

**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 October 20, 2020 meeting electronically at 4:30 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?pwd=MDIGM3pQZDN2U0NIYVZFMGIHMk5TUT09> (Meeting ID: "811 4421 4764" Password enter "896944"). The moderator will open public access to the electronic meeting space at 4:20 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, and then enter "896944" at the "Password" 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 10/20/2020 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 October 20, 2020 meeting electronically at 4:30 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

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<https://us02web.zoom.us/j/81144214764?pwd=MDlGM3pQZDN2U0NIYVZFmGIHMk5TUT09>  
(Meeting ID: "811 4421 4764" Passcode "896944").

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The moderator will open public access to the electronic meeting space at 4:20 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.

# Charter Township of Union



**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 October 20, 2020  
4:30 p.m.

## **AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - September 15, 2020 Regular Meeting
  - September 22, 2020 Special Informational Meeting
5. PRESENTATIONS
  - A. CIB Planning
  - B. Mission North
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts Payable Approval – September  
East DDA District #248 – Check Register  
West DDA District #250 – Check Register
  - B. September 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 - Review the proposals from CIB Planning and Mission North to prepare updated Development and Tax Increment Financing plans for the East and West DDA districts
  - B. RFBA - Review the updated rate schedule options from Doug's Small Engine Repair for sidewalk snowplow services in the East DDA district
  - C. RFBA - Review the updated rate schedule from Mid-Michigan Industries for park bench, trash barrel, and clean-up services in the East DDA district

- D. RFBA – Consider to approve and adopt the 2021 fiscal year budgets for the East DDA and the West DDA funds, and to recommend final adoption of these budgets to the Board of Trustees
- E. RFBA - Review and approve the 2021 EDA Meeting Schedule

**9. PENDING BUSINESS**

**10. DIRECTOR COMMENTS**

**11. ADJOURNMENT**

Special informational meeting scheduled Tuesday, October 27, 2020 at 4:30 p.m.

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular – Electronic Board Meeting  
Tuesday September 15, 2020**

**MINUTES**

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on September 15, 2020 at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 4:45 p.m.**

**ROLL CALL**

Present: Kequom, Zalud, Hunter, Figg, Smith, Gunning

Excused: Johnson, Barz

Absent: Chowdhary, Bacon, Coyne

Others Present: Rodney Nanney – Community & Economic Development Director

**APPROVAL OF AGENDA**

MOTION by **Gunning** SUPPORTED by **Figg** to APPROVE the agenda as presented. MOTION CARRIED 6-0.

**APPROVAL OF MINUTES**

MOTION by **Gunning** SUPPORTED by **Zalud** to APPROVE minutes from the August 18, 2020 regular meeting as presented. MOTION CARRIED 6-0.

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Community and Economic Development Director Rodney Nanney reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Smith** to APPROVE the East DDA payables 8/19/2020 – 09/15/2020 in the amount of \$6,277.70 as presented. MOTION CARRIED 6 – 0.

Community and Economic Development Director Rodney Nanney reviewed financial reports. Financial reports were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

- A. **RFBA: Review the statements of qualifications from consulting firms to prepare updated Development and Tax Increment Financing plans for the East and West DDA districts.**

Community & Economic Development Director - Rodney Nanney reviewed RFBA. Discussion held.

MOTION by Gunning SUPPORT by Zalud to authorize the Community and Economic Development Director to invite the following consulting firms of Mission North / Smith Group and CIB Planning to submit a detailed cost proposal to assist the Community and Economic Development Director, Finance Director, and Economic Development Authority Board with the process of preparing and adopting updated Development and Tax Increment Financing plans for the East and West Downtown Development Authority districts.

**6 – YES, 0 – NO, 5 – ABSENT. MOTION CARRIED 6 – 0.**

**DIRECTOR COMMENTS:**

- Reminder of the Special Informational Meeting scheduled for September 22, 2020.
- Next regular meeting will include 2021 proposed budget and recommendation to Board of Trustees.

Reminder of the next regular EDA meeting on October 20, 2020.

Meeting adjourned by Chairman Kequom at 5:20 p.m.

**APPROVED BY**

\_\_\_\_\_  
**Chair Kequom**

(Recorded by Amy Peak)

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Special Informational – Electronic Board Meeting  
Tuesday September 22, 2020**

**MINUTES**

A special informational – electronic meeting of the Charter Township of Union Economic Development Authority was held on September 22, 2020 at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 4:30 p.m.**

**ROLL CALL**

Present: Kequom, Smith, Barz, Coyne, Zalud, Bacon, Figg, Hunter (4:40 p.m.), Gunning (4:45 p.m.)

Excused:

Absent: Johnson, Chowdhary,

Others Present: Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director

**APPROVAL OF AGENDA**

MOTION by Coyne SUPPORTED by Figg to APPROVE the agenda as presented. MOTION CARRIED 6-0.

**NEW BUSINESS**

- A. Rodney Nanney gave an overview of the 2019 Annual Report and invited public comments and questions. Nicole Frost with Isabella County was in attendance and commented as a capture district she is interested in the goals and the plans of the EDA and is in attendance to observe.
  
- B. Rodney Nanney gave overview on the 2020-2021 Projects Priorities and invited public comments and questions. No public comments or questions given.

**DIRECTOR COMMENTS:**

- Rodney Nanney mentioned a typo in the Current Projects and Activities page 4, #8 should read North of Remus Rd and not Broomfield Road.

**GENERAL DISCUSSION:**

- Chair Kequom acknowledged and appreciates all Board Members with the efforts on the projects.
- Chair Kequom reminded all that the next regular meeting will be held on October 20, 2020 and the next Special Informational Meeting will be held on October 27, 2020.

Meeting adjourned by Chairman Kequom at 5:01 p.m.

**APPROVED BY**

\_\_\_\_\_  
**Chair Kequom**

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
09/17/2020	248	64 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2027 FLORENCE	31.26
					4923 E PICKARD	39.02
					4675 E PICKARD	36.90
					4592 E PICKARD STE B	29.52
					4592 E PICKARD STE A	41.38
					5771 E PICKARD STE B	29.64
					5771 E PICKARD STE A	80.56
					5770 E PICKARD STE B	29.64
					5770 E PICKARD STE A	57.03
					5325 E PICKARD	28.38
					2029 2ND ST	46.69
					5157 E PICKARD STE B	29.39
					5157 E PICKARD STE A	32.64
					4900 E PICKARD	33.29
					1940 S ISABELLA RD	46.98
						<u>592.32</u>
10/20/2020	248	4171	01600	BE GREEN LAWN SERVICES CO, INC.	FERTILIZER/WEED CONTROL-PICKARD ST CORRI	1,745.00
10/20/2020	248	4172	00072	BLOCK ELECTRIC	CHANGE OUT GATEWAY BANNERS EDA	150.00
10/20/2020	248	4173	00722	CHARTER TOWNSHIP OF UNION	Q3 WATER BILLING - PICKARD IRRIGATION	7,130.60
10/20/2020	248	4174	00257	GOURDIE-FRASER, INC.	SEWER COST ESTIMATES-SUMMERTON RD	260.00
10/20/2020	248	4175	00450	M M I	PARK BENCH/GROUND MAINTENANCE-SEPT 2020	1,014.50
10/20/2020	248	4176	00530	PLEASANT THYME HERB FARM	WATER & WEED BASKETS ON PICKARD	1,900.00
					WATER/WEED AND REMOVE HANGING BASKETS	1,273.00
						<u>3,173.00</u>
10/20/2020	248	4177	00538	PRICE MINI STORAGE	ANNUAL STORAGE LEASE 04/01/20 - 04/01/21	550.00
10/20/2020	248	4178	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION SYSTEM - PICKARD	975.00
10/20/2020	248	65 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	4900 E PICKARD	35.08
					5157 E PICKARD STE A	31.74
					5157 E PICKARD STE B	29.39
					2029 2ND	49.64
					5325 E PICKARD	30.11
					5770 E PICKARD STE A	61.02
					5770 E PICKARD STE B	29.39
					5771 E PICKARD STE B	29.53
					4592 E PICKARD STE A	43.35
					4592 E PICKARD STE B	29.53
					4675 E PICKARD	39.00
					4923 E PICKARD	41.28
					20227 FLORENCE	33.15
					1940 S ISABELLA	48.32
					5771 E PICKARD STE A	87.71
						<u>618.24</u>

248 TOTALS:

Total of 10 Disbursements:

16,208.66

10/13/2020 04:57 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/16/2020 - 10/20/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
10/20/2020	250	244	01358	21ST CENTURY MEDIA-MICHIGAN	WDDA ORDINANCE ADS	433.82
250 TOTALS:						
Total of 1 Checks:						433.82
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						433.82



PERIOD ENDING 09/30/2020

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	292.42		300.00	300.00	67.85		22.62
248-000-445.000	INTEREST ON TAXES	177.00		500.00	500.00	631.16		126.23
248-000-573.000	STATE AID REVENUE-LCSA	0.00		55,000.00	63,000.00	0.00		0.00
248-000-665.000	INTEREST EARNED	18,099.21		18,000.00	18,000.00	15,446.14		85.81
248-000-671.000	OTHER REVENUE	11,414.89		100.00	100.00	158.72		158.72
Total Dept 000 - NONE		438,590.25		504,650.00	512,650.00	451,005.05		87.98
TOTAL REVENUES		438,590.25		504,650.00	512,650.00	451,005.05		87.98
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	8,556.82		9,800.00	9,800.00	7,269.50		74.18
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	14,420.00		16,500.00	19,000.00	7,757.00		40.83
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	32,263.78		30,000.00	34,000.00	26,789.26		78.79
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	16,381.00		18,500.00	21,000.00	13,198.00		62.85
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,283.00		20,000.00	20,000.00	5,895.00		29.48
248-000-826.000	LEGAL FEES	0.00		500.00	500.00	0.00		0.00
248-000-880.000	COMMUNITY PROMOTION	8,170.00		0.00	5,000.00	5,000.00		100.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00	0.00		0.00
248-000-917.000	WATER & SEWER CHARGES	11,674.45		14,200.00	15,000.00	9,109.80		60.73
248-000-920.000	ELECTRIC/NATURAL GAS	7,169.77		12,000.00	12,000.00	6,941.63		57.85
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	550.00		78.57
248-000-955.000	MISC.	5.58		50.00	50.00	49.97		99.94
248-000-967.000	PROJECTS	44,479.25		0.00	0.00	0.00		0.00
Total Dept 000 - NONE		159,908.82		144,000.00	158,800.00	87,557.85		55.14
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	66,311.00		66,000.00	66,000.00	70,484.04		106.79
Total Dept 336 - FIRE DEPARTMENT		66,311.00		66,000.00	66,000.00	70,484.04		106.79
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		226,219.82		477,260.00	492,060.00	158,041.89		32.12

User: SHERRIE

DB: Union

PERIOD ENDING 09/30/2020

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		438,590.25		504,650.00	512,650.00	451,005.05		87.98
TOTAL EXPENDITURES		226,219.82		477,260.00	492,060.00	158,041.89		32.12
NET OF REVENUES & EXPENDITURES		212,370.43		27,390.00	20,590.00	292,963.16		1,422.84

PERIOD ENDING 09/30/2020

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	1,538.94		200.00	200.00		571.68	285.84
250-000-445.000	INTEREST ON TAXES	284.23		250.00	250.00		161.83	64.73
250-000-665.000	INTEREST EARNED	16,463.41		14,000.00	14,000.00		12,752.78	91.09
Total Dept 000 - NONE		322,897.89		330,450.00	330,450.00		335,828.86	101.63
TOTAL REVENUES		322,897.89		330,450.00	330,450.00		335,828.86	101.63
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,341.88		4,200.00	4,200.00		3,601.32	85.75
250-000-880.000	COMMUNITY PROMOTION	0.00		0.00	5,000.00		5,000.00	100.00
250-000-967.400	STREET/ROAD PROJECTS	162,293.14		330,000.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		166,635.02		334,200.00	339,200.00		8,601.32	2.54
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	49,152.00		49,000.00	49,000.00		52,067.68	106.26
Total Dept 336 - FIRE DEPARTMENT		49,152.00		49,000.00	49,000.00		52,067.68	106.26
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	73,600.00		73,533.91	99.91
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	143,600.00		73,533.91	51.21
TOTAL EXPENDITURES		215,787.02		453,200.00	531,800.00		134,202.91	25.24
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		322,897.89		330,450.00	330,450.00		335,828.86	101.63
TOTAL EXPENDITURES		215,787.02		453,200.00	531,800.00		134,202.91	25.24
NET OF REVENUES & EXPENDITURES		107,110.87		(122,750.00)	(201,350.00)		201,625.95	100.14
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		761,488.14		835,100.00	843,100.00		786,833.91	93.33
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		442,006.84		930,460.00	1,023,860.00		292,244.80	28.54
NET OF REVENUES & EXPENDITURES		319,481.30		(95,360.00)	(180,760.00)		494,589.11	273.62

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,185.27
248-000-002.000	SAVINGS	831,941.54
248-000-003.001	CERTIFICATE OF DEPOSIT	830,267.81
<b>Total Assets</b>		<b>1,666,394.62</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	15,018.10
<b>Total Liabilities</b>		<b>15,018.10</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>292,963.16</b>
<b>Ending Fund Balance</b>		<b>1,651,376.52</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,666,394.62</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	1,285.64
250-000-002.000	SAVINGS	277,836.19
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	944,081.19
<b>Total Assets</b>		<b>1,223,256.72</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	433.82
<b>Total Liabilities</b>		<b>433.82</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>201,625.95</b>
<b>Ending Fund Balance</b>		<b>1,222,822.90</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,223,256.72</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	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	vacant seat		2/15/2020
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, Jr.	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 -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Matt	Mertz	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Connie	Bills	8/15/2021

**To:** Economic Development Authority Board      **DATE:** October 15, 2020  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 10/20/2020

**ACTIONS REQUESTED:** To select \_\_\_\_\_ to serve as the Consultant to provide the required services as described in the project scope of services or scope of work section of the firm's detailed cost proposal for updating the East and West DDA Development and Tax Increment Financing plans, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement with the firm for these services.

Current Action  Emergency

Funds Budgeted: If Yes  Account #248-000-801.000 & 250-000-801.000 No

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

### **BACKGROUND INFORMATION**

The tax increment financing (TIF) plans for both the East and the West DDA Districts are set to expire on December 31, 2021. If updated Development and TIF plans are not adopted by the Board of Trustees before that date, authority for capture of tax revenues will end with the 2021 tax year. In response to the EDA Board's 9/15/2020 action to select finalists, the following consulting firms prepared detailed cost proposals for this project:

- Mission North/Smith Group
- CIB Planning

### **SCOPE OF ACTIVITY**

Evaluation of the detailed cost proposals and selection of the preferred consulting firm to assist the Economic Development Authority and staff with the process of preparing and adopting updated DDA District Development and Tax Increment Financing plans.

### **EVALUATION**

Staff has evaluated the consulting firms and detailed cost proposals based on a set of criteria that includes bid package completeness, price, responsiveness, attention to detail, client feedback, and other factors. The following observations are offered for EDA Board consideration:

1. Both proposals include all required elements identified in our Request for Proposals (RFP).
2. If price alone is considered, the Mission North/Smith Group proposal's cost is more than 40% off from that of the CIB Planning proposal.
3. CIB Planning was fully responsive to the RFP, emphasizing the EDA Board's role as the public body responsible for guiding this project. The Mission North/Smith Group proposal



proposes instead to establish a separate Steering Committee to guide the development of the updated plans.

4. The Mission North/Smith Group proposal details the proposed Steering Committee's tasks but includes less detail for how outreach to the business community will take place.
5. The CIB Planning proposal includes development of a survey of business owners in the DDA Districts and to facilitate public workshop sessions for each of the DDA Districts, which are valuable tools to help improve two-way communication between the EDA and the business community.
6. The CIB Planning proposal includes detailed descriptions of what they will include in final work products, which will serve as an important quality control tool for staff as the project moves forward. The Mission North/Smith Group proposal does not include these details.
7. The Mission North/Smith Group proposal does not address how this project could be adversely impacted (or derailed) by the actions of taxing jurisdictions or what they are prepared to do to avoid potential pitfalls in the process.
8. The CIB Planning proposal makes clear the scope of potential challenges and what they will do to resolve them (see "VIII").
9. Both proposals confirm that the updated plans and process will comply with Public Act 57 of 2018 requirements.
10. Based on prior experience as a consultant, it is the opinion of the Director that the CIB Planning proposal is more consistent with cost expectations for this project, including the firm's evaluation of potential additional costs. The Mission North/Smith Group's cost proposal is so much less that it causes concern about the likelihood of potential hidden costs that may not have been fully considered.

Based on the results of this evaluation, it is the recommendation of staff that CIB Planning be selected as the successful bidder to provide the requested services. It is recognized that CIB Planning is not the low bidder. While the prices are substantially different and both firms have the qualifications to provide the requested services, it is the opinion of the Director that the differences between the two proposals are similar to the differences between a higher end Buick and a more entry level Chevy. Overall, the CIB Planning proposal is more responsive to the specific needs and challenges faced by the EDA Board and the Charter Township of Union.

### **JUSTIFICATION**

Adoption of updated Development and Tax Increment Financing plans for the East and West DDA Districts is necessary to allow the capture of property tax revenues to continue after 2021 and to support the completion of all projects and activities identified in the adopted Development Plans.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by the current and planned EDA projects and activities under the adopted Development Plans for the East and West DDA districts (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**

The CIB Planning cost proposal includes a project budget of \$29,926.00 for their project scope of services. This proposal also includes an optional “Economic Development Marketing and Branding” element at an additional cost of \$5,580.00. The Mission North/Smith Group proposal includes a project budget of \$16,760.00 for their proposed scope of work.

**TIMETABLE**

The selected firm would be expected to begin work promptly upon selection and execution of a signed Service Agreement, and to complete the requested work up to and including final consideration and action by the Board of Trustees prior to the end of September 2021.

**ACTION REQUESTED**

To select \_\_\_\_\_ to serve as the Consultant to provide the required services as described in the project scope of services or scope of work section of the firm’s detailed cost proposal for updating the East and West DDA Development and Tax Increment Financing plans, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement with the firm for these services.

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

Yes:  
No:  
Absent:

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



October 13, 2020

Rodney Nanny, AICP  
Community and Economic Development Director  
Charter Township of Union  
2010 South Lincoln Street  
Mount Pleasant, MI 48858

**RE: Proposal for preparation of updates to the Development and Tax  
Increment Financing Plans for the East and West Downtown Development  
Authority Districts**

Dear Mr. Nanny:

We are pleased to provide this proposal to the Charter Township of Union. Mission North will lead the consultant team that includes Smith Group. This partnership combines Mission North's expertise in economic development, retail district associations, and downtown development authority planning and execution, with Smith Group's industry-leading engagement and familiarity with Union Charter Township. Both Kathleen Duffy and I look forward to presenting to the EDA Board on October 20th.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Bacigalupi". The signature is fluid and cursive, with a large initial "R" and "B".

Rob Bacigalupi, AICP

# Proposal

for: Charter Township of Union:  
Preparation of updates to the  
Development and Tax Increment  
Financing Plans for the East and West  
Downtown Development Authority  
Districts

date: October 13, 2020

by: Mission North, LLC



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# A. Introduction

Mission North and its partner Smith Group is excited to be invited to propose assistance to Charter Township of Union. This proposal is a response to that invitation and accompanies our Statement of Qualifications dated September 9, 2020.

Rob Bacigalupi, AICP, of Mission North will lead the project and head the steering committee work, plan preparation, and compliance with P.A. 57 of 2018. Kathleen Duffy, AICP, of Smith Group, will head up stakeholder engagement, cost estimating and support Mission North with other work aspects.

## **B. Project Understanding and Approach**

Union Charter Township seeks assistance pursuing updating its development and tax increment financing plans for its East and West DDA districts. Additionally, the Township wishes to investigate expanding the East DDA District, which may require creating a new Development Area Citizens Council. The Economic Development Authority has already identified and prioritized short and long-term goals for each district, which will provide a basis for the new plans. The updated plans shall comply with Michigan Public Act 57 of 2018, which governs DDA development and tax increment plans.

The scope of work anticipates the Township creating a steering committee to provide a sounding board and an on-the-ground perspective. This committee might have representation from the EDA Board, Township Board, the business community, and key staff members. The steering committee's purpose would be to help identify and engage key stakeholders and assist with messaging and communication. Doing this first will strengthen the effort and bolster its success.

The project timeline, which is presented below, would allow for the adoption of the new plans as early in July 2021. This schedule allows room for additional meetings and input while still leaving time to meet the end of September deadline.

Mission North and its team will be assisting the Community and Economic Development Director, Finance Director, and the Economic Development Authority Board with the preparation of the plans. Our team will prepare the documents, including attachments. We would rely on the Township to provide the appropriate information and materials to develop such a plan. Examples include millage rates, an up-to-date zoning map, and GIS mapping data for both DDA Districts, including the potential expansion area, preferably in a shapefile or geopackage file format.

The Charter Township of Union shall own all updated plans, digital files of plans and their components, and project data without restriction.

## C. Scope of Work

Based on our understanding of the project, Mission North submits the following work and services scope:

### 1. **Establish Steering Committee**

Utilize a broad-based steering committee to guide engagement. This committee should include representation from the EDA Board, the Community and Economic Development Director, and other key staff members, but also could consist of Township Board Member, a representative from the business community, and a resident of the expansion area.

#### Tasks

- a. Develop a summary of projects and goals identified in the Economic Development Authority Board's four-year plans, and other applicable plans, as directed.
- b. Conduct meeting of newly formed Development Plan Steering Committee where key stakeholders are identified, possible Development Area Citizens Council (DACC) members are brainstormed, the baseline project list is reviewed, initial messaging is established, and missing information is identified.
- c. Hold the second Steering Committee to fill in any missing information discussed at the first meeting, review progress on DACC formation, review any communication materials.

*Deliverables: Project schedule, draft project list, other communication materials including map(s) of districts including possible expansion*



## 2. **Outreach**

Clarify the scope of development and tax increment financing plans and gain support for plans.

### Tasks

- a. Facilitate meeting with newly formed Development Area Citizens Council to describe the process, goals of the effort, present baseline project list, and ask for feedback. It is anticipated that the Township Board will appoint the DACC in early February 2021.
- b. Conduct business owners/property owners meeting to identify their needs and brainstorm ways the DDA can assist, and understand plans for future private development.
- c. Hold a meeting with taxing authority representatives to present an overview of the process, the project list, and an overview of tax implications.

*Deliverables: Updated project list, project cost estimates, future development projections*

## 3. **Draft Plans**

Develop drafts of plans for review by appointed committees and boards.

### Tasks

- a. Prepare drafts, circulate for internal review.
- b. Get Steering Committee comment on draft plans.
- c. Present drafts to DACC.
- d. Present completed drafts to EDA Board to consider approval.

*Deliverables: Plans as recommended by the EDA Board, memorandum estimating the impact on taxing authorities*

#### 4. **Township Board Review and Approval**

Assist the Township Board and staff with the public hearing process and approval of new plans.

##### Tasks

- a. Present the recommended plans to the Township Board for review, where they consider setting a public hearing.
- b. Assist the township with notification requirements for a Township Board public hearing.
- c. Attend the Township Board public hearing, present the proposed plans.
- d. Finalize development and tax increment financing plans for publication by Township.

## D. Estimated Timetable

<u>Task/Deliverable</u>	<u>Estimated Timeframe</u>
Projected Project Award	November 17, 2020
Project kickoff	Week of December 1, 2020
Steering Committee Meeting #1	First week of January , 2021
Steering Committee Meeting #2	First week of February, 2021
Outreach meetings, including DACC	Third/fourth week of February, 2021
EDA Board reviews plan outlines	March 16, 2021
Plan drafts reviewed internally	April, 2021
Steering Committee Meeting #3	Late April, 2021
EDA Board recommends plans	May 18, 2021
Township Board receives plans, sets public hearing	May 25, 2012
DACC reviews plans	Early June, 2021
Township Board holds public hearing, considers adopting plans	July 13, 2021

## **E. Project Fee**

The fee to complete the scope of work is not-to-exceed \$16,760.

## **F. Proof of Insurance**

Attached is proof of insurance for Mission North's professional liability coverage.



# Union Township Economic Development Authority



**Proposal for the Development and Tax Increment  
Financing Plan Updates for the East and West  
Downtown Development Authority Districts**



October 13, 2020

Mr. Rodney Nanney, AICP  
Community and Economic Development Director  
Union Township  
2010 S. Lincoln Rd.  
Mt. Pleasant, MI 48858

**Subject: Proposal Submission to Update the Development & Tax Increment Financing Plans for the East and West Downtown Development Authority Districts in Union Township**

Dear Mr. Nanney:

I would like to thank you and the EDA Board for selecting us to submit a proposal to update the Development and Tax Increment Financing Plans for the East and West Downtown Development Authority Districts in Union Township. Attached is our response to the RFP requirements including a more detailed description of our opt-out experience. As you can see, we have been working with Counties and other taxing jurisdictions for over 15 years, finding creative ways to gain support for boundary expansions and increment capture term extensions. As you may know, the Michigan Association of Counties (MAC) has vigorously lobbied against tax increment financing, stating that it takes needed revenue away from County government. In actuality, project-specific tax capture has virtually no impact on the taxing jurisdictions. In fact, it can be argued that the tax gains immediately outside the District boundaries far outweigh any new increment being captured within.

As mentioned in our qualifications package, we are considered experts in development implementation and tax increment financing, while leading the way in our work with applicable taxing jurisdictions. We view this more than just an update process and look forward to finding creative ways to use tax capture for your future projects. With over 17 tax increment plans either completed or in process, this is one of our specialties and not something we just do occasionally. In fact, we have been asked by the Michigan Association of Planning (MAP) to prepare the Tax Increment Financing Training Program for the organization and present it at sessions around the state.

We look forward to discussing our proposal with you in more detail on October 20th, and if you have any questions, please contact me directly at 810-335-3800.

Sincerely,



Carmine P. Avantini, AICP  
President, CIB Planning



# CIB Planning Opt-Out Experience

## City of Wixom

While at LSL Planning in 2004, Carmine Avantini updated the City of Wixom DDA Plan, which included extending the district boundaries and term of tax capture. One of the key projects was development of the Wixom Village Center Area, because the traditional downtown burned down in the 1930's. In spite of a spectacular \$30 million plan to create a new downtown for the city, Oakland County opted out of the plan. After over a year of developing support for the County to remain a partner in the DDA Plan, they agreed to participate. The new opt-in criteria we developed working on this project is now used by the County to evaluate future tax capture requests. We are now updating the DDA Plan again and will be approaching Oakland County in early 2021 to obtain an extension and an updated project list.

## Shelby Township

In 2015 CIB Planning was retained by the Township to update their DDA Plan, including an expansion of boundaries and term extension. Utilizing lessons learned from our Oakland County experience, we proactively approached Macomb County before initiating the adoption process and were able to obtain buy-in, based in part upon the new tool we developed; utilizing project-specific tax capture as a way to “close the gap” on project funding without the Township having to borrow the money.

## Meridian Township

In 2019 CIB Planning updated the Meridian Township DDA Plan to include the area known as the Village of Okemos. Proposed is redevelopment of a severely contaminated 6 block area into a mixed-use development, located where a traditional village once was. The underground contamination has migrated outward so single-site cleanup is no longer possible. Likewise, the cost of remediation is so great (over \$9 million) that Brownfield alone

will not cover it. To make the over \$100 million project feasible, the Township decided to utilize the project-specific tax increment financing we developed to close the funding gap.

Using the experience we gained through past DDA Plan expansions, we decided to develop a creative approach providing a 2.1% tax capture share with the County, Community College, Lansing Airport and CATA (Capitol Area Transit Authority). The remaining capture would be allocated specifically to the project for a term of 20 years. Development agreements were executed with each of these parties to solidify the arrangement and the funding was integrated with Brownfield tax capture to make the project feasible.

## City of Farmington

CIB is currently working with the City of Farmington to redevelop the former Maxfield Training Center (MTC) building in downtown for residential use. The City already has an agreement with Oakland County that ties their current DDA in with two other Corridor Improvement Authorities (CIA). We had considered asking Oakland County to extend the capture term but have since found a way to structure the financing without it. Even still, we will be working with the County on the DDA Plan update to gain support for access to the County Brownfield Revolving Loan Fund.



# CIB Planning Tax Increment Financing Plan Experience

CIB Planning has worked with the following municipalities to develop and/or update their DDA plans:

- City of Farmington DDA – plan update (current)
- City of Grand Blanc DDA - original plan & update
- Grosse Ile Township DDA – plan update
- City of Laingsburg DDA – plan update
- Village of Lexington DDA – plan update (current)
- Meridian Township DDA – plan update
- Mundy Township CIA – creation of the Corridor Improvement Authority & update
- City of Portage CIA – creation of the Crossroads Mall Area CIA (current)
- City of Portage CIA – creation of the Lake Center District CIA (current)
- City of Romulus DDA – original plan and update
- Shelby Township DDA – DDA Plan and ongoing technical assistance
- City of Wixom DDA - original plan & update (current)
- City of Wixom LDFA – plan update



## About Community Image Builders (CIB Planning)

CIB Planning provides exceptional planning and development services to small- and medium-sized communities throughout Michigan, and we are also active in the fields of economic development, economic development marketing, regional coordination, downtown development, ongoing DDA & CIA assistance, housing implementation, redevelopment financing, and project implementation. The planning professionals at CIB began their careers in the public sector and continue to work with local governments on a daily basis. This connection helps ensure that the plans, ordinances, and recommendations we make are both visionary and practical.

Moreover, we pride ourselves on a firm that can not only provide day-to-day solutions to planning and development issues, but also bring a level of leadership that will build community consensus on key topics. This is evidenced by the long-term relationships that we have with client communities; the longest being over 26 years.

At CIB, we have experts with experience at every angle of community improvement. We combine community planning and stakeholder engagement with economic development and tie in marketing, branding, implementation and redevelopment financing strategies, building tools for communities to transform their vision into reality while being a collaborative and trustworthy partner in every step.

CIB frequently teams with other consultants in order to provide a wide range of talents and expertise.

## Firm Information

Community Image Builders (CIB)  
Carmine P. Avantini, AICP, President  
17195 Silver Parkway, #309  
Fenton, Michigan 48430  
avantini@cibplanning.com  
(810) 335-3800

CIB was formed in 2012 and is a Subchapter S Corporation organized in the State of Michigan, Federal ID# 45-5419410.

CIB is an innovative planning and development consulting firm managed by Carmine Avantini, one of the founding partners of LSL Planning, and Justin Sprague, formerly with the Flint & Genesee Chamber of Commerce. With a staff of five professionals, the firm has over 75 years of experience providing innovative planning and development solutions to communities in Michigan and the eastern United States.

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 <b>HOUSING &amp; ECONOMIC DEVELOPMENT STRATEGIES</b>	 <b>COMMUNITY BRANDING</b>	 <b>STAKEHOLDER ENGAGEMENT &amp; FACILITATION</b>
 <b>PROJECT IMPLEMENTATION</b>	 <b>MARKETING STRATEGIES</b>	 <b>MASTER PLANNING &amp; DDA PLANNING</b>
 <b>CORPORATE LOCATION SUPPORT</b>	 <b>PLANNING &amp; ZONING</b>	 <b>TAX INCREMENT FINANCING ASSISTANCE</b>

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# Principal Team Members



**Carmine P. Avantini**, AICP, is the President of CIB Planning and was previously a founding partner with LSL Planning. For over 37 years, Carmine has provided innovative solutions to community planning, housing, zoning, and development challenges.

Carmine specializes in community planning, zoning, public involvement, economic development, downtown planning, small town development, site redevelopment, housing, and project implementation. He works with a wide range of municipalities to find creative solutions to challenging development issues and sees them through to implementation; recognizing that projects are not truly completed until construction is finished.

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**Justin Sprague** serves as Vice President at CIB Planning and is responsible for traditional planning and zoning services, economic development support services and private sector development services including site selection, incentive negotiations, and navigating the municipal development process.

He was previously the Director of Business Development at the Flint & Genesee Chamber of Commerce, where he was responsible for business attraction/retention efforts, large site redevelopment, and municipal collaboration projects. While at the Chamber, Justin teamed with CIB Planning to successfully prepare Accelerate, a seven-county regional economic development plan that combined a Federal EDA CEDS Plan and State Regional Prosperity Plan into one seamless initiative.

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**Elena Moeller-Younger** is the Director of Marketing and Strategic Planning for CIB, where she leads the marketing, branding, development and implementation of clients' community image strategies. Elena focuses on assisting municipal clients developing a unique brand and communications plan to attract new investment to the community in the form of industry, housing, and tourism. She also oversees internal marketing and brand development for CIB and assists with proposals, web content, social media, marketing materials and other related business development functions. She will be involved in the training and developing the economic development marketing strategies.



## Scope of Services

# Project Scope of Services

CIB Planning proposes to assist the Union Township EDA to update the Development Plans and Tax Increment Financing Plans for the East and West Downtown Development Authority Districts. Each project is different so while we provide the detailed work plan below, we are flexible and open to changes. The proposed scope of work includes Development and TIF Plan updates for both districts based upon working closely with the Community and Economic Development Director and EDA Board. Our process includes a total of four work meetings with the EDA Board, a SWOT session for each of the Districts, a TIF training session, and a final presentation to the Township Board. There would also be a work session with the Community and Economic Development Director, the Township Assessor and the Township Finance Director. The following is our proposed scope of services:

## I. DDA and TIF Plan Update Preparation – East and West Districts

### 1. Introduction

- a. Goals and Objectives. CIB will review existing Goals and Objectives of the Development and Tax Increment Financing Plan, followed by identification of potential additions or revisions for discussion at a workshop with the EDA Board.
- b. Existing Conditions. Existing conditions information from the Downtown Plan and the Master Plan will be used to prepare a summary of key demographic and economic data for the DDA. This will also be discussed at the EDA Board workshop for endorsement.
- c. Administrative Kick-off Meeting. On the same day as the EDA Board kick-off workshop session, the CIB Team will meet with Community and Economic Development Director, the Township Assessor, the Township Finance Director and any other needed Township officials to obtain information and discuss assistance that may be needed as we assemble the tax tables and coordinate meeting(s) with the taxing jurisdictions.
- d. EDA Board TIF Training Session. Likely in a virtual setting, the CIB team will hold a TIF training session with the EDA Board and staff to present the various options for use of TIF capture dollars. It is important for participants to review the different, creative ways tax increment financing can be used while staying within the guidelines of the State Act. In particular, this will help frame the projects list discussion with the EDA Board.

### 2. Public Involvement

- a. Resident/Business Owner Survey. CIB will work with the Township staff and EDA Board to develop a list of questions focusing on improvements and development that they would like to see in each of the DDA Districts. These should be relatively brief surveys, typically 10-15 non open-ended questions, to keep the participant's interest and elicit a high participation rate. The questions can be reviewed at the first EDA Board work session, concurrent with review of the goals and objectives. The survey will be entered into Survey Monkey and a link placed on the Township/EDA website and any other websites deemed appropriate by the EDA Board. At the end of the survey period the results will be summarized and provided to the EDA Board for review prior to posting on the Township website.
- b. SWOT Session. CIB will work with the Community and Economic Development Director to conduct a Strengths, Weaknesses, Opportunities and Threats (SWOTS) session for each of the Districts with business owners, residents, Township officials, EDA Board members, and any



other interested parties. This will help CIB team gain a clear understanding of how participants see both the potential and limiting factors for each of the Districts moving forward. This will also give any business owners an opportunity to provide more detailed ideas about the districts separate from the above survey.

c. EDA Review Workshop. Once each of the draft DDA Plans is prepared and available for EDA Board and public review, a third workshop will be held and a presentation made by CIB covering the Plan updates. Public participants will be afforded an opportunity to provide comment to the Board and any necessary edits identified.

### 3. DDA Development Plan Preparation

a. Information Required to Fulfill All Requirements of the DDA Enabling Legislation (P.A. 57 of 2018). CIB will review the existing Development Plan and revise necessary sections to ensure compliance with requirements of P.A. 57.

b. Review Previously Identified Projects. Previously proposed DDA improvements from the current Development and TIF Plans that have not yet been implemented will be reviewed at the first EDA Board workshop.

c. Identify New Projects. CIB will use the first workshop with the EDA to identify and propose potential new projects for the TIFA that support the updated Goals and Objectives. We will also review examples of our innovative tax increment financing to see how they might be applicable to the Township. Should more detailed project-specific cost estimates be desired for inclusion in the plan, the Township's engineer will be responsible for providing these. We typically recommend that these be located outside the plan, in a workbook, so a new adoption process isn't needed when new cost estimates are generate moving forward. Costs for non-engineering items will be general estimates and types of potential projects may include:

- Project Gap Financing
- Streetscape improvements
- Façade Improvements
- Context Sensitive Solutions
- Marketing/Promotion
- DDA Operations
- Utility/Street Improvements
- Land Acquisition
- Public & Private Improvements
- Parking lot consolidation
- Business Recruitment
- Building Demolition.

d. Text Updates. CIB will create new DDA Development Plan text governing open space, land and developer transactions, zone changes, development costs and financing capabilities, relocation needs, and related information.

e. Development Area Citizen's Council. Since the potential boundary expansion of the East DDA District may involve the inclusion of residential neighborhoods, there may be the need to establish a new Development Area Citizens Council (DACC). The State Act requires creation of this advisory body once 100 or more residents live within the District. Once the plans are

developed and the decision to establish a DDAC has been made, CIB and the Community and Economic Development Director will meet with the Committee to review the draft plan and obtain comments for review by the EDA Board.

#### 4. Tax Increment Finance (TIF) Plan

a. Information Required to Fulfill All Requirements of TIFA Act (P.A. 57). As with the Development Plan, CIB will review the existing Development Plan and revise necessary sections to ensure compliance with requirements of P.A. 57.

b. Update Pertinent Information. CIB will work with the Community and Economic Development Director and Township Assessor to update property valuation data, millage rates, and anticipated capture data.

c. Revenue Estimates. Using existing millage rates and input from the Township Assessor, CIB will project revenue estimates based on captured value within the limits of the TIF area. Estimates will be prepared for the anticipated time span, typically 25 or 30 years. Assumed growth rates, for the purpose of future projections, will be based on historic SEV growth patterns, new State cost-of-living projections, or an assumed rate of conservative growth (e.g. 2.0%).

d. Revenue by Jurisdiction. Projected captured revenue by taxing jurisdictions will be estimated.

e. Captured Revenue Impact. The impact of captured revenue on the various taxing jurisdictions will be identified and included in the required TIF tables.

f. Text Updates. CIB will update the present TIF text governing tax increment procedure, bonded indebtedness, plan duration, and related sections.

#### 5. Tables and Maps

a. Information Required to Fulfill All Requirements of the DDA and TIFA Acts. CIB will prepare required tables and maps such as tax capture tables, a district boundary map, etc. to meet state requirements and also make the plans visually attractive and informative to the reader.

b. Implementation Techniques, Funding, and Timelines. The final listing of projects for the DDA (based on input and meeting with the EDA Board) will be prioritized and listed by year to best match projected funding.

c. Maps. Using the Township's base GIS map, CIB will use maps from the Master Plan including Existing and Future Land Use Maps, a Zoning Map of the TIFA area, and a District Boundary Map.

## II. Notification and Filing Requirements

CIB will review the Township's draft (or write a draft for Township review) notices for use with public hearings, taxing jurisdiction notifications, and adoption resolutions. We will also work with the Community and Economic Development Director and Township Attorney to create the adopting ordinance language for each District.

## III. Meeting with Taxing Jurisdictions

In concert with EDA/Township officials, CIB will attend a meeting, either virtual or in-person dependent upon the Governor's orders due to the COVID-19 pandemic, with applicable taxing jurisdictions to present the draft updated DDA Plan and discuss the importance of TIF as a tool



for development within the District. If it appears that some or all of the taxing jurisdictions are concerned about either expansion of the DDA boundaries or extending the tax capture time frames, we are fully prepared to assist in developing and implementing an opt-in strategy under Option VIII below.

## IV. Project Meetings

Nine (9) meetings are programmed on seven (7) separate dates including the following, and can either be conducted virtually through Zoom or in-person depending on the current state of the Governor's orders due to the COVID-19 pandemic:

**1a and 1b. Kick-off/Brainstorming Meetings.** One kickoff meeting with the Community and Economic Development Director will be held to coordinate the project, review existing project information, and discuss meeting schedules. This meeting should also include the Township Assessor and Finance Director to review the millage rates for the taxing jurisdictions, taxable property values, and the duration of tax increment capture. That same day, a kick-off/brainstorming meeting will be held with the EDA Board to facilitate a discussion of goals and objectives, collect information, review potential projects in the Districts, and discuss possible survey questions.

**2. SWOT Session.** CIB will conduct a Strengths, Weaknesses, Opportunities and Threats (SWOTS) session for each of the Districts with business owners, residents, Township officials, EDA Board members, and any other interested parties.

**3. EDA Board TIF Training Session.** Likely in a virtual setting, the CIB team will hold a TIF training session with the EDA Board and staff to present the various options for use of TIF capture dollars.

**4. Review of Tax Capture/Income Projections.** Meeting with the Township Finance Director, Township Assessor, and Community and Economic Development Director to review the income projection estimates (on the same day as the Projects review meeting with the EDA Board).

**5. Projects Review.** A working meeting will be held with the EDA Board to review the projects list for each District and discuss changes. We can also use this meeting to review the survey results and see what implications they have on the projects list and other plan elements.

**6. Review Meeting with the EDA Board.** A working meeting will be held with the EDA Board to obtain feedback on the draft plan, including the list projects and tax capture tables.

**7. Review of the Draft Plan with the EDA Board of Directors.** A meeting will be held with the EDA Board to review the revised draft updated DDA plans and make a recommendation, by Resolution, to the Township Board to initiate the approval process.

**8. Meeting with Taxing Jurisdictions.** A meeting will be held with representatives of the applicable taxing jurisdictions to present the draft plan updates and discuss new ways to effectively use tax increment financing.

**9. Public Hearing and Presentation.** CIB will give a final presentation on the plans before the Township Board and also assist with facilitation of the required public hearing.

## V. Schedule

The estimated schedule for completion and adoption of the updated Development and TIF Plan is nine (9) months from the time of the kick-off meeting. Any additional work with the taxing jurisdictions would potentially add to the timeframe, but that will not be known until the update process is underway.

## VI. Deliverables

- Draft and Final Plans (in electronic Word and pdf versions)
- Power Point Presentations (in electronic versions).

The lump sum fee for completion of the TIF and development Plan Updates is \$29,926, which includes normal reimbursable expenses like mileage, postage, etc. To keep costs down, it is anticipated that the EDA would make any paper copies of meeting handouts and draft plans. Any final bound copies can be provided at cost to the EDA for printing and delivery.

Note: The above fee does not include any time for the Township's engineer, sub-consultants or legal counsel needed to provide input on the plan. This also assumes that the Township will be responsible for publication of notices, mailings, etc. and other such associated costs. Additional meetings are extra and will be invoiced based upon time and expenses. Also note that all plan materials and final documents will become the property of the Township.

## VII. Optional Economic Development Marketing and Branding

Based upon the township's need to position the community to attract businesses to the area, our team will develop an economic development marketing and branding strategy. We offer this scope based on similar experience elsewhere, but we are also aware of the fact that each project is unique, and adjustments may need to be made after we are able to learn more about project expectations and other foundational work. We are also more than willing to explore changes to the approach as the project process unfolds and as the community sees opportunities to adjust to new opportunities.

With the Economic Development Vision, Implementation Plan and Performance Measures as a base and with the input of Township stakeholders, the Marketing and Branding Strategy for Union Township will include:

- Definition of marketing goals in support of an economic development strategy
- Identify key/target audiences and key messages in support of an economic development strategy
- Development of a brand position and marketing strategy designed to communicate with key audiences
- Tactics in alignment with strategic economic development goals that reach and influence target audiences.

## VIII. Optional Taxing Jurisdiction Assistance and Unforeseen Tasks

At the present time, taxing jurisdictions have the ability to opt out of plan updates, and corresponding tax capture under three circumstances: 1) a change in District boundaries; 2) if the term of the tax capture is to be extended; and 3) if an existing agreement is in place and must be amended with a taxing jurisdiction. By State statute, libraries also have the ability to automatically opt out. We have assisted a number of communities through this process and are adept at negotiating agreements with taxing jurisdictions, where necessary. CIB can provide this assistance and any unforeseen tasks based upon our regular hourly rates identified herein.

## Project Budget

Items I through VI: \$29,926

Optional Item VII: \$5,580

## References

We invite you to contact our current and past clients to learn more about their experience with DDA Plan preparation as well as other creative and innovative projects, including implementation.

Eric P. Helzer, EDFP, Principal at Advanced Redevelopment Solutions  
517-648-2434  
ephelzer@msn.com

James Tischler, FAICP, PCP, MCIP-I, Development Director - Michigan Land Bank Authority  
517-335-8212  
tischlerj2@michigan.gov

Glenn Wynn, Former Planning Director, Shelby Township  
586-726-7243  
glenn.r.wynn@gmail.com

Chris Buck, Former Economic Development Director, Meridian Township  
Martin Commercial Properties  
517-528-4770  
chris.buck@martincommercial.com

David Murphy, City Manager, City of Farmington  
248-474-5500 ext 2221  
dmurphy@farmgov.com

Steve Brown, City Manager, City of Wixom  
(248) 624-0894  
CityManager@wixomgov.org

## Rates

### 2020 CIB Planning Public Fee Schedule

President: \$142.00

Vice President: \$128.00

Director: \$124.00

Senior Planner: \$101.00

Administrative: \$42.00

\* Hourly rates are subject to increase on an annual basis.

## Contact Information

CIB Planning  
17195 Sliver Parkway, #309  
Fenton, MI 48430  
810-335-3800  
www.cibplanning.com

Carmine Avantini, President, CIB Planning  
avantini@cibplanning.com

<b>UNION TOWNSHIP TAX INCREMENT FINANCING PLANS--DETAILED BUDGET</b>							
		CA	JS	EMY			
		\$142	\$128	\$124		Subtotals	
<b>Administration</b>							
	Misc. administration	8	4	8		\$2,640	
	Project oversight	6	4			\$1,364	
						<b>\$4,004</b>	
<b>1. Introduction</b>							
	Goals and Objectives	2	6	4		\$1,548	
	Kick-off meeting with staff and officials	6	6			\$1,620	
	Initial EDA Board Workshop	4	4			\$1,080	
	TIF Training Session	4				\$568	
						<b>\$4,816</b>	
<b>2. Public Involvement</b>							
	Business Owner-Resident Survey & Compliation	2	2	8		\$1,532	
	SWOT meeting with Steering Committee (same day)		6			\$768	
	Compilation of Survey Results	4		8		\$1,560	
	EDA Board Review Workshop		8	8		\$2,016	
						<b>\$5,876</b>	
<b>3 &amp; 4 DDA Plan Preparation</b>							
	Draft Development Plan Preparation	5	2	10		\$2,206	
	Draft TIF Plan Preparation	12	4	14		\$3,952	
	Tax Capture Meeting with Staff	4				\$568	
	Preparation & Review Workshop with EDA Board	8				\$1,136	
	DDA Plan Edits	2		4		\$780	
	Notification and Filing Requirements	4		2		\$816	
	Preparation and Meeting with Taxing Jurisdictions	12		2		\$1,952	
	Citizen's Council Mtg.		6			\$768	
						<b>\$12,178</b>	
<b>5. DDA Plan Adoption</b>							
	Preparation of Schedules and Resolutions	4				\$568	
	Final Review and Resolution Meeting with EDA Board	6				\$852	
	Presentation & Township Board Meeting	8		4		\$1,632	
						<b>\$3,052</b>	
	Hour Totals	101	52	72			<b>TOTAL \$29,926</b>
<b>7. Optional</b>							
	Marketing and Branding Strategy			45		\$5,580	
						<b>\$5,580</b>	
<b>8. Opt-out Assistance</b>							
	Hourly based upon fee schedule						



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**10/8/2020**

**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).**

<b>PRODUCER</b> Hartland Insurance Agency, Inc. PO Box 129 Hartland, MI 48353	<b>CONTACT NAME:</b> David Walker <b>PHONE (A/C, No, Ext):</b> (810) 632-5161 201 <b>FAX (A/C, No):</b> (810) 632-6775 <b>E-MAIL ADDRESS:</b> davidwalker@hartlandinsurance.com	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : Citizens Insurance</b>		<b>31534</b>
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**INSURED**

**CIB Planning/Community Image Builders LLC**  
 17195 Silver Parkway, 309  
 Fenton, MI 48430

**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
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:			<b>ODHD309127</b>	<b>7/1/2020</b>	<b>7/1/2021</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		<b>N / A</b>	<b>WDHD309423</b>	<b>7/1/2020</b>	<b>7/1/2021</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

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

**CERTIFICATE HOLDER**

**CANCELLATION**

Union Township 2010 S. Lincoln Mount Pleasant, MI 48858	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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**We Deliver Results**



## REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board      **DATE:** October 12, 2020  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 10/20/2020

**ACTION REQUESTED:** To accept the per-plow rate of \$700.00 for Doug’s Small Engine Repair to provide sidewalk snowplowing services in the East DDA District along the E. Pickard Road corridor through 12/31/2023, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

Current Action  Emergency

Funds Budgeted in 2020: If Yes  Account #248-000-801.003

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

### BACKGROUND INFORMATION

Doug’s Small Engine Repair has provided sidewalk snowplowing services in the East DDA District along the E. Pickard Road corridor for a number of years on a year-to-year basis without a current signed service agreement. Over the course of the winter, I checked on various locations along the corridor and consistently found the sidewalks had been cleared quickly but thoroughly after a storm, including the detail work to minimize icing. I have also noticed several people using these sidewalks, despite the bitter cold, during these months. Doug’s Small Engine Repair provides an important service to the community and to the local businesses by keeping the public sidewalks clear in the East DDA business district.

Earlier this year, I contacted the owner to request an updated bid that included options a current service agreement, I earlier this year (pre-COVID19) to request current per-plow rate information and to ask for an optional per-month flat rate for EDA Board consideration. The attached rate schedule document (entitled “Bid for Snow Removal”) includes the following options:

Per-Plow Option: \$700.00

Per-Month Option: \$2,500.00

### SCOPE OF SERVICES

The scope of work is for snowplowing of the public sidewalks on the north and south sides of E. Pickard Rd. from S. Summerton Rd. west to Packard St. (incorrectly written as “Pickard Street” on the rate schedule) and along the east and west sides of S. Isabella Rd. from National Drive to E. Broadway Street. Plowing is done after two (2) inches or more of snowfall or when there is heavy drifting of snow over the sidewalk.

### STAFF RECOMMENDATION

It is the recommendation of staff that the “per-plow” rate of \$700.00 per event be accepted by the EDA Board as the preferred rate option for these services during the upcoming winter seasons. Based on the requirement for a five-month billing cycle (from Nov. 1 – March 31), the total annual cost for the “per-month” flat rate option would be \$12,500.00. For reference, the amounts invoiced in prior years are noted below:

2016	\$7,650.00
2017	\$2,075.00
2018	\$2,350.00
2019	\$10,100.00

### 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 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 public improvements in the East DDA District, including public sidewalks. Winter maintenance of these sidewalks provides pedestrian access to the business district and helps to establish a functional character for this area that is welcoming to visitors and supports local business investment and growth.

By continuing to provide this service, 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**
- 3. Safety**
- 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). Winter maintenance of these sidewalks also helps all residents to enjoy a safe environment (1.3) and safe, accessible routes for pedestrians (1.3.1). A pedestrian-friendly 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).

### COSTS

The “per-plow” rate is unchanged from last year. The annual cost for this service depends on the frequency and severity of winter weather. The proposed funding level for this service in the recommended FY2021 budget is sufficient for a busy snowplowing season.



**PROJECT TIMETABLE**

Snowplowing activities are ongoing during the winter season, with the frequency dependent somewhat on temperatures and the frequency of snowfall. Doug’s Small Engine Repair has requested a three-year agreement at the proposed per-plow rate.

**RESOLUTION**

To accept the per-plow rate of \$700.00 for Doug’s Small Engine Repair to provide sidewalk snowplowing services in the East DDA District along the E. Pickard Road corridor through 12/31/2023, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

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

- Yes:
- No:
- Absent:

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

**From:** Doug's small engine

5293 East Pickard st.

Mt. pleasant MI 48858

**TO:** Charter township of union

Attn: Rodney C Nanney

## **BID FOR SNOW REMOVAL**

Snow plowing for sidewalks on east Pickard Street from Summerton road to Pickard Street north and south side. Isabella road from National drive to Broadway Street. After 2" or more of snowfall or when there is heavy drifting. We also require a 3 year contract.

\$700 per plow

Or a \$2500 monthly charge from November 1 to March 31

Contact: Bryon

PH (989)773-0059

Email [Bryon@dougssmallengine.net](mailto:Bryon@dougssmallengine.net)



## REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board      **DATE:** October 13, 2020  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 10/20/2020

**ACTION REQUESTED:** To accept the updated rate schedule for Mid-Michigan Industries, Inc. to provide corridor cleaning and park bench area cleaning services in the East DDA District along the E. Pickard Road corridor, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

Current Action  Emergency

Funds Budgeted in 2020: If Yes  Account #248-000-801.000

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

### **BACKGROUND INFORMATION**

Mid-Michigan Industries, Inc. has provided cleaning and maintenance services in the East DDA District along the E. Pickard Road corridor for a number of years. MMI provides an important service to the community and to the local businesses, and I have found the work of their personnel to be consistent and thorough in all respects. In late June, Shad Welke, MMI Community Employment Manager, let me know that MMI would need to make adjustments to their rates and how they invoice for these services. As noted in the attached rate schedule document (entitled "MMI Contracts"), their "per-hour" rates for these services have been in place without change for an extended period of time. The MMI proposal includes moving to a "per-shift" approach for these services.

### **SCOPE OF SERVICES**

The scope of work is for regular cleaning of the of park bench and trash receptacle areas on the north and south sides of E. Pickard Rd. in the East DDA District, along with general litter pickup and clean-up work along the entire E. Pickard Road corridor during the week prior to Memorial Day, Independence Day, and Labor Day.

### **STAFF RECOMMENDATION**

It is the recommendation of staff that the updated MMI rate schedule be accepted as presented.

**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 regular cleaning of the road margin area, 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**

The updated rate schedule and adjustment to a “per-shift” approach for invoicing will result in a modest increase in costs for these services over prior years, which is reflected in the proposed funding level for this service in the recommended FY2021 budget.

**PROJECT TIMETABLE**

These services are provided on a regular schedule over the course of each year.

**RESOLUTION**

To accept the updated rate schedule for Mid-Michigan Industries, Inc. to provide corridor cleaning and park bench area cleaning services in the East DDA District along the E. Pickard Road corridor, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

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

Yes:

No:

Absent:

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



To: Union Township Board  
From: Shad Welke, CE Manager  
Date: June 24, 2020  
Re: MMI contracts

MMI holds two contracts for Union Township: Union Township Corridor and Union Township Park Benches. Both were valid through September 25, 2019 with an annual pricing review with a one year extension to be considered based on mutual consent. Our rate for the corridor clean up was \$27.55 per crew hour and our rate for the park bench area cleaning was \$26.95 per crew hour.

MMI greatly appreciates the support of our training programs by you and your residents, however due to two recent minimum wage increases, we are no longer able to continue at our current rates for service. We are also proposing a change to a "per shift" rate of service to allow you to more easily budget for these expenses:

Corridor rates:

June 26, 2020 thru September 25, 2020	\$452 per shift
September 26, 2020 thru September 25, 2021	\$462 per shift

Park Bench rates:

June 26, 2020 thru September 25, 2020	
Spring, summer, fall	\$112.50 per shift
September 26, 2020 thru September 25, 2021	
Spring, summer, fall	\$115 per shift
Winter rate	61.50 per shift

The Corridor cleaning has been requested the week prior to Memorial Day, July 4<sup>th</sup>, and Labor Day holidays. The Park Bench area cleaning has been requested for each area weekly during the spring, summer, and fall, and bi-weekly in the winter. This can be subject to change due to snowfall rates. Thank you for your consideration of this increase. I can be contacted at (989) 773-6918.

Sincerely,

Shad Welke  
Community Employment Manager  
Mid-Michigan Industries, Inc.



## REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board      **DATE:** October 12, 2020  
**FROM:** Sherrie Teall, Finance Director and      **DATE FOR CONSIDERATION:** 10/20/2020  
Rodney C. Nanney, AICP, Community and  
Economic Development Director  
**ACTION REQUESTED:** To approve and adopt the 2021 fiscal year budgets for the East DDA and the West DDA funds, and to recommend final adoption of these budgets to the Board of Trustees.

Current Action   X        Emergency       

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

Finance Approval   MDS  

### **BACKGROUND INFORMATION**

The Economic Development Authority’s proposed budget for fiscal year 2021 includes funding of multiple projects and ongoing activities under both the East Downtown Development Authority Fund and the West Downtown Development Authority Fund. The scope of the planned projects and activities is consistent the EDA Board’s previous actions to authorize support for ongoing activities in the East DDA District, as well as the Board’s actions to identify high priority improvement projects in both DDA Districts.

The planned projects included in the East and West DDA District budgets are consistent with the EDA Board’s previous authorizations and project prioritization. Ongoing activities funded in the proposed FY2021 budget include the seasonal flowers, Art Reach banners, streetlighting, irrigation, and maintenance along the E. Pickard Rd. corridor, and the seasonal gateway entrance banners at the US-127 interchange. The proposed budget for the East DDA also reflects the EDA Board’s actions in July to approve a new contractor for mowing services and an annual funding contribution to the Mt. Pleasant Area Convention and Visitor’s Bureau to support the organization’s activities to promote and market the area as a destination for leisure travel, sports events, and meetings.

The attached budget detail also includes 10-year projections for each fund. A brief description of the significant items for each fund follows:

#### **East DDA District Operating**

- Total appropriation budget is \$942,320.00.
- Pump Station #1 project (cost share with sewer fund), originally budgeted in 2019 and 2020 but not executed due to receipt of bids higher than anticipated, is funded in the FY2021 budget for \$160,260.00.
- Jameson Park improvement funding in the amount of \$107,000.00.
- Programs such as lawn mowing, irrigation, landscape maintenance, holiday lighting, banners and snowplowing are funded.

- Funding transfer of \$105,100.00 to the Fire Fund in support of the fire service delivery contract with the City of Mt. Pleasant is budgeted.
- Net revenue/expense for FY 2020 is (\$417,970.00)
- FY 2021 projected year end fund balance is \$1,228,483.00.

### **WDDA Operating**

- Total appropriation budget is \$738,460.00.
- The S. Lincoln Rd improvement project, south of the bridge, which was approved in 2018 in the amount of \$330,000.00, is budgeted in FY2021 in anticipation of project completion.
- Funding of \$150,000.00 in support of a sidewalk along the north and south sides of Remus Rd from Bradley St. to S. Lincoln Rd.
- Funding of \$75,000.00 in support of a sidewalk along on the west side of S. Lincoln Rd. north of Remus Road has been budgeted.
- Funding of \$25,000.00 has been budgeted in support of pedestrian improvements at the Remus Rd/S. Lincoln Rd. intersection.
- Funding transfer of \$59,000.00 to the Fire Fund in support of the fire service delivery contract with the City of Mt. Pleasant is budgeted.
- Net revenue/expense for FY2021 is (\$402,790.00).
- FY2021 projected year end fund balance is \$744,189.00.

### **SCOPE OF ACTIVITY**

To approve and adopt the 2021 fiscal year budgets for the East DDA and the West DDA funds, and to recommend final adoption of these budgets to the Board of Trustees.

### **JUSTIFICATION**

Budget adoption is required under the Uniform Budget Act (Public Act 2 of 1968, as amended). Per the requirements of the Recodification Tax Increment Financing Act (Public Act 57 of 2018), the East and West DDA District budgets are also required to be approved by the Board of Trustees, which is anticipated at their December 16, 2020 meeting.

### **BOARD OF TRUSTEES GOALS ADDRESSED**

The following Board of Trustees goals are addressed by the proposed FY2021 budgets for the East and West DDA districts (From Policy 1.0: Global End):

- 1. Community well-being and common good**
- 3. Safety**
- 4. Health**
- 5. Natural Environment**
- 6. Commerce**

The proposed DDA District budgets are intended to make the most effective use of resources to support a sustainable community (1.0), to help residents engage in a vibrant community life (1.1) and take pride in their community (1.1.1.3), and to help all to feel welcomed in the Township (1.1.1). The work of the EDA Board, as reflected in the proposed budgets, helps to support vibrant business districts and commerce-friendly economic development policies in the Township (1.6).

Planned capital improvements to the municipal water and sanitary sewerage systems are necessary to maintain access to drinking water and wastewater systems in the Districts that meet or exceed Michigan standards (1.4.1 & 1.4.2). The planned road and sidewalk improvements in the West DDA District are intended to provide for safe, well maintained roads (1.3.4) and to help provide for an accessible, walkable and bikeable community (1.4.1) by expanding safe, accessible routes for pedestrians, bicyclists, and motorized vehicles (1.3.1). Jameson Park improvements will help residents of all ages and abilities to continue to be able to enjoy the Township’s public green spaces (1.5) and have access to facilities that enable an active, healthy lifestyle (1.4).

**COSTS**

NA

**TIMETABLE**

The fiscal year begins January 1, 2021. Budget adoption is required prior to that date to expend resources throughout the fiscal year.

**ACTION REQUESTED**

To approve and adopt the 2021 fiscal year budgets for the East DDA and the West DDA funds, and to recommend final adoption of these budgets to the Board of Trustees.

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

- Yes:
- No:
- Absent:

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



GL NUMBER	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 REQUESTED BUDGET	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
248-000-402.000	CURRENT PROPERTY TAX	408,607	435,000	435,000	460,000	458,000	
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)	(4,000)	(4,000)	
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)	(250)	(250)	(250)	
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	334	300	300	300	300	
248-000-445.000	INTEREST ON TAXES	186	500	630	500	500	
248-000-573.000	STATE AID REVENUE-LCSA	59,243	63,000	63,000	63,000	63,000	
248-000-665.000	INTEREST EARNED	23,801	18,000	18,000	6,700	6,700	
248-000-671.000	OTHER REVENUE	12,735	100	160	100	100	
Totals for dept 000 - NONE		504,906	512,650	512,840	526,350	524,350	
TOTAL ESTIMATED REVENUES		504,906	512,650	512,840	526,350	524,350	

GL NUMBER	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 REQUESTED BUDGET	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	10,612	9,800	9,800	82,500	82,500	
	FOOTNOTE AMOUNTS:				30,000	30,000	
	EAST DDA DEVELOPMENT PLAN UPDATE				20,000	20,000	
	FOOTNOTE AMOUNTS:				7,500	7,500	
	EAST DDA TAX INCREMENT FINANCING PLAN UPDATE				15,000	15,000	
	FOOTNOTE AMOUNTS:			2,500	2,500	2,500	
	MAP STREETLIGHTING AND UNDERGROUND ELECTRICAL FOR MISS DIG				400	400	
	FOOTNOTE AMOUNTS:			300	300	300	
	MAP UNDERGROUND IRRIGATION SYSTEM FOR MISS DIG				5,600	5,800	
	FOOTNOTE AMOUNTS:			1,000	1,000	1,000	
	CLIENT FEE FOR MIDDLE MICHIGAN DEVELOPMENT CORPORATION (1/2)						
	FOOTNOTE AMOUNTS:			400	400	400	
	VIDEO RECORDING OF EDA MEETINGS (1/2)				300	300	
	FOOTNOTE AMOUNTS:						
	FINANCIAL AUDIT PRESENTATION (1/2)				5,600	5,800	
	FOOTNOTE AMOUNTS:						
	PARK BENCH/GROUNDS MAINT ALONG PICKARD						
	FOOTNOTE AMOUNTS:						
	MISCELLANEOUS						
	GL # FOOTNOTE TOTAL:			9,800	82,500	82,500	
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES		10,000	10,000	11,000	11,000	
248-000-801.003	SIDEWALK SNOWPLOWING	10,100	10,000	10,000	11,000	11,000	
248-000-801.004	RIGHT OF WAY LAWN CARE	17,760	19,000	19,000	23,000	23,000	
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	34,077	34,000	34,000	35,000	35,000	
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	20,759	21,000	21,000	21,000	21,000	
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,958	20,000	20,000	20,000	20,000	
248-000-826.000	LEGAL FEES		500	500	500	500	
248-000-880.000	COMMUNITY PROMOTION	8,170	5,000	5,000	10,000	10,000	
	FOOTNOTE AMOUNTS:			5,000	5,000	5,000	
	EAST DDA CONTRIBUTION TO THE MT. PLEASANT AREA CVB						
	FOOTNOTE AMOUNTS:				5,000	5,000	
	PROJECT TO IMPROVE COMMUNICATION WITH AND BETWEEN EAST DDA BUSINESS OWNERS						
	GL # FOOTNOTE TOTAL:			5,000	10,000	10,000	
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS				40,000	40,000	
	FOOTNOTE AMOUNTS:				20,000	20,000	
	GRANT PROGRAM - BEAUTIFICATION IMPROVEMENTS						
	FOOTNOTE AMOUNTS:				20,000	20,000	
	GRANT PROGRAM - PEDESTRIAN ACCESS IMPROVEMENTS						
	GL # FOOTNOTE TOTAL:				40,000	40,000	
248-000-900.000	PRINTING & PUBLISHING		250	250	250	250	
248-000-915.000	MEMBERSHIP & DUES				260	260	
	FOOTNOTE AMOUNTS:				100	100	
	MICHIGAN DOWNTOWNS ASSOCIATION - RODNEY NANNEY (1/2)						
	FOOTNOTE AMOUNTS:				160	160	
	MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION - RODNEY NANNEY (1/2)						
	GL # FOOTNOTE TOTAL:				260	260	
248-000-917.000	WATER & SEWER CHARGES	15,686	15,000	15,000	16,000	16,000	
248-000-920.000	ELECTRIC/NATURAL GAS	10,763	12,000	12,000	12,000	12,000	
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,515	1,500	1,500	1,700	1,700	
248-000-940.000	LEASE/RENT	550	700	700	700	700	
248-000-955.000	MISC.	6	50	50	50	50	
248-000-967.000	PROJECTS	44,479					
Totals for dept 000 - NONE		193,435	158,800	158,800	284,960	284,960	
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	66,311	66,000	66,000	105,100	105,100	

GL NUMBER	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 REQUESTED BUDGET	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS							
Dept 336 - FIRE DEPARTMENT							
INCREASE BASED ON TAX CAPTURES @ 2.25 MILLAGE RATE-FIRE FUND							
Totals for dept 336 - FIRE DEPARTMENT		66,311	66,000	66,000	105,100	105,100	
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	3,997					
248-728-967.300	SEWER SYSTEM PROJECTS	7,952	160,260		360,260	435,260	
	FOOTNOTE AMOUNTS:				160,260	160,260	
	PUMP STATION #1 UPGRADE & REHAB-PROJ APPROVED IN 2018 DELAYED DUE TO HIGH BID PRICES				200,000	275,000	
	FOOTNOTE AMOUNTS:						
	S. SUMMERTON ROAD WATER-SANITARY SEWER IMPROVEMENTS FOR ECON. DEV-ENGINEERING						
	REMOVED PUMP STATION #1 FROM 2020-MOVED TO 2021						
	GL # FOOTNOTE TOTAL:				360,260	435,260	
248-728-967.600	PARKS PROJECTS		107,000		117,000	117,000	
	FOOTNOTE AMOUNTS:				107,000	107,000	
	CONTRIBUTION TO JAMESON PARK IMPROVEMENTS						
	FOOTNOTE AMOUNTS:				10,000	10,000	
	CONTRIBUTION TO PARK MASTER PLAN PROJECT						
	MOVED CONT TO JAMESON PARK IMPROVEMENTS TO 2021						
	GL # FOOTNOTE TOTAL:				117,000	117,000	
Totals for dept 728 - ECONOMIC DEVELOPMENT		11,949	267,260		477,260	552,260	
TOTAL APPROPRIATIONS		271,695	492,060	224,800	867,320	942,320	
NET OF REVENUES/APPROPRIATIONS - FUND 248		233,211	20,590	288,040	(340,970)	(417,970)	
	BEGINNING FUND BALANCE	1,125,202	1,358,413	1,358,413	1,646,453	1,646,453	1,646,453
	ENDING FUND BALANCE	1,358,413	1,379,003	1,646,453	1,305,483	1,228,483	1,646,453

GL NUMBER	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 REQUESTED BUDGET	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	304,611	320,000	320,000	295,000	334,000	
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)	(4,000)	(4,000)	(4,000)	
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,539	200	400	20	20	
250-000-445.000	INTEREST ON TAXES	284	250	250	250	250	
250-000-665.000	INTEREST EARNED	22,468	14,000	14,000	5,400	5,400	
Totals for dept 000 - NONE		328,902	330,450	330,650	296,670	335,670	
TOTAL ESTIMATED REVENUES		328,902	330,450	330,650	296,670	335,670	

GL NUMBER	DESCRIPTION	2019 ACTIVITY	2020 AMENDED BUDGET	2020 PROJECTED ACTIVITY	2021 REQUESTED BUDGET	2021 RECOMMENDED BUDGET	2021 APPROVED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	5,116	4,200	4,200	54,200	54,200	
	FOOTNOTE AMOUNTS:				30,000	30,000	
	WEST DDA DEVELOPMENT PLAN UPDATE				20,000	20,000	
	FOOTNOTE AMOUNTS:						
	WEST DDA TAX INCREMENT FINANCING PLAN UPDATE			2,500	2,500	2,500	
	FOOTNOTE AMOUNTS:						
	CLIENT FEE FOR MIDDLE MICHIGAN DEVELOPMENT CORPORATION (1/2)			400	400	400	
	FOOTNOTE AMOUNTS:						
	VIDEO RECORDING OF EDA MEETINGS (1/2)			300	300	300	
	FOOTNOTE AMOUNTS:						
	FINANCIAL AUDIT PRESENTATION (1/2)			1,000	1,000	1,000	
	FOOTNOTE AMOUNTS:						
	MISCELLANEOUS						
	GL # FOOTNOTE TOTAL:			4,200	54,200	54,200	
250-000-880.000	COMMUNITY PROMOTION		5,000	5,000	5,000	5,000	
	CONTRIBUTION TO THE MT. PLEASANT AREA CVB						
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS				40,000	40,000	
	FOOTNOTE AMOUNTS:				20,000	20,000	
	GRANT PROGRAM - BEAUTIFICATION IMPROVEMENTS				20,000	20,000	
	FOOTNOTE AMOUNTS:						
	GRANT PROGRAM - PEDESTRIAN ACCESS IMPROVEMENTS						
	GL # FOOTNOTE TOTAL:				40,000	40,000	
250-000-915.000	MEMBERSHIP & DUES				260	260	
	FOOTNOTE AMOUNTS:				100	100	
	MICHIGAN DOWNTOWNS ASSOCIATION - RODNEY NANNEY (1/2)						
	FOOTNOTE AMOUNTS:				160	160	
	MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION - RODNEY NANNEY (1/2)						
	GL # FOOTNOTE TOTAL:				260	260	
250-000-967.400	STREET/ROAD PROJECTS	162,293	330,000		330,000	330,000	
	LINCOLN RD.-SOUTH OF BRIDGE-WORK IN 2021 PER ICRC						
Totals for dept 000 - NONE		167,409	339,200	9,200	429,460	429,460	
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	49,152	49,000	52,068	52,000	59,000	
Totals for dept 336 - FIRE DEPARTMENT		49,152	49,000	52,068	52,000	59,000	
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-967.300	SEWER SYSTEM PROJECTS	107,210	73,600	73,600			
250-728-967.500	SIDEWALK/PATHWAY PROJECTS		70,000	70,000	250,000	250,000	
	FOOTNOTE AMOUNTS:				25,000	25,000	
	PEDESTRIAN IMPROVEMENTS LINCOLN/REMUS ROAD INTERSECTION						
	FOOTNOTE AMOUNTS:				75,000	75,000	
	SIDEWALK CONSTRUCTION LINCOLN RD. WEST SIDE NORTH OF REMUS ROAD						
	FOOTNOTE AMOUNTS:				150,000	150,000	
	SIDEWALK CONSTRUCTION N/S SIDES OF REMUS RD FROM BRADLEY TO LINCOLN						
	FOOTNOTE AMOUNTS:			70,000			
	SIDEWALK CONSTRUCTION W SIDE OF LINCOLN NORTH OF LUX						
	GL # FOOTNOTE TOTAL:			70,000	250,000	250,000	
Totals for dept 728 - ECONOMIC DEVELOPMENT		107,210	143,600	143,600	250,000	250,000	
TOTAL APPROPRIATIONS		323,771	531,800	204,868	731,460	738,460	
NET OF REVENUES/APPROPRIATIONS - FUND 250		5,131	(201,350)	125,782	(434,790)	(402,790)	
	BEGINNING FUND BALANCE	1,016,065	1,021,197	1,021,197	1,146,979	1,146,979	0591,146,979
	ENDING FUND BALANCE	1,021,196	819,847	1,146,979	712,189	744,189	1,146,979



## REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board      **DATE:** October 14, 2020  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 10/20/2020

**ACTION REQUESTED:** To approve the schedule of regular and informational meetings of the Economic Development Authority for the 2021 calendar year to take place at 4:30 p.m. on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

Current Action  Emergency

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

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

### BACKGROUND INFORMATION

The Open Meetings Act requires the Economic Development Authority schedule and post the annual meeting schedule prior to the start of the calendar year. In addition, as part of compliance with reporting requirements of Public Act 57 of 2018, the Economic Development Authority has an obligation to schedule and hold two (2) annual “informational meetings” solely to inform the public and governing bodies of each jurisdiction levying taxes subject to capture of the EDA’s goals and direction, including projects to be undertaken in the coming year.

### SCOPE OF ACTIVITY

To set the 2021 Economic Development Authority business meeting schedule.

### JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when Economic Development Authority meetings will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

### BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by adoption of a revised meeting schedule to add the informational meetings required per Act 57 (From Policy 1.0: Global End):

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

**COSTS**

N/A

**TIMETABLE**

N/A

**RESOLUTION**

To approve the schedule of regular and informational meetings of the Economic Development Authority for the 2021 calendar year to take place at 4:30 p.m. on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

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

Yes:

No:

Absent:

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

# CHARTER TOWNSHIP OF UNION

## Scheduled Meetings for 2021



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### **BOARD OF TRUSTEES:** *(Second and Fourth Wednesday of each Month)*

January 13	May 12	September 8
January 27	May 26	September 22
February 10	June 9	October 13
February 24	June 23	October 27
March 10	July 14	November 10
March 24	July 28	November 23 <i>(Tuesday)</i>
April 14	August 11	December 15
April 28	August 25	

### **ZONING BOARD OF APPEALS:** *(First Wednesday of each Month)*

January 6	April 7	July 7	October 6
February 3	May 5	August 4	November 3
March 3	June 2	September 1	December 1

### **PLANNING COMMISSION:** *(Third Tuesday of each Month)*

January 19	April 20	July 20	October 19
February 16	May 18	August 17	November 16
March 16	June 15	September 21	December 21

**JOINT MEETING DATE:** *(Board of Trustees, ZBA, Planning Commission, EDA, Sustainability Committee Hannah's Bark Park Advisory Board, Chippewa River District Library Board, Mid-Michigan Area Cable Consortium, Cultural and Recreational Commission, and Sidewalks and Pathways Prioritization Committee)*

Date August 31 7:00pm

**EDA** *(Third Tuesday of each Month)* All meetings begin at 4:30p.m.

January 19	May 18	August 17	October 19
February 16	June 15	September 21	November 16
March 16	June 22 Informational	September 28 Informational	December 21
April 20	July 20		

All the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review and EDA start at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600.