



**Economic Development Authority Board (EDA)  
Regular Meeting – Township Hall  
Tuesday June 18, 2019  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES MAY 21, 2019
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – MAY  
EAST DDA DISTRICT #248 – **CHECK REGISTER**  
WEST DDA DISTRICT #250 - **NONE**
  - B. MAY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST DDA DISTRICT #248  
WEST DDA DISTRICT #250
  - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
  - A. APPROVAL OF BUDGET AMENDMENT #1 TO EAST & WEST DDA FUNDS AND RECOMMEND TO TOWNSHIP BOARD OF TRUSTEES THAT THEY APPROVE THE AMENDMENT
  - B. JAMESON PARK PLANNING & DESIGN MASTER PLAN PRESENTATION – KIM SMITH / GOUDREAU ASSOCIATES
  - C. WELCOME BANNERS – REQUEST APPROVAL OF DESIGN, PRODUCTION AND INSTALLATION OF 12 NEW BANNERS
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: JULY 16, 2019

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday May 21, 2019**

**MINUTES**

**CALL TO ORDER**

EDA Meeting called to order by Chair Kequom at 5:15 p.m.

**ROLL CALL**

Present: Kequom, Zalud, Johnson, Hunter, Bacon, Gunning (5:18), Coyne, Chowdhary, Figg

Excused: Barz, Smith

Absent:

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak – Building Department Clerk

**APPROVAL OF AGENDA**

MOTION by **Johnson** SUPPORT by **Coyne** to APPROVE the agenda as presented. MOTION CARRIED 8-0.

**APPROVAL OF MINUTES**

MOTION by **Figg** SUPPORT by **Johnson** to APPROVE the April 16, 2019 regular meeting minutes as presented.

MOTION CARRIED 8-0.

**PUBLIC COMMENT** - None

**REPORTS**

**ACCOUNTS PAYABLE / FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed accounts payable.

MOTION by **Zalud** SUPPORT by **Figg** to APPROVE the East DDA payables 4/17/19- 5/21/19 in the amount of \$10,709.54 as presented. MOTION CARRIED 9-0.

MOTION by **Zalud** SUPPORT by **Figg** to APPROVE the West DDA payables 4/17/19 – 5/21/19 in the amount of \$2,867.50 as presented. MOTION CARRIED 9-0.

**NEW BUSINESS**

- A. FY 2018 Audit presentation by Ali Barnes, Yeo & Yeo.

**PENDING BUSINESS** - None

**MANAGER COMMENTS**

- Update on trash receptacles and bench project along Pickard.
- Update on Jameson Hall / Park Public input meeting.
- Update on Pickard St street lights and park bench lights. As of May 14, 2019, ALL are in working order.

Reminder of the next scheduled EDA meeting to be held on June 18, 2019.

Meeting 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						
05/22/2019	248	48 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2027 FLORENCE	35.82
					4923 E PICKARD	38.84
					4675 E PICKARD	38.72
					4592 E PICKARD #B	26.07
					4592 E PICKARD #A	43.08
					5771 E PICKARD #B	26.19
					5771 E PICKARD #A	63.51
					5770 E PICKARD #A	108.95
					5325 E PICKARD	60.72
					2029 2ND	62.51
					5157 E PICKARD #B	26.07
					5157 E PICKARD #A	35.28
					4900 E PICKARD	37.84
					1940 S ISABELLA	43.03
					5770 E PICKARD #B	26.19
						<u>672.82</u>
06/18/2019	248	4092	01600	BE GREEN LAWN SERVICES CO, INC.	WEED/CRABGRASS CONTROL-PICKARD CORRIDOR	1,740.00
06/18/2019	248	4093	00072	BLOCK ELECTRIC	REBUILD 4 LED LIGHT HEADS FOR PICKARD ST	1,570.00
					REPAIR PICKARD STREET LIGHTS	1,204.40
					INSTALL NEW LIGHT POLE	11,633.00
						<u>14,407.40</u>
06/18/2019	248	4094	01583	GOUDREAU & ASSOCIATES INC.	JAMESON PARK-DESIGN/PROJECT BUDGET SERVI	3,730.00
06/18/2019	248	4095	00530	PLEASANT THYME HERB FARM	FLOWERS/HANGING & WALL BASKETS	4,448.00
						<u>4,448.00</u>
248 TOTALS:						
Total of 5 Disbursements:						24,998.22

PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED	
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)		
Fund 248 - EAST DDA FUND									
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		33.21	3.32	
248-000-445.000	INTEREST ON TAXES	0.00		500.00	500.00		3.33	0.67	
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	6,492.07		10,000.00	10,000.00		7,869.09	78.69	
248-000-671.000	OTHER REVENUE	32.54		100.00	100.00		34.89	34.89	
Total Dept 000 - NONE		6,524.61		437,350.00		437,350.00		7,940.52	1.82
TOTAL REVENUES		6,524.61		437,350.00		437,350.00		7,940.52	1.82
Expenditures									
Dept 000 - NONE									
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,675.75		5,570.00	5,570.00		3,752.50	67.37	
248-000-801.003	SIDEWALK SNOWPLOWING	2,350.00		5,500.00	5,500.00		8,700.00	158.18	
248-000-801.004	RIGHT OF WAY LAWN CARE	2,000.00		13,000.00	13,000.00		1,740.00	13.38	
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	3,245.47		12,000.00	12,000.00		19,039.15	158.66	
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	8,932.00		18,000.00	18,000.00		4,448.00	24.71	
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,390.50		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	4,242.07		12,000.00	12,000.00		4,938.43	41.15	
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,206.98		1,400.00	1,400.00		1,255.17	89.66	
248-000-940.000	LEASE/RENT	550.00		700.00	700.00		550.00	78.57	
248-000-955.000	MISC.	7.00		0.00	0.00		5.58	100.00	
248-000-967.000	PROJECTS	0.00		110,000.00	110,000.00		23,251.00	21.14	
Total Dept 000 - NONE		35,599.77		216,420.00		216,420.00		72,179.83	33.35
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									
248-728-967.200	WATER SYSTEM PROJECTS	12,750.50		0.00	0.00		0.00	0.00	
248-728-967.300	SEWER SYSTEM PROJECTS	4,479.00		160,260.00	160,260.00		0.00	0.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		17,229.50		160,260.00		160,260.00		0.00	0.00
TOTAL EXPENDITURES		52,829.27		440,680.00		440,680.00		72,179.83	16.38
Fund 248 - EAST DDA FUND:									
TOTAL REVENUES		6,524.61		437,350.00		437,350.00		7,940.52	1.82

PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 05/31/2018		2019		YTD BALANCE 05/31/2019		% BDT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
TOTAL EXPENDITURES			52,829.27	440,680.00	440,680.00		72,179.83	16.38
NET OF REVENUES & EXPENDITURES			(46,304.66)	(3,330.00)	(3,330.00)		(64,239.31)	1,929.11

PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
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	704.87		7,000.00	7,000.00		6,609.94	94.43
Total Dept 000 - NONE		704.87		307,450.00	307,450.00		6,609.94	2.15
TOTAL REVENUES		704.87		307,450.00	307,450.00		6,609.94	2.15
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		870.00	870.00		2,867.50	329.60
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		2,867.50	0.57
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								
250-728-967.300	SEWER SYSTEM PROJECTS	4,048.00		0.00	0.00		0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		4,048.00		70,000.00	70,000.00		0.00	0.00
TOTAL EXPENDITURES		4,048.00		616,470.00	616,470.00		2,867.50	0.47
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		704.87		307,450.00	307,450.00		6,609.94	2.15
TOTAL EXPENDITURES		4,048.00		616,470.00	616,470.00		2,867.50	0.47
NET OF REVENUES & EXPENDITURES		(3,343.13)		(309,020.00)	(309,020.00)		3,742.44	1.21
TOTAL REVENUES - ALL FUNDS								
		7,229.48		744,800.00	744,800.00		14,550.46	1.95
TOTAL EXPENDITURES - ALL FUNDS								
		56,877.27		1,057,150.00	1,057,150.00		75,047.33	7.10
NET OF REVENUES & EXPENDITURES		(49,647.79)		(312,350.00)	(312,350.00)		(60,496.87)	19.37

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,289.69
248-000-002.000	SAVINGS	564,780.22
248-000-003.001	CERTIFICATE OF DEPOSIT	514,478.44
<b>Total Assets</b>		<b>1,083,548.35</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	22,585.40
<b>Total Liabilities</b>		<b>22,585.40</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
<b>Total Fund Balance</b>		<b>1,125,202.26</b>
<b>Beginning Fund Balance</b>		<b>1,125,202.26</b>
<b>Net of Revenues VS Expenditures</b>		<b>(64,239.31)</b>
<b>Ending Fund Balance</b>		<b>1,060,962.95</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,083,548.35</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	214.58
250-000-002.000	SAVINGS	406,618.18
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	612,920.70
<b>Total Assets</b>		<b>1,019,807.16</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,016,064.72
<b>Total Fund Balance</b>		<b>1,016,064.72</b>
<b>Beginning Fund Balance</b>		<b>1,016,064.72</b>
<b>Net of Revenues VS Expenditures</b>		<b>3,742.44</b>
<b>Ending Fund Balance</b>		<b>1,019,807.16</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,019,807.16</b>



## 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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Liz	Presnell	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	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		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	4/14/2023
2	James	Zalud	4/14/2023
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	6/22/2023
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



REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

To: Mark Stuhldreher, Township Manager DATE: June 13, 2019
FROM: Sherrie Teall, Finance Director DATE FOR EDA CONSIDERATION: June 18, 2019
ACTION REQUESTED: Approval of Budget Amendment #1 to the East DDA fund and West DDA fund and recommend to the Township Board of Trustees that they approve the amendment.

Current Action X Emergency

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

Finance Approval Sherrie Teall

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2019 budget be amended by the Authority per the attached for the funds listed above. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows.

East DDA Fund

- Revenue
o Increased State Aid Revenue budget from LCSA \$25,000 based on reimbursement claim filed recently with State of Michigan
o Increased interest earned budget \$8,000
o Total net revenue from all adjustments is an increase of \$33,000 for the East DDA fund
Expenditures
o Increase budget \$5,500 for PA 57 Compliance Support and contribution to Mid Michigan Development Corp
o Increase budget \$3,500 due to more snowplowing needed during Winter 2019 along Pickard Street corridor
o Increase budget \$3,500 to cover fertilizer and weed abatement by Be Green along the Pickard Street corridor approved by the EDA at the end of 2018
o Increase budget \$18,000 to cover street light repairs needed along Pickard as well as the new light pole installation needed in from of McDonald's after the car accident in 2018
o Increased the Project budget \$12,650 to cover the remainder of the Goodreau contract for the Jameson Master Plan Upgrades that was not completed in 2018
o Total net additional expenditures from all adjustments is an increase of \$45,400 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues: \$33,000

Expenditures:	336-Public Safety-Fire	500	
	000-General Operating	\$44,900	
	Total Expenditures		\$45,400

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- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$12,400 compared to the existing original budget

**West DDA Fund**

- Revenue
  - Increase budget \$7,000 for interest earned
  - Total net revenue from all adjustments is an increase of \$7,000 for the West DDA fund
- Expenditures
  - Increased budget \$5,500 for PA 57 Compliance support & contribution to Mid Michigan Development Corp approved by the EDA in early 2019
  - Increase budget \$30,000 for additional amount needed for Lincoln Road project bid coming in higher than expected
  - Increased budget \$180,745 is recognized for the amount remaining on the Pump Station #14 project that was not complete at the end of fiscal year 2018
  - Total net additional expenditures from all adjustments is an increase of \$216,245 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 7,000
Expenditures:	728-Economic Development	\$180,745
	000-General Operating	35,500
	Total Expenditures	\$216,245

- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$209,245 compared to the existing original budget

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

Budget amendments are required under the uniform budget act when it is known or anticipated that revenue and/or expenditures are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Authority finances so that any necessary adjustments in operations can be considered.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in these budget amendments (From Policy 1.0: Global End).

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Natural Environment
6. Commerce

**COSTS**

**PROJECT TIME TABLE**

Respective budgets will be updated in the accounting system as soon as practical following approval by the EDA and the Board of Trustees.

**RESOLUTION**

Authorization is hereby given to amend the Fiscal Year 2019 budget for the East and West DDA funds in the respective net amounts of (\$12,400) in the 248 - East DDA Fund and (\$209,245) in the 250 – West DDA Fund

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

\_\_\_\_\_  
EDA Chair

**Charter Township of Union  
248 - East DDA Fund  
2019 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 AL (ABNORMAL)	2019 PROPOSED AMENDED BUDGET	2019 PROPOSED BUDGET AMENDMENT
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	395,403.52	400,000.00	400,000.00	0.00	400,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	258.10	1,000.00	1,000.00	33.21	1,000.00	0.00
248-000-445.000	INTEREST ON TAXES	372.92	500.00	500.00	3.33	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	55,479.69	30,000.00	30,000.00	0.00	55,000.00	25,000.00
	*Increased budget based on Form 5176 filing 6-15-19						
248-000-665.000	INTEREST EARNED	17,699.07	10,000.00	10,000.00	7,869.09	18,000.00	8,000.00
	*Increased budget based on 2019 YTD actuals						
248-000-671.000	OTHER REVENUE	11,765.69	100.00	100.00	34.89	100.00	0.00
TOTAL REVENUES		480,978.99	437,350.00	437,350.00	7,940.52	470,350.00	33,000.00
Expenditures							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,170.75	5,570.00	5,570.00	3,752.50	11,070.00	5,500.00
	*Increased budget for PA 57 Compliance Support \$3,000 & contribution to Mid Michigan Development Corp \$2,500						
248-000-801.003	SIDEWALK SNOWPLOWING	2,350.00	5,500.00	5,500.00	8,700.00	9,000.00	3,500.00
	*Increased budget based on 2019 YTD actuals						
248-000-801.004	RIGHT OF WAY LAWN CARE	11,740.00	13,000.00	13,000.00	1,740.00	16,500.00	3,500.00
	*Increased budget to cover fertilizer/crabgrass/broadleaf control along Pickard corridor						
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	17,949.05	12,000.00	12,000.00	19,039.15	30,000.00	18,000.00
	*Increased budget to cover addl street light repairs along Pickard & New light pole installation needed in front of McDonald's after car accident						
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	18,067.00	18,000.00	18,000.00	4,448.00	18,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,851.91	20,000.00	20,000.00	4,500.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	500.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	0.00	250.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	14,093.04	12,500.00	12,500.00	0.00	14,100.00	1,600.00
	*Increase budget based on 2018 YTD actuals						
248-000-920.000	ELECTRIC/NATURAL GAS	10,193.87	12,000.00	12,000.00	4,938.43	12,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,458.03	1,400.00	1,400.00	1,255.17	1,500.00	100.00
	*Increase budget based on 2018 YTD actuals						
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	550.00	700.00	0.00
248-000-955.000	MISC.	39.00	0.00	0.00	5.58	50.00	50.00
	*Increase budget based on 2018 YTD actuals						

**Charter Township of Union  
248 - East DDA Fund  
2019 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE	2019	2019	YTD BALANCE	2019	2019
		12/31/2018	ORIGINAL	AMENDED	05/31/2019	PROPOSED	PROPOSED
		NORMAL (ABNORMAL)	BUDGET	BUDGET	ΔL (ABNORMAL)	BUDGET	AMENDMENT
248-000-967.000	PROJECTS	2,688.00	110,000.00	110,000.00	23,251.00	122,650.00	12,650.00
	*Increase budget for remainder of Goodreau Contract-Jameson Park Master Plan Upgrades not completed in fiscal year 2018						
		108,150.65	216,420.00	216,420.00	72,179.83	261,320.00	44,900.00
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	64,013.00	64,000.00	64,000.00	0.00	64,500.00	500.00
	*Increase budget based on 2018 YTD actuals						
Total Dept 336 - FIRE DEPARTMENT		64,013.00	64,000.00	64,000.00	0.00	64,500.00	500.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	159,851.58	0.00	0.00	0.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	19,235.00	160,260.00	160,260.00	0.00	160,260.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	107,043.30	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		286,129.88	160,260.00	160,260.00	0.00	160,260.00	0.00
TOTAL EXPENDITURES		458,293.53	440,680.00	440,680.00	72,179.83	486,080.00	45,400.00
TOTAL REVENUES		480,978.99	437,350.00	437,350.00	7,940.52	470,350.00	33,000.00
TOTAL EXPENDITURES		458,293.53	440,680.00	440,680.00	72,179.83	486,080.00	45,400.00
NET OF REVENUES & EXPENDITURES/APPROPRIATIONS		22,685.46	(3,330.00)	(3,330.00)	(64,239.31)	(15,730.00)	(12,400.00)
BEGINNING FUND BALANCE		1,102,518.00	1,125,203.46	1,125,203.46	1,125,203.46	1,125,203.46	
ENDING FUND BALANCE		1,125,203.46	1,121,873.46	1,121,873.46	1,060,964.15	1,109,473.46	

**Charter Township of Union  
250 - West DDA Fund  
2019 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE	2019	2019	YTD BALANCE	2019	2019
		12/31/2018	ORIGINAL	AMENDED	05/31/2019	AMENDED	PROPOSED
		NORMAL (ABNORMAL)	BUDGET	BUDGET	NORMAL (ABNORMAL)	BUDGET	BUDGET AMENDMENT
<b>Revenues</b>							
250-000-402.000	CURRENT PROPERTY TAX	601,336.22	304,000.00	304,000.00	0.00	304,000.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(139.29)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00	200.00	200.00	0.00	200.00	0.00
250-000-445.000	INTEREST ON TAXES	86.02	250.00	250.00	0.00	250.00	0.00
250-000-665.000	INTEREST EARNED	8,275.09	7,000.00	7,000.00	6,609.94	14,000.00	7,000.00
	*Increased budget based on 2019 YTD actuals						
<b>TOTAL REVENUES</b>		<b>609,558.04</b>	<b>307,450.00</b>	<b>307,450.00</b>	<b>6,609.94</b>	<b>314,450.00</b>	<b>7,000.00</b>
<b>Expenditures</b>							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00	870.00	870.00	2,867.50	6,370.00	5,500.00
	*Increased budget for PA 57 Compliance Support \$3,000 & contribution to Mid Michigan Development Corp \$2,500						
250-000-967.400	STREET/ROAD PROJECTS	0.00	500,000.00	500,000.00	0.00	530,000.00	30,000.00
	*Increased budget for additional amount needed for Lincoln Road project bid coming in higher than expected						
		300.00	500,870.00	500,870.00	2,867.50	536,370.00	35,500.00
<b>Dept 336 - FIRE DEPARTMENT</b>							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	45,642.00	45,600.00	45,600.00	0.00	45,600.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>45,642.00</b>	<b>45,600.00</b>	<b>45,600.00</b>	<b>0.00</b>	<b>45,600.00</b>	<b>0.00</b>
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>							
250-728-967.300	SEWER SYSTEM PROJECTS	19,256.35	0.00	0.00	0.00	180,745.00	180,745.00
	*Remaining project amount expected in 2019 for Pump Station #14 Upgrade that was not complete at the end of Fiscal Year 2018						
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	70,000.00	70,000.00	0.00	70,000.00	0.00
<b>Total Dept 728 - ECONOMIC DEVELOPMENT</b>		<b>19,256.35</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>0.00</b>	<b>250,745.00</b>	<b>180,745.00</b>
<b>Dept 996 - TRANSFER OUT</b>							
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,663.31	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 996 - TRANSFER OUT</b>		<b>272,663.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>337,861.66</b>	<b>616,470.00</b>	<b>616,470.00</b>	<b>2,867.50</b>	<b>832,715.00</b>	<b>216,245.00</b>
<b>TOTAL REVENUES</b>		<b>609,558.04</b>	<b>307,450.00</b>	<b>307,450.00</b>	<b>6,609.94</b>	<b>314,450.00</b>	<b>7,000.00</b>
<b>TOTAL EXPENDITURES</b>		<b>337,861.66</b>	<b>616,470.00</b>	<b>616,470.00</b>	<b>2,867.50</b>	<b>832,715.00</b>	<b>216,245.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>271,696.38</b>	<b>(309,020.00)</b>	<b>(309,020.00)</b>	<b>3,742.44</b>	<b>(518,265.00)</b>	<b>(209,245.00)</b>
<b>BEGINNING FUND BALANCE</b>		<b>744,368.00</b>	<b>1,016,064.38</b>	<b>1,016,064.38</b>	<b>1,016,064.38</b>	<b>1,016,064.38</b>	
<b>ENDING FUND BALANCE</b>		<b>1,016,064.38</b>	<b>707,044.38</b>	<b>707,044.38</b>	<b>1,019,806.82</b>	<b>497,799.38</b>	



**REQUEST FOR EDA BOARD ACTION**

<b>To:</b> EDA Board	<b>DATE:</b> June 5, 2019
<b>FROM:</b> Mark Stuhldreher – Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> June 18, 2019
<b>ACTION REQUESTED:</b> Request the EDA Board approve the Design, Production and Installation of (12) new Welcome Banners to be placed at the Mt. Pleasant Gateway (127 Entrance/Exit Ramp) at a price not to exceed (\$4,200.00).	

Current Action  Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account #248-000-880.000 \_\_\_\_\_ No  N/A \_\_\_\_\_

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

Charter Township of Union in collaboration with the City of Mt. Pleasant, Mt. Pleasant Area Convention and Visitors Bureau and Middle Michigan Development Corporation have been working together to promote the Mid-Michigan area as a great place to live, work and play. This cooperative effort strives to make the region a travel and tourism destination, while also celebrating the place we call *Home*.

The existing gateway banners have served their original intended use. They are in need of replacement and updating to reflect more current activities. The proposed concept is to have the four outside banners be permanent in nature, and the middle two banners change seasonally.

This program, if approved, will be implemented to capitalize on this summer’s travel season, upcoming baseball and softball tournaments including the State of Michigan Little League Tournament to be held 7/18-7/21 all the while, encouraging visitors to explore all our community has to offer.

**SCOPE OF SERVICES**

Design, Produce and Install (12) New EDA Welcome Banners highlighting a new, unified color scheme.

As a funding partner in this project, Mt. Pleasant Area Convention and Visitors Bureau has agreed to provide the graphic design support to produce the banners, as well as providing financial support for the production and installation of additional seasonal banners to be developed at a later date.

**JUSTIFICATION**

The current EDA Welcome Banners were last updated/replaced in 2016, and while the banners are still in good shape, they have lost their impact/effectiveness over time by blending into the landscape of the roadway.

The proposal before you would include new banners which help to define and highlight the area with a fresh new color scheme to unify Union Township and Mt. Pleasant branding while conveying a clear message to our visitors. The addition of new, interchangeable banners will allow for timely promotion of area events and maintaining a fresh, current message; thereby increasing the effectiveness of the banners.

**PROJECT IMPROVEMENTS**

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

- 1. Commerce**
- 2. Prosperity through economic, cultural and social diversity**
- 3. Community well-being and common good**

**COSTS**

<b>Cost Estimates</b>	<b>1-Sided Print 30% Ad Mesh</b>	<b>Comments</b>
Banner Production : CMU Print Services	\$1,200.00	Ad mesh currently in use, more durable, only 1 sided printing available
Graphic Support	0	Provided by MPCVB
Installation	\$3,000.00	Estimate to remove/replace (12) banners
<b>Project Cost</b>	<b>\$4,200.00</b>	<b>Requested EDA Funding</b>

**PROJECT TIME TABLE**

Graphic design is in process, pending EDA Board approval with a final proof target date of June 21, 2019. Turnaround for banner production is 7-10 days from submittal. Target date for installation is prior to the State Little League Tournament to be held (July 17-21).

**RESOLUTION**

Authorization is hereby given to develop, produce and install (12) new EDA Welcome Banners highlighting Charter Township of Union and Mt. Pleasant as a tourist destination.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

\_\_\_\_\_  
EDA Chair