



**Economic Development Authority Board (EDA)**

**Regular Meeting – Township Hall**

**Tuesday, February 21, 2017**

**5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES DECEMBER 20, 2016
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL - DECEMBER  
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**  
WEST D.D.A. DISTRICT #250 – **IF ANY**  
WEST D.D.A. GO DEBT SERVICE #396 – **IF ANY**
  - B. ACCOUNTS PAYABLE APPROVAL - JANUARY  
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**  
WEST D.D.A. DISTRICT #250 – **IF ANY**  
WEST D.D.A. GO DEBT SERVICE #396 – **IF ANY**
  - C. JANUARY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST D.D.A. DISTRICT #248  
WEST D.D.A. DISTRICT #250  
WEST DDA: GO DEBT SERVICE #396
  - D. BOARD APPOINTMENTS/TERM UPDATE: RECEIVE AND FILE
7. NEW BUSINESS
  - A. SERVICE CONTRACT: PLEASANT THYME – DDA BEAUTIFICATION
  - B. APPROVE RESPONSE LETTER: STONERIDGE SUBDIVISION REQUEST FOR EDA SUPPORT
  - C. RECOMMEND APPROVAL MACTV AGREEMENT
8. PENDING BUSINESS
  - A. PROJECT LIST REVIEW: EAST AND WEST DDA: NO UPDATE
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: MARCH 21, 2017

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, December 20, 2016**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 5:16 pm.

**ROLL CALL**

Present: Kequom, Perry, Chowdhary, Johnson, Smith, Bacon

Excused: Hunter, Elmore, Zalud

Absent: Figg

Vacant: Board of Trustee Appointment

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

**APPROVAL OF AGENDA**

MOTION by **Johnson** SUPPORTED by **Chowdhary** to approve the agenda as presented. MOTION CARRIED 6-0.

**APPROVAL OF MINUTES**

MOTION by **Johnson** SUPPORTED by **Perry** to approve minutes from the November 9, 2016 special meeting as presented.

MOTION CARRIED 6-0.

**PUBLIC COMMENT** – None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Discussion on accounts payable included: payment to Cully Contracting in the amount of \$71,261.40 for sewer re-lining, leaving 5% retainage for a punch list, project to be completed in approximately two weeks; the payment to Wilson Lawn Care in the amount of \$2,520.00 brings their account current.

**ACTION ITEM:** The Board requested pay certification/documentation for Cully Contracting before the retainage is released.

MOTION by **Perry** SUPPORTED by **Chowdhary** to approve the East EDA payables in the amount of \$82,727.32 as presented.

MOTION CARRIED 6-0.

The Board reviewed the financial statements. Manager Stuhldreher highlighted the East EDA State Aid revenue line item of \$70,565 as a result of the State making municipalities' whole for losses due to the change in State law regarding personal property taxes. The Township applied for and was granted these funds, they are not guaranteed and subject to future changes in State law/budgets.

The November Financial Reports were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

**1. 2017 FESTIVAL OF BANNERS: APPROVAL TO PARTICIPATE**

Discussion was held on the Festival of Banners program, previous participation and the request for 2017 participation (budgeted item).

MOTION by **Chowdhary** SUPPORTED by **Bacon** to approve participation in the 2017 Festival of Banners program at a cost of \$4,500. MOTION CARRIED 6-0.

**2. APPROVAL OF FY 2017 MEETING SCHEDULE**

MOTION by **Perry** SUPPORTED by **Smith** to approve the FY 2017 EDA Board Meeting schedule in accordance with the Open Meetings Act. MOTION CARRIED 6-0.

**PENDING BUSINESS**

- 1. BOARD APPOINTMENTS/TERMS – IN PROCESS, NO UPDATES**
- 3. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES**

**DISCUSSION**

Mr. Chowdhary presented a potential project on Whiteville Rd. to the EDA Board. Discussion was held on whether or not the proposed project fell within the West DDA boundary.

**ACTION ITEM:** Administration will verify West EDA boundary, and prepare a response letter for the January meeting based on findings.

Mr. Stuhldreher updated the Board on the following:

1. Board of Trustees approved the 2017 East and West DDA budgets
2. Met with vendor, Pleasant Thyme; developing a service contract which should be ready for January Board meeting.
3. Bid Process for services provided by Pleasant Thyme bid process will not occur for 2017 program year as time restraints make it impossible to complete in time for spring, 2017:

Meeting adjourned by Chairman Kequom at 5:47.

**APPROVED BY**

\_\_\_\_\_  
**Secretary Chowdhary**

**(Recorded by Angela Schofield)**

01/13/2017 11:17 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 12/21/2016 - 01/17/2017

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 248 EDDA CHECKING					
12/30/2016	248	19 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,622.53
01/17/2017	248	3946	00722	CHARTER TOWNSHIP OF UNION	206.00
01/17/2017	248	3947	00450	M M I	242.55
01/17/2017	248	3948	00188	DOUG'S SMALL ENGINE	2,850.00

248 TOTALS:

Total of 4 Checks:	4,921.08
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	4,921.08

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 248 EDDA CHECKING					
02/07/2017	248	20 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,537.98
02/21/2017	248	3949	01203	ART REACH OF MID MICHIGAN	4,500.00 V
02/21/2017	248	3950	01522	CULY CONTRACTING, INC	3,750.60 V
02/21/2017	248	3951	00337	ISABELLA COUNTY TREASURER	1,872.89 V
02/21/2017	248	3952	00450	M M I	404.26 V
02/21/2017	248	3953	00707	WEST D D A	307.13 V
02/21/2017	248	3954	01203	ART REACH OF MID MICHIGAN	4,500.00
02/21/2017	248	3955	01522	CULY CONTRACTING, INC	3,750.60
02/21/2017	248	3956	00337	ISABELLA COUNTY TREASURER	1,872.89
02/21/2017	248	3957	00450	M M I	404.26
02/21/2017	248	3958	00707	WEST D D A	307.13

248 TOTALS:

Total of 11 Checks:	23,207.74
Less 5 Void Checks:	10,834.88
Total of 6 Disbursements:	<u>12,372.86</u>

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	YTD BALANCE		2016		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2016 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Revenues								
Dept 000-NONE								
248-000-402.000	CURRENT PROPERTY TAX	414,711.78		426,099.00	426,099.00	426,383.74		100.07
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(5,000.00)	(5,000.00)	(1,872.89)		37.46
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00	250.00	0.00		0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	67.84		0.00	2,500.00	2,149.37		85.97
248-000-573.000	STATE AID REVENUE	0.00		0.00	0.00	70,565.75		100.00
248-000-665.000	INTEREST EARNED	3,607.75		1,000.00	1,800.00	1,883.75		104.65
248-000-671.000	OTHER REVENUE	263.50		500.00	500.00	101.09		20.22
Total Dept 000-NONE		418,650.87		422,849.00	426,149.00	499,210.81		117.14
TOTAL REVENUES		418,650.87		422,849.00	426,149.00	499,210.81		117.14
Expenditures								
Dept 000-NONE								
248-000-702.000	SALARY	0.00		4,556.00	0.00	0.00		0.00
248-000-714.000	EMPLR FICA CONTR	0.00		282.00	0.00	0.00		0.00
248-000-715.000	EMPLR MEDICARE CONTR	0.00		66.00	0.00	0.00		0.00
248-000-716.000	UNEMPLOYMENT	0.00		228.00	0.00	0.00		0.00
248-000-717.000	EMPLR RETIREMENT CONTR	0.00		342.00	0.00	0.00		0.00
248-000-718.000	WORKER'S COMP	0.00		46.00	0.00	0.00		0.00
248-000-728.000	OFFICE SUPPLIES	54.91		75.00	0.00	0.00		0.00
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	56,934.99		13,500.00	13,500.00	9,710.96		71.93
248-000-801.003	SIDEWALK SNOWPLOWING	0.00		5,000.00	6,000.00	7,650.00		127.50
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00		5,000.00	16,000.00	18,480.00		115.50
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00		2,500.00	6,200.00	6,259.56		100.96
248-000-801.006	TWP STAFF PROJECT HOURS	0.00		12,000.00	0.00	0.00		0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	25.00		17,000.00	17,000.00	16,880.00		99.29
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00		5,000.00	5,000.00	5,000.00		100.00
248-000-826.000	LEGAL FEES	330.00		1,000.00	1,000.00	465.00		46.50
248-000-900.000	PUBLISHING & PUBLICATIONS	0.00		250.00	250.00	193.00		77.20
248-000-914.000	LIABILITY	1,350.00		1,400.00	1,400.00	1,357.58		96.97
248-000-920.000	UTILITIES	8,627.58		15,000.00	10,000.00	10,070.70		100.71
248-000-920.100	WATER & SEWER QTR. BILLING	11,134.09		12,500.00	12,500.00	10,666.81		85.33
248-000-940.000	LEASE/RENT	595.83		600.00	600.00	687.50		114.58
248-000-955.000	MISC.	516.22		500.00	500.00	0.00		0.00
248-000-976.200	DISTRICT PROJECTS	0.00		150,228.00	150,228.00	75,012.00		49.93
248-000-976.204	ENTERPRISE PARK SEWER RELINING	44,978.80		100,000.00	0.00	0.00		0.00
248-000-976.207	STREET LIGHT BANNERS	11,620.00		15,000.00	15,000.00	13,516.16		90.11
248-000-976.211	ENTERPRISE PARK DRAINAGE	137,582.00		0.00	0.00	0.00		0.00
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	986,560.78		0.00	384,500.00	384,405.04		99.98
Total Dept 000-NONE		1,260,310.20		362,073.00	639,678.00	560,354.31		87.60
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,917.40		60,776.00	60,776.00	60,775.00		100.00
Total Dept 336-FIRE DEPARTMENT		61,917.40		60,776.00	60,776.00	60,775.00		100.00
TOTAL EXPENDITURES		1,322,227.60		422,849.00	700,454.00	621,129.31		88.68

User: SHERRIE

DB: Union

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	YTD BALANCE		2016		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2016 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES			418,650.87	422,849.00	426,149.00	499,210.81	117.14	
TOTAL EXPENDITURES			1,322,227.60	422,849.00	700,454.00	621,129.31	88.68	
NET OF REVENUES & EXPENDITURES			(903,576.73)	0.00	(274,305.00)	(121,918.50)	44.45	

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	YTD BALANCE		2016		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2016 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000-NONE								
250-000-402.000	CURRENT PROPERTY TAX	499,594.05		503,698.00	457,663.00		457,662.49	100.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,038.41)		(4,000.00)	(8,500.00)		(8,337.74)	98.09
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00	250.00		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	281.65		0.00	400.00		641.12	160.28
250-000-573.000	STATE AID REVENUE	0.00		0.00	0.00		6,837.57	100.00
250-000-665.000	INTEREST EARNED	1,306.34		750.00	1,800.00		1,734.91	96.38
250-000-699.100	FUND BALANCE / CARRY OVER	0.00		94,900.00	0.00		0.00	0.00
Total Dept 000-NONE		500,143.63		595,598.00	451,613.00		458,538.35	101.53
TOTAL REVENUES		500,143.63		595,598.00	451,613.00		458,538.35	101.53
Expenditures								
Dept 000-NONE								
250-000-702.000	SALARY	0.00		4,556.00	0.00		0.00	0.00
250-000-714.000	EMPLR FICA CONTR	0.00		282.00	0.00		0.00	0.00
250-000-715.000	EMPLR MEDICARE CONTR	0.00		66.00	0.00		0.00	0.00
250-000-716.000	UNEMPLOYMENT	0.00		228.00	0.00		0.00	0.00
250-000-717.000	EMPLR RETIREMENT CONTR	0.00		342.00	0.00		0.00	0.00
250-000-718.000	WORKER'S COMP	0.00		46.00	0.00		0.00	0.00
250-000-728.000	OFFICE SUPPLIES	0.00		125.00	125.00		0.00	0.00
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	500.00		0.00	0.00
250-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
250-000-955.000	MISC.	0.00		250.00	250.00		0.00	0.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00		300,000.00	0.00		0.00	0.00
Total Dept 000-NONE		0.00		306,895.00	1,375.00		0.00	0.00
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,022.56		37,953.00	37,317.00		37,316.28	100.00
Total Dept 336-FIRE DEPARTMENT		39,022.56		37,953.00	37,317.00		37,316.28	100.00
Dept 996-TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	220,000.00		250,750.00	220,000.00		220,000.00	100.00
Total Dept 996-TRANSFER OUT		220,000.00		250,750.00	220,000.00		220,000.00	100.00
TOTAL EXPENDITURES		259,022.56		595,598.00	258,692.00		257,316.28	99.47
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		500,143.63		595,598.00	451,613.00		458,538.35	101.53
TOTAL EXPENDITURES		259,022.56		595,598.00	258,692.00		257,316.28	99.47
NET OF REVENUES & EXPENDITURES		241,121.07		0.00	192,921.00		201,222.07	104.30

User: SHERRIE

DB: Union

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	YTD BALANCE		2016		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2016 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000-NONE								
396-000-665.000	INTEREST EARNED		56.16	0.00		49.00	48.88	99.76
Total Dept 000-NONE			56.16	0.00		49.00	48.88	99.76
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		220,000.00	250,750.00		220,000.00	220,000.00	100.00
396-961-699.398	TRANSFER IN FROM WDDA SPEC ASSESS DEBT		0.00	0.00		9,926.00	9,925.75	100.00
Total Dept 961-TRANSFER IN			220,000.00	250,750.00		229,926.00	229,925.75	100.00
TOTAL REVENUES			220,056.16	250,750.00		229,975.00	229,974.63	100.00
Expenditures								
Dept 906-DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		35,028.00	33,268.00		33,268.00	33,268.00	100.00
396-906-996.000	BOND - INTEREST		204,972.00	216,732.00		216,732.00	216,732.00	100.00
396-906-996.001	BOND - PAYING AGENT FEES		800.00	750.00		800.00	800.00	100.00
Total Dept 906-DEBT SERVICE			240,800.00	250,750.00		250,800.00	250,800.00	100.00
TOTAL EXPENDITURES			240,800.00	250,750.00		250,800.00	250,800.00	100.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			220,056.16	250,750.00		229,975.00	229,974.63	100.00
TOTAL EXPENDITURES			240,800.00	250,750.00		250,800.00	250,800.00	100.00
NET OF REVENUES & EXPENDITURES			(20,743.84)	0.00		(20,825.00)	(20,825.37)	100.00
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS			1,138,850.66	1,269,197.00		1,107,737.00	1,187,723.79	107.22
TOTAL EXPENDITURES - ALL FUNDS			1,822,050.16	1,269,197.00		1,209,946.00	1,129,245.59	93.33
NET OF REVENUES & EXPENDITURES			(683,199.50)	0.00		(102,209.00)	58,478.20	57.21

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Revenues								
Dept 000-NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		430,000.00	430,000.00		0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(5,000.00)	(5,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00	250.00		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		2,000.00	2,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	162.62		1,000.00	1,000.00		129.31	12.93
248-000-671.000	OTHER REVENUE	0.00		200.00	200.00		0.00	0.00
Total Dept 000-NONE		162.62		428,450.00	428,450.00		129.31	0.03
TOTAL REVENUES		162.62		428,450.00	428,450.00		129.31	0.03
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	293.75		3,500.00	3,500.00		0.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	2,625.00		5,500.00	5,500.00		375.00	6.82
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00		5,000.00	5,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00		2,500.00	2,500.00		0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		15,000.00	15,000.00		0.00	0.00
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00		5,000.00	5,000.00		0.00	0.00
248-000-900.000	PUBLISHING & PUBLICATIONS	0.00		200.00	200.00		0.00	0.00
248-000-914.000	LIABILITY	1,125.00		1,400.00	1,400.00		1,162.85	83.06
248-000-920.000	UTILITIES	1,784.35		10,000.00	10,000.00		1,537.98	15.38
248-000-920.100	WATER & SEWER QTR. BILLING	0.00		12,500.00	12,500.00		0.00	0.00
248-000-940.000	LEASE/RENT	137.50		700.00	700.00		0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	0.00		5,000.00	5,000.00		0.00	0.00
Total Dept 000-NONE		5,965.60		66,300.00	66,300.00		3,075.83	4.64
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		60,775.00	60,775.00		0.00	0.00
Total Dept 336-FIRE DEPARTMENT		0.00		60,775.00	60,775.00		0.00	0.00
TOTAL EXPENDITURES		5,965.60		127,075.00	127,075.00		3,075.83	2.42
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		162.62		428,450.00	428,450.00		129.31	0.03
TOTAL EXPENDITURES		5,965.60		127,075.00	127,075.00		3,075.83	2.42
NET OF REVENUES & EXPENDITURES		(5,802.98)		301,375.00	301,375.00		(2,946.52)	0.98

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000-NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		460,000.00	460,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		250.00	250.00		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		300.00	300.00		(307.13)	(102.38)
250-000-665.000	INTEREST EARNED	136.40		1,500.00	1,500.00		142.78	9.52
Total Dept 000-NONE		136.40		458,050.00		458,050.00		(164.35) (0.04)
TOTAL REVENUES		136.40		458,050.00		458,050.00		(164.35) (0.04)
Expenditures								
Dept 000-NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	500.00		0.00	0.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00		300,000.00	300,000.00		0.00	0.00
Total Dept 000-NONE		0.00		300,500.00		300,500.00		0.00 0.00
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		37,300.00	37,300.00		0.00	0.00
Total Dept 336-FIRE DEPARTMENT		0.00		37,300.00		37,300.00		0.00 0.00
Dept 996-TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	0.00		265,000.00	265,000.00		0.00	0.00
Total Dept 996-TRANSFER OUT		0.00		265,000.00		265,000.00		0.00 0.00
TOTAL EXPENDITURES		0.00		602,800.00		602,800.00		0.00 0.00
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		136.40		458,050.00		458,050.00		(164.35) 0.04
TOTAL EXPENDITURES		0.00		602,800.00		602,800.00		0.00 0.00
NET OF REVENUES & EXPENDITURES		136.40		(144,750.00)		(144,750.00)		(164.35) 0.11

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000-NONE								
396-000-665.000	INTEREST EARNED	2.93		50.00	50.00		0.88	1.76
Total Dept 000-NONE		2.93		50.00	50.00		0.88	1.76
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA	0.00		265,000.00	265,000.00		0.00	0.00
Total Dept 961-TRANSFER IN		0.00		265,000.00	265,000.00		0.00	0.00
TOTAL REVENUES		2.93		265,050.00	265,050.00		0.88	0.00
Expenditures								
Dept 906-DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL	0.00		32,526.00	32,526.00		0.00	0.00
396-906-996.000	BOND - INTEREST	0.00		232,474.00	232,474.00		0.00	0.00
Total Dept 906-DEBT SERVICE		0.00		265,000.00	265,000.00		0.00	0.00
TOTAL EXPENDITURES		0.00		265,000.00	265,000.00		0.00	0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES		2.93		265,050.00	265,050.00		0.88	0.00
TOTAL EXPENDITURES		0.00		265,000.00	265,000.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		2.93		50.00	50.00		0.88	1.76
TOTAL REVENUES - ALL FUNDS								
		301.95		1,151,550.00	1,151,550.00		(34.16)	0.00
TOTAL EXPENDITURES - ALL FUNDS								
		5,965.60		994,875.00	994,875.00		3,075.83	0.31
NET OF REVENUES & EXPENDITURES		(5,663.65)		156,675.00	156,675.00		(3,109.99)	1.98

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	16,723.86
248-000-002.000	SAVINGS	751,883.81
248-000-018.200	TAXES RECEIVABLE - DLQ PERS PROPERTY	6.21
248-000-123.000	PREPAID EXPENSES	1,537.85
<b>Total Assets</b>		<b>770,151.73</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	5,575.70
248-000-211.000	CONTRACTS PAYABLE - RETAINAGE	3,750.60
<b>Total Liabilities</b>		<b>9,326.30</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	882,743.93
<b>Total Fund Balance</b>		<b>882,743.93</b>
<b>Beginning Fund Balance</b>		<b>882,743.93</b>
<b>Net of Revenues VS Expenditures</b>		<b>(121,918.50)</b>
<b>Ending Fund Balance</b>		<b>760,825.43</b>
<b>Total Liabilities And Fund Balance</b>		<b>770,151.73</b>

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,184.37
250-000-002.000	SAVINGS	842,050.33
250-000-002.001	SHARES	53.70
250-000-018.200	TAXES RECEIVABLE - DLQ PERS PROPERTY	307.13
<b>Total Assets</b>		<b>847,595.53</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	646,373.46
<b>Total Fund Balance</b>		<b>646,373.46</b>
<b>Beginning Fund Balance</b>		<b>646,373.46</b>
<b>Net of Revenues VS Expenditures</b>		<b>201,222.07</b>
<b>Ending Fund Balance</b>		<b>847,595.53</b>
<b>Total Liabilities And Fund Balance</b>		<b>847,595.53</b>

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	8,898.45
<b>Total Assets</b>		<b>8,898.45</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	29,723.82
<b>Total Fund Balance</b>		<b>29,723.82</b>
<b>Beginning Fund Balance</b>		<b>29,723.82</b>
<b>Net of Revenues VS Expenditures</b>		<b>(20,825.37)</b>
<b>Ending Fund Balance</b>		<b>8,898.45</b>
<b>Total Liabilities And Fund Balance</b>		<b>8,898.45</b>

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	13,426.89
248-000-002.000	SAVINGS	752,324.88
<b>Total Assets</b>		<b>765,751.77</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	7,872.86
<b>Total Liabilities</b>		<b>7,872.86</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	882,743.93
<b>Total Fund Balance</b>		<b>882,743.93</b>
<b>Beginning Fund Balance - 2016</b>		<b>882,743.93</b>
<b>Net of Revenues VS Expenditures - 2016</b>		<b>(121,918.50)</b>
<b>*2016 End FB/2017 Beg FB</b>		<b>760,825.43</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(2,946.52)</b>
<b>Ending Fund Balance</b>		<b>757,878.91</b>
<b>Total Liabilities And Fund Balance</b>		<b>765,751.77</b>

\* Year Not Closed

Fund 250 WDDA OPERATING

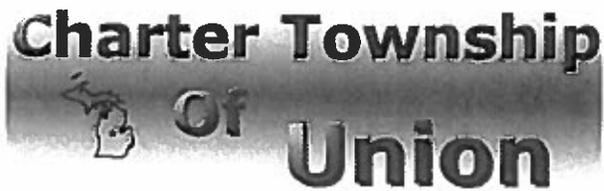
GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,184.37
250-000-002.000	SAVINGS	842,193.11
250-000-002.001	SHARES	53.70
<b>Total Assets</b>		<b>847,431.18</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	646,373.46
<b>Total Fund Balance</b>		<b>646,373.46</b>
<b>Beginning Fund Balance - 2016</b>		<b>646,373.46</b>
<b>Net of Revenues VS Expenditures - 2016</b>		<b>201,222.07</b>
<b>*2016 End FB/2017 Beg FB</b>		<b>847,595.53</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(164.35)</b>
<b>Ending Fund Balance</b>		<b>847,431.18</b>
<b>Total Liabilities And Fund Balance</b>		<b>847,431.18</b>

\* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	8,899.33
<b>Total Assets</b>		<b>8,899.33</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	29,723.82
<b>Total Fund Balance</b>		<b>29,723.82</b>
<b>Beginning Fund Balance - 2016</b>		<b>29,723.82</b>
<b>Net of Revenues VS Expenditures - 2016</b>		<b>(20,825.37)</b>
<b>*2016 End FB/2017 Beg FB</b>		<b>8,898.45</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.88</b>
<b>Ending Fund Balance</b>		<b>8,899.33</b>
<b>Total Liabilities And Fund Balance</b>		<b>8,899.33</b>

\* Year Not Closed



## Memo

To: Downtown Development Authority Board (DDA)  
From: Kim Smith – Public Works Coordinator  
Date: February 9, 2017  
RE: Sanitary Sewer Manhole Rehabilitation Project

In September of 2016, the DDA approved the rehabilitation of 16 manholes located within the EDDA boundaries. The project was awarded to Culy Contracting Inc. in the amount of \$75,012.00.

Culy began working on the manholes in late October and met the substantial completion date of November 15, 2016. Township staff was onsite to inspect during this time as well as for the testing of the manholes which was done in late November and early December. A punch list was provided to Culy in late November as well.

Payment for substantial completion in the amount of \$71,261.40 was submitted to the DDA in December with a 5% retainage amount being held until the four punch list items were completed. The punch list repair items were completed in December and the four manholes have been reinspected. The retainage amount of \$3,750.60 was submitted in January for payment.

Overall the project went smoothly and we were happy with the performance of Culy Contracting. Their teams were professional and stayed in town and completed the work once they started. With the exception of the four minor items outlined on the punch list the manhole preparation and application was done well.

Thank you to the DDA Board for their continued support of the Township's Utility Projects.

If you have any questions please let me know.

# Culy Contracting, Inc.

5 Industrial Park Drive

P.O. Box 29

Winchester, IN 47394

Phone: (765) 584-8509

Fax: (765) 584-8060



# Invoice

Invoice Number

6704

Invoice Date

12/8/2016

Bill To: Dept. of Public Works  
2010 S. Lincoln Road

Re: Charter Township San Sew Rehab

Mount Pleasant, MI 48858

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
BP168169			Net 15 Days	12/23/2016
Description				Price
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,990.00				3,990.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$2,394.00				2,394.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$4,522.00				4,522.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$5,320.00				5,320.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$4,788.00				4,788.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$6,118.00				6,118.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$6,118.00				6,118.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$5,852.00				5,852.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$6,118.00				6,118.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,990.00				3,990.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,990.00				3,990.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$6,118.00				6,118.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,192.00				3,192.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,990.00				3,990.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$3,724.00				3,724.00
MANHOLE MAINTENANCE/REHABILITATION 1 @ \$4,788.00				4,788.00

UNION TOWNSHIP EDDA - Manhole Rehab Project  
 Dept. Approved: KS Date: 12/12/16  
 Costing: \_\_\_\_\_  
 Clerk Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 V# \_\_\_\_\_ CH# \_\_\_\_\_

*Substantial Completion ✓*

Subtotal	\$	75,012.00
Retainage	\$	<u>3,750.60</u>
<b>Total Due</b>	<b>\$</b>	<b>71,261.40</b>

**Thank you for your business! We are now WBE Certified!**

**Culy Contracting, Inc.**

5 Industrial Park Drive

P.O. Box 29

Winchester, IN 47394

Phone: (765) 584-8509

Fax: (765) 584-8060



**Invoice**

Invoice Number

6886

Invoice Date

1/13/2017

Bill To: Dept. of Public Works  
2010 S. Lincoln Road

Re: CharterTownship San Sew Rehab

Mount Pleasant, MI 48858

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
BP168169			Net 15 Days	1/28/2017
Description				Price
RETAINAGE				3,750.60

UNION TOWNSHIP

Dept. Approved KS Date 1/17/17

Coding \_\_\_\_\_

Clerk Approval \_\_\_\_\_ Date \_\_\_\_\_

V# \_\_\_\_\_ CH# \_\_\_\_\_

Retainage - EDDA Manhole Rehab Project - Complete

Subtotal	\$	3,750.60
Retainage	\$	0.00
<b>Total Due</b>	<b>\$</b>	<b>3,750.60</b>

**Thank you for your business! We are now WBE Certified!**

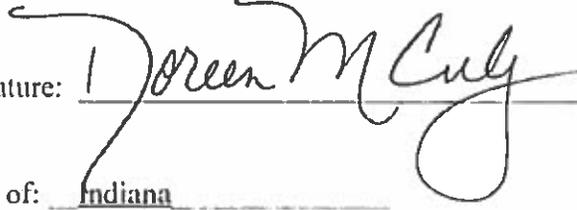
**Partial Waiver & Release of Liens**

Subject to receipt of Partial Payments to Culy Contracting, Inc., having a contract with Charter Township of Union for the work of project: 2016 Sanitary Sewer Manhole Rehabilitation, whereof the Charter Township of Union is the owner, and Culy Contracting, Inc. has performed work and provided labor, services, materials, fixtures or apparatus especially for the project, in the amount of \$71,261.40, (amount without retainage) the payment of which has been promised as the sole consideration of this Partial Waiver of Lien which is given solely with respect to said amount and which waiver shall be effective only upon receipt of payment thereof by the undersigned. That there are no outstanding claims for the above mentioned items, and that there are no existing liens, claims or potential claims which may, or could become liens.

The undersigned further represents and warrants that he/she is duly authorized and empowered to sign and execute this waiver on behalf of the Contractor; that Contractor has properly performed all work and furnished all the materials of the specified quality per plans and specifications and in a good and workmanlike manner; that Contractor has paid for all the labor, materials, equipment and services that has been used or supplied to the Premises.

Contractor further agrees and does hold harmless, reimburse fully indemnify Owner for any losses or expenses, including attorney's fees, should any such lien, claim or right to a lien be asserted.

I, Doreen M. Culy being President of Culy Contracting, Inc., P.O. Box 29, 5 Industrial Park Drive – Winchester, IN 47394 do hereby acknowledge the foregoing in full and certify that this is a true and accurate statement.

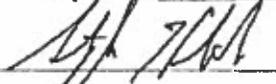
Signature: 

State of: Indiana

County of: Randolph

Subscribed & sworn to before me this 8th day of December, 2016.

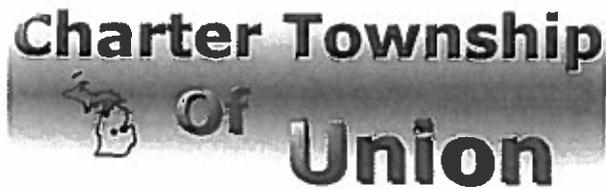
My Commission Expires: 12/09/2022

Signature: 

Printed Name: Stephen Hinkle



STEPHEN HINKLE, Notary Public  
Randolph County, State of Indiana  
My Commission Expires December 9, 2022



2010 South Lincoln Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600 224  
Fax (989) 773 1988  
ksmitkksmith@uniontownshipmi.com

---

## PUNCH LIST

---

Project Name: EDDA Manhole Rehabilitation  
2016

To: Culy Contracting Representative: Mark Schildmeier

Date: November 18, 2016

Items that need to be done:

### **Sixteen Sanitary Sewer Manholes - EDDA**

1.	<i>Manhole Rehabilitation</i> a. Manhole #6 – bubbles present in applied liner b. Manhole #8 – leak in existing manhole structure c. Manhole # 12 – bubbles present in applied liner d. Manhole #10 – leak in existing manhole structure (see attached map for manhole locations)
----	--

*Completed*

EDA BOARD MEMBERS						
	F Name	L Name	Appt. Date	Term Length	Term Expires	Sworn In Date
1	Thomas	Kequom	6/22/2016	3	4/14/2019	7/19/2016
2	James	Zalud	6/22/2016	3	4/14/2019	7/19/2016
3	Robert	Elmore	2/13/2013	4	2/13/2017	2/19/2013
4	Robert	Bacon	1/14/2015	4	1/31/2019	1/20/2015
5	Ben	Gunning	1/11/2017	4	11/20/2020	11/20/2016
6	Marty	Figg	6/22/2016	3	6/22/2019	7/11/2016
7	Sarjit	Chowdhary	1/14/2015	3	1/20/2018	1/20/2015
8	Cheryl	Hunter	6/22/2016	3	6/22/2019	7/19/2016
9	Vance	Johnson	2/13/2013	4	2/13/2017	2/27/2013
10	Michael	Smith	2/13/2013	4	2/13/2017	2/19/2013
11	Mark	Perry	3/26/2014	4	3/26/2018	7/19/2016

*\* MEMBERS TERMS/EXPIRATIONS RECONCILED 12/28/16 - MS/AS*

# REQUEST FOR EDA BOARD ACTION

<b>To:</b> EDA	<b>DATE:</b> January 12, 2017
<b>FROM:</b> Mark Stuhldreher, Manager	<b>DATE FOR AUTHORITY</b> <b>CONSIDERATION:</b> 1/17/1
<b>ACTION REQUESTED:</b> APPROVAL A SERVICE AGREEMENT WITH David A. Breedlove d/b/a Pleasant Thyme Herb Farm (PTHF), to provide flowering plant arrangements and garden maintenance services to EDA during 2017	

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

Funds Budgeted: If Yes  Account # 248-000-801.007 No \_\_\_\_\_

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

### BACKGROUND INFORMATION

Historically, PTHF has provided beautification services along the Pickard Rd corridor within the East Downtown Development District.

### SCOPE OF SERVICES

PTHF will provide flowering plant arrangements and garden maintenance services to EDDA during 2017 as more fully set forth in the attached Service Agreement. PTHF will grow and deliver flower plants in baskets and for planters owned by the EDDA. PTHF will also be responsible for maintaining the flowers and the perennial beds in the M-20 right-of-way, in the Township of Union (between Packard Street and Summerton Road). The baskets and planters will be installed before Memorial Day (weather permitting)

### JUSTIFICATION

The EDA is charged with overseeing economic development activities for the Township. As outlined in the Union Township Economic Development Plan, EDA goals include, among other things attracting and retaining businesses, and increasing recreational activities/events and tourism in the area.

The geographic area covered under this contract is a major corridor within the EEDA boundary. Beautification efforts along this corridor are vital to the attainment of these goals, creating a sense of place and establishing Union Township as a destination.

### 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. Health
3. Natural Environment
4. Commerce

**COSTS**

The estimated annual cost for these services is \$18,000.

**PROJECT TIME TABLE**

As outlined in the Service Agreement, the timeframes for the installation of the planters is before Memorial Day, weather permitting. Maintenance services will occur throughout the summer and fall.

**RESOLUTION**

Approval of a Service Agreement with David A. Breedlove d/b/a Pleasant Thyme Herb Farm (PTHF), to provide flowering plant arrangements and garden maintenance services to EDA during 2017

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

Yes:  
No:  
Absent:

## SERVICES CONTRACT

THIS SERVICES CONTRACT (“Contract”) is made effective \_\_\_\_\_, 2017, by and between The Union Township Economic Development Authority (“EDA”), a downtown development authority of the Charter Township of Union, whose address is 2010 S. Lincoln Road, Mt. Pleasant, Michigan 48858 and David A. Breedlove d/b/a Pleasant Thyme Herb Farm (“PTHF”), whose address is 5490 E. Baseline Road, Mt. Pleasant, Michigan 48858.

In consideration of the mutual promises and conditions contained in this Contract, the parties agree as follows:

1. PTHF will provide flowering plan arrangements and garden maintenance services to EDA during 2017 as more fully set forth herein. PTHF will grow and deliver flower plants in baskets and for planters owned by the EDA. PTHF will also be responsible for maintaining the flowers and the perennial beds in the M-20 right-of-way, in the Township of Union (between Packard Street and Summerton Road). The baskets and planters will be installed before Memorial Day (weather permitting).

2. PTHF will invoice EDA on a monthly basis for work performed. The invoice will provide an itemization of goods and materials provided and the number of service hours rendered.

3. PTHF will remain the employer of record for all workers performing the services set forth herein. PTHF agrees to obtain workers’ compensation coverage for itself and its employees, if any, if required by law, and to furnish a copy of its certificate of insurance to EDA. Further, as the employer, PTHF shall be solely liable and responsible for unemployment compensation compliance and withholdings, and acknowledges and understands that EDA shall make no state or federal unemployment compensation payments on behalf of PTHF or PTHF employees.

4. PTHF shall at all times maintain comprehensive liability insurance for injuries to third parties and their property, with such limits as are acceptable to EDA.

5. The quantity and price for flowering plant arrangements is as follows:

- Hanging Baskets at benches (21) @ \$26 per basket
  - Mixed baskets (2/bench + 2 backup baskets = 44 baskets)
    - Plants
    - Potting Soil
    - Fertilizer
- Hanging Baskets for street lights @ \$26 per basket
  - Mixed baskets (79 baskets)
    - Plants
    - Potting Soil
    - Fertilizer

- Wall Planters @ \$32 per planter
  - Mixed planters (22 wall-mounted)
    - Plants
    - Basket liner
    - Potting Soil
    - Fertilizer
- Sidewalk Planters @ \$26 per planter
  - Mixed Planters (21)
    - Plants
    - Potting Soil (if needed; billed separately)
    - Fertilizer

6. Maintenance services shall be invoiced @ \$38 per hour. A description of the maintenance services and an estimate of the hours is as follows:

- Water baskets and planters
  - 9 hours per week (180 hours)
  - June to October
- Basket/planter install and removal (18 hours)
- Weeding
  - Benches (6 hours per month for 4 months and 24 hours for spring/fall cleanup)
  - Corners at Isabella and Pickard (2 hours per month for 4 months and 2 hours for spring/fall cleanup)
  - Overpass I-27 (10 hours per month for 4 months and 12 hours for spring/fall cleanup)
  - Large beds at I-27 (3 hours per month for 4 months)
  - Spray sidewalk cracks and on the mulch around the street trees (10 hours)
- Mulch trees and beds as needed. Trees were mulched last year and the beds in 2015. Because the mulch breaks down over time, the mulch will need to be reapplied to many of the beds (estimated no more than 10 hours). The EDA shall directly order and pay for the hardwood mulch from a nursery of the EDA's selection.
- Tree Evaluation and report (up to 10 hours).
- Tree and shrub pruning (up to 20 hours). In addition to the annual maintenance on the street trees, the woody plants located in the large beds need to be pruned back to allow adjacent plants to grow without competing for space.
- Fertilize planting beds and sidewalk planters. Apply a slow-release organic fertilizer to all perennial plant beds. The cost of the fertilizer is not to exceed \$200. The fertilizer is to be applied during spring cleanup.

7. Any changes or amendments to this Contract will be by mutual consent, evidenced in writing.

8. All material is guaranteed to be as specified. All work shall be completed in a professional manner according to standard industry practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders signed by EDA, and will become an extra charge over and above the estimate. All agreements are subject to strikes, accidents or delays beyond our control.

9. PTHF agrees to indemnify, defend, and hold harmless EDA from and against any and all claims, losses, damages and/or liabilities arising out of or in any way related to PTHF's performance of its obligations under this Contract, including any claims, losses, damages, and/or liabilities resulting from the negligent acts or omissions of PTHF, its employees, agents, or anyone acting on the behalf of PTHF.

10. The invalidity or unenforceability of any particular provision of this Contract shall not invalidate or affect any other provisions hereof, and this Contract shall be construed in all respects as if such invalid or unenforceable provision were omitted.

11. This Contract constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and all prior and contemporaneous agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect.

12. PTHF may not assign or subcontract any rights or obligations under this Contract without EDA's prior written approval.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first set forth above.

---

David A. Breedlove

---

EDA Authorized Signature



Economic Development Authority  
2010 South Lincoln  
Mt. Pleasant, MI 48858  
Phone 989-772-4600 Ext. 227  
Fax 989-773-1988

To: Stoneridge Subdivision and Meadowbrook Drive Neighbors

From: Economic Development Authority Board

Re: Request for EDA Assistance

Thank you for your project inquiry; however, the project presented lies outside the West DDA boundaries. State statute regulating Economic Development Authority expenditures prohibit spending outside the legal boundaries of the district, as defined by law.

The Board would like to thank you for your beautification efforts, and wishes you luck with the project. We also encourage your input on future EDA projects.

---

Thomas Kequom  
Economic Development Authority, Chair

---

Date



# REQUEST FOR EDA BOARD ACTION

**TO:** EDA

**DATE:** February 14, 2017

**FROM:** Mark Stuhldreher, Manager

**DATE FOR AUTHORITY  
CONSIDERATION:** 2/21/2017

**ACTION REQUESTED:** Approval of a Service Agreement between the Charter Township of Union Economic Development Authority (EDA) and the Mid Michigan Area Cable Consortium (MMACC) for the recording of monthly and special EDA business meetings.

Current Action  Emergency

Funds Budgeted: If Yes \_\_\_\_\_ Account # 248/250-000-801.00 (50/50) No

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

### BACKGROUND INFORMATION

In an effort to increase transparency and information sharing with the citizens, the MMACC records EDA business meetings for subsequent broadcast on the area public access television channel.

The attached Service Agreement being recommended for approval provides the basis for this service and outlines the respective party's responsibilities.

### SCOPE OF SERVICES

MMAC will and provide video recording equipment, ancillary supplies, and personnel so as to provide on-site recordings of the Union Township Economic Development Authority meeting not to exceed 20 hours of regular and additional meeting sessions during the calendar year. All other meetings and or requested recorded events outside of these scheduled sessions will be billed on an individual basis at the rate of \$36.75 per hour.

### JUSTIFICATION

Recording and broadcast of EDA meetings will help keep the citizens informed as to the activities of the EDA and will allow for increased opportunities for public participation.

### PROJECT IMPROVEMENTS

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

1. Community well-being and common good

### COSTS

The estimated annual cost for these services is \$735.00. This fee will be split equally between the EDDA Operating fund and the WDDA Operating Fund. These funds were not originally budgeted and will therefore be included in the first available budget amendment.

### PROJECT TIME TABLE

The initial term of this agreement is from January 1, 2017 through December 31, 2017 and may be renewed upon mutual agreement of the parties.

**RESOLUTION**

Approval of the Service Agreement between the Charter Township of Union Economic Development Authority (EDA) and the Mid Michigan Area Cable Consortium (MMAACC) for the recording of monthly and special EDA business meetings.

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

Yes:  
No:  
Absent:

AGREEMENT BETWEEN THE  
CHARTER TOWNSHIP OF UNION ECONOMIC DEVELOPMENT AUTHORITY  
AND THE MID MICHIGAN AREA CABLE CONSORTIUM

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Charter Township of Union Economic Development Authority, hereinafter called “Owner” and Mid Michigan Area Cable Consortium, hereinafter called “Contractor”.

Witnessed, that for and in consideration of payments and agreements hereinafter mentioned:

1. Contractor will commence and provide video recording and personnel so as to provide on-site recordings of the Union Township Economic Development Authority not to exceed 20 hours of regular and additional meeting sessions during the calendar year. All other meetings and or requested recorded events outside of these scheduled sessions will be billed on an individual basis at the rate of \$36.75 per hour.
2. Contractor will furnish the recording system, and camera as needed by Owner. System repairs and updates of Owner owned audio system equipment will be agreed upon by both parties and approved for payment by Owner including but not limited to time and materials. Any repairs or updates requiring technical input will be investigated by Contractor, with payment, upon approval, being made by Owner, including rental or purchase of any necessary support equipment. Any repairs or updates to Contractor owned equipment will investigate and paid for by the Contractor.
3. Contractor will provide recording media stock so as to allow recording and replay of the recorded meetings on Cable Channels 188.
4. Contractor agrees to perform all the work agreed upon and comply with the terms herein for the sum of \$735.00 per year, to be paid once annually. No invoicing will be required.
5. Owner will pay Contractor in accordance with the Standard Specifications and in accordance with the Charter Township of Union’s Standard Practice.
6. Owner designates the following staff or their designees to communicate with Contractor regarding regular and special meeting dates to assure availability of Contractor staff: Township Manager or designee. Annual schedules for meetings shall be provided by the Township clerk in January of each year.

7. The term of this agreement is from January 1, 2017 through December 31, 2017 and is renewable upon mutual agreement. Either party may terminate this agreement at the end of term without cause upon written notice. This agreement may also be terminated with cause for non performance of contract terms or upon the township's ability to video its own meetings. Sixty (60) day written notice will be given for either Owner or Contractor to terminate agreement.
8. This contract shall be binding upon all parties hereto and their respective executors, administrators, successors, and assigns.

In Witness Whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate (2), each of which shall be deemed an original on the date first above written.

Mid Michigan Area Cable Consortium

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Carey Hammel  
Operations & Administration Director  
MAC TV Network

Charter Township of Union, Michigan

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Thomas Kequom  
Chair, Economic Development Authority