

Charter Township of Union

BOARD OF TRUSTEES

Regular Meeting

January 13, 2016

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
5. REPORTS/BOARD COMMENTS
6. APPROVAL OF AGENDA
7. CONSENT AGENDA
 - A. Communications
 - B. Minutes – December 14, 2015– Regular Meeting
 - C. Minutes – December 21, 2015-Special Meeting
 - D. Bills
 - E. Payroll
 - F. Fire Reports
8. BOARD AGENDA
 - A. 2016 Application for Tax Exemption (Poverty-MCL 211.7u)
 - B. Credit Card Bill Payment
 - C. Burn Ordinance 2015-05 (tabled from December 2015)
 - D. Interim Manager position discussion
 - E. Broomfield Rd. discussion
9. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
10. FINAL BOARD MEMBER COMMENT
11. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on December 14, 2015 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Others Present

Brian Smith, Jennifer Loveberry, Sherrie Teall

Public Comment

None

Reports/Board Comments

Mikus – Sustainability Committee did not meet this month. Asked Supervisor Alwood to follow up with the on road safety issues at the Road Commission meeting (12/15/15).

Approval of Agenda

Hauck moved **Lannen** supported to approve the agenda as presented. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

Consent Agenda

- A. Communications
- B. Minutes – December 1, 2015 Regular Meeting
- C. Bills
- D. Payroll
- E. Fire Reports
- F. Budget Adjustments
- G. 2.4 Financial Planning / Budgeting
- H. 2.5.10 Cash Flow Ratio

Hauck moved **Mielke** supported to approve the consent agenda as presented. B. Smith noted that check number 17987 had been voided and will be reissued. **Vote: Ayes: 7 Nays: 0.**
Motion carried.

BOARD AGENDA

A. CBA-Construction board of appeals

Lannen motioned **Mielke** supported to re appoint Andy Theisen Jr. for a two-year term effective Jan. 1, 2016 to Dec. 31, 2017. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Lannen motioned **Henry** supported to re appoint Colin Herren for a two-year term effective Jan. 1, 2016 to Dec. 31, 2017. **Vote: Ayes: 7 Nays 0. Motion carried.**

Lannen motioned **Rice** supported to re appoint Richard Klumpp for a two-year term effective Jan. 1, 2016 to Dec. 31, 2017. **Vote: Ayes: 7 Nays: 0. Motion carried.**

B. Water Locator/Water Leak Detection System

Lannen motioned **Mielke** supported to approve the purchase of the A200 Aquaphon in the amount of \$7,469.00. **Vote: Ayes: 7 Nays: 0. Motion carried.**

C. Ordinance 2015-04 931 S. Isabella I-1 to R-1 (adoption)

Hauck motioned **Mikus** supported to adopt Ordinance 2015-04, 931 Isabella from I-1 to R-1. **Vote: Roll Call Ayes: Alwood, Henry, Rice, Hauck, Lannen, Mielke, and Mikus. Motion carried.**

D. Burn Ordinance 2015-05 (first reading)

Rice motioned **Mikus** supported to table Burn Ordinance 2015-05 to the January 13, 2016 meeting. **Vote: Ayes: 7 Nays: 0. Motion carried.**

E. Appointment to CRDL Board

Lannen motioned **Henry** supported the appointment of Ruth Helwig to the Chippewa River District Library (CRDL) Board. **Vote: Ayes: 7 Nays: 0. Motion carried.**

F. 2016 Budget and Set Millage Rate

Hauck motioned **Rice** supported to adopt the 2016 Budget and set the 2016 millage Rate: General Operating 1.0000 mills and Fire Millage 2.0000 mills. as presented. **Roll Call Ayes: Alwood, Henry, Rice, Hauck, Lannen, Mielke, and Mikus. Motion carried.**

G. 2016 Meeting Calendar of Township Boards

Lannen motioned **Mielke** supported to approve the 2016 Meeting Calendar of the Township Boards with corrections to Board of Trustees scheduled meetings: changing November 23 no meeting to November 21, 2016 meeting. **Vote: Ayes: 7 Nays: 0. Motion carried.**

H. 3.0 Global Governance Commitment

Discussion was held by the board.

EXTENDED PUBLIC COMMENT

Open at 8:05p.m.

Ben Gunning, 2270 & 2280 E. Broomfield – voiced issues and concerns with township operations and boards.

FINAL BOARD MEMBER COMMENTS

Mielke – commented on safety issues on Crawford Rd, he said that he saw surveyors out and believes they were contracted by Central Michigan University.

Lannen motioned **Mikus** supported to have a full disclosure / case study of the steps taken regarding the Bounce House permit on Broomfield Rd. to fully understand the facts and see supporting documents of this project, adding to January 13, 2016 Agenda for discussion. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Mikus motioned **Henry** supported to hire an interim manager with a monthly salary range to be determined. **Vote: Ayes: 7 Nays: 0. Motion carried.**

Hauck motioned **Mielke** supported to officially form a search committee – Lannen, Alwood, & Henry, for hiring an interim manager. **Vote: Ayes: 7 Nays: 0. Motion carried.**

ADJOURNMENT

Hauck motioned **Mielke** supported to adjourn the meeting at 8.56 p.m. **Ayes: all. Motion carried.**

APPROVED BY:

Margie Henry, Clerk

Russ Alwood, Supervisor

(Recorded by Jennifer Loveberry)

CHARTER TOWNSHIP OF UNION

Board of Trustees

Special Meeting

A special meeting of the Charter Township of Union Board of Trustees was held on December 21, 2015 at 7:00 p.m. at Union Township Hall.

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

Roll Call

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

Others Present

Brian Smith, Jennifer Loveberry

Public Comment

None

Reports/Board Comments

Approval of Agenda

Hauck moved **Rice** supported to approve the agenda with the addition of B. Election Commission/ alternates. **Vote: Ayes: 7 Nays: 0. Motion carried.**

BOARD AGENDA

A. Exit Interview – Brian Smith

The Board of Trustees conducted an exit interview with Brian Smith.

7:15 p.m. – Supervisor Alwood excused himself and Clerk Henry sat in to lead the meeting.

B. Election Commission

Lannen motioned **Hauck** supported to appoint Rice and Alwood as alternates for the March 8, 2016 presidential election. **Vote: Ayes: 6 Nays: 0. Motion carried.**

EXTENDED PUBLIC COMMENT

None

FINAL BOARD MEMBER COMMENTS.

Lannen – Thought that the interview went well.

ADJOURNMENT

Rice motioned **Mielke** supported to adjourn the meeting at 7:33 p.m. **Ayes: all. Motion carried.**

APPROVED BY:

Margie Henry, Clerk

Russ Alwood, Supervisor

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
12/29/2015	101	27(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	16,316.34
12/29/2015	101	28(E)	00146	VOID	0.00
01/08/2016	101	29(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	16,530.54
01/08/2016	101	30(E)	00146	VOID	0.00
12/16/2015	101	18001	00532	PLUMMER'S ENVIRONMENTAL SERV.	6,739.20
12/17/2015	101	18002	01254	LARRY M SOMMER	192.31
12/17/2015	101	18003	MISC	MARION JOSEPH	114.03
12/31/2015	101	18004	00791	JANE CHAFFEE	105.00
12/31/2015	101	18005	01254	LARRY M SOMMER	192.25
01/05/2016	101	18006	01105	MASTERCARD	7,071.60
01/08/2016	101	18007	01358	21ST CENTURY MEDIA-MICHIGAN	300.41
01/08/2016	101	18008	00021	ALWOOD LANDSCAPING NURSERY, INC	1,295.39
01/08/2016	101	18009	00043	ARROW UNIFORM	648.63
01/08/2016	101	18010	00069	BISBEE INFRARED SERVICES	475.00
01/08/2016	101	18011	00072	BLOCK ELECTRIC	1,635.02
01/08/2016	101	18012	01240	BRAUN KENDRICK FINKBEINER PLC	559.00
01/08/2016	101	18013	00095	C & C ENTERPRISES, INC.	503.87
01/08/2016	101	18014	01384	CENTRAL MICHIGAN UNIVERSITY	7,500.00
01/08/2016	101	18015	00722	CHARTER TOWNSHIP OF UNION	5,756.38
01/08/2016	101	18016	00128	CITY OF MT. PLEASANT	2,296.59
01/08/2016	101	18017	00129	CMS INTERNET, LLC	3,708.87
01/08/2016	101	18018	00155	COYNE OIL CORPORATION	1,802.71
01/08/2016	101	18019	01242	CULLIGAN WATER	21.50
01/08/2016	101	18020	01171	DBI BUSINESS INTERIORS	219.46
01/08/2016	101	18021	00193	DUBOIS-COOPER ASSOC.	243.05
01/08/2016	101	18022	00098	ELECTION SOURCE	1,751.83
01/08/2016	101	18023	00209	ETNA SUPPLY COMPANY	5,517.85
01/08/2016	101	18024	01353	EVOQUA WATER TECHNOLOGIES LLC	9,376.38
01/08/2016	101	18025	00231	FOUR SEASON'S EXTERMINATING	40.00
01/08/2016	101	18026	01221	ANDREW FUSSMAN	9.20
01/08/2016	101	18027	00249	GILL-ROY'S HARDWARE	70.11
01/08/2016	101	18028	00257	GOURDIE-FRASER, INC.	3,141.00
01/08/2016	101	18029	00261	GRAINGER	397.68
01/08/2016	101	18030	00266	HACH COMPANY	138.79
01/08/2016	101	18031	00324	ISABELLA CORPORATION	12,000.00
01/08/2016	101	18032	00328	ISABELLA COUNTY DRAIN COMMISSION	11,439.59
01/08/2016	101	18033	00020	JAMES ALWOOD	339.92
01/08/2016	101	18034	01271	JASON MCPHERSON	100.00
01/08/2016	101	18035	00639	JASON TAYLOR	100.00
01/08/2016	101	18036	00351	JONES & HENRY LABORATORIES, INC.	245.00
01/08/2016	101	18037	00360	KIMBALL MIDWEST	498.52
01/08/2016	101	18038	01459	KRISTIE L. DICKINSON, CSP, RPR	428.88
01/08/2016	101	18039	01067	MMTA	100.00
01/08/2016	101	18040	00462	MT. PLEASANT FENCE, SASH & DOOR	131.40
01/08/2016	101	18041	00463	MT. PLEASANT HEATING & AIR COND	85.00
01/08/2016	101	18042	00466	MT. PLEASANT RENTAL CENTER	148.55
01/08/2016	101	18043	00494	NORTH CENTRAL LABORATORIES	1,470.99
01/08/2016	101	18044	00176	PATRICIA DEPRIEST	430.16
01/08/2016	101	18045	00131	PERCEPTIVE CONTROLS, INC	3,798.00
01/08/2016	101	18046	00525	PICKARD STREET CAR WASH	89.00
01/08/2016	101	18047	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	503.01
01/08/2016	101	18048	01104	PITT OHIO LTL	61.76
01/08/2016	101	18049	00532	PLUMMER'S ENVIRONMENTAL SERV.	23,369.20
01/08/2016	101	18050	00788	POLLARDWATER.COM	2,414.70
01/08/2016	101	18051	00540	PRO COMM INC	96.64
01/08/2016	101	18052	00569	ROWE PROFESSIONAL SERVICES COMPANY	2,446.00
01/08/2016	101	18053	00574	SAGINAW VALLEY CHAPTER ICC	203.00
01/08/2016	101	18054	01329	ANGELA SCHOFIELD	452.65
01/08/2016	101	18055	00597	SHERWIN WILLIAMS	26.35
01/08/2016	101	18056	01320	SPONSELLER PLUMBING	212.00
01/08/2016	101	18057	00613	STATE INDUSTRIAL PRODUCTS	806.00
01/08/2016	101	18058	01238	STATE OF MICHIGAN - DEQ	5,500.00
01/08/2016	101	18059	00637	SWEENEY SEED CO.	32.50
01/08/2016	101	18060	01207	TEAM FINANCIAL GROUP, INC	1,097.87
01/08/2016	101	18061	01446	THRUN LAW FIRM P.C.	1,503.35
01/08/2016	101	18062	00943	TILMANN HARDWARE, INC	719.97
01/08/2016	101	18063	00668	UNITED PARCEL SERVICE	33.04
01/08/2016	101	18064	01013	USA BLUE BOOK	1,111.95
01/08/2016	101	18065	01314	VERIZON WIRELESS	649.62
01/08/2016	101	18066	01257	JOSH WALDRON	11.50
01/08/2016	101	18067	00723	WINN TELECOM	196.18

101 TOTALS:

Total of 71 Checks:	167,522.29
Less 2 Void Checks:	0.00
Total of 69 Disbursements:	167,522.29

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
12/29/2015	101	27(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	STREET LIGHTS 2010 S LINCOLN #GUL 5142 BUD ST 5144 BUD ST 3248 S. CONCOURSE 5369 S CRAWFORD RD. 3998 E. DEERFIELD RD. 2270 NORTHWAY DR. 2055 ENTERPRISE DR. 3525 E. REMUS RD 5537 E. BROADWAY 1933 S. ISABELLA 1660 BELMONT 900 MULBERRY LANE 5240 E. BROOMFIELD 5076 S. MISSION 4795 S. MISSION 4797 S. MISSION 5228 S. ISABELLA 4822 ENCORE BLVD. 4244 E. BLUEGRASS	1,699.10 50.71 204.95 22.62 104.23 43.02 59.37 25.55 202.78 52.98 210.00 514.95 83.61 51.14 779.32 902.90 2,470.73 312.87 8,327.94 137.37 60.20
						16,316.34
12/29/2015	101	28(E)	00146	VOID	Void Reason: Created From Check Run Process	V
01/08/2016	101	29(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD 1776 E PICKARD 2180 S LINCOLN RD 4520 E. RIVER RD. 2279 S MERIDIAN RD. PUMP HOUSE 2279 S. MERIDIAN RD. 1605 SCULLY 1633 S. LINCOLN 5319 E. AIRPORT RD. 1046 S. MISSION 2188 E. PICKARD 1876 PACKARD 2495 E. DEERFIELD 2424 W. MAY ST. 4511 E. RIVER RD. 800 CRAIG HILL RD. STREET LIGHTS 2010 S LINCOLN RD #GUL	715.28 52.33 24.14 376.56 143.10 975.58 67.85 254.83 33.86 114.77 92.90 79.89 237.79 185.89 11,572.42 47.09 1,512.35 43.91
						16,530.54
01/08/2016	101	30(E)	00146	VOID	Void Reason: Created From Check Run Process	V
12/16/2015	101	18001	00532	PLUMMER'S ENVIRONMENTAL SERV.	SEWER CLEANING AND VIDEO INSPECTION	6,739.20
12/17/2015	101	18002	01254	LARRY M SOMMER	FLEX DEPENDENT CARE REIMBURSEMENT	192.31
12/17/2015	101	18003	MISC	MARION JOSEPH	UB refund for account: 03153	114.03
12/31/2015	101	18004	00791	JANE CHAFFEE	FLEX MEDICAL REIMBURSEMENT	105.00
12/31/2015	101	18005	01254	LARRY M SOMMER	FLEX DEPENDENT CARE REIMBURSEMENT-12-31	192.25
01/05/2016	101	18006	01105	MASTERCARD	MASTERCARD SMITH K	122.94

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MASTERCARD ROCKAFELLOW	36.48
					MASTERCARD DEARING	839.08
					MASTERCARD BEBOW	197.92
					MASTERCARD CRAWFORD	142.78
					MASTERCARD DEPRIEST	89.58
					MASTERCARD SMITH B	372.48
					MASTERCARD MCPHERSON	140.73
					MASTERCARD WALDRON	37.49
					MASTERCARD ALWOOD	384.41
					MASTERCARD MCBRIDE	4,707.71
						<u>7,071.60</u>
01/08/2016	101	18007	01358	21ST CENTURY MEDIA-MICHIGAN	ZONING NOTICE PUBLICATIONS	300.41
01/08/2016	101	18008	00021	ALWOOD LANDSCAPING NURSERY, INC	TOWNSHIP LANDSCAPING	1,295.39
01/08/2016	101	18009	00043	ARROW UNIFORM	UNIFORMS	44.50
					UNIFORMS	72.59
					UNIFORMS	64.25
					UNIFORMS	45.57
					UNIFORMS	72.59
					UNIFORMS	276.54
					UNIFORMS	72.59
						<u>648.63</u>
01/08/2016	101	18010	00069	BISBEE INFRARED SERVICES	WWTP INSPECTION	475.00
01/08/2016	101	18011	00072	BLOCK ELECTRIC	CHANGED TOWNSHIP ROAD SIGN TO LED, TOWN	280.73
					TOWNSHIP FLAG LIGHT WIRE	157.20
					MERIDIAN RD. WELL	641.58
					WELL 1 \$ 10 CONTROLER CABLE	287.64
					DEERFIELD TOWER	197.87
					TOWNSHIP - HOOK UP ELECTRIC FOR FRONT D	70.00
						<u>1,635.02</u>
01/08/2016	101	18012	01240	BRAUN KENDRICK FINKBEINER PLC	SERVICES RENDERED THROUGH NOV 30, 2015	559.00
01/08/2016	101	18013	00095	C & C ENTERPRISES, INC.	GLOVES/JOHN	140.00
					UNIFORMS - LANNEN	98.92
					TOWNSHIP SUPPLIES	63.00
					GLOVES	140.00
					SUPPLIES	61.95
						<u>503.87</u>
01/08/2016	101	18014	01384	CENTRAL MICHIGAN UNIVERSITY	HALF OF TOTAL CONTRACT AMOUNT	7,500.00
01/08/2016	101	18015	00722	CHARTER TOWNSHIP OF UNION	4511 W, RIVER	4,935.60
					1776 E. PICKARD POLE BLDG.	24.07
					1776 E. PICKARK RESTROOMS	91.99
					1776 E. PICKARD PONY LEAGUE FIELD	20.00
					1776 E. PICKARD SULLIVAN FIELD	20.00
					1776 E. PICKARD CONCESSION	91.99
					1776 E. PICKARD BACK RESTROOMS	91.99
					1776 E. PICKARD SACCO FIELD	20.00
					JAMESON PARK. BATHROOMS	91.99
					JAMESON PARK	193.40
					2010 S LINCOLN RD	175.35
						<u>5,756.38</u>
01/08/2016	101	18016	00128	CITY OF MT. PLEASANT	HANNAH'S BARK PARK 2015 OPERATING COST	2,296.59

CHECK DATE FROM 12/16/2015 - 01/08/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/08/2016	101	18017	00129	CMS INTERNET, LLC	ASSIST W/DRIVE SET UP/SHAWN	95.00
					ONSITE SUPPORT	95.00
					ONSITE SUPPORT	95.00
					BACKUP SERVICE DISCOUNT TOWNSHIP, BANDW	212.04
					EMAIL, BACKUPS, 911 FEES, FIBER INTERNE	3,211.83
						<u>3,708.87</u>
01/08/2016	101	18018	00155	COYNE OIL CORPORATION	GAS/FUEL	579.34
					4511 E. RIVER	295.36
					GAS/FUEL	928.01
						<u>1,802.71</u>
01/08/2016	101	18019	01242	CULLIGAN WATER	WATER	21.50
01/08/2016	101	18020	01171	DBI BUSINESS INTERIORS	SUPPLIES	28.38
					SUPPLIIES	149.50
					SUPPLIES	32.20
					SUPPLIES	9.38
						<u>219.46</u>
01/08/2016	101	18021	00193	DUBOIS-COOPER ASSOC.	SUPPLIES	243.05
01/08/2016	101	18022	00098	ELECTION SOURCE	ELECTION SUPPLIES	1,751.83
01/08/2016	101	18023	00209	ETNA SUPPLY COMPANY	MXUS	3,017.85
					SENSUS ANNUAL SUPPPORT 2016	2,500.00
						<u>5,517.85</u>
01/08/2016	101	18024	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,376.38
01/08/2016	101	18025	00231	FOUR SEASON'S EXTERMINATING	INTERIOR/EXTERIOR TREATMENT	40.00
01/08/2016	101	18026	01221	ANDREW FUSSMAN	MILEAGE	9.20
01/08/2016	101	18027	00249	GILL-ROY'S HARDWARE	SUPPLIES	13.98
					SUPPLIES	13.99
					SUPPLIES	15.18
					SUPPLIES	18.47
					SUPPLIES	8.49
						<u>70.11</u>
01/08/2016	101	18028	00257	GOURDIE-FRASER, INC.	LINCOLN RD. WATERMAIN LOOP	641.00
					CRAIG HILL RD. LIFT STATION	2,500.00
						<u>3,141.00</u>
01/08/2016	101	18029	00261	GRAINGER	SUPPLIES	153.50
					SUPPLIES	244.18
						<u>397.68</u>
01/08/2016	101	18030	00266	HACH COMPANY	SUPPLIES	138.79
01/08/2016	101	18031	00324	ISABELLA CORPORATION	CRAIG HILL 8" WATER MAIN	12,000.00
01/08/2016	101	18032	00328	ISABELLA COUNTY DRAIN COMMISSION	APPORTIONMENT OF 2015 DRAIN TAX	11,439.59
01/08/2016	101	18033	00020	JAMES ALWOOD	MERIDIAN RD. LEASE	339.92
01/08/2016	101	18034	01271	JASON MCPHERSON	BOOT ALLOWANCE	100.00
01/08/2016	101	18035	00639	JASON TAYLOR	BOOT ALLOWANCE	100.00
01/08/2016	101	18036	00351	JONES & HENRY LABORATORIES, INC.	SAMPLES	210.00

CHECK DATE FROM 12/16/2015 - 01/08/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					SAMPLES	35.00
						<u>245.00</u>
01/08/2016	101	18037	00360	KIMBALL MIDWEST	SUPPLIES	127.33
					GLOVES	194.89
					GLOVES	176.30
						<u>498.52</u>
01/08/2016	101	18038	01459	KRISTIE L. DICKINSON, CSP, RPR	CREATIVE BEGINNINGS V UNION TOWNSHIP	428.88
01/08/2016	101	18039	01067	MMTA	2016 MMTA DUES - TREASURER	50.00
					2016 MMTA DUES - ACCOUNTANT	50.00
						<u>100.00</u>
01/08/2016	101	18040	00462	MT. PLEASANT FENCE, SASH & DOOR	CORD REEL/STEEL ROLLER	131.40
01/08/2016	101	18041	00463	MT. PLEASANT HEATING & AIR COND	BOILER INSPECTION	85.00
01/08/2016	101	18042	00466	MT. PLEASANT RENTAL CENTER	POLISHER	148.55
01/08/2016	101	18043	00494	NORTH CENTRAL LABORATORIES	SUPPLIES	1,470.99
01/08/2016	101	18044	00176	PATRICIA DEPRIEST	UT TRAVEL & EXPENSE REIMBURSEMENT REPOR	197.48
					FLEX MEDICAL REIMBURSEMENT 2015	232.68
						<u>430.16</u>
01/08/2016	101	18045	00131	PERCEPTIVE CONTROLS, INC	OPTO ALARM SYSTEM	1,046.00
					WWELL 10-2	770.00
					MERIDIAN WELL	220.00
					PROGRAM OPTO ALARM LIFT STA 20	1,762.00
						<u>3,798.00</u>
01/08/2016	101	18046	00525	PICKARD STREET CAR WASH	VEHICLE CLEANING	89.00
01/08/2016	101	18047	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	PITNEY BOWES SEPT30, 2015 TO DEC 30, 20	503.01
01/08/2016	101	18048	01104	PITT OHIO LTL	FREIGHT CHARGES	61.76
01/08/2016	101	18049	00532	PLUMMER'S ENVIRONMENTAL SERV.	SEWER CLEANING AND VIDEO	23,019.20
					BULK WATER PERMITREFUND	350.00
						<u>23,369.20</u>
01/08/2016	101	18050	00788	POLLARDWATER.COM	GAS DETECTOR	2,414.70
01/08/2016	101	18051	00540	PRO COMM INC	ANTENNA CABLE AND CONNECTORS	96.64
01/08/2016	101	18052	00569	ROWE PROFESSIONAL SERVICES COMPANY	NOV 1, 2015 TO 12-5-2015 PROFESSIONAL S	1,604.00
					NOV 1, 2015 TO DEC 5, 2015 PROJECT 15M0	842.00
						<u>2,446.00</u>
01/08/2016	101	18053	00574	SAGINAW VALLEY CHAPTER ICC	2016 DUAL SVCICC MEMBERSHIP/MADCAD USER	148.00
					2016 DUAL SVCICC MEMBERSHIP / MADCAD US	15.00
					CONTINUING EDUCATION - LARRY SOMMER	40.00
						<u>203.00</u>
01/08/2016	101	18054	01329	ANGELA SCHOFIELD	FLEX MEDICAL REIMBURSEMENT 2015	452.65
01/08/2016	101	18055	00597	SHERWIN WILLIAMS	PAINTING SUPPLIES	26.35
01/08/2016	101	18056	01320	SPONSELLER PLUMBING	MCDONALD PARK MAINTENANCE BUILDING	212.00
01/08/2016	101	18057	00613	STATE INDUSTRIAL PRODUCTS	CHEMICALS FOR FOG CONTROL AT LIFTSTATIO	806.00
01/08/2016	101	18058	01238	STATE OF MICHIGAN - DEQ	NPDES PERMIT FEE 2016	5,500.00
01/08/2016	101	18059	00637	SWEENEY SEED CO.	ROCK SALT	32.50

CHECK DATE FROM 12/16/2015 - 01/08/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/08/2016	101	18060	01207	TEAM FINANCIAL GROUP, INC	2 XEROX WORKCENTRE 7435 COPIERS	1,097.87
01/08/2016	101	18061	01446	THRUN LAW FIRM P.C.	PROFESSIONAL SERVICES	1,503.35
01/08/2016	101	18062	00943	TILMANN HARDWARE, INC	SNOWBLOWER FOR SIDEWALKS	719.97
01/08/2016	101	18063	00668	UNITED PARCEL SERVICE	590611730	12.99
					POSTAGE	20.05
						<u>33.04</u>
01/08/2016	101	18064	01013	USA BLUE BOOK	SUPPLIES	821.64
					SUPPLIES	99.94
					OXYGEN SENSOR	190.37
						<u>1,111.95</u>
01/08/2016	101	18065	01314	VERIZON WIRELESS	CELL PHONE NOV 16 TO DEC 15	649.62
01/08/2016	101	18066	01257	JOSH WALDRON	MILEAGE	11.50
01/08/2016	101	18067	00723	WINN TELECOM	PHONE SERVICES	196.18
						<u><u>167,522.29</u></u>
101 TOTALS:						
Total of 71 Checks:						167,522.29
Less 2 Void Checks:						0.00
Total of 69 Disbursements:						<u>167,522.29</u>

Charter Township of Union Payroll
--

CHECK DATE: Dec 17, 2015

PPE: Dec 12, 2015

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 49,288.06
Employer Share Med	709.57
Employer Share SS	3,033.93
SUI	92.83
Pension-Employer Portion	3,529.81
Workers' Comp	548.09
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	81.35
Total Transfer to Payroll checking	<u><u>\$ 57,283.64</u></u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 22,515.42
Building Fund	-
EDDA	-
WDDA	-
Sewer Fund	18,419.91
Water Fund	16,348.31
Workers Comp	-
Health Care	-
Total To Transfer from Pooled Savings	<u><u>\$ 57,283.64</u></u>

Charter Township of Union Payroll
--

CHECK DATE: Dec 31, 2015

PPE: Dec 26, 2015

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$ 66,966.47
Employer Share Med	966.66
Employer Share SS	4,133.36
SUI	71.42
Pension-Employer Portion	4,665.34
Workers' Comp	580.34
Life/LTD	-
Dental	-
Health Care	-
Cobra/Flex Administration	-
Total Transfer to Payroll checking	<u><u>\$ 77,383.59</u></u>

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$ 30,910.28
Building Fund	-
EDDA	-
WDDA	-
Sewer Fund	24,323.18
Water Fund	22,150.13
Workers Comp	-
Health Care	-
Total To Transfer from Pooled Savings	<u><u>\$ 77,383.59</u></u>

Board Meeting
1-13-16

CHARTER TOWNSHIP OF UNION

MEETING ATTENDANCE RECORD

MONTH December

BOARD MEMBER TIM LANNEN

Meeting	Date	Time Spent	Total
Coburn Commission	12.15.15	1-	\$50
C.O.G.	12.16.15	1-	\$50
Twp. Managers ^{Ext} Ext	12.21.15	1+	\$75

Please turn Meeting Attendance Record to Payroll Department before the last Monday of the month.

Signature: Tim Lannen

Mount Pleasant Fire Department


Fire Experience Report For Union Township/City of Mt. Pleasant
Period - December 28, 2015 through January 3, 2016

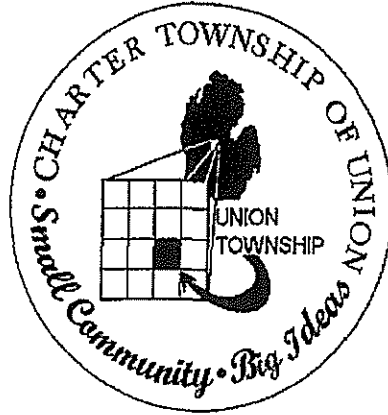
Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
	160	Special Outside Fire, Other			
	Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire		
Rescue & EMS Incident	311	Medical Assist to EMS Crew			5
	321	EMS Call excluding Veh. Accident			
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak			1
	413	Oil of Combustible Liquid Spill			
	424	Carbon Monoxide Incident			1
	440	Electric Wiring/Equipment Problem			1
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	463	Vehicle Accident, general cleanup			
480	Attempted burning, illegal action, other				
4441	Utility Line Down				

Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			1
	542	Animal Rescue			1
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route	1	2	
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional	1	2	
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional	1	3	
	746	Carbon Monoxide Activation, NO CO			1
Severe Weather	813	Wind Storm,Tornado/Hurricane Assessment			
Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	4	9	11

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency



PETITION NO. _____

PARCEL ID NO. 14-000-_____ -00

2016

APPLICATION FOR TAX EXEMPTION
(POVERTY- MCL 211.7u)

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

ALL INFORMATION SUPPLIED WILL BE KEPT CONFIDENTIAL. COMPLETED

FORMS MUST ACCOMPANY ALL APPLICATIONS. APPLICATIONS SUBMITTED WITHOUT COMPLETED FORMS OR INCOME TAX INFORMATION WILL NOT BE PROCESSED.

PLEASE READ THE FOLLOWING APPLICATION CAREFULLY.

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

The following Poverty Exemption Guidelines and Application were approved for use as the local standard by the Charter Township of Union Board of Trustee's on January 13, 2016

2015 Poverty Exemption appeals will be heard by Appointment Only on

THURSDAY MARCH 14, 2016

TUESDAY JULY 19, 2016

TUESDAY DECEMBER 13, 2016

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

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

IMPORTANT- PLEASE READ

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

<u>Number of Persons Residing in Homestead</u>	Poverty Threshold
1 person	\$11,770
2 persons	\$15,930
3 persons	\$20,090
4 persons	\$24,250
5 persons	\$28,410
6 persons	\$32,570
7 persons	\$36,730
8 persons	\$40,890
For each additional person, add	\$ 4,160

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

5. An applicant shall not be eligible for exemption if his/her liquid assets exceed 30% of the value of the homestead.
6. No exemption shall be given unless applicant completely fills out an application form for the year in question and returns it, in person, (except as noted in Item 1, above) to the Township Assessor's Office. If a question or statement does not apply, "N/A," for not applicable, may be written in the appropriate space.
 - a. Application shall not be signed until returned to the Township Assessor's office.
 - b. Application shall be signed in the presence of a staff person of the Charter Township of Union who is a notary public or signed in the presence of the Township Assessor or Board of Review member.
 - c. All requested tax returns must be attached to the application upon return to the Township Assessor's office. Upon approval from the Township Assessor or Board of Review, last year's copies of 10A through E may be acceptable. Upon request of the Township Assessor and/or Board of Review, the applicant shall be requested to provide an official copy of taxes from the Department of Treasury.
7. All applications shall be filed with the Township Assessor's office after January 1, 2016 but before the day prior to the last day of the Board of Review.
8. The Township Assessor and Board of Review shall consider applications based on the above items and may approve an application if it agrees with the intent of the above items and applicable governing laws.
9. Applications may be reviewed by the Board of Review without the applicant being present. However, the Board of Review may request that an applicant be physically present to respond to any questions the Board of Review or Township Assessor may have. This means that the applicant could be called to appear on short notice, and be sworn in, under oath, considering laws of perjury.
10. The applicant may need to answer questions regarding his/her financial affairs, health, and the status of people living in applicant's home before the Board of Review at a meeting which is open to and may be attended by the public. A closed session shall be granted upon request.
11. Because of the availability of the Homestead property tax credit and other government assistance programs, a poverty exemption generally will not be given for more than three years for each ownership, provided, however, the Board of Review has the discretion to grant a poverty exemption for more than three years under the provisions of paragraph 12.
12. The Board of Review has the discretion to deviate from the policy and guidelines as set forth upon a showing of substantial and compelling reasons. Any deviation from the policy and guidelines, and the reasons for such deviation, shall be communicated in writing to the applicant.

Adopted by The Charter Township of Union Board of Trustees at the regular meeting of January 13, 2016

CONFIDENTIAL

Charter Township of Union
Poverty Exemption Application

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

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

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

Year Applied	Year Received	Exemption Received	
		Amount	Percentage

SECTION 1 -APPLICANT

Applicant's Name: _____ Age: _____
Driver's License Number or other form of identification: _____

Marital **Status**: _____, _____, _____, _____, _____

Number of Dependents: _____ Ages of Dependents: _____

Property Identification **Number**: _____

Lot No. _____ Subdivision _____

Property Address: _____

Phone: () _____

Current Assessment : _____

Have you applied for Homestead Property Tax Credit this year? _____
How much was your Property Tax Credit? _____

SECTION 2- REAL ESTATE:

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

Is there a mortgage or land contract outstanding on your property?

Yes _____ No _____

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

() With Taxes () Without Taxes \$ _____

When will the mortgage or land contract be paid off? _____ -:-:- month/year

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

Name of mortgage or land contract holder: _____

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

How long have you lived at this residence? _____

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

If so, list below:

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

Income earned from above property: \$. _____

SECTION 3(A) -APPLICANT

Name: _____ Social Security No. _____

Age: _____

Employment Status:

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

Occupation: _____
Name of Employer: _____

Address: _____
Phone No.: (_____) _____

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

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

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

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

Employment Status:

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

Occupation: _____
Name of Employer: _____

Address: _____
Phone No. () _____

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

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

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

SOURCE	MONTHLY AMOUNT	ANNUAL AMOUNT
WAGES/SALARIES/TIPS		
SOCIAL SECURITY/SSI		
PENSION or RETIREMENT		
INTEREST and/or DIVIDENDS		
RENTAL INCOME		
BUSINESS or ROYALTY INCOME		
DISABILITY PAYMENTS		
GENERAL ASSISTANCE / ADC		
ALIMONY		
CHILD SUPPORT		
UNEMPLOYMENT BENEFITS		
CLAIMS and/or JUDGMENTS FROM LAWSUITS		
INCOME FROM LAND CONTRACTS, ETC.		
OTHER INCOME FROM FAMILY		
WORKERS COMPENSATION		
OTHER:		
TOTAL PROJECTED INCOME FOR 2015		

SECTION 5- SAVINGS AND INVESTMENTS:

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

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

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

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

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

MAKE	YEAR	MONTHLY PAYMENT	BALANCE OWED

SECTION 8- LIST ALL PERSONS LIVING IN HOUSEHOLD:

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

SECTION 9 - OTHER ASSETS:

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

TYPE OF ASSET	VALUE	OWNER

SECTION 10- DEBTS:

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

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

Utilities: _____ Food: _____, Phone: _____

Clothing: _____ Heat: _____ Car Expense: _____

Medical/Health: -----

Other (Specify): _____

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

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

REASON FOR REQUESTING EXEMPTION

I (we) feel that payment of the full property taxes on the above-described property will place an unreasonable burden on my (our) personal finances. I (we) am (are) applying for property tax relief in accordance with Section 211.7u, Michigan Compiled Laws. I (we) have read this application and understand it. I (we) declare that the answers provided are complete, true, and correct to the best of my (our) knowledge. I (we) further understand that if any portion given is found to be false or incomplete, or if the property is sold within the year, 2015, exemptions granted by this application may be forfeited the assessment and placed back on the assessment roll with the possibility of penalties and/or interest. I (we) also understand that any relief granted by this application is for the CURRENT YEAR ONLY.

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

STATE OF MICHIGAN)
)ss
COUNTY OF ISABELLA)

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

Applicant Applicant

Subscribed and sworn to before me this ____ day of _____ - 2016.

Township Assessor, Board of Review Member, or Notary Public
Applications shall be returned before the day prior to the last day of the Board of Review.

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

FOR BOARD OF REVIEW USE

Petition No. _____

Parcel No. _____

Disposition by Board of Review for a 2016 Poverty Exemption

Date: _____

Denied: _____ Approved: _____ Assessment Reduced To: _____

Chairperson

Member

Member

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

2016 Poverty Exemption
Board of Review Worksheet

Petition No. _____

Parcel No. _____

Name: _____ Age: _____

Marital Status Married Single Widow
 Divorced Separated Widower

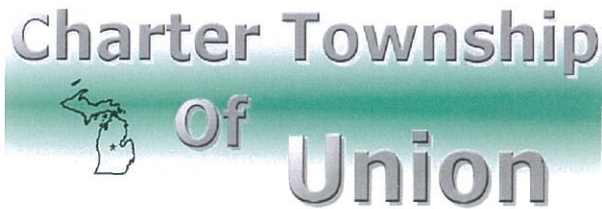
Employment Status Employed Unemployed
 Retired Disabled

Health Problems _____

Numbers of Dependents, _____ House Payment, _____ () With Taxes

Proposed 2016 Assessed Value	_____	_____
Total Projected Income	_____	_____
Est. Tax Bill (TV x . _____) Township	_____	_____
Non-refundable (Income x rate)	_____	_____
Excess (Subject to Homestead Credit)	_____	_____
Homestead Credit (Excess x Rate)	_____	_____
(_____ Non Seniors)	_____	_____
(_____ Seniors) \$1,200 Max	_____	_____
Excess after Homestead Credit	_____	_____
Net Property Tax Liability	_____	_____
Percentage of Income	_____	_____

Comments: _____



Sherrie Teall
Accounting Office
2010 South Lincoln
Mt. Pleasant, MI 48858
Phone 989-772-4600 Ext. 240
Fax 989-773-1988

January 7, 2016

To: Charter Township of Union Board

Re: Credit Card Bill Payment

In the absence of the Township Manager, I have taken over the responsibility of coordinating the payment of the Mastercard bill each month. The December bill was due 1-7-16, I received the last of the approved invoices on 1-4-16, after reviewing them and entering them in our system, a check was issued on 1-5-16. To ensure the payment was received at the payment center in Crosslanes, West Virginia on time, we sent the check by overnight mail, costing the Township additional overnight fees and a special trip to the Post Office.

To make this process run smoother and less expensive, I have been working with the lender, Isabella Bank, to set up an online payment process. I would like this process in place for the January bill which will be due February 7th. Isabella Bank has an account and password set up for the Township that I could be using to make payments, but in the absence of the Township Manager to authorize the online payment process or any other necessary credit card administration, the bank is requiring signatures from all 7 board members. Please refer to the board resolution I've included dated June 10th, 2009.

Isabella Bank is suggesting that operationally the Township should have more than one position at the Township authorized to conduct credit administration such as: credit card requests for new employees, cancelling credit cards on terminated employees, as well as online access for making credit card payments, requesting account information, lost invoices, etc. Last week, I received a call from credit card security, checking to make sure a questionable charge was in fact a Township charge. In the absence of a Township Manager, there is not another position within the Township authorized to handle credit card administration, without the signatures of all seven board members.

I respectfully request the Board authorize the Accountant, in addition to the Manager, to set up and use the online payment system for the credit card account and manage the credit card account with Isabella Bank. Please see the attached Resolution for your review and consideration. I've also included a list of the amounts the Township paid on the credit card statements over the past 12 months for your review.

Sincerely,

A handwritten signature in cursive script that reads "Sherrie Teall".

Sherrie Teall
Accountant

01/07/2016

VENDOR ACTIVITY REPORT FOR CHARTER TOWNSHIP OF UNION

Post Date	Activity	Inv/Check #	Description	Check Amt
01105	MASTERCARD			
02/03/2015	CHECK	101 17068		4,944.61
03/04/2015	CHECK	101 17167		6,524.33
04/01/2015	CHECK	101 17244		4,831.56
04/30/2015	CHECK	101 17311		8,882.73
06/02/2015	CHECK	101 17423		12,046.72
07/01/2015	CHECK	101 17499		8,016.54
07/30/2015	CHECK	101 17579		8,042.95
09/01/2015	CHECK	101 17671		9,249.89
10/06/2015	CHECK	101 17751		4,974.94
10/29/2015	CHECK	101 17846		7,434.06
12/04/2015	CHECK	101 17950		6,720.39
01/05/2016	CHECK	101 18006		7,071.60
			Total:	88,740.32
			Net of 171 Invoices / 12 C	0.00

RESOLUTIONS OF TOWNSHIP BOARD
Authority to Procure Visa Business Card Lines of Credit
(Certified Copy)

I HEREBY CERTIFY, that I am the duly elected and qualified Clerk of the Charter Township of Union and keeper of the records and seal of said Township; that the following is a true and correct copy of resolutions duly adopted at a meeting of the Board of Trustees thereof held in accordance with its Policies at its offices at 2010 S. Lincoln Road on the 10th day of June, 2009 and that the same are now in full force.

Copy of Resolutions

BE IT RESOLVED, that the Board of Trustees of this Township, or their successors in office, or any seven of them be and they hereby are authorized for, on behalf of, and in the name of this township to:

- a.) Negotiate and procure Visa Business Card revolving lines of credit from Isabella Bank (Lender, whose main office is located at 139 E. Broadway, Mount Pleasant, MI 48858, up to any amount not exceeding \$25,000 in the aggregate at any one time outstanding;
- b.) Give security for any liabilities of this Township to said Lender by pledge or assignment or lien upon any real or personal property, tangible or intangible, of this Township and
- c.) Execute in such form as may be required by Lender all notes and other evidences of such lines of credit, all instruments of pledge assignment of lien, and that none of the same shall be valid unless so signed or endorsed provided, however, that the endorsement of promissory notes discounted may be effected by any one of them.

RESOLVED FURTHER, that said Township be and it is hereby authorized and directed to pay the proceeds of any such lines of credit or discounts as directed by the persons authorized to sign. The Township agrees to be bound by the terms and conditions of the Isabella Bank Visa Cardholder Agreement, a copy of which has been provided the Township herewith. Receipt of such agreement and acceptance of such terms to be conclusively presumed by the use of and Visa Business Card issued to said Township.

RESOLUTION OF CONTINUING VALIDITY. Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Township's agreements or commitments in effect at the time notice is given.

I HEREBY FURTHER CERTIFY, that the following named persons have been duly elected to the offices set opposite their respective names, that they continue to hold these offices at the present time, and that the signatures appearing hereon are the genuine, original signatures of each respectively:

We each have read all the provisions of this Resolution, and we each personally and on behalf of the Township certify that all statements and representations made in this Resolution are true and correct.

<u>John T. Baker</u>	Supervisor	<u>Walter Matus</u>	Trustee
<u>Peter Gallinat</u>	Clerk	<u>Timothy F. Lannen</u>	Trustee
<u>Joe Stork</u>	Treasurer	<u>John Dime</u>	Trustee
		<u>J.P. Henry</u>	Trustee

IN WITNESS WHEREOF, I have hereunto affixed my name as Clerk and have caused the township seal of said Township to be hereto affixed this 10th day of June, 2009.

Peter Gallinat
Clerk

I hereby certify that I am Supervisor of said Township and that the foregoing is a correct copy of resolutions passes as therein set forth, and that the same are now in full force.

John T. Baker
Supervisor