



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday February 19, 2019
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JANUARY 15, 2019
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – JANUARY
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 -**NONE**
 - B. JANUARY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
WEST DDA GO DEBT SERVICE #396
 - C. BOARD MEMBER EXPIRATION MATRIX
 - D. WATER AND SEWER PROJECT PROGRESS REPORT
7. NEW BUSINESS
 - A. SERVICE CONTRACT WITH PLEASANT THYME – DDA BEAUTIFICATION
 - B. PARTICIPATION AGREEMENT WITH CHARTER TOWNSHIP OF UNION BOARD OF TRUSTEES FOR THE REHABILITATION AND UPGRADE OF PUMP STATION #14
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: MARCH 19, 2019

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday January 15, 2019**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Bacon, Smith, Hunter, Johnson, Zalud, Kequom, Gunning (5:18), Coyne, Barz

Excused: Chowdhary, Figg

Absent:

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Zalud** SUPPORTED by **Coyne** to APPROVE minutes from the December 18, 2018 regular meeting as presented.

MOTION CARRIED 8-0.

PUBLIC COMMENT – None

REPORTS

12/14/18 Sidewalk and Pathways Prioritization Committee Letter received. Discussion held.

REPORTS

ACCOUNTS PAYABLE / FINANCIAL STATEMENTS

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

MOTION by **Zalud** SUPPORTED by **Bacon** to APPROVE the East DDA payables 12/19/18 – 1/15/19 in the amount of \$13,096.32 as presented. MOTIONED CARRIED 9-0.

Finance Director Teall reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

NEW BUSINESS

ACTION ITEM: 2019 FESTIVAL OF BANNERS – APPROVAL TO PARTICIPATE

MOTION by **Gunning** SUPPORT by **Barz** to APPROVE Participation in 2019 Festival of Banners Event. Motion CARRIED 9-0

PENDING BUSINESS - None

GENERAL DISCUSSION:

- Lighting on Pickard.
- Ship date for bench and trash receptacle parts.
- Map of Sidewalk and Pathways Prioritization
- EDA Board member term expirations.

Reminder of the next scheduled EDA meeting on February 19, 2019.

Meeting was adjourned by Chairman Kequom at 5:43 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
02/04/2019	248	44 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	147.65
					2027 FLORENCE	129.40
					4923 E PICKARD	157.55
					4675 E PICKARD	141.83
					4592 E PICKARD #B	26.07
					4592 E PICKARD #A	140.11
					5771 E PICKARD #B	26.19
					5771 E PICKARD #A	274.89
					5770 E PICKARD #B	26.07
					5770 E PICKARD #A	295.54
					5325 E PICKARD	200.95
					2029 2ND	200.05
					5157 E PICKARD #B	26.07
					5157 E PICKARD #A	121.90
					4900 E PICKARD	138.29
						<u>2,052.56</u>
02/19/2019	248	4072	00072	BLOCK ELECTRIC	STREET LIGHT REPAIR ON PICKARD	131.85
02/19/2019	248	4073	00188	DOUG'S SMALL ENGINE	PLOW ISABELLA SOUTH SIDE - JAN 2019	100.00
					PLOW SIDEWALKS - JAN 2019	2,100.00
						<u>2,200.00</u>
02/19/2019	248	4074	01583	GOUDREAU & ASSOCIATES INC.	JAMESON HALL EVALUATION-PROG PMT #2	3,644.00
02/19/2019	248	4075	00450	M M I	PARK BENCH GROUND MAINT - JAN 2019	221.25
02/19/2019	248	4076	01620	PENCHURA, L.L.C.	PARTS FOR BENCH/TRASH RECEPTACLE REPAIRS	11,866.00
248 TOTALS:						
Total of 6 Disbursements:						20,115.66

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		400,000.00	400,000.00		0.00	0.00
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	0.00		1,000.00	1,000.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00		500.00	500.00		0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00		30,000.00	30,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	1,112.31		10,000.00	10,000.00		1,318.40	13.18
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		1,112.31		437,350.00	437,350.00		1,318.40	0.30
TOTAL REVENUES		1,112.31		437,350.00	437,350.00		1,318.40	0.30
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	269.50		5,570.00	5,570.00		221.25	3.97
248-000-801.003	SIDEWALK SNOWPLOWING	800.00		5,500.00	5,500.00		2,200.00	40.00
248-000-801.004	RIGHT OF WAY LAWN CARE	0.00		13,000.00	13,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00		12,000.00	12,000.00		0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		18,000.00	18,000.00		0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	0.00		20,000.00	20,000.00		4,500.00	22.50
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		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	0.00		12,500.00	12,500.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	1,636.98		12,000.00	12,000.00		2,052.56	17.10
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,206.98		1,400.00	1,400.00		0.00	0.00
248-000-940.000	LEASE/RENT	0.00		700.00	700.00		0.00	0.00
248-000-967.000	PROJECTS	0.00		110,000.00	110,000.00		3,644.00	3.31
Total Dept 000 - NONE		8,913.46		216,420.00	216,420.00		12,617.81	5.83
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		64,000.00	64,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		64,000.00	64,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		160,260.00	160,260.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		8,913.46		440,680.00	440,680.00		12,617.81	2.86
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		1,112.31		437,350.00	437,350.00		1,318.40	0.30
TOTAL EXPENDITURES		8,913.46		440,680.00	440,680.00		12,617.81	2.86
NET OF REVENUES & EXPENDITURES		(7,801.15)		(3,330.00)	(3,330.00)		(11,299.41)	339.32

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 01/31/2018		2019		YTD BALANCE 01/31/2019		% BDT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		304,000.00	304,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		200.00	200.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	0.00		250.00	250.00		0.00	0.00
250-000-665.000	INTEREST EARNED	125.33		7,000.00	7,000.00		853.40	12.19
Total Dept 000 - NONE		125.33		307,450.00	307,450.00		853.40	0.28
TOTAL REVENUES		125.33		307,450.00	307,450.00		853.40	0.28
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		870.00	870.00		0.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	500,000.00		0.00	0.00
Total Dept 000 - NONE		0.00		500,870.00	500,870.00		0.00	0.00
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		45,600.00	45,600.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		45,600.00	45,600.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		70,000.00	70,000.00		0.00	0.00
TOTAL EXPENDITURES		0.00		616,470.00	616,470.00		0.00	0.00
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		125.33		307,450.00	307,450.00		853.40	0.28
TOTAL EXPENDITURES		0.00		616,470.00	616,470.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		125.33		(309,020.00)	(309,020.00)		853.40	0.28

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000 - NONE								
396-000-665.000	INTEREST EARNED		0.31	0.00	0.00		0.00	0.00
Total Dept 000 - NONE			0.31	0.00	0.00		0.00	0.00
TOTAL REVENUES			0.31	0.00	0.00		0.00	0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			0.31	0.00	0.00		0.00	0.00
TOTAL EXPENDITURES			0.00	0.00	0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			0.31	0.00	0.00		0.00	0.00
TOTAL REVENUES - ALL FUNDS			1,237.95	744,800.00	744,800.00		2,171.80	0.29
TOTAL EXPENDITURES - ALL FUNDS			8,913.46	1,057,150.00	1,057,150.00		12,617.81	1.19
NET OF REVENUES & EXPENDITURES			(7,675.51)	(312,350.00)	(312,350.00)		(10,446.01)	3.34

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	3,370.29
248-000-002.000	SAVINGS	743,093.36
248-000-003.001	CERTIFICATE OF DEPOSIT	510,547.67
248-000-123.000	PREPAID EXPENSES	1,255.17
Total Assets		1,258,266.49
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	8,117.81
Total Liabilities		8,117.81
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,102,516.80
Total Fund Balance		1,102,516.80
Beginning Fund Balance - 2018		1,102,516.80
Net of Revenues VS Expenditures - 2018		158,931.29
*2018 End FB/2019 Beg FB		1,261,448.09
Net of Revenues VS Expenditures - Current Year		(11,299.41)
Ending Fund Balance		1,250,148.68
Total Liabilities And Fund Balance		1,258,266.49

* Year Not Closed

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	3,082.08
250-000-002.000	SAVINGS	400,237.94
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	608,355.75
Total Assets		1,011,729.47
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	744,368.34
Total Fund Balance		744,368.34
Beginning Fund Balance - 2018		744,368.34
Net of Revenues VS Expenditures - 2018		266,507.73
*2018 End FB/2019 Beg FB		1,010,876.07
Net of Revenues VS Expenditures - Current Year		853.40
Ending Fund Balance		1,011,729.47
Total Liabilities And Fund Balance		1,011,729.47

* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
	Total Assets	<u>0.00</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	3,130.08
	Total Fund Balance	<u>3,130.08</u>
	Beginning Fund Balance - 2018	3,130.08
	Net of Revenues VS Expenditures - 2018	<u>(3,130.08)</u>
	*2018 End FB/2019 Beg FB	0.00
	Net of Revenues VS Expenditures - Current Year	0.00
	Ending Fund Balance	0.00
	Total Liabilities And Fund Balance	0.00

* Year Not Closed

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-Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5 - Vice Secretary	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	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
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	12/31/2020
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	1/13/2023
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	10/17/2020
5 Member at large	Connie	Bills	8/15/2019



February 19, 2019

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 - Received
- Isabella County Soil Erosion - Received
- Isabella County Drain Commission - Received
- MDOT Permit - Received

Activities Performed During this Reporting Period:

Activities Planned for Next Reporting Period:

final cleanup will be completed in spring 2019 - weather permitting

Issues/Resolution:

NA

Project Changes:

NA



February 19, 2019

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: Early 2019 - 30 day bid period

Construction: Spring 2019 - 120 day contract (depending on pump delivery - pump lead time - estimated to be 16 weeks)

Project Status:

Engineered Drawings and Specifications Completed/Final Design completed/awaiting MDEQ Act 399 Permit

Permits Applied For:

MDEQ Part 41 Construction Permit - awaiting permit

Isabella County Road Commission - Received

Isabella County Soil Erosion - Received

Isabella County Drain Commission - Received

Activities Performed During this Reporting Period:

Awaiting MDEQ Part 41 Construction Permit

Activities Planned for Next Reporting Period:

Project Bidding

Issues/Resolution:

Project Changes:

pump delivery time - 16 weeks



February 19, 2019

DDA Water & Sewer Projects Progress Report

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

Project Cost: \$292,127.00

Anticipated Project Schedule:

Engineering: 45 days/ July 2018

Permitting: 6 - 8 weeks

Bidding: 20 - 30 day bid period

Construction: Spring 2019 - 90 day contract (dependent on pump delivery - pump lead time - estimated to be 16 weeks)

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%)

Permit submittals (100%)

MDEQ Part 41 Permit - Submitted 8-25-2018/Permit received December 3, 2018

Activities Planned for Next Reporting Period:

Construction bid approval - Township Board of Trustees (February 26, 2019 agenda)

Issues/Resolution:

Project Changes:

pump delivery time - 16 weeks

To: EDA	Date: February 12, 2019
From: Mark Stuhldreher, Manager	Date for Authority Consideration: 2/19/19
Action Requested: Approval a Service Agreement WITH David A. Breedlove d/b/a Pleasant Thyme Herb Farm (PTHF), to provide flowering plant arrangements and garden maintenance services to the Economic Development Authority (EDA)	

Current Action Emergency _____

Funds Budgeted: If Yes X Account # 248-000-801.007 No _____

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

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

SCOPE OF SERVICES

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

JUSTIFICATION

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

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

PROJECT IMPROVEMENTS

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

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

COSTS

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

PROJECT TIME TABLE

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

RESOLUTION

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

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

EDA CHAIRPERSON

SERVICES CONTRACT

THIS SERVICES CONTRACT (“Contract”) is made effective _____, 2019, by and between The Union Township Economic Development Authority (“EDA”), a downtown development authority of the Charter Township of Union, whose address is 2010 S. Lincoln Road, Mt. Pleasant, Michigan 48858 and David A. Breedlove d/b/a Pleasant Thyme Herb Farm (“PTHF”), whose address is 5490 E. Baseline Road, Mt. Pleasant, Michigan 48858.

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

1. PTHF will provide flowering plan arrangements and garden maintenance services to EDA during 2019 and each year thereafter as more fully set forth herein. With 90 days written notice, either party may terminate this Contract.

PTHF will grow and deliver flower plants in baskets and for planters owned by the EDA. PTHF will also be responsible for maintaining the flowers and the perennial beds in the M-20 right-of-way, in the Township of Union (between Packard Street and Summerton Road). The baskets and planters will be installed before Memorial Day (weather permitting).

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

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

4. PTHF shall at all times maintain comprehensive liability insurance for injuries to third parties and their property, with such limits as are acceptable to EDA. Said proof of insurance will be provided annually.

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

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

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

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

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

7. Any changes or amendments to this Contract will be by mutual consent, evidenced in writing. The parties agree to meet annually to review of this Contract to confirm scope of work and to discuss any potential changes in pricing.

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

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

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

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

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

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

David A. Breedlove

EDA Authorized Signature

To: Mark Stuhldreher - Township Manager	DATE: February 12, 2019
FROM: Kim Smith – Public Service Director	DATE FOR BOARD CONSIDERATION: February 19, 2019
ACTION REQUESTED: Approval of Participation Agreement with the Charter Township of Union Board of Trustees for the rehabilitation and upgrade of Pump Station #14 located on May Street.	

Current Action Emergency

Funds Budgeted: If Yes Account # 250-728-967.300 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA districts. As part of this list the DDA Board approved funding for the rehabilitation and upgrade of Pump Station #14, which is located at 2424 May Street. Pump Station #14 is located in the WDDA district and is anticipated to provide an additional 288 REU's to the service area.

SCOPE OF SERVICES

The project consists of upgrades to the existing sanitary sewer Pump Station #14 as follows:

1. Mechanical Improvements in pump chamber (drywell)
 - a. Removal and replacement of existing pumps and motors with two (2) 30 Hp pumps rated at 700 gpm
 - b. Removal and replacement of suction and discharge mechanical piping, fittings, valves, and appurtenances
2. Instrumental/Electrical Improvements in Pump Chamber (drywell)
 - a. Removal and replacement of flowmeter and readout display
 - b. Upgrades to existing pump control panel, disconnects, junction boxes, wiring and raceways
 - c. SCADA programming upgrades
 - d. Installation of redundant control panel above ground
3. Instrumentation/Level Control System Improvements in wetwell
 - a. Removal and replacement of float system including cable, brackets, frame and accessories with level transducer and backup float system.

JUSTIFICATION

Completion of the pump station rehabilitation will benefit the residents and business owners within the DDA District by modernizing the station components, increasing station reliability, and increasing station capacity.

PROJECT IMPROVEMENTS

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

1. Community well-being and common good

COSTS

Project Item	Total
Engineering Contract	\$48,200.00
Construction Contract	\$223,077.00
Construction Contingency	\$20,850.00
Total Project Cost with contingency	\$292,127.00

PROJECT FUNDING

The total project funding resources is being split between the WDDA and the Charter Township of Union Sewer Fund as follows:

Project Item	EDA Participation	Township Sewer Fund Participation	Total
Engineering Contract (approved April 2018)	\$48,200.00		\$48,200.00
Construction including Contingency	\$151,800.00	\$92,127.00	\$243,927.00
Total Resources	\$200,000.00	\$92,127.00	\$292,127.00

PROJECT TIME TABLE

Work to be substantially completed within 90 calendar days after receipt of pumps. Pump lead time anticipated to be sixteen weeks. Total project completion, including pump delivery is estimated to be 28 weeks.

RESOLUTION

Approval of Participation Agreement with the Charter Township of Union Board of Trustees for the rehabilitation and upgrade of Pump Station #14 located on May Street.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA CHAIRPERSON

Economic Development Authority Participation Contract

This Agreement is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the “**Township Board**” and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the “**EDA**”, for the following improvements:

Pump Station #14 Rehabilitation and Upgrade – 2424 May Street	
Estimated Construction Cost before Contingency	\$223,077.00
Construction Contingency	\$ 20,850.00
Engineering Contract	<u>\$ 48,200.00</u>
Total Project Estimated Cost	<u>\$292,127.00</u>
Charter Township of Union Share	\$ 92,127.00
EDA Share	<u>\$200,000.00</u>
Total Project Resources	<u>\$292,127.00</u>

Payment as stated above will be due upon receipt of invoice. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date.

The undersigned EDA officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the EDA.

**Charter Township of Union Economic
Development Authority**

Charter Township of Union Board of Trustees

By: _____
Thomas Kequom, Chair

By: _____
Mark Stuhldreher, Manager

EDA Approval on: _____

Board Approval on: _____



January 17, 2019

Ms. Kim Smith
 Utility coordinator
 Union Township EDA
 2010 South Lincoln Road
 Mt. Pleasant, MI 48858

RE: Sanitary Sewer Pump Station #14 Upgrades - Bid Price Review
 GFA Project No. 18114

Dear Kim:

We have reviewed the bids received on Wednesday, December 19, 2018 for the above referenced project. The Four (4) responsive bidders to the project and their base bid price are summarized as follows:

<u>Contractor</u>	<u>Bid</u>
1. John E Green Company	\$223,077.00
2. Robinson Electrical	\$250,100.00
3. Isabella Corporation	\$262,000.00
4. J. Ranck Electric	\$286,380.00

Upon review of the bid prices, the majority of the bids received were higher than anticipated as the original engineer estimate was \$229,350 (including 10% contingency). This cost estimate was originally generated and approved by the Township and EDA Board in March 2018. A comparison review to identify the disparity in pricing was completed by GFA with a couple key items noted to have increased in cost:

1. Mechanical upgrades in the existing drywell including piping and valve replacement were originally budgeted at \$30,000 and bid prices reflected approximately \$58,000 (\$28,000 increase)
2. Bypass pumping and site restoration to maintain sewer flows without disruption was originally budgeted at \$8,500 and bid prices reflected approximately \$32,000 (\$24,000 increase).

In addition to the cost increase of these specific bid items, communities around the state are seeing contractor labor and material prices constantly on the rise in comparison to previous years (15- 20%). In summary however, we were pleased to see the amount of interested bidders and the prices quoted considering the aggressive economy.

Please be aware that the Township/EDA always reserves the right to deviate and can add/ remove bid items and GFA will assist with this process. GFA will continue to work with the chosen contractor on cost reduction as there is little room for extras as a result of unknown field conditions that could be encountered. Review of references provided and based upon our past experiences, it is our recommendation to the board that they approve John E Green Company as the low bidder for the bid price amount of \$223,077.



Please contact me if you have any questions.

Very truly yours,
GFA

A handwritten signature in blue ink, appearing to read 'Jennifer Hodges', written over the printed name and title.

Jennifer Hodges, P.E.
Project Manager

Bid Results
Charter Township of Union
Sanitary Sewer Pump Station #14 Upgrades
GFA Project No. 18114

No.	Item	Unit	Est. Qty.	John E Green Co.			Robinson Electrical			Isabella Corp			J. Ranck Electric		
				Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost		Unit Price	Item Cost	
1	Removal and Replacement of Pumps & Motors	EA	2	\$30,895.00	\$61,790.00		\$38,000.00	\$76,000.00		\$30,000.00	\$60,000.00		\$44,647.00	\$89,294.00	
2	Drywell Piping/Mechanical Improvements	LS	1	\$51,257.00	\$51,257.00		\$56,000.00	\$56,000.00		\$60,000.00	\$60,000.00		\$67,090.00	\$67,090.00	
3	Instrumentation (Transducer and Level Control System)	LS	1	\$4,091.00	\$4,091.00		\$76,000.00	\$76,000.00		\$7,000.00	\$7,000.00		\$17,249.00	\$17,249.00	
4	Electrical Improvements	LS	1	\$73,868.00	\$73,868.00		\$11,600.00	\$11,600.00		\$80,000.00	\$80,000.00		\$77,074.00	\$77,074.00	
5	Site Restoration	LS	1	\$0.00	\$0.00		\$4,200.00	\$4,200.00		\$7,000.00	\$7,000.00		\$3,754.00	\$3,754.00	
6	Mobilization / Bypass Pumping	LS	1	\$32,071.00	\$32,071.00		\$26,300.00	\$26,300.00		\$48,000.00	\$48,000.00		\$31,919.00	\$31,919.00	
TOTAL BIDS					\$223,077.00			\$250,100.00			\$262,000.00			\$286,380.00	