



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday September 18, 2018
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES AUGUST 21, 2018
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – AUGUST
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 – **CHECK REGISTER**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - B. AUGUST 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
 - D. WATER AND SEWER PROJECT PROGRESS REPORT
7. NEW BUSINESS
 - A. CONSIDERATION TO APPROVE PROPOSAL WITH GOUDREAU ASSOCIATES FOR THE COMPLETION OF JAMESON PARK PLANNING AND DESIGN MASTER PLAN. (TABLED AT 7.17.18 MEETING)
 - B. CONSIDERATION TO APPROVE TWO CONTRACTS WITH THOMAS E. CULVER TO REPAIR/REHABILITATE BENCHES AND WASTE RECEPTACLES ALONG PICKARD ST.
 - C. CONSIDERATION TO APPROVE AND ADOPTION OF THE FY 2019 BUDGET FOR THE EAST DDA FUND, WEST DDA FUND AND TO FURTHER RECOMMEND ADOPTION TO THE TOWNSHIP BOARD OF TRUSTEES.

8. PENDING BUSINESS

9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: OCTOBER 16, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday August 21, 2018**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:23 p.m.

ROLL CALL

Present: Coyne, Barz, Figg, Kequom, Gunning, Chowdhary, Johnson

Excused: Hunter, Bacon, Smith, Zalud

Absent:

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

APPROVAL OF MINUTES

MOTION by **Johnson** SUPPORTED by **Chowdhary** to APPROVE minutes from the July 17, 2018 regular meeting as presented. MOTION CARRIED 7-0.

MOTION by **Gunning** SUPPORTED by **Figg** to APPROVE minutes from the July 31, 2018 special meeting as presented. MOTION CARRIED 7-0.

PUBLIC COMMENT

Dean and Jamie Mitchell from Mitchell's Gourmet Deli, corner of Lincoln and M20 – Introduced themselves to the EDA Board as a new business coming in to the West DDA.

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Manager Stuhldreher thanked the board for meeting at Jameson Hall. Mark though the board would like to see the facility as upgrades are part of the 2018-2019 project list appropriations allocated \$50,000 to the park. Thought the board would like to see where the money is going and after the meeting they could walk around the facility, baseball fields and playground.

Manager Stuhldreher reviewed accounts payable.

MOTION by **Johnson** SUPPORTED by **Figg** to APPROVE the East DDA payables 7/18/18 – 8/21/18 in the amount of \$30,314.15 as presented. MOTIONED CARRIED 7-0.

MOTION by **Barz** SUPPORTED by **Figg** to APPROVE the West DDA payables 7/18/18 – 8/21/18 in the amount of \$7,012.00 as presented. MOTION CARRIED 7-0.

Township Manager Stuhldreher reviewed financial reports

Manager stated we still have not been invoiced from Wilsons Lawn and he will be reaching out to them.

Final debt service payment has been made. G/O fund will be closed out. Any remaining balance will be transferred to WDDA fund.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher directed the board to the Water and Sewer Project Progress Report. This is an informational progress report and Manager Stuhldreher asked that if anyone had any questions on any of these reports, to reach out to himself or the Public Works Coordinator Kim Smith.

NEW BUSINESS

8A. Discussion held on Participation Agreement with Township for the 12” water main loop located on Pickard Rd / Summerton Rd

MOTION by **Johnson** SUPPORTED by **Figg** to APPROVE Participation Agreement with the Charter Township of Union Board of Trustees for the construction of a 12” water main loop located on Pickard Road / Summerton Road extending to the Saginaw Chippewa Indian Tribe Water Park and Green Suites Hotel entrance drive. MOTION CARRIED 7-0.

8B. Manager Stuhldreher reviewed proposed budget amendment and discussion held.

MOTION by Figg SUPPORTED by Coyne to APPROVE Budget Amendments to the East DDA fund and West DDA fund and recommend to the Township Board of Trustees that they approve the amendment in the amount that is listed in the attached documents. MOTION CARRIED 7-0.

8C. Figg reviewed information on Broadleaf control and herbicide findings. General discussion was held and the board would like something to vote on at next meeting.

MANAGER COMMENTS

- Mark gave update on roadwork progress and completion dates.
- Goudreau is looking at updating Jameson Park Project Plan and should be before the Board at the September meeting. Mark invited the board to look around Jameson Hall and Park and ball fields after EDA meeting.
- Reminder of Annual Joint Meeting August 29, 2018 being held at Commission on Aging. Planning Commission kick off meeting for zoning code and rewrite will take place after the Joint Meeting.

PENDING BUSINESS

9A. Gunning lead discussion on benches and trash receptacles along the Pickard corridor. Gunning presented costs on replacements options as well as refurbishing options.

MOTION by **Coyne** SUPPORTED by **Barz** to go with the refurbished route on trash receptacles and benches. MOTION CARRIED 7-0.

GENERAL DISCUSSION:

Johnson commented on communicating to the ICRC to see about expediting and consolidating the North and South Lincoln Rd Bridge Projects to minimize road closures. Manager Stuhldreher stated he would contact Mr. Gaffney to see about coming before the board for an update and discussion.

Reminder of the next scheduled EDA meeting on September 18, 2018.

Meeting was adjourned by Chairman Kequom at 6:41 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

09/13/2018 04:00 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 08/22/2018 - 09/18/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
08/24/2018	248	39 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA 2027 FLORENCE 4923 E PICKARD 4675 E PICKARD 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	41.23 33.53 38.48 31.28 25.04 38.92 25.04 43.19 24.91 62.08 52.62 56.11 24.91 31.16 34.44
						<hr/>
						562.94
09/18/2018	248	4044	00450	M M I	PARK BENCH/GROUND MAINT - AUGUST 2018	354.00
09/18/2018	248	4045	00640	WILSON LAWN CARE, INC	MAY 2018 MOWING & TRIMMING FREEWAY JUNE 2018 MOWING & TRIMMING FREEWAY JULY 2018 MOWING & TRIMMING FREEWAY	2,000.00 1,600.00 2,000.00
						<hr/>
						5,600.00
						<hr/>

248 TOTALS:

Total of 3 Disbursements:

6,516.94

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Bank 250 WDDA CHECKING

09/18/2018	250	226	00257	GOURDIE-FRASER, INC.	PUMP STATION #14 UPGRADE-PROGRESS PMT #4	11,740.00
09/18/2018	250	227	00709	W D D A DEBT RETIREMENT FUND (396)	TO COVER WDDA DEBT PAYING AGENT FEES (TO	20.00

250 TOTALS:

Total of 2 Checks:						11,760.00
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						11,760.00

PERIOD ENDING 08/31/2018

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	395,404.00		395,403.52	100.00
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	1,860.58		2,000.00	1,000.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	1,029.32		500.00	500.00		318.88	63.78
248-000-573.000	STATE AID REVENUE-LCSA	0.00		30,000.00	50,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	2,668.74		6,300.00	15,000.00		11,074.79	73.83
248-000-671.000	OTHER REVENUE	67.55		100.00	11,100.00		11,355.69	102.30
Total Dept 000 - NONE		447,619.35		422,150.00	468,754.00		418,152.88	89.21
TOTAL REVENUES		447,619.35		422,150.00	468,754.00		418,152.88	89.21
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,945.03		5,570.00	5,570.00		3,381.25	60.70
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 CARE	6,000.00		13,000.00	15,500.00		5,600.00	36.13
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	25,014.01		11,200.00	26,600.00		10,961.55	41.21
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	12,958.00		18,000.00	18,000.00		14,567.00	80.93
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	8,700.00		23,600.00	20,000.00		6,390.50	31.95
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00		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	6,313.83		10,500.00	12,000.00		5,875.01	48.96
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		73,785.50		257,720.00	273,520.00		59,179.83	21.64
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,665.00		61,600.00	64,000.00		64,013.00	100.02
Total Dept 336 - FIRE DEPARTMENT		61,665.00		61,600.00	64,000.00		64,013.00	100.02
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.200	WATER SYSTEM PROJECTS	0.00		0.00	135,000.00		30,753.75	22.78
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	215,000.00		11,550.00	5.37
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		42,303.75	8.29
TOTAL EXPENDITURES		135,450.50		319,320.00	847,520.00		165,496.58	19.53

User: SHERRIE

DB: Union

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
TOTAL REVENUES		447,619.35		422,150.00	468,754.00	418,152.88		89.21
TOTAL EXPENDITURES		135,450.50		319,320.00	847,520.00	165,496.58		19.53
NET OF REVENUES & EXPENDITURES		312,168.85		102,830.00	(378,766.00)	252,656.30		66.71

User: SHERRIE

DB: Union

PERIOD ENDING 08/31/2018

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	494,598.66		490,000.00	601,300.00		601,336.22	100.01
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	279.02		600.00	200.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	219.52		250.00	250.00		86.02	34.41
250-000-665.000	INTEREST EARNED	1,067.31		1,700.00	4,000.00		2,365.99	59.15
Total Dept 000 - NONE		496,164.51		488,550.00	601,750.00		603,648.94	100.32
TOTAL REVENUES		496,164.51		488,550.00	601,750.00		603,648.94	100.32
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	0.00		0.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	200,000.00		0.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		200,400.00		150,870.00	330,870.00		300.00	0.09
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,506.00		39,500.00	45,600.00		45,642.00	100.09
Total Dept 336 - FIRE DEPARTMENT		39,506.00		39,500.00	45,600.00		45,642.00	100.09
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	200,000.00		22,800.00	11.40
250-728-967.500	SIDEWALK PROJECTS	0.00		0.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		0.00	270,000.00		22,800.00	8.44
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	260,000.00		272,642.00	272,650.00		272,670.00	100.01
Total Dept 996 - TRANSFER OUT		260,000.00		272,642.00	272,650.00		272,670.00	100.01
TOTAL EXPENDITURES		499,906.00		463,012.00	919,120.00		341,412.00	37.15
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		496,164.51		488,550.00	601,750.00		603,648.94	100.32
TOTAL EXPENDITURES		499,906.00		463,012.00	919,120.00		341,412.00	37.15
NET OF REVENUES & EXPENDITURES		(3,741.49)		25,538.00	(317,370.00)		262,236.94	82.63

User: SHERRIE

DB: Union

PERIOD ENDING 08/31/2018

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		30.35	30.00	30.00		6.48	21.60
Total Dept 000 - NONE			30.35	30.00	30.00		6.48	21.60
Dept 961 - TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		260,000.00	272,642.00	272,642.00		272,650.00	100.00
Total Dept 961 - TRANSFER IN			260,000.00	272,642.00	272,642.00		272,650.00	100.00
TOTAL REVENUES			260,030.35	272,672.00	272,672.00		272,656.48	99.99
Expenditures								
Dept 906 - DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		32,526.00	31,130.00	31,130.00		31,130.00	100.00
396-906-996.000	BOND - INTEREST		232,474.00	243,870.00	243,870.00		243,870.00	100.00
396-906-996.001	BOND - PAYING AGENT FEES		800.00	800.00	800.00		0.00	0.00
Total Dept 906 - DEBT SERVICE			265,800.00	275,800.00	275,800.00		275,000.00	99.71
TOTAL EXPENDITURES			265,800.00	275,800.00	275,800.00		275,000.00	99.71
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			260,030.35	272,672.00	272,672.00		272,656.48	99.99
TOTAL EXPENDITURES			265,800.00	275,800.00	275,800.00		275,000.00	99.71
NET OF REVENUES & EXPENDITURES			(5,769.65)	(3,128.00)	(3,128.00)		(2,343.52)	74.92
TOTAL REVENUES - ALL FUNDS								
			1,203,814.21	1,183,372.00	1,343,176.00		1,294,458.30	96.37
TOTAL EXPENDITURES - ALL FUNDS								
			901,156.50	1,058,132.00	2,042,440.00		781,908.58	38.28
NET OF REVENUES & EXPENDITURES			302,657.71	125,240.00	(699,264.00)		512,549.72	73.30

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	623.57
248-000-002.000	SAVINGS	853,769.46
248-000-003.001	CERTIFICATE OF DEPOSIT	506,734.07
Total Assets		1,361,127.10
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	5,954.00
Total Liabilities		5,954.00
*** 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		252,656.30
Ending Fund Balance		1,355,173.10
Total Liabilities And Fund Balance		1,361,127.10

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	1,487.08
250-000-002.000	SAVINGS	414,239.69
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	602,584.81
Total Assets		1,018,365.28
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	11,760.00
Total Liabilities		11,760.00
*** 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		262,236.94
Ending Fund Balance		1,006,605.28
Total Liabilities And Fund Balance		1,018,365.28

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	786.56
Total Assets		786.56
*** 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		(2,343.52)
Ending Fund Balance		786.56
Total Liabilities And Fund Balance		786.56

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	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	Jakubiec	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	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Connie	Bills	8/15/2019



September 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pickard Road Water Main Loop – Pickard Rd. to Summerton Rd. north to Entrance SCIT Water Park/Greensuites

Project Construction: \$276,325

Anticipated Project Schedule:

Engineering: Completed May 2018 - DDA review/ June 2018 meeting

Permitting: 6 - 8 weeks

Bidding: Bids Due 7- 25- 2018 10:00 a.m.

Construction: Commencement within 30 days of Signed Contract or Notice to Proceed/90 calendar days substantial completion & 30 calendar day final completion = 120 days contract

Project Status:

Engineered Drawings and Specifications Commenced/Preliminary Design Completed/Final Design Completed/Construction Contract Awarded
Permits Applied For:

MDEQ Act 399 Permit - Received

Isabella County Road Commission - Applied for May 2018/Rcvd July 27, 2018

Isabella County Soil Erosion - Received

Isabella County Drain Commission - Received

MDOT Permit - application after construction contract award/contractor required for application

Activities Performed During this Reporting Period:

Notice of Award: 8-29-2018

Construction Agreement Executed, Bonds and Insurance Received: 9-4-2018

Pre-Construction Meeting held: 9-14-2018 10:00 a.m.

Activities Planned for Next Reporting Period:

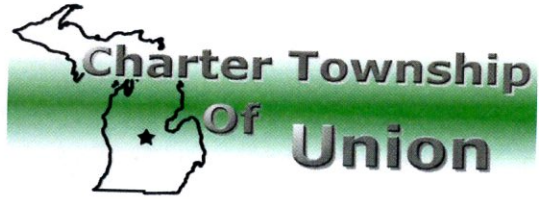
Construction Commencement - Mid/Late September

Issues/Resolution:

Requested DEQ variance for placement of water main in right-of-way - approved

(requested variance distance between sanitary sewer and storm sewer due to large amount of utilities/fiber optic in right-of-way)

Project Changes:



September 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #1 Rehabilitation & Upgrade

Project OPC: \$428,525.00

Anticipated Project Schedule:

Engineering: 100 days/ September 2018

Permitting: 6 - 8 weeks

Bidding: Late 2018 - 30 day bid period

Construction: Spring 2019 - 120 day contract (depending on pump delivery)

Site survey performed by GFA to gather information for design purposes

Engineering Design

 Preliminary Engineering (50%)

 Topo & Easement Survey (100%)

 Final Engineering and Design (Township review and permitting agencies changes - if required)

Activities Planned for Next Reporting Period:

Continue engineering and design

Issues/Resolution:

NA

Project Changes:

NA



September 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #14 - May Street Rehabilitation & Upgrade

Project OPC: \$277,550.00

Anticipated Project Schedule:

Engineering: 45 days/ July 2018

Permitting: 6 - 8 weeks

Bidding: 20 - 30 day bid period

Construction: Fall 2018 - 120 day construction schedule

Site survey performed by GFA to gather information for design purposes

Engineering Design

Preliminary Engineering (100%)

Topo & Easement Survey (100%)

Final Engineering and Design (100%) - Submittal to Township 8-22-2018

Permit submittals (100%)

MDEQ Part 41 Permit - Submitted 8-25-2018

Activities Planned for Next Reporting Period:

Bidding - dependent on receipt of MDEQ Part 41 Permit

Issues/Resolution:

NA

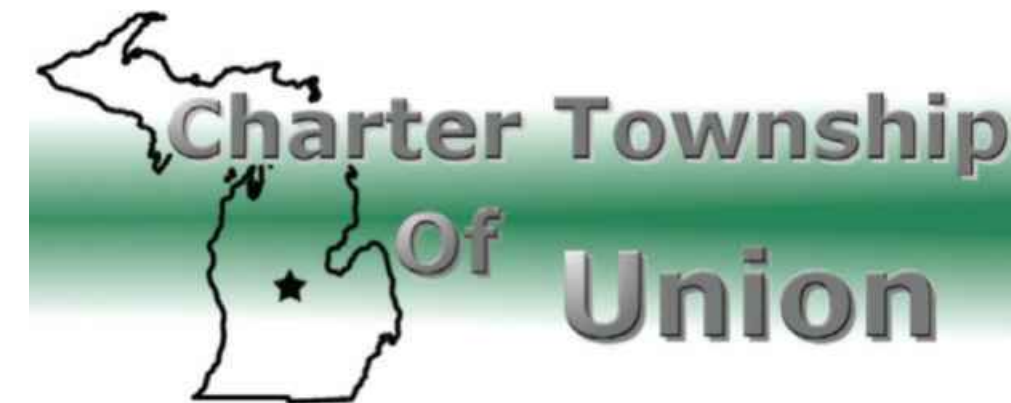
Project Changes:

NA

PLANS PREPARED FOR: CHARTER TOWNSHIP OF UNION PUMP STATION NO. 14 UPGRADES

CLIENT / AGENCY

CHARTER TOWNSHIP OF UNION
2010 SOUTH LINCOLN ROAD
MT. PLEASANT, MI 48853
989.772.4600



ENGINEER

ENGINEERING
SURVEYING
TESTING & OPERATIONS

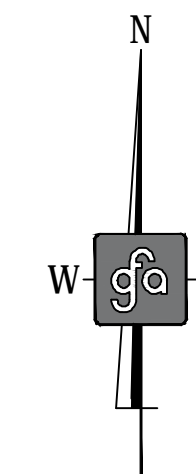
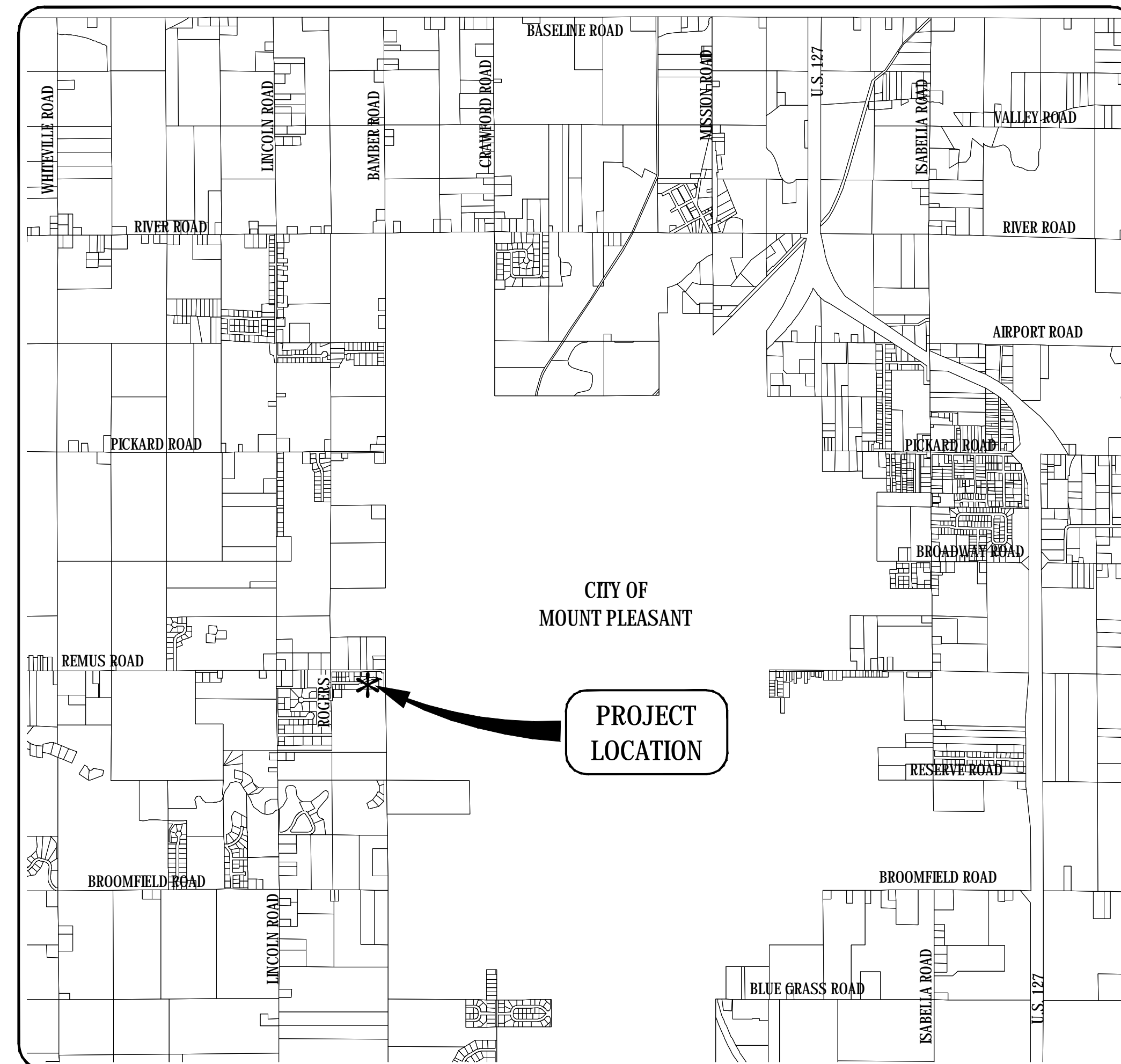
123 West Front Street
Traverse City, MI 49684



<http://gfa.tc>

231.946.5874 (p)

231.946.3703 (f)



LOCATION MAP

UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN
SCALE: NOT TO SCALE

PUBLIC AGENCIES AND UTILITIES

PUBLIC AGENCIES

CHARTER TOWNSHIP OF UNION
Telephone: 989.772.4600

UNION TOWNSHIP D.P.W.
Telephone: 989.772.4600

ISABELLA COUNTY ROAD COMMISSION
Telephone: 989.773.7131

ISABELLA COUNTY DRAIN COMMISSION
Telephone: 989.772.0911

MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T.)
Telephone: 989.773.7756

CONSUMERS ENERGY
Telephone: 989.791.5903

DTE ENERGY
Telephone: 231.592.3244

UTILITY AGENCIES

CHARTER COMMUNICATIONS
Telephone: 989.775.6846

VERIZON
Telephone: 989.463.0459

EMERGENCY SERVICES

EMERGENCY CALLS
911

EMERGENCY AMBULANCE SERVICE
911

POLICE AGENCIES
EMERGENCY SERVICE: 911
Isabella County Sheriff: Telephone: 989.772.5911
Michigan State Police: Telephone: 989.773.5951

FIRE DEPARTMENTS
EMERGENCY SERVICE: 911
City of Mt. Pleasant: Telephone: 989.941.2340
Union Township: Telephone: 989.941.2238

MSS DIG
Telephone: 1.800.482.7171

SHEET INDEX

- C1.1 COVER SHEET
- C1.2 GENERAL NOTE SHEET
- C2.1 SITE PLAN IMPROVEMENTS
- M1.1 PUMP STATION EXISTING/DEMOLITION SECTIONS AND DETAILS
- M1.2 PUMP STATION PROPOSED SECTIONS AND DETAILS
- E1.1 PUMP STATION EXISTING/DEMOLITION ELECTRICAL PLAN
- E1.2 PUMP STATION PROPOSED ELECTRICAL PLAN
- E2.1 EXISTING ELECTRICAL SCHEDULE/RISER DIAGRAM
- E2.2 PROPOSED ELECTRICAL SCHEDULE/RISER DIAGRAM



CHARTER TOWNSHIP OF UNION: PUMP STATION NO. 14 UPGRADES

These documents are prepared in accordance with the contractual terms and conditions for this project.

GFA JOB #
18114

SHEET #
C1.1

GENERAL NOTES

- ALL ELEVATIONS ARE BASED ON UNION TOWNSHIP LOCAL DATUM.
- SPECIAL CARE SHALL BE TAKEN IN EXCAVATING IN THE PROXIMITY OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL SECURE ASSISTANCE FROM THE APPROPRIATE UTILITY COMPANY IN LOCATING ITS LINES. THE CONTRACTOR SHALL ALSO: PROVIDE SUPPORT FOR ANY UTILITY WITHIN THE EXCAVATION, PROVIDE PROPER COMPACTION UNDER ANY UNDERMINED UTILITY STRUCTURE AND, IF NECESSARY, INSTALL TEMPORARY SHEETING OR USE A TRENCH BOX TO MINIMIZE THE EXCAVATION. THE CONTRACTOR SHALL PROTECT AND SAVE HARMLESS FROM DAMAGE ALL UTILITIES, WHETHER PRIVATELY OR PUBLICLY OWNED, ABOVE OR BELOW GROUND SURFACE, WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION, AT NO ADDITIONAL COST TO THE OWNER.
- THE LOCATION OF EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS PIPE LINES, ELECTRIC CONDUITS, SEWERS AND WATER LINES, OF RECORD ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND MISS DIG AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. THE CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY UTILITIES WITH THE UTILITY PROVIDOR. COST OF REPAIR FOR ANY DAMAGED UTILITY LINES THAT IS PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFEGUARDS, SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.
- EXISTING PROPERTY CORNERS ARE IDENTIFIED ON THE PLANS. IF A PROPERTY CORNER IS DISTURBED DURING CONSTRUCTION IT SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE BY A PROFESSIONAL LAND SURVEYOR.
- CONTRACTOR SHALL PROVIDE TEMPORARY SUPPORT TO ANY MAILBOXES DISTURBED DURING CONSTRUCTION AND SHALL NOT INTERFERE WITH MAIL SERVICE; ALL DISTURBED MAILBOXES SHALL BE PLACED IN ORIGINAL LOCATION AND AT AN ELEVATION DETERMINED BY THE POSTAL SERVICE.
- LOCAL TRAFFIC SHALL BE MAINTAINED AT ALL TIMES WITH SIGNAGE TO COMPLY TO COMPLY TO MMUTCD.
- CONTRACTOR SHALL RESTORE ALL LAWNS, LANDSCAPE, FENCES, PLANTINGS, SIDEWALKS, COMMERCIAL SIGNS, ETC., AS REQUIRED AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL PROVIDE ADEQUATE SUPPORT FOR UTILITY POLES AS NECESSARY. CONTRACTOR SHALL CONSULT WITH THE UTILITY COMPANY PRIOR TO ANY DISTURBANCE OF UTILITY POLE OR ANCHORING SYSTEM. CONTACT: TODD REYNOLDS 269-685-3040
11. ALL INSTRUMENTATION/CONTROL PROGRAMMING TO BE PROVIDED BY OWNER (PERCEPTIVE CONTROLS). CONTRACTOR TO COORDINATE THEIR WORK ACCORDINGLY WITH INTEGRATOR. CONTACT: TODD REYNOLDS 269-685-3040

SANITARY SEWER/FORCE MAIN NOTES

- ALL CONSTRUCTION MATERIALS AND PROCEDURES MUST CONFORM WITH CURRENT UNION TOWNSHIP D.P.W. STANDARDS, SPECIFICATIONS AND DETAILS.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER 48 HOURS PRIOR TO THE START OF CONSTRUCTION.
- NO CONNECTION RECEIVING STORM WATER OR GROUND WATER SHALL BE MADE TO SANITARY SEWER OR FORCEMAIN.
- NO CONNECTION TO THE EXISTING SANITARY SEWER OR FORCEMAIN SHALL BE MADE UNTIL THE NEW SEWER HAS BEEN INSTALLED, TESTED, INSPECTED, AND APPROVED BY THE ENGINEER AND THE D.P.W.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING THE MANHOLE AND VALVE BOX RIMS TO THE FINISH GRADE ELEVATIONS. THE ELEVATIONS SHOWN ARE BASED UPON PLAN GRADES AND ARE SUBJECT TO CHANGE.

SOIL EROSION AND STORM WATER CONTROL NOTES

- THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED. WITH THE USE OF SILT FENCE AND OTHER TEMPORARY MEASURES THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM ACCELERATED EROSION AND SEDIMENTATION FLOWS RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT.
- INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED TO BE NECESSARY BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER THEY SHALL BE IN PLACE NO LATER THAN 24 HOURS FROM THE TIME OF NOTIFICATION TO THE GENERAL CONTRACTOR FOR THE PROJECT. IF NOT PLACED IN 24 HOURS OR LESS ALL ON SITE CONSTRUCTION WILL BE HALTED UNTIL SUCH MEASURES ARE INSTALLED AND APPROVED BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER.
- ALL DISTURBED NON-HARD SURFACE AREAS TO BE STABILIZED WITH TOPSOIL, SEED, FERTILIZED AND MULCHED. DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH NOT LESS THAN FOUR (4) INCHES. SLOPES BETWEEN 1 ON 3 AND 1 ON 2 SHALL BE SODDED AND STAKED OR RECEIVE SEED WITH MULCH BLANKET.
- IF REQUESTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, A WATER TRUCK SHALL BE KEPT ON STAND-BY ON SITE DURING THE CONSTRUCTION PHASE OF THE PROJECT. THE WATER TRUCK SHALL BE USED AS DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER TO CONTROL WIND EROSION AND DUST CONTROL.
- ALL STORM DRAINAGE PIPE SHALL BE CORRUGATED GALVANIZED STEEL PIPE, HDPE OR APPROVED EQUAL.
- EXISTING STORM DRAINAGE DITCHES SHALL BE REBUILT IF FILLED IN OR REMOVED DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE, AS REQUIRED, ALL DRAINAGE CULVERTS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED/REPLACED. ALL COSTS ASSOCIATED WITH REPAIRING/REPLACING SHALL BE INCLUDED IN THE COST OF THE PROJECT.
- THE CONTRACTOR SHALL REMOVE OR CAUSE TO BE REMOVED ALL SEDIMENT OR SOILS THAT HAVE BEEN DROPPED, WASHED ONTO OR TRACKED OUT ONTO PUBLIC RIGHT-OF-WAY OR PRIVATE ROADS AT THE END OF EACH WORKING DAY OR AFTER EACH RAIN EVENT ON NON-WORK DAYS.
- ALL REMOVED TOPSOIL WILL BE STOCKPILED WITHIN THE PROJECT AREA. IF ADDITIONAL TOPSOIL IS AVAILABLE AFTER TOPSOILING THE CONSTRUCTION AREA, IT WILL BE STOCKPILED WITHIN 1000 FEET OF THE CONSTRUCTION AREA AS DIRECTED BY THE OWNER OR ENGINEER.
- THE CONTRACTOR SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.

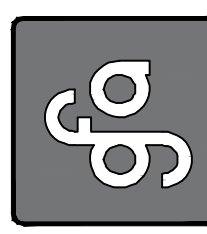
CONSTRUCTION SEQUENCE

- A CONSTRUCTION SCHEDULE AND OPERATION PLAN SHALL BE SUBMITTED TO THE ENGINEER/OWNER FOR APPROVAL PRIOR TO BEGINNING WORK.
- CONTRACTOR SHALL MAINTAIN EXISTING FLOWS AT ALL TIMES COMING IN TO PUMP STATION. BYPASS PUMPING MAY BE REQUIRED AND TO BE INCLUDED IN THE COST OF THE PROJECT. STATION EXPERIENCES INCOMING PEAK HOUR FLOWS OF UP TO 150 GPM AND HAS AN AVAILABLE HOLDING CAPACITY OF APPROXIMATELY 8,500 GALLONS. CONTRACTOR IS RESPONSIBLE FOR VERIFYING AND PROVIDING A PLAN INCLUDING BACKUP (SUCH AS HAULING) THAT IS TO BE APPROVED BY THE ENGINEER/OWNER.

PLAN LEGEND

DESCRIPTION	EXISTING
WATER MAIN	
SANITARY SEWER	
STORM SEWER	
SANITARY FORCE MAIN	
PROPERTY LINE	
RIGHT OF WAY	
SECTION LINE	
CONTOURS	
GAS MAIN	
UNDERGROUND ELECTRIC	
OVERHEAD ELECTRIC	
FIBER OPTIC	
CABLE TELEVISION	
OVERHEAD TELEPHONE	
UNDERGROUND TELEPHONE	
FENCE	
WETLANDS	
TREE LINE	
EDGE OF WATER	
SILT FENCE	
SANITARY MANHOLE (MH)	
STORM MANHOLE (MH)	
CATCH BASIN (CB)	
RISER	
GATE VALVE	
FIRE HYDRANT ASSEMBLY	
POLE, POWER OR ELECTRIC	
SIGN	
BENCH MARK (BM)	
U/G UTILITY SIGN	
PROPERTY CORNER	
CURB STOP & BOX	
WATER SERVICE LEAD	
SANITARY SERVICE LEAD	
FIRE HYDRANT NUMBER	
VALVE NUMBER	

1. PUMP STATION AND FORCE MAIN CONSTRUCTION SHALL BE BASED ON THE 2014 LATEST EDITION OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.



ENGINEERING SURVEYING & OPERATIONS
TESTING & OPERATIONS

123 West Front Street
Traverse City, MI 49684

http://gfoa.ic

231.946.8874 (p)
231.946.9703 (f)

REV#	DATE	BY	CHK	DESC
A	08/22/2018	EPB		FORNISER REVIEW
B	08/22/2018	EPB		ISSUED FOR PERMITS

CHARTER TOWNSHIP OF UNION

PUMP STATION NO. 14 UPGRADES

GENERAL NOTE SHEET

SECTION 21, T. 14 N., R. 4 W.

UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

PL: CRAIG GOODRICH

DR: C. BALLANCE

DESIGN NO: **18114**

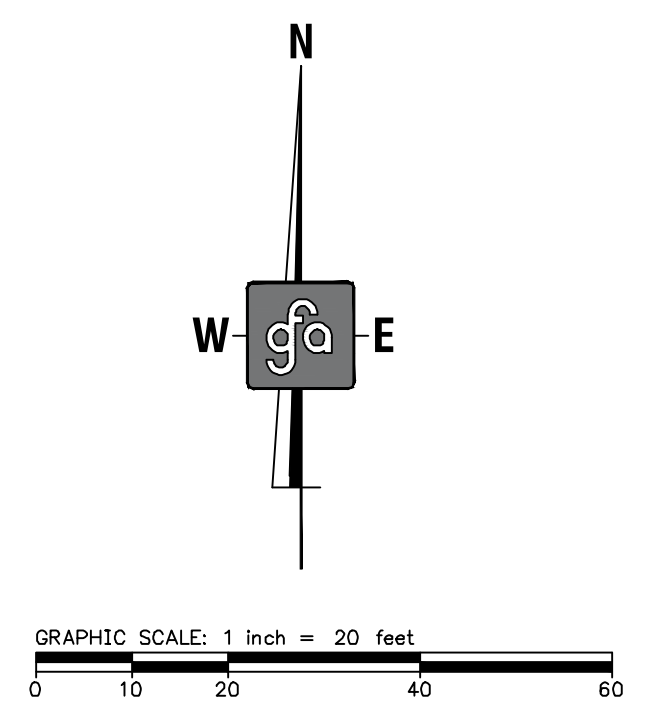
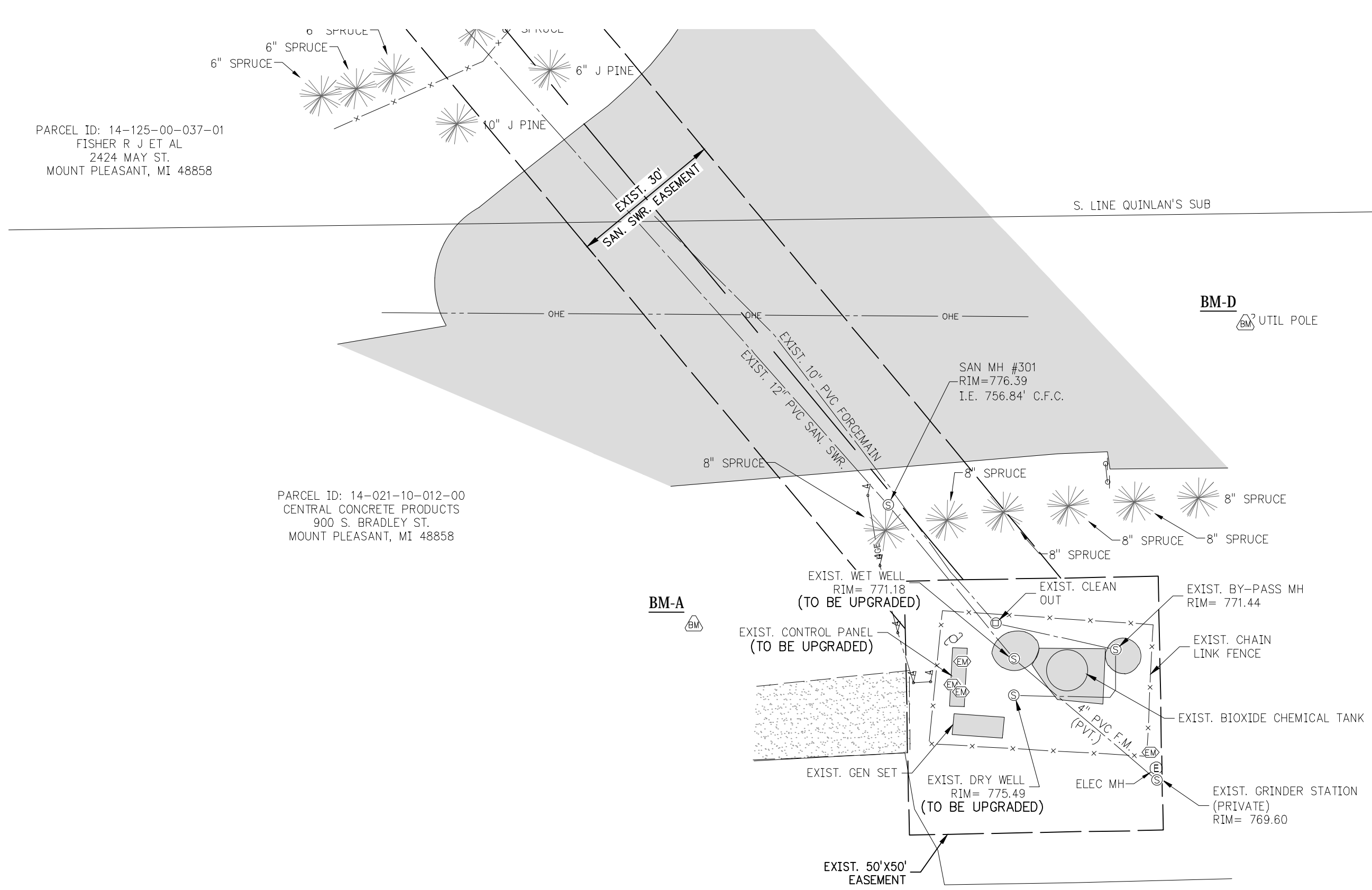
DATE: **C1.2**

EXP: J. BODGES

These documents are prepared in accordance with the contractual terms and conditions for this project.



LOCATION MAP
SCALE: NOT TO SCALE



BENCHMARKS:
 BM-A - TOP OF 1/2"X18" REBAR
 ELEV.= 777.41 (LOCAL DATUM)
 BM-D - R.R. TIE IN S. FACE P. POLE
 ELEV.= 778.50 (LOCAL DATUM)

- NOTES**
1. SITE ADDRESS: 2424 MAY ST.
 2. SITE PLAN AND INFORMATION PROVIDED IS FOR REFERENCE ONLY. CONTRACTOR TO BE RESPONSIBLE TO FIELD VERIFY PRIOR TO BEGINNING WORK.
 3. ALL WORK TO BE COORDINATED WITH THE UNION TOWNSHIP DPW. ALL STORAGE, STAGING, AND CONSTRUCTION SHALL REMAIN WITHIN THE LIMITS OF THE EXISTING EASEMENT. IF ADDITIONAL SPACE IS NECESSARY, CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION AND PROVIDE TO OWNER/ENGINEER.
 4. REFER TO RESPECTIVE MECHANICAL AND ELECTRICAL SHEETS FOR EXISTING AND PROPOSED UPGRADES TO WET WELL, DRY WELL, AND ELECTRICAL CONTROL PANEL.
 5. ANY DAMAGE TO EXISTING INFRASTRUCTURE NOT NOTED TO BE UPGRADED, INCLUDING BUT NOT LIMITED TO, FENCING, ASPHALT, PIPING, HATCHES, ETC. ARE TO BE REPAIRED AND/OR REPLACED AT NO ADDITIONAL COST TO THE PROJECT.



EXISTING SITE PHOTO
(LOOKING SOUTHEASTERLY)
SCALE: NOT TO SCALE



EXISTING SITE PHOTO
(LOOKING SOUTHEASTERLY)
SCALE: NOT TO SCALE



EXISTING BY-PASS MANHOLE PHOTOS
SCALE: NOT TO SCALE

<http://gfa.tc>
 231.946.5874 (p)
 231.946.5708 (f)

**ENGINEERING
SURVEYING
TESTING & OPERATIONS**

123 West Front Street
 Traverse City, MI 49684

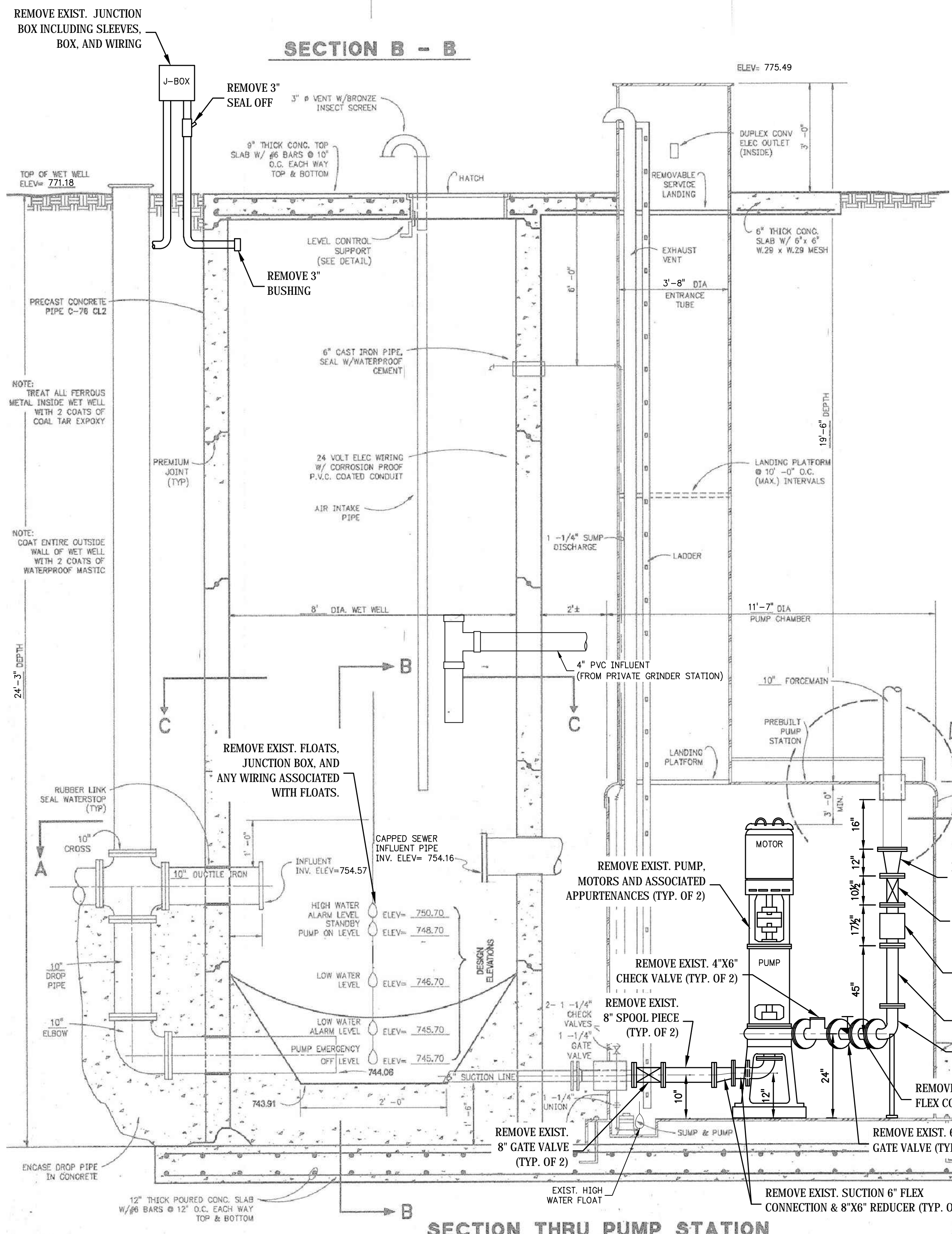
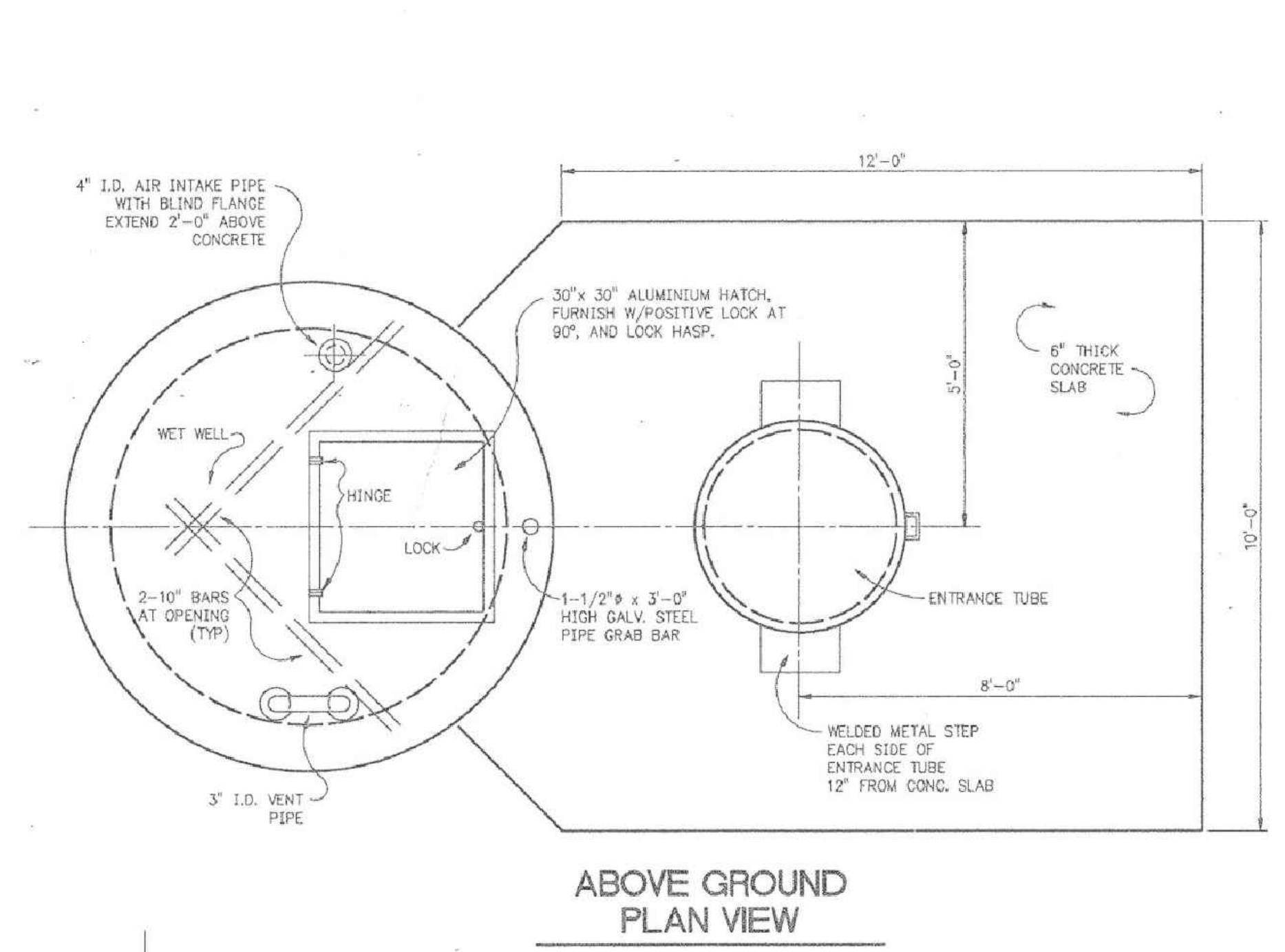
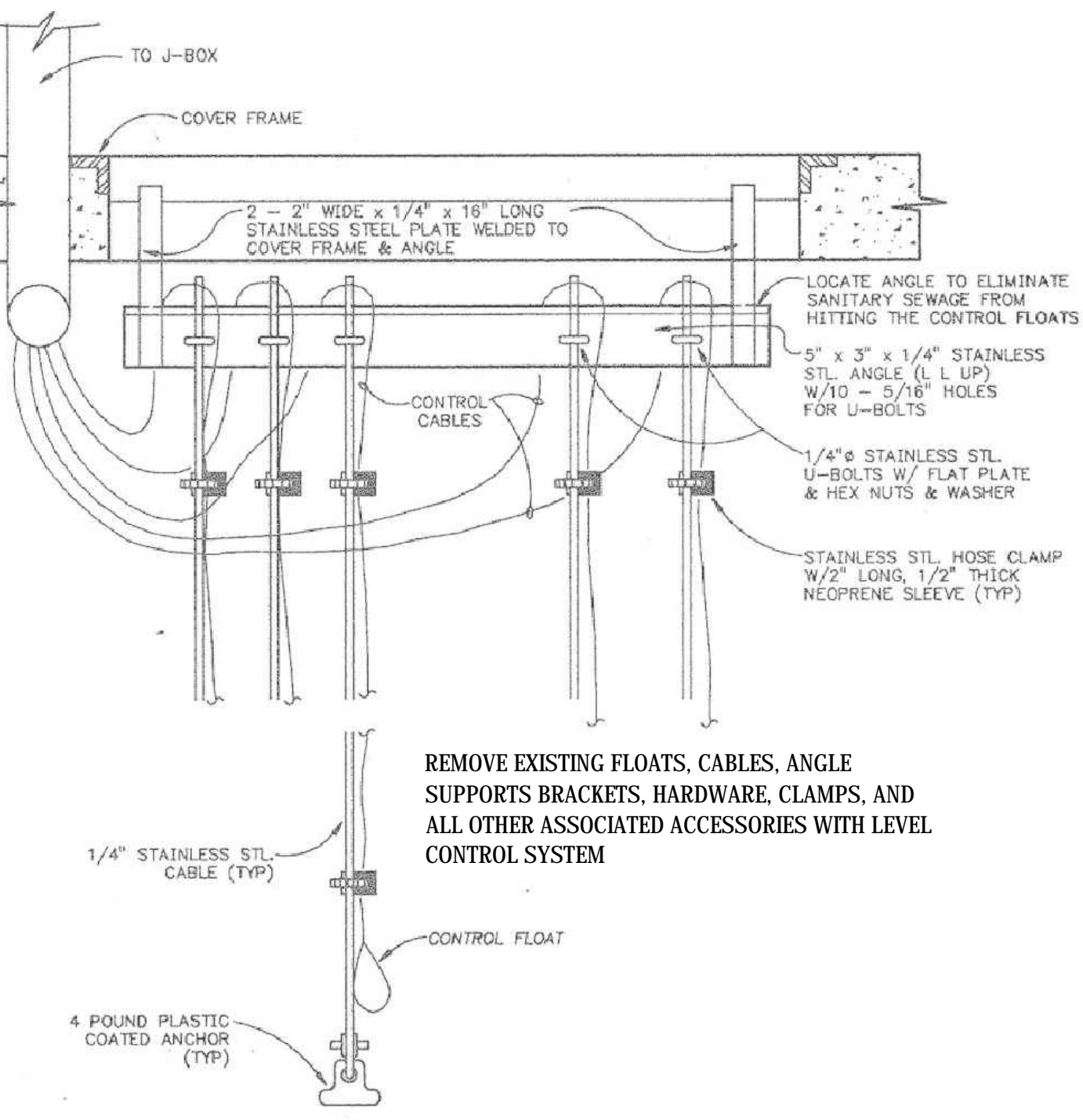
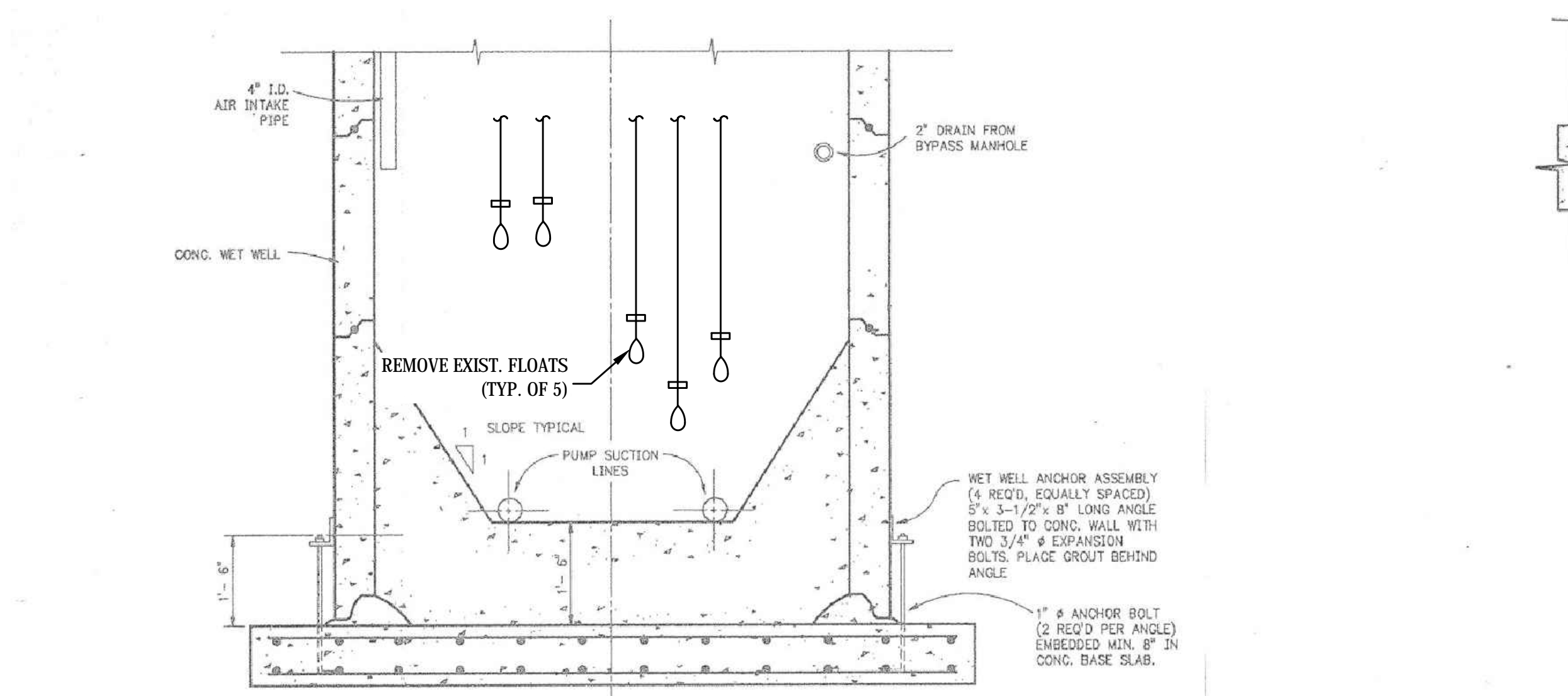
REV#	DATE	BY	CHK	DESCRIPTION
A	08/23/2018	EPM	RWS/SHB/BWB	ISSUED FOR PERMITS
B	08/23/2018	EPM		

**CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES**
SITE PLAN
 SECTION 21, T. 14 N., R. 4 W.
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

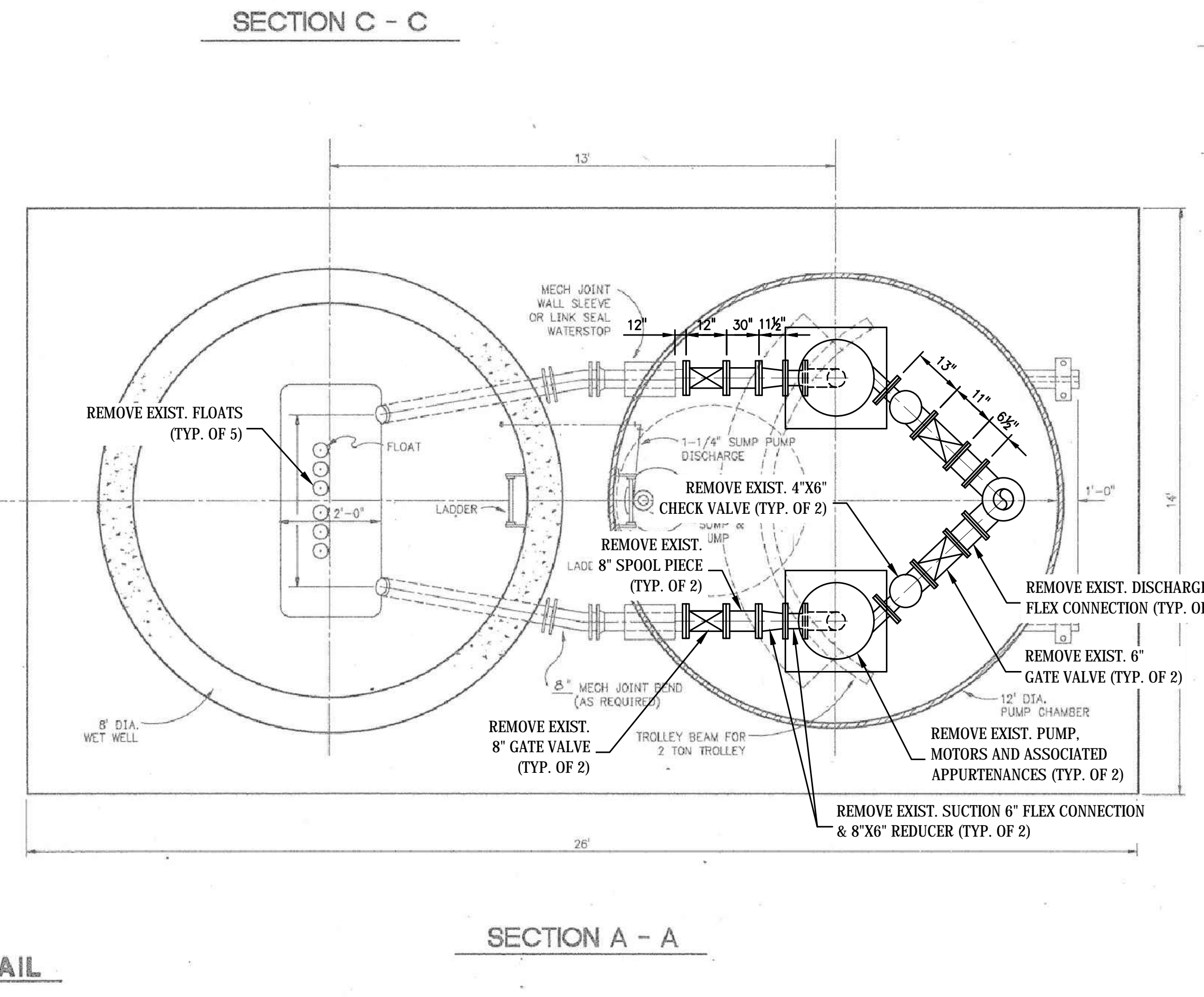
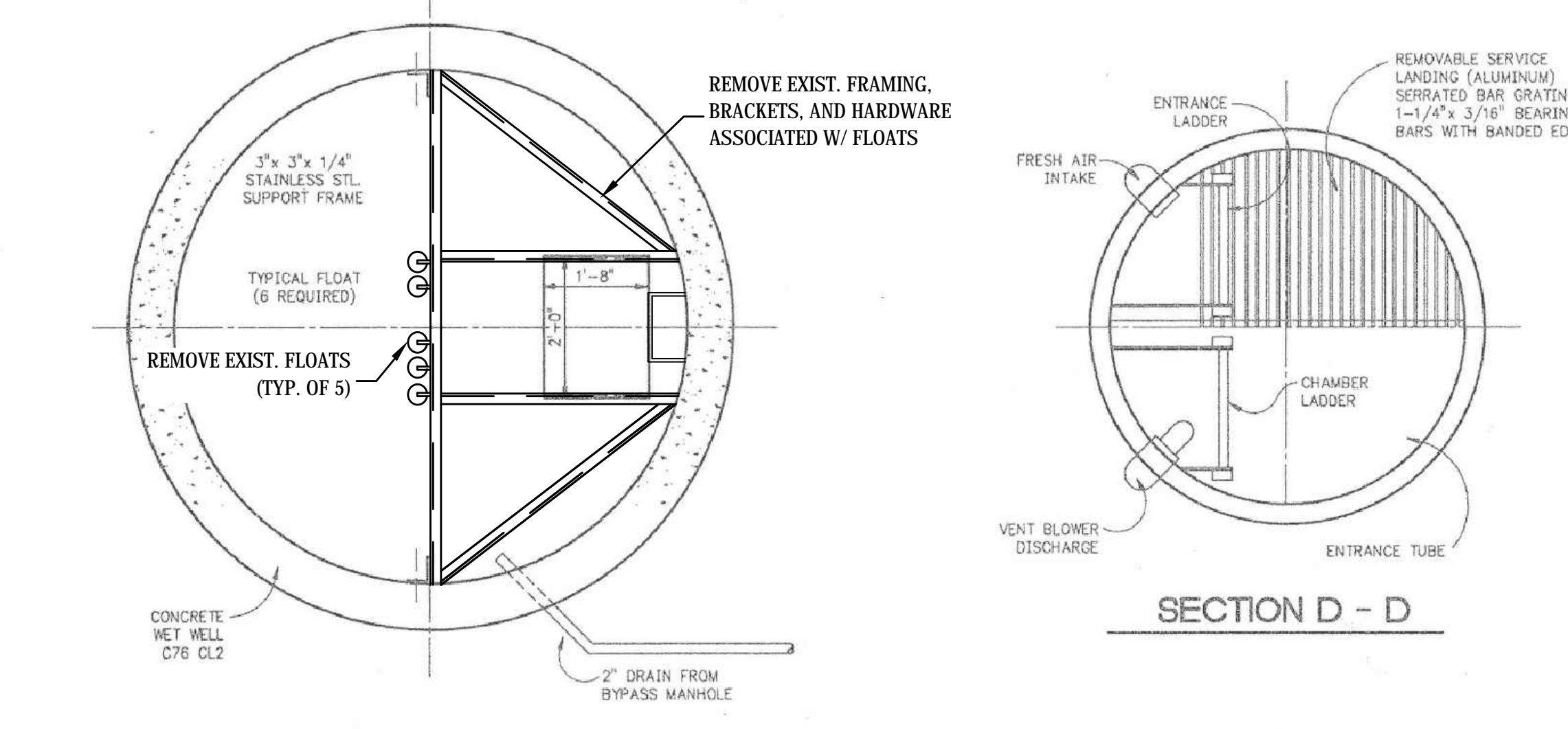
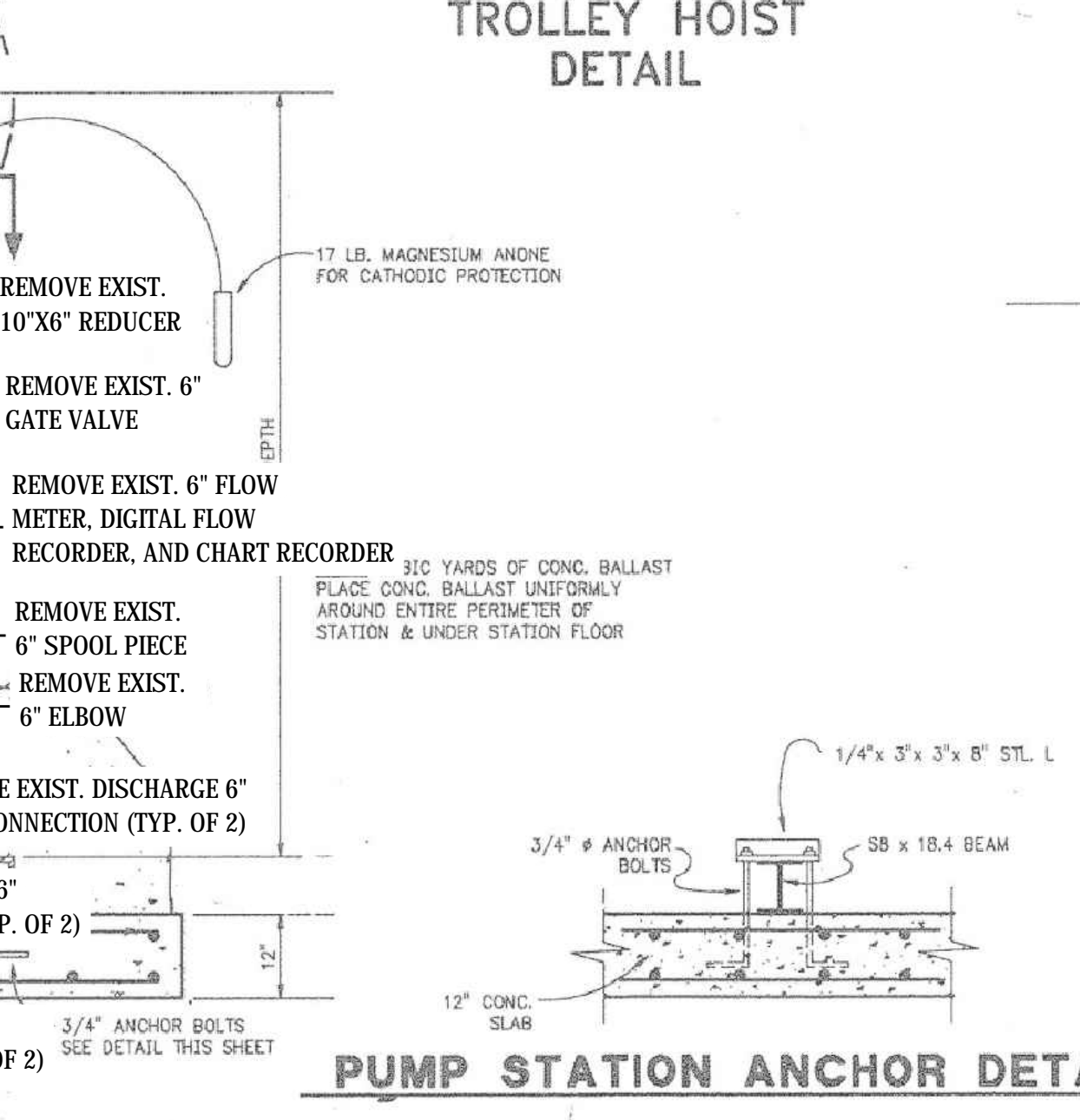
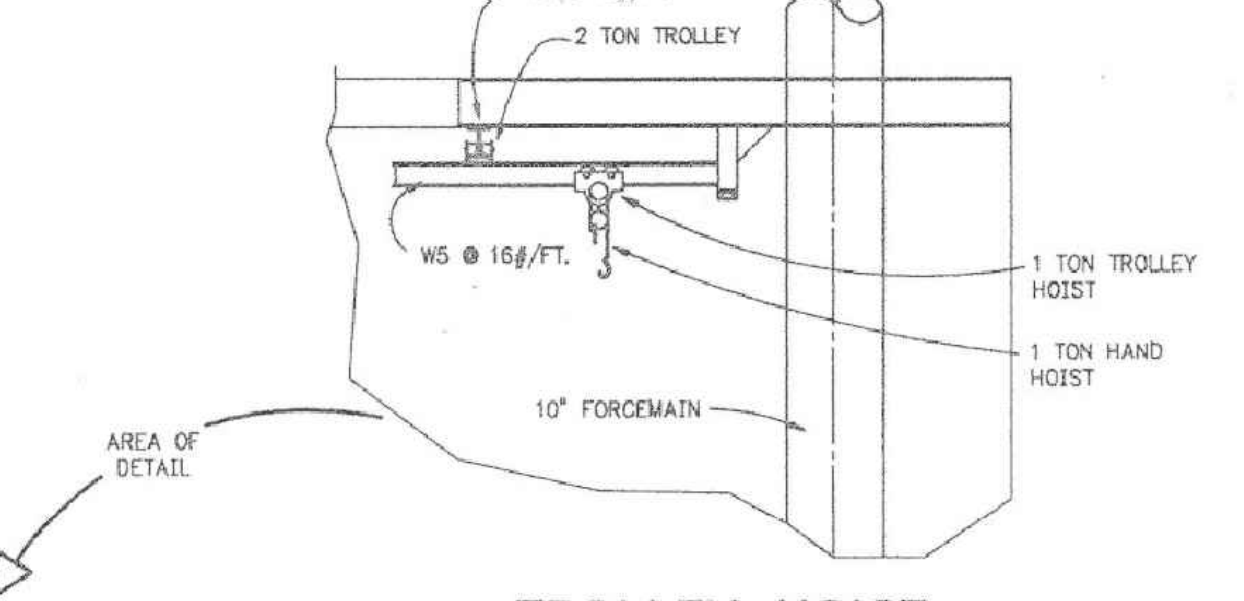
P.I.: CRAIG GOODRICH
 D.R.: C. BALLANCE
 E.D.: J. BODGES

18114
C2.1

These documents are prepared in accordance with the contractual terms and conditions for this project.



- LEVEL CONTROL SUPPORT DETAIL**
- NOTES**
1. THE EXISTING INFORMATION PROVIDED ARE SCANNED IMAGES OF THE ORIGINAL DESIGN DRAWINGS AND ARE FOR REFERENCE ONLY. ALL COMPONENTS SHOWN IN GRAY SCALE ARE EXISTING AND SHALL REMAIN. CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY PRIOR TO BEGINNING CONSTRUCTION.
 2. ALL DIMENSIONS ARE SHOWN FOR BIDDING PURPOSES AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY.
 3. CONTRACTOR SHALL DISPOSE OF MATERIALS AS DIRECTED BY OWNER. ALL COORDINATION SHALL BE WITH THE UNION TOWNSHIP DPW FOR ITEMS TO EITHER BE SALVAGED OR DISPOSED OF AT NO ADDITIONAL COST TO THE PROJECT.
 4. ALL PIPES AND FITTINGS SHALL BE REMOVED AS NECESSARY TO FACILITATE THE REMOVAL OF PUMPS AND MOTORS.
 5. PUMP PAD REMOVAL AND/OR ADJUSTMENT MAY BE NECESSARY AT NO ADDITIONAL COST TO THE PROJECT.
 6. REMOVAL AND REPLACEMENT OF EXISTING EQUIPMENT IN DRY WELL ACCESS TUBE MAY BE NECESSARY TO FACILITATE FOR REMOVAL AND REPLACEMENT OF EQUIPMENT AT NO ADDITIONAL COST TO THE PROJECT.
 7. ANY DAMAGE TO EXISTING COMPONENTS TO REMAIN AND/OR TO BE RE-USED WILL BE REPAIRED/REPLACED AT NO ADDITIONAL COST TO THE PROJECT.
 8. REFER TO ELECTRICAL SHEETS FOR ELECTRICAL UPGRADES.



CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
PUMP STATION EXISTING/DEMOLITION SECTIONS AND DETAILS
 SECTION 21, T. 14 N., R. 4 W.
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

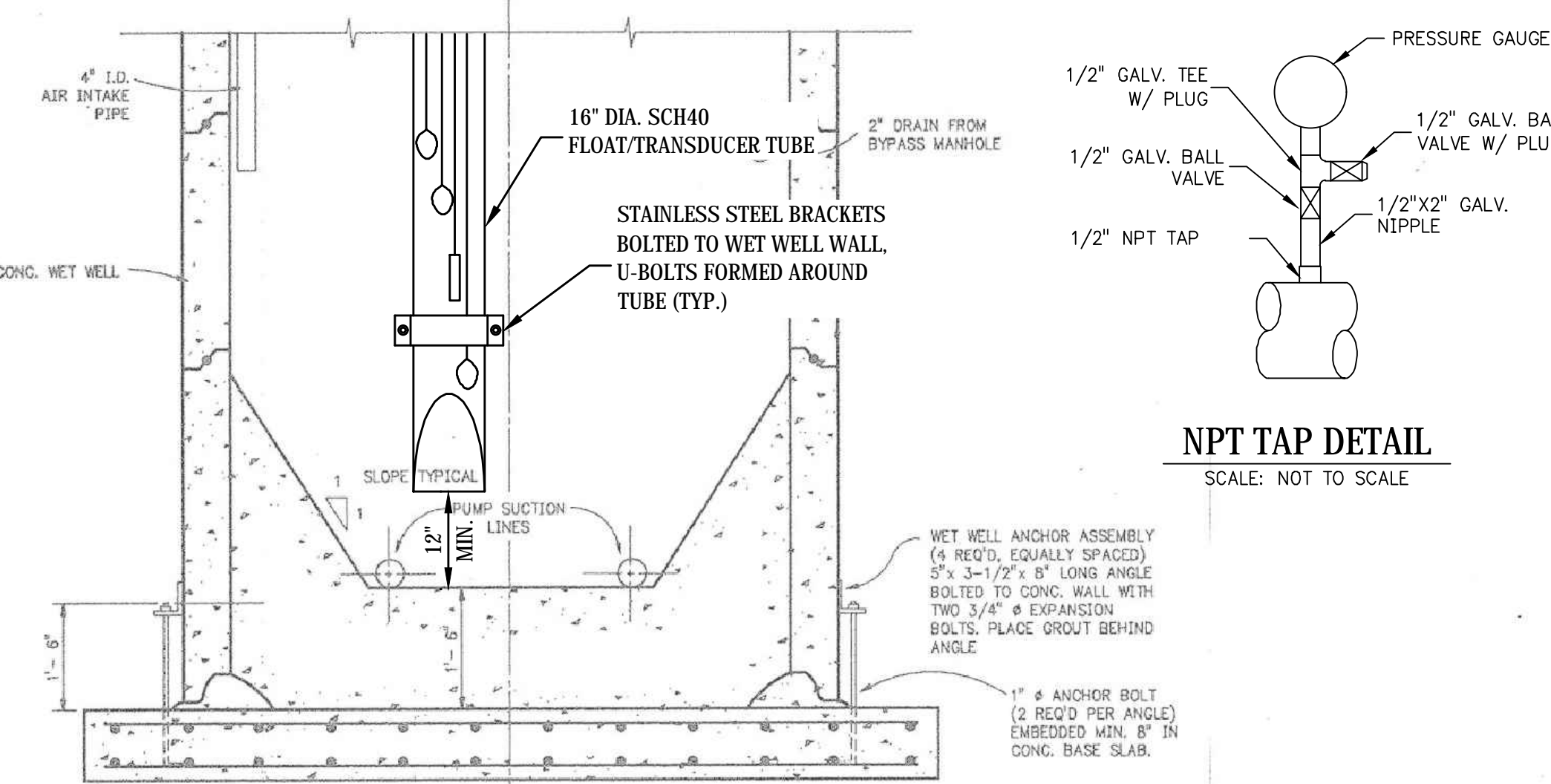
These documents are prepared in accordance with the contractual terms and conditions for this project.

REV#	DATE	BY	CHKD	DESCRIPTION
A				ISSUED FOR PERMITS
B				

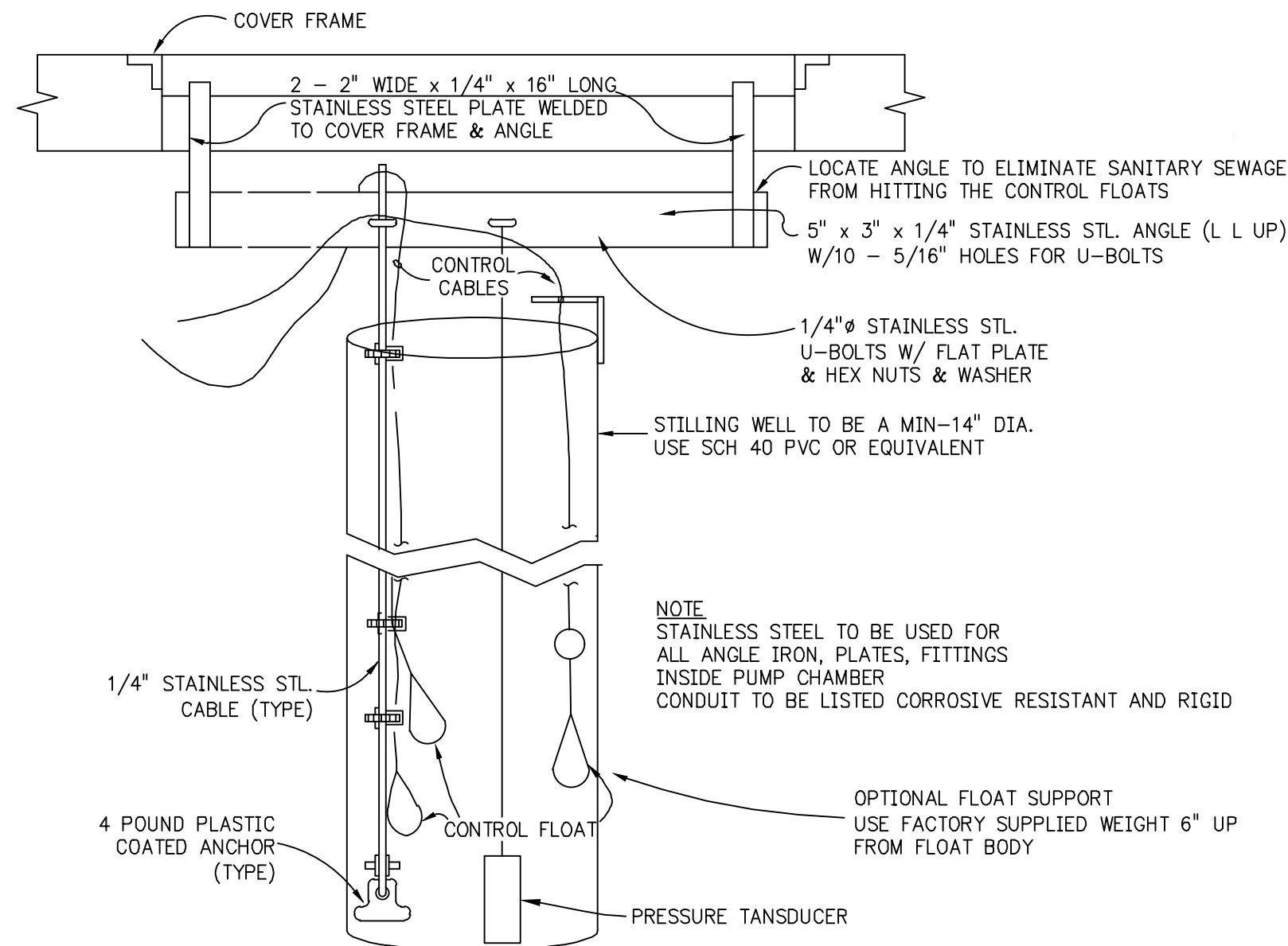
<http://gfa.ca>
 231.946.5874 (p)
 231.946.3703 (f)

gfa
ENGINEERING SURVEYING TESTING & OPERATIONS
 123 West Front Street
 Traverse City, MI 49684

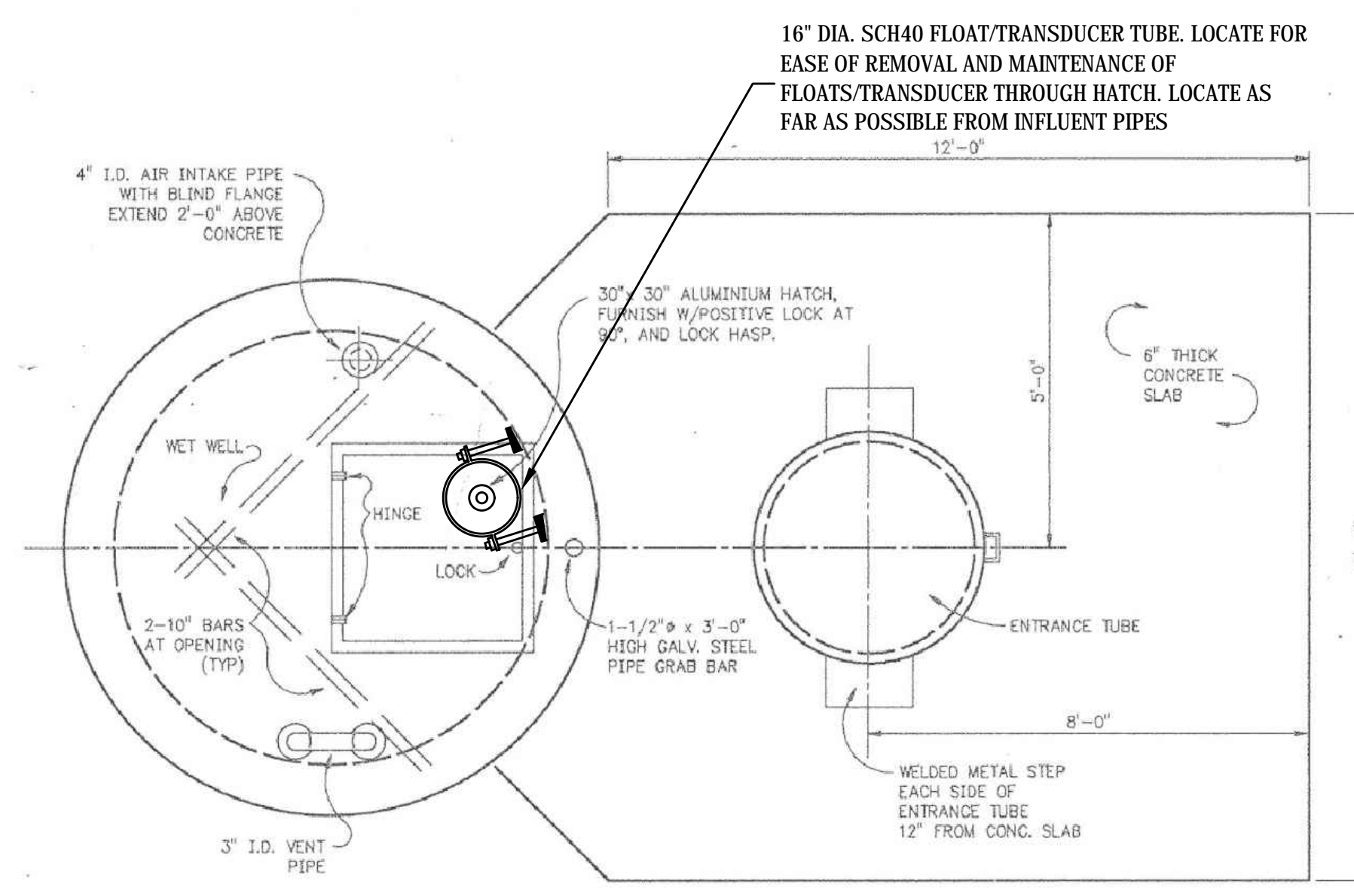
PLOT NO. 18114
 SHEET NO. M1.1



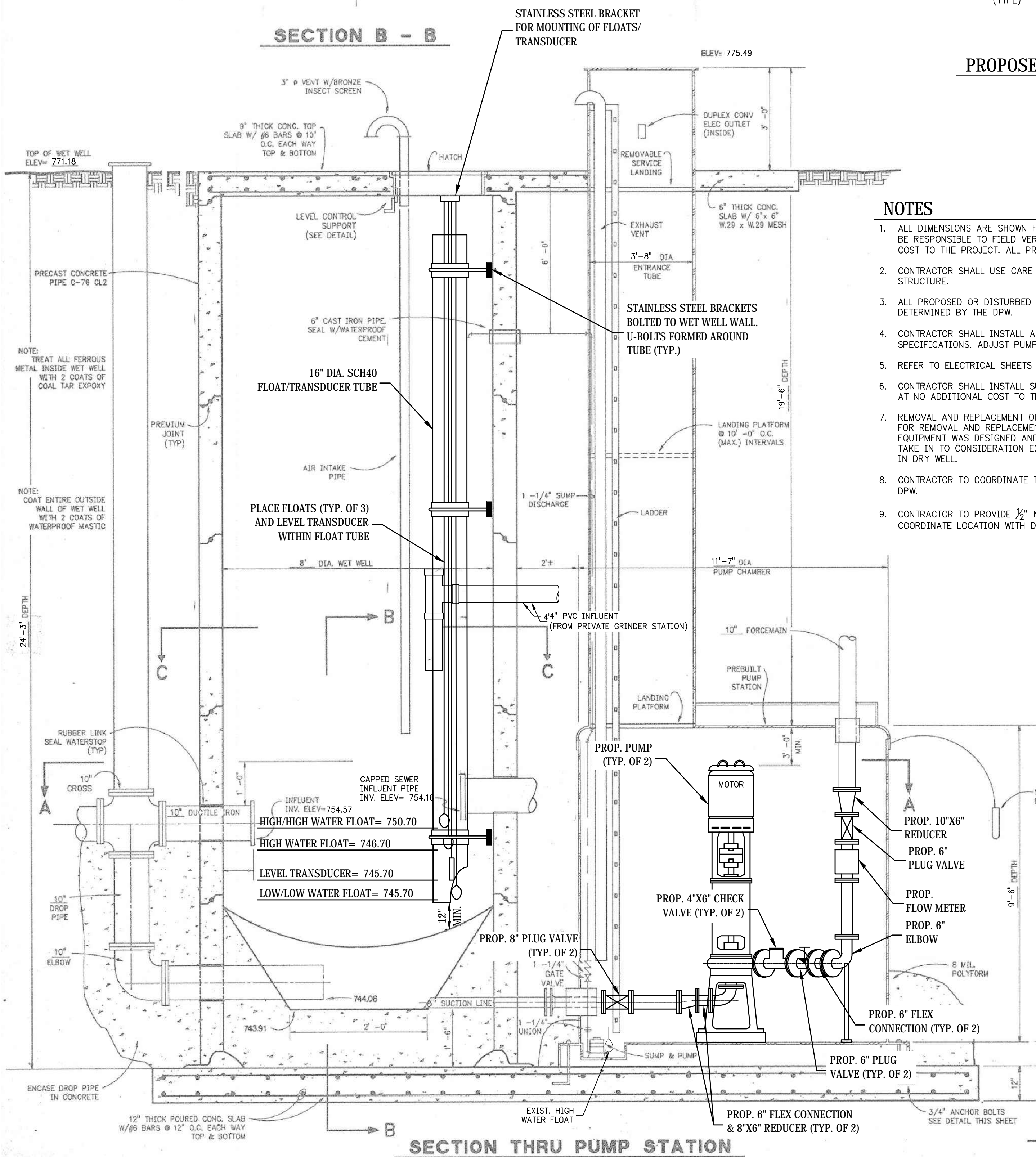
NPT TAP DETAIL
SCALE: NOT TO SCALE



PROPOSED LEVEL CONTROL SUPPORT DETAIL
NO SCALE



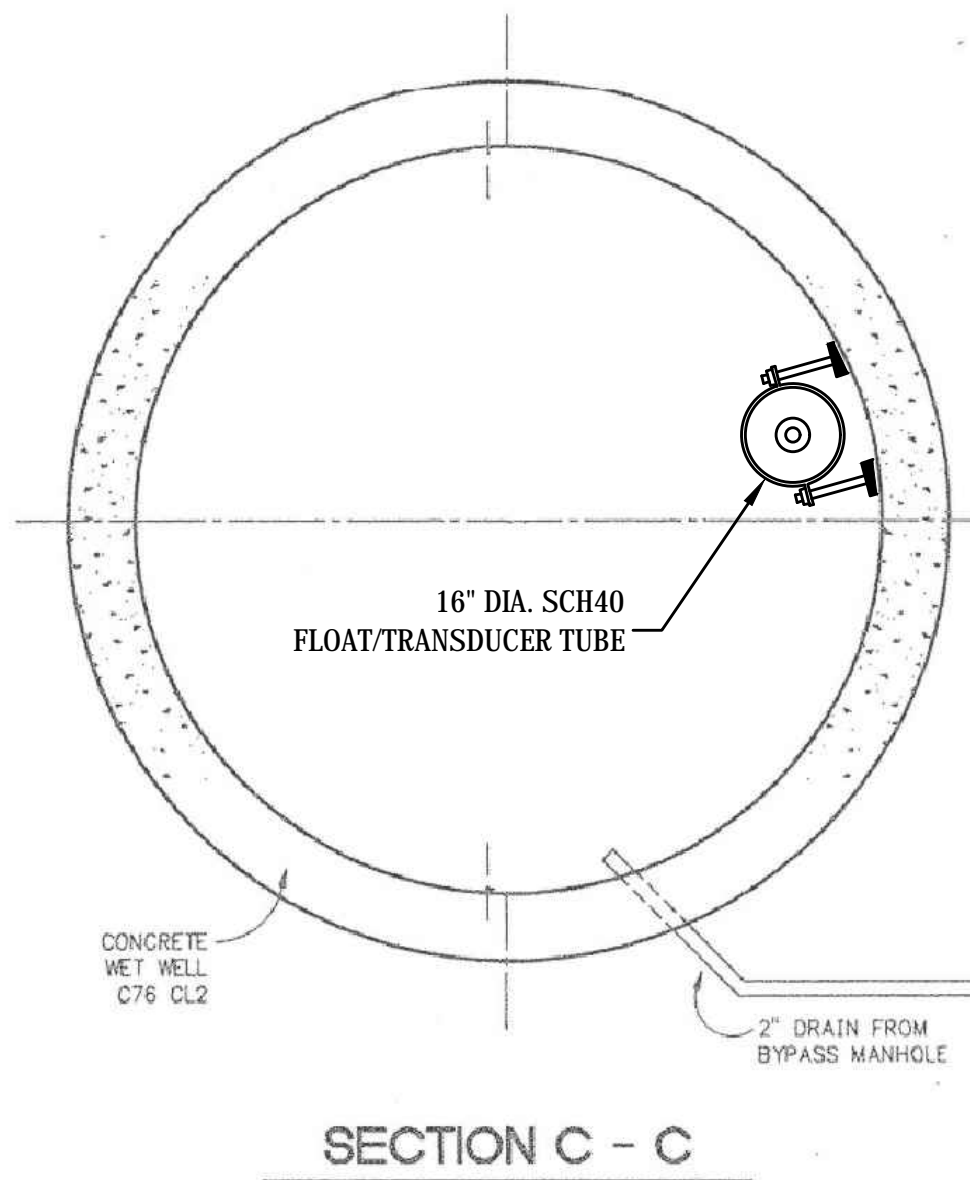
ABOVE GROUND PLAN VIEW



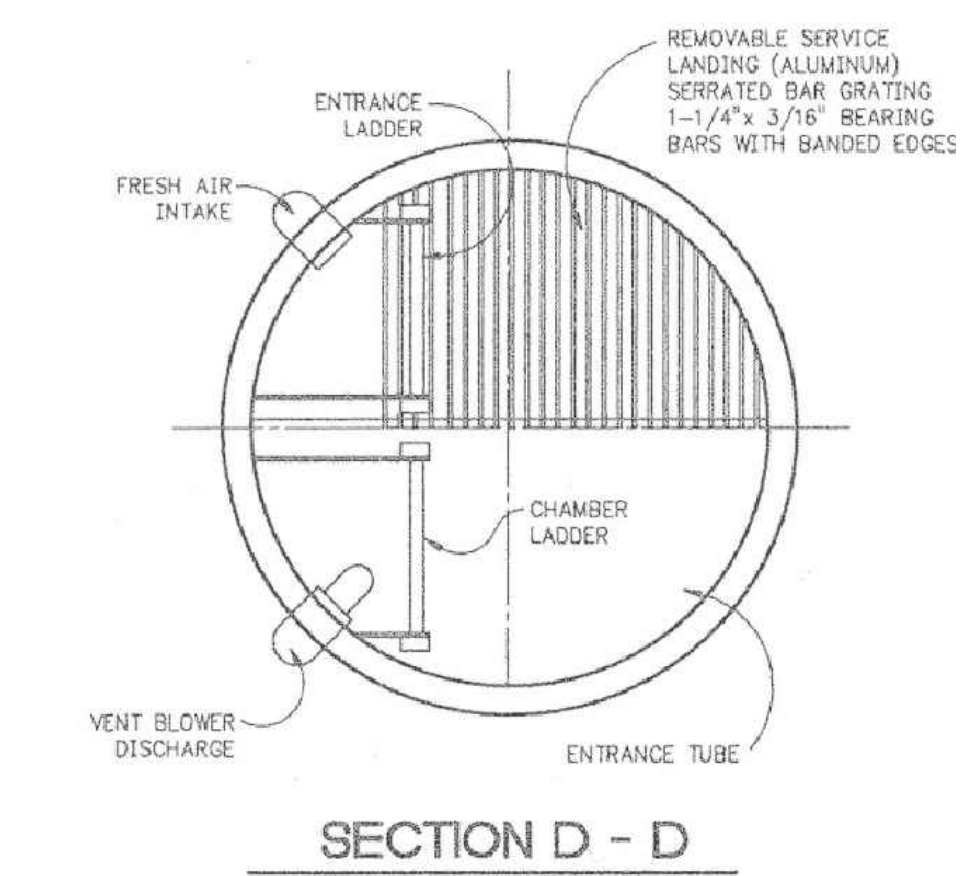
SECTION THRU PUMP STATION

NOTES

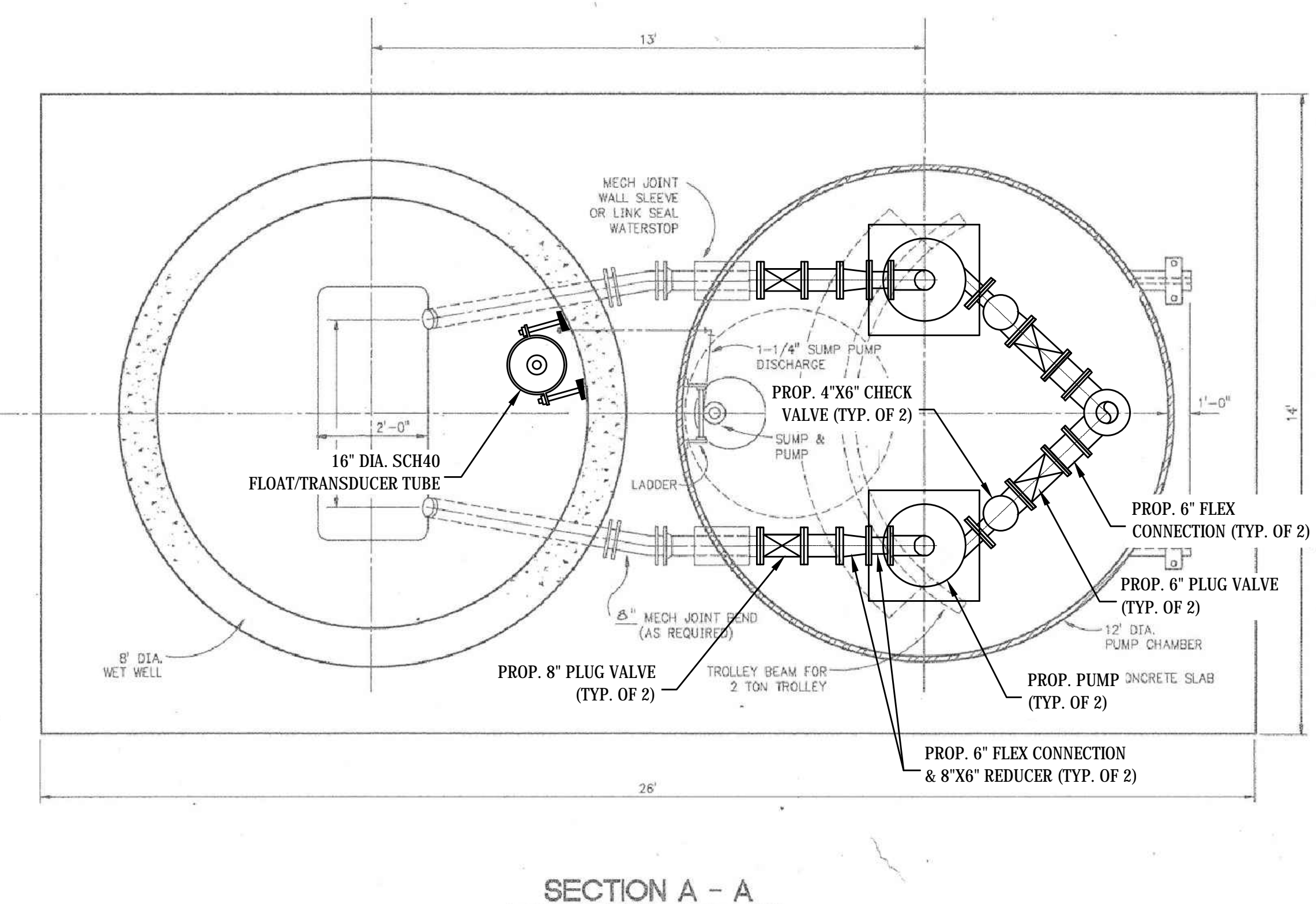
1. ALL DIMENSIONS ARE SHOWN FOR BIDDING PURPOSES AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY. ADDITIONAL PIPING/FITTINGS MAY BE REQUIRED AT NO ADDITIONAL COST TO THE PROJECT. ALL PROPOSED PIPING TO BE DUCTILE IRON IN COMPLIANCE WITH SPECIFICATIONS.
2. CONTRACTOR SHALL USE CARE IN PUMP CHAMBER AND NOT TO DRILL ANY HOLES INTO OR DAMAGE STRUCTURE.
3. ALL PROPOSED OR DISTURBED PIPING SHALL BE PAINTED AS PER THE SPECIFICATIONS. COLOR SHALL BE DETERMINED BY THE DPW.
4. CONTRACTOR SHALL INSTALL AND MOUNT PUMP STAND TO FLOOR IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. ADJUST PUMP STAND AS NECESSARY TO ALIGN SUCTION SIDE OF PUMP.
5. REFER TO ELECTRICAL SHEETS FOR ELECTRICAL UPGRADES.
6. CONTRACTOR SHALL INSTALL SUPPORTS TO PROVIDE A RIGID STRUCTURE AS APPROVED BY THE ENGINEER AT NO ADDITIONAL COST TO THE PROJECT.
7. REMOVAL AND REPLACEMENT OF EXISTING EQUIPMENT IN ACCESS TUBE MAY BE NECESSARY TO FACILITATE FOR REMOVAL AND REPLACEMENT OF EQUIPMENT AT NO ADDITIONAL COST TO THE PROJECT. PROPOSED EQUIPMENT WAS DESIGNED AND SIZED TO FIT WITHIN THE CONFINES OF THE DRY WELL. CONTRACTOR SHALL TAKE IN TO CONSIDERATION EXISTING DIMENSIONS BEFORE EQUIPMENT PURCHASE TO ENSURE INSTALLATION IN DRY WELL.
8. CONTRACTOR TO COORDINATE THE LOCATION OF THE FLOAT/TRANSDUCER TUBE AND SETTINGS WITH THE DPW.
9. CONTRACTOR TO PROVIDE 1/2\"/>



SECTION C - C



SECTION D - D



SECTION A - A



PUMP STATION ANCHOR DETAIL

<http://gfa.io>
 231.946.5874 (p)
 231.946.3703 (f)

ENGINEERING SURVEYING TESTING & OPERATIONS

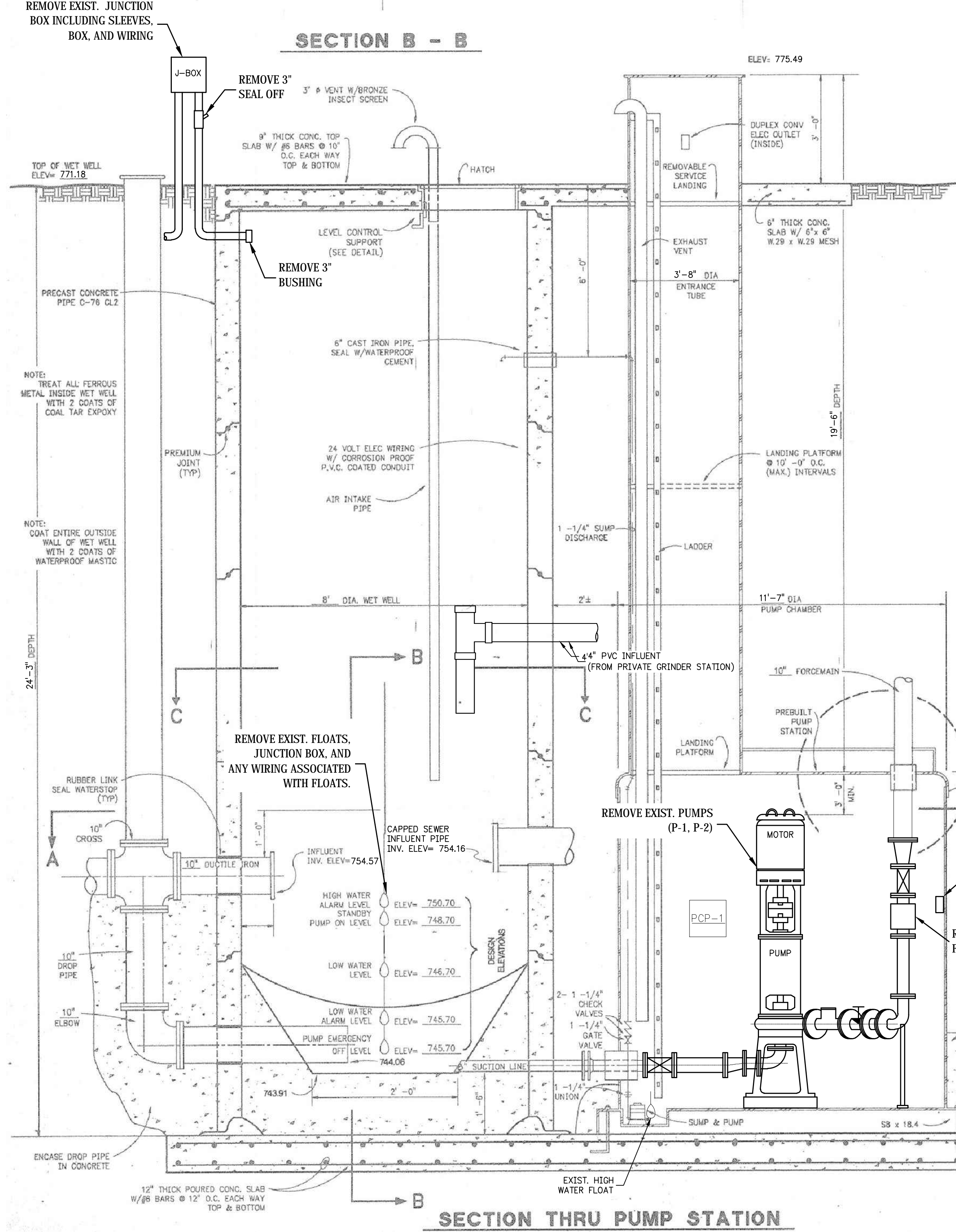
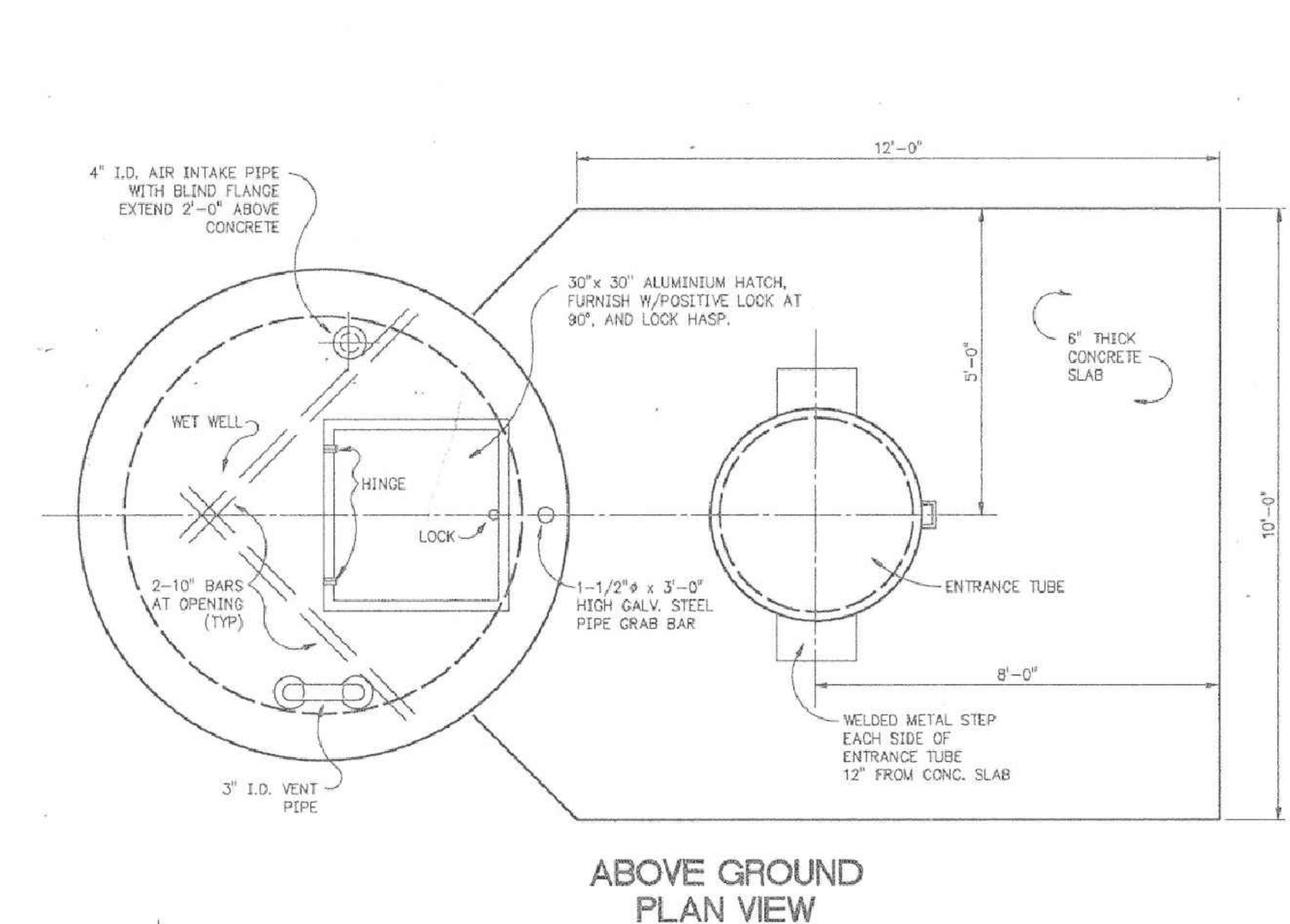
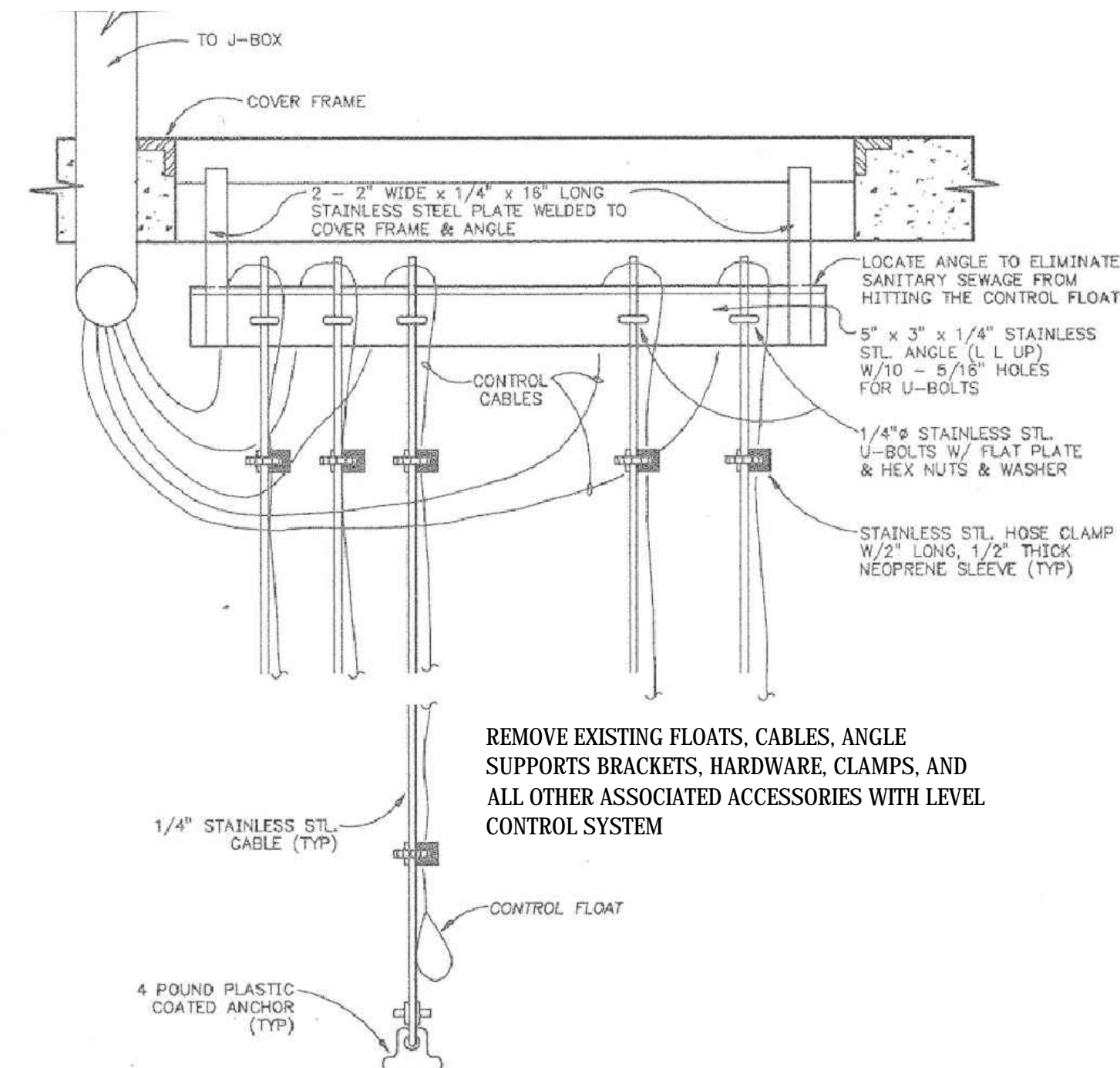
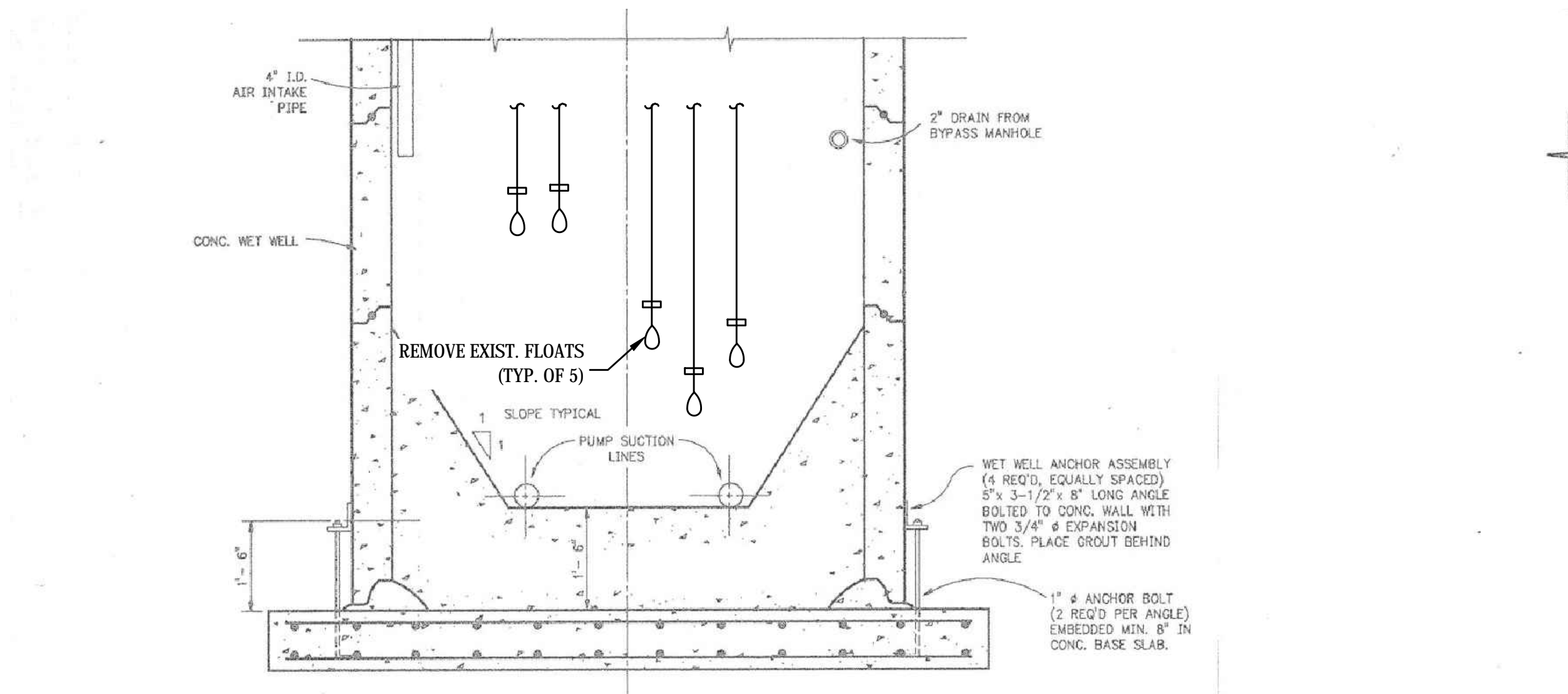
123 West Front Street
 Traverse City, MI 49684

REV#	DATE	BY	CHK	DESCRIPTION
A				ISSUED FOR PERMITS
B				

CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
PUMP STATION PROPOSED SECTIONS AND DETAILS
 SECTION 21, T. 14 N., R. 4 W.
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

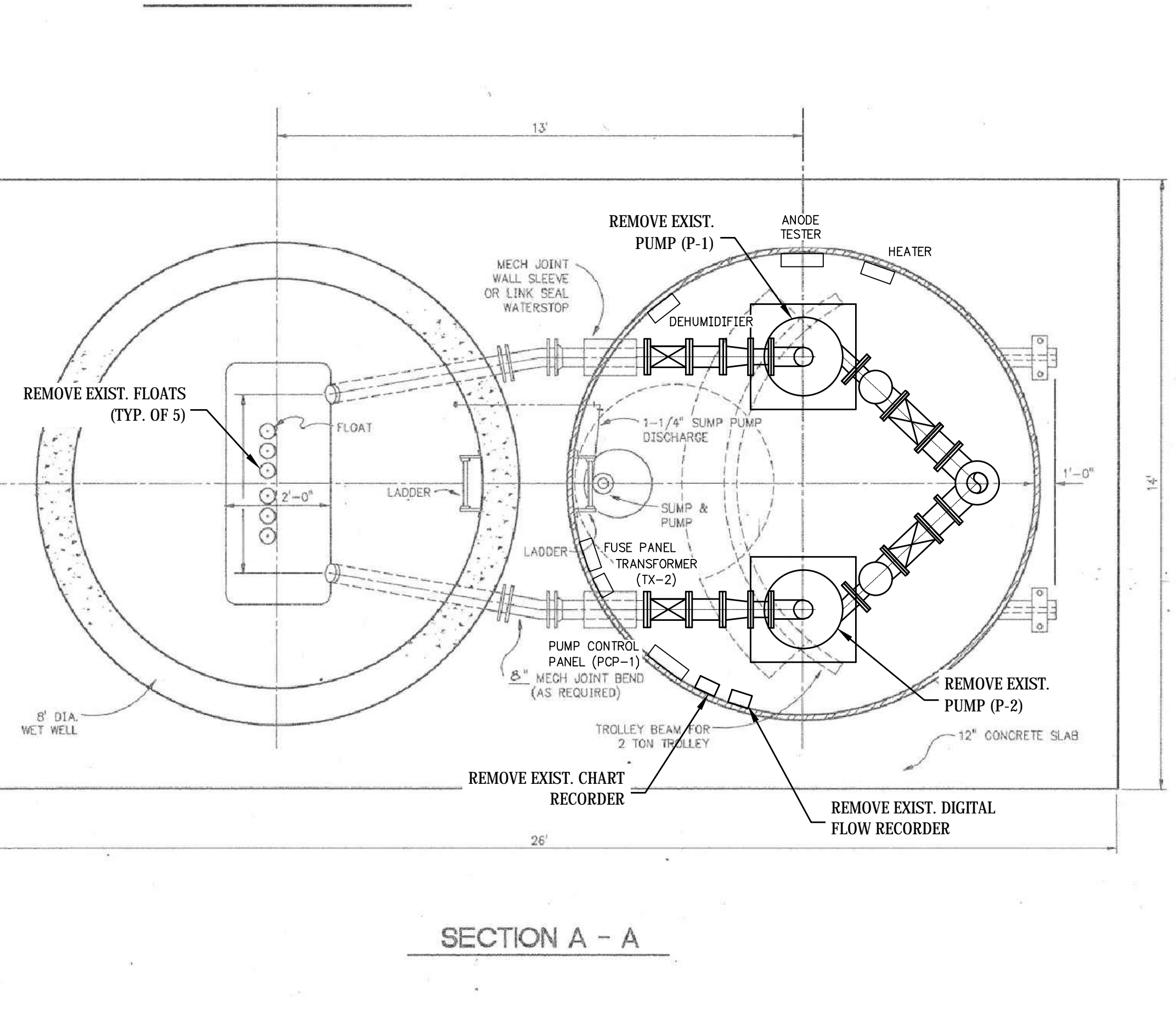
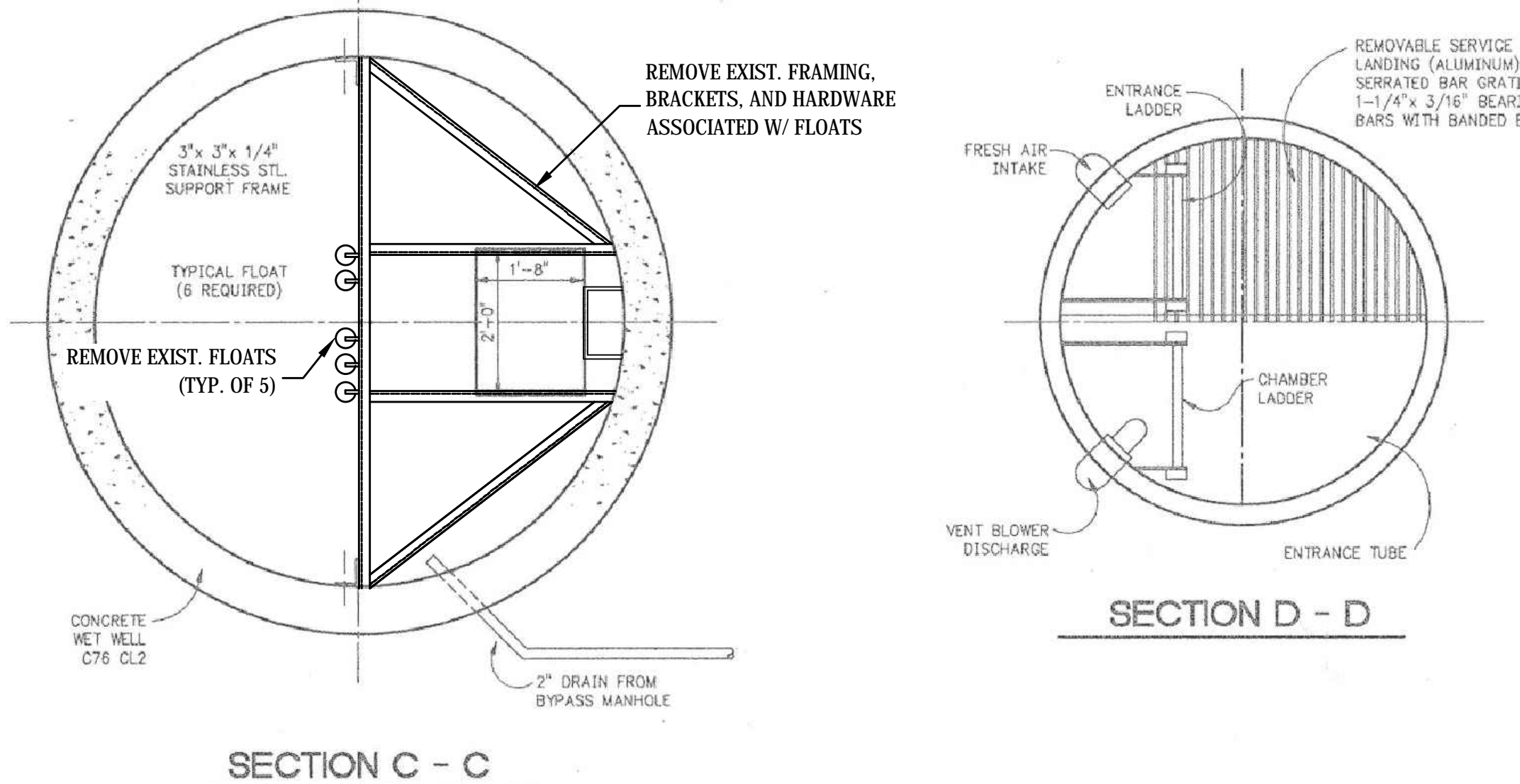
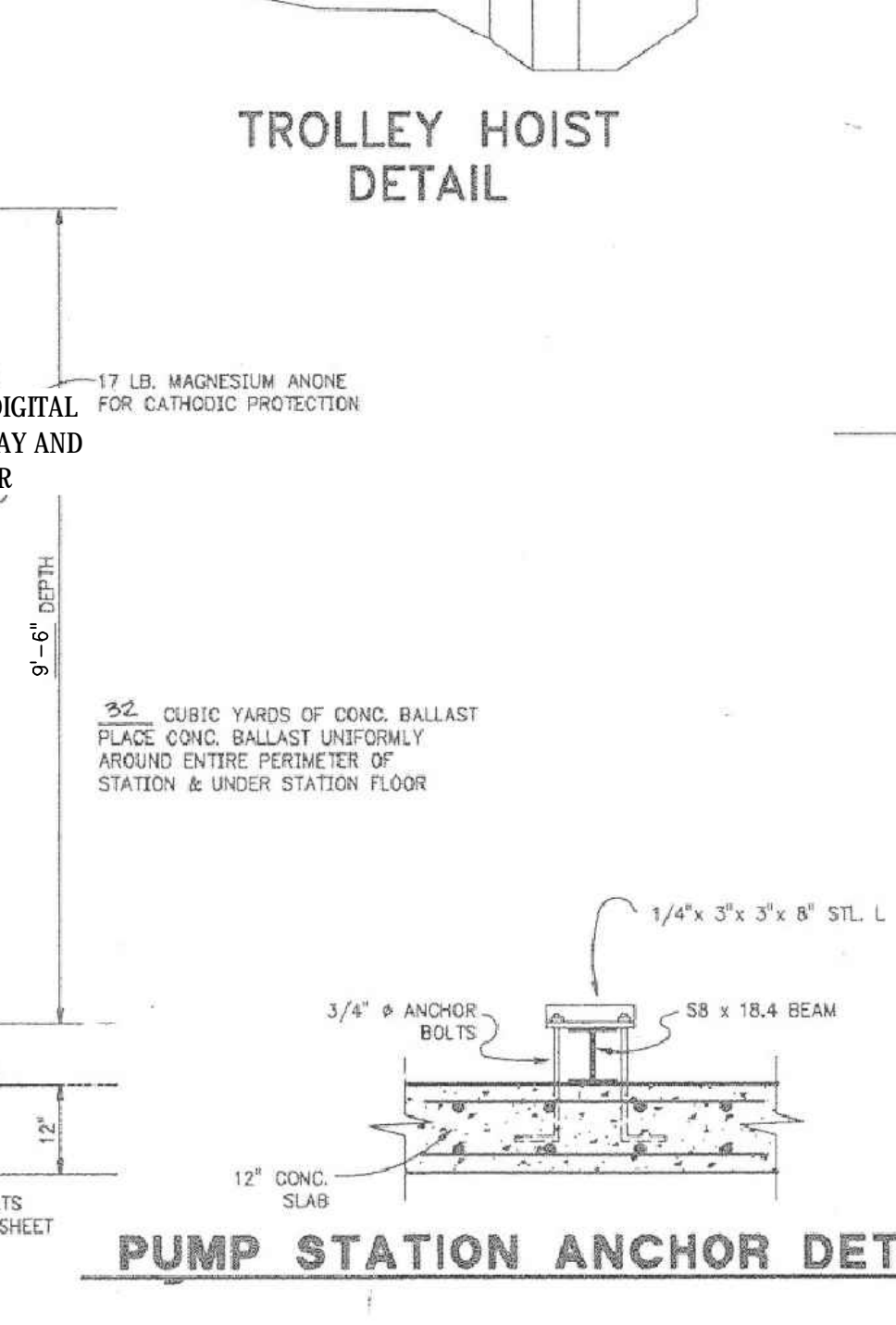
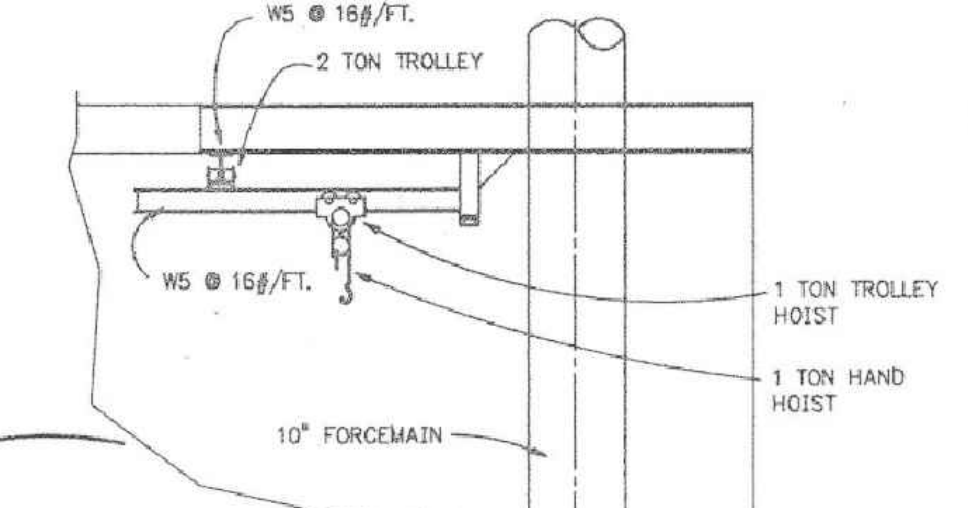
PREP: C. BALLANCE
 CHK: J. BOGDOS
 18114
 M1.2

These documents are prepared in accordance with the contractual terms and conditions for this project.



LEVEL CONTROL SUPPORT DETAIL

- NOTES**
1. THE EXISTING INFORMATION PROVIDED ARE SCANNED IMAGES OF THE ORIGINAL DESIGN DRAWINGS AND ARE FOR REFERENCE ONLY. ALL COMPONENTS SHOWN IN FIELD SCALE ARE EXISTING AND SHALL REMAIN. CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY PRIOR TO BEGINNING CONSTRUCTION.
 2. CONTRACTOR SHALL USE CARE AND NOT DRILL ANY HOLES INTO DRY WELL STATION.
 3. REFER TO MECHANICAL SHEETS FOR MECHANICAL UPGRADES.
 4. ALL WIRES AND EQUIPMENT SHALL BE REMOVED AS NECESSARY TO FACILITATE THE REMOVAL OF PUMPS AND MOTORS.
 5. ANY DAMAGE TO EXISTING COMPONENTS TO REMAIN AND/OR TO BE RE-USED WILL BE REPAIRED/REPLACED AT NO ADDITIONAL COST TO THE PROJECT.
 6. CONTRACTOR TO PROPERLY DISPOSE OF MATERIALS TO BE REMOVED OR SALVAGED AS DIRECTED BY THE DPW.



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ENGINEERING SURVEYING TESTING & OPERATIONS
 123 West Front Street
 Traverse City, MI 49684

REV#	DATE	BY	CHK	DESCRIPTION
A				ISSUED FOR PERMITS
B				

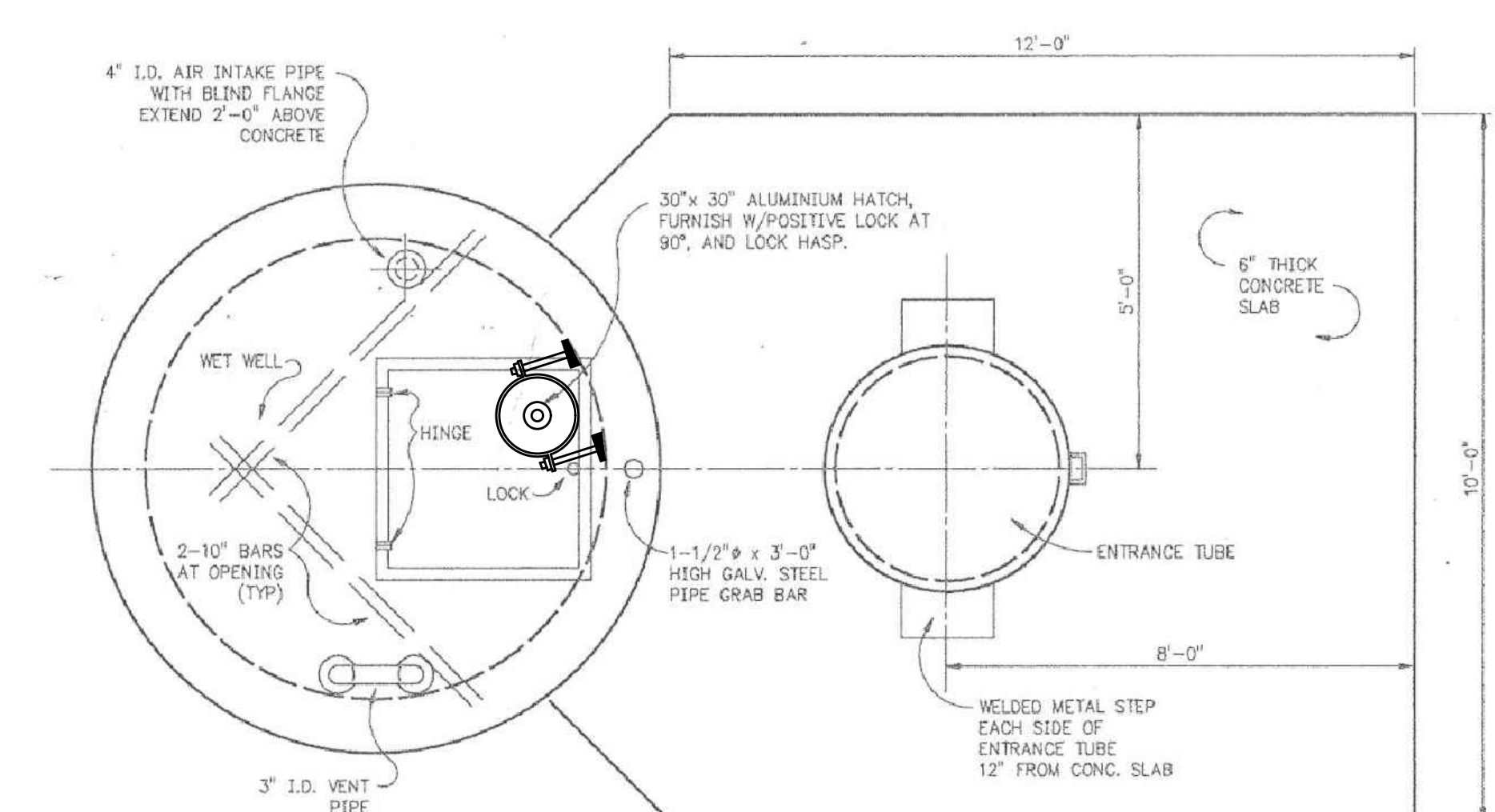
CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
PUMP STATION EXISTING/DEMOLITION ELECTRICAL PLAN
 SECTION 21, T. 14 N., R. 4 W.
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

PREP: CRAIG GOODRICH
 CHECK: J. BOGDANS
 18114
 E1.1

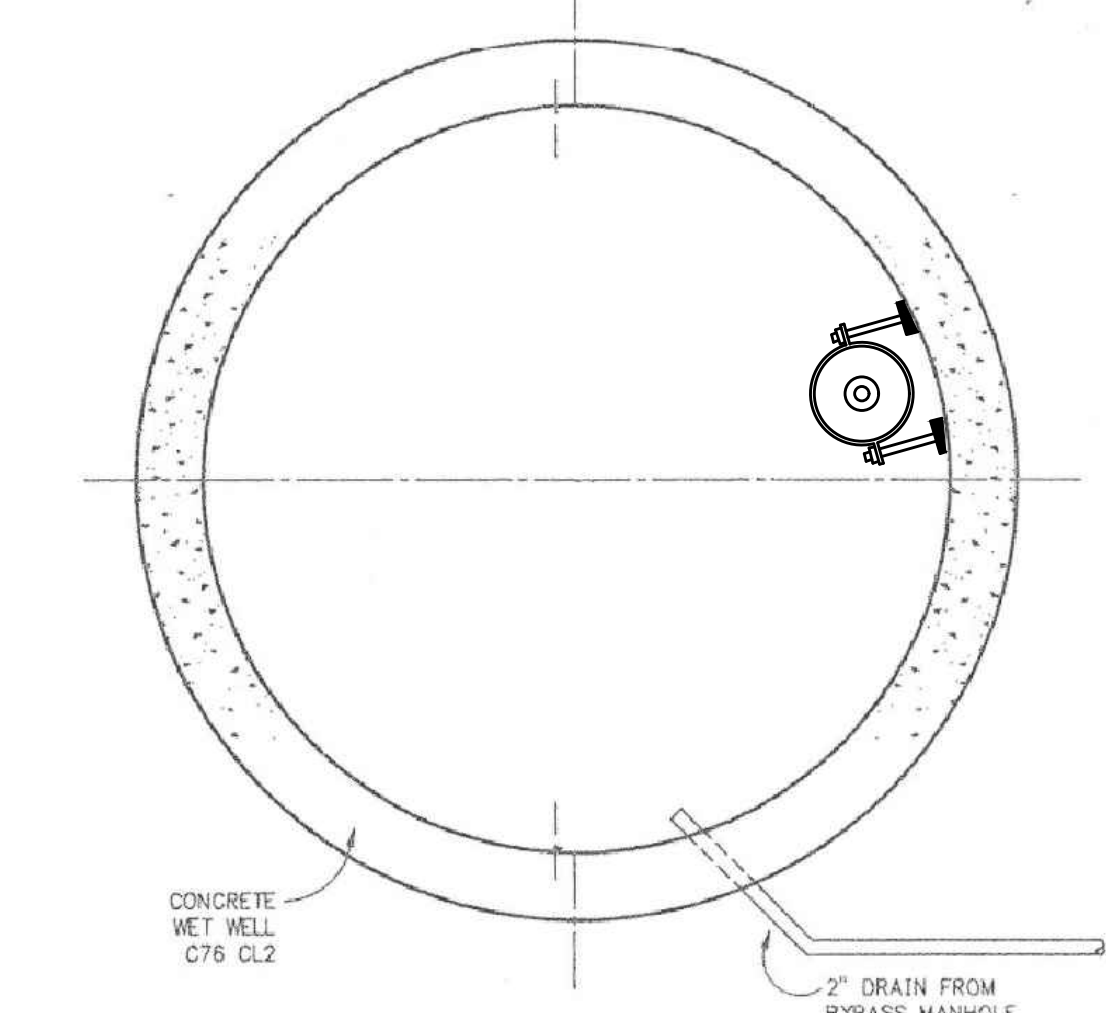
These documents are prepared in accordance with the contractual terms and conditions for this project.

NOTES

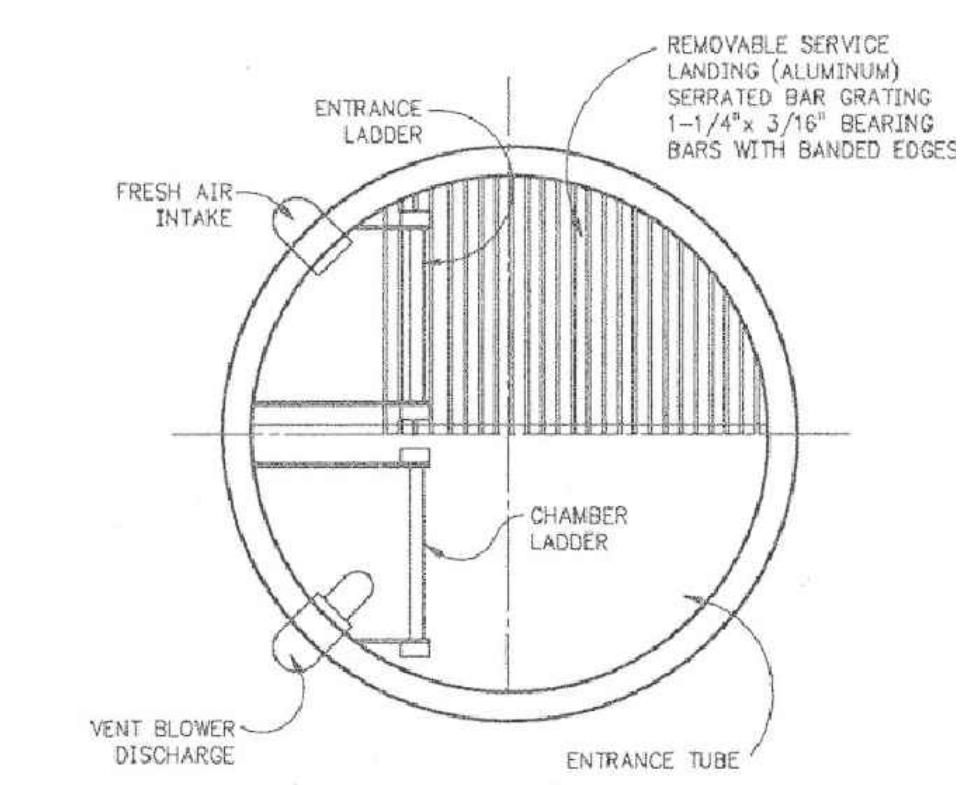
- ALL COMPONENTS SHOWN IN GRAY SCALE ARE EXISTING AND SHALL REMAIN. CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY PRIOR TO BEGINNING CONSTRUCTION.
- WET WELL CHAMBER IS CLASSIFIED AS CLASS 1 DIVISION 1 GROUP D, NEC STANDARDS. ALL EQUIPMENT TO COMPLY WITH SAME.
- DRY WELL WILL BE VENTED CONTINUOUSLY TO QUALIFY AS NON-CLASSIFIED AREA PER NFPA 820. ALL WIRING METHODS WILL COMPLY WITH NEC ACCORDINGLY.
- ANY ADJUSTMENTS INCLUDING WIRING, CONDUIT, RACEWAYS, AND BOXES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO THE PROJECT. CONTRACTOR TO COORDINATE WITH THE DPW FOR LOCATIONS OF PROPOSED EQUIPMENT.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING, INSTALLING, ENERGIZING, AND CALIBRATING INSTRUMENTATION INCLUDING FLOW METER, TRANSDUCER, CONDUIT, ELECTRICAL, AND COMMUNICATION WIRING. TERMINATION INTO SCADA PANEL AND PROGRAMMING TO BE PROVIDED BY OWNER AS PERFORMED BY INTEGRATOR. CONTRACTOR TO COORDINATE.
- FLOW METER TO BE RATED TOTAL SUBMERGENCE & CLASS 1 DIVISION 2. ACCEPTABLE MANUFACTURE TO BE ENDRESS-HAUSER PROMAG.
- CONTRACTOR SHALL USE CARE TO NOT DRILL HOLES IN DRYWELL (PUMP CHAMBER).
- ALL CONDUIT SEAL-OFFS SHALL BE GAS TIGHT AND PROVIDED BETWEEN WET AND DRY WELL. ALL CONDUIT BELOW GROUND (BURIED) TO BE PVC AND WITHIN WET WELL/DRY WELL TO BE GRC.
- ALL EQUIPMENT AND SWITCHES IN WET WELL TO BE INTRINSICALLY SAFE AND EXPLOSION PROOF.
- INTRINSICALLY SAFE CIRCUITS SHALL BE SEPARATED FROM NON-INTRINSICALLY SAFE.
- LOCATE ALL CONDUITS IN DRY WELL BEHIND LADDER TO NOT OBSTRUCT ACCESS.
- REFER TO MECHANICAL SHEETS FOR MECHANICAL UPGRADES.



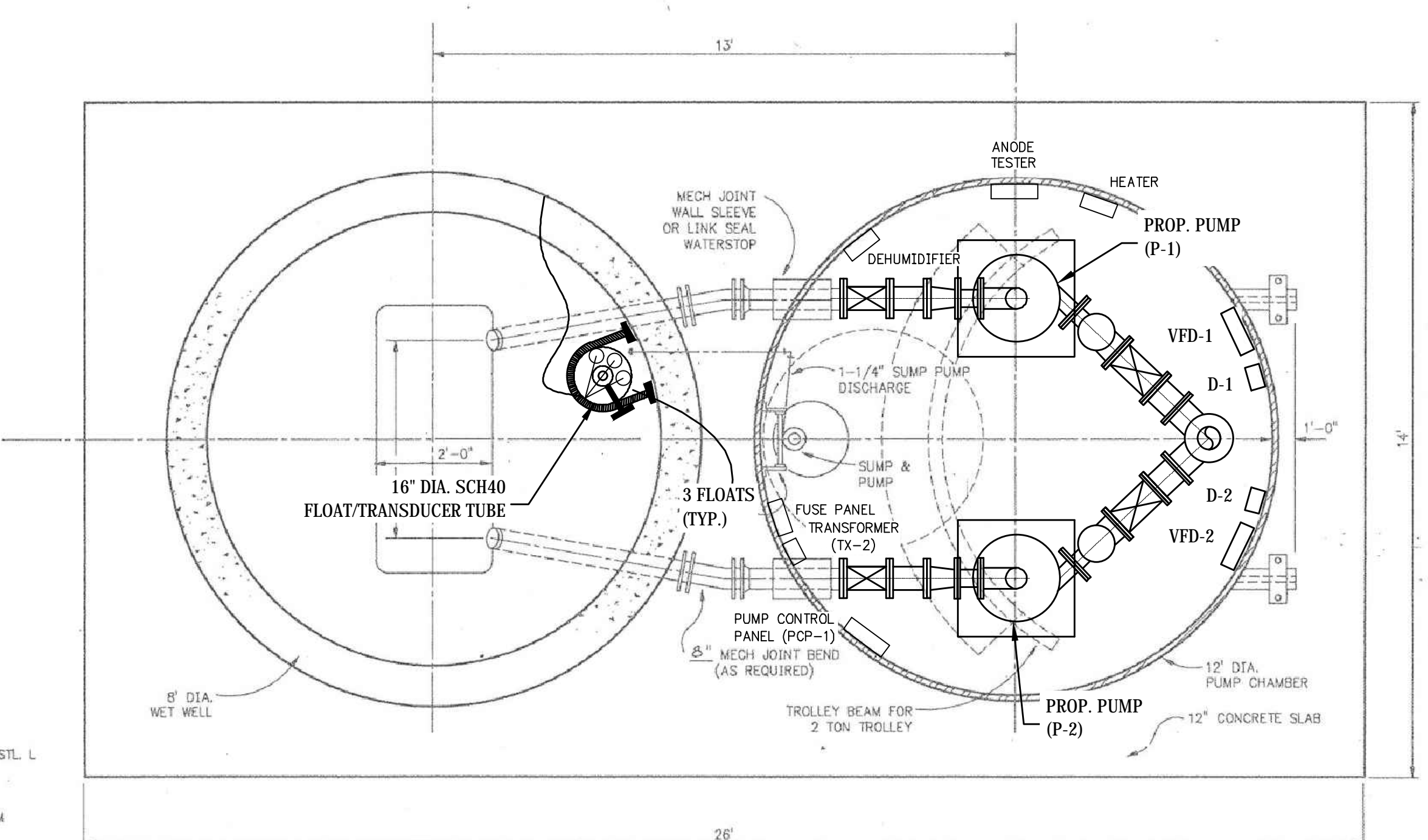
ABOVE GROUND PLAN VIEW



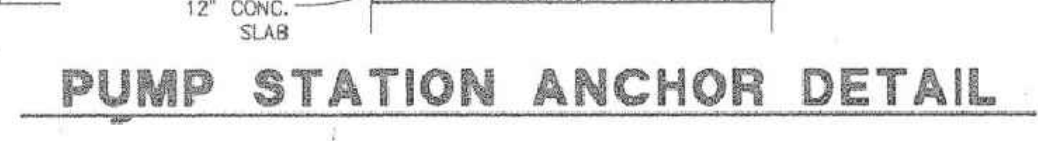
SECTION C - C



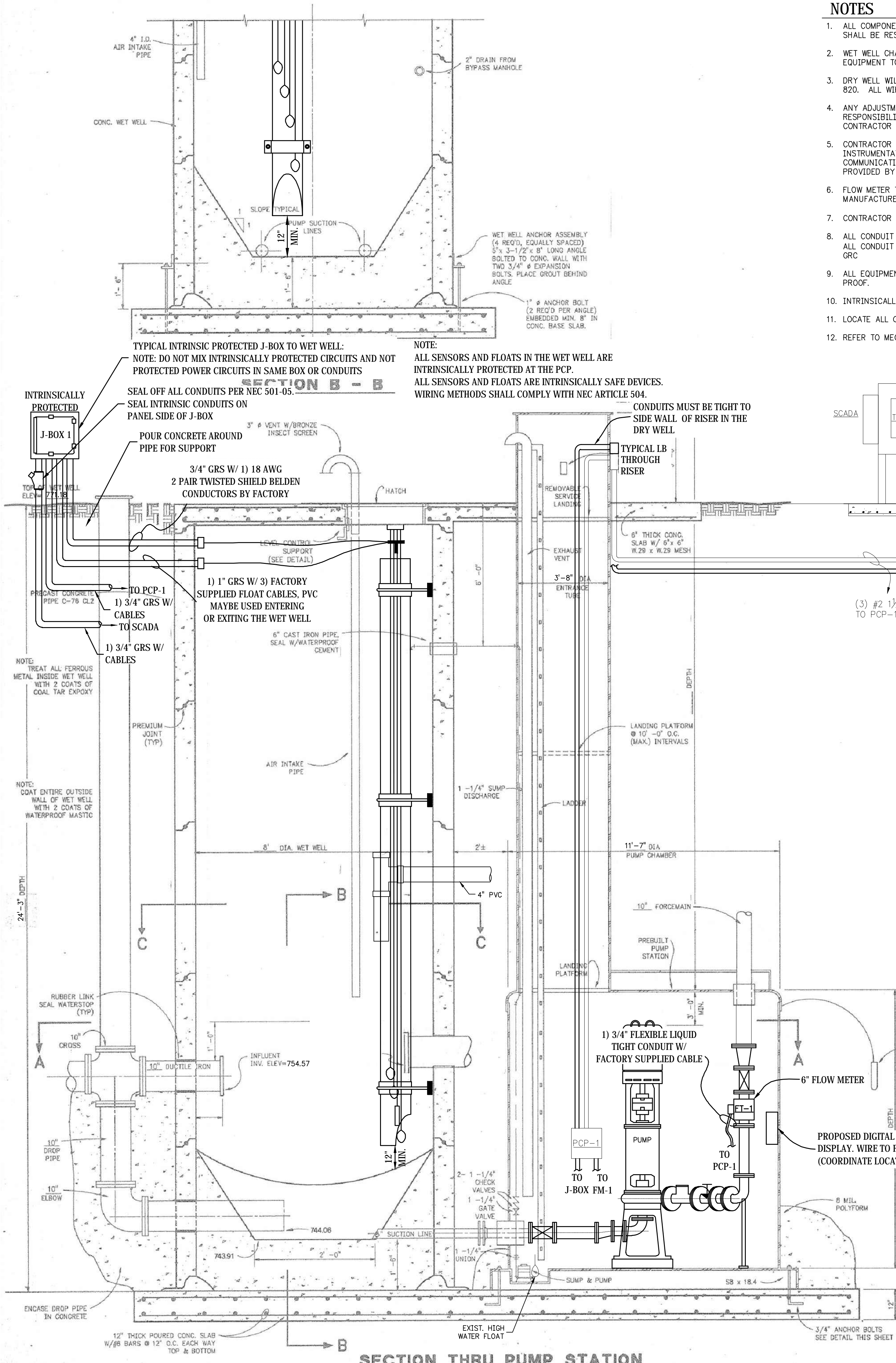
SECTION D - D



SECTION A - A



PUMP STATION ANCHOR DETAIL



SECTION THRU PUMP STATION

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ENGINEERING SURVEYING TESTING & OPERATIONS
 123 West Front Street
 Traverse City, MI 49684

REV#	DATE	BY	CHK	DESCRIPTION
A				ISSUED FOR PERMITS
B				

CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
PUMP STATION PROPOSED ELECTRICAL PLAN
 SECTION 21, T. 14 N., R. 4 W.
 UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

PREP: CRAIG GOODRICH
 DES: C. BALLANCE
 FOR: J. BOODICK

18114
E1.2

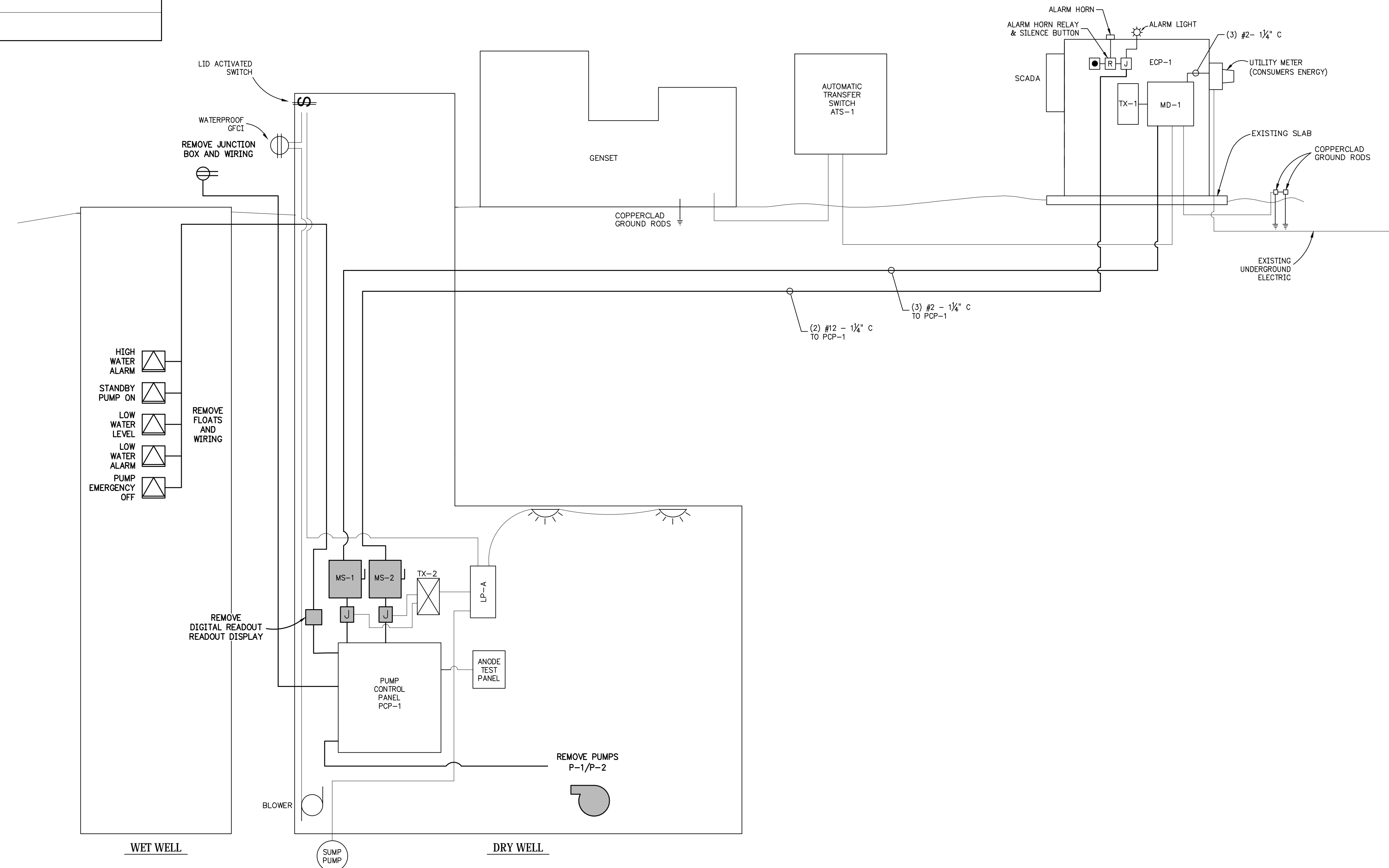
These documents are prepared in accordance with the contractual terms and conditions for this project.

ELECTRICAL EQUIPMENT SCHEDULE					
TAG	LOAD	VOLTS	PHASE	CATALOG NO.	REMARKS
MD-1	100A	480V	3	SQUARE D	MAIN DISCONNECT
MS-1	25HP	480V	3	---	MOTOR STARTER
MS-2	25HP	480V	3	---	MOTOR STARTER
TX-1	2KVA	480 TO 120/240	1	SCHNEIDER CAT. NO. 251F	---
TX-2	7.5 KVA			GENERAL ELECTRIC	---
LP-A	100A	120/240	1	---	LIGHTING PANEL
P-1	25HP	480V	3	FAIRBANKS MORSE (DAKOTA) W/ BALDOR MOTOR	PUMP #1
P-2	25HP	480V	3	FAIRBANKS MORSE (DAKOTA) W/ MARATHON MOTOR	PUMP #2
PCP-1				---	PUMP CONTROL PANEL
ECP-1	---	---	---	SIZE 3½ X5 X1'	ELECTRIC CONTROL PANEL
ATS-1	200A	480V	3	ONAN	AUTOMATIC TRANSFER SWITCH
FM-1				ABB	FLOW METER
ALARM LIGHT	40W	120V	1	---	---
ALARM HORN	15W	120V	1	---	---
EXH-1	¼ HP	120V	1		EXHAUST FAN
EH-1	500W	120V	1		HEATER
GENSET	100KW	480V	3		
SUMP	½ HP	115V	1	GOULDS	

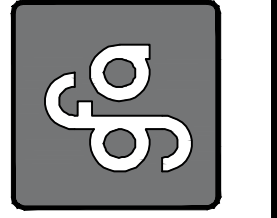
NOTES

- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING WORK.
- CONTRACTOR SHALL DISPOSE OF ALL EQUIPMENT AS DIRECTED BY OWNER. CONTRACTOR SHALL COORDINATE WITH UNION TOWNSHIP DPW FOR ITEMS TO BE SALVAGED AND/OR DISPOSED AT NO ADDITIONAL COST TO THE PROJECT.

ITEMS TO BE DISCONNECTED AND REMOVED INCLUDING ALL ASSOCIATED UNDERSIZED WIRING, RACEWAYS, AND JUNCTION BOXES BY CONTRACTOR UNLESS OTHERWISE NOTED.



EXISTING ELECTRICAL RISER DIAGRAM
SCALE: NOT TO SCALE



REV#	DATE	BY	CHK	DESCRIPTION
A	08/22/2018	EPB	EPB	ISSUED FOR PERMITS
B	08/22/2018	EPB	EPB	

**CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
EXISTING ELECTRICAL SCHEDULE/RISER DIAGRAM**
SECTION 21, T. 14 N., R. 4 W.
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

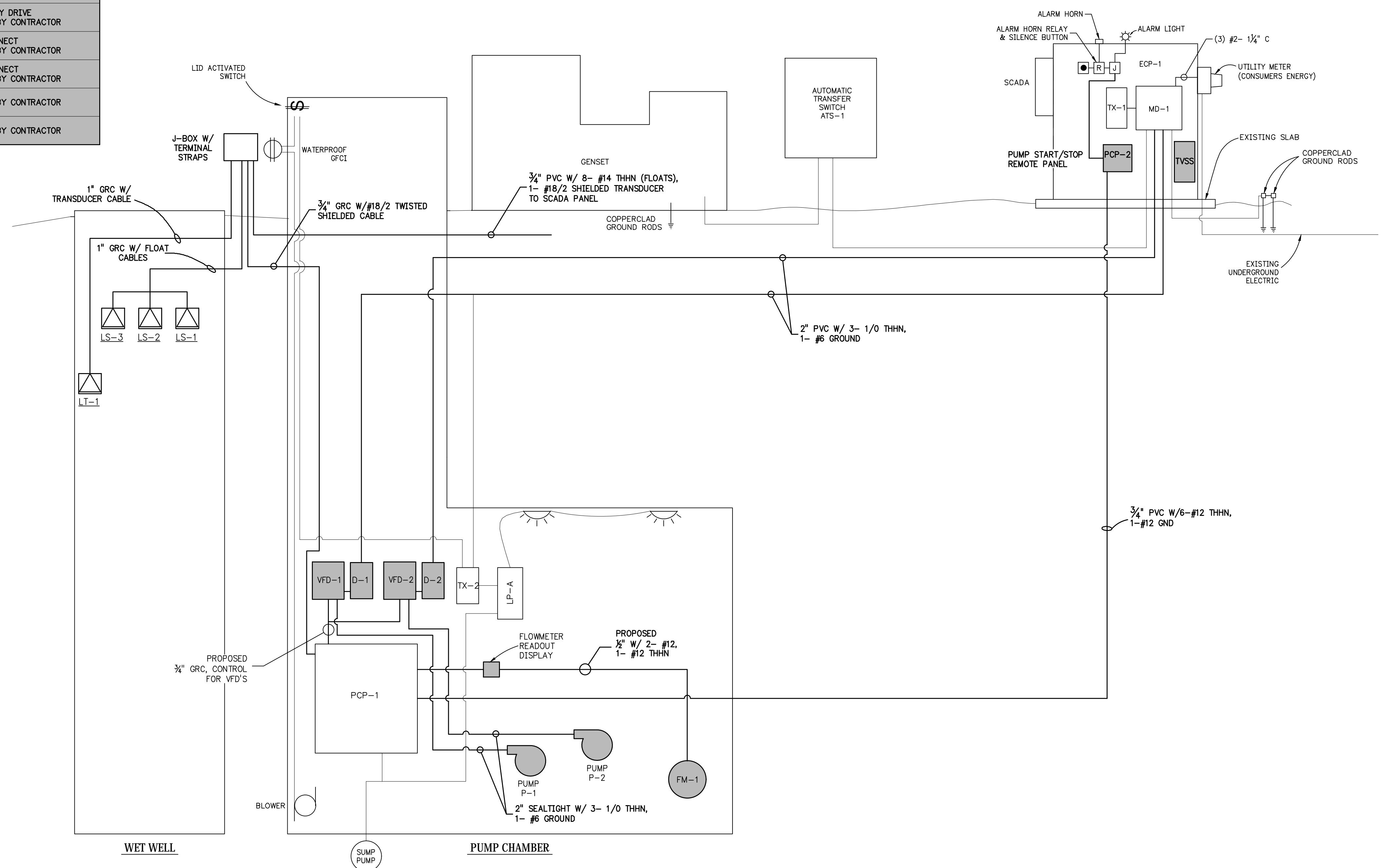
These documents are prepared in accordance with the contractual terms and conditions for this project.

ELECTRICAL EQUIPMENT SCHEDULE					
TAG	LOAD	VOLTS	PHASE	CATALOG NO.	REMARKS
MD-1	100A	480V	3	SQUARE D	MAIN DISCONNECT
MS-1	25HP	480V	3	---	MOTOR STARTER
MS-2	25HP	480V	3	---	MOTOR STARTER
TX-1	2KVA	480 TO 120/240	1	SCHNEIDER CAT. NO. 251F	---
TX-2	7.5 KVA			GENERAL ELECTRIC	---
LP-A	100A	120/240	1	---	LIGHTING PANEL
P-1	25HP	480V	3	REFER TO SPECIFICATIONS	PUMP #1 SUPPLIED AND INSTALLED BY CONTRACTOR
P-2	25HP	480V	3	REFER TO SPECIFICATIONS	PUMP #2 SUPPLIED AND INSTALLED BY CONTRACTOR
PCP-1				---	PUMP CONTROL PANEL
ECP-1	---	---	---	SIZE 3 1/2'x5'x1'	ELECTRIC CONTROL PANEL
ATS-1	200A	480V	3	ONAN	AUTOMATIC TRANSFER SWITCH
FM-1				ENDRESS HAUSER PROMAG 10W OR EQUAL	SUPPLIED AND INSTALLED BY CONTRACTOR
ALARM LIGHT	40W	120V	1	---	---
ALARM HORN	15W	120V	1	---	---
PCP-2				PUMP START/STOP REMOTE PANEL	SUPPLIED AND INSTALLED BY CONTRACTOR
TVSS				SURGE SUPPRESSION	SUPPLIED AND INSTALLED BY CONTRACTOR
VFD-1	30HP	480V	3	SQUARE D EFLEX, NEMA 12K	VARIABLE FREQUENCY DRIVE SUPPLIED AND INSTALLED BY CONTRACTOR
VFD-2	30 HP	480V	3	SQUARE D EFLEX, NEMA 12K	VARIABLE FREQUENCY DRIVE SUPPLIED AND INSTALLED BY CONTRACTOR
D-1	60A	480V	3	HU364 SQUARE D OR EQUAL	PUMP #1 DISCONNECT SUPPLIED AND INSTALLED BY CONTRACTOR
D-2	60A	480V	3	HU364 SQUARE D OR EQUAL	PUMP #2 DISCONNECT SUPPLIED AND INSTALLED BY CONTRACTOR
LT-1	30mA	24V			SUPPLIED AND INSTALLED BY CONTRACTOR
LS-1-LS-3	30mA	24V			SUPPLIED AND INSTALLED BY CONTRACTOR

NOTES

1. WET WELL CHAMBER IS CLASSIFIED AS CLASS 1 DIVISION 1 GROUP D, NEC STANDARDS. ALL EQUIPMENT TO COMPLY WITH SAME.
2. DRY WELL WILL BE VENTED CONTINUOUSLY TO QUALIFY AS NON-CLASSIFIED AREA PER NFPA 820. ALL WIRING METHODS WILL COMPLY WITH NEC ACCORDINGLY.
3. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BEGINNING WORK. ANY ADJUSTMENTS INCLUDING WIRING, CONDUIT, RACEWAYS, AND BOXES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO THE PROJECT.
4. CONTRACTOR IS RESPONSIBLE FOR PROVIDING, INSTALLING, ENERGIZING, AND CALIBRATING INSTRUMENTATION INCLUDING FLOW METER, TRANSDUCER, CONDUIT, ELECTRICAL, AND COMMUNICATION WIRING. TERMINATION INTO SCADA PANEL AND PROGRAMMING TO BE PROVIDED BY OWNER AS PERFORMED BY THE INTEGRATOR. CONTRACTOR TO COORDINATE. CONTRACTOR TO INSTALL EQUIPMENT IN COMPLIANCE WITH MANUFACTURER'S RECOMMENDATIONS
5. FLOW METER TO BE RATED TOTAL SUBMERGENCE & CLASS 1 DIVISION 2. ACCEPTABLE MANUFACTURE TO BE ENDRESS-HAUSER PROMAG.
6. CONTRACTOR SHALL USE CARE TO NOT DRILL HOLES IN DRY WELL (PUMP CHAMBER).
7. ALL CONDUIT SEAL-OFFS SHALL BE GAS TIGHT AND PROVIDED BETWEEN WET AND DRY WELL.
8. ALL EQUIPMENT AND SWITCHES IN WET WELL TO BE INTRINSICALLY SAFE AND EXPLOSION PROOF.
9. INTRINSICALLY SAFE CIRCUITS SHALL BE SEPARATED FROM NON-INTRINSICALLY SAFE.
10. REFER TO MECHANICAL SHEETS FOR MECHANICAL UPGRADES.
11. CONTRACTOR SHALL DISPOSE OF ALL EQUIPMENT AS DIRECTED BY OWNER. CONTRACTOR SHALL COORDINATE WITH THE TOWNSHIP FOR ITEMS TO BE SALVAGED AND/OR DISPOSED AT NO ADDITIONAL COST TO THE PROJECT.
12. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING AND ENSURE ADEQUATE ROOM IS AVAILABLE IN DRY WELL, PCP-1, AND ABOVE GROUND ELECTRICAL CONTROL PANEL TO INSTALL EQUIPMENT. ANY ADJUSTMENTS OR ADDITIONS INCLUDING WIRING, CONDUIT, RACEWAYS, AND BOXES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO THE PROJECT.
13. CONTRACTOR MAY HAVE TO ENLARGE METER SOCKET/PANEL BOTTOM OPENINGS IN EXISTING ABOVE GROUND ELECTRIC CONTROL PANEL TO ACCOMMODATE UPGRADES INCLUDING SEAL-OFFS, FITTINGS, ETC. AT NO ADDITIONAL COST TO THE PROJECT.
14. ALL COMPONENTS TO COMPLY WITH NEC, INTRINSICALLY SAFE, AND SHALL BE UL LISTED.
15. ELECTRICAL WIRING IS SHOWN FOR BIDDING PURPOSES. CONTRACTOR IS RESPONSIBLE TO ENSURE PROPER SIZING AT NO ADDITIONAL COST TO THE PROJECT. ANY EXISTING TO REMAIN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RECONNECT TO PROPOSED EQUIPMENT AT NO ADDITIONAL COST TO THE PROJECT.
16. ALL CONDUIT BELOW GRADE SHALL BE PVC SCHEDULE 40. ALL CONDUIT INSTALLED WITHIN DRY WELL/WET WELL SHALL BE GRC AND SEALED TIGHT TO EQUIPMENT.
17. ALL CONDUCTORS TO BE THHN COPPER.
18. PCP-2 SHALL BE UL698A AND INCLUDE THE FOLLOWING:
 - HOFFMAN NEMA 3R ENCLOSURE, LOCKABLE
 - 800T-H2A AB SELECTOR SWITCHES (2 POSITION) OR EQUAL AND 800H-N140 AB LOCKING ATTACHMENT OR EQUAL. 1 PER PUMP

ITEMS PROPOSED TO BE INSTALLED INCLUDING ALL ASSOCIATED WIRING, RACEWAYS, AND JUNCTION BOXES BY CONTRACTOR UNLESS OTHERWISE NOTED.



PROPOSED ELECTRICAL RISER DIAGRAM
SCALE: NOT TO SCALE

E:\PROJECTS\18114_PUMP STATION NO. 14 UPGRADES\18114_PUMP STATION NO. 14 UPGRADES.dwg

http://gfa.io
231.946.5874 (p)
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ENGINEERING SURVEYING TESTING & OPERATIONS
123 West Front Street
Traverse City, MI 49684

REV#	DATE	BY	CHK	DESCRIPTION
A	08/27/2018	EPB	RWB	ISSUED FOR PERMITS
B	08/27/2018	EPB	RWB	

CHARTER TOWNSHIP OF UNION
PUMP STATION NO. 14 UPGRADES
PROPOSED ELECTRICAL SCHEDULE/RISER DIAGRAM
SECTION 21, T.14 N., R.4 W.
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

PL: CRAIG GOODRECH
CD: C. BALLANCE
ED: J. BODGES

18114
E2.2

These documents are prepared in accordance with the contractual terms and conditions for this project.

REQUEST FOR EDA BOARD ACTION

To: Mark Stuhldreher - Township Manager	DATE: September 13, 2018
FROM: Kim Smith – Public Services Director	DATE FOR BOARD CONSIDERATION: September 18, 2018
ACTION REQUESTED: Approval of the Proposal with Goudreau Associates in the amount of \$15,327.00 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 EDA 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
- **MEP Evaluation (Mechanical, Electrical, Plumbing) – Clark Trombley Randers, Consulting Engineers**
- **Structural Evaluation- Snyder & Staley Engineering, P.L.C., Consulting Engineers**

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
Clark Trombley Randers/MEP Evaluation	\$1,200.00
Snyder & Staley Engineering/Structural Evaluation	\$2,500.00
Total	\$15,327.00

PROJECT FUNDING

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

PROJECT TIME TABLE

Project Completion Fall/Winter 2018

RESOLUTION

Approval of the Proposal with Goudreau Associates in the amount of \$15,327.00 for the completion of the Jameson Park Planning and Design Master Plan.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA CHAIR

September 6, 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	\$188.00
		\$376.00

Total Architectural Basic Fees: \$11,627.00

Consulting Engineers:

Please reference the attached proposals from Clark, Trombley Randers for MEP analysis and Snyder & Staley Engineering for structural analysis.

1.) Clark Trombley Randers

MEP Evaluation	Lump Sum	\$1,200.00
		\$1,200.00

2.) Snyder & Staley Engineering

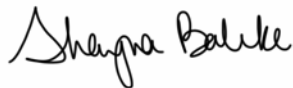
Structural Evaluation	Lump Sum	\$2,500.00
		\$2,500.00

Total Engineering Fees: \$3,700.00

OVERALL COSTS\$15,327.00

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.



CLARK TROMBLEY RANDERS

CONSULTING ENGINEERS

ENGINEERING SERVICES PROPOSAL

Date: August 16, 2018 Proposal No. P0818171
Client: Goudreau & Associates
Attention: Shayna Bahlke
Project Name: Jameson Park Study
From: Dave Tratt

Thank you for the opportunity to submit our proposal for the subject study. It is our understanding that this study involves a complete assessment of the existing mechanical and electrical systems and to report and MEP deficiencies that might affect the decision to move forward with the proposed exterior renovations.

We will conduct a thorough site investigation of the existing conditions and facilitate discussions to help in our understanding of the systems. Our work will result in a printed report offering an assessment of the existing conditions and any deficiencies we discover. To prepare this report, our scope will include:

- One (1) initial site visit
 - Interview facility supervisor
 - Review building drawings (if any)
 - Observe HVAC system and equipment
 - Observe electrical systems – Lighting and power distribution
- Coordinate with Goudreau to understand the extent of the proposed renovations.
- Prepare a report to summarize findings and recommendations.
- Present report to Union Township staff if requested.



Our fee for this work will be a lump sum of \$1.200 in accordance with the attached Terms and Conditions. Our fee will be invoiced when the study is delivered and payment is expected within 30 days. Additional work beyond the stated scope of services will be billed at our normal hourly rates or negotiated as a lump sum.

We look forward to working with you on this project. Please call me if you have any questions.

Clark Trombley Randers

**David Tratt, PE
Principal**

If this proposal is acceptable, please sign below and return a copy to us. We will begin the study within two weeks after notice to proceed and expect to deliver our report within three weeks after commencement.

Accepted by: _____

Date: _____



TERMS AND CONDITIONS

Clark Trombley Randers ("the Firm") shall perform the services outlined in this Agreement for the stated fee arrangement.

Access to Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contracts, subcontractors, sub-consultants, suppliers or fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion of all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs arising out of or in any way connected with the performance by any of the parties named above for the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certification, Guarantees and Warranties:

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed our fee. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Information Provided by Others:

The Firm shall indicate to the Client the information needed for rendering of services. The Client shall provide to the Firm such information as is available to the Client and the Client's consultants, suppliers, and contractors, and the Firm shall be entitled to rely upon the accuracy and completeness of the information. The Client recognizes that it is impossible for the Firm to assure the accuracy, completeness, and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Firm and the Firm's sub-consultants harmless from any claim, liability, or cost (including reasonable attorney's fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions, or inaccuracies in documents or other information provided by the Client to the Firm.

Existing Structures:

Evaluation of existing buildings requires that certain assumptions be made regarding existing conditions, many of which are not able to be confirmed by reasonable visual observation, and cannot be verified without substantial cost or demolition. Where the detailed investigation of such a condition is not authorized, the Firm shall not be responsible for the condition of the existing structure. The Client understands that actual field conditions may subsequently be found to vary from the assumptions, which in turn may alter or increase the scope of the design and/or construction services. The Client is fully responsible for and assumes all risks associated with such conditions.



Termination of Services:

This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

Drawings, specifications and other documents, including those in electronic form, prepared by the Firm are Instruments of Service for use solely with respect to this Project. The Firm shall be deemed the authors and owners of the Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Upon execution of this Agreement, the Firm grants to the Client a nonexclusive license to reproduce the Firm's Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that the Client shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Except for the licenses granted above, no other license or right shall be deemed granted or implied under this Agreement.

The Client agrees to waive all claims against the Firm resulting in any way from any unauthorized changes or reuse of the drawings and data for any other project by anyone other than the Firm. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Firm harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than the Firm or from any reuse of the drawings and data without the prior written consent of the Firm.

Opinions of Probable Cost:

In providing opinions of probable cost, the Client understands that the Firm has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided are to be made on the basis of the Firm's qualifications and experience. Accordingly, the Firm cannot and does not warrant or represent that bids or negotiated prices will not vary from the Client's budget for the project or from any opinion of probable construction cost or evaluation prepared or agreed to by the Owner. Any redesign requested to reduce construction costs will be done on an hourly or negotiated fee basis, including any time spent with contractors evaluating cost reduction suggestions.

Standard of Care:

Services provided by the Firm under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the Firm and by mutual agreement between the parties, the Firm will correct those services not meeting such a standard without additional compensation.



2017 FEE AND REIMBURSEMENT SCHEDULE

PROFESSIONAL AND TECHNICAL STAFF

Principal	\$140.00/hour
Associate	85 - 95.00/hour
Sr. Project Engineer	95 - 105.00/hour
Project Engineer	85 - 95.00/hour
Senior Designer	75 - 95.00/hour
Designer	65 - 75.00/hour
CAD Drafter	55.00/hour
Clerical/Non-Technical	40.00/hour

REIMBURSABLE EXPENSES

Mileage (outside of the greater Lansing area)	\$0.55/mile
Plan Reproduction and Printing	Cost
Plan Review Fees	Cost
Subcontracted Services	Cost + 10%



Shayna Bahlke
Goudeau and Associates
131 South Main Street
Mt. Pleasant, MI 48858

August 28, 2018

**RE: Proposal for Structural Engineering Services
Jameson Park
Mt. Pleasant, Michigan
S&S Project No. 18-584-246**

Dear Shayna:

Snyder & Staley Engineering, P.L.C. is pleased to submit the following proposal to provide structural engineering services for the above referenced project. Our proposal is based upon preliminary layout drawings that were e-mailed to our office. Based upon the information provided the project involves a structural evaluation of the main hall, the restroom building, and both dugouts at the ball field at 5142 Bud Street in Mt. Pleasant, MI. Our scope of work for the evaluation will be to do a complete analysis of each structure listed, and provide a detailed report of our findings. If repairs are required we will note the areas of concern in our report. At this point we will not provide any details for the actual repair. If unsafe conditions are found they will be noted in the report and the owner will be notified immediately. Prior to our site visit for the evaluation we will contact the owner to provide access to each structure.

Our Estimated total fee to provide these services is offered on a lump sum basis of **\$2,500.00**.

We appreciate your consideration of our firm to provide these services and look forward to the opportunity of working with you again. If you have any questions concerning the proposal, please do not hesitate to call our office. Please carefully read the attached sheet of "General Conditions for Professional Services performed by Snyder & Staley Engineering, PLC". These conditions shall be considered an integral part of this agreement. We request that you acknowledge acceptance of this proposal, including the attached General Conditions by signing and returning the enclosed copy for our files.

Sincerely,

SNYDER & STALEY ENGINEERING, P.L.C.

Jeffrey W. Quider, P.E.

Encl: General Conditions for Services Performed by Snyder & Staley Engineering, PLC

1 pc: Enclosed

PROPOSAL ACCEPTANCE AND AUTHORIZATION TO PROCEED

As a duly authorized representative of Goudreau and Associates, this proposal and the attached General Conditions are hereby accepted and authorization to proceed with the work is hereby given.

Signature

Name and Title (please print or type)

Date

**General Conditions for
PROFESSIONAL SERVICES
Performed by Snyder & Staley Engineering, PLC**

1. THE AGREEMENT – This AGREEMENT is made by and between Snyder & Staley Engineering, PLC, hereinafter referred to as S&S, and the acceptor of the attached proposal, hereinafter referred to as CLIENT. The AGREEMENT between the parties consists of these TERMS, the attached PROPOSAL, and any exhibits or attachments noted in the PROPOSAL. Together, these elements will constitute the entire AGREEMENT, superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this AGREEMENT must be mutually agreed in writing.

2. INSURANCE – S&S maintains Worker's Compensation in accordance with state law. In addition, S&S maintains Comprehensive General Liability, Professional Liability and Commercial Umbrella Insurances under such coverage S&S considers appropriate. Certificates of insurance for these policies can be provided upon request. The cost of coverages indicated above is included in S&S quoted fees. If CLIENT deems additional or increased limits of coverage necessary, S&S will attempt to obtain the additional requested insurance and will invoice CLIENT separately for any costs associated with the increased coverage.

3. STANDARD OF CARE – Services performed by S&S or its subcontractors under this AGREEMENT will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made. It is understood that it is impossible to create a perfect set of plans and specifications, and S&S's plans and specifications may represent an imperfect set of design documents. Accordingly, S&S shall correct errors and omissions in the plans and specifications as an integral part of the services provided during the construction phase of the work.

4. BILLING AND PAYMENT – CLIENT will pay S&S in accordance with the procedures indicated in the PROPOSAL and its attachments, if any. Invoices will be submitted to CLIENT by S&S at intervals as described in the PROPOSAL. All invoices will be due and payable within ten (10) days of receipt. If CLIENT objects to all or any portion of any invoice, CLIENT will so notify S&S in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

Invoices are delinquent if payment has not been received within thirty (30) days from the date of invoice. CLIENT will pay an additional charge of one-and-one-half (1-1/2) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount, except any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. All time spent and expenses incurred (including reasonable attorney's fees) in conjunction with collection of any delinquent amount will be paid by CLIENT to S&S per S&S's current fee schedule. In the event CLIENT fails to pay S&S within sixty (60) days after invoices are rendered, CLIENT agrees that S&S will have the right to consider the failure to pay S&S invoices as a breach of this AGREEMENT.

5. DISPUTE RESOLUTION – All claims, disputes, and other matters in controversy between S&S and CLIENT arising out of or in way related to this AGREEMENT will be submitted to 'alternative dispute resolution' (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent CLIENT and S&S have agreed on methods for resolving such disputes, then such methods will be set forth in the 'Alternate Dispute Resolution Agreement' which, if attached, is incorporated into and made a part of this AGREEMENT. If no specific ADR procedures are set forth in the AGREEMENT, then it shall be understood that the parties submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this AGREEMENT and that dispute requires litigation instead of ADR as provided above, then:

- (1) The claim will be brought and tried in judicial jurisdiction of the court of the county where S&S's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial Jurisdiction, and
- (2) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees and other claim related expenses.

6. RISK ALLOCATION – Many risks potentially affect S&S by virtue of entering into this AGREEMENT to perform Professional Services on behalf of the CLIENT. The principal risk is the potential for human error by S&S or its subcontractors. In recognition of the relative risks, rewards and benefits of the project to both the CLIENT and S&S, the risks have been allotted such that the CLIENT agrees, to the fullest extent of the law, to limit S&S's liability to the CLIENT and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages or claims expenses from any cause or causes, so that the total aggregate liability of S&S to all those named shall not exceed \$50,000 or S&S's total fee for services rendered on this project, whichever is greater. If CLIENT wishes, S&S would be pleased to discuss higher limits and associated charges involved.

Limitations on liability and indemnities in this AGREEMENT are business understandings between the parties voluntarily and knowingly entered into, and shall apply to all theories of recovery including, but not limited to, breach of contract, warranty, tort (including negligence), strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence. The parties also agree that CLIENT will not seek damages in excess of the limitations indirectly through suits with other parties who may join S&S as a third-party defendant. Parties means CLIENT and S&S and their officers, employees, agents, affiliates and subcontractors.

Both CLIENT and S&S agree that they will not be liable to each other, under any circumstances, for special, indirect, consequential, or punitive damages arising out of or related to this AGREEMENT.

7. CONSTRUCTION OBSERVATION – It is agreed that construction observation shall be defined as the periodic and occasional presence of S&S, as agreed to by the CLIENT and S&S, at the construction site to determine if the construction progress since the date of the last observation substantially conforms to the intent of the design drawings and specifications. S&S shall report to the CLIENT our opinion of the contractor's adherence to the design drawings and specifications and if work is substantially complete for payment. Construction observation shall not be interpreted to preclude the need for other and more detailed inspection and/or testing as provided in the project specification and/or design drawings.

8. CONSTRUCTION COSTS – S&S has no control over the cost of labor and materials during competitive bidding, therefore does not guarantee the accuracy of any statements of probable construction costs or any semi-detailed or detailed cost estimates.

9. OWNERSHIP OF DOCUMENTS – All drawings and calculations are the property of S&S, but shall be available to CLIENT for reproduction, except CLIENT shall not use such drawings and calculations for any other structure or location other than the one specifically designed for. Upon completion of S&S's work, S&S shall forward to the CLIENT for his files, one (1) set of blueprints of the drawings. Copy of the calculations will be available upon request. Additional sets of blueprints or calculations will be for an additional fee.

10. OTHER SERVICES – If additional services are provided during the course of the project that were authorized by the CLIENT, the terms and conditions in this AGREEMENT shall apply.

11. GOVERNING LAW AND SURVIVAL – the law of the State of Michigan will govern the validity of these terms, their interpretation and performance. If any of the provisions in this AGREEMENT are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this AGREEMENT for any cause.

12. JOBSITE SAFETY – Insofar as jobsite is concerned, S&S is responsible solely for its own employees and their respective activities, but this shall not be construed to relieve the CLIENT or any construction contractors from their responsibilities for maintaining a safe jobsite. Neither the professional activities of S&S, nor the presence of S&S, or S&S employees or subcontractors, shall be construed to imply S&S has any responsibility for methods of work performance, superintendence, sequencing of construction, or safety in, on or about the jobsite. The CLIENT agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the CLIENT's agreement with the General Contractor. The CLIENT also warrants the S&S shall be made as additional insured under the General Contractor's general liability insurance policy.

REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board

DATE: September 13, 2018

FROM: Mark Stuhldreher, Township Manager

DATE FOR BOARD CONSIDERATION: 9/18/2018

ACTION REQUESTED: Approval of two contracts with Thomas E. Culver to repair/rehabilitate 28 benches and 23 waste receptacles along Pickard St. within the boundaries of the East Downtown Development Authority in the respective amounts of \$9,740.00 and \$7,615.00.

Current Action Emergency

Funds Budgeted: If Yes Account # 248-000-967.000 No N/A

Finance Approval MDS

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 EDA approved replacing the park benches and waste receptacles along Pickard St within the EDDA district.

Since then, it has been determined that these items can be repaired/refurbished at less cost. Toward that end, EDA Board member Gunning located a local fabricator, Mr. Thomas E. Culver to do this work.

SCOPE OF SERVICES

The contract calls for the benches and receptacles to be removed, disassembled and evaluated for determination of parts needed for replacement. In addition, the metal parts will be sandblasted and recoated with an industrial coating. The items will then be reassembled and returned to their original location. The contractor will identify needed parts but, the cost of the replacement parts are not part of this contract.

JUSTIFICATION

Repairs and refurbishing of the benches and waste receptacles along the Pickard corridor will ensure the gateway into the township remain a pleasant experience to citizens and business in the area.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good
2. Safety
3. Commerce

COSTS

The total cost of this contract is \$7,615.00. Any needed parts will be an additional cost. Funds are budgeted in the EDDA fund in FY 2018 for this project.

PROJECT TIME TABLE

The work described in the contracts will be completed by April 30, 2019.

RESOLUTION

Be it Resolved, that two attached contracts with Thomas E. Culver to repair/rehabilitate 28 benches and 23 waste receptacles along Pickard St. within the boundaries of the East Downtown Development Authority in the respective amounts of \$9,740.00 and \$7,615.00 are approved.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA CHAIRPERSON

Contract

Agreement made this _____ day of September , 2018 , between
Thomas E. Culver and Charter Township of Union .

The parties to this agreement, in consideration of the mutual covenants and stipulations set out, agree as follows:

Remove, Disassemble and Evaluate 28 Benches from the Charter Township of Union East DDA District on Pickard Street. Determine parts needed for replacement. Sandblast and Recoat metal parts with industrial coatings.

Reassemble Benches and return to previous location.

Replacement parts are the responsibility of Union Township. Parts shall be ordered per list created by Mr. Culver. Thomas E. Culver will complete the work describe in this contract by a deadline of April 30, 2019.

Payment shall be made in two draws. The First Payment of \$4,870.00 will be due upon completion of 14 Benches. The Final Payment of \$4,870.00 shall be due upon completion of the remaining 14 Benches. These payments are due upon receipt.

Thomas E. Culver assumes no liability in the use of these repaired described items or resulting from the threaded anchors exposed during said repairs.

SECTION I: INSTRUMENT AS ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties, and no statements, promises or inducements made by either party or agent of either party that are not contained in this contract shall be valid or binding; this contract may not be enlarged, modified or altered except in writing signed by both parties and endorsed on this agreement.

SECTION II: EFFECT OF AGREEMENT

This agreement shall inure to the benefit of and be binding on the heirs, executors, assignees and successors of the respective parties.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Signature of First Party

Signature of Second Party

Print Name of First Party

Print Name of Second Party

Street Address of First Party

Street Address of Second Party

City/State/Zip

City/State/Zip

LF601 Contract (09-17)

Contract

Agreement made this _____ day of September , 20 18 , between

Thomas E. Culver and Charter Township of Union .

The parties to this agreement, in consideration of the mutual covenants and stipulations set out, agree as follows:

Remove, Disassemble and Evaluate 23 Waste Receptacles from the Charter Township of Union East DDA District on Pickard Street. Determine parts needed for replacement. Sandblast and Recoat metal parts with industrial coatings. Reassemble Waste Receptacles and return to previous location.

Replacement parts are the responsibility of Union Township. Parts shall be ordered per list created by Mr. Culver. Thomas E. Culver will complete the work describe in this contract by a deadline of April 30, 2019.

Payment shall be made in two draws. The First Payment of \$3,807.50 will be due upon completion of 12 Waste Receptacles. The Final Payment of \$3,807.50 shall be due upon completion of the remaining 11 Waste Receptacles. These payments are due upon receipt.

Thomas E. Culver assumes no liability in the use of these repaired described items or resulting from the threaded anchors exposed during said repairs

SECTION I: INSTRUMENT AS ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties, and no statements, promises or inducements made by either party or agent of either party that are not contained in this contract shall be valid or binding; this contract may not be enlarged, modified or altered except in writing signed by both parties and endorsed on this agreement.

SECTION II: EFFECT OF AGREEMENT

This agreement shall inure to the benefit of and be binding on the heirs, executors, assignees and successors of the respective parties.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Signature of First Party

Signature of Second Party

Print Name of First Party

Print Name of Second Party

Street Address of First Party

Street Address of Second Party

City/State/Zip

City/State/Zip

LF601 Contract (09-17)

REQUEST FOR EDA ACTION

To: Economic Development Authority	DATE: September 14, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR EDA CONSIDERATION: 9/18/2018
ACTION REQUESTED: Approval and adoption of the FY 2019 Budget for the East DDA Fund, West DDA Fund and to further recommend adoption to the Township Board of Trustees.	

Current Action _____ Emergency _____

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

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

It is recommended that the FY 2019 budget be adopted by the Authority for the funds listed above and as shown in the attached. A brief description of the significant items follows.

EDDA Operating

- Total appropriation budget is \$440,680
- Projects approved in 2018 (e.g. Jameson Park, Picard Rd benches/trash receptacles, water/sewer related, road work), have been or are in process of being executed. Appropriate funding is allocated between FY 2018 and FY 2019 based on estimates of cash flow needs of the projects
- \$50,000 has been budgeted for miscellaneous projects
- Programs such as lawn mowing, irrigation, landscape maintenance, holiday lighting, banners and snowplowing are funded
- Funding transfer of \$64,000 to the Fire Fund in support of the fire service delivery contract with Mt Pleasant
- Net revenue/expense for FY 2019 is (\$3,330)
- FY 2019 projected year end fund balance is \$991,000

WDDA Operating

- Total appropriation budget is \$616,470
- Property tax capture of \$304,000 is down significantly compared to prior years as a result of no longer capturing school taxes now that the outstanding debt has been paid off
- The Lincoln Rd improvement project, south of the bridge, which was approved in 2018 is budgeted in FY 2019 in anticipation of project completion. It is unclear when the improvements on Lincoln Rd north of the bridge will be completed as funding is in the process of being identified
- Funding in the amount of \$170,000 for an overlay on Lincoln Rd between M20 and Pickard has been budgeted
- Funding of \$70,000 in support of a sidewalk along Lincoln Rd from the Lux property to Township hall, along with miscellaneous sidewalk work in the District, has been budgeted
- Funding transfer of \$45,600 to the Fire Fund in support of the fire service delivery contract with Mt Pleasant is budgeted
- Net revenue/expense for FY 2019 is (\$309,000)
- FY 2019 projected year end fund balance is \$516,000

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget adoption is required under the Uniform Budget Act. As per the DDA Act, Authority budgets are also required to be approved by the Township Board of Trustees. Board of Trustee approval is anticipated at their December 19, 2018 meeting.

PROJECT IMPROVEMENTS

The following Board of Trustee goals are addressed in these budgets:

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

The fiscal year begins January 1, 2019. Budget adoption is required prior to that date in order to expend resources throughout the fiscal year.

RESOLUTION

Authorization is hereby given to adopt the FY 2019 budget for the East DDA and West DDA funds as per the attached and further recommend approval of same to the Township Board of Trustees.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA CHAIRPERSON

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
248-000-402.000	CURRENT PROPERTY TAX	441,993	387,500	395,404	395,404	400,000	400,000
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)	(250)	(250)	(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,861	2,000	1,000	1,000	1,000	1,000
248-000-445.000	INTEREST ON TAXES	1,029	500	500	500	500	500
248-000-573.000	STATE AID REVENUE-LCSA	55,909	30,000	50,000	50,000	30,000	30,000
248-000-665.000	INTEREST EARNED	7,333	6,300	15,000	15,000	10,000	10,000
248-000-671.000	OTHER REVENUE	68	100	11,100	11,100	100	100
Totals for dept 000 - NONE		508,193	422,150	468,754	468,754	437,350	437,350
TOTAL ESTIMATED REVENUES		508,193	422,150	468,754	468,754	437,350	437,350

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	4,312	5,570	5,570	5,570	5,570	5,570
248-000-801.003	SIDEWALK SNOWPLOWING	2,075	5,500	5,500	5,500	5,500	5,500
248-000-801.004	RIGHT OF WAY LAWN CARE	10,000	13,000	15,500	15,500	13,000	13,000
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	26,810	11,200	26,600	26,600	12,000	12,000
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	16,318	18,000	18,000	18,000	18,000	18,000
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	15,140	23,600	20,000	20,000	20,000	20,000
	FOOTNOTE AMOUNTS:				9,000	9,000	9,000
	ART REACH BANNERS INSTALLED PLUS ANY REPAIRS NEEDED				11,000	11,000	11,000
	FOOTNOTE AMOUNTS:						
	HOLIDAY LIGHTING LEASE PLUS INSTALLATION				20,000	20,000	20,000
	GL # FOOTNOTE TOTAL:						
248-000-826.000	LEGAL FEES		500	500	500	500	500
248-000-880.000	COMMUNITY PROMOTION	5,000	5,000	5,000	5,000	5,000	5,000
248-000-900.000	PRINTING & PUBLISHING	247	250	250	250	250	250
248-000-917.000	WATER TO IRRIGATION SYSTEM	12,998	12,500	12,500	12,500	12,500	12,500
248-000-920.000	ELECTRIC/NATURAL GAS	9,982	10,500	12,000	12,000	12,000	12,000
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,404	1,400	1,400	1,400	1,400	1,400
248-000-940.000	LEASE/RENT	550	700	700	700	700	700
248-000-967.000	PROJECTS		150,000	150,000	40,000	110,000	110,000
	FOOTNOTE AMOUNTS:				25,000	25,000	25,000
	PARK BENCH/TRASH RECEPTACLE REPLACEMENTS					50,000	50,000
	FOOTNOTE AMOUNTS:						
	MISC PROJECTS				15,000	35,000	35,000
	FOOTNOTE AMOUNTS:						
	JAMESON PARK UPGRADES						
	GL # FOOTNOTE TOTAL:				40,000	110,000	110,000
Totals for dept 000 - NONE		104,836	257,720	273,520	163,520	216,420	216,420
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,665	61,600	64,000	64,000	64,000	64,000
Totals for dept 336 - FIRE DEPARTMENT		61,665	61,600	64,000	64,000	64,000	64,000
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS			135,000	135,000		
	FOOTNOTE AMOUNTS:				135,000		
	WATER MAIN LOOP PROJECT-PICKARD TO SUMMERTON-50/50 EDDA/WATER FUND						
248-728-967.300	SEWER SYSTEM PROJECTS			215,000	54,000	160,260	160,260
	FOOTNOTE AMOUNTS:				54,000	160,260	160,260
	PUMP STATION #1 UPGRADE & REHAB (LOCATED ON ENTERPRISE DRIVE)-PROJ APPROVED IN '18 TOLAING \$215K						
248-728-967.400	STREET/ROAD PROJECTS			160,000	160,000		
	FOOTNOTE AMOUNTS:				6,300		
	AIRPORT RD (PACKARD)-GRAVEL REFURBISH						
	ISABELLA ROAD (BROADWAY TO PICKARD)						
	FOOTNOTE AMOUNTS:				55,700		
	CROSS LANES (WEST OF ISABELLA TO CITY LIMIT)						
	FOOTNOTE AMOUNTS:				4,600		
	AIRWAY DRIVE (SOUTH OF AIRPORT RD)-GRAVEL REFURBISH						
	FOOTNOTE AMOUNTS:				30,100		
	CARTER STREET (SOUTH OF M-20) OVERLAY						
	FOOTNOTE AMOUNTS:				63,300		
	BETTY LANE/YATS DRIVE (SOUTH OF M-20) MILL & OVERLAY						
	GL # FOOTNOTE TOTAL:				160,000		
Totals for dept 728 - ECONOMIC DEVELOPMENT				510,000	349,000	160,260	160,260
TOTAL APPROPRIATIONS		166,501	319,320	847,520	576,520	440,680	51 440,680

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION
 Fund: 248 EDDA OPERATING

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 RECOMMENDED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 248		341,692	102,830	(378,766)	(107,766)	(3,330)	(3,330)
BEGINNING FUND BALANCE		760,825	1,102,517	1,102,517	1,102,517	994,751	994,751
ENDING FUND BALANCE		1,102,517	1,205,347	723,751	994,751	991,421	991,421

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	494,599	490,000	601,300	601,300	304,000	304,000
	FOOTNOTE AMOUNTS:				601,300	304,000	304,000
	NO CAPTURE FROM LIBRARY/SCHOOLS IN 2019						
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	279	600	200	200	200	200
250-000-445.000	INTEREST ON TAXES	220	250	250	250	250	250
250-000-665.000	INTEREST EARNED	1,582	1,700	4,000	4,000	7,000	7,000
	Totals for dept 000 - NONE	496,680	488,550	601,750	601,750	307,450	307,450
TOTAL ESTIMATED REVENUES		496,680	488,550	601,750	601,750	307,450	307,450

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	400	870	870	870	870	870
	FOOTNOTE AMOUNTS:				370	370	370
	MAC TV CONTRACT-MONTHLY MEETING VIDEOS						
	FOOTNOTE AMOUNTS:				500	500	500
	AUDIT RESULTS PRESENTATION						
	GL # FOOTNOTE TOTAL:				870	870	870
250-000-967.000	PROJECTS		150,000				
250-000-967.400	STREET/ROAD PROJECTS	300,000		330,000		500,000	500,000
	FOOTNOTE AMOUNTS:					330,000	330,000
	LINCOLN RD-SOUTH OF BRIDGE-WORK IN 2019 PER ICRC						
	FOOTNOTE AMOUNTS:					170,000	170,000
	LINCOLN RD OVERLAY-M20 NORTH						
	GL # FOOTNOTE TOTAL:					500,000	500,000
Totals for dept 000 - NONE		300,400	150,870	330,870	870	500,870	500,870
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,506	39,500	45,600	45,600	45,600	45,600
Totals for dept 336 - FIRE DEPARTMENT		39,506	39,500	45,600	45,600	45,600	45,600
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-967.300	SEWER SYSTEM PROJECTS			200,000	200,000		
	FOOTNOTE AMOUNTS:				200,000		
250-728-967.500	PUMP STATION #14 (LOCATED ON MAY ST) UPGRADE AND REHAB					70,000	70,000
	FOOTNOTE AMOUNTS:					20,000	20,000
	LINCOLN RD LUX TO TOWNSHIP HALL						
	FOOTNOTE AMOUNTS:					50,000	50,000
	MISC SIDEWALK AND PATHWAY						
	GL # FOOTNOTE TOTAL:					70,000	70,000
Totals for dept 728 - ECONOMIC DEVELOPMENT				270,000	200,000	70,000	70,000
Dept 996 - TRANSFER OUT							
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERV	260,000	272,642	272,650	272,650		
Totals for dept 996 - TRANSFER OUT		260,000	272,642	272,650	272,650		
TOTAL APPROPRIATIONS		599,906	463,012	919,120	519,120	616,470	616,470
NET OF REVENUES/APPROPRIATIONS - FUND 250		(103,226)	25,538	(317,370)	82,630	(309,020)	(309,020)
	BEGINNING FUND BALANCE	847,596	744,368	744,368	744,368	826,998	826,998
	ENDING FUND BALANCE	744,370	769,906	426,998	826,998	517,978	517,978