



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday March 20, 2018

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES FEBRUARY 20, 2018
5. PUBLIC COMMENT
6. PRESENTATION – 2018 MT. PLEASANT PURE MICHIGAN CAMPAIGN – CHRIS ROWLEY
7. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – FEBRUARY
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - B. FEBRUARY 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
8. NEW BUSINESS
 - A. DISCUSS PARTNERSHIP WITH ART REACH RE: JAMESON HALL IMPROVEMENTS
9. PENDING BUSINESS
 - A. HOLIDAY DECORATION CONTRACT – TABLED FROM LAST MEETING
10. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: APRIL 17, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday February 20, 2018**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:19 p.m.

ROLL CALL

Present: Perry, Smith, Johnson, Zalud, Kequom, Gunning, Chowdhary, Barz, Figg (5:21)

Excused: Hunter, Bacon

Absent:

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

APPROVAL OF AGENDA

MOTION by **Johnson** SUPPORTED by **Perry** to APPROVE the agenda as presented. MOTION CARRIED 8-0.

APPROVAL OF MINUTES

MOTION by **Zalud** SUPPORTED by **Chowdhary** to APPROVE minutes from the January 16, 2018 regular meeting as presented. MOTION CARRIED 8-0.

PUBLIC COMMENT – Ken Schaeffer

552 S Whiteville Rd

Mt. Pleasant, MI 48858

Ken stated that the Rotary Club is looking in to a beautification project in 2019 and asked the EDA Board for possible support with upcoming projects.

REPORTS

ACCOUNTS PAYABLE / FINANCIAL STATEMENTS

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

MOTION by **Perry** SUPPORTED by **Smith** to APPROVE the East DDA payables 01/17/2018 – 02/20/2018 in the amount of \$8,114.81 as presented. MOTIONED CARRIED 9-0

Finance Director Teall reviewed financial reports.

January Financial reports were RECEIVED AND FILED by Chairman Kequom.

Finance Director Teall stated there are many street lights along Pickard that are out and staff is working to rectify this. An inventory of what is needed is being done. Estimated costs of \$15k-\$20k.

Also, the administration is meeting with Art Reach to discuss a cooperative effort to improve the appearance of the exterior of Jameson Hall.

Finance Director mentioned that Taco Bell in EDDA wanted to add a sign to been seen from the expressway and it was denied by the ZBA.

NEW BUSINESS

- A. Presentation given by Sherrie Teall and Amy Peak on 3-year contract with Hometown Decorations and Displays, LLC with some general discussion.

ACTION: MOTION by **Gunning** SUPPORT by **Figg** to table RFBA – Approval of 3-year contract with Hometown Decorations. Motion CARRIED 8-1

- B. Project recommendations presentation by Kim Smith with the Capital Projects Subcommittee.

ACTION: MOTION by **Barz** SUPPORT by **Perry** to APPROVE and ACCEPT Capital Projects Subcommittee recommendations. Motion CARRIED 9-0

Projects will be approved individually as they are ready.

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

Meeting was adjourned by Chairman Kequom at 6:29 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
02/23/2018	248	33 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	48.71
					2027 FLORENCE	39.18
					4923 E PICKARD	49.30
					4675 E PICKARD	34.73
					4592 E PICKARD	24.91
					4592 E PICKARD #A	43.42
					5771 E PICKARD #B	24.91
					5771 E PICKARD #A	48.98
					5770 E PICKARD #B	24.91
					5770 E PICKARD #A	62.66
					5325 E PICKARD	118.72
					2029 2ND ST	103.37
					5157 E PICKARD #B	24.77
					5157 E PICKARD #A	39.42
					4900 E PICKARD	38.30
						<u>726.29</u>
03/20/2018	248	4017	00072	BLOCK ELECTRIC	REPAIR BRACKET FOR BANNER	90.00
03/20/2018	248	4018	00450	M M I	PARK BENCH / GROUND MAINT - FEB 2018	161.70

248 TOTALS:

Total of 3 Disbursements:

977.99

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2017		2018		YTD BALANCE 02/28/2018		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	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	245.14		6,300.00	6,300.00	2,445.21		38.81
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00	0.00		0.00
Total Dept 000 - NONE		245.14		422,150.00	422,150.00	2,445.21		0.58
TOTAL REVENUES		245.14		422,150.00	422,150.00	2,445.21		0.58
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	202.13		5,570.00	5,570.00	431.20		7.74
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	1,206.98		86.21
248-000-920.000	UTILITIES	2,328.12		10,500.00	10,500.00	2,363.27		22.51
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	4,500.00		23,600.00	23,600.00	0.00		0.00
Total Dept 000 - NONE		8,568.10		257,720.00	257,720.00	9,801.45		3.80
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		8,568.10		319,320.00	319,320.00	9,801.45		3.07
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		245.14		422,150.00	422,150.00	2,445.21		0.58
TOTAL EXPENDITURES		8,568.10		319,320.00	319,320.00	9,801.45		3.07
NET OF REVENUES & EXPENDITURES		(8,322.96)		102,830.00	102,830.00	(7,356.24)		7.15

PERIOD ENDING 02/28/2018

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	0.00		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	271.78		1,700.00	1,700.00		238.53	14.03
Total Dept 000 - NONE		271.78		488,550.00	488,550.00		238.53	0.05
TOTAL REVENUES		271.78		488,550.00	488,550.00		238.53	0.05
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		271.78		488,550.00	488,550.00		238.53	0.05
TOTAL EXPENDITURES		0.00		463,012.00	463,012.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		271.78		25,538.00	25,538.00		238.53	0.93

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2017		2018		YTD BALANCE 02/28/2018		% 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		1.68	30.00	30.00		0.59	1.97
Total Dept 000 - NONE			1.68	30.00	30.00		0.59	1.97
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			1.68	272,672.00	272,672.00		0.59	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			1.68	272,672.00	272,672.00		0.59	0.00
TOTAL EXPENDITURES			0.00	275,800.00	275,800.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			1.68	(3,128.00)	(3,128.00)		0.59	0.02
TOTAL REVENUES - ALL FUNDS								
			518.60	1,183,372.00	1,183,372.00		2,684.33	0.23
TOTAL EXPENDITURES - ALL FUNDS								
			8,568.10	1,058,132.00	1,058,132.00		9,801.45	0.93
NET OF REVENUES & EXPENDITURES			(8,049.50)	125,240.00	125,240.00		(7,117.12)	5.68

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	1,521.97
248-000-002.000	SAVINGS	591,541.01
248-000-003.001	CERTIFICATE OF DEPOSIT	502,259.28
Total Assets		1,095,322.26
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	161.70
Total Liabilities		161.70
*** 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		341,691.37
*2017 End FB/2018 Beg FB		1,102,516.80
Net of Revenues VS Expenditures - Current Year		(7,356.24)
Ending Fund Balance		1,095,160.56
Total Liabilities And Fund Balance		1,095,322.26

* 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	739,274.80
250-000-002.001	SHARES	53.70
Total Assets		744,606.87
*** 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		238.53
Ending Fund Balance		744,606.87
Total Liabilities And Fund Balance		744,606.87

* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,130.67
Total Assets		3,130.67
*** 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		0.59
Ending Fund Balance		3,130.67
Total Liabilities And Fund Balance		3,130.67

* Year Not Closed

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