

**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 July 21, 2020 meeting electronically at 4:00 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 3:50 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 7/21/2020 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

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The moderator will open public access to the electronic meeting space at 3:50 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 Meeting – Township Hall
Tuesday July 21, 2020
4:00 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES MAY 19, 2020
5. CORRESPONDENCE
6. PUBLIC COMMENT
7. REPORTS
 - A. Accounts Payable Approval – May / June /July
East DDA District #248 – **Check register**
West DDA District #250 – **Check register**
 - B. June 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
 - C. RFBA – Mowing service request for bids
9. PENDING BUSINESS
 - A. 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: August 18, 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 was adjourned by Chairman Kequom at 6:46 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Draft

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
07/15/2020	248	62 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	39.53
					2027 FLORENCE	26.64
					4923 E PICKARD	32.98
					4675 E PICKARD	31.57
					4592 E PICKARD STE B	26.17
					4592 E PICKARD STE A	34.72
					5771 E PICKARD STE B	26.04
					5771 E PICKARD STE A	64.22
					5770 E PICKARD STE B	26.17
					5770 E PICKARD STE A	49.47
					5325 E PICKARD	24.69
					2029 2ND	39.10

07/15/2020 03:37 PM
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DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 05/20/2020 - 07/21/2020

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					5157 E PICKARD STE B	26.04
					5157 E PICKARD STE A	28.18
					4900 E PICKARD	29.15
						<u>504.67</u>
07/21/2020	248	4158	00722	CHARTER TOWNSHIP OF UNION	Q2 UTILITY BILLING - EDDA	1,979.20
07/21/2020	248	4159	00450	M M I	PARK BENCH/GROUND MAINT - JUN 2020	782.25
07/21/2020	248	4160	00530	PLEASANT THYME HERB FARM	WATER FLOWER BASKETS & CLEAN PLANT BEDS	2,527.00
					HANG/WATER FLOWER BASKETS	4,761.00
						<u>7,288.00</u>
07/21/2020	248	4161	00649	THIELEN TURF IRRIGATION, INC.	START & CHECK SYSTEM/REPLACE NOZZLES & H	8,971.70
					SERVICE CONTROLLER/HUNTER TRANSFORMER	210.00
						<u>9,181.70</u>
07/21/2020	248	4162	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY - FIRE PROTECTION FOR EDDA	70,484.04
248 TOTALS:						
Total of 10 Disbursements:						105,956.64

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

06/16/2020	250	240	00676	UNION TOWNSHIP SEWER FUND	SEWER PUMP #14 PROJECT-FINAL PMT	73,533.91
07/21/2020	250	241	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY - FIRE PROTECTION FOR WDDA	52,067.68

250 TOTALS:

Total of 2 Checks:						125,601.59
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						125,601.59

PERIOD ENDING 06/30/2020

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	408,606.73		435,000.00	435,000.00		434,701.18	99.93
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	156.84		500.00	500.00		631.16	126.23
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	9,543.68		18,000.00	18,000.00		11,461.43	63.67
248-000-671.000	OTHER REVENUE	34.89		100.00	100.00		158.72	158.72
Total Dept 000 - NONE		418,375.35		504,650.00	504,650.00		447,020.34	88.58
TOTAL REVENUES		418,375.35		504,650.00	504,650.00		447,020.34	88.58
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,382.25		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		782.25	7.82
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	7,080.00		16,500.00	16,500.00		2,267.00	13.74
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	29,177.50		30,000.00	30,000.00		22,608.15	75.36
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	6,956.00		18,500.00	18,500.00		4,761.00	25.74
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,095.00		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
248-000-880.000	COMMUNITY PROMOTION	5,120.00		0.00	0.00		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	3,033.15		14,200.00	14,200.00		1,979.20	13.94
248-000-920.000	ELECTRIC/NATURAL GAS	5,515.42		12,000.00	12,000.00		5,282.24	44.02
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	24,505.00		0.00	0.00		0.00	0.00
Total Dept 000 - NONE		103,375.07		144,000.00	144,000.00		52,001.25	36.11
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		103,375.07		477,260.00	477,260.00		52,001.25	10.90

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
	TOTAL REVENUES		418,375.35	504,650.00	504,650.00		447,020.34	88.58
	TOTAL EXPENDITURES		103,375.07	477,260.00	477,260.00		52,001.25	10.90
	NET OF REVENUES & EXPENDITURES		315,000.28	27,390.00	27,390.00		395,019.09	1,442.20

PERIOD ENDING 06/30/2020

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	304,611.31		320,000.00	320,000.00	322,342.57		100.73
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	80.01		250.00	250.00	108.19		43.28
250-000-665.000	INTEREST EARNED	8,095.43		14,000.00	14,000.00	9,660.58		69.00
Total Dept 000 - NONE		312,786.75		330,450.00	330,450.00	332,516.78		100.63
TOTAL REVENUES		312,786.75		330,450.00	330,450.00	332,516.78		100.63
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		312,786.75		330,450.00	330,450.00	332,516.78		100.63
TOTAL EXPENDITURES		3,167.50		453,200.00	453,200.00	76,401.41		16.86
NET OF REVENUES & EXPENDITURES		309,619.25		(122,750.00)	(122,750.00)	256,115.37		208.65
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		731,162.10		835,100.00	835,100.00	779,537.12		93.35
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		106,542.57		930,460.00	930,460.00	128,402.66		13.80
NET OF REVENUES & EXPENDITURES		624,619.53		(95,360.00)	(95,360.00)	651,134.46		682.82

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	7,699.49
248-000-002.000	SAVINGS	80,540.40
248-000-003.001	CERTIFICATE OF DEPOSIT	1,246,382.65
248-000-084.703	DUE FROM CURRENT TAX FUND	435,304.06
Total Assets		1,769,926.60
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	16,494.15
Total Liabilities		16,494.15
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,358,413.36
Total Fund Balance		1,358,413.36
Beginning Fund Balance		1,358,413.36
Net of Revenues VS Expenditures		395,019.09
Ending Fund Balance		1,753,432.45
Total Liabilities And Fund Balance		1,769,926.60

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	3,653.32
250-000-002.000	SAVINGS	10,027.81
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	941,124.19
250-000-056.000	INTEREST RECEIVABLE	14.70
250-000-084.703	DUE FROM CURRENT TAX FUND	322,438.60
Total Assets		1,277,312.32
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,021,196.95
Total Fund Balance		1,021,196.95
Beginning Fund Balance		1,021,196.95
Net of Revenues VS Expenditures		256,115.37
Ending Fund Balance		1,277,312.32
Total Liabilities And Fund Balance		1,277,312.32

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



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

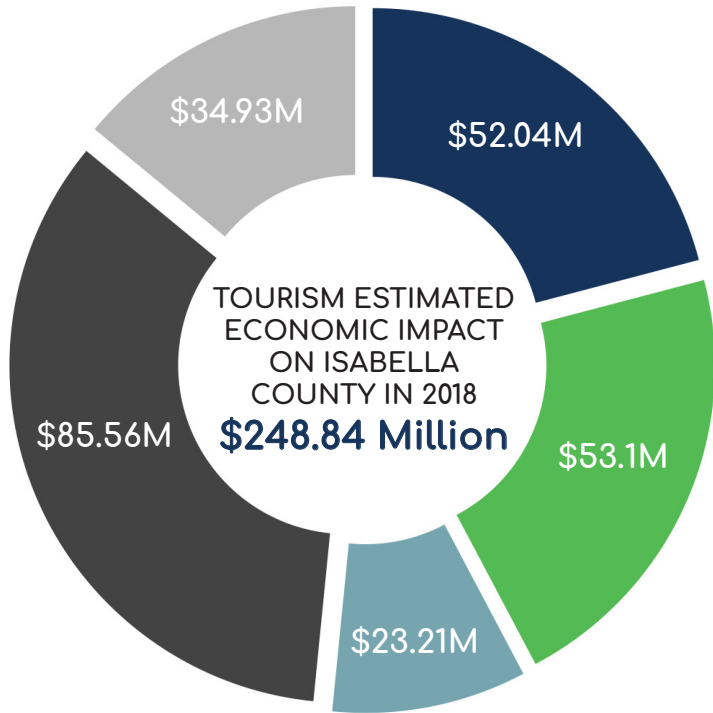
Outdoor Recreation
Arts and Cultural Tourism
Food and Shopping Tourism
Visiting Friends & Relatives, Alumni & Pass-Thru
Meetings and Reunions/Weddings
Sports Events
Golf Tourism

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



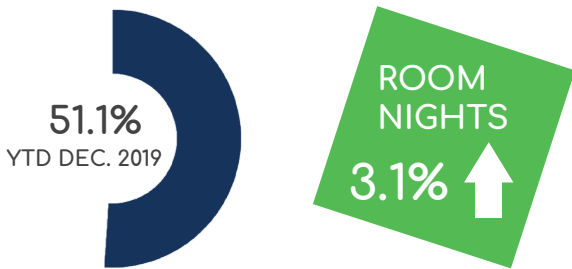
- █ Lodging
- █ Food & Beverage
- █ Retail
- █ Recreation
- █ Transportation

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.

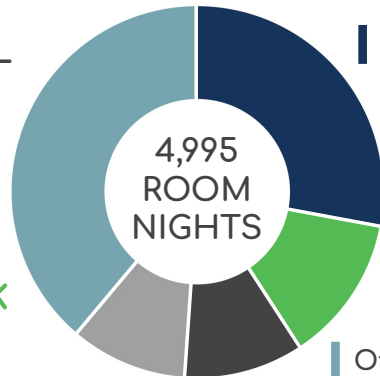
SPORTS & EVENTS

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

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

[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.

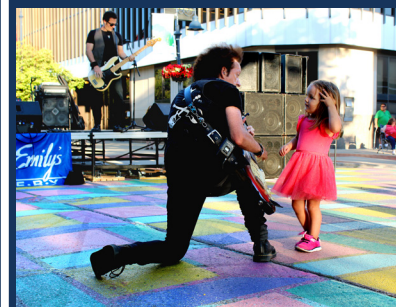
February



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

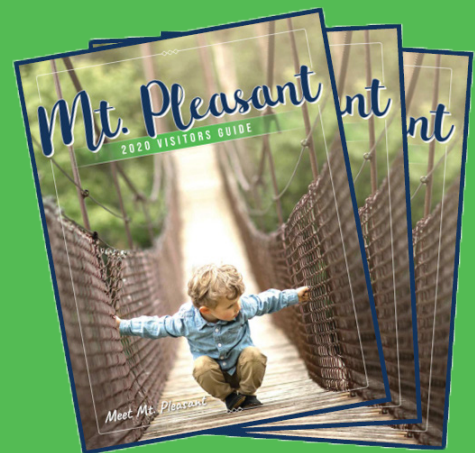
Every summer, Max & Emily's Eatery brings in big-name acts to close the streets of Downtown Mt. Pleasant for free concerts. Past artists include Jeff Daniels, The Verve Pipe, Joe Hertler & the Rainbow Seekers and more!

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

Contact Information

Mt. Pleasant Area Convention & Visitors Bureau
 113 W. Broadway St., Ste. 180
 Mt. Pleasant, Michigan 48858
 800-772-4433
www.meetmtp.com
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
Revenues							
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
Expenditures							
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
Revenues							
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
TOTAL REVENUES		328,902.74	330,450.00	330,450.00	8,075.13	330,450.00	0.00
Expenditures							
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
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	49,152.00	49,000.00	49,000.00	0.00	49,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		49,152.00	49,000.00	49,000.00	0.00	49,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
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
Total Dept 728 - ECONOMIC DEVELOPMENT		107,209.74	70,000.00	70,000.00	0.00	143,600.00	73,600.00
TOTAL EXPENDITURES		323,770.51	453,200.00	453,200.00	2,867.50	526,800.00	73,600.00
TOTAL REVENUES		328,902.74	330,450.00	330,450.00	8,075.13	330,450.00	0.00
TOTAL EXPENDITURES		323,770.51	453,200.00	453,200.00	2,867.50	526,800.00	73,600.00
NET OF REVENUES & EXPENDITURES		5,132.23	(122,750.00)	(122,750.00)	5,207.63	(196,350.00)	(73,600.00)
BEGINNING FUND BALANCE		1,016,065.00	1,021,196.00	1,021,196.00	102,196.00	102,196.00	
ENDING FUND BALANCE		1,021,197.23	898,446.00	898,446.00	107,403.63	(94,154.00)	



REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board	DATE: July 15, 2020
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director	DATE FOR CONSIDERATION: July 21, 2020
ACTIONS REQUESTED: Approval of a contractor to provide mowing and associated edging, trimming, and spring/fall clean-up services within the defined Service Area of the East DDA District along the E. Pickard Road corridor for the 2021 through 2023 growing seasons.	

Current Action X Emergency _____

Funds Budgeted in 2020: If Yes X Account #248-000-801.004

Finance Approval _____

BACKGROUND INFORMATION

Historically, the EDA has contracted for lawn maintenance services along E. Pickard Rd. from Packard St. to Summerton Rd., plus additional areas within the M-20/US-127 interchange and along a portion of S. Isabella Rd. north of E. Pickard Rd. The current contract for mowing and associated services with Wilson Lawn Care, Inc. was approved by the EDA Board in 2017. This contract expired at the end of 2019, but the Township exercised the option to extend the agreement through the 2020 growing season.

The Community and Economic Development Department posted the request for bids and sent copies to the following local lawncare and landscape maintenance contractors:

- JKW Lawn & Snow
- His Way Lawncare
- GP Lawn Care
- Neat & Green Lawncare
- Goenner Lawncare LLC
- Spencer Lynch Lawncare
- Wilson Lawn Care Inc.
- Green Scene Landscaping, Inc.
- T’s Lawncare

Bid packages were received by the 7/13/2020 deadline from Goenner Lawncare LLC, Wilson Lawn Care Inc., and Green Scene Landscaping, Inc. The bid package from Wilson Lawn Care Inc. was initially missing the requested insurance and client list documentation, but this was subsequently provided on 7/14/2020.

SCOPE OF SERVICES

The Service Area described in the request for bids will be cut as needed to a height of 2.5 to 3.0 inches. Areas that cannot be reached with a mower will be done with a trimmer. All walkways will be blown free of grass and debris. All curb lines will be edged. A spring and a fall clean-up are also part of the contract.

EVALUATION

Staff has evaluated the bids based on a set of criteria that includes bid package completeness, price, responsiveness, attention to detail, client feedback, and other factors. A copy of this evaluation is included in the meeting packet.

Based on the results of this evaluation, it is the recommendation of staff that Goenner Lawncare LLC be selected as the successful bidder to provide these services for the 2021 through 2023 growing seasons.

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 attracting and retaining businesses, and increasing recreational activities, events, and tourism in the area.

The EDA has invested substantial resources in the establishment and maintenance of streetscape improvements, including gateway banners, streetlighting, benches, an irrigation system, and flowers. Together, these improvements provide a distinct visual character for the East DDA District that is welcoming to visitors and supports local business investment and growth. By providing for consistent and reliable mowing of the road margin area, along with the associated edging, trimming, and spring/fall clean-up services, the EDA will be directly effectuating these goals.

BOARD OF TRUSTEES GOALS ADDRESSED

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

- 1. Community well-being and common good**
- 6. Commerce**

Ongoing regular maintenance of the areas where the EDA has made previous investments in public improvements will help to ensure effective use of Township resources (1.0), and to support the local economy (1.6). An attractive business district is part of a vibrant community (1.1), and helps all residents, visitors, and prospective business investors to feel welcomed (1.1.1), and to take pride in and engage with the community (1.1.1.3).

COSTS

All three bidders have proposed rate schedules that are significantly higher than the current (2017) cost to the EDA for these services. For the recommended bidder, the estimated annual cost for these services would be \$22,800.00, based on an assumption of 28 cuts per growing season. The estimated total contract cost, assuming it is in place for all three growing seasons, is \$68,400.00.

PROJECT TIMETABLE

Mowing and associated activities are ongoing during the growing season, with the frequency dependent somewhat on the timing and frequency of rainfall.

RESOLUTION

To accept the bid from Goenner Lawncare LLC to provide mowing and associated edging, trimming, and spring/fall clean-up services within the defined Service Area of the East DDA District along the E. Pickard Road corridor for the 2021 through 2023 growing seasons, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement with Goenner Lawncare LLC for these services.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

Charter Township of Union - Economic Development Authority

Request for Bids - Mowing Services

Staff Analysis

Total Possible Points = 40

Score each area 1 through 5 on line with name; (1=low; 5=high)

	Staff Evaluation				Subtotal	Client Response				Total
	Complete Proposal	Cost per Cut	Spring/Fall Clean-up Cost	Additional		Timeliness	Attention to Detail	Response to Problems	Recommended	
Wilson Lawn Care & Snow Removal	4	3	3	1	11	2	2	3	1	19
Notes	rankings based on Township experience under current contract									
Current mowing contractor	missing	\$750	\$2,000							
Very slow to invoice	insurance/client list	3-year flat rate	3-year flat rate							
Very slow start in 2020	arrived day late									
Little or no edging in 2019-2020										
Inconsistent trimming										
New office responds quickly										

	Staff Evaluation				Subtotal	Client Response				Total
	Complete Proposal	Cost per Cut	Spring/Fall Clean-up Cost	Additional		Timeliness	Attention to Detail	Response to Problems	Recommended	
Green Scene Landscaping, Inc.	5	5	4	5	19	3	3	4	5	34
Notes	rankings based on responses from current clients									
Recommended by clients		\$585 - \$720	\$1,350 - \$1,460 (Spring)	Called with questions						
Grading/fill work performed		rate steps up	\$1,550 - \$1,800 (Fall)	included separate bid for						
in 2020 without required		each year over	rate steps up	first-time edging due to						
grading permit at office/HQ site		3-year term	each year over	lack of maintenance						
Owner is actively working			3-year term	Client sites well maintained						
to correct the oversight										

	Staff Evaluation				Subtotal	Client Response				Total
	Complete Proposal	Cost per Cut	Spring/Fall Clean-up Cost	Additional		Timeliness	Attention to Detail	Response to Problems	Recommended	
Goenner Lawn Care	5	4	5	5	19	4	3	4	5	35
Notes	rankings based on responses from current clients									
Recommended by clients		\$725	\$1,000 (Spring)	Called with questions						
		3-year flat rate	\$1,500 (Fall)	Asked about but chose not						
			3-year flat rate	to include separate bid for						
				first-time edging due to						
				lack of maintenance						
				Client sites well maintained						

WILSON LAWN CARE & SNOW REMOVAL

4989 E. MILLBROOK RD.

MT. PLEASANT, MI 48858

Office: 989-772-0855 FAX: 989-772-1754

FAX COVER LETTER - PAGES INCLUDING COVER _____

Mowing Bid

Union Township Economic Development Authority

Rodney Nanney, AICP, Community & Economic Development Director

989-772-4600 Ext.232

rnanney@uniontownshipmi.com

ATTACHMENT A

CONTRACTOR NAME: Wilson Lawn Care
 ADDRESS: 4989 E. Millbrook Rd.
Mt. Pleasant, MI 48858
 CONTACT PERSON: Derek Wilson
 OFFICE PHONE: 989-772-0855
 CELL PHONE: 989-944-1368
 EMAIL: wilsonlawn care@ymail.com
 CONTRACTOR WEBSITE: _____

Mowing Services: (check each box to confirm)

- Mowing services will be promptly and professionally provided, based on an expectation of approximately 28 cuts per season within the Service Area
- Lawn areas will be cut at a height of 2.5 inches to 3.0 inches as conditions dictate
- Weather permitting, mowing will be done on a weekly basis or as needed
- Areas that cannot be reached with mowers will be done with trimmers
- All walkways will be blown free of grass and reasonable debris
- All walks and curb lines will be edged
- Invoices will be submitted to the Township on a monthly basis
- Monthly invoices shall state the number of cuts at the following cost per cut:

	2021	2022	2023
Cost per Cut:	\$ 750.	\$ 750.	\$ 750.

Spring and Fall Clean-up Services: (check each box to confirm)

- All leaves, sticks, and debris will be completely cleaned up within the Service Area
- All clean-up materials will be hauled away and disposed of properly

Clean-up Cost	2017	2018	2019
Spring:	\$ 2,000.	\$ 2,000.	\$ 2,000.
Fall:	\$ 1,800.	\$ 1,800.	\$ 1,800.

MONDAY THRU FRIDAY

Stricker Non Profit Center	1114 W. High St.
Basic Communications	222 N. Mission St.
Ollie Clifton	5060 Bertishire Dr.
Union Twsp. - Sidewalks (On Pickard)	2010 S. Lincoln
Union Twsp. - EAST DDA -Freeways	2010 S. Lincoln
Doctor & Jayne Keating - Big ASS Farm	23 N. Meridan Rd.
Kevin Langlois - (His Home)	1810 Rose Marie Ln.
Dick Wood	4692 S. Crawford Rd.
Timber Creek Apts.	3300 E. Deerfield Rd.
Old Mission Wine Cellar	5030 S. Mission Rd.
Adam Betts	4321 E. Wing Rd
104.30 Radio Station	4065 E. Wing Rd.
Comfort inn & Suites/Conference Center	2424 S. Mission St.
Bennigans	2424 S. Mission St.
CFX Radio Station	5847 Venture Way
Tallgrass Apts.	1240 E. Broomfield Rd.
Tallgrss Office Park - in front of Tallgrass	1240 E. Broomfield Rd.
Hunter's Ale House	4855 E. Blue Grass Rd.
Menard's	4615 Encore Blvd.
Fremont Township	Winn, MI (Contact John)
Bobenal Investments	M.C. Sports Parking lot
Morey Courts	2600 Three Leaves Dr.
Ice Arena	2600 Three Leaves Dr.
Linda Robinson	5200 E. Millbrook Rd.
Mary Moeggenborg	5604 E. Millbrook Rd.
Myrtle Raab	6232 E. Blanchard Rd.
Doctor & Mrs. Dearing	481 W. Wright Ave.
Steve Jackson	492 W. Wright Ave.
Isabella Bank	500 E. Wright Ave.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/14/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GORDON MOEGGENBORG AGENCY 100 S. MISSION ST., SUITE F MT. PLEASANT MI 48858	CONTACT NAME: SUSAN TRAVIS PHONE (A.C. No. Exp): 989-775-3415 FAX (A.C. No.): 989-779-8112 E-MAIL ADDRESS: STRAVIS@FBINSMI.COM
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: FARM BUREAU INSURANCE INSURER B: CONIFER INSURANCE INSURER C: INSURER D: INSURER E: INSURER F:
INSURED WILSON LAWN CARE INC 4989 E. MILLBROOK RD. MT. PLEASANT MI 48858	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INER LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CPP-3123620	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAP-2831019	07/20/2020	07/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	CIWC000895	04/16/2020	04/16/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

UNION TOWNSHIP - EAST DDA
2010 S. LINCOLN RD.
MT. PLEASANT MI 48858

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Susan Travis

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COMPLETE LANDSCAPING SERVICES
COMMERCIAL • RESIDENTIAL

954 E. REMUS ROAD
MT. PLEASANT, MI 48858
(989) 772-0430
FAX (989) 779-9560

July 10th, 2020

Dear Rodney,

Thank you for giving Green Scene Landscaping, Inc. the opportunity to earn your business. In this lawn maintenance proposal, you'll find information outlining our proposed lawn maintenance service schedule and pricing.

At Green Scene Landscaping, Inc. we are proud to be a member of the Union Township community and to serve its residents. We strive to be the best provider of lawn maintenance services in the area by hiring only the most qualified lawn care professionals, investing in quality equipment, and implementing policies and procedures that help us provide an outstanding experience to every customer. We look forward to serving your needs.

Sincerely,

Christopher Lundsted
President
Green Scene Landscaping, Inc.

ATTACHMENT A

CONTRACTOR NAME: Green Scene Landscaping, Inc.
 ADDRESS: 954 E. Remus Rd.
Mt. Pleasant, MI 48858
 CONTACT PERSON: Chris Lundsted, President
 OFFICE PHONE: (989) 772-0430
 CELL PHONE: (989) 621-0763
 EMAIL: clundsted@greenscenelandscaping.com
 CONTRACTOR WEBSITE: greenscenelandscaping.com

Mowing Services: (check each box to confirm)

- Mowing services will be promptly and professionally provided, based on an expectation of approximately 28 cuts per season within the Service Area
- Lawn areas will be cut at a height of 2.5 inches to 3.0 inches as conditions dictate
- Weather permitting, mowing will be done on a weekly basis or as needed
- Areas that cannot be reached with mowers will be done with trimmers
- All walkways will be blown free of grass and reasonable debris
- All walks and curb lines will be edged
- Invoices will be submitted to the Township on a monthly basis
- Monthly invoices shall state the number of cuts at the following cost per cut:

	2021	2022	2023
Cost per Cut:	\$ 385.-	\$ 405.-	\$ 450.-
Edging	\$ 200.-	\$ 220.-	\$ 260.-

Spring and Fall Clean-up Services: (check each box to confirm)

- All leaves, sticks, and debris will be completely cleaned up within the Service Area
- All clean-up materials will be hauled away and disposed of properly

Clean-up Cost	2021	2022	2023
Spring:	\$ 1,350.-	\$ 1,400.-	\$ 1,450.-
Fall:	\$ 1,550.-	\$ 1,625.-	\$ 1,800.-

One time edging to curbs to clean them up (has not been done before) \$ 2,800.-



COMPLETE LANDSCAPING SERVICES
COMMERCIAL • RESIDENTIAL

954 E. REMUS ROAD
MT. PLEASANT, MI 48858
(989) 772-0430
FAX (989) 779-9560

Lawn Maintenance Client List

City of Mt. Pleasant
Department of Public Works, Parks Department, Weed Abatement
320 W. Broadway St.
Mt. Pleasant, MI 48858
(989)779-5409

1820 Apartments
1820 Crawford Rd.
Mt. Pleasant, MI 48858
(989)773-2199

Culver's Restaurant
1021 E. Pickard
Mt. Pleasant, MI 48858
(989)775-8106

United Apartments
Jamestown, Union Square, West Point, Deerfield, Polo Village
Manager: Rick McGuirk
Mt. Pleasant, MI 48858
(989)772-2222

All Blarney Stations
Mt. Pleasant, MI 48858
Manager: Keith
(989)773-3878

GOENNER

LAWNCARE



Goenner Lawn Care, is committed to excellence in every aspect of our business. We uphold a standard of integrity bound by fairness, honesty, and personal responsibility. Our distinction is the quality of service we bring to our customers. Accurate knowledge of our trade combined with ability is what makes us true professionals. Above all, we are watchful of our customers' interests and make their concerns the basis of our business.

Sincerely,
Luke J. Goenner and Staff

441 West Remus Road
Mt. Pleasant MI. 48858

989-289-2026

goennerlawncare.com

ATTACHMENT A

CONTRACTOR NAME: Goenner Lawn Care

ADDRESS: 441 West Remus Road
Mt. Pleasant, MI. 48858

CONTACT PERSON: Luke J. Goenner

OFFICE PHONE: 989-289-2026

CELL PHONE: 989-506-0206

EMAIL: goenner.lawncare@gmail.com

CONTRACTOR WEBSITE: goennerlawncare.com

Mowing Services: (check each box to confirm)

- Mowing services will be promptly and professionally provided, based on an expectation of approximately 28 cuts per season within the Service Area
- Lawn areas will be cut at a height of 2.5 inches to 3.0 inches as conditions dictate
- Weather permitting, mowing will be done on a weekly basis or as needed
- Areas that cannot be reached with mowers will be done with trimmers
- All walkways will be blown free of grass and reasonable debris
- All walks and curb lines will be edged
- Invoices will be submitted to the Township on a monthly basis
- Monthly invoices shall state the number of cuts at the following cost per cut:

	2021	2022	2023
Cost per Cut:	\$ 725.00	\$ 725.00	\$ 725.00

Spring and Fall Clean-up Services: (check each box to confirm)

- All leaves, sticks, and debris will be completely cleaned up within the Service Area
- All clean-up materials will be hauled away and disposed of properly

Clean-up Cost	2017	2018	2019
Spring:	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Fall:	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

GOENNER LAWNCARE



-Medilodge of Mt. Pleasant
Brad (Property Manger) 989-763-6296

-Pace Rehab
Ashley LaVigne (Property Manager)
989-329-0249

-Dover Court Apartments
-River's Bluff Apartments
-P&K Apartments
-Charter Building
Kristen Gould (Property Manager)
989-944-1210

-Social Security Building
Bradley Goodrich (Owner)
859-556-3428

-Tullymore Resorts
Matt Golden (CEO) 989-621-2013

-Rosewood North Condos
Rob (Property Manager) 989-572-8887

-Speedway's (Mt. Pleasant, Clare, Alma)
Jeff Stickney (Property Manager)
248-417-9602

More client lists can be made available
upon request.

Sincerely,
Luke J. Goenner
989-289-2026



GOENLAW-01

EROSS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/2/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER General Agency Company 525 E. Broadway Mount Pleasant, MI 48858	CONTACT NAME: Tyler Bowen	
	PHONE (A/C, No, Ext): (989) 817-4309	FAX (A/C, No):
	E-MAIL ADDRESS: tbowen@ga-ins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: West Bend Mutual Insurance Co	NAIC # 15350
INSURED Goenner Lawn Care LLC 441 W Remus Rd Mt Pleasant, MI 48858	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENT. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A614623	5/29/2020	5/29/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A614623	5/29/2020	5/29/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			A614637	5/29/2020	5/29/2021	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Physical Damage Coverage is based on Actual Cash Value and Comprehensive limit is \$250 and Broad Collision is \$1,000

CERTIFICATE HOLDER Charter Township of Union 2010 S. Lincoln Rd. Mount Pleasant, MI 48858	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Community and Economic Development Department

2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600 ext. 232

Union Township Economic Development Authority

REQUEST FOR BIDS:

MOWING

**PROPOSALS MUST BE RECEIVED BY
THE TOWNSHIP BEFORE 1:00 P.M. ON
MONDAY, JULY 13, 2020**

Staff Contact Information

Rodney Nanney, AICP, Community and Economic Development Director
(989) 772-4600 Ext. 232
rnanney@uniontownshipmi.com

Scope of Request

The Charter Township of Union Economic Development Authority is soliciting bids for mowing, trimming, curb and sidewalk edging services, and clearing of clippings from sidewalks within the Service Area defined in this request for the next three (3) year seasonal periods beginning in the Spring of 2021 and continuing through the end of 2023, with the option to extend the contract by mutual agreement.

Proposals received from bidders in response to this request will be used to aid the Authority in its efforts to provide continued reliable service at the lowest reasonable cost.

Service Area

The service area is the public lawn areas from one (1) foot inside of the public sidewalk to the edge of the roadway pavement along both the north and the south sides of East Pickard Road from Packard Street eastward to Summerton Road. The service area also includes the following additional land areas within the US-127/Pickard Road (M-20) interchange:

1. Lawn areas to the east and west of the exit ramp from southbound US-127 within the Michigan Department of Transportation (MDOT) right-of-way to a minimum depth of 200 feet north from East Pickard Road.
2. Lawn areas to the east and west of the entrance ramp to southbound US-127 within the MDOT right-of-way to a minimum depth of 200 feet south from East Pickard Road.
3. Lawn areas to the east of the exit ramp from northbound US-127 within the MDOT right-of-way to a minimum depth of 200 feet north from East Pickard Road.
4. The grass margin area between the fence and sidewalk along the north side of East Pickard Road from the east side of US-127 eastward to the exit ramp from northbound US-127, and for a minimum depth of 200 feet north from East Pickard Road along the grass margin area between the fence and the west side of the exit ramp.

The selected vendor will be expected to enter into a service agreement with the Authority that more completely outlines the terms and conditions of the services to be provided.

Right of Decision/Rejection

The Authority reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of or meet the objectives of this request.

The Authority reserves the right to reject any or all proposals received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in the Scope of Request.

Proposal Form and Deadline

1. **Form and cover letter.** Proposals must be submitted on the form provided (Attachment A) along with a cover letter.
2. **Insurance.** Proposals must include proof of liability, workers compensation, and vehicle insurance, along with the limits for each policy.
3. **Additional attachments.** The bidder may attach up to five (5) additional pages of information about the contractor or services to be provided, including any testimonials.

4. **Deadline.** All proposals must be received by the Township at the Township Hall (2010 South Lincoln Road, Mount Pleasant, MI 48858) no later than 1:00 p.m. on Monday, July 13, 2020. Proposals received after this deadline will not be considered.

Procedural Questions

All procedural questions about this request should be directed to:

Rodney Nanney, AICP, Community and Economic Development Director
Charter Township of Union
2010 South Lincoln Road
Mount Pleasant, MI 48858
Phone: (989) 772-4600 Ext. 232
Email: rnanney@uniontownshipmi.com