



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday, September 20, 2016

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES AUGUST 16, 2016
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE
 - EAST D.D.A. DISTRICT #248
 - WEST D.D.A. DISTRICT #250
 - WEST D.D.A. DISTRICT #396
 - B. FINANCIAL STATEMENTS:
 - EAST D.D.A. DISTRICT: OPERATING FUND #248
 - WEST D.D.A. DISTRICT: OPERATING FUND #250
 - BOND DEBT RETIREMENT FUND #396
7. NEW BUSINESS
8. EXISTING BUSINESS
 1. BOARD APPOINTMENTS/TERMS – IN PROCESS
 2. PROJECT LIST REVIEW: EAST AND WEST DDA–IN PROCES
 3. MMI CONTRACTS–IN PROCES
 4. MANHOLE REHABILITATION BID
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING OCTOBER 18, 2016

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, August 16, 2016**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:22 pm.

ROLL CALL

Present: Kequom, Perry, Alwood, Zalud, Elmore, Figg

Excused: Johnson, Chowdhary

Absent: Smith, Hunter, Bacon

Others Present: Mark Stuhldreher, Township Manager; Angela Schofield, Building Dept. Clerk

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Alwood** SUPPORTED by **Figg** to approve minutes from the July 19, 2016 meeting as presented.

MOTION CARRIED 6-0.

PUBLIC COMMENT – None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Discussion was held on the accounts payable. Mr. Stuhldreher highlighted the major expenditures in both the East and West for fire protection service, and routine miscellaneous payments.

MOTION by **Elmore** SUPPORTED by **Perry** to approve the East EDA accounts payable as presented. MOTION CARRIED 6-0.

MOTION by **Zalud** SUPPORTED by **Alwood** to approve the West EDA accounts payable as presented. MOTION CARRIED 6-0.

The Board reviewed the financial statements. Mr. Zalud noted that the 398 Special Assessment Fund should be cleaned up as the bond was paid off and is an idle account. Mr. Elmore inquired about the discrepancy between budget and actual revenue in the West EDA. Mr. Stuhldreher explained that a portion of it was due to a tax tribunal case that went against the Township.

MOTION by **Elmore** SUPPORTED by **Perry** to approve the East and West EDA financials as presented. MOTION CARRIED 6-0.

ACTION ITEM: Confirm reason for difference in budget to actual revenue for the West EDA.

NEW BUSINESS

MMI Increase

Correspondence from MMI regarding a rate increase was reviewed. Discussion was held on the increase, the 2008 contract and the process of reviewing contracts including new language regarding price increases and renewal.

MOTION by **Zalud** SUPPORTED by **Figg** to approve the MMI rate increase of \$27.55 for the corridor clean up, and \$27.40 for the park bench clean up as presented, and authorize Administration to review and update (2) contracts with MMI.

MOTION CARRIED 6-0.

ACTION ITEM: Review, update MMI contracts

EXISTING BUSINESS

1. WELCOME BANNER PROOFS

The Board reviewed, commented and made recommendations on the banner graphics.

ACTION ITEM: Revise proofs as directed, send for production

2. BOARD APPOINTMENTS/TERMS – IN PROCESS

Discussion was held on the Board appointments, and the process for updating the list.

3. JAMESON HALL SEALCOATING

Discussion was held on the project including the additional bid received; the project completion and subsequent approval by Township Manager Stuhldreher.

4. MANHOLE REHABILITATION

Mr. Stuhldreher updated the Board on the status of the bids currently under review; stated Ms. Smith plans to make a recommendation at the September meeting.

5. PROJECT LIST REVIEW

The Board discussed the project list, individual projects and the process for prioritizing items. Mr. Stuhldreher outlined the process he will put in place to facilitate the review.

ACTION ITEM: Review the current Economic Development and TIF Plans in place, update status of projects currently on the list.

Chairman Kequom adjourned the meeting at 6:32

APPROVED BY

Secretary, Mr. Chowdhary

(Recorded by Angela Schofield)



REQUEST FOR TOWNSHIP BOARD ACTION

To: EDDA – Economic Development Authority	DATE: September 9, 2016
FROM: Kim Smith – Public Works Coordinator	DATE FOR BOARD CONSIDERATION: September 20, 2016
ACTION REQUESTED: Request to Award Bid for 2016 Sanitary Sewer Manhole Rehabilitation - EDDA	

Current Action Emergency

Funds Budgeted: If Yes Account # 248-000-976.200 District Projects No N/A

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

In 2015, the DDA funded a project to clean and televise 22,706 feet of sanitary sewer main located within the EDDA boundaries. This project was completed in the fall of 2015. Since that time the Township DPW has reviewed the video tapes and completed visual inspections to assess the condition of the sewer mains as well as the manholes in this area. The Township’s DPW found 16 manholes that need rehabilitation work. At the July 19, 2016, DDA meeting the Board approved to move forward with the rehabilitation project and accept bids for the rehabilitation of these 16 sanitary sewer manholes.

SCOPE OF SERVICES

The scope of services includes all work, materials and equipment required for the structural rehabilitation of sixteen (16) sanitary sewer manholes. The sixteen (16) manholes are located within the boundaries of the East Downtown Development Authority. The purpose is to clean, vacuum, and inspect sanitary sewer manholes as well as eliminate infiltration, repair voids, restore structural integrity and provide corrosion protection by the application of a spray-applied monolithic resin liner to the wall and bench surfaces of the concrete manhole structures.

JUSTIFICATION

I recommend that the project be awarded to Culy Contracting Inc. in the amount of \$75,012.00. This recommendation is based on the following factors:

- Proposed materials meet specifications
- Contractor’s past experience and ability to complete the project as specified
- Cost

The Township DPW Department has not worked with this contractor in the past so we called several communities they have worked for to check their satisfaction with the material, and the contractor’s performance. All of the communities we talked to were happy with the quality of their work, performance, and would hire them again.

PROJECT IMPROVEMENTS

Board of Trustee’s goals addressed by this project (From Policy 1.0: Global End):

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

COSTS

\$75,012.00

PROJECT TIME TABLE

WORK TO BE COMPLETED BY NOVEMBER 1, 2016

RESOLUTION

Authorization is hereby given to Culy Contracting to complete the rehabilitation of 16 sanitary sewer manholes as specified in the bid documents in the amount of \$75,012.00

Resolved by _____ Seconded by _____

Yes:
No:
Absent: