



BOARD OF TRUSTEES
Regular Meeting
April 23, 2025
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - a. Middle Michigan Development Corporation Annual Report by Kati Mora, President
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. CLOSED SESSION
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. April Monthly Activity Report (provided 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 – April 9, 2025 – Regular Meeting and April 16, 2025 Joint Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. FY2025 Township Truck Purchase Approval
11. NEW BUSINESS
 - A. Discussion/Action: (Nanney) Second Reading and adoption of the proposed amendment to Private Road Ordinance No.24-01

- B. Discussion/Action: (Nanney) Introduction and First Reading of Zoning Ordinance Amendments-Limited Allowance for Additional Building Height
- C. Discussion/Action: (Smith) Wastewater Treatment Plant (WWTP) Fine Screen Installation Engineering Contract Approval
- D. Discussion/Action: (Smith) Pump Station #5 Construction Contract Award
- E. Discussion/Action: (Smith) Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division C Change Order #1 Approval
- F. Discussion/Action: (Teall) Policy Governance 2.5 Financial Condition & Activities
- G. Discussion/Action: (Stuhldreher) Policy Governance 2.6 Asset Protection
- H. Discussion/Action: (Board of Trustees) Policy Governance 3.4 Agenda Planning

12. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

13. MANAGER COMMENTS

14. FINAL BOARD MEMBER COMMENT

15. ADJOURNMENT

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

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

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

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

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



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

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

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

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
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	John	Hayes	2/15/2028
7	Everett	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
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 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Jacob	Trudell-Lozano	12/31/2026
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	12/31/2026
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	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Vacant		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	Miranda	Ley	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
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028

2025 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on April 9, 2025, at 7:00 p.m. at the Union Township Hall.

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

Ley moved **Brown** supported to appoint Trustee **Ley** as temporary Clerk. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Roll Call

Present:

Supervisor Mielke, Treasurer Rogers, Trustee Brown, Trustee Lannen Trustee Ley, and Trustee Thering

Excused: Clerk Cody (arrived at 7:12 p.m.)

Approval of Agenda

Rogers moved **Brown** supported to approve the agenda with an addition to add an item under New Business – 11.C to discuss the upcoming Annual Joint Meeting of Township Boards and Commissions. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentation

- a. Amanda Brake gave a presentation on the Maslow’s Village – Tiny Homes as Transitional Housing Support for the Homeless

*** 7:12 p.m. Clerk Cody arrived**

Public Hearing

Public Comment

Open: 7:32 p.m.

No comments were offered

Closed: 7:32 p.m.

Reports/Board Comments

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

B. Board Member Reports

Lannen gave updates on the April 8th Isabella County Board of Commissioners Finance Committee meeting and the MTA Annual Conference held in Grand Rapids March 31 – April 3, 2025.

Rogers gave additional updates on the MTA Annual Conference.

Cody gave updates on the upcoming Election Committee meeting and the Accuracy Testing for the May 6th election.

Consent Agenda

- A. Communications
- B. Minutes – March 26, 2025 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

Rogers moved Ley supported to approve the consent agenda as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

New Business

A. Discussion/Action: (Nanney) Introduction and First Reading of a proposed amendment to Ordinance No 24-01 to expand turnaround area design options for smaller private roads

Lannen moved Brown supported to introduce and conduct a First Reading for the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots. **Roll Call Vote: Ayes: Mielke, Cody, Rogers, Brown, Lannen, Ley, and Thering. Nays: 0. Motion carried.**

B. Discussion/Action: (Board of Trustees) Board of Trustees Review of Existing Policy Ends 1.0 – 1.5

Discussion by the Board

C. Discussion: (Board of Trustees) Planning for the Annual Joint Meeting of Township Boards and Commissions

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 8:30 p.m.

No comments were offered

Closed: 8:31 p.m.

MANAGER’S COMMENTS

- Reminder that the Township Hall is closed Friday April 18th for Good Friday.
- The Annual Joint Meeting of Township Boards and Commission is Wednesday April 16, 6:00 p.m. at Jameson Hall.
- Provided a status update on the CRC Committee and ongoing efforts to confirm current list of appointees, appointment terms and contact information.
- Provided an update on the civil legal action process against a property owner for non-compliance with the ZBA decision.

FINAL BOARD MEMBER COMMENT

Thering – Shared positive feedback from Central Christian Academy, expressing appreciation for Mr. Nanney and his staff’s helpfulness during their meeting to discuss a new location for a school.

Ley – Grateful to hear the Tiny Homes presentation and hopes to see it come to fruition.

Rogers – Revisited the discussion regarding sidewalks on Bluegrass and inquired about the budget allocation for the project.

Mielke – Echoed Trustee Thering’s remarks, highlighting positive feedback received by a representative from MMDC regarding their experience with the Township’s permitting process.

ADJOURNMENT

Rogers moved Cody supported to adjourn the meeting at 8:43 p.m. **Vote: Ayes: 7. Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

2025 CHARTER TOWNSHIP OF UNION
Annual Joint Meeting
Regular Meeting Minutes

A regular Annual Joint meeting of the Charter Township of Union Board of Trustees was held on April 16, 2025, at 6:00 p.m. at Jameson Hall.

Meeting was called to order at 6:01 p.m.

Roll Call

Present: Board of Trustees: Supervisor Mielke, Treasurer Rogers, Trustee Brown, Trustee Lannen, Trustee Ley; **EDA:** Kequom, Chowdhary, and Coyne; **Planning Commission:** Squattrito, Browne, Bradshaw, Lapp; **ZBA:** Clark.

Excused: Board of Trustees: Clerk Cody and Trustee Thering **EDA:** Bacon, Barz, Figg and Zalud; **Planning Commission:** Hayes, McDonald, Olver, and Shingles; **ZBA:** Presnell

Approval of Agenda

Brown moved **Rogers** supported to approve the agenda as presented. **Vote: Ayes: 13 Nays: 0.**
Motion carried.

Presentation

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

1. **Board of Trustees Introduction**

Supervisor Mielke introduced Policy Governance 3.5 to promote alignment between various Boards and Commissions. The Annual Meeting is strategically scheduled in April to hear from the various boards and their priorities before budget season. Mielke highlighted important projects completed in 2024 from the Board of Trustees Annual Report of 2024 Ends Accomplishments.

2. **Economic Development Authority Annual Report**

Chair Kequom introduced himself and expressed his appreciation for the opportunity to work with the Economic Development Authority (EDA) Board, highlighting their enthusiasm and the productive nature of their discussions. He noted that meaningful progress is being made. Chair Kequom provided an overview of the EDA's 2024 activities for both the East and West districts. A key project this past year involved the reconstruction of the underground irrigation system along East Pickard Road, prompted by the MDOT reconstruction efforts. He encouraged the board members to review the annual synopsis, available on the Township's website.

3. **Planning Commission Annual Report**

Chair Squattrito presented the Planning Commission's 2024 Annual Report highlighting several notable projects. In 2024, the Commission approved its first short-term rental, commonly referred to as an Airbnb, and just this past week approved a second short-term rental within the Township. Additional items reviewed and approved by the Planning Commission included updates to the Sign Ordinance and amendments to the Zoning Ordinance aimed at streamlining the approval process for final site plans. The Commission also reviewed the Private Road Ordinance.

Looking ahead, the Planning Commission will focus on continued work on the Township's Master Plan, especially in light of the recently completed M-20 Corridor Study. Additionally, the Commission will focus on reviewing and updating the Parks and Recreation Master Plan.

4. Zoning Board of Appeals Annual Report

Treasurer Rogers reported that the Zoning Board of Appeals did not meet in 2024 due to lack of agenda items.

PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open: 6:36 p.m.

No comments were given

Closed: 6:36 p.m.

FINAL BOARD MEMBER COMMENTS

Trustee Brown – Expressed appreciation to all the Boards for their hard work and volunteer services, noting that their dedication reflects positively on the Trustees.

Supervisor Mielke – Announced an open seat on the EDA Board

Director Smith – Thanked the Board of Trustees, Manager, and staff for supporting her department and providing them with the tools they need to succeed.

Director Nanney – Extended his gratitude to the Board members and echoed earlier comments emphasizing the importance of training and noted staff are available to assist with registering individuals for upcoming training opportunities.

Supervisor Mielke – Thanked Tera and Amy in their efforts in preparing materials together for the Boards.

Trustee Lannen – Echoed the appreciation expressed toward the Board of Trustees, highlighting their engagement and willingness to work together. He also extended thanks to the Manager for the professionalism and expertise he brings to the Board.

ADJOURNMENT

Brown moved **Ley** supported to adjourn the meeting at 6:44 p.m. **Vote: Ayes: 13 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
04/17/2025	101	786 (E)	00146	CONSUMERS ENERGY	STREET LIGHTS	1,820.47
					2055 ENTERPRISE DR MAIN	216.37
					48858 LED	680.79
					2010 S LINCOLN L4	86.23
					1876 S LINCOLN	18.00
					2279 S MERIDIAN RD PUMP HOUSE	230.75
						<u>3,052.61</u>
04/23/2025	101	26307	01358	21ST CENTURY MEDIA-MICHIGAN	NOTICE FOR SPECIAL USE PERMIT PSUP25-01	219.68
					NOTICE FOR SPECIAL USE PERMIT PSUP25-02	164.72
					WEED ORDINANCE NOTICE TO RESIDENTS	118.75
					ADVERTISEMENT FOR BIDS	155.45
					ADVERTISEMENT FOR BIDS	173.80
					PUBLIC HEARING NOTICE-PLANNING	210.50
					BOR PUBLISHING-FINAL RUN	128.45
					NOTICE FOR PART TIME SEASONAL HELP	587.00
						<u>1,758.35</u>
04/23/2025	101	26308	01703	AMAZON CAPITAL SERVICES	USB EXTENDER/UPS NETWORK MGT CARD/BOOT S	147.55
					CUTOFF WHEEL	126.25
					STENNER PUMP/FILTERS/CHLORINE & PHOSPHAT	1,233.38
						<u>1,507.18</u>
04/23/2025	101	26309	00084	B S & A SOFTWARE	BARCODE SCANNER FOR TREASURER	275.00
04/23/2025	101	26310	01309	CGS, INC	RESPIRATOR TRAINING & FIT TESTING	1,138.50
04/23/2025	101	26311	00129	CMS INTERNET, LLC	BALLOT BOX CAMERA-INSTALL & LABOR	2,049.34
					TWP HALL CAMERA PROJECT-INSTALL & LABOR	19,938.08
					MANAGED IT EMAIL, &PHONE SERV-MAY 2025	6,729.55
						<u>28,716.97</u>
04/23/2025	101	26312	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-MAR 2025	1,787.22
04/23/2025	101	26313	01786	CUMMINS SALES & SERVICE	TRANSFER SWITCH	5,740.00
04/23/2025	101	26314	01454	DARWIN BLANSHAN	ESCROW REFUND-BPZEED220002	284.73
04/23/2025	101	26315	00207	E & S GRAPHICS, INC	DIGITAL PAPERS-PRINTING, MAIL PROCESSING	3,543.33
04/23/2025	101	26316	00209	ETNA SUPPLY COMPANY	TOP LIDS CURB STOPS	1,925.00
					METER GASKETS	1,878.00
						<u>3,803.00</u>
04/23/2025	101	26317	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INSP/TREATMENT-APR 2025	40.00
04/23/2025	101	26318	00257	GOURDIE FRASER INC	EGLE DWSRF, CAPITAL IMPROVEMENT PROJECTS	46,717.50
					GENERAL ENGINEERING SERVICES-CORRIDOR ST	9,722.50
						<u>56,440.00</u>
04/23/2025	101	26319	02033	HARRINGTON INDUSTRIAL PLASTICS	SOLUTION TUBES & INJECTION CHECK VALVES	4,191.10
04/23/2025	101	26320	01721	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	2,286.00
					CROSS CONNECTION CONTROL PROGRAM	1,354.50
						<u>3,640.50</u>
04/23/2025	101	26321	00333	ISABELLA COUNTY ROAD COMMISSION	ESCROW REFUND-BPZEED230001	1,000.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/23/2025	101	26322	00337	ISABELLA COUNTY TREASURER	5076 S MISSION TAX-PUMP STN #6	9.54
04/23/2025	101	26323	00883	KENNY MACHINING	GEARBOX/CHAIN FALL ADD 1 1/2 NPT THREAD HOLE TO CENTER	150.00 <u>540.00</u> 690.00
04/23/2025	101	26324	01030	TIMOTHY LANNEN	MTA ANNUAL CONFERENCE LODGING & MILEAGE	844.52
04/23/2025	101	26325	02037	MCAP MT PLEASANT PROPCO LLC	BOND REFUND-BPZEED210005	295.27
04/23/2025	101	26326	01999	METRON FARNIER LLC	METER/REGISTER/ANTENNA INFRARED TRANSCEIVER USB METER/REGISTER/ANTENNA ANTENNA-LOCAL PADDLE	5,007.24 75.00 1,286.80 <u>167.31</u> 6,536.35
04/23/2025	101	26327	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	STEM COUPLING & SAFETY FLG REPAIR KITS CURB BOXES & BUSHINGS	1,699.00 <u>3,616.00</u> 5,315.00
04/23/2025	101	26328	01199	MID MICHIGAN ANSWERING SERVICE	ANSWERING SERVICE-2ND Q 2025	480.00
04/23/2025	101	26329	02038	BREANNE MOEGGENBERG	ESCROW REFUND-BPZEED210004	212.39
04/23/2025	101	26330	00463	MT PLEASANT HEATING AND AIR COND	SERVICE FOR CSD-1 BOILER INSPECTION	150.00
04/23/2025	101	26331	00494	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	391.42
04/23/2025	101	26332	02036	ROSEMARY POKU	REFUND JAMESON HALL RENTAL-CANCELLED	300.00
04/23/2025	101	26333	02023	LORI ROGERS	MILEAGE TO/FROM MTA CONF-ROGERS	130.20
04/23/2025	101	26334	01979	SMART BUSINESS SOURCE	ENVELOPES	44.99
04/23/2025	101	26335	01542	STERICYCLE, INC.	PAPER SHREDDING-MAR 2025	88.41
04/23/2025	101	26336	01566	STRATEGIC VALUE MEDIA	AD IN HOME BUILDERS MAGAZINE	1,500.00
04/23/2025	101	26337	01633	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSP-WWTP ANNUAL FIRE EXTINGUISHER INSP-TWP HALL ANNUAL FIRE EXTINGUISHER INSP-WTR/SWR ANNUAL FIRE EXTINGUISHER INSP-SHOP	582.75 362.75 902.00 <u>629.20</u> 2,476.70
04/23/2025	101	26338	01032	UNITED STATES POSTAL SERVICE	ANNUAL FEE-POSTAGE PERMIT #11	700.00
04/23/2025	101	26339	00732	YEO & YEO, PC	AUDIT SERVICES THROUGH 3-31-25	12,150.00

101 TOTALS:

Total of 34 Checks:	149,233.28
Less 0 Void Checks:	0.00
Total of 34 Disbursements:	<u>149,233.28</u>

Charter Township of Union Payroll
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Check Date: 04/10/2025

Pay Period End Date: 04/5/2025

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	45,388.14
Fire Fund		
EDDA		
WDDA		
Sewer Fund		41,138.11
Water Fund		36,556.70
Total To Transfer from Pooled Savings	\$	123,082.95

NOTE: CHECK TOTAL FOR TRANSFER

BS&A Gross Payroll	\$	81,204.32
Employer Share Medicare		1,112.48
Employer Share SS		4,757.01
SUI		12.77
Pension-Employer Portion		7,421.99
Workers' Comp		450.61
Dental		1,430.67
Health Care		29,315.43
Vision		478.09
Vision Contribution		(239.03)
Flex Admin Fee		-
Health Care Contribution		(3,587.40)
Life/LTD		726.01
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	123,082.95

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**
(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Lori Rogers

MONTH, YEAR: Feb/March/April 2025

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than Hr	
1/30	Road commission	✓		\$ 50
3/31	MTA conference		✓	\$ 75
4/1	MTA conference		✓	\$ 75
4/2	MTA conference		✓	\$ 75
4/3	MTA conference		✓	\$ 75
4/10	Road Commission	✓		\$ 50
				400

Signature:  **Date:** 4/11/25

- 1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.**
- 2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.**
- 3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.**



Union Township Report

Date: Thursday, April 10, 2025



Alarm Date between 2025-03-30 and 2025-04-05

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000282						
		3/30/2025 10:10:22 AM	743	Smoke detector activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000286						
		4/1/2025 2:16:21 PM	113	Cooking fire, confined to container	C 31	1	3
		4/1/2025 2:16:21 PM	113	Cooking fire, confined to container	ENG 33	2	3
		4/1/2025 2:16:21 PM	113	Cooking fire, confined to container	CHIEF	0	3
		4/1/2025 2:16:21 PM	113	Cooking fire, confined to container	POV	0	3
						Total Responding 3	

Union Township	0000289						
		4/2/2025 6:25:00 AM	743	Smoke detector activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000292						
		4/3/2025 8:40:00 PM	622	No incident found on arrival at dispatch address	ENG 33	2	1
						Total Responding 2	
Union Township	0000293						
		4/4/2025 3:42:00 AM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000295						
		4/4/2025 3:11:52 PM	322	Motor vehicle accident with injuries	ENG 33	3	1
						Total Responding 3	

Union Township	0000297						
		4/4/2025 7:03:04 PM	143	Grass fire	ENG 33	3	1
		4/4/2025 7:03:04 PM	143	Grass fire	Brush 31	1	1
						Total Responding 4	
	Total Runs 7					Total Responding 18	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All



Union Township Report

Date: Tuesday, April 15, 2025



Alarm Date between 2025-04-06 and 2025-04-12

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000301						
		4/6/2025 10:16:04 PM	311	Medical assist, assist EMS crew	ENG 33	2	1
						Total Responding 2	
Union Township	0000303						
		4/7/2025 3:14:14 PM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1
						Total Responding 2	
Union Township	0000304						
		4/7/2025 6:57:30 PM	412	Gas leak (natural gas or LPG)	ENG 33	2	1
						Total Responding 2	

Union Township	0000305						
		4/7/2025 6:33:02 PM	324	Motor vehicle accident with no injuries.	ENG 33	2	1
						Total Responding 2	
Union Township	0000306						
		4/7/2025 6:56:57 PM	321	EMS call, excluding vehicle accident with injury	C 31	1	1
						Total Responding 1	
Union Township	0000308						
		4/8/2025 4:43:28 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000310						
		4/9/2025 10:10:52 AM	745	Alarm system activation, no fire - unintentional	ENG 33	2	1

		4/9/2025 10:10:52 AM	745	Alarm system activation, no fire - unintentional	SQ 31	1	1
						Total Responding 3	
Union Township	0000313						
		4/9/2025 8:03:26 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	4
						Total Responding 2	
Union Township	0000316						
		4/10/2025 5:58:00 PM	321	EMS call, excluding vehicle accident with injury	ENG 33	2	1
						Total Responding 2	
Union Township	0000318						
		4/11/2025 8:28:26 PM	442	Overheated motor	ENG 33	2	1
						Total Responding 2	

Union Township	0000319						
		4/11/2025 8:06:41 PM	413	Oil or other combustible liquid spill	ENG 33	2	1
						Total Responding 2	
	Total Runs 11					Total Responding 22	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** April 14, 2025

FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** April 23, 2025

ACTION REQUESTED: The Township Board of Trustees is requested to authorize the trade-in of a (1) one 2004 Chevy half-ton truck, (1) one 2009 Ford F150 half-ton truck, and the purchase of (2) two 2025 4 x 4 ½ ton crew cab four door trucks from McGuire Chevrolet in the net amount of \$92,200.00.

Current Action Emergency

Funds Budgeted: If Yes Account # 590-536-981.000, 591-536-981.000, 590-540-977.000 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union Public Services Department budgeted for the trade-in (1) one 2004 Chevy half-ton truck, (1) one 2009 Ford F150 half-ton truck and the purchase of (2) two 2025 ½ ton 4 x 4 crew cab four door trucks.

Bid Specifications were prepared and advertised in March of 2025. We received (2) two sealed bids on March 25, 2025.

The bids received are as follows:

Supplier/Brand	(2) 2025 ½ ton – Truck Purchase	Trade-In (2) Half Ton Trucks	Net Cost Trade-in & Truck Purchase
Kraphol Ford	\$105,740.00	\$10,000.00	\$95,740.00
McGuire Chevrolet	\$105,220.00	\$13,000.00	\$92,200.00

SCOPE OF SERVICES

The one-time the purchase of (2) two 2025 ½ ton 4 x 4 crew cab four door trucks and the trade-in of (1) one 2009 Ford F150 truck and (1) one 2004 Chevy half-ton truck in the net amount of \$92,200.00.

JUSTIFICATION

The trucks are replacing two aging trucks and will be used by township staff in the Public Services Department for operation and maintenance activities.

PROJECT IMPROVEMENTS

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

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

COSTS

FY2023 Budget Line Item	Department Budget	FY2025 Budget Amount	Net Purchase Amount
590-536-981.000 & 591-536-981.000 & 590-540-977.000	Water & Sewer	\$120,000.00	\$92,200.00

PROJECT TIME TABLE

Unknow until order is placed

RESOLUTION

Authorization is hereby given for the trade-in of a (1) one 2004 Chevy half-ton truck, (1) one 2009 Ford F150 half-ton truck, and the purchase of (2) two 2025 4 x 4 ½ ton crew cab four door trucks from McGuire Chevrolet in the net amount of \$92,200.00.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Charter Township of Union

2025 Purchase of (2) Two - 2025 4 X 4 (4WD) (1/2 ton) Half-ton Crew Cab Four-Door Pickup

Purchase Comparison Sheet

	Bidder	Kraphol Ford	McGuire Chevrolet
Truck Cost	\$	105,740.00	\$ 112,000.00
Trade-in (2009 Ford F-150)	\$	5,000.00	\$ 3,000.00
Trade-in (2004 Chevy)	\$	5,000.00	\$ 10,000.00
Bid Assistance & Discounts (per email from McGuire Chevrolet)			\$ 6,800.00
Net Cost	\$	95,740.00	\$ 92,200.00
Model Year - 2025 4 x 4 F-150 Half Ton Truck			
Class: 4WD Half Ton Crew Cab 4 door Pickup Truck		X	X
Crew Cab four-door Pickup Truck		X	X
Red monotone clear coat (specify if alternate color(s))		X	X
Engine V8/6 liter (minimum) - gas motor		X (5.0)	X (5.3)
6 speed automatic with overdrive, tow haul, cruise control		10 speed	10 speed
State GVRW weight		7200	7100
Standard box length and standard box width (approx. 6'6")			X
Single rear wheel (SRW)		X	X
Postreaction rear end (state gear ratio)		X (3.73)	X (3.21)
Auto 4x4 hubs with electronic shift on fly		X	X
Wheels all season 17" or 18" black wall on/off road w/ full spare		X (17")	X (18")
Towing trailer tow package with trailer mirrors		X	X
Built in brake controller		X	X
extra heavy duty battery and alternator			
skid plates on transfer case and fuel tank		X	X
class v hitch for pintle or ball		Class IV Truck Tow Rating	Class IV Truck Tow Rating
tow hooks on front		X	X
front mud flaps		X	X
Steering wheel tilt		X	X
Wi-Fi enabled hot spot capability		X	X
full and complete gauges with all warnings		X	
40-20-40 split bench front seat or bucket with work station		X	X
rear bench seat		X	X
cloth seat and headliner		X	X
black/grey interior		X	
Black vinyl floor covering		X	X
Back up alarm		X	
HD Rear back up camera		X	X
Step bars for cab		X	X
air conditioning		X	X
Cruise control		X	X
full cab airbags		X	X
Provisions for cab roof mounted lamp/beacon		X	
(2) 12 volt power points/110 volt AC Converter		No 120 volt outlet.	X (120 volt cab and bed)
Radio upgrade for "Bluetooth" 12" screen		X	7.5 inch display.
Heavy duty maintenance free battery		X	X
Outside heated power adjustable mirrors		X	X
Power lock doors with remote key entry		X	X
Power windows		X	X
Outside temperature display		X	X
Basic compass for navigation		X	X
Daytime running lights		X	X
Spray on pickup box bed liner		X	X
Additional Features			
Tonneau Cover			x
Bumper to Bumper		3 year/36,000 miles	3 year/36,000 miles
Powertrain		5 years/60,000 miles	5 years/60,000 miles
Extended Warranty			\$3086.00/84 months 100,000 miles electronics & PwrTr



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 15, 2025
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 4/23/2025
ACTION REQUESTED: To conduct a Second Reading of the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots, and to adopt the amendatory ordinance as Ordinance Number 25-01.	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

BACKGROUND INFORMATION

A private road is any road or street that is privately maintained and that has not been accepted for maintenance by a county or state road authority with jurisdiction. The Township’s current [Private Road Ord. No. 24-01](#) was adopted by the Board of Trustees on 6/26/2024. This ordinance includes updated design standards for smaller private roads serving up to eight (8) lots, while requiring larger private roads to conform to county Road Commission standards for local residential streets.

The separate set of standards for smaller private roads were intended to reduce the scope of design and construction costs where possible, while continuing to ensure safe and unobstructed access to lots for health, safety, and welfare purposes. In general, the adopted standards for roadway width and paving are reduced from what the county Road Commission requires for an equivalent local street. However, during a recent pre-application meeting on March 13, 2025 with a prospective landowner and their project engineer for a potential private road development project that would serve fewer than eight (8) lots, it was noted that the turnaround area element of the currently adopted standards for smaller private roads is unintentionally more restrictive than the county Road Commission’s equivalent standards.

The county Road Commission’s standards for local residential streets provide two (2) options for a road turnaround area: A round cul-de-sac design or a “T” turnaround design. There is also a third turnaround design option potentially available, based on adopted provisions of the International Fire Code that also allow for a “Y” turnaround area to satisfy requirements for safely maneuvering large fire trucks and other emergency vehicles. In contrast, the Township’s Private Road Ordinance No. 24-01 only lists a cul-de-sac design option for smaller private roads.

Township staff reviewed the additional turnaround design options and determined that the T-turnaround and Y-turnaround options can be safe and suitable alternatives to a cul-de-sac design in proposed Private Road Permit plans for a new private road serving up to eight (8) lots, based on the specific site and development conditions and subject to review and acceptance by the Fire Department and Planning Commission.

With that in mind, an amendment to the [adopted Private Road Ordinance No. 24-01](#) has been prepared by staff to insert these additional design options into Section 14 (Private Road Standards and Specifications) of Ord. No. 24-01. To further illustrate each design option, three (3) new graphics are also proposed to be added to this ordinance. These graphics are adapted directly from the equivalent standards of the county Road Commission and International Fire Code.

Public Notice and Public Meetings

The following is a summary of public notice and public meetings associated with this proposed ordinance:

Date	Event	Actions
April 9, 2025	Regular meeting of the Board of Trustees	Introduction and First Reading of the proposed ordinance
April 11, 2025	Summary of the proposed ordinance and notice of the date, time, and place of the Second Reading, in accordance with the requirements of the Charter Township Act (Public Act 359 of 1947, as amended).	Posting of the summary, notice, and the proposed ordinance at the Township Hall and on the Township's website
April 15, 2025		Publication of the summary and notice in The Morning Sun newspaper
April 23, 2025	Regular meeting of the Board of Trustees	Second Reading of the proposed ordinance and consideration for adoption

SCOPE OF SERVICES

Second Reading of the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots, and final consideration of the amendatory ordinance for adoption.

JUSTIFICATIONS

Adoption of the proposed amendatory ordinance would make it easier to develop a smaller private road serving a limited number of lots, especially in cases where topographic or other site conditions may limit availability of sufficient space to construct a full cul-de-sac design.

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**
4. **Natural environment**
5. **Commerce**

Adoption of the proposed amendatory ordinance would help facilitate the effective use of resources (1.0). The expansion of turnaround area design options for smaller private roads will help to ensure fair and nondiscriminatory code enforcement (1.1.1.2) while continuing to provide safe and accessible routes on approved private roads for pedestrians, bicyclist, and motorized vehicles (1.3.1). The amendment may also help protect the natural resources of the Township (1.4) by modestly reducing the land area required for development in cases where a T- or Y-turnaround can be used instead of the larger cul-de-sac design. The proposed expansion of turnaround area design options is also consistent with the Township's commerce – friendly economic development policies (1.5).

COSTS

NA

TIMETABLE

After a Second Reading and adoption by the Board of Trustees, the amendatory ordinance would take effect on the day immediately following publication of the required notice of adoption.

RESOLUTION

Conduct a Second Reading of the proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots, and to adopt the amendatory ordinance as Ordinance Number 25-01.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

**CHARTER TOWNSHIP OF UNION
ISABELLA COUNTY, MICHIGAN**

ORDINANCE NO. 25-01

An ordinance adopted under the provisions of the Charter Township Act (Public Act 359 of 1947, as amended, being MCL 42.1 – MCL 42.34) to amend Section 14.0 (Private Road Standards and Specifications) of the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots, to add three (3) new illustrations, and for other purposes.

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

PART ONE – Title.

This Ordinance shall be known and may be referred to as “Ordinance Number 25-01 Amending the Charter Township of Union Private Road Ordinance No. 24-01.”

PART TWO – Delete and replace the table in subsection “1.” of Section 14.0 (Private Road Standards and Specifications).

The table in subsection “1.” of Section 14.0 (Private Road Standards and Specifications) is hereby deleted and replaced to revise the minimum turnaround area and terminus specifications for private roads serving up to eight (8) lots, as follows:

Section 14.0 Private Road Standards and Specifications.

The following standards and specifications shall apply to private roads in the Township:

1. Minimum specifications by type of private road.

Specifications	Minimum Specifications for Private Roads	
	Serving up to Eight (8) Lots	Serving Nine (9) or More Lots
Minimum road right-of-way width	66.0 feet	The private road shall fully conform to the Isabella County Road Commission’s residential road standards
Minimum sub-base	6.0 inches in depth of compacted sand spread to a sufficient width to extend to the front slope of the roadside ditch	
Minimum base for gravel surface	Crushed limestone or processed road gravel (MDOT 22A or 21AA or equal as accepted by the Township Engineer):	
	6.0 inches in depth in two (2) equal courses, each compacted to 24.0 feet wide	
Minimum base for paved surface	Same materials as for a gravel surface: 8.0 inches in depth in two (2) equal courses, each compacted to 24.0 feet wide	

Specifications	Minimum Specifications for Private Roads	
	Serving up to Eight (8) Lots	Serving Nine (9) or More Lots
Roadway pavement	Not required. If proposed, then 3.0 inches in depth in two (2) equal lifts of bituminous aggregate MDOT 1100 or E mixes-20AA at least 20.0 feet wide	
Minimum turnaround area and the terminus of the private road	Cul-de-sac, T-turnaround, or Y-turnaround allowed per the design standards of this Section and as illustrated in subsection 14.4 below.	
Roadside ditches:	Ditches shall be of width, depth, and grades to provide for adequate and positive drainage, subject to the following standards:	
Minimum grade	0.5%	
0.5% to 4.0% grade	sod or otherwise stabilize	
4.1% and steeper grade	rip-rap	
Front and back slopes	1 on 4 or flatter	
Roadway Grade	Minimum	0.5%
	Maximum	6.0%
Minimum Roadway curves	Horizontal	230.0-foot centerline radius
	Vertical	100.0foot long for changes in gradient of 2% or more

The private road shall fully conform to the Isabella County Road Commission's residential road standards

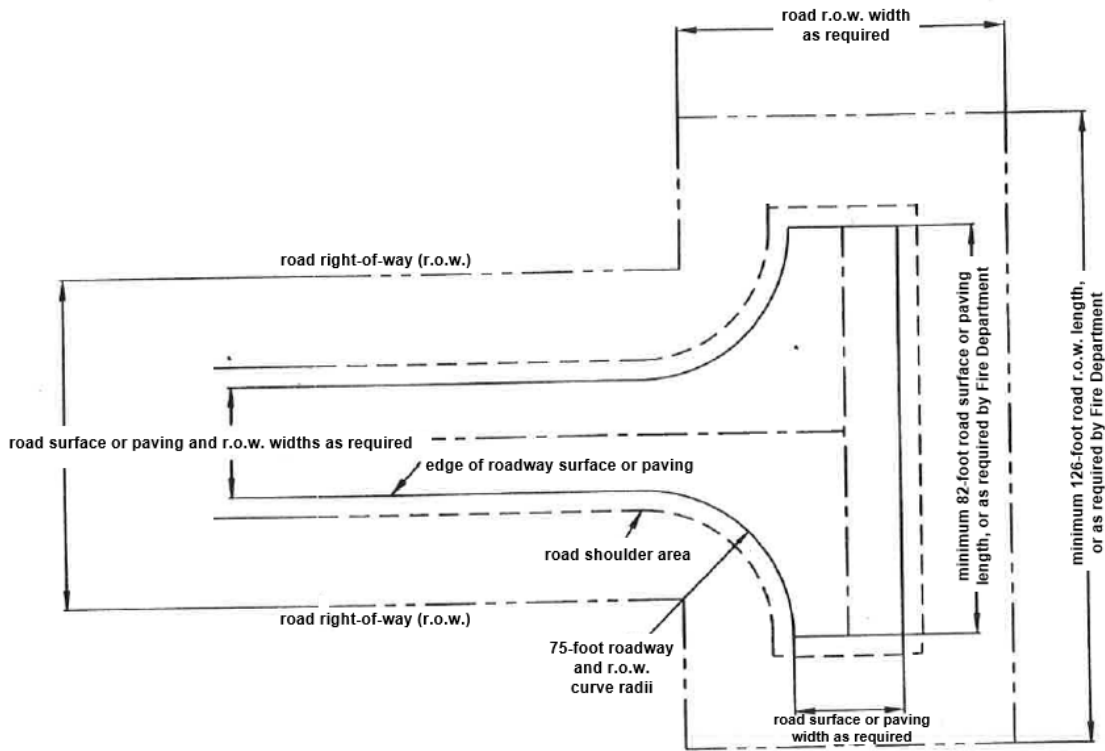
PART THREE – Insert a new subsection “4.” into Section 14.0 (Private Road Standards and Specifications).

A new subsection “4.” is hereby inserted into Section 14.0 (Private Road Standards and Specifications) to add three (3) new graphics to illustrate the design standards for cul-de-sac, T-turnaround, and Y-turnaround options for private roads serving up to eight (8) lots, as follows:

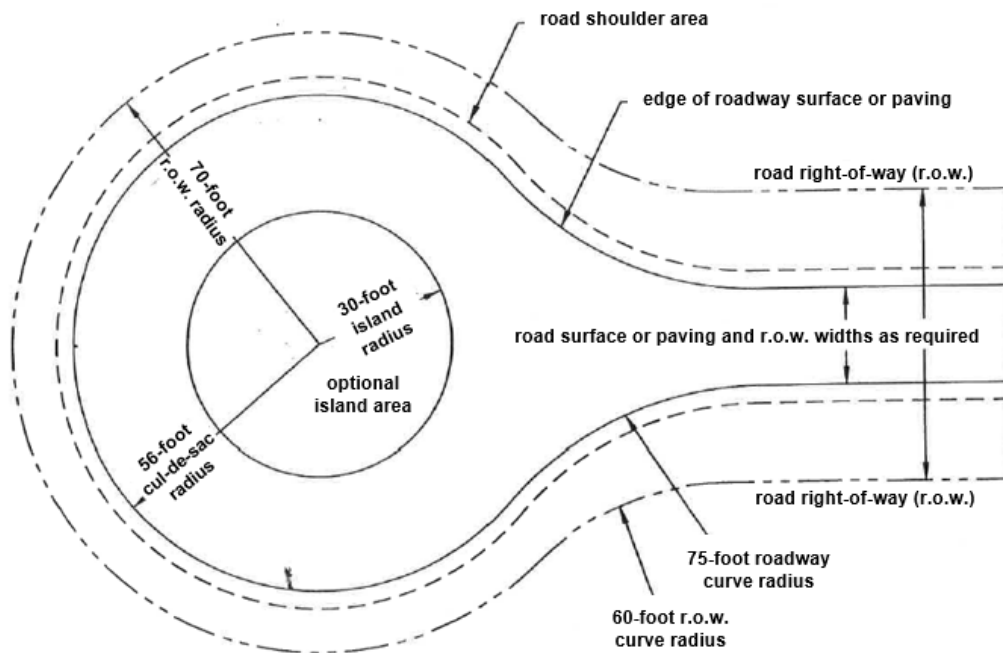
Section 14.0 Private Road Standards and Specifications.

The following standards and specifications shall apply to private roads in the Township:

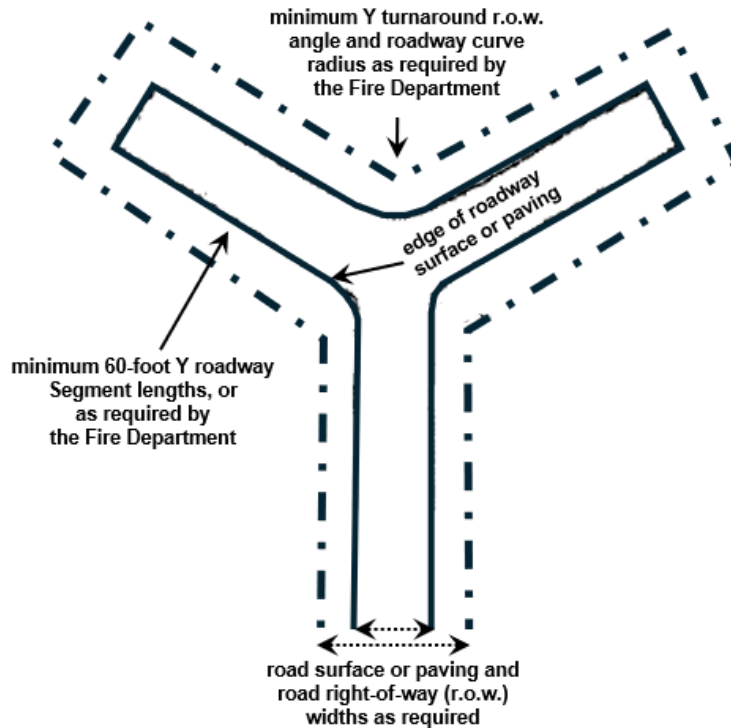
- 4. Additional specifications for private roads serving up to eight (8) lots.** Minimum turnaround area and terminus for private roads serving up to eight (8) lots shall conform to one (1) of the following design options consistent with the purpose and intent of this ordinance and subject to acceptance of the design by the Fire Department and Planning Commission:



Small Private Road T-Turnaround Design Standard



Small Private Road Cul-de-Sac Design Standard



Small Private Road Y-Turnaround Design Standard

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 _____, 2025, after introduction and a first reading by the Board of Trustees on April 9, 2025 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective immediately publication of a summary of the ordinance and notice of adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE

I, Lisa Cody, the duly elected Clerk of The Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing Ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the _____ day of _____, 2025, at which the following members of the Board of Trustees were present and voted in person as follows:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	_____	_____	_____	_____
Clerk Lisa Cody	_____	_____	_____	_____
Treasurer Lori Rogers	_____	_____	_____	_____
Trustee Jeff Brown	_____	_____	_____	_____
Trustee Tim Lannen	_____	_____	_____	_____
Trustee Miranda Ley	_____	_____	_____	_____
Trustee James Thering	_____	_____	_____	_____

I further certify that a summary and notice of adoption of this Ordinance were published in The Morning Sun, a newspaper of general circulation in The Charter Township of Union on _____, 2025.

Certification Date: _____, 2025

Lisa Cody, Clerk

I, Bryan Mielke, the duly elected Supervisor of The Charter Township of Union, Isabella County, Michigan, hereby confirm the authenticity of this record and Ordinance.

Bryan Mielke, Supervisor

Date: _____, 2025

Summary of the proposed text amendment.

The proposed amendment would expand the types of buildings/land uses eligible under Section 6.34 for approval of a limited exception from the maximum height standards in a manner consistent with the Commission’s February motion, and would also clarify how the exception would apply, including:

- Ensuring adequate light and air by means of an expanded minimum setback where the building is adjacent to or located in the AG District or any residential zoning district or use.
- Requiring written confirmation from the Fire Department that available emergency response equipment is sufficient to serve the proposed building as designed.
- Expanding requirements for conformity with the character of the adjacent neighborhood through *“any combination of architectural design and compliance with Section 7.20 (Building Form and Composition) where applicable, provision of screening in accordance with Section 10.3, providing ample setbacks, providing amenities needed by the surrounding neighborhood, providing sufficient lot size, and similar means.”*

Public Hearing, Planning Commission Recommendation, and County Review.

The Planning Commission reviewed the proposed amendments and held a public hearing during their March 18, 2025 regular meeting. One comment was received, expressing a concern that recreation facilities for private or parochial school may not be included. Following the hearing, the Community and Economic Development Director confirmed that these facilities are included in the definition of “Public and Institutional Buildings,” and are already covered by the current height exception. After further deliberations, the Commission took the following action:

Olver moved Browne supported to recommend to the Board of Trustees that the proposed amendments to Section 3.4 (Permitted Uses by District) and Section 6.34 (Public and Institutional Uses) of the Zoning Ordinance No 20-06 be adopted as presented. Roll Call Vote: Ayes: Bradshaw, Browne, Hayes, Lapp, Olver, Shingles, Squattrito, and Thering. Nayes: 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 4/10/2025 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 limited height exception in the current Zoning Ordinance acknowledges the unique character of *“public and institutional uses”* and *“religious institutions,”* which can in some cases necessitate provisions for additional building height. The proposed text amendment would expand the scope of this limited height exception to include *“business schools, colleges, universities, and publicly owned recreational facility buildings,”* which were identified in February by the Planning Commission as having a similar potential need for additional building height in some cases to fully accommodate the planned use.

The proposed expansion of this limited height exception would accommodate reasonable development of buildings that may exceed maximum zoning district height standards without the need for a variance. Impacts of any additional height on neighbors would be minimized by corresponding increases in the building setback from lot lines to help ensure adequate light and air for adjacent lots consistent with Section 1.2 (Purpose and Intent) of the Zoning Ordinance.

GOALS ADDRESSED

Board of Trustees goals addressed by this Ordinance (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**
- 5. Commerce**

The proposed amendments will help to ensure that the Township’s Zoning Ordinance continues to support the most effective use of resources that achieve the highest quality of life for our residents who may interact in any way with buildings and land uses that benefit from the limited height exception (1.0). The proposed amendments will also help residents to take pride in the built environment of their community (1.1.1.3.), help all demographics within the township to feel welcomed (1.1.1.), and help expand options in the Township for facilities that support a healthy and active lifestyle (1.3.3.). The proposed amendments are also consistent with the Township’s commerce-friendly economic development policies by minimizing the potential need for variances.

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

Introduce and conduct a First Reading for the proposed PTXT25-01 amendments to Section 3.4 (Permitted Uses by District) and Section 6.34 (Public and Institutional Uses) to revise and extend a limited allowance for additional building height above the maximum otherwise allowed in the zoning district for Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities, 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 amend Sections 3.4 (Permitted Uses by District) and 6.34 (Public and Institutional Uses) of the Charter Township of Union Zoning Ordinance No. 20-06 to revise and extend a limited allowance for additional building height above the maximum otherwise allowed in the zoning district for Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities, subject to expanded setback area requirements and other limitations; 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 the Land Use Table in Section 3.4 (Permitted Uses by District)

The land use table in Section 3.4 (Permitted Uses by District) is hereby deleted and replaced in its entirety to update provisions for Business Schools, Colleges, and Universities and Private Schools Operated for Profit, as follows:

Section 3.4 Permitted Uses by District

Key: A=Accessory Use
P=Principal Permitted Use
S=Special Use
[blank]=Use Not Permitted

Land Use	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS	Use Standards
Public, Quasi-Public, and Recreational Uses														
Business Schools, Colleges, and Universities, and Private Schools Operated for Profit								P	P	P				Section 6.34
Indoor Publicly Owned Recreation Facilities Private Schools Operated for Profit	S	S	P	P	P	P		P	P	P			S	Section 6.34
Public and Institutional Buildings and Uses	S	S	P	P	P	P							P	Section 6.34
Religious Institutions	S	S	P	P	P	P		P	P	P			P	Section 6.34
Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly								P	P	P				

PART THREE – Delete and Replace Section 6.34 (Public and Institutional Uses)

Section 6.34 (Public and Institutional Uses) is hereby deleted and replaced in its entirety with a new section entitled, “Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities” to revise and expand allowances for additional building height for these land uses, as follows:

Section 6.34 Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities

Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities shall be subject to the following additional requirements and standards:

- A. **Maximum Height Exception.** The maximum height ~~of the~~ allowed for a principal building containing or intended to be occupied by ~~any public or institutional uses or religious institution~~ one or more of these uses shall be subject to the following exceptions:
1. The building height shall be permitted ~~may be allowed by the Planning Commission~~ to exceed ~~maximum the zoning district~~ requirements up to a maximum height equal to twice the ~~permitted~~ maximum height ~~of allowed in~~ the zoning district, subject to the following requirements:
 - a. ~~provided that the~~ The minimum required front, side and rear yard setbacks shall be increased by one (1) foot for each foot of additional building height above the ~~maximum zoning district requirements.~~
 - b. Where located within or adjacent to the boundary of the AG (Agricultural) zoning district, of any residential zoning district, or of a lot in any zoning district occupied by an existing agricultural use or any existing dwelling unit(s), at no point shall the building's setback distance to the zoning district or lot boundary be less than one-hundred-fifty percent (150%) of the building height.
 - c. This additional setback area shall be improved with screening elements and landscaping in accordance with Section 10 (Landscaping and Screening). No driveway, parking, signs, structures, stormwater management basins, or similar improvements shall be located within these setback areas.
 2. The highest point of chimneys, stage towers of scenery lofts, church spires, cupolas, and domes and similar architectural elements may be allowed by the Planning Commission to exceed the zoning district requirements to be erected to a height not exceeding one-hundred-fifty percent (150%) of the building height of the building, provided that the total area of no such structure elements shall not occupy more than twenty percent (20%) of the roof area of the building.
 3. Any allowance for additional building height above the zoning district requirements shall be subject to prior written confirmation from the Fire Department that available emergency response equipment is sufficient to serve the proposed building as designed in the event of an emergency.
- B. **Conformity with Neighborhood Character.** Public and institutional uses, business schools, colleges, universities, and indoor publicly-owned recreation facilities shall conform to the character of the adjacent neighborhood. Conformity can be achieved through ~~style of architecture,~~ any combination of architectural design and compliance with Section 7.20 (Building Form and Composition) where applicable, provision of screening in accordance with Section 10.3, providing ample setbacks, providing amenities needed by the surrounding neighborhood, providing sufficient lot size, and similar means.
- C. **Additional Setbacks for Buildings that Conform to Zoning District Height Standards.** An additional 20.0 feet of side and rear year setback shall be provided ~~when abutting~~ where located within or adjacent to the boundary of the AG (Agricultural) District, of any residential zoning district, or of a lot in any zoning district occupied by an existing agricultural use or residential use one (1) or more any existing dwelling unit(s). This additional setback area shall be improved with screening elements and landscaping in accordance with Section 10 (Landscaping and Screening). No driveway, parking, signs, structures, stormwater management basins, or similar improvements shall be located within these setback areas.

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 _____, 2025, after initiation and a public hearing by the Planning Commission on _____, 2025 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 _____, 2025 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on _____, 2025, 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.

To: Mark Stuhldreher - Township Manager **DATE:** April 14, 2025
FROM: Kim Smith – Public Service Director **DATE FOR BOARD CONSIDERATION:** April 23, 2025
ACTION REQUESTED: Approval of the Engineering and Construction Services Contract for the installation of a second fine screen located at the Waste Water Treatment Plant in the amount of \$47,500.00 and authorize the Township Manager to sign the contract.

Current Action Emergency

Funds Budgeted: If Yes Account # 590-540-934.982 No N/A

Finance Approval _____

BACKGROUND INFORMATION

The original Waste Water Treatment Plant (WWTP) design and construction, which was completed in 2001, included the installation of one fine screen located in the headworks building. The Township’s EGLE (formerly MDEQ) Construction Permit issued in 1999, required the Township to install a redundant fine screen when redundancy and operation needs at the plant required it. The fine screen accepts incoming waste water flows and is used to remove solids and grit prior to waste water flows entering other processes in the plant.

Challenges with fats, oils, and greases have increased as flows have increased which has caused operation and maintenance issues with the existing screen. The additional screen would provide improved efficiency, redundancy and reliability, and safety for township staff. Staff are frequently required to come in after hours to clean the existing screen due to debris. Currently when maintenance is required, the existing manual bar screen is used and requires additional maintenance and manual screening by staff. A secondary screen to replace the manual bar screen would be preferred to provide fine screening of the incoming flows and less reliance on the existing mechanical screen.

SCOPE OF SERVICES

Design Services

Preliminary Design includes the following:

- Research of existing facility operations including process, infrastructure, and flows.
- Review with equipment vendors on types of screens, operations, maintenance, costs etc.
- Recommendation memo including pros, cons, and cost estimates to the Township Staff for consideration.
- Perform a site visit to measure the existing equipment layouts, evaluate salvageable materials to meet design requirements.
- Perform hydraulic computations to ensure screen meets / exceeds flow criteria of the WWTP.
- Meet with the DPW staff as needed to review the plan.
- Prepare preliminary plans that will indicate the general scope of work such as instrumentation and electrical layouts, piping and mechanical layouts, and other general related project work.
- Finalize Opinion of Probable Construction Cost (OPCC).

Final Design

- Preparation of final drawings and technical specifications including site, electrical, and mechanical to reflect the proposed improvements based upon Township feedback.

Permitting Services

Construction Services

- Bidding Services
- Construction Administration
- Construction Observation and testing

Project Closeout and Start-up

JUSTIFICATION

Completion of this project will directly benefit the township’s sanitary sewer users and the overall township sewer system by improving efficiency, and providing redundancy and reliability at the Township Waste Water Treatment Plant.

PROJECT IMPROVEMENTS

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

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

COSTS

\$47,500.00

PROJECT TIME TABLE

Fine screen design completed by June 30, 2025. Final project completion dependent on permitting and equipment delivery.

RESOLUTION

Approval of the Engineering and Construction Services Contract for the installation of a second fine screen located at the Waste Water Treatment Plant in the amount of \$47,500.00 and authorize the Township Manager to sign the contract.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:



March 29, 2025

Ms. Kim Smith
Charter Township of Union
2010 South Lincoln Road
Mt. Pleasant, Michigan 48858

RE: Proposal for engineering services
WWTP – Mechanical Screen Installation / Request for Proposal

Dear Ms. Smith:

Thank you for the opportunity to submit this proposal for Civil Engineering services to provide for improvements to the Wastewater Treatment Plant (WWTP). This letter along with the attached “Standard Terms and Conditions” represents our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Description

The Township currently owns and operates a sanitary sewer collection, distribution and treatment system that serves approximately 6,500 REUs (Residential Equivalent Users) in the Township. In 2000, the Township invested in the construction of its own Wastewater Treatment Facility (WWTF). The facility was designed and permitted for a Phase I capacity of 1.2 mgd that was placed in operation by 2001 and Phase II was completed in 2010 bringing the capacity to 2.4 mgd.

The Township’s WWTF is located on the north side of the Township, 4511 East River Road, Mt. Pleasant, MI. The facility captures all the sanitary sewer from the REUs and provides treatment to EGLE and EPA standards prior to surface water discharge to the Chippewa River. Treatment includes screening for grit removal and solids, biological treatment in oxidation ditches, chemical addition to facilitating phosphorus removal and settling in clarifiers. After clarification, the water flows through a tertiary filter for polishing followed by ultraviolet light disinfection, then discharge to the Chippewa River. Sludge is processed through aerobic digesters and then land applied at agronomic rates.

The Township has remained diligent and committed to performing capital improvements and as needed maintenance and maintains an Asset Management Program for tracking. Through this process, staff identify and plan for upgrades and replacement to ensure the facility remains in full operation and compliance. There is currently (1) existing mechanical screen located within the headworks building that is in operation which accepts the incoming flows entering the facility with an emergency bypass channel containing a manual bar screen. The mechanical screen is sized to meet the peak hour demands of the system and is original to the WWTP circa 2001. To remain consistent with their processes, it was the request of Township staff to have GFA assist with implementing the installation of an additional screen. The additional screen would provide improved efficiency, redundancy and reliability at the headworks of the facility. Also and perhaps most notable is the additional safety that the additional screen would provide for staff as they frequently come in after hours to clean the existing screen due to debris. Currently when maintenance is required, the existing manual bar screen is used and requires additional maintenance and manual screening by staff. A secondary screen to replace the manual bar screen would



be preferred to provide fine screening of the incoming flows and less reliance on the existing mechanical screen. In addition, staff have indicated additional challenges with fats, oils and greases and would like GFA to research alternative screen styles that may better perform.

The scope of GFA services would include design, bidding, permitting and construction administration and oversight (as needed) to assist with the installation of a second mechanical screen to be placed in the emergency bypass channel. A detail of these services is provided below.

Scope of Services

Design & Permitting Phase

During the design phase, Gourdie Fraser, Inc. will provide services to assure that the project is designed in accordance with the applicable state and local regulatory requirements and based upon input from the Township. Design phase services will be provided in the following sub-categories:

Design Plans

Design will include preparation of drawings including site, electrical, and mechanical sheets to reflect the proposed changes necessary to facilitate the installation of the mechanical screen and associated accessories. Our scope will include coordinating with sub consultants to assist with upgrades including electrical and SCADA. It is the intent for GFA to coordinate with Perceptive Controls for any SCADA upgrades and/or integration as they are the Integrator of Record for the Township.

- 1) Research of existing facility operations including process, infrastructure, and flows
- 2) Review with equipment vendors on types of screens, operations, maintenance, costs etc that would be applicable
- 3) Recommendation memo including pros, cons, and cost estimates to the Township Staff for consideration
- 4) Perform a site visit to measure the existing equipment layouts, evaluate salvageable materials to meet design requirements.
- 5) Perform hydraulic computations to ensure screen meets / exceeds flow criteria of the WWTF
- 6) Meet with the DPW staff as needed to review the plan.
- 7) Prepare preliminary plans that will indicate the general scope of work such as instrumentation and electrical layouts, piping and mechanical layouts, and other general related project work.
- 8) Finalize Opinion of Probable Construction Cost (OPCC)
- 9) Preparation of final drawings and technical specifications including site, electrical, and mechanical to reflect the proposed improvements based upon Township feedback
 - As part of completion of final engineering for the project components, final plans, specifications, quantities and opinions of probable construction cost will be prepared for review and consideration by the Township. The proposal includes as needed meetings with Township staff to review the project during the design phase

Permitting

Preparation and solicitation of an EGLE Part 41 Permit including plans, specification and basis of design. It is anticipated that the project permit requirements will include building, electrical and mechanical permits in addition to the EGLE Permit. This will be the responsibility of the contractor awarded the project to obtain including fees.



Contract/Bid Documents & Assistance

Detailed specifications will be prepared for all items to be bid and constructed by the contractor. This item also includes preparation of contract documents to form the basis of the package to be advertised for contractor bids. GFA will prepare a Request for Proposal (RFP) to be solicited to contractors and provide assistance to the Township in advertising, addressing contractor questions, preparation of contract addenda as necessary, opening and reviewing bids, and making recommendation of contract award.

Construction Phase

During the construction phase, GFA will provide services to ensure that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories:

Construction Observation/Materials Testing

As needed on-site observation services will be required during construction for the proposed improvements. Construction observation services will help to assure that construction is in accordance with the approved plans and contract documents. Observation staff will track construction quantities and document construction through the use of observation / testing reports. This proposal estimates thirty (30) days to complete the project and an estimated 6 site visits will be performed by GFA inspection and/or engineering staff (during construction and startup). It should be noted that the actual time required for construction will be highly dependent upon the contractor's ability to complete their work in a timely manner. As a result, construction observation time required beyond the hours assumed in this proposal will be considered as additional services.

Contract Administration/Construction Engineering

Contract administration and construction engineering (CA/CE) includes services to be provided by GFA office engineering and project management staff during the construction process. Typical CA/CE duties include preconstruction meeting, progress meetings and startup / punch list meetings, review of shop drawings, preparation of contractor pay estimates, review of contractor claims, preparation of change orders (or contract modifications) as needed, and interpretation/application of conditions in the contract documents as it relates to situations which may arise in the field. CA/CE services also include preparing and overseeing design adjustments required due to unforeseen conditions encountered at the construction site. Preparation of construction record drawings at the conclusion of construction is also included under this work scope item.

Clarifications and Assumptions

The project fee budget is based on the following assumptions, and that specific work items listed in this section will not be included in the scope of services:

- Wetland location, soil borings, determination, mitigation, and permitting (Building, mechanical, electrical and Plumbing). EGLE Part 41 permitting is included in our scope.
- Preparation of easements, rights-of-way, or boundary documents.
- Title Work / Easement or right-of-way acquisition.
- Permit fees.
- Environmental Impact Statements or Reports.
- Flow monitoring



Responsibilities of Client/Owner

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Access to facility to inspection existing amenities and infrastructure
- Records including existing pump operations and flow data

Additional Services

Any work desired by Charter Township of Union in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with our current rate structure.

Time Schedule

GFA can commence services immediately. Upon authorization, work can be completed and ready for permit submittal to EGLE by June 30, 2025. Project completion will be dependent on contractor and equipment supplier availability.

Fee

GFA will perform the project design services on a lump sum basis with the following budgets not to be exceeded without prior authorization.

<i>Preliminary and Final Design</i>	<i>\$ 28,500.00</i>
<i>Permitting</i>	<i>\$4,500.00</i>
<i>Contract Documents / Bidding</i>	<i>\$1,500.00</i>
<i>Construction Observation</i>	<i>\$ 3,500.00</i>
<i>Contract Administration/Construction Engineering</i>	<i>\$ 9,500.00</i>
<u>Total</u>	<u>\$ 47,500.00</u>



Contract Terms and Conditions

Exhibit 1 (attached), "Standard Terms and Conditions is incorporated into this proposal by reference.

Acceptance

If this proposal is acceptable to you, your signature on the enclosed copy of this letter will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Union
CLIENT/OWNER

_____	(Signature)	_____
Jennifer Graham, P.E.	(Name)	Mark Stuhldreher
_____	(Title)	_____
Director of Engineering	(Title)	Township Manager
_____	(Date)	_____

REQUEST FOR TOWNSHIP BOARD ACTION

To: Mark Stuhldreher - Township Manager **DATE:** April 14, 2025

FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** April 23, 2025

ACTION REQUESTED: Approval of Construction Contract with the Isabella Corporation for the upgrade of Pump Station #5 located on Concourse Drive in the amount of \$693,250.00 and authorize the Township Manager to sign the contract.

Current Action Emergency

Funds Budgeted: If Yes Account # 590-536-973.000 No N/A

Finance Approval _____

Background Information

Pump Station #5 is located on Concourse Drive with the corresponding collection system service area located along Concourse Drive, Meadowlark Lane, Crawford Road south of Broomfield Road, and Billbrael Drive. The pump station and corresponding infrastructure were installed in the late 1970's and early 1980s'. Televising of the sanitary sewer mains and manhole lining have been completed in recent years as part of the Townships' routine maintenance program. During the televising, the overall sanitary sewer pipe conditions were found to be in good condition and the manholes have been rehabilitated. After the completion of this maintenance work the pump station still experiences high flows during rainfall events and significant winter thaw events. In an effort to be proactive and to continue our system maintenance program the Township included pump station upgrades in the Sanitary Sewer Capital Improvements Plan.

In February of 2023, the Township Board of Trustees approved a contract with Gourdie Frasier for the Design and Construction Services for the project. A Part 41 Construction Permit Application was submitted to EGLE in 2024. The issuance of the Part 41 Permit by EGLE was delayed due to prioritization of the Clean Water State Revolving Fund Permit Applications given priority. In early 2025, the Township contacted Senator Roger Hauck who contacted EGLE on our behalf to assist with the issuance of the permit. The Township received the Part 41 Permit in February of 2025 and proceeded with bidding the pump station upgrade project.

Three bids were received on March 26, 2025, these bids are as follows:

Bidder	Bid Amount
Isabella Corporation	\$693,250.00
RCL Construction	\$691,617.50
JK of Michigan, LLC	\$691,750.00

Scope of Services

The project includes the following general work items:

Pump Station #5 Upgrades

- Upgrades to the Wet Well including access, waterproofing and transducer replacement
- Upgrades to the dry pit including piping, valve, and flowmeter replacement
- Upgrades to the Electrical / SCADA control Panel replacement
- Pump Removal / Replacement including Variable Frequency Drives
- Capacity upgrade from existing capacity of 150 gallons per minute (gpm) to 350 gallons per minute (gpm) for future service area growth

Justification

Completion of this project will directly benefit the users in the Pump Station #5 Service District and the overall township sewer system by increasing the station’s capacity, performance, and reliability through the replacement of aging station components.

The Public Services Department is recommending the Isabella Corporation based on the Township’s experience working with the Isabella Corporation on several other pump station upgrades and the Township’s Policy to award bids to contractors located in Isabella County if the bid is within 3% of the next lowest bidder.

Project Improvements

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

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

Costs

Isabella Corporation

Description	Bid Amount
Mobilization	\$ 50,000.00
Submersible Sanitary Sewer Pump Station No. 5 Upgrades (For payment purposes the contractor must provide the following breakdown of itemized costs)	\$ 437,000.00
A. Wet Well Modifications	\$ 120,000.00
B. Pump/Motor	\$ 70,000.00
C. Mechanical Piping, Valves, Fittings	\$ 105,000.00
D. Level Control System	\$ 10,000.00
E. Spare Pump/Motor	\$ 20,000.00
F. Wetwell Electrical Improvements	\$ 27,000.00
G. Pump Control Panel	\$ 85,000.00
Valve / Meter Vault	\$ 70,000.00
Sanitary Sewer Pump Station Dry Pit Abandonment	\$ 27,000.00
Force Main, 6-inch Ductile Iron, Including Cut & Cap	\$ 3,000.00
Connect to Existing Forcemain, 6-inch	\$ 15,000.00
Bypass Pumping / Transfer of Sewer Flows	\$ 30,000.00

Site Electrical Improvements	\$ 5,000.00
SCADA and Programming Allowance	\$ 30,000.00
Water Well Abandonment	\$ 2,000.00
Gravel Driveway Improvements	\$ 6,250.00
Site Restoration	\$ 18,000.00
Total Bid Amount	\$ 693,250.00

Project Funding

The funding for this project is included in the FY2025 Sanitary Sewer Fund Budget, General Ledger Number 590-536-973.000.

Project Time Table

Construction will begin in 2025. The final completion date of the project will be determined based on the delivery date of several major components including pumps and motors.

Resolution

Approval of the Construction Contract with the Isabella Corporation for the upgrade of Pump Station #5 located on Concourse Drive in the amount of \$693,250.00 and authorize the Township Manager to sign the contract.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**Charter Township of Union
Pump Station No. 5 Upgrades
BID RESULTS SUMMARY - Base Bid**

Item No.	Description	Unit	Estimated Quantity	Isabella Corp.		RCL Construction		JK of Michigan, LLC	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
1	Mobilization	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 81,260.00	\$ 81,260.00	\$ 25,000.00	\$ 25,000.00
2	Submersible Sanitary Sewer Pump Station No. 5 Upgrades (For payment purposes the contractor must provide the following breakdown of itemized costs)	LS	1	(Total of Items A-F)	\$ 437,000.00	(Total of Items A-F)	\$ 394,670.00	(Total of Items A-F)	\$ 415,000.00
	A. Wet Well Modifications	LS	1	\$ 120,000.00	\$ 120,000.00	\$ 57,628.75	\$ 57,628.75	\$ 60,000.00	\$ 60,000.00
	B. Pump/Motor	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 90,772.50	\$ 90,772.50	\$ 70,000.00	\$ 70,000.00
	C. Mechanical Piping, Valves, Fittings	LS	1	\$ 105,000.00	\$ 105,000.00	\$ 58,007.50	\$ 58,007.50	\$ 140,000.00	\$ 140,000.00
	D. Level Control System	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 24,785.00	\$ 24,785.00	\$ 10,000.00	\$ 10,000.00
	E. Spare Pump/Motor	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 39,517.50	\$ 39,517.50	\$ 35,000.00	\$ 35,000.00
	F. Wetwell Electrical Improvements	LS	1	\$ 27,000.00	\$ 27,000.00	\$ 16,250.00	\$ 16,250.00	\$ 10,000.00	\$ 10,000.00
	G. Pump Control Panel	LS	1	\$ 85,000.00	\$ 85,000.00	\$ 107,708.75	\$ 107,708.75	\$ 90,000.00	\$ 90,000.00
3	Valve / Meter Vault	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 102,328.75	\$ 102,328.75	\$ 42,000.00	\$ 42,000.00
4	Sanitary Sewer Pump Station Dry Pit Abandonment	LS	1	\$ 27,000.00	\$ 27,000.00	\$ 6,000.00	\$ 6,000.00	\$ 21,000.00	\$ 21,000.00
5	Force Main, 6-inch Ductile Iron, Including Cut & Cap	LF	30	\$ 100.00	\$ 3,000.00	\$ 157.50	\$ 4,725.00	\$ 450.00	\$ 13,500.00
6	Connect to Existing Forcemain, 6-inch	EA	1	\$ 15,000.00	\$ 15,000.00	\$ 15,098.75	\$ 15,098.75	\$ 10,000.00	\$ 10,000.00
7	Bypass Pumping / Transfer of Sewer Flows	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 22,227.50	\$ 22,227.50	\$ 65,000.00	\$ 65,000.00
8	Site Electrical Improvements	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 20,937.50	\$ 20,937.50	\$ 54,000.00	\$ 54,000.00
9	SCADA and Programming Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
10	Water Well Abandonment	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 5,620.00	\$ 5,620.00	\$ 5,000.00	\$ 5,000.00
11	Gravel Driveway Improvements	SYD	250	\$ 25.00	\$ 6,250.00	\$ 25.00	\$ 6,250.00	\$ 25.00	\$ 6,250.00
12	Site Restoration	LS	1	\$ 18,000.00	\$ 18,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
Total of All Unit Price Bid Items (Base Bid)					\$ 693,250.00		\$ 691,617.50		\$ 691,750.00



April 10, 2025

Union Township Board of Trustees
Charter Township of Union
2010 South Lincoln Road
Mt. Pleasant, MI 48858

Re: Charter Township of Union
Letter of Recommendation for PS # 5 Upgrades
GFA #23069

Dear Township Board:

We have reviewed the bids received on Wednesday March 26th, 2025 for the above referenced project. The three (3) responsive bidders to the Pump Station No. 5 Upgrades project and their base bid prices are summarized as follows:

	Bid
Pump Station No. 5	
1. Isabella Corporation.	\$693,250.00
2. RCL Construction	\$691,617.50
3. JK of Michigan, LLC	\$691,750.00

The pump station #5 service area is comprised of 8-inch gravity sewers that capture predominately residential flows that are located along Concourse Drive, Meadowlark Lane and Billbrael Lane. The majority of the infrastructure was installed in early 1980s' with station itself near its' life expectancy. In addition, the Township proactively has inspected and televised the gravity collection lines but the area continues to experience high flow during wet weather conditions. In an effort to be proactive, the Township requested GFA to provide a proposal for engineering services to implement upgrades to the pump station. GFA prepared design, construction and bid documents and held a formal bid opening to solicit competitive prices from qualified Contractors to perform this work. The cost estimate and budget for this project was estimated to be \$675,000.

GFA conducted extensive reviews of the bids as there were negligible price variances amongst the three (3) bidders, and all are qualified and capable of performing this work. Therefore, based upon our research and acknowledging that the Charter Township of Union does have a *Local Company Policy*, it is our recommendation that the Charter Township of Union award the project to Isabella Corporation in the amount of \$693,250.

April 10, 2025

Page 2 of 2

GFA will be providing all construction administration and oversight to ensure compliance with Township standards and evaluate for cost saving measures as the project progresses.

Please contact me if you have any questions.

Very truly yours,
GFA

A handwritten signature in blue ink, appearing to read "Jennifer Graham".

JENNIFER GRAHAM, P.E.
Project Manager

**Charter Township of Union
Pump Station No. 5 Upgrades
BID RESULTS SUMMARY - Base Bid**

Item No.	Description	Unit	Estimated Quantity	Isabella Corp.		RCL Construction		JK of Michigan, LLC	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
1	Mobilization	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 81,260.00	\$ 81,260.00	\$ 25,000.00	\$ 25,000.00
2	Submersible Sanitary Sewer Pump Station No. 5 Upgrades (For payment purposes the contractor must provide the following breakdown of itemized costs)	LS	1	(Total of Items A-F)	\$ 437,000.00	(Total of Items A-F)	\$ 394,670.00	(Total of Items A-F)	\$ 415,000.00
	A. Wet Well Modifications	LS	1	\$ 120,000.00	\$ 120,000.00	\$ 57,628.75	\$ 57,628.75	\$ 60,000.00	\$ 60,000.00
	B. Pump/Motor	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 90,772.50	\$ 90,772.50	\$ 70,000.00	\$ 70,000.00
	C. Mechanical Piping, Valves, Fittings	LS	1	\$ 105,000.00	\$ 105,000.00	\$ 58,007.50	\$ 58,007.50	\$ 140,000.00	\$ 140,000.00
	D. Level Control System	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 24,785.00	\$ 24,785.00	\$ 10,000.00	\$ 10,000.00
	E. Spare Pump/Motor	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 39,517.50	\$ 39,517.50	\$ 35,000.00	\$ 35,000.00
	F. Wetwell Electrical Improvements	LS	1	\$ 27,000.00	\$ 27,000.00	\$ 16,250.00	\$ 16,250.00	\$ 10,000.00	\$ 10,000.00
	G. Pump Control Panel	LS	1	\$ 85,000.00	\$ 85,000.00	\$ 107,708.75	\$ 107,708.75	\$ 90,000.00	\$ 90,000.00
3	Valve / Meter Vault	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 102,328.75	\$ 102,328.75	\$ 42,000.00	\$ 42,000.00
4	Sanitary Sewer Pump Station Dry Pit Abandonment	LS	1	\$ 27,000.00	\$ 27,000.00	\$ 6,000.00	\$ 6,000.00	\$ 21,000.00	\$ 21,000.00
5	Force Main, 6-inch Ductile Iron, Including Cut & Cap	LF	30	\$ 100.00	\$ 3,000.00	\$ 157.50	\$ 4,725.00	\$ 450.00	\$ 13,500.00
6	Connect to Existing Forcemain, 6-inch	EA	1	\$ 15,000.00	\$ 15,000.00	\$ 15,098.75	\$ 15,098.75	\$ 10,000.00	\$ 10,000.00
7	Bypass Pumping / Transfer of Sewer Flows	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 22,227.50	\$ 22,227.50	\$ 65,000.00	\$ 65,000.00
8	Site Electrical Improvements	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 20,937.50	\$ 20,937.50	\$ 54,000.00	\$ 54,000.00
9	SCADA and Programming Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
10	Water Well Abandonment	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 5,620.00	\$ 5,620.00	\$ 5,000.00	\$ 5,000.00
11	Gravel Driveway Improvements	SYD	250	\$ 25.00	\$ 6,250.00	\$ 25.00	\$ 6,250.00	\$ 25.00	\$ 6,250.00
12	Site Restoration	LS	1	\$ 18,000.00	\$ 18,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
Total of All Unit Price Bid Items (Base Bid)					\$ 693,250.00		\$ 691,617.50		\$ 691,750.00

To: Mark Stuhldreher - Township Manager **DATE:** April 14, 2025
FROM: Kim Smith – Public Services Director **DATE FOR BOARD CONSIDERATION:** April 23, 2025
ACTION REQUESTED: Approval of Change Order #1 with JR Heineman for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division C Water Treatment Plant Expansion Project in the amount of \$553,425.46.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-972.003 No N/A

Finance Approval _____

Background Information

The Application for the State of Michigan Drinking Water State Revolving Fund (DWSRF) was initiated in November of 2022, with the submittal of an Intent to Apply for the program by Union Township. The DWSRF is a competitive loan / grant program that received Project Plans from over 200 communities for the FY2024 funding cycle.

In February of 2023 Union Township approved a contract with Gourdie Frasier to complete a Preliminary Engineering Project Plan Report. The Township submitted the Project Plan to the Department of Great Lakes and Energy (EGLE) Drinking Water Revolving Fund (DWRf) Loan / Grant program in June 2023. EGLE formally notified the Charter Township of Union in October of 2023 that we were awarded \$10,985,000 in grant funding for the entire scope of projects requested in the Project Plan. A power point presentation to the Township Board providing a high-level overview was completed at the Board of Trustees Meeting on October 25, 2023, which highlighted the following projects.

Treatment Facility Expansion (700 GPM)

- New Well / Transmission Line
- High Service Pump Room Expansion
- Iron Removal Filter Expansion

Watermain Extensions

- Pickard / Summerton Road to Broadway Road

Lead Service Line Inventory

- Final Inspection / Verification Inventory due October 16, 2024 (20% of the unknowns).
- 466 leads identified as unknown or lead origin.

Due to the complexity and unique scope of each major capital improvement the projects have been separated into Divisions. Utilizing separate Divisions will allow the Township the ability to bid and construct the projects in stages and obtain competitive bids for each separate Division.

The Project Divisions are broken down based on the type of task being completed. These are as follows:

- Division A: Water Supply – Well Development
- Division B: Water Main Transmission and Extension
- Division C: Water Treatment Plant Expansion
- Division D: Lead Service Line Inventory

The Township’s deadline for bidding of all the projects was October of 2024. The deadline for completing the full scope of the projects and closeout is September 15, 2026. Division C Water Treatment Plant Expansion was bid, and the bid was awarded to JR Heineman in October of 2024 in the amount of \$3,941,445.07.

The overall budget for the four divisions of this project is not being increased and the need for funding from the Downtown Development Authority (\$500,000.00) and the Township Water Fund (\$420,000.00) will not be required. These two funding sources were allocated when the Division B bids received in September of 2024 were much higher than estimated. Once all the Divisions were bid and all the necessary changes were made to each Division there were grants funds remaining which will be used to fund the items listed in Change Order #1.

A summary of the overall DWSRF ARPA Grant Project Budget is outlined below.

Total Anticipated Project Cost (Division A - Division D Totals, 10% Contingency, Professional)	\$ 11,062,868.28
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Available Funding

DWSRF ARPA Grant	\$ 10,985,000.00
EDA Funding Summerton Road	\$ -
Township General Fund - water main	\$ -
2% Funding - Summerton Road	\$ 250,000.00
Total Grant Funds Available	\$ 11,235,000.00

TOTAL FUNDS AVAILABLE	\$ 11,235,000.00
Total Anticipated Project cost - includes 10% contingency	\$ 11,062,868.28
Remaining Grant Balance	\$ 172,131.72

Scope of Services

The scope of services are as follows:

Isabella Water Treatment Plant Upgrades

Building Expansion to accommodate treatment operations includes the following elements:

- Mason Block
 - Doors and windows
 - Plumbing, electrical, ventilation, and lighting
 - Flooring, ceiling, walls, etc.
- A. Iron Removal Treatment Room:
- 2,500 Square Foot building expansion to accommodate additional iron removal filter
 - One (1) 10' diameter x 26' long horizontal pressure filter and associated equipment, piping, fittings, and valves, furnishing of all labor, materials
 - Electrical and telemetry connections, instrumentation, wiring and conduit and SCADA programming
 - **Colored CMU Blocks - Change Order #1 will facilitate the use of the existing split face colored block for the entire building expansion vs. the use of smooth face mason block painted to match. - \$38,419.40**
 - **Construction plan set modifications – Change Order #1 will include the modification of the piping size into the treatment plant, modifications to valving to facilitate continued operations during construction, and additional chlorination tap locations for testing - \$24,292.03**
- B. High Service Pump Room:
- 430 Square Foot building expansion to accommodate additional pump:
 - The pump system shall consist of one (1) pump rated at 800 gpm (100 Hp) operating with Variable Frequency Drive (VFD) and associated, piping, fittings, and valves, furnishing of all labor, materials
 - **High service pump changes – Change Order #1 will include the purchase and installation of one (1) additional high service pump equivalent to the pump included in the original bid approval and the modification of existing piping in the high service pump room to accommodate increased future flows. - \$224,087.63**
 - Electrical and telemetry connections, instrumentation, wiring and conduit and SCADA programming
- C. Site Work
- Yard Piping including water main, service line, hydrants, valves, and appurtenances.
 - Site grading, stormwater conveyance and backwash lagoon expansion
 - Asphalt Drive and Parking Expansion
 - 20' x30' Storage building including concrete pad
 - **Pole barn modifications - Change Order #1 will increase the size of the storage building/pole barn to 40' x 60'. The additional room will be used to store equipment, piping, and supplies currently being stored at other facilities - \$210,934.40**
 - Miscellaneous site elements including bollards, dumpster pad, and restoration

Well Site No. 12

Construction of a wellhouse for Well #12 including the following elements:

D. Wellhouse

- 300-square-foot mason block Well House including, electrical, heating, ventilation, and lighting.
- Mechanical piping, valves, fittings, and appurtenances,
- 40 Hp VFD, electrical and telemetry connections, instrumentation, wiring and conduit, and SCADA programming
- **Wellhouse expansion - Change Order #1 will include the expansion of the wellhouse building for the addition of a chemical room which will include the chlorine injection equipment and onsite chlorine storage. - \$55,692.00**

Justification

The change order from JR Heineman has been reviewed and the cost presented are in accordance with the original bid tab cost provided by JR Heinemn. Approving the change order from JR Heineman will allow the Township to maximize the grant dollars received with improvements that will benefit the operation and maintenance of the water system and increase system reliability without impacting quarterly billing rates for the users.

The addition of change order number one will not impact the ability of the contractor to meet the construction schedule for the Division C Water Treatment Plant Expansion Project or impact the Township's ability to meet the final ARPA Grant Project completion and closeout date of September 15, 2026.

Project Improvements

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

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

Costs

Project:	25-801	Union Township WTP		
Location:		Mt. Pleasant, MI	Date	4/8/2025
COR #	Date	Description	Sub	Cost
1	03/26/25	Changes per the construction set	WEW / Escon	\$ 24,292.03
2	03/26/25	Well House Modifications	Professional / MMM / N. Spencer /MMP/Escon	\$ 55,692.00
3	03/26/25 Revised 4/8/25	Pole Barn Modifications Change to 40 x 60	Professional / N. Spencer	\$ 210,934.40
4	03/26/25	Added HS Pump Changes	WEW / Escon / Preceptive	\$ 224,087.63
5	04/08/25	RFI #5 Please provide cost for specialty CMU blocks to match existing Isabella WTP colors, see attached record transmittal with original masonry block color selection.	MMM / MM Painting	\$ 38,419.40
		Total Change Order Request		\$ 553,425.46

Project Time Table

Division C: Water Treatment Plant Expansion – Substantial Completion July 1, 2026

Resolution

Approval of Change Order #1 with JR Heineman for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division C Water Treatment Plant Expansion Project in the amount of \$553,425.46.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

CHANGE ORDER NO.: 1

Owner:	Charter Township of Union	Owner's Project No.:	
Engineer:	Gourdie Fraser, Inc.	Engineer's Project No.:	23349
Contractor:	JR Heineman & Sons, Inc.	Contractor's Project No.:	
Project:	2024 Water System Upgrades		
Contract Name:	Division C: Water Treatment Plant Upgrades		
Date Issued:	4/14/2025	Effective Date of Change Order:	4/23/2025

The Contract is modified as follows upon execution of this Change Order:

Description: Project scope modifications to existing and proposed infrastructure to improve operational efficiencies and overall system reliability and accommodate for future expansions.

Scope of additional work includes:

1. Overall plan set updates to address clarifications and corrections to plan set related to pipe sizing, pipe connections and abandonments based upon review of plans post bid with Township staff.
2. Isabella WTP Site:
 - a) Upsize of proposed onsite pole barn from 20'x30' to 40'x60' including asphalt access drive and concrete pad expansion
 - b) Inclusion of additional new High Service Pump #5 including mechanical piping, electrical and SCADA wiring and conduit
 - c) Replacement of existing suction and discharge piping, fittings and valves for existing High Service Pumps #1, #2 and #3 in existing High Service Pump and upsizing to larger diameter
 - d) Installation of colored decorative CMU (mason block) to match existing for the addition in lieu of painted block.
3. Well House No. 12
 - a) Addition of 6' x12' chemical storage room including HVAC, lighting and concrete pad expansion


Attachments: Change Order #1 Attachment, and J.R. Heineman Project Cost Summery dated 4/8/2025 and 3/26/2025.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>3,941,445.07</u>	Original Contract Times: Substantial Completion: <u>July 1, 2026</u> Ready for final payment: <u>August 1, 2026</u>
[Increase] [Decrease] from previously approved Change Orders No. _ to No. _: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number Change Order] : Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>3,857,325.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>July 1, 2026</u> Ready for final payment: <u>August 1, 2026</u>
[Increase] [Decrease] this Change Order: \$ <u>553,425.46</u>	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>4,494,870.53</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>July 1, 2026</u> Ready for final payment: <u>August 1, 2026</u>

Recommended by Engineer (if required)

Accepted by Contractor

By:



Title: Director of Engineering

Date:

Authorized by Owner

Approved by Funding Agency (if applicable)

By:

Title:

Date:

CHANGE ORDER #1 ATTACHMENT

PROJECT: 2024 Water System Improvements - Division C : Water Treatment Plant Upgrades

DATE ISSUED: 4/23/2025

The following items summarize changes being made to the Contract Documents:

PROJECT SITE	ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
Isabella	9	Size Increase - Pole Building 20'x60', Including Concrete Pad & Electrical Service		\$ 210,934.40
Isabella	52	Increased Quantity - Proposed High Service Pump #4 & #5 (including Piping Modifications)		\$ 224,087.63
Isabella	34, 36, 38	Bid Item Modification - Change to Split Face Decorative CMU (match existing)		\$ 38,419.40
Isabella	61	New Line Item - Piping Modification Per Plan Updates		\$ 24,292.03
Well #12	2	Size Increase - Well House Building		\$ 55,692.00
		Total Decrease	\$ -	
		Total Increase		\$ 553,425.46
		Net Increase (Decrease)	\$	553,425.46

The sum of \$553,425.46 is hereby added to the total Contract Price.

The time provided for completion in the Contract is (un)changed.

This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.

DWSRF ARPA Grant Project Budget Summary

<u>Construction</u>	<u>Cost</u>	<u>Status</u>	<u>Spent to Date FSR#1 - FSR#8</u>
Division A - Well	\$ 126,982.00	Contract Awarded	\$ 153,869.13
Change Order #1 - Executed	\$ 26,887.10	Additional MW/Well Depth Adjustment	
Change Order #2 - Pending	\$ 50,000.00	Pump/Motor Purchase & Installation - estimate	
Total	\$ 203,869.10		
Division B - Transmission Main and Extension Contract	\$ 3,857,325.00	Contract Awarded (September 2024)	\$ 1,724,066.57
Change Order #1 - Executed	\$ (697,214.04)	main size reduction, quantity adjustment	
Change Order #2 - Pending - WD approved	\$ 22,000.00	additional hydrants, Deerfield bore additional depth work	
Change Order #3 - potential	\$ 150,000.00	add back in Pickard Rd Jack and Bore (removed in CO#1) and access drive culverts	
Total	\$ 3,332,110.96		
Division C - Water Treatment Plant	\$ 3,941,445.07	Contract Awarded (November 2024)	
Change Order #1 - Pending	\$ 553,425.46	(scope changes including colored block, add high service pump, suction/discharge piping changes, larger storage/pole barn, and wellhouse chlorine room addition)	
Total	\$ 4,494,870.53		
Division D - Lead Service Line Identification & Lead Hydrant Head Change			\$ 160,677.98
NMI Contract - Executed	\$ 466,790.00	Contract Awarded (November 2024)	
Twp Staff/Hydrocorp	\$ 162,421.48	Pending (LSL Identification & Lead Hydrant Head Replacment)	
Total	\$ 629,211.48		
Contingency 10%	\$ 866,006.21	Encountered Field Conditions/ Unknowns during construction	
Professional			\$ 882,569.87
Engineering	\$ 1,454,700.00	Contract Awarded (February 2024)	
Admin	\$ 82,100.00		
Total	\$ 1,536,800.00		
Total Anticipated Project Cost (Division A - Division D Totals, 10% Contingency, Pro	\$ 11,062,868.28		\$ 2,921,183.55
Available Funding			
DWSRF ARPA Grant	\$ 10,985,000.00		
EDA Funding Summerton Road	\$ -		
Township General Fund - water main	\$ -		
2% Funding - Summerton Road	\$ 250,000.00		
Total Grant Funds Available	\$ 11,235,000.00		
TOTAL FUNDS AVAILABLE	\$ 11,235,000.00		
Total Anticipated Project cost - includes 10% contingency	\$ 11,062,868.28		
Remaining Grant Balance	\$ 172,131.72		

Charter Township of Union



To: Township Board of Trustees
From: Sherrie Teall, Finance Director
Subject: Policy Governance Review
Date: April 23, 2025

Policy Review: 2.5 Financial Condition and Activities
Type of Review: Internal
Review Interval: Quarterly
Review Month: April, 2025

Policy Wording

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

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

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

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

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

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

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

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

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

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

2.5.8 Acquire, encumber or dispose of real property.

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

2.5.10 Fail to maintain an adequate level of cash flow.

Manager Interpretation

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

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

Justification for Reasonability

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

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

Data

- Expenditures support Global Ends Policies
- No new debts were acquired in the 1st Quarter 2025
- No long-term General Fund reserves have been used for several years
- All payroll was paid timely in January, February, and March, 2025
- All payroll taxes and benefits were paid on schedule and on time
- All purchases greater than \$20,000 were approved by the Board of Trustees
- No real property was acquired or disposed of without approval from the Board
- All receivables are pursued on a regular basis
- All funds have a reasonable amount of cash flow, which enables timely payment of payroll and bills.

Compliance

In compliance with policy as stated.

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2025 03/31/2025 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
Dept 000 - NONE					
402.000	CURRENT PROPERTY TAX	349,775.17	367,000.00	367,000.00	338,075.07 92.12
402.100	PRIOR YEARS PROPERTY TAXES	0.00	1,000.00	1,000.00	0.00 0.00
404.000	425 AGREEMENT	88.76	100.00	100.00	0.00 0.00
412.000	DELQ PERSONAL PROPERTY TAXES	270.09	600.00	600.00	46.68 7.78
414.000	PROPERTY TAX REFUNDS-MTT	(281.04)	(5,000.00)	(5,000.00)	(262.32) 5.25
432.000	PILOT TAX	1,952.12	2,000.00	2,000.00	0.00 0.00
434.000	MOBILE HOME PARK TAX	4,491.50	3,400.00	3,400.00	0.00 0.00
445.000	INTEREST ON TAXES	146.01	500.00	500.00	12.31 2.46
445.100	3% OR 4% PENALTY ON TAX	12,778.43	12,800.00	12,800.00	12,747.71 99.59
447.000	ADMIN FEE-PROPERTY TAX	179,006.27	180,000.00	180,000.00	131,101.98 72.83
447.001	ADMIN FEES-REFUNDS MTT BOR	(181.23)	(1,000.00)	(1,000.00)	(273.50) 27.35
447.050	ADMIN FEE-STATE EDUC TAX(SET)	7,625.00	7,700.00	7,700.00	0.00 0.00
447.100	ADMIN FEE-PRIOR YEARS	100.77	200.00	200.00	12.54 6.27
467.000	REVENUE-STREET LIGHTS SPEC ASSESS	23,467.91	22,000.00	22,000.00	15,593.36 70.88
476.000	BUILDING PERMITS	65,323.50	75,000.00	75,000.00	11,412.00 15.22
476.500	ZONING PERMITS	8,050.00	18,000.00	18,000.00	4,775.00 26.53
477.000	CABLE TV FRANCHISE FEES	80,777.95	70,000.00	70,000.00	0.00 0.00
478.000	DOG LICENSE REVENUE	65.00	100.00	100.00	0.00 0.00
528.000	OTHER FEDERAL GRANTS	391,922.26	0.00	0.00	0.00 0.00
573.000	STATE AID REVENUE-LCSA	5,712.33	5,700.00	5,700.00	6,728.89 118.05
574.000	STATE REVENUE SHARING	1,309,456.00	1,324,000.00	1,324,000.00	216,319.00 16.34
574.100	LIQUOR STATE REVENUE SHARING	14,169.10	14,000.00	14,000.00	55.00 0.39
574.200	METRO ACT REVENUE SHARING-LCSA	8,964.44	9,000.00	9,000.00	0.00 0.00
576.000	STATE GRANTS - SPECIAL ELECTION REIMB	20,664.99	0.00	0.00	0.00 0.00
582.000	CONTRIBUTION FROM TRIBE	125,251.77	0.00	0.00	0.00 0.00
626.000	LAND DIVISIONS/ZONING REVIEW FEES	1,400.00	2,000.00	2,000.00	350.00 17.50
628.000	RENTAL INSPECTION FEES	110,581.00	109,000.00	109,000.00	63,396.00 58.16
637.000	APPLICATION FEES	0.00	500.00	500.00	0.00 0.00
637.500	WEED ABATEMENT SERVICES	538.75	500.00	500.00	0.00 0.00
651.000	USE FEES-BASEBALL FIELDS	1,080.00	500.00	500.00	0.00 0.00
655.000	FINES & FORFEITURES	8,910.00	3,000.00	3,000.00	40.00 1.33
665.000	INTEREST EARNED	394,951.89	325,000.00	325,000.00	98,649.07 30.35
667.000	RENT - JAMESON HALL	10,800.00	8,000.00	8,000.00	7,200.00 90.00
667.100	RENT - McDONALD PARK PAVILION	1,590.00	1,600.00	1,600.00	705.00 44.06
667.200	RENT - JAMESON PAVILION	1,300.00	1,300.00	1,300.00	425.00 32.69
671.000	LEASES	900.00	900.00	900.00	900.00 100.00
672.000	OTHER REVENUE	1,291.92	3,000.00	3,000.00	0.00 0.00
673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	0.00	1,500.00	1,500.00	0.00 0.00
681.000	ELECTION FILING FEES	700.00	0.00	0.00	0.00 0.00
685.000	OPIOID SETTLEMENT REVENUE	80.94	0.00	0.00	0.00 0.00
687.000	REFUNDS & REBATES	0.00	500.00	500.00	0.00 0.00
Total Dept 000 - NONE		3,143,721.60	2,564,400.00	2,564,400.00	908,008.79 35.41
TOTAL REVENUES		3,143,721.60	2,564,400.00	2,564,400.00	908,008.79 35.41
Expenditures					
Dept 101 - TRUSTEES					
702.000	SALARIES & WAGES	30,041.06	30,000.00	30,000.00	6,923.04 23.08
707.000	PER MEETING	2,550.00	4,000.00	4,000.00	450.00 11.25
710.000	EMPLR FICA CONTR	2,020.66	2,108.00	2,108.00	457.14 21.69
711.000	EMPLR MEDICARE CONTR	472.55	493.00	493.00	106.91 21.69
724.000	WORKER'S COMP	20.63	31.00	31.00	6.66 21.48
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,507.50	4,300.00	4,300.00	0.00 0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	187.60	500.00	500.00	0.00 0.00
955.000	MISC.	308.78	250.00	250.00	0.00 0.00
957.000	PROFESSIONAL DEVELOPMENT	631.32	1,000.00	1,000.00	1,527.65 152.77
957.100	SEMINAR LODGING	0.00	500.00	500.00	0.00 0.00
957.200	SEMINAR MEALS	0.00	300.00	300.00	0.00 0.00
957.300	MEMBERSHIP & DUES	19,997.54	20,000.00	20,000.00	10,560.00 52.80
Total Dept 101 - TRUSTEES		59,737.64	63,482.00	63,482.00	20,031.40 31.55
Dept 171 - SUPERVISOR					
702.000	SALARIES & WAGES	6,250.11	6,250.00	6,250.00	1,442.32 23.08
707.000	PER MEETING	1,475.00	1,400.00	1,400.00	625.00 44.64
710.000	EMPLR FICA CONTR	479.05	474.00	474.00	128.19 27.04
711.000	EMPLR MEDICARE CONTR	112.12	111.00	111.00	30.00 27.03
724.000	WORKER'S COMP	6.78	7.00	7.00	1.82 26.00
767.000	UNIFORMS	0.00	100.00	100.00	0.00 0.00
860.000	TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	350.00	350.00	0.00 0.00
957.000	PROFESSIONAL DEVELOPMENT	275.57	500.00	500.00	177.65 35.53
957.200	SEMINAR MEALS	0.00	100.00	100.00	0.00 0.00

User: SHERRIE

PERIOD ENDING 03/31/2025

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 171 - SUPERVISOR	8,598.63	9,292.00	9,292.00	2,404.98	25.88
Dept 172 - TWP MANAGER					
702.000 SALARIES & WAGES	40,134.85	40,207.00	40,207.00	9,530.43	23.70
702.600 CAR ALLOWANCE	3,600.00	3,600.00	3,600.00	600.00	16.67
710.000 EMPLR FICA CONTR	2,618.49	2,686.00	2,686.00	621.58	23.14
711.000 EMPLR MEDICARE CONTR	612.49	628.00	628.00	145.38	23.15
711.500 UNEMPLOYMENT	16.59	32.00	32.00	18.42	57.56
716.000 EMPLR RETIREMENT CONTR	4,164.09	4,381.00	4,381.00	1,013.05	23.12
718.500 HEALTH INSURANCE	9,207.60	9,356.00	9,356.00	2,639.35	28.21
718.700 HEALTH INS-EE CONTRIBUTIONS	(388.89)	(457.00)	(457.00)	(121.88)	26.67
719.000 DENTAL INSURANCE	184.57	184.00	184.00	51.17	27.81
719.800 VISION INSURANCE	53.04	52.00	52.00	13.28	25.54
719.900 VISION INS-EE CONTRIBUTIONS	(26.69)	(26.00)	(26.00)	(6.64)	25.54
724.000 WORKER'S COMP	72.85	73.00	73.00	16.84	23.07
725.000 LIFE & DISABILITY BENEFIT	134.34	134.00	134.00	35.61	26.57
767.000 UNIFORMS	95.00	0.00	0.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	4,700.00	4,000.00	4,000.00	0.00	0.00
852.000 CONTRIBUTION TO CABLE CONSORTIUM	31,911.17	35,000.00	35,000.00	0.00	0.00
880.000 COMMUNITY PROMOTION	8,800.00	10,000.00	10,000.00	9,240.00	92.40
916.000 SUBSCRIPTIONS & PUBLICATIONS	1,181.68	800.00	800.00	0.00	0.00
955.000 MISC.	311.94	300.00	300.00	78.00	26.00
957.000 PROFESSIONAL DEVELOPMENT	101.20	750.00	750.00	0.00	0.00
957.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	206.20	250.00	250.00	0.00	0.00
957.300 MEMBERSHIP & DUES	0.00	300.00	300.00	75.00	25.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
Total Dept 172 - TWP MANAGER	107,690.52	113,250.00	113,250.00	23,949.59	21.15
Dept 191 - ACCOUNTING/GEN ADMIN					
702.000 SALARIES & WAGES	101,707.86	149,960.00	149,960.00	34,736.59	23.16
702.500 OVERTIME	4,688.99	4,500.00	4,500.00	2,213.11	49.18
702.700 LUMP SUM IN LIEU OF STEP	788.74	840.00	840.00	0.00	0.00
710.000 EMPLR FICA CONTR	6,258.88	9,703.00	9,703.00	2,152.31	22.18
711.000 EMPLR MEDICARE CONTR	1,463.80	2,164.00	2,164.00	503.37	23.26
711.500 UNEMPLOYMENT	123.66	222.00	222.00	121.82	54.87
716.000 EMPLR RETIREMENT CONTR	10,210.54	14,996.00	14,996.00	(6,016.55)	(40.12)
718.500 HEALTH INSURANCE	44,386.50	65,382.00	65,382.00	17,473.86	26.73
718.700 HEALTH INS-EE CONTRIBUTIONS	(4,892.57)	(8,667.00)	(8,667.00)	(2,184.67)	25.21
719.000 DENTAL INSURANCE	2,467.29	3,712.00	3,712.00	935.44	25.20
719.800 VISION INSURANCE	502.14	814.00	814.00	193.81	23.81
719.900 VISION INS-EE CONTRIBUTIONS	(250.77)	(358.00)	(358.00)	(96.91)	27.07
724.000 WORKER'S COMP	175.70	258.00	258.00	60.05	23.28
725.000 LIFE & DISABILITY BENEFIT	482.55	843.00	843.00	207.98	24.67
752.000 OFFICE SUPPLIES	4,539.82	3,000.00	3,000.00	310.26	10.34
767.000 UNIFORMS	163.75	200.00	200.00	100.00	50.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	41,968.23	2,000.00	2,000.00	0.00	0.00
801.020 EXTERNAL AUDIT	24,535.00	25,000.00	25,000.00	12,150.00	48.60
851.000 MAIL/POSTAGE	7,898.80	8,000.00	8,000.00	3,000.00	37.50
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	562.28	500.00	500.00	141.12	28.22
900.000 PRINTING & PUBLISHING	1,261.00	1,500.00	1,500.00	0.00	0.00
955.000 MISC.	42.69	200.00	200.00	10.00	5.00
955.001 BANK FEES	377.00	300.00	300.00	96.00	32.00
957.000 PROFESSIONAL DEVELOPMENT	1,029.00	4,000.00	4,000.00	575.00	14.38
957.100 SEMINAR LODGING	0.00	1,500.00	1,500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	200.00	200.00	0.00	0.00
957.300 MEMBERSHIP & DUES	428.76	800.00	800.00	97.38	12.17
980.000 NEW OFFICE EQUIPMENT & FURNITURE	1,189.00	1,000.00	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 191 - ACCOUNTING/GEN ADMIN	252,108.64	293,069.00	293,069.00	66,779.97	22.79
Dept 215 - CLERK					
702.000 SALARIES & WAGES	43,620.48	40,046.00	40,046.00	8,451.63	21.10
707.000 PER MEETING	0.00	500.00	500.00	0.00	0.00
710.000 EMPLR FICA CONTR	2,704.47	2,607.00	2,607.00	524.01	20.10
711.000 EMPLR MEDICARE CONTR	632.49	610.00	610.00	122.55	20.09
724.000 WORKER'S COMP	51.12	47.00	47.00	9.12	19.40
752.000 OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00
754.000 OPERATING SUPPLIES	520.39	1,000.00	1,000.00	39.46	3.95
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	0.00	300.00	300.00	0.00	0.00
900.000 PRINTING & PUBLISHING	840.86	3,000.00	3,000.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	0.00	100.00	100.00	177.65	177.65

User: SHERRIE

PERIOD ENDING 03/31/2025

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
957.100 SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
957.300 MEMBERSHIP & DUES	100.00	150.00	150.00	10.00	6.67
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 215 - CLERK	48,469.81	50,710.00	50,710.00	9,334.42	18.41
Dept 228 - DATA PROCESSING, INFORMATION TECHNOLOGY					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	52,356.36	52,350.00	52,350.00	11,343.31	21.67
950.000 HARDWARE REPLACEMENTS	8,753.94	6,000.00	6,000.00	0.00	0.00
Total Dept 228 - DATA PROCESSING, INFORMATION TE	61,110.30	58,350.00	58,350.00	11,343.31	19.44
Dept 253 - TREASURER					
702.000 SALARIES & WAGES	21,773.22	24,102.00	24,102.00	4,890.00	20.29
707.000 PER MEETING	0.00	500.00	500.00	75.00	15.00
710.000 EMPLR FICA CONTR	1,349.94	1,525.00	1,525.00	307.83	20.19
711.000 EMPLR MEDICARE CONTR	315.71	357.00	357.00	71.99	20.17
724.000 WORKER'S COMP	20.05	24.00	24.00	4.51	18.79
752.000 OFFICE SUPPLIES	195.97	1,000.00	1,000.00	34.62	3.46
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	811.33	500.00	500.00	0.00	0.00
851.000 MAIL/POSTAGE	4,063.33	4,200.00	4,200.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	0.00	250.00	250.00	105.19	42.08
955.000 MISC.	15.25	100.00	100.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	344.50	1,000.00	1,000.00	1,702.65	170.27
957.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	300.00	300.00	0.00	0.00
957.300 MEMBERSHIP & DUES	99.00	300.00	300.00	99.00	33.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	0.00	0.00
Total Dept 253 - TREASURER	28,988.30	35,658.00	35,658.00	7,290.79	20.45
Dept 257 - ASSESSOR					
702.000 SALARIES & WAGES	84,103.77	96,354.00	96,354.00	19,740.78	20.49
707.000 PER DIEM	2,750.00	4,125.00	4,125.00	1,875.00	45.45
710.000 EMPLR FICA CONTR	5,311.67	6,140.00	6,140.00	1,321.62	21.52
711.000 EMPLR MEDICARE CONTR	1,242.25	1,436.00	1,436.00	309.08	21.52
711.500 UNEMPLOYMENT	68.27	190.00	190.00	52.20	27.47
716.000 EMPLR RETIREMENT CONTR	7,584.17	8,575.00	8,575.00	1,974.07	23.02
718.500 HEALTH INSURANCE	25,985.03	28,013.00	28,013.00	7,478.71	26.70
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,098.72)	(1,368.00)	(1,368.00)	(344.94)	25.21
719.000 DENTAL INSURANCE	521.20	551.00	551.00	144.18	26.17
719.800 VISION INSURANCE	141.52	150.00	150.00	35.58	23.72
719.900 VISION INS-EE CONTRIBUTIONS	(71.18)	(75.00)	(75.00)	(17.79)	23.72
724.000 WORKER'S COMP	231.26	243.00	243.00	55.47	22.83
725.000 LIFE & DISABILITY BENEFIT	358.80	400.00	400.00	95.37	23.84
754.000 OPERATING SUPPLIES	184.09	500.00	500.00	0.00	0.00
759.000 GAS/FUEL	192.02	200.00	200.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	27,090.69	17,000.00	17,000.00	1,559.53	9.17
850.000 COMMUNICATIONS	509.52	550.00	550.00	127.38	23.16
851.000 MAIL/POSTAGE	1,962.83	2,800.00	2,800.00	1,950.72	69.67
900.000 PRINTING & PUBLISHING	1,186.43	2,000.00	2,000.00	798.46	39.92
916.000 SUBSCRIPTIONS & PUBLICATIONS	1,668.00	1,800.00	1,800.00	139.00	7.72
932.000 VEHICLE REPAIRS & MAINTENANCE	0.00	500.00	500.00	258.03	51.61
955.000 MISC.	267.24	500.00	500.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	1,051.88	1,000.00	1,000.00	1,287.00	128.70
957.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	200.00	200.00	0.00	0.00
957.300 MEMBERSHIP & DUES	175.00	1,000.00	1,000.00	337.38	33.74
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	0.00	500.00	500.00	549.99	110.00
Total Dept 257 - ASSESSOR	161,415.74	174,284.00	174,284.00	39,726.82	22.79
Dept 262 - ELECTIONS					
702.000 SALARIES & WAGES	1,392.88	500.00	500.00	0.00	0.00
702.200 ELECTION WORKERS	17,015.00	2,000.00	2,000.00	80.00	4.00
702.500 OVERTIME	361.31	0.00	0.00	0.00	0.00
710.000 EMPLR FICA CONTR	94.19	200.00	200.00	0.00	0.00
711.000 EMPLR MEDICARE CONTR	22.05	40.00	40.00	0.00	0.00
711.500 UNEMPLOYMENT	84.65	50.00	50.00	0.46	0.92

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BGD USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2025 03/31/2025 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
716.000 EMPLR RETIREMENT CONTR	166.66	200.00	200.00	0.00	0.00
718.500 HEALTH INSURANCE	874.25	600.00	600.00	0.00	0.00
718.700 HEALTH INS-EE CONTRIBUTIONS	(103.78)	(100.00)	(100.00)	0.00	0.00
719.000 DENTAL INSURANCE	54.96	50.00	50.00	0.00	0.00
719.800 VISION INSURANCE	6.26	15.00	15.00	0.00	0.00
719.900 VISION INS-EE CONTRIBUTIONS	(3.19)	(7.00)	(7.00)	0.00	0.00
724.000 WORKER'S COMP	5.11	20.00	20.00	0.00	0.00
725.000 LIFE & DISABILITY BENEFIT	5.99	20.00	20.00	0.00	0.00
754.000 OPERATING SUPPLIES	4,359.13	3,000.00	3,000.00	1,167.67	38.92
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	19,316.34	3,000.00	3,000.00	7,814.80	260.49
851.000 MAIL/POSTAGE	6,242.19	2,000.00	2,000.00	0.00	0.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	99.16	200.00	200.00	0.00	0.00
900.000 PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	0.00
955.000 MISC.	167.89	300.00	300.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	0.00	250.00	250.00	0.00	0.00
Total Dept 262 - ELECTIONS	50,161.05	12,838.00	12,838.00	9,062.93	70.59
Dept 265 - BUILDING & GROUNDS					
702.000 SALARIES & WAGES	1,198.09	1,200.00	1,200.00	607.56	50.63
710.000 EMPLR FICA CONTR	70.12	100.00	100.00	36.15	36.15
711.000 EMPLR MEDICARE CONTR	16.41	25.00	25.00	8.44	33.76
711.500 UNEMPLOYMENT	1.25	10.00	10.00	1.18	11.80
716.000 EMPLR RETIREMENT CONTR	113.97	100.00	100.00	60.76	60.76
718.500 HEALTH INSURANCE	362.87	500.00	500.00	203.03	40.61
718.700 HEALTH INS-EE CONTRIBUTIONS	(47.07)	(40.00)	(40.00)	(25.06)	62.65
719.000 DENTAL INSURANCE	22.39	40.00	40.00	9.42	23.55
719.800 VISION INSURANCE	7.52	10.00	10.00	0.12	1.20
719.900 VISION INS-EE CONTRIBUTIONS	(3.95)	(5.00)	(5.00)	(0.06)	1.20
724.000 WORKER'S COMP	3.91	30.00	30.00	4.11	13.70
725.000 LIFE & DISABILITY BENEFIT	8.91	20.00	20.00	1.50	7.50
754.000 OPERATING SUPPLIES	3,129.85	6,500.00	6,500.00	229.00	3.52
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	23,047.15	22,100.00	22,100.00	595.99	2.70
801.003 SIDEWALK SNOWPLOWING	294.93	3,000.00	3,000.00	299.15	9.97
801.401 HALL CLEANING	6,751.68	8,000.00	8,000.00	1,581.42	19.77
850.000 COMMUNICATIONS	2,749.80	2,860.00	2,860.00	916.60	32.05
920.000 ELECTRIC/NATURAL GAS	11,331.47	14,000.00	14,000.00	4,560.52	32.58
920.200 WATER & SEWER CHARGES	923.20	1,000.00	1,000.00	193.96	19.40
930.200 MAINT-GROUNDS	2,215.98	1,000.00	1,000.00	145.55	14.56
930.300 MAINT-BUILDINGS	1,575.85	2,000.00	2,000.00	150.00	7.50
933.050 MAINT-EQUIPMENT	0.00	500.00	500.00	0.00	0.00
934.500 MAINT. AGREEMENT ON EQUIPMENT	2,889.04	3,000.00	3,000.00	977.70	32.59
940.100 POSTAGE METER LEASE	1,817.52	2,000.00	2,000.00	454.38	22.72
955.000 MISC.	28.00	100.00	100.00	0.00	0.00
962.000 SAFETY	521.03	600.00	600.00	0.00	0.00
963.000 PROPERTY/LIABILITY INSURANCE	18,815.44	20,000.00	20,000.00	0.00	0.00
Total Dept 265 - BUILDING & GROUNDS	77,845.36	88,650.00	88,650.00	11,011.42	12.42
Dept 266 - LEGAL/ATTORNEY					
826.000 LEGAL FEES	16,486.66	50,000.00	50,000.00	2,180.10	4.36
826.600 LEGAL FEES-MTT CASES	29,750.50	25,000.00	25,000.00	12,392.00	49.57
Total Dept 266 - LEGAL/ATTORNEY	46,237.16	75,000.00	75,000.00	14,572.10	19.43
Dept 371 - BUILDING INSPECTION					
702.000 SALARIES & WAGES	181,686.25	200,539.00	200,539.00	46,367.82	23.12
702.500 OVERTIME	2,216.77	2,300.00	2,300.00	137.56	5.98
705.000 LEAVE TIME PAYOUT	3,640.25	0.00	0.00	0.00	0.00
710.000 EMPLR FICA CONTR	10,866.94	11,777.00	11,777.00	2,698.72	22.92
711.000 EMPLR MEDICARE CONTR	2,541.46	2,754.00	2,754.00	631.16	22.92
711.500 UNEMPLOYMENT	186.20	285.00	285.00	156.60	54.95
716.000 EMPLR RETIREMENT CONTR	17,851.73	20,284.00	20,284.00	4,650.57	22.93
718.500 HEALTH INSURANCE	73,737.94	84,039.00	84,039.00	22,473.19	26.74
718.700 HEALTH INS-EE CONTRIBUTIONS	(9,127.61)	(12,315.00)	(12,315.00)	(2,897.52)	23.53
719.000 DENTAL INSURANCE	4,628.67	5,292.00	5,292.00	1,134.31	21.43
719.800 VISION INSURANCE	1,028.39	1,146.00	1,146.00	248.73	21.70
719.900 VISION INS-EE CONTRIBUTIONS	(501.81)	(573.00)	(573.00)	(124.35)	21.70
724.000 WORKER'S COMP	450.37	478.00	478.00	110.46	23.11
725.000 LIFE & DISABILITY BENEFIT	914.40	1,077.00	1,077.00	182.14	16.91
752.000 OFFICE SUPPLIES	20.97	500.00	500.00	2.95	0.59
754.000 OPERATING SUPPLIES	747.95	500.00	500.00	0.00	0.00
759.000 GAS/FUEL	1,390.54	2,000.00	2,000.00	419.06	20.99
767.000 UNIFORMS	262.50	300.00	300.00	0.00	0.00

User: SHERRIE

PERIOD ENDING 03/31/2025

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025	
	RMAL (ABNORMAL)			RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	0.00	2,000.00	2,000.00	0.00	0.00
801.410 VEHICLE CLEANING	0.00	250.00	250.00	0.00	0.00
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,941.10	3,040.00	3,040.00	0.00	0.00
850.000 COMMUNICATIONS	1,388.03	1,350.00	1,350.00	322.86	23.92
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	174.20	250.00	250.00	0.00	0.00
880.000 COMMUNITY PROMOTION	0.00	500.00	500.00	0.00	0.00
900.000 PRINTING & PUBLISHING	1,793.00	1,000.00	1,000.00	650.00	65.00
916.000 SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	500.00	421.50	84.30
930.000 VEHICLE REPAIRS & MAINTENANCE	295.46	1,000.00	1,000.00	0.00	0.00
955.000 MISC.	9.75	0.00	0.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	1,075.00	5,000.00	5,000.00	425.00	8.50
957.100 SEMINAR LODGING	509.58	750.00	750.00	0.00	0.00
957.200 SEMINAR MEALS	455.18	750.00	750.00	53.42	7.12
957.300 MEMBERSHIP & DUES	1,585.00	1,800.00	1,800.00	170.00	9.44
980.000 NEW OFFICE EQUIPMENT & FURNITURE	0.00	500.00	500.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	987.72	500.00	500.00	0.00	0.00
Total Dept 371 - BUILDING INSPECTION	303,755.93	339,573.00	339,573.00	78,234.91	23.04
Dept 441 - PUBLIC WORKS					
920.000 STREET LIGHTING	29,585.29	29,000.00	29,000.00	7,389.71	25.48
956.100 DRAINS AT LARGE	25,905.70	26,000.00	26,000.00	24,642.64	94.78
959.500 CONTRIBUTIONS TO ROAD COMMISSION	475,477.98	376,250.00	376,250.00	0.00	0.00
967.500 SIDEWALKS AND NON MOTORIZED PATHS	24,112.50	990,000.00	990,000.00	0.00	0.00
Total Dept 441 - PUBLIC WORKS	555,081.47	1,421,250.00	1,421,250.00	32,032.35	2.25
Dept 701 - PLANNING					
702.000 SALARIES & WAGES	169,707.03	177,268.00	177,268.00	40,520.48	22.86
702.700 LUMP SUM IN LIEU OF STEP	4,187.33	4,400.00	4,400.00	0.00	0.00
707.000 PER DIEM	5,580.00	15,000.00	15,000.00	2,370.00	15.80
710.000 EMPLR FICA CONTR	10,384.33	12,042.00	12,042.00	2,475.24	20.56
711.000 EMPLR MEDICARE CONTR	2,428.62	2,816.00	2,816.00	578.89	20.56
711.500 UNEMPLOYMENT	106.85	202.00	202.00	104.40	51.68
716.000 EMPLR RETIREMENT CONTR	16,341.99	17,587.00	17,587.00	4,052.07	23.04
718.500 HEALTH INSURANCE	52,075.73	56,026.00	56,026.00	14,991.93	26.76
718.700 HEALTH INS-EE CONTRIBUTIONS	(5,932.08)	(8,210.00)	(8,210.00)	(1,862.70)	22.69
719.000 DENTAL INSURANCE	2,643.99	2,793.00	2,793.00	690.62	24.73
719.800 VISION INSURANCE	364.00	382.00	382.00	90.96	23.81
719.900 VISION INS-EE CONTRIBUTIONS	(181.92)	(191.00)	(191.00)	(45.48)	23.81
724.000 WORKER'S COMP	373.96	404.00	404.00	88.20	21.83
725.000 LIFE & DISABILITY BENEFIT	717.60	800.00	800.00	189.07	23.63
752.000 OFFICE SUPPLIES	59.93	250.00	250.00	0.00	0.00
754.000 OPERATING SUPPLIES	151.64	300.00	300.00	0.00	0.00
759.000 GAS/FUEL	83.09	300.00	300.00	57.61	19.20
767.000 UNIFORMS	70.94	200.00	200.00	0.00	0.00
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	1,612.78	165,500.00	165,500.00	375.00	0.23
850.000 COMMUNICATIONS	149.90	500.00	500.00	159.90	31.98
860.000 TRANSPORTATION/MILEAGE REIMBURSMNT	1,014.07	3,000.00	3,000.00	0.00	0.00
900.000 PRINTING & PUBLISHING	3,160.44	5,500.00	5,500.00	1,179.25	21.44
916.000 SUBSCRIPTIONS & PUBLICATIONS	0.00	200.00	200.00	0.00	0.00
932.000 VEHICLE REPAIRS & MAINTENANCE	102.61	1,000.00	1,000.00	0.00	0.00
940.000 LEASE/RENT	0.00	200.00	200.00	0.00	0.00
955.000 MISC.	23.25	100.00	100.00	7.75	7.75
957.000 PROFESSIONAL DEVELOPMENT	4,614.00	7,250.00	7,250.00	400.00	5.52
957.100 SEMINAR LODGING	1,630.20	2,650.00	2,650.00	0.00	0.00
957.200 SEMINAR MEALS	87.57	800.00	800.00	0.00	0.00
957.300 MEMBERSHIP & DUES	1,064.54	1,750.00	1,750.00	0.00	0.00
959.100 CONTRIBUTION TO LOCAL AIRPORT	10,000.00	10,000.00	10,000.00	10,000.00	100.00
Total Dept 701 - PLANNING	282,622.39	480,819.00	480,819.00	76,423.19	15.89
Dept 751 - PARKS & RECREATION					
702.000 SALARIES & WAGES	23,992.57	26,671.00	26,671.00	1,347.89	5.05
702.200 TEMPORARY LABOR	20,029.53	19,656.00	19,656.00	551.00	2.80
702.500 OVERTIME	1,827.57	2,000.00	2,000.00	194.34	9.72
710.000 EMPLR FICA CONTR	2,740.39	2,863.00	2,863.00	124.46	4.35
711.000 EMPLR MEDICARE CONTR	640.82	670.00	670.00	29.12	4.35
711.500 UNEMPLOYMENT	91.53	292.00	292.00	11.68	4.00
716.000 EMPLR RETIREMENT CONTR	2,455.10	2,867.00	2,867.00	154.25	5.38
718.500 HEALTH INSURANCE	12,230.74	14,007.00	14,007.00	906.02	6.47
718.700 HEALTH INS-EE CONTRIBUTIONS	(1,552.86)	(2,053.00)	(2,053.00)	(121.48)	5.92
719.000 DENTAL INSURANCE	795.40	882.00	882.00	49.067	5.58
719.800 VISION INSURANCE	168.48	191.00	191.00	6.47	3.39

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
719.900 VISION INS-EE CONTRIBUTIONS	(84.82)	(96.00)	(96.00)	(3.23)	3.36
724.000 WORKER'S COMP	590.77	641.00	641.00	26.91	4.20
725.000 LIFE & DISABILITY BENEFIT	157.00	172.00	172.00	6.25	3.63
754.000 OPERATING SUPPLIES	4,389.38	5,000.00	5,000.00	5.83	0.12
759.000 GAS/FUEL	1,725.97	1,600.00	1,600.00	0.00	0.00
767.000 UNIFORMS	178.70	500.00	500.00	76.43	15.29
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	3,274.54	3,500.00	3,500.00	1,306.03	37.32
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	259.76	300.00	300.00	15.96	5.32
900.000 PRINTING & PUBLISHING	0.00	600.00	600.00	253.61	42.27
920.000 ELECTRIC/NATURAL GAS	3,844.12	4,000.00	4,000.00	1,053.24	26.33
920.200 WATER & SEWER CHARGES	4,412.24	4,000.00	4,000.00	487.57	12.19
930.000 REPAIRS	10,645.19	7,000.00	7,000.00	0.00	0.00
930.200 MAINT-GROUNDS	12,936.36	18,000.00	18,000.00	145.56	0.81
930.250 MAINT-DOG PARK	1,921.00	2,000.00	2,000.00	490.00	24.50
930.300 MAINT-BUILDINGS	5,662.90	6,000.00	6,000.00	26.76	0.45
933.000 MAINT-VEHICLES	1,018.83	1,700.00	1,700.00	0.00	0.00
933.050 MAINT-EQUIPMENT	1,615.53	2,000.00	2,000.00	15.98	0.80
962.000 SAFETY	2,039.34	2,000.00	2,000.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	7,007.06	4,300.00	4,300.00	479.89	11.16
Total Dept 751 - PARKS & RECREATION	125,013.14	131,263.00	131,263.00	7,639.75	5.82
Dept 901 - CAPITAL OUTLAY					
976.301 CAPITAL OUTLAY-INFORMATION TECHNOLOGY	29,592.19	0.00	0.00	0.00	0.00
976.302 CAPITAL OUTLAY-TOWNSHIP HALL	0.00	23,000.00	23,000.00	0.00	0.00
976.306 CAPITAL OUTLAY-PARKS DEPT	9,586.25	14,000.00	319,000.00	0.00	0.00
976.314 CAPITAL OUTLAY-NEW TWP HALL/RENO STUDY	7,880.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY	47,058.44	37,000.00	342,000.00	0.00	0.00
Dept 906 - DEBT SERVICE					
991.000 BOND - PRINCIPAL	22,477.83	22,478.00	22,478.00	22,477.83	100.00
993.000 BOND INTEREST EXPENDITURE	11,154.07	10,475.00	10,475.00	10,469.26	99.95
Total Dept 906 - DEBT SERVICE	33,631.90	32,953.00	32,953.00	32,947.09	99.98
TOTAL EXPENDITURES	2,249,526.42	3,417,441.00	3,722,441.00	442,785.02	11.90
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	3,143,721.60	2,564,400.00	2,564,400.00	908,008.79	35.41
TOTAL EXPENDITURES	2,249,526.42	3,417,441.00	3,722,441.00	442,785.02	11.90
NET OF REVENUES & EXPENDITURES	894,195.18	(853,041.00)	(1,158,041.00)	465,223.77	40.17

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED	
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	2025 AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)		
Fund 206 - FIRE FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT REAL PROPERTY TAX	787,004.46	825,000.00	825,000.00	760,678.25	92.20
412.000	DELQ PERSONAL PROPERTY TAXES	607.71	500.00	500.00	104.08	20.82
414.000	PROPERTY TAX REFUNDS-MTT	(608.78)	(5,000.00)	(5,000.00)	(590.24)	11.80
432.000	PILOT TAX	4,392.27	5,000.00	5,000.00	0.00	0.00
445.000	INTEREST ON TAXES	28.62	300.00	300.00	27.05	9.02
543.000	STATE GRANT-PUBLIC SAFETY	10,264.98	12,000.00	12,000.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	12,852.76	12,000.00	12,000.00	15,140.01	126.17
665.000	INTEREST EARNED	60,971.53	62,000.00	62,000.00	16,829.03	27.14
677.200	FIRE PROTECTION - EDDA	85,760.78	88,000.00	88,000.00	0.00	0.00
677.300	FIRE PROTECTION - WDDA	69,657.35	73,000.00	73,000.00	0.00	0.00
Total Dept 000 - NONE		1,030,931.68	1,072,800.00	1,072,800.00	792,188.18	73.84
TOTAL REVENUES		1,030,931.68	1,072,800.00	1,072,800.00	792,188.18	73.84
Expenditures						
Dept 336 - FIRE DEPARTMENT						
702.000	SALARIES & WAGES	375.33	1,000.00	1,000.00	0.00	0.00
710.000	EMPLR FICA CONTR	21.77	50.00	50.00	0.00	0.00
711.000	EMPLR MEDICARE CONTR	5.10	15.00	15.00	0.00	0.00
716.000	EMPLR RETIREMENT CONTR	35.65	100.00	100.00	0.00	0.00
718.500	HEALTH INSURANCE	195.73	500.00	500.00	0.00	0.00
718.700	HEALTH INS-EE CONTRIBUTIONS	(23.73)	(75.00)	(75.00)	0.00	0.00
719.000	DENTAL INSURANCE	12.10	30.00	30.00	0.00	0.00
719.800	VISION INSURANCE	0.89	10.00	10.00	0.00	0.00
719.900	VISION INS-EE CONTRIBUTIONS	(0.42)	(5.00)	(5.00)	0.00	0.00
724.000	WORKER'S COMP	4.24	10.00	10.00	0.00	0.00
725.000	LIFE & DISABILITY BENEFIT	3.12	5.00	5.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	838,401.00	863,553.00	863,553.00	201,864.50	23.38
801.005	FIRE HYDRANT REPAIRS	0.00	2,000.00	2,000.00	0.00	0.00
801.025	HYDRANT FLUSHING	0.00	10,000.00	10,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		839,030.78	877,193.00	877,193.00	201,864.50	23.01
TOTAL EXPENDITURES		839,030.78	877,193.00	877,193.00	201,864.50	23.01
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,030,931.68	1,072,800.00	1,072,800.00	792,188.18	73.84
TOTAL EXPENDITURES		839,030.78	877,193.00	877,193.00	201,864.50	23.01
NET OF REVENUES & EXPENDITURES		191,900.90	195,607.00	195,607.00	590,323.68	301.79

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED	
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)		
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT PROPERTY TAX	561,478.47	575,000.00	575,000.00	0.00	0.00
402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
412.000	DELQ PERSONAL PROPERTY CAPT	7.44	300.00	300.00	8.22	2.74
414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(2,000.00)	(2,000.00)	0.00	0.00
445.000	INTEREST ON TAXES	0.78	500.00	500.00	4.68	0.94
573.000	STATE AID REVENUE-LCSA	73,807.79	75,000.00	75,000.00	0.00	0.00
665.000	INTEREST EARNED	97,197.29	87,000.00	87,000.00	25,951.64	29.83
672.000	OTHER REVENUE	0.00	500.00	500.00	25,539.00	5,107.80
Total Dept 000 - NONE		732,491.77	736,050.00	736,050.00	51,503.54	7.00
TOTAL REVENUES		732,491.77	736,050.00	736,050.00	51,503.54	7.00
Expenditures						
Dept 336 - FIRE DEPARTMENT						
830.000	PUBLIC SAFETY - FIRE PROTECTION	85,760.78	88,000.00	88,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		85,760.78	88,000.00	88,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	13,437.20	22,300.00	22,300.00	3,148.00	14.12
801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	0.00
801.003	SIDEWALK SNOWPLOWING	9,157.33	19,000.00	19,000.00	4,350.20	22.90
801.004	LAWN CARE	25,569.00	35,000.00	35,000.00	0.00	0.00
801.005	IRRIGATION / LIGHTING REPAIRS	23,362.95	23,000.00	23,000.00	0.00	0.00
801.007	FLOWER/LANDSCAPE MAINTENANCE	32,451.84	49,000.00	49,000.00	0.00	0.00
880.000	COMMUNITY PROMOTION	6,500.00	16,500.00	16,500.00	500.00	3.03
883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
885.000	STREET LIGHT BANNERS/CHRISTMAS	20,078.39	23,000.00	23,000.00	150.00	0.65
900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	0.00
920.000	ELECTRIC/NATURAL GAS	9,691.59	17,000.00	17,000.00	2,964.00	17.44
920.200	WATER & SEWER CHARGES	4,488.54	8,000.00	8,000.00	0.00	0.00
940.000	LEASE/RENT	715.00	1,200.00	1,200.00	0.00	0.00
955.000	MISC.	32.00	100.00	100.00	0.00	0.00
957.300	MEMBERSHIP & DUES	400.00	500.00	500.00	0.00	0.00
963.000	PROPERTY/LIABILITY INSURANCE	2,583.72	2,200.00	2,200.00	0.00	0.00
967.200	WATER SYSTEM PROJECTS	0.00	500,000.00	500,000.00	0.00	0.00
967.400	STREET/ROAD PROJECTS	0.00	200,000.00	200,000.00	0.00	0.00
967.500	SIDEWALK/PATHWAY PROJECTS	26,500.00	225,000.00	225,000.00	0.00	0.00
971.000	CAPITAL OUTLAY-LAND	0.00	400,000.00	400,000.00	0.00	0.00
974.000	LAND IMPRVMENTS-GENERAL	0.00	20,000.00	20,000.00	0.00	0.00
974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	54.74	450,000.00	450,000.00	0.00	0.00
974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	218.96	40,000.00	40,000.00	57.53	0.14
974.202	LAND IMPRVMENTS-2120 YATS DR	164.22	210.00	210.00	57.53	27.40
974.203	LAND IMPRVMENTS-JONATHON LANE	218.96	210.00	210.00	57.53	27.40
Total Dept 728 - ECONOMIC DEVELOPMENT		175,624.44	2,097,470.00	2,097,470.00	11,284.79	0.54
TOTAL EXPENDITURES		261,385.22	2,185,470.00	2,185,470.00	11,284.79	0.52
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		732,491.77	736,050.00	736,050.00	51,503.54	7.00
TOTAL EXPENDITURES		261,385.22	2,185,470.00	2,185,470.00	11,284.79	0.52
NET OF REVENUES & EXPENDITURES		471,106.55	(1,449,420.00)	(1,449,420.00)	40,218.75	2.77

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED	
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)		
Fund 250 - WEST DDA FUND						
Revenues						
Dept 000 - NONE						
402.000	CURRENT PROPERTY TAX	442,342.63	454,000.00	454,000.00	0.00	0.00
412.000	DELQ PERSONAL PROPERTY CAPT	43.14	50.00	50.00	0.00	0.00
414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(2,000.00)	(2,000.00)	0.00	0.00
445.000	INTEREST ON TAXES	3.31	200.00	200.00	0.00	0.00
573.000	STATE AID REVENUE-LCSA	2,982.27	2,900.00	2,900.00	0.00	0.00
665.000	INTEREST EARNED	64,066.14	56,000.00	56,000.00	15,725.80	28.08
Total Dept 000 - NONE		509,437.49	511,150.00	511,150.00	15,725.80	3.08
TOTAL REVENUES		509,437.49	511,150.00	511,150.00	15,725.80	3.08
Expenditures						
Dept 336 - FIRE DEPARTMENT						
830.000	PUBLIC SAFETY - FIRE PROTECTION	69,657.35	73,000.00	73,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		69,657.35	73,000.00	73,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,292.50	13,300.00	13,300.00	2,500.00	18.80
801.003	SIDEWALK SNOWPLOWING	5,911.35	9,000.00	9,000.00	2,586.81	28.74
880.000	COMMUNITY PROMOTION	6,500.00	16,500.00	16,500.00	500.00	3.03
883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	0.00
955.000	MISC.	0.00	100.00	100.00	0.00	0.00
957.300	MEMBERSHIP & DUES	400.00	500.00	500.00	0.00	0.00
967.400	STREET/ROAD PROJECTS	200.00	50,000.00	50,000.00	0.00	0.00
967.500	SIDEWALK/PATHWAY PROJECTS	11,125.00	175,000.00	175,000.00	0.00	0.00
974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00	50,000.00	50,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		27,428.85	354,650.00	354,650.00	5,586.81	1.58
TOTAL EXPENDITURES		97,086.20	427,650.00	427,650.00	5,586.81	1.31
Fund 250 - WEST DDA FUND:						
TOTAL REVENUES		509,437.49	511,150.00	511,150.00	15,725.80	3.08
TOTAL EXPENDITURES		97,086.20	427,650.00	427,650.00	5,586.81	1.31
NET OF REVENUES & EXPENDITURES		412,351.29	83,500.00	83,500.00	10,138.99	12.14

ACCOUNT DESCRIPTION	END BALANCE 12/31/2024 RMAL (ABNORMAL)	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	YTD BALANCE 03/31/2025 RMAL (ABNORMAL)	% BDGT USED
Fund 287 - TRIBAL 2% GRANTS FUND					
Revenues					
Dept 000 - NONE					
582.000 CONTRIBUTION FROM TRIBE	375,251.77	0.00	0.00	0.00	0.00
665.000 INTEREST EARNED	4,568.59	3,500.00	3,500.00	2,113.38	60.38
Total Dept 000 - NONE	379,820.36	3,500.00	3,500.00	2,113.38	60.38
TOTAL REVENUES	379,820.36	3,500.00	3,500.00	2,113.38	60.38
Expenditures					
Dept 728 - ECONOMIC DEVELOPMENT					
967.400 STREET/ROAD PROJECTS	125,251.77	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT	125,251.77	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	125,251.77	0.00	0.00	0.00	0.00
Fund 287 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES	379,820.36	3,500.00	3,500.00	2,113.38	60.38
TOTAL EXPENDITURES	125,251.77	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	254,568.59	3,500.00	3,500.00	2,113.38	60.38

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BGD USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Revenues					
Dept 000 - NONE					
626.000 SEWER INSPECTION FEES	2,100.00	1,000.00	1,000.00	2,245.00	224.50
642.000 SERVICE	1,723,317.01	1,829,323.00	1,829,323.00	453,197.77	24.77
644.300 CONNECTION FEE	41,460.72	50,000.00	50,000.00	4,080.00	8.16
655.000 FINES & FORFEITURES	30,277.39	33,000.00	33,000.00	11,041.96	33.46
665.000 INTEREST EARNED	222,133.78	148,000.00	148,000.00	58,291.80	39.39
670.000 DEBT RETIREMENT	1,443,226.16	1,515,785.00	1,515,785.00	379,802.51	25.06
672.000 OTHER REVENUE	59.25	1,000.00	1,000.00	992.34	99.23
Total Dept 000 - NONE	3,462,574.31	3,578,108.00	3,578,108.00	909,651.38	25.42
TOTAL REVENUES	3,462,574.31	3,578,108.00	3,578,108.00	909,651.38	25.42
Expenditures					
Dept 536 - WATER/SEWER SYSTEMS					
702.000 SALARIES & WAGES	288,514.64	321,881.00	321,881.00	75,333.29	23.40
702.200 TEMPORARY LABOR	19,009.88	13,728.00	13,728.00	2,081.50	15.16
702.500 OVERTIME	6,850.11	12,900.00	12,900.00	2,529.19	19.61
702.700 LUMP SUM IN LIEU OF STEP	3,971.23	4,930.00	4,930.00	0.00	0.00
705.000 LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	0.00
710.000 EMPLR FICA CONTR	19,018.75	21,058.00	21,058.00	4,750.43	22.56
711.000 EMPLR MEDICARE CONTR	4,448.29	4,925.00	4,925.00	1,111.17	22.56
711.500 UNEMPLOYMENT	277.53	529.00	529.00	243.65	46.06
716.000 EMPLR RETIREMENT CONTR	27,063.53	31,911.00	31,911.00	7,444.82	23.33
718.500 HEALTH INSURANCE	91,364.18	109,755.00	109,755.00	26,732.24	24.36
718.700 HEALTH INS-EE CONTRIBUTIONS	(8,876.57)	(13,434.00)	(13,434.00)	(3,031.77)	22.57
719.000 DENTAL INSURANCE	4,278.47	5,366.00	5,366.00	1,402.81	26.14
719.800 VISION INSURANCE	363.71	718.00	718.00	159.28	22.18
719.900 VISION INS-EE CONTRIBUTIONS	(181.74)	(359.00)	(359.00)	(79.70)	22.20
724.000 WORKER'S COMP	1,418.73	1,383.00	1,383.00	346.49	25.05
725.000 LIFE AND DISABILITY INSURANCE	1,171.20	1,404.00	1,404.00	358.97	25.57
726.000 COMPENSATED ABSENCES	18,223.64	0.00	0.00	0.00	0.00
752.000 OFFICE SUPPLIES	696.14	1,000.00	1,000.00	334.10	33.41
754.000 OPERATING SUPPLIES	4,695.15	5,500.00	5,500.00	(27.16)	(0.49)
759.000 GAS/FUEL	14,031.44	12,500.00	12,500.00	2,459.31	19.67
767.000 UNIFORMS	1,352.60	1,500.00	1,500.00	889.44	59.30
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	31,316.65	49,600.00	49,600.00	9,852.65	19.86
801.250 WASTE/RUBBISH DISPOSAL	0.00	700.00	700.00	0.00	0.00
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,723.26	9,965.00	9,965.00	0.00	0.00
826.000 LEGAL FEES	0.00	5,000.00	5,000.00	0.00	0.00
850.000 COMMUNICATIONS	3,605.54	3,600.00	3,600.00	1,480.02	41.11
851.000 MAIL/POSTAGE	1,413.33	2,000.00	2,000.00	600.00	30.00
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	409.10	800.00	800.00	158.55	19.82
900.000 PRINTING & PUBLISHING	399.00	1,000.00	1,000.00	253.59	25.36
920.000 ELECTRIC/NATURAL GAS	89,690.33	110,000.00	110,000.00	24,204.38	22.00
930.000 REPAIRS	6,403.48	150,000.00	150,000.00	169.47	0.11
930.200 MAINT-GROUNDS	267.31	1,500.00	1,500.00	145.56	9.70
930.300 MAINT-BUILDINGS	343.66	5,000.00	5,000.00	0.00	0.00
933.000 MAINT-VEHICLES	5,449.95	7,000.00	7,000.00	908.15	12.97
933.050 MAINT-EQUIPMENT	3,590.13	12,000.00	12,000.00	205.42	1.71
933.500 MAINT-LIFT STATIONS	23,925.42	110,000.00	110,000.00	46,747.44	42.50
934.300 OPTO 22 MAINTENANCE	7,922.76	10,000.00	10,000.00	1,872.91	18.73
934.500 MAINT. AGREEMENT ON EQUIPMENT	7,582.02	15,500.00	15,500.00	5,651.19	36.46
955.000 MISC.	0.00	150.00	150.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	317.50	1,000.00	1,000.00	212.50	21.25
957.100 SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	150.00	150.00	0.00	0.00
957.300 MEMBERSHIP & DUES	1,068.00	1,500.00	1,500.00	45.50	3.03
962.000 SAFETY	1,679.32	6,000.00	6,000.00	50.00	0.83
963.000 PROPERTY/LIABILITY INSURANCE	32,268.24	38,000.00	38,000.00	0.00	0.00
969.300 HOOKUP LABOR & MATERIAL	186.44	5,000.00	5,000.00	0.00	0.00
973.000 CAPITAL PROJECTS-SEWER SYSTEM	0.00	1,178,000.00	1,178,000.00	2,231.33	0.19
977.000 NEW EQUIPMENT PURCHASE	622.02	7,000.00	7,000.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	4.24	1,000.00	1,000.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,058.42	5,750.00	5,750.00	1,344.97	23.39
981.000 NEW VEHICLE PURCHASE	0.00	25,000.00	25,000.00	100.67	0.40
Total Dept 536 - WATER/SEWER SYSTEMS	720,937.03	2,306,060.00	2,306,060.00	219,272.36	9.51
Dept 540 - WWTP					
702.000 SALARIES & WAGES	301,861.62	343,912.00	343,912.00	81,243.83	23.62
702.500 OVERTIME	10,276.19	10,000.00	10,000.00	2,655.99	26.56
702.700 LUMP SUM IN LIEU OF STEP	4,112.83	4,000.00	4,000.00	0.00	0.00
710.000 EMPLR FICA CONTR	18,693.09	20,913.00	20,913.00	4,938.07	23.61

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2025 03/31/2025 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
Expenditures					
711.000 EMPLR MEDICARE CONTR	4,371.81	4,891.00	4,891.00	1,154.88	23.61
711.500 UNEMPLOYMENT	232.75	475.00	475.00	261.00	54.95
716.000 EMPLR RETIREMENT CONTR	30,111.41	35,761.00	35,761.00	8,389.99	23.46
718.500 HEALTH INSURANCE	115,823.72	140,065.00	140,065.00	38,287.73	27.34
718.700 HEALTH INS-EE CONTRIBUTIONS	(13,946.34)	(19,706.00)	(19,706.00)	(4,967.16)	25.21
719.000 DENTAL INSURANCE	6,708.24	8,085.00	8,085.00	2,021.66	25.01
719.800 VISION INSURANCE	945.54	1,195.00	1,195.00	339.69	28.43
719.900 VISION INS-EE CONTRIBUTIONS	(472.38)	(598.00)	(598.00)	(169.83)	28.40
724.000 WORKER'S COMP	1,918.58	2,167.00	2,167.00	501.04	23.12
725.000 LIFE AND DISABILITY INSURANCE	1,442.32	1,833.00	1,833.00	455.07	24.83
743.000 CHEMICALS	70,550.38	86,000.00	86,000.00	10,688.21	12.43
744.000 LAB EQUIPMENT & SUPPLIES	27,791.42	32,000.00	32,000.00	7,678.77	24.00
752.000 OFFICE SUPPLIES	332.78	700.00	700.00	187.17	26.74
754.000 OPERATING SUPPLIES	13,148.08	14,000.00	14,000.00	1,568.31	11.20
759.000 GAS/FUEL	2,861.61	4,000.00	4,000.00	1,343.52	33.59
767.000 UNIFORMS	707.92	2,000.00	2,000.00	598.51	29.93
774.100 BIOXIDE	93,194.26	75,000.00	75,000.00	13,394.62	17.86
801.000 PROFESSIONAL & CONTRACTUAL SERVICES	27,470.05	46,500.00	46,500.00	9,436.78	20.29
801.200 CONT. SERV. - BIOSOLIDS LAND APPL.	31,981.92	50,000.00	50,000.00	0.00	0.00
801.250 WASTE/RUBBISH DISPOSAL	12.20	4,000.00	4,000.00	0.00	0.00
801.300 CONT. SERV. - LAB ANALYSIS	9,592.50	8,000.00	8,000.00	383.00	4.79
802.100 SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	0.00	7,000.00	7,000.00	0.00	0.00
850.000 COMMUNICATIONS	2,797.23	3,500.00	3,500.00	752.64	21.50
851.000 MAIL/POSTAGE	387.88	600.00	600.00	196.19	32.70
860.000 TRANSPORTATION/MILEAGE REIMBURSEMENT	235.84	250.00	250.00	0.00	0.00
900.000 PRINTING & PUBLISHING	1,734.50	2,000.00	2,000.00	0.00	0.00
920.000 ELECTRIC/NATURAL GAS	158,759.88	195,000.00	195,000.00	41,988.65	21.53
920.200 WATER & SEWER QUARTERLY BILLING	11,457.60	10,000.00	10,000.00	3,574.71	35.75
923.000 PROPANE	1,160.33	3,500.00	3,500.00	1,976.84	56.48
930.200 MAINT-GROUNDS	6,475.45	3,500.00	3,500.00	145.56	4.16
930.300 MAINT-BUILDINGS	4,009.17	5,000.00	5,000.00	2,468.80	49.38
933.000 MAINT-VEHICLES	1,005.42	3,000.00	3,000.00	32.99	1.10
933.050 MAINT-EQUIPMENT	4,353.44	6,000.00	6,000.00	0.00	0.00
934.300 OPTO 22 MAINTENANCE	4,674.86	10,000.00	10,000.00	1,410.41	14.10
934.500 MAINT. AGREEMENT ON EQUIPMENT	760.80	1,700.00	1,700.00	750.00	44.12
934.981 SAMPLING EQUIPMENT MAINT.	484.69	19,000.00	19,000.00	10,880.29	57.26
934.982 PRELIMINARY TREAT EQUIPM. MAINT.	18,371.59	625,000.00	625,000.00	1,002.20	0.16
934.983 SECONDARY TREAT EQUIP. MAINT.	12,412.68	25,000.00	25,000.00	12,884.00	51.54
934.984 SOLIDS EQUIPMENT MAINT.	35,732.24	40,000.00	40,000.00	4,535.78	11.34
934.985 DISINFECTION EQUIPMENT MAINT.	4,724.42	6,000.00	6,000.00	0.00	0.00
934.986 INSTRUMENTATION EQUIPMENT MAINT.	315.74	3,000.00	3,000.00	1,385.52	46.18
934.987 TERTIARY FILTER MAINT.	11,153.20	10,000.00	10,000.00	5,466.14	54.66
949.000 IPP	0.00	250.00	250.00	0.00	0.00
957.000 PROFESSIONAL DEVELOPMENT	1,501.90	5,000.00	5,000.00	780.00	15.60
957.100 SEMINAR LODGING	0.00	500.00	500.00	0.00	0.00
957.200 SEMINAR MEALS	0.00	100.00	100.00	0.00	0.00
957.300 MEMBERSHIP & DUES	181.00	500.00	500.00	0.00	0.00
958.100 PERMITS & FEES	5,500.00	14,000.00	14,000.00	6,812.24	48.66
962.000 SAFETY	5,122.48	6,000.00	6,000.00	0.00	0.00
963.000 PROPERTY/LIABILITY INSURANCE	23,953.68	22,000.00	22,000.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	3,419.52	50,000.00	50,000.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	350.53	750.00	750.00	0.00	0.00
980.100 NEW COMPUTER HARDWARE & SOFTWARE	8,421.97	9,500.00	9,500.00	0.00	0.00
Total Dept 540 - WWTP	1,089,180.54	1,962,843.00	1,962,843.00	277,433.88	14.13
Dept 906 - DEBT SERVICE					
993.350 BOND INTEREST-RURAL DEVELOPMENT	136,063.80	134,700.00	134,700.00	0.00	0.00
Total Dept 906 - DEBT SERVICE	136,063.80	134,700.00	134,700.00	0.00	0.00
Dept 960 - DEPRECIATION EXPENSE					
968.000 DEPRECIATION EXPENSE	838,384.59	825,000.00	825,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	838,384.59	825,000.00	825,000.00	0.00	0.00
TOTAL EXPENDITURES	2,784,565.96	5,228,603.00	5,228,603.00	496,706.24	9.50
Fund 590 - SEWER FUND:					
TOTAL REVENUES	3,462,574.31	3,578,108.00	3,578,108.00	909,651.38	25.42
TOTAL EXPENDITURES	2,784,565.96	5,228,603.00	5,228,603.00	496,706.24	9.50

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)	
Fund 590 - SEWER FUND					
NET OF REVENUES & EXPENDITURES	678,008.35	(1,650,495.00)	(1,650,495.00)	412,945.14	25.02

User: SHERRIE

PERIOD ENDING 03/31/2025

DB: Union

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BGDG USED	
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	2025 03/31/2025 RMAL (ABNORMAL)		
Fund 591 - WATER FUND						
Revenues						
Dept 000 - NONE						
476.500	REVENUE-REPLACEMENT METERS	0.00	1,000.00	1,000.00	0.00	0.00
528.000	OTHER FEDERAL GRANTS	2,806,756.07	0.00	0.00	271,863.26	100.00
539.000	STATE GRANTS	0.00	5,778,305.00	5,778,305.00	0.00	0.00
583.000	CONTRIBUTION FROM EDA FOR PROJECTS	0.00	500,000.00	500,000.00	0.00	0.00
626.000	WATER INSPECTION FEES	6,400.00	2,500.00	2,500.00	0.00	0.00
643.000	WATER SALES	1,753,078.11	1,671,783.00	1,671,783.00	417,120.57	24.95
643.100	BULK WATER SALES	16,697.75	5,000.00	5,000.00	500.00	10.00
643.200	FINAL READ	3,194.10	3,400.00	3,400.00	1,020.00	30.00
643.300	TURN-OFF	5,672.25	5,000.00	5,000.00	996.25	19.93
644.000	LATERALS	0.00	1,000.00	1,000.00	0.00	0.00
644.200	BENEFIT FEES	18,844.00	25,000.00	25,000.00	5,652.00	22.61
645.000	CONNECTION FEES	14,987.00	15,000.00	15,000.00	6,620.00	44.13
655.000	FINES & FORFEITURES	16,309.71	20,000.00	20,000.00	5,777.76	28.89
665.000	INTEREST EARNED	194,007.53	185,000.00	185,000.00	44,148.24	23.86
671.000	LEASES - TOWER RENTAL	64,770.53	56,000.00	56,000.00	13,385.72	23.90
672.000	OTHER REVENUE	3,187.33	2,000.00	2,000.00	180.00	9.00
Total Dept 000 - NONE		4,903,904.38	8,270,988.00	8,270,988.00	767,263.80	9.28
TOTAL REVENUES		4,903,904.38	8,270,988.00	8,270,988.00	767,263.80	9.28
Expenditures						
Dept 536 - WATER/SEWER SYSTEMS						
702.000	SALARIES & WAGES	520,098.34	541,261.00	541,261.00	131,626.94	24.32
702.200	TEMPORARY LABOR	22,177.51	13,728.00	13,728.00	2,438.25	17.76
702.500	OVERTIME	35,821.56	44,900.00	44,900.00	7,373.11	16.42
702.700	LUMP SUM IN LIEU OF STEP	6,134.03	8,800.00	8,800.00	0.00	0.00
705.000	LEAVE TIME PAYOUT	0.00	5,900.00	5,900.00	0.00	0.00
710.000	EMPLR FICA CONTR	34,846.09	36,149.00	36,149.00	8,394.43	23.22
711.000	EMPLR MEDICARE CONTR	8,148.93	8,454.00	8,454.00	1,963.02	23.22
711.500	UNEMPLOYMENT	379.72	554.00	554.00	412.25	74.41
716.000	EMPLR RETIREMENT CONTR	51,433.20	57,436.00	57,436.00	13,363.63	23.27
718.500	HEALTH INSURANCE	172,491.61	193,794.00	193,794.00	51,437.17	26.54
718.700	HEALTH INS-EE CONTRIBUTIONS	(18,220.24)	(24,928.00)	(24,928.00)	(5,967.22)	23.94
719.000	DENTAL INSURANCE	9,054.94	10,657.00	10,657.00	2,574.26	24.16
719.800	VISION INSURANCE	943.43	1,416.00	1,416.00	346.35	24.46
719.900	VISION INS-EE CONTRIBUTIONS	(470.61)	(708.00)	(708.00)	(173.10)	24.45
724.000	WORKER'S COMP	5,824.74	6,543.00	6,543.00	1,417.13	21.66
725.000	LIFE AND DISABILITY INSURANCE	2,277.83	2,536.00	2,536.00	646.07	25.48
726.000	COMPENSATED ABSENCES	17,998.98	0.00	0.00	0.00	0.00
752.000	OFFICE SUPPLIES	1,327.64	1,600.00	1,600.00	334.11	20.88
753.000	PROCESS CHEMICALS/CHLORINE	68,505.59	80,000.00	80,000.00	31,652.97	39.57
754.000	OPERATING SUPPLIES	13,362.21	15,000.00	15,000.00	1,901.29	12.68
759.000	GAS/FUEL	11,300.59	14,000.00	14,000.00	2,053.76	14.67
767.000	UNIFORMS	1,584.86	2,000.00	2,000.00	1,136.68	56.83
774.100	MXU	0.00	7,000.00	7,000.00	0.00	0.00
801.000	PROFESSIONAL & CONTRACTUAL SERVICES	89,652.92	95,286.00	95,286.00	23,327.02	24.48
801.010	LAB FEES	4,902.83	15,000.00	15,000.00	2,190.01	14.60
801.250	WASTE/RUBBISH DISPOSAL	0.00	1,000.00	1,000.00	0.00	0.00
801.750	WELL HEAD PROTECTION	0.00	500.00	500.00	0.00	0.00
802.100	SOFTWARE SUPPORT/MAINTENANCE AGREEMENTS	2,723.27	9,965.00	9,965.00	0.00	0.00
826.000	LEGAL FEES	0.00	5,000.00	5,000.00	0.00	0.00
850.000	COMMUNICATIONS	2,891.30	4,700.00	4,700.00	682.00	14.51
851.000	MAIL/POSTAGE	1,749.39	3,500.00	3,500.00	616.07	17.60
860.000	TRANSPORTATION/MILEAGE REIMBURSEMENT	474.76	750.00	750.00	158.55	21.14
900.000	PRINTING & PUBLISHING	5,157.61	5,700.00	5,700.00	3,796.93	66.61
920.000	ELECTRIC/NATURAL GAS	149,872.63	180,000.00	180,000.00	42,148.98	23.42
930.000	EQUIPMENT REPAIRS	38,670.19	30,000.00	30,000.00	169.46	0.56
930.200	MAINT-GROUNDS	2,294.43	5,000.00	5,000.00	145.55	2.91
930.300	MAINT-BUILDINGS	2,164.53	5,000.00	5,000.00	372.56	7.45
933.000	MAINT-VEHICLES	7,201.18	6,000.00	6,000.00	1,432.49	23.87
933.050	MAINT-EQUIPMENT	7,005.64	10,000.00	10,000.00	1,219.38	12.19
933.100	MAINT-WATER WELLS	3,219.00	65,000.00	65,000.00	865.39	1.33
933.200	MAINT-TREATMENT PLANTS	13,156.70	15,000.00	15,000.00	5,240.05	34.93
933.300	MAINT-WATER TOWERS	16,432.57	33,000.00	33,000.00	1,890.50	5.73
934.300	OPTO 22 MAINTENANCE	13,999.98	15,000.00	15,000.00	1,872.91	12.49
934.500	MAINT. AGREEMENT ON EQUIPMENT	6,009.86	7,700.00	7,700.00	4,477.07	58.14
940.500	ROYALTIES	5,247.92	5,200.00	5,200.00	1,178.80	22.67
955.000	MISC.	0.00	150.00	150.00	0.00	0.00
957.000	PROFESSIONAL DEVELOPMENT	1,687.50	4,000.00	4,000.00	1,177.50	29.44
957.100	SEMINAR LODGING	0.00	750.00	750.00	0.00	0.00
957.200	SEMINAR MEALS	0.00	450.00	450.00	0.00	0.00
957.300	MEMBERSHIP & DUES	329.00	1,200.00	1,200.00	240.50	20.04
962.000	SAFETY	2,599.19	6,000.00	6,000.00	94.38	1.57

ACCOUNT DESCRIPTION	END BALANCE	2025		YTD BALANCE	% BDGT USED
	12/31/2024 RMAL (ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 RMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Expenditures					
963.000 PROPERTY/LIABILITY INSURANCE	36,069.41	32,000.00	32,000.00	0.00	0.00
969.200 METER REPLACEMENT PROGRAM	29,220.19	20,000.00	20,000.00	5,875.15	29.38
969.300 HOOKUP LABOR & MATERIAL	16,322.17	35,000.00	35,000.00	5,559.84	15.89
972.001 CAPITAL PROJECTS-DWSRF-WELL	0.00	285,875.00	285,875.00	77.21	0.03
972.002 CAPITAL PROJECTS-DWSRF-WATERMAIN	0.00	3,560,852.00	3,560,852.00	289,232.50	8.12
972.003 CAPTIAL PROJECTS-DWSRF-WTR PLANT	0.00	2,456,237.00	2,456,237.00	20,685.00	0.84
972.004 CAPITAL PROJECTS-DWSRF-LEAD SERVICE LINE	0.00	395,342.00	395,342.00	0.00	0.00
977.000 NEW EQUIPMENT PURCHASE	1,830.28	4,000.00	4,000.00	0.00	0.00
980.000 NEW OFFICE EQUIPMENT & FURNITURE	393.61	1,000.00	1,000.00	59.88	5.99
980.100 NEW COMPUTER HARDWARE & SOFTWARE	2,920.12	3,750.00	3,750.00	3,058.95	81.57
981.000 NEW VEHICLE PURCHASE	0.00	25,000.00	25,000.00	100.66	0.40
Total Dept 536 - WATER/SEWER SYSTEMS	1,429,219.13	8,375,999.00	8,375,999.00	670,876.37	8.01
Dept 906 - DEBT SERVICE					
993.002 BOND INTEREST - (2010 WATER)	38,356.31	34,900.00	34,900.00	17,442.50	49.98
993.800 BOND ISSUE COST AMORTIZATION	1,578.75	1,579.00	1,579.00	0.00	0.00
993.900 BOND - PAYING AGENT FEES	825.00	850.00	850.00	0.00	0.00
Total Dept 906 - DEBT SERVICE	40,760.06	37,329.00	37,329.00	17,442.50	46.73
Dept 960 - DEPRECIATION EXPENSE					
968.000 DEPRECIATION EXPENSE	467,920.59	455,000.00	455,000.00	0.00	0.00
Total Dept 960 - DEPRECIATION EXPENSE	467,920.59	455,000.00	455,000.00	0.00	0.00
TOTAL EXPENDITURES	1,937,899.78	8,868,328.00	8,868,328.00	688,318.87	7.76
Fund 591 - WATER FUND:					
TOTAL REVENUES	4,903,904.38	8,270,988.00	8,270,988.00	767,263.80	9.28
TOTAL EXPENDITURES	1,937,899.78	8,868,328.00	8,868,328.00	688,318.87	7.76
NET OF REVENUES & EXPENDITURES	2,966,004.60	(597,340.00)	(597,340.00)	78,944.93	13.22
TOTAL REVENUES - ALL FUNDS	14,162,881.59	16,736,996.00	16,736,996.00	3,446,454.87	20.59
TOTAL EXPENDITURES - ALL FUNDS	8,294,746.13	21,004,685.00	21,309,685.00	1,846,546.23	8.67
NET OF REVENUES & EXPENDITURES	5,868,135.46	(4,267,689.00)	(4,572,689.00)	1,599,908.64	34.99

Policy Governance Executive Limitations Evaluation Form

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

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

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

Comments regarding further policy development:

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

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

Signature and date of Board member _____

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: April 17, 2025

Policy Review: 2.6 Asset Protection
Type of Review: Internal by Manager
Review Interval: Annual
Review Month: April 2025

Policy Wording

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

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

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

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

Manager Interpretation

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

Justification of Reasonability of Interpretation

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

Data

- Township physical assets are currently insured under the Michigan Township Association PAR Plan which is updated annually-see attached 2025 Renewal Certificate of Insurance.
 - Includes Tax Collection Bond in name of Treasurer
 - Includes General Public Officials Bond
- Rolling stock fleet is regularly maintained and/or replaced to ensure employee safety.
- Training to reduce risk of injury in the Public Services Department included:
 - MIOSHA Safety Training held annually
 - Excavation, Trenching, and Shoring Awareness safety training conducted in annually
 - First aid and CPR training conducted once every two years
- Community and Economic Development Department staff participated in various professional training events covering a variety of procedural and technical topics throughout the year to stay up-to-date related to specific areas of expertise
- Ongoing maintenance and repair of the Economic Development Authority's streetlighting system, benches, and other streetscape improvements ensure that the

Township's investments in these public improvements are protected and functional for residents and visitors

- Each month the Township Hall exit, and emergency lights are tested for function and repaired or replaced as needed to maintain full operation.
- Security cameras replace at all water/wastewater facilities replaced in 2024 with camera replacements for township hall are currently in process.
- The Community and Economic Development Department staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances and if needed addresses any deficiencies or issues.
 - The administrative section of the zoning code was amended in 2024 to allow for administrative approval of appropriate site plans to speed up the approval process
- Water and Wastewater infrastructure and equipment is maintained on a regular basis per an Asset Management Plan, which is updated annually.
 - Repairs of water shut off boxes, fire hydrants, and water valves throughout township distribution system are done as needed
 - Installation inspection, pressure testing, and sampling of new water mains and fire hydrants as necessary
 - Completed touchpad, meter, and mxu maintenance throughout the year
 - Monthly maintenance of chlorine injectors and pump tubes is done
 - Serviced and cleaned generators, backhoe, and other township equipment throughout the year
 - Sanitary sewer collection system maintenance and repairs were completed including the rehabilitation and relining of mains, manholes repaired, sanitary sewer line cleaning, pump station alarm tested, and wet well cleaning
 - Yearly generator inspections and service by Wolverine Power – follow up maintenance completed by township staff
 - Approximately \$10.9 million in water utility improvements related to capital maintenance and expansion have either been completed or are being completed with final completion targeted by 12/31 per the grant agreement
- Purchases are made following a procurement process that requires board approval and competitive bidding
- IT security awareness training occurs annually
- Computers and networks continuously monitored per best practice security protocols
 - Multi-factor authorization sign on protocols and use of a password manager application are being installed in 2025
- Auditors are contacted on a regular basis when questions arise related to proper internal controls or the handling of unusual financial transactions
- Cash is invested in appropriate securities to promote safety of principal while also attempting to maximize yield.
- Finance Director maintains list of assets that is verified by auditors
- Filed and posted the Township's financial information timely to meet the State's requirements for continued receipt of CVTRS State Revenue Sharing dollars

- Finance Director attends training regularly through the Michigan Government Finance Officers Association and other sources to seek out advice in best practices and continuous improvements in financial operations
- FY 2023 Audited Financial Statements by external auditors received an opinion that statements fairly reflected the financial condition of the organization in all material respects

Compliance

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

Policy Governance Executive Limitations Evaluation Form

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

Policy being monitored: 2.6 – Asset Protection

Date: April 2024

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

Comments regarding further policy development:

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

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

Signature and date of Board member

U.S. SPECIALTY INSURANCE COMPANY

RENEWAL CERTIFICATE



TOKIO MARINE
HCC

Michigan Township Participating Plan



Master Policy No. HMTP-0110000
Certificate No. M24MTP81294-02
Renewal of M23MTP81294-01

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

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

GRANDVILLE, MI 49418
AGENT NO. 99900

POLICY PERIOD: From: 11/01/2024 To: 11/01/2025
at 12:01 a.m. Standard Time at your mailing address shown above.

PAYMENT PLAN: ANNUAL

BUSINESS DESCRIPTION: GOVERNMENTAL SUBDIVISION

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

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

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

	PREMIUM
Commercial Property Coverage Part	\$ INCLUDED
Equipment Breakdown Coverage Part	\$ INCLUDED
Commercial Inland Marine Coverage Part	\$ INCLUDED
Commercial Crime Coverage Part	\$ INCLUDED
Commercial General Liability Coverage Part	\$ INCLUDED
Employee Benefits Liability Coverage Part	\$ INCLUDED
Law Enforcement Liability Coverage Part	\$ INCLUDED
Public Officials Liability Coverage Part	\$ INCLUDED
Commercial Auto Coverage Part	\$ INCLUDED
Commercial EDP Coverage Part	\$ INCLUDED
TRIA Coverage	\$ EXCLUDED
TOTAL ANNUAL USSIC PREMIUM	\$ 124,543.00

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

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

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

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

FORMS APPLICABLE TO ALL COVERAGE PARTS:

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

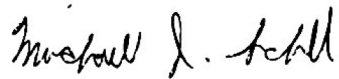
Refer to PKGILH0002 2020 Schedule of Forms and Endorsements

COUNTERSIGNED 11/18/2024 **BY** _____
DATE AUTHORIZED REPRESENTATIVE

02/01/2020

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

By



USSIC PRESIDENT
Michael J. Schell



USSIC SECRETARY
Alexander Ludlow



MTPP CHAIRMAN
William Walters



MTPP SECRETARY
Linda Preston

SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPPPolicy No. **M24MTP81294-02**Effective Date: **11/01/2024**
12:01 A.M., Standard TimeNamed Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (*)
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage**FORMS APPLICABLE TO ONE OR MORE COVERAGE PARTS**

PKGILH0016	2020	Common Policy – Declarations
* PKGILH0017	2020	Renewal Certificate
* PKGIL0011	2020	Signature Page
* PKGILH0002	2020	Schedule of Forms and Endorsements
* PKGILH0007	2011	Common Policy Conditions
* PKGIL0008	2006	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
* PKGIL0009	2006	Calculation of Premium
CG2171	01-15	Exclusion of Other Acts of Terrorism Committed Outside the United States; Cap on Losses from Certified Acts of Terrorism
* CG2175	01-15	Exclusion of Certified Acts of Terrorism and Exclusion of Other Acts of Terrorism Committed Outside the United States
IL0952	01-15	Cap on Losses from Certified Acts of Terrorism
* IL0953	01-15	Exclusion of Certified Acts of Terrorism
IL0985	12-20	Disclosure Pursuant to Terrorism Risk Insurance Act
* IL0286	07-02	Michigan Changes – Cancellation and Nonrenewal
* PKGIL0012	2006	Knowledge/Notice of Occurrence and Unintentional Errors or Omissions
* GENH0100	2011	Section 2236
* GENH0050	2011	Binding Arbitration
* PKGILH0028	06-17	Two or More Coverage Forms Endorsement
* PKGILH0029	2020	Cyber Loss Absolute Exclusion
* PKGILH0030	2020	Communicable Disease Exclusion
* PKGILH0031	V1.2022	Total Exclusion Perfluorinated Compounds
PKGILH0004	2011	Amended Cancellation Clause
PKGIL0005	2014	Three Year Rate Guarantee
GENH0200	2011	Payment Plan Endorsement

FORMS AND ENDORSEMENTS ATTACHED TO THE COMMERCIAL PROPERTY COVERAGE PART

* PKGPR0013	2006	Building and Personal Property Coverage Part Supplemental Declarations
* PKGPRH0004	2024	Building and Personal Property Coverage Form Public Entity
* PKGPR0017	2006	Deductible Amendatory Endorsement
* PKGPR0018	2006	Fungus, Wet Rot, Dry Rot and Bacteria Endorsement
* PKGPRH0019	2015	Tree Removal Coverage - Cemetery
* PKGPRH0020	2015	Foundation Coverage Amendatory Endorsement
* BMR001	07-11	Equipment Breakdown Coverage
* BMR638	10-09	Equipment Breakdown Covered Equipment Exclusion
BMR639	10-09	Equipment Breakdown Covered Property Exclusion
* BMR641	10-09	Equipment Breakdown Power Generating Equipment Contract Exclusion
* BMR642	10-09	Equipment Breakdown Power Generating Equipment Time Element Exclusion
* BMR803	10-09	Equipment Breakdown Endorsement
PKGPR0012	2006	Functional Building Valuation
PKGPR0016	07-24	Windstorm or Hail Percent Deductible - Building
PKGPR0022	07-24	Windstorm or Hail Percent Deductible – Total Insured Value
* PKGPR0002	2006	Earthquake Coverage Form
* PKGPR0003	2006	Flood Coverage Form
PKGPRH0014	2011	Coverage Extensions – Increased Limits (Public Entity)
PKGPRH0015	2011	Coverage Extensions – Amended (Public Entity)
PKGPR0001	2006	Schedule of Mortgage Holder (s)
CP1218	06-95	Loss Payable Provisions
BMR636	10-09	Equipment Breakdown – Actual Cash Value

SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPP

Policy No. **M24MTP81294-02**

Effective Date: **11/01/2024**
12:01 A.M., Standard Time

Named Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (*)
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage

FORMS AND ENDORSEMENTS ATTACHED TO THE INLAND MARINE COVERAGE PART

- * **PKGIMH0009** 2011 Inland Marine Declarations
- * **PKGIMH0001** 2011 Inland Marine Coverage Form
- * **PKGIM0015** 2006 Inland Marine Conditions
- * **PKGIM0018** 2006 Deductible Amendatory Endorsement
- * **PKGIM0021** 2006 Dock Limitation Endorsement – Inland Marine

- * PKGIM0017 2006 Contractors Equipment Rented From Others Less than 90 Days
- PKGIM0020 2006 Inland Marine Loss Payee Endorsement
- * PKGIM0016 08-14 Replacement Cost Valuation
- PKGIMH0026 05-15 Agreed Value Endorsement

FORMS AND ENDORSEMENTS ATTACHED TO THE CRIME COVERAGE PART

- * **PKGCR0002** 2006 Crime Coverage Part Supplemental Declarations
- * **PKGCR0003** 2006 Crime General Provisions
- * **PKGCR0008** 2006 Volunteer Workers, Other Than Fund Solicitors, as Employees

- * PKGCR0004 2006 Theft, Disappearance and Destruction Coverage Form – Coverage Form C
- PKGCRH0007 2011 Public Employee Dishonesty Coverage Form - Coverage Form P – per Employee
- * PKGCRH0006 2011 Public Employee Dishonesty Coverage Form - Coverage Form O – per Loss
- * PKGCR0009 2006 Add Faithful Performance of Duty
- * PKGCR0001 2006 Forgery & Alteration Coverage Form – Coverage Form B
- PKGCR0013 2006 Employee Dishonesty Coverage Form – Crime Form A - Schedule
- * CR0007 10-90 Computer Fraud Coverage Form
- CRH0050 2011 Additional Insured – Designated Person or Organization

SCHEDULE OF FORMS AND ENDORSEMENTS USSIC / MTPP

Policy No. **M24MTP81294-02**

Effective Date: **11/01/2024**
12:01 A.M., Standard Time

Named Insured: **UNION CHARTER TOWNSHIP**

Agent No. 99900

Coverage is provided by those forms marked with an asterisk (*)
Form numbers shown in **bold** typeface indicate mandatory policy inclusion as respects line of coverage

FORMS AND ENDORSEMENTS ATTACHED TO THE COMMERCIAL GENERAL LIABILITY COVERAGE PART

* PKGLI0002	2006	Public Entity Supplemental Declarations
* PKGLIH0001	2011	General Liability Coverage Form
* PKGLI0017	2006	Dam Exclusion
* PKGLI0020	2006	Fireworks Exclusion
* PKGLI0062	2006	Pollution Exclusion Exception – Partial Sewage Sublimit Endorsement
* PKGLI0060	2006	Amendment of Insuring Agreement – Known Injury or Damage
* CG2167	04-02	Exclusion – Fungi or Bacteria
PKGLIH0003	2011	Cemetery Professional Liability
PKGLI0035	2006	Deductible Liability Insurance
PKGLI0007	2006	Pesticide or Herbicide Applicator Coverage
PKGLI0008	2006	Self Insured Retention Endorsement Loss Adjustment Expense Included in Retention - Unlimited Reporting
PKGLI0021	2006	Exclusion – Coverage C. Medical Payments
PKGLI0031	2006	Prior Acts Coverage
* PKGLI0039	2006	Additional Insured – By Contract, Agreement or Permit
PKGLI0043	2006	Additional Insured – Managers or Lessors of Premises
PKGLI0044	2006	Additional Insured – Owners or Others Interests From Whom Land Has Been Leased
PKGLI0045	2006	Additional Insured – Designated Person or Organization
* PKGLI0046	2006	Additional Insured – Lessor of Leased Equipment
PKGLI0013	2006	Aircraft Endorsement – General Liability
* PKGLI0032	2006	Additional Coverage – Water Districts
* PKGLI0063	2006	General Liability Deductible – Included Loss Adjustment Expense
PKGLI0065	2006	Waiver of Transfer of Rights of Recovery
PKGLI0005	2006	Designated Operations Exclusion
PKGLI0064	2006	Contractual Liability - Railroads
GLH000106	04-13	Exclusion - Total Liquor Liability
PKGLIH0066	11-17	Marina Operators Legal Liability Endorsement
PKGLIH0067	2020	Fireworks Coverage Sublimit in Excess of Independently Contracted Pyro Technician

FORMS AND ENDORSEMENTS ATTACHED TO THE EMPLOYEE BENEFIT COVERAGE PART

* PKGLI0026	2006	Employee Benefits Liability – Declarations
* PKGLIH0025	2011	Employee Benefits Liability Coverage Form
* PKGLI0030	2006	Employee Benefits Liability – War or Terrorism Exclusion
PKGLIH0200	2011	Employee Benefits Liability - Prior Acts or Omissions Form

FORMS AND ENDORSEMENTS ATTACHED TO THE LIQUOR LIABILITY COVERAGE PART

LIQ DS	04-13	Liquor Liability Coverage Forms Supplemental Declarations
LIQ000100	04-13	Liquor Liability Coverage Form
LIQ000101	04-13	SIR – Claims Expense Included in Retention – Limited Reporting
LIQ000103	04-13	Deductible Liability Endorsement – Claims Expense Included in Deductible
LIQ000104	04-13	Deductible Liability Endorsement – Claims Expense Not Included

MICHIGAN TOWNSHIP PARTICIPATING PLAN

Bond No. U24STT150016-00

KNOW ALL MEN BY THESE PRESENTS, that LORI ROGERS here in after called the Principal, and the Michigan Township Participating Plan of the State of Michigan, as Surety and having its principal office in the city of Auburn Hills, Michigan, are held and firmly bound unto,


UNION CHARTER TOWNSHIP State of Michigan, hereinafter called the Obligee, in the sum of FOUR MILLION EIGHT HUNDRED SIXTY-SEVEN THOUSAND ONE HUNDRED TWO DOLLARS 80/100 (\$4,867,102.80).

for the payment whereof to the Obligee the Principal binds himself, his heirs, executors, administrators, and assigns, and the Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Whereas, the above-named Principal has been duly (appointed/elected) to the office of TREASURER OF WINTER TAX COLLECTION for the term of office beginning on 12/01/2024 and ending on 02/28/2025

NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that if the Principal shall during the said term faithfully perform such duties as may be imposed on him by law and shall honestly account for all money that may come into his own hands in his official capacity, then this obligation shall be void; otherwise it shall remain in force; provided, however, that the Surety shall not be liable hereunder for any loss of public money deposited by or in behalf of the Principal with any bank when such loss is occasioned by the failure of such bank to faithfully account for and pay over such money on legal demand; any law, decision, or statute to the contrary notwithstanding.

SIGNED, SEALED and DATED on this 16th day of December, 2024

By: 

Attorney-in-fact
Christopher Skarinka
Michigan Township Participating Plan

Public Officials Bond Invoice

10/12/2024

Bond Number: U24POB150319-01

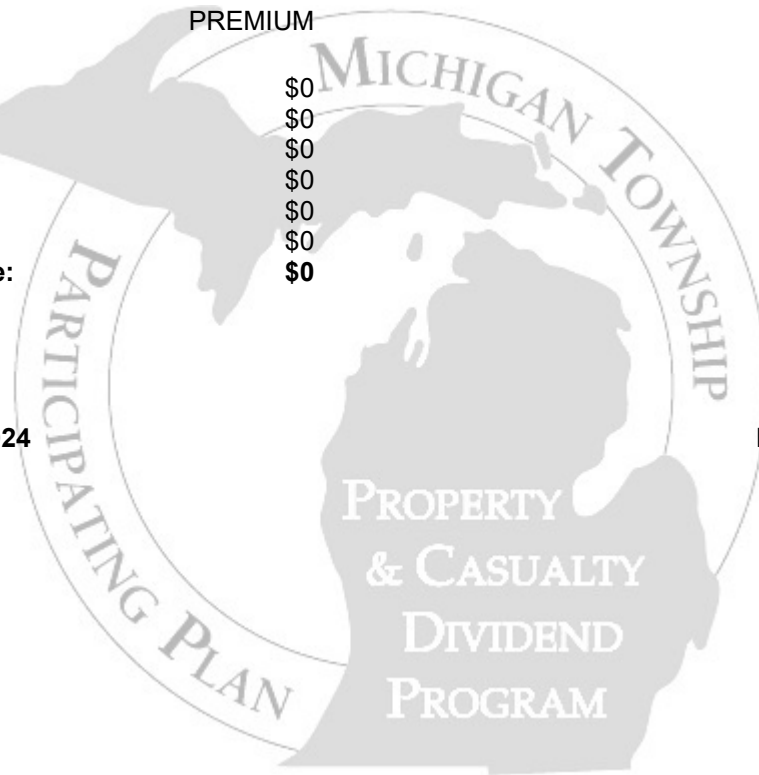
UNION CHARTER TOWNSHIP

Agency Name: BERENDS HENDRICKS STUIT INSURANCE AGENCY, INC.

TITLE	PREMIUM
TREASURER	\$0
DEPUTY TREASURER	\$0
CLERK	\$0
DEPUTY CLERK	\$0
CONSTABLE	\$0
SUPERVISOR	\$0
Total Due:	\$0

Effective Date: 11/20/2024

Expiration Date: 11/20/2028



U.S. Specialty Insurance Company PUBLIC OFFICIALS BOND PLAN

PUBLIC OFFICIAL POSITION BOND NUMBER: U24POB150319-01

SCHEDULE FOR ENTITY UNION CHARTER TOWNSHIP- ISABELLA:

Position	Number In Position	Amount Per Person	Total Aggregate Per Person
TREASURER	1	\$25,000	\$25,000
DEPUTY TREASURER	1	\$15,000	\$15,000
CLERK	1	\$10,000	\$10,000
DEPUTY CLERK	1	\$10,000	\$10,000
CONSTABLE	1	\$10,000	\$10,000
SUPERVISOR	1	\$5,000	\$5,000

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Surety, is held and firmly bound unto UNION CHARTER TOWNSHIP as Obligee, in the penal sum equal to the aggregate of the amounts set opposite the positions listed in the attached Schedule, as Principals, or added thereto by acceptance as hereinafter set forth, for the payment of which the Surety binds itself, its successors and assigns, firmly by these presents.

Whereas, the persons in the positions listed in the Schedule have been elected or appointed by the Obligee and have been required to file bond conditioned as follows.


The condition of this obligation is such that if each person in the positions listed in the Schedule or added thereto shall save and keep harmless and indemnify the Obligee from all actions, suits, costs, damages, loss and expense by reason of malfeasance or nonfeasance in the faithful performance of their public duties, then this obligation to be void, otherwise to remain in full force and effect, subject to the following conditions.

1. The liability of the Surety for each position in the Schedule, or added thereto, will not exceed the amount set opposite the position as applicable to each person in that position.
2. If the Obligee requests the Surety to add to the Schedule any position not already shown therein, or adjust the number of persons shown in that position, or any other change, and the Surety agrees to do so, the Surety will add the position or effect the change in the Schedule by written acceptance setting forth the applicable penal amount or other relevant change and effective date of suretyship.
3. Either the Obligee or Surety may cancel this bond as an entirety or as to any person or position in the Schedule by written notice served upon or sent by certified mail to the other, specifying the cancellation effective date, but not less than 30 days after the receipt of such notice.

This bond shall apply to all acts of the principals in the performance of their public duties for the term of office beginning on 11/20/2024 and ending on 11/20/2028.

SIGNED, SEALED AND DATED 10/12/2024

Surety: U.S. Specialty Insurance Company
13403 Northwest Freeway
Houston, TX 77040

By: 
Attorney-in-Fact, Christopher Skarinka
1700 Opdyke Court
Auburn Hills, MI 48326

POWER OF ATTORNEY

**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

Christopher Skarinka, Megann Pfeffer or Cindy Woityra

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed** Seventy-five thousand Dollars (\$ 75,000)

This Power of Attorney shall expire without further action on January 31st, 2028. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.


Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1st day of February 2024.



AMERICAN CONTRACTORS INDEMNITY COMPANY, TEXAS BONDING COMPANY, UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

By: _____


Daniel P. Aguilar, Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

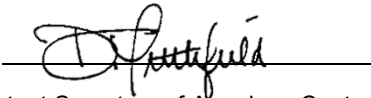
State of California
County of Los Angeles

On this 1st day of February 2024, before me, D. Littlefield, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____



(seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 20th day of November, 2024.





Bond No. U24POB150319-01
Entity Name: UNION CHARTER TOWNSHIP

Kio Lo, Assistant Secretary

REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: April 17, 2025
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 04/23/2025
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 3.4 – Agenda Planning	

Current Action Emergency

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

Finance Approval N/A

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with amendments in the subsequent years, most recently 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 3.4 (Agenda Planning), are to be reviewed and monitored for compliance on an annual basis. Attached to this memo is an evaluation form that can be used for the review/discussion of Policy No. 3.4.

Board Policy 3.4 – Agenda Planning

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

- 3.4.1 The cycle will conclude each year on the last day of May so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.
- 3.4.2 The cycle will start in June with the board’s development of its agenda for the next year.
 - 3.4.2.1 Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the third quarter, to be held during the balance of the year.
 - 3.4.2.2 Governance education and education related to Ends determination, (e.g., presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the third quarter, to be held during the balance of the year.
- 3.4.3 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

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

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

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

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

PROJECT IMPROVEMENTS

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

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

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

