

**Notice of an Electronically Conducted  
Regular Meeting of the Charter Township of Union  
Economic Development Authority**

Notice is hereby given that the Charter Township of Union Economic Development Authority will conduct their regularly scheduled June 16, 2020 meeting electronically at 5:15 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

The Township Hall remains closed to the public, so there will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Economic Development Authority members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/81144214764> (Meeting ID: "811 4421 4764"). The moderator will open public access to the electronic meeting space at 5:10 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "811 4421 4764" and the "#" sign at the "Meeting ID" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please use the "Raise Your Hand" button at the bottom center of the screen. To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (\*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly, and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Economic Development Authority may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 6/16/2020 will be read aloud to the Economic Development Authority.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

## **Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Economic Development Authority**

The Charter Township of Union Economic Development Authority will conduct their regularly scheduled June 16, 2020 meeting electronically at 5:15 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location:  
<https://us02web.zoom.us/j/81144214764> (Meeting ID: "811 4421 4764").

To participate via telephone conference call, please call (312) 626-6799. Enter "811 4421 4764" and the "#" sign at the "Meeting ID" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The moderator will open public access to the electronic meeting space at 5:10 p.m.

### **Raise Your Hand for Citizen Participation During the Public Comment Periods**

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please **click on the "Raise Your Hand" icon** near the bottom of your screen.



Click "Lower Hand" to lower it if needed. The host will be notified that you've raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (\*9).** The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Do I need to download the Zoom app to access the meeting?** No. Use of the Zoom app is recommended for the best experience, but you will have options to "download & run Zoom" or "join from your browser" when you click on the link to join the meeting.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

**Leaving the Meeting:** Click the "Leave Meeting" link at the bottom right corner of the screen at any time to leave the meeting.



**Economic Development Authority Board (EDA)  
Regular Electronic Meeting  
Instructions for access will be posted and available on the  
website home page [www.uniontownshipmi.com](http://www.uniontownshipmi.com)  
Tuesday June 16, 2020  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES MAY 19, 2020
5. PRESENTATIONS
  - A. FY 2019 Audit Presentation – Ali Barnes, Yeo & Yeo
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts Payable Approval – May  
East DDA District #248 – **Check Register**  
West DDA District #250 – **Check Register**
  - B. May Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250
  - C. Board Member Expiration Matrix
8. NEW BUSINESS
  - A. RFBA – Request for support received from the Mt. Pleasant Area Convention and Visitors Bureau
  - B. RFBA – Approval of Budget Amendment #1 to East and West DDA Funds, along with a recommendation to the Board of Trustees
9. PENDING BUSINESS
  - A. RFBA – Review of future projects
    - Reminder to complete the initial prioritization of projects and return it to the Township staff
10. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: July 21, 2020

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular – Electronic Board Meeting  
Tuesday May 19, 2020**

**MINUTES**

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on May 19, 2020 at 5:15 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 5:24 p.m.**

**ROLL CALL**

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

Excused: Smith

Absent: Hunter, Bacon

Others Present: Mark Stuhldreher – Township Manager, Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk

**APPROVAL OF AGENDA**

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

Unable to confirm Marty Figg’s vote on this motion due to technical issues.

**APPROVAL OF MINUTES**

MOTION by **Johnson** SUPPORTED by **Coyne** to APPROVE minutes from the January 21, 2020 regular meeting as presented.

MOTION CARRIED 7-0.

Unable to confirm Marty Figg’s vote on this motion due to technical issues.

**CORRESPONDENCE** – Received and reviewed letter from Rotary Club.

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed the accounts payable for the East & West DDA.

MOTION by Zalud **SUPPORTED** by Chowdhary to APPROVE the East DDA payables 2/18/20 – 5/19/20 in the amount of \$32,550.87 and West DDA payables 2/18/20 – 5/19/20 in the amount of \$110,077.24 as presented. **MOTIONED CARRIED** 8-0.

Manager Stuhldreher reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher reviewed the Water and Sewer Projects Report.

**NEW BUSINESS**

- A. **RFBA – To review current EDA funded projects and consider for authorization a list of additional potential economic development projects for the DDA districts.**

Rodney Nanney reviewed RFBA. Discussion held. EDA Board will be prioritizing projects in project lists and returning information to the Township. Information will be compiled and distributed for discussion at the next monthly EDA meeting.

- B. **Action Item: To revise the Economic Development Authority meeting schedule for the 2020 calendar year to add two (2) informational meetings as required by Public Act 57 of 2018.**

Manager Stuhldreher reviewed RFBA. Discussion held.

**MOTION** by Johnson **SUPPORT** by Zalud to **APPROVE** the Request for Board Action Item as written to include two (2) additional informational meetings, which shall be scheduled and held in accordance with Public Act 57 2018 and the Open Meetings Act on: Tuesday August 25, 2020 and Tuesday September 22, 2020.  
**8 – YES, 0 – NO, 3 – Absent. Motion CARRIED 8-0.**

**PENDING BUSINESS** – None

**GENERAL DISCUSSION:**

- Seasonal (Summer) Gateway Banners have been hung.
- Update on irrigation system along Pickard corridor.
- Update on flowerpots and hanging baskets along Pickard corridor.
- BeGreen 2020 fertilizer update.
- Expired lawn cutting contract with Wilsons. The Township has arranged for Mr. Wilson to provide grass cutting service again this year under the current contract terms. Contracts for lawncare related services will go out for bid with the intent to have new contracts for services in place for the 2021 season. Board review of bids planned for the July or August meeting.

Reminder of the next scheduled EDA meeting on June 16, 2020

Meeting adjourned by Chairman Kequom at 6:46 p.m.

**APPROVED BY**

\_\_\_\_\_  
**Secretary Chowdhary**

**(Recorded by Amy Peak)**



# Charter Township of Union East and West DDA Audit Results December 31, 2019

*Presented by*

**Ali N. Barnes, CPA**

(989) 463-6108

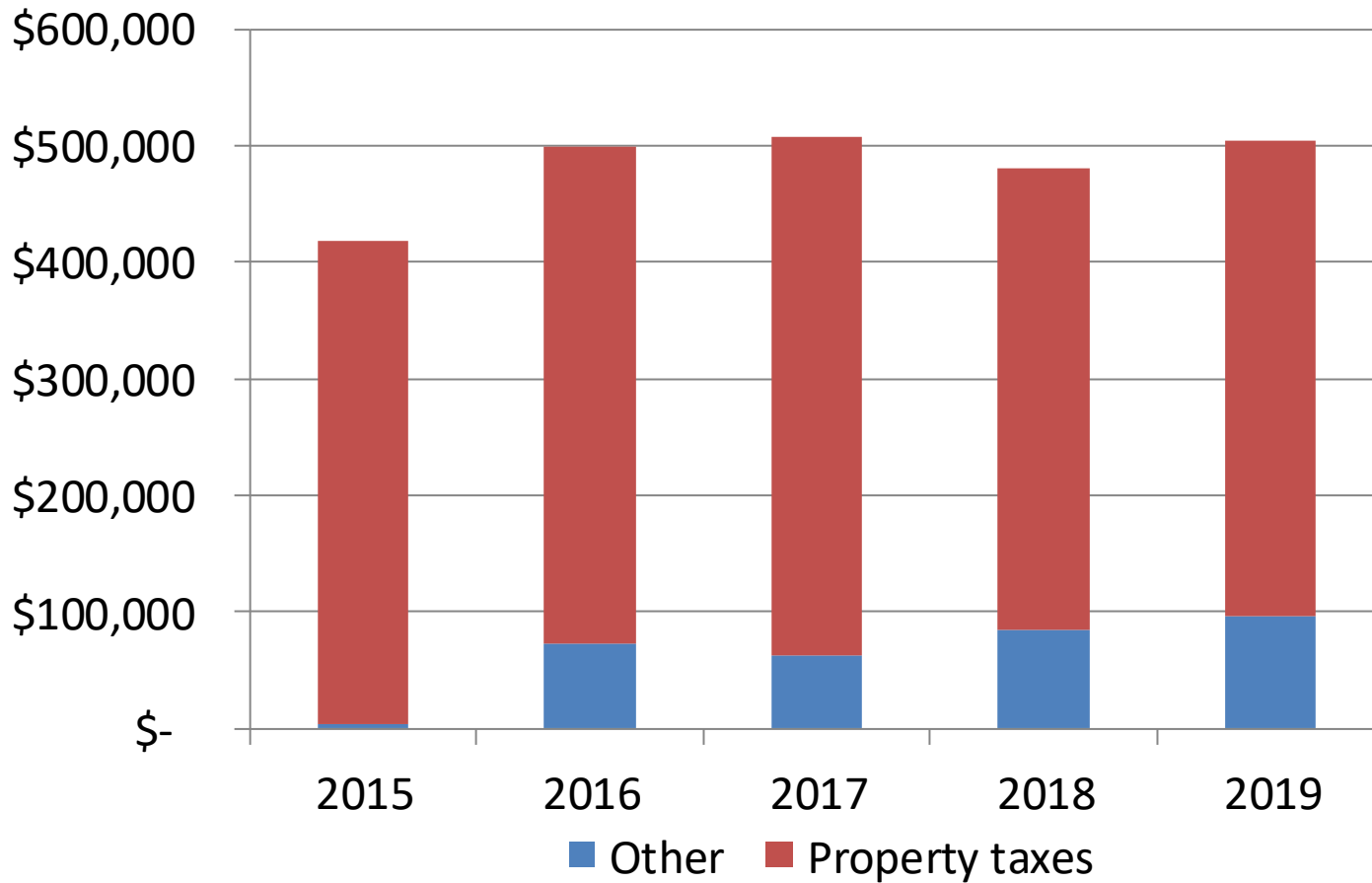
[alibar@yeoandyeo.com](mailto:alibar@yeoandyeo.com)



# Charter Township of Union Downtown Development Authorities



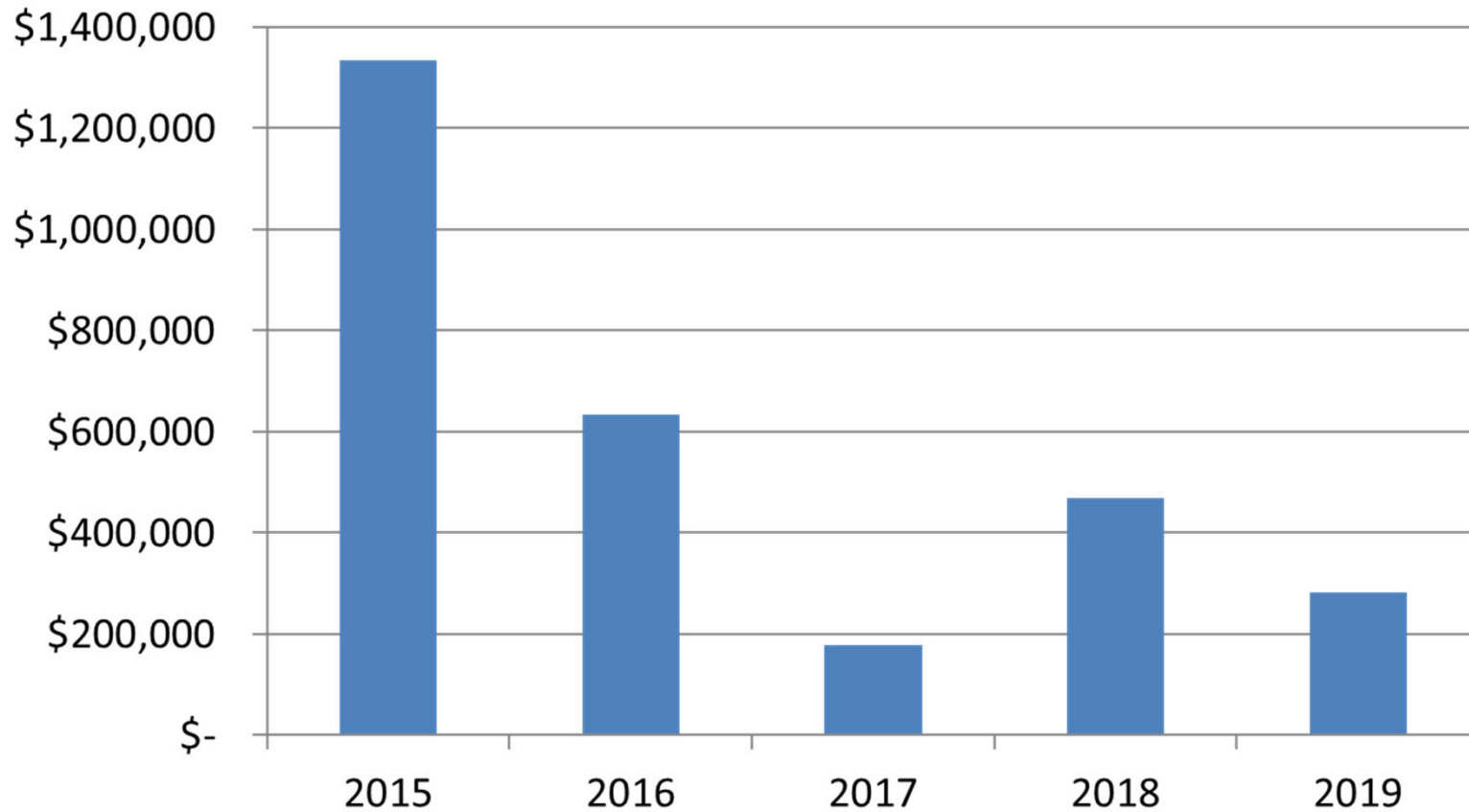
## East DDA Revenues



# Charter Township of Union Downtown Development Authorities



## East DDA Expenditures

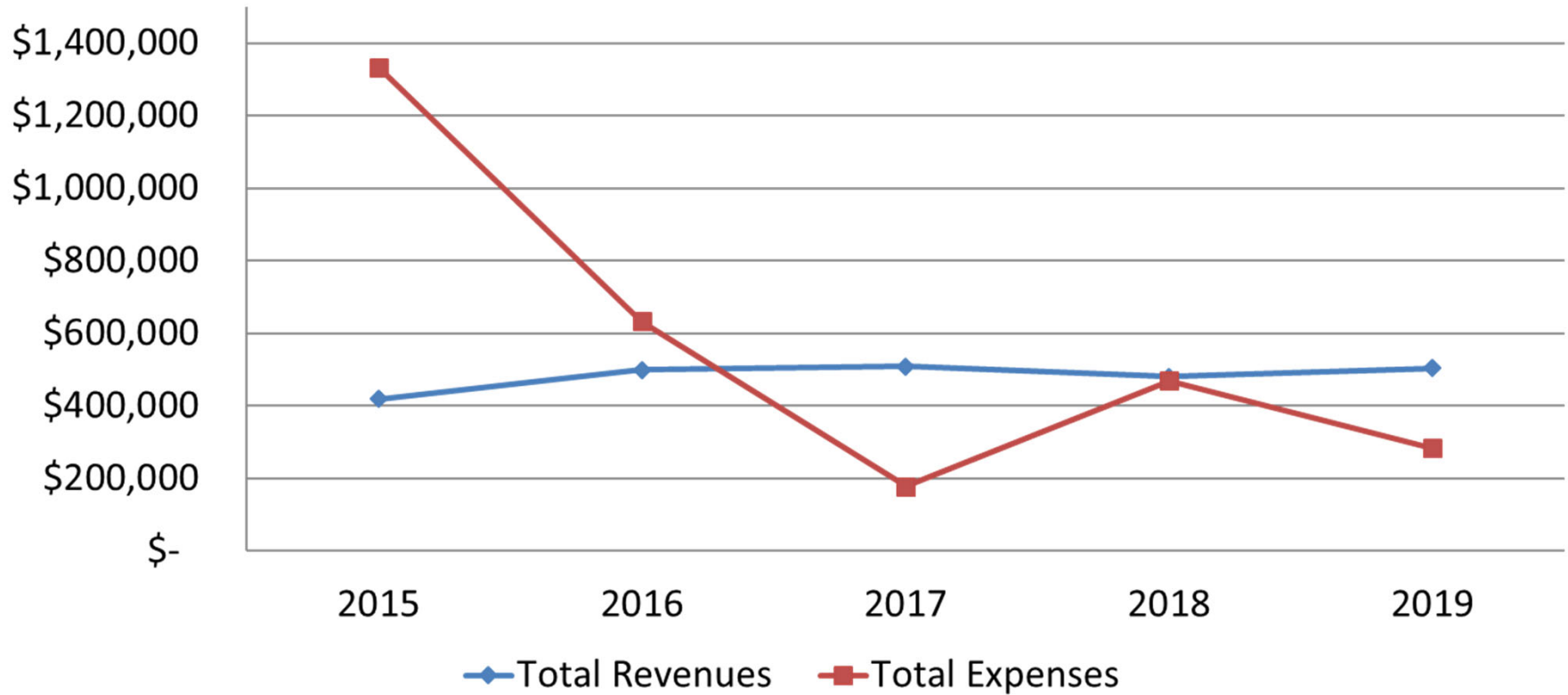




# Charter Township of Union Downtown Development Authorities



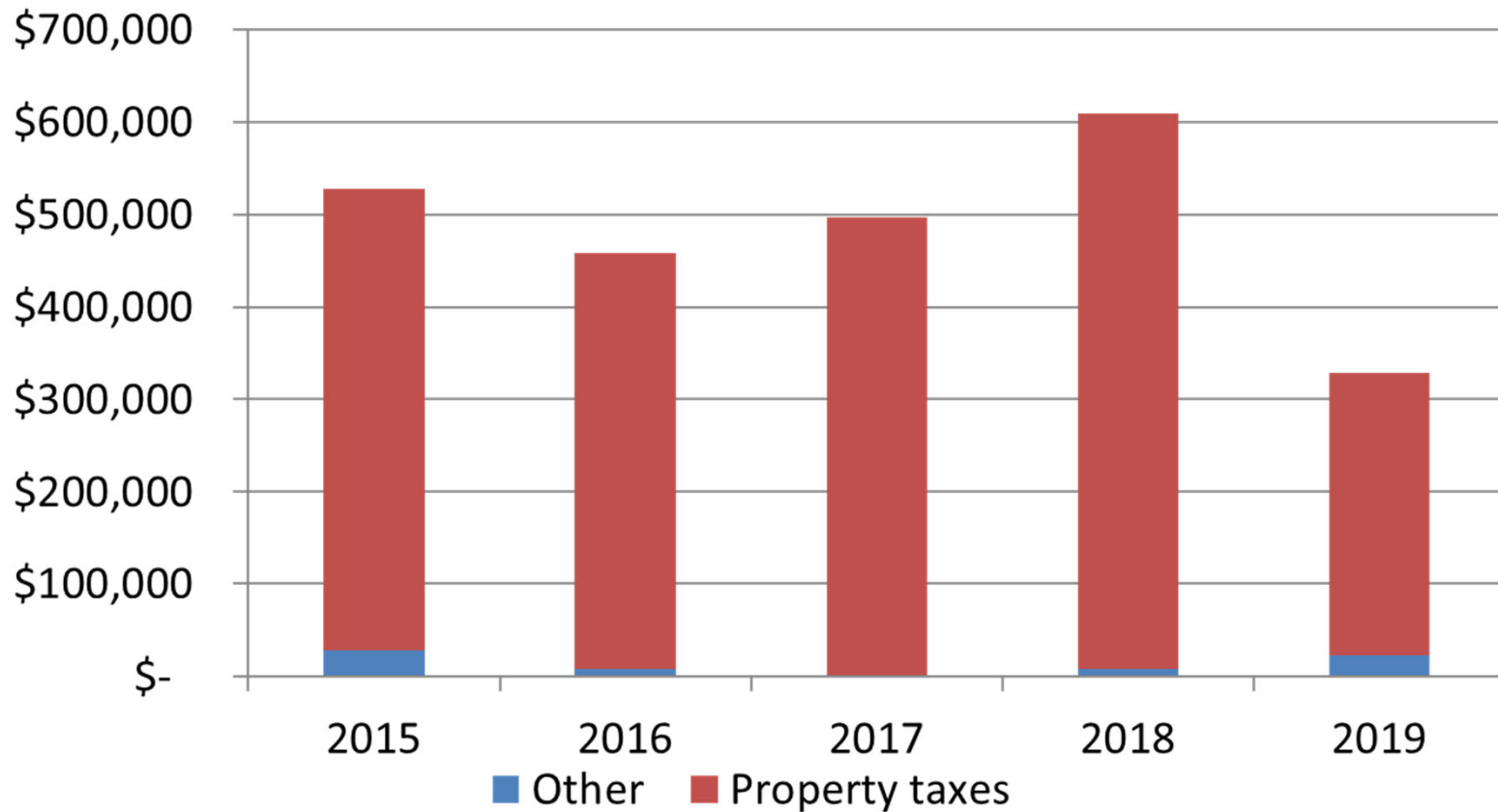
## East DDA



# Charter Township of Union Downtown Development Authorities



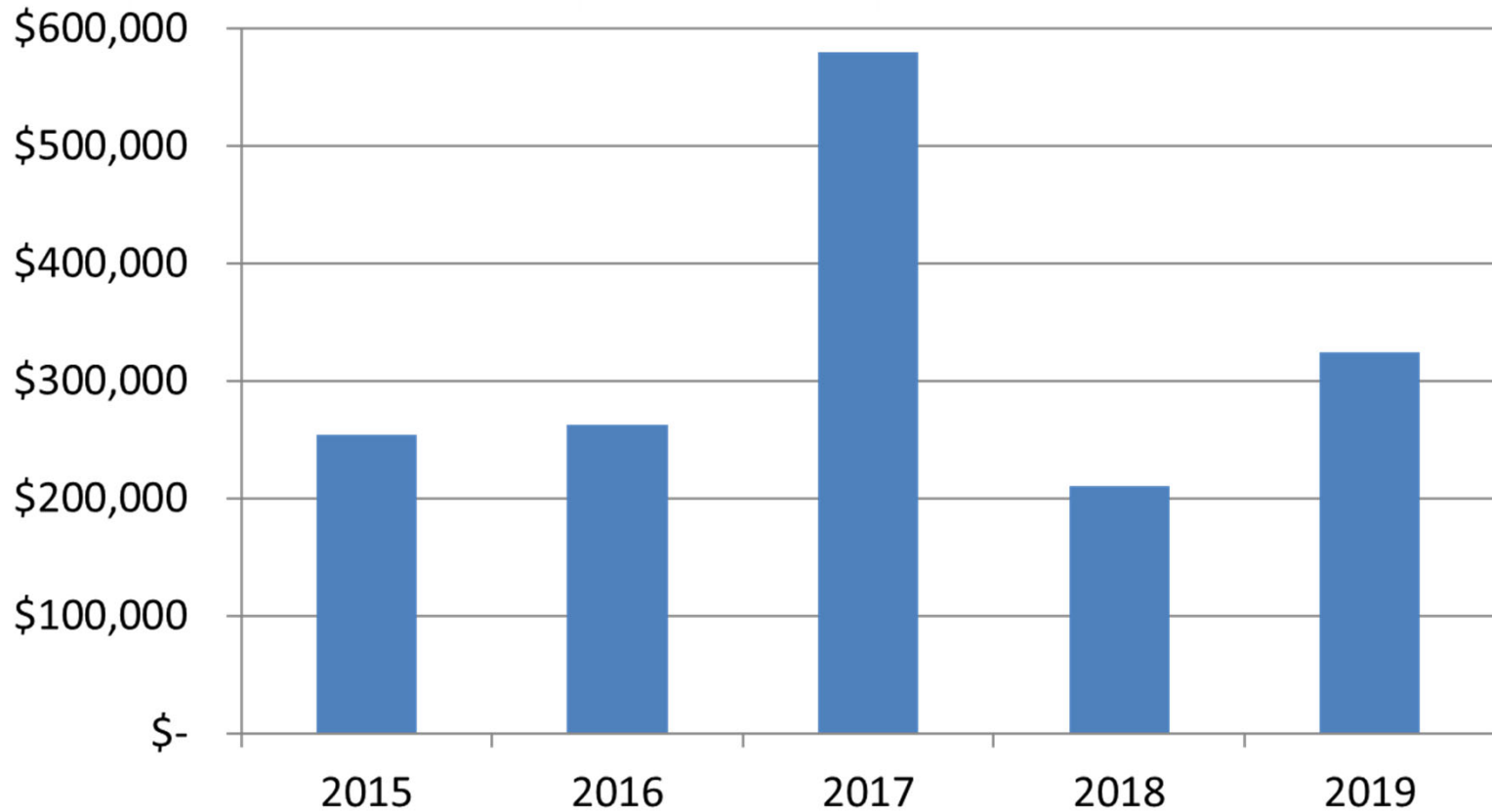
## West DDA Revenues



# Charter Township of Union Downtown Development Authorities



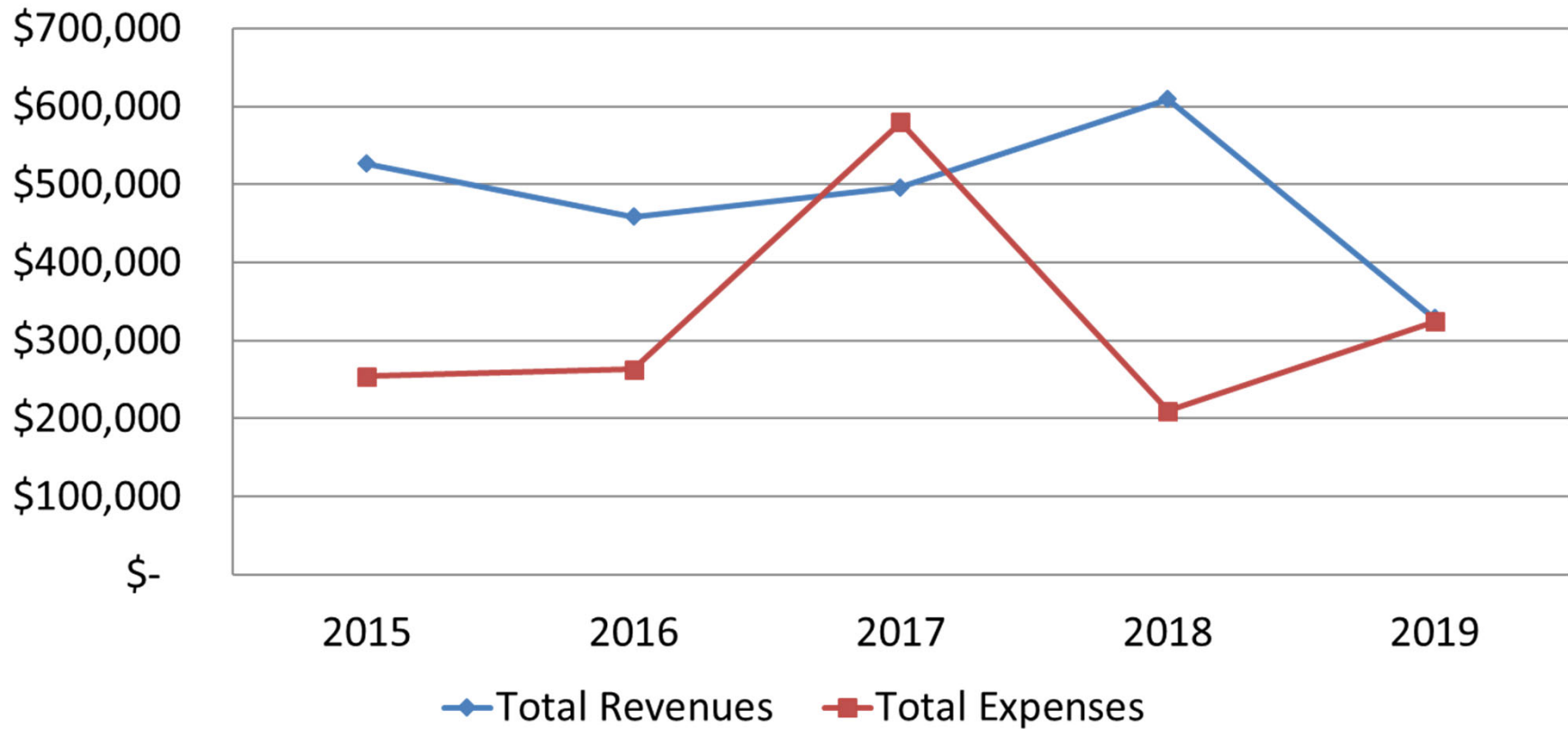
## West DDA Expenditures



# Charter Township of Union Downtown Development Authorities



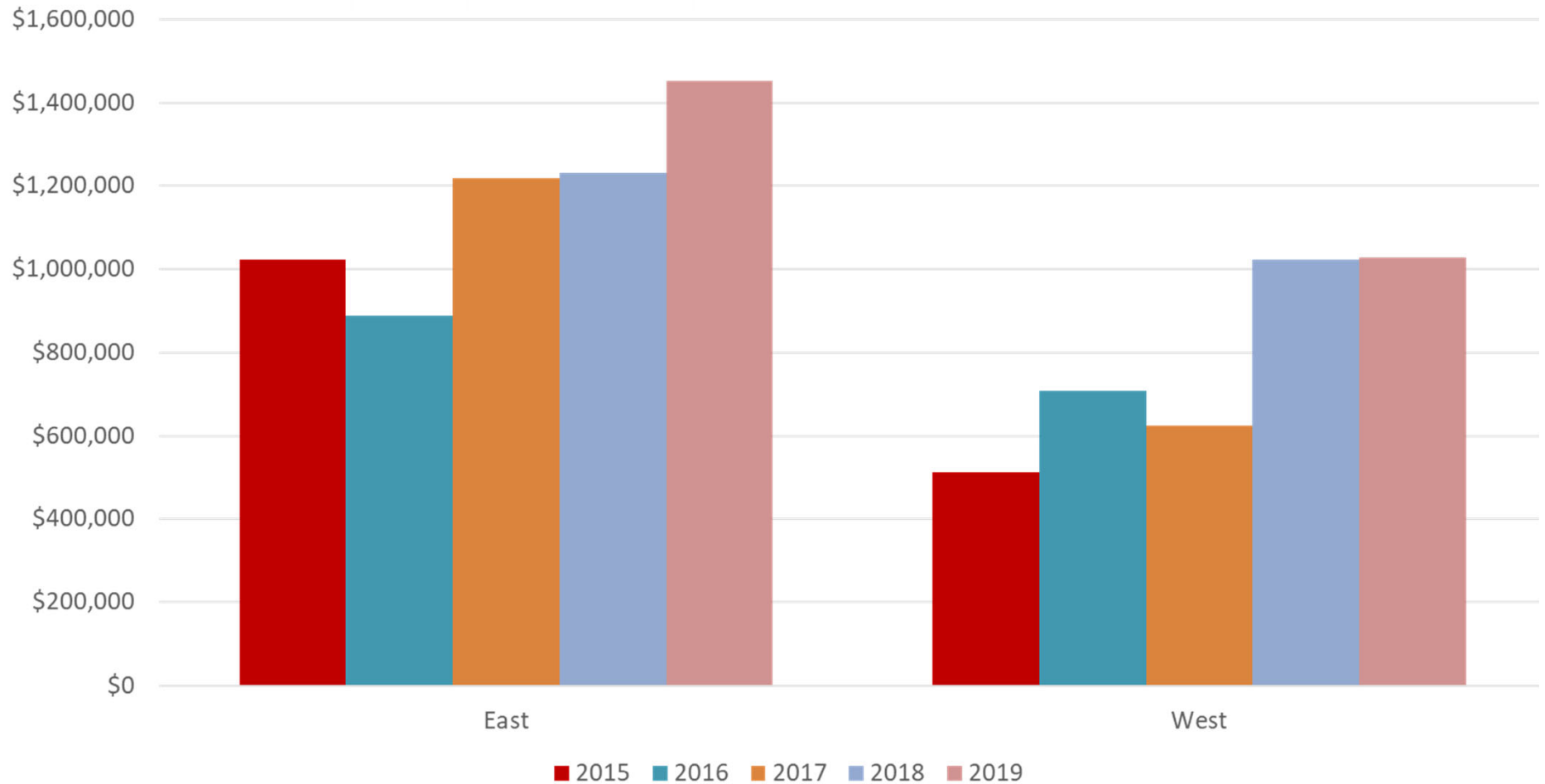
## West DDA



# Charter Township of Union Downtown Development Authorities



## Net Position



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
05/20/2020	248	60 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	42.82
					2027 FLORENCE	30.51
					4923 E PICKARD	37.95
					4675 E PICKARD	34.77
					4592 E PICKARD STE B	26.04
					4592 E PICKARD	40.04
					5771 E PICKARD STE B	26.04
					5771 E PICKARD STE A	72.64
					5770 E PICKARD STE B	26.04
					5770 E PICKARD STE A	58.53
					5325 E PICKARD	42.88
					2029 2ND	52.95
					5157 E PICKARD STE B	26.04
					5157 E PICKARD STE A	32.60
					4900 E PICKARD	33.48
						<u>583.33</u>
06/11/2020	248	61 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	41.82
					2027 FLORENCE	29.20
					4923 E PICKARD	36.47
					4675 E PICKARD	34.26
					4592 E PICKARD STE B	26.05
					4592 E PICKARD STE A	38.90
					5771 E PICKARD STE B	26.05
					5771 E PICKARD STE A	71.39
					5770 E PICKARD STE B	26.05
					5770 E PICKARD STE A	55.85
					5325 E PICKARD	27.00
					2029 2ND	44.08
					5157 E PICKARD STE B	26.05
					5157 E PICKARD STE A	30.85
					4900 E PICKARD	32.18
						<u>546.20</u>
06/16/2020	248	4156	00072	BLOCK ELECTRIC	REPLACE LIGHT POLE ON PICKARD (DAMAGED B	13,200.00
					CHANGE GATEWAY BANNERS	215.00
					INSTALL ART REACH BANNERS	1,030.00
						<u>14,445.00</u>
06/16/2020	248	4157	00450	M M I	PARK BENCH/GROUND MAINT - MAY 2020	162.25
						<u>162.25</u>
248 TOTALS:						
Total of 4 Disbursements:						15,736.78

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
------------	------	-------	--------	-------------	-------------	--------

Bank 250 WDDA CHECKING

06/16/2020	250	240	00676	UNION TOWNSHIP SEWER FUND	SEWER PUMP #14 PROJECT-FINAL PMT	<u>73,533.91</u>
------------	-----	-----	-------	---------------------------	----------------------------------	------------------

250 TOTALS:

Total of 1 Checks:						73,533.91
--------------------	--	--	--	--	--	-----------

Less 0 Void Checks:						0.00
---------------------	--	--	--	--	--	------

Total of 1 Disbursements:						<u>73,533.91</u>
---------------------------	--	--	--	--	--	------------------

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		435,000.00	435,000.00		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	33.21		300.00	300.00		67.85	22.62
248-000-445.000	INTEREST ON TAXES	3.33		500.00	500.00		28.28	5.66
248-000-573.000	STATE AID REVENUE-LCSA	0.00		55,000.00	55,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	7,869.09		18,000.00	18,000.00		9,339.27	51.88
248-000-671.000	OTHER REVENUE	34.89		100.00	100.00		158.72	158.72
Total Dept 000 - NONE		7,940.52		504,650.00	504,650.00		9,594.12	1.90
TOTAL REVENUES		7,940.52		504,650.00	504,650.00		9,594.12	1.90
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,984.00		9,800.00	9,800.00		3,560.75	36.33
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00		10,000.00	10,000.00		0.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	8,700.00		10,000.00	10,000.00		3,700.00	37.00
248-000-801.004	RIGHT OF WAY LAWN CARE	3,740.00		16,500.00	16,500.00		2,267.00	13.74
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	21,491.87		30,000.00	30,000.00		13,636.45	45.45
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	4,448.00		18,500.00	18,500.00		0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	4,500.00		20,000.00	20,000.00		5,745.00	28.73
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER & SEWER CHARGES	0.00		14,200.00	14,200.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	4,938.43		12,000.00	12,000.00		4,736.04	39.47
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,255.17		1,500.00	1,500.00		1,297.69	86.51
248-000-940.000	LEASE/RENT	550.00		700.00	700.00		0.00	0.00
248-000-955.000	MISC.	5.58		50.00	50.00		17.97	35.94
248-000-967.000	PROJECTS	23,251.00		0.00	0.00		0.00	0.00
Total Dept 000 - NONE		77,864.05		144,000.00	144,000.00		34,960.90	24.28
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		66,000.00	66,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		66,000.00	66,000.00		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
248-728-967.600	PARKS PROJECTS	0.00		107,000.00	107,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		267,260.00	267,260.00		0.00	0.00
TOTAL EXPENDITURES		77,864.05		477,260.00	477,260.00		34,960.90	7.33
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES		7,940.52		504,650.00	504,650.00		9,594.12	1.90



User: SHERRIE

DB: Union

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BDT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
TOTAL EXPENDITURES		77,864.05		477,260.00	477,260.00	34,960.90		7.33
NET OF REVENUES & EXPENDITURES		(69,923.53)		27,390.00	27,390.00	(25,366.78)		92.61

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		320,000.00	320,000.00		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		405.44	202.72
250-000-445.000	INTEREST ON TAXES	0.00		250.00	250.00		12.16	4.86
250-000-665.000	INTEREST EARNED	6,609.94		14,000.00	14,000.00		7,657.53	54.70
Total Dept 000 - NONE		6,609.94		330,450.00	330,450.00		8,075.13	2.44
TOTAL REVENUES		6,609.94		330,450.00	330,450.00		8,075.13	2.44
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50		4,200.00	4,200.00		2,867.50	68.27
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		3,167.50		334,200.00	334,200.00		2,867.50	0.86
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		49,000.00	49,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		49,000.00	49,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	0.00		73,533.91	100.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		70,000.00	70,000.00		73,533.91	105.05
TOTAL EXPENDITURES		3,167.50		453,200.00	453,200.00		76,401.41	16.86
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		6,609.94		330,450.00	330,450.00		8,075.13	2.44
TOTAL EXPENDITURES		3,167.50		453,200.00	453,200.00		76,401.41	16.86
NET OF REVENUES & EXPENDITURES		3,442.44		(122,750.00)	(122,750.00)		(68,326.28)	55.66
TOTAL REVENUES - ALL FUNDS								
		14,550.46		835,100.00	835,100.00		17,669.25	2.12
TOTAL EXPENDITURES - ALL FUNDS								
		81,031.55		930,460.00	930,460.00		111,362.31	11.97
NET OF REVENUES & EXPENDITURES		(66,481.09)		(95,360.00)	(95,360.00)		(93,693.06)	98.25

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,852.07
248-000-002.000	SAVINGS	100,275.32
248-000-003.001	CERTIFICATE OF DEPOSIT	1,244,526.44
<b>Total Assets</b>		<b>1,347,653.83</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	14,607.25
<b>Total Liabilities</b>		<b>14,607.25</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,358,413.36
<b>Total Fund Balance</b>		<b>1,358,413.36</b>
<b>Beginning Fund Balance</b>		<b>1,358,413.36</b>
<b>Net of Revenues VS Expenditures</b>		<b>(25,366.78)</b>
<b>Ending Fund Balance</b>		<b>1,333,046.58</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,347,653.83</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	7,187.23
250-000-002.000	SAVINGS	80,017.39
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	939,131.56
250-000-056.000	INTEREST RECEIVABLE	14.70
<b>Total Assets</b>		<b>1,026,404.58</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	73,533.91
<b>Total Liabilities</b>		<b>73,533.91</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,021,196.95
<b>Total Fund Balance</b>		<b>1,021,196.95</b>
<b>Beginning Fund Balance</b>		<b>1,021,196.95</b>
<b>Net of Revenues VS Expenditures</b>		<b>(68,326.28)</b>
<b>Ending Fund Balance</b>		<b>952,870.67</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,026,404.58</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	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	James	Thering Jr.	2/15/2021
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- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	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-BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
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	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Denise	Webster	8/15/2020
3-Township Resident	Sherrie	Teall	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021



# REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board      **DATE:** June 11, 2020  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** June 16, 2020

**ACTIONS REQUESTED:** Approval of an annual funding contribution to the Mt. Pleasant Area Convention and Visitors Bureau to support the organization’s general activities to promote and market the community, including the East and West DDA Districts, as a destination for leisure travel, sports events, and meetings.

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval

### **BACKGROUND INFORMATION**

The Mt. Pleasant Area Convention and Visitors Bureau (CVB) is the destination marketing organization for Isabella County. As noted in the attached letter from Executive Director Chris Rowley, the focus of the CVB is to “promote the Mt. Pleasant area both in state and out of state, bringing more visitors to our area and helping increase the economic impact (of tourism and events) on our community.” These activities provide direct benefit the business community within the Township’s DDA Districts.

A key to the success of any business is to have a diverse range of income sources, so that a downturn in one market segment can potentially be buffered by other revenue sources. The same principle applies to the larger business community. Most local businesses rely principally on local spending by residents and other businesses as their primary source of revenues, but tourism and events can provide an important secondary revenue stream from outside the region through visitor spending on food, lodging, services, and other purchases. The CVB’s annual Visitor’s Guide and other digital and print marketing and branding efforts help to increase awareness of and attract more visitors to our community.

The EDA has previously contributed to specific local initiatives of the CVB connected to the state’s Pure Michigan campaign, and to the creation and installation of new seasonal welcome banners for display at the US-127/Pickard Road interchange. The Pure Michigan contribution of \$5,000.00 per year ended with the 2018 fiscal year.

The CVB request is for support of the organization’s general promotion and marketing activities, but does not include a suggested amount or range. After consideration of the impact of tourism spending and the benefits provided to the DDA Districts by the work of the CVB, staff recommends that the EDA Board consider an annual contribution of \$10,000.00.

**JUSTIFICATION**

The EDA is charged with overseeing local economic development activities within the DDA Districts. As outlined in the Township’s Economic Development Plan, EDA goals include among other things, attracting and retaining businesses, and increasing recreational activities, events, and tourism in the area. By providing the Mt. Pleasant Area Convention and Visitors Bureau with financial support, the EDA will be directly effectuating a major goal of the Authority.

**BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed (from Policy 1.0: Global End):

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

An annual contribution to the CVB would help to support commerce in the DDA Districts (1.6), and to support a sustainable community (1.0). The work of the CVB highlights the community’s creative and innovative spirit and high quality of life to attract visitors and new residents (1.2.1), and helps to achieve the Board’s goal that all demographics within the Township can feel welcomed, feel belonging, and engage with the community (1.1.1).

**COSTS**

The annual contribution amount would be divided evenly between the East Downtown Development Fund and the West Downtown Development Fund. If approved, the EDA budget amendment #1 would need to be adjusted to include this contribution.

**PROJECT TIME TABLE**

The Convention and Visitors Bureau’s activities are ongoing.

**RESOLUTION**

Approval of an annual contribution to the Mt. Pleasant Area Convention and Visitors Bureau of \$\_\_\_\_\_.00 to be split evenly between the East Downtown Development Fund and West Downtown Development Fund.

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

Yes:  
No:  
Absent:

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



# Meet Mt. Pleasant

May 22, 2020

Mark Stuhldreher  
Union Township  
2010 S. Lincoln Rd.  
Mt. Pleasant, MI 48858

Dear Mark,

I am writing to request support of the Mt. Pleasant Area CVB. Since 2012, Union Township, the CVB and seven other organizations in the Mt. Pleasant area have partnered on the Mt. Pleasant Pure Michigan campaign. Together as a community, we have been able to promote the Mt. Pleasant area both in state and out of state bringing more visitors to our area and helping increase the economic impact on our community.

In 2019, the CVB increased their funding and wanted to move funds from the Pure Michigan campaign to new partnerships such as branding and destination development projects. We were able to partner on the banners on Pickard and were in the process of discussing 2020 projects when Covid-19 hit.

The CVB's mission is to market and develop the city and county brand experience to targeted overnight visitor audiences for economic growth and quality of place. I have included our 2019 annual report that showcases some of the work we do for our community. The CVB's budget for 2020 has been hit hard by the travel ban and tournaments and events being cancelled due to Covid-19. We do not have as much funds to market the community as we usually do. If any funding is available to help us promote the Mt. Pleasant area to visitors once the travel ban is lifted, we would appreciate it.

Please let me know if you have any questions.

Sincerely,



Chris Rowley, CMP  
Executive Director  
Mt. Pleasant Area Convention and Visitors Bureau  
(989) 772-4433  
[chris@meetmtp.com](mailto:chris@meetmtp.com)



*Meet Mt. Pleasant*

2019

ANNUAL REPORT

# YEAR IN REVIEW

## A letter from 2019 President, Mark Homuth

I am proud to have served as the President of the Mt. Pleasant Area Convention & Visitors Bureau (MPACVB) for the 2019 term. Great collaboration occurred with our board members along with Chris Rowley, Executive Director of the MPACVB, to implement suggestions made by the board. The significant difference this year was the lodging assessment increasing from 2% to 5%, which more than doubled the revenue used to promote tourism within Isabella County. This resulted in a 157% revenue increase while we saw the room nights sold increase by 3.1%.

JD Copus joined the MPACVB staff to increase sales to the association and government markets and hit the ground running with frequent sales calls to major markets. Jake Schmittler focused on the golf and sports markets to promote our central destination, area golf courses and sports venues we have to offer for tournaments. A highlight was hosting the Little League State Finals in July that brought all 16 districts to Mt. Pleasant. Angela Martin did an outstanding job creating content and increasing the MPACVB's digital presence. She publishes two or more blogs a month focusing on local guides, "The best of..." and other specialized pieces of content sharing the Mt. Pleasant experience with visitors and community members. She also manages all MPACVB, Meet here and Michigan's Central Swing social media accounts, as well as yearly content strategy planning.

We honored Gus Macker at the annual Tourism Award Luncheon for its continued partnership through yearly basketball tournaments held at CMU. The community's branded campaign was rolled out with "Meet Here" signs appearing in store front windows and marquees from local businesses. The MPACVB's new brand, "Meet Mt. Pleasant," was rolled out by the MPACVB staff with new promotional collateral, an updated website and new domain name, meetmtp.com. Destination development dollars to improve tourism were given to; Morey Courts for new basketball rims, volleyball stands and the improvement of courts; lights for the Little League fields in Downtown Mt. Pleasant were added; City of Mt. Pleasant and Isabella County Parks & Recreation departments received funding to add bike repair stations and enhancements to kayak and canoe launch sites.

Additional sponsorship dollars will be available for 2020 that leaves Mt. Pleasant in a strong position for continued growth. There are challenges we face now with the Pure Michigan tourism campaign funding suspended, which generates over one billion in tourism dollars for the state. The COVID-19 pandemic, as I write this, has local restaurants and hotels either closed or reduced to carry-out sales. This global pandemic will produce many hardships before we can resume our normal way of life and get back to enjoying family and friends, while promoting the variety of amenities in our community.

Regards,

*Mark Homuth*

Mark Homuth,  
2019 Mt. Pleasant Area  
Convention & Visitors Bureau  
Board President



## MEET THE TEAM

**Chris Rowley**  
*Executive Director*

**Angela Martin**  
*Content & Communications  
Manager*

**Jake Schmittler**  
*Director of Golf Operations  
& Sports Sales Manager*

**JD Copus**  
*Sales Coordinator*

## BOARD OF DIRECTORS

**Mark Homuth**  
*President*  
*Comfort Inn & Suites Hotel  
and Conference Center*

**Tara Lee Leonard**  
*President Elect*  
*Baymont Inn & Suites*

**Becky Zehnder**  
*Secretary*  
*Super 8*

**Cindy Jacobs**  
*Treasurer*  
*Central Michigan University*

**Andy Allbee**  
*Hampton Inn*

**Erik Bliss**  
*Restaurants*

**Jon Conklin**  
*Golf Courses*

**Leah Degase**  
*Fairfield Inn & Suites*

**Heather Evoy**  
*Courtyard Mt. Pleasant at  
Central Michigan University*

**Steve Hofer &  
Ryan Longoria**  
*Sports, City of Mt. Pleasant*

**Bret Hyble**  
*Mt. Pleasant Area Chamber  
of Commerce*

**Jean Prout**  
*Ginkgo Tree Inn & properties  
with less than 25 rooms*

**Chris Wakeman**  
*Holiday Inn & Suites*

## WHO WE ARE

The Mt. Pleasant Area Convention & Visitors Bureau (MPACVB) - Meet Mt. Pleasant, is the destination marketing organization for Isabella County.

The MPACVB was formed in 1988 as a 501(c)6, non-profit corporation and is charged with the promotion and marketing of the Mt. Pleasant area as a destination for leisure travel, sports events, and meetings. It is organized under PA-59 and funded through a five-percent room assessment on hotel rooms rented at member facilities. MPACVB is dedicated to improving the local economy and providing economic impact while increasing community pride.



# 2019-2021 STRATEGIC GOALS

INCREASE  
DESTINATION  
MARKETING &  
SALES

FACILITATE  
DESTINATION  
DEVELOPMENT

STRENGTHEN  
DMO ADVOCACY  
AND COMMUNITY  
RELATIONS

MANAGE DMO  
RESOURCES &  
ADMINISTRATION



## ABOUT MPACVB

### MISSION

The purpose of the Mt. Pleasant Area Convention & Visitors Bureau (MPACVB) is the marketing and development of the city and county brand experiences to targeted overnight visitor audiences for economic growth and quality of place.

### VISION 2030

To be the recognized and influential community tourism leader through successful, productive destination partnerships.

### VALUES

COLLABORATIVE  
ACCOUNTABLE

RESOURCEFUL  
INFLUENTIAL

### MARKETS

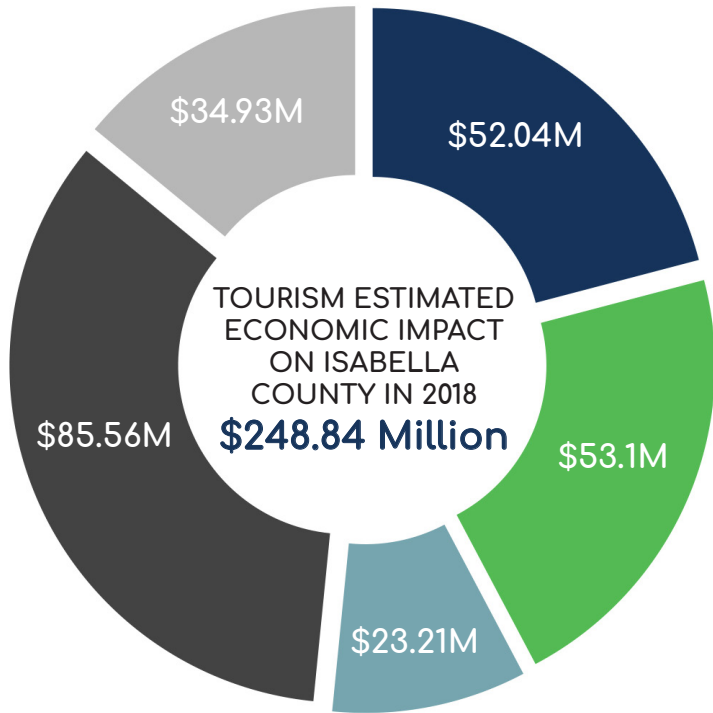
Outdoor Recreation  
Arts and Cultural Tourism  
Food and Shopping Tourism  
Visiting Friends & Relatives, Alumni & Pass-Thru  
Meetings and Reunions/Weddings  
Sports Events  
Golf Tourism

### A NOTE FROM THE EXECUTIVE DIRECTOR

I am grateful for the work our MPACVB team does to promote and grow our community. We know that our efforts not only draw visitors to the Mt. Pleasant area, but also improves the quality of life for our residents. We are lucky to live in a great place in Michigan and I encourage you to get out and explore something new in our community.

Chris Rowley,  
Executive Director MPACVB  
2019 President Michigan Association of CVBs

# IMPACT OF TOURISM



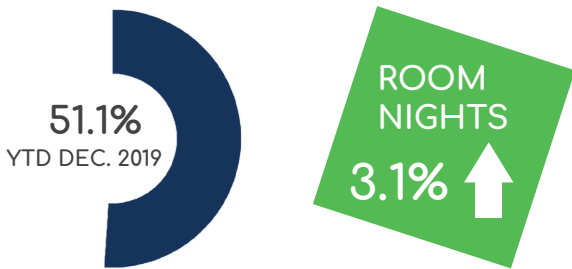
- █ Lodging
- █ Food & Beverage
- █ Retail
- █ Recreation
- █ Transportation

Information provided by the State of Michigan.

## 2019 Isabella County tourism highlights:

- The Mt. Pleasant Area Convention & Visitors Bureau (MPACVB) increased its assessment from 2% to 5%.
- Mt. Pleasant welcomed a new hotel property, Holiday Inn & Suites, in late 2018. Holiday Inn & Suites features 130 rooms, conference space and an in-house restaurant, Toast 2 Toast.

## LODGING BY THE NUMBERS



## 2019 DEMAND (ROOM NIGHTS)



YTD REVENUE GENERATED FROM OVERNIGHT VISITS IN 2019: **\$893,219.90**

2018 REVENUE: \$347,813 | 2017 REVENUE: \$330,990 | 2016 REVENUE: \$299,607



## ANNUAL TOURISM LUNCHEON

On April 4, the Mt. Pleasant Area Convention & Visitors Bureau (MPACVB) updated the community on the state of tourism in Isabella County and honored Mt. Pleasant Gus Macker at Central Michigan University (CMU) with the Meet Mt. Pleasant Tourism

Award. Also honored was Isabella Roth, a CMU student, who received the \$1,000 William Brehm Scholarship; a scholarship given to a CMU student studying a tourism-related field.

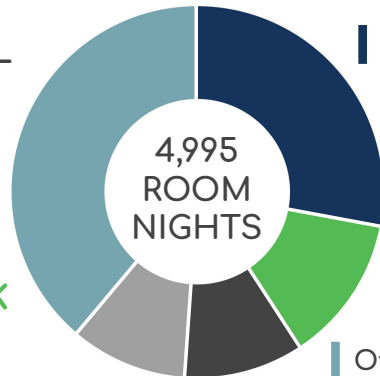
# SPORTS & EVENTS

## 2019 SPORTS PROGRAM HIGHLIGHTS

IN 2019 A TOTAL OF **12** SPONSORED EVENTS WERE HOSTED LEADING TO A TOTAL ECONOMIC IMPACT OF **\$2.62 MILLION**

TOTAL EVENTS HOSTED: **26**  
TOTAL SPONSORSHIPS: **\$34.8K**  
HOTEL REVENUE: **\$567K**

### MOST IMPACTFUL HOSTED EVENTS OF 2019 (IN ORDER OF ROOM NIGHTS GENERATED)



- Special Olympics Michigan State Summer Games: 1,400 room nights
- USA Softball of MI State Championship: 625 room nights
- American Youth Basketball Tour (AYBT): 525 room nights
- Little League State Championship: 500 room nights
- Other events: 1,945 room nights

The MPACVB attended the National Association of Sports Commission (NASC) conference in Knoxville, Tennessee, where the Sports Sales Manager met with **22** Tournament/Event Right Holders.

## MEETINGS

### 2019 GROUP SALES HIGHLIGHTS

In 2019, MPACVB reviewed **46** potential RFPs and booked **15** events, bringing in **1,123** attendees, resulting in **416** room nights and a total of **\$399K** in booking revenue.

The MPACVB hired JD Copus in March 2019, as the organization's Sales Coordinator. This position was created to focus on group sales.

#### 2019 Exhibitions

- Michigan Meetings Expo (May)
- Destination Michigan Showcase (November)
- "Lunch and Learns" & "Sales Calls" with Destination Michigan

#### 2019 Memberships

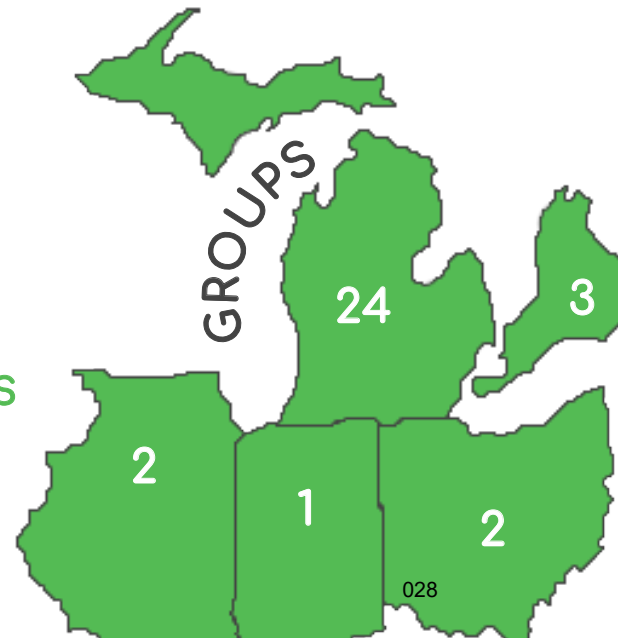
- Meeting Professionals International, Michigan Chapter (MMPI)
- Society of Government Meeting Professionals, Michigan Chapter (MiSGMP)
- Michigan Society of Association Executives (MSAE)

## MICHIGAN'S CENTRAL SWING

In 2019, MPACVB hosted **32** groups, resulting in **403** room nights sold, **1,160** rounds played and a total revenue of: **\$135.17K**

**PARTNERSHIPS:**  
**10 GOLF COURSES**  
**& 10 LODGING PROPERTIES**

After the 2019 season wrapped, the MPACVB Board of Directors voted the MCS program no longer coordinate packages and focus solely on marketing central Michigan as a golf destination.





# DIGITAL & PRINT MARKETING



**50,000** copies of the 2019 Mt. Pleasant Area Visitors Guide were distributed throughout the state and mailed across the country by request.

LOCATIONS: MDOT WELCOME CENTERS (MICHIGAN), OHIO TURNPIKES, CMU DEPARTMENTS, HOTELS, TRADESHOWS AND VISITOR INQUIRIES.

## SOCIAL MEDIA YEAR OVER YEAR



Followers up 50%  
Reach up 207%  
Engagement up 54%



Followers up 4%  
Engagement down 42%



Followers up 32%  
Engagement up 42%

## DIGITAL PARTNERSHIPS MLIVE & TWOSIX DIGITAL

OUR MARKETING EFFORTS WITH OUR PARTNERS GENERATED A TOTAL OF

**7,340,041**

DIGITAL IMPRESSIONS IN 2019.

**DIGITAL EFFORTS INCLUDE: DISPLAY & NATIVE ADS, FACEBOOK AD CAMPAIGNS, IN-STORY VIDEO, SEM, SPONSORED ARTICLES, YOUTUBE VIDEOS AND MLIVE HOMEPAGE TAKEOVERS.**



WE PARTNERED WITH MLIVE'S MICHIGAN BEST DAY TO LAUNCH A VIDEO AND ARTICLE, FOCUSING ON THINGS TO DO DURING FALL IN THE MT. PLEASANT AREA.

## MEETMTP.COM 2019 SNAPSHOT

182K VISITS ↑ 14%

142K USERS ↑ 17.5%

325K PAGEVIEWS ↑ 7%

### TOP 10 PAGES OF 2019

1. Events
2. Homepage
3. Things to do
4. Family Fun
5. Outdoor Adventure
6. Blog: 10 Reasons to visit
7. Downtown
8. Michigan's Central Swing Packages
9. Stay / Lodging
10. Event: Shepherd Maple Syrup Festival

## WEBSITE RELAUNCH MAY 2019

MEETMTP.COM (FORMERLY MOUNTPLEASANTWOW.COM) RELAUNCHED WITH A NEW DOMAIN NAME AND DESIGN. AFTER THE RELAUNCH, MEETMTP.COM WENT THROUGH AN SEO OPTIMIZATION PROGRAM WITH TWOSIX DIGITAL AND GASLIGHT MEDIA.



VISIT [WWW.MEETMTP.COM](http://WWW.MEETMTP.COM)

PURE MICHIGAN®

"ALWAYS ON" DIGITAL PARTNERSHIP WITH PURE MICHIGAN

# DESTINATION DEVELOPMENT

IN 2019, THE MPACVB INVESTED A TOTAL OF **\$54,500** INTO THE FOLLOWING PROJECTS:



## MOREY COURTS RECREATION CENTER

**\$17,500** for facility upgrades, basketball and volleyball

## CITY OF MT. PLEASANT PARKS & RECREATION

**\$21,400** for lights at Pickens Field, Island Park irrigation system, Man vs. Mountain and bike repair stations



## ISABELLA COUNTY PARKS & RECREATION

**\$12,000** for repairs to canoe/kayak launches at Deerfield Nature Park

## MT. PLEASANT DISCOVERY MUSEUM

**\$3,600** for billboard advertising



# MEET HERE COMMUNITY BRAND HIGHLIGHTS

Meet here is a community movement, fueled by local pride. As a supporter of the Meet here community brand campaign, MPACVB invested nearly **\$100,000** into partnerships, sponsorships and marketing projects on behalf of the Meet here brand.

### SPONSORSHIPS

- Home Town Show Down with My104.3
- Live remotes with CFX 95.3
- Scoreboard, A-frames, and concert banner at home CMU football games
- Signage in McQuirk Arena - CMU Basketball
  - Entry banners into City on Mission Street
  - Island Park Amphitheater ribbon cutting ceremony concert
  - Chippewa River Water Festival
  - Mt. Pleasant Area Chamber of Commerce Golf Outing

### PARTNERSHIPS

- Partnered with Union Township to update seasonal banners on Pickard Street
- Partnered with MMDC on the Coming Home Event to have Meet here welcome mats at downtown businesses

### MARKETING

- Billboard
- Digital ads
- Promotional items
- Radio
- Website upgrades

030

**[meet here]**  
Mt. Pleasant, Michigan  
#MeetMtP  
www.meetmtp.com



# EVENT HIGHLIGHTS



## SPECIAL OLYMPICS MICHIGAN STATE SUMMER GAMES\*

For more than 30 years, the Special Olympics Michigan State Summer Games have taken place at CMU. This multi-day event welcomes 2,900 SOMI athletes along with an additional 3,400 coaches, volunteers, family members, chaperones and spectators to the community each year.

Late May and/or early June



## MAN VS. MOUNTAIN 5K\*

Each February, the City of Mt. Pleasant Parks & Recreation Department hosts the ultimate winter 5K challenge - Man vs. Mountain. This winter obstacle race, challenges racers to conquer this 5K winter obstacle course through Downtown Mt. Pleasant's park system. In 2019, a KIDS vs. Craig race began, and is now offered to children each year.

February



## USA SOFTBALL OF MI STATE CHAMPIONSHIP\*

For more than 10 years, the USA Softball of Michigan State Championship has taken place across the community. The tournament brings more than 50 teams to the Mt. Pleasant area each summer.

June



## MAX & EMILY'S SUMMER CONCERT SERIES

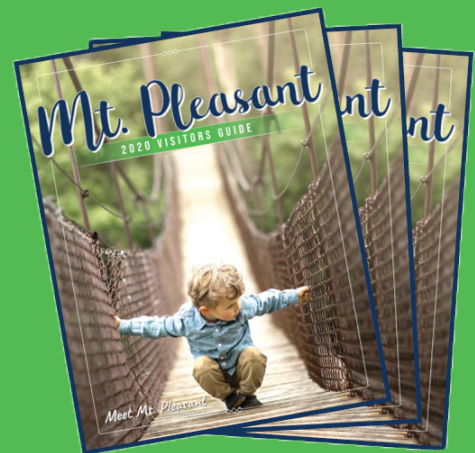
Every summer, Max & Emily's Eatery brings in big-name acts to close the streets of Downtown Mt. Pleasant for free concerts. Past artists include Jeff Daniels, The Verve Pipe, Joe Hertler & the Rainbow Seekers and more!

June-August

# 2019 COMMUNITY EVENTS

- Art Walk Central
- Mt. Pleasant Gus Macker at CMU\*
- Mt. Pleasant Craft Beer Festival\*
- Mt. Pleasant Drillers Spring Classic and Jim Powell Legends Tournament
- Mt. Pleasant Drillers\*
- Dave Hunter Memorial Tournament
- Pastime Tournaments\*
- Saginaw Chippewa Tribal National Pow Wow
- Soaring Eagle Casino Concerts
- Shepherd Maple Syrup Festival
- Morey Courts Events

\*MPACVB SPONSORED EVENTS



REQUEST A FREE 2020 VISITORS GUIDE  
[WWW.MEETMTP.COM](http://WWW.MEETMTP.COM)

### Contact Information

Mt. Pleasant Area Convention & Visitors Bureau  
 113 W. Broadway St., Ste. 180  
 Mt. Pleasant, Michigan 48858  
 800-772-4433  
[www.meetmtp.com](http://www.meetmtp.com)<sub>031</sub>  
[info@meetmtp.com](mailto:info@meetmtp.com)

# REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

**To:** Mark Stuhldreher, Township Manager                      **DATE:** June 10, 2020  
**FROM:** Sherrie Teall, Finance Director                      **DATE FOR EDA CONSIDERATION:** June 16, 2020

**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                       Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ Sherrie Teall \_\_\_\_\_

### BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2020 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
  - Increased State Aid Revenue budget from LCSA \$8,000 based on reimbursement claim filed recently with State of Michigan
  - Total net revenue from all adjustments is an increase of \$8,000 for the East DDA fund
  
- Expenditures
  - Increased Right of Way Lawn Care budget \$2,500 to cover a more productive growing year along the Pickard Street corridor
  - Increase budget \$4,000 to help cover street lighting repairs needed along Pickard as well as the new light pole installation needed from the accident in 2019
  - Increased the Flower/Landscape Maintenance budget \$2,500 to comport with the total annual amount spent in 2019
  - Total net additional expenditures from all adjustments is an increase of \$9,800 in the East DDA Fund

The summary budget amendment for the East DDA Fund is:

Revenues:		\$ 8,000
Expenditures:	000-General Operating	\$9,800
	Total Expenditures	\$ 9,800

- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$1,800 compared to the existing original budget

**West DDA Fund**

- Revenue
  - No Increase or Decrease to the Revenue Budget
- Expenditures
  - Increased budget \$73,600 is recognized for the amount remaining on the Pump Station #14 project that was not complete at the end of fiscal year 2019
  - Total net additional expenditures from all adjustments is an increase of \$73,600 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$	0
Expenditures:	728-Economic Development	\$	73,600
	Total Expenditures	\$	73,600

- The resulting net impact of the budget amendment is to reduce projected year end fund balance by \$73,600 compared to the existing original budget

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

Budget amendments are required under the Uniform Budgeting and Accounting 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 2020 budget for the East and West DDA funds in the respective net amounts of (\$1,800) in the 248 - East DDA Fund and (\$73,600) in the 250 – West DDA Fund

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

- Yes:
- No:
- Absent:

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

**Charter Township of Union**  
**248 - East DDA Fund**  
**2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 YTD BALANCE 05/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
248-000-402.000	CURRENT PROPERTY TAX	408,606.73	435,000.00	435,000.00	0.00	435,000.00	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	334.44	300.00	300.00	67.85	300.00	0.00
248-000-445.000	INTEREST ON TAXES	185.91	500.00	500.00	28.28	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	59,242.81	55,000.00	55,000.00	0.00	63,000.00	8,000.00
	*Increase Based on Actual Amount Claimed to the State of Michigan						
248-000-665.000	INTEREST EARNED	23,801.02	18,000.00	18,000.00	9,555.08	18,000.00	0.00
248-000-671.000	OTHER REVENUE	12,734.89	100.00	100.00	158.72	100.00	0.00
TOTAL REVENUES		504,905.80	504,650.00	504,650.00	9,809.93	512,650.00	8,000.00
<b>Expenditures</b>							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,611.82	9,800.00	9,800.00	3,398.50	9,800.00	0.00
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	10,100.00	10,000.00	10,000.00	3,700.00	10,000.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	17,760.00	16,500.00	16,500.00	2,267.00	19,000.00	2,500.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	34,076.99	30,000.00	30,000.00	436.45	34,000.00	4,000.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	20,758.50	18,500.00	18,500.00	0.00	21,000.00	2,500.00
	*Increase Based on 2019 Actual Amounts						
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,958.16	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	8,170.00	0.00	0.00	0.00	0.00	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 & SEWER CHARGES	15,686.45	14,200.00	14,200.00	0.00	15,000.00	800.00
	*Increase Based on 2019 Actual Amounts						
248-000-920.000	ELECTRIC/NATURAL GAS	10,763.48	12,000.00	12,000.00	4,736.04	12,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,514.72	1,500.00	1,500.00	1,297.69	1,500.00	0.00
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	0.00	700.00	0.00
248-000-955.000	MISC.	5.58	50.00	50.00	17.97	50.00	0.00

**Charter Township of Union**  
**248 - East DDA Fund**  
**2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 YTD BALANCE 05/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
248-000-967.000	PROJECTS	44,479.25	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NONE		193,434.95	144,000.00	144,000.00	20,353.65	153,800.00	9,800.00
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	66,311.00	66,000.00	66,000.00	0.00	66,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		66,311.00	66,000.00	66,000.00	0.00	66,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	3,996.88	0.00	0.00	0.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	7,951.87	160,260.00	160,260.00	0.00	160,260.00	0.00
248-728-967.600	PARKS PROJECTS	0.00	107,000.00	107,000.00	0.00	107,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		11,948.75	267,260.00	267,260.00	0.00	267,260.00	0.00
TOTAL EXPENDITURES		271,694.70	477,260.00	477,260.00	20,353.65	487,060.00	9,800.00
TOTAL REVENUES		504,905.80	504,650.00	504,650.00	9,809.93	512,650.00	8,000.00
TOTAL EXPENDITURES		271,694.70	477,260.00	477,260.00	20,353.65	487,060.00	9,800.00
NET OF REVENUES & EXPENDITURES		233,211.10	27,390.00	27,390.00	(10,543.72)	25,590.00	(1,800.00)
BEGINNING FUND BALANCE		1,125,203.00	1,358,141.00	1,358,141.00	1,358,141.00	1,358,141.00	
ENDING FUND BALANCE		1,358,414.10	1,385,531.00	1,385,531.00	1,347,597.28	1,383,731.00	

**Charter Township of Union  
250 - West DDA Fund  
2020 Budget Amendment #1**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 YTD BALANCE 5/31/2020	2020 PROPOSED AMENDED BUDGET	2020 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
250-000-402.000	CURRENT PROPERTY TAX	304,611.31	320,000.00	320,000.00	0.00	320,000.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,538.94	200.00	200.00	405.44	200.00	0.00
250-000-445.000	INTEREST ON TAXES	284.23	250.00	250.00	12.16	250.00	0.00
250-000-665.000	INTEREST EARNED	22,468.26	14,000.00	14,000.00	7,657.53	14,000.00	0.00
<b>TOTAL REVENUES</b>		<b>328,902.74</b>	<b>330,450.00</b>	<b>330,450.00</b>	<b>8,075.13</b>	<b>330,450.00</b>	<b>0.00</b>
<b>Expenditures</b>							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,115.63	4,200.00	4,200.00	2,867.50	4,200.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	162,293.14	330,000.00	330,000.00	0.00	330,000.00	0.00
		167,408.77	334,200.00	334,200.00	2,867.50	334,200.00	0.00
<b>Dept 336 - FIRE DEPARTMENT</b>							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	49,152.00	49,000.00	49,000.00	0.00	49,000.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>49,152.00</b>	<b>49,000.00</b>	<b>49,000.00</b>	<b>0.00</b>	<b>49,000.00</b>	<b>0.00</b>
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>							
250-728-967.300	SEWER SYSTEM PROJECTS	107,209.74	0.00	0.00	0.00	73,600.00	73,600.00
		*Increase for the Final Payment Due on the Sewer Pump Stn #14 Upgrade					
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>107,209.74</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>0.00</b>	<b>143,600.00</b>	<b>73,600.00</b>
<b>TOTAL EXPENDITURES</b>		<b>323,770.51</b>	<b>453,200.00</b>	<b>453,200.00</b>	<b>2,867.50</b>	<b>526,800.00</b>	<b>73,600.00</b>
<b>TOTAL REVENUES</b>		<b>328,902.74</b>	<b>330,450.00</b>	<b>330,450.00</b>	<b>8,075.13</b>	<b>330,450.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>323,770.51</b>	<b>453,200.00</b>	<b>453,200.00</b>	<b>2,867.50</b>	<b>526,800.00</b>	<b>73,600.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>5,132.23</b>	<b>(122,750.00)</b>	<b>(122,750.00)</b>	<b>5,207.63</b>	<b>(196,350.00)</b>	<b>(73,600.00)</b>
<b>BEGINNING FUND BALANCE</b>		<b>1,016,065.00</b>	<b>1,021,196.00</b>	<b>1,021,196.00</b>	<b>102,196.00</b>	<b>102,196.00</b>	
<b>ENDING FUND BALANCE</b>		<b>1,021,197.23</b>	<b>898,446.00</b>	<b>898,446.00</b>	<b>107,403.63</b>	<b>(94,154.00)</b>	