	(1,064.65)	(1,702.00)	0.00
101-751-719.000	DENTAL INSURANCE	752.33	881.00	881.00	541.80	881.00	0.00
101-751-719.800	VISION INSURANCE	178.04	194.00	194.00	105.36	194.00	0.00
101-751-719.900	VISION INS-EE CONTRIBUTIONS	(89.02)	(97.00)	(97.00)	(52.69)	(97.00)	0.00
101-751-724.000	WORKER'S COMP	585.58	600.00	600.00	416.00	600.00	0.00
101-751-725.000	LIFE & DISABILITY BENEFIT	157.25	170.00	170.00	95.03	170.00	0.00
101-751-754.000	OPERATING SUPPLIES	5,314.00	5,000.00	5,000.00	3,528.42	5,000.00	0.00
101-751-759.000	GAS/FUEL	1,649.72	1,800.00	1,800.00	1,295.15	1,800.00	0.00
101-751-767.000	UNIFORMS	182.50	500.00	500.00	178.70	500.00	0.00
101-751-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,040.10	3,500.00	3,500.00	2,062.25	3,500.00	0.00
101-751-860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	90.39	100.00	100.00	183.36	100.00	0.00
101-751-900.000	PRINTING & PUBLISHING	448.49	600.00	600.00	0.00	600.00	0.00
101-751-920.000	ELECTRIC/NATURAL GAS	4,004.82	4,200.00	4,200.00	2,464.54	4,200.00	0.00
101-751-920.200	WATER & SEWER CHARGES	6,358.95	5,000.00	5,000.00	1,793.66	5,000.00	0.00
101-751-930.000	REPAIRS	994.87	31,000.00	31,000.00	10,575.48	31,000.00	0.00
101-751-930.200	MAINT-GROUNDS	12,014.16	33,000.00	33,000.00	8,192.60	33,000.00	0.00
101-751-930.250	MAINT-DOG PARK	1,350.00	3,000.00	3,000.00	490.00	3,000.00	0.00
101-751-930.300	MAINT-BUILDINGS	3,478.52	8,500.00	8,500.00	4,464.35	8,500.00	0.00
101-751-933.000	MAINT-VEHICLES	658.79	1,000.00	1,000.00	234.83	1,000.00	0.00
101-751-933.050	MAINT-EQUIPMENT	2,361.64	2,000.00	2,000.00	108.18	2,000.00	0.00
101-751-962.000	SAFETY	530.16	3,500.00	3,500.00	1,850.34	3,500.00	0.00
101-751-977.000	NEW EQUIPMENT PURCHASE	935.00	13,300.00	13,300.00	7,007.06	13,300.00	0.00
Total Dept 751 - PARKS & RECREATION		106,042.71	180,970.00	180,970.00	89,373.80	180,970.00	0.00

**Charter Township of Union**  
**101 - General Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 8/21/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Dept 901 - CAPITAL OUTLAY							
101-901-976.301	CAPITAL OUTLAY-INFORMATION TECHNOLOGY	18,097.98	0.00	0.00	23,217.19	38,000.00	38,000.00
	*Increased Budget for new printer purchases for Township Hall \$23,000/work on a new website design for the Township \$15,000						
101-901-976.302	CAPITAL OUTLAY-TOWNSHIP HALL	0.00	0.00	0.00	3,505.50	0.00	0.00
101-901-976.303	CAPITAL OUTLAY-PROPERTY	50.45	0.00	0.00	0.00	0.00	0.00
101-901-976.306	CAPITAL OUTLAY-PARKS DEPT	14,581.00	0.00	0.00	0.00	23,000.00	23,000.00
	*Increased Budget \$16,000 for Engineering McDonald and Jameson Park Improvements-parking lots,sidewalk,paved trail, concrete pads, new pathway bridge, etc						
	*Increased Budget for new infield groomer for the baseball fields \$7,000						
101-901-976.307	CAPITAL OUTLAY-FIBER NETWORK	17,549.99	0.00	0.00	1,182.33	0.00	0.00
101-901-976.309	CAPITAL OUTLAY-VEHICLES	96,491.99	0.00	0.00	0.00	0.00	0.00
101-901-976.314	CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	13,397.87	0.00	0.00	6,880.00	9,000.00	9,000.00
	*Increased Budget for the New Twp Hal/Renovation study that began in fiscal year 2022, that will be completed in fiscal year 2024						
Total Dept 901 - CAPITAL OUTLAY		160,169.28	0.00	0.00	34,785.02	70,000.00	70,000.00
Dept 906 - DEBT SERVICE							
101-906-991.000	BOND - PRINCIPAL	22,478.00	0.00	0.00	22,477.83	22,500.00	22,500.00
	*Increased Budget for the Mission Creek drain improvements bond issue by the Isabella County Drain Commissioner						
101-906-993.000	BOND INTEREST EXPENDITURE	11,778.00	0.00	0.00	11,154.07	11,200.00	11,200.00
	*Increased Budget for the Mission Creek drain improvements bond issue by the Isabella County Drain Commissioner						
Total Dept 906 - DEBT SERVICE		34,256.00	0.00	0.00	33,631.90	33,700.00	33,700.00
TOTAL EXPENDITURES		2,026,832.53	3,388,759.00	3,388,759.00	1,174,400.66	2,945,672.00	(443,087.00)
TOTAL REVENUES		2,614,860.77	3,365,100.00	3,365,100.00	1,407,789.85	3,631,400.00	266,300.00
TOTAL EXPENDITURES		2,026,832.53	3,388,759.00	3,388,759.00	1,174,400.66	2,945,672.00	(443,087.00)
NET OF REVENUES & EXPENDITURES		588,028.24	(23,659.00)	(23,659.00)	233,389.19	685,728.00	709,387.00
BEGINNING FUND BALANCE		6,144,193.00	6,732,221.24	6,732,221.24	6,732,221.24	6,732,221.24	
ENDING FUND BALANCE		6,732,221.24	6,708,562.24	6,708,562.24	6,965,610.43	7,417,949.24	

**Charter Township of Union**  
**248 - East DDA Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	516,934.75	557,000.00	557,000.00	561,478.47	561,000.00	4,000.00
	*Increased Budget to reflect actual amounts collected						
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-412.000	DELQ PERSONAL PROPERTY CAPT	3.63	300.00	300.00	0.00	300.00	0.00
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-445.000	INTEREST ON TAXES	0.66	500.00	500.00	0.00	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	69,776.09	69,000.00	69,000.00	0.00	73,000.00	4,000.00
	*Increased Budget to reflect actual amounts submitted to the State for reimbursement						
248-000-665.000	INTEREST EARNED	65,903.71	80,000.00	80,000.00	54,552.11	80,000.00	0.00
248-000-672.000	OTHER REVENUE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
TOTAL REVENUES		652,618.84	703,550.00	703,550.00	616,030.58	711,550.00	8,000.00
Expenditures							
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	79,658.26	81,000.00	81,000.00	85,760.78	81,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		79,658.26	81,000.00	81,000.00	85,760.78	81,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	6,340.47	21,300.00	21,300.00	10,546.20	21,300.00	0.00
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	246.00	5,000.00	5,000.00	0.00	5,000.00	0.00
248-728-801.003	SIDEWALK SNOWPLOWING	4,550.00	15,000.00	15,000.00	6,547.21	15,000.00	0.00
248-728-801.004	LAWN CARE	13,086.00	35,000.00	35,000.00	16,527.00	35,000.00	0.00
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	6,477.25	20,000.00	20,000.00	19,815.53	20,000.00	0.00
248-728-801.007	FLOWER / LANDSCAPE MAINTENANCE	7,358.00	47,000.00	47,000.00	12,606.84	47,000.00	0.00
248-728-826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
248-728-880.000	COMMUNITY PROMOTION	5,500.00	16,500.00	16,500.00	6,500.00	16,500.00	0.00
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS	5,134.67	40,000.00	40,000.00	0.00	40,000.00	0.00
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	17,085.00	23,000.00	23,000.00	5,928.39	23,000.00	0.00
248-728-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	250.00	0.00
248-728-920.000	ELECTRIC/NATURAL GAS	8,403.53	15,000.00	15,000.00	6,111.67	15,000.00	0.00
248-728-920.200	WATER & SEWER CHARGES	4,621.02	18,000.00	18,000.00	1,372.90	18,000.00	0.00
248-728-940.000	LEASE/RENT	715.00	1,200.00	1,200.00	715.00	1,200.00	0.00
248-728-955.000	MISC.	0.00	100.00	100.00	32.00	100.00	0.00
248-728-957.300	MEMBERSHIP & DUES	375.00	500.00	500.00	75.00	500.00	0.00

**Charter Township of Union**  
**248 - East DDA Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
248-728-963.000	PROPERTY/LIABILITY INSURANCE	2,147.92	2,200.00	2,200.00	2,109.43	2,200.00	0.00
248-728-967.200	WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	0.00	(100,000.00)
	*Reduced Budget for the Pickard Rd/Summerton Rd watermain loop project-moved to 2025						
248-728-967.300	SEWER SYSTEM PROJECTS	160,000.00	0.00	0.00	0.00	0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	168,571.77	0.00	0.00	0.00	0.00	0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	520,000.00	520,000.00	26,500.00	150,000.00	(370,000.00)
	Reduced Budget for sidewalks projects with easement issues-the Bud Street sidewalk should be done in 2024						
248-728-967.600	PARKS PROJECTS	0.00	90,000.00	90,000.00	0.00	0.00	(90,000.00)
	*Reduced Budget for the lighting project from Kay St to Jonathon Lane sidewalk-moved to 2025 fiscal year						
248-728-971.000	CAPITAL OUTLAY-LAND	0.00	550,000.00	550,000.00	0.00	550,000.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	50.45	20,000.00	20,000.00	0.00	20,000.00	0.00
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	450,000.00	450,000.00	54.74	0.00	(450,000.00)
	*Reduced Budget for the reconstruction of the irrigation system along Pickard moved to fiscal year 2025						
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	100.90	40,000.00	40,000.00	109.48	40,000.00	0.00
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	210.00	210.00	54.74	210.00	0.00
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	100.90	210.00	210.00	109.48	210.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		410,863.88	2,034,470.00	2,034,470.00	115,715.61	1,024,470.00	(1,010,000.00)
TOTAL EXPENDITURES		490,522.14	2,115,470.00	2,115,470.00	201,476.39	1,105,470.00	(1,010,000.00)
TOTAL REVENUES		652,618.84	703,550.00	703,550.00	616,030.58	711,550.00	8,000.00
TOTAL EXPENDITURES		490,522.14	2,115,470.00	2,115,470.00	201,476.39	1,105,470.00	(1,010,000.00)
NET OF REVENUES & EXPENDITURES		162,096.70	(1,411,920.00)	(1,411,920.00)	414,554.19	(393,920.00)	1,018,000.00
BEGINNING FUND BALANCE		1,876,649.46	2,038,746.16	2,038,746.16	2,038,746.16	2,038,746.16	
ENDING FUND BALANCE		2,038,746.16	626,826.16	626,826.16	2,453,300.35	1,644,826.16	

**Charter Township of Union**  
**250 - West DDA Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	414,115.58	438,600.00	438,600.00	442,342.63	442,000.00	3,400.00
	*Increased Budget to reflect actual amounts collected						
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	47.46	50.00	50.00	0.00	50.00	0.00
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	(409.14)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-445.000	INTEREST ON TAXES	106.61	200.00	200.00	0.00	200.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	1,884.84	1,800.00	1,800.00	0.00	2,900.00	1,100.00
	*Increased Budget to reflect actual amounts submitted to the State for reimbursement						
250-000-665.000	INTEREST EARNED	39,141.10	50,000.00	50,000.00	37,779.69	50,000.00	0.00
TOTAL REVENUES		454,886.45	486,650.00	486,650.00	480,122.32	491,150.00	4,500.00
Expenditures							
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	65,765.91	66,000.00	66,000.00	69,657.35	69,600.00	3,600.00
	*Increased Budget \$3,600 to account for actual amounts captured & returned per the agreement						
Total Dept 336 - FIRE DEPARTMENT		65,765.91	66,000.00	66,000.00	69,657.35	69,600.00	3,600.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,370.23	13,300.00	13,300.00	3,292.50	13,300.00	0.00
250-728-801.003	SIDEWALK SNOWPLOWING	3,500.00	8,000.00	8,000.00	4,361.40	8,000.00	0.00
250-728-880.000	COMMUNITY PROMOTION	5,500.00	16,500.00	16,500.00	6,500.00	16,500.00	0.00
250-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
250-728-900.000	PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	500.00	0.00
250-728-957.300	MEMBERSHIP & DUES	375.00	500.00	500.00	75.00	500.00	0.00
250-728-967.400	STREET/ROAD PROJECTS	0.00	50,000.00	50,000.00	100.00	1,000.00	(49,000.00)
	*Reduced Budget for plan development for storm drainage, sidewalks, etc from Remus Rd to Bridge on Lincoln moving to fiscal year 2025						
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	175,000.00	175,000.00	11,125.00	20,000.00	(155,000.00)
	*Reduced Budget for sidewalks on Bradley St North from Remus Rd to the Middle School moving to fiscal year 2025						
250-728-974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00	50,000.00	50,000.00	0.00	0.00	(50,000.00)
	*Reduced Budget for planning streetlighting/streetscape improvements moving to fiscal year 2025						
Total Dept 728 - ECONOMIC DEVELOPMENT		12,745.23	353,800.00	353,800.00	25,453.90	99,800.00	(254,000.00)
TOTAL EXPENDITURES		78,511.14	419,800.00	419,800.00	95,111.25	169,400.00	(250,400.00)
TOTAL REVENUES		454,886.45	486,650.00	486,650.00	480,122.32	491,150.00	4,500.00
TOTAL EXPENDITURES		78,511.14	419,800.00	419,800.00	95,111.25	169,400.00	(250,400.00)
NET OF REVENUES & EXPENDITURES		376,375.31	66,850.00	66,850.00	385,011.07	321,750.00	254,900.00
BEGINNING FUND BALANCE		830,972.77	1,207,348.08	1,207,348.08	1,207,348.08	1,207,348.08	
ENDING FUND BALANCE		1,207,348.08	1,274,198.08	1,274,198.08	1,592,359.15	1,529,098.08	

**Charter Township of Union**  
**590 - Sewer Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
590-000-582.000	CONTRIBUTION FROM TRIBE	225,371.17	0.00	0.00	0.00	0.00	0.00
590-000-583.000	CONTRIBUTION FROM EDA FOR PROJECTS	160,000.00	0.00	0.00	0.00	0.00	0.00
590-000-626.000	SEWER INSPECTION FEES	7,191.75	2,000.00	2,000.00	0.00	2,000.00	0.00
590-000-642.000	SERVICE	1,568,157.33	1,672,580.00	1,672,580.00	861,889.73	1,672,580.00	0.00
590-000-644.300	CONNECTION FEE	272,758.01	78,800.00	78,800.00	29,805.72	78,800.00	0.00
590-000-655.000	FINES & FORFEITURES	34,021.47	33,000.00	33,000.00	25,770.73	33,000.00	0.00
590-000-665.000	INTEREST EARNED	127,311.06	120,000.00	120,000.00	141,433.95	200,000.00	80,000.00
	*Increased Budget for interest earned-interest rates remain high						
590-000-670.000	DEBT RETIREMENT	1,311,238.31	1,385,945.00	1,385,945.00	721,380.59	1,385,945.00	0.00
590-000-672.000	OTHER REVENUE	134.30	3,000.00	3,000.00	7.50	3,000.00	0.00
590-000-673.000	GAIN/LOSS ON SALE OF ASSETS	400.00	0.00	0.00	0.00	0.00	0.00
590-000-687.000	REFUNDS & REBATES	2,968.86	3,500.00	3,500.00	0.00	3,500.00	0.00
<b>TOTAL REVENUES</b>		<b>3,709,552.26</b>	<b>3,298,825.00</b>	<b>3,298,825.00</b>	<b>1,780,288.22</b>	<b>3,378,825.00</b>	<b>80,000.00</b>
<b>Expenditures</b>							
<b>Dept 536 - WATER/SEWER SYSTEMS</b>							
590-536-702.000	SALARIES & WAGES	283,864.57	310,065.00	310,065.00	187,351.41	310,065.00	0.00
590-536-702.200	TEMPORARY LABOR	13,918.13	12,480.00	12,480.00	12,139.13	12,480.00	0.00
590-536-702.500	OVERTIME	11,780.65	12,900.00	12,900.00	4,570.51	12,900.00	0.00
590-536-702.700	LUMP SUM IN LIEU OF STEP	3,038.07	4,010.00	4,010.00	0.00	4,010.00	0.00
590-536-705.000	LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	5,900.00	0.00
590-536-710.000	EMPLR FICA CONTR	18,730.52	20,354.00	20,354.00	12,198.59	20,354.00	0.00
590-536-711.000	EMPLR MEDICARE CONTR	4,380.87	4,760.00	4,760.00	2,853.16	4,760.00	0.00
590-536-711.500	UNEMPLOYMENT	274.86	838.00	838.00	266.90	838.00	0.00
590-536-716.000	EMPLR RETIREMENT CONTR	25,615.67	29,200.00	29,200.00	17,264.15	29,200.00	0.00
590-536-718.500	HEALTH INSURANCE	93,488.85	100,787.00	100,787.00	60,557.11	100,787.00	0.00
590-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(8,902.22)	(10,800.00)	(10,800.00)	(5,991.33)	(10,800.00)	0.00
590-536-719.000	DENTAL INSURANCE	4,511.78	4,990.00	4,990.00	2,785.91	4,990.00	0.00
590-536-719.800	VISION INSURANCE	603.42	727.00	727.00	260.52	727.00	0.00
590-536-719.900	VISION INS-EE CONTRIBUTIONS	(301.82)	(364.00)	(364.00)	(130.39)	(364.00)	0.00
590-536-724.000	WORKER'S COMP	1,470.97	1,371.00	1,371.00	910.83	1,371.00	0.00



**Charter Township of Union**  
**590 - Sewer Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
590-536-725.000	LIFE AND DISABILITY INSURANCE	1,248.06	1,422.00	1,422.00	770.33	1,422.00	0.00
590-536-726.000	COMPENSATED ABSENCES	(2,145.60)	0.00	0.00	0.00	0.00	0.00
590-536-752.000	OFFICE SUPPLIES	602.61	1,500.00	1,500.00	493.43	1,500.00	0.00
590-536-754.000	OPERATING SUPPLIES	4,633.53	5,500.00	5,500.00	3,774.18	5,500.00	0.00
590-536-759.000	GAS/FUEL	11,185.13	12,000.00	12,000.00	8,922.75	12,000.00	0.00
590-536-767.000	UNIFORMS	522.25	1,500.00	1,500.00	983.14	1,500.00	0.00
590-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	68,482.67	53,350.00	53,350.00	18,771.12	53,350.00	0.00
590-536-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMEN	2,558.38	2,840.00	2,840.00	2,723.26	2,840.00	0.00
590-536-826.000	LEGAL FEES	300.00	10,000.00	10,000.00	0.00	10,000.00	0.00
590-536-850.000	COMMUNICATIONS	2,439.20	3,320.00	3,320.00	1,912.74	3,320.00	0.00
590-536-851.000	MAIL/POSTAGE	1,993.33	3,000.00	3,000.00	813.33	3,000.00	0.00
590-536-860.000	TRANSPORTATION/MILEAGE REIMBURSMEN	716.31	800.00	800.00	12.46	800.00	0.00
590-536-900.000	PRINTING & PUBLISHING	572.08	1,000.00	1,000.00	399.00	1,000.00	0.00
590-536-920.000	ELECTRIC/NATURAL GAS	88,280.08	105,000.00	105,000.00	61,164.40	105,000.00	0.00
590-536-930.000	REPAIRS	2,064.19	170,000.00	170,000.00	6,104.72	170,000.00	0.00
590-536-930.200	MAINT-GROUNDS	323.25	1,500.00	1,500.00	267.31	1,500.00	0.00
590-536-930.300	MAINT-BUILDINGS	2,000.00	20,250.00	20,250.00	6,590.34	20,250.00	0.00
590-536-933.000	MAINT-VEHICLES	6,643.49	6,000.00	6,000.00	3,890.22	6,000.00	0.00
590-536-933.050	MAINT-EQUIPMENT	2,100.78	20,000.00	20,000.00	3,074.92	20,000.00	0.00
590-536-933.500	MAINT-LIFT STATIONS	15,897.86	110,000.00	110,000.00	14,791.96	110,000.00	0.00
590-536-934.300	OPTO 22 MAINTENANCE	1,708.83	10,000.00	10,000.00	7,915.60	10,000.00	0.00
590-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	9,290.54	9,500.00	9,500.00	5,085.47	9,500.00	0.00
590-536-955.000	MISC.	110.03	150.00	150.00	0.00	150.00	0.00
590-536-957.000	PROFESSIONAL DEVELOPMENT	417.50	2,500.00	2,500.00	317.50	2,500.00	0.00
590-536-957.100	SEMINAR LODGING	255.39	1,000.00	1,000.00	0.00	1,000.00	0.00
590-536-957.200	SEMINAR MEALS	0.00	150.00	150.00	0.00	150.00	0.00
590-536-957.300	MEMBERSHIP & DUES	243.50	500.00	500.00	1,068.00	500.00	0.00
590-536-962.000	SAFETY	3,489.63	12,000.00	12,000.00	374.97	12,000.00	0.00
590-536-963.000	PROPERTY/LIABILITY INSURANCE	33,752.50	38,000.00	38,000.00	27,341.59	38,000.00	0.00
590-536-969.300	HOOKUP LABOR & MATERIAL	7,218.08	7,500.00	7,500.00	186.44	7,500.00	0.00
590-536-973.000	CAPITAL PROJECTS-SEWER SYSTEM	768.48	1,027,000.00	1,027,000.00	4,610.00	1,027,000.00	0.00
590-536-977.000	NEW EQUIPMENT PURCHASE	1,088.74	15,000.00	15,000.00	16,316.77	20,000.00	5,000.00

\*Increased Budget for new Xerox printers received in January, 2024



**Charter Township of Union**  
**590 - Sewer Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
590-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	559.98	1,000.00	1,000.00	4.24	1,000.00	0.00
590-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	4,370.28	6,000.00	6,000.00	237.39	6,000.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		726,165.40	2,156,500.00	2,156,500.00	493,954.08	2,161,500.00	5,000.00
Dept 540 - WWTP							
590-540-702.000	SALARIES & WAGES	260,132.76	334,912.00	334,912.00	186,776.14	334,912.00	0.00
590-540-702.500	OVERTIME	9,343.13	10,000.00	10,000.00	6,249.35	10,000.00	0.00
590-540-702.700	LUMP SUM IN LIEU OF STEP	3,647.13	5,250.00	5,250.00	0.00	5,250.00	0.00
590-540-710.000	EMPLR FICA CONTR	16,242.14	20,660.00	20,660.00	11,446.63	20,660.00	0.00
590-540-711.000	EMPLR MEDICARE CONTR	3,798.56	4,832.00	4,832.00	2,677.06	4,832.00	0.00
590-540-711.500	UNEMPLOYMENT	190.00	713.00	713.00	228.01	713.00	0.00
590-540-716.000	EMPLR RETIREMENT CONTR	24,633.03	33,265.00	33,265.00	18,337.47	33,265.00	0.00
590-540-718.500	HEALTH INSURANCE	99,308.70	128,620.00	128,620.00	71,883.47	128,620.00	0.00
590-540-718.700	HEALTH INS-EE CONTRIBUTIONS	(11,194.36)	(16,339.00)	(16,339.00)	(8,673.30)	(16,339.00)	0.00
590-540-719.000	DENTAL INSURANCE	5,946.42	8,071.00	8,071.00	4,178.82	8,071.00	0.00
590-540-719.800	VISION INSURANCE	758.41	1,207.00	1,207.00	565.73	1,207.00	0.00
590-540-719.900	VISION INS-EE CONTRIBUTIONS	(379.21)	(604.00)	(604.00)	(282.86)	(604.00)	0.00
590-540-724.000	WORKER'S COMP	1,767.51	2,195.00	2,195.00	1,182.44	2,195.00	0.00
590-540-725.000	LIFE AND DISABILITY INSURANCE	1,359.61	1,850.00	1,850.00	891.08	1,850.00	0.00
590-540-743.000	CHEMICALS	66,578.71	65,000.00	65,000.00	53,643.38	65,000.00	0.00
590-540-744.000	LAB EQUIPMENT & SUPPLIES	28,667.12	38,000.00	38,000.00	16,311.61	38,000.00	0.00
590-540-752.000	OFFICE SUPPLIES	758.72	700.00	700.00	332.78	700.00	0.00
590-540-754.000	OPERATING SUPPLIES	7,641.53	12,000.00	12,000.00	8,233.26	12,000.00	0.00
590-540-759.000	GAS/FUEL	3,644.33	5,000.00	5,000.00	1,602.26	5,000.00	0.00
590-540-767.000	UNIFORMS	872.30	2,000.00	2,000.00	410.10	2,000.00	0.00
590-540-774.100	BIOXIDE	89,138.31	85,000.00	85,000.00	40,148.96	85,000.00	0.00
590-540-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	23,961.54	33,800.00	33,800.00	16,219.63	33,800.00	0.00
590-540-801.200	CONT. SERV. - BIOSOLIDS LAND APPL.	50,376.34	50,000.00	50,000.00	31,981.92	50,000.00	0.00
590-540-801.250	WASTE/RUBBISH DISPOSAL	0.00	0.00	0.00	8.45	0.00	0.00
590-540-801.300	CONT. SERV. - LAB ANALYSIS	7,085.00	7,000.00	7,000.00	5,776.00	7,000.00	0.00
590-540-850.000	COMMUNICATIONS	6,439.36	3,250.00	3,250.00	1,793.76	3,250.00	0.00
590-540-851.000	MAIL/POSTAGE	181.20	500.00	500.00	305.06	500.00	0.00
590-540-860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	10.48	250.00	250.00	14.74	250.00	0.00

**Charter Township of Union**  
**590 - Sewer Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
590-540-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	1,734.50	250.00	0.00
590-540-920.000	ELECTRIC/NATURAL GAS	162,975.72	176,000.00	176,000.00	108,605.45	176,000.00	0.00
590-540-920.200	WATER & SEWER QUARTERLY BILLING	7,944.31	10,000.00	10,000.00	4,424.80	10,000.00	0.00
590-540-923.000	PROPANE	1,882.24	3,500.00	3,500.00	1,160.33	3,500.00	0.00
590-540-930.200	MAINT-GROUNDS	1,697.92	12,100.00	12,100.00	1,013.79	12,100.00	0.00
590-540-930.300	MAINT-BUILDINGS	1,607.35	20,000.00	20,000.00	14,396.43	20,000.00	0.00
590-540-933.000	MAINT-VEHICLES	485.59	3,000.00	3,000.00	663.66	3,000.00	0.00
590-540-933.050	MAINT-EQUIPMENT	3,095.73	6,000.00	6,000.00	1,056.09	6,000.00	0.00
590-540-934.300	OPTO 22 MAINTENANCE	1,925.95	6,000.00	6,000.00	4,667.70	6,000.00	0.00
590-540-934.500	MAINT. AGREEMENT ON EQUIPMENT	750.00	1,700.00	1,700.00	760.80	1,700.00	0.00
590-540-934.981	SAMPLING EQUIPMENT MAINT.	577.01	4,000.00	4,000.00	9,856.36	4,000.00	0.00
590-540-934.982	PRELIMINARY TREAT EQUIPM. MAINT.	9,874.81	500,800.00	500,800.00	6,285.09	500,800.00	0.00
590-540-934.983	SECONDARY TREAT EQUIP. MAINT.	32,661.89	25,000.00	25,000.00	21,295.64	25,000.00	0.00
590-540-934.984	SOLIDS EQUIPMENT MAINT.	21,019.05	25,000.00	25,000.00	13,395.79	25,000.00	0.00
590-540-934.985	DISINFECTION EQUIPMENT MAINT.	103.50	6,000.00	6,000.00	0.00	6,000.00	0.00
590-540-934.986	INSTRUMENTATION EQUIPMENT MAINT.	4,482.74	3,000.00	3,000.00	224.00	3,000.00	0.00
590-540-934.987	TERTIARY FILTER MAINT.	649.78	10,000.00	10,000.00	7,682.60	10,000.00	0.00
590-540-949.000	IPP	0.00	500.00	500.00	0.00	500.00	0.00
590-540-957.000	PROFESSIONAL DEVELOPMENT	1,378.30	5,000.00	5,000.00	810.00	5,000.00	0.00
590-540-957.100	SEMINAR LODGING	0.00	500.00	500.00	0.00	500.00	0.00
590-540-957.200	SEMINAR MEALS	0.00	100.00	100.00	0.00	100.00	0.00
590-540-957.300	MEMBERSHIP & DUES	578.00	500.00	500.00	181.00	500.00	0.00
590-540-958.100	PERMITS & FEES	5,500.00	13,000.00	13,000.00	5,500.00	13,000.00	0.00
590-540-962.000	SAFETY	2,965.49	5,000.00	5,000.00	2,264.92	5,000.00	0.00
590-540-963.000	PROPERTY/LIABILITY INSURANCE	20,077.02	22,000.00	22,000.00	20,397.91	25,000.00	3,000.00
	*Increased Budget for higher than expected renewal costs						
590-540-977.000	NEW EQUIPMENT PURCHASE	4,204.63	5,000.00	5,000.00	289.67	5,000.00	0.00
590-540-980.000	NEW OFFICE EQUIPMENT & FURNITURE	0.00	750.00	750.00	150.00	750.00	0.00
590-540-980.100	NEW COMPUTER HARDWARE & SOFTWARE	11,250.83	2,000.00	2,000.00	2,892.00	2,000.00	0.00
Total Dept 540 - WWTP		998,596.63	1,703,832.00	1,703,832.00	701,950.48	1,706,832.00	3,000.00
Dept 906 - DEBT SERVICE							
590-906-993.350	BOND INTEREST-RURAL DEVELOPMENT	138,604.87	138,000.00	138,000.00	68,852.68	138,000.00	0.00

<b>Charter Township of Union</b> <b>590 - Sewer Fund</b> <b>2024 Budget Amendment #1</b>
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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Total Dept 906 - DEBT SERVICE		138,604.87	138,000.00	138,000.00	68,852.68	138,000.00	0.00
Dept 960 - DEPRECIATION EXPENSE							
590-960-968.000	DEPRECIATION EXPENSE	804,613.24	790,000.00	790,000.00	0.00	815,000.00	25,000.00
*Increased Budget for the higher than expected depreciation in 2024							
Total Dept 960 - DEPRECIATION EXPENSE		804,613.24	790,000.00	790,000.00	0.00	815,000.00	25,000.00
TOTAL EXPENDITURES		2,667,980.14	4,788,332.00	4,788,332.00	1,264,757.24	4,821,332.00	33,000.00
TOTAL REVENUES		3,709,552.26	3,298,825.00	3,298,825.00	1,780,288.22	3,378,825.00	80,000.00
TOTAL EXPENDITURES		2,667,980.14	4,788,332.00	4,788,332.00	1,264,757.24	4,821,332.00	33,000.00
NET OF REVENUES & EXPENDITURES		1,041,572.12	(1,489,507.00)	(1,489,507.00)	515,530.98	(1,442,507.00)	47,000.00
BEGINNING FUND BALANCE		15,163,690.69	16,205,262.81	16,205,262.81	16,205,262.81	16,205,262.81	
ENDING FUND BALANCE		16,205,262.81	14,715,755.81	14,715,755.81	16,720,793.79	14,762,755.81	

**Charter Township of Union**  
**591- Water Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Revenues							
591-000-476.500	REVENUE-REPLACEMENT METERS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
591-000-539.000	STATE GRANTS	31,137.82	0.00	0.00	189,748.71	550,000.00	550,000.00
	*Increased Budget for the Drinking Water State Revolving Fund (DWSRF) Grant revenue						
591-000-626.000	WATER INSPECTION FEES	8,695.75	5,000.00	5,000.00	0.00	5,000.00	0.00
591-000-643.000	WATER SALES	1,628,851.39	1,592,175.00	1,592,175.00	837,224.90	1,592,175.00	0.00
591-000-643.100	BULK WATER SALES	6,625.00	1,500.00	1,500.00	10,732.00	11,000.00	9,500.00
	*Increased Budget due to higher than expected bulk water sales in 2024						
591-000-643.200	FINAL READ	3,978.00	4,000.00	4,000.00	2,211.30	4,000.00	0.00
591-000-643.300	TURN-OFF	4,575.00	4,000.00	4,000.00	3,231.00	4,000.00	0.00
591-000-644.000	LATERALS	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
591-000-644.200	BENEFIT FEES	94,510.38	52,500.00	52,500.00	10,768.00	52,500.00	0.00
591-000-645.000	CONNECTION FEES	28,538.00	52,500.00	52,500.00	10,823.00	52,500.00	0.00
591-000-655.000	FINES & FORFEITURES	18,305.77	20,000.00	20,000.00	13,322.93	20,000.00	0.00
591-000-665.000	INTEREST EARNED	125,251.64	120,000.00	120,000.00	127,484.21	190,000.00	70,000.00
	*Increased Budget for interest earned-interest rates remain high						
591-000-671.000	LEASES - TOWER RENTAL	58,626.66	56,000.00	56,000.00	39,708.64	56,000.00	0.00
591-000-672.000	OTHER REVENUE	2,634.01	8,000.00	8,000.00	1,574.65	8,000.00	0.00
591-000-673.000	GAIN/LOSS ON SALE OF ASSETS	400.00	0.00	0.00	0.00	0.00	0.00
591-000-687.000	REFUNDS & REBATES	3,468.58	3,500.00	3,500.00	0.00	3,500.00	0.00
TOTAL REVENUES		2,015,598.00	1,922,675.00	1,922,675.00	1,246,829.34	2,552,175.00	629,500.00
Expenditures							
Dept 536 - WATER/SEWER SYSTEMS							
591-536-702.000	SALARIES & WAGES	447,071.32	515,060.00	515,060.00	330,350.12	515,060.00	0.00
591-536-702.200	TEMPORARY LABOR	14,973.75	12,480.00	12,480.00	14,555.26	12,480.00	0.00
591-536-702.500	OVERTIME	37,092.25	44,900.00	44,900.00	25,562.30	44,900.00	0.00
591-536-702.700	LUMP SUM IN LIEU OF STEP	5,075.07	6,120.00	6,120.00	0.00	6,120.00	0.00
591-536-705.000	LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	5,900.00	0.00
591-536-710.000	EMPLR FICA CONTR	30,199.41	34,521.00	34,521.00	22,131.26	34,521.00	0.00
591-536-711.000	EMPLR MEDICARE CONTR	7,062.16	8,074.00	8,074.00	5,175.45	8,074.00	0.00
591-536-711.500	UNEMPLOYMENT	350.01	1,100.00	1,100.00	359.89	1,100.00	0.00

**Charter Township of Union**  
**591- Water Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
591-536-716.000	EMPLR RETIREMENT CONTR	42,670.38	51,900.00	51,900.00	32,497.26	51,900.00	0.00
591-536-718.500	HEALTH INSURANCE	150,773.95	177,959.00	177,959.00	112,676.82	177,959.00	0.00
591-536-718.700	HEALTH INS-EE CONTRIBUTIONS	(15,359.08)	(21,012.00)	(21,012.00)	(11,907.77)	(21,012.00)	0.00
591-536-719.000	DENTAL INSURANCE	7,684.25	10,273.00	10,273.00	5,480.46	10,273.00	0.00
591-536-719.800	VISION INSURANCE	1,065.71	1,501.00	1,501.00	629.04	1,501.00	0.00
591-536-719.900	VISION INS-EE CONTRIBUTIONS	(532.70)	(751.00)	(751.00)	(314.39)	(751.00)	0.00
591-536-724.000	WORKER'S COMP	5,082.42	6,093.00	6,093.00	3,689.73	6,093.00	0.00
591-536-725.000	LIFE AND DISABILITY INSURANCE	2,100.21	2,632.00	2,632.00	1,508.17	2,632.00	0.00
591-536-726.000	COMPENSATED ABSENCES	(3,552.51)	0.00	0.00	0.00	0.00	0.00
591-536-752.000	OFFICE SUPPLIES	493.09	1,600.00	1,600.00	889.23	1,600.00	0.00
591-536-753.000	PROCESS CHEMICALS/CHLORINE	65,820.55	70,000.00	70,000.00	39,546.60	70,000.00	0.00
591-536-754.000	OPERATING SUPPLIES	12,093.27	11,000.00	11,000.00	11,202.13	11,000.00	0.00
591-536-759.000	GAS/FUEL	10,103.32	12,000.00	12,000.00	6,191.92	12,000.00	0.00
591-536-767.000	UNIFORMS	522.24	2,000.00	2,000.00	1,115.41	2,000.00	0.00
591-536-774.100	MXU	6,010.00	7,000.00	7,000.00	0.00	7,000.00	0.00
591-536-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	67,895.66	116,350.00	116,350.00	51,389.50	116,350.00	0.00
591-536-801.010	LAB FEES	10,571.43	25,000.00	25,000.00	5,336.27	25,000.00	0.00
591-536-801.025	HYDRANT FLUSHING	0.00	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00
591-536-801.750	WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	500.00	0.00
591-536-801.800	WATER STUDY	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00
591-536-802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMEN	2,558.39	2,840.00	2,840.00	2,723.27	2,840.00	0.00
591-536-826.000	LEGAL FEES	300.00	10,000.00	10,000.00	0.00	10,000.00	0.00
591-536-850.000	COMMUNICATIONS	4,271.71	4,780.00	4,780.00	2,072.53	4,780.00	0.00
591-536-851.000	MAIL/POSTAGE	2,235.55	3,700.00	3,700.00	1,138.45	3,700.00	0.00
591-536-860.000	TRANSPORTATION/MILEAGE REIMBURSMENT	707.12	750.00	750.00	12.46	750.00	0.00
591-536-900.000	PRINTING & PUBLISHING	4,173.16	5,400.00	5,400.00	5,002.16	5,400.00	0.00
591-536-920.000	ELECTRIC/NATURAL GAS	152,213.34	180,000.00	180,000.00	100,274.96	180,000.00	0.00
591-536-930.000	EQUIPMENT REPAIRS	32,004.72	60,000.00	60,000.00	21,527.06	60,000.00	0.00
591-536-930.200	MAINT-GROUNDS	323.25	15,472.00	15,472.00	364.43	15,472.00	0.00
591-536-930.300	MAINT-BUILDINGS	4,123.98	20,250.00	20,250.00	7,816.77	20,250.00	0.00
591-536-933.000	MAINT-VEHICLES	8,268.97	6,000.00	6,000.00	5,366.92	6,000.00	0.00
591-536-933.050	MAINT-EQUIPMENT	1,593.94	10,000.00	10,000.00	6,518.70	10,000.00	0.00
591-536-933.100	MAINT-WATER WELLS	1,789.62	62,000.00	62,000.00	2,555.00	62,000.00	0.00

**Charter Township of Union**  
**591- Water Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
591-536-933.200	MAINT-TREATMENT PLANTS	18,037.58	15,000.00	15,000.00	2,659.87	15,000.00	0.00
591-536-933.300	MAINT-WATER TOWERS	1,783.99	22,000.00	22,000.00	368.23	22,000.00	0.00
591-536-934.300	OPTO 22 MAINTENANCE	6,607.61	15,000.00	15,000.00	7,234.15	15,000.00	0.00
591-536-934.500	MAINT. AGREEMENT ON EQUIPMENT	7,568.24	7,700.00	7,700.00	3,513.32	7,700.00	0.00
591-536-940.500	ROYALTIES	5,057.36	5,000.00	5,000.00	3,395.92	5,000.00	0.00
591-536-955.000	MISC.	101.00	150.00	150.00	0.00	150.00	0.00
591-536-957.000	PROFESSIONAL DEVELOPMENT	2,952.50	5,000.00	5,000.00	1,617.50	5,000.00	0.00
591-536-957.100	SEMINAR LODGING	255.39	1,000.00	1,000.00	0.00	1,000.00	0.00
591-536-957.200	SEMINAR MEALS	72.89	450.00	450.00	0.00	450.00	0.00
591-536-957.300	MEMBERSHIP & DUES	338.50	1,200.00	1,200.00	329.00	1,200.00	0.00
591-536-962.000	SAFETY	3,507.29	12,000.00	12,000.00	670.36	12,000.00	0.00
591-536-963.000	PROPERTY/LIABILITY INSURANCE	30,045.62	31,000.00	31,000.00	30,567.29	36,000.00	5,000.00
	*Increased Budget for higher than expected renewal costs						
591-536-969.200	METER REPLACEMENT PROGRAM	25,109.79	30,000.00	30,000.00	7,319.62	30,000.00	0.00
591-536-969.300	HOOKUP LABOR & MATERIAL	20,922.70	60,000.00	60,000.00	15,988.00	60,000.00	0.00
591-536-972.000	CAPITAL PROJECTS-WATER SYSTEM	155.45	2,550,154.00	2,550,154.00	237,985.00	2,550,154.00	0.00
591-536-972.001	CAPITAL PROJECTS-DWSRF-WELL	0.00	0.00	0.00	18,471.25	0.00	0.00
591-536-972.002	CAPITAL PROJECTS-DWSRF-WATERMAIN	0.00	0.00	0.00	154,880.91	0.00	0.00
591-536-972.003	CAPTIAL PROJECTS-DWSRF-WTR PLANT	0.00	0.00	0.00	66,775.00	0.00	0.00
591-536-972.004	CAPITAL PROJECTS-DWSRF-LEAD SERVICE LINE	0.00	0.00	0.00	4,640.50	0.00	0.00
591-536-977.000	NEW EQUIPMENT PURCHASE	9,056.73	17,500.00	17,500.00	18,861.02	22,500.00	5,000.00
	*Increased Budget for new Xerox printers received in January, 2024						
591-536-980.000	NEW OFFICE EQUIPMENT & FURNITURE	542.10	1,000.00	1,000.00	333.19	1,000.00	0.00
591-536-980.100	NEW COMPUTER HARDWARE & SOFTWARE	5,615.77	8,500.00	8,500.00	237.40	8,500.00	0.00
Total Dept 536 - WATER/SEWER SYSTEMS		1,257,560.42	4,276,046.00	4,276,046.00	1,389,284.90	4,286,046.00	10,000.00
Dept 906 - DEBT SERVICE							
591-906-993.002	BOND INTEREST - (2010 WATER)	42,745.26	39,600.00	39,600.00	39,505.00	39,600.00	0.00
591-906-993.800	BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	1,578.75	1,579.00	0.00
591-906-993.900	BOND - PAYING AGENT FEES	750.00	750.00	750.00	825.00	850.00	100.00
	*Increased Budget for increase in the paying agent fees for the 2010 water bond						
Total Dept 906 - DEBT SERVICE		45,074.01	41,929.00	41,929.00	41,908.75	42,029.00	100.00

**Charter Township of Union**  
**591- Water Fund**  
**2024 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	2024 PROPOSED AMENDED BUDGET	2024 PROPOSED BUDGET AMENDMENT
Dept 960 - DEPRECIATION EXPENSE							
591-960-968.000	DEPRECIATION EXPENSE	433,944.19	430,000.00	430,000.00	0.00	445,000.00	15,000.00
	*Increased Budget for the higher than expected depreciation in 2024						
Total Dept 960 - DEPRECIATION EXPENSE		433,944.19	430,000.00	430,000.00	0.00	445,000.00	15,000.00
TOTAL EXPENDITURES		1,736,578.62	4,747,975.00	4,747,975.00	1,431,193.65	4,773,075.00	25,100.00
TOTAL REVENUES		2,015,598.00	1,922,675.00	1,922,675.00	1,246,829.34	2,552,175.00	629,500.00
TOTAL EXPENDITURES		1,736,578.62	4,747,975.00	4,747,975.00	1,431,193.65	4,773,075.00	25,100.00
NET OF REVENUES & EXPENDITURES		279,019.38	(2,825,300.00)	(2,825,300.00)	(184,364.31)	(2,220,900.00)	604,400.00
BEGINNING FUND BALANCE		11,401,492.32	11,680,511.70	11,680,511.70	11,680,511.70	11,680,511.70	
ENDING FUND BALANCE		11,680,511.70	8,855,211.70	8,855,211.70	11,496,147.39	9,459,611.70	



# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: September 19, 2024

Policy Review: 2.10 - Communications and Support to the Board  
Type of Review: Internal  
Review Interval: Annual  
Review Month: September 2024

## **Policy Wording**

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the Manager shall not:

2.10.1 Neglect to submit monitoring data required by the board (see policy on Monitoring Township Manager Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

2.10.2 Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened, or pending lawsuits, collective bargaining strategies, significant external and internal situations, particularly changes in the assumptions upon which any board policy or decision has previously been established.

2.10.3 Fail to advise the board if, in the Township Manager's opinion, the board is not in compliance with its own policies on Governance Process and Board-Township Management Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the board and the Township Manager.

2.10.4 Fail to marshal for the board as many staff and external points of view, issues, and options as needed for fully informed board choices.

2.10.5 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and everything else for information only.

2.10.6 Fail to provide a mechanism for official board, officer, or committee communications.

2.10.7 Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

2.10.8 Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.



2.10.9 Fail to supply for the consent agenda all items delegated to the Township Manager yet required by law or contract to be board approved, along with the monitoring assurance pertaining thereto.

2.10.10 F a i l to provide monthly financial statements to keep the Board informed, as well as quarterly ROI report on water and sewer usage.

### **Manager Interpretation**

The Township Manager interprets this policy to mean the Board of Trustees as a body, shall be made aware of any material information that would impact the policy making role of the board. The Manager shall also gather all relevant information and present it to the board in a concise way that will assist the board in its policy-making capacity. The Manager shall prepare and submit monitoring reports according to the approved schedule and include data that the board deems important. The Manager shall also advise the board if, in the manager's opinion, the board is not in compliance with its own governance process.

### **Justification for reasonability**

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

### **Data**

- Monitoring reports are presented timely as called for in the Governing Policy schedule
- The Manager's Monthly Activity report keeps the board timely informed of operational activities, upcoming agenda items and other information of interest
- The consent portion of the meeting agenda is utilized to allow more time during a business meeting for the board to focus on policy level matters
- The Township Manager, whether by email or personal conversations, ensures that all members of the board are kept up to date concerning potentially high-profile matters or potential adverse actions concerning the township. It is acknowledged that this activity can always be improved upon. Examples over the past year include:
  - The board received several communications (electronic, closed session, etc.) regarding various legal matters both from me and the township attorney as appropriate
  - The Board was informed when boil water advisories were issued.
  - Appropriate personnel matters were brought to the board's attention timely
  - Information requested during board meetings is responded to in a timely manner
  - MTA training session information is routinely provided to the board so they may increase their governance capacity and explore individual areas of interest
- The Township Manager, using the Request for Board Action Memo and attached materials, provides the Board with all relevant information to assist the Board of Trustees when making purchasing decisions, approving contracts, considering amendments to ordinances, or when considering any other matter that requires Board action

### **Compliance**

In compliance with policy as indicated. It is noted that the Monthly Activity Report needs reformatting to make it easier for the Board to separate the routine from the non-routine activities.

# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> September 19, 2024
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 9/25/2024
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.0 – Global Governance-Management Connection	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval MDS

### BACKGROUND INFORMATION

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

Certain policies, such as Policy 4.0 (Global Governance-Management Connection), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 4.0 – Global Governance-Management Connection

The Policy states:

*The board’s primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.*

*However, because of the nature of township government and its election of department heads in the titles of Township Supervisor, Township Clerk and Township Treasurer, policies of the board shall reflect the term the Township Management Team, intending the inclusion of the Township Manager, Supervisor, Clerk and Treasurer within the scope of their duties as defined by law.*

*In the event no person is designated Township Manager, the Township Supervisor is considered the chief executive officer for the development of the township budget. (MCL 141.422b (e))*

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.0.

### 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)

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Health and Safety
4. Natural environment
5. Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.0 – Global Governance-Management Connection  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** September 2024

### Policy:

The board’s primary connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer, titled Township Manager.

However, because of the nature of township government and its election of department heads in the titles of Township Supervisor, Township Clerk and Township Treasurer, policies of the board shall reflect the term the Township Management Team, intending the inclusion of the Township Manager, Supervisor, Clerk and Treasurer within the scope of their duties as defined by law.

In the event no person is designated Township Manager, the Township Supervisor is considered the chief executive officer for the development of the township budget. (MCL 141.422b (e))





# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> September 29, 2024
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 9/25/2024
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

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

Certain policies, such as Policy 4.1 (Unity of Control), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 4.1 – Unity of Control

The Policy states:

*Only officially passed motions of the board are binding on Township Manager.*

*Accordingly:*

*4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.*

*4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager’s opinion, a material amount of staff time, or funds, or is disruptive.*

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.1.

### SCOPE OF SERVICES

Not applicable

### **JUSTIFICATION**

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

### **PROJECT IMPROVEMENTS**

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

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

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable

## Board Compliance Monitoring Tool

**Policy:** 4.1 – Unity of Control  
**Type:** Direct Inspection  
**Occurrence:** Annual  
**Date:** September 2024

**Policy:**

Only officially passed motions of the board are binding on Township Manager.

Accordingly:

4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.

4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager’s opinion, a material amount of staff time, or funds, or is disruptive.



Use this evaluation form for discussion at the Board of Trustees Meeting on September 25, 2024.

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

1. Indicate item by item if you believe Yes or No that the Board is in strict compliance with the policy as stated.
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance.
  
3. How do you think the Board could improve the process to be in full compliance?
  
4. What does the Board need to learn or discuss to live by the policy more completely?

**Charter Township of Union – Township Manager Evaluation Form**

Please rate the Performance of Mark Stuhldreher for the items below based on the following scale:

- 1 - Unacceptable
  - 2 - Needs improvement
  - 3 - Meets expectations
  - 4 - Exceeds expectations
  - 5 – Excellent
- 

**4.4 POLICY TITLE: MONITORING TOWNSHIP MANAGER PERFORMANCE**

Systematic and rigorous monitoring of Township Management job performance will be solely against the only expected Township Management job outputs: organizational accomplishment of board policies on **Global Ends** and organizational operation within the boundaries established in board policies on **Executive Limitations**.

Accordingly:

- 4.4.1 Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
  - 4.4.2 The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Township Management discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
  - 4.4.3 In every case, the standard for compliance shall be *any reasonable Township Manager interpretation* of the board policy being monitored.
  - 4.4.4 All policies which instruct the Township Management will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, as presented in Schedule A.
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**Evaluation**

**Global Ends**

1.1 Residents engage in a vibrant community life.

Score 3.21 StdDev=0.36

1.2 All residents can thrive and achieve more than their basic needs.

Score 3.21 StdDev=0.36

1.3 All residents may enjoy a safe and healthy environment and resources that are essential for their well-being and quality of life.

Score 3.50 StdDev=0.46

1.4 Residents can enjoy the natural resources and green space of the township.

Score 3.71 StdDev=0.70

1.5 New and innovative commercial establishments and advance manufacturing, distribution, engineering, and research facilities are drawn to Union Township through commerce-friendly economic development policies consistent with MEDC Redevelopment Ready Communities program best practices.

Score 2.93 StdDev=0.68

### **Executive Limitations**

#### 2.0 POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Township Management shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted public administrative practice and professional ethics.

Score 4.43 StdDev=0.73

#### 2.1 POLICY TITLE: TREATMENT OF CONSUMERS

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

Score 3.43 StdDev=0.49

#### 2.2 POLICY TITLE: *TREATMENT OF STAFF*

With respect to the treatment of paid and volunteer staff, Township Management may not cause or allow conditions which are unfair, undignified, disorganized, unclear or violate collective bargaining agreements.

Score 4.43 StdDev=0.73

#### 2.3 POLICY TITLE: COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, volunteers and collective bargaining units, the Township Management shall not cause or allow jeopardy to fiscal integrity or public image.

**Score** 4.00 StdDev=0.53

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

**Score** 4.43 StdDev=0.73

2.5 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

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

**Score** 4.71 StdDev=0.88

2.6 POLICY TITLE: *ASSET PROTECTION*

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

**Score** 4.57 StdDev=0.90

2.7 POLICY TITLE: ENDS FOCUS OF GRANTS AND CONTRACTS

The Township Management may not enter into any grants and contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means.

**Score** 3.86 StdDev=0.35

2.8 POLICY TITLE: EMERGENCY TOWNSHIP MANAGER SUCCESSION

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

**Score** 4.00 StdDev=0.53

2.9 POLICY TITLE: COLLABORATION WITH OTHER ENTITIES

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

**Score** \_\_\_\_\_ 3.71 StdDev=0.70

2.10 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

**Score** \_\_\_\_\_ 4.14 StdDev=0.64

What things does the Manager do well?

Provided under separate cover.

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What areas could the Manager improve on?

Provided under separate cover.

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General Comments

Provided under separate cover.

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## **Charter Township of Union – Township Manager Evaluation COmments - 2024**

### **What things does the Manager do well?**

Manages finances well. Informs the Board well and timely. Excellent organizational skills, Works well with the Management Team and myself on both internal and external issues.

Budgets and financial reporting. Manager's report on monthly activities.

Doing well with his team. Great communication with staff and Trustees. Planning very good at organization. Budget reports is great.

Manage staff and high-level managers. Informs Board.

The manager listens to our concerns and questions and responds with answers the next day, if not able to answer at that moment.

Planning, organization, working with staff cross-training.

### **What areas could the Manager improve on?**

Customer service in regards to building/zoning. Encouraging constructive criticism and complaints through building a perceived safe place for the building community. Note, the growth of the township and better enforcement creates some of the complaints/pushback we hear. Continue to strive for an environment that helps to encourage that feedback and to mitigate the destructive feedback.

Communication with business community.

I just don't have much to ask for improvement. Mark does a very good job managing the Township.

We should try to have a more streamlines flow for site plans and a speedier process, both for business and residential projects.

I believe the Manager is always looking and listening to find ways to improve the Township – it takes time! I believe the Manager knows where we could use better processes.

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### **General Comments**

Culture, culture, culture. Staff is treated with respect and there seems to be a professional, constructive and supportive working atmosphere.

Overall, Mark is doing a great job.

Thank you, Mark!! You do an excellent job! Keep up the good work!

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I feel the township is organized and ready to take on any challenge.

The Manager does a great job. He works well with all employee. Always willing to help.

### Twp Mgr Evaluation History

Q#	2021	2022	2023	2024	StdDev	21-23 Avg
<b>1.1</b>	3.3	3.3	3.36	3.21	0.05	3.32
<b>1.2</b>	3.1	3.3	3.14	3.21	0.08	3.18
<b>1.3*</b>	3.6	3.6	3.36	3.50	0.10	3.52
<b>1.4</b>	3.6	3.9	3.79	3.71	0.11	3.76
<b>1.5*</b>	2.7	3.7	2.71	2.93	0.41	3.04
<b>Sub-Total</b>	<b>16.30</b>	<b>17.80</b>	<b>16.36</b>	<b>16.57</b>	<b>0.61</b>	<b>16.82</b>
<b>2.0</b>	4	4.7	4.14	4.43	0.27	4.28
<b>2.1</b>	3.4	3.9	3.71	3.43	0.21	3.67
<b>2.2</b>	4.1	4.4	4.14	4.43	0.15	4.21
<b>2.3</b>	4	5	4.14	4.00	0.42	4.38
<b>2.4</b>	4.3	4.6	4.57	4.43	0.12	4.49
<b>2.5</b>	4.6	4.6	4.86	4.71	0.11	4.69
<b>2.6</b>	4.3	4.4	4.43	4.57	0.10	4.38
<b>2.7</b>	4.1	4.1	3.71	3.86	0.17	3.97
<b>2.8</b>	4.2	4	4.21	4.00	0.10	4.14
<b>2.9</b>	3.6	3.9	3.86	3.71	0.12	3.79
<b>2.10</b>	4	4.4	4.14	4.14	0.14	4.18
<b>Sub-Total</b>	<b>44.60</b>	<b>48.00</b>	<b>45.91</b>	<b>45.71</b>	<b>1.23</b>	<b>46.17</b>
<b>Total</b>	<b>60.90</b>	<b>65.80</b>	<b>62.27</b>	<b>62.29</b>	<b>1.81</b>	<b>62.99</b>