



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday February 20, 2018

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JANUARY 16, 2018
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – JANUARY
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - B. JANUARY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
WEST DDA GO DEBT SERVICE #396
 - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
 - A. APPROVAL OF CONTRACT WITH HOMETOWN DECORATIONS AND DISPLAYS FOR HOLIDAY DECORATIONS FOR 2018, 2019, 2020.
 - B. ACCEPTANCE AND SUPPORT OF CAPITAL PROJECT SUBCOMMITTEE PROJECT RECOMMENDATIONS 2018/2019
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: MARCH 20, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday January 16, 2018**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:15 p.m.

ROLL CALL

Present: Kequom, Zalud, Hunter, Smith, Bacon, Gunning (5:18pm), Chowdhary, Barz, Figg

Excused: Perry, Johnson

Absent:

Others Present: Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk

APPROVAL OF AGENDA

MOTION by **Zalud** SUPPORTED by **Bacon** to APPROVE the agenda as presented. MOTION CARRIED 8-0.

APPROVAL OF MINUTES

MOTION by **Figg** SUPPORTED by **Chowdhary** to APPROVE minutes from the December 19, 2017 regular meeting as presented.

MOTION CARRIED 8-0.

PUBLIC COMMENT – None

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Finance Director Sherrie Teall reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the East DDA payables 12/20/17 – 01/16/2018 in the amount of \$5,508.07 as presented. MOTIONED CARRIED 9-0

Finance Director Teall reviewed financial reports. Finance Director stated that there will be an audit on funds for 2017 in April 2018.

December financial reports were RECEIVED AND FILED by Chairman Kequom.

NEW BUSINESS - None

GENERAL DISCUSSION:

Reminder from Chair Kequom to keep an eye on the Board Matrix for upcoming expiration dates.

Reminder of the next scheduled EDA meeting on February 20, 2018.

Meeting was adjourned by Chairman Kequom at 5:28 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
01/23/2018	248	32 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD	113.00
					2027 FLORENCE ST	119.04
					4923 E PICKARD ST	120.62
					4675 E PICKARD ST	97.53
					4592 E PICKARD ST #B	24.25
					4592 E PICKARD ST #A	105.30
					5771 E PICKARD RD #B	24.25
					5771 E PICKARD RD #A	167.01
					5770 E PICKARD ST #B	24.25
					5770 E PICKARD ST #A	182.11
					5325 E PICKARD ST	216.44
					2029 2ND ST	194.82
					5157 E PICKARD ST #B	24.25
					5157 E PICKARD ST #A	107.10
					4900 E PICKARD ST	117.01
						<u>1,636.98</u>
02/20/2018	248	4009	00072	BLOCK ELECTRIC	REPLACE EYES NEEDED FOR XMAS LIGHTS	0.00 V
				Void Reason: Voided Check Range	Void Utility	
02/20/2018	248	4010	00188	DOUG'S SMALL ENGINE	PLOW SIDEWALKS - JAN 2018	0.00 V
				Void Reason: Voided Check Range	Void Utility	
02/20/2018	248	4011	00450	M M I	PARK BENCH/GROUND MAINT - JAN 2018	0.00 V
				Void Reason: Voided Check Range	Void Utility	
02/20/2018	248	4012	01244	MOUNT PLEASANT AREA CVB	2018 PURE MICHIGAN PARTNERSHIP	0.00 V
				Void Reason: Voided Check Range	Void Utility	
02/20/2018	248	4013	00072	BLOCK ELECTRIC	REPLACE EYES NEEDED FOR XMAS LIGHTS	408.33
02/20/2018	248	4014	00188	DOUG'S SMALL ENGINE	PLOW SIDEWALKS - JAN 2018	800.00
02/20/2018	248	4015	00450	M M I	PARK BENCH/GROUND MAINT - JAN 2018	269.50
02/20/2018	248	4016	01244	MOUNT PLEASANT AREA CVB	2018 PURE MICHIGAN PARTNERSHIP	<u>5,000.00</u>
248 TOTALS:						
(4 Checks Voided)						
Total of 5 Disbursements:						8,114.81

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2018

GL NUMBER	DESCRIPTION	YTD BALANCE	2018		YTD BALANCE	% BDGT USED
		01/31/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET	01/31/2018	
		NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 248 - EDDA OPERATING						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	0.00	387,500.00	387,500.00	0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00	(4,000.00)	(4,000.00)	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
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.00	0.00
248-000-573.000	STATE AID REVENUE	0.00	30,000.00	30,000.00	0.00	0.00
248-000-665.000	INTEREST EARNED	129.31	6,300.00	6,300.00	1,357.88	21.55
248-000-671.000	OTHER REVENUE	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE		129.31	422,150.00	422,150.00	1,357.88	0.32
TOTAL REVENUES		129.31	422,150.00	422,150.00	1,357.88	0.32
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	5,570.00	5,570.00	269.50	4.84
248-000-801.003	SIDEWALK SNOWPLOWING	375.00	5,500.00	5,500.00	800.00	14.55
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00	13,000.00	13,000.00	0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00	11,200.00	11,200.00	0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00	18,000.00	18,000.00	0.00	0.00
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	0.00	500.00	500.00	0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	0.00
248-000-914.000	LIABILITY	1,162.85	1,400.00	1,400.00	0.00	0.00
248-000-920.000	UTILITIES	1,537.98	10,500.00	10,500.00	1,636.98	15.59
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	0.00	700.00	700.00	0.00	0.00
248-000-976.200	DISTRICT PROJECTS	0.00	150,000.00	150,000.00	0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	0.00	23,600.00	23,600.00	0.00	0.00
Total Dept 000 - NONE		3,075.83	257,720.00	257,720.00	7,706.48	2.99
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	61,600.00	61,600.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	61,600.00	61,600.00	0.00	0.00
TOTAL EXPENDITURES		3,075.83	319,320.00	319,320.00	7,706.48	2.41
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		129.31	422,150.00	422,150.00	1,357.88	0.32
TOTAL EXPENDITURES		3,075.83	319,320.00	319,320.00	7,706.48	2.41
NET OF REVENUES & EXPENDITURES		(2,946.52)	102,830.00	102,830.00	(6,348.60)	6.17

PERIOD ENDING 01/31/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		490,000.00		490,000.00	0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(4,000.00)		(4,000.00)	0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	(307.13)		600.00		600.00	0.00	0.00
250-000-445.000	INTEREST ON TAXES	0.00		250.00		250.00	0.00	0.00
250-000-665.000	INTEREST EARNED	142.78		1,700.00		1,700.00	125.33	7.37
Total Dept 000 - NONE		(164.35)		488,550.00		488,550.00	125.33	0.03
TOTAL REVENUES		(164.35)		488,550.00		488,550.00	125.33	0.03
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		870.00		870.00	0.00	0.00
250-000-976.200	DISTRICT PROJECTS	0.00		150,000.00		150,000.00	0.00	0.00
Total Dept 000 - NONE		0.00		150,870.00		150,870.00	0.00	0.00
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		39,500.00		39,500.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		39,500.00		39,500.00	0.00	0.00
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	0.00		272,642.00		272,642.00	0.00	0.00
Total Dept 996 - TRANSFER OUT		0.00		272,642.00		272,642.00	0.00	0.00
TOTAL EXPENDITURES		0.00		463,012.00		463,012.00	0.00	0.00
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		(164.35)		488,550.00		488,550.00	125.33	0.03
TOTAL EXPENDITURES		0.00		463,012.00		463,012.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(164.35)		25,538.00		25,538.00	125.33	0.49

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000 - NONE								
396-000-665.000	INTEREST EARNED		0.88	30.00	30.00		0.31	1.03
Total Dept 000 - NONE			0.88	30.00	30.00		0.31	1.03
Dept 961 - TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		0.00	272,642.00	272,642.00		0.00	0.00
Total Dept 961 - TRANSFER IN			0.00	272,642.00	272,642.00		0.00	0.00
TOTAL REVENUES			0.88	272,672.00	272,672.00		0.31	0.00
Expenditures								
Dept 906 - DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		0.00	31,130.00	31,130.00		0.00	0.00
396-906-996.000	BOND - INTEREST		0.00	243,870.00	243,870.00		0.00	0.00
396-906-996.001	BOND - PAYING AGENT FEES		0.00	800.00	800.00		0.00	0.00
Total Dept 906 - DEBT SERVICE			0.00	275,800.00	275,800.00		0.00	0.00
TOTAL EXPENDITURES			0.00	275,800.00	275,800.00		0.00	0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			0.88	272,672.00	272,672.00		0.31	0.00
TOTAL EXPENDITURES			0.00	275,800.00	275,800.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			0.88	(3,128.00)	(3,128.00)		0.31	0.01
TOTAL REVENUES - ALL FUNDS								
			(34.16)	1,183,372.00	1,183,372.00		1,483.52	0.13
TOTAL EXPENDITURES - ALL FUNDS								
			3,075.83	1,058,132.00	1,058,132.00		7,706.48	0.73
NET OF REVENUES & EXPENDITURES			(3,109.99)	125,240.00	125,240.00		(6,222.96)	4.97

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	1,725.64
248-000-002.000	SAVINGS	597,970.97
248-000-003.001	CERTIFICATE OF DEPOSIT	501,496.87
248-000-123.000	PREPAID EXPENSES	1,206.98
Total Assets		1,102,400.46
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	6,477.83
Total Liabilities		6,477.83
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	760,825.43
Total Fund Balance		760,825.43
Beginning Fund Balance - 2017		760,825.43
Net of Revenues VS Expenditures - 2017		341,445.80
*2017 End FB/2018 Beg FB		1,102,271.23
Net of Revenues VS Expenditures - Current Year		(6,348.60)
Ending Fund Balance		1,095,922.63
Total Liabilities And Fund Balance		1,102,400.46

* Year Not Closed

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,278.37
250-000-002.000	SAVINGS	739,161.60
250-000-002.001	SHARES	53.70
Total Assets		744,493.67
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	847,595.53
Total Fund Balance		847,595.53
Beginning Fund Balance - 2017		847,595.53
Net of Revenues VS Expenditures - 2017		(103,227.19)
*2017 End FB/2018 Beg FB		744,368.34
Net of Revenues VS Expenditures - Current Year		125.33
Ending Fund Balance		744,493.67
Total Liabilities And Fund Balance		744,493.67

* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,130.39
Total Assets		3,130.39
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	8,898.45
Total Fund Balance		8,898.45
Beginning Fund Balance - 2017		8,898.45
Net of Revenues VS Expenditures - 2017		(5,768.37)
*2017 End FB/2018 Beg FB		3,130.08
Net of Revenues VS Expenditures - Current Year		0.31
Ending Fund Balance		3,130.39
Total Liabilities And Fund Balance		3,130.39

* Year Not Closed

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative			11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5	Stan	Shingles	2/15/2021
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Mike	Darin	2/15/2019
9	Doug	LaBelle II	2/15/2019
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019



REQUEST FOR EDA BOARD ACTION

TO: EDA Board	DATE: February 1, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 2/20/18
ACTION REQUESTED: Board approval of an Agreement with Hometown Decoration and Display, LLC, to provide holiday decorations, display equipment, materials and installation along Pickard St within the boundaries of the East Downtown Development District.	

Current Action Emergency

Funds Budgeted: If Yes Account # 248-000-976.207 No N/A

Finance Approval _____ MDS _____

BACKGROUND INFORMATION

The Authority, since at least 2015, has contracted with Hometown Decoration and Display, LLC, to provide for holiday decorations on the light poles along Pickard within the boundaries of the East Downtown Development District. The decorations consisted of one display on 80 light poles. The displays consisted of a green tree, red poinsettia, white poinsettia and diamond candle that followed a repeating pattern. The 2017 holiday season was the last year of the contract.

The administration is recommending a new three-year contract with Hometown Decoration and Display, LLC be approved. Significant difference between the old and recommended contract include:

- Two (2) displays on each light pole instead of one (1).
- A reduction in the number of different types of displays from four (4) to two (2). Reducing the number of display types will create a greater visual impact along Pickard. The display types are staggered red and green zig zag trees together, followed by staggered white poinsettias in a repeating pattern.

The attached picture depicts the display type and sequence.

SCOPE OF SERVICES

Hometown Decoration and Display, LLC, will provide the holiday decorations, display equipment, materials and installation services.

JUSTIFICATION

To encourage economic growth within the district by creating an attractive streetscape which in turn will increase tourism and economic activity as called for in the Development Plan.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the approval of this Agreement (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Commerce

COSTS

The annual cost will be \$10,800. This is an increase of \$5,200 over the expired contract and the result of a doubling of the number of decorations and the increased height and width of each decoration. The FY 2018 budget was originally adopted at \$5,600 for this program so a budget amendment will be needed. The budget amendment will be brought before the Authority at midyear as part of the annual budget amendment process.

PROJECT TIME TABLE

Decoration will be installed before November 30th of year and removed shortly after Christmas. The contract is for the holiday seasons of 2018, 2019, and 2020.

RESOLUTION

Authorization is hereby given to approve the attached Agreement with Hometown Decoration and Display, LLC, for the provision of holiday lighting decorations at an annual cost of \$10,800.

Resolved by _____ Secoded by _____

- Yes:
- No:
- Absent:

EDA Chairperson



AGREEMENT

This agreement made and entered into this 20th day of February 2018, by and between Hometown Decoration and Display, LLC, of Hudsonville, Michigan hereinafter for brevity sometimes called "lessor" and the Charter Township of Union Economic Development Authority hereinafter for brevity sometimes called "lessee"

WITNESSETH:

Whereas, lessor has offered to provide and furnish Holiday Decorations, display equipment and material to lessee pursuant to the terms, conditions and provisions hereinafter set forth, and, whereas, lessee is desirous of accepting and does accept the offer of lessor to provide and furnish said Holiday Decorations, display equipment and materials in accordance with said terms, conditions and provisions.

Now therefore, the parties hereto in consideration of the promises, and the promises of each to the other mutually made and accepted, covenant and agree as follows:

1. Lessor agrees to furnish and provide Holiday Decorations, display equipment and materials of the type hereinafter specified to lessee during the winter holiday seasons of 2018, 2019 and 2020, and to install the same in a workman like manner.
2. The decoration, display equipment and materials which shall be furnished by lessor for the use and benefit of lessee for the 2018 holiday season shall consist of components as follows:

160 Lighted Decorations (80 Poles) @ \$135.00 per pole = \$10,800.00
3. Lessor shall complete the work to be performed by it so that the decorations leased by it shall be ready for lighting in accordance with the following schedule:
 - (A) Decorations to be installed in designated areas ready for lighting on or before November 30th in each year during existence of the contract.
 - (B) Lessor shall remove decorations as soon as practicable after December 25, 2018 And December 25th of each subsequent year during the existence of the contract.
4. Lessor shall complete the plugging in of all decorations which require lighting and shall furnish connecting facilities required in order that said decorations may be plugged in for lighting.
5. Lessee agrees and undertakes to make all arrangements to procure and secure such authorization as might be required in from any governmental unit; agency of public authority to carry out its scheme for Holiday Decorations.
6. All damage to said decorations, equipment and materials or any part thereof, shall be the responsibility of the lessor provided, however, that the lessee shall use reasonable care to prevent such damage.
7. Special Provisions:
8. Lessor shall maintain such insurance as will protect lessee against any claims under workers' compensation act and from claims for damage and because of bodily injury, including death, in the amount of not less than \$500,000. for each person and \$500,000. for each accident and for claims or property damage in an amount not less than \$500,000. for any person and \$500,000. for each accident.
9. The lessee agrees to pay lessor for its services and the use of the materials designated at paragraph 2 hereof, the sum of **\$10,800.00 which shall be paid to lessor at 2645 24th Ave., Hudsonville, Michigan 49426 on or before the 10th day of December** of the year to which such payment is attributable. Said sum shall include the installation by lessor of such decoration, necessary service calls and removal of said decorations. If lessee is on a rotation basis, decorations for the Holiday seasons of the year 2019 and 2020 will be of different type of kind

that those leased to lessee for the Holiday season of the year 2018. But the decorations, materials and supplies furnished shall, with the exception of the wrapping of poles, be such as are within a retail cost of \$250.00 to \$500.00 per unit. If you are on a rotation schedule and/or you have a three year contract, the price for said decorations and services for the Holiday seasons 2019 and 2020, shall be the same as that for the year 2018, provided, however, that if an additional or more expensive type of decoration is required, said price shall be increased in an amount to be negotiated by the parties hereto. In the event that a use of sales tax should be imposed by the state of Michigan upon lessor by reason of its undertaking as set forth herein, the lessee to reimburse lessor in payments otherwise required by the terms hereof, within thirty (30) days after demand by lessor.

10. This agreement shall be executed in two (2) counterparts, each of which is deemed to be for all purposes an original copy hereof.
11. This agreement shall be binding upon and inure to the benefit of the successors, assigns and Legal representatives of the parties hereto.

In witness whereof, the parties hereto have caused the execution hereof by their duly authorized officers this 20th day of February 2018.

Lessor

Hometown Decoration and Display, LLC

By _____

Wendy Braun, President

Lessee

Charter Township of Union Economic Development Authority

By _____

Economic Development Authority Chairman

Attest:

Secretary/Clerk

REQUEST FOR BOARD ACTION

To: EDA – Economic Development Authority	DATE: February 14, 2018
FROM: Capital Project Subcommittee	DATE FOR BOARD CONSIDERATION: February 20, 2018
ACTION REQUESTED: Acceptance and support of DDA Capital Project Subcommittee 2018/2019 project recommendations	

Current Action Emergency

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

Finance Approval _____

BACKGROUND INFORMATION

In October of 2017, the DDA Board created a Capital Project Subcommittee to identify and recommend future projects in the East and West Downtown Development Districts. Input for the project list were solicited and obtained in October and November from the Township Administration, Isabella County Road Commission, 2011 DDA Project List, and subcommittee members.

The subcommittee met in late November to review the projects suggested and determine which projects were viable and that coincide with DDA Board, Township Board of Trustees, and Citizen Priorities. Cost estimates for these projects were then obtained from the various departments and agencies involved.

In early February the sub-committee met again to review the cost estimates, rational behind each project, projected project schedules, and the priority of each project. The financial viability of both the West and East DDA were discussed as it pertains to completion of these projects. A copy of the subcommittee’s final conclusions and recommendations for projects to be completed in 2018 and 2019 is attached.

SCOPE OF SERVICES

Recommendation from subcommittee for 2018 and 2019 Capital Projects in the East and West Downtown Development Districts.

JUSTIFICATION

Subcommittee utilized various sources to determine capital projects in each district. The analysis included the Township’s overall goals, project cost and schedule, rational, fiscal responsibility, and total impact to the community.

PROJECT IMPROVEMENTS

Which of the six (6) Board Goals does this request meet? (From Policy 1.0: Global End).

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

COSTS

PROJECT TIME TABLE

WORK TO BE COMPLETED IN 2018 & 2019

RESOLUTION

Motion to accept and support the recommendations of the Capital Projects Subcommittee for projects to be completed in fiscal years 2018 and 2019.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA Chairperson

**Downtown Development Authority (DDA)
Project List - 2018/2019**

East Downtown Development Authority (EDDA)

Roads

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Airport Road (Packard - Belmont)	Gravel Refurbish	DDA Committee requested gravel refurbish price	2018	\$ 4,475.63		High
Cross Lanes (West of Isabella to City Limit)	Mill & Fill	improve condition for school traffic and residents	2018	\$ 37,008.04		High
Airway Drive (South of Airport Road)	Gravel Refurbish	improve condition	2018	\$ 5,000.00		High
Carter Street (South of M-20)	Overlay	improve condition for residents	2018	\$ 29,544.74		High
Betty Lane (South of M-20)	Overlay	improve condition for residents	2018	\$ 27,989.76		High
Yats Drive (South of M-20)	Overlay	improve condition for residents	2018	\$ 23,324.80		High
				\$ 127,342.97		

Water & Sewer

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Water Main Loop (Pickard - Summerton North to WTR Park Entrance on Summerton Road)	installation of approximately 1,570 feet water main (possible cost share water fund - total project cost 268,432.50)	increase fire flows, reliability, water quality in area	2018	\$ 268,432.50		High
Pump Station #1 Upgrade & Rehab (located on Enterprise Drive)	Upgrade pumps/valves/wet well (possible cost share sewer fund - total project cost 428,525)	upgrade for increased usage due to water park construction/Enterprise Park expansion - rehab station constructed in 1980's	2018/2019	\$ 428,525.00		High
				\$ 696,957.50		

Jameson Park

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Jameson Park Modernization	Jameson Park facelift to buidling and grounds	improve facility for citizens	2018	\$ 50,000.00		High
				\$ 50,000.00		

Other

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Pickard Road (Summerton to City Limits)	Park Bench/Trash Receptacle Replacement	Poor condition of existing benches and receptacles	2018	\$ 50,000.00		High
Total				\$ 50,000.00		

Total EDDA Projects

\$ 924,300.47

**Downtown Development Authority (DDA)
Project List - 2018/2019**

West Downtown Development Authority (WDDA)

Roads

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Lincoln Rd & Broomfield Intersection N to Bridge	Reconstruct/Additional Lanes/Traffic Signal Broomfield (set amount contribution towards project - possible split between Township/Road Commission/DDA of unfunded amount)	ongoing project/heavy traffic/improve condition	Funded 750,007.50/Unfunded 705,371.50 2018/2019	\$ 330,000.00		High
Lincoln Road (North of 20)	Overlay	heavy traffic/improve condition	2018	\$ 124,432.00		High
				\$ 454,432.00		

Water & Sewer

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Pump Station #14 (located on May Street) Upgrade and Rehab	Upgrade pumps/valves/wet well (possible cost share sewer fund - total project cost 277,550)	service existing and future growth in area/rehab of station constructed in 1980's	2018	\$ 200,000.00		High
				\$ 200,000.00		

Sidewalk/Pathways

<u>Location</u>	<u>Project</u>	<u>Rational</u>	<u>Schedule</u>	<u>Estimated Cost</u>	<u>Board of Trustee Goals/Citizen Survey</u>	<u>Priority</u>
Sidewalk installation from existing location 2300 S Lincoln Road (Lux Funeral Home) north to 2010 S Lincoln Road (Township Hall)	installation of approximately 670 feet sidewalk		2018	\$ 20,000.00		High
				\$ 20,000.00		

Total WDDA Projects

\$ 674,432.00