

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular – Electronic Board Meeting
Tuesday October 20, 2020**

MINUTES

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on October 20, 2020 at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 4:33 p.m.

ROLL CALL

Present: Kequom, Zalud, Smith, Bacon, Chowdhary, Figg, Coyne (5:54)

Excused: Barz, Johnson

Absent: Hunter, Gunning

Others Present: Rodney Nanney – Community & Economic Development Director, Amy Peak – Building Department Clerk, Sherrie Teall – Finance Director, Carmine Avantini - President – CIB Planning, Elena Moeller- Younger – Director of Marketing & Planning with CIB Planning, Rob Bacigalupi – Mission North, Kathleen Duffy – Smith Group.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by Figg SUPPORTED by Smith to APPROVE minutes from the September 15, 2020 regular meeting as presented.

MOTION CARRIED 6-0.

MOTION by Zalud SUPPORTED by Bacon to APPROVE minutes from the September 22, 2020 Special Informational Meeting as presented. MOTION CARRIED 6-0

PRESENTATIONS

A. Carmine Avantini and Elena Moeller-Younger gave presentation on CIB Planning.

B. Rob Bacigalupi and Kathleen Duffy gave presentation on Mission North / Smith Group

PUBLIC COMMENT – No public comment offered.

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Finance Director Sherri Teall reviewed the accounts payable for the East and West DDA.

MOTION by Chowdhary SUPPORTED by Smith to APPROVE the East DDA payables 9/16/2020 – 10/20/2020 in the amount of \$16,208.66 as presented. MOTION CARRIED 6 – 0.

MOTION by Figg SUPPORTED by Zalud to APPROVE the West DDA payables 9/16/2020 – 10/20/2020 in the amount of \$433.82 as presented. MOTION CARRIED 6 – 0.

Finance Director Sherrie Teall reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

NEW BUSINESS

- A. **RFBA: Review proposals from CIB Planning and Mission North 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 Bacon SUPPORT by Figg to select CIB 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 not to exceed \$29,926.00.

7 – YES, 0 – NO, 4 – ABSENT. MOTION CARRIED 7 – 0.

B. RFBA: Review the updated rate schedule options for Doug's Small Engine Repair for sidewalk snowplow services in the East DDA district.

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

MOTION by Zalud SUPPORTED by Coyne 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.

7 – YES, 0 – NO, 4 – ABSENT. MOTION CARRIED 7 – 0.

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.

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

MOTION by Zalud SUPPORTED by Chowdhary 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.

MOTION CARRIED 7 – YES, 0 – NO, 4 – ABSENT.

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.

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

MOTION by Zalud SUPPORTED by Figg 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.

Kequom, Smith, Bacon, Chowdhary, Figg, Coyne - YES, Zalud – NO, 4 – ABSENT. MOTION CARRIED 6 – 1.

E. RFBA: Review and approve the 2021 EDA Meeting Calendar.

Community & Economic Development Director reviewed RFBA. Discussion held.

MOTION by Zalud SUPPORTED by Coyne 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 Meeting Act.

7 – YES, 0 – NO, 4 – ABSENT. MOTION CARRIED 7 – 0.

PENDING BUSINESS – None

DIRECTOR COMMENTS:

- Reminder of the Special Informational Meeting scheduled for October 27, 2020 at 4:30 p.m.
- Irrigation on Pickard has been shut down, flowers have been removed, banners have been scheduled to come down and holiday lighting is scheduled to go up. Some street and bench lights are out, and a work order is in to have these taken care of.

GENERAL DISCUSSION:

Suggestions for future zoom meetings from Chair Kequom, to mute yourself if you are not speaking or turn video off if needed.

Meeting adjourned by Chairman Kequom at 6:47 p.m.

APPROVED BY

(Recorded by Amy Peak)


Chair Kequom