



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday July 17, 2018
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JUNE 19, 2018
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – JUNE
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 – **CHECK REGISTER**
WEST DDA GO DEBT SERVICE #396 – **CHECK REGISTER**
 - B. JUNE 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 PROPOSAL WITH GOUDREAU ASSOCIATES FOR COMPLETION OF JAMESON PARK PLANNING AND DESIGN MASTER PLAN.
8. PENDING BUSINESS
 - A. BROADLEAF CONTROL AND HERBICIDE – **NO UPDATE**
 - B. BENCHES AND TRASH BINS ALONG PICKARD REPLACEMENT – **NO UPDATE**
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: AUGUST 21, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday June 19, 2018**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:16 p.m.

ROLL CALL

Present: Bacon, Zalud, Kequom, Gunning, Coyne, Barz, Figg

Excused: Chowdhary, Johnson, Smith

Absent: Hunter

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk, Kim Smith – Public Works Coordinator,

APPROVAL OF AGENDA

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the agenda as presented. MOTION CARRIED 7-0.

APPROVAL OF MINUTES

MOTION by **Bacon** SUPPORTED by **Figg** to APPROVE minutes from the May 15, 2018 regular meeting as presented.

MOTION CARRIED 7-0.

PUBLIC COMMENT – None

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Township Manager Mark Stuhldreher reviewed the accounts payable.

MOTION by **Barz** SUPPORTED by **Zalud** to APPROVE the East DDA payables 5/16/18 – 06/19/18 in the amount of \$29,213.35 as presented. MOTION CARRIED 7-0.

MOTION by **Figg** SUPPORTED by **Zalud** to APPROVE the West DDA payables 5/16/18 – 6/19/18 in the amount of \$4,048.00 as presented. MOTION CARRIED 7-0.

Manager Stuhldreher reviewed financial reports.

May Financial reports were **RECEIVED AND FILED** by Chairman Kequom.

NEW BUSINESS

- A. FY Audit presentation by Ali Barnes, Yeo & Yeo.
- B. Contract approval with Isabella Road Commission – Lincoln Rd south of bridge to Broomfield Rd.

MOTION by **Barz** SUPPORT by **Coyne** to APPROVE the contract with Isabella County Road Commission and tonight's request for EDA Board Action. MOTION CARRIED 7-0

- C. Water / Sewer project update given by Kim Smith. Bid bonds and who holds liability questions. Kim will be consulting legal counsel with questions on bid bonds and liability and will get back with Tom with that information.

Manager Stuhldreher updates:

- Grass cutting on Pickard is now back on schedule.
- Irrigation is up and running on Pickard. Mark will follow up with Thielen in regard to a map of the irrigation on Pickard.
- Banners and flowers are hung on Pickard poles and street light poles.
- Reminder of the community wide branding initiative information survey. There will be a town hall meeting later this week.

PENDING BUSINESS

- Discussion on broadleaf control and herbicide. Mark will update board next month.
- Discussion on benches and trash bins along Pickard that need replaced. Only preliminary work has been done by Mr. Barz at this time. Mark will update the Board with any activity.

- East DDA paving jobs from projects list – EDA has not yet approved those participation contracts as road commission is not in a place to commit to those projects as of yet. When they are able to move on them, Mark will get that participation contract to the board. EDA board suggested to keep pushing the participation contract.

GENERAL DISCUSSION:

Reminder of the next scheduled EDA meeting on July 17, 2018.

Meeting adjourned by Chairman Kequom at 6:20 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/27/2018	248	37 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA 2027 FLORENCE 4923 E PICKARD 4675 E PICKARD ST 4592 E PICKARD #B 4592 E PICKARD #A 5771 E PICKARD #B 5771 E PICKARD #A 5770 E PICKARD #B 5770 E PICKARD #A 5325 E PICKARD 2029 2ND 5157 E PICKARD #B 5157 E PICKARD #A 4900 E PICKARD	39.62 31.94 36.49 29.89 24.90 37.17 25.05 42.05 24.90 59.43 50.56 53.52 24.90 29.43 32.85
						542.70
07/17/2018	248	4031	00072	BLOCK ELECTRIC	CHANGE BENCH LIGHTS TO LED'S Void Reason: Voided Check Range Void Utility	0.00 V
07/17/2018	248	4032	00722	CHARTER TOWNSHIP OF UNION	Q2 WATER - US 27 OVERPASS SPRINKLER SYST Void Reason: Voided Check Range Void Utility	0.00 V
					Q2 WATER BILLING - 5655 E PICKARD SPRINK Void Reason: Voided Check Range Void Utility	0.00 V
					Q2 WATER BILLING - 4858 PICKARD SPRINKLE Void Reason: Voided Check Range Void Utility	0.00 V
					Q2 WATER BILLING - 5662 PICKARD SPRINKLE Void Reason: Voided Check Range Void Utility	0.00 V
					Q2 WATER BILLING - 4929 PICKARD SPRINKLE Void Reason: Voided Check Range Void Utility	0.00 V
						0.00
07/17/2018	248	4033	00450	M M I	PARK BENCH/GROUND MAINT - MAY 2018 PARK BENCH/GROUND MAINT - JUNE 2018	654.00 354.00
						1,008.00
07/17/2018	248	4034	00530	PLEASANT THYME HERB FARM	EDDA FLOWERS/BASKETS & WATERING FLOWER BED/BASKETS WATERING & WEEDING	4,807.00 2,222.50
						7,029.50
07/17/2018	248	4035	00649	THIELEN TURF IRRIGATION, INC.	START, CHECK & SERVICE IRRIGATION SYSTE SERVICE FLOWER POTS FOR WATER COVERAGE	6,457.52 142.00
						6,599.52
07/17/2018	248	4036	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY-FIRE PROTECTION FOR EDDA	64,013.00
07/17/2018	248	4037	00732	YEO & YEO, PC	2017 AUDIT PRESENTATION - EAST DDA	300.00
07/17/2018	248	4038	00072	BLOCK ELECTRIC	CHANGE BENCH LIGHTS TO LED'S	513.96
07/17/2018	248	4039	00722	CHARTER TOWNSHIP OF UNION	Q2 WATER - US 27 OVERPASS SPRINKLER SYST Q2 WATER BILLING - 5655 E PICKARD SPRINK	4172.76 862.19

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					Q2 WATER BILLING - 4858 PICKARD SPRINKLE	761.69
					Q2 WATER BILLING - 5662 PICKARD SPRINKLE	249.14
					Q2 WATER BILLING - 4929 PICKARD SPRINKLE	1,244.76
						<u>3,290.54</u>

248 TOTALS:

(2 Checks Voided)

Total of 8 Disbursements:

83,297.22

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
06/21/2018	250	221	00670	UNION TOWNSHIP CURRENT TAX	BOR-REFUND TAX CAPTURES FOR DREAM KEY DE	139.29
07/17/2018	250	222	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY-FIRE PROTECTION FOR WDDA	45,642.00
07/17/2018	250	223	00709	W D D A DEBT RETIREMENT FUND (396)	TO COVER WDDA DEBT PMT FOR G.O. BOND (TO	272,650.00
07/17/2018	250	224	00732	YEO & YEO, PC	2017 AUDIT PRESENTATION - WEST DDA	300.00

250 TOTALS:

Total of 4 Checks:

318,731.29

Less 0 Void Checks:

0.00

Total of 4 Disbursements:

318,731.29

07/12/2018 04:42 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 06/20/2018 - 07/17/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Bank 396 WDDA G/O DEBT CHECKING

07/17/2018	396	175	00681	US BANK	1991 WDDA GO BOND PMT	<u>275,000.00</u>
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396 TOTALS:

Total of 1 Checks:						275,000.00
Less 0 Void Checks:						<u>0.00</u>
Total of 1 Disbursements:						<u>275,000.00</u>

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% 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	441,993.16		387,500.00	387,500.00		395,403.52	102.04
248-000-402.001	PROPERTY TAX REFUNDS-BOR 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	2,141.16		2,000.00	2,000.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	748.74		500.00	500.00		318.88	63.78
248-000-573.000	STATE AID REVENUE-LCSA	0.00		30,000.00	30,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	733.75		6,300.00	6,300.00		7,858.53	124.74
248-000-671.000	OTHER REVENUE	67.55		100.00	100.00		11,165.54	1,165.54
Total Dept 000 - NONE		445,684.36		422,150.00	422,150.00		414,746.47	98.25
TOTAL REVENUES		445,684.36		422,150.00	422,150.00		414,746.47	98.25
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,131.73		5,570.00	5,570.00		2,329.75	41.83
248-000-801.003	SIDEWALK SNOWPLOWING	375.00		5,500.00	5,500.00		2,350.00	42.73
248-000-801.004	RIGHT OF WAY LAWN MOWING	2,400.00		13,000.00	13,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	2,423.06		11,200.00	11,200.00		10,358.95	92.49
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	7,253.00		18,000.00	18,000.00		11,154.50	61.97
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	8,700.00		23,600.00	23,600.00		6,390.50	27.08
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	0.00		5,000.00	5,000.00		5,000.00	100.00
248-000-900.000	PRINTING & PUBLISHING	246.78		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	4,520.00		12,500.00	12,500.00		3,290.54	26.32
248-000-920.000	ELECTRIC/NATURAL GAS	5,106.04		10,500.00	10,500.00		4,784.77	45.57
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,162.85		1,400.00	1,400.00		1,206.98	86.21
248-000-940.000	LEASE/RENT	550.00		700.00	700.00		550.00	78.57
248-000-955.000	MISC.	0.00		0.00	0.00		7.00	100.00
248-000-967.000	PROJECTS	0.00		150,000.00	150,000.00		0.00	0.00
Total Dept 000 - NONE		34,868.46		257,720.00	257,720.00		47,422.99	18.40
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		61,600.00	61,600.00		64,013.00	103.92
Total Dept 336 - FIRE DEPARTMENT		0.00		61,600.00	61,600.00		64,013.00	103.92
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.200	WATER SYSTEM PROJECTS	0.00		0.00	135,000.00		12,750.50	9.44
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	215,000.00		4,479.00	2.08
248-728-967.400	STREET/ROAD PROJECTS	0.00		0.00	160,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		0.00	510,000.00		17,229.50	3.38
TOTAL EXPENDITURES		34,868.46		319,320.00	829,320.00		128,665.49	15.51

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE 06/30/2017		2018		YTD BALANCE 06/30/2018		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
TOTAL REVENUES		445,684.36		422,150.00	422,150.00	414,746.47		98.25
TOTAL EXPENDITURES		34,868.46		319,320.00	829,320.00	128,665.49		15.51
NET OF REVENUES & EXPENDITURES		410,815.90		102,830.00	(407,170.00)	286,080.98		70.26

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BGD 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	494,598.66		490,000.00	490,000.00		601,336.22	122.72
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		(139.29)	3.48
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	298.76		600.00	600.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	199.78		250.00	250.00		86.02	34.41
250-000-665.000	INTEREST EARNED	784.11		1,700.00	1,700.00		917.48	53.97
Total Dept 000 - NONE		495,881.31		488,550.00	488,550.00		602,200.43	123.26
TOTAL REVENUES		495,881.31		488,550.00	488,550.00		602,200.43	123.26
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	400.00		870.00	870.00		300.00	34.48
250-000-967.000	PROJECTS	0.00		150,000.00	150,000.00		0.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	100,000.00		0.00	170,000.00		0.00	0.00
Total Dept 000 - NONE		100,400.00		150,870.00	320,870.00		300.00	0.09
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		39,500.00	39,500.00		45,642.00	115.55
Total Dept 336 - FIRE DEPARTMENT		0.00		39,500.00	39,500.00		45,642.00	115.55
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	200,000.00		4,048.00	2.02
250-728-967.500	SIDEWALK PROJECTS	0.00		0.00	20,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		0.00	220,000.00		4,048.00	1.84
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	260,000.00		272,642.00	272,642.00		272,650.00	100.00
Total Dept 996 - TRANSFER OUT		260,000.00		272,642.00	272,642.00		272,650.00	100.00
TOTAL EXPENDITURES		360,400.00		463,012.00	853,012.00		322,640.00	37.82
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		495,881.31		488,550.00	488,550.00		602,200.43	123.26
TOTAL EXPENDITURES		360,400.00		463,012.00	853,012.00		322,640.00	37.82
NET OF REVENUES & EXPENDITURES		135,481.31		25,538.00	(364,462.00)		279,560.43	76.70

PERIOD ENDING 06/30/2018

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		9.29	30.00		30.00	1.80	6.00
Total Dept 000 - NONE			9.29	30.00		30.00	1.80	6.00
Dept 961 - TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		260,000.00	272,642.00		272,642.00	0.00	0.00
Total Dept 961 - TRANSFER IN			260,000.00	272,642.00		272,642.00	0.00	0.00
TOTAL REVENUES			260,009.29	272,672.00		272,672.00	1.80	0.00
Expenditures								
Dept 906 - DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		32,526.00	31,130.00		31,130.00	0.00	0.00
396-906-996.000	BOND - INTEREST		232,474.00	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			265,000.00	275,800.00		275,800.00	0.00	0.00
TOTAL EXPENDITURES			265,000.00	275,800.00		275,800.00	0.00	0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			260,009.29	272,672.00		272,672.00	1.80	0.00
TOTAL EXPENDITURES			265,000.00	275,800.00		275,800.00	0.00	0.00
NET OF REVENUES & EXPENDITURES			(4,990.71)	(3,128.00)		(3,128.00)	1.80	0.06
TOTAL REVENUES - ALL FUNDS								
			1,201,574.96	1,183,372.00		1,183,372.00	1,016,948.70	85.94
TOTAL EXPENDITURES - ALL FUNDS								
			660,268.46	1,058,132.00		1,958,132.00	451,305.49	23.05
NET OF REVENUES & EXPENDITURES			541,306.50	125,240.00		(774,760.00)	565,643.21	73.01

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,253.06
248-000-002.000	SAVINGS	566,155.27
248-000-003.001	CERTIFICATE OF DEPOSIT	505,221.57
248-000-084.703	DUE FROM CURRENT TAX FUND	395,722.40
Total Assets		1,471,352.30
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	82,754.52
Total Liabilities		82,754.52
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,102,516.80
Total Fund Balance		1,102,516.80
Beginning Fund Balance		1,102,516.80
Net of Revenues VS Expenditures		286,080.98
Ending Fund Balance		1,388,597.78
Total Liabilities And Fund Balance		1,471,352.30

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	1,091.08
250-000-002.000	SAVINGS	739,953.75
250-000-002.001	SHARES	53.70
250-000-084.703	DUE FROM CURRENT TAX FUND	601,422.24
Total Assets		1,342,520.77
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	318,592.00
Total Liabilities		318,592.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	744,368.34
Total Fund Balance		744,368.34
Beginning Fund Balance		744,368.34
Net of Revenues VS Expenditures		279,560.43
Ending Fund Balance		1,023,928.77
Total Liabilities And Fund Balance		1,342,520.77

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,131.88
Total Assets		3,131.88
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	3,130.08
Total Fund Balance		3,130.08
Beginning Fund Balance		3,130.08
Net of Revenues VS Expenditures		1.80
Ending Fund Balance		3,131.88
Total Liabilities And Fund Balance		3,131.88

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 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
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	2/18/2021
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	6/22/2022
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	David	Coyne	3/26/2022
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: Mark Stuhldreher - Township Manager **DATE:** July 12, 2018
FROM: Kim Smith – Public Works Coordinator **DATE FOR BOARD CONSIDERATION:** July 17, 2018
ACTION REQUESTED: Approval of the Proposal with Goudreau Associates in the amount of \$11,627.00 for the completion of the Jameson Park Planning and Design Master Plan.

Current Action Emergency _____

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

Finance Approval _____

BACKGROUND INFORMATION

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA districts. As part of this list the DDA Board approved \$50,000.00 to make improvements at Jameson Park. At a subsequent meeting the Board expressed their desire to have a professional firm prepare a Planning and Design Master Plan for Jameson Park.

SCOPE OF SERVICES

Services will consist of loading existing building drawings, including a general layout of the site. These drawings will then be used to prepare design concepts for the following Scope of Work:

Hall Interior:

- New flooring and base throughout
- Paint throughout – walls and door frames
- Replace window on south side of Hall
- Replace two (2) doors on south side, include fixing thresholds
 - main entrance door to have glass
- Kitchen
 - New flooring and paint
 - Update cabinets – determine best solution for budget
 - Infill pass-through window to finish flush with wall
 - Repair transition at door to meet ADA requirements

Site Improvements:

- Decorative fence to replace chain link along front of the property, explore adding columns with brick/stone to match building
 - Safety barrier and guard rail protection
- New sign, explore option with stone/brick to match building
- Landscaping in certain areas with low maintenance materials
- Screen in HVAC units on west side (front) of building
- New playground equipment next to pavilion
- Re-roof dugout and paint walls – contact Art Reach about murals
- Replace cattle gate to ball field with something more decorative

- Create dumpster enclosure

Design concepts will be presented in floor/site plan format, as well as exterior renderings of the Hall and overall site images.

Total Development Budget:

- Design concept will then be used to develop preliminary total development budget estimates for each project which will include:
 - Architectural Finish Estimates
 - Site Development Estimates
 - Construction Documents and Bidding Service Estimate

JUSTIFICATION

Completion of the Jameson Park Master Plan will guide the EDA Board in making decisions on the appropriate timing, and provide cost estimates for improvements at Jameson Park.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

1. Community well-being and common good

COSTS

SERVICES	
Field Verification/Load Existing Building Drawings	\$752.00
MBC Code Research: Building & Fire Safety Code	\$345.00
Design Concepts	\$5,516.00
Rendering Services	\$1,880.00
Development Budget Estimate	\$2,758.00
Public Hearing/Meeting & EDA Board Presentation	\$376.00
Total	\$11,627.00

PROJECT FUNDING

The total funding for this project will be paid for by the EDDA.

PROJECT TIME TABLE

Project Completion Fall 2018

RESOLUTION

Approval of the Proposal with Goudreau Associates in the amount of \$11,627.00 for the completion of the Jameson Park Planning and Design Master Plan.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA Chairperson

June 12, 2018

Kim Smith, Public Works Coordinator
Department of Public Works
Charter Township of Union
2010 S. Lincoln Road
Mt. Pleasant, MI. 48858

Re: Planning and Design Service Proposal For:
Jameson Park - Master Plan Upgrades

Dear Kim,

This letter of proposal for planning and design services is in follow-up to our meeting and site visit at Jameson Park located at 5142 Budd Street, Mount Pleasant, MI on May 15th. Thank you for sharing preliminary ideas and information relative to your project goals for interior and exterior upgrades. In response to our meeting we are proposing to assist you in planning, developing design concepts and creating an estimated total development budget for the subject project.

General Project Definition:

It is our understanding that Union Township would like to make upgrades to the interior and exterior finishes on the existing hall at Jameson Park. Upgrades would also include site improvements and landscaping. It has been requested that these upgrades be presented in a Phased Master Plan, in order of priority.

Scope of Work:

Our services will consist of loading existing building drawings, including a general layout of the site. We will then use these drawings to prepare design concepts for the following Scope of Work:

- **Hall Interior:**
 - New flooring and base throughout
 - Paint throughout – walls and door frames
 - Replace window on south side of Hall
 - Replace two (2) doors on south side
 - include fixing thresholds
 - main entrance door to have glass
 - Kitchen
 - New flooring and paint
 - Update cabinets – determine best solution for budget
 - Infill pass-through window to finish flush with wall
 - Repair transition at door to meet ADA requirements
- **Hall Exterior:**
 - Brick or stone wainscot on building
 - Keep existing metal on upper portion of the wall, existing metal to be cleaned

- Site Improvements:
 - Decorative fence to replace chain link along front of the property, explore adding columns with brick/stone to match building
 - Safety barrier and guard rail protection
 - New sign, explore option with stone/brick to match building
 - Landscaping in certain areas with low maintenance materials
 - Screen in HVAC units on west side (front) of building
 - New playground equipment next to pavilion
 - Re-roof dugout and paint walls – contact Art Reach about murals
 - Replace cattle gate to ball field with something more decorative
 - Create dumpster enclosure

Design concepts will be presented in floor/site plan format, as well as exterior renderings of the Hall and overall site images.

Total Development Budget:

We will then use the design concept to develop preliminary total development budget estimates for each project which will include:

- Architectural Finish Estimates
- Site Development Estimates
- Construction Documents and Bidding Service Estimate

Basic Services:

We are proposing an hourly engagement per the attached 2018 Billing Rates Schedule. Not to exceed **\$11,627.00** without your prior authorization to perform the following:

1.) Field Verification/Load Existing Building

Senior Project Manager (\$94/HR)	8 HR	<u>\$752.00</u>
		\$752.00

2.) MBC Code Research: Building and Fire Safety Code

Principal Architect (\$157/HR)	1 HR	\$157.00
Senior Project Manager (\$94/HR)	2 HR	<u>\$188.00</u>
		\$345.00

3.) Design Concepts

Principal Architect (\$157/HR)	4 HR	\$628.00
Senior Project Manager (\$94/HR)	32 HR	\$3,008.00
Interiors Project Manager (\$94/HR)	20 HR	<u>\$1,880.00</u>
		\$5,516.00

4.) Rendering Services

Senior Project Manager (\$94/HR)	20 HR	<u>\$1,880.00</u>
- <i>Rendering Services to include up to four (4) exterior images.</i>		\$1,880.00

5.) Total Development Budget Estimate

Principal Architect (\$157/HR)	2 HR	\$314.00
Senior Project Manager (\$94/HR)	16 HR	\$1,504.00
Interiors Project Manager (\$94/HR)	10 HR	<u>\$940.00</u>
		\$2,758.00

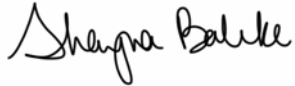
6.) Public Hearing & Board Meeting Attendance

Senior Project Manager (\$94/HR)	2 HR	\$188.00
Interiors Project Manager (\$94/HR)	2 HR	<u>\$188.00</u>
		\$376.00

OVERALL COSTS\$11,627.00

Thank you for your consideration of Goudreau & Associates, Inc. for professional planning and design services. We are looking forward to working with Union Township on this very important community Project. If you have any questions regarding our proposal or need additional information or clarification, please feel free to contact our office.

Sincerely,



Shayna Bahlke, Project Architect/Manager

Union Township has received this proposal and herein authorizes Goudreau & Associates, Inc. to proceed.

By: _____ Date: _____
Title: Thomas Kequom, DDA Board Chair
Union Township

Attachments:

- *Goudreau & Associates, Inc. Hourly Billing Rates Schedule – 2018*

GOUDREAU & ASSOCIATES, INC.

HOURLY BILLING RATES SCHEDULE – 2018

<u>PROFESSIONAL & STAFF</u>	<u>BILLING RATE</u>
ARCHITECT- PRINCIPAL PROJECT LEADER	\$157.00/HR
SENIOR PROJECT MANAGER (A/E)	\$94.00/HR
ASSOCIATE PROJECT MANAGER (GRADUATE A/E'S)	\$84.00/HR
INTERIORS PROJECT MANAGER	\$94.00/HR
ADMINISTRATIVE (BILLABLE IN PRODUCTION)	\$63.00/HR
CONSTRUCTION PROJECT MANAGER	\$94.00/HR
AUTOCAD TECHNICIANS (A/M/E/P)	\$78.00/HR

ALL BILLING RATES ARE REVIEWED AND ADJUSTED ANNUALLY IN JANUARY AND WILL NOT BE INCREASED BY MORE THAT 5% PER YEAR.